

ParagraphPage

TABLE OF CONTENTS

CHAPTER 1 - BROADCASTING MANAGEMENT

[RESERVED]

CHAPTER 2 - COMPUTER DONATION PROGRAM

[RESERVED]

CHAPTER 3 - DIRECT
DISTRIBUTION CENTER

- | | |
|---|-----|
| 1. POLICY. | 3-1 |
| 2. FUNCTIONAL ORGANIZATION. | 3-1 |
| 3. NUMBERS AND ADDRESSES FOR ORDERING FROM THE DIRECT
DISTRIBUTION CENTER. | 3-1 |
| 4. RESPONSIBILITIES. | 3-2 |
| 5. RESTRICTIONS. | 3-3 |

CHAPTER 4 - DIRECTIVES SYSTEM

Section 1 - Policy

- | | |
|--------------------------|-----|
| 1. REGULATORY AUTHORITY. | 4-1 |
| 2. HUD POLICY. | 4-1 |
| 3. OBJECTIVE. | 4-2 |
| 4. RESPONSIBILITIES. | 4-2 |

Section 2 - Types of Directives

- | | |
|---------------|-----|
| 1. OBJECTIVE. | 4-6 |
|---------------|-----|

CHAPTER 5 - FORMS MANAGEMENT

Section 1 - Policy and Coverage

- | | |
|-------------------------|-----|
| 1. GENERAL INFORMATION. | 5-1 |
| 2. AUTHORITY. | 5-1 |
| 3. GLOSSARY. | 5-2 |

<u>Paragraph</u>	<u>Page</u>
Section 2 - Responsibilities	
4. DEPARTMENT-WIDE RESPONSIBILITIES.	5-4
Section 3 - Standards and Requirements	
5. DESIGN AND ANALYSIS.	5-6
6. FORM IDENTIFICATION.	5-7
7. CLEARANCE REQUIREMENTS.	5-8
8. CONTROL FILES.	5-8
CHAPTER 6 - LIBRARY SERVICES	
1. HUD LIBRARY.	6-1
2. GENERAL INFORMATION.	6-1
CHAPTER 7 - MAIL MANAGEMENT	
[RESERVED]	
CHAPTER 8 - MICROGRAPHICS MANAGEMENT	
Section 1 - Micrographics Management Program	
1. PURPOSE.	8-1
2. APPLICABILITY.	8-1
3. OBJECTIVES.	8-1
4. AUTHORITY FOR MICROGRAPHICS MANAGEMENT.	8-1
5. RESPONSIBILITIES FOR MICROGRAPHICS MANAGEMENT.	8-2
Section 2 - Legal and Archival Status of Microfilmed Records	
1. GENERAL.	8-4
2. MICROFILM PROHIBITED BY FEDERAL OR STATE STATUTES.	8-5
3. STATUTES RELATING TO LEGALITY OF MICROFILMED RECORDS.	8-6
4. ARCHIVAL OR MICROFORM RECORDS.	8-6

ParagraphPage

CHAPTER 9 - PERSONAL PROPERTY
MANAGEMENT

1. POLICY OBJECTIVES.	9-1
2. FUNCTIONAL ORGANIZATIONS.	9-1
3. REGULATORY AUTHORITIES.	9-3
4. PRIVACY ACT CONSIDERATIONS.	9-3
5. CONTRACT REQUIREMENTS.	9-3
6. RECORDS RETENTION/DISPOSITION REQUIREMENTS.	9-3
7. KEY CROSS REFERENCES.	9-4
8. ACRONYMS.	9-4
9. FORMS REFERENCED AND/OR REQUIRED.	9-5
10. REPORTING REQUIREMENTS SUMMARY.	9-5

Section 1 - Personal Classifications,
Standards, Uses, and Prohibitions

1. GOVERNMENT PERSONAL PROPERTY CLASSIFICATIONS.	9-6
2. GOVERNMENT PERSONAL PROPERTY AND OFFICE FURNISHINGS STANDARDS.	9-7
3. REQUESTS FOR PERSONAL PROPERTY.	9-8
4. USE OF PORTABLE SENSITIVE GOVERNMENT-OWNED PROPERTY ON PERSONAL CHARGE.	9-8
5. CONTRACTOR AND GRANTEE USE OF GOVERNMENT PROPERTY.	9-9
6. USE OF PRIVATELY-OWNED PROPERTY.	9-10
7. GOVERNMENT PERSONAL PROPERTY PROHIBITIONS.	9-10

