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Treasury Inspector General for Tax Administration  
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INSPECTOR GENERAL  
FOR TAX  
ADMINISTRATION

DEPARTMENT OF THE TREASURY  
WASHINGTON, D.C. 20005

January 27, 2017

This is in response to your Freedom of Information Act (FOIA) request dated and received on January 13, 2017, seeking access to records maintained by the Treasury Inspector General for Tax Administration (TIGTA). Specifically, you requested "a copy of the listing of TIGTA Manuals and Handbooks."

For your information, Congress excluded three discrete categories of law enforcement and national security records from the requirements of the FOIA. See 5 U.S.C. § 552(c) (2006 & Supp. IV 2010). This response is limited to those records that are subject to the requirements of the FOIA. This is a standard notification that is given to all our requesters and should not be taken as an indication that excluded records do, or do not, exist.

Enclosed is a list of TIGTA Manuals which consist of nine (9) pages and are released to you in full. A negative response for a list of TIGTA Handbooks.

We have enclosed an Information Sheet that explains your administrative appeal rights. You may appeal the adequacy of our search for responsive records within ninety (90) days from the date of this letter. Your appeal must be in writing, signed by you, and postmarked or electronically transmitted within ninety (90) days from the date of the response letter. You should address the envelope as follows:


Freedom of Information Act Appeal  
Treasury Inspector General for Tax Administration  
Office of Chief Counsel  
City Center Building  
1401 H Street, NW, Suite 469  
Washington, DC 20005

The cost incurred to process your FOIA request was less than \$25.00, the threshold set by Treasury's FOIA regulation, so no fees were assessed.

If you have any questions, please do not hesitate to contact Carroll Field, Government Information Specialist at (202) 927-7032 or [Carroll.Field@tigta.treas.gov](mailto:Carroll.Field@tigta.treas.gov) and refer to Disclosure File # 2017-FOI-00094.

You may contact our FOIA Public Liaison at (202) 622-4068 for any further assistance and to discuss any aspect of your request. Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, MD 20740-6001; e-mail at [ogis@nara.gov](mailto:ogis@nara.gov); telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769.

Sincerely,



Carroll Field

(For) Amy P. Jones  
Disclosure Officer

Enclosures

## Information on a TIGTA Determination to Withhold Records Exempt From the Freedom of Information Act – 5 U.S.C. § 552

### Appeal Rights

You may file an appeal with the Treasury Inspector General for Tax Administration (TIGTA) within 90 days after we (1) determine to withhold records, (2) determine that no records exist, or (3) deny a fee waiver or a favorable fee category. If some records are released at a later date, you may file an appeal within 90 days from the date the last records were released. The appeal must be in writing, signed by you, and postmarked or electronically transmitted within 90 days from the date of the response letter. You must provide the following information: your name and address; description of the requested records; date of the initial request (and a copy, if possible); date of the letter denying the request (and a copy, if possible). You should mail your appeal to:

Freedom of Information Act Appeal  
Treasury Inspector General for Tax Administration  
Office of Chief Counsel  
City Center Building  
1401 H Street, NW, Suite 469  
Washington, DC 20005

### Judicial Review

If we deny your appeal, or if we do not send you a reply within 20 days (not counting Saturdays, Sundays, or legal public holidays) after the date we receive the appeal, you may file a complaint with the U.S. District Court in the district where (1) you reside, (2) your principal place of business is located, or (3) the records are located. You may also file in the District Court for the District of Columbia.

Any proceedings in district court will be governed by the Federal Rules of Civil Procedure. Under Rule 4(i)(1) and (2), service on the Department of the Treasury may be effected by delivering copies of the summons and complaint: (a) personally, upon the U.S. Attorney (or his designee) for the district where the lawsuit is brought; (b) via registered or certified mail, upon the Attorney General of the United States at Washington, D.C.; and (c) via registered or certified mail to:

Treasury Inspector General for Tax Administration  
Office of Chief Counsel  
City Center Building  
1401 H Street, NW, Suite 469  
Washington, DC 20005

In such a court case, the burden is on the Treasury Inspector General for Tax Administration to justify withholding the requested records, determining that no records exist, or denying a fee waiver or a favorable fee category. The court may assess against the United States reasonable attorney fees and other litigation costs incurred by the person who takes the case to court and who substantially prevails. You will have substantially prevailed if the court determines, among other factors, that you had to file the lawsuit to obtain the records you requested and that the Treasury Inspector General for Tax Administration had no reasonable grounds to withhold the records.

