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*"Rummaging in the government's attic"*

Description of document:	Alcohol and Tobacco Tax and Trade Bureau (TTB) home page for each TTB Office/Division on the TTB SharePoint site, 2021
Requested date:	19-December-2020
Release date:	26-January-2021
Posted date:	15-February-2021
Source of document:	FOIA Request Alcohol and Tobacco Tax and Trade Bureau TTB FOIA Requester Service Center 1310 G Street, NW Box 12 Washington, DC 20005 Fax: 202-453-2331

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

January 26, 2021

Refer to: **2020-12-055**  
4040000

SENT VIA EMAIL

This letter is in response to your Freedom of Information Act (FOIA) request to the Alcohol and Tobacco Tax and Trade Bureau (TTB) dated December 19, 2020. You are requesting "a copy/printout of the 'home page' or landing page for each TTB Office/Division on the TTBweb SharePoint site."

We conducted a search of files within TTB for records responsive to your request and identified 29 pages which are being released in part, with information exempt from disclosure under the FOIA having been redacted pursuant to 5 U.S.C. 552 (b)(3), (b)(6) and (b)(7)(E) (FOIA exemptions 3, 6 and 7E, respectively). These 29 pages capture 26 individual "home pages."

FOIA exemption 3 provides an exemption from disclosure for information specifically exempted from disclosure by another statute, if that statute "(i) requires that the matters be withheld from the public in such a manner as to leave no discretion on the issue; or (ii) establishes particular criteria for withholding or refers to particular types of matters to be withheld ..."

Section 6103 of the Internal Revenue Code (IRC) prohibits the unauthorized disclosure of returns and return information. The term "return information" is defined at Section 6103(b)(2) of the IRC and it includes a taxpayer's identity, such as the names of parties to litigation over alleged violations of the IRC. There is no exemption from this prohibition that applies to you as someone unaffiliated with one of the taxpayers/permit holders.

FOIA exemption 6 protects from disclosure personnel and similar files, including names, signatures, images, and/or contact information of certain individuals, the disclosure of which would constitute an unwarranted invasion of privacy. For that reason and with respect to that information, we have applied FOIA exemption 6.

FOIA exemption 7E protects records compiled for law enforcement purposes, the release of which would disclose techniques and/or procedures for law enforcement investigations or prosecutions, or would disclose guidelines for law

enforcement investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law.

We have applied the above-listed and described FOIA exemptions in redacting limited information on pages of records being otherwise disclosed.

Please note that a FOIA Public Liaison is available if you would like to discuss any issues regarding a FOIA response. A FOIA Public Liaison is a supervisory official with the Department of the Treasury to whom FOIA requesters can raise questions or concerns about the agency's FOIA process. FOIA Public Liaisons can explain agency records, suggest agency offices that may have responsive records, provide an estimated date of completion, and discuss how to reformulate and/or reduce the scope of requests in order to minimize fees and expedite processing time.

If you would like to discuss this response, perhaps to resolve a dispute before filing an appeal, you may contact Mark Bittner, the FOIA Public Liaison, by email at [FOIAPL@treasury.gov](mailto:FOIAPL@treasury.gov) or by phone at (202) 622-8098.


If you are unable to resolve a FOIA dispute through the FOIA Public Liaison, the Office of Government Information Services (OGIS) at the National Archives and Records Administration offers mediation services to resolve disputes between FOIA requesters and Federal agencies as a non-exclusive alternative to litigation. Using OGIS services does not affect your right to pursue litigation. If you are requesting access to your own records (which is considered a Privacy Act request), please note that OGIS does not have the authority to handle requests made under the Privacy Act of 1974. The contact information for OGIS is:

Office of Government Information Services  
National Archives and Records Administration  
8601 Adelphi Road-OGIS  
College Park, MD 20740-6001  
Email: [ogis@nara.gov](mailto:ogis@nara.gov)  
Telephone: 202-741-5770  
Toll free: 1-877-684-6448  
Fax: 202-741-5769

Please be advised that contacting an agency official (including the Disclosure Officer, FOIA Public Liaison) and/or OGIS is not an alternative to filing an administrative appeal and does not stop the 90-day appeal clock.

Please note we are charging no fee for processing your request. If you have any questions regarding this letter, feel free to contact Quinton Mason, TTB Disclosure Officer, by telephone at (202) 882-9904 or by e-mail at [TTBFOIA@ttb.gov](mailto:TTBFOIA@ttb.gov), and reference FOIA number **2020-12-055**.

Sincerely,

  
Amy R. Greenberg  
Director, Regulations and Rulings Division

Digitally signed by Amy

R. Greenberg

Date: 2021.01.26

20:55:09 -05'00'

Enclosure(s): As stated



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

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

***Director, Equality, Diversity, and Inclusion***

[Peace Ngo](#)

## Mission

TTB's Office of Equality, Diversity, and Inclusion (EDI) leads the Bureau's efforts in providing equal employment opportunities, furthering inclusive diversity, and fostering employee engagement.

## What We Do

- Direct TTB's EEO programs, ensuring Bureau compliance with federal laws and regulations prohibiting discrimination and harassment in the workplace.
- Administer the EEO Complaints, Alternative Dispute Resolution, Reasonable Accommodation, and Special Emphasis programs.
- Lead TTB's efforts in cultivating an inclusive culture that connects individuals to the Bureau and supports collaboration, innovation, and engagement.
- Develop strategies to effectively leverage the talents, skills, and perspectives of diverse employees.
- Provide training in EEO, Diversity and Inclusion, Anti-Harassment, Reasonable Accommodation, and Unconscious Bias.

## Policies

- [Secretary of the Treasury 2020 Equal Opportunity Policy](#)
- [2020 TTB Equal Employment Opportunity Policy](#)
- [2020 TTB Anti-Harassment Policy and Procedures](#)

## Resources

- [EEO Complaint Process](#)
- [Reasonable Accommodations](#)
- [Personal Assistance Services](#)
- [No FEAR Act](#)
- [No FEAR Act Data](#)
- [Federal Laws Prohibiting Workplace Discrimination](#)
- [Special Program Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities](#)

## Related Sites

- [Equal Employment Opportunity Commission](#)
- [U.S. Merit Systems Protection Board](#)



## Office of Communications







The Office of Communications (OC) is the principal TTB contact for communication activities such as online publications, plain language implementation, and web services, which includes the Web Quality Assurance Program.

