



DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
WASHINGTON, DC 20224

SMALL BUSINESS/SELF-EMPLOYED DIVISION

April 1, 2020

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MEMORANDUM FOR ECS BSA MANAGERS AND COORDINATORS

FROM: Carol L. Madison
Director, Examination Case Selection

Carol L. Madison

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Date: 2020.04.01 14:27:55 -05'00'

SUBJECT: New Inventory Orders

This memorandum issues new procedures and guidance for IRM 4.26.3.2.6, *New Inventory Orders*, issued on April 1, 2020. Please ensure this information is distributed to all affected employees within your organization.

The purpose of this memorandum is to implement new BSA Exam Case Selection (ECS) procedures to deliver inventory proactively to BSA Field Examination. With the implementation of this guidance, BSA-Field will begin to receive inventory on a pro rata basis from BSA-ECS without having to submit an inventory request. Inventory orders will be generated by BSA-ECS management and filled in a manner which supports all workstreams and provides for an adequate supply of inventory to support the annual start and closure plans. This approach will eliminate or greatly reduce the need for the Field to submit an inventory order request to BSA-ECS.

Currently, IRM 4.26.3.2.6(1), (2) and (3), *New Inventory Orders*, states the BSA ECS Group Manager forwards the Predictive Inventory Reports and the inventory needs of the groups to the Coordinators. The T-31 Coordinator will analyze the report and discuss inventory needs with the Field Group Manager and will send an email to the BSA ECS Group Manager requesting an order be placed on the *T-31 NBF Database*. If no order is needed, the coordinator will send an email to the BSA ECS Group Manager to this effect.

Effectively immediately,

- The BSA ECS Group Manager and the T-31 Coordinator will analyze the most recent Predictive Inventory Reports and discuss the inventory needs of the BSA Field Groups the T-31 Coordinator supports. The discussion will address the anticipated inventory needs of the field groups and consider changes in the staffing of the group that may impact inventory needs.

- The BSA ECS Manager will generate new inventory orders in accordance with the annual starts and closures plans to ensure the field has sufficient inventory for all workstreams. The BSA ECS Manager will discuss the source of leads from which the cases are to be built and selected with the T-31 Coordinator. Sources of leads include leads lists generated by relevant Workload Initiatives, referrals from FinCEN or other IRS Functions and the *T-31 NBF Database*. The ECS Manager will initiate work orders to maintain the minimum inventory balances for all BSA Field Groups supported by the ECS Group.
- The discussions between the ECS Group Manager and the T-31 Coordinator are documented by the T-31 Coordinator and a copy shared with the BSA ECS Group Manager via secure email within one business day of the discussion. The documentation must include the rationale for the source and number of leads built and selected. The responsibility for the composition of the work order and its implementation rests with the ECS Group Manager.
- The ECS Group Manager must approve all work orders. In the rare instance where BSA Field requests additional inventory, the work order should be made with the approval of the BSA Field Territory Manager to the ECS Group Manager. The ECS Manager is the point of contact for the ECS group and any communication from BSA Field should be directed to the ECS Group Manager.
- Approved orders are assigned to the Coordinator on the *T-31 NBF Database* by the ECS Group Manager.

This guidance is effective immediately and will be incorporated into IRM 4.26.3, *Bank Secrecy Act, Examination Case Selection (ECS)*, within two years of issuance.

If you have questions concerning this guidance, please contact Timothy C. Torri, Program Manager, BSA-Exam Case Selection, (412) 404-9595.

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