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**U.S. Department of Justice**

Justice Management Division

*Office of General Counsel*

NOV 22 2019

Washington, D.C. 20530

RE: JMD FOIA # 122840

I am responding on behalf of the Justice Management Division (JMD) to your Freedom of Information Act (FOIA) request dated November 18, 2019, for a copy of the "DOJ Correspondence Management Handbook/Manual, by whatever name it is given."

The Department of Justice's Correspondence Manual is enclosed, with redactions under Exemption 6 for certain personally identifiable information. We have determined that the privacy interests outweigh the public interest in disclosure of such information.

You may contact our FOIA Public Liaison, Karen McFadden at (202) 514-3101 or [JMDFOIA@usdoj.gov](mailto:JMDFOIA@usdoj.gov) for further assistance and to discuss any aspect of your request. Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001; e-mail at [ogis@nara.gov](mailto:ogis@nara.gov); telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769.

If you are not satisfied with my response to your request, you may administratively appeal by writing to the Director, Office of Information Policy, United States Department of Justice, Sixth Floor, 441 G Street, NW, Washington, DC 20530-0001, or you may submit an appeal through OIP's eFOIA portal at <https://www.foiaonline.gov/foiaonline/action/public/home>. Your appeal must be postmarked or transmitted electronically within 90 days of the date of the response to your request. If you submit your appeal by mail, both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal."

Sincerely,

A handwritten signature in blue ink that reads "Arthur E. Gary".

Arthur E. Gary  
General Counsel

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The Departmental Executive Secretariat establishes policies and procedures for executive correspondence and manages the flow of correspondence.

To assist in the proper handling of executive correspondence, the Departmental Executive Secretariat, in coordination with the Office of the Attorney General, developed the original *Correspondence Policy, Procedures, and Style Manual* for use by Department employees in 1996.<sup>1</sup>

The revised manual replaces the 1996 manual and later editions. While this manual focuses on executive correspondence, much of it also applies to other Department correspondence/paperwork functions. The Executive Secretariat hopes this manual will serve as a useful guide for the treatment of other Department paperwork.

Wherever possible, we will be incorporating your suggested revisions for the Manual. We hope that this new, Intranet version addresses your issues and we welcome your continued suggestions for improvement or clarification.

**Footnotes:**

1 - Departmental Executive Secretariat will be referred to as the Executive Secretariat throughout this manual.

*Updated: May 1, 2019*

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Updated: July .

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## Executive Secretariat Control Sheet

1. **DATE OF DOCUMENT:** The date of the incoming document. If document is not dated, date of postmark is used.

2. **WORKFLOW ID:** A unique number assigned automatically by the CMS. Components use this number for reference.

3. **DATE RECEIVED:** The date the document arrived in the MRU or the Executive Secretariat.

4. **DUE DATE:** The date a response is due.

5. **FROM:** The name, title, and address of the individual who sent the document.

6. **TO:** The addressee indicated on the incoming document.

7. **MAIL TYPE:** Assigned by Executive Secretariat or MRU based on document type (e.g., congressional).

8. **SUBJECT:** Composed by an Executive Secretariat analyst from information in the incoming document.

9. **DATE ASSIGNED, ACTION COMPONENT, AND ACTION REQUESTED:** Identification of the component assigned action for the document, the action to be performed, and the date assigned by the Executive Secretariat.

10. **INFO COMPONENT:** Identification of the components that will receive information copies of the document.

11. **COMMENTS:** Contains any additional note regarding the status of the document or instructions to the component.

12. **FILE CODE:** The file code is entered by the Executive Secretariat to determine the location of the paper files.

13. **EXECUTIVE SECRETARIAT CONTACT:** The Executive Secretariat analyst identified as the point of contact for the document.

<b>DEPARTMENT OF JUSTICE</b> <b>EXECUTIVE SECRETARIAT</b> <b>CONTROL SHEET</b>	
1. DATE OF DOCUMENT:	2. WORKFLOW ID:
3. DATE RECEIVED:	4. DUE DATE:
5. FROM:	
6. TO:	
7. MAIL TYPE	
8. SUBJECT:	
9. <u>DATE ASSIGNED</u> <u>ACTION COMPONENT</u> <u>ACTION REQUESTED:</u>	
10. INFO COMPONENT:	
11. COMMENTS:	
12. FILE CODE:	
13. EXECUTIVE SECRETARIAT CONTACT:	

**Figure 1**

## Signature Level and Due Dates for Correspondence Addressed to the Attorney General


Source of Correspondence	Signature Level <sup>1</sup>	Due Date ("Clock" begins first working day after Executive Secretariat processing)
Cabinet Officials/Heads of Agencies*	Attorney General	10 working days
Members of Congress (priority mail)*	Office of Legislative Affairs (or the Attorney General, DAG, or ASG)	10 working days
Members of Congress (constituent mail)*	Component	20 working days
Members of Congress (hearings, legislation, grants, etc.)*	Office of Legislative Affairs (or the Attorney General, DAG, or ASG)	deadline varies based on type of correspondence
Foreign Dignitaries*	Attorney General	10 working days
Former U.S. Attorneys General*	Attorney General	10 working days
Governors/Mayors/State Attorneys General/Other Significant Federal, State and Local Officials*	Director of the Office of Intergovernmental and Public Liaison or Component as appropriate	10 working days
White House (Blue Covers)*	AG, OLA or Component	5 working days
White House General*	Component	10 working days

Figure 2  
Revised April 2017

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\* These are general rules. Signature levels may be changed on a case-by-case basis.



		<b>U.S. Department of Justice</b>	
		Division Name	
Washington, D.C. 20530 [DATE]		2 returns 3 returns	
1-inch margin			1-inch margin
MEMORANDUM FOR THE ATTORNEY GENERAL			
2 returns			
THROUGH:	THE DEPUTY ATTORNEY GENERAL		
	2 returns		
FROM:	Name Title		
	2 returns		
SUBJECT:	<u>Underscore last line of subject text.</u>		
PURPOSE:	Purpose text.		
	2 returns		
TIMETABLE:	Timetable text.		
	2 returns		
SYNOPSIS:	Synopsis text.		
	2 returns		
DISCUSSION:	Discussion text.		
	2 returns		
RECOMMENDATION:	Tab once after punctuation and begin text. All text should align with "RECOMMENDATION" text.		
	2 returns (or more if space allows)		
Attachment (s) [If there is a second page, "Attachment (s)" should appear as last item. See figure 7.]			
		1-inch margin	

[d](#)

**Figure 5: Action Memorandum for the Attorney General Through the Deputy Attorney General**



# U.S. Department of Justice

Division Name

Washington, D.C. 20530

2 returns

[DATE]

3 returns

1-inch  
margin

1-inch  
margin

MEMORANDUM FOR THE ATTORNEY GENERAL

2 returns

THROUGH:

THE DEPUTY ATTORNEY GENERAL

2 returns

THROUGH:

THE ASSOCIATE ATTORNEY GENERAL (if appropriate)

2 returns

FROM:

Name  
Title

2 returns

SUBJECT:

Underscore last line of subject text.

2 returns

PURPOSE:

Purpose text.

2 returns

TIMETABLE:

Timetable text.

2 returns

DISCUSSION:

Discussion text.

2 returns

RECOMMENDATION:

Tab once after punctuation and begin text.  
All text should align with "RECOMMENDATION"  
text.

2 returns (or more if space  
allows)

Attachment(s) [If there is a second page, "Attachment(s)"  
should appear as last item. See figure 7.]


1-inch  
margin

**Figure 6. Action Memorandum for the Attorney General Through the Deputy and the Associate Attorney General (if appropriate)**


<div style="text-align: right; margin-bottom: 10px;">1-inch margin</div> <p>Memorandum for the Attorney General Subject: Subject text.</p> <div style="margin-top: 20px;"> <div style="border-left: 1px solid black; padding-left: 10px; margin-bottom: 10px;">4 returns</div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> APPROVE: _____  <div style="border-left: 1px solid black; padding-left: 10px; margin-top: 10px;">5 returns</div> DISAPPROVE: _____  <div style="border-left: 1px solid black; padding-left: 10px; margin-top: 10px;">5 returns</div> OTHER: _____ </div> <div style="width: 50%;"> <div style="border-top: 1px solid black; margin-bottom: 10px;">Concurring Components:</div> <div style="border-left: 1px solid black; padding-left: 10px; margin-bottom: 10px;">[None or list]</div> <div style="border-left: 1px solid black; padding-left: 10px; margin-bottom: 10px;">2 returns</div> <div style="border-top: 1px solid black; margin-bottom: 10px;">Nonconcurring Components:</div> <div style="border-left: 1px solid black; padding-left: 10px; margin-bottom: 10px;">[None or list]</div> </div> </div> </div>	<div style="text-align: right; margin-bottom: 10px;">1-inch margin</div> <div style="text-align: right;">Page 2</div> <div style="margin-top: 20px;"> <div style="border-top: 1px solid black; margin-bottom: 10px;">Attachment(s) (if appropriate)</div> <div style="border-top: 1px solid black; height: 300px; margin-top: 10px;"></div> </div> <div style="text-align: right; margin-top: 10px;">1-inch margin</div>
--	--

[d](#)

Figure 7: Action Memorandum, page 2

	<b>U.S. Department of Justice</b>	
	Division Name	
Washington, D.C. 20530		
1-inch margin		2 returns
		[ DATE ]
1-inch margin		3 returns
MEMORANDUM FOR THE ATTORNEY GENERAL		
THROUGH:		2 returns
		THE DEPUTY ATTORNEY GENERAL
FROM:		2 returns
		Name
SUBJECT:		2 returns
		Title
SUBJECT:	Underscore last line of subject text.	2 returns
PURPOSE:	Purpose text.	2 returns
TIMETABLE:	Timetable text.	2 returns
SYNOPSIS:	Synopsis text.	2 returns
DISCUSSION:	Discussion text.	2 returns
1- inch margin		

**Figure 8: Information Memorandum for the Attorney General Through the Deputy Attorney General**

		U.S. Department of Justice Division Name
Washington, D.C. 20530   2 returns [DATE]   3 returns		
1-inch margin		1-inch margin
MEMORANDUM FOR THE ATTORNEY GENERAL   2 returns		
THROUGH:	THE DEPUTY ATTORNEY GENERAL   2 returns	
THROUGH:	THE ASSOCIATE ATTORNEY GENERAL	
FROM:	Name Title   2 returns	
SUBJECT:	Underscore last line of subject text.   2 returns	
PURPOSE:	Purpose text.   2 returns	
TIMETABLE:	Timetable text.   2 returns	
SYNOPSIS:	Synopsis text.   2 returns	
DISCUSSION:	Discussion text.   2 returns	
		1-inch margin

**Figure 9: Information Memorandum for the Attorney General Through the Deputy and the Associate Attorney General**

<div style="border-left: 1px solid black; width: 1px; height: 100px; margin: 0 auto;"></div> <div style="text-align: center; margin-top: -10px;">10 returns</div>		
MEMORANDUM FOR HEADS OF DEPARTMENT COMPONENTS		
<div style="border-top: 1px solid black; width: 100%;"></div> <div style="text-align: right; padding-right: 5px;">1-inch margin</div>	<div style="border-left: 1px solid black; width: 1px; height: 20px; margin: 0 auto;"></div> <div style="text-align: center; margin-top: -10px;">2 returns</div> <div style="padding-top: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 15%;">FROM:</div> <div style="width: 85%;">THE ATTORNEY GENERAL</div> </div> <div style="border-left: 1px solid black; width: 1px; height: 20px; margin: 0 auto;"></div> <div style="text-align: center; margin-top: -10px;">2 returns</div> <div style="padding-top: 10px;">           SUBJECT:      Begin the text two tabs after the colon. The                                 "FROM" text is aligned with the "SUBJECT"                                 text. Underscore the last line of the                                 "SUBJECT" text.         </div> </div>	<div style="border-top: 1px solid black; width: 100%;"></div> <div style="text-align: left; padding-left: 5px;">1-inch margin</div>
<div style="border-left: 1px solid black; width: 1px; height: 20px; margin: 0 auto;"></div> <div style="text-align: center; margin-top: -10px;">2 returns</div>		
<p style="margin: 0;">Indent each paragraph five spaces from the left margin. Single space within a paragraph. Double space between paragraphs.</p> <p style="margin: 0;">Begin second paragraph two lines below first paragraph.</p>		
<div style="border-left: 1px solid black; width: 1px; height: 50px; margin: 0 auto;"></div> <div style="text-align: center; margin-top: -10px;">1-inch margin</div>		

**Figure 10: Memorandum for Heads of Department Components from the Attorney General**

	<div style="border-left: 1px solid black; height: 100px; margin: 0 auto; width: 20px;"></div> 10 returns	
	MEMORANDUM FOR [NAME] ASSISTANT ATTORNEY GENERAL [NAME OF COMPONENT]	
1-inch margin	[NAME] ASSISTANT ATTORNEY GENERAL [NAME OF COMPONENT]	1-inch margin
	<div style="border-left: 1px solid black; height: 20px; margin: 0 auto; width: 20px;"></div> 2 returns	
FROM:	THE ATTORNEY GENERAL	
	<div style="border-left: 1px solid black; height: 20px; margin: 0 auto; width: 20px;"></div> 2 returns	
SUBJECT:	Begin the text two tabs after the colon. The "FROM" text is aligned with the "SUBJECT" text. <u>Underscore the last line of the "SUBJECT" text.</u>	
	<div style="border-left: 1px solid black; height: 20px; margin: 0 auto; width: 20px;"></div> 2 returns	
<p style="margin: 0;">Indent each paragraph five spaces from the left margin. Single space within a paragraph. Double space between paragraphs.</p> <p style="margin: 0;">Begin second paragraph two lines below first paragraph.</p>		
	<div style="border-left: 1px solid black; height: 50px; margin: 0 auto; width: 20px;"></div> 1-inch margin	

**Figure 11: Memorandum for Specific Heads of Components**

	10 returns	
<div style="display: flex; justify-content: space-between;"> <div style="width: 15%; text-align: center;"> <b>1-inch margin</b> </div> <div style="width: 70%;">           First line of inside address            Second line of inside address            Third line of inside address            City, State ZIP Code         </div> <div style="width: 15%; text-align: center;"> <b>1-inch margin</b> </div> </div>		
	2 returns	
	Salutation: 2 returns	
	Indent each paragraph five spaces. Single space within a paragraph. Double space between paragraphs.  Begin second paragraph two lines below first paragraph. 2 returns	
	Sincerely,  5 returns	
	Matthew G. Whitaker Acting Attorney General	
	1-inch margin	

[d](#)**Figure 12: Letter from the Attorney General**



[Title and Name of Addressee]  
Page \_\_\_\_

Indent each paragraph five spaces from the left margin. Double space between paragraphs.

2 returns  
Sincerely,


5 returns

1-inch margin Matthew G. Whitaker 1-inch margin  
Acting Attorney General

1-inch margin

[d](#)

**Figure 13: Letter from the Attorney General, page 2**

	<h2 style="margin: 0;">U.S. Department of Justice</h2> <p style="margin: 0;">Division Name</p> <hr style="border: 0.5px solid black;"/>	
<p style="margin: 0;"><i>1-inch margin</i></p>	<p style="margin: 0;">Washington, D.C. 20530</p> <p style="margin: 0;">  2 returns</p> <p style="margin: 0;">[DATE]</p> <p style="margin: 0;">  3 returns</p>	<p style="margin: 0;"><i>1-inch margin</i></p>
<p style="margin: 0;">MEMORANDUM FOR THE ATTORNEY GENERAL</p> <p style="margin: 0;">  2 returns</p>		
<p style="margin: 0;">FROM:      Name</p> <p style="margin: 0;">             Title</p> <p style="margin: 0;">               2 returns</p>		
<p style="margin: 0;">SUBJECT: Weekly Report - Week of [include appropriate date]</p> <hr style="border: 0.5px solid black;"/>		
<p style="margin: 0;">  2 returns</p> <p style="margin: 0;">KEY COMPONENT OR DIVISION NEWS</p> <p style="margin: 0;">  2 returns</p>		
<p style="margin: 0;"><u>Topic of section.</u> The topic of each section leads the paragraph. Underscore the topic. Do not indent the body of each section. Text is single spaced. Double space between headings.</p> <p style="margin: 0;">  2 returns</p>		
<p style="margin: 0;">THE WEEK AHEAD</p> <p style="margin: 0;"><u>Topic of section.</u> Text.</p> <p style="margin: 0;">CONGRESS</p> <p style="margin: 0;"><u>Topic of section.</u> Text.</p> <p style="margin: 0;">WEEK IN REVIEW</p> <p style="margin: 0;"><u>Topic of section.</u> Text.</p> <p style="margin: 0;">REGULATORY ACTION</p> <p style="margin: 0;"><u>Topic of section.</u> Text.</p> <p style="margin: 0;">WHITE HOUSE/ATTORNEY GENERAL INITIATIVES</p> <p style="margin: 0;"><u>Topic of section.</u> Text.</p> <p style="margin: 0;">DIVISION/COMPONENT HEAD SCHEDULE FOR THE WEEK</p> <p style="margin: 0;"><u>Topic of section.</u> Text.</p> <p style="margin: 0;">DIVISION/COMPONENT CONTACT</p> <p style="margin: 0;">Name of contact person</p> <p style="margin: 0;">Telephone number of contact person</p> <p style="margin: 0;">  1-inch margin</p>		

**Figure 14: Weekly Report for the Attorney General**

		1-inch margin
THE ATTORNEY GENERAL		Page [appropriate page number]
1-inch margin		1-inch margin
		1-inch margin

[d](#)


**Figure 15: Weekly Report for the Attorney General, page 2**

1-inch margin	
BILLING CODE: [Center text]	
2 returns	
DEPARTMENT OF JUSTICE	
2 returns	
Component/Agency Name [Center text]	
2 returns	
Component/Agency Number; AG Order No.	
1-inch margin	2 returns
DESCRIPTION OF ORDER [Centered]	
2 returns	
AGENCY: Double space all text.	
2 returns	
ACTION:	
2 returns	
SUMMARY:	
2 returns	
EFFECTIVE DATE:	
2 returns	
FOR FURTHER INFORMATION CONTACT:	
2 returns	
SUPPLEMENTARY INFORMATION:	
5 returns	
Date	Matthew G. Whitaker Acting Attorney General
1-inch margin	

[d](#)**Figure 16: External Attorney General Order**


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### Figure 17: Internal Attorney General Order

		U.S. Department of Justice Office of the Deputy Attorney General	
		<hr/> The Deputy Attorney General      Washington, D.C. 20530	
1-inch margin		10 returns	1-inch margin
MEMORANDUM FOR HEADS OF DEPARTMENT COMPONENTS			
		2 returns	
FROM:	JAMES M. COLE DEPUTY ATTORNEY GENERAL		
		2 returns	
SUBJECT:	Begin the text two tabs after the colon. The "FROM" text is aligned with the beginning of the "SUBJECT" text. Underscore the last line of the "SUBJECT" text.		
		2 returns	
Components preparing intradepartmental memoranda for signature by the Deputy Attorney General use the blue on white stationery.			
Indent paragraphs five spaces. Double space between paragraphs.			
		1-inch margin	

d

**Figure 18: Memorandum from the Deputy Attorney General**

	<p>U.S. Department of Justice Office of the Associate Attorney General</p>
<p>The Associate Attorney General</p>	<p>Washington, D.C. 20530</p>
<p><i>1-inch margin</i></p>	<p><i>1-inch margin</i></p>
<p>MEMORANDUM FOR HEADS OF DEPARTMENT COMPONENTS</p>	
<p><i>2 returns</i></p>	
<p>FROM:</p>	<p>Tony West Associate Attorney General</p>
<p><i>2 returns</i></p>	
<p>SUBJECT:</p>	<p>Begin the text two tabs after the colon. The "FROM" text is aligned with the beginning of the "SUBJECT" text. Underscore the last line of the "SUBJECT" text.</p>
<p><i>2 returns</i></p>	
<p>Components preparing intradepartmental memoranda for signature by the Deputy Attorney General use the blue on white stationery.</p>	
<p>Indent paragraphs five spaces. Double space between paragraphs.</p>	
<p><i>1-inch margin</i></p>	

