



BUREAU OF ENGRAVING AND PRINTING
ORGANIZATION MANUAL

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PURPOSE.

The Bureau of Engraving and Printing (BEP) Organization Manual delineates the responsibilities and the functional relationships of all Bureau and organizational components.

SCOPE.

This manual applies to all Bureau managers and organizational components.

POLICY.

The Department of the Treasury requires the Bureau to establish appropriate functional responsibilities for each component.

SUPERSESSSION.

The Bureau of Engraving and Printing Organization Manual (10-01), with all revisions since 1988 is superseded by the issuance of this manual as of October 1, 2013.

ORGANIZATION STRUCTURE.

The basic organization structure of Bureau components has been established and consists of the following levels.

a. Offices which are headed by Chiefs, may be organized subordinate to the Director, Deputy Director, or Associate Director levels. The composition of the office will be contingent upon the responsibility to furnish staff functions for the Director, Deputy Director, or Associate Director, as appropriate, providing policy and program formulation and development; exercising direction, coordination, and control over:

- (1) One or more functional segments of the Bureau's substantive programs, or
- (2) An administrative, support, or technical service directly related to the Bureau's substantive programs.

b. Staffs, which are headed by Managers, may be organized subordinate to the Director, Deputy Director, Associate Director, Office, or Division levels. The composition of these components will be contingent upon the element or an administrative support or technical activity which affects a substantive program by its relationships to or effect on processes, personnel, fiscal affairs, or special entities which require Bureau-wide coordination.

c. A Task Force, which is headed by a Manager, may be formed or disbanded by a Bureau Directive (Bulletin or Circular) as necessary for projects or programs. Groups or Teams may be established internally within a Task Force.

d. Designated Groups or Teams, which are headed by a Group Leader, Team Leader or Project Leader, may be organized as the organizational substructure to any Bureau component.

e. Divisions, which are headed by a Manager, may be organized subordinate to an Associate Director or at the Office level within an Associate Director's activity. The composition of the division will be contingent upon the responsibility for one or more major functional segments of the Bureau's substantive product or programs. The Division plans, develops, and operates a major production, production support, or processing program with a number of complex primary and related functions sufficiently large to indicate need for subdivision into branches, sections, and/or units.

f. Branches, which are headed by a Manager, Foreperson, or Head, can be organized subordinate to the Division level. The composition of the branch will be contingent upon the responsibility for subdivision necessitated by an exacting degree or specialization, planning, and control over one or more administrative, process, support, or technical function which directly affect products, processes, and special activities.

g. Sections/shops, which are headed by Officer/Supervisor or Foreperson, may be organized subordinate to office, division, or branch levels. The composition of the section will be contingent upon specialized operating functions and work flow.

h. Units, which are headed by a Supervisor or Foreperson, may be organized subordinate to section levels. The composition of the unit will be contingent upon specialized operating functions and the need to separate the work flow identity.

ORGANIZATION CODES.

Each Bureau component is assigned an organization code number in order to control processing or administrative actions (e.g., personnel and payroll actions). The organization code number consists of six digits which indicate intermediate levels of responsibility or supervision, as follows:

<u>DIGIT</u>	<u>LEVEL</u>
1st	Directorate or Associate
2nd	Office
3rd	Division or equivalent levels*
4th	Branch or equivalent levels"
5th	Section**
6th	Unit

*Includes staffs, etc.

"Includes groups, teams, etc.

**Includes shops

The absence of an intermediate supervisory level is indicated by a zero. Thus, for example, a Branch or equivalent level reporting directly to an Office will have a number such as 320100; a Section reporting directly to an Office will have a number such as

320010; and a Unit reporting to a Branch which, in turn, reports directly to an Office will have a number such as 320201.

COST CENTER CODES.

Each Bureau component is assigned a cost center code number which corresponds to the six (6) digit organization code number. In other words, the six (6) digit organization code is also the cost center code for each Bureau component.

ORGANIZATION SYMBOLS.

Internal Bureau symbols are used to identify components within the Bureau. The following are the formal organization for the BEP.

<u>COMPONENT</u>	<u>SUB-COMPONENT</u>	<u>INTERNAL BUREAU SYMBOLS</u>
Office of the Director/ Deputy Director		OD
Chief Counsel		LC
Office of External Relations		EX
	External Affairs Division, DCF	ED
	External Affairs Division, WCF	WE
	Marketing Division	MK
	Public Service Division	PU
Associate Director (Chief Financial Officer)		DA
Deputy Associate Director (DCFO)		DA
Office of Financial Management		FM
	Financial Systems and Accounting Division	FS
	Financial Performance Division	FB
	Cost Analysis and Pricing Division	FC
	Financial Services Division	FD
	Mutilated Currency Division	ML
	Production Management Division	OP
Office of Acquisition		MM
	Production Contracts Division	EP
	Services Contracts Division	CU
	Acquisition Policy Division	PA
		—
Office of Compliance		MC
	Process Improvement & Compliance Division	CT
	Accountability Systems and Compliance Division	SF
	Internal Review Division	IR
	Destruction Standards and Compliance Division	SC
	Compliance Division	WC

Associate Director (Eastern Currency Facility)		DO
Office of Security Printing		CS
	Currency Overprinting Division	PP
	Currency Inspection Division	CP
	Miscellaneous Products Division	MP
	Intaglio Printing Division	IP
	Offset Printing Division	OT
Office of Engraving		EG
	Engraving and Prepress Division	PE
	Plate Manufacturing Division	PB
	Accountability/Vault Operations Division	AV
Office of Operations Support		OS
	Warehouse/Materials Distribution Division	IN
	Production Support Division	PD
	Operations Analysis Division	OS
Associate Director (Product and Technology Development)		DR
Deputy Associate Director (Product and Technology Development)		DR
Central Bank Liaison Staff		DR
Office of Product Development		DC
	Security Features Development Division	SI
	Project Management Division	PM
	Product Design Division	TA
Office of Materials Technology		MT
	ECF Quality Assurance Division	MQ
	Materials Technical Contracts Division	TC
	Technical Services Division	TD
Office of Engineering		OE
	Equipment Engineering Division	EE
	Process Engineering Division	PO
	Controls Engineering Division	CG
Associate Director (Management)		DM
Office of Security		SE
	Assistant Chief	SE
	Police Operations Division	SU
	Security and Investigation Division	SY
	Personnel Security Division	EY
Office of Human Resources		RE
	Employee and Labor-Management Relations Div.	LE
	Employment Services Division	EC
	BEP Center for Excellence	BE
	Performance Management Division	PY
Office of Facilities Support		FE
	Assistant Chief	FE
	Facility Assessment, Master Planning and Energy Management Staff	FE

	Facilities Planning and Management Division	FP
	Facilities Engineering Division	EF
	Facilities Support Services Division	MD
Office of Environment, Health and Safety		ES
	Program Review and Analysis Staff	RA
	Environmental Management Division	EC
	Safety and Health Division	OH
Office of Equal Opportunity & Diversity Management		RC
	Employee Assistance Program	RC
	Diversity & Outreach Program	RC
	EEO/Non-EEO ADR Program	RC
	EEO Counseling Program	RC
Associate Director (Chief Information Officer)		DI
Deputy Associate Director (DCIO)		DP
Chief Information Officer (CIO) Staff		CI
Office of Critical Infrastructure and IT Security		CR
	IT Security Division	IS
	IT Audit and Compliance Division	AU
	Physical Security Systems Division	PS
Office of Enterprise Solutions		EN
	Applications Project Management Division	AM
	Enterprise Strategic Planning & Management Division	EA
Office of IT Operations		IT
	Customer Support & Configuration Management Division	HD
	IT Technical Support Division	SS
	WCF IT Support Division	SW
Associate Director (Western Currency Facility)		DW
	Security Division	WD
	Human Resources Management Division	WP
Office of Currency Manufacturing		WO
Office of Operations Support (WCF)		WM
Associate Director (Corporate Planning & Strategic Analysis)		CA
Office of Strategic Management		SM
Office of Quality		OQ
Office of Order Management and Delivery Systems		OO
	Production Scheduling	OO
	Master Data Division	OO
	Sales Order Division	OO

Office of Portfolio & Project
Management

Material Management Division

OO

MO

DELEGATIONS OF AUTHORITY.

All authority to act within the Bureau is derived from the Director, who may alter, eliminate, or otherwise change the delegation, as necessary. Following are three types of delegations used in the Bureau:

a. Specific Delegation. A specific delegation of authority grants the incumbent of a specific position or a specific person the right to act for the Director in particular instances. For the most part, specific delegations are made to the incumbent of a specific position rather than to a specific person, except in instances when it is required by law, regulation, or appropriate administrative determination that the authority shall be exercised by a specific Bureau official.

b. Functional Delegation. A functional delegation of authority grants the manager of a specific Bureau component the right to act for the Director in carrying out the functional responsibilities assigned in the Bureau Organization Manual.

c. General Delegation. A general delegation of authority grants the incumbents of particular positions on the same supervisory level the right to act for the Director (e.g., all Office Chiefs approve overtime). Unless otherwise specified, general delegations of authority pass from the Director through the Deputy Director and the Associate Directors, to positions within Office, Division, Section, or Unit components. Lists of general delegations of authority are contained herein as follows:

Authorities of the Director.

Authorities retained by the Director are as follows:

- (a) Approval of all performance evaluations initiated by the Associate Directors.
- (b) Approval for all Senior Executive Service (SES) bonuses and recommendations for SES Rank Awards prior to requesting Departmental approval.
- (c) Approval of all Performance Management and Recognition System bonuses (previously Merit Pay) exceeding \$5,000 prior to requesting Departmental approval.
- (d) Approval of cash awards to all other employees for suggestions and performance awards between \$5,000 and \$10,000. Also approval of all such awards exceeding \$10,000 prior to requesting Departmental approval.
- (e) Approval of personnel or position actions for positions at the General

Schedule (GS)-15 grade level and above.

- (f) Signature on correspondence addressed to or concerned with the following:
 - 1. Members of the Cabinet or their assistants, and heads of independent agencies.
 - 2. Heads of other Government or Treasury bureaus or their principal deputies.
 - 3. Members of Congress.
 - 4. All Bureau policy, controversial matters, or items which might establish a precedent for action.
 - 5. Other special correspondence which warrants the signature of the Director.
- (g) Approval of official travel for himself, the Deputy Director, the Associate Directors, Chiefs, and Managers/Assistants reporting to the Director. This includes approval of the travel voucher. Letters to accompany requests for official passports and to obtain visas to visit certain foreign countries are also included in this delegation.
- (h) Approval of all classes of air travel on common carriers (air, rail, or bus) above coach class accommodations. This approval applies to first-class as well as business class, clipper class, ambassador coach, or other similar classifications designated by individual carriers.
- (i) Approval of an employee's acceptance of a contribution, award, or payment related to training in non-Government facilities or attendance at meetings.
- (j) Waiver of an employee's financial obligation related to training in non-Government facilities.

- (k) Approval of teaching, speaking, and writing commitments connected with the business of the Department of the Treasury.
- (l) Approval of the "Recommendation for Performance Recognition" initiated by the Associate Directors.
- (m) Determination to authorize payment in excess of \$20,000 to settle any claim involving the BEP. Determination to waive in whole or in part, a claim of the BEP against an employee for an erroneous payment of pay and allowances aggregating less than \$5,000 per claim.

Approval of all Bureau reorganizations.

Approval of all directives concerning wage increases.

Authorities of the Deputy Director.

The Deputy Director has all of the authorities delegated by the Director, and exercises the retained authorities of the Director when serving as Acting Director. Determination to authorize payment in an amount no greater than \$20,000 to settle any claim involving the BEP. The Deputy Director may further delegate this authority to the Associate Directors.

Authorities of the Associate Directors.

The Associate Directors exercise complete authority in their functional areas to accomplish Bureau objectives. Subordinates authority to act can be traced directly to the Associate Director. Any authority to act which can be traced directly to the Branch, Section, or Unit also resides with the Associate Director under which the component is organizationally aligned, unless that authority is delegated by the Director to a specific person or position. Retained authorities are as follows:

- (a) Approval of travel for Offices under their supervision, to include program travel authorizations, and travel and related expenses for training.
- (b) Approval of travel voucher for Office Chiefs before submission to the Office of Financial Management for payment.
- (c) Approval of non-contract airlines when in the interest of the Government.
- (d) Approval of the use of cash to procure emergency passenger transportation services costing more than \$100.
- (e) Approval of all performance evaluations initiated by Office Chiefs or comparable level management positions.

- (g) Approval of "Recommendation for Performance Recognition," initiated by Office Chiefs or comparable level management positions.
- (h) Approval of directives concerned with matters of functional or jurisdictional control for matters which require immediate attention.
- (i) Approval of personnel or position actions for all subordinate employees within their respective organization unless delegated to the Office Chiefs or comparable level management positions.
- (j) Approval of employee requests for permission to engage in outside employment or other activities, including speaking, teaching, or writing on matters not relating to Treasury business.
- (k) Approval of all Forms 8516's, "Requisition for Purchase of Material or Services," over \$25,000.
- (l) Determination to authorize payment to settle any claim involving the BEP subject to the limitations in the delegation from the Deputy Director.

Authorities of Office Chiefs or comparable managerial positions.

Office Chiefs or equivalent managers may delegate the following authorities no lower than the level of Assistant Office Chief or comparable assistant managerial position.

- (a) Approval of advance sick leave of up to 240 hours and of leave without pay (LWOP), as specified in the BEP policy and Office of Human Resources advice.
- (b) Approval of Travel Voucher for employees of their respective components before submission to the Office of Financial Management for payment.
- (c) Approval for subsequent processing of BEP Form 9056-1A, "Requisition for Fixed Assets and/or Services."
- (d) Approval of administrative classification and the requirement for declassification of information necessarily restricted for "Sensitive But Unclassified" for the purpose of administration (documents or materials of a non-defense character), which may be made available only to authorized officials. (This authority does not include the records to be made available and disclosed to the public under the requirements of the Freedom of Information Act or the Privacy Act). The approval of other administrative classifications, i.e., confidential, secret, top secret and any declassification cannot be re-delegated by the Director.
- (e) Approval of overtime.

(f) Approval of Performance Evaluation Summary Ratings initiated by supervisors below the Office Chief level when an outstanding, unsatisfactory or equivalent performance evaluation rating has been recommended.

(g) Approval of all Form 8516's, "Requisitions for Purchase of Materials or Services," up to \$25,000.

Authorities of Division Managers

or comparable positions (including staffs that report to an Office Chief).

Division Managers or comparable positions have the same authority to act as all of their subordinates. Division Managers may delegate any of their authorities to the Assistant Manager/Superintendent (officially designated by title) except the following authorities which may not be delegated.

1. Approval of advance sick leave of up to 80 hours and of leave without pay (LWOP), as specified in the BEP policy and Office of Human Resources advice.

2. Approval of the use of local commercial transportation, and the approval of Standard Form (SF) 1164, "Claim for Reimbursement for Expenditures on Official Business."

3. Signature on BEP Form 8406, "Property Removal Permit."

4. Approval of request for keys, locks, and locksmith services within the designated work areas of their components. The requests for the purchase and installation of locking devices will be controlled by the Office of Security.

5. Approval of the unlocking of any door, lock, safe, security device, or vault in an emergency or unavoidable circumstance by an appropriate Police Force member within the designated work areas of their components.

6. Signature on reports of overages and shortages, discrepancies, request for adjustments, corrections, and mutilated paper delivery schedules of products charged to their components.

(a) The following general authorities may be delegated to supervisory personnel without limitations:

1. Initiation or approval of requests for employee training.

2. Certification of the acceptability of, or recommendation of the rejection of purchased equipment, materials, and services with certain limitations.

3. Signature on BEP Form 8540, "Report of Excess Property."

(b) The following general authorities may be delegated with certain limitations:

1. Signature on correspondence concerning functions in their jurisdiction. However, certain correspondence listed under the authorities of the Director may be signed only by the Director.

Authorization of the following services may be delegated to Heads or Forepersons of Branches:

a. Maintenance or repairs to buildings and grounds, building appurtenances, and plant machinery or equipment, when the estimated cost of the maintenance and repairs does not exceed \$50,000.

2. Initiation of Request for Personnel Action involving appointments, position changes, suspensions, removals, etc. This authority may be delegated to the next lower authority, for example, Managers, Heads of Branches, Section Supervisors or Supervisors under direct jurisdiction.

Authorities of all supervisors.

All Supervisors have the following general authorities:

(a) Certification of the time and attendance data for the employees assigned to them in WebTA, the BEP's Time and Attendance System.

(b) Certification on BEP Form 8813, "Daily Attendance, Lateness, and Detailed Report," and BEP Form 8433, "Overtime Report."

(c) Issuance of BEP Form 8388-1, "Employee's Pass," for their employees, but not for themselves.

(d) Issuance of BEP Form 1390, "Employee Special Permit," for their employees. Supervisors do not require a BEP Form 1390.

(e) Issuance of BEP Form 8519, "Medical Office Permit," for their employees, but not for themselves.

(f) Initiation of BEP Form 2351, "Employee Exit Clearance," for all employees.

(g) Initiation or review of performance evaluation summary ratings for subordinate personnel.

OFFICE OF PRIMARY RESPONSIBILITY.

Office of Human Resources.

100000 DIRECTOR

Administers, oversees and coordinates the activities carried out by BEP. Provides leadership and overall management of BEP affairs in accordance with strategic and business plans. Assumes the right to delegate authority and responsibility as necessary to achieve BEP objectives.

Implements policies, procedures, strategic goals and objectives for the organization. Gives direction and leadership toward the achievement of the organization's philosophy, mission, strategy, and its annual goals and objectives. Directs and oversees special projects related to manufacturing, technology and administrative programs.

Provides leadership and counsel to the Executive Staff addressing issues of concern relative to the mission, vision and strategic plan. Reviews risks identified by the Executive Staff and ensures the implementation of appropriate systems procedures to mitigate such risks.

Provides leadership and credibility to the efforts of developing a positive image of the BEP and its facilities among all variety of stakeholders ensuring that the quality and service delivery standards established by the BEP are recognized world-wide.

Represents the Bureau at the highest level of the Department of the Treasury, the Congress, other Federal agencies, foreign governments and private industry. Fosters and maintains a strong working relationship with customer agencies, to include, its primary customer, the Federal Reserve. Consults with and furnishes authoritative advice to Senior Treasury officials concerning BEP operations.

Reports to the Secretary of the Treasury or his/her designee on all policy matters concerning BEP activities, and is responsible to that official for the effective direction and management of the Bureau's mission.

100000 DEPUTY DIRECTOR

Serves as the Director's principal coordinator and Chief Operating Officer in the daily administration of BEP business, formulating strategies, and making day-to-day decisions regarding agency operations. Assumes all responsibility for specific internal and external programs with authority to take all actions necessary for completion.

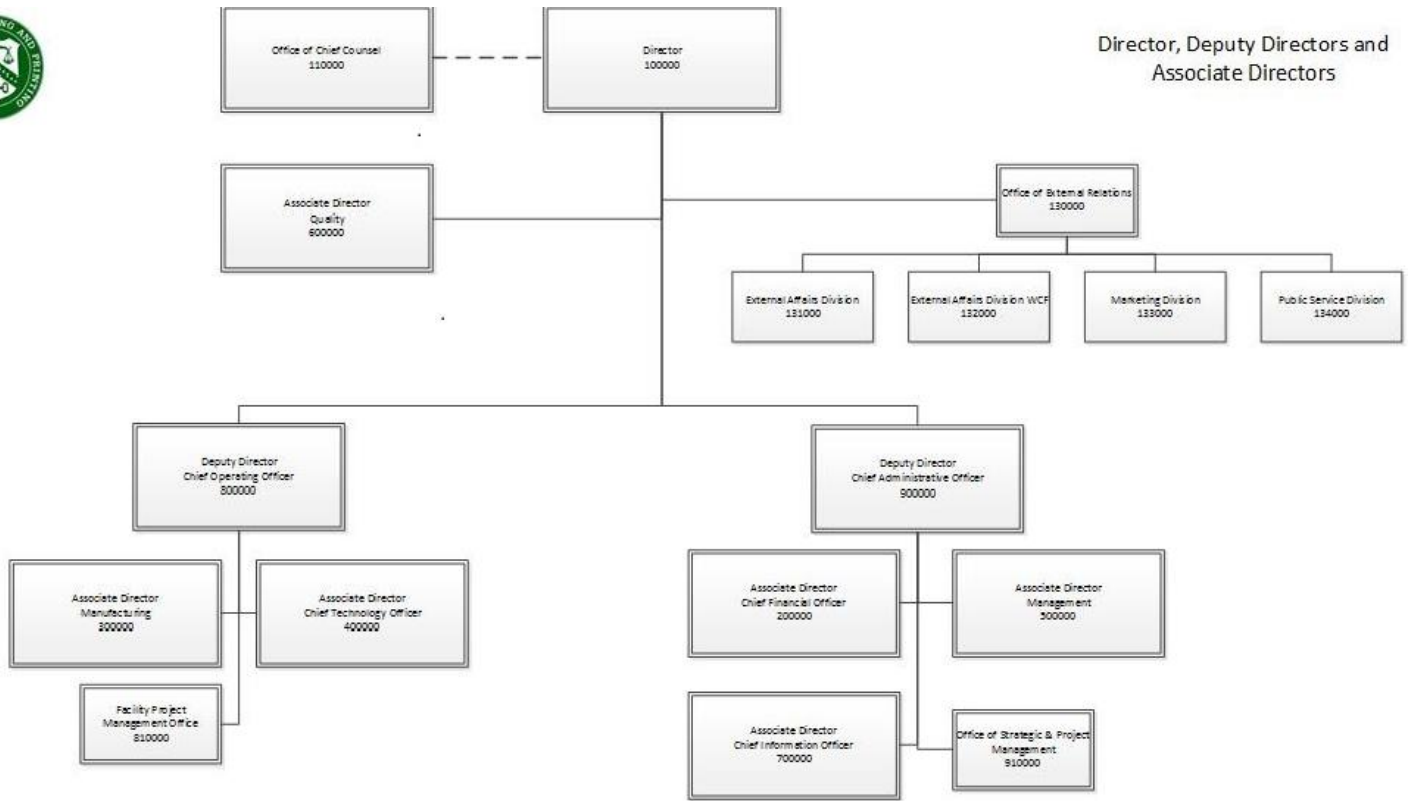
Provides internal management oversight and leadership enabling the Director to carry out the organization's mission in accordance with statutory and contractual obligations and the strategic plan. Keeps the Director informed of all developments impacting the efficiency and effectiveness of BEP operations, both technical and non-technical in nature.

Serves as the Director's principal liaison with all Associate Director's (ADs). Oversees and provides direction and guidance to AD's on program execution and administration within strategies established by the Business Plan.

Assumes full scope of authority to act on all matters requiring action during the Director's absence.

Represents the Director in contacts with top governmental officials, the Congress, the Federal Reserve, representatives of foreign governments and private industry, contractors, and trade conferences.

Serves as BEP's Position Management Officer with delegated authority to approve manpower allocations.



110000 CHIEF COUNSEL

Interprets impact of statutes, regulations, and other legal documents on the Bureau; drafts and prepares formal comments, opinions, and recommendations on proposed legislation which concerns the Bureau.

Prepares recommendations and approves or secures appropriate approval on all proposed settlements.

Reviews regulations, contracts, Bureau circulars, and other documents for legal sufficiency.

Provides legal research and analysis in handling adverse action and Equal Employment Opportunity (EEO) cases, labor-management disputes, Freedom of Information (FOIA) and Privacy Act (PA) questions, and other situations requiring legal experience.

Represents the Bureau in hearings, appeals, and other litigation.

Accepts services of subpoena, summons, writs of attachment, or other judicial processes for BEP employees in their official capacity in any litigation.

Prepares appropriate documentation for filing of patents.

Provides legal advice and support for all phases of Bureau acquisition.

Acts as liaison on legal matters with Department of the Treasury officials, other government agencies, contractors, and the public.

Provides legal assistance to Bureau managers when necessary.

Accomplishes research, drafts language, and provides supporting documentation for legislative initiatives desired by the Bureau. Monitors and promotes processing and approvals through the Department of the Treasury, Office of Management and Budget, and to the Congress.

Acts as liaison with the Department of Justice for all matters involving Bureau litigation in the Federal courts.

Serves as the Bureau's Ethics Officials.

Serves as the Bureau's Disclosure and PA Officer as it pertains to FOIA and PA, and provides legal counsel to the Disclosure Officer in the preparation of FOIA and PA responses.

110000 CHIEF COUNSEL (continued)

Develops and maintains the National Archives and Records Administration (NARA) approved Bureau's Records Schedule; monitors the Bureau's creation and destruction of records, both paper and electronic, to ensure they are properly scheduled, retained, and destroyed in a timely manner; and trains Bureau personnel.

Advises on record management practices for physical and electronic records systems; and oversees the Bureau's records management activities ensuring compliance with NARA regulations, appropriate Federal codes, and Quality Management System procedures.

Administers the Forms Management Program; conducts forms analysis, design, development, and revisions, as necessary.

130000 OFFICE OF EXTERNAL RELATIONS

The Office of External Relations is responsible for managing the agency's Congressional Relations and Legislative initiatives. The Office assures the agency speaks with one voice and builds relationships with key members, staff, and the Department's Legislative Affairs liaisons to assure that the Bureau's positions and legislative requests are given fair consideration.

The Office manages all Congressional and time-controlled correspondence (i.e., any correspondence which has a specific due date and is tracked until completed), to include general correspondence, Bureau's correspondence manual, and public inquiries or requests regarding public information; general public relations matters; numismatic, philatelic, or historical information; and clearance of speeches, articles, or similar communications about the Bureau prior to their release outside the Bureau.

The Office approves, oversees, and provides assistance in the coordination of all programs and events scheduled in the Conferencing Arena. Reviews communications (internal and external) related to programs and events prior to distribution.

The Office develops, implements, and directs Bureau policy regarding press or media on a national and international basis and coordinates all such activities for both the District of Columbia (DCF) and Western Currency Facilities (WCF). The Office establishes Bureau policy and procedures regarding the receipt, approval, and control of all externally originated requests for interviews and filming related to production, process, and products.

The Office administers the Bureau's Sales program at the DCF, as well as the WCF, which involves the sales of Bureau products, including miscellaneous security, engraved prints, souvenir cards, and uncut currency. It also manages related support activities involving storage of and accounting for product sales.

The Office administers the internal communications system for the Bureau at the DCF and the WCF, including the Bureau News Network (BNN) and other internal and external publications.

The Office is responsible for the following functions: developing, administering, operating, and evaluating the Bureau's marketing programs, plans, policies, strategies, market research, and procedures; establishing marketing plans and promotional activities; evaluating the success of marketing programs and strategies; developing and conducting market research and surveys; and exploring and developing new markets and products.

The Office directs, plans, and schedules participation in philatelic and numismatic exhibits and shows domestically and internationally; and oversees the management of the Bureau's Visitor Center and Tour Programs at the DCF and the WCF.

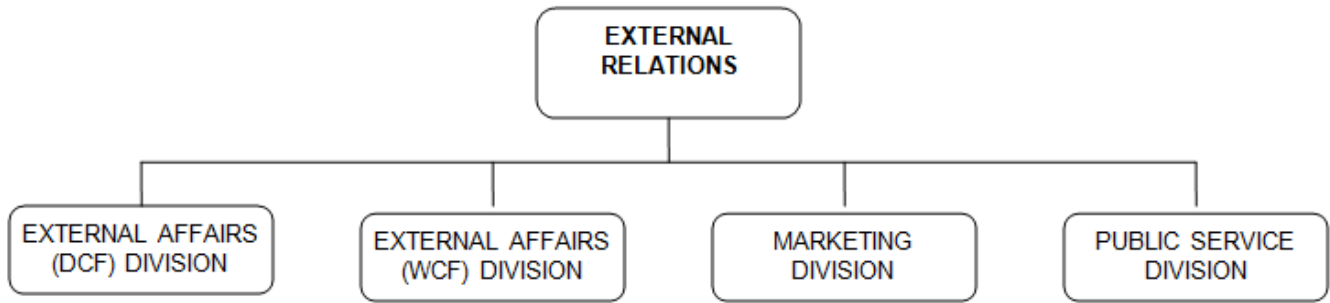
130000 OFFICE OF EXTERNAL RELATIONS (continued)

The Office coordinates with representatives from foreign nations and the legislative branch of government to provide information and make necessary arrangements for their visits, including tours and meetings with the Director.

The Chief, Office of External Relations, serves as liaison/advisor to the Director and may represent the Director at conferences and other public functions.

The Office coordinates, oversees, and develops special promotional events, projects, and national public information campaigns with representatives from internal and external interest groups, including national and international groups; other Federal, State, and local agencies; museums; and financial institutions at the DCF and the WCF.

The Office coordinates, directs, develops, and oversees internal and external communications between management, supervisors, employees, and internal and external entities at the WCF via the BNN, internal news flyers, responses to public and congressional inquiries, speaking engagements for civic and community organizations, public sales and the tour programs.



131000 EXTERNAL AFFAIRS DIVISION (DCF)

1. Coordinates and prepares responses to all Congressional, time-controlled, and general correspondence and other public inquiries for information received by the Bureau. When called upon, prepares special correspondence, official remarks, thank you letters, memos, and other written materials for the Office of the Director.
2. Provides guidance to all Bureau components regarding preparation of correspondence; develops and issues a correspondence manual containing policies for promoting uniform proper formats, as well as providing references and samples for secretaries and typists.
3. Provides and coordinates all news media activities. Prepares press releases and releases for the print, radio, and television media on the Bureau's activities, business, and products. Works with the press to provide accurate information for reports, articles, and stories. When requested, prepares speeches for Bureau executives for local, national, and international events relating to Bureau activities. Maintains a clipping file of the press the Bureau receives.
4. Coordinates filming missions and photography sessions done with the Bureau by outside parties. Films and edits special events scheduled within the Bureau. Coordinates, disseminates information, and educates the public or specific target audiences on the Bureau's business, activities, and products.
5. Writes, edits, and prepares the Bureau's monthly newsletter distributed to all employees in both Bureau locations. Manages the internal communications system and prepares other internal communication publications for all employees, including special announcements, bulletins, and annual accomplishment reports, including the BNN.
6. Develops new and disseminates existing information materials including brochures and fact sheets available on the Bureau's history, business, products, tours, and activities to members of the general public, schools, Congress, collectors, and other interested parties.
7. Manages BEP homepage on the Internet; responds to general public inquiries for information about the Bureau on the Internet.

132000 EXTERNAL AFFAIRS DIVISION (WCF)

1. Coordinates and prepares responses to all Congressional, time-controlled, and general correspondence and other public inquiries for information received by the WCF. When called upon, prepares special correspondence, official remarks, thank you letters, memos, and other written materials for the WCF.
2. Coordinates with the Disclosure Officer in the preparation of FOIA and PA responses. Receives and answers all requests received by the WCF in a timely manner, logs and tracks all inquiries, coordinates responses with appropriate offices, maintains files, and prepares annual reports.
3. Manages the WCF's Visitor Center Gift Shop which includes conducting sales and maintaining and stocking the product display cases and product information forms. Researches new sales, product development and sales at other locations, i.e., to other government agencies.
4. Develops promotional and marketing sales techniques, such as brochures, portfolios, presentations, and audiovisuals as needed to contact the customer in each targeted market segment.
5. Prepares and oversees all facets of the Bureau's WCF Tour Program, which includes tours for the general public, VIP/Congressional tours, and floor tours. Develops and maintains all the physical, technical and aesthetic elements associated with the tour areas both inside and outside the WCF. Ensures tours are safe for Bureau visitors.
6. Provides public service to both internal and external constituents through research and reference assistance, formal educational presentations, professional contacts, and exhibits.
7. Assists with developing new information and disseminates existing information materials-including brochures and fact sheets –available on the Bureau's history, business, products, tours, and activities to members of the general public, schools, Congress, collectors, and other interested parties.
8. Provides and coordinates all news media events at the WCF. Assists with and/or prepares press releases and releases for the print, radio and television media on the WCF's activities, business, and products. Works with the press to provide accurate information.
9. Submits material for the Bureau's monthly newsletter specific to WCF activities. Coordinates the internal communications system and assists with internal communication publications for WCF employees, including special announcements, and bulletins.

132000 EXTERNAL AFFAIRS DIVISION (WESTERN CURRENCY FACILITY)**(continued)**

10. Coordinates filming missions and photography sessions done with the WCF by outside parties. Films and edits special events schedule within the WCF. Coordinates, disseminates information, and educates the public or specific target audiences on the Bureau's business, activities and products.
11. Manages the WCF's BNN network. Ensures that proper, timely, and appropriate material is aired on the network.
12. Assists with news media events at the WCF. Assists with and/or prepares press releases and releases for the print, radio and television media on the WCF's activities, business, and products. Works with the press to provide accurate information.

133000 MARKETING DIVISION

Manages the BEP's Public Sales Program and associated marketing activities. The BEP's Public Sales Program offers for sale to the general public souvenir items such as sheets of uncut currency, engravings, intaglio prints, premium currency products, and other miscellaneous and numismatic items. Responsibilities associated with the Public Sales Program and related marketing initiatives are as follows:

1. Develops promotional and marketing materials to meet expectations of existing target markets.
2. Develops policy and implements procedures for the sales, accounting, and inventory operations of products sold to the public.
3. Manages the order fulfillment and mail order sales operations, which include the receiving, processing, and tracking of customer orders and transactions.
4. Provides system management of all hardware and software resources to ensure the integrity of customer records, inventory and accountability processes, financial reporting, and e-commerce applications.
5. Provides customer record management for public sales to ensure that customer files, sales history, and service requests are effectively managed and safeguarded.
6. Manages all aspects of sales, promotions, and exhibits at numismatic events and outreach initiatives.
7. Conducts market research activities to improve the quality of products and services offered to the public. Analyzes sales trends and historical information for

marketing and promotional activities.

8. Analyzes, evaluates, and develops new numismatic products through coordination with the Product Development Team.
9. Evaluates market segments for growth and penetration to increase the exposure of the Bureau's numismatic products.
10. Prepares the Bureau's product and show news releases. Develops and coordinates the production of promotional materials including brochures, flyers, and catalogs for the Public Sales Program.
11. Assures that appropriate authorization is obtained to expand BEP marketing abilities. Seeks legislative, departmental, Federal Reserve, and congressional authority to expand BEP marketing abilities to state, regional, and foreign governments.

133000 MARKETING DIVISION (continued)

Maintains and updates the BEP Store on the Bureau's website (<http://www.moneyfactory.gov/>).

Assists in the funding of marketing programs, the DCF and WCF Visitor Center and Tour Operations, and public education and outreach initiatives.

The Division also directs, plans, and coordinates the Bureau's participation at numismatic, philatelic, and corporate events and trade shows domestically and internationally.

134000 PUBLIC SERVICE DIVISION

1. Develops, implements, and coordinates all special projects, events, promotions, and campaigns for the Bureau. The Division coordinates, oversees, and directs special promotional events and national public information campaigns with representatives from external interest groups, including national and international groups; other Federal, State, and local agencies; museums; and financial institutions. Creates and coordinates special events, ceremonies, and meetings with private sector groups; ad hoc advisory committees; volunteer organizations; and other Federal, State, and local government agencies to develop interest in the Bureau's products and activities.
2. Implements major projects and programs developed independently, or based on suggestions or recommendations from staff, senior management, Department of the Treasury, or other constituent groups, or special issues of interest required, providing the most effective external publicity and public relations campaigns.
3. Represents the Bureau as a key member of special task forces, both within and outside the Bureau; represents the Office on special projects, public awareness

campaigns, and/or special events.

4. Prepares and oversees all facets of the Bureau's Tour Program, which includes tours for the general public, VIP/Congressional tours, and floor tours; and supervises and trains the tour guides. Develops and maintains all the physical, technical, and aesthetic elements associated with the tour areas both inside and outside the Bureau. Ensures the tour is safe for Bureau visitors.
5. Manages the historical collections of the Bureau, including the collection, organization, documentation, accountability of historic artifacts.
6. Provides public service to both internal and external constituents through research and reference assistance, formal educational presentations, professional contacts, and exhibits.
7. Creates, develops, prepares, and loans historic exhibits. Prepares and loans special displays for Treasury officials and members of Congress. Performs independent research which results in papers, summaries, articles, or other written and/or published documentation of the history of the Bureau.
8. Provides a representative who serves as an on-camera speaker on historical topics for audio-visual and media presentations.
9. Cooperates with other government and private-sector agencies and professional organizations in the promotion and advancement of history and museum-related topics.

200000 ASSOCIATE DIRECTOR, CHIEF FINANCIAL OFFICER

The Associate Director, Chief Financial Officer (CFO) is responsible for maintaining the integrity of the Bureau's revolving fund. This involves overall direction, planning, management, and integration of the Bureau's revolving fund and financial management programs and operations. The CFO also oversees the Bureau's internal control functions at all facilities. This CFO oversees the development, coordination, and implementation of financial policies and procedures; plans and directs the preparation of annual budget submissions; oversees material and service acquisition and related policy; and reviews, analyzes, evaluates, and reports agency accomplishments in financial terms.

In addition to duties related to financial management, the Associate Director, CFO directs the Bureau's internal control functions and administers Treasury policy over the destruction of unfit currency. This individual also maintains liaison with the Department of the Treasury, the Office of Management and Budget (OMB), the Government Accountability Office (GAO), the Department of the Treasury Office of the Inspector General (OIG) (on audit issues), the Congress, customer agencies, and industry and manufacturing representatives; and represents the Bureau in high-level planning and policy meetings as well as national and international conferences.

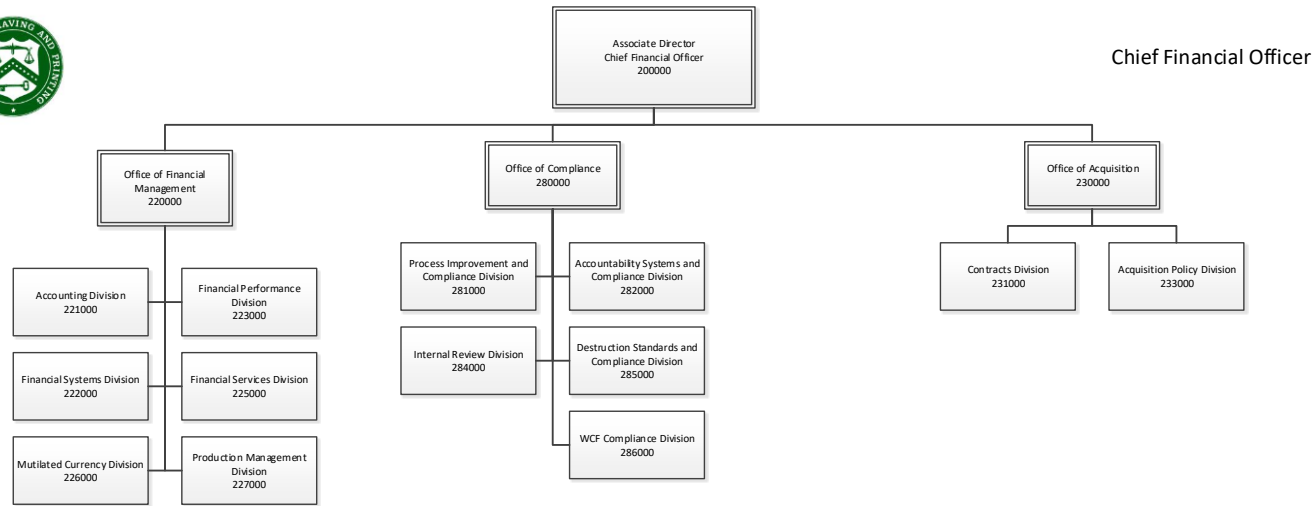
200000 DEPUTY ASSOCIATE DIRECTOR, CHIEF FINANCIAL OFFICER

The Deputy Associate Director, Chief Financial Officer (DCFO) serves as full deputy to the Chief Financial Officer for all matters relating to financial management, management control and currency standards. In the absence of the Associate Director (CFO), the DCFO assumes the responsibility for the remaining areas under the control of the CFO.

The DCFO is responsible, under the direction of the CFO, for:

- Planning and directing the Bureau's financial management programs; preparing financial statements; reporting program accomplishment measurements; approving and managing the Bureau's financial management systems design and enhancement projects; and formulating and executing the Bureau's budget.
- Establishing and enforcing financial management, accounting, and internal control policies and standards and compliance guidelines and procedures for the Bureau.
- Administering Treasury policy over the destruction of unfit currency by the Federal Reserve System. Reviewing, evaluating and coordinating programs involving the cancellation, verification and destruction of unfit currency and certain other fiscal relations with the Federal Reserve Board and Banks.
- Maintaining liaison with the Department of the Treasury, the OMB, the GAO, the Congress, customer agencies, and industry and manufacturing representatives; and represents the Bureau in high-level planning and policy meetings as well as national and international conferences.
- Participating actively and leading resources management development and major executive level Bureau committees, including Executive Committees and the Capital Investment Committee.

The DCFO works under the general supervision of the CFO. The DCFO supplies direct guidance to the Offices of Compliance, Financial Management, and Acquisition.



As of 18-May-2017

220000 OFFICE OF FINANCIAL MANAGEMENT

The Office of Financial Management is responsible for the financial operations throughout the Bureau.

The Office administers the Bureau's internal budgetary, cost analysis and pricing and accounting systems; receives and disburses funds; operates the automated pay processing and leave management systems; develops and implements financial systems; establishes and maintains internal financial controls; manages and develops funding sources for working capital and equipment capitalization requirements; establishes prices for products and services to recover production and overhead costs from customer agencies; provides managers with functional and organizational cost information; coordinates Bureau financial and budgetary functions with the Department of the Treasury; and prepares financial statements and reports, including the CFO report and the Bureau's Strategic Plan.

The Office administers and directs the redemption of mutilated currency claims as a free service to the public. The office adjudicates mutilated currency claims and redeems the claim by initiating payment to the claimant for full face value.

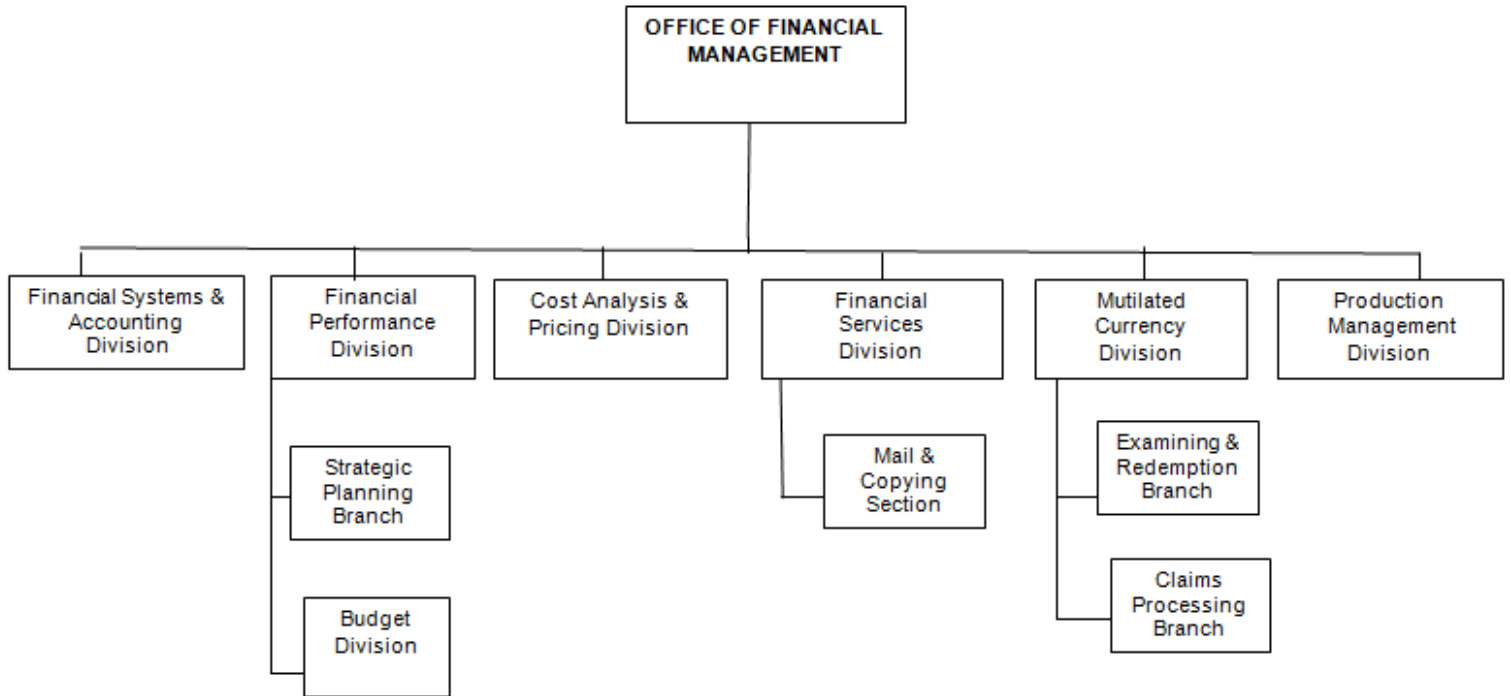
The Office implements approved security procedures, in cooperation with the Office of Security, for monies, paychecks, and other documents handled by the Office and administers the Bureau-wide Travel and Relocation Programs.

The Office coordinates competitive sourcing activities to include coordination of the commercial and inherently governmental activities annual inventory, planning for and scheduling competitions, tracking progress, training, and sharing lessons learned. The Chief oversees the President's Management Agenda initiative, Competitive Sourcing, and advises Executive Management of changes in the A-76 (Federal Activities Inventory Reform (FAIR) Act) regulations and requirements. The Chief serves as the Bureau's representative on the Treasury Department's Competitive Sourcing Council.

The Chief serves as the technical adviser to the Director and the Associate Director (CFO) on budgetary, strategic, and financial policy and related matters. The Chief participates in conferences with the OMB, the GAO, the Department of the Treasury, other agencies and foreign governments concerning the Bureau's budgetary, financial, and strategic programs. In cooperation with the Financial Management Service, Department of the Treasury, the Chief administers the imprest fund system, including third-party drafts; designates check distribution agent(s), cashier and certifying officers; approves reimbursement for travel expenses and relocation allowances; determines and issues budgetary limits for the procurement of fixed assets and other materials and services; maintains Bureau position allocation control and disseminates information on Department personnel ceilings. The Chief may be called on to coordinate an entire multi-office program, keeping the Associate Director (CFO) informed of the progress.

220000 OFFICE OF FINANCIAL MANAGEMENT (continued)

The Chief may represent the Associate Director (CFO) at conferences and departmental meetings.



221000 FINANCIAL SYSTEMS AND ACCOUNTING DIVISION

1. Exercises oversight responsibility for the Financial Management Information Systems. Formulates and recommends the establishment of and develops new and modified systems and revised accounting policies and procedures.
2. Maintains the Bureau's general ledger and supporting financial subsystems and records; determines the appropriate accounting treatment of financial transactions; and reconciles subsidiary ledgers to their respective general ledger control accounts; prepares and renders monthly bills to recover the cost of products sold and/or services rendered by the Bureau to customer agencies; collects, records, and deposits all monies received for products sold and/or services rendered.
3. Provides policy recommendations for assuring that the Bureau's financial data are in accordance with generally accepted Federal accounting principles.
4. Ensures legal propriety of payments for procurement of supplies, materials, and equipment; examines, verifies, and certifies payment vouchers for all materials and equipment purchased or services rendered; and ensures that payment is made in accordance with the Prompt Payment Act, and/or the terms of applicable agreements and contracts.
5. Serves as the Contracting Officer's Representative (COR) for the Bureau financial statement audit and coordinates the related physical inventories of raw materials, work-in-process, and finished goods; ensures that physical counts are reconciled to the accounting records; coordinates office activities concerning external audits.
6. Ensures that vendor payments are properly matched and are made in a timely manner to maintain good vendor relations.
7. Provides complex financial analysis and makes recommendations concerning Bureau financial operations, as required by Bureau management.
8. Prepares the Bureau's monthly financial statements to inform Bureau Executives of the financial status of BEP Fund. Ensures that these financial statements present fairly the financial position of the fund, and the results of operations and changes in financial position of the fund in conformity with generally accepted Federal accounting principles.
9. Maintains work-in-process and finished goods inventories records and calculates the manufacturing cost of finished goods. Maintains income and cost records on major products sold.

221000 FINANCIAL SYSTEMS AND ACCOUNTING DIVISION (continued)

Performs and/or assists with reviews under the Federal Managers' Financial Integrity Act, in accordance with requirements promulgated by the OMB and the Department of the Treasury.