### Exemptions

Not all records can be released under the FOIA. Congress established certain categories of information that are not required to be released in response to a FOIA request because release could be harmful to a government or private interest. These categories are called "exemptions" from disclosures. There are nine categories of exempt information and each is described below.

- (b)(1) (A) Specifically authorized under criteria established by an Executive order to be kept secret in the interest of national defense or foreign policy and (B) are in fact properly classified pursuant to such Executive order;
- (b)(2) Related solely to the internal personnel rules and practices of an agency;

- (b)(3) Specifically exempted from disclosure by statute (other than section 552b of this title), if that statute--
  - (A) (i) requires that the matters be withheld from the public in such a manner as to leave no discretion on the issue; or
    - (ii) establishes particular criteria for withholding or refers to particular types of matters to be withheld; and
  - (B) if enacted after the date of enactment of the OPEN FOIA Act of 2009, specifically cites to this paragraph.
- (b)(4) Trade secrets and commercial or financial information obtained from a person and privileged or confidential;
- (b)(5) Inter-agency or intra-agency memorandums or letters which that would not be available by law to a party other than an agency in litigation with the agency, provided that the deliberative process privilege shall not apply to records created 25 years or more before the date on which the records were requested;
- (b)(6) Personnel and medical files and similar files the disclosure of which would constitute a clearly unwarranted invasion of personal privacy;
- (b)(7) Records or information compiled for law enforcement purposes, but only to the extent that the production of such law enforcement records or information:
  - (A) could reasonably be expected to interfere with enforcement proceedings,
  - (B) would deprive a person of a right to a fair trial or an impartial adjudication,
  - (C) could reasonably be expected to constitute an unwarranted invasion of personal privacy,
  - (D) could reasonably be expected to disclose the identity of a confidential source, including a State, local, or foreign agency or authority or any private institution which furnished information on a confidential basis, and, in the case of a record or information compiled by a criminal law enforcement authority in the course of a criminal investigation or by an agency conducting a lawful national security intelligence investigation, information furnished by a confidential source,
  - (E) would disclose techniques and procedures for law enforcement investigations or prosecutions, or would disclose guidelines for law enforcement investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law, or
  - (F) could reasonably be expected to endanger the life or physical safety of any individual;
- (b)(8) Contained in or related to examination, operating, or condition reports prepared by, on behalf of, or for the use of an agency responsible for the regulation or supervision of financial institutions; or
- (b)(9) Geological and geophysical information and data, including maps, concerning wells.

## DISCLOSURE FILE #2017-FOI-00094

### Chapter 100 - Nature and Purpose

#### Table of Contents

- (100)-10 – Introduction
- (100)-20 – Nature of System
- (100)-30 – Responsibilities
- (100)-40 – Treasury Orders
- (100)-50 – Treasury Directives
- (100)-60 – TIGTA Delegation Orders
- (100)-70 – TIGTA Operations Manual
- (100)-80 – TIGTA Memoranda
- (100)-90 – DIGA (Audit) Memoranda
- (100)-100 – DIGI (Investigations) Memoranda
- (100)-110 – CC (Chief Counsel) Memoranda
- (100)-120 – DIGMS (Mission Support) Memoranda
- (100)-130 – DIGIE (Inspections and Evaluations) Memoranda
- (100)-140 – Interim Guidance for Notification of Approved TIGTA Policies

### Chapter 200 - General Management

#### Table of Contents

- (200)-10 – Introduction
- (200)-20 – Nature of System
- (200)-30 – Responsibilities
- (200)-40 – Executive Secretariat
- (200)-50 – Journey-Level Advisory Council
- (200)-60 – Reporting Misconduct
- (200)-70 – Equal Employment Opportunity (EEO), Diversity, Special Emphasis
- (200)-80 – Telecommuting
- (200)-90 – External Relations
- (200)-100 – Issuance of Retired Photographic Identification
- (200)-110 – TIGTA's Writing and Style Guide
- (200)-120 – (Reserved) Semiannual Report to Congress
- (200)-130 – (Reserved) Hoteling

