



MANUAL TRANSMITTAL

Department of the Treasury
Internal Revenue Service

2.3.81

JANUARY 13, 2025

EFFECTIVE DATE

(01-13-2025)

PURPOSE

- (1) This transmits revised IRM 2.3.81, IDRS Terminal Responses, Command Code ESTABA.

MATERIAL CHANGES

- (1) IRM 2.3.81.1, Program Scope and Objectives: This IRM has been revised to change all instances of Wage & Investment (W&I) to Taxpayer Services (TS).

EFFECT ON OTHER DOCUMENTS

IRM 2.3.81 dated November 13, 2023, is superseded

AUDIENCE

Large Business Small Business (LMSB), Small Business/Self-Employed (SB/SE), Tax Exempt/Government Entities(TE/GE), Taxpayer Services (TS).

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Chief Information Officer (CIO)

2.3.81

Command Code ESTABA

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2.3.81.1
(01-13-2025)
Program Scope and Objectives

- (1) CC ESTAB Requesters Mailing addresses can be viewed, updated, added, and deleted from the DOC database by way of command code ESTAB, modifier "A."
- (2) **Purpose:** This transmits revised IRM 2.3.81, IDRS Terminal Responses, Command Code (CC) ESTAB modifier "A" (ESTABA).
- (3) **Audience:** All IRS business units.
- (4) **Policy Owner:** The Chief Information Officer (CIO) is responsible for overseeing all aspects of our systems that operate the nation's tax infrastructure.
- (5) **Program Owner:** IT
- (6) **Primary Stakeholders:** Taxpayer Services (TS), Large Business and International (LB&I), Small Business Self-Employed (SB/SE), Tax Exempt and Government Entities (TE/GE).
- (7) **Program Goals:** This system manages data that was extracted from Corporate Account Data Stores (BMF, IMF, and EPMF) allowing IRS employees to take specific actions on taxpayer account issues and track status of an account.

2.3.81.1.1
(01-01-2024)
Background

- (1) Document Request System (DOC) allows users to requests documents from Service Center and Federal Records Center return files. Requests are printed out on Form 4251 Return Charge Outs. These requests are initiated by terminal inputs of command code ESTAB. Upon reaching the print site these requests are sorted into manageable order and the Forms 4251 are printed and forwarded for service. DOC is the principal means for obtaining original documents, copies and information from return files. The DOC project also has the following functions:
 - Allows single approved user to update an AIMS contact listing for employees (separate from other ESTAB functionality).
 - Allows users to view, update, and delete district office addresses stored RDMS database. These addresses are used to mail requested documents to users.
 - Allows users to view all of their document requests for up to 60 days. Also allows users to edit or delete same day requests before batch printing.
 - Allows users to request microfilm request to the Microfilm Unit for research.
 - Allows the Service Center Files area to enter the current retirements of documents to the Federal Records Center. Also allows users to also delete obsolete records.
 - Allows users to request SCRIPS images of documents.

2.3.81.1.2
(01-01-2024)
Authority

- (1) Command Code ESTAB was developed as the principal means for obtaining original documents, copies and information from return files.

2.3.81.1.3
(01-01-2024)
Roles and Responsibilities

- (1) ESTAB Project Lead is responsible for:
 - Review and implementation of Work Requests (WR) that affect ESTAB.
 - Updating the contents of this IRM.

2.3.81.1.4
(01-01-2024)

**Program Management
and Review**

- (1) The document request system was the first application to launch a relational database system on the UNISYS mainframe. The database is accessed through embedded SQL statements within the code.
- (2) There are 2 databases; one located at each computing center. (TCC & MCC).

2.3.81.1.5
(01-01-2024)

Program Controls

- (1) Access to this program is governed by SACS.

