

CHAPTER 12. IDENTIFICATION OF HUD OFFICES

12-1. General. This Chapter establishes standard nomenclature to be used when identifying HUD Offices on buildings, lobby signs, reception areas or building directories. The purpose of organizational and directional signs is to inform the public. Accordingly, such signs shall be designed in accordance with this Chapter and placed in locations where they will best serve the needs of the public. Identification signs in lobbies and other public areas should include the room numbers of the HUD Office. Offices that have a reception area for receiving, announcing and/or directing visitors should include the room number of the reception area only. Signs should never direct the public through the working area of an office. They should also be avoided where possible at doors or entrances leading from public areas when such entrances are not intended to be used by the public.

12-2. Basic Organization Identification.

- a. The basic organization identification of Regional and Field Offices shall include the Department title and the appropriate Office designation indicated below:

Office	Basic Identification
Regional	U.S. Department of Housing and Urban Development Regional Office
Field	U.S. Department of Housing and Urban Development Field Office

- b. The "U.S." may be omitted on signs and building directories located in Federally-owned buildings since such buildings house only Federal Offices.

12-3. DIRECTORY BOARDS.

- a. The basic listing on building directories should be "Housing and Urban Development, U.S. Department of " followed by the office designation.
- b. Sub-listings may be added under the basic listing to the extent they are required. When listing a group of

(12-3.) organizations or officials with similar titles such as "Office Directors" in the Regional Office, the listing should be alphabetical as shown in the example below:

Director, Office of :
Administration
Community Planning and Development

Fair Housing and Equal Opportunity
Housing

- c. The official duty hours of the Office shall be indicated on the directory board.
- 12-4. Abbreviations, Lettering. Abbreviations such as HUD should be avoided on signs and building directories. They should be used only when space will not permit spelling out or when crowding will result. If more than one size lettering is used, the larger lettering should always be used for the Department title.
- 12-5. Display of Department Seal in the Field. The official seal of office for the Department will be prominently displayed as set forth below. Since the Department title is an integral part of the seal, it is generally not desirable to display the seal in proximity to a sign bearing the Department title.
- a. A plastic 3 dimensional type seal will be displayed:
- (1) In the principal reception area of Regional and Field Offices. It may be placed at the entranceway or inside the reception area.
 - (2) In the offices of the Regional Administrator-Regional Housing Commissioner and Manager, the seal may be inside the official's office or in his/her immediate reception area.
- b. A paper seal, (Form HUD-77), decal type, 10" diameter, may be displayed in other appropriate areas of HUD offices. This seal is normally displayed on the glass door(s) of the main reception area with the Department title painted in black lettering, 2-1/2" high. In view of the nature of the paper seal, it is not intended to be placed directly on a wall.
- c. No other seal is authorized for display in HUD Regional and Field Offices.

12-2

11/83

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- (12-5.) d. The seals are available from the Office of Administrative and Management Services and may be requested on a Form HUD 10.4, Requisition for Supplies, Equipment, Forms, Publication and Procurement Services.
- 12-6. Bulletin Boards. Bulletin boards and other display facilities may be provided for the dissemination of materials. In Headquarters, the Facilities Operations Division is responsible for ensuring the bulletin boards are properly maintained. In the Regional Office, the Administrative Services Division, and in Field Offices, the

Administrative Officer, have this responsibility. Posting materials of a political, sectarian, discriminatory or objectionable nature and advertisements of commercial firms and products are prohibited. Special exhibits and displays shall be approved by the aforementioned offices.

12-3

11/83
