



# MANUAL TRANSMITTAL

Department of the Treasury  
Internal Revenue Service

2.5.5

NOVEMBER 9, 2023

## EFFECTIVE DATE

(11-09-2023)

## PURPOSE

- (1) This transmits revised Internal Revenue Manual (IRM) 2.5.5, System Development, and was developed to describe techniques and guidance for Preparing Program Requirements Packages (PRPs) for Tier 1 systems (mainframes).

## MATERIAL CHANGES

- (1) Purpose, Added “for Tier 1 systems (mainframes)” to the end of the sentence “This transmits revised Internal Revenue Manual (IRM) 2.5.5, System Development, and was developed to describe techniques and guidance for Preparing Program Requirements Packages (PRPs)”. This is to ensure the audience is informed this IRM’s purpose is for mainframes.
- (2) Effect on Document, Added IRM 2.5.5 dated 12-16-2021 is superseded, and supplements IRM 2.5.1 System Development.
- (3) Changed Signature from “Nancy A. Sieger Chief Information Officer” to “Kaschit Pandya Chief Information Officer”.
- (4) IRM 2.5.5.1(1), Added PRPs are a legacy process used to document legacy computer systems on the IBM Mainframe only. New systems must not use PRPs for more clarity.
- (5) IRM 2.5.5.1(2)l, Added “used for tier 1 systems (mainframes)” to “Purpose” for more clarity.
- (6) IRM 2.5.5.1(3), Added the words Information Technology Specialist and “legacy” in front of IRS for more clarity.
- (7) IRM 2.5.5.1(6), Added to document in from to current and replaced “requirements” with “enterprise architecture”.
- (8) IRM 2.5.5.1.6, Changed the title from “Acronyms/Terms” to “Terms and Acronyms” and combined exhibit.
- (9) IRM 2.5.5.1.1(1).a, Changed “Submission” to “IRS” and added “within your area of expertise”.
- (10) IRM 2.5.5.1.1(2), Removed the word “terminal” in front of input/output data because the word is outdated.
- (11) IRM 2.5.5.1.5(1), Changed the sentence from “All AD Program Requirements Packages (PRP) documentation are artifacts maintained on (Document Management for IT Projects) DocIT SharePoint site, and could require a user account that can be initiated through Business Entitlement Access Request System (BEARS) <https://bears.iam.int.for.irs.gov/home/Index> for access” to “The AD Program Requirements Packages (PRPs) are artifacts/documents which are maintained on the Document Management for IT Projects (DocIT) site <https://docit.web.irs.gov/webtop>. Access to the DocIT requires a user account which must be initiated through Business Entitlement Access Request System (BEARS) <https://bears.iam.int.for.irs.gov/home/Index>”
- (12) IRM 2.5.5.1.6, Removed Terms/Definitions which was included in 2.5.5.1 (6).
- (13) IRM 2.5.5.1.7, Changed IRM 2.152.3 to IRM 2.120.2 Information Technology, Solutions Engineering, Naming Data Elements(s)/Objects(s), and Guidelines because it was obsolete.

