



# Federal Emergency Management Agency

Washington, D.C. 20472

June 12, 2001

MEMORANDUM FOR: Doug Bellomo, P.E., Project Officer  
Eastern Studies Team

Bill Blanton, Project Officer  
Central Studies Team

Mike Grimm, Project Officer  
Western Studies Team

**[Original Signed]**

FROM: Matthew B. Miller, P.E., Chief  
Hazards Study Branch

SUBJECT: Procedure Memorandum 23 – Procedures for Making Changes to  
*FEMA Document Control Procedures Manual*

**Background:** The *FEMA Document Control Procedures Manual* is used by FEMA and MCC staff as guidance for processing standard and non-standard documents for FEMA-contracted studies and restudies, community-initiated 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 NFIP.

**Issue:** Up-to-date, accurate content and processing requirements are needed if FEMA and MCC staff are to use the *Manual* as guidance. In July 2000, significant changes were made to the *Manual* to include current content and processing requirements, including recent initiatives (e.g., LOMA 2000, MCC-generated letters). Subsequent to the distribution of hard copies of the *Manual*, a pdf version was posted at <http://www.floodmaps.net/guidance/index.htm>. To ensure that the pdf version of the *Manual* is kept current, a procedure for making significant changes to the pdf version of the *Manual* is required.

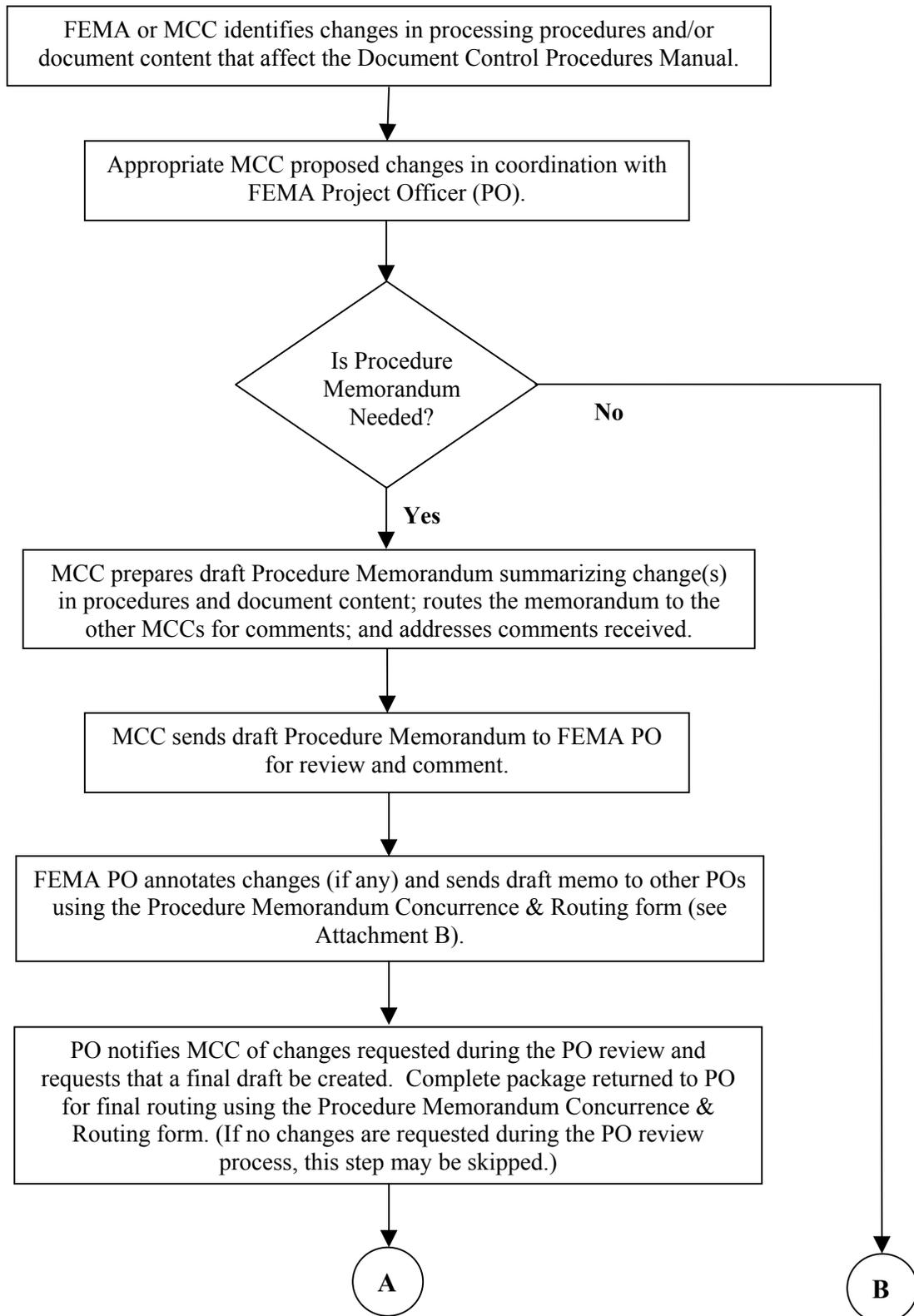
**New Procedure:** The procedure to be followed by FEMA and MCC staff in making changes to the *Manual* are presented in the flowchart entitled “Document Control Procedures Manual Revision Process” (Attachment A). Significant changes may be made by first issuing a Procedure Memorandum. Other minor changes may be made by directly revising the *Manual*, as indicated in Attachment A. When a Procedure Memorandum is deemed necessary, the Procedure Memorandum Concurrence and Routing form (Attachment B) shall be used.

