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Description of document: List of National Transportation Safety Board (NTSB) Operating Policies on the NTSB Intranet site 2022

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Source of document: National Transportation Safety Board
Attention: FOIA Requester Service Center, CIO-40
490 L'Enfant Plaza, S.W.
Washington, DC 20594-2000
Fax: (240) 752-6257
[Submit an Online Request](#)

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National Transportation Safety Board

Office of the Chief Information Officer

FOIA Office (CIO-40)

Washington, DC 20594



August 2, 2022

Re: National Transportation Safety Board (NTSB)
Freedom of Information Act (FOIA) No. FOIA-2021-00245

This letter responds to your FOIA request for a copy of the list or lists of operating policies posted on the NTSB intranet (employee only website) for each of these NTSB Offices: ORPHMI, OHS, OMS, OAS, ORE and Office of Administration, as of the date of this request. You specify that you are seeking whichever lists are on the intranet site as of the date of this request.

Enclosed are 2 pages responsive to your request.

The NTSB has concluded processing your FOIA request. If you are not satisfied with the response to this request, you have the right to appeal this determination under the FOIA. You may administratively appeal by writing to the NTSB, Attn: Ms. Dana Schulze, Managing Director, 490 L'Enfant Plaza, SW, Washington, D.C. 20594. Your appeal must be postmarked or electronically transmitted within 90 days of the date of the response to your request.

You may contact our FOIA Public Liaison at 202-314-6540, for any further assistance and to discuss any aspect of your request. Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration (NARA) to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: OGIS, NARA, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001, e-mail at ogis@nara.gov; telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769.

Sincerely,

A handwritten signature in black ink that reads "Melba D. Moyer".

