

CHAPTER III. MEMORANDUMS

3-1 Purpose.

This chapter explains how to prepare memorandums for signature by Department officials and includes information on the concurrence and dispatch process.

- A. For details on policies for originating and controlling correspondence, see Chapter I.
- B. For details on preparing letters, see Chapter II.
- C. For details on preparing action and information memorandums to and from the Secretary or the Deputy Secretary, see Chapter IV.
- D. For details on preparing White House correspondence, see Chapter V.
- E. For details on preparing congressional correspondence, see Chapter VI.

3-2 Use.

The memorandum format is used for official correspondence with individuals or organizations within the Department.

3-3 Stationery and Printer Requirements.

- A. Stationery. Department letterhead is available in Microsoft Word in HUDDocs. To access HUDDocs, click on "File," click on "New," click on "HUDDocs," select the appropriate letterhead. When using HUDDocs, plain white stock suitable for laser printers is acceptable as an original because HUDDocs prints the letterhead. For continuation pages, use plain white paper of equal quality.
- B. Printer. Use a laser printer for all memorandums.

3-4 Type Style.

Always use Times New Roman font, 12-pitch type.

3-5 Margins.

- A. Standard Memorandum. The standard margins are one inch on the left, right and bottom. The top margin is automatically set in HUDDocs.
- B. Short Memorandum. The margins may be adjusted for balance on the page. Set the margins at 1.25 inches.

3-6 Date.

In HUDDocs, the cursor will be on the correct line for the page number. Number continuation pages at the top right margin and continue typing the memorandum three lines below.

3-13 Attachment Notation.

(See Exhibit 3-1.) If the memorandum has an attachment, type an attachment notation.

3-14 Courtesy Copy Notation.

(See Exhibit 3-1.) If the originator wants the addressee to know that someone else will receive a copy of the memorandum, type a cc (courtesy copy) notation.

3-15 Approval Block.

(See Figure 3-3.) Use an approval block to obtain the addressee's written approval, if necessary. Hit "Enter" two times after the body (attachment or cc notation, if any) and type the approval block.

Figure 3-3

<hr/> Approve	<hr/> Disapprove	<hr/> Date
<hr/> Comments		

3-16 Concurrence Block.

(See Figure 3-4.) Use a concurrence block to obtain the addressee's written concurrence, if necessary. Hit "Enter" two times after the body (attachment or cc notation, if any) and type the concurrence block.

Figure 3-4

<hr/> Concur	<hr/> Non-concur	<hr/> Date
<hr/> Comments		

3-17 Official Record Copy of a Memorandum.

(See Exhibit 3-6.) The Official Record Copy is used to provide internal HUD information as well as to obtain concurrences within program offices. It is created by completing form HUD-713.1 located on the letterhead in HUDDocs and contains the following information:

- A. Internal HUD Distribution List. (See Figure 3-5.)
 - 1. List office copies such as chronological, index, or reading

file, as required by your office, to include the following:
correspondence code, office file name, and room number.

2. List Headquarters recipients to include the following:
correspondence code, recipient's last name, and room number. On
correspondence controlled by the Executive Secretariat, required
copies are indicated in the INFORMATION ONLY field on the ACORN
Control Ticket. Any other information copies are prepared as
directed by the program area.
3. List field office recipients to include the following:
field office, recipient's last name, and correspondence code.
4. If there is not enough room to type the copy distribution
list in one column, use additional columns.

B. Identification Lines: Office-Originator-Typist. (See
Figure 3-5.) List the following:

1. Correspondence code of the originating office (type a colon)
2. Originator's last name (type a colon)
3. Typist's initials (hit the space bar two times)
4. Date typed (hit the space bar two times)
5. Originator's telephone number (hit the space bar two times)
6. Name of the file (hit the space bar five times)
7. Type the words ACORN Control Number, hit the space bar two
times, and type the number

C. Concurrences. (See Figure 3-5.)

1. In the originator column, type the originator's
correspondence code and last name.
2. In the other concurrence columns, type the correspondence
code and last name of each concurring official in the order in
which the concurrences will be obtained.

Figure 3-5

Internal HUD Distribution:

A - Chron - 3270
ASE - Smith - 3272

AB - Doe - 10172
AX - Executive Secretariat 10139

AP - Jones - 2162
Fort Worth - Forthright - 6AS

Identification Lines:

ASE:Smith:scb XX-XX-20XX 202-XXX-XXXX [File Name] ACORN
Control Number XXXXXX

Correspondence
Code
Originator
ASE
Concurrence
AP
Concurrence
AB
Concurrence
Concurrence
Concurrence

Name
Smith
Jones
Doe

Date

Official Record Copy U.S. Department of Housing and Urban
Development form HUD-713.1 (02/03)
Previous edition is obsolete.