[d](#)


**Figure 19: Memorandum from the Associate Attorney General**

	<div style="border-left: 1px solid black; height: 100px; margin: 0 auto; width: 20px;"></div> <p><b>10 returns</b></p>
<div style="border-right: 1px solid black; height: 100px; margin: 0 auto; width: 20px;"></div> <p><b>1-inch margin</b></p>	<div style="border-left: 1px solid black; height: 100px; margin: 0 auto; width: 20px;"></div> <p><b>1-inch margin</b></p>
<p>First line of inside address          Second line of inside address          Third line of inside address          City, State ZIP Code</p>	
<div style="border-left: 1px solid black; height: 100px; margin: 0 auto; width: 20px;"></div> <p><b>2 returns</b></p>	
<p>Salutation:</p> <div style="border-left: 1px solid black; height: 100px; margin: 0 auto; width: 20px;"></div> <p><b>2 returns</b></p>	
<p>Components preparing letters for signature by the          Deputy Attorney General use the stationery with Old English          font in black ink.</p>	
<p>Indent paragraphs five spaces. Double space between          paragraphs.</p>	
<div style="border-left: 1px solid black; height: 100px; margin: 0 auto; width: 20px;"></div> <p><b>2 returns</b></p>	
<p>Sincerely,</p> <div style="border-left: 1px solid black; height: 100px; margin: 0 auto; width: 20px;"></div> <p><b>5 returns</b></p>	
<p>James M. Cole          Deputy Attorney General</p>	
<div style="border-left: 1px solid black; height: 100px; margin: 0 auto; width: 20px;"></div> <p><b>2 returns</b></p>	
<p>Enclosure(s) (2)</p> <div style="border-left: 1px solid black; height: 100px; margin: 0 auto; width: 20px;"></div> <p><b>2 returns</b></p>	
<p>cc:</p>	
<div style="border-left: 1px solid black; height: 100px; margin: 0 auto; width: 20px;"></div> <p><b>1-inch margin</b></p>	

[d](#)

**Figure 20: Letter from the Deputy Attorney General**




		U.S. Department of Justice Office of the Associate Attorney General	
The Associate Attorney General		Washington, D.C. 20530	
1-inch margin	10 returns		1-inch margin
First line of inside address Second line of inside address Third line of inside address City, State ZIP Code			
2 returns			
Salutation:			
2 returns			
Indent paragraphs five spaces. Double space between paragraphs.			
This stationery is used for letters prepared for signature by the ASG. Original stationery is used. The stationery is printed in blue ink. [Do not use letterhead generated from a computer template as it is printed in black ink.]			
2 returns			
Sincerely,			
5 returns			
Tony West Associate Attorney General			
1-inch margin			

[d](#)
**Figure 21: Letter from the Associate Attorney General**

Congressional Mail Type	Description of Mail Type	Due Dates	Action Code Language
CGCONST= Congressional Constituent	Congressional constituent mail is correspondence sent under cover of a letter or a fax sheet from a Member of Congress (MC) or a congressional staffer.	20 working days	For response by component.
CGGEN=Congressional General	Congressional general mail consists of thank you notes, courtesy copies sent to a staff person at DOJ, etc. This type of mail is not time-sensitive.	No due date	For information. or For appropriate handling.
CGGRANT=Requests for specific grants from COPS, OJP, etc.	These letters consist of congressional letters of support for <b>specific</b> DOJ grant requests such as COPS MORE. Note: <u>Constituent letters requesting information about Federal funding in general are treated as CG-CONST mail and are given 20 working days for turnaround.</u>	10 working days	Prepare response for AAG/OLA signature.
CGHEAR= Congressional Hearings	Invitations to congressional hearings fall into this category. Note: <u>If the invitation arrives on the date of the hearing, use the date received as the due date on the theory that the testimony is definitely due then. If a hearing notice says "a hearing will be held in July," an approximate due date should be assigned, e.g., July 31. If the letter contains no date for the hearing, use 30 days from the date received for the due date.</u>	10 working days after hearing date	For appropriate handling.
CGINVITE= Congressional Invitations	These letters consist of invitations to attend events on the Hill or in an MC's district or which may endorse a constituent's invitation to an individual at DOJ.	Invitations for the Attorney General: "no due date."  Other invitations: 10 working days.	For appropriate handling.
CGLEGIS= Congressional Legislation	Congressional legislative correspondence consists of solicitations of legal opinions on pending bills.	60 working days or date specified in incoming letter	For coordination, review, and response.

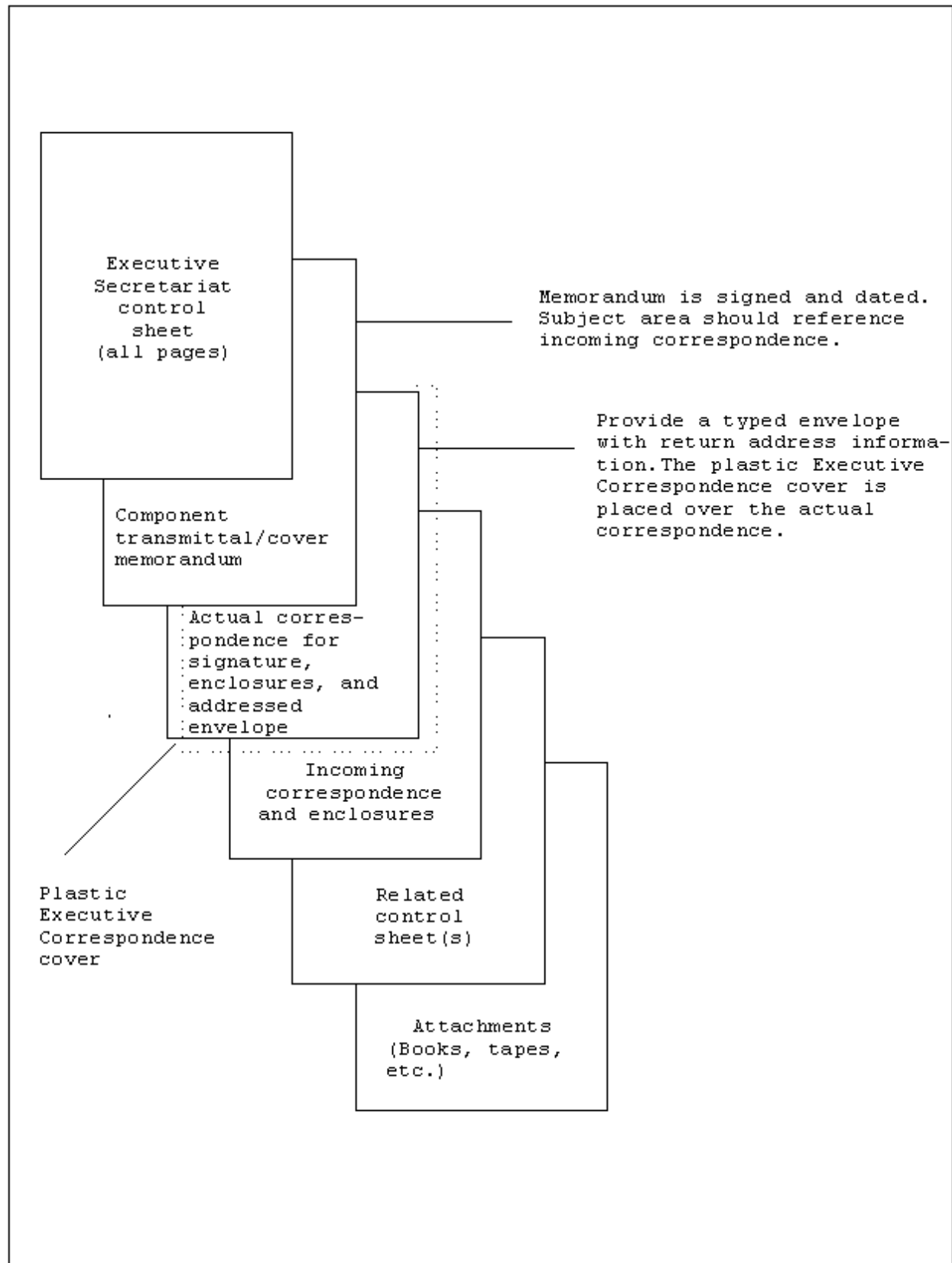
CGOVER= Congressional Oversight	Congressional oversight correspondence deals with committees' communications with DOJ or critical issues and often the correspondence is ongoing. OLA will provide specific keywords to be used for particular oversight issues. OLA will identify matters that fall into this category and provide the Executive Secretariat with updates. Note: <u>Hearings related to oversight matters should be assigned a "CG-HEAR" mail type.</u>	No due date	For review, coordination and appropriate handling.
CGPRTY= Congressional Priority	Congressional priority items are those which deal with substantive matters (issues/policies/"hot items") which are of interest to a Member of Congress.	10 working days	Prepare response for AAG/OLA signature.

**Figure 22. Congressional Correspondence Management Table**

	U.S. Department of Justice Office of Legislative Affairs	
Office of the Assistant Attorney General	Washington, D.C. 20530	
1-inch margin	[DATE]  8 returns	1-inch margin
First line of inside address (The Honorable [insert name]) Second line of inside address (United States Senate/U.S. House of Representatives) Third line of inside address (if appropriate) City, State ZIP Code (Washington, DC 20510/20515)		
2 returns		
Salutation: (Dear Mr. Chairman, Senator, Congressman, Congresswoman)		
2 returns		
Indent paragraphs five spaces. Double space between paragraphs. OLA stationery should be used for letters prepared for signature by the AAG/OLA. Correspondence may be prepared on original blue-ink stationery or from the selection found in the OLA Style Directory.		
Begin second paragraph two lines below first paragraph.		
2 returns		
Sincerely,		
5 returns		
Peter J. Kadzik Prinipal Deputy Assistant Attorney General		
1-inch margin		

[d](#)

Figure 23: Letter from the Assistant Attorney General, Office of Legislative Affairs

[d](#)

**Figure 24: Assembling a Correspondence Package for Signature**

**OVERALL CLASSIFICATION****MEMORANDUM FOR SECRETARY OF STATE**

**SUBJECT:** ( ) Sample of a Classified Memo Signed by the Attorney General

( ) Use a memorandum for correspondence within the Department of Justice (DOJ), to the President and the White House staff, and to send routine material to other Federal Agencies. Use a memorandum, formatted similar to this sample, to forward information, direction, or a request from the Attorney General, Deputy Attorney General, or Associate Attorney General to an addressee(s) within DOJ or to other Federal Agencies.

( ) Use letterhead stationery appropriate to the signee; use bond paper for succeeding pages. Single space paragraphs and do not justify right margins. Double-space between paragraphs and bullets and between lines in memorandums of a single paragraph of eight lines or less. Do not use a complimentary close for memorandums.

( ) Margins should be 2 inches from the top and 1 inch side and bottom margins on the first page. For succeeding pages, use 1 inch margins on all sides. Use Times New Roman, 12 pitch font. Indent paragraphs one half inch from the left margin.

( ) When a subparagraph is needed, use bullets, numbers, or lower case letters.

- ( ) Do not begin a paragraph near the end of a page unless there is room for at least two lines on that page. Do not carry a paragraph over to the next page unless there are at least two lines on that page.
- ( ) Try to refrain from using one sentence paragraphs.

( ) For second and succeeding pages, place the page number at the bottom center of the page at least one double space below the last line of text and 1 inch from the bottom of the page.

( ) Insert MEMORANDUM FOR 2 inches from top margin, using a title in lieu of an individual's name. If more than one line is required for an addressee, indent the second line an additional two spaces so that the first character of the indented line is below the third character of the addressee title on the line immediately above.

<i>Classified By:</i>	<i>Classified By:</i>
<i>Reason:</i>	<b>OR</b> <i>Derived From:</i>
<i>Declassify On:</i>	<i>Declassify On:</i>

**OVERALL CLASSIFICATION**[d](#)

**Figure 25: Sample of a Classified Memo Signed by the Attorney General**



## OVERALL CLASSIFICATION

### INFO MEMO

FOR: ATTORNEY GENERAL

FROM: Name of Component Head, Title

SUBJECT: ( ) Sample of a Classified Info Memo

- ( ) Use portion markings of (TS), (S), (C), or (U) for the subject and at the beginning of each paragraph, to include subparagraphs. Overall classification markings should be bold 13 pitch font, top and bottom of each page.
- ( ) State what the addressee needs to know using succinct bullet paragraphs. Double space between bullets. Set a 2 inch top margin and 1 inch side and bottom margins for the first page. For succeeding pages, use 1 inch margins on all sides. Use Times New Roman, 12 pitch font.
- ( ) Explain why it is important for the recipient to have this information.
- ( ) Attach background or supplemental information at TABs as needed. If a report is submitted, include an executive summary.
- ( ) Mark the top and bottom of the first page of the document with the highest overall classification of the contents of the total document, to include attachment(s).
- ( ) Apply subject line and paragraph markings, classification authority, and declassification instructions to classified material in accordance with Executive Order 13526.
- ( ) The Attorney General and Deputy Attorney General are rarely listed as classifying authorities. The classification is normally derived from another source. A source document or an original classification authority in the originating office is normally listed as the classifying authority.
- ( ) Place the basic classification and declassification statements in the lower left corner of the front page of a classified document.

*Classified By:*

*Reason:*

*Declassify On:*

*Classified By:*

*Derived From:*

*Declassify On:*

OVERALL CLASSIFICATION

d



**Figure 26: Sample of a Classified Info Memo**

SEARCH DOJNET

SEARCH

DEPARTMENTAL EXECUTIVE  
SECRETARIAT[Mission](#)**Correspondence  
Manual**[FAQs](#)[Correspondence  
Management System](#)[Executive  
Correspondence User  
Group](#)[Component Contacts](#)[ExecSec Contacts](#)[DOJNet](#) » [Justice Management Division](#) » [Departmental Executive Secretariat](#) » [Correspondence Manual](#)**Purpose**

This manual presents Department policies and procedures for processing executive correspondence. Executive correspondence includes letters and memoranda for the signature of the Attorney General, the Deputy Attorney General (DAG), the Associate Attorney General (ASG), or the Assistant Attorney General of the Office of Legislative Affairs (AAG/OLA). Congressional correspondence addressed to 20530 ZIP Code is also considered executive correspondence. This manual includes the following material:

An overview of the flow of correspondence within the Department and policies governing the correspondence process.

- Style and format guidelines of all executive correspondence prepared in the Department.
- Reference documents detailing Forms of Address; GPO Style Quick Reference; etc.

**WHO SHOULD USE THIS MANUAL**

This manual is a reference tool for all Department employees involved in processing executive correspondence.

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Updated: May 1, 2019

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**Flow of Correspondence****Overview of the Correspondence Management System (CMS)**

The Departmental Executive Secretariat implemented the Correspondence Management System (CMS), an advanced management and correspondence tracking system, in response to goals expressed by the Attorney General and senior Department managers to account for mail received by the Department.

The CMS automates the correspondence processing and review function of the Department's Mail Referral Unit (MRU). The MRU processes approximately 300,000 pieces of mail annually, addressed either to the Attorney General or the Department in general.

With the use of CMS, the Departmental Executive Secretariat can electronically track correspondence and forward assignments to components. All major components have electronic access to CMS and can scan their responses into the system and query the CMS database to determine the status of documents.

The use of CMS enables both the MRU and the Executive Secretariat to account for and handle the Department's correspondence efficiently and effectively.

**CMS Security**

Controlling access to correspondence and documents is critical. The use of a computerized system, such as CMS, facilitates control. CMS accommodates the most sophisticated access controls through the use of categories that grant group and/or individual access rights to staff members, thereby allowing varied security levels. CMS security enables its system administrator to allow certain users the ability to modify records and attach scanned images or documents while others are only permitted to view these documents.

**Records Management**

The Executive Secretariat is the Office of Record for the Offices of the Attorney General (AG), Deputy Attorney General (DAG), and Associate Attorney General (ASG).<sup>1</sup> Accordingly, the Executive Secretariat is the Office charged with maintaining the record copies of documentary materials for these Executive Offices. Under this assigned responsibility, the Executive Secretariat retains the original incoming correspondence, copies of internal departmental communication relating to the correspondence, and the record copy of the signed outgoing response in a filing system. The Executive Secretariat will ensure that the official files of these Executive Offices are complete and accurate.

Records are a basic element of the Department's information resources, and, like other resources, they must be managed properly for the Department to function effectively and comply with federal laws and regulations. Under the statutory definition (44 U.S.C. 3301), a record is any documentary material, regardless of its physical form or characteristics, that is made or received by a federal agency either to comply with a law or to conduct public business, and is appropriate for preservation because it provides evidence of the agency's activities or because of the informational value it contains. This documentary material includes e-mail (the electronic transmission of mail).

Determining whether a particular document is a record does not depend upon whether it is an original or a copy. Multiple copies of the same document may each have record status if they each serve a separate administrative purpose and are controlled under different filing systems. Only extra copies maintained for convenience of reference and such non-record materials as stocks of publications and processed documents are excluded from the definition of records. If there is a question about the record or non-record status of a particular document, only a qualified records officer in consultation with appropriate legal and archival personnel should make the determination. Offices and components are encouraged to utilize the knowledge and expertise of records management personnel within the Department in implementing their records retention and disposition programs.

**Authority and Responsibility**

The Attorney General, as the head of the Department of Justice, is required by law to make and preserve records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the Department (44 U.S.C. 3101). In addition to this legal requirement, the Attorney General is to promote the authorized, timely, and appropriate disposition of all documentary material within the Department (44 U.S.C. 3102). Identifying, organizing, and scheduling those records that are of enduring value and intended for transfer to the National Archives are essential elements of the Department's obligation to establish and maintain an active, continuing records management program. Implementation of this function lies with the Department's records officer, who provides the necessary assistance to offices, components, and individuals in complying with records responsibilities under federal laws and regulations. No one may unilaterally destroy documentary materials without the authorization of the Archivist of the United States, or remove official records from the Department in violation of the law.

**Main Justice Mailroom**

All mail addressed to the 20530 ZIP Code is first delivered to an off-site facility for processing before being forwarded to the components or the Mail Referral Unit (MRU), a contractor-supported unit operating out of the Department's warehouse facility in Landover, Maryland. The bulk of this correspondence is addressed specifically to Department employees and components and is forwarded directly to them. A smaller percentage, however, is addressed to the Attorney General, by name or by title, or to the Department in general. The mailroom forwards Attorney General correspondence as well as mail addressed to the Department in general to the Mail Referral Unit (MRU) for further processing.