2.3.81.1.6
(01-01-2024)

Terms/Acronyms

- (1) Table of commonly used Terms and Acronyms is below:

Term or Acronym:	Meaning:
cc/CC	Command Code
DOC	Document Request System
ESTABA	ESTAB CC used to allow users to view, add, update, or delete mailing addresses in ESTAB database.
MCC/TCC	Computing Centers, Martinsburg and Memphis
RDMS	Relational Database on Unisys Mainframe
SACS	Security and Communications System in charge of maintaining security protocols across CCs.
WRs	Work Requests

2.3.81.1.7
(01-01-2024)

Related Resources

- (1) No related resources available for Command Code ESTAB with Modifier "A".

2.3.81.2
(01-01-2011)

Command Code ESTAB

- (1) ESTABA users are required to input the Command Code (CC) in columns 1-5, CC Modifier in column 6, Request Code in column 7, and the State-Code goes in columns 8 and 9 (as applicable) on line 1 of their IDRS terminal screen, then depress Enter/XMIT. The IDRS terminal screen will display the appropriate screen based on requester inputted modifier. Line 24 of the IDRS terminal screen will give instructional information.

2.3.81.3
(01-01-2011)

**Error Response for CC
ESTAB**

- (1) If any element(s) of data are invalid, a message will display on line 24. Error literals will display corresponding to the invalid element(s). Error messages are defined in see IRM 2.3.81.6 and 2.3.81.7, Command Code ESTAB—Error Messages.

2.3.81.4

(01-01-2011)

**Valid Response for CC
ESTAB**

- (1) "REQUEST COMPLETED" message on line 24 indicates all data fields contain valid data, and request has been accepted by the DOC database.

2.3.81.5

(01-01-2011)

**Request Codes for CC
ESTAB**

- (1) A one character alphabetic code inputted on line 1, column 7 of ESTABA. Used to identify the type of request being made. The request code is:

Request Code	Purpose
E	Not available for user input. This request code will display as a result of a successfully completed Request Code "L."
L	Used to obtain a list ESTAB requestor's mailing addresses stored on the DOC RDMS database.

2.3.81.6

(01-01-2011)

**Command Code
ESTABA, Request-Code
A — Error Messages**

- (1) When an element of data is invalid a error message will be displayed on line 24. The element that is invalid will display an asterisk to the right of the invalid element.

	ERROR MESSAGES
Error 1	Invalid Command Code Modifier, must be A, D, H, M, R, or S.
Solution 1	Self Explanatory
Error 2	Invalid, must perform Request-Code "L" prior to Request-Code "E"
Solution 2	Must perform ESTABA Request Code "L" before performing Request Code "E"
Error 3	Invalid State-Code, enter a valid two character State Code
Solution 3	Example, the mailing State Code for OHIO is OH.
Error 4	Invalid Request-Code, code must be "A," "E," or "L"
Solution 4	Put a "L" in line 1 column 7
Error 5	Invalid Next Page value, this field must be a "+," "-", or Empty
Solution 5	Self Explanatory
Error 6	Invalid, please put an "X" to the left of your address
Solution 6	Self Explanatory
Error 7	Invalid, remove "X" from address above, or remove + or - from Next-Page field
Solution 7	Only one option can contain information.
Error 8	Invalid, select "X" in a address above, or put + or - in Next-Page field
Solution 8	One option must be chosen.

2.3.81.7
(01-01-2011)

Command Code
ESTABA, Request-Code
E — Error Messages

- (1) When an element of data is invalid a error message will be displayed on line 24. The element that is invalid will display an asterisk to the right of the invalid element.

	ERROR MESSAGES
Error 1	Invalid Command Code Modifier, must be A, D, H, M, R, or S.
Solution 1	Self Explanatory
Error 2	Invalid, the Select Desired Action field must contain a "D", "U", or "N"
Solution 2	Self Explanatory
Error 3	Invalid State-Code, please enter a valid 2 character state abbreviation
Solution 3	Self Explanatory
Error 4	Invalid Street-Suffix, please enter a valid suffix abbreviation
Solution 4	Self Explanatory
Error 5	Invalid Street-Suffix, enter a valid 2 to 4 character suffix abbreviation
Solution 5	Self Explanatory
Error 6	Invalid Street-Direction, must be empty or N, W, E, S, NW, NE, SW, SE
Solution 6	Self Explanatory
Error 7	Invalid State-Code, must be a valid 2 character state abbreviation
Solution 7	Self Explanatory
Error 8	Invalid Data, Zip Code required: 99999-9999 or 99999
Solution 8	Self Explanatory
Error 9	Invalid Zip-Cd Ext., extension field must contain 4 numbers, or 4 spaces
Solution 9	Self Explanatory
Error 10	Invalid Zip-Code, Zip Code field must contain numbers
Solution 10	Self Explanatory

