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**U.S. Department of Justice**

Bureau of Alcohol, Tobacco,  
Firearms and Explosives

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[www.atf.gov](http://www.atf.gov)

REFER TO: 2014-0931

This letter is in response to your Freedom of Information Act (FOIA) request to the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF). While processing your FOIA request, 51 pages were reviewed for disclosure determination and direct response to you.

We have reviewed the 51 pages and made the necessary deletions, for the reasons indicated on the enclosed "Document Cover Sheet: Exemptions List and Appeal Rights."

If you disagree with this determination you may administratively appeal the decision by writing to the Office of Information Policy (OIP), Department of Justice, 1425 New York Avenue, Suite 11050, Washington, DC 20530-0001. Both the envelope and the letter should be marked "FOIA Appeal." You may also submit your administrative appeal to OIP electronically. Please follow this link to OIP's webpage: <http://www.justice.gov/oip/oip-request.html#administrative-appeal>.

Once you have arrived at OIP's webpage follow the instructions for submitting a FOIA appeal. Regardless of whether you use mail or email to submit your administrative appeal please include the request number on this letter with your appeal letter. Your appeal must be received by OIP within 60 days from the date of this letter.

Sincerely,

A handwritten signature in black ink that reads "Stephanie M. Boucher".

Stephanie M. Boucher  
Chief, Disclosure Division

Enclosures

ATF Correspondence Manual

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## ATF Correspondence Manual

### Section A: General

#### PURPOSE:

- Correspondence is the primary means of communication both within and outside the Bureau, whether through letters, memoranda, messages, electronic mail, or directives. Because most of our communications are conducted in written form, it is important to compose correspondence that is cordial, responsive, accurate, and concise. All correspondence prepared for ATF should demonstrate our professionalism and commitment to service.

#### RESPONSIBILITIES:

- The heads of all ATF organizational elements shall ensure that the provisions of this handbook are applied as employees prepare correspondence and electronic messages (e-mail).
- Employees shall ensure that correspondence is prepared and processed according to these guidelines.

#### OBJECTIVES:

- To assist ATF employees in producing uniformly high-quality correspondence. This will promote the Bureau as an efficient, modern, and effective organization to industry, other Government agencies, congressional personnel, and members of the public whose primary interaction with the Bureau is through written correspondence.
- To standardize instructions for correspondence formats, clearance procedures, writing standards, and other correspondence-related issues.
- To provide personnel with a ready reference guide in preparing and processing correspondence.

**GENERAL CORRESPONDENCE STANDARDS:** All ATF correspondence addressed to internal offices, the Department of Justice, other agencies, or the public will be in the form of a letter, a memorandum, or an e-mail. The following standards will be observed in preparing such correspondence:

- Originate correspondence that is:
  - carefully planned.

- easily read and understood.
  - responsive to the needs of the recipient.
- Prepare correspondence that is:
  - consistent in style and format.
  - neat and attractive in appearance.
  - correct in grammar and content.
- If it is necessary to enclose any additional documents or reference materials, attach them.
- Spellcheck and proofread completed work.
- Review and approve correspondence expeditiously.
- Maintain strict follow-up procedures on controlled correspondence.
- Avoid overdue correspondence by using acknowledgment letters and interim replies when it is necessary to extend suspense dates.
- Give priority action to completing controlled correspondence.
- Ensure that all required information and coordination are obtained within your office and with other offices, if needed.

#### CANCELLATION OF THE ATF CORRESPONDENCE HANDBOOK/NEW FEATURES IN THIS ATF CORRESPONDENCE MANUAL:

- The previous ATF Correspondence Handbook, ATF H 9310.1, has been cancelled. It has been replaced with this ATF Correspondence Manual; all chapters of the manual and all associated exhibits are available on the ATF Intranet.
- Previous editions of the ATF Correspondence Handbook 9310.1 contained chapters on capitalization, punctuation, numerals, compound words and abbreviations, spelling and word division, and citations. This material is covered extensively both in the Government Printing Office Style Manual (available in hard copy from [www.gpo.gov](http://www.gpo.gov) or online at <http://www.gpoaccess.gov/stylemanual/index.html>) and in the Department of Justice's online correspondence manual (available on DOJ Intranet at <http://doj-intranet/jmd/es/toc.htm>). Therefore, these sections are not included in ATF's Correspondence Manual.

## ATF Correspondence Manual

### Section B: Handling Incoming Correspondence

#### RECEIVING MAIL FROM THE PUBLIC:

- In Headquarters:
  - After being scanned for hazardous substances, most mail from the general public goes directly to the Office of Public and Governmental Affairs, Liaison Division, Correspondence Unit. However, your office may receive mail from the general public on occasion. Please forward to the Correspondence Unit any incoming mail from the general public.
  - The Correspondence Unit logs in the folders and assigns each to the appropriate directorate.
- At ATF Offices Outside Headquarters:
  - Mail received in the field should be answered by field personnel. Congressional letters are the only exception: they should be scanned in and sent by e-mail to the Correspondence Unit for logging and assignment.

#### ANSWERING MAIL FROM THE PUBLIC:

- When a directorate receives a letter from the general public after processing in the Correspondence Unit, directorate personnel should determine the appropriate response (including review process and signatory) and complete the response, enclosing any necessary documents or reference materials with the response.
- Upon completion of the response letter, the originating directorate should return a copy to the Correspondence Unit for proper close-out.

**SAFE MAIL HANDLING:** Procedures for ensuring that mail is handled safely are detailed in ATF O 1360.2B, Mail Management and Security Programs.

## ATF Correspondence Manual

### Section C: Letters

**GENERAL:** The instructions in this section are prescribed for the preparation of routine letters.

**ADDRESSEES OF LETTERS:** Use a letter when writing to:

- Addressees outside the Department of Justice.
- Heads of other Justice bureaus (will be prepared for the Director's signature).
- Heads of other Government agencies (will be prepared for the Director's signature).
- The general public.

**OTHER USES OF LETTERS:**

- Letters may be used to convey invitations to special meetings, letters of commendation, letters of appreciation, adverse action letters, and responses to employee suggestions.
- Correspondence received electronically may be answered electronically, however, offices shall ensure that letters and other correspondence are cleared through the appropriate chain of command and/or through the Correspondence Unit.

**STATIONERY:** Listed below are the types of letterheads authorized and available for use as described.

- Imprinted—Office of the Director, DEPARTMENT OF JUSTICE, Bureau of Alcohol, Tobacco, Firearms and Explosives, Washington, DC 20226—for use by the Office of the Director or for correspondence prepared for the Director's signature.
- Imprinted—Assistant Director, DEPARTMENT OF JUSTICE, Bureau of Alcohol, Tobacco, Firearms and Explosives Washington, DC 20226—for use by offices of all assistant directors or for correspondence prepared for an assistant director's signature.
- Imprinted—DEPARTMENT OF JUSTICE, Bureau of Alcohol, Tobacco, Firearms and Explosives, Washington, DC 20226—for use by other offices in Headquarters.
- Imprinted—DEPARTMENT OF JUSTICE, Bureau of Alcohol, Tobacco, Firearms and Explosives (one address per ZIP Code)—for use by field divisions/offices.
- Prepare second and succeeding pages on regular typing/copier paper.

**FORMAT:**

- General: Type letters in modified block style; letters should be cordial, brief, and direct. When explanatory detail is necessary, incorporate it in the form of an enclosure or enclosures to the letter.
- Margins: Left and right margins are to be 1 inch with left justification.
- Font: Standard font is Times New Roman 12.
- Date: Do not date the letter until it has been signed. Stamp or type the date, centered, directly below the address on the letterhead.
- Spacing: Letters should be single spaced, with an additional return between paragraphs. Please note that this is not the default setting on Word, and so it must be reset manually.

**SYMBOLS AND SUBJECT CLASSIFICATION:**

- DO NOT type office symbols or initials on congressional letters prepared for the Director's signature or on letters that are of a personal nature, such as for retirement or commendations.
- When preparing other correspondence on stationery, the office symbols, writer's initials, and subject classification should be typed approximately five returns below the Bureau address and approximately 2 1/2 inches from the right edge.
- Type the subject classification number directly below the office symbols. Use the basic subject classification number, e.g., 1321. DO NOT use .1, .2, etc., e.g., 1321.1. The subject classification number must appear on all documents and correspondence in order to incorporate them readily into ATF's filing system and allow for easy retrieval at a later date. (See ATF O 1971.10, Coding Manual for the Financial Management Information System (FMIS), and ATF O 1310.1C, ATF Subject Classification and Filing System.)

**SPECIAL MAILING INSTRUCTIONS:** If applicable, show special mailing instructions, such as REGISTERED MAIL or CERTIFIED MAIL, in capital letters two lines above the inside address.

