

CHAPTER IV. SECRETARIAL CORRESPONDENCE

4-1 Purpose.

The term secretarial correspondence refers to the Secretary's and Deputy Secretary's correspondence. This chapter explains how to prepare letters and memorandums for their signatures, as well as memorandums for their action or information. Use Chapter VI for guidelines on preparation of secretarial correspondence to Members of Congress.

- A. For information on how letters and memorandums are written, see Chapter I.
- B. For details on preparing letters, see Chapter II.
- C. For details on preparing memorandums, see Chapter III.
- D. For details on preparing White House correspondence, see Chapter V.
- E. For details on preparing congressional correspondence, see Chapter VI.

4-2 Use.

- A. The letter format is used for formal correspondence with the public and government agencies and to convey awards, commendations, congratulations, condolences, etc.
- B. The memorandum format is used for official, internal correspondence with individuals or organizations within the Department.

4-3 Stationery and Printer Requirements.

- A. Stationery for Letters and Memorandums for the Secretary's or Deputy Secretary's signature. Department letterhead is available in Microsoft Word in HUDDocs.
 - 1. To access HUDDocs, click on "File," click on "New," click on "My Templates," click on "HUDDocs," and select the appropriate letterhead.
 - 2. As a rule, when preparing correspondence for the Secretary's or Deputy Secretary's signature use:
 - a. "The Secretary" 8-1/2" x 11" ivory stationery with the eagle logo. In HUDDocs, select "SecIvory 306" for the proper format. For continuation pages, use the matching blank ivory stock;

- b. “The Deputy Secretary” HUDDocs template, “DepSec 306”. When using HUDDocs, plain white stock suitable for laser printers is acceptable as an original because HUDDocs prints the letterhead; and
- c. For continuation pages, use plain white paper of equal quality.

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

4-4 Type Style.

Always use Times New Roman font, 12-pitch type.

4-5 Margins.

- A. Standard Letter. The standard margins are one inch on the left, right, and bottom. The top margin is automatically set in HUDDocs.
- B. Short Letter. The margins may be adjusted for balance on the page. Set the margins at 1.25 inches. Hit “Tab” five times for the signature block on letters.

4-6 Date.

In HUDDocs, the cursor will be at the date line; however, most of the time the date will be added after signature.

4-7 Letter for the Secretary’s or Deputy Secretary’s Signature.

- A. Addressing a Secretarial Letter. (See Appendix A for models of address and general rules.)
 - 1. Placement. (See Exhibit 4-1 or 4-2.)
 - 2. Spacing.
 - a. Single-space the address and arrange it in block style.
 - b. Limit the address to five lines or less on the letter.
 - c. Limit each line to 3 inches or less.
 - d. Indent run-over lines two spaces by hitting the spacebar two times.
 - e. If more than five lines are needed to ensure delivery, type the complete address on the envelope.

3. Multiple Addressees. Prepare letters using one of the following:
 - a. Prepare an original for each addressee;
 - b. In response to incoming correspondence with multiple signatures, prepare a single reply to the first person who signed the letter. In the first paragraph, state that the reply is also intended for the other addressees; or
 - c. In response to petitions or resolutions, prepare a single reply addressed to the person who submitted the petition or resolution or to the first person who signed it. In the body of the letter, mention the other addressees as a group.
 4. State and Territory Abbreviations Table. (See Appendix B.)
 5. ZIP Code. All ZIP Codes should consist of nine digits (ZIP Code + 4). To find a ZIP Code + 4 when a street or postal address is available, go to the United States Postal Service website at www.usps.com and click on “Look Up a ZIP Code.”
 6. Attention Line. Attention lines are not necessary unless required by the incoming letter. If one is necessary, insert it as the first line of the inside address – with or without the word “Attention”.
- B. Salutation. (See Exhibit 4-1 or 4-2.) Do not personalize the salutation. The signer will personalize the salutation on the original, if necessary.
- C. Body of a Secretarial Letter.
1. Placement and Spacing. (See Exhibit 4-1 or 4-2.)
 2. Paragraphs. (See Exhibit 4-1 or 4-2.)
 3. Subparagraphs. (See Appendix C.)
 4. Quotations. (See Appendix D to incorporate quotations into the body of a letter.)
 5. Multiple-Page Letter.
 - a. Do not begin a paragraph near the end of a page unless there is room for at least two lines.
 - b. Do not continue a paragraph on the next page unless at least three lines can be carried over.

