

ISSUE 4

Matrices Help Locate Restructured Text

Many *Common Manual* users were very familiar with the location of policy text in the July 2002 and previous versions of the manual. The restructure initiative divided 4 core chapters of the previous manual into 9 new chapters in the July 2003 manual. To guide users in finding the new location of the reorganized text, the Restructuring Subcommittee did the following:

- Developed matrices for each of the 9 new chapters.
- Located the matrices in front of the table of contents for easy reference.
- To use the matrices:
 - Find the location of text you are looking for in Column 2.
 - The new location of that text is located to the left in Column 1.
 - See Column 3 for notes pertinent to the relocation of subject text.

Example:

Restructuring Subcommittee Matrix for Chapter 5, Borrower Eligibility

New Location	Previous Location	Notes
5.11 Use of Telecommunications and Correspondence in Programs of Study	5.2.I, page 13, column 1, paragraphs 1 and 2	Note: paragraph 3 of previous 5.2.I has been moved to new 6.5.B and 6.6.D; paragraph 4 of previous 5.2.I has been moved to new 6.5.B