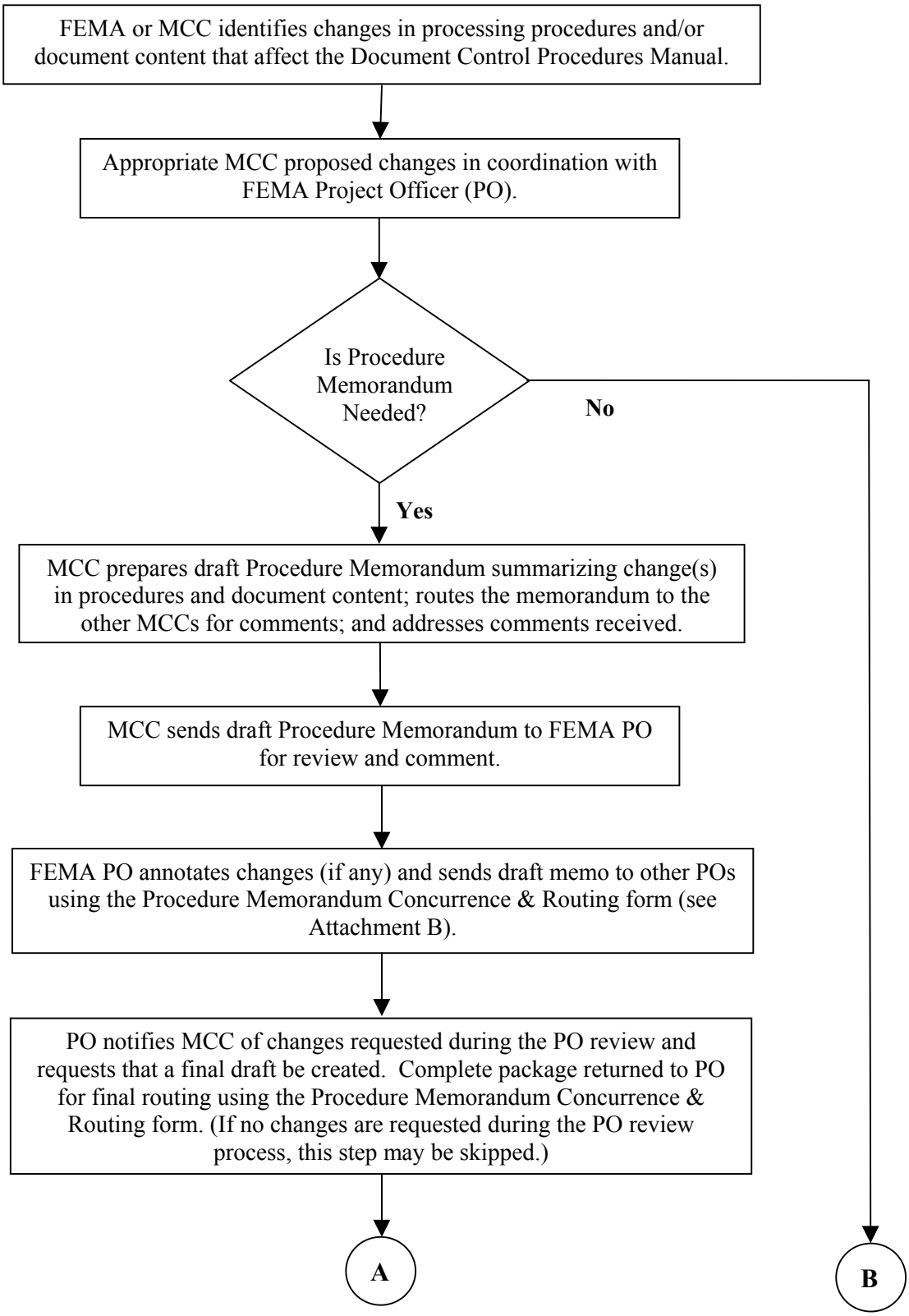
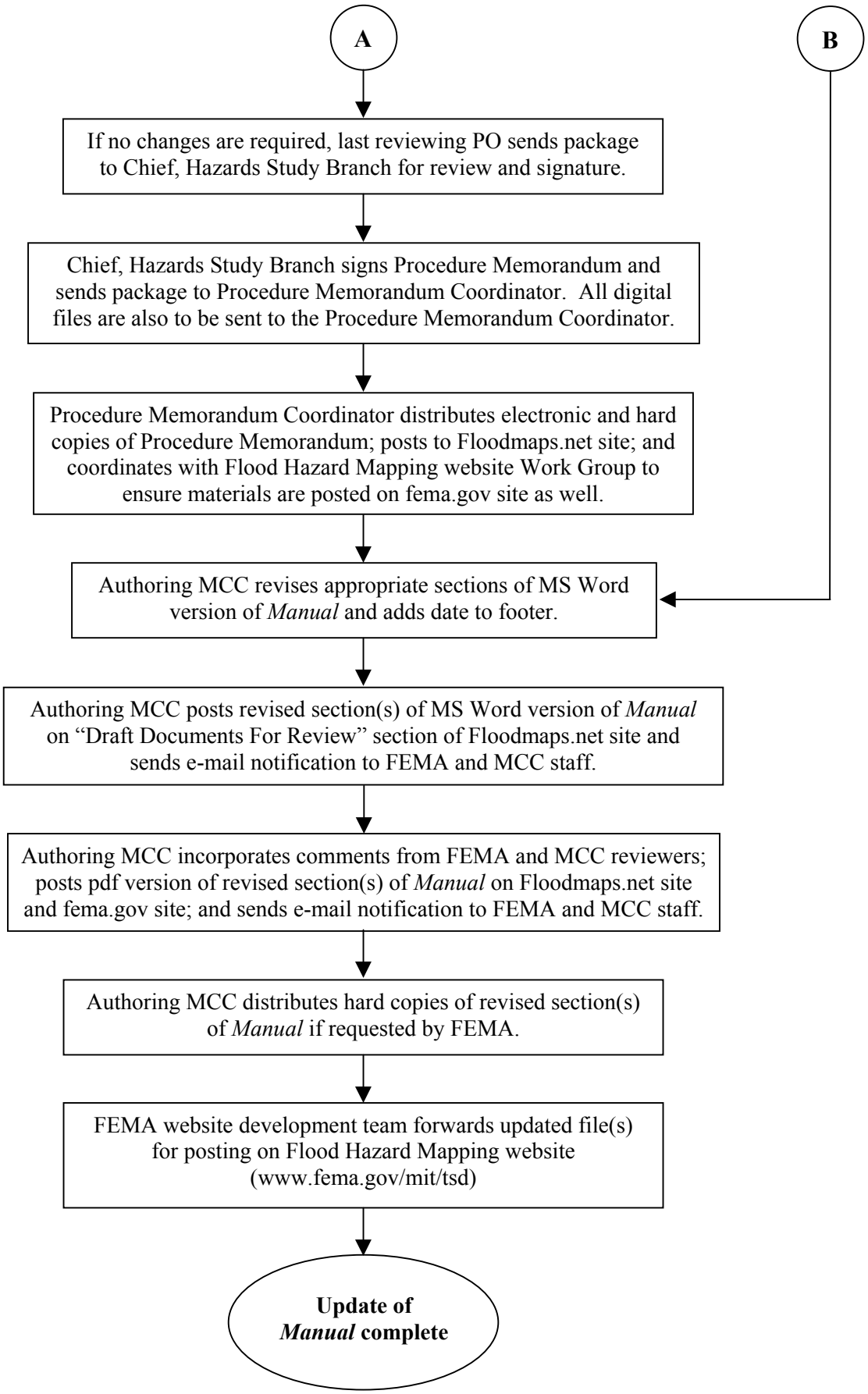
Document Control Procedures Manual Revision Process (Attachment A)




A
B
If no changes are required, last reviewing PO sends package to Chief, Hazards Study Branch for review and signature.
Chief, Hazards Study Branch signs Procedure Memorandum and sends package to Procedure Memorandum Coordinator. All digital files are also to be sent to the Procedure Memorandum Coordinator.
Procedure Memorandum Coordinator distributes electronic and hard copies of Procedure Memorandum; posts to Floodmaps.net site; and coordinates with Flood Hazard Mapping website Work Group to ensure materials are posted on fema.gov site as well.
Authoring MCC revises appropriate sections of MS Word version of *Manual* and adds date to footer.
Authoring MCC posts revised section(s) of MS Word version of *Manual* on "Draft Documents For Review" section of Floodmaps.net site and sends e-mail notification to FEMA and MCC staff.
Authoring MCC incorporates comments from FEMA and MCC reviewers; posts pdf version of revised section(s) of *Manual* on Floodmaps.net site and fema.gov site; and sends e-mail notification to FEMA and MCC staff.
Authoring MCC distributes hard copies of revised section(s) of *Manual* if requested by FEMA.
FEMA website development team forwards updated file(s) for posting on Flood Hazard Mapping website (www.fema.gov/mit/tsd)
Update of *Manual* complete