223000 FINANCIAL PERFORMANCE DIVISION

1. Implements budgetary policies and procedures prescribed by the OMB and the Department of the Treasury; administers budgetary systems; and reviews and revises procedures, as required.
2. Approves budget reports required by the OMB and the Department of the Treasury, develops financial information on proposals for the Treasury Financial Resource Management Systems.
3. Administers Bureau fund control system for obligation of apportioned funds.
4. Provides central planning for the Bureau, including developing and presenting mid- and long-term mission-related goals as well as annual plan goals.
5. Coordinates forecasts of annual expenditures for fixed assets with the Capital Investment Committee and arranges necessary funding. Reviews business case justifications based on investment policy and guidance issued by OMB, the Department of Treasury, and the BEP's Executive Capital Investment Committee. Monitors and controls fixed asset funds.
6. Serves as liaison between the Bureau and its customers on all budget and strategic planning related matters.
7. The Division Manager serves as Budget Officer for the Bureau.
8. Administers Bureau position management and FTE (full-time equivalent) employment ceiling control systems, and prepares internal and external reports.
9. Recommends policies for travel management and relocation of employees to higher level management. Implements these policies and procedures in compliance with Federal Travel Regulations and Departmental directives. Administers the Bureau-wide travel programs for both domestic and foreign travel.
10. Coordinates relocation of employees, including employee/family counseling, generates authorization documents for travel, house hunting, temporary quarters, real estate transactions, advance of funds, and shipment of household goods.

223100 STRATEGIC PLANNING BRANCH

1. Provides overall strategic plans for guidance to administrative, operating, and technical components; includes evaluation of Directorate plans and recommendations for modification, when necessary.
2. Coordinates the efforts of other Bureau components in order to integrate and ensure implementation of related programs as intended by the Government Performance and Results Act (GPRA).
3. Evaluates Bureau programs related to GPRA performance goals; and coordinates performance reports required by GPRA.
4. As requested, reviews and coordinates policy and program recommendations from Directorates and policy committees which require the Director's approval in order to ensure consistency with Bureau strategic goals and long-range and annual plans.

223200 BUDGET BRANCH

1. Plans, prepares, and justifies annual budget estimates for Bureau programs; coordinates budget document presentation to Department of the Treasury, OMB, and the Congress.
2. Prepares budget reports required by the OMB and the Department of the Treasury, develops financial information on proposals for the Treasury Financial Resource Management Systems.
3. Develops and recommends to higher level management methods of funding and participates in the forecasting of working capital requirements.
4. Prepares directives and instructional material for development of budget estimates and forecasts.
5. Analyzes Bureau staffing trends, resource utilization, and management strategies and requests to ensure the effective and efficient management of Bureau resources and systems.

224000 COST ANALYSIS AND PRICING DIVISION

1. Formulates and recommends cost accounting and pricing policies and procedures.
2. Develops and recommends cost standards; regularly monitors standards against actual costs and variances, and recommends adjustments when required.
3. Provides estimated costs of Bureau products or services for inclusion within the Bureau's internal and external budgets; develops and recommends billing prices for Bureau products and services.
4. Prepares monthly and quarterly statements on the actual costs of producing currency and special security products, and compares actual costs to standard rates. Identifies variances as applicable to volume, price, efficiency, etc.
5. Validates projected savings for employee suggestions, cost reductions, and management improvements; chairs Employee Suggestion Committee.
6. Analyzes labor, material, and overhead cost variances; analyzes current and historical costs of Bureau products and services.
7. Participates with responsible Bureau components in methods and equipment studies to determine cost implications.
8. Prepares special cost and pricing studies and cost-benefit analyses; performs cost-data and special economic impact analyses; validates significant cost reduction savings.
9. Conducts special cost-pricing comparisons of Bureau products with the private sector; coordinates Bureau cost and billing matters with customer agencies; prepares supporting documentation.
10. Maintains liaison with customer agencies; provides estimated cost of producing programs to customer agencies; analyzes the effects of wage force and wage changes, projected spoilage, and other changes in program costs on product prices; justifies increases or decreases of program costs and rate changes.

225000 FINANCIAL SERVICES DIVISION

1. Represents the Bureau to TIMIS (Treasury Integrated Management Information System) and the National Finance Center (NFC) on automated payroll/personnel issues as they relate to processing of pay for hours worked and leave management.
2. Ensures that automated systems policies and procedures related to pay for hours of work and leave earnings and usage are in compliance with regulations and program requirements.
3. Administers the pay processing for hours of work and leave management programs; provides data entry for hours of work, work schedules and leave; maintains pay processing and leave master records and leave balance; issues replacement salary checks and establishes internal accountability procedures; maintains certified time and leave records file. Executes files and records retention programs in accordance with Federal regulations.
4. Processes bi-weekly salary payments in accordance with Department procedures and schedules; establishes, controls and verifies pay processing and leave management operations; generates, maintains control of, and disseminates financial data to the accounting and labor distribution systems.
5. Examines for accuracy personnel documents received and other authorization documents affecting leave and hours of work; processes change/modification documents to update the master file and employee records.
6. Produces financial data for internal and external reports for accounting, cost analysis and budget; provides hours of work data and leave information, as requested, on an individual basis.
7. Administers the Bureau's mail management program; analyzes mail cost and usage to reduce the Bureau's postal costs; maintains and reports Bureau-wide actual cost data for postage; and develops and publishes the BEP Mail Manual. Manages Bureau mail, distribution, and copying activities.

225010 MAIL AND COPYING SECTION

1. Receives, sorts, records, and routes incoming/outgoing mail and other documents; provides messenger services.
2. Maintains the master mail distribution lists and distributes mass distribution materials throughout the Bureau.
3. Receives and transmits funds collected via the US mail to the Office of Financial Management for deposit.

225010 MAIL AND COPYING SECTION (continued)

4. Furnishes Bureau copy service for official orders, directives, charts, forms, and other publications; collates and staples finished work, as required.
5. Orders unit copier supplies; performs routine service checks on unit copier equipment; places service calls for unit copier repairs and maintenance.

226000 MUTILATED CURRENCY DIVISION

1. Develops policy and implements overall Federal government procedures over the examination, redemption, destruction and check issuance for mutilated currency.
2. Acts as the sole government organization and focal point for receipt of mutilated currency and provides the final legal determination over the amount of currency identified and redeemed.
3. Advises the Federal Reserve Banks, commercial banks and the general public on the criteria to apply in order to determine if the currency is mutilated, and thus must be sent to the Treasury for examination and redemption.

226100 EXAMINING AND REDEMPTION BRANCH

1. Identifies mutilated currency received from Federal Reserve Banks, commercial banks, foreign governments, businesses, the general public, and other agencies.
2. Examines evidence of ownership and determines final status of mutilated currency.
3. Certifies the value of each claim and authorizes payment.
4. Testifies in court to explain Treasury's procedure regarding the redemption of mutilated currency.
5. Redeems and deposits confiscated currency for law enforcement agencies, such as altered notes for the Secret Service.
6. Redeems torn and mutilated currency from transit companies throughout the country.
7. Testifies in court on behalf of the government in criminal cases involving currency. Authenticates court documents relating to the lawful or legal ownership of currency, such as sworn affidavits and Treasury documents.

226200 CLAIMS PROCESSING BRANCH

1. Receives and processes for payment all cases settled and authorized by the Examining and Redemption Branch.
2. Maintains all files and related documentation.
3. Responds to all tracers relative to mutilated currency cases received by the Examining and Redemption Branch.

227000 PRODUCTION MANAGEMENT DIVISION

The Production Management Division (PMD), under the general direction of the Chief, Office of Financial Management, plans, directs, schedules, controls, monitors, and provides impact analyses for the production programs and functions at the BEP.

Serves as the “Customer Service Liaison” for all manufacturing related to internal and external customer requests. Receives and reviews production orders from customer agencies and negotiates with government agencies with respect to product specifications, order quantities, delivery dates, and proposed production program changes. This includes the Federal Reserve Board’s (FRB’s) Yearly Currency Order (YCO), Government Printing Office passport end-sheet, and Homeland Security production requirements.

Serves as the internal coordinator for authorizing and controlling the production of customer approved products at the BEP. PMD coordinates manufacturing priorities and directs the preparation of related production plans through development of master production plans and delivery schedules for currency and special security products program requirements. Communicates and coordinates this plan and any necessary changes with appropriate representatives of the FRB.

Formulates, writes, and issues “Print Orders” and “Orders for Supplies and Services” to support BEP test, development, and production activities. This includes the creation of BEN part numbers, product structures, and other information technology (IT) system requirements.

Develops and issues the BEP YCO. PMD receives yearly order from the FRB, coordinates with the pertinent BEP areas to develop production split between the two currency facilities, monthly sheets to print requirements, and FRB monthly bank deliveries. PMD produces and distributes monthly process sheets to include denomination, series, bank and serial numbers to both production facilities. PMD produces and maintains history sheets of all currency production.

PMD chairs the weekly special security product and public sales meetings. Meetings focus on production priorities, requirements, and review of potential products.

230000 OFFICE OF ACQUISITION

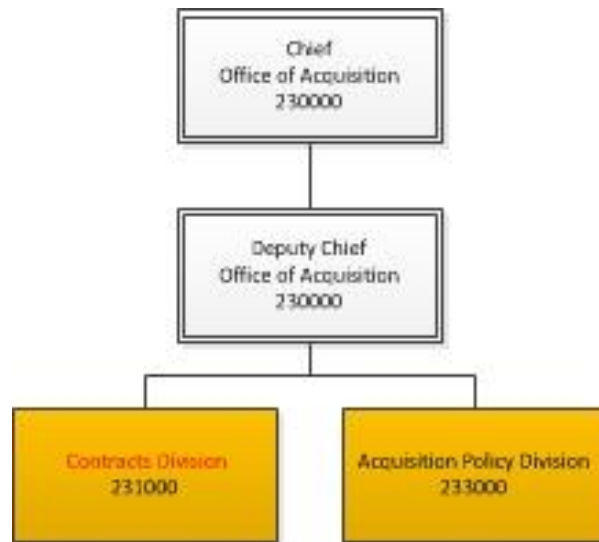
The Office of Acquisition is under the general direction of the Associate Director (Chief Financial Officer). The Office directs all Bureau acquisition activities including the award and administration of contracts for research and development, architectural and engineering services, construction, advisory and assistance services, non-personal services, stock supply items, and highly specialized securities printing and processing equipment and services.

The Office formulates acquisition and contract administration policies, objectives, and procedures concerning major Department of the Treasury procurement programs and promulgates internal policies for procurement based on Department and Government-wide goals and objectives.

The Office keeps abreast of current Federal Acquisition Regulations (FAR), Treasury regulations and directives, Office of Management and Budget (OMB) circulars, Government Accountability Office (GAO), and the General Services Board of Contract Appeal Board Decisions, etc., in order to ensure that Bureau procurement policies and practices are kept current, and the procurement library for reference purposes is maintained.

The Office directs various acquisition programs for the purchasing and contracting of specially designed materials for highly specialized, complex, and sophisticated printing and processing equipment and systems.

The Office directs and implements all Bureau inventory and acquisition activities in support of the Washington, DC Facility (DCF) and Western Currency Facility (WCF). The Office processes inventory acquisitions through BEN, which records quantities of goods and services and provides accountability between utilization and inventory. The Office verifies stock levels through inventory verification and identifies and removes surplus and obsolete items from inventory through excess property procedures. The Office develops policies and procedures regarding BEP inventory and materials management functions.



231000 CONTRACTS DIVISION

1. Procures all services, materials, and equipment including those under the simplified acquisition threshold, used in the production and processing of United States currency and security documents, including inks, distinctive currency paper (including threaded paper), ink ingredients (including numerous pigments, driers, varnishes, oils, and waxes); and processes indirect materials (including draw sheets, rigging boards, packaging films, and labels). Orders equipment, services and supplies from sources identified by the requesting office or from other sources as required by procurement regulations; acquires items listed on the General Services Administration (GSA) schedule of supply; uses small purchase procedures to obtain equipment and services that do not require formal contracts; and selects the most advantageous sources and obtains price quotations from vendors to promote competition.
2. Performs total procurement cycle functions, such as procurement planning; determines types of contracts; synopsis requirements; prepares invitations for bids and requests for proposals; prepares determination and findings; conducts pre-proposal conferences; reviews bids and proposals; negotiates with offerors; coordinates pre-award surveys; obtains best and final offers; prepares determination of responsiveness, responsibility, and reasonableness of price; prepares contract award documents; awards contracts to successful offerors within limits of delegated authority; conducts debriefings with unsuccessful offerors; and prepares responses to any protests received before or after award.
3. Conducts studies on market structure (including market surveys) and vendor capability and reliability; develops new acquisition sources through analysis of information obtained; and develops new sources through analysis of manufacturing capabilities and alternative methods of production in industry.
4. Prepares and reviews contract file documentation for equipment and services contracts to ensure compliance with the Federal Acquisition Regulations, Treasury Acquisition Guidance, Federal Property Management Regulations, and the Economy Act, etc.
5. Prepares responses to Chief Counsel and Departmental reviews of BEP solicitation packages and pre-award contract documents as contained in official contract files.
6. Coordinates the review and acceptance of unsolicited proposals.
7. Reviews and processes purchase requisitions from BEP components for the DCF and WCF; and prepares and issues purchase orders for equipment services.
8. Establishes and reviews Blanket Purchase Agreements (BPAs) with local vendors for the DCF and WCF. The BPAs are listed to cover the Bureau's needs for recurring services.

231000 CONTRACTS DIVISION (continued)

9. Controls purchase order process to ensure that all paperwork is completed properly and that documentation for ordering and paying is complete and accurate.
10. Maintains BEP vendor files with complete information, including names and addresses for remittance purposes; and reviews and updates these in accordance with internal control requirements.
11. Conducts pre-award reviews of proposed solicitations/contracts to enhance post-award contract administration activities as required by the Bureau two-tier review process.
12. Performs post-award contract administration functions deemed necessary to ensure that the contract is performed in accordance with the terms and conditions of contract; authorizes necessary post-award modifications, including termination for convenience of the government and default within limits of delegated authority; and prepares responses to protests received after award.
13. Directs Contracting Officer's Representative (COR) certification and designation processes to assist Contracting Officer (CO) in the administration of contracts in accordance with Treasury Acquisition Guidance and established internal control procedures.
14. Ensures that equipment and materials are received, inspected, and formally accepted by the Bureau before invoices are approved for payment to Bureau contractors; maintains appropriate contract file documentation for invoices approved for payment; and works closely with the Office of Financial Management to ensure that the provisions of the Prompt Payment Act are met. Conducts pre-award reviews of proposed solicitations/contracts to enhance post award contract administration activities as required by the Bureau two-tier review process.
15. Closes out contract actions upon completion of the acquisition, including any final audit requirements; and develops and maintains appropriate documentation to evidence the close out of each Bureau contract.
16. Maintains and retains custody over all procurement files, including responsibility of the Office's controlled filing system.
17. Monitors deliveries and inventory balances and notifies affected component(s) of missed delivery dates, partial shipments or low on-hand inventory balances related to the program.
18. Coordinates and participates in acquisition planning so materials requirements are successfully met.

231000 CONTRACTS DIVISION (continued)

19. Enters information from purchase orders into BEN for report preparation and maintains accurate item location identification of materials, parts and property.
20. Issues Materials Requirements Plans for all production materials.
21. Prepares responses to Chief Counsel and Departmental reviews of BEP solicitation packages and pre-award contract documents as contained in official contract files.

236000 ACQUISITION POLICY DIVISION

The Acquisition Policy Division provides leadership through policy development and training. The Division is responsible for formulating BEP-wide acquisition policies governing acquisition activities, providing advice and technical assistance on matters related to BEP acquisition programs, and monitoring the adoption of acquisition policies established by the Department of the Treasury, Senior Procurement Executive (SPE).

1. Develops, implements, maintains, and interprets BEP-wide acquisition policy and customer assistance to ensure that acquisition activities are conducted in accordance with applicable laws, statutes and Federal Acquisition Regulations and Department of the Treasury regulations.
2. Develops guiding principles to streamline acquisitions and provide overall best value for BEP customers.
3. Establishes uniform guidance, coordination procedures and policy to assure effective acquisition of requirements for BEP customers.
4. Represents BEP on Treasury task groups regarding acquisition matters.
5. Supports the customers throughout the acquisition and assistance process by conducting an ongoing customer outreach program.
6. Analyzes and provides comments on proposed regulations.
7. Provides staff assistance for the BEP and Treasury's Small Business Program.
8. Performs Office of Acquisition internal self-assessment to assure the quality of acquisition/customer assistance actions and support documentation. Develops, publishes, and maintains Office of Acquisition handbooks for acquisition and assistance.
9. Operates a quality-based continuous improvement program, including performance measures.

10. Conducts pre-award reviews of proposed solicitations/contracts to enhance post-award contract administration activities as required by the Bureau two-tier review process.

280000 OFFICE OF COMPLIANCE

The Office of Compliance (OC), under the general direction of the CFO, plans, administers, and monitors the Bureau's risk assessment reviews and process improvement programs; the audit recommendation monitoring system; the accountability systems for products and critical resources; the Bureau's internal quality and environmental audit programs; and develops and administers Treasury policy over destruction of unfit currency by the Federal Reserve System. Its primary mission is to work closely with Bureau management to promote the safeguarding of Bureau property, funds, and other assets against waste, fraud, loss, unauthorized use, or misappropriation, through the development, implementation, and maintenance of effective control systems, and to achieve effective internal quality and environmental audits, and process improvement programs.

To accomplish this mission, the OC is responsible for evaluations and monitoring conformance with management, quality, and environmental control policies and procedures of Bureau manufacturing and support operations, administrative and financial management systems, and other Bureau and Treasury organizations, programs, or activities. OC researches and makes recommendations for the acquisition of production accountability systems to ensure that critical standards for product accountability are maintained. Staff members from OC work closely with other Treasury and Bureau components to develop, specify, evaluate, select, test, and implement production accountability systems to ensure adequate operating and maintenance procedures are provided, adequate testing is performed, training is provided to all required system users, and procedures have been established to ensure a smooth transition into the Bureau's day-to-day production environment. It is the responsibility of the Office to work closely with all Bureau and Federal Reserve Banks to identify and implement effective solutions to accountability, internal control, and destruction process issues.

OC is responsible for formulating and coordinating implementation of the Bureau's risk assessment; preparing the Bureau's annual report on control-related activities; establishing priorities; directing the Bureau-wide efforts to interface with the OIG, the GAO, and other external offices on audit issues; directing and monitoring implementation of the Bureau's product inventory and accountability system; verifying the integrity of unusable security products prior to destruction; performing program efficiency reviews based upon process improvement and enhancement methodology; and planning and conducting independent reviews of Bureau components, programs, systems, and activities to assess the adequacy of internal controls, compliance with external and/or internal control requirements, and conformance with approved quality and environmental procedures. The OC prescribes policies and minimum requirements

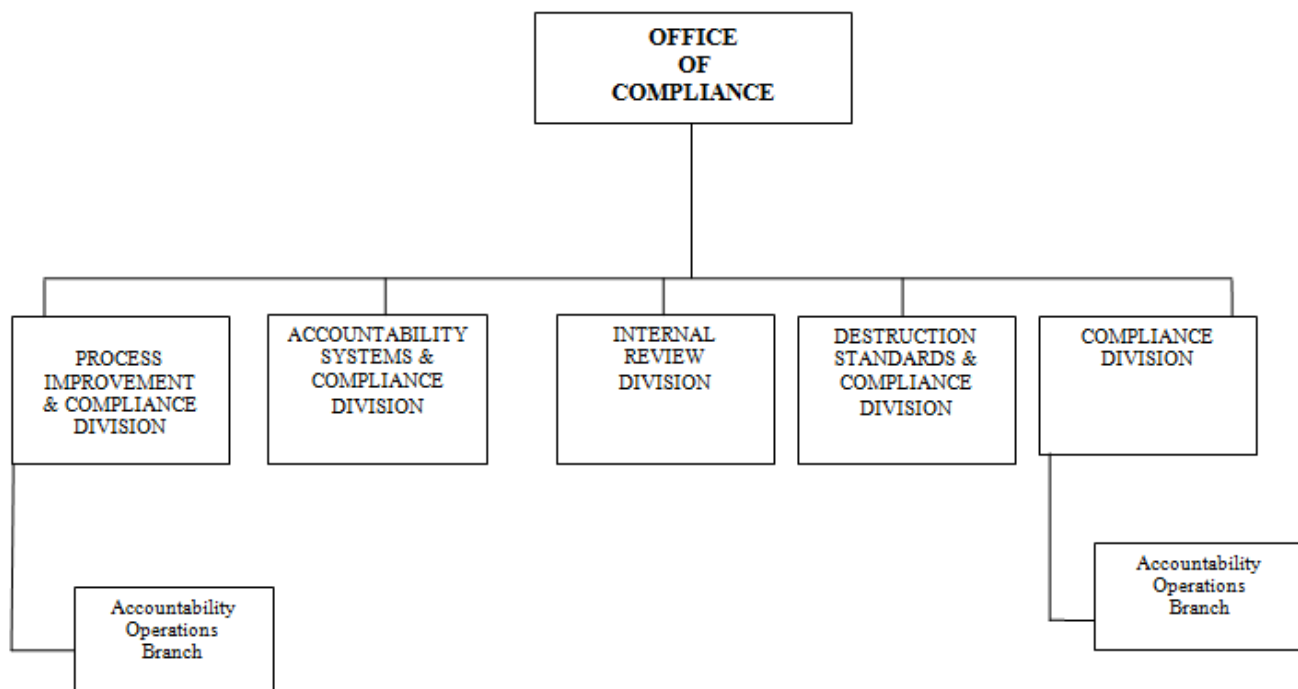
for the cancellation, verification, and destruction of unfit currency performed by the Federal Reserve Banks (FRB) and BEP.

280000 OFFICE OF COMPLIANCE (continued)

The OC promotes an accountability and internal control awareness program that reinforces the importance of strong internal controls and accountability systems in daily activities. OC provides guidance to ensure records are maintained to document and track the Bureau's accountability, environmental, and quality management efforts and conformance with applicable regulations and standards. OC also interfaces between Departmental, Federal Reserve, and Bureau officials on internal control matters, and is responsible for planning, coordinating, and overseeing the Bureau's automated audit recommendation and internal control monitoring information systems.

OC is also responsible for the oversight of audits and reviews on internal controls performed by independent public accounting firms or related entities. OC performs reviews to improve processes by eliminating waste, reducing costs, and improving cycle times.

Programs managed by OC are designed to conform to the requirements of the Chief Financial Officers Act of 1990; Federal Managers' Financial Integrity Act (FMFIA) of 1982; Federal Financial Management Improvement Act of 1996 (FFMIA); OMB Circular A-50, Audit Follow-up; OMB Circular A-123, Management's Responsibility for Internal Control; Sarbanes Oxley Act of 2002; and, OMB Circular A-127, Financial Management Systems. Programs are also executed in accordance with various guidelines issued by the OMB, GAO, the American National Standard/American Society for Quality Control, and applicable Departmental directives.



281000 PROCESS IMPROVEMENT & COMPLIANCE DIVISION

1. Oversees and participates in the testing of internal controls in accordance with the Sarbanes Oxley Act of 2002.
2. Performs process improvement efficiency and effectiveness type reviews Bureau-wide.
3. Assists Bureau officials in conducting risk/vulnerability assessments as requested Bureau-wide.
4. Performs risk assessment applicable to Bureau production processes.

281100 ACCOUNTABILITY OPERATIONS BRANCH

1. Verifies that Bureau securities for non-released images and items of reproduction being delivered outside the Bureau agrees with authorizing Print Order and Transfer Delivery Schedule as requested. Enters into the automated system (e.g., BEN) appropriate transactions to reflect delivery to an outside organization, and subsequent return to BEP of these items.
2. Verifies the prompt return of all loaned items or receives certification of their destruction. Provides updates to the program managers on all past due items.
3. Maintains accountability records for all securities and instruments of reproduction delivered outside the Bureau, including the Request for Assessment or authorizing memorandum signed by the Director, BEP Print Order, Order for Supplies and Services, Transfer and Delivery Schedule, and Schedule of Deliveries.
4. Oversees the process of performing cycle counts of raw materials and spare parts in support of determining inventory valuation for financial statement purposes.
5. Conducts on-site verification of good and mutilated accountable paper from various processing components.
6. Maintains accountability records of receipts, deliveries, and other related items sent outside the Bureau.

282000 ACCOUNTABILITY SYSTEMS AND COMPLIANCE DIVISION

1. Designs, develops, implements, and monitors the Bureau's central product accountability information system for currency, items of reproduction and all accountable items. Identifies and initiates appropriate action(s) to resolve any systematic problems or other discrepancies. After preliminary analysis, refers probable incidents of fraud, theft, etc., to senior Bureau management for appropriate action.
2. Analyzes and evaluates the integrity of Bureau manufacturing and product-related support systems to ensure operational effectiveness of controls and the integrity of Bureau products. Reports findings and recommendations for improvement to senior Bureau managers for their action.
3. Provides assistance to program managers on the transfer and return of securities from the Bureau to outside organizations, and maintains stringent accountability inventory records from vendors of these securities.
4. Coordinates with the Compliance Division in developing procedures and policies that will be utilized at both facilities to support accountability and internal control requirements.
5. Provides day-to-day assistance and guidance with automated manufacturing system (e.g., BEN) in entering data on manufactured goods into the manufacturing system.
6. Prioritizes and resolves all system (e.g., BEN) problems; maintains a database to track problem resolution and response to user requests; and provides feedback to users regarding the status of their requests.
7. Conducts monitoring of automated accounting systems (e.g., BEN) to ensure set up and data accuracy.
8. Approves access requirements for the Bureau's automated manufacturing system (e.g., BEN), to include privileges and access rights and authorizes access requests.
9. Coordinates with the Compliance Division in developing and conducting training initiatives and instructions regarding the effective use of the Bureau's automated manufacturing system (e.g., BEN) in supporting the production of US currency in relationship to existing or changed accountability and internal control policies and procedures.

282000 ACCOUNTABILITY SYSTEMS AND COMPLIANCE DIVISION (continued)

10. Coordinates and/or participates in the development and implementation of product accountability systems and controls for all Bureau components involved in the manufacture and/or storage of US currency and related security items. Authorizes new accountability control procedures for any new product-related area, system, process, or procedure as a result of new technology.
11. Reviews currency production records and data; analyzes product accountability discrepancy trends and other information to identify potential problem areas for review, and initiates appropriate corrective actions.
12. Reconciles the Federal Reserve Board of Governors Currency Ordering System against the Bureau's automated manufacturing system (e.g., BEN) on a daily basis to ensure accountability.
13. Supports New Currency Design and other BEP testing activities by reviewing and approving Accountability and Security Plans prepared for inclusion with Requests for Assessment; providing training, and checking on accountability during testing.
14. Conducts physical inventories of raw materials, work-in-progress, inventory, and finished goods and reconciles to the Bureau's automated manufacturing system (e.g., BEN) for accountability and financial statement purposes.
15. Provides accountability and internal control training to DC employees. In conjunction with the Compliance Division, develops and presents automated accounting systems training (i.e., BEN) for the Bureau.
16. Creates and/or designs automated reporting solutions or data extractions to provide data for production to use in error/discrepancy trending analyses.

284000 INTERNAL REVIEW DIVISION

1. In conjunction with the Compliance Division, develops and proposes the Bureau's annual audit plans (internal reviews (product and processes), Quality Management Systems (QMS) and Environmental Management Systems (EMS), for approval by the Chief, Office of Compliance and the CFO. Coordinates with the Compliance Division in planning, directing, monitoring, and reporting on the Bureau's internal, QMS and EMS audit programs.
2. Provides technical guidance to Executives, Chiefs, and/or managers regarding audit programs objectives and techniques. Provides liaison and audit coordination services for Bureau management with external and review organizations, such as the Underwriters Laboratories (UL), OIG and the GAO. Provides consultative and technical guidance and assistance to Bureau managers to assure an orderly audit process. Coordinates and reviews the Bureau's response to draft audit reports to promote consistency with Bureau policies and ensure effective resolution of audit recommendations.
3. Conducts reviews of the Bureau's product and processes, QMS and EMS to assess the adequacy of quality/environmental controls and conformance with quality policies, practices, and procedures. The primary purpose is to not only determine conformance, but to also assess the operational effectiveness of the policy, regulations quality and environmental system procedures.
4. Documents audit findings and prepare audit work papers to support audit summary reports which are presented to Office Chiefs and/or Executive Staff for corrective action.
5. Reviews proposed corrective action plans and independently verifies the effectiveness of corrective actions.
6. Assists the applicable offices in preparing for Management Review, QMS, and EMS meetings required by International Organization for Standardization (ISO) by furnishing documents and information related to corrective actions taken as a result of internal quality audits.
7. Assists Bureau managers in developing required Corrective Action Plans for GAO, OIG, QMS and EMS audit findings to ensure that they are responsive to the audit recommendations and that the implementation of audit recommendations is timely.
8. Provides input to the Department's Joint Audit Management Enterprise System (JAMES) on the status of audit recommendations regarding A-123, GAO and OIG audit findings. As necessary, conducts special studies with respect to internal reviews, audit findings, GAO evaluations and other related topics.

284000 INTERNAL REVIEW DIVISION (continued)

9. Prepares and maintains the official record of Internal Control Policy Committee meeting proceedings.
10. Plans, coordinates, and conducts unannounced on-site compliance reviews of on-line and off-line activities during all shifts at the Washington, DC Facility to ensure compliance with the Bureau's security, accountability, and internal control policies and procedures.

285000 DESTRUCTION STANDARDS AND COMPLIANCE DIVISION

1. Administers, evaluates, and coordinates programs involving the cancellation, verification, and destruction of unfit currency and certain fiscal relations with the Federal Reserve Board and Federal Reserve Banks (FRBs).
2. Codifies the Treasury Currency Operations Manual (TCOM) which prescribes procedures and methodology by which the FRBs are to process, cancel, verify, account for, and destroy currency unfit for recirculation, and for the disposition of mutilated currency and the retirement of old series notes. This function includes, but is not limited to the following:
 - (a) Evaluating currency destruction procedures that assure the withdrawal of faded, torn, worn, and dirty currency from circulation.
 - (b) Testing and approving equipment used to process and destroy unfit currency.
 - (c) Assuring the accuracy of the accounting for unfit currency is destroyed.
3. Conducts compliance reviews of the currency operations at FRBs and branches performing destruction operations to verify the integrity and accuracy of the currency destruction data, and to assure that the Banks comply with TCOM requirements.
4. Conducts management and internal reviews at the request of the FRBs and the Bureau to assure operational and management efficiency.
5. Participates in the Federal Reserve committee meetings in an advisory capacity.
6. Maintains a close working relationship with the United States Secret Service to promulgate counterfeit detection policy. Issues and controls counterfeit notes used by the FRBs in counterfeit certification testing.
7. Prescribes conditions and procedures for the disposition of currency residue, including use in arts and commerce.

286000 COMPLIANCE DIVISION

1. Coordinates with the Accountability Systems and Compliance Division (ASCD) to design, develop and implement product accountability control systems, policies, and procedures.
2. Supports BEP testing activities by reviewing and recommending approval of Accountability Plans prepared for inclusion with Requests for Assessment.
3. Conducts physical inventories of raw materials, work-in-progress, inventory and finished goods, and reconciles to Bureau control records for accountability and financial statement purposes.
4. In conjunction with the Internal Review Division, develops and proposes the Bureau's annual audit plans (internal reviews (product and processes), QMS and EMS, for approval by the Chief, Office of Compliance and the CFO. Coordinates with the Internal Review Division in planning, directing, monitoring, and reporting on the Bureau's internal, QMS and EMS audit programs.
5. Plans, coordinates, and conducts unannounced on-site compliance reviews of on-line and off-line activities during all shifts at the Western Currency Facility to ensure compliance with the Bureau's security, accountability, and internal control policies and procedures.
6. Provides day-to-day assistance and guidance with automated manufacturing system (e.g., BEN) in entering data on manufactured goods into the manufacturing system at the Western Currency Facility (WCF).
7. In conjunction with ASCD, analyzes the impacts of proposed new production systems (i.e., Large Examining Printing Equipment (LEPE, Single Note Inspection, etc.) or applications (i.e., BEN) on currency accountability procedures and recommends appropriate implementation actions.
8. Conducts monitoring of automated accounting systems (i.e., BEN) to ensure set up and data accuracy.
9. Creates and/or designs automated reporting solutions or data extractions to provide data for production to use in error/discrepancy trending analyses.
10. Reconciles the Federal Reserve Board of Governors Currency Ordering System (COS) against the Bureau's control

records (i.e., BEN) on a daily basis to ensure accountability for WCF.

11. Supports BEP testing activities by reviewing and approving Accountability and Security Plans prepared for inclusion with Requests for Assessment; and provides training and reviews accountability during testing.

286000 COMPLIANCE DIVISION (continued)

12. Keeps abreast of new technology with respect to product control systems, determines feasibility of implementation at the Bureau, and recommends appropriate implementation action.

13. Coordinates and assists with onsite inventory of finished goods by Federal Reserve Board personnel.

14. Coordinates with other Divisions within OC to perform workforce analyses and review of work practices to ensure efficient and effective application of resources.

15. Provides accountability and internal control training to WCF employees. In conjunction with the ASCD, develops and presents automated accounting systems training (i.e., BEN) for the Bureau.

16. In conjunction with Internal Review Division, reviews ISO audit practices and procedures to improve audit output. Develops audit training with contractors to improve audit skills for Bureau ISO audit staff.

286100 ACCOUNTABILITY OPERATIONS BRANCH

1. Conducts on-site verification of good and mutilated items from various processing components.

2. Maintains accountability records for all securities and instruments of reproduction delivered outside the Bureau, including the Request for Assessment or authorizing memorandum signed by the Director, BEP Print Order, Order for Supplies and Services, Transfer and Delivery Schedule, and Schedule of Deliveries.

3. Oversees the process of performing cycle counts of raw materials and spare parts in support of determining inventory valuation for financial statement purposes.

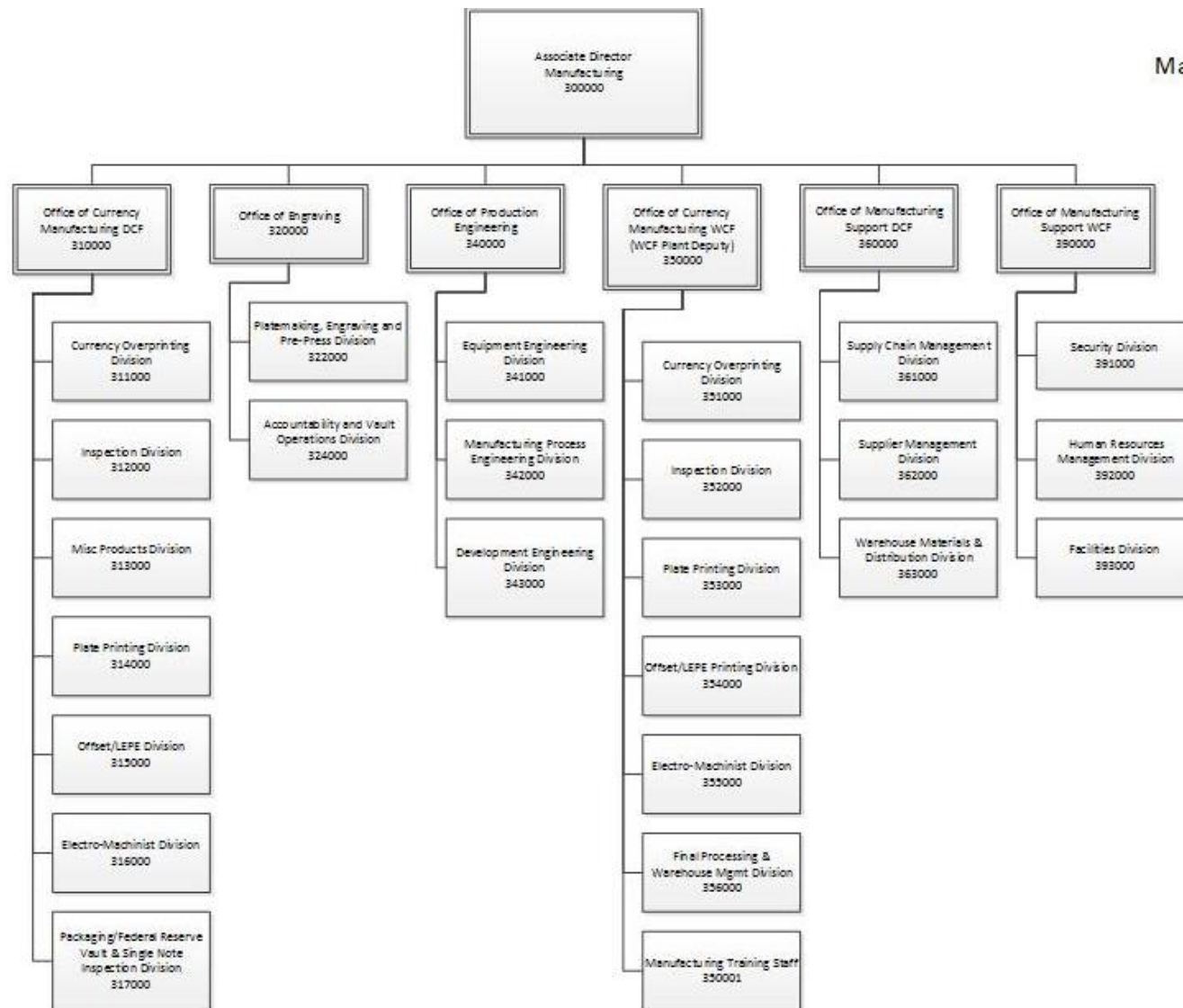
300000 ASSOCIATE DIRECTOR, MANUFACTURING

The Associate Director, Manufacturing, along with the other Associate Directors, participates in Bureau-wide policy recommendations and is responsible to the Director for all phases of manufacturing programs at the ECF. The Associate Director, Manufacturing, plans, develops, and implements policies relating to engraving, printing, and processing to the determination of inventories of raw materials and other stock items, warehousing, production requirements, production timetables, and delivery schedules. The Associate Director, Manufacturing manages all phases of activities relating to engraving, currency production, miscellaneous and special product production, inventory management, ink and roller manufacturing and maintenance of production equipment at the ECF.

The Associate Director, Manufacturing coordinates activities with the other Associate Directors; serves as liaison with customer agencies and with other banknote and printing companies both inside and outside the United States. The Associate Director, Manufacturing promotes good customer agency relations by maintaining high level liaison with senior officials of other agencies. As designated, the Associate Director, Manufacturing represents the Director in external policy meetings, national and international conferences, and contacts with manufacturing representatives.



Manufacturing



310000 OFFICE OF SECURITY PRINTING

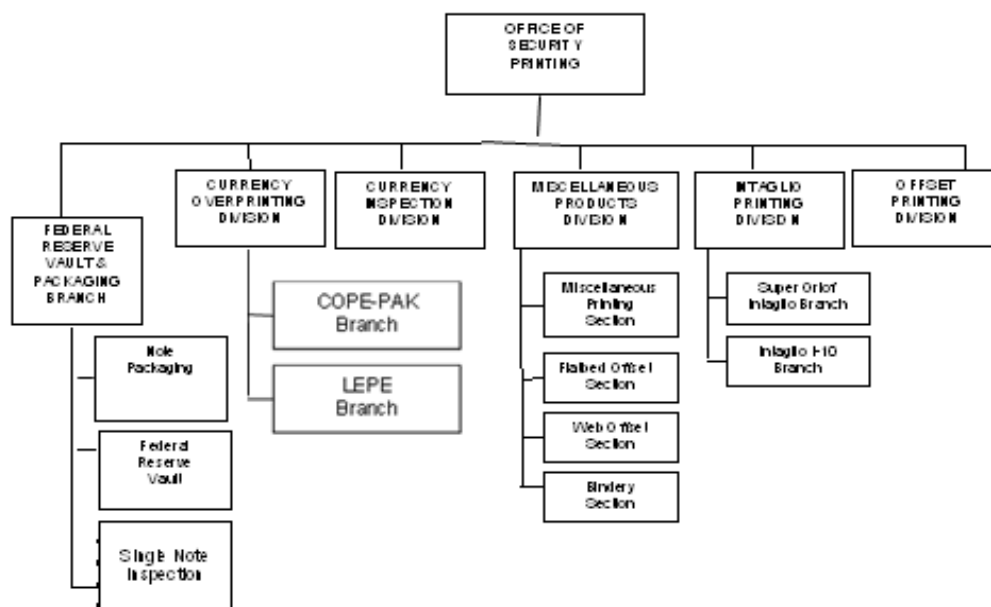
The Office of Security Printing plans Bureau currency and security products printing and processing programs and directs the use of equipment, staff and materials, including the engraved printing and processing of currency and miscellaneous security products.

The Office reviews technological developments in banknotes printing/finishing and graphic arts industry for potential application to Bureau operations; and assures required performance of staff and equipment through control, evaluation, training, and follow-up techniques.

The Office develops and implements security and accountability procedures in cooperation with the Offices of Security (OS) and Compliance (OC). These procedures are implemented and used to insure printed products and plant equipment are safeguarded and that comprehensive accountability records are maintained for all products being processed.

The Office assures control of hazardous wastes within its jurisdiction.

The Chief may represent the Director in contacts with officials of the Department of the Treasury, other Government agencies, foreign governments, private industry, and trade unions to obtain information on technological developments applicable to Bureau operations, and may recommend and implement new methods and procedures. The Chief may be called on to coordinate an entire multi-office program, keeping the Associate Director, ECF informed of progress.



310100 FEDERAL RESERVE VAULT AND PACKAGING BRANCH

1. Plans and implements policies and procedures for processing and storing stocks of currency and for delivering finished notes to the Federal Reserve District Banks.
2. Recommends and institutes internal control and accountability procedures in cooperation with the OS and OC; maintains physical security and control of the products at all stages of processing; and controls materials, machinery, etc., charged to the Division.
3. Maintains accountability for the receipt, transfer and delivery of currency and related supplies, utilizing the BEP Enterprise (BEN) system, in accordance with established procedures. Delivers currency to the Federal Reserve District Banks, and maintains accountability on the Federal Reserve Board's Currency Ordering System (COS), assuring reconciliation with the BEN system.
4. Performs the administrative functions of the Division, including personnel records, time and attendance records, requisitions, etc.
5. Maintains production records; and prepares delivery schedules and reports on work-in-process, finished goods on hand, etc.

310110 NOTE PACKAGING

1. Plans, directs and develops daily staffing requirements for the section based on monthly Currency Overprinting production schedules and Federal Reserve Vault requirements.
2. Receives delivery of currency bricks from Currency Overprinting vaults for processing.
3. Processes four sequentially numbered currency bricks into cash packs for delivery to the Federal Reserve Vault.
4. Monitors the input of all required data in BEN.
5. Works closely with the Supervisor of the Federal Reserve Vault to ensure all Federal Reserve requirements are met in a timely manner.
6. Ensures adherence to Banknote Processing System (BPS) 3000 rules and regulations, and internal control and accountability procedures.
7. Maintains inventory of Work in Progress, and Finished Goods in the D300M Federal Reserve Depository Vault.
8. Routinely reconciles inventory in BEN and COS.

9. Delivers finished process of Cash-Packs to the Reserve Vault for delivery to the Federal Reserve Board.
10. Maintains the inventory accountability for receipt, transfer and delivery of currency, utilizing the BEN system, in accordance with BEN procedures.

310120 FEDERAL RESERVE VAULT

1. Directs, coordinates and plans the delivery of all processed Federal Reserve Board orders to specified dock times for pick up by designated armored carriers.
2. Receives delivery of cash-packs from the Note Packaging Section for staging.
3. Develops and revises, as necessary, weekly Federal Reserve Vault work plans and activity schedules based on weekly Federal Reserve requirements as relayed in COS.
4. Monitors the input of all required data in BEN.
5. Works closely with the Supervisor of the Note Packaging Section to ensure all Federal Reserve requirements are met in a timely manner.

310120 FEDERAL RESERVE VAULT (continued)

Ensures adherence to BPS3000 rules and regulations, and internal control and accountability procedures.

Maintains daily contact with officials from the Federal Reserve Board to coordinate any required changes to specified currency orders.

Routinely reconciles inventory in BEN and COS.

Checks each Federal Reserve Vault every afternoon to ascertain available vault space in which to direct and store Cash Packs which will be received the next day.

Monitors all activities associated with the Federal Reserve Vault operations ensuring Bureau security, internal controls and safety requirements are met.

310130 SINGLE NOTE INSPECTION

1. Directs and coordinates employees involved in the processing and inspection of currency notes on BPS2000 automated high-speed currency processing and reconciliation equipment.
2. Receives currency bundles from the Federal Reserve Vault for Single Note Inspection processing.

3. Maintains the inventory accountability for receipt, transfer and delivery of currency, utilizing spreadsheets, reports, and BEN system in accordance with BEP policies and procedures.
4. Adheres to BPS2000 Single Note Inspection Manual, internal controls and accountability procedures.
5. Works closely with Federal Reserve Vault and Note Packaging staff to ensure requirements are met in a timely manner.

311000 CURRENCY OVERPRINTING DIVISION

1. Plans, coordinates, and performs the overprinting and processing of currency to meet the monthly print order requirements, and adheres to production schedules based on the Federal Reserve Board needs.
2. Provides production data input into shop-floor control in the BEN/Manufacturing Support Suite (MSS)/Manufacturing Execution Console (MEC)/Data Management Module (DMM) system.
3. Ensures adherence to BEP rules and regulations, and internal control and accountability procedures.
4. Receives delivery of examined blank engraved currency from Currency Inspection Division.
5. Maintains inventory of examined blank engraved currency and partial overprinting presses in the 2-1 vault.
6. Performs note examination on the overprinting presses, checks for intaglio and overprinting defects, and verifies serial number sequences, denominations, district bank seals, and Treasury seals.
7. Exchanges star notes for defective notes; maintains note exchange inventory and accountability at each press. Verifies count of defective notes extracted.
8. Exchanges examined blank engraved sheets for defective examined blank engraved sheets extracted by the press operator; exchanges star sheets for defective sheets extracted by the press operator; verifies, counts and maintains accountability of all examined blank engraved sheets and star sheets issued; verifies, counts, and maintains accountability of all defective examined blank engraved sheets and defective overprint sheets received.
9. Maintains the Star Stock Vault; maintains inventory and accountability of star note stock and issues star notes to the presses; retrieves the defective notes that are

extracted at each press; verifies, counts and mutilates (punches) defective notes; and transfers mutilated notes to the Securities Verification Section.

10. Records the inventory accountability, receipt, transfer and delivery of currency, utilizing the BEN system, in accordance with BEN procedures.

311100 COPE-PAK BRANCH

1. Changes Treasury seals, district bank seals, and numbering blocks on Cope presses to meet the specific monthly print order requirements.

2. Delivers completed processes to the Note Packaging Section.

3. Delivers currency and other printed products to the processing components, using BEN-generated transfer schedules.

311200 LEPE BRANCH

1. Changes Treasury seals, district bank seals, and numbering blocks on Large Examining Printing Equipment (LEPE) presses to meet the specific monthly print order requirements.

2. As part of LEPE equipment, processes four sequentially numbered currency bricks into cash packs for delivery to the Federal Reserve Vault.

3. Works closely with the Supervisors of the Note Packaging Division and Federal Reserve Vault to ensure all Federal Reserve requirements are met in a timely manner.

4. Works closely with the Supervisors of the Note Packaging Division and Federal Reserve Vault to deliver finished process of Cash-Packs to the Reserve Vault for delivery to the Federal Reserve Board.

5. Delivers currency and other printed products to the processing components, using BEN-generated transfer schedules.

312000 CURRENCY INSPECTION DIVISION

1. Plans, coordinates, and oversees the receipt, trimming, splitting, examination, assembly, and consolidation of sheets of blank engraved currency.
2. Receives sheets of printed money bands from the Offset Printing Division, cuts to finished size, and maintains adequate inventory of finished money bands for Currency Overprinting.
3. Provides production data input to shop-floor control in the BEN system.
4. Ensures adherence to BEP rules and regulations, and internal control and accountability procedures.
5. Completes "Load Examination Results" (LER), maintaining the accountability of the loads in full sheets.
6. Resolves load discrepancies.
7. Receives delivery of unexamined blank engraved currency from the Intaglio Printing Division.
8. Maintains inventory of unexamined blank engraved currency in the 2-A vault.
9. Delivers examined blank engraved currency to the Currency Overprinting Division.
10. Records the inventory accountability, receipt, transfer and delivery of currency, utilizing the BEN system, in accordance with BEN procedures.

313000 MISCELLANEOUS PRODUCTS DIVISION

1. Identifies resource needs for security printing activities.
2. Implements plans, policies and procedures for the printing of securities, and miscellaneous items and special products.
3. Oversees the preparation of products within the Offset and Flatbed Sections; and coordinates the printing and delivery with other Operations components.

313010 MISCELLANEOUS PRINTING SECTION

1. Requisitions inks, dies, plates, distinctive and non-distinctive paper and supplies for printing of various products (e.g., bonds, notes, etc.).

