

## IMPORTANT UPDATE

**TO:** Financial Aid Officers  
Student Loan Officers

**FROM:** Jerome Duran, Chief Operating Office  
Georgia Student Finance Commission

**DATE:** June 23, 2004

**SUBJECT:** COMMON MANUAL, *Why Draft a Policy Proposal?* Training Brief  
Issue 13

Georgia Student Finance Commission (GSFC) is pleased to provide you with the thirteenth issue of Training Brief.

This Brief describes the content of the policy proposal, the vehicle for developing text changes for the Common Manual. This Training Brief is provided in PDF format with the hope that you will share this version with co-workers.

If you have any questions about the enclosed Training Brief, please contact Jessie Cooper by phone at 770-724-9139 or email [jessiec@gsfc.org](mailto:jessiec@gsfc.org).

Attachment

**ISSUE 13****Why Draft a Policy Proposal?**

Ideas for updating the *Common Manual* (CM) come to the Policy Committee from FFELP community members in various ways. To expedite the process of converting ideas to actual policy proposals, the Committee encourages participants to submit suggestions for change via a standard format. This standard policy proposal format provides the Committee with concise information for:

- Referencing the location of the specific change requested.
- Understanding the objective of the change.
- Reviewing existing CM text with the change.
- Comparing the change to law, regulations, and federal guidance.
- Understanding the rationale for the change.
- Understanding the implications the change may have on FFELP participants.
- Evaluating the effective date and trigger event for the change.

Receiving ideas for changes to the manual's text in a standard format speeds the work of the Committee by allowing it to address the substantive issues and incorporate the proposal into the approval process much more efficiently.

The next issue will provide you with information about how to draft a policy proposal.