



TAX EXEMPT AND  
GOVERNMENT ENTITIES  
DIVISION

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

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Impacted IRM: 4.90.7, 4.90.9, 4.90.11, &  
4.90.12

MEMORANDUM FOR FEDERAL, STATE AND LOCAL GOVERNMENT EMPLOYEES

FROM: Paul A. Marmolejo /s/ *Paul A. Marmolejo*  
Director, Federal State & Local Governments

SUBJECT: Interim Guidance on Direct Closing of Cases to GECS & Revised Criteria for  
Mandatory Review Cases

This memo issues guidance to field groups to close audits directly to the Government Entities Closing Unit (GECU) and revises criteria for FSLG mandatory review cases until IRM 4.90.7, 4.90.9, 4.90.11 and 4.90.12 are published.

**Purpose:** To provide comprehensive guidance on new group procedures to close cases directly to the GECU and to update the types of cases subject to mandatory review.

**Background/Source(s) of Authority:** This change is being made to improve operational efficiency in our case closing and case review process.

**Procedural Change:**

REVIEW: CPM will no longer conduct sample case reviews but will conduct mandatory case reviews only on completed cases that meet these criteria:

- Unagreed and partially agreed straight deficiency cases
- Disallowed claims for which the taxpayer did not sign Form 2297, *Waiver of Statutory Notification of Claim Disallowance*
- Informant claims
- Special compliance project cases specifically designated as subject to mandatory review

All other case types should be thoroughly reviewed at the group level and closed directly to the GECU.

## CASE CLOSURES:

- Specialists will no longer complete the RCCMS *Closing Individual / Bus (1 of 3) tab*, TC and Ref amounts. The GECU will complete these fields using Form(s) 4668 in the case file.
- Groups will close cases directly to the GECU except for those meeting limited mandatory review criteria, as shown above. This change mandates that field group specialists, management assistants and managers thoroughly review cases for procedural compliance prior to closing the case to the GECU. Use the *FSLG Group Case Closing Job Aid*, to assist in conducting these reviews.
  - a. Cases will be closed to the GECU in RCCMS using AIMS Status 51, PBC: 400, SBC: 20011, EGC: 7204.
  - b. Cases that were ever held in Suspense Status 38 will be closed to the GECU in RCCMS using AIMS Status 55, PBC: 400, SBC: 20011, EGC: 7204
  - c. Cases subject to mandatory review will be closed to CPM in RCCMS using AIMS Status 20, PBC: 400, SBC: 23116, EGC: 7241
- Use electronic Forms 3210 (E-F3210) only for cases that include paper files which must be sent to either the GECU or to CPM. E-F3210 will be acknowledged electronically upon receipt of paper files from the groups.
- Email the FSLG Case Data Form (FCD) to the CPM Management Assistant prior to case closing for cases closed directly to the GECU.

**Effect on Other Documents:** This guidance will be incorporated into IRMs 4.90.7, 4.90.11 and 4.90.12 by May 6, 2017.

**Effective Date:** This memo is effective when issued.

**Contact:** If you have any questions, please contact Kathleen Rodegeb, CPM Manager, at (925) 974-3827.