2. Prints bonds, notes, etc., interleaves separators between printed sheets, as required.
3. Receives partially printed securities from other printing areas, and counts accountable paper stocks before and after printing.
4. Conditions and processes paper for printing, when necessary.
5. Prints high-denomination bonds and other securities, certificates, commissions, diplomas, portraits by the intaglio process.
6. Prints, in relief or cameo, miscellaneous products such as book labels and plates, cards, certificates, commissions, letterheads and envelopes, portraits, seals, and vignettes from embossing dies or plates.
7. Prepares transfer schedules; delivers securities and miscellaneous products to other components; and delivers mutilated sheets to the OC prior to destruction.
8. Maintains accountability records; conducts daily inventories; reports on receipt, deliveries, and balances on hand, etc. Enters BEN production and inventory movement data in accordance with established procedures.

313020 FLATBED OFFSET SECTION

1. Requisition inks, phosphorescent tagging material, and blank paper; receives wholly or partially printed products for phosphor tagging or additional lithographic printing.
2. Controls offset plates within the Office and orders replacement plates.
3. Prints certificates, commissions, identification car licenses, permits, etc., by lithographic processes; and periodically inspects work in progress at the presses.
4. Maintains work-in-process inventories; and coordinates printing and delivery of products with other components.
5. Establishes the initial accountability control over printings through recording of press register readings; and records subsequent press register counts for products requiring more than one pass through a press.
6. Conducts preliminary search to resolve discrepancies between press register readings and physical inventories by reviewing records for posting errors.
7. Controls registers and security locks on certain presses; and reconciles accountability.

8. Accounts for waste impressions for certain printings on non-distinctive paper; and delivers this waste for verification and destruction.
9. Assists the Office of Compliance and the Office of Security in the search and analysis of discrepancies in accountability records; and consults with production area and other employees to gather and analyze facts.
10. Maintains accountability records; conducts daily inventories; reports on receipt, deliveries, and balances on hand, etc. Enters BEN production and inventory movement data in accordance with established procedures.

313030 WEB OFFSET SECTION

1. Requisitions inks and blank non-security paper; receives partially printed etc., for overprinting; and receives necessary press materials from other components.
2. Controls and verifies numbering sequence for printing; receives and analyzes all print orders coming into the Office; and prepares layouts for various jobs.
3. Overprints specific items on public debt securities; and inspects initial printing.
4. Produces star replacement sheets and imprints replacement sheets.
5. Examines sheets of printed securities and other products; removes wholly defective sheets and inserts replacement sheets, as required, and marks mutilated sheets into separate package units.
6. Counts sheets after examination; assembles perfect, partially mutilated and mutilated sheets into separate package units.
7. Produces miscellaneous printing from type forms.
8. Establishes accountability for partially printed miscellaneous product securities and similar stock received; notifies Bindery Section of discrepancies; and assembles sheets into packaged units.
9. Maintains accountability records; conducts daily inventories; reports on receipt, deliveries, and balances on hand, etc. Enters BEN production and inventory movement data in accordance with established procedures.

313040 BINDERY SECTION

1. Directs bookbinding and auxiliary bindery services for certificates, commissions, diplomas, identification cards and cases, licenses, public debt securities, re-entry permits, etc.
2. Verifies requisitions and fills orders from finished stocks on hand; manages packaging of products finished by other components; and prepares schedules and directs delivery of finished products to local customer agencies
3. Delivers products requiring further processes to other components. Processes miscellaneous items for the printing sections and other Bureau components.
4. Processes miscellaneous items for the printing sections and other Bureau components.
5. Maintains inventory systems and prepares related reports; and maintains accountability records for work-in-process and finished goods on hand.
6. Requisitions distinctive paper used in the printing of miscellaneous product securities; and requisitions and counts blank stock for miscellaneous products.
7. Counts and examines miscellaneous product securities and a variety of other products; and verifies count against press register count or scheduled quantity of sheets.
8. Examines sheets for defects; and separates perfect, partially mutilated and defective sheets.
9. Assembles perfect and partially mutilated sheets for delivery to cutting machines.
10. Reconciles discrepancies in counts.
11. Packages certain products finished in the Intaglio Printing Division; and prepares schedules and delivers work to local customer agencies.
12. Prepares transfer schedules; delivers work for processing to other components; and receives completed work.
13. Cancels and delivers mutilated sheets to the Office of Compliance prior to destruction.
14. Prepares reports regarding stock receipts, deliveries and work in process inventors.

313040 BINDERY SECTION (continued)

15. Maintains Division vaults for special security products.
16. Maintains accountability records; conducts daily inventories; reports on receipt, deliveries, and balances on hand, etc. Enters BEN production and inventory movement data in accordance with established procedures.

314000 INTAGLIO PRINTING DIVISION

1. Develops, recommends, and implements policies and procedures for the engraved printing of currency, passports, and other secure documents.
2. Administers use of intaglio presses for printing BEP products, and assigns personnel to presses as needed.
3. Maintains quality standards for all products printed; and gives approval of printed specimen sheets for color, layout, printing delineation, etc.
4. Maintains records to account for work-in-process inventories as part of the Bureau's overall paper control accounts.
5. Institutes internal control and accountability procedures in cooperation with the Offices of Security and Compliance; maintains physical security and control of the product at all stages of processing; and controls materials, machinery, etc., charged to the Division.
6. Assures control of hazardous wastes produced within the Division.
7. Coordinates the administrative functions of the Division, including personnel, production, time and attendance, and other records; and informs employees about procedures, rules and practices of the Bureau and the Division as they relate to the work of the components.
8. Maintains communication and rapport with other Bureau Divisions.
9. Monitors and informs employees of safety issues and compliances within the Intaglio Printing Division, and of all safety rules and regulations; and documents infractions or issues.

314100 SUPER ORLOF INTAGLIO BRANCH

1. Requisitions distinctive paper, inks, plates, and supplies for printing currency, passports and other secure documents.
2. Prints backs and faces of currency; and prints passports and other secure documents by the intaglio process.
3. Maintains the accountability for the receipt, transfer and delivery of printing plates, and related supplies, utilizing the BEN system in accordance with BEN procedures.
4. Delivers currency and other printed products to the processing components, using BEN-generated transfer schedules.
5. Adheres to all BEP safety, security, internal controls and accountability procedures.
6. Performs testing for the development of new intaglio processes and materials.
7. Conducts personnel training, craft and non-craft, on an as-needed basis.

314200 INTAGLIO I-10 BRANCH

1. Requisitions distinctive paper, inks, plates, and supplies for printing currency, passports and other secure documents.
2. Prints backs and faces of currency; and prints passports and other secure documents, by the intaglio process.
3. Maintains the accountability for the receipt, transfer and delivery of printing plates, and related supplies, utilizing the BEN system, in accordance with BEN procedures.
4. Delivers currency and other printed products to the processing components, using BEN-generated transfer schedules.
5. Adheres to all BEP safety, security, internal controls and accountability procedures.
6. Performs testing for the development of new intaglio processes and materials.
7. Conducts personnel training, craft and non-craft, on an as-needed basis.

315000 OFFSET PRINTING DIVISION

1. Develops, recommends, and implements policies and procedures for the printing of Offset backgrounds of security images within the Offset Printing Division.
2. Distributes wet and/or dry offset Simultan plates, offset inks, offset blankets and other related press and offset supplies to Simultan Pressperson Teams to assist in production requirements.
3. Manages and enforces Offset production quality standards and procedures; and gives layout and color sheet approvals at startup intervals of offset product based on quality standards.
4. Maintains accountability records and inventories for production requirements relating to the Simultan offset presses and the Offset Printing Division.
5. Institutes internal control and accountability procedures in cooperation with the Offices of Security and Compliance.
6. Assures safe handling, monitors storage and labeling of hazardous waste produced and chemicals used within the Offset Printing Division individual sections; and removes labeled waste from Offset Printing Division individual sections at designated intervals.
7. Coordinates the administrative functions of the Offset Printing Division including personnel, production time, time and attendance; informs employees about Bureau policies, procedures, rules and regulations and sets an example for the Bureau and the Offset Printing Division.
8. Maintains communication and rapport with all other Bureau Divisions.
9. Monitors and informs employees of safety issues and compliances within the Offset Printing Division and of all safety rules and regulations; and documents infraction or issues.
10. Plans, coordinates, and performs the printing of the security offset background necessary to incorporate advance counterfeit deterrent features in US currency; meets or exceeds the Federal Reserve Board's and the Bureau of Engraving and Printing's high standards for quality; and adheres to production schedules based on the Federal Reserve Board needs.
11. Receives blank distinctive security paper, offset printing inks and supplies needed for section functions and offset security printing.
12. Performs wet and/or dry offset printing of security background offset images utilizing the Simultan Offset press capability of multi-color simultaneous offset printing.

315000 OFFSET PRINTING DIVISION (continued)

13. Performs denominational or securities changes in the form of changing plates, distinctive security paper, offset printing inks and configurations within the Simultan Offset press computer system.
14. Produces and maintains accountability records for transfer and delivery of offset currency products utilizing the FlowSys computer system on the Simultan Offset press as well as the BEN data collection system in accordance with BEN procedures.
15. Delivers offset printed security products to Intaglio Printing Division for further product processing.
16. Ensures adherence to the Bureau of Engraving and Printing's rules and regulations, security and safety procedures, internal controls and accountability procedures.

320000 OFFICE OF ENGRAVING

The Office of Engraving directs the engraving, assembly, and manufacturing of quality printing plates and surface pieces for the printing of security/financial and other security documents issued by the United States Government.

The Office is responsible for applying new technologies in support of design concepts, engraved images, engraving, plate making, and manufacture activities at the Bureau.

Major Office programs include engraving, conventional and electronic prepress, and plate making.

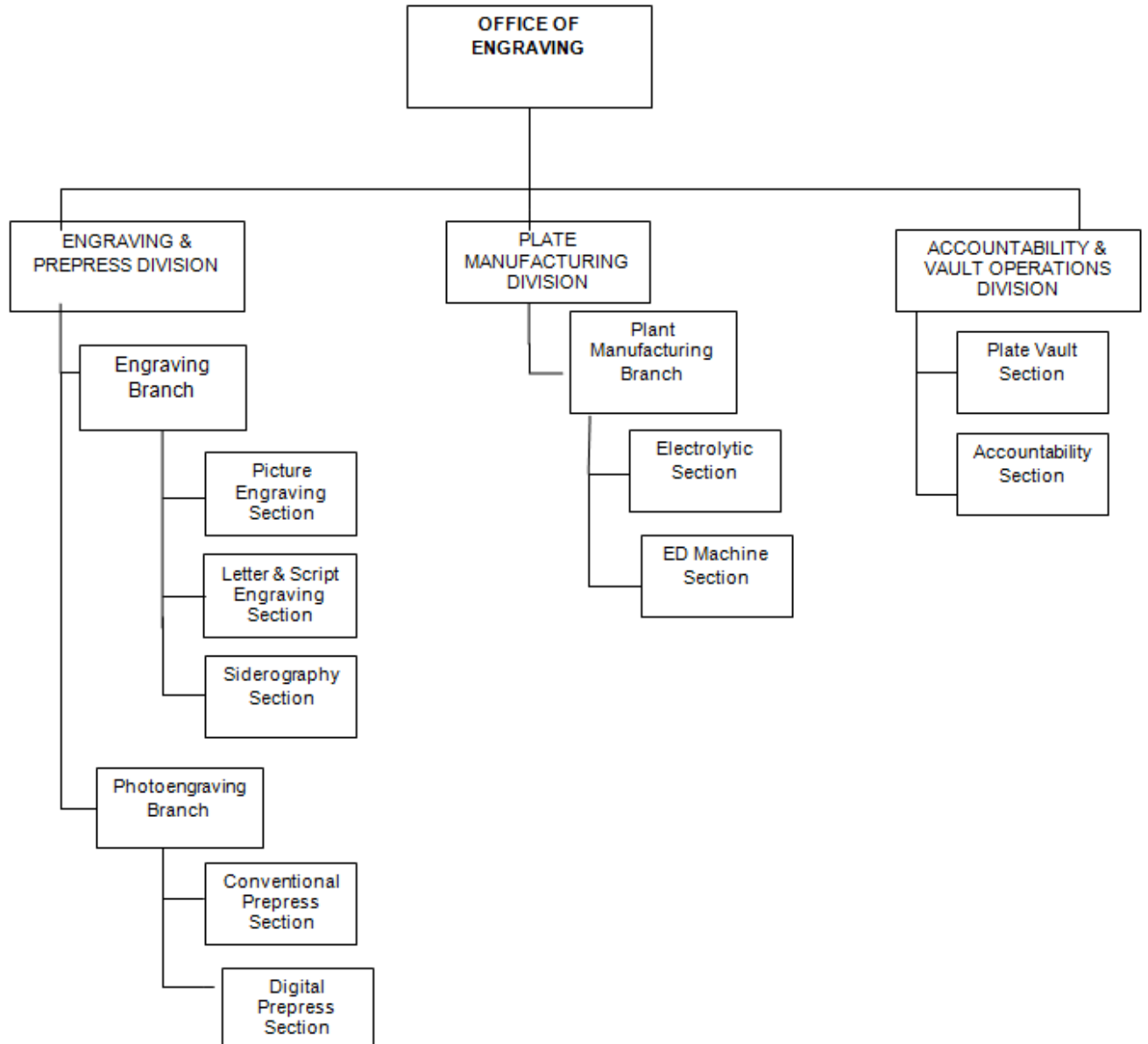
In support of its primary functions and programs, the Office directs a wide range of activities such as preparing proofs of dies and plates and accounting for these printed impressions, plates, dies, and items of reproduction; certifying plates; providing security for proofs and printing stock charged to the Office; controlling files of proofs, and archived digital design files used to prepare securities; and authorizing unfit or obsolete plate stock for destruction.

Designated Office officials may represent the Director in conferences and meetings held with international counterparts, customer agency representatives, and technical experts in the areas of security printing, engraving, plate preparation, and related technologies.

In conjunction with the Product and Technology Development Directorate, Office officials may also furnish the Associate Directors and Director with advice pertaining to the artistic value, printability, and security suitability of proposed design concepts.

In conjunction with the Product and Technology Development Directorate, Office officials may represent the Bureau in contacts with officials of Federal agencies, private plants and laboratories, and foreign countries to furnish technical advice on the layout and design of work on the artistic value and security suitability of proposed designs on the feasibility of reproduction, and the impact of design features on the quality of the product.

The Chief may represent the Director in contacts with officials of the Department of the Treasury, other Government agencies, foreign governments, private industry, and trade unions to obtain information on technological developments applicable to Bureau operations, and may recommend and implement new methods and procedures. The Chief may be called on to coordinate an entire multi-office program, keeping the Associate Director, ECF informed of progress.



322000 ENGRAVING & PREPRESS DIVISION

1. Plans and directs engraving and photolithographic and electronic prepress activities.
2. Establishes and maintains production schedules to provide engraved and photolithographic items used in printing.
3. Analyzes, modifies, and maintains production processes through documentation in support of the International Organization for Standardization (ISO) 9001: 2000 standards for quality manufacturing.
4. Maintains, modifies, and improves general work practices and working areas to support the ISO 14000: 2004 management systems standard for managing the environment, health, and safety.

322100 ENGRAVING BRANCH

1. Prepares exhibitions of numismatic material.
2. Creates single subject originations and original steel dies through various means; corrects defects and makes alterations in engraved areas of plates.
3. Burnishes dies and polishes steel plates.
4. Inspects and repairs dies, plates, and/or surface pieces.
5. Applies plate identification numbers to finished plates via Pantograph process.
6. Applies Bureau policies and procedures in order to protect secure documents, engraved plates, and other miscellaneous images.
7. Responds to calls from the ECF printing sections to inspect and make repairs to plates while they are mounted on the press.
8. Ensures that finished plates meets established quality standard.

322110 PICTURE ENGRAVING SECTION

1. Traces freehand on sheet gelatin, with aid of a strong magnifying lens for the desired model or drawing.
2. Reproduces tone values of the model on a steel die in-line by engraving or incising lines, dots and dashes of various directions, depths, widths and spacings, to properly and artistically represent the textures needed in portraits.
3. Draws freehand with a tempered steel point, the lines, dots, dashes, etc., of the design through transparent and acid resistant wax ground.
4. Hand cuts with diamond shaped hard steel tool or graver; also makes their own tools.
5. Restores dies of previously engraved portraits, vignettes, etc., by applying methods to original engravings that have become damaged, worn or have lost some of their value.
6. Engraves for multicolor work by making separate dies for each color to be represented in the model.
7. Performs plate repairs when necessary and pantograph (manual or laser).
8. Utilizes digital files from Banknotes Designers using one system to digitally engrave through CTIP system. Assigns depths profiles and line work for banknotes and other security items, i.e., passports.
9. Inspects printing plates, altos and master plates and associate dies.
10. Picture Engraver journeymen serve a 10-year apprenticeship and also train incoming apprentices.

322120 LETTER & SCRIPT ENGRAVING SECTION

1. Digitally engraves lathe work, ornamental borders, lettering and script using ONE System for CTIP, assigns depths and profiles and internal line work treatment.
2. Primarily responsible for operation of the laser pantograph system and the transition from traditional pantograph to laser pantograph.
3. Makes layout from models of work on die, such as lathe work, ornamental counters, portrait, vignette, lettering, etc.

322120 LETTER & SCRIPT ENGRAVING SECTION (continued)

Draws in the reverse on a die, the lettering or script prior to actual engraving using a steel point or digital tablet pen or other technology.

Engraves all lathe work adjacent to the lettering or numerals, which produces the borders on bonds, currency, etc.

Work requires knowledge or a variety of letters, spacing and shadow designs. Incumbent operates ONE System, manual pantograph and laser pantograph efficiently. Hand cuts and/or etches with acids.

Operates ruling machine and has knowledge or acid and its corrosive action upon steel.

Performs work on transfer rolls that requires filing or scoring.

Inspects and makes ready for printing all electrolytic plates, master plates and altos including final chrome inspection.

Inspects the layout and the engraving of plate lines and register marks on all electrolytic master bassos and altos and inspect electrolytic plates for wear in the press room.

Letter and Script Engraver journeymen serve a seven-year apprenticeship and also train incoming apprentices.

322130 SIDEROGRAPHY SECTION

1. Transfers designs from original engraved dies to soft steel roll by the Siderography process; and transfers designs to form multi-subject steel plates.
2. Makes assembled dies and prepares new transfer rolls.
3. Produces plastic intermediate master forms by thermal molding process.
4. Welds plastic molds to form multiple subject plates.
5. Punches dies and/or plates to level engraved surfaces.
6. Inspects, repairs, and polishes dies and/or plates.
7. Applies computer technology and procedures to process single and multi-subject intaglio master plates.

322130 SIDEROGRAPHY SECTION (continued)

8. Ensures that finished plates meet established quality standards.
9. Polishes and finishes blank steel and cooper, etc. for items of reproduction.
10. Responds to calls from the ECF printing sections to inspect and make repairs to intaglio plates while they are mounted on the press.

322200 PHOTOENGRAVING BRANCH

1. Performs conventional and electronic image retouching, image assembly and related prepress operations up to and including preflight, page layout, plate layout, step and repeat, color trapping, and proofing.
2. Makes photographic reproductions of steel and cooper dies and plates, drawings, halftones, models, and designs of securities and similar documents; and performs specialized photographic services.
3. Augments currently master dies by photo etching specific elements or features in order to assemble the composite dies.
4. Makes photographic color separations from original art copy or color transparencies to facilitate multicolor lithographic and photogravure reproduction.
5. Maintains inventory and accountability for all securities and associated electronic media.
6. Produces wet offset printing plates in support of the Bureau's miscellaneous products program.
7. Produces dry offset printing plates in support of the Bureau's currency printing program.
8. Produces Intaglio inking-in plates (Chablon plates) to support the Super Orlof Intaglio press direct and indirect inking systems.
9. Produces and delivers electronic media containing secure and non-secure images to various BEP components.

322210 CONVENTIONAL PREPRESS SECTION

1. Operates a wide range of professional photographic equipment (copy cameras, digital cameras, processors, printing and contact frames to produce a variety of negatives, positives, black and white prints, color prints and color transparencies).

2. Sets up equipment, mounts copy, determines appropriate techniques, computes settings for enlargements or reductions, arranges lighting and exposes film for best production.
3. Creates or reassembles material to form new or improved designs and patterns using digital methods, conventional stripping, photomechanical and hand compiling methods.

322210 CONVENTIONAL PREPRESS SECTION (continued)

4. Examines all negatives and positives made on the step and repeat machine, images-setters and plate-setters; and corrects all imperfections.
5. Employs photomechanical and hard compiling techniques to assemble positive or negative films to be used in the production of currency and miscellaneous products.
6. Utilizes equipment settings and technology and/or conventional methods (step and repeat machine, vacuum frames, light sensitive coatings) hand developing and automatic plate processing equipment to produce nyloplate and offset plates for use in various production areas.
7. Prints proof impressions from deep etch plates for evaluation and certification.
8. Prepares multicolor printing models of proposed new designs for BEP-produced security items for approval by various governmental agencies.

322220 DIGITAL PREPRESS SECTION

1. Applies digital techniques to generate completed prepress assignments using electronic publishing software and hardware.
2. Photographs a variety of material including dies and plates, drawings, original artwork, and models and designs of securities.
3. Inputs a variety of original copy, artwork, and archived films into a digital workflow environment. Operates various high-end color and copy dot scanners.
4. Utilizes scanner operating software and/or image editing software to ensure images are complete and ready for digital stripping.
5. Employs digital techniques for assembling, processing, imposing and outputting positive or negative plate-ready films and plates.
6. In conjunction with the Product and Technology Development Directorate, creates or reassembles materials to form new or improved designs and patterns using

digital methods, conventional stripping, photomechanical and hand compiling methods.

7. Utilizes digital technology to adjust and/or change the density/tonal values of computer graphics and digital images per job requirements and specifications.
8. Utilizes computer technology to digitally alter, manipulate, retouch, and compose images, high-resolution line work, and vector-based graphics.
9. In conjunction with the Product and Technology Development Directorate, prepares multi-color printing models of proposed new designs for BEP-produced security items for approval by various governmental agencies.

323000 PLATE MANUFACTURING DIVISION

1. Ensures that finished plates and surface pieces meet established quality standards.
2. Produces or provides for the production of all engraved plates.
3. Produces and maintains stock of master and intermediate forms used in the production of the end products.
4. Establishes and maintains schedules of production and processing of end products.
5. Assigns identification numbers to and maintain inventory of and accountability for all security stock on a daily basis, to include plastic molds or forms (both defective and good) produced by the thermal molding process.
6. Delivers products to Plate Vault Section and the Production Support Division, ECF.
7. Produces intaglio inking-in plates to support I-8, I-10 and Orlof Intaglio presses.
8. Manufactures all Electronic Discharge Machine (EDM) surface pieces to include treasury seals, district seals, and numerals and other EDM manufacturing as assigned.

323100 PLATE MANUFACTURING BRANCH

1. Ensures that finished plates and surface pieces meet established quality standards.
2. Produces or provides for the production of all engraved plates.

3. Produces and maintains stock of master and intermediate forms used in the production of the end products.
4. Establishes and maintains schedules of production and processing of end products.
5. Assigns identification numbers to and maintains inventory of accountability for all security stock on a daily basis, to include plastic molds or forms (both defective and good) produced by the thermal molding process.
6. Delivers products to Plate Vault Section at the ECF, and items for the WCF.
7. Produces intaglio inking-in plates to support I-8, I-10, and Orlof Intaglio presses.
8. Manufactures all EDM surface pieces to include treasury seals, district seals, and numerals and other EDM manufacturing as assigned.

323110 ELECTROLYTIC SECTION

1. Ensures that finished plates meet established quality standards.
2. Produces and/or provides for the production of electroformed plates and surface pieces used in producing security products.
3. Applies chromium coating on electroformed plates by electroplating; and removes chrome from plates needing repair; chromes miscellaneous press and machine parts.
4. Anneals and tempers steel dies, rolls, and plates; miscellaneous press and machine parts, and tool steel as required.
5. Designs and machines items/parts needed in the production of the Office of Engraving and other BEP offices.
6. Maintains quality/ISO records of all items of reproduction.
7. Assists Office of Compliance in inventories and resolves discrepancies from inventories in the Office of Engraving.
8. Responds and resolves all customer requests and press calls.
9. Grinds and finishes electroformed nickel plates blank and engraved die steel, copper dies and machine parts to quality standards.
10. Schedules destruction with security of all non-conforming and obsolete items of reproduction and maintains destruction records.

323120 ELECTRONIC DISCHARGE MACHINE (EDM) SECTION

1. Ensures that surface pieces meet established quality standards.
2. Maintains inventory and accountability for all digital files, surface pieces, graphite and steel in EDM production.
3. Applies computer technology to design and fabricate blank steel blank dies for surface piece production; uses laser technology to make graphite images of Treasury and Federal Bank seals, and numeral surface pieces; and processes and fabricates final surface piece images onto the blank steel dies.
4. Maintains quality/ISO records of all EDM production, graphite and blank steel.
5. Schedules maintenance on all EDM equipment and maintain maintenance records.
6. Schedules with the Office of Security and performs destruction of all non-conforming and obsolete pieces and graphite; and maintains destruction records.
7. Applies part numbers on all EDM production pieces via laser technology.

324000 ACCOUNTABILITY & VAULT OPERATIONS DIVISION

1. Manages the accountability, distribution and storage of items of reproduction.
2. Addresses concerns related to quality control and operating procedures as mandated by ISO.
3. Responds to corrective actions and recommendations following internal and external auditing.
4. Coordinates and monitors functions of Management Analysts and Plate Vault Section.
5. Monitors the implementation of newly established procedures to ensure compliance with security regulations.

324010 PLATE VAULT SECTION

1. Identifies plate vault items, which could be destroyed or archived for historical purposes on a continual basis.

2. Maintains accountability control of securities with ECF Plate Vaults No. 11 and 5V2; receives and provides secure storage for plates and surface pieces used for printing securities; issues plates and other pieces or reproduction to authorized components, using BEN.
3. Receives and stores photo-negatives, photo-positives, and related items used for manufacturing printing plates.
4. Prepares plate stock manufactured for contractors or other agencies for delivery; prepares accountability and control documents and delivers the items.
5. Operates the shredder in B4M to destroy plates, with security oversight.
6. Prepares Disposition Data Report of items to be reviewed for obsolescence; cancels obsolete, worn, or defective plate stock; prepares destruction schedules and delivers pieces for destruction.
7. Maintains chronological records of certification, alteration, cancellation, and destruction of plate stock.
8. Conducts periodic physical inventories and maintains the automated inventory accountability control records for the plate vault.
9. Establishes the initial accountability control over printings through recording of press register reading; records subsequent press register counts for products requiring more than one pass through a press.
10. Conducts preliminary search to resolve discrepancies between press register readings and physical inventories by reviewing records for posting errors.
11. Controls register and security locks on certain presses; and reconciles for posting errors.
12. Prepares plate stock manufactured for contractors or other agencies for delivery; prepares accountability and control documents and delivers the items.

324020 ACCOUNTABILITY SECTION

1. Performs a variety of reviews, studies and analyses for the Office of Engraving processes and programs.
2. Performs BEN transactions related to the manufacture and transfer of items of reproduction.

3. Prepares necessary documentation for requests for the manufacture of items of reproduction, i.e., Form 9568 for die order, Form 8157 Identification Number Assignment, Form 9454, Proof Disposition Record.
4. Prepares weekly production reports for operations within Engraving Office.
5. Schedules deliveries of finished products to Plate Vault.
6. Prepares schedules for destruction of mutilated paper, proofs and plates.
7. Prepares documentation for the cancellation of outdated/obsolete items.
8. Conducts physical inventories for all items of reproduction.
9. Maintains inventory and accountability for all single subject originations and associated electronic media.
10. Maintains inventory and accountability for required electronic media, dies, rolls, plate stock, altos, master plates and surface pieces.
11. Maintains accountability records of intaglio, offset and proofs.
12. Maintains inventory and accountability for all digital media surface pieces.
13. Verifies proof impressions for designing, layout, etc., certifies these printing media.
14. Assists the Accountability Systems and Compliance Division, Office of Compliance in the search and analysis of discrepancies in accountability records; and consults with production area and other employees to gather and analyze facts.
15. Receives and stores photo-negatives, photo-positives, and related items used for manufacturing printing plates.
16. Conducts periodic physical inventories and maintains the automated inventory accountability control records for the Plate Vault.

370000 OFFICE OF OPERATIONS SUPPORT (ECF)

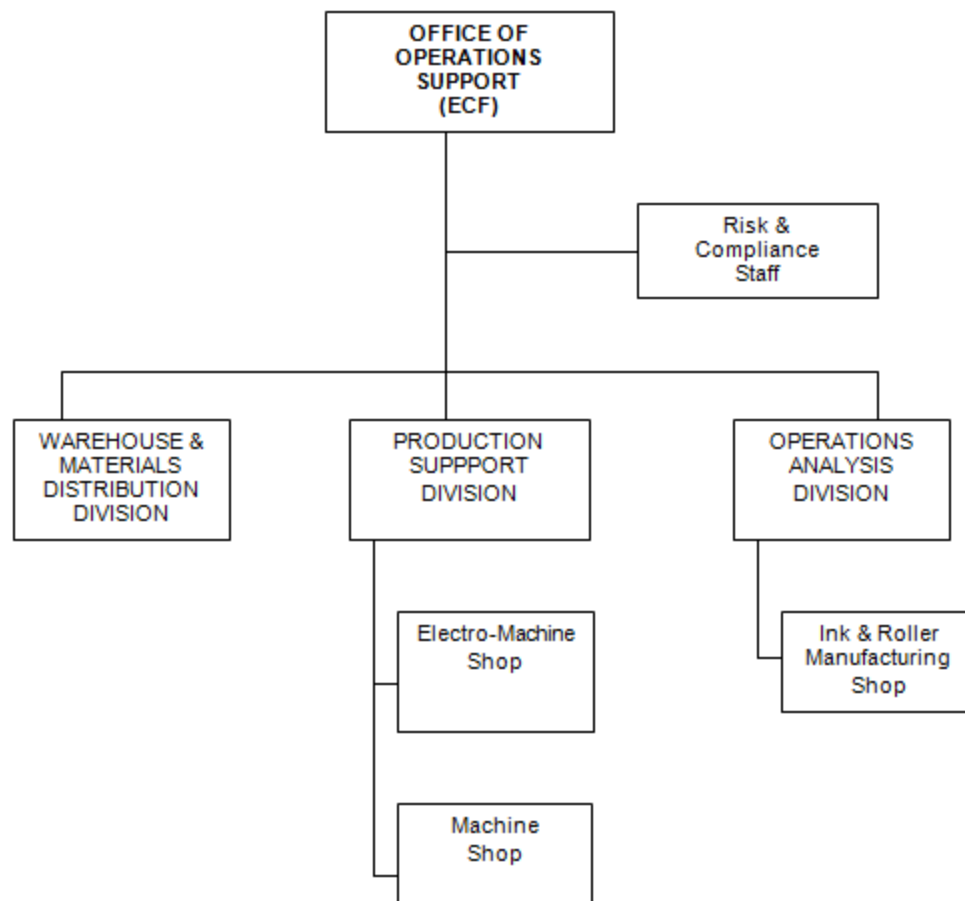
The Office of Operations Support plans ECF maintenance, inspection, safety, and processing programs in regards to use of equipment, staff, and materials.

The Office reviews technological development inspection, and maintenance of equipment for potential application to ECF operations; assures required performance of staff and equipment through control, evaluation and follow-up techniques.

The Office develops and implements security procedures in cooperation with the OS for staff and plant equipment; and maintains comprehensive accountability records for all stock being processed.

The Office assures control of hazardous wastes within its jurisdiction.

The Chief may represent the Director in contacts with officials of the Department of the Treasury, other Government agencies, foreign governments, private industry, and trade unions to obtain information on technological developments applicable to Bureau operations, and may recommend new methods and procedures. The Chief may be called on to coordinate an entire multi-office program, keeping the Associate Director, ECF informed of progress.



370100 RISK AND COMPLIANCE STAFF

1. Develops, recommends, and implements key components of the integrated risk management frameworks as it relates to executing consistent, coherent and standardized approaches to ensure the ECF's methods are sound.
2. Evaluates and implements risk assessments and internal controls of the storage, inspection and maintenance of currency and security documents.
3. Develops, implements procedures, and testing techniques for the ECF. Performs complex studies and projects involving storage, inspection, and maintenance of security documents. Identifies weaknesses, recommends corrective action, and evaluates ECF operating procedures for continuous improvements in the production arena.

371000 WAREHOUSE AND MATERIALS DISTRIBUTION DIVISION

1. Provides overall planning, direction, coordination and control for the storage and distribution of raw materials, repair parts, equipment, and general supplies.
2. Manages the BEP storage functions at both the District of Columbia Facility (DCF) and satellite warehouse facility; manages and maintains all the DCF's warehousing and staging systems for raw materials, production equipment, and administrative supplies; maintains a storeroom, vaults, remote issue points, and staging areas.
3. Receives and performs preliminary inspection of equipment, material, and supplies at the satellite warehouse facility, shipping and receiving section and loading docks.
4. Plans and facilitates the movement of various materials within the BEP; operates industrial trucks for transportation of production materials and equipment within the BEP; moves equipment, furniture, and various other heavy and bulky items within the BEP.
5. Coordinates and directs the receiving, movement, relocation, storage, staging, and removal of materials and property at the satellite warehouse, shipping and receiving section, and loading docks.
6. Maintains a dock delivery schedule for all in-bound deliveries and coordinates the schedule with the police force.
7. Provides industrial trucks for deliveries and returns of materials to and from production components.
8. Ships equipment, materials, and supplies; prepares the necessary administrative paperwork, including shipping instruction for the DCF and satellite warehouse facilities;

coordinates freight transportation for goods being shipped outside the BEP; and distributes administrative paperwork on completed shipments.

9. Establishes and maintains internal controls, accountability and physical security procedures and policies for inventory (direct materials, excess property, store items, etc.).
10. Processes requisitions and orders, issues forms and publications, and distributes administrative supplies to BEP's components.
11. Coordinates with production components to ensure timely filling of orders and delivery of requested items throughout the BEP.
12. Loads and unloads equipment, materials, and supplies to and from tractor-trailers and other vehicles.
13. Ensures employees are trained to obtain a valid license to operate industrial trucks and motorized material handling equipment.
14. Determines methods to reduce the cost and storage time of maintaining inventory.
15. Enters information on items to be warehoused into the computerized inventory tracking system to reflect receipts and movement; prepares reports and coordinates with appropriate inventory management specialist.
16. Records and maintain inventory accuracy in BEN.
17. Develops and maintains standard operating procedures for the Division.
18. Manages distribution of production uniforms and locker keys and performs/oversees Contracting Officer's Representative (COR) duties.
19. Develops short and long-range production forecasts for all production materials.
20. Issues Materials Requirements Plans for all production materials.
21. Serves as the Operations coordinator for the acquisition of production materials by projecting annual requirements through development of medium and long-range production forecasts for currency, and special security products and production materials.
22. Monitors and records the usage and/or loss of currency and special security products and production materials (including status of each material as related to each job or product) and run times of equipment repair analyses of emergent trends and their potential impact on currency, and special security products program requirements.

23. Improves the management of critical currency and special security products, and production-related raw materials through the use of comprehensive analysis and records.
24. Monitors deliveries and inventory balances and notifies affected component(s) of missed delivery dates, partial shipments or low on-hand inventory balances related to the program. Ensures that production-related materials are on-hand prior to initiation of production.
25. Projects annual requirements for production materials for all product lines. Assures that necessary actions are taken by other components to ensure materials are available as required.
26. Coordinates and participates in procurement planning so that materials requirements are successfully met. Submits requisitions to the Office of Acquisition to obtain needed production materials and related general supplies to requesting sections.
27. Monitors the delivery of production materials and related general supplies to requesting sections.
28. Performs analyses of operational capacity for required materials.
29. Produces cost estimates of supplies for the Office of Financial Management for yearly cost expenditures.
30. Determines cost to production as a result of overdue materials delivery. Notifies necessary components.

372000 PRODUCTION SUPPORT DIVISION

1. The Production Support Division is composed of the Electro-Machine Shop and Machine Shop. The Division is responsible for maintaining all production equipment required for quality currency production, finishing wiper rollers, and cutting rollers for use in the intaglio printing presses.
2. The Division operates several relational databases that store production, quality, and maintenance information. At times, the Division also develops interfaces to production machinery for purposes of collecting operating data.
3. The Division also provides technical knowledge, expertise, and ability to assist in the design and development of prototype manufacturing and production equipment, new manufacturing techniques, equipment and systems to improve the operating and maintenance characteristics of existing equipment, and to improve quality and productivity associated with current manufacturing procedures.

4. This Division works to improve the various processes for which it has direct responsibility, and for those it supports as part of its mission.
5. Oversees maintenance of all production and associated production equipment to ensure minimum downtime and maximum efficiency.
6. Performs all maintenance functions on production and associate production equipment, including but not limited to preventive maintenance, trouble shooting, repairs, rebuilds, modifications and installations.
7. Monitors all equipment related to downtime and production efficiency and records the downtime using electronic storage methods.
8. Collaborates with the supervisor/user of production equipment to develop designs which resolve daily production equipment problems. Demonstrates the feasibility of the proposed resolution and implements the proposed changes and/or modifications.
9. Integrates experimental or prototype equipment into the production process in order to expand or enhance the production capabilities of the Bureau; makes modifications to equipment designs as needed and manufactures complete systems.
10. Analyzes processes and equipment that routinely exhibit less than acceptable productivity and/or product quality.
11. Develops concepts for changes or modifications to alleviate the causes for unacceptable productivity/quality; and implements the changes and approves the viability of the changes.
12. Uses summary reports from Computerized Maintenance Management System (CMMS) to determine necessary areas for improved preventive maintenance.
13. Manufactures spare and replacement mechanical components for Bureau production processing equipment.
14. Finishes polyvinyl chloride wiping rollers for cylinder water wipe intaglio presses.
15. Mills/cuts various patterns in inking-in rollers as needed for intaglio presses.

372100 ELECTRO-MACHINE SHOP

1. Maintains production equipment to ensure minimal breakdowns, failures, and/or malfunctions.

2. Accounts for all craft activities as they relate to the installation, maintenance, improvements, and repairs of production equipment and their associated support systems.
3. Monitors equipment use, frequency of repair, as well as any particular problems with specific equipment.
4. Schedules the necessary corrective action (corrective maintenance, replacement of parts, redesign, improved subsystems, etc.) if any is needed, to minimize unscheduled equipment downtime.
5. Provides the necessary educational and training resources to accomplish the training portion of the Electro-Machinist program and continuing education.
6. Performs electrical, electronic, and mechanical work for the design, installation, maintenance, alteration, assembly, repair, and dismantling of machinery and equipment; and for electronic, electrical, and the inspection of new mechanical equipment.
7. Installs electronic, digital, and microprocessor systems for various Bureau components.
8. Diagnoses malfunctions in electronic, digital, and microprocessor equipment; and develops repair procedures and performs repairs, as required.
9. Assists other Bureau departments in the construction, operation, and repair of prototype or experimental equipment.
10. Fabricates electrical/electronic parts for production, prototype, or experimental equipment.
11. Uses CMMS to log downtime and type of maintenance performed for all currency production/processing equipment.

372200 MACHINE SHOP

1. Manufactures repair/replacement parts for the Bureau's production equipment consistent with its equipment and tool capabilities.
2. Maintains adequate inventories of specific high use items to ensure continuous production of Bureau's products.
3. Grinds paper-cuffing knives and steel-cuffing tools, sharpen and hones, as necessary.
4. Receives and defaces inking-in wiper rollers used on presses.

5. Procures and maintains sufficient machine shop equipment to perform functions necessary for the manufacture of repair/replacement parts.
6. Maintains various mechanical equipment throughout the facility.

373000 OPERATIONS ANALYSIS DIVISION

1. The Operations Analysis Division reports directly to the Chief of Operations Support.
2. Provides support that enables uniform day-to-day support and operation of equipment within the currency manufacturing process.
3. Provides technical assistance to the DCF and ECF in evaluating proposed changes to the relationship between technology, processes, and human capital in currency production.
4. Troubleshoots production issues with a thorough understanding of production equipment and process.
5. Manages databases associated with production equipment and provides reports to the ECF to enable data driven decision-making relating to day-to-day production.
6. Provides technical advice to ECF regarding safety issues, training, light duty management, and on-the-job accidents.
7. Provides technical support to ECF with all inspection equipment evaluation, and Standard Operating Procedures (SOPs).
8. Manages all aspects of power trucks, with COR, ordering spare parts, documenting repairs and maintenance.
9. Provides support to ECF enabling all projects (Form 8516s business cases, JOFOC) moving through the Office of Acquisition.
10. Provides technical assistance with all aspects of press capacity and monthly printing orders. Manages the yearly currency order requirements for equipment materials.
11. Provides technical support with documenting and facilitating the most effective and efficient process of the existing manufacturing process.
12. Provides program management support for all projects assigned by the AD in support of ECF.

13. Manages the Management Development Training Program to include developing the curriculum, arranging training with other Bureau functions and outside training opportunities, and assigns work to be performed.

373100 INK ROLLER MANUFACTURING SHOP

1. Manufactures printing inks that meet Bureau production requirements; and maintains ink manufacturing equipment.
2. Monitors and evaluates Bureau-manufactured production inks to ensure that performance requirements are met.
3. Assists in solving ink problems encountered in production areas.
4. Develops new inks as manufacturing requirements and specifications change.
5. Develops modifications to existing ink formulas to enhance print quality and reduce ink production costs.
6. Maintains control of all materials used for ink production, including ingredients that are security products. Enters material usage into BEN daily in order to indicate the balances of all Bureau manufactured ink products in-process and finished.
7. Manufactures polyvinyl chloride (PVC) wiping rollers for cylinder (water) wipe intaglio presses.
8. Manufactures test rollers as required.
9. Assists in the development of new formulas to extend the life of rollers.
10. Finishes PVC wiper rollers for cylinder water wipe intaglio presses.
11. Mills/cuts various patterns in inking-in rollers as needed for intaglio presses.
12. Programs and operates CNC (Computer Numeric Control) mills to inking-in rollers for presses.

400000 ASSOCIATE DIRECTOR (CHIEF TECHNOLOGY OFFICER)

The Associate Director (Chief Technology Officer), in coordination with the other Associate Directors, develops Bureau-wide policy recommendations, establishes long-term policy guidelines, and operational plans for his/her assigned areas of responsibility.

The Associate Director (Chief Technology Officer) is responsible for providing product design and technical support to carry out the Bureau's unique mission. The main focus of this support is to plan for new technology and develop new products that cost effectively meets the feature, quality, and product security requirements of customer agencies. The Associate Director (Chief Technology Officer) provides leadership to component offices to implement programs of cost-beneficial capital investment, engineering, counterfeit deterrence research, security feature and new product design and development, process and product quality improvement, product and feature inspection systems, and materials technology and development.

The Associate Director (Chief Technology Officer) directs the effective operation of the Bureau's Quality Management System, including the development, implementation, and monitoring of product standards and performance specifications. The Associate Director provides leadership for the development of Bureau-wide policy, long-term policy guidelines, long-range plans for technology development for all Bureau areas, is responsible for all phases of long-term technology development and identifies and assesses innovative technologies for incorporation into strategic technology plans for future BEP and customer use.

The Associate Director (Chief Technology Officer) presents Bureau technical information and analyses to the Director and executive staff, other Departmental officials, customer agencies, regulatory agencies, Congress, and interested parties. The Associate Director provides technical support for the Federal Reserve Board on the international Central Bank Counterfeit Deterrence Group (CBCDG) for development of counterfeit deterrence technologies, and makes design and feature recommendations to the Interagency Currency Design Task Force for presentation to the Advanced Counterfeit Deterrence (ACD) Steering Committee.

400000 ASSOCIATE DIRECTOR (CHIEF TECHNOLOGY OFFICER) (continued)

The Associate Director (Chief Technology Officer) coordinates activities with the other Associate Directors, and serves as liaison with Government agencies and others in the counterfeit deterrence, product design and materials development, engineering, quality, and technology fields. The purpose of this liaison is to identify, obtain, and maintain state-of-the-art materials, features, and systems that will assure the quality, security, performance, reliability, and consistency of the nation's currency and other specialized security products developed and produced by the Bureau, including revenue stamps, various government-issued identification documents, and Immigration and Naturalization documents.

As designated, the Associate Director (Chief Technology Officer) represents the Director in external policy meetings, national and international conferences, and contacts with manufacturing representatives.

400000 DEPUTY ASSOCIATE DIRECTOR (CHIEF TECHNOLOGY OFFICER)

The Deputy Associate Director (Chief Technology Officer) is responsible to the Associate Director (Chief Technology Officer) for work as assigned for all phases of research, engineering, materials, and product and technology development, performed by the Bureau of Engraving and Printing. At the direction of the Associate Director (Chief Technology Officer), the incumbent assists in planning, developing, and implementing policies relating to: new products and the papers, inks, and other raw materials used in security production; printing, inspection equipment, and ancillary machines and devices; research on science and technology as applied to printing and printing methods and processes utilized at the Bureau; quality control of Bureau materials, equipment and products; and safety and environmental programs within the Directorate.

At the direction of the Associate Director (Chief Technology Officer) the incumbent plans and directs programs for research relating to basic materials used in the manufacture of inks, paper, solvents, and other items used directly or indirectly in Bureau manufacturing activities. Such research involves physical and chemical sciences. Research of this type is extended into the areas of the properties of products manufactured from the basic materials and used in manufacture of Bureau products to define optimum obtainable characteristics to satisfy requirements of production, durability and security.

At the direction of the Associate Director (Chief Technology Officer), the incumbent directs the development of Bureau-wide policy, recommends long-term policy guidelines, administers long-range plans for technology development for all Bureau areas, and is responsible for all phases of long-term technology development. Identifies and assesses innovative technologies for incorporation into strategic technology plans for future Bureau and customer use. Supports the advocacy for new technology development for the Bureau of Engraving and Printing and provides central

monitoring and control over long-term technology development programs and technology transfers for Bureau-wide application.

At the direction of the Associate Director (Chief Technology Officer), the incumbent directs the conduct of engineering research and development programs in the areas of optics, electronics, machinery, materials and equipment related to the field of graphic arts to extend the state-of-the-art in areas of Bureau concern.

At the direction of the Associate Director (Chief Technology Officer), the incumbent directs engineering-related functions including machine design, preparation of technical sections of procurement documents, and testing and inspection of materials and equipment for compliance with specification requirements.

The incumbent assists the Associate Director (Chief Technology Officer) in representing the Bureau on the Interagency Currency Design (ICD) Task Force and makes design and feature recommendations as well as reporting on the status of new product development.

The incumbent assists the Associate Director (Chief Technology Officer) with the responsibility for the development of new inks, including formulation of inks, preparation of procurement specifications for ingredients; inspection, quality control, and accountability of ingredients and finished products.

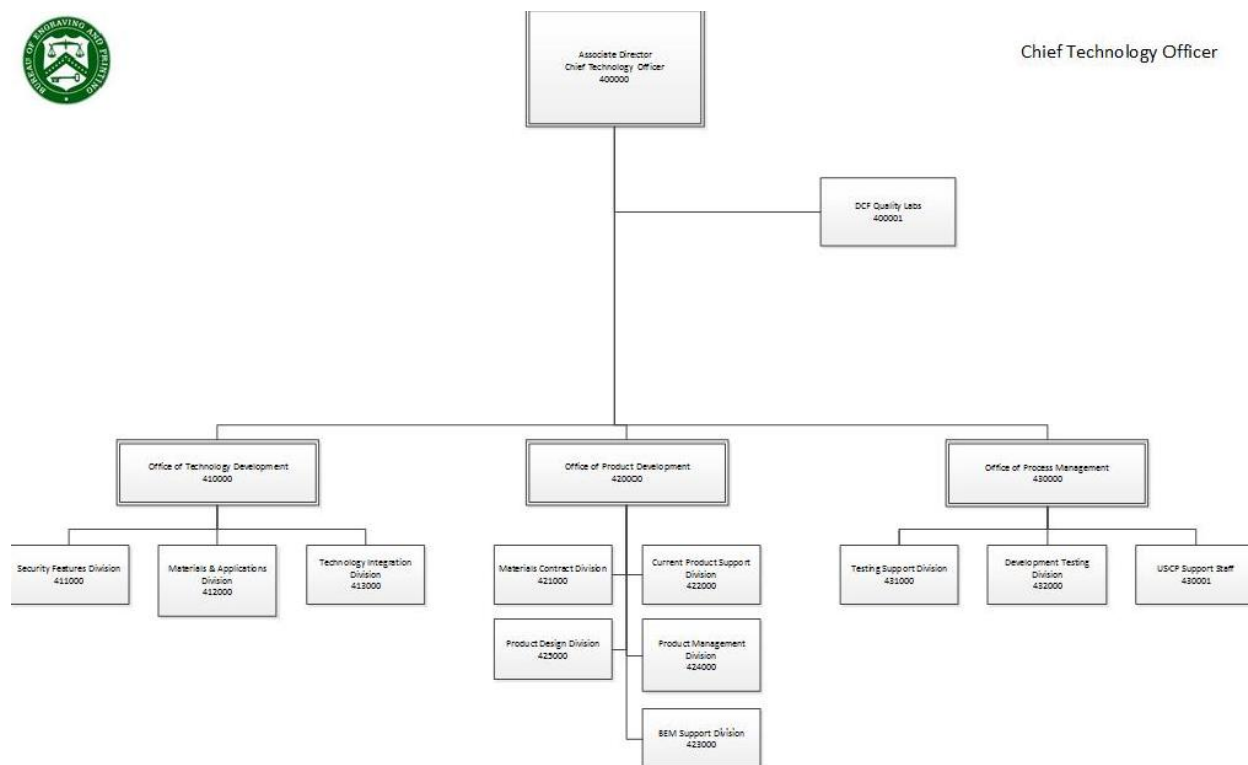
At the direction of the Associate Director (Chief Technology Officer), the incumbent manages programs for specifications and acquisition planning of all materials used in the Bureau.

