

CHAPTER III. MEMORANDUMS

3-1 Purpose.

This chapter explains how to prepare memorandums for signature by departmental officials and includes information on the concurrence and clearance process.

- A. For details on policies for originating and controlling correspondence, see Chapter I.
- B. For details on preparing letters, see Chapter II.
- C. For details on preparing action or information memorandums to or from the Secretary or the Deputy Secretary, see Chapter IV.
- D. For details on preparing White House correspondence, see Chapter V.
- E. For details on preparing congressional correspondence, see Chapter VI.

3-2 Use.

The memorandum format is used for official internal correspondence; that is, with individuals or organizations within the Department.

3-3 Stationery and Printer Requirements.

A. Stationery.

1. Department letterhead is available in Microsoft Word in HUDDocs. To access HUDDocs, click on "File," click on "New," click on "My Templates," click on "HUDDocs," and select the appropriate letterhead.
2. When using HUDDocs, plain white stock suitable for laser printers is acceptable as an original because HUDDocs prints the letterhead.
3. For continuation pages, use plain white paper of equal quality.

B. Printer. Use a laser printer for all memorandums.

3-4 Type Style. Always use Times New Roman font, 12-pitch type.

3-5 Margins.

- A. Standard Memorandum. The standard margins are one inch on the left, right, and bottom. The top margin is automatically set in HUDDocs.
- B. Short Memorandum. The margins may be adjusted for balance on the page. Set the margins at 1.25 inches.

3-6 Date.

In HUDDocs, the cursor will be at the date line; however, the date may be added after the memorandum has been signed.

3-7 Memorandum For Line.

A. Placement. (See Exhibit 3-1.)

B. Spacing. Single-space the addressee line(s). Limit each line to 3 inches or less. Indent run-over lines two spaces by hitting the spacebar two times.

C. Multiple Addressees. Prepare memorandums using one of the following:

1. (See Exhibit 3-2.) List addressees at the top when there are four or fewer;
2. (See Exhibit 3-3.) List addressees at the bottom when there are five or more, and they can be listed together at the bottom of the memorandum; or
3. (See Exhibit 3-4.) Attach a list of addressees when there are too many to be listed at the bottom of the memorandum.

3-8 Attention Line. (See Figure 3-1.) Use when directing the memorandum to the attention of someone within the addressee's office. After typing the office code of the addressee, hit "Enter" two times and type ATTENTION:. Then hit "Tab" three times and type the name, title, office (if appropriate), and office code of the person whose attention is required. Indent run-over lines two spaces by hitting the spacebar two times.

Figure 3-1	
MEMORANDUM FOR:	Amarillo T. Rose, Chief Human Capital Officer, A
ATTENTION:	Rolando Rivers, Special Assistant, Office of the Chief Human Capital Officer, A
FROM:	Barry Blanco, Assistant Secretary for Housing--Federal Housing Commissioner, H
SUBJECT:	Assignment of Office Codes - Your Memorandum Dated February 8, 20xx

3-9 Through Line. (See Figure 3-2.) Use when sending a memorandum through an intermediate office. After typing the office code of the last addressee (or the office code in the attention line), hit "Enter" two times and type THROUGH:. Hit "Tab" three times and type the name, title, office (if appropriate), and office code of the intermediate official. Indent run-over lines two spaces by hitting the spacebar two times.

MEMORANDUM FOR:	Rock N. Robin, Director, Office of Policy, Planning, and Training, AHC
THROUGH:	Peter Gunn, Director, Employee and Labor Relations and Performance Management Division, AHED
FROM:	Sampson DeLila, Director, Budget and Services Division, AHFB
SUBJECT:	OPM's Proposed Classification Review of Headquarters Positions

3-10 From Line.

A. One Signature. (See Exhibit 3-1.) The FROM line includes:

1. The signer's name;
2. The signer's title;
3. The name of the signer's office. Use only enough to identify the signer. For example, if the signer is a Branch Chief or Division Director, use the name of that Branch or Division only. Indent run-over lines two spaces by hitting the spacebar two times. Omit the office name when the title alone clearly identifies the signer; and
4. The signer's office code, which can be found on the hud@work website, at <http://www5.hud.gov:63001/po/i/netlocator/>, the employee directory.

B. Joint Signatures. (See Exhibit 3-5.)

3-11 Subject Line.

(See Exhibit 3-1.) The subject line briefly states the content of the memorandum.

3-12 Body of a Memorandum.

A. Placement and Spacing. (See Exhibit 3-1.)

B. Paragraphs. (See Exhibit 3-1.)

C. Subparagraphs. (See Appendix C.)

D. Quotations. (See Appendix D to incorporate quotations into the body of a memorandum.)

- E. Multiple-Page Memorandum. Do not begin a paragraph near the end of a page unless there is room for at least two lines. Do not continue a paragraph on the next page unless at least three lines can be carried over.

