

DIRECTIVES MANUAL



DATE: October 23, 2017

DIRECTIVES MANUAL

REVIEW DATE: October 23, 2022

This manual establishes policy governing the preparation, review, and approval of Bureau of Engraving and Printing (BEP/Bureau) directives. Directives are defined as written communications that initiate or govern action, conduct, or procedure and are issued as Bulletins, Circulars, and Manuals.

All BEP directives are available for viewing and printing by accessing the Directives Index through In\$ite. The documents viewed via the intranet are electronically approved; therefore, they do not show the signatures of the approving officials.

<electronically approved>

Leonard R. Olijar
Director

MANUALDATE: October 23, 2017

CHAPTER 1 – GENERAL	4
1.0 PURPOSE	4
1.1 SCOPE	4
1.2 POLICY	4
1.3 REFERENCES	4
1.4 SUPERSESSION	4
1.5 DEFINITIONS	4
1.6 OFFICE OF PRIMARY RESPONSIBILITY	5
CHAPTER 2 – PREPARATION, COORDINATION, AND PUBLICATION	6
2.0 PURPOSE	6
2.1 DIRECTIVES	6
2.2 TEMPLATES	6
2.3 NUMBERING SYSTEM	7
2.4 DATE	7
2.5 EFFECTIVE DATE	7
2.6 REVIEW DATE	7
2.7 DISTRIBUTION	7
2.8 SIGNATURE	7
2.9 SECTION 508 ACCESSIBILITY	8
2.10 RESPONSIBILITIES	8
2.11 HISTORICAL FILES	10
2.12 REVISIONS TO FORMS	10
2.13 REVISIONS TO DIRECTIVES	11

MANUAL

DATE: October 23, 2017

2.14	POSTING	11
 CHAPTER 3 – STYLE AND FORMAT		12
3.0	GENERAL	12
3.1	MARGINS	12
3.2	DATES	12
3.3	SPACING	12
3.4	FONT	12
3.5	PAGE NUMBERS	12
3.6	ACRONYMS AND ABBREVIATIONS	12
3.7	CONTROLLED DIRECTIVES TEXT ARRANGEMENT	12
 EXHIBITS		14
	Exhibit A – Standard Numbering System	15
	Exhibit B – Directives Clearance Procedures	16
	Exhibit C – Bulletin Template	17
	Exhibit D – Circular Template	18
	Exhibit E – Manual Template	19
	Exhibit F – BEP Form 2324, Request for Review of Directive	20

MANUAL

DATE: October 23, 2017

CHAPTER 1 – GENERAL

1.0 PURPOSE

This manual sets forth Bureau policy for the preparation, approval, and issuance of directives. It further defines the types of directives to be published and states the responsibilities of Bureau components for various phases of the directives process.

1.1 SCOPE

This directive applies to all individuals assigned the task of creating/revising new/existing directives.

1.2 POLICY

The Directives program provides a controlled system for ensuring current, accurate, concise, and documented methods of communication. Bureau directives will be published only in the specified format and under the provisions of this manual. All directives are published electronically to allow BEP-wide access to all current directives.

1.3 REFERENCES

- 1.3.1 36 Code of Federal Regulations (CFR), Subchapter B, [Section 1222.22](#), “What records are required to provide for adequate documentation of agency business?”
- 1.3.2 [Section 508 of the Rehabilitation Act](#), August 7, 1998.
- 1.3.3 “Resources for understanding and implementing Section 508,” www.section508.gov.
- 1.3.4 United States Government Printing Office (GPO) “Style Manual,” 30th edition (2008).
- 1.3.5 Gregg Reference Manual, Eleventh edition (2010).
- 1.3.6 Treasury Style Manual, July 2014.
- 1.3.7 “Creating an accessible Office document,” www.office.microsoft.com.
- 1.3.8 Team Track (SBM) for Directives.

1.4 SUPERSESION

This document supersedes Manual No. 80-01.1, “Directives Manual,” dated August 23, 2016.