**ADDRESS:**

- Type the inside address (which is the address of the letter's recipient) approximately 2" from the top of the page. Refer to the sample letter
- The inside address should extend for no more than five lines. If an address includes a sixth line, type it on the envelope, but not on the letter. The address on the letter should still contain the city, state and ZIP Code of the addressee.



ATTENTION LINE:

- Avoid an attention line if possible.
- If it must be used in an address, type ATTENTION: two returns below the address, flush with the left margin. The salutation is directed to the addressee, not the person named in the attention line.

SALUTATION: Type the salutation, followed by a colon (:), two returns below the last line of the inside address and flush with the left margin.

LETTER TEXT:

- Type the text two returns (one blank line) below the salutation.
- Type each paragraph flush with the left margin. Do not begin a new paragraph near the bottom of the page unless there is room for at least two lines of text on the page and three or more lines to carry over to the next page.

SECOND AND SUCCEEDING PAGES:

- These pages must have at least three or more lines of text.
- Page Number. Type the page number, centered, one inch from the top of the page. Precede and follow the page number by a dash (e.g., -2-).
- Addressee's Name. Type the addressee's name two returns below the page number flush with the left margin.
- Text. Type the text three returns below the addressee's name, left justified.

COMPLIMENTARY CLOSE:

- Type the complimentary close centered two returns below the last line of the text.
- The complimentary close on all letters is: Sincerely yours,

SIGNATURE LINE:

- Five returns below the complimentary close of the letter, type the name and title of the signing official, centered. (See SAMPLE OF COMPLIMENTARY CLOSE AND SIGNATURE LINE below.)
- Do not use titles (honorary, military, doctoral, etc.), other than officially designated ATF titles, in the signature line of correspondence relating to official ATF business.
- When an official is designated to an acting position, the signature line will show the title of the position, designated acting official will sign his own name, and the word "Acting" will be stamped or typed before the title.

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SAMPLE OF COMPLIMENTARY CLOSE AND SIGNATURE LINE:

Sincerely yours,

*5 returns <Note: sender of memo signs in this space>*

Jane Q. Signatory  
Assistant Director  
Public and Governmental Affairs

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ENCLOSURES: In a letter use the term Enclosure instead of Attachment. If there is an enclosure, type the word Enclosure two returns below the signature, flush with the left margin.

COPIES:

- Provide a copy when a letter is addressed to:
  - Members of Congress.
  - Federal court officers.
  - International dignitaries.
  - State and local officials.
  - National and international organizations.
  - Presidential appointees and heads of other Justice bureaus.
  - Others as specifically directed.
- Prepare all correspondence with an ATF F 9310.3A, Correspondence Approval and Clearance, which is the official file copy retained by the initiating office. Other copies will be made as needed.
- Do not show the names of those to receive copies of the letter on the original or on copies being forwarded outside the originating office. Do identify these copy recipients on the official file copy and on all other copies prepared for internal use within the originating office. NOTE: If the initiator desires the recipient of the letter to be aware of others receiving copies, it is permissible to type this on the original.
- Type c: flush with the left margin, two returns below the last typed line to indicate who is receiving a copy.
- List the names or titles of the recipients one below the other.

CONCURRENCES:

- Always obtain concurrences whenever it is apparent that another office has an interest in the information contained in the text of the letter.

- Always obtain concurrences from each level within your office before forwarding a letter to a higher organizational level. For example, a letter prepared by a branch chief for the signature of the Director should first be routed through the division chief and the assistant director of that office for concurrence before going forward for the Director's signature.
- Correspondence Unit clearance is required on all letters for the Director's signature.
- Obtain all concurrences on ATF F 9310.3A and forward a copy of the signed letter to any concurring office that needs to know that the letter has been signed.
- Correspondence to be expedited will be hand-carried to and from each office.

**REWRITTEN OR RETYPED LETTERS:** When a letter is rewritten or retyped, the originator shall:

- Reprint all rewritten material (each page with a new set of copies).
- Retain the first copy of the ATF F 9310.3A (attached behind the new version) so that changes are apparent and verifiable.
- Obtain concurrences again if the text of the rewritten or retyped letter changes the meaning or contents of the letter. Otherwise, attach the original initialed concurrence on the rewritten document.
- Always inform the initiating office of changes made, if letter is retyped by another office.

**ASSEMBLY OF LETTERS:** Assemble and submit all letters for signature in the following manner:

- Routing and transmittal slip.
- Protective plastic covering imprinted with the words "Executive Correspondence."
- Original letter.
- Copy (if any).
- Enclosures (if any).
- Envelope, lengthwise, address side up, flush with left side of correspondence.
- Official file copy with incoming correspondence and copies of enclosures.
- Background material.
- Other copies as necessary.

**ASSEMBLY OF LETTERS FOR DIRECTOR'S SIGNATURE:** Letters requiring the Director's signature **MUST** be placed in a folder and assembled as follows:

- Incoming letters with background material, if applicable, shall be placed on the left side of the folder and secured with black binder clips.
- The Executive Correspondence cover sheet, original letter, enclosures (if any), ATF F 9310.3A, and an addressed envelope shall be placed in order on the right side of the folder and secured with black binder clips.

January 1, 2010  
(using printer or date stamp)

999999;(b) (6)  
9999

Mr. John Q. Addressee  
99 New York Avenue, NE.  
Washington, DC 20226

Dear Mr. Addressee:

This is an electronic sample of ATF's format for correspondence. The margins are 1" on each side, and the font is Times New Roman 12.

To use this letter as a template for future letters, save it to your hard drive or shared drive with your other documents. When you need to write a new letter, you may use the "save as" feature to create a new document, then substitute the new text and address for the samples.

Other aspects of the letter's format remain the same, such as placement of the date, organizational code (999999 above), and subject code (9999 above). The page layout, including centering the signature block, also remains the same. Remember that the date of a letter should be the date that it is signed. If your letter must go through many reviewers before it reaches its signatory, the date should be stamped rather than printed.

A clearly defined structure often makes letters more effective and more useful to readers. In one possible structure, the first paragraph introduces the topic of the letter in an easily understood way. The body of the letter, which is at least one paragraph in length but may be as long as necessary, elaborates on the idea introduced in the first paragraph. If the letter's recipient must take action, explain the necessary actions clearly. A summary paragraph may be placed at the end of the letter if necessary.

Mr. John Q. Addressee

If the letter is long, a second page may be required. On additional pages, place the name of the addressee at the top of the page at the left margin, as illustrated above. There should be two returns after the page number, and three between the addressee's name and the resumption of the letter text. If the letter has an enclosure, type the word Enclosure two returns below the signatory title at the left margin. To see the returns more easily, activate the "show all" feature in Word by clicking on the paragraph sign on the Standard toolbar.

This document was prepared using ATF's standard Times New Roman 12 font and 1" margins. We hope that the electronic sample document will be useful to you.

Sincerely yours,

Signatory Name  
Signatory Title

Enclosure: (if applicable)

## ATF Correspondence Manual

### Section D: Memoranda

**GENERAL:** Use the instructions in this section to prepare memoranda within ATF and to the Department of Justice.

**USE:** Use a memorandum when writing to:

- ATF offices.
- Other Justice offices. (Exception: correspondence directed to heads of other Justice bureaus should be in the form of a letter prepared for the Director's signature.)

**STATIONERY:** The stationery described below will be used when preparing memoranda for the signature of ATF officials.

- Imprinted—Office of the Director, DEPARTMENT OF JUSTICE, Bureau of Alcohol, Tobacco, Firearms and Explosives, Washington, DC 20226—for use by the Office of the Director or for memoranda prepared for the Director's signature.
- Imprinted—Assistant Director, DEPARTMENT OF JUSTICE, Bureau of Alcohol, Tobacco, Firearms and Explosives Washington, DC 20226—for use by offices of all assistant directors or for memoranda prepared for an assistant director's signature.
- Imprinted—DEPARTMENT OF JUSTICE, Bureau of Alcohol, Tobacco, Firearms and Explosives, Washington, DC 20226—for use by other offices in Headquarters.
- Imprinted—DEPARTMENT OF JUSTICE, Bureau of Alcohol, Tobacco, Firearms and Explosives (one address per ZIP Code)—for use by field offices.
- Prepare second and succeeding pages on regular typing/copier paper.

**FORMAT:**

- General: Type memoranda in modified block style.
- Margins: Left and right margins are to be 1 inch with left justification.
- Font: Standard font is Times New Roman 12.
- Spacing: Memoranda should be single-spaced, with an additional return between paragraphs. Please note that this is not the default setting on Word, and so it must be reset manually.

- Date: Do not date the memorandum until it has been signed. Stamp or type the date, centered, directly below the address on the letterhead.

