

CHAPTER V. WHITE HOUSE CORRESPONDENCE

5-1 Purpose.

The term White House correspondence includes correspondence to and from the President, Vice President, First Lady, and the Executive Office of the President. This chapter explains how to prepare and dispatch White House correspondence.

- 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 secretarial correspondence, other than congressional correspondence, see Chapter IV.
- E. For details on preparing congressional correspondence, see Chapter VI.

5-2 Use.

- A. The letter format is used for formal correspondence with the White House and is always used for secretarial correspondence. It is also used for direct replies to constituents.
- B. The memorandum format may also be used, as appropriate.

5-3 Control of Correspondence.

- A. Correspondence Types. The Executive Secretariat controls in the Department's correspondence control system, the Automated Correspondence On-line Response Network (ACORN), secretarial correspondence HUD receives from the White House which includes:
 - 1. Letters or memorandums; and
 - 2. Mail received by the White House and referred to HUD for action.
- B. Transferring Correspondence. One of the following must be accomplished within three business days of initial receipt of White House correspondence controlled by the Executive Secretariat:
 - 1. If a program office determines that a piece of White House 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 White House 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 White House 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.
4. If it cannot be determined which program office has jurisdiction, the entire package, with a completed Correspondence Change Request, form HUD-149, is returned to the Executive Secretariat.

C. Correspondence Change Request. A request for a change in the control of White House correspondence is submitted for approval to the Executive Secretariat with the following:

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).

D. HUD-Originated Correspondence. All White House correspondence originated within the Department for the Secretary's or Deputy Secretary's signature or approval must be controlled in ACORN by the program office prior to submission to the Executive Secretariat for review, final concurrences, and transmittal.

5-4 Preparing, Clearing, and Dispatching White House Correspondence.

A. Letters to the White House.

1. Follow preparing, clearing, and dispatching procedures in Chapter II for general correspondence.
2. Follow preparing, clearing, and dispatching procedures in Chapter IV for secretarial correspondence.

B. Direct Replies to Correspondence Referred to HUD from the White House.

1. Follow preparing, clearing, and dispatching procedures in Chapter II.
2. Begin all direct replies to correspondence from the White House with one of the following:
 - a. "President George W. Bush received your letter of [date], and has asked the Department of Housing and Urban Development to respond to you because it administers the

federal program of..."

- b. "Mrs. George W. Bush received your letter of [date], and has asked..."
 - c. "Vice President Cheney received your letter of [date], and has asked..."
 - d. "The White House received your letter of [date], and has asked..." (This opening is used only when the letter is addressed to a staff member of the White House.)
 - e. For undated correspondence, do not reference the date. Use "...The White House received your letter and has asked..."
 - f. "President George W. Bush received your telephone inquiry of [date], [or "your email of [date]], and has asked the Department of Housing and Urban Development to respond to you because it administers the federal program of..." (This opening is used when a person calls the White House or uses the Internet.)
- 3. If the correspondence is more than 60 days old, do not refer to it as a "recent letter." Instead use "letter."
 - 4. Do not mention the names of White House staff in the text or cc notations of letters to constituents.

C. Memorandums to the White House.

- 1. Follow preparing, clearing, and dispatching procedures in Chapter III for memorandums.
- 2. The memorandum format generally is not used for the Secretary or Deputy Secretary.