

U.S. Department of Housing and Urban Development
ADMINISTRATION

Special Attention of: Transmittal Handbook No.: 2400.13

Issued: October 31, 1986

1. This Transmits

Handbook 2400.13, Word Processing and Microcomputer Technology Policies and Procedures.

2. Summary

This handbook contains Departmental policies pertaining to the procurement, funding, implementation and management of Office Information Systems and the procedures to follow in complying with these policies.

3. Filing Instructions

Insert handbook 2400.13 dated October 1986.

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

R-7, R-8

- W-3-1 Directives Management Officers--Headquarters and Regions, library, ACIR (Advisory Commission on Intergovernmental Relations)
- W-1 Assistant Secretaries, Deputy Assistant Secretaries, General Counsel, staff offices reporting to the Secretary
- 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
- R-1 Regional Administrators, Deputy Regional Administrators
- R-2 Office Directors, Principal Assistants in Regional Administrators' offices
- R-3-2 Directors, Administrative Services Divisions and Administrative and Management Services Divisions, and Administrative staffs
- R-6 Category A offices - Office Managers and Deputy Office Managers
- R-7 Category B offices - Office Managers and Deputy Office Managers
- R-8 Category C offices - Office Managers and Deputy Office Managers

U.S. Department of Housing and Urban Development
ADMINISTRATION

Special Attention of: Transmittal Handbook No.: 2400.13 CHG-1

Issued: November 14, 1991

1. This Transmits

Handbook 2400.13 CHG-1, Wordprocessing and Microcomputer Technology Policies and Procedures.

2. Summary:

This handbook has been revised to require: that each manager be responsible for authorized use of software; that each software package be tracked for the current numbers of users as stipulated in licensing agreements; and that each user should be given a copy of software licensing agreement.

3. Filing Instructions:

Insert:

Page 5-5 CHG-1, dated 11/91

HUD-23 (9-81)

W-3-1, W-1, W-2, W-3, W-4, R-1, R-2, R-3-2, R-6, R-7,

R-8

- W-3-1 Directives Management Officers--Headquarters and Regions, library, ACIR (Advisory Commission on Intergovernmental Relations)
- W-1 Assistant Secretaries, Deputy Assistant Secretaries, General Counsel, staff offices reporting to the Secretary
- 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-1 Regional Administrators, Deputy Regional Administrators
- R-2 Office Directors, Principal Assistants in Regional Administrators' offices
- R-3-2 Directors, Administrative Services Divisions and Administrative and Management Services Divisions, and Administrative staffs
- R-6 Category A offices - Office Managers and Deputy Office Managers
- R-7 Category B offices - Office Managers and Deputy Office Managers
- R-8 Category C offices - Office Managers and Deputy Office Managers