

Work Instruction
Document Control - Distribute
Final 65 Publication

Purpose

This work instruction is used to outline the process conducted by the Document Control Group to enter the Federal Register's publication date corresponding to the Final Rule Part 65

Prerequisites

- The Distribute Final BFE Letter activity is complete

Navigation

Via Menu Path	Log in to the MIP → Workbench → Work Items → and Claim → Distribute Final 65 Publication
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Work Steps

Mapping INFORMATION PLATFORM
Welcome JenDocControl | Log out | FEMA Dictionary | MIP Help?

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Workbench Home | **Work Items** | Project Dashboard | Reports & Form Letters | Search & Retrieve Data | Create Project

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Work Item List - JenDocControl - February 13, 2009

Claim a task by clicking the Claim button. Clicking on the Activity Name link will display information in the Work Item Details (below). Click on column names to sort by that column. The input field filter your work item list.

- [Options](#): Add, remove, and reorder columns in your Work Items list
- [Refresh](#): Display new activities in your Work Items list and remove activities claimed by others
- [Activity Reference Guide](#): Display an overview of information needed to complete Studies activities

Action	Activity Name	Case Number	Project Name	Da
All	All	All		
Claim	Distribute Final 65 Publication	09-05-0009P	The Villas at Dawson's Creek	02



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: [Distribute Final 65 Publication](#) to enter the Distribute Final 65 Publication activity

Work Item Details - Project # 09-05-0009P

Distribute Final 65 Publication | Review

Distribute Final 65 Publication

Community Information

* indicates a required field.

Community Name	Community ID	* Final 65 Publication Date
FORT WAYNE, CITY OF	180003	<input type="text"/> (MM/DD/YYYY)

[Continue >](#)



Information should be entered for each community that has publication dates.

3. Click to enter the Federal Register's publication date corresponding to the Final Rule Part 65 in MM/DD/YYYY format
4. Click on: **Continue >** to move to the Review screen

Work Item Details - Project # 09-05-0009P

Distribute Final 65 Publication | **Review**

Distribute Final 65 Publication

Review Data
[Expand All](#) / [Collapse All](#)

Review the information. Click "Continue" if no changes are necessary. Click "Back" to return to the step(s) to be modified.

- ▶ **Project Data**
- ▶ **Requestor Mailing Address**
- ▶ **Other Mailing Address**
- ▶ **Flooding Source**
- ▶ **Supplementary Data**
- ▶ **Fee Invoice Information**
- ▶ **Community 180003 Information:**
- ▶ **Violation Status**
- ▶ **Letters**
- ▶ **Data Received**
- ▶ **Assign Project Resource**
- ▶ **Administer Fee/Receive Additional Fee**
- ▶ **Suspend Project**
- ▶ **Audit Determination**
- ▶ **Review Determination**
- ▶ **Distribute Determination**
- ▶ **Receive BFE Publication Affidavit**
- ▶ **Capture Interim 65 Publication Date**
- ▶ **Distribute Final BFE Determination Letter**
- ▶ **Distribute Final 65 Publication**

[< Back](#) [Continue >](#)



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.

5. Review the information and click

[Continue >](#)

Work Item Details - Project # 09-05-0009P

Distribute Final 65 Publication | Review

Distribute Final 65 Publication

[Complete Task](#)

[Complete Task](#)

Click "Complete Task" when you have completed this task. Once complete, this task will be removed from your Work Item List and you will not be able to view or update this task.

The Final 65 Publication Date is entered by the Document Control Group.

Click to view the [workflow history](#) for this project.

[< Back](#)



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.

6. Click on: [Complete Task](#)

Results

This activity is a hanging activity in the workflow which means that it does not have to be completed in order for the case to show a Completed status in the MIP. This case will terminate after this activity is completed and will no longer be accessible through the workflow.

Last updated: March 2009