

Work Instruction
RSC/MODHQ - Manage Appeal
Activities

Purpose

This work instruction is used to outline the steps to complete the RSC or MOD HQ activities to complete in the Manage Appeal section of the Studies workflow. These activities include:

- Approve BFE Notice
- Prepare Federal Register Proposed Rule

Prerequisites

- Create BFE Notice activity is complete

Navigation

| | |
|---------------|--------------------------------------------------------------------------------------------------------------------|
| Via Menu Path | Log in to the MIP > Workbench > Work Items > and Claim > Approve BFE Notice |
|---------------|--------------------------------------------------------------------------------------------------------------------|

Work Steps

Mapping INFORMATION PLATFORM

Welcome modhqjll | Log out | FEMA Dictionary | MIP Help?

Home | Map Modernization | News & Events | Tools & Links | Map Viewer | **Workbench** | MIP User Care | Process Admin | MARS

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

Home > Workbench > Work Items

Work Item List - modhqjll - January 22, 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 fields below may be used to 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 | Community | Date Posted | Workflow History |
|-----------------------|------------------------------------|-------------|----------------------------|---------------------|-------------|------------------|
| All | All | 09-04-0017S | | All | | |
| Claim | Approve BFE Notice | 09-04-0017S | Dickson County TN MapMod07 | Dickson County-wide | 01/22/2009 | |



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



Approve BFE Notice - This activity is performed by the RSC or MOD HQ after the Producer completes Create BFE Notice. The Approve BFE Notice activity allows the user to approve or reject the BFE notification information. If the BFE notice is rejected it is sent back to the Producer for corrections. If the BFE notice is approved it is sent to FEMA for review and approval.

The review and approval of the BFE Notice is also known as QR4.

2. Click on: [Approve BFE Notice](#) to enter the Approve BFE Notice activity

Work Item Details - Project # 09-04-0017S

Approve or Reject | Review

Approve BFE Notice

* indicates a required field.

Approve or Reject BFE notification information for the listed communities. Click "Continue".

| | |
|-------------------|-------------|
| Issued In Region: | Region IV |
| Date Submitted: | 01/22/2009 |
| Case Number: | 09-04-0017S |

| | |
|---------------------------|------------------|
| State: | TN |
| County: | Dickson County |
| Community: | DICKSON, CITY OF |
| CID: | 470335 |
| No final meeting required | |
| Second Publication Date: | 12/13/2007 |

* Approve BFE Notice Approve Reject

Comments

Save and Close Continue >



Note if Reject is selected, comments are required.

3. Click to indicate Approve or Reject
4. Click on:  to go to the Review screen

Work Item Details - Project # 09-04-0017S ?

Approve or Reject | **Review**

Approve BFE Notice

Review the information. Click "Complete Task" when done or click "Back" to make changes. Once complete, this task will be removed from your Work Item List and you will not be able to view or update this task.

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

| | |
|---------------------------|------------------|
| Issued In Region: | Region IV |
| Date Submitted: | 01/22/2009 |
| Case Number: | 09-04-0017S |
| State: | TN |
| County: | Dickson County |
| Community: | DICKSON, CITY OF |
| CID: | 470335 |
| No final meeting required | |
| Second Publication Date: | 12/13/2007 |
| Result: | Approved |
| Comments: | |