At the direction of the Associate Director (Chief Technology Officer), the incumbent manages programs and day-to-day operations of security feature and product development, inspection systems and quality improvement programs, engineering, and materials technology.

At the direction of the Associate Director (Chief Technology Officer), the incumbent represents the Associate Director (Chief Technology Officer) in his/her absence in executive level Bureau committees including the Executive Committee, the Executive Resource and Personnel Policy Board, the Product and Technology Development Investment Committee (Chair), the Information Resource Management Committee, and the Internal Control Policy Committee.

The incumbent may represent the Bureau in national and international conferences and contacts with industry and manufacturing representatives. Planning and policy actions affect the present and future productive capability of facilities, materials, and equipment of the Bureau and impact upon the national interest due to the significance of the Bureau products. The incumbent is responsible to the Associate Director (Chief Technology Officer) for the effective direction and management of the diverse and

complex programs and projects under his/her control. Must effectively integrate the overall work effort, resolving the range from extremely short emergency deadlines which determine program responsiveness to long-range planning with complete projections and analyses on a multi-year horizon. Frequently must resolve conflicting design and operation criteria. Decisions of technical nature are essentially reviewed only for policy conformance and contribution to mission accomplishment.



400100 CENTRAL BANK LIAISON STAFF

1. Serves as the central repository for government knowledge of counterfeit deterrent and banknote acceptance technology.
2. Works with private and public sectors in performing short- and long-term studies in areas of research vital to the security of United States currency and to the acceptance of United States currency in banknote acceptance machines.
3. Provides technical support for the Federal Reserve Board on the international CBCDG for development of counterfeit deterrence technologies to inhibit the use of digital color copiers and computer systems in counterfeiting currencies and on the Central Bank Cash Machine Group (CBCMG).
4. Provides administrative support to the Federal Reserve Board in their participation in the CBCDG and CBCMG.
5. Provides oral and written briefings to the Executive Staff (through the Associate Director, Product and Technology Development) on all matters related to CBCDG and CBCMG initiatives.
6. Represents CBCDG Technical Working Group (TWG) in meetings with management committees and plenary meetings.
7. Monitors technical performance of CBCDG contractors during development and implementation of banknote detection technologies.
8. Serves as liaison between industry and CBCDG contractors for development of banknote detection technologies on behalf of the Federal Reserve Board.
9. Attends regional and annual meetings of the CBCDG as a representative of the BEP in support of the Federal Reserve Board. Reviews, prepares agenda and minutes of meetings, and represents the BEP in high-level discussions for the purpose of planning, directing, and completion of work in support of ongoing programs.
10. Ensures Office of Security approval of new Banknote Equipment Manufacturers (BEMs) and Currency Reader Manufacturers (CRMs), and ensures that all BEMs and CRMs have properly executed Non-Disclosure Agreements (NDA) with BEP.
11. Organizes confidential bi-lateral meetings between individual BEMs and CBCMG to develop a better understanding of the sensor technology used by the BEMs and how it is affected by banknote designs, materials, and processes in support of the Federal Reserve Board.

400100 CENTRAL BANK LIAISON STAFF (continued)

12. Communicates with approved BEMs with regard to a wide range of issues including: advances in detector technology, quality standards/requirements for circulating banknotes, BEP manufacturing methods, and raw material, process, and equipment changes, and technological advances in banknote manufacturing, materials, and finished note processing.

13. Maintains, manages, and operates BEP's BEM equipment lab used to evaluate BEP currency production and identify potential currency acceptance anomalies that could be caused by raw material and/or process and equipment changes.

14. Prepares reports and summarizes the results of testing and provides to BEP managers and executives, as well as to customers and stakeholders, such as the Federal Reserve Board (FRB), United States Secret Service (USSS), and Currency Technology Office (CTO), Federal Reserve Bank of Richmond.

15. Organizes test deck and note preparation plans for new designs, determines required variations in the test-notes to reflect variations and tolerance in BEP's production process, distributes test decks and notes to participating BEMs and CRMs, ensures the return of all BEP securities, and accounts for and processes unneeded test decks for destruction in accordance with BEP procedures.

16. When issuing test decks and/or currency notes to BEMs and CRMs, ensures that NDAs and proper security/accountability procedures are established and followed in conjunction with policy and guidance of the Offices of Compliance and Security.

17. Attends regional and annual meetings of the CBCMG as a representative of the BEP in support of the Federal Reserve Board. Reviews, prepares agenda and minutes of meetings, and represents the BEP in high-level discussions for the purpose of planning, directing, and completion of work in support of ongoing programs.

420000 OFFICE OF PRODUCT DEVELOPMENT

The mission of the Office of Product Development (OPD) is to identify, evaluate, recommend, and develop prototype features and designs for US currency and other security products that cost effectively meet the needs of customer agencies and end users; and maximizes security against all types of counterfeiting

1. Initiates and directs design strategies to define the short- and long-term technical requirements of US currency and other new products related to counterfeit deterrence and document authentication.

2. Undertakes and directs short-term studies and long-term research in areas related to the security of US currency and other secure documents; solicits, receives,

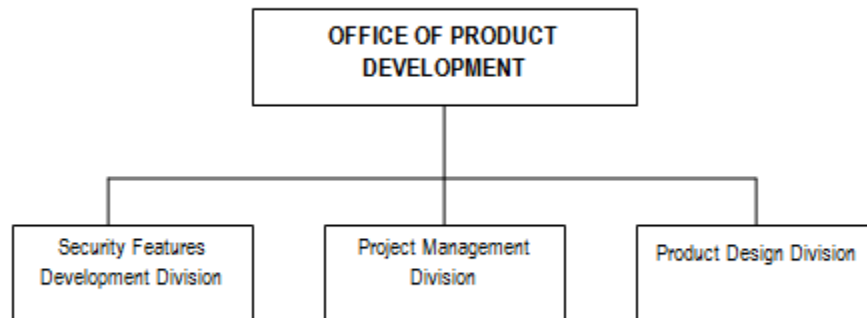
and recommends counterfeit deterrent and document authentication technologies and features for further development and testing.

3. Collaborates with officials of the Department of Treasury, Federal Reserve, and USSS to define and satisfy currency design requirements and, through the Associate Director (Product and Technology Development), and makes recommendations for presentation to the ICD Task Force.

4. Develops and approves new design concepts of various other security documents required by agencies and authorities of the US Government, as well as currency for other interested nations.

5. In conjunction with various other technical offices, the ECF and WCF, the OPD identifies and assesses current and emerging counterfeit threats and authentication needs; identifies, tests and evaluates printing and reprographic techniques; and identifies and evaluates equipment entering the market to determine their potential for counterfeiting; assesses deterrent techniques to counteract the use of emerging reprographic technologies and equipment for counterfeiting; and performs adversarial analyses on potential currency design features to assess their effectiveness in inhibiting counterfeiting.

6. Interacts with banknote equipment vendors by coordinating test deck activities, vendor conferences, handling questions from the banknote equipment vending community, and follow-up for new currency designs prior to issuance.



423000 SECURITY FEATURES DEVELOPMENT DIVISION

1. Conducts research, testing, evaluation and analysis related to the identification and evaluation of prototype features that would be most effective in safeguarding US currency and other secure documents against counterfeiting activities.
2. Initiates, establishes and directs strategic plans for new currency designs and features and other secure documents to facilitate authentication and to deter counterfeiting.
3. Evaluates the feasibility of producing prototype counterfeit deterrent and other security features for possible further development by BEP.
4. Recommends new currency features, designs, and strategies for presentation to the ICD Task Force.
5. Ensures that the development of overt and covert security features, and associated substrates, raw materials, and detection devised, expected to be utilized over the next ten years in new security designs are being actively pursued.
6. Evaluates, recommends, and develops prototype counterfeit deterrent and note authentication technologies and features for further development within the Federal Reserve, BEP, and private organizations.
7. Directly, or through contracts, undertakes adversarial analyses or studies of proposed counterfeit deterrent features and also assesses the effectiveness of features implemented in, or proposed for, new designs of secure documents.
8. Prepares detailed written reports and analyses documenting testing activities and results achieved.
9. In conjunction with the Office of Engineering and the ECF and WCF, may recommend modifications to current production equipment or specify equipment for a new process.
10. Maintains knowledge of state-of-the-art developments in scientific fields, technology, and industry, which have potential application to the security of BEP products, most notably US currency.
11. Serves as a technical resource to the Associate Director (Product and Technology Development) and other BEP components during design, testing, and integration of new features into the manufacturing process.
12. As appropriate, serves as Bureau representative on other interagency, as well as, international work groups addressing currency design and counterfeit deterrence.

423000 SECURITY FEATURES DEVELOPMENT DIVISION (continued)

13. Develops and documents new product design activities, in conformance to the Bureau's International Organization for Standardization (ISO) 9001/2000 quality management system requirements.
14. May participate in internal and external quality audits; and develop and implement corrective actions in response to action requests.
15. Assures the security and accountability of all phases of development and testing by working with the Production Management Division, Offices of Compliance (OC) and Security (OS) organizations within BEP. Conducts all testing with dual controls according to security and accountability procedures.

424000 PROJECT MANAGEMENT DIVISION

1. Performs over-arching project management functions in collaboration with Bureau organizations and customer agency representatives related to all phases of new product design, development, testing and implementation.
2. Facilitates communication among stakeholders within BEP, as well as with customers, external stakeholders, and partners; assists in the identification and acquisition of resources for project activities; provides for each project team appropriate knowledge management and transfer; develops and presents project schedules, and provides a consistent communication strategy; and conducts status meetings as appropriate.
3. Manages testing activities for new products/security features and new currency features/designs at the Washington, DC and Fort Worth, Texas facilities.
4. In coordination with the Office of Engineering and Washington, DC and Fort Worth, Texas facilities, may recommend modifications to current production equipment or specify equipment for a new process.
5. Prepares detailed written reports and analyses documenting testing activities and results achieved.
6. Maintains knowledge of the state-of-the-art developments in security product technology and industry, which have potential application to the security of US currency and other documents produced or under development by BEP.
7. In conjunction with the various technical components, prepares final technical reports documenting developmental and testing activities for all new products produced.

8. As appropriate, may serve as Bureau representatives on interagency and international work groups addressing currency design, new product development, and counterfeit deterrence.
9. Collaborates with quality assurance, production, and technical staffs to ensure that quality control and inspection systems concepts and standards for critical design features are developed.
10. May be called upon to lead and/or participate on matrix technical teams.
11. Assures the security and accountability of all phases of development and testing by working with the Production Management Division, OC, and the OS organizations within the BEP. Conducts testing with dual controls according to security and accountability procedures.

424000 PROJECT MANAGEMENT DIVISION (continued)

12. Develops comprehensive test plans, Requests for Assessment (RFA); provides technical advice and assistance in all phases of product development; evaluates required processes to produce manufacturing capabilities; and recommends new processes or equipment, as required.
13. Conducts small-scale feasibility and developmental testing of new/modified materials, design concepts, and security features for new products using state-of-the-art offset and intaglio printing equipment to fully emulate and evaluate the application/printing feasibility of a variety of inks, substrates, and surface treatments, and incorporation of various security features.
14. Conducts large-scale production testing at the Washington, DC and Fort Worth, Texas facilities to ensure new product designs, materials or security features can be manufactured under real production conditions with the desired functional and quality attributes intended to create a robust secure document.
15. Maintains knowledge of state-of-the-art developments in security production technology and industry, which have potential application to the security of US currency and other documents produced or under development by BEP.

425000 PRODUCT DESIGN DIVISION

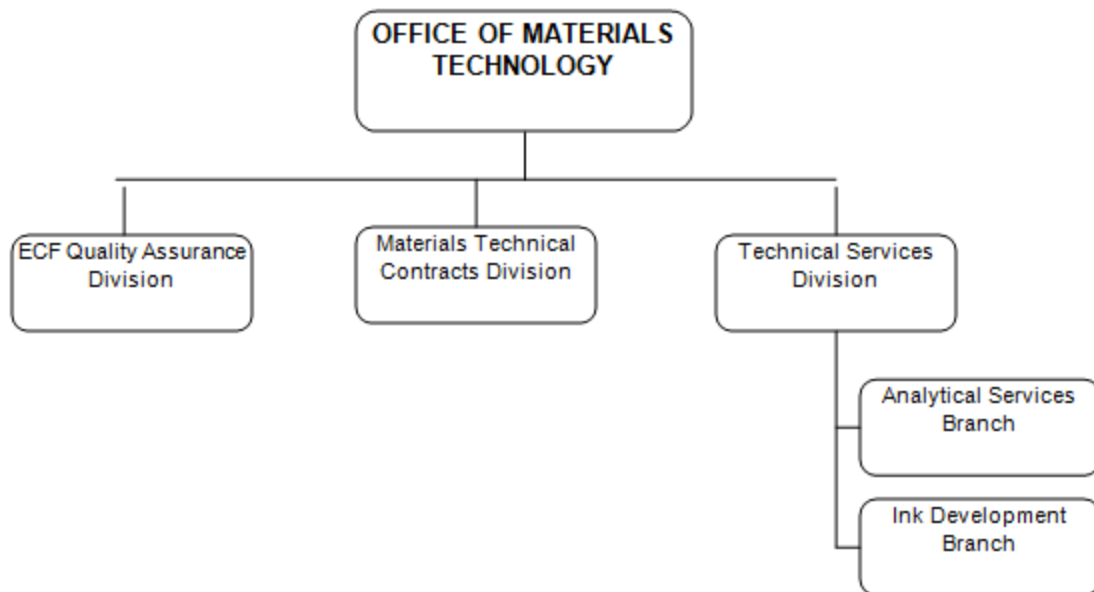
1. Creates designs for security documents that meet the customer and stakeholder requirements as well as are aesthetically attractive, accurate in detail, embody distinctive features to aid in the security measures employed to deter counterfeiting and provide meaningful access to visually impaired and blind individuals, are compatible with other designs and adaptable to the Bureau's manufacturing production equipment.
2. Prepares models of proposed designs for government agencies and other customers permitted by law and statute for visual assessment and adversarial analysis.
3. Provides and maintains knowledge of state-of-the-art developments in security production and document security technology, which have potential application to US currency and other documents produced or designed by BEP.
4. Prepares original drawings or retouches photographs of portraits and/or vignettes; experiments with and selects tints and patterns suitable for use in printing multi-color security documents and credentials.
5. Uses specialized proprietary graphics design software applications and peripheral equipment to design security documents that thwart counterfeiting and provide meaningful access.
6. Provides input and design layouts to the Engravers, Office of Engraving, of Intaglio images including portrait, vignette, scroll, border work, and security features.
7. Creates, designs, develops and deploys specialized technology solutions for anti-counterfeiting systems used in US currency and other security documents.
8. Directs, monitors, and/or conducts special studies, mathematical analyses, surveys, and testing of proposed digital technologies and systems and makes recommendations that may have far-reaching impact on product designs, features, and quality, as well as on BEP production programs.
9. Follows security and accountability procedures for all phases of design, system development, and testing by coordinating with the Production Management Division, OC, OS, and IT Security Division organizations within BEP.
10. Safeguards BEP securities in accordance with BEP policy and procedures.
11. Documents project activities and resultant technology to ensure conformance to the BEP's quality management system as well as applicable IT policies.

430000 OFFICE OF MATERIALS TECHNOLOGY

The mission of the Office of Materials Technology is to provide technical services in support of material specifications and acquisitions for major production materials, troubleshooting of production problems, development of inks and ink raw materials, and the development of related materials for manufacturing currency and miscellaneous security products. The Office is also responsible for the required inspection and testing of incoming raw materials, in-process and final product testing and providing analytical support services. The Office is likewise responsible for maintaining accountability over its securities and providing support to the BEP's ISO 9001 Quality Management Program and participating in quality audits of major production material suppliers for both the ECF and WCF.

The Office provides reports on technical issues for production materials and when appropriate, authors presentations and special documents, memoranda and letters for the Associate Directors, Deputy Director and Director, related to production materials and production problems.

The Office Chief serves as technical advisor to the Associate Director (Product and Technology Development), Deputy Director and Director on production materials and production problem matters.



431000 EASTERN CURRENCY FACILITY QUALITY ASSURANCE DIVISION

1. Conducts testing of incoming materials to assure the materials delivered meet the specifications and quality standards.
2. Conducts testing of in-process and out-going final products to assure the materials meet BEP specifications and quality standards.
3. Works with the Office of Quality to ensure that quality standards for BEP products comply with the Quality Management System.
4. Maintains a calibration program for all laboratory instruments and equipment.
5. Participates in Collaborative Testing Services (CTS) program to assure test procedures and equipment reliability.
6. Provides technical support for the materials acquisition program by providing laboratory testing of bid samples as part of the technical evaluation.
7. Evaluates the quality of currency by determining if the currency can be processed acceptably on the currency processing equipment used by the Federal Reserve. Routinely evaluates the durability of ink on blank engraved currency seven days after the second intaglio printing.
8. Conducts chemical tests on electrolytic baths to assure correct ion and ph balances.
9. Conducts tests to verify material compliance for volatile organic components, as well as heavy metals and other environmental requirements.
10. Works with the Ink Development Branch and the Office of Product Development to develop new security inks, and to prepare ink samples that include security features for testing and evaluation.
11. Works closely in support of testing and methods development with the Analytical Services Branch to enhance and strengthen the BEP's Quality Assurance Program.
12. Maintain accountability over securities.
13. Maintain required documentation in support to the BEP's ISO 9001 Quality Management Program.
14. May participate in internal and external quality audits; and develops and implements correction actions in response to action requests.

432000 MATERIALS TECHNICAL CONTRACTS DIVISION

1. Provides technical project managers, trained in Federal Acquisition Regulations (FAR) and Bureau procurement procedures in the solicitation of major production materials and serves as Contracting Officer's Representative after contract award.
2. Maintains frequent contact with manufacturing sections to assure acceptable materials performance. Requests assistance from the respective Analytical Services Branch whenever a material causes a production problem.
3. Monitors incoming material for compliance to specifications.
4. Performs BEN transactions as required and/or appropriate.
5. Conducts technical evaluations of materials submitted by suppliers and makes recommendations relative to their suitability in the production of security products. Conducts technical discussions with vendors to convey the needs of the Bureau.
6. In conjunction with the Office of Engineering and the Office of Production Development, provides technical expertise for materials development activities.
7. Develops, maintains and modifies specifications for major production materials. Develops the technical components of the solicitation packages.
8. Serves as the liaison between the ECF and WCF and material vendors on technical matters regarding major production materials. Maintains technical files of contract materials. Advises Contracting Officer on exercising option years, contract modification, specification changes and other technical matters.
9. In conjunction with the Office of Quality, conduct quality audits of major production material suppliers for both the ECF and WCF.
10. Participates in factory inspections and Bureau acceptance tests to ensure acceptable performance and compatibility among all production materials.
11. Maintain accountability over securities.
12. Maintain required documentation in support of the BEP's ISO 9001 Quality Management Program.
13. May participate in internal and external quality audits; and develops and implements corrective action in response to action requests.

434000 TECHNICAL SERVICES Division

1. Leads in the discovery and development of new materials for the manufacturing of US currency that enhances product durability and quality, including alternate substrates, security features, etc. for use in BEP products. Maintains and develops the required expertise in the implementation of new materials for BEP use.
2. Leads in the discovery and development of new materials for the manufacturing of miscellaneous security products that enhances product security, durability and quality.
3. Provides administrative and technical support regarding the use and development of specialized or covert materials used for new currency designs and miscellaneous security products.
4. Works closely with the Office of Quality, Office of Product Development, ECF and WCF, Quality Assurance Divisions and Analytical Services Branch to ensure comprehensive and appropriate testing for new product designs and manufacturing operations.
5. Maintain accountability over securities.
6. Maintain required documentation in support to the BEP's ISO 9001 Quality Management Program.
7. May participate in internal and external quality audits; and develops and implements corrective action in response to action requests.

434100 ANALYTICAL SERVICES BRANCH

1. Responds to requests for assistance on production problems. Identifies the probable causes for production problems and initiates appropriate action to obtain resolution of the problems in the fastest possible time.
2. Develops methods and explores non-routine analytical testing strategies for the solution of production problems and problem solving.
3. Develops methods for testing of all relevant BEP materials, e.g., inks, papers, cured ink durability, and for special product development projects. In this capacity, this division works closely with the Office of Quality and the Quality Assurance Divisions for the ECF and WCF.
4. Initiates projects intended to improve material productivity, product quality, material performance, equipment performance and spoilage reduction.

434100 ANALYTICAL SERVICES BRANCH (continued)

5. Develops test methods for production materials that are predictive of manufacturing performance.
6. Provides technical support to both manufacturing facilities and the various support offices, on request.
7. Works with Contracting Officer Representatives (CORs) in support of materials quality and performance.
8. Maintain accountability over securities.
9. Maintain required documentation in support to the BEP's ISO 9001 Quality Management Program.
10. May participate in internal and external quality audits; and develops and implements corrective actions in response to action requests.

434200 INK DEVELOPMENT BRANCH

1. Develops and maintains technical capability to manufacture and recycle printing inks to support the production of US currency and other government securities. This includes the identification and acquisition of raw materials used for developing new inks.
2. Performs quality assurance testing of pristine and reconstituted inks, and prescreens waste inks identified for recycling.
3. Develops, updates, and maintains standard operating procedures for the quality assurance testing of in-house inks.
4. Provides technical support for the Materials Acquisition Program by providing laboratory testing of bid samples as part of the technical evaluation.
5. Provides administrative and technical support regarding the inventory of specialized or covert materials used for new currency designs.
6. Provides expert technical advice, guidance and recommendations to Bureau management on matters relating to in-house ink development and manufacturing, including the technical troubleshooting of ink related problems.
7. Maintain accountability over securities.

434200 INK DEVELOPMENT BRANCH (continued)

8. Maintain required documentation in support to the BEP's ISO 9001 Quality Management Program.
9. May participate in internal and external quality audits; and develops and implements corrective actions in response to action requests.

460000 OFFICE OF ENGINEERING

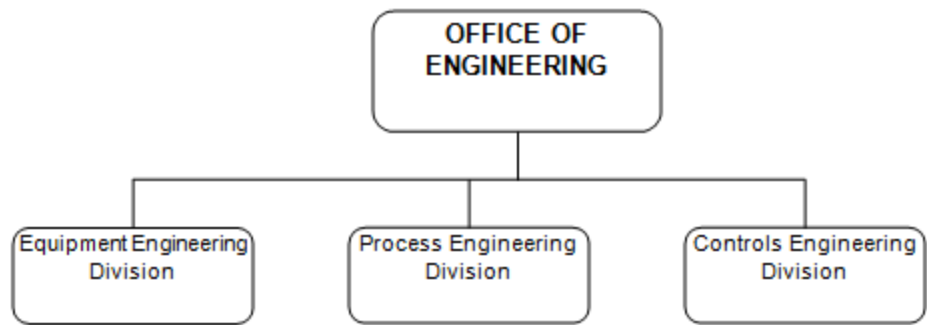
The mission of the Office of Engineering is to acquire and enhance currency production systems, processes, and equipment to meet or exceed measurable equipment and product quality specifications and standards at both ECF and WCF.

The Office of Engineering provides services to replace existing equipment or introduce new machinery by serving as the Project Manager and Contracting Officer Representative (COR). This includes writing specifications, following the design and development, construction, installation, test and evaluation, and operational deployment of the equipment. Additionally, this group monitors performance of installed equipment to establish baselines for productivity and reliability relative to specifications.

The Office of Engineering provides real time electrical, mechanical, and software controls design expertise necessary to integrate equipment into the factory environment and monitor performance. The Office may provide add-on hardware, instrumentation, and software to enhance the manufacturing process through data collection and analysis.

The Office of Engineering works in collaboration with the Federal Reserve Board, Currency Technology Office, Currency Product Office, United States Secret Service, ECF and WCF, Product Development, Engraving, Maintenance, and Quality organizations to assure Bureau products meet or exceed standards and the process is repeatable and reliable.

The Office of Engineering develops controls necessary to assure product quality is maintained to measurable quality standards.



461000 EQUIPMENT ENGINEERING DIVISION

1. Interfaces with the ECF and WCF and various other technical organizations to understand production needs.
2. Interfaces with vendors to establish the availability of commercial equipment to meet these production needs.
3. Develops business cases to financially justify equipment acquisitions.
4. Develops specifications for equipment to enhance or replace existing equipment.
5. Serves as the technical liaison (COR) as the main interface between the Contracting Officer and the equipment supplier to assure the equipment supplied meets specification.
6. Leads the technical working groups in the technical recommendation of a supplier based on the responses received by the Office of Acquisition for the Statement of Need (SON).
7. Coordinates design reviews, inspections, acceptance of new equipment with other offices and reports findings to the Contracting Officer.
8. Leads technical working groups to evaluate and select the best technical response from solicited proposals.
9. Coordinates with the manufacturing and facilities group to prepare for equipment installation.
10. Leads the Factory Inspection Test (FIT), Bureau Acceptance Test (BAT), and installation and implementation teams for new equipment installation, acceptance and transition into manufacturing.
11. Monitors and verifies equipment performance to specification through the warranty period insuring performance requirements (Throughput, Mean Time Between Failures/To Repair, machine utilization, etc.) and takes the necessary steps to correct performance that does not meet specifications.
12. Develops prototype systems to improve product quality or manufacturing productivity, accountability or security of current manufacturing processes.

461000 EQUIPMENT ENGINEERING DIVISION (continued)

13. Leads and/or actively participates on quality action teams, new product development teams, materials development teams, etc., as required.
14. Prepares technical presentations and reports on various manufacturing issues (FITs, BATs, Quality Improvement Team initiatives, etc.)
15. Works in collaboration with the Federal Reserve Board, Currency Technology Office, Currency Product Office, United States Secret Service, ECF and WCF, Product Development, Engraving, Maintenance, and Quality organizations to assure Bureau products meet or exceed standards and the process is repeatable and reliable.

462000 PROCESS ENGINEERING DIVISION

1. Develops manufacturing process flows as a meaningful way to document the movement of materials, products, and data through the factory.
2. Generates and maintains "as-is" and "to-be" process flows as a method to analyze and assist the equipment engineering in justifying new equipment or modification of existing equipment.
3. Defines and documents measurable standards for currency production and identifies measurement techniques to confirm product meets these standards.
4. Defines data required for statistical monitoring and control software packages.
5. Generates process flow charts; evaluates currency system and recommends system adjustments for enhanced productivity, process control, accountability or security enhancements, etc.
6. Sets the upper and lower process limits of operation in conjunction with the pressmen and maintenance personnel.
7. Develops an understanding of the relationship between machine operational parameters and characteristics and product quality. Uses this information in troubleshooting production issues relating to product quality.
8. Supports controls engineers to identify sensor and data requirements for measurement of product quality.
9. Monitors real time machine data through the Information Technology (IT) network and discusses the results with pressman and maintenance personnel.
10. Recommends changes to machine settings based on data analysis.

11. Makes recommendations to improve product yield based on an understanding of the printing process and analysis of machine and product data collected.
12. Works collaboratively with Chief Information Officer Directorate to ensure hardware and software developed or acquired by the division is compliant with all internal and external standards, laws, and regulations.
13. Leads and/or actively participates on quality action teams, new product development teams, materials development teams, etc., as required.
14. Prepares technical presentations and reports on various manufacturing issues (FITs, BATs, Quality Improvement Team initiatives, etc.)
15. Works in collaboration with the Federal Reserve Board, Currency Technology Office, Currency Product Office, United States Secret Service, ECF and WCF, Product Development, Engraving, Maintenance, and Quality organizations to assure Bureau products meet or exceed standards and the process is repeatable and reliable.

463000 CONTROLS ENGINEERING DIVISION

1. Develop and implement new automation concepts to improve the efficiency of factory operations. This could include data collection automation, sensors to automate measurements currently done manually, or mechanical automation to transfer material between locations.
2. Financially justify projects, enlist the support of Currency Production to support funding the proposal, and manage the projects.
3. Enhance processing capability of equipment through the use of new sensor technology to measure various currency features.
4. Research new sensor technology or new applications of existing technology to provide additional capabilities in quality measurement or equipment monitoring.
5. Integrate sensors mechanically, electrically, and through software to the equipment.
6. Establish or develop the hardware and software interfaces necessary to collect data from the sensors for analysis purposes.
7. Works collaboratively with the Chief Information Officer (CIO) Directorate to ensure hardware and software developed or acquired by the division is compliant with all internal and external standards, laws, and regulations.

8. Leads and/or actively participates on quality action teams, new product development teams, materials development teams, etc., as required.
9. Prepares technical presentations and reports on various manufacturing issues (FITs, BATs, Quality Improvement Team initiatives, etc.).
10. Works in collaboration with the Federal Reserve Board, Currency Technology Office, Currency Product Office, United States Secret Service, ECF and WCF, Product Development, Engraving, Maintenance, and Quality organizations to assure Bureau products meet or exceed standards and the process is repeatable and reliable.

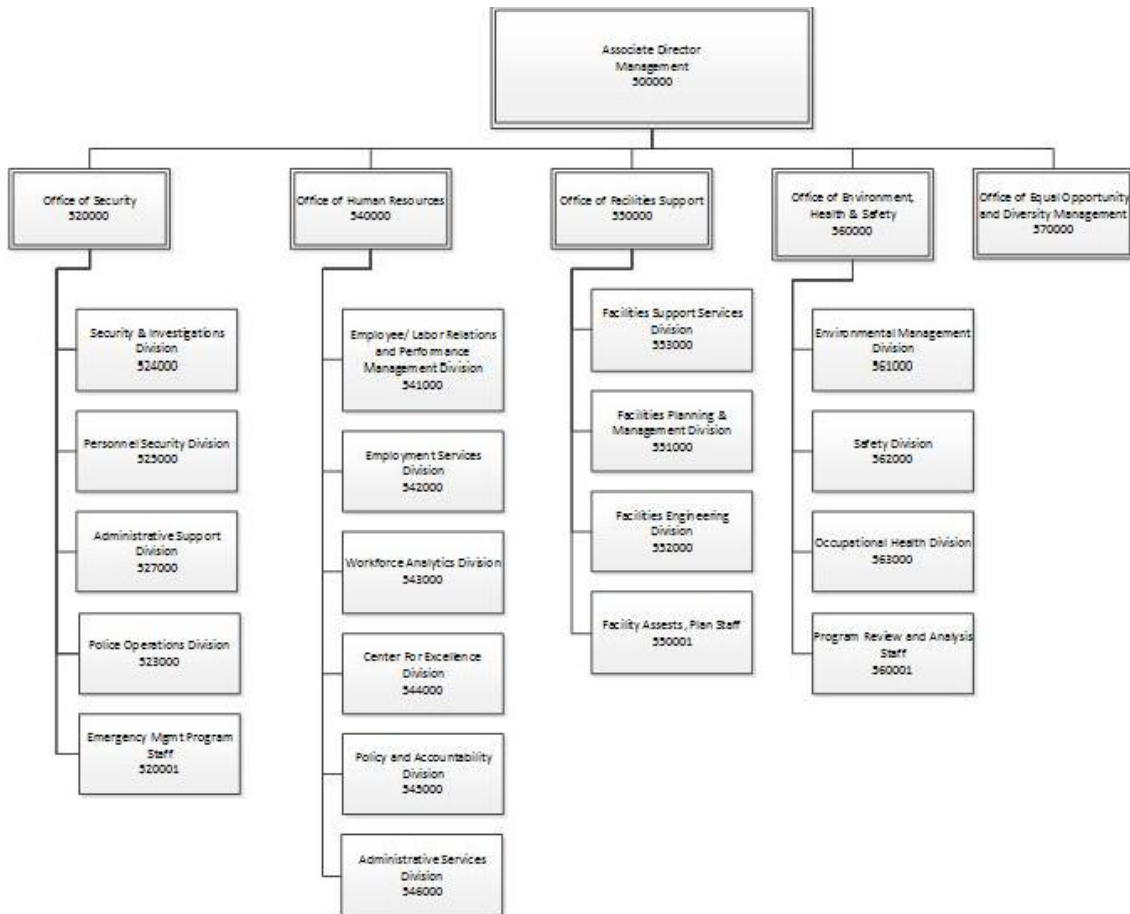
500000 ASSOCIATE DIRECTOR (MANAGEMENT)

The Associate Director (Management) is responsible to the Director for all phases of the management program for the Bureau. The Associate Director (Management) plans, develops, and implements policies and programs for human resources, security, facilities, environment, health, safety, and equal employment.

The Associate Director (Management), along with other Associate Directors, participates in developing Bureau-wide policy recommendations. This individual serves as liaison with the Assistant Secretary (Management) of the Department of the Treasury, the Office of Personnel Management, the General Services Administration, Congressional staff, and other Government agencies. As designated, the Associate Director (Management) represents the Director in external planning and policy meetings, national and international conferences, and contacts with manufacturers.



Management



520000 OFFICE OF SECURITY

The Office of Security, under the general direction of the Associate Director (Management), plans, administers, and monitors various security programs on a Bureau-wide basis. Its primary mission is to preserve the integrity of, and safeguard, critical Bureau resources and assets such as personnel, products, plant facilities and equipment.

1. To accomplish its mission, the Office of Security has overall responsibility for security policy, and as such, develops and implements security-oriented policies and procedures Bureau-wide. The Office prepares short-range and long-range security forecasts to project staff, material, and equipment requirements within security operations; manages Bureau police operations and facilities; manages the Bureau's Federal Drug-Free Workplace Program; manages the Bureau's National Security Information and Personnel Security programs; provides technical expertise in physical security; verifies the disposal of mutilated, obsolete, or spoiled security products; operates and maintains a controlled access system, a video surveillance system, and a comprehensive system of alarms and intrusion detection; and conducts special security-oriented surveys and reviews to assess both internal and contractor operational compliance with Bureau security policies, systems, and procedures in order to strengthen the Bureau's security posture.
2. The Office of Security conducts preliminary investigations into all suspected criminal matters to determine the facts and circumstances surrounding the incident and notifies the Office of the Inspector General and/or the United States Secret Service or other pertinent law enforcement agencies. The Office provides technical assistance to law enforcement agencies investigating crimes relating to BEP products. The Office of Security conducts entire investigations at the respective law enforcement agency's request. A report of investigation by the Office of Security is provided to that requesting agency, which may then present the investigation to the appropriate United States Attorney's Office or local prosecutor for possible prosecution.
3. The Office of Security maintains liaison with local, State, and Federal law enforcement and security agencies; the United States Attorney's Office; and the Federal Law Enforcement Training Center. The Office of Security coordinates with the Office of Chief Counsel on matters pertaining to employee misconduct that it plans to refer to a United States Attorney or the Department of Justice for potential criminal prosecution.
4. The Office conducts investigations into administrative matters at the request of the Bureau's Senior Executive Team (SET) and renders written and oral reports as to its findings through the Associate Director (Management).
5. The Office of Security conducts all background investigations on applicants and conducts suitability investigations on existing employees.

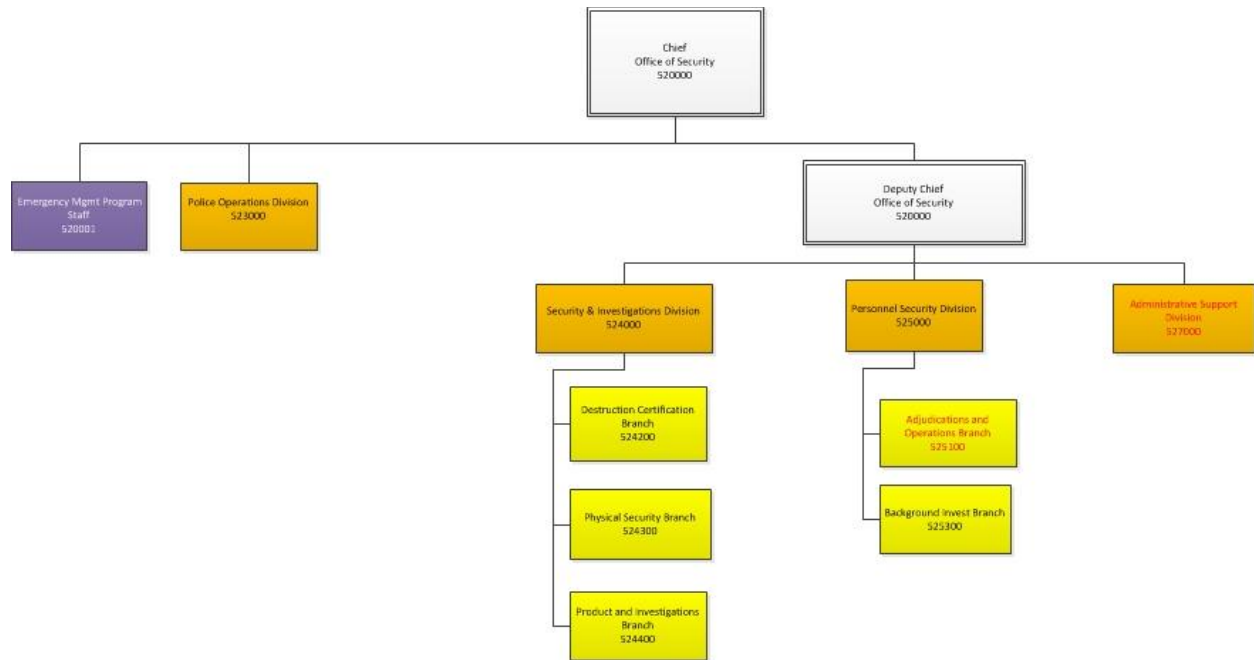
520000 OFFICE OF SECURITY (continued)

6. Requests for investigations are also forwarded to this Office by the Office of the Inspector General or other BEP Offices regarding alleged employee misconduct.

7. The Office of Security develops and administers security policies, procedures, methods, and techniques in support of the Bureau's security programs and also, provides interpretation and implementation of Department of the Treasury policies and programs. In addition, the Office maintains adequate internal controls as required by Federal regulations by developing systems and techniques to promote fiscal integrity, operations and administrative efficiency and program effectiveness within the Office of Security.

8. The Chief may represent the Director or SET in contact with security and emergency planning representatives from the Office of Security of the Department of the Treasury, other Federal agencies, private industry, and law enforcement agencies and serves as principal Bureau representative to the Government Emergency Preparedness Planning Program. The Chief serves as the Bureau's representative to the Treasury Terrorist Advisory Group at the Department of the Treasury. The Chief also serves as the Bureau's National Security Information Security Officer and receives and dispatches top-secret material; maintains accountability records for national security information; and conducts an annual inventory of top-secret material. The Chief may be called on to coordinate an entire multi-office project, keeping the SET informed of progress.

9. The Office administers the BEP Drug Testing Program, the Emergency Management Program, and the Employee Parking Program.



520001 EMERGENCY MANAGEMENT PROGRAM STAFF

1. The Facility Emergency Coordinator reports on the operational plan's mechanisms and structures allowing BEP personnel to make decisions, mobilize resources, and prevent disruptions to BEP's ability to perform essential functions during emergency situations. Represents BEP to Emergency Management Working Group, Department of the Treasury, which oversees BEP's Business Continuity/Contingency Plan (BCCP).
2. The Facility Emergency Coordinator administers the Bureau's Emergency Management Program, the Continuity of Operations at both the Washington, DC and Fort Worth, Texas facilities.
3. The Facility Emergency Coordinator maintains a comprehensive, risk-based, multi-hazard Emergency Management Program, with responsibilities for a non-cyber Critical Infrastructure Protection (CIP) planning, and the Test, Training and Exercise (TT&E).
4. Supports policy and operational functions associated with implementing National Security Emergency Preparedness goals and objectives as identified in various federal guidelines to ensure BEP is fully prepared for natural and man-made disasters and to provide operational support to Offices to ensure continuity of essential BEP functions during contingencies.
5. Works closely with Treasury and Bureau emergency coordinators and other federal departments/agencies to establish, maintain, and evaluate program systems and Alternate Operating Facilities (AOF) to achieve National Security Emergency Preparedness goals and objectives particularly in the areas of COOP planning.
6. Monitors significant emergency situations and coordinates Bureau-wide situation reporting for the Department of the Treasury and national authorities.
7. Provides training for Incident Management Teams and direction to BEP employees regarding what to do when disaster strikes, and plans for a comprehensive Bureau-wide TT&E to evaluate emergency preparedness capabilities at both the Washington, DC and Fort Worth, Texas facilities.
8. Responsible for the condition and readiness of the Emergency Operations Center and the systems and equipment contained therein.

523000 POLICE OPERATIONS DIVISION

1. Formulates plans and establishes policies for the Police Operations Program.
2. Manages the Police Force for the protection of Bureau personnel, products, equipment, and facilities.
3. Maintains police liaison with counterparts at the Department; other government agencies; law enforcement agencies at the Federal, State, and local levels; and private industry.
4. Within the scope of the guidance provided by the Chief, Office of Security, plans, administers, and directs those activities deemed necessary for the preservation of the public peace; and the enforcement of all laws, directives, and administrative issues applicable to the Bureau.
5. As directed by the Chief, Office of Security administers the conduct of investigations of infractions of Bureau rules and regulations, and United States Criminal Statutes that occur on Bureau premises.
6. As prescribed by the Chief, Office of Security, formulates, plans for, and conducts surveys and inspections of Bureau premises to detect and prevent violations of security rules and regulations and to identify potential weaknesses and vulnerabilities in the Bureau's security.
7. Develops procedures for Police Force deployment during emergency situations and coordinates procedures with outside agencies as required. Develops procedures and methods for testing Police Force operational readiness and potential effectiveness under routine and emergency situations.
8. Studies, develops, and evaluates standard operating procedures, post orders, and procedures for the Police Force. Studies effectiveness of Police checkpoints and recommends changes.
9. Manages and directs all armored transport operations and support services. Evaluates requests and determines the nature of armored support services to be provided to the Bureau, Treasury agencies, and other governmental agencies.
10. Provides security expertise and guidance to Police, operating components, senior officials, contractors, and Federal, State, or local agencies or officials as required during evening and midnight shifts and all other non-regular duty hours.
11. Performs other duties as provided in police emergency and contingency procedures.

523000 POLICE OPERATIONS DIVISION (continued)

12. Manages the consolidated administrative duties for the Division, including maintaining time and attendance cards and office records, and coordinating the Office of Security's directives control point.
13. Maintains liaison with Office Chiefs, Division Managers, Branch Heads, shift commanders, and other Bureau offices on police administrative matters.
14. Researches any changes or revisions to the Federal and District of Columbia codes and criminal procedures, as well as Department of the Treasury, OPM, and Bureau rules and regulations pertaining to Police Officers, and informs components of changes. Coordinates with the Office of Chief Counsel, as necessary, to ensure consistent interpretations of changes in law or regulations.
15. Analyzes, develops and evaluates standard operating procedures, post orders, and procedures for the Police Force. Evaluates effectiveness of police checkpoints to determine adequacy and level of protection and recommends changes.
16. Coordinates and develops plans and procedures for the Office of Security's physical fitness program.
17. Maintains a database of all written notice of traffic and ticket infractions issued and processes them with the District of Columbia Bureau of Traffic Adjudication.
18. Manages and monitors all police communications, alarms (fire and intrusion), and closed circuit television (CCTV) cameras through the Central Police Operations Center (CPOC).
19. Coordinates and manages the Police Operations Division's recruitment effects. This includes the posting of information on the Internet, attending job fairs, and administering any necessary testing.
20. Operates the National Criminal Information Center (NCIC) and Washington Area Law Enforcement System (WALES) systems, when needed.
21. Maintains records of all scheduling, pay-related information, incident reports, etc. for a minimum of two years.
22. Coordinates the scheduling of training courses and classes for security specialists, police officers, range instructors, and outside resources.
23. Coordinates with other training instructors in research, development, and instruction of assigned training courses. Administers tests during and at the conclusion of each course to evaluate the transfer of training objectives into specific technical skills and abilities.

523000 POLICE OPERATIONS DIVISION (continued)

24. Conducts long-term and short-term training programs to facilitate the Bureau's knowledge of policies and procedures in security matters. Develops training syllabuses, lesson plans, scenarios, handout materials, practical exercises, tests, mini-training sessions, and other training aids. Reviews and evaluates training products including books, manuals, audiovisual aids, and test instruments. Assesses the adequacy of products and makes recommendations for use.
25. Instructs segments of training classes to develop familiarity with a variety of presentation methods including lecture, active student participation and discussion, visual aids, and demonstrations that include students.
26. Develops specialized course materials and coordinates with Federal Law Enforcement Training Center (FLETC) officials to ensure that such course materials incorporate latest advances in security techniques, devices and methods, and addresses the special needs of the Bureau's security program.
27. Directs the Bureau's Law Enforcement Program including firearm instruction and the Bureau's Marksmanship Program. Oversees the Bureau's Firearms Maintenance Program and monitors instruction given by the Range Officers.
28. Coordinates the Office's training through the Bureau of Engraving and Printing's Center for Excellence, Federal Law Enforcement Training Center (FLETC), and other outside training vendors.
29. Develops methods and procedures for evaluating the applicability of proposed weapons, as well as personnel protective and response equipment to the Bureau's security requirement.

524000 SECURITY AND INVESTIGATIONS DIVISION

1. Formulates plans and establishes policies for Product Security and Securities Destruction Programs.
2. Reviews various security operations for compliance with Bureau and security objectives, policies, and procedures. Recommends more efficient and effective means for accomplishing security missions.
3. Develops and revises directives, policies and procedures, to improve the Bureau's security program at the Washington, DC Facility (DCF) and Western Currency Facility (WCF). Ensures security policies within the Division's area of responsibility are the same for the WCF, to the extent possible, as that of the DCF.
4. Performs special security-related studies and projects for, and on behalf of, the Chief, Office of Security. Recommends new and/or revised policies and procedures

based on these studies and projects.

5. Directs the activities of the Bureau's product security and securities destruction functions. Approves, directs, and manages the division's functions to ensure compliance with US laws and regulations and Bureau and Department of the Treasury policies and guidelines.
6. Directs security surveys for Bureau products. Conducts investigations in response to breaches in production of the Bureau's products.
7. Performs security courier service for securities and/or instruments of reproduction, which are not transported by normal delivery means.
8. Reviews reports, surveys, and audits received from other components or agencies and ensures that responses are made in a timely fashion; monitors recommendations and ensures receipt of a timely and satisfactory response, and ensures permanent recording in a central repository.
9. Reviews and monitors, on a continuing basis, the adequacy of contractor physical and technical security measures to ensure that they meet regulatory standards.
10. Coordinates with operational components and other entities within the Office of Security in the formulation of security policies and operational security (OPSEC) plans.
11. Conducts investigations into allegations of workers' compensation fraud and coordinates with the Office of Chief Counsel on cases involving potential criminal prosecution and/or civil prosecution under the Program Fraud Civil Remedies Act (PFCRA). Works closely with the Office of Chief Counsel to present any cases that the Bureau decides to prosecute under PFCRA.

524200 DESTRUCTION CERTIFICATION BRANCH

1. Certifies securities requiring destruction. Designates destruction sites and equipment, both governmental and non-governmental, which meet the Bureau's security and destruction standards. Specifies security and destruction standards employed to ensure the total destruction of all types of securities to include printing wastes, paper, photo film, printing plates, rolls, dies, and other production-related materials.
2. Develops policies, procedures, and standards with operational and security entities that are necessary for ensuring the certifiable destruction of spoiled, mutilated, or obsolete products, distinctive papers, photo films, printing plates, rolls, dies, and other production-related materials.
3. Establishes performance standards and conducts periodic surveys to monitor destruction sites for compliance with Bureau standards for security and destruction.

4. Analyzes and oversees securities destruction procedures and practices used in tracking securities in all stages of production until the incurred spoilage has been certified as destroyed.
5. Implements protective procedures with operating components and other security entities to ensure proper storage of paper and related photo film and metal production materials scheduled for destruction.
6. Analyzes technical data and initiates contacts with external sources to keep Bureau management informed of advances in equipment and procedures for securities destruction. Tests and evaluates new destruction equipment in conjunction with the Office of Facilities Support and other relative components.
7. Assists in the destruction of sensitive items for other government agencies.

