

U.S. Department of Housing and Urban Development

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Special Attention of:

Transmittal Handbook No.: 2222.2 REV-2

Headquarters, Regional & Field  
Organizational Heads, IMO's, Mail  
Coordinators and Administrative  
Services Directors

Issued: July 1986

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1. This Transmits

Handbook 2222.2 REV-2, Mail Management.

2. Purpose:

This Handbook states the goals and policy for the HUD-wide Mail Management Program. It outlines responsibilities for carrying out the Program, defines various terms used in mail management, states guidelines, describes procedures for processing mail coming into and going out of the Department, sets up commercial Printer/Mailer Contractor requirements, and describes the method of reimbursing the U.S. Postal Service for postage.

3. Significant Changes:

- a. Two previously separate HUD handbooks have been combined into one.
- b. Requires Regional Administrators to determine the most economical means of shipping Insured Single Family Case Binders to Headquarters and budgeting and establishing alternate carrier accounts when economically feasible. (See paragraph 2-4.y)
- c. Includes a ZIP + 4 listing of all HUD Regional and Field Offices. (See paragraph 6-3)
- d. Requires the Supply Distribution Section to send all mail going through the U.S. Postal Service mailstream to the Central Mailroom for classification and postage metering. (See paragraph 7-3.b(5))
- e. Requires the Central Mailroom staff to classify and meter for postage each piece of mail going out of the Headquarters building. (See paragraph 7-3.d(1))

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- f. Transfers the responsibility of classifying initial bulk distribution mailings from the Management Services Division to the Central Mailroom. (See paragraph 7-3.d(7))

4. Cancellations:

This revised Handbook supersedes the Departmental Mail Management Handbook 2222.2 REV-1, December 1983 and cancels Departmental Headquarters Mail Operations Handbook 2222.3, September 1980. Relevant Information from the Headquarters Mail Operations Handbook has been incorporated into this revised Handbook.

5. Filing Instructions:

Remove:

Handbook 2222.2 REV-1, dated December 1983  
Handbook 2222.3, dated September 1980

Insert:

Handbook 2222.2 REV-2, dated 7/86.

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7/86

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Handbook

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U.S. Department of Housing and Urban Development  
Office of Administration

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Departmental

Staff

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July 1986

Mail

Management

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