1.5 DEFINITIONS

- 1.5.1 Alternate Text – Text associated with an image that serves the same purpose and conveys the same essential information as the image.
- 1.5.2 Approving Official – Representative of the Office of Primary Responsibility, i.e., Office Chief, Associate Director, Deputy Director, Director.
- 1.5.3 Bulletin – Directive that contains temporary/short-term information impacting existing policies/procedures or establishes interim guidance; may be used to rescind directives not superseded by another publication; applicable to one or more components or to the entire Bureau.

MANUAL

DATE: October 23, 2017

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- 1.5.4 CIO Webmaster – Group responsible for posting items to In\$ite.
 - 1.5.5 Circular – Directive that contains permanent policy/procedure; applicable to one or more components (functional or jurisdictional control); may be superseded by a revision; can be enhanced, modified, or rescinded by a bulletin.
 - 1.5.6 Concur – Approve.
 - 1.5.7 Controlled Directive – Created with specific format instructions; require clearance by the Directives Office; issued as Bulletins, Circulars, and Manuals.
 - 1.5.8 Directives – Written communications that initiate or govern action, conduct, or procedure.
 - 1.5.9 Directives Index – Repository of current directives located on In\$ite.
 - 1.5.10 In\$ite – BEP’s intranet.
 - 1.5.11 Internal Communications – BEP’s “Yellow Flyer” used to announce issues that directly affect BEP employees, e.g., leave usage for the Year End Shutdown, Lunch and Learn sessions, email usage, open seasons, etc.
 - 1.5.12 Manual – Directive that contains permanent or long-lasting policy; contains specialized/detailed instructions needed for a particular group of employees or for the entire Bureau; covers in a single publication a broad subject or several closely-related areas; appears in book-type format; maybe superseded by a revision and rescinded by a bulletin.
 - 1.5.13 Memoranda – Documents issued as communications from one component or individual to another for the transaction of normal functional responsibilities, requesting interoffice assistance, or dealing with unusual requirements.
 - 1.5.14 Non-Concur – Disapprove.
 - 1.5.15 Non-Controlled Directive – Issued as memoranda, special announcements, internal communications, etc.; documents not monitored by the directives system, not required to conform to specific format instructions, and do not require clearance by the Directives Office.
 - 1.5.16 Office of Primary Responsibility – The Bureau component responsible for the directive.
 - 1.5.17 Reviewing Official – Member of the Senior Executive Team selected to review and comment on draft directives.
 - 1.5.18 Senior Executive Team (SET) – Group of executives that includes the Director, Deputy Directors, Associate Directors, and Chiefs of the Offices of Chief Counsel and External Relations.
 - 1.5.19 Serena Business Manager (Team Track) – Workflow tool used for full traceability of directives processing.
 - 1.5.20 Special Announcements - Announce special events that do not meet the criteria of memoranda or controlled directives. Policy and/or procedure should not be included in special announcements.

1.6 OFFICE OF PRIMARY RESPONSIBILITY

Chief Information Officer (CIO) Staff

MANUAL

DATE: October 23, 2017

CHAPTER 2 – PREPARATION, COORDINATION, AND PUBLICATION

2.0 PURPOSE

This chapter gives instructions on preparing, approving, and publishing Bureau directives. Types of directives to be published are defined and the responsibilities of Bureau components for various phases of the directives program are clarified. Bureau directives will be published only in the specified formats and under the provisions of this manual.

2.1 DIRECTIVES

A directive is a written communication that initiates or governs action, conduct, or procedure. ~~Directives fall into one of two categories:~~ The Bureau recognizes **controlled directives** as bulletins, circulars, and manuals. These directives are numbered according to the standard numbering system, conform to specific format instructions, and require clearance by the Directives Officer. Controlled directives can be permanent or temporary and:

- Establish an organizational unit;
- Delegate authority;
- State permanent (not interim) policy;
- Establish standards of operation;
- Specify operational and accountability/internal control procedural requirements;
- Implement pertinent directives issued by external authorities; and/or
- Establish policy/procedure.

NOTE: Non-controlled documents are classified as memoranda, special announcements, internal communications, etc. Non-controlled documents are:

- Not submitted through the directives system and **do not require clearance** from the Directives Officer;
- Not numbered according to the standard numbering system;
- Not required to conform to the format instructions outlined in this Manual; and
- Signed by the individual responsible for their content.

