

POLICY PROPOSALS APPROVED AT GOVERNING BOARD MEETING DECEMBER 15, 2011

TO: Common Manual Governing Board Representatives

Interested Industry Groups and Others

FROM: Stephanie Aylor and Robert Powell, Co-Chairs

Common Manual Policy Committee

RE: Approved Common Manual Policy Updates

[Batch 182: Proposals 1258 – 1259]

DATE: December 16, 2011

In its December 15, 2011, meeting, the *Common Manual* Governing Board approved the two policy proposals in Batch 182 (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 2012 paper and electronic (ECM) versions of the Common Manual.

If you have any questions about the enclosed proposals or any aspect of the *Common Manual* process, please contact Stephanie Aylor by email at Stephanie.aylor@TN.gov or phone at 615-253-7485 or Robert Powell at 573-526-0173 or by email at robert.powell@dhe.mo.gov.

Enclosures: Policy Proposal Transmittal (1)

Common Manual Policy Proposals (1258 – 1259)