Section 2 - Acquisition of Personal Property

1. ACQUISITION POLICY.	9-11
2. AUTHORIZED ACQUISITION METHODS.	9-11

Section 3 - Disposition of Personal Property

1. DISPOSITION POLICY.	9-13
2. AUTHORIZED DISPOSITION METHODS.	9-13

Section 4 - Personal Property Inventories

1. BIENNIAL INVENTORY REQUIREMENTS.	9-15
2. SPECIAL INVENTORIES.	9-16
3. CONTRACTOR AND GRANTEE INVENTORIES.	9-17

<u>Paragraph</u>	<u>Page</u>
------------------	-------------

Section 5 - Reporting Requirements

- | | |
|---|------|
| 1. RECORDING PERSONAL PROPERTY DATA. | 9-18 |
| 2. REPORTING REQUIREMENTS ON PROPERTY FURNISHED TO
NON-FEDERAL RECIPIENTS. | 9-19 |

Section 6 - Personal Property Loss, Theft, Damage, Destruction, Misuse, and Unaccountability

- | | |
|----------------------------|------|
| 1. POLICY OVERVIEW. | 9-20 |
| 2. PROPERTY SURVEY BOARDS. | 9-20 |
| 3. LIABILITY. | 9-22 |
| 4. APPEALS. | 9-23 |

Section 7 - Use Standards for Office Furniture, Furnishings, and Equipment

- | | |
|--|------|
| 1. CARPET AND WINDOW COVERING. | 9-25 |
| 2. FLAGS AND SEALS. | 9-25 |
| 3. TELEVISIONS AND VCRs. | 9-25 |
| 4. AUTOPENS. (Automatic Signature Devices) | 9-25 |
| 5. ACCOUNTABLE PERSONAL PROPERTY LIST. | 9-26 |
| 6. WORK STATION ALLOWANCES. | 9-29 |

CHAPTER 10 - PRINTING SERVICES

- | | |
|--|------|
| 1. POLICY OBJECTIVES. | 10-1 |
| 2. FUNCTIONAL ORGANIZATIONS. | 10-1 |
| 3. REGULATORY AUTHORITIES. | 10-1 |
| 4. PRIVACY ACT CONSIDERATIONS. | 10-2 |
| 5. CONTRACT REQUIREMENTS. | 10-2 |
| 6. RECORDS RETENTION/DISPOSITION REQUIREMENTS. | 10-2 |
| 7. KEY CROSS REFERENCES. | 10-2 |
| 8. ACRONYMS. | 10-2 |
| 9. FORMS REFERENCED AND/OR REQUIRED. | 10-2 |
| 10. REPORTING REQUIREMENTS SUMMARY. | 10-3 |
| 11. CLEARANCE REQUIREMENT/REPRODUCTION RESTRICTIONS. | 10-3 |
| 12. CLEARANCES. | 10-3 |
| 13. COPYRIGHTED MATERIALS. | 10-3 |

<u>Paragraph</u>	<u>Page</u>
------------------	-------------

14. DOCUMENT PREPARATION.	10-4
15. PRINTING PROCUREMENT IN HEADQUARTERS.	10-4
16. HEADQUARTERS IN-HOUSE DUPLICATION.	10-5
17. FIELD OFFICE PRINTING PROCUREMENT.	10-7
18. FIELD OFFICE IN-HOUSE DUPLICATION.	10-8
19. MAIL LIST MANAGEMENT IN HEADQUARTERS.	10-8
20. DEPARTMENT-WIDE OFFICE COPIER MANAGEMENT.	10-9
21. HEADQUARTERS OFFICE COPIER MANAGEMENT.	10-10
22. FIELD OFFICE COPIER MANAGEMENT.	10-11
23. PRINTED STATIONERY.	10-11

CHAPTER 11 - RECORDS AND FILES MANAGEMENT

1. POLICY.	11-1
2. FUNCTIONAL ORGANIZATIONS.	11-1
3. REGULATORY AUTHORITIES.	11-3
4. PRIVACY ACT CONSIDERATIONS.	11-3
5. CONTRACT REQUIREMENTS.	11-3
6. RECORDS RETENTIONS/DISPOSITION REQUIREMENTS.	11-3
7. KEY REFERENCES.	11-3
8. ACRONYMS.	11-4
9. FORMS REFERENCED AND/OR REQUIRED.	11-4
10. REPORTING REQUIREMENTS SUMMARY.	11-4