Melba D. Moyer
FOIA Officer

Enclosure

Policy Number	Name	Last Issued	Topic	Policy Type
AS-INT-001	Office of Aviation Safety Suggestion Program.pdf	8/7/2013	Aviation Safety	Operations Bulletin
AS-INT-002	Information Requests to the Federal Aviation Administration (Non-ATC Related).pdf	7/13/2013	Aviation Safety	Operations Bulletin
AS-INT-003	Government Purchase Card "Blanket Approval".docx	3/10/2015	Aviation Safety	Operations Bulletin
AS-INT-004	Training Guidelines For Aviation Accident or Incident Investigators.doc	1/6/2011	Aviation Safety	Operations Bulletin
AS-INT-005	Access to Aircraft.pdf	7/7/2014	Aviation Safety	Operations Bulletin
AS-INT-006	Participation in International Aircraft Accident and Incident Investigations.pdf	1/18/2017	Aviation Safety	Operations Bulletin
AS-INT-007	Safety Standards and Acquisition of Painted, Chartered, or Leased Aircraft.doc	7/2/2013	Aviation Safety	Operations Bulletin
AS-INT-008	Use of OAS Conference Rooms.doc	7/17/2014	Aviation Safety	Operations Bulletin
AS-INT-009	Notification Aviation (NA) Event Criteria and Documentation Procedures.docx	1/3/2013	Aviation Safety	Operations Bulletin
AS-INT-010	Criteria for Issuing Aviation Event Notifications.pdf	9/6/2016	Aviation Safety	Operations Bulletin
AS-INT-011	Aviation Accident Report Preliminary Narratives.docx	8/13/2015	Aviation Safety	Operations Bulletin
AS-INT-012	Aviation Accident Report Factual Narratives.docx	8/13/2015	Aviation Safety	Operations Bulletin
AS-INT-013	Aviation Accident Report Accident Brief Analysis Narratives.docx	8/13/2015	Aviation Safety	Operations Bulletin
AS-INT-015	Collection Aviation (CA) Event Criteria and Procedures.docx	7/29/2015	Aviation Safety	Operations Bulletin
AS-INT-016	Case Classification and Number Codes for Accidents and Incidents.docx	2/27/2015	Aviation Safety	Operations Bulletin
AS-INT-017	Media Relations and the Release of Information During Investigations.pdf	1/18/2017	Aviation Safety	Operations Bulletin
AS-INT-018	Helicopter Supplemental Checklist.pdf	9/6/2016	Aviation Safety	Operations Bulletin
AS-INT-019	Air Carrier Turbulence Incident and Accident Investigations.pdf	9/7/2016	Aviation Safety	Operations Bulletin
AS-INT-020	Procedures for Wreckage Examinations – Non-NTSB Travel.pdf	1/18/2017	Aviation Safety	Operations Bulletin
AS-INT-021	Criteria for Investigating Ramp or Ground Events.pdf	9/7/2016	Aviation Safety	Operations Bulletin
AS-INT-022	Investigations Involving Ballistic Recovery, Inflatable Restraint, or Ejection Systems.pdf	1/18/2017	Aviation Safety	Operations Bulletin
AS-INT-023	Interim Factual Reports.docx	3/21/2014	Aviation Safety	Operations Bulletin
AS-INT-026	Information Requests to the Aviation Safety Information Analysis & Sharing Executive Board.pdf	9/8/2016	Aviation Safety	Operations Bulletin
AS-INT-027	Missing Aircraft.pdf	9/8/2016	Aviation Safety	Operations Bulletin
AS-INT-028	Unmanned Aircraft Systems Supplemental Guide.pdf	5/2/2019	Aviation Safety	Operations Bulletin
AS-INT-029	AS Project Status Board Procedures.docx	7/28/2015	Aviation Safety	Operations Bulletin
AS-INT-030	International Participants in NTSB Aviation Investigations.pdf	3/17/2015	Aviation Safety	Operations Bulletin
OHS-INT-001	Highway Accident Launch Notification and Evaluation Criteria.pdf	8/3/2017	Highway Safety	Operations Bulletin
OIMS-INT-003	Marine Accident Launch Evaluation Criteria.docx	5/23/2013	Marine Safety	Operations Bulletin
OIMS-INT-003 Attachment 1	OIMS Casualty Assessment Sheet.docx	5/23/2013	Marine Safety	Operations Bulletin
OIMS-INT-003 Attachment 2	OIMS Launch Assessment Sheet.docx	5/23/2013	Marine Safety	Operations Bulletin
OIMS-INT-003 Attachment 3	OIMS Accident Notification and Duty Officer Flowchart.pdf	5/23/2013	Marine Safety	Operations Bulletin
RE-GEN-001	Procedures for Securing Samples for Toxicological Testing.pdf	3/7/2019	Research and Engineering	Operations Bulletin
RE-GEN-003	Recorder Guidance Documents.pdf	11/19/2021	Research and Engineering	Operations Bulletin
RE-GEN-004	Procedures for Obtaining and Securing Investigation-Related Health Information.pdf	6/7/2021	Investigations and Board Activities, Research and Engineering	Operations Bulletin
RE-GEN-300	Materials Laboratory Procedures.doc	10/2/2012	Research and Engineering	Operations Bulletin
RE-GEN-400	Aviation Recorders Procedures.pdf	11/19/2021	Research and Engineering	Operations Bulletin
RE-GEN-601	Approved Use of the Data Analysis Numerical Toolbox and Editor (DANTE) Computer Program.pdf	11/19/2021	Research and Engineering	Operations Bulletin
RPH-INT-001	Railroad, Pipeline, and Hazardous Materials Safety Program.pdf	8/3/2017	Rail, Pipeline, and HazMat	Operations Bulletin

