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Description of document: Listing of Bureau of Engraving and Printing (BEP) Circulars, (various dates, list current as of 26-September-2013) and distribution key for BEP circulars, 1989

Requested date: 16-September-2013
Addn'l request date: 07-September-2013
Addn'l appeal date: 05-October-2013

Released date: 26-September-2013
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Source of document: FOIA Contact, FOIA Office
Bureau of Engraving and Printing
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Note: Additional material released on appeal begins on (PDF) page 6.

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DEPARTMENT OF THE TREASURY
BUREAU OF ENGRAVING AND PRINTING
WASHINGTON, D.C. 20228

September 26, 2013

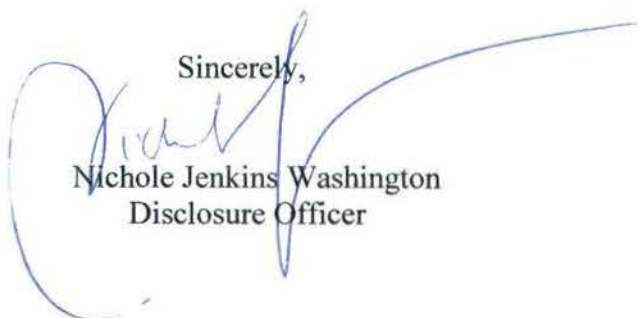
CERTIFIED MAIL

FOIA Request No. 2013-09-085

This letter acknowledges that on September 16, 2013, the Bureau of Engraving and Printing (BEP), Office of the Chief Counsel received your Freedom of Information Act (FOIA) request under 5 U.S.C. 552, requesting a listing of BEP Circulars.

Enclosed are the documents responsive to your request. No fees have been assessed in processing your request.

