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Description of document: Bureau of Engraving and Printing (BEP) Directives Index, 2017

Requested date: 19-September-2017

Released date: 11-October-2017

Posted date: 25-June-2018

Source of document: FOIA Request  
Disclosure Officer  
Bureau of Engraving and Printing  
Office of the Chief Counsel - FOIA and Transparency Services  
14<sup>th</sup> & C Streets, SW, Room 419A  
Washington, D.C. 20228-0001  
Fax: (202) 874-2951

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DEPARTMENT OF THE TREASURY  
BUREAU OF ENGRAVING AND PRINTING  
WESTERN CURRENCY FACILITY  
FORT WORTH, TEXAS 76131

October 11, 2017

**Re: FOIA Request No. 2017-09-218**

On September 19, 2017, the Bureau of Engraving and Printing (BEP), FOIA and Transparency Services received your request under the Freedom of Information Act (FOIA), 5 U.S.C. §552 and the Privacy Act of 1974 (PA), 5 U.S.C. §552a, for a copy of the index of BEP Directives (the Directives Index).

Attached to this email is the information that you requested. No fees will be charged for processing your request.

If you are dissatisfied with this decision, you can file an appeal within ninety days from the date of this letter to:

Director  
Bureau of Engraving and Printing  
14<sup>th</sup> and C Streets, S.W.,  
Washington, D.C. 20228

If you decide to appeal, please include the assigned request number, a copy of your request, the BEP response letter, and any other correspondence associated with your request. Both the letter and envelope should be clearly marked "FOIA Appeal".

For further assistance concerning preparing a FOIA appeal, please go to our website at [money-factory.gov](http://money-factory.gov), and click on "FOIA" at the bottom of the page.

In addition, the Office of Government Information Services (OGIS), the Federal FOIA Ombudsman, offers mediation services to resolve disputes between FOIA requesters and Federal agencies as a non-exclusive alternative to litigation. Using OGIS services does not affect your right to pursue litigation. Contact information for OGIS is set forth below:

*Office of Government Information Services National Archives  
and Records Administration  
8601 Adelphi Road-OGIS  
College Park, MD 20740-6001  
[ogis@nara.gov](mailto:ogis@nara.gov)  
[ogis.archives.gov](http://ogis.archives.gov)  
202-741-5770  
1-877-684-6448*

Sincerely,

*Linda Bailey*

Linda Bailey  
Disclosure Officer

**CERTIFICATE OF SERVICE**

**FOIA REQUEST NO.: 2017-09-218**

I hereby certify that the attached letter and responsive records were sent on this day to the following by e-mail.:

*Linda Bailey*

Linda Bailey  
Disclosure Officer  
Bureau of Engraving and Printing  
Office of the Chief Counsel  
FOIA and Transparency Services  
9000 Blue Mound Road  
Fort Worth, Texas 76131