In HUDDocs, the cursor will be on the correct line for the page number. Number continuation pages at the top right margin and continue typing the memorandum three lines below.

3-13 Attachment Notation.

(See Exhibit 3-1.) If the memorandum has an attachment, type an attachment notation.

3-14 Courtesy Copy Notation.

(See Exhibit 3-1.) If the originator wants the addressee to know that someone else will receive a copy of the memorandum, type a cc (courtesy copy) notation.

3-15 Approval Block.

(See Figure 3-3.) Use an approval block to obtain the addressee's written approval, if necessary. Hit "Enter" two times after the body (attachment or cc notation, if any) and type the approval block.

Figure 3-3

_____	_____	_____
Approve	Disapprove	Date

Comments		

3-16 Concurrence Block.

(See Figure 3-4.) Use a concurrence block to obtain the addressee's written concurrence, if necessary. Hit "Enter" two times after the body (attachment or "cc" notation, if any) and type the concurrence block.

Figure 3-4

_____	_____	_____
Concur	Nonconcur	Date

Comments		

3-17 Proofreading. Read the memorandum carefully to ensure there are no errors.

3-18 Follow concurrence, clearance, and dispatch procedures used by your program office's correspondence unit or point of contact for correspondence, to ensure accordance with current departmental policies and standards.

CHAPTER III: Exhibits of Memorandums

- Exhibit 3-1 Structural Elements of a Memorandum
- Exhibit 3-2 Memorandum with Addressee List at the Top
- Exhibit 3-3 Memorandum with Addressee List at the Bottom
- Exhibit 3-4 Memorandum with Addressee List Attached
- Exhibit 3-5 Memorandum with Joint Signatures

Structural Elements of a Memorandum



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-3000

ASSISTANT SECRETARY FOR
ADMINISTRATION/CHIEF INFORMATION OFFICER

(Date)

MEMORANDUM FOR: Barry Blanco, Assistant Secretary for Housing--Federal
Housing Commissioner, H

FROM: Amarillo T. Rose, Chief Human Capital Officer, A

SUBJECT: (Type the Subject of the Memorandum)

The following guidelines address structural elements of a HUD memorandum. Access Microsoft Word. Click on "File," "New," and "HUDDocs," select the appropriate letterhead. Make certain the font is Times New Roman, 12-pitch type. The cursor will be at the date line; however, most of the time the date will be added after the memorandum has been signed.

Hit "Enter" four times and type MEMORANDUM FOR:. Hit "Tab" one time and type the addressee's name, title, office (if appropriate), and office code. After typing the office code of the last addressee name in the memorandum for line (or attention or through lines, if used), hit "Enter" two times and type FROM:. Hit "Tab" three times and type the signer's name, title, office (if appropriate), and office code. After typing the office code of the signer, hit "Enter" two times and type SUBJECT:. Hit "Tab" three times and type the subject. Capitalize the first letter of the first word in the subject line and each subsequent word except for articles, prepositions, and pronouns. Indent run-over lines two spaces by hitting the spacebar two times. Hit "Enter" three times and hit "Tab" one time to begin typing the body of the memorandum.

Hit the spacebar two times after each sentence. For standard and short memorandums, single-space within each paragraph and double-space between paragraphs. Hit "Tab" one time before typing each paragraph. If there is an attachment(s), hit "Enter" two times at the end of the last paragraph and type Attachment(s). If a cc will be sent, hit "Enter" two times at the end of the last paragraph (or attachment notation, if any) and type cc:. Hit "Enter" one time and type the recipient's name, title, office (if appropriate), and office code. Indent run-over lines two spaces by hitting the spacebar two times. List additional names single-spaced.

Attachment(s) (if required)

cc: (if required)
Silvah Bells, Deputy Chief Human Capital Officer, A

This memorandum is typed in Times New Roman, 10-pitch type for this handbook exhibit only.

Memorandum with Addressee List at the Top

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-3000

ASSISTANT SECRETARY FOR
ADMINISTRATION/CHIEF INFORMATION OFFICER

(Date)

MEMORANDUM FOR: Barry Blanco, Assistant Secretary for Housing-Federal
Housing Commissioner, H
Harpo Winfrey, Assistant Secretary for Community
Planning and Development, D
James Bond, Inspector General, G
Martha Vineyard, Director, Executive Secretariat, AHFD

FROM: Amarillo T. Rose, Chief Human Capital Officer, A

SUBJECT: (Type the Subject of the Memorandum)

This is a standard memorandum format with the individuals receiving the memorandum listed at the top of the memorandum. The same preparation instructions apply as outlined in Exhibit 3-1.

List addressees at the top when there are four or fewer. After MEMORANDUM FOR:, hit "Tab" one time and list the addressees on separate lines, single-spaced. For each, type the name, title, office (if appropriate), and office code. Indent run-over lines two spaces by hitting the spacebar two times.

