PROCEDURE NOTICE

RD MANUAL CHANGES

INSERT RD INS 2018-G U.S. GOVERNMENT MOTOR VEHICLE OPERATOR’S INSTRUCTIONS. This Instruction is partially revised to clarify several issues. Each driver must now certify that they have a valid operator’s license. Form RD 2018-3 was developed for those employees that do not already have an AD-728 or Form RD 2018-1 on file. A log must be maintained for vehicle usage and a new request form.

REMOVE
Table of Contents;
All Pages.

INSERT
Table of Contents revised;
Pages 1 through 11 revised 07-07-17.

RD HANDBOOK CHANGES

INSERT RD HB-1-3555 SFH GUARANTEED LOAN PROGRAM TECHNICAL HANDBOOK.

Chapter 16:

Paragraphs 16.2, the power of attorney language was updated to clarify when it may be utilized;

Paragraph 16.11(C)(1), language regarding the maximum hazard insurance deductible was modified;

Attachment 16-A, Reference to HUD-1 was updated to Closing Disclosure, link to the training resource library was updated and reference to Form RD 1980-18 was updated to Form RD 3555-18.

REMOVE
Table of Contents:
Pages 11 & 12;
Chapter 16 dated 03-09-16:
Pages 16-1 & 16-2 and 16-17 & 16-18; and Attachment 16-A.

INSERT
Table of Contents:
Pages 11 & 12 revised;
Chapter 16 dated 03-09-16:
Pages 16-1 & 16-2 and 16-17 & 16-18; and Attachment 16-A revised 07-07-17.

(OVER)

READ PROCEDURE – DISCUSS IN STAFF CONFERENCE – KEEP PROCEDURE MANUAL UP TO DATE
FORM
REPLACEMENT

RD 2018-2 (WSAL)

RURAL DEVELOPMENT VEHICLE ALLOCATION METHODOLOGY (VAM) dated 06-17.
Prescribed in RD Instruction 2018-G.
The Form and FMI are revised to add a block for the Departmental approval. This Form and FMI are available on the Rural Development Instructions home page (http://www.rd.usda.gov/publications/regulations-guidelines). No paper copy distribution of this form will be made, and it will not be stocked in the warehouse.

REMOVE
FMI dated 08-21-13.

INSERT
FMI revised 07-07-17.

RD 2018-3 (WSAL)

REQUEST TO RESERVE/USE GSA MOTOR VEHICLE dated 06-17. Prescribed in RD Instruction 2018-G. The Form and FMI are revised to provide a method of tracking requests to use a GSA motor vehicle and provides a certification that the requester of a motor vehicles has a valid operator’s license. This Form and FMI are available on the Rural Development Instructions home page (http://www.rd.usda.gov/publications/regulations-guidelines). No paper copy distribution of this form will be made, and it will not be stocked in the warehouse.

INSERT
FMI revised 07-07-17.

NO SPECIAL PROCEDURE NOTICE RELEASED.

ADMINISTRATIVE NOTICES RELEASED:
(See AN Checklist)