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Description of document: List of National Highway Traffic Safety Administration (NHTSA) administrative policies located in the Office of Administrative and Management Services (OAMS), 2017

Requested date: 30-June-2017

Released date: 01-May-2017

Posted date: 05-October-2018

Source of document: FOIA request
NHTSA
Executive Secretariat
1200 New Jersey Avenue, SE
West Building, 41-304
Washington, D.C. 20590
Fax: (202) 493-2929
[Online Email form](#)

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U.S. Department
of Transportation

**National Highway
Traffic Safety
Administration**

1200 New Jersey Avenue, SE
Washington, DC 20590

VIA ELECTRONIC MAIL

September 20, 2017

Re: Freedom of Information Act (FOIA) Request ES17-002123

This responds to your June 30, 2017 FOIA request for a “copy of each list of administrative policies located in 1) the NHTSA Office of Policy and Operations and...2) the NHTSA Office of Administrative and Management Services (OAMS).”

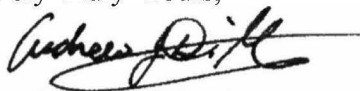
NHTSA located records within OAMS that is responsive to your request. These records are enclosed. Please note that prior to the receipt of your request, NHTSA conducted a reorganization that resulted in the Office of Policy and Operations ceasing operations and its functions merged with other NHTSA offices. Accordingly, we have no records related to that part of your request.

I am the person responsible for this determination. If you wish to appeal this decision, you may do so by writing to the Chief Counsel, National Highway Traffic Safety Administration, 1200 New Jersey Avenue, S.E., West Building, W41-227, Washington, DC 20590, pursuant to 49 C.F.R. § 7.32(d). Alternatively, you may submit your appeal via electronic mail to nhtsa.foia.appeal@dot.gov. An appeal must be submitted within 90 days from the date of this determination. It should contain any information and argument upon which you rely. The decision of the Chief Counsel will be administratively final.

You also have the right to seek dispute resolution services from NHTSA’s FOIA Public Liaison, Mary Sprague, who may be contacted on (202) 366-3564 or by electronic mail at Mary.Sprague@dot.gov.

Further dispute resolution is available through the Office of Government Information Services (OGIS). You may contact OGIS on (202) 741-5770 or by electronic mail at ogis@nara.gov.

Very Truly Yours,

A handwritten signature in black ink, appearing to read "Andrew J. DiMarsico", with a long horizontal flourish extending to the right.

Andrew J. DiMarsico

Senior Attorney

Enclosures

NHTSA POLICY LISTING	
Title	Order#
Harassment Prevention Compliant Procedures	106-1
Delegations of Authority (Internal Mgmt)	110-4B
Organizational Structure & Functional Statements	110-8D
Order of Succession for the Executive Director	110-9
NHTSA Vehicle Safety Hotline	128-1B
Directives System	132-1C
Report to Congress	132-24F
NHTSA Mail Routing Guide	132-2B
Records Retention and Disposition	132-8B
Telework Program	137-1D
NHTSA Liaison With The DOT Office Of Inspector General (OIG) Regarding Investigations	160-4A
Publications & Graphics Arts Services within NHTSA	171-5B
Waiver of Claims & Allowances	273-1B
Follow-up and Reporting System for Office of Inspector General (OIG) Audit Findings and Recommendations	290-1D
Criteria & Procedures for the use of Private Sector Temporaries	330-4
Student Educational Employment Program	331-1
Repayment of Student Loans	331-2
Excepted Service Policy	333-1
Merit Promotion Plan	333-1D
Details of Employees	333-2B
Clearance of Employee Accountability	333-3B
NHTSA Career Placement Assistance Program	333-4A
Career Transition Assistance Program	333-4B
Federal Equal Opportunity Recruitment Program	333-6A
NHTSA Shutdown/Furlough Plan	335-1
Performance Management Program (PMP)	340-2F
Supervisory and Managerial Probationary Period System	340-4
Employee Training and Development	341-2A
Incentive Awards Program	345-1C
Position Management Guidelines	350-2
Setting Pay Above the Minimum Rate	355-3
Absence and Leave	360-5A
Alternative Work Schedule	360-7A
Agency Administrative Grievance Sys.	377-3A
Disciplinary and Adverse Actions and Appeals	377-4
NHTSA Occupational Safety and Health Management Information System	390-3A
Employee Injury Compensation	390-5
Discretionary Grant and Cooperative Agreement Policies and Procedures	400-2A
NHTSA Budget Allotment Procedures	421-3
NHTSA Allotment Change Procedures	421-4
NHTSA MAX Budget Information System Procedures	421-5
NHTSA Apportionment Procedures	421-6
FITARA Information Technology (IT) Acquisitions Policy	424-1
Government Commercial Credit Card Service Procedures	425-1
Management and Control of Accountable Nonexpendable Personal Property	440-1D
NHTSA Highway Safety Grants Determinations & Awards	460-1
NHTSA Contractor Program Management Responsibilities and Procedures Handbook	518-2A
NHTSA Fleet Vehicle Recalls	580-1
Human Subjects	700-5
Procedures for Processing Petitions	800-2

NHTSA POLICY LISTING

New Vehicle Standards (Part 522)	800-3
Rulemaking Procedures: Motor Vehicle Standards	800-5