



FEMA

(Originally Issued on July 20,2000; Revised June 8,2001)

MEMORANDUM FOR: Mitigation Division Directors
Regions I - X

Matthew B. Miller

FROM: Matthew B. Miller, Chief
Risk Analysis Branch

SUBJECT: Revised Procedure Memorandum 13 - Document Control Procedures
Manual

Background: The FEMA *Document Control Procedures Manual (Manual)* is used by FEMA, FEMA contractors, and mapping partner staff as guidance for processing standard and non-standard documents for FEMA-contracted studies and restudies, community-initiated physical map revisions, conditional and final map revisions based on conditions other than fill, conditional and final map revisions based on fill, conditional and final map amendments, Letters of Determination Review, and special conversions. The *Manual* also provides procedures and sample documents for use in tracking community compliance and documenting communities' entry into the National Flood Insurance Program (NFIP).

Issue: Prior to September 2006, the existing (June 2000) version of the *Manual* did not accurately reflect current content and processing requirements for standard and non-standard documents generated by FEMA Risk Analysis Branch and Risk Reduction Branch staff, FEMA Regional Offices, the National Service Provider (NSP), other FEMA contractors, and mapping partners participating in the Cooperating Technical Partners (CTP) Program. Up-to-date, accurate content and processing requirements are needed if the individuals and organizations involved in map production and map revision activities are to use the *Manual* as guidance. This updated document is critical because it is referenced in many contractor and CTP agreements in the same way that *Guidelines and Specifications for Flood Hazard Mapping Partners* is referenced. In addition, the *Manual*, until this time, has not been available through the FEMA Website or distributed widely by other means.

Action Taken: FEMA updated the *Manual* to include current content and processing requirements, including the expanded use of the Mapping Information Platform. The significant changes incorporated in the *Manual* are documented in the summaries attached to the *Manual*.

The September 2006 version of the *Manual* is effective immediately, and must be referenced in all future agreements with FEMA contractors and CTPs. The *Manual* is available through the FEMA Guidelines and Specifications Web page at <http://www.fema.gov/plan/prevent/fhrn/gsmain.shtm>.

cc: See Distribution List

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