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Description of document: Pages from the Treasury Inspector General for Tax Administration (TIGTA) internal web system Internal Management Document System (IMDS) listing TIGTA Numbered Memoranda, 2000 - 2017

Requested date: 24-February-2017

Released date: 24-March-2017

Posted date: 19-February-2018

Source of document: Office of Chief Counsel Disclosure Branch  
Treasury Inspector General for Tax Administration  
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INSPECTOR GENERAL  
FOR TAX  
ADMINISTRATION

DEPARTMENT OF THE TREASURY  
WASHINGTON, D.C. 20005

March 24, 2017

This is in response to your Freedom of Information Act (FOIA) request dated and received on February 24, 2017, seeking access to records maintained by the Treasury Inspector General for Tax Administration (TIGTA). Specifically, you stated:

*I request a copy of the pages from the TIGTA internal web system (IMDS) showing/listing the TIGTA Numbered Memoranda (all years 2000 – 2017). Please note: I am not asking for copies of the TIGTA Numbered Memoranda, only the listings of those TIGTA Numbered Memoranda.*

The document listing the TIGTA Numbered Memoranda for Fiscal Years 2000 through 2017 consists of fifty-three (53) pages and we are releasing the document in full. A copy is enclosed.

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.

I trust that this information fully satisfies your request. If you need further assistance or would like to discuss any aspect of your request, please do not hesitate to contact Julissa Hurtado, Government Information Specialist, at (202) 622-3087 or [Julissa.Hurtado@tigta.treas.gov](mailto:Julissa.Hurtado@tigta.treas.gov), or me, TIGTA's FOIA Public Liaison, at (202) 622-4068. Please reference Disclosure Case #2017-FOI-00128.

Sincerely,

Amy P. Jones  
Disclosure Officer and  
FOIA Public Liaison

Enclosure

## **OMS Response to FOIA Request**

**Disclosure File #2017-FOI-00128**

### **TIGTA Numbered Memoranda FY 2000**

- 00-14 Weekend Travel While On Extended Temporary Duty
- 00-13 Security Background Investigation Requirements
- 00-12 Weekend Travel While On Extended Temporary Duty
- 00-11 TIGTA After Hours Office Access Policy
- 00-10 Business Cards for TIGTA Employees
- 00-09 Special Emphasis Program
  - Attachment – Points of Contact
- 00-08 Denied Access Procedures
  - Attachment – Denied Access Procedures
- 00-07 Outside Employment
  - Attachment – Outside Employment or Business Activity Request (Form 7995)
- 00-06 TIGTA's Leave Transfer Program
  - Attachment – Implementing Instructions TIGTA Leave Transfer Program
- 00-05 New Performance Management System
  - Attachment – Personnel Policy Manual
  - Attachment – Form 430 Performance Appraisal
  - Attachment – Form 430 Attorney Performance Appraisal
  - Attachment – Form 430 Auditor Performance Appraisal
  - Attachment – Form 430 Manager Performance Appraisal
  - Attachment – Form 430 Special Agent Performance Appraisal
  - Attachment – Form 430 Performance Improvement Plan
- 00-04 TIGTA Communications with External Partners
- 00-03 Journey-Level Advisory Council (JAC) Issues and Senior Management Conference Meeting Minutes
  - Attachment – Senior Management Conference
  - Attachment – Journey-Level Advisory Council (JAC) Issues
- 00-02 Pay Setting (Attachment can be accessed through link in memo)
- 00-01 Attendance and Leave Policy (Attachment can be accessed through link in memo)

## TIGTA Numbered Memoranda FY 2000

Doc #	Status	Title of Memoranda
00-14	Superseded by OMS MT #9 dated 10/16/01	Weekend Travel While On Extended Temporary Duty
00-13		Security Background Investigation Requirements
00-12	Rescinded 8/4/00 refer to 00-14	Weekend Travel While On Extended Temporary Duty
00-11		TIGTA After Hours Office Access Policy
00-10	Superseded by OMS MT #3 dated 5/8/01	Business Cards for TIGTA Employees
00-09	Superseded by TIGTA 05-26	Special Emphasis Program
		Attachment - Points of Contact
00-08	Superseded - Refer to Chapter 700, Section 120, dated 2/15/01	Denied Access Procedures
		Attachment - Denied Access Procedures
00-07	Superseded - Refer to Chapter 700, Section 30, dated 2/15/01	Outside Employment
		Attachment - Outside Employment or Business Activity Request (Form 7995)
00-06	Superseded - Refer to Chapter 600, Section 40.4.6, dated 4/9/02	TIGTA's Leave Transfer Program
		Attachment - Implementing Instructions TIGTA Leave Transfer Program
00-05	Superseded - Refer to Chapter 600, Section 70.9, dated 10/1/03	New Performance Management System
		Attachment - Personnel Policy Manual
		Attachment - Form 430 Performance Appraisal
		Attachment - Form 430 Attorney Performance Appraisal
		Attachment - Form 430 Auditor Performance Appraisal
		Attachment - Form 430 Manager Performance Appraisal
		Attachment - Form 430 Special Agent Performance Appraisal
		Attachment - Form 430 Performance Improvement Plan
00-04	Information no longer valid	TIGTA Communications with External Partners
00-03	Superseded - This information is available at the JAC Website accessible off the TIGTA Homepage	Journey-Level Advisory Council (JAC) Issues and Senior Management Conference Meeting Minutes
		Attachment - Senior Management Conference
		Attachment - Journey-Level Advisory Council (JAC) Issues
00-02	Superseded - Refer to Chapter 600, Section 70.11, dated 10/1/07	Pay Setting (Attachment can be accessed through link in memo)
00-01	Superseded by TIGTA 05-14	Attendance and Leave Policy (Attachment can be accessed through link in memo)

**TIGTA Numbered Memoranda  
FY 2001**

- 01-27 Administrative Leave for Relocation Not Related to Househunting
- 01-26 Occupant Emergency Plan for 1125 15th Street
  - Attachment – OEP
- 01-25 Reporting of TIGTA Health and Safety Incidents
  - Attachment – TIGTA Injury/Incident Review Report
- 01-24 Changes in Designated Personnel Specialist Assignments
  - Attachment – Instructions for Accessing Information
- 01-23 FY 2001 Reimbursement for Professional Liability Insurance
  - Attachment – Self-Certification
- 01-22 Workers' Compensation Program Guidance
- 01-21 Physical Security Interim Guidelines
  - Attachment – Interim Physical Security Guidelines
- 01-20 Employee's Guide to Virtual Resource Solution (VRS) Participation
  - Attachment – Employee Guide
  - Attachment – Frequently Asked Questions
- 01-19 VRS Implementation
  - Attachment – VRS Application
  - Attachment – VRS Agreement
  - Attachment – VRS Safety Certification
  - Attachment – MSI Schedule
  - Attachment – Frequently Asked Questions
- 01-18 Administrative Support Function Changes
- 01-17 Personal Use of Government Office Equipment Including Information Technology
- 01-16 Proper Use of the Government Travel Charge Card
- 01-15 Presidential Directive on Energy conservation at Federal Facilities
- 01-14 Safeguarding Documents
- 01-13 Mobile Work Place Survey Results
- 01-12 Reimbursement for Professional Liability Insurance
- 01-11 Procedures for approval to Fill Supervisory, Managerial and SES Positions
- 01-10 TIGTA Field Building Passes
- 01-09 Assessing Episodic Work Assignments Away from Post of Duty
- 01-08 FY 2001 Inspector General Award Nominations
- 01-07 Mandatory Use of Travel Management Systems
- 01-06 Revised Out-Service Training Routing Procedures
  - Attachment – OST Spreadsheet
- 01-05 Quarterly Organizational Chart Updates
- 01-04 Telecommuting Under VRS
- 01-03 Guidelines and Procedures for Employee Participation in the TIGTA Travel Gainsharing Program
  - Attachment – TIGTA Travel Savings Forms
  - Attachment – Program Definitions
  - Attachment – TIGTA Responsibilities
- 01-02 Equal Employment Opportunity and Sexual Harassment in the Workplace
- 01-01 Security for Remote Access



# TIGTA Numbered Memoranda

## FY 2001

Doc. #	Status	Title of Memoranda
01-27	Superseded by TIGTA #02-12 dated 1/28/02	Administrative Leave for Relocation not Related to Househunting
01-26	Information no longer valid	Occupant Emergency Plan for 1125 15th Street Attachment - OEP
01-25	Superseded by OMS MT #19 dated 4/19/03	Reporting of TIGTA Health and Safety Incidents Attachment - TIGTA Injury/Incident Review Report
01-24	Obsolete - Refer to OMS MT #17 dated 6/17/02	Changes in Designated Personnel Specialist Assignments
01-23	Superseded by TIGTA #02-24 dated 3/21/02	FY 2001 Reimbursement for Professional Liability Insurance Attachment - Self-Certification
01-22	Superseded by OMS MT #19 dated 4/19/03	Workers' Compensation Program Guidance
01-21		Physical Security Interim Guidelines Attachment - <u>Interim Physical Security Guidelines</u>
01-20	Superseded by TIGTA #03-31 dated 9/8/05	Employee's Guide to Virtual Resource Solution (VRS) Participation Attachment - Employee Guide Attachment - Frequently Asked Questions
01-19	Superseded by TIGTA #03-31 dated 9/8/05	VRS Implementation Attachment - VRS Application Attachment - VRS Agreement Attachment - VRS Safety Certification Attachment - MSI Schedule Attachment - Frequently Asked Questions
01-18	Obsolete - information no longer valid	Administrative Support Function Changes
01-17	Incorporated in Manual Section 500.150.5.6.3	Personal Use of Government Office Equipment Including Information Technology
01-16	Obsolete - Refer to OMS MT #9 dated 10/16/01	Proper Use of the Government Travel Charge Card

01-15	Obsolete - information no longer valid	<b>Presidential Directive on Energy conservation at Federal Facilities</b>
01-14	Superseded by OIT MT #8	<b>Safeguarding Documents</b>
01-13	Obsolete - information no longer valid	<b>Mobile Work Place Survey Results</b>
01-12	Obsolete - Refer to TIGTA #01- 23	<b>Reimbursement for Professional Liability Insurance</b>
01-11	Obsolete - information no longer valid	<b>Procedures for approval to Fill Supervisory, Managerial and SES Positions</b>
01-10	Superseded by OIT MT #3 dated 9/24/01	<b>TIGTA Field Building Passes</b>
01-09	Obsolete - information no longer valid	<b>Assessing Episodic Work Assignments Away from Post of Duty</b>
01-08	Superseded by TIGTA #02-14 dated 1/13/02	<b>FY 2001 Inspector General Award Nominations</b>
01-07	Obsolete - Refer to OMS MT #9 dated 10/16/01	<b>Mandatory Use of Travel Management Systems</b>
01-06	Superseded by OIT MT #32 dated 10/1/05	<b>Revised Out-Service Training Routing Procedures</b> <b>Attachment - OST Spreadsheet</b>
01-05	Superseded by OMS MT #22 dated 10/1/03	<b>Quarterly Organizational Chart Updates</b>
01-04	Obsolete - information no longer valid	<b>Telecommuting Under VRS</b>
01-03	Obsolete - Refer to OMS MT #9 dated 10/16/01	<b>Guidelines and Procedures for Employee Participation in the TIGTA Travel Gainsharing Program</b>
01-02	Superseded by TIGTA #05-19 dated 7/11/05	<b>Equal Employment Opportunity and Sexual Harassment in the Workplace</b>
01-01	Superseded by OIT MT #49 dated 4/1/15, Policy updated.	<b>Security for Remote Access</b>

**TIGTA Numbered Memoranda  
FY 2002**

- 02-33 Annual Performance Appraisal for Managers and Non-Managers
- 02-32 Annual Unauthorized Access (UNAX) Certifications
- 02-31 Confidential Financial Disclosure Report
- 02-30 Employee Development (to employees)
  - Attachment – Individual Development Plan
- 02-29 Employee Development (to managers)
  - Attachment – Individual Development Plan
- 02-28 Presentation of Award Narratives and Certificates
- 02-27 Signature Block for the Acting Inspector General
- 02-26 Documenting Employee Appraisal Discussions
- 02-25 Equal Employment Opportunity (EEO) Complaint Processing
  - Attachment – IRS Flyer
- 02-24 FY 2002 Professional Liability
  - Attachment – Self Certification Form
- 02-23 Revised Personnel Procedures
  - Attachment – Requests for Personnel Actions
  - Attachment – Clearance Procedures
  - Attachment – Pay Setting (i.e., Superior Qualifications)
  - Attachment – Retention Allowances
- 02-22 Car Rental Guidelines
- 02-21 TIGTA Awards Program
- 02-20 Use of Certain Leave Categories in One-Half Hour Increments
- 02-19 Additional Sources for the Ordering of Office Supplies
  - Attachment – Restricted Purchase List
- 02-18 Vendor Catalog for Recruiting, Recognition and Retirements
  - Attachment – Catalog
- 02-17 Employee Responsibility for the Government Travel Card
  - Attachment – Delinquency Notification Procedures
- 02-16 Acceptance of Hotel Award Points
- 02-15 Small Purchase Credit Card Guide Interim Guidance
  - Attachment – Manual
- 02-14 FY 2002 Inspector General Award Nominations
- 02-13 Guidance for Preparing Management Maps
  - Attachment – Management Map Preparation Guidance
- 02-12 Administrative Leave Interim Guidance
  - Attachment – Administrative Leave
- 02-11 Special Award of Recognition
- 02-10 Guidance on Employee Organizations and Conferences
- 02-09 Informal Equal Employment Opportunity Complaints
- 02-08 Cellular Phone Policy
- 02-07 2001 Combined Federal Campaign
- 02-06 Mail Handling Procedures
- 02-05 *Not In Use*
- 02-04 Completion of Form 450, Confidential Financial Disclosure Statement



- Attachment – (not for posting) Filers List for FY 2001
- Attachment – Financial Disclosure Report
- 02-03 Virtual Resource Solution (VRS) Program
- 02-02 FY 2002 Financial Plan Distribution & Operating Guidelines
  - Attachment – Code Structure
  - Attachment – FY2002 Financial Plans
  - Attachment – Financial Code Update
- 02-01 Annual Performance Appraisals for Managers and Non-Managers