Section 1 - Records Inventory and Appraisal

11. INVENTORY AND APPRAISAL REQUIREMENTS.	11-5
---	------

Section 2 - Records Disposition Schedules

12. DEFINITION.	11-7
13. HUD POLICY.	11-7
14. HUD HANDBOOK 2228.2, GENERAL RECORDS SCHEDULES (GRS).	11-7
15. HUD HANDBOOK 2225.6, HUD RECORDS DISPOSITION SCHEDULES.	11-7
16. RECORDS DISPOSITION AUTHORITY.	11-8
17. SF-115 CERTIFICATIONS REQUIRED FOR MICROFORMED RECORDS.	11-9
18. SCHEDULING AUTOMATED DATA PROCESSING (ADP) RECORDS.	11-9
19. REQUEST FOR CHANGES TO HUD RECORDS SCHEDULE.	11-10
20. DETERMINING PROPOSED RETENTION PERIODS.	11-10
21. CONTRACTOR PREPARATION OF RECORDS DISPOSITION SCHEDULES.	11-11

<u>Paragraph</u>	<u>Page</u>
Section 3 - Records Disposition Methods	
22. APPLYING APPROVED SCHEDULES.	11-11
23. LOANS TO CONTRACTORS OR GRANTEES.	11-12
24. RETIREMENT OF RECORDS TO A FEDERAL RECORDS CENTER (FRC).	11-12
25. OFFER.	11-13
26. DISPOSAL LIST.	11-14
27. TRANSFER.	11-14
28. DONATIONS.	11-15
29. DESTRUCTION.	11-16
30. RETRIEVING RECORDS FROM AN FRC.	11-17
Section 4 - Official Files and File Stations	
31. OFFICIAL AND UNOFFICIAL FILES.	11-17
32. PROCEDURES FOR STORING RECORDS OUTSIDE OFFICES.	11-18
Section 5 - Filing Equipment and Supplies	
33. POWER FILES.	11-19
34. REQUESTING FILING EQUIPMENT FOR PAPER MEDIA.	11-19
35. REQUESTING FILING EQUIPMENT FOR SPECIAL MEDIA.	11-19
Section 6 - Reference Services	
36. RELEASE OF RECORDS TO SOURCES OUTSIDE HUD.	11-20
1. APPENDIX 1	11-21
CHAPTER 12 - SAFETY AND HEALTH PROGRAM MANAGEMENT	
1. POLICY OBJECTIVES.	12-1
2. ORGANIZATIONAL PLACEMENT/FUNCTIONAL RESPONSIBILITIES.	12-1
3. REGULATORY AUTHORITIES.	12-5
4. PRIVACY ACT CONSIDERATIONS.	12-5
5. RECORDS RETENTION/DISPOSITION REQUIREMENTS.	12-5
6. KEY CROSS REFERENCES.	12-6
7. FORMS REFERENCED.	12-6

ParagraphPage

Section 1 - General

1. INTRODUCTION.	12-7
2. PURPOSE.	12-7
3. POSTING OF OSHA NOTICE, AVAILABILITY OF ACT, 29 CFR 1960.	12-7
4. SAFEGUARDS AGAINST DISCRIMINATION, RESTRAINT, INTERFERENCE , COERCION OR REPRISAL.	12-8
5. PARTICIPATION OR EMPLOYEES/REPRESENTATIVES.	12-8
6. SAFETY AND HEALTH STANDARDS.	12-9
7. ABATEMAN OR UNSAFE OR UNHEALTHFUL CONDITIONS.	12-9
8. LOG AND SUMMARY OF OCCUPATIONAL INJURIES AND ILLNESSES.	12-9
9. OSHA INSPECTIONS.	12-10
10. RESOLUTION OF LEASED SPACE SAFETY AND HEALTH CONDITIONS.	12-10
11. EMPLOYEE REPORTS OF UNSAFE OR UNHEALTHFUL WORKING CONDITIONS.	12-10
12. FACILITY FIRST AID KIT.	12-11
13. TRAINING FOR DESIGNATED COLLATERAL DUTY SAFETY REPRESENTATIVE.	12-11
14. SAFETY AND HEALTH PERFORMANCE STANDARD.	12-11

Section 2 - Management Information System:
Reporting of Occupational Injuries, Illnesses, Accidents and Fires

1. GENERAL.	12-12
2. EMERGENCY REPORTING OF SERIOUS ACCIDENTS.	12-12
3. REPORTABLE INCIDENTS.	12-13
4. REPORT FORMS.	12-14
5. REPORTING OF OCCUPATIONAL INJURIES, ILLNESSES ACCIDENTS, AND FIRES.	12-15
6. REPORTING OF MOTOR VEHICLE ACCIDENTS.	12-16
7. REPORT OF EMPLOYEE ABSENCES AND EMPLOYMENT CHANGES BECAUSE OF OCCUPATIONAL INJURY OF ILLNESS.	12-17
8. REPORT GUIDE.	12-20
9. FIELD QUARTERLY SAFETY HEALTH REPORT.	12-20
10. CONSOLIDATED RECORDKEEPING BY DEPARTMENTAL SAFETY AND HEALTH OFFICER AND FIELD SAFETY REPRESENTATIVE.	12-20

