



INSPECTOR GENERAL
FOR TAX
ADMINISTRATION

DEPARTMENT OF THE TREASURY
WASHINGTON, D.C. 20005

November 15, 2017

TIGTA #18-08
MEMORANDUM FOR ALL TIGTA EMPLOYEES

FROM: Mervin Hyndman 
Acting Deputy Inspector General for Mission Support/Chief
Financial Officer

SUBJECT: One-Time Memorandum: Fact Sheet to All Federal Employees
about Preventing Opioid Misuse

On October 5, 2017, the U.S. Office of National Drug Control Policy and the Office of Personnel Management released a joint memorandum regarding a new fact sheet for all Federal employees about preventing opioid misuse. The United States is in the midst of an opioid abuse epidemic and more than 2.4 million Americans currently struggle with opioid addiction. In 2015, more than 33,000 people died from drug overdoses involving opioids and crude data for the first three quarters of 2016 indicate that the drug overdose death rate is still increasing. Further, President Trump recently announced his intention to use all appropriate authorities to respond to the crisis. As a Federal employee, you have an important role in fighting this epidemic.

The first step is to ensure all Federal employees are aware of the resources available and what they can do to help prevent opioid abuse. The fact sheet, *Preventing Opioid Misuse: How Federal Employees Can Make an Impact*, discusses key information on opioid abuse, safe use of prescribed pain medications, and how employees can get help when needed. The Department of Labor released new guidelines regarding opioids and compounding medications for injured workers. The link to the information from the Department of Labor may be found [here](#).

As a reminder, Treasury Inspector General for Tax Administration (TIGTA) employees and their immediate family members have access to the Internal Revenue Service's (IRS) Employee Assistance Program (EAP) at no cost. EAP services are voluntary and confidential. The IRS EAP offers short-term counseling and referral services for opioid abuse as well as a variety of other issues such as mental health, emotional, family, financial, elder and dependent care, and legal difficulties. TIGTA employees may utilize

the IRS's EAP services 24 hours a day, 7 days a week, at the following toll-free number: 1-800-977-7631 (TDD: 1-800-697-0353).

Lastly, please be mindful of your obligations to adhere to TIGTA's Drug-Free Workplace Plan which includes random drug testing for illegal substances in order to achieve the objective of a Drug-Free Federal Workplace.

Thank you for your attention to this critically important matter. Working together, we can educate our workforce and help ensure timely assistance for those in need. Questions regarding this memorandum may be directed to the TIGTA Drug-Free Workplace mailbox at tigtadfwp@tigta.treas.gov.



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WASHINGTON, D.C. 20005

October 24, 2017

TIGTA #18-07
MEMORANDUM TO ALL TIGTA EMPLOYEES

FROM: Gladys M. Hernández
Chief Counsel

SUBJECT: Litigation Holds

A litigation hold imposes a legal duty to preserve relevant records, whether in paper or electronic format, in anticipation of litigation and suspends the normal record retention policies to ensure certain records are collected and preserved for use in litigation. A litigation hold notice is issued to inform the recipient of impending or actual litigation, the obligation to preserve paper records and/or Electronically Stored Information (ESI) related to the litigation, and the need to provide information in response to the notice. Litigation hold notices may be received by TIGTA employees from TIGTA Counsel, Internal Revenue Service (IRS) Counsel and/or the Department of Justice (DOJ). The potential consequences of failing to preserve relevant records are serious and may result in sanctions against the Government and its employees, disadvantage to the Government's position in litigation, and exclusion of evidence.

Duties and Responsibilities Upon Receipt of a Litigation Hold

If you receive a litigation hold notice directly from the IRS or DOJ, please notify TIGTA Counsel via the *TIGTA Counsel Office email box. In addition, after receipt of the litigation hold notification, you should determine whether you were involved in the particular matter identified in the notice (*i.e.*, the notice will identify the nature of the anticipated litigation (*e.g.*, the Agency has received notice of an appeal filed by Employee X with the Merit Systems Protection Board)). If you were involved in the matter (*e.g.*, investigated, made decisions concerning, etc.), you are responsible for following the instructions in the litigation hold notice.

Generally, the initial litigation hold notice will ask you to search for and identify relevant records concerning the matter and provide a response to the litigation hold notice

concerning what records are maintained and how those records are maintained (e.g., paper or electronic (e.g., Outlook, electronic calendars, e-mail and other electronic communication, spreadsheets, share drawer, hard drive, thumb drive, etc.)).

