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Description of document: Listing pages for various United States Mint Directive(s) Chapters, 2017

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Disclosure Officer, United States Mint  
801 9th Street, N.W., 8th Floor  
Washington, D.C. 20220  
[FOIA Online Request Form](#)

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DEPARTMENT OF THE TREASURY

UNITED STATES MINT  
WASHINGTON, D.C. 20220

April 27, 2017

This is in response to your April 22, 2017, Freedom of Information Act (FOIA) request submitted via the Department of the Treasury's FOIAonline for the listing pages for various United States Mint Directive(s) Chapters.

Enclosed are 15 pages of documentation responsive to your request.

Please be advised that Chapter 12 does show up on the United States Mint's Intranet site; however, there are no documents in that Chapter.

Should you disagree with this FOIA determination, you may appeal this decision within 35 days from the date of this letter. Your appeal must be in writing, signed by you, and should be addressed to: Principal Deputy Director, United States Mint, 801-9<sup>th</sup> Street, N.W., Washington, D.C. 20220. The appeal should reasonably describe the records requested, and should specify the date of the initial request and date of this initial determination. The appeal should also set forth the address where you wish to be notified of the decision on appeal.

Sincerely,



Kathleen Saunders-Mitchell  
Disclosure Officer/  
FOIA Public Liaison

Enclosures





**DIRECTIVES CONTROL LOG – CHAPTER FOUR – HEADQUARTERS POLICY MEMOS**

<b>DIRECTIVE NUMBER</b>	<b>TITLE OF DIRECTIVE</b>			
CD-01	Headquarters Policy Memorandum Program			
DIR-03	Illegal Sports Gambling and Betting Pools	<b>DELETED</b>		
DIR-04	Office Procedures	<b>DELETED</b>		
DIR-05	Casual Dress Policy	<b>DELETED</b>		
DIR-06	Sign Language Interpreting Services for Headquarters			
DIR-07	Policy for Providing Comments on Treasury Directives			
DIR-08	Bomb Threats	<b>DELETED</b>		
DIR-09	Increased Security as of April 15, 1996	<b>DELETED</b>		
DIR-10	Meeting Management Guidelines			
DIR-11	Headquarters Policy Memorandum Program	<b>DELETED</b>		
FIN-05	Redelegation of Approval of Travel Authorizations	<b>DELETED</b>		
HR-06	Fire Prevention	<b>DELETED</b>		
HR-07	Approval of Overtime	<b>DELETED</b>		
HR-11	Hazardous Weather Dismissal Procedures	<b>DELETED</b>		
HR-19	Federal Employee Family Leave Act	<b>DELETED</b>		
Hr-20	Pass Fail	<b>DELETED</b>		
IT-01	Network News			
IT-03	Transferring Information Technology Property			
IT-04	Loaned Information Technology Property			
LPC-01	US Mint Headquarters Parking	<b>DELETED</b>		
LPC-02	US Mint HQ Business Casual Dress	<b>DELETED</b>		
NUM-01	Guidelines for Promotional Give-Aways	<b>DELETED</b>		
OBA-01	Headquarters Policy Memo system	<b>DELETED</b>		
OBA-06	Local Courier Service	<b>DELETED</b>		
OBA-07	Voice Mail Management	<b>DELETED</b>		
OPSS-11	Headquarters Transportation Policy (previously OMS)			
OPSS-12	Guidelines for Use of 801 9 <sup>th</sup> St. Facilities (prev. OBA)			
OMS-13	Employee Clearance for Separating & Transfers			
OBA-14	Authorized Letterhead for Mint HQ			
OPSS*-15	Headquarters Parking Policy			
PROT-01	Headquarters Parking Policy	<b>DELETED</b>		
*OPSS	Office of Procurement Support Services formerly OMS			



**DIRECTIVES CONTROL LOG – CHAPTER SIX – HUMAN RESOURCES**

DIRECTIVE NUMBER	TITLE OF DIRECTIVE			
MD 010.A	Alternative Procedures for Obtaining a Salary Replacement Check			
MD 551	Authorization and Control of Overtime (MD 010.B)			
MD 213.B	Fellowship Program			
MDM-27	Career Transition Assistance Plan			
MDM-18	Repromotion Actions to Non-Bargaining Unit Positions			
MD 335.B	Promotion and Internal Placement			
SUPP.	Promotion and Internal Placement			
MD 337.C	Competitive Examining/Category Rating			
MD 410.C	Training Policy			
MD 430.3A	SES Performance Management			
MD 430.B	Performance Management			
MD 430.3B	SES Staffing Plan			
MD 6A-1	Presidential Management Fellowship Program			
MD 6A-2	Federal Career Intern Program			
MD 6A-3	Management Inquiries			
MD 1293	Employee Medical Records (6C-01)			
MD 339	Medical Examination Program (6C-02)			
MD 630	Leave Administration (6C-03)			
MD 610	Hours of Duty (6C-04)			
MD C-6	Relocation Incentive Program			
MD 6C-7	Retention Incentive Program			
MD 6C-8	Recruitment Incentive Program			
MD 6C-9	Superior Qualities and Special Needs Pay Setting			
MD 6C-10	Health Services Program			
MD 630A	Voluntary Leave Transfer Program			
HR-20	Implementation of Pass/Fail Appraisal System			
MDM-28	Incentive Awards Delegation			
MDM-31	Gold Box Award Program			
MD 451.A	Incentive Awards Program			
MDM-29	The Director's EEO Trophy Award			
MDM-21	Incentive Awards Program			
MDM-40	Cash Award Regs and Standards			
MD 451.B	Rittenhouse Medallion Award			
MD 771.A	Administrative Grievance System			
*MD 810.A	Worker's Compensation Program			
*	Being replaced with handbook and policy memo.			









