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

Chapters, 2017

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Source of document: FOIA Request

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, 801-9th 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

CHAPTER ONE – DELEGATIONS OF AUTHORITY			
DIRECTIVE NUMBER	TITLE OF DIRECTIVE		
NO. 4	Authority to Perform Functions of the Director of the Mint During National Emergencies		
NO. 5	Authority to Sign SF 132 Apportionment and Reapportionment Schedules	DELETED	
NO. 6	Delegation of Personnel Authorities		
NO. 7	Authority to Assign, Approve or Disapprove Settlement and Gold Verification Staffing, Recommendations, and Corrective Actions		
NO. 8	Authority to Write-Off Mint Assets for Promotional Purposes		
NO. 11	Authorization or Approval of Travel Authorities and Specific Entitlement(s) and/or Unusual Circumstances that Occur in Travel Situations (revised)		
NO. 12	Authorization of Approval of Contracting Officers		
NO. 13	Waiver of Claims for Erroneous Payments		
NO. 15	Claims for Loss or Damage to Personal Property		
NO. 16	Authority Concerning Personnel and Physical Security		
NO. 20	Approval Levels for Shipment of Precious Metals to Vendors		
NO. 22	Authority to Approve Restoration of Forfeited Annual Leave	DELETED	
NO. 23	Authority to Sign Policy Documents Related to Headquarters Local Partnership Council		
NO. 24	Suitability Adjudication Program	DELETED	
NO. 25	Authority to Make Administrative Appeal Determinations Under FOIA and Privacy Act		

	DIRECTIVES CONTROL LOG -CHAPTER TWO - GENERAL MANAGEMENT			
DIRECTIVE NUMBER	TITLE OF DIRECTIVE			
MD 2A-2	Performance of Commercial Activities	DELETED		
MD 2A-3	Directives Management Program			
MDM-35	Directives Management Program	DELETED		
MD2A-4	Delegations of Authority			
MD2A-5	Confidential Disclosure			
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DIRE	CTIVES CONTROL LOG – CHAPTER FOUR – HEADQ	JARTERS POLICY MEMOS	3
DIRECTIVE NUMBER	TITLE OF DIRECTIVE		
CD-01	Headquarters Policy Memorandum Program		
DIR-03	Illegal Sports Gambling and Betting Pools	DELETED	
DIR-04	Office Procedures	DELETED	
DIR-05	Casual Dress Policy	DELETED	
DIR-06	Sign Language Interpreting Services for Headquarters		
DIR-07	Policy for Providing Comments on Treasury Directives		
DIR-08	Bomb Threats	DELETED	
DIR-09	Increased Security as of April 15, 1996	DELETED	
DIR-10	Meeting Management Guidelines		
DIR-11	Headquarters Policy Memorandum Program	DELETED	
FIN-05	Redelegation of Approval of Travel Authorizations	DELETED	
HR-06	Fire Prevention	DELETED	·
HR-07	Approval of Overtime	DELETED	
HR-11	Hazardous Weather Dismissal Procedures	DELETED	
HR-19	Federal Employee Family Leave Act	DELETED	
Hr-20	Pass Fail	DELETED	
IT-01	Network News	DELLIED	
IT-01			
IT-03	Transferring Information Technology Property		
	Loaned Information Technology Property	DELETED	
LPC-01 LPC-02	US Mint Headquarters Parking US Mint HQ Business Casual Dress	DELETED	· · · · · · · · · · · · · · · · · · ·
NUM-01	Guidelines for Promotional Give-Aways	DELETED	
OBA-01	Headquarters Policy Memo system	DELETED	
OBA-06	Local Courier Service	DELETED	
OBA-07	Voice Mail Management	DELETED	
OPSS-11	Headquarters Transportation Policy (previously OMS)		
OPSS-12	Guidelines for Use of 801 9th 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	DELETED	
*OPSS	Office of Procurement Support Services formerly OMS		

	DIRECTIVES CONTROL LOG – CHAPTER FIVE – EEO			
DIRECTIVE NUMBER	TITLE OF DIRECTIVE			
MD-1630	Reasonable Accommodation and Accessibility (5A-1)			
MD 1614- 001	ADR During EEO Process			
MD 1614- 002	Prevention of Unlawful Harassment			
MD 1614-	Prevention of Sexual Harassment			
003				
MD 7D-1	ADR Directive			
EEOCR- 001-2016	Settlement Process and Approval Levels needs file			
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	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	SES Performance Management			
430.3A	_			
MD 430.B	Performance Management			
MD	SES Staffing Plan			
430.3B				
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	<u> </u>		
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	Worker's Compensation Program			
810.A				
*	Being replaced with handbook and policy memo.			

