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Description of document: List of Farm Credit Administration (FCA) Agency Policies and Procedures (PPMs), 2017

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Source of document: Freedom of Information Act Officer  
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From: Agans, Autumn  
Sent: Tue, Feb 14, 2017 10:41 am  
Subject: RE: Freedom of Information Act Request

This letter is in response to your Freedom of Information Act, 5 U.S.C. § 552 (FOIA), request to the Farm Credit Administration (FCA or Agency). You have requested a copy of the listing for the library of Agency PPMs on SharePoint.

We have conducted a thorough search of the Agency's records and located 3 pages responsive to your request, which are enclosed in their entirety.

Generally, the FCA may charge fees to cover the full allowable direct cost of searching for and reproducing records responsive to a request for information. 12 C.F.R. § 602.11. However, we have decided to waive fees in this instance because the amount is de minimis.

For your information, Congress excluded three discrete categories of law enforcement and national security records from the requirements of FOIA. See 5 U.C.S. § 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 our requesters and should not be taken as an indication that excluded records do, or do not, exist.

I trust this information fully satisfies your request. If you need further assistance or would like to discuss any aspect of your request, please do not hesitate to contact me at 703.883.4082 or [agansa@fca.gov](mailto:agansa@fca.gov).

FCA's FOIA Public Liaison is also available for assistance at [FOIAPublicLiaison@fca.gov](mailto:FOIAPublicLiaison@fca.gov).

Autumn R. Agans  
FOIA Officer  
Farm Credit Administration  
1501 Farm Credit Drive  
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# Agency Policies and Procedures

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707	Telephone Credit Cards	8/5/2003	OMS	Administration
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600	Funding Approvals	2/25/2010	ORP	Approvals
<b>PPM Category : Audits &amp; Reviews (6)</b>				
1006	Audit Follow-up Policies and Procedures	6/28/2002	OCEO	Audits & Reviews
1007	Evaluation of Internal Control Systems	1/15/2009	OMS	Audits & Reviews
300	Reporting process for Audits, Inspections, and Evaluations	12/14/2016	OIG	Audits & Reviews
301	Reporting and Investigation of Illegal Acts and Abuses	4/21/2016	OIG	Audits & Reviews
302	Use of Non-Federal Auditors	12/14/2016	OIG	Audits & Reviews
303	Charter - Office of Inspector General	12/13/2016	OIG	Audits & Reviews
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702	Charter - Office of the Chief Financial Officer	7/3/2003	OMS	Budget & Financial
703	Standard Coding for the Financial Management System	4/8/2003	OMS	Budget & Financial
708	Travel and Relocation	3/5/2014	OMS	Budget & Financial
855	Interagency Agreements	11/8/2002	OMS	Budget & Financial
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<b>PPM Category : Contracting/Procurement (1)</b>				
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<b>PPM Category : Examination (1)</b>				
503	Examiner Commissioning Program	10/27/2016	OE	Examination
<b>PPM Category : General Agency (15)</b>				
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1002	Agency Policies and Procedures	9/8/2016	OCOO	General Agency
1003	Strategic Planning Process of the Farm Credit Administration	9/29/1997	OMS	General Agency
1004	PPM 1004 Conference Expenditures	10/19/2016	OGC	General Agency
101	Federal Reporting Requirements	6/7/1998	OCEO	General Agency
11	Policy and Procedures on Nominee Travel	11/17/2014	OMS	General Agency
207	Farm Credit System Notifications	3/7/2003	OCPA	General Agency
400	Alternative Means of Dispute Resolution	5/15/2000	OGC	General Agency
401	Reporting Accidents and Making Claims for Damage to or Loss of Personal Property	3/6/2014	OGC	General Agency
711	Government Travel Charge Card	9/29/2014	OMS	General Agency
805	Mail Procedures	8/19/1998	OMS	General Agency
806	Procedures for Acquiring FCA Stock Items	6/30/1998	OMS	General Agency
809	FCA Employees' Council	8/16/2013	OMS	General Agency