#### SYMBOLS AND SUBJECT CLASSIFICATION:

- Type the originating office's organizational code followed by the writer's initials (approximately five returns below the Bureau address and approximately 2 1/2 inches from the right edge). (See ATF O 1971.1D, Coding Manual for the Bureau's Financial System (FReD).)
- Type the subject classification code directly below the office symbols. Use the basic subject classification code; e.g., 9310. DO NOT use a .1, .2, etc.; e.g., 9310.1. The subject classification code must appear on all documents and correspondence in order to incorporate them readily into ATF's filing system and allow for easy retrieval at a later date. (See ATF O 1310.1C, ATF Subject Classification and Filing System.)
- Type office symbol and classification number on all memoranda.

#### MEMORANDUM TO LINE:

- Type MEMORANDUM TO: approximately 17 to 20 returns from the top of the page.
- Insert two spaces, and type the addressee's title two spaces opposite MEMORANDUM TO:.
- Show only the addressee's title if the memorandum is addressed to officials at the Department of Justice, ATF Headquarters, or within the same division or field office.
- Show the addressee's title and agency, district, or field division office, if the memorandum is addressed to another ATF field division.
- If a memorandum is going to multiple addressees, type each title on a separate line.

#### THROUGH LINE:

- A THROUGH line is used to ensure routing through appropriate official(s) before forwarding to the addressee. For example, a memorandum signed by a division chief and addressed to the Director would indicate a THROUGH line for the appropriate assistant director. Please note that the correct spelling is THROUGH, not THRU as has sometimes been used previously.
- All memoranda addressed to other assistant secretaries at the Department of Justice will include a THROUGH line for the appropriate Assistant Secretary.
- If a THROUGH line is needed, type THROUGH: two returns below the MEMORANDUM TO: line and align the colons as in the attached example.

#### FROM LINE:

- Type FROM: two returns after the THROUGH line, if applicable, or two returns after the MEMORANDUM TO line. Place two spaces after the word FROM: and type the title of the official signing the memorandum. Align the colons as shown in the attached example.

#### USING THE SUBJECT LINE:

- Type SUBJECT: two returns after the FROM line, place two spaces, and type the subject of the memorandum. Align the colons as shown in the attached example.
- Use initial capital letters for all words in the subject unless the words are articles, prepositions, or conjunctions. Do not put a period at the end of a subject line.
- If the subject is more than one line in length, begin second and following lines under the start of the preceding line in block style.

#### TEXT:

- Begin typing the text three returns below the "SUBJECT:" line and flush with the left margin.
- Single-space the body of all memoranda and double-space between the paragraphs EXCEPT for short memoranda (four lines or less in the same paragraph). The body of short memoranda shall be double-spaced.
- Do not begin a new paragraph near the bottom of the page unless there is room for at least two lines of text on that page and three or more lines of text to carry over to the next page.

#### SECOND AND SUCCEEDING PAGES:

- Use regular typing/copier paper for the second and any succeeding pages. You must have at least three lines of text on a new page.
  - Page Number: Type the page number, centered, six returns from the top of the page. Precede and follow the page number by a dash; e.g., -2-.
  - Addressee's Title: Type the addressee's full title two returns below the page number flush with the left margin.
  - Text: Type the text three returns below the addressee's title, flush with the left margin.

#### SIGNATURE LINE:

- When preparing memoranda, show the signing official's name centered five returns below the last line of text. DO NOT show titles at the signature line.



- When an official is designated to an acting position, prepare the signature line as indicated above. The word Acting will be stamped or typed before the title in the FROM line.

ATTACHMENT: In a memorandum, use the term Attachment instead of the word Enclosure. If there is an attachment, type the word Attachment two returns below the signature line, flush with the left margin.

COPIES:

- DO NOT produce a copy when preparing a memorandum.
- Prepare correspondence with an ATF F 9310.3A, which will be the official file copy retained by the initiating office. Other copies will be made as needed.
- Do not include the names of those to receive copies of the memorandum on the original or on copies being forwarded outside the initiating office. Do identify these copy recipients on the official file copy and on all other copies prepared for internal use within the initiating office.
- If the initiator desires that the recipient of the memorandum be aware of others receiving copies, type c: flush with the left margin two returns below the last typed line to indicate copy recipients, and then list the names or titles of the recipients one below the other.

APPROVAL/DISAPPROVAL LINE: Memoranda to the Director or to an official at the Department of Justice that request approval/disapproval must have the appropriate lines typed, three returns after the last typed line, flush with the left margin.

CONCURRENCES:

- Always to obtain concurrences whenever it is apparent that another office has an interest in the information contained in the text of the memorandum.
- Always obtain concurrences from each level within your office before forwarding a memorandum to a higher organizational level. For example, a memorandum prepared by a branch chief for the signature of the Director should first be routed through the division chief and the assistant director of that office for concurrence before going forward for the Director's signature.
- All letters for the Director's signature must be cleared through the Correspondence Unit.
- Obtain all concurrences on ATF F 9310.3A and forward a copy of the signed memorandum to any concurring office with a need to know that the memorandum has been signed.
- Hand-carry expedited correspondence to and from each office.

**REWRITTEN OR RETYPED MEMORANDA:** When a memorandum is rewritten or retyped, the initiator shall:

- Reprint all rewritten material (each page with a new set of copies).
- Retain the first copy of the ATF F 9310.3A (attached behind the new version) so that changes are apparent and verifiable.
- Obtain concurrences again if the text of the rewritten or retyped memorandum changes the meaning or content of the memorandum. If changes are non-substantive, you may reuse the original initialed document on the rewritten document.
- Always inform the initiating office of changes made (if retyped by another office).

**ASSEMBLY OF MEMORANDA:** Assemble and submit all memoranda for signature in the following manner:

- Routing and transmittal slip (if any).
- Protective plastic covering imprinted with the words "Executive Correspondence."
- Original memorandum.
- Attachments (if any).
- Official file copy with incoming correspondence and copies of attachments.
- Background material.
- Other copies.

**MEMORANDA FOR THE DIRECTOR'S SIGNATURE:** Memoranda for the Director's signature **MUST** be placed in a folder and assembled as follows:

- Incoming memoranda with background material, if applicable, shall be placed on the left side of the folder and secured with black binder clips.
- The executive correspondence cover sheet, original memorandum, attachments (if any), and ATF F 9310.3A shall be placed in order on the right side of the folder and secured with black binder clips.

**SPECIAL TYPES OF MEMORANDA WITH DIFFERENT FORMATS:** Some specific types of memoranda may be requested. These include scheduling requests, briefing memoranda and information memoranda. An example of each memorandum is available at the end of this section.

- **Scheduling Request:** Use this form to request the participation of the Director or Deputy Director in an event. Please note that you will need a variety of information about the event to complete the form, including a point of contact within ATF. Senior officials receive many requests for appearances and their time is limited; thus, a clear statement of how their participation would benefit ATF is very helpful in securing the Director or Deputy Director's participation.

- Briefing Memorandum (may also be called Information Memorandum): Use this format to provide a principal (the Deputy Director or other senior ATF official) with information on a specific issue or to provide preparatory information for an upcoming meeting.
- White Paper: Use this format to explain an issue to a principal (the Deputy Director or other senior ATF official), provide an answer to the issue, and request a decision.

January 1, 2010  
(using printer or date stamp)

999999;(b) (6)  
9999

MEMORANDUM TO: Title of Recipient

THROUGH: Title of Additional Reviewer

FROM: Title of Sender

SUBJECT: Subject of Memorandum. Note: If the subject is more than one line in length, begin the second line directly beneath the first.

This is a sample of ATF's format for memoranda. Two major changes have been made since previous guidance: the margins are 1" on each side, instead of 1½", and the font is Times New Roman 12.

To use this memorandum as a template for future memoranda, save it to your hard drive or shared drive with your other documents. When you need to write a new memo, you may use the "save as" feature to create a new document, then substitute the new text and addressees for the samples.

Other aspects of the format remain the same, such as placement of the date, organizational code (999999 above), and subject code (9999 above). Remember that the date of a memorandum should be the date that it is signed. If your memo must go through many reviewers before it reaches its signatory, the date should be stamped once it is signed, rather than printed.

It is often useful to begin your memorandum with a short statement of the memorandum's purpose. For example, a memorandum's purpose may be to inform about an issue, request an action or a signature on a letter, or others as appropriate. This statement should be followed by any information needed to inform of the issue or to justify the action requested. If the memorandum is long and detailed, a summary paragraph may be placed at the end.

Title of Recipient

If the memorandum is long, a second page may be required. On additional pages, place the title of the memorandum's recipient at the top of the page at the left margin, as illustrated above. There should be two returns after the page number, and three between the recipient's name and the resumption of the memorandum's text. If the memorandum has attachments, type the word Attachment two returns below the signatory title at the left margin. To see the returns more easily, activate the "show all" feature in Word by clicking on the paragraph sign on the Standard toolbar.

