

**The United States  
Government Manual  
2004/2005**

**Office of the Federal Register  
National Archives and Records Administration**

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*On the cover:* The National Archives and Records Administration (NARA) is proud to acknowledge its role in the Presidential election process. NARA's Office of the Federal Register (OFR) acts as the administrator of the Electoral College on behalf of the States, the Congress, and the American people. In this role, the OFR is charged with helping the States carry out their election responsibilities, ensuring the completeness and integrity of the Electoral College documents submitted to Congress, and informing the public about the Presidential election process.

The Electoral College system was established under Article II (section 1) and Amendment 12 of the U.S. Constitution. In each State, the voters choose electors to select the President and Vice President of the United States, based on the results of the November general election.

Prior to the general election, the OFR sends an informational package to each State's Governor to officially notify them of their electoral responsibilities. As the results of the popular vote are finalized in each State, election officials send to the OFR Certificates of Ascertainment, which establish the credentials of their electors. In December, the electors hold meetings in each State to cast their votes for President and Vice President. Those choices are documented in Certificates of Vote, which are sent to the OFR for review on behalf of the Congress. In January, the Congress sits in joint session to certify the election of the President and Vice President, based on the documentary evidence assembled and reviewed by the OFR. In the year after the election, electoral documents are held at the OFR for public viewing, and then transferred to the Archives of the United States for permanent retention and access.

In this Presidential election year, the cover of the book shows a representation of the Electoral College system in celebration of the spirit of the American democratic process.

For more information on the Electoral College, visit NARA's Web site at: [http://www.archives.gov/federal\\_register/electoral\\_college/](http://www.archives.gov/federal_register/electoral_college/).

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# Preface

As the official handbook of the Federal Government, *The United States Government Manual* provides comprehensive information on the agencies of the legislative, judicial, and executive branches. The *Manual* also includes information on quasi-official agencies; international organizations in which the United States participates; and boards, commissions, and committees.

A typical agency description includes a list of principal officials, a summary statement of the agency's purpose and role in the Federal Government, a brief history of the agency, including its legislative or executive authority, a description of its programs and activities, and a "Sources of Information" section. This last section provides information on consumer activities, contracts and grants, employment, publications, and many other areas of public interest.

The 2004/2005 *Manual* was prepared by the Presidential and Legislative Publications Unit, Office of the Federal Register, under the supervision of Gwendolyn J. Henderson. Alfred W. Jones was Managing Editor; Stephen J. Frattini was Chief Editor, assisted by Stacey A. Mulligan and Maxine L. Hill.

## THE FEDERAL REGISTER AND ITS SPECIAL EDITIONS

The *Manual* is published as a special edition of the *Federal Register* (see 1 CFR 9.1). Its focus is on programs and activities. Persons interested in detailed organizational structure, the regulatory documents of an agency, or Presidential documents should refer to the *Federal Register* or one of its other special editions, described below.

Issued each Federal working day, the *Federal Register* provides a uniform system for publishing Presidential documents, regulatory documents with general applicability and legal effect, proposed rules, notices, and documents required to be published by statute.

The *Code of Federal Regulations* is an annual codification of the general and permanent rules published in the *Federal Register*. The *Code* is divided into 50 titles that represent broad areas subject to Federal regulation. The *Code* is kept up to date by the individual issues of the *Federal Register*.

The *Weekly Compilation of Presidential Documents* serves as a timely, up-to-date reference source for the public policies and activities of the President. It contains remarks, news conferences, messages, statements, and other Presidential material of a public nature issued by the White House during the week reported.

A companion publication to the *Weekly Compilation* is the *Public Papers of the Presidents*, which contains public Presidential documents and speeches in convenient book form. Volumes of the *Public Papers* have been published for every President since Herbert Hoover, with the exception of Franklin D. Roosevelt, whose papers were published privately.

## OTHER OFFICE OF THE FEDERAL REGISTER PUBLICATIONS

The Office of the Federal Register publishes slip laws, which are pamphlet prints of each public and private law enacted by Congress. Slip laws are compiled annually as the *United States Statutes at Large*. The *Statutes* volumes contain all public and private laws and concurrent resolutions enacted during a session of Congress;

recommendations for executive, legislative, and judicial salaries; reorganization plans; proposed and ratified amendments to the Constitution; and Presidential proclamations. Included with many of these documents are sidenotes, U.S. Code and statutes citations, and a summary of their legislative histories.

#### PUBLICATION AVAILABILITY

The publications of the Office of the Federal Register are available for sale by writing to the following address:

Superintendent of Documents  
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Pittsburgh, PA 15250-7954

Publications are also available for sale through the Government Printing Office online bookstore at <http://bookstore.gpo.gov>, the Government Printing Office bookstore located in Washington, DC, and the retail sales outlet in Laurel, MD. Telephone inquiries should be directed to 202-512-1800.

#### ELECTRONIC SERVICES

The Office of the Federal Register maintains an Internet site for public law numbers, the Federal Register's public inspection list, and information on the Office and its activities at [www.archives.gov/federal\\_register](http://www.archives.gov/federal_register). This site also contains links to the texts of *The United States Government Manual*, Public Laws, the *Weekly Compilation of Presidential Documents*, the *Federal Register*, and the *Code of Federal Regulations* (both as officially published on a quarterly basis and a new unofficial, daily updated version, the e-CFR) in electronic format through *GPO Access*. For more information about these online publications, contact the Electronic Information Dissemination Services, U.S. Government Printing Office. Phone, 202-512-1530, or 888-293-6498 (toll free). Internet, [www.gpoaccess.gov](http://www.gpoaccess.gov). E-mail, [gpoaccess@gpo.gov](mailto:gpoaccess@gpo.gov).

#### FURTHER INFORMATION

Information on *The United States Government Manual* and other publications of the Office of the Federal Register may be obtained by writing to the following address:

Office of the Federal Register  
National Archives and Records Administration  
Washington, DC 20408

Inquiries should be directed by phone to 202-741-6000, faxed to 202-741-6012, or e-mailed to [fedreg.info@nara.gov](mailto:fedreg.info@nara.gov).

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