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DEPARTMENT OF THE TREASURY
UNITED STATES MINT
WASHINGTON, D.C. 20220

October 22, 2014

This is in response to your September 8, Freedom of Information Act (FOIA) request for a copy of each issue of the Mint Roundup.

Enclosed as responsive to your request are copies of the Mint Roundup. There are no reports for May, August, September, October, and December 2010 or for January 2011.

Should you disagree with this FOIA determination, you may appeal this decision with 35 days from the date of this letter. Your appeal must be in writing, signed by you, and should be addressed to: Mr. Richard A. Peterson, Deputy Director, United States Mint, 801-9th Street, N.W., Washington, D.C. 20220.

Sincerely,

for, 
Kathleen Saunders-Mitchell
Disclosure Officer

Enclosures

MINT ROUNDUP – JANUARY 2010

To All United States Mint Employees:

In our continuing effort to improve our internal communications and keep our employees informed, we are starting a new communications tool --- the "Monthly Mint Roundup." Our intent is to provide all United States Mint employees a brief summary of key issues and items from the various departments here at Headquarters. I intend to issue this monthly; our first issue is below. I hope you find this communications useful and informative.

I ask managers/supervisors to ensure our employees who do not have access to computers are provided a copy of this email.

Andy Brunhart
Deputy Director
United States Mint

FY-10 (and beyond) Spending & Cost Saving

Many of you no doubt listened to our President's State of The Union address to the nation this week. We have a national economic challenge.

As a nation, we must carefully consider our expenditure and savings of funds. At the United States Mint we are and will continue to carefully review and consider our expenditure of funds as well as cost savings.

FY-11 Planning

The Change Leadership Team met on January 26 in what we call a "Larger Session", which included our Union Presidents and many Division Directors from HQ and our Plants. We reviewed and discussed status and progress of the United States Mint reflected by our Mint-wide Metrics and FY-10 Action Items. Of several challenges we face, we received an extensive briefing from Sales & Marketing regarding our declining Customer Satisfaction Index rating. Sales & Marketing indicated analysis is underway to identify the primary cause of the decline. Sales and Marketing did indicate the decline is not related to contractor performance in FY-10. Many questions were asked --- we are now waiting for the next level of analysis to be completed. The Larger Session also broke into groups and identified United States Mint Strengths and Weaknesses in the Enhanced Baldrige (google Baldrige Award criteria if you are interested) criteria in the areas of: Culture, Strategic Planning, Change, People, Leadership, Customer, and Delivery. The Larger Session produced a Mint Assessment of where we believe we are in each criteria. The results have been provided to all that attended. The chain of supervision will be cascading this information.

Office of Workforce Solutions

-- The Rittenhouse Award Ceremony was held on January 27th. HQ, Fort Knox, and all Plants participated via VTC. Congratulations to our Rittenhouse Award recipients.

-- 7th National Contract negotiations continued from January 4-15.

-- Recently the Treasury Department conducted an audit of our Human Resources and EEO programs. Some of you may have participated in focus groups that were held during this audit. The Treasury Department has issued their report, and we have several areas that were identified where improvements are needed. Currently the divisions within the Workforce Solutions Department are creating action plans to address the deficiencies and gaps identified in this audit. A new EEO standard for managers and supervisors is being implemented. While EEO has always been part of supervisors' and managers' performance plans, a new standard has been written to better define what is expected of each supervisor and manager as it relates to EEO. During February all managers and supervisors will be trained on this new standard and performance plans will be amended to include this new description of the EEO standard.

Office of \$1 Coin Programs

-- Walt Disney World Resorts in Orlando is conducting a pilot program utilizing Native American \$1 Coins at 17 locations within EPCOT Center and the Magic Kingdom. Up to this point, 420,000 Native American \$1 Coins have been distributed to "guests" as change in the parks. Public acceptance has been nearly universal. The pilot program is scheduled to continue until at least May. We and Disney are both working toward the goal of park-wide distribution of \$1 coins after the pilot concludes. Total annual demand for \$1 coins in the Disney World parks is estimated to be 55 to 60 million.

Office of CFO

-- The FY 2009 Financial Statement Audit was completed and received an 'unqualified opinion' (this is the technical accounting term that means we received a favorable report from our auditors). The FY 2009 Annual report is available in hard copy and on the internet www.usmint.gov/downloads/about/annual_report/2009AnnualReport.pdf. Corrective action plans for the small number of findings identified during the audit are being worked.

-- The Mint's submission to the President's FY 2011 Budget submission has been made. The budget will be submitted by the President to Congress February 1. Even though the United States Mint does not receive an appropriation from Congress, legislation requires that we submit an annual budget to Congress outlining our expected revenues (the money we receive from selling our coins) and our expected expenses. More details will be provided about this topic after the official release of the President's Budget.

Informational Technology

-- The United States Mint's Asset Refresh program kicked off last June. In addition to new computers, customers will receive Microsoft Office 2007 and Internet Explorer 7 software. The IT Department began a test pilot of the new equipment last October. The test concluded in January. The next phase of the Asset Refresh program will consist of the replacement of all desktop computers for the four manufacturing facilities and Ft. Knox. The equipment replacements will begin at the end of February and take a couple months. The Refresh at Headquarters will start in April and conclude in about December.

-- We continue to experience intermittent disruptions in Internet service following the transition to Treasury's new telecommunications service program, TNET. Our technical teams continue to address and resolve connectivity issues as they emerge. In parallel, the CIO has shared the Mint's concerns with IT counterparts in Treasury. The IT Department remains fully engaged with the TNET program office and is committed to ensure that Mint personnel have uninterrupted access to internet services going forward.

-- The IT Department has a departmental action item to create and test an enterprise IT disaster recovery plan. This plan must be specific for each site, and must integrate as part of the Mint's overall COOP plan. IT disaster recovery planners from Headquarters and production facilities met in January to identify enterprise dependencies and recovery priorities and to assess the impact of new technologies on existing plans and processes. The Executive Steering Committee will soon be validating the plan's objectives, recovery priorities and timelines.

Sales & Marketing

-- We've begun to meet with representatives of Smithsonian Institution Traveling Exhibition Services (SITES) to discuss developing initial concepts for a Traveling Exhibit Project. The exhibit will contain coins, medals and strong visuals that tell compelling stories to increase the appreciation and understanding of the history of coinage. The exhibit will travel to selected cities.

-- The marketing campaign for the most recent phase of the Artistic Infusion Program (AIP) call for artists used web-based advertising strategies and tools, including a new online application. The enhanced effort resulted in over 19,000 individual application downloads. Four new artists were selected for the AIP. The new artists' contracts began in mid-January.

-- On the coin design front, the 2011 Presidential \$1 Coin designs (Arthur, Cleveland, Harrison and Cleveland) were approved by Treasury's Deputy Secretary. The 2011 America the Beautiful Quarters Program designs were presented to the Commission of Fine Arts and the Citizens Coinage Advisory Committee in January. They are Gettysburg National Military Park (Pennsylvania); Glacier National Park

(Montana); Olympic National Park (Washington); Vicksburg National Military Park (Mississippi); and Chickasaw National Recreation Area (Oklahoma).

-- The Brand Management Division is working on development of the approved America the Beautiful Quarters products (America the Beautiful Quarters Three-Coin Set, America the Beautiful Quarters Uncirculated Coin Set, America the Beautiful Quarters Circulating Coin Set, America the Beautiful Quarters Coin Album) that were approved by the Executive Steering Committee.

Protection

-- The Protection Department completed the first phase of the Sergeant Promotion Test (SPT) in January. The test consisted of a job knowledge test and a written assessment. The next phase (applicant interviews) will take place in February. The SPT will be a yearly assessment program which will rank Mint Police Officers in numerical order for possible vacancies to the rank of sergeant at the different United States Mint facilities. This program is a joint effort between several departments (Workforce Solutions, Protection and Legal) that will provide police officers with a consistent promotion process that is objective, timely, and transparent.

Director's Office

-- Director Moy traveled to New York on January 25 to participate in the launch of the 2010 Native American Dollar Coin. The event took place at the Smithsonian's National Museum of the American Indian. Yesterday the Director departed for Berlin to attend the international Mint Director's conference this weekend. On February 11, the Director will help launch the new Lincoln Penny in Springfield, IL. A week later on February 18, I will be in Moravia, NY to participate in the launch of the President Fillmore Dollar Coin.

-- On February 25 the Director will help launch the \$1 dollar silver American Veterans Disabled for Life Commemorative Coin. The event will take place on Capitol Hill. A surcharge of \$10 from the sale of each coin is authorized to be paid to the Disabled Veterans' Life Memorial Foundation to support the construction of the American Veterans Disabled for Life Memorial in Washington, D.C.

MINT ROUNDUP – FEBRUARY 2010

To All United States Mint Employees:

This is the latest issue of the "Monthly Mint Roundup." Our intent is to increase our communications efforts and provide our employees a brief summary of important items. I hope you find this a useful and informative communications tool. Some have suggested these updates be shorter. Our challenges include: there is a lot going on, and, different things are of interest to different team-mates...

Managers/Supervisors, please ensure the "Monthly Mint Roundup" is shared with our employees who may not have access to computers.

Andy Brunhart
Deputy Director
United States Mint

MANUFACTURING

MANUFACTURING CERTIFICATION AND APPRENTICESHIP PROGRAM (MCAP). The MCAP program is off to a great start with over 50 employees [combined between Denver and Philadelphia] choosing to participate in the first round of cross-training. MCAP is an upward mobility program for employees to acquire the experience, knowledge, skills and abilities necessary to perform the varied duties directly related to the manufacturing of coins and dies in the United States Mint. The Coin Manufacturer ladder goes from a WG-06 through a WG-10. The Die Manufacturer ladder goes from a WG-07 through a WG-09 with an opportunity to enroll in the Die Manufacturing Apprenticeship Program -- which goes from a WG-10 to a WG-11 and is recognized by the Department of Labor. The second round begins in mid-March and another round is planned later in the year.

AMERICA THE BEAUTIFUL QUARTERS PROGRAM. This program honors a National Park or National Site in each state over the next 12 years. Each year, five national sites will be honored. The first five designs (Arkansas, Wyoming, California, Arizona and Oregon) will be unveiled to the public in mid-March. Hot Springs National Park (Arkansas) will be the first quarter released nationwide during National Park Week, April 17-25. Our Philadelphia and Denver team-mates are ramping up circulating production of the Hot Springs quarter and uncirculated product while San Francisco is beginning proof production in the coming weeks. Additionally, the program requires a three-inch, five-ounce pure silver replica of each design. We have purchased a new press to manufacture this new product and are setting that up in Philadelphia in March.

Sales & Marketing is completing Marketing efforts including unveiling and launch events and developing a micro Web site and social media.

AMERICAN VETERANS DISABLED FOR LIFE COMMEMORATIVE. West Point has added the new American Veteran Disabled for Life Commemorative Silver Dollar to its product lineup in both proof and uncirculated versions. Production is ahead of schedule, and the coin launched on February 25.

BULLION DEMAND. West Point also continues to fulfill silver bullion demand at a record pace and is expected to begin American Buffalo Gold Coin production in the coming weeks.

LOW CIRCULATING DEMAND. Throughout much of 2009, demand for circulating coin was at historic lows. The Federal Reserve has forecasted that the historically low demand for circulating coin experienced through much of 2009 will continue for the duration of 2010 and possibly longer. Accordingly, the United States Mint has taken several steps to bring workforce costs in line with these lower production volumes. These steps include a hiring freeze and allowing term and temporary appointments at Denver and Philadelphia to expire without renewal. Within the last month, we have also requested approval for Voluntary Separation Incentive Payments (VSIP) and Voluntary Early Retirement Authority (VERA) for employees at Denver, Philadelphia and Headquarters (Manufacturing Department). Commonly referred to as a “buyout,” these authorities must be approved by both the Department of the Treasury and the Office of Personnel Management. We have apprised our union leadership about our intentions to seek these authorities. We are also considering a change to two-shift operations at Denver and Philadelphia and, if we decide to pursue this change, we look forward to working with our union on the transition. Some employees have asked about a Reduction in Force (RIF). Although not planned or envisioned at the current time, a RIF is a way in which an Agency may address a surplus of employees at a particular location in a particular line of work when the release is required because of lack of work.

CIO

PAYMENT CARD INDUSTRY (PCI) COMPLIANCE. We must obtain Payment Card Industry (PCI) Compliance Certification by March 2010. We have gaps in our systems and processes – which we are remedying. This critical project is on schedule (17 of the 37 PCI gaps have been completed to-date).

TREASURY NETWORK SERVICES (TNET). Within the last 30 days, the TNet Project Management Office (PMO) has made significant strides in resolving the connectivity challenges that resulted in intermittent disruptions in the Mint’s internet services. Currently eight open actions remain. We participate in daily scheduled conference calls to provide feedback to technicians to ensure all current issues continue to move forward to resolution more quickly.

ORACLE ON DEMAND. The Mint’s Oracle on Demand (OOD) Project team successfully collaborated with the Bureau of the Public Debt’s Administrative Resource Center (ARC) to migrate ARC’s hosting services from the data center in Parkersburg, WV to the Oracle OOD environment in Austin, TX. This strategic move by the ARC will improve system performance and stabilize support costs. During the past month, the Mint project team and subject matter experts from Manufacturing, Finance and Field Site representatives completed a number of critical activities in support of the transition, including providing

training in Oracle and Discoverer hands-on and Web Ex training. The project team successfully executed the system cutover activities over the Presidents' Day holiday weekend. The new system was up and running on February 16 and is currently operating with no major issues. ARC is providing excellent support.

ENTERPRISE ASSET REFRESH. Our Asset Refresh program is making good progress! In addition to new computers, customers will receive Microsoft Office 2007 and Internet Explorer 7 software. The IT Department launched a project website that will serve as a central point of information for this activity. Also, training for Office 2007 is now available through the Treasury Learning Management Systems (TLMS) website. Additional training resources will be made available via the project web site coming soon. Visit the Asset Refresh website: http://usmportal/WCMROOT/CIO-OIT/Asset_Refresh_Website/home.html Visit the TLMS for Office 2007 training: <https://tlms.treas.gov>

OCFO

A-123 ASSESSMENT. This assessment, which evaluates our internal controls over financial reporting, has begun. Everything we do at the Mint is captured as a financial transaction. Internal controls are vital to all organizations because they represent an organization's plans, methods, and procedures used to meet its missions, goals and objectives. Internal controls also serve as the first line of defense in safeguarding assets and preventing and detecting errors, fraud, waste, abuse, and mismanagement. The A-123 review is management's assessment of the Mint's internal controls and provides reasonable assurance that organization objectives are achieved through (1) effective and efficient operations; (2) reliable financial reporting; and (3) compliance with laws and regulations. The review is performed in accordance with OMB and Treasury guidance. As in prior years, the A-123 team will conduct testing in Headquarters and all four field sites beginning in February and continuing through June.

PRESIDENT'S BUDGET. The President's FY 2011 budget was submitted to Congress on February 1. The budget included a proposal to allow the Secretary of the Treasury to determine the material content of the Nation's coinage. This proposal would allow us to explore alternative materials in the circulating coinage. The metal compositions of denominations from the one-cent coin to the half-dollar are currently specified in the U.S. Code. Without Congressional approval, we cannot initiate a process to determine more cost-efficient materials for use in these denominations. The proposal included in the President's budget would allow us to begin a process for these denominations, much like we did to determine the material content for the \$1 Coin composition after the legislated change that mandated a new \$1 Coin design for 2000. Since this was included in the budget submission, the Financial Department provided analysis to a cross-functional team and helped educate Treasury, OMB and Congressional budget staff on the proposal. The Financial Department expects to perform further financial analysis alongside logistical and operational analysis from the Manufacturing Department to assist Mint management and the Legislative Affairs and Public Affairs Offices as we receive queries from Congress, the news media, and other stakeholders on this matter.

WORKFORCE SOLUTIONS

EEO PERFORMANCE STANDARD. Training for managers and supervisors on the new EEO Performance Standard will be conducted at headquarters in March.

LEADERSHIP DEVELOPMENT PROGRAM. LDP I was cancelled the week of February 7 due to severe weather on the East Coast. LDPI will now take place during the week of May 3-7, 2010, which was the time slot for LDP II. LDPII will now take place during the week of August 9-13, 2010. More information will be provided as we get closer to the dates.

EMPLOYEE VIEWPOINT SURVEY (EVS). So far we have returned 11.5 percent of the EVS's. Points of Contact indicate approximately 800 surveys have been completed and are in route to OPM. If you have not completed the EVS, please consider doing so – it takes less than 30 minutes to complete.

PULSE-CHECK SURVEY. The Pulse-check Survey has been moved to March – so we were not taking two Surveys during the same timeframe. This survey is a valuable tool for providing specific on what is working and what we can improve in our workplace.

SALES & MARKETING

ARTISTIC INFUSION PROGRAM. SAM hosted an orientation session for four new associate Artistic Infusion Program artists at Headquarters in early February. The artists were briefed on the overall design process; successful techniques for design; legal issues; and procurement/contracting procedures.

FIRST SPOUSE GOLD COIN AND MEDAL. The 2011 First Spouse Gold Coin and Medal design narratives were presented to the Citizens Coinage Advisory Committee on February 23.

NEW NUMISMATIC PRODUCTS. The 2010 Presidential \$1 Coin Proof Set, Millard Fillmore Presidential \$1 Coin rolls and American Veterans Disabled for Life Silver Dollar went on sale in February.

\$ 1 COIN OFFICE

PILOT TEST. The Office of \$1 Coin Programs is currently working with the Army and Air Force Exchange Service (AAFES) to implement a pilot test at three of its bases: Peterson Air Force Base, Colorado Springs, Colorado; Fort Sam Houston, San Antonio, Texas; and Fort Huachuca, Tucson, Arizona. AAFES will begin ordering 50 percent of its dollar currency in \$1 coins for daily cash transactions. We have also sent 26,000 vending machine stickers to AAFES locations throughout the country. AAFES provides merchandise and services to military families around the world operating more than 3100 facilities.

PROTECTION

FT. KNOX & WEST POINT INSPECTIONS. Headquarters conducted inspections of Mint police operations at Ft. Knox and West Point during January and February. The inspection team was composed of Headquarters and field staff including: police operations; investigations; security; command center; emergency programs; training; budget/travel/small purchases; administration; and repeat findings.

Additionally, management from Headquarters met with many of the police officers at each facility to discuss officer concerns, including morale.

DIRECTOR'S OFFICE

COIN LAUNCHES. There were several events over the last month. The Director launched the 2010 Lincoln "Preservation of the Union" One-Cent Coin on February 11 during a ceremony at the Abraham Lincoln Presidential Library and Museum in Springfield, IL. I participated in the launch of the Millard Fillmore \$1 Coin in Moravia, NY on February 18 and another event later that afternoon in Buffalo honoring President Fillmore and the new coin. On February 25 the Director participated in a launch event on Capitol Hill for the American Veterans Disabled for Life Commemorative Coin.

Mint Roundup – March 2010

Team:

Here is our monthly Mint Roundup.

Stay SAFE!

Sincerely,

Andy

MINT

On March 4, 2010 the Deputy Secretary, Assistant Secretary of Management and Treasury staff met with the Director, Deputy Director, Chief Financial Officer, and Chief Strategy Officer as part of a Treasury-wide review and discussion of Bureaus' and Department Offices' performance and alignment. We were the first bureau to have the opportunity to engage in discussion at this high level. We received valuable feedback. The Mint's Change Leadership Team with Union Leadership, and participation by Treasury staff, have been re-freshing our Mission and Vision statements as well as Strategic Goals, among others. Deliverables are due by April 1 - we have been on a fast track. As of this writing, we are working on final wording. I will provide all employees the product we share with Treasury. By the way, we will be working on identifying 4-6 Core Values for the United States Mint via Mint-wide engagement over the next several months.

MANUFACTURING

Bullion Production & FY 2010 Reapportionment. Bullion production remains on pace to set another record in FY10. Our teammates at West Point are ramping up to make 800,000 silver bullion coins per week.

America the Beautiful 3" – 5 ounce coins/New Press. A new 1000-ton press was delivered on March 1 to Philadelphia. This press will be used to strike the 3"/5oz silver coins for the America the Beautiful program.

San Francisco Van Pools. Employees in San Francisco have joined forces to help the environment, the Mint, and themselves by establishing van pools. Employees in the same zip code are encouraged to carpool. To date, there are seven van pools with two more planned for the near future. Participants in San Francisco have a faster commute with reduced tolls, help the environment, and free up limited parking lot. Nice ingenuity.

INFORMATION TECHNOLOGY

PCI Compliance Successfully Completed. We met all requirements and are now Payment Card Industry (PCI) compliant, which ensures our continued ability to process credit card transactions. Many worked in close collaboration—nights, weekends, and throughout snow closures—to ensure the project remained on schedule. Congratulations to all team members on their fast-paced and well-orchestrated execution of this critical Mint-wide initiative.

IT System Stabilization Initiative. The IT Department (ITD) launched a Systems Stabilization Initiative on March 17 to reverse the trend of sporadic outages on important services such as e-mail and document management—and declining end-user satisfaction. The initiative encompasses the Mint's e-commerce systems and back-office support services such as e-mail, network file servers, Intranet and business applications. The Stabilization Initiative will occur over 6-8 weeks. In parallel, the ITD will continue to develop long-range plans to upgrade and improve all core Mint IT systems.

Enterprise Asset Refresh. The Mint's Asset Refresh program continues to move forward! Please visit the ITD's intranet site to view important information about the project. In advance of the rollout of new equipment, training for Office 2007 is now available through the Treasury Learning Management Systems (TLMS) website. Additional training resources will be made available via the project website in the upcoming weeks. The web address is: http://usmportal/WCMROOT/CIO-OIT/Asset_Refresh_Website/home.html; and for TLMS for Office 2007 training: <https://tlms.treas.gov>

FINANCE

Inventory Conference. At a recent conference on inventory in Philadelphia, Manufacturing along with the financial groups (both HQ and the field sites) met to discuss ways of improving inventory control. It was a productive meeting with ideas exchanged and proposals put forth to make controls tighter and processes more efficient. The goal is to improve quarterly and annual physical inventories.

Penny Blank Contract. The contract for 1-cent CPZ blanks was awarded to Jarden Zinc Products on February 26. The total value of the contract is \$250 million. The contract period of performance is from February 26 to September 30 of this year with four one-year options.

WORKFORCE SOLUTIONS

Equal Opportunity & Dispute Resolution Division. The Mint will participate in a Federal Hiring Expo for People with Disabilities on April 26. The expo will provide an opportunity for Mint managers and supervisors to hire/recruit people with disabilities under special hiring authorities.

Leadership Development Program. LDP I is scheduled to take place the week of May 3-7. Additionally, LDP II make-up is scheduled for the week of August 9-13. More information will be provided at a later date to LDP II make-up participants.

Employee Viewpoint Survey (EVS). As of March 15, a total of 1273 EVS surveys have been completed (258 on-line and 1015 via mail). This represents about 72% of those distributed. Thank you to all employees who completed and mailed back the EVS.

Pulse Check Survey. The Pulse-check Survey administration began March 15. Please remember that the Pulse-check survey is administered in paper form, and is our internal employee survey. The Pulse-check survey is a valuable tool for providing specific feedback on what is working and what we can improve in our workplace.

7th National Agreement. The 7th National Agreement was signed by the United States Mint and AFGE on March 24. The Agreement will now be forwarded to the Department of the Treasury for Agency Head Review - a mandatory process of legal review of the Agreement.

DOLLAR COIN OFFICE

Disney "Imagineers" Visit Philadelphia. Walt Disney World Resort "Imagineers" visited the United States Mint at Philadelphia on March 23 to receive a tour of the facility and learn about Mint history and how coins are manufactured. They also spent time with the sculptor-engravers where they saw a demonstration of the artistic "front end" of the coin-making process. The Imagineers were both surprised and impressed by the level of complexity and detail that goes into how a coin is "born" and came away with many creative ideas that can be used as we continue to develop our alliance. Walt Disney World Resort is pilot-testing the distribution of Native American \$1 Coins at 17 locations in the park.

OFFICE OF CHIEF COUNSEL

Award for Excellence. The U.S. Office of Government Ethics (OGE) announced that the Mint's Office of Chief Counsel has won OGE's Award for Excellence in Ethics Training for the bureau's "2009 Live Annual Ethics Training" Program. This comes just as the office completed its FY 2010 live ethics training at all our facilities. Ling-Ling Nie and Greg Weinman, our bureau ethics officials, deserve special thanks and congratulations for these achievements.

"In God We Trust." Earlier in the month, we learned that our Office of Chief Counsel's efforts contributed to the Government's winning a Federal lawsuit appeal that challenged the constitutionality of the inscription of our national motto, "In God We Trust," on U.S. coinage. Jim Adler gets kudos for his assistance to the Justice Department in winning this important case.

SALES & MARKETING

WASP Congressional Gold Medal. The World War II Women Airforce Service Pilots (WASP) were honored with the Congressional Gold Medal produced by the Mint during a ceremony on March 10 at the U.S. Capitol. The medal, presented by the Congressional leadership, honors WASP members for their pioneering military service.

Artistic Infusion Program. The second "call for artists" for the Artistic Infusion Program closed on March 8. The evaluation panel is reviewing the applications and will make recommendations for new artists to be accepted into the program.

American Eagle Platinum Reverse Designs. The 2010 American Eagle Platinum Reverse Designs were presented to the U.S. Commission of Fine Arts on March 18 and the Citizens Coinage Advisory Committee on March 23. The design will be emblematic of the Constitutional principle, "to establish Justice."

DIRECTOR'S OFFICE

America the Beautiful Unveiling. The first five designs for the America the Beautiful Quarters were unveiled in a ceremony at the Newseum in Washington, DC on March 24. Several dignitaries participated in the event including Congressman Mike Castle, one of the sponsors of the legislation establishing the program; Treasurer of the United States Rosie Rios; Secretary of Interior Ken Salazar; Under Secretary of Agriculture Harris Sherman; and Dayton Duncan. Duncan was co-producer and writer of the widely-acclaimed PBS series on our National Parks produced by Ken Burns. The unveiling of the five coins received national media coverage.

Boy Scout Commemorative Coin. On March 27 the Director Moy launched our second commemorative coin of the year--the Boy Scout Centennial Silver Dollar. The coin commemorates the Boy Scouts' 100th anniversary. The launching took place at the ANA's National Money Show in Ft. Worth, Texas. The coins went on sale March 23. In February Director Moy helped launch a commemorative coin honoring our servicemen who have been disabled for life. That event took place on Capitol Hill.

PROTECTION

Standardized Performance Plans. Protection management recently collaborated with the Mint Council - American Federation of Government Employees to develop standardized, uniform police officer performance plans for each officer Mint-wide. We are currently working with the Fraternal Order of Police (FOP) to complete the same performance plan for police officers at the Philadelphia Mint. These

performance plans ensure uniformity and fairness in the evaluation system taking local policies into consideration.

Officer Richard Michaelis. We mourn the passing of United States Mint Police Officer Richard (Mac) Dean Michaelis, Jr., who passed away on March 9 at his home in Radcliff, Kentucky. Mac was 56 and was an employee of the United States Bullion Depository since 1998. Mac had been on leave fighting cancer. Prior to his service with the Mint Police, Mac served in the U.S. Army as a Military Police Sergeant and retired from the Army in 1992. Mac is survived by his wife, son, mother and sister. Mac will be greatly missed by both his fellow officers and employees throughout the Mint. Our thoughts and prayers are with the Michaelis family.

Mint Round-Up - April 2010

Team:

It has been a busy month. Here is our Monthly Mint Roundup to keep you updated on what's going on.

Stay SAFE!

Andy

DIRECTOR'S OFFICE

The Director recently shared our modified Vision Statement:

To be recognized as the finest mint organization in the world, through excellence in our people, products, customer service and workplace.

Our Vision statement provides a picture of what we want to become/where we are going. Some have expressed, 'I do not know where the Mint is going'. Our Vision answers this question.

It may be helpful to repeat four areas, among others, where we know we have work to do:

- 1) Excellence in our people, meaning each employee being their best;
- 2) Excellence in our products, meaning our products are top quality in our eyes and the eyes of our customer;
- 3) Excellence in customer service meaning customers are delighted with our responsiveness and service; and
- 4) Excellence in our workplace, meaning our employees believe the Mint is the best workplace in the Federal government.

Where are you going? What do you want to become? Have you decided? Just like an organization, a person creates their own future by self-reflection and developing answers to these questions for themselves. Only *you* can create *your picture of your future*.

CHANGE LEADERSHIP TEAM

On April 20 we had a Larger Session Change Leadership Team meeting with over 50 leaders attending from throughout the Mint. About half of our FY-11 Work Plans were briefed in round robin fashion --- yes, we are engaged in creating our future by crafting our FY-11 Work Plans. Lead Persons received robust and invaluable feedback to propel finalization of these Work Plans. The other half of FY-11 Work

Plans will be similarly shared at the Larger Session Change Leadership Team meeting on May 25th. In case you have not seen our FY-11 Action Items, they are attached here ----



FY11 GOLD Sheet
Listing 3 21 2...

The Chief Information Officer provided a comprehensive assessment of where we are for IT services/programs and where we need to go. A five-year map was presented. If you have not heard about this yet – please ask your chain of supervision. We have a lot of work to do to propel ourselves into the future with our Information Technology enablers. Our CIO plans on providing a similar briefing at each Plant as he visits over the next several months.

Finally, we conducted our monthly review of our organizational metrics. While we are achieving our targets for many of our metrics, we are behind on Customer Satisfaction Index report – below 88%. The CLT discussed how to recover. A Project Team was formed. This Project Team will report back to the Executive Steering Committee on April 27th. Department Heads were tasked to provide input to the Project Team from their Department prior to this meeting.

MANUFACTURING

Core Numismatic Products: Did you know we have an important goal to drop/offer for sale our 2011 core products in January 2011?

We are targeting for 50% of 2011 core products per master production schedule to be at our distribution warehouse in time for drop in January. This will enable us to offer these core products for sale throughout virtually the entire year. San Francisco, Denver, and Philadelphia are working hard to make this happen.

Circulating Production Forecast. We had our quarterly meeting with the Federal Reserve Cash Products Office on April 8. The Cash Product Office provided: current forecast for Net Pay, current inventory levels, and a new 12-month forecast including increasing orders to 4.3 billion coins. Additional increases occurred last week bringing current total CY-10 coin orders to 4.7B. The Denver and Philadelphia coining, die, and maintenance teams are gearing up to meet this demand uptick.

Bullion and Silver Eagle Proof at West Point. Demand for bullion coins, particularly silver, remains strong. Procurement has been working hard to increase the number of available silver blanks. That hard work is bearing fruit in the form of increased blank receipts at West Point. Our team is working hard to

create enough finished goods bullion inventory to potentially enable shifting some production capacity to Silver Eagle Proof.

America the Beautiful. The Hot Springs (Arkansas) National Park quarter was released into circulation on April 19, with bags and two-roll sets on sale the same day. A launch ceremony was held on April 20 in Hot Springs, the 178th anniversary of its establishment as a national site. Our shipments of the Hot Springs quarter to the Federal Reserve were completed on time. A new bulk ship program has started. The 3-inch, 5-ounce silver coin is going through trial strikes at Philadelphia and should be available for sale to Authorized Purchasers in June.

SALES & MARKETING

AtB Lesson Plans. On April 13 we unveiled our new lesson plans for 2010 based on the America the Beautiful Quarters Program featuring a new, customized, interactive format for students. The first set of plans will explore Hot Springs National Park; Yellowstone National Park; Yosemite National Park; Grand Canyon National Park; and Mount Hood National Forest.

Fall Gift Catalog. Our 2009 Fall Gift Catalog was selected for a Blue Pencil Award by the National Association of Government Communicators. We will learn if our Catalog won first place, second place or an Award of Excellence on May 17.

2011 Native American Dollar Coin. The 2011 Native American \$1 reverse candidate designs were presented to the U.S. Commission of Fine Arts on April 15 and will be presented to the Citizens Coinage Advisory Committee on April 27. The design will be emblematic of the theme, "Sachem Ousamequin, Massasoit of the Pokanoket Wampanoag Creates Alliance with Settlers at Plymouth Bay (1621)."

AIP Program. Based on candidate evaluations that took place in March, three new artists have been recommended for the Artistic Infusion Program.

FINANCE DEPARTMENT

Budget Planning. Each department is performing an in-depth analysis of its FY-10 budget to identify particular projects, programs and/or categories as discretionary or non-discretionary budget items. Discretionary spending is a spending category about which choices can be made. For FY-10, this review is replacing our annual Mid-Year Review Process. The results will be presented at an upcoming ESC meeting.

Internal Control Assessment. An internal control assessment team successfully completed its field site review of the Philadelphia Plant including tests to ensure internal controls over inventory, fixed assets and financial reporting were operating effectively. Philadelphia management is reviewing the observations identified and will provide specific corrective actions for improvement. The team is currently conducting a field site review at the San Francisco Plant to be completed by April 30.

Pre-retirement seminars. A solicitation has been released for pre-retirement seminars - the contract will ensure all Mint locations can participate.

Philadelphia Tour Upgrade. An Acquisition Management Team has been formed. We expect to release a solicitation in May and award at least one Design Concept Contract by August.

New Press in Philadelphia. The Graebener Press for the America the Beautiful Quarters Program has been installed and is running in Philadelphia. Test blanks have been received for the 5 oz., 3-inch silver bullion coin. Training will be conducted the week of April 26 on stamping coins with the new press.

COTR Training. COTR training was given in San Francisco in February and at HQ in March. Upcoming training: Denver in June; West Point in August; and again in Washington later this summer. To assist COTRs with recertification, we've also scheduled a four-day training course that will provide in-depth discussion on specific topics.

Energy Conservation. Efforts continue to achieve Energy Star certification by the end of FY-10 for the HQ building.

PROTECTION

Automated Screening Project Pilot. Completion of the design phase for the Automated Screening Project (ASP) in Philadelphia is scheduled for July. Construction will begin in early FY-11 with estimated completion by the end of FY-11. The ASP concept and design will be repeated for other Mint facilities.

DOLLAR COIN OFFICE

Direct Ship Update. Since June 2008 over 158 million \$1 coins have been issued through the Direct Ship Program---over 67 million during this fiscal year alone. Direct Ship is also the primary means for issuing Native American \$1 coins to the public. We can help increase circulation of \$1 coins by telling our local banks and retailers about the Direct Ship Program. Flyers with information on the program are available from the Office of \$1 Coin Programs.

CIO

IT Systems & Operations Stabilization. This initiative will reduce the number of outages for systems supporting our online catalog sales, order management, email, Blackberry, and internet access. Progress is being made: 50 outages in March - 15 outages in April.

**United States Mint
FY-11 Action Items**

#	Item	Lead Accountability	FY-11
1	Improve Culture at the United States Mint at Denver including implementing Class Complaint Settlement	David Croft	Multi-year
2	Create Next Generation of Coins including executing (a) America the Beautiful Quarters Program and (b) National Coin Competition	(a) Dick Peterson (b) BB Craig	Multi-Year
3	Implement Information Technology Road Map – Phase I	Goutam Kundu	FY-11
4	Implement improvements identified in Treasury Human Capital Audit including executing Employee Development Training System	Marty Greiner	Multi-year
5	Execute corrective Action Plan to remedy Top Two Customer Service Inhibitors	BB Craig	FY-11
6	Develop and execute a Plan of Action and Milestones to institutionalize a Total Rewards System for all employees	Marty Greiner	Multi-year
7	Implement and reinforce daily Core Values for the United States Mint	Andy Brunhart	FY-11
8	Develop the 'Master' cradle-to-coin production and distribution process including all cross-departmental touch points. In FY-11 develop and implement Supply Chain Value Stream.	Dick Peterson	Multi-year
9	Develop Fundamental Leadership training and implement	Marty Greiner	FY-11

MINT ROUNDUP – JUNE 2010

Good afternoon Team:

It is already July – only three months left in this fiscal year...

As the Director discussed at the Town Hall today:

Our Vision

“Where We Are Going”

To be recognized as the finest Mint organization in the world through excellence in our people, products, customer service and workplace.

Our Values

Recall we have about 12 United States Mint Values – our guides for how we treat each other and make decisions. Our challenge – we have too many and cannot remember them. Recently Philadelphia, Denver, and San Francisco have engaged in identifying what-is-core among our Values. West Point and Headquarters will be next. Our goal is to identify our 3-5 Core Values by July 30...and more forward from there... Many recall during about 1999-2002 we went thorough a similar process and had 4-5 Core Values at that time. We are not reinventing the wheel. Rather, honoring those efforts and refreshing ourselves.

Some of what has been going on this month....

Director's Office

Branding Initiative. The Treasury Department has approved our Branding initiative, including our new logo. The next issue of *InfoMint* unveils the logo; explain its design; and has a piece that explains why we embarked on a Branding initiative and outlines our Brand promise ("Connecting America through Coins").

Mission and Strategic Goals. The Treasury Department is moving closer to reviewing our Mission and Strategic Goals. We will soon have a briefing with the Treasury Deputy Secretary at which our Mission and Strategic Goals will be discussed.

Financial Department

Discretionary Spending. The FY 2010 Discretionary Spending Review is now complete. Each department completed this effort and made formal

presentations to the Deputy Director and the Executive Steering Committee. As a result of this in-depth review, approximately \$42 million was returned, including \$20 million in capital related expenses. The Mint's spending plan now reflects a more precise and efficient budget.

FY 2010 Budget. We submitted our FY 2012 budget request to Treasury on June 1. We are preparing for discussing our budget submission with the Deputy Secretary.

Workforce Solutions

Pulse Check Survey. The Director discussed at the Town Hall today overall results of the FY 2010 first semi-annual Pulse-check survey. There has been some improvement in employee satisfaction when compared to the 2008 Federal Human Capital Survey (FHCS) results. 66 percent of participants report being satisfied with the Mint; this is a significant improvement from 47 percent reporting satisfaction in the 2008 FHCS. A majority of employees, 74 percent, expressed satisfaction with their jobs, well above the 62 percent of employees expressing job satisfaction in the 2008 FHCS. Additionally, 87 percent of employees report that the work they do is important. 66 percent of employees participating in the Pulse-check survey report recommending the United States Mint as a good place to work, another significant improvement from 57 percent participating in the 2008 FHCS. Specific Departmental results will be shared by your Department Head and/or Plant Manager.

The FY2010 Pulse-check survey second administration is scheduled to take place in July/August.

New Leave Directive. Human Resources has published a new directive on leave administration and supplemental fact sheets on the Family and Medical Leave Act, Sick Leave for Family Care and Bereavement, and Voluntary Leave Transfer Program. The directive provides guidance on a wide variety of leave topics including annual leave, sick leave, military leave, court leave, excused absence (i.e., administrative leave), and leave without pay. The directive and fact sheets are available on the HR intranet.

Sales & Marketing

Customer Experience. Leadership has undertaken an aggressive effort to improve the Experience we are providing our Customers. We have a great deal of work to do in this area. A group of senior leaders has been meeting to look at ways to not only improve our customers' experience but how to expand our customer base, as well. We will keep you apprised of various courses of action that will be taken.

Manufacturing

America the Beautiful (AtB) Bulk Program. The “Bulk Program” has been successful in moving over 19 million Hot Springs and Yellowstone circulating quarters.

2011 Product Availability. Very good progress is being made toward making 2011 core products available in January 2011. The drops of 2010 Clad and Silver Proof sets from San Francisco along with the Uncirculated set are on track for July and August. This means we wrap up 2010 production in the late summer and start 2011 production for these products. The Engraving Division in Philadelphia has completed the “master tooling” to produce coining dies in the Philadelphia and Denver Die Shops. Requisitions have been generated to procure packaging materials for the UNC and Proof sets. This is a true cross-functional effort to have these products available at the start of calendar year 2011 for our customers. The teamwork being demonstrated is impressive and is something we should all take pride in.

Dollar Coin Office

Army/Air Force Pilot Project. The Army/Air Force Exchange Service (AAFES) will be launching a \$1 coin pilot program on July 4. During the pilot, Exchanges and contract facilities on bases in Arizona and Colorado will be stocked with 5 rolls (100 coins) of \$1 coins each day, and a United States Mint television commercial promoting the use of \$1 coins will be shown on the AAFES television network at bases across the U.S. The pilot will be active for 3 to 6 months as AAFES evaluates the viability of expanding the program nationwide.

Navy Program. In a separate action, the Navy Exchange at Kings Bay, Georgia has also converted its cash operations to \$1 coins. Press reports covering this have mentioned the coin’s attributes—“Durable, Recyclable; and Saves the Nation Money”—as the motivation behind the conversion. We’re in contact with the Kings Bay Exchange and are discussing potential expansion to other Navy Exchanges in the Southeastern Region.

CIO

IT Roadmap. Member of the IT Department traveled to field sites in June to launch our 5-year Information Technology roadmap. Throughout the month, the CIO and personnel from the ITD and Manufacturing visited each site and met with Plant Managers and key plant personnel to gain a better understanding of core business process and procedures; to present the FY10 components of the IT Roadmap; and to answer questions and concerns on how the future IT Roadmap may impact the plants.

As the forthcoming holiday approaches, enjoy and BE SAFE!

Andy

MINT ROUNDUP – JULY 2010

Good Afternoon Team:

Only two months left in Fiscal Year 2010. There is a lot going on. Here are just some highlights...

Mission, Vision, Strategic Goals Update. The Treasury Department has approved our revised Mission Statement and Strategic Goals. Our Mission Statement is written for the public – it expresses our purpose for being. Our Vision Statement, on the other hand, is intended for us. It answers the question, “Where are we going?” It also reminds and inspires us of what we are trying to build. Our Mission, Vision and Strategic Goals are:

Mission Statement: ***To manufacture and distribute circulating coins, precious metal and collectible coins, and national medals to meet the needs of the United States.***

Vision Statement: ***To be recognized as the finest mint organization in the world through excellence in our people, products, customer service, and workplace.***

Strategic Goals:

- A. Effectively met all circulating demand.
- B. Effectively managed bullion and numismatic programs.
- C. A safe, engaged, productive and valued workforce.
- D. Leadership and organizational excellence.

Core Values Update. After surveying our employees regarding beliefs, Core Values are shaping up as: Quality, Teamwork, Diversity, Respect, Accountability and Integrity. A working group, including Union representation, is being formed to define these six values. When the working group has completed its tasking, we will share the products.

FINANCIAL DEPARTMENT

FY 2012 Budget. Director Moy, CFO Marty Greiner, staff members and I briefed United States Treasurer Rosie Rios on the Mint’s FY 2012 budget request. The briefing included various data and information regarding expected coin demand, projected revenue, expenses, FTEs and the Mint’s overall financial picture. Because Treasury bureaus were directed to redouble efforts to reduce costs and find innovative ways to work more effectively and efficiently in FY 2012, it also included significant cost savings/reduction proposals designed to meet the Treasury Department’s overall goals. We identified and proposed \$80.2 million in cost savings and reductions. While the majority of these savings are reflected in reduced metal purchases, the

Treasury Department will make final decisions on each proposition. The Treasury's Deputy Secretary was briefed on our budget. Treasury officials are in the process of reviewing our budget.

WORKFORCE SOLUTIONS

Recruitment and Hiring. As a follow-up to the 2009 End-to-End (E2E) Roadmap, President Obama issued a memorandum to all Executive departments and agencies in May mandating critical changes to the recruitment and hiring process in the Federal government. Over the next few months, hiring managers and applicants will see changes to many of the steps in the recruitment and hiring process. The goals of the E2E and Hiring Reform are to decrease the time required to fill a vacant position, streamline the application process and ensure that hiring managers are more actively engaged in each step of the recruitment and hiring process. The Human Resources Division, in partnership with ARC and the Department of the Treasury, has been working to evaluate the current process and identify areas where the Mint can improve and work toward the target timeline and goals established by the Office of Personnel Management. Additional information about the process changes will be issued in August.

CIO

Intranet Redesign. The new Mint portal home page will be released on July 30. In the next few months, we will also be refining a new look and function for the entire Intranet. As part of this process, we are currently partnering actively with the business units to identify what information is relevant, as well as how the information should be disseminated. Our effort will be to create a more user-centric, intuitive system. As part of this effort, we're also performing a clean up to ensure that all links are correct and valid, as well as ensuring the web content is relevant to our business today.

ITSOS. Since the beginning of the year, Mint's IT systems have been unstable. To address this issue, the CIO initiated the Information Technology Service and Operation Stabilization (ITSOS) project in April. Improvements have been significant—the overall rate of system outages is down. Non-network incidents have decreased from an average of 22 outages to about 5 incidents per month. Network incidents have decreased from 10 to about 4-5 incidents per month.

MANUFACTURING

Production Update. All four plants are running products at impressive run rates. For circulating, the Federal Reserve has provided its forecast for the next 12 months; it shows circulating production at 7.5 billion coins. But that is only half the story since the rates for the next three months are approaching

a 10.5 billion annualized rate. West Point continues to deliver on silver bullion production and is on track to produce 34 million pieces this year – up 400% since 2008. San Francisco hit the 2010 clad proof set drop date and is working the 2010 silver proof set now for a late August drop date before turning attention to the 2011 products.

Energy Cost Reduction. San Francisco has a Cool Roof! The cool roof technology was incorporated into a project to re-roof the facility. The new roof includes the highest reflectivity final coating that is commercially available. The use of ‘cool roof’ helps reduce energy bills by decreasing air conditioning needs. The coating also decreases roof operating temperature, which may also extend roof service life. According to the Federal Energy Management Program at the Department of Energy, use of “cool roofs can also provide benefits to the environment. Cool roofs can reduce local air temperatures, which improves air quality and slows smog formation and reduce peak electric power demand, which can help prevent power outages.” On July 19, Energy Secretary Steven Chu announced several DOE initiatives to more broadly implement cool roof technologies on DOE facilities and buildings across the Federal government. San Francisco has already done it. Well done!

PROTECTION

New PROTESecurity Management System. On July 20, the Protection Department conducted a planning session with the awarded contractors to make final decisions regarding the implementation of the new security management system. This system will replace the current security system for alarm monitoring and access control. Implementation will begin in August and will conclude by April 2011. In addition, the new system will allow employees access to all Mint facilities using the HSPD-12 PIV card.

