

6-- ADMINISTRATION	1-- BUSINESS SERVICES	2-- PERSONNEL	3-- FISCAL SERVICES*	4-- PROGRAM OPERATIONS
00- GENERAL	10- GENERAL	20- GENERAL	30- GENERAL	40- GENERAL
000 General	100 General	200 General	300 General	400 General
001 Functions	101 Minor Purchases and Services	201 Information for Employees	301 Personnel Management	401 Program Reviews
002 Policy	102 Checks and Bonds	202 Delegated (Paragon) Authorities	302	402 Supervised Bank Accounts
003 Inter-Agency Relations	103 Shipments of Negotiable Bonds	203 PERSONNEL MANAGEMENT	303 Insured Loans	403 Voluntary Debt Adjustment
004 Official Meetings	104 Availability of Materials & Records	204 Standards of Performance	304	404 Borrower Case Classification
005 Notices Public	105 Identification Cards	205 Equal Employment Opportunity	305	405 Management System
006 Civil Defense	106	206	306	406 Work Organization
007 Contingency Plans	107	207 Conduct	307	407 Account Codes
008	108	208 Adverse Actions	308	408 Substitutions - Courses
009	109 Reports	209 Reports	309	409 RURAL Development
01- ORGANIZATION	11- SPACE	21- POSITION CLASSIFICATION	31- BUSINESS SERVICES	41- FAMILIES
010 General	110 General	210 General	310 General	410 General
011 National Office	111	211 Specifications	311 Space	411
012 Finance Office	112	212 Positions	312 Property and Supply	412
013 Stage Office	113	213 Surveys	313 Reproduction	413
014 County Office	114	214	314 Communications	414
015 Directory	115	215	315 Records	415
016	116	216	317	416
017	117	217	317	417
018	118	218	318	418
019	119	219 Records and Reports	319 Reports	419
02- MANAGEMENT	12- PROPERTY AND SUPPLY	22- HOURS AND PAY	32- ADMINISTRATIVE ACCOUNTING	42- REAL PROPERTY
020 General	120 General	220 General	320 General	420 General
021 Procedures and Forms	121 Acquisition	221 Time and Attendance	321	421 Appraisal
022 Authority Redelegations	122 Custody	222 Hours	322 Administrative Expense Vouchers	422
023 Suggestions and Awards	123 Disposition	223 Overtime	323 Program Dockets	423
024 Improvement	124	224 Holidays	324 Claims	424 Construction and Repair
025 Administrative Bonds	125	225	325 Post-Payment Operations	425 Taxes
026 Work Measurement	126	226	326 Investigations	426 Property Insurance
027 Reports Management	127	227	327	427 Title Clearance and Loan Closing
028 Position Management	128	228	328	428
029	129	229	329 Reports	429
03- BUDGETS	13- REPRODUCTION	23- EMPLOYMENT	33-	43- SUPERVISION
030 General	130 General	230 General	330	431 Planning with Individuals
031 Estimates	131	231 Probationary Periods	331	432 Record Keeping - Individuals
032 Commitments	132	232 Official Personnel Folders	332	433 Analysis of Individual Operations
033 Control	133	233	333	434 Supervisory Visits - Methods - Individuals
034 Codes and Titles	134	234	334	435 Recreation Enterprises
035	135	235	335	436 Home Services
036	136	236 County and State Committees	336	438
037	137	237 Military Service	337	439 Other Supervisory Methods
038	138	238	338	
039	139	239 Reduction in Force and Reassignment	339	
04- STATISTICS	14- COMMUNICATIONS	24- TRAINING	34- LOAN ACCOUNTING	44- LOAN AND GRANT MAKING
040 General	140 General	240 General	340 General	440 General
041 Historical	141 State and County Offices	241 Orientation	341 Direct Soil and Water Conservation	441 Operating, Emergency, and Economic Opportunity
042 Special	142 National Office	242 County Office Positions	342 Production-Type Loans	442 Farm Ownership and Soil and Water