**Mail Referral Unit**

In September 1995 the Mail Referral Unit (MRU) implemented procedures through which it began entering basic information about Attorney General correspondence into the CMS, including the correspondent's name and address, the date of the correspondence, and the date the correspondence was received by the MRU. These procedures establish a record of receipt for all correspondence addressed to the Attorney General, thereby providing up-to-date information on all such correspondence.

In addition, the MRU sorts and classifies Attorney General correspondence for routing purposes. The MRU determines whether the correspondence is general citizen correspondence or executive correspondence, and based on its classification, forwards the correspondence to the appropriate component or scans in the correspondence and forwards it to the Executive Secretariat, respectively. The MRU, however, does not scan in AG invitations or AG personal correspondence.

**General Citizen Correspondence**

General citizen correspondence includes the following items:

- **Letters from private citizens relating to personal matters**, such as court cases and requests for investigations.
- **Letters from private citizens on subjects or issues** that are part of a write-in campaign or express personal opinions on significant current events.
- **Legal processes** (e.g., summonses and complaints, court affidavits, or civil action cases).

Based on guidance provided by Department components (contained in the Correspondence Assignment Guide section), the MRU forwards general citizen correspondence to the appropriate component for response. An entry in the CMS indicates receipt of each piece of general citizen correspondence. Currently, the hard copy of the correspondence is sent to the component for response. The MRU does not retain a copy of general citizen correspondence; rather, the component is the office of record for such correspondence. This correspondence is routed to the component through the DOJ internal mail system.

Responses to general citizen correspondence do not require the signature of the Attorney General, DAG, or ASG; rather, such correspondence is signed and mailed by the component. Responses generated for general citizen correspondence are closed by the component under its own correspondence procedures.

Consistent with the Attorney General's directive that all correspondence sent to the Attorney General be answered, every component is required to answer and maintain records of responses to all general citizen correspondence. Unless otherwise directed, these records must be maintained for the tenure of the sitting Attorney General.

#### Executive Correspondence

The MRU forwards all executive correspondence directly to the Executive Secretariat. This correspondence consists of items addressed to the Attorney General by name or title from any of the following:

Federal Government officials (including officials of the executive, legislative, and judicial branches).

- State and local government officials (including but not limited to state governors, state attorneys general, state judiciary personnel, mayors, and law enforcement officials).
- Foreign government officials.
- Department of Justice components and field offices.
- Businesses and other constituent organizations.
- Individuals in one of the following categories who:
  - Appear to be friends or acquaintances of the Attorney General (e.g., "Dear Peter" letters).
  - Are from the state the Attorney General is from.
  - Request some personal action by the Attorney General (e.g., invitations, congratulatory letters, photographs, autographs, or donations).
  - Recommend individuals for Federal Government employment.
  - Send gifts, books, or photographic materials.
  - Make reference to a previous letter or conversation with the Attorney General or write in response to a letter from the Attorney General.
  - Request copies of the Attorney General's speeches.

In addition, the mailroom forwards to the Executive Secretariat all mail from Members of Congress sent to the 20530 ZIP Code, regardless of the addressee.

#### Correspondence Routed in Error by the MRU

The MRU may on occasion misdirect correspondence to either components or the Executive Secretariat. If this occurs, the following guidelines apply: ission and suggesting an alternative action component. This communication will enable the MRU to avoid subsequent misroutes of similar correspondence.

- If a component receives general citizen correspondence it believes is executive correspondence, the component forwards it immediately to the Executive Secretariat. The component advises the Executive Secretariat if it is the appropriate component for response, regardless of whether the correspondence is general citizen or executive correspondence.
- If the Executive Secretariat receives executive correspondence that it believes is general citizen correspondence, the component returns the correspondence to the MRU, explaining why it believes the correspondence does not pertain to the component's correspondence, the Executive Secretariat routes the item to the appropriate component.

#### Departmental Executive Secretariat

The Departmental Executive Secretariat reviews executive correspondence forwarded by the MRU and determines whether it should be controlled, using the following categories:

- **White House Correspondence:** Correspondence sent to a White House official and directly referred by the White House to the Department for further processing. (**Note:** Correspondence sent to a White House official from a Member of Congress and referred to the Department by the White House is considered White House mail.)
- **Other Types of Executive Correspondence:** Correspondence classified by the MRU as executive correspondence and sent to the Executive Secretariat for further review.
- **Write-in Campaign:** Once a component notifies DOJ's Office of Public Affairs (PAO) or the Executive Secretariat of a write-in campaign (25 or more letters on the same subject), the Executive Secretariat, if appropriate, may request a form letter from the component to advise the MRU who is handling a particular mail-in campaign. Individual components typically respond to this type of correspondence, although the Executive Secretariat may assist components in responding to selected mail-in campaigns.

For correspondence controlled by the Executive Secretariat, the electronic tracking record created by the MRU is expanded to include a subject abstract, due date, signature level, and referrals. The Executive Secretariat has a control sheet detailing this information. For information on finding due dates, assignment/action, and signature levels on the control sheet, refer to [Figure 1](#), for a graphic representation that provides further explanation.

#### Referrals

After analyzing correspondence the Executive Secretariat determines which component(s) will receive the correspondence for action and/or information.

- **Action Referrals**  
The Executive Secretariat assigns responsibility to a component for preparation of a response. It also determines the appropriate signature level for the response as well as the due date for completion of Department action. This assignment of responsibility is entered into the CMS. Currently, the Executive Secretariat forwards almost all assignment information and correspondence electronically to the assigned component.
- **Information Referrals**  
The Executive Secretariat may also make an information referral to a component based on parameters provided to the Executive Secretariat by the components (see the Component Assignment Guide). This referral is entered into the CMS and transmitted electronically to the component. Upon receipt of the information referral, the component's point of contact must notify the analyst listed as the point of contact on the Executive Secretariat control sheet if the component wishes to be actively involved in the response cycle. The Executive Secretariat will make necessary changes to the record to ensure component involvement in the response cycle.
- **Dual Referrals**  
On occasion, a response may require joint consultation by two or more components. In this situation, the Executive

Secretariat assigns primary responsibility to one component and secondary responsibility to concurring components. The final response submitted for signature must show concurrence by all contributing components. The Executive Secretariat routes the proposed response from the primary component to other components to obtain concurrences. Concurring components may make substantive changes to the response. Any substantive changes should be made in consultation with the originating component to preserve the response's accuracy.

#### Correspondence Routed in Error by the Executive Secretariat

On occasion, the Executive Secretariat may make an assignment to a component that the component believes should be assigned elsewhere. If a Component determines that a piece of correspondence has been incorrectly routed to them, they must quickly add a note to the CMS explaining why the assignment is incorrect and suggesting an alternative action office, and immediately queue the assignment back to the Executive Secretariat. If the full document has been scanned into the CMS, there is no need to return a hard copy of the original correspondence. **Under no circumstance is a component to route correspondence directly to another component.**

#### Signature Level and Due Date

The Executive Secretariat establishes a due date (see [Figure 2](#)) when making an action assignment. The "clock" on the due date begins ticking the first business day after the correspondence is processed by the Executive Secretariat.

In some instances the words "No Due Date" appears in Field 4 of the Executive Secretariat control sheet. In these cases no action is required. However, if a component knows that action should be taken, it notifies the Executive Secretariat so necessary changes can be made to the record.

While due dates are established by the Executive Secretariat, components should advise the Executive Secretariat if a piece of correspondence raises an issue that will be ongoing and will require an extended due date. Components should advise the Director, Executive Secretariat, of the need for an extension by telephone or e-mail **prior to the due date**.

#### Extensions of Due Dates

Extensions of due dates can only be granted by the Director, Executive Secretariat, for limited reasons and *only for items not already overdue*. The component is responsible for monitoring its pending items so it can request extensions prior to items' becoming overdue. The component requesting the extension must provide a substantial reason to the Executive Secretariat with the request.

The Director, Executive Secretariat, may extend due dates for a few days or for longer periods when appropriate. In addition, the Executive Secretariat has the discretion to approve additional extensions.

**Acceptable** reasons for extensions include the following:

- It is in the best interests of the Department or the Administration;
- An upcoming decision, issue or action would impact the response (details required)

**Unacceptable** reasons for granting an extension include:

- No specific action, issue, or decision impacting response date identified
- Expert drafting response is on vacation or out of town
- We're too busy

When requesting a due date extension, please send your request via email to the [Executive Secretariat Director](#), with a cc to the [Assistant Director for Correspondence](#). If the extension is granted, the Executive Secretariat will update the workflow and change the due date as appropriate.

#### Autopenned Items

Autopenning the Attorney General's signature is necessary in certain cases. When a component prepares numerous similar letters for the Attorney General's signature, the component submits a draft of the proposed response and a mailing list to the Executive Secretariat in order to obtain the necessary approvals prior to producing all the letters to be autopenned. The cover memorandum accompanying the draft letter requests the use of an autopenned signature. After receiving approval of the letter's text and the request for autopenning, the component produces all the letters and sends them to the Executive Secretariat for autopenning. The Executive Secretariat will contact the component when the letters have been autopenned. Requests for autopenning Certificates should be processed through the Attorney General's office. The Attorney General's office forwards the Certificates for autopenning to the Executive Secretariat.

<sup>1</sup> The Executive Secretariat became the Office of Record for the DAG and the ASG by an executive memorandum dated August 2, 1994.

Updated: May 2019

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Web & Social Media Policies  
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Finances  
Health Units  
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**AG Documents/Correspondence****MEMORANDA TO THE ATTORNEY GENERAL**

When preparing memoranda for the Attorney General you must first determine if your component reports directly to the DAG or to the This information determines the format of memoranda.

If your component reports to the ASG, the "THROUGH" line information will indicate both the ASG **and** the DAG.

Memoranda to the Attorney General are divided into the following categories:

- **Action memoranda** (Figures 5, 6-7) are prepared to transmit proposals for consideration and decision making to the Attorney General, as well as to transmit memoranda and letters for the Attorney General's signature. Generally, components submit action memoranda to the Executive Secretariat for routing to the appropriate concurring components. Action memoranda cannot be sent directly by a component to any executive office; rather, they must be routed through the Executive Secretariat. Components must ensure that all action memoranda are submitted sufficiently in advance if concurrences are needed by a certain date.
- **Information memoranda** (Figures 8 and 9) convey material of significant interest to the Attorney General, but do not require an action or a decision from the Attorney General. However, these memoranda do require concurrence by the ASG and/or the DAG prior to transmittal to the Attorney General.

**PREPARING ACTION AND INFORMATION MEMORANDA**

Both action and information memoranda conform to the following standards and include the information listed below.

**Stationery:** Stationery used by the originating office.

**Margins:** There must always be a one inch margin at the bottom. Left and right margins may be adjusted so that a small amount of text does not run over to a second page. Short memoranda are preferable to long documents.

**Spacing:** Single space within a paragraph. Double space between paragraphs and other elements of the memorandum.

**Font:** Use Times New Roman 12 for DOJ executive correspondence. **Justification:** Left justify text.

**Date:** The date is typed or stamped two lines below and aligned with "Washington, DC 20530," on the letterhead. The typed date reflects the date of signature by the originating component. The Executive Secretariat will return all undated memoranda to the originating component.

**Title:** Type "MEMORANDUM FOR THE ATTORNEY GENERAL" at the left margin five returns from the date in capital letters.

**The text for the following categories is aligned with the "DISCUSSION" or "RECOMMENDATION" text as appropriate.**

**THROUGH:** Return twice and type "THROUGH" at the left margin in capital letters, followed by a colon. After the colon, tab three times and type "THE DEPUTY ATTORNEY GENERAL" in capital letters. Return twice after the "THROUGH" line. If the component reports to the ASG, a second "THROUGH" line must be included. Follow the same format as that given for the DAG "THROUGH" line.

**FROM:** Return twice and type "FROM" at the left margin in capital letters, followed by a colon. Tab three times and type the name and title of the signatory. The memo should be from the Head of the Component or someone Acting on his/her behalf and it must be signed.

**SUBJECT:** Return twice and type "SUBJECT" at the left margin in capital letters, followed by a colon. Tab three times and type the subject in initial capital letters. Underscore the last line of the subject. **Note:** For classified documents use only unclassified text for subject matter.

**PURPOSE:** Return twice and type "PURPOSE" at the left margin in capital letters, followed by a colon. Tab three times and type the purpose text. The preferred text for this section is: "To obtain approval from . . . regarding . . ." or "To inform . . . regarding . . ."

**TIMETABLE:** Return twice and type "TIMETABLE" at the left margin in capital letters, followed by a colon. Tab twice and type the timetable text. Include a brief description of the timetable for decision making.

**SYNOPSIS:** Return twice and type "SYNOPSIS" at the left margin in capital letters, followed by a colon. Tab three times and type the synopsis text, which should not exceed one or two paragraphs.

**DISCUSSION:** Return twice and type "DISCUSSION" at the left margin in capital letters, followed by a colon. Tab twice and type the discussion text. The text informs the Attorney General of the core information needed to make an informed decision or presents pertinent facts for information only. (Additional text in this section can be flush with the left margin if it enables the entire memo to be on one page rather than two.)

**Attachment(s):** If attachments are included, type "Attachment" (or "Attachments" if there are more than one) at the left margin, initial letter only, two lines (or more if space allows) below the "DISCUSSION" block. If there is more than one attachment, type the appropriate numeral in parentheses after "Attachments," e.g., "Attachments (2)."

**Courtesy copy (cc):** A courtesy copy is a copy of the original response that is sent to someone other than the addressee. Recipient courtesy copies are indicated by the "cc:" notation on the original document, indicating to whom the document is sent so the addressee knows the original knows that others are receiving copies.

**Memoranda of More Than One Page:** Type "Memorandum for the Attorney General" at the left margin, one inch from the top of the second and any succeeding pages. Type "Subject" one line below "Memorandum for the Attorney General," followed by a colon and one space. Insert appropriate subject material after colon. Tab almost to right margin and type Page and insert the page number (i.e., Page 1 of 2). Return four times. Text on the second or last page must be at least two lines long.

**Only action memoranda require the following information after the "DISCUSSION":**

**RECOMMENDATION:** Return twice after discussion text and type "RECOMMENDATION" at the left margin in capitals, followed by a colon. Tab once and begin recommendation text. The recommendation contains a succinct statement regarding action to be taken by the decision maker (e.g., "It is recommended that the Attorney General sign this memorandum so that it may be disseminated throughout the Department."). Return twice after the "Recommendation" text (more if space allows). **APPROVE:** Type "APPROVE" at the left margin in capitals, followed by a colon and a space, with a line for signature.

**DISAPPROVE:** Return five times and type "DISAPPROVE" at the left margin in capitals, followed by a colon and a space, with a line for signature.

**OTHER:** Return twice and type "OTHER" at the left margin in capitals, followed by a colon and a space, with a line for comments and signature.

**Concurring Components:** This information begins on the same line as "APPROVE" and is underscored. Do not underscore the col follows. The list of concurring components begins under "Concurring Components." If no components are listed, type "None."

**Nonconcurring components:** On occasion, when components receive correspondence for review, they do not concur with the recommendation. These components are listed two lines beneath the list of concurring components. Underscore "Non-concurring Components." Do not underscore the colon that follows. The list of Non-concurring components is placed under "Non-concurring Components." If no components are listed, type "None."

If the approval/disapproval lines fall on a separate page, a subject line and at least two lines of text must be included with the header information (Figure 7).

## PREPARING MEMORANDA FROM THE ATTORNEY GENERAL TO COMPONENT HEADS OR SEVERAL SPECIFIC HEADS OF COMPONENTS

When preparing memoranda for signature by the Attorney General (figures 10 and 11), the following format must be used:

**Stationery:** Original stock from the Office of the Attorney General. Components may obtain this from the Office Manager, Office of the Attorney General.

**Margins:** One inch for bottom, left, and right margins. Margins may be adjusted so that a small amount of text will not run over to a second page.

**Spacing:** Single space within a paragraph. Double space between paragraphs and other elements of the memorandum.

**Font:** Use Times New Roman 12 pitch for DOJ executive correspondence. **Justification:** Left justify.

**Date:** Do not enter a date. Memoranda will be dated after the Attorney General's signature.

**Addressee:** Type "MEMORANDUM FOR HEADS OF DEPARTMENT COMPONENTS" at the left margin 10 lines below "Washington 20530" in all capital letters. If the memorandum is for more than one specific component head (figure 11), return twice and align the title and name of each additional component under the first listed name, with two returns between each new listing.

**FROM:** Return twice and type "FROM" at the left margin in all capital letters, followed by a colon. Tab twice and type "THE ATTORNEY GENERAL" in all capital letters and align with the "SUBJECT" text.

**SUBJECT:** Return twice and type "SUBJECT" at the left margin in all capital letters, followed by a colon. Tab twice and type the subject content using initial capital letters and underscore the last line of the subject block. **Note:** If the document is classified, use only unclassified information in the subject line.

**Body of the Text:** Return twice. Indent each paragraph five spaces and single space within the paragraph. Double space between paragraphs.

**Memoranda of More Than One Page:** Follow instructions detailed in Preparing Memoranda for the Attorney General, except type in "Memorandum From the Attorney General," (rather than For).

## PREPARING LETTERS FOR SIGNATURE BY THE ATTORNEY GENERAL

See figure 12 for an example of a letter prepared for signature by the Attorney General.

**Stationery:** Original stock from the Office of the Attorney General. Components may obtain this from the Executive Secretariat.

**Margins:** One inch for bottom, left, and right margins for all correspondence. Margins may be adjusted so that a small amount of text not run over to a second page.

**Spacing:** Single space. Double space between elements (e.g., salutation and paragraphs).

**Font:** Use Times New Roman 12 pitch for DOJ executive correspondence. **Justification:** Left justify.

**Date:** Do not predate any correspondence for signature by the Attorney General. The document will be dated after the Attorney General's signature.

**Inside Address:** Position at the left margin, approximately 10 lines from the top of the page. Do not extend the lines of the inside address past the middle of the page. If a line is continued to the next line, indent the next line two spaces.

The inside address contains the title of the addressee (e.g., "The Honorable," "Ms.") as appropriate. If the addressee is an attorney, the title "Esquire" is spelled out rather than abbreviated after the name; no title precedes the name in this case. The inside address also contains the addressee's organization/affiliation.

Type the title on the second line of the inside address block as shown:

**CORRECT:** Ms. Sallie T. Smith Acting Director

**INCORRECT:** Ms. Sallie T. Smith, Acting Director

When using abbreviations after the street address, insert a comma between the street and directional as shown and use periods if the address is in the District of Columbia:

**CORRECT:** 1902 L Street, NW Washington, D.C.

**INCORRECT:** 1902 L Street NW Washington, D.C.

(Please Note -- the use of periods only applies to District of Columbia addresses, two-letter abbreviations should be used for other states i.e., MD, PA, CA.)

**Salutation:** Position two lines below the last line of the inside address. Type at the left margin and follow it with a colon.

For information on the proper use of titles for addresses and salutations, refer to the Forms of Address section.

**Body of the Text:** Position two lines below the salutation. Indent paragraphs five spaces. Do not begin a paragraph near the end of a page unless there is space for at least two lines of text. When continuing a paragraph on the following page, carry over at least two lines. Single space within paragraphs, but double space between paragraphs.

**Complimentary Close:** Position two lines below the last line of the text body, approximately in the middle of the page. Leave five blank lines for the written signature. The Attorney General uses the complimentary close "Sincerely."

