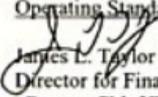




AUG 14 2000

MEMORANDUM FOR: All Users of the DOC Credit and Debt Management Operating Standards and Procedures Handbook

FROM:   
James L. Taylor  
Director for Financial Management and  
Deputy Chief Financial Officer

SUBJECT: Transmittal Memorandum Number No. 12  
Chapters 1, 2, 3, 4, 7, 8 and Appendix A of the Credit and Debt Management Operating Standards and Procedures Handbook (the Handbook)

Recent changes in law, policy, and technology have necessitated several very substantive revisions to the chapters and appendices of the Handbook that are listed below.

- Chapter 1 "Introduction"
- Chapter 2 "Responsibilities"
- Chapter 3 "Policy"
- Chapter 4 "Annual Improvement Plan and Annual Budget Submission"
- Chapter 7 "Debt Servicing"
- Chapter 8 "Billing and Collection"
- Appendix A "Procedures for Loan and Loan Guarantees"

Please note that the charge to debtors to cover administrative costs was increased from \$15.00 to \$25.00 (see Chapter 8, section 3.04). The Internet-based version of this Handbook is being provided in Portable Document Format (PDF) and can be accessed at the following address:

<http://www.osec.doc.gov/ofm/credit/cover.htm>

Any questions regarding this transmittal should be directed to Lodi Holzbaur, at (202) 482-0232 or by E-mail at [EHolzbaur@doc.gov](mailto:EHolzbaur@doc.gov).