- c. 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 letter three lines below.
- D. Complimentary Close. (See Exhibit 4-1 or 4-2 and Appendix A.)
- E. Signature Element. (See Exhibit 4-1 or 4-2.)
- F. Enclosure Notation. (See Exhibit 4-1 or 4-2.) If the letter has an enclosure, type an enclosure notation.
- G. Courtesy Copy Notation. (See Exhibit 4-1 or 4-2.) If the originator wants the addressee to know that someone else will receive a copy of the letter, type a cc (courtesy copy) notation.
- H. Envelope(s). Use “The Secretary” ivory envelopes or “The Deputy Secretary” white envelopes. Prepare envelope(s), or label(s) for large envelopes, for the original and any external copies using Times New Roman font, 12-pitch type.
- I. Proofreading. Read the letter(s) and envelope(s) or label(s) carefully to ensure there are no errors.
- J. Routing. 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.

(**Note:** You must send all letters prepared for the Secretary’s or Deputy Secretary’s signature to the Executive Secretariat for review, final clearances, and dispatch.)

4-8 Memorandum for the Secretary’s or Deputy Secretary’s Signature.

- A. Memorandum For Line.
 - 1. Placement. (See Exhibit 4-3 or 4-4.)
 - 2. 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.
 - 3. Multiple Addressees. Prepare memorandums by using one of the following:
 - a. (See Exhibit 4-5.) List addressees at the top when there are four or fewer;
 - b. (See Exhibit 4-6.) List addressees at the bottom when there are five or more and can be listed together at the bottom of the memorandum; or

c. (See Exhibit 4-7.) Attach a list of addressees when there are too many to be listed at the bottom of the memorandum.

B. Attention Line. (See Figure 4-7.) 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 4-7

MEMORANDUM FOR:	Amarillo T. Rose, Chief Human Capital Officer, A
ATTENTION:	Roland Rivers, Special Assistant, Office of the Chief Human Capital Officer, A
FROM:	(See Exhibit 4-4 or 4-5.)
SUBJECT:	Assignment of Office Codes - Your Memorandum Dated February 4, 20XX

C. Through Line. (See Figure 4-8.) Use when sending a memorandum through an intermediate office.

After typing the correspondence 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.

Figure 4-8

MEMORANDUM FOR:	Rock N. Robin, Director, Office of Personnel and Training, AP
THROUGH:	Peter Green, Director, Management and Labor Relations Division, APR
FROM:	(See Exhibit 4-3 or 4-4.)
SUBJECT:	OPM's Proposed November Classification Review of Headquarters Positions

D. From Line. (See Exhibit 4-3 or 4-4.)

- E. Subject Line. (See Exhibit 4-3 or 4-4.) The subject briefly states the content of the memorandum.
- F. Body of a Memorandum for the Secretary's or Deputy Secretary's Signature.
1. Placement and Spacing. (See Exhibit 4-3 or 4-4.)
 2. Paragraphs. (See Exhibit 4-3 or 4-4.)
 3. Subparagraphs. (See Appendix C.)
 4. Quotations. (See Appendix D to incorporate quotations into the body of a memorandum.)
 5. Multiple-Page Memorandum.
 - a. Do not begin a paragraph near the end of a page unless there is room for at least two lines.
 - b. Do not continue a paragraph on the next page unless at least three lines can be carried over.
 - c. 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 letter three lines below.
- G. Attachment Notation. (See Exhibit 4-3 or 4-4.) If the memorandum has an attachment, type an attachment notation.
- H. Courtesy Copy Notation. (See Exhibit 4-3 or 4-4.) If the originator wants the addressee to know that someone else will receive a copy of the memorandum, type a "cc" (courtesy copy) notation.
- I. Proofreading. Read the memorandum(s) carefully to ensure there are no errors.
- J. 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.

