

CHAPTER IV. SECRETARIAL CORRESPONDENCE

4-1 Purpose.

The term secretarial correspondence refers to the Secretary's and Deputy Secretary's correspondence. This chapter explains how to prepare letters and memorandums for their signature as well as memorandums for their action or information. It also includes information on the concurrence and dispatch process. Use Chapter VI for guidelines on preparation of secretarial correspondence to Members of Congress.

- 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 memorandums, see Chapter III.
- D. For details on preparing White House correspondence, see Chapter V.
- E. For details on preparing congressional correspondence, see Chapter VI.

4-2 Use.

- A. The letter format is used for formal correspondence with the public and government agencies and to convey awards, commendations, congratulations, condolences, etc.
- B. The memorandum format is used for official correspondence with individuals or organizations within the Department.

4-3 Control of Correspondence.

- A. All incoming correspondence (letters, memorandums, faxes, and emails) addressed to the Secretary or Deputy Secretary is controlled by the Executive Secretariat in the Department's Automated Correspondence On-line Response Network (ACORN).
- B. All correspondence originated within the Department for the Secretary's or Deputy Secretary's signature or approval must be controlled in ACORN prior to submission to the Executive Secretariat for review, final concurrences, and transmittal.
- C. Transferring Correspondence. One of the following must be accomplished within three business days of initial receipt of secretarial correspondence:
 - 1. If a program office determines that a piece of correspondence does not fall within its jurisdiction, but does fall within that of another HUD program office, the transfer is handled between the correspondence units or points of contact for

correspondence and documented in the ACORN system;

2. If a program office determines that a piece of correspondence should be transferred to a field office, the entire package, with a completed Correspondence Change Request, form HUD-149, is returned to the Executive Secretariat with the appropriate information as to which field office it should be transferred;
 3. If a program office determines that a piece of correspondence does not fall under the Department's jurisdiction, the entire package, with a completed Correspondence Change Request, form HUD-149, is returned to the Executive Secretariat with the appropriate information as to which federal department or agency it should be transferred; or
 4. If it cannot be determined which program office, or federal department or agency, has jurisdiction, the entire package, with a completed Correspondence Change Request, form HUD-149, is returned to the Executive Secretariat.
- D. Correspondence Change Request. A request for a change in the control of secretarial correspondence is submitted for approval to the Executive Secretariat with:
1. One copy of a fully completed Correspondence Change Request, form HUD-149;
 2. One copy of the ACORN Control Ticket with the incoming correspondence; and
 3. One copy of any interim response(s).

4-4 Stationery and Printer Requirements.

- A. Stationery for Letters or Memorandums for the Secretary's or Deputy Secretary's Signature. 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. As a rule, when preparing correspondence for the Secretary's or Deputy Secretary's signature use:
1. "The Secretary" 8-1/2" x 11" ivory stationery with the eagle logo. In HUDDocs select "SecIvory 306.dot" for the proper format. For continuation pages, use the matching blank ivory stock.
 2. "The Deputy Secretary" HUDDocs template, "DepSec 306.dot." 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 letters.

4-5 Type Style.

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

4-6 Margins.

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

4-7 Date.

In HUDDocs the cursor will be at the date line, however, for letters or memorandums for the Secretary's or Deputy Secretary's signature the date will be added after signature.

4-8 Letter for the Secretary's or Deputy Secretary's Signature.

- A. Addressing a Secretarial Letter. (See Appendix B for models of address and general rules.)
 - 1. Placement. (See Exhibit 4-1 or 4-2.)
 - 2. Spacing. Single-space the address and arrange it in block style. Limit the address to five lines or less on the letter. Limit each line to three inches or less. If more than five lines are needed to ensure delivery, type the complete address on the envelope. Indent runover lines two spaces by hitting the space bar two times.
 - 3. Multiple Addressees. Prepare letters using one of the following:
 - a. An original for each addressee;
 - b. In response to incoming correspondence with multiple signatures, a single reply to the first person who signed the letter. In the first paragraph, state that the reply is also intended for the other addressees; or
 - c. In response to petitions or resolutions, a single reply addressed to the person who submitted the petition or resolution, or to the first person who signed it. In the body of the letter, mention the other addressees as a group.
 - 4. State and Territory Abbreviations Table. (See Appendix C.)
 - 5. ZIP Code. All ZIP Codes should consist of nine digits. To find a ZIP +4 Code when a street or postal address is available, go to the United States Postal Service website at www.usps.com and click on "Find ZIP Codes."
 - 6. Attention Line. Normally attention lines are not necessary unless required by the incoming letter. After typing the last

line of the address, hit "Enter" two times and type ATTENTION:.
Hit the space bar two times and type the person's name.

- B. Salutation. (See Exhibit 4-1 or 4-2.) Do not personalize the salutation. The signer will personalize the salutation on the original, if necessary.
- C. Body of a Secretarial Letter.
 - 1. Placement and Spacing. (See Exhibit 4-1 or 4-2.)
 - 2. Paragraphs. (See Exhibit 4-1 or 4-2.)
 - 3. Subparagraphs. (See Appendix D.)
 - 4. Quotations. (See Appendix E to incorporate quotations into the body of a letter.)
 - 5. Multiple Page Letter. Do not begin a paragraph near the end of a page unless there is room for at least two lines. Do not continue a paragraph on the next page unless at least three lines can be carried over.

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 letter three lines below.

- D. Complimentary Close. (See Exhibit 4-1 or 4-2 and Appendix B.)
- E. Signature Element. (See Exhibit 4-1 or 4-2.)
- F. Enclosure Notation. (See Exhibit 4-1 or 4-2.) If the letter has an enclosure, type an enclosure notation.
- G. Courtesy Copy Notation. (See Exhibit 4-1 or 4-2.) If the originator wants the addressee to know that someone else will receive a copy of the letter, type a cc (courtesy copy) notation.
- H. Official Record Copy of a Secretarial Letter. (See Exhibit 4-3.) 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:
 - 1. Multiple Addressees, if any. (See Figure 4-1.) If a letter is being sent to more than one addressee, after typing the signer's title (enclosure or cc notation, if any) hit "Enter" two times and type SIMILAR LETTER SENT TO: . Hit the space bar two times and type the names of all other addressees. Use more than one line if needed.