However, any non-controlled documents sent to the CIO Webmaster for posting will be reviewed by the Directives Officer to ensure these documents do not contain policy.

2.2 TEMPLATES

Distinctive templates for bulletins, circulars, and manuals are available by request from the Directives Officer.

MANUAL

DATE: October 23, 2017

- 2.8.3 The appropriate Office Chief or equivalent will sign directives that establish jurisdictional policies for a single component under the delegated responsibility and authority of an Office.

2.9 SECTION 508 ACCESSIBILITY

- 2.9.1 Each OPR will abide by the requirements of Section 508 of the Rehabilitation Act, which ensures that individuals with disabilities have meaningful access to information and data that is comparable to the access provided to those individuals who are not disabled.
- 2.9.2 An OPR can access instructions to assist in the creation of 508-accessible documents by accessing "[Procedures for Creating Accessible Documents](#)," and/or "[Creating an accessible Office document](#)." Should further assistance be required, the OPR should contact @CIO_WEBMASTER@bep.gov.

2.10 RESPONSIBILITIES

- 2.10.1 The OPR will:
- 2.10.1.1 Determine the need for a directive;
 - 2.10.1.2 Comply with the format requirements described in this manual and consult with the Directives Officer, if necessary, on formatting issues;
 - 2.10.1.3 Write in a style that is clear, concise, and easily understood;
 - 2.10.1.4 Edit for grammar and punctuation;
 - 2.10.1.5 Insert changes by:
 - using the Track Changes feature in Microsoft Word;
 - highlighting revisions in green; or
 - highlighting deletions in yellow with strikethroughs;
 - 2.10.1.6 Insert alternate text, where needed, and consult with the CIO Webmaster group on accessibility issues;
 - 2.10.1.7 Comply with the directives clearance procedures outlined in [Exhibit B](#);
 - 2.10.1.8 Negotiate all non-concurrences with the respective reviewing officials to foster agreement on necessary changes;
 - 2.10.1.9 Participate in briefings with union representatives; and
 - 2.10.1.10 Review each directive by the review date assigned by the Directives Officer, to ensure the content is current and accurate.

If an emergency exists and time is an essential factor, the OPR may request the Directives Officer to expedite the review process. The OPR has a 90-day window to complete the review process once a directive has been circulated and comments have been received from reviewing officials.

- 2.10.2 The Directives Officer will:

MANUAL

DATE: October 23, 2017

pages in length may have up to a 30-day review period. If no response has been received from a reviewing official by the specified deadline date, the reviewer's response will be recorded as CONCUR.

Any edits made as a result of a non-concurrence, the edited document must be reviewed again by the original reviewers so that subsequent changes do not affect the original concurrences. After an OPR has exhausted their ability to resolve a non-concurrence with a reviewing official and has solicited the help of their Associate Director (AD), the OPR will address such concerns to the SET in the form of a written and/or verbal briefing, depending on their AD's desire. This briefing will fully explain the issue, the proposed solution, and address the concerns raised by the dissenting reviewing official. After this briefing, the issue will be decided by the SET. The Director or Deputy Directors, who are the ultimate owners of BEP policy, can decide to overrule and implement as they see fit. Either way, a final decision will be rendered. In no instance will a matter be left without a final decision.

2.10.4 The ELMRD staff will forward draft directives to all applicable unions for courtesy review. Management welcomes comments or suggestions from the unions. The unions have five (5) days from notification to comment. In the event a union requests a briefing, the ELMRD will make arrangements for the briefing.

2.10.5 The Approving Official will electronically approve and/or manually sign directives upon review of the complete directives package/comments.

2.10.6 The CIO Webmaster group will post directives to In\$ite.

2.11 HISTORICAL FILES

The Directives Officer will maintain background files of all current directives, which will be readily accessible for reference and include:

2.11.1 The original directive signed by the appropriate official;

2.11.2 Documentation received from each reviewing official identifying their concurrence or non-concurrence and comments; and

2.11.3 The reconciliation of non-concurrences, if applicable.

All obsolete/historical directives will be held in accordance with National Archives and Records Administration General Records Schedules or the BEP Agency-Specific Records Schedule. The final copy of the directive with the approving official's original signature will be maintained on file.

