

**ADDITIONAL INFORMATION FOR TREASURY OFFICE OF CHIEF COUNSEL
and TREASURY INSPECTOR GENERAL FOR TAX ADMINISTRATION
(TIGTA) EMPLOYEES APPLYING FOR A NON-BARGAINING UNIT
INTERNAL VACANCY ANNOUNCEMENT**

Applicants from the Office of Treasury, Chief Counsel and Treasury Inspector General for Tax Administration (TIGTA) with current or prior competitive status must also submit:

- Copy of your last Notification of Personnel Action, Form SF-50; and
- Copy of your most recent performance appraisal.

Conditions of Employment

If selected you will be:

- Required to undergo appropriate tax checks prior to employment.
- Fingerprints are required as part of the pre-employment process. Meeting this is a condition of employment. Consideration for employment will be contingent upon a review of fingerprint results.
- A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication.
- Applicants will be required to go through a Personal Identity Verification (PIV) process which requires two forms of identification, one of which must be a valid State or Federal government issued picture identification. Eligibility for a PIV Credential is required. Failure to comply with the PIV process and if unable to verify the applicant's identity, may result in the loss of consideration for employment.
- To be eligible for PIV credential, applicants must have a successfully adjudicated FBI criminal history record check (fingerprint check) and a NACI or equivalent background investigation initiated. Employees must maintain PIV credential eligibility during their service with the Department of the Treasury.
- The Treasury Inspector General for Tax Administration (TIGTA) has oversight and investigative responsibilities throughout the IRS. TIGTA has authority to initiate investigations to identify IRS employees who have violated or are violating laws, rules or regulations related to the performance of their duties. TIGTA does this in part through computer matching programs.
- Subject to drug testing (if the position being filled is within the IRS-Criminal Investigation Division).