### Chapter 300 - Audit

#### Table of Contents

- (300)-10 – Introduction
- (300)-20 – Nature of System
- (300)-30 – Responsibilities

## DISCLOSURE FILE #2017-FOI-00094

- (300)-40 – Audit Products and Services
- (300)-50 – Strategic Planning Process
- (300)-60 – Planning and Conducting Audits
- (300)-70 – Office of Audit Anti-Fraud Program
- (300)-80 – Audit Techniques
- (300)-90 – Reporting Audit Results
- (300)-100 – Quality Assurance Program
- (300)-110 – External Reporting of Audit Activities
- (300)-120 – Management Information System
- (300)-130 – Retention, Control and Security of Audit Documents
- (300)-140 – Staff Development

## Chapter 400 - Investigations

Table of Contents

- (400)-10 – Authority and Organization
- (400)-20 – Responsibilities and Conduct
- (400)-30 – Manager's Responsibilities and Reporting Requirements
- (400)-40 – General Information
- (400)-50 – RESERVED
- (400)-60 – General Legal Matters
- (400)-70 – Disclosure Authority
- (400)-80 – Performance and Results Information System (PARIS)
- (400)-90 – Occupational Health and Wellness
- (400)-100 – Special Agent Training and Professional Development
- (400)-110 – Government Vehicles
- (400)-120 – Use of Force and Critical Incidents
- (400)-130 – Firearms, Agent Safety and Tactics Program
- (400)-140 – Field Operations and Enforcement Activities
- (400)-150 – Investigative Sources of Information
- (400)-160 – Technical Investigative Support
- (400)-170 – Intercept of Communications
- (400)-180 – Special and Undercover Operations
- (400)-190 – Evidence
- (400)-200 – Forensic and Digital Science Laboratory
- (400)-210 – Interviews
- (400)-220 – Subpoena and Grand Jury Procedures
- (400)-230 – Victim Witness Program
- (400)-240 – Processing Complaints, Reports of Investigation and Congressional Inquiries
- (400)-250 – Investigative Reports and Case File Procedures
- (400)-260 – Assault/Threat/Interference Investigations and Armed Escorts
- (400)-270 – Bribery Investigations
- (400)-280 – Employee Investigations

## DISCLOSURE FILE #2017-FOI-00094

- (400)-290 – Unauthorized Disclosure/Inspection Investigations
- (400)-300 – Tax Practitioner Investigations
- (400)-310 – Federal Tort Claims Investigations
- (400)-320 – Proactive Investigative Initiatives
- (400)-330 – TIGTA Employee Investigations
- (400)-340 – IAD-IRS Investigations
- (400)-350 – Department of Justice Tax Division Referrals
- (400)-360 – Operations - Field Division Inspection Process
- (400)-370 – Electronic Crime Investigations
- (400)-380 – Non-Employee Investigations
- (400)-390 – Remittance Test Investigations
- (400)-400 – Theft of Property Type Investigations
- (400)-410 – Criminal Intelligence Program
- (400)-420 – Foreign Language Award Program
- (400)-430 – False Personation Investigations

## Chapter 500 - Information Technology

Table of Contents

- (500)-10 – Introduction
- (500)-20 – Nature of the System
- (500)-30 – TIGTA Wide Print, Copy, Scan and Fax Policy
- (500)-40 – Available For Use
- (500)-50 – Enterprise Architecture
  - Exhibit (500)-50-1 – Enterprise Architecture Organization
  - Exhibit (500)-50-2 – TIGTA Enterprise Architecture - Governance Plan
- (500)-60 – Instant Messaging and Related Collaboration Tools
- (500)-70 – Available For Use
- (500)-80 – Web Management
- (500)-90 – Available For Use
- (500)-100 – Training
- (500)-110 – Available For Use
- (500)-120 – Applications Section
- (500)-130 – Available For Use
- (500)-140 – Information Security
  - 140.1 – Security Controls
  - 140.2 – Acceptable Use Policy
  - 140.3 – Breach Notification Policy
  - 140.4 – Sensitive Information Protection Policy
  - Exhibit (500)140-1 – National Institute of Standards and Technology (NIST) Special Publication (SP) 800-53
  - Exhibit (500)140-2 – TIGTA Defined Security Control Values as Required in TD P 85-01
  - Exhibit (500)140-3 – End Users Specific Security Controls