(Note: You must send all memorandums prepared for the Secretary's or Deputy Secretary's signature to the Executive Secretariat for review, final clearances, and dispatch.)

4-9 Action Memorandum to the Secretary or Deputy Secretary.

- A. Stationery. An action memorandum to the Secretary or Deputy Secretary is prepared on the letterhead of the appropriate program office.

1. Departmental letterhead is available in 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. Date. In HUDDocs, the cursor will be at the date line; however, the date will be added after the memorandum has been signed.
- C. Memorandum For Line. (See Exhibit 4-8 or 4-9.)
- D. Through Line.
1. All action memorandums for the Secretary are routed through the Deputy Secretary. (See Exhibit 4-8.)
 2. An action memorandum for the Deputy Secretary that contains a THROUGH line is formatted as shown in Figure 4-12.

After typing The Deputy Secretary in the memorandum for line, hit “Enter” two times and type THROUGH:. Then 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.

Figure 4-12	
MEMORANDUM FOR:	The Deputy Secretary
THROUGH:	Jon Jonson, Chief Financial Officer, F
FROM:	Amarillo T. Rose, Chief Human Capital Officer, A
SUBJECT:	ACTION—Fiscal Year Budget for the Office of Administration

- E. From Line. (See Exhibit 4-8 or 4-9.) The FROM line includes:
1. The signer’s name;
 2. The signer’s title;

3. The name of the signer's office (if appropriate), using 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.
- F. Subject Line. (See Exhibit 4-8 or 4-9.) The subject briefly states the action being requested in the memorandum.
- G. Body of an Action Memorandum to the Secretary or Deputy Secretary.
1. Placement and Spacing. (See Exhibit 4-9 or 4-10.)
 2. Paragraphs. (See Exhibit 4-9 or 4-10.)
 3. Subparagraphs. (See Appendix C.)
 4. Quotations. (See Appendix D for how to incorporate quotations into the body of a memorandum.)
 5. Multiple-Page Memorandum.
 - a. Do not begin a paragraph near the end of a page unless there is room for at least two lines.
 - b. Do not continue a paragraph on the next page unless at least three lines can be carried over.
 - c. 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.
- H. Attachment Notation. (See Exhibit 4-8 or 4-9.) If the memorandum has an attachment, type an attachment notation.
- I. Courtesy Copy Notation. (See Exhibit 4-8 or 4-9.) If the originator wants the addressee to know that someone else will receive a copy of the memorandum, type a cc (courtesy copy) notation.
- J. Approval Block. (See Exhibit 4-8 or 4-19.)
- K. Proofreading. Read the memorandum(s) carefully to ensure there are no errors.
- L. 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.

(**Note:** You must send all action memorandums prepared for the Secretary’s or Deputy Secretary’s signature to the Executive Secretariat for review, final clearances, and dispatch.)

4-10 Information Memorandum to the Secretary or Deputy Secretary.

- A. Stationery. An information memorandum to the Secretary or Deputy Secretary is prepared on the letterhead of the appropriate program office.
 - 1. Departmental letterhead is available in 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. Date. In HUDDocs, the cursor will be at the date line; however, the date will be added after the memorandum has been signed.
- C. Memorandum For Line. (See Exhibit 4-10 or 4-11.)
- D. Through Line.
 - 1. All information memorandums for the Secretary are routed through the Deputy Secretary. (See Exhibit 4-10.)
 - 2. An information memorandum for the Deputy Secretary that contains a THROUGH line is formatted as shown in Figure 4-16.

After typing The Deputy Secretary in the MEMORANDUM FOR line, hit “Enter” two times and type THROUGH:. Then 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.