Sincerely,

Andy

Mint Roundup – November 2010

Team:

We recently had several sessions composed of senior leaders and our A.F.G.E. Union at Headquarters -- sharing and having open dialogue about dynamics at Headquarters. Among the areas being worked immediately are suggestions for delegation of authority and improving communications. You will see some changes in the near term. I will share some of the changes during the December Monthly Mint Roundup. Additionally, yesterday our Plants, Headquarters Departments, and Protection Sites shared with the Employee Development Committee FY11 *Department/Plant/Site level* plans for improving job satisfaction/morale and Employee Engagement ("Top Three"). These plans will be shared at the Change Leadership Team next Tuesday. One of the recurring themes expressed in our Employee Surveys is a perception that we do little about survey results. I wanted to share with everyone that we are listening and seriously working on items our employees have identified as needing improvement. I encourage everyone to participate in Department/Plant/Site level information and engagement sessions to: (a) learn what the actions underway are, and (b) participate in improving work center dynamics.

The holiday season is upon us. Please spend quality time with those of most importance to you --- and Be Safe!

MANUFACTURING DEPARTMENT

Silver Eagle Proofs. Our customers have identified the return of the American Eagle Silver Proof Coin as one of their top customer satisfaction opportunities. Sales of 2010 American Eagles began on November 19. To date, over 600,000 have sold and over 275,000 have shipped to customers in advance of our advertised date of December 1. This is a great example of cross functional teamwork. The procurement team succeeded in increasing available blank supply; the Manufacturing team juggled production of silver bullion and proofs (both dies and finished coins); the Sales and Marketing team developed and executed detailed plans for fulfillment; the Public Affairs team guided customer expectations with timely press releases and other communications to the trade press; and the IT team readied the website and back-office processing functions. There were some challenges along the way, but everyone and every team stayed focused on the goal and delivered a huge win for the United States Mint and our customers. Great job!

Sustainability. FY 2011 sustainability efforts are gaining momentum. First, we'd like to welcome Josh Cornfeld, a Treasury Department Hamilton Fellow, to the sustainability team. Josh is a recent graduate of the University of

Pennsylvania with a master's degree in Environmental Studies. He is guiding the Mint-wide effort on the 11 goals in the President's Executive Order on sustainability. The plants have completed their 2010 greenhouse gas inventories, and Josh is assembling this data for a report to Treasury at year end. Initial indications are that our green efforts to date are making significant progress towards our 2020 emissions targets. Additional 2011 efforts include a water usage reduction study at each site and a LEED assessment (green building study) of the West Point facility.

FINANCIAL DEPARTMENT

Gold and Silver Audit. In late October, the Treasury's Office of Inspector General (OIG) completed the "Audit of the United States Mint's Schedule of Custodial Deep Storage Gold and Silver Reserves as of September 30, 2010 and 2009" and rendered an unqualified (i.e. "clean") opinion. In addition, the OIG reported there were no material weaknesses related to internal control over financial reporting, and no instances of reportable noncompliance with laws and regulations.

WORKFORCE SOLUTIONS DEPARTMENT

New TLMS. The Treasury Learning Management System (TLMS) has a new look! Completely re-designed for ease-of-use, the new TLMS provides "one-click" access to all of your most common learning activities. From launching web-based courses and completing mandatory training to submitting SF-182s, everything you need is right on the home page. Some of the new features include the SF-182 "Save Draft" feature, system software check tool, delegate approver functionality (Supervisors/Managers only) and much more. The Workforce Solutions Department is providing quick 30-minute training sessions to introduce employees to the new features. If you have any questions regarding TLMS, please contact Keith Robinson (202) 354-6834 or email +TLMS@usmint.treas.gov.

PROTECTION DEPARTMENT

Police Uniforms & Equipment. The Protection Department implemented a new contract in October with Quartermaster, Inc. to purchase police uniforms and equipment. As part of the contract, an on-line ordering system will be used starting in January. SGT Richard "Hootie" Smith and Matthew Graddy are leading the effort to provide a better managed system. The on-line ordering system will replace a paperwork intensive system used for many years. The system should greatly improve the delivery of needed items to our police officers and enhance financial management.

MINT ROUNDUP – FEBRUARY 2011

United States Mint Employees:

This is my first Monthly Mint Roundup as Acting Director. I think this is a very valuable communications tool, and I'd like to continue sending this out on a monthly basis. The purpose of the Monthly Mint Roundup is to keep our employees informed of issues that they might not hear about elsewhere. It provides our employees an opportunity to obtain a bit more insight from the Headquarters perspective about various programs and issues.

Managers and supervisors are encouraged to ensure that employees without computer access are provided copies of the Monthly Mint Roundup.

I also want to acknowledge once again the winners of this year's Rittenhouse Awards. The Honorable Rosie Rios, the Treasurer of the United States, joined us here at Headquarters yesterday to recognize this year's recipients. I know she was very impressed with the winners and all their accomplishments. Congratulations again to all of them.

Thanks for your support.....and remember our three watchwords: **Integrity;** **Customers;** **Teamwork**. I look forward to seeing all of you soon as we continue our journey to make us the best mint in the world.

Dick

MANUFACTURING

2011 Bullion Products. West Point built an inventory of 2011 American Eagle Bullion products to release to authorized purchasers the first week of the new year. In the first three weeks of January, sales of American Eagle Bullion coins exceeded 4.7 million ounces of silver and 80 thousand ounces gold. Great job by West Point in meeting the continued unprecedented demand for precious metals!

AtB Products. The 2011 America the Beautiful kickoff began with the production of quarters and 5-ounce bullion coins to commemorate Gettysburg National Park. Quarters were released to the Federal Reserve the week of January 17th while Philadelphia builds the 5-ounce bullion inventory for release later this year. Thanks to Philadelphia and Denver for getting this program off to a successful 2011 start.

2011 Core Products Update. The Mint continues to produce 2011 core products for early release this year. Annual proof sets went on sale January

11th with an inventory of over 500,000 sets to fulfill orders at our order fulfillment center in Indianapolis. Annual silver proof sets were released to the public on January 25th with over 300,000 sets made. Uncirculated coin sets were made to a target inventory of 350,000 sets for release in early February. Mint sites labored very hard to shorten up the production schedule for an “early year” release, providing more opportunity for consumers to purchase the 2011 special sets. San Francisco, Denver and Philadelphia deserve a round of applause for making this happen.

WORKFORCE SOLUTIONS DEPARTMENT

Virtual Career Service Center. The Virtual Career Service Center (VCSC) is a vehicle for identifying learning and developmental opportunities throughout Treasury for Treasury employees desiring a new learning experience. The VCSC lists all Treasury-wide short term intra-agency detail opportunities to assist with the following types of needs: special projects; unusual or heavy workload; rotational assignments for Presidential Management Fellows; National Security Professional Development Program rotational assignments and other positions where short term assignments are necessary. Employees can access the VCSC at <https://hqapps.treas.gov/DASHR-CHO/VCSC/> . Only permanent Treasury employees at the GS-15 level or below are eligible to participate. Schedule C and SES positions are not covered.

HRConnect Profiles. A working group consisting of the Workforce Solutions Department, Information Technology Department and representatives from the facilities have been working on ensuring that all employees have active HRConnect profiles. As a result, 98% of employees have logged into HRConnect, updated their personal information, profiles and e-mail accounts. If you have not set-up your HRConnect profile, please take a few minutes to do so. It is very important for all employees to set-up profiles in HRConnect. For more information, please contact your servicing Human Resources Office or Martha Watson (202) 354-7225.

2011 FedView Survey. The 2011 FedView Survey will be administered in the April/May timeframe. This year, the FedView Survey will be conducted electronically (on-line), and only full-time, permanent, nonpolitical Government employees on the rolls as of September 30, 2010 will receive an e-mail invitation from the United States Office of Personnel Management (OPM) with instructions on how to complete the survey. We will continue to share more information regarding the 2011 FedView Survey in upcoming issues of *InfoMint*, the *Monthly Mint Roundup* and other communications.

CFO/FINANCIAL DEPARTMENT

Financial Audit. In January the Finance Department met with representatives from the Office of Inspector General (OIG) and KPMG (the independent external

auditor) for an exit conference on the 2010 financial audit. The partner at KPMG informed the group that this was about the “cleanest” that an audit can be. We received an unqualified opinion (clean opinion), with no material weaknesses and no internal control issues. There were only six minor Notice of Findings and Recommendations (NFR) issued which are for management consideration only. The partner at KPMG pointed out that this report was “earned” and that KPMG provided us with “no breaks.” This confirms what was reported last month—that accurate financial statements are a Mint-wide effort and everyone did a great job throughout the year to achieve these accolades.

Annual Report. The Financial Department published the 2010 Annual Report. It is available on our Internet website at

http://www.usmint.gov/downloads/about/annual_report/2010AnnualReport.pdf.

The Annual Report is the result of a lot of hard work to present the United States Mint’s achievements, results and performance. This year’s report includes photographs of some of our co-workers on the job, as well as analyses of our operating environment and performance drivers. The Financial Department would like to recognize the Printing and Graphics Branch (SAM) for their exceptional work on the graphical layout and thank all the employees throughout the Mint who collaborated with us to generate the 2010 Annual Report.

PROTECTION DEPARTMENT

HSPD-12 PIV Credentials. The issuance to all Mint employees of the HSPD-12 PIV (personal identity verification) credentials is approximately 90% complete. The new credentials will allow employees access to the Department of Treasury and other federal facilities. In the near future, this credential will be used for employees to gain electronic access to the building and garage. If you have not been contacted about receiving the new HSPD-12 credential, please contact your local Human Resources Office.

New Denver Field Chief. Robert Telfor has been selected to be the Field Chief of Police in Denver. Chief Telfor is a native of Bay City, Michigan. Robert retired from the United States Army in 2004 with 20 years of service. He brings a wealth of law enforcement and security knowledge to this position.

CIO/INFORMATION TECHNOLOGY DEPARTMENT (ITD)

ECOS. The ESC has reprioritized several key initiatives within the Five-Year IT Roadmap to provide the ITD and SAM with greater focus, resources and funding to address the growing crisis in the Mint’s e-commerce program (IRIS) and the IT systems that support the program. To that end, the ECOS Proof of Concept and all Phase I activities have been temporarily suspended. All activities to replace the Order Management System (IRIS Risk Mitigation) have

been accelerated. The project is the ITD's highest priority and is planned to be completed by or before December.

Internet Reskin. In an effort to improve customer satisfaction and to implement an important visual component of the Mint's new branding strategy, the ITD has given the public information site (www.usmint.gov) and the commerce site (www.catalog.usmint.gov) a new cosmetic look and feel. This is a significant milestone as we continue to look for ways to improve the overall customer experience with enhanced functionality, flexibility and ease of use. The ITD invites you to visit the sites!

Asset Refresh. The ITD has begun to replace desktops and laptops in headquarters and at each field location. Personnel will begin to receive new equipment as early as the week of January 24. We encourage you to visit the Asset Refresh intranet site at ([http://usmportal/WCMROOT/CIO-OIT/Asset Refresh Website/home.html](http://usmportal/WCMROOT/CIO-OIT/Asset_Refresh_Website/home.html)) for additional information.

Mint Roundup – March 2011

United States Mint Employees:

Thank you for your support over the last few weeks as I've stepped into my new role. Although the days remain long, I really enjoy seeing new facets of the Mint, learning about and interfacing with Treasury, and working on the issues that impact us (and our customers) as a team.

I recently completed visits to Denver, San Francisco, Philadelphia, and West Point where I conducted Town Hall meetings with all three shifts. I'm pleased that Rich Sailas, our union council president, joined me during these visits. Thank you, Rich. I'm looking forward to visiting Ft. Knox in the very near future.

As you read through this edition of the Mint Roundup, keep in mind our six "Back to Basics" areas of focus for 2011—**Culture, Making Coins, Employee Viewpoint Survey, Order Management System, Research & Development, and Staffing**—and see how everything we do is in support of at least one of those goals. It's important for each of us to understand how what we do every day fits into the big picture and helps to move the entire organization forward.

Needless to say, I continue to be impressed with the employees that I meet. Your professionalism, honesty and hard work are greatly appreciated. Keep up the great work and remember our three watchwords—integrity, customers and teamwork. Thanks for all you do every day.

Dick Peterson

Branding Award. The United States Mint has been given top honors for its recent rebranding effort by REBRAND. REBRAND is a consortium of international business, marketing and design executives who judge hundreds of brand transformations of global corporations, non-profit organizations, universities, government agencies and small businesses. Winners are placed in four categories—Best of Awards; Distinction; Merit; and Notable. The Mint was given top honors and was one of five entities in the "Best of Awards" category. You can learn more about REBRAND and the Mint's award by going to www.rebrand.com.

Coin Modernization/R&D. We have formed a Coin Research and Development Team which has been tasked with delivering alternative materials research mandated by the Coin Modernization, Oversight and Continuity Act of 2010 (Public Law 111-302). Led by Rob Robidoux from Manufacturing, the core team is made up of Jean Gentry, Deputy Chief Counsel; Barry Claybrook, Uvon Tolbert, Theresa Agugliaro and John Roeder, also from Manufacturing; Josephine Stanton and David Lean from OCFO; Lester Leach from Protection; and Mike White from Public Affairs. One of the team's first actions was to publish a public notice for comments in the Federal Register, soliciting public comment from various stakeholders and the public regarding factors specified in the law related to the metallic composition of all circulating coins.

IRIS Risk Mitigation Project. The Mint's e-commerce program is supported by the Integrated Retail Information System (IRIS). The IRIS environment was built in 2001 and, as I discussed at the Town Halls, several systems-related issues have occurred over the last few months. The ITD and SAM will jointly lead a project to replace these systems with a March 30, 2012 target implementation date. Please look for monthly updates about the IRIS Risk Mitigation Project as well as an intranet page coming in the next few weeks.

IT Asset Refresh. The Asset Refresh Project is a Mint-wide initiative that will replace a total of 1271 PCs at headquarters and at the five field sites. The equipment being replaced includes the Dell OptiPlex 960 (Desktop) and Dell Latitude E4310 (Laptop) with accompanying docking station, monitor and carrying case. Currently, the project is nearly 64% completed with a projected end date of April 30. Please visit the Asset Refresh Intranet site at http://usmportal/WCMROOT/CIO-OIT/Asset_Refresh_Website/home.html and/or contact the CIO Help Desk at (202) 354-4777 for additional information.

FedView Survey. The Office of Personnel Management (OPM) plans to administer the 2011 Federal Employee Viewpoint Survey (FedView) during the April/May 2011 timeframe. The FedView Survey (formerly known as the Federal Human Capital Survey) is a critical tool for driving change. Over the next few months approximately 500,000 Federal employees will be invited to give their opinions on topics from leadership to job satisfaction to work/life balance. As we get closer to the administration period, many Mint employees will receive an e-mail invitation to participate in the FedView survey from OPM. Your responses to the survey are confidential and go directly to OPM. This year Mint employees will have the opportunity to participate electronically (on-line) instead of using paper surveys. This new approach will eliminate the risks, such as lost surveys, that are inherent in mailing back paper surveys. Workforce Solutions, working closely with ITD and the human resources officers at the field sites, have taken steps to ensure that every employee is able to access a computer to complete the FedView Survey during work hours. Your feedback is important and provides management with the basis for workplace initiatives that not only improve the Mint's culture but also serves to improve productivity and performance. Feel free to contact Martha Watson at headquarters with any questions regarding the 2011 FedView Survey.

FY 2011 Budget Status. As I mentioned in my Town Hall meetings, budget spending is being tightly scrutinized. In these dire economic times, the Mint, although a non-appropriated bureau, is committed, like all bureaus in the Treasury Department, to minimize costs while keeping product quality and customer service at peak levels.

Headquarters Energy Star Recognition. We are very proud to announce that the headquarters building received its ENERGY STAR Certification from the Environmental Protection Agency (EPA) on February 10. This was certainly not a task that could have been achieved by any one person and certainly could not have happened overnight; it truly took the hard work of many people to complete this goal. From the late night building inspections to check for lights left on and systems still running, to the review

process and ultimate installation of new lighting fixtures; to the engineering changes for the building's mechanical systems. Energy Star is a key part of our Green initiatives. Thank you to everyone for delivering on this win, especially the DC Facilities Team.

Mint Roundup – April 2011

United States Mint Employees:

As we all look forward to spring, I want to remind everyone that administration of the Employee Viewpoint Survey (EVS) begins today. In fact, I just received my e-mail from OPM a few minutes ago. This is a very important tool and although participation is voluntary, I strongly encourage everyone to participate. This year the survey will be done entirely electronically or online. To make participation easier, we've installed additional computers at all our facilities for those without computer work stations. Again, the survey is confidential.

I also want to thank Al Runnels, our Acting Deputy Director, for volunteering to come over from Treasury and lend his depth of expertise. He has quickly made an impact, and it's great to have him aboard. Al will be sending out the Mint Roundups going forward.

As you read through this edition of the Mint Roundup, I ask you to once again keep in mind our six "Back to Basics" areas of focus for 2011—**Culture; Making Coins; Employee Viewpoint Survey; Order Management System; Research & Development; and Staffing** and our three watchwords—**Integrity; Customers; and Teamwork**. You'll see that virtually everything we do supports at least one of those goals or principles. It's important for each of us to understand that what we do every day fits into the big picture and helps to move the entire organization forward.

Keep up the great work!

Dick Peterson

IRIS/Order Management System (OMS). The IRIS (OMS) Project is a joint effort between the Sales & Marketing and Information Technology Departments. IRIS (OMS) will replace the Mint's e-Commerce and order management system with a new solution. The project will lead to creation of a new public information site. A Project Management Office (PMO) has been established with joint-leadership from Cathy Laperle (SAM) and Susan Salinger (ITD). Procurement has released the solicitation for Software as a Service (SaaS) to preapproved bidders. In fact, the RFP was released two days ahead of the project schedule. Bids are due April 29. This is great news and shows our commitment to our customers. All questions regarding this project should be directed to Dean Bidle (202) 354-6606. (**Order Management System; Customers; Teamwork**)

Coin Modernization/R&D. Procurement, in coordination with Manufacturing, has issued a “Sources Sought and Request for Information” announcement seeking potential sources to conduct a partial or full study of alternative metals for coins. This is a significant step forward in the research effort for alternative metals. **(Research & Development)**

Category Rating Training. Workforce Solutions Department began delivering Category Rating Training to managers, supervisors and team leads. The training was conducted in Philadelphia in February with 46% of managers, supervisors and team leads participating. Training was conducted in West Point, Denver and San Francisco in March and will be conducted in Fort Knox and at Headquarters in April. This training begins with a refresher on how to conduct a job analysis. The training also provides detailed information and practice exercises on category rating, the new evaluation process for vacancy announcements that began last fall as a result of the hiring reform initiative. **(Culture; Staffing)**

CareerConnector Training. Workforce Solutions Department conducted train-the-trainer sessions on CareerConnector Training for employees. The training has been delivered in Denver, San Francisco and Philadelphia with over 120 participants. This training introduces employees to how to apply for vacant jobs using CareerConnector. As a result of the hiring reform initiative, all vacancy announcements are advertised on USAJobs through CareerConnector and manual/paper applications are no longer accepted. This training provides employees with an opportunity to learn more about how to apply for jobs using the automated application system. **(Culture; Staffing; Teamwork)**

2011 FedView Survey Update.

- The U.S. Office of OPM selected **1654** United States Mint employees to participate in the 2011 FedView Survey.
- The FedView Survey will be administered by U.S. Office of Personnel Management (OPM) for five weeks--**April 18 through May 20.**
- Only full-time, permanent, non-political employees on board as of September 30, 2010, will receive an e-mail invitation from OPM with instructions for participating in the 2011 FedView survey.
- This year the United States Mint will participate electronically (on-line).
- Employee participation is voluntary.
- All response are confidential and go directly to OPM.

(Culture; EVS)

HRConnect Update. 98% of Mint employees have logged-in and updated their HRConnect profiles and setting up e-mail addresses. Currently there are approximately 66 employees without HRConnect profiles and e-mail addresses; most are on extended leave or new employees. Everyone is encouraged to take

time to set-up your HRConnect profiles. If you need more information, please contact Martha Watson at (202) 354-7225. **(Culture)**

Individual Development Plans. Individual Development Plans (IDP) are an important tool for optimizing individual performance. Supervisors and employees are encouraged to work jointly in developing learning and development goals to ensure closure of existing skills/competency gaps, and continuous development. The Human Capital Strategies and Solutions (HCSS) Division is conducting a formal “training call,” asking each employee to submit a new/revised Individual Development Plan (IDP) to his/her supervisor. The new IDP will be used in planning and estimating the organization’s training budget needs for the upcoming fiscal year (FY2012), as well as mapping-out learning goals and development milestones. For more information, please contact Keith Robinson at (202) 354-6834. **(Culture; Teamwork)**

Asset Refresh. The Asset Refresh Project is 100% complete. All Mint laptops and desktops are consistent with the Mint’s current standards. The Information Technology Department appreciates the patience cooperation of all personnel throughout the project. We welcome your comments and feedback. **(Culture; Teamwork)**

Mint Roundup - May 2011

United States Mint Employees:

This is the latest Mint Roundup—a rundown of some of the more significant issues from the Headquarters perspective. We hope you find it informative. As Acting Director Peterson, has done previously, I've highlighted each item with how it relates to his six priorities and/or his three watchwords.

I am thoroughly enjoying my time here at the Mint. Since coming over from the Treasury Department, I've gained a great appreciation for what you all do—and how well you do it. I've found the Mint team to be very talented, and I look forward to meeting more of you over the next two months, as I have the opportunity to visit the plants.

I hope all of you have participated in the Employee Viewpoint Survey, which ends on May 20. Again, the survey is absolutely anonymous. I can't stress enough the great value that we place on your collective opinion of how we are doing in making the United States Mint one of the best places in the federal government to work. Over my 37 year career, I have always been dedicated toward making the organization I am a part of the best that it can be. I feel very privileged to have joined you in our efforts to make the United States Mint the finest Mint organization in the world and a truly great place to work. If you have not yet completed the survey, please take the time to do so at your earliest convenience.

Lastly, I want to add my thanks and appreciation to all of you for the job you do day in and day out and for your dedication to public service. You touch the lives of the American public every day as you "Connect America through Coins" and enable our financial system to run smoothly.

Al Runnels, Acting Deputy Director

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Coining R&D. We are seeking an external party to conduct a study of alternative metals for U.S. coinage. A solicitation has been issued and proposals are due the week of May 23 with an award expected by the end of June. The target date for a draft report is April 15, 2012, which provides time for internal reviews by the Mint and the Treasury Department before the report is submitted to Congress.
(R&D; Making Coins)

Sustainability Performance Plan. The FY 2010 Strategic Sustainability Performance Plan has been approved by the Acting Director and submitted to the Treasury Department. The plan reports on last year's performance and charts the path the United States Mint will take over the coming year to improve sustainability across all aspects of our operations. **(Culture/Teamwork)**

West Point ISO Certification. West Point completed its registration audit for ISO 14001 recertification of its environmental management system. There were no non-conformities—major or minor. This is a first for the United States Mint and reflects well on the management at West Point. The facility will be recommended for recertification for another three-year period. **(Culture/Teamwork)**

ATB Bullion and Philadelphia Numismatics. In the first three months of the calendar year, Philadelphia produced 126,700 Gettysburg and Glacier National Park 2011 American the Beautiful (AtB) bullion coins that were released to authorized bullion dealers on April 25. During this same time, Philadelphia finished and packaged the first two 2010 numismatic AtB bullion coins—Hot Springs and Yellowstone—for release to the public April 28. All these coins were struck on the 1000-ton coining press purchased specifically for this program. This was accomplished while the Numismatic Division also produced U.S. Army and Medal of Honor commemoratives and the annual uncirculated coin set. **(Making Coins/Customers)**

Intranet Redesign. The Intranet Redesign Project met its first major milestone with the release of the redesigned pages on April 28. The focus of this effort is to leverage Share Point 2010 technology to provide a streamlined and user-friendly look to the intranet pages, in addition to reflecting a consistent Mint brand identity across the intranet. The remaining Headquarters' departments and plant facility pages will be rolled out in a staggered schedule with the last pages being released prior to the end of this fiscal year in September. Training for intranet content contributors from departments and plant facilities commenced in March. Additional training sessions are scheduled approximately every two weeks to acclimate users to the new technology. **(Culture)**

Telework. President Obama signed the Telework Enhancement Act of 2010 in December and provided important guidelines to Federal agencies to apply technology solutions to maximize flexible work arrangements. The Telework Enhancement Act consists of three key objectives: 1. Improve Continuity of Operations (COOP); 2. Promote management effectiveness; and 3. Enhance work-life balance. The United States Mint fully supports these objectives and during the last five months, the Information Technology Department (ITD) has conducted an in-depth review of existing Mint remote access capabilities. We will provide you updates as we progress in implementing the Telework Enhancement Act. **(Staffing/Culture)**

Electronic Incident Reporting System. The Protection Department performed the first tests of the National Electronic Incident Reporting System (NEIRS). The NEIRS system will provide a long needed ability to securely store and manage police/incident reports. Police officers inputted data during the week of April 18 that identified needed areas of focus within the Mint's computer network. The Protection Department is working with the CIO Office to address and to make necessary changes. **(Culture)**

Bullet Proof Vests. The Protection Department is also reviewing external ballistic protection vests for police officers. **(Culture)**

Annual Report. Our audited annual report is a key public document that presents the results of our operations including delivery and cost management. The kickoff of the FY2011 financial audit took place in early April. Present at the meeting were the Acting Director, Acting Deputy Director, senior staff members, representatives from the independent public accounting firm of KPMG, LLP and the senior staff from the Office of Inspector General (OIG). The KPMG audit staff will begin field work with the planning phase beginning in April. **(Integrity/Culture)**

\$600,000 Savings. The Mint recently received the reconciliation report from its landlord for CY 2010 on the Headquarters' building operation expenses. Because of our energy saving initiatives, valued engineering and careful watch on expenditures, the Mint will receive a refund in excess of \$600,000 which will be credited towards this year's rent. This is a very noteworthy accomplishment.
(Culture/Teamwork)

Mint Roundup – June 2011

United States Mint Employees:

This is your June issue of Mint Roundup. Before getting into the various items of interest this month, Dick Peterson and I would like to thank everyone who participated in this year's Employee Viewpoint Survey (EVS). This year, we had a response rate of 74.1% -- a dramatic improvement over previous years. The Mint ranked number 3 overall in participation of all the Treasury bureaus—and number 1 in bureaus with over 1000 employees, so finishing where we did is a great accomplishment! We thank you for your feedback because hearing from you is one of the key ways we are going to make the Mint a better place to work. We look forward to seeing the results of this year's survey later this summer or early fall, and then, most importantly, working with you, via focus groups and other methods, in continuing our efforts to further improve our workplace and employee experiences in "Connecting America with Coins."

Following quickly on the heels of the EVS will be the Pulse-check Survey which has been moved to the July/August timeframe. This year, the Pulse-check Survey will be administered electronically (on-line) much in the same manner as the EVS survey. We're excited to once again offer the survey electronically to all our employees. Like the EVS, this survey is another valuable tool for providing specifics on what is working and what we can improve in our workplace. As we get closer to the administration dates, we'll be providing more information.

Finally, a word about safety. As Dick mentioned in our Town Hall meeting, we are keeping our eyes on the safety numbers. The number of LTA's (Loss Time Accidents) is getting a bit high, although we are still within the goalsharing threshold. With just a few months to go in the fiscal year, we need to stay vigilant and focused in preventing accidents.

Have a great Mint day and we hope you and your families enjoy the summer.

Al Runnels

Acting Deputy Director

Individual Development Plan (IDP). As we continue to forge ahead with culture improvement goals and initiatives, individual development is critical. Employee development is important to maintain a flexible, skilled workforce. Employees are encouraged to work closely with their supervisors in developing their Individual Development Plans (IDPs). Your IDP serves as a roadmap for enhancing existing skill sets; attaining new competencies; and ensuring career development. IDP training will be available to all employees and will be coupled with Treasury Learning Management System (TLMS) workshops. For more information, please contact your servicing human resources office or Keith Robinson (Headquarters WSD).

NoFear Act Training. NoFear (Notification and Federal Employee Antidiscrimination and Retaliation) Act training is now available through TLMS. Congress passed the No FEAR Act to ensure that the rights of employees, former employees and applicants for employment are protected under discrimination, whistleblower and retaliation laws. This training will inform you of the No FEAR Act and other laws making discrimination and retaliation in the workplace illegal. This training should take no more than 30 minutes to complete.

Treasury Learning Management System (TLMS). Refresher training for the TLMS and IDPs is taking place across the organization during June. Each Mint location has specific offerings and dates. For more information, please contact your servicing Human Resources Office or Keith Robinson at Headquarters WSD.

HRConnect Database. This year approximately 98% of employees updated their HRConnect profiles. We appreciate all of your efforts to ensure that your profiles and e-mail addresses are up to date. If you have not had a chance to update your profile in HRConnect or you need assistance, please contact your servicing Human Resources Office or Martha Watson at Headquarters WSD.

Leadership Development Program. LDP II will be held the week of July 24-29. The workshops are held at the Office of Personnel Management's Eastern Management Development Center located in Shepherdstown, West Virginia. More information will be provided as we get closer to the dates.

Continuity of Operations (COOP). This year's emergency preparedness and continuity of operations activities at the Mint will consist of multiple events which began with the National Level Exercise 2011 (NLE11) on May 16. This involved a full-scale exercise at the United States Bullion Depository and a command post-level exercise at United States Mint Headquarters in response to a simulated massive earthquake in the Midwest. The next phase involves Eagle Horizon 2011, the Department of the Treasury Continuity of Operations exercise. On June 1st, key continuity personnel from all departments and offices took part in a reconstitution seminar hosted by the Bureau of Engraving and Printing. Then on June 23rd, the Mint will hold a discussion-based tabletop exercise (TTX) to examine transfer of mission essential functions during a crisis.

Cost Savings Initiatives. The Treasury Department requested each bureau to provide examples of innovation and cost savings initiatives. The Mint provided examples that demonstrated our commitment to efficiency and cost savings that resulted in a bureau-wide savings of approximately \$3.9 million for FY 2011. The Mint has instituted cross-cutting measures to minimize costs and increase operating efficiencies. Efforts included reducing some projects by limiting their scope, cancelling initiatives and reducing travel expenses. We provided the following Mint-wide examples to Treasury:

Customer Orders. The Mint will no longer offer customers a complimentary shipping upgrade from standard delivery to expedited delivery when their order value exceeds \$300. This initiative is expected to be implemented by the end of fiscal year 2011 and result in an annual cost savings of \$1.5 million.

Improved Process at Philadelphia. The Philadelphia Mint has developed a new process of blank preparation that decreased the number of dies needed to be produced and replaced in the stamping operation. This new process resulted in high quality output and an annual savings of approximately \$1.5 million.

Financial Department. The Financial Department implemented several cost saving measures that resulted in increased energy conservation, reductions in contracting funds and implementation of new operational processes. The overall cost savings from these initiatives are approximately \$1,4 million.

Data Center. The Mint's Data Center Reconstruction project at headquarters unified the two data centers into one (moved the 799 building data center into the 801 building), which reduced the total square footage used for the data center by nearly 5200 sq ft. This reduction can be primarily attributed to emerging trends in information technology. Adoption of virtualization technologies provided for an aggressive, successful approach to server consolidation; new storage area network products reduced the physical footprint required to operate a modernized data center; and advances in uninterruptible power technologies supported the redesign of the air conditioning system. The overall cost savings from these initiatives is approximately \$907,000 over five years.

Public Affairs Department. The Public Affairs Department cancelled several magazine and newspaper subscriptions. The immediate savings exceeded \$3,500 and are expected to increase to approximately \$5,000 annually.

MINT ROUNDUP – JULY 2011

All Employees:

Before providing you the July Mint Roundup, I just wanted to thank you all for the great job you do day in and day out. During the time I've been aboard as the Acting Deputy Director here at the United States Mint, I've gained a tremendous appreciation for the work you do. I look forward to visiting the plants soon to observe the manufacturing operations and talk with you. Thank you for the tremendous job you do in helping maintain the financial fabric of our nation.

I hope you are enjoying your summer and are finding time to spend with family and friends.

Al Runnels
Acting Deputy Director

Monthly Mint Roundup

2011 Employee Pulse-check Survey. The Employee Pulse-check Survey administration period is scheduled for approximately five weeks from late July through August. This year, the Pulse-check Survey will be administered electronically, in the same manner the Federal Employee Viewpoint Survey (EVS) was administered. We're excited to be able to offer an electronic version of the Employee Pulse-check Survey to all our employees. The survey serves as a critical management tool for planning human capital initiatives, enhancing communication and benchmarking. It will consist of 35 questions and a comment box. As a result of feedback received from previous Pulse-checks, the Mint established the Leadership Development Program (Phase I and II); the Manufacturer Certification and Apprenticeship Program (MCAP); Culture Change initiative; and other workplace improvement programs that support our bureau's mission and strategic goals.

United States Mint Organizational Charts. The Mint-wide organizational charts were approved and signed in June. You may access the organizational charts by using the following link on the public I drive:

\\WDCGFP01\Public\2011 Organizational Charts. WSD is working to get them posted very soon on the Intranet.

Telework Eligibility and Participation. Information regarding telework was promulgated in a special edition of *Talkin' Change* in June. Additionally, a revised teleworking program manual is available on the Intranet Human Resources page. If you are interested in more information regarding telework,

please contact Bill Beckham (202.354.7854) or Megan Dreher (202.354.7586) in WSD.

2011 Mandatory No FEAR Act Training. The Diversity Management and Civil Rights Division launched Notification and Federal Employee Anti-discrimination and Retaliation (No FEAR) Act training on June 1. This year's training is being delivered through the Treasury Learning Management System (TLMS), utilizing the No FEAR training module developed by the Department of Treasury. Headquarters employees were required to complete this training by June 30, and field facilities are required to complete training by July 15. As of June 30, training percentage completion percentages were as follows: Mint-wide: 89%; headquarters: 95%; and facility locations: 86%.

Leadership Development Program (LDP II). LDP II will be conducted the week of July 24-29. The workshops are held at the OPM's Eastern Management Development Center located in Shepherdstown, West Virginia.

HRConnect Database. This year, approximately 98% of employees updated their HRConnect profiles. We appreciate all of your efforts to ensure your profiles and e-mail addresses are up to date. If you have not had a chance to update your profile in HRConnect or you need assistance, please contact your Human Resources Office or Martha Watson at WSD Headquarters (202.354.7225).

National Electronic Incident Reporting System. During July, we plan to start network/site testing of the National Electronic Incident Reporting System (NEIRS) to provide police officers with a much improved method of producing incident reports through—among other features—electronic record searching, storage and retrieval. Also, a more comfortable and practical police uniform available in two types of fabric density will be issued. The new uniform is more suitable for manufacturing and operational environments. A newly designed and approved police officer patch, name tag and rank will be permanently affixed to the uniform. The July issue of *InfoMint* will include an image of the new police patch.

MINT ROUNDUP - AUGUST 2011

United States Mint Employees:

This is the August issue of Mint Roundup. Before getting into the various items, I wanted to say that the summer has been anything but slow in Washington. Normally, the Washington tempo slows down a bit in July and August. That has certainly not been the case this year. As you know, the debt ceiling situation has been the top issue, with our leaders at the Treasury Department being deeply involved in its resolution. And Dick and several of the Associate Directors have been spending a lot of time at the Department discussing a wide range of issues. Needless to say, it's been a very interesting and challenging time.

The 2011 Pulse-check Survey began on July 28th and will close on August 31st. This year, the Pulse-check survey is being administered on-line—in the same manner that the Federal Employee Viewpoint Survey was administered. Employees should have received a Pulse-check survey invitation through e-mail from Mintpulsecheck@synovate.net. The survey consists of 35 questions and a comment box. The on-line Pulse-check survey will take about 10 to 15 minutes to complete. All responses are absolutely confidential. We expect to have overall results back in September and will share them with the workforce. If you haven't already done so, I encourage you to ensure your opinion is included as a part of the overall results, by completing the survey, thus providing your feedback. This year's survey has an expanded area for your personal comments. As Dick has noted in his cover note to the survey, we were very impressed and pleased with the 79% participation in the EVS survey, so let's see if we can top that level of participation with the Pulse-check. I know we can!!!

In the meantime, I would ask that you continue to be the professionals that you are. I was finally able to visit our United States Bullion Depository at Fort Knox and our Denver Mint in the past couple of weeks. I was most impressed with everyone I came into contact with. I wish every American had the opportunity to see the dedication, pride and professionalism that Mint employees exhibit in the important work they do for our nation.

Al Runnels

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Prevention of Sexual Harassment (POSH) and Alternative Dispute Resolution (ADR) Training. All employees (to include managers and supervisors) must complete POSH training and all employees (less managers and supervisors) must complete ADR training. Both mandatory trainings are available via TLMS and must be completed by August 31st for headquarters and by September 16th for all field locations.

Coin Modernization/R&D. The United States Mint has selected a contractor to conduct research and development for alternative metallic materials for the production of circulating coinage. The contractor will prepare a report on its findings, which will serve as the basis for the bureau's recommendation to Congress for new coin compositions, as mandated by the Coin Modernization, Oversight and Continuity Act of 2010 (Public Law 111-302). Final negotiations are being conducted and the contract will be awarded soon.

Hearing on the Gold Transparency Act. The United States House of Representatives Committee on Financial Services (Subcommittee on Domestic Monetary Policy & Technology) held a hearing June 23rd on H.R. 1495, the "Gold Reserve Transparency Act of 2011." Congressman Ron Paul, Chairman of the Committee, introduced the proposed legislation which calls for a full audit and assay of the U.S. government's gold stock. The legislation would also require an independent review by the Government Accountability Office (GAO), allowing the GAO access to any pertinent records or locations, including Fort Knox.

Two witnesses were at the hearing: Eric M. Thorson, Treasury Department Inspector General (IG) and Gary T. Engel, Director Financial Management and Assurance for GAO. Mr. Thorson testified that the gold reserves have been subjected to independent audits yearly since 1993, and he provided an example of how thorough and meticulous these audits have been. He said that during the FY2008 audit, GAO sampled gold statistically representing an inventory valued at over \$75 billion. Based on the independent assayer's report on those samples, the projected dollar value of the difference between the fine troy ounces determined by the independent assay report and the fine troy ounces recorded in the Mint's inventory records to be \$3,819.84 or 0.005% (five thousandths of one percent) of the gold inventoried.

Mr. Engel said that nearly 95% of gold reserves reported to be in the U.S. were in the safekeeping of the Mint.

The Mint provided a statement for the record to the Committee, which included our estimates of cost and time required to conduct the testing that would be required if the proposed legislation became law.

Successful Internal Controls. The United States Mint completed its FY2011 A-123 Assessment of Internal Controls over financial reporting which included testing at Headquarters and all field sites. Based upon the results of the evaluation, the Mint can provide unqualified assurance that its internal controls over financial reporting are operating effectively with no material weaknesses for the third year in a row. The Senior Management Council (SMC) approved all findings and corrective actions on July 14th, and the Internal Control Branch (ICB) will work with all Departments to ensure timely closure of the corrective actions. Through these reviews and by addressing the corrective actions, the Mint continues to make improvements each year in our design and execution of internal controls.

Small Business/"Crush the Goals." Treasury has initiated a challenge to all bureaus to exceed the small business mandated goals. The Corporate and Sales & Marketing Procurement Division has teamed with Protection and Support Services to award several contracts to service disabled small business and HUB ZONE businesses. The overall small business goal is 20% of eligible dollars spent (this excludes metal purchases). An example of working to meet these goals is the exceptional collaboration and teamwork between Protection and Procurement for contract awards to HubZone/Service Disabled Veteran Owned Small Business (SDVOSB)

contractors. We recently awarded a large order for weapons to a SDVOSB and also determined we achieved better .45 caliber handgun pricing than other agencies. We have also made four awards to HubZone/SDVOSB contractors for all of Protection's ammunition needs for the next five years. The competition savings from that effort resulted in identified savings of over \$400K.

2011 Feds Feed Families Campaign. This year the Mint's goal is 9,065 pounds of donated non-perishable items to local food banks. As of July 29th, we've collected a total of 5,598.5 pounds (3,218.5 from Headquarters and 2,380 from the field sites). The most needed items are canned foods with protein, peanut butter, canned fruits and vegetables. Together we have met 62% of our goal. Let's really push this month and contribute 9,065 pounds or more.

Thanks and it is an honor to serve with you.

Go Mint Team!!!

MINT ROUNDUP - SEPTEMBER 2011

Mint Employees,

I trust everyone had an enjoyable summer. It seems like it just flew by. We here in Washington were exceptionally busy with budget issues—preparing for the upcoming fiscal years, both 2012 and 2013. Our nation faces some very challenging times and every agency and bureau will need to do its part in helping meet these challenges. We will keep you posted on what these impacts will be on the Mint.

Dick and I would like to thank all those who participated in the recent Pulse-check Survey. I know that many of you are suffering from “Survey Fatigue,” but the Pulse-check is an extremely important management tool that helps us form the direction we need to take to move the Mint forward. We expect to see results from the FedView survey we took in the spring later this month. We should see our Pulse-check results in October. Again, thanks to those who participated. We are reviewing the “survey fatigue” situation in considering some possible changes to content and timing of Pulse checks.

I recently had the honor of representing the Mint at the launch of the latest America the Beautiful Quarter—this one honoring Vicksburg National Military Park in Vicksburg, Mississippi. The park commemorates one of the pivotal battles of the Civil War — the campaign, siege, and defense of Vicksburg. About 2800 people attended the event, 2000 of which were school children. I wish all of you could have been there to see the enthusiasm and feel the energy of that crowd because it's your work that makes these coins and coin launches possible. Every release of an America the Beautiful Quarter introduces a new generation to one of the wonders of living in our country, and for the children and families who live nearby and can attend, the launch of “their” quarter is a terrific celebration. The coin launches bring it home that the work we do matters to the American people, and participating in these launches makes me proud to be one of you.

Al Runnels

Alternative Metals Study Update. We are very excited about the Alternative Metals Study and can't stress how important it is. Every few generations, we need to adjust the metals content of our circulating coins. The last major overhaul occurred 46 years ago in 1965 and with ever-increasing metals and production costs, this initiative has taken on a heightened importance.

We are happy to report that work is well underway by the selected contractor on the Alternative Metals Study with the current focus being on what is termed “stakeholder outreach” and identification of potential alloys. In the stakeholder outreach effort, contact is occurring with the wide number of coin users (i.e. vending machine operators and manufacturers, banks, coin processors, Federal Reserve Bank (FRB), suppliers, etc.) to capture the needs and expectations for future coinage materials. There are many different characteristics of a coin such as diameter, weight, thickness, appearance, electromagnetic signature, wear resistance and counterfeit/fraud prevention. As alternatives are considered, meeting or balancing these characteristics is a real challenge. Stakeholders rely on different characteristics, so no one critical feature can be identified. For instance vending machines focus principally on diameter and electromagnetic signature; the FRB and armored car carriers are concerned about weight; coin processors focus on thickness for producing wrapped coins; and the public is interested in ease of use, appearance, and (in this current economic environment) they are becoming more interested in the production costs of coins.

Thus, any solution has to be more cost effective. Initial alloy identification consists of considering the wide range of metallic elements and alloys, their characteristics and the potential in achieving the desired balance of characteristics. Using the feedback from the outreach efforts, the initial identification of potential alloys will be reduced to a smaller number of candidate alloys for testing later this year. The result of this study will be a report to Congress next year with the findings and recommendations. As progress is made, additional updates will be shared.

SAI Initiative. We have made significant progress in implementing Treasurer Rios’s Strategic Alignment Initiative (SAI). If you recall, the Treasurer, along with Dick Peterson and Larry Felix (Director of the Bureau of Engraving and Printing), launched an effort to identify areas of common interest between the Mint and BEP. The goal of the effort was to identify, analyze and capitalize on improving operating efficiencies in each of the two bureaus. As two of the government’s premier manufacturing operations, we can help each other by leveraging our knowledge through a mutually beneficial alliance. Just recently, the HR and EEO departments of both the Mint and BEP (along with representation from the Treasury Department) met for three days at what was termed an ‘HRO Summit’ to discuss new ideas and best practices pertaining to human capital management. Personnel from our Finance Department and their BEP counterparts also recently met in the first of several follow-on meetings. Other Mint and BEP offices are planning similar sessions as the program moves forward. The senior leadership teams from both the Mint and BEP met on September 21 to further discuss the entire initiative. This is an exciting effort because it’s accomplished by the sharing of ideas which lead to doing things smarter, better, and more efficiently.

National Collaboration Council (NCC). The NCC, a labor-management forum created by the Seventh National Agreement, held its second meeting in Philadelphia on August 9. Human Resources presented an overview of the new Performance Management Program and the Council identified and began developing the labor-management team performance metrics. For Employee Satisfaction, the focus will be on the wellness program and expanding work/life balance; for mission and service delivery, the focus will be on cost savings, especially as related to our budget; and for labor-management relations, the focus will be on improving this relationship. The NCC provides an outstanding venue for labor and management to discuss a wide range of operational and labor-related issues in a constructive environment. The next meeting of the NCC will be in November.

Local Supplemental Agreement Status. The Seventh National Agreement allows individual locations to have local supplemental agreements (LSA) to negotiate matters relating to conditions of employment within each locality that are not specifically covered by the national agreement. The current status of these local agreements are as follows:

- Headquarters--LSA team kickoff meeting held September 7 with a follow-up meeting on September 21. Interest-based bargaining training is scheduled for September 27;
- West Point and Philadelphia--Will both be submitting their LSA to the National co-chairs of the NCC for review before October 5;
- San Francisco—Nearing completion – expects to complete by October 5;
- Denver—Expects to engage in mediation process over unresolved contract language;
- Ft. Knox—Completed and approved LSA in June – outstanding!

Employee Development Program. The Employee Development Program (EDP) is a competency-based training and development program that will be delivered to employees by in-house facilitators during FY 2012. In preparation for the EDP, we trained and certified 11 facilitators. The Train-the-Trainer (TTT) workshop was held in August at our facility in Denver. The facilitators received certification for teaching and delivering organizational “core” competency training. The next TTT workshop will be held in Washington the week of October 3-7. We will provide more information regarding the EDP as we get closer to launching the Mint-wide training program.

Mint Police Promotions. The United States Mint Police is completing the last phase of its assessment process for the promotion of sergeants and lieutenants. Twenty applicants participated in the sergeant promotion assessment process and 25 applicants for the lieutenant promotion process this year. This summer Mint Police coordinated with the U.S. Office of Personnel Management’s Human Resources Solutions, the Bureau of Public Debt Administrative Resource Center (ARC), and the Workforce Solutions

Department in the administration of the promotion assessment process and concluded the testing phase in August. The promotion assessment process included a job knowledge test, writing assessment and structured interview. This will result in the creation of a certificate of eligible sergeant and lieutenant candidates ranked in numerical order from which selections will be made when a vacancy occurs. Results will be released in September. We wish to congratulate the hard work and effort of all those candidates who participated in this demanding assessment.