Figure 4-1

SIMILAR LETTER SENT TO: Mr. John Doe, Mr. Chris Kringle,
Ms. Rose Bush, Mr. Early Byrd, Ms. Mae B. Soe, Mr. Ben Hurr,
Mr. Jon Shaft, Mr. Byrd Song, Mr. Jessie Jessup, Ms. Susie Cue,

Mr. Mark E. Mark

2. Internal HUD Distribution List. (See Figure 4-4.)

- a. 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.
- b. List Headquarters recipients to include the following: 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.
- c. List field office recipients to include the following: field office, recipient's last name, and correspondence code.
- d. If there is not enough room to type the copy distribution list in one column, use additional columns.

3. Identification Lines.

a. Office-Originator-Typist. (See Figure 4-4.) 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

b. Office-Originator-Typist Identification Line for Acknowledgment, Interim, or Final to Controlled Incoming. (See Figure 4-2.)

Figure 4-2

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

c. Office-Originator-Typist Identification Line for Certified

Mail. (See Figure 4-3.) Type Certified Mail if the letter will be sent by certified mail with a return receipt requested.

Figure 4-3

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

4. Concurrences.

a. In the originator column, type the originator's correspondence code and last name.

b. 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 4-4

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

5. 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 letter.

I. Printing.

1. Official Record Copy. Print the Official Record Copy.

2. 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 letter or "Pages" to print a multiple page letter, excluding the information after the page break. On letters for the Secretary's signature, insert ivory stationery into the printer. (Reminder: When saving the document, do not save the page break.)

3. Envelope(s). Use "The Secretary" ivory envelopes or "The Deputy Secretary" white envelopes. Prepare an envelope(s) (or label(s) for large envelopes) for the original and any external copies using Times New Roman font, 12-pitch type, and "The Secretary" ivory envelope(s) or "The Deputy Secretary" white envelope(s).

J. Proofing. Read the letter(s) and envelope(s) (or label(s)) carefully to assure there are no errors.

K. Assembly. (See Appendix F.)

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

M. Revisions.

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

a. Prepare the Letter. Use the electronic file version of the Official Record Copy to make corrections.

b. Update the Official Record Copy.

(1) (See Figure 4-5.) Add a new identification line under the last identification line.

Figure 4-5

```
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
```

(2) Do not reroute the retyped letter through offices that have already concurred.

(3) In the first concurrence column, type See Attached to show prior concurrences.

(4) In the second concurrence column, type the correspondence code and last name for the official who requested the revision.

(5) Starting in the third concurrence column, type the correspondence codes and last names for the officials who have not concurred.

(6) Save the retyped document.

c. Printing.

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

(2) 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 letter or "Pages" to print a multiple page letter, excluding the information after the page break. Mark an "X" across the text on each page of the previous original letter. (Reminder: When saving the document, do not save the page break.)

(3) Envelope(s). Prepare a new envelope(s) (or label(s)), if needed.

d. Proofing. Read the letter(s) (envelope(s) or label(s)) carefully to assure there are no errors.

e. Assembly.

(1) (See Appendix F.)

(2) Fold and place the previous original in front of the new original on the inside right of the folder.

(3) Attach the previous Official Record Copy, with the original concurrences behind the new Official Record Copy.

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

2. Rewrite. A rewrite is a major change made to the content of a letter.

a. Prepare the Letter. Use the electronic file version of the Official Record Copy to make the changes.

b. Update the Official Record Copy.

(1) (See Figure 4-6.) Add a new identification line under the last identification line.

Figure 4-6

```
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
```

(2) Rewritten letters are rerouted through offices that have already concurred.

(3) Type the correspondence codes and last names of all concurring officials starting with the originator.

(4) Save the rewritten document.

c. Printing.

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

(2) 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 letter or "Pages" to print a multiple page letter, excluding the information after the page break. Mark an "X" across the text on each page of the previous original letter. (Reminder: When saving the document, do not save the page break.)

(3) Envelope(s). Prepare a new envelope(s) (or label(s)), if needed.

d. Proofing. Read the letter(s) (envelope(s) or label(s)) carefully to assure there are no errors.

e. Assembly.

(1) (See Appendix F.)

(2) Fold and place the previous original in front of the new original on the inside right of the folder.

(3) Attach the previous Official Record Copy, with the original concurrences behind the new Official Record Copy.

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

N. Forwarding Packages to the Executive Secretariat. All

letters prepared for the Secretary's or Deputy Secretary's signature must be sent to the Executive Secretariat for review, final concurrences, and transmittal.

1. Assembly. All packages are assembled as outlined in Appendix F.

2. Record of Clearances, Form HUD-1047. Prepare a Record of Clearances, form HUD-1047, for each package being forwarded to the Secretary or Deputy Secretary. (See Appendix A for a sample of this form.) The only information to be provided by the primary program office on the Record of Clearances, form HUD-1047, is the following:

- a. ACORN Control Number;
- b. Originator's last name and correspondence code (initialed and dated);
- c. Primary program office Assistant Secretary's or equivalent's last name and correspondence code (initialed and dated);
- d. Correspondence unit chief's or point of contact for correspondence's last name and correspondence code (initialed and dated);
- e. Special handling information in the comments and/or special dispatch instructions section; and
- f. Program person to contact for questions, including phone number and room number.

The Executive Secretariat will add clearances as needed.

3. Electronic File Version. Send the electronic file version of the Official Record Copy to the Executive Secretariat through Lotus Notes at the email address: secretarialcorrespondence. Note: Only minor corrections and edits will be made by the Executive Secretariat and the program area will be sent a corrected copy via email. Substantive changes and/or changes that affect the context of the message will be sent back to the program area for editing.

0. Dispatching after Signature by the Secretary or Deputy Secretary. The Executive Secretariat:

1. Types the date on the original(s);
2. Confirms the date and signature on the Official Record Copy;
3. Distributes signed letters (and cc copies, if any) unless otherwise directed; and
4. Returns the folder with the Official Record Copy, background material, and tab cards as well as a copy of the dated and signed original(s) to the correspondence unit or point of contact for correspondence for appropriate handling and dispatching of the

THROUGH: Hit "Tab" three times and type the name, title, office (if appropriate), and correspondence code of the intermediate official. Indent runover lines two spaces by hitting the space bar two times.