October 11, 2017

REG	TYPE	TITLES	DATE	OFFICE
10-01	MANUAL	Organization Manual	4/12/2017 0:00	OHR
10-01.1	CIRCULAR	Procedures for Processing Proposed Organizational Changes	7/20/2000 0:00	OHR
10-02.3A	CIRCULAR	Delegations of Authority	7/20/2000 0:00	OHR
10-02.5	CIRCULAR	Authorization of All Production Activities	6/29/2015 0:00	OFM
10-04.1	CIRCULAR	Bureau of Engraving and Printing's Internal Control Program	9/9/2015 0:00	OC
10-04.2	CIRCULAR	Liaison and Coordination of Office of Inspector General, US Government Accountability Office, and Otl	2/26/2015 0:00	OC
10-04.5	CIRCULAR	Physical Inventory and Destruction Procedures for RFA-Produced Securities	7/2/2009 0:00	P&TD
10-04.6	CIRCULAR	Internal Control Policy Committee Charter	8/6/2015 0:00	OC
10-08.26	CIRCULAR	Bureau of Engraving and Printing IT Asset Lifecycle Management and Inventory Control	3/30/2016 0:00	CIO
10-08.27	CIRCULAR	Information Technology (IT) Capital Planning & Investment Control (CPIC)	6/1/2011 0:00	CIO
10-08.35	MANUAL	Information Technology Security Policy and Procedures Manual	9/13/2010 0:00	CIO
10-10.1	CIRCULAR	BEP Lean Six Sigma Policy	8/21/2014 0:00	OC
35-00.1	CIRCULAR	Prompt Payments	4/6/2011 0:00	OFM
35-00.10	CIRCULAR	BEP Representation Fund	3/16/2015 0:00	OFM
35-00.11	CIRCULAR	Receipt, Handling, and Transport of Mutilated Currency Received thru BEP Mail	8/25/2010 0:00	OFM
35-00.12	CIRCULAR	Spoilage	10/9/2013 0:00	CFO
35-00.4	CIRCULAR	Policy for Establishing and Using Cost Centers and Accounts	3/11/2011 0:00	OFM
35-00.8	CIRCULAR	Reimbursement Procedures for Professional Liability Insurance	3/16/2015 0:00	OFM
35-00.9	CIRCULAR	Reimbursement Procedures for Payment of Bar Dues and Court Membership Fees	3/16/2015 0:00	OFM
40-00.11	CIRCULAR	Policy for BEP Courtesy Floor Tours in Production Areas	1/28/2015 0:00	OEX
40-00.13	CIRCULAR	Guidelines for Implementation of Information Quality Law	9/23/2002 0:00	CIO
40-00.14	CIRCULAR	Social Media Policy	12/20/2016 0:00	OEX
40-00.15	CIRCULAR	Annual Transfer of Numismatic Items and Related Materials to the Smithsonian Institution	12/21/2016 0:00	OEX
40-00.16	CIRCULAR	Exhibition Program	7/27/2017 0:00	OEX
40-00.4	CIRCULAR	External Relations Policy	2/10/2012 0:00	OEX
40-00.7	CIRCULAR	Public Sales Program - Processing Sales	8/4/2016 0:00	OEX
40-00.9	CIRCULAR	Congressional Requests for Testimony, Comments on Proposed Legislation, and Budget Submissions	11/30/2015 0:00	OEX
50-00.3	CIRCULAR	Gifts to Employees From Outside Sources	5/18/2011 0:00	CC
50-00.5	CIRCULAR	Service of Legal Documents at the Bureau of Engraving and Printing	1/6/2017 0:00	CC
50-00.6	CIRCULAR	Confidential Financial Disclosure Report Filing Requirements	3/9/2010 0:00	CC
50-00.7	CIRCULAR	Record Systems Subject to the Privacy Act	1/21/2011 0:00	CIO
50-00.8	CIRCULAR	Processing Requests under the Freedom of Information and Privacy Acts	12/16/2015 0:00	CC
60-00.10	CIRCULAR	Employee Suggestion Program	5/11/2017 0:00	OHR
60-00.3	CIRCULAR	Employee Exit Clearance	11/15/2016 0:00	OHR
60-00.7	CIRCULAR	Policy on Allegations of Threats, Violence, Harassment or Intimidation in the Workplace	6/2/2015 0:00	OS
60-00.8	CIRCULAR	Light and Limited Duty	3/26/2015 0:00	OHR
60-00.9	CIRCULAR	Annual Year End Shutdown (YES)	12/20/2016 0:00	OHR
63-00.18	CIRCULAR	Recruitment	7/29/2014 0:00	OHR
64-00.17	CIRCULAR	Performance Management	5/18/2016 0:00	OHR
65-50.23	CIRCULAR	Authorization of Overtime	8/28/2013 0:00	OHR
66-00.17	CIRCULAR	Time and Attendance Audits	6/26/2014 0:00	OC
66-00.19	CIRCULAR	Voluntary Leave Transfer Program (VLTP)	10/17/2016 0:00	OHR
66-00.2	CIRCULAR	Official Time for Representational Activities	6/26/2014 0:00	OHR
66-00.20	CIRCULAR	Family and Medical Leave	10/25/2016 0:00	OHR
67-13.10	CIRCULAR	Procedures for Requesting Reasonable Accommodations for Qualified Individuals with a Disability	6/24/2008 0:00	EEO
67-35.3	CIRCULAR	Dress Code	10/12/2012 0:00	DIR
67-35.5	CIRCULAR	Employee Responsibilities and Conduct	3/12/2014 0:00	DIR
67-35.6	CIRCULAR	Domestic Violence, Sexual Assault, and Stalking	10/17/2016 0:00	OHR
69-00.1	CIRCULAR	Employee and Labor-Management Relations Philosophy	5/5/2015 0:00	OHR
69-00.3	CIRCULAR	Administrative Grievance Procedures	2/29/2016 0:00	OHR
70-01.1	CIRCULAR	Reimbursement Procedures for Local Transportation While Conducting Official Bureau Business	3/16/2015 0:00	OFM
70-01.3	CIRCULAR	Employee Public Transportation Incentive Program	9/13/2004 0:00	OHR
70-01.4	CIRCULAR	Fleet Management	6/8/2016 0:00	OFS
70-02.3	CIRCULAR	Official Passport Control	4/6/2011 0:00	OFM
70-03.11	CIRCULAR	Security Items Delivered Outside the Bureau	6/14/2016 0:00	OC/OS
70-03.18	CIRCULAR	Physical Inventory Requirements for Sensitive Property & Security Items	7/11/2014 0:00	OC
70-03.22	CIRCULAR	Furniture Purchases	5/1/2014 0:00	OFS
70-04.5	CIRCULAR	BEP Cellular Phone and Personal Digital Assistant Policy	1/13/2016 0:00	CIO
70-06.1	CIRCULAR	Receipt and Handling of Unsolicited Proposals	7/26/2011 0:00	OA
70-06.14	CIRCULAR	Disclosure of Procurement Information	8/15/2011 0:00	OA
70-06.15	CIRCULAR	Contracting Officer Technical Representative Certification Program	1/20/2012 0:00	OA
70-06.4	CIRCULAR	Implementing the Competition in Contracting Act	8/15/2011 0:00	OA
70-06.7	CIRCULAR	Unauthorized Procurement Commitments	10/20/2011 0:00	OA