DIR	ECTIVES CONTROL LOG – CHAPTER SEVEN – ADMI	NISTRATIVE	PROGRAM	1S
DIRECTIVE NUMBER	TITLE OF DIRECTIVE			
MD 7A-1	Gifts and Bequests			
MD 7B-1	Vital Records Program			
MD 7B-3	Records Management Program			
MD 7B-4	Removal of Personal Papers, Nonrecords and Official Records by US Mint Officials			
MD 7B-5	Reports Management Program			
MD 7B-6	Forms Management Program			
MD 7B-7	Implementation of Freedom of Information Act			
MD7B-8	Implementation of the Privacy Act			
MD 7C-1	Transportation of Mint Property			
MD 7C-2	Personal Property Management			
MDM-25	Sensitive Property			
MD 7C-6	Control of Long Distance Telephone Calling Cards			
MDM-03	Designated Smoking Areas at Headquarters Facilities			
MD 7C-10	Mail Management Program			
MD 7C-11	Public Transportation Incentive Program			
MD 7C-12	Computer and Educationally Useful Equip. Donation			
MDM-36	Approval of Computer Donations			
MDM-37	Donation of Computer Software			
MD 7D-1	Alternative Dispute Resolution (moved to Chp 5 EEO)			
MD 7D-2	Ombuds Program (CANCELLED)			

DIRECTIVES CONTROL LOG – CHAPTER EIGHT - FINANCE				
DIRECTIVE NUMBER	TITLE OF DIRECTIVE			
MD 8A-1	Implementation of Prompt Payment Act	DELETED		
MD 8A-2	Receipts and Deposits			
MD 8A-3	Temporary Transfer of Mint Assets			
MDM-14	Use of the Shipping/Receiving Report (MF3034) for Inter-Mint Transfers of Bullion/Coinage Metal Fund Assets	DELETED		
MD 8A-4	Heritage Assets	hold		
MD 8A-5	Imprest Fund	DELETED		
MD 8A-6	Procedures for Transferring Assets Between Accountable Officer of Mint Installations	DELETED		
MD 8A-7	Debt Collection (Doc name not in sys)			
MD 8A-8	Monetary Advances	DELETED		
MD 8D-1	Metal Accounts	DELETED		
MD 8H-1	Annual Settlement Instructions	DELETED		
MD 8H-2	Sealing Regulations: Official Joint Seals and Settlement Seals	DELETED		
MD 8H-1	Verification of Deep Storage Assets			
	(revision of 8H-1)			

DIRECTIVES CONTROL LOG - CHAPTER NINE - INFORMATION TECHNOLOGY			
DIRECTIVE NUMBER	TITLE OF DIRECTIVE		
MD 9C-1	Electronic Mail and Internet Usage Policy	DELETED	
MD 9C-2	Mint Computer Use Policy		
MD 9C-3	Information Systems Access Policy	DELETED	
MD 9C-4	Firewall Policy	DELETED	
MD 9C-5	Incident Response and Reporting Policy	DELETED	
MD 9C-6	Electronic Information and Data Sensitivity Policy	DELETED	
MD 9C-7	Information Security General Policy		
MD 9C-8	Critical Infrastructure Protection (CIP)	DELETED	
MD 9C-9	INFOSEC Awareness and Training Policy	DELETED	
MD 9C-10	System Security Review and Assistance Program	DELETED	
MD 9C-13	Certification and Accreditation Policy	DELETED	
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	DIRECTIVES CONTROL LOG – CHAPTER TEN - PROTECTION			
DIRECTIVE NUMBER	TITLE OF DIRECTIVE			
MD 10A-2	Security Programs and Responsibilities	DELETED		
MD 10A-2	Serious Crimes, Incident, and Security Reporting	DELETED		
1012 10710	Channels			
MD 10A-4	Management of Security Equipment and Services	DELETED		
MD 10A-5	Detecting, Reporting and Controlling Fires and Other	DELETED		
	Facility Hazards			
MD 10A-6	Formal Administrative Investigations	DELETED		
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	DELETED		
MD 10B-3	Employee Identification System	DELETED		
MD 10D-1	Police Authority, Powers and Jurisdiction			
MD 10D-2	Police Citizen Controls			
MD 10D-2	Flying the Flag at Mint Facilities	DELETED		
MD 10D-3	Crime Investigation			
MD 10D-4	Arrest Procedures			
MD 10D-5	Vault and Secure Area Construction and Installation Standards	DELETED		
MD 10D-5	Police Intelligence			
MD 10D-6	Weapons and Use of Force			
MD10-D-	Weapons and Use of Force Attachments A-E			
6A	•			
MD 10D-7	Physical Evidence Accountability and Control			
MD 10D-8	Security Key Control	DELETED		
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	DELETED		
MD10D12	Victim Witness Assistance			
MD10D13	Protective Lighting	DELETED		
MD10D13	Body Armor			
MD10D14	Vault and Safe Security Procedures	DELETED		
MD10D14	Line of Duty Death			
MD10D15	Temporary Light Duty			
MD10D15	Executive Credentials	DELETED		
MD10D16	Protection and Control of Government Funds	DELETED		

