

Departmental Clearance & Approval Record

Office of Administration

1. Job Control Number(s)	2. Classification Number	3. Type of Action <input type="checkbox"/> Clearance <input type="checkbox"/> Final Clearance <input type="checkbox"/> Reclearance <input type="checkbox"/> Approval	4. Deadline Date
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5. Complete Title

6. Principal Audience or User <input type="checkbox"/> HUD Staff <input type="checkbox"/> Program Participants	6a. Proposed Distribution (spell-out, do not use codes)
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7. Person most familiar with the Document	7a. Organization Code / Office	7b. Telephone Number	7c. Room Number
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8. Type of Document

<input type="checkbox"/> New Handbook	<input type="checkbox"/> Handbook Revision	<input type="checkbox"/> New Form	<input type="checkbox"/> Federal Register Notice	<input type="checkbox"/> Regulation	<input type="checkbox"/> Other (specify)
<input type="checkbox"/> Handbook Change	<input type="checkbox"/> Notice	<input type="checkbox"/> Form Revision	<input type="checkbox"/> Publication	<input type="checkbox"/> Special Directive	

9. Mark the boxes for the organization(s) reviewing this document. (Specify under "Other" the HQ/Field staff components within the reviewing offices, e.g. admin officers)

<input checked="" type="checkbox"/> ADMIN	<input checked="" type="checkbox"/> OIG	<input type="checkbox"/> FPM	<input type="checkbox"/> FHEO	<input type="checkbox"/> Public Affairs
<input checked="" type="checkbox"/> OGC	<input checked="" type="checkbox"/> PDR	<input type="checkbox"/> HSG	<input type="checkbox"/> EEO	<input type="checkbox"/> Lead Hazard Control
<input checked="" type="checkbox"/> CIO	<input type="checkbox"/> CPD	<input type="checkbox"/> PIH	<input type="checkbox"/> CIR	<input type="checkbox"/> OCHCO
<input checked="" type="checkbox"/> CFO	<input type="checkbox"/> GNMA	<input type="checkbox"/> CPO	<input type="checkbox"/> OSDBU	<input type="checkbox"/> OTHER _____

10. Front-End Risk Analysis	11. Information Collection Requirements (Paperwork Reduction Act)	12. Impact on Small Entities (Regulatory Flexibility Act)	13. Finding of No Significant Impact (FONSI) / Environmental Impact Statement (EIS) (National Environmental Policy Act)
<input type="checkbox"/> Completed <input type="checkbox"/> In Process <input type="checkbox"/> Not Needed	<input type="checkbox"/> Completed <input type="checkbox"/> In Process <input type="checkbox"/> Not Needed	<input type="checkbox"/> Completed <input type="checkbox"/> In Process <input type="checkbox"/> Not Needed	<input type="checkbox"/> EIS Required <input type="checkbox"/> FONSI Required <input type="checkbox"/> FONSI Not Needed

14. Organization	Signature & Title of Clearing/ Approving Official	Date	Concur (no comments)	Concur (comments attached)	Non-Concur (comments attached)	No Position (NP)	No Need to Review (NR)

15. List HQ/Field components involved in developing the document (drafts, discussions, etc.)

16. Comments:

17. Return this record to:	17a. Telephone Number:	17b. Room Number
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Instructions

1. Assigned by the originating office's Directives Management Officer (DMO); use the last two digits of the calendar year plus a sequential number plus the office acronym (e.g., 96-01 ADM).
2. For a directive, the proposed three- or four-digit subject classification number which may include a sequential number, revision number, and change number.
3. Self-explanatory.
4. Requests for extensions must be made before the deadline date.
5. The complete title as it will appear on the document.
6. Self-explanatory.
 - 6a. Give description of the proposed distribution, e.g., to HUD Administrative Officers, to Public Housing Agencies, etc. Do not use codes.
7. The person primarily responsible for the document who can discuss proposed modifications.
8. Self-explanatory.
9. Self-explanatory.
10. See Handbook 1840.1, Departmental Management Control Program (formerly Fraud Vulnerability Assessment).
11. See Handbook 2400.3, Reports Analysis and Clearance Process.
12. See Public Law 96-354, Regulatory Flexibility Act.
13. See 24 CFR 50 on compliance with the National Environmental Policy Act.
14. Use for Primary Organization Head (POH) approval to put the document into clearance and, later, to publish the document. Also used for the POH sign-off of reviewing offices.
15. Self-explanatory.
16. Explanations, special instructions, etc.
17. Self-explanatory.