



**United States Department of Agriculture**

Farm and Foreign Agricultural Services  
Risk Management Agency

**INFORMATIONAL MEMORANDUM**

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

FROM: Robert J. Prchal /s/ Robert J. Prchal 12-17-99  
Deputy Administrator for Insurance Services

SUBJECT: Request for Nomination of Workgroup Members

This memo is to follow-up on issues discussed at the recent Insurance Services/Industry Partnering Effort Meeting in Cincinnati, Ohio. We appreciate the very positive comments received from meeting participants. We also discussed these issues and the formation of workgroups at the Information Technology Manager's Meeting held in Kansas City, Missouri, on December 8 and 9, 1999.

During each meeting, we discussed three business areas that we are asking for your direct participation to develop implementation plans. We believe workgroups should be established to review current procedures and processes, identify needed changes, and make recommendations to management for program improvement. The business areas are Manual 14 - Guidelines and Expectations for Delivery of the Federal Crop Insurance Program; E-Commerce; and Written Agreements. Listed below are each workgroup's responsibilities:

**M-14 (2 sub-workgroups):**

- 1) A workgroup to review and/or revise M-14 definitions including a defined method for determining error rates, and a workgroup to focus on review selection requirements and the reporting process;
- 2) Review Manual 14 to identify current and needed efficiencies in the review process and recommend needed revisions;
- 3) Conduct an impact analysis on the proposed revisions;
- 4) Communicate recommendations to RMA/Industry management for 2002 reinsurance year.



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**E-Commerce:**

- 1) Review various legislation directing use of E-commerce.
- 2) Examine where E-commerce is applicable to the delivery of crop insurance.
- 3) Identify relative issues within the crop insurance program and the insurance industry.
- 4) Prepare a report for RMA/Industry management outlining recommendations as to the use of E-commerce to deliver and/or service crop insurance programs.

**Written Agreement:**

- 1) Identify written agreement issues.
- 2) Outline possible resolutions to issues.
- 3) Evaluate impact to modify systems.
- 4) Make recommendations to RMA/Industry management for changes.
- 5) Prepare procedures for implementation of new written agreement process.

The workgroups will conduct the majority of their work independently through teleconferences and email with minimal workgroup meetings and should be comprised of both system and program experts. We hope that nominations for each workgroup will represent a cross-section of expertise within each insurance provider.

Please review the above responsibilities and submit your nominations to E. Heyward Baker, Director of Reinsurance Services Division, 14<sup>th</sup> and Independence Avenue, S.W., Stop 0804, Room 6727, Washington, D.C. 20250, by close of business January 10, 2000. Your nominations may also be faxed to 202/690-3604.