

U.S. Department of Housing and Urban Development

ADMINISTRATION

Special Attention of: Administrative Officers
Regional Directors, Office of Administration
Records Management Liaison Officers

Transmittal Handbook No.: 2220.5 REV-2 CHG-1
Issued: April 18, 1991

1. This Transmits:

Change 1 to HUD Handbook 2220.5 REV-2, Printed Stationery

2. Explanation of Change:

The purpose of this change is to rescind the exception to the rule that allowed the printing of personalized notepads for Presidential Appointees, General Deputy Assistant Secretaries, staff office heads reporting directly to the Secretary, Regional Administrators and their Deputies. The only exceptions from this rule will be for the Secretary and Deputy Secretary.

3. filing Instructions:

Remove:	Insert:
Page 2-1 and 2-2 dated 8/88	Page 2-1 dated 4/91
	Page 2-2 dated 8/88

W-3-1, W-2, W-3, W-4, R-2, R-3, R-3-2, R-3-3, R-6,

R-6-2, R-7, R-7-2, R-8, R-9

W-3-1 Directives Management Officers--Headquarters and Regions, library, ACIR (Advisory Commission on Intergovernmental Relations)

W-2 HQ Office Directors, Special Assistants, those reporting directly to Assistant Secretaries

W-3 HQ Division Directors, those reporting directly to Office Directors, multiple copies for staff

W-4 Branch Chiefs, multiple copies for staff

R-2 Office Directors, Principal Assistants in Regional Administrators' offices

R-3 Bulk shipment to Regional Offices

R-3-2 Directors, Administrative Services Divisions and Administrative and Management Services Divisions, and Administrative staffs

R-3-3 Category D offices - bulk

R-6 Category A offices - Office Managers and Deputy Office Managers

R-6-2 Category A offices - Division Directors

R-7 Category B offices - Office Managers and Deputy Office Managers

R-7-2 Category B offices - Division Directors

- R-8 Category C offices - Office Managers and Deputy Office Managers
R-9 Directors and Deputy Directors, Offices of Indian Programs

U.S. Department of Housing and Urban Development

ADMINISTRATION

Special Attention of: Transmittal Handbook No.: 2220.5 REV-2

Issued: August 9, 1988

Administrative Officers

Regional Directors, Offices of Administration

Records Management Liaison Officers

1. This Transmits

HUD Handbook 2220.5 REV-2, Printed Stationery

2. Explanation of Charges

This Revision shortens the Handbook title, updates organizational titles, and expands on the responsibilities of each organizational unit. It also updates, and gives greater detail on, the stationery items authorized for Departmental use.

3. Filing Instructions

Remove:

Handbook 2220.5 REV,
dated 8/15/75

Insert:

Handbook 2220.5 REV-2,
dated August 9, 1988

HUD-23 (9-81)

W-3-1, W-2, W-3, W-4, R-2, R-3, R-3-2, R-3-3,

R-6, R-6-2, R-7, R-7-2, R-8, R-9

W-3-1 Directives Management Officers--Headquarters and Regions,
library, ACIR (Advisory Commission on Intergovernmental
Relations)

W-2 HQ Office Directors, Special Assistants,
those reporting directly to Assistant Secretaries

W-3 HQ Division Directors, those reporting directly to Office
Directors, multiple copies for staff

W-4 Branch Chiefs, multiple copies for staff

R-2 Office Directors, Principal Assistants in Regional
Administrators' offices

R-3 Bulk shipment to Regional Offices

R-3-2 Directors, Administrative Services Divisions and
Administrative and Management Services Divisions, and
Administrative staffs

R-3-3 Category D offices - bulk

- R-6 Category A offices - Office Managers and Deputy Office Managers
- R-6-2 Category A offices - Division Directors
- R-7 Category B offices - Office Managers and Deputy Office Managers
- R-7-2 Category B offices - Division Directors
- R-8 Category C offices - Office Managers and Deputy Office Managers
- R-9 Directors and Deputy Directors, Offices of Indian Programs