

Chapter 2. General Provisions

2.1. Authorized printed stationery items.

a. Letterhead Bond Paper. Appendix 1 lists and gives stock numbers for the printed letterhead bond paper authorized for Departmental use.

b. Envelopes. Appendix 1 lists and gives stock numbers for the printed envelopes authorized for Departmental use. Paragraph 2-6 contains detailed information on envelopes.

c. Continuous-Form Paper. Single-sheet or multi-part continuous-form paper is authorized for correspondence operations where the high production level justifies the added expense of printing continuous-form stationery. See paragraph 204 for details, Appendix 1 for stock numbers, and Appendix 2 for a sample.

d. Correspondence Packets. Six-part correspondence packets can replace or supplement the traditional separate-sheet method of assembling pages to be run off after typing. See paragraph 2-5 for details and Appendix 1 for stock numbers.

* e. Notepads. Office notepads (4-1/4 x 5-1/2 inches and 5-1/2 x 8-1/2 inches) are available for presidential Appointees, General Deputy Assistant Secretaries, Principal Deputy General Counsel, and staff office heads reporting directly to the Secretary, including Assistants to the Secretary. The notepads are also available for Regional Administrators and their Deputies. The notepads show specific offices or positions but do not contain the names of officials. *

f. Address Labels. Appendix 3 illustrates authorized mailing labels and paragraph 2-7 provides details on usage.

2-2. Unauthorized stationery.

a. Government Printing and Binding Regulations, published by the Joint Committee on Printing, United States Congress, provide that the Joint Committee must approve the printing of names of Government Officers and officials on official stationery. The Department will not authorize personalized stationery of any kind, except for the Secretary and Deputy Secretary. *

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2.3. Graphics standards for printed stationery.

a. Headquarters Letterhead. Letterheads for the Secretary and the Deputy Secretary have the Departmental seal, the Department name, the Secretary's or Deputy

Secretary's title or office, as appropriate, and address information, all centered. All other Headquarters letterheads have the seal on the left above the Presidential Appointee's office, with Department name and address information centered. See Figures 2-1 and 2-2 on page 2-3.

b. Regional Office Letterhead. Regional Office letterhead has the Departmental seal on the left and the following information on the right: the Department name, the name of the Regional Office, the identification of the Region, and address information. See Figures 2-3 on page 2-3.

c. Field Office Letterhead. Field Office letterhead has the Departmental seal on the left and the following information on the right: the Department name, the name of the Field Office, the identification of the Region, and address information. See Figure 2-4 on page 2-3.

d. Consistent Graphics Standards.

(1) To ensure consistency and high quality, the Headquarters Visual Arts Branch, OAMS, will produce initial camera copy for all Departmental printed stationery items. The Headquarters Management Information Branch, OAMS, budgets for such graphics services.

(2) The Visual Arts Branch will forward all questionable or unusual requests to the Departmental Records Management Officer, Management Information Branch, for review.

2-4. Continuous-form letterhead.

"Continuous-form" letterhead is correspondence paper that is mounted on carrier sheet so that pages can be run continuously through the printer of word-processing equipment. As stated in paragraph 2-1, this format is authorized where the high volume of correspondence justifies the added printing expense.

a. Number of Parts. Continuous-form letterhead is normally available as part of a 5-part packet, but offices may also order it in single-sheet packages.

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b. Specifications.

(1) Part 1 consists of 20 lb. white bond, with the Departmental seal on the left and the Department name on the right. No specific office name or address will be printed on general Departmental continuous-form letterhead, since word processing equipment can type that information automatically.

(2) Part 2 consists of form HUD-713, Official Record Copy, printed on yellow, 16 lb. tissue.

(3) Part 3 consists of plain blue, 12 lb. tissue.

(4) Parts 4 and 5 consist of plain white, 12 lb. tissue.

(5) Full-length carbon interleaves, in snap-out format, are black, with shortened carbon between parts 1 and 2.

(6) All sets are mounted on a carrier sheet.

(7) Part 1 contains letterhead-type perforation. Other perforations will be the same, or standard, at printing contractor's option.

c. General Departmental Continuous-Form Letterhead. General Departmental continuous-form letterhead is a stock item in the Headquarters warehouse. See Appendix 2 for a sample. This letterhead is available upon submission of a form HUD-10.4, Requisition for Supplies, Equipment, Forms, Publications and Procurement Services, through normal requisitioning channels.

d. Specific and Special-Need Continuous-Form Letterhead. Continuous-form letterhead for a specific organization (as listed in Appendix 1) is available through submission of a form HUD-20, Printing Requisition, to the OAMS Printing Branch. Offices with special requirements should contact the Departmental Records Management Officer in OAMS.

2-5. Correspondence packets. Six-part correspondence packets at Headquarters have the same specifications as those for continuous-form letterhead (subparagraph 2-4.b. above), except that the packets have two plain blue tissue copies and are not mounted on carrier sheets. As indicated in Appendix 1, packets are available with general Departmental letterhead, no letterhead (for use as follow-on pages), and letterhead for a specific organization. Offices outside Headquarters may request packets with different specifications from those of Headquarters.

