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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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Overseas Private Investment Corporation
1100 New York Avenue, N.W., Washington, D.C. 20527
PHONE: (202) 336-8400 FAX: (202) 408-0297

April 11, 2014

SENT VIA E-MAIL

RE: Acknowledgement for FOIA 2014-00025

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,

A handwritten signature in blue ink, appearing to read "Nichole Cadiente", with a long horizontal flourish extending to the right.

Nichole Cadiente
Administrative Counsel
Overseas Private Investment Corporation
1100 New York Avenue, N.W.
Washington, D.C. 20527

DEPARTMENT OF MANAGEMENT & ADMINISTRATION (DMA)		
	OPIC Bring Your Own Device Policy	10/26/2012
INFORMATION SECURITY		
	OPIC Information System Security Policy	4/30/2013
	OPIC Privileged User Rules of Behavior	4/30/2013
	OPIC User Rules of Behavior	4/30/2013
PERSONAL PROPERTY		
	Telecommunications Handbook	9/1/2004
PROCUREMENT		
	Procurement Handbook 04-2013	4/30/2013
	Purchase Card Guide 04-2013	4/30/2013
SECURITY		
	Security Handbook 2010-06-18	6/12/2010
	OPIC On-Boarding Policy 2014	2/11/2014
	Security Administrative Order	3/11/2014
TRAVEL		
	Travel Handbook September 2013	9/1/2013
PERSONALLY IDENTIFIABLE INFORMATION SECURITY		
	Privacy Policy	4/25/2013
EMPLOYMENT		
	Employment Handbook	2/26/2008
DISCIPLINE & ADVERSE ACTION		
	Discipline and Adverse Actions Handbook (Non Bargaining Unit Employees)	2/26/2008
	Disciplinary & Adverse Actions (Bargaining Unit Employees)	4/12/1994
SENIOR LEVEL APPOINTMENTS		
	OPIC Senior Level Performance Handbook	11/1/2011
TELECOMMUTING		
		10/16/2008
CREDIT HOURS		
	Credit Hours Handbook	9/27/2009
LEAVE		
	Leave Administration Handbook	10/16/2008
PERFORMANCE MANAGEMENT		
	Performance Management Handbook	10/16/2008
MAXIFLEX WORK SCHEDULE		
	Maxiflex Program Handbook	9/27/2009
EEO		
	EEO Handbook 11-2-2012	11/2/2012

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 06-08.

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.

Maxiflex Work Schedule Handbook

This Handbook constitutes OPIC's Maxiflex Work Schedule procedures and guidelines, and incorporates OPIC's policies and procedures for administering the Maxiflex 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

Describes safety and security policies, emergency and evacuation procedures and various other safety and security related issues.

Security Handbook

This Handbook constitutes OPIC's Security Program procedures and guidelines, outlines OPIC policy for protecting classified information, discusses security clearances, 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, PDAs and international calling cards.

Telecommuting 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.