Use group designations when appropriate. After MEMORANDUM FOR:, hit "Tab" one time and type the group designation name, e.g., Principal Staff, Regional Directors, or HUD Staff. When using several group designations, list each on a separate line, single-spaced.

Attachment(s) (if required)

cc: (if required)
Silvah Bells, Deputy Chief Human Capital Officer, A

This memorandum is typed in Times New Roman, 10-pitch type for this handbook exhibit only.

Memorandum with Addressee List at the Bottom

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-8000

ASSISTANT SECRETARY FOR HOUSING-
FEDERAL HOUSING COMMISSIONER

(Date)

MEMORANDUM FOR: SEE LIST BELOW

FROM: Barry Blanco, Assistant Secretary for Housing-Federal
Housing Commissioner, H

SUBJECT: (Type the Subject of the Memorandum)

This is a standard memorandum format with the individuals receiving the memorandum listed at the bottom of the memorandum. The same preparation instructions apply as outlined in Exhibit 3-1.

List addressees at the bottom when there are five or more and they will fit together after the last paragraph (or attachment or cc notation, if any).

After MEMORANDUM FOR:, hit "Tab" one time and type SEE LIST BELOW. Hit "Enter" two times at the end of the last paragraph (or attachment or cc notation, if any) and type ADDRESSEES:. Hit "Enter" one time and list the addressees on separate lines, single-spaced. For each, type the name, title, office (if appropriate), and office code. Indent run-over lines two spaces by hitting the spacebar two times.

Attachment(s) (if required)

cc: (if required)
Silvah Bells, Deputy Chief Human Capital Officer, A

ADDRESSEES:

LillieFlowers, General Deputy Assistant Secretary for
Housing, H
Joseph Pheen, Deputy Assistant Secretary for Policy,
Financial Management and Administration, HP
Linda Hand, Deputy Assistant Secretary for Single Family
Housing, HS
Chris Kringle, Deputy Assistant Secretary for Multifamily
Housing, HM
Ida Claire, Director, Transitional Housing, HT

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Memorandum with Addressee List Attached



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

ASSISTANT SECRETARY FOR
COMMUNITY PLANNING AND DEVELOPMENT

(Date)

MEMORANDUM FOR: SEE LIST ATTACHED

FROM: Harpo Winfrey, Assistant Secretary for Community
Planning and Development, D

SUBJECT: [Type the Subject of the Memorandum]

This is a standard memorandum format with the addressee list attached. The addressee list will always be on a separate page, be the last page of the memorandum, and contain only the list of addressees.

List addressees on a separate page when there are too many to be listed together at the bottom of the memorandum. After MEMORANDUM FOR:, hit "Tab" one time and type SEE LIST ATTACHED.

At the end of the last paragraph (or attachment or cc notation, if any) insert a page break. The cursor will be on the correct line for the page number. Number the page at the top right margin. Three lines below, at the left margin, type ADDRESSEES:. Hit "Enter" one time and list the addressees on separate lines single-spaced. For each addressee, type the name, title, office (if appropriate), and office code. Indent run-over lines two spaces by hitting the spacebar two times.

Attachment(s) (if required)

cc: (if required)
Silvah Bells, Deputy Chief Human Capital Officer, A

This memorandum is typed in Times New Roman, 10-pitch type for this handbook exhibit only.

ADDRESSEES:

Amarillo T. Rose, Chief Human Capital Officer, A
Barry Blanco, Assistant Secretary for Housing--Federal Housing Commissioner, H
Jaycee Lyons, Assistant Secretary for Public and Indian Housing, P
Sunny Day, Assistant Secretary for Fair Housing and Equal Opportunity, E
Wolff Hunter, Assistant Secretary for Policy Development and Research, R
Frederick E. West, Director for Field Policy and Management, M

This memorandum is typed in Times New Roman, 10-pitch type for this handbook exhibit only.

Memorandum with Joint Signatures



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410

(Date)

MEMORANDUM FOR: Principal Staff

SUBJECT: (Type the Subject of the Memorandum)

Use the standard memorandum format as shown in Exhibit 3-1. However, there will be no FROM line. For joint signatures, use general Departmental letterhead (available in HUDDocs, "Generic HUD.dot") if the officials are in different primary organizations. Hit "Enter" five times at the end of the last paragraph and type the name of the first signer. Then hit "Tab" five or six times (depending on the length of the names) and type the name of the second signer.

Single-space the title of each signer below and flush with their names. Limit signature elements to four lines or less. Indent run-over lines two spaces by hitting the spacebar two times.

Barry Blanco
Assistant Secretary for Housing-Federal
Housing Commissioner, H

Amarillo T. Rose
Chief Human Capital Officer, A

Attachment(s) (if required)

cc: (if required)
Silvah Bells, Deputy Chief Human Capital Officer, A

This memorandum is typed in Times New Roman, 10-pitch type for this handbook exhibit only.