

Employee work status and operations update

On April 20, the Office of Management and Budget (OMB) and the Office of Personnel Management (OPM) issued guidance on the process federal agencies should follow to begin resuming normal operations. It is important to note the IRS evacuation order remains active while we assess that guidance. In conjunction with this guidance, leadership has begun discussing how we will resume operations in a phased approach to keep our employees and communities safe. In the interim, employees **should not report** to their official post of duty (POD) unless directed to do so by their supervisor. Your manager will contact you when you are required to return to your official POD.

We have identified some mission-critical needs including processing of paper tax returns, answering taxpayers' questions on our toll-free lines, performing Income Verification Express Service and certain lien/levy functions. A certain number of employees doing these tasks will be required to report very soon. Only managers and employees, in these job series, who receive a call from their supervisor will be required to report to their POD during this phase.

As we make decisions about opening up offices, the safety and well-being of our employees is our top priority. To ensure the health and safety of the employees returning to individual work locations, we will implement and follow specific federal safety guidelines and measures for all employers.

We know there will be many questions and concerns as we begin the first steps on our journey back to normal operations. In the coming days, we'll provide more information to help you understand safety measures, other changes to your day-to-day work environments, leave and telework flexibilities, as well as the employee assistance resources that continue to be available to you. We ask for your continued patience as we work through these details to ensure everyone's well-being. Stay safe and please remain in your current leave or work status until contacted by your supervisor with further instructions and information. Again, your safety is our top concern as we move forward.

Thank you for your commitment to the IRS mission.

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