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Description of document: Listing of US Mint Directives and Mint-Wide Policy Memoranda, 2017

Requested date: 06-April-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 19, 2017

This is in response to your revised April 6, 2017, Freedom of Information Act (FOIA) request for “a copy of the listing of Mint Directives, specifically the listing posted on the Mint internal employees only website.” In addition you requested, “a copy of the listing of Mint-Wide Policy Memoranda (Memorandums), specifically the listing posted on the Mint internal employees only website.”

Enclosed are the requested documents (3 pages).

Inasmuch as fees incurred in the processing of your request were minimal, they have not been assessed.

Sincerely,


Kathleen Saunders-Mitchell
Disclosure Officer/
FOIA Public Liaison

Enclosure(s)



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Chapter 03 Mint-Wide Policy Memoranda

Directive #	Description	Directive Type
CD-01	Mint-Wide Policy Memorandum System	Policy
DIR-10	Purchase of Food and Beverages	Policy
DIR-17	Smoking Policy	Policy
DIR-21	Travel Policy	Policy
DIR-24	Administrative Investigations	Policy
DIR-25	Representational Mementos for Certain Senior Officials	Policy
DIR-26	1 Dollar Coin Acceptance	Policy
DIR-27	United States Mint Information Security Division Policy and Procedures Manual	Policy
DIR-28	Employee Purchases of Mint Products	Policy
DIR-33	United States Mint Social Media Use Policy	Policy
DIR-34	Electronics Stewardship	Policy
EA-03	Enterprise Architecture Policy	Policy
FD-02	Use and Abuse of Government Travel Charge Card	Policy
HR-02	Outside Employment and Activities	Policy
HR-24	Buyout Repayment Requirements	Policy
HR-31	Goalsharing Policy Memo	Policy
HR-37	Telework Program Policy	Policy
HR-39	Management Inquiries	Policy
HR-40	Disciplinary or Adverse Action for Employees Who Violate Antidiscrimination and Whistleblower Protection Laws	Policy
HR-41	United States Mint Office of Workers' Compensation Program Handbook	Policy
HR-43	Reimbursement of Professional Liability Insurance	Policy
IT-02	United States Mint Computer Software Policy	Policy
IT-03	Use of Pirated Software	Policy
IT-05	Personal Computer (PC) Games	Policy
IT-09	Information Technology Procurement Policy	Policy
IT-10	Requesting Design Studio Services	Policy
IT-11	United States Mint-Issued Equipment and Wireless Mobile Devices Policy and Procedures	Policy
IT-13	Information Technology Standards Management Policy	Policy
IT-15	United States Mint Procedures for Issuance of Mobile Devices	Policy

Directive #	Description	Directive Type
IT-18	U.S. Mint Procedures and Guidelines for HSPD-12 Employees and Contractors	Policy
MFG-02	Transportation Freight Bill Prepayment Auditing	Policy
OPSS-02	Use of Government Vehicles	Policy
PROC-06	US Mint Procurement Guidelines	Policy
PROC-09	FAC-C Contracting Officer Certification, Warrant and Training Requirements	Policy
PROC-11	Procurement Policy and Oversight	Policy
PROC-12	Authority and Approval of Advance Payments to Contractors	Policy
PROC-14	Payable Interagency Agreements	Policy
PROC-15	Purchase Cards	Policy
PROC-17	Ratification of Unauthorized Commitments	Policy
PROC-19	Requisition Funding Approval	Policy
PROC-20	Relocation Allowances	Policy
PROC-25	Acquisition Management Team	Policy
PROC-26	Performance Based Acquisition	Policy
PROC-30	Contracting Officer's Technical Representation Certification and Training Requirements	Policy
PROC-32	Contracting Personnel	Policy
PROT-02	United States Mint Suitability Adjudication Program Policy	Policy
TRAV-01	Procedures for Planning and Obtaining Approval for Meetings/Conferences	Policy
TRAV-02	Use of Official Passport	Policy
TRAV-03	Use of Premium Class Travel	Policy
TRAV-04	No Cost Travel Authorizations	Policy