



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

January 17, 2025

**MEMORANDUM FOR:** Principal Staff  
General Deputy Assistant Secretaries

**FROM:** Eugenia Metrakas, Chief of Staff, S

**SUBJECT:** Departmental Clearance Process

HUD's Strategic Plan set a management objective to streamline the clearance process by establishing and enforcing clear protocols for drafting and reviewing documents submitted for departmental clearance. To address inefficiencies in the clearance process, the Strategic Plan outlined the following actions:

- Establish guidelines for processing significant policy documents.
- Determine when a preclearance review process is required.
- Identify types of documents exempt from full departmental clearance.
- Promote collegiality, collaboration, and cooperation throughout the clearance process.

To develop recommendations for improving the clearance process, a Departmental Clearance Tiger Team was formed, comprised of representatives from all HUD program offices and key support offices. On January 15, 2025, the Team presented me with a set of recommendations, which I have approved.

The updated Directives Handbook will be posted and available to staff on Friday, January 17, 2025. Directives Handbook link: <https://www.hud.gov/sites/dfiles/OCHCO/documents/0002chch.pdf>

The improvement of Directives Management is a continuous process, and the Exec Sec will be providing further direction and guidance as improvements are implemented. Thank you for your cooperation and ongoing support in refining the clearance process.