The OC provides you with leadership, expertise, and coordination for the development of communications strategies and policies, and helps you effectively communicate with external and internal partners about the Bureau's authority, commitments, and responsibilities.

### Quick Links

(b) (6)

- [Knowledge Coord](#)
- [Contact OC](#)
- [OC Organization](#)
- [The OC Phone Di](#)
- [SharePoint Tips 8](#)

Web Services	Digital Content	SharePoint	Collaboration	Online Publications	Social Media
 <p>Get online services to meet your office or division's needs including <a href="#">Web content management</a>, <a href="#">posting requests</a>, page design, Web projects, and online tools.</p>	 <p>Get general <a href="#">writing and editing guidance and tips</a>, including <a href="#">plain language tips</a> for print and Web content.</p>	 <p>Team sites, document management, online discussions, workflows, and knowledge sharing are just a few things you can do using <a href="#">SharePoint 2013</a>.</p>	 <p>Expedite information sharing and communicate effectively across project teams using <a href="#">collaboration tools</a>. Learn something new from a <a href="#">TTBtwenty5s</a> session.</p>	 <p>Get the latest <a href="#">internal announcements</a> and <a href="#">TTBWeb Spotlights</a>, as well as external <a href="#">news and events</a> by just clicking a link.</p>	 <p>Stay connected using our social media tools like <a href="#">RSS feeds</a>, <a href="#">internal blogs</a>, <a href="#">educational videos</a>, and <a href="#">email subscriptions</a>.</p>

### How Do I...?

- [Make a Web Post Request](#)
- [Submit an entry f Broadcast](#)

### OC OnDemand

- [The OC SharePoi \(Members Only\)](#)



## The Office of Congressional and Public Affairs



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

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

### Contact

Tom Hogue

Director, Congressional and Public Affairs

1310 G Street, NW, Washington, DC 20220

Phone: (202) 453-2180

Fax: (202) 453-2912

Email: [info@ttb.gov](mailto:info@ttb.gov)



## EXECUTIVE LIAISON

### Executive Liaison for Industry and State Matters

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

#### CONTACT

[Susan.Evans@ttb.gov](mailto:Susan.Evans@ttb.gov)

202-453-2142

#### Quick Links

- [Susan Evans Knowledge Coordinator](#)
- [ELISM SharePoint Site](#)
- [Organization Chart](#)
- [About TTB](#)
- [TTB Strategic Plan](#)
- [TTB Budget](#)
- [TTB Plans and Reports](#)

- [Contact the Administrator](#)
- [Contact State ABC Personnel](#)





## Home

## Office of Strategic Planning and Program Evaluation



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

## Announcements

- [TTB Releases FY 2018 Annual Report](#) (April 2019)
- [TTB Releases New Strategic Plan for FY 2018 - 2022](#) (October 2018)
- [Treasury Releases New Strategic Plan for FY 2018 - 2022](#) (May 2018)

[More Announcements](#)

## Office of Strategic Planning and Program Evaluation

**Strategic Planning**

[TTB Strategic Plan](#) | [TTB Strategy Map](#)  
[Treasury Strategic Plan](#) | [Desk Reference Card](#)  
[Read more](#)

**Annual Planning**

[TTB Initiatives](#)  
[Read more](#)

**Annual Reports**

[TTB Annual Report](#)  
[Treasury Annual Reports](#)  
[Read more](#)

**Performance Management**

[TTB Balanced Scorecard Dashboard](#)



# Office of Analytics

## Welcome to the Office of Analytics SharePoint Site!

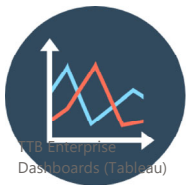
The Office of Analytics (OA) is dedicated to partnering with TTB business users to provide integrated and reliable data, and assistance with visualizations/analytics. Our mission is to provide support for TTB decision making, operational efficiency and excellence.

You do not have the Add and Customize Pages permission, which is required to edit the contents of this web part.

### Announcements

There are currently no active announcements. To add a new announcement, click "Add new announcement".

[\(More Announcements...\)](#)



### FAQ Quick Guide

- [Quick Reference Guide \(FAQ's\)](#)

### How Do I...?

- [How do I request OA assistance or initiate a new project?](#)
- [Report a problem with SAS, Tableau, TTB Enterprise Dashboards, and Business Layer](#)
- [Report a Data Quality Issue](#)

**Helene Rice, OA SharePoint Administrator**

### SAS/Tableau Upgrade Resources

- [SAS 9.4 \(M6\) Upgrade - SOPs and Reference Documents](#)
- [Tableau 2019.2 Upgrade - Reference Documents](#)



The Office of the [Assistant Administrator for Headquarters Operations](#) supports the Bureau in protecting the American public and the revenue generated from our regulated industries.

There are a number of principles that drive our Office and the work of our talented employees. Most important among them are:

- Ensuring that alcohol products are produced, labeled, advertised, and marketed according to Federal laws and regulations.
- Partnering with the industry in hopes of promoting voluntary compliance with Federal regulations.
- Providing the public with easy access to Bureau information.
- Using innovation and technology to improve business relations with our customers.
- Pursuing scientific endeavors designed to improve compliance monitoring efforts.

Fostering relationships with other Federal, State, local, and foreign government entities in order to prevent intrusion to the regulated industry.

### Divisions/Staff

- [Alcohol Labeling and Formulation Division](#)
- [International Affairs Division](#)
- [Regulations and Rulings Division](#)
- [Scientific Services Division](#)

Page Last Updated/Reviewed: 10/23/2017

### Quick Links

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[nator](#)

- [Headquarters Operations SharePoint Site \(Members only\)](#)
- [Contacts](#)

### AAHO OnDemand

- [webTA](#)
- [Administrative Resource Center \(ARC\)](#)
- [HR Connect](#)
- [Treasury Learning Management System](#)
- [CGE Travel](#)

# ALCOHOL LABELING & FORMULATION

Site Administrator

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Calendar

◀ ▶ December 2020

SUNDAY	MONDAY	TUESDAY
29	30	1 9:00 am ALFD M
6	7	8
13	14	15
20	21	22
27	28	29

## ALFD Director - Deputy Director

Alcohol Labeling and Formulation Division

[ALFD Assignment Database](#)

[ALFD Project List](#)

[ALFD Statistical Data](#)

[ALFD Training](#)

[Accelerated Review](#)

The Alcohol Labeling and Formulation Division (ALFD) ensures the proper tax classification of alcohol beverages; ensures that formulas and labels for alcohol beverages are in compliance with federal laws and regulations; ensures that labels provide consumers with adequate information on the identity and quality of alcohol beverage products; prevents consumer deception; and educates and provides guidance to industry and the public on laws, regulations, and activities regarding ALFD's mission and functions.