## TIGTA Numbered Memoranda FY 2002

Doc #	Status	Title of Memoranda
02-33	Superseded by TIGTA #03-26 dated 8/18/03	Annual Performance Appraisal for Managers and Non-Managers
02-32	Superseded by TIGTA #04-02 dated 10/1/03	Annual Unauthorized Access (UNAX) Certifications
02-31	Superseded by TIGTA #03-27 dated 9/3/03	Confidential Financial Disclosure Report
02-30	Obsolete by TIGTA #03-33 dated 9/29/03	Employee Development (to employees) Attachment - Individual Development Plan
02-29	Obsolete by TIGTA #03-33 dated 9/29/03	Employee Development (to managers) Attachment - Individual Development Plan
02-28	Obsolete by TIGTA #03-33 dated 9/29/03	Presentation of Award Narratives and Certificates
02-27	Obsolete by PGardner-email 6/18/03	Signature Block for the Acting Inspector General
02-26	Obsolete by TIGTA #03-33 dated 9/29/03 & OMS MT #22 dated 10/1/03	Documenting Employee Appraisal Discussions
02-25	Information no longer valid	Equal Employment Opportunity (EEO) Complaint Processing Attachment – IRS Flyer
02-24	Superseded by OMS MT #22 dated 10/1/03	FY 2002 Professional Liability Attachment – Self Certification Form
02-23	Superseded by OMS MT #18 dated 7/8/02	Revised Personnel Procedures Attachment – Requests for Personnel Actions Attachment – Clearance Procedures Attachment – Pay Setting (i.e., Superior Qualifications) Attachment – Retention Allowances
02-22	Superseded by OMS MT #19 dated 4/1/03	Car Rental Guidelines
02-21	Superseded by OMS MT #22 dated 10/1/03	TIGTA Awards Program
02-20	Superseded by TIGTA #05-14 dated 2/14/05	Use of Certain Leave Categories in One-Half Hour Increments

02-19	Superseded by OMS MT #20 dated 7/1/03	<b>Additional Sources for the Ordering of Office Supplies</b>
		Attachment – Restricted Purchase List
02-18	Superseded by MT #18 dated 7/8/02	<b>Vendor Catalog for Recruiting, Recognition and Retirements</b>
		Attachment – Catalog
02-17	Superseded by OMS MT #19 dated 4/1/03	<b>Employee Responsibility for the Government Travel Card</b>
		Attachment – Delinquency Notification Procedures
02-16	Superseded by TIGTA #05-20 dated 6/1/05	<b>Acceptance of Hotel Award Points</b>
02-15	Superseded by OMS MT #14 dated 4/9/02	<b>Small Purchase Credit Card Guide Interim Guidance</b>
		Attachment - Manual
02-14	Superseded by TIGTA #03-13 dated 2/26/03	<b>FY 2002 Inspector General Award Nominations</b>
02-13	Superseded by OMS MT #15 dated 4/23/02	<b>Guidance for Preparing Management Maps</b>
		Attachment –Management Map Preparation Guidance
02-12	Superseded by OMS MT #14 dated 4/9/02	<b>Administrative Leave Interim Guidance</b>
		Attachment – Administrative Leave
02-11	Obsolete - information is no longer valid	<b>Special Award of Recognition</b>
02-10	Superseded by OMS MT #32 dated 10/1/05	<b>Guidance on Employee Organizations and Conferences</b>
02-09	Superseded by TIGTA #03-04 dated 10/29/02	<b>Informal Equal Employment Opportunity Complaints</b>
02-08	Superseded by TIGTA #07-09 dated 1/31/07	<b>Cellular Phone Policy</b>
02-07	Obsolete - information is no longer valid	<b>2001 Combined Federal Campaign</b>
02-06	Superseded by OMS MT #14 dated 4/9/02	<b>Mail Handling Procedures</b>
02-05		<b>Not In Use</b>
02-04	Superseded by TIGTA #03-27 dated 9/3/03	<b>Completion of Form 450, Confidential Financial Disclosure Statement</b>
		Attachment – (not for posting) Filers List for FY 2001
		Attachment - Financial Disclosure Report
02-03	Obsolete - information is no longer valid	<b>Virtual Resource Solution (VRS) Program</b>
02-02	Superseded by TIGTA #03-01 dated 10/9/02	<b>FY 2002 Financial Plan Distribution &amp; Operating Guidelines</b>
		Attachment - Code Structure
		Attachment - FY2002 Financial Plans
		Attachment - Financial Code Update
02-01	Replaced by TIGTA #03-26 dated 8/18/03	<b>Annual Performance Appraisals for Managers and Non-Managers</b>

**TIGTA Numbered Memoranda  
FY 2003**

- 03-34 Revised TIGTA Recommendation for Recognition Form
  - Attachment – TIGTA Recommendation for Recognition
  - Attachment – FY 2004 Award Codes
- 03-33 Revised Performance Management Program
  - Attachment – Performance Management Program
  - Attachment – General Appraisal
  - Attachment – Attorney Appraisal
  - Attachment – Auditor Appraisal
  - Attachment – Forensic Specialist Appraisal
  - Attachment – Manager Appraisal
  - Attachment – Special Agent Appraisal
- 03-32 Processing of Remaining TIGTA Small Purchase Card Statements with FY03 Charges
- 03-31 New Procedures Relating to Virtual Resource Solution (VRS)
- 03-30 Revised Investigative Imprest Fund Procedures
- 03-29 Implementation of BPD Travel Management Services
- 03-28 New Procedures Relating to Travel Authorizations
  - Attachment – Limited Open Travel Authorization
- 03-27 Confidential Financial Disclosure Report
- 03-26 Annual Performance Appraisals for Managers and Non-Managers and Recertification of Retention Allowances
- 03-25 2003 Employee Satisfaction Survey
- 03-24 Personnel Manual Updates
  - Attachment – Organizational Charts
  - Attachment – Reimbursement for Professional Liability Insurance
- 03-23 Personal Property Inventory for Cell Phones and FAX Machines
- 03-22 Revised Personnel Manual Section
  - Attachment – Reassignments
- 03-21 Issuance of Personnel Manual Sections
  - Attachment – Reduction-in-Force
  - Attachment – Merit Promotion Plan
  - Attachment – Career Transition Assistance Plan
  - Attachment – Priority Placement Program
  - Attachment – Discretionary Grade and Pay Retention
- 03-20 Repayment of Outstanding Travel Advances
- 03-19 Notification and Federal Employee Anti-Discrimination and Retaliation Act of 2002, Public Law 107-174
- 03-18 Use of Supersaver Air Fares
  - Attachment – Supersaver Travel Policy
- 03-17 First Class Travel Request and Authorization
- 03-16 Strategic Planning Workgroup
- 03-15 Fiscal Year 2003 Financial Mid-Year Review
  - Attachment – Financial Plan Charts
- 03-14 Mid-Year Performance Appraisals for Managers and Non-Managers
- 03-13 2003 Inspector General Award Nominations
- 03-12 Merit Promotion Selecting Officials
- 03-11 TIGTA Board of Survey

03-10 Changes to the Treasury Inspector General for Tax Administration Relocation Policy  
03-09 Payment of Relocation Expenses  
03-08 Alternative Dispute Resolution  
03-07 Special Emphasis Programs (SEP)  
03-06 Payment of Health Insurance Premiums for Reservists Called to Active Duty  
03-05 Treasury Inspector General for Tax Administration Training Procedures  
Attachment – Training Procedures  
03-04 Informal Equal Employment Opportunity (EEO) Complaints  
03-03 Equal Employment Opportunity and Sexual Harassment in the Workplace  
03-02 2002 Combined Federal Campaign  
03-01 FY 2003 Plan Distribution and Operating Guidelines  
Attachment – FY 2003 Plan



# TIGTA Numbered Memoranda FY 2003

Doc #	Status	Title of Memoranda
03-34	Obsolete - information is no longer valid	Revised TIGTA Recommendation for Recognition Form
		Attachment - TIGTA Recommendation for Recognition
		Attachment - FY 2004 Award Codes
03-33	Superseded by MT #23 dated 1/1/04	Revised Performance Management Program
		Attachment - Performance Management Program
		Attachment - General Appraisal
		Attachment - Attorney Appraisal
		Attachment - Auditor Appraisal
		Attachment - Forensic Specialist Appraisal
		Attachment - Manager Appraisal
		Attachment - Special Agent Appraisal
03-32	Obsolete - information is no longer valid	Processing of Remaining TIGTA Small Purchase Card Statements with FY03 Charges
03-31	Superseded by TIGTA #05-20 dated 6/1/05	New Procedures Relating to Virtual Resource Solution (VRS)
03-30	Information no longer valid	Revised Investigative Imprest Fund Procedures
03-29	Superseded by TIGTA #05-20 dated 6/1/05	Implementation of BPD Travel Management Services
03-28	Superseded by TIGTA #05-20 dated 6/1/05	New Procedures Relating to Travel Authorizations
		Attachment - Limited Open Travel Authorization
03-27	Obsolete - information is no longer valid	Confidential Financial Disclosure Report
03-26	Obsolete - information is no longer valid	Annual Performance Appraisals for Managers and Non-Managers and Recertification of Retention Allowances
03-25	Obsolete - information is no longer valid	2003 Employee Satisfaction Survey
03-24	Superseded by OMS MT#22 dated 10/1/03	Personnel Manual Updates
		Attachment - Organizational Charts
		Attachment - Reimbursement for Professional Liability Insurance
03-23	Incorporated in Manual Section 500.140.5.11	Personal Property Inventory for Cell Phones and FAX Machines



03-22	Superseded by OMS MT#22 dated 10/1/03	Revised Personnel Manual Section
		Attachment - Reassignments
03-21	Superseded by OMS MT#22 dated 10/1/03	Issuance of Personnel Manual Sections
		Attachment - Reduction-in-Force
		Attachment - Merit Promotion Plan
		Attachment - Career Transition Assistance Plan
		Attachment - Priority Placement Program
		Attachment - Discretionary Grade and Pay Retention
03-20	Obsolete - information is no longer valid	Repayment of Outstanding Travel Advances
03-19	Information no longer valid	Notification and Federal Employee Anti-Discrimination and Retaliation Act of 2002, Public Law 107-174
03-18	Superseded by OMS MT #20 dated 7/1/03	Use of Supersaver Air Fares
		Attachment - Supersaver Travel Policy
03-17	Superseded by TIGTA #05-20 dated 6/1/05	First Class Travel Request and Authorization
03-16	Obsolete - information is no longer valid	Strategic Planning Workgroup
03-15	Obsolete - information is no longer valid	Fiscal Year 2003 Financial Mid-Year Review
		Attachment - Financial Plan Charts
03-14	Superseded by TIGTA #04-14 dated 3/11/04	Mid-Year Performance Appraisals for Managers and Non-Managers
03-13	Superseded by TIGTA #04-10 dated 2/19/04	2003 Inspector General Award Nominations
03-12	Superseded by OMS MT #22 dated 10/1/03	Merit Promotion Selecting Officials
03-11	Incorporated in Manual Section 500.140.7.1	TIGTA Board of Survey
03-10	Incorporated in Manual Section 600-40.4	Changes to the Treasury Inspector General for Tax Administration Relocation Policy
03-09	Incorporated in Manual Section 600-40.4	Payment of Relocation Expenses
03-08	Superseded by TIGTA #05-25 dated 7/5/05	Alternative Dispute Resolution
03-07	Superseded by TIGTA #05-26 dated 7/5/05	Special Emphasis Programs (SEP)
03-06		Payment of Health Insurance Premiums for Reservists Called to Active Duty

03-05	Superseded by OMS MT #20 dated 7/1/03	<b>Treasury Inspector General for Tax Administration Training Procedures</b>
		<b>Attachment - Training Procedures</b>
03-04	Superseded by TIGTA #05-27 dated 7/5/05	<b>Informal Equal Employment Opportunity (EEO) Complaints</b>
03-03	Superseded by TIGTA #05-19 dated 7/11/05	<b>Equal Employment Opportunity and Sexual Harassment in the Workplace</b>
03-02	Obsolete - information is no longer valid	<b>2002 Combined Federal Campaign</b>
03-01	Obsolete by FY04 Guidelines TIGTA #04-06 dated 10/21/03	<b>FY 2003 Plan Distribution and Operating Guidelines</b>
		<b>Attachment - FY 2003 Plan</b>

**TIGTA Numbered Memoranda  
FY 2004**

- 04-33 FY 2005 Consolidated Cost Accounting Structure
  - Attachment – TIGTA FY 2005 Cost Accounting Structure
- 04-32 Confidential Financial Disclosure Report
- 04-31 Annual Performance Appraisals for Managers and Non-Managers and Recertification of Retention Allowances
- 04-30 HR Connect Policies and Procedures
  - Attachment – Revised TIGTA HR Connect Policies and Procedures
  - Attachment – Updated TIGTA HR Connect Policies and Procedures
  - Attachment – Q&A's on TIGTA HR Connect Policies and Procedures
  - Attachment – TIGTA HR Connect Policies and Procedures
- 04-29 Sexual Harassment in the Workplace
- 04-28 Manager Training Requirement for the U.S. Office of Special Counsel's (OSC) 5 U.S.C. §2302(c) Certification Program
- 04-27 FY 2004 Mandatory IT Security Awareness Training for All TIGTA Employees and Contractors
- 04-26 New Timekeeping and Personnel Action Processing System
  - Attachment – HR Connect Employee Self Service
  - Attachment – Manager Self-Service (MSS)
- 04-25 TIGTA Electronic Statement of Earnings and Leave (eSEL)
  - Attachment – Brochure – Electronic Statement of Earnings and Leave
  - Attachment – Q&A's on Transition to Electronic Earnings and Leave Statements
  - Attachment – Instructions for Establishing and Using the National Finance Center's Employee Personal Page (EPP)
- 04-24 Checklists for the Proposing Officials and Deciding Officials
  - Attachment – TIGTA Proposing Official Guidelines
  - Attachment – TIGTA Deciding Official Guidelines
- 04-23 Updated Management Services Manual Sections
  - Attachment – Chapter (200)-50 Journey-Level Advisory Council
  - Attachment – Journey-Level Advisory Council Process Flow Chart
  - Attachment – Chapter (600)-70.7 Reduction In Force
- 04-22 FY 2004 Second Quarter Audit of Timekeeping Activities
  - Attachment – Second Quarterly BPD Recommendations to Recurring Timekeeping Issues for FY 2004
- 04-21 Equal Employment Opportunity Commission New Management Directive 715 (MD-715)
  - Attachment – Background Information for Management Directive 715
- 04-20 TIGTA Communication Regarding Forward Challenge 2004 Exercise
- 04-19 Updated FY 2004 Consolidated Cost Accounting Structure
  - Attachment – TIGTA FY 2004 Cost Accounting Structure
- 04-18 Revised merit Promotion Plan
  - Attachment – (600)-70.13 Merit Promotion Plan
- 04-17 New Procedures Relating to Receipt and Acceptance of Intra-Governmental Payment and Collection (IPAC) Transactions
  - Attachment – IPAC Charges for TGT
  - Attachment – Transactions Sorted by ALC
  - Attachment – Receipt and Acceptance Form
  - Attachment – POC Listing
  - Attachment – Attachment A

