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Description of document:	Title/cover page and the table of contents for three Export-Import Bank of the United States (EXIM Bank) manuals: <ul style="list-style-type: none">• Loan, Guarantee and Insurance Manual, (undated)• Asset Management Division Operating Manual, 2009• Operations and Management Reporting Division Manual, Credit Administration, Disbursement of Guarantees and Loans, 2017
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EXPORT-IMPORT BANK
OF THE UNITED STATES

November 16, 2017

Via Electronic Mail

Re: FOIA Request # 201800006F

This is the final response to your Freedom of Information Act (FOIA) request to the Export-Import Bank of the United States (Ex-Im Bank). We received your request in our FOIA Office via U.S. Mail on October 23, 2017. You requested “a copy of the title/cover page and the table of contents for the Loan, Guarantee and Insurance Manual, Asset Management Division Operating Manual and The Operations and Data Quality Division Manual.”

We conducted a comprehensive search of the files within the Office of the CFO, Asset Management Division; the Office of Innovation and Performance, Operations and Management Reporting and the Office of the SVP Credit and Risk Management, Credit Policy Division for records that would be responsive to your request. These are the components within Ex-Im Bank in which responsive records could reasonably be expected to be found. The search produced the attached records. After carefully reviewing the responsive documents, we have determined they are releasable in their entirety; no deletions or exemptions have been claimed. For your convenience, we are attaching the documents to this message as PDF files. Also, please note that the Loan, Guarantee and Insurance Manual does not have a cover page.

For your information, Congress excluded three discrete categories of law enforcement and national security records from the requirements of the FOIA. See 5 U.S.C. §552(c) (2006 & Supp. IV 2010). This response is limited to those records that are subject to the requirements of the FOIA. This is a standard notification that is given to all of our requesters and should not be taken as an indication that excluded records do, or do not, exist.

Ex-Im Bank’s FOIA regulations at 12 C.F.R.404.9 (a) state that Ex-Im Bank shall charge fees to recover the full allowable direct cost it incurs in processing request. In this instance, because the first 100 pages are free, there is no charge.

I trust that this information fully satisfies your request. If you need further assistance or would like to discuss any aspect of your request please do not hesitate to contact our FOIA Public Liaison, Ms. Lennell Jackson at (202) 565-3290 or by E-Mail at Lennell.Jackson@exim.gov.

Sincerely,



Lisa Terry
Chief FOIA Officer

Attachment: Responsive Documents (1 PDF file)

Loan, Guarantee and Insurance Manual Table of Contents - Summary

Chapter	Table of Contents	As Of	link
Preface	Purpose, Scope and Organization of Manual	05/17	PDF
Chapter 1	Overview of the Credit Process	06/17	PDF
Chapter 2	Credit Environment	05/17	PDF
Chapter 2	Exhibit A	05/17	PDF
Chapter 3	Financing Products	05/17	PDF
Chapter 4	Application Intake	06/17	PDF
Chapter 5	Standard Letter of Interest	06/17	PDF
Chapter 6	Standard Medium-Term Preliminary Commitments, Final Commitments and Insurance Applications	06/17	PDF
Chapter 7	Standard Long-Term Preliminary Commitments and Final Commitments	05/17	PDF
Chapter 8	Standard Credit Structure	05/17	PDF
Chapter 9	Credit Documentation	09/17	PDF
Chapter 10	Approved Finance Providers: Insured Lenders and Master Guarantee Agreements	06/17	PDF
Chapter 10	Appendices		
	CH 10 Appendix 10-A	07/17	PDF
	CH 10 Appendix 10-B1	06/17	PDF
	CH 10 Appendix 10-B2	06/17	PDF
	CH 10 Appendix 10-B3	06/17	PDF
	CH 10 Appendix 10-C1	06/17	PDF
	CH 10 Appendix 10-C2	06/17	PDF
	CH 10 Appendix 10-C3	06/17	PDF
	CH 10 Appendix 10-D1	06/17	PDF
	CH 10 Appendix 10-D2	06/17	PDF
Chapter 11	Amendment and Cancellation	06/17	PDF
Chapter 12	Credit Guarantee Facilities	06/17	PDF
Chapter 13	Aircraft Finance	09/17	PDF
Chapter 13	Appendices		
	CH 13 Appendix 13-A thru D	09/17	PDF
	CH 13 Appendix 13-E	09/17	PDF
	CH 13 Appendix 13-F	09/17	PDF
	CH 13 Appendix 13-G	09/17	PDF
Chapter 14	Project Finance	05/17	PDF
Chapter 15-A	Chapter 15 - A Short-Term Insurance - Multibuyer Policies Underwriting Manual	03/17	PDF
	Appendices		
	Appendix A Broker Application and Broker Code of Conduct	02/16	PDF
	Appendix B Sample Quotation Underwriting Summary	02/16	PDF
	Appendix C SBCL Underwriting Summary	02/16	PDF
	Appendix-D Multibuyer Policy Text	02/16	PDF

