
CHAPTER 2. RESPONSIBILITIES - OFFICE OF ADMINISTRATION

- 2-1 Director, Office of Administrative and Management Services (OAMS).
Serves as the principal advisor to Department officials on printing and related matters; develops and recommends Department policies; and is responsible for HUD's adherence to all rules, regulations, and procedures governing printing, photocopying, and related activities.
- 2-2 Director, Management Services Division (MSD). Oversees printing, photocopying, and related activities for the Office Director.
- 2-3 Chief, Printing Branch. Serves as HUD's central printing manager. The Chief is responsible for the conduct of a coordinated program which controls the development, production, procurement, and/or distribution of materials, using conventional printing and binding methods or multiple copy microform methods. The Chief is also responsible for the control of duplicating equipment and automatic copy-processing or copier-duplicating machines. Specific responsibilities include:
- A. General oversight of the production of all HUD Headquarters and Regional Office printed matter; including scheduling, coordinating, and monitoring in-house, Government Printing Office (GPO) and contractor production;
 - B. Ensuring conformance to laws, regulations, and authorizations;
 - C. Providing technical advice and assistance;
 - D. Maintaining liaison with JCP, GPO nationwide, and contracted printers;
 - E. Managing photocopier services;
 - F. Operating an in-house duplicating facility;
 - G. Establishing and maintaining authorized mailing lists;
 - H. Writing specifications for procurement of printed matter and establishing term contracts for repetitive procurement through the GPO; and

I. Determining whether a printing job should be procured or completed in-house through HUD's high speed duplicating facility.

2-4 Administrative Services Directors. In Regional Offices, Administrative Services Directors or their equivalent are responsible for the direction and management of printing, photocopying, and related services.

In other Field Offices, the responsibility is assigned to the Administrative Officers.
