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Description of document: U.S. Access Board - U.S. Architectural and Transportation Barriers Compliance Board Administrative Communication System Index, 2013

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Source of document: FOIA Officer,  
U.S. Access Board  
1331 F Street NW, Suite 1000  
Washington, DC 20004  
Fax: 202-272-0081  
Email: [foia@access-board.gov](mailto:foia@access-board.gov)

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## UNITED STATES ACCESS BOARD

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### BY ELECTRONIC MAIL

September 12, 2017

*Re: FOIA Request for listings of Access Board Directives, Issuances, SOPs, and Handbooks (FOIA #2017-17)*

This letter responds to your email (dated August 15, 2017) to the U.S. Access Board (Access Board) under the Freedom of Information Act (FOIA) that requests copies of the listing of Access Board Directives, Administrative Issuances, Standard Operating Procedures, and Handbooks and Manuals.

Please find attached a copy of the table of contents for our Administrative Communication System. Additionally, the Access Board website contains a list of policies which are available online. Please see <https://www.access-board.gov/the-board/policies>. We have no other documents responsive to your request.

Please let me know if you have any questions regarding this response to your FOIA request. You may contact me at [marshall@access-board.gov](mailto:marshall@access-board.gov) or (202) 272-0043 if you require further assistance or wish to discuss any aspect of your request.

If you are not satisfied with the Access Board's response to your FOIA request, you may file an administrative appeal. Your appeal must be in writing and postmarked or electronically transmitted within 90 days of the date of this letter. Appeals may be submitted by email to [foia@access-board.gov](mailto:foia@access-board.gov) or sent to the following mailing address: Chief FOIA Officer, Office of the General Counsel, U.S. Access Board, 1331 F Street, NW, Suite 1000, Washington DC 20004.

Additionally, you may wish to contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. OGIS may be contacted by mail (Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001), email ([ogis@nara.gov](mailto:ogis@nara.gov)), or telephone ((202) 741-5770 and (877) 684-6448).

Sincerely,

A handwritten signature in black ink, appearing to read "Wendy Marshall", with a long horizontal flourish extending to the right.

Wendy Marshall  
FOIA Public Liaison/Attorney Advisor  
U.S. Access Board

# U.S. ARCHITECTURAL AND TRANSPORTATION BARRIERS COMPLIANCE BOARD

## ADMINISTRATIVE COMMUNICATION SYSTEM

### Index

(Revised 9/10/2013)

#### A Directives

- A 92-001 Administrative Communication System
- A 92-002 Access to Meetings and Information for the Public
- A 92-003 Communications with the Public During Rulemaking
- A 92-004 Disqualification from Participation in Rulemaking under Standards of Ethical Conduct
- A 93-001 Financial Disclosure Reports
- A 08-001 Orders of Succession for Key Positions of the U.S. Access Board
- A 10-002 Text Messaging while Driving

#### B Directives

- B 92-001 Extraordinary Work by Public Board Members
- B 92-002 Reasonable Accommodation for Board Members with Disabilities

#### C Directives

- C 92-001 Reserved – Document Clearance Process
- C 92-002 Public Transportation Incentive Program
- C 93-003 Employee Discrimination Complaints
- C 93-004 Sexual Harassment
- C 94-001 Voluntary Leave Transfer Program
- C 11-001 Federal Mass Transit Benefit Program

#### Other Previous Directives (PD)

- Interoffice Interpretive Policy Process (June 29, 1998)
- Proposed Directive on Congressional Correspondence Control System (June 1, 1992)
- Administrative Services Request (ASR) System (November 25, 1991)
- Confidential Statements of Employment and Financial Interests (November 14, 1990)
- ATBCB Office Smoking Policy (April 16, 1990)
- Accessible Board Meetings (December 21, 1998)
- 2011 Smart Benefits Changes (July 21, 2011)