



**United States Department of Agriculture**

Farm and Foreign Agricultural Services  
Risk Management Agency

**BULLETIN NO.: MGR-00-016.1**

**TO:** All Reinsured Companies  
All Risk Management Agency Field Offices  
All Other Interested Parties

**FROM:** Kenneth D. Ackerman /s/ Kenneth D. Ackerman 11/7/00  
Administrator

**SUBJECT:** Approval of Documents, Bulletins, Manuals, and Other Key Program Materials  
for Release by RMA; Notice of Delegation of Authority - Office of Research and  
Development

**BACKGROUND:**

Consistent with Manager's Bulletin No.: MGR-00-016, the Risk Management Agency (RMA) has been reviewing its internal concurrence and issuance procedures. As the review is completed for each functional area, I will formally delegate authority to the functional area to issue documents to the public or to private parties on RMA's behalf.

**ACTION:**

For documents issued by the Office of Research and Development (R&D), authority has been delegated to the Deputy Administrator for R&D to issue the following documents:

1. R&D Informational Memorandums, both numbered and unnumbered.
2. Handbooks and Manuals, including specifically those documents shown in Attachment A, plus similar handbooks and manuals as may be required from time to time.
3. Approvals of Non-reinsured Supplemental Policies.



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The Risk Management Agency Administers and Oversees  
All Programs Authorized Under the Federal Crop Insurance Corporation

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4. Approvals of Private Company Forms, Crop Handbooks, Claims Manuals, and Training Products. The Deputy Administrator may re-delegate this authority at his/her discretion.
5. Routine R&D correspondence. The Deputy Administrator for R&D may re-delegate to Directors of the Research and Evaluation Division, the Product Development Division, the Actuarial Division, and the Fiscal Operations and Systems Division authority to issue routine correspondence relevant to their divisions.
6. Authority is delegated to the Deputy Administrator for R&D to issue Reporting Organization (RO) Server Releases. The Deputy Administrator may re-delegate this authority at his/her discretion.

**DISPOSAL:**

When incorporated into the RMA operating procedures and revised delegations of authority.

Attachment

**Handbooks and Manuals Issued By The  
Office of Research and Development**

1. Adjusted Gross Revenue Standards Handbook, 18050 & 1850-1
2. Classification Standards Handbook, 24010
3. Crop Insurance Handbook, 18010
4. Cultivated Clam Pilot Underwriting Guide, 24100
5. Data Acceptance System Handbook, FCIC M-13
6. Document Standards Handbook, 24040
7. Florida Fruit Tree Pilot Underwriting Guide, 24110
8. Group Risk Plan Insurance Standards Handbook, 18040
9. Ineligible Tracking System Handbook, 24050
10. Loss Adjustment Standards Handbooks, 25000 series (one for each crop)
11. New Product Development Handbook, 23010
12. Nursery Crop Insurance Underwriting Guide, 24090
13. Submission Standard Handbook, 24120
14. T-Yield Guide Handbook, 24130
15. Written Agreement Handbook, 24020