
Special Attention of:

Transmittal for Handbook No: 3252.1 Chg 1

Issued: 7/20/08

1. This Transmits: Handbook 3252.1 Chg 1, Software Configuration Management Policy, Chapter 3, Section 3-2, a change to subsection B.
2. Summary: To comply with the Office of the Inspector General (OIG) Audit Report, FY 2007 Review of Information Systems Controls in Support of the Financial Statements Audit (FISCAM), 2008-DP-003, dated March 4, 2008, the Office of the Chief Information Officer (OCIO) has incorporated the following change in section 3-2:

[From]

B. Prepare an SCM plan for each software project according to a documented procedure. The plan shall comply with HUD SDM Software Configuration Plan template.

[To]

B. Prepare a SCM plan for each software project according to the documented procedure for managing the configuration to the software, review it annually, and update it when changes occur. The plan shall comply with HUD SDM Software Configuration Plan template.

3. Filing Instructions:

Remove:

Chapter 3, Section 3-2 (B), dated 1/2002

Insert:

Chapter 3, Section 3-2 (B), dated 7/2008

Distribution: W-3-1