Figure 4-8

MEMORANDUM FOR: Rock N. Robin, Director, Office of
Personnel and Training, AP

THROUGH: Peter Gunn, Director, Management and
Labor Relations
Division, APR

FROM: (See Exhibit 4-4 or 4-5.)

SUBJECT: OPM's Proposed November Classification
Review of
Headquarters Positions

D. From Line. (See Exhibit 4-4 or 4-5.)

E. Subject Line. (See Exhibit 4-4 or 4-5.) The subject briefly states the content of the memorandum.

F. Body of a Memorandum for the Secretary's or Deputy Secretary's Signature.

1. Placement and Spacing. (See Exhibit 4-4 or 4-5.)
2. Paragraphs. (See Exhibit 4-4 or 4-5.)
3. Subparagraphs. (See Appendix D.)
4. Quotations. (See Appendix E to incorporate quotations into the body of a memorandum.)
5. Multiple Page Memorandum. Do not begin a paragraph near the end of a page unless there is room for at least two lines. Do not continue a paragraph on the next page unless at least three lines can be carried over.

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.

G. Attachment Notation. (See Exhibit 4-4 or 4-5.) If the memorandum has an attachment, type an attachment notation.

H. Courtesy Copy Notation. (See Exhibit 4-4 or 4-5.) If the originator wants the addressee to know that someone else will receive a copy of the memorandum, type a cc (courtesy copy) notation.

I. Official Record Copy of a Memorandum for the Secretary's or Deputy Secretary's Signature. (See Exhibit 4-13.) 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:

1. Internal HUD Distribution List. (See Figure 4-9.)
 - a. 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.
 - b. 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.
 - c. List field office recipients to include the following: field office, recipient's last name, and correspondence code.
 - d. If there is not enough room to type the copy distribution list in one column, use additional columns.
2. Identification Lines: Office-Originator-Typist. (See Figure 4-9.) List the following:
 - a. Correspondence code of the originating office (type a colon)
 - b. Originator's last name (type a colon)
 - c. Typist's initials (hit the space bar two times)
 - d. Date typed (hit the space bar two times)
 - e. Originator's telephone number (hit the space bar two times)
 - f. Name of the file (hit the space bar five times)
 - g. Type the words ACORN Control Number, hit the space bar two times, and type the number
3. Concurrences. (See Figure 4-9.)
 - a. In the originator column, type the originator's correspondence code and last name.
 - b. 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 4-9

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.

4. 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.

J. Printing.

1. Official Record Copy. Print the Official Record Copy.

2. 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. On memorandums for the Secretary's signature, insert
ivory stationery into the printer. (Reminder: When saving the
document, do not save the page break.)

K. Proofing. Read the memorandum(s) carefully to assure there
are no errors.

L. Assembly. (See Appendix F.)

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

N. Revisions.

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

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

b. Update the Official Record Copy.

(1) (See Figure 4-10.) Add a new identification line under the last identification line.

Figure 4-10

```
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
```

(2) Do not reroute the retyped memorandum through offices that have already concurred.

(3) In the first concurrence column, type See Attached to show prior concurrences.

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

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

(6) Save the retyped document.

c. Printing.

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

(2) 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.)

d. Proofing. Read the memorandum(s) carefully to assure there are no errors.

e. Assembly.

(1) (See Appendix F.)

(2) Fold and place the previous original in front of the new original on the inside right of the folder.

(3) Attach the previous Official Record Copy, with the original concurrences behind the new Official Record Copy.

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

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

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

b. Update the Official Record Copy.

(1) (See Figure 4-11.) Add a new identification line under the last identification line.

Figure 4-11

```
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
```

(2) Rewritten memorandums are rerouted through offices that have already concurred.

(3) Type the correspondence codes and last names of all concurring officials starting with the originator.

(4) Save the rewritten document.

c. Printing.

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

(2) 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.)

d. Proofing. Read the memorandum(s) carefully to assure there are no errors.

e. Assembly.

(1) (See Appendix F.)

(2) Fold and place the previous original in front of the new original on the inside right of the folder.

(3) Attach the previous Official Record Copy, with the original concurrences behind the new Official Record Copy.

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

O. Forwarding Packages to the Executive Secretariat. All memorandums prepared for the Secretary's or Deputy Secretary's signature must be sent to the Executive Secretariat for review, final concurrences, and transmittal.

1. Assembly. All packages are assembled as outlined in Appendix F.

2. Record of Clearances, Form HUD-1047. Prepare a Record of Clearances, form HUD-1047, for each package being forwarded to the Secretary or Deputy Secretary. (See Appendix A for a sample of this form.) The only information to be provided by the primary program office on the Record of Clearances, form HUD-1047, is:

a. ACORN Control Number;

b. Originator's last name and correspondence code (initialed and dated);

c. Primary program office Assistant Secretary's or equivalent's last name and correspondence code (initialed and dated);

d. Correspondence unit chief's or point of contact for correspondence's last name and correspondence code (initialed and dated);

e. Special handling information in the comments and/or special dispatch instructions section; and

f. Program person to contact for questions, including phone number and room number.

The Executive Secretariat will add clearances as needed.

3. Electronic File Version. Send the electronic file version of the Official Record Copy to the Executive Secretariat through Lotus Notes at the email address: secretarialcorrespondence.

Note: Only minor corrections and edits will be made by the Executive Secretariat and the program area will be sent a corrected copy via email. Substantive changes and/or changes that affect the context of the message will be sent back to the program area for editing.

P. Dispatching after Signature by the Secretary or Deputy Secretary. The Executive Secretariat:

1. Types the date on the original(s);
2. Confirms the date and signature on the Official Record Copy;
3. Distributes signed memorandum(s) (and cc copies, if any), unless otherwise directed; and
4. Returns the folder with the Official Record Copy, background material, and tab cards as well as a copy of the dated and signed original(s) to the correspondence unit or point of contact for correspondence for appropriate handling and dispatching of the copies on the Internal HUD Distribution List.

4-10 Action Memorandum to the Secretary or Deputy Secretary.

A. Stationery. An action memorandum to the Secretary or Deputy Secretary is prepared on the appropriate program office letterhead. Department letterhead is available in 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. Date. In HUDDocs the cursor will be at the date line, however, the date will be added after the memorandum has been signed.