## Statutes and Regulations

Internal Revenue Code

Federal Alcohol Administration Act

Title 27 Code of Federal Regulations

## Rulings, Industry Circulars, Published Guidance

Rulings

Industry Circulars

Other Guidance

## Resources

Policy and Resources

MCO Letters

MCO - List of Cases Sent to ALFD

## Announcements



[Wine Labeling Office](#)



[Formulation Office](#)



[DS and MB  
Labeling Office](#)



[Quality Assurance Office](#)



[COLAs Online](#)



# International Affairs Division

## International Affairs Division



International Trade Division

The International Affairs Division (IAD) acts as TTB's liaison on issues related to alcohol beverages and tobacco taxation in the international area, and facilitates trade in alcohol beverages. We accomplish our mission by advising industry members and various U.S. government agencies and embassies. We also represent TTB at international trade meetings and participate in international trade negotiations.

As of May 2018, the assigned areas of expertise within IAD are the following:

### Announcements

✓	Title	Modified
	IAD photos	... May 2, 2018
	Welcome IAD'ers!	... May 2, 2018
	Get Started with Windows SharePoint Services!	... March 30, 2007

Director: Karen Welch

Asia, Eurasia, Africa, and Middle East	(b) (6)
Asia-Pacific Economic Co-operation (APEC) Wine Regulatory Forum (WRF)	
Balanced Scorecard	
Beverage Alcohol Safety and Integrity Monitoring	
Codex Alimentarius	
COLA Waiver Program	
Customer Service (emails and phone calls)	
Domestic and International Wine Production Issues	
Export Certificate Program	
Foreign Appellations of Origin	
International Trade Data System (ITDS)/Exports	
Natural Wine Certificates	
Technical Barriers to Trade (TBT) and Sanitary/Phytosanitary (SPS)	
Tobacco & International Tax Administration matters	
Western Europe/ EU Member Countries/ Non-EU Eastern Europe, Australia/ New Zealand	
Western Hemisphere/Americas	
World Wine Trade Group (WWTG)	

### Quick Links



- Coordinator
- IAD SharePoint Site
- Appellations of Origin
- International Agreements
- World Wine Trade Group
- Prohibited and Restricted Items
- Requirements for Personal Use Imports
- Country of Origin Certificate Requirements
- Foreign Travel Training

### How Do I...?

- Contact IAD
- Request translation of a document or other language service?
- Prepare for traveling abroad?

### ITD OnDemand

- webTA
- Administrative Resource Center (ARC)
- Employee Express
- HR Connect
- Treasury Learning Management System
- NFC Employee Personal Page
- CGE Travel



## Regulations & Rulings Division



The Regulations and Rulings Division (RRD) provides assistance and guidance on the laws and regulations administered by TTB to Bureau employees, other Federal and State agencies, foreign governments, domestic and foreign industries, and the general public.

RRD is responsible for:

### Regulations

- Assessing the need for new or amended regulations through research, studies, field visits, and pilot programs.
- Developing and publishing new and amended TTB regulations to implement laws.
- Reviewing existing or proposed regulations to ensure compliance with government-mandated programs.
- Preparing TTB's Regulatory Plan and the Unified Agenda.
- Preparing and publishing rulings, industry circulars, and other materials concerning legal activities of the regulated industries.
- Addressing internal and external inquiries and formulate policy positions on the interpretation and application of laws and regulations.
- Resolving technical questions affecting tax classification.
- Considering requests for alternative methods and variances that set precedents.
- Assisting in developing internal directives to implement laws and regulations.
- Providing and participating in training opportunities and seminars.
- Planning, developing, and issuing forms, and obtaining Office of Management and Budget approval for forms and other information collection requirements.
- Representing TTB to the general public, industry, and other government entities.
- Posting regulatory documents and electronic submissions of comments using [www.regulations.gov](http://www.regulations.gov).

### Writing and Editing

- Liaising with the Office of the Federal Register staff to ensure that regulatory documents reflect all style and formatting requirements and to arrange for their publications.
- Reviewing and processing rulemaking projects, public guidance documents, and internal directives.
- Establishing and implementing plain language writing standards.
- Preparing the TTB Weekly Activity Report.
- Preparing talking points and PowerPoint presentations for Bureau officials.

### Disclosure Services

- Administering TTB's information disclosure program in compliance with the Freedom of Information Act (FOIA) and the Privacy Act.
- Increasing staff awareness of Internal Revenue Code section 6103, confidentiality and disclosure of returns and return information, which addresses restrictions on information disclosure.
- Negotiating State Information-Sharing Agreements to facilitate the exchange of tax information.

### Regulations and Rulings division Areas of Interest

#### Forms Management

- [Internal Forms](#)
- [Obtaining Forms](#)

[Read more](#)

#### Printing and Graphics

- [TTB Order Form](#)
- [Digital Store Front](#)

[Read more](#)

#### Statutes and Regulations

- [Internal Revenue Code](#)
- [Federal Alcohol Administration Act](#)
- [Title 27 Code of Federal Regulations](#)

[Read more](#)

#### Public Guidance

- [Rulings](#)
- [Procedures](#)
- [Industry Circulars](#)
- [Publications](#)

[Read more](#)

#### Information Resource Center (Library)

- [Resources](#)
- [Virtual Reference](#)

#### Records Management

- [Defining a Record](#)
- [Standard Subject Codes](#)
- [File Plan](#)

[Read more](#)

#### Federal Register Documents

- [Notices of Proposed Rulemaking](#)
- [Treasury Decisions](#)

[Read more](#)

#### Research Room

- [TTB Docs](#)
- [Hein Online](#)
- [Library of Congress \(THOMAS\)](#)

[Read more](#)



# Scientific Services Division

The Scientific Services Division laboratories supports the Bureau by providing its chemical expertise in the analytical analyses of distilled spirits, wines, malt beverages, specially denatured alcohol, non-beverage alcohol, and tobacco products.