04-16 Understanding Prohibited Personnel Practices (PPPs) and Whistleblower Protections  
04-15 On-Line Exit Survey  
04-14 Mid-Year Performance Appraisals  
04-13 Equal Employment Opportunity and Diversity  
04-12 Follow-up Research on the 2003 Employee Satisfaction Survey  
04-11 New Employee Orientation Website  
04-10 2004 Inspector General Award Nominations  
04-09 Hotel Internet, High-Speed Connection, and Other Phone Charge – for Official Business  
04-08 Retirement Seminars and Annuity Estimates  
04-07 Audit of Timekeeping Activities  
Attachment – BPD Recommendations to Recurring Timekeeping Issues  
04-06 Fiscal Year 2004 Operating Guidelines  
Attachment – Cost Structure  
Attachment – Object Class Details  
Attachment – FY 2004 BOC Listing  
Attachment – Crosswalk between 2003-2004  
Attachment – Reprogramming Request Template  
Attachment – Processing of Remaining TIGTA Small Purchase Card Statements with FY03 Charges  
Attachment – New Procedures Relating to Virtual Resource Solution (VRS)  
Attachment – (600)-70.18 Reimbursement for Professional Liability Insurance  
Attachment – Revised Investigative Imprest Fund Procedures  
Attachment – Revised Relocation Policy  
04-05 Fiscal Year 2004 Consolidated Cost Accounting Structure  
Attachment – FY 2004 Cost Accounting Structure  
04-04 Use or Lose Annual Leave  
04-03 TIGTA and BPD Roles and Responsibilities – Citibank Statements  
04-02 Fiscal Year 2004 – Annual Unauthorized Access (UNAX) Awareness Briefing  
04-01 Court Leave Information



## TIGTA Numbered Memoranda FY 2004

Doc #	Status	Title of Memoranda
04-33	Obsolete - information no longer valid	FY 2005 Consolidated Cost Accounting Structure
		Attachment - TIGTA FY 2005 Cost Accounting Structure
04-32	Obsolete - information no longer valid	Confidential Financial Disclosure Report
04-31	Obsolete - information no longer valid	Annual Performance Appraisals for Managers and Non-Managers and Recertification of Retention Allowances
04-30	Obsolete - Procedures listed under Personnel Section of TIGTA Homepage	HR Connect Policies and Procedures
		Attachment - Revised TIGTA HR Connect Policies and Procedures
		Attachment - Updated TIGTA HR Connect Policies and Procedures
		Attachment - Q&A's on TIGTA HR Connect Policies and Procedures
		Attachment - TIGTA HR Connect Policies and Procedures
04-29	Superseded by TIGTA #05-19 dated 7/11/05	Sexual Harassment in the Workplace
04-28	Obsolete - information no longer valid	Manager Training Requirement for the U.S. Office of Special Counsel's (OSC) 5 U.S.C. §2302 (c) Certification Program
04-27	Incorporated in Manual Section 500.150.5.11.9	FY 2004 Mandatory IT Security Awareness Training for All TIGTA Employees and Contractors
04-26	Obsolete - information no longer valid	New Timekeeping and Personnel Action Processing System
		Attachment - HR Connect Employee Self Service
		Attachment - Manager Self-Service (MSS)
04-25	Obsolete - information no longer valid	TIGTA Electronic Statement of Earnings and Leave (eSEL)
		Attachment - Brochure - Electronic Statement of Earnings and Leave
		Attachment - Q&A's on Transition to Electronic Earnings and Leave Statements
		Attachment - Instructions for Establishing and Using the National Finance Center's Employee Personal Page (EPP)



<b>04-24</b>		<b>Checklists for the Proposing Officials and Deciding Officials</b>
		<b>Attachment - <u>TIGTA Proposing Official Guidelines</u></b>
		<b>Attachment - <u>TIGTA Deciding Official Guidelines</u></b>
<b>04-23</b>	Superseded by MT #26 dated 7/1/04	<b>Updated Management Services manual Sections</b>
		<b>Attachment - Chapter (200)-50 Journey-Level Advisory Council</b>
		<b>Attachment - Journey-Level Advisory Council Process Flow Chart</b>
		<b>Attachment - Chapter (600)-70.7 Reduction In Force</b>
<b>04-22</b>	Obsolete - information no longer valid	<b>FY 2004 Second Quarter Audit of Timekeeping Activities</b>
		<b>Attachment - Second Quarterly BPD Recommendations to Recurring Timekeeping Issues for FY 2004</b>
<b>04-21</b>	Information no longer valid	<b>Equal Employment Opportunity Commission New Management Directive 715 (MD-715)</b>
		<b>Attachment - Background Information for Management Directive 715</b>
<b>04-20</b>	Obsolete - information no longer valid	<b>TIGTA Communication Regarding Forward Challenge 2004 Exercise</b>
<b>04-19</b>	Obsolete - information no longer valid	<b>Updated FY 2004 Consolidated Cost Accounting Structure</b>
		<b>Attachment - TIGTA FY 2004 Cost Accounting Structure</b>
<b>04-18</b>	Superseded by MT #26 dated 7/1/04	<b>Revised merit Promotion Plan</b>
		<b>Attachment - (600) 70.13 Merit Promotion Plan</b>
<b>04-17</b>	Superseded by TIGTA #07-09 dated 1/31/07	<b>New Procedures Relating to Receipt and Acceptance of Intra-governmental Payment and Collection (IPAC) Transactions</b>
		<b>Attachment - IPAC Charges for TGT</b>
		<b>Attachment - Transactions Sorted by ALC</b>
		<b>Attachment - Receipt and Acceptance Form</b>
		<b>Attachment - POC Listing</b>
		<b>Attachment - Attachment A</b>
<b>04-16</b>		<b>Understanding Prohibited Personnel Practices (PPPs) and Whistleblower Protections</b>
<b>04-15</b>	Obsolete - information no longer valid	<b>On-Line Exit Survey</b>
<b>04-14</b>	Obsolete - information no longer valid	<b>Mid-Year Performance Appraisals</b>

04-13	Information no longer valid	Equal Employment Opportunity and Diversity
04-12	Obsolete - information no longer valid	Follow-up Research on the 2003 Employee Satisfaction Survey
04-11	Superseded by MT #32 dated 10/1/05	New Employee Orientation Website
04-10	Obsolete - information no longer valid	2004 Inspector General Award Nominations
04-09	Superseded by TIGTA #05-20 dated 6/1/05	Hotel Internet, High-Speed Connection, and Other Phone Charge - for Official Business
04-08	Obsolete - information no longer valid	Retirement Seminars and Annuity Estimates
04-07	Obsolete - information no longer valid	Audit of Timekeeping Activities
		Attachment - BPD Recommendations to Recurring Timekeeping Issues
04-06	Obsolete - information no longer valid	Fiscal Year 2004 Operating Guidelines
		Attachment - Cost Structure
		Attachment - Object Class Details
		Attachment - FY 2004 BOC Listing
		Attachment - Crosswalk between 2003-2004
		Attachment - Reprogramming Request Template
		Attachment - Processing of Remaining TIGTA Small Purchase Card Statements with FY03 Charges
		Attachment - New Procedures Relating to Virtual Resource Solution (VRS)
		Attachment - (600) 70.18 Reimbursement for Professional Liability Insurance
		Attachment - Revised Investigative Imprest Fund Procedures
		Attachment - Revised Relocation Policy
04-05	Superseded by TIGTA #04-19 dated 5/3/04	Fiscal Year 2004 Consolidated Cost Accounting Structure
		Attachment - FY 2004 Cost Accounting Structure
04-04	Obsolete - information no longer valid	Use or Lose Annual Leave

04-03	Superseded by TIGTA #07-09 dated 1/31/07	TIGTA and BPD Roles and Responsibilities – Citibank Statements
04-02	Obsolete - information no longer valid	Fiscal Year 2004 - Annual Unauthorized Access (UNAX) Awareness Briefing
04-01	Superseded by TIGTA 05-14 dated 2/14/05	Court Leave Information

**TIGTA Numbered Memoranda  
FY 2005**

- 05-34 Fiscal Year 2006 Performance Management Program and Plans
- 05-33 FY 2006 Consolidated Cost Accounting Structure
  - Attachment – TIGTA FY 2006 Cost Accounting Structure
- 05-32 End of Year Actions Related to Employee Performance
- 05-31 Revised Telecommuting Manual
  - Attachment – Chapter (200)-80 Telecommuting
  - Attachment – Employee Assessment Questionnaire for Telecommuting Program
  - Attachment – Application for Participation in TIGTA's Telecommuting Program and Privacy Act Authorization
  - Attachment – Self-Certification Safety and Security Checklist for Home-Based Telecommuters
  - Attachment – Telecommuting Program Work Agreement
  - Attachment – Manager's Telecommuting Program Checklist
- 05-30 Revised Manual (600)-70.3 Employment Exit Clearance
  - Attachment – Chapter (600)-70.3 Employee Exit Clearance Procedures
  - Attachment – Exhibit (600)-70.17 Example of Retirement Letter Signed by the Inspector General
  - Attachment – Exhibit (600)-70.18 Example of Memorandum Requesting a Retirement Letter from the Secretary of Treasury and Example of Retirement Letter Signed by the Secretary of Treasury
  - Attachment – Examples of Retirement Letters to The White House Greeting Office and Photo Office
  - Attachment – Order Form for TIGTA Retirement Memorabilia
- 05-29 Revised Time and Leave Manual
  - Attachment – Chapter (600)-70.4 Time and Leave
- 05-28 Restitution Payments
- 05-27 Informal Equal Employment Opportunity Complaints
- 05-26 Special Emphasis Programs
- 05-25 Alternative Dispute Resolution
- 05-24 Blackberry Service/Replacement Procedures
- 05-23 Revised Interim Policy for Payment of Retention Incentives
  - Attachment – Retention Incentives
  - Attachment – Retention Incentive Certification/Recertification Worksheet
- 05-22 TIGTA Policy on the Purchase and Use of Promotional Items
  - Attachment – Suggested Items to Purchase for Recognition
  - Attachment – Examples of Items Previously Purchased
  - Attachment – List of Approved Vendors
- 05-21 TIGTA Policy on the Purchase of Retirement Items
  - Attachment – Order Form for TIGTA Retirement Memorabilia
- 05-20 Revised Official Travel Manual
  - Attachment – Chapter (600)-40.5 Official Travel
  - Attachment – Exhibit (600)-40.7 Travel Card Delinquency Notification and Management Actions
  - Attachment – Exhibit (600)-40.8 Sample Request for Authorization to Accept Reimbursement
  - Attachment – Form 1321 – TIGTA Authorization for Official Travel
  - Attachment – Form for First-Class Travel Request and Authorization

05-19 Equal Employment Opportunity and Sexual Harassment  
05-18 Inspector General Priorities  
05-17 Interim TIGTA Policy and Procedures for Compensatory Time Off for Official Travel  
Attachment – OPM Presentation for Compensatory Time Off for Travel  
Attachment – Form for Commercial Transportation  
Attachment – Form for Privately Owned Vehicle (POV) and Government Owned Vehicle (GOV)  
Attachment – Additional Travel Issues and Related Scenarios  
05-16 2005 Inspector General Award Nominations  
05-15 Mid-Year Performance Appraisals  
05-14 Revised Time and Leave Manual Section  
Attachment – (600)-70.4 Time and Leave  
Attachment – Exhibit (600)-90.2 General Injury Leave Reporting Policy  
05-13 Revised Employee Performance and Drop Files and Photocopier Program Manual Sections  
Attachment – Employment Performance and Drop Files  
Attachment – Photocopier Program  
05-12 First-Class Travel  
Attachment – First-Class Travel Request and Authorization  
05-11 Personal Property Inventory for Audio-Visual Equipment  
05-10 TIGTA Policy for Purchase of Shredders  
05-09 FY 2005 Certification of Property Inventory  
Attachment – Firearms  
Attachment – Investigative Equipment  
Attachment – Vehicles  
Attachment – Radios/Communications (RCOM)  
Attachment – Computer and Other ADP Equipment  
Attachment – Copiers, Pagers, Cell Phones, Fax Machines, Projectors, TVs, VCRs and Related Equipment  
05-08 IT Standard for Video Projectors  
05-07 Fiscal Year 2004 Accomplishments and Fiscal Year 2005 Goals  
05-06 Issuance of Manual Section (600)-70.23 Employment of Attorneys and Law Clerks  
Attachment - Section (600)-70.23 Employment of Attorneys and Law Clerks  
05-05 Annual Unauthorized Access (UNAX) Awareness Briefing  
05-04 Reminder of Government Travel Cardholder Responsibilities  
05-03 Combined Federal Campaign  
05-02 Use or Lose Annual Leave  
05-01 Reminder of Employee Actions due in October  
Attachment – TIGTA FY 2005 Form 430 Special Agent  
Attachment – TIGTA FY 2005 Form 430  
Attachment – TIGTA FY 2005 Form 430 Attorney  
Attachment – TIGTA FY 2005 Form 430 Auditor  
Attachment – TIGTA FY 2005 Form 430 Forensic Specialist  
Attachment – TIGTA FY 2005 Form 430 Manager  
Attachment – Reminders for Effective Performance Management



