

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.