- (14) 2.5.5.1.7(8),(11),(14), Removed links and restricted mode
- (15) IRM 2.5.5.2.1, Changed the title from “Delivery Management & Quality Assurance (DMQA) Program Office Responsibilities” to “IRS Mainframe Systems Using PRPs” because DMQA has stopped supporting PRPs and a subsection was needed for the exhibit.
- (16) IRM 2.5.5.2.1(1), Relocated this paragraph from Background per IMD Coordinators comment for OOU content..
- (17) IRM 2.5.5.3.3.1(5), Added “Especially where and how the input and output affects others” for more sentence clarity.
- (18) IRM 2.5.5.3.3.1(6), Added Note If data volume retention periods pertain to retention of records the system is holding you must consult with the Privacy, Governmental, Liaison, and Disclosure (PGLD), Records and Information Management Program office and Business Unit Subject Matter Expert at email \*Records Management: *p.rim@irs.gov*. for accurate retention policies. This was included for the audience to know whom to contact for system record retention.
- (19) IRM 2.5.5.3.3.1(7), Added“ that goes into or went into production” to “This is the date the program affected by the PRP”. for more sentence clarity.
- (20) IRM 2.5.5.3.3.2(1), Added “If this process is already included in the CRL it is optional in the PRP.”
- (21) IRM 2.5.5.3.3.2(2), Added “is optional ”when a detailed Core Record Layout (CRL) is used which is created in, for more sentence clarity.
- (22) IRM 2.5.5.3.3.3(1), Deleted the sentence and added “Use Microsoft Word document automated numbering when applicable”. because current numbering system is outdated and makes it difficult to distinguish between an unordered list and a process with required steps.
- (23) IRM 2.5.5.3.3.3(2)(c), Changed the word program to process for more sentence clarity.
- (24) IRM 2.5.5.4(1), Changed the sentence from “Request for Information Service” to“ Unified Work Request (UWR) and Change Request, System Acceptability Test (SAT) Problem Definition” because information is outdated
- (25) IRM 2.5.5.5.5(1), Changed “Variable length” to “Variable in length” for more sentence clarity.
- (26) IRM 2.5.5.6(1), Added the words “This subsection explains the” for clarity about the purpose of the subsection.
- (27) Throughout IRM, replaced the word Agency with IRS
- (28) Exhibit 2.5.5-3, Updated with most current mainframe System Applications using PRPs.

#### **EFFECT ON OTHER DOCUMENTS**

IRM 2.5.5 dated 12-16-2021 is superseded, and supplements IRM 2.5.1 System Development.

## **AUDIENCE**

The audience intended for this transmittal is personnel responsible for engineering, developing, or maintaining IRS software systems identified in the Enterprise Architecture. This engineering, development, and maintenance include work performed by Information Technology government employees, and contractors supporting IRS Information Technology contracts.

Kaschit Pandya  
Acting, Chief Information Officer



2.5.5

Guidelines for Preparing Program Requirements Packages (PRPs)

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2.5.5.1  
(11-09-2023)  
**Program Scope and Objectives**

- (1) **Scope:** This manual dictates the responsibilities, and standard instructions for preparing Program Requirement Packages (PRPs) for the data processing systems. These guidelines are limited to those activities involved in the preparation, compilation, approval, coordination, and analysis of Program Requirements Packages. PRPs are a legacy process used to document legacy computer systems on the IBM Mainframe only. As of the publication of this manual any new systems must use Functional Support Packages (FSPs) instead of PRPs.
- (2) **Purpose:** The guidelines in this manual are limited to those activities involved in the preparation, compilation, approval, coordination, and analysis of PRPs used for tier 1 systems (mainframes).
- (3) **Audience:** The primary users of this IRM are: IT Management, Information Technology Specialists, System Analysts, Developers, Engineers, and System Administrators maintaining legacy IRS software systems identified in the Enterprise Architecture.
- (4) **Policy Owner:** The Chief Information Officer is the Policy Owner.
- (5) **Program Owner:** The Director, Technical Integration Office works in partnership with technical experts responsible for the administration, implementation of procedures, and updates related to the system Program Requirement Packages (PRPs) compliances.
- (6) **Primary Stakeholders:** The primary stakeholders are all government, and personnel working on government related contracts that use PRPs as a means for their current enterprise architecture.
- (7) **Program Goals:** The objective for this program is to ensure the appropriate procedures are accomplished during PRP process, and all stakeholders agree with the requirements.

2.5.5.1.1  
(11-09-2023)  
**Background**

- (1) Programming Requirement Packages are instructions defining how specific processes will be executed for system applications, and is written by programmers/developers in a technical format. Normally the programmer/developer must have:
  - a. An extensive knowledge of IRS processing procedures within your area of expertise..
  - b. A general knowledge of diverse IRS transactions for system type codes relevant to programming.
  - c. Knowledge of how to process and gather all artifacts such as: data flow-charts, system production, and Program Requirements Packages.
- (2) A Program Requirements Package (PRP) refers to input/output data specifications, related data processing criteria required for the development, and documentation of computer programs.

