Department of the Treasury | Internal Revenue Service | Office of Chief Counsel

Order

O-30-2001-003

July 20, 2001

Subject: Preplanning and Notification re Replacement or Adding Additional Attorneys at Field PODs: Space/Support Coordination

Cancel Date: Upon Incorporation into the CCDM

BACKGROUND:

Prior to the reorganization of 2000, Regional Counsel generally controlled increasing the size of the staff at all of the posts of duty (POD) in their geographic regions. One major factor they considered was the availability of space to house the additional staff. If it was insufficient and no more space could be acquired, additional staff was not added unless it was first decided to double up the staff quarters. In addition, the administrative staff of the regions had early notice of attorney and other staff hiring plans, and could plan well in advance to have support and an office available for new attorneys on the day they arrived at their new POD. Plans were also made to fit circumstances where a new attorney would overlap an attorney who was scheduled to depart. Also, regional counsel sometimes had long range plans and increased the support staff in offices where the plan was to increase attorneys during the hiring cycle.

Since the reorganization, Divisions plan for their own hiring of staff at each POD. The following is the procedure that will be followed to coordinate support and space plans.

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1. Increases and Decreases of Staff at a POD: When a Division first considers increasing or decreasing its staff at any field POD, the headquarter representative designated by the Division Counsel should quickly notify the Executive Assistant to the Associate Chief Counsel (F&M), and the Deputy Associate Chief Counsel (F&M) by email[1]. This will start the process to ensure that the Division head is promptly advised by F&M whether there is space available at the target POD for increases that are proposed.

If there is available space, the Executive Assistant (F&M) will notify the F&M Area Manager/Office Manager to reserve an office for the additional employee. If there is no office available, but there are offices that have been reserved, the Executive Assistant will contact the Division which has the reservation to confirm the continued need for the reservation. If no office can be found, F&M will initiate a dialog with the headquarters of all of the Divisions who have employees at the POD so that a decision can be made on what action to take, what notification to the union needs to be made, and to work out a plan that takes union rights into account.

2. Replacing Existing Staff at a POD: As above, early notification to F&M is needed so that the Area Manager/POD Office Manager will have the space and support assignments ready. There is no need for coordination with other Divisions at headquarters unless there is an overlap that creates a temporary office space shortage.

/s/
Richard J. Mihelcic
Associate Chief Counsel
(Finance and Management)

/s/
Sarah Hall-Ingram
Division Counsel/Associate Chief Counsel
(Tax Exempt and Government Entities)

/s/
Linda Burke
Division Counsel
(Large and Mid-Size Business)

/s/
Nancy Jardini
Division Counsel/Associate Chief Counsel
(Criminal Tax)

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[1] When a part of F&M learns of hiring or transfer plans, *e.g.,* where F&M assists in attorney recruiting, that information should promptly be transmitted to the affected Area Manager and the F&M Executive Assistant/Deputy Associate Chief Counsel. Although F&M will share internally its information on headquarter customer plans, the system will work much better if the customer Division sends an early email specifically about space and support needs as described above.

/s/
Kevin Brown
Division Counsel
(Small Business/Self Employed)

/s/
Mark Kaizen
Associate Chief Counsel
(General Legal Services)