

PROCEDURE NOTICE

NOTICE

INSERT RD INS 5001
(WSAL)

This Instruction is partially revised due to the publication of the Final Rule; technical correction entitled "[OneRD Guaranteed Loan Regulation, Correction](#)" dated July 15, 2022."

REMOVE
Pages 75 & 76.

INSERT
[Pages 75 & 76 \(Rev 1\)](#).

RD MANUAL CHANGES

INSERT RD INS 440.1
(WSAL)

INTEREST RATES, AMORTIZATION, GUARANTEE FEE, ANNUAL CHARGE, AND FIXED PERIOD. This Instruction is partially revised as follows:

Exhibit B is partially revised to update the Treasury Judgement rate and the effective date of August 1, 2022.

REMOVE
Exhibit B: Pages 1 & 2 (Rev 32).

INSERT
Exhibit B: [Pages 1 & 2 \(Rev 33\)](#).

INSERT RD INS 2036-A
(WSAL)

TRAVEL REGULATIONS AND POLICIES. This Instruction is partially revised to include the process for obtaining approval and reimbursement of local travel expenses.

The following language is added to paragraph 2036.10(c)(2):

(v) Approval for local travel expenses shall be made on a case-by-case basis. The traveler seeking reimbursement must clearly illustrate and justify those local costs incurred were additional, out-of-pocket expenses, and not part of the normal commuting expenses. The traveler is to obtain approval of local travel in advance of performing the travel, however in some instances a traveler may not have advance knowledge of expenses such as parking or tolls and, in those cases, may obtain post approval.

(vi) The traveler must complete Form AD-202, Travel Authorization, and obtain approval from their immediate supervisor and Budget Analyst prior to travel. Once travel is complete, the traveler must complete Form OF-1164, Claim for Reimbursement for Expenditures on Official Business, and obtain approval from their immediate supervisor and Budget Analyst. Once approval is obtained on Form OF-1164, the traveler must input a dollar transaction into WebTA for reimbursement.

REMOVE
Table of Contents,
Pages 1 & 2,
Pages 9 & 10,

INSERT
Table of Contents revised,
[Pages 1 & 2 \(Rev 1\)](#), and
[Pages 9 & 10 \(Rev 1\)](#) and
[10A added 07-22-22](#).

RD MANUAL CHANGES**REMOVE RD INS 2063-B
(WSAL)**

Performance Management System. HR Policy and Programs recommend this Instruction be rescinded and replaced with [Departmental Regulation \(DR\) 4060-4040-430](#), Employee Performance and Awards.

REMOVE

Table of Contents;
Pages 1 thru 16; and
Exhibit A thru D.

RECOGNITION PROGRAM. This Instruction is being made obsolete and is no longer valid since the establishment of the new Pass/Fail

FORMS**REPLACEMENT****RD 5001-4
(WSAL)**

full faith and credit of the United States and is incontestable except for fraud or misrepresentation of which the Lender has actual knowledge at the time it became such Lender or which Lender participates in or condones. The Form and FMI can be located on the eForms website [eForms Home \(usda.gov\)](#).

REMOVE

FMI dated 03-09-22.

INSERT

FMI revised 07-22-22.

**RD 5001-6
(WSAL)**

lender, and holder, setting forth the terms and conditions of an assignment of all or a portion of the guaranteed portion of a loan. The Form and FMI can be located on the eForms website [eForms Home \(usda.gov\)](#).

REMOVE

FMI dated 03-09-22.

INSERT

FMI revised 07-22-22.

**RUS Form 307
(WSAL)**

BID BOND revised 06-22. This Form is partially review to update #1 to allow a borrower the flexibility to set the Bid Bond amount from 0 to 10 percent of the maximum bid price; and

To update the PRA statement with new language provided by OIRA and to update the expiration date.

SPECIAL PROCEDURE NOTICE RELEASED:

SPECIAL PN dated 07-11-22. DISTRIBUTION: WSAL.

(RD Instructions 440.1, 1942-A, 1944-N, 1951-O, 1980-E, 3570-B, 4274-D, 4279-B, 4279-C, 4280-A, 4280-B, 4280-D, 4284-A, 4288-A, 4290-A, 5001-A and Handbooks HB-1-3550 and HB-2-3550).