C. Memorandum For Line. (See Exhibit 4-9 or 4-10.)

D. Through Line.

1. All action memorandums for the Secretary are routed through the Deputy Secretary. (See Exhibit 4-9.)

2. An action memorandum for the Deputy Secretary that contains a through line is formatted as shown in Figure 4-12. After typing The Deputy Secretary in the memorandum for line, hit "Enter" two times and type THROUGH:. Hit "Tab" three times and type the name, title, office (if appropriate), and correspondence code of the intermediate official. Indent runover lines two spaces by hitting the space bar two times.

Figure 4-12

MEMORANDUM FOR:	The Deputy Secretary
THROUGH:	Jon Jonson, Chief Financial Officer, F

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

SUBJECT: ACTION-- FY 2004 Budget for the Office
of
Administration

E. From Line. (See Exhibit 4-9 or 4-10.) The from line includes:

1. Signer's name;
2. Signer's title;
3. Office name (if appropriate). Use only enough to identify the signer. For example, if the signer is a Branch Chief or Division Director, use the name of that Branch or Division only. Indent runover lines two spaces by hitting the space bar two times. Omit the office name when the title alone clearly identifies the signer; and
4. Correspondence code.

F. Subject Line. (See Exhibit 4-9 or 4-10.) The subject briefly states the action being requested in the memorandum.

G. Body of an Action Memorandum to the Secretary or Deputy Secretary.

1. Placement and Spacing. (See Exhibit 4-9 or 4-10.)
2. Paragraphs. (See Exhibit 4-9 or 4-10.)
3. Subparagraphs. (See Appendix D.)
4. Quotations. (See Appendix E to incorporate quotations into the body of a memorandum.)
5. Multiple Page Memorandum. Do not begin a paragraph near the end of a page unless there is room for at least two lines. Do not continue a paragraph on the next page unless at least three lines can be carried over.

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.

H. Attachment Notation. (See Exhibit 4-9 or 4-10.) If the memorandum has an attachment, type an attachment notation.

I. Courtesy Copy Notation. (See Exhibit 4-9 or 4-10.) If the originator wants the addressee to know that someone else will receive a copy of the memorandum, type a cc (courtesy copy) notation.

- J. Approval Block. (See Exhibit 4-9 or 4-10.)
- K. Official Record Copy of an Action Memorandum to the Secretary or Deputy Secretary. (See Exhibit 4-14.) 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:
1. Internal HUD Distribution List. (See Figure 4-13.)
 - a. 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.
 - b. 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.
 - c. List field office recipients to include the following: field office, recipient's last name, and correspondence code.
 - d. If there is not enough room to type the copy distribution list in one column, use additional columns.
 2. Identification Lines: Office-Originator-Typist. (See Figure 4-13.) List the following:
 - a. Correspondence code of the originating office (type a colon)
 - b. Originator's last name (type a colon)
 - c. Typist's initials (hit the space bar two times)
 - d. Date typed (hit the space bar two times)
 - e. Originator's telephone number (hit the space bar two times)
 - f. Name of the file (hit the space bar five times)
 - g. Type the words ACORN Control Number, hit the space bar two times, and type the number
 3. Concurrences. (See Figure 4-13.)
 - a. In the originator column, type the originator's correspondence code and last name.
 - b. 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 4-13

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 XXXXXXX

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.

4. 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.

L. Printing.

1. Official Record Copy. Print the Official Record Copy.

2. 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.)

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

N. Assembly. (See Appendix F.)

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

P. Revisions.

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

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

b. Update the Official Record Copy.

(1) (See Figure 4-14.) Add a new identification line under the last identification line.

Figure 4-14

```
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
```

(2) Do not reroute the retyped memorandum through offices that have already concurred.

(3) In the first concurrence column, type See Attached to show prior concurrences.

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

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

(6) Save the retyped document.

c. Printing.

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

(2) 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.)

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

e. Assembly.

(1) (See Appendix F.)

(2) Fold and place the previous original in front of the new original on the inside right of the folder.

(3) Attach the previous Official Record Copy, with the original concurrences behind the new Official Record Copy.

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

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

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

b. Update the Official Record Copy.

(1) (See Figure 4-15.) Add a new identification line under the last identification line.

Figure 4-15

```
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
```

(2) Rewritten memorandums are rerouted through offices that have already concurred.

(3) Type the correspondence codes and last names of all concurring officials starting with the originator.

(4) Save the rewritten document.

c. Printing.

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

(2) 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.)

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

e. Assembly.

(1) (See Appendix F.)

(2) Fold and place the previous original in front of the new original on the inside right of the folder.

(3) Attach the previous Official Record Copy, with the original concurrences behind the new Official Record Copy.

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

Q. Forwarding Packages to the Executive Secretariat. All action memorandums prepared for the Secretary or Deputy Secretary must be sent to the Executive Secretariat for review, final concurrences, and transmittal.

1. Date. Ensure that the original action memorandum is dated and conform the date on the Official Record Copy.

2. Assembly. All packages are assembled as outlined in Appendix F.

3. Record of Clearances, Form HUD-1047. Prepare a Record of Clearances, form HUD-1047, for each package being forwarded to the Secretary or Deputy Secretary. (See Appendix A for a sample of this form.) The only information to be provided by the primary program office on the Record of Clearances, form HUD-1047, is the following:

a. ACORN Control Number;

b. Originator's last name and correspondence code (initialed and dated);

c. Primary program office Assistant Secretary's or equivalent's last name and correspondence code (initialed and dated);

d. Correspondence unit chief's or point of contact for correspondence's last name and correspondence code (initialed and dated);

e. Special handling information in the comments and/or special dispatch instructions section; and

f. Program person to contact for questions, including phone

number and room number.

The Executive Secretariat will add clearances as needed.

4. Electronic File Version. Send the electronic file version of the Official Record Copy to the Executive Secretariat through Lotus Notes at the email address: secretarialcorrespondence. Note: Only minor corrections and edits will be made by the Executive Secretariat and the program area will be sent a corrected copy via email. Substantive changes and/or changes that affect the context of the message will be sent back to the program area for editing.