2.5.5.1.2  
(11-09-2023)  
**Authority**

- (1) Treasury Inspector General Tax Administration (TIGTA)
- (2) Federal Information Security Modernization Act (FISMA) of 2014
- (3) Taxpayer First Act (TFA) legislation

- (4) Government Accountability Office (GAO)
- (5) 21st Century Integrated Digital Experience Act (IDEA), December 2018
- (6) Presidential American Technology Council, 2017
- (7) Director of Office of Management and Budget (OMB)
- (8) Secretary of Commerce for Modernization of Federal IT
- (9) Federal Information Processing Standards (FIPS) Pub 73, Guidelines for Security of Computer Applications
- (10) Federal Information Processing Standards (FIPS) 200, Minimum Security Requirements for Federal Information and Information Systems, March 2006
- (11) Clinger-Cohen Act (CCA) 1996, Title 40

### 2.5.5.1.3 (11-09-2023)

#### Roles and Responsibilities

- (1) **Cybersecurity, Associate Chief Information Officer (ACIO):** The Cybersecurity ACIO reports directly to the Chief Information Officer (CIO); ensures the Service's compliance with federal statutory, legislative and regulatory requirements governing measures to assure the confidentiality, integrity and availability of IRS electronic systems, services and data.
- (2) **Director, Cybersecurity:** Directs and oversees the IRS IT Security program in accordance with the Federal Information Security Management Act (FISMA) with the goal of delivering effective and professional customer service to business units, and support functions within the IRS. These procedures are done as the following:
  - a. Provide valid risk mitigated solutions to security inquiries.
  - b. Respond to incidents quickly, and effectively in order to eliminate risks/threats.
  - c. Ensure all IT security policies and procedures are actively developed, and updated.
  - d. Provide security advice to IRS constituents, and proactively monitor IRS robust security program for any required modifications or enhancements.
- (3) **Enterprise Operations (EOps), Associate Chief Information Officer (ACIO):** The Enterprise Operations (EOps) ACIO reports directly to the Chief Information Officer (CIO), and supports the mainframe and server environment by providing efficient, cost-effective, secure and highly reliable server and mainframe services for all IRS business entities and taxpayers.
  - a. **Director, Enterprise Server Division:** Leads the management and support of mainframe technologies, and defines how an enterprise-wide data environment will organize, identify, share, reuse and correlate data.
  - b. **Director, Enterprise Operations (EOps), Data Management Services & Support (DMSS):** Directs and oversees reliable database and storage operations by pioneering improvements in data services. Other responsibilities are as follows:
    - Plan, build, operate, and maintain the IRS's data management technologies/processes
    - Ensure level 2 and 3 support is administered to address customer database requirements

- (4) **Enterprise Services, Associate Chief Information Officer (ACIO):** The Enterprise Services, Associate Chief Information Officer (ACIO) reports directly to the Chief Information Officer (CIO), and is responsible for strengthening technology infrastructure across the enterprise. The ES ACIO accomplishes this by ensuring the delimitation of current and target Enterprise Architectures, and the creation of a transition strategy towards the target environment.
- (5) **Applications Development (AD), Associate Chief Information Officer (ACIO):** AD is responsible for building, testing, delivering, and maintaining integrated information applications systems, e.g., software solutions, to support modernized systems and production environment to achieve the mission and objectives of the Service. Additional, AD is responsible for the following:
- a. AD works in partnership with customers to improve the quality, and deliver changes to IRS information systems products and services.
  - b. Establishes and maintains rigorous contract and fiscal management, oversight, quality assurance, and program risk management processes to ensure that strategic plans and priorities are being met.
  - c. Maintains the effectiveness and enhance the integration of IRS installed base production systems and infrastructure while modernizing core business systems and infrastructure.
  - d. Provides quality assessment/assurance of deliverables and processes.
- (6) Application Development's chain of command is the following:
- a. **Commissioner:** Oversees and provides overall strategic direction for the IRS. The Commissioner's and Deputy Commissioner's main focus is for the IRS's services programs, enforcement, operations support, and organizations. Additionally, the Commissioner's vision is to enhance services for the nation's taxpayers, balancing appropriate enforcement of the nation's tax laws while respecting taxpayers' rights.
  - b. **Deputy Commissioner, Operation Support (DCOS):** Oversees the operations of IRS-Wide Shared Services: Chief Financial Officer, Human Capital Office, Information Technology, Planning Programming and Audit Oversight and Privacy, and Governmental Liaison and Disclosure.
  - c. **Chief Information Officer (CIO):** The CIO leads Information Technology, and advises the Commissioner on Information Technology matters, manages all IRS IT resources, and is responsible for delivering and maintaining modernized information systems throughout the IRS. Assisting the Chief Technology Officer (CTO) is the Deputy Chief Information Officer for Operations.
  - d. **Application Development (AD) Associate Chief Information Officer (ACIO):** The AD ACIO reports directly to the CIO; oversees and ensures the quality of: building, unit testing, delivering, and maintaining integrated enterprise-wide applications systems to support modernized and legacy systems in the production environment to achieve the mission of the Service.
  - e. **Deputy AD Associate CIO (DCIO):** The Deputy AD ACIO reports directly to the AD ACIO, and is responsible for:
    - Leading all strategic priorities to enable the AD Vision, IT Technology Roadmap and the IRS future state.
    - Executive planning, and management of the development organization which ensures all filing season programs are developed, tested, and delivered on-time and within budget.