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Exhibit 2.3.81-1 (01-01-2011)**Input Format, CC ESTAB — Address List**

Input Screen ESTABA, Request-Code L

	1-9	11-19	21-29	31-39	41-49	51-59	61-69	71-80	
	1234567890123456789012345678901234567890123456789012345678901234567890								
1	ESTABAE	<u>4</u>							1
2									2
3	(STREET ADDRESS NUMBER)	(STREET DIRECTION)	(STREET NAME)	(STREET SUFFIX)					3
4									4
5									5
6									6
7									7
8									8
9									9
10									10
11	*****								11
12	STREET ADDRESS NUMBER>	<u>5</u>							12
13	STREET NAME>	<u>6</u>							13
14									14
15									15
16	STREET DIRECTION>	<u>7</u>							16
17									17
18									18
19	CITY>	<u>9</u>							19
20									20
21	*****								21
22									22
23									23
24									24
	1234567890123456789012345678901234567890123456789012345678901234567890								
	1-9	11-19	21-29	31-39	41-49	51-59	61-69	71-80	

Record Element Description

Item	Line	Description and Validity
1	1	Command Code - Column 1 through 5 must contain "ESTAB".
2	1	CC MODIFIER - Column 6 must be an "A".
3	1	REQUEST CODE - Column 7 must be an "L".
4	1	STATE-CODE - Column 8 and 9, this field must contain an two character State Code. Enter a two character State Code to see a list of all addresses from a given State.
5	3 through 21	SELECT STREET ADDRESS - Column 2, place an "X" in the Select-Street-Address field, across from the Street Address you wish to select.
6	23	NEXT PAGE NUMBER - Column 33, to display next page of addresses enter a "+." To display previous page enter a "-."

Exhibit 2.3.81-2 (01-01-2011)**CC ESTABA — Request**

ESTABA Request-Code“L”

	1-9	11-19	21-29	31-39	41-49	51-59	61-69	71-80	
	1234567890123456789012345678901234567890123456789012345678901234567890								
1	ESTABALCA								ADDRESS 1
2									STATUS 2
3	(X)34 Civic Center PLZ , Santa Ana, CA 92701								3
4	()801 W Civic Center DR, Santa Ana, CA 92701								4
5	()1332 Anacapa ST, Santa Barbara, CA 93101								5
6	()303 Water ST, Santa Cruz, CA 95060								6
7	()6340 Variel , Woodland Hills, CA 91367								7
8	()SELECT IF ADDRESS NOT FOUND								8
9	()								9
10	()								10
11	()								11
12	()								12
13	()								13
14	()								14
15	()								15
16	()								16
17	()								17
18	()								18
19	()								19
20	()								20
21	()								21
22									22
23	Page 2 of 5 Next Page>6 [PAGE USING "+" = NEXT OR "-" = BACK]								23
24	TYPE "X" TO THE LEFT OF DESIRED ADDRESS, OR SELECT NEXT PAGE USING "+" OR "-".								24
	1234567890123456789012345678901234567890123456789012345678901234567890								
	1-9	11-19	21-29	31-39	41-49	51-59	61-69	71-80	

