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## CHAPTER 8. ORGANIZATIONAL NOMENCLATURE

- 8-1. POLICY. Standard nomenclature for the titling of organizational elements and their heads shall be used throughout the Department. This nomenclature is prescribed in paragraph 8-2 below, and is illustrated in Appendices 1, 2 and 3. The standard nomenclature does not apply to legislatively established designations or titles. All variations from the standard organization and title nomenclature must be approved by the Assistant Secretary for Administration. Documentation as to the rationale for the variation must also be submitted for review. The review and approval process shall be the same as given in paragraph 6-3.
- 8-2. STANDARD NOMENCLATURE. The nomenclature used to identify the various levels of organization within the Department is as follows:
- a. Office of the Secretary.
  - b. Primary Organization Heads are those officials who are responsible for components which report directly to the Secretary or Under Secretary, except staff offices such as Public Affairs, etc. They are: Assistant Secretaries, the General Counsel, the Deputy Under Secretary, President, Government National Mortgage Association; Federal Insurance Administrator, General Manager New Community Development Corporation, Federal Disaster Assistance Administrator, Inspector General, and Regional Administrators.
  - c. Third echelon organizational elements are those components which report directly to Primary Organization Heads, except staff and service elements. They are usually named Office of \_\_\_\_\_, or \_\_\_\_\_ Area Office. Third echelon organizational elements are usually subdivided into Divisions; Divisions may be further subdivided in descending order, into Branches and Sections. The terms units and groups shall be used only on an exception basis. The title for the head of a third echelon organizational element is Director, Regional Counsel, or Area Manager. Titles for subdivisions of a third echelon organizational element are shown in Appendices 1, 2, and 3.
  - d. Staff or Unit preceded by the title of the organization shall identify staff and service elements reporting to the Secretary, Primary Organization Head, and other appropriate

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Office heads and Field officials, depending upon the organizational level of the element. The title for the head of a staff or service element is indicated in sub-paragraphs (4) and (5) below. A staff or service element is:

- (1) a specialized, supportive element not regarded as a major program or functional subdivision (as differentiated from elements carrying out a portion of the major mission of the organization) which does not perform "line" type functions;
  - (2) not intended to be further subdivided as other organization elements may be; and
  - (3) usually a comparatively small organization.
  - (4) a staff or service element which reports to a Division Director or higher official shall be designated as a "Staff" element headed by a Director.
  - (5) a staff or service element which reports to a Branch Chief or lower official shall be designated as a "Unit" element headed by a Supervisor.
- e. Headquarters is used to describe the Washington, D. C. national offices of the Department.
- f. Region is used to describe the entire area or jurisdiction of Regional Office, and includes the Regional, Area, and Service Offices, and Valuation and Endorsement Stations as well as any special Offices within the Regional boundaries.
- g. Regional Office is used to designate nine Regional Offices of the Department. The titles for the various subdivisions of Regional Offices are shown in Appendix 2. Regional Offices, headed by Regional Administrators, supervise Area Offices and monitor and evaluate overall program performance and general management of the Area Offices and their subordinate offices. Regional Administrators represent the Secretary in the Regions with the Governors, on the Federal Regional Councils, and with other Federal agencies. They are responsible, among other things, for assuring that program goals are met and, as necessary, for redistributing among Area Offices program funds which become available. Regional Administrators allocate administrative resources to the offices within their respective Regions. They assure that programs are functioning in accord with policies, criteria and procedures established by the Primary Organization Heads.

- h. Regional/Area Office is used to designate the Denver Office. At Denver the Regional and Area Offices are combined into a Regional/Area Office under the direction of the Regional Administrator. The Office performs the program functions of an Area Office and the operating, administrative, and representation functions of a Regional Office.
- i. Field is a general term used to designate all Regional, Area, Service, and Valuation and Endorsement Stations, as well as any special Offices.
- j. Field Offices is a general term used to designate the Area, and Service Offices, and Valuation and Endorsement Stations, as well as any special Offices. The titles for the various subdivisions of Field Offices are shown in Appendix 3. Field Offices are named after the city in which they are located.
- k. Area Offices, headed by Area Managers, are responsible within their area of assigned jurisdiction for operating and decision-making functions in the Field and are the Department's principal point of contact for program participants and sponsors. Area Offices carry out the full range of decentralized HUD programs, including insured housing programs, assisted housing programs, community development grant programs and comprehensive planning assistance programs. In most instances, delegations to take approval actions have been decentralized to this level.
- l. Service Offices, within a specific portion of an Area Office's jurisdiction, are sub-offices of the Area Office Housing Division. They issue single-family mortgage insurance commitments, process reconsiderations, endorse mortgages for insurance on single family properties, service single family mortgages, dispose of single family properties and process subdivision applications. Service Offices disseminate information on all HUD programs or, as appropriate, refer inquiries to the Area Office. Service Offices are the principal point of contact with lending institutions and others in the community concerned with HUD single family activities. Some Service Offices are authorized by Headquarters on an exception basis to perform multifamily functions -- see below.
- m. Multifamily Service Offices are authorized to perform all multifamily, as well as single family, housing functions within their assigned jurisdiction. These offices report directly to the Area Manager and have the same organizational

status and structure as the Housing Division in the Area Office, but are headed by a Supervisor rather than a Director.

- n. Valuation and Endorsement Stations (V/E Stations) are sub-offices of the Housing Division and report to the Director through the Deputy Director for Housing Development. (In the case of a V/E Station under a Multifamily Service Office, the V/E Station reports to the Service Office Supervisor through the Deputy Supervisor for Housing Development.) Valuation and Endorsement Stations receive applications within their assigned jurisdiction for single family mortgage insurance, issue conditional and firm commitments and endorse mortgages for insurance on single family properties, perform inspections and process reconsiderations for single family properties and, on request, perform inspections for multifamily properties. They disseminate information on all HUD programs or, as appropriate, refer inquiries to the Area Offices.
- o. Valuation Stations are Field installations under the jurisdiction of Area or Service Offices. The responsibility of personnel assigned to a Valuation Station is limited to the appraisal of property for home mortgage insurance, the inspection of construction, and the dissemination of information regarding mortgage insurance programs. Valuation Stations do not receive or fully process mortgage insurance applications nor do they have assigned jurisdictions.