



**DEPARTMENT OF THE TREASURY**  
**INTERNAL REVENUE SERVICE**  
**WASHINGTON, D.C. 20224**

**Department of the Treasury**  
**Internal Revenue Service**  
**Human Capital Office**  
**Employment Operations**

18CE2-DHX0158-2210-11T14  
INFORMATION TECHNOLOGY SPECIALIST

Dear CLAYTON MURRAY:

Welcome to the Internal Revenue Service! We are pleased to extend to you this firm offer of employment for a Career Conditional appointment with the Internal Revenue Service (IRS) as a(n) Full-time INFORMATION TECHNOLOGY SPECIALIST, GS-2210-11 step 01, which is equal to \$62,613.00 per year under the current Office of Personnel Management salary table at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages>. This position is located in the Information Technology located in Ogden, UT.

The IRS ethics program promotes the highest standards of ethical conduct for all IRS employees. Federal ethics statutes and regulations are designed to protect against real and apparent conflicts of interest, and as a prospective employee, you must understand and comply with those statutes and regulations. As an IRS employee, you will be subject to the criminal conflict of interest statutes, the Executive Branch Standards of Ethical Conduct, and Treasury's supplemental ethics regulations. These rules are also summarized in Plain Talk about Ethics and Conduct. By separate email, you will receive information about mandatory ethics training, which must be completed within three months of your start date. If applicable, you will also receive information about filing a financial disclosure report. If you have any questions about the ethics rules, you may contact the Ethics Hotline at (202) 317-6999 or [GLS.Ethics@irscounsel.treas.gov](mailto:GLS.Ethics@irscounsel.treas.gov).

**Prior to accepting or declining this firm offer, please read this entire letter and make a copy for your records.**

**Important Information to Know**

This is a firm offer of employment pending verification of any unresolved paperwork, proof of citizenship, and initiation of a background investigation. In the event hiring goals are reduced by funding and/or the strategic plan changes, we may be required to rescind this offer.

You must complete a one-year probationary period that begins on the effective date of your appointment and ends one year later, unless extended by leave without pay or other non-pay time in excess of 22 work days(per 5 CFR 315.803). During your probationary period, we will assess your job performance and overall fitness and qualifications for continued employment with the IRS. If your

performance or conduct does not meet acceptable standards, we may remove you from the position and/or federal service.

You will be placed in tenure group II (conditional tenure) until you have completed three years of substantially continuous service. If you have already served a prior probationary period and have completed three years of substantially continuous service under a career-conditional appointment, you will be changed to tenure group I (permanent tenure) upon completion of this new probationary period. This has no impact on your benefits, or adverse action rights to due process in the event of a reduction in force or other type of separation.

### **Prior Federal Service and/or Retired Federal Employee**

If you have prior federal service and not done so already, please contact the Human Resource Specialist at the bottom of this notice for information about salary adjustments.

Applicants with prior federal service may be entitled to a salary adjustment. Salary adjustments are not automatic. The prior federal service must have been similar in nature to the position for which you have been selected. A Human Resources Specialist will review your case and decide if you qualify for a salary adjustment. A salary adjustment may take up to four pay periods to process.

A retired federal employee (including but not limited to employees retired from the US Postal Service) receiving a pension and returning to the federal government may be subject to a Salary Offset.

### **Reasonable Accommodations**

If you're a person with a disability and need job accommodations to perform your duties (for example, assistive technology, ergonomic furniture, sign language interpreters, Braille, etc.) and have not already made contact with the agency you should take action to contact the Human Resource Specialist listed at the bottom of this notice immediately.

### **Next Steps**

If you are no longer interested in this position, please decline the invitation within the system, and provide the reason for your declination in the comments section.

**- Complete Additional Forms:** Please complete the additional forms available through this site, or your USAJOBS account at <https://www.usajobs.gov/> (select 'Application Status' > 'Additional Application Information' > "Onboarding").

**\*\*Important** It is required that you use your full legal name (including full middle name), which must match your identification documents. These forms must be completed and submitted to the IRS no later than three (3) days from the date of this notice, or it may affect your eligibility to continue the hiring process.

In addition to the forms above, we also ask that you access the following website <http://www.statew4.com/content/taxforms.php> and complete any applicable state tax forms and send them to the HR Specialist listed at the bottom of this notice.

Please note that when completing Form 1199A Direct Deposit Sign Up form, you should insert your

SSN in the Claim or Payroll ID field.