R. Dispatching after Action by the Secretary or Deputy Secretary. The Executive Secretariat:

1. Confirms the approval block on the Official Record Copy;
2. Distributes attached signature items, if any, as previously outlined in this chapter; and
3. Returns the folder with the original action memorandum, the Official Record Copy, background material, and tab cards to the correspondence unit or point of contact for correspondence for appropriate handling and dispatching of the copies on the Internal HUD Distribution List.

4-11 Information Memorandum to the Secretary or Deputy Secretary.

A. Stationery. An information memorandum to the Secretary or Deputy Secretary is prepared on the appropriate program office letterhead. Department letterhead is available in 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. Date. In HUDDocs the cursor will be at the date line, however, the date will be added after the memorandum has been signed.

C. Memorandum For Line. (See Exhibit 4-11 or 4-12.)

D. Through Line.

1. All information memorandums for the Secretary are routed through the Deputy Secretary. (See Exhibit 4-11.)

2. An information memorandum for the Deputy Secretary that contains a through line is formatted as shown in Figure 4-16. After typing The Deputy Secretary in the memorandum for line, hit "Enter" two times and type THROUGH:. Hit "Tab" three times and type the name, title, office (if appropriate), and correspondence code of the intermediate official. Indent runover lines two spaces by hitting the space bar two times.

Figure 4-16

MEMORANDUM FOR: The Deputy Secretary

THROUGH: Jon Jonson, Chief Financial Officer, F

FROM: Amarillo T. Rose, Assistant Secretary
for Administration, A

SUBJECT: INFORMATION--OPM's Proposed
Classification Review
of HUD Headquarters Positions

- E. From Line. (See Exhibit 4-11 or 4-12.)
- F. Subject Line. (See Exhibit 4-11 or 4-12.) The subject briefly states the content of the memorandum.
- G. Body of an Information Memorandum to the Secretary or Deputy Secretary.
1. Placement and Spacing. (See Exhibit 4-11 or 4-12.)
 2. Paragraphs. (See Exhibit 4-11 or 4-12.)
 3. Subparagraphs. (See Appendix D.)
 4. Quotations. (See Appendix E to incorporate quotations into the body of a memorandum.)
 5. Multiple Page Memorandum. Do not begin a paragraph near the end of a page unless there is room for at least two lines. Do not continue a paragraph on the next page unless at least three lines can be carried over.
- 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.
- H. Attachment Notation. (See Exhibit 4-11 or 4-12.) If the memorandum has an attachment, type an attachment notation.
- I. Courtesy Copy Notation. (See Exhibit 4-11 or 4-12.) If the originator wants the addressee to know that someone else will receive a copy of the memorandum, type a cc (courtesy copy) notation.
- J. Official Record Copy of an Information Memorandum to the Secretary or Deputy Secretary. (See Exhibit 4-13.) 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:
1. Internal HUD Distribution List. (See Figure 4-17.)
 - a. 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.

b. 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.

c. List field office recipients to include the following:
field office, recipient's last name, and correspondence code.

d. If there is not enough room to type the copy distribution
list in one column, use additional columns.

2. Identification Lines: Office-Originator-Typist. (See
Figure 4-17) List the following:

a. Correspondence code of the originating office (type a colon)

b. Originator's last name (type a colon)

c. Typist's initials (hit the space bar two times)

d. Date typed (hit the space bar two times)

e. Originator's telephone number (hit the space bar two times)

f. Name of the file (hit the space bar five times)

g. Type the words ACORN Control Number, hit the space bar two
times, and type the number

3. Concurrences. (See Figure 4-17.)

a. In the originator column, type the originator's
correspondence code and last name.

b. 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 4-17

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

.

4. 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.

K. Printing.

1. Official Record Copy. Print the Official Record Copy.

2. 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.)

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

M. Assembly. (See Appendix F.)

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

O. Revisions.

1. Retype. A retype corrects errors in spelling, typing, punctuation, or grammar.
 - a. Prepare the Memorandum. Use the electronic file version of the Official Record Copy to make corrections.
 - b. Update the Official Record Copy.

- (1) (See Figure 4-18.) Add a new identification line under the last identification line.

Figure 4-18

```
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
```

- (2) Do not reroute the retyped memorandum through offices that have already concurred.
 - (3) In the first concurrence column, type See Attached to show prior concurrences.
 - (4) In the second concurrence column, type the correspondence code and last name of the official who requested the revision.
 - (5) Starting in the third concurrence column, type the correspondence codes and last names of the officials who have not concurred.
 - (6) Save the retyped document.

- c. Printing.

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

- (2) 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.)

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

- e. Assembly.

- (1) (See Appendix F.)

(2) Fold and place the previous original in front of the new original on the inside right of the folder.

(3) Attach the previous Official Record Copy, with the original concurrences behind the new Official Record Copy.

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

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

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

b. Update the Official Record Copy.

(1) (See Figure 4-19.) Add a new identification line under the last identification line.

Figure 4-19

```
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
```

(2) Rewritten memorandums are rerouted through offices that have already concurred.

(3) Type correspondence codes and last names of all concurring officials starting with the originator.

(4) Save the rewritten document.

c. Printing.

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

(2) 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.)

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

e. Assembly.

(1) (See Appendix F.)

(2) Fold and place the previous original in front of the new original on the inside right of the folder.

(3) Attach the previous Official Record Copy, with the original concurrences behind the new Official Record Copy.

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

P. Forwarding Packages to the Executive Secretariat. All information memorandums prepared for the Secretary or Deputy Secretary must be sent to the Executive Secretariat for appropriate handling.

1. Date. Ensure that the original information memorandum is dated and conform the date on the Official Record Copy.

2. Assembly. All packages are assembled as outlined in Appendix F.

3. Record of Clearances, Form HUD-1047. Prepare a Record of Clearances, form HUD-1047, for each package being forwarded to the Secretary or Deputy Secretary. (See Appendix A for a sample of this form.) The only information to be provided by the primary program office on the Record of Clearances, form HUD-1047, is the following:

a. ACORN Control Number;

b. Originator's last name and correspondence code (initialed and dated);

c. Primary program office Assistant Secretary's or equivalent's last name and correspondence code (initialed and dated);

d. Correspondence unit chief's or point of contact for correspondence's last name and correspondence code (initialed and dated);

e. Special handling information in the comments and/or special dispatch instructions section; and

f. Program person to contact for questions, including phone number and room number.