Sincerely,



Nichole Jenkins Washington
Disclosure Officer

REG	TYPE	TITLES	DATE	OFFICE
10-01.1	CIRCULAR	Procedures for Processing Proposed Organizational Changes	7/20/2000 0:00	OHR
10-02.3	CIRCULAR	Executive Leadership Delegation of Authority	10/21/2010 0:00	OS
10-02.3A	CIRCULAR	Delegations of Authority	7/20/2000 0:00	OHR
10-02.5	CIRCULAR	Authorization of All Production Activities	3/24/1998 0:00	OP
10-04.1	CIRCULAR	Bureau of Engraving and Printing's Internal Control Program	10/9/2012 0:00	OC
10-04.2	CIRCULAR	Liaison and Coordination of Office of Inspector General, US Government Accountability Office, and Ot	3/21/2012 0:00	OC
10-04.5	CIRCULAR	Physical Inventory and Destruction Procedures for RFA-Produced Securities	7/2/2009 0:00	DIR
10-04.6	CIRCULAR	Internal Control Policy Committee Charter	7/3/2012 0:00	OC
10-08.2	CIRCULAR	Administrative Printing Services	4/22/1988 0:00	OFM
10-08.26	CIRCULAR	Bureau of Engraving and Printing IT Asset Lifecycle Management and Inventory Control	6/30/2004 0:00	CIO
10-08.27	CIRCULAR	Information Technology (IT) Capital Planning & Investment Control (CPIC)	6/1/2011 0:00	CIO
35-00.1	CIRCULAR	Prompt Payments	4/6/2011 0:00	OFM
35-00.10	CIRCULAR	BEP Representation Fund	1/29/2010 0:00	OFM
35-00.11	CIRCULAR	Receipt, Handling, and Transport of Mutilated Currency Received thru BEP Mail	8/25/2010 0:00	OFM
35-00.2	CIRCULAR	Funds Availability Procedures	7/27/2005 0:00	OFM
35-00.4	CIRCULAR	Policy for Establishing and Using Cost Centers and Accounts	3/11/2011 0:00	OFM
35-00.6	CIRCULAR	Relocation Allowance	5/14/1992 0:00	CFO
35-00.8	CIRCULAR	Reimbursement Procedures for Professional Liability Insurance	10/12/2009 0:00	OFM
35-00.9	CIRCULAR	Reimbursement Procedures for Payment of Bar Dues and Court Membership Fees	10/20/2009 0:00	OFM
40-00.1	CIRCULAR	Employee Conduct at Shows and Exhibitions	9/30/1985 0:00	OEX
40-00.11	CIRCULAR	Policy for BEP Courtesy Floor Tours in Production Areas	1/21/2003 0:00	OEX
40-00.12	CIRCULAR	Procedures for FAIR Act Challenges	11/29/1999 0:00	OFM
40-00.13	CIRCULAR	Guidelines for Implementation of Information Quality Law	9/23/2002 0:00	OEX
40-00.4	CIRCULAR	External Relations Policy	2/10/2012 0:00	OEX
40-00.6A	CIRCULAR	Processing Public Inquiries Under the Freedom of Information and Privacy Acts	5/2/1991 0:00	OEX
40-00.7	CIRCULAR	Uncut Currency Sales	9/18/1989 0:00	OEX
40-00.8	CIRCULAR	Exhibit and Souvenir Card Program	10/20/1989 0:00	OEX
40-00.8A	CIRCULAR	Processing Sales of Souvenir Cards and Intaglio Prints	9/6/1991 0:00	OEX