2.12 REVISIONS TO FORMS

When a proposed directive requires a new or revised form, the OPR will forward, manually or electronically, a sample of the form, along with BEP Form 2322, "Form Request and Certification," to the Records Officer in the Office of Critical Infrastructure and IT Security for review/authorization.

2.13 REVISIONS TO DIRECTIVES

2.13.1 All revisions to directives will be reviewed and approved by the reviewing officials that performed the original review and approval, unless specifically designated otherwise. The Directives Officer will determine the impact of the revision(s) on other BEP Offices and ensure the appropriate reviewing officials have reviewed any changes. Reviewing officials will indicate their concurrence/non-concurrence accordingly.

2.13.2 Revised portions of the directive must be identified with green highlights. Any segments that are being deleted must be identified by using the ~~strikethrough~~ feature and highlighted in yellow. **Only revised portions of the document are subject to comment and concurrence by reviewers.** If a reviewer reads the entire document and realizes the need to update it further based on a change of regulation, law, or simply observes an important technical error, they must contact the OPR to discuss additional changes to the document. If the changes suggested are important, the OPR should pull the document back from review, make such revision and resubmit the document. If the changes are not important, the OPR may elect to wait for the next revision and continue with the current review.

2.14 POSTING

All directives, EMS, and QMS documents are posted to In\$ite by the Office of Enterprise Solutions.

MANUAL

DATE: October 23, 2017

CHAPTER 3 - STYLE AND FORMAT**3.0 GENERAL**

Maintain consistency within the document. Refer to the Treasury Style Manual. Items mentioned below are specific to the Bureau.

3.1 MARGINS

Use one-inch margins on all sides of the document.

3.2 DATES

Use cardinal numbers for dates, e.g., December 25, 2014.

3.3 SPACING

Submitted documents should be single-spaced.

3.4 FONT

Documents shall be submitted in Arial, 12 point or Times New Roman, 12 point.

3.5 PAGE NUMBERS

All documents must include page numbers, centered at the bottom of each page.

3.6 ACRONYMS AND ABBREVIATIONS

When using acronyms for the first time, write out the word in full and abbreviate the acronym in parentheses.

3.7 CONTROLLED DIRECTIVES TEXT ARRANGEMENT

The text begins the body of the directive. The following table describes each controlled directive and provides the format to follow.

Policy Sections	Bulletin	Circular	Manual +
Purpose	MANDATORY	MANDATORY	MANDATORY
Policy	N/A	MANDATORY	MANDATORY
Scope *	MANDATORY	MANDATORY	MANDATORY
Supersession **	N/A	MANDATORY	MANDATORY
Background	OPTIONAL	OPTIONAL	OPTIONAL
Definitions	OPTIONAL	OPTIONAL	OPTIONAL
References ***	MANDATORY	MANDATORY	MANDATORY
OPR	MANDATORY	MANDATORY	MANDATORY
Signature ++	MANDATORY	MANDATORY	MANDATORY
Expiration Date ****	MANDATORY	N/A	N/A
Review Date	N/A	MANDATORY	MANDATORY
Template Exhibit	C	D	E

MANUAL

DATE: October 23, 2017

Paragraphs labeled mandatory **must** be included, and those labeled optional may be included. Other paragraphs not listed may be included as necessary to ensure an understanding of the directive.

- * Scope is used to identify components affected by the directive; may be combined with the Purpose paragraph.
- ** Mandatory if the current directive rescinds another document by its issuance.
- *** Examples of references include Executive Orders, acts of Congress, Departmental orders or directives, regulations of another federal agency, or other Bureau documents.
- **** Expiration dates are MANDATORY for bulletins. Bulletins expire one (1) year after the original approval date and will be automatically rescinded.
- + Authors may arrange a manual in a structure sequence that best fits the nature and content of the instructions.
- ++ A signature page should be the first page of a manual.