	Appendix E Express Ins Policy Text	02/16	PDF
	Appendix F Industry Loss Ratio	02/16	PDF
Chapter 15-B	Short-Term Insurance-Single Buyer Policies Underwriting Manual	05/17	PDF
Chapter 15-B	Appendices to Chapter 15 Part B:		
	Appendix 15-A(1) ESS Process in Ex-Im Online	05/17	PDF
	Appendix 15-A(2) Guidance for Preparation of ESS Policy Credit Memoranda	05/17	PDF
	Appendix 15-B(1) FIBC Process in Ex-Im Online	05/17	PDF
	Appendix 15-B(2) Guidance for Preparation of FIBC Policy Credit Memoranda	05/17	PDF
	Appendix 15-C(1) IBCL Process in Ex-Im Online	05/17	PDF
	Appendix 15-C(2) Guidance for Preparation of IBCL Credit Memoranda	05/17	PDF
	Appendix 15-D Berne Union	05/17	PDF
Chapter 16	Working Capital Guarantee Program	05/17	PDF
Chapter 16	Overview of the Working Capital Guarantee Program (16.1)	05/17	PDF
Chapter 16	Credit Memorandum (16.2)	05/17	PDF
Chapter 16	Approval Process (16.3)	05/17	PDF
Chapter 16	Special Conditions (16.4)	05/17	PDF
Chapter 16	Waivers/Side Letters and Amendments (16.5)	05/17	PDF
Chapter 16	Annual Reviews (16.6)	05/17	PDF
Chapter 16	Fast Track Loan Facilities (16.7)	05/17	PDF
Chapter 16	Problem Loans (16.8)	05/17	PDF
Chapter 16	Delegated Authority Case Processing (16.9)	05/17	PDF
Chapter 16	Delegated Authority Lender Evaluation Procedures (16.10)	05/17	PDF
Chapter 16	Policies and Procedures for Delegated Authority Lender Examinations Working Capital Guarantee Program Business Credit Division (16.11)	05/17	PDF
Chapter 16	Supply Chain Finance Guarantee Program Overview (16.12)	05/17	PDF
Chapter 16	Appendices		
	CH 16 WCGP Manual Appendix A	05/17	PDF
	CH 16 Appendix B MGA	05/17	PDF
	CH 16 Appendix C Borrower Agreement	05/17	PDF
	CH 16 Appendix D Delegated Authority Letter Agreement	05/17	PDF
	CH 16 Appendix E Loan Authorization Notice	05/17	PDF
	CH 16 Appendix F Loan Authorization Agreement	05/17	PDF
	CH 16 Appendix G Economic Impact Certification	05/17	PDF
	CH 16 Appendix H Fast Track Lender Agreement	05/17	PDF
	CH 16 Appendix I Fast Track Borrower Agreement	05/17	PDF
	CH 16 Appendix J Fast Track Loan Authorization Agreement	05/17	PDF
	CH 16 Appendix K WCGP Claims Checklist	05/17	PDF
	CH 16 Appendix L Sample Waiver and Amendment Letters	05/17	PDF
	CH 16 Appendix M Sample Credit Memoranda	05/17	PDF
	CH 16 Appendix N Exporter Supply Chain Guarantee Program	05/17	PDF
Chapter 17	Global Credit Express ("GCE")	06/17	PDF
Chapter 17	Appendices to Chapter 17:		

	Appendix 17-A Global Credit Express Application Form	06/17	PDF
	Appendix 17-B CRTI Request Form	06/17	PDF
	Appendix 17-C Exporter Score Worksheet	06/17	PDF
	Appendix 17-D Credit Memorandum template	06/17	PDF
	Appendix 17-E Commitment Letter with Annex A template and sample Special Conditions	06/17	PDF
	Appendix 17-F Operative Memorandum template	06/17	PDF
	Appendix 17-G Global Credit Express Credit Standards	06/17	PDF
Chapter 18	Tied Aid	09/17	PDF
Chapter 18	Attachment A	03/14	PDF
Chapter 19	Private Export Funding Corporation	04/17	PDF
Chapter 20	Co-Financing	05/17	PDF
Chapter 20	Attachment I & II	05/17	PDF
Chapter 21	Sub-sovereign Risk	06/17	PDF
Chapter 22	Post Operative Monitoring	05/17	PDF
Chapter 23	Credit Policy	05/17	PDF
Chapter 24	Credit Review & Compliance Division	05/17	PDF
Chapter 24	Appendices to Chapter 24:		
	Appendix 24-A CRTI Transaction Due Diligence Guidelines (includes Attachments 1 - 4)	05/17	PDF
	Attachment 5 Due Diligence CRTI Risk Screening Request Form	05/17	XLS
Chapter 25	Changes Impacting LO Procedures Bankwide	05/17	PDF
Chapter 26	Customer Experience Office	05/17	PDF

Please refer to the "Important Notice" in the Preface of this manual.

