



INDEPENDENT OFFICE
OF APPEALS

DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
WASHINGTON, DC 20224

December 20, 2023

Control No. AP-08-1223-0013
Expiration Date: 12/20/2025
Affected IRMs: See below

MEMORANDUM FOR: ALL APPEALS EMPLOYEES

FROM: Patrick E. McGuire /s/ *Patrick E. McGuire*
Acting Director, Case and Operations Support

SUBJECT: New SharePoint site for ACDS Update request

This memorandum issues guidance on the new process Appeals Technical Employees (ATE) use to submit their ACDS Update request until all affected IRMs are published. Please ensure that this information is distributed to all affected employees within your organization.

Purpose: This memorandum serves to provide guidance regarding the new APS SharePoint site that is to be used by ATEs to submit and monitor ACDS Update requests.

Background/Source(s) of Authority: The new APS SharePoint site replaces the formerly used ACDS update mailboxes.

Procedural Change: Previously, ATEs would email different ACDS mailboxes for various actions. ATEs must now submit requests using the [Appeals Shared Programs Hub - Home \(sharepoint.com\)](#). On this site ATEs should scroll down to the [APS-Case Update Requests \(Appeals Only\)](#) section to add their case update requests. The site then notifies ATEs that their requests have been assigned, completed, and/or rejected and allows ATEs to monitor and follow-up on their open requests.

APS mailboxes that have already transitioned to the SharePoint site are replying to submissions with an out of office message that this mailbox will no longer be monitored after September 21, 2023. The message will advise the requestor to submit update requests to the SharePoint site.

Affected IRMs: 8.2.2, 8.4.1, 8.6.5, 8.7.8, 8.7.15, 8.7.18, 8.10.3, 8.17.4, 8.19.2, 8.19.10, 8.20.5, 8.20.6, 8.22.4, 8.22.5, 8.22.6, 8.22.8, 8.23.2 and 8.23.7

Effect on Other Documents: This guidance will be incorporated into all affected IRMs within two years from the date of this memorandum.

Effective Date: This guidance is effective as of the date of this memorandum.

Contact: Appeals employees should follow existing procedures to elevate questions through their management chain and follow established procedures on [How to Contact an Analyst](#).

cc: www.irs.gov