This document was prepared using ATF's standard Times New Roman 12 font and 1" margins. We hope that the electronic sample documents will be useful to you.

<Sender signs the memorandum here>

Printed Name of Sender

Attachment if applicable

January 1, 2010  
(use date stamp)

999999;(b) (6)  
9999

MEMORANDUM TO: Deputy Director

THROUGH: Title of Additional Reviewer (optional)

FROM: Assistant Director, Directorate Name

SUBJECT: BRIEFING MEMORANDUM:

Insert topic of the memorandum here. If the subject is more than one line in length, begin the second line directly beneath the first.

Examples:

Your Meeting with Attorney General Eric Holder  
January 10, 2010, 10:00 a.m.

or

Law Enforcement Information Sharing with the Department of Justice

**SUMMARY:** Use this section to summarize what will be discussed in the memorandum. The summary should be no longer than one paragraph of three to four sentences in length. It should highlight key issues that you will describe further in the subsequent sections. To write this section, think: what is this issue's importance to ATF, and what must this senior official know about it?

**BACKGROUND:** Use this section to describe the current state of the subject issue. Also, as necessary, discuss previous events. What is the history of the issue within ATF and the wider law enforcement community? Or, for a meeting, what is the history of relations between ATF and the person/organization the Director will meet with?

It is important to include as much detail as necessary for the official to have a thorough understanding of the situation and its importance. However, include no unnecessary detail. Remember that the official reading this memorandum is working on many issues simultaneously

Deputy Director

and is pressed for time. To get the attention you want for your program, it is to your benefit to get your point across in as little space and time as possible. If your important facts are hidden among irrelevant details, you run the risk that the official may miss the things you wanted him/her to focus on.

**ISSUES/PROBLEMS:** If the issue or program faces challenges, describe them here. Are they short-term or systemic, within or outside ATF?

**ACTION or FOLLOW-UP:** If there is action underway to counteract the problems discussed above, describe it here. If you believe that further actions should be considered, describe them here.

**EXPECTED OUTCOMES:** What is the program intended to accomplish? How are we working to verify that it is accomplishing these goals? Are we experiencing unintended consequences, and if so, what are they?

**BUDGET IMPACT:** If there are funding issues/requirements, describe them here.

**DOJ POSITION/INTEREST:** If the Department of Justice has stated a position on the issue, describe it here. If the Department of Justice has expressed interest in the issue, give details here.

**CONGRESSIONAL INTEREST:** If Members of Congress have expressed interest in the issue, describe their levels of interest and their positions here. Remember that ATF's Office of Public and Governmental Affairs, Legislative Affairs Division can serve as a resource to answer this question.

**TALKING POINTS/SPEECH/BRIEFING MATERIALS:** For a briefing memorandum preparing an official for a meeting, indicate here what sort of remarks are necessary, as well as the name and telephone number of the person who will be providing them. For a briefing memorandum on an issue, you may omit this section.

**PARTICIPANTS:** For a briefing memorandum preparing an official for a meeting, indicate here who else will be participating in the meeting. For a briefing memorandum on an issue, you may omit this section.

**PRESENTATION FORMAT:** For a briefing memorandum preparing an official for a meeting, indicate here the format of the presentation (a small group around a conference table? A large auditorium with a podium?). For a briefing memorandum on an issue, you may omit this section.

**MEDIA INTEREST/INVOLVEMENT:** For a briefing memorandum preparing an official for a meeting, indicate if media will be participating in the event, and describe their involvement.

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For a briefing memorandum on an issue, describe any media coverage or media interest in the issue.

**COORDINATION:** Many issues involve the work of more than one ATF directorate, and will need to be coordinated with other directorates. In this section, note the names and office designations of the people who have cleared the memorandum. For a briefing memo preparing a senior official for a meeting, if media will be present at the meeting, a clearance from the Office of Public and Governmental Affairs, Public Affairs Division is required.

**PREPARED BY:** In this section, place the name, office designation and telephone number of the drafter of the memorandum, in case there are further questions.

<Sender of memo signs it here>

Printed Name of Sender

Attachment if applicable



January 1, 2010  
(use date stamp)

999999;(b) (6)  
9999

MEMORANDUM TO: Deputy Director

THROUGH: Title of Additional Reviewer (optional)

FROM: Assistant Director

SUBJECT: WHITE PAPER:

Insert topic of the memo here. If the subject is more than one line in length, begin the second line directly beneath the first. Example:  
Creation of New Office for International Security

**SUMMARY:** Use this section to summarize what will be discussed in the white paper. The summary should be no longer than one paragraph of three to four sentences in length. It should highlight key issues that you will describe further in the subsequent sections. To write this section, think: what is this issue's importance to ATF, and what must this senior official know about it? The last sentence of this paragraph should summarize the decision that you will be requesting from the official.

**ISSUE FOR RESOLUTION:** You are writing a white paper in order to prompt a decision or an action from an ATF senior official. In this space, you need to describe the problem that needs to be resolved. If necessary, discuss previous events. What is the history of the issue within ATF and the wider law enforcement community?

It is important to include as much detail as necessary for the official to have a thorough understanding of the situation and its importance. However, include no unnecessary detail. Remember that the official reading this memorandum is working on many issues simultaneously and is pressed for time. To get the attention you want for your program, it is to your benefit to get your point across in as little space and time as possible. If your important facts are hidden

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among irrelevant details, you run the risk that the official may miss the things you wanted him/her to focus on.

**SUGGESTED SOLUTION:** Describe the solution that you are proposing. As discussed above, include as much detail as is necessary for a thorough understanding, but omit any unnecessary details. Be sure to address how the implementation of this solution might change ATF operations over the long term.

**OTHER OPTIONS:** In order for the official to make an informed decision, he/she must know what other options are available, and what impacts they might have. Describe them here: if the choice is among a number of options, what might the consequences be of choosing a different one than the one you're recommending? Or, if the decision is of the "yes/no" format, what are the potential consequences of saying "no?"

**EXPECTED OUTCOMES:** What are the anticipated results of this decision? Also, how are you working to verify that the results we are causing are the same ones that we hope for?

**BUDGET IMPACT:** If the action you are requesting has resource implications, describe them here. (If postponement of a decision has resource implications, address that too.)

**DOJ POSITION/INTEREST:** If the Department of Justice has stated a position on the issue, describe it here. If the Department of Justice has expressed interest in the issue, give details here.

**CONGRESSIONAL INTEREST:** If Members of Congress have expressed interest in the issue, describe their levels of interest and their positions here. Remember that ATF's Office of Public and Governmental Affairs, Legislative Affairs Division can serve as a resource to answer this question.

**MEDIA INTEREST/INVOLVEMENT:** Describe any media coverage or media interest in the issue.

**COORDINATION:** Many issues involve the work of more than one ATF directorate, and will need to be coordinated with other directorates. In this section, note the names and office designations of the people who have cleared the memorandum.

[Note: If the automatic pagination of your memo places a page break within the signature block for the sender of the memo, insert a page break before the PREPARED BY: section in order to keep that section and the signature block on one page.]

Deputy Director

**PREPARED BY:** Place the name, office designation and telephone number of the drafter of the memo, in case there are further questions.

<Sender of memo signs it here>

Printed Name of Sender

**DECISION:** State in one sentence the action that you want the Principal to take. Example: Request authorization to establish a new ATF office to handle international security.

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ Discuss \_\_\_\_\_

Attachment if applicable

## ATF Correspondence Manual

### Section E: Special Correspondence/Congressional

**GENERAL:** This section provides general guidelines for the preparation of correspondence not considered routine. When preparing correspondence outlined in this section, contact the Office of Public and Governmental Affairs, Liaison Division, Correspondence Unit, if further guidance is required to assure proper preparation. Correspondence procedures in this section include the following:

- Correspondence for the Attorney General.
- Correspondence to or for the signature of Assistant Attorneys General.
- Correspondence to Members of Congress.

**CORRESPONDENCE FOR THE ATTORNEY GENERAL OR DEPUTY ATTORNEY GENERAL:** Specific instructions for correspondence to or from the Attorney General and Deputy Attorney General are available in the Office of Public and Governmental Affairs, Liaison Division, Correspondence Unit.

**CORRESPONDENCE TO JUSTICE OFFICIALS** such as Assistant Attorneys General:

- Memoranda from the Director to officials at Justice must follow DOJ's memo format. More information is available on the Department of Justice Executive Secretariat Web site (<http://10.173.2.12/jmd/es/>).
- Memoranda to an official at Justice that require approval/disapproval are to have the appropriate lines typed two returns after the last typed line, flush with the left margin.
- Concurrences: Obtain concurrences whenever it is apparent that another office has an interest in the information contained in the text of the letter.
- Obtain the necessary concurrences BEFORE submitting for the Director's signature.