524300 PHYSICAL SECURITY BRANCH

1. Develops, implements, updates Bureau policy pertaining to physical security standards and technical programs. Directs and manages the Bureau's technical and physical security programs, including personnel identification, access control, intrusion detection and closed circuit television, security systems computer-aided drafting (CAD) configuration management, and key control systems. Develops and implements the Bureau's technical, communications, and physical security standards.
2. Reviews and monitors, on a continuing basis, the adequacy of in-house and contractor physical and technical security measures to ensure that they meet regulatory standards. Conducts physical and technical security assessments on Bureau premises and at contractor sites processing BEP securities. Provides technical assistance to BEP-sponsored operations at contractor facilities.
3. Develops and implements Bureau non-IT based physical and technical security products. Works collaboratively with the CIO Directorate by providing requirements for and operating IT based physical and technical systems developed/acquired and maintained by the CIO Directorate.
4. Evaluates and selects suitability of various technical security equipment and services for Bureau applications.
5. Monitors security systems for proper operation. Requests new applications, and required maintenance and repair work from the CIO Directorate.
6. Controls the Bureau inventory of sensitive materials used to manufacture BEP identification (ID) badges. Ensures validity of personnel ID badge requests and implements procedures for repairs or replacement of broken badges. Photographs, processes, and laminates ID badges for essential duty passes, electronically coded

access badges, retired personnel, and other official credentials and passes for BEP.

7. Maintains liaison with representatives of the Department, Federal, State, and local law enforcement agencies, and private firms that provide services to the Bureau on all matters pertaining to physical and technical security.

8. Repairs and maintains Division equipment; provides guidance and supervises operations of new systems and equipment.

9. Conducts surveys, inspections and evaluation of physical security aspects of Bureau facilities, including contractor facilities when required.

10. Ensures a high degree of physical security protection is continuously provided for Bureau buildings and personnel.

11. Stays current on new technologies or products that may have application in improving Bureau security and determines feasibility of implementation.

12. Conducts security surveys, establishes and reviews standards for barriers, doors, and securities storage and processing areas.

13. Reviews all drawings and blue prints to ensure all construction and renovation projects within the Bureau are in compliance with established security standards. Monitors and tracks all projects until completed.

14. Monitors security systems field devices to ensure proper operation on a continuing basis.

15. Establishes and administers the Bureau's Keys, Locks, and Security Container programs and systems.

16. Coordinates the operation of the following computer-based electronic security systems: Access Control System, Video Badging System, Intrusion Detection System, Closed Circuit TV System, and Aperture (CAD) Configuration Management System.

17. Performs systems operation and sustainment, and establishes and monitors the quality of the contractor's performance.

524400 PRODUCT AND INVESTIGATION BRANCH

1. Conducts internal investigations of alleged losses of Bureau securities. Investigates breaches of product security procedures within the Bureau and at contractor facilities. Investigates alleged internal acts involving damage to Bureau equipment and other internal Bureau administrative matters.
2. Provides assistance and representation in the transfer of Bureau securities out of the Bureau. Provides security escorts during transportation of Bureau security products. Provides guidance for Bureau components concerning product security issues. Serves as COR on Bureau contracts.
3. Provides research data to official investigative agencies concerning the production and shipment of Bureau products. Prepares affidavits and testimony concerning the processing and shipment of currency or other Bureau securities. Provides other assistance, as required by Federal, State, and local law enforcement agencies.
4. Conducts investigations of Federal Reserve Bank reports of overages and shortages, or defects in new currency shipments from the Bureau on a nationwide basis. Initiates contact with commercial banks, post offices, or other issuing agencies and monitors trade periodicals in an effort to recover defective Bureau products from circulation.
5. Collects, evaluates, and preserves evidence pertaining to product security and other investigations. Furnishes items of evidence, records, and expert testimony for trials or other administrative hearings.
6. Administers the security aspects of the Bureau's New Currency Design (NCD) Program and Advance Counterfeit Deterrence (ACD) Program. Serves as the Security Technical Representative for ACD-related projects within the Bureau and at contractor facilities.
7. Conducts proactive product security surveys, reviews, assessments and inspections to monitor compliance with security measures within the Bureau and at contractor facilities. Assists with the implementation of personnel security, product accountability, and/or physical security measures.
8. Assists with other Bureau security measures as directed by Chief, OS, and the SET.
9. Manages and provides oversight of the closed circuit television program that is used to survey the production areas within the Bureau.

524400 PRODUCT AND INVESTIGATION BRANCH (continued)

10. Reviews Requests for Assessment (RFA), Orders for Supplies and Services, Print Orders, and procurement documents to ensure proper adherence to security requirements. Provides security guidance and direction as required.
11. Assists in the planning, organization, and the conduct of the Office of the Inspector General's referral investigations. Evaluates the reliability and credibility of statements, facts, information, and testimony for the DCF.
12. Maintains investigative case files of all Office of Security Divisions, review case findings, and provides constructive input to the file management system. Reviews reports on matters of investigative interest and provide assistance to law enforcement and other investigative agencies.
13. Conducts or oversees operational security assessments through internal audits and quality control measures of the Divisions within the Office of Security to ensure that policies issued by the Chief are being properly enforced by the divisions responsible.
14. Conducts inquiries into sensitive matters of special interest to the Director, Associate Directors, or representatives from other local and government agencies when directed by the Chief, Office of Security.
15. Coordinates with the Office of Chief Counsel, when appropriate, on legal issues during the course of an investigation or inquiry.
16. Conducts criminal investigations and prepares for the prosecution of major violators of the Federal Employee's Compensation Act. Duties include, but are not limited to: conducting complex criminal investigations, surveillance of potential violators, using undercover techniques, working closely with and debriefing confidential sources, collecting, processing and evaluating evidence. The reports generated are highly detailed and technical and frequently involve sworn testimony. Additional duties involve establishing and maintaining cooperative relationships with municipal, State, and other Federal law enforcement organizations.

525000 PERSONNEL SECURITY DIVISION

1. In coordination with the Office of Human Resources and other components, develops and manages a program to ensure that all pre-employment requirements are met before a person becomes a Bureau employee. Ensures required forms and statements are completed fully and accurately.
2. Develops, manages, and directs the Bureau's Personnel Security Program in accordance with Executive Order 10450, the Code of Federal Regulations, and Department of the Treasury directives. Develops and implements policies and procedures for personnel background investigations.

3. Develops policies and procedures for conducting personnel background investigations to ensure that the employment or retention of an employee/contractor is consistent with the interest of national security and the efficiency of Bureau operations.
4. Conducts thorough investigations of all employee applicants/contractors to determine suitability for employment by the Bureau. Coordinates personnel security findings with Bureau officials.
5. Investigates employees whose off-premises conduct leads to arrest by law enforcement authorities. Evaluates investigative results and submits written reports of findings to the appropriate Bureau management.
6. Conducts comprehensive studies of all Bureau positions to determine the sensitivity of each position.
7. Develops methods and procedures for the conduct of full field and limited field investigations required for all sensitive positions to determine suitability for occupying sensitive positions.
8. Conducts investigations of incumbent employees to determine suitability for assignment to supervisory positions and positions requiring a high degree of public trust. Coordinates investigative results with management officials.
9. Maintains personnel suitability files pertaining to incumbent employees and contractor personnel. Ensures files are safeguarded against unauthorized access; provides for other controls on files, as necessary.
10. Conducts suitability investigations of non-Bureau employees providing services or conducting business on Bureau premises.
11. Maintains liaison with Federal, State, and local government agencies, law enforcement agencies, and private firms in personnel suitability matters and matters of mutual concern.

525200 ADJUDICATIONS AND OPERATIONS BRANCH

1. The Adjudications and Operations Branch is tasked with the responsibility for adjudicating investigations and determining whether employees, applicants, or contractors should be cleared and granted access into the Bureau.
2. The adjudicators are responsible for reviewing completed investigations of all magnitudes and ensuring optimum security standards are met. Branch adjudicators coordinate with the Office of Personnel Management (OPM) regarding adjudication standards and personally conduct complex and sensitive adjudication cases and high-profile investigations and studies. After reviewing completed reports, the adjudicators

recommend actions to the Supervisor and Manager to improve and facilitate the adjudication process. They provide authoritative information and assistance to senior Bureau management on personnel security policies, with particular reference to adjudication matters.

3. The Adjudications and Operations Branch is responsible for establishing, collecting, filing, and creating documentation for all on-boarding and departing personnel (applicants, contractors, and incumbents). The Operations Branch is also responsible for initiating, reviewing, scoping case papers to ensure all forms are filled out correctly, and releasing e-QIP applications for applicants, contractors, and employees. They provide services for and to the investigative staff, such as credit reports, national crime information center checks, fingerprints, and bankruptcy records.

525300 BACKGROUND INVESTIGATIONS BRANCH

1. The Background Investigations Branch is a branch within the Personnel Security Division (PSD). The Background Investigations Branch is responsible for conducting investigations required of the Division for PSD to successfully carry out its mission. The Investigations Branch is responsible for conducting various types of investigations and inquiries involving Bureau applicants, employees and contractors.

2. The main duty of the Investigations Team is to provide investigative support to the Division in determining the suitability of applicants, employees and contractors for access to Bureau facilities and/or products. The Investigations Branch is tasked with conducting Enhanced Subject Interviews, Issue Interviews, and Source Interviews. Investigators are required to obtain and review court records, police records, military records, and records from other various information sources. Most interviews must be conducted in person.

3. During the course of conducting background investigations, investigators must brief each case file and reduce pertinent information to an abbreviated written form. Briefing case points out discrepancies or periods of activity unaccounted for. Investigators are also required to zone each case. Zoning is organizing all the work to take advantage of the geographic proximity of items from different cases by working on all those items when in that geographic location.

527000 ADMINISTRATIVE SUPPORT DIVISION

1. Reviews and analyzes all programs and their functions in the Office of Security and presents recommendations on changes to the programs.
2. Formulates, develops, and implements long- and short-range plans for the accomplishment of organizational goals and objectives.
3. Monitors manpower, budgetary constraints, and overall Bureau policy.
4. Provides oversight to maintain adequate internal controls as required by Federal regulations by developing systems and techniques to promote fiscal integrity, operations and administrative efficiency, and program effectiveness.
5. Assigns special studies and projects to analysts, who form the basis for policy initiatives or modifications; oversees the implementation of new and revised operational and administrative methods including changes to personnel, organizational structure, staffing strength, and status.
6. Directs and gives oversight to the coordination of the Office's financial activities and the development of the fiscal year budget.
7. Serves as the Chief's consultant with line supervisors on program functions rendering interpretations of regulations and procedures.
8. Coordinates and implements the Office of Security's portion of the annual Year-End Shutdown (YES) Program.
9. Coordinates the Office of Security's personnel and staffing issues with the Office of Human Resources; ensures that position descriptions within the Office are current.
10. Reviews safety and environmental violations in the Management Directorate.
11. Reviews all accident/incident reports and recommends follow-up actions to the appropriate supervisors.
12. Administers the Employee Parking Program and Shields and Credentials Program.
13. The Drug-Free Federal Workplace (DFFWP) reports directly to the Manager of the Administrative Program Staff Unit, Office of Security. The DFFWP administers BEP's Drug Testing Program and coordinates with the Department of Health and Human Services.
14. Manages the BEP DFFWP for deterrence and detection of illegal drug use in the Washington, DC Facility (DCF). Provides guidance for the program in the DCF.

527000 ADMINISTRATIVE SUPPORT DIVISION (continued)

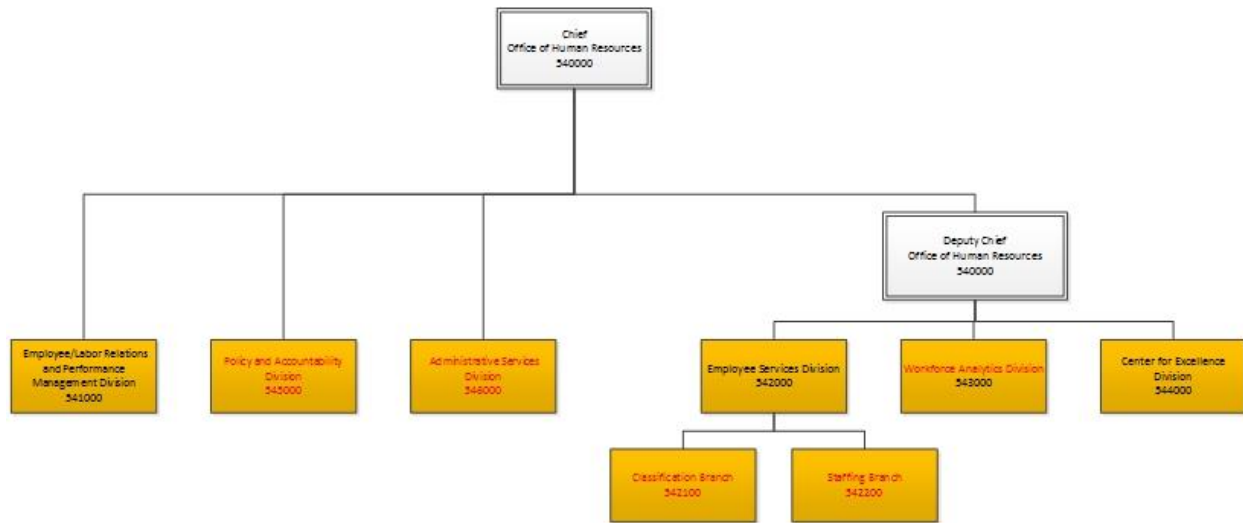
15. Ensures that managers and supervisors are aware of their roles and responsibilities for implementing the BEP DFFWP.
16. Develops and initiates policies and procedures to inform management and employees of the consequences of non-compliance with DFFWP

540000 OFFICE OF HUMAN RESOURCES

The Office of Human Resources (OHR) is responsible for administering and providing Bureau-wide Human Resource policy and employee training and development activities. The OHR provides operational support to the Washington, DC Facility (DCF) in the fields of employee and labor relations, staffing, classification, benefits, payroll services (i.e., payroll taxes, direct deposit and garnishments), awards and recognition, and workers' compensation.

1. OHR administers a full range of services provided by the automated payroll/personnel system, including serving as co-coordinator with the Office of Financial Management (OFM) for HR Connect; implementing related compliance policies and procedures; and processing payroll/personnel transactions. OHR develops human resources programs and related activities to ensure compliance with applicable laws and regulations, and recommends corrective actions as appropriate.
2. The Chief, OHR, represents the Director and Associate Director (Management) in dealing with other Office Chiefs, officials of commercial enterprises, unions, employee groups, and individual employees on human resources management matters. The Chief makes recommendations on the proper course of action or proposed equitable solutions. The Chief acts as official spokesperson for the Bureau before the Department of the Treasury and Office of Personnel Management on personnel and human resources issues, and serves as the technical expert for the Bureau in hearings and on grievance decisions. The Chief researches complex human resources management issues and confers with human resources officials in other government agencies regarding mutual problems. The Chief coordinates Bureau-wide programs that affect human resources.
3. The Chief serves as the Bureau source of expertise in strategic human capital initiatives through discussion, formulation, and implementation of mission strategies and goals. Develops and monitors performance measures for OHR. Reviews and comments on legislative changes and policies received from the Department of the Treasury. The Chief analyzes and evaluates workforce plans, employment trends, budget development and implementation, complex-wide studies and human capital management assessment tools and programs. Develops and implements recruiting strategies that align strategic missions with highly qualified talent at all levels of the organization.

4. The Human Resources Information Specialist monitors the development, implementation, and support of HR-Connect. Provides assistance in the daily flow of all HR-Connect related information including data entry, retrieval, standard and ad hoc report generation for the OHR. Provides liaison between BEP Human Resource functions, Department of the Treasury and Office of HRConnect Program, and when required, by the US Department of Agriculture.



**541000 EMPLOYEE/LABOR RELATIONS AND PERFORMANCE MANAGEMENT
DIVISION (EPMD)**

1. Formulates and administers the Performance Management and Award policy for the Bureau. Ensures that the Personnel Manual is accurate, comprehensive, and current. Monitors proposed changes in Office of Personnel Management (OPM) and Treasury policies, and assesses the impact of those changes on Bureau personnel programs. Provides advisory services to customers regarding Bureau policy for Performance Management and Awards.
2. Assesses key Performance Management or Award processes for potential automation; reviews available technology; and coordinates the implementation of new systems.
3. Administers the employee suggestion and recognition awards programs.
4. Negotiates collective bargaining agreements with recognized unions and serves as the chief negotiator on negotiation teams representing Bureau management.
5. The DCF EPMD is responsible for labor relations policy and the approval of all agreements between the Bureau and labor unions. All settlements and agreements with labor unions are submitted to the Manager, EPMD, for review and approval including those originated at the Western Currency Facility (WCF).
6. Assists management in complying with the requirements of collective bargaining agreements between the Bureau and labor organizations, with particular emphasis on such areas as disciplinary and adverse actions, hours of work, leave, and grievance and arbitration procedures. Advises and represents management in the processing and disposition of grievances, including the review of all documents and the approval of all responses. Advises management on, and approves all responses to other collective bargaining disputes with labor unions.
7. Provides general labor and employee relations policy guidance to the WCF Employee and Labor Management Relations (ELMR) Staff. The Manager, Human Resources Management Division (WCF) will provide the day-to-day supervision of the WCF Employee and Labor Management Relations Staff.
8. Conducts labor-management and related personnel research, analysis, and compilation of problem cases, published case files (from both the private and federal sectors), decisions, and related pending legislation. Makes recommendations or proposals to the Bureau's senior management for significant changes on complex issues and initiates program changes accordingly.
9. Implements policies, rules and regulations dealing with leave, employee conduct, discipline, appeals, grievances, and quasi-legal programs, which impact the employee-employer relationship for all positions.

**541000 EMPLOYEE/LABOR RELATIONS AND PERFORMANCE MANAGEMENT
DIVISION (EPMD) (continued)**

10. Counsels management on disciplinary actions, adverse actions, resolution of performance/attendance problems, and other related matters, which may cross human resources program or functional lines.
11. Advises employees of their rights, procedures, time limits, and resources for assistance available to them in defense of adverse actions or disciplinary situations. Exercises extreme care in assuring that all employee's rights and related provisions are fully protected at all times.
12. Administers all aspects of the Leave Program to include the Voluntary Leave Transfer Program, the Family and Medical Leave Act, and Administrative Leave.
13. Administers and manages the unemployment compensation program including implementing Federal, Treasury, and Labor policies, providing necessary information to involved officials, and participating in court proceedings involving unemployment compensation cases.

542000 EMPLOYEE SERVICES DIVISION (ESD)

1. Implements and administers policies and procedures for recruitment, placement, and position classification for all Bureau positions.
2. Identifies and develops relationships with recruitment sources.
3. Reviews and makes qualification determinations, confirms or withdraws employment offers, and prepares comments and/or recommendations to Bureau officials as part of the selection process. Collaborates in the development of special qualifications requirements not covered by published guidelines.
4. Recruits for and staffs positions with special emphasis program applicants, i.e., handicapped, veterans, part-time employees, and student employees.
5. Administers special recruitment programs pertaining to the Senior Executive, Student Employment (Student Temporary Employment and the Student Career Program), Outstanding Scholar, and Superior Academic Achievement Programs.
6. Administers reduction-in-force programs.
7. Ensures that duties assigned are accurately described, correctly classified, and maintained in compliance with applicable laws, regulations, standards, and requirements. Provides advisory assistance in developing position descriptions and performance standards. Participates in the review process for classification appeals.

8. Effects appointments, changes to lower grade, promotions, transfers, realignments, separations, and all other personnel actions in the DCF.
9. Inputs and validates position/personnel payroll actions. Reviews and approves final SF-50 actions.
10. Monitors labor-management agreements, evaluating contractual provisions affecting staffing and position classification programs. Exchanges information with other agencies that have similar position categories and union affiliations to ensure consistency in applying wage and classification standards and guidelines.
11. Confers, as necessary, with the Personnel Security Division, Office of Security, on pre-employment matters, and with the BEP Health Unit on pre-employment medical matters.
12. Conducts final classification appeals within the Bureau.
13. Conducts studies in the areas of wage administration. Develops pay systems, and establishes wage bulletins and pay tables for the Bureau's prevailing rate employees.
14. Administers and manages the Voluntary Early Retirement Authority (VERA) and the Voluntary Separation Incentive Program (VSIP) for the Bureau. Prepares all requests for voluntary early retirement authority and submits to the Office of Personnel Management for approval.
15. Administers Federal programs such as the Federal Employees and Civil Service Retirement Systems, the Thrift Savings Plan, and Health and Life Insurance Programs. Provides counseling and processes all forms as it relates to life and health benefits, retirement, and death cases. Monitors the open season for Federal employees benefits. Determines eligibility or ineligibility of employees, explaining to employees their rights and obligations, and applying regulations and policies in specialized cases involving enrollment, claims, changes, etc. Provides general information on health and life insurance benefits, and retirement.
16. Controls and maintains Electronic Official Personnel Folders (eOPFs) and payroll records and documentation. Collects and maintains all forms relating to payroll deductions, allotments, life and health insurance, federal and state tax, direct deposit, Thrift Savings Plan (TSP), and union dues, etc.
17. Provides general information on health and life insurance benefits, retirement, and court-ordered indebtedness.
18. Processes employment verifications.

543000 WORKFORCE ANALYTICS DIVISION (WAD)

1. Studies employee turnover trends in conjunction with production forecasts to improve personnel utilization.
2. Develops and prepares staffing and cost comparisons and formulates strategies.
3. Advises management of classification and position management implications.
4. Assesses key human resource processes for potential automation; reviews available technology; and coordinates the implementation of new systems.
5. Initiates progressive human resources solutions for the Bureau that simplifies systems, increases the use of information technology, delegates and holds line managers accountable for human resource processes, and improves focus on results. Uses human resources practices at other organizations as benchmarks to allow for innovative changes in the Bureau.
6. Manages and provides assistance to the Office Chief in the research, development and implementation of human capital initiatives.
7. Analyzes and manages organization structures and ensures functions and responsibilities are properly assigned; recommends improvements and conducts studies of organizational effectiveness; and develops and maintains the Bureau's Organization Manual.

544000 CENTER FOR EXCELLENCE (CE)

1. Provides policy, operational support, and strategic design to the Bureau in the fields of training and career development.
2. Formulates and implements policies and programs designed to develop the capabilities and competencies of BEP's workforce to enable BEP to efficiently carry out its operational responsibilities.
3. Develops, implements, monitors, and evaluates policies and programs designed to enhance training, managerial and supervisory competencies and skills, career and organizational development, and job progression of BEP's employees.
4. Plans, designs, delivers, and evaluates a broad program of learning opportunities, including individually self-paced computer-based programs within the Bureau and outside the Bureau classroom training, and university and industry-based training development programs.
5. Administers training programs in accordance with legislation, Office of Personnel

Management (OPM) guidelines, Departmental directives, and Bureau policies.

6. Provides advice on the development of career paths, the identification of job competencies, the development of individual learning plans, and preparation of annual organizational training plans.
7. Provides organizational development advisory services that include team building, and integrated approaches to productivity improvement that address management practices, employee competencies, and work processes.
8. Provides assistance to OHR staff in building competencies as human resources professionals.
9. Develops job aids, assists in creating Individual Development Plans (IDPs), etc., strengthening the knowledge base of the staff.
10. Provides technical assistance to OHR staff in resolving human resource issues.
11. Advises the Director and other senior officials on training, career development, and organizational development issues.

545000 POLICY AND ACCOUNTABILITY DIVISION (PAD)

1. Develop and implement agency specific policies and procedures for records management activities; maintain a centralized records management tracking system.
2. Monitor legislative and regulatory requirements in order to identify required changes in OHR policies and procedures.
3. Coordinate the development, implementation, evaluation and maintenance of a framework of human resources management policies to achieve human capital goals.
4. Perform research using appropriate resources to identify relevant, legal authority to develop and update internal and external policies and assess the impact of BEP and OPM major human capital initiatives.
5. Create presentations for managers and employees on assigned OHR policies and issues.
6. Respond to OHR policy related inquiries and provide timely and relevant advice to internal and external stakeholders.
7. Prepares written guidance for managers and employees on assigned OHR policies, procedures, and guidelines.
8. Develop and implement OHR accountability/internal review programs /projects.

9. Support the development, execution and coordination of initiatives that support BEP strategic management.
10. Assess OHR strengths and weaknesses and provide leadership to OHR in exploring alternatives and determining what improvements can be made.
11. Formulates human resources policy for the Bureau. Ensures that the Personnel Manual is accurate, comprehensive, and current. Monitors proposed changes in OPM and Treasury policies, and assesses the impact of those changes on Bureau personnel programs.
12. Develop policy issuances, procedures and guidance for use throughout the BEP in a variety of human resources functional areas. Coordinates policy and program development through the Human Resources Officer, other senior officials, labor unions, the Director and other appropriate parties.
13. Leads and conducts studies of program effectiveness and takes appropriate action to recommend remedies for deficiencies and improve programs.
14. Responsible for developing and maintaining effective internal control measures.

546000 ADMINISTRATIVE SERVICES DIVISION (ASD)

1. Responsible for planning and executing a comprehensive range of administrative services that support OHR Divisions and BEP to effectively accomplish BEP's mission and to operate within the requirements set forth by the Department of the Treasury.
2. Develop, implement, monitor, and evaluate OHR activities related to administrative services such as the annual Budget, Government Credit Card, Garnishments, Contractor in processing, Records Management, FOIA/Congressional Tracking, New Employee Orientation, Contracts and Indebtedness.
3. Develop, implement and manage policy, procedures, plans, and strategies that pertain directly to administrative services programs: Employee Assistance Program (EAP), Work-Life Programs (Bring Our Children to Work Day, Telework, and Alternative Work Schedule), Public Transportation Incentive (PTI), and others.
4. Coordinate with OFM and OHR to assist with the annual OHR budget preparation process and monitor OHR expenses to ensure compliance with established budget.
5. Coordinate and schedule various agendas and meetings. Assist in scheduling appointments, meetings, conferences and all meeting preparations and reservations required for OHR supported meetings and events.
6. Develop, implement and monitor an internal tracking system for various Human

Resources reports, budget, garnishments, monthly new employee notifications, contracts, and indebtedness.

7. Responsible for planning, establishing, and coordinating support services programs within the broad administrative framework of BEP.

550000 OFFICE OF FACILITIES SUPPORT

The Office of Facilities Support plans and coordinates activities involving facilities design and construction, operations and maintenance, and support services. Strategic facilities planning and budgeting is performed to ensure adequate physical resources are provided to Bureau operating units. The Office coordinates activities in harmony with nearby structures and manages the space planning and allocations for the District of Columbia Facility (DCF).

The Office also plans, develops, recommends, and implements policies and procedures for Bureau building services, building custodial activities, snow removal, pest control, and Bureau elevator operations. It coordinates and directs the disposal of refuse, waste, and recyclable materials and directs custodial services in Bureau buildings and adjacent grounds.

The Office develops overall Bureau policy concerning space utilization for the DCF.

The Office has responsibility for fleet management including the motor pool.

The Office evaluates and analyzes all new production equipment acquisitions to determine their impact on facility systems and on the strategic goals of the Bureau. The Office collaborates with production equipment users/operators, engineers, mechanics and Office Chiefs to assure facilities systems are capable of accommodating future production programs and plans.

The Office establishes the overall Bureau policy and program direction for energy management, water conservation, and recycling programs. The WCF shall have the on-site day-to-day operational responsibility for its energy and recycling programs. All reports to external agencies in regard to energy and recycling are reviewed and approved by the Chief, Office of Facilities Support, prior to their transmittal.

The Chief, Office of Facilities Support, is designated as the Bureau's Real Property Manager and represents the Bureau at the Department of the Treasury's Real Property Asset Management Board.

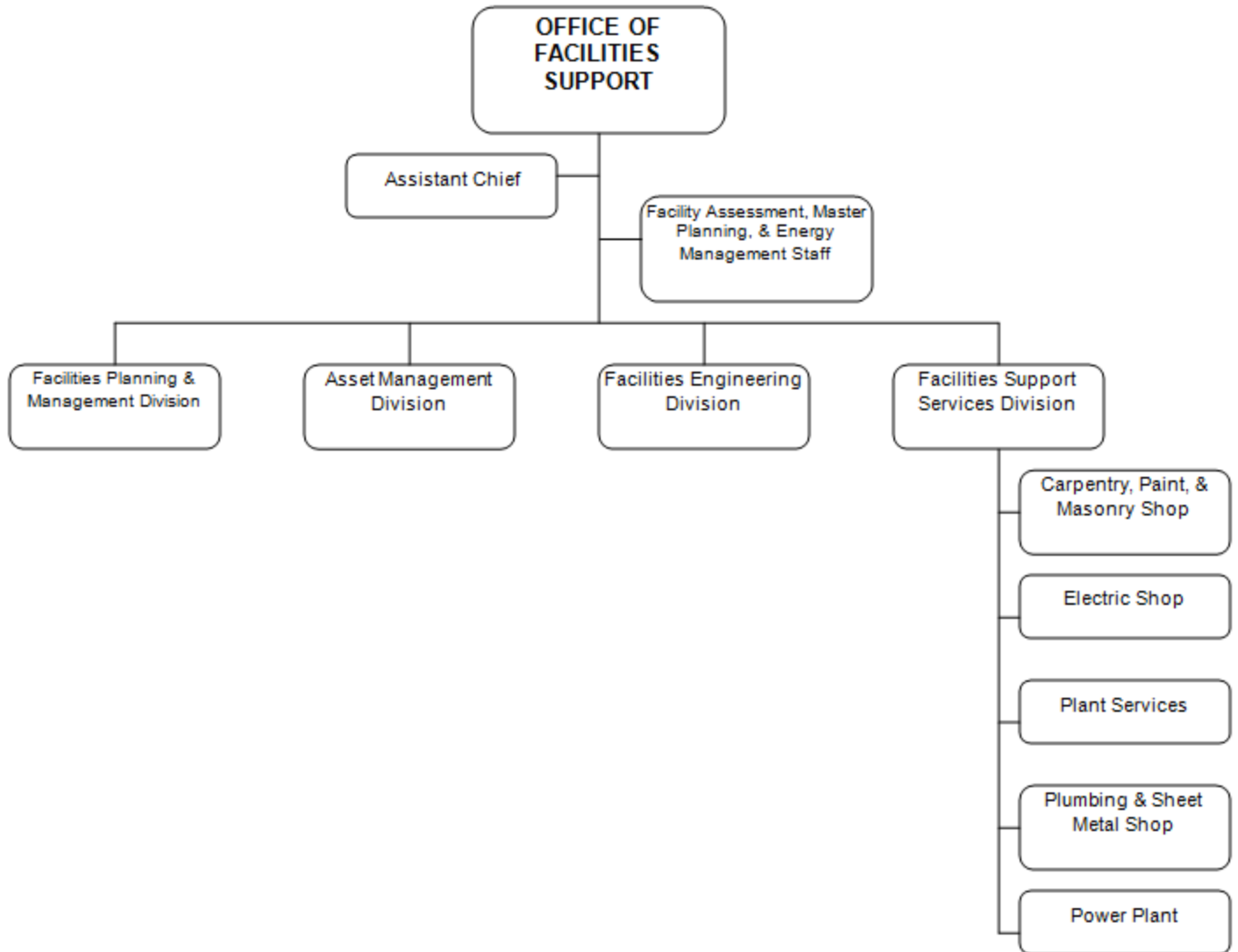
In this capacity, the Office of Facilities Support has overarching responsibility for all real property management functions at both facilities including real property management policies and program management.

The Chief serves as the Bureau's representative on the Treasury Department's Asset Management Council.

The Chief, Office of Facilities Support, serves as the key consultant and advisor to the Associate Director (Management) and serves as representative to the Department of the Treasury and other Federal and non-federal agencies on all energy matters pertaining to both the Eastern Currency and Western Currency facilities. The Chief has full responsibility for the management and the administration of comprehensive energy programs which support the unique and extensive manufacturing programs at the Bureau.

The Chief, Office of Facilities Support ensures that a comprehensive employee awareness program on energy conservation is in place and active.

Supports the Office of Engineering and the Office of Currency Production in the design, installation, maintenance, and repair of production equipment and systems, and environmental systems and control devices.



550000 ASSISTANT CHIEF

The Assistant Chief, Office of Facilities Support, serves as a primary assistant to the Office Chief and is primarily responsible for all aspects of activities for the Office. These include but are not limited to:

Represents the Chief, Office of Facilities Support, and the Associate Director (Management) on technical phases of project activities.

Reviews and evaluates current conditions with respect to the organization's goals to determine needs and focus of improvements. Initiates programs for system improvements.

Oversees all aspect activities in the facility operation. Key focus areas include but are not limited to project scheduling, estimating, inspection, negotiating, contract administration/law, building systems, building and life safety codes, power distribution, industrial/manufacturing facilities, and customer satisfaction.

Applies new methods to continually improve the quality and efficiency of services provided.

Represents the Chief, Office of Facilities Support, during negotiations, discussions, and meetings relating to contract activities.

Works closely with Bureau internal customers and has full responsibility for special projects' design and implementation program. Is the technical expert on facility design and construction issues and makes decisions and recommendations. Coordinates with Office of Engineering to assure facilities and equipment projects/programs are closely coordinated ensuring high quality work and timely completion. Keeps the Chief informed regarding the technical aspects and progress of special projects and programs.

Provides assistance with administrative matters including personnel issues, budget and strategic planning.

Directly supervises administrative staff, including special project coordinators/managers.

**550100 FACILITY ASSESSMENT, MASTER PLANNING AND ENERGY
MANAGEMENT STAFF**

1. Develops and executes the DCF's Facility Master Plan.
2. Assesses all facilities and equipment projects throughout the DCF to assure the projects support the long-range master plan.
3. Provides support on master planning, feasibility studies, design, and construction coordination.
4. Advises, in strategic planning decisions, on DCF capital assets by evaluating alternatives and providing recommendations.
5. Plans short- and long-range replacement of utility systems.
6. Prepares the annual energy report for submission to the Department.
7. Oversees the planning, implementation, management, and monitoring of policies, projects, activities, and contracts in the areas of energy management and conservation.
8. Takes appropriate measures to reduce the use and cost of various forms of energy.
9. Researches and makes recommendations to the Chief on energy saving components for state-of-the-art high technology securities manufacturing equipment and systems.
10. Researches and makes recommendations for purchases of direct and indirect materials, which comply with the minimum recovered materials content standards, set forth by law and Treasury directives.
11. Monitors the management and the administration of the comprehensive energy programs which support the unique and extensive manufacturing programs of the Bureau.
12. Reviews specifications for new construction, equipment, and technology appropriately addressing energy program objectives.

551000 FACILITIES PLANNING AND MANAGEMENT DIVISION

1. Carries out executive policy by managing property in close coordination with strategic planning and operation components.
2. Provides customer liaison services to internal and external Bureau customers regarding Office of Facilities Support programs and projects. Acts as the focal point for all products and services available from the office.
3. Develops, implements, and analyzes metrics and associated performance indicators in order to gauge the effectiveness of existing business processes within the Office of Facilities Support.
4. Manages the space-planning program for the District of Columbia Facility.
5. Conducts feasibility studies and evaluates design alternatives to improve the work environment and control costs.
6. Plans and coordinates relocations related to major capital asset implementations.
7. Provides consultation on technical matters relating to facilities issues.
8. Performs analyses of current facilities programs to determine methodology for improvement.
9. Initiates and implements procedures for improving facilities maintenance functions.
10. Coordinates project work with the Office of Engineering and acts as a contact point for work requested by other Bureau components. Reviews construction and maintenance needs for the Bureau.
11. Assesses workload and makes determinations regarding contracting for construction and maintenance efforts or completing them in-house based on needs and staffing levels.
12. Analyzes facilities-related processes and equipment that routinely exhibit less than acceptable productivity, quality, and/or workmanship and recommends appropriate corrective action.
13. Develops plans for changes or modifications to alleviate the causes for unacceptable productivity/quality.

551000 FACILITIES PLANNING AND MANAGEMENT DIVISION (continued)

14. Identifies the need for special studies, analyses, and projects relative to implementing technical concepts for equipment and/or facilities related systems.
15. Reviews and assesses the feasibility of acquiring and/or implementing new equipment, processes and systems; prepares cost estimates for their implementation; and, in conjunction with the Office of Financial Management, assists other Bureau components in conducting economic cost/benefit and life-cycle cost analyses for proposed new capital acquisitions.
16. Coordinates with the Office of Environment, Health, and Safety in obtaining permits required by local, state, and federal government agencies.

552000 FACILITIES ENGINEERING DIVISION

1. Plans and coordinates activities involving facilities design and construction management, operations and maintenance, and support services. Performs strategic facilities planning and budgeting to ensure that adequate physical resources are provided. Coordinates activities in harmony with nearby structures.
2. Prepares or reviews preliminary and detailed plans, designs, and specifications for the construction, installation, repair, maintenance, outfitting, and alteration of production facilities, administrative space, and building equipment while conforming to the principles of value engineering to minimize costs.
3. Participates with the Office of Acquisition in the negotiation of contracts for installations, repairs, maintenance, and space renovation, and makes recommendations as to acceptance terms and conditions included in such contracts regarding dates of delivery, plans, specifications, and characteristics of the items.
4. Provides personnel to function as Contracting Officer's Representative (COR) for Architect/Engine contracts, construction contracts, and studies.
5. Monitors contract performance insofar as inspections, tests, and technical judgment are necessary or desirable to assure compliance, and assists in contract expediting as required.
6. Prepares proposed technical approaches to facility requirements in response to operational needs as requested by Bureau components.
7. Provides engineering oversight of all utilities-related plants, systems, and components.
8. Develops requirement specifications for alteration of building structures and utility systems. Ensures specifications comply with Federal regulations and executive orders relating to energy and water conservation, pollution prevention, and recycling.

9. Inspects and accepts contractor services for new facilities and equipment, and reports findings to Contracting Officer.
10. Monitors, tracks, and controls construction and equipment installation project schedules; ensures that costs incurred remain within approved funding levels. Plans and schedules construction and maintenance projects, including estimating engineering, maintenance, and other resources necessary to complete projects.
11. Within terms and conditions of contract, provides technical assistance and guidance to contractor personnel to ensure successful completion of the projects for construction and equipment installation.

553000 FACILITIES SUPPORT SERVICES DIVISION

1. Performs preventive maintenance, emergency/service work, installation, and maintenance and repair functions on facilities, environmental control systems, building systems, production machinery and furniture. This includes repairs, alterations, construction, fabrication and equipment installation. Oversees carpentry, paint, masonry, electric, plant services, and plumbing and sheet metal operations.
2. Provides personnel to function as Contracting Officer's Representative (COR) for a variety of facilities contracts specifically, the custodial services for Bureau administrative areas, grounds (landscaping, snow removal) and waste disposal.
3. Assists the Office of Environment, Health, and Safety to ensure compliance with the Bureau's recycling program by assisting in the collection, separation, and staging of recyclable materials for shipment to recycling contractors.
4. Oversees the management and operation of the Bureau's utility plants and systems. The systems include heat, ventilation and air conditioning, process air, vacuum and trim collection, electrical distribution, and water wipe manufacturing. Operates and maintains the related auxiliary equipment associated with each system.
5. Monitors incoming utility commodities purchased through public and private entities.
6. Supports the operation and maintenance of the environmental control systems and the Volatile Organic Compound (VOC) recovery systems.
7. Ensures compliance with applicable executive orders, Treasury directives, all federal, state, and local recycling laws and the requirements of the Solid Waste Disposal Act, Public Law and Statute, as amended by the Resource Conservation and Recovery Act (RCRA).

553010 CARPENTRY, PAINT, AND MASONRY SHOP

1. Performs woodworking functions for construction, maintenance, alteration, and repair of

buildings, furniture, and equipment.

2. Paints building, machinery, furniture, and equipment.
3. Performs masonry functions, including bricklaying, concrete work, plastering, tile setting, and pipe covering.

553020 ELECTRIC SHOP

1. Installs, maintains, and adjusts lighting, power protective devices, security equipment, emergency lighting, exit lights, signal systems and battery systems.
2. Performs electrical work for construction, maintenance, alteration, repair, and installation of production machinery or equipment; and inspects electrical equipment.
3. Diagnoses malfunctions in electrical equipment; develops necessary repair procedures; and performs repairs as required on facilities and production machinery.
4. Assists BEP components in the construction, operation, and repair of prototype or experimental equipment.
5. Operates, maintains, updates, programs, tests, and repairs the Fire Management System (FMS).
6. Supports the installation and maintenance of security devices including cameras.

553030 PLANT SERVICES

1. Functions as COR for a variety of facilities contracts, specifically, the custodial services for Bureau administrative areas, grounds (landscaping, snow removal) and waste disposal landfill fees, and reports findings to Contracting Officer.
2. Cleans printing presses, equipment, and machinery used by ink making, engraving, construction, and maintenance components, as required.
3. Collects, distributes, and arranges for cleaning of printer rags.
4. Compacts non-security paper into bales and disposes of non-toxic solid waste.

553040 PLUMBING AND SHEET METAL SHOP

1. Installs, constructs, alters, and repairs plumbing and heating equipment, water, steam, and fire lines; and inspects such equipment and components.
2. Performs plumbing work of installation, maintenance, repair of machinery and

equipment.

3. Constructs, installs, and repairs sheet metal components on machinery, equipment, furniture, and buildings.
4. Designs and builds prototype systems to improve production characteristics of existing equipment.
5. Installs and repairs roofs, gutters, and drains.
6. Installs, maintains, repairs, and dismantles structural steelwork and metal building fixtures.

553050 POWER PLANT

1. Operates the substation for transforming electric current; operates control and related equipment for utility service; operates water wipe manufacturing equipment; operates fire protection system components, including fire pumps, sprinkler systems, riser and feed mains; and monitors utilities.
2. Operates and maintains process air, vacuum and trim collection systems.
3. Operates and maintains all heat, ventilation, and air conditioning systems including central chilled water plants and systems.
4. Operates and maintains building level pneumatic and computerized control systems.
5. Supports the operation and maintenance of the environmental control systems and the Volatile Organic Compound (VOC) recovery systems.

554000 ASSET MANAGEMENT DIVISION

1. Plans, develops, and implements policies and procedures pursuant to established regulations for the Bureau's fleet management, including the motor pool.
2. Administers the Bureau's Excess Property Program. Reviews excess property activities and ensures regulatory compliance. Serves as advisor to Executive Management.
3. Serves as the Bureau's Fleet Program Officer and representative to the Treasury Department's Property and Fleet Manager's Council and Transportation Council.

560000 OFFICE OF ENVIRONMENT, HEALTH AND SAFETY

The mission of the Office of Environment, Health and Safety (EHS) is to continually reduce adverse EHS impacts to workers, the community, and environment. Plans, develops, implements, and manages the environmental, health, safety and fire protection programs mandated by the Occupational Safety and Health Act (OSHA), the Environmental Protection Agency (EPA), the Texas Natural Resources Conservation Commission (TNRCC), Treasury Directive 71-05, Departmental Safety and Health Programs, and other recognized consensus standards.

The Office's responsibilities include ISO 14001 registry, VPP (Voluntary Protection Programs) designation, environmental program management, assessment, and compliance; safety and occupational health programs; injury and illness management, and fire protection planning and compliance.

The Office shall establish the overall Bureau policy and planning compliance program direction for these programs in accordance with applicable Federal, State, and local requirements and regulations as they specifically apply to the Eastern and Western Currency Facilities. The Western Currency Facility (WCF) shall have the on-site, day-to-day operational responsibility for applying established EHS policy to its environment, safety, and occupational health programs. Reports to external agencies are to be reviewed and approved by the Office Chief, EHS, as appropriate.

The Office establishes and maintains policy documents that set internal standards relative to the EHS aspects and impacts that pertain to all BEP operations. The Office works closely with all directorates and sub organizations in maintaining a safe and healthful work environment. The Office maintains a program review and analysis staff to assure that programs managed by the Office meet regulatory requirements.

The EHS researches and makes recommendations for the procurement of environmental systems to ensure that critical Federal, State, and local regulations are met. Performance-oriented environmental, safety, and occupational health requirements are maintained through the establishment of management systems. Technical staff members work closely with staff members from other Bureau components to identify improvement needs, develop, specify, evaluate, select, implement, and test management systems to address identified needs. These systems ensure that: a) adequate training is given; b) operating and maintenance procedures are provided; and c) effectiveness is verified.

The EHS promotes a safety and occupational health program that provides Bureau employees safe workplaces that are free from uncontrolled hazards. The Office manages safety programs that include lockout/tagout, confined space, powered industrial trucks, accident/incident investigations, medical surveillance, hazard communication, personal protective equipment, noise control, and others.

560000 OFFICE OF ENVIRONMENT, HEALTH AND SAFETY (continued)

The EHS assures records are maintained for environmental compliance and safety programs to track the Bureau's efforts and compliance with State, local and Federal regulations and permit requirements.

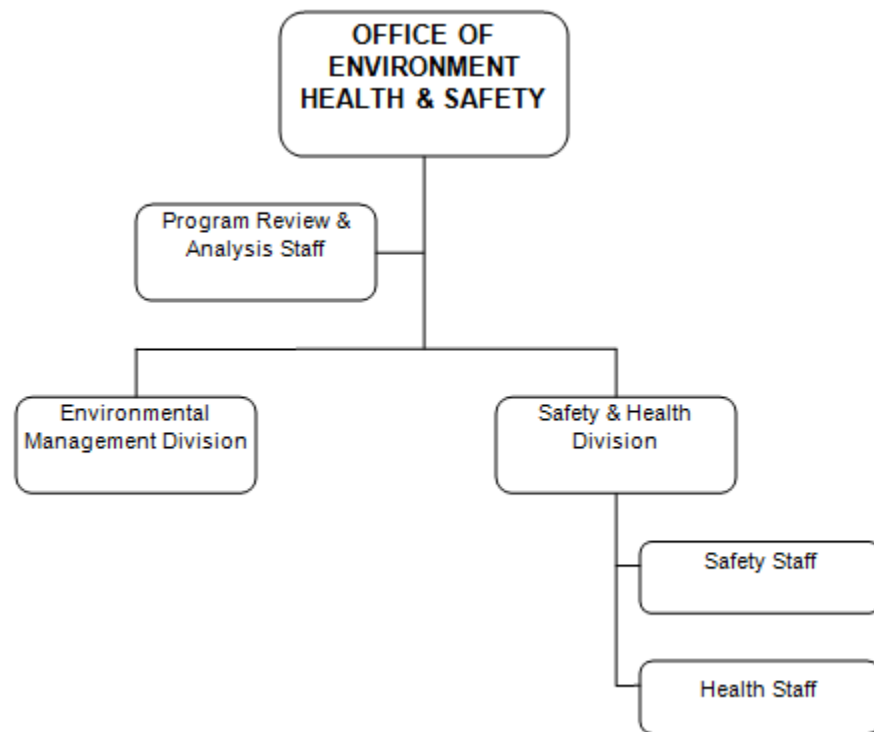
EHS works closely with all Bureau components to identify and implement effective solutions to environmental, safety, and occupational health issues.

The Chief, EHS, or other professional staff members may represent the Bureau at various technical conferences, meetings, or discussions with other government agencies, advanced technology manufacturers or academia worldwide relative to safety and environmental problems, research and development, or cooperative planning efforts.

The Chief, EHS, serves as the Bureau's Designated Agency Safety and Health Officer (DASHO), the Bureau Environmental Quality Officer (BEQO), and serves as the permanent management member at the Joint Labor Management Occupational Safety and Health and Environment Committee. He/she acts as an advocate for new technology in the environmental systems area, coordinating efforts with appropriate components. The Office also maintains a state-of-the-art file on environmental systems development for possible application within the Bureau.

The Chief, EHS, directs the Program Review and Analysis Staff to assure that office programs and Bureau operations meet regulatory requirements.

The Chief, EHS, reports to the Associate Director (Management) and coordinates office activities with appropriate officials in the District of Columbia Facility, and reports progress to the Capital Investment Committee, the Bureau Executive Staff, and/or the AD (Management).



560100 PROGRAM REVIEW AND ANALYSIS STAFF

1. Reviews and analyzes environmental, safety, and occupational health programs within the Bureau to assure compliance with established OSHA, EPA, NFPA and any other applicable regulatory standards and guidelines. Other standards include state and local regulations, Treasury Directives, and Executive Orders. Staff coordinates these efforts with Environmental, Health and Safety (EHS) program managers.
2. Identifies any root causes of non-conformance or non-compliance with regulations, guidelines, and policies. Develops reports on findings and recommends corrective actions to address any deficiencies found.
3. Establishes baselines and performance measures for the EHS programs.
4. Manages the EHS review program to ensure that all BEP procurements, purchases, modifications, construction projects, and chemicals purchased meet or exceed regulatory and policy requirements. Staff will provide coordination to these technical reviews and maintain files in the various EHS specialty areas to support the EHS review program.
5. Provides technical reviews, as applicable, in the various EHS specialty areas to support the EHS review program.
6. Performs other projects as needed to support the EHS programs.
7. Provides support to attaining and/or maintaining the ISO 14000 and Voluntary Protection Program (VPP) certifications.
8. Manages the EHS online training program.

