



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

CRIMINAL INVESTIGATION

October 15, 2024

MEMORANDUM FOR GARY SHAPLEY
CRIMINAL INVESTIGATOR
WASHINGTON D.C FIELD OFFICE SE:CI:SA:WDC

FROM:

[REDACTED]
Technical Advisor, Workforce Development
Strategy SE:CI:S:REAL:WD

SUBJECT: Tenure – Notice of Intent

As mentioned in the Term Tenure Policy dated March 15, 2018 and recently updated on August 3, 2021, development of future leaders is paramount to the continued growth, success and sustainability of our organization. In an ongoing effort to successfully meet our organizational and operational challenges, national exposure will be required through career progression and movement throughout Field Office and Headquarters' positions. The mobility of our leaders will showcase diversity of thought, breadth of experience, and technical and interpersonal expertise for a successful future.

Your final term date in your current Supervisory Special Agent position will expire on April 29, 2025. Therefore, you are being reassigned to CI Headquarters, Washington D.C. as a Senior Analyst effective the pay period beginning May 4, 2025. The specific headquarters section will be determined at a later date.

You must indicate your intent by selecting one of the three options below. Please sign, date, and return this document to your manager and me no later than fifteen (15) calendar days from the date of this notice.

I will report to my directed reassignment no later than Monday, May 5, 2025. If I compete and am selected for another position which indicates progression within the organization prior to this report date, I will immediately notify the IRS:CI Workforce Development Director and Senior Advisor.

I am voluntarily requesting a change to a lower grade to the journeyman level of a GS-1811-13 Special Agent in the current commuting area¹. I understand that the agency will process a voluntary change to a lower grade to the position of Criminal Investigator, GS-1811-13 effective May 4, 2025 and that my pay will be set consistent with IRS pay-setting regulations. I further understand that my POD assignment will be based on field office and business needs.

I decline to select options 1 or 2 because I plan to retire or resign from the IRS prior to April 29, 2025. However, if I decide not to retire or resign by this date, I am voluntarily requesting a change to a lower grade to the journeyman level of a GS-1811-13 Special Agent in the current commuting area. I understand that this is a voluntary change to a lower grade and that my pay will be set consistent with IRS pay-setting regulations. I further understand that my POD assignment will be based on field office and business needs. The agency will process a voluntary change to a lower grade to the position of Criminal Investigator, GS-1811-13, effective May 4, 2025.

If you have any questions regarding this document please contact your supervisor.

Signature Acknowledging Receipt:

cc: Employee Drop File

[REDACTED], Technical Advisor, Workforce Development
[REDACTED], Acting Assistant Special Agent in Charge, Washington D.C. Field Office
Kareem Carter, Special Agent in Charge, Washington D.C. Field Office

¹ Per IRM 9.11.4.2.1 the “commuting area” is defined as within a 50-mile radius of the agent’s permanent post of duty.