



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-0500

OFFICE OF GENERAL COUNSEL

April 4, 2016

MEMORANDUM FOR: Holly K. Salamido, President, AFGE Local, 222

THRU John E. Anderson, Senior Advisor, Employee and Labor Relations  
Division, AHED  
*Sinthea Myrick Kelly*

FROM: Sinthea M. Kelly, Director, Administration Management & HR  
Division, CAGC

SUBJECT: LexisNexis for Microsoft Office Upgrade

This is a courtesy notice regarding an upgrade of the LexisNexis for Microsoft Office add-in for Office of General Counsel (OGC) users. OGC staff use the LexisNexis online research software in the course of the work. LexisNexis previously provided a Microsoft Office add-in that was installed on OGC staff workstations that provides direct access to legal research within the Microsoft Office application. It also validates legal citation formats and quickly recreates tables of authorities. Using this add-in feature reduces errors, speeds up work and prevents repetitive work.

LexisNexis has upgraded this add-in and OGC wants staff to benefit from the enhanced functionality. Because this upgrade only applies to OGC staff, the Office of Chief Information Officer (OCIO) needs the individual computer machine names for each person receiving the upgrade in order to create the customized install limited to OGC. The Field Management and IT Division (FMITD) Staff have created an Excel file that automatically captures the required machine and network connection information when opened on any workstation. The Excel file does not capture any personal information and the process is voluntary. This will be a one-time implementation to facilitate the upgrade. OCIO has approved the use of this file.

If you have any questions or concerns, please contact me at 202-402-4425 or Nina Aten at 202-2452.

Cc:  
Monique S. Love, HTNF  
Salvatore Viola, 2FPH