## DISCLOSURE FILE #2017-FOI-00094

- (500)-150 – Security
  - 150-1 – Introduction
- 150-2 – Personnel Security

## Chapter 600 – Mission Support

Table of Contents

- (600)-10 – Introduction
- (600)-20 – Nature of System
- (600)-30 – Responsibilities
- (600)-40 – Mission Support Activities
  - 40.1 – Telecommunications
  - 40.2 – Mail and Special Delivery
  - 40.3 – Acquisitions
  - 40.4 – Relocation
  - 40.5 – Official Travel
  - 40.6 – Metro Smart Trip Card Program
  - 40.7 – Public Transportation Subsidy Program
  - 40.8 – Available for Use
  - Exhibit (600)-40.1 – Headquarters Office Symbols for Mail
  - Exhibit (600)-40.2 – Suggested Items to Purchase for Recognition
  - Exhibit (600)-40.3 – Limited Open Travel Authorization
  - Exhibit (600)-40.4 – List of Approved Vendors
  - Exhibit (600)-40.5 – Purchase Card Log
  - Exhibit (600)-40.6 – TIGTA Metro Smart trip Card Inventory Control Log
  - Exhibit (600)-40.7 – Travel Card Delinquency Notification and Management Actions
    - Exhibit (600)-40.7.1 – Estimating Your Commuting Cost
  - Exhibit (600)-40.8 – AT&T Phone Card Request Form
  - Exhibit (600)-40.9 – (Reserved) Guidelines and Standards for Procuring Shredders
  - Exhibit (600)-40.10 – (Reserved) Instructions for Preparing Interagency Agreement Packages
  - Exhibit (600)-40.11 – (Reserved) Government Ethics Rules and Violations for Cardholders
  - Exhibit (600)-40.12 – (Reserved) GPC, OPC, and AO Responsibilities
  - Exhibit (600)-40.13 – (Reserved) TIGTA and BFS Procurement Deadlines
  - Exhibit (600)-40.14 – Available for Use
  - Exhibit (600)-40.15 – Available for Use
  - Exhibit (600)-40.16 – Available for Use
  - Exhibit (600)-40.17 – Available for Use

## DISCLOSURE FILE #2017-FOI-00094

- Exhibit (600)-40.18 – Package and Mail Receipt Log
- Exhibit (600)-40.19 – United Parcel Service Routing Form
- (600)-50 – Financial Management
- 50.1 – The Budget Process
- 50.2 – Budget Formulation
- 50.3 – Financial Plan Development
- 50.4 – Budget Execution-Operating Guidelines
- 50.5 – Investment Review Board (IRB)
- 50.6 – Procedures for Approval of Off-Site Meetings
- 50.7 – Business Cards
- 50.8 – Interagency Agreements (IAG)
- 50.9 – Investigative Imprest Fund
- 50.10 – Financial Reporting
- 50.11 – Accounting for Seized Assets, Bribes and Restitutions
- 50.12 – Accounting for Assets
- 50.13 – Use of Representation Funds
- 50.14 – Processing Checks
- 50.15 – Access to Financial System
- 50.16 – Claims Processing
- 50.17 – Managing Debt
- 50.18 – Procedures for Reporting Conference-Related Activities
- Exhibit (600)-50.1 – Business Case Template
- Exhibit (600)-50.2 – Available For Use
- Exhibit (600)-50.3 – Sample TIGTA Request for Representation Funds
- Exhibit (600)-50.4 – Establish an Imprest Fund
- Exhibit (600)-50.5 – Increase an Imprest Fund
- Exhibit (600)-50.6 – Decrease an Imprest Fund
- Exhibit (600)-50.7 – Form 3210 Refund Check
- Exhibit (600)-50.8 – Request Form for Access to the Financial System for Functional Budget Coordinator
- Exhibit (600)-50.9 – Request Form for Access to the Financial System for Office Manager
- Exhibit (600)-50.10 – Claim for Reimbursement – Confidential Expenditures
- Exhibit (600)-50.11 – Statement of Designated Depository Account
- Exhibit (600)-50.12 – Cashier Reimbursement Voucher and Accountability Report
- Exhibit (600)-50.13 – Delegation of Authority – form 2958
- Exhibit (600)-50.14 – Lease Worksheet
- Exhibit (600)-50.15 – Sample Demand Letter
- Exhibit (600)-50.16 – Sample Same Day Payment Request
- (600)-60 – Strategic Management Process
  - 60.1 – Strategic Plan