2-6. Authorized printed envelopes. Appendix 1 lists sizes and stock numbers of authorized envelopes. Since Headquarters meters mail, Headquarters envelopes will not contain mailing indicia. Envelopes for Regional and Field Offices will continue to carry indicia.

a. Letter-Size White Envelopes with Return Address.

(1) The standard-size white envelope for foldable letter-size mail is 4-1/8 x 9-1/2 inches--commercial size number 10, with diagonal seams and a "V" flap not

deeper than 1-7/8 inches. This envelope is available both without and with a window.

(2) Window-envelopes also come in commercial size number 9. The Federal Supply Schedule identifies a number 9 envelope as 4-1/8 x 9-1/2 inches with a 1-1/4 x 4-3/4 inch window. The number 9 is the preferred size for Government use since it will accommodate up to five lines in the address but not substantially reduce the writing area on correspondence paper or forms. When ordering, offices should specify the window location as 3/4s of an inch from the left and 1/2 inch from the bottom of the envelope. Also, they should order slightly rounded rather than full-arc (fully rounded) corners. Offices should use window envelopes whenever possible to eliminate one typing operation and the time-consuming process of matching letters to envelopes.

b. Printed Kraft Envelopes with Return Address. The standard-size kraft (manila) envelope is 9 x 12 inches with either a center seam or diagonal seams. It has a rectangular or "V" flap which must not be deeper than 2-1/2 inches. Offices should use these specifications when ordering. (Unprinted kraft envelopes in various sizes are available through normal General Services Administration supply channels. Offices should order these envelopes to avoid requesting the printing of small quantities of kraft envelopes different from the standard 9 x 12 size.)

c. Envelopes Intended for Automatic Inserting and Sealing Machine. Requests and resultant purchase orders for envelopes to be used on automatic inserting and sealing equipment must specify the make and model number of the machine. Envelopes furnished under these purchase orders must meet the requirements specified by the equipment manufacturer. Offices requiring such envelopes will contact the OAMS Printing Branch for assistance.

d. Special Requirements. Envelopes in unusual sizes will be authorized to meet special needs. Offices should contact the Departmental Records Management Officer in OAMS regarding such requirements.

2-7. Address labels. One gummed label (3-1/2 x 5 inches) is authorized for each location (i.e., Headquarters, Regional Offices, and Field Offices) and for each approved special situation. Appendix 3 shows sample labels. Headquarters offices will obtain labels from the warehouse through submission of a HUD-10.4 requisition. Regional and Field Offices will obtain labels through the Regional Administrative Services organization.

a. The Departmental mailing label is for use on all parcels too large for authorized Departmental envelopes.

b. Offices must not use printed address labels on envelopes

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The Secretary
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U.S. Department of Housing and Urban Development
Washington, D.C. Field Office, Region III
451 - 7th St. S.W. - 3rd Floor
Washington, D.C. 20410-5500

b. Warehouse Items. To obtain stationery items stocked in the Headquarters warehouse, Headquarters Administrative Officers and

appropriate Regional Office personnel should submit a form HUD-10.4, Requisition for Supplies, Equipment, Forms, Publications and Procurement Services, to the OAMS Property and Supply Branch, Supply Distribution Section, Room B-237.

c. Replenishment of Stationery Items for Headquarters Offices. To initiate resupply of letterhead paper, envelopes, or mailing labels, the OAMS Supply Distribution Section sends an automated form letter, the Stock Replenishment Notice, to the appropriate Headquarters office. Appendix 4 is a sample Notice.

(1) To reorder letterhead stationery and address labels unchanged from the previous order, the Administrative Officer will prepare a form HUD-20, Printing Requisition, attach three correct samples of the reorder-item, and forward the package to the OAMS Printing Branch. Appendix 5 is a sample HUD-20.

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(2) To reorder envelopes, the Administrative Officer will prepare a form HUD-10.4 requisition, attach three correct samples of the reorder-item, reserve funds, and forward the package to the Departmental Records Management Officer, OAMS Management Information Branch, for review and approval. After approval, the Records Officer will forward the package to the Administrative Support Division, Office of Procurement and Contracts, Office of Administration. Offices should direct all questions on the cost of printed envelopes to the Departmental Records Management Officer. Appendix 6 is a sample HUD-10.4.

d. Replenishment of Stationery Items for Regional and Field Offices. Regional printing of single-sheet letterheads, continuous-form letterheads, correspondence packets, envelopes, and labels is now available through Government Printing Office (GPO) contracts, GPO Regional Printing and Procurement Offices, and Joint Committee on Printing-approved facilities. The Director of Administrative Services in each Regional Office of Administration is responsible for maintaining camera copy for all Regional and Field Office printed stationery items including labels. He/she must allow proper lead time for any graphics or visual arts services needed. All new or revised camera copy must comply with the Department's graphics standards.

(1) Regional Office Replenishment. When the Regional Director of Administrative Services determines that replenishment of printed stationery items is necessary, he/she will use the Regional printing contract to obtain the needed items.

(2) Field Office Replenishment. To initiate resupply, the responsible Field Office employee will alert the appropriate Regional Director of Administrative Services to the need for replenishment. If the Director determines that reprinting is appropriate, he/she will use the Regional printing contract to obtain the needed items.

2-9. Additional information. Offices should direct questions on printed stationery to the Departmental Records Management Officer in

OAMS.

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