

ADMINISTRATIVE CONFERENCE OF THE UNITED STATES

Agency Guidance

Committee on Judicial Review

Proposed Recommendation | December 14, 2017

Proposed Amendments

This document displays manager's amendments (with no marginal notes) and additional amendments from Council members and Conference members (with sources shown in the margin).

General statements of policy as defined under the Administrative Procedure Act (hereinafter policy statements) are agency statements of general applicability, not binding on members of the public, "issued . . . to that advise the public prospectively of the manner in which the agency proposes to exercise a discretionary power." Interpretive rules are defined as rules or "statements issued by an agency to advise the public of the agency's construction of the statutes and rules which it administers." Both policy statements and interpretive rules are exempt from the APA's requirements for the issuance of legislative rules that legally bind the public (including notice and comment), and are often referred to as "guidance" or "guidance documents" (although usage varies). This Recommendation, however, covers only policy statements, not interpretive rules; nevertheless, many of the recommendations herein regarding flexible use of policy statements may also be helpful with respect to agencies' use of interpretive rules applies to both kinds of guidance.

Over the years, the Conference has issued several recommendations pertaining to policy statements. Recommendation 76-5 states that agencies should provide for public participation in the formulation of policy statements (and of-interpretive rules) depending on the impact of the

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Ron Levin proposes expanding the scope of the recommendation to include interpretive rules. If the Assembly agrees, Ron has proposed two sets of changes to effectuate his proposal. The first set consists of minor substantive changes noted in this redline. The second set would require replacing the term "policy statement" with "guidance" or "guidance document" throughout the recommendation (except in a few select instances). The Committee on Style will make the second set of changes if the Assembly adopts Ron Levin's proposal.

From Ron Levin: As a sizable minority of the Committee on Judicial Review would have preferred, the recommendation should apply to interpretive rules as well as policy statements. The committee's proposed limitation to policy statements would put ACUS out of line with every group that has addressed the same topic in the past 25 years, including the ABA, FDA, OMB, and DOJ, and even Congress (which ratified the FDA procedures). Agency personnel themselves tend to think of and treat guidance as a single form of action, whether interpretive- or policy-based as the committee's proposed title for the recommendation tacitly acknowledges. Most importantly, the committee's distinction is highly artificial. Policy and interpretation are closely intertwined, and the policies underlying the recommendation apply to interpretive rules as well as policy statements. For a full explanation of the rationale for the amendment, please see my 12.11.2017 memo posted on the project webpage: https://www.acus.gov/membercomment/december-11-2017-comment-ron-levininterpretive-rules-amendment

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 $^{^{\}rm 1}$ Attorney General's Manual on the Administrative Procedure act 30 n.3 (1947).

² *Id*.

³ 5 U.S.C. § 553(b)(A).



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statement in question and the practicability of participation. ⁴ Rec	commendation 92-2 recognizes
the value of policy statements but expresses concern about policy	statements "that are intended
to impose binding substantive standards or obligations upon affect	eted persons" notwithstanding
the legal requirement that they be nonbinding on the public, and i	t advises agencies to establish
flexible procedures that allow members of the public a fair opportunity to argue for approaches	
different from those set forth in a policy statement. ⁵ The Conference has now	
determined decided, twenty-five years after Recommendation 92-2, to update its	
recommendations on the formulation and use of policy statements in light of current	
administrative experience. ⁶ In contrast to Recommendation 92-2, this recommendation applies	
to both policy statements and interpretive rules. This broader cov	verage is in line with more
recent pronouncements of other governmental bodies7 and is just	ified by similarities in the
benefits and challenges that the two types of guidance present for	agencies and members of the
public.	

Policy statements are important instruments of administration across numerous agencies, and of great value to agencies and the public alike. Compared with adjudication or enforcement, policy statements can make agency decisionmaking faster and less costly, saving time and resources for the agency and the regulated public. They can also make agency decisionmaking more predictable and uniform and shield regulated parties from unequal treatment, unnecessary

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⁴ Admin. Conf. of the U.S., Recommendation 76-5, *Interpretive Rules of General Applicability and Statements of General Policy*, 41 Fed. Reg. 56,769 (Dec. 30, 1976). Additional prior Conference Recommendations pertaining to policy statements and agency guidance more broadly, apart from others referenced specifically in this preamble, include Recommendation 2015-3, *Declaratory Orders*, 80 Fed. Reg. 78,163 (Dec. 4, 2015); and Recommendation 2014-3, *Guidance in the Rulemaking Process*, 79 Fed. Reg. 35,992 (June 25, 2014).