**DIRECTIVES CONTROL LOG – CHAPTER TEN - PROTECTION**

<b>DIRECTIVE NUMBER</b>	<b>TITLE OF DIRECTIVE</b>			
MD 10A-2	Security Programs and Responsibilities	<b>DELETED</b>		
MD 10A-3	Serious Crimes, Incident, and Security Reporting Channels			
MD 10A-4	Management of Security Equipment and Services	<b>DELETED</b>		
MD 10A-5	Detecting, Reporting and Controlling Fires and Other Facility Hazards	<b>DELETED</b>		
MD 10A-6	Formal Administrative Investigations	<b>DELETED</b>		
MD 10A-7	Flying the Flag at Mint Facilities			
MD 10A-9	Prohibition on Use of Handheld Devices.....			
MD 10A-8	Security Equipment Installation and Construction Stnd.			
MD 10B-1	Personnel Security Clearances for Mint Police Force			
MD 10B-2	Personnel Security Clearances for Mint Employees	<b>DELETED</b>		
MD 10B-3	Employee Identification System	<b>DELETED</b>		
MD 10D-1	Police Authority, Powers and Jurisdiction			
MD 10D-2	Police Citizen Controls			
MD 10D-2	Flying the Flag at Mint Facilities	<b>DELETED</b>		
MD 10D-3	Crime Investigation			
MD 10D-4	Arrest Procedures			
MD 10D-5	Vault and Secure Area Construction and Installation Standards	<b>DELETED</b>		
MD 10D-5	Police Intelligence			
MD 10D-6	Weapons and Use of Force			
MD10-D-6A	Weapons and Use of Force Attachments A-E			
MD 10D-7	Physical Evidence Accountability and Control			
MD 10D-8	Security Key Control	<b>DELETED</b>		
MD 10D-8	Vehicular Pursuit			
MD 10D-9	Mint Police Training			
MD10D10	Found Property Accountability and Control			
MD10D11	Police Activity Log			
MD10D12	Perimeter Protection Standards	<b>DELETED</b>		
MD10D12	Victim Witness Assistance			
MD10D13	Protective Lighting	<b>DELETED</b>		
MD10D13	Body Armor			
MD10D14	Vault and Safe Security Procedures	<b>DELETED</b>		
MD10D14	Line of Duty Death			
MD10D15	Temporary Light Duty			
MD10D15	Executive Credentials	<b>DELETED</b>		
MD10D16	Protection and Control of Government Funds	<b>DELETED</b>		

MD10D16	Prevention of Bloodborne Disease			
MD10D17	Police Tour of duty			
MD10D18	Mint Police Dress and Uniform			
MD10D19	Complaint Review Excessive Force Crime Act			
MD10D20	Administrative Matters			
MD10D21	Response to Demont/Civil Disturbance			
MD10D22	Hostage and Barricade Situations			
MD10D23	Motor Vehicle Stops, Search, Inventory			
MD10D24	Citizen Compliant Policy			
MD10D25	Credentials for Retired Police Officers.....			
MD10D26	Police Creds			
MD10D27	Off-Duty Incident Criteria			
MD10D29	Inspection Program (Now SEC-001-2016)			
MD10D31	Vault Access			
MD10D33	Entry/Exit Procedures			
MD10D34	Transfer Request			
MD10D36	Communications			
MD10D37	Supervisory Law Enforcement			
MD10D39	Missing Person			
MD10D38	Missing Children			
MD10D40	Forms Management			
MD10D41	Bias Based Profiling			
MD10D42	Written Directives			
MD10D43	Search and Seizure			
MD10D44	Command and Control			
MD10D45	Maintenance and Ops of Police Vehicles			
MD10D46	Juvenile Operations			
MD10D47	Not used			
MD10D48	Interactions with Individuals w/Mental Illness			
MD10D49	Personnel Early Warning System			
MD10D50	Inspections			
MD10D51	Legal Process			
MD10D52	Public Information and Media Relations			
MD10D53	Handling Special Events and Dignitary Protection			
MD10D54	Traffic Collisions and Traffic Control			
MD10D55	Organization Structure and Staffing			
MD10D56	Property Management			
MD10D57	Evidence Processing			
MD10D58	Admin Reporting			
MD10D58A	Admin Reports Schedule			
MD10F-1	Mint Emergency Preparedness Program			
MD10F2	US Mint Emergency Notification			
MD10F2A	Mint Emergency Notification SOP			
MD10F2B	Checklist Activation of the ENS System			