# TIGTA Numbered Memoranda

## FY 2005

Doc #	Status	Title of Memoranda
05-34	Obsolete - information no longer valid	Fiscal Year 2006 Performance Management Program and Plans
05-33	Obsolete - information no longer valid	FY 2006 Consolidated Cost Accounting Structure
		Attachment - TIGTA FY 2006 Cost Accounting Structure
05-32	Obsolete - information no longer valid	End of Year Actions Related to Employee Performance
05-31	Superseded by MT #10 dated 10/1/05	Revised Telecommuting Manual
		Attachment - Chapter (200)-80 Telecommuting
		Attachment - Employee Assessment Questionnaire For Telecommuting Program
		Attachment - Application for Participation in TIGTA's Telecommuting Program and Privacy Act Authorization
		Attachment - Self-Certification Safety and Security Checklist for Home-Based Telecommuters
		Attachment - Telecommuting Program Work Agreement
		Attachment - Manager's Telecommuting Program Checklist
05-30	Superseded by MT #32 dated 10/1/05	Revised Manual (600)-70.3 Employment Exit Clearance
		Attachment - Chapter (600)-70.3 Employee Exit Clearance Procedures
		Attachment - Exhibit (600)-70.17 Example of Retirement Letter Signed by the Inspector General
		Attachment - Exhibit (600)-70.18 Example of Memorandum Requesting a Retirement Letter from the Secretary of Treasury and Example of Retirement Letter Signed by the Secretary of Treasury
		Attachment - Examples of Retirement Letters to The White House Greeting Office and Photo Office
		Attachment - Order Form for TIGTA Retirement Memorabilia
05-29	Superseded by MT #32 dated 10/1/05	Revised Time and Leave Manual
		Attachment - Chapter (600)-70.4 Time and Leave
05-28	Information no longer valid	Restitution Payments
05-27	Superseded by TIGTA #06-25 dated 9/18/06	Informal Equal Employment Opportunity Complaints
05-26	Information no longer valid	Special Emphasis Programs



05-25	Superseded by TIGTA #06-24 dated 9/18/06	Alternative Dispute Resolution
05-24	Superseded by TIGTA #08-20	Blackberry Service/Replacement Procedures
05-23	Obsolete - information no longer valid	Revised Interim Policy for Payment of Retention Incentives
		Attachment - Retention Incentives
		Attachment - Retention Incentive Certification/Recertification Worksheet
05-22	Superseded by TIGTA #07-09 dated 1/31/07	TIGTA Policy on the Purchase and Use of Promotional Items
		Attachment - Suggested Items to Purchase for Recognition
		Attachment - Examples of Items Previously Purchased
		Attachment - List of Approved Vendors
05-21	Superseded by TIGTA #05-30 dated 8/10/05	TIGTA Policy on the Purchase of Retirement Items
		Attachment - Order Form for TIGTA Retirement Memorabilia
05-20	Superseded by MT #32 dated 10/1/05	Revised Official Travel Manual
		Attachment - Chapter (600)-40.5 Official Travel
		Attachment - Exhibit (600)-40.7 Travel Card Delinquency Notification and Management Actions
		Attachment - Exhibit (600)-40.8 Sample Request for Authorization to Accept Reimbursement
		Attachment - Form 1321 - TIGTA Authorization for Official Travel
		Attachment - Form for First-Class Travel Request and Authorization
05-19	Superseded by TIGTA #07-10 dated 1/29/07	Equal Employment Opportunity and Sexual Harassment
05-18	Information no longer valid	Inspector General Priorities
05-17		Interim TIGTA Policy and Procedures for Compensatory Time Off for Official Travel
		Attachment - <u>OPM Presentation for Compensatory Time Off for Travel</u>
		Attachment - <u>Form for Commercial Transportation</u>
		Attachment - <u>Form for Privately Owned Vehicle (POV) and Government Owned Vehicle (GOV)</u>
		Attachment - <u>Additional Travel Issues and Related Scenarios</u>
05-16	Obsolete - information no longer valid	2005 Inspector General Award Nominations
05-15	Obsolete - information no longer valid	Mid-Year Performance Appraisals

05-14	Superseded by MT #30 dated 4/1/05	<b>Revised Time and Leave Manual Section</b>
		Attachment - (600)-70.4 Time and Leave
		Attachment - Exhibit (600)-90.2 General Injury Leave Reporting Policy
05-13	Superseded by MT #30 dated 4/1/05	<b>Revised Employee Performance and Drop Files and Photocopier Program Manual Sections</b>
		Attachment - Employment Performance and Drop Files
		Attachment - Photocopier Program
05-12	Superseded by TIGTA #05-20 dated 6/1/05	<b>First-Class Travel</b>
		Attachment - First-Class Travel Request and Authorization
05-11	Superseded by MT #67 dated, 10/1/10 Policy Updated	<b>Personal Property Inventory for Audio-Visual Equipment</b>
05-10	Superseded by TIGTA #07-09 dated 1/31/07	<b>TIGTA Policy for Purchase of Shredders</b>
05-09	Obsolete - information no longer valid	<b>FY 2005 Certification of Property Inventory</b>
		Attachment - Firearms
		Attachment - Investigative Equipment
		Attachment - Vehicles
		Attachment - Radios/Communications (RCOM)
		Attachment - Computer and Other ADP Equipment
		Attachment - Copiers, Pagers, Cell Phones, Fax Machines, Projectors, TVs, VCRs and Related Equipment
05-08	Superseded by TIGTA #07-09 dated 1/31/07	<b>TIGTA IT Standard for Video Projectors</b>
05-07	Obsolete - information no longer valid	<b>Fiscal Year 2004 Accomplishments and Fiscal Year 2005 Goals</b>
05-06	Superseded by MT #28 dated 1/3/05	<b>Issuance of Manual Section (600) 70.23 Employment of Attorneys and Law Clerks</b>
		Attachment - Section (600)-70.23 Employment of Attorneys and Law Clerks
05-05	Obsolete - information no longer valid	<b>Fiscal Year 2005 - Annual Unauthorized Access (UNAX) Awareness Briefing</b>
05-04	Superseded by TIGTA #06-04 dated 10/21/05	<b>Reminder of Government Travel Cardholder Responsibilities</b>

05-03	Obsolete - information no longer valid	<b>2004 Combined Federal Campaign</b>
05-02	Obsolete - information no longer valid	<b>Use or Lose Annual Leave</b>
05-01	Obsolete - information no longer valid	<b>Reminder of Employee Actions due in October</b>
		Attachment - TIGTA FY 2005 Form 430 Special Agent
		Attachment - TIGTA FY 2005 Form 430
		Attachment - TIGTA FY 2005 Form 430 Attorney
		Attachment - TIGTA FY 2005 Form 430 Auditor
		Attachment - TIGTA FY 2005 Form 430 Forensic Specialist
		Attachment - TIGTA FY 2005 Form 430 Manager
		Attachment - Reminders for Effective Performance Management



**TIGTA Numbered Memoranda  
FY 2006**

- 06-25 Informal Equal Employment Opportunity Complaints
- 06-24 Alternative Dispute Resolution
- 06-23 Fiscal Year 2006 Policy – Reimbursement of State Bar Association Fees
  - Attachment: Self-Certification of Member in Good Standing and Reimbursement for Bar Membership Dues Payments
  - Attachment: Log of Bar Fees
- 06-22 Introduction of Automated New Employee Orientation Program
- 06-21 End of the Year Actions Related to Employee Performance
  - Attachment: A Guide to Developing Managerial Commitments
- 06-20 Change in Employee Relations Contact
- 06-19 TIGTA Manual (600)-70.24 Federal Career Intern Program
  - Attachment: Policy - Section (600)-70.24 Federal Career Intern Program (FCIP)
  - Attachment: Exhibit (600)-70.21 – Positions Not Covered by FCIP at the GS-05/07 Level
  - Attachment: FCIP Form – Conditions of Employment
  - Attachment: FCIP Form – Request for Extension
  - Attachment: FCIP Form – Intern's Evaluation of Developmental Assignment
- 06-18 Intergovernmental Payment and Collection (IPAC) Transactions
  - Attachment: Interagency Agreement TIGTA Providing Service
  - Attachment: Interagency Agreement TIGTA Receiving Service
- 06-17 TIGTA Manual (600)-70.17 – Student Education Employment and Volunteer Programs
  - Attachment: Policy – Section (600)-70.17 – Student Education Employment and Volunteer Programs
  - Attachment: Exhibit (600)-70.10 – Student Career Experience and Student Temporary Employment Program Responsibilities
  - Attachment: Exhibit (600)-70.11 – Student Volunteer Program Responsibilities
  - Attachment: Student Career Experience Program Working Agreement Between TIGTA
  - Attachment: Student Temporary Employment Program Working Agreement Between TIGTA
  - Attachment: Student Temporary Employment Program/Student Career Experience Program – Extension Agreement
  - Attachment: Student Temporary Employment Program/Student Career Experience Program – Privacy and Employment Statement
  - Attachment: Student Career Experience Program – Wavier Request Form
  - Attachment: Student Volunteer Service Agreement Between TIGTA
  - Attachment: Student Volunteer Program Privacy and Non-Employment Statement
  - Attachment: Student Volunteer Extension Agreement
- 06-16 Updated TIGTA Manual Sections
  - Attachment 1: Section (200)-80 – Telecommuting
  - Attachment 2: Section (600)-40.1 – Telecommunications
  - Attachment: Form 12836 – Calling Card Order Form
  - Attachment 3: Section (600)-40.7 – Public Transportation Subsidy Program
  - Attachment 4: Section (600)-70.3 – Employee Exit Clearance Procedures
  - Attachment 5: Section (600)-70.6 – Reassignments
  - Attachment 6: Section (600)-70.7 – Reduction In Force
- 06-15 Reasonable Accommodation Policy
  - Attachment – Revised Chapter (200)-70, Subsection 1 – Reasonable Accommodation Policy

- 06-14 2006 Inspector General Award Nominations and Modifications
- 06-13 Mid-Year Performance Appraisals
- 06-12 Guidance on Employee Organizations and Conference
- 06-11 Merit System Protection Board (MSPB) Report on Reference Checking
- 06-10 Use of Space Heaters
- 06-09 FY 2006 Certification of Property Inventory
  - Attachment 1: Firearms
  - Attachment 2: Investigative Equipment
  - Attachment 3: Vehicles
  - Attachment 4: Radios/Communications (RCOM)
  - Attachment 5: Computers and Other ADP Equipment
  - Attachment 6: Copiers, Pagers, Cell Phones, FAX Machines, Projectors, TVs and Related Equipment
- 06-08 Employee Responsibility to Be Familiar with TIGTA Policies and Interim Guidance
- 06-07 Fiscal Year 2006 – Annual Unauthorized Access (UNAX) Awareness Briefing
- 06-06 Transition from AT&T's Reserved Conferencing to AT&T's Reservationless Conferencing
- 06-05 Revised Account Management Policy
  - Attachment - Revised Chapter (500)-150, Subsection 5.13 – Account Management Policy
- 06-04 Reminder of Government Travel Cardholder Responsibilities
- 06-03 FY 2006 Financial Operating Guidelines
  - Attachment – TIGTA FY 2006 Funds Distribution
  - Attachment – TIGTA FY 2006 Cost Accounting Structure
  - Attachment – Changes from FY 05 to FY 06
- 06-02 2005 Combined Federal Campaign
- 06-01 Use or Lose Annual Leave

## TIGTA Numbered Memoranda FY 2006

Doc #	Status	Title of Memoranda
06-25	Superseded by TIGTA #07-18 dated 6/28/07	Informal Equal Employment Opportunity Complaints
06-24	Superseded by TIGTA #07-17 dated 6/27/07	Alternative Dispute Resolution
06-23	Superseded by MT #44 dated 10/1/07 (information incorporated in Manual)	Fiscal Year 2006 Policy - Reimbursement of State Bar Association Fees
		Attachment: Self-Certification of Member in Good Standing and Reimbursement for Bar Membership Dues Payments
		Attachment: Log of Bar Fees
06-22	Superseded by MT #44 dated 10/1/07 (information incorporated in Manual)	Introduction of Automated New Employee Orientation Program
06-21	Obsolete - information no longer valid	End of the Year Actions Related to Employee Performance
		Attachment: A Guide to Developing Managerial Commitments
06-20	Information no longer valid	Change in Employee Relations Contact
06-19	Superseded by MT #36 dated 10/1/06 (information incorporated in Manual)	TIGTA Manual (600) 70.24 Federal Career Intern Program
		Attachment: Policy - Section (600)-70.24 Federal Career Intern Program (FCIP)
		Attachment: Exhibit (600)-70.21 - Positions not covered by FCIP at the GS-05/07 level
		Attachment: FCIP Form - Conditions of Employment
		Attachment: FCIP Form - Request for Extension
		Attachment: FCIP Form - Intern's Evaluation of Developmental Assignment
06-18	Superseded by TIGTA #07-09 dated 1/31/07	Intergovernmental Payment and Collection (IPAC) Transactions
		Attachment: Interagency Agreement TIGTA Providing Service
		Attachment: Interagency Agreement TIGTA Receiving Service



