

Chapter 7. Replenishment of Directives

7-1 Policy

Limited quantities of directives (handbooks, notices, mortgagee letters, etc.) are stocked by the Headquarters warehouse. Regional Offices will print directives for regional distribution, as required, if not available from Headquarters.

7-2 Responsibilities

- A. Headquarters Program Offices, through the Directives Management Officer/Regional Directives Management Officer, are responsible for authorizing the printing of directives, establishing order quantities, and specifying the initial distribution. After the initial distribution is made, Program Offices are responsible for authorizing reprinting of directives for Headquarters use only.
- B. The Printing Branch is responsible for the printing and initial distribution of new or revised directives.
- C. The Property and Supply Branch is responsible for maintaining adequate stock and distributing directives to Headquarters, Regional and Field Offices.
- D. Regional Offices are responsible for maintaining adequate stock, printing and distributing directives to Field Offices, and local area end users. If the stock of a directive is depleted, the Regional Office should contact the Property and Supply Branch to determine if stock is available at Headquarters. If it is not available from the Property and Supply Branch, the Regional Office should arrange for the printing of the directive under a regional printing contract. If the quantity needed exceeds the

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regional printing contract limitations, printing should be ordered through the Printing Branch.

- E. Field Offices are responsible for maintaining adequate stock and distributing directives to local area end users. Field Offices do not have authority to print directives.

7-3 Minimum Order Quantity

- A. There is no minimum order quantity for directives distributed by the Headquarters warehouse.
- B. Regional Administrative Services Division Directors/Administrative and Management Services Division Directors are responsible for establishing minimum order quantities for their directives stock.

7-4 Directives Index

The Directives Index is published by the Management Services Division, Office of Administrative and Management Services, Assistant Secretary for Administration. The Index is mandated by the Freedom of Information Act (FOIA) and General Services Administration (GSA) regulations. It is published annually and updated quarterly. The Index will list Headquarters and Regional Directives Management Officers, subject categories for HUD directives, and an inventory of current and expired directives.

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