Scientific Services Division Resources

<b>Beverage Alcohol Laboratory</b> <ul style="list-style-type: none"><li>• <a href="#">Submit a Sample</a></li><li>• <a href="#">Alcohol Sampling Program</a></li><li>• <a href="#">Consumer Complaints</a></li><li>• <a href="#">Enforcement Samples</a></li><li>• <a href="#">Read more</a></li></ul>	<b>Nonbeverage Products Laboratory</b> <ul style="list-style-type: none"><li>• <a href="#">Limited Ingredients</a></li><li>• <a href="#">Drawback Tutorial</a></li><li>• <a href="#">Specially Denatured Alcohol</a></li><li>• <a href="#">Methods of Analysis</a></li><li>• <a href="#">Read more</a></li></ul>
<b>Compliance Laboratory</b> <ul style="list-style-type: none"><li>• <a href="#">Product Integrity</a></li><li>• <a href="#">Sulfite Waivers</a></li><li>• <a href="#">Read more</a></li></ul>	<b>Tobacco Laboratory</b> <ul style="list-style-type: none"><li>• <a href="#">Submit a Sample</a></li><li>• <a href="#">26 U.S.C. 5702</a></li><li>• <a href="#">Read more</a></li></ul>
<b>SSD Quality and Safety Program</b> <ul style="list-style-type: none"><li>• <a href="#">A2LA Accreditation</a></li><li>• <a href="#">Proficiency Testing</a></li><li>• <a href="#">Laboratory Safety</a></li><li>• <a href="#">Read more</a></li></ul>	<b>Nonbeverage Products Laboratory</b> <ul style="list-style-type: none"><li>• <a href="#">Limited Ingredients</a></li><li>• <a href="#">Drawback Tutorial</a></li><li>• <a href="#">Specially Denatured Alcohol</a></li><li>• <a href="#">Methods of Analysis</a></li><li>• <a href="#">Read more</a></li></ul>

Quick Links

- [\(b\) \(6\) ator](#)
- [Organizational Chart](#)
- [SSD SharePoint Site](#)

SSD OnDemand

- [Lab Internet page](#)
- [Partnership with Howard University](#)

Site Administrator





The Office of the [Assistant Administrator for Field Operations](#) ensures tax and trade compliance with the Federal Alcohol Administration Act and the Internal Revenue Code by assisting and advising other federal and state agencies, industry members, and the general public; developing and implementing programs to ensure effective tax and trade compliance; and by conducting tax audits and investigations at the regulated industries premises.

Please visit the division's pages for further information related to these programs and activities.

- [Tax Audit Division \(TAD\)](#)
- [Trade Investigations Division \(TID\)](#)
  - [Market Compliance Office \(MCO\)](#)
- [Intelligence Division \(ID\)](#)

#### ☑ Quick Links

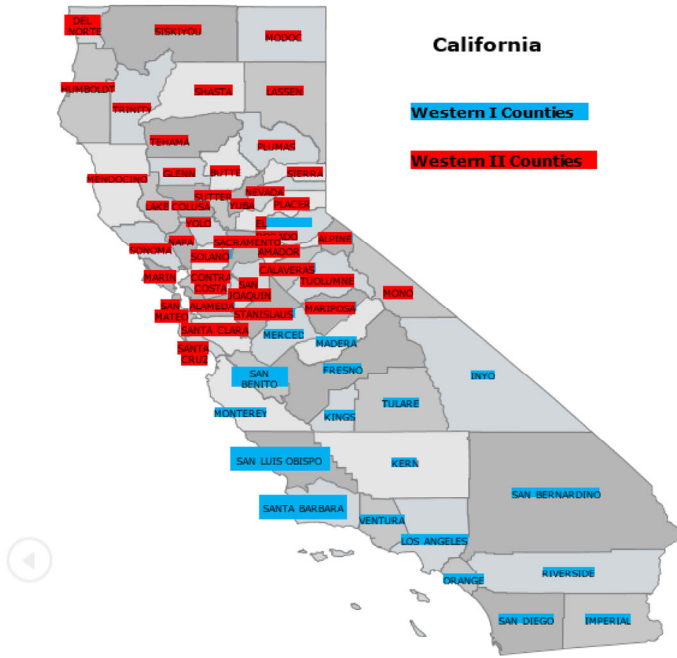
- [Contacts](#)

#### AAHO OnDemand

- [webTA](#)
- [Administrative Resource Center \(ARC\)](#)
- [HR Connect](#)
- [Treasury Learning Management System](#)
- [CGE Travel](#)









## Market Compliance Office

Ensures that alcohol beverage advertisements are in compliance with the FAA Act and regulations. Monitors alcohol beverages in the marketplace through the Bureau-wide beverage alcohol monitoring and compliance program. Monitors, coordinates, and responds to consumer complaints pertaining to alcohol beverage products. Assists Field Operations in its investigations and audits of Federal Alcohol Administration Act cases involving alcohol beverage formulation, labeling, and advertising issues.

[Alcohol Beverage Advertising Program](#)

[Alcohol Beverage Sampling Program](#)

[Alcohol Beverage Authorities in United States, Canada, and Puerto Rico](#)



# TAX AUDIT DIVISION



The Tax Audit Division (TAD) is responsible for ensuring industry members are in compliance with all applicable regulations related to the alcohol, tobacco, and firearms regulated commodities. The assignments involve a range of activities from full scope audits of production activities through removals, verification of destruction of goods, limited scope audits and reviews, as well as many other special assignments and criminal case support. Data analytics of industry member provided data is the basis for many of the assignments TAD undertakes.

