



**United States Department of Agriculture  
Rural Development  
Oregon State Office**

September 25, 2008

**SUBJECT:** Servicing and Collections  
**TO:** All Rural Development Employees  
Oregon

**PURPOSE/INTENDED OUTCOME:**

The purpose of this Administrative Notice (AN) is to emphasize the requirement for the monthly review of collections, the annual review of collections, and the requirement to keep the State Director informed of all collection reviews

**COMPARISON WITH PREVIOUS AN:**

This AN replaces AN 1302 (1951-B).

**IMPLEMENTATION RESPONSIBILITIES:**

USDA Rural Development Employees authorized to handle collections will do so in accordance with Instructions 1951-B. The instruction may be reviewed in its entirety at: <http://www.rurdev.usda.gov/regs/regs/pdf/1951b.pdf>.

In accordance with RD Instruction 1951-B, subsection 1951.61, files are to be maintained as follows:

1. Due to the reduced volume of collection activities, files will be established and maintained on a fiscal year (FY) basis.
2. Area Directors/Rural Development Managers are responsible for completing monthly reviews of collections using Form RD 1951-44, Management Control Review of Field

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**EXPIRATION DATE:**  
September 30, 2008

**FILING INSTRUCTIONS**  
Preceding RD Instruction 1951-B

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Office Collection Activities, in all offices they supervise. These monthly reviews are to be maintained in Position 4 of the 1951 Collections file.

3. The Management Control Officer (MCO) is designated as the person responsible for completing an annual review of collections (Form RD 1951-44) for all offices. Your Annual 1951-B Collections file must be forwarded to the MCO by October 15<sup>th</sup> of each FY. The MCO will complete the review and return the file, with the completed Form RD 1951-44, to the Area Director/Rural Development Manager.

In accordance with RD Instruction 1951-B, subsection 1951.61 (b), filing positions for operation files, Oregon will maintain the FY collection files as follows:

Position 1: Form RD 1951-49, Register of Collections

Position 2: Register of Schedule of Remittance; On-line account history/payment status screens (screen prints) documenting collections received and transmitted (i.e. DLOS Borrower History Display screen).

Position 3: Form RD 1951-60, Field Office Remittance Reconciliation Report; Form RD 451-2, Schedule of Remittances; Form RD 3550-17, Funds Transmittal Report; Form 3550-26, Substitute Payment Coupon; Form RD 1940-10, Cancellation of U.S. Treasury Check and/or Obligation; and copies of all pertinent documents (checks, money orders, etc.) that complete the collection package.

Position 4: Form RD 1951-44, Management Control and Field Office Collection Activities for monthly and annual reviews and documentation of problems noted and corrective actions taken, etc.

Collection activities will continue to be reviewed by the Management Control Officer as part of the State Internal Review (SIR) process. If you require additional guidance regarding collection activities, please contact Steven Maged, Management Control Officer.

*for*  
  
MARK SIMMONS  
State Director