- (7) AD has the following Domains:
- a. Compliance Domain
  - b. Corporate Data Domain
  - c. Customer Service Domain
  - d. Data Delivery Service (DDS) Domain
  - e. Delivery Management; Quality Assurance (DMQA) Domain
  - f. Identity & Access Management (IAM) Organization Domain
  - g. Internal Management Domain
  - h. Submission Processing Domain
  - i. Technical Integration Organization (TIO) Domain
- (8) **Director, Compliance:** Provides executive direction for a wide suite of Compliance domain focused applications, and oversee the IT Software Development organization to ensure the quality of production ready applications.
- a. Directs and oversees a unified cross-divisional approach to compliance strategies needing collaboration pertaining for the following:
    - Abusive tax avoidance transactions needing a coordinated response
    - Cross-divisional technical issues
    - Emerging issues
    - Service-wide operational procedures
- (9) **Director, AD Corporate Data:** Directs and oversees the provisioning of authoritative databases, refund identification, notice generation, and reporting.
- (10) **Director, Customer Service:** Directs and oversees Customer Service Support for service and communication with internal and external customers and providing taxpayers with self-service online capabilities.
- a. Customer Service Domain's applications and systems provide:
    - Tax law assistance
    - Taxpayer education
    - Access to taxpayer account data
    - Maintenance of modernized information systems that meet the customer's needs for researching, updating, analyzing, and managing taxpayer accounts.
  - b. Services to internal and external customers are provided through five primary means:
    - Centralized Contact Centers (for telephone, written, and electronic inquiries)
    - Self-service applications (via the telephone and Internet)
    - Field Assistance (for walk-in assistance)
    - Web Services
    - Management of Taxpayer Accounts
- (11) **Director, Data Delivery Services:** Oversees and ensures the quality of data with repeatable processes in a scalable environment. The Enterprise Data Strategy is to transform DDS into a data centric organization dedicated to deliver Data as a Service (DaaS) through:
- Innovation - new methods, discoveries
  - Renovation - streamline or automate
  - Motivation - incent and enable individuals
- (12) **Director, Delivery Management & Quality Assurance (DMQA):**

- Executes the mission of DMQA by ensuring AD has a coordinated, cross-domain, and cross-organizational approach to delivering AD systems and software applications.
- Reports to the AD ACIO, and chairs the AD Risk Review Board
- Chairperson, Configuration Control Board
- Government Sponsor, Configuration Control Board, see IRM 2.5.1 System Development
- For additional information concerning AD roles, see IRM 2.5.1 System Development