D. Saving the Document. Click on "File," click on "Save As,"
select the appropriate drive, select a folder (if appropriate),
and enter the ACORN number as the electronic file name. This is
the Official Record Copy and is maintained as the electronic file
version of the memorandum.

3-18 Printing.

A. Official Record Copy. Print the Official Record Copy.

B. Original(s). Below the signature element (or enclosure or
cc notation, if any), insert a page break (Ctrl+Enter) to
separate the internal HUD information. Go to the top of the
document, click on "File," click on "Print," and select "Current
Page" to print a one page memorandum or "Pages" to print a
multiple page memorandum, excluding the information after the
page break. (Reminder: When saving the document, do not save
the page break.)

3-19 Proofing.

Read the memorandum carefully to assure there are no errors.

3-20 Assembly.

(See Appendix F or follow the procedures established by the
correspondence unit or point of contact for correspondence in
your program office.)

3-21 Routing.

Follow the routing procedures for obtaining concurrences used by your correspondence unit or point of contact for correspondence.

3-22 Revisions.

A. Retype. A retype corrects errors in spelling, typing, punctuation, or grammar.

1. Prepare the Memorandum. Use the electronic file version of the Official Record Copy to make corrections.

2. Update the Official Record Copy.

a. (See Figure 3-6.) Add a new identification line under the last identification line.

Figure 3-6

```
ASE:Smith:scb XX-XX-20XX 202-XXX-XXXX [File Name] ACORN  
Control Number XXXXXX  
Retyped:ASE:Smith:scb XX-XX-20XX 202-XXX-XXXX [File Name]  
ACORN Control Number XXXXXX
```

b. Do not reroute the retyped memorandum through offices that have already concurred.

c. In the first concurrence column, type See Attached to show prior concurrences.

d. In the second concurrence column, type the correspondence code and last name of the official who requested the revision.

e. Starting in the third concurrence column, type the correspondence codes and last names of the officials who have not concurred.

f. Save the retyped document.

3. Printing.

a. Official Record Copy. Print a new Official Record Copy. Mark an "X" across the text on each page of the previous Official Record Copy.

b. Original(s). Below the signature element (or enclosure or cc notation, if any), insert a page break (Ctrl+Enter) to separate the internal HUD information. Go to the top of the document, click on "File," click on "Print," and select "Current Page" to print a one page memorandum or "Pages" to print a multiple page memorandum, excluding the information after the page break. Mark an "X" across the text on each page of the previous original memorandum. (Reminder: When saving the document, do not save the page break.)

4. Proofing. Read the memorandum carefully to assure there are no errors.

5. Assembly.

a. (See Appendix F or follow the procedures established by the correspondence unit or point of contact for correspondence in your program office.)

b. Fold and place the previous original in front of the new original on the inside right of the folder.

c. Attach the previous Official Record Copy, with the original concurrences behind the new Official Record Copy.

6. Routing. Follow the routing procedures for obtaining concurrences used by your correspondence unit or point of contact for correspondence.

B. Rewrite. A rewrite is a major change made to the content of a memorandum.

1. Prepare the Memorandum. Use the electronic file version of the Official Record Copy to make changes.

2. Update the Official Record Copy.

a. (See Figure 3-7.) Add a new identification line under the last identification line.

Figure 3-7

```
ASE:Smith:scb XX-XX-20XX 202-XXX-XXXX [File Name] ACORN  
Control Number XXXXXX  
Rewritten:AP:Jones:clh XX-XX-20XX 202-XXX-XXXX [File Name]  
ACORN Control Number XXXXXX
```

b. Rewritten memorandums are rerouted through offices that have already concurred.

c. Type the correspondence codes and last names of all concurring officials starting with the originator.

d. Save the rewritten document.

3. Printing.

a. Official Record Copy. Print a new Official Record Copy. Mark an "X" across the text on each page of the previous Official Record Copy.

b. Original(s). Below the signature element (or enclosure or cc notation, if any), insert a page break (Ctrl+Enter) to separate the internal HUD information. Go to the top of the document, click on "File," click on "Print," and select "Current Page" to print a one page memorandum or "Pages" to print a multiple page memorandum, excluding the information after the page break. Mark an "X" across the text on each page of the previous original memorandum. (Reminder: When saving the

document, do not save the page break.)