06-17	Superseded by MIT #33 dated 07/01/06 (information incorporated in Manual)	<b>TIGTA Manual (600)-70.17 - Student Education Employment and Volunteer Programs</b>
		Attachment: Policy - Section (600)-70.17 - Student Education Employment and Volunteer Programs
		Attachment: Exhibit (600)-70.10 - Student Career Experience and Student Temporary Employment Program Responsibilities
		Attachment: Exhibit (600)-70.11 - Student Volunteer Program Responsibilities
		Attachment: Student Career Experience Program Working Agreement Between TIGTA
		Attachment: Student Temporary Employment Program Working Agreement Between TIGTA
		Attachment: Student Temporary Employment Program / Student Career Experience Program - Extension Agreement
		Attachment: Student Temporary Employment Program / Student Career Experience Program - Privacy and Employment Statement
		Attachment: Student Career Experience Program - Waiver Request Form
		Attachment: Student Volunteer Service Agreement Between TIGTA
		Attachment: Student Volunteer Program Privacy and Non-Employment Statement
		Attachment: Student Volunteer Extension Agreement
06-16	Superseded by MIT #33 and MIT #34 dated 07/01/06 (information incorporated in Manual)	<b>Updated TIGTA Manual Sections</b>
		Attachment 1: Section (200)-80 - Telecommuting
		Attachment 2: Section (600)-40.1 - Telecommunications
		Attachment: Form 12836 - Calling Card Order Form
		Attachment 3: Section (600)-40.7 - Public Transportation Subsidy Program
		Attachment 4: Section (600)-70.3 - Employee Exit Clearance Procedures
		Attachment 5: Section (600)-70.6 - Reassignments
		Attachment 6: Section (600)-70.7 - Reduction In Force
06-15	Information no longer valid	<b>Revised Reasonable Accommodation Policy</b>
		Attachment - Revised Chapter 200(70), Subsection 1 - Reasonable Accommodation Policy
06-14	Obsolete - information no longer valid	<b>2006 Inspector General Award Nominations and Modifications</b>
06-13	Obsolete - information no longer valid	<b>Mid-Year Performance Appraisals</b>
06-12		<b>Guidance on Employee Organizations and Conference</b>
06-11	Information no longer valid	<b>Merit System Protection Board (MSPB) Report on Reference Checking</b>

06-10	Superseded by MT #195 dated 1/1/16, TIGTA Policy updated.	Use of Space Heaters
06-09	Obsolete - information no longer valid	FY 2006 Certification of Property Inventory
		Attachment 1: Firearms
		Attachment 2: Investigative Equipment
		Attachment 3: Vehicles
		Attachment 4: Radios/Communications (RCOM)
		Attachment 5: Computers and Other ADP Equipment
		Attachment 6: Copiers, Pagers, Cell Phones, FAX Machines, Projectors, TVs and Related Equipment
06-08	Obsolete - information no longer valid	Employee Responsibility to Be Familiar with TIGTA Policies and Interim Guidance
06-07	Obsolete - information no longer valid	Fiscal Year 2006 - Annual Unauthorized Access (UNAX) Awareness Briefing
06-06	Obsolete - information no longer valid	Transition from AT&T's Reserved Conferencing to AT&T's Reservationless Conferencing
06-05	Superseded by OIT MT #49 dated 4/1/15, Policy updated.	Revised Account Management Policy
		Attachment - Revised Chapter 500(150), Subsection 5.13 - Account Management Policy
06-04	Obsolete - information no longer valid	Reminder of Government Travel Cardholder Responsibilities
06-03	Obsolete - information no longer valid	FY 2006 Financial Operating Guidelines
		Attachment - TIGTA FY 2006 Funds Distribution
		Attachment - TIGTA FY 2006 Cost Accounting Structure
		Attachment - Changes from FY 05 to FY 06
06-02	Obsolete - information no longer valid	2005 Combined Federal Campaign
06-01	Obsolete - information no longer valid	Use or Lose Annual Leave

**TIGTA Numbered Memoranda  
FY 2007**

- 07-23 End of Year Actions Related to Employee Performance  
Attachment: A Guide to Developing Managerial Commitments
- 07-22 Year-End Employee Performance Appraisals
- 07-21 Policy - Reimbursement of Professional Credential Fees  
Attachment: TIGTA Manual (600)-70.25 – Reimbursement of Professional Credential Fees
- 07-20 Interim Policy of Crediting Non-Federal and Uniformed Service for Determining Annual Leave  
Accrual Rate  
Attachment: Creditable Service for Annual Leave Accrual Service Agreement
- 07-19 Call for 2007 Inspector General Award Nominations and Award Ceremony Information
- 07-18 Informal Equal Employment Opportunity Complaints
- 07-17 Alternative Dispute Resolution
- 07-16 On-Line SF-50 Notification of Personnel Action  
Attachment 1: HR Connect's New Online SF-50 Feature  
Attachment 2: Brochure "There's a New Improved Process in Town"
- 07-15 TIGTA Official Travel Manual  
Attachment: Chapter (600)-40.5 – Official Travel
- 07-14 Security Awareness Training: Protecting Information and Records  
Attachment: Security Awareness Training FY2007: Protecting TIGTA Information and  
Records, Employee Acknowledgement Language
- 07-13 Official Worksite Determination for Full Time Teleworkers
- 07-12 Mid-Year Performance Appraisals
- 07-11 Tax Return Preparation by TIGTA Employees
- 07-10 Equal Employment Opportunity and Sexual Harassment
- 07-09 TIGTA Acquisitions Policy Manual  
Attachment 1: TIGTA Manual (600)-40.3 – Acquisitions Program Policies  
Attachment 2: Suggested Items to Purchase for Recognition  
Attachment 3: Example of Items Previously Purchased  
Attachment 4: List of Approved Vendors
- 07-08 FY 2007 Certification of Property Inventory  
Attachment 1: Firearms  
Attachment 2: Investigative Equipment  
Attachment 3: Vehicles  
Attachment 4: Radios/Communications (RCOM)  
Attachment 5: Computer and Other ADP Equipment  
Attachment 6: Copies, Pagers, Cell Phones, FAX Machines, Projectors, TVs, VCRs and  
Related Equipment
- 07-07 All Employee Ethics Training
- 07-06 Employee Responsibility to Be Familiar with TIGTA Policies and Interim Guidance
- 07-05 Local Vouchers in GovTrip  
Attachment: Screen Example of Expense Data
- 07-04 Fiscal Year 2007 - Annual Unauthorized Access (UNAX) Awareness Briefing
- 07-03 Mandatory Credit Card Training
- 07-02 Use or Lose Annual Leave
- 07-01 2006 Combined Federal Campaign



## TIGTA Numbered Memoranda

### FY 2007

Doc #	Status	Title of Memoranda
07-23	Obsolete - information no longer valid	End of Year Actions Related to Employee Performance
		Attachment: A Guide to Developing Managerial Commitments
07-22	Obsolete - information no longer valid	Year-End Employee Performance Appraisals
07-21	Superseded by MT #44 dated 10/1/07 (information incorporated in Manual)	Policy - Reimbursement of Professional Credential Fees
		Attachment: TIGTA Manual (600) 70.25 - Reimbursement of Professional Credential Fees
<u>07-20</u>		Interim Policy of Crediting Non-Federal and Uniformed Service for Determining Annual Leave Accrual Rate
		Attachment: <u>Creditable Service for Annual Leave Accrual Service Agreement</u>
07-19	Obsolete - information no longer valid	Call for 2007 Inspector General Award Nominations and Award Ceremony Information
07-18	Superseded by TIGTA #15-21.	Informal Equal Employment Opportunity Complaints
07-17	Obsolete - information no longer valid	Alternative Dispute Resolution
07-16	Information no longer valid	On-Line SF-50 Notification of Personnel Action
		Attachment 1: HR Connect's New Online SF-50 Feature
		Attachment 2: Brochure "There's a New Improved Process in Town"
07-15	Superseded by MT #43 dated 10/1/07 (information incorporated in Manual)	TIGTA Official Travel Manual
		Attachment: Chapter (600)-40.5 - Official Travel
07-14	Obsolete - information no longer valid	Security Awareness Training: Protecting Information and Records



07-13	Obsolete - information no longer valid	Official Worksite Determination for Full Time Teleworkers
07-12	Obsolete - information no longer valid	Mid-Year Performance Appraisals
07-11	Superseded by TIGTA #12-10	Tax Return Preparation by TIGTA Employees
07-10	Information no longer valid	Equal Employment Opportunity and Sexual Harassment
07-09	Superseded by MT #42 dated 4.1.07 (information incorporated in Manual)	TIGTA Acquisitions Policy Manual
		Attachment 1: TIGTA Manual (600)-40-3 - Acquisitions Program Policies
		Attachment 2: Suggested Items to Purchase for Recognition
		Attachment 3: Example of Items previously Purchased
		Attachment 4: List of Approved Vendors
07-08	Obsolete - information no longer valid	FY 2007 Certification of Property Inventory
		Attachment 1: Firearms
		Attachment 2: Investigative Equipment
		Attachment 3: Vehicles
		Attachment 4: Radios/Communications (RCOM)
		Attachment 5: Computer and Other ADP Equipment
		Attachment 6: Copies, Pagers, Cell Phones, FAX Machines, Projectors, TVs, VCRs and Related Equipment
07-07	Information no longer valid	All Employee Ethics Training
07-06	Obsolete - information no longer valid	Employee Responsibility to Be Familiar with TIGTA Policies and Interim Guidance
07-05	Obsolete - information no longer valid	Local Vouchers in Gov Trip
		Attachment: Screen Example of Expense Data
07-04	Obsolete - information no longer valid	Fiscal Year 2007 - Annual Unauthorized Access (UNAX) Awareness Briefing
07-03	Obsolete - information no longer valid	Mandatory Credit Card Training
07-02	Obsolete - information no longer valid	Use or Lose Annual Leave
07-01	Obsolete - information no longer valid	2006 Combined Federal Campaign

**TIGTA Numbered Memoranda  
FY 2008**

- 08-24 Call for 2008 Inspector General Award Nominations, Award Ceremony and TIGTA's Tenth Anniversary Celebration
- 08-23 Hatch Act Restrictions for Federal Employees
- 08-22 FY-2008/2009 Employee Performance Cycles
- 08-21 No Fear Act Training
- 08-20 Security Incident Reporting Requirements
- 08-19 Equal Employment Opportunity and Sexual Harassment
- 08-18 Mandatory Security Awareness Training
- 08-17 Use of Appropriated Funds to Purchase Food for Government Employees
- 08-16 Maintaining TIGTA as a Best Place to Work
  - Attachment 1: 2006 Federal Human Capital Survey Results and Action Plan
  - Attachment 2: 2007 Treasury Annual Employee Survey
- 08-15 FY 2008 Mid-Year Performance Appraisals and Other Mid-Year Actions
  - Attachment: Certification of Mid-Year Performance Appraisals for FY-08
- 08-14 Implementation of Two-Factor Authentication
- 08-13 TIGTA Senior Executive Service Handbook
- 08-12 Changes to GovTrip Accounting Codes
- 08-11 Supplemental Guidance Concerning Foreign Visitors
- 08-10 A "How to" Guide on Filing Job Vacancies
  - Attachment: How to Fill a Job Vacancy
- 08-09 Updated TIGTA Reassignment Policy
  - Attachment: Policy - Section (600)-70.6 Reassignments
- 08-08 Call for Volunteers for the New Office of Inspections and Evaluations
- 08-07 Additional Security Controls for Administrative Accounts
- 08-06 Security Controls for Administrative Accounts, Foreign Travel, and Foreign Visitors
- 08-05 FY 2008 Certification of Property Inventory
  - Attachment 1: Firearms
  - Attachment 2: Investigative Equipment
  - Attachment 3: Vehicles
  - Attachment 4: Radios/Communications (RCOM)
  - Attachment 5: Computer and Other ADP Equipment
- 08-04 Mandatory Training on Privacy Awareness, Information Privacy, and Safeguarding Personally Identifiable Information
- 08-03 Annual Outside Employment Activities Filing Requirements
- 08-02 Employee Responsibility to be Familiar with TIGTA Policies and Interim Guidance
- 08-01 Use or Lose Annual Leave

## TIGTA Numbered Memoranda FY 2008

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Doc #	Status	Title of Memoranda
08-24	Information no longer valid	Call for 2008 Inspector General Award Nominations, Award Ceremony and TIGTA's Tenth Anniversary Celebration
08-23	Information no longer valid	Hatch Act Restrictions for Federal Employees
08-22		FY-2008/2009 Employee Performance Cycles
08-21	Information no longer valid	No Fear Act Training
08-20	Information no longer valid	Security Incident Reporting Requirements
08-19	Information no longer valid	Equal Employment Opportunity and Sexual Harassment
08-18	Information no longer valid	Mandatory Security Awareness Training
08-17		Use of Appropriated Funds to Purchase Food for Government Employees
08-16	Information no longer valid	Maintaining TIGTA as a Best Place to Work
		Attachment 1: 2006 Federal Human Capital Survey Results and Action Plan
		Attachment 2: 2007 Treasury Annual Employee Survey
08-15	Information no longer valid	FY 2008 Mid-Year Performance Appraisals and Other Mid-Year Actions
		Attachment: Certification of Mid-Year Performance Appraisals for FY-08
08-14	Superseded by TIGTA Numbered Memo 11-10 dated 3/10/11	Implementation of Two-Factor Authentication
08-13	Superseded by MT #46 dated 4/1/08 (information incorporated in Manual)	TIGTA Senior Executive Service Handbook
08-12	Information no longer valid	Changes to GovTrip Accounting Codes



08-11	Information no longer valid	<b>Supplemental Guidance Concerning Foreign Visitors</b>
08-10	Information no longer valid	<b>A "How to" Guide on Filing Job Vacancies</b>
		<b>Attachment: How to Fill a Job Vacancy</b>
08-09	Superseded by MT #46 dated 4/1/08 (information incorporated in Manual)	<b>Updated TIGTA Reassignment Policy</b>
		<b>Attachment: Policy - Section (600)-70.6 Reassignments</b>
08-08	Information no longer valid	<b>Call for Volunteers for the New Office of Inspections and Evaluations</b>
08-07	Information no longer valid	<b>Additional Security Controls for Administrative Accounts</b>
08-06	Information no longer valid	<b>Security Controls for Administrative Accounts, Foreign Travel, and Foreign Visitors</b>
08-05	Information no longer valid	<b>FY 2008 Certification of Property Inventory</b>
		<b>Attachment 1: Firearms</b>
		<b>Attachment 2: Investigative Equipment</b>
		<b>Attachment 3: Vehicles</b>
		<b>Attachment 4: Radios/Communications (RCOM)</b>
		<b>Attachment 5: Computer and Other ADP Equipment</b>
08-04	Information no longer valid	<b>Mandatory Training on Privacy Awareness, Information Privacy, and Safeguarding Personally Identifiable Information</b>
08-03	Information no longer valid	<b>Annual Outside Employment Activities Filing Requirements</b>
08-02	Superseded by TIGTA #09-05	<b>Employee Responsibility to be Familiar with TIGTA Policies and Interim Guidance</b>
08-01	Information no longer valid	<b>Use or Lose Annual Leave</b>



