



DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
ATLANTA, GA 30308

WAGE AND INVESTMENT DIVISION

March 28, 2008

MEMORANDUM FOR ALL MANAGERS SUBMISSION PROESSING
(Austin Campus)

FROM:

Darryl F. Krebs 
Manager, Receipt and Control Operations

SUBJECT: Request for April Peak Volunteers

Due to a possible staffing need for **weekend night shift (4pm-4am only)**, Receipt and Control Operation needs your support and assistance for another April Peak. Our goal is to improve the returns and remittance processing by using volunteers to work overtime in Receipt and Control. We encourage all interested employees to submit a survey, regardless of grade to ensure we have enough volunteers to process the receipts timely.

The following overtime opportunities are available:

R&C Weekends: April 12/13, 19/20 and 26/27

(Employees are needed to work the 4pm, 5pm and 6 pm shifts only)

Training will be made available on an as needed basis at the first report date.

Your help is needed to make this project a success. Please ensure your employees receive the R&C Survey. If an employee is interested in the R&C overtime they need only fill out the survey. The survey needs to be completed by the employee and returned to you by April 3, 2008. The survey must be reviewed and signed by you and forwarded to your Operation Coordinator by April 4, 2008. Coordinators will return the completed surveys to Receipt and Control by Noon, April 4, 2008. Coordinators will receive employee lists to verify in early April.

Receipt and Control and NTEU Chapter 72 will work cooperatively to ensure a successful filing season. The attached question and answer pages contain frequently asked questions for you to use during group meetings with your employees or individual discussions. Please remind your employees of the importance of following through on their commitment to work. Thank you for your assistance.

**RECEIPT AND CONTROL APRIL PEAK OVERTIME
COORDINATORS/BACK-UPS
2008**

Accounting Operations

Primary: Patricia Voigt, Ext. 7685
Back-up: Coordinator - Denise Lopez, Ext. 7687

Data Conversion Operations

Primary: Irene Rodriguez, Ext. 7235
Back-up: Bertha Juarez, Ext. 7940

Input Corrections Operations

Primary: Diana Trevino, Ext. 7871
Back-up: Judy Barber, Ext. 7600

ITIN Operations

Primary: Mary Depuy Donahoe, Ext. 7967
Back-up: Adrienne Feria, Ext. 2903

Planning & Analysis Staff

Primary: Melissa Wolff, Ext. 2291
Back-up: Melonie Hobbs, Ext. 2294

Document Perfection Operations

Primary: Francine Morriss, Ext. 8732
Back-up: Julia B. Rivera, Ext. 7856

Site Coordinator

Primary: Melanie Hobbs, Ext. 2294
Back-up: Melissa Wolff, Ext. 2291

2008 April Peak Volunteer Survey Instructions

Additional Information:

- You may request to work credit hours in lieu of overtime in accordance with the Flexitour/AWS agreement.
- Most employees will be assigned to Extraction to open mail. If you have accessibility issues and can't open mail in Extraction, please check the "Special Needs" box "Yes". You will be contacted to determine what area will best suit your needs.

Operation Coordinators/Managers will notify employees when to report for work.

DO NOT report without notification from your Operation Coordinator/Manager.

Employees will be called based on Grade, EOD and workload.

It is important that employee's report for the times they sign up for. If you are unable to report, please notify the Receipt and Control Operation as soon as possible at 460-7919. This will give another volunteer the opportunity to work.

Remember that notification may come at the last minute.

- **Overtime hours may be increased or cancelled based on workload.**

IMPORTANT DEADLINES:

- Submit completed survey to your immediate manager by **COB April 3, 2008**. Keep a copy for your records.
- Managers will indicate approval by signing and forwarding to the Operations Coordinator by **April 4, 2008**.

Managers are responsible for verification of the following information:

- ✓ Area Organization Code
 - ✓ Phone Numbers
 - ✓ Employee EOD (through Personnel)
- Operations Coordinators should return all surveys to Receipt & Control, Stop 6050AUSC by **Noon, April 4, 2008**.
 - ✓ A verification list will be provided to Coordinators in early April. Coordinators are responsible for checking EOD's, shifts, etc.