Figure 4-16

MEMORANDUM FOR:	The Deputy Secretary
THROUGH:	Jon Jonson, Chief Financial Officer, F
FROM:	Amarillo T. Rose, Chief Human Capital Officer, A
SUBJECT:	INFORMATION--OPM’s Proposed Classification Review of HUD Headquarters Positions

- E. From Line. (See Exhibit 4-10 or 4-10.)
- F. Subject Line. (See Exhibit 4-10 or 4-11.) The subject briefly states the content of the memorandum.
- G. Body of an Information Memorandum to the Secretary or Deputy Secretary.
1. Placement and Spacing. (See Exhibit 4-10 or 4-11.)
 2. Paragraphs. (See Exhibit 4-10 or 4-11.)
 3. Subparagraphs. (See Appendix C.)
 4. Quotations. (See Appendix D to incorporate quotations into the body of a memorandum.)
 5. Multiple-Page Memorandum.
 - a. Do not begin a paragraph near the end of a page unless there is room for at least two lines.
 - b. Do not continue a paragraph on the next page unless at least three lines can be carried over.
 - c. 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.
- H. Attachment Notation. (See Exhibit 4-10 or 4-11.) If the memorandum has an attachment, type an attachment notation.
- I. Courtesy Copy Notation. (See Exhibit 4-10 or 4-11.) If the originator wants the addressee to know that someone else will receive a copy of the memorandum, type a cc (courtesy copy) notation.
- J. Proofreading. Read the memorandum carefully to ensure there are no errors.
- K. 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.

(Note: You must send all information memorandums for the Secretary or Deputy Secretary to the Executive Secretariat for appropriate handling.)

Chapter IV Exhibits: Secretarial Letters and Memorandums

- Exhibit 4-1 Structural Elements of a Letter for the Secretary's Signature
- Exhibit 4-2 Structural Elements of a Letter for the Deputy Secretary's Signature
- Exhibit 4-3 Structural Elements of a Memorandum for the Secretary's Signature
- Exhibit 4-4 Structural Elements of a Memorandum for the Deputy Secretary's Signature
- Exhibit 4-5 Memorandum for Secretarial Signature with Addressee List at the Top
- Exhibit 4-6 Memorandum for Secretarial Signature with Addressee List at the Bottom
- Exhibit 4-7 Memorandum for Secretarial Signature with Addressee List Attached
- Exhibit 4-8 Action Memorandum to the Secretary
- Exhibit 4-9 Action Memorandum to the Deputy Secretary
- Exhibit 4-10 Information Memorandum to the Secretary
- Exhibit 4-11 Information Memorandum to the Deputy Secretary

Structural Elements of a Letter for the Secretary's Signature



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410 + 4

THE SECRETARY

(Date)

The Honorable Jung Mann
Secretary of the Interior
1849 C Street, NW
Washington, DC 20240 + 4

Dear Secretary Mann:

The following guidelines address structural elements of a letter for the Secretary's signature. Access Microsoft Word. Click on "File," "New," and "HUDDocs," and then select "SecIvory 306" letterhead. Make certain the font is Times New Roman, 12-pitch type. The cursor will be at the date line; however, the date will be added after the letter has been signed.

Hit "Enter" four times and type the inside address. Hit the spacebar two times between the state code and the ZIP Code. Hit "Enter" two times, type Dear, the professional or courtesy title, last name, and a colon. Hit "Enter" two times and hit "Tab" one time to begin typing the body of the letter.

Hit the spacebar two times after each sentence. For standard and short letters, single-space within each paragraph and double-space between paragraphs. Hit "Tab" one time before typing each paragraph. Hit "Enter" two times at the end of the last paragraph. Hit "Tab" six times and type Sincerely,. Hit "Enter" five times, hit "Tab" six times, and type the Secretary's name. Do not use the Secretary's middle initial or title when typing the signature line. If there is an enclosure(s), hit "Enter" two times and type Enclosure(s). If a cc will be sent, hit "Enter" two times after typing the Secretary's name (or enclosure notation, if any) and type cc:. Hit "Enter" one time and type the recipient's name. List additional names single-spaced.

