

Work Instruction Document Control Group Distribute Final BFE Determination

Purpose

This work instruction is used to outline the process conducted by the Document Control Group to register the date of the 116 letter.

Prerequisites

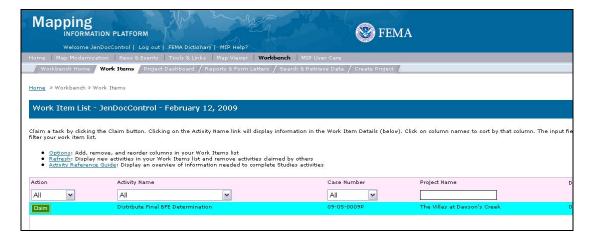
- Received BFE Publication Affidavit activity is complete
- No Appeals or Protests were received OR
- Distribute Special Response activity is complete when a valid Appeal or Protest is received

Navigation

Via Menu Path	Log in to the MIP → Workbench → Work Items →
	and
	Claim → Distribute Final BFE Determination



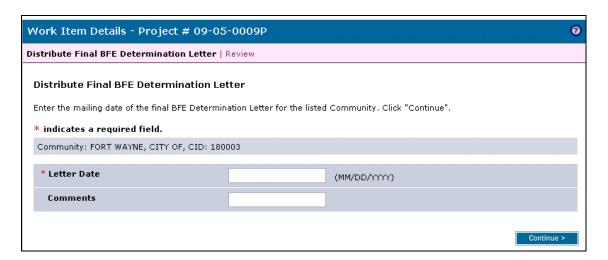
Work Steps





Only claim an activity that you are certain you own or have been instructed to claim. Contact your manager if you claimed an activity in error.

- 1. Click on: Claim to claim the activity
- 2. Click on: Determination activity to enter the Distribute Final BFE Determination



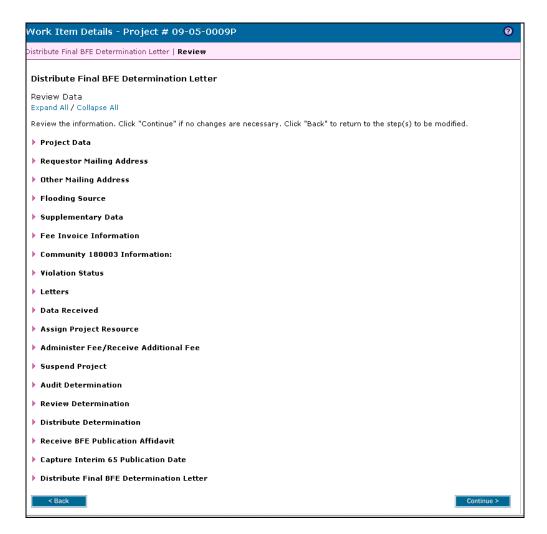
- 3. Click to enter the 116 Letter Date
- **4.** Click to enter any comments to be loaded into the database.





Users can ignore the Load Data Artifacts section; 116 Letters are not uploaded into the MIP.

5. Click on: continue > to move to the Review screen

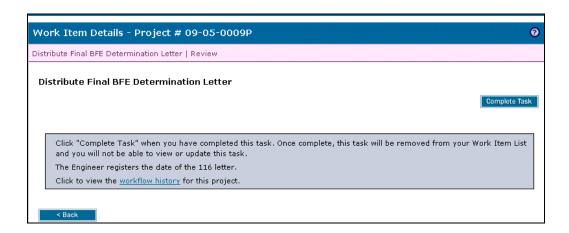




On the Review screen, click the twisties to the left of the listed name to expand a single element. To view all elements, click the Expand All hot link to show all data fields and information entered.

6. Review the information and click screen to advance to the complete task







Once you click Complete Task you cannot return to this task. Confirm all information is correct before clicking the Complete Task button. Click the Back button to make any changes to previous screens.

7. Click on: Complete Task to complete activity

Results

This case will show the status Complete in the MIP after this activity is finished and will no longer be accessible through the workflow. In this branch of the process, there are no further activities.

Last updated: March 2009