**Signature Block:** Align with the complimentary close. This contains the Attorney General's name; followed by his title, "Attorney General" directly under the Attorney General's name.

Example:

Sincerely,

(4 returns)



Matthew G. Whitaker  
Acting Attorney General

**Page Numbers:** Letters of two pages or more have a header at the left margin containing the addressee's title and name on the first line. The second line of the header contains the word "Page," followed by a space and the page number (figure 13).

**Enclosure(s):** If one enclosure is included, type "Enclosure" at the left margin, two lines beneath the last element of the signature block. If there is more than one enclosure, type "Enclosures" followed by the numeral in parentheses, e.g., "Enclosures (2)."

**Copies:** Copies of correspondence are produced for the following:

- **Multiple Addressees:** When identical letters are written to two or more addressees, prepare only one official file copy, even if separate original letters are prepared. On the bottom of the official file copy, type "Identical letters to:" with the list of addressees. If there is not enough room to list all addressees, type "See attached list" and attach the list of addressees to the file copy.
- **Courtesy copy (cc):** The courtesy copy is a copy of the original response, whether it is a letter or memorandum, that is sent to someone other than the addressee. Recipients of courtesy copies are indicated by the "cc:" notation on the original document. Therefore, the person to whom the document is addressed knows that others are receiving copies.
- **Blind courtesy copy (bcc):** Blind courtesy copies of the original correspondence are primarily for internal use or information. Courtesy copies are not indicated on the original letter, but are shown only on the file copy and on all the blind courtesy copies.

**Envelopes:** Envelopes (or mailing labels if appropriate) must be prepared for all external correspondence and transmitted with all letters to the Attorney General's signature. Use a standard letter-size envelope that matches the stationery of the Office of the Attorney General. Letters that are no more than five pages of letter-size bond paper. For letters more than five pages, use a 9½- by 12-inch envelope, with pages unfolded.

The address is single spaced and begins at the center of the envelope, using block style for all lines. If a line is long, you may continue the next line, indenting two spaces. The city, State, and ZIP Code are contained in the last line of the address. To prepare an envelope for a letter requiring special mail service, type, or preferably, stamp, the mailing instruction above the address at the top center of the envelope. This includes such special mail handling services as CERTIFIED, REGISTERED, INSURED, C.O.D., RESTRICTED DELIVERY, and RETURN RECEIPT REQUESTED.

For additional information refer to the *Mail Services Guide: A Handbook for Department of Justice Employees*.

## STUDENT MAIL

Both the Office of the Attorney General (OAG) and Components respond to letters from students. Many students request general information about the Attorney General's position or about the Department, but others request information on subjects specific to components.

The following are the procedures for processing student mail:

- A. Student letters addressed to the Attorney General or to the Department that request:
  1. personal or generic information about the Attorney General or the Department of Justice or
  2. photographs of the Attorney General
 are answered by the OAG.
- B. Student letters addressed to the Attorney General requesting information or expressing views on a particular subject are forwarded to the Executive Secretariat for control and to the appropriate component for response. These letters are categorized as "General" and have a due date of 30 days.
- C. Student letters addressed to the Department requesting information or expressing views on a particular subject are forwarded directly to the component from the Mail Referral Unit for response. These items will be handled as city mail.

In many cases, components may not be able to provide a complete answer to a student's question, but most students are grateful to receive information which is available. You may decide to develop form letters or information sheets on recurring subjects. You may also respond to the student by providing a brochure that addresses a specific issue in lieu of preparing a letter. All of these methods are acceptable as long as they pertain to the student's request in general.

## WEEKLY REPORT TO THE ATTORNEY GENERAL

When preparing the Weekly Report to the Attorney General (Figure 14) use the following format:

**Stationery:** Letterhead from the originating office.

**Margins:** One inch for bottom, left, and right margins.

**Spacing:** Single space within the body of the text. Double space between sections and paragraphs within sections.

**Font:** Use Times New Roman 12 pitch for DOJ executive correspondence. **Justification:** Left justified.

**Date:** The date is typed or date stamped two lines below and aligned with "Washington, DC 20530," which is printed on the stationery. The typed date reflects the date of signature by the originating component head. The Executive Secretariat will return any undated memorandum to the originating component.

**Title:** Type "MEMORANDUM FOR THE ATTORNEY GENERAL" at the left margin in all capital letters.

**FROM:** Type "FROM" at the left margin in all capital letters. Type the name of the signatory. Return once and type the signatory's title. The text is aligned with the "SUBJECT" text.

**SUBJECT:** Type "SUBJECT" at the left margin in all capital letters. Type "Weekly Report" in initial capital letters, followed by a hyphen and "Week of" and the appropriate date.

**Body of the Text:** Do not indent paragraphs. The topic of each section is underscored and followed by a period. The following areas are covered in the text:

- The Week Ahead
- Congress
- Week In Review
- Regulatory Action
- White House/Attorney General Initiatives
- Division/Component Head Schedule for the Week
- Division/Component Contact

**Page Numbers:** Create a header at the left margin at the top of page two (Figure 15). Type "THE ATTORNEY GENERAL" in all capital letters. Position the page number at the right margin. Type "Page" followed by a space and the appropriate page number.

## ATTORNEY GENERAL ORDER

There are two categories of Attorney General Orders, those for publication in the *Federal Register* and those concerning internal policy matters. All policy matters/issues, whether internal or for publication, must be routed through the Office of Legal Counsel (OLC) for review. Orders published in the *Federal Register* are also routed through the Office of Legal Policy (OLP).

- **Orders published in the *Federal Register*** (figure 16).



- The component prepares the Order for the Attorney General's signature, using plain bond paper, and sends it to the Executive Secretariat to control.
- The Executive Secretariat then sends it to OLP for review.
- OLP returns the approved version to the Executive Secretariat, which then forwards it to the Office of Legal Counsel (OLC) for further review.
- After OLC returns the Order to the Executive Secretariat, the Order is ready for review by the DAG and the ASG, if appropriate.
- The Executive Secretariat receives the Order for submission to the Attorney General for signature.
- Once the Order has been signed, the Executive Secretariat sends it to OLC for the assignment of a document number and dispatch to the *Federal Register*.
- A signed copy is also sent to the originating office.
- **Orders concerning internal policy matters** (figure 17).
  - The procedure for these Orders is the same as above except the Executive Secretariat does not need to send internal correspondence *related to the delegation of authority* for positions in the Department to OLP for review. A courtesy copy should be provided to OLP.
  - After the Attorney General signs the Order, it is returned to the Executive Secretariat for distribution.
  - The Executive Secretariat returns the original to OLC and forwards a copy to the component that prepared it as well as sending copies to other appropriate components.

## PREPARING EXTERNAL ATTORNEY GENERAL ORDERS (FIGURE 16)

**Stationery:** Plain bond paper.

**Margins:** One inch for top, bottom, left, and right margins. Margins may be adjusted so that a small amount of text will not run over to second page.

**Spacing:** Double space text.

**Font:** Use Times New Roman 12 pitch for DOJ executive correspondence.

**Justification:** Left justified.

**BILLING CODE:** Center and type "BILLING CODE" in all capital letters, followed by a colon and two spaces. Type the appropriate billing code.

**DEPARTMENT OF JUSTICE:** Return twice, center, and type "DEPARTMENT OF JUSTICE" in all capital letters.

**Component/Agency Name:** Return twice, center, and type the appropriate name in initial capital letters.

**AG Order Number:** Return twice, center, and type "AG Order No." The actual order number will be added by the Office of Legal Counsel after the Attorney General signs the order.

**DESCRIPTION OF ORDER:** Return twice and type the description of order text at the left margin in initial capital letters.

**AGENCY:** Return twice and type "AGENCY" at the left margin in all capital letters, followed by a colon. Tab once and type the agency name.

**ACTION:** Return twice and type "ACTION" at the left margin in all capital letters, followed by a colon. Tab once and type the action text.

**SUMMARY:** Return twice and type "SUMMARY" at the left margin in all capital letters, followed by a colon. Tab once and type the summary text. After line one all lines of the summary text are flush left.

**EFFECTIVE DATE:** Return twice and type "EFFECTIVE DATE" at the left margin in all capital letters, followed by a colon. Tab once and type the effective date.

**FOR FURTHER INFORMATION CONTACT:** Return twice and type "FOR FURTHER INFORMATION CONTACT" at the left margin in all capital letters, followed by a colon. Tab once and type the name and title of the contact.

**SUPPLEMENTARY INFORMATION:** Return twice and type "SUPPLEMENTARY INFORMATION" at the left margin in all capital letters, followed by a colon. Return twice and type the text at the left margin. Indent each paragraph five spaces.

**Date and Signature:** Return five times and strike the underline key 25 times to create a line for the date. Tab once and strike the underline key 30 times to create a line for the Attorney General's signature. Return once and type "Date" at the left margin. Tab six times and type the Attorney General's name, aligning it with the space allotted for the Attorney General's signature. Return once, tab six times, and type "Attorney General" under the Attorney General's name.

## PREPARING INTERNAL ATTORNEY GENERAL ORDERS (FIGURE 17)

**Stationery:** Office of the Attorney General letterhead.

**Margins:** One inch for bottom, left, and right margins. Margins may be adjusted so that a small amount of text will not run over to second page.

**Spacing:** Double space text.

**Font:** Use Times New Roman 12 pitch for DOJ executive correspondence. **Justification:** Left justified.

**ORDER NO.:** Return 10 times after "Washington, D.C. 20530." Center and type "ORDER NO." Type appropriate number.

**DESCRIPTION OF ORDER:** Return twice. Center and type description of order text in all capital letters.

**Body of the Text:** Indent each paragraph five spaces. Double space text. Double space between paragraphs.

**Date and Signature:** Return five times and strike the underline key 25 times to create a line for the date. Tab once and strike the underline key 30 times to create a line for the Attorney General's signature. Return once and type "Date" at the left margin. Tab six times and type the Attorney General's name, aligning it with the space allotted for the Attorney General's signature. Return once, tab six times, and type "Attorney General" under the Attorney General's name.

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Memoranda prepared for the DAG's or ASG's signature (figures 18 and 19) must conform to the following guidelines:

**Stationery:** Components preparing memoranda for signature by the DAG should use official Office of the Deputy Attorney General stationery, which is printed in blue ink and has "Deputy Attorney General" on the left side of the stationery (figure 18). Memoranda for ASG's signature require Associate Attorney General stationery (figure 19).

**Margins:** One inch for bottom, left, and right margins. Adjust margins to prevent a small amount of text from running over to a second

**Spacing:** Single space within a paragraph. Double space between paragraphs and other elements of DAG/ASG correspondence.

**Font:** Use Times New Roman 12 for DOJ executive correspondence.

**Justification:** Left justify text.

**Date:** Do not enter a date. Memoranda will be dated by OAG/OASG staff after signature by the DAG or the ASG.

**Addressee:** Type "MEMORANDUM FOR HEADS OF DEPARTMENT COMPONENTS" at the left margin 10 lines below "Washington 20530" in all capital letters. If the memo is only going to one official, type "MEMORANDUM FOR ASSISTANT ATTORNEY GENERAL \_\_\_\_\_." Return once, tab three times and type in the Division, Component or Office, as appropriate. If there is more than one addressee, list them w/title and name on one line, return once, tab in three times and type in the Division, Component, or Office as appropriate. There should be two returns between each addressee. Repeat as necessary.

**FROM:** Return twice and type "FROM" at the left margin in capital letters, followed by a colon. Tab twice and type the DAG's or the A name, using initial capital letters. Type the DAG's or ASG's title under their names.

**SUBJECT:** Return twice and type "SUBJECT" at the left margin in capital letters, followed by a colon. Tab twice and type the subject in initial capital letters. The "FROM" text should be aligned with the beginning of the "SUBJECT" text. Underscore the last line of the text.

**Body of the Text:** Return twice after the subject line and begin the body of the memorandum. Single space paragraphs and indent first spaces at the beginning of each paragraph. Double space between paragraphs.

**Attachment(s):** If an attachment is included, type "Attachment" (or "Attachments" if there are more than one) at the left margin, initial letter only, two lines (or more if space allows) below the body of the text. If there is more than one attachment, type the appropriate number in parentheses after "Attachments," e.g. "Attachments (4)."

**LETTERS**

Components preparing letters for signature by the DAG use official Office of the Deputy Attorney General stationery (figure 20), which printed *in black ink with an Old English font* used for the letterhead. Stationery for the ASG's letters (figure 21) has the words "Office of the Associate Attorney General" in the upper right corner of the letterhead and Associate Attorney General in the upper left corner. All letterhead for these letters should be obtained from their respective front offices.

Letters for the DAG's and the ASG's signatures are prepared in the same manner as those prepared for the Attorney General's signature.

**Enclosure(s):** If one enclosure is included, type "Enclosure" at the left margin, two lines beneath the last element of the signature block. If there is more than one enclosure, type "Enclosures" followed by the numeral in parentheses, e.g., "Enclosures (2)."

**Date:** Do not enter a date. Letters will be dated by OAG or OASG staff after signature by the DAG or the ASG.

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## White House Correspondence

White House correspondence is correspondence addressed to the President, First Lady, Vice President and other White House officials referred by the White House to the Department for response. The White House expects the Department of Justice to provide timely responses to every letter that it refers to the Department.

White House correspondence usually falls into one of the following categories:

- **White House Messages.** The White House tasks the Department to review or prepare a message or proclamation for a special event or function. The Executive Secretariat controls White House messages and proclamations and assigns them to a component with a due date set by the White House. All messages and proclamations are reviewed by the Deputy Attorney General and the Attorney General.
- **White House Blue Covers.** Correspondence sent to the White House by Members of Congress or other highly placed individuals (e.g., Governors or State Attorneys General). Executive Secretariat staff control this correspondence immediately, assign a five-day due date and forward it to the appropriate component to prepare a response. If the action component does not have access to the Correspondence Management System, the Executive Secretariat staff faxes a copy to the component. The component prepares a draft response and returns it to the Executive Secretariat for forwarding to the ASG, DAG, and/or OLA before sending it to the Attorney General for review. ***The Attorney General must see and approve all letters for White House signature before release of the correspondence to the White House.***

After receiving necessary approvals, the Executive Secretariat faxes the draft response to the White House. In addition, the hard copy and original incoming correspondence are forwarded to the White House by messenger.

- **White House General (case).** White House general (case) correspondence is controlled by the Executive Secretariat, scanned into the CMS and the original incoming letter is forwarded to components for response directly to the writer. Components have 10 business days to respond to this correspondence and now have immediate access to the incoming document in the CMS. Once components respond, they must scan their response into the CMS and queue the workflow back to the Executive Secretariat Point of Contact (POC). The White House control number (WH#) should be written on the copy being scanned into the CMS before being forwarded. The Executive Secretariat will forward a copy of your response to the White House electronically.
- **White House Constituent (bulk)** This correspondence is also controlled by the Executive Secretariat, scanned into the CMS and then forwarded to components for response directly to the writer. Components have 30 calendar days to respond to this correspondence and now have immediate access to the incoming document in the CMS. Components should note the White House control number (WHB#) on a copy of their response which must be scanned into the CMS and routed to the Executive Secretariat POC via IQ. The Executive Secretariat staff will forward a copy of your response to the White House electronically.

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**Congressional Correspondence****ROLE OF THE OFFICE OF LEGISLATIVE AFFAIRS**

The Office of Legislative Affairs (OLA) is the liaison between the Department and Congress, providing assistance in the formulation, coordination, and supervision of policies and programs involving the Department's relationships with Members of Congress, congress committees, and their staffs.

As part of its broad duties, OLA has overall responsibility for managing responses to congressional correspondence and ensuring that responses are fully coordinated and accurately reflect Departmental policies, programs, and actions. Frequently, because of the broad scope of OLA responsibility, OLA will be aware of issues affecting responses to congressional correspondence that may not be apparent from the question raised in the correspondence. Coordination of proposed responses with OLA is essential prior to the dispatch of an answer to a congressional inquiry.

OLA is responsible for responses to congressional correspondence bearing the 20530 ZIP Code sent to the Department, the Attorney General, or one of the components. It is also responsible for correspondence initiated by components that informs Members of new initiatives, Departmental actions, implementation of programs or other related activities. Full coordination of these informational efforts with OLA is also essential.

**TYPES OF CONGRESSIONAL CORRESPONDENCE**

Congressional correspondence is correspondence received by mail, facsimile, or other means from Members of Congress, their personal staffs, and congressional committee staffs. When a Member of Congress writes to the President or another White House official and the White House refers that correspondence to the Department for a reply, that correspondence is also considered congressional correspondence.

The Department may also initiate congressional correspondence. Whether the correspondence is sent by a Member of Congress or initiated by the Member, the same guidelines govern how either type of correspondence is handled.

Congressional correspondence may involve the following items:

- Requests on behalf of constituents.
- Courtesy copies of correspondence or materials sent to other agencies or individuals that are provided to the Attorney General or other Departmental personnel, thank you notes and other items sent for information to the Department.
- Letters in support of specific applications for grant awards from the Department, such as those under COPS programs or OJP grant programs.
- Hearing notices.
- Requests for official positions on proposed legislation or legislative issues.
- Requests for documents, witnesses, or assistance in connection with congressional oversight investigations of Departmental activities or activities of other agencies or entities.
- Requests for information about Departmental policies or activities.
- Invitations from Members of Congress to events on Capitol Hill or to events in Members' districts.

Because congressional correspondence often involves time-sensitive subjects of significance to the Department or issues affecting more than one component of the Department, this correspondence requires a prompt response and special handling.

To help components quickly identify the type of congressional correspondence referred to them for preparation of a response or for appropriate handling, the Executive Secretariat has developed eight categories of congressional mail, each of which is described briefly on the following pages. The [Congressional Correspondence Management Table \(figure 22\)](#) also provides information on the various types of congressional correspondence, their due dates and action code language for each type of correspondence.

**(1) Congressional Constituent Correspondence**

Congressional constituent correspondence is congressional correspondence addressed to the Attorney General or to other Department officials on behalf of constituents. This correspondence is referred to the appropriate component for preparation of a response and signature by the component head. The signature level in these cases must be the component head unless OLA approves delegation to the head of a Congressional Affairs Office (CAO) or expressly authorizes other individuals to have signature authority within a specific component.

Prior to releasing any congressional constituent correspondence, provide a copy of the proposed response, along with a copy of the incoming inquiry and control information to OLA for review.

- OLA will review proposed responses within 2 working days after receipt and provide comments or revisions if warranted.
- No response from OLA within the 2-day period indicates no objection to the draft response.
- After the 48-hour period has elapsed, the component may sign and dispatch the proposed response. The component provides a signed and dated copy to the Executive Secretariat to close out the action.

Sometimes a Member may request that a response be sent directly to a constituent. Nonetheless, as a matter of long-standing practice, the Department sends responses directly to the Member who wrote to us, rather than to constituents, although we understand that the Members may wish to forward our responses to their constituents.

**(2) Congressional General Correspondence**

Members of Congress often write to thank the Attorney General or other personnel in the Department for assisting in legislative projects or for appearing as guest speakers or participating

in events sponsored by the Members or their constituents. Members of Congress may also forward copies of publications or other materials to share with the Attorney General or others in the Department. This type of congressional correspondence often does not require a response and is not time-sensitive. Depending upon the correspondence itself, these pieces of mail are usually assigned for information or appropriate handling to the appropriate component, and no due date is assigned.