Once paper records and/or ESI subject to a litigation hold have been identified and located, they must be preserved to ensure that they are not destroyed or altered, until the litigation hold has been lifted. As a result, all applicable record retention schedules are suspended until such time as the litigation hold has been released. Generally, ESI must be maintained in its native format. Questions concerning the appropriate manner to preserve ESI should be directed to TIGTA Counsel.

TIGTA Counsel's office will provide direction and assistance in the event that TIGTA is required to produce the preserved paper records and/or ESI in connection with the litigation.

Given the possible consequences from failure to appropriately identify and preserve paper records and ESI, TIGTA employees are reminded of their obligations in response to a litigation hold notice. In addition, the obligation to preserve records and ESI remains in effect for the duration of the litigation, including any appeals. You should consider the litigation hold in effect until you are notified in writing by TIGTA Counsel that the litigation hold has been lifted.

If you have any questions or concerns about your obligations concerning litigation holds, please feel free to contact TIGTA Counsel via the *TIGTA Counsel Office e-mail box.



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October 23, 2017

TIGTA #18-06
MEMORANDUM FOR ALL TIGTA EMPLOYEES

FROM: Mervin Hyndman 
Acting Deputy Inspector General for Mission Support/Chief
Financial Officer

SUBJECT: Annual Reminder – Employee Responsibility to Be Familiar with
Treasury Inspector General for Tax Administration Policies and
Interim Guidance

This memorandum is an annual reminder of your continuing obligation to be familiar with Treasury Inspector General for Tax Administration (TIGTA) policies and procedures contained in the Internal Management Document System (IMDS), which are maintained electronically on the TIGTA intranet. An employee's failure to follow TIGTA policies and procedures could result in disciplinary action.

The IMDS consists of several types of documents:

- The TIGTA Operations Manual (Manual) serves as the overall guiding document and contains general administrative policies, standards and procedures, and specific functional guidance. The Manual is updated and codified on a quarterly basis, while any interim updates are communicated in TIGTA Numbered Memoranda. New chapters and sections, as well as incorporation of the guidance included in the numbered memoranda, are posted to the TIGTA IMDS after the information is approved by management.
- Interim Guidance documents are issued as TIGTA numbered memoranda in sequential order. The memoranda are instructional in nature and provide policies and procedural guidance, which are posted in the IMDS by fiscal year. The interim documents are removed from IMDS after incorporation in the Manual.

- Functional-specific memoranda are located under the All Numbered Memoranda hyperlink by function. The memoranda provide employees with policy and procedural guidance on each function's respective operations. Like the Interim Guidance, these documents are sequentially numbered and removed from the site after incorporation in the appropriate functional chapter of the Manual.
- TIGTA Delegation Orders are issued to delegate certain authorities, as deemed necessary.

Questions regarding this memorandum may be directed to the Office of Mission Support's Human Capital and Personnel Security directorate at *TIGTA OMS IMDS Requests.



DEPARTMENT OF THE TREASURY

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INSPECTOR GENERAL
FOR TAX
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October 04, 2017

TIGTA #18-05
MEMORANDUM TO ALL TIGTA EMPLOYEES

FROM: Mervin Hyndman 
Acting Deputy Inspector General for Mission Support/Chief
Financial Officer

SUBJECT: Issuance of Annual Telework Agreements

The Telework Enhancement Act of 2010 (the Act) was signed into law on December 9, 2010, allowing the Federal Government the ability to achieve greater flexibility in managing its workforce through the use of telework. It is the Treasury Inspector General for Tax Administration (TIGTA) policy to provide employees the opportunity to participate in telework activities when practical and in support of the agency's mission. The Act requires TIGTA to officially designate all positions as telework "eligible" or "ineligible" and such determination is conveyed to employees annually. Some employees are in positions that are not eligible to participate in a telework arrangement because the nature of their regular on-site activity cannot be conducted remotely or at an alternative worksite. Employees may also not be eligible for telework if they have been officially disciplined for certain offenses or have performance concerns.

All existing TIGTA telework agreements must be renewed annually. It is mandatory that managers discuss and renew existing telework agreements with their employees as part of the annual performance appraisal process. Fiscal Year (FY) 2018 telework agreements must be prepared, signed, and dated no later than **October 31, 2017**. Telework agreements will continue to be completed using an InfoPath form. Previous versions of telework agreements will no longer be accepted.