⁵ Admin. Conf. of the U.S., Recommendation 92-2, Agency Policy Statements, 57 Fed. Reg. 30,103 (July 8, 1992).

⁶ The Conference commissioned a study that resulted in interviews with 135 individuals across agencies, industry, and NGOs, which are the basis for this Recommendation. *See* Nicholas R. Parrillo, Federal Agency Guidance: An Institutional Perspective (Oct. 12, 2017) (report to the Admin. Conf. of the U.S.), https://www.acus.gov/report/agency-guidance-final-report.

⁷ See, e.g., Office of Mgmt. & Budget, Exec. Office of the President, Final Bulletin for Agency Good Guidance Practices, 72 Fed. Reg. 3432, 3436 (Jan. 25, 2007); 21 C.F.R. § 10.115 (2017) (FDA); see also 21 U.S.C. § 371(h)(1)(B) (2012) (ratifying FDA procedures) ("[G]uidance documents shall not be binding on the Secretary").



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costs, and unnecessary risk, while promoting compliance with the law. Compared with legislative rules, policy statements are generally better for dealing with conditions of uncertainty and often for making agency policy accessible, especially to regulated parties who lack counsel. Further, the provision of policy statements often takes less time and resources than legislative rulemaking, freeing up the agency to, for instance, take other action within its statutory mission. In pursuit of benefits such as these, agencies may use policy statements to bind some agency employees to the approach of the policy statement, so long as such employees are not bound in a manner that forecloses a fair opportunity for the public and/or employee to argue for approaches different from that in the policy statement or seek modification of the policy statement.

Despite their usefulness to both agencies and the public, policy statements are sometimes criticized for coercing members of the public as if they were legislative rules, notwithstanding their legally nonbinding status. Recommendation 92-2 defined this problem in terms of an agency's *intent* to use https://www.neeh-policy statements to bind the public, which may imply that the problem is one of https://www.neeh-policy statements to bind the public, which may imply that the problem is one of https://www.neeh-policy statements to bind the public, which may imply that the problem is one of https://www.neeh-policy statements to bind the public, which may imply that the problem is one of https://www.neeh-policy statements to bind the public, which may imply that the problem is one of https://www.neeh-policy statements described and correction, a focus on intent is often inadequate for understanding and addressing the phenomenon of binding policy statements.

There are several kinds of reasons why members of the public sometimes find they have no practical escape from the terms of a policy statement. First are those that are not of the Commented [CA6]: Proposed amendment from Council 1

⁸ See id. at 28-30; see also Admin. Conf. of the U.S., Recommendation 71-3, Articulation of Agency Policies, 38 Fed. Reg. 19,788 (July 23, 1973) ("Agency policies which affect the public should be articulated and made known to the public to the greatest extent feasible. To this end, each agency which takes actions affecting substantial public or private interests, whether after hearing or through informal action, should, as far as is feasible in the circumstances, state the standards that will guide its determination in various types of agency action, either through published decisions, general rules or policy statements other than rules.").

⁹ See Recommendation 92-2, supra note 5; Office of Mgmt. & Budget, Exec. Office of the President, Final Bulletin for Agency Good Guidance Practices, 72 Fed. Reg. 3432, 3436 (Jan. 25, 2007) ("[A]gency employees should not depart from significant agency guidance documents without appropriate justification and supervisory concurrence."); id. at 3437 ("[W]hile a guidance document cannot legally bind, agencies can appropriately bind their employees to abide by agency policy as a matter of their supervisory powers over such employees without undertaking pre-adoption notice and comment rulemaking.").

¹⁰ See Final Bulletin for Agency Good Guidance Practices, 72 Fed. Reg. at 3440. For example, a policy statement could bind officials at one level of the agency hierarchy to the approach in the policy statement, with the proviso that officials at a higher but still accessible level can authorize action at variance with the statement.