561000 ENVIRONMENTAL MANAGEMENT DIVISION

1. Manages the ISO 14000 Registry Program.
2. Coordinates with the Office of Facilities Support and other Bureau components, other government agencies, and contractors to assess environmental requirements and assist in developing specifications for new equipment and technology.
3. Acts as an advocate for new technology in the environmental systems area, coordinating efforts with appropriate components.
4. Conducts specialized research on developments, processes, equipment and/or systems (with emphasis on application of environmental systems in the security printing field) that may aid the Bureau in either reducing waste or complying with environmental requirements. Makes recommendations and reports results. Works with the Office of Materials Technology and the Office of Facilities Support to

maintain historic and state-of-the-art technical and product data on environmental systems.

5. Develops, implements, manages, and monitors the Bureau's day-to-day environmental compliance program to assure compliance with Federal, State, and local environmental statutes and regulations. Manages and serves as COR on environmental services contracts, including the wastewater pretreatment plant operation and hazardous waste disposal.
6. Samples air, wastewater, and hazardous wastes to be analyzed in compliance with Federal, State and local environmental statutes and regulations.
7. Evaluates completed projects and systems to determine compliance with specifications and environmental regulations.
8. Ensures that proper training is implemented to enable the Bureau to carry out day-to-day compliance verification activities (under the Bureau's day-to-day environmental program) on environmental projects.
9. Determines whether there is a need for review and/or approval prior to installation of environmental systems (for example, legal review, Fine Arts Commission and National Capital Planning Commission approval), and coordinates actions to facilitate approval.
10. Assures that newly implemented environmental systems are operating as specified. Coordinates efforts to implement effective day-to-day inspection functions.
11. Reports analytical findings and, if necessary, makes recommendations for corrective actions to affected Bureau components.
12. Keeps abreast of current and pending relevant Federal, State, and local environmental statutes and regulations.
13. Prepares and submits required assessments, applications, and reports to Federal, State, and local environmental agencies or other Bureau components.
14. Maintains a database of all Bureau environmental data on existing programs, permit requirements, etc.
15. Acts as Bureau liaison with Federal, State, and local environmental authorities.
16. Disseminates information on relevant existing and pending environmental statutory and/or regulatory changes to appropriate Bureau components to enable the Bureau to maintain compliance with environmental laws and regulations.

17. Alerts the Chief, OEHS to the failure (or trend toward failure) of day-to-day efforts to comply with environmental requirements or projected changes in environmental requirements.
18. Recommends and justifies the need for studies pertaining to the replacement, update and/or addition of environmental systems at Bureau facilities.
19. Reviews such studies to assess the effectiveness of proposed corrective actions in meeting and sustaining existing or projected compliance requirements from a day-to-day operational perspective.
20. Develops, implements, and monitors the Bureau's Spill Prevention and Control Program.
21. Manages the Bureau's Community Right-to-Know Program.
22. Reviews specifications of materials purchased by the Bureau to ensure compliance with environmental regulations.

562000 SAFETY AND HEALTH DIVISION

1. Manages and administers the DCF's overall safety, industrial hygiene, safety engineering, and fire protection programs.
2. Conducts safety and occupational health program audits and facilities/equipment safety inspections of operational and support functions to reduce accidents and injuries, and facilitates compliance with applicable safety, occupational health and fire protection rules, regulations, and standards.
3. Reviews and analyzes injury and property loss data and formulates safety and/or health strategies for reducing losses and makes recommendations to management.
4. Reviews and approves plans and specifications for new equipment and modifications to old equipment, as well as new and existing building structures to ensure that safety, occupational health, safety engineering, and fire protection factors are incorporated.
5. Manages the DCF's comprehensive safety, occupational health, and fire protection training contract to ensure levels of training are provided for the Bureau's workforce in compliance with federal regulations.
6. Develops safety and health education programs, training packages, and informational bulletins for employees and management to promote worker safety, including on-line EHS training.
7. Serves as the DCF's advocate and advisor on all occupational safety and health

issues to ensure that the DCF provides a safe and healthy work place for its employees.

8. Manages injury and illness prevention.

562010 SAFETY STAFF

1. Provides program management for OSHA-required safety and industrial hygiene programs.
2. Provides off-shift safety coverage and Fire Management System coverage through contractual agreements.
3. Develops and manages BEP's workplace inspection program, hazardous reporting and abatements program.
4. Develops and maintains a computerized comprehensive medical and injury/illness tracking system to compile data required by Federal regulations, to identify and analyze trends, faulty equipment, and operating procedures, and generate reports informing management of loss trends, causes, and recommended remediation.
5. Prepares and distributes comprehensive safety reports to Bureau managers for use in providing a safer workplace for employees.
6. Provides new employee orientation training on safety and occupational health issues.
7. Provides training in all safety programs, such as industrial trucks, lockout/tagout, confined space, machine guarding, electrical safety, and fall protection, etc.
8. Manages and oversees the safety Eye Glasses and Shoe Mobil Programs.

562020 HEALTH STAFF

1. Conducts periodic surveys to recognize and identify occupation and environmental stresses that may endanger life and health, accelerate the aging process, or cause significant discomfort. Evaluates the magnitude of work-related hazards and stresses and develops corrective measures in order to control health hazards by either reducing or eliminating the hazards or stresses. Maintains an exposure database and communicates survey results to employees, supervisors, and managers to reduce illness and injury, and meet OSHA record keeping requirements.
2. Manages the overall asbestos identification, abatement, and air monitoring programs for the DCF, in accordance with OSHA and EPA requirements. Reviews renovation project specifications, drawings and designs, and coordinates abatement projects in support of these renovations. Maintains floor plans with asbestos locations and quantities for each building.

3. Periodically monitors engineering controls, such as ventilation, to determine effectiveness in reducing or eliminating occupational stresses. Maintains a database of ventilation performance. Recommends design changes to improve healthful working conditions.
4. Develops and manages the DCF's Hazard Communication (HAZCOM) Program including development of the written policy, in accordance with OSHA and EPA requirements. Responsible for providing all affected DCF personnel with HAZCOM awareness and training, and plans the training schedule for areas throughout the Bureau. Reviews specifications for materials purchased by the Bureau to ensure compliance with Hazard Communication regulations.
5. Develops and manages the DCF's Medical Surveillance Program, including development of the written policy, in accordance with OSHA requirements, and coordinates with the Bureau's Medical Officer to identify and monitor employee health hazards through the use of specialized medical examinations and biological indicators.
6. Develops and manages the DCF's Personal Protective Equipment (PPE) Program, including development of the written policy, in accordance with OSHA and EPA requirements. Has overall responsibility for the program, which consists of three components: safety footwear, safety glasses and face shields, and head and hand protection. In conjunction with the Office of Acquisition, ensures that adequate PPE supplies are available for employee use.
7. Develops and manages the DCF's lead-based paint identification and abatement design program, including development of the written policy, in accordance with OSHA and EPA requirements. Coordinates the removal of lead-based paint with the Environmental Management Division. Provides all affected employees with lead-based paint awareness, background information on lead in the DCF, hazard recognition, and the adverse effects of lead.
8. Manages health and fitness services and oversees health, wellness activities, and the District of Columbia Facility's Bloodmobile Program with the Washington Area Red Cross.

**570000 OFFICE OF EQUAL OPPORTUNITY AND DIVERSITY MANAGEMENT
(OEODM)**

The Office of Equal Opportunity and Diversity Management (OEODM) is responsible for the following programs: Employee Assistance Program, Diversity and Outreach Program, EEO/Non-EEO Alternative Dispute Resolution Program, and the EEO Counseling Program.

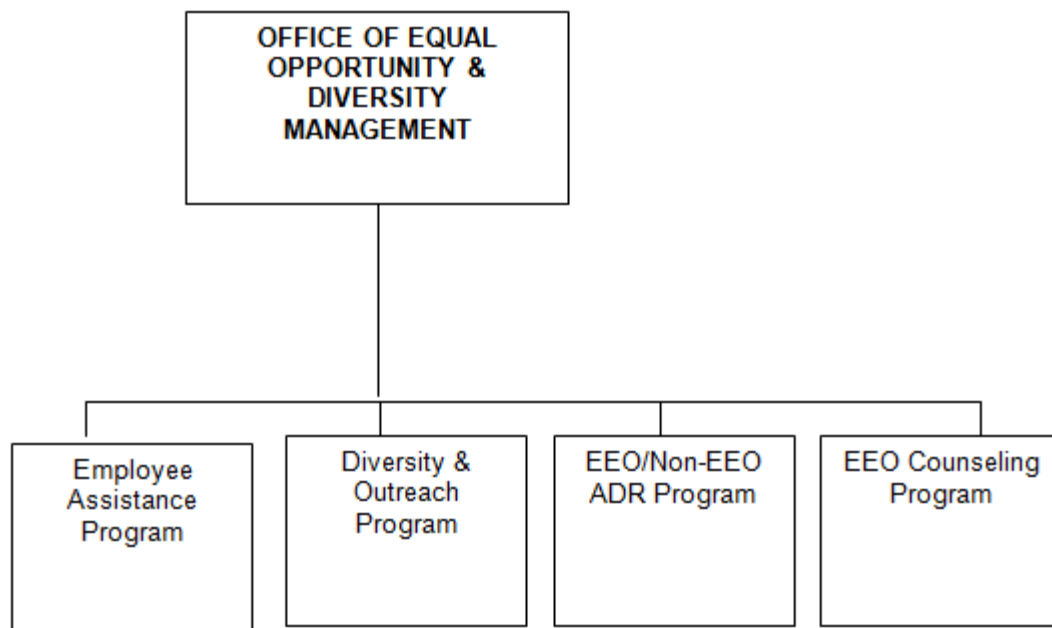
The OEODM establishes policies and procedures for the various programs. It is responsible for and administers the operations of the Bureau's Affirmative Action Plan and the activities and functions of the programs.

The OEODM ensures that policies are adhered to in the development of all other Bureau-wide policies related to recruitment, employment, promotion, training, and conflict prevention, resolution and management. It establishes and maintains working relationships with all levels of personnel, and management officials in order to effectuate policy implementation.

The Chief as the technical advisor to the Director and Bureau management on EEO/Non-EEO ADR, affirmative action, diversity and outreach, employee assistance, EEO Counseling, and other related matters.

The Chief serves as the Bureau's OEODM Officer and may represent the Bureau at conferences and departmental meetings.

The OEODM serves as the administrator of the Treasury Shared Neutrals (TSN) Program.



570100 EMPLOYEE ASSISTANCE PROGRAM

1. Establishes and maintains a comprehensive Employee Assistance Program (EAP) and referral services for employees.
2. Provides policy recommendations for conduct of comprehensive counseling program (alcoholism, drug dependency, and personal and life issues).
3. Administers the EAP in accordance with Public Laws 91-66 and 92-255 (as amended by Public Law 93-282), Federal Personnel Manual (FPM) Chapters 792, Supplement 792, FPM Letter 792-8 and TPMM 792, Subchapter 2, dated November 6, 1979, Treasury Employees Alcohol and Drug Abuse Program.

570200 DIVERSITY AND OUTREACH PROGRAM

1. Responsible for assisting the organization in meeting the goal of establishing a diversified workforce at all levels, in all organizations.
2. Responsible for developing and implementing tracking procedures, which would assist the Bureau in identifying and resolving actual perceived barriers of which adversely affect employees.
3. Responsible for conducting trend analysis on the work force, awards, promotion, training, separation, and disciplinary actions to ensure that they are administered in a nondiscriminatory manner.
4. Responsible for compiling the data and writing annual reports that are submitted to the White House, Equal Employment Opportunity Commission, and Office of Personnel Management.
5. Leads or coordinates the annual special observances programs; perform as a liaison between the Office of Human Resources recruiters, professional national organizations, colleges and universities, which can assist in the Bureau's recruitment efforts and activities; and conduct local outreach to communities and local schools with emphasis on sharing information knowledge about the Bureau and technology.

570300 EEO/NON-EEO ALTERNATIVE DISPUTE RESOLUTION PROGRAM

1. In 1990, the Administrative Dispute Resolution Act (ADRA) required each Federal agency to adopt a policy on ADR use. In 1996, ADRA was reenacted as the Administrative Dispute Resolution Act of 1996. In 2000, the Equal Employment Opportunity Commission (EEOC) required all Federal agencies to establish or make available an ADR program during the pre-complaint and formal complaint stages of the EEO process. This regulation requires agencies to make reasonable efforts to voluntarily settle EEO discrimination complaints as early as possible throughout the administrative process.

2. Agencies complainants have realized that utilizing the ADR during the EEO process has many advantages. ADR offers the parties the opportunity for an early informal resolution or disputes from an unknown third party, such as an administrative judge, the parties have the opportunity to write their own agreement in manner which satisfies both their needs. Not only does ADR provide a Win-Win resolution for the parties, but it also usually cost less and uses fewer resources than traditional administrative or adjudicative processes. As a result, the complainant's working relationship can improve rather than deteriorate due to ongoing legal battles, and the overall employee morale can be enhanced when the agency is viewed as open-minded and cooperative in seeking to resolve EEO disputes.

3. Although agency EEO ADR programs are designed to address disputes arising under statutes enforced by the EEOC, the Commission found that many work place disputes brought to the process often include Non-EEO issues. By offering a Non-EEO ADR process, the BEP employees will have an informal process that would allow them to have Non-EEO issues that would normally have gone into the EEO process. Nothing said or done during attempts to resolve the complaint through Non-EEO can be made the subject of an EEO complaint. Likewise, an agency decision not to engage in ADR, or not to make ADR available for a particular case, or an agency failure to provide a neutral cannot be the subject of an EEO complaint.

4. If the resolution of the matter is unsuccessful in ADR, NON-EEO issues and issues not brought to the attention of the Counselor cannot be included in the formal complaint unless the issue is like or related to issues raised during the EEO counseling.

570400 EQUAL EMPLOYMENT OPPORTUNITY COUNSELING PROGRAM

The Counselor plays a vital role in ensuring prompt and efficient processing of the EEO complaint. EEO Counselor must ensure that the complainant understands his/her rights and responsibilities in the EEO process, including the option to elect ADR. The EEO Counselor must perform several tasks in all cases, regardless of whether the individual ultimately elects the ADR option, including:

1. Advises the aggrieved person about the EEO complaint process under 29 CFR, Part 1614. The EEO Counselor should explain the agency ADR program, indicating

either that the program is available to the aggrieved individual or that the EEO Counselor will advise the individual whether the program will be made available. The EEO Counselor further should explain that if the ADR program is available, the aggrieved individual will have to exercise an election option and decide whether to seek pre-complainant resolution through the ADR process or through the traditional EEO counseling process. In this regard, the EEO Counselor should inform the aggrieved individual about the differences between the two processes.

2. Determine the claim(s) and basis(es) raised by the potential complaint.
3. Conduct an inquiry during the initial interview with the aggrieved person for the purposes of determining jurisdictional questions. This include determining whether there may be issues relating to the timeliness of the individual's EEO Counselor contact and obtaining information relating to the issue. It also includes obtaining enough information concerning the claim(s) and basis(es) so as to enable the agency to properly identify the legal claim raised if the individual files a complaint at the conclusion of the EEO counseling process.
4. Seek a resolution of the dispute at the lowest possible level, unless the aggrieved person elects to participate in the agency's ADR program where the agency agrees to offer ADR in a particular case. If the dispute is resolved in counseling, the EEO Counselor must document the resolution.
5. Advise the aggrieved person of his/her right to file a formal discrimination complaint if attempts to resolve the dispute through EEO counseling or ADR fail to resolve the dispute.
6. Prepare a report sufficient to document that the EEO Counselor undertook the required counseling actions and to resolve any jurisdictional questions that arise.

600000 ASSOCIATE DIRECTOR (QUALITY)

1. The Associate Director (Quality), in coordination with the other Associate Directors, develops Bureau-wide policy recommendations, establishes long-term policy guidelines, and operational plans for his/her assigned areas of responsibility.
2. The Associate Director (Quality) is responsible for the design, development and successful implementation of the Quality Management Strategy. The Associate Director (Quality) provides oversight and leadership for the Bureau's quality management and has accountability for the end-to-end quality system including such elements as Change Control, Complaints, Corrective and Preventative Actions (CAPAs), and Management Controls. The Associate Director (Quality) provides leadership to component offices to implement programs of cost-beneficial capital investment, quality engineering, and product quality improvement.
3. The Associate Director (Quality) directs the effective operation of the Bureau's

Quality Management System (QMS), including the development, implementation, and monitoring of product standards and performance specifications. The Associate Director (Quality) provides leadership for the development of Bureau-wide policy, long-term policy guidelines, and long-range plans for quality systems development for all Bureau components and is responsible for all phases of long-term quality system development and identifies and assesses innovative quality systems for incorporation into BEP strategic plans for future BEP and customer use.

4. The Associate Director (Quality) presents Bureau quality information and analyses to the Director and Executive Staff, other Departmental officials, customer agencies, regulatory agencies, Congress, and interested parties.

5. The Associate Director (Quality) coordinates activities with the other Associate Directors, and serves as liaison with Government agencies and others in the quality engineering and quality fields. The purpose of this liaison is to identify, obtain, and maintain a robust and sustainable, customer-focused, quality system and produce results of the high quality expected by the Federal Reserve Board.

6. As designated, the Associate Director (Quality) represents the Director in external policy meetings, national and international conferences, and contacts with manufacturing representatives.

600000 DEPUTY ASSOCIATE DIRECTOR (QUALITY)

1. The Deputy Associate Director (Quality) ensures the activities of the Quality Directorate are aligned with, and support the Director's/Deputy Director's and Associate Director's (Quality) vision and strategic goals, organizational core values, and annual action items, as well as, performance measures. The incumbent thus performs various program management and supervisory duties on behalf of the Directorate.

2. Responsible to the Associate Director (Quality) for work as assigned. Develops and documents the Bureau's Quality System Vision clearly identifying the expected characteristics of the end state system along with time frame of execution.

3. Develops and documents objectives which, when accomplished, will result in attaining the Bureau's Quality System Vision.

4. Leads BEP's product quality assurance and improvement programs, and assures the Quality Management System is maintained and continuously improved in accordance with ISO-9001 standards.

5. Leads Bureau Quality Assurance teams and initiatives resulting from audit reviews, management reviews, quality meetings, customer feedback, supplier performance reviews, and organization-wide programs to continuously improve processes, procedures, practices, and programs to transform the organization from a

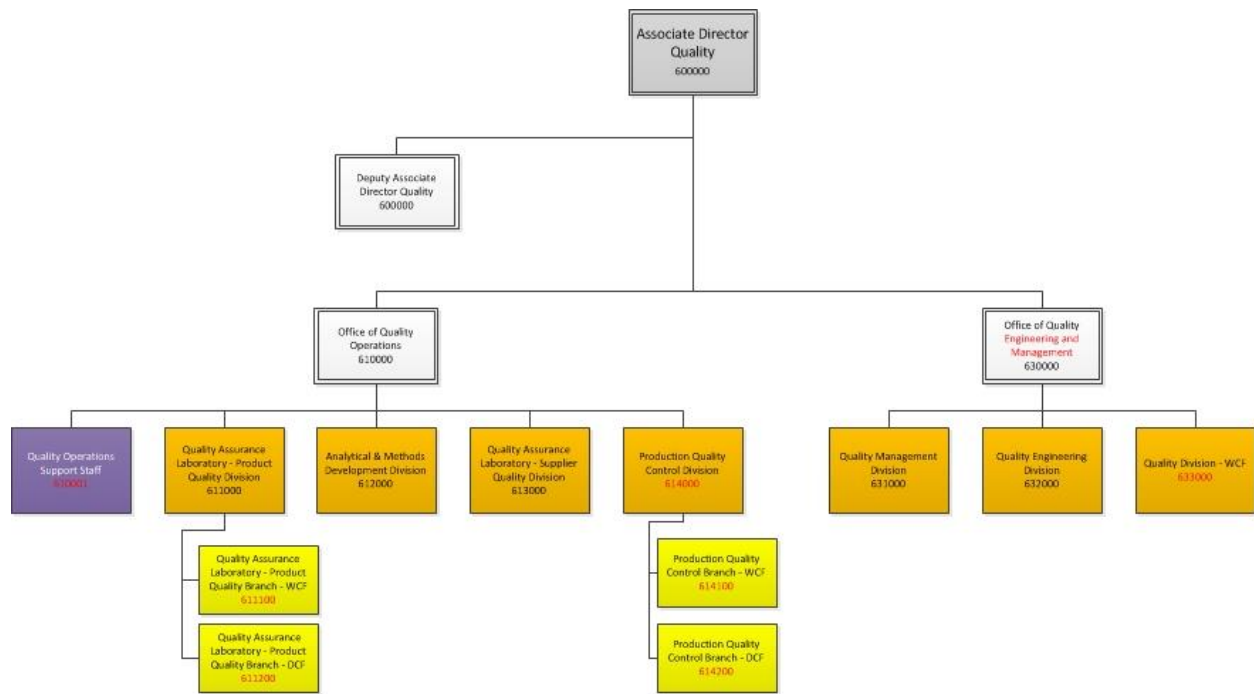
quality inspection focus to quality assurance driven.

6. Directs preparations for and facilitates the conduct of Quality Management System Review (QMSR) meetings providing a snapshot of the Quality Management System performance to executive management including information which supports cross-functional review, decision making, proactive management of Quality Management System, and assesses the effectiveness of the Quality Management System.
7. Directs and ensures effective operation of the Monthly Quality Meeting at which detailed analyses and reviews of the effectiveness of Quality Management System, Customer and Executive feedback, Process-based Reviews, Product Conformity, and new quality initiatives and/or proposals are presented.
8. Establishes data-based quality targets for manufacturing. Management reporting of performance to the target is included in the Monthly Quality Meeting and the Quality Management System Review.
9. Directs and ensures effective operation of the CAPA Council providing a systematic approach to management of quality issues and addresses items identified in production, product development, support functions and external (customer complaints) areas including accountability for facilitating effectiveness and sustainability of corrective actions.
10. Ensures processes needed for the Quality Management System are established, implemented, and maintained.
11. Ensures product quality standards are established, approved, understood, implemented, and adhered to by all directorates/plants.
12. Monitors compliance with Bureau quality standards and evaluates performance against the quality standards by analyzing production quality information and customer feedback related to product quality; conducts analyses to identify negative or positive trends that may be developing. Prepares and presents management briefings regarding results, conclusions, and recommendations.
13. Evaluates final product quality verification testing results and provide final "release authority" for finished currency; applies continuous improvement process methodology to identify root cause(s) for product on hold and coordinates implementation of preventative actions and process changes.
14. Prepares reports and summarizes the results of testing for BEP managers and executives.
15. Develops and provides training on continuous improvement as needed such as ISO-9001, Process-based Auditing, Root Cause Analysis, Failure Mode effects

Analysis, etc.

16. Uses subordinate supervisors or comparable personnel to direct, coordinate or oversee the work and exercises significant responsibilities in dealing with officials of other units or organizations, or in advising management officials of higher rank. Assures reasonable equity of performance standards and rating techniques developed by subordinates; directs a program or major program segment with significant resources and makes decisions on work problems presented by subordinate supervisors or similar personnel. Evaluates subordinate supervisors or leaders, serves as the reviewing official on evaluations of nonsupervisory employees rated by subordinate supervisors and makes or approves selections for subordinate nonsupervisory positions. Finds and implements ways to eliminate or reduce significant bottlenecks and barriers to production, promotes team building, or improves business practices.

17. The incumbent may represent the Bureau in national and international conferences and contacts with industry and manufacturing representatives. Planning and policy actions affect the present and future productive capability of facilities, materials, and equipment of the Bureau and impact upon the national interest due to the significance of the Bureau products. The incumbent is responsible to the Associate Director (Quality) for the effective direction and management of the diverse and complex programs and projects under his/her control. Must effectively integrate the overall work effort, resolving the range from extremely short emergency deadlines which determine program responsiveness to long-range planning with complete projections and analyses.



610000 OFFICE OF QUALITY OPERATIONS

1. The Office of Quality Operations is the focal point of validating the Bureau of Engraving and Printing's (BEP) manufacturing operations are robust and sustainable, customer-focused, and produce products of the high quality expected by the FRB. The Office Chief, Office of Quality Operations, reports to the Deputy Associate Director (Quality) in setting quality strategic plans, establishing quality performance goals and measurements, promoting quality awareness and monitoring product quality.
2. Through the Deputy Associate Director (Quality), the Chief advises the BEP executive team on product quality issues.
3. The primary functions of the Office of Quality Operations are promoting customer satisfaction by improving the overall quality assurance and control of BEP manufactured products; leading or actively participating on quality action teams to resolve production-related issues; and leading quality assurance and control activities to collect data validating that customer requirements are being met.
4. The Office is responsible for quality assurance policies and procedures; evaluating adequacy of quality assurance standards; planning, testing and inspection of Work in Process (WIP) to ensure finished product quality meets customer requirements; and collecting and compiling statistical quality data.
5. The Office analyzes data to identify areas of improvement in the quality system, and develops and issues statistically based reports defining results of product and process evaluation activities. The Office determines quality related training requirements and provides training as needed.
6. Uses subordinate supervisors or comparable personnel to direct, coordinate or oversee the work and exercises significant responsibilities in dealing with officials of other units or organizations, or in advising management officials of higher rank. Assures reasonable equity of performance standards and rating techniques developed by subordinates; directs a program or major program segment with significant resources and makes decisions on work problems presented by subordinate supervisors or similar personnel. Evaluates subordinate supervisors or leaders, serves as the reviewing official on evaluations of nonsupervisory employees rated by subordinate supervisors and makes or approves selections for subordinate nonsupervisory positions. Finds and implements ways to eliminate or reduce significant bottlenecks and barriers to production, promote team building, or improve business practices.
7. Monitors compliance with Bureau quality standards and evaluates performance against the quality standards by analyzing production quality information and customer feedback related to product quality; conducts analyses to identify negative or positive trends that may be developing. Prepares and presents management briefings regarding results, conclusions, and recommendations.

610001 QUALITY OPERATIONS SUPPORT STAFF

1. Maintains a calibration and preventative maintenance program for all laboratory instruments and equipment across the various manufacturing facilities' quality assurance laboratories.
2. Provides instrumentation, equipment, materials and supports CORs across the various manufacturing quality assurance laboratories to support laboratory operations.
3. Serves as Program Manager and COR for the Laboratory Information Management System (LIMS).
4. Monitors and adjudicates alignment of testing protocols across the various manufacturing facilities' quality assurance laboratories.
5. Implements the principles of 5S and Lean 6 Sigma in the work place.
6. Monitors trends and provides analysis of Collaborative Testing Services results, Round Robin testing with BEP primary vendors and intra-laboratory round robin testing.
7. Leads special gage R&R evaluations and analyzes results.
8. Communicates with the Office of Quality Engineering and Management and ensures that Corrective and Preventive Actions (CAPAs) are entered when non-conforming results occur in tested materials or products. Work on CAPAs or Preventive Actions when assigned.
9. Conducts research within the graphic arts profession for state-of-the-art improvements in process/instrumentation.
10. Maintains an inventory and accountability for all test work. Institutes internal control and accountability procedures in cooperation with the Offices of Security and Compliance; ensures compliance with BEP policies and procedures; and maintains physical security and control of the product at all stages of processing; controls materials, machinery, etc. charged to the Staff.
11. Accounts for all products and once product is 100% reconciled by section, transfers products to the Verification/Authentication Process for the product to be processed under the joint verification and destruction procedures.
12. Participates in internal and external quality audits; and develops and implements correction actions in response to action requests.

610001 QUALITY OPERATIONS SUPPORT STAFF (continued)

13. May be required to serve as a Material Review Board member or on various other working groups.
14. Maintains required documentation in support to the BEP's ISO 9001 Quality Management Program.

611000 QUALITY ASSURANCE LABORATORY - PRODUCT QUALITY DIVISION

1. Provides supervision to the Product Quality Assurance Branch – DCF and the Product Quality Assurance Branch – WCF to test in-process and finished currency. Develops and implements a currency quality control program.
2. The DCF and WCF Branches evaluate the quality of currency by determining if the currency can be processed acceptably on the currency processing equipment used by the Federal Reserve. Routinely evaluates the durability of ink on blank engraved currency after face intaglio printing.
3. Maintains alignment of testing protocols across the various manufacturing facilities' quality assurance laboratories.
4. Provides direction to maintain required documentation in support to the BEP's ISO 9001 Quality Management System. Supports implementation and usage of the Laboratory Information Management System (LIMS).
5. Implements the principles of 5S and Lean 6 Sigma in the work place.
6. Serves as Program Manager and COR for the Banknote Processing Systems used for testing final product, including the associated sensors. Participates in new system/sensor developmental activities with the Offices of Quality, Engineering, Manufacturing, Product and Technology Development; along with the Federal Reserve Board and the Currency Technology Office. Serves as liaison with external stakeholders and internal BEP components on new system and sensor implementation initiatives.
7. The DCF and WCF Branches provide technical support for the materials acquisition program by providing laboratory testing of bid samples as part of the technical evaluation. Evaluates new and/or improved production materials.
8. The DCF and WCF Branches provide technical support to manufacturing, product and technology development by providing laboratory inspection and testing services.
9. Ensures that the branches communicate with the Office of Quality Engineering and Management and ensures that Corrective and Preventive Actions (CAPAs) are

entered when non-conforming results occur in tested materials or products.
Coordinates work on CAPAs or Preventive Actions when assigned.

10. Works closely in support of testing and methods development with the Analytical and Methods Development and the Materials Application Divisions to enhance and strengthen the BEP's Quality Assurance Program.

**611000 QUALITY ASSURANCE LABORATORY - PRODUCT QUALITY DIVISION
(continued)**

11. Provides oversight to accountability of securities and compliance to security and accountability policies and procedures of the DCF and WCF Branches.

12. Participates in internal and external quality audits; and develops and implements correction actions in response to action requests.

13. May be required to serve as a COR, Material Review Board member or on various other working groups.

**611100 QUALITY ASSURANCE LABORATORY - PRODUCT QUALITY BRANCH -
WCF**

1. Conducts inspection and testing of in-process and out-going final products to assure the materials meet BEP specifications and quality standards.

2. Evaluates the quality of currency by determining if the currency can be processed acceptably on the currency processing equipment used by the Federal Reserve. Routinely evaluates the durability of ink on blank engraved currency after face intaglio printing.

3. Maintains required documentation in support to the BEP's ISO 9001 Quality Management System. Supports implementation and usage of the Laboratory Information Management System (LIMS).

4. Ensures all laboratory instruments and equipment are functioning and calibrated before use.

5. Supports the principles of 5S and Lean 6 Sigma in the work place.

6. Provides technical support for the materials acquisition program by providing laboratory testing of bid samples as part of the technical evaluation. Evaluates new and/or improved production materials.

7. Provides technical support to manufacturing, product and technology development by providing laboratory inspection and testing services.
8. Maintains alignment of testing protocols across the various manufacturing facilities' quality assurance laboratories.
9. Communicates with the Office of Quality Engineering and Management and ensures that Corrective and Preventive Actions (CAPAs) are entered when non-conforming results occur in tested materials or products. Work on CAPAs or Preventive Actions when assigned.
10. Works closely in support of testing and methods development with the Analytical and Methods Development and the Materials Application Divisions to enhance and strengthen the BEP's Quality Assurance Program.
11. Maintains an inventory and accountability for all test work. Institutes internal control and accountability procedures in cooperation with the Offices of Security and Compliance; ensures compliance with BEP policies and procedures; and maintains physical security and control of the product at all stages of processing; controls materials, machinery, etc. charged to the Branch.
12. Accounts for all products and once product is 100% reconciled by section, transfers products to the Verification/Authentication Process for the product to be processed under the joint verification and destruction procedures.
13. Participates in internal and external quality audits; and develops and implements correction actions in response to action requests.
14. May be required to serve as a COR, Material Review Board member or on various other working groups.

611200 QUALITY ASSURANCE LABORATORY - PRODUCT QUALITY BRANCH – DCF

1. Conducts inspection and testing of in-process and out-going final product to assure the materials meet BEP specifications and quality standards.
2. Evaluates the quality of currency by determining if the currency can be processed acceptably on the currency processing equipment used by the Federal Reserve. Routinely evaluates the durability of ink on blank engraved currency after face intaglio printing.
3. Maintains required documentation in support of the BEP's ISO 9001 Quality Management Program. Supports implementation and usage of the Laboratory Information Management System (LIMS).

4. Ensures all laboratory instruments and equipment are functioning and calibrated before use.
5. Supports the principles of 5S and Lean 6 Sigma in the work place.
6. Provides technical support for the materials acquisition program by providing laboratory testing of bid samples as part of the technical evaluation. Evaluates new and/or improved production materials.
7. Provides technical support to manufacturing, product and technology development by providing laboratory inspection and testing services.
8. Maintains alignment of testing protocols across the various manufacturing facilities' quality assurance laboratories.
9. Communicates with the Office of Quality Engineering and Management and ensures that Corrective and Preventive Actions (CAPAs) are entered when non-conforming results occur in tested materials or products. Works on CAPAs or Preventive Actions when assigned.
10. Works closely in support of testing and methods development with the Analytical and Methods Development and the Materials Application Divisions to enhance and strengthen the BEP's Quality Assurance Program.
11. Maintains an inventory and accountability for all test work. Institutes internal control and accountability procedures in cooperation with the Offices of Security and Compliance; ensures compliance with BEP policies and procedures; and maintains physical security and control of the product at all stages of processing; controls materials, machinery, etc. charged to the Branch.
12. Accounts for all products and once product is 100% reconciled by section, transfers products to the Verification/Authentication Process for the product to be processed under the joint verification and destruction procedures.
13. Participates in internal and external quality audits; and develops and implements correction actions in response to action requests.
14. May be required to serve as a COR, Material Review Board member or on various other working groups.

612000 ANALYTICAL AND METHODS DEVELOPMENT Division

1. Provides on-going analytical testing services to various BEP components.
2. Conducts chemical and/or elemental tests on electrolytic baths to assure correct ion and pH balances.
3. Conducts tests to verify material compliance for volatile organic components, as well as heavy metals and other environmental requirements.
4. Maintains required documentation in support of the BEP's ISO 9001 Quality Management Program. Supports implementation and usage of the Laboratory Information Management System (LIMS).
5. Ensures all laboratory instruments and equipment are functioning and calibrated before use.
6. Implements the principles of 5S and Lean 6 Sigma in the work place.
7. Maintains alignment of testing protocols across the various manufacturing facilities' quality assurance laboratories.
8. Recommends and develops test methods; substantiates and recommends process and material improvements through process capability studies, design of experiment, laboratory research, and in-process observations. Researches and develops improved test methods which might result in continuous product improvements and customer satisfaction.
9. Develops methods for testing of all relevant BEP materials, e.g., inks, papers, cured ink durability, and for special product and technology development projects. In this capacity, this division works closely with the Offices of Quality, Quality Operations, and Product and Technology Development.
10. Responds to requests for assistance on production problems. Identifies the probable causes for production problems and initiates appropriate action to obtain resolution of the problems in the fastest possible time.
11. Initiates projects intended to improve material productivity, product quality, material performance, equipment performance and spoilage reduction.
12. Works with the Office of Quality Engineering and Management to ensure that quality standards for BEP products comply with the Quality Management System.
13. Develops and implements production standards such as target values and tolerances.

612000 ANALYTICAL AND METHODS DEVELOPMENT DIVISION (continued)

14. Works closely with other BEP components to ensure comprehensive and appropriate testing for new product designs and manufacturing operations.
15. Communicates with the Office of Quality Engineering and Management and ensures that Corrective and Preventive Actions (CAPAs) are entered when non-conforming results occur in tested materials or products. Works on CAPAs or Preventive Actions when assigned.
16. Conducts research within the graphic arts profession for state-of-the-art improvements in process/instrumentation.
17. Maintains an inventory and accountability for all test work. Institutes internal control and accountability procedures in cooperation with the Offices of Security and Compliance; ensures compliance with BEP policies and procedures; and maintains physical security and control of the product at all stages of processing; controls materials, machinery, etc. charged to the Branch.
18. Accounts for all products and once product is 100% reconciled by section, transfers products to the Verification/Authentication Process for the product to be processed under the joint verification and destruction procedures.
19. Participates in internal and external quality audits; and develops and implements correction actions in response to action requests.
20. May be required to serve as a COR, Material Review Board member or on various other working groups.
21. Maintains required documentation in support to the BEP's ISO 9001 Quality Management System.

613000 QUALITY ASSURANCE LABORATORY - SUPPLIER QUALITY DIVISION

1. Assures that incoming raw materials and supplies meet contractual specifications. Using the expertise of professional scientific personnel, performs laboratory analyses on papers, inks, and other materials.
2. Provides technical support for the materials acquisition program by providing laboratory testing of bid samples as part of the technical evaluation.
3. Ensures all laboratory instruments and equipment are functioning and calibrated before use.
4. Implements the principles of 5S and Lean 6 Sigma in the work place.

5. Participates in Collaborative Testing Services (CTS) program to assure test procedures and equipment reliability.
6. Conducts Round Robin testing with BEP primary vendors to corroborate results of instrumental readings.
7. Works with CORs in support of materials quality and performance.
8. Communicates with the Office of Quality Engineering and Management and ensures that Corrective and Preventive Actions (CAPAs) are entered when non-conforming results occur in tested materials or products and work on CAPAs or Preventive Actions when assigned.
9. Works closely in support of testing and methods development with the Analytical and Methods Development and Materials Application Divisions to enhance and strengthen the BEP's Quality Assurance Program.
10. Maintains an inventory and accountability for all test work. Institutes internal control and accountability procedures in cooperation with the Offices of Security and Compliance; ensures compliance with BEP policies and procedures; maintains physical security and control of the product at all stages of processing; and controls materials, machinery, etc. charged to the Branch.
11. Accounts for all products and once product is 100% reconciled by section, transfers products to the Verification/Authentication Process for the product to be processed under the joint verification and destruction procedures.
12. Participates in internal and external quality audits; and develops and implements correction actions in response to action requests.

**613000 QUALITY ASSURANCE LABORATORY - SUPPLIER QUALITY DIVISION
(continued)**

13. May be required to serve as a COR, Material Review Board member or on various other working groups.
14. Maintains required documentation in support to the BEP's ISO 9001 Quality Management Program. Supports implementation and usage of the Laboratory Information Management System (LIMS).

614000 PRODUCTION QUALITY CONTROL DIVISION

1. Performs in-process product evaluation against approved standards and acceptance criteria. Reports results in a timely manner and assures real time reaction to problems, including identification and segregation of potentially non-conforming material.
2. Performs final product evaluation and assigns disposition based on compliance to approved standards and acceptance criteria. Reports results in a timely manner and assures identification and segregation of potentially non- conforming material.
3. Assures all gauges and test equipment used for the monitoring of products and processes are adequate for the intended use and are properly maintained and in calibration.
4. Develops and issues statistically based reports defining results of product and process evaluation activities.
5. Verifies compliance within manufacturing operations to validated processes and procedures. Reports non-compliances in a timely manner and assures proper resolution, including identification and segregation of potentially non-conforming material.
6. Assures day to day manufacturing site compliance with requirements of the BEP Quality Management System. Identifies and reports to management significant failures to comply.
7. Escalates and documents significant issues potentially impacting the BEP's ability to meet previously agreed upon production targets. Actively contributes to timely resolution of issues and reporting to BEP's customers.
8. Uses predefined statistical tools to identify potentially non-conforming materials.
9. Identifies and eliminates quality issues that affect the BEP's ability to meet customer expectations.
10. Assures accurate, complete, and timely documentation is accomplished detailing results of all Quality Control activities
11. Assists as required in the performance of compliance audits designed to identify issues within the manufacturing and quality operations.
12. Based upon results of defined product and process checks, assigns quality status to manufactured products. Evaluates and submits updates for the BEP's product specifications to assure that customer expectations are met.

614100 PRODUCTION QUALITY CONTROL BRANCH - WCF

1. Performs as part of a team and leads teams for in-process product evaluation against approved standards and acceptance criteria. Reports results in a timely manner and assures real time reaction to problems, including identification and segregation of potentially non-conforming material.
2. Performs final product evaluation and assigns disposition based on compliance to approved standards and acceptance criteria. Reports results in a timely manner and assures identification and segregation of potentially non-conforming material.
3. Assures all gauges and test equipment used for the monitoring of products and processes are adequate for the intended use and are properly maintained and in calibration.
4. Develops and issues statistically based reports defining results of product and process evaluation activities.
5. Verifies compliance within manufacturing operations to validated processes and procedures. Reports non-compliances in a timely manner and assures proper resolution, including identification and segregation of potentially non-conforming material.
6. Assures day to day manufacturing site compliance with requirements of the BEP Quality Management System. Identifies and reports to management significant failures to comply.
7. Escalates and documents significant issues potentially impacting the BEP's ability to meet previously agreed upon production targets. Actively contributes to timely resolution of issues and reporting to BEP's customers.
8. Uses predefined statistical tools to identify potentially non-conforming materials.
9. Identifies and eliminates quality issues that affect the BEP's ability to meet customer expectations.
10. Assures accurate, complete, and timely documentation is accomplished detailing results of all Quality Control activities and other duties as assigned.

614200 PRODUCTION QUALITY CONTROL BRANCH - DCF

1. Performs as part of a team and leads teams for in-process product evaluation against approved standards and acceptance criteria. Reports results in a timely manner and assures real time reaction to problems, including identification and segregation of potentially non-conforming material.
2. Performs final product evaluation and assigns disposition based on compliance to approved standards and acceptance criteria. Reports results in a timely manner and assures identification and segregation of potentially non- conforming material.
3. Assures all gauges and test equipment used for the monitoring of products and processes are adequate for the intended use and are properly maintained and in calibration.
4. Develops and issues statistically based reports defining results of product and process evaluation activities.
5. Verifies compliance within manufacturing operations to validated processes and procedures. Reports non-compliances in a timely manner and assures proper resolution, including identification and segregation of potentially non-conforming material.
6. Assures day to day manufacturing site compliance with requirements of the BEP Quality Management System. Identifies and reports to management significant failures to comply.
7. Escalates and documents significant issues potentially impacting the BEP's ability to meet previously agreed upon production targets. Actively contributes to timely resolution of issues and reporting to BEP's customers.
8. Uses predefined statistical tools to identify potentially non-conforming materials.
9. Identifies and eliminates quality issues that affect the BEP's ability to meet customer expectations.
10. Assures accurate, complete, and timely documentation is accomplished detailing results of all Quality Control activities and other duties as assigned.

630000 OFFICE OF QUALITY ENGINEERING AND MANAGEMENT

1. The Office of Quality Engineering and Management is the focal point of upholding the BEP's vision and strategy as the world leader in security print quality. The Office Chief, Office of Quality Engineering and Management, reports to the Deputy Associate Director (Quality) in setting quality strategic plans, establishing quality performance goals and measurements, promoting quality awareness and monitoring the effectiveness of the Quality Program at both facilities.
2. The Office Chief serves as the BEP's quality management representative, providing liaison activities with the ISO registrar.
3. Through the Deputy Associate Director (Quality), the Chief advises the BEP executive team on product quality and customer satisfaction issues.
4. The Office of Quality Engineering and Management is the primary customer point-of-contact on all quality-related matters with external customers such as the Federal Reserve Board, various miscellaneous security products customers, and the United States Secret Service.
5. The primary functions of the Office of Quality Engineering and Management are promoting customer satisfaction by effectively managing the BEP's Quality Assurance journey, spearheading monthly organization-wide quality reviews, preparing for recurring Quality Management System Reviews (QMRS) of overall quality including identifying key matters requiring executive decision, maintaining an ISO-compliant Quality Management System (QMS), improving the overall quality performance of the BEP, leading or actively participating on quality action teams to resolve production-related issues, and leading quality audits of critical raw materials suppliers as well as internal quality audits.
6. Uses subordinate supervisors or comparable personnel to direct, coordinate or oversee the work, and exercises significant responsibilities in dealing with officials of other units or organizations, or in advising management officials of higher rank. Assures reasonable equity of performance standards and rating techniques developed by subordinates and directs a program or major program segment with significant resources and makes decisions on work problems presented by subordinate supervisors or similar personnel. Evaluates subordinate supervisors or leaders, serves as the reviewing official on evaluations of nonsupervisory employees rated by subordinate supervisors and makes or approves selections for subordinate nonsupervisory positions. Finds and implements ways to eliminate or reduce significant bottlenecks and barriers to production, promotes team building, or improves business practices.

631000 QUALITY MANAGEMENT DIVISION

1. Develops, implements, and monitors the effectiveness of the BEP's Quality Management System (QMS) that complies with the ANSI/ISO/ASQ-Q9001-2008 requirements.
2. Works directly with internal components on continually improving the QMS effectiveness to meet customers' requirements.
3. Leads the BEP's continuous improvement effort relative to authoring and revising the substance and accuracy of QMS documents, when requested.
4. Establishes, implements, and maintains processes needed for an effective QMS.
5. Reports on the performance of the QMS. Recommends and aids in the implementation of any need for improvement.
6. Provides input to the Quality Management System Review (QMSR) team promoting continuous improvement decisions necessary to maintain an effective QMS.
7. Promotes awareness of customer requirements throughout the organization.
8. Develops the BEP Quality Policy and Quality Manual to meet the latest version of ISO certification requirements.
9. Leads the BEP's external supplier audit program to ensure all BEP raw material suppliers maintain an effective program that meets BEP specification requirements.
10. Leads the BEP internal quality audit program to ensure BEP operations are compliant with the Quality Policy and Quality Manual to produce quality products for external customers.
11. Chairs the Materials Review Board (MRB) to determine disposition of non-conforming materials and initiate corrective actions, as appropriate.
12. Leads and/or actively participates on quality action teams, new product development teams, materials development teams, etc., as required.
13. Administers the CAPA system for the BEP by monitoring the effectiveness and responsiveness of issue resolution.
14. Facilitates problem solving and analysis via cross-functional teams utilizing the BEP CAPA system to document problem resolution. Performs analyses to resolve emerging quality problems in production and monitors trends for continuous improvement.

632000 QUALITY ENGINEERING DIVISION

1. Provides technical guidance and assistance to Bureau components' efforts to continually improve their quality performance.
2. Conducts problem solving and analysis utilizing the BEP CAPA system to document problem resolution. Facilitates cross-functional teams to address CAPAs.
3. Performs analyses to resolve emerging quality problems in production.
4. Improves quality performance evaluation criteria, evaluates the effectiveness of quality improvement initiatives and projects, and reports the results.
5. Reviews, evaluates, and determines suitability of final currency processes for release to the Federal Reserve Vault.
6. Develops and issues currency quality standards to BEP currency production components to assure compliance to customer requirements.
7. Leads and/or actively participates on quality action teams, new product development teams, and materials development team's initiatives, etc.
8. Establishes quality performance evaluation criteria, evaluating the effectiveness of quality improvement initiatives and projects, and reporting the results.
9. Provides quality engineering technical assistance to other BEP components in the form of leading and actively participating in quality improvement/ troubleshooting teams, providing reviews and advice to ensure new equipment and manufacturing processing systems perform in a manner that results in quality products at the lowest cost.
10. Provides the BEP's response to public inquiries related to BEP production quality through the Office of External Relations and other affected offices.
11. Assists in developing and/or reviewing Factory Inspection Test and Acceptance Test Plans in major procurement activities that are critical to the quality of BEP operations.
12. Participates in continuous quality improvement programs with critical raw materials suppliers.
13. Benchmarks with the international security printer community on issues related to quality management and improvement practices.

632000 QUALITY ENGINEERING DIVISION (continued)

14. Monitors and evaluates BEP performance to Quality Standards by analyzing product quality and customer feedback. Conducts analysis to identify trends and provides input into the Monthly Quality Meeting and Quality Management System Review (QMSR).
15. Prepares detailed written reports and analyses documenting testing activities and results achieved.
16. In conjunction with the Office of Production Engineering, may recommend modifications to current production equipment or specify equipment for a new process.
17. Maintains knowledge of state-of-the-art developments in scientific fields, technology, and industry, which have potential application to the security of BEP products, most notably US currency.

633000 QUALITY DIVISION - WCF

1. Develops, implements, and monitors the effectiveness of the BEP's Quality Management System (QMS) for the site that complies with the ANSI/ISO/ASQ-Q9001-2015 requirements.
2. Works directly with internal components on continually improving the QMS effectiveness to meet customers' requirements.
3. Leads the BEP's continuous improvement effort relative to authoring and revising the substance and accuracy of QMS documents, when requested.
4. Establishes, implements, and maintains processes needed for an effective QMS.
5. Reports on the performance of the QMS. Recommends and aids in the implementation of any need for improvement.
6. Provides input to the Quality Management System Review (QMSR) team promoting continuous improvement decisions necessary to maintain an effective QMS.
7. Promotes awareness of customer requirements throughout the organization.
8. Leads and/or actively participates on quality action teams, new product development teams, materials development teams, etc., as required.
9. Facilitates problem solving and analysis via cross-functional teams utilizing the BEP CAPA system to document problem resolution. Performs analyses to resolve emerging quality problems in production and monitors trends for continuous improvement.