All teleworkers and supervisors are **required** to complete mandatory interactive telework training **prior** to participation in the telework program, and the training

completion must be recorded in the employees' learning history in the Treasury Learning Management System (TLMS). Specifically, *Telework Training for Employees* and *Telework Training for Managers* are courses that provide a practical introduction to telework and can be accessed on TLMS at <https://tlms.treas.gov/plateau/user/login.jsp>. Employees who have not completed training will be ineligible to telework until training is recorded in TLMS.

Additionally, as telework agreements are signed and issued, all managers are responsible for ensuring that telework eligibility designations in HR Connect are accurate for their employees and remain so throughout the year.

Questions regarding this guidance may be directed to the OMS Human Capital mailbox at OMSHumanCapital@tigta.treas.gov, or to the Telework Program Coordinator, Kendra Parker via email at Kendra.Parker@tigta.treas.gov.

Telework Program forms can be accessed at:
<http://intranet.tigta.treas.gov/telecommuting.asp>.



INSPECTOR GENERAL
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WASHINGTON, D.C. 20005

October 1, 2017

TIGTA #18-04
MEMORANDUM FOR ALL TIGTA EMPLOYEES

FROM: J. Russell George *J. Russell George*
Inspector General

SUBJECT: Equal Employment Opportunity (EEO) Policy Statement

The Treasury Inspector General for Tax Administration (TIGTA) is committed to EEO and a workplace free of discrimination, harassment, and retaliation. All TIGTA employees must have an equal opportunity to participate in and receive benefits from all programs and activities conducted by TIGTA. Discrimination based on race, color, religion, sex (including sexual orientation), gender identity, political affiliation, marital status, parental status, veteran status, pregnancy, national origin, age (40 and over), disability, or protected genetic information is illegal, and discrimination of any type will not be tolerated. These protections extend to all management practices and decisions, including recruitment and hiring, performance appraisals, promotions, and training. Additionally, TIGTA will not tolerate reprisal or retaliation based on an individual's participation in any part of the discrimination complaint process.

Federal law protects employees and applicants from unlawful discrimination. If TIGTA employees or job applicants believe that they have been discriminated against, they have the right to file an EEO complaint. An aggrieved employee or applicant must make initial contact with an Internal Revenue Service EEO Counselor within **45 days** of the alleged discriminatory action (29 C.F.R. §1614.105).

Alternative Dispute Resolution (ADR) provides an avenue to resolve workplace challenges or issues. All employees engaged in the EEO process have the opportunity to utilize ADR, with the goal of resolving the complaint at the lowest level.

TIGTA function heads and I fully support equality in the workplace and have zero tolerance for any form of discrimination. TIGTA's leadership will continue its commitment to a fair, non-discriminatory, and inclusive work environment.

TIGTA's EEO Program Office provides information upon request pertaining to EEO, sexual harassment, and diversity training for managers, employees, and TIGTA training events. If you have any questions regarding EEO, Alternative Dispute Resolution, or discrimination matters, please contact the TIGTA EEO Program Office at (202) 622-

5893. Also, you may visit the TIGTA EEO Program Office website at http://intranet.tigta.treas.gov/oms_eeo.asp.

If managers have questions concerning legal issues, they may contact TIGTA's Office of Chief Counsel by telephone at (202) 622-4068 or by e-mail at *TIGTA Counsel Office.



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October 1, 2017

TIGTA #18-03
MEMORANDUM FOR ALL TIGTA EMPLOYEES

FROM:

J. Russell George
Inspector General

SUBJECT:

Reasonable Accommodation Policy Statement

The Treasury Inspector General for Tax Administration (TIGTA) fully complies with all requirements of the Rehabilitation Act of 1973, as amended. Under the law, Federal agencies must provide reasonable accommodations to qualified employees or applicants with disabilities, unless to do so would cause undue hardship. TIGTA is committed to providing reasonable accommodations to its employees and applicants for employment in order to ensure that qualified individuals with disabilities have full access to equal employment opportunity. By providing reasonable accommodations to persons with disabilities, TIGTA can enable such persons to participate in the application/hiring process, perform the essential functions of their jobs, gain access to the workplace, and receive benefits and privileges of employment equal to those enjoyed by similarly situated employees without disabilities.

TIGTA will process requests for reasonable accommodation and, where appropriate, provide reasonable accommodations in a prompt, fair, and efficient manner. Individuals with disabilities may request a reasonable accommodation even if they have not previously disclosed the existence of a disability. Any TIGTA employee or applicant may consult with the TIGTA Equal Employment Opportunity (EEO) Program Office for further information or assistance with requesting or processing a request for a reasonable accommodation.

