



# governmentattic.org

*"Rummaging in the government's attic"*

Description of document: List of Export-Import Bank of the United States (EX-IM) Handbooks and Manuals published on the employee-only Ex-Im Bank Intranet website, 2016

Requested date: 17-February-2016

Released date: 29-March-2016

Posted date: 22-August-2016

Source of document: FOIA Request  
Export-Import Bank of the United States  
Freedom of Information and Privacy Office  
811 Vermont Ave., NW  
Washington, D.C. 20571  
Fax: (202) 565-3294  
E-Mail: [foia@exim.gov](mailto:foia@exim.gov)  
[Online Freedom of Information Act Request Form](#)

The governmentattic.org web site ("the site") is noncommercial and free to the public. The site and materials made available on the site, such as this file, are for reference only. The governmentattic.org web site and its principals have made every effort to make this information as complete and as accurate as possible, however, there may be mistakes and omissions, both typographical and in content. The governmentattic.org web site and its principals shall have neither liability nor responsibility to any person or entity with respect to any loss or damage caused, or alleged to have been caused, directly or indirectly, by the information provided on the governmentattic.org web site or in this file. The public records published on the site were obtained from government agencies using proper legal channels. Each document is identified as to the source. Any concerns about the contents of the site should be directed to the agency originating the document in question. GovernmentAttic.org is not responsible for the contents of documents published on the website.



EXPORT-IMPORT BANK  
OF THE UNITED STATES

---

March 29, 2016

**Via Electronic Mail**

**Re: FOIA Request # 201600022F**

This is the final response to your Freedom of Information Act (FOIA) request to the Export-Import Bank of the United States (Ex-Im Bank). We received your request in our FOIA Office via E-mail on February 17, 2016. You requested a copy of the "listing(s) of Ex-Im Bank Handbooks and Manuals that is possibly published on the employee-only Ex-Im Bank Intranet website."

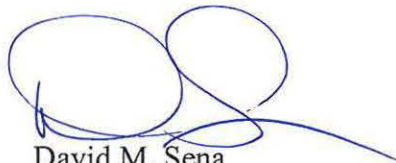
We conducted a comprehensive search of the files within the Office of the Senior Vice President Export Finance Transportation Division and The Office of the Chief Financial Officer, Division of the Deputy Chief Financial Officer, FOIA Section for records that would be responsive to your request. These are the component(s) within Ex-Im Bank in which responsive records could reasonably be expected to be found. The search produced the attached records. After carefully reviewing the responsive documents, we have determined they are releasable in their entirety; no exemptions have been claimed. However, the documents contain information that is not responsive to your request, which has been redacted and notated as "NR" ("Not Responsive"). For your convenience, we are attaching the documents to this message as a PDF file.

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

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

If you have any questions about this request, please contact Ms. Lennell Jackson at (202) 565-3290 or by E-Mail at [Lennell.Jackson@exim.gov](mailto:Lennell.Jackson@exim.gov).

Sincerely,

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke extending to the right.

David M. Sena  
Chief FOIA Officer

Attachment: Responsive Documents (1 PDF file)

# Not Responsive

## Manuals & Webcasts

### Manuals

- [Application Processing System \(APS\) Glossary](#)
- [APS Participant Screen Instructions](#)
- [Board Effect Demo](#)
- [CATS User Guide](#)
- [Country Limitation Schedule \(CLS\) - Current & Historical Reference](#)
- [Credit Underwriting Manual](#)
- [ERS Report Users Training Guide](#)
- [Ex-Im Online Manuals](#)
- [FOIA Office Brochure - Protect Sensitive Information](#)
- [FoiaXpress Quick Guide](#)
- [FAS-t Travel Training Slides](#)
- [Forms Automation System Reference Guide](#)
- [Guarantee Program: Technical Handbook](#)
- [Loan, Guarantee and Insurance Manual](#)
- [Master Guarantee List \(MGAs\)](#)
- [Policy Handbook](#)
- [Working Capital Guarantee Program Manual](#)

### Webcasts



EXIM BANK OF THE UNITED STATES  
 Washington, D.C. Office  
 811 Vermont Ave., NW  
 Washington, DC 20571  
 800 565.3946  
 202 565.3946  
 202 565.3380  
 FAX 202.565.3377  
 TDD Telex: 197681 EXIM UT



SECURITY & EMERGENCY  
 Front Guard Desk: 202-565-3858 (24 hours)  
 Employee Hotline: 202-565-3860  
 IT Security: 202-565-3990  
[exim.security@exim.gov](mailto:exim.security@exim.gov)  
[Preparedness Links](#)

REPORT WASTE,  
 FRAUD & ABUSE  
 Office of the



Inspector General (OIG)

Phone: 888.OIG.EXIM  
(888.644.3946)

E-mail: [IGhotline@exim.gov](mailto:IGhotline@exim.gov)

**CONTACT WEB TEAM**

E-mail: [webteam@exim.gov](mailto:webteam@exim.gov)

**CONTACT HELP DESK**

Room 964

Phone: 202.565.3990

E-mail: [helpdesk@exim.gov](mailto:helpdesk@exim.gov)