4. Proofing. Read the memorandum carefully to assure there are no errors.

5. Assembly.

a. (See Appendix F or follow the procedures established by the correspondence unit or point of contact for correspondence in your program office.)

b. Fold and place the previous original in front of the new original on the inside right of the folder.

c. Attach the previous Official Record Copy, with the original concurrences behind the new Official Record Copy.

6. Routing. Follow the routing procedures for obtaining concurrences used by your correspondence unit or point of contact for correspondence.

3-23 Dispatching After Signature.

A. After signature, type or stamp, centered, the date on the original. It must be legible and in month, day, and year format with the month in text, and the day and year in numerals; for example, January 10, 2003.

B. Arrange attachments in the order mentioned in the memorandum.

C. Make copies of signed originals as may be required by a cc notation. On each cc copy put a check mark next to the recipient's name. If there are cc copies for distribution within HUD, write the correspondence code and room number in the upper right corner of the first page of each copy.

D. Conforming the Official Record Copy.

1. Type, stamp, or print the /s/ notation and the official's name above the name in the from line.

2. If an official other than the person named in the from line signs the memorandum, type, stamp, or print the /s/ notation and the signing official's name above the name in the from line. Add "for" in front of the typed name as shown in Figure 3-8.

Figure 3-8

On each Copy:

FROM: /s/ Jon E. Begood
Voluntary for Chase R. Banks, Director, Office of
Compliance, AV

3. Type (in Times New Roman font, 12-pitch type) or stamp the

date, centered, in the same place as on the original.

E. On each addressee's copy of a multiple-addressed memorandum, put a check mark next to the recipient's name and write the correspondence code and room number in the upper right corner of the first page.

F. Make the distribution list copies. On each copy put a check mark next to the distribution list name and write the correspondence room number in the upper right corner of the first page. Make sure all copies are legible.

G. Follow additional dispatch procedures used by your correspondence unit or point of contact for correspondence.

Exhibits of Memorandums

- Exhibit 3-1 Structural Elements of a Memorandum
- Exhibit 3-2 Memorandum with Addressee List at the Top
- Exhibit 3-3 Memorandum with Addressee List at the Bottom
- Exhibit 3-4 Memorandum with Addressee List Attached
- Exhibit 3-5 Memorandum with Joint Signatures
- Exhibit 3-6 Official Record Copy of a Memorandum

EXHIBIT 3-1 Structural Elements of a Memorandum

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-3000

ASSISTANT SECRETARY FOR
ADMINISTRATION/CHIEF INFORMATION OFFICER

(Date)

MEMORANDUM FOR: Barry Blanco, Assistant Secretary for
Housing-Federal
Housing Commissioner, H

FROM: Amarillo T. Rose, Assistant Secretary for
Administration/Chief Information Officer, A

SUBJECT: (Insert the Subject of the Memorandum Here)

The following guidelines address structural elements of a HUD memorandum. Access Microsoft Word. Click on "File," "New," and "HUDDocs," select the appropriate letterhead. Make certain the font is Times New Roman, 12-pitch type. The cursor will be at the date line; however, most of the time the date will be added after the memorandum has been signed.

Hit "Enter" four times and type MEMORANDUM FOR:. Hit "Tab"

one time and type the addressee's name, title, office (if appropriate), and correspondence code. After typing the correspondence code of the last addressee name in the memorandum for line (or attention or through lines, if used), hit "Enter" two times and type FROM:. Hit "Tab" three times and type the signer's name, title, office (if appropriate), and correspondence code. After typing the correspondence code of the signer, hit "Enter" two times and type SUBJECT:. Hit "Tab" three times and type the subject. Capitalize the first letter of the first word in the subject line and each subsequent word except for articles, prepositions, and pronouns. Indent runover lines two spaces by hitting the space bar two times. Hit "Enter" three times and hit "Tab" one time to begin typing the body of the memorandum.

Hit the space bar two times after each sentence. For standard and short memorandums, single-space within each paragraph and double-space between paragraphs. Hit "Tab" one time before typing each paragraph. If there is an attachment(s), hit "Enter" two times at the end of the last paragraph and type Attachment(s). If a cc will be sent, hit "Enter" two times at the end of the last paragraph (or attachment notation, if any) and type cc:. Hit "Enter" one time and type the recipient's name, title, office (if appropriate), and correspondence code. Indent runover lines two spaces by hitting the space bar two times. List additional names single-spaced.

Attachment(s) (if required)

cc: (if required)

Silvah Bells, Deputy Assistant Secretary for Administration, A

This memorandum is typed in Times New Roman, 10-pitch type for this handbook exhibit only.

