

U.S. DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT
Washington, D.C 20250

MANUAL ISSUE No.
WSAL PN 531
DATE
November 15, 2019

PROCEDURE NOTICE

RD MANUAL CHANGES

**INSERT RD INS 2045-KK
(WSAL)**

**RURAL DEVELOPMENT'S PHASED RETIREMENT
PROGRAM** dated 11-15-19. The Phased
Retirement Program is a human capital

management and human resources tool to encourage experienced Federal employees to extend their contributions to the Agency. Phased Retirement allows certain employees who meet specific age and service requirements the opportunity to transition into retirement by continuing to work on a part-time basis and receive a portion of their annuity for the time they are not working. The Program is designed to provide agencies with expertise and continuity of operations in the short term, while preparing the next generation of experts for success. Entry into the Phased Retirement Program is strictly voluntary and requires an agreement between the Agency and the employee.

INSERT
Table of Contents;
Pages 1 thru 24;
Exhibits A and B.

RD HANDBOOK CHANGES

**INSERT RD HB-3560s
(WSAL)**

This Handbook is partially revised as follows:

Appendix 1:

The Appendix 1 is partially revised due to the publication of the Final Rule date October 25, 2017, entitled "Multi-Family Housing Program Requirements to Reduce Financial Reporting Requirements."

HB-1-3560, MFH LOAN ORIGINATION HANDBOOK, Appendix 1

REMOVE
Pages 25 & 26, 117 thru 120,
123 & 124, 129 thru 132.

INSERT
Pages 25 & 26, 117 thru 120,
123 & 124, 129 thru 132 revised 11-15-19.

HB-2-3560, MFH ASSET MANAGEMENT HANDBOOK, Appendix 1

REMOVE
Pages 25 & 26, 117 thru 120,
123 & 124, 129 thru 132.

INSERT
Pages 25 & 26, 117 thru 120,
123 & 124, 129 thru 132 revised 11-15-19.

HB-3-3560, MFH PROJECT SERVICING HANDBOOK, Appendix 1

REMOVE
Pages 25 & 26, 117 thru 120,
123 & 124, 129 thru 132.

INSERT
Pages 25 & 26, 117 thru 120,
123 & 124, 129 thru 132 revised 11-15-19.

(CON.)

RD HANDBOOK CHANGES
INSERT RD HB-1-3565
(WSAL)

GUARANTEED RURAL RENTAL HOUSING PROGRAM
ORIGINATION AND SERVICING HANDBOOK. This Handbook is partially revised as follows:

Appendix 1:

The Appendix 1 is partially revised due to the publication of the Final Rule dated October 15, 2019, entitled "Section 538 Guaranteed Rural Rental Housing Program Notice of Funding Availability Elimination with an effective date of November 14, 2019.

REMOVE

Table of Contents dated 02-23-12:
Pages 1 & 2, 5 & 6; and 13 & 14;
Chapter 1 dated 02-23-12:
Pages 1-5 & 1-6;
Chapter 3 dated 02-23-12:
Pages 3-23 & 3-24,
3-27 thru 3-30;
Chapter 4 dated 02-23-12:
4-1 thru 4-6, 4-9 thru 4-12,
4-15 & 4-16, 4-21 thru 4-24,
Attachment 4-A: Pages 7 & 8;
Chapter 11 dated 02-23-12:
Pages 11-5 & 11-6;
Glossary dated 02-23-12:
Pages 3 & 4; and
Appendix 1 dated 07-16-99:
Pages 7 thru 10, 15 thru 18,
23 thru 28.

INSERT

Table of Contents dated 02-23-12:
Pages 1 & 2, 5 & 6; and 13 & 14;
Chapter 1 dated 02-23-12:
Pages 1-5 & 1-6 revised;
Chapter 3 dated 02-23-12:
Pages 3-23 & 3-24 and
3-27 thru 3-30 revised;
Chapter 4 dated 02-23-12:
4-1 thru 4-6, 4-9 thru 4-12,
4-15 & 4-16, 4-21 thru 4-24,
Attachment 4-A: Pages 7 & 8 revised;
Chapter 11 dated 02-23-12:
Pages 11-5 & 11-6 revised;
Glossary dated 02-23-12:
Pages 3 & 4; and
Appendix 1 dated 07-16-99:
Pages 7 thru 10, 15 thru 18,
23 thru 28 revised 11-15-19.

FORM

NEW

RD 2045-13
(WSAL)

PHASED EMPLOYMENT/PHASED RETIREMENT
AGREEMENT dated 11-19. Prescribed in RD Instruction 2045-KK. This Form is the

agreement between the phased retiree and Rural Development for retaining the phased retiree in a part-time, permanent position while the employee receives a reduced retirement annuity from the Office of Personnel Management. This Form and FMI are available on the Rural Development Instructions home page (<https://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 dated 11-15-19.

FORM

REPLACEMENT

RD 3550-29

(WSAL)

are revised to reflect how the mortgage industry uses similar forms (cannot be used to amend the loan's interest rate/terms), to match the Promissory Note's terminology/format, and to make the form applicable for both secured and unsecured loans. This Form and FMI are available on the Rural Development Instructions home page (<https://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 12-01-06.

DOCUMENT ERRORS AND OMISSIONS

AGREEMENT revised 11-19. Prescribed in

RD Handbook HB-1-3550. The Form and FMI

INSERT

FMI revised 11-15-19.

NO SPECIAL PROCEDURE NOTICE RELEASED.

NO ADMINISTRATIVE NOTICES RELEASED.

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