**TIGTA Numbered Memoranda  
FY 2009**

- 09-19 Call for 2009 Inspector General Award Nominations
  - Attachment 1: Sample Nomination Template for 2009 Inspector General Award Nomination
- 09-18 TIGTA Manual (600)-50.9.9.1 Advances
- 09-17 2009 Combined Federal Campaign
- 09-16 FY-2009 SES Performance Ratings, Pay Adjustments and Bonuses
  - Attachment 1: FY-2009 – TIGTA SES Performance Management Timeline
  - Attachment 2: Senior Executives' Ratings, Pay Adjustments and Bonuses
  - Attachment 3: SES Bonus/Pay Adjustment Justification
  - Attachment 4: CIGIE Directory
- 09-15 FY 2009 Performance Management Cycle Close-Out Guidance for GS Employees
  - Attachment 1: FY-09 & FY-10 Performance Management Timeline
  - Attachment 2: A Guide to Developing Managerial Commitments
- 09-14 Interim Guidance on Telecommuting Policy/Reimbursements
  - Attachment 1: How to file a Telecommuting Voucher
- 09-13 Performance Management Briefings
- 09-12 TIGTA Manual (600)-40.5 Official Travel
  - Attachment 1: Travel Manual
- 09-11 Mandatory Security Awareness Training
- 09-10 Equal Employment Opportunity and Sexual Harassment
- 09-09 Request for Year End Acquisition Projections
  - Attachment 1: Fiscal Year 2009 and 2010 Procurement Cutoff Dates
  - Attachment 2: Template for Existing Contracts (Recurring/Options)
  - Attachment 3: Template for New Requirements
- 09-08 FY-09 Mid-Year Review Guidance
  - Attachment 1: Certification of Mid-Year Performance Appraisals for FY-09
  - Attachment 2: Additional Mid-Year Review Guidance
- 09-07 TIGTA Annual Personal Property Inventory Certification
  - Attachment 1: Firearms
  - Attachment 2: Investigative Equipment
  - Attachment 3: Vehicles
  - Attachment 4: Radios/Communications (RCOM)
  - Attachment 5: Computers and other ADP Equipment
  - Attachment 6: Copiers – Cell Phones
- 09-06 Annual Outside Employment Activities Filing Requirement
- 09-05 Employee Responsibility to be Familiar with TIGTA Policies and Interim Guidance
- 09-04 Mandatory Training on Privacy Awareness and Information Privacy
- 09-03 Use or Lose Annual Leave
- 09-02 Notice 2008-83 Document Preservation Directive
- 09-01 2008 Combined Federal Campaign

## TIGTA Numbered Memoranda FY 2009

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Doc #	Status	Title of Memoranda
09-19	Information no longer valid	Call for 2009 Inspector General Award Nominations
		Attachment 1: Sample Nomination Template for 2009 Inspector General Award Nomination
09-18	Superseded by MT #58 dated 1/1/10, Policy Updated	TIGTA Manual (600) 50.9.9.1 Advances
09-17	Information no longer valid	2009 Combined Federal Campaign
09-16		FY-2009 SES Performance Ratings, Pay Adjustments and Bonuses
		Attachment 1: FY-2009 - TIGTA SES Performance Management Timeline
		Attachment 2: Senior Executives' Ratings, Pay Adjustments and Bonuses
		Attachment 3: SES Bonus/Pay Adjustment Justification
		Attachment 4: CIGIE Directory
09-15	Superseded by TIGTA #10-03	FY 2009 Performance Management Cycle Close-Out Guidance for GS Employees
		Attachment 1: FY-09 & FY-10 Performance Management Timeline
		Attachment 2: A Guide to Developing Managerial Commitments
09-14	&Superseded by TIGTA #10-01	Interim Guidance on Telecommuting Policy/Reimbursements
		Attachment 1: How to file a Telecommuting Voucher
09-13		Performance Management Briefings
09-12	Superseded by MT #51 dated 7/1/09 - Policy Updated	TIGTA Manual (600)-40.5 Official Travel
		Attachment 1: Travel Manual
09-11	Information no longer valid	Mandatory Security Awareness Training
09-10	Superseded by TIGTA #10-17	Equal Employment Opportunity and Sexual Harassment

09-09	Superseded by TIGTA #10-11	<b>Request for Year End Acquisition Projections</b>
		Attachment 1: <b>Fiscal Year 2009 and 2010 Procurement Cutoff Dates</b>
		Attachment 2: <b>Template for Existing Contracts (Recurring/Options)</b>
		Attachment 3: <b>Template for New Requirements</b>
09-08	Superseded by TIGTA #10-13	<b>FY-09 Mid-Year Review Guidance</b>
		Attachment 1: <b>Certification of Mid-Year Performance Appraisals for FY-09</b>
		Attachment 2: <b>Additional Mid-Year Review Guidance</b>
09-07	Information no longer valid	<b>TIGTA Annual Personal Property Inventory Certification</b>
		Attachment 1: <b>Firearms</b>
		Attachment 2: <b>Investigative Equipment</b>
		Attachment 3: <b>Vehicles</b>
		Attachment 4: <b>Radios/Communications (RCOM)</b>
		Attachment 5: <b>Computers and other ADP Equipment</b>
		Attachment 6: <b>Copiers - Cell Phones</b>
09-06	Superseded by TIGTA #10-04	<b>Annual Outside Employment Activities Filing Requirement</b>
09-05	Superseded by TIGTA #10-06	<b>Employee Responsibility to be Familiar with TIGTA Policies and Interim Guidance</b>
09-04	Superseded by TIGTA #10-08	<b>Mandatory Training on Privacy Awareness and Information Privacy</b>
09-03	Information no longer valid	<b>Use or Lose Annual Leave</b>
09-02	Information no longer valid	<b>Notice 2008-83 Document Preservation Directive</b>
09-01	Information no longer valid	<b>2008 Combined Federal Campaign</b>

**TIGTA Numbered Memoranda  
FY 2010**

- 10-22 Prevention of Discriminatory Harassment
- 10-21 Call for 2010 Inspector General Award Nominations
  - Attachment 1: Sample Nomination Template
- 10-20 Social Media and Hatch Act Restrictions for Federal Employees
- 10-19 Annual Notice for Fiscal Year-End Special Act Awards
- 10-18 Annual No Texting While Driving Training
- 10-17 Equal Employment Opportunity and Sexual Harassment
- 10-16 Annual Privacy Awareness Training
- 10-15 TIGTA Annual Personal Property Inventory Certification
  - Attachment 1: Firearms
  - Attachment 2: Investigative Equipment
  - Attachment 3: Vehicles
  - Attachment 4: Radio/Communications (RCOM)
  - Attachment 5: Computer and Other ADP Equipment
  - Attachment 6: Copiers, Cell Phones, Fax Machines, Projectors, TVs, VCRs and Related Equipment
- 10-14 Mandatory Security Awareness Training
  - Attachment: Course Aid for 2010 IT Security Awareness Training
- 10-13 FY-10 Mid-Year Review Guidance
  - Attachment 1: Certification of Mid-Year Performance Appraisals for FY-10
  - Attachment 2: Additional Mid-Year Review Guidance
- 10-12 Interim Guidance – Reducing Text Messaging While Driving
  - Attachment: TIGTA's Guidelines of Offenses and Penalties policy
- 10-11 Request for Year End Acquisition Projections
  - Attachment 1: Fiscal Year 2010 and 2011 Procurement Cut-Off Dates
  - Attachment 2: Template for Existilateg (Recurring & Options)
  - Attachment 3: Template for New Requirements
- 10-10 Employee Viewpoint Survey
- 10-09 Interim Guidance in TIGTA's Procedures for Purchase of Goods and Services
  - Attachment: Procurement Approval Request Process
- 10-08 Mandatory Training on Privacy Awareness and Information Privacy
- 10-07 Interim Guidance – MaxiFlex Program
  - Attachment 1: MaxiFlex Program
  - Attachment 2: Form for MaxiFlex Bi-weekly Schedule
  - Attachment 3: Application and Agreement
- 10-06 Employee Responsibility to be Familiar with TIGTA Policies and Interim Guidance
- 10-05 Holiday Gifts
- 10-04 Annual Outside Employment Activities Filing Requirement
- 10-03 Interim Guidance – Performance Management
- 10-02 Use or Lose Annual Leave
- 10-01 Interim Guidance – Elimination of Telework Reimbursements



## TIGTA Numbered Memoranda FY 2010

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Doc #	Status	Title of Memoranda
10-22	Superseded by MT #23, dated 1/1/11, Policy updated	Prevention of Discriminatory Harassment
10-21	Information no longer valid	Call for 2010 Inspector General Award Nominations
		Attachment 1: Sample Nomination Template
10-20	Superseded by TIGTA #11-14	Social Media and Hatch Act Restrictions for Federal Employees
10-19	Information no longer valid	Annual Notice for Fiscal Year-End Special Act Awards
10-18	Information no longer valid	Annual No Texting While Driving Training
10-17	Superseded by TIGTA #11-19	Equal Employment Opportunity and Sexual Harassment
10-16	Superseded by TIGTA #11-12	Annual Privacy Awareness Training
10-15	Superseded by TIGTA #11-15	TIGTA Annual Personal Property Inventory Certification
		Attachment 1: Firearms
		Attachment 2: Investigative Equipment
		Attachment 3: Vehicles
		Attachment 4: Radio/Communications (RCOM)
		Attachment 5: Computer and Other ADP Equipment
		Attachment 6: Copiers, Cell Phones, Fax Machines, Projectors, TVs, VCRs and Related Equipment
10-14	Superseded by TIGTA #11-08	Mandatory Security Awareness Training
		Attachment: Course Aid for 2010 IT Security Awareness Training

10-13	Superseded by TIGTA #11-11	FY-10 Mid-Year Review Guidance
		Attachment 1: Certification of Mid-Year Performance Appraisals for FY-10
		Attachment 2: Additional Mid-Year Review Guidance
10-12	Superseded by MT #62, dated 4/1/10, Policy Updated	Interim Guidance – Reducing Text Messaging While Driving
		Attachment: TIGTA's Guidelines of Offenses and Penalties policy
10-11	Information no longer valid	Request for Year End Acquisition Projections
		Attachment 1: Fiscal Year 2010 and 2011 Procurement Cut-Off Dates
		Attachment 2: Template for Existilateng (Recurring & Options)
		Attachment 3: Template for New Requirements
10-10	Information no longer valid	Employee Viewpoint Survey
10-09	Superseded by MT#85, dated 10/1/11, Policy updated	Interim Guidance in TIGTA's Procedures for Purchase of Goods and Services
		Attachment: Procurement Approval Request Process
10-08	Superseded by TIGTA #11-04	Mandatory Training on Privacy Awareness and Information Privacy
10-07		Interim Guidance – MaxiFlex Program
		Attachment 1: <u>MaxiFlex Program</u>
		Attachment 2: <u>Form for MaxiFlex Bi-weekly Schedule</u>
		Attachment 3 <u>Application and Agreement</u>
10-06	Superseded by TIGTA #11-05	Employee Responsibility to be Familiar with TIGTA Policies and Interim Guidance
10-05	Information no longer valid	Holiday Gifts
10-04	Superseded by TIGTA #11-06	Annual Outside Employment Activities Filing Requirement
10-03		Interim Guidance - Performance Management
10-02	Superseded by TIGTA #12-01	Use or Lose Annual Leave
10-01	Information no longer valid	Interim Guidance - Elimination of Telework Reimbursements

**TIGTA Numbered Memoranda  
FY 2011**

- 11-23 Annual Outside Employment Activities Filing Requirement
- 11-22 Interim Guidance for TIGTA Manual (600)-70.4 – Time and Leave
- 11-21 Procurement of Promotional Items
- 11-20 Mandatory Biennial Travel Charge Card Training
- 11-19 Equal Employment Opportunity and Sexual Harassment
- 11-18 Telework Enhancement Act of 2010
- 11-17 FY 2011 Performance Management Cycle Close-Out Guidance for GS Employees
  - Attachment 1: FY-11 and FY-12 Performance Management Timeline
  - Attachment 2: A Guide to Developing Managerial Commitments
- 11-16 Display of Identification (ID) Badge at All Times When in TIGTA Office Space/Facilities
- 11-15 FY 2011 Inventory Certification Request
- 11-14 Hatch Act Reminder – Pictures of Candidates Running for Office
- 11-13 WebTA Timekeeping System and Telework Transaction Codes
- 11-12 Annual Privacy Awareness Training
- 11-11 FY-11 Mid-Year Review Guidance
  - Attachment 1: Certification of Mid-Year Performance Appraisals for FY-11
  - Attachment 2: Additional Mid-Year Review Guidance
- 11-10 Two-Factor Authentication
- 11-09 Interim Guidance for Project Management
- 11-08 Mandatory Security Awareness Training
- 11-07 No Fear Act Training
- 11-06 Annual Outside Employment Activities Filing Requirement
- 11-05 Employee Responsibility to be Familiar with TIGTA Policies and Interim Guidance
- 11-04 Mandatory Training on Privacy Awareness and Information Privacy
- 11-03 FY 2010 Performance Management Cycle Close-Out Guidance for GS Employees
  - Attachment 1: FY-10 and FY-11 Performance Management Timeline
  - Attachment 2: A Guide to Developing Managerial Commitments
- 11-02 Alternative Dispute Resolution in Equal Employment Opportunity (EEO) Cases
- 11-01 Interim Guidance for TIGTA's Hoteling Policy
  - Attachment 1: TIGTA Hoteling Policy (For Headquarters Only)



