

## CHAPTER 2. TYPES OF DIRECTIVES

- 2-1 **Objective.** To provide managers with an organized, uniform way of clarifying policy and issuing procedures and guidance.
- A. **Handbooks** communicate information of a permanent nature (including clarification of policies, instructions, guidance, procedures, forms and reports) for HUD staff and/or program participants. A handbook covering several aspects of a single general subject is divided into chapters covering each aspect. Handbooks are issued in loose-leaf form, for standard three-ring binders, so that changes can easily be inserted.
  - B. **Changes** are new or revised pages for existing handbooks. These substitute pages are used to issue new or revised material in a handbook when less than half of the existing number of pages must be replaced.
  - C. **Revisions** are complete handbooks that cancel and supersede those previously issued. Revisions must be issued when more than half of the handbook pages need to be reprinted to incorporate new or revised material. In addition, after eight "changes" have been made to the handbook, the originator must assure the Departmental Directives Management Officer, in writing, that a complete revision is in process or why it is not needed.
  - D. **Notices** are used to give HUD staff or program participants temporary instructions involving HUD programs or to amend previous instructions until a handbook revision or change is issued. They must carry an expiration date not to exceed one year and can be extended.
  - E. **Interim Notices** are issued at the discretion of Assistant Secretaries, with expedited clearance by IG , OGC and CIO. Interim notices are for true emergencies when there is no time to clear and issue a regular notice or handbook change. True emergencies are situations such as those involving potential or actual financial loss; fraud, waste, or mismanagement; legislative deadlines or mandates; or items coming out of litigation. Interim Notices must carry an expiration date not to exceed 120 days and cannot be extended.
  - F. **Special directives** have formats and contents tailored to needs that cannot be met by handbooks or notices. They include such items as Mortgagee Letters, Title 1 Letters, and Direct Endorsement Letters. A special directive series must be approved case-by-case by the DDMO and must be cleared in accordance with Chapter 4. The DDMO must be advised when a special directive series is canceled.
  - G. **Transmittals** are used to issue handbooks, revisions, changes and cancellations. They summarize the significant matters covered in the directive. Transmittals are also used to cancel handbooks. (See Appendix 2 for a sample Transmittal.)

