Description of document: List of Overseas Private Investment Corporation (OPIC) Internal Handbooks, 2014*

Request date: 17-March-2014

Released date: 11-April-2014

Posted date: 17-November-2014

* Note: Records are undated. 2014 is from internal references.

Source of document: Freedom of Information Act Request
FOIA Director (LA)
Overseas Private Investment Corporation
1100 New York Avenue, NW
Washington, DC 20527
Email: foia@opic.gov

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This letter is in response to the receipt of your request dated March 17, 2014 and received on April 4, 2014. Your request has been assigned FOIA Number 2014-00025. Please reference this number in all correspondence concerning your request. You have asked for the following information:

- A copy of the listing of OPIC internal handbooks.

OPIC does not have an official list of internal handbooks but two centralized lists of handbooks were located by the FOIA Office and are attached in full.

As the fees for this request are less than $25.00, no payment is required.

If you are dissatisfied with this response, you may appeal to OPIC's Deputy General Counsel within twenty days of your receipt of this letter by addressing such appeal to:

Deputy General Counsel
Overseas Private Investment Corporation
1100 New York Avenue, N.W. - 12th Floor
Washington DC, 20527

Both the letter and the envelope should be marked "FREEDOM OF INFORMATION ACT APPEAL." In the event that you are not satisfied with the results of any such appeal, judicial review is available to you in the United States District Court.
for the judicial district in which you reside or maintain your principal place of business, or in the District of Columbia.

If you have any questions, I may be contacted by phone at 202.408.6297 or by e-mail at Nichole.Cadiente@opic.gov. Please reference your request’s FOIA number when contacting me.

Sincerely,

Nichole Cadiente
Administrative Counsel
Overseas Private Investment Corporation
1100 New York Avenue, N.W.
Washington, D.C. 20527
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<thead>
<tr>
<th>Category</th>
<th>Policy/Handbook</th>
<th>Date</th>
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<tbody>
<tr>
<td>OPIC Bring Your Own Device Policy</td>
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<td>INFORMATION SECURITY</td>
<td>OPIC Information System Security Policy</td>
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<td>OPIC Privileged User Rules of Behavior</td>
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<td>Telecommunications Handbook</td>
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<td>Purchase Card Guide 04-2013</td>
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<td>OPIC On-Boarding Policy 2014</td>
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<td>Travel Handbook September 2013</td>
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<td>SENIOR LEVEL APPOINTMENTS</td>
<td>OPIC Senior Level Performance Handbook</td>
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<td>CREDIT HOURS</td>
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Handbooks

Awards Program Handbook
Outlines policies, responsibilities and procedures relating to employee recognition and incentives.

Bring Your Own Device (BYOD) Policy
Defines policies with BYOD on usage and restrictions and includes the user agreement required in order to allow employees to use their personal mobile device to connect to OPIC networks.

Credit Hour Handbook
Describes OPIC's Credit Hour Program procedures and guidelines, and incorporates OPIC policy for earning and using credit hours.

Discipline and Adverse Actions Handbook
Guidance regarding disciplinary and adverse actions.

Employee Handbook
Covers all facets of employment at OPIC including pay, attendance, leave, performance, benefits, training and development, employment policies and conditions, safety, security and more.

Employment Handbook
Describes the policies and procedures of the OPIC Employment Program as prescribed by Employment Directive 04-06.

Equal Employment Opportunity Handbook
Describes OPIC's Equal Employment Opportunity (EEO) Program.

Leave Handbook
Outlines policies, responsibilities and procedures relating to the absence and leave of employees.

OCS Work Schedules Handbook
This Handbook constitutes OPIC's OCS Work Schedule procedures and guidelines, and incorporates OPIC's policies and procedures for administering the MacNow Program.

OPIC Senior Level Performance Handbook
Performance Management Handbook
Outlines policies, responsibilities and procedures relating to performance planning, review and appraisal for employees.

Procurement Handbook
Describes the process that OPIC staff should follow when seeking to procure goods or services on behalf of OPIC.

Program Handbook
Describes OPIC's mission, services and programs.

Purchase Card Program Handbook
Provides complete information about the purchase card program.

Safety and Security Manual
Outlines safety and security policies, emergency and evacuation procedures and various other safety and security related topics.

Security Handbook
This Handbook constitutes OPIC's Security Program procedures and guidelines. Outlines OPIC policy for protecting classified information, discusses security disciplines and describes the physical security of OPIC's premises.

Telecommunications Handbook
Outlines OPIC's telecommunications policies, personal use policies, rules of behavior, how to obtain OPIC cell phones, IMEs and international calling cards.

Telecommunications Handbook
Outlines OPIC's Telecommuting Program ("work@home") procedures and guidelines, and outlines OPIC policy for telecommuting.

Travel Handbook
Provides a ready reference to the basic travel provisions of the Federal Travel Regulation and OPIC's policies and procedures regarding official travel.