Site Administrator

**Quick Links**

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- [Knowledge Coordinator](#)
- [Research Room](#)
- [Mission and Programs](#)
- [Organization Chart](#)
- [TAD Office Locations](#)
- [TAD People Finder](#)
- [Auto Audit Database Names 10-2020.docx](#)
- [AutoAudit FAQs](#)
- [TAD SharePoint](#)

**Tax Audit On Demand**

- [For Auditors](#)
- [TTB Audit Manual](#)
- [Firearms and Ammunition Audit Guide](#)
- [Beer Audit Guide](#)
- [Distilled Spirits Audit Guide](#)
- [Tobacco Audit Guide](#)
- [Wine Industry Guide](#)
- [Criminal Enforcement Referrals](#)
- [FO S1-16 Civil Field Operations Working with Law Enforcement](#)
- [FO S 15-2 Alcohol and Tobacco Field Purchases for Civil Audits and Investigations](#)
- [TAD S 14-01 Justification for TAD Assignments](#)
- [IRS Info Request Procedure 113012](#)
- [CGE Travel](#)

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# INTELLIGENCE DIVISION



The Intelligence Division (ID) protects the revenue and promotes voluntary compliance. Toward these objectives it monitors the domestic trade in alcohol and tobacco products, as well as the firearms excise tax. It ensures only qualified applicants enter the trade, and ensures compliance with the tax laws relating to these products by making recommendations on how to utilize TTB's enforcement resources in cases of noncompliance. ID also includes a risk management staff that ensures TTB's enforcement resources are effectively deployed.

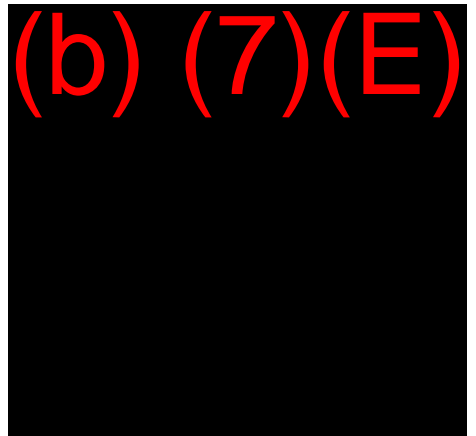
[Submit a REQUEST FOR INTELLIGENCE \(RFI\) support.](#)  
[Submit a REQUEST FOR On-CALL INTELLIGENCE \(RFI\) support.](#)

## Quick Links

- (b) (6)  
[Knowledge Coordinator](#)

## Alcohol

- [COVID-19: Alcohol Industry Impact](#)
- (b) (7)(E)
- [USDA VAPG Info Paper](#)
- [COVID-19: Hand Sanitizer](#)
- [COVID-19: Industry Changes](#)
- [COVID-19: Beer Returns and Destruction](#)
- [Hard Seltzer](#)



## Miscellaneous



- [Current State of Firearms and Ammunition Industry \(Dec. 2020\)](#)



## Office of Permitting and Taxation

The Office of Permitting and Taxation collects tax revenues, screens applications, issues permits and approves notices or registrations, reconciles returns, reports, and claims, and provides technical assistance to bureau employees and industry members on related laws and regulations.

The Office of Permitting and Taxation oversees the [National Revenue Center](#).

### Contact

**[Daniel Riordan](#)**

Assistant Administrator

[Daniel.Riordan@ttb.gov](mailto:Daniel.Riordan@ttb.gov)

202-508-0432

**[Pamela Sikowitz](#)**

Deputy Assistant Administrator

[Pamela.Sikowitz@ttb.gov](mailto:Pamela.Sikowitz@ttb.gov)

202-508-0405

### Quick Links

(b) (6)

or

- [Organization Chart](#)
- [About TTB](#)



# Permitting and Taxation

## NATIONAL REVENUE CENTER

*Cultivate a highly-skilled workforce that provides expert guidance and innovative technology to enable industry members to establish and maintain compliant business operations.*



### Mission

*Promote voluntary compliance while efficiently qualifying and regulating the alcohol, tobacco, and firearm industries and accounting for federal revenue.*

## KNOWLEDGE NETWORKS

### Divisions

**Application  
Services**

**Tax Services**

**Operations  
Services**

### Resources

**Community**

**Cubicle  
Reservations**

**Training**

**Management**

**Supervisor in  
Office**

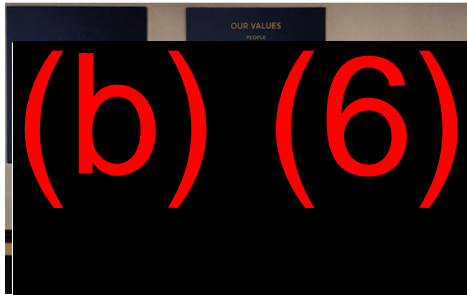
**Employee  
Suggestions**

**Special  
Programs**

**Images**

**General  
Resources**





### Office of the Chief Information Officer (OCIO)

At the OCIO, we provide leadership, guidance, and direction by taking full advantage of available Information Technology (IT) resources to accomplish TTB's business strategy. Our efforts support sound IT investment decision-making, positioning TTB as an IT leader within the Federal government. Our mission is to drive TTB towards a common purpose in information technology management.

Please visit our program pages for further information or visit the [OCIO page](#) at TTB.gov.

[IT Infrastructure](#)

[IT Projects](#)

[IT Security](#)

[Help Desk Information:](#)

#### [TTB Help Desk](#)

Hours of Operation: **7 a.m. to 8 p.m. EST (Monday – Friday)**

Phone: **866-240-0835 (toll free)** or **202-453-2100**

[TTB.HelpDesk@ttb.gov](mailto:TTB.HelpDesk@ttb.gov)

#### [Help Desk Announcements:](#)

Register to receive Help Desk announcement [email alerts](#) or stay up-to-date with the [RSS Feed](#). You can also visit the [Help Desk](#) site in SharePoint for the most current information.

Register for [Omnilert](#) to receive text messages or emails during an emergency when normal TTB communication channels are not available.

#### Quick Links

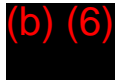
- [\(b\) \(6\) Knowledge Coordinator](#)
- [About Us](#)
- [Help Desk](#)
- [IT Security](#)
- [IT Projects](#)
- [IT Infrastructure](#)
- [AWG/E-CCB](#)
- [Custom Applications](#)
- [TTB Authorized Software List \(ASWL\)](#)
- [Microsoft Home Use Program](#)
- [McAfee Home Use Program](#)
- [VoIP Quick Reference](#)
- [Personal Digital Assistant \(PDA\) FAQs](#)
- [Cyber Corner](#)
- [VDI-WIN10](#)
- [Cyber Corner Blog](#)

#### How Do I...?

- [Request Access to a System](#)
- [Report a Security Incident](#)
- [Request New Software \(RFC\)](#)
- [Set Up an RSS Feed](#)
- [Set up Helpdesk email alerts](#)
- [Sign-up for Omnilerts](#)

#### OCIO OnDemand

- [Password Reset](#)
- [TTB Add Printer](#)
- [E7200 \(System Access\)](#)
- [Submit an RFC](#)
- [IT Governance](#) (limited access)
- [IT Infrastructure](#) (limited access)



## SW Maint & Dev Mission

In support of TTB's mission to collect revenue and protect the public, the Software Development and Maintenance organization strives to exceed our customers' expectations by delivering Information Technology solutions in a timely and efficient manner, leveraging industry best practices and adhering to government standards for quality and lifecycle development.