Policy Number	Name	Last Issued	Topic	Policy Type
ACQ-GEN-001	Acquisition Policy and Procedures.doc	4/4/2014	Acquisitions and Purchases	Operations Bulletin
ACQ-GEN-002	Procurement Request (PR) Procedures.doc	4/4/2014	Acquisitions and Purchases	Operations Bulletin
ACQ-GEN-003	Statement of Work (SOW) Guidance.doc	4/4/2014	Acquisitions and Purchases	Operations Bulletin
ACQ-GEN-004	Sole Source (SSOC) Guidance.doc	9/26/2014	Acquisitions and Purchases	Operations Bulletin
ACQ-GEN-005	NTSB Purchase Card Procedures.pdf	5/20/2019	Acquisitions and Purchases	Operations Bulletin
ACQ-GEN-006	Interagency Acquisitions - Requesting Agency Procedures.docx	4/4/2014	Acquisitions and Purchases	Operations Bulletin
ACQ-GEN-007	NTSB Business Cards.pdf	4/24/2017	Acquisitions and Purchases	Operations Bulletin
ACQ-GEN-008	Contracting Officer's Technical Representative (COTR) Program.doc	9/26/2014	Acquisitions and Purchases	Operations Bulletin
ACQ-GEN-009	Green Purchasing Guidance.docx	9/29/2014	Acquisitions and Purchases	Operations Bulletin
ACQ-INT-001	Acquisition Workforce Career Development.docx	6/30/2014	Acquisitions and Purchases	Operations Bulletin
ACQ-INT-002	Acquisition Roles and Responsibilities.doc	9/29/2014	Acquisitions and Purchases	Operations Bulletin
ACQ-INT-003	NTSB Standard Provisions and Clauses.doc	9/29/2014	Acquisitions and Purchases	Operations Bulletin
ACQ-INT-004	Unsolicited Proposals.doc	4/4/2014	Acquisitions and Purchases	Operations Bulletin
ACQ-INT-005	NTSB Emergency Contracting Toolkit.doc	4/4/2014	Acquisitions and Purchases	Operations Bulletin
ACQ-INT-006	Verification of Data entered into the Federal Procurement Data System.doc	4/4/2014	Acquisitions and Purchases	Operations Bulletin
AD-GEN-001	Contingency Plan for Lapse in Appropriation.docx	9/30/2015	Governance and Management	Operations Bulletin
ASD-GEN-001	NTSB Transit Subsidy Program.pdf	2/20/2019	Facilities	Operations Bulletin
ASD-GEN-002	Employee Parking at Headquarters.pdf	4/29/2019	Facilities	Operations Bulletin
ASD-GEN-003	Use and Operation of GSA Fleet Vehicles.pdf	6/14/2017	Facilities	Operations Bulletin
ASD-GEN-004	Headquarters Building Service.pdf	4/7/2019	Facilities	Operations Bulletin
ASD-GEN-005	Emergency Communications Procedures.pdf	10/11/2014	Physical Security and Sensitive Information	Operations Bulletin
ASD-GEN-006	Furnishing, Redecorating, or Purchasing Furniture for Board Members' Offices and Suites.pdf	4/24/2017	Facilities	Operations Bulletin
ASD-GEN-007	Federal Personal Identity Verification (PIV) Credential (HSPD-12).docx	3/10/2015	Physical Security and Sensitive Information	Operations Bulletin
ASD-GEN-009	NTSB Physical Security Program .docx	1/21/2016	Physical Security and Sensitive Information	Operations Bulletin
ASD-GEN-010	Furniture Standards for Headquarters and Regional Offices.docx	6/18/2015	Facilities	Operations Bulletin
HR-AWD-001	Incentive Awards Program.docx	1/29/2014	HR Awards	Operations Bulletin
HR-BEN-001	Health Benefits for Reservists Called to Active Duty in Support of Contingency Operations.doc	7/19/2013	HR Benefits	Operations Bulletin
HR-ELR-002	Disciplinary and Adverse Actions, and Grievances and Appeals.pdf	6/25/2019	Employee and Labor Relations	Operations Bulletin
HR-ELR-004	Labor-Management Relations Program.doc	4/7/2014	Employee and Labor Relations	Operations Bulletin
HR-ELR-005	Preventing Violence in the NTSB Workplace.doc	8/13/2014	Employee and Labor Relations	Operations Bulletin