Sincerely,

(Insert Secretary's name)

Enclosure(s) (if required)

cc: (if required)
Silvah Bells

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

Structural Elements of a Letter for the Deputy Secretary's Signature



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

(Date)

The Honorable Jung Mann
 Secretary of the Interior
 1849 C Street, NW
 Washington, DC 20240 + 4

Dear Secretary Mann:

The following guidelines address structural elements of a letter for the Deputy Secretary's signature. Access Microsoft Word. Click on "File," "New," and "HUDDocs," and then select "DepSec 306" letterhead. Make certain the font is Times New Roman, 12-pitch type. The cursor will be at the date line; however, the date will be added after the letter has been signed.

Hit "Enter" four times and type the inside address. Hit the spacebar two times between the state code and the ZIP Code. Hit "Enter" two times, type Dear, the professional or courtesy title, last name, and a colon. Hit "Enter" two times and hit "Tab" one time to begin typing the body of the letter.

Hit the spacebar two times after each sentence. For standard and short letters, single-space within each paragraph and double-space between paragraphs. Hit "Tab" one time before typing each paragraph. Hit "Enter" two times at the end of the last paragraph. Hit "Tab" six times and type Sincerely,. Hit "Enter" five times, hit "Tab" six times, and type the Deputy Secretary's name. Do not use the Deputy Secretary's middle initial or title when typing the signature line. If there is an enclosure(s), hit "Enter" two times and type Enclosure(s). If a cc will be sent, hit "Enter" two times after typing the Deputy Secretary's name (or enclosure notation, if any) and type cc:. Hit "Enter" one time and type the recipient's name. List additional names single-spaced.

Sincerely,

(Insert Deputy Secretary's name)

Enclosure(s) (if required)

cc: (if required)
 Silvah Bells

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

Structural Elements of a Memorandum for the Secretary's Signature



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410 + 4

THE SECRETARY

(Date)

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

FROM: (Type the Secretary's Name)

SUBJECT: (Type the Subject of the Memorandum)

The following guidelines address structural elements of a memorandum for the Secretary's signature. Access Microsoft Word. Click on "File," "New," and "HUDDocs," and then select "SecIvory 306" letterhead. Make certain the font is Times New Roman, 12-pitch type. The cursor will be at the date line; however, 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 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 Secretary's name. Do not type the Secretary's middle initial, title, or office code on the from line. After typing the Secretary's name, 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.

Structural Elements of a Memorandum for the Deputy Secretary's Signature



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

(Date)

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

FROM: (Type the Deputy Secretary's Name)

SUBJECT: (Type the Subject of the Memorandum)

The following guidelines address structural elements of a memorandum for the Deputy Secretary's signature. Access Microsoft Word. Click on "File," "New," and "HUDDocs," and then select "DepSec 306" letterhead. Make certain the font is Times New Roman, 12-pitch type. The cursor will be at the date line; however, 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 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 Deputy Secretary's name. Do not type the Deputy Secretary's middle initial, title, or office code on the from line. After typing the Deputy Secretary's name, 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 for Secretarial Signature with Addressee List at the Top



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410 + 4

THE SECRETARY

(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: (Type the Secretary's Name)

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 4-4.

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

The format for the Deputy Secretary's memorandum with addressee list at the top is identical. This memorandum is typed in Times New Roman, 10-pitch type for this handbook exhibit only.

Memorandum for Secretarial Signature with Addressee List at the Bottom



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410 + 4

THE SECRETARY

(Date)

MEMORANDUM FOR: SEE LIST BELOW

FROM: (Type the Secretary's Name)

SUBJECT: (Type 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 4-4.

List addressees at the bottom when there are five or more and 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. At the end of the last paragraph (or attachment or cc notation, if any), hit "Enter" two times 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:
Lillie Flowers, General Deputy Assistant Secretary for
Housing, H
Joseph Pheen, Deputy Assistant Secretary for Policy,
Financial Management and Administration, HP
Inne Vane, Deputy Assistant Secretary for Single Family
Housing, HS
Chris Kringle, Deputy Assistant Secretary for Multifamily
Housing, HM
Ide Claire, Director, Transitional Housing, HT

The format for the Deputy Secretary's memorandum with addressee list at the bottom is identical. This memorandum is typed in Times New Roman, 10-pitch type for this handbook exhibit only.