Please contact (b) (6) (Assistant CIO, Application Development and Maintenance / Quality Assurance) at (b) (6) for questions about this site.

## Announcements

There are currently no active announcements.

[\(More Announcements...\)](#)

## Team Discussion

[+ new discussion](#)

**Recent** My discussions Unanswered questions ...

### Web based system usability - can we do better?

One of the biggest challenges we face in implementing new systems centers around nailing down the r...

B

(b) (6)

March 20, 2008

## TTB Custom Applications Team



## Links

- [AWG/ECCB Program](#)
- [EA Program](#)
- [Infrastructure Program](#)
- [Links to Custom Applications \(non-PROD\)](#)
- [Links to Custom Applications \(PROD\)](#)
- [Quality Center](#)
- [RFCs for Custom Applications](#)
- [Security Program](#)
- [TTB Custom Applications Deployments](#)
- [TTBWeb COTS/QA Site](#)
- [Oracle Support Quick Reference Guide](#)
- [Oracle Support Process Presentation](#)



The Office of Management oversees the management support functions of the Bureau, which include: human resources, financial management, performance budgeting, acquisition/ procurement, training, workforce management, emergency preparedness, environmental safety, administrative support services, and the implementation of the President's Management Agenda.

Please visit the division's pages for further information related to these programs and activities.

- [Human Resources](#)
- [Finance and Performance Budgeting](#)
- [Training and Professional Development](#)
- [Acquisitions and Facilities Management](#)

#### Quick Links

- (b) (6)
- [Knowledge Coordinator](#)
- [Training Directives](#)
- [Guidance on Voluntary Mentor Program](#)
- [Mentoring Program Marketing Plan](#)
- [Mandatory Training & Certifications](#)

#### How Do I....?

- [Access TLMS](#)
- [Learn More About TPD](#)
- [Know if Telework is For Me](#)
- [Find a List of Mandatory Training](#)

#### TPD OnDemand

- [Treasury Executive Institute \(TEI\)](#)
- [webTA](#)
- [Administrative Resource Center \(ARC\)](#)
- [Employee Express](#)
- [HR Connect](#)
- [NFC Employee Personal Page](#)
- [Concur-CGE](#)



# Home

## Finance and Performance Budgeting Division



The Finance and Performance Budgeting Division has Bureau-wide responsibility for—

- providing financial leadership.
- developing financial policies.
- assessing risk regarding internal controls over revenue collections.
- monitoring the Bureau's financial position.
- formulating the annual budget documents.
- overseeing accounting services provided via a reimbursable work agreement with the Bureau of the Fiscal Service, Administrative Resources Center, Accounting Services Division.

### Mission

The mission and culture of the Finance and Performance Budgeting Division is to be customer focused and deliver only the highest quality accounting and budget support services and products to TTB's program staff and our external customers.

As a provider of financial management services, we are committed to operational excellence, and will judge this quality by how well we anticipate and satisfy our external and internal customer needs.

We are committed to providing accurate, timely, and useful financial management information and service to our customers.

### Announcements

- [FY 2021 President's Budget Released](#) (2/11/2020)
- [FY 2021 Oracle Quick Reference Card now available](#) (11/13/2020)
- [TTB Cost Pool Guide](#) (11/02/15)

## Finance and Performance Budgeting Resources

### About Us

- [Mission](#)
- [Organizational Chart](#)
- [Contact Information](#)

[Read more.](#)

### Accounting Services

- [Accounting/Revenue](#)
- [Auditing](#)
- [Budget Object Class Listing & Definitions](#)
- [TTB Cost Pool Guide](#)
- Oracle Quick Reference Card
  - [FY 2021 Oracle Quick Reference Card](#)
  - [FY 2020 Oracle Quick Reference Card](#)
  - [FY 2019 Oracle Quick Reference Card](#)
  - [FY 2018 Oracle Quick Reference Card](#)
  - [FY 2017 Oracle Quick Reference Card](#)
  - [FY 2016 Oracle Quick Reference Card](#)
  - [Prior Years Archive](#)

### Budget Services

- [Budget Formulation](#)
- [Budget Execution](#)
- [Budget Documents and Submissions](#)

### Budget in Plain English

- [Financial Management and Budget Process Guide](#)
- [Continuing Resolution](#)
- [Obligation](#)
- [Rescission Bill](#)
- [Learn more budget and accounting](#)

### Quick Links

- [Financial Management and Budget Process Guide](#)
- [\(b\) \(6\) Knowledge Coordinator](#)
- [TTB Cost Pool Guide](#)
- [Treasury Federal Credit Union](#)
- [Commuter Connector](#)
- [FY 2021 Oracle Quick Reference Card](#)
- [Administrative Resource Center \(AR\) \[Password Required\]](#)
- [TTB Budget Submission](#)



## Acquisitions and Facilities Management Division

The Acquisition and Facilities Management Division (AFMD) ensures that quality goods and services are delivered, on time, to support the Bureau's programs. We are responsible for developing, directing, coordinating, and evaluating acquisition policies, programs, and procedures to support TTB.