EXHIBITS

MANUAL

DATE: October 23, 2017

Exhibit A – Standard Numbering System

- 10-00 MANAGEMENT AND ADMINISTRATION
- 10-01 ORGANIZATION, FUNCTIONS AND INTERNAL RELATIONSHIPS
- 10-02 AUTHORITIES
- 10-04 INTERNAL CONTROL SYSTEMS AND FOLLOWUP FOR AUDIT RECOMMENDATIONS
- 10-05 EMERGENCY PREPAREDNESS
- 10-06 COMMITTEES, CONFERENCES AND BOARDS
- 10-07 POSITION MANAGEMENT
- 10-08 INFORMATION TECHNOLOGY
- 10-10 PRODUCTIVITY MEASUREMENT
- 30-00 BUDGET
- 35-00 FINANCIAL MANAGEMENT
- 40-00 EXTERNAL AFFAIRS
- 50-00 LEGAL
- 60-00 HUMAN RESOURCES MANAGEMENT
- 63-00 EMPLOYMENT (GENERAL)
- 64-00 EMPLOYEE PERFORMANCE AND UTILIZATION
- 65-50 PAY ADMINISTRATION
- 66-00 ATTENDANCE AND LEAVE
- 67-13 EQUAL EMPLOYMENT OPPORTUNITIES
- 67-35 EMPLOYEE RESPONSIBILITIES AND CONDUCT
- 69-00 EMPLOYEE RELATIONS
- 70-01 TRANSPORTATION
- 70-02 TRAVEL
- 70-03 PROPERTY MANAGEMENT
- 70-04 COMMUNICATIONS
- 70-06 PROCUREMENT
- 70-09 ENVIRONMENTAL/SAFETY PROGRAMS
- 71-00 SECURITY
- 71-01 SECURITY - WCF
- 80-00 PAPERWORK MANAGEMENT
- 80-01 DIRECTIVES MANAGEMENT
- 80-03 REPORTS MANAGEMENT
- 80-04 FORMS MANAGEMENT
- 80-05 RECORDS MANAGEMENT
- 80-06 MAIL MANAGEMENT AND COPYING SERVICES
- 82-00 OPERATIONS
- 84-00 CURRENCY PRODUCTION
- 85-00 ENGRAVING
- 86-00 MISCELLANEOUS BUREAU PRODUCTS
- 91-00 ENGINEERING
- 92-00 RESEARCH AND TECHNICAL SERVICES
- 93-00 QUALITY ASSURANCE
- 98-00 GENERAL POLICY AND PROCEDURE
- 99-00 MISCELLANEOUS