Exhibits of Secretarial Letters and Memorandums

Exhibit 4-1 Structural Elements of a Letter for the Secretary's Signature

Exhibit 4-2 Structural Elements of a Letter for the Deputy Secretary's Signature

Exhibit 4-3 Official Record Copy of a Letter for the

Secretary's Signature

Exhibit 4-4 Structural Elements of a Memorandum for the Secretary's Signature

Exhibit 4-5 Structural Elements of a Memorandum for the Deputy Secretary's Signature

Exhibit 4-6 Memorandum for Secretarial Signature with Addressee List at the Top

Exhibit 4-7 Memorandum for Secretarial Signature with Addressee List at the Bottom

Exhibit 4-8 Memorandum for Secretarial Signature with Addressee List Attached

Exhibit 4-9 Action Memorandum to the Secretary

Exhibit 4-10 Action Memorandum to the Deputy Secretary

Exhibit 4-11 Information Memorandum to the Secretary

Exhibit 4-12 Information Memorandum to the Deputy Secretary

Exhibit 4-13 Official Record Copy of a Memorandum for Secretarial Signature

EXHIBIT 4-1

Structural Elements of a Letter for the Secretary's Signature

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-0001

THE SECRETARY
(Date)

The Honorable Jung Mann
Secretary of the Interior
1849 C Street, NW
Washington, DC 20240-0001

Dear Secretary Mann:

The following guidelines address structural elements of a letter for the Secretary's signature. Access Microsoft Word. Click on "File," "New," and "HUDDocs," select "SecIvory 306.dot" letterhead. Make certain the font is Times New Roman, 12-pitch type. The cursor will be at the date line; however, the date will be added after the letter has been signed.

Hit "Enter" four times and type the inside address. Hit the space bar two times between the state code and the ZIP Code. Hit "Enter" two times, type Dear, the professional or courtesy title, last name, and a colon. Hit "Enter" two times and hit "Tab" one time to begin typing the body of the letter.

Hit the space bar two times after each sentence. For standard and short letters, single-space within each paragraph and double-space between paragraphs. Hit "Tab" one time before typing each paragraph. Hit "Enter" two times at the end of the last paragraph. Hit "Tab" six times and type Sincerely,. Hit "Enter" five times, hit "Tab" six times, and type the Secretary's name. Do not use the Secretary's middle initial or title when typing the signature line. If there is an enclosure(s), hit "Enter" two times and type Enclosure(s). If a cc will be sent, hit "Enter" two times after typing the Secretary's name (or enclosure notation, if any) and type cc:. Hit "Enter" one time and type the recipient's name. List additional names single-spaced.

Sincerely,

Mel Martinez

Enclosure(s) (if required)

cc: (if required)
Silvah Bells

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

EXHIBIT 4-2

Structural Elements of a Letter for the Deputy Secretary's
Signature

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
THE DEPUTY SECRETARY
WASHINGTON, DC 20410-0050

(Date)

The Honorable Jung Mann
Secretary of the Interior
1849 C Street, NW
Washington, DC 20240-0001

Dear Secretary Mann:

The following guidelines address structural elements of a letter for the Deputy Secretary's signature. Access Microsoft Word. Click on "File," "New," and "HUDDocs," select "DepSec 306.dot" letterhead. Make certain the font is Times New Roman, 12-pitch type. The cursor will be at the date line; however, the date will be added after the letter has been signed.

Hit "Enter" four times and type the inside address. Hit the space bar two times between the state code and the ZIP Code. Hit "Enter" two times, type Dear, the professional or courtesy title, last name, and a colon. Hit "Enter" two times and hit "Tab" one time to begin typing the body of the letter.

Hit the space bar two times after each sentence. For standard and short letters, single-space within each paragraph and double-space between paragraphs. Hit "Tab" one time before typing each paragraph. Hit "Enter" two times at the end of the last paragraph. Hit "Tab" six times and type Sincerely,. Hit "Enter" five times, hit "Tab" six times, and type the Deputy Secretary's name. Do not use the Deputy Secretary's middle initial or title when typing the signature line. If there is an enclosure(s), hit "Enter" two times and type Enclosure(s). If a cc will be sent, hit "Enter" two times after typing the Deputy Secretary's name (or enclosure notation, if any) and type cc:. Hit "Enter" one time and type the recipient's name. List additional names single-spaced.

Sincerely,

Alphonso Jackson

Enclosure(s) (if required)

cc: (if required)
Silvah Bells

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

EXHIBIT 4-3

Official Record Copy of a Letter for the Secretary's Signature

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-0001

THE SECRETARY
(Date)

The Honorable Jung Mann
Secretary of the Interior
1849 C Street, NW
Washington, DC 20240-0001

Dear Secretary Mann:

The following guidelines address structural elements of a letter for the Secretary's signature. Access Microsoft Word. Click on "File," "New," and "HUDDocs," select "SecIvory 306.dot" letterhead. Make certain the font is Times New Roman, 12-pitch type. The cursor will be at the date line; however, the date will be added after the letter has been signed.

Hit "Enter" four times and type the inside address. Hit the space bar two times between the state code and the ZIP Code. Hit "Enter" two times, type Dear, the professional or courtesy title, last name, and a colon. Hit "Enter" two times and hit "Tab" one time to begin typing the body of the letter.

Hit the space bar two times after each sentence. For standard and short letters, single-space within each paragraph

and double-space between paragraphs. Hit "Tab" one time before typing each paragraph. Hit "Enter" two times at the end of the last paragraph. Hit "Tab" six times and type Sincerely,. Hit "Enter" five times, hit "Tab" six times, and type the Secretary's name. Do not use the Secretary's middle initial or title when typing the signature line. If there is an enclosure(s), hit "Enter" two times and type Enclosure(s). If a cc will be sent, hit "Enter" two times after typing the Secretary's name (or enclosure notation, if any) and type cc:. Hit "Enter" one time and type the recipient's name. List additional names single-spaced.

Sincerely,

Mel Martinez

Enclosure(s) (if required)

cc: (if required)
Silvah Bells

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

EXHIBIT 4-3
(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						

The format for the Deputy Secretary's Official Record Copy is identical. This letter is typed in Times New Roman, 10-pitch type for this handbook exhibit only.

