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Circulars and Directives, 2016

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Legal Division
FOIA/PA Group
550 17th Street, NW
Washington, D.C. 20429
Fax: 703-562-2797
[FDIC's Electronic Request Form](#)

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Federal Deposit Insurance Corporation

550 17th Street, NW, Washington, DC 20429-9990

Legal Division

January 26, 2017

In re: FDIC FOIA Log Number 17-0008

This is in response to your September 19, 2016 Freedom of Information Act (FOIA) request for a copy of the listing of FDIC Circulars and Directives.

We are granting your request, in part. I have enclosed a copy of the record that is being disclosed to you which consists of 13 pages.

The information withheld is exempt from disclosure under FOIA Exemption 8, 5 U.S.C. §§552(b)(8). Exemption 8 permits the withholding of information contained in, or related to, the examination, operating, or condition reports prepared by, on behalf of, or for the use of the FDIC in its regulation or supervision of financial institutions.

You may contact me by telephone: 703-562-2274 or email: acolgrove@fdic.gov or our FOIA Public Liaison, Acting FDIC Ombudsman Gordon Talbot, by email at GTalbot@fdic.gov or telephone at 703-562-6046, for any further assistance and to discuss any aspect of your request. Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001, email at ogis@nara.gov; telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769.

If you are not satisfied with the response to this request, you may administratively appeal by writing to the FDIC's General Counsel. Your appeal must be postmarked or electronically transmitted within 90 days of the date of the response to your request. Your appeal should be addressed to the FOIA/PA Group, Legal Division, FDIC, 550 17th Street, NW, Washington, D.C. 20429. Please refer to the log number and include any additional information that you would like the General Counsel to consider.

Sincerely,

Alisa Colgrove
Government Information Specialist
FOIA/Privacy Act Group

1000 - ADMINISTRATION AND MANAGEMENT

- 1010.1 Employee Requests to Attend External Conferences
- 1010.2 Conference, Meeting, and Symposium Planning Policies, Procedures, and Approval Requirements for Using Corporate Funds for These Activities
- 1023.1 Procedures for Processing Freedom of Information Act Requests
- 1031.1 Administration of the Privacy Act

1100 - ORGANIZATION, PLANNING & CONTROL

- 1100.1 Approval Process for Reorganization Proposals
- 1130.1 Fundraising Activities in the Workplace
- 1151.1 Delegations of Authority - Signature Verification for Non-Procurement Related Expenses
- 1151.2 FDIC Headquarters Delegations of Authority
- 1170.1 FDIC Model Risk Management Policy

1200 - MANAGEMENT PROGRAMS & TECHNIQUES

- 1210.1 FDIC Records and Information Management Policy Manual
- 1211.1 FDIC Correspondence Manual
- 1211.2 Congressional Contacts & Correspondence
- 1212.1 FDIC Directive System
- 1213.1 FDIC Forms Management Program
- 1220.1 FDIC Distribution Program

1300 - INFORMATION RESOURCES MANAGEMENT

- 1300.4 Acceptable Use Policy for Information Technology Resources
- 1300.7 Information Technology Development Policy
- 1301.3 Enterprise Data Management Program
- 1303.1 FDIC Enterprise Architecture Program
- 1310.3 Information Technology Security Risk Management Program
- 1311.1 Tracking Activity on FDIC External Web Sites
- 1320.4 FDIC Software Configuration Management Policy
- 1330.2 Requesting Commercially Available On-line Information Services