Philadelphia Public Tour Redesign Project. The public tour redesign project at the United States Mint at Philadelphia is on schedule, and exciting modifications to this very visible “face of the Mint” are on track for a grand opening next spring. With the third major phase of the project nearly complete—Design Development—the Final Design phase has begun. Construction and installation will commence in October using a pulsed or staggered approach, which will allow public tours to continue in certain areas. This complete renovation of the public tour experience at Philadelphia will be one of the most significant upgrades to that facility since 1969. Plans are underway to give Mint employees a sneak peak of the new tour prior to the public grand opening. So stay tuned!

Feds Feed Families. The “Feds Feed Families” campaign ended on August 31 and one word summarizes how we did—“Phenomenal.” Mint-wide, we collected nearly 12,000 pounds of food, far exceeding our goal of 9,065 pounds. Noteworthy contributors were Ft. Knox (245% of goal) and Philadelphia (109% of goal). At headquarters, Manufacturing achieved 1383% of its goal (correct—1383%). That’s an unbelievable number. But also noteworthy was OCFO (526%); Sales & Marketing (371%); (Protection (213%); Workforce Solutions (185%). Dick and I couldn’t be prouder of your efforts!!! These are difficult times for many people, and your efforts to support the Feds Feed Families program demonstrate your compassion for others who are much less fortunate. A special set of thanks goes to the program coordinators and points of contact at each site who worked tirelessly to make all this happen.

MINT ROUNDUP - October 2011

Team:

The most recent addition of the INFO MINT contains a photo of our employees who worked so hard for several years in our \$1Coin office. I thought I would lead off our monthly update with:

\$1COIN OFFICE

We stood up the Office of \$1 Coin Programs in October 2007. For three years nine employees worked tirelessly to promote usage of \$1 coins among Americans. While these teammates were detailed to the \$1Coin Office, their responsibilities in 'home' departments were discharged by others. As priorities have changed, it was time for staff members to return to their 'home' Departments. The responsibilities for promoting and marketing the \$1 Coin have been assumed by the Sales & Marketing Department—just like our other products.

The Director and I are very grateful for the team's many accomplishments which include:

- Successfully executed a four-city retail activation pilot.
- Secured an agreement with the Walt Disney Corporation resulting in the dissemination of over 1M Native American \$1 coins throughout Disney World.
- Initiated the successful Direct Ship Program with orders exceeding 186 million \$1 coins.
- Secured an agreement with the Washington Metropolitan Area Transit Authority to use \$1 coins in its fare card machines and to advertise \$1 coins in the Metro system.

At a recent celebration ceremony the Director, I and other members of senior leadership recognized and congratulated the members of our \$1Coin Office for their outstanding contributions...and we know they are:

Christy Bidstrup, David Gessert, Carlos Hampton, Connie Kiernan, Mary Lhotsky, Pat McAfee, Ramona Sandoval, Lee Sayrs, and Dufour Woolfley.

FINANCIAL DEPARTMENT

New Cost Allocation Methodology. The Financial Department has implemented a new cost allocation methodology which is based on level of effort. The updated cost allocation began on October 1, the beginning of Fiscal Year 2011. The new methodology is in sync with industry best practices that capture cost data more fully and accurately. The new methodology is also essential for proper reporting in financial statements and for making management decisions such as pricing numismatic coins and reporting and monitoring the costs of producing circulating coins.

America the Beautiful Bullion Coin. Blanks and packaging have been ordered for the new 3", 5 oz. silver America the Beautiful (AtB) coin. Blanks are being delivered to the Philadelphia Mint from one vendor on a regular basis and first article sample blanks have been submitted by a second vendor and are currently going through first article testing prior to acceptance. The packaging contract for the AtB coin was awarded, and the first delivery order is being issued for the new boxes.

Energy Savings. As a result of our going green initiatives over the past year, last month's electrical usage was 75,000 kw less than it was for the same month in 2009. At this rate, we should achieve Energy Star Certification by the end of the calendar year.

MANUFACTURING

2010 Results. Manufacturing did a great job in exceeding all production metrics in 2010. All plants exceeded their Total Recordable Case Rate target, Mint Quality Index targets, and Ship Complete on Time Targets (SCOT). West Point again produced record bullion output; Philadelphia and Denver responded to large swings in orders from the Federal Reserve Board while keeping their eye on the ball of numismatic and die production to support the overall Mint SCOT metric. And San Francisco battled through supplier issues to meet 2010 Proof drop dates and quantities while positioning for 2011 drops in January 2011. All around, a super job by all our plants.

Sustainability. Many efforts are underway to help reduce our carbon footprint, water consumption and solid waste. In recognition of these achievements, the Mint received the Federal Electronics Challenge Bronze Award from the White House Council on Environmental Quality and the Environmental Protection Agency on October 7th. The Federal Electronics Challenge is a partnership program designed to help Federal agencies purchase greener electronic products, reduce the impacts of electronic products during use, and manage obsolete electronics in an environmentally responsible manner. The Mint received the Bronze Award for reducing the environmental impacts of electronics during use by implementing actions such as deploying a software applet to power down all computer workstations after 10 PM; configuring printers to enter power saving mode after 30 minutes; and installing ENERGY STAR compliant computer server equipment. This is a tremendous accomplishment and demonstrates the Mint's leadership in sustainability. Congratulations and a big 'thanks' to all involved in helping us win this award!

PROTECTION DEPARTMENT

Emergency Notification System. The Protection Department is working with the Department of Treasury Office of Emergency Programs to fully enroll all mission critical continuity team members into the new Treasury Emergency Notification Database System (ENDS). ENDS is a more effective means of executing Treasury response and resiliency in the event of an emergency. This new system replaces Treasury's old Command Caller system and, for the first time, provides direct access to a mass notification system at the bureau-level. Individual Mint

departments will also have the ability to access the system and send alerts to their personnel during a crisis via text, email and voice calls.

MINT ROUNDUP - NOVEMBER 2011

Dear Mint Team,

This is the November issue of Mint Roundup. It's hard to believe Thanksgiving and the subsequent holiday season are right around the corner. The year is quickly flying by. Fall has picked up right where summer left off—lots of discussions with Treasury about a wide variety of issues, including the continuing budgetary challenges that every government agency and bureau faces. As Thanksgiving eve approaches, we are, of course, waiting to see what the Congressional Debt Reduction Committee—known as the 'Super Committee'—develops as recommendations to help our nation resolve our budgetary issues.

We are also anticipating the results of this year's Best Places to Work (BPTW) rankings on November 16th. As Dick has indicated, we've made some dramatic improvements on our Employee Viewpoint Survey (EVS) so we are anticipating our ranking will increase significantly. The EVS is a key driver of the BPTW rankings. We will certainly let you know as soon as the results are officially announced.

In the meantime, let me take this opportunity to wish all of you and your families a safe and happy Thanksgiving holiday.

Thank you again for all that you do to make our nation the great one that it is.

As always, I hope you have a great Mint day!

Al Runnels

San Francisco Mint, Operator Apprenticeship Certification Program (OCAP). Two graduation ceremonies were conducted for the metal forming machine operators and die setters in the Coining Division in October. Twenty-one employees achieved certificates for completing key milestones in their individual achievements. Over 47% of the die setters and 38% of the operators in the program have now reached OCAP certification. Overall, 100% of all the metal forming machine operators and die setters have completed their classroom training, quizzes, and hands-on training. Congratulations and well done!

San Francisco Mint, American Eagle 25th Anniversary Set. Headquarters Sales and Marketing and Manufacturing departments recently reached out to San Francisco and asked them to juggle manufacturing of core products, while introducing 100,000 units of the American Eagle 25th Anniversary Set (which

recently sold out in under 5 hours)! It was a group effort by Sales and Marketing, West Point, and Philadelphia to get all of the materials in house on short notice. San Francisco established a Lean Process Team to identify and design the process and key quality metrics. The cross-functional team worked through three production cells and completed the program in a phenomenal 12 days. Well done everyone for demonstrating this type of teamwork!!!

Performance Management Program. The Workforce Solutions Department has been working to revise our Performance Management Program. Feedback from the Federal Employee Viewpoint Survey and the Employee Pulse-check Survey indicate the current system needed to be strengthened. The WSD staff has been meeting since April with representatives from each plant and headquarters department to discuss program components and receive feedback on a variety of options for development of an improved Performance Management Program. The revised program fully meets the OPM requirements. All supervisors and employees will be provided in-depth training on the new program. In the training, supervisors and employees will learn:

- Program background, definitions, and requirements
- How performance elements and standards will be developed
- How summary ratings are determined
- How to complete the new forms

Current status of the program is that it is undergoing negotiation with the Union. WSD is reviewing information submitted by Rich Sailas concerning provisions of the Performance Management Program the Union has elected to bargain and is preparing a response for approval and submission to Rich for the Union's review.

National Collaboration Council (NCC). The National Collaboration Council is composed of management and labor representatives working together to address management-union concerns. The most recent NCC meeting took place yesterday, November 9th here in Washington. Management agenda items included Performance Management issues; an update on Local Supplemental Agreements; and FY12 Goalsharing. Union issues included a wellness program and expanding work/life balance; a discussion of the cost savings goalsharing metric; and improving the labor-management relationship. Dates for the next four quarterly NCC meetings were also tentatively set for review against the Deputy Director's calendar and any other major events scheduled over the next year, so the NCC meeting dates can be set in final.

Visits to Philadelphia, West Point, and San Francisco Plants. On a personal note, I just wanted to say I have enjoyed receiving orientations on operations and meeting and talking with employees at our Denver Plant and at our United States Bullion Depository. Regretfully, visits I had scheduled to the other plants in August and September had to be canceled due to major meetings or actions that were subsequently scheduled here in DC. As soon as

my wife recovers enough from major shoulder surgery a few weeks ago, I really look forward to visiting and meeting with those of you in our Philadelphia, West Point, and San Francisco Plants.

Again, I wish you and your families a wonderful Thanksgiving and I also hope you all have a very nice Veterans Day holiday weekend. Safe travels for those of you visiting family or friends. Lastly, to the Veterans in our Mint family, thank you so much for your dedicated and selfless service to our nation.

Al

Mint Roundup – December 2011

Dear Mint Team:

The holidays are upon us, and I'm sure you and your families are beginning to feel the frenzy that always accompanies this time of year. In fact, it's hard to believe we are midway through December; the year has just seemed to fly by.

As all of you have seen, 2012 will mark several significant milestones—the Mint's 220th anniversary; San Francisco's 75th (the 'new' building); Ft. Knox's 75th; and the Bureau of Engraving's 150th. All of us together represent organizations that help form the financial fabric of our nation. Clearly the United States Mint is part of the essential fabric of our nation's history, thus why the theme of these commemorations—Making American History—is so appropriate. You will be hearing more about commemoration activities and specific products, as we usher in the new year. Treasurer Rios, in fact, will be holding a joint town hall with Mint and BEP employees in January and will talk more about the commemoration at that time.

We've accomplished a tremendous amount this year, and I think it's fair to say that our accomplishments have been noted and are appreciated by our leadership at the Treasury Department. We have clearly left our mark and have made a statement. What that means, of course, is that we've set the bar higher for us in 2012. But Dick and I have the fullest confidence that all of you will meet those challenges—and then some.

I hope you find the December issue of Mint Roundup informative. I also hope you enjoy this great time of year with your family and friends. And as always, remember to have a.....GREAT MINT DAY!

Al Runnels

Individual Development Plan (IDP). As we continue to forge ahead in FY 2012 with culture improvement goals and initiatives, individual development is critical. Employee development is important to maintain a flexible, skilled workforce. Employees with support from their direct supervisors are encouraged to work closely in developing individual development plans. IDPs serve as a roadmap for enhancing existing skill-sets, attaining new competencies and career development. In FY 2012, IDP training will be available to all employees and will be coupled with the TLMS workshops. For more information, please contact your servicing Human Resources Office or Keith Robinson, Training Officer. To complete your IDP, please go to: <http://sper.usmint.etreas.gov/root/SBU/WSD/Documents/IDP.doc> or via E-forms at: <http://usmportal/dotnetroot/CIO-EFORMS/forms/MF8969.htm>

SAI Initiative/Conflict Management & Motivation. As part of Treasurer Rios' Strategic Alignment Initiative (SAI), Workforce Solutions co-designed a pilot program for BEP and Mint leaders that targets two key competencies: conflict management and motivation. We plan to roll out two programs in calendar year 2012 with 28 participants in each cohort—fourteen participants from each bureau. The first pilot of 28 participants meets at BEP on January 24th and 25th (classroom portion), with continuing activities through May 31st. The second pilot runs from July to November 30th with the exact launch date and the Washington, DC location yet to be determined.

Leadership Development Program II (LDP II). LDP II will be held the week of February 26. The workshops are held at OPM's Eastern Management Development Center located in Shepherdstown, West Virginia. More information will be provided as we get closer to the dates.

Employee Development Program (EDP). The EDP is a tiered training and development program offering organizational core workshops (i.e., teamwork, inter-personal skills, customer service, decision-making and problem solving). The EDP program is focused on strengthening essential skills and competencies that support job performance, growth and mitigating competency gaps. The EDP will be formally launched during FY 2012 Q2, with in-house facilitators that are certified to deliver the training at each Mint location. We have certified more than 20 in-house facilitators to deliver the EDP training modules. The primary points of contact (POCs) and certified facilitators for each location are listed below:

Employee Development Facilitators and Primary POCs	
Denver	Chadwick Fleck
Fort Knox	Linda Hamm
Philadelphia	Frank DeSantis
San Francisco	Marceline Myles
Washington (HQ)	Sharon Fulmer
West Point	Lou Dinetz

For more information regarding the EDP, please contact Sande Lehrer or Martha Watson in WSD.

Employee Engagement Workgroups. As we continue to engage the workforce and communicate our goals and priorities, we encourage you to volunteer and participate in the various employee engagement workgroups that have been formed across the organization. The workgroups are focused on developing improvement strategies that support positive culture change. To date, the work and recommendations have been outstanding and we appreciate their commitment. As a result of the work performed by the employee engagement workgroups, we've implemented honorary recognition/awards in all the

departments, enhanced internal communications with newsletters and have encouraged frequent staff meetings. Additionally, some of the workgroups have identified and conducted specific training workshops to meet the need expressed in their departments. Others are exploring focus groups and developing action plans based on feedback received from employees and supervisors. If you are interested in joining one of the employee engagement workgroups, please contact your immediate supervisor. We look forward to hearing your presentations and receiving the recommendations for FY 2012 that are being developed.

Occupy Denver/Operation Safe Passage Summary. A huge “well done” goes to the Mint Police in Denver, along with employees, for their tremendous cooperation and teamwork in planning for the harmonious and safe operation at the facility after an anonymous group advertised over the Internet for protestors to participate in “Occupy the Denver Mint” starting on November 11. The group suggested that participants join the already established “Occupy Denver” group to bolster their numbers. This group called for “direct action” against the United States Mint at Denver which included shutting down the operation by disrupting truck traffic in and out of the facility. Federal, state and local agencies planned for enhanced protection measures to counter potential and probable activities with the intent to reduce disruption to public service. As part of this overall effort, Mint Police planned and trained for a proper response and increased the police presence at the Mint. In the end, the protesters directed the majority of their attention to the local park and interacted primarily with local and state police. The Denver Mint operations were well protected and the increased police presence may likely have re-directed the attention of the groups to other activities. Again, “well done” to everyone involved. The whole planning operation reflected a great level of professionalism.

Lease Expiration. The lease for Building 799 in Washington (Mint Annex) expired October 31. Due to the termination, the Mint will reduce its carbon footprint by 149,000 sq. ft of required space and a savings of \$7.64 million in rental payments.

Renewal of Energy Star Certification. Documentation has been sent to the Environmental Protection Agency (EPA) for the renewal of Energy Star for building 801. The prior certification was obtained for 2010 with a rating of 76. Since that time, the Mint has further reduced the energy consumption and our rating has risen to 88. The rating is the percentile of buildings, meaning that we are in the 88 percentile of all buildings with respect to energy efficiency.

EPA Building Competition. The EPA has culminated its second annual Battle of the Buildings, a competition featuring facility management teams from 245 buildings nationwide engaged in efforts to maximize energy savings and the

reduction of greenhouse gas emissions. The Mint headquarters building, a participant in this year's challenge, finished 48th of the 245 buildings that entered into the competition with a 15.68% energy reduction between the two 12-month comparison periods (baseline period: September 1, 2009 – August 31, 2010; comparative period: September 1, 2010 – August 31, 2011). This reduction resulted in a cost savings for the Mint of almost \$65,000.00. Buildings in the competition featured office buildings, schools, warehouses and parking garages. Due to their constant occupancy, office buildings--unlike parking garages and warehouses—often start with higher energy use intensity and have a harder time reducing energy usage. Of the 103 office buildings in the competition, the headquarters building finished 13th. Well done!!!

MINT ROUNDUP – JANUARY 2012

Dear Mint Team:

Before providing you January's Mint Roundup items, let me say I hope this finds you and your families off to a great start in this new year. Here we are virtually half-way through January with the holidays almost seeming like a distant past.

Dick and I are certainly most appreciative of all your efforts in 2011. It was certainly a challenging year, but one filled with many accomplishments due to your dedicated and professional efforts. I think you will be very proud when you see our many successes documented in our FY2011 annual report which you can review by going to the following link.

<http://www.treasury.gov/about/organizational-structure/ig/Agency%20Documents/OIG12019.pdf>

2012 will bring just as many challenges, and I know we will meet them successfully. Dan Tangherlini, the Treasury Department's Assistant Secretary for Management, Chief Financial Officer, and Chief Performance Officer, has characterized the current operating environment as being without precedent, in terms of the need to ensure the federal government is operating efficiently and effectively. So our collective focus on safety, quality, customer service, and productivity in accomplishing our United States Mint mission and completing our major initiatives as efficiently and effectively as possible is essential.

Just as a reminder, Treasurer Rosie Rios will be hosting a joint town hall meeting on Wednesday, January 18th. The meeting will include employees from both the United States Mint and the Bureau of Engraving and Printing (BEP). We expect her to outline the year ahead, what she sees as some of our key issues and her expectations of us as we address those issues.

Have a great Mint day and I wish you all a very enjoyable and safe Martin Luther King holiday weekend!

Al Runnels

Performance Management - Writing SMART Goals. Training will be offered to all supervisors starting this month. Please contact your servicing Human Resources Office for your local schedule. Headquarters conducted workshops on January 4th and 5th. Another one is scheduled for January 19th. For more information, please contact Keith Robinson or Sande Lehrer in WSD.

SAI Initiative/Conflict Management & Motivation. As part of Treasurer Rios' Strategic Alignment Initiative (SAI), Workforce Solutions co-designed a pilot program for BEP and Mint leaders that targets two key competencies: conflict management and motivation. We plan to roll out two programs in calendar year 2012 with 28 participants in each cohort—14 participants from each bureau. The first pilot of 28 participants meets at BEP on January 24th and 25th (classroom portion), with continuing activities through May 31st. The second pilot runs from July to November 30th with the exact launch date and the Washington location yet to be determined. For more information, please contact Sande Lehrer in WSD.

Employee Development Program (EDP). EDP is a tiered training and development program focused on strengthening essential skills and competencies that support job performance and growth (i.e., teamwork, interpersonal skills, customer service, decision-making and problem solving). The EDP will be formally launched during late January 2012, with certified in-house facilitators delivering the training at each Mint location. The primary points of contact and certified facilitators for each location are listed below:

Employee Development Facilitators and Primary POCs	
Denver	Chadwick Fleck
Fort Knox	Linda Hamm
Philadelphia	Frank DeSantis
San Francisco	Marceline Myles
Washington (HQ)	Sharon Fulmer
West Point	Lou Dinetz

For more information, please contact Martha Watson or Sande Lehrer.

Employee Engagement Workgroups. We encourage employees to participate in your department or field site's Employee Engagement Workgroup. The workgroups are focused on developing improvement strategies that support positive culture change. To date, the work and recommendations have been outstanding and we appreciate the commitment of the members of the workgroups. As a result of the work performed by the employee engagement workgroups, we've implemented honorary recognition/awards in all the departments, enhanced internal communications with newsletters and have encouraged frequent staff meetings. We look forward to your input and improvement strategies. For more information on how you can contribute and/or participate, please contact your immediate supervisor or department head.

Accounting Division. The Accounting Division has announced that KPMG has issued its CFO Annual Audit report on the United States Mint. Once again, we received an “unqualified” (i.e., clean) audit opinion. The auditors did not identify any material weaknesses. They noted five findings, with only one of them classified as a significant deficiency; the other four were at the level of for management information and follow-up. My congratulations to the Mint financial management community and, of course, to all other areas, knowing that this impressive and continuing improvement in our overall financial management and internal controls program occurs as a result of focus by all Mint employees on internal controls and effectiveness. Congratulations!

Procurement and Support Services Division. On December 15th, the Mint received the Department of the Treasury FY2011 Team Award for Acquisition Excellence--Achieving Significant Contract Cost Savings. This award was a result of the team's effort to find and place a competent service provider under contract for the SaaS (Software as a Service) project. Savings for the project over the life of the six-year contract are projected to be in excess of \$50 million. The trophy is being placed in the headquarters display cases near the elevators.

Philadelphia Tour Upgrade. The Philadelphia public tour upgrade project is continuing. The tour was recently closed so that construction work can begin. Meanwhile, fabrication of exhibits, interactive displays and videos is underway. Installation of the exhibits will occur after the initial demolition and construction efforts. We are looking forward to a grand opening of the new tour in early summer.

FY 2012 Employee Viewpoint Survey (EVS). It seems like it was just a few months ago that we completed the FY 2011 EVS and then were so encouraged by the improvement in our rankings compared to other federal agencies. I want to thank each of you for your efforts last year and for your continuing efforts this year in being “engaged” in making the Mint a better place to work. Personally, it's not so much about where we finish in the rankings, but much more about us all being engaged in doing all the right things to ensure we continue to provide the right leadership; work environment; rewards and recognition; and professional development that a high quality organization should provide its workforce. That said, while 57th among federal agencies in the rankings is good, I think the Mint TEAM has the potential for further improvement that could take us to the next level and possibly even to the TOP 10! I look forward to seeing and hearing about your continuing engagement in further improving the Mint as a best place to work.

MINT ROUNDUP – FEBRUARY 2012

United States Mint Employees:

I trust this February issue of Mint Roundup finds everyone well. The year is off to a very busy—but also a very good—start. Dick and I certainly appreciate you attending the first joint town hall meeting that Treasurer Rios hosted in mid-January. Several of you were involved in a lot of good work that occurred behind the scenes and some of it after your normal duty hours in the technological support of the event. We are very appreciative of your efforts to help ensure it all came together well.

Deputy Director Peterson will be traveling to some of our plants later this month and also is planning to have his own town hall meeting at some point after his return. We'll be getting information out on the town hall as soon as we lock in a date.

The President gave his State of the Union address in January and set the tone for what the next year will look like. We'll get a bit more perspective when the Federal budget is released later on this month. Although we don't know specifics at this point, we do know we must continue to tighten our belts—looking for more efficient ways to accomplish our mission. I look forward to your cost savings ideas as part of our FY2012 Goalsharing Program. I understand the Goalsharing Committee (consisting of Union and Management representatives) is reviewing the procedures and template, developed by the Financial Department, for submission of your cost savings ideas, so I expect we'll have the procedures and template available for you soon.

Thanks for your tremendous efforts in getting the year off to a great start.

Have a great Mint day!!!

Al Runnels

2012 Federal Employee Viewpoint Survey (FEVS). This year's Federal Employee Viewpoint Survey (FEVS) will be conducted for six weeks in the April/June 2012 timeframe, specific dates are TBD by OPM/Treasury. Similar to 2011, approximately 1700 employees will receive the e-mail invitation from the Office of Personnel Management (OPM) to participate and complete the survey. Your feedback regarding the workplace is very important, and we use it to develop strategies and implement initiatives that support employee development; improve processes; and look for innovation in the way we carry out the mission of the Mint.

Your feedback last year supported our belief that we are on a positive trajectory toward making the Mint a great place to work. Many of you expressed satisfaction with your work and pride in your ability to make a difference here at the Mint in serving our nation. Many of you also provided recommendations for improvement in critical areas such as performance management, rewards and recognition, employee engagement and effective leadership-supervisor. Based on your valuable feedback, we placed additional focus in these areas over the past several months and took actions, with your help, over and above those that were previously planned.

We listened to you and implemented additional training for employees and supervisors. In the area of rewards and recognition, employee engagement workgroups have implemented various ways of recognizing co-workers (i.e. certificates of appreciation, 59 minute awards, team recognition, thank you notes and plaques, as well as nominations for the Rittenhouse Award).

As you know, we are in the midst of implementing our new performance management system. Many of you have attended briefings that provide more insight to how the system works, and how important it is for you and your supervisor to communicate and discuss your individual performance expectations and your team's goals and objectives, as well as needed resources and challenges.

We're proud of the work, team spirit, accomplishments and commitment that each employee has shown since the last administration of the FEVS. Your contributions resulted in a phenomenal jump from being ranked near the bottom to being in the top 100 group of Federal agencies sub-components. Several Federal agencies have contacted us to learn how we did it...and the answer is *"generate trust, respect, and teamwork; encourage creativity and innovation; ensure employees are engaged and feedback is valued; and empower your workforce to do its best."* We also tell them we don't view these as buzzwords! They are critical imperatives and necessary outcomes that drive actions and results that, most importantly, are visible and important to the workforce. **Together**, we can continue to improve our workplace, better accomplish our mission, and become the model workplace for other Federal agencies.

We will provide more information and details as we get closer to the 2012 FEVS administration period.

Alternative Metals Study Update. Progress continues on the Alternative Metals Study. Overall, the project is maintaining its very tight timeline. Accomplishments over the past month include:

- Test Strikes on candidate metals were conducted for one cent, five cent and quarters in December using newly created enhanced Martha

Washington nonsense dies. These dies more closely match our current designs and provide a more realistic testing of potential materials. Test strikes were conducted in the newly renovated secure R&D Room in Philadelphia.

- Samples of test strikes were analyzed for wear, corrosion resistance, mechanical properties and electromagnetic signature.
- A detailed cost analysis of alternative metals identified was developed with assistance from OCFO and the Philadelphia and Denver plants. This analysis and the testing results were utilized to select candidates for an additional round of testing. The next round of testing is scheduled for later this month and will involve striking a larger number of coins and more extensive testing.
- Extensive information has been developed on the impact of changing coin composition on various stakeholders, such as the vending machine industry, coin processors, transit agencies, retail establishments and the public. This information will be used in conjunction with the test strikes to develop the final study recommendations.

The law requires the Secretary of the Treasury to submit a report to Congress no later than December 2012.

Order Management System (OMS) Update. As you know, we are implementing a new order management system and a unified web presence—including the online catalog and informational sites—to better serve our customers and gain processing efficiencies. The project is progressing with our goal being to have a world class e-commerce and sales ordering system, comparable to that of many top name retailers. The project team (comprised of personnel from ITD, SAM, Finance, Manufacturing and Protection) has conducted numerous scoping discovery sessions with our platform provider (Venda), various federal agency partners, and third-party suppliers to further define the scope and functionality of the future system. Venda is a cloud-based commerce solutions company and provides a solution known as Software as a Service (SaaS). While Goutam Kundu, our Associate Director for Information Technology/CIO and B.B. Craig, our Associate Director for Sales and Marketing provide overall IT and program leadership of the project, Sherry Suggs, Deputy Associate Director of Sales & Marketing, and Vickie Walker, Chief of the Customer Support Division in ITD, are now serving as joint program directors. Sankar Das, Chief of the Application Development Division in ITD, also serves in the critical role of technological implementation lead.

Mint-BEP Pilot Leadership Development Program. The Mint and the BEP launched a joint five-month leadership development program for supervisors and managers in late January. The first cohort group, consisting of 14 supervisors from each bureau, attended the two-day kickoff event that was held at BEP headquarters. Treasurer Rios, Mint Deputy Director Dick Peterson, and BEP Director Larry Felix shared their vision and demonstrated

their support for this unique Strategic Alignment Initiative program. The two-day training session focused on motivation and conflict management and was co-taught by Mint and BEP instructors. Follow-up events will reinforce the techniques practiced during the January sessions and highlight other leadership competencies as well. This collaborative effort between the two bureaus helps to foster synergy, share solutions, save costs and avoid redundancies, as well as establish a network and support system for Mint and BEP supervisors.

Mandatory Annual Information Security Training. The Information Technology Department, Information Security Division (ISD) will begin mandatory 2012 information security training on February 6. Beginning this year, the Mint is tracking completions for employees and contractors in one repository, the Treasury Learning Management System (TLMS). The computer-based training includes: Privacy Awareness, Cyber-Security Awareness and IT Rules of Behavior. The interactive, online training provides Mint personnel with awareness of their responsibilities for safeguarding United States Mint information and information systems. By the way, let me take this opportunity to thank you for your individual commitment to information security and for your protection of personally identifiable information.

If you have any questions or require assistance, please contact your site training coordinators listed below.

Training Coordinators	Location	Phone Number
Keith Robinson	Washington, DC	(202) 354-6834
Chad Fleck	Denver, CO	(303) 405-4793
Frank DeSantis	Philadelphia, PA	(215) 408-0446
Lou Dinetz	West Point, NY	(845) 446-1708
Linda Hamm	Fort Knox, KY	(502) 943-7132
Marceline Myles	San Francisco, CA	(415) 575-7839

Weapons Transition. Within our Protection Department, Phase II of the new weapon transition will begin soon to train and issue the Smith & Wesson .45 handgun and Colt MP-4 Rifle. A specialized United States Mint Police team is preparing to travel to each facility to provide a well-prepared training package to qualify each officer with the weapons in a safe manner. This team will provide standardized training to the officers. The traveling training team is a diverse and well-trained group, which will be using a lesson plan developed from the Federal Law Enforcement Training Center and other organizations which have conducted similar training. We look forward to the results of the training and sincerely appreciate the effort and dedication of this elite team, which will spend significant time away from their home and family! Having qualified (probably with a lot of luck) at the “expert” level with both the .45 and

the 9 MM, while in the Army, I look forward to personally congratulating our Mint Police Force officer who obtains the highest qualification score.

2012 Numismatic Pricing. We have announced that we are reducing or maintaining 2011 prices for some of our most popular numismatic products to be offered in 2012. Products with reduced prices in 2012 include:

- United States Mint Uncirculated Coin Set® - reduced from \$31.95 to \$27.95
- America the Beautiful Quarters Three-Coin Set™ - reduced from \$14.95 to \$9.95
- America the Beautiful Quarters Uncirculated Coin Set™ - reduced from \$21.95 to \$12.95
- America the Beautiful Quarters® 100-Coin Bag - reduced from \$49.95 to \$34.95
- American Eagle Proof Silver Dollar - reduced from \$68.45 to \$61.95*
- Presidential and Native American \$1 Coin Rolls - reduced from \$39.95 to \$32.95
- United States Mint Presidential \$1 Coin Proof Set™ - reduced from \$19.95 to \$18.95
- Presidential \$1 Coin Uncirculated Set™ - reduced from \$19.95 to \$16.95
- United States Mint Presidential \$1 Coin & First Spouse Medal Set™ - reduced from \$14.95 to \$9.95

Prices will be the same for the 2012 United States Mint Proof Set®, priced at \$31.95, and the United States Mint Silver Proof Set®, priced at \$67.95.

MINT ROUNDUP – MARCH 2012

Mint Employees:

This is the March issue of Mint Roundup. We hope you find the information informative.

Tom Jurkowsky
Director of Public Affairs

Alternative Metals Study Update. The draft report of the alternative metals study will soon be presented to the Mint. The actual report must be submitted to the Congress by December 13. Since the last update, there has been much progress. Accomplishments over the past month include:

- During February, at the R&D Center in Philadelphia, another round of test strikes on candidate metals was conducted for one cent, five cent and quarters using the enhanced Martha Washington nonsense die. The strikes included larger quantities of blanks or planchets. Some of the initial alternatives were selected or modified, and additional options, previously not identified, were added.
- As with the first strikes and tests performed in December, post-strike tests will be conducted and analyzed. This series of tests will be more extensive in their assessment of how well the material performed in processing (blanking, annealing, upsetting, tonnage) and how well they fared when testing for wear, corrosion resistance, hardness and conductivity. The pieces will be tested for Electromagnetic Signature (EMS) and compared to current U.S. coins and other world coinage.
- In making final recommendations, many factors must be considered and weighed. Some of these include:
 1. Cost to produce circulating coins (less than face value vs. less than the present cost) and metal and cost trends.
 2. Impact on key stakeholders and, to the greatest extent possible, minimizing their conversion costs.
 3. Fraud prevention and the degree to which proposed options are seamless, matching key physical, electromagnetic, mechanical and chemical properties for the four alloy groupings: penny, nickel, Cu-Ni clad (10/25/50 cent) and golden dollar.

4. Impact on ease of use, ability to circulate in commerce and environmental impacts.
5. Changes and improvement in production methods and impact on current suppliers.

After the draft report is received, feedback from the Mint will be provided and the contractor will deliver the final report in mid-April.

Individual Development Plan (IDP). Employee training and development is important to maintain a flexible, skilled workforce. We encourage all employees to work jointly with their immediate supervisor in developing individual development plans. IDPs serve as a roadmap for enhancing existing skill-sets, attaining new competencies and career development. As promised in December, the first of a series of Treasury Learning Management System (TLMS) workshops was held in February. We plan to offer additional training workshops focused on TLMS and IDPs. For more information, please contact your human resources office or Keith Robinson, Training Officer in Headquarters (WSD).

2012 Federal Employee Viewpoint Survey (FEVS). Each year the U.S. Office of Personnel Management (OPM) administers the FEVS. The Mint participates as a bureau under the Department of Treasury. This year approximately 1600 Mint employees have been selected by OPM to participate in the FEVS. Only full-time, part-time and permanent non-political employees on board as of September 30, 2011, will receive an e-mail invitation from OPM with instructions for participating in the 2012 FEVS. Employee participation is voluntary. All responses are confidential and go directly to OPM. The FEVS administration period for the Department of Treasury is tentatively set for six weeks in the April – June timeframe. As we get closer to the administration timeframe, we will confirm the dates and disseminate that information to all employees. For more information, please contact Martha Watson in Headquarters (WSD).

HRConnect Database. Last year we embarked on an effort for all employees to update their HRConnect profiles. As a result, approximately 98% of employees updated their profiles. We appreciate all of your efforts to ensure that your profiles and e-mail addresses are up to date. If you are a new employee or you have not had a chance to update your profile in HRConnect, please contact your human resources office. Keeping your profile updated is very important, and we encourage all employees to do so.

Employee Development Program (EDP). The Employee Development Program is a tiered training and development program offering organizational core workshops (i.e., teamwork, interpersonal skills, customer service,

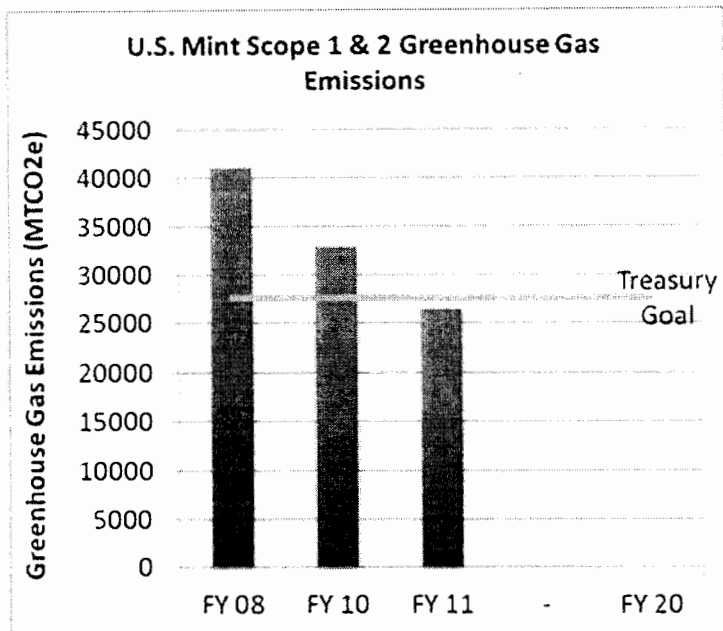
decision-making and problem solving). The EDP is focused on strengthening essential skills and competencies that support job performance, professional growth and mitigating competency gaps. The EDP was formally launched in February with in-house facilitators that are certified to deliver the training at each Mint location. The feedback from participants attending the Maximizing Teamwork workshop has been very positive. We encourage all employees to participate. For more information regarding the next scheduled offering, please contact the primary points of contact and certified facilitators listed below:

Employee Development Facilitators and Primary POCs	
Denver	Chadwick Fleck – 303-405-4793
Fort Knox	Linda Hamm – 502-943-7132
Philadelphia	Frank DeSantis – 215-408-0446
San Francisco	Marceline Myles – 415-575-7839
Washington (HQ)	Sharon Fulmer – 202-354-7868
West Point	Lou Dinetz – 845-446-1708

Leadership Development Program (LDP). LDP II will be held the week of May 6-11. The workshops are held at the Office of Personnel Management's Eastern Management Development Center located in Shepherdstown, West Virginia. For more information about the LDP program, please contact Sande Lehrer in WSD.

Treasury Fleet Vehicles/Greenhouse Gases. The Mint participated in a Treasury-wide meeting on the status of making the Treasury fleet exceed the greenhouse gas (GHG) compliance standards. Here is the Mint's current status and actions we are taking to exceed the greenhouse gas compliance standard:

- The United States Mint leases 31 vehicles from GSA and owns four. The four vehicles will be replaced by GSA-leased vehicles by 2013. Through FY 2011, the Mint has reduced its direct GHG emissions 36% and has achieved Treasury's FY 2020 goal:



In FY 12, the Mint will establish a Fleet Council to:

- Identify sources and secure access to E-85 for vehicles at each Mint facility
- Review the fleet inventory to determine which vehicles are not necessary or can be downsized
- Establish a schedule to replace non GHG-compliant general use vehicles
- Coordinate with the Treasury Law Enforcement Working Group to engage with GSA about increasing availability of GHG-compliant police vehicles
- Develop a business case to lease general purpose advanced technology vehicles

Federal Reserve Bank Gold Inventory. In January, the Mint began the inventory of Treasury owned gold bars and coins stored at the Federal Reserve Bank (FRB) in New York. The inventory is being conducted by the Mint with oversight by the Office of the Inspector General (OIG). As of March 23, the Mint has completed 64% of the overall inventory. We anticipate completing the entire inventory by June 30.

MINT ROUNDUP – APRIL 2012

Dear Mint Employees,

The Workforce Solutions Department has been involved in a number of priority items, including updating the United States Mint's organizational charts, implementing our new performance management system, preparing an improved version of the Employee Personal Page, and hosting our Special Emphasis Programs that promote diversity and the bureau's inclusion goals. One of critical priorities is to ensure that all permanent full-time and part-time employees will be able to access the 2012 Federal Employee Viewpoint Survey (FEVS).

The Office of Personnel Management (OPM) is inviting more than one million Federal permanent full and part-time employees Government-wide to participate in the 2012 FEVS. Due to this extremely large survey population, we have recently been advised by OPM that they will begin launching the 2012 FEVS during the week of April 23rd in the Department of the Treasury.

The FEVS will be administered for six weeks—April 23 through May 31—by OPM. We can assure you that your responses are confidential. The purpose of this survey is to measure employees' feelings and attitudes in topic areas such as talent; leadership and knowledge management; performance culture; and job satisfaction. The ultimate goal of the survey is to provide agencies with information to build off of strengths and improve challenge areas. The FEVS will take approximately 20-30 minutes to complete.

You will receive an e-mail invitation from OPM with instructions on how to complete the survey. We encourage you to complete the FEVS during work time.

The results from the FEVS are used by the Partnership for Public Service in developing their ***Best Places to Work in the Federal Government Rankings***. As you know, the United States Mint, with your contributions, has done an exceptional job of improving our ranking. We are now ranked 57. We reached a ranking of 57 by making a commitment to be a great place to work. We enhanced our internal communication and made employee engagement a priority. Many of you volunteered to lead employee engagement workgroups that developed outstanding initiatives that include increased collaboration between departments and various work units, honorary ways to recognize co-workers for their contributions, as well as conducting focus groups and specific training to enhance communication and our culture.

We know that we can continue making positive strides with your feedback, commitment and contributions to being a great place to work.

Dan Riordan
Associate Director for Workforce Solutions

FY 2012 Prevention of Sexual Harassment Training. Prevention of Sexual Harassment (POSH) training provides key information to employees on how to recognize and prevent sexual harassment. This mandatory, but interactive training, will provide employees the opportunity to learn about this important topic via scenarios, court cases and other tools to enhance the overall learning experience. The training will be delivered by your local EEO managers/offices and will be rolled out to the workforce in May. The specific schedule for the sessions and how to register will be announced shortly. In the meantime if you have questions, please contact the EEO manager/specialist for your respective location.

Employee Engagement Workgroups. We wanted to thank all of you who have submitted your 2012 Employee Engagement Action Plans. As we continue to implement workplace improvement strategies and engage the workforce, we encourage you to volunteer and participate in the various employee engagement workgroups that have been formed across the organization. The workgroups are developing and recommending improvement strategies that support positive culture change.

Individual Development Plan (IDP). Individual Development Plans are an important tool for optimizing individual performance. We encourage supervisors and employees to jointly work in developing learning and development goals to ensure mapping-out development milestones and closure of existing skills/competency gaps. For more information, please contact Keith Robinson at 202-354-6834.

New Employee Personal Page (EPP). We are working with the National Finance Center, our payroll partner, to introduce an enhanced and improved version of EPP. For those of you not familiar with EPP, it's a personal web site that securely stores your personnel and payroll information. EPP enables you to view your Earnings and Leave Statement, W2's and Benefits Statement. It also allows you to make changes to your personal information. The enhanced version of the site will go live later this year.

The "new" EPP will be accessible 24/7 from any device that has access to the internet and will display new or corrected information within 24 hours. In addition, the full range of information stored on the site will make it a convenient "one-stop shop" for reviewing or changing:

- Direct deposit information

- Federal healthcare insurance enrollment
- Federal and state tax withholding allowances
- Qualifying life event changes to your healthcare benefits
- Discretionary financial allotments
- Health savings allotments
- Personal address information
- Thrift Savings Plan and “catch-up” elections

If you are currently using Employee Express for these types of transactions, please note that as part of this transition, Employee Express will become unavailable to Treasury employees when the new Employee Personal Page goes online.

Please watch your email and electronic Earnings and Leave Statements for additional information and a specific go-live date for EPP. If you haven't already done so, you are urged to register with the current version of Employee Personal Page at www.nfc.usda.gov/personal/. You can do that now, in advance of the enhanced site's premier. For specific questions, contact 304-480-8275 or email Benefits@bpd.treas.gov.

Mid-Year Budget Review. It's time for the annual mid-year budget review. The purpose of this effort is for each department and plant to evaluate its budget and to determine whether any adjustments are needed. In light of tight fiscal year constraints, this year the departments and plants are asked to focus on returning funds versus requesting additional funds. We know you will support the Mint's efforts to identify and reduce costs wherever possible.

A-123 Assessment. Every year the Mint is required to perform an annual assessment of the internal controls around financial reporting. This assessment is performed in accordance with the Office of Management and Budget Circular A-123. The assessment includes testing at each plant, as well as in Headquarters. Visits have already occurred to West Point and Philadelphia. The Denver visit will begin on April 16 and San Francisco's will begin at the end of the month. Testing in Headquarters is being performed over several months and will be completed by the end of June.

United States Mint Birth Set. The Mint added a new product to its numismatic portfolio this year, a keepsake coin set specially designed to mark the arrival of a newborn baby. The 2012 United States Mint Birth Set—the first of its kind issued by the bureau—went on sale March 13. It contains proof quality versions of the Kennedy half-dollar coin; the first America the Beautiful Quarters® coin released this year (honoring El Yunque National Forest); the Roosevelt dime coin; the Jefferson five-cent coin; and the Lincoln one-cent coin. The coins are mounted on an attractive folder with spaces for a

personalized welcome message, the baby's statistics (date and time of birth, and length and weight), a 3 x 4-inch photograph and a lock of hair.

\$1 Coin Update. We released our first 2012 Presidential \$1 Coin products for sale on April 5. These are the Chester Arthur Presidential \$1 Coin Rolls and two new products—a \$1 Coin 250-Coin Box and a \$1 Coin 500-Coin Box, both containing Chester Arthur \$1 Coins. The boxes include circulating quality coins from either Philadelphia or Denver.

Chaco Culture National Historical Park. The next quarter launch event will be held during National Park Week on April 26 at the Chaco Culture National Historical Park in New Mexico. The launch will take place at the park's new visitor center in Nageezi. Deputy Director Peterson will attend and participate in the event.

What is COOP? COOP is an acronym that stands for Continuity of Operations. It's an initiative to ensure the government can continue to perform its essential functions under a wide range of circumstances. For the Mint, this means we must plan and test our ability to continue the production and distribution of circulating coins to the Federal Reserve System, along with maintaining the security of our facilities and assets. The Mint will always attempt to continue all of our functions, but two functions—producing circulating coins and security—are considered "Mission Essential" by the Treasury Department. These two functions must be maintained under a full spectrum of threats and hazards. A Federal directive requires we test our COOP capability on an annual basis. Accordingly, this June we will participate in Exercise Eagle Horizon which will test our plans and procedures to maintain our mission essential functions. This year's exercise will involve personnel from every facility—but especially Denver and Philadelphia. Today's threat environment makes COOP planning even more important. What role do you play in COOP? If you don't know, ask your manager.

MINT ROUNDUP – MAY 2012

United States Mint Employees:

Over the last month, the Sales and Marketing Department (SAM) has been involved in a number of high-priority projects. From introducing and launching new products; conducting briefing sessions on social media; promoting the United States Mint Education Initiative (M.E.I.); and getting ready for the American Numismatics Association (ANA) spring convention in Denver, it's been a busy spring so far! Here's a recap:

First, we're excited to announce the special 2012 American Eagle San Francisco Two-Coin Silver Proof Set for sale beginning June 7. This historic set will contain one silver proof coin and one silver reverse proof coin, both minted at San Francisco. In marketing and selling the set, we re-evaluated how we bring special products to market based on feedback from customers about the American Eagle 25th Anniversary Silver Coin Set. As a result, we are giving customers a four-week window to order the set without ordering limits.

