

**CIRCULAR**

DATE June 29, 2015

**AUTHORIZATION OF ALL PRODUCTION ACTIVITIES**

REVIEW DATE: June 29, 2020

**1.0 PURPOSE AND SCOPE**

This circular establishes the Bureau of Engraving and Printing's (Bureau/BEP) policy concerning the levels of authorization required for establishing work orders authorizing work to be performed for producing printed materials in the BEP.

**2.0 POLICY**

Work Authorizations, Print Orders and Orders for Supplies and Services shall be prepared and issued prior to the commencement of work by BEP components. It is the policy of the BEP, regarding the procurement of non-security printed items, that such items be procured from Departmental sources whenever possible. This process should be coordinated through the Production Management Division (PMD), Office of Financial Management (OFM), Room 309A. If the printing or processing of non-security items cannot be procured from Departmental sources, requests should be forwarded to OFM to ensure proper authorization. BEP resources (equipment and personnel) shall be utilized only for production of security products or related items.

**3.0 RESPONSIBILITY**

The OFM is responsible for ensuring proper authorization for all work orders. The BEP components listed in the work order are responsible for the proper execution of the order.

**4.0 SUPERSESSION**

This circular supersedes Circular No. 10-02.1, "Authorization of All Production Activities," dated March 24, 1988 and Circular No. 10-02.4, "Procedures for Authorization of Work Orders Relative to Printed Products," dated November 15, 1995.

**5.0 TYPES OF AUTHORIZATION FOR WORK ORDERS****5.1 WORK AUTHORIZATION**

5.1.1 PURPOSE. The Work Authorization (BEP Form 8096) authorizes the Office of Engraving to create models, dies, film, proofs, rolls, plates, cylinders and sleeves to be used in the production of BEP products.

**5.2 PRINT ORDER – CURRENCY**

5.2.1 PURPOSE. The Print Order – Currency (BEP Form 9133-3) authorizes the PMD to print and process items to be used either in support of production programs or for product development. The Yearly Currency Order specifies quantities of notes, by denomination and bank combination, to be delivered to the Federal Reserve Vault each month (Transaction "YCOPPSCH"). This

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document is used as the driver for the monthly delivery schedule – Federal Reserve Notes (YCOPROMDS), estimated daily production and delivery requirements (YCOPREDP) and monthly overprinting requirements by process sheet and process (YCOPRMOR).

## 5.2.2 AUTHORIZATION.

5.2.2.1 *In the case of work to be done of a security nature for product development, authorization is required from the Director, BEP, via an approved Request for Assessment (BEP Form 8584) which must include a Security and Accountability Plan.*

5.2.2.2 *The annual letter from the Federal Reserve System notifies the BEP of the yearly currency order.*

5.2.2.3 *In the case of materials used in the support of production program, a memorandum from the requesting Office Chief must be approved by the Manager, Production Management Division.*

5.2.2.4 *Substantive changes to the original order shall be approved by the initial final approval signatory and submitted in writing to the Chief, OFM.*

## 5.3 PRINT ORDER – MISCELLANEOUS PRODUCTS

5.3.1 PURPOSE. The Print Order – Miscellaneous Products (BEP Form 9133-5) authorizes the Office of Currency Manufacturing (WCF) or the Office of Securities Printing (ECF) to print and process items other than currency for sale or use by both internal and external customers.

## 5.3.2 AUTHORIZATION.

5.3.2.1 For internal customers, authorization from the Director, BEP, is required for the printing and processing of non-security items that cannot be procured from Departmental sources.

5.3.2.2 After Director approval (if required), a memorandum from the requesting Office Chief must be forwarded to the Chief, OFM.

5.3.2.3 In the case of items for external customers, various agencies utilize either printing requisitions or letters as authorization.

5.3.2.4 Substantive changes to the original order shall be approved by the initial final approval signatory and submitted in writing to the Chief, OFM.

## 5.4 ORDER FOR SUPPLIES OR SERVICES.

5.4.1 PURPOSE. The Order for Supplies or Services (BEP Form 8098) authorizes BEP manufacturing and support components to perform work other than printing of BEP products in support of the production programs. Some examples are: the destruction of obsolete items, plates and sleeves used in the production of out-of-series currency, unusable (worn) currency plates, requests from external customers for negatives or dies, etc.

## 5.4.2 AUTHORIZATION.

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- 5.4.2.1 *In the case of materials used in the support of production programs, a memorandum from the requesting Office Chief must be approved by the Chief, OFM. The Chief, OFM, shall approve the destruction of all obsolete items.*
- 5.4.2.2 *The Director, BEP, shall approve all work orders, which require the removal of security items; e.g., image carriers, printed materials, and currency and blank pre-phosphored paper from the BEP premises. In the case of work to be done of a security nature for product development, authorization is required from the Director, BEP, via an approved Request for Assessment (BEP Form 8584) which must include a Security and Accountability Plan.*
- 5.4.2.3 *All requests from Project Managers must be submitted via a Request for Assessment (BEP Form 8584), which must include a Security and Accountability Plan, and approved by all Associate Directors and the Director.*
- 5.4.2.4 *Requests may be prepared on a memorandum by the Project Manager and routed through his/her Associate Director for approval by the Director.*
- 5.4.2.5 *Substantive changes to the original order shall be approved by the initial final approval signatory and submitted in writing to the Chief, OFM.*

## 5.5 NOTICE OF CHANGE

- 5.5.1 **PURPOSE.** The Notice of Change (BEP Form 2149) informs BEP manufacturing and support components of changes to the original Print Order or Order for Supplies or Services made necessary by a change in requirements from the customer or by an error in the creation of the original order.

## 5.6 JOB CHANGE REQUEST

- 5.6.1 **PURPOSE.** The Job Change Request (BEP Form 8050) notifies BEP manufacturing components of the requirements to perform press job changes, a description of the change, where to make the change and the duration of the change.
- 5.6.2 **AUTHORIZATION.** Manager, Production Management Division.

## 5.7 MANUFACTURING ORDERS

- 5.7.1 **PURPOSE.** Authorizes the manufacturing components to print, process and deliver the customer-desired quantity (BEN).
- 5.7.2 **AUTHORIZATION.** Printing authorizations and letters from external customers, approved Request for Assessment or approved memoranda from internal customers.

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## 6.0 OFFICE OF PRIMARY RESPONSIBILITY

Office of Financial Management.

**<annual update>**

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Director