



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

SMALL BUSINESS/SELF-EMPLOYED DIVISION

June 16, 2016

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MEMORANDUM FOR DIRECTOR, SPECIALTY EXAMINATION; CHIEF EXCISE TAX PROGRAM; FUEL TERRITORY AND GROUP MANAGERS; AND FUEL COMPLIANCE AGENTS (FCAs)

FROM: Alfredo Valdespino /s/ *Lisa M. Piehl* for
Acting Director, SB/SE Specialty Examination Policy

SUBJECT: Interim Guidance for Reporting Time and Fuel Inspection Activity related to an Examination or Form 637 Registration Review

The purpose of this memorandum is to provide interim guidance to Fuel Compliance Agents (FCAs) regarding time reporting when the agent performs fuel inspection actions related to an examination or registration review.

As part of an examination or Form 637 registration review, an FCA may need to obtain fuel samples. The FCA may combine the two activities and use the government vehicle to travel to and from the work site (see IRM 4.24.15.10(5) and IRM 4.24.14.9.2(14)). If the FCA conducts any fuel sampling activity, he or she must input a fuel inspection in IMS. The FCA shall input and charge time to the appropriate fuel inspection activity code (AC 515-518). For an inspection at a biodiesel producer, the FCA shall use AC 516W. The time charged is limited to the time spent performing the fuel sampling duties.

The FCA should conduct a full inspection appropriate to the type of site (see IRM 4.24.15). If the FCA limits the scope of the inspection, then the FCA must notate in the inspection case file the specific actions taken.

Effective Date: May 2, 2016

This interim guidance is effective upon issuance and remains in force until expiration on its issue anniversary date or when superseded by an updated IRM or interim guidance.

Please send questions concerning this interim guidance to contact Ed Kipping, Acting SB/SE Fuel Policy Program Manager or Doug Sponsler, analyst, SB/SE Fuel Policy.

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