EXHIBIT 4-4

Structural Elements of a Memorandum for the Secretary's Signature

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-0001

THE SECRETARY
(Date)

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

FROM: Mel Martinez

SUBJECT: (Insert the Subject of the Memorandum Here)

The following guidelines address structural elements of a memorandum for the Secretary's signature. Access Microsoft Word. Click on "File," "New," and "HUDDocs," select "SecIvory 306.dot" letterhead. Make certain the font is Times New Roman, 12-pitch type. The cursor will be at the date line; however, 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 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 Secretary's name. Do not type the Secretary's middle initial, title, or correspondence code on the from line. After typing the Secretary's name, 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 7names 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 4-5

Structural Elements of a Memorandum for the Deputy Secretary's Signature

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
THE DEPUTY SECRETARY
WASHINGTON, DC 20410-0050

(Date)

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

FROM: Alphonso Jackson

SUBJECT: (Insert the Subject of the Memorandum Here)

The following guidelines address structural elements of a memorandum for the Deputy Secretary's signature. Access Microsoft Word. Click on "File," "New," and "HUDDocs," select "DepSec 306.dot" letterhead. Make certain the font is Times New Roman, 12-pitch type. The cursor will be at the date line; however, 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 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 Deputy Secretary's name. Do not type the Deputy Secretary's middle initial, title, or correspondence code on the from line. After typing the Deputy Secretary's name, 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 4-6

Memorandum for Secretarial Signature with Addressee List at the Top

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-0001

THE SECRETARY
(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: Mel Martinez

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 4-4.

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

The format for the Deputy Secretary's memorandum with addressee list at the top is identical.
This memorandum is typed in Times New Roman, 10-pitch type for this handbook exhibit only.

EXHIBIT 4-7

Memorandum for Secretarial Signature with Addressee List at the Bottom

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-0001

THE SECRETARY
(Date)

MEMORANDUM FOR: SEE LIST BELOW

FROM: Mel Martinez

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 4-4.

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. At the end of the last paragraph (or attachment or cc notation, if any), hit "Enter" two times 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

The format for the Deputy Secretary's memorandum with addressee list at the bottom is identical. This memorandum is typed in Times New Roman, 10-pitch type for this handbook exhibit only.

EXHIBIT 4-8

Memorandum for Secretarial Signature with Addressee List Attached

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-0001

THE SECRETARY
(Date)

MEMORANDUM FOR: SEE LIST ATTACHED

FROM: Mel Martinez

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 after the last paragraph (or attachment or cc notation, if any). 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 4-8
(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

The format for the Deputy Secretary's memorandum with addressee
list attached is identical.

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

EXHIBIT 4-9

Action Memorandum to the Secretary

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

ASSISTANT SECRETARY FOR
ADMINISTRATION/CHIEF INFORMATION OFFICER

(Date)

MEMORANDUM FOR: The Secretary

THROUGH: Alphonso Jackson, Deputy Secretary, SD

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

SUBJECT: ACTION--(Insert the Subject of the Memorandum
Here)

ACTION BY: January 31, 20XX

The following guidelines address structural elements of a
memorandum for the Secretary's action. 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, 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 Secretary. Hit "Enter" two times and type
THROUGH:. Hit "Tab" three times and type Alphonso Jackson,
Deputy Secretary, SD. 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:. After typing SUBJECT:, hit "Tab" three times and type
ACTION-- followed by the action being requested. After typing
the subject line, hit "Enter" two times and type ACTION BY:. Hit
"Tab" two times and type the date by which the action must be
completed. After typing the date in the action by line, hit

"Enter" three times and type ISSUE:.

ISSUE:

After typing ISSUE:, hit "Enter" two times, hit "Tab" one time, and type the issue statement. If there is more than one paragraph, double-space between paragraphs.

After typing the last word in the issue section, hit "Enter" two times and type FACTS:.

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

EXHIBIT 4-9
(continued)

2

FACTS:

After typing FACTS:, hit "Enter" two times, hit "Tab" one time, and type the issue's origin, background, implications, and importance.

After typing the last word in the facts section, hit "Enter" two times and type RECOMMENDATION:.

RECOMMENDATION:

After typing RECOMMENDATION:, hit "Enter" two times, hit "Tab" one time, and type the recommended action.

After typing the last word in the recommendation section, hit "Enter" two times and type PROS:.

PROS:

After typing PROS:, hit "Enter" two times, hit "Tab" one time, and type the arguments in favor of the recommended action.

After typing the last word in the pros section, hit "Enter" two times, and type CONS:.

CONS:

After typing CONS:, hit "Enter" two times, hit "Tab" one time, and type the arguments against the recommended action.

After typing the last word in the cons section, hit "Enter" two times and type CONTACT:.

CONTACT:

After typing CONTACT:, hit "Enter" two times, hit "Tab" one time, and provide the name and telephone number, including the area code and extension, as well as the email address, of a person who

can answer questions about the content of the memorandum. e.g.,
For further information, contact April Showers, Office of
Administration, at 202-708-XXXX, ext. XXXX, or
April_T._Showers@hud.gov.

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)

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

EXHIBIT 4-9
(continued)

3

After typing the last word in the contact section (or
attachment or cc notation, if any), hit "Enter" two times and
type DECISION:.

DECISION:

After typing DECISION:, hit "Enter" three times, and type:

_____ Approve	_____ Disapprove	_____ Date
------------------	---------------------	---------------

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

EXHIBIT 4-10
Action Memorandum to the Deputy Secretary

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

ASSISTANT SECRETARY FOR
ADMINISTRATION/CHIEF INFORMATION OFFICER

(Date)

MEMORANDUM FOR: The Deputy Secretary

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

SUBJECT: ACTION--(Insert the Subject of the Memorandum Here)

ACTION BY: January 31, 20XX

The following guidelines address structural elements of a memorandum for the Deputy Secretary's action. 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, 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 Deputy Secretary. 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:. After typing SUBJECT:, hit "Tab" three times and type ACTION-- followed by the action being requested. After typing the subject line, hit "Enter" two times and type ACTION BY:. Hit "Tab" two times and type the date by which the action must be completed. After typing the date in the action by line, hit "Enter" three times and type ISSUE:.

ISSUE:

After typing ISSUE:, hit "Enter" two times, hit "Tab" one time, and type the issue statement. If there is more than one paragraph, double-space between paragraphs.