HR-GEN-001	Official Passports.pdf	3/26/2010	Domestic and Foreign Travel	Operations Bulletin
HR-GEN-002	Supervisory and Managerial Probationary Periods.docx	6/13/2013	Human Resources	Operations Bulletin
HR-GEN-003	NTSB Telework Program.pdf	5/22/2019	Human Resources	Operations Bulletin
HR-GEN-004	Probationary Period for Initial Appointments in the Competitive Service.doc	10/28/2014	Human Resources	Operations Bulletin
HR-GEN-005	Time and Attendance Reporting Policy and Procedures.pdf	5/8/2017	Human Resources	Operations Bulletin
HR-GEN-006	Senior Level and Scientific or Professional Performance Management System.pdf	2/7/2017	HR Performance	Operations Bulletin
HR-GEN-007	Processing of Departing Employees and Contractors.pdf	2/10/2020	Human Resources	Operations Bulletin
HR-INT-001	Job Analysis and Occupational Questionnaire Development.doc	8/23/2013	Human Resources	Operations Bulletin
HR-LVA-002	Absence and Leave.doc	7/19/2013	Human Resources	Operations Bulletin
HR-LVA-003	Creditable Non-Federal Service for Annual Leave Accrual.doc	7/19/2013	Human Resources	Operations Bulletin
HR-PAY-001	Highest Previous Rate Determinations.docx	6/3/2013	HR Pay	Operations Bulletin
HR-PAY-002	Superior Qualification Appointments.doc	7/19/2013	HR Pay	Operations Bulletin
HR-PAY-004	Recruitment, Relocation and Retention Incentives.doc	6/19/2014	HR Pay	Operations Bulletin
HR-PAY-008	Setting Pay for Federal Civilian Retirees under the National Defense Authorization Act for FY2010.doc	4/7/2014	HR Pay	Operations Bulletin
HR-PMC-001	Accretion of Duties Promotions.doc	3/19/2013	HR Staffing and Promotions	Operations Bulletin
HR-PRF-001	Performance Management Program for General Schedule Employees .doc	2/12/2015	HR Performance	Operations Bulletin
HR-PRF-003	Senior Executive Service Performance Management System.docx	9/27/2013	HR Performance	Operations Bulletin
HR-PRF-005	Senior Executive Service and Senior Professional Pay Setting, Pay Adjustments, Bonuses, and Awards	9/30/2014	HR Performance	Operations Bulletin
HR-STF-001	Merit Promotion and Delegated Examining Policies and Procedures.doc	4/7/2014	HR Staffing and Promotions	Operations Bulletin
HR-STF-002	NTSB Student Volunteer Program.doc	10/28/2013	HR Staffing and Promotions	Operations Bulletin
HR-STF-006	Career Transition Assistance.doc	7/19/2013	HR Staffing and Promotions	Operations Bulletin
HR-STF-006	Recruitment and Selection Policy and Procedures.docx	6/3/2013	HR Staffing and Promotions	Operations Bulletin
HR-STF-007	Payment of Relocation Expenses for Permanent Change of Station Pursuant to a Recruitment of Merit	4/7/2014	HR Staffing and Promotions	Operations Bulletin
HR-STF-008	NTSB Upward Mobility Program.doc	4/7/2014	HR Staffing and Promotions	Operations Bulletin
HR-STF-012	Category Rating Policies and Procedures.docx	11/28/2014	HR Staffing and Promotions	Operations Bulletin
PAY-GEN-005	Administration of Premium Pay and other Pay Categories.pdf	6/1/2019	HR Pay	Operations Bulletin
PAY-GEN-007	NTSB Hours of Duty and Work Schedules.pdf	10/25/2018	Human Resources	Operations Bulletin
SEC-GEN-001	Metal Badge and Credentials Program.doc	9/9/2014	Physical Security and Sensitive Information	Operations Bulletin
SEC-GEN-002	Vehicle Placard Program.pdf	5/17/2019	Physical Security and Sensitive Information	Operations Bulletin
SEC-GEN-003	Suitability for Employment, Security Clearances.pdf	7/22/2015	Physical Security and Sensitive Information	Operations Bulletin