## TIGTA Numbered Memoranda FY 2011

Doc #	Status	Title of Memoranda
11-23	Superseded by TIGTA #13-01	Annual Outside Employment Activities Filing Requirement
11-22		Interim Guidance for TIGTA Manual (600)-70.4 - Time and Leave
11-21	Superseded by TIGTA #12-24	Procurement of Promotional Items
11-20	Information no longer needed	Mandatory Biennial Travel Charge Card Training
11-19	Superseded by TIGTA #12-21	Equal Employment Opportunity and Sexual Harassment
11-18	Superseded by TIGTA #12-23	Telework Enhancement Act of 2010
11-17	Superseded by TIGTA #12-25	FY 2011 Performance Management Cycle Close-Out Guidance for GS Employees
		Attachment 1: FY-11 and FY-12 Performance Management Timeline
		Attachment 2: A Guide to Developing Managerial Commitments
11-16		Display of Identification (ID) Badge at All Times When in TIGTA Office Space/Facilities
11-15	Superseded by TIGTA #12-02	FY 2011 Inventory Certification Request
11-14	Superseded by TIGTA #12-22	Hatch Act Reminder - Pictures of Candidates Running for Office
11-13	Information no longer valid	WebTA Timekeeping System and Telework Transaction Codes
11-12	Superseded by TIGTA #12-12	Annual Privacy Awareness Training
11-11	Superseded by TIGTA #12-07	FY-11 Mid-Year Review Guidance
		Attachment 1: Certification of Mid-Year Performance Appraisals for FY-11
		Attachment 2: Additional Mid-Year Review Guidance
11-10	Information no longer valid	Two-Factor Authentication
11-09	Superseded by MT #94, dated 1/1/12, Policy updated	Interim Guidance for Project Management
11-08	Superseded by TIGTA #12-05	Mandatory Security Awareness Training

11-07	Superseded by TIGTA #13-09	No Fear Act Training
11-06	Superseded by TIGTA #11-23	Annual Outside Employment Activities Filing Requirement
11-05	Superseded by TIGTA #12-03	Employee Responsibility to be Familiar with TIGTA Policies and Interim Guidance
11-04	Superseded by TIGTA #12-04	Mandatory Training on Privacy Awareness and Information Privacy
11-03	Superseded by TIGTA #11-17	FY 2010 Performance Management Cycle Close-Out Guidance for GS Employees
		Attachment 1: FY-10 and FY-11 Performance Management Timeline
		Attachment 2: A Guide to Developing Managerial Commitments
11-02	Superseded, Refer to Chapter 200, Section 70.4, dated 10/1/12	Alternative Dispute Resolution in Equal Employment Opportunity (EEO) Cases
11-01		Interim Guidance for TIGTA's Hoteling Policy
		Attachment 1: TIGTA Hoteling Policy (For Headquarters Only)



**TIGTA Numbered Memoranda  
FY 2012**

- 12-25 Fiscal Year 2012 End of Year Performance Appraisal Guidance
- 12-24 Reminder of Promotional Items Procurement
- 12-23 Issuance of Annual Telework Agreements
- 12-22 Hatch Act Restrictions for Federal Employees
- 12-21 2012 EEO Memo
- 12-20 Request for Assistance in Updating Personal Information Identified in HR Connect
- 12-19 Credential Issuance and IT Identity Check
- 12-18 Supplemental Personnel Security Guidance
- 12-17 New Points of Contact for TIGTA Property and Records Management Programs
- 12-16 Security Incident Reporting Requirements
- 12-15 Reminder of Exit Clearance Requirements for Separating Employees
- 12-14 Content Submission Requirements for Uploading Content to the Treasury Learning Management System
- 12-13 Supplemental Guidance for Planning and Hosting Conferences
- 12-12 Annual Privacy Awareness Training
- 12-11 TIGTA Policy on Indoor Air Quality
- 12-10 TIGTA Employee Tax Obligations
- 12-09 Guidance for Reducing Mail Costs
- 12-08 Interim Policy for Violations of Travel Policy
- 12-07 FY-12 Mid-Year Review Guidance
- 12-06 Internet and Network Access Using Sensitive Investigative Equipment
- 12-05 Mandatory Security Awareness Training
- 12-04 Mandatory Training on Privacy Awareness and Information Privacy
- 12-03 Employee Responsibility to Be Familiar with TIGTA Policies and Interim Guidance
- 12-02 TIGTA Annual Personal Property Inventory Certification
  - Attachment 1: Firearms
  - Attachment 2: Investigative Equipment
  - Attachment 3: Vehicles
  - Attachment 4: Radios/Communications (RCOM)
  - Attachment 5: Computers and Other ADP Equipment
  - Attachment 6: Copiers, Cell Phones, FAX Machines, Projectors, TVs, VCRs, and Related Equipment
- 12-01 Use or Lose Annual Leave

## TIGTA Numbered Memoranda FY 2012

Doc #	Status	Title of Memoranda
12-25	Superseded by TIGTA #13-17	Fiscal Year 2012 End of Year Performance Appraisal Guidance
12-24	Information no longer valid	Reminder of Promotional Items Procurement
12-23	Superseded by TIGTA #14-01	Issuance of Annual Telework Agreements
12-22	Information no longer valid	Hatch Act Restrictions for Federal Employees
12-21	Information no longer valid	2012 EEO Memo
12-20	Information no longer valid	Request for Assistance in Updating Personal Information Identified in HR Connect
12-19		Credential Issuance and IT Identity Check
12-18		Supplemental Personnel Security Guidance
12-17	Information no longer valid	New Points of Contact for TIGTA Property and Records Management Programs
12-16	Information no longer valid	Security Incident Reporting Requirements
12-15		Reminder of Exit Clearance Requirements for Separating Employees
12-14	Information no longer valid	Content Submission Requirements for Uploading Content to the Treasury Learning Management System
12-13	Information no longer valid	Supplemental Guidance for Planning and Hosting Conferences
12-12	Information no longer valid	Annual Privacy Awareness Training
12-11	Superseded by MT #194 dated 1/1/16, TIGTA Policy updated	TIGTA Policy on Indoor Air Quality
12-10	Information no longer valid	TIGTA Employee Tax Obligations
12-09	Information no longer valid	Guidance for Reducing Mail Costs
12-08	Information no longer valid	Interim Policy for Violations of Travel Policy

12-07	Information no longer valid	FY-12 Mid-Year Review Guidance
12-06	Information no longer valid	Internet and Network Access Using Sensitive Investigative Equipment
12-05	Information no longer valid	Mandatory Security Awareness Training
12-04	Superseded by TIGTA #13-07	Mandatory Training on Privacy Awareness and Information Privacy
12-03	Superseded by TIGTA #13-03	Employee Responsibility to Be Familiar with TIGTA Policies and Interim Guidance
12-02	Superseded by TIGTA #13-08	TIGTA Annual Personal Property Inventory Certification
		Attachment 1: Firearms
		Attachment 2: Investigative Equipment
		Attachment 3: Vehicles
		Attachment 4: Radios/Communications (RCOM)
		Attachment 5: Computers and Other ADP Equipment
		Attachment 6: Copiers, Cell Phones, FAX Machines, Projectors, TVs, VCRs, and Related Equipment
12-01	Superseded by TIGTA #13-02	Use or Loss Annual Leave

**TIGTA Numbered Memoranda  
FY 2013**

- 13-20 Performance Management Program Implementation
- 13-19 Protecting Sensitive Database Extracts
- 13-18 Equal Employment Opportunity and Sexual Harassment
- 13-17 Fiscal Year 2013 Employee Performance Appraisal Guidance
- 13-16 Annual Diversity Training
- 13-15 Annual Privacy Awareness Training
- 13-14 Program Management Board
- 13-13 Treasury Inspector General for Tax Administration (TIGTA) 2013 Summer Volunteer Program
- 13-12 Non-Disclosure Agreements
- 13-11 Fiscal Year 2013 Mid-Year Employee Performance Management Review Guidance
- 13-10 Mandatory Security Awareness Training
- 13-09 No Fear Act Training
- 13-08 Annual Personal Property Inventory Certification
- 13-07 Mandatory Training on Privacy Awareness and Information Privacy
- 13-06 TIGTA Employee Tax Obligations and Prohibited Outside Employment – Tax Matters
- 13-05 Use of Digital Signatures with the Confidential Financial Disclosure Form for Calendar Year 2012
- 13-04 Workplace and Employee Relations Assistance
- 13-03 Employee Responsibility to Be Familiar with Treasury Inspector General for Tax Administration Policies and Interim Guidance
- 13-02 Use or Lose Annual Leave
- 13-01 Annual Outside Employment Activities Filing Requirement

## TIGTA Numbered Memoranda FY 2013

Doc #	Status	Title of Memoranda
13-20	Superseded by TIGTA #14-11	Performance Management Program Implementation
13-19	Superseded by TIGTA policy updated on 4/1/15	Protecting Sensitive Database Extracts
13-18	Information no longer valid	Equal Employment Opportunity and Sexual Harassment
13-17	Superseded by TIGTA #14-20	Fiscal Year 2013 Employee Performance Appraisal Guidance
13-16	Superseded by TIGTA #14-15	Annual Diversity Training
13-15	Information no longer valid	Annual Privacy Awareness Training
13-14	Information no longer valid	Program Management Board
13-13	Superseded by TIGTA #14-14	Treasury Inspector General for Tax Administration (TIGTA) 2013 Summer Volunteer Program
13-12	Information no longer valid	Non-Disclosure Agreements
13-11	Superseded by TIGTA #14-13	Fiscal Year 2013 Mid-Year Employee Performance Management Review Guidance
13-10	Information no longer valid	Mandatory Security Awareness Training
13-09	Superseded by TIGTA #15-10	No Fear Act Training
13-08	Superseded by TIGTA #14-08	Annual Personal Property Inventory Certification
13-07	Superseded by TIGTA #14-04	Mandatory Training on Privacy Awareness and Information Privacy
13-06	Superseded by TIGTA #14-06	TIGTA Employee Tax Obligations and Prohibited Outside Employment - Tax Matters
13-05	Superseded by TIGTA #14-05	Use of Digital Signatures with the Confidential Financial Disclosure Form for Calendar Year 2012
13-04		Workplace and Employee Relations Assistance
13-03	Information no longer valid	Employee Responsibility to Be Familiar with Treasury Inspector General for Tax Administration Policies and Interim Guidance
13-02	Information no longer valid	Use or Lose Annual Leave
13-01	Information no longer valid	Annual Outside Employment Activities Filing Requirement



**TIGTA Numbered Memoranda  
FY 2014**

- 14-22 Reasonable Accommodation/Voluntary Modification Processes
- 14-21 2014 Combined Federal Campaign
- 14-20 Fiscal Year 2014 Employee Performance Appraisal Guidance
- 14-19 Issuance of Annual Telework Agreements
- 14-18 Equal Employment Opportunity (EEO), Diversity, and Sexual Harassment
- 14-17 Hatch Act Restrictions for Federal Employees
- 14-16 Interim Guidance to Address Major Changes in the Relocation Policy
- 14-15 Annual Diversity Training
- 14-14 Treasury Inspector General for Tax Administration 2014 Summer Volunteer Program
- 14-13 Fiscal Year 2014 Mid-Year Progress Review Management Guidance
- 14-12 Supplemental Guidance for Approval of Off-Site Meetings
- 14-11 Performance Management Program Policy
- 14-10 Employee Responsibility to Report Lost, Damaged, or Stolen Government-owned Personal Property
- 14-09 Mandatory Security Awareness Training
- 14-08 Annual Certification of Federally-Owned Personal Property
- 14-07 New FISMA/HSPD-12 Cost Codes
- 14-06 TIGTA Employee Tax Obligations and Prohibited Outside Employment – Tax Matters
- 14-05 Use of Digital Signatures with the Confidential Financial Disclosure Form for Calendar Year 2013
- 14-04 Mandatory Training on Privacy Awareness and Information Privacy
- 14-03 Employee Responsibility to Be Familiar with Treasury Inspector General for Tax Administration Policies and Interim Guidance
- 14-02 Use or Lose Annual Leave
- 14-01 Issuance of Annual Telework Agreements

## TIGTA Numbered Memoranda

### FY 2014

Doc #	Status	Title of Memoranda
<a href="#">14-22</a>		Reasonable Accommodation/Voluntary Modification Processes
14-21	Superseded by TIGTA #15-28	2014 Combined Federal Campaign
14-20	Superseded by TIGTA #15-25	Fiscal Year 2014 Employee Performance Appraisal Guidance
14-19	Superseded by TIGTA #16-04	Issuance of Annual Telework Agreements
14-18	Superseded by TIGTA #15-23	Equal Employment Opportunity (EEO), Diversity, and Sexual Harassment
14-17	Superseded by TIGTA #16-12	Hatch Act Restrictions for Federal Employees
14-16	Superseded by MT #147 dated 4/1/15, TIGTA Policy updated	Interim Guidance to Address Major Changes in the Relocation Policy
14-15	Superseded by TIGTA #15-16	Annual Diversity Training
14-14	Superseded by TIGTA #16-19	Treasury Inspector General for Tax Administration 2014 Summer Volunteer Program
14-13	Superseded by TIGTA #15-13	Fiscal Year 2014 Mid-Year Progress Review Management Guidance
14-12	Superseded by MT #148 dated 7/1/14, Policy updated	Supplemental Guidance for Approval of Off-Site Meetings
<a href="#">14-11</a>		Performance Management Program Policy
14-10	Superseded by TIGTA #15-05	Employee Responsibility to Report Lost, Damaged, or Stolen Government-owned Personal Property
14-09	Superseded by TIGTA #15-12	Mandatory Security Awareness Training
14-08	Superseded by TIGTA #15-11	Annual Certification of Federally-Owned Personal Property
<a href="#">14-07</a>		New FISMA/HSPD-12 Cost Codes
14-06	Superseded by TIGTA #15-07	TIGTA Employee Tax Obligations and Prohibited Outside Employment – Tax Matters
<a href="#">14-05</a>		Use of Digital Signatures with the Confidential Financial Disclosure Form for Calendar Year 2013
14-04	Superseded by TIGTA #15-08	Mandatory Training on Privacy Awareness and Information Privacy
14-03	Superseded by TIGTA #15-03	Employee Responsibility to Be Familiar with Treasury Inspector General for Tax Administration Policies and Interim Guidance
14-02	Superseded by TIGTA #16-08	Use or Lose Annual Leave
14-01	Superseded by TIGTA #14-19	Issuance of Annual Telework Agreements

