

## Chapter 4. Internal Distribution Under Mailing Lists

### 4.1 Organizational Distribution

This is applicable to internal distribution procedures for the widely used W (Washington) and R (Regional and Field) mailing lists. These organizational mailing lists, which are frequently used "general purpose" mailing lists, are for distributing directives to HUD employees. They are characterized as "general purpose" mailing lists because they may be used by any organization to distribute a wide range of directives regardless of subject matter. The composition of the list should be understood by all offices responsible for determining distribution requirements. Appendix 2 contains the mailing codes for the W, R and F lists.

### 4-2 Direct Distribution

Directives are to be distributed directly to users or action offices whenever practical. Directives to Regional Offices will be sent in bulk shipments; individually addressed copies will not be sent. Individually addressed copies will be distributed to the managers of Category A, B, and C Offices.

### 4-3 Use of Codes

A. Location on Directives. Authorized mailing codes are to be on all directives. The primary reason for displaying the codes is to help Distribution Control Staffs make the intended initial distribution and to inform HUD staff of other organizations included in the distribution.

B. Form of Address. For internal distribution, the correspondence code authorized by the Office of Administration will be used as part of the address, together with the organization (or title). Correspondence code symbols are listed in the HUD telephone directory.

C. Multiple Copies. Only single copies of directives will be sent to persons on any internal mailing lists. If extra copies are needed for staff assistants, indicate on printing requisition or obtain from stock.

D. Exclusiveness of Internal Mailing Codes. Each code is separate and independent. To indicate distribution to officials corresponding to a code, offices must show the proper code on the directive. For example, a directive to

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be sent to Headquarters persons through the Branch level must show codes W-1, W-2, W-3, and W-4. Otherwise, Assistant Secretaries (W-1), Office of Directors (W-2), and Division Directors (W-3) would not be

included in the distribution.

E. Sponsor. The Printing Branch sponsors the W and R mailing lists. All inquiries concerning them, and requests for changes, should be directed to that office.

#### 4-4 Selective Distribution

Organizational mailing lists are subdivided to permit targeted distribution.

A. Headquarters Codes. The mailing addresses corresponding to the Headquarters codes are subdivided by the Printing Branch into the following organization breakouts: ADM, CPD, FHEO, GNMA, H, LCR, OGC, OS, PIH, PDR, and Z (for, respectively, Administration, Community Planning and Development, Fair Housing and Equal Opportunity, Government National Mortgage Association, Housing, Legislation and Congressional Relations, Office of General Counsel, Office of the Secretary/Under Secretary, Public and Indian Housing, Policy Development and Research, and Office of Inspector General). This enables the mailing list to be used even when the intended distribution covers only a small part of HUD. For example: W-4(H) would indicate that the distribution is made only to Branch level or equivalent units in the Headquarters Office of Housing. No distribution would be made to other Headquarters organizations or to the Field. Whenever appropriate and possible, selective codes should be used in order to minimize printing and distribution costs.

B. Regional Office Codes. Codes R-1, R-2, R-3, R-3-1, and R-3-2 on a directive originated in Headquarters, indicate that shipments of the directive were sent to the Regional Office for distribution to officials corresponding to those codes. For code R-3-1, offices may also designate a program area: ADM, CPD, FHEO, H, PIH and, for Regional Counsel, RC.

1. Maintenance. Regional Offices are to maintain their own mailing lists. The list of addresses corresponding to R-3 is to be maintained in a manner

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similar to that outlined in "A" above for Headquarters. The objective is to provide the capability to make distribution to selected organizations in the Regional Offices. This distribution should be based on the subject matter of a particular directive.

2. Data on Quantity Requirements. The Director, Administrative Services/Administrative and Management Services (ASD/AMSD) Division in each Region is responsible for ensuring that the quantities for the R codes and for an all-employee distribution

in the Region are kept current with the Printing Branch.

C. Field Offices. Category A, B, C, and D Offices will receive direct distribution of directives through the use of their R codes. Field Offices are responsible for keeping the Regional ASD/AMSD Director informed of quantities needed by their offices.

#### 4-5 Supplementary Distribution

An Organizational distribution may be supplemented by distribution lists based on subject matter or a special category. In this case, the pertinent mailing list code or other identification is to be indicated together with the organization mailing code.

#### 4-6 All-Employee Distribution

A. Codes. The codes signifying an "all-employee" distribution are as follows:

- W-A All HUD employees in Headquarters.
- W-G Modified all-employee Headquarters

B. Bulk Distribution to All Employees. The all-employee distribution utilizes bulk shipments of directives to distribution centers or mail rooms for redistribution to employees. There are no individually addressed directives. Bulk Shipments are sent directly to all field offices.