We also added two new products to our portfolio—Presidential \$1 Coin and Native American \$1 Coin 100-Coin Bags—from either Philadelphia or Denver. These bags give the public two additional production options to obtain \$1 coins directly from the Mint since we are no longer producing them for circulation. We also introduced 250-coin and 500-coin \$1 coin boxes in April.

On April 26, Deputy Director Peterson joined Chaco Culture National Historical Park Superintendent Barbara West to launch the quarter honoring Chaco National Historical Park in New Mexico during the dedication ceremony for the site's new visitor center. Sales and Marketing supports the planning and execution of these events.

Have you spent time on the United States Mint Facebook and Twitter pages? If so, you've seen some of the ways we are using social media to engage our customers and the public at large. SAM is holding "Lunch and Learn Sessions" on social media for our employees. The first session, held April 18, contained an introduction to social media and Facebook. The second session on May 2 introduced Twitter and advanced Facebook features. The sessions are designed to not only keep SAM employees in the know by answering topic-related questions but to increase their knowledge and awareness about social media and the Mint's presence on various social media platforms. We hope to branch out beyond SAM and offer these sessions throughout the Mint later this year.

And finally, planning is well-underway for this year's ANA Spring Convention in Denver. In addition to sharing booth space with the Bureau of Engraving and Printing (BEP), we will be showing historic and informational videos, displaying and selling some of our current products, offering photo opportunities with

Treasurer of the United States Rosie Rios and coordinating Denver facility tours. The Denver Mint will also be showing off a gold bar display and BEP will have its "1 Billion Dollar" exhibit on display. The convention runs May 10-12.

Please give us your feedback on these and any other SAM initiatives going forward. We need your enthusiasm and your ideas!

B. B. Craig
Associate Director for Sales and Marketing

Federal Employee Viewpoint Survey. The 2012 Federal Employee Viewpoint Survey's (FEVS) administration began the week of April 23. The FEVS is confidential and the responses go directly to the U.S. Office of Personnel Management (OPM). We've used the FEVS results to develop and implement employee engagement and workplace improvement initiatives. The FEVS administration period will close on May 31. Remember—the feedback you provide through the FEVS is very important, and we encourage you to take 20 minutes to complete the survey. The results from the FEVS are used by the Partnership for Public Service in developing their *Best Places to Work in the Federal Government Rankings*. As you know, the Mint, with your contributions, has done an exceptional job of improving our ranking. **We are now ranked 57!** Together, we can continue improve our workplace and meet our bureau's mission.

Leadership Development Program I (LDP I). LDP I will be held the week of May 21 – 25 at OPM's Western Management Center in Denver. LDP I covers a range of supervisory topics including leadership; conflict management; EEO roles and responsibilities; and HR principles. For more information, please contact Sande Lehrer at 202-354-7881.

Leadership Development Program II (LDP II). LDP II is being held the week of May 6 -11 at the OPM's Eastern Management Development Center located in Shepherdstown, West Virginia. LDP II covers a range of supervisory topics, including strategic thinking; internal controls/fraud; leadership under fire; and much more.

Employee Development Program – Maximizing Teamwork Workshop. The Employee Development Program is a tiered training and development program offering organizational core workshops. The first workshop, *Maximizing Teamwork*, is being delivered at all Mint locations. For more information, please contact your local point-of-contact (see table below).

Employee Development Facilitators and Primary

POCs	
Denver	Chadwick Fleck – 303-405-4793
Fort Knox	Linda Hamm – 502-943-7132
Philadelphia	Frank DeSantis -- 215-408-0448
San Francisco	Marceline Myles – 415-575-7839
Washington (HQ)	Sharon Fulmer – 202-354-7868
West Point	Lou Dinetz – 845-446-1708

Jump\$tart Financial Literacy on Capitol Hill Day. Sales & Marketing staff members recently participated in the Jump\$tart Financial Literacy on Capitol Hill Day to support the coalition's efforts to promote financial literacy. SAM representatives were on-hand to promote its Mint Educational Initiative (M.E.I.) resources that support financial literacy in the classroom. Also on the education front, the SAM joined together with the Protection and Workforce Solutions Departments to coordinate this year's Take Your Child to Work Day at headquarters on April 26.

Financial Statement Audit. The entrance conference was held for the United States Mint Financial Statement Audit and was attended by the Deputy Director and the senior executive staff, along with KPMG and auditors from the Office of Inspector General. The Financial Statement Audit began in April and will conclude in December.

Procurement Savings. At the beginning of the fiscal year, Treasury established goals for each bureau to achieve in various areas. We are pleased to announce that thru competition, negotiation and project cancellation, the Mint has exceeded the goal for procurement savings by over \$8 million.

Philadelphia Public Tour Upgrade. The Philadelphia public tour upgrade project remains on track. A ribbon cutting ceremony is planned for 3 July.

'Contact Us' on Internet. In an effort to improve customer service, responsiveness and transparency as a federal entity, we've established a "Contact Us" function on our Internet page. Individuals who have general questions about the Mint, a question about an order they have placed or simply a question about coins in general, can simply select "Contact Us" and an email form is automatically populated. Since the function's establishment several months ago, we've received an extremely large number of emails with

various questions and comments. For example, we received about 1600 email requests in March and nearly 1400 in April. The function is currently managed by the Public Affairs Office at headquarters.

National Peace Officers' Memorial Day. In 1962 President John F. Kennedy signed a Presidential Proclamation that set aside May 15th as National Peace Officers' Memorial Day and the week of May 15 as National Police Week. This week is set aside to recognize the service and sacrifice of law enforcement professionals throughout our Nation. Last month, the engraving of 362 names began at the National Law Enforcement Memorial in Washington, DC. These 362 names included 163 officers who died in the line of duty in 2011 and 199 from prior years that have met the requirements. In total, there will be over 19,000 officers who will be honored at the memorial. The 31st Annual National Peace Officers' Memorial Day Service will be held on Wednesday, May 15th at 11:00 a.m. at the West Front of the U.S. Capitol. While the United States Mint Police has been fortunate the past year and have not suffered any losses amongst its ranks in the line of duty, other agencies and police departments across our Nation have not been as fortunate. Please take a moment during May 15th to remember the ultimate sacrifice paid by dedicated law enforcement personnel.

MINT ROUNDUP - JUNE 2012

Dear Mint Employees:

The Manufacturing Department has several interesting initiatives under way that we'd like to bring you up to date on. The most important initiative—and probably the most intricate—is the Alternative Metals Study. The contractor has delivered the draft report that is currently being reviewed by Mint personnel. Accomplishments to date regarding the study include:

- Conducted research of metallic materials appropriate for coinage
- Engaged current and potential metal suppliers for providing input on alternatives and test materials
- Held extensive discussions with the Royal Canadian Mint and Royal Mint
- Developed, tested and evaluated the use of alternative metallic materials for ease of use and ability to co-circulate
- Solicited input and received feedback from the entities that may be impacted by any change in the composition of circulating coins
- Researched methods of producing coins that would further reduce the costs to produce circulating coins

We are on track for delivering the 2012 Biennial Report to Congress on the Current Status of Coin Production Costs and Analysis of Alternative Content by the statutory date—December 14, 2012.

We also have some exciting initiatives—and accomplishments—to report in the Sustainability (going green) area. For example, in Fiscal Year 2011:

- The United States Mint at Denver purchased 100% renewable electricity for its first full year for which it was recognized as the 10th largest purchaser of green power in the Federal government by the Environmental Protection Agency.
- The United States Mint at West Point was accepted into the East Coast Demonstration of Superior Energy Performance (SEP), which is a new certification program for energy-efficient industrial facilities developed by the Department of Energy. Obtaining SEP certification may allow West Point to become one of the first manufacturing facilities to obtain Leadership in Energy and Environmental Design (LEED) certification.

- We completed water conservation assessments for each of our manufacturing facilities. These assessments uncovered cost-effective water conservation measures that, once implemented, will reduce the Mint's water consumption by over 5.6 million gallons per year for a 9 percent reduction per year.
- The United States Mint at Denver completed an energy audit and retro-commissioning. This evaluation discovered energy conservation measures that will reduce the facility's annual energy use by approximately 27 percent.
- We have published our FY 2011 Strategic Sustainability Performance Plan on our Sustainability Internet Site. We were the only Treasury bureau, and one of the few Federal agency subcomponents, to publish its own plan.

These are extraordinary achievements—and ones that we are very proud of. We will keep you apprised as we continue to work the alternative metals issue and maintain our commitment to the environment.

Marc Landry
Acting Associate Director
Manufacturing

Federal Employee Viewpoint Survey. The FEVS has been extended until June 7. The survey will close at 11:59 pm (Eastern) on that day. As of June 1, 963 Mint employees have taken the survey—a participation rate of just over 55%. With just less a few days left, all those who haven't taken the survey are encouraged to do so. We can't stress how important this survey is. The results play a huge role in shaping the Mint's workplace.

Shift Operations. Three of the manufacturing plants have eliminated or are planning on eliminating one shift. San Francisco and Philadelphia have gone to a plant-wide AWS 5/4/9 schedule (closed every other Friday). Denver anticipates going to two shifts in June.

West Point Milestone. West Point reached a major milestone in successfully completing testing of their in-house die finishing, polishing, laser frosting and Pressure Vapor Deposition (PVD) coating operation.

Federal Reserve Bank Orders. FRB orders continue to increase during FY12; currently, we are anticipating close to 9 billion coins for FY12 and 9.5 billion coins for FY13.

Trades Development and Apprenticeship Program. The TDAP Team has been meeting regularly, putting together details of a program that would provide career paths for various trades in the plant engineering area. Watch for more to come on this!

Rittenhouse Awards. The Rittenhouse Award Ceremony will be held Wednesday, June 20. The awards recognize outstanding employees who have made significant contributions in achieving the United States Mint's mission, vision and values. All Mint locations will participate via video-teleconference. Congratulations to all the awardees!

<u>AWARD CATEGORY</u>	<u>RECIPIENT(S)</u>
Excellence in Supervisory Leadership	David Motl (Washington)
Excellence in Customer Service (Individual)	Christine Smith (Philadelphia)
Excellence in Customer Service (Team)	Human Resources Team (Denver) <ul style="list-style-type: none">• Laurie Johnson• Thomas Gaffney• Valerie Mendenace• Chadwick Fleck• Diana Montano• Gary Phillips
Excellence in Sustainability	Environmental Management Team (Denver) <ul style="list-style-type: none">• John Hankins• Ray Lantz• Larry Cruz• Mary Ann Becker• Larry Sniff• John Nichols• Anthony Urban• Thomas Dahler• Stacy Mora• Lee Tomsick
Excellence in Innovation (Individual)	Jeff Stambaugh (Denver)
Excellence in Innovation (Team)	Coining and PMD Team (Philadelphia) <ul style="list-style-type: none">• John Scharscan• William Lauletta• Vincent Shattuck

Excellence in Security & Law
Enforcement

Lizabeth Perez (West Point)

Contributions by a New Employee

Apryl Whitaker (Washington)

Model Employee

Thomas F. McCarthy
(Washington)
Carrie E. Abramson (Fort Knox)

Emerging Leader Award

Dale Lagasse (West Point)

My2Cents. Do you have a cost savings or a process improvement idea? Please submit them to **My2Cents**. **My2Cents** still offers a great opportunity for you to share your ideas with your colleagues throughout the United States Mint! So, get those creative juices flowing and visit **My2Cents** to submit your ideas (and comment on the suggestions of others). **My2Cents** is the new name for what was previously known as the Idea Factory.

Mandatory USERRA Training for Supervisors and Human Resources

Professionals. The Uniformed Services Employment and Reemployment Rights Act (USERRA) mandates annual training for all hiring managers (supervisors) and human resources professionals. USERRA training must be completed by June 30. If you have any questions regarding USERRA training, please contact your servicing Human Resources Office.

Sexual Harassment Training Training. The Workforce Solutions Department, Diversity Management and Civil Rights Division, in collaboration with the Equal Employment Opportunity (EEO) Managers/Specialists at the field locations, will provide mandatory Prevention of Sexual Harassment (POSH) training for all Mint employees. The training sessions have already started and last approximately one hour. Employees must attend the entire session in order to receive credit. EEO Managers/Specialists in the field will arrange group training sessions at their respective facilities for all employees. Contractors are not required to take this training.

The United States Mint is committed to ensuring a workplace free of discrimination and harassment in any form and supports the Department of Treasury's zero tolerance policy for sexual harassment. Sexual harassment is a form of sex-based discrimination and is against the law. This mandatory training will ensure that each employee has an understanding of what constitutes sexual harassment and how to prevent it. For more information regarding the POSH training requirement, please contact your facility EEO Manager/Specialist.

Employee Development Program – Interpersonal Skills Workshop. The United States Mint in-house certified facilitators will begin delivering the Interpersonal Skills workshop by the middle of this month. The Interpersonal Skills workshop provides the foundation for interpersonal communication. Participants will be introduced to the communication process and learn to refine listening skills to facilitate “tuning in” and interactions with others. This workshop is the second training module provided to all employees as part of the Employee Development Program. For more information regarding the Interpersonal Skills workshop, please contact your servicing Human Resources Office and/or the following in-house certified facilitators:

Employee Development Facilitators and Primary POCs	
Denver	Chadwick Fleck – 303-405-4793
Fort Knox	Linda Hamm – 502-943-7132
Philadelphia	Frank DeSantis -- 215-408-0448
San Francisco	Marceline Myles – 415-575-7839
Washington (HQ)	Sharon Fulmer – 202-354-7868
West Point	Lou Dinetz – 845-446-1708

Social Media/Marketing. As we continue to develop and enhance our social media strategies, our Facebook and Twitter pages were redesigned in May, and Sales and Marketing held a headquarters-wide social media “lunch and learn” session on May 16. Plans are also underway to make a presentation at the Bureau of Engraving over the summer. A lunch and learn on the department’s latest marketing plan/strategy is scheduled for June 27 at noon at headquarters. These “lunch and learn” sessions are broadcast via VTC. Stay tuned for more information.

ANA Money Show. The American Numismatic Association’s (ANA) National Money Show in Denver ran May 10-12. In addition to sharing booth space with BEP, the Mint presented historic and informational videos; displayed and sold some of its current products; offered photo opportunities with Treasurer of the United States Rosie Rios; and coordinated Denver facility tours. The Denver facility also showcased a gold bar display.

AtB Launch—Maine. Looking ahead, planning is well underway for the Acadia National Park quarter launch on June 26 in Bar Harbor, Maine. There will be a coin forum the evening before.

American Eagle Two-Coin Set. Sales and Marketing is very excited to offer a special new set to coin enthusiasts for four weeks only, from June 7 to July 5. The 2012 American Eagle San Francisco Two-Coin Silver Proof Set is an

exquisite collection that captures the essence and timeless beauty of the American Eagle Silver Coins. This set contains one American Eagle Silver Proof Coin and one American Eagle Silver Reverse Proof Coin minted at San Francisco. The “reverse proof” coin features the mirror-like finish on its design elements instead of the background. For the first time ever, a “sales counter” will be featured on the online catalog product page letting customers know the daily sales figures. There are no household order or mintage limits.

Philadelphia Tour Upgrade. The new Philadelphia public tour is nearing completion. The final exhibits are being installed. Philadelphia employees and their families will be the first to see the new exhibits and displays on Family Appreciation Day June 24th. The media will be invited to see the new tour on June 27th and the new tour will be formally opened on July 3rd. Treasurer of the United States Rosie Rios will attend this event.

Joint Town Hall. The next joint Town Hall for all Mint and BEP personnel will take place on June 26. Treasurer Rios will host three town halls that day—5 am, 10 am and 5 pm (all times Eastern). Mint Deputy Director Peterson and BEP Director Larry Felix will also participate. All three town halls will be broadcast via video teleconference to all facilities.

MINT ROUNDUP – JULY 2012

Dear Mint Employees:

The July issue of Mint Roundup is a very appropriate time to highlight the Finance Department as it's dedicated staff is very busy this time of year. While many offices look upon the summer months as a way to slow down the pace of activities, for the Finance Department it's a season that's marked by a very high tempo. For example, the Finance Department is currently working on three different budget activities (2012 execution, 2013 plan and 2014 request); the annual financial statement audit; and gearing up for the year-end procurement process.

Underlying these activities is a very important theme that bears reiterating—cost consciousness. Like all of the Federal government, we continue to operate under very tight fiscal constraints. We encourage everyone to identify and reduce costs wherever possible. One example is travel—and recognizing the need to ensure there is a business need for any travel (even one day trips) that justifies the expenditure. To give a perspective, Executive Order 13589—Promoting Efficient Spending—required all bureaus to reduce travel by 20% from 2010 levels. Recently the Office of Management and Budget (OMB) increased this to a 30% reduction.

I would ask that all employees be conscious of the current fiscal environment—not just with travel but with everything we do. Many seasoned employees will say that they've heard these calls for belt-tightening before but argue that nothing really changes—that the calls for doing things smarter and more efficiently are hollow. I cannot stress enough that the calls for austerity are real and significant. Accordingly, it's simply imperative that all of us—all of us—do what we can to look for savings and operational efficiencies.

Thanks for your support. Additional Finance Department news items can be found below.

Dave Motl
Chief Financial Officer

VERA/VSIP Update. As you may recall, the Mint is seeking authority to offer VERA and VSIP incentives to employees occupying targeted positions across all our facilities. We have been working closely with the human resource counterparts at Treasury on the package. We will continue our discussions with the employee representatives on the negotiable items and continue to keep

employees informed as the package moves from Treasury to the Office of Personnel Management (OPM) and Office of Management and Budget (OMB).

Financial Audit Statement Testing. One of the measures of success for an organization is the ability of that organization to obtain unqualified financial audit opinions with few or no issues identified by the outside auditors. The CFO office is responsible for preparing the Mint's financial statements for the audit, assuring that the information in the statements is accurate and keeps existing or potential audit issues to a bare minimum. As we enter into the fourth quarter of the fiscal year, we are once again preparing for the issuance and audit of the FY 2012 annual report. The auditors are on board and have already begun their testing. We look forward to another successful audit.

Electronic Payment (IPP) Success. The Finance Department played a key role in the success of the Internet Payment Platform (IPP) project which was completed on schedule and went live on April 25. This effort was lead by the Accounting Office, in conjunction with Procurement and Bureau of Public Debt. The IPP provides that, in the case of two-way matches, vendors now send invoices electronically as opposed to mailing paper invoices. The invoice approver at the Mint goes into the system and approves for payment. Payment is then automatically generated, and the vendor can view the status of the payment on line. This is a major time savings for the Mint and provides a significant improvement in customer service with our vendors.

Financial Analysis and Reporting. The Finance Department's Planning, Budget and Internal Control Division (PBIC) assists Mint decision-makers by analyzing and reporting the Mint's finances and performance. This information is vital to understanding the Mint's financial position and the potential financial impacts of proposals under consideration for management decisions. PBIC planning and analysis reports include the Mint's annual reports, quarterly Public Enterprise Fund (PEF) reports and monthly Key Financial Indicator reports. PBIC regularly reviews our profit and loss data, our balance sheet positions, our cash flows and other financial data to assess our operations and to understand the key drivers of our financial performance compared to our plans. We use econometric and statistical techniques to prepare future forecasts of demand for Mint outputs, thus formulating budget estimates for the volume of metal we will need and the expected demands and resource needs of the Mint over the next few years. In other words, you can be assured that the Mint's financial data is being reviewed, evaluated and shared with the executives for them to consider as part of the executive decision making process.

Gold Audit Completed. The Mint has custodial responsibility for Treasury's gold held by the Federal Reserve Bank (FRB) of New York. During the last few months, the Financial Department, in coordination with West Point, performed the first physical inventory of the gold bars and gold coins maintained by the

FRB. This was a big task but as of June 4, all gold bars and coin were inventoried. The great news is that every bar and coin bag has been accounted for. Thanks to West Point for providing their expertise and assisting the Financial Department in completing this assignment.

New Tool for Contracting Officer Representatives (CORs). The Contract Performance Assessment Reporting System (CPARS) is a tool which will assist contracting personnel in evaluating contractor past performance. The Mint is converting contract actions over \$150,000 into the system. CPARS training for CORs, contracting officers and specialists will be provided.

Energy Savings. The Finance Department (Procurement and Support Services) is negotiating a new energy contract with Constellation Energy to provide 100% renewable energy to the Headquarters building.

LEED Certification. The Headquarters building has achieved a gold rating for Leadership in Energy and Environmental Design (LEED) for Existing Buildings: Operations and Maintenance ("EB O&M") rating system. This task has been completed five months ahead of schedule. There are currently 67 buildings in Washington that have a LEED EB O&M certification. The LEED EB O&M rating system measures operations, improvements and maintenance on a consistent scale, with the goal of maximizing operational efficiency while minimizing environmental impacts.

New Council President & Secretary-Treasurer. Rhonda Sapp, a delegate of AFGE Local 3653, has been elected the new United States Mint Council President and Ronald Shorts, Local 3653 President, will be the Council Secretary-Treasurer. The effective date of the transition is August 19. We welcome Ron back as Local 3653 president and National Collaboration Council (NCC) member, as well as Rhonda to her new role as the NCC Co-Chair. Rhonda succeeds outgoing Council President Rich Sailas of AFGE Council 157 (Denver). We look forward to continuing our positive collaborative efforts as we strive to make the Mint a better and stronger organization.

BEP/Mint Strategic Alignment Supervisory Training Initiative. The BEP-Mint Strategic Alignment Initiative (SAI) regarding front line leadership development concluded on June 21, with a day of refresher training on conflict management. Dick Peterson and BEP Director Larry Felix observed a role play of the market-tested method for reducing conflict and getting to "yes." Twenty-eight participants, 14 from each bureau, went through the five-month program that involved classroom and virtual training, individual coaching and a buddy system. Based on the results of the first cohort, a second cohort may launch in FY 2013. Supervisors interested in learning more about the methodology used in conflict management and resolution should contact Rob Pernick or Sande Lehrer in WSD; Fran Moore or Norm Patterson in Philadelphia; or our newly certified trainers--Donna Blue, Irving Hamilton or James Pressley.

FY 2012 Skills/Competency Assessment of Mission Critical and Key Occupations. As part of our ongoing talent management efforts, we are conducting a skills-competency assessment of our mission critical and key occupational series. All supervisors will receive an invitation to evaluate the skill-sets and competencies of direct reports in mission critical and key occupations. The FY 2012 Skills-Competency On-line Assessment began being administered on July 9 and will run through August 1.

The results of the FY 2012 Skills-Competency Assessment will be shared with employees. The data will be used to identify:

- Skills/Competency Strengths
- Skills/Competency Gaps
- Strategies for Mitigating Skills/Competency Gaps
- Most Effective Training and Development Resources

For more information, please contact Sande Lehrer at 202.354.7881 or via e-mail at: Sande.Lehrer@usmint.treas.gov

Mandatory Training for Supervisors and Human Resources Professionals.

All supervisors must complete the Uniformed Services Employment and Reemployment Rights Act (USERRA) training. USERRA mandates annual training for all hiring managers (supervisors) and human resources professionals. If you have not had a chance to complete the training, please log-in to the Treasury Learning Management System (TLMS) and you will be prompted to the USERRA training module. If you have any questions regarding USERRA training, please contact your servicing Human Resources Office.

My2Cents. Do you have a cost savings or a process improvement idea? Please submit them to **My2Cents**.

My2Cents still offers a great opportunity for you to share your ideas with your colleagues throughout the Mint! So, get those creative juices flowing and visit **My2Cents** to submit your ideas (and comment on the suggestions of others).

Leadership Development Program – Phase II (LDP II). If you are a new supervisor, or have not had the opportunity to attend the Leadership Development Program training, please email Sande Lehrer (sande.lehrer@usmint.treas.gov) or call him at 202.354.7881. The next offering of the LDP II training will be the week of August 20-24. The workshop will be held at the OPM's Eastern Management Development Center located in Shepherdstown, WV.

Leadership Development Program – Phase III (LDP III). The next generation of leadership training for Mint supervisors and managers is being rolled-out in

a staggered approach to various sites. The third generation of the Mint's Leadership Development Program (LDP III) continues the learning tradition by offering a mix of required and elective courses that provide an opportunity for Mint supervisors and managers to enhance their leadership skills and to develop new capabilities based on our mission, values and strategic directions. The purpose of LDP III is to provide supervisors and managers with the skills to create a culture that places a premium on continuous learning, internal improvement, collaboration and commitment to organizational values. The first offering is a two-day course entitled Becoming Conflict Competent that focuses on developing and practicing skills to learn how to settle disputes equitably and to get cooperation with a minimum amount of friction. This course has already been delivered to supervisors and managers in Philadelphia and will be taught in Denver during July. All sessions are presented by certified Mint facilitators. The schedule for future offerings will be posted soon. As of now, two other courses are part of the LDP III "curriculum." These are half-day sessions entitled "Creating a Positive Performance Culture" and "Motivating Others". For more information, please contact either Sande Lehrer (202.354.7881) or Rob Pernick (202.354.6797).

Prevention of Sexual Harassment (POSH) Training. All Mint employees must complete POSH training. As of June 29, the Mint has achieved a 93% completion rate for POSH training. All headquarters employees that have not completed this mandatory training will be notified by email. Once make-up dates are announced, please contact Sheneice Hoffman (Sheneice.Hoffman@usmint.treas.gov) at 202.354.7887 to schedule a make-up session. For employees located at plants, please contact your servicing Equal Employment Opportunity manager for questions or additional information.

Diversity and Inclusion Training. Diversity and Inclusion training is scheduled to begin in August. This mandatory training will be conducted live to all Mint employees. This thoughtful and engaging training will provide employees the opportunity to learn to appreciate their diversity and successfully leverage their differences fostering a collaborative working environment. Stay tuned for further information and details. In the interim, please contact Michele Satchell (Michele.Satchell@usmint.treas.gov) at 202.354.7927 if you have questions.

Acadia National Park Quarter. The launch of the Acadia National Park Quarter was held June 26 at the Hulls Cove Visitor Center in Bar Harbor, Maine. Sales and Marketing Associate Director B. B. Craig represented the Mint. More than 525 attended (including 175 school age children) and \$19,000 was exchanged. Representatives from the offices of Maine Governor Paul LePage, Senator Olympia Snowe and Congressman Mike Michaud also gave remarks.

American Eagle San Francisco Two-Coin Silver Proof Set. The **American Eagle San Francisco Two-Coin set** was released on June 7 and remained on sale through July 5. The Mint sold more than 145,000 sets during the first two weeks alone. When sales closed, we had sold more than 251,000. The set contains one American Eagle Silver Proof Coin and one American Eagle Silver Reverse Proof Coin minted at San Francisco. The “reverse proof” coin features the mirror-like finish on its design elements instead of the background.

Feds Feed Families. The Mint is off to a great start for Feds Feeds Families program. Mint employees donated 794 pounds in June—all of which was collected in just six days! Feds Feed Families is the national program for Federal employees to collect food for local food banks to help them get through the summer when demand increases because children do not have access to school nutritional programs. We’re looking forward to delivering an even better July as we strive to meet our goal of donating 11,850 pounds by the August 29 deadline.

Mint Education Team. The Mint’s education team participated in the 2012 National Education Association conference held June 30-July 2 in Washington. 583 teachers signed up for the Teacher’s Network and many more expressed interest in our educational programs.

New Philadelphia Public Tour Opens. The upgraded public tour at the Philadelphia Mint officially opened on July 3. Treasurer of the United States Rosie Rios and Deputy Director Peterson cut the ceremonial ribbon before tourists began to see the new exhibits and displays. The tour had been closed to visitors since January. Employees and their families were able to get a sneak peak of the new exhibits on June 24 during Philadelphia’s Family Appreciation Day. Approximately 650 employees and their families attended. The new tour project was delivered on time and on budget.

MINT ROUNDUP – AUGUST 2012

Dear Mint Team:

ITD has been working on several infrastructure and systems improvement projects this year.

The first huge achievement is implementation of a system that supports the Telework initiative. For the first time, Mint employees will have access to their Mint files (Word, Excel, etc.) and some business applications (e.g., Maximo, ITSM, etc.) from personally-owned devices such as your home computer. This system went live on June 15th, and we have already witnessed a growing usage of this technology.

The telework portal can be accessed at <https://telework.usmint.treas.gov>. You can also find all other pertinent information and a handy User Guide at <http://usmportal/teleworkservices/>.

We hope to see an adoption of this technology within the Mint wherever applicable; the infrastructure is designed and prepared to support up to 300 concurrent users. There are certain limitations with Telework infrastructure due to security reasons, (e.g. the ability to print on a local printer and the ability to save documents on your local PC is disabled for security reasons. Also, some applications may not work (e.g., E-forms, Meeting Planner and Avaya Message Manager application).

With a Telework infrastructure now in place, we are now in a position to gain several advantages. These include:

- I) Providing a significant improvement in our Continuity of Operations (COOP) and using telework as a strategy to keep government operational during inclement weather or other emergencies;
- II) Enhancing work-life balance by allowing employees to better manage their work and family obligations. This helps us retain a more resilient federal workforce that is able to better meet agency and bureau goals;
- III) Promoting management effectiveness by reducing management costs related to employee absenteeism; reductions in real estate costs; transit costs; and environmental impacts

More good news is that ITD is also working towards the rollout the of the Personal Identity Verification (PIV) Card Network authentication solution—the new standard for secure and reliable user identification. This solution, when

implemented, will be compliant with the following federal government policy and regulatory requirements:

- Homeland Security Presidential Directive 12 (HSPD-12);
- Policy for a Common Identification Standard for Federal Employees and Contractors;
- Federal Information Processing Standard (FIPS) 201;
- Personal Identity Verification (PIV) for Federal Employees and Contractors, which establishes a common identification standard for Federal employees and contractors across government.

Another exciting technology project on the horizon is the launching a telephone replacement project. The desktop phone sets at the Mint have run out their useful life and are no long covered by manufacturer maintenance agreements. Newer technology such as Voice over Internet Protocol (VOIP) is being looked at. This will enable the Mint to improve our bottom line by replacing an aging telecommunications infrastructure. A new system will reduce operating costs like toll charges, telecom access fees, and the inefficient duplication of maintenance and infrastructure. VOIP will provide for the convergence of networks that combine voice, video and data in a single network technology. The main advantage for Mint employees would be newer sets, integrated voicemail, email, faxes and convergence of numerous other productivity applications across the enterprise network.

I wish the entire Mint family a happy and safe remainder of the summer season.

Goutam Kundu
Associate Director and Chief Information Officer
Information Technology Department
United States Mint

Leadership Development Training – Phase II (LDP II). If you are a new supervisor, or have not had the opportunity to attend Leadership Development Training, please contact Sande Lehrer or call him at 202-354-7881. The next offering of the LDP II will be held the week of August 20-24. The workshops are conducted at the OPM's Eastern Management Development Center located in Shepherdstown, West Virginia.

Mandatory Training for Supervisors and Human Resources Professionals. All supervisors and human resources professionals must complete the Uniformed Services Employment and Reemployment Rights Act (USERRA) training. USERRA mandates annual training for all hiring managers

(supervisors) and human resources professionals. In addition to USERRA, the following training modules must be completed by August 31:

- **Managers and Supervisors Only**
Veteran Employment Training for Federal Hiring Managers
- **Human Resources Professionals Only**
Veteran Employment Training for Federal Human Resource Professionals
HR Made Simple: VAA Veterans Hiring Authorities – HR Professional
HR Made Simple: Military Spouse – HR Professional

For more information regarding the mandatory training that's assigned in the TLMS, please contact Keith Robinson or call him at 202-354-6834.

Diversity and Inclusion Training. Diversity and Inclusion training is scheduled to begin in August. This mandatory training will be conducted live to all Mint employees. This thoughtful and engaging training will provide employees the opportunity to learn to appreciate their diversity and successfully leverage their differences fostering a collaborative working environment. Stay tuned for further information and details. In the interim, please contact Michele Satchell (Michele.Satchell@usmint.treas.gov) or call her at 202.354.7927 if you have questions.

FY 2012 Skills/Competency Assessment of Mission Critical and Key Occupations. All supervisors and managers received an invitation on July 12 to evaluate the skills/competencies of direct reports in mission critical and key occupations. The FY 2012 Skills-Competency On-line Assessment will be administered until August 24 to accommodate supervisors' requests for more time to complete the assessment. If you are a supervisor and have not received an invitation, please contact Martha Watson or call her at 202-354-7225.

SAM Education Team. The Sales & Marketing education team connected with hundreds of educators and teaching professionals at this year's National Education Association (NEA) EXPO which was held a few weeks ago at the Washington Convention Center. Professionals from across the nation, representing 3.2 million NEA members, had the opportunity to learn about existing and new education outreach materials available from the Mint. Attendees also had the chance to sign up for the "Teachers' Network" to receive updates and information about educational outreach and learn about how to use coins in the classroom. Nearly 600 teachers signed up. The outreach was a great success and the Mint looks forward to reconnecting next year!

American Eagle San Francisco Two-Coin Silver Proof Set. This product was offered for sale during a four-week ordering window beginning June 7 and ending July 5. This ordering window was implemented in response to feedback from customers and allowed us to take orders and produce to true demand as opposed to pre-establishing a production limit. The set contains one silver proof coin and one silver reverse proof coin, both bearing the “S” mint mark of the United States Mint at San Francisco, struck in 99.9 percent silver. There was a tremendous amount of interest in the set with more than 250,000 sold.

Sales and Marketing Focus Groups. Sales & Marketing has conducted several focus groups around the country over the last month, with some remaining. These are designed to reach out to customers and potential customers to get their input on ideas for new products and packaging, as well as feedback on our informational and catalog Web site communications.

World’s Fair of Money. The American Numismatic Association summer World’s Fair of Money will be held at the Pennsylvania Convention Center in Philadelphia August 7-11. Treasurer of the United States Rosie Rios and Deputy Director Peterson will participate. The special United States Mint-Bureau of Engraving and Printing (BEP) “Making American History Coin and Currency Set” will go on sale August 7 to coincide with the opening of the convention. It celebrates the Mint’s 220th anniversary with an American Eagle Silver Proof Coin and the BEP’s 150th anniversary with a Series 2009 \$5 note.

Hawai’i Volcanoes National Park quarter launch. The next America the Beautiful Quarter is scheduled to be launched August 29 at the Volcanoes National Park in Hawaii. Several Hawaii dignitaries, including its governor and one of its U.S. senators, may attend.

COOP Exercise. This year the Department of the Treasury conducted two Continuity of Operations or COOP exercises in June. An Incident Management Exercise on June 7 served as the precursor to the annual COOP exercise. The COOP exercise on June 19 involved relocation of some key Headquarters staff and the testing of the Department’s Mission Essential Functions. These exercises are mandated by Presidential Directive, and the Mint participated in both activities.

The scenarios involved a coordinated cyber attack. The objective was to evaluate bureau and Treasury Department organizational readiness and the capability to execute continuity plans and programs. The cyber attacks focused on federal networks; IT systems; municipal water supplies; mass transit and commuter rail lines; as well as further threats against backbone services like the Internet and communications.

Mint participants during both activities engaged in managing normal operations and simulated crises while experiencing network outages; loss of

communications; and denial of services. Mint information security personnel were heavily involved in both the planning and execution of the exercise.

To realistically simulate the cyber impacts to the National Capitol Region, and in light of budgetary constraints, very few Mint Headquarters personnel traveled to Philadelphia compared with previous years. Most personnel teleworked the exercise, as they might be forced to do during a real emergency. Current Mint delegations of authority and orders of succession recognize this fact and provide specific guidance for field personnel to assume the mantle of Mint Headquarters during incidents that directly impact key Headquarters personnel and systems. As in previous years, Mint Headquarters personnel who did deploy to Philadelphia received outstanding support from the Philadelphia facility, the Philadelphia IT department and Philadelphia Mint police personnel.

Internal Controls. Every year the Mint performs an annual assessment of its internal controls as required by the Office of Management (OMB). As of June, we've completed the testing for FY12, and all findings have all been classified as control deficiencies. A control deficiency is the lowest category of deficiency. There are two other categories: (1) a significant deficiency and (2) a material weakness. The Interim Assurance Statement with the Mint's unqualified assurance that the internal controls over financial reporting are operating effectively was submitted to Treasury in July. We also submitted our corrective action plan to Department of Treasury last month. The Final Assurance Statement will be provided no later than November 2.

Small Business Success. In July the Mint awarded a large order to a Service Disabled Veteran Owned Small Business (SDVOSB). As a result, we are in the green for all small business goals. Special acknowledgement goes to Gloria Barnes as the contract specialist for this award and for her outstanding year-to-date total of SDVOSB awards—\$1.143 million—well above the Mint-wide goal of \$1.069 Million.

MINT ROUNDUP – SEPTEMBER 2012

Dear Mint Employees:

This is the September issue of Mint Roundup. We hope you find the information informative.

Tom Jurkowsky
Director of Public Affairs

United States Mint VERA/VSIP Package Update. Our request to utilize the VERA/VSIP incentives has been approved by the Office of Personnel Management (OPM), and we are awaiting approval from the Office of Management and Budget (OMB). As events continue to unfold, the VERA/VSIP team will keep you apprised as the package progresses through the approval phases. We estimate approximately 650 employees will be eligible to apply for the 153 incentives available Mint-wide.

Gold Inventory. We've completed the inventory of the gold that is being held by the Federal Reserve Bank of New York (FRBNY). There were 34,021 gold bars counted, and random bars were weighed and assayed in accordance with our statistical sampling plan. We also counted 384 bags of gold coins. The Mint and the Office of Inspector General applied official joint seals to the Treasury gold containers at the FRBNY on August 28. All deep storage gold vaults (Fort Knox, West Point, Denver, FRBNY) will then be fully audited and have joint seals in place. Kudos to the West Point Team and the Financial Department's Internal Controls Branch.

Performance Culture. Performance Management is one of the critical human capital systems comprising the Human Capital Assessment and Accountability Framework (HCAAF) issued by OPM. A comprehensive performance management system is essential for organizational growth and mission accomplishment. The Workforce Solutions Department wants to support supervisors and employees in meeting performance management goals. To this end, the Headquarters Performance Management Team has identified milestones to help supervisors close out FY12 performance appraisals and develop and issue FY13 performance plans. FY12 appraisals are to be communicated to employees by October 29th and provided to the servicing HR Office by November 2nd. To meet this deadline, employees are encouraged to work closely with their direct supervisors and submit a self-assessment listing their accomplishments by the first week in October; and supervisors are encouraged to draft performance appraisals by the second week in October.

Our goals are to have FY13 performance plans issued to employees by November 2nd and a copy provided to the servicing HR Office by November

9th. To achieve this deadline, supervisors are encouraged to draft performance plans in September, before the start of FY13, aligning with the Mint's strategic goals and supporting department and plant objectives established for the upcoming fiscal year.

Additional information will be e-mailed to all supervisors via the WSD Communicator by September 14th. Stay tuned.

Small Business Goals. The Mint is currently meeting all our Small Business Goals. This is a very significant achievement. Keep up the great work.

Diversity and Inclusion Training. Diversity and Inclusion training is mandatory training that will be conducted live and provided to all employees. This thoughtful and engaging training will provide employees the opportunity to learn to appreciate and celebrate their diversity and successfully leverage their differences fostering a collaborative working environment. Stay tuned for further information and details. In the interim, please contact Michele Satchell (Michele.Satchell@usmint.treas.gov) at 202.354.7927 if you have questions.

Individual Development Plans (IDPs). As we prepare for FY13 and establish improvement goals and initiatives, individual development is critical. Employee development is important to maintain a flexible, skilled workforce. Employees, with support from their direct supervisors, are encouraged to work closely in developing individual development plans. IDPs serve as a roadmap for enhancing existing skill-sets, attaining new competencies and career development. In FY13, IDP training will be available to all employees and will be coupled with the TLMS workshops. For more information, please contact your servicing Human Resources Office or Keith Robinson, Training Officer.

Employee Development Program (EDP). The EDP is a tiered training and development program offering organizational core workshops (i.e. teamwork, interpersonal skills, customer service, decision making, and problem solving). The EDP program is focused on strengthening essential skills and competencies that support job performance, growth and closing competency gaps. We have a team of certified in-house facilitators to deliver the EDP training modules. The primary points of contact and certified facilitators for each location are listed below:

Employee Development Facilitators and Primary POCs	
Denver	Chadwick Fleck
Fort Knox	Linda Hamm
Philadelphia	Frank DeSantis
San Francisco	Marceline Myles

Washington (HQ)	Sharon Fulmer
West Point	Lou Dinetz

For more information regarding the EDP, please contact Sande Lehrer or Martha Watson in WSD.

American Numismatic Association (ANA) Show. The Mint and the Bureau of Engraving and Printing (BEP) shared a booth at the ANA's World's Fair of Money August 7-11 in Philadelphia. Deputy Director Peterson participated in the official ribbon-cutting ceremony for the show and held a Collector's Coin Forum. Final sales for the show were \$219,581, an 18 percent increase over last year's show in Rosemont, IL (\$179,446).

Coin and Currency Set. To commemorate the Mint's 220th and BEP's 150th anniversaries, the bureaus are offering a 2012 Making American History Coin and Currency Set, which went on sale August 7th. This anniversary set includes one 2012 American Eagle Silver Proof Coin and one Series 2009 \$5 note. The Mint sold approximately 400 of the sets at the ANA World's Fair of Money, with more than 37,000 sold overall to date. As the nation's producers of currency and coins, and two of the last manufacturing organizations in the Federal government, the Mint and BEP have made American history by connecting Americans through coins and currency for hundreds of years.

Hawai'i Volcanoes National Park Quarter. Spectacular volcanic landscapes served as the backdrop on August 29th for the Mint's ceremonial launch of the America the Beautiful Quarters® Program coin honoring Hawai'i Volcanoes National Park. The coin's reverse design depicts an eruption on the east rift of Kilauea Volcano, capturing its magnificent beauty. Special guest U.S. Senator Daniel Inouye joined Denver Plant Manager Dave Croft for the ceremony, co-hosted by park superintendent Cindy Orlando. Following the event, adults lined up to exchange their bills for \$10 rolls of Hawai'i Volcanoes National Park quarters. Approximately 500 people attended the event, with \$23,500 in quarters exchanged. The Hawai'i Volcanoes National Park quarter is being offered in coin rolls and bags from Philadelphia, Denver and San Francisco.

Mint Police Promotions. The United States Mint Police is completing the last phase of its assessment process for the promotion of sergeants and lieutenants. Twenty-two applicants participated in the sergeant promotion assessment process and 22 applicants for the lieutenant promotion assessment process this year. This summer the Mint Police coordinated with OPM's Human Resources Solutions, ARC and the Workforce Solutions Department in the administration of the promotion assessment process and concluded the testing phase in August. The promotion assessment process included a job knowledge test, writing assessment and structured interview. This will result in the creation of a certificate of eligible sergeant and lieutenant candidates ranked in

numerical order from which selections will be made when a vacancy occurs. Results will be released sometime during the first two weeks of September.

Congratulations for the hard work and effort of all those candidates who participated in the sergeant and lieutenant promotion assessment process this year.

Town Hall. The next Town Hall will be on September 20 at 10 am Eastern. We will be making the Town Hall available via a telephonic bridge (in addition to the normal VTC). This will allow teleworkers, as well as employees who are on travel or at home ill, to call in and listen. The call-in number will be 866.809.7735 (Access code: 81636760). Employees calling in will be asked to use the mute function on their phones to minimize any distractions to other employees.

Intranet's New Look. Have you seen the Intranet's new look yet? It might seem the same to you, but look at the top of the homepage. You will now notice a dark blue bar across the top of the page indicating the new environment. All content is now managed using a system called Share Point. This allows content owners to make changes to their web pages and put the content through the approval process more quickly and efficiently. It also gives content owners the ability to keep content fresh and current. The IT Department has been working hard on this project to make the Intranet more accessible to more users and they've done a great job. If you're a content owner, now is a great time to really take a close look at your content and give it a refresh!

Feds Feed Families. Congratulations and thank you to all those who participated in the recently concluded Feds Feed Families program. Once again, the Mint showed its community spirit with a donation of 10,303 pounds of food from Headquarters and field site employees. At Headquarters, several departments exceeded their goals. Manufacturing led in the overall poundage with nearly 3100 pounds (118% of its goal). Percentage-wise, ITD achieved 314% of its goal (1,177.5 pounds). The field sites contributed nearly 2700 pounds. The support and generosity for this initiative was tremendous and far reaching. Thanks again to all who contributed.

MINT ROUNDUP – OCTOBER 2012

United States Mint Employees:

This is the October issue of Mint Roundup. We hope you find the information informative.

Tom Jurkowsky

Director of Public Affairs

VERA/VSIP Update. The Mint's request to utilize the VERA/VSIP incentives has received final approval from the Treasury Department, the Office of Personnel Management (OPM) and the Office of Management and Budget (OMB). As we continue to implement the VERA/VSIP authority, the team will keep you apprised of milestones and due dates. We estimate approximately 650 employees will be eligible to apply for the 153 incentives available Mint-wide. Arrangements have been made for the Administrative Resource Center (ARC) representatives to visit the Mint's locations and provide retirement counseling guidance and assistance to those employees eligible for VERA/VSIP.

Schedule of Site Visits by ARC Benefit counselors	
Denver	October 22-25
Fort Knox	October 29-30
Philadelphia	October 1-5
San Francisco	October 30-31
Washington, DC (Headquarters)	October 15-19

The Human Resources Division in WSD will continue to answer your inquiries regarding the VERA/VSIP authority. We also encourage you contact your local servicing Human Resources Office.

Performance Management System Key Milestones. In an effort to streamline the Performance Management process and issue FY13 performance plans by November 2, we encourage all supervisors to follow the timeline for the key milestones:

Performance Management Key Milestones	
October 12	<ul style="list-style-type: none"> ✓ Accomplishments for FY12 Performance Rating Period ✓ Planning of FY13 Performance Plans
October 19	<ul style="list-style-type: none"> ✓ Draft FY12 Performance Summary Rating ✓ Draft FY13 Performance Plan
October 26	<ul style="list-style-type: none"> ✓ Review of Draft FY12 Performance Summary Rating by Reviewing Official ✓ Review of FY13 Performance Plan Elements, Standards and Weights by Rating Official and Reviewing Official
October 31	<ul style="list-style-type: none"> ✓ Final FY12 Summary Rating Communicated to Employees ✓ Rating and Reviewing Officials sign and date the Notification of Standards section once the FY13 Performance Plan draft is approved
November 2	<ul style="list-style-type: none"> ✓ FY12 Performance Appraisal Ratings are to be provided to the servicing HR Office ✓ FY13 Performance Plans are to be issued to employees
November 9	<ul style="list-style-type: none"> ✓ FY13 Performance Plans forwarded to local HR Office
For more information please contact your servicing Human Resources Office	

WSD Communicator. Strategic Human Capital Management is critical to any organization's development. To support the Mint's efforts to effectively manage human capital, WSD will streamline its communications to employees by bundling critical messages through the **WSD Communicator**. WSD heard your feedback and preference for having one vehicle to receive important human capital news and the **WSD Communicator** will alleviate the e-mail traffic, as well as enhance our communications. Stay tuned for the next **WSD Communicator** news!