### (3) Congressional Grant Correspondence

Congressional grant correspondence consists of letters from Members of Congress in support of various grant applications submitted by individuals, groups or organizations within their jurisdiction or in support of grant applications in which they have a special interest. The Office of Justice Programs (OJP), the Office of Community Oriented Policing Services (COPS) and certain other components award and administer these grants. These letters of support are often time-sensitive because of the grant award cycles within the Department, and the time allowed to components to prepare responses is 10 working days. Responses to these letters are prepared in the same manner as the Congressional Constituent Correspondence letters.

**Note:** Constituent letters requesting information about federal funding for projects in general are treated as constituent mail and receive 20 working days for turnaround.

### (4) Congressional Hearing Correspondence

This category of mail was created to highlight the importance of invitations from Members asking the Attorney General or others in the Department to testify at congressional hearings. These invitation letters are usually sent by the Chair of a congressional committee or subcommittee, and they are retained as permanent records of the Attorney General's Office.

If a component receives a congressional hearing invitation directly via facsimile or mail, that invitation letter should be sent immediately to the Executive Secretariat to be controlled with a courtesy copy provided to OLA. Overall Departmental responsibility for hearing invitations is assigned to OLA, but OLA determines which substantive component(s) should participate in the hearing and works directly with the component(s) to identify the appropriate witness or witnesses, to ensure that testimony is prepared by the component(s) in a timely manner, and to obtain clearance of prepared testimony through the Office of Management and Budget. Even if the original hard copy of the hearing invitation arrives after the hearing or if the hearing is rescheduled, the original hearing invitation should be forwarded to the Executive Secretariat for inclusion in the permanent files of the Attorney General.

### (5) Congressional Legislative Correspondence

Congressional Members frequently solicit the views of the Department on bills they intend to introduce, pending bills, proposed amendments to bills and legislative issues. This mail category consists of these types of requests. Once controlled by the Executive Secretariat, this correspondence is always initially assigned to OLA for coordination, review and response on behalf of the Department. Once assigned to OLA, OLA controls this correspondence in a separate control tracking system, which generates an OLA control sheet. As part of this control process, OLA will assign responsibility for preparation of the response to one component which has the overall responsibility to draft the response. OLA may also assign this correspondence to other components to assist the lead component. The other components provide input or comments to the lead component and provide assistance on issues involving their areas of expertise. Responses to this type of correspondence are prepared for the signature of the AAG/OLA, as they normally must be cleared with the Office of Management and Budget (OMB) before being dispatched to the Member. Additional information concerning this process is contained in guidance provided by OLA to the components.

***As a general rule, no one within the Department may state a position on a legislative initiative unless OLA concurs and proper clearance procedures have been followed.***

Legislative correspondence dealing with the Department's positions on pending or prospective bills, preparation and clearance of testimony, initiation of legislative action, preparation of Speaker letters, and related matters require special procedures and a separate control system managed by OLA because of the clearance requirements of the Office of Management and Budget.<sup>1</sup> In addition, any letter or response that states a position on pending legislation, advocates any legislative changes, supports a legislative proposal, or proposes any sort of legislative action must be cleared through OLA before it may be sent.

### (6) Congressional Oversight Correspondence

Various congressional committees and subcommittees have responsibility under congressional rules and organizational policies for conducting oversight of Departmental activities. These committees and subcommittees frequently request information or documents from the Department on specific areas under their oversight authority. When these committee or subcommittee requests are made, they may require multiple responses over an extended period of time. OLA assists in identifying which congressional requests should be handled as oversight matters and works directly with components to help them prepare responses, which normally are for the signature of the AAG/OLA.

### (7) Congressional Priority Correspondence

Congressional priority correspondence is correspondence received from a Member of Congress that concerns policy or an important issue. Generally, responses to congressional priority correspondence are prepared for signature by the AAG/OLA regardless of the addressee or the component(s) responsible for preparation of the response.

Sometimes, the signature level on this type of congressional correspondence may be changed, depending on the nature of the inquiry, its sensitivity, or other pertinent factors. Changes to the signature level of congressional priority correspondence may be made only by the Attorney General, DAG, ASG, or OLA in consultation with their offices. Components may not change the signature level of correspondence assigned to them to prepare a response for OLA signature without the concurrence of OLA. In addition, if a component head wishes to sign a particular response to correspondence of this type, a request with a brief explanation should be made to OLA asking for an exception. OLA decides the appropriate signature level in these special situations on a case-by-case basis.

### (8) Congressional Invitations

The Attorney General and other members of the Department often receive invitations from Members of Congress to speak at public gatherings or to attend public or private events as guests or honorees. These pieces of correspondence comprise a special category to make them readily identifiable and to highlight that a response is usually required. Responses to congressional invitations to the Attorney General are handled by the Attorney General's Scheduling Office in

consultation, when appropriate, with OLA and other components of the Department. Congressional invitations to other staff members of the Department are handled by the invitee or the invitee's staff in consultation with OLA.

This category of congressional invitations does not include invitations to testify at congressional hearings or to appear before official congressional groups such as caucuses, congressional investigative panels, or similar organizations. Invitations of this latter type are treated as congressional hearing invitations or as congressional priority correspondence, as appropriate. If a question arises over how a congressional invitation should be handled, the invitee or appropriate component should consult with OLA.

#### Coordination Requirements

Whenever congressional correspondence issues involve more than one component, **the primary component, as designated by the Executive Secretariat, will ensure full coordination with all affected components.** The primary component accomplishes this **prior** to sending a proposed response to OLA for signature, or in the case of constituent mail, for approval. The primary component will also keep the Executive Secretariat advised of the status of the response.

Except in cases in which the correspondence has been clearly misdirected, the initially tasked component coordinates with OLA prior to requesting a reassignment to another component through the Executive Secretariat. Evidence of OLA concurrence must be sent to the Executive Secretariat with the request for reassignment.

In some instances formal coordination of a proposed response to congressional correspondence must extend outside the Department. When this is necessary, advance consultation with OLA is initiated. OLA's role in the formal coordination process is not intended, however, to affect routine interagency coordination that occurs on a regular basis on a wide variety of issues.

To ensure that complete, timely, and coordinated responses to congressional correspondence are prepared, OLA may contact components directly to obtain information, facilitate coordination, and expedite replies.

#### Identical and Multiple Inquiries

When identical inquiries are received from several Members of Congress, it is preferable to send the same reply to each Member. This may occur when several Members or a delegation sign a single piece of correspondence or when several letters on the same issue are received from different Members.

As a general rule, each Member receives a separate response, and each response is individually prepared. For letters having multiple signatories on a single letter, the responses should state that similar responses are being sent to each of the other signatories. In most cases responses to all Members should be sent simultaneously; but in special cases, the component should consult OLA for assistance.

Copies of correspondence sent to one Member normally may not be included as an enclosure to a letter sent to another Member (see Confidentiality of Congressional Responses below). On occasion, the individual responses may need to be tailored further to address additional concerns raised in one letter but not in another. In addition, when multiple congressional letters are received concerning a sensitive issue or a current event, the timing of the responses may also become important. It also may be necessary to mention in the outgoing letter that it responds to several incoming letters.

Occasionally, two Senators will maintain a joint office in their state for handling constituent services or two or more Members will send a joint letter concerning a particular issue. Sometimes it is clear that two committee Chairpersons or the Chairperson and Ranking Minority Member have joined together in writing the letter. In these cases, it may be preferable to do a single response addressed to both or several Members. A joint response has multiple inside addresses and multiple names on the addressee line. In these cases the text of the letter should clearly refer to the incoming letter as "your joint letter concerning" ... or "on behalf of ...." Joint responses are **rare**, so it would be desirable to consult with OLA in deciding whether to use such a response.

#### Confidentiality of Congressional Responses

Written communications between the Department and Members of Congress are subject to limitations of release. Except as required by law, correspondence from or responses to Members of Congress may not be furnished to any other Member of Congress, organization, business, or other individual without prior approval from OLA.

When responding to a congressional inquiry from one Member of Congress, the names of other Members from whom identical constituent or other inquiries have been received are not cited. In certain cases, when there is a need for clarity or to ensure complete understanding of a response, reference may be made to the fact that the Department has received other inquiries, as long as the names of the other Members are not mentioned.

#### Courtesy Copies of Congressional Committee Correspondence

Whenever a response is prepared to a congressional committee or subcommittee chairperson dealing with committee or subcommittee business, a courtesy copy of the response should be prepared for dispatch to the Ranking Minority Member (RMM) of the committee or subcommittee. In addition, courtesy copies of letters to subcommittee chairpersons and RMMs should also be sent to the chairperson and RMM of the full committee, and letters to ranking minority members concerning committee or subcommittee business should include a courtesy copy to the chairperson of the committee or subcommittee. Consult OLA if any questions arise regarding courtesy copies.

#### Extensions of Due Dates of Congressional Correspondence

The Executive Secretariat establishes a Departmental due date at the time congressional correspondence is assigned to a component. Requests for extension of the due date on congressional correspondence may be made only by the Director of the Executive Secretariat.

- To obtain ES's concurrence on an extension, the component should provide ES with the following information as part of its request:
  - The name of the Member and the general subject matter of the correspondence.
  - Control information (Workflow number, type of correspondence, and current due date).
  - A short explanation as to why the extension is needed.



- Although extensions will normally not be granted if a piece of correspondence is already overdue, decisions on extensions of the due date on congressional correspondence will be made on a case-by-case basis by ES if a valid reason for the extension is given by a component.

#### Special Rules for Congressional Recommendations Regarding Employment

Members of Congress frequently send correspondence recommending constituents, colleagues, or friends for employment. These letters may cause special concerns because of the Hatch Act.

In accordance with the 1996 amendments to the Hatch Act, an agency official may solicit or consider a recommendation on behalf of an applicant for any non-political position from anyone (including a Member of Congress) consisting of an evaluation of an individual's work performance, qualifications, ability, aptitude, character, loyalty or suitability, if the recommendation is **based on actual personal knowledge or records of the sender**.

An agency official concerned with examining or appointing an applicant to the **competitive service**, however, **may not** accept a recommendation from a Member of Congress, except as to the character or residence of the applicant, unless the recommendation is based on the Member's personal knowledge or the Member's records. If required to be limited to character or residence, the recommendation may not include any request that the applicant be considered for employment. **Contrary to past agency policy, however, the agency official is no longer required to return the letter of recommendation to the sender.** Questions concerning the acceptability of a congressional recommendation should be referred to the component's Deputy Designated Agency Ethics Official for assistance.

Because of lingering confusion among Members whether a recommendation may be accepted, the following **standard reply** should be used to respond to **all** letters involving congressional recommendations:

Dear Senator/Congressman/Congresswoman [Name]:

This is in response to your letter on behalf of [applicant's name], who has applied for a position in the Department of Justice. You may be assured that [applicant's name]'s application will receive appropriate consideration for this position.

We appreciate [applicant's name]'s interest in employment with the Department of Justice.

Sincerely,

[name of person signing letter]  
[title of person signing letter]

#### Preparing Congressional Correspondence

Letters prepared for the signature of the AAG/OLA are prepared in the same general manner as those for the Attorney General, except that they do not require a cover memorandum. Components may, however, use either official stationery printed in blue ink or the computer-generated template with Office of Legislative Affairs in the heading and Office of the Assistant Attorney General at the top left under the line ([figure 23](#)).

Components should ensure that the font, spacing and line spacing used on responses for AAG/OLA signature are the same as that required on those for signature by the Attorney General ([see figure 12](#)). Responses should be prepared in Times New Roman 12. They should be left justified only.

Consult the Congressional Committee Section of the Manual, the OLA Checklist and/or the Forms of Address Section of the Manual for specific guidance on how to address responses to letters sent by the Member in a leadership capacity as a committee or subcommittee chair, or letters going to a Member's district office. As a general rule, all responses are sent to the appropriate Member, even if the original letter or inquiry was sent by a committee or personal staff member.

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<sup>1</sup>Legislative clearance procedures are published separately and are not included in this Manual. Questions dealing with these actions should be directed to the legislative correspondence section of OLA.

Updated: May 1

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**Checklist for Congressional Correspondence****Format Issues**

- Spell check and proofread all responses.** Check headers on all pages.
- Insure response is **correctly addressed** to the Member.
  - Check the **spelling of his or her name** in the address, salutation, and cc's. When different name choices exist (e.g. Th vs. Tom), choose the name used in the incoming letter.
  - Always address responses to **"The Honorable [Member name]"** in the inside address. The response is sent to the Me personally, not to a member of his or her staff. The staffer's name should, however be added to the envelope if the lette requests a response to that staffer.
  - Make sure his or her **title** is correct (Chairman, RMM, Congresswoman, etc.) and that the correct Member is identified : Chairman or the RMM. **Do not use "Representative" as a title**; the correct title is Congressman or Congresswoman u a special title is appropriate.
  - Make sure the **header** (when used) on responses longer than one page has the same name as the inside address. [Mi often occur when mail merges are used on multiple responses.]
  - Make sure the **address is correct** (D.C. vs. district office; committee vs. constituent mail). For mail addressed to the Washington office, do not use room or building number in the address but the address must include United States Sene U.S. House of Representatives. Use only a 5 digit zipcode.
  - Consult the Correspondence Manual for **special situations** (Speaker, President of the Senate, deceased Member, etc
- If the incoming letter was signed by more than one Member, prepare **a separate response (and envelope) for each signato**
  - Indicate in the text of the response something like "we are sending similar letters to the other [five] signatories of your le
  - Occasionally, a response may be addressed to more than one member when the incoming letter is intended as a joint c multiple inquiry. These sorts of responses should be coordinated in advance with OLA. If a letter is addressed to more t one member, prepare a duplicate original response for each addressee.
- Indicate** all enclosures and cc's on the response.
- Make sure **all enclosures** are included with the package sent to OLA. If the enclosures are voluminous and there are multiple responses being sent, include only one copy of the enclosures with the package. Prepare the other enclosures and send them Exec Sec. Exec Sec will add them to the responses after they have been signed in OLA and are sent to Exec Sec for dispatch
- Include a cc to the Ranking Minority Member [by name] on responses sent to a Committee Chair on **committee business**. Sir provide a cc to the Committee Chair on responses sent to the Ranking Minority Member on issues involving committee busine [This is not the same as in #3 above. A cc is a photocopy of a response; a separate response addressed by name is an origin: a cc.]
- The **signature block** for OLA signature is always:
 

XYZ  
Assistant Attorney General
- Make sure the correct **size of envelope** is included. Prepare a label if there is a large enclosure. Include envelopes for each response and all cc's. Make sure the envelope or label is addressed correctly. An attention line to a congressional staff memb be added to an envelope in appropriate situations.
- All correspondence for AAG/OLA signature should be on Office of Legislative Affairs stationary.

**Stylistic Issues**

- Do not repeat and then attack each fact or allegation one-by-one in answering the letter.**
  - Do not repeat the text of the incoming letter** before answering it. (An incoming letter may make assertions or assum with which we may not agree. Repeating them tends to reinforce them and make them appear true. They may be wrong
  - Do not let the incoming letter dictate the format or focus of the response.**
- Be responsive! Be accurate!**
  - Make sure the response answers all of the questions asked and provides the most current information.
  - Double check dates and events to make sure that they occurred or will occur as stated. Verify all factual data.
  - Make sure the response is timely in light of recently occurring events.
- Do not use the word recent in any reference to the incoming letter. Avoid use of the words today, tomorrow and yeste which often cause problems.** [Sometimes tomorrow is yesterday or last week by the time the letter is signed, dated and dispatched.] Exercise judgment in deciding whether to include the date of the incoming letter in the response. If an event is imi consider the timing of the answer. [For example, we would not send a letter on 7/29 if a major decision will occur on 7/31.]
- If the response is **over one page in length**, put the conclusion [the "bottom line" or the "nutgraph"] at the beginning of response and then explain the rationale. This is particularly important for the litigating components.
- Review each letter for tone to avoid confrontational or argumentative language** or indications that the Member or the constituent is wrong. **Do not be defensive**. Rather, be direct and factual but avoid brusque or condescending language.

6. **Avoid use of the first person singular** unless it is clearly appropriate. Use "we" or "the Department" instead. Although we do object to use of the first person singular in all cases, its use often puts the individual who is signing the letter in the position of personally vouching for the accuracy of information or a statement. Responses are better when they clearly reflect that they are Departmental responses.
7. **Be careful about absolute statements.** Consider the difference between saying "there is no basis for a conclusion" versus "the Department's records do not reveal any basis for that conclusion." In the former the author is accountable for the conclusion; in the latter the author is relying on the records.
8. If response is **later than 45 days, include an apology** at the end of the first paragraph. [Suggestion: "I/we apologize for any inconvenience our delay in responding may have caused you."]
9. Add **"thank you for your inquiry" or similar language** at the end of each letter, unless clearly inappropriate. For example, the response might say, "Thank you for seeking our assistance [in responding to your constituent's inquiry] [in clarifying the events surrounding the XYZ action] [... as appropriate...]. If we can be of further assistance on this or any other matter in the future, please do not hesitate to contact this office." Or, in lieu of the first sentence, it might say, "Thank you for sharing your concerns about us."]

Sincerely,

William E. Moschella  
Assistant Attorney General

10. **Do not end an upbeat response on a negative note.** [That is why apologies go at the beginning of the letter.] Find positive ways to discuss issues, and look for solutions to Member's issues. When appropriate, suggest that we will work with the Member on it rather than simply saying "no."

#### Substance and Content Issues

1. Thoroughly **explain any decision or determination** that the Member will oppose or that adversely affects a constituent or the Member's district. Consider how the Member or constituent will react to the response. Try not to generate additional questions about the nature of the response.
2. Make sure the letter contains the **most recent information** available and reflects policy changes and other developments.
3. Make sure the **response is complete** and reflects what is going on in the Department, not just in one component.
4. Be aware of **issues of particular concern to the Member**, as evidenced by prior correspondence or legislation. Draft responses that take into account the Member's position on issues and how he or she will react to the response.
5. Be careful when the response indicates **follow up** will occur. Make sure it is appropriate or necessary. An interim response may be appropriate if there will be an extended period before a complete response can be sent, e.g., if an investigation is pending. If the response is for OLA signature, the interim response is likewise for OLA signature.
6. Do not volunteer to provide **reports or information** unless we clearly intend to do so and the release of the information is both timely and appropriate. The component is responsible for determining which information or reports can and cannot be released.
7. **Do not volunteer to complete something by a specific date.**
8. Be alert that **legislative or policy issues may require OMB clearance** before dispatch.
9. If **multiple inquiries have been received from several Members**, outside groups or organizations on the same issue, prepare essentially the **same response to each**, taking into account variations that exist in each inquiry. If **one Member has sent several inquiries, prepare a single response** to that Member incorporating all inquiries. There is nothing wrong with saying essentially the same thing to each Member. Using a standard format or "form letter" is fine if it is tailored to each member. Do not, however, send copies of correspondence with one Member to another Member, or to anyone else, without checking with OLA first. As an exception, views letters on legislation that have been cleared by OMB and sent to the Hill may be provided.
10. **Remember -- you control the content of the response.** Don't air dirty laundry if it isn't needed. When relevant, add points that show how the Department has been of assistance. Don't argue about collateral issues, like who wrote to whom when. Consider the consequences would be, good and bad, if the response appears in the newspaper or on television.