- (13) **Director, Identity & Access Management (IAM) Organization:** Provides oversight and direction for continual secure online interaction by verification and establishing an individual's identity before providing access to taxpayer information "identity proofing" while staying compliant within federal security requirements.
- (14) **Director, Internal Management:** Provides oversight for the builds, tests, deliveries, refund identification, notice generation, and reporting.
- (15) **Director, Submission Processing:** Provides oversight to an organization of over 17,000 employees, comprised of: a headquarters staff responsible for developing program policies and procedures, three W&I processing centers, and seven commercially operated lockbox banks. Responsible for the processing of more than 202 million individual and business tax returns through both electronic and paper methods.
- (16) **Director, Technical Integration Organization:** Provides strategic technical organization oversight ensuring applicable guidance, collaboration, consolidation of technical integration issues, and quality assurance for the Applications Development portfolio.

2.5.5.1.4  
(11-09-2023)  
**Program Management and Review**

- (1) **Program Reports:** IRM 3.30.18 Submission Processing, Work Planning and Control, Reports Team Instructions for Work Planning and Control, which is used in conjunction with IRM 3.30.19 Submission Processing, Work Planning and Control, Production Control and Performance Reporting.
- (2) **Program Effectiveness:** Managerial Reviews, and the Embedded Quality Submission Processing (EQSP) are tools and IRS strategies for meeting performance outcomes such as elimination of redundancy, improving the quality of Master files.

2.5.5.1.5  
(11-09-2023)  
**Program Controls**

- (1) All AD Program Requirements Packages (PRP) documentation are artifacts/ documents which are maintained on Document Management for IT Projects (DocIT) site, see <https://docit.web.irs.gov/webtop>. Access to DocIT requires a user account which must be initiated through Business Entitlement Access Request System (BEARS), see <https://bears.iam.int.for.irs.gov/home/Index>.

2.5.5.1.6  
(11-09-2023)  
**Terms and Acronyms**

- (1) See Exhibit 2.5.5-1 for Terms and Acronyms.
- (2) See Exhibit 2.5.5-2 for Terms and Descriptions.

2.5.5.1.7  
(11-09-2023)  
**Related Resources**

- (1) NIST SP 800-53 Rev 4
- (2) IRM 2.120.2 Information Technology, Solutions Engineering, Naming Data Elements(s)/Objects(s), and Guidelines
- (3) IRM 2.5.1 Information Technology, System Development
- Note:** This IRM 2.5.1 establishes the Information Technology, System Development program for the IRS.
- (4) IRM 2.22.1 Business Planning and Risk Management, Unified Work Request (UWR) Process
- (5) IRM 3.13.122 Campus Document Services, Individual Master File (IMF) Entity Control Unpostables
- (6) IRM 3.30.18 Submission Processing, Work Planning and Control, Reports Team Instructions for Work Planning and Control
- (7) IRM 3.30.19 Submission Processing, Work Planning and Control, Production Control and Performance Reporting
- (8) Work Request Management System (WRMS)
- (9) Unified Work Request (UWR) Process,
- (10) IRM 10.8.1 Security, Policy and Guidance
- (11) IRM 10.5.1 Security, Privacy and Assurance, Privacy and Information Protection
- (12) IRS Data Architecture - Enterprise Data Standard Guidance (EDSG)

2.5.5.2  
(11-09-2023)  
**Mainframe Systems - Program Requirement Package (PRPs) Advantages and Responsible Personnel**

- (1) The key advantages of creating Program Requirements:
  - a. Keeps track of all modules of software project or program.
  - b. Maintenance is normally easier.
  - c. Programmers other than the key developer can understand all aspects of software.
  - d. Improves the overall quality of the work product.
  - e. Ensures knowledge is decentralized, and minimizes the learning effort if seasoned personnel leave the job quickly.
- (2) The responsible personnel for updating, maintaining, and tracking the PRPs are the System Analyst and System Developer from their Business Unit.

