

## How to cite Authorities in FOM

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### General Instructions.

Authorities have two parts:

1. A citation that identifies the source of the document and locating information such as chapters, parts, and subparts.
2. A title. The title identifies the subject of the document.

Enter the citation information into the citation field, followed by a period. Enter the title information in the title field, followed by a period.

### Code of Federal Regulations

The CFR is divided into 50 titles that represent broad areas subject to Federal regulation. Each title is divided into chapters, which usually bear the name of the issuing agency. Each chapter is further subdivided into parts that cover specific regulatory areas. Large parts may be subdivided into subparts. Parts and subparts are organized in sections, and most citations to the CFR refer to material at the section level.

Below are some examples of how to cite one or more chapter(s), part(s), subpart(s) and section(s). Be as specific as possible. At a minimum, a citation should identify a specific chapter, if not a part, subpart, or section.

When citing at the Section level, use the Section symbol (§), entered by pressing Alt-0167 on the numeric keypad.

40 C.F.R. ch.1.	Protection of the Environment.
41 C.F.R. ch. 300-304.	Federal Travel Regulation System.

38 C.F.R. pt.70 subpt. B.	Veterans Transportation Programs, Subpart B—Veterans Transportation Service Under 38 U.S.C.
41 C.F.R. § 101-18.	Acquisition of Real Property.
41 C.F.R. §§ 8.401-406.	GSA Federal Supply Schedule.
42 C.F.R. pt. 1001.	Program Integrity – Medicare and State Health Care Programs.
41 C.F.R. § 301, app. E.	Suggested Guidance for Conference Planning.

### Executive Orders

Provide the Executive Order number in the format displayed below, and the corresponding title. Use a period to separate the citation from the title and use a period at the end of the title.

Exec. Order No. 12160.	Providing for Enhancement and Coordination of Federal Consumer Program.
Exec. Order No. 12333.	United States Intelligence Activities.

### Executive Agency Documents

Cite documents from Agencies of the Executive Branch as shown below. Examples include: the Department of Veterans Affairs, the Federal Emergency Management Agency, the General Services Administration, the Department of Health and Human Services, the National Institute of Standards and Technology, the National Security Agency, the Office of Personnel Management, the Office of Federal Procurement Policy, and others.

Federal Emergency Management Agency.	National Disaster Recovery Framework, June 2016.
Federal Emergency Management Agency.	National Incident Management System, December 2008.
OFPP Policy Letter 05-01.	Developing and Managing the Acquisition Workforce, April 15, 2005.
The White House.	National Security Strategy, February 2015.
VA Financial Policy Vol II, Ch. 4.	Awards, Ceremonies, Food or Refreshments, Gifts or Mementos.
VA Handbook 0063.	Waste Prevention and Recycling Program.

### Federal Register Notices

Cite Federal Register notices as shown below, including a date of publication.

74 Fed. Reg. 41490 (Aug. 17, 2009).	Notices Amends “the System of Records” Currently Entitled “Compliance Records, Response and Resolution of Reports of Persons Allegedly Involved in Compliance Violations—VA” (106VA17).
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### General Accountability Office documents

GAO publishes different types of documents, some of which are considered Authorities, while others are not. Studies of programs are typically not considered authorities, but Comptroller General opinions and accounting/auditing standards, manuals, and guides such as those shown below are.

43 Comp. Gen. 305, B-152331 (1963).	Voluntary Services-Meals, Etc-Appropriations.
GAO-09-232G.	Federal Information System Controls Audit Manual (FISCAM), 2009.
GAO-09-3SP.	Cost Estimating and Assessment Guide (March 2009).
GAO-12-331G.	Government Auditing Standards.

### Homeland Security Presidential Directives

HSPD-12.	Policy for A Common Identification Standard for Federal Employees and Contractors.
HSPD-18.	Medical Countermeasures Against Weapons of Mass Destruction.

### Intelligence Community Directives

Intelligence Community Directive 404.	Executive Branch Intelligence Customers.
Intelligence Community Directive 703.	Protection of Classified National Intelligence, Including SCI.

### Office of Management and Budget §

OMB publishes a variety of documents, including Circulars, numbered memoranda, and unnumbered memoranda. Below are several examples of each.

OMB Circular A-108.	Federal Agency Responsibilities for Review, Reporting, and Publication Under the Privacy Act.
OMB Circular A-109.	Major System Acquisitions.
OMB Circular A-11 supp. pt. 7.	Capital Programming Guide.
OMB Circular A-11.	Preparation Submission and Execution of the Budget.
OMB Circular A-123 app. A.	Internal Control over Financial Reporting.
OMB M-06-16.	Protection of Sensitive Agency Information.
OMB M-10-06.	Open Government Directive.
Unnumbered Memorandum.	The Federal Acquisition Certification for Contracting Officer Technical Representatives (FAC-COR), November. 26, 2007.
Unnumbered Memorandum.	Revisions to the Federal Acquisition Certification for Contracting Representatives (FAC-COR), September 11, 2011.

## Other Documents

Here are some examples of other types of documents that may be cited as Authorities in FOM. In some instances, the citation and the title are repetitive. Be sure to include both parts.

DVA/DoD MOA August 4, 2009.	MOA for Medical Treatment Provided to Active Duty Service Members with Spinal Cord Injury, Traumatic Brain Injury, Blindness or Polytraumatic Injuries.
EEO MD-110.	EEOC Management Directive 110, As Revised, August 5, 2015.
Institute of Internal Auditors, International Standards for Professional Practice of Internal Auditing. (October 2016).	International Standards for Professional Practice of Internal Auditing.
OTGR Tribal Consultation Policy.	OTGR Tribal Consultation Policy, February 4, 2011.
The White House.	National Security Strategy, February 2015.
Treasury Financial Manual Volume 1.	Federal Agencies.

## U.S. Code

U.S. Code is divided into titles (identified by a number) that represent broad areas subject to Federal legislation. Each title is divided into chapters, subchapters and sections. U.S. Code citations begin with a title number (omitting the word “title”), such as 38 U.S.C., and then identify relevant chapters, subchapters, and sections.

Below are some examples of how to cite one or more chapter(s), subchapter(s) and section(s). Be as specific as possible. At a minimum, a citation should identify a specific chapter, if not a part, subpart, or section.

When citing at the Section level, use the Section symbol (§), entered by pressing Alt-0167 on the numeric keypad.

10 U.S.C. ch. 1607.	Educational Assistance for Reserve Component Members Supporting Contingency Operations and Certain Other Operations.
15 U.S.C. § 3710.	Utilization of Federal Technology.
20 U.S.C. § 107 et seq.	Randolph-Sheppard Act, Operation of Vending Machines.
38 U.S.C. §§ 2061 and 2064.	Grant Program for Homeless Veterans and Technical Assistance.
38 U.S.C. §§ 8161-8169.	Enhanced Use Lease of Real Property.
38 U.S.C. ch. 20, subch. IV.	Treatment and Rehabilitation for Seriously Mentally Ill and Homeless Veterans: General Treatment.

## Public Laws

Public Laws are divided into sections.

Below are some examples of how to cite Public Laws. It is best to be cite specific section(s).

When citing at the Section level, use the Section symbol (§), entered by pressing Alt-0167 on the numeric keypad.

Pub. L. 103-446 § 509.	Center for Minority Veterans and Center for Women Veterans.
Pub. L. 107-347 §§ 3601, 3602.	E-Government Act of 2002. Office of Electronic Government.
Pub. L. 93-400 as amended by Pub. L. 96-83.	Office of Federal Procurement Policy Act.