Memorandum for Secretarial Signature with Addressee List Attached



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410 + 4

THE SECRETARY

(Date)

MEMORANDUM FOR: SEE LIST ATTACHED

FROM: (Type the Secretary's Name)

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 after the last paragraph (or attachment or cc notation, if any). 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

**The format for the Deputy Secretary's memorandum with addressee list attached is identical.
This memorandum is typed in Times New Roman, 10-pitch type for this handbook exhibit only.**

Action Memorandum to the Secretary



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

ASSISTANT SECRETARY FOR
ADMINISTRATION/CHIEF INFORMATION OFFICER

(Date)

MEMORANDUM FOR: The Secretary

THROUGH: (Type the Deputy Secretary's Name), Deputy Secretary, SD

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

SUBJECT: ACTION--(Type the Subject of the Memorandum)

ACTION BY: January 31, 20XX

The following guidelines address structural elements of a memorandum for the Secretary's action. Access Microsoft Word. Click on "File," "New," and "HUDDocs," and select the appropriate letterhead. Make certain the font is Times New Roman, 12-pitch type. The cursor will be at the date line; however, 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 Secretary. Hit "Enter" two times and type THROUGH:. Hit "Tab" three times and type Ron Sims, Deputy Secretary, SD. 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:. After typing SUBJECT:, hit "Tab" three times and type ACTION-- followed by the action being requested. After typing the subject line, hit "Enter" two times and type ACTION BY:. Hit "Tab" two times and type the date by which the action must be completed. After typing the date in the action by line, hit "Enter" three times and type **ISSUE:**.

ISSUE:

After typing ISSUE:, hit "Enter" two times, hit "Tab" one time, and type the issue statement. If there is more than one paragraph, double-space between paragraphs.

After typing the last word in the issue section, hit "Enter" two times and type **FACTS:**.

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

FACTS:

After typing FACTS:, hit “Enter” two times, hit “Tab” one time, and type the issue’s origin, background, implications, and importance.

After typing the last word in the facts section, hit “Enter” two times and type **RECOMMENDATION:**.

RECOMMENDATION:

After typing RECOMMENDATION:, hit “Enter” two times, hit “Tab” one time, and type the recommended action.

After typing the last word in the recommendation section, hit “Enter” two times and type **PROS:**.

PROS:

After typing PROS:, hit “Enter” two times, hit “Tab” one time, and type the arguments in favor of the recommended action.

After typing the last word in the pros section, hit “Enter” two times, and type **CONS:**.

CONS:

After typing CONS:, hit “Enter” two times, hit “Tab” one time, and type the arguments against the recommended action.

After typing the last word in the cons section, hit “Enter” two times and type **CONTACT:**.

CONTACT:

After typing CONTACT:, hit “Enter” two times, hit “Tab” one time, and provide the name and telephone number, including the area code and extension, as well as the email address, of a person who can answer questions about the content of the memorandum.; e.g., For further information, contact April Showers, Office of Administration, at 202-708-XXXX, ext. XXXX, or April_T._Showers@hud.gov.

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)

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

After typing the last word in the contact section (or attachment or cc notation, if any), hit “Enter” two times and type **DECISION:**.

DECISION:

After typing DECISION:, hit “Enter” three times, and type:

Approve

Disapprove

Date

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Action Memorandum to the Deputy Secretary

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

ASSISTANT SECRETARY FOR
ADMINISTRATION/CHIEF INFORMATION OFFICER

(Date)

MEMORANDUM FOR: The Deputy Secretary

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

SUBJECT: ACTION--(Type the Subject of the Memorandum)

ACTION BY: January 31, 20XX

The following guidelines address structural elements of a memorandum for the Deputy Secretary's action. Access Microsoft Word. Click on "File," "New," and "HUDDocs," and select the appropriate letterhead. Make certain the font is Times New Roman, 12-pitch type. The cursor will be at the date line; however, 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 Deputy Secretary. 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:. After typing SUBJECT:, hit "Tab" three times and type ACTION-- followed by the action being requested. After typing the subject line, hit "Enter" two times and type ACTION BY:. Hit "Tab" two times and type the date by which the action must be completed. After typing the date in the action by line, hit "Enter" three times and type **ISSUE:**.