Exhibit B – Directives Clearance Procedures

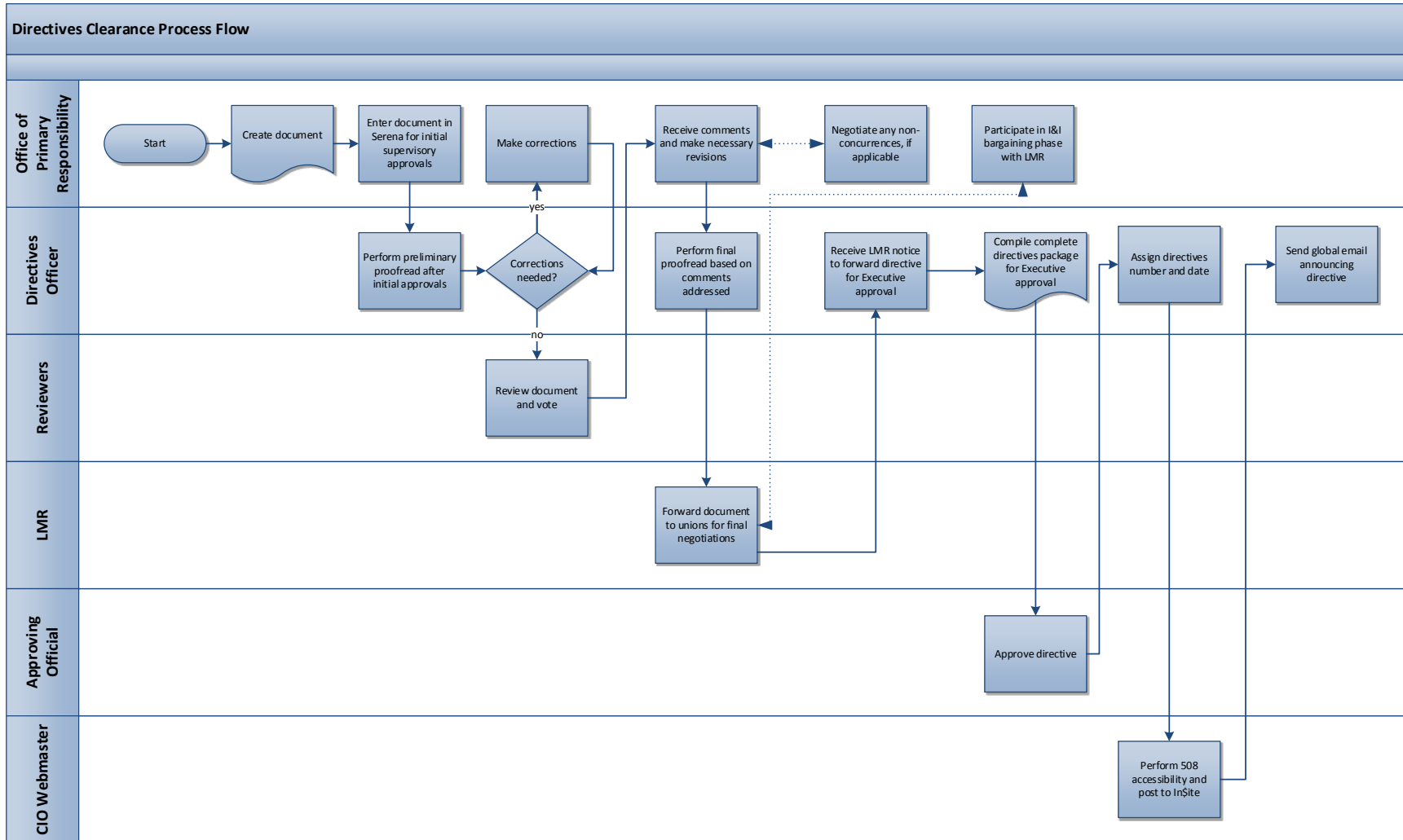


Exhibit C – Bulletin Template

BUREAU OF ENGRAVING AND PRINTING

BULLETIN

No. TBD at signing

DATE TBD at signing

BULLETIN TEMPLATE

EXPIRATION DATE **MANDATORY**

1.0 PURPOSE (MANDATORY)
This section describes the reason the bulletin is being published.

2.0 SCOPE (MANDATORY)
This section identifies those affected by the bulletin.

3.0 REFERENCES (MANDATORY)
List of government regulations that address the subject of the bulletin.

4.0 BACKGROUND (OPTIONAL)
Include any information that adds value to the bulletin.

5.0 DEFINITIONS (OPTIONAL)

6.0 ADDITIONAL SECTION(S) AS NEEDED

7.0 OFFICE OF PRIMARY RESPONSIBILITY (MANDATORY)
Office responsible for the content of the bulletin.

SIGNATURE
Office Chief, Associate Director, or Director
MANDATORY

1

Exhibit D – Circular Template

BUREAU OF ENGRAVING AND PRINTING

CIRCULAR

No. TBD at signing

DATE TBD at signing

CIRCULAR TEMPLATE

REVIEW DATE: MANDATORY

1.0 PURPOSE (MANDATORY)

This section describes the reason the circular is being published.

2.0 SCOPE (MANDATORY)

This section identifies those affected by the circular.

3.0 POLICY (MANDATORY)

This section states BEP policy pertaining to the subject of the circular.

4.0 REFERENCES (MANDATORY)

List of government regulations that address the subject of the circular.

5.0 SUPERSESION (MANDATORY)

List of documents that become obsolete once the circular is published.

6.0 BACKGROUND (OPTIONAL)

Include any information that adds value to the circular.

7.0 DEFINITIONS (OPTIONAL)

8.0 ADDITIONAL SECTION(S) AS NEEDED

9.0 OFFICE OF PRIMARY RESPONSIBILITY (MANDATORY)

Office responsible for the content of the circular.