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making of an agency or its officials and do not depend primarily on whatever intent the officials may have. Specifically, modern regulatory schemes often have structural features that tend to lead regulated parties to follow the policy statement's approach even if in theory they might be legally free to choose a different course, because the costs and risks associated with doing so are simply too high. This is often the case if statutes or regulation (a) require a regulated party to obtain prior approval from an agency to obtain essential permissions or benefits; (b) subject a regulated party to repeated agency evaluation under a legal regime with which perfect compliance is practically unachievable, incentivizing the party cosceleto cultivate a reputation with the agency as a good-faith actor by following even non-binding guidance; or (c) subject the regulated party to the possibility of enforcement proceedings that entail prohibitively high costs regardless of outcome, or can lead to sanctions so severe that the party will not risk forcing an adjudication of the accusation. Meanwhile, a policy statement can operate on beneficiaries of a statute or legislative rule as if it were a legislative rule by effectively depriving them of the statute or legislative rule's protection. This can occur if the policy statement promises to treat regulated parties less stringently than the statute or legislative rule requires, effectively freeing those parties to shift their behavior in a direction that harms beneficiaries. Similarly, in its focus on beneficiaries and regulated parties, an agency policy statement may induce conduct harmful to third parties.

Second, there are a number of reasons why agencies themselves may naturally tend to be somewhat inflexible with respect to their own policy statements. Even though these reasons are more within an agency's or its officials' control than the earlier set, this lack of flexibility may often stem from causes other than bad faithagency intent. Officials who behave inflexibly may be seeking in good faith to balance in the importance of being flexible and against stakeholder demands to honor other, competing values that officials would be remiss to ignore. For example, if one regulated firm argues for a different approach from that in a policy statement and the agency approves, this may prompt other firms to criticize the agency for not keeping a level playing field among competitors; may cause other firms to lose faith in the agency's consistency and predictability, which may render them less likely to trust and cooperate

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with the agency; and may open the agency to accusations of favoritism from NGOs, the media, and congressional overseers.

In principle, one way an agency might reconcile these understandable pressures would be to prepare and disseminate written reasons when it approves an approach different from that in a policy statement, thereby making the same reasoning available to all similarly-situated parties going forward. This transparency helps level the playing field, makes agency behavior more predictable, and diminishes concerns about favoritism. But again without any bad faith, agencies might still find inflexibility the easier course and adopt it by default, because reasongiving requires agency resources. Besides this, there are additional organizational reasons for inflexibility that likewise do not depend on official bad faith: some agency offices, by reason of their usual day-to-day business, are socialized to be less receptive to stakeholder requests than others; higher-level officials have institutional reasons to back the decisions of their subordinates; and the distinction between binding and nonbinding policies rules is counter-intuitive for many officials, at least without substantial training.

These various pressures tend to give at least some policy statements a quasi-binding character in fact regardless of their legal status. That said, there are important steps that agency officials can take to mitigate these legislative-rule-like effects of policy statements by making elementating that they are not binding and by remaining flexible in their use of such statements by offering members of the public a fair opportunity to argue for other approaches. What steps to take and when is the focus of one set of today's paragraphs 4 through 8 of this Recommendations. In addition, a gencies should also, in appropriate circumstances, use appropriate tools to enable public participation in the formulation of policy statements before these statements are adopted. This is the focus of the other set of today's paragraphs 9 through 11 of this Recommendations.

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¹¹ Another difficulty with giving reasons is to net consistently a potential tension with agency policies on the protection of confidential business or personal information. This Recommendation is not intended to alter existing agency policies on such protection.



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First, flexibility often requires managerial initiative and resources to foster and maintain. This Recommendation identifies concrete organizational measures that agencies may take to foster flexibility: low-cost measures that agencies should take at a minimum and additional measures with higher cost that agencies should consider in light of resource limitations and competing priorities.

In addition, public participation at the time of a policy statement's adoption may be of value to the agency, to regulated parties, and especially to regulatory beneficiaries and affected third parties and organizations to regulatory beneficiaries and organizations representing them, because beneficiaries such parties often lack the opportunity and resources to participate in the individual adjudicatory or enforcement proceedings into which a policy statement will be followedmay apply.