**CORRESPONDENCE FOR SIGNATURE OF OTHER JUSTICE OFFICIALS:** The following instructions will be followed when preparing letters for the signature of Assistant Attorneys General:

- Memoranda from the Director to officials at Justice and correspondence for signature of DOJ officials must follow DOJ's format. More information is available on the Department of Justice Executive Secretariat Web site (<http://10.173.2.12/jmd/es/>).
- Letterhead and Envelopes: Letters will be prepared on Department of Justice letterhead.

- Office Symbols: Do not show office symbols or initials of the writer.
- Special Mailing Instructions: If necessary, show special mailing instructions, such as REGISTERED MAIL or CERTIFIED MAIL, in all capital letters two lines above the salutation.
- Copies: File copies will be returned to the originating office after signature.
  - Prepare ATF F 9310.3A and other copies required by the originating office.
- Concurrences. Obtain concurrences whenever it is apparent that another office has an interest in the information contained in the text of the letter.
- Obtain the necessary concurrences BEFORE submitting for the Director's signature.
- Assembly of Letters. After following the procedures normally used for assembly of letters, place in a manila folder with the original to be signed and enclosures on the right side. Place a complete set of incoming documents, attached with black binder clips, on the left side.

**DIRECT CORRESPONDENCE FROM MEMBERS OF CONGRESS:** If your office receives an inquiry directly from a U.S Representative or U.S. Senator, please send it to ATF's Office of Public and Governmental Affairs, Legislative Affairs Division for initial assignment and handling. The Legislative Affairs Division will then prepare an interim reply and forward it to the Correspondence Unit.

**CORRESPONDENCE TO MEMBERS OF CONGRESS:**

- General: Unless otherwise indicated below, follow general guidance in Section C.
- Due dates:
  - Yellow-folder correspondence is due in 10 working days.
  - Red-folder correspondence is due in 20 working days.
  - Black-folder correspondence due dates are set by DOJ.
  - Extensions: If an extension is needed, please contact the chief of ATF's Legislative Affairs Division to inquire about a one-time extension.
- Standard opening paragraph:

This is in response to your letter\* dated May 26, 2008, on behalf of your constituent, Mr. John Q. Public. Mr. Public is concerned about... *(briefly restate concern in the most positive manner, i.e, do not repeat negative allegations about ATF such as "Mr. Public states that ATF agents are abusive as they deny people their right to bear arms.")*

\* replace the word "letter" above with the word "inquiry" if member used a referral slip or a copy of an e-mail instead of a full letter.

- Standard closing paragraph:

We hope this information proves helpful in responding to your constituent.  
Please let me know if we can be of further assistance.

- Address: The casework snapshot cover sheet of a red, yellow, or black Congressional folder generally includes information as to which address you should use in your reply. Look under "synopsis" and at the "contact information" section. The incoming letter usually has this information, too.
- Home State Address vs. Washington, DC, Address: Below is the proper way to address members of Congress in their home States vs. their Washington office. Do not include the House or Senate office buildings (Cannon, Longworth, Rayburn and Russell, Dirksen, Hart).

*State office format for Senators*

The Honorable Barbara Smith  
United States Senator  
24 Main Street, Suite 26  
Baltimore, Maryland 23946

Dear Senator Smith:

*Washington office format for Senators*

The Honorable Barbara Smith  
United States Senate  
Washington, DC 20510

Dear Senator Smith:

*State office format for Representatives*

The Honorable Thomas Cooper  
Member of Congress  
1155 Peachtree Street  
Savannah, Georgia 31411

Dear Congressman Cooper:

*Washington office format for Representatives*

The Honorable Thomas Cooper  
U.S. House of Representatives  
Washington, DC 20515

Dear Congressman Cooper:

- Avoid Abbreviations: Spell out State names, and avoid other abbreviations in the address.
- Spacing in the Address: Put 2 spaces between the State name and the Zip code.
- Spaces between Sentences: Put 2 spaces at the end of each sentence.
- Page numbers for Red folders: Center page numbers at the top of the page like this: - 2 -
- Page numbers for Black folders:

The Honorable Thomas Cooper  
Page Two

- Signature Block:

Leave one blank line after the conclusion of the letter. Center the words Sincerely yours, then hit the enter/return key five times. Type the signer's name, hit enter/return, and type the signer's title. Hit enter and type the person's office name.

Sincerely yours,

Name  
Assistant Director  
Public and Governmental Affairs

The Honorable Frank Wolf  
Member of Congress  
13873 Park Center Road, Suite 130  
Herndon, Virginia 20110

Dear Congressman Wolf:

This is in response to your letter dated January 1, 2010, to the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) on behalf of your constituent, John Q. Taxpayer. When writing a response for ATF to send to a Member of Congress, begin your letter with the preceding sentence, substituting the date on the letter and the constituent's name from the incoming correspondence. Then briefly restate the constituent's concern in a positive manner; do not repeat negative allegations about ATF. Substitute the word "inquiry" for the word "letter" above if the member used a referral slip or a copy of an e-mail to transmit the constituent's concern to ATF.

In order to determine where ATF's response should be sent, look at the casework snapshot cover sheet in the "synopsis" or "contact information" sections. See section D of the Correspondence Manual for the proper format of Congressional addresses. In the address, spell out State names and avoid other abbreviations. Remember to put two spaces between the State name and the ZIP Code.

To use this sample letter as a template for future letters, save it to your hard drive or shared drive with your other documents. When you need to write a new letter, you may use the "save as" feature to create a new document, then substitute the new text and address for the samples. In general, ATF congressional correspondence follows the same guidelines as other ATF correspondence. Letters should be prepared in Times New Roman 12 with one-inch margins on the right and left sides of the page.

A clearly defined structure often makes letters more effective and more useful to readers. In one possible structure, the first paragraph introduces the topic of the letter in an easily understood way. The body of the letter, which is at least one paragraph in length but may be as long as necessary, elaborates on the idea introduced in the first paragraph. Additional appropriate detail should be added in the middle of the letter. A summary paragraph may be placed at the end of the letter if necessary.



The Honorable Frank Wolf

If the letter is long, a second page may be required. On additional pages, place the name of the letter's recipient at the top of the page at the left margin, as illustrated above. There should be two returns after the page number, and three between the recipient's name and the resumption of the letter text. If the letter has an enclosure, type the word Enclosure two returns below the signatory title at the left margin. To see the returns more easily, activate the "show all" feature in Word by clicking on the paragraph sign on the Standard toolbar. Remember to close each Congressional letter with the standard closing paragraph below.

We hope this information proves helpful in responding to your constituent. Please let me know if we can be of further assistance.

Sincerely yours,

Jane Q. Signatory  
Assistant Director  
Public and Governmental Affairs

## ATF Correspondence Manual

### Section F: Envelopes and Mailing

**GENERAL:** Because of the use of machines in dispatching mail, extra care should be taken in mail preparation. All mail must go through an ATF mailroom so that the proper postage may be affixed.

**ENVELOPES:** The Distribution Center stocks several types and sizes of envelopes. Be sure to use the preprinted ATF return address envelopes. Always select the appropriate envelope according to your needs and requirements.

- **Oversized Envelopes:** For a book or thick item that cannot be folded, use an envelope that is not more than 1 inch longer or wider than the item being inserted. A "flat" is an oversized envelope, usually 9 1/2 by 12 inches. One way to save postage dollars is to convert your "flat" mail to letter-sized envelopes whenever possible. Do not use "flat" sized envelopes if a normal letter-sized envelope can be used (approximately 4 inches high by 9 1/2 inches long). You can usually fold and insert up to seven pages in a letter-sized envelope.
- **Congressional correspondence:** Because it is frequently necessary to include information copies or additional information with a Congressional letter, always use "flat" envelopes as described above when preparing envelopes for congressional correspondence.

**ADDRESSING MAIL:** The following techniques assist in addressing an envelope and allow it to be read quickly by the U.S. Postal Service's Optical Character Reader (OCR) instead of being sorted by hand. At the end of this section you will find charts listing the two-letter abbreviation for each State, directional abbreviations and secondary address unit indicators, and other abbreviations.

- **Address Position:**
  - **Regular Envelope.** Position the address within the "read zone." This zone is an area 2 3/8 inches by 8 inches; it is located 1 inch from the left edge and 5/8 of an inch from the bottom edge of the envelope. If the envelope is less than 9 inches long, the "read zone" extends to its right edge.
- **Text:**
  - Type the entire address in capital letters. Do not use bold, italics, or script type styles. Do not include any punctuation in the delivery address other than the hyphen in the ZIP+4 code (if known).

- Do not include any information below the delivery address. The OCR scans from the bottom up. An account number or other information such as an attention line could be misread as a ZIP Code or city.
- Enter designations for special classes of mail or any special or required services (such as certified, registered, or special delivery) above and to the right of the address, allowing sufficient space for the ATF mail room to affix postage (approximately 1 1/2 inches from the upper right-hand corner of the envelope).