EXHIBIT 3-2

Memorandum with Addressee List at the Top

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-3000

ASSISTANT SECRETARY FOR
ADMINISTRATION/CHIEF INFORMATION OFFICER

(Date)

MEMORANDUM FOR: Barry Blanco, Assistant Secretary for
Housing-Federal

Housing Commissioner, H
Harpo Winfrey, Assistant Secretary for Community
Planning and Development, D
James Bond, Inspector General, G
Martha Vineyard, Director, Executive Secretariat,

AX

FROM: Amarillo T. Rose, Assistant Secretary for
Administration/Chief Information Officer, A

SUBJECT: (Insert the Subject of the Memorandum Here)

This is a standard memorandum format with the individuals receiving the memorandum listed at the top of the memorandum. The same preparation instructions apply as outlined in Exhibit 3-1.

List addressees at the top when there are four or fewer. After MEMORANDUM FOR:, hit "Tab" one time and list the addressees on separate lines, single-spaced. For each, type the name, title, office (if appropriate), and correspondence code. Indent runover lines two spaces by hitting the space bar two times.

Use group designations when appropriate. After MEMORANDUM FOR:, hit "Tab" one time and type the group designation name, e.g., Principal Staff, Regional Directors, or HUD Staff. When using several group designations, list each on a separate line, single-spaced.

Attachment(s) (if required)

cc: (if required)
Silvah Bells, Deputy Assistant Secretary for Administration, A

This memorandum is typed in Times New Roman, 10-pitch type for this handbook exhibit only.

EXHIBIT 3-3
Memorandum with Addressee List at the Bottom

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-8000

ASSISTANT SECRETARY FOR HOUSING-
FEDERAL HOUSING COMMISSIONER

(Date)

MEMORANDUM FOR: SEE LIST BELOW

FROM: Barry Blanco, Assistant Secretary for
Housing-Federal
Housing Commissioner, H

SUBJECT: (Insert the Subject of the Memorandum Here)

This is a standard memorandum format with the individuals receiving the memorandum listed at the bottom of the memorandum. The same preparation instructions apply as outlined in Exhibit 3-1.

List addressees at the bottom when there are five or more and will fit together after the last paragraph (or attachment or cc notation, if any).

After MEMORANDUM FOR: hit "Tab" one time and type SEE LIST BELOW. Hit "Enter" two times at the end of the last paragraph

(or attachment or cc notation, if any) and type ADDRESSEES:. Hit "Enter" one time and list the addressees on separate lines, single-spaced. For each, type the name, title, office (if appropriate), and correspondence code. Indent runover lines two spaces by hitting the space bar two times.

Attachment(s) (if required)

cc: (if required)

Silvah Bells, Deputy Assistant Secretary for Administration, A

ADDRESSEES:

Lillie Flowers, General Deputy Assistant Secretary for Housing, H

Joseph Pheen, Deputy Assistant Secretary for Policy, Financial Management and Administration, HP

Inne Vane, Deputy Assistant Secretary for Single Family Housing, HS

Chris Kringle, Deputy Assistant Secretary for Multifamily Housing, HM

Ide Claire, Director, Transitional Housing, HT

This memorandum is typed in Times New Roman, 10-pitch type for this handbook exhibit only.

EXHIBIT 3-4

Memorandum with Addressee List Attached

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

ASSISTANT SECRETARY FOR
COMMUNITY PLANNING AND DEVELOPMENT

(Date)

MEMORANDUM FOR: SEE LIST ATTACHED

FROM: Harpo Winfrey, Assistant Secretary for
Community Planning and Development, D

SUBJECT: (Insert the Subject of the Memorandum Here)

This is a standard memorandum format with the addressee list attached. The addressee list will always be on a separate page, be the last page of the memorandum, and contain only the list of addressees.

List addressees on a separate page when there are too many to be listed together at the bottom of the memorandum. After
MEMORANDUM FOR: hit "Tab" one time and type SEE LIST ATTACHED.

At the end of the last paragraph (or attachment or cc notation, if any) insert a page break. The cursor will be on the correct line for the page number. Number the page at the top right margin. Three lines below, at the left margin, type

ADDRESSEES: Hit "Enter" one time and list the addressees on separate lines single-spaced. For each addressee, type the name, title, office (if appropriate), and correspondence code. Indent runover lines two spaces by hitting the space bar two times.

Attachment(s) (if required)

cc: (if required)
Silvah Bells, Deputy Assistant Secretary for Administration, A

This memorandum is typed in Times New Roman, 10-pitch type for this handbook exhibit only.