SIGNATURE

Office Chief, Associate Director, or Director

MANDATORY

Exhibit E – Manual Template

BUREAU OF ENGRAVING AND PRINTING

MANUAL

No. TBD at signing

DATE TBD at signing

MANUAL TEMPLATE *

REVIEW DATE: **MANDATORY**

1.0 PURPOSE (MANDATORY)

This section describes the reason the manual is being published.

2.0 SCOPE (MANDATORY)

This section identifies those affected by the manual.

3.0 POLICY (MANDATORY)

This section states BEP policy pertaining to the subject of the manual.

4.0 REFERENCES (MANDATORY)

List of government regulations that address the subject of the manual.

5.0 SUPERSESION (MANDATORY)

List of documents that become obsolete once the manual is published.

6.0 BACKGROUND (OPTIONAL)

Include any information that adds value to the manual.

7.0 DEFINITIONS (OPTIONAL)

8.0 ADDITIONAL SECTION(S) AS NEEDED

9.0 OFFICE OF PRIMARY RESPONSIBILITY (MANDATORY)

Office responsible for the content of the manual.

SIGNATURE

Office Chief, Associate Director, or Director

MANDATORY

*- A cover page and/or signature page is optional for all manuals.

MANUAL

DATE: August 23, 2016

Exhibit F – BEP Form 2324, Request for Review of Directive

BEP FORM 2324 Rev. 12-06	REQUEST FOR REVIEW OF DIRECTIVE	DATE OF REQUEST								
TO BE COMPLETED BY OFFICE OF ENTERPRISE SOLUTIONS										
TO:	FROM:	SUSPENSE DATE								
Please review the directive identified below to insure that it is essential to the efficient administration and operation of the Bureau of Engraving and Printing; that it is current and accurate, and that it is consistent with existing laws and policy. Look for evidence of costly manpower consuming procedures, inaccurate references, and inadequate instructions. Eliminate or modify the directive by rescission or revision. Upon completion of your review, forward this request along with the directive to the components listed below for additional review and concurrence. If no further review is required, return to requesting component.										
1. DIRECTIVE NO.	2. DATE	3. TITLE								
4. TYPE OF REVIEW		5. DESCRIBING DIRECTIVE								
<input type="checkbox"/> ANNUAL <input type="checkbox"/> PERIODIC <input type="checkbox"/> SPECIAL <i>(See additional instructions)</i> <input type="checkbox"/> REPRINT										
6. ADDITIONAL INSTRUCTIONS										
7. QUESTIONS CONCERNING THIS REVIEW SHOULD BE DIRECTED TO		8. SIGNATURE (Requestor)								
TO BE COMPLETED BY THE OFFICE OF PRIMARY RESPONSIBILITY										
TO:	FROM:	DATE								
9. STATUS OF PUBLICATION (Check applicable boxes) CHECK APPLICABLE BOX. IF IT PRESCRIBES FORMS, LIST THEM IN ITEM 10. IF REVISION IS CHECKED, COMPLETE BLOCK 11.		10. STATUS OF FORM(S) (Enter applicable code) Use following codes to show status of forms. A Current and Essential B Obsolete C Requires revision - Revision attached D Requires revision - Assistance requested								
<input type="checkbox"/> Current and essential. <input type="checkbox"/> Revision required. <input type="checkbox"/> Unnecessary and can be rescinded. <input type="checkbox"/> Other (Attach any special requirements)		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">CODE</th> <th style="width: 25%;">FORM</th> <th style="width: 25%;">CODE</th> <th style="width: 25%;">FORM</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	CODE	FORM	CODE	FORM				
CODE	FORM	CODE	FORM							
11. DATE OPR WILL SUBMIT DRAFT TO DIRECTIVES CONTROL		12. DATE REVISION OF FORM WILL BE SUBMITTED								
NAME AND TITLE OF REVIEWER		SIGNATURE								
Please review the attached directive and indicate your concurrence or non-concurrence by checking the appropriate block. If you do not concur with the primary reviewing authority, indicate why on the reverse side of this form. The final reviewing component should return this request to the requesting component.										
COORDINATION										
COMPONENT	CONCUR	DO NOT CONCUR	INITIAL	COMPONENT	CONCUR	DO NOT CONCUR	INITIAL			
	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>				