



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

SMALL BUSINESS / SELF-EMPLOYED DIVISION

February 27, 2017

Control Number: SBSE-01-0217-0001
Expiration Date: February 27, 2018
Impacted: IRM 1.4.50

MEMORANDUM TO SBSE DIRECTOR, FIELD COLLECTION
INVENTORY PROCESS IMPROVEMENT TEAM

FROM: Kristen E. Bailey
Director, Collection Policy

Kristen E. Bailey

Digitally signed by Kristen E. Bailey
DN: c=US, o=U.S. Government, ou=Department of
the Treasury, ou=Internal Revenue Service,
ou=People, serialNumber=368089, cn=Kristen E.
Bailey
Date: 2017.02.27 09:32:55 -05'00'

SUBJECT: IRM Deviation for Targeted Inventory Levels for Revenue Officers participating in the Flex Field Inventory Process Improvement Team (FIPIT) Pilot. IRM Deviation regarding prompt initial and follow-up contacts and Trust Fund Recovery Penalty (TFRP) case actions for Revenue Officers participating in Flex FIPIT Pilots

The purpose of this memorandum is to issue guidance to the Director of the Field Inventory Process Improvement Team (FIPIT) Pilots on Targeted Inventory Levels, prompt initial and follow up contacts and Trust Fund Recovery Penalty (TFRP) case action deadlines for Revenue Officers participating in the Flex FIPIT Pilot program. This deviation will apply only to personnel participating in an approved Flex FIPIT Pilot and will remain in effect for a period of one year from the issuance date of this document . Please ensure that this information is distributed to all affected employees within your organization.

Flex pilot participants may be assigned inventory above the current target levels as described in IRM 1.4.50.10.2(4) *Collection Group Manager, Territory Manager and Area Director Operational Aid, Maintaining Targeted Inventories*. When inventory case assignments to Flex pilot participants exceed the current targeted inventory levels, management will not be required to adjust inventory levels. However, group managers must relieve the revenue officer, *in writing*, of the IRM requirements regarding prompt initial and follow-up contacts and TFRP case action deadlines until the inventory is within targeted inventory range in a manner consistent with guidance prescribed in IRM 1.4.50.10.2(7).

Group managers of revenue officers who are participating in an approved Flex FIPIT pilot may exceed the recommendation limiting new assignments to five cases per work week as described in IRM 1.4.50.10.2(2) *Collection Group Manager, Territory Manager and Area Director Operational Aid, Maintaining Targeted Inventories*.



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

SMALL BUSINESS / SELF-EMPLOYED DIVISION

If you have any questions concerning the waiver of IRM requirements for inventory levels or initial and follow-up contacts, please contact Jana McDaniel, Program Manager, Global Strategic Compliance at 513-263-3529 or Scott Pryde, Program Analyst, at 307-429-6030. If you have any questions concerning the waiver of IRM requirements for TFRP case actions, please contact Jeanne Dunford, Senior Policy Analyst, at 617-462-2109.

cc: Director, Headquarters Collection
Director, Field Collection
Director, Collection Inventory Delivery & Selection
SBSE Project Director, Future State
[irs.gov](https://www.irs.gov)