Section 3 - Investigation, Routing and Recordkeeping

1. OCCUPATIONAL INCIDENTS.	12-22
2. MOTOR VEHICLE ACCIDENTS.	12-22

ParagraphPage

Section 4 - Safety and Health Committees

- | | |
|---|-------|
| 1. GENERAL. | 12-25 |
| 2. ESTABLISHMENT OF SAFETY AND HEALTH COMMITTEES. | 12-25 |
| 3. FUNCTIONS. | 12-26 |
| 4. MEETINGS. | 12-27 |
| 5. RECOMMENDATIONS AND OTHER ACTIONS. | 12-27 |

Section 5 - Workplace Inspections

- | | |
|---|-------|
| 1. GENERAL. | 12-28 |
| 2. RESPONSIBILITIES. | 12-28 |
| 3. PERIODIC SAFETY INSPECTIONS. | 12-29 |
| 4. HAZARD DETECTION AND CORRECTIVE ACTIONS. | 12-29 |

Section 6 - Training and Supervision

- | | |
|--|-------|
| 1. GENERAL. | 12-31 |
| 2. NEW EMPLOYEE ORIENTATION. | 12-32 |
| 3. CONTINUOUS ON-THE-JOB SAFETY TRAINING. | 12-33 |
| 4. SAFETY TRAINING FOR SUPERVISORS AND SAFETY REPRESENTATIVES. | 12-34 |
| 5. FIRST AID TRAINING. | 12-35 |

Section 7 - Personal Protection Equipment

- | | |
|--|-------|
| 1. GENERAL. | 12-36 |
| 2. REQUIRED PERSONAL PROTECTIVE EQUIPMENT. | 12-37 |
| 3. REQUISITIONING AND PROCUREMENT. | 12-37 |
| 4. DESCRIPTION AND MAINTENANCE. | 12-37 |

Section 8 - Hazard Communication Program

- | | |
|------------------------|-------|
| 1. GENERAL. | 12-40 |
| 2. PROGRAM ELEMENTS. | 12-40 |
| 3. HUD IMPLEMENTATION. | 12-40 |

Appendices

<u>Paragraph</u>	<u>Page</u>
CHAPTER 13 - SPACE MANAGEMENT	
1. POLICY OBJECTIVES.	13-1
2. FUNCTIONAL ORGANIZATIONS.	13-1
3. REGULATORY AUTHORITIES.	13-3
4. PRIVACY ACT CONSIDERATIONS.	13-4
5. CONTRACT REQUIREMENTS.	13-4
6. RECORDS RETENTION/DISPOSITION REQUIREMENTS.	13-4
7. KEY CROSS REFERENCES.	13-4
8. ACRONYMS.	13-4
9. FORMS REFERENCED AND/OR REQUIRED.	13-5
10. REPORTING REQUIREMENTS SUMMARY.	13-5
11. LOCATION OF HUD OFFICES.	13-5
Section 1 - Space Requirements and Allocation Allowances	
1. SPACE REQUIREMENTS AND ALLOCATION ALLOWANCES.	13-5
Section 2 - Space Acquisitions, Alterations, and Assignment	
1. ACQUISITION OF SPACE.	13-8
2. SPACE ALTERATIONS.	13-10
3. RELEASE OF SPACE.	13-10
Section 3 - Space Design and Field Office Relocations	
1. SPACE DESIGN.	13-11
2. RELOCATION OF FIELD OFFICES.	13-12
Section 4 - Organizational Identification	
1. IDENTIFICATION OF HUD OFFICES.	13-12
2. DISPLAY OF FLAGS.	13-13
3. BULLETIN BOARDS.	13-14