40-00.9	CIRCULAR	Congressional Requests for Testimony, Comments on Proposed Legislation, and Budget Submissions	5/22/2000 0:00	OEX
50-00.3	CIRCULAR	Gifts to Employees From Outside Sources	5/18/2011 0:00	CC
50-00.5	CIRCULAR	Service of Legal Documents at the Bureau of Engraving and Printing	6/20/2000 0:00	CC
50-00.6	CIRCULAR	Confidential Financial Disclosure Report Filing Requirements	3/9/2010 0:00	CC
50-00.7	CIRCULAR	Record Systems Subject to the Privacy Act	1/21/2011 0:00	CC
60-00.2	CIRCULAR	Employee Locator Card	3/28/1984 0:00	OHR/OS
60-00.3	CIRCULAR	Employee Exit Clearance	7/20/1995 0:00	OHR
60-00.6	CIRCULAR	Position Management Review Committee	3/12/1996 0:00	OHR
60-00.7	CIRCULAR	Policy on Allegations of Threats, Violence, Harassment or Intimidation in the Workplace	9/25/2008 0:00	OHR
60-15	CIRCULAR	Annual Year End Shutdown (YES)	6/17/1982 0:00	OHR
63-00.12	CIRCULAR	Recruitment and Staffing Policy	5/12/1992 0:00	ECF
63-00.15	CIRCULAR	Removal Procedures Involving Risk of Violence, Injury or Loss and/or Other(Security) Threats	7/21/1997 0:00	OHR
63-00.6	CIRCULAR	Instructions for Preparing Training Requests	3/9/1988 0:00	OHR
64-00.13	CIRCULAR	Wage Supervisor's Pay	6/25/1998 0:00	OHR
64-00.16	CIRCULAR	Procedures for Requesting e-Training (Via USALEARNING)	9/9/2005 0:00	OHR
65-50.14	CIRCULAR	Standard Operating Procedures for Back Pay	9/26/1985 0:00	OHR
65-50.20	CIRCULAR	Supervisory Differentials Policy	3/14/1995 0:00	OHR
65-50.23	CIRCULAR	Authorization of Overtime	8/28/2013 0:00	OHR
66-00.17	CIRCULAR	Time and Attendance Audits	5/4/2011 0:00	OC
66-00.2	CIRCULAR	Official Time for Representational Activities	12/8/1981 0:00	OHR
66-00.3	CIRCULAR	Extended Lunch Time	12/16/1983 0:00	OHR
66-00.7	CIRCULAR	Compensatory Time off for Religious Observances	10/23/1978 0:00	OHR
67-13.10	CIRCULAR	Procedures for Requesting Reasonable Accommodations for Qualified Individuals with a Disability	6/24/2008 0:00	BRC
67-13.9	CIRCULAR	Equal Employment Opportunity Program EEO Pre-Complaint Processing	8/12/2002 0:00	BRC
67-35.3	CIRCULAR	Dress Code	10/12/2012 0:00	DIR
70-01.1	CIRCULAR	Reimbursement Procedures for Local Transportation While Conducting Official Bureau Business	2/4/2010 0:00	OFM
70-01.3	CIRCULAR	Employee Public Transportation Incentive Program	9/13/2004 0:00	OHR
70-01.4	CIRCULAR	Fleet Management	4/18/2002 0:00	OFS
70-01.6	CIRCULAR	BEP Seat Belt Use Policy	8/28/2002 0:00	OEHS
70-02.2	CIRCULAR	Travel Promotional Material	3/30/1992 0:00	OFM

