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"Rummaging in the government's attic"

16-December-2017

12-January-2018

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Description of document:

Alcohol and Tobacco Tax and Trade Bureau (TTB) internal employee-only webpages for: Office of the Chief of Staff, Executive Liaison for Industry and State Matters, Office of Communications, Office of Congressional and Public Affairs, Office of Equality, Diversity and Inclusion, Strategic Planning and Program Evaluation, 2018

Requested date:

Release date:

Posted date:

Source of document:

FOIA Request Quinton Mason TTB FOIA Requester Service Center 1310 G Street, NW Box 12 Washington, DC 20005 Fax: 202-453-2331 Department of the Treasury Online FOIA Request Form

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DEPARTMENT OF THE TREASURY ALCOHOL AND TOBACCO TAX AND TRADE BUREAU WASHINGTON, D.C. 20005

January 12, 2018

Refer to: 2017-12-144 4040000

SENT VIA EMAIL

This letter is in response to your Freedom of Information Act (FOIA) request to the Alcohol and Tobacco Tax and Trade Bureau (TTB) dated December 16, 2017. You are requesting copies of the following TTB internal webpages:

- 1) Office of the Chief of Staff;
- 2) Executive Liaison for Industry and State Matters;
- 3) Office of Communications;
- 4) Office of Congressional and Public Affairs;
- 5) Office of Equality, Diversity and Inclusion;
- 6) Strategic Planning and Program Evaluation;
- 7) Who We Are;
- 8) Knowledge Coordinator;
- 9) Organization Chart;
- 10) About TTB;
- 11) TTB Plans and Reports; and
- 12) Features.

With regard to items 1 through 6, we conducted a search of files within TTB for records responsive to your request and identified 9 pages which are being released in their entirety with no redactions, as no exemptions under the FOIA apply.

With regard to items 7 through 12, we conducted a search and found no responsive records. Please be advised that items 7, 9, 10, 11, and 12 are associated with external webpages only.

Enclosed is a Document Cover Sheet with your appeal rights outlined on the reverse side. If you choose to appeal this response, you must do so within 90 days from the date of this letter.

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As part of the 2007 FOIA amendments, the Office of Government Information Services (OGIS) was created to offer mediation services to resolve disputes between FOIA requesters and Federal agencies as a non-exclusive alternative to litigation. Using OGIS services does not affect your right to pursue litigation. If you are requesting access to your own records (which is considered a Privacy Act request), please note that OGIS does not have the authority to handle requests made under the Privacy Act of 1974. If you wish to contact OGIS, you may email them at ogis@nara.gov or call 1-877-684-6448.

Please note we are charging no fee for processing your request. If you have any questions regarding this letter, please contact Quinton Mason by phone, at (202) 882-9904, or by e-mail, at <u>TTBFOIA@ttb.gov</u>, and reference FOIA number **2017-12-144**.

Sincerely,

Jun R. Ca

Amy R. Greenberg Director, Regulations and Rulings Division

Enclosure(s): As stated

DEPARTMENT OF THE TREASURY ALCOHOL AND TOBACCO TAX AND TRADE BUREAU FREEDOM OF INFORMATION ACT DOCUMENT COVERSHEET: EXEMPTION LIST AND APPEALS RIGHTS

eet				
2. File No. 2017-12-144 4. Documents are being released: at cost × without cost 6. Total Number of documents denied: N/A II of explanations of exemptions) (b)(4) (b)(5) (b)(7)(e) (b)(7)(f) emption Document No Exemption				
Part II List of Freedom of Information Act Exemptions Title 5 United States Code 552(b) – Information Exempt from Disclosure				
deprive a person of a right to a fair trial or an impartial adjudication; constitute an unwarranted invasion of personal privacy; disclose the identity of a confidential source and, in the case of a record compiled by a criminal law enforcement authority in the course of a criminal investigation, or by an agency conducting a lawful national security intelligence investigation, confidential information furnished only by the confidential source;				

- (5) Inter-agency or intra-agency memoranda or letter which would not be available by law to a party other than an agency in litigation with the agency;
- (6) Personnel and medical files and similar files, disclosure of which would constitute a clear and unwarranted invasion of personal privacy;
- (7) Investigatory records compiled for law enforcement purposes, but only to the extent that the production of such records could:
 - (a) interfere with enforcement proceedings;

- (e) disclose investigative techniques and procedures;
- (f) endanger the life or physical safety of law enforcement personnel
- (8) Contained in or related to examination, operation, or condition reports prepared by, on behalf of, or for the use of an agency responsible for the regulation or supervision of financial institutions; or
- (9) Geological and geophysical information and data, including maps, concerning wells.