**TIGTA Numbered Memoranda  
FY 2015**

- 15-28 2015 Combined Federal Campaign
- 15-27 MSPB Report on Reference Checking
- 15-26 *Not In Use*
- 15-25 Fiscal Year 2015 Employee Performance Appraisal Guidance
- 15-24 Fiscal Year 2015 Performance Ratings for Senior Executives
- 15-23 EEO, Diversity, and Sexual Harassment
- 15-22 FY 2015 Records Management Training
- 15-21 Informal Equal Employment Opportunity Complaints
- 15-20 Mandatory Veterans Training
- 15-19 Interim Guidance on Federal Leave Policies for Childbirth, Adoption, and Foster Care
- 15-18 HR Connect Personal Data Update Requirement
  - Attachment: HR Connect Guidance
- 15-17 Flag for Fallen Employees
  - Attachment: Public Law 112-73
- 15-16 Annual Diversity Training
- 15-15 *Not In Use*
- 15-14 Interim Guidance on Recording Telework Hours in WebTA
- 15-13 Fiscal Year 2015 Mid-Year Progress Review Management Guidance
- 15-12 Annual Security Awareness Training
- 15-11 Annual Certification of Federally-Owned Personal Property
- 15-10 No Fear Act Training
- 15-09 Interim Guidance to Address Changes in the Recognition Program Policy
- 15-08 Mandatory Training on Privacy Awareness and Information Privacy
- 15-07 TIGTA Employee Tax Obligations and Prohibited Outside Employment – Tax Matters
- 15-06 Interim Guidance for Domestic Violence, Sexual Assault, and Stalking Policy
- 15-05 Employee Responsibility to Report Lost, Damaged, or Stolen Government-Owned Personal Property
- 15-04 Interim Guidance to Address Major Changes in the Employee Exit Clearance Procedures Policy
- 15-03 Employee Responsibility to Be Familiar with Treasury Inspector General for Tax Administration Policies and Interim Guidance
- 15-02 Annual Outside Employment or Business Activity Filing Requirement
- 15-01 FY2015 Interim Guidance to Update Breach Notification Policy

# TIGTA Numbered Memoranda

## FY 2015

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Doc #	Status	Title of Memoranda
<u>15-28</u>	Superseded by TIGTA #16-24	2015 Combined Federal Campaign
<u>15-27</u>		MSPB Report on Reference Checking
<u>15-26</u>		<i>Not In Use</i>
<u>15-25</u>	Superseded by TIGTA #16-25	Fiscal Year 2015 Employee Performance Appraisal Guidance
<u>15-24</u>	Superseded by TIGTA #16-26	Fiscal Year 2015 Performance Ratings for Senior Executives
<u>15-23</u>	Superseded by TIGTA #17-01, TIGTA #17-02, TIGTA #17-03, and TIGTA #17-04	EEO, Diversity, and Sexual Harassment
<u>15-22</u>		FY 2015 Records Management Training
<u>15-21</u>		Informal Equal Employment Opportunity Complaints
<u>15-20</u>	Superseded by TIGTA #16-20	Mandatory Veterans Training
<u>15-19</u>		Interim Guidance on Federal Leave Policies for Childbirth, Adoption, and Foster Care
<u>15-18</u>		HR Connect Personal Data Update Requirement Attachment: <a href="#">HR Connect Guidance</a>
<u>15-17</u>		Flag for Fallen Employees Attachment: <a href="#">Public Law 112-73</a>
<u>15-16</u>	Superseded by TIGTA #16-23	Annual Diversity Training
<u>15-15</u>		<i>Not In Use</i>
<u>15-14</u>		Interim Guidance on Recording Telework Hours in Web TA
<u>15-13</u>	Superseded by TIGTA #16-16	Fiscal Year 2015 Mid-Year Progress Review Management Guidance
<u>15-12</u>	Superseded by TIGTA #16-17	Annual Security Awareness Training
<u>15-11</u>	Superseded by TIGTA #16-07	Annual Certification of Federally-Owned Personal Property
<u>15-10</u>		No Fear Act Training
<u>15-09</u>		Interim Guidance to Address Changes in the Recognition Program Policy
<u>15-08</u>	Superseded by TIGTA #16-14	Mandatory Training on Privacy Awareness and Information Privacy
<u>15-07</u>	Superseded by TIGTA #16-13	TIGTA Employee Tax Obligations and Prohibited Outside Employment – Tax Matters
<u>15-06</u>		Interim Guidance for Domestic Violence, Sexual Assault, and Stalking Policy
<u>15-05</u>		Employee Responsibility to Report Lost, Damaged, or Stolen Government-owned Personal Property
<u>15-04</u>		Interim Guidance to Address Major Changes in the Employee Exit Clearance Procedures Policy
<u>15-03</u>	Superseded by TIGTA #16-03	Employee Responsibility to Be Familiar with Treasury Inspector General for Tax Administration Policies and Interim Guidance
<u>15-02</u>	Superseded by TIGTA #16-09	Annual Outside Employment or Business Activity Filing Requirement
<u>15-01</u>	Superseded by OIT MT #49 dated 4/1/15, Policy updated.	FY2015 Interim Guidance to Update Breach Notification Policy



**TIGTA Numbered Memoranda  
FY 2016**

- 16-26 Fiscal Year 2016 Performance Ratings for Senior Executives
- 16-25 Fiscal Year 2016 Employee Performance Appraisal Guidance
- 16-24 2016 Combined Federal Campaign
- 16-23 Annual Diversity Training
- 16-22 2016 Inspector General Awards
- 16-21 Mandatory Drug-Free Workplace Training
- 16-20 Mandatory Veterans Training
- 16-19 Treasury Inspector General for Tax Administration 2016 Summer Student Volunteer Program
- 16-18 Prohibited Personnel Practices (PPPs) and Whistleblower Protections
- 16-17 Mandatory Security Awareness Training
- 16-16 Fiscal Year 2016 Mid-Year Progress Review Management Guidance
- 16-15 Mandatory Training on Merit System Principles, Prohibited Personnel Practices, and Whistleblower Protection
- 16-14 Mandatory Training on Privacy Awareness and Information Privacy
- 16-13 TIGTA Employee Tax Obligations and Prohibited Outside Employment – Tax Matters
- 16-12 Hatch Act Restrictions for Federal Employees
- 16-11 Drug-Free Workplace Program – General Notice
- 16-10 FY 2016 Freedom of Information Act Training
- 16-09 Annual Outside Employment or Business Activity Filing Requirement
- 16-08 Use or Lose Annual Leave
- 16-07 TIGTA's Annual Certification of Federally Owned Personal Property
- 16-06 Understanding Prohibited Personnel Practices (PPPs) and Whistleblower Protections
- 16-05 Interim Guidance to Address Major Changes in the New Employee Orientation Program Policy
- 16-04 Issuance of Annual Telework Agreements
- 16-03 Employee Responsibility to Be Familiar with TIGTA Policies and Interim Guidance
- 16-02 Interim Guidance for TIGTA's Signatory Authority for Memoranda of Understanding and Interagency Agreements
- 16-01 Interim Guidance for TIGTA's Purchase Approval Process

## TIGTA Numbered Memoranda

### FY 2016

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Doc #	Status	Title of Memoranda
<a href="#"><u>16-26</u></a>		Fiscal Year 2016 Performance Ratings for Senior Executives
<a href="#"><u>16-25</u></a>		Fiscal Year 2016 Employee Performance Appraisal Guidance
<a href="#"><u>16-24</u></a>		2016 Combined Federal Campaign
<a href="#"><u>16-23</u></a>		Annual Diversity Training
<a href="#"><u>16-22</u></a>		2016 Inspector General Awards
<a href="#"><u>16-21</u></a>		Mandatory Drug-Free Workplace Training
<a href="#"><u>16-20</u></a>		Mandatory Veterans Training
<a href="#"><u>16-19</u></a>		Treasury Inspector General for Tax Administration 2016 Summer Student Volunteer Program
<a href="#"><u>16-18</u></a>		Prohibited Personnel Practices (PPPs) and Whistleblower Protections
<a href="#"><u>16-17</u></a>		Mandatory Security Awareness Training
<a href="#"><u>16-16</u></a>		Fiscal Year 2016 Mid-Year Progress Review Management Guidance
<a href="#"><u>16-15</u></a>		Mandatory Training on Merit System Principles, Prohibited Personnel Practices, and Whistleblower Protection
<a href="#"><u>16-14</u></a>		Mandatory Training on Privacy Awareness and Information Privacy
<a href="#"><u>16-13</u></a>	Superseded by TIGTA #17-16	TIGTA Employee Tax Obligations and Prohibited Outside Employment – Tax Matters
<a href="#"><u>16-12</u></a>	Superseded by TIGTA #17-15	Hatch Act Restrictions for Federal Employees
<a href="#"><u>16-11</u></a>		Drug-Free Workplace Program – General Notice
<a href="#"><u>16-10</u></a>		FY 2016 Freedom of Information Act Training
<a href="#"><u>16-09</u></a>	Superseded by TIGTA #17-09	Annual Outside Employment or Business Activity Filing Requirement
<a href="#"><u>16-08</u></a>	Superseded by TIGTA #17-08	Use or Lose Annual Leave
<a href="#"><u>16-07</u></a>	Superseded by TIGTA Memo #17-13	TIGTA's Annual Certification of Federally Owned Personal Property
<a href="#"><u>16-06</u></a>		Understanding Prohibited Personnel Practices (PPPs) and Whistleblower Protections
<a href="#"><u>16-05</u></a>		Interim Guidance to Address Major Changes in the New Employee Orientation Program Policy
<a href="#"><u>16-04</u></a>	Superseded by TIGTA #17-05	Issuance of Annual Telework Agreements
<a href="#"><u>16-03</u></a>	Superseded by TIGTA #17-07	Employee Responsibility to Be Familiar with TIGTA Policies and Interim Guidance
<a href="#"><u>16-02</u></a>	Superseded by TIGTA MT #188 dated 1/1/16, Policy updated.	Interim Guidance for TIGTA's Signatory Authority for Memoranda of Understanding and Interagency Agreements
<a href="#"><u>16-01</u></a>	Superseded by TIGTA MT #188 dated 1/1/16, Policy updated.	Interim Guidance for TIGTA's Purchase Approval Process

**TIGTA Numbered Memoranda  
FY 2017**

- 17-19 One-Time Memorandum – Position Description (PD) Abolishment and Employee Reassignments in HR Connect
- 17-18 Changes in the Filing of a Confidential Financial Disclosure Report, Form 450 Policy
- 17-17 *Reserved*
- 17-16 TIGTA Employee Tax Obligations and Prohibited Outside Employment – Tax Matters
- 17-15 Hatch Act Restrictions for Federal Employees
- 17-14 Presidential Inaugural Events
- 17-13 TIGTA's Annual Certification of Federally-Owned Personal Property
- 17-12 Official Worksite/Post of Duty Update in HR Connect
- 17-11 Process for Obtaining Security Authorization of TIGTA Information Technology (IT) Systems in Cloud Environments
- 17-10 Domestic Violence, Sexual Assault, and Stalking Training
- 17-09 Annual Outside Employment or Business Activity Filing Requirement
- 17-08 Use or Lose Annual Leave
- 17-07 Annual Reminder – Employee Responsibility to Be Familiar with Treasury Inspector General for Tax Administration Policies and Interim Guidance
- 17-06 Standardized Naming Convention for TIGTA Numbered Memoranda
- 17-05 Issuance of Annual Telework Agreements
- 17-04 Equal Employment Opportunity (EEO) Policy Statement
- 17-03 Reasonable Accommodation Policy Statement
- 17-02 Anti-Harassment Policy Statement
- 17-01 Sexual Harassment Prevention Policy Statement

# TIGTA Numbered Memoranda

## FY 2017

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Doc #	Status	Title of Memoranda
<u>17-19</u>		One-Time Memorandum – Position Description (PD) Abolishment and Employee Reassignments in HR Connect
<u>17-18</u>		Changes in the Filing of a Confidential Financial Disclosure Report, Form 450 Policy
<u>17-17</u>		Reserved
<u>17-16</u>		TIGTA Employee Tax Obligations and Prohibited Outside Employment – Tax Matters
<u>17-15</u>		Hatch Act Restrictions for Federal Employees
<u>17-14</u>		Presidential Inaugural Events
<u>17-13</u>		TIGTA's Annual Certification of Federally-Owned Personal Property
<u>17-12</u>		Official Worksite/Post of Duty Update in HR Connect
<u>17-11</u>		Process for Obtaining Security Authorization of TIGTA Information Technology (IT) Systems in Cloud Environments
<u>17-10</u>		Domestic Violence, Sexual Assault, and Stalking Training
<u>17-09</u>		Annual Outside Employment or Business Activity Filing Requirement
<u>17-08</u>		Use or Lose Annual Leave
<u>17-07</u>		Annual Reminder – Employee Responsibility to Be Familiar with Treasury Inspector General for Tax Administration Policies and Interim Guidance
<u>17-06</u>		Standardized Naming Convention for TIGTA Numbered Memoranda
<u>17-05</u>		Issuance of Annual Telework Agreements
<u>17-04</u>		Equal Employment Opportunity (EEO) Policy Statement
<u>17-03</u>		Reasonable Accommodation Policy Statement
<u>17-02</u>		Anti-Harassment Policy Statement
<u>17-01</u>		Sexual Harassment Prevention Policy Statement