



Internal Revenue Service
Site Coordinator Staff Stop 24
5045 E Butler Ave
Fresno, CA 93727

Date:
February 1st, 2021

James and Andrea Taylor
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Anytown, US 99999-9999

ATTENTION: FRESNO SUBMISSION PROCESSING EMPLOYEES

In September 2021, Fresno Submission Processing (SP) will close. Our main concern is the impact on you, our dedicated employees affected by the Fresno SP consolidation. As part of this effort we are going to again offer Voluntary Early Retirement Authority (VERA), Voluntary Separation Incentive Payments (VSIP), otherwise known as a buyout, and job swaps to impacted employees. Offer letters will be mailed certified to impacted employees in early February -- be on the lookout for the package. This 2nd and FINAL Fresno SP Consolidation window will open on Tuesday, February 16, 2021 and close on Friday, April 16, 2021.

- The [Job Swap Bulletin Board](#) will be accessible for all IRS employees beginning Monday, February 8, 2021, through 8:59 p.m. PT on Friday, April 16, 2021, on IRS network computers only. [Job swap](#) opportunities are available from February 16, 2021 through April 16, 2021, for any qualifying, non-impacted IRS employee interested in swapping their continuing position with any employee directly impacted by the Fresno SP Consolidation. This allows the non-impacted employee to become eligible for the VSIP, or VERA and Fresno impacted SP employees to continue their IRS employment outside of SP. IRS employees meeting eligibility requirements will receive buyout offers up to \$25,000. Employees interested in a job swap must identify an interested and qualified job swap candidate. Both job swap candidates must:
 - meet the eligibility criteria and agree to swap jobs with each other,
 - complete, sign, and date Parts I and II of the [Job Swap Request form](#), Form 14013 and
 - provide the completed forms to their managers for review and approval.

This completed form **MUST** be submitted via email to HCO.Buyout.Job.Swaps@irs.gov on or before April 16, 2021.

Who do I contact for help or questions? Email us at wispemployeeefocus@irs.gov for help with any of the above, help applying for jobs (USAJobs), or any questions/concerns/issues. If you are at home, please provide your home contact information (full name, personal email address and phone number) and let us know the best method (email or phone) and time to contact you. From the office, email us at wispemployeeefocus@irs.gov or visit the CORE Room located at the Butler Building (SP building).