TIGTA's EEO Program Office provides information upon request pertaining to EEO, sexual harassment, and diversity training for managers, employees, and TIGTA training events. If you have any questions regarding EEO, Alternative Dispute Resolution, or discrimination matters, please contact the TIGTA EEO Program Office at (202) 622-5893. Also, you may visit the TIGTA EEO Program Office website at http://intranet.tigta.treas.gov/oms_eeo.asp.

If managers have questions concerning legal issues, they may contact TIGTA's Office of Chief Counsel by telephone at (202) 622-4068 or by e-mail at *TIGTA Counsel Office.



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INSPECTOR GENERAL
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October 1, 2017

TIGTA #18-02
MEMORANDUM FOR ALL TIGTA EMPLOYEES

FROM:

J. Russell George
Inspector General

A handwritten signature in black ink that reads "J. Russell George".

SUBJECT:

Anti-Harassment Policy Statement

The Treasury Inspector General for Tax Administration (TIGTA) is committed to maintaining an environment free from all forms of harassment in the workplace. TIGTA will not tolerate harassment against any employee or applicant for employment based on race, color, religion, sex (including sexual orientation), gender identity, political affiliation, marital status, parental status, veteran status, pregnancy, national origin, age (40 and over), disability, protected genetic information, or any other basis protected by any Federal anti-discrimination statute.

In addition, TIGTA will not tolerate reprisal or retaliation based on an individual's participation in any part of the discrimination complaint process, including the reporting of or assisting with an inquiry relating to allegations of discrimination. TIGTA will take immediate and appropriate corrective actions, including disciplinary measures, if it is found that the agency's anti-harassment policy has been violated. As TIGTA employees, we are all responsible for maintaining a respectful workplace free from harassment.

TIGTA's Equal Employment Opportunity (EEO) Program Office provides information upon request pertaining to EEO, sexual harassment, and diversity training for managers, employees, and TIGTA training events. If you have any questions regarding EEO, Alternative Dispute Resolution, or discrimination matters, please contact TIGTA's EEO Program Office at (202) 622-5893. Also, you may visit the TIGTA EEO Program Office website at http://intranet.tigta.treas.gov/oms_eeo.asp.

If managers have questions concerning legal issues, they may contact TIGTA's Office of Chief Counsel by telephone at (202) 622-4068 or by e-mail at *TIGTA Counsel Office.



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October 1, 2017

TIGTA #18-01
MEMORANDUM FOR ALL TIGTA EMPLOYEES

FROM:

J. Russell George
Inspector General

SUBJECT:

Sexual Harassment Prevention Policy Statement

Sexual harassment is prohibited by Title VII of the Civil Rights Act of 1964, as amended. It is also a prohibited personnel practice under 5 U.S.C. Section (§) 2302, and specifically prohibited under the Treasury Department Rules of Conduct, 31 C.F.R. § 0.217. The Treasury Inspector General for Tax Administration (TIGTA) remains committed to ensuring a workplace free from sexual harassment. This policy emphasizes zero tolerance for sexual harassment.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- 1) submission to such conduct is made explicitly or implicitly a term or condition of a person's employment;
- 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that person; or
- 3) such conduct has the purpose or effect of unreasonably interfering with a person's work performance or creating an intimidating, hostile, or offensive work environment.

Employees are encouraged to take any complaints of sexual harassment to their immediate supervisor or to the TIGTA Equal Employment Opportunity (EEO) Program Office. All complaints will be investigated expeditiously. Appropriate action will be taken should any executive, manager, employee, contractor, or visitor be found to have violated regulations or policies regarding sexual harassment.

TIGTA will continue to provide informational training and guidance regarding the prohibition against sexual harassment.

TIGTA's EEO Program Office provides information upon request pertaining to EEO, sexual harassment, and diversity training for managers, employees, and TIGTA training events. If you have any questions regarding EEO, Alternative Dispute Resolution, or

discrimination matters, please contact the TIGTA EEO Program Office at (202) 622-5893. Also, you may visit the TIGTA EEO Program Office website at http://intranet.tigta.treas.gov/oms_eeo.asp.

If managers have questions concerning legal issues, they may contact TIGTA's Office of Chief Counsel by telephone at (202) 622-4068 or by e-mail at *TIGTA Counsel Office.