10. Provides technical guidance and assistance to Bureau components' efforts to continually improve their quality performance.
11. Improves quality performance evaluation criteria, evaluates the effectiveness of quality improvement initiatives and projects, and reports the results.
12. Leads and/or actively participates on quality action teams, new product development teams, and materials development team's initiatives, etc.
13. Participates as a key team member in the BEP's continuous improvement efforts to support Lean Six Sigma- based goals.
14. Participates as assigned in selected external supplier audits to ensure all BEP raw material suppliers maintain an effective program that meets BEP specification requirements.
15. Participates as assigned in selected internal quality audits to ensure BEP operations are compliant with the Quality Policy and Quality Manual to produce quality products for external customers.

**700000 ASSOCIATE DIRECTOR, CHIEF INFORMATION OFFICER/
/DEPUTY ASSOCIATE DIRECTOR, DEPUTY CHIEF INFORMATION OFFICER**

The Associate Director, Chief Information Officer (CIO), is responsible for carrying out the requirements of the Clinger-Cohen Act of 1996 and subsequent revisions; the Federal Information Security Management Act of 2002; Section 508 of the Rehabilitation Act (29 United States Code (USC 794D), as amended; the Electronic Freedom of Information Act (E-FOIA); and the Government Paperwork Elimination Act (GPEA). The Associate Director, CIO is responsible for monitoring agency compliance with all policies, procedures, and guidance contained in OMB Circular A-130, "Management of Federal Information Resources."

Under the direction of the CIO, the Directorate sets information technology (IT) governance policy, administers the IT Capital Investment program, collaborates in developing BEP Enterprise Architecture and the Information Resources Management Strategic Plan, oversees the IT Security administration and certification and accreditation of IT assets, and administers and manages IT Infrastructure and Applications.

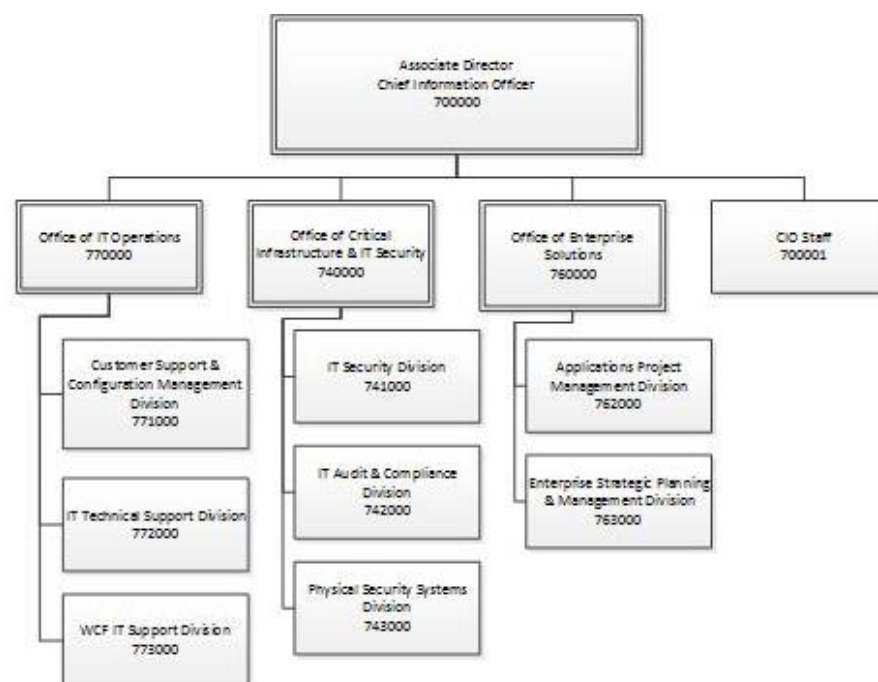
The Associate Director, CIO represents the Director in external policy meetings, national and international conferences, and contacts with manufacturing representatives.

The AD, CIO serves as chair of the BEP IT Capital Management Subcommittee as prescribed by BEP's "Capital Project Review, Approval and Oversight Policy and Procedures."

The Deputy Associate Director, DCIO supports the Associate Director, CIO and represents him/her at related Departmental CIO forums and acts in his/her absence, as directed.



Chief Information Officer



700100 CHIEF INFORMATION OFFICER (CIO) STAFF

The Chief Information Officer Staff is responsible for the development and oversight of the Bureau's IT capital and operational budgets and the preparation of OMB Circular A-11 exhibits for the same; the acquisition of all budgeted IT hardware, software, and systems; IT Capital Investment administration.

Coordinates and prepares the Bureau's IT and CIO capital and operational budgets ensuring these budgets support BEP's and IRM (Information Resource Management) strategic goals.

Tracks and monitors the Bureau's IT capital and operational budgets to ensure that all internal and financial controls are maintained.

Tracks and monitors all CIO Directorate credit card purchases to ensure they are monitored and consistent with both BEP and Directorate policies and procedures.

Executes and/or monitors all IT and CIO Directorate acquisitions to ensure they are conducted in accordance with all applicable statutes and regulations.

Tracks and monitors all IT and CIO Directorate acquisitions from requisition approval to contract closeout, posting and monitoring all invoices received against purchase order amounts.

Administers the Bureau's Directives Management Program; establishes policy regarding preparation, approval, and issuance of Bureau directives (Bulletins, Circulars, Manuals).

740000 OFFICE OF CRITICAL INFRASTRUCTURE & IT SECURITY

The Office of Critical Infrastructure and IT Security develops BEP IT security policies consistent with all applicable laws and regulations, and monitors and evaluates BEP compliance with the same to include OMB Circular A-130, "Management of Federal Information Resources," Appendix III, "Security of Federal Automated Information Resources;" the Federal Information Security Management Act (FISMA); the Computer Security Act of 1987; the Privacy Act; and Presidential Decision Directive 63 (Critical Infrastructure Protection). The Office develops IT security procedures to ensure information transmitted, stored and/or processed is reviewed for sensitivity, criticality, and for Privacy Act or other information sensitivity issues. Specific policies and procedures address data and telecommunications encryption, public key infrastructure (PKI), and network, software applications, database, internet, and e-mail security.

The Office ensures provisions for confidentiality, integrity, and availability of all information transmitted, stored and/or processed are in compliance with security guidelines, procedures and standards, and consistent with the protection of all Government sensitive but unclassified (SBU) information, the Privacy Act, the Freedom of Information Act (FOIA), and all other applicable statutes and regulations.

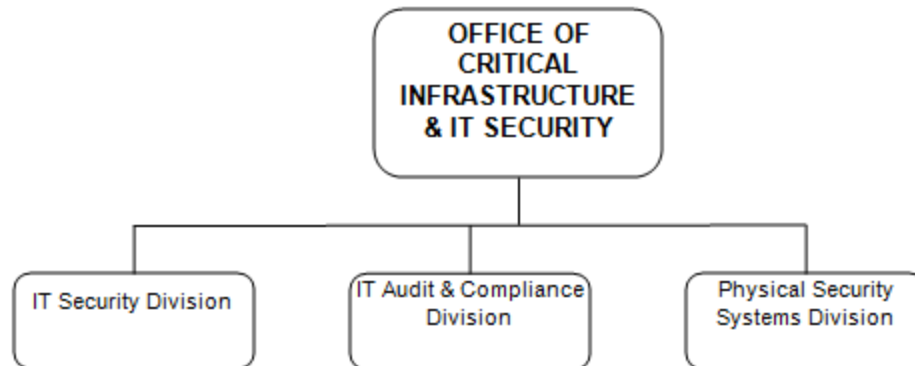
The Office performs and/or oversees periodic program security reviews required under OMB Circular A-130, Appendix III; FISMA, and other laws and regulations. The Office also develops and coordinates the Bureau's IT security awareness program to include both general awareness and role-based training.

The Office oversees certification of BEP systems and applications, and coordinates the accreditation of these systems through the Designated Accrediting Authority (DAA). To this end, the Office ensures that risk/vulnerability assessments of Bureau systems, applications, networks, telecommunications, and related hardware/firmware implementations are performed, as required. The Office additionally reviews Bureau interconnections with other systems, and ensures that required risk assessments are conducted and Interconnection Security Agreements are prepared and approved for every such connection.

The Office coordinates the Bureau's Computer Security Incident Response Capability (CSIRC) and provides liaison with the Treasury CSIRC; and coordinates internal and external audits, reviews and studies of Associate Director (CIO) operations and all Bureau information policies, systems, and processes.

The Office provides Bureau representation at Departmental or other agency forums relative to Critical Infrastructure Protection, cyber security, PKI/encryption, Personal Identity Verification and similar initiatives. The Office oversees the implementation of Government-wide cyber security initiatives within the Bureau, and monitors the preparation, testing and evaluation of Continuity of Operations Plans (COOP), disaster recovery plans, and contingency plans for IT systems, applications, and embedded IT systems.

The Office provides security representation to BEP IT configuration/change, enterprise architecture, and capital investment working or review committees. The Chief serves as Co-Chair to the IT Architecture and Security Subcommittee. The Office reviews all business cases for IT and IT-embedded capital projects, and reviews all hardware/software configuration changes or proposals to ensure that risks are identified, mitigation strategies are selected, and changes are compliant with BEP's security architecture and standards.



741000 IT SECURITY DIVISION

1. Manages the operational aspects of the Bureau's IT security program, including the administration or oversight of all IT security technologies (e.g., virus prevention, identity authentication, encryption, biometrics, PKI certificates, intrusion detection, etc.) and the review of all IT system, device and software security configurations.
2. Provides IT security program oversight to ensure compliance with IT security policy and procedures. Tests and evaluates the effectiveness of security, policies, procedures, and controls.
3. Develops procedures for and implements encryption methods in Bureau systems, including Virtual Private Networks (VPN's), digital signature, public key infrastructure (PKI), and others. Coordinates and oversees the deployment of the Bureau's Public Key Infrastructure (PKI). Implements BEP procedures for obtaining a PKI certificate and ensures employee compliance with the same.
4. Develops and conducts general awareness and role-based IT security awareness training, incorporating an IT security training module in both new employee orientation and supervisory training classes.
5. Performs risk and vulnerability assessments for IT systems and applications, and approves mitigation strategies for addressing risks.
6. Tests security controls for IT and IT-embedded systems and develops corrective action plans to address identified weaknesses.
7. Performs regulatory and directed functions associated with Information System Security Officer (ISSO) and Network Security Officer (NSO) positions.
8. Performs studies, develops security plans, approves mitigation strategies, and ensures the implementation of adequate management controls for BEP IT and IT-embedded systems.
9. Represents the Bureau on Departmental and other Federal working groups related to Certification and Accreditation, System Security, PKI, Critical Infrastructure Protection, cyber security, identity verification and similar issues.
10. Reviews all BEP IT and IT-embedded capital projects to ensure they are consistent with BEP's security architecture, configuration, and policies.
11. Reviews all hardware/software configuration changes or proposals to ensure they are compliant with BEP's security architecture, configuration, and policies.

742000 IT AUDIT AND COMPLIANCE DIVISION

1. Establishes audit standards for IT systems and applications to ensure compliance with NIST, FISMA, Sarbanes-Oxley, FISCAM, and other requirements and regulations and to ensure sufficient controls are in place.
2. Conducts audits and reviews of IT and IT-embedded systems and develops corrective action plans to address identified vulnerabilities, threats, and risks.
3. Performs reviews of C&A (Certification and Accreditation) documentation and certifies to the appropriate Designated Accrediting Authority (DAA) that systems should be or should not be accredited and “approved to operate.”
4. Coordinates with the Office of Compliance in providing information and access for audits or external reviews of Bureau IT systems, processes, and procedures.
5. Prepares reports and analyses as required by OMB, Treasury, GAO, OIG or other external sources relating to audit items or compliance activities, including FISMA.
6. Develops and recommends Bureau IT security policy.
7. Coordinates with external organizations and represents the Bureau as required regarding PIV, PKI, or other technical policy issues.
8. Represents the Bureau on Departmental or other working groups pertaining to security policy, audits, management controls, and program evaluation.

743000 PHYSICAL SECURITY SYSTEMS DIVISION

1. Develops, tests and implements Bureau physical and technical security systems in coordination with the Office of Security.
2. Evaluates the suitability of and recommends various technical and security equipment for specific Bureau applications.
3. Repairs and maintains Bureau security systems, including the Access Control and Alarm Monitoring System (ACAMS), Video Badging System (VBS), Intrusion Detection System, Closed Circuit TV System (CCTV), Digital Video Recording System (DVRs), and Aperture (CAD) Configuration Management System (CMS).
4. Conducts surveys, inspections and evaluations of District of Columbia Facility security systems, including system development and test systems, and monitors contractor quality and performance as appropriate.
5. Coordinates with the Office of Security to develop performance standards for physical security systems and monitors system performance to ensure compliance with

these standards.

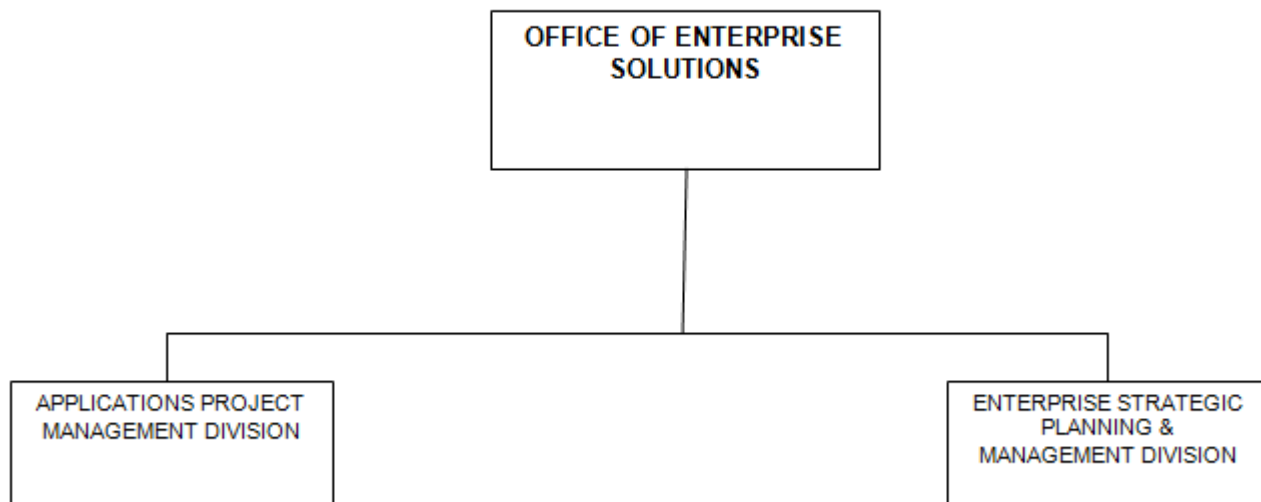
6. Performs research, plans, designs, develops specifications, and monitors installation of new security systems and current system upgrades.

760000 OFFICE OF ENTERPRISE SOLUTIONS

The Office of Enterprise Solutions, under the general direction of the Associate Director (Chief Information Officer), carries out applicable requirements of laws, regulations and policies pursuant to the Clinger-Cohen Act of 1996 and subsequent revisions; the Federal Information Security Management Act of 2002; Section 508 of the Rehabilitation Act (29 USC 794D), as amended; the Electronic Freedom of Information Act (E-FOIA); and the Government Paperwork Reduction Act (GPRA). The Office oversees activities, managing resources, required to design, build, deploy and maintain information technology solutions. This Office is responsible for IT solutions integrating the Bureau of Engraving and Printing business process areas (e.g., Public Education, Public Sales, Administration, Health Education & Safety, Security, Accountability, Finance, Manufacturing, and Procurement) and technology resources.

The Office is responsible for managing IT projects using best practices for project management. The Office serves as a resource center for all projects related to IT services, prioritizing requests, coordinating functions and allocating resources among projects. The Office establishes policies and practices necessary to integrate application requirements with established laws and regulations, security requirements, and established or planned infrastructure.

The Office of Enterprise Solutions manages the Bureau enterprise architecture and configuration management programs thus ensuring the Bureau's decisions (especially those related to IT investments) conform to the Federal Enterprise Architecture and best practices in configuration management. The Chief, Office of Enterprise Solutions serves as Vice-Chair of the BPE Capital Investment Review Subcommittee and as Co-Chair to the IT Architecture and Security Subcommittee.



762000 APPLICATIONS PROJECT MANAGEMENT DIVISION

The Application Project Management Division, under the general direction of the Office of Enterprise Solutions, develops, deploys, and maintains information management solutions achieving the Bureau's business goals in an efficient and cost effective manner. It performs integration support for key BEP business process areas and technical resources. These process areas include Public Education, Public Sales, Administration, Health Education & Safety, Security, Accountability, Finance, Manufacturing, and Procurement. Specifically, the Division:

1. Manages IT projects using commercial or proprietary technology in collaboration with system owners applying project management best practices in conformance with applicable requirements, processes and standards.
2. Works closely with system owners of the Bureau's enterprise systems to address all user-community needs.
3. Prioritizes requests for information services, coordinates functions, and allocates resources among projects.
4. Oversees systems development activities by contract and government staff.
5. Configures and administers the Bureau's IT test lab. Tests and evaluates the configuration and interoperability of all BEP IT.
6. Administers Bureau public website, MoneyFactory, with an emphasis on the technical implementation, security, and accessibility of the website.
7. Provides Section 508 coordination to assist in ensuring conformance with requirements of this section of the Disability Act.

763000 ENTERPRISE STRATEGIC PLANNING AND MANAGEMENT DIVISION

The Enterprise Strategic Planning and Management (ESPM) Division, under the general director of the Office of Enterprise Solutions, provides strategic planning and program management to improve IT governance. This is primarily accomplished by fostering communication, championing the re-use or repurposing of technologies to solve business problems, ensuring standardized methods and procedures are used in reaching solutions to business needs, and by managing the IT Change Control Board (CCB) program. Specifically, the Division:

1. Develops and maintains BEP's enterprise architecture.
2. Works closely with Offices and system owners to ensure the processes for configuration management (CM), System Development Life Cycle (SDLC), and request for IT services (RIS) are optimized. Establishes and maintains CM baselines and manages the CCB program.
3. Works closely with Offices and system owners to ensure the IT processes in technology standards, access control, contingency planning, audit and accountability, testing, flaw remediation, and information monitoring are coordinated and optimized.
4. Promotes shared infrastructure and applications to reduce cost and improve information flows.
5. Works closely with all Offices to assist in developing standards, and establishing and maintaining information technology governance guidelines.
6. Configures and administers the Bureau's IT configuration management and enterprise architecture tools.
7. Establishes the division as the point of contact for strategic planning and management activities.
8. Assures all changes are identified, controlled, monitored, and documented.
9. Assists Project Managers and customers on project schedules, resources, and issue resolution.
10. Monitor and stay current with technology changes, legal, and operational changes that affect work processes.

770000 OFFICE OF IT OPERATIONS

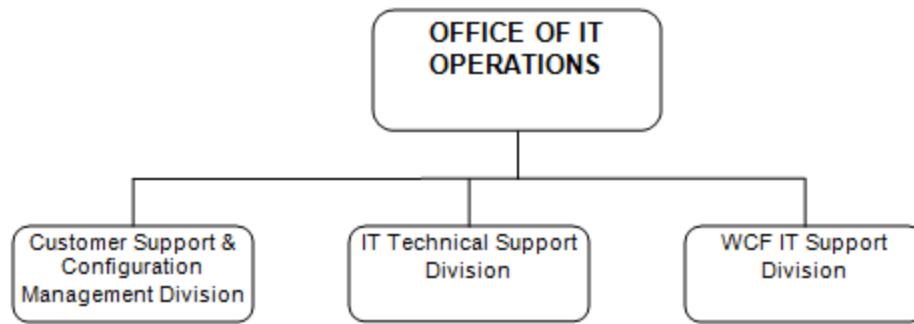
The Office of IT Operations, under the general direction of the Associate Director (Chief Information Officer), is responsible for managing the Bureau's IT hardware assets, and telecommunications systems.

The Office of IT Operations manages IT services and technology.

Reviews and assesses the Bureau's IT technical infrastructure, including the network, associated network devices, storage systems, and network management systems and monitoring tools, for efficiency and effectiveness.

Reviews and evaluates the efficiency, effectiveness, interoperability and scalability of new IT infrastructure applications for potential implementation within the BEP, and makes recommendations to this end to the CIO.

Administers the Bureau's Copier Management program to ensure Bureau printing and copying services meet the guidelines of the Joint Committee on Printing, Treasury directives, and other Federal regulations and the acquisition of Bureau copiers meet business needs.



771000 CUSTOMER SUPPORT and CONFIGURATION MANAGEMENT DIVISION

The Customer Support and Configuration Management Division serves as principal point of contact to resolve technical questions about the Bureau's information technology for the District of Columbia Facility customer community. The Division administers issuance, accountability, maintenance, and disposal of IT assets for the District of Columbia Facility customers. Specifically, the Division:

1. Serves as a single point of contact for the user community.
2. Tracks issues, analyzing trends and patterns affecting IT operations.
3. Performs customer outreach determining IT operational effectiveness.
4. Administers hardware and software distribution ensuring conformance with standards and policies.
5. Coordinates disaster recovery planning and testing.
6. Collaborates with BEP's Center for Excellence in the development of IT-related training materials and course curricula.
7. Coordinates IT assets (e.g., client computers, PDAs, pagers, cell phones, telephones, printers, copiers, software) used by customers and maintains records needed to manage IT asset distribution.
8. Tracks and monitors all BEP software assets to provide internal and financial controls over the same, and to ensure all annual software maintenance licenses are renewed as required.
9. Coordinates equipment maintenance and repair.
10. Coordinates service activation and resolves issues with service providers.
11. Administers the Bureau's Copier Management Program.

772000 IT TECHNICAL SUPPORT DIVISION

The IT Technical Support Division administers core IT infrastructure for the Bureau implementing standards, maintaining secure, reliable operations and assuring data integrity. Specifically, the Division:

1. Manages BEP servers and core peripherals.
2. Manages LAN (local area network), WAN (wide area network), and telecommunication infrastructure.
3. Establishes standards for personal computers and peripherals.
4. Administers database management systems.
5. Administers electronic messaging.
6. Executes the patch management program.
7. Operates the data center.
8. Performs activities necessary for business continuance.
9. Resolves escalated technical issues.
10. Plans, manages, and implements new IT infrastructure applications within the BEP.

773000 WCF IT SUPPORT DIVISION

The WCF IT Support Division administers core IT infrastructure for the Western Currency Facility (WCF), implementing standards, maintaining secure, reliable operations, and providing business continuance infrastructure. Specifically, the Division:

1. Serves as a single point of contact for the WCF user community.
2. Manages local servers and LAN/WAN infrastructure.
3. Administers WCF PBX telecommunications.
4. Executes WCF patch management program.
5. Assumes control of IT operations in response to emergencies.
6. Performs activities necessary to support WCF business continuance.
7. Tracks issues, analyzing trends and patterns affecting IT operations.
8. Performs customer outreach determining IT operational effectiveness.
9. Administers deployment of hardware and software ensuring conformance with standards and policies.
10. Coordinates disaster recovery planning and testing in WCF.
11. Manages IT assets (e.g., client computers, PDAs, pagers, cell phones, telephones, printers, copiers, software) used by customers and maintains records needed to manage IT asset distribution.
12. Tracks and monitors all BEP software assets to provide internal and financial controls over the same, and to ensure all annual software maintenance licenses are renewed as required.
13. Coordinates equipment maintenance and repair.
14. Coordinates service activation and resolves issues with service providers.
15. Administers the Western Currency Facility's copier management program.

800000 ASSOCIATE DIRECTOR (WESTERN CURRENCY FACILITY)

The Associate Director, Western Currency Facility (WCF), along with the other Associate Directors, participates in Bureau-wide policy recommendations and is responsible to the Director for all phases of the manufacturing program of the Western Currency Facility. The Associate Director (WCF) in cooperation with the Associate Director, Eastern Currency Facility (ECF) plans, develops, and implements policies relating to the engraving, printing, and processing of currency in order to meet annual printing requirements. The Associate Director (WCF) and the Associate Director (ECF) are responsible for determining necessary inventories of raw materials and other stock items, warehousing, product requirements, production timetables, and delivery schedules. The Associate Director (WCF) coordinates activities with the other Associate Directors, and serves as liaison with customer agencies and other banknote and printing companies both inside and outside the United States. The Associate Director (WCF) promotes good customer/agency relations by maintaining high level liaison with senior officials of other agencies and outside companies. As designated, the Associate Director (WCF) represents the Director in external policy meetings, national and international conferences, and contacts with manufacturing representatives. The Associate Director (WCF) maintains all official contact with local Dallas/Fort Worth officials.

The Associate Director (WCF) is responsible for all phases of currency manufacturing, maintenance, quality assurance, security, facility operations, and administrative support activities at the WCF. The Associate Director (WCF) bears ultimate responsibility for the financial performance of the WCF (profit and loss). The Associate Director (WCF) directs the activities of personnel and utilization of resources to perform the full range of production, production support, and administrative support activities for facility operation and currency manufacturing. The Associate Director (WCF) is responsible for adhering to the Bureau's policies relating to Alternate Dispute Resolution (ADR), Equal Employment Opportunity (EEO), safety, occupational health, environment, energy and recycling, security, personnel management, financial management, external relations, and other administrative requirements. Through management staff, the Associate Director (WCF) ensures that staff functions and programs are coordinated with the respective offices at the District of Columbia Facility (DCF).

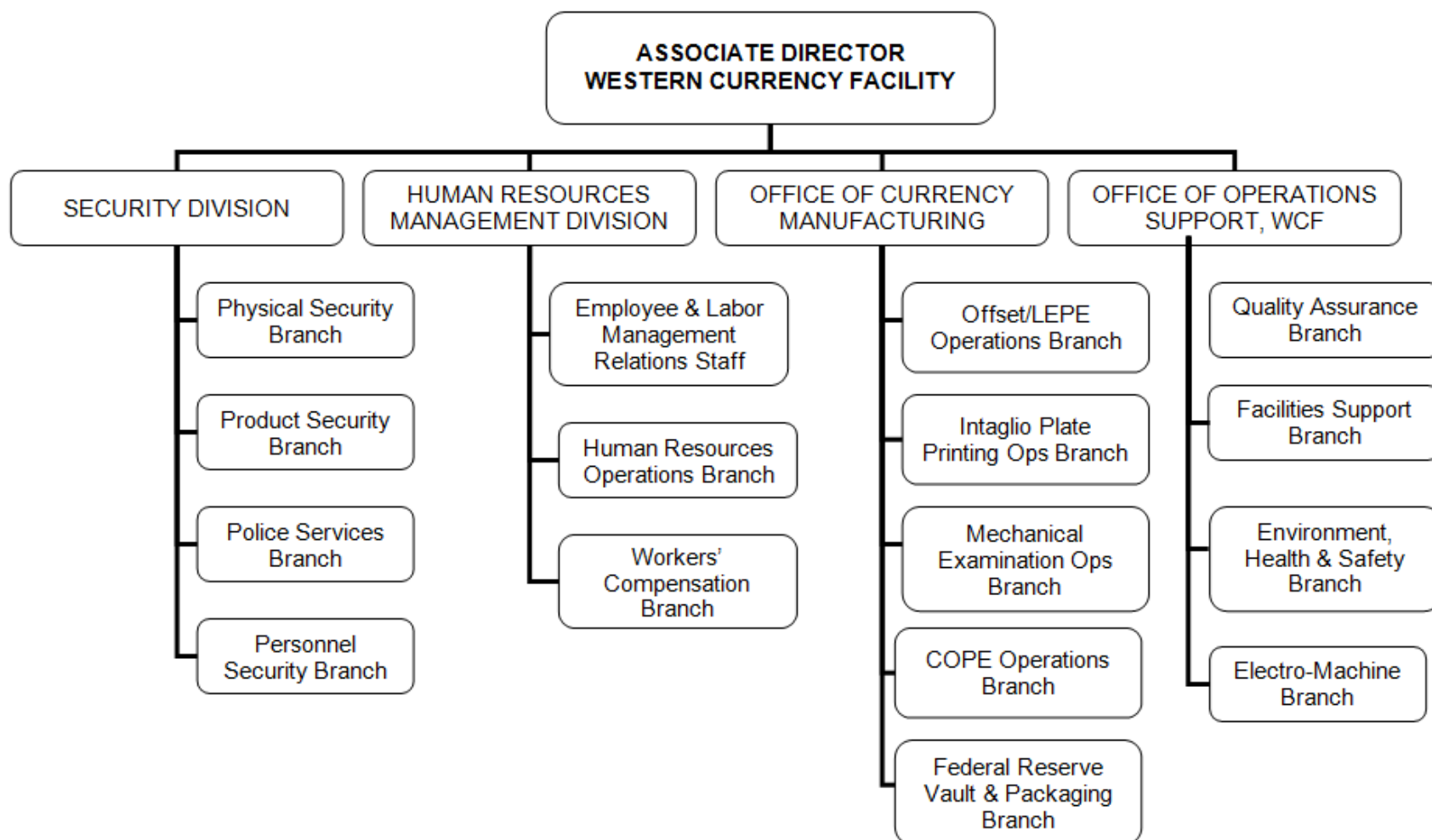
The Associate Director (WCF) ensures compliance with security policies and procedures and is responsible for the overall day-to-day security operations to include 24 hours/7 days a week protection of the plant; safeguarding of currency; and ensuring the safety and suitability of employees, contractors, and visitors.

800000 ASSOCIATE DIRECTOR (WESTERN CURRENCY FACILITY) (continued)

The Associate Director (WCF) ensures the effectiveness of the: (1) maintenance support programs including the repair, maintenance, and outfitting of machinery; (2) electronic equipment; (3) environmental capture, control, and treatment devices; and (4) utilization of utilities. The Associate Director (WCF) ensures the implementation of quality assurance programs at the WCF which includes the examination of materials, processes, and products.

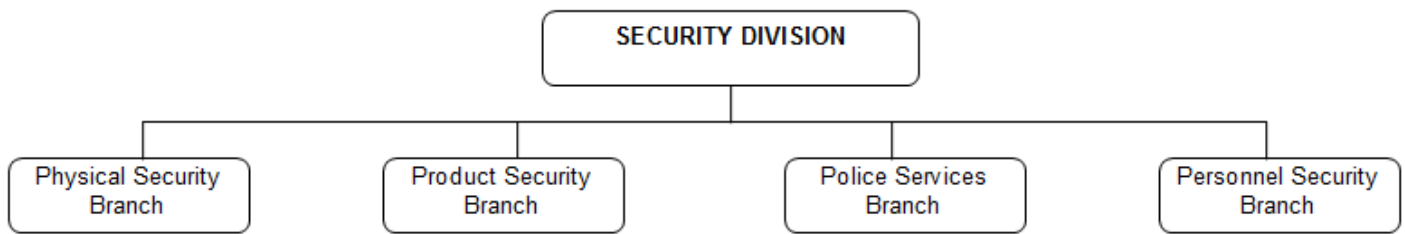
The Associate Director (WCF) ensures a comprehensive and effective Human Resources Management program including employee and labor-management relations, staffing/recruitment, benefits, retirement, payroll and personnel processing, and workers' compensation.

The Associate Director (WCF) coordinates accountability, internal control, and all types of reviews (e.g., International Organization of Standardization (ISO), efficiency, compliance, Lean Six Sigma, risk assessment, Office of the Inspector General (IG)) activities with the WCF Compliance Division, which reports directly to the Office of Compliance at the DCF. The Associate Director (WCF) also coordinates external affairs activities with the External Affairs Division (WCF) which reports directly to the Office of External Relations at the DCF.



802000 SECURITY DIVISION

1. Responsible for the implementation and enforcement of Office of Security policies and directives.
2. Responsible for the WCF day-to-day security operations.
3. Provides 24-hour protection of the WCF.
4. Safeguards currency and other securities in all stages of production and storage.
5. Ensures the protection and safety of employees, contractors, and visitors.
6. Ensures the suitability of employees and contractors for access to the WCF.
7. Administers the WCF Drug-Free Federal Workplace Program.
8. Administers the Emergency Preparedness Program for the WCF.



802100 PHYSICAL SECURITY BRANCH

1. Operates and controls the WCF access control program to include the issuance and validity of identification badges.
2. Establishes procedures and monitors packages, materials, and property removal programs.
3. Establishes, implements, and monitors the WCF key and lock program, inclusive of contracts for Federal Reserve Vault doors and time lock maintenance.
4. Develops and revises procedures and methods to enhance WCF physical security programs. Keeps abreast of new technologies and products for application in improving security.
5. Develops, manages, maintains, monitors, and coordinates all integrated security system operations including database, hardware, software, and preventive maintenance. Serves as Contracting Officer's Representative (COR) over security maintenance contract.
6. In conjunction with the Treasury's Office of the Inspector General and the Office of Compliance, conducts investigations and inquiries. Provides investigative assistance to agencies which may assume jurisdiction. Conducts other investigations, as assigned, involving BEP security product discrepancies, security policy violations, personnel suitability, criminal activity, issues affecting production, or situations that have a potential for workplace violence.
7. Conducts both off-site and on-site security surveys, inspections, and reviews.
8. Coordinates the WCF Emergency Preparedness Program (Continuity of Operations(COOP)) in conjunction with the program staff at the DC Facility; reports on the effectiveness of the Bureau's operational plan's mechanisms and structures which facilitate BEP personnel to make decisions, mobilize resources, and prevent disruptions to BEP's ability to perform critical functions during emergency situations. Represents the WCF within the Dallas/Fort Worth area at local work groups and meetings pertaining to emergency preparedness. Evaluates program effectiveness and recommends changes in technical and administrative procedures.
9. Coordinates the WCF Drug-Free Federal Workplace Program for deterrence and detection of illegal drug use. Administers the following drug testing programs: Applicant, Random, Reasonable Suspicion, Injury, Illness, Unsafe or Unhealthful Practices, Follow-up, and Voluntary. Ensures that managers and supervisors are aware of their roles and responsibilities for the WCF testing program.
10. Administers security system monitoring of the WCF production area and retrieval of recorded information to support requests for review from management.

802200 PRODUCT SECURITY BRANCH

1. Oversees the WCF securities destruction program including certification of destruction of mutilated products and instruments of reproduction in accordance with established procedures.
2. Performs courier service for security items not transportable through normal means. When applicable, coordinates with the US Secret Service and other law enforcement agencies relating to travel routes and schedules.
3. In conjunction with the Treasury's Office of the Inspector General and other agencies, conducts investigations and inquiries including identification, evaluation, collection, and preservation of evidence. Provides investigative assistance to agencies which may assume jurisdiction.
4. Conducts investigations concerning losses or compromises in the protection of Bureau products or other security items under the control of contractors at the WCF or other plant/research facilities.
5. Serves as a member of the WCF Compliance Team and evaluates security procedures and recommends action to ensure compliance with mutually approved security agreements and Bureau policies and procedures. Issues corrective action when warranted.
6. Coordinates and conducts investigations of reported currency shipment overages or shortages and production defects received from Federal Reserve Banks and their member financial institutions.
7. Conducts reviews, inquiries, and investigations on discrepant load reports.
8. Administers security oversight of the Advanced Counterfeit Deterrence Program as it pertains to the WCF.
9. Handles inquiries and provides assistance to law enforcement and other investigative agencies concerning processing, shipping, disposition, and related issues pertaining to WCF products. Prepares affidavits and/or testifies for public and governmental agencies concerning securities production and shipment data.

802300 POLICE SERVICES BRANCH

1. Provides 24-hour protection of the WCF.
2. Performs foot and vehicular patrols and provides immediate response in emergency situations.

3. Protects WCF products off-premises while under WCF control including operating the WCF armored vehicle and providing protection during transport.
4. From the Command Center, monitors activity throughout the site by using the closed-circuit television (CCTV) system, access control, alarm assessment, graphic map displays, video imaging systems, and surveillance equipment.
5. Issues security violations and parking citations. Conducts preliminary investigations of alleged violations of Federal and State laws occurring on WCF property.
6. Controls access and movement of personnel and property within WCF entrances and at all police posts utilizing badge readers, metal detectors, cameras, and other security devices.
7. Controls access and movement of visitors within the WCF Tour and Visitors Center, including the Transfer Center utilizing metal detectors, cameras, and other security devices.
8. Develops, instructs, and coordinates all Security Division courses of a technical nature including law enforcement, firearms, and emergency situations training.
9. Establishes and maintains liaison with the Department of Homeland Security's Federal Law Enforcement Training Center (FLETC); coordinates law enforcement training at FLETC for WCF security personnel; and, coordinates special training for security personnel with other Federal, State, and local law enforcement agencies.
10. Establishes and coordinates the WCF Firearms Maintenance Program; provides instructions on use, maintenance, and inspection of all WCF firearms; and ensures that WCF security personnel meet annual firearms qualifications and familiarization requirements.

802400 PERSONNEL SECURITY BRANCH

1. Conducts required background investigations of WCF applicants and contractors or schedules background investigations with the Office of Personnel Management (OPM). Conducts (or schedules with OPM) upgrade background investigations required for employees moving into positions designated at a higher risk level and required five (5)-year update background investigations on employees and contractors in positions designated High Risk or Critical Sensitive.
2. Adjudicates results of background investigations to determine suitability for employment in Low, Moderate, High Risk, or Critical Sensitive positions.
3. In conjunction with the Treasury's Office of the Inspector General, conducts investigations and inquiries. Conducts special investigations of employees as

requested and/or in conjunction with Federal, State, or local law enforcement agencies; evaluates investigative results; and submits reports of findings to appropriate management officials.

4. In conjunction with management, conducts comprehensive studies of all Bureau positions at the WCF to determine the sensitivity levels. Initiates changes to position sensitivity risk levels and notifies appropriate offices.

5. Maintains and safeguards personnel security files of WCF applicants, employees, and contractors.

6. Establishes and maintains contacts with Federal, State, and local government agencies and private firms regarding personnel security matters.

804000 HUMAN RESOURCES MANAGEMENT DIVISION

1. Represents the Associate Director (WCF) in dealing with WCF managers and supervisors; officials of commercial enterprises; employee groups, and individual employees on human resources management matters. Represents the Associate Director (WCF) in human resources management matters affecting the WCF before OPM and the Office of Human Resources at the DC Facility.

2. Administers the provisions of the labor-management agreements and amendments in such areas as leave, disciplinary and adverse actions, and informal and formal grievance procedures. Provides advice and assistance to management on labor-management issues.

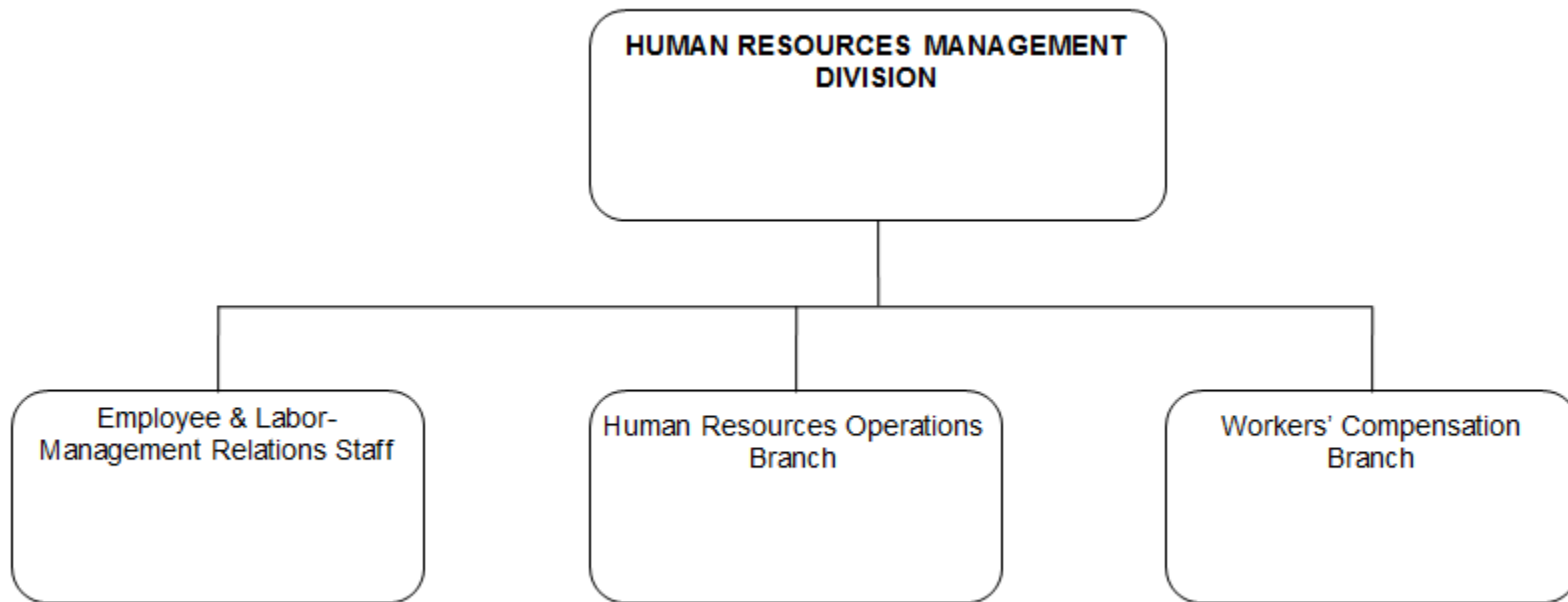
3. Counsels management on disciplinary actions, adverse actions, resolution of performance/attendance problems, and other related matters which may cross human resources program or functional lines. Advises employees of their rights, procedures, time limits, and resources for assistance available to them in defense of adverse actions or disciplinary situations.

4. Manages the classification program for the WCF, including implementing Bureau-wide, Treasury, and OPM classification policies, procedures, and guidelines. Classifies all General Schedule (GS) and prevailing rate positions up to and including GS-15 or equivalent level positions. Conducts post-audit reviews of WCF positions. Provides advice and assistance to WCF managers and supervisors on the classification of their positions. Participates in the review process of WCF classification appeals.

5. Manages work force retention, reduction and internal placement programs for the WCF.

6. Manages the staffing and recruitment program for the WCF.

7. Manages the workers' compensation program for the WCF.



804100 EMPLOYEE AND LABOR-MANAGEMENT RELATIONS STAFF

1. The Employee and Labor-Management Relations Staff (ELMR), WCF administers the provisions of labor-management agreements and amendments in such areas as leave, non-work related medical issues, performance management, disciplinary and adverse actions, and informal and formal grievance procedures. ELMRD Staff receives general labor relations policy guidance from the Employee and Labor-Management Relations Division, Office of Human Resources.
2. Represents the Bureau in interacting and communicating with unions representing BEP employees. Represents the Bureau or assists Chief Counsel in representation before the Merit Systems Protection Board, the Federal Labor Relations Authority, or other parties.
3. Assists management in complying with the requirements of collective bargaining agreements between the Bureau and labor organizations, with particular emphasis on such areas as contract administration, contract interpretation, disciplinary and adverse actions, performance management, hours of work, leave, and grievance and arbitration procedures. Advises and represents management in all aspects of the grievance procedure including the review of all documents. Advises management on the settlement of individual grievances. Approves or advises management on all responses, grievances or other collective bargaining disputes with labor unions.
4. Conducts labor-management and case law research, analysis, and compilation of problem cases, published case files (from both the private and federal sectors), decisions, and related pending legislation.
5. Implements policies, rules and regulations concerning performance management, leave, non-work related medical issues, employee conduct, discipline, appeals, grievances, and quasi-legal programs which impact the employee-employer relations for all positions.
6. Counsels management on disciplinary actions, adverse actions, performance management, resolution of performance/attendance problems, and other related matters which may cross human resources program or functional lines.
7. Advises employees of their rights, procedures, time limits, and resources for assistance available to them in defense of adverse actions, disciplinary situations and performance management issues. Exercises extreme care in assuring that all employees' rights and related provisions are fully protected at all times.
8. Administers all aspects of the Attendance and Leave Program to include Family Friendly Workplace, the Family and Medical Leave Act, Telework, and Leave Share Programs.

804200 HUMAN RESOURCES OPERATIONS BRANCH

The following functions are delivered by a shared service provider (SSP). The Human Resources Operations Branch provides liaison services between the SSP and the WCF managers and employees, and serves as an information point of contact for the SSP staff.

1. Provides the full-range of recruitment services for General Schedule and prevailing rate positions ensuring that the applicable Request for Personnel Action (SF-52) is in compliance with all established clearance procedures prior to recruitment. Recruits for positions using all available resources including special emphasis program applicants, i.e., disabled, veterans, part-time employees, etc. Reviews employment applications and determines qualifications.
2. Effects a variety of personnel actions including appointments, realignments, promotions, resignations, leave without pay (LWOP), and other personnel actions at the WCF. Inputs and validates positions/personnel actions. Reviews and approves final personnel actions (SF-50).
3. Confirms or withdraws offers of employment.
4. Advises employees on retirement, health benefits, life insurance benefits, the Thrift Savings Plan, and other benefits. Reviews and processes requests for benefits or changes in benefits.
5. Controls and maintains Official Personnel Folders (OPFs) and payroll documents and records, including direct deposits, union dues, child support, garnishments, federal tax withholdings, etc.
6. Confers with the Personnel Security Branch, Security Division on pre-employment suitability matters and with the Health Unit on pre-employment medical matters.
7. Coordinates with the Office of Financial Management at the DCF on travel for transfer, reassignment, or appointment of employees.
8. Coordinates the bi-weekly submission of the certified time and attendance automated records. Assists managers, supervisors, and employees with the use and operation of the system. Reviews time records for adherence to system requirements and compliance with applicable rules and regulations in the approval of specific types of leave, etc.

804300 WORKERS' COMPENSATION BRANCH

1. Oversees the workers' compensation program and maintains liaison with the Department of Labor, Office of Workers' Compensation, to ensure that the Federal Employee's Compensation Act (FECA) is implemented properly at the WCF.
2. Administers the return-to-duty, light- and limited-duty programs incorporating these tools as methods to reduce costs.
3. Provides advice and assistance to WCF management regarding the WCF program. Coordinates issues with the Offices of Human Resources and Environment, Health and Safety at the DCF and the Safety Staff at the WCF.
4. Analyzes quarterly, semi-annual and annual reports received from the Department of Labor regarding injuries and associated charge back costs for the WCF.

810000 OFFICE OF CURRENCY MANUFACTURING

The Office of Currency Manufacturing plans the WCF currency printing and processing programs and directs the use of equipment, staff, materials, and other applicable resources.

The Office develops and implements security procedures in cooperation with the Security Division for printed products and plant equipment. The Office maintains comprehensive accountability records for all stock being processed.

The Office assures control of hazardous wastes within its jurisdiction.

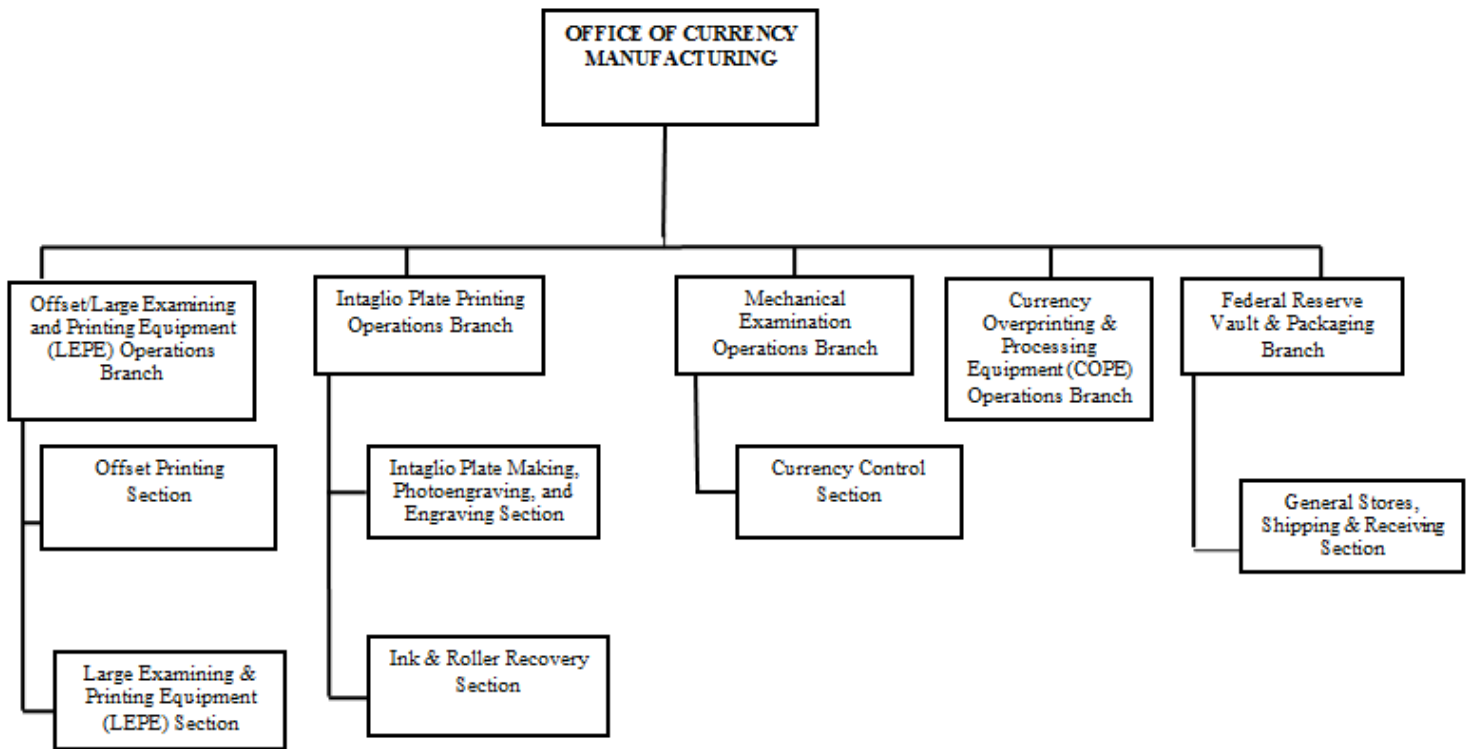
The Chief may represent the Associate Director (WCF) in contacts with officials of the Department of the Treasury, other Government agencies, foreign governments, private industry, and trade unions to obtain information on technological developments applicable to Bureau operations. The Chief is responsible for reviewing new technology and recommending the testing and implementation of new equipment, methods, processes, and procedures.