[Top of Page.](#)

ASSET MANAGEMENT DIVISION OPERATING MANUAL

***FUNCTIONS, RESOURCES, GOAL AND OBJECTIVES, EMPLOYEE
STANDARDS***



TABLE OF CONTENTS

INTRODUCTION.....	5
1. OVERVIEW.....	6
1.1 GLOBAL OBJECTIVE.....	6
1.1.1. Risk Management Approach	7
1.1.2. Risk Tolerance Level	7
1.1.3. Determination Of Current Portfolio Risk Level	7
1.1.4. Process Of Risk Adjustment	7
1.1.5. Monitoring	8
1.1.6. Ongoing Process Review And Improvement	8
1.2. ORGANIZATIONAL CONSIDERATIONS	8
1.2.1. Inclusion within Office of CFO	8
1.2.2. Management Oversight	9
1.2.3. Delegated Authority and the Board of Directors	9
1.3. TRANSFER OF CREDIT ASSETS AND DISBURSEMENT PROCEDURES	9
1.4. MONITORING	10
1.5. RESTRUCTURING	10
2. PROJECT FINANCE & CORPORATE GROUP (\$20+ MILLION)	11
2.1. TRANSFER OF CREDIT ASSETS AND DISBURSEMENT PROCEDURES	11
2.1.1. Transaction Assignment	11
2.1.2. Transfer of Project Finance Cases	13
2.1.3. Transfer of Corporate Finance Cases	14
2.1.4. Originating Officer’s Continuing Involvement	14
2.1.5. Transmittal of the Transaction’s Legal Documentation	14
2.1.6. Creation of the Transaction File	14
2.1.7. Disbursement Procedures	14
2.2. MONITORING	15
2.2.1. Mission and Purpose	15
2.2.2. Evaluation Methodology	15
2.2.3. Process and Procedures	16
2.2.4. Watch List	70
2.2.5. Responsibility Matrix	71
2.3. RESTRUCTURING	72
2.3.1. Guiding Principles On Restructurings	73
2.3.2. Management Oversight	74
2.3.3. Information Management	75
2.3.4. Restructuring Process	75
2.4. PAYMENT DEFAULTS/PRE-CLAIMS PROCESS	82
2.5. VALUATION AND CHARGE-OFF OF DEFAULTED ASSETS	83
2.6. RECOVERY ACTIONS.....	83
2.6.1. Debt For Equity Shares	85
2.6.2. Liquidation Of Defaulted Assets	87
2.6.3. Exit Strategy	88

3.	AMENDMENTS GROUP (<\$20 MILLION).....	91
3.1.	AMENDMENTS	91
3.1.1.	Information Management and Tracking	92
3.1.2.	Amendment Characteristics	92
3.1.3.	Compliance Approach	92
3.1.4.	Policy on Transfer or Sale of Guaranteed Loans	92
3.1.5.	Processing Amendments	93
3.2.	PRE-CLAIM DEBT RESCHEDULING UNDER \$20 MILLION.....	96
3.3.	EXPIRED TRANSACTIONS - CANCELLATIONS OF UNUTILIZED CREDITS	97
4.	DUTIES AND RESPONSIBILITIES OF AMRG OFFICER	98
4.1.	PROFESSIONAL STANDARDS	98
4.2.	RELATIONSHIP MANAGEMENT.....	98
4.3.	PORTFOLIO MONITORING	99
4.4.	PORTFOLIO RESTRUCTURING.....	100
4.5.	PERFORMANCE STANDARDS AND CONDUCT	100
4.5.1.	AMRG Officer Performance Standards	100
4.5.2.	AMRG Officer Work Behavior Standards	101
4.5.3.	AMRG Officer Attendance and Appearance Standards	101
4.5.4.	Employee Awards Standards	101
EXHIBITS	111	

OPERATIONS AND MANAGEMENT REPORTING DIVISION MANUAL

CREDIT ADMINISTRATION

DISBURSEMENT OF GUARANTEES AND LOANS

**Prepared 2005 (Updated through January 2017)
Updates: EOL processing, web links, co-financing,
disbursement document clarifications**

TABLE OF CONTENTS

CHAPTER 1 – INTRODUCTION

Legal Structure

- Long-term Guarantees
- Medium-term Guarantees
- Credit Guarantee Facilities
- Direct Loans

Prior to First Disbursement

- Case Assignment
- Working File Set-up
- Operative Memorandum

CHAPTER 2 – DISBURSEMENT DOCUMENTS

- U.S. Goods and Services
- Local Cost Goods and Services

CHAPTER 3 – DIRECT LOANS

Disbursement Procedures

- Reimbursement
- Letter of Credit

CHAPTER 4 – LONG-TERM GUARANTEES

Disbursement Procedures

- Reimbursement
- Letter of Credit

Endorsement of Guarantee Legend

CHAPTER 5 – MEDIUM-TERM GUARANTEES

Disbursement Procedures

- Electronic Compliance Program (ECP)
- PEFCO Small Lender Document Review

CHAPTER 6 – CREDIT GUARANTEE FACILITY (CGF)

Disbursement Procedures

CHAPTER 7 – OTHER SPECIAL FINANCING ISSUES

Aircraft

Interest During Construction
Limited Recourse Project Finance
Co-Financing
Foreign Currency Guarantees

CHAPTER 8 - AMENDMENTS

Extension of Final Disbursement Date