TO: Common Manual Governing Board Representatives
Interested Industry Groups and Others

FROM: Michelle Anderson, Co-Chair
Common Manual Policy Committee

RE: Approved Common Manual Policy Updates
[Batch 197: Proposals 1291 and 1292]

DATE: January 21, 2014

In its January 16, 2014, meeting, the Common Manual Governing Board approved the two policy proposals in Batch 197 (proposal numbers noted above).

The approved policies may now be implemented based on their individual effective dates. Updates for these policies will be published in three separate forums for reference:

- Common bulletin language will be distributed for publication in about 10 days.
- The revised policy text will be incorporated into the next version of the Integrated Common Manual (ICM). The ICM is available on many guarantor websites and is also available on the Common Manual website at www.commonmanual.org.
- The revised policy language will be included in the 2014 electronic (ECM) version of the Common Manual.

If you have any questions about these proposals or the activities of the Policy Committee, please contact Michelle Anderson via phone at 512-219-4608 or via email at michelle.anderson@tgsic.org.

Enclosures: Policy Proposal Transmittal (1)
Common Manual Policy Proposals (1291 and 1292)