70-06.8	MANUAL	Acquisition Planning Policy	10/18/2011 0:00	OA
70-06.9	CIRCULAR	Assignment of Technical Personnel for Procurements	10/18/2011 0:00	OA
70-09.38	CIRCULAR	BEP Joint Occupational Safety, Health and Environment Committees (JOSHEC)	3/16/2017 0:00	OEHS
70-09.41	MANUAL	Chemical Hygiene Plan	4/11/2014 0:00	OMT
71-00	MANUAL	BEP Security Manual	9/24/2012 0:00	OS
71-00.107	CIRCULAR	Issue, Carry and Transport of BEP Firearms	10/25/2016 0:00	OS
71-00.92	CIRCULAR	Security Risk Assessment	3/9/2012 0:00	OS
80-01.1	MANUAL	Directives Manual	8/23/2016 0:00	CIO
80-04	CIRCULAR	Forms Management Program	1/23/2007 0:00	CIO
80-05	CIRCULAR	Records Management Program	12/18/2006 0:00	CIO
80-05.2	CIRCULAR	Records Management Training	12/18/2006 0:00	CIO
80-05.3	CIRCULAR	Records Storage	1/23/2007 0:00	CIO
80-05.4	CIRCULAR	Policies and Procedures for Electronic Records and Email	12/18/2006 0:00	CIO
80-06.10	CIRCULAR	Next Day Shipping Services	10/26/2012 0:00	OOS
80-06.4	CIRCULAR	Multifunction Peripheral Management Program	6/8/2016 0:00	OITO
82-00.10	CIRCULAR	Use of Temporary Transfer Delivery Schedule (BEP Form 2446)	4/20/2012 0:00	OC
82-00.12	CIRCULAR	BEN Data Entry Requirements	8/29/2012 0:00	OC
82-00.13	CIRCULAR	Policy and Procedures for Banknote Equipment Manufacturers and Currency Reader Manufacturers R	5/26/2014 0:00	CBL5
84-00.5	MANUAL	Verification Team Procedures	6/29/2016 0:00	OC
84-00.6	CIRCULAR	Control and Custody of Unissued Federal Reserve Notes	2/26/2013 0:00	OC
84-00.7	CIRCULAR	BEP Low Serial Number and Special Request FRN Policy	9/2/2016 0:00	OEX
84-00.9	MANUAL	Transferring Currency Sheets and/or Notes to Mutilated Currency for Redemption	9/28/2015 0:00	OEX/OFM
85-00.1	CIRCULAR	Series Change Procedures for Next Generation (NXG) and Old Currency Design (OCD) \$1 and \$2 FRNs	7/31/2013 0:00	DIR
86-00.1	CIRCULAR	Graphic Design Services for Non-Security Printing Products	7/30/2004 0:00	OSM
91-00.27	CIRCULAR	Request for Facilities Support Services	6/7/2016 0:00	OFS
91-00.9	CIRCULAR	Space Management Program	5/18/2016 0:00	OFS
92-00.11	CIRCULAR	Internal Control and Accountability of Foreign Currency Specimens	4/5/2013 0:00	OC
92-00.8	CIRCULAR	Multi-Material Recycling Program	6/8/2016 0:00	OFS
93-00.6	CIRCULAR	Approval and Control of Test/Experimental Work	2/26/2013 0:00	DIR
98-00.1	CIRCULAR	Procedures for Scheduling BEP Center for Excellence Facilities	3/5/2004 0:00	OHR
98-00.7	CIRCULAR	Employee Locker Program	1/13/1997 0:00	OMS
98-00.9	CIRCULAR	Fitness Center Policy	2/5/2008 0:00	OEHS
99-00.2	CIRCULAR	Procedures for Daily Cycle Counting	8/14/2012 0:00	OC
99-00.3	CIRCULAR	Portfolio and Project Management	2/17/2016 0:00	OSPM
M-60-1	MANUAL	BEP Personnel Manual	9/1/2016 0:00	OHR