### Facility/Property Management

- [Facility Management Program](#)
- [Property Management Program](#)

### Contracting/Procurement

- [Funds for Business Cards](#)
- [Credit Card Services](#)
- [Procurement Policy](#)
- [Property Purchase Guide](#)

### Health/Fitness

- [Health Unit for Headquarters](#)
- [Health and Wellness](#)

### Commuting

- [Commuter Incentive Programs](#)
- [Mass Transportation Benefit Program](#)
- [Carpooling](#)

### Travel

- [Planning a Trip](#)
- [Paying for Travel](#)
- [Foreign Travel](#)
- [Travel Tips](#)
- [Obtain a Passport](#) – For Personal Use Only. Not for Official Travel
- [FY 20-21 ConcurGov Year-End Guidance](#)

### Security

- [Badges and Credentials](#)
- [Emergency Preparedness](#)
- [Evacuation Procedures](#)
- Background Investigations (Under Construction)
- [General Security Information and Resources](#)

### Safety/Environmental

- [Emergency Preparation](#)
- [Emergency Tips and Advice](#)
- Omnilert Sign-up
- [Environmental Resources](#)
- [On the Job Injury](#)

### Training/Guides

- [Purchase Card Training](#)
- [CitiDirect Quick Reference Guide](#)
- [Discover User Manual](#)
- [PRISM User Manuals](#)
- [Oracle Quick Reference Guide](#)

### Quick Links

(b) (6)

- [AFMD SharePoint Site](#)
- [Organization Chart](#)
- [Purchase Card Training](#)
- [CitiDirect Quick Reference Guide](#)
- [Discover User Manual](#)
- [PRISM User Manuals](#)
- [Oracle Quick Reference Guide](#)
- [Use of Appropriated Funds for Business Cards](#)
- [TTB O 1850.1A Property Management Program](#)
- [Small Purchase Card Procedures](#)
- [NDAA 889 Certifications](#)

### How Do I...?

- [Report a Lost or Stolen ID](#)
- [Find Per Diem Rates](#)
- [Report Building Maintenance Issues](#)
- [Report an On the Job Injury?](#)
- [Access the E-Claims Processing Center](#)
- [Get Safety Tips?](#)
- [Get Business Cards](#)

### AFM OnDemand

- [Administrative Resource Center \(ARC\)](#)
- [Concur-CGE](#)
- [eClaims Processing Center](#)
- [Crow Canyon](#)
- [PRISM](#)

### Archived

- [Sacramento Facility](#)



# HUMAN RESOURCES DIVISION

The Human Resources Division (HRD) in partnership with the Bureau of Fiscal Services (BFS) formerly the Bureau of Public Debt, Administrative Resources Center (ARC), has Bureau-wide responsibility for providing leadership, developing policies, and directing programs in human resources management and administration.

## Human Resources Division Resources

### Employee Benefits

- [Open Season](#)
- [Health and Life Insurance](#)
- [Retirement](#)
- [Group Life Insurance](#)

### Employment

- [Current Job Vacancy Announcements at TTB](#)

### HR Systems

- [eOPF](#)
- [WebTA](#)
- [Administrative Resource Center \(ARC\)](#)
- [HR Connect](#)
- [Integrated Talent Management \(ITM\)](#)

### Tools and Resources

- [Using the ARC Customer Access Page](#)
- [Directives](#)
- [Hazardous Weather Policies & Procedures](#)
- [Employee Assistance Program](#)

### Human Resources Forms

- [HR Resources Forms](#) (Includes 2200 Employee Services and programs, 2300 Employment, 2600 Leave Programs, 2700 Pay Administration)

### Salary and Pay

- [Pay Tables](#)
- [Payroll Calendars](#)
  - **User:** ARC
  - **Password:** 1Source\*
  - Under Pay/Salary and Work Schedules, see the specific year for pay periods and holidays.
- Your Earnings and Leave Statement
  - Access from [myEPP](#), then see under "earnings and leave" section.
- [Federal Holidays](#)

### Leave Programs

- TTB Leave Transfer Program
  - Request to donate leave within agency – Submit through [WebTA \(SSO\)](#). Select leave donations from main menu, add donation, search LTP account in leave account section to select leave recipient. Complete information and click save to forward to Fiscal Payroll for approval. Email payroll@fiscal.treasury.gov if questions.
- [Request to donate leave outside agency](#)
- [Fact Sheets on Leave Programs](#)
- Earnings and Leave
  - Access from [myEPP](#), then see under "earnings and leave" section.
- [Family-Friendly Leave Policies](#)
- [Military Leave](#)
- [Paid Parental Leave Under the Family and Medical Leave Act](#)
  - [Paid Parental Leave Request form](#)
  - [Paid Parental Leave Work Obligation Agreement](#)
  - [Federal Employee Paid Leave Act \(FEPLA\) slides](#)

### SES Resources

- [TTB Order 2350.1A, Executive Resources Board](#)
- [OPM SES Resources](#)

### Quick Links

- [Human Resources Contacts](#)
- [Work/Life](#)
- [Commuting](#)
- [OPM Notices](#)
- [Anti-Harassment Coordinator](#)

### How Do I...?

- [Change my work location?](#)
- [Report an on-the-job injury?](#)
- [Designate Beneficiaries?](#)
- [Donate Leave](#)

### HR OnDemand

- [webTA](#)
- [Administrative Resource Center \(ARC\)](#)
- [HR Connect](#)
- [Treasury Learning Management System](#)
- [NFC Employee Personal Page](#)



# Training & Professional Development



The Training and Professional Development Division (TPD) is dedicated to enhancing the future of the agency by facilitating the professional development of all TTB personnel. High standards and the latest technological advancements will be used in assessing, developing, delivering and evaluating our training programs. Managing the development of present and future leaders will also be a high priority. Achievement of these goals will be accomplished through both internal and external collaboration and partnerships.

## Quick Links

(b) (6)

- [Knowledge Coordinator](#)
- [Training Directives](#)
- [Guidance on Voluntary Mentor Program](#)
- [Mentoring Program Marketing Plan](#)
- [Mandatory Training & Certifications](#)
- [Access ITM](#)
- [Learn More About TPD](#)
- [Training Coordinators](#)
- [E-Web Posting](#)
- [TPD Team Documents](#) (TPD Staff only)

## Announcements

- [Read the Latest Edition of the Training Buzz Newsletter](#) *NEW!*
- [LDP Leadership Flyer](#) - How to get started on your LDP leadership journey (03/18/20) *NEW!*
- [SES Rotations List](#) - Executive rotations available for all SES members
- [Treasury Short-term Opportunities](#) - Expand your skills by exploring detail opportunities

### Integrated Talent Management System (ITM)

- [Read more.](#)
- Until further notice, all users requesting external training must add "remote training" to the comments section of the SF 182

### Individual Development plan

- [Sample IDP](#)

### Employee Learning Week

- [Employee Learning Week](#)
- [Employee Learning Week - December 7-11/2020](#)

### Emerging Leaders Program (ELP)

- [ELP Directive](#)
- [ELP SharePoint Site](#) (Members Only)

