

Chapter 8. Replenishment of Publications

8-1 Policy

Limited quantities of publications are stocked in the Headquarters warehouse for distribution to Regional and Field Offices. Selected publications are sold through HUD USER and GPO.

8-2 Responsibilities

A. The Office of Policy Support under the Assistant Secretary for Public Affairs is responsible for administering the Communication Review Board (CRB), which has oversight of the authorization and clearance of all HUD publications. The Board reviews and authorizes the production of publications initiated by Headquarters and the Regions, prepared by either in-house staff, by contract, or by other agreement. The oversight applies to both new and reprinted publications.

The Office annually compiles a list of HUD publications by issuing office that includes title, date, and publication number.

B. Headquarters Program Offices are responsible for initiating the clearance process for the development of publications, establishing order quantities, and specifying the initial distribution. They are also responsible for initiating the reprinting of publications.

C. The Printing Branch is responsible for the printing and initial distribution of new publications.

D. The Property and Supply Branch is responsible for maintaining adequate stock in the HUD warehouse for distribution to Regional and Field Offices.

E. Regional Offices are responsible for maintaining adequate stock and distributing HUD publications to local area end users. Subject to Communication Review Board authorization and Departmental clearance procedures, Regional Offices may develop and print publications.

F. Field Offices are responsible for maintaining adequate stock and distributing HUD publications to local area end users. Subject to Communication Review Board

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authorization and Departmental clearance procedures, Field Offices may develop and print publications.

8-3 Other Publication Sources

A. The HUD Library in room 8141 of the Headquarters

Building is responsible for supplying the public and private sectors with 1-5 copies of selected HUD publications upon request. Requests may be a walk-in, by telephone, or written.

B. Washington, D.C. Office in room 3158 of the Headquarters Building is also responsible for responding to requests from the public for HUD publications. The Office serves the Washington Metropolitan Area only. Walk-in service for quick orders is provided in Room B-258. Requests for more than 5 copies of a HUD publication must be in writing.

C. GPO is responsible for printing high volume HUD publications sold through the GPO Sales Program. HUD Headquarters is authorized to print publications under the GPO Sales Program if they are required for internal HUD use. The responsible program office will determine which publications being sold by GPO must also be printed and stocked by HUD. The HUD warehouse will stock small quantities of publications being sold by GPO for internal use, unless otherwise authorized by the responsible program office. Regional offices are not authorized to print or distribute publications in the GPO Sales Program.

D. HUD USER is a research information service set up by the Office of Policy Development and Research (PDR) to disseminate information in the area of housing and urban development. Most of the studies and reports in this service are from PDR.

HUD USER offers a variety of services such as data base searches, Directory of Information Resources on Housing and Urban Development, Resources Guides, Audio-visual Programs and Recent Research Results.

HUD USER is a free service for Departmental personnel, including the Regional and Field Offices. Non-HUD personnel must pay a service fee. HUD USER can be reached by calling (301) 251-5154, or 1-800-245-2691. To

request a HUD publication, or more information on HUD USER, write to:

HUD USER
P.O. Box 280
Germantown, Maryland 20874

Non-HUD personnel in the Washington Metropolitan Area who wish to request a copy of a HUD publication should contact one of the sources listed above. Those persons outside of the Washington Metropolitan Area should contact the nearest HUD Office.