Choosing a level and means of public participation that is appropriate to a policy statement's likely impact and is practicable requires consideration of several factors. Given the complexity of these factors and their tendency to vary with context, it is appropriate to make decisions about whether and or how to seek public participation on policy statements on a document-by-document or agency-by-agency basis. A government-wide requirement for inviting written input from the public on policy statements is not recommended, unless confined to the remainst extraordinary documents. This is a function both of the complex cost-benefit considerations noted above and the fact that broad mandates for written public input on policy statements can result in two additional unintended consequences. First, a broad mandate applied to a resource-strapped agency may cause the agency to fail to process and incorporate comments and instead leave many policy statements in published "draft" form indefinitely, which may at least partly defeat the purpose of participation and cause stakeholder confusion. Second, a broad

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¹² Some agencies have adopted procedural rules requiring solicitation of written input from the public for large and well-defined categories of their policy statements, whereas others have undertaken such solicitations on a decentralized, ad hoc basis. Parrillo, *supra* note 6, at 167–68.

¹³ The Office of Management and Budget's Good Guidance Practices calls for pre-adoption public comment on "economically significant" guidance documents, but this appears to cover only a very small number of documents. *See id.*, at 167–71.



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mandate may so legitimize policy statements in the eyes of the agency that such statements could end up largely supplanting legislative rulemaking.

RECOMMENDATION

Policy Statements Should Not Bind the Public

- An agency should not use a policy statement describing means of regulatory compliance deemed acceptable to create a standard binding on the public, that is, as a standard with which noncompliance may form an independent basis for action in matters that determine the rights and obligations of any member of the public.
- 2. An agency should afford members of the public a fair opportunity to argue for lawful approaches other than those put forward by policy statement or for modification or rescission of the policy statement.
- 3. Although a policy statement should not bind an agency as a whole, it is sometimes appropriate for an agency, as an internal agency management matter, and particularly when guidance is used in connection with regulatory enforcement, to direct some of its employees to act in conformity with a policy statement. But the agency should ensure that this does not interfere with the fair opportunity called for in Recommendation 2. For example, an agency may direct officials at one level to follow the approach described in a policy statement while authorizing officials at a higher level to act in ways different from that described in the statement, when appropriate, despite the position taken by the lower level official. For example, a policy statement could bind officials at one level of the agency hierarchy, with the caveat that officials at a higher level can authorize action that varies from the policy statement.

Minimum Measures to Avoid Binding the Public

4. A policy statement should prominently state that it is not binding on members of the public and explain that a member of the public may take a lawful approach different from the one set forth in the policy statement, or request that the agency take such a lawful

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approach. The policy statement should also include the identity and contact information of officials to whom such a request should be made. In the case of interpretive guidance, the document should indicate that it is open to contestation to the extent and in the manner envisioned by the foregoing recommendations, but it may also make clear, where relevant, that in the agency's view the statute or other interpreted text, as construed in the guidance document, imposes mandatory requirements or prohibitions on members of the public.

5. A policy statement should not include mandatory language unless the agency is using that language to describe an existing statutory or regulatory requirement, or the language is addressed to agency employees and will not interfere with the fair opportunity called for in Recommendation 2.

6. The agency should instruct all employees engaged in an activity to which a policy statement pertains to refrain from making any statements suggesting that a policy statement is binding on the public. Insofar as any employee is directed, as an internal agency management matter, to act in conformity with a policy statement, that employee should be instructed as to the difference between such an internal agency management requirement and law that is binding on the public.

Additional Measures to Avoid Binding the Public

- 7. In order to avoid using policy statements to bind the public and in order to provide a fair opportunity for other lawful approaches, an agency should, subject to considerations of practicability and resource limitations and the priorities described in Recommendation 8 below, consider additional measures, including the following:
 - a. promoting the flexible use of policy statements in a manner that still takes due account of needs for consistency and predictability. In particular, when the agency accepts a proposal for a lawful approach other than that put forward in a policy statement and the approach seems likely to be applicable to other situations, the agency may should disseminate its decision and the reasons therefor to other persons who might make the argument, to other affected

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stakeholders, to officials likely to hear the argument, and to members of the public, subject to existing protections for confidential business or personal information.

- b. assigning the task of considering arguments for approaches other than that in a policy statement to a component of the agency that is likely to engage in open and productive dialogue with persons who make such arguments, such as a program office that is accustomed to dealing cooperatively with regulated parties and regulatory beneficiaries.
- c. in cases where frontline officials are authorized to take an approach different from
 that in a policy statement but refuse to do so, directing appeals of such a refusal to
 a higher-level official who is not the direct superior of those frontline officials.

