

IRM PROCEDURAL UPDATE

DATE: 04/25/2025

NUMBER: sbse-05-0425-3212

SUBJECT: Revised IRM Procedures to Include Leads Can Now Input IAs Requiring Managerial Approval

AFFECTED IRM(s)/SUBSECTION(s): 5.19.1

CHANGE(s):

IRM 5.19.1.6.4.8, IA Managerial Approval Revised table under paragraph (4) to include leads can input IAs requiring managerial approval.

(4) When a manager reviews an IA request for approval, take the following actions:

If ...	And...	Then ...
ACS / ACSS managers	At least one module is in ST22	1. Add ACS history code: ○ "OADT, 21,PPIAAPP" for PPIA approvals. ○ "OADT, 21,60APP" for all other IA approvals. 2. Document AMS comments. 3. If approved, the manager or lead must input the IA.
All other function managers	All non-ST22 modules	1. Document AMS comments: ○ "60APP" for all other IA approvals. ○ "PPIAAPP" for a PPIA. or similar documentation to note the review was completed and approved. Exception: ACS, ACSS and CSCO: if approved the manager or lead must input the IA.

Reminder: For guidance about acting and designated managers, see IRM 1.4.20.26.1, Acting Manager Assignments and Designations.

Note: If AMS is unavailable, input a history on CC ENMOD.

IRM 5.19.1.6.4.12, Input of IA Revised caution under paragraph (1) to include leads can input IAs requiring managerial approval.

(1) The input of IAs provide closure of telephone inquiries or correspondence; for input of IAs, see Exhibit 5.19.1-6, IDRS Input of IAs, CC IAORG, and Exhibit 5.19.1-7, IDRS Input of IAs, CC IAREV.

Note: For ACS accounts when inputting the IA, the CR should input "TOC0, 30,IADONE" ("TOS0, 30,IADONE" for ACSS) after input to IDRS. This will allow the case to drop off ACS and be in a protected inventory. When managerial approval is required: see IRM 5.19.1.6.4.8, IA Managerial Approval.

Caution: IAs which require managerial approval must be input by the manager or lead.