

**CHAPTER 3. STANDARDS**

- 3-1 **Objective.** To ensure that all directives are uniform and arranged logically to allow users to locate information quickly.
- 3-2 **Preparation.** Directives should be created on the LAN using Departmental word processing software. An electronic copy should be created for use by the Records & Directives Branch for HUDClips publication and distribution.
- 3-3 **Format**

**A. Handbooks**

- 1. A Table of Contents is required if the handbook contains more than 20 paragraphs.
- 2. A List of all forms and/or reports required by the handbook must be provided on a separate page following the Table of Contents for easy reference by handbook users.
- 3. Text must be in standard outline format:

1-1 \_\_\_\_\_  
A. \_\_\_\_\_  
    1. \_\_\_\_\_  
    2. \_\_\_\_\_  
        a. \_\_\_\_\_  
        b. \_\_\_\_\_  
            (1) \_\_\_\_\_  
            (2) \_\_\_\_\_  
B. \_\_\_\_\_  
C. \_\_\_\_\_

- 4. **Classification Numbers.** The Departmental Directives Management Officer assigns blocks of subject classification numbers to Directives Management Officers. DMOs assign these numbers to handbooks originated by their organizations. (See Appendix 3 for a list of subject classification numbers and the offices to which they are assigned.)
- 5. **Numbering.** Use the appropriate three or four digit classification number followed by a decimal point and sequential number, e.g., 4050.5. Type the number on each handbook page, in the upper right hand corner on odd numbered pages and the upper left hand corner on even numbered pages.
- 6. **Dating.** Type the effective date, month and year, on each handbook page. Type the date in the lower left-hand corner on even numbered pages and in the lower right hand corner on odd numbered pages. When page changes are made, give the changed pages the new date. Pages being reprinted without changes will retain the previous issue date.

7. Chapters, sections, paragraphs and pages are deleted by reissuing pages of the Table of Contents as "changes."
  8. Paragraph expansion is done by adding a "period" and arabic number after the paragraph number. For example, paragraphs inserted after paragraph 2-2 would be numbered 2-2.1, 2-2.2, 2-2.3, etc.
  9. Page expansion is done by using a period followed by a sequential number to insert new pages between existing pages. For example: Pages 6-2.1 and 6-2.2 follow page 6-2.
- B. Transmittals.** Number transmittals with the same subject classification number as the directive they transmit. If a canceled directive is superseded by another directive, state the new directive number and title on the transmittal.
- C. Revisions.** Number revisions with the symbol "REV" followed by a sequential number after the subject classification number, for example: "000.2 REV-1."
- D. Changes.** Pages being revised and issued as changes must carry the symbol "CHG" followed by a sequential number after the subject classification number, for example "1100.2 CHG-1." Unchanged pages keep their original date and classification number to distinguish them from new pages.
1. Asterisks are used to pinpoint revised or added portions of text when "changes" are issued in the form of substitute pages. Type an asterisk in the left margin where the change begins and a second asterisk in the right margin at the end of the changed text. Minor corrections in spelling or grammar should not be marked with asterisks. Old asterisks should be deleted when reissuing a previously changed page.
  2. When a change involves more than one page, place an asterisk:
    - a. at the beginning of changed material
    - b. at the end of last line of first page
    - c. at the beginning of first line of each page containing changed material
    - d. at the end of last line of each page when change continues on succeeding page and at the end of last line of changed material
- E. Appendices.** If Appendices are reproduced, they should be legible. The subject classification number, appendix number, page number, and date (month and year) must be typed on each page (e.g., 4050.5, Appendix 1, 1 of 1, 9/88).
- F. Notices/Interim Notices**
1. Text. Type the first page of a notice on form HUD-21-B (follow Appendix 4)

2. **Numbering.** Use the last two digits of the calendar year, followed by a hyphen and the next available number in consecutive order (e.g., 88-01, 88-02) assigned by the originating DMO.  
Use acronyms to identify originating organizations or target program area, e.g., 88-10 (PHA) PIH, which indicates the tenth notice originated by Public and Indian Housing in 1988 concerning Public Housing Authorities (PHAs). Type notice number to the right of the printed word "Notice" on form [HUD-21-B](#). Cite the handbook the notice relates to on the notice form in the upper right corner. (See Appendix 4.)
3. **Dating.** Issue date should be typed two spaces after "Issued" using the month, day and year (e.g., September 30, 1988). Type the expiration date two spaces after "Expiration" using the month, day and year (e.g., September 30, 1989).

**G. Cancellations.** When a handbook becomes obsolete, the originating organization must:

1. Prepare a [HUD-23](#), Transmittal, and clear with all offices whose responsibilities are affected by the handbook.
2. Print and distribute transmittal using distribution code W-3-1.
3. Send a copy of the transmittal to the DDMO for the Departmental Directives Management Information System (DDMIS). DMOs must ensure that references to the canceled handbook are removed from other handbooks.

**H. Expirations.** Each year, program offices receive an inventory of their directives (through DDMIS) to verify them for the annual Directives Index.

1. Handbooks remain valid until canceled by the originating organization.
  - a. Every two years, the DDMO provides a list of handbooks to the originating organization. The organization must certify, on page 1 of the list, that each handbook has been reviewed to determine if it is needed and is current. As appropriate, reviewers should determine whether or not a handbook addresses, or needs to address, the risk-based monitoring described in handbook 1840.1, Departmental Management Control program.
  - b. If a handbook is not current but remains in effect, the originating organization must indicate with the certification when it will be updated (changed or revised) or canceled.
  - c. In the intervening year, the DDMO will request a status report on handbooks marked for update or cancellation.
2. Notices must carry an expiration date not to exceed one year. A notice may be extended for one year beyond original expiration date if written justification is approved by the DDMO.

3. Interim Notices are for true emergencies and must carry an expiration date not to exceed 120 days and cannot be extended. These notices are not to be used to avoid the clearance process. Originating Assistant Secretaries can request an expedited turnaround time for OGC, CIO and OIG to clear Interim Notices. In the event that either office fails to respond within the specified time, the originating Assistant Secretary must confer directly with the General Counsel and/or Inspector General before issuing the Interim Notice.