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Special Attention of:

**Transmittal** for Handbook No: **3230.2**

**Issued: September 2007**

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1. This Transmits: **3230.2, Physical Security Handbook for HUD Regional and Field Offices, dated September 2007.**
2. Summary: This Handbook provides policy and guidance to managers, supervisors, and staff members on the measures to be taken to ensure the physical security of HUD Regional and Field Offices nationwide. It acknowledges the security levels and minimum security standards established for federal office buildings in the United States in a report issued by the Department of Justice, Vulnerability Assessment of Federal Facilities, dated June 28, 1995, as well as modifications to those standards specified in the Federal Interagency Security Committee Subcommittee Final Report, Security Standards for Leased Space, dated May 16, 2003.

This Handbook lists and describes the security responsibilities of designated HUD officials and HUD offices. It also provides guidelines for conducting security and vulnerability assessments, coordinating among specified offices and agencies, preparing Office Physical Security Plans and Occupant Emergency Plans, and ensuring funding for the physical security program at all levels of the Department. In addition, the Handbook outlines a program of security training, education, and awareness for field managers, supervisors, and employees.

3. Filing Instructions:

Remove:  
None.

Insert:  
**3230.2, dated 09/07**