- **Background Investigation:** All federal employees must submit to a background investigation. You should have received an invitation to join E-QIP (Electronic Questionnaire for Investigations Processing) under separate correspondence from our Background Investigations Team. You must complete and submit the background investigation paperwork within 3 days after receipt of that invitation. Compliance is a condition of employment. If you have not received this email please contact the Human Resource Specialist listed at the bottom of this notice immediately.

- **Attend Orientation:** You will receive a follow up email with all the details of your orientation.

### **Bring to Orientation...**

**A)** Bring two form(s) of ID- The one you supplied during your fingerprinting session and a second form of identification. One form of ID must be a federal or state photo identification card. Please access the following website to check for other acceptable forms of identification:

<https://www.uscis.gov/i-9> .

**B)** Validation of Citizenship - In order to verify your citizenship you will be required to furnish your original birth certificate (copies are not acceptable) or a US passport (cannot be expired) or your naturalization papers. (Please note that these documents may be substituted as the second form of identification needed in A. above).

### **Information on Benefits**

Additional information on the many benefits you are entitled can be found at the following website <http://jobs.irs.gov/resources/benefits> and will be shared with you during your orientation session, however, for your convenience, we have provided you with a listing of the forms that you may choose to complete during your on boarding process along with the websites where they can be found. We have also included the addresses where each of these forms, if completed, should be sent. These forms should not be mailed or faxed until after your entrance on duty date (EOD).

- Health Benefits Election Form - SF 2809 [http://www.opm.gov/forms/pdf\\_fill/sf2809.pdf](http://www.opm.gov/forms/pdf_fill/sf2809.pdf)

- Federal Employee's Group Life Insurance- SF 2817 [http://www.opm.gov/forms/pdf\\_fill/sf2817.pdf](http://www.opm.gov/forms/pdf_fill/sf2817.pdf)

Send the above forms (SF-2809 and SF-2817) to:

Regular Mail Address:

IRS Ogden Payroll Center

PO Box 9774

Mail Stop 1508

Ogden, UT 84404

Overnight Mailing Address:

IRS Payroll Center

1973 N. Rulon White Blvd

Mail Stop 1508

Ogden, UT 84404

SF-2809: form can also be faxed to: Attention IRS Ogden Payroll Center, Insurance Unit; Fax 801-

620-7047, SF 2817 can also be faxed to the same number but the original must be mailed to the IRS Ogden Payroll Center.

- Beneficiary Forms:

Designation of Beneficiary- Federal Employee's Group Life Insurance-SF-2823

[http://www.opm.gov/forms/pdf\\_fill/sf2823.pdf](http://www.opm.gov/forms/pdf_fill/sf2823.pdf)

Designation of Beneficiary-Federal Employee's Retirement System-FERS-SF-3102

[http://www.opm.gov/forms/pdf\\_fill/SF3102.pdf](http://www.opm.gov/forms/pdf_fill/SF3102.pdf)

Designation of Beneficiary for Unpaid Compensation - SF 1152

[http://www.opm.gov/forms/pdf\\_fill/SF1152.pdf](http://www.opm.gov/forms/pdf_fill/SF1152.pdf)

Send the above forms (SF-2823, SF-3102, SF-1152) to:

IRS - OPF Consolidation Site

440 Space Center Drive

Lee's Summit, MO 64064

Faxed copies will not be accepted, only original forms with original signatures will be accepted.

Designation of Beneficiary-Civil Service Retirement System (CSR)-SF 2808

[http://www.opm.gov/forms/pdf\\_fill/SF2808.pdf](http://www.opm.gov/forms/pdf_fill/SF2808.pdf) (NOTE: This form should only be completed if you are rehired under the Civil Service Retirement Service.)

Send the above form (SF-2808) to:

US Office of Personnel Management

Retirement Operations Center

PO Box 45

Boyers, PA 16017-0045

- Thrift Savings Plan

Thrift Savings Plan Election Form - Election Form TSP-1 <https://www.tsp.gov/forms/index.html>

Send above form (TSP-1) to:

Philadelphia Payroll Center

2970 Market Street M/S 5721

Philadelphia, PA 19104 or Fax to 855-207-0459

Thrift Savings Plan- Designation of Beneficiary TSP-3 <https://www.tsp.gov/forms/index.html>

Send the above form (TSP-3) to:

TSP Service Office

PO Box 385021

Birmingham, AL 35238 or Fax to 866-817-5023

We are here to support you. If you have any questions, please contact the HR Specialist below.

Sincerely,

Jerry Delligatti HR Specialist

Jerry.Delligatti@irs.gov

Electronically signed by CLAYTON MURRAY on 12/19/2018.