Part III Right of Appeal – Procedure

If you are not satisfied with our response to your request, you may appeal within 90 calendar days from the date of the initial determination response letter, stating the reasons why the requested information should be released under the Act; and why the determination is in error. Your letter of appeal must:

- 1. Be signed by the requestor and addressed to: Freedom of Information Appeal, Assistant Administrator (Headquarters), Alcohol and Tobacco Tax and Trade Bureau, 1310 G Street, NW, Box 12, Washington, DC 20005;
- 2. Be submitted to TTB within ninety (90) calendar days of the date of our initial determination letter;
- 3. Reasonably describe the requested records which the appeal concerns;
- 4. Set forth the address where the requester desires notification of the determination of the appeal;
- 5. Specify the date of the initial request and the date of the letter denying the initial request, including the FOIA number;
- 6. Petition TTB to grant the request for records and present arguments supporting the appeal; and
- 7. Enclose the appeal in an envelope clearly marked "FREEDOM OF INFORMATION ACT APPEAL"

Part IV 26 U.S.C. 6103 Disclosure

In order to respect citizens' reasonable expectation of the privacy of their tax information, Congress created, and has amended over the years, 26 U.S.C. 6103 (section 6103) to provide that tax returns and return information are confidential and are not subject to disclosure except in limited situations, where disclosure is warranted. For each allowed disclosure delineated by the Internal Revenue Code (IRC), Congress attempted to balance the particular office's or agency's need for the information with the citizen's right to privacy, as well as the impact of the disclosure upon the continuation of compliance with the voluntary tax assessment system.

<u>Permissible Disclosures.</u> Though the general rule of section 6103 protects the confidentiality of return information, it outlines a number of circumstances where disclosure or inspection of return information is permissible.

We may be able to provide you with this information, subject to the provisions of 26 U.S.C. 6103, which controls the disclosure of tax returns and tax return information collected under the Internal Revenue Code. Accordingly, in order for us to comply with the provisions of section 6103 that outline the circumstances under which we can share information, the request must come in a specific format. The request must come from an official who is at least a first-line supervisor and contain the following information:

- 1. Identify the name, title and agency of the requester.
- 2. Identify the name, address, and (if available) the employer identification number, social security number, or taxpayer identification number of the taxpayer/subject.
- Briefly explain why the requester's official duties require TTB to disclose the information. For example, if the request is pursuant to an investigation involving a tax administration matter or another Federal law not related to tax administration, please indicate such.
- 4. If known, please indicate the subparagraph of 26 U.S.C. 6103 under which you are requesting the information.
- 5. If there is a need for a quick turnaround, identify the time frame in which the information is needed.
- 6. Identify, if applicable, the type of tax and the tax periods covered by the request.
- Finally, the requester must agree to safeguard all information in accordance with the terms of section 6103(p)(4) of the IRC, and must acknowledge awareness of the laws imposing civil and criminal liability on Federal employees who improperly disclose return information.

> OFFICE OF THE CHIEF OF STAFF (OCOS)

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 - OCOS
 Shared
 Documents
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Chief of Staff

The Office of the Chief of Staff (OCOS) provides strategic advice to the Administrator and the Deputy Administrator and ensures proactive coordination of Bureau-wide priorities, policies, and internal and external communications in direct support of TTB's mission.

OCOS Offices on SharePoint

- Office of Communications
- Office of Congressional and Public Affairs
- Executive Liaison for Industry and State Matters

Announcements

DCOS Calendar

There are currently no upcoming events. To add a new event, click "Add new event".

<u>III</u> Office Calendars

- OC Calendar
- OCPA Calendar

EXECUTIVE LIAISON

Executive Liaison for Industry and State Matters

- Office of Executive Liaison SharePoint Site
- Documents
 - o Shared Documents
 - Executive Liaison
 Document Library
 - o Cider Guidance Web Pages
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 Label Formula
 Web Guidance S
- Lists
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- Sites
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- Criminal Enforcement Task
 Force
- Conference Coordination Team
- •

Susan Evans is the Executive Liaison for Industry and State Matters, a vital position created to enhance our relationships with our regulated industries, their representatives, and our state government counterparts. As Industry Liaison, Susan is always exploring creative ways to encourage open communication between TTB and our industry members, as well as TTB and state regulators.

CONTACT

Susan.Evans@ttb.gov 202-453-2142

Quick Links

- Organization Chart
- <u>About TTB</u>
- TTB Strategic Plan
- <u>TTB Budget</u>
- TTB Plans and Reports
- Contact the Administrator
- <u>Contact State ABC Personnel</u>