70-02.3	CIRCULAR	Official Passport Control	4/6/2011 0:00 OFM
70-03.11	CIRCULAR	Security Items Delivered Outside the Bureau	9/9/2013 0:00 OC/OS
70-03.15	CIRCULAR	Limited Stationery Stock Maintained in the DCF/WCF Storeroom Locations	9/20/2007 0:00 ECF
70-03.16	CIRCULAR	Loading Dock Control	11/20/2000 0:00 OCP
70-03.17	CIRCULAR	Personal Property Management	7/31/2001 0:00 OFS
70-03.18	CIRCULAR	Physical Inventory Requirements for Sensitive Property & Security Items	3/6/2012 0:00 OC
70-03.4	CIRCULAR	Utilization of the Warehouse Facility	9/20/2007 0:00 ECF
70-03.6	CIRCULAR	Shipment of Packages, Materials or Equipment	3/25/2008 0:00 ECF
70-03.9	CIRCULAR	Distribution Procedures for Direct Delivery Items	1/17/2008 0:00 ECF
70-04.5	CIRCULAR	BEP Cellular Phone Policy	12/1/2003 0:00 CIO
70-06.1	CIRCULAR	Receipt and Handling of Unsolicited Proposals	7/26/2011 0:00 OA
70-06.14	CIRCULAR	Disclosure of Procurement Information	8/15/2011 0:00 OA
70-06.15	CIRCULAR	Contracting Officer Technical Representative Certification Program	1/20/2012 0:00 OA
70-06.4	CIRCULAR	Implementing the Competition in Contracting Act	8/15/2011 0:00 OA
70-06.7	CIRCULAR	Unauthorized Procurement Commitments	10/20/2011 0:00 OA
70-06.9	CIRCULAR	Assignment of Technical Personnel for Procurements	10/18/2011 0:00 OA
70-09.10wf	CIRCULAR	Transportation of Injured Employees	12/16/1994 0:00 OEHS
70-09.25	CIRCULAR	Smoking in Official Vehicles	10/22/1992 0:00 OHR
70-09.35	CIRCULAR	BEP Smoking Policy	9/8/2008 0:00 OHR
70-09.38	CIRCULAR	BEP Joint Labor Management Environmental, Occupational Health and Safety Committees	4/8/2010 0:00 OEHS
70-2	CIRCULAR	Use of Telephone Services - Federal Telecommunications System (FTS) and Commercial Long Distance	1/18/1983 0:00 OFM
71-00.92	CIRCULAR	Security Risk Assessment	3/9/2012 0:00 OS
80-04	CIRCULAR	Forms Management Program	1/23/2007 0:00 OES
80-05	CIRCULAR	Records Management Program	12/18/2006 0:00 OES
80-05.2	CIRCULAR	Records Management Training	12/18/2006 0:00 OES
80-05.3	CIRCULAR	Records Storage	1/23/2007 0:00 OES
80-05.4	CIRCULAR	Policies and Procedures for Electronic Records and Email	12/18/2006 0:00 OES
80-06.1	CIRCULAR	Interagency Mail and Distribution	11/18/1983 0:00 OFM
80-06.10	CIRCULAR	Next Day Shipping Services	10/26/2012 0:00 OOS
80-06.3	CIRCULAR	Bureau Internal Mail Distribution	3/22/1983 0:00 OFM
80-06.4	CIRCULAR	Copier Management Program	9/15/2004 0:00 CIO
82-00.10	CIRCULAR	Use of Temporary Transfer Delivery Schedule (BEP Form 2446)	4/20/2012 0:00 OC
82-00.12	CIRCULAR	BEN Data Entry Requirements	8/29/2012 0:00 OC
82-00.13	CIRCULAR	Policy and Procedures for Banknote Equipment Manufacturers and Currency Reader Manufacturers R	9/21/2011 0:00 CBLS
82-00.1A	CIRCULAR	Plant Manager Position	8/15/1984 0:00 ECF
83-00.1	CIRCULAR	Procedures for Handling Discrepant Materials that were previously Accepted	10/15/1999 0:00 OP
84-00.6	CIRCULAR	Control and Custody of Unissued Federal Reserve Notes	2/26/2013 0:00 OC
84-00.7	CIRCULAR	Low Serial Numbered and Special Requested FRN Policies and Procedures	2/1/2001 0:00 DIR
85-00.1	CIRCULAR	Series Change Procedures for Next Generation (NXG) and Old Currency Design (OCD) \$1 and \$2 FRNs	7/31/2013 0:00 DIR
86-00.1	CIRCULAR	Graphic Design Services for Non-Security Printing Products	7/30/2004 0:00 OP
91-00.27	CIRCULAR	Request for Maintenance and Repairs (M&R)	8/30/2001 0:00 OFS
91-00.28	CIRCULAR	Requests for Facilities Facelifts and Minor Renovations	8/30/2001 0:00 OFS
91-00.29	CIRCULAR	Bureau of Engraving and Printing Energy Management Program	8/25/2004 0:00 OFS
91-00.31	CIRCULAR	Energy Conservation Program	10/31/2005 0:00 OFS
91-00.9	CIRCULAR	Space Management Program	1/16/2001 0:00 OFS
92-00.11	CIRCULAR	Internal Control and Accountability of Foreign Currency Specimens	4/5/2013 0:00 OC
92-00.8	CIRCULAR	Multi-Material Recycling Program	10/6/1997 0:00 OFS
93-00.6	CIRCULAR	Approval and Control of Test/Experimental Work	2/26/2013 0:00 DIR
93-00.7	CIRCULAR	Process Change Control Board	11/6/2012 0:00 DIR
98-00.1	CIRCULAR	Procedures for Scheduling BEP Center for Excellence Facilities	3/5/2004 0:00 OHR
98-00.2A	CIRCULAR	Loan of BEP Video Tapes/Film	2/7/2003 0:00 OEX
98-00.7	CIRCULAR	Employee Locker Program	1/13/1997 0:00 OHR
98-00.9	CIRCULAR	Fitness Center Policy	2/5/2008 0:00 OEHS
99-00.2	CIRCULAR	Procedures for Daily Cycle Counting	8/14/2012 0:00 OC



