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October 15, 2004

To all recipients of the *Guidelines Manual*:

As Chair of the United States Sentencing Commission, I am pleased on behalf of the Commission to transmit this edition of the *Guidelines Manual*, which incorporates new amendments effective November 1, 2004. The 2004 amendments include some substantive, clarifying, and technical revisions to guidelines, policy statements, and commentary.

A supplement to Appendix C setting forth guideline amendments effective November 1, 2004, and the reasons for those amendments, is also enclosed. You should already have the existing two-volume set of Appendix C, which chronicles guideline amendments effective November 1, 1987, through November 5, 2003, and the reasons for those amendments.

As always, the Commission encourages judges, probation officers, prosecuting and defense attorneys, and other interested individuals to submit suggestions for improving the guidelines. Please send comments to: United States Sentencing Commission, Thurgood Marshall Federal Judiciary Building, One Columbus Circle, N.E., Washington, D.C. 20002-8002, Attention: Office of Publishing and Public Affairs.

Sincerely,

Ricardo H. Hinojosa

UNITED STATES SENTENCING COMMISSION **GUIDELINES MANUAL**

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This document contains the text of the *Guidelines Manual* incorporating amendments effective January 15, 1988; June 15, 1988; October 15, 1988; November 1, 1989; November 1, 1990; November 1, 1991; November 27, 1991; November 1, 1992; November 1, 1993; September 23, 1994; November 1, 1994; November 1, 1995; November 1, 1996; May 1, 1997; November 1, 1997; November 1, 1998; May 1, 2000; November 1, 2000; December 16, 2000; May 1, 2001; November 1, 2001; November 1, 2002; January 25, 2003; April 30, 2003; October 27, 2003; November 1, 2003; November 5, 2003; and November 1, 2004.

RECOMMENDED CITATION FORM

United States Sentencing Commission Guidelines, Policy Statements, and Commentary may be cited as follows:

I. Full citation form

United States Sentencing Commission, Guidelines Manual, §3E1.1 (Nov. 2004)

II. Abbreviated citation form

[using USSG as the designated short form for United States Sentencing Guidelines]

- a guideline —

USSG §2D1.1

- a policy statement —

USSG §6A1.1, p.s.

- commentary designated as an application note —

USSG §2B1.1, comment. (n.1)

- commentary designated as background —

USSG §2B1.1, comment. (backg'd.)

- commentary designated as an introduction —

USSG Ch.3, Pt.D, intro. comment.

- an appendix to the Guidelines Manual —

USSG App. C

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