043	143	243 State Office Positions	343 Farm Housing Loans	443 Housing
044	144	244	344 Insured Soil and Water Conservation Loans	444
045	145	245	345 Insured Farm Ownership Loans	445 Resource Conservation and Development
046	146	246	346 Miscellaneous	446 Watershed
047	147	247	347 Direct Farm Ownership Loans	447 Guaranteed Loans
048	148	248	348 Controls	448
049	149	249	349 Reports	449
05- AUDITS AND INVESTIGATIONS	15- RECORDS	25- PERFORMANCE RATINGS	35-	45- ACCOUNT SERVICING
050 General	150 General	250 General	350	450 General
051	151 County	251	351	451 Servicing and Collections
052 Investigations	152 State	252 Processes	352	452 Renewal-Operating Loans
053	153 National	253	353	453
054	154	254 Appeals	354	454 Association
055	155	255 Actions	355	455 Liquidations
056	156	256	356	456 Debt Settlement
057	157	257	357	458
058	158	258	358	459
059	159	259 Records and Reports	359	460 General
06- [REDACTED]	16- TRAVEL	26- EMPLOYEE RELATIONS & SERVICES	36- FINANCE CONTROL ACCOUNTING	46- SECURITY SERVICING
060	160 General	260 General	360 General	461
061	161 Request for Authorization	261 Fund Raising	361 Allotment Ledger	462 Personal Property
062	162 Issuance of Authorization	262 Incentive Awards	362 General Ledger	463
063	163 Performance and Reimbursement	263 Grievances and Appeals	363 Collections and Accountability	464
064	164	264 Health	364	465 Real Property
065	165	265 Services and Welfare	365	466
066	166	266 Representation	366 Fund Adjustments	467
067	167	267	367	468
068	168	268	368	469
069	169	269	369 Reports	47- INSURED LOAN - LENDER RELATIONSHIP
07- INFORMATION	17- CHANGE OF OFFICIAL STATION	27- LEAVE	37- BUSINESS MACHINES	470 General
070 General	170 General	270 General	370 General	471 Assignments
071 Public Information	171 Request for Authorization	271 Annual Leave	371 Direct Soil and Water Conservation Loans	472
072 Publications	172 Issuance of Authorization	272 Sick Leave	372 Production-Type Loans	473
073	173 Performance and Reimbursement	273 Leave Without Pay	373 Farm Housing Loans	474
074	174	274 Miscellaneous Leave	374 Insured Soil and Water Conservation Loans	475
075	175	275	375 Insured Farm Ownership Loans	476
076	176	276	376 Miscellaneous Loan Accounting	477
077	177	277	377 Direct Farm Ownership Loans	478
078	178	278	378 Controls	479
079	179	279	379 Reports	48- RESERVED MINERAL INTERESTS
08- HOUSING & URBAN DEVELOPMENT	18- TORT CLAIMS	28- SAFETY AND INJURY COMPENSATION	38- DATA PROCESSING	480 General
080 General	180 General	280 General	380 General	481 Sale and Disposal
081	181	281 Accident Prevention	381 System Design	482
082	182	282	382 Programming	483
083	183	283 Injury Compensation	383 Operations	484
084	184	284	384 Card Punch	485
085	185	285	385	486
086	186	286	386	487
087	187	287	387	488
088	188	288	388	489
089	189	289	389	49- REPORTS
09-	19-	29- RETIREMENT AND INSURANCE	39- FINANCIAL REPORTS	490 General
090	190	290 General	390 General	491
091	191	291 Administration - Retirement	391 Daily Reports	492 County Office
092	192	292 Technical Operations - Retirement	392 Weekly Reports	493 State Office
093	193	293	393 Biweekly Reports	494 Finance Office
094	194	294 Health Insurance	394 Semimonthly Reports	495 National Office
095	195	295 Group Life Insurance	395 Monthly Reports	496
096	196	296	396 Quarterly Reports	497
097	197	297	397 Semiannual Reports	498
098	198	298	398 Annual Reports	499
099	199	299	399	

* This series is primarily for use in classifying internal procedures issued by the Finance Office.

EXHIBIT A