<u>Paragraph</u>	<u>Page</u>
 CHAPTER 14 - TELECOMMUNICATIONS MANAGEMENT 	
1. POLICY OBJECTIVES.	14-1
2. FUNCTIONAL ORGANIZATIONS.	14-1
3. REGULATORY AUTHORITIES.	14-2
4. PRIVACY ACT CONSIDERATIONS.	14-2
5. CONTRACT REQUIREMENTS.	14-2
6. RECORDS RETENTION/DISPOSITION REQUIREMENTS.	14-2
7. KEY CROSS REFERENCES.	14-2
8. ACRONYMS.	14-2
9. FORMS REFERENCED AND/OR REQUIRED.	14-3
10. REPORTING REQUIREMENT SUMMARY.	14-3
 Section 1 - Description 	
11. GENERAL.	14-3
12. MANAGEMENT AND CONTROL OF TELEPHONE SERVICES.	14-3
 Section 2 - Purchase of Telephones and Services 	
13. PURPOSE.	14-5
14. SCOPE OF THE CONTRACTS.	14-5
15. MANDATORY AND NON-MANDATORY USE OF POTS CONTRACTS.	14-6
16. POTS ADMINISTRATIVE SURCHARGE.	14-6
17. EXCEPTIONS FROM THE POTS CONTRACTS.	14-7
18. ORDERING AND FUNDING OF TELEPHONE SERVICE.	14-7
19. TELEPHONE STATION EQUIPMENT.	14-8
20. SPECIAL EQUIPMENT AND SERVICES.	14-8
21. TELEPHONE LINES.	14-12
22. SURVEYS AND INVENTORIES.	14-13
 Section 3 - Use of Telephone Services 	
23. GENERAL.	14-13
24. POLICY.	14-14
25. ORIENTATION AND TRAINING.	14-17
26. MONITORING OF TELEPHONE CALLS.	14-17
27. FEDERAL EMERGENCY CONDITIONS.	14-17
28. TELEPHONE SERVICE IN PRIVATE RESIDENCE.	14-18
29. ANNOYING OR OBSCENE TELEPHONE CALLS.	14-18
30. FTS2001 INERCITY NETWORK.	14-19
31. ORDERING FTS2001 SWITCHED VOICE SERVICES.	14-19
32. US SPRINT FONCARDS.	14-19

<u>Paragraph</u>	<u>Page</u>
33. TOLL-FREE LINE.	14-20
34. CELLULAR SERVICE AND EQUIPMENT.	14-20
Section 4 - Long-Distance Telephone Calls	
35. GENERAL.	14-21
Section 5 - Certification of Telephone Bills	
36. TELEPHONE BILLS.	14-23
Section 6 - Teleconferencing Services	
37. GENERAL.	14-24
38. FTS2001 CONFERENCE SERVICE (U.S. SPRINT).	14-25
39. TELEPHONE SET CONFERENCING.	14-25

CHAPTER 15 - TRANSPORTATION MANAGEMENT

1. POLICY OBJECTIVES.	15-1
2. FUNCTIONAL ORGANIZATIONS.	15-1
3. REGULATORY AUTHORITIES.	15-1
4. PRIVACY ACT CONSIDERATIONS.	15-2
5. CONTRACT REQUIREMENTS.	15-2
6. RECORDS RETENTION/DISPOSITION REQUIREMENTS.	15-2
7. KEY CROSS REFERENCES.	15-2
8. ACRONYMS.	15-3
9. FORMS REFERENCED AND/OR REQUIRED.	15-3
10. REPORTING REQUIREMENTS SUMMARY.	15-4
Section 1 - Parking	
1. INTERAGENCY OVERSIGHT.	15-5
2. DEPARTMENTAL OVERSIGHT.	15-5
3. PARKING PROGRAM CLASSIFICATIONS.	15-5
4. FIELD OFFICE VEHICLE PARKING.	15-6
5. HEADQUARTERS INHOUSE CARPOOL/VANPOOL ASSISTANCE.	15-7
6. VISITOR PARKING.	15-7
7. TEMPORARY PARKING AT HUD HEADQUARTERS ONLY.	15-8
8. APPLICATION FOR PARKING PERMITS.	15-8
9. ASSIGNMENT OF PERMITS.	15-8

<u>Paragraph</u>	<u>Page</u>
10. APPEAL PROCESS FOR DENIED HANDICAPPED PARKING (HEADQUATERS ONLY)	15-9
11. TAXATION.	15-9
Section 2 - Home to Work	
1. SCOPE OF PROGRAM.	15-10
2. RESPONSIBILITIES.	15-10
3. ELIGIBILITY REQUIREMENTS.	15-11
4. REPORTS.	15-11
Section 3 - Motor Vehicle Management	
1. USE OF MOTOR VEHICLES.	15-12
2. IDENTIFICATION CARD.	15-12
3. ACCIDENTS AND CLAIMS - HEADQUARTERS AND FIELD.	15-12
4. CONTROL OF MOTOR VEHICLES.	15-15
5. REPORTING MOTOR VEHICLE MISUSE.	15-16
6. FEDERAL FLEET AND TRANSPORTATION EFFICIENCY.	15-17
CHAPTER 16 - VISUAL ARTS SERVICES	
1. AUTHORITY.	16-1
2. RESPONSIBILITIES.	16-1
3. CLEARANCE REQUIREMENTS.	16-2