

Chapter 6. Replenishment of Forms

6-1 Policy

HUD maintains a decentralized distribution system aimed at providing convenient service to HUD end users, while using the most economical printing and distribution source. Distribution to HUD end users is performed by HUD Regional and Field Offices. Selected public-use forms are sold through the GPO sales program.

6-2 Responsibilities

A. Departmental Forms Management Officer, Office of Productivity and Management Improvements, Assistant Secretary for Administration is responsible for the over-all management of the Forms Program.

B. Headquarters Program Offices, through the Forms Management Liaison Officer, are responsible for authorizing printing (through submission of form HUD-20, Printing Requisition), establishing order quantities, and if a new or revised form, determining initial distribution points. The printing requisition for new or revised forms will be submitted to the Departmental Forms Management Officer, Office of Productivity and Management Improvements, prior to printing. PROGRAM OFFICES SHALL AUTHORIZE LIMITED QUANTITIES FOR PRINT IF A FORM IS BEING REVISED, OR IF OMB APPROVAL IS PENDING.

C. The Printing Branch is responsible for printing the forms stocked by Headquarters and Program Offices and completing the initial distribution of new or revised forms. The Printing Branch is also responsible for ensuring that packaging of forms stocked in the warehouse is standardized at 100 per pack.

D. The Property and Supply Branch is responsible for maintaining adequate stock in the HUD Warehouse, and distributing multi-part carbon interleaf forms to Regional and Field Offices.

E. Regional Offices are responsible for printing and distributing multi-part forms with carbonless paper and some cut sheet forms to Field Offices. They are responsible for maintaining adequate stock and distributing HUD forms to local area end users.

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F. Field Offices are responsible for maintaining adequate stock and distributing HUD forms to local area end users.

6-3 Establishing the Stock Source for Forms

The stock source identifies the Office or location where replenishment stocks of a particular form can be obtained. Unlike some other types of printed matter, not all forms are centrally stocked in the Headquarters Warehouse. This section identifies four primary stock sources, and provides guidelines to originating Program Offices for determining the appropriate stock source for their forms.

A. Stock Source. After initial distribution, HUD forms are available from one of four primary sources. The stock source serves as a guide to HUD Regional and Field Offices for ordering HUD forms to replenish local stock. The stock sources are identified in the Departmental Forms Index by the following codes:

C - Stocked in the Headquarters Warehouse central facility.

R - Stocked in the Regional Office for distribution to Field Offices. Contact the Administrative Services Division.

P - Stocked in the originating Program Office. Contact the Forms Liaison Officer in the local office or Headquarters program staff.

GPO - Public-use forms sold by the Superintendent of Documents at the Government Printing Office and its nationwide facilities. Forms sold by GPO are not available to the public from HUD offices.

B. Stock Source Guidelines. It is the responsibility of the originating Program Office to determine the stock source for their forms, in accordance with program requirements and the following guidelines.

1. Stock Source C (Headquarters Warehouse). Forms stocked and distributed by the Headquarters warehouse shall meet one or all of the following criteria:

a. Headquarters-use only forms with an annual usage exceeding 10,000 copies.

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b. multi-part forms with carbon interleaf.

c. multi-part forms with carbonless paper with an annual usage exceeding 500,000 parts total.

d. high volume cut sheet forms with an annual usage exceeding 500,000 units of a single page or multi-page cut sheet forms with an annual usage exceeding 500,000 pages total.

2. Stock Source R (Regional Offices). Forms reprinted, stocked, and distributed by Regional Offices shall meet one or all of the following criteria:
 - a. multi-part forms with carbonless paper with an annual usage of 500,000 total parts or less.
 - b. cut sheet forms with an annual usage of 500,000 units or less, or multi-page cut sheet forms with an annual usage of 500,000 pages or less.
3. Stock Source P (Originating Program Office). Forms printed, stocked, and distributed by the originating Program Office shall meet one or all of the following criteria:
 - a. internal use by the Program Office only.
 - b. sensitive or controlled form.
 - c. HUD-use only, with an annual usage of less than 10,000.
4. Stock Source GPO (Government Printing Office). Forms sold by the Superintendent of Documents shall be high volume public-use forms required in order to derive a benefit from HUD programs, whose purchase cost will not be covered by HUD subsidies.

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NOTE: Stock source applies to replenishment only. Initial distribution of a new or revised form must comply with the policies and procedures outlined in Chapter 1.

6-4 Forms Index

The Forms Index is published by the Departmental Forms Management Staff, Office of Productivity and Management Improvements, Assistant Secretary for Administration. The Index is published semiannually.

To obtain a copy of the Index, HUD Regional and Field Offices should contact the Property and Supply Branch, Offices of Administrative and Management Services. Non-HUD personnel should contact the nearest HUD Office.

6-5 Minimum Order Quantity

A. The Minimum order quantity for forms distributed by the Headquarters warehouse is one pack of 100 per pack, unless otherwise requested by the responsible

Program Office. Requests for forms will be adjusted to the nearest pack.

B. Regional Administrative Services Division Directors/
Administrative and Management Services Division
Directors are responsible for establishing minimum order quantities for their forms stock.

6-6 Special Initiative Programs

Direct shipment Initiative Program. Selected high volume Public Housing forms stocked by the Headquarters warehouse will be shipped directly to end users, upon request by the Regional Office, subject to approval by the Director, Office of Administrative and Management Services.