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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			

DIRECTIVES CONTROL LOG – CHAPTER ELEVEN – SAFETY, HEALTH, ENERGY				
DIRECTIVE NUMBER	TITLE OF DIRECTIVE			
MD 11A-1	Occupational Safety and Health Manual	DELETED		
MD 11A-2	Nurses Uniforms	DELETED		
MD 11A-3	US Mint Environment Quality Program	DELETED		
MD 11A-4	US Mint Safety and Health Programs			
MD 11A-5	US Mint Energy Management Program			
MD 26	Drug Free Workplace Program (previously MD 11A-7)			
MD 11A-8	US Mint Energy Management Program Drug Free Workplace Program (previously MD 11A-7) Sustainability Program			
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	DIRECTIVES CONTROL LOG - CHAPTER THIRTEE	N - PUBLIC S	ERVICES	
DIRECTIVE NUMBER	TITLE OF DIRECTIVE			
FAP-001- 2016	Transfer of Coins to the Smithsonian Institution (MD13B-5)			
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DIRECTIVES CONTROL LOG – CHAPTER FIFTEEN – BULLION							
DIRECTIVE NUMBER	TITLE OF DIRECTIVE						
MD 15B-1	Inter-Mint Shipments of Bullion, Coinage Material, Coinage Products and Coinage By-Products Bullion: Deposit, Sale, Assay, Processing, Shipment	DELETED					
MD 15B-1	Bullion: Deposit, Sale, Assay, Processing, Shipment						
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DIRECTIVES CONTROL LOG – CHAPTER SIXTEEN – MANUFACTURE OF COINS						
DIRECTIVE						
NUMBER	TITLE OF DIRECTIVE					
MD 16A-1	Procurement, Receipt and Payment of Purchased Non-	DELETED				
	Precious Metal Strip and Blanks					
MDM-33	Procurement of Non-Precious Metal Strip and Blanks	DELETED				
	for the Circulating Strategic Business Unit					
MD 16A-2	Specimen File Coins and Blanks	DELETED				
MDM-26	Revision to Mint Directives MD 16B-1 and 16B-2	DELETED				
MD 16B-1	Preparation and Destruction of Die Items					
MD 16B-2	Shipment of Dies and Reporting Losses in Transit					
CMD-001-	Documentation of Shipping, Receiving(MD 16C-2)					
2016						
MD 16C-3	Transfer of Material					
MD 16C-1	Trial, Experimental and Research Coin	DELETED	_			
MD 16E-2	Quality Control Policy	DELETED				
MD 16E-4	Material Review Board	DELETED				
MD 16F-1	Pallets					
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DIRECTIVES CONTROL LOG – CHAPTER SEVENTEEN – PLANT ENGINEERING						
DIRECTIVE NUMBER	TITLE OF DIRECTIVE					
MD 17A-1	Plant Engineering and Production Equipment Prog.					
MDM-15	Plant Engineering and Production Equipment Prog. New Mint Directive (Facility Engineering and Construction Improvement Management Program	DELETED				