After typing the last word in the issue section, hit "Enter" two times and type FACTS:.

FACTS:

After typing FACTS:, hit "Enter" two times, hit "Tab" one time, and type the issue's origin, background, implications, and importance.

After typing the last word in the facts section, hit "Enter" two times and type RECOMMENDATION:.

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

EXHIBIT 4-10
(continued)

2

RECOMMENDATION:

After typing RECOMMENDATION:, hit "Enter" two times, hit "Tab" one time, and type the recommended action.

After typing the last word in the recommendation section, hit

"Enter" two times and type PROS:.

PROS:

After typing PROS:, hit "Enter" two times, hit "Tab" one time, and type the arguments in favor of the recommended action.

After typing the last word in the pros section, hit "Enter" two times, and type CONS:.

CONS:

After typing CONS:, hit "Enter" two times, hit "Tab" one time, and type the arguments against the recommended action.

After typing the last word in the cons section, hit "Enter" two times and type CONTACT:.

CONTACT:

After typing CONTACT:, hit "Enter" two times, hit "Tab" one time, and provide the name and telephone number, including the area code and extension, as well as the email address, of a person who can answer questions about the content of the memorandum. e.g., For further information, contact April Showers, Office of Administration, at 202-708-XXXX, ext. XXXX, or April_T_Showers@hud.gov.

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)

After typing the last word in the contact section (or attachment or cc notation, if any), hit "Enter" two times and type DECISION:.

DECISION:

After typing DECISION:, hit "Enter" three times, and type:

Approve

Disapprove

Date

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

EXHIBIT 4-11

Information Memorandum to the Secretary

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

ASSISTANT SECRETARY FOR
ADMINISTRATION/CHIEF INFORMATION OFFICER

(Date)

MEMORANDUM FOR: The Secretary

THROUGH: Alphonso Jackson, Deputy Secretary, SD

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

SUBJECT: INFORMATION--(Insert the Subject of the Memorandum
Here)

The following guidelines address structural elements of a memorandum for the Secretary's information. Access Microsoft Word. Click on "File," "New," and "HUDDocs," select the appropriate letterhead. Use Assistant Secretary (or equivalent) letterhead only when an Assistant Secretary (or equivalent) will sign the memorandum. Use Office of [program office name] letterhead when other office staff will sign the memorandum. Make certain the font is Times New Roman, 12-pitch type. The cursor will be at the date line; however, 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 Secretary. Hit "Enter" two times and type THROUGH:. Hit "Tab" three times and type Alphonso Jackson, Deputy Secretary, SD. 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:. After typing SUBJECT:, hit "Tab" three times and type INFORMATION-- followed by the subject of the memorandum. If the Secretary has requested the information, in parentheses type Secretary's Request and the date of the request. After typing the subject line, hit "Enter" three times and type PURPOSE:.

PURPOSE:

After typing PURPOSE:, hit "Enter" two times, hit "Tab" one time, and type the purpose of the memorandum. If there is more than one paragraph, double-space between paragraphs.

After typing the last word in the purpose section, hit "Enter" two times and type FACTS:.

FACTS:

After typing FACTS:, hit "Enter" two times, hit "Tab" one time, and type the origin, background, implications, and importance of

the memorandum.

After typing the last word in the facts section, hit "Enter" two times and type CONTACT:.

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

EXHIBIT 4-11
(continued)

2

CONTACT:

After typing CONTACT:, hit "Enter" two times, hit "Tab" one time, and provide the name and telephone number, including the area code and extension, as well as the email address, of a person who can answer questions about the content of the memorandum. e.g., For further information, contact April Showers, Office of Administration, at 202-708-XXXX, ext. XXXX, or April_T._Showers@hud.gov.

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)

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

EXHIBIT 4-12

Information Memorandum to the Deputy Secretary

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

ASSISTANT SECRETARY FOR
ADMINISTRATION/CHIEF INFORMATION OFFICER

(Date)

MEMORANDUM FOR: The Deputy Secretary

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

SUBJECT: INFORMATION--(Insert the Subject of the Memorandum
Here)

The following guidelines address structural elements of a memorandum for the Deputy Secretary's information. 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, 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 Deputy Secretary. 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:. After typing SUBJECT:, hit "Tab" three times and type INFORMATION-- followed by the subject of the memorandum. If the Deputy Secretary has requested the information, in parentheses type Deputy Secretary's Request and the date of the request. After typing the last word of the subject line, hit "Enter" three times and type PURPOSE:.

PURPOSE:

After typing PURPOSE:, hit "Enter" two times, hit "Tab" one time, and type the purpose of the memorandum. If there is more than one paragraph, double-space between paragraphs.

After typing the last word in the purpose section, hit "Enter" two times and type FACTS:.

FACTS:

After typing FACTS:, hit "Enter" two times, hit "Tab" one time, and type the origin, background, implications, and importance of the memorandum.

After typing the last word in the facts section, hit "Enter" two times and type CONTACT:.

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

EXHIBIT 4-12
(continued)

2

CONTACT:

After typing CONTACT:, hit "Enter" two times, hit "Tab" one time, and provide the name and telephone number, including the area code and extension, as well as the email address, of a person who can answer questions about the content of the memorandum. e.g., For further information, contact April Showers, Office of Administration, at 202-708-XXXX, ext. XXXX, or April_T._Showers@hud.gov.

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)

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

EXHIBIT 4-13

Official Record Copy of a Memorandum for Secretarial Signature

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

WASHINGTON, DC 20410-0001

THE SECRETARY

(Date)

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

Housing Commissioner, H

FROM: Mel Martinez

SUBJECT: (Insert the Subject of the Memorandum Here)

The following guidelines address structural elements of a memorandum for the Secretary's signature. Access Microsoft Word. Click on "File," "New," and "HUDDocs," select "SecIvory 306.dot" letterhead. Make certain the font is Times New Roman, 12-pitch type. The cursor will be at the date line; however, 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 Secretary's name. Do not type the Secretary's middle initial, title, or correspondence code on the from line. After typing the Secretary's name, 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 4-13
(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 Code	Originator	Concurrence	Concurrence	Concurrence	Concurrence	Concurrence
	ASE	AP	AB			
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.

The format for the Deputy Secretary's Official Record Copy is

identical.

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