#### Coordination Issues

1. Include a note in the package which indicates **who drafted and who reviewed** the letter.
2. If the subject of the response involves activities in which other components are involved, **coordinate and resolve any disagreements before sending the letter to OLA for signature**. Indicate in the package the name and phone number of each person in another component with whom coordination has been accomplished.
3. Include any other information about the **history of the correspondence** that OLA should have in reviewing it. Alert OLA to other sensitive inquiries on the same subject from non-congressional sources. If a response is sent back for revision, retain the earlier drafts with edits in the package being sent back to OLA.
4. If a response should be handled by **another agency**, include information about the appropriate agency before having the folder reassigned to OLA.
5. If inquiries have been received contemporaneously from both **congressional and non-congressional sources**, coordinate with OLA on congressional inquiries prior to responding to non-congressional sources.

#### Special Assistance

1. Consult the **Correspondence Manual** on other issues involving congressional correspondence.
2. Call Sandra M. Callier (305-0094) in OLA if you have questions or need help in unusual cases.

#### Sample Addresses/Salutations:

##### Member Writing in Personal Capacity (Washington Office):

The Honorable Orrin G. Hatch  
United States Senate  
Washington, D.C. 20510

Dear Senator Hatch:

The Honorable F. James Sensenbrenner, Jr.  
U.S. House of Representatives  
Washington, D.C. 20515

Dear Congressman Sensenbrenner:

**Member Writing in Personal Capacity (District Office):**

The Honorable Orrin G. Hatch  
 United States Senator  
 (District Office Street Address)  
 (District Office City/State/Zip)

Dear Senator Hatch:

The Honorable F. James Sensenbrenner, Jr.  
 Member, U.S. House of Representatives  
 (District Office Street Address)  
 (District Office City/State/Zip)

Dear Congressman Sensenbrenner:

**Member Writing in as Chairman/Ranking Minority Member:**

The Honorable Orrin G. Hatch  
 Chairman  
 (If Subcommittee Chair,  
   Subcommittee name here)  
 Committee on the Judiciary  
 United States Senate  
 Washington, D.C. 20510

Dear Mr. Chairman:

cc: The Honorable Patrick Leahy  
 Ranking Minority member

The Honorable Patrick Leahy  
 Ranking Minority Member  
 (If Subcommittee RMM,  
   Subcommittee name here)  
 Committee on the Judiciary  
 United States Senate  
 Washington, D.C. 20510

Dear Senator Leahy:

cc: The Honorable Orrin G. Hatch  
 Chairman

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Updated: May 1

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The component in receipt of an action assignment from the Executive Secretariat prepares the appropriate response consistent with Executive Secretariat instructions as noted on the control sheet and in the CMS. Generally, the response will be prepared for the component head's signature or the signature of the AAG/OLA, ASG, DAG, or Attorney General. For preparation of letters for the signature of these executives, see the appropriate style section.

Prior to forwarding the response to the Executive Secretariat, the component should refer to the Executive Secretariat Correspondence Checklist to ensure all steps have been completed.

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**Checklist for Executive Correspondence**

NO.	TASK	C
1.	Have you used the correct letterhead?	
2.	Do you have the correct format (e.g., correct margins, proper font, five lines for the AG signature block)?	
3.	Do you have the correct address (e.g., correct name, title, zip code?)	
4.	Does the salutation match the addressee (e.g., "Dear Mr. Jones" in the salutation matches "Mr. John Jones" in the address block)?	
5.	Is the spelling correct throughout the entire document? (Make sure to use the spell check feature on your PC)	
6.	Are grammar and punctuation correct? (Do not use contractions)	
7.	Are there headers on the second and all succeeding pages?	
8.	If there is an enclosure or attachment, have you noted it on the letter or memorandum and included it in the package?	
9.	Have you included an addressed envelope with the package to be mailed? Is the envelope the correct size for the package contents?	
10.	Are all courtesy copy addresses noted on the letter, and have addressed envelopes for these copies been included?	
11.	Have you assembled the correspondence package as illustrated on Figure 24, ensuring the package is complete with cover memo, etc.?	
12.	Have you included a disk with the final version of correspondence clearly and easily identified on disk?	
13.	Have you completed your step in IQ and queued the correspondence back to the appropriate POC in ExecSec?	

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## Assembling Packages for Signature

When correspondence is received in the Executive Secretariat for the Attorney General, DAG, or ASG, the Executive Secretariat forwards the correspondence to the appropriate component to prepare a response. The component returns the response to the Executive Secretariat to route to the appropriate offices for signature. Until ES formulates and issues guidelines on transmitting signature items electronically, components must forward a hard copy as well as a disk containing the response in a plastic disk holder to the Executive Secretariat. The contents of the correspondence package are assembled as follows (Figure 24):

- First item: The Executive Secretariat control sheet.
- Second item: A transmittal/cover memorandum from the component that prepared the response. This memorandum is typed on the component's letterhead and is signed and dated. The subject area should reference the incoming correspondence.
- Third item: The actual correspondence for signature and an addressed envelope. Do not staple items for signature, even if the correspondence is more than one page. The plastic executive correspondence cover is placed over the actual correspondence.
- Fourth item: The incoming correspondence. If the incoming is a fax, the fax cover sheet is included as the last page of the four items, unless the cover sheet contains substantive information. In this case it is the first page of the fourth item.
- Fifth item: Any related control sheets.
- Sixth item: Any attachments (e.g., books, pictures, or tapes), disk w/disk holder.

If correspondence requires concurrence from a component other than the Attorney General, DAG, or ASG, indicate this in the cover memorandum. The Executive Secretariat will then route the correspondence through the concurring offices.

If the correspondence is for signature by the DAG or ASG, the transmittal memorandum is addressed to the DAG or ASG, regardless of the addressee on the incoming correspondence.

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## Dispatching of Letters and Memoranda Signed by the AG

### Executive Secretariat (ExecSec) responsibility:

- Domestic Correspondence.* If a component provides a pre-addressed envelope, ExecSec will handle the dispatch of the correspondence. If no envelope is provided, ExecSec will return the package to the component for appropriate handling and dispatch.
- Presidential Correspondence.* ExecSec will make arrangements with the Office of the Attorney General (OAG) for special hand delivery of such correspondence to the White House.
- AG Memoranda.* ExecSec will hand carry AG Memoranda to appropriate DOJ components or offices located within the RFK B (Main Justice), and will make arrangements for delivery of such memoranda to DOJ components or non-DOJ offices outside o RFK Building.

### Component responsibility:

- Uncontrolled or Non-ExecSec Dispatched Correspondence.* All AG signed letters and memoranda must go through ExecSec. component submits correspondence directly to the AG for signature, that component is responsible for the handling and dispa Under such circumstances, the component is then responsible for providing ExecSec with a clean copy of the signed item for t files.
- Foreign Dignitaries.* If correspondence is to be sent to a recipient residing outside of the continental United States, the compor will place the correspondence in a sealed addressed envelope, mark the upper right-hand corner of the envelope with the lette "AM" (air mail), and forward it to the DOJ mailroom.
- Cabinet Level or Agency Head Correspondence.* If correspondence is being sent to a Cabinet-level official or the head of a department or agency, the action component will make appropriate arrangements with the DOJ messenger service for hand d
- Congressional Correspondence.* If a response or transmittal letter is to be hand delivered to Capitol Hill, the action component make appropriate arrangements with the Office of Legislative Affairs for the special hand delivery.
- Classified Correspondence.* The action component will handle the dispatch of all classified correspondence in accordance with appropriate security regulations and directives. Any questions regarding the handling, packaging, marking, receipting or dispat of classified correspondence should be directed to the component's Security Program Manager or to JMD's Security and Emer Planning Staff (SEPS).

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**Closing Out Correspondence Records**

Components should use one of the following methods to close controlled correspondence records or workflows:

- **Written Response.** If the response to the correspondence is written, the component correspondence point of contact must sign and dated response into the Correspondence Management System (CMS) within 24 hours of dispatch so the Executive Secretariat (ExecSec) staff can close the correspondence workflow. If the response is not scanned into the CMS and queued to the ExecSec analyst, the item will remain on the component's correspondence management report.
- **Verbal Response.** If the response to the correspondence is verbal, the component correspondence point of contact must scan written summary of the conversation into the CMS or add a step note to the workflow. The written summary or step note must include the date and time of the conversation, names of the Department personnel participating in the conversation, the name of the individual spoken with, and the relevant content of the conversation. You may wish to fill out the attached form and scan it into the system. Once the information is added to the CMS, the component correspondence point of contact must queue the workflow back to the ExecSec analyst.
- **No Response.** Components must notify the Executive Secretariat staff of correspondence to which no response is necessary. Component correspondence point of contact must explain the circumstances for not responding and scan the written explanation into the CMS or add a workflow note and queue the workflow back to the ExecSec analyst. Components should be as specific as possible when providing the reason for not responding to the correspondence. Please note that if correspondence has been assigned to a lengthy period of time, it is not acceptable to simply indicate that no response is necessary because the incoming correspondence is too old. You must include a legitimate reason for the close-out.
- **Administrative Close-Out.** Occasionally correspondence is closed out based on a decision by the Executive Secretariat staff consultation with the tasked component. For example, correspondence concerning pending litigation or subjects that have been superseded by events may be closed administratively. You must specify the event and/or provide a detailed explanation. If appropriate, ExecSec staff will close the workflow.
- **Congressional Correspondence Closed Out by Other than Written Response.** Congressional correspondence closed out means other than a written response must show that the Office of Legislative Affairs (OLA) concurs with the closure. Normally, component tasked with correspondence to be closed in a manner other than by a written response notifies OLA staff and discuss the circumstances. OLA then emails the Executive Secretariat congressional analyst and provides a concurrence on the closure rationale for not responding by letter. The component staff must queue the workflow back to the ExecSec analyst.

**DOJ EXECUTIVE SECRETARIAT CLOSE-OUT SUMMARY****Note:** ALL applicable sections on this form must be filled out in order to provide sufficient information to close out the correspondence.

Your Name/Office/Phone: \_\_\_\_\_

Workflow #: \_\_\_\_\_

Subject of Inquiry: \_\_\_\_\_

Please check one:

☐ No Response☐ Administrative Closeout☐ Verbal Closeout

If the correspondence has been handled without a written response, you must provide a specific reason for an alternate closeout and include all appropriate information. For example, for a verbal closeout, provide the date and time and summary of the conversation, the officials who handled, who they spoke with, conclusion of conversation, etc. If an administrative closeout is appropriate and no response necessary, you must provide adequate information for this and you cannot just write "Overtaken by Events." You must include a summary why the request or inquiry was superseded by events. Please refer to Closing out Correspondence Records text for additional close-out guidance.

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You may wish to provide a copy of this form to your Component official handling the correspondence. You can respond electronically by inputting the close-out information into the IQ workflow or scan in a completed, legible close-out summary form.

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There are three types of classified documents:

- **Classified Documents Addressed to the Attorney General from Department Component:** Logged by the Executive Secretariat & routed to the appropriate concurring components before transmitting to the Attorney General.
- **Classified Documents Addressed to the Attorney General from a Non-Department Source:** Logged by the Executive Secretariat & routed to the appropriate component, with an informational courtesy copy to the Office of the Attorney General.
- **Classified Documents Addressed to Department Official Other Than the Attorney General Which May Be of Interest to the Attorney General:** Logged by the Executive Secretariat and routed to the Office of the Attorney General per component's instructions.

The Executive Secretariat and other Department offices routinely receive classified materials addressed to the Attorney General and Department officials. Like unclassified documents addressed to the Attorney General, all classified documents addressed to the Attorney General must be routed through the CMS when feasible. When these documents are routed, minimal non-classified information is entered into the CMS about these items. In addition, certain classified documents, while not specifically addressed to the Attorney General but may be of interest to the Attorney General, should be routed through the Executive Secretariat for transmittal to the Office of the Attorney General.

**Classified Marking**

Components must portion mark all classified documents they prepare with the classification noted in parentheses immediately before after the subject line or title and each paragraph (e.g., "(U)" for unclassified, "(C)" for confidential, "(S)" for Secret, and "(TS)" for Top Secret).

**Note:** When composing memoranda, components must use unclassified subject lines and titles for classified documents whenever possible. When it is absolutely necessary to use a classified title or subject line, please provide the Executive Secretariat with an unclassified description of the document for reference purposes in the unclassified CMS (figures 25 and 26).

**Immediate/Urgent Attention Matters**

The Attorney General, DAG, and ASG must be kept informed of major developments in important cases and other significant matters handled by the Department. Components must mark documents transmitting such information "For Immediate Attention." All such documents must first be sent to the Executive Secretariat for control. On occasion, however, the component may receive an extremely urgent communication that must be sent to the Executive Secretariat and simultaneously forwarded to the Attorney General, the DAG, or the ASG, to that executive as well. When the component delivers the correspondence to the Executive Secretariat, the distribution list of recipients must be attached to the document.

**Immediate/urgent attention matters fall into one of the following categories:**

- **Immediate Action Matters:** Those requiring a quick response at top executive levels in the Department.
- **Urgent Reports:** Those documents detailing specifics of potentially high-visibility items.
- **Items Involving Cross-Cutting Issues:** Those dealing with important issues regarding timely subjects that merit close attention from the Department's senior executives, but which do not require immediate decisions.

**Items Involving Major Cross-Cutting Issues**

Not all important letters will be captured in the CMS. For instance, a Member of Congress, Governor, or State Attorney General may correspond to a component or bureau head about a matter that is of significant interest to the Department and the Attorney General. In such a situation it is imperative for the receiving component to send a copy of the letter to the Executive Secretariat immediately for forwarding to the Attorney General. Adherence to this guidance will ensure that the Attorney General is aware of all significant matters affecting the Department.

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## Reports

The Executive Secretariat produces a variety of reports (e.g., daily report, correspondence management report) on a regular basis to the component heads and both the executive and regular points of contact in the management of controlled correspondence assigned to them. Using the CMS, the component will have the ability to query the system regarding pending correspondence as a means to keep informed of upcoming deadlines. The Executive Secretariat will continue to prepare correspondence management reports every two weeks or more frequently if workloads demand it.

As stated earlier, the Attorney General requires responses to all correspondence. To help components manage the correspondence in which they are responsible, the Executive Secretariat distributes the following reports:

- **Daily Report** is a listing of all documents processed by the Executive Secretariat and assigned to components each day. Copies of this report are provided to the Attorney General's office for their information and review.
- **Correspondence Management Report (Overdue Report)** lists all items which are overdue. This report is sent out to the POC of his component, division and/or office for their review and appropriate action.
- **Pending Report** lists all items which are pending and will be due within the following two weeks. This report is sent out to the POC for his component, division and/or office for their review and appropriate action.
- **White House Reports** - As noted earlier in the White House Correspondence section, White House mail referred to the Department is broken down into several categories. The White House correspondence units provide two separate listings for two categories of correspondence referred to the Department for response. These include pending/overdue **Constituent/Bulk** and pending/overdue **General/Case** mail. These are forwarded to the Executive Secretariat every two weeks. After a review by ES analysts, these listings are forwarded to individual components with a cover memorandum from the Director of ES for their review and appropriate action.

The Office of the Attorney General has charged the Executive Secretariat with the responsibility to monitor overdue correspondence in all components. The Executive Secretariat is available to work with components that have a large volume of such correspondence in an effort to resolve any backlogs.

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As a matter of courtesy, it is important that letters from Department of Justice officials to federal, state and local officials, as well as to officials and dignitaries reflect proper addresses, salutations and complimentary closings.

There is room, however, for flexibility in the use of titles. For example, "The Honorable" may be replaced by a title such as "Dr." or "G" if appropriate; but it is not used in combination with another title. Written in full, "The Honorable" is a title used to address, by name, **c and former** high officials (e.g., Presidential appointees, federal and state elected officials, and mayors). After leaving a titled position, individual may choose to retain his or her title (such as "Judge" or "General") throughout his or her lifetime. The addressee's personal preference should be considered when deciding whether to use a title.

The following list shows the address element, salutation, and complimentary close for certain addressees. **Note:** For the most part, this information was contained in earlier versions of the Correspondence Manual which was taken from the *U.S. Government Correspondence Manual*.

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<b>THE WHITE HOUSE</b>		
The President	The President The White House Washington, DC 20500	Dear Mr./Madam President: Respectfully,
Spouse of the President	Mrs. [Full Name]/Mr. [Full Name] [i.e., Mrs. James K. Polk] The White House Washington, DC 20500	Dear Mrs./Mr. [Surname]: Sincerely,
Assistant to the President	The Honorable [Full Name] Assistant to the President The White House Washington, DC 20500	Dear Mr./Mrs./Miss/Ms. [Surname]: Sincerely,
Former President	The Honorable [Full Name] [Address] [City, State ZIP Code]	Dear President [Surname]: Sincerely,
The Vice President	The Vice President United States Senate Washington, DC 20510 [formal]	Dear Vice President [Surname]: Sincerely,
	or The Honorable [Full Name] The Vice President of the United States Washington, DC 20501 [informal]	Dear Mr./Madam Vice President: Sincerely,
Former Vice President	The Honorable [Full Name] [Address] [City, State ZIP Code]	Dear Mr./Mrs./Miss/Ms. [Surname]: Sincerely,
Director, Office of Management and Budget	The Honorable [Full Name] Director, Office of Management and Budget Washington, DC 20503	Dear Mr./Mrs./Miss/Ms. [Surname]: Sincerely,

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Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
<b>THE FEDERAL JUDICIARY</b>		
The Chief Justice <sup>(1)</sup>	The Chief Justice The Supreme Court of the United States Washington, DC 20543	Dear Mr. Chief Justice: Sincerely,
Associate Justice	The Honorable [Full Name] Associate Justice of the Supreme Court of the United States Washington, DC 20543	Dear Justice [Surname]: Sincerely,
The Clerk of the Supreme Court	[Full Name], Clerk of the Court The Supreme Court of the United States Washington, DC 20543	Dear Mr./Mrs./Miss/Ms. [Surname]: Sincerely,
Judge of a Court	The Honorable [Full Name] Judge of the [name of the court; if a United States District Court, give district] [Address] [City, State ZIP Code]	Dear Judge [Surname]: Sincerely,
Clerk of a Court	Mr./Mrs./Miss/Ms. [Full Name] Clerk of the [name of the court; if a United States District Court, give district] [Address] [City, State ZIP Code]	Dear Mr./Mrs./Miss/Ms. [Surname]: Sincerely,

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Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
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THE CONGRESS		
President of the Senate	The Honorable [Full Name] President of the Senate Washington, DC 20510	Dear Mr./Madam President: Sincerely,
President of the Senate Pro Tempore	The Honorable [Full Name] President Pro Tempore United States Senate Washington, DC 20510	Dear Mr./Madam President: Sincerely,
Majority Leader United States Senate	The Honorable [Full Name] Majority Leader United States Senate Washington, DC 20510	Dear Mr./Madam Leader: Sincerely,
Minority Leader United States Senate	The Honorable [Full Name] Minority Leader United States Senate Washington, DC 20510	Dear Mr./Madam Leader: Sincerely,
United States Senator	The Honorable [Full Name] United States Senate Washington, DC 20510	Dear Senator [Surname]: Sincerely,
	or The Honorable [Full Name] United States Senator [Local Address of State Office] [City, State ZIP Code]	
United States Senator-elect	The Honorable [Full Name] United States Senator-elect Senate Office Building Washington, DC 20510	Dear Mr./Ms. [surname]: Sincerely,
Speaker of the House	The Honorable [Full Name] Speaker of the House of Representatives Washington, DC 20515	Dear Mr. Speaker: Sincerely,
Majority Leader U.S. House of Representatives	The Honorable [Full Name] Majority Leader U.S. House of Representatives Washington, DC 20515	Dear Mr./Madam Leader: Sincerely,
Minority Leader U.S. House of Representatives	The Honorable [Full Name] Minority Leader U.S. House of Representatives Washington, DC 20515	Dear Mr./Madam Leader: Sincerely,
United States Representative	The Honorable [Full Name] U.S. House of Representatives Washington, DC 20515	Dear Congressman/Congresswoman [Surname]: Sincerely,
	or The Honorable [Full Name] Member, U.S. House of Representatives [Congressional District Office Address] [City, State ZIP Code]	
United States Representative-elect	The Honorable [Full Name] Representative-elect House Office Building Washington, DC 20515	Dear Mr./Ms. [surname]: Sincerely,
Committee Chairman Chairwoman Chair	The Honorable [Full Name] Chairman, Committee on [Name] United States Senate Washington, DC 20510	Dear Mr. Chairman/Madam Chairwoman/Chair: Sincerely,
	or The Honorable [Full Name] Chairman, Committee on [Name] U.S. House of Representatives Washington, DC 20515	
Subcommittee Chairman Chairwoman Chair	The Honorable [Full Name] Chairman, Subcommittee on [Name] [Name of Parent Committee] United States Senate Washington, DC 20510	Dear Mr. Chairman/Madam Chairwoman/Chair: Sincerely,
	or The Honorable [Full Name] Chairman, Subcommittee on [Name] [Name of Parent Committee] U.S. House of Representatives Washington, DC 20515	
Joint Committee Chairman Chairwoman Chair	The Honorable [Full Name] Chairman, Joint Committee on [Name] Congress of the United States Washington, DC [ZIP Code]	Dear Mr. Chairman/Madam Chairwoman/Chair: Sincerely,
Office of a Deceased Senator or Representative	Office of the Late Senator [Full Name] United States Senate Washington, DC 20510	Sir/Madam: Sincerely,  (May Wish to check w/OLA also)
	or Office of the [cite District number] Congressional District U.S. House of Representatives Washington, DC 20515	
Chaplain of the United States Senate or U.S. House of Representatives	[Title plus Full Name] Chaplain of the United States Senate Washington, DC 20510	Dear [Title] [Surname]: Sincerely,
	or [Title plus Full Name] Chaplain of the U.S. House of	[Call the Chaplains' offices to verify exact titles.]