OFFICE OF COMMUNICATIONS

- PROJECT OPEN DATA
- Discussions
 - o Team Discussion
- Documents
 - o OC DOCUMENT LIBRARY
 - o OC Consolidated Library
 - o High Level Documents
- INFORMATION RESOURCE CENTER
- Lists
 - o OC Assignment Log
 - o OC Calendar
 - o OC Announcements
 - o TTB Master Calendar
 - o Office of
 - Communications
 - Initiatives
 - o Barbara's List
 - TWENTY-FIVE QUESTIONS AND ANSWERS
 - o OC Archive
 - External Presentations Review
- OC WRITER-EDITOR SERVICES
- People and Groups
- Pictures
 - o Event Pictures
 - o KM Images and Photos
 - o Official Seals and Logos
- Sites
- TTB NEWS
- WEB SERVICES
 - o WEB 2.0 INITIATIVE
 - o Web Based Training
 - WEB CONTENT REVIEW PROJECT
 - o TTB.gov Refresh

Office of Communications

The Office of Communications is the focal point for the Bureau's online information management programs including Web services. The OC ensures that the Bureau's communication and Web programs adhere to federal laws and policies. Web Services

Web Quality Assurance Program

Web ContentManagement/PostingProceduresWeb Surveys and SiteEvaluationAccessibility and Section 508

Video Production

Coming Soon....

Plain Language (Writing & Editing)

TTB's Plain Language Program

TTB Guide to Plain Language GPO Style Manual

The Office of Congressional and Public Affairs

The Office of Congressional and Public Affairs is responsible for dealing with members of the media, such as reporters, writers, and TV or film producers.

The Director of Congressional and Public Affairs is the official spokesperson for the Alcohol and Tobacco Tax and Trade Bureau.

Contact

Tom Hogue Director, Congressional and Public Affairs 1310 G Street, NW, Washington, DC 20220

Phone: (202) 453-2180

Fax: (202) 453-2912 Email: Info@ttb.gov

Office of Equality, Diversity, and Inclusion (ED&I)

Welcome to the Alcohol and Tobacco Tax and Trade Bureau (TTB), Office of Equality, Diversity, and Inclusion (ED&I) web site. ED&I provides information and answers questions regarding ED&I issues, and is a resource for ED-related matters.

Announcements

- <u>Read TTB's Equal Employment Opportunity Policy</u> (10/21/16)
- Updated EDI Policy Statements (10/28/14)

More Announcements

Office of Equality, Diversity, and Inclusion (ED&I)

Discrimination Complaint Process

- TTB ED Counselors
- <u>Alternative Resolution Dispute Program</u>
- <u>Federal Laws Prohibiting Employment Discrimination</u>

ED&I Programs and Activities

- Special Emphasis Programs
- <u>Recruitment Activities</u>
- <u>Cultural Awareness & Educational Programs</u>
- Diversity Strategic Plan

Reasonable Accommodation

- The Americans with Disabilities Act (ADA) of 1990, Titles I and \underline{V}
- The Rehabilitation Act of 1973, Sections 501 and 505
- <u>Reasonable Accommodation Procedures</u>

Helpful Resources

- Policies/Leadership Commitment
- Equal Employment Opportunity Policy
- Anti-Harassment Policy and Procedures
- <u>Treasury Office of Civil Rights and Diversity (OCRD)</u> (external link)
- Equal Employment Opportunity Commission (external link)

Site Contents

Office of Strategic Planning and Program Evaluation



The Office of Strategic Planning and Program Evaluation (OSPPE) oversees the Bureau€[™]s planning and performance functions, which includes the development of a five-year strategic plan, developing and tracking measures of performance, reporting annual performance and financial data to stakeholders, and various program-level studies and reports. OSPPE also contributes to the annual planning process at TTB, and supports the development of a performance budget.

Announcements

- TTB Releases FY 2016 Annual Report (2/28/17)
- Treasury Releases New Strategic Plan for FY 2014 2017 (03/28/14)
- Learn About TTB's Initiatives at the Balanced Scorecard Resource Center (3/14/14)

More Announcements

Quick Links

- <u>Jill Murphy,</u> Knowledge Coordinator
- TTB Strategic Plan
- <u>TTB Annual Reports</u>
- <u>TTB Balanced Scorecard Resource</u> <u>Center</u>

How Do I...?

- <u>Request Access to MPRS?</u>
- **Propose an Initiative?**

SPPE On Demand

- <u>Mission Performance Reporting</u> <u>System (MPRS)</u> (Limited Access)
- <u>Core Team</u>
 Announcements (Limited Access)
- <u>Balance Scorecard Links</u> (Limited Access)

Office of Strategic Planning and Program Evaluation Resources

Strategic Planning Annual Reports

TTB Strategy Map (FY 2013-
2017)TTB Annual ReportZ017)Treasury Annual ReportsRead more.

<u>TTB Strategic Plan (FY 2007 -</u> 2012) <u>Treasury Strategic Plan (FY 2014</u> -2017)

Read more.

Annual Planning

Managing & Measuring Performance

FY 2014 TTB Initiatives

Performance.gov

Read more.

Performance Improvement Council



Performance Management

TTB Balanced Scorecard Dashboard Mission Performance Reporting System

MPRS User Guide

Read more.