Federal Employee Viewpoint Survey (FEVS). We expect OPM to release various bureau or agency sub-component data regarding the FEVS that was taken in the spring by late-October or early-November. As soon as we receive the Mint's results, we will share the information with employees. As many of you know, data from the FEVS is used to develop human capital initiatives aimed at addressing areas in need of attention. So we look forward to reviewing the data.

Disability Employment Awareness Month. Public Law 176, enacted by Congress in 1945, designated the first week in October each year as "National Employ the Physically Handicapped Week." President Harry S. Truman designated the President's Committee on Employment of People with Disabilities to carry out the observance. In 1962, the word "physically" was removed from the week's name to acknowledge the employment needs of all Americans with disabilities. In 1988, Congress expanded the week to a month and changed its name to "National Disability Awareness Month," which eventually evolved to its current name. This year's theme is "***A Strong Workforce is an Inclusive Workforce: What Can YOU Do?***" The Mint will host its program on October 17. For more information, please contact Deborah Hayes, Chief-Diversity Management and Civil Rights at 202.354.7472.

Diversity and Inclusion Training. Diversity and Inclusion training is mandatory training that will be conducted live to all Mint employees. This thoughtful and engaging training will provide employees the opportunity to learn to appreciate and celebrate their diversity and successfully leverage their differences fostering a collaborative working environment. Stay tuned for further information and details. We have a goal to complete delivery of the training by April 2013. For more information regarding the Diversity and Inclusion training, please contact Deborah Hayes.

Individual Development Plan (IDP). As we prepare for FY 2013, and establish improvement goals and initiatives, individual development is critical. Employee development is important to maintain a flexible, skilled workforce. Employees, with support from their direct supervisors, are encouraged to work closely in developing individual development plans. IDPs serve as a roadmap for enhancing existing skill-sets, attaining new competencies and career development. In FY 2013, IDP training will be available to all employees, and will be coupled with the TLMS workshops. For more information, please contact your servicing Human Resources Office or Keith Robinson, Training Officer.

Employee Development Program (EDP). The EDP is a tiered training and development program offering organizational core workshops (i.e., teamwork, interpersonal skills, customer service, decision-making and problem solving). The EDP program is focused on strengthening essential skills and competencies that support job performance, growth and closing competency gaps. We have a team of certified in-

house facilitators to deliver the EDP training modules. The primary POCs and certified facilitators for each location are listed below:

Employee Development Facilitators and Primary POCs	
Denver	Chad Fleck
Fort Knox	Linda Hamm
Philadelphia	Frank DeSantis
San Francisco	Marceline Myles
Washington (HQ)	Sharon Fulmer
West Point	Lou Dinetz

For more information regarding the EDP, please contact Sande Lehrer or Martha Watson in WSD.

Web Site Improvements. Sales & Marketing has gathered a significant amount of feedback from users and customers about how it can improve our web site to make it easier for them to use. Beginning the week of September 17, visitors began seeing small but helpful changes that should improve the user experience. These improvements, which will be rolled out in stages in the coming months, were made based on feedback received through the 3rd quarter Customer Satisfaction Survey.

United States Mint/BEP Partnership. The Mint and Bureau of Engraving and Printing are actively collaborating on ideas for new products that jointly feature both bureau's products, such as the Making History Coin and Currency Set, which is currently on sale. These ideas also include themes to promote the anniversaries of both agencies through Facebook and Twitter posts. Mint employees from SAM and Public Affairs also conducted a social media presentation for BEP employees on September 17 and provided information on how we set up our social media program.

Daw Aung San Suu Kyi and Arnold Palmer Bronze Medals. Congressional Gold Medals designed and struck by the Mint were presented to Burmese human rights activist Daw Aung San Suu Kyi on September 19 and golfer Arnold Palmer on September 12 during ceremonies in the U.S. Capitol Rotunda. Bronze reproductions of the Suu Kyi and Palmer Congressional Gold Medals are currently available.

2013 Girl Scouts of the USA Commemorative Coin Program. Designs for these commemorative coins were unveiled at the State Fair of Texas in Dallas on September 22. The Mint supported the Girl Scouts by posting its program web page and issuing a press release announcing the designs. The coins will be offered for sale in early 2013.

Contractor Performance Assessment Reporting System (CPARS). CPARS was developed so Federal agencies could share performance data on vendors. Past performance is always a consideration when awarding contracts, and sharing this information will help to ensure we do not continually utilize vendors who provide poor performance or products. Treasury mandated that all bureaus have 50% of eligible actions entered into CPARS. The Mint has a total of 459 eligible actions, and we are pleased to announce that we have successfully surpassed the Treasury mandated goal. We have 247 vendors fully registered in CPARS, with past performance completed and transferred to the Performance Information Retrieval System (PIRS). Kudos to Mint Contracting Officer Representatives, Program Managers, Contracting Officers, and the Procurement Policy and Oversight Branch for the excellent effort!

Benefits Questions? Did you know that you can contact the Bureau of Public Debt at Benefits@bpd.treas.gov to address any questions you may have regarding your benefits? This service is open and available for all Mint employees.

MINT ROUNDUP – NOVEMBER 2012

Mint Employees:

This is the November issue of Mint Roundup. We hope you find the items of interest.

Tom Jurkowsky
Director of Public Affairs

VERA/VSIP Update. The Mint management team has begun to utilize the recently approved VERA/VSIP incentives. Employees who occupy identified positions on the Mint's VERA/VSIP restructuring plan have received their official notifications and have the opportunity to apply for these incentives during the open window of October 22-November 14. As employees are considering accepting or declining these voluntary incentives, they are encouraged to contact their ARC Benefits Specialists, as reflected below:

Contact Name	Phone Number	E-mail Address	Servicing
Terri Lowers	304-480-8335	Terri.Lowers@bpd.treas.gov	<ul style="list-style-type: none">• Headquarters• Denver• Fort Knox
Cindy Myers	304-480-8244	Cynthia.Myers@bpd.treas.gov	<ul style="list-style-type: none">• Philadelphia• West Point
Katy Nuhfer	304-480-8322	Katy.Nuhfer@bpd.treas.gov	<ul style="list-style-type: none">• San Francisco

Identified employees electing to apply for these incentives must follow the guidance in the VERA/VSIP application. Please direct general questions regarding to the HQ HR VERA/VSIP team via email VERA-VSIPREQUESTS@usmint.treas.gov

Excused Absence for Voting. Election Day is November 6. Federal agencies are authorized to grant employees an excused absence to vote in the Federal election as long as the time off does not interfere with agency operations. The Mint encourages supervisors and employees to keep the following guidelines in mind when granting or requesting an excused absence for voting.

Where polls are not open at least three hours either before or after their regular hours of work, eligible employees may be granted a sufficient amount of administrative leave for the express purpose of voting. Under those circumstances, employees may report to work up to three hours after the polls open, or to leave work up to three hours prior to closing of the polls, whichever requires less time. If this procedure does not allow employees to reach their polling places in time to cast their ballots, the employee will raise the issue with the supervisor at least two weeks prior to the voting date. In those cases which justify the granting of additional time, local management may grant additional time as necessary, not to exceed a full day.

AWS Open Season. The next AWS open season is December 16-29. Any changes to your AWS will become effective December 30. All employees requesting an AWS or a change to a current AWS must submit the request using *Mint Form 8977*, "Alternative Work Week Schedule Request" to their immediate supervisors for approval during the open season period. In previous Open Season announcements, all employees on a compressed or flexible work schedule were directed to resubmit

their AWS without regard for whether they were requesting a schedule change. Effective with the March 2012 Open Season, the supervisor will determine when there is a need to have all of his or her employees resubmit the AWS in order to ensure assignment and office coverage. If you have any questions please contact Norman Smith at 202-354-7856.

Federal Benefits Open Season. Each year, Open Season runs from the Monday of the second full workweek in November through the Monday of the second full workweek in December. This year, Open Season runs from November 12- December 10. If you have questions regarding your benefits, please visit the OPM website <http://www.opm.gov/insure/openseason/>, or contact the Employee Benefits Branch at 1-866-868-4357 or via email at benefits@bpd.treas.gov. The following sites listed below will be offering Open Season fairs:

- San Francisco – November 13
- Headquarters – November 15
- Philadelphia – November 26
- Denver – November 28

Diversity and Inclusion Training. Diversity and Inclusion training is mandatory training that will be conducted live to all Mint employees. This thoughtful and engaging training will provide employees the opportunity to learn to appreciate and celebrate their diversity and successfully leverage their differences fostering a collaborative working environment. Stay tuned for further information and details. We have a goal to complete delivery of the training by April 2013. For more information regarding the Diversity and Inclusion training, please contact Deborah Hayes at headquarters WSD.

Employee Development Program (EDP). The EDP is a tiered training and development program offering organizational core workshops (i.e., teamwork, interpersonal skills, customer service, decision-making and problem solving). The EDP program is focused on strengthening essential skills and competencies that support job performance, growth and closing competency gaps. We have a team of certified in-house facilitators to deliver the EDP training modules. The primary POCs and certified facilitators for each location are listed below:

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For more information regarding the EDP, please contact Sande Lehrer or Martha Watson in WSD.

Individual Development Plan (IDP). As we prepare for FY 2013 and establish improvement goals and initiatives, individual development is critical. Employee development is important to maintain a flexible, skilled workforce. Employees, with support from their direct supervisors, are encouraged to work closely in developing individual development plans. IDPs serve as a roadmap for enhancing existing skill-sets, attaining new competencies and career development. In FY 2013, IDP training will be available to all employees, and will be coupled with the TLMS workshops. For more information, please contact your servicing Human Resources Office or Keith Robinson, Training Officer.

Veteran's Day Program—November 15. The Mint's observance of Veterans Day will occur with a program on Thursday, November 15, at 9 am. Our keynote speaker is Colonel Gregory D. Gadson, Garrison Commander, Fort Belvoir, VA. Colonel Gadson is a 23-year career Army officer. His life is a portrait of courage in the face of great adversity. In May 2007, as commander of the 2nd Battalion, 32 Field Artillery, Colonel Gadson's greatest challenge came in Iraq, where an Improvised Explosive Device (IED) attack cost him both legs above the knees and normal use of his right arm and hand. Despite this, he remains on active duty in the Army and continues to inspire many with his message of courage, perseverance, determination and teamwork. This program will also be broadcast via VTC to all facilities.

Native American Heritage Program—November 29. The Mint's observance of American Indian & Alaska Native American Heritage Month will occur on Thursday, November 29, at 10 am EST. Our keynote speaker is Jacqueline Pata who is the Executive Director of National Congress of American Indians (NCAI). Mrs. Pata was the Deputy Assistant Secretary for Native American Programs of the U.S. Department of Housing and Urban Development (HUD) during the Clinton Administration. Prior to joining NCAI in June 2001, she served as Deputy Assistant Secretary for Native American Programs of the U.S. Department of Housing and Urban Development. The program will be broadcast via VTC to all facilities.

Five-Star Generals Commemorative Coin. On October 18, the Mint announced its six designs for the 5-Star Generals Commemorative Coin Program. The designs were on display October 22-24 at the Association of the United States Army's Annual Meeting and Exposition at the Walter E. Washington Convention Center. Authorized by the 5-Star Generals Commemorative Coin Act, we will strike and issue up to 100,000 \$5 gold, 500,000 \$1 silver and 750,000 half-dollar clad coins in recognition of U.S. Army 5-Star Generals Douglas MacArthur, George C. Marshall, Henry "Hap" Arnold, Dwight D. Eisenhower and Omar N. Bradley. The coins' release coincides with the celebration of the 132nd anniversary of the founding of the U.S. Army Command and General Staff College (CGSC). The honored generals either attended or taught at CGSC.

Authorized Purchasers Meeting. On October 25, the Mint conducted its second annual Authorized Purchaser (AP) Roundtable meeting at West Point facility. The APs are private companies who purchase and distribute our silver and gold bullion coins. Among those in attendance were the Acting Director Peterson and key personnel from Sales and Marketing, West Point, Public Affairs and Chief Counsel. Nine APs were represented. The purpose of the meeting was to identify key opportunities, market trends and bullion coin demand trends. Additional topics included key barriers, significant challenges and "lessons learned." These meetings also give us an opportunity to develop and maintain more effective and efficient bullion coin operations and improve communications between the Mint and its APs.

FY 2012/13 Budget. Good news. The Mint's FY 2012 actual spending was two percent *below* our established budget goal! In February 2012, the Mint briefed the Deputy Secretary of Treasury on several cost savings strategies targeted to significantly reduce our costs during FY 2012/13. These strategies included staffing reductions as well as operational efficiencies. Implementation of these various cost cutting measures enabled the Mint to realize significant budget savings. These reductions also helped us transition to our FY 2013 budget. We will continue to stress the importance of reducing costs and operating as efficiently and effectively as possible.

Procurement Metrics. We are pleased to share that the Mint has met all but one of our procurement metrics this year. The Finance and Procurement Team would like to thank all those who assisted in meeting these goals.

MINT ROUNDUP – DECEMBER 2012

Mint Employees:

This is the December edition of Mint Roundup. Supervisors and managers should ensure that employees without computer access are provided printed copies.

The Public Affairs Office would like to wish all of you a happy holiday season.

Tom Jurkowsky
Director of Public Affairs

Federal Benefits Open Season. The 2012 Federal Benefits Open Season closes on December 10th. There are only a few more days to enroll or make changes to your Federal Employees Health Benefits (FEHB), Federal Employees Dental & Vision Insurance Program (FEDVIP), and/or Flexible Spending Accounts (FSAs) elections. Please make sure that your benefit elections or changes to your enrollment are completed and submitted by **Monday, December 10**. If you have any questions about making an Open Season change, contact the Benefits Call Center at: 1-304-480-8275, toll-free at 1-866-868-4357 or benefits@bpd.treas.gov.

Writing Performance Standards. The Headquarters Performance Management team is pleased to announce its offering of six information session on *“How to Write Results-Oriented Performance Standards”* to supervisors at HQ. In this session, you will learn valuable tips for writing results-oriented performance standards. There is a morning and afternoon session each day. The dates and times are listed below. If you are interested in attending one of these sessions, please contact Babette Marina at 202-354-7609 or bmarina@usmint.treas.gov. A meeting invite will be sent to confirm your attendance.

- Tuesday, December 11
- Wednesday, December 12
- Thursday, December 13

- Morning (10:00 A.M to 11:30 A.M.)
- Afternoon (2:00 to 3:30 P.M.)

Pay Period 25/Early Time Cards. The National Finance Center (NFC) processing schedule will be accelerated in an effort to expedite the processing of salary payments during this holiday season. Timecards for pay period 25 (December 02-15) must be certified no later than 12:00 noon EST on Friday,

December 14. The accelerated processing schedule will allow the majority of employees to receive their direct deposit net salary payments prior to the December 25 Christmas holiday.

NFC's modified Payroll Processing System (PAYE) processing schedule will change as follows:

- The first pass of PAYE will execute on Wednesday, December 19.
- The second pass of PAYE will execute on Thursday, December 20.

Direct deposit net salary payments for the first PAYE pass will be processed and released on Thursday, December 20. These salary payments will be dated Friday, December 21, and they should post to employee bank accounts on this date. Direct deposit net salary payments for the second pass will be processed and released on Friday, December 21. These salary payments will be dated Monday, December 24 and should post to employee bank accounts by this date.

An earlier "pending" or "memo posting" to employee bank accounts may occur depending on when the employee's financial institution retrieves and processes their transactions during the holiday weekend. All employees are encouraged to verify payment posting through their financial institution.

The Pay and Leave Services Branch (PLSB) will contact all timekeepers and certifiers by Monday, December 10 requesting an early call of timecards on Friday, December 14. If you have questions, please call the Pay and Leave Services Branch at (304) 480-8400 or via email at Payroll@bpd.treas.gov.

End of Year Pay & Leave Information. Here are year-end reminders regarding pay and a variety of leave topics. For more information regarding leave administration and other topics, please contact the Human Resource Division at (202) 354-7561 or visit the Administrative Resource Center (ARC) Customer Access page, at: <https://arc.publicdebt.treas.gov/fshome.htm>

- **Use or Lose Annual Leave/Annual Leave Restoration.** If employees haven't already, they should discuss "Use or Lose" leave with their supervisors while there is still time to schedule it. The leave year began January 1, 2012, and will end January 12, 2013. Supervisors and employees are responsible for ensuring that any "Use or Lose" leave is scheduled and approved for use during the remainder of the leave year. For General Schedule (GS) employees, a maximum of 240 hours may be carried over to the next leave year. Annual leave in excess of these hours will be "lost" if not used by the end of the leave year. Under certain circumstances, an employee may have "lost" annual leave restored in the next leave year, but those situations are rare. OPM requires that "use or lose" annual leave be **scheduled in writing** at least three pay periods

prior to the end of the leave year. If approved leave was forfeited due to administrative error, sickness, or an exigency of public business, the leave may be considered for restoration after the leave has been forfeited. If the use of earned compensatory time off or credit hours that are about to expire results in the forfeiture of excess annual leave, the forfeited leave cannot be restored. In order to be considered for use or lose leave restoration, all “use or lose” annual leave must have been scheduled and approved in WebTA **no later than December 1**.

- **Donating “Use or Lose” Annual Leave—Limitations.** Employees with “use or lose” annual leave may donate the lesser of one-half of the annual leave they would accrue in a leave year, or the numbers of hours remaining in the leave year (as of the date of the leave donation) for which they are scheduled to work and receive pay.
- **2012 Leave Accrual—27 Pay Periods.** For most employees, the 2012 leave year began on January 1, 2012, and will end January 12, 2013. Traditionally, there are 26 pay periods per leave year; however, there are 27 pay periods in the 2012 leave year. As a result, most employees will accrue an additional 4, 6, or 8 hours of annual leave in the 2012 leave year.
- **Indebtedness at End of Calendar Year.** Any money owed to the Mint due to a salary overpayment during the 2012 calendar year will result in tax implications if it remains unpaid by December 17. The indebtedness will be included as income on the employee’s 2012 W-2, Wage and Tax Statement.

Mandatory Training—No FEAR Training. The Notification and Federal Employee Antidiscrimination and Retaliation Act (No FEAR Act of 2002 - Public Law 107-174) requires all employees to take No FEAR training within 90 days of their initial hire and every two years thereafter. All Mint employees are required to take this mandatory training which will begin for Headquarters and Fort Knox employees on January 15 and end on February 28. Additional details regarding the training will be provided at a later date to all Headquarters and Fort Knox employees. The training has already begun at the other manufacturing locations.

FEVS Survey Results. The results of the 2012 Federal Employee Viewpoint (FEVS) have been compiled and will be released shortly. We also expect that the Best Places to Work rankings will be released soon, as well. The Federal Employee Viewpoint Survey is administered by the U.S. Office of Personnel Management (OPM) each year. In 2012, the United States Mint participated as a bureau under the Department of Treasury. The FEVS results are used to develop action plans focused on increasing employee engagement, enhancing

leadership skills, fostering a culture of performance and establishing initiatives/programs that support effective human capital management.

The FEVS questions are grouped by the following categories:

- My Work Experience
- My Work Unit
- My Agency
- My Supervisor/Team Leader
- Leadership
- My Satisfaction
- Work/Life
- Demographics

Each FEVS category provides invaluable insight regarding employees' perceptions of the workplace, their supervisor, management, overall job satisfaction and human capital initiatives. The FEVS is a valuable management tool for measuring success in meeting OPM's Human Capital Assessment and Accountability Framework (HCAAF).

We are continuing to analyze the 2012 FEVS data. In the next few weeks, you will receive more information about the FEVS results for your department from your manager. We encourage you to participate in your department's group discussions.

Windows 7/Office 2010 Upgrade Project. The Information Technology Department (ITD) is in the final stages of the Windows 7 Upgrade Project. Over the next few months, all desktops and laptops will be upgraded to Microsoft Windows 7 and Microsoft Office 2010. The upgrade will provide everyone with an improved performance using a next generation operating system from Microsoft with more secure and reliable features. Computers will be upgraded after hours, while some exceptions may allow machines to be upgraded during business hours. Both options will require a scheduled appointment with a service desk technician. In the event of unforeseen circumstances where the upgrade may inhibit an employee's ability to do their work, a loaner laptop may be provided. Be advised that the ITD Helpdesk has a limited number of loaner machines available.

Over the coming weeks, the ITD Help Desk will be contacting each Department's employees to schedule a time to conduct a pre-deployment survey. This survey will be used to capture user specific information such as locally installed applications, printers, and confirm your deployment date.

The Windows 7 team will be providing weekly training to employees on the new features in Windows 7 and Office 2010. Each training session is expected to

run for one hour. At Headquarters, these training sessions will be held in the 2nd Floor Training Room and will be limited to 20 employees per class. Training schedules will be provided to each department and field site location. In addition, there will be a Windows 7 Portal with Frequently Asked Questions and additional information.

Cost Savings Ideas. The Financial Department and the Workforce Solutions Department have teamed up in providing information about how to submit cost savings ideas. That information, along with the link to the E-form, can now be found on **My 2 Cents**. These cost savings ideas will be reviewed by the Cost Savings Committee (CVC) and this year, like last year, will be included in Goalsharing (assuming the savings meets the goal established by the Goalsharing Committee this year). Last fiscal year, the CVC received over 40 cost savings ideas in the last month of the fiscal year. As a result CVC was only able to review a small percentage of these ideas. But with these few ideas that we were able to review and approve, we received the maximum payout in this area for Goalsharing. This was included in our Goalsharing payout which we recently received. From our experience last year, we realize that there is a wealth of knowledge that resides at all levels within the Mint. We are anxious to have these cost savings ideas emerge so that they can actually be implemented. Now, thanks to **My 2 Cents**, we have a means of disseminating the information required for Mint employees to share those ideas and ultimately get recognized for their talent.

HSPD Card. The HSPD-12 PIV card contains personal identifying information that needs to be protected. The card contains an RFID (radio frequency identification technology) chip that allows the data to be transferred at card readers such as the garage door and the gold doors at Headquarters in order to allow access at these controlled points. The information on these chips can be potentially taken by criminals using an RFID scanner that can pull the data off the card without physically touching the ID card. RFID waves can penetrate most material, so even keeping the card out of sight does not mean that a criminal cannot use an RFID skimming device to steal the information off the card. The HSPD-12 cardholder that is issued by the PIV office contains a metal insert that can stop an RFID signal. This is why we need to remove the card in order to present the credentials to the card scanner. In order to maintain the protection of personal information that is stored on the card, the HSPD-12 ID card should be immediately replaced into the protective carrier that will prevent someone from unauthorized access to the information stored on the card.

Latest ATB Quarter. The Denali National Park and Preserve quarter launch was held November 15th at the Tri-Valley Community Center in Healy, Alaska. A coin forum was held the evening before at the Tri-Valley Community Library. Denver Plant Manager David Croft represented the Mint at both events.

2013 Native American \$1 Coin. We announced the reverse design of the 2013 Native American \$1 Coin on November 20. The theme for the design is "The Delaware Treaty (1778)." It features a turkey, howling wolf, turtle (all symbols of the clans of the Delaware Tribe) and a ring of 13 stars to represent the original Colonies. (After declaring independence, the U.S. signed its first formal treaty with an Indian tribe, the Delaware, at Fort Pitt, now Pittsburgh, on September 17, 1778.)

Limited Edition Silver Proof Set. The first-ever 2012 United States Mint Limited Edition Silver Proof Set went on sale on November 27th. Coins in the set are: (1) American Eagle One Ounce Silver Proof Coin; (5) America the Beautiful Quarters; (1) Kennedy Half Dollar; and (1) Roosevelt Dime. The American Eagle One Ounce Silver Proof Coin is the collector version of the official United States Mint American Eagle Silver Bullion Coin. The coin contains .999 fine silver and bears the "W" mint mark of West Point. The quarters, half-dollar and dime are struck in 90 percent silver — generally referred to as "coin silver" — and bear the "S" mint mark of San Francisco. The set has a maximum production limit of 50,000 units. As of July 3rd, more than 19,500 units have been sold.

Web Improvement Project, Phase 2. Unified navigation improvements integrating the customer experience of the information and e-commerce web sites launched on November 30th. Phase 1 this project launched in September to positive media and customer response. Improvements are driven by results of customer usability studies, hands-on usability tests, focus group feedback and web metrics.

Coin/Medal Designs Reviewed. The CFA and CCAC reviewed designs for the 2014 ATB quarters, 2013 Platinum Proof and the Standing Rock Sioux Tribe Code Talkers Congressional Gold Medals.

MINT ROUNDUP – JANUARY 2013

Mint Named Bureau of the Year for Small Business Goals. In a ceremony hosted by Treasury, the Mint was awarded the Bureau of the Year Award in recognition of its exceeding all of the Small Business Goals in support of Treasury's Small Business Program. The award was presented by Treasurer of the United States Rosie Rios. The Mint not only exceeded its goals, but because of a joint effort across the entire Mint both at Headquarters and at Denver, West Point, Philadelphia and San Francisco, 85 percent of all contract dollars were spent with small businesses. Policy staff, contract specialists, contracting officer's representatives and their supervisors were dedicated and committed; and they gave the time and resources needed to be so successful. One of the keys to the Mint's success in achieving this goal was developing a cross-functional communication strategy that ensured everyone was aware of the goal. This included numerous communication channels such as senior staff meeting briefings, procurement strategy meetings, quarterly financial managers meeting, and monthly contracting officer meetings.

This was truly a team effort that required assistance from all procurement personnel to accomplish the goal. Congratulations to everyone who helped the Mint achieve this prestigious award.

Audit Opinion Success. The Mint has received its 19th consecutive unqualified (clean) audit opinion on the its financial statements—an unprecedented accomplishment. This year was particularly impressive in that there were no material weaknesses, no significant deficiencies and no management letter. This level of achievement is virtually unheard of. Kudos to everyone involved.

FY 2012 annual report. The FY 2012 annual has been completed and approved through the Treasury Inspector General. We are really proud of this document as it communicates our results to the public and includes a discussion of our financial results and our financial statements. The report is available on our internet site by going to: www.usmint.gov/about_the_mint/?action=annual_report

Changes in Take Home Pay During 2013. The following are important changes to your take home pay during 2013 that you should be aware of:

A. The pay you received during the week of January 7 will reflect changes effective December 16, 2012 (first day of the 2013 tax year). These changes may include:

- Regular Thrift Savings Plan (TSP): Elections effective pay period 26.

- TSP Catch-up: Elections effective pay period 26.
- OASDI (Social Security Tax): The Social Security tax will increase from 4.2% to 6.2%.
- Flexible Spending Account enrollments submitted during the Open Season were scheduled to begin in this pay period; however, a system error occurred and no FSA contributions were deducted. Please note that your annual contribution will be spread over the remaining 25 pay periods in the tax year. Your first FSA contribution will be taken out of the pay you receive during the week of January 21 as noted below.

B. The pay you receive during the week of January 21 will reflect changes effective December 30, 2012. These changes may include:

- Regular TSP: Elections effective pay period 27.
- TSP Catch-up: Elections effective pay period 27.
- Flexible Spending Accounts: Enrollments submitted during Open Season.
- No FEDVIP deductions will be withheld.

C. The pay you receive during the week of February 4 will reflect changes effective January 13. These changes may include:

- Federal Employees Health Benefits (FEHB): Open Season changes and premium adjustments. The new 2013 premium will generally be higher than your 2012 premium.
- Federal Employees Dental and Vision Insurance Program (FEDVIP): Open Season changes and premium adjustments. The new 2013 premium will generally be higher than your 2012 premium.
- 2013 Combined Federal Campaign (CFC): Payroll deductions for your 2013 CFC elections.

D. Other changes that may affect your pay during the year

- **OASDI (Social Security Tax):** The maximum taxable wage base for Social Security increased to \$113,700 for 2013. This means you will pay Social Security tax on only the first \$113,700 of wages received in 2013.
- **Federal and State Income Taxes:** New income tax withholding rates may increase or decrease your take home pay by a few dollars.

If you have questions about these changes, contact the Benefits Service Center at 304-480-8275, toll free at 1-866-868-4357 or Benefits@bpd.treas.gov

2013 Coin Designs. Designs for the 2013 America the Beautiful quarters were announced on December 10. The coin designs pay homage to White Mountain National Forest in New Hampshire; Perry's Victory and International Peace Memorial in Ohio; Great Basin National Park in Nevada; Fort McHenry National Monument and Historic Shrine in Maryland; and Mount Rushmore National Memorial in South Dakota. Designs for the 2013 Presidential \$1 Coins were announced on December 17. This year's designs honor Presidents William McKinley, Theodore Roosevelt, William Howard Taft, and Woodrow Wilson.

Bullion/Commemorative Coin Update. We sold out of the 2012 American Eagle Silver bullion on December 17 and the 2012 Buffalo Gold bullion on December 14. The 2011 September 11 National Medal Program, the 2012 Star Spangled-Banner Commemorative Coin Program and the 2012 Infantry Soldier Silver Dollar Commemorative Coin Program ended in December.

Mint Police Presidential Inaugural Badge. If you noticed that the United States Mint Police badges are a little different this month, you would be correct since they are the 2013 United States Mint Police Presidential Inauguration Badge. The Mint Police have adopted this badge Mint-wide for the month of January in celebration of President Obama's Inauguration. The badge incorporates history of both the United States Mint and our nation. The badge was designed by United States Mint personnel, Commander Paul Constable and Gary MacLellan, and selected by the United States Mint Police.

The badge is constructed with gold and silver metals to depict the material used in producing our Nation's coins and medals. The old style shield corresponds to Protection's security mission while the six-point star characterizes their law enforcement duties. The star has six points to signify the six different field sites located around the country that join together to form a single organization with a common purpose. The red, white and blue "Stars and Stripes" reminds us of our Nation's flag while twelve stars on the blue field along with the one "large silver star" denote the original thirteen colonies. The eagle, the national symbol, is atop the badge to show all how Protection diligently performs their responsibilities. Additionally, at the center of the badge is an image of the "American Eagle" silver dollar—the Mint's most popular coin. This is the first time that a coin image has been

integrated into the design of a United States Mint Police badge and symbolizes our mission of producing the Nation's coins and medals while protecting the Nation's gold bullion reserves.

The 2013 United States Mint Police Presidential Inauguration Badge is a voluntary program in which police officers purchased their own badges so you may see some officers with the traditional badge during the month of January.

Writing Performance Standards. The Headquarters Performance Management team will be conducting a makeup session on *"How to Write Results-Oriented Performance Standards"* for employees and supervisors at Headquarters. In this session, you will learn valuable tips for writing results-oriented performance standards. The team is in the process of scheduling a date soon. More details will be forthcoming. If you have any questions, please contact Babette Marina at 202-354-7609 or by email at Babette.Marina@usmint.treas.gov. This session will be available by VTC.

Family and Medical Leave Act. The Family and Medical Leave Act (FMLA) is an important piece of legislation that provides an employee with time off when needed most, for the birth or adoption of a child, or for self-care related to a serious injury or to care for a family member. FMLA provides many more benefits that support federal employees during their time of need. The Human Resource Team is pleased to announce the following information sessions on the benefits provided to federal employees under the Family and Medical Leave Act.

- Wednesday, January 16, 10:00 a.m. to 11:30 a.m., in Conference Room C
- Wednesday, January 23, 10:00 a.m. to 11:30 a.m., in Conference Room A (This session will be available by VTC).

For more information, contact Bernadette Fowler at 202-354-0128 or by email at Bernadette.Fowler@usmint.treas.gov.

Greenhouse Gas Emission Survey. A global communication has been sent to Treasury employees regarding a short survey to help the Treasury Department measure and report our greenhouse gas emissions as required by Executive Order (EO) 13514, *Federal Leadership in Environmental, Energy, and Economic Performance*. Employees should have begun receiving email invitations to complete the survey on Monday, January 7. Thank you in advance for participating in the survey.

Mint Roundup—February 2013

Headquarters Building Recognized Nationally. The U.S. Green Building Council (USGBC) has released its annual list of the top 10 states for new Leadership in Energy and Environmental Design (LEED) certifications in 2012—and the Headquarters building made the list!!! The list highlighted those regions that are transforming buildings and communities across the country. The USGBC's President, CEO and founding chair stated that "securing a spot on this list is a remarkable achievement for everyone involved in the green building movement in these states." Congratulations to the Financial Department's Support Services Branch for all of their hard work in ensuring the Headquarters building was LEED certified.

Gold Audit. Congratulations to the Financial Department and West Point. The Mint has custodial responsibility for Treasury's gold held by the Federal Reserve Bank (FRB) of New York and over the past year, the Financial Department, in coordination with West Point, the Treasury IG, and the New York FRB performed the first physical inventory and audit of the gold bars and gold coins maintained by the FRB. This was a big task and now all the Treasury gold has been inventoried and audited under the same procedure and all the vaults have the same seals.

Last month Treasury's Office of Inspector General (OIG) released the final Audit Report of the Department of Treasury's Schedule of United States Gold Reserves Held by Federal Reserve Banks as of September 30, 2012. The OIG rendered an unqualified opinion regarding the schedule and identified no material weaknesses in the Mint's internal controls over financial reporting. The OIG held a formal exit conference with the Treasury Assistant Secretary for Management at the end of January, and the Mint was complimented by the FRB and the OIG for a job well done.

Record Month for Bullion. The Mint suspended sales of 2013 American Eagle One Ounce Silver Bullion Coins on January 17 in order to build inventories after record demand depleted existing supplies. Sales resumed under allocations on January 28. By the end of January, Authorized Purchasers had purchased 7.498 million silver bullion coins (\$246 million in value), setting an all-time monthly sales record. The previous record was set in January 2011 at approximately 6.422 million coins. Sales of gold bullion coins are also strong. At the end of January, Authorized Purchasers have purchased 150,000 ounces (\$263 million in value) of American Eagle Gold Bullion Coins and 72,500 ounces (\$124 million in value) of American Buffalo Gold Bullion Coins.

New Background Investigation Standards. A revised Federal Investigative Standard which outlines how background investigations are conducted has been signed by the Office of Personnel Management, Special Security and Security National Intelligence. The new standards were revised in collaboration

with the Personnel Security Community to include the Treasury Working Group. The standards were initiated to streamline the processing time of background investigations, specifically the critical and sensitive cases. Once Mint employees submit their investigation paperwork, initial or update, background investigation processing timeframes will be quicker with some wait times being cut in half. This will result in Mint employees and contractors receiving their ID cards considerably quicker than the current process.

Disaster Recover Exercise. The Information Technology Department's (ITD) Data Center team is preparing for a Disaster Recovery (DR) exercise planned for the weekend of February 22-24. Disaster Recovery is designed to provide immediate response and subsequent recovery of the Data Center and associated systems from any unplanned interruption, such as extended loss of utility services or a catastrophic event such as a major fire which could impact the Headquarters Data Center facility. It also ensures business continuity in the case of an extended loss of utility services or a catastrophic event. The Mint has established a business continuity site at its Denver facility. The last DR exercise was conducted in March 2012. Since that time, the team has worked diligently to put in place additional required components and modifications as identified in the lessons learned from that exercise.

During the upcoming exercise, critical applications such as Maximo, SCADA, ADCS, Hyperion, Oracle Transportation Manager, Mint Intranet Portal supporting all ARC applications, email, etc., hosted at the Headquarters Data Center will be "failed over" to the Denver Data Center. The Mint business unit users will perform their routine business activities using the production application systems to validate the failover and failback processes. Performing the exercise will provide a roadmap for how Mint operations are to be continued under adverse conditions at its Headquarters facility and will ensure compliancy with Treasury, OMB Disaster Recovery and COOP.

To prepare for the upcoming DR exercise, key Mint business unit users will be requested to participate.

Windows 7 Deployments Update. Deployments for the Windows 7 Upgrade began in December and will continue through March 31. User training was conducted at Headquarters in December. During the training, employees from field sites were able to attend training via WebEx; 224 persons were trained. Additional department trainings can be scheduled by contacting the Mint Windows 7 Upgrade Project Manager, Matthew Manganello (matthew.manganello@usmint.treas.gov).

Currently, 34% of the planned Windows 7 deployments have been completed for Headquarters and all field sites. Matthew and his team are working to resolve a small set of technical issues, including the following: (1) Resetting of the user's customized browser to the Mint default browser immediately

following an update of the security policies and (2) the inability to export ARC reports due to a Windows 7 and Java compatibility issue. Deployments for users who require the ability to export ARC reports will be postponed until the issue has been resolved.

The Windows 7 Upgrade issue resolution is being tracked and reported daily to the ITD leadership team. The ITD Help Desk and field site technicians will continue to schedule deployments by departments with a plan to complete the project as scheduled on March 31. Employees will be contacted to schedule their individual deployments.

New Packaging for Annual Sets. Based on customer input, Sales and Marketing has introduced new packaging for our annual sets. Packaging for annual sets (outer cartons) now features an appropriate image on the front of the carton, with photographs included on the back of the carton.

A-123 Assessment. The Mint is officially launching its FY 2013 A-123 Assessment of Internal Control over Financial Reporting. The assessment—and testing—began in December and will end in June. Testing will be conducted at Headquarters, Denver, Philadelphia, West Point and San Francisco. Final results of the assessment will be reported to the senior executives in late June or early July.

MINT ROUNDUP – MARCH 2013

This is the March edition of Mint Roundup. Supervisors and managers should ensure that those employees without computer access are provided printed copies.

Tom Jurkowsky
Director of Public Affairs

Employee Profiles in HR Connect (Urgent Request). The Mint is in the process of implementing an automated system that will allow us to process employee credentials more effectively. We need your help to assure your personal information is accurate in the system. Please log into HR Connect and update your employee profile by Friday, March 8. To do this, please follow these steps:

1. Log into HR Connect.
2. Click on the "Employee" Tab.
3. In the top left corner, select the "About Me" section.
4. Click on the "My Info" Tab.
5. Click on the hyperlink labeled "Personal."
6. Update all of your personal information by clicking on the tabs labeled "Address," "Emergency Contact," etc.

We need this information updated no later than close of business this Friday. Thank you for your assistance with this time sensitive request.

2013 Federal Employee Viewpoint Survey. The U.S. Office of Personnel Management (OPM) will administer the 2013 FEVS for six weeks (late April through early June) to all Department of Treasury employees. The Mint participates as a bureau under the Department of Treasury umbrella. Only full-time, part-time, permanent, and non-political employees on-board as of October 2012 will receive an e-mail invitation from OPM to participate in the 2013 FEVS. The FEVS will be administered on-line, and instructions on how to access the survey will be included in OPM's e-mail invitation. For further information regarding the 2013 FEVS administration, please contact Martha Watson at: Martha.Watson@usmint.treas.gov or at 202-354-7225.

2013 Commemorative Coins. Our plants are ramping up for the 2013 commemorative coin products over the next couple months. The Girl Scout Centennial program is a single silver dollar commemorative coin being made at West Point in both proof and uncirculated finishes. The second commemorative program, the 5-Star General Commemorative Coin program, will allow all of our manufacturing sites to produce at least one variety of coin due to unique language in the legislation. The legislation requires the Mint to make the proof version of a coin in a different Mint than the uncirculated variety.

- > West Point will make the 5-dollar gold proof and 1-dollar uncirculated coins
- > Philadelphia will make the 5-dollar gold uncirculated and 1-dollar proof coins
- > San Francisco will make the 50-cent clad proof
- > Denver will make the 50-cent uncirculated

Windows 7 Deployments Update. Deployments for the Windows 7 Upgrade began on December 17 and will continue through March 31. User training was conducted at Headquarters in December and January. During the training, employees from field sites were able to attend training via WebEx; 224 persons were trained. Additional department trainings can be scheduled by contacting the Mint Windows 7 Upgrade Project Manager, Matthew Manganello at: Matthew.Manganello@usmint.treas.gov.

Currently, 73% of the planned Windows 7 deployments have been completed for Headquarters and all field sites. The project team continues to resolve technical issues as they are encountered, including the following: (1) Resetting of the user's customized browser to the Mint default browser immediately following an update of the security policies and (2) Sporadic eVault synchronization issues. The Windows 7 Upgrade issue resolution is being tracked and reported daily to the Information Technology Department (ITD) Leadership Team.

The ITD Help Desk and Field Site Technicians will continue to schedule deployments by departments with a plan to complete the project as scheduled on March 31. Employees will be contacted to schedule their individual deployments.

Mandatory Information Security Training. Under the Federal Information Security Management Act (FISMA), all Mint personnel are required to complete INFOSEC Awareness and Privacy Awareness computer-based training. Additionally, all employees are required to read the United States Mint IT Rules of Behavior for IT Systems and Devices listed in their individual TLMS "to do" lists. Additionally, Mint FTE personnel identified as having specialized roles (CIO, DCIO, AO, ISSO, CISO, COR, Q/A, SO, IT

security staff, etc.) are required to complete a designated amount of IT security specialized training per year (4 or 8 hours).

Heritage Assets Program Update. A very important ongoing Mint initiative is the Heritage Assets Program (HAP). The program was created in response to new federal accounting requirements. HAP is an agency-wide initiative to identify, catalog and preserve the bureau's historical artifacts. Under the direction and supervision of Mint Curator Robert Goler, materials at each facility are being meticulously inventoried, documented and stored in secure and climate-controlled spaces. Initial cataloging has been completed at Headquarters and San Francisco. The inventory and cataloging process recently began at Philadelphia, and the remaining facilities are scheduled to be completed by the end of 2016. When complete, HAP will be a major resource for Mint staff and qualified researchers.

White Mountain AtB Coin Launch. Approximately 650 participants—including 350 local area school children—joined Acting Director Dick Peterson, New Hampshire Governor Maggie Hassan and U.S. Forest Service Supervisor Tom Wagner to celebrate the ceremonial launch of the White Mountain National Forest quarter, the 16th coin in the United States Mint America the Beautiful Quarters® Program, on February 21 in Plymouth, New Hampshire.

Girl Scout Commemorative Coin. We began accepting orders for the 2013 Girl Scouts of the USA Centennial Silver Dollar on February 28. The Mint is authorized by public law to mint and issue silver dollar coins to commemorate the 100th anniversary of The Girl Scouts of the USA. The Centennial Silver Dollar is available in both proof and uncirculated qualities.

Bullion Update. All remaining 2011 and 2012-dated America the Beautiful Silver Bullion Coin inventory was sold to Authorized Purchasers on February 28. We previously had 10,400 Vicksburg National Military Park; 8,800 Chickasaw National Recreation Area; and 600 Chaco Culture National Historical Park five-ounce, three-inch silver bullion coins remaining in inventory.

Customer Outreach. The Sales and Marketing Business Management Division is planning to conduct customer focus groups late this spring. A primary research goal is to understand what customers and non-customers are looking for in our special sets and what subjects we should commemorate with these special sets.

Rittenhouse Medal for Excellence Program Nominations. Last year, we rolled out a new program to allow for a comprehensive recognition system representative of our diverse workforce. In order to hold a ceremony in early June, we will need to adhere to a strict timeline for the nomination and review processes. This year, the nomination period will be approximately three weeks. Complete program details can be found on the intranet. As an additional way to assist you with the shortened nomination process, information sessions will be held on how to develop supportable Rittenhouse nominations.

The categories are as follows:

- Excellence in Customer Service recognizes one individual and/or one team for high quality service that exceeded expectations and added value to internal or external customer interactions.
- Excellence in Safety recognizes a team of employees who have recommended or implemented significant improvements to safety programs or operations at the United States Mint.
- Excellence in Innovation recognizes one individual and/or one team who developed or designed an innovative program or process that was accepted for implementation at the United States Mint to improve work flow or work processes, eliminate waste, or improve quality at the United States Mint in any area of the United States Mint. The Excellence in Innovation Award also includes program efficiencies and cost savings.
- Excellence in Sustainability recognizes one individual and/or one team who improved the stewardship of natural resources, demonstrated a commitment to environmental excellence, and contributed to a significant environmental benefit.
- Emerging Leader Award recognizes an individual who exhibited exceptional leadership ability in a non-supervisory capacity, including vision, long-term strategy, organizational involvement, and commitment to development of self and others.
- Excellent Contributions by a New Employee recognizes an employee with fewer than two years of United States Mint service who demonstrated exceptional performance and notable accomplishments towards the United States Mint's mission.
- Excellence in Craftsmanship recognizes up to two non-supervisory prevailing rate employees (i.e., wage grade or wage leader) who are technical experts, demonstrating exceptional skill and a commitment to quality.
- Excellence in Security and Law Enforcement recognizes one employee and/or one team who recommended or implemented significant improvements to enhance security operations and law enforcement service delivery.
- Excellence in Supervisory Leadership recognizes a supervisor who exhibited exceptional leadership ability and motivates his or her team to achieve outstanding results, provides support and training,

promptly recognizes employees' accomplishments, and effectively resolves workplace issues and concerns.

- Model Employee Award recognizes one employee who embodies and demonstrates the United States Mint core values, exhibits sustained outstanding performance, and inspires excellence in his or her peers.

If you have any questions about the new program, please contact Gayle Horton at 202.354.6772 or Nicole Roorda at 202.236.8160 or send an email to: Rittenhouse@usmint.treas.gov.

U.S. Savings Bonds. Tax time—a great time to kickstart or grow your savings for the future! U.S. Savings Bonds are one safe and easy way to do it. There are a lot of great reasons to buy U.S. Savings Bonds at tax time. The Department of the Treasury's Tax Time Savings Bond program makes it easy. You do not need a lot to get started. You can start with as little as \$50. You can automatically use part of your tax refund to start saving. Just select the amount you want saved from your income tax refund and you'll receive your bond in the mail. Visit <http://www.irs.gov/Individuals/Using-Your-Income-Tax-Refund-to-Save-by-Buying-U.S.-Savings-Bonds> for more information.

Retirement Readiness. Many American workers find retirement planning a mystery. The Department of Labor has developed a booklet called "Taking the Mystery Out of Retirement Planning" that provides clues on how to take control of your finances so that when you retire, you have the time and money to do what you've always wanted. For some, it's simply being with friends and family. For others, it's starting a new hobby or craft. And for some, it's starting a new life. Visit <http://www.dol.gov/ebsa/publications/nearretirement.html> to download or print a copy.

