

CHAPTER 4 - INTERNAL REPORTS CLEARANCE PROCESS

- 4-1. INTRODUCTION. The GSA regulation which establishes the standards, procedures, and techniques for managing internal reports is 41 CFR 201-45.103. It requires each agency to establish a reports management program and to ensure a continuous effort to improve the quality and economy of internal reporting. Any information required from HUD offices in response to data needs of other HUD offices are internal reports (e.g., Office of Administration requests for data from Housing must be approved by the appropriate Departmental Officials). The RMO is the approving official for recurring requirements and the POH or designee approves single-time requirements. The Regional RLO shall serve the same function as the RMO in Headquarters. He/she is the approving authority for reports developed in the Region to be levied on Field Offices.
- 4-2. INITIATING CLEARANCE. The initiating office generating a reporting requirement must complete the Approval Request for Internal Reports to request approval. (A copy of Form HUD-131 and the instruction is included in Appendix 7.) The program area's RLO or the RMO can provide assistance to those submitting a clearance request package.
- 4-3. CLEARANCE PROCESS. Exhibit 4.1 illustrates the internal reports clearance process. The exhibit's boxes are numbered for cross-reference in the text below.
- a. Preparation Of Clearance Packages. The initiating office prepares a package consisting of a Form HUD-131, a justification or supporting statement, and a copy of the requirement including any instructions. The package is submitted to the RLO for appropriate action (#1 and #2). The appropriate number of copies is indicated in the instructions, Appendix 9.
- b. Reports Clearance.
- (1) Single-time Reports. The RLO reviews the requirement for necessity and conformity to program standards and forwards the package to the POH for signature (#3a). The POH may delegate the signature authority to the RLO or another person in the program area. Approval time requirements will be dictated by the needs of the initiating office. Once approval is obtained, the RLO is responsible for notifying the RMO of the use of the single-time report and submitting a copy of the requirement.
- RMS Clearance Symbols. The control symbol for single-time requirements are developed through the use of standard organization codes. The first eight digits of the organizational code identifies the initiating office, e.g., BB-principal organization, 09-office element, 04-division

element, and 33-branch element. In the Field Offices the first two digits identifies the Region and the remaining elements are the same as Headquarters. An "S" is added at the end to indicate the frequency status, i.e., single-time requirement. The clearance symbol should be placed in the upper left hand corner of forms. If no form is used, a statement must be added to the transmitting memorandum as follows: "This reporting requirement has been cleared under RMS Clearance Symbol-----." The expiration date will be assigned by the RLO on behalf of the initiating program office. It should be the date the report is due. Examples of clearance symbols originating from Headquarters and the Field are included in Appendix 8. Also, you can obtain an up-to-date listing of organizational codes from your Administrative Officer.

- (2) Recurring Reports. Recurring reports require the approval of the RMO (IPMD staff) and the HUD Review Panel (HRP) (#3b and #5). Coordination and review of reports by IPMD and HRP requires a minimum of seven working days. A nonconcurrence by either (#4a and #6a) alerts the RLO (#2) that modifications must be made to the report package. Upon approval (#4b and #6b), the program area is notified of the action through the RLO.

RMS Clearance Symbols. Clearance symbols for recurring internal requirements are assigned by the RMO. The clearance symbols are derived from a master log which is maintained by the RMO. A clearance symbol consists of an initial identifier of "HI", i.e., HUD Internal, and is followed by five digits beginning with "00000" and assigned in numerical order. After the last digit a "R" is added to indicate the frequency status, i.e., recurring. As stated for single-time requirements, the clearance symbols should be placed in the upper left hand corner of forms. If no form is used, the same language indicated above for single-time requirements should be used. Examples of recurring clearance symbols follows: HI-00001R, HI-00002R and HI-00003R, HI-00004R, and HI-00005R. Recurring reports are not assigned expiration dates. However, if substantial changes are made to the content of the requirement, it must be resubmitted for additional review and approval.

- 4-4. REPORTS MONITORING. As with public use reporting requirements, the RMO and staff maintain a record of all approved reports for Departmental management of internal information collection. Also, the RMO uses the monthly

Reporting Alert, HUD 131.1, to notify program areas of all internal activity for the past month. Program areas are encouraged to keep similar records to monitor their own activities.