- 1350.2 Mainframe Data Set Naming Standards
- 1360.1 Automated Information Systems (AIS) Security Program
- 1360.2 FDIC Computer Virus Protection Program
- 1360.8 Information Security Categorization
- 1360.9 Protecting Sensitive Information
- 1360.10 Corporate Password Standards
- 1360.12 Reporting Computer Security Incidents
- 1360.13 Information Technology Contingency Planning
- 1360.15 Access Control for Information Technology Resources
- 1360.16 Mandatory Information Security Awareness Training
- 1360.17 Information Technology Security Guidance for FDIC Procurements/Third Party Products
- 1360.19 Privacy Impact Assessment Requirements
- 1360.20, FDIC Privacy Program
- 1370.4 Publishing FDIC Information Via the Internet and FDICnet
- 1370.5 Section 515 Requests for Information Correction
- 1370.6 Communicating on Social Media Sites
- 1380.1 Assignment of FDIC Information Technology Hardware Assets
- 1380.2 FDIC Information Technology (IT) Asset Life Cycle Program
- 1380.3 Safeguarding FDIC Information Technology (IT) Hardware
- 1380.4 FDIC's Policy on the Use of Personal Digital Assistants (PDAs)
- 1380.6 Managing SharePoint Collaboration Sites

1400 - LEGISLATIVE AFFAIR, PUBLIC INFORMATION AND COMMUNITY RELATIONS

- 1420.1 Media Contacts
- 1431.1 Preparing and Issuing Financial Institution Letters

1500 - EMERGENCY PREPAREDNESS AND PROTECTION

- 1500.5 FDIC Emergency Preparedness Program

1600 - SECURITY

- 1600.1 Possession of Firearms and Dangerous Weapons in FDIC Facilities
- 1600.2 FDIC Security in the Workplace Program

1600.3 National Security Program

FDIC Insider Threat and Counterintelligence Program

1610.1 FDIC Physical Security Program

1610.2 Personnel Security Policy and Procedures for FDIC Contractors

Interim Policy Memorandum: Security Processing of Contractor Personnel Transfers and Reactivations

1700 - OCCUPATIONAL SAFETY AND HEALTH

1700.1 Revised FDIC Smoking Policy

1700.2 Health, Safety, and Environmental Policy Manual

2000 - PERSONNEL ADMINISTRATION

2000.3, FDIC Corporate-wide Business Casual Dress Policy

2100 - RECRUITMENT, ASSIGNMENT, AND SEPARATION

2100.2 Restrictions on Employment of Relatives

2100.4 Corporate Reduction In Force Policy

2100.4 CH-3 Corporate Reduction In Force Policy

2110.2 Merit Promotion Plan

2110.2 CH-1 Merit Promotion Plan

2112.1 Student Educational Employment Program

2120.1 Personnel Suitability Program

2120.4 Designation of Field Personnel Authorized to Administer the Oath of Office to New Appointees

2120.5 Minimum Standards for Employment with the Federal Deposit Insurance Corporation ("Corporation") as Mandated by the

2121.1 FDIC Telework Program

2130.1 Noncompetitive Details Within the FDIC

2130.2 Probationary Period for New Supervisors and Managers

2130.3 Probationary or Trial Period for New Employees

2140.1 FDIC Grievance Procedures

2150.1 Pre-Exit Clearance Procedures for FDIC Employees

2200 - POSITION CLASSIFICATION, PAY & JOB EVALUATION

2200.1, Management and Executive Compensation, Incentive, Benefits, and Performance Management Programs

2200.2, Compensation, Incentive, Benefits, and Performance Management Programs for Corporate Experts (CX)

2210.1, FDIC Position Management and Classification Program

2220.1 FDIC Pay Administration Program

2220.2 State Tax Withholdings

2220.6 Waiver of Claims for Overpayment of Pay and Repayment of Debt Policy

2300 - ATTENDANCE AND LEAVE

- 2300.3 Corporate Leave Policy
- 2300.5 Time and Attendance Reporting
- 2310.1 FDIC Alternative Work Schedule Program and Hours and Tours of Duty
- 2310.4 FDIC Part-time Employment Program