< Back
Save and Close
Complete Task

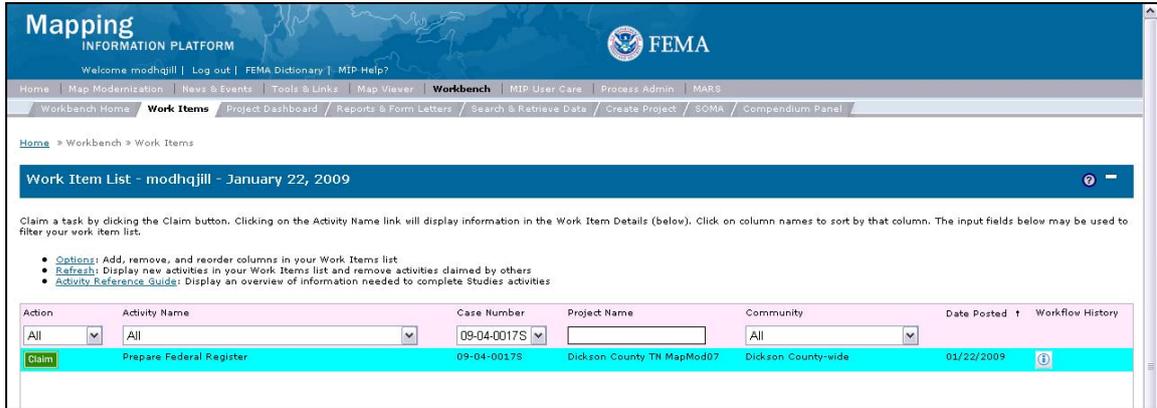
| | |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | 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. |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

5. Review the information and when satisfied, click

Complete Task

| | |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>The next activities in the workflow include:</p> <ul style="list-style-type: none"> • Review BFE Docket, completed by FEMA • Distribute BFE Notice, completed by the Producer • Receive BFE Publication Affidavit, completed by the Producer |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

The next activity for the RSC or MOD HQ is Prepare Federal Register.

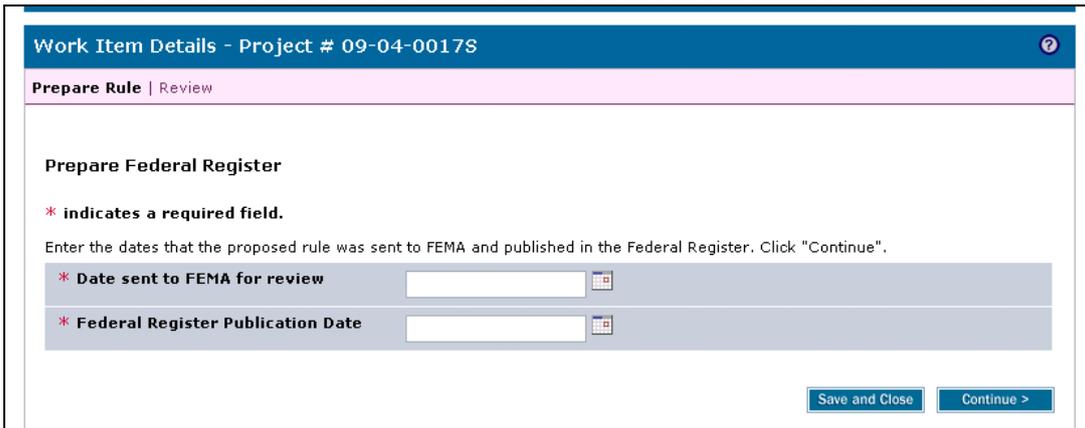


Only claim an activity that you are certain you own or have been instructed to claim. Contact your manager if you claimed an activity in error.

6. Click on: to claim the activity

Prepare Federal Register - This activity allows the RSC or MOD HQ to enter the dates that the proposed rule was sent to FEMA for review and published in the Federal Register.

7. Click on: to enter the Prepare Federal Register



8. Click to enter Date sent to FEMA for review

9. Click to enter Federal Register Publication Date

10. Click on: to go to the Review screen

Work Item Details - Project # 09-04-0017S ?

Prepare Rule | **Review**

Prepare Federal Register

Review the information. Click "Complete Task" when done or click "Back" to make changes. Once complete, this task will be removed from your Work Item List and you will not be able to view or update this task.

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

| | |
|------------------------------------------|------------|
| Date sent to FEMA for review | 11/12/2007 |
| Federal Register Publication Date | 11/25/2007 |

[< Back](#) [Save and Close](#) [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.

11. Review the information and when satisfied, click

[Complete Task](#)

Results

In this branch of the workflow, there are no further activities to be performed by the RSC or MOD HQ.

Last updated: March 2009