Women's History Month. March is Women's History Month. In 1987, the National Women's History Project petitioned Congress to expand the celebration of women's history from one week to the entire month of March. The Mint's observance of Women's History Month will be held on Wednesday, March 20, from 1:30 to 2:30 pm in the 2nd floor conference center. The program will be broadcast via VTC to all field locations. This year's theme is "Women Inspiring Innovation Through Imagination: Celebrating Women in Science, Technology, Engineering, and Mathematics (STEM)". The theme honors women in the STEM fields. The Mint's observance will feature presentations from leadership and Dr. Mamta Patel Nagaraja. Dr. Nagaraja currently works at NASA, managing the Agency-wide Women@NASA program, training astronauts, and working as a flight controller in the Mission Control Center. Recently, Dr. Nagaraja received one of the 120 interview slots for the next astronaut candidate selection from an initial pool of over 6,000 applicants.

MINT ROUNDUP – APRIL 2013

Mint Employees:

This is the April issue of Mint Roundup. Supervisors and managers should ensure that employees without computer access are provided printed copies.

Thanks.

Tom Jurkowsky
Director of Public Affairs

Baseball Coin Design Competition. This Thursday Treasurer of the United States Rios will join Senator Kirsten Gillibrand, Congressman Richard Hanna, Baseball Hall of Fame President Jeff Idelson and Hall of Famer Brooks Robinson to launch a nationwide competition to design the obverse side of the 2014 National Baseball Hall of Fame Commemorative Coins. Senator Gillibrand and Congressman Hanna are co-sponsors of the legislation which calls for a competition to select a common observe design emblematic of the game of baseball. The obverse side will be concave and represents an historic first for the Mint. The launch event will take place on Capitol Hill.

Related to this program, Sales & Marketing has launched the Kids' Baseball Coin Challenge web page which includes an educational package for kids and parents/guardians/teachers. The kids' content includes a special package called Coin Designer Spring Training Camp, a fun slide show in which kids learn about coins, coin design and Mint coins depicting sports from their "manager," Peter the Mint Eagle. It features many coin images, games, activities and a printable template for creating a coin design. At the end of camp, children ages 13 and under can download a certificate of completion signed by Peter. A web page listing related lesson plans and other resources for educators/parents/guardians was also published. The web team also created the designs for the baseball banner on the main Baseball Coin Design Competition (ages 14 and older) home page and the logos for both the main and kids' competitions.

OMS II. On March 22, the OMS II Program Management Office (PMO) released the Request for Proposal for an end-to-end business solution for our retail sales operations. The Mint is looking for proposals from full service providers with extensive order management expertise to provide us the ability to sell our products under our own brand identity. Bids are due by May 3.

Web Catalog Redesign. We've received considerable positive media and customer feedback regarding our new web catalog pages. The new features

include: more and larger images; “zoomable” high-resolution product images; cross-sell/upsell product images; the addition of product specifications; and links to social media. A sample customer comment: *“Terrific improvements. Especially the tabs for information. It was always difficult to find basic info on a coin or set until now.”*

Fleet Management. The Fleet mandate (reducing the number of vehicles, reducing carbon emissions and increasing the use of E-85 fuel) carries over from last year. We have made great strides since FY2011 in all categories of Fleet management—and will continue to do so.

HSPD-12. Homeland Security Presidential Directive—12 (HSPD-12) provides a viable solution to address emerging security threats to IT assets and the need for stronger security services in identity management. It’s also driven by the need for simplified access to IT services, which improves productivity, reduces costs, and provides physical access to facilities based on a centralized policy. The Mint’s Personal Identity Verification (PIV) Domain Logon Deployment Plan is our strategy for implementing logical access (LACS) for our applications and information systems.

New Police Radios. United States Mint Police (USMP) Officers are using new portable radios while communicating on duty. The new “Thales Liberty” radios are part of a modernization program called the Communication and Radio Improvement Plan (CRIP). This change is due to the end of the life cycle for the radios, as well as new laws. The Congress has mandated that all federal government radio operations in the Very High Frequency (VHF) and Ultra High Frequency (UHF) government radio bands be “narrow banded.” Narrow banding simply means splitting one frequency into two. This upgrade is necessary to increase the number of available frequencies for general use, as well as reducing frequency congestion. These new digital radios work with the current (analog) wideband and narrowband radio systems. Now when USMP Officers travel to different field sites, they will have the ability to talk to USMP Officers at the local site, as well as other law enforcement agencies. Providing better communications means a safer and more secure Mint.

5-Star Generals. Sales for products in the 5-Star Generals Commemorative Coin Program opened on March 21. We are minting and issuing the coins in recognition of U.S. Army 5-Star Generals Douglas MacArthur, George C. Marshall, Henry “Hap” Arnold, Dwight D. Eisenhower and Omar N. Bradley—all alumni of, or instructors at, the Army Command and General Staff College in Fort Leavenworth, Kansas—to coincide with the celebration of the 132nd anniversary of the founding of the college. Proof and uncirculated quality coins are available in gold (\$5), silver (\$1) and clad (half-dollar).

Teacher’s Network Survey. The Sales & Marketing market research team has finished fielding an e-mail survey of educators who have signed up for the

Teacher's Network newsletter. The survey seeks to ensure that the content provided through the Mint's educators and kids web pages is the most useful it can be for their targeted audiences. Later this month, we will be going into the field with a Kennedy Half-Dollar 50th Anniversary Set survey. This survey will test several different product options for a special set in honor of the 50th anniversary of the Kennedy Half-Dollar in 2014.

Rittenhouse Award Update. The WSD team continues planning efforts for the upcoming FY2012 Rittenhouse Medal for Excellence Award Ceremony. The ceremony will be held on June 12 with VTC connectivity to all of our field sites. There have been an impressive number of submissions—over 50 nominations received. The next step in the planning process is the convening of the evaluation panel. The panel will meet this month and provide recommendations to the Acting Director, who in turn will approve the final nominations and ultimately announce the honorees.

POSH Training. The Diversity Management and Civil Rights Division, Workforce Solutions Department will conduct mandatory Prevention of Sexual Harassment (POSH) training April 15 – 18 for all Headquarters employees. This training will be conducted in the classroom and will last approximately one hour. All Headquarters employees must register for a specific session (see schedule below) by Wednesday, April 10.

EEO Managers at the field locations will arrange group training sessions at their respective facilities for all employees. Contract employees are not required to take this training.

The Mint is committed to ensuring a workplace free of discrimination and harassment in any form and supports the Department of Treasury's policy of zero tolerance for sexual harassment. Sexual harassment is a form of sex-based discrimination and is against the law. This training will ensure that each employee has an understanding of what constitutes sexual harassment and how to prevent it.

Training dates/times for Headquarters employees (All Second Floor, Conference Room A):

April 15 @ 10:00 am
April 15 @ 2:00 pm
April 16 @ 6:00 am
April 16 @ 10:00 am
April 16 @ 2:00 pm
April 17 @ 10:00 am
April 17 @ 2:00 pm
April 17 @ 5:00 pm
April 18 @ 6:00 am
April 18 @ 10:00 am

April 18 @ 2:00 pm

Please contact Sheneice Hoffman (Sheneice.hoffman@usmint.treas.gov) or Maria Jackson (Maria.Jackson@usmint.treas.gov) by Wednesday, April 10, 2013, to register for a specific session.

MINT ROUNDUP – MAY 2013

Mint Employees:

This is the May edition of Mint Roundup. Supervisors and managers are asked to ensure that employees who do not have computer access are provided printed copies.

Tom Jurkowsky

Director of Public Affairs

2013 Federal Employee Viewpoint Survey. Please let your voice count and complete the survey as soon as you receive the invitation from OPM. Our goals are to have the highest participation rate and to ensure that each employee has an opportunity to provide their feedback regarding the workplace. Remember—the survey is a confidential way for you to provide your feedback. All responses go directly to OPM, and no one at the United States Mint will see any of the responses. The Mint will receive an aggregate report of all the data that OPM gathers. No individual answer/response will be made available to the bureau. For more information regarding the 2013 FEVS, please contact Martha Watson at Headquarters or your Human Resources Office.

Baseball Coin Design Competition. The design competition for the 2014 Baseball Hall of Fame Commemorative Coin, which will culminate in the Secretary of the Treasury's selection of the image for the obverse of the coin, closes this Saturday, May 11. We've received over 100 entries for the coin's obverse. Five Hall of Fame players—Brooks Robinson, Ozzie Smith, Don Sutton, Dave Winfield and Joe Morgan—will participate in the judging. Meanwhile, SAM's education and outreach team is coordinating a companion competition for kids called the Kids' Challenge, which will last through June 28. Winners in each of three age categories will receive a silver Baseball Hall of Fame Commemorative Coin and a certificate. The winning children's designs will also be showcased on the Department of the Treasury, Mint and National Baseball Hall of Fame web sites.

Safety Remains a Priority. Safety continues to be a priority and focus of the Manufacturing team at Headquarters and at all sites. At San Francisco, Chris Grubach from Headquarters and Aubrey Pharo from Denver completed a preliminary management safety walkthrough. Chris and Aubrey rolled out the process during meetings with managers, supervisors and employees. Employee safety concerns were identified with solutions discussed. San Francisco has now been integrated into the monthly meeting

schedule with Headquarters so that additional safety opportunities and progress can be discussed. The monthly management safety walkthroughs were completed for Denver and Philadelphia.

FY 2013 Mid-Year Budget Review. This year's mid-year budget review process has been completed. This year's differed slightly from prior years as we streamlined the process. Rather than having departments present briefings individually, the Financial Department presented the Mint's consolidated budget results using input from the departments to the Acting Director and the Chief Administrative Officer. Both operating and capital budgets were presented and approved with no follow-up actions required. Overall, the Mint has made significant progress in reducing our administrative costs. However, everyone is encouraged to continue to identify cost savings wherever possible. Remember that we continue to operate in a cost-constrained environment. Sequestration remains in place, and the Mint must meet the administration's required efficient spending plan levels. Spending should be limited to what's actually needed as "mission-critical" as we commit to reducing costs and identifying more efficient ways to accomplish our important activities in service to the American public.

Annual Report Audit Contract. KPMG has been awarded the contract for this year's audit of the FY2013 Annual Report. The Office of the Chief Financial Officer once again looks forward to another successful audit.

Contract Specialist Classes. The Procurement and Support Services Branch is currently conducting basic contracting classes for contract specialists. Training is to include a cradle to grave overview of contracting practices. This training is being held every Wednesday for the next several weeks. At the conclusion of these classes, Mint specific COR training will be rolled out via WebEx.

2012 Personal Benefits Statements. The National Finance Center (NFC) has announced that the 2012 Personal Benefits Statements are now available for printing/viewing on the Employee Personal Page at: <https://www.nfc.usda.gov/personal/>. Questions? Contact the Benefits Service Center – Toll Free: 1-866-868-4357; (304) 480-8275; benefits@bpd.treas.gov

Mint Police Accreditation. Currently the United States Mint Police (USMP) is going through an accreditation by the Commission on Accreditation of Law Enforcement Agencies (CALEA). The CALEA accreditation process is a contemporary management model that promotes greater accountability within the agency. The USMP is currently conducting a self-assessment and has revised or developed the directives necessary to meet all of the standards applicable to them. The next phase of the process involves an "on-site assessment" by a team of CALEA assessors during the week of July 8-11. The onsite

assessment team will prepare a detailed report of their findings and will make a recommendation to the Commission. The Commission will review the assessment report and other information necessary to determine if the agency should receive accreditation. The final phase, maintaining accreditation and seeking re-accreditation, begins when the assessment team leaves the selected Mint facilities and continues until 2016. With the accredited policies, procedures and practices in place, the philosophy of the accreditation process will ensure the continued professionalism of the United States Mint Police.

Hiring Practices for Managers & Supervisors. The Workforce Solutions Department conducted two one-hour information sessions to answer questions regarding recruitment and hiring. The information sessions focused on the hiring process for those supervisors and managers who had questions about submitting a PMAC request and/or completing a hiring freeze waiver. Information was provided on hiring flexibilities and how these flexibilities can expedite the hiring process.

Discussion topics included:

- Roles and Responsibilities - defining and clarifying the lines of demarcation on the delivery of HR services between WSD-HR and ARC
- Time 2 Hire -- What is the 80-day hiring model and how does it impact me?
- Recruitment and Placement -- What are my recruitment options?
- Position Management -- How often do I need to update a PD? When do I need a PMAC or a Hiring Freeze Waiver?

If you have any additional questions, please contact your HR advisor. Based on feedback gathered during these information sessions, the team will develop additional sessions to address the myriad questions from managers and supervisors about HR practices.

Spring Catalog. On the marketing front, SAM mailed its 16-page spring catalog on April 18 to 1 million current customers and 500,000 prospective customers. On April 17, SAM also distributed a pre-promotion product notification to 500,000 customers announcing the highly anticipated 2013 American Eagle West Point Two-Coin Silver Set. The set goes on sale May 9.

Special Occasion Coin Sets. We launched two new special occasion coin sets on April 30—just in time for the spring gift-giving season. These are the 2013 United States Mint Happy Birthday Coin Set and the United States Mint Congratulations Set. The birthday collection includes proof quality versions of the 2013-dated Kennedy half-dollar, the America the Beautiful Quarters® Coin honoring Mount Rushmore National Memorial, the Roosevelt dime, the Jefferson nickel and the Lincoln penny. The Congratulations

Set includes one 2013-dated American Eagle One Ounce Silver Proof Coin. Both sets have space for a personalized message to the recipient.

Cost Savings for Customer Ops. The SAM Customer Operations Division reports that its collaboration with Pitney Bowes Government Solutions (PBGS) has resulted in \$3.6 million in cost savings on its contract as of March 31. PBGS is the Mint's contractor that has provided call center and fulfillment operations services since 2009. A total of \$349,717 of these contract savings resulted in the first quarter of calendar year 2013.

Perry's Victory and International Peace Memorial AtB. On April 20, the Mint and the National Park Service, along with approximately 600 attendees, joined state and local officials in the village of Put-In-Bay, Ohio for the launch of the latest America the Beautiful Quarter[®], which honors Perry's Victory and International Peace Memorial. The memorial is a tribute to Master Commandant Oliver Perry's decisive naval victory in the Battle of Lake Erie during the War of 1812 and celebrates the lasting peace between Britain, Canada and the U.S.

Rittenhouse Award Update. The Rittenhouse Medal for Excellence is the Mint's premier award, honoring the legacy of David Rittenhouse and the proud history of the United States Mint by recognizing outstanding employees who are following in Rittenhouse's footsteps. The award ceremony will be held on June 12 at 10 a.m. EST with VTC connectivity to all of our field sites. There have been a record number of submissions—over 50 nominations. The evaluation panel convened last month and provided recommendations to the Acting Director, who in turn will approve the final nominations and ultimately announce the honorees.

Asian American and Pacific Islander Heritage Month Observance. The Mint will observe Asian American and Pacific Islander Heritage Month on May 23 at 10:00 AM EST. The program will be broadcast via VTC to all field locations. The theme for this year's observance is "I Want the Wide American Earth." The keynote speaker is Jude Soundar, Policy Advisor for the White House Initiative on Asian Americans and Pacific Islanders. Mr. Soundar works on communications and new media, as well as military, veterans and social security issues.

MINT ROUNDUP – JUNE 2013

This is the June edition of Mint Roundup. Supervisors and managers should ensure that employees without computer access are provided printed copies.

Tom Jurkowsky
Director of Public Affairs

2013 Federal Employment Viewpoint Survey (FEVS) . If you haven't already, there's still time to complete your 2013 Federal Employment Viewpoint Survey. In fact, the Office of Personnel Management (OPM) has extended the deadline to Friday, June 14. The EVS is an avenue for you to continue helping the organization focus on the things that can make us better. Stated another way, the EVS helps us "set the bar" for the Mint. Take advantage of this opportunity to let your voice be heard. We've reached a 55.3% response rate so far, but we clearly can do better. Remember, your responses are anonymous and no one at the Mint will see your individual responses or be able to connect any response to an individual employee. All responses go directly to OPM, so this is a confidential way for you to provide feedback regarding the workplace. We want to hear from each of you!

National Baseball Hall of Fame Commemorative Coin Design

Competition. Design submissions for the obverse of the Baseball Hall of Fame Commemorative Coins closed on May 11. We received 178 designs. The first, second and third rounds of judging are now complete, and 25 semifinalists were unveiled June 5th at <http://batterup.challenge.gov/submissions>. From now through June 10th, five members of the National Baseball Hall of Fame will evaluate the semifinalists for how well they represent the game of baseball. Baseball Hall of Famers Ozzie Smith, Brooks Robinson, Joe Morgan, Don Sutton and Dave Winfield will participate on the team of judges. The final design selection for the obverse will be announced in early fall. The selected reverse design, created by a Mint sculptor-engraver, is slated for unveiling during the Baseball Hall of Fame induction weekend, July 26-29.

Kid's Baseball Coin Design Challenge. This effort runs through June 28. For the challenge, we are inviting young people up to 13 years old to create a coin design that captures "What's Great About Baseball." The kids' challenge is the companion to the main competition to create the obverse design for the 2014 National Baseball Hall of Fame Commemorative Coins held from April 11 – May 11. The winners in each of three age brackets (5 and under, 6-10 years and 11-13 years) will receive a silver version of the National Baseball Hall of Fame Commemorative Coin. The four runners-up in each age bracket will receive a clad proof version of the coin. Treasurer of the United States Rosie Rios will visit Roberto W. Clemente Middle School in Germantown, Md., on June 6. An assembly is scheduled for the rising 6th graders, and Treasurer

Rios will be the keynote speaker. Her remarks will focus on the BEP and Mint, including the Kids' Baseball Coin Design Challenge.

Spending Authority. The Budget Branch sought and received from the Office of Management and Budget (OMB) a reapportionment increasing the Mint's approved spending authority. The increased spending authority is primarily for additional metal spending as bullion sales are higher than originally forecasted last year.

A-123 Assessment. Every year the Mint is required to perform an annual assessment of the internal controls around financial reporting. This assessment is performed in accordance with OMB Circular A-123. The assessment includes testing at each site. Visits have already occurred in Denver, Philadelphia, San Francisco and West Point. Denver, Philadelphia and San Francisco are drafting corrective action plans for their findings. Kudos to West Point for not having to draft any corrective action plans due to their excellent internal controls! Testing in Headquarters is being performed over the next several weeks and will be completed by the end of June.

Battery Powered Vehicles. The Mint is in the process of receiving two passenger vehicles (one in San Francisco and one in Washington), both of which have the ability to run on battery alone within a certain range. The Mint's goal with these two vehicles is zero emissions. In addition, the vehicle being received in Washington is part of the GSA pilot program to determine future usage of these types of vehicles throughout the government. GSA is looking for feedback on the effectiveness of using vehicles that can run on battery alone and will use the information obtained from the Mint.

American Eagle West Point Two-Coin Silver Set. The American Eagle West Point Two-Coin Silver Set was released for sale on May 9. The set commemorates the 75th anniversary of the edifice that houses our facility at West Point. We established a four-week ordering window lasting through June 6, with orders to begin shipping in mid- to late June. There is no household order limit, and customer demand will determine the number of sets produced. The set contains one silver "reverse" proof quality coin and one silver "enhanced" uncirculated quality coin. All its enhancements—unique to this uncirculated quality coin—add sharp definition to the designs. These two coins will only be available in this special set. Over 243,000 units have been sold thus far.

ANA Money Show. The Mint participated in the American Numismatic Association's New Orleans National Money Show May 9 - 11. The convention was a great opportunity for collectors to purchase some of their favorite products over the counter. Some of the items on hand included American Eagle Gold and Silver Coins; assorted bronze medals, including First Spouse Four-Medal Sets and Congressional Gold Medal replicas; 2013 Girl Scouts of the

USA and 5-Star Generals Commemorative Coins; and 2013 America the Beautiful Quarters® Coin and Presidential \$1 Coin sets, bags and rolls, and coin covers. In addition, collectors had the opportunity to place orders for two new products, the 2013 Happy Birthday and Congratulations Sets, as well as the highly anticipated 2013 American Eagle West Point Two-Coin Silver Set described above. Acting Associate Director for Sales and Marketing Marc Landry hosted two coin forums during the show. These interactive forums gave attendees a chance to share their ideas about U.S. coinage and learn about the bureau's other coin programs and initiatives.

Mint Police Accreditation. The Commission on Accreditation for Law Enforcement Agencies (CALEA) has appointed an assessment team that will visit Mint Headquarters, Philadelphia and Denver July 8-12. As a critical element of the assessment process, the assessment team invites the Mint workforce, contractors and law enforcement partners to provide comment regarding the United States Mint Police and their compliance with the standards of CALEA accreditation.

Accreditation is a means of improving processes and practices by adopting recognized best practices. There are 188 standards associated with the CALEA Law Enforcement Accreditation, 148 of which are applicable to the United States Mint Police. The focus of the assessment is the Mint's compliance with those 148 relevant standards. During the assessment process, the CALEA assessment team will review the accreditation files at Headquarters, speak with employees, inspect facilities and equipment, review appropriate work files, and observe the officers and employees in the performance of their duties. Information regarding the standards and the accreditation process may be obtained through John Foster of the Protection Department at 202-236-3558.

The assessors invite all Mint employees and interested persons to offer comments by calling the assessors at 202-354-7238 on Monday, July 8, between the hours of 1:00 pm and 3:00 pm ET. To accommodate all interested callers, telephone comments should be limited to less than five minutes, and should address the agency's compliance with CALEA standards.

Those wishing to submit written comments to the Commission may do so by sending their comments to the Commission on Accreditation for Law Enforcement Agencies, 13575 Heathcote Boulevard, Suite 320, Gainesville, VA 20155. Comments may also be emailed to Maya Mitchell, the Commission's representative for the United States Mint Police, at mmitchell@calea.org. Please enter "United States Mint Police" in the email subject line.

Continuity of Operations. "What is Continuity of Operations and how does it apply to me? Continuity of Operations Planning, or COOP, is an initiative to ensure the government can continue to perform its essential functions under a

wide range of circumstances. First and foremost, this means the Mint must be able to continue the production and distribution of circulating coins to the Federal Reserve System and maintain the security of our facilities and assets. The Mint will always attempt to continue all of our functions, but these two—production and distribution of circulating coins and security—are considered “Mission Essential” by Treasury and must be maintained under a full spectrum of threats and hazards.

But you say you don’t secure assets or produce circulating coins? So what does COOP mean to you? Well, everyone at the Mint contributes directly or indirectly to the many functions of the Mint. Programs such as national medals and numismatic and bullion coin are unique to the Mint and most, if not all, are mandated by Congress. Under Federal Continuity Directive 1 (FCD1), these functions are considered to be essential to the Mint because no other Federal entity performs them.

Employees also want to receive their pay. During emergencies, like the devastating tornadoes which occurred in Oklahoma, employees need assistance with processing their benefits. Employees must be able to communicate utilizing electronic media or by telephone. Saving and backing up your work—good records management—is a vital part of COOP. For those who do not stand a police post or work on a plant floor, having a strong telework capability may be critical to your continuity capability.

Everyone plays a role in continuity, and good continuity planning means COOP is part of your everyday job. Today's threat and economic environment make continuity planning even more important. What role do you play in COOP? If you don’t know, ask your manager.”

New Recruiting Authority – Pathways Programs. The OPM recently released a new appointing authority called the Pathways Programs. The Pathways Programs allow managers to hire interns and recent graduates, including Presidential Management Fellows. The new Pathways regulations took effect on July 10, 2012. For additional information, visit OPM's website at www.opm.gov/hiringreform/pathways.

The Mint signed an agreement with the Treasury’s Office of Human Capital Strategic Management on April 4, allowing the Mint to use any of the three components of the Pathways Programs:

- The Internship Program (replaced the STEP and SCEP) – for students who are still in school
- The Recent Graduates Program – for students who recently graduated from a qualifying educational program that is above the high school level; this program allows for placement in entry-level jobs
- The Presidential Management Fellows (PMF) Program – for students who recently graduated and have a clear interest in, and commitment to,

excellence in the leadership and management of public policies and programs

Recruitment under the PMF Program is managed by OPM. Vacancies for the other two programs must be posted in USA Jobs. The WSD team will host information sessions for managers, supervisors and employees in the coming months. Stay tuned!

MINT ROUNDUP – JULY 2013

Mint Employees:

This is the July issue of Mint Roundup. Managers and supervisors are asked to kindly provide printed copies to those employees who do not have computer access.

We hope you find the information informative.

Tom Jurkowsky
Director of Public Affairs

Federal Employee Viewpoint Survey (FEVS). Thanks to everyone who participated and completed the Federal Employee Viewpoint Survey. We appreciate your support, dedication and commitment to making the FEVS administration a success. A special 'thank you' goes to the FEVS team as well! The Mint's raw final response rate was 60.9% with 1,018 employees completing the survey. We expect to have overall results in late September. At that time we will share the data and engage in discussions aimed at improving our workplace and addressing the FEVS results. Stay tuned for more information regarding the 2013 FEVS.

Senior Leadership Planning Session. The Mint's senior leadership team met in Washington in mid-June for three days to ensure the bureau is prepared and well-positioned for the future. The session included a constructive discussion on the first day that was led by Treasurer Rosie Rios and that included top leaders from the Bureau of Engraving and Printing and the Mint. The focus on that session was to discuss significant issues that both bureaus face. Acting Director Peterson wants to be assured that we have a clear strategic vision for where we want to be in the long term. All three business lines (circulating, bullion, and numismatic) were discussed in an open and engaging forum.

Extension of Benefits to Married Gay and Lesbian Federal Employees, Annuitants and Families. On June 26, the Supreme Court ruled that Section 3 of the Defense of Marriage Act (DOMA) is unconstitutional. As a result of this decision, the United States Office of Personnel Management (OPM) is now able to extend benefits to Federal employees and annuitants who have legally married a spouse of the same sex. There are numerous benefits that are affected by the Supreme Court's decision, and OPM is committed to working with the Department of Justice to ensure swift and seamless implementation of the Court's ruling. Annie Brown, Associate Director of Workforce Solutions, issued an email to all employees on July 9 that outlines the benefits that may

now be extended to same-sex spouses and their eligible family members. Employees have until August 26, 2013 to make immediate changes to their benefit plans. As more details become available, WSD will keep employees apprised.

Telework Program and Telework Agreement. In response to the Department of the Treasury and the Office of Personnel Management (OPM) revised telework guidance, the Mint updated its Telework program in April. The revised guidance requires telework-ready employees to telework when "Federal Offices are Closed" in the Washington, DC Area. Every employee with an approved telework agreement, regardless of telework frequency, is required to telework when OPM announces "Federal Offices are Closed." If a telework-ready employee chooses not to telework when "Federal Offices are Closed," they must take accrued annual leave; earned credit hours; earned compensatory time; or leave without pay for the number of hours the employee is scheduled to work.

The Telework Agreement has been revised to reflect the requirement to telework when "Federal Offices are Closed." Given the magnitude of this change, managers and employees are required to complete a revised telework form. Telework agreements employees had on file prior to this revision are no longer valid. The revised agreement is currently available in e-forms (MF-8005). A signed telework agreement is required for all telework employees and must be in place before the employee begins telework. Employees must also complete the required telework training before he/she can begin teleworking. The telework agreement and telework training certificates of completion should be sent to Babette Marina, Telework Coordinator, Workforce Solutions Department.

Timecards should be coded to reflect the time spent teleworking. Telework employees are reminded to use the appropriate work time activity transaction code in WebTA when recording their telework time per pay period. If you have any questions or need additional information on telework, please contact Ms. Marina at (202) 354-7609 or your local Human Resources Office.

Conference Spending. Conference spending and approval levels in Treasury Directive TD 12-70, "Hosted or Sponsored Conference Planning and Approval," dated May 6, 2013, were recently clarified in Treasury Directive Publication TD P 12-70, "Guidance and Procedures for Hosted or Sponsored Conference Planning and Approval." The new Publication provides clarification on exemption requests and reporting requirements for exempted activities. It also has a FAQ section with several scenarios to help understanding the new changes for reporting. To help Mint employees with determining whether Treasury Directive TD 12-70 is applicable, ask the following questions. If the answer is "yes," then TD 12-70 applies.

- Is the employee(s) attending training or a conference that was specifically arranged for their benefit? (e.g., In-house training that pays for an external instructor/speaker)
- Is the Mint paying for the training through a contract or grant (This includes training that is through an interagency agreement)?
- Does this conference or training have a cost (If there is no cost then there is nothing to report)?
- Does TD 12-70 apply when sending an employee to an established per-attendee conference or training? (Hint: Conferences that are not sponsored or hosted by the Treasury Department need to be approved in accordance with thresholds outlined in TD 12-70).

Bottom line – All conferences with a cost will need approval. Approval level of conferences is based on total costs excluding only salaries of the attendees. Conferences that have total costs of \$20,000 or greater are reported and tracked in the Treasury on-line tracking database. When in doubt please contact the Travel Manager, Mary Delikahya. Ms. Delikahya oversees adherence to associated conference policies and procedures. She will be able to answer your questions.

Procurement Strategy Committee. The format for the monthly Procurement Strategy Committee meetings has changed. Going forward, quarterly Departmental “one on one” meetings will be scheduled to discuss procurement actions. The “one on one” meetings will begin in July and will be monthly for the remainder of the 4th quarter. Beginning in FY14 the meetings will be quarterly.

Treasury Workforce Planning (WFP) Pilot. The Department of Treasury is conducting a department-wide workforce planning pilot for the following occupational series: 0110-Economists and 0201-Human Resources Specialists. A strategic workforce planning system will be tested focusing on these two mission-critical occupations (Economists and Human Resources). In its simplest form, workforce planning is a set of analyses and business processes designed to evaluate the following questions:

- * Does the organization have the right number of personnel and the right type of workforce to perform the organization’s work now?
- * Does the organization have the right number of personnel and the right type of workforce to perform the organization’s work in the future?
- * If not, what is the extent of the staffing, skills, and/or competency gaps, and what should we do about it?

WFP champions in each bureau (the Mint’s Champion is Martha Watson) will manage execution of the WFP pilot, including training managers and users. At the conclusion of the WFP Pilot, we will have bureau-level and Treasury-wide data, analyses and workforce management action plans for both economist and HR occupations. From there, we will refine and expand the use of WFP throughout Treasury to support and improve strategic workforce management

and resource allocation. The pilot commenced in June and will run through August 2013. For more information, please contact Martha Watson.

ITD Improvements. To prepare for the upcoming solicitation of IT Services, ITD worked with the MITRE Corporation to assess pain points and areas where savings could be achieved. MITRE compiled a list of recommendations that adhered to IT industry standards, and this information was circulated to all of ITD. A Tiger Team was formed to evaluate these recommendations and to propose a list of Service Level Requirements (SLRs) that would replace the current numerous Service Level Agreements (SLAs) in place. The team was comprised of employees across ITD's Divisions with a myriad of subject matter expertise across service areas. The team members were Rodney Dunwoody, Vanessa Franck, Solomon George, Tobias Kienle, Rhonda Sapp, Jamaul Silvera, Joe Simnowitz and Jasmin Solorzano-Dove. The team worked over a three-week period to review the current SLA's in the context of the MITRE's recommendations and to determine if those recommendations could be effectively realized within the constraints of the contract. Additionally, the team met with customers across the Mint in order to capture their input and perspective regarding IT services and places for improvement. The data collected was then passed on to the AMT working on the Statement of Work (SOW) for the solicitation.

Overall these sessions led to areas of cost savings and a clearer focus on what items are of paramount importance to ITD and the Mint. Lastly, these sessions laid a solid foundation for ITD to establish Service Level Agreements between our organization and our customers which will correlate to the SLR's between ITD and the contractor, but illuminate ITD's roles and responsibilities clearly to our customers.

2013 Treasury Competency Assessment Process for Human Capital (TCAP-HC). The Department of Treasury is conducting a competency assessment for non-supervisory employees who primarily perform human capital functions as part of their jobs. The TCAP-HC is mandatory, and the following occupational series are expected to participate: 0201-Human Resources Specialist; 0260-Equal Employment Opportunity Specialists; 0301-Misc. Program Management; and 1701-Education and Training Specialist. The 2013 TCAP-HC began in June and will run through July. Once the TCAP-HC is launched, employees in the aforementioned occupational series will receive an e-mail notification that will allow them to access the assessment tool, conduct an individual assessment and have their immediate supervisor also assess their skills/competencies. The online assessment will take about 15 minutes to complete. For more information, please contact Martha Watson.

Supervisory Training at Headquarters. The Workforce Solutions Department (WSD) is again offering the popular workshop entitled Becoming Conflict Competent (BCC) to supervisors and managers in Headquarters who have yet

to take it. BCC delivers a nice blend of active learning and practical tools for immediate use in managing conflicts inside and outside of work. A distinctive feature of BCC is the opportunity to self-assess one's habitual ways of handling conflict, both constructive and destructive. Insight into one's style is essential to building on strengths and avoiding minefields. For this offering, WSD is trying a new format. It will be delivered in three half-day sessions on three consecutive days. The course will run from 12 noon to 4 pm July 23-25. For those interested, you must sign up by July 12 through TLMS. To register for the workshop in TLMS, please click the link below. (It will prompt you to login first and the course registration page will follow): [Register for Becoming Conflict Competent](#)

Each supervisor is required to complete 24 hours of training per year and the end of the fiscal year is fast approaching. Besides helping supervisors become more proficient in handling conflicts, this course will help fulfill the annual requirement to complete 24 hours of supervisory skills training each year. In addition, please be on the lookout for another supervisory course, "Creating a Positive Performance Culture," which will be offered before the end of the fiscal year to supervisors and managers in Headquarters. This one-day course will introduce the emerging science of positive psychology at work. The course will also explore ways to apply these principles to enhance the performance and quality of life for yourself and those within your sphere of influence.

American Eagle West Point Two-Coin Silver Set. The four-week sales window for the American Eagle West Point Two-Coin Silver Set ended on June 6 with more than 280,000 sets sold. This unique set, commemorating the 75th anniversary of the edifice that houses the Mint facility at West Point, contains one American Eagle silver proof quality coin and one silver "enhanced" uncirculated quality coin.

Great Basin National Park. On June 20 Mint Senior Advisor Ron Harrigal joined Great Basin National Park Superintendent Steve Mietz to launch the new quarter honoring the park. The Great Basin National Park quarter is the 18th launched by the Mint in the America the Beautiful Quarters® Program.

Baseball Hall of Fame Commemorative Coin. Judging has concluded in the National Baseball Hall of Fame Commemorative Coin competition. The five Baseball Hall of Fame judges—Brooks Robinson, Don Sutton, Ozzie Smith, Dave Winfield and Joe Morgan—have made their recommendations, and we are preparing to announce the finalists on July 18. The designs will then be forwarded to the Commission of Fine Arts (CFA) and the Citizens Coinage Advisory Committee (CCAC) for review.

Baseball Hall of Fame Commemorative Coin Program Kids' Design Challenge. We have received more than 200 submissions and approximately 58,000 hits to the www.usmint.gov/kids/Kidsbatterup web site; 2600 downloads of the coin template; and 460 downloads of the spring training

certificate. The deadline for submissions was June 28 and voting will end July 29. Winners will be announced in August. Your challenges were the most popular on Challenge.gov from April 1- June 30, 2013.

Challenge.gov Website/Baseball Programs. We were informed by the Challenge.gov website administrators—the site where the coin designs were submitted—that the site drew over 1.6 million total page views for the April-June period. The adult challenge represented over 1.1 million of them—almost 70% of the views! The kids challenge received over 273,000 page views—almost 17% of the total for period. The administrators informed us that our challenges were the most popular on the website for this three-month period.

Website Enhancement News. In the past, the Mint delivered weekly sales reports directly to numismatic news outlets. The Mint recently rolled out a new sales reporting area on our Website that includes cumulative sales of numismatic products, bullion coin sales and mintages, and circulating coin production figures. Previously, we delivered the weekly sales report directly to the numismatic news media. Now, anyone can conveniently go to the site and directly analyze weekly sales figures anytime. Data columns can be sorted in a number of ways, printed and downloaded to Excel. You can find this data at www.usmint.gov/about_the_mint/?action=coin_production.

Social Security Goes Mobile! The Social Security Administration (SSA) has a new mobile website! When visiting www.socialsecurity.gov by smartphone (Android, Blackberry, iPhone, and Windows devices), you'll be redirected to the new mobile-friendly site. There, you can access Social Security's frequently asked questions. You can also access an interactive guide to help identify documents needed for a new or replacement Social Security card and publications that you can easily read or listen to in both English and Spanish. You can also learn how to create a personal *mySocialSecurity* account to instantly get an online Social Security statement or a benefit verification letter; learn more about Social Security's online services; and connect with Social Security on Facebook, Twitter, YouTube and Pinterest. Direct your smartphone to www.socialsecurity.gov.

OCFO Recognition. Mint CFO Dave Motl and BEP Deputy Director Leonard Olijar were recently awarded certificates of appreciation for their outstanding work for their respective bureaus. The recognition was made at the June 20th Joint Town Hall with BEP that was hosted by Treasurer Rosie Rios. Treasurer Rios noted that both men are exemplary employees who are all about the work.

MINT ROUNDUP – AUGUST 2013

Mint Employees,

This is the August edition of Mint Roundup. Managers and supervisors should ensure that employees without computer access are provided printed copies.

We hope you find the information informative.

Tom Jurkowsky
Director of Public Affairs

Gail Brown Recognized. As the lead responsible for preventing and detecting fraud within Sales and Marketing's Customer Operations Division, Gail Brown has been instrumental in the development and implementation of the bureau's fraud programs. Her efforts include providing recommendations for developing fraud policies and fraud prevention. She investigates suspected fraudulent activity that is referred by the call center and reviews orders with suspicious criteria. Gail routinely works with the Protection and Finance Departments by alerting them to potential fraudulent activity. As a result of her "American Eagle" eyes, Gail has prevented more than \$2.5 million worth of fraudulent orders from being shipped in fiscal 2013! Gail represents what being a 'civil servant' is all about. Congratulations, Gail. Keep up the outstanding work!!!

2013 Federal Employee Viewpoint Survey Response Rate. The Mint's 2013 FEVS response rate came in at 62.3%. Again, thank all of you who took time out of your busy schedules to complete the survey and provide your feedback. We expect to have overall results in late September. At that time we will share the data, trends and engage in discussions aimed at improving our workplace and addressing the FEVS results. Stay tuned for more information regarding the 2013 survey.

Defense of Marriage Act (DOMA). On June 26th, the Supreme Court ruled that Section 3 of the Defense of Marriage Act (DOMA) that barred the Federal government from recognizing same-sex marriages in states where they were legal was unconstitutional. With the new ruling, married same-sex couples qualify for whatever benefits or special treatments the Federal government extends to their heterosexual counterparts (including tax penalties). Workers that are in states that have civil unions but do not formally recognize same-sex marriages will not qualify for benefits. Because existing same-sex marriages were not recognized by the Federal government before this Supreme Court decision, all legal same-sex marriages that predate the decision are being treated as new marriages; enrollees will have 60 days from June 26th (i.e., until August 26th) for enrollment actions. FEHB and FEDVIP carriers will be instructed to follow the same procedures they follow when adding or providing

coverage for an opposite-sex spouse or child(ren) of opposite-sex marriages. Legally married same-sex spouses and children of legal same-sex marriages are now eligible family members under the FEGLI Program. This means that same-sex spouses and children of same-sex marriages are covered under Option C life insurance and the order of precedence in the same manner as opposite-sex spouses and children of opposite-sex marriages. There are numerous benefits that are affected by the Supreme Court's decision, and the Office of Personnel Management (OPM) is currently in the process of updating and revising its website to reflect these changes. In the meantime, if you have any questions, please contact your local HR office.

Voice Over Internet Protocol (VOIP). In the upcoming months, the phone system at all Mint sites will be upgraded to Voice Over Internet Protocol (VOIP). The VOIP project will enable us to improve our bottom line by replacing an aging telecommunications infrastructure and reduce operating costs like toll charges, telecom access fees and the inefficient duplication of maintenance and infrastructure. VOIP will provide for the convergence of the telecommunication and computing networks into a heterogeneous network that combines voice, video and data. This convergence will allow users to share resources such as voice, video and data across the enterprise.

VOIP uses the same network as the computer systems and is flexible and upgradeable—similar to computer software.

There will be two phases for each site: a pilot installation and a production installation. The pilot installation will be conducted to ensure that the infrastructure is able to support VOIP and that the required features are in place. Once the pilot is successfully completed, the remaining phones will be upgraded to VOIP.

Phase 1: Pilot Implementation (IP Phone system deployment, infrastructure and desk sets)

- Headquarters and Denver: July 22nd – July 30th
- Philadelphia and West Point: August 12th – August 16th
- San Francisco and Fort Knox: August 26th – August 30th

Phase 2: Production Installation (additional infrastructure and full desk set deployment)

- Headquarters: October 7th – October 15th
- Denver: October 28th – November 5th
- Philadelphia: November 18th – November 26th
- Fort Knox, San Francisco and West Point: December 9th – December 17th

Free Shipping. To help generate more web-based unit sales during the typically slow months of August and September, we are offering free standard

shipping and reducing the cost of expedited shipping by \$4.95 on all domestic website orders placed from July 26 through September 30. Free standard shipping during this period applies only to orders placed on the online catalog that would normally carry the standard \$4.95 or expedited \$12.95 (+ \$4.95) shipping fee. (Customers will still be charged \$12.95 for expedited shipping). Free standard shipping will also be offered for subscription orders generated during this promotional period.

Baseball Coin Design Competition. Designs selected as the 16 semi-finalists for the obverse of the 2014 Baseball Hall of Fame Commemorative Coin were unveiled on July 26th during Hall of Fame induction weekend in Cooperstown, NY. Also unveiled was the reverse design which depicts a baseball similar to those used in Major League Baseball. Earlier in July, both the Commission of Fine Arts and the Citizens Coinage Advisory Committee had made their recommendation for the winning obverse design. That design will be announced in the fall. Both the 16 obverse designs and the reverse design will be on display at the National Baseball Hall of Fame and Museum in Cooperstown throughout the rest of the summer.

Kids' Baseball Challenge. Voting for the Kids' Baseball Design Challenge closed on July 29. Kids 13 and under submitted a total of 225 designs that received more than 450 public votes. Winners will be announced in the fall.

Girl Scouts Collectors Set. We began accepting orders for the 2013 Girl Scouts of the USA Young Collectors Set on July 19th. The set is priced at \$54.95 and is limited to 50,000 units. It includes a 2013 Girl Scouts of the USA Centennial Uncirculated Silver Dollar presented in a tri-fold presentation folder with interesting historical information about the organization spanning the past 100 years. The set also features "Mint Kids" and other characters in various scenes "guiding" the reader through the history of the organization. A Certificate of Authenticity is printed on the package. This marks the latest in our innovative series of special products issued through commemorative coin programs.

A-123 Assessment. Every year the Mint performs an annual assessment of its internal controls around financial reporting, as required by the Office of Management and Budget. We completed the testing for FY2013, and all findings have all been classified as control deficiencies. A control deficiency is when the design or operation of control does not allow management to prevent or detect misstatements on a timely basis. A control deficiency is the lowest risk category of deficiency, while the higher risk categories are significant deficiency and material weakness. The Interim Assurance Statement with the Mint's unqualified assurance that the internal controls over financial reporting as of June 30th are operating effectively was submitted to Treasury in July. We have submitted the Corrective Action Plan to the Department of Treasury in July. The Final Assurance Statement is due to Treasury no later

than November 1st. We want to thank everyone for their assistance. We couldn't do this assessment without the support and cooperation of the Mint team!

Records Management. Records Management training was completed by all Mint and supervisory contractor employees prior to the due date of July 31st. Records Management training is mandated by the Treasury Department in order to meet requirements established by a Presidential and National Archives and Records Administration (NARA) / Office of Management and Budget mandate. Additionally, a Records Management assessment was completed by Treasury. This assessment shows that the Mint is currently at 86% of the requirements established by Treasury. There are five levels that are assigned : Level 1 (Sub-Standard); Level 2 (In Development); Level 3 (Essential); Level 4 (Proactive); and Level 5 (Transformational). The Mint was assessed as primary for Level 4 and is working toward Level 5 in several areas.

Additionally, as a reminder, Records Management shreds records on a quarterly basis. A communication will be sent out informing Departments of when the next date will be. This month a total of 182 copier boxes of records were shredded which is equivalent to 3,640 lbs. of paper. If you required storage, please contact the +DCFacilities Team.

Sergeant and Lieutenant Promotion Assessment Process. The United States Mint Police (USMP) will soon be starting its assessment process for the promotion of sergeants and lieutenants. The USMP will have 23 applicants participate in the sergeant promotion assessment process and 26 applicants for the lieutenant promotion assessment process this year. This summer the USMP has coordinated with U.S. Office of Personnel Management's Human Resources Solutions, ARC and the Workforce Solutions Department in the preparation for administration of the promotion assessment process. The testing phase will conclude in August.

The promotion assessment process includes a job knowledge test, writing assessment and structured interview. The job knowledge test and writing assessment will take place at each site on August 14, while the structured interview will be conducted via VTC from the facilities and HQ during the week of August 19. This will result in the creation of a certificate of eligible sergeant and lieutenant candidates ranked in numerical order, based on their results, from which the top applicant will be selected when a vacancy occurs. Results will be released sometime during the first two weeks of September.

"Good Luck" to all those candidates participating in the promotion assessment process.

MINT ROUNDUP - SEPTEMBER 2013

Mint Employees:

This is the September issue of Mint Roundup. Supervisors and managers are requested to ensure that employees without computer access are provided printed copies.

We hope you find the information informative.

Tom Jurkowsky
Director of Public Affairs

Circulating Coin Demand. Demand for circulating coins this fiscal year (FY13) is up about 20% across the board with demand for quarters up over 100%. With just less than a month to go in the fiscal year, we are on a pace to produce about 10.5 billion coins this year.

Code Talker Congressional Gold Medals. Both the Engraving and Manufacturing teams are extremely busy designing and producing Congressional Gold Medals honoring the Native American Code Talkers of World War I and World War II. Between January and October of this year, the teams will have designed and produced 25 Congressional Gold Medals that honor the various Native American tribes for their efforts in those wars. By comparison, the Mint usually produces three to four Congressional Gold Medals each year.

TSP Elective Deferral Limits. FERS employees should to check and make sure they won't lose government contributions due to hitting the annual elective deferral limit too early. The cap this year is \$17,500; that is a combined limit for both traditional pre-tax TSP investing and after-tax Roth investing. FERS employees should take care to structure their contributions so that they can continue investing at least 5 percent of salary—the amount that produces the maximum government contribution—through every pay period of the year. There is no similar consideration for CSRS employees who receive no government contributions.