ISSUE:

After typing ISSUE:, hit "Enter" two times, hit "Tab" one time, and type the issue statement. If there is more than one paragraph, double-space between paragraphs.

After typing the last word in the issue section, hit "Enter" two times and type **FACTS:**.

FACTS:

After typing FACTS:, hit "Enter" two times, hit "Tab" one time, and type the issue's origin, background, implications, and importance.

After typing the last word in the facts section, hit "Enter" two times and type **RECOMMENDATION:**.

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RECOMMENDATION:

After typing RECOMMENDATION:, hit “Enter” two times, hit “Tab” one time, and type the recommended action.

After typing the last word in the recommendation section, hit “Enter” two times and type **PROS:**.

PROS:

After typing PROS:, hit “Enter” two times, hit “Tab” one time, and type the arguments in favor of the recommended action.

After typing the last word in the pros section, hit “Enter” two times, and type **CONS:**.

CONS:

After typing CONS:, hit “Enter” two times, hit “Tab” one time, and type the arguments against the recommended action.

After typing the last word in the cons section, hit “Enter” two times and type **CONTACT:**.

CONTACT:

After typing CONTACT:, hit “Enter” two times, hit “Tab” one time, and provide the name and telephone number, including the area code and extension, as well as the email address, of a person who can answer questions about the content of the memorandum; e.g., For further information, contact April Showers, Office of Administration, at 202-708-XXXX, ext. XXXX, or April_T_Showers@hud.gov.

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)

After typing the last word in the contact section (or attachment or cc notation, if any), hit “Enter” two times and type **DECISION:**.

DECISION:

After typing DECISION:, hit “Enter” three times, and type:

Approve

Disapprove

Date

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Information Memorandum to the Secretary

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

ASSISTANT SECRETARY FOR
ADMINISTRATION/CHIEF INFORMATION OFFICER

(Date)

MEMORANDUM FOR: The Secretary

THROUGH: (Type the Deputy Secretary's Name), Deputy Secretary, SD

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

SUBJECT: INFORMATION--(Type the Subject of the Memorandum)

The following guidelines address structural elements of a memorandum for the Secretary's information. Access Microsoft Word. Click on "File," "New," and "HUDDocs," and select the appropriate letterhead. Use Assistant Secretary (or equivalent) letterhead only when an Assistant Secretary (or equivalent) will sign the memorandum. Use Office of [program office name] letterhead when other office staff will sign the memorandum. Make certain the font is Times New Roman, 12-pitch type. The cursor will be at the date line; however, 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 Secretary. Hit "Enter" two times and type THROUGH:. Hit "Tab" three times and type Ron Sims, Deputy Secretary, SD. 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:. After typing SUBJECT:, hit "Tab" three times and type INFORMATION-- followed by the subject of the memorandum. If the Secretary has requested the information, in parentheses type Secretary's Request and the date of the request. After typing the subject line, hit "Enter" three times and type **PURPOSE:**.

PURPOSE:

After typing PURPOSE:, hit "Enter" two times, hit "Tab" one time, and type the purpose of the memorandum. If there is more than one paragraph, double-space between paragraphs.

After typing the last word in the purpose section, hit "Enter" two times and type **FACTS:**.

FACTS:

After typing FACTS:, hit "Enter" two times, hit "Tab" one time, and type the origin, background, implications, and importance of the memorandum.

After typing the last word in the facts section, hit "Enter" two times and type **CONTACT:**.

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CONTACT:

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

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PURPOSE:

After typing PURPOSE:, hit "Enter" two times, hit "Tab" one time, and type the purpose of the memorandum. If there is more than one paragraph, double-space between paragraphs.

After typing the last word in the purpose section, hit "Enter" two times and type **FACTS:**.

FACTS:

After typing FACTS:, hit "Enter" two times, hit "Tab" one time, and type the origin, background, implications, and importance of the memorandum.

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