



Rural Development

September 17, 2018

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TO: Rural Development State Directors

ATTN: Single Family Housing Program Directors

FROM: Joel C. Baxley /s/ *Joel C. Baxley*  
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SUBJECT: Single Family Housing Guaranteed Loan Program  
Auxiliary Processing Unit Administrative Information

**BACKGROUND:**

In February 2018, the Single-Family Housing Guaranteed Loan Division (SFHGLD) launched the Auxiliary Processing Unit (APU) to help manage excess demand, and to standardize processing timeframes, for the Single-Family Housing Guarantee Loan Program (SFHGLP). Many of you currently have staff that applied for and were selected for a detail to the APU. Additional APU detail opportunities may occur over the course of the next 12 months.

Headquarters issued an Expression of Interest to staff the APU and received many resumes from interested employees. The original group selected consisted of 10 employees from 10 states covering all time zones. This group expanded in July to 25 employees, including three to assist in lender compliance and internal loan quality assurance.

**TRANSFER TO THE APU:**

- Headquarters works with the Office of Human Resources (OHR), including labor relations, to produce the necessary documentation for the details, such as the SF 52's. The OHR will also ensure that the employees detail is recorded in their official personnel folder.
- Detail opportunities are advertised internally via the RD All Employee Newsbox. The initial detail opportunity is for 120 days, however, an extension may be granted on a case-by-case basis for a period of up to one year or more. State Directors and Single Family Housing (SFH) Program Directors will be notified two weeks in advance of any detail extensions.
- The RHS Chief of Staff - Curtis Anderson, along with the SFH Deputy Administrator-Roger Glendenning, notifies state directors and program directors upon selection of an employee to the APU. This discussion includes the start date, duties of the selected employee, and any transfer of state-based SFHGLP processing to the APU. Employees are expected to work full time in the APU, however, arrangements can be made to transition work. Generally, staff on detail can carry their state-based SFHGLP work with them to the APU, but that work can be assumed by any APU team member.

EXPIRATION DATE:  
September 30, 2019

FILING INSTRUCTIONS:  
Housing Programs

- While on detail, employees should continue to participate in local activities such as wellness days and state meetings at the discretion of the State Director. Detailed employees continue to work from their current duty station or telework from a remote location, depending on the preference of the State Director. Employees are not expected to physically transfer to Washington DC. Some travel may be required for training and team-building purposes. Travel and training expenses associated with APU duties will be paid by Headquarters.
- The salaries and expenses of APU employees will be paid from the state office administrative budgets; appropriate funding will be allotted for each detailed employee's salary and benefits.

**SUPERVISION AND EMPLOYEE PERFORMANCE:**

Kevin Smith, SFHGLD, Senior Finance and Loan Analyst, manages and provides day-to-day supervision of the APU operation. When Kevin is unavailable, he will delegate these responsibilities to a member of the APU team.

**Fiscal year 2018 Performance Plans and Ratings**

- In accordance with Departmental regulations, employees detailed longer than 90 days will be assigned performance plans that align with their APU duties.
- Employees are assigned to Michelle Corridon, Deputy Director of the SFHGLD, in the WebTA and EmpowHR systems.
- Kevin Smith and Michelle Corridon will jointly complete FY 2018 performance ratings for employees that joined the APU in February 2018. Supervisors of record should complete interim performance ratings for the time prior to the employee's detail to the APU.
- Employees that joined the APU in August 2018 will have their performance rating completed by their supervisor of record.

**Fiscal Year 2019 Performance Plans and Ratings**

- National Headquarters will establish the FY2019 Performance Plans for employees that are assigned to the APU.
- If an employee is released from the APU during the performance plan period, Kevin and Michelle will complete an interim rating and provide it to the supervisor of record.

**RELEASE FROM APU:**

- Employees detailed to the APU are expected to remain in detail status for the next 12 months. However, if an employee's detail status creates a hardship for a state, the State Director should communicate that concern to the RHS Chief of Staff, and the employee may be returned to their position of record.

- Employees released from the APU will be reassigned in WebTA and EmpowHR to their supervisor of record.

Early indications are that the APU has provided many benefits to our customers and field offices. The APU has currently processed over 8,000 obligations and over 11,000 closings. This overflow channel has enabled us to provide better customer service to our lender partners, improve workflow turnaround times, and run the program more efficiently.

We appreciate your support of the APU and welcome any feedback or questions that you might have. Feel free to reach out to Roger Glendenning directly at (202) 692-0145 with any questions or concerns.

I look forward to collaborating with you all.

Sent by Electronic Mail 09-18-18 at 12:30 pm by Rural Housing Service. State Directors will notify all other personnel as appropriate.