

#### **.04 IRS Report - Region Office Responsibilities**

Each Region Office Manager is responsible for designating a primary and secondary contact person within the Region Office. The Region Office contact person is responsible for the following:

- Ensuring all appropriate local office personnel are trained and adhere to IRS security requirements
- Updating designated contact lists via e-mail to [Office of Budget, Contracts and Reporting](#) (as impacted by staff turnover)