	Representatives Washington, DC 20515	<i>Senate:</i> (202) 224-2510 <i>House:</i> (202) 225-2509
Secretary of the United States Senate	The Honorable [Full Name] Secretary of the Senate United States Senate Washington, DC 20510	Dear Mr./Mrs./Miss/Ms. [Surname]: Sincerely,
Clerk of the House	[Full Name] Clerk of the U.S. House of Representatives U.S. House of Representatives Washington, DC 20515	Dear Mr./Mrs./Miss/Ms. [Surname]: Sincerely,
Resident Commissioner	The Honorable [Full Name] Resident Commissioner from Puerto Rico U.S. House of Representatives Washington, DC 20515	Dear Mr./Mrs./Miss/Ms. [Surname]: Sincerely,
Delegate	The Honorable [Full Name] Delegate from [Name] U.S. House of Representatives Washington, DC 20515	Dear Mr./Mrs./Miss/Ms. [Surname]: Sincerely,
Comptroller General	<b>LEGISLATIVE AGENCIES</b> The Honorable [Full Name] Comptroller General of the United States Washington, DC 20548	Dear Mr./Mrs./Miss/Ms. [Surname]: Sincerely,
Librarian of Congress	The Honorable [Full Name] Librarian of Congress Library of Congress Washington, DC 20540	Dear Mr./Mrs./Miss/Ms. [Surname]: Sincerely,

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Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
<b>EXECUTIVE DEPARTMENTS AND INDEPENDENT AGENCIES</b>		
Cabinet Members	The Honorable [Full Name] Secretary of [Department] Washington, DC [ZIP Code]	Dear Mr./Madam Secretary: Sincerely, or Dear Secretary [Surname]: Sincerely,
Deputy Secretaries Under Secretaries Assistant Secretaries	The Honorable [Full Name] Deputy Secretary of [Name of Department] Washington, DC [ZIP Code] or The Honorable [Full Name] Under Secretary of [Name of Department] Washington, DC [ZIP Code] or The Honorable [Full Name] Assistant Secretary of [Name of Department] Washington, DC [ZIP Code]	Dear Mr./Mrs./Miss/Ms. [Surname]: Sincerely,
Postmaster General	The Honorable [Full Name] Postmaster General Washington, DC 20260	Dear Mr./Madam Postmaster General: Sincerely,
Head of a Federal Agency, Authority, or Board	The Honorable [Full Name] [Title] [Agency, Authority, or Board Name] [Address] [City, State ZIP Code]	Dear Mr./Mrs./Miss/Ms. [Surname]: Sincerely,
Head of a Major Organization Within an Agency, if a Presidential Appointee	The Honorable [Full Name] [Title], [Organization Name] [Agency Name] [City, State ZIP Code]	Dear Mr./Mrs./Miss/Ms. [Surname]: Sincerely,
Chairman/Chairwoman/Chair of a Commission or Board	The Honorable [Full Name] Chairman, [Commission/Board Name] [Address] [City, State ZIP Code]	Dear Mr. Chairman/Madam Chairwoman/Chair: Sincerely,
Chairman/Chairwoman/ Chair of a Permanently Chartered Commission or Council	Chairman [Full Name] [Commission Name] [Address] [City, State ZIP Code]	Dear Mr./Mrs./Miss/Ms. [Surname]: Sincerely,
American Ambassador	<b>AMERICAN MISSIONS</b> The Honorable [Full Name] American Ambassador [City], [Country]	Dear Mr./Madam Ambassador: Sincerely,
Personal (Special) Representative of the President	The Honorable [Full Name] Personal Representative of the President of the United States of America to [Country] [Address] [City], [Country]	Dear Mr./Mrs./Miss/Ms. [Surname]: Sincerely,
American Consul General or American Consul	Mr./Mrs./Miss/Ms. [Full Name] American Consul General [or American Consul] [City], [Country]	Dear Mr./Mrs./Miss/Ms. [Surname]: Sincerely,

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Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
<b>FOREIGN DIPLOMATIC MISSIONS TO THE UNITED STATES</b>		
Foreign Ambassador in the United States	His [Her] Excellency [Full Name] Ambassador of [Country] Washington, DC [ZIP Code]	Dear Mr./Madam Ambassador: Sincerely,

Foreign Minister in the United States (head of a Legation)	The Honorable [Full Name] Minister of [Country] Washington, DC [ZIP Code]	Dear Mr./Madam Minister: Sincerely,
Foreign Minister Counselor in the United States	The Honorable [Full Name] Minister Counselor Embassy of [Country] Washington, DC [ZIP Code]	Dear Mr./Madam Minister: Sincerely,
Foreign Attorney General	His/Her Excellency [full name]: Attorney General of [country] [City, Country]	Dear Mr./Madam Attorney General: Sincerely,
<b>FOREIGN CHIEFS OF STATE AND FOREIGN OFFICIALS</b>		
President of a Foreign Republic	His/Her Excellency [Full Name] President of the Republic of (Name of Country) City, Country	Dear Mr. President: Sincerely,
Prime Minister	His/Her Excellency [Full Name] Prime Minister of [country]	Dear Mr./Madame Prime Minister: Sincerely,
<b>INTERNATIONAL ORGANIZATIONS</b>		
United States Representative to the United Nations or Organization of American States	The Honorable [Full Name] United States Representative to the United Nations [or Organization of American States] [Address] [City, State ZIP Code]	Sir/Madam: [formal] Very truly yours, [formal] Dear Mr./Madam Ambassador: [informal] Sincerely, [informal]

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Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
<b>STATE AND LOCAL GOVERNMENTS</b>		
Governor of State	The Honorable [Full Name] Governor of [State/Commonwealth] [City, State ZIP Code]	Dear Governor [Surname]: Sincerely,
Lieutenant Governor	The Honorable [Full Name] Lieutenant Governor of [State/Commonwealth] [City, State ZIP Code]	Dear Mr./Mrs./Miss/Ms. [Surname]: Sincerely,
Attorney General of a State/Commonwealth	The Honorable [Full Name] Attorney General State/Commonwealth of [cite name] [City, State ZIP Code]	Dear Attorney General [Surname]: Sincerely,
State Senator	The Honorable [Full Name] [State] Senate [City, State ZIP Code]	Dear Mr./Mrs./Miss/Ms. [Surname]: Sincerely,
State Representative, Assemblyman, Assemblywoman, Delegate	The Honorable [Full Name] [State] House of Representatives [or Assembly or House of Delegates] [City, State ZIP Code]	Dear Mr./Mrs./Miss/Ms. [Surname]: Sincerely,
State's Attorney	The Honorable [Full Name] State's Attorney [County Seat, State ZIP Code]	Dear Mr./Mrs./Miss/Ms. [Surname]: Sincerely,
Mayor	The Honorable [Full Name] Mayor of [City] [City, State ZIP Code]	Dear Mayor [Surname]: Sincerely,
District Attorney	The Honorable [Full Name] District Attorney [City, State ZIP Code]	Dear Mr./Mrs./Miss/Ms. [Surname]: Sincerely,
<b>MILITARY SERVICES</b>		
General Lieutenant General Major General Brigadier General	[full rank, full name, abbreviation of service] [address] [City, State ZIP Code]	Dear General [surname]: Sincerely,
Colonel Lieutenant Colonel	[full rank, full name, abbreviation of service] [address] [City, State ZIP Code][same as above]	Dear Colonel [surname]: Sincerely,
Major	[full rank, full name, abbreviation of service] [address] [City, State ZIP Code][same as above]	Dear Major [surname]: Sincerely,
Admiral Vice Admiral Rear Admiral	[full rank, full name, abbreviation of service] [address] [City, State ZIP Code]	Dear Admiral [surname]: Sincerely,
Commander Lieutenant Commander	[full rank, full name, abbreviation of service] [address] [City, State ZIP Code]	Dear Commander [surname]: Sincerely,
Lieutenant Lieutenant (jg)	[full rank, full name, abbreviation of service] [address] [City, State ZIP Code][same as above]	Dear Lieutenant [surname]: Sincerely,
Retired Officer (all services)	[full rank, full name, abbreviation of service] Retired [address] [City, State ZIP Code]	Dear [rank, surname]: Sincerely,
<b>EDUCATION OFFICIALS</b>		
President of a College or University (with doctoral degree)	Dr. [Full Name] President, [Name of Institution] [Address] [City, State ZIP Code]	Dear Dr. [Surname]: Sincerely,
President of a College or University (without doctoral degree)	Mr./Mrs./Miss/Ms. [Full Name] President, [Name of Institution] [Address] [City, State ZIP Code]	Dear Mr./Mrs./Miss/Ms. [Surname]: Sincerely,

Dean of a School	Dean [Full Name] School of [Name] [Name of Institution] [Address] [City, State ZIP Code]	Dear Dean [Surname]: Sincerely,
Professor (with doctoral degree)	Dr. [Full Name] Department of [Name] [Name of Institution] [Address] [City, State ZIP Code]	Dear Dr. [Surname]: Sincerely,
Professor (without doctoral degree)	Professor [Full Name] Department of [Name] [Name of Institution] [Address] [City, State ZIP Code]	Dear Professor [Surname]: Sincerely,
Associate Professor Assistant Professor	Mr./Mrs./Miss/Ms. [Full Name] Associate [or Assistant] Professor Department of [Name] [Name of Institution] [Address] [City, State ZIP Code]	Dear Professor [Surname]: Sincerely,
<b>PHYSICIANS AND LAWYERS</b>		
Physician	[Full Name], M.D. [Address] [City, State ZIP Code]	Dear Dr. [Surname]: Sincerely,
Lawyer	[Full Name] Note: Do <b>not</b> use the title "Esquire." [Address] [City, State ZIP Code]	Dear Mr./Mrs./Miss/Ms. [Surname]: Sincerely,
<b>MULTIPLE ADDRESSEES</b>		
One Woman and One Man	Mrs./Miss/Ms. [Full Name] and Mr. [Full Name] [Address] [City, State ZIP Code]	Dear Mrs./Miss/Ms. [Surname] and Mr. [Surname]: Sincerely,
Two or More Men	Mr. [Full Name] and Mr. [Full Name] [Address] [City, State ZIP Code]	Dear Mr. [Surname] and Mr. [Surname]: or Dear Messrs. [Surname] and [Surname]: Sincerely,
Two or More Women	Mrs./Miss/Ms. [Full Name] and Mrs./Miss/Ms. [Full Name] [Address] [City, State ZIP Code]	Dear Mrs. [Surname] and Ms. [Surname]: or Dear Mesdames [Surname]: [if married] and Mses. [Surnames]: [if unmarried] Sincerely,
<b>OTHER</b>		
Married Couple	Mr. and Mrs. [Husband's Full Name] [Address] [City, State ZIP Code]	Dear Mr. and Mrs. [Surname]: Sincerely,
Family	The [Surname] Family [Address] [City, State ZIP Code]	Dear [Surname] Family: Sincerely,
Unknown Gender	Leslie Smith [Address] [City, State ZIP Code]	Dear Leslie Smith: Sincerely,
United States Attorney	The Honorable [full name] United States Attorney District of [state] [Address] [City, State ZIP Code]	Dear Mr./Ms. [surname]: Sincerely,
Assistant United States Attorney	Mr./Ms. [full name] Assistant United States Attorney District of [state] [Address] [City, State ZIP Code]	Dear Mr./Ms. [surname]: Sincerely,

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1. The Clerk's Office of the Supreme Court of the United States provided this information.

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**Congressional Committee Leadership**

**Note:** For this appendix all information listed in the left column is to be used as the inside address and on the envelope. The information in the right column reflects the correct form for the salutation. For more information on other Congressional Committees, see [www.congress.gov](http://www.congress.gov).

**SENATE COMMITTEE ON THE JUDICIARY**

The Honorable Patrick J. Leahy  
Chairman  
Committee on the Judiciary  
United States Senate  
Washington, DC 20510

Dear Mr. Chairman:

The Honorable Charles Grassley  
Ranking Minority Member  
Committee on the Judiciary  
United States Senate  
Washington, DC 20510

Dear Senator Grassley:

**Senate Subcommittee on Administrative Oversight and the Courts**

The Honorable Charles E. Schumer  
Chairman  
Subcommittee on Administrative Oversight  
and the Courts  
Committee on the Judiciary  
United States Senate  
Washington, DC 20510

Dear Mr. Chairman:

The Honorable Jeff Sessions  
Ranking Minority Member  
Subcommittee on Administrative Oversight  
and the Courts Committee on the Judiciary  
United States Senate  
Washington, DC 20510

Dear Senator Sessions:

**Senate Subcommittee on Antitrust, Competition Policy and Consumer Rights**

The Honorable Herb Kohl  
Chairman, Subcommittee on Antitrust,  
Competition Policy and Consumer Rights  
Committee on the Judiciary  
United States Senate  
Washington, DC 20510

Dear Mr. Chairman:

The Honorable Orrin G. Hatch  
Ranking Minority Member  
Subcommittee on Antitrust, Competition Policy  
and Consumer Rights  
Committee on the Judiciary  
United States Senate  
Washington, DC 20510

Dear Senator Hatch:

**Senate Subcommittee on the Constitution, Civil Rights and Property Rights**

The Honorable Russell Feingold  
Chairman, Subcommittee on the  
Constitution, Civil Rights and Property Rights  
Committee on the Judiciary  
United States Senate  
Washington, DC 20510

Dear Mr. Chairman:

The Honorable Sam Brownback  
Ranking Minority Member  
Subcommittee on the Constitution,  
Civil Rights and Property Rights  
Committee on the Judiciary  
United States Senate  
Washington, DC 20510

Dear Senator Brownback:

**Senate Subcommittee on Crime and Drugs**

The Honorable Joseph R. Biden, Jr.  
Chairman, Subcommittee on Crime  
and Drugs  
Committee on the Judiciary  
United States Senate  
Washington, DC 20510

Dear Mr. Chairman:

The Honorable Lindsey O. Graham  
Ranking Minority Member  
Subcommittee on Crime and Drugs  
Committee on the Judiciary  
United States Senate  
Washington, DC 20510

Dear Senator Graham:

**Senate Subcommittee on Human Rights and the Law**

The Honorable Dick Durbin  
Chairman, Subcommittee on Human  
Rights and the Law  
Committee on the Judiciary  
United States Senate  
Washington, DC 20510

Dear Mr. Chairman:

The Honorable Tom Coburn  
Ranking Minority Member  
Subcommittee on Human Rights  
and the Law  
Committee on the Judiciary  
United States Senate  
Washington, DC 20510

Dear Senator Coburn:

**Senate Subcommittee on Immigration, Border Security and Citizenship**

The Honorable Edward M. Kennedy  
Chairman, Subcommittee on Immigration,  
Border Security and Citizenship  
Committee on the Judiciary  
United States Senate  
Washington, DC 20510

Dear Mr. Chairman:

The Honorable John Cornyn  
Ranking Minority Member  
Subcommittee on Immigration,  
Border Security and Citizenship  
Committee on the Judiciary  
United States Senate  
Washington, DC 20510

Dear Senator Cornyn:

**Senate Subcommittee on Terrorism, Technology and Homeland Security**

The Honorable Dianne Feinstein  
Chairwoman, Subcommittee on Terrorism,  
Technology and Homeland Security  
Committee on the Judiciary  
United States Senate  
Washington, DC 20510

Dear Madame Chairwoman:

The Honorable Jon Kyl  
Ranking Minority Member, Subcommittee  
on Terrorism, Technology and Homeland Security  
Committee on the Judiciary  
United States Senate  
Washington, DC 20510

Dear Senator Kyl:

**HOUSE COMMITTEE ON THE JUDICIARY**

The Honorable Lamar S. Smith  
Chairman, Committee on the Judiciary  
U.S. House of Representatives  
Washington, DC 20515

Dear Mr. Chairman:

The Honorable John Conyers, Jr.  
Ranking Minority Member  
Committee on the Judiciary  
U.S. House of Representatives  
Washington, DC 20515

Dear Congressman Conyers:

**House Subcommittee on Commercial and Administrative Law**

The Honorable Linda T. Sanchez  
Chairwoman, Subcommittee on Commercial  
and Administrative Law  
Committee on the Judiciary  
U.S. House of Representatives  
Washington, DC 20515

Dear Madame Chairwoman:

The Honorable Chris Cannon  
Ranking Minority Member, Subcommittee  
on Commercial and Administrative Law  
Committee on the Judiciary  
U.S. House of Representatives  
Washington, DC 20515

Dear Congressman Cannon:

**House Subcommittee on the Constitution, Civil Rights, and Civil Liberties**

The Honorable Jerrold Nadler  
Chairman, Subcommittee on the Constitution,  
Civil Rights, and Civil Liberties  
Committee on the Judiciary  
U.S. House of Representatives  
Washington, DC 20515

Dear Mr. Chairman:

The Honorable Trent Franks  
Ranking Minority Member  
Subcommittee on the Constitution,  
Civil Rights, and Civil Liberties  
Committee on the Judiciary  
U.S. House of Representatives  
Washington, DC 20515

Dear Congressman Franks:

