# Mapping
### INFORMATION PLATFORM

## Work Instruction
## RSC or MOD HQ – Create Final Rule for Federal Register

## Purpose

This work instruction is used to outline the process to enter the dates the final rule was sent to FEMA and published in the federal register.

This activity is required even if a final rule for the federal register is not required (no appeal period occurred for the project).

## Prerequisites

- Distribute LFD activity is complete

## Navigation

| Via Menu Path | **Log in to the MIP > Workbench > Work Items >** |
|---|---|
| | **and** |
| | **Claim > Create Final Rule for Federal Register** |

## 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

| | **Create Final Rule for Federal Register** - This screen allows the user to enter the dates that the final rule was sent to FEMA and published in the Federal Register. This task appears after the LFD is distributed.<br><br>Note the Work Item List currently contains the three final work streams for completing a study.  Typically they are addressed in the following order:<br><br>• Create Final Rule for Federal Register<br>• Check Adoption Status within Manage Map Adoption<br>• Prepare Revalidation Letter within Manage Revalidation |

**2.** Click on: Create Final Rule For Federal Register to enter the Create Final Rule for Federal Register activity

**Mapping**
INFORMATION PLATFORM

**Create Final Rule For Federal Register**

\* indicates a required field.

Enter the dates that the final rule was sent to FEMA and published in the Federal Register. Click "Continue".

**Community List**

| | |
|---|---|
| State: | TN |
| County: | Dickson County |
| Community: | BURNS, TOWN OF |
| CID: | 470433 |
| Community: | CHARLOTTE, TOWN OF |
| CID: | 470434 |
| Community: | DICKSON COUNTY * |
| CID: | 470046 |
| Community: | DICKSON, CITY OF |
| CID: | 470335 |
| Community: | SLAYDEN, TOWN OF |
| CID: | 470435 |
| Community: | VANLEER, TOWN OF |
| CID: | 470436 |
| Community: | WHITE BLUFF, TOWN OF |
| CID: | 470248 |

\* **Date Sent to FEMA for Review**

\* **Federal Register Publication Date**

Save and Close     Continue >

| | |
|---|---|
| (i) | A final rule for the federal register is only required if there was an appeal period for the project. You can determine if an appeal period occurred for the project by checking the Workflow History (link available on the Work Item List). <br><br> If an appeal period was *not* required for the project, enter the date 01/01/1900 for both the Date Sent to FEMA for Review and Federal Register Publication Date. |

**3.**   Click to enter Date Sent to FEMA for Review

**4.**   Click to enter Federal Register Publication Date

**5.**   Click on:   Continue >   to move to the Review screen

Create Final Rule For 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.

**Community List**

| | |
|---|---|
| State: | TN |
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| Community: | WHITE BLUFF, TOWN OF |
| CID: | 470248 |

| | |
|---|---|
| **Date Sent to FEMA for Review:** | 06/28/2008 |
| **Federal Register Publication Date:** | 07/19/2008 |

< Back     Save and Close     Complete Task

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| | |
|---|---|
| ❌ | 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.** Review the information and when satisfied, click  **Complete Task**

| Results |
|---|
| In this branch of the process, there are no further activities.  Proceed to complete the Manage Map Adoption portion of the workflow, starting with Check Adoption Status. |

Last updated:  March 2009