MAIL TO ATF OFFICES: Be sure to give a person's name (if known), an office name, Bureau name, and complete mailing address, as shown below:

MR LARRY JONES  
OFFICE OF ASSISTANT CHIEF COUNSEL  
BUREAU OF ATF  
221 MAIN STREET STE 1120  
SAN FRANCISCO CA 94105-1992

STREET ADDRESS OR BOX NUMBER: If applicable, use either a street address or a post office box number. Never use both.

BOX NUMBER AND POST OFFICE STATION: If using a box number and a post office station name or number, the box number must appear first as shown below.

MR JOE BROWN  
BOX 3 POTOMAC STN  
ALEXANDRIA VA 22301

ROUTE NUMBER: If the letter is for rural delivery, the route number must precede the box number.

MR JOE BROWN  
RR 1 BOX 2  
PLEASANTVILLE NY 10570

APARTMENT, ROOM, SUITE, OR OTHER UNIT: If an apartment, room, suite, or other unit number is used, it must appear after the street address and on the same line. If it is not practical to enter such an item on the same line, it may appear in a line above the address, but never to the left of or below the address.

MR JOE BROWN  
10126 GRIFF DR APT 1  
OXON HILL MD 20022

SMALL TOWN WITH NO STREET ADDRESS, RURAL ROUTE, OR BOX NUMBER: If the letter is going to a small town or village without a street address, rural route, or box number, a two-line, double-spaced address is used.

MR JOE BROWN

VALLEY TX 75204

ATTENTION LINE: An attention line, if necessary, is typed on the envelope above all other information in the address, as shown below.

ATTN JAMES STACK  
EXECUTIVE FRAMING INC  
2105 VALLEY PARKWAY  
FAIRFAX VA 22032

RETURN ADDRESS: Provide your office name and room number (mail stop) in the return address. This will prove helpful if the mail is returned to ATF as undeliverable. The mailroom will then be able to return it to the correct ATF office.

SPECIAL CLASSES OF MAIL OR SPECIAL SERVICES. Select the proper service to be used, keeping in mind economy as well as efficiency. Postal Service Form 3811, Domestic Return Receipt, and ATF F 1361.2, Request for Special Mailing, are required to be filled out when sending either return receipt, registered, insured, or certified mail.

- Certified Mail: Use certified mail service when proof of delivery is needed and the material that is to be mailed has no monetary value. Also use certified mail to transmit classified material up to and including CONFIDENTIAL within the continental United States. This service provides for a record of delivery and permits the sender to request a receipt when mailing the item. Certified mail costs substantially less than registered mail. For more information on mailing classified material, contact the Office of Professional Responsibility and Security Operations (OPRSO), Personnel Security Branch.
- Registered Mail: Use registered mail service only when required by law, when sending material or supplies that require the security and protection provided by the registered mail service, or when transmitting SECRET material. The sender of a registered item may request a return receipt and may restrict delivery to the addressee. Postal Service regulations on registered mail forbid the placing of paper strips, cellophane tape, or wax or paper seals over the intersection of the flaps on the envelope or package where the

special postmark impressions will be made. For more information on mailing classified material, contact OPRSO, Personnel Security Branch.

- Special Delivery Mail: Use special delivery service only when it is necessary that the mailed material be provided special delivery by the post office of the addressee. When using this service, be sure that someone will be at the address to receive it and that the post office will, in fact, provide special delivery to that location.
- Priority Mail: The U.S. Postal Service (USPS) provides a 2-day priority mail Service. This service is intended for use when overnight delivery is not essential. The major features of this service include expedited forwarding of mail if the recipient's address has changed at no charge to the sender, mail delivery to any post office box in the country, and expedited return of undeliverable mail to the sender at no extra charge. Most importantly, USPS rates are one-third the cost of overnight service (Federal Express). When using this service, please keep in mind a return receipt service is available at an additional charge, and while USPS promises to make every effort to deliver mail in 2 days, they offer no guarantee. Two-day priority mail Service labels are available from any USPS location. Headquarters personnel can obtain labels from the mailroom. Questions concerning this service should be directed to the mail manager in the Document Services Branch (OM).

FEDERAL EXPRESS: Supplies for utilizing the FedEx service are available for ordering online at [www.fedex.com](http://www.fedex.com), and will be shipped the next day. Incomplete or incorrect information on shipping labels could cause unnecessary delays and/or significant billing problems. If you have any questions regarding Federal Express procedures, you may contact the Shipping and Receiving Office or the mail manager at your location.

- Dangerous goods should be shipped in accordance with the Department of Transportation (DOT) 49 CFR International Air Transport Association (IATA) regulations. Information concerning the shipment of dangerous goods should be directed to the Federal Express Dangerous Goods Hotline at 1-800-463-3339.
- Headquarters only: all outgoing FedEx shipments should be left at your outgoing mailstop for pickup. If you have large parcels, please send an e-mail to "Shipping and Receiving Request" and request a pickup. Please be sure to include the number of your mailstop in your e-mail.
- Headquarters only: if you have a last-minute FedEx shipment and you have missed both mail pickups, there is a FedEx drop box in the ATF Visitors Center. FedEx shipments are picked up from this box at 5:00 p.m.

**INTERNAL MAIL:** Internal mail is defined as mail being sent to another ATF organizational element within the same geographic location or building. Use SFs 65-A, 65-B, or 65-C, Government Messenger Envelopes, for mail being forwarded to another ATF office or Government agency within your geographic location.

- All mail, as indicated above, should either be placed in a messenger envelope or hand-carried. Routing slips alone are not sufficient as they may be torn or damaged in delivery.
- Always provide the addressee's name, office, and room number.
- Use ATF F 1361.1, Special Messenger Service, to ensure timely delivery to other Government buildings within your geographic location. Always provide the name, room, telephone numbers for both the addressee and sender, building name, and stop number.
- The mailroom makes daily deliveries to several ATF locations in the Washington metropolitan area. Other deliveries can usually be accommodated with adequate notification.

STANDARD TWO-LETTER ABBREVIATIONS

UNITED STATES AND ITS POSSESSIONS

Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
American Samoa	AS	New Jersey	NJ
California	CA	New Mexico	NM
Colorado	CO	New York	NY
Connecticut	CT	North Carolina	NC
Delaware	DE	North Dakota	ND
District of Columbia	DC	Northern Mariana Islands	MP
Federated States of Micronesia	FM	Ohio	OH
Florida	FL	Oklahoma	OK
Georgia	GA	Oregon	OR
Guam	GU	Palau	PW
Hawaii	HI	Pennsylvania	PA
Idaho	ID	Puerto Rico	PR
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Marshall Islands	MH	Virginia	VA
Maryland	MD	Virgin Islands	VI
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY
Missouri	MO		

DIRECTIONAL ABBREVIATIONS AND  
SECONDARY ADDRESS UNIT INDICATORS

North	N	Apartment	APT
East	E	Building	BLDG
South	S	Floor	FL
West	W	Suite	STE
Northeast	NE	Room	RM
Southeast	SE	Department	DEPT
Southwest	SW	Northwest	NW

OTHER ABBREVIATIONS

Alley	ALY	Landing	LNDG
Annex	ANX	Lane	LN
Arcade	ARC	Light	LGT
Avenue	AVE	Loaf	LF
Bayou	BYU	Locks	LCKS
Beach	BCH	Lodge	LOG
Bend	END	Loop	LOOP
Bluff	BLF	Mall	MALL
Bottom	BTM	Manor	MNR
Boulevard	BLVD	Meadows	MOWS
Branch	BR	Mill	ML
Bridge	BRG	Mills	MLS
Brook	BRK	Mission	MSN
Burg	BG	Mount	MT
Bypass	BYP	Mountain	MTN
Camp	CP	Neck	NCK
Canyon	CYN	Orchard	ORCH
Cape	CPE	Oval	OVAL
Causeway	CSWY	Park	PARK
Center	CTR	Parkway	PKY
Circle	CIR	Pass	PASS
Cliffs	CLFS	Path	PATH
Club	CLB	Pike	PIKE
Corner	COR	Pines	PNES
Corners	CORS	Place	PL
Course	CRSE	Plain	PLN
Court	CT	Plains	PLNS
Courts	CTS	Plaza	PLZ
Cove	CV	Point	PT
Creek	CRK	Port	PRT
Crescent	CRES	Prairie	PR



