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**From:** Safwat, Adam (CRM)  
**To:** Axelrod, Matthew (ODAG) (SMO); Morrissey, Mike (USAAZ) [ATF] Newell, William D. (ATF); Needles, James R. (ATF); Colborn, Paul P (SMO); Bies, John (SMO); Ramirez, Monica (ODAG) (SMO); Crabb, John D. (USADC); Chambers, Felicia (CIV); Gaston, Molly (SMO); Burton, Faith (SMO)  
**CC:** [ATF] (ATF); [ATF] (ATF); Knight, Janis (ATF); Bakka, Scott E. (ATF); Harjo, David J. (ATF); Stinnett, Melanie S. (ATF); Hoover, William J. (ATF)  
**Sent:** 6/10/2011 7:58:29 PM  
**Subject:** RE: Document review details

It looks like Monica and I are available on Sunday.

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**From:** Axelrod, Matthew (ODAG) [mailto:Matthew.Axelrod@usdoj.gov]  
**Sent:** Friday, June 10, 2011 7:21 PM  
**To:** Morrissey, Mike (USAAZ); [ATF] Newell, William D. (ATF); Needles, James R. (ATF); Colborn, Paul P (SMO); Bies, John (SMO); Ramirez, Monica (ODAG); Safwat, Adam; Crabb, John D. (USADC); Chambers, Felicia (CIV); Gaston, Molly (SMO); Burton, Faith (SMO)  
**Cc:** [ATF] (ATF); [ATF] (ATF); Knight, Janis (ATF); Bakka, Scott E. (ATF); Harjo, David J. (ATF); Stinnett, Melanie S. (ATF); Hoover, William J. (ATF)  
**Subject:** Document review details

All,

We've worked out a plan for the document review process this weekend (and next week). The folks on the "to" line of this email will be participating in the second stage of the review process – in other words, we'll be looking at docs after a first line review has been completed by ATF lawyers. We'll be working in teams. Each team will have one ATF/USAO reviewer and one DOJ reviewer. I'll explain more about the process tomorrow, but for now I need to make sure that we have the right number of bodies available to start the review process tomorrow morning. My understanding is that ATF/USAO will have three people available tomorrow morning at 9:00 AM – Mike Morrissey, Bill Newell, and [ATF]. We need three DOJ reviewers for tomorrow at 9:00 AM as well. John Crabb and I are both available, so we need one more. On Sunday, we'll have four ATF/USAO reviewers – the three from Saturday plus Jim Needles. So, on the DOJ side, we'll need two bodies in addition to me and John Crabb. Adam, Felicia, and Monica – can the three of you please figure out which one of you can be there tomorrow and which two of you can be there on Sunday?

On Sunday, Paul Colborn and Molly Gaston will begin doing a final layer of OLC/OLA review. They'll take one final look at each document before it goes out the door (or before it gets held back because of privilege).

As for where to go this weekend, the review will take place at ATF Headquarters, located at 99 New York Ave, NE. There is parking in the building – just bring your DOJ identification. ATF Headquarters is also right next to the New York Ave/Florida Ave/Gallaudet U Metro stop on the red line. Dress is casual – no suits required. There are a number of restaurants in the area that I assume will be open for lunch, so no need to brown bag it. When you get to HQ, please go to the Director's Suite on the 5<sup>th</sup> Floor (5 South – 100). Someone will escort you to the 7<sup>th</sup> floor. We'll be working in the Command Post in 7 South.

If you have any problems, questions, or concerns, feel free to call [ATF] at [Privacy] or me at [Privacy]

Thank you, thank you, thank you for your willingness to work on this incredibly important project.

Matt

Matthew S. Axelrod

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