2.5.5.2.1  
(11-09-2023)  
**IRS Mainframe Systems Using PRPs**

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2.5.5.2.2  
(11-09-2023)  
**Analyst Responsibilities**

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2.5.5.3.3.4  
(11-09-2023)  
**Subsection 03**

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2.5.5.4  
(11-09-2023)  
**PRP Changes**

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2.5.5.5  
(11-09-2023)  
**Record Element Specifications**

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2.5.5.5.1  
(11-09-2023)  
**Element Number**

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2.5.5.5.2  
(11-09-2023)  
**Record Element Name**

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2.5.5.5.3  
(11-09-2023)  
**Abbreviation**

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**Exhibit 2.5.5-1 (11-09-2023)**

**Acronyms/Terms**

<b>Acronyms</b>	<b>Terms</b>
ACIO	Associate Chief Information Officer
BEARS	Business Entitlement Access Request System
BMF	Business Master File
BPRM	Business Planning and Risk Management
CRL	Core Record Layout
EDSG	Enterprise Data Standard and Guidelines
EO	Exempt Organization
EPMF	Employee Plan Master File
FISMA	Federal Information Security Modernization Act
FOIA	Freedom of Information Act
GAO	Government Accountability Office
IDEA	Integrated Digital Experience Act
IDRS	Integrated Data Retrieval System
IRAF	Individual Retirement Account Master File
IMF	Individual Master File
ISRP	Integrated Submission and Remittance Processing
ITIL	Information Technology Infrastructure Library
NME	Non-Master File
MTB	Martinsburg, West Virginia
PoRa	Portfolio Rationalization
PRP	Program Requirement Package
RES	Record Element Specification
TFA	Taxpayer First Act
NMF	Non-Master File
UNS	User & Network Services
WRMS	Work Request Management System

**Exhibit 2.5.5-2 (11-09-2023)****Terms/Definitions**

<b>Terms</b>	<b>Definitions</b>
ACIO Coordinator	The IT ACIO Coordinator is the central supplier organization's point of contact for the UWR process and is the requestor approver counterpart. The IT ACIO supplier coordinator responsibilities include tracking and controlling work requests within the supplier organization.
Business Entitlement Access Request System	BEARS is used for requesting access to and performing recertifications on subapps (entitlements).
Business Master File	Represents a number of systems such as Business Master File Pre-Posting (BMF PRE-POSTING), Business Master File Posting and Analysis (BMF ANALYSIS), BMF Discriminant Function Inventory (BMF DIF INV), Business Master File On-Line (BMFOL), Exempt Organizations Extracts (EXMPTORG), Business Master File Reports (BMF REPORTS), and Business Master File Outputs (BMF OUTPUTS). You can find these systems within the Business Account Processing Application Area.
Core Record Layout	Mark-up that dictates how primary record information is displayed
Business Planning and Risk Management	<p>BPRM supports IRS IT through demand and risk management, managing Enterprise Intake and leveraging the Integrated Release Plan and other repeatable processes to support risk-based decisions. As IT investments are put into play with intended outcomes, these variables are shared with the Investment and Portfolio Management and Oversight Division.</p> <p>BPRM also provides Section 508 Compliance and Accessibility, requirements engineering, audit oversight, and Enterprise Life Cycle support across a diverse range of IT initiatives. This group shares demand and risk factor data and processes across IT, and specifically integrates demand processes and data.</p>
Data Engineering	Enterprise Services, Solution Engineering Division, Data Engineering Branch is responsible for Data Governance of Naming and Design Rules and implementation, Strategic Planning and Alignment, Quality Management, Architecture Management and Transparency Management.
DocIT	DocIT is a web-based electronic document management system powered by the enterprise standard tool Documentum. DocIT is the replacement system for Hummingbird DM, which was retired and shut down on February 29, 2008. The tool provides documentation control for IT projects. DocIT manages over half a million internal project documents within the IRS for over 4,000 customers. The system is administered by the Server Support and Services Division (SSSD) within Enterprise Operations (EOPs).