Specifically, the Office:

1. Directs all currency manufacturing activities at the WCF.
2. Oversees and directs the use of equipment, staff, and materials in the printing, processing, and finishing of US currency.
3. Oversees the transfer of finished currency to the Federal Reserve System.
4. Provides for the manufacture of engraved, machined and electrolytic products to support the currency production processes at the Offset, Intaglio and COPE-PAK

presses.

5. Monitors quality and spoilage to ensure all aspects of the operation are optimized.



**810100 OFFSET/LARGE EXAMINING & PRINTING EQUIPMENT (LEPE)
OPERATIONS BRANCH**

1. Plans and coordinates the printing of security offset background necessary to incorporate advanced counterfeit deterrent features in US currency; meets or exceeds the Federal Reserve Board's and the Bureau's high standards for quality; and adheres to the schedules set forth by the Office of Currency Manufacturing.
2. Plans and coordinates the offset printing, overprinting, examination, cutting and packaging of securities utilizing LEPE; meets or exceeds the Federal Reserve Board's and the Bureau's high standards for quality; and adheres to the schedules set forth by the Office of Currency Manufacturing.
3. Develops, recommends, and implements policies and procedures for the printing of currency utilizing LEPE and Offset presses.
4. Administers use of LEPE and Offset presses for printing BEP products and assigns personnel to presses as needed.
5. Maintains quality standards for all products printed.
6. Maintains records to account for work-in-process inventories as part of the Bureau's overall paper control accounts.
7. Assures control of hazardous wastes products within the Branch.
8. Institutes internal control and accountability procedures in cooperation with the Security Division and WCF Compliance Division; maintains physical security and control of the product at all stages of processing; ensures compliance with Bureau policies and procedures; and controls materials, machinery, etc., charged to the Offset/Large Examining & Printing Equipment Operations Branch.
9. Coordinates with the Office of Operations Support (WCF) and the Quality Assurance Branch (WCF) on analyses and investigations to detect and determine causes of defective work and to identify spoilage trends.
10. Coordinates the administrative functions, which include personnel production reporting, time and attendance, and other records; informs employees about policies, procedures, rules, and practices of the WCF as they relate to the work of the components.
11. Coordinates the administrative functions, which include personnel production reporting, time and attendance, and other records; informs employees about policies, procedures, rules, and practices of the WCF as they relate to the work of the components.

**810100 OFFSET/LARGE EXAMINING & PRINTING EQUIPMENT (LEPE)
OPERATIONS BRANCH (continued)**

12. Maintains communication and rapport with other Bureau components.
13. Monitors and informs employees of safety issues and compliances with the Offset/LEPE Branch, and of all safety rules and regulations, and documents infractions or issues.

810110 OFFSET PRINTING SECTION

1. Receives blank distinctive security paper, offset printing inks and supplies needed for offset security printing.
2. Performs wet/dry offset printing of security background utilizing Simultan press capability of multi-color simultaneous offset printing.
3. Performs denominational changes in the form of changing plates, distinctive security paper, offset printing inks, and configurations within the Simultan press computer system.
4. Produces and maintains accountability records for transfer and delivery of offset currency products utilizing the Flowsys computer system on the Simultan press and the BEN data collection system in accordance with BEN procedures.
5. Delivers offset printed security products to Intaglio Plate Printing Branch for further product processing.
6. Maintains physical security and control of the product at all stages of processing; ensures compliance with Bureau policies and procedures; and controls materials, machinery, etc., charged to the Offset/Large Examining & Printing Equipment Operations Branch.
7. Coordinates with the Office of Operations Support (WCF) and the Quality Assurance Branch (WCF) on analyses and investigations to detect and determine causes of defective work and to identify spoilage trends.
8. Accounts for all products and once product is 100% reconciled by section, transfers substandard products to the Verification/ Authentication Process for the substandard product to be processed under the joint verification and destruction procedures.

810120 LARGE EXAMINING & PRINTING EQUIPMENT (LEPE) SECTION

1. Receives intaglio printed security paper, printing links and supplies needed for offset printing, overprinting, examination, cutting and packaging of currency.
2. Performs letterpress seal and numbering printing on currency utilizing the LEPE press.
3. Performs denominational changes in the form of changing seals, distinctive security paper, printing inks, and configurations within the LEPE press computer system.
4. Monitors the Optical Camera Recognition displays at various positions on LEPE to ensure the correct product sequence, correct note cutting, and correct serial number and label sequence.
5. Produces and maintains accountability records for transfer and delivery of currency products utilizing the Flowsys computer system on the LEPE press and the BEN Maximo data collection system.
6. Maintains physical security and control of the product at all stages of processing; ensures compliance with Bureau policies and procedures; and controls materials, machinery, etc., charged to the LEPE Section.
7. Coordinates with the Office of Operations Support (WCF) and the Quality Assurance Branch (WCF) on analyses and investigations to detect and determine causes of defective work and to identify spoilage trends.
8. Accounts for all products and once product is 100% reconciled by section, transfers substandard products to the Verification/ Authentication Process for the substandard product to be processed under the joint verification and destruction procedures.
9. Accounts for all products and once product is 100% reconciled by section, transfers substandard products to the Verification/ Authentication Process for the substandard product to be processed under the joint verification and destruction procedures.

810200 INTAGLIO PLATE PRINTING OPERATIONS BRANCH

1. Prints the back and face of currency using the line engraved intaglio process on high-speed, sheet-fed rotary presses.
2. Recommends and implements procedures for the engraved printing of currency.
3. Schedules work for intaglio printing equipment and assigns personnel.

4. Ensures compliance with quality standards for all products printed.
5. Maintains accountability for the receipt, transfer, and delivery of accountable security items and related supplies utilizing the BEN in accordance with established procedures.
6. Institutes internal control and accountability procedures in cooperation with the Security Division and WCF Compliance Division; maintains physical security and control of the product at all stages of processing; ensures compliance with Bureau policies and procedures; and controls materials, machinery, etc. charged to the Intaglio Plate Printing Branch.
7. Assures control and appropriate disposition of hazardous and non-hazardous wastes produced and used within the Intaglio Plate Printing Branch.
8. Coordinates the administrative functions, which include personnel, production reporting, time and attendance, and other records; informs employees about policies, procedures, rules, and practices of the WCF as they relate to the work of the components.
9. Coordinates with the Office of Operations Support (WCF) and the Quality Assurance Branch (WCF) on analyses and investigations to detect and determine causes of defective work and to identify spoilage trends.
10. Maintains work-in-process inventory of blank engraved stock; coordinates deliveries between the Intaglio Plate Printing Operations Branch and Mechanical Examination Operations Branch.
11. Accounts for all products and once product is 100% reconciled by section, transfers substandard products to the Verification/Authentication Process for the substandard product to be processed under the joint verification and destruction process.

810210 INTAGLIO PLATEMAKING, PHOTOENGRAVING, AND ENGRAVING SECTION

1. Produces quality printing plates.
2. Provides for the manufacture of engraved, photopolymer, machined and electrolytic products to support the currency production processes at the intaglio and COPE presses.
3. Inspects master plates and altos and makes repairs necessary for production of high quality plates.

4. Responds to calls from the Intaglio Plate Printing Branch to make repairs to plates while they are mounted on the presses.
5. Decides whether a plate or surface piece is repairable or has to be canceled.
6. Makes periodic inspections of surface pieces on press and advises COPE pressmen of condition.
7. Inspects and repairs surface pieces.
8. Checks layout of master plates for accuracy and engraves center lines for dropping image.
9. Repairs imperfections and damage to masters, altos, working plates, and seals (non-EDM).
10. Produces electroformed or steel engraved plates used in currency manufacturing; examines plates and repairs any defects discovered.
11. Applies chromium coating on electroformed nickel and engraved steel plates by electroplating; removes chrome from plates needing repairs; re-chromes after repairs are made.
12. Maintains inventory and accountability for all plate stock, altos and master plates, and surface pieces.
13. Ensures that finished plates and surface pieces meet established quality standards.
14. Manufactures master plates and surface pieces required for currency production at the WCF.
15. Utilizes a laser image setter to create negative flats used in the production of photopolymer dry offset printing plates.
16. Institutes internal control and accountability procedures in cooperation with the Security Division and WCF Compliance Division; maintains physical security and control of the product at all stages of processing; ensures compliance with Bureau policies and procedures; controls materials, machinery, etc. charged to the section.

810220 INK & ROLLER RECOVERY SECTION

1. Manufactures and/or reconstitutes ink, assuring that sufficient supplies are available to meet ink production requirements. Inspects and tests materials used in the ink manufacturing process.

2. Maintains a storage system that ensures that the oldest supplies are used first. Moves ink ingredients from storage areas to the weighing and mixing area.
3. Maintains a quality control program and laboratory to ensure that manufactured ink meets specifications, will provide the target production rates, and minimize press maintenance. Ensures compliance with Bureau policies and procedures. Assigns batch number and tickets to ink containers for quality assurance of currency.
4. Maintains accurate inventories and accountability of inks and ink ingredients using the BEN.
5. Coordinates the production of ink with the waste treatment process to maximize effectiveness and minimize costs in both areas.
6. Receives blank, worn, and damaged cores for wiper and inking-in roller covering.
7. Mixes a variety of formulas for the covering of wipers and inking-in rollers.
8. Using a high-speed lathe, cuts wipers and rollers to size for use on the intaglio presses.
9. Polishes wiper rollers to a high gloss for use on the press.
10. Inspects wiper cores and covering materials to assure that the bearings and coatings are within tolerance(s).

810300 MECHANICAL EXAMINATION OPERATIONS BRANCH

1. Receives loads of Unexamined Blank Engraved (UBE) currency from the Intaglio Plate Printing Operations Branch. Using a mechanical process for the \$1 Currency Program and an Upgraded Offline Currency Inspection System (UOCIS), the loads are examined for quantity and quality; trims, splits, and consolidates COPE loads.
2. Recommends and implements policies and procedures for examining and storing stocks of currency.
3. Accounts for and transfers substandard product to the Securities Verification Section (SVS) for disposition.
4. Maintains accountability for the receipt, transfer, and delivery of accountable security items and related supplies utilizing the BEN system in accordance with established procedures.
5. Coordinates with the Office of Operations Support (WCF), the Quality Assurance Branch (WCF), Intaglio Plate Printing Operations Branch, and Offset Operations Branch on analyses and investigations to detect and determine causes of defective work and to

identify spoilage trends.

6. Coordinates the administrative functions, which include personnel, production reporting, time and attendance and other records; informs employees about policies, procedures, rules, and practices of the WCF as they relate to the work of the components.
7. Maintains production records, prepares delivery schedules, and reports on work-in-process, finished goods on hand, etc.
8. Maintains work-in-process inventory and coordinates regular deliveries between the Mechanical Examination Operations Branch, COPE Operations Branch, Federal Reserve Vault and Packaging Branch.
9. Institutes internal control and accountability procedures in cooperation with the Security Division and WCF Compliance Division; maintains physical security and control of the product at all stages of processing; ensures compliance with Bureau policies and procedures; and controls materials, machinery, etc., charged to the Mechanical Examination Operations Branch.
10. Accounts for all products and once product is 100% reconciled by section, transfers substandard products to the Verification/Authentication Process for the substandard product to be processed under the joint verification and destruction procedures.

810310 CURRENCY CONTROL SECTION

1. Coordinates with the Intaglio Plate Printing Operations Branch, the receipt of Unexamined Blank Engraved (UBE) currency.
2. Responsible for maintaining accountability for the receipt, transfer, and delivery of accountable security items and related supplies utilizing the BEN system in accordance with established procedures.
3. Resolves problems detected in the accountability of any one of the processes surrounding the currency manufacturing process.

810400 COPE OPERATIONS BRANCH

1. Prepares COPE presses for overprinting Federal Reserve notes; prints and verifies proof sheets.
2. Overprints Treasury seals, serial numbers, bank district seals, and bank numbers; ensures that currency sheets are collated, properly cut, banded, and placed in sequence.

810400 COPE OPERATIONS BRANCH (continued)

3. Inspects sheets or notes for imperfect printings; exchanges defective currency sheets or notes for star replacement sheets or notes; and replaces defective blank engraved stock received in currency loads. Responsible for assuring denominational integrity from process to process.
4. Counts notes for verification; verifies serial numbers on overprinting currency; wraps bricks of finished notes; and delivers the bricks to the Federal Reserve Vault and Packaging Branch.
5. Stores and issues blank engraved and star replacement stock during the overprinting process.
6. Maintains currency production and accountability records and reports regarding all aspects of the operations, with particular attention to product security and physical control.
7. Requisitions inks, blank engraved paper, and other supplies for overprinting operations; develops schedules for preventive maintenance and repairs to COPE equipment.
8. Institutes internal control and accountability procedures in cooperation with the Security Division and WCF Compliance Division; ensures compliance with Bureau policies and procedures; and maintains physical security and control of the product at all stages of processing; controls materials, machinery, etc. charged to the COPE Operations Branch.
9. Maintains accountability for the receipt, transfer, and delivery of accountable security items and related supplies utilizing the BEN system in accordance with established procedures.
10. Accounts for and transfers substandard product to SVS for disposition.
11. Coordinates the administrative functions, which include personnel, production reporting, time and attendance and other records; informs employees about policies, procedures, rules, and practices of the WCF as they relate to the work of the components.
12. Accounts for all products and once product is 100% reconciled by section, transfers substandard products to the Verification/Authentication Process for the substandard product to be processed under the joint verification and destruction procedures.

810500

810501

810502 FEDERAL RESERVE VAULT & PACKAGING BRANCH

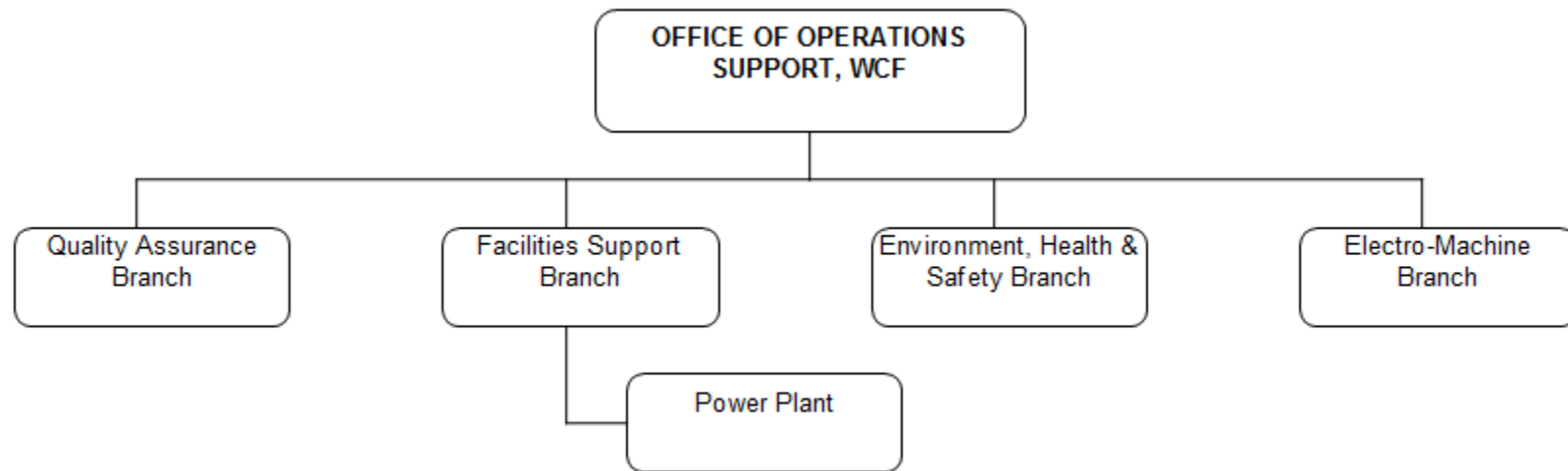
1. Receives, verifies, and stores finished currency from the COPE Operations Branch.
2. Maintains accountability for the receipt, transfer, and delivery of accountable security items and related supplies utilizing the BEN and Currency Ordering System (COS). Reconciles COS balances with BEN on a daily basis. Prepares related reports and schedules.
3. Operates cash-pak machines by assembling four (4) bricks of currency in sequence, passing and scanning the top brick under a bar code sensor, feeding them into the cash-pak machine which shrink-wraps four (4) bricks together, automatically applies the cash-pak label identifying the denomination, serial number, and bank, and loads the cash-pak on a pallet using an automated robotic palletizer.
4. Operates skid overwrapping and banding equipment to seal skids of product for shipment; stages product for shipment; prepares shipping documents; and, transfers shipments to armored carrier personnel for final destination to various Federal Reserve Banks.
5. Exercises rigorous security oversight and physical control over product throughout the cash-pak process.
6. Coordinates all activities related to shipments with the Security Division and/or the WCF Compliance Division.
7. Coordinates the administrative functions, which include personnel, production reporting, time and attendance, and other records; informs employees about policies, procedures, rules, and practices of the WCF as they relate to the work of the component.
8. Institutes internal control and accountability procedures in cooperation with the Security Division and WCF Compliance Division; maintains physical security and control of the product at all stages of processing; ensures compliance with Bureau policies and procedures; and controls materials, machinery, etc. charged to the Federal Reserve Vault & Packaging Branch.

810510 GENERAL STORES, SHIPPING & RECEIVING SECTION

1. Receives equipment, materials, and supplies to support the operation of the WCF.
2. Oversees the operation of the general supply areas. Establishes and periodically reviews stock levels, reorder points, and requisition objectives for production materials and general supplies. Controls the issuance of raw materials, repair parts, and general supplies.
3. Maintains physical accountability of stock items; furnishes suitable storage areas; and reviews data in the BEN to ensure that physical inventory balances are in agreement with the BEN.
4. Monitors the supply budget expenditures; reviews projected programs and projects to determine and advise on supply requirements.
5. Receives equipment, materials, and supplies verifying that the items are of the proper type and quantity; inspects for apparent damages; routes the goods to stores and/or other locations; and prepares related reports.
6. Operates industrial trucks to load and unload materials and supplies to/from tractor-trailers and other vehicles.
7. Oversees the operations of the loading docks.
8. Enters receipts into BEN.
9. Reviews stock items for new and/or better sources.
10. Ensures compliance with Bureau policies and procedures.

830000 OFFICE OF OPERATIONS SUPPORT (WCF)

1. Responsible for the WCF quality assurance, environmental, safety, occupational health, energy, and recycling programs. Ensures compliance with all policies and directives issued by the responsible offices at the DC Facility.
2. Ensures the effective operation and maintenance of the building complex, building systems, and production support systems through either contract or BEP personnel; oversees, directly or indirectly, all construction and service contracting at the WCF; provides CORs to carry out these functions.
3. Develops long-range planning projects, capital investment projects, and budgetary planning for the WCF.
4. Adheres to environmental compliance, monitoring, and reporting for the WCF; obtains any required environmental permits.
5. Administers the environmental compliance, safety, and health programs.
6. Distributes mail and publications/directives as requested.
7. Administers the facility's space utilization and allocation program, and makes space assignments with the approval of the Associate Director (WCF).
8. Supports the currency manufacturing program through the maintenance of production equipment and electronic inspection systems. Participates in the development, construction, operation, and repair of prototype or experimental equipment.
9. Manages quality assurance oversight functions. In cooperation with the Center for Quality Improvement, the Office implements quality standards at the WCF for all materials, processes, and products and recommends corrective action for any nonconforming aspects of production.
10. The Chief, Office of Operations Support (WCF), serves as the principal coordinator of Information Technology (IT) requirements at the WCF, setting goals, establishing priorities, and resolving conflicts which may arise among IT projects competing for resources. The Chief, Office of Operations Support (WCF), promotes the use of IT at the WCF working closely with the WCF IT Support Division which is responsible for performing IT projects.



830100 QUALITY ASSURANCE BRANCH

1. Assures that incoming raw materials and supplies meet contractual specifications. Using the expertise of professional chemists, performs laboratory analyses on papers, inks, and other raw materials.
2. Recommends and develops test methods; substantiates and recommends process and material improvements through process capability studies, design of experiment, laboratory research, and in-process observations. Researches and develops improved test methods which might result in continuous product improvements and customer satisfaction.
3. Provides on-going product testing for quality and in-use durability.
4. Conducts research within the graphic arts profession for state-of-the-art improvements in process/instrumentation.
5. Evaluates new and/or improved production materials for product quality.
6. Participates in Bureau Acceptance Test (BAT) for new currency production equipment.
7. Serves as COR and Material Review Board representative for the WCF.
8. Serves as WCF representative during vendor quality audits.
9. Develops and implements production standards such as target values and tolerances.
10. Develops and implements a currency quality control program. Operates the BPS 3000 as part of the WCF overall Quality Assurance plan.
11. Maintains an inventory and accountability for all test work. Institutes internal control and accountability procedures in cooperation with the Security Division and WCF Compliance Division; ensures compliance with Bureau policies and procedures; and maintains physical security and control of the product at all stages of processing; controls materials, machinery, etc. charged to the Quality Assurance Branch.
12. Accounts for all products and once product is 100% reconciled by section, transfers substandard products to the Verification/Authentication Process for the substandard product to be processed under the joint verification and destruction procedures.

830200 FACILITIES SUPPORT BRANCH

1. Develops statements of work and cost estimates for operation and maintenance contracts, service contracts and construction contracts at the WCF. Develops statements of work and cost estimates for special projects pertaining to operation and maintenance contracts. Submits business cases, statements of work, cost estimates, drawings and specifications to the Office of Acquisition to solicit bids from contractors.
2. Serves as COR and monitors the performance of assigned contracts.
3. Develops and coordinates with the Contracting Officer for modifications to WCF contracts.
4. Takes appropriate measures to control and dispose of waste generated by the plant to comply with Federal, State and local regulations.
5. Acts as COR for the waste treatment plant assuring the efficient operation of the plant.
6. Oversees, directly and/or indirectly, all the construction contracting at the WCF.
7. Develops or oversees the development of all specifications for construction projects, major equipment installations, building repairs, modifications, and additions at the WCF. Reviews engineering designs and calculations prepared in-house or by contract design engineers. Maintains all WCF site and facility engineering drawings.
8. Coordinates all engineering and construction projects whether done in-house, by contractors, or with the assistance of personnel from the DC Facility.
9. Implements capital investment program activities at the WCF.
10. Maintains as-built drawings of the plant depicting the current configurations of utilities and architectural features. Coordinates all modifications and/or changes in the plant, and assures these changes are reflected on the current WCF as-built drawings.
11. Acts as focal point in coordinating WCF user needs and requirements with engineers and designers or construction projects and studies for the WCF.
12. Maintains WCF technical engineering data for building systems and support equipment systems.
13. Oversees space utilization and allocation at the WCF.

830200 FACILITIES SUPPORT BRANCH (continued)

14. Assists in current and long-range master planning and budget functions for facilities and major items support equipment. Prepares advanced major acquisition plans for WCF capital investments.
15. Coordinates and manages WCF furnishings inventory. Coordinates the procurement and installation of furnishings, or administers contracts to ensure they appropriately meet space and utility requirements.
16. Manages inventory of all materials and supplies to support the production of currency at the WCF. Follows up with Office of Acquisition to ensure timely delivery of order materials and supplies.
17. Maintains Fixed Asset database.
18. Manages the surplus and excess property program in accordance with General Services Administration (GSA), Treasury, and BEP regulations, policies, and procedures.
19. Coordinates with GSA on disposal of machinery and equipment.
20. Responsible for mail services and forms distribution. Furnishes copying and related services at the WCF. Receives publications from Washington and distributes as appropriate to WCF personnel.
21. Administers records storage and retention activities and the reports management program in compliance with the appropriate rules, regulations, policies, and procedures.

830210 POWER PLANT

1. Provides utility service systems, heating, ventilation and air conditioning systems, steam boilers, water softeners, thermal oxidizers, etc., needed to support currency production.
2. Monitors, tracks, and helps administer building services, custodial activities, snow removal, waste treatment plant operations, and grounds maintenance contracts; ensures that services meet contract specifications.
3. Serves as COR to monitor, track, and administer contracts for plant equipment maintenance and repair, building maintenance repairs, carpentry, painting, and masonry repairs.
4. Coordinates stock levels, reorder points, and requisition objectives for construction materials and building equipment spare parts; provides data to be entered into BEN. Monitors the supply budget expenditures for construction materials and equipment spare parts.
5. Monitors and maintains the fire management system either directly or indirectly by contract.
6. Provides technical assistance in monitoring and reducing the utility and energy consumption of the plant.

830300 ENVIRONMENT, HEALTH & SAFETY BRANCH

1. Monitors air, waste water, and atmospheric emissions to ensure compliance with Federal, State, and local statutes, regulations, and executive orders.
2. Takes appropriate measures to control and dispose of waste generated by the plant to comply with Federal, State, and local rules and regulations.
3. Identifies, analyzes, and evaluates requirements and pollution sources which generate solid, gaseous, and liquid waste; maintains a current inventory of pollution sources; develops and implements methods to ensure adequate pollution abatement and control for systems and sources; and prepares necessary permit applications for appropriate Federal and/or State regulatory agencies.
4. Reviews plans, specifications, and regulations to ensure compliance with health standards, waste and storm water, environmental protection permit requirements, and general pollution abatement principles and practices, interprets and implements applicable State and Federal regulations on all aspects of air emissions and hazardous waste management; coordinates with regulatory agencies, as required.
5. Conducts program audits and inspections to ensure compliance with applicable safety, occupational health, and fire protection rules, regulations, and standards. Maintains a database of deficiencies discovered during routine, scheduled and unscheduled inspections. Tracks corrective actions and methods of correction.
6. Prepares, implements, and maintains plans and programs to prevent, abate, and control deterioration and pollution of the environment (air, water, and land).
7. Coordinates reviews and inspections by environmental organizations; participates in internal Environmental Compliance Assessment and Management Program (ESCAMP) evaluations by inspecting areas of responsibility and participates in the review of proposed corrective actions.
8. Collects and maintains compliance information and data; prepares and files permits and other required documents; and tests and evaluates systems for compliance with Federal, State, and local laws and regulations.
9. Reviews specifications for new machinery, buildings and equipment and plans for modifying existing equipment or buildings and structures to ascertain compliance with applicable safety, fire, health, and environmental standards.
10. Maintains a database of all WCF Material Safety Data Sheets (MSDS) for hazardous materials used at the WCF. Conducts reviews of new or proposed materials to determine if each product can be used safely throughout the entire production cycle and whether MSDSs comply with the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard.

830300 ENVIRONMENT, HEALTH & SAFETY BRANCH (Continued)

11. Develops, implements, and maintains a contingency plan for the WCF to ensure workers' safety and protection of Bureau assets. Plans, conducts, and promotes activities such as emergency evacuation planning, training, and drills which support the safety, fire, and health programs at the WCF.
12. Reviews and coordinates the activities of the WCF Joint Labor Management Occupational Safety, Health, and Environment Committee (JOSHEC).
13. Manages the US Public Health Service Memorandum of Agreement to provide occupational health screenings, preventive medical services, emergency treatment for injuries and illnesses, the Wellness Center, and other health, safety, and industrial hygiene services; coordinates with the Contracting Officer as required.
16. Prepares and issues hot work permits for renovation and/or construction projects performed by in-house personnel and contractors.
17. Conducts facility-wide industrial hygiene surveys to identify and evaluate occupational stressors. Eliminates or mitigates identified stressors through the implementation of engineering controls, administrative controls, and appropriate personal protective equipment where engineering and administrative controls are not feasible.

830400 ELECTRO-MACHINE BRANCH

1. Performs electrical, electronic, and mechanical work for the installation, maintenance, alteration, assembly, repair and dismantling of production machinery and equipment; inspects new electronic, electrical, and mechanical production equipment.
2. Repairs and/or rebuilds electrical, electronic, and mechanical counting equipment.
3. Fabricates production equipment spare parts and prototype equipment using various machine shop equipment.
4. Analyzes malfunctions in electrical, electronic, and mechanical equipment; develops necessary repair procedures; performs repairs as required.
5. Assists other WCF components in the construction, operation, and repair of prototype or experimental equipment.
6. Fabricates, installs, and tests electrical, electronic and mechanical parts for production, prototype, or experimental equipment.
7. Machines inking-in rollers for use on the I-10 presses, providing the appropriate patterns for each denomination.
8. Provides support for the Plate Makers in maintenance and repair of machine shop equipment.
9. Develops statements of work and cost estimates for modification of currency manufacturing and currency processing equipment contracts at the WCF. Develops statements of work and cost estimates for special projects. Submits business cases, statements of work, cost estimates, drawings and specifications to the Office of Acquisition to solicit bids from contractors.

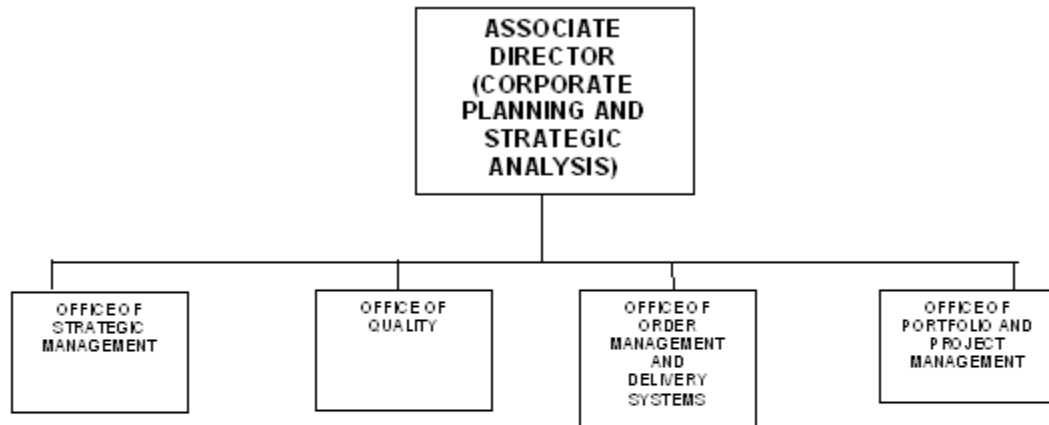
900000 ASSOCIATE DIRECTOR (CORPORATE PLANNING & STRATEGIC ANALYSIS)

The Associate Director, Corporate Planning and Strategic Analysis (CPSA) is responsible for guiding development and execution of overall strategic goals, strategic objectives, strategies (actions), and key success measures to continuously improve enterprise-wide performance.

The Associate Director, CPSA leads the Bureau quality assurance journey through the Office of Quality.

The Associate Director is responsible for starting-up functions of currency order management and delivery, and portfolio and project management. He/she guides institutionalization of integrated order management and delivery systems organization-wide including demand, material, production scheduling and inventory, and inventory and order management processes, protocols, techniques, and services.

Through the Office of Portfolio and Project Management, the Associate Director, CPSA supports and maintains the Bureau's Project Portfolio; fosters and strengthens Project Management (PM) discipline, competence and professionalism; keeps the Senior Executive Team and Project Management community informed of Portfolio and Project status; serves as the Bureau's authority on PM methods and practices; and supports Project delivery in a performance-focused environment.



910000 OFFICE OF STRATEGIC MANAGEMENT

The Office of Strategic Management:

1. Plans and manages day-to-day change management efforts involving multiple strategic processes.
2. Provides facilitation, training, integration and logistical support of BEP's change management efforts.
3. Facilitates the senior leadership team in developing, executing and managing the Bureau's strategic process including the strategic plan, work plans, and major deliverables.
4. Provides business process improvement consulting and training.
5. Facilitates the development of organizational key performance indicators (KPIs) and maintains the KPI reporting and tracking system.

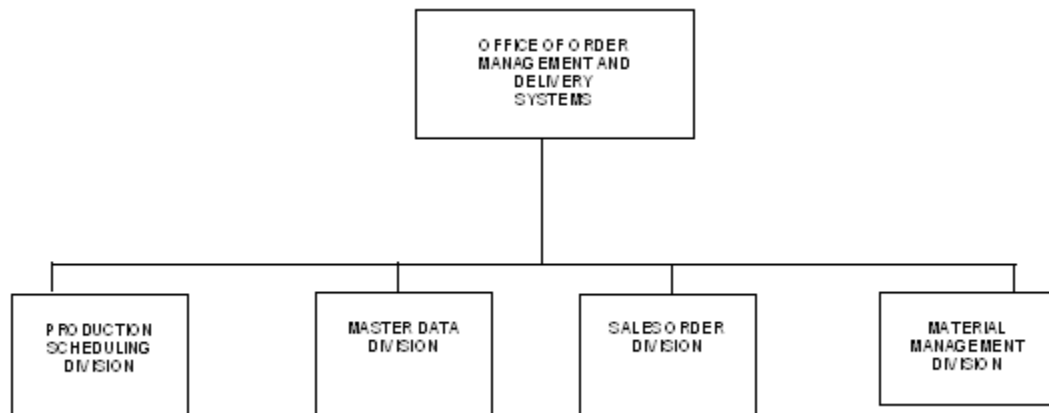
930000 OFFICE OF ORDER MANAGEMENT AND DELIVERY SYSTEMS (OMDS)

The Office of Order Management and Delivery Systems:

1. Leads start-up and institutionalization of integrated order management and delivery systems organization-wide including demand, material, production scheduling and inventory, and inventory and order management processes, protocols, techniques, and services.
2. Monitors reports and report feeds into advanced supply chain systems for optimization and accuracy of data. Provides technical advice on organizational patterns, systems, procedures, and planning of work, including quality and cost controls, applicable to manufacturing processes inherent with order management and delivery systems.
3. Serves as the central point of communication with Federal Reserve Board representatives on yearly order requirements and production, order changes, production status, and scheduling information.
4. Integrates and coordinates all advanced supply chain planning and execution ensuring the organization efficiently and effectively uses Oracle's Advanced Supply Chain Planning (ASCP) module and additional applications for scheduling and production in accordance with manufacturing and industrial engineering best practices. Oversees management of parameters and settings for ASCP module, and integrated applications, to optimize production, safety stock, and material processes. Monitors the on-time and completion performance of suppliers.
5. Creates, institutionalizes, and monitors Key Performance Indicators based on best industrial engineering and manufacturing industry best practices in performance management.
6. Develops the organization's master yearly production plan and schedule in collaboration with the Eastern and Western Currency Facilities. Makes changes based on order or sales demand. Develops demand plans and scenarios that result in effective capacity and inventory plans for two manufacturing plants.
7. Develops and deploys techniques to improve forecasts, scenario plans, trend analysis, and supply chain execution. Integrates and drives organization-wide equipment and labor capacity planning. Leads and/or facilitates continuous improvement activities including advanced supply chain planning, value stream mapping, and kaizen (continuous improvement) events.

930000 OFFICE OF ORDER MANAGEMENT AND DELIVERY SYSTEMS
(continued)

8. Develops monthly status reports for senior management. Maintains program and administrative reference materials, project files, relevant background documents and makes available policies, procedures, and written instructions. Prepares, generates, monitors, and validates the conduct of recurring Order Management and Delivery Systems reviews.



931000 PRODUCTION SCHEDULING DIVISION

1. Develops plans for the integration and use of industrial production facilities in collaboration with Eastern and Western Currency Facilities. Provides technical information, assistance, and advice concerning facilities, machinery, methods, materials, and standards for currency production, and analyzes, plans, and evaluates industrial plants capacity and potential for production of currency in collaboration with Western and Eastern Currency Facilities.
2. Contributes to the start-up and institutionalization of centralized production planning, scheduling, and execution, as well as change management, using an advanced information technology application.
3. Ensures that all production specific inputs, including resource definitions, resource availability, yield rates, run rates, and all other production data required to perform accurate scenario planning simulations and production planning are represented in the applied software tools.
4. Contributes to assembling Annual Demand Plan Inputs, and assembles and updates Production Demand Requirements and Test Demand Requirements.
5. Reviews annual demand projections and enters proposed production split recommendations into the Demand Management Tool based on plant capabilities and production history.
6. Infuses plant manufacturing capabilities and constraints in the planning systems. Reviews schedule outputs, manages schedule exceptions, and releases work orders to be available to the production sections.
7. Determines if production will be constrained in future periods, load levels production plan, and identifies potential corrective actions such as overtime and adding equipment.
8. Provides inputs to the initial Annual Demand Plan for production facilities. Collaborates, contributes to, or initiates and completes scenario planning options. Evaluates planning engine scenario outputs and collaborates in the selection of a favorable scenario to become the Annual Demand Plan. When changes to the Annual Demand Plan are needed, collaborates, contributes to, or initiates and completes scenario planning options to accommodate the change. Evaluates planning engine scenario outputs and collaborates in the selection of a favorable scenario to become the modified Annual Demand Plan.
9. Configures capacity planning (machine and person resource definitions) and finite scheduling application to ensure integration with Oracle's Advanced Supply Chain Planning module.

932000 MASTER DATA DIVISION

1. Manages the start-up of centralized master data.
2. Ensures completeness of master data required to generate accurate Advanced Supply Chain Planning engine outputs. Assembles master data review packages and executes master data review with requestors.
3. Formalizes a New Item Introduction Process by identifying what master data elements are required for each type of system item and ensures that the formalized New Item Introduction Process provides a mechanism for the required master data to be clearly specified by either the requestor or the appropriate functional Office.
4. Manages the Entry and Maintenance of Product Related Data.
5. Assembles master data review packages and executes master data review with requestors.
6. Reviews master data (customer record, item set-up, items on price list) for Federal Reserve Monthly Currency sales orders, Public Sales orders, Special Products sales orders, Test Work sales orders, and Star Note sales orders.
7. Manages the setup and maintenance of system items including the assignment of item attributes, item categories, and catalog values required for effective planning, manufacturing, purchasing, and sales order processing including set-up, entry and maintenance of item master data, Bill of Materials, cost data, and price listings for customer sales orders.
8. Manages the Entry and Maintenance of Production Related Data (setup and maintenance of system entities required for manufacturing execution and production capacity analysis).
9. Manages the maintenance of production (e.g., Press, Craft Shop, Engraving, Offset and Plate Printing) definitions including the entry and maintenance of Machine and Person Resource definitions.

933000 SALES ORDER DIVISION

1. Manages start-up and institutionalization of sales order entry, sales order changes, and sales order scheduling for all sales order types for five demand streams: Federal Reserve Currency, Public Sales Products, Special Products Goods, Currency Testing Work, and Star Notes.
2. Leads Federal Reserve Currency sales order entry, change management, and scheduling. Monitors whether or not sales orders consume corresponding projected demand and oversees forecast adjustment. Enters/changes Federal Reserve monthly Currency sales orders, reviews current Yearly Currency Order Plan to determine monthly production requirement by Federal Reserve Bank; selects Federal Reserve Bank Customer, order type, warehouse, and Currency item. Enters ordered item quantities. Validates additional line details ensuring all line attributes are correct. Splits order lines so one process is listed per line, and saves the order. Updates quantities or cancels sales orders as applicable when changes are made by the Federal Reserve to the Federal Reserve Sales Order.
3. Leads sales order entry into the supply chain planning module for products to be offered for sale to the public, change management, and scheduling. Monitors whether or not sales orders consume corresponding projected demand and oversees forecast adjustment when indicated to avoid creation of duplicate demand in the planning system. Receives notification of a sales order for products to be offered for sales to the public. Enters ordered items and order type, quantity, and scheduled ship date into the supply chain planning module. Communicates changes to existing public sales order, and cancels or updates ordered quantities per the change.
4. Leads Special Product sales order entry, change management, and scheduling. Monitors whether or not sales orders consume corresponding projected demand and oversees forecast adjustment when indicated to avoid creation of duplicate demand in the planning system. Receives notification of a Special Products sales order. Selects the external customer, order type, quantity, and scheduled ship date attaching special instructions for external print orders. Cancels or updates ordered quantities when notified of order change.
5. Performs Test Work sales order entry, change management, and scheduling. Monitors whether or not sales orders consume corresponding projected demand and oversees forecast adjustment when indicated to avoid creation of duplicate demand in the planning system.
6. Receives notification of a Test Work Sales Order. Selects the internal Test Work Customer and order type for Test Work. Enters ordered item(s), quantities, and scheduled due date, and cancels or updates ordered quantities when notified of order change.

933000 SALES ORDER DIVISION (continued)

7. Leads Star Notes sales order entry, change management, and scheduling. Monitors whether or not sales orders consume corresponding projected demand and oversees forecast adjustment when indicated to avoid creation of duplicate demand in the planning system. Determines the Star Note requirements based on historic production yield factors by facility for a given currency denomination/series and the scheduled Annual Demand Plan production for the currency item. Selects the Federal Reserve Bank Customer, order type, warehouse, currency item, and quantity. Validates Additional Line Details ensuring all line attributes are correct. Splits order lines so one process is listed per line, and saves the order. Updates quantities or cancels sales orders as applicable when changes are made.
8. Monitors open sales orders, such as: sales orders open for the monthly/yearly totals, percentage of sales orders completed for the entire year and for the current month, trend analysis of sales orders completed over time, and percentage of on-time sales orders.

934000 MATERIAL MANAGEMENT DIVISION

1. Manages the start-up and institutionalization of centralized materials management for automated currency order management, delivery, and advanced supply chain planning system including: establishing requisitioning of paper and ink on Annual Demand Plan through a planning model; establishing minimum/maximum and acquisition rules as the material requirements engine for production support material; and initiating and ensuring completion of key personnel training in material management process best practices.
2. Monitors and manages the material requirements (e.g., paper, ink) generated by the Annual Demand Plan. Accesses the BEP Enterprise (BEN) and analyzes material requirements based on existing demand from the Demand Plan and Production Schedule. Identifies any material that will create a challenge for the vendor(s) to deliver on-time. Publishes material requirements to Vendor Portal, and obtains feedback from Vendor, and identifies material concerns.
3. Reviews recommendation from the BEN Manufacturing Support Suite (MSS) functionality of material required based on the Annual Demand Plan and Production Schedule, and makes adjustments, if needed, and releases recommendations to generate purchasing requisitions.
4. Manages changes in material requirements as demand changes throughout the execution year. Reviews and analyzes all system generation. Determines whether an exception is a supplier change or a floor change. If no change to existing requisition or purchase order is involved, generates a requisition. If a change to the production schedule is required, and obtains modified material requirements after the Demand Plan is changed.
5. Manages, monitors, and maintains all required buy item lead times. Analyzes existing lead times against actual lead times. Determines if any lead time attributes in the system need to be adjusted. Updates required lead time elements within BEN MSS. For changes to "Make Item" lead times, communicates suggested changes to operations management.
6. Monitors the Minimum-Maximum virtual workbench daily, and analyzes and identifies items that have hit minimum quantity threshold. Selects the item that will be requisitioned and generates the requisition to keep storeroom stocked to support production needs, and adjusts minimum-maximum quantities.
7. Analyzes Safety Stock levels from monthly Safety Stock Report. Determines settings that need to be manually adjusted (over-ride) or allows system to generate them based on demand and demand history.

934000 MATERIAL MANAGEMENT DIVISION (continued)

8. Manages the Expedite process. Identifies that a material requires expedited receiving in order to get the material to the shop floor as soon as possible once it arrives at the dock, and selects expedite flag on requisition.
9. Identifies Ink Lots that are about to expire. If expiring ink is on the production floor, notifies Section Supervisor to transfer ink to stockroom, and, if there will be a request to extend shelf life, submits request to Materials Technology Division.
10. Provides input to the Annual Demand Plan and subsequent plan revisions regarding significant supplier constraints. Reviews simulation scenario outputs to identify material supply exceptions indicating that a given scenario is not feasible from a materials perspective and requires modification. Ensures all material specific inputs including supplier configuration, contract agreements, purchased item lead times, receipt routing, and all other material required data required to perform accurate scenario planning simulations and production planning are represented in the applied software tools. Provides input on material availability constraints that would prevent effective production scheduling for demand inputs and reviews simulation output to identify material supply issues, and recommends plan adjustments to mitigate material supply issues.
11. Serves as the resident advocate for good project management practices across the organization; and selects project management tools for organization-wide use.
12. Serves as the official source of project templates and other project aids.
13. Supports project delivery in a performance-focused environment.

940000 OFFICE OF PORTFOLIO AND PROJECT MANAGEMENT

The Office of Portfolio and Project Management (OPPM):

1. Supports and maintains the BEP Project Portfolio.
2. Develops and maintains Portfolio Management methodology and standards addressing ideation/categorization, evaluation, selection/prioritization, authorization, and benefit realization.
3. Serves as the resident advocate for good Portfolio Management practices.
4. Selects Portfolio Management tools and templates for organization-wide use.
5. Serves as the official source of Portfolio Management templates and other aids.
6. Fosters and strengthens Project Management discipline, competence and professionalism among BEP staff.
7. Mentors OPPM project teams and project teams in other Directorates/Facilities by request in project: integration management; scope, time, cost, issues, and communication management; and risk assessments.
8. Serves as quality advocate by ensuring consistency of milestones, issues, and project status information reported by project teams in the OPPM and other Directorates/Facilities and assist in conducting regular assessments of actual value and outcomes versus planned value and outcomes.
9. Assists project teams in other Directorates/Facilities, when requested, in all phases of their projects from project definition to rollout.
10. Creates and maintains a Project Management Community of Practice composed of Project Managers from all Directorates/Facilities. Works with this team as a means of building and sharing PM expertise. Collaborates with other PPM offices in the Department of the Treasury to improve overall project management practices, and share best practices and lessons learned.
11. Recognizes and rewards excellence in project management throughout the project portfolio.
12. Serves as a neutral party in resolving issues brought forward to the OPPM by Project Managers.
13. Implements and supports use of a standardized project management methodology across all projects.

940000 OFFICE OF PORTFOLIO AND PROJECT MANAGEMENT (continued)

14. Tracks portfolio and project progress across the Bureau. Identifies, manages, and/or supports ameliorating project risks and issues.
15. Participates in performance reviews of Project Managers when they report to OPPM on a dotted line basis, when applicable.
16. Trains Project Managers in the full range of project management topics. Makes training available to all levels of BEP management so that supervisors, middle managers, and executives each understand their role in making projects a success. Training may occur in multiple formats including formal project management classroom training, informal mentoring, partnering on projects, project management certification courses provided by third party vendors, seminars, and workshops.
17. Keeps BEP's Senior Executive Team and Project Management community informed.
18. Provides monthly briefings to the Senior Executive Team. Maintains the executive dashboard of portfolio and project status. Coordinates/facilitates the quarterly prioritizing of projects by the Senior Executive Team.
19. Develops, maintains, and publishes a "Lessons Learned" database.
20. Serves as the centralized repository of process knowledge, project performance metrics, templates, and past project documentation.
21. Develops and maintains the OPPM web page disseminating information about BEP's project portfolio across the organization.
22. Serves as BEP's Authority on project methods and practices.
23. Develops and sets project management methodology and standards addressing: project charter; project governance; scope, time, cost, quality (technical performance), issue, and communication management; execution approach; and risk management, among others.
24. Serves as the resident advocate for good project management practices across the organization; and selects project management tools for organization-wide use.
25. Serves as the official source of project templates and other project aids.
26. Supports project delivery in a performance-focused environment.

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27. For projects sponsored by an Associate Director other than Corporate Planning and Strategic Analysis and managed by a Project Manager assigned by that Associate Director:

- Upon request, the OPPM will provide guidance to the Project Manager, but under normal circumstances would not provide direct PM services.
- Project Managers will use BEP's standardized project management methodology including but not limited to developing a project plan, maintaining the integrated project timeline, and tracking staff and project management assignments and reviews.
- Project Managers are accountable for successful project delivery. Delivery will be objectively measured as defined by BEP's standardized project management methodology.
- Project Managers will identify and manage project risks and issues.
- Project Managers interface directly with the Sponsor.

28. For projects managed by the Portfolio and Project Management Office:

- OPPM provides project management services.
- OPPM will use BEP's project management methodology including but not limited to developing a project plan, maintaining the integrated project timeline, tracking staff and project management assignments and reviews on selected projects, and coordinating governance review meetings.
- OPPM is accountable for successful project delivery. Delivery will be objectively measured as defined by BEP's standardized project management methodology.
- OPPM will identify and manage project risks and issues.
- OPPM interfaces directly with the Project Sponsor.