2400 - EMPLOYEE CONDUCT, PERFORMANCE AND UTILIZATION

- 2400.1 Hatch Act Reform
- 2400.1 CH-1 Hatch Act Reform
- 2400.2 Whistleblower Protection Rights
- 2410.2 Required Public and Confidential Financial Disclosure Reports and Other Related Employee Ethics Forms
- 2410.3 Acceptance of Travel Expenses from Prospective Employers
- 2410.6 Standards of Ethical Conduct for Employees of the Federal Deposit Insurance Corporation (FDIC)
- 2410.7 Acceptance of Free Attendance at Widely Attended Gatherings and Other Events
- 2410.8 Guidelines for Co-Sponsoring Events with Public and Private Organizations
- 2410.10 Ethics Issues Involving Contractors in the FDIC Workplace
- 2420.1 FDIC Rewards and Recognition Program
- 2430.1 Performance Management Program (PMP)

2500 - TRAVEL AND TRANSPORTATION

- 2500.3 FDIC-Sponsored Government Travel Card Program
- 2500.8 Benefit or Compensation Received in the Course of Official Travel
- 2510.4 FDIC General Travel Regulations (GTR) Regular Duty Travel, Volume I
- 2510.5 FDIC General Travel Regulations (GTR), Relocation Travel, Volume II
- 2510.5 CH-1 FDIC General Travel Regulations (GTR), Relocation Travel, Volume II
- 2521.1 Procedures for Making Lodging Reservations in the Washington, D.C. Metropolitan Area

2600 - EMPLOYEE DEVELOPMENT

- 2600.1 FDIC Learning and Professional Development Policy
- 2600.3 New Employee Orientation Program Policy
- 2600.6 Academic Integrity
- 2610.1 Academic Freedom and Non-attribution in the Classroom
- 2610.2 Testing Policy
- 2610.3 Corporate Employee Program