If FERS employees hit the dollar cap before the last pay period of the year, their contributions will stop and resume in 2014 and so will government matching contributions (although the automatic 1 percent of salary government contribution for FERS employees would continue). Once lost, matching contributions can't be recouped. To prevent that from happening, employees might need to make a new investment allocation.

Additional information may be found in TSP Publication
<https://www.tsp.gov/PDF/formspubs/oc91-13.pdf>.

Contracting Officer's Representative Training. Contractor Officer's Representative (COR) Training is scheduled for the dates listed below (all times 10-11:30 am Eastern):

Thursday, September 12th

Tuesday, September 17th

Thursday, September 26th

This training will be given by the Procurement Policy & Oversight Branch and will be available to ALL Certified CORs. The sessions will be given in the Headquarters 2nd floor Conference Room A. For CORs located at field sites, video teleconference access will be available. Each COR who attends a session will receive 3 CLPs for a total of 12 CLPs if all sessions are completed.

World's Fair of Money. The American Numismatic Association's (ANA) World's Fair of Money was held in Rosemont, Ill., near Chicago, August 13 – 17. The Mint shared booth space with the Bureau of Engraving and Printing and featured an upcoming products display with prototypes of products that will be available later this year and interactive kiosks featuring the H.I.P. Pocket Change website and online catalog. Much of the excitement at the convention was generated by sales of the 2013 American Buffalo Gold Reverse Proof Coin, which went on sale the week before. Its availability produced long lines and a large majority of the record revenue generated during the convention. A total of 1,927 units were sold for approximately \$3.2 million. Overall, the Mint realized over \$3.6 million in sales.

American Eagle Silver Bullion Coin Update. Since beginning allocations on January 28, demand for the American Eagle One Ounce Silver Bullion Coins remains strong, and we are on track for a record year in sales. The previous record was set in 2011, when we sold 39,868,500 coins. At the end of July 2011, sales stood at 25,271,500 coins. As of the end of July 2013, we have already sold 29,633,500 coins, surpassing the same time period in 2011 by 4,632,000 coins. This reflects a 17 percent increase.

Website enhancements. The Mint Web Team has rolled out a series of improvements to the website since last fall. On August 30, two new enhancements launched that improve the customer experience of our online catalog—a redesigned shopping cart interface and a “waiting room” for high demand product releases. For the shopping cart, we reduced text, increased white space and added details about products in the shopper's cart to improve readability and usability. The waiting room will be deployed on a case-by-case basis to alleviate website slowdowns we commonly experience on the first day of sales of a popular product. Customers visiting the catalog website will be given the option to enter the online waiting room to “get in line” to enter the

catalog or to leave the site and return later. Both of these enhancements are based on customer feedback and were usability tested with customers in July. Learn more from our visual tour:

<http://www.usmint.gov/websiteinfo/improvements>.

Commemorative Coin Programs. We continue to release original and innovative special products in conjunction with commemorative coin programs. The latest is the 2013 5-Star Generals Profile Collection, released for sale on August 5. The set contains one uncirculated silver dollar coin and one half-dollar clad coin from the 5-Star Generals Commemorative Coin Program and a bronze replica of the 1962 General Douglas MacArthur Congressional Gold Medal. The coins and medal are mounted in easel-like packaging suitable for display that includes informative profile cards for each general with photos, historic military information and fun facts.

Feds Feed Families. Congratulations to Manufacturing for their great efforts in the annual Feds Feeds Families food drive. The Manufacturing Department collected over two tons of food and non-perishables. That's an incredible team effort!!!

Philadelphia Energy Savings. A draft Investment Grade Audit has been completed for a major energy savings contract at the Philadelphia Mint. When approved, the Energy Savings Performance Contract (ESPC), a \$12 million self-funded project, is expected to generate more than \$22 million in guaranteed savings over the 21-year contract term. ESPCs allow Federal agencies to accomplish energy savings projects without up-front capital costs and without special Congressional appropriations. The Investment Grade Audit is a major milestone in the execution of the project, as it identifies guaranteed cost savings and the cost of financing the project.

An ESPC is a partnership between a Federal agency and an energy service company contractor. The contractor conducts an energy study to identify potential energy efficiency measures, designs the project, arranges the necessary funding, and completes start up and commissioning of the project. The energy service company guarantees that the improvements will generate energy cost savings sufficient to pay for the project over the term of the contract. The energy cost savings are used to reimburse the contractor and to pay off the loan that will finance the energy conservation projects. In addition, after the contract ends, all additional cost savings accrue to the Mint.

The Philadelphia initiative stems from a Presidential memorandum directing the Federal government to enter into \$2 billion in performance based contracts in Federal building energy efficiency by December 2013.

HSPD-12. Homeland Security Presidential Directive 12 (HSPD-12) was issued on August 12, 2004 by President George W. Bush. HSPD-12 calls for a

mandatory, government-wide standard for secure and reliable forms of ID issued by the Federal Government to its employees and employees of federal contractors for access to federally-controlled facilities and networks. Based upon this directive, the National Institute for Standards and Technology developed Federal Information Processing Standards Publication 201 including a description of the minimum requirements for a federal personal identification verification (PIV) system. HSPD-12 compliant ID is designed to link a person's identity to an ID credential and the credential to a person's ability to physically and logically access federally controlled buildings and information systems, respectively. The benefit of the HSPD-12 initiative is that it reduces the dependence on paper documents throughout the agency, provides secure access to federal facilities and disaster response sites, as well as multi-factor authentication, digital signature, and encryption capabilities. Additionally, it creates a standardization that leads to reduced overall costs and provides detailed audit records for compliance. This will increase confidence in the organization and its control of sensitive information. This control increases security and regulatory compliance, while reducing the costs of administering separate systems for different networks and buildings.

Some legacy applications in use at the Mint preclude users from being forced to use their PIV cards to authenticate. But taking into account the users who have been converted and those who must be exempted, nearly 95% of the Mint's population has been accounted for in the PIV requirement process. Treasury's mandate was to have 85% compliance by the end of September and 100% compliance by the end of December. The implementation of the HSPD-12 program at the Mint required tight interaction between ITD and Protection, and Protection had to interface with USAccess outside of the Mint in order to have PIV cards be issued. Learning the way the systems all interface—USAccess, TEDS, and the Mint Active Directory—has been illuminating and has resulted in the Mint being ahead of the Treasury goal. This is testament to the Mint's ability to work together to get the job done.

National Electronic Incident Reporting System (NEIRS). The Mint has been diligently working on the delivery of the National Electronic Incident Reporting System (NEIRS), an automated means to facilitate and manage the incident management capabilities of the United States Mint Police. The online, web-based application will not only allow for the secure processing and storage of security and law enforcement reports, but will also aid in the management and use of valuable Mint Police resources and trending of incident-related data. Reports and data generated by NEIRS will help managers recognize and address areas of concerns throughout the various Mint plants, facilities and spaces. The end result is a safer and more secure work environment for our valued employees and assets. Current expectations are to have NEIRS up and operational in the first half of calendar year 2014.

MINT ROUNDUP – OCTOBER 2013

Mint Employees:

This is the October issue of Mint Roundup. Usually this communication is sent out by our public affairs team, but I personally wanted to send it this month for several reasons. The first is to reinforce what this communication is for – it is to keep the field site employees up to date on the things our teammates in Washington are working on. The folks in Washington don't make any coins, but they are a vital part of our team. I have really come to appreciate the contributions of this dedicated and professional group of employees over the last three years. We are a government agency and there are certain things we just must do as a government agency. Our Washington team accomplishes that so that the plants can focus on coin production.

The second reason is to tell you that we had a great year in FY 2013. We turned in over \$350 million of circulating seigniorage in FY 2013, our first seigniorage transfer since 2010. All without any circulating dollar coin production. Bullion hit record volumes in FY 2013. And we slowed the decline in numismatic units sold in FY 2013 and actually held steady with 2012 levels. Plus we have a great pipeline of products on tap for 2014 and beyond. The new Order Management System is on track – funding approved and contract awarded. And our R&D efforts are accelerating in anticipation of next year's report to Congress. Congratulations on a terrific year.

I look forward to sharing more of our wins with you during our upcoming town hall next week. In the meantime, I hope you find this installment of Mint Roundup informative and useful. Supervisors and managers, please provide printed copies to employees without routine computer access. Thank you again.

Dick

Employee Assistance Program (EAP) Services Available to Employees. The Workforce Solutions Department wants to remind Mint employees of the Employee Assistance Program's (EAP) confidential counseling and referral services. EAP provides employees with confidential help regarding work, family or personal matters, and legal or financial issues. Services are available free of charge to all Mint employees 24 hours a day, seven days a week. For help or more information call 1-800-222-0364/1-888-262-7848 (TTY), or visit www.FOH4You.com.

Bring Your Own Device (BYOD) Pilot Program. Last April, the Mint initiated a Bring Your Own Device (BYOD) pilot program. Good Technologies was chosen as the MDM (Mobile Device Manager) for the pilot after consulting with other federal agencies about their BYOD experience. The company provided a trial license for the server along with 50 device licenses. Many more employees volunteered than could be accommodated with a device license, and some volunteers had to be turned down.

After the initial pilot deployment, a decision was made to look at the potential replacement of BlackBerry phones. An iPhone 4S model was chosen to pilot and was distributed to six BlackBerry users for testing. The iPhone had the same Good application installed allowing secure Mint e-mail and the ability to browse the intranet site. Six Galaxy tablets were also distributed to employees who don't need a Mint-provided phone but do need secure access to Mint e-mail.

Feedback from the pilot projects, which ended September 20, has been overwhelmingly positive, and both the BYOD program and the iPhone programs look to be winners going forward. For employees who don't need phone capability, a source for Apple tablets was found for as much as \$180 below typical government pricing—another big win for the Mint.

After final testing and recommendations, it appears likely we will transition from the pilot to BYOD implementation.

United States Mint/BEP Cross Promotion. On September 27, the United States Mint and Bureau of Engraving and Printing (BEP) launched a cross-promotion of their numismatic products on their respective Web sites. The BEP produces collectables such as uncut currency sheets, engravings, "lucky money," notes, and premium products and sells them online at <http://www.moneyfactorystore.gov>. This Web cross-promotion initiative introduces customers visiting each bureau's Web site to products offered by their sister bureau. It is part of the larger Treasury Department effort to collaborate, create efficiencies and share expertise across bureaus.

Unsolicited Emails. Employees have recently received unsolicited malicious emails in their webmail and Mint email accounts. Information Security reminds employees that a suspicious email should never be opened. If a suspicious email is opened, no links or attachments should ever be clicked or viewed. These emails include fake shipping label emails from UPS, FEDEX, and USPS; as well as wedding invitations, voicemail notifications, and EFAX notifications. If you receive any suspicious unsolicited emails, please contact the CIO HelpDesk for assistance.

Always exercise caution with links and attachments in emails, especially zip files, and anytime you are unsure or suspicious, contact the service desk. Also, please contact the Computer Security Incident Response Center (CSIRC) at csirc@usmint.treas.gov if you would like further information on how to spot these types of emails, including screenshots of examples.

Platinum Leasing. The Financial Department is proud to announce that the Mint is reinstituting the Platinum Bullion program. The Mint has entered into a leasing contract with TD Bank to procure the platinum needed to restart the program. The Platinum Bullion program previously ran from calendar year 1997 through calendar year 2008. Platinum on hand from a Defense Logistics Agency (DLA) purchase in the mid-1990s is nearly depleted, and to reinstitute the platinum bullion program, the Mint needed to find a platinum source. The Mint has never leased metal before but after working with a consultant and looking at the various options available to procure platinum, it was determined that leasing would be most advantageous to the Mint in terms of cost and reducing risk.

Gold Audit Verification. The Mint is the custodian for precious metal assets for the Department of the Treasury, and these custodial assets, or reserves, require an annual verification. On September 24, the Mint successfully completed all Field Site Inspections of Custodial Deep Storage Gold at West Point, Denver, Fort Knox and the Federal Reserve Bank in New York as well as silver storage at San Francisco. The inspections are conducted in conjunction with the Department of the Treasury Office of Inspector General (OIG) Annual Audit of the United States Mint and Federal Reserve Bank's Schedule of Custodial Deep Storage Gold and Silver Reserves. The inspection team consisted of representatives from the OIG, Mint Headquarters, the Plant Site and KPMG, the Mint's Independent Auditor. The inspections were a success, and all Joint Seals and Custodial Compartments storing the Gold and Silver were intact and secured. U.S. gold is safe and secure! The Mint anticipates the OIG will release its final audit report at the end of October 2013.

America the Beautiful Quarters' Program Coin Launch. The United States Mint, National Park Service and several dignitaries joined together in Baltimore on September 13 for the ceremonial launch of the Fort McHenry National Monument and Historic Shrine quarter, the 4th of 2013 and the 19th overall in the America the Beautiful Quarters Program. Treasurer of the United States Rosie Rios presented the quarter during the kickoff of Star-Spangled Banner Defenders' Day Weekend, Baltimore's oldest holiday, which celebrates the city's successful defense against British attack and the writing of "The Star-Spangled Banner" in 1814. Joining Treasurer Rios for the coin's presentation were U.S. Senator Ben Cardin; U.S. Representative C.A. Dutch Ruppersberger, Representative John Sarbanes, Baltimore Mayor Stephanie Rawlings-Blake, and site Superintendent Tina Cappetta. The coin's reverse depicts the national site during the Defenders' Day celebration with fireworks, which symbolize the "rocket's red

glare," linking the fort to its historic past. The crowd, estimated at approximately 1,600, included a number of United States Mint employees, as well as representatives from media outlets such as Maryland Public Television, *Coin World*, WBAL-TV and WJZ-TV. A poignant moment came when the crowd sang the national anthem with Fort McHenry, drenched by the sun, on a hill in the background. Approximately \$23,000 was exchanged for new quarters and as always, each child 18 years and younger received a shiny new quarter to commemorate the event.

Product Launch: A few days after the quarter launch, on September 19, the United States Mint opened sales for the 2013 America the Beautiful Quarters Three-Coin Set™ – Fort McHenry National Monument and Historic Shrine. The set contains two uncirculated quality quarters struck in honor of the site—one from Philadelphia and one from Denver—and a proof quality quarter from San Francisco. The coins are mounted on a durable plastic card that includes a brief description of Fort McHenry National Monument and Historic Shrine and the coin design.

Workers' Compensation Program. Since 2005 the United States Mint Workers' Compensation Program has been administered through the Administrative Resource Center (ARC). Injured employees went to ARC to begin the injury claims process with the Department of Labor's (DOL) Office of Workers' Compensation Programs (OWCP). Soon, instead of using ARC, we will be handling these claims "in-house". OWCP will still develop the claims but Mint personnel will act as the intermediaries to assist with initial claim filing, follow up return-to-work actions, and the day-to-day management of claims. The change will provide efficient oversight and management of the program, and support a "close to home" level of customer service for injured employees. The program points of contact (POC) are: Philadelphia and West Point: Gretchen Wilson (202) 354-7728; Denver, Fort Knox, and San Francisco: Marcie Steele (303) 405-4674; Program Oversight and Headquarters: Dominique Baker (202) 354-7788. Mint locations that do not physically have a POC on site will have assigned program liaisons to assist with program facilitation. These liaisons are: San Francisco: Michael Hunt; Philadelphia: Steve McDonnell; Fort Knox: Linda Hamm; West Point: Rosemary Flaherty. For more information, please visit the [United States Mint Workers' Compensation Program](#) page on the Workforce Solutions Department intranet page.

Baseball Coin Design Winner. Cassie McFarland, a 28-year old artist from San Louis Obispo, California, has won the Baseball Coin Design Competition. Her design of a baseball glove is being used to create the obverse of the 2013 National Baseball Hall of Fame Commemorative Coin. On October 7, Cassie visited Mint headquarters and visited with Deputy Director Dick Peterson and she visited the Bureau of Engraving and Printing with Treasurer of the United States Rosie Rios. "It is an honor to be recognized by such important American institutions as the United States Mint and the National Baseball Hall of Fame," Ms. McFarland said. "The honor of having my design selected for the baseball commemorative

coin feels like a handshake at the national level. I feel privileged to have created something that every American will be able to see and touch.”

Ethics Training. Live mandatory Ethics Training is being held at all facilities this fall. Greg Weinman recently conducted the training classes at San Francisco and Apryl Whitaker is currently conducting classes at Headquarters. They will also conduct classes at the other facilities by the end of the year. Both Greg and Apryl are attorneys in the General Counsel’s office and members of the Mint’s Ethics Council.

Active Shooter Training. The United States Mint Police is currently conducting Active Shooter training with all employees at each Mint location. An Active Shooter is an individual engaged in harming or attempting to grievously harm people in a confined and populated area. In most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within minutes, sometimes before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation. In the wake of the recent mass shootings, United States Mint employees are encouraged to view the video and documentation at <http://sper.usmint.etreas.gov/root/SBU/Protection/Pages/ActiveShooter.aspx>, and to learn how to best cope in an active shooter situation.

Holiday Catalog. The Mint sends out 1.2 million 24-page holiday catalogs this month featuring more than 75 products so customers can get a jump start on holiday shopping. The Mint continues to incorporate technology into its direct mail efforts. Customers can scan the QR code located on the catalog’s inside cover to quickly learn about featured products. Social media including the Mint’s Facebook, Twitter and Pinterest pages will also direct customers to the holiday catalog online.

Philly Plant Recertified as VPP STAR Site. Philadelphia celebrated its recertification as an Occupational Safety and Health Agency Voluntary Protection Program STAR Level Site with an event on September 30. The celebration and raising of the VPP flag was attended by Deputy Director Dick Peterson, OSHA Deputy Regional Administrator Kurt Petermeyer, and Barry Nickson, President of the American Federation of Government Employees Local 1023. Plant Manager Marc Landry made closing remarks and Deputy Plant Manager Steve Kunderewicz provided the welcome. OSHA’s VPP recognizes employers and workers in private industry and federal agencies who have implemented successful safety and health management systems and maintain injury and illness rates below national Bureau of Labor Statistics averages for their respective industries. Before 2002, the Philadelphia plant did not

make safety a priority and lacked a comprehensive safety and housekeeping program. This resulted in growing injury rates and premature deterioration of machinery. In 2002, the plant began a 40-month intensive effort led by management and labor working together to address safety and housekeeping issues, establish procedures to address the problems, and educate the workforce. The result was an astounding transformation in the Philadelphia facility. In 2005, Philadelphia become the first Treasury site to receive VPP—STAR level status. In August, 2013, the plant was recertified as a STAR site. Both labor and management are proud of this remarkable achievement. Philadelphia remains the only Treasury Department facility to achieve this honor.

MINT ROUNDUP - NOVEMBER 2013

This is the November issue of Mint Roundup. Supervisors and managers are asked to ensure that employees without computer access are provided printed copies.

Tom Jurkowsky
Director, Corporate Communications

Year-End Fiscal Results. The year-end fiscal results, as well as other key information, was presented to the Treasury Department during the Quarterly Performance Review meeting held in October. Specifically the results showed:

- Circulating Coins: Production is up, as is seigniorage. Although we did not produce the \$1 Coin for circulation in 2013, we produced so many more quarters and dimes this year that seigniorage still exceeded that of 2012.
- Bullion Coins: We had a record year in bullion for silver ounces. We sold a record 44.6 million ounces of silver compared to 44.0 million ounces sold in FY 2011 (the previous record for silver). We sold more ounces of gold than last year, though slightly less than in FY 2011.
- Numismatic Products: The number of units sold stabilized at 5.5 million and surpassed our budget target with Treasury for FY 2013. Presidential \$1 coin product sales contributed to this, as well as our popular special products introduced later in the fiscal year—the American Buffalo Reverse Proof and the West Point Two-Coin Set. Earnings increased compared to last year mainly due to the performance of our precious metal (gold and silver) numismatic products' performance.
- Transfer to the General Fund: In FY 2013, the Mint transferred \$392 million to the Treasury General Fund. The Mint transferred \$350 million of seigniorage and \$42 million from last year's numismatic program earnings.

Financial Audit. The recent government-wide shutdown in October impacted the schedule for completing the FY 2013 financial statement audit. We were unable to obtain year-end financial information from other Treasury bureaus and Federal agencies that provide us with cash balances, costs of workman's compensation and the cost of services provided to the Mint, etc. Additionally, the audit firm KPMG operates as part of a Treasury Office of Inspector General (OIG) contract and as such, the auditors were directed by the OIG to also shut down. The auditors could not work on our audit, nor could they talk to us during the shutdown. At this point, the draft audit opinion letters are tentatively scheduled to be issued by KPMG around November 27 (vs. October 31) and the final report will be issued around December 16.

Alternative Metals: Construction on the diagnostic lab in Philadelphia is nearing completion with cabinets and work stations being installed. We expect equipment to be installed mid-November and operational in December.

Procurement Goals. The Mint's acquisition workforce has had another successful year in meeting Treasury's procurement metric goals. At the beginning of each fiscal year, the Treasury Department passes down goals to each bureau. Taking these goals into consideration, we award contract actions that provide the best value to the U.S. Mint. This year the Mint met and/or exceeded 19 of the 22 goals. This was a team effort, and we want to thank everyone for helping achieve this accomplishment.

Code Talker Congressional Gold Medals. The Congressional Gold Medal Ceremony in honor of Native American Code Talkers has been scheduled for Wednesday, November 20th in Emancipation Hall at the United States Capitol Visitor Center. Thirty-three Native American Tribes will be honored and 25 Congressional Gold Medals will be awarded. The remaining Tribes will receive a Congressional Gold Medal once the Tribes decide on medal designs. Following the Congressional Gold Medal Ceremony, a Congressional Silver Medal Ceremony by various Congressional delegations will be held at the National Museum of the American Indian. The Code Talkers Recognition Act included a provision that directs a silver medal be presented to each Code Talker or, if deceased, to his next of kin or other personal representative. The Code Talkers were Native Americans who used their native languages to communicate coded messages to confuse the enemy during World Wars I and II.

IT Asset Management. As ITD continues toward full implementation of an IT asset management platform, we still have reporting obligations to each facility's property management offices for the agency's "assets" (aka bar coded items). Denver IT completed its annual asset reconciliation with property management and was able to account for 100% of the tracked assets.

As IT professionals we often look for automated solutions, but locally we have found some of the old methods are still irreplaceable—good communication, teamwork, increasing manual spot-check frequencies and manually identifying property in daily correspondence.

We are often asked to retrace removed property years later. By having the serial number and/or the bar code number in some of the coordination emails, we can use E-Vault to quickly search all of our email to aid in recreating history. We also do a quarterly, 100% reconciliation of cameras now as they are small and often moved by users. Users are more likely to be able to recall these unreported inventory moves if they only have to recollect up to three months prior as opposed to a year. With so many people able to move property, keeping track of it can be frustrating, but attention and reuse of these old methods can lessen the burden on us all.

Nextel Program. The Protection Department worked with Sprint to upgrade its cellular phone equipment for police supervisors as the Nextel iDEN direct connect network is being phased out. Upon completion of the refresh program, the Protection Department took advantage of a Sprint program that permits earning account credits by turning in old cellular phones. A total of 94 phones were sent to Sprint which resulted in the Protection Department receiving more than a month of free service.

In addition to utilizing the Sprint program, the Protection Department also participated in another Sprint program that helps safeguard children and the environment. This program is a partnership with the Environmental Protection Agency's Sustainable Materials Management Electronics Challenge. The program addresses the growing number of discarded electronics and accessories in landfills across the country and the risk of toxins entering our water and air through landfills and waste incinerators. Protection sent outdated cellular accessories to include chargers and holsters to the program which are sold for reuse or recycled. Net proceeds from sold equipment are then used to support a program that helps kids make safer, more informed decisions when using technology to connect with others. The

Sprint program also partners with the National Center for Missing and Exploited Children, the National Education Association—Health Information Network, Boy & Girls Club of America—and others.

Kids Baseball Coin Challenge. A video of the Treasurer announcing the winners was posted to the Mint's Web site on October 31. Deputy Director Peterson personally called each of the Grand Prize winners.

Mint Roundup – December 2013

Dear Mint Team:

This is the December issue of Mint Roundup. Supervisors and managers should ensure that employees without computer access are provided printed copies.

Tom Jurkowsky
Director, Corporate Communications

Open Season. This is a reminder that employees have one week left in open season. You have until December 9th to enroll in or make changes to your Federal Employees Health Benefits (FEHB) Program, Federal Employees Dental and Vision Insurance Program (FEDVIP) and to sign up for a Flexible Spending Account (FSAFEDS).

Electronic Official Personnel Folder (eOPF). The Electronic Official Personnel Folder (eOPF) is coming soon to the Mint. This will allow you to view your important federal employment documents from your government computer. The eOPF provides electronic, web-enabled access for all federal agency personnel to view and manage their employment documents. The Administrative Resource Center (ARC), our Human Resources (HR) service provider, maintains an eOPF for each federal employee at the Mint. The eOPF includes security measures that ensure the integrity of the system and the employee's documents. ARC and the Workforce Solutions Department are currently performing a final quality control review on the contents. Access details and instructions will be forthcoming in the next few weeks. If you have any immediate questions, please contact your local Human Resources Office.

Headquarters Alternate Work Schedule (AWS) Open Season: December 16-29. The Mint's Alternate Work Schedule (AWS) policy provides that an open season enabling supervisors to approve employee requests for changes to their work schedules will be held approximately every three months. The next open season is December 16 – 29. Any changes to your AWS will become effective December 30. All employees requesting an AWS or a change to a current AWS must submit the request using Mint Form 8977, "Alternative Work Week Schedule Request," to their immediate supervisors for approval during the open season period. If you have any questions, please contact Dominique Baker, Human Resource Specialist, at dominique.baker@usmint.treas.gov or 202-354-7778.

Mass Transit Benefit. The mass transit tax benefit used by thousands of federal employees will drop significantly in 2014, while the maximum parking benefit will increase by \$5. Beginning on January 1, commuters will be able to use up to \$130 in monthly pre-tax dollars to subsidize their mass transit costs -- \$115 less than the current maximum of \$245 per month. The parking benefit will increase to \$250 per month next year, up from the current \$245 cap. The upcoming changes are a result of the 2012 American Taxpayer Relief Act. That law restored parity between the mass transit and parking benefits, but only for 2013. The mass transit increase for 2013 was temporary, which is why the cap will be smaller in 2014; the change for the monthly parking limit is a permanent provision in the law so the annual cost-of-living adjustment will boost the maximum benefit to \$250 per month next year. Congress would have to pass legislation to change the 2014 mass transit cap of \$130 starting in January.

Mint Budget. The Mint's FY 2014/15 budget was presented to Office of Management and Budget (OMB) and was approved as presented in September. In October, FY 2014 financial plans were approved and issued to the Departments earlier than in prior years. Having the budget approved and financial plans issued is an exceptional success, including funding for the OMS II project. OMS II is one of the Mint's primary projects in FY 2014 and received both Treasury and OMB's buy-in. Other funding includes R&D and specific studies to be conducted this year. The Mint's operating budget over the last few years has decreased significantly as we have consistently identified effective ways to implement cost savings. These include reductions in staffing levels; travel; training; and contract costs. Everyone is encouraged to remain committed to implementing cost savings at every opportunity.

Financial Statement Audit. The Mint has closed the financial books for FY 2013. The submission of Treasury's Financial Report is December 16th and the submission of the Mint's Financial Report is January 7th. However, until January 7th, the potential for additional audit requests will continue.

Packaging Evaluation. Headquarters Operations Procurement is enhancing the evaluation process for Numismatic and Commemorative special packaging needs. A controlled observation period is now being incorporated and interested stakeholders are invited to view the samples and submit their comments directly to procurement. The contract specialist consolidates the comments, removes the identity of submitters and provides the consolidated comments to the evaluation team for consideration. This effort is being closely managed and so far the input is well received and believed to positively contribute to the efforts.

Mint/BEP Web Cross-Promotion. This cross-agency initiative, launched September 27, is bearing fruit—and sales—for both Treasury "sister" agencies. The bureaus are cross-promoting each other's numismatic products on their respective web sites. So far, customers who went to the BEP website from the Mint placed 751 orders, generating \$127,000 in sales. Customers who came to the Mint website through BEP purchased 485 units, generating \$29,099 in revenue. This is part of the larger Treasury Department effort to collaborate, create efficiencies and share expertise across bureaus. The extra revenue generated comes at little or no cost to each agency.

Black Friday/Cyber Week Free Shipping. For the first time ever, the Mint is joining its private sector counterparts and offering a sales promotion for the holiday shopping season. For one week, from November 29 ("Black Friday") through 5 p.m. December 6 (following "Cyber Monday"), we are waiving the \$4.95 shipping fee on all domestic web orders. This follows a similar promotion we offered in the late summer/early fall.

Native American Code Talkers Bronze Medals. In a ceremony on Capitol Hill in Washington on November 20, Native American tribes received Congressional Gold Medals in recognition of their service during World Wars I and II. The Mint produced all of the Congressional Gold Medals and is offering bronze duplicates of each medal for sale.

MINT ROUNDUP – JANUARY 2014

Mint Employees:

This is the January edition of Mint Roundup. Managers and supervisors are requested to ensure that employees without computer access are provided printed copies.

TOM JURKOWSKY
DIRECTOR, CORPORATE COMMUNICATIONS

New CIO. We are pleased to welcome Lauren Buschor as the Mint's new Chief Information Officer. Lauren has over 35 years as an Information Technology professional in federal government. She began her career at the IRS in 1978 in Brookhaven, NY and made the move to Washington, DC in 1982 and has lived in the Washington area ever since. She has been an executive since 2003. In her most recent position with the IRS, Lauren was responsible for all of the agency's computer centers around the country.

OMS II Update. The Order Management System II project started the logical design phase in October. Multiple discovery sessions with the vendor, PFSWeb, were held in November and December that were focused on developing the system design requirements. These discovery sessions are the building blocks for the design phase that will complete in March. A number of Mint employees have participated in these sessions and reviews of the materials produced from these sessions will begin in January.

NEIRS II. The Mint has been diligently working on the delivery of the National Electronic Incident Reporting System (NEIRS), an automated means to facilitate and manage the incident management capabilities of the United States Mint Police. The online, web-based application will not only allow for the secure processing and storage of security and law enforcement reports, but will also aid in the management and use of valuable Mint Police resources and trending of incident-related data. Reports and data generated by NEIRS will help managers recognize and address areas of concern throughout the various Mint plants, facilities and spaces. The end result is a safer and more secure work environment for our valued employees and assets. Training for the NEIRS system is scheduled to commence in January. We're anxious to rollout the system with its first appearance taking place in Philadelphia. Once the training pilot is completed, we will conduct concurrent training across the rest of the Mint field sites.

2013 Theodore Roosevelt Coin and Chronicles Set. The 2013 Theodore Roosevelt Coin and Chronicles Set went on sale December 17 for \$57.95. This special collectible set contains one proof quality Theodore Roosevelt Presidential \$1 Coin; one Roosevelt Presidential Medal struck in .999 fine silver (the first of its kind in United States Mint history); one 1.5" National Wildlife Refuge System Centennial Bronze Medal (Bald Eagle); and a print honoring Roosevelt's military service. It also includes a booklet with rich educational information about the 26th President of the United States, highlighting his legacy as a soldier, statesman and conservationist.

Civil Rights Act of 1964 Commemorative Coin Designs. On December 19, we announced the obverse and reverse designs that will appear on the 2014 Civil Rights Act of 1964 Silver Dollar Coins. The coins will commemorate the 50th anniversary of enactment. The obverse design features three people holding hands at a civil rights march. One of the marchers is holding a sign that reads *WE SHALL OVERCOME*. The design is symbolic of all marches that helped galvanize the civil rights movement. The reverse design features three flames intertwined to symbolize freedom of education, freedom to vote and the freedom to control one's own destiny. The coins went on sale January 2. Surcharges collected through sales are authorized to be paid to the United Negro College Fund.

Subscription Discount. As a way to encourage more customers to sign up for subscriptions, we are offering a 10 percent discount to subscribers for some of our most popular products beginning this year. The discount applies to both new and existing qualifying subscriptions. It applies to 14 products, including the United States Mint Proof Set®, United States Mint Silver Proof Set®, United States Mint Uncirculated Coin Set® and American Eagle Silver Proof and Uncirculated Coins.

801 Garage Access. As a reminder to Headquarters personnel, under unique and special circumstances Mint employees receiving PTI benefits may be granted temporary one-day parking in accordance with Headquarters Policy Memorandum OPSS-15 "Headquarters Parking Policy," dated November 29, 2012. For employees requesting access to the 801 garage, please send your written request to the Mint Parking Coordinators, Elise Champion or Charles Gloude, at least 24 hours prior to the requested day. If an employee receiving PTI benefits is granted temporary one-day parking, his or her PTI benefits must be appropriately offset.

Mint Roundup - February 2014

Mint Employees:

This is the February issue of Mint Roundup. Managers and supervisors should ensure that employees without computer access are provided printed copies.

Tom Jurkowsky

Director, Corporate Communications

Industry Coin Stakeholders Meeting. On March 13, the Mint will host an industry coin stakeholders meeting. As authorized by the Coin Modernization, Oversight, and Continuity Act of 2010 (Public Law 111-302), the stakeholder meeting will provide the Mint with the opportunity to consult with leaders of businesses, agencies and industries involved in the use and distribution of circulating coins regarding the future of circulating coins and the impacts of alternative metal compositions. This feedback will support the 2014 biennial report to Congress on the current status of coin production costs and analysis of alternative content.

Financial Statement Audit. Congratulations for another exceptional financial statement audit! For the second consecutive year, the Mint has completed the financial statement audit with a clean opinion and ZERO findings. For a \$4 billion bureau with the complexities of a government entity and a manufacturing entity rolled into one, this is outstanding. Each employee in the Mint should take pride for the efforts this past year in regards to the Mint's financial records and statements. Your efforts have been superior and are commendable. WELL DONE! A copy of our financial statement audit and annual report is available by going to the following link: <http://www.treasury.gov/about/organizational-structure/ig/Audit%20Reports%20and%20Testimonies/OIG14015.pdf>

Electronic Official Personnel Folder (eOPF) now accessible. As of January 13, all Mint employees can now access their Electronic Official Personnel Folders (eOPF) through an electronic, web-based system. The eOPF allows you to view and manage your important federal employment documents from your government computer. eOPF includes security measures that ensure the integrity of the system and employee documents. For information on how to access your eOPF, please see the January 15th e-mail sent by Workforce Solutions Associate Director Annie Brown or contact your local human resources office.

Order Management System II. The OMS project remains on schedule for all formal deliverables. The following have been received from PFSweb and accepted by the Mint: site architecture; risk management plan and register; system integration document; project change request process; and project plan. The cost and scope are within plan.

Web Improvement Project Continues to Yield Dividends. The Mint's website was among the best in the federal government and rated higher than many commercial sites, according to a recent report released by the American Consumer Satisfaction Index (ACSI). These results validate the work done by the Sales and Marketing Department's Web Branch (information, H.I.P. Pocket Change and catalog) and its contractors since late 2012 to make the Mint's website the best it can be for its customers. For example, last August the shopping cart and checkout pages were re-designed to industry standards, and last February new product description pages were created featuring more and larger images and the ability to zoom to see coin and packaging details. The ACSI report was based on interviews with 1,448 users, chosen at random and contacted by telephone and email last fall.

Internal Controls. The Financial Department's Internal Control Branch has begun the assessment of internal controls over financial reporting. In addition to the regularly scheduled A-123 Assessment, this year the team is also conducting a formal, limited scope risk assessment to support the review process. The A-123 team is conducting interviews with executives in order to identify and prioritize risks for scoping this year's assessment. As in previous years, the A-123 team will begin fieldwork and process testing beginning in February and conclude in June.

Disaster Recovery. The Mint has a robust Disaster Recovery (DR) program that enables it to transfer its information technology systems to Denver with no data loss and minimal impact to the Mint personnel. Based on lessons-learned from real-life drills conducted over the past three years, the Information Technology Department (ITD) has refined a disaster recovery capability based on continuous, real-time replication of data and the failover of virtual machines in a Mint private cloud. The next DR exercise will take place on February 14-16. During the exercise the ITD will transfer critical business systems from Headquarters to the Denver data center. With the support of end-users within the departments, there will be a series of tests conducted to validate that all systems are operational. A conference bridge will be available to end-users and testers for assistance throughout the exercise. ITD will also release ongoing communications every six hours as the exercise progresses. Although the benefits of a robust Disaster Recovery program are numerous, the most important benefit is the technical assurance and depth it instills in the bureau's overall continuity of operations capability.

Winter Preparedness. For many of us, we are entering the coldest time of the year. You can help avoid the impacts of severe winter weather and avert heavy personal expenditures with just a little preparation. Consider winterizing your house by insulating pipes, cover windows with plastic to keep the cold air out, and if you choose to use indoor space heaters, be sure it has an automatic shut-off switch and it is on a level surface away from flammable items. Be familiar with the different winter storm messages. Know the difference between watches and warnings.

Once the temperature drops or the storm hits, stay indoors. Monitor weather and local emergency reports. If you must go outside, dress warmly and in layers. Work slowly if you have to do heavy outdoor chores. After the storm has passed, check your property for physical damage and that water pipes are functioning. Typically more people are injured during the cleanup than during the storm itself, so beware of overexertion and exhaustion. Shoveling snow causes many heart attacks. Wait for streets and

roads to be opened before you attempt to drive anywhere. Report downed power lines and broken gas lines immediately.

For more information about how to be ready for severe winter weather, visit the National Weather Service at <http://www.weather.gov> and the Federal Emergency Management Administration's READY: Winter Storms and Extreme Cold website at <http://ready.gov/winter-weather>

Mint Roundup – MARCH 2014

2014 Federal Employee Viewpoint Survey. The U.S. Office of Personnel Management (OPM) will administer the 2014 Federal Employee Viewpoint Survey (FEVS) for six weeks from late April through early June. The Mint participates as a bureau under the Department of Treasury umbrella. Full-time, part-time, permanent and non-political employees on-board as of the end of October 2013 will receive an e-mail invitation from OPM to participate in the 2014 FEVS. The 2014 FEVS will contain primarily the same questions as last year and will be administered on-line. For further information regarding the 2014 FEVS administration, please contact Martha Watson at: Martha.Watson@usmint.treas.gov or at 202-354-7225.

2013 A Great Year for the Mint. FY2013 was a great year for the Mint! Circulating and bullion were both up and numismatic held steady. We also had another clean audit with no findings—a very significant accomplishment. This means that our financial statements fairly present, in all material respects, the financial position of the United States Mint. It also means that the auditors did not identify any deficiencies in internal control that were considered to be a material weakness and found no instances of noncompliance with laws, regulations and contracts in FY 2013.

Our 2013 annual report has been posted to the Mint's website and is available at http://www.usmint.gov/downloads/about/annual_report/2013AnnualReport.pdf

Here are some highlights of our year:

1. Revenue and net income increased. Total revenue was \$4.3 billion, a 26.2 percent increase from last year. Cost of goods sold (COGS) increased 26.6 percent, mainly due to increased metal expenses to meet the volume growth in bullion coin sales. Selling, general, and administrative (SG&A) expenses declined, mainly due to cost reduction efforts. Total seigniorage and net income, before protection expenses, increased 40.5 percent to \$292.5 million compared to last year.
2. Circulating coin shipments increased 17.8 percent to 10.7 billion coins in FY 2013. Quarter-dollar coin shipments experienced the strongest annual percentage growth. Circulating revenue

increased 17.2 percent to \$578 million. Seigniorage increased 29.7 percent to \$137.4 million. Seigniorage per dollar issued increased to \$0.24 from \$0.21 last year.

3. Demand for bullion coins grew in FY 2013 to an all-time high. The Mint sold 45.9 million ounces of gold and silver bullion coins, an increase of 11.1 million ounces from last year. Total bullion coin revenue increased 31.8 percent. Bullion coin net income increased 108.8 percent to \$59.3 million.

4. Although numismatic units sold (5.5 million) were slightly less (0.9 percent) than the prior year, numismatic revenues increased 6.5 percent. Numismatic net income increased 29.6 percent to \$95.8 million (before protection expenses).

5. In FY 2013, the Mint transferred \$392 million to the Treasury General Fund. The Mint transferred \$350 million of seigniorage at the end of the fiscal year. In the first quarter, the Mint made a budget transfer of \$42 million to the Treasury General Fund, which represented numismatic program results for FY 2012. This is the first time in three years that we have been able to make both a non-budget and a budget transfer.

Platinum Bullion Offered. We have informed our Authorized Purchasers (APs) that beginning March 10, one-ounce platinum bullion coins will be offered for purchase. American Eagle Platinum Bullion Coins will now join our precious metals portfolio of American Eagle Gold and Silver Bullion Coins. APs consist of major coin and precious metals dealers, brokerage companies and other participating financial institutions.

OMS II Update. The OMS II project continues to make progress. The business requirements have all been received in draft and have had a number of review cycles completed. The project is on target to receive the updated complete set of requirements on March 17. Concurrent with that activity, the creative design of the web pages has been completed. On the interface side, the system will interface with the Mint's financial system, Financial Management Services (FMS), Citigroup, etc. These systems are in the review process and should be finalized shortly. The project is still on target to enter production late August or September.

Safety and security with the HSPD-12 PIV card. The HSPD-12 PIV card contains personal identifying information that needs to be protected. The card contains an RFID (radio frequency identification technology) chip that allows the data to be transferred at card readers such as those at facility

entrances. The information on these chips can be potentially taken by criminals using an RFID scanner that can pull the data off the card without physically touching the ID card. RFID waves can penetrate most material, so that even keeping the card out of sight does not mean that a criminal cannot use an RFID skimming device to steal the information off the card. The HSPD-12 cardholder that is issued by the PIV office contains a metal insert that can stop an RFID signal. This is why we need to remove the card in order to present the credentials to the card scanner. In order to maintain the protection of personal information that is stored on the card, the HSPD-12 ID card should be immediately replaced into the protective carrier that will prevent someone from unauthorized access to the information stored on the ID card.

We Love Our Customers Promotion. Sales and Marketing has launched a new promotional campaign to show its appreciation to customers. To kick off the campaign, customers who purchase \$75 or more worth of items will receive a free, reusable shopping bag featuring the United States Mint logo. The "We Love Our Customers" promotion started with an email message thanking them for their support and informing them about the bag, which will be available while supplies last.

Customer Satisfaction. The Mint was recently recognized by the American Customer Satisfaction Index for attaining a ranking similar to or higher than the best private sector companies. The index, which measures sentiment among federal government services, gave the Mint a benchmark ranking of 94 out of 100 for its customer call center service. Well done!!!

ANA Convention. The Mint and the Bureau of Engraving and Printing shared a booth at the American Numismatic Association's (ANA) National Money Show held Feb. 27 – March 1 in Atlanta. Treasurer of the United States Rosie Rios attended and participated in the official ribbon cutting ceremony. Sales and Marketing Deputy Associate Director Mary Lhotsky hosted a public coin forum and signed autographs. Convention attendees purchased products such as the Civil Rights Act of 1964 Silver Dollar, American Eagle Proof Silver Coins, special occasion sets, and America the Beautiful Quarters® Program products.

Commemorative Coin Program Updates:

- The Sales and Marketing team is working aggressively to promote the 2014 Civil Rights Act Commemorative Coins which went on sale Jan. 2. We are working on producing a video to promote the coins that would air on the BET network.

- The National Baseball Hall of Fame Commemorative Coins will go on-sale March 27. The program honors the 75th anniversary of the National Baseball Hall of Fame and Museum, as well as the storied history of our national pastime. Coins will be available in gold, silver and clad in both proof and uncirculated qualities. There will also be a Young Collectors Set offered later in the year that contains the clad uncirculated half-dollar. In a first for the Mint, the coins will be curved in a concave/convex shape, which perfectly suits the natural curves found in the glove and baseball designs. The glove design on the obverse was designed by Cassie McFarland, the winner of a nationwide contest allowing the public to submit design concepts. Her design was inspired by a well-loved and well-used family glove. The reverse design, by Mint Sculptor-Engraver Don Everhart, is a baseball that is similar to those used in Major League Baseball®. Surcharges from each coin sold are authorized to be paid to the National Baseball Hall of Fame and Museum to help finance its operations. The coins will be promoted in a direct mail brochure as well as Mint catalogs. Also, watch for promotional advertisements on scoreboards at the ballpark and the MLB network....you might even see some Hall of Famers promoting these coins!

Mint Getting “Green” Vehicle. Mint Headquarters’ Office is getting an electric vehicle. This month or next, the Mint will exchange its 2005 Dodge Caravan for a new plug-in hybrid—a Ford CMAX. The Ford CMAX is a small 4 door hatchback that gets 108 MPGe (miles per gallon gasoline equivalent)!! This vehicle will require use of a charging station which will be installed soon. Use of this vehicle and the charging station will be monitored by Treasury; therefore, it cannot be used for private vehicles.

The Mint was selected as a participant in a pilot program for Federal Fleet Management under the Department of the Treasury. As part of the pilot, and to be compliant with the Department of the Treasury, the Mint’s fleet will reach this vision by reducing fleet Greenhouse Gas (GHG) emissions through reduced petroleum consumption.

Spring “Cleaning” for Headquarters. If you have items you need to have shredded, the Support Services Branch-Records Management has scheduled “Shred-It” to be on site at the Headquarters Friday, April 11. To keep the process moving, please remove binders, binder clips, paper clips and staples. Place items in a copying box marked “Shred”. Also, please provide Records Management a list of all documents/records being destroyed. If you have any questions about what can and can’t be shredded, please contact Mary Scharbrough or Charita Beverly-Lewis by email or call Charita at 202-354-8340. If

you need additional boxes, please send your request to +DC Facilities Team
dcfacilitiesteam@usmint.treas.gov).

MINT ROUNDUP – APRIL 2014

Mint Employees:

This is the April issue of Mint Roundup. Supervisors and managers are asked to ensure that employees without computer access are provided printed copies.

Tom Jurkowsky

Director, Corporate Communications

Monetary Awards. We have recently learned that the moratorium on monetary awards spending has been lifted and the Mint is now able to utilize its approved 2014 awards budget. Department allocations have been determined and managers will be able to use their awards money effective May 5th. Additionally, time-off award and within grade allocations have been approved. Implementation of the Oracle 12 update will make it necessary to delay processing of monetary awards, however, until the May date. Specific information about the Mint's awards program is available in [Directive 451A. Employee Recognition and Awards Program](#).