## DISCLOSURE FILE #2017-FOI-00094

- 60.2 – Annual Performance Plans and Reports
- 60.3 – TIGTA's Monthly Performance Report
- (600)-70 – Personnel
  - 70.1 – Request for Personnel Actions
  - 70.2 – Requests for Official Personnel Folders
  - 70.3 – Employee Exit Clearance Procedures
  - 70.4 – Time and Leave
  - 70.5 – Employee Services and Benefits
  - 70.6 – Reassignments
  - 70.7 – Reduction in Force
  - 70.8 – Employee Relations
  - 70.9 – Drug-Free Workplace Program
  - 70.10 – Probationary Period for Initial Appointment to a Supervisory or Managerial Position
  - 70.11 – Pay Setting
  - 70.12 – Senior Executive Service Handbook
  - 70.13 – Merit Promotion Plan
  - 70.14 – Career Transition Assistance Program (CTAP)
  - 70.15 – Priority Placement Program (PPP)
  - 70.16 – Discretionary Grade and Pay Retention
  - 70.17 – Volunteer Program
  - 70.18 – Reimbursement for Professional Liability Insurance
  - 70.19 – TIGTA Training
  - 70.20 – Organizational Charts
  - 70.21 – Employee Performance and Drop Files
  - 70.22 – Special Agent Part-Time Employment Program
  - 70.23 – Employment of Attorneys and Law Clerks
  - 70.24 – Pathways for Students and Recent Graduates to Federal Careers
  - 70.25 – Reimbursement of Professional Credential Fees
  - 70.26 – Employee Orientation Program
  - 70.27 – Student Loan Repayment Program
  - 70.28 – Relocation Incentive Policy
  - 70.29 – Recruitment Incentive Program
  - 70.30 – Content Submission Requirements for Uploading Content to the Treasury Learning Management System
  - 70.31 – Performance Management Program
  - 70.32 – Standard Operating Procedures for Processing Organizational Structure Changes
  - 70.33 – Recognition Program
  - 70.34 – (Reserved) Leadership and Manager/Supervisor Training
  - 70.35 – (Reserved) Domestic Violence, Sexual Assault, and Stalking Policy
  - 70.36 – (Reserved) Personnel Security
  - 70.37 – (Reserved) Information Security