**Exhibit 2.5.5-2 (Cont. 1) (11-09-2023)**

**Terms/Definitions**

Terms	Definitions
Enterprise Data Standard and Guidelines	EDSG is the framework for development and modification of the names, definitions and other metadata for classes, attributes, and data models. In addition to prescribing format, data standards also establish a required level for the correctness, consistency, and completeness of these Data Element(s)/Objects. Guidelines are recommendations and instructions for the successful implementation of enterprise data standards. Data standards and guidelines are followed any time a Data Element(s)/Object(s) is/are created or modified. Multiple data standards and guidelines apply at the same time for a particular Data Element(s)/Object(s).
Employee Plan Master File	Represents a number of systems such as: Employee Plans Master File Extracts & Reports (EPMF EXTRACTS), Employee Plans Master File On-Line (EMFOL, EPMFOL), Employee Plans Master File Outputs (EPMF OUTPUTS), Employee Plans Master File Posting and Analysis (EPMF ANALYSIS), and Employee Plans Master File Pre-Posting (EPMF PRE-POSTING, EPMF INPUTS).
Government Accountability Office	The General Accounting Office (GAO) is responsible for establishing Statewide accounting policies and procedures, managing the Arizona Financial Information System (AFIS), administering the Statewide Payroll through the Human Resources Information Solution (HRIS), preparing the Statewide Financial Reports, and providing technical assistance and other management advisory services.
Individual Master File	Represents a number of systems such as Individual Master File Pre-Posting (IMF PRE-POSTING, IMF INPUTS), Individual Master File Posting & Analysis (IMF ANALYSIS), Individual Master File Outputs (IMF OUTPUTS), IMF Discriminant Index Function Inventory (IMF DIF INV) and Individual Master File On-Line (IMFOL). These systems make up the systems in the IMF E300. You can find these systems within the Individual Master File Mainline Processing, except for IMF Doc Specific, which is considered to be a part (sub system) of Generalized Mainline Framework (GMF).
Individual Retirement Account Master File	Input programs, receive, control, and format tax account updates from the campuses, and activate the needed entities and tax modules for subsequent processing. IRAF Input includes run numbers 660-02, 03, and 08. It belonged to Individual Retirement Account File Processing.
Integrated Digital Experience Act	IDEA (H.R. 5729), was signed into law in December 2018. The purpose of the Act is to improve the digital experience for government customers and reinforces existing requirements for federal public websites.
IT Infrastructure Library	The IT Infrastructure Library (ITIL) is a library of volumes describing a framework of best practices for delivering IT services.

## Exhibit 2.5.5-2 (Cont. 2) (11-09-2023)

## Terms/Definitions

Terms	Definitions
Integrated Submission and Remittance Processing	The Integrated Submission and Remittance Processing (ISRP) System transcribes and formats data from paper returns/documents/vouchers for input into the Generalized Mainline Framework (GMF) and other systems by key entry operators. It also captures check images for archiving. Transaction Management System (TMS) is a COTS product that is an integral part of ISRP.
Portfolio Rationalization	Portfolio Rationalization (PoRa) is an IT <b>Applications Development</b> (AD) effort managed by the Technical Integration Organization (TIO) branch's Technical Advisory group (TAG). The objective of PoRa is to reduce AD's application footprint by helping identify, plan, execute and report opportunities which reduce legacy source code, consolidate functionality, modernize technologies and support AD priorities.
User & Network Services	UNS supplies and maintains all desktide technology, provides workstation software standardization and security management, inventories data-processing equipment, and conducts annual certification of assets. UNS also provides an IT Service Desk as the single point of contact for reporting IT issues.
Unified Work Request	This process focuses on collecting requests for IT products and services from IT into a single flexible system using a common set of processes and procedures. BPRM is responsible for the oversight of the IRS IT demand management program and the UWR process. The primary goal of the program is to register all demand for IT products and services, and provide transparency for data driven decision making for resource commitments. This includes collecting all related detailed business requirements to enable IT suppliers to properly review, assign, analyze, and respond (approve/deny) to the request. The IT supplier will also cost and schedule for the implementation and/or delivery of any agreed upon IT products or services.
Work Request Management System	Work Request Management System (WRMS) tracks and controls MITS Work Requests from submission through completion. It maintains the status and assignment information. WRMS is the successor system for Work Request Tracking System (WRTS) and is implemented using HP Project and Portfolio Management Demand Management (HP PPM DM) COTS software.