### SkillSoft

- [Intro to E-Learning](#)
- [Credentialing](#)
- [Leadership Development Program \(LDS\)](#)
- [Treasury-wide SESCDP](#)
- [SESCDP Participants Site](#)

### Training Buzz Newsletter

- [March 2020](#)
- [August 2020](#)
- [December 2020](#)

### Upcoming Training

- [Training Calendar](#)
- [TSP Webinars](#)

## TPD OnDemand

- [Treasury Executive Institute \(TEI\)](#)
- [webTA](#)
- [Administrative Resource Center \(ARC\)](#)
- [Employee Express](#)
- [HR Connect](#)
- [NFC Employee Personal Page](#)
- [Concur-CGE](#)



## Office of the Chief Counsel

Welcome to the Alcohol and Tobacco Tax and Trade Bureau's (TTB's) Office of the Chief Counsel Web site. Our attorneys provide advice to TTB officials across a broad spectrum of legal matters. Our office is staffed by attorneys and administrative professionals in offices located in Cincinnati, OH, Oakland and Los Angeles, CA, Philadelphia, PA, and Washington, D.C. TTB attorneys report to one of three Counsel Divisions: Field Operations, General Law and Ethics, and Tax and Trade. More information on the areas of practice of each division, the attorney assignments for each division and their biographies, and the contact information for each attorney can be found at the Counsel Division tabs below.

Our goal is to provide courteous, accurate and timely advice to all of our clients. We welcome and value your feedback as an important part of achieving that goal and providing the best service possible. You are invited to share your feedback directly with any of our attorneys or the Chief Counsel.

### Office of the Chief Counsel Resources

#### Ethics

The Office of the Chief Counsel is responsible for advising TTB employees on government ethics matters. For more information on government ethics, please visit the [Ethics page](#). For government ethics assistance, please contact a TTB ethics official in our office by emailing [Ethics@ttb.gov](mailto:Ethics@ttb.gov).

#### Chief Counsel

The Chief Counsel and the Deputy Chief Counsel, with the advice and assistance of the Senior Counsel to the Chief Counsel, oversee the functions of the TTB Office of the Chief Counsel and serve as the senior legal advisors to the TTB Administrator and Deputy Administrator. The Chief Counsel reports directly to the Assistant General Counsel (Enforcement and Intelligence) within the Department of the Treasury's Office of the General Counsel, not to the TTB Administrator. This reporting structure is important for preserving the independence of attorney from client.

[Anthony Gledhill](#), Chief Counsel

Vacant, Deputy Chief Counsel

(b) (6)

#### What You Should Know

Periodically, TTB is ordered by a court of law to preserve records related to a particular legal matter. TTB may also issue its own preservation order in anticipation of litigation. This Web page provides a comprehensive list of such preservation orders that apply to TTB. For TTB employees, please note that the following records retention requirements are currently effective for TTB:

- Litigation Hold (b)(3) 26 USC 6103
- Tobacco Litigation Records Preservation Order Termination (11/26/14)
- Record Retention and Preservation Order - (b)(3) 26 USC 6103
- Preservation/Litigation Hold - (b)(3) 26 USC 6103
- Litigation Hold (b)(3) 26 USC 6103
- Record Retention and Preservation Order – Tobacco Litigation (05/22/12)
- Preservation Order – Military Commissions Order (02/15/08)
- Record Preservation Requirements for Tobacco Litigation (07/27/07)
- Preserving Hurricane Katrina Records (11/10/05)

#### Field Operations Division

Attorneys in the Field Operations Division provide primary legal advice and support to all of the divisions that report to the Assistant Administrator, Field Operations (Trade Investigations Division, Tax Audit Division, Intelligence Division and National Revenue Center), in relation to the civil and criminal enforcement of the laws and regulations under TTB jurisdiction. In addition, the attorneys in this division represent TTB in all settlement negotiations and administrative proceedings in cases where an application for a Federal Alcohol Administration Act Basic Permit or an Internal Revenue Code alcohol or tobacco permit is denied or an existing permit is annulled, suspended or revoked.

[Caroline May](#), Assistant Chief Counsel (Field Operations)

(b) (6)

#### General Law and Ethics Division

Attorneys in the General Law and Ethics Division provide primary legal advice and support to the Administrator, Deputy Administrator and other management officials on issues involving employment law (personnel, labor relations and equal employment opportunity), procurement, contract Division). Tax and Trade Division attorneys also advise senior TTB policymakers on rulemaking, guidance to TTB-regulated industry members, and matters of administrative law (e.g., Administrative Procedure Act and Paperwork Reduction Act). In addition, they provide legal advice on alcohol beverage labeling and advertising, international trade matters, and other tax and/or regulatory issues involving alcohol beverages, industrial alcohol, and tobacco.

**Vacant**, Assistant Chief Counsel (General Law and Ethics Division)

#### Tax and Trade Division

Attorneys in the Tax and Trade Division provide primary legal advice and support to the Assistant Administrator and Deputy Assistant Administrator, Headquarters Operations, and the four divisions that report to them (Advertising, Labeling and Formulation Division, International Trade Division, Regulations and Rulings Division and Scientific Services Division). Tax and Trade Division attorneys also advise senior TTB policymakers on rulemaking, guidance to TTB-regulated industry members, and matters of administrative law (e.g., Administrative Procedure Act and Paperwork Reduction Act). In addition, they provide legal advice on alcohol beverage labeling and advertising, international trade matters, and other tax and/or regulatory issues involving alcohol beverages, industrial alcohol, and tobacco.

#### Quick Links

- [Treasury OIG Hotline](#)
- [\(b\) \(6\)](#)
- [Knowledge Coordinator](#)
- [Staff Bios](#)
- [Staff Contacts](#)
- [Organization Chart](#)
- [Treasury Intranet](#)
- [TTB Docs \(Login Required\)](#)
- [CCMS](#)

#### OCC OnDemand

- [webTA](#)
- [Administrative Resource Center \(ARC\)](#)
- [Employee Express](#)
- [HR Connect](#)
- [Treasury Learning Management System](#)
- [NFC Employee Personal Page](#)
- [CGE](#)



[Gregory Friedland](#), Deputy Assistant Chief Counsel (General Law and Ethics Division) (General [Sandra C. Bellew](#), Assistant Chief Counsel (Tax and Trade))

(b) (6)

(b) (6)