Crossing	XING	Radial	RADL
Dale	DL	Ranch	RNCH
Dam	DM	Rapids	RPDS
Divide	DV	Rest	RST
Drive	DR	Ridge	RDG
Estates	EST	River	RIV
Expressway	EXPY	Road	RD
Extension	EXT	Row	ROW
Fall	FALL	Run	RUN
Falls	FLS	Shoal	SHL
Ferry	FRY	Shoals	SHLS
Field	FLD	Shore	SHR
Fields	FLDS	Shores	SHRS
Flats	FLT	Spring	SPG
Ford	FRD	Springs	SPGS
Forest	FRST	Spur	SPUR
Forge	FRG	Square	SQ
Fork	FRK	Station	STA
Forks	FRKS	Stravenue	STRA
Fort	FT	Stream	STRM
Freeway	FWY	Street	ST
Gardens	GDNS	Summit	SMT
Gateway	GTWY	Terrace	TER
Glen	GLN	Trace	TRCE
Green	GRN	Track	TRAK
Grove	GRV	Trail	TRL
Harbor	HER	Trailer	TRLR
Haven	HVN	Tunnel	TUNL
Heights	HTS	Turnpike	TPKE
Highway	HWY	Union	UN
Hill	HL	Valley	VLY
Hills	HLS	Viaduct	VIA
Hollow	HOLW	View	VW
Inlet	INLT	Village	VLG
Island	IS	Ville	VL
Islands	ISS	Vista	VIS
Isle	ISLE	Walk	WALK
Junction	JCT	Way	WAY
Key	KY	Wells	WLS
Knolls	KNLS		
Lake	LK		
Lakes	LKS		

ATF Correspondence Manual

Section G: Forms of Address

TABLE OF MODELS OF ADDRESS:

- Please note: Where an item appears within PARENTHESES ( ) in the table below, you must fill in the appropriate information in the address. Where a ZIP Code of 00000 appears, you must fill in the appropriate ZIP Code.

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
<b>THE PRESIDENCY</b>		
The President	The President The White House Washington, DC 20500	Dear Mr. President: OR Dear Madam President: Respectfully,
Spouse of the President	Mrs. (full name) The White House Washington, DC 20500 OR Mr. (full name) The White House Washington, DC 20500	Dear Mrs. (surname): OR Dear Mr. (surname): Sincerely yours,
Former President	The Honorable (full name) (Address) 00000	Dear Mr. (surname): Sincerely yours,
<b>THE VICE PRESIDENCY</b>		
The Vice President	The Vice President United States Senate Washington, DC 20510	Dear Mr. Vice President: OR Dear Madam Vice President: Sincerely yours,
Former Vice President	The Honorable (full name) (Address) 00000	Dear Mr. (surname): Sincerely yours,
<b>THE FEDERAL JUDICIARY</b>		
The Chief Justice	The Chief Justice of the United States The Supreme Court of the United States Washington, DC 20543	Dear Chief Justice (Surname): Sincerely yours,

Associate Justice	Justice (surname) Associate Justice of the Supreme Court of the United States Washington, DC 20543	Dear Justice (Surname): Sincerely yours,
Retired Justice	The Honorable (full name) (local address) 00000	Dear Justice (Surname): Sincerely yours,
Presiding Justice	The Honorable (full name) Presiding Justice (name of court) (Local address) 00000	Dear Justice (surname): Sincerely yours,
THE CONGRESS		
The President of the Senate	The Honorable (full name) President of the Senate Washington, DC 20510	Dear Mr. President: Sincerely yours,
United States Senator (in Washington)	The Honorable (full name) United States Senate Washington, DC 20510	Dear Senator (surname): Sincerely yours,
United States Senator (in State office)	The Honorable (full name) United States Senator (local address) 00000	Dear Senator (surname): Sincerely yours,
Senate Majority Leader	The Honorable (full name) Majority Leader United States Senate Washington, DC 20510	Dear Mr. Leader: OR Dear Madam Leader: Sincerely yours,
Senate Minority Leader	The Honorable (full name) Minority Leader United States Senate Washington, DC 20510	Dear Mr. Leader: OR Dear Madam Leader: Sincerely yours,
Senate Committee Chairman	The Honorable (full name) Chairman**, Committee on (name) United States Senate Washington, DC 2 0510 ** note: If committee chair is female, confirm her preferred title (Chairman, Chairwoman or Chair) on committee's Web site.	Dear Mr. Chairman: OR Dear Madam Chairman: OR Dear Madam Chairwoman: OR Dear Madam Chair: Sincerely yours,

<p>Senate Subcommittee Chairman</p>	<p>The Honorable (full name) Chairman**, Subcommittee on (name)          United States Senate          (Name of parent committee)          Washington, DC 20510          ** note: If subcommittee chair is female, confirm her preferred title (Chairman, Chairwoman or Chair) on committee's Web site.</p>	<p>Dear Mr. Chairman:          OR          Dear Madam Chairman:          OR          Dear Madam Chairwoman:          OR          Dear Madam Chair:          Sincerely yours,</p>
<p>Speaker of the House of Representatives</p>	<p>The Honorable (full name) Speaker of the U.S. House of Representatives          Washington, DC 20515</p>	<p>Dear Mr. Speaker:          OR          Dear Madam Speaker:          Sincerely yours,</p>
<p>United States Representative (in Washington)</p>	<p>The Honorable (full name) U.S. House of Representatives          Washington, DC 20515</p>	<p>Dear Congressman (surname):          OR          Dear Congresswoman (surname):          Sincerely yours,</p>
<p>United States Representative (in State office)</p>	<p>The Honorable (full name) Member of Congress          (local address) 00000</p>	<p>Dear Congressman (surname):          OR          Dear Congresswoman (surname):          Sincerely yours,</p>
<p>House Majority Leader          OR          House Minority Leader</p>	<p>The Honorable (full name) U.S. House of Representatives          Washington, DC 20515</p>	<p>Dear Congressman (surname):          OR          Dear Congresswoman (surname):          Sincerely yours,</p>
<p>House Committee Chairman</p>	<p>The Honorable (full name) Chairman**, Committee on (name)          U.S. House of Representatives          Washington, DC 20515          ** note: If committee chair is female, confirm her preferred title (Chairman, Chairwoman or Chair) on committee's Web site.</p>	<p>Dear Mr. Chairman:          OR          Dear Madam Chairman:          OR          Dear Madam Chairwoman:          OR          Dear Madam Chair:          Sincerely yours,</p>

<p>House Subcommittee Chairman</p>	<p>The Honorable (full name) Chairman**, Subcommittee on (name) (Name of parent committee) U.S. House of Representatives Washington, DC 20515 ** note: If committee chair is female, confirm her preferred title (Chairman, Chairwoman or Chair) on committee's Web site</p>	<p>Dear Mr. Chairman: OR Dear Madam Chairman: OR Dear Madam Chairwoman: OR Dear Madam Chair: Sincerely yours,</p>
<p><b>EXECUTIVE DEPARTMENTS</b></p>		
<p>Secretaries of Cabinet Departments (State, Defense, Agriculture, etc.)</p>	<p>The Honorable (full name) Secretary of (name of Department) Washington, DC 00000</p>	<p>Dear Mr. Secretary: OR Dear Madam Secretary: Sincerely yours,</p>
<p>Attorney General</p>	<p>The Honorable (full name) Attorney General of the United States Washington, DC 20530</p>	<p>Dear Mr. Attorney General: OR Dear Madam Attorney General: Sincerely yours,</p>
<p>Deputy Secretaries, Under Secretaries, or Assistant Secretaries</p>	<p>The Honorable (full name) Deputy Secretary of (name of Department) Washington, DC 00000 OR The Honorable (full name) Under Secretary of (name of Department) Washington, D.C. 00000 OR The Honorable (full name) Assistant Secretary of (name of Department) Washington, DC 00000</p>	<p>Dear Mr. (surname): OR Dear Ms. (surname): Sincerely yours,</p>
<p>Deputy Attorneys General or Assistant Attorneys General</p>	<p>The Honorable (full name) Deputy Attorney General of the United States Washington, DC 20530 OR The Honorable (full name) Assistant Attorney General of the United States Washington, DC 20530</p>	<p>Dear Mr. (surname): OR Dear Ms. (surname): Sincerely yours,</p>

United States Attorney	The Honorable (full name) United States Attorney District of (State) (local address) 00000	Dear Mr. (surname): OR Dear Ms. (surname): Sincerely yours,
Assistant United States Attorney	Mr. (full name) Assistant United States Attorney District of (State) (local address) 00000 OR Ms. (full name) Assistant United States Attorney District of (State) (local address) 00000	Dear Mr. (surname): OR Dear Ms. (surname): Sincerely yours,
INDEPENDENT AGENCIES		
Head of Independent Offices and Agencies	The Honorable (full name) (title) (Agency or Authority Name) (Local address) 00000	Dear Mr. (surname): OR Dear Ms. (surname): Sincerely yours,
President of a Commission/Board	The Honorable (full name) President, (name of commission/board) Washington, DC 00000	Dear Mr. (surname): OR Dear Ms. (surname): Sincerely yours,
Chairman of a Commission/Board	The Honorable (full name) Chairman, (name of commission/board) Washington, DC 00000 ** note: If committee chair is female, confirm her preferred title (Chairman, Chairwoman or Chair)	Dear Mr. Chairman: OR Dear Madam Chairman: OR Dear Madam Chairwoman: OR Dear Madam Chair: Sincerely yours,
Member of a Commission/Board	The Honorable (full name) Member, (name of commission/board) Washington, DC 00000	Dear Mr. (surname): OR Dear Ms. (surname): Sincerely yours,
DIPLOMATS		
American Ambassador	The Honorable (full name) American Ambassador (city, country)	Dear Mr. Ambassador: OR Dear Madam Ambassador: Sincerely yours,
Foreign Ambassador in the United States	His Excellency (full name) Ambassador of (Name of country) (local address) 00000	Excellency: OR Dear Mr. Ambassador: OR Dear Madam Ambassador: Sincerely yours,