1. Example of input: CC ESTABA (Request Code L) Address Listing.

Exhibit 2.3.81-3 (01-01-2011)**Input Format, CC ESTAB — Addresses**

Input Screen ESTABA, Request-Code E

	1-9	11-19	21-29	31-39	41-49	51-59	61-69	71-80	
	1234567890123456789012345678901234567890123456789012345678901234567890								
1	ESTABAL	<u>4</u>							ADDRESS
2									STATUS
3	(5)34	Civic Center PLZ ,	Santa Ana, CA	92701					1
4	()801	W Civic Center DR,	Santa Ana, CA	92701					2
5	()1332	Anacapa ST,	Santa Barbara, CA	93101					3
6	()303	Water ST,	Santa Cruz, CA	95060					4
7	()6340	Variel ,	Woodland Hills, CA	91367					5
8	()	SELECT IF ADDRESS NOT FOUND							6
9	()								7
10	()								8
11	()								9
12	()								10
13	()								11
14	()								12
15	()								13
16	()								14
17	()								15
18	()								16
19	()								17
20	()								18
21	()								19
22									20
23									21
24									22
									23
									24
	1-9	11-19	21-29	31-39	41-49	51-59	61-69	71-80	

Record Element Description

Exhibit 2.3.81-3 (Cont. 1) (01-01-2011)
Input Format, CC ESTAB — Addresses

Item	Line	Description and Validity
1	1	Command Code - Column 1 through 5, must be "ESTAB".
2	1	CC MODIFIER - Column 6, must be an "A".
3	1	REQUEST CODE - Column 7, Must be an "E".
4	1	ADDRESS-CODE - Column 8 through 12, this field must contain an five digit Address-Code.
5	12	STREET ADDRESS NUMBER - Column 23 through 27, will contain the Street Address Number, if applicable.
6	13	STREET NAME - Column 13 up to 32, will contain Street Address Name/P.O. Box.
7	16	STREET DIRECTION - Column 18 up to 19, will contain Street Address Direction (examples N, S, E, NW), if applicable.
8	16	STREET SUFFIX - Column 52 up to 55, will contain Street address Suffix (examples RD, DR, PKWY, ST), if applicable.
9	19	ADDRESS CITY - Column 6 up to 30, will contain Address City.
10	19	ADDRESS STATE - Column 39 and 40 will contain Address State Code. Enter a valid two digit State Code. (examples MI, OH, CA)
11	19	ADDRESS ZIP CODE - Column 50 up to 59, will contain Address Zip Code. Entered in format "99999" or "99999-9999".
12	22	ADDRESS ACTION - Column 51, will contain Address Action Code must be an D (Delete), U (Update), or N (New).

Exhibit 2.3.81-4 (01-01-2011)**CC ESTABA - Request**

ESTABA Request-Code "E"

	1-9	11-19	21-29	31-39	41-49	51-59	61-69	71-80	
1	1234567890123456789012345678901234567890123456789012345678901234567890								1
2	ESTABAE00099								2
3	(STREET ADDRESS NUMBER) (STREET DIRECTION) (STREET NAME) (STREET SUFFIX)								3
4									4
5									5
6									6
7	1600 S Pennsylvania RD								7
8	Des Moines,WA 98198-0003								8
9									9
10	(CITY) (STATE) (ZIP CODE)								10
11	*****								11
12	STREET ADDRESS NUMBER>34								12
13	STREET NAME>Civic Center (STREET-NAME ONLY, PUT STREET-DIRECTION AND								13
14	STREET-SUFFIX BELOW)								14
15									15
16	STREET DIRECTION> STREET SUFFIX>PLZ								16
17	(N,S,E,W,NW,NE,SW,SE) (DR,RD,ST,WAY,AVE,BLVD,etc..)								17
18									18
19	CITY>Santa Ana ST>CA ZIP>92701-0011								19
20	(99999 or 99999-9999)								20
21	*****								21
22	SELECT DESIRED ADDRESS ACTION>U (D=DELETE, U=UPDATE, N=NEW)								22
23									23
24	(Line 24 is reserved for Informational screen messages)								24
	1234567890123456789012345678901234567890123456789012345678901234567890								
	1-9	11-19	21-29	31-39	41-49	51-59	61-69	71-80	

1.	Examples of input:
	CC ESTABA (Request Code E) Address Record.
	After selecting an Address on the CC ESTABAL screen this screen ESTABAE displayed. Then we entered "0011" into the extension portion of the Zip Code field, and enter "U" in the Desired Address Action field. Then, transmit screen to complete request.

