

CC-2016-010

July 28, 2016

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

Effective July 16, 2016, Caroline D. Ciraolo will use the title “Principal Deputy Assistant Attorney General” for the Tax Division of the Department of Justice. She no longer will use the title “Acting Assistant Attorney General.”

By operation of the Federal Vacancies Reform Act of 1998 (5 U.S.C. § 3345, et seq.), Ms. Ciraolo assumed the title of Acting Assistant Attorney General when President Obama submitted a nomination for the position of Assistant Attorney General of the Tax Division. When that nomination was returned to the President by the Senate upon its adjournment at the end of 2015, Ms. Ciraolo’s term using the title of Acting Assistant Attorney General was subject to a 210-day limit under section 3346(b)(1) of the Act. That 210 day period has expired and Ms. Ciraolo will now use the title of Principal Deputy Assistant Attorney General for the Tax Division. She will continue to serve as Deputy Assistant Attorney General for Criminal Matters, and Acting Deputy Assistant Attorney General for Policy and Planning.

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

The Honorable Caroline D. Ciraolo
Principal Deputy 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. Ciraolo. 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:

Distribute to:	Tax Litigation staff	Tax Litigation staff & Support personnel
	X All Personnel	X Electronic Reading Room

Filename: CC-2016-010 File copy in: CC:FM:PMD

Caroline D. Ciralo
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Tax Division
United States Department of Justice
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Telephone: 202-514-6262

Chief Counsel Notice CC-2015-003, Correspondence to the Tax Division (March 17, 2015), is superseded. Please contact Special Counsel James Hartford, 202-317-5210, with any questions regarding the foregoing.

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