**House Subcommittee on Courts, the Internet and Intellectual Property**

The Honorable Howard L. Berman  
Chairman, Subcommittee on Courts,  
the Internet and Intellectual Property  
Committee on the Judiciary  
U.S. House of Representatives  
Washington, DC 20515

Dear Mr. Chairman:

The Honorable Howard Coble  
Ranking Minority Member, Subcommittee  
on Courts, the Internet and Intellectual Property  
Committee on the Judiciary  
U.S. House of Representatives  
Washington, DC 20515

Dear Congressman Coble:

**House Subcommittee on Crime, Terrorism and Homeland Security**

The Honorable Robert C. Scott  
Chairman, Subcommittee on Crime,  
Terrorism and Homeland Security  
Committee on the Judiciary  
U.S. House of Representatives  
Washington, DC 20515

Dear Mr. Chairman:

The Honorable J. Randy Forbes  
Ranking Minority Member, Subcommittee  
on Crime, Terrorism and Homeland Security  
Committee on the Judiciary  
U.S. House of Representatives  
Washington, DC 20515

Dear Congressman Forbes:

**House Subcommittee on Immigration, Citizenship, Refugees, Border Security and International Law**

The Honorable Zoe Lofgren  
Chairwoman  
Subcommittee on Immigration,  
Citizenship, Refugees, Border Security  
and International Law  
Committee on the Judiciary  
U.S. House of Representatives  
Washington, DC 20515

Dear Madame Chairwoman:

The Honorable Steve King  
Ranking Minority Member  
Subcommittee on Immigration,  
Citizenship, Refugees, Border Security  
and International Law  
Committee on the Judiciary  
U.S. House of Representatives  
Washington, DC 20515

Dear Congressman King:

**SENATE COMMITTEE ON HOMELAND SECURITY AND GOVERNMENTAL AFFAIRS**

The Honorable Joseph Lieberman  
Chairman  
Committee on Homeland Security  
and Governmental Affairs  
United States Senate  
Washington, DC 20510

Dear Mr. Chairman:

The Honorable Susan Collins  
Ranking Minority Member  
Committee on Homeland Security  
and Governmental Affairs  
United States Senate  
Washington, DC 20510

Dear Senator Collins:

**HOUSE COMMITTEE ON OVERSIGHT AND GOVERNMENT REFORM**

The Honorable Henry A. Waxman  
Chairman  
Committee on Oversight and  
Government Reform  
U.S. House of Representatives  
Washington, DC 20515

Dear Mr. Chairman:

The Honorable Tom Davis  
Ranking Minority Member  
Committee on Oversight and  
Government Reform  
U.S. House of Representatives  
Washington, DC 20515

Dear Congressman Davis:

**SENATE SELECT COMMITTEE ON ETHICS**

The Honorable Barbara Boxer  
Interim Chairwoman  
Select Committee on Ethics  
United States Senate  
Washington, DC 20510

Dear Madame Chairwoman:

The Honorable John Cornyn  
Vice Chairman  
Select Committee on Ethics  
United States Senate  
Washington, DC 20510

Dear Mr. Vice Chairman:

**HOUSE COMMITTEE ON STANDARDS OF OFFICIAL CONDUCT**

The Honorable Stephanie Tubbs Jones  
Chairwoman  
Committee on Standards of Official Conduct  
U.S. House of Representatives  
Washington, DC 20515

Dear Madame Chairwoman:

The Honorable Doe Hastings  
Ranking Minority Member  
Committee on Standards of Official Conduct  
U.S. House of Representatives  
Washington, DC 20515

Dear Congressman Hastings:

**SENATE SELECT COMMITTEE ON INTELLIGENCE**

The Honorable John D. Rockefeller IV  
Chairman  
Select Committee on Intelligence  
United States Senate  
Washington, DC 20510

Dear Mr. Chairman:

The Honorable Kit Bond  
Vice Chairman  
Select Committee on Intelligence  
United States Senate  
Washington, DC 20510

Dear Mr. Vice Chairman:

**HOUSE PERMANENT SELECT COMMITTEE ON INTELLIGENCE**

The Honorable Silvestre Reyes  
Chairman  
Permanent Select Committee on Intelligence  
U.S. House of Representatives  
Washington, DC 20515

Dear Mr. Chairman:

The Honorable Peter Hoekstra  
Ranking Minority Member  
Permanent Select Committee on Intelligence  
U.S. House of Representatives  
Washington, DC 20515

Dear Congressman Hoekstra:

**House Subcommittee on Human Intelligence, Analysis and Counterintelligence**

The Honorable Mike Thompson  
Chairman, Subcommittee on Human  
Intelligence, Analysis and Counterintelligence  
Permanent Select Committee on Intelligence  
U.S. House of Representatives  
Washington, DC 20515

Dear Mr. Chairman:

The Honorable Mike Rogers  
Ranking Minority Member  
Subcommittee on Human Intelligence,  
Analysis and Counterintelligence  
Permanent Select Committee on Intelligence  
U.S. House of Representatives  
Washington, DC 20515

Dear Congressman Rogers:

**House Subcommittee on Technical and Tactical Intelligence**

The Honorable C.A. "Dutch" Ruppersberger  
Chairman  
Subcommittee on Technical  
and Tactical Intelligence  
Permanent Select Committee on Intelligence  
U.S. House of Representatives  
Washington, DC 20515

Dear Mr. Chairman:

The Honorable Heather Wilson  
Ranking Minority Member  
Subcommittee on Technical and Tactical Intelligence  
Permanent Select Committee on Intelligence  
U.S. House of Representatives  
Washington, DC 20515

Dear Congresswoman Wilson:

**SENATE COMMITTEE ON APPROPRIATIONS**

The Honorable Robert C. Byrd  
Chairman

Dear Mr. Chairman:

Committee on Appropriations  
United States Senate  
Washington, DC 20510

The Honorable Thad Cochran  
Ranking Minority Member  
Committee on Appropriations  
United States Senate  
Washington, DC 20510

Dear Senator Cochran:

#### **Senate Appropriations Subcommittee on Commerce, Justice, Science, and Related Agencies**

The Honorable Barbara Mikulski  
Chairwoman  
Subcommittee on Commerce, Justice,  
Science, and Related Agencies  
Committee on Appropriations  
United States Senate  
Washington, DC 20510

Dear Madame Chairwoman:

The Honorable Richard Shelby  
Ranking Minority Member  
Subcommittee on Commerce, Justice,  
Science, and Related Agencies  
Committee on Appropriations  
United States Senate  
Washington, DC 20510

Dear Senator Shelby:

#### **HOUSE COMMITTEE ON APPROPRIATIONS**

The Honorable David R. Obey  
Chairman  
Committee on Appropriations  
U.S. House of Representatives  
Washington, DC 20515

Dear Mr. Chairman:

The Honorable Jerry Lewis  
Ranking Minority Member  
Committee on Appropriations  
U.S. House of Representatives  
Washington, DC 20515

Dear Congressman Lewis:

#### **House Appropriations Subcommittee on Commerce, Justice, Science, and Related Agencies**

The Honorable Alan Mollohan  
Chairman  
Subcommittee on Commerce, Justice  
Science, and Related Agencies  
Committee on Appropriations  
U.S. House of Representatives  
Washington, DC 20515

Dear Mr. Chairman:

The Honorable Rodney Frelinghuysen  
Ranking Minority Member  
Subcommittee on Commerce, Justice  
Science, and Related Agencies  
Committee on Appropriations  
U.S. House of Representatives  
Washington, DC 20515

Dear Congressman Frelinghuysen:

#### **OTHER**

The Honorable Nancy Pelosi  
Speaker  
U.S. House of Representatives  
Washington, DC 20515

Dear Madame Speaker:

The Honorable Richard B. Cheney  
President of the Senate  
Washington, DC 20510

Dear Mr. President:

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This manual presents Department policies and procedures for processing executive correspondence. Executive correspondence includes letters and memoranda for the signature of the Attorney General, the Deputy Attorney General (DAG), the Associate Attorney General (ASG), or the Assistant Attorney General of the Office of Legislative Affairs (AAG/OLA). Congressional correspondence addressed to 20530 ZIP Code is also considered executive correspondence. This manual includes the following material:

An overview of the flow of correspondence within the Department and policies governing the correspondence process.

- Style and format guidelines of all executive correspondence prepared in the Department.
- Reference documents detailing Forms of Address; GPO Style Quick Reference; etc.

**WHO SHOULD USE THIS MANUAL**

This manual is a reference tool for all Department employees involved in processing executive correspondence.

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**Acronyms and Abbreviations for DOJ Components, Offices and Officials**

Acronym/Abbreviation	Description
AAG	Assistant Attorney General
AG	Attorney General
ASG	Associate Attorney General
ATF	Bureau of Alcohol, Tobacco & Firearms
ATR	Antitrust Division
AUSA	Assistant U.S. Attorney
BOP	Federal Bureau of Prisons
CIV	Civil Division
COPS	Office of Community Oriented Policing Services
CRM	Criminal Division
CRS	Community Relations Service
CRT	Civil Rights Division
DAG	Deputy Attorney General
DEA	Drug Enforcement Administration
ENRD	Environment and Natural Resources Division
EOIR	Executive Office for Immigration Review
EOUSA	Executive Office for United States Attorneys
EOUST	Executive Office for United States Trustees
ExecSec	Executive Secretariat
FBI	Federal Bureau of Investigation
FCS	Foreign Claims Settlement Commission
IG	Inspector General
JMD	Justice Management Division
NDIC	National Drug Intelligence Center
NSCC	National Security Coordination Council
OAAG	Office of the Assistant Attorney General
OAG	Office of the Attorney General
OARM	Office of Attorney Recruitment Management
OASG	Office of the Associate Attorney General
ODAG	Office of the Deputy Attorney General
ODR	Office of Dispute Resolution
OIP	Office of Information and Privacy
OIG	Office of the Inspector General
OIAP	Office of Investigative Agency Policies
OIPR	Office of Intelligence Policy and Review
OIPL	Office of Intergovernmental and Public Liaison
OJP	Office of Justice Programs
OLA	Office of Legislative Affairs
OLC	Office of Legal Counsel
OLP	Office of Legal Policy
OPA	Office of the Pardon Attorney
OPR	Office of Professional Responsibility
OSG	Office of the Solicitor General
OTJ	Office of Tribal Justice
OVW	Office on Violence Against Women
PAO	Office of Public Affairs
PRAO	Professional Responsibility Advisory Office
SES	Senior Executive Service
SA	Special Agent
SAC	Special Agent in Charge
SSA	Supervisory Special Agent
TAX	Tax Division
USA	U.S. Attorney
USAO	U.S. Attorney's Office
USM	U.S. Marshal



Acronym/Abbreviation	Description
USMS	United States Marshals Service
INTERPOL	U.S. National Central Bureau (International Criminal Police Organization)
USPC	United States Parole Commission

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Acronym	Description
AOUSC	Administrative Office of U.S. Courts
ARRB	Assassination Records Review Board
CBO	Congressional Budget Office
CCR	Commission on Civil Rights
CFT	Commodity Futures Trading Commission
CIA	Central Intelligence Agency
CPB	Corporation for Public Broadcasting
CPSC	Consumer Product Safety Commission
USDA	Department of Agriculture
DHS	Department of Homeland Security
DOC	Department of Commerce
DOD	Department of Defense
DOE	Department of Energy
DOI	Department of the Interior
DOJ	Department of Justice
DOL	Department of Labor
DOS	Department of State
DOT	Department of Transportation
EEOC	Equal Employment Opportunity Commission
EOP	Executive Office of the President
EPA	Environmental Protection Agency
FAA	Federal Aviation Administration
FCC	Federal Communications Commission
FDA	Food and Drug Administration
FDIC	Federal Deposit Insurance Corporation
FEC	Federal Election Commission
FEMA	Federal Emergency Management Agency
FHA	Federal Housing Administration
FHWA	Federal Highway Administration
FLRA	Federal Labor Relations Authority
FMC	Federal Maritime Commission
FNMA	Federal National Mortgage Association
FRS	Federal Reserve System
FRT	Federal Retirement Thrift Investment Board
FTC	Federal Trade Commission
GAO	General Accounting Office
GPO	Government Printing Office
GSA	General Services Administration
HHS	Department of Health & Human Services
HLM	Federal Home Loan Mortgage Corporation
HSE	House of Representatives
HUD	Department of Housing & Urban Development
ICE	Bureau of Immigration and Customs Enforcement
ICC	Interstate Commerce Commission
IMF	International Monetary Fund
IRS	Internal Revenue Service
ITC	U.S. International Trade Commission
JTCO	Joint Committee

Acronym	Description
LSC	Legal Services Commission
LOC	Library of Congress
MSPB	Merit Systems Protection Board
NARA	National Archives & Records Administration
NASA	National Aeronautics & Space Administration
NCUA	National Credit Union Administration
NLRB	National Labor Relations Board
NRC	Nuclear Regulatory Commission
NSC	National Security Council
NSF	National Science Foundation
NTSB	National Transportation Safety Board
OGE	Office of Government Ethics
OMB	Office of Management and Budget
ONDCP	Office of National Drug Control Policy
OPM	Office of Personnel Management
OSC	Office of Special Counsel
OSHA	Occupational Safety and Health Administration
OTA	Office of Technology Assessment
RTC	Resolution Trust Corporation
SBA	Small Business Administration
SEC	Securities & Exchange Commission
SI	Smithsonian Institution
USIA	U.S. Information Agency
USP	U.S. Postal Service
VA	Department of Veteran Affairs

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**Miscellaneous Acronyms and Abbreviations Occasionally Referenced in DOJ Correspondence**

Abbreviations/Acronyms	Organization, Act or Description
ADA	Americans With Disabilities Act
AMA	American Medical Association
CARE	Cooperative for American Relief Everywhere
CRIPA	Civil Rights of Institutionalized Persons Act
CORE	Congress of Racial Equality
FEW	Federally Employed Women
MADD	Mothers Against Drunk Driving
NAACP	National Association for the Advancement Of Colored People
NATO	North Atlantic Treaty Organization
NOW	National Organization for Women
NRA	National Rifle Organization
SADD	Students Against Drunk Driving
UN	United Nations
UNESCO	United Nations Education, Social and Cultural Organization
VISTA	Volunteers in Service to America
YMCA	Young Men's Christian Association
YWCA	Young Women's Christian Association

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**Component Contacts**

COMPONENT	ACRONYM	CONTACT NAME	PHONE	OFFICE
Attorney General	OAG	Stephan Matthews	(b) (6)	5123 RFK
Attorney General Scheduling	OAG	Wykema Jackson	(b) (6)	5131 RFK
Deputy Attorney General	ODAG	Nathaniel Gamble	(b) (6)	4111 RFK
Associate Attorney General	OASG	Ashley Wilson	(b) (6)	5706 RFK
Alcohol, Tobacco, Firearms and Explosives	ATF	Tara Chipman	(b) (6)	5.S.251 ATF
Antitrust Division	ATR	Stephen Webb	(b) (6)	3231 RFK
Bureau of Prisons	BOP	Frank Marrone	(b) (6)	
Civil Division	CIV	Jenn Blackwell (non-Cong)	(b) (6)	2514 1100 L ST
Civil Division	CIV		(b) (6)	
Civil Rights Division	CRT	Bill Laughman	(b) (6)	4124 PHB
Community Oriented Policing Service	COPS	Sheryl Thomas	(b) (6)	11W.218 2CON
Community Relations Service	CRS	Natalia Casella	(b) (6)	6000 BICN
Criminal Division	CRM	Terri Curtis	(b) (6)	102 BOND
Criminal Division	CRM	Citizen Line	(b) (6)	
Drug Enforcement Administration	DEA	Beth Mullinax (non-Cong)	(b) (6)	Rm E12135 600 Arn Navy Drive, Arlington
Drug Enforcement Administration	DEA	Kim Ceaser (Cong)	(b) (6)	Rm E5110 600 Army Navy Drive, Arlington
Environment and Natural Resources Division	ENRD	Carolyn Woody	(b) (6)	2608 RFK
Executive Office for Immigration Review	EOIR	Vicki Butler	(b) (6)	5107 SKYT
Executive Office for Immigration Review	EOIR	Sheaya Thomas	(b) (6)	Rm 2431.01 SKYT 5 Leesburg Pike, Falls Church, Va
Executive Office for United States Attorneys	EOUSA	Erica Cook	(b) (6)	2261 RFK
Executive Office for United States Attorneys	EOUSA	Sarah Fletcher	(b) (6)	2261 RFK
Executive Office for United States Trustees	EOUST	Adrienne Taylor	(b) (6)	6X17 441 G St
Federal Bureau of Investigation	FBI	Citizen Line	(b) (6)	6147 JEH
Federal Bureau of Investigation	FBI	Tia Smith	(b) (6)	JEH
Foreign Claims Settlement Commission	FCSC	Jeremy LaFrancois	(b) (6)	6002 BICN
Justice Management Division	JMD	Megan Scofield	(b) (6)	1111 RFK
National Security Division	NSD	Jerwanda Clemons	(b) (6)	6246 RFK
Office of Attorney Recruitment & Management	OARM	Rae Ross	(b) (6)	10200 Liberty Squar
Office of Dispute Resolution	ODR	Joanna Jacobs	(b) (6)	4529 RFK
Office of Federal Detention Trustee	OFDT	Kathy Days	(b) (6)	9th fl. PFDT
Office of Information Policy	OIP	Priscilla Jones	(b) (6)	11050 NYAV
Office of Justice Programs	OJP	Pamela Meeks	(b) (6)	6308 810 7th
Office of Legal Counsel	OLC	Dyone Mitchell	(b) (6)	5229 RFK
Office of Legal Policy	OLP	Valorie Davis	(b) (6)	4250 RFK
Office of Legislative Affairs	OLA	Shirley McKay	(b) (6)	1343 RFK
Office of Professional Responsibility	OPR	Stephanie Kemper	(b) (6)	3266 RFK
Office of Public Affairs	PAO	Kelly Creighton	(b) (6)	1321 RFK
Office of the Inspector General	OIG	Patricia Brantley	(b) (6)	4706 RFK
Office of the Pardon Attorney	OPATTY	Ashley Medley	(b) (6)	5E.612 2CON
Office of the Solicitor General	OSG	Rebecca Rios	(b) (6)	6639 RFK
Office of the Solicitor General	OSG	Valerie Yancey	(b) (6)	6639 RFK
Office of Tribal Justice	OTJ	Martin Earring	(b) (6)	2318 RFK
Office on Violence Against Women	OVW	Velvenia Minor	(b) (6)	10W.726 2CON
Office on Violence Against Women	OVW	Sybil Barksdale	(b) (6)	10W.1401 2CON
Professional Responsibility Advisory Office	PRAO	Maria Henry	(b) (6)	Ste 12000 NYAV
Tax Division	TAX	Phyllis Frye	(b) (6)	4141 RFK

U.S. National Center Bureau of INTERPOL	INTERPOL	Nicole Thomas	(b) (6)	12E.1403 2CON
United States Marshals Service	USMS	Richard Anderson		CG-3, 1215 South C St, 16th Fl, Arlington 22202
United States Marshals Service	USMS	Lisa Griffin		CG-3, 1215 South C St, 16th Fl, Arlington 22202
United States Marshals Service	USMS	Dana Lindbad		CG-3, 1215 South C St, 16th Fl, Arlington 22202
United States Parole Commission	USPC	Stephanie Jones		PPB
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