 <u>Similarly, relief should be available in cases in which frontline officials fail to
 follow guidance in conformity with which they are properly directed to act.</u>
- d. investing in training and monitoring of frontline personnel to ensure that they (i) understand the difference between binding legislative rules and policy statements; (ii) treat parties' ideas for lawful approaches different from that those in a policy statement in an open and welcoming manner; and (iii) understand that approaches other than that in a policy statement, if undertaken according to the proper internal agency procedures for approval and justification, are appropriate and will not have adverse employment consequences for them.
- e. facilitating opportunities for members of the public, including through intermediaries such as ombudspersons or associations, to propose or support approaches different from those in a policy statement and to provide feedback to the agency on whether its officials are giving reasonable consideration to such proposals.

Priorities in Deciding When to Invest in Promoting Flexibility

8. Because measures to promote flexibility (including those listed in Recommendation 7) may take up agency resources, it will be necessary to set priorities for which policy

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statements are most in need of such measures. In deciding when to take such measures the agency should assign a higher priority to situations wheneonsider the following, bearing in mind that these considerations will not always point in the same direction:

- a. an agency should assign a higher priority to a policy statement the greater the statement's impact is likely to be on the interests of regulated parties, and regulatory beneficiaries, and third parties either because regulated parties have strong incentives to comply with the statement or because the statement practically reduces the stringency of the regulatory scheme compared to the status quo.
- b. An agency should assign a lower priority to promoting flexibility in the use of a policy statement insofar as the statement's value to the agency and to stakeholders lies primarily in the fact that it is helpful to have consistency for consistency's sake, independent of the statement's substantive content.

Public Participation in Adoption or Modification of Policy Statements

- 9. When an agency is contemplating adopting or modifying a policy statement, it should consider whether to solicit public participation, and, if so, what kind, before adopting the statement. Options for public participation range from include outreach to selected stakeholder representatives to stakeholder meetings or webinars to advisory committee proceedings, to and invitation for written input from the public with or without a response. In deciding how to proceed, the agency should consider:
 - existing agency procedures for the adoption of policy statements, including any
 procedures adopted in response to the Office of Management and Budget's Final
 Bulletin for Agency Good Guidance Practices (2007);
 - b. the factors listed in Recommendation 8;
 - the likely increase in useful information available to the agency from broadening participation, keeping in mind that non-regulated parties (beneficiaries and third parties) may offer different information than regulated parties and that non-

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Carol Ann Siciliano would also replace text in a. to state: "Regulated parties have strong incentives to treat the policy statement as a binding legal norm or when the statement practically reduces the stringency of the regulatory scheme compared to the status quo."

She would also delete b.

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regulated parties will often have no opportunity to provide input regarding policy statements other than at the time of adoption;

- d. the likely increase in acceptance of agency policies or interpretations due to

 broadened policy acceptance from broadening-participation, keeping in mind that
 non-regulated parties will often have no opportunity to provide input regarding
 policy statements other than at the time of adoption, and that policy-acceptance of
 those positions may be less likely if the agency is not responsive to stakeholder
 input;
- e. whether the agency is likely to learn more useful information by having a specific agency proposal as a focal point for discussion, or instead having a more freeranging and less formal discussion; and
- f. the practicability of broader forms of participation, including invitation for written input from the public, keeping in mind that broader participation may slow the adoption of policy statements and may diminish resources for other agency tasks, including the provision of policy statements on other matters.
- 10. Where II an agency does not provide for public participation before adopting or modifying a policy statement, it should consider offering an opportunity for public participation after adoption. As with Recommendation 9, options for public participation range from include outreach to selected stakeholder representatives to stakeholder meetings or webinars advisory committee proceedings to and invitation for written input from the public with or without a response.
- 11. An agency may make decisions about the appropriate level of public participation document-by-document or by assigning certain participatory-procedures for public participation to general categories of documents. If an agency opts for the latter, it should consider whether resource limitations may cause some documents, if subject to pre-adoption participatory-procedures for public participation, to remain in draft for substantial periods of time. If that is the case, agencies should either (a) make clear to stakeholders which draft policy statements, if any, should be understood to reflect current

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agency thinking; or (b) provide in each draft policy statement that, at a certain time after publication, the document will automatically either be adopted or withdrawn.

All guidance affecting the interests of the regulated and/or beneficiary public should be promptly placed in the agency's electronic reading room, where it may readily be found, with indications of the nature of reliance that may be placed on it, and the opportunities for reconsideration/modification of it or the taking of different approaches.

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