



INSPECTOR GENERAL
FOR TAX
ADMINISTRATION

DEPARTMENT OF THE TREASURY
WASHINGTON, D.C.

DELEGATION ORDER No. 33 (Rev. 2)
EFFECTIVE DATE: July 22, 2024

**AUTHORITY TO USE REDUCTION IN FORCE (RIF) PROCEDURES
AND EFFECT RIF ACTIONS**

Authority: Inspector General Act of 1978, as amended, 5 U.S.C. §§ 401-424, the Internal Revenue Service Restructuring and Reform Act of 1998, Pub. L. No. 105-206, 112 Stat. 685; 5 C.F.R. Part 351 and its authorizing legislation, 5 U.S.C. §§ 1302, 3502, and 3503 and Executive Order No. 12828, 58 Fed. Reg. 2965 (1993); and Treasury Order 115-01.

(1) Authority to Approve Use of Reduction in Force (RIF) Procedures*

The function heads are delegated the authority to approve the use of RIF procedures for their function in consultation with the Deputy Inspector General for Mission Support/Chief Financial Officer (CFO). This authority may not be re-delegated.

(2) Authority to Effect RIF Actions

The Director, Human Capital and Personnel Security is delegated authority to issue RIF notices and Certificates of Expected Separation as prescribed by 5 C.F.R. Part 351 and TIGTA Operations Manual (600)-70.7. The written approval to conduct a RIF must be obtained from the appropriate function head as provided in (1) above, prior to issuance of either specific RIF notices or Certificates of Expected Separation. This authority may not be re-delegated.

A handwritten signature in cursive script that reads "Heather Hill".

Heather M. Hill
Acting Inspector General for Tax Administration

* RIF procedures must be used to release a competing employee from his or her competitive level by furlough for more than 30 days, separation, demotion or reassignment requiring displacement, when the release is required because of lack of work; shortage of funds; insufficient personnel ceiling; reorganization; the exercise of reemployment rights or restoration rights; or reclassification of an employee's position due to erosion of duties when such action will take effect after formal announcement of a RIF in the employee's competitive area and when the RIF will take effect within 180 days. 5 C.F.R. § 351.201.