EXHIBIT 3-4
(continued)

2

ADDRESSEES:
Amarillo T. Rose, Assistant Secretary for Administration/
Chief Information Officer, A
Barry Blanco, Assistant Secretary for Housing-Federal Housing
Commissioner, H
Jaycee Lyons, Assistant Secretary for Public and Indian
Housing, P
Sunny Day, Assistant Secretary for Fair Housing
and Equal Opportunity, E
Wolff Hunter, Assistant Secretary for Policy Development
and Research, R
Frederick E. Krueger, Deputy Assistant Secretary for Field
Coordination, M

This memorandum is typed in Times New Roman, 10-pitch type for this handbook exhibit only.

EXHIBIT 3-5
Memorandum with Joint Signatures

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410

(Date)

MEMORANDUM FOR: Principal Staff

SUBJECT: (Insert the Subject of the Memorandum Here)

Use the standard memorandum format as shown in Exhibit 3-1. However, there will be no from line. For joint signatures, use general Departmental letterhead (available in HUDDocs, "Generic HUD.dot") if the officials are in different primary organizations. Hit "Enter" five times at the end of the last paragraph and type the name of the first signer. Hit "Tab" five or six times (depending on the length of the names) and type the name of the second signer.

Single-space the title of each signer below and flush with their

names. Limit signature elements to four lines or less. Indent runover lines two spaces by hitting the space bar two times.

Barry Blanco	Amarillo T. Rose
Assistant Secretary for Housing-Federal	Assistant
Secretary for Administration/ Housing Commissioner, H	Chief
Information Officer, A	

Attachment(s) (if required)

cc: (if required)
Silvah Bells, Deputy Assistant Secretary for Administration, A

This memorandum is typed in Times New Roman, 10-pitch type for this handbook exhibit only.

EXHIBIT 3-6

Official Record Copy of a Memorandum

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-3000

ASSISTANT SECRETARY FOR
ADMINISTRATION/CHIEF/INFORMATION OFFICER

(Date)

MEMORANDUM FOR: Barry Blanco, Assistant Secretary for
Housing-Federal
Housing Commissioner, H

FROM: Amarillo T. Rose, Assistant Secretary for
Administration/Chief Information Officer, A

SUBJECT: (Insert the Subject of the Memorandum Here)

The following guidelines address structural elements of a HUD memorandum. Access Microsoft Word. Click on "File," "New," and "HUDDocs," select the appropriate letterhead. Make certain the font is Times New Roman, 12-pitch type. The cursor will be at the date line; however, most of the time the date will be added after the memorandum has been signed.

Hit "Enter" four times and type MEMORANDUM FOR:. Hit "Tab" one time and type the addressee's name, title, office (if appropriate), and correspondence code. After typing the correspondence code of the last addressee name in the memorandum for line (or attention or through lines, if used), hit "Enter" two times and type FROM:. Hit "Tab" three times and type the signer's name, title, office (if appropriate), and correspondence code. After typing the correspondence code of the signer, hit "Enter" two times and type SUBJECT:. Hit "Tab" three times and type the subject. Capitalize the first letter of the first word in the subject line and each subsequent word except for articles, prepositions, and pronouns. Indent runover lines two spaces by

hitting the space bar two times. Hit "Enter" three times and hit "Tab" one time to begin typing the body of the memorandum.

Hit the space bar two times after each sentence. For standard and short memorandums, single-space within each paragraph and double-space between paragraphs. Hit "Tab" one time before typing each paragraph. If there is an attachment(s), hit "Enter" two times at the end of the last paragraph and type Attachment(s). If a cc will be sent, hit "Enter" two times at the end of the last paragraph (or attachment notation, if any) and type cc:. Hit "Enter" one time and type the recipient's name, title, office (if appropriate), and correspondence code. Indent runover lines two spaces by hitting the space bar two times. List additional names single-spaced.

Attachment(s) (if required)

cc: (if required)
Silvah Bells, Deputy Assistant Secretary for Administration, A

This memorandum is typed in Times New Roman, 10-pitch type for this handbook exhibit only.

EXHIBIT 3-6
(continued)

Internal HUD Distribution:						
A - Chron - 3270		ASE - Smith - 3272				
AB - Doe - 10172		AX - Executive Secretariat 10139				
AP - Jones - 2162		Fort Worth - Forthright - 6AS				
Identification Lines:						
ASE:Smith:scb XX-XX-20XX 202-XXX-XXXX [File Name] ACORN Control Number XXXXXX						
Correspondence	Originator	Concurrence	Concurrence	Concurrence	Concurrence	Concurrence
Code	ASE	AP	AB			
Name	Smith	Jones	Doe			
Date						

This memorandum is typed in Times New Roman, 10-pitch type for this handbook exhibit only.