2654.1 Guidelines Addressing Lodging for FDIC Students Attending the Graduate Schools of Banking

2660.2 Guidelines Addressing Participation in Professional Associations

2660.3 FDIC Professional Dues Reimbursement Program

2700 - EMPLOYEE RELATIONS

2710.1 Equal Opportunity Policy

2710.2 EEOC Discrimination Complaint Procedures

2710.3 Anti-Harassment Program

2710.4 FDIC Discrimination Complaint Procedures

2710.5 Procedures for Providing Reasonable Accommodation to Individuals with Disabilities

2710.7 Collection and Maintenance of EEO Statistics

2710.8 Chairman's Diversity Advisory Council (CDAC)

2710.10 Employee Resource Group (ERG) Program

2710.12 Non-Discrimination in FDIC Conducted Education and Training Programs and Outreach Activities

2710.13 Volunteer Community Service Policy

2710.14 Corporate Outreach Program

2710.15 Accessibility to FDIC Programs and Activities

2711.1 Electronic and Information Technology (EIT) Accessibility Pursuant to Section 508 of the Rehabilitation Act

2750.1 Disciplinary and Adverse Actions

2800 - EMPLOYEE BENEFITS, SERVICES, AND PERSONAL MATTERS

2800.1 Expressions of Sympathy and Acknowledgment of Personal Events

2800.5 FDIC's Career Transition Assistance Plan and Career Transition and Outplacement Program

2810.1 Federal Deposit Insurance Corporation (FDIC) Workers' Compensation Program

2820.2 Membership in the Fitness Centers

2821.1 FDIC Employee Assistance Program (EAP)

3000 - FACILITIES AND SERVICES

3010.1 FDIC Executive Dining Room Usage

3010.2 Space Utilization Policy

3020.2 Ordering Videos, Books and Periodical/Newspaper Subscriptions in Print and/or Non-print Format

3100 - COMMUNICATIONS

3100.2 Guidelines for the Use of Voice Telecommunications Services

3100.3 FDIC Central Call Center

3100.4 Wireless Telephone and Pager Assignments, Usage, Safeguards, and Asset Management

3110.1 FDIC Standards, Policies and Procedures for Telephone Services

3110.1, CH-1 FDIC Standards, Policies and Procedures for Telephone Services

3120.1 Guidelines for the Distribution, Management and Usage of Facsimile Machines and Services

3130.2 Outgoing Certified Mail Procedures

3130.4 FDIC Mail Pouch System

3130.5 Express Mail Services

3130.6 FDIC Courier Services

3130.10 Use of Business Reply Mail

3130.11 Official Mail

3130.12 Procedures for Addressing FDIC Mail

3200 - AUTOMATED OFFICE SYSTEMS

3200.1 Disposition of Corporation-Owned Property

3300 - PRINTING, DUPLICATING, AND REPRODUCTION

3300.3 FDIC Business Cards Procurement

3300.4 FDIC Graphic Design and Printing Services

3400 - SPECIAL SERVICES

3400.1 Request for Catering Services for Official Business Meetings, Conferences and, Functions

- 3400.3 FDIC Recycling Program
- 3410.3 FDIC Headquarters Parking Program
- 3420.1 Official Use of FDIC Vehicles
- 3440.1 The Federal Deposit Insurance Corporation (FDIC) Transit Subsidy Program

3500 - BUILDING AND GROUNDS

- 3540.1 FDIC Leasing Policy Manual
- 3540.2 Lessor Fitness and Integrity Policy

3600 - OFFICE SUPPLIES

- 3600.1 FDIC Office Supply Program

3700 - PROCUREMENT/CONTRACTS

- 3700.16 FDIC Acquisition Policy Manual (APM)
Acquisition Procedures, Guidance and Information (PGI)
- 3710.1 Contractor Conflicts of Interest Regulations
- 3710.2 Suspension and Exclusion of Contractors and Termination of Contracts Regulations

3800 - MEMORANDA OF UNDERSTANDING AND INTERAGENCY AGREEMENTS

- 3800.10 Memoranda of Understanding and Interagency Agreements

4000 - FINANCIAL MANAGEMENT

4000.1 Federal Deposit Insurance Corporation (FDIC) Exemption from Sales Tax for Corporate Purchases

4000.2 Cost Management Program (CMP)

4010.3 FDIC Enterprise Risk Management Program

4100 - PLANNING - PROGRAMMING - BUDGET, GENERAL

4100.4 Corporate Planning and Budget Process

4200 - FUNDS AND FUNDING

4200.2 Procedures for Processing Cash, Check and Wire Transfer Remittances Due FDIC in its Receivership Capacity (Including Subsidiaries)

4300 - ACCOUNTING

4360.1 Employer Identification Numbers (EINs) Used on Corporate and Receivership Tax and Information Returns

4600 - INSURANCE, GENERAL CORPORATION

4600.1 FDIC Corporate Insurance Program

4700 - ASSESSMENTS ON BANKS

4700.1 Risk-Related Premium System

5000 - LAW AND LEGAL MATTERS

5000.1 Procedures for Indemnification and Requests for Representation

5000.3 Dispute Resolution Among Institutions Controlled by the FDIC

5000.4 Procedures for the Dallas Regional Office Division of Resolutions and Receiverships Litigation Review Committee (LRC)

5300 - REGULATIONS

5310.1 Binding Arbitration

5400 - TAX MATTERS

5400.1 Reporting for Discharge of Indebtedness (IRS) Forms 1099)

5500 - OPEN FINANCIAL INSTITUTION LITIGATION

5500.5 Corporate-wide Legal Hold Policy and Implementation

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6200 - APPLICATIONS

[Redacted]

6300 - SUPERVISION, SAFETY AND SOUNDNESS

[Redacted]

6400 - SUPERVISION, COMPLIANCE

[Redacted]

6496.1 Adopt-a-School Pilot Program

6600 - EXAMINATIONS - ADMINISTRATION AND METHODOLOGY

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7000 - GENERAL - RESOLUTIONS AND RECEIVERSHIPS

7000.1 DSC/DRR Information Sharing

12000 - INSPECTOR GENERAL

12000.1 Cooperation with Office of Inspector General