



**United States Department of Agriculture**

Farm and Foreign Agricultural Services  
Risk Management Agency

**BULLETIN NO.: MGR-00-016.3**

**TO:** All Reinsured Companies  
All Risk Management Agency Field Offices  
All Other Interested Parties

**FROM:** Kenneth D. Ackerman /s/ Kenneth D. Ackerman 1/18/01  
Administrator

**SUBJECT:** Approval of Documents, Bulletins, Manuals, and Other Key Program Materials  
for Release by RMA; Notice of Delegation of Authority - Office of Insurance  
Services

**BACKGROUND:**

Consistent with Manager's Bulletin No.: MGR-00-016, the Risk Management Agency (RMA) has been reviewing its internal concurrence and issuance procedures. As the review is completed for each functional area, I am formally delegating authority to the functional area to issue documents to the public or to private parties on RMA's behalf.

**GENERAL DELEGATION:**

The Deputy Administrator for Insurance Services is delegated general management authority and responsibility for:

1. Delivery of Federal crop insurance and RMA programs through public and private sector partners including the authority to negotiate, review, authorize and sign reinsurance agreements or treaties and contracts which obligate the agency into formal arrangements with private insurance companies.
2. Implementing strategies and programs to partner with public and private entities to deliver educational programs to farmers and ranchers which increase awareness of the financial risks in agricultural production; inform producers of available risk management tools; and increase producers' skill in making risk management decisions.



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3. Providing consistent direction and problem resolution for the Federal crop insurance program relating to underwriting, claims, and loss adjustment for all parties involved in RMA programs.
4. Managing a system of Regional Offices to provide service and program expertise to internal and external entities.
5. These functions, authorities, and responsibilities may be delegated and re-delegated to managers within the Office of Insurance Services; however the Deputy Administrator for Insurance Services retains ultimate responsibility and accountability for policies, decisions, actions, and communications that come from that office.

**ISSUANCE AUTHORITY:**

The Deputy Administrator for Insurance Services is delegated authority to sign and issue the documents listed in Attachment A, subject to the review and concurrence requirements specified therein. This authority may be re-delegated to managers within Insurance Services as appropriate, however the Deputy Administrator for Insurance Services retains ultimate responsibility and accountability for issuances from Insurance Services. Documents that originate in Insurance Services to be signed by others are subject to review and concurrence as indicated in Attachment B.

**ACTION:**

For documents issued by the Office of Insurance Services (IS), authority has been delegated to the Deputy Administrator for IS to issue the following documents:

1. IS Informational Memorandums.
2. Routine IS correspondence. The Deputy Administrator for IS may re-delegate to Directors of the Risk Management Services Division, Reinsurance Services Division, and Risk Management Education Division authority to issue routine correspondence relevant to their divisions.
3. Memorandums of Understanding/Cooperative Agreements. The Deputy Administrator for IS is authorized to identify local, state and Federal agencies, or other external organizations for the purposes of entering into cooperative arrangements for the promotion of Agency program initiatives. These cooperative arrangements which may take the form of a Memorandum of Understanding or a Cooperative Agreement may include Agency funding as well as funding from the external participating agencies or organizations.

4. Reinsurance Agreements, Plans of Operations and Related Procedures. The Deputy Administrator for IS is authorized to create and enter into reinsurance arrangements, plans of operation, and related procedures that outline the requirements, duties and responsibilities of the Agency and insurance providers for the purposes of delivering Federal crop insurance programs and/or other risk management programs as appropriate. Such reinsurance arrangements shall also provide funding to insurance providers as allowed by Federal law.
5. Final MGR-001 Determinations. Insurance providers may request relief from the immediate repayment to FCIC of an overpaid indemnity when such indemnity was paid as a result of a concealment, misrepresentation, or fraud committed on the part of the policyholder. Upon completion of the insurance provider's efforts to collect the overpaid indemnity from the policyholder, the Deputy Administrator for IS is authorized to issue a Final MGR-001 Determination.
6. Settlement Agreements. Under 7 C.F.R. § 400.169 (a) and (c), the period between the Final Administrative Determination and the appeal to the Board of Contract Appeals opens an opportunity for the negotiated settlement of determinations made under reinsurance agreements, memorandums of understanding and cooperative agreements.
7. Disaster Management. Documents pertaining to National security and emergency preparedness responsibilities delegated to the Agency Administrator.
8. Congressional correspondence written to Regional Offices which does not change policy and procedure may be issued under the authority of routine correspondence.
9. Regional Office Directors are authorized to re-delegate approval of written agreements to appropriate staff members.

**DEFINITIONS:**

**“Approval”** Signature authority is delegated to the head of the organization identified with the document.

**“Concurrence”** is a form of review in which the concerns must be resolved before the document is signed. Non-concurrences should be resolved by a decision memorandum from the author to the signing authority at the next level above the conflicting parties, setting forth the arguments of the conflicting positions and a recommended course of action. Once coordination is complete and all conflicts are resolved the issuing office may sign and release the document.

**“Review”** consists of reading the material for accuracy, content and policy implications from the reviewer's organizational point of view and providing informational comments and factual corrections.

“**Routine**” means the document contents are within well established precedents and guidelines. No new policies are set by the document.

**DISPOSAL:**

When incorporated into the RMA operating procedures and revised delegations of authority.

Attachments