Foreign Charge d’Affaires in the United States	Mr. (full name) Charge d’Affaires a.i. of (Name of country) (local address) 00000 OR Ms. (full name) Charge d’Affaires a.i. of (Name of country) (local address) 00000	Dear Mr. Charge d’Affaires: OR Dear Madam Charge d’Affaires: Sincerely yours,
<b>STATE AND LOCAL GOVERNMENTS</b>		
Governor of a State	The Honorable (full name) Governor of (State/Commonwealth) (local address) 00000	Dear Governor (surname): Sincerely yours,
Lieutenant Governor of a State	The Honorable (full name) Lieutenant Governor of (State/Commonwealth) (local address) 00000	Dear Mr. (surname): OR Dear Ms. (surname): Sincerely yours,
Secretary of State of a State	The Honorable (full name) Secretary of State of (State) (local address) 00000	Dear Mr. Secretary: OR Dear Madam Secretary: Sincerely yours,
Attorney General of a State	The Honorable (full name) Attorney General State** of (name of State) (local address) 00000 **substitute “Commonwealth” if appropriate	Dear Attorney General (surname): Sincerely yours,
Chief of Police	Chief (full name) Chief of (name of city) (local address) 00000	Dear Chief (surname): Sincerely yours,
Police Commissioner	The Honorable (full name) Commissioner of Police of (city) (local address) 00000	Dear Mr. (surname): OR Dear Ms. (surname): Sincerely yours,
Sheriff	The Honorable (full name) Sheriff of (city) (local address) 00000	Dear Sheriff (surname): Sincerely yours,
Mayor	The Honorable (full name) Mayor of (city) (local address) 00000	Dear Mr. (surname): OR Dear Ms. (surname): Sincerely yours,
<b>CLERGY</b>		
Minister, Pastor or Rector (with doctoral degree)	The Reverend (full name) (title), (name of church) (local address) 00000	Dear Dr. (surname): Sincerely yours,

Minister, Pastor or Rector (without doctoral degree)	The Reverend (full name) (title), (name of church) (local address) 00000	Dear Mr. (surname): OR Dear Ms. (surname): Sincerely yours,
Catholic Monsignor	The Right Reverend Monsignor (full name) (local address) 00000	Dear Monsignor (surname): Sincerely yours,
Jewish Rabbi	Rabbi (full name) (local address) 00000	Dear Rabbi (surname): Sincerely yours,
Chaplain (military services)	Chaplain (full name) (Rank, service designation) (Post office address of organization and station) (local address) 00000	Dear Chaplain (surname): Sincerely yours,
<b>MILITARY SERVICES</b>		
Military (officers and enlisted)	(Full rank) (full name) (abbreviation of service designation) (local address) 00000	Dear (rank) (surname): Sincerely yours,
Retired military officer	(Full rank) (full name) (abbreviation of service designation), Retired (local address) 00000	Dear (rank) (surname): Sincerely yours,
<b>PRIVATE CITIZENS</b>		
President of a college or university (w/doctorate)	Dr: (full name) President, (name of institution) (local address) 00000	Dear Dr. (surname): Sincerely yours,
President of a college or university (no doctorate)	Mr. (full name) President, (name of institution) (local address) 00000 OR Ms. (full name) President, (name of institution) (local address) 00000	Dear Mr. (surname): OR Dear Ms. (surname): Sincerely yours,
Physician	(full name), M.D. (local address) 00000	Dear Dr. (surname): Sincerely yours,
Lawyer	Mr. (full name) Attorney at Law (local address) 00000 OR Ms. (full name) Attorney at Law (local address) 00000	Dear Mr. (surname): OR Dear Ms. (surname): Sincerely yours,



Corporate President, Chief Executive Officer (CEO), Chief Operating Officer (COO), or Other Corporate Executive	Mr. (full name) (Title/position) (Name of company) (local address) 00000 OR Ms. (full name) (Title/position) (Name of company) (local address) 00000	Dear Mr. (surname): OR Dear Ms. (surname): Sincerely yours,
Man	Mr. (full name) (local address) 00000	Dear Mr. (surname): Sincerely yours,
Woman	Ms. (full name) (local address) 00000	Dear Ms. (surname): Sincerely yours,
Widow	Mrs. (husband's first name and last name) (local address) 00000 ** Check for the preference of the addressee. If widow uses a different name, adapt accordingly.	Dear Mrs. (surname): Sincerely yours,
Child (boy)	Master (full name) (local address) 00000 OR Mr. (full name) (local address) 00000	Dear Master (surname): OR Dear Mr. (surname): Sincerely yours,
Child (girl)	Miss (full name) (local address) 00000 OR Ms. (full name) (local address) 00000	Dear Miss (surname): OR Dear Ms. (surname): Sincerely yours,
Two or more Women	Ms. (full name) and Ms. (full name) (local address) 00000	Mesdames: Sincerely yours,
Two or more Men	Mr. (full name) and Mr. (full name) (local address) 00000	Gentlemen: Sincerely yours,
One Woman and One Man	Ms. (full name) and Mr. (full name) (local address) 00000	Dear Ms. (surname) and Mr. (surname): Sincerely yours,

ATF Correspondence Manual

Section H: Scheduling Requests

If you want to request that an official from ATF's Office of the Director attend an event or a conference, you need to fill out an Office of the Director Scheduling Request form. You can find an example of the form at the end of this section.

Please submit the completed form through your Directorate's chain of command. Once the appropriate management official within your Directorate has approved, please submit the request to Chief Counsel for concurrence, with a cc to the Chief, Liaison Division, Office of Public and Governmental Affairs. After Chief Counsel concurs, submit the form to the Chief of Staff, Office of the Director. It will be returned to you with a decision and comments. You may contact the Office of the Director (b) (6) with any additional questions.

# **SCHEDULING REQUEST**

**DUE DATE:** \_\_\_\_\_

**Event:**

(include theme of conference or meeting, if available)

**Proposed Date(s), Time and Length of Event:**

**Location:**

(venue, address, city)

**Participants:**

(approx. size and composition of audience, VIPs' title and affiliation)

**Requested Role of the Director:**

(courtesy call, one-on-one meeting, keynote address, panel participation, etc.)

**Purpose:**

(How does event participation advance ATF mission?)

**Other Event Information:**

(media coverage, public/private event, in-house audio/videotaping, etc.)

**Background on Organization/Individuals:**

(description of group or individual, interaction with ATF. Attach bios or other info.)

**Name and Contact Info for Event (Non-ATF):**

**ATF Point of Contact for Event (Name, Office, Direct Line and Cell Numbers):**

**Other Possible Appointments During Trip:**

(VIP meetings, Q&A with ATF participants, field office visit, etc.)

**Coordination:**

	<u>Initial and Date</u>		<u>Comments</u>
	Concur	Non-Concur	
Assistant Director			
Chief, Liaison Division, PGA (INFO COPY)	---	---	---
Chief Counsel			
Chief of Staff—Ofc of the Director			
Acting Deputy Director			
Acting Director			

**Scheduler's Comments:**  
(pre-brief required? etc.)

## ATF Correspondence Manual

### Section I: For More Information...

Department of Justice Formats: The Department of Justice's online correspondence manual is available on the DOJ Intranet at <http://doj-intranet/jmd/es/toc.htm>.

E-mail Correspondence: Several courses covering business correspondence in general and e-mail correspondence in particular are available on the LearnATF Web site.

Government-Wide Style Manual: The Government Printing Office Style Manual covers many grammatical and formatting topics, including capitalization, punctuation, numerals, compound words and abbreviations, spelling and word division, and citations. This style manual is available in hard copy from [www.gpo.gov](http://www.gpo.gov) or can be accessed online at <http://www.gpoaccess.gov/stylemanual/index.html>).

Mailing Classified Materials: Some classified materials may be sent through U.S. mail. Please contact OPRSO for more information on handling classified materials.

Other Questions: Please feel free to contact ATF's Correspondence Unit if your question is not adequately answered in the correspondence manual or the resources above.