

CC-2015-003

March 16, 2015

**Subject:** Correspondence to the Tax Division **Cancel Date:** Effective until further notice

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Effective February 25, 2015, Principal Deputy Assistant Attorney General Caroline D. Ciralo is now the Acting Assistant Attorney General of the Department of Justice Tax Division. By operation of the Vacancies Reform Act (5 U.S.C. § 3345), Ms. Ciralo assumed the position of Acting Assistant Attorney General upon the nomination by President Obama of Cono R. Namorato to be the Assistant Attorney General of the Tax Division.

Effective immediately, all correspondence to the Tax Division should be addressed to:

The Honorable Caroline D. Ciralo  
Acting Assistant Attorney General

Please refer to Chief Counsel Notice CC-2009-009, Correspondence Addressed to the Department of Justice (February 10, 2009), for details on how correspondence should be addressed depending on whether it is sent by U.S. Mail or by a private delivery service.

Notices of appeal from adverse Tax Court decisions should also be prepared bearing the name of Caroline D. Ciralo. See CCDM Exhibit 36.4.1-5 (03-01-2013): Notices of Appeal — Tax Court. The signature block on the Notice of Appeal should appear as follows:

Caroline D. Ciralo  
Acting Assistant Attorney General  
Tax Division  
United States Department of Justice  
950 Pennsylvania Avenue, N.W.  
Room 4603  
Washington, D.C. 20530  
Telephone: 202-514-6262

Chief Counsel Notice CC-2015-002, Correspondence to the Tax Division (January 15, 2015), is superseded. Please contact Richard Goldman, 202-317-5392, with any questions regarding the foregoing.

/s/  
Drita Tonuzi  
Associate Chief Counsel  
(Procedure & Administration)

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