



PRIVACY, GOVERNMENTAL
LIAISON AND DISCLOSURE

DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
WASHINGTON, DC 20224

December 12, 2011

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MEMORANDUM FOR CHIEF GOVERNMENTAL LIAISON AND GOVERNMENTAL
LIAISON AND DISCLOSURE AREA MANAGERS

FROM: Bernice Fischer /s/ *Bernice Fischer*
Director, Governmental Liaison and Disclosure (GLD)

SUBJECT: Interim Guidance on the Governmental Liaison Initiative
Development Guide

This memorandum issues guidance on the Governmental Liaison Initiative Development Guide (GLIDe) until a revision to IRM 11.4.1 is published. Please distribute this information to all affected employees within your organization.

Purpose: The GLIDe is a new tool developed for GL headquarters and field staff to assist them in facilitating the development of proposed GL initiatives involving federal, state and local government agencies. It provides a simple and easy-to-use process for ensuring all significant issues are considered when developing GL initiatives. The GLIDe requires that GL obtain the written approval of the operating or functional division (OD/FD) that will own or provide resource support for the initiative before taking further action to pursue its development.

Background/Source(s) of Authority: The GLIDe will replace the GL Business Template, an existing tool that is seldom used. The GL Business Template does not document or require the prior written approval of the OD/FD before moving forward. As a result, some GL initiatives may have been developed without the full knowledge and support of appropriate OD/FD officials.

Procedural Change: The GLIDe procedures and template are attached.

Effect on Other Documents: This guidance will be incorporated into IRM 11.4.1, Governmental Liaison Operations, by November 30, 2012.

Effective Date: December 1, 2011

Contact: If you have any questions please contact Al Adams, Sr. Program Analyst, at 410-962-9093 or via email at albert.d.adams@irs.gov.

Distribution:
www.IRS.gov

The following changes are hereby effective December 1, 2011, for IRM 11.4.1.

11.4.1
(11-01-2011)

Governmental Liaison Initiative Development Guide

(1) Joint initiatives between the IRS and other governmental entities will be developed and documented using the GL Initiative Development Guide (GLIDe). The GLIDe is a tool used to establish and support a business case for proposed joint initiatives with federal, state and local agencies to ensure that joint initiatives support IRS business objectives and/or key stakeholder objectives and that key issues are considered in developing proposed initiatives.

(2) GL will prepare a GLIDe when proposing local or national initiatives to an operating or functional division (OD/FD) or the expansion of successful initiatives. GL will also prepare a GLIDe if OD/FD HQ functions request GL assistance to facilitate national projects or initiatives in support of their program priorities and requirements.

(3) The GLIDe will serve as the historical record of an initiative's development.

(4) In partnership with the ODs/FDs, GL will use the GLIDe to facilitate the development of initiatives, documenting key information, GLD and OD/FD approval involving:

- a) New data exchanges/initiatives
- b) New uses of data currently exchanged
- c) Joint compliance activities
- d) New data matching initiatives
- e) CIPs (Compliance Initiative Projects) or Privacy Impact Statements (See IRM 4.17.1, *Compliance Initiative Projects*, for CIP procedures, and IRM 11.3.14.12, *Controlling Information From Third Parties*, for Privacy Impact Statement requirements)

(5) The GLIDe will be used for all new initiatives with other governmental entities unless one of the following exceptions apply:

- a) Routine activities requiring only local approval, such as joint forms availability at mutual sites, joint filing season publicity, joint committees, conferences, workshops, training, and similar activities
- b) Replicating a previously approved initiative without substantial changes
- c) Exchanges of or access to information already covered by Implementing Agreement or MOU provisions.

(6) Preparation of the GLIDe will not eliminate the need to address any OD/FD requirements for completing a CIP or other required documentation.

(7) Prior to facilitating the development of an initiative, the GL will research and consult with the appropriate HQ GL analyst, when necessary, to determine if a similar initiative was pursued previously. If an identical or similar initiative was previously pursued, the GL will obtain a copy of the GLIDe developed for the initiative, if available, to determine the status and outcome of the earlier initiative.

11.4.1.13.1

Completing the GLIDe

(1) The following information will be addressed in the GLIDe, which is available in template form at Exhibit 11.4.1-4:

- a) Initiative or project title
- b) IRS business owner or requester
- c) HQ GL Analyst or Field GL contact
- d) Background and objectives of the initiative
- e) Strategic Plan/Priority Supported (of the OD/FD and of GLD)
- f) External Agency Partner(s)
- g) Description of the process and data needs
- h) Measures to be used to evaluate success of the initiative
- i) Resource/funding requirements
- j) Coordination with other documents/requirements (e.g., CIPs, Privacy Impact Statements, Privacy Impact Assessments, MOUs, agreements, or other requirements)
- k) Legal issues, disclosure authority, information technology issues, and other privacy or security considerations
- l) Benefits versus challenges, if any
- m) Testing or piloting recommendations, if any

(2) GL staff will request input from the appropriate OD/FD and/or external partner when developing or attempting to market a new initiative.

(3) If an OD/FD expresses interest in initiating an activity involving an external agency, GL will ask the function to provide information needed to complete the GLIDe. If an external partner requests GL assistance to initiate an activity, the GL will complete the GLIDe with information from the external agency.

(4) After completing the GLIDe, GL will request the signature on the GLIDe of the appropriate GLD Area Manager or Chief and of the appropriate OD/FD official (Territory Manager or above).

(5) If the OD/FD official will not sign the GLIDe, the GL will consult with the GLD AM or Chief to determine the extent of further GL involvement with the development of the initiative. The GLD AM or Chief may contact local or headquarters OD/FD management officials to determine the need for continuing GL assistance.

Governmental Liaison Initiative Development Guide

Initiative (Project) Title:		Date:
IRS Business Owner/Requester (SB/SE, LMSB, W&I, TEGE, etc.)	OD/FD POC:	OD/FD POC Phone:
HQ GL Analyst/Field GL:	HQ GL Analyst/Field GL Phone:	

1	Background and Objectives
2	Strategic Plan/Priority Supported (<i>OD/FD and/or GLD</i>)
3	External Agency Partner(s)
4	Description of the Process/Data Needs (<i>Address record format requirements, etc., if any</i>)
5	Measures (<i>Describe specific measures to evaluate success of initiative, e.g., new returns filed, taxes assessed, etc.)</i>)
6	Resource/Funding Requirements (<i>Estimate of business owner resource commitment required, if any</i>)
7	Coordination with Other Requirements/Documents (<i>Check for any related or required CIP (IRM 4.17), Privacy Impact Statement (IRM 11.3.14.12,) MOU, agreement or other documentation requirements</i>)
8	Legal, Disclosure, Privacy, Security, Information Technology, or Other Considerations (<i>Explain</i>)
9	Benefits versus Challenges (<i>if any</i>)
10	Pilot/Testing Recommendations (<i>if any</i>)

Governmental Liaison Initiative Development Guide Review/concurrence

GLD Concurrence (Required): ___ Yes ___ No	
Reason for non-concurrence: _____	
Title (<i>Area Manager/Chief or above</i>)	Signature/Date: _____
Business Owner Concurrence (Required) ___ Yes ___ No	
Reason for non-concurrence: _____	
Title (<i>Territory Manager or above</i>)	Signature/Date: _____