DIRECTOR

DEPARTMENT OF THE TREASURY
BUREAU OF ENGRAVING AND PRINTING
WASHINGTON, D.C. 20228

OCT 24 2013

RE: Appeal - FOIA Request No. 2013-09-083

I am writing to notify you that your appeal in Freedom of Information Act (FOIA) Request Case Number 2013-09-083 is granted. Please find enclosed records responsive to your request.

In your FOIA request, dated September 7, 2013, you asked for a copy of the distribution key for Bureau of Engraving and Printing (BEP) circulars. As an example, you explained that BEP Circular No. 40.00.6A was designated as Distribution "C".

In her October 3, 2013, reply to your request, BEP's Disclosure Officer notified you that the BEP did not find any documents that were responsive to your request. By letter, dated October 5, 2013, you appealed this determination and challenged the adequacy of the agency's search for responsive records.

Pursuant to your appeal, the BEP again searched for records responsive to your request. We found that the enclosed two pages from the BEP Mail Manual (Manual No. 80-06, dated June 30, 1989) are responsive to your request.

I hope that you will find this information useful.

Sincerely,

Larry R. Felix

Enclosure

DATE June 30, 1989

c. General Responsibilities.

(1) Each Bureau manager and employee is responsible for properly using the Postal System as described in Paragraph b. above. In addition, each Bureau office should exercise restraint and limit requests for special delivery to those items that are absolutely essential to the function and operation of the Bureau. Components requesting special deliveries or pick-ups at stops which are not identified in paragraph b.(6) above will be charged for any special courier service costs incurred.

(2) The Administrative Services Division, Office of Management Services is responsible for:

- (a) Selection of a commercial vendor of courier services.
- (b) Routing all outgoing mail for delivery.
- (c) Coordinating and controlling all requests for "special" mail deliveries/pickups with the courier service company.
- (d) Reviewing all invoices submitted by the courier service for services rendered to ensure that services billed are received.

(3) Mail distribution schedules are published and disseminated to all users. The following is the current schedule.

**BUREAU OF ENGRAVING AND PRINTING
STANDARD DISTRIBUTION LIST CODES AND NUMBER OF COPIES PER OFFICE**

<u>Component</u>	<u>No. of Copies Per Distribution Code</u>				
	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
DIRECTOR	2	2	2	2	4
Deputy Director	1	1	2	2	2
Project Director (Facilities Planning and Development)	1	1	2	3	5
Chief Counsel	1	1	2	2	9
Program Analysis and External Affairs	1	2	3	5	24
Advanced Counterfeit Deterrence 1	1	2	3	8	
Equal Employment opportunity and Employee Counseling Services Staff	1	1	2	3	6
ASSISTANT DIRECTOR (ADMINISTRATION)	1	1	2	2	5
Management Services	1	5	6	11	42
Financial Management	1	6	8	10	63
Industrial Relations	1	5	8	14	43
Security	1	6	16	54	220
Materials Management	1	5	8	14	56
Currency Standards	1	6	8	13	53
Information Systems	1	5	6	13	45

DATE June 30, 1989

**BUREAU OF ENGRAVING AND PRINTING
STANDARD DISTRIBUTION LIST CODES AND NUMBER OF COPIES PER OFFICE
(Continued)**

Component	No. of Copies Per Distribution Code				
	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
Health Unit (Medical)			1	1	1
Credit Union				1	1
Cafeteria				1	1
ASSISTANT DIRECTOR (OPERATIONS)	1	1	2	2	4
Production Management	1	5	12	23	73
Currency Production	1	3	24	83	601
Engraving	1	3	8	20	99
Stamp Production	1	3	17	75	525
Western Facility	1	5	11	18	111
Lorton Warehouse			1	2	4
ASSISTANT DIRECTOR (RESEARCH & ENGINEERING)	1	1	2	2	4
Quality Assurance	1	4	8	22	38
Engineering	1	5	15	86	435
Applied Research and Technical Services	1	4	12	20	79
Advanced Technology Development	1	2	3	3	5
Environmental Systems	1	4	5	5	21
TOTALS	<u>28</u>	<u>88</u>	<u>198</u>	<u>515</u>	<u>2,587</u>

DISTRIBUTION CODES:

- A = Distribution down to Office Chiefs.
- B = Distribution down to Division Managers/Superintendents.
- C = Distribution down to Division Managers/Superintendents plus Bulletin Boards.
- D = Distribution down to all Supervisors plus Bulletin Boards.
- E = Distribution to all employees.

4-3. MAIL CONTAINING MUTILATED CURRENCY.

Any mail addressed to the Office of Currency Standards shall not be opened. However, if mail is addressed to BEP and upon opening, mutilated currency is found, the person opening such mail must immediately notify the Supervisor, Mail and Copying Center or the designated representative. The person opening the mail, as well as the Supervisor or the designated representative, will initial the envelope, date it and write the amount of money contained therein on the envelope. The envelope will be sealed and sent immediately to a designated official within the Office of Currency Standards.