Document Number	Name	Date of Publication	Issuing Unit	PPM Category
851	Property Management Program	11/8/2002	OMS	General Agency
859	Fundraising in the Workplace Policy	8/30/2012	OMS	General Agency
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802	Pay Administration	12/2/2014	OMS	Human Resources
803	FCA Merit Promotion Plan and Internal Placement	8/2/2012	OMS	Human Resources
804	Farm Credit Administration Compensation Program	1/17/2014	OMS	Human Resources
810	Equal Employment Opportunity	8/12/2015	EEO	Human Resources
811	Upward Mobility Program	10/9/1990	OMS	Human Resources
814	Request for Personnel Action, Standard Form 52	7/15/1998	OMS	Human Resources
815	Long-Term Rotational Assignments	5/2/2008	OMS	Human Resources
816	Temporary Appointments	5/18/1998	OMS	Human Resources
817	Reduction-in-Force	7/26/2012	OMS	Human Resources
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819	Position Management and Job Evaluation Program	8/2/2012	OMS	Human Resources
820	Flexiplace (Telecommuting)	8/20/2015	OMS	Human Resources
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826	Disciplinary and Adverse Actions	9/30/2014	OMS	Human Resources
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828	Employee Assistance and Wellness	1/31/2003	OMS	Human Resources
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830	Injury Compensation	7/29/1998	OMS	Human Resources
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834	Exit Procedures	3/7/2003	OMS	Human Resources
840	Role and Responsibility of the Contracting Officer's Technical Representative	9/30/2002	OMS	Human Resources
841	Performance Appraisal System	10/13/2005	OMS	Human Resources
842	Actions Based on Unacceptable Performance	1/31/2003	OMS	Human Resources
844	Taxi Transportation Request Procedures	2/10/2014	OMS	Human Resources
846	Transit Subsidy Program	5/27/2015	OMS	Human Resources
847	Child Care Subsidy Program	10/28/2010	OMS	Human Resources
849	Antiharassment Policy and Complaint Process	8/15/2014	OMS	Human Resources
850	FCA Life Cycle Account	12/19/2001	OMS	Human Resources
852	Student Loan Program	9/4/2002	OMS	Human Resources
853	Supervisory Development Program	6/19/2003	OMS	Human Resources
856	Travel Compensation Program	7/30/2008	OMS	Human Resources
857	Reasonable Accommodations for Individuals with Disabilities	7/13/2007	EEO	Human Resources
858	FCA Visiting Fellows Program	5/2/2008	OMS	Human Resources
860	Domestic Violence Sexual Assault and Stalking	10/30/2013	OMS	Human Resources
861	PPM 861 Domestic Partner Health Insurance Subsidy Program	3/5/2015	OMS	Human Resources
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901	Publications Group	11/15/1999	OMS	Information Resources Management
902	Computer Security Program	12/1/2010	OIT	

✓ Document Number	Name	Date of Publication	Issuing Unit	PPM Category
902	Employee Certification Form - PPM 902 and PPM 906	... 8/9/2016	OIT	Information Resources Management
902B	FCA Internet, E-Mail, and Network Acceptable Use Policy	... 11/3/2011	OIT	Information Resources Management
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906	Limited Personal Use of Farm Credit Administration Assets	... 8/9/2016	OIT	Information Resources Management
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836	The Farm Credit Club	... 12/18/2001	OMS	Miscellaneous
905	FCA Publications - Subscriptions and Storage Procedures	... 6/30/1998	OMS	Miscellaneous
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800	Farm Credit Administration Organization	... 6/30/1998	OMS	Organization
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200	International Affairs	... 9/5/2006	OCEO	Public Affairs
201	Information Release Policy	... 6/27/1998	OCPA	Public Affairs
202	FCA Publications and World Wide Web Homepage Policy	... 6/30/1998	OCPA	Public Affairs
203	FCA Correspondence Policy	... 2/20/2003	OCPA	Public Affairs
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