



INSPECTOR GENERAL
FOR TAX
ADMINISTRATION

DEPARTMENT OF THE TREASURY
WASHINGTON, D.C.

DELEGATION ORDER No. 3 (Rev 8)
EFFECTIVE DATE: July 12, 2024

**DISCIPLINARY ACTIONS, ADVERSE ACTIONS, SETTLEMENT AUTHORITY,
SECURITY AND SUITABILITY DETERMINATIONS, AND UNEMPLOYMENT
COMPENSATION**

Authority: Inspector General Act of 1978, 5 U.S.C. §§ 401-424; Internal Revenue Service Restructuring and Reform Act of 1998, Pub. L. No. 105-206; Treasury Orders 102-17 and 115-01; and 5 U.S.C. § 302, Delegation of Authority.

1. The following officials are delegated the authority to propose furloughs of 30 days or fewer after consulting with the Deputy Inspector General for Mission Support. Guidance must be obtained from the Treasury Inspector General for Tax Administration's (TIGTA) Office of Mission Support, Human Capital, and Office of Chief Counsel, which will also review all proposed actions.

Principal Deputy Inspector General; Deputy Inspectors General; Chief Counsel; Chief Information Officer; Assistant Inspectors General; Deputy Chief Counsel; Directors; and Special Agents in Charge.

2. The following officials are delegated the authority to effect (as the deciding official) furloughs of 30 days or fewer. Guidance must be obtained from TIGTA's Office of Mission Support, Human Capital, and Office of Chief Counsel, which will also review all proposed actions.

Principal Deputy Inspector General; Deputy Inspectors General; Chief Counsel; Chief Information Officer; Assistant Inspectors General; and Deputy Chief Counsel.

3. The following officials are delegated the authority to propose adverse actions (including removals, suspensions of more than 14 calendar days, and reductions in grade or pay) and actions based upon unacceptable performance (including removals, reductions in grade, and denials of within-grade increases). Guidance must be obtained from TIGTA's Office of Mission Support, Human Capital, in consultation with Office of Chief Counsel, which will also review all proposed actions.

Principal Deputy Inspector General; Deputy Inspectors General; Chief Counsel; Chief Information Officer; Assistant Inspectors General; Deputy Chief Counsel; Directors; Special Agents in Charge; Deputy Special Agents in Charge; Assistant Directors; and Assistant Special Agents in Charge.

First-level managers for all employees in their same divisions, program areas, or service areas within their functions.

4. The following officials are delegated the authority to effect (as the deciding official) adverse actions and actions based upon unacceptable performance. Guidance must be obtained from TIGTA's Office of Mission Support, Human Capital, in consultation with Office of Chief Counsel, which will also review all proposed actions.

Principal Deputy Inspector General; Deputy Inspectors General; Chief Counsel; Chief Information Officer; Assistant Inspectors General; Deputy Chief Counsel; Directors; and Special Agents in Charge.

5. The following officials are delegated the authority to propose actions such as separations or terminations during probation and all disciplinary actions including suspensions of 14 calendar days or fewer. Guidance must be obtained from TIGTA's Office of Mission Support, Human Capital, and Office of Chief Counsel, which will also review all proposed actions. The Director, Human Capital and Personnel Security, will provide administrative assistance with regard to effectuating the personnel action.

Principal Deputy Inspector General; Deputy Inspectors General; Chief Counsel; Chief Information Officer; Assistant Inspectors General; Deputy Chief Counsel; Directors; Special Agents in Charge; Deputy Special Agent in Charge; Assistant Directors; and Assistant Special Agents in Charge. First-level managers for all employees in their same divisions, program areas, or service areas within their functions.

6. The following officials are delegated the authority to effect (as the deciding officials) actions such as separations or terminations during probation and all disciplinary actions, including suspensions of 14 calendar days or fewer. Guidance must be obtained from TIGTA's Office of Mission Support, Human Capital, in consultation with Office of Chief Counsel, which will also review all proposed actions.

Principal Deputy Inspector General; Deputy Inspectors General; Chief Counsel; Chief Information Officer; Assistant Inspectors General; Deputy Assistant Inspectors General; Deputy Chief Counsel; Directors; and Special Agents in Charge.

7. All first-level supervisors are delegated the authority to issue clearance memoranda, closed-without-action memoranda, leave-restriction memoranda, and written and oral counseling, admonishments, and reprimands for all employees in their same divisions, program areas, or service areas within their functions. This authority is also delegated to the Principal Deputy Inspector General; Deputy Inspectors General; Chief Counsel; Chief Information Officer; Assistant Inspectors General; Deputy Chief Counsel; Directors; Special Agents in Charge; Deputy Special Agents in Charge; Deputy Special Agents in Charge; Assistant Directors; and Assistant Special Agents in Charge, for all

employees within their functions. Guidance must be obtained from TIGTA's Office of Mission Support, Human Capital, which will also review all proposed actions.

8. The Chief Counsel is hereby delegated the authority vested in the Inspector General for Tax Administration to effect, authorize, and execute all settlement agreements, including grievance, Equal Employment Opportunity and Merit Systems Protection Board settlements. The Chief Counsel must inform and consult with the appropriate function executive or designee prior to making any firm offer and prior to the execution of a settlement agreement. The Chief Counsel will inform the Inspector General for Tax Administration of the execution of a settlement agreement. This authority may be re-delegated to attorneys within the Office of Chief Counsel.

9. Deciding officials may designate a representative to make a recommendation regarding any proposed disciplinary or adverse action. The representative must be at the same organizational level as the proposing and/or deciding official.

10. The Deputy Inspector General for Mission Support may develop agency-wide procedures to monitor disciplinary and adverse actions and to ensure that all employees continue to be treated fairly and equitably.

11. The Deputy Inspector General for Mission Support, with guidance from the Assistant Director/Security Officer and the Chief Counsel or the latter's delegate, is authorized to make security determinations under Executive Order 12968 regarding applicants and TIGTA employees. The Deputy Inspector General for Audit is authorized to determine the final disposition of reviews of adverse security determinations, after obtaining guidance from the Chief Counsel or the latter's delegate.

12. The Assistant Director/Security Officer, with guidance from the Chief Counsel or the latter's delegate, is authorized to determine applicants' and appointees' suitability for employment.

13. The following officials are delegated the authority to decide whether to appeal unemployment compensation claims after consulting with the Deputy Inspector General for Mission Support. Guidance must be obtained from TIGTA's Office of Chief Counsel, which will also review all proposed actions.

Principal Deputy Inspector General; Deputy Inspectors General; Chief Counsel; and Chief Information Officer.

14. The authorities set forth herein do not include disciplinary actions, adverse actions, and performance-based actions against members of the Senior Executive Service.

15. The authorities set forth herein may not be re-delegated unless otherwise indicated.

A handwritten signature in black ink that reads "Heather Hill". The script is cursive and fluid, with the first name and last name clearly distinguishable.

Heather Hill
Acting Treasury Inspector General
for Tax Administration