

Work Instruction
RSC or MOD HQ – Review
Revalidation Letter

Purpose

This work instruction is used to outline the process to complete the Review Revalidation Docket activity.

Prerequisites

- Prepare Revalidation Letter activity is complete

Navigation

Via Menu Path	Log in to the MIP > Workbench > Work Items > and Claim > Review Revalidation Docket
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Work Steps

Mapping INFORMATION PLATFORM
FEMA

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

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

Home > Workbench > Work Items

Work Item List - modhqjill - 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	Review Revalidation Docket	09-04-0017S	Dickson County TN MapMod07	Dickson County-wide	01/22/2009	i
Claim	Check Adoption Status	09-04-0017S	Dickson County TN MapMod07	Dickson County-wide	01/22/2009	i



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



Review Revalidation Docket - the RSC or MOD HQ is responsible for reviewing the revalidation docket. If the revalidation docket is rejected, it is sent back for correction. If the revalidation docket is approved, it is sent to FEMA for additional approval

2. Click on: [Review Revalidation Docket](#) to enter the Review Revalidation Docket activity

Number of LOMC Revalidation Categorized:	0	View Revalidation Letter
CID:	470335	
Community Name:	DICKSON, CITY OF	
Number of LOMC Uncategorized:	0	
Number of LOMC Revalidation Categorized:	0	View Revalidation Letter
CID:	470433	
Community Name:	BURNS, TOWN OF	
Number of LOMC Uncategorized:	0	
Number of LOMC Revalidation Categorized:	0	View Revalidation Letter
CID:	470434	
Community Name:	CHARLOTTE, TOWN OF	
Number of LOMC Uncategorized:	0	
Number of LOMC Revalidation Categorized:	0	View Revalidation Letter
CID:	470435	
Community Name:	SLAYDEN, TOWN OF	
Number of LOMC Uncategorized:	0	
Number of LOMC Revalidation Categorized:	0	View Revalidation Letter
CID:	470436	
Community Name:	VANLEER, TOWN OF	
Number of LOMC Uncategorized:	0	
Number of LOMC Revalidation Categorized:	0	View Revalidation Letter

Reviewer Information

* **Approve or Reject Docket** Approve Reject

* **Reviewer Name**

* **Comments**

[Save and Close](#) [Continue >](#)



If Reject is selected, comments are required.

3. Click to indicate Approve or Reject
4. Click on: [Continue >](#) to move to the Review screen

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

Task Information | **Review**

< Back Save and Close Complete Task

Review Revalidation Docket : Review (Dickson County-wide)

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.

Task Information

Case Number:	09-04-0017S
State:	TN
County:	Dickson County
Revalidation Letter Date:	12/17/2008
Comments from Revalidation Preparation:	

LOMC Information

CID:	470046	
Community Name:	DICKSON COUNTY *	
Number of LOMC Uncategorized:	0	
Number of LOMC Revalidation Categorized:	3	View Revalidation Letter
CID:	470248	
Community Name:	WHITE BLUFF, TOWN OF	
Number of LOMC Uncategorized:	0	
Number of LOMC Revalidation Categorized:	0	View Revalidation Letter
CID:	470335	
Community Name:	DICKSON CITY OF	



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

Results

The next activity is Approve Revalidation Docket to be conducted by the FEMA.

Last updated: March 2009