## DISCLOSURE FILE #2017-FOI-00094

- 70.38 – Credential Policy
- 70.39 – Passport Policy
- 70.40 – TIGTA Official Worksite and Post of Duty
- 70.41 – (Reserved) Industrial Security Policy
- Exhibit (600)-70.1 – Commuting Areas
- Exhibit (600)-70.2 – Competitive Areas
- Exhibit (600)-70.3 – Guideline of Offenses and Penalties
- Exhibit (600)-70.4 – Table of Penalties for Section 1203
- Exhibit (600)-70.5 – Vacancy Announcement Requirements for Common Personnel Actions
- Exhibit (600)-70.6 – Notice to Training Vendors
- Exhibit (600)-70.7 – SF 182 Sample
- Exhibit (600)-70.8 – Self-Certification of Premiums Paid for Professional Liability Insurance
- Exhibit (600)-70.9 – Available For Use
- Exhibit (600)-70.10 – (Reserved) TIGTA MaxiFlex Bi-Weekly Schedule Form
- Exhibit (600)-70.11 – (Reserved) TIGTA MaxiFlex Work Schedule Application and Agreement
- Exhibit (600)-70.12 – Available For Use
- Exhibit (600)-70.13 – Available for Use
- Exhibit (600)-70.14 – Executive Performance Management Appraisal
- Exhibit (600)-70.15 – SES Awards & Incentives
- Exhibit (600)-70.16 – Employment Verification
- Exhibit (600)-70.17 – Retirement Letter Example IG Signature
- Exhibit (600)-70.18 – Retirement Letter Example Secretary of the Treasury Signature
- Exhibit (600)-70.19 – Request for Retirement Letter White House
- Exhibit (600)-70.20 – Retirement Memorabilia Request Form
- Exhibit (600)-70.21 – Available for Use
- Exhibit (600)-70.22 – Executive Continual Learning Plan
- Exhibit (600)-70.23 – Responsibilities
- Exhibit (600)-70.24 – Internship Program
- Exhibit (600)-70.25 – Recent Graduates Program
- Exhibit (600)-70.26 – Presidential Management Fellows Program
- Exhibit (600)-70.27 – Available for Use
- Exhibit (600)-70.28 – Available for Use
- Exhibit (600)-70.29 – Available for Use
- Exhibit (600)-70.30 – Available for Use
- Exhibit (600)-70.31 – Available for Use
- Exhibit (600)-70.32.2.1 – Justification Memorandum
- (600)-80 – Real Estate
  - Exhibit (600)-80-1 – Request for Real Estate Services

## DISCLOSURE FILE #2017-FOI-00094

- Exhibit (600)-80-2 – Sample Statement of Work
- (600)-90 – Health and Safety Program
  - 90.1 – Introductions and Authorities
  - 90.2 – Definitions
  - 90.3 – Responsibilities
  - 90.4 – Workers' Compensation Program
  - 90.5 – Workers' Compensation Claims
  - 90.6 – Safety and Health Information Management System (SHIMS)
  - 90.7 – Department of Labor
  - 90.8 – Injury/Incident Review Reports
  - 90.9 – Health and Safety Officer
  - 90.10 – Reporting Job-Related Injuries on Time and Attendance Records
  - 90.11 – Indoor Air Quality
  - 90.12 – Use of Space Heaters
  - Exhibit (600)-90.1 – TIGTA Injury/Incident Review Report
  - Exhibit (600)-90.2 – General Injury Leave Reporting Policy
- (600)-100 – Personnel Property Management Program
  - 100.1 – Overview
  - 100.2 – Policy
  - 100.3 – Personal Property Inventory and Tracking
  - 100.4 – PPM SharePoint Site
  - 100.5 – Acquisition of Personal Property
  - 100.6 – Inventory Responsibilities and Processes
  - 100.7 – Preparing a SF-120 Report of Excess Personal Property, and Related GSA Requirements
  - 100.8 – Available for Use
  - 100.9 – Inventory Reconciliation
- (600)-110 – Records Management
- (600)-120 – Governance and Project Management
- (600)-130 – Board of Survey
  - Exhibit (600)-130.1 – Board of Survey Checklist
  - Exhibit (600)-130.2 – Memorandum for Board of Survey Chairperson

## Chapter 700 - Chief Counsel

Table of Contents

- (700)-10 – Introduction
- (700)-20 – Responsibilities
- (700)-30 – Ethics
- (700)-40 – Confidentiality of Information Received Under the IG Act
- (700)-50 – I.R.C. § 6103

**DISCLOSURE FILE #2017-FOI-00094**

- (700)-60 – Freedom of Information Act
- (700)-70 – Privacy Act
- (700)-80 – Government Representation of TIGTA Employees
- (700)-90 – Testimony and Production of Documents
- (700)-100 – Litigation
- (700)-110 – Certification of Records
- (700)-120 – TIGTA Employees Access to IRS Records
- (700)-130 – Memoranda of Understanding
- (700)-140 – Legal Citations
- (700)-150 – Employee Tax Compliance

**Chapter 800 - Inspections and Evaluations**

**Table of Contents**

- (800)-10 - Introduction
- (800)-20 - Nature of System
- (800)-30 - Responsibilities
- (800)-40 - Services and Products
- (800)-50 - Strategic Planning
- (800)-60 - Conducting Inspections and Evaluations
- (800)-70 - Discussion and Draft Reports
- (800)-80 - Final Reports
- (800)-90 - Time and Expense Reporting