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## **IRM PROCEDURAL UPDATE**

**DATE: 12/12/2023**

**NUMBER: tas-13-1223-1168**

**SUBJECT: Congressional Affairs Program**

**AFFECTED IRM(s)/SUBSECTION(s): 13.1.8**

**CHANGE(s):**

**IRM 13.1.8.4.2(5) was added to provide a reference on the use of email communication.**

(5) Case advocates should refer to the guidance in IRM 13.1.6.4, Written Communication, for guidance on the use of email, including when they can use the body of the email.