EVS. We have just received word that Treasury employees will receive invitations to participate in the 2014 Employee Viewpoint Survey (EVS) starting the week of May 5. The EVS will be administered for six weeks from May 5 through June 13. More communications about the upcoming survey will be promulgated very soon.

Baseball Hall of Fame Commemorative Coin Program. Sales of gold, silver, and clad curved commemorative coins in both proof and uncirculated qualities began March 27. These are the first curved coins ever produced by the United States Mint. A morning coin launch event was held the same day on Capitol Hill. Participants included Baseball Hall of Fame Chairperson Jane Forbes and President Jeff Idelson; Hall of Fame members Joe Morgan and Brooks Robinson; Treasurer of the United States Rosie Rios; U.S. Senator Kirsten Gillibrand; and U.S. Representative Richard Hanna. An afternoon kick-off event was also held at the Whitman Coin and Collectibles Expo in Baltimore where Robinson greeted attendees. Attendees were able to purchase the commemorative coins on site. Eager collectors waited up to two hours in line to purchase the coins. The gold version of the coins sold out in 24 hours. In fact, in the first five hours that the coins were on sale, \$24 million in revenue was generated.

Civil Rights Act of 1964 Commemorative Silver Dollar: The United States Mint and the United Negro College Fund (UNCF), the program's recipient organization, created and produced a promotional video that included U.S. Representatives John Lewis of Georgia and Maxine Waters of California. The video

was shown at UNCF's annual "Evening of Stars" gala in Atlanta on April 6. A version of the video is to appear when the BET network airs the gala on Sunday, April 13.

Web Improvement Project Updates. As we reported earlier this year, the Mint's website was among the best in the federal government and rated higher (94) than many commercial sites, according to a report issued by the American Consumer Satisfaction Index (ACSI). These results are consistent with other Web customer satisfaction scores that show sustained high satisfaction since the Sales and Marketing Department's Web Branch launched its Web Improvement Project in late 2012. CNN Money recently picked up the report and included the Mint's website in its slide show of "5 federal websites people use (and actually work)."

American Eagle Platinum Added Back to Portfolio. In response to customer feedback, the Mint recently resumed production and sales of platinum bullion coins. The coins were made available for purchase by its network of Authorized Purchasers (APs) on March 10. APs are major coin and precious metals dealers, brokerage companies, and other participating financial intermediaries; the Mint does not sell its bullion coins for investors directly to the public. "We listened to our customers and are pleased to once again offer platinum bullion," said Deputy Director Dick Peterson. "Thanks to the hard work of our team, the West Point facility has begun striking platinum bullion coins for the first time since 2008." The obverse design is former United States Mint Sculptor-Engraver John Mercanti's "Portrait of Liberty," and the reverse design is Sculptor-Engraver Thomas D. Rogers Sr.'s "Soaring Bald Eagle."

New Philadelphia Police Chief. Chief Dennis P. O'Connor has announced the selection of Robert "Bob" Bankhead as the Field Chief of Police at Philadelphia. Bob is a native of Tchula, Mississippi. He brings a wealth of law enforcement and security knowledge to this position. In his previous position he served as the Operations Officer/Deputy Chief of Police, Department of the Army Civilian Police, Ft. Polk, Louisiana from 2009 to 2014. He was responsible for planning, managing and directing the overall law enforcement operations of the patrol branch, traffic investigation, scheduling, policy development, civilian liaison and coordinated with local, state and federal law enforcement agencies. He retired from the U.S. Army with 26 years of service at the rank of Sergeant Major (E-9). He holds a Bachelor of Art degree from Upper Iowa University, with emphasis on Law and minor in Sociology.

Take Our Children to Work Day at Headquarters. Thursday, April 24 is Take Our Children to Work Day at Headquarters. Children ages 8-12 of Mint parents, guardians, or other sponsoring employees can come to work to observe and experience the work day. Participating children can expect a day full of fun and interesting activities that will help them learn more about the United States Mint. For more

information and the required registration and permission forms, please see the March 26, 2014 e-mail sent by Workforce Solutions Associate Director, Annie Brown.

Headquarters Shredding. If you have items you need to have shredded, the Support Services Branch-Records Management has scheduled "Shred-It" to be on site at Headquarters on Friday, April 11 at 10:00am. To keep the process moving, please remove binders, binder clips, paper clips and staples and placed items in a copying box marked "Shred." Also, please provide Records Management a list of all documents/records being destroyed. If you have any questions about what can and can't be shredded, please contact Mary Scharbrough or Charita Beverly-Lewis by email or call Charita at 4-8340. If you need additional boxes, please send your request to +DC Facilities Team [dcfacilitiesteam@usmint.treas.gov].

MINT ROUNDUP – MAY 2014

This is the May issue of Mint Roundup. Supervisors and managers should ensure that employees without computer access are provided printed copies.

Tom Jurkowsky

Director, Corporate Communications

EVS. The 2014 Federal Employee Viewpoint Survey (EVS) will be conducted for six weeks from May 5 – June 13. All full-time or part-time employees, as of the end of October 2013, will receive an on-line invitation from OPM to complete the survey. Everyone is encouraged to take the time to give your feedback about our workplace. Employee participation is voluntary and responses are anonymous.

As we have done over the past years, we've distributed and set-up laptop computers at our manufacturing field sites in order to allow employees who don't have workplace computers to complete the EVS.

Public Service Recognition Week. Public Service Recognition Week (PSRW) is an annual celebration honoring the men and women who serve our nation as federal, state, county and local government employees. This year PSRW is celebrated from May 4-10. It provides a unique opportunity for agencies to showcase the programs and services they provide and is time set aside for Americans to say thank you for the care and service government employees deliver every day. In celebration of Public Service Recognition Week, the Mint's Associate Directors and Deputy Directors are sponsoring a breakfast for Headquarters employees on May 8. Additional PSRW events in Washington, D.C. include a Public Service 5K Run/Walk on Sunday, May 4 and discounted tickets for government employees to attend a Washington Nationals Baseball Game on Tuesday, May 6. To learn more, please visit psrw.org or contact Jim Seymour at psrw@ourpublicservice.org or (202) 775-2758.

Career Service Awards Ceremony for Headquarters Employees. Each year the Mint commemorates and celebrates our colleagues' careers and Federal service. This year the Career Service Awards ceremony for employees at Headquarters is being held during Public Service Recognition Week. The ceremony will take place on Wednesday, May 7, at 10:00 am in Conference Room A on the second floor. Almost 50 employees will be recognized.

Order Management System Update. During the month of May, the focus of the project will be to complete the design of the eCommerce website and the order management system itself. In addition, the design of the system integrations and data flows between OMS II and pay.gov, Fiscal Service, Citigroup and ARC will be complete. Design will also involve documenting the specifications to migrate the data from the existing Mint systems. While the design is being completed, the configuration and development of the OMS II solution will start.

The other focus for the month of May is completing the test planning activities. A User Acceptance Test Kickoff meeting was held that involves stakeholders and representatives from across the Mint. The team is developing the test scenarios, test scripts and test data that will be used during the tests that are planned to start in June and continue through the launch of the new solution. Multiple tests will be done to test the functionality of the new system, as well as to test the integration of the solution with other systems. Other testing will include performance, security and accessibility of the solution prior to the launch date.

Also, activities are underway to satisfy the Privacy Act compliance and Federal Information Security Management Act (FISMA) compliance requirements. The Privacy Impact Assessment will be completed during the month of May, and work will begin on the System of Records Notice (SORN). Security planning documentation will also be started during the next month.

Conference Spending Update. The Financial Department recently updated the Mint policy regarding conference spending (Mint-Wide Policy Memorandum TRAV-1) in accordance with Treasury's Directive TD 12-70. The most notable change is in reference to the approval authorities—specifically, attendance and approval for both Treasury and non-Treasury Hosted Conferences:

Total Conference Costs	Approver
Up to 19,999	Department Associate Director/Police Chief
\$20,000 - \$49,999	Through CFO to Bureau Head
\$50,000 - \$99,999	Treasury Assistant Secretary for Management
\$100,000-\$249,999	Deputy Secretary
\$250,000 above	Secretary

This change has been implemented in TMLS (for any applicable training activity) and should make for a much more abbreviated approval process. However, this change does not mean the reporting requirement has changed. Approvals by the Associate Director or Police Chief must still be documented and copies must be provided to the Travel Manager, Mary Delikahya, for reporting purposes.

- * A revision to Mint-Wide Policy Memorandum TRAV-1, "Procedures for Planning and Obtaining Approval for Meetings/Conferences," dated September 12, 2013, is pending on-line posting.

New Travel System -- Concur Government Edition (CGE). On June 4, 2012, the U.S. General Services Administration awarded Concur Technologies, Inc., a 15-year single award contract to launch the next generation of the federal government's web-based travel management service. The Concur Government Edition (CGE) service provides the government traveler with superior usability and a modern, intuitive, and consistent user experience for end-to-end travel needs. It offers a more intuitive and robust product that is user-friendly. CGE integrates managing authorizations, vouchers and local vouchers with a complete start-to-finish federal travel booking solution.

The Financial Department is pleased to announce that on June 30, the Mint is scheduled to go live with the new CGE travel system. CGE processes will be managed by a new travel management center, Omega World Travel. The Mint Travel Manager, Mary Delikahya, is the point of contact and will be providing you with additional information about training and the transition.

R12 upgrade. Administrative Resource Center (ARC) is re-implementing the Oracle financial and manufacturing system for upgrading to Release 12. The project started in early 2013 and 'Go Live' is May 5. Associated Mint systems like Maximo, Hyperion, OTM, ADCS and AM-ADCS have been modified to support the new R12 system. ITD, Manufacturing and Finance teams are coordinating all cut-over and manual tracking of activities with the field sites to continue operations during the blackout period (April 29 through May 4).

Decommission of PeopleSoft. PeopleSoft was replaced by Oracle Applications beginning on October 1, 2006. Since then a copy of the PeopleSoft application has been available to end users online. The Mint employees using PeopleSoft were doing so to collect historical data for requests from Legal, Procurement, Manufacturing and Accounting. As of December 31, 2012, the General Records Schedule's (GRS's) retention requirement of six years, three months was met. Continuing to maintain the current PeopleSoft environment with older versions of software presents security and vulnerability risks. Effective May 15, 2014, the PeopleSoft application will no longer be available.

PIV Card Certificate Updates. The HSPD-12 Personal Identity Verification (PIV) Card that we utilize allows us to have access to selected areas of the facilities, as well as access to our Information Systems—be it laptop or desktop computer. Employees and contractors should be aware that on occasion, they will receive an auto-generated email from USAccess informing them that their certificates will soon expire, and they should report to their local credentialing center to have their certificates updated. These certificates allow us to have continued uninhibited access to our information systems. The downside to not updating certificates in a timely manner results in the PIV Card being automatically terminated and subsequent re-issue requirements. This, of course, can take days or weeks. Your cooperation is appreciated and if there are any questions on update requirements, contact your local PIV office.

National Coin Week. National Coin Week started 31 one years ago as a way to educate people about numismatics—a tongue-twisting word that means the hobby and study of coins and paper currency. This year's theme, "Coin and Country: Celebrating Civic Service," was the perfect opportunity for the Mint to shine the spotlight on the Kennedy half-dollar which is celebrating its 50th anniversary this year.

In honor of the 50th anniversary of the Kennedy half-dollar, a cross functional team made up of members from Sales and Marketing, Corporate Communications and Heritage Assets developed an educational campaign on President Kennedy to engage our customers and build interest for the milestone anniversary and related special products. The campaign launched April 21 during National Coin Week. A series of four essays will be released throughout the spring and summer as we approach the American Numismatic Association's (ANA's) World's Fair of Money in August and the launch of the Kennedy half-dollar special sets.

Graduation Season Promotion. Meanwhile, on April 1, a marketing campaign was launched to promote Mint products during the graduation season. A landing page on the website offers a digital sales brochure highlighting the appeal of the featured products to potential gift-givers.

2014 United States Mint Spring Catalog. The spring catalog mailing began April 28. This is the first time the Mint is utilizing a 2-D barcode in its catalog for identifying customer names and addresses. And, it is not enclosed in an outer mailing envelope but sealed with a wafer closure. It features more than 40 products to celebrate graduations, weddings, anniversaries, birthdays, Mother's Day, Father's Day—and so much more! Approximately 1.5 million catalogs will be mailed.

Baseball Coin. We have a hit on our hands—actually, a grand slam—with the National Baseball Hall of Fame Commemorative Coin program! Both the gold and silver coins are sold out, and well over 200,000 clad coins have been sold.

Days of Remembrance – May 7, 2014 The Department of Treasury is one of 30 Federal agencies participating in the 21st annual interagency observance to honor the Days of Remembrance, which is our nation's annual commemoration of the victims of the Holocaust. For employees in the Washington, DC area, this year's observance will be held on May 7 from 11:30am-1:00pm at the Lincoln Theatre in Washington. The theme of the program is "Eyewitness to Evil." The program will provide first-hand accounts of the Holocaust experience in eyewitnesses' own voices. The guest speakers are: Irene Fogel Weiss, Czech Jewish Holocaust Survivor; Cesare Frustaci, Italian Jewish Holocaust Survivor; and Sead Okic, Bosnian Muslim Survivor. The keynote speaker is Major General Sharon K.G. Dunbar, Commander, Air Force District of Washington.

Asian American and Pacific Islander Heritage Month Program The Mint will observe Asian American and Pacific Islander (AAPI) Heritage Month with a program on May 21 from 10:00 – 11:00 am. Our keynote speaker will be Courtney Chappell, Senior Advisor, White House Initiative on AAPIs.

MINT ROUNDUP – JUNE 2014

Mint Employees:

This is the June edition of Mint Roundup. Supervisors and managers are requested to ensure that employees without computer access are provided printed copies.

We hope you find the information informative.

Tom Jurkowsky
Director, Corporate Communications

Employee Viewpoint Survey (EVS) If you haven't already done it, you have until June 13 to complete your 2014 Federal Employee Viewpoint Survey (EVS). The EVS is a way for you to continue helping the Mint focus on things that can make us better. We've reached a 44% response rate so far, but we need to hear from all Mint employees. Participation is voluntary and responses are completely anonymous. No one at the Mint will see your individual responses or be able to connect any response to an individual employee. All responses go directly to OPM, so this is a confidential way for you to share your thoughts on our workplace. This is your chance to let your voice be heard!

Human Capital Assessment. A Treasury Audit Team recently conducted a Human Capital Assessment and Accountability Framework evaluation of the Mint's Workforce Solutions Department focusing on talent management. Talent Management addresses competency gaps, particularly in mission-critical occupations, by implementing and maintaining programs to attract, acquire, promote and retain quality talent. The talent management system is comprised of two critical success factors (recruitment and retention) that work together to ensure agencies have people with the right skills, in the right places, at the right times.

The evaluation was conducted to determine the effectiveness of the Mint's human capital management efforts in support of our mission and alignment with the Treasury Department's goals and objectives. The findings of the evaluation will be provided in late June and can be used to create actions plans and a training resource to close identified gaps. The findings will also help improve managers, supervisors and senior leaders' ability to effectively manage human capital at the Mint.

Headquarters Alternate Work Schedule (AWS) Open Season. The Mint's Alternate Work Schedule (AWS) policy provides that an open season enabling supervisors to approve employee requests for changes to their work schedules will be held approximately every three months. The next open season is June 16-29. Employees requesting an AWS or a change to a current AWS must submit the request using Mint Form 8977, "Alternative Work Week Schedule Request" to their immediate supervisors for

approval during the open season period. Approved changes made during this open season will become effective June 30. If you have any questions, please contact Dominique Baker, Human Resource Specialist, at dominique.baker@usmint.treas.gov or 202-354-7778.

Financial Audit. Our financial audit has begun. For FY 2014, the Financial Department will again employ a structured project management approach to oversee and coordinate all audit activities. During the early part of June, the auditors will be scheduling walkthroughs with the POC's and sending requests from their Prepared By Clients (PBC) listing.

The following are the dates scheduled for each Mint's 4th Quarter physical inventory attended by our financial auditors (KPMG):

- West Point (August 23-24)
- Philadelphia (week of August 26th)
- Denver (week of September 15th)

A-123 Assessment. Every year the Mint is required to perform an annual assessment of the internal controls around financial reporting. This assessment is performed in accordance with the Office of Management and Budget Circular A-123. The assessment includes testing at each site. Visits have already occurred in Denver, Philadelphia, San Francisco and West Point. Testing in Headquarters is being performed over the next several weeks and will be completed by the end of June. Denver, Philadelphia and San Francisco are currently drafting corrective action plans for their findings. Kudos to West Point for not having to draft any corrective action plans due to their excellent internal controls!

CFO Policy Memorandum 017. CFO Policy Memorandum 017, "FY 2014 Procurement Metrics," was recently published providing notice of the FY 2014 Procurement Metrics assigned by the Department of Treasury. This policy states that "The Associate Director and Plant Managers will support . . . efforts by encouraging their staff to accomplish the goals and to work cooperatively with procurement personnel to reduce high risk contracts." To review the complete policy, please go to the CFO website at: http://sper.usmint.treas.gov/root/SBU/Finance/Pages/CFO_Memorandums.aspx

Strategic Marketing. On May 15, a Father's Day promotion was launched highlighting several products ideally suited for fathers, including the 2014 American Eagle Silver Proof Coin, the Arnold Palmer 3-inch Bronze Medal and the 2014 Civil Rights Act of 1964 Proof Silver Dollar. In addition, the Kennedy half-dollar 50th anniversary campaign continued on May 22, as the second essay on President Kennedy's military service and rise to prominence was posted on the website. This segment highlights the Mint's proud history of producing coins and medals honoring our military heroes and a beloved president. Related topics will also be shared through social media. The first segment presents a brief history of the design and production of the original 1964 Kennedy half-dollar.

Artistic Infusion Program. On May 20th and 21st, nineteen contract artists from around the country gathered in Philadelphia for an Artistic Infusion Program orientation. The artists were trained in various aspects of our design and engraving processes, including artistic and technical design considerations, legislative requirements, copyright issues and contractual obligations. Members of the Citizens Coinage Advisory Committee (CCAC) and the Commission of Fine Arts (CFA) presented information regarding their roles and responsibilities as advisors and what they look for in coin and medal designs.

The Office of Design Management appreciates the tremendous efforts of all of those involved, including the Offices of Sculpting-Engraving, Digital Development, Chief Counsel, Chief Financial Officer, Protection, Corporate Communications and employees at Philadelphia who helped make the event a success!

Lean Six Sigma. Lean Six Sigma (LSS) is a process improvement tool that provides a data driven and disciplined approach to reducing waste and minimizing defects in any type of process, be it manufacturing or services. Quite simply, it's a way of doing things better. The concept focuses on achieving reduction of waste, increased profitability and customer satisfaction. A successful LSS program results in grass roots level process improvement culture in the organization, which is the goal of the LSS program. The program aims to achieve this through a slow and organic approach where business needs of the organization (identified through long range planning workshops) are matched with the interest level of employees. The program also offers employees two LSS certification options, Green Belt and Black Belt.

The Mint seeks to grow our internal capability to teach these skills and develop our workforce. Arguably, Six Sigma training is one of the best people development opportunities we can provide while helping to better the organization. If there is a process at the Mint that isn't stable, predictable and capable of meeting customer expectations, Six Sigma can improve it. The Mint program has had over 50 employees go through various types of LSS training, including 19 employees who are training to get Green Belt

certified. Training workshops have been held in Headquarters, Denver and Philadelphia with more workshops planned for the rest of the year.

For detailed information on the program, please contact Brian Pratt or Binu John at Headquarters.

Sergeant and Lieutenant Promotion Process. The United States Mint Police (USMP) will soon begin its assessment process for the promotion of sergeants and lieutenants. The vacancy announcement for sergeants and lieutenants is scheduled to open June 18 for two weeks. The USMP has coordinated with U.S. Office of Personnel Management's Human Resources Solutions, ARC and the Workforce Solutions Department in the preparation for administration of the promotion assessment process. The testing phase will conclude in August.

The promotion assessment process includes a job knowledge test, writing assessment and structured interview. The job knowledge test and writing assessment will take place at each site on August 4, while the structured interview will be conducted via VTC from the facilities and Headquarters during the week of August 18. This will result in the creation of a certificate of eligible sergeant and lieutenant candidates ranked in numerical order, based on their results, from which the top applicant will be selected when a vacancy occurs. Results will be released sometime during the first two weeks of September.

"Good Luck" to all the candidates.

Headquarters Health & Wellness Fair. WSD's Human Resources Division is sponsoring a Health & Wellness fair for all Mint employees at Headquarters on Wednesday, June 25, from 10:00am-1:00pm in the 2nd floor conference rooms. Attendees will be able to meet with representatives from local health care providers and health plan carriers; receive information on balanced diets and exercise; and undergo free health monitoring screenings for vision, body mass index and blood pressure. For more information or to ask questions, contact Carolyn Swann at 202-354-7561 or carolyn.swann@usmint.treas.gov.

Summer Safety Tips. As summer quickly approaches, here are some safety tips that we can hopefully find helpful:

- **Water** – Keep in mind that between all the sunshine, increased temperatures and physical activity usually associated with summer, our bodies use and require a significantly greater volume of water. The need to stay properly hydrated is paramount in the summertime. Whether

it's a small gathering in the backyard, a family road trip to the mountains, or a full week's vacation at the beach, always be prepared with an adequate supply of water.

- **Sun Protection** – In order to protect yourself from the sun's damaging effects, you must wear some type of protection. It's a good idea to wear a high quality sun block with a sun protection factor (SPF) 15 or greater every day, but for longer durations, sensitive skin, or peak-time exposure, you should consider higher levels of SPF protection. For more information about SPF and proper use of sun block, visit the [Mayo Clinic](#) online.
- **Food Safety** – Dining outside is one of the greatest privileges of summer. However, just because you dine outside does not mean you should forget about the importance of safe storage, handling, and preparation of food. In fact, washing your hands and staying clean are even more important when dining outdoors. While preparing, serving, or eating food, wash your hands often. Also, it is best to use separate utensils for food preparation and food service, and to use a meat thermometer to ensure that your meats have been cooked throughout.
- **Alcohol Safety** – If you will be serving alcohol, it's crucial for you to serve it safely, and for you and your guests to consume it responsibly. In order to stay properly hydrated, be sure to consume additional water while enjoying your favorite alcoholic beverages.
- **Water Safety** – Along with the hot weather come numerous opportunities to enjoy the cool waters of DMV's many lakes, rivers, and beaches. It is important to know your skill limits and use the buddy system while swimming. [Click here for additional water safety information](#) from the American Red Cross.
- **Insect Repellent** – From minor bites and stings to the most severe allergic reactions, insect bites require both proactive and reactive attention. Severe illnesses such as Lyme disease, Eastern Equine Encephalitis and West Nile Virus can be contracted via insect bites. Therefore, it's important to use an effective insect repellent each time you are outdoors this summer. Many people have life-threatening allergic reactions to bee stings or other insect bites. If you are with someone with this type of allergy, be certain the necessary allergy treatments are available for immediate use.

MINT ROUNDUP – JULY 2014

Alternative Materials/R&D Update. Pursuant to Public Law 111-302 (the Coin Modernization, Oversight, and Continuity Act of 2010), the U.S. Congress authorized the Secretary of the Treasury to conduct research and development on “possible new metallic materials or technologies for the production of circulating coins.”

The law stipulated that conversion costs were to be minimized, and that no recommendation would include “significant change to coin-accepting and coin-handling equipment to accommodate changes to all circulating coins simultaneously,” nor that would “facilitate or allow the use of a coin with a lesser value produced, minted, or issued by another country, or the use of any token or other easily or regularly produced metal device of minimal value, in place of a circulating coin produced by the Secretary.” Put succinctly, the law stated that new materials should “to the greatest extent possible” not cause significant changes to the coin-accepting industry, and that they should be secure and unique among world coins.

After Phase I concluded in December 2012 with the first biennial report to Congress, the Mint’s technical team continued its research into alternative metals, rejecting some of Phase I’s recommended materials (due to yellow coloring), and identified six materials that would form the major effort of Phase II. Beyond the materials chosen, though, the team continued to consider and evaluate other potential alternative materials.

The technical team is concluding the tests for Phase II this month and will have a technical addendum (with results and findings) to the report to Congress which must be submitted by this December.

Kennedy Half-Dollar Special Products. Three new products commemorating the 50th anniversary of the iconic Kennedy half-dollar will soon be available. Each coin in these three special sets features the original 1964 obverse (heads) portrait design by United States Mint Chief Engraver Gilroy Roberts. All purchases of these products will be subject to an initial order limit of five sets per household.

- 50th Anniversary Kennedy Half-Dollar Uncirculated Coin Set--contains two uncirculated Kennedy half-dollars from Philadelphia and Denver. It will go on sale July 24.
- 50th Anniversary Kennedy Half-Dollar Gold Proof Coin--will be available August 5, just in time to kick off the American Numismatic Association’s annual World’s Fair of Money in Chicago. It’s the Mint’s first-ever gold half-dollar and contains three-quarters of a troy ounce of pure, 24-karat gold. It is being struck with a proof finish at West Point.
- 50th Anniversary Kennedy Half-Dollar Silver Coin Collection--will come out this fall. It includes four Kennedy half-dollars in 90 percent silver in various finishes—a reverse proof coin from West Point, proof coin from Philadelphia, enhanced uncirculated coin from San Francisco and an uncirculated coin from Denver. The set includes an eight-page informational booklet about the history and production of the original Kennedy half-dollar.

Strategic Marketing. On June 30, the Kennedy half-dollar 50th anniversary essay series continued with a piece on the space program and race to the moon. Featured for the month of July to commemorate the anniversary of the moonwalk in July 1969, the essay celebrates John F. Kennedy's tremendous leadership of the U.S. space program at its inception and tells the story of our coin and medal legacy honoring American success in space. The first segment presented a brief history of the design and production of the original 1964 Kennedy half-dollar and the second focused on President Kennedy's military service and rise to prominence. The fourth and final segment will be launched in early August. The campaign is designed to generate interest in the upcoming Kennedy half-dollar special anniversary sets.

King and Peres Bronze Medals. Bronze medal replicas of the Dr. Martin Luther King Jr. and Coretta Scott King Congressional Gold Medal went on sale June 25 and replicas of the Israeli President Shimon Peres Congressional Gold Medal on June 26.

Disk Backup. The implementation of the new Disk Backup system is well aligned with the Mint's strategic goal to "Meet the Nation's needs for circulating coins" by providing the information security capabilities required for quicker backup and restoring critical coin production support and related automated system processing and data. The Disk Backup resolves performance and scalability issues in the Mint's backup infrastructure and is a powerful enabler by improving our disaster recovery capabilities, reducing costs and mitigating the severe impact a loss of information technology services would have on business units. The key benefits include:

- ITD is able to reduce the number of tapes shipped offsite each week by allowing for more versions of the data to be stored onsite. The system also enables significantly faster backup and recovery windows and establishes an expandable solution capable of addressing the immediate performance and backup problems while supporting future business needs, including future Disaster Recovery (DR) and E-mail archiving requirements.
- With the shorter back up windows, there are reduced administration efforts.
- Previously, field site data could only be recovered from tape. With this system, the field sites will be able to have their data replicated off site to Washington and/or Denver, as well as locally on disk. This will increase the amount of data versions stored onsite for faster restoring.
- With the implementation of this system, the Mint is able to reduce the tape backup policy to once a month versus the previous weekly backup at all sites. This reduces tape, offsite storage costs and overtime.
- We are able to save significant cost on tapes (procurement, administration, pickup and storage).
- There is greater reliability with the system, allowing for more stability and scalability.
- The disk backup system is much simplified (security, backup, management, etc.)

- The new disk backup system also provides incremental backup using a specialized data compression technique for eliminating duplicate copies of repeating data.

PIV Update. The PIV implementation was successfully accomplished, and the Mint was able to meet the Homeland Security Presidential Directive – 12 (HSPD-12). With the PIV implementation, the Mint was able to accomplish the following:

- As of June 23, the Mint achieved 90% of PIV enforcement for all eligible users (ahead of the Treasury mandated deadline).
- Streamlined reporting provides an accurate picture of where the agency currently is in the process.
- Collaborations with the Protection Department have helped to uncover people hung up in the process and discovered what needs to be done to resolve the issue.
- Since January 1, the total number of exemptions have decreased by almost 100.
- Worked with the vendor to make more applications support PIV authentication.
- Continuing to follow up with users who may have a PIV card but are not currently PIV enforced to see if their card works and to require PIV authentication.

Financial Department Realigns. Any good organization recognizes the importance of reevaluating its structure every so often to make sure it is still operating effectively. This is exactly what the Financial Department did, and a few changes that were needed were identified. These changes include: 1) Standing up a Policy Branch under the newly named Policy, Planning, and Budget Division (formerly the Planning, Budget and Internal Control Division); 2) Realigning the Internal Control group to report to the Accounting Division; and 3) Realigning the Accounting Division for a better span of control. The bottom line is that the realignment allows the Financial Department to use its resources more effectively and enhances its ability to meet the needs of both internal and external customers. The Financial Department began operating under the newly realigned structure in June.

Mint's new "green" electric vehicle. As we reported in the March Mint Roundup, the Mint's Headquarters Office was selected to participate in a pilot program under the Federal Fleet Management program. As part of this program, the Mint recently exchanged its 2005 Dodge Caravan for a new plug-in hybrid—a Ford CMAX. The Ford CMAX is a small 4-door hatchback that gets 108 MPGe (miles per gallon gasoline equivalent). The CMAX requires the use of a charging station which has also been installed. The charging station is for government vehicle use only.

This initiative is one of many that the Mint is taking to reduce our energy footprint.

Feds Feed Families. The 2014 Feds Feed Families summer food drive has started! The Mint's goal is to contribute 5 pounds or more of food and non-perishable items per employee by August 28. Your contributions will help stock the shelves of local area food banks which are facing severe shortages of

non-perishable items during the summer when children are left without school nutrition programs. Federal employees nationwide are stepping up to meet this challenge by gathering more than 2 million pounds of food for families in need this summer.

At Headquarters, donation boxes will be available on each floor in the kitchen areas. Your support is vital and greatly appreciated! If you have any questions, please contact Phillis Anderson at 202-354-7595.

Mint Roundup – August 2014

Mint Team,

Mint Roundup is usually sent out by Tom Jurkowsky, but I wanted to send it this month and share with all of you how proud I am of the United States Mint. Take a look at all the various topics covered in this issue of Mint Roundup. Each person at the Mint is part of a bigger team, and we're having a terrific year. Circulating coins are at their highest level in seven years; bullion remains strong, albeit down from last year's record as investors diversify into other types of assets; and numismatic sales are strong with the very popular curved baseball commemorative coins and the Kennedy products creating lots of excitement. The order management system conversion is at crunch time and there are many of our teammates working hard to deliver this upgrade in early October. And our R&D efforts are culminating into the next report to Congress due in December. There is a lot going on and we're delivering excellent results across the board. Congratulations.

The fiscal year closes in another seven weeks. Thanksgiving and the end of year holidays will be here before you know it. As you go through your day at work, think about the larger team that you are a part of. We're a great team and we're doing great things for the American people. And if no one has told you recently, thank you for what you do every day. Please enjoy this issue of Mint Roundup and enjoy the rest of your summer.

Dick

August 2014 Mint Roundup

Circulating Coins. The forward looking 12-month forecast for circulating coinage continues to climb from 13.9 billion coins in July to 14.3 in August. The rate of increase has been relatively constant over the past four years. A year ago, the annualized forecast was 12.1 billion which represents an 18% increase since August 2013. It takes a coordinated effort, not only in direct production activities but also in managing the supply chain, to assure sufficient supplies are available to keep the presses running. This is clearly a success story—and one that reflects teamwork across the board.

FEDVIP Enrollment – Qualifying Life Event Amendments Effective Friday, August 15, the qualifying life events (QLEs) under which Federal employees and retirees may make enrollment changes under the Federal Employees Dental and Vision Insurance Program (FEDVIP) outside of open season will expand. The new QLEs will allow FEDVIP enrollees to enroll or change plans or options when they get married or return to work after certain periods of leave without pay. Previously, enrollees had to wait until the annual Open Season to make these changes. All FEDVIP enrollments or changes are done through BENEFEDS at www.benefeds.com or 1-877-888-3337. If you have any questions, please contact benefedsportal@opm.gov.

2014 Federal Employee Viewpoint Survey (FEVS) Results/Reports As in previous years, there is a planned staggered roll-out of the 2014 FEVS results/reports. Accordingly, the Mint's 2014 comparative reports will be available this month. The first reports will be released for the agency (Treasury), followed by the sub-components (Treasury bureaus) and finally, the office level focus (Mint departments). The 2014 FEVS results/reports will be shared with the Mint workforce and posted to the Intranet as they become available. For more information, please contact Martha Watson at martha.watson@usmint.treas.gov.

FY14 Training Courses at Headquarters. A variety of learning and development training courses and workshops will take place at Headquarters during the 4th quarter of the fiscal year. Training on topics like Project Management for IT Projects, Comprehensive Communication, Microsoft Office and Microsoft Excel will be held. Please check the schedule on the Intranet ([Training Schedule](#)) for dates and duration. For more information and to register for the training workshops, employees may contact the DC Training Team at: DCTraining@usmint.treas.gov. A limited number of spaces are available for each course, so sign up early.

Employees with additional training/development inquiries may contact their local TLMS Administrator listed below.

Employee Development Facilitators and Primary POCs	
Denver	Valerie Mendenace – 303-405-4776
Fort Knox	Linda Hamm – 502-943-7132
Philadelphia	Frank DeSantis – 215-408-0446
San Francisco	Marceline Myles – 415-575-7839
Washington (HQ)	Sharon Fulmer – 202-354-7868
West Point	Lou Dinetz – 845-446-1708

Leadership Development Training – Phase I (LDP I) The Workforce Solutions Department recently conducted a second offering of LDP I from July 21-25. Participants were pleased with the content, the opportunity to meet colleagues from other Mint sites and the facilitators' enthusiasm and engaging presentations. If you are a new supervisor, or are a supervisor who has not yet had the opportunity to attend LDP I training, please contact Keith Robinson (keith.robinson@usmint.treas.gov) or Martha Watson (martha.watson@usmint.treas.gov) to find out about attending in FY15.

Strategic marketing. On July 7, Sales and Marketing kicked off the "Summer Road Trip – Explore America the Beautiful Quarters" Program Campaign," highlighting the five parks on the 2014 quarters during the summer vacation season. The five parks featured on 2014 quarters are: Great Smoky Mountains,

Shenandoah, Arches, Great Sand Dunes and Everglades. Each park is featured on a dedicated landing page with related products for approximately 10 days through the end of August. The social media team has been promoting the campaign as well in collaboration with the National Park Service.

Product releases. The following are recent new product releases:

- Sales opened July 28 for the 2014 National Baseball Hall of Fame Young Collectors Set. The set consists of a tri-fold presentation folder with a 2014 Baseball Hall of Fame Uncirculated Half-Dollar coin in a special rotating capsule. It also features the "United States Mint Kids" characters (a boy, a girl and a dog) in various scenes as they learn about the history of baseball while visiting the National Baseball Hall of Fame and Museum. The folder contains interesting historical information about the sport and National Baseball Hall of Fame and Museum.
- Bronze medal replicas of the Raoul Wallenberg Congressional Gold Medal went on sale July 10. The Swedish-born businessman and diplomat was posthumously awarded a Congressional Gold Medal during a ceremony in the U.S. Capitol Rotunda on July 9 in recognition of his achievements and heroic actions during the Holocaust.
- The first of three Kennedy Half-Dollar Special Products went on sale July 24. The 50th Anniversary Kennedy Half-Dollar Uncirculated Coin Set contains two uncirculated Kennedy half-dollars from Philadelphia and Denver. The 50th Anniversary Kennedy Half-Dollar Gold Proof Coin will be available August 5, just in time to kick off the American Numismatic Association's annual World's Fair of Money in Chicago, while the 50th Anniversary Kennedy Half-Dollar Silver Coin Collection will go on sale this fall.

A-123 Assessment. Every year the Mint performs an annual assessment of its internal controls around financial reporting, as required by the Office of Management and Budget. As of June, we completed the testing for FY 2014, and all findings have been classified as control deficiencies. A control deficiency is when the design or operation of control does not allow management to prevent or detect misstatements on a timely basis. A control deficiency is the lowest category of deficiency.

We want to thank everyone for their assistance. We couldn't do this assessment without the support and cooperation of many throughout the Mint.

Contracting Officer, Contract Specialist and Contracting Officer Specialist Certification. The Continuous Learning (CL) Module is now active for the Department of Treasury in the Federal Acquisition Institute Training Application System (FAITAS)! Contracting Officers (COs), Contract Specialist (CSs) and Contracting Officer's Technical Representatives (CORs) must now apply for Federal Acquisition Certifications (FAC-C and FAC-COR certifications), and Continuous Learning Point (CLP) achievement recertifications electronically via the FAITAS system

<https://www.atrrs.army.mil/faitas/External/Login/?ReturnUrl=%2ffaitas%2f>. The system will also send you an email notification 60 days prior to the expiration of your FAC-C or FAC-COR as a reminder to complete your recertification.

Individuals seeking Federal Acquisition Certification will apply for certification via FAITAS. Step by step guidance for applying for certification via FAITAS is located on the FAI website at <https://www.atrrs.army.mil/faitas/External/Information/UserGuides>. FAITAS Certification procedures will also be incorporated into the revised Treasury Acquisition Certification Management Handbook and on the FAITAS Agency Resource Page.

Independent Indoor Environmental Quality (IEQ) Inspection. An Indoor Environmental Quality (IEQ) Building Baseline Inspection was performed at Headquarters in May. This proactive IEQ inspection covered the three basic areas affecting the indoor environment, specifically: (1) HVAC Mechanical Hygiene; (2) Occupied Space (air quality and environmental pollutants); and (3) Pollutant Pathways/Environs. Both field measurements and laboratory samples were taken to confirm conditions at the time of our inspection. This survey provided a thorough review of the building components, mechanical systems and maintenance and their measured impact on the indoor environmental quality. The facility was found to be under very good maintenance with air handlers performing well, in good mechanical condition and providing good hygiene conditions.

Onsite Shredding. The next onsite shredding at Headquarters is scheduled for Friday, October 10. To keep the process moving while the vendor is here, we are again requesting that records be removed from notebook binders, large binder clips or paper clips and be placed in a copying box marked "Shred." Please provide Records Management a list of all documents/records being destroyed.

Feds Feed Families. The 2014 Feds Feed Families summer food drive is well underway! The first pickup occurred on July 31 with the Mint's contribution thus far topping the scales at over 5,000 pounds of food donated or 27.3% of our goal of 18,207 pounds. The Mint's goal is to contribute 6 pounds or more of food and non-perishable items per employee by August 28. Look for the marked donation boxes around your building or facility to drop off your donation. Your support is vital and greatly appreciated to help meet the federal government's overall nationwide goal of gathering more than 2 million pounds of food for families in need this summer! If you have any questions, please contact Phillis Anderson at 202-354-7595.

September Hispanic Heritage Month Observance. Each year National Hispanic Heritage Month is observed from September 15 to October 15. The observation started in 1968 as Hispanic Heritage Week under President Lyndon Johnson and was expanded by President Ronald Reagan in 1988 to cover a 30-day period. This year the Mint will observe Hispanic Heritage Month on Wednesday, September 17, at 10:00am EST. The observance program will be broadcast via VTC to all field locations. Stay tuned for additional program details.

Mint Roundup – September 2014

Mint Employees:

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We hope you find the information informative.

Tom Jurkowsky

Director, Corporate Communications

Mint-wide Pre-Retirement Planning Seminar. The Workforce Solutions Department is hosting a two-day Mint-wide Pre-Retirement Planning Seminar on September 22-23. This seminar is for FERS, CSRS and CSRS-Offset employees eligible to retire within five years. All Mint field sites will participate in this seminar via video teleconference (VTC). Eligible employees who wish to attend the seminar must obtain prior supervisory approval. First priority given to those who are within five years of eligibility but who did not attend the retirement seminar presented in January of this year. Questions regarding this seminar may be directed to Barbara.Fleming@usmint.treas.gov or Carolyn.Swann@usmint.treas.gov.

Kennedy Half-Dollar Anniversary Coins. The extremely popular 50th Anniversary Kennedy Half-Dollar Gold Proof Coin went on sale August 5, the first day of the American Numismatic Association's (ANA's) annual World's Fair of Money convention near Chicago. Featuring a proof finish and minted at West Point, it's the Mint's first-ever gold half-dollar and contains three-quarters of a troy ounce of pure, 24-karat gold. Sales as of September 8th were 63,820 units, with gross revenue generated of \$73,584,827.50. The Mint sold a limited number of gold coins at the ANA convention and at the headquarters, Philadelphia and Denver retail locations during the first two days of sales, with the Sales and Marketing retail team doing an outstanding job handling the long lines of exuberant customers at each venue. The 50th Anniversary Kennedy Half-Dollar Silver Coin Collection will be released this fall. It will include four Kennedy half-dollars in 90 percent silver with proof, reverse proof, uncirculated and enhanced uncirculated finishes.

Case Management System (CMS). The Information Technology Department is on the cusp of another big innovation using cloud services. ITD and Protection are implementing the Case Management System (CMS) for Protection's Personnel Security Office. The CMS application will allow for the Personnel Security Team (PST) to conduct background investigations electronically with the Office of Personnel Management (OPM). The Mint will accomplish its goal in meeting government regulations such as the Government Paperwork Elimination Act (GPEA) by reducing the amount of paper used during the

clearance process and archiving electronic records. The system's capabilities will also benefit the Mint by tracking case files of onboarding Mint employees and consultants. This will create an even more efficient, well-organized and secured process for new hires by minimizing the time it takes for them to start working on their assigned duties. CMS is scheduled to deploy by the end of this summer.

Procurement Metrics. Thanks to all of Contracting Officer Representatives and contracting personnel for their continued commitment towards achieving the Treasury procurement goals. In particular, we really need your help in meeting the Contractor Performance Assessment Reporting System (CPARS) procurement metric by the end of FY 2014. We are almost there but need one last push to get these assessments through the system by September 30.

Migration to New Travel System – Concur. The Mint is now two full months into utilization of the new e-travel system Concur. The migration was an enormous undertaking and so far the transition to the new system has been very successful. There have been some minor technical issues, but the contract transition team has quickly documented and resolved or is working to resolve any issues. We would like to thank everyone who assisted with this migration for all their hard work! If you have any questions on the new e-travel system, please contact our travel manager, Mary Delikahya at Mary.Delikahya@usmint.treas.gov.

Shredding—Headquarters. Please remember that the next onsite shredding for Headquarters is scheduled for Friday, October 10. Again, to keep the process moving while the vendor is here, we request that records be removed from notebook binders, large binder clips and paperclips. Place your documents in a copying box marked "SHRED." Everyone please remember that you need to provide Records Management a list of all documents/records being destroyed.

Hispanic Heritage Month Observance. Each year Americans observe National Hispanic Heritage Month from September 15 to October 15 by celebrating the histories, cultures and contributions of American citizens whose ancestors came from Spain, Mexico, the Caribbean and Central and South America. The Mint's Hispanic Heritage Month program will take place on Thursday, September 18 at 10:00 am EST. Additional details to follow soon.

Mint Roundup – October 2014

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Director, Corporate Communications

OMS II. Our new Order Management System went live at 12:01 am on 1 October. The new online catalog represents two years of work to replace an aging and antiquated system. In short, the Mint has improved our eCommerce capabilities and enhanced the experiences of our customers by upgrading the important components of our online portal. Some of the key features include fulfillment delivery time options for customers and increased communication with citizens through email and chat. New features include more bandwidth for faster speed; additional shipping options; enhanced card verification technology; and a more visually appealing and user-friendly site.

Additional features and benefits include:

- Enhanced search and track order functionality
- Eliminates “waiting room” because of increased bandwidth on high web traffic volume days
- Streamlined product page
- Redesigned checkout page including one-page checkout
- Live chat with customer service function
- Additional shipping options: budget, standard, expedited and next day

Bringing this new system online was an incredible achievement—and was done on budget and delivered on time. The technology piece is state of the art and provides our team with the same tools used by the biggest names in American retail. In the first week, we have processed over 7000 orders and generated \$2.5 million in revenue. Warehouse shipping times are as quick as same day for expedited orders

compared to three to four days previously. There are some initial issues with the time a customer has to wait on the phone before actually talking with a customer service representative, but we are working through that with the contractor.

Congratulations are in order to a countless number of individuals for their hard work, commitment, dedication and professionalism. Suffice it to say that this was a team effort—and an effort that every member of the Mint family can take pride in.

New usmint.gov Home Page. The Mint's home page has a refreshed look and new content. With the launch of the new catalog website on October 1, the Mint also launched a home page with a new design, structure and content to provide customers with more information about the bureau and its activities. It features more information about upcoming products, including product photos. It will also highlight more non-product information, including facts about circulating coins, events, videos, kids' content, lesson plans for teachers, background about the Mint and its people, new collector tips and much more! Check it out.

Numismatic Sales Increase. Fiscal year (FY) 2014 numismatic sales increased by 217,000 units, or four percent over FY13, to a total of 5.726 million units. The increase was the result of strong sales from the popular Baseball Hall of Fame Commemorative Coin Program and the Kennedy half-dollar 50th anniversary clad set and gold coins. Revenue continues at very high levels, finishing FY14 at \$504 million.

International Technical Conference. In September members of the Manufacturing Department participated in a technical conference in Finland with other mint representatives from around the world. Collaboration on common technical issues ranging from coin design to production and process issues are addressed by teams from the Mint Directors Conference (MDC) members. The results and findings from this technical conference are presented at the bi-annual MDC meeting attended by delegates from the 37 member mints that make up the MDC. The next MDC bi-annual conference will be held in May 2016.

FY15 Procurement Strategy. To enable better procurement action planning, the FY15 procurement strategy meetings will include a representative from the Budget Branch. Having a budget representative will allow each department to discuss procurement plans in conjunction with their FY15 budget early in

the year. This will greatly improve timing of procurement actions and allow problems to be worked out early in the process to relieve the 4th quarter crash of last minute actions.

National Disability Employment Awareness Month. October is National Disability Employment Awareness Month, a nationwide campaign that raises awareness about disability employment issues and celebrates/recognizes the many contributions of America's workers with disabilities. This year's theme is "Expect. Employ. Empower." The Mint will observe National Disability Employment Awareness Month with a program observance on Tuesday, October 21, at 1 pm EST. The program will be held in Conference Room A at HQ and will be broadcast via VTC to all field locations. Our keynote speaker will be Kathleen Martinez, Assistant Secretary of Labor for Disability Employment Policy.

