

Chapter 3. General Requirements for Distribution Under the HUD Directives System

3-1 Documentation of Mailing Lists

By documenting all mailing lists, users have a central reference source which details mailing lists used in other program areas. Each Primary Organization Head is responsible for developing and maintaining mailing lists for the purpose of disseminating program material to program participants and HUD staff. As new mailing lists are established they will become supplements to this Handbook.

3-2 Types of Distribution

A. Distribution Based on Departmental Organization.

This is used for internal purposes when HUD organizational components are the target audience. Under the HUD Directives System, most internal directives are distributed on an organizational basis, supplemented by "subject" matter, and "special" category distributions as appropriate.

B. Distribution Based on Subject Matter. This is used when the subject matter of a directive is unsuitable for distribution based on organization. This occurs when the audience is specialized and differs significantly from that which would automatically be covered under an organizational distribution. Mailing lists based on subject matter will not be authorized unless they are expected to be used frequently or unless the audience is sufficiently different from that covered by the general purpose organization list. A statement is required to justify the cost of establishing and servicing a separate list.

C. Distribution Based on Special Categories. This is used when mailing lists are not based exclusively on organization or subject matter, but combine elements of both. These are usually designed to handle distribution of program directives to non-HUD personnel but may also be used for internal distribution, as in the case of an "all supervisors" mailing list that might be established for personnel material.