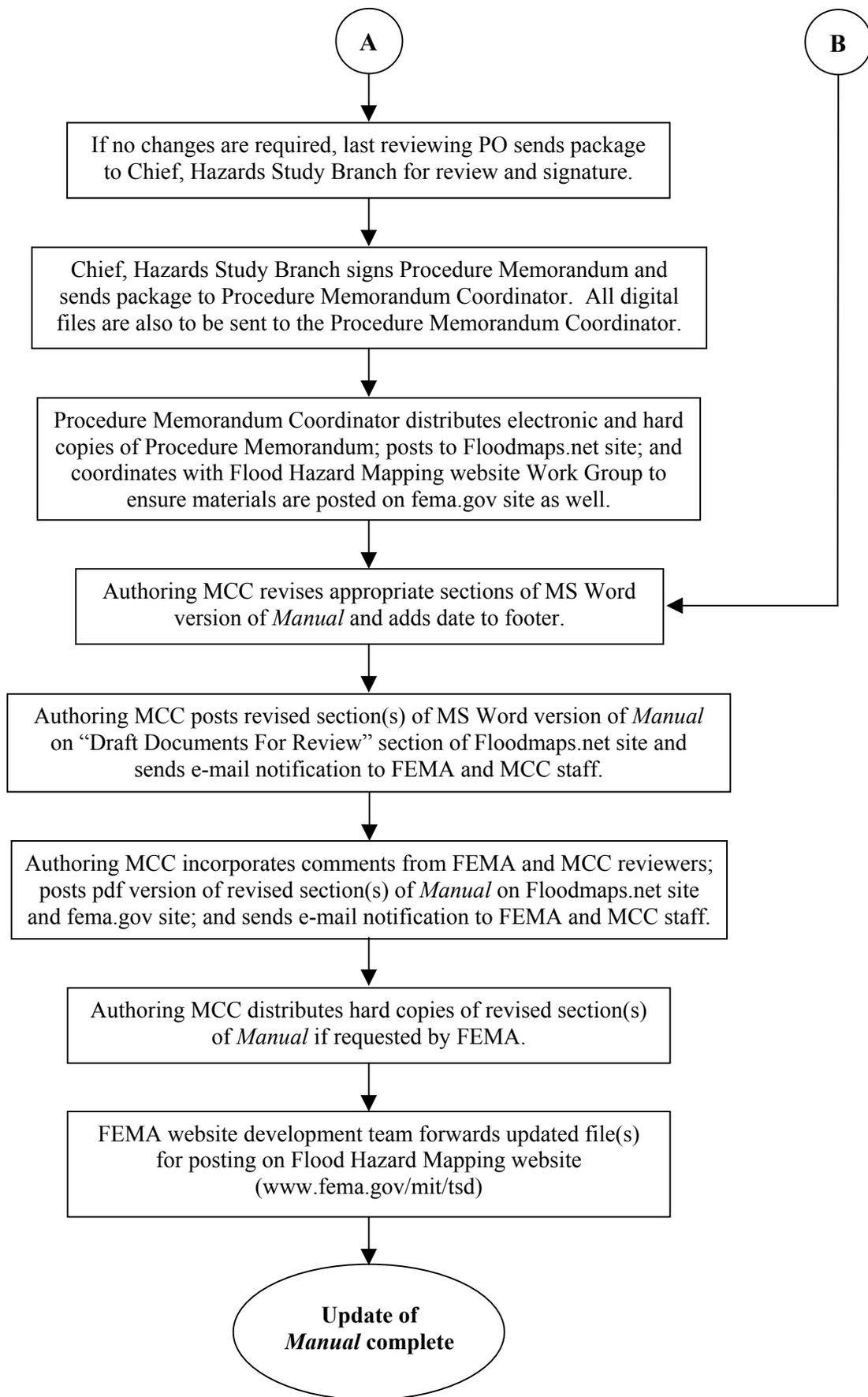
Attachments

cc: See distribution list

All policy and standards in this document have been superseded by the FEMA Policy for Flood Risk Analysis and Mapping. However, the document contains useful guidance to support implementation of the new standards.

## Document Control Procedures Manual Revision Process (Attachment A)





**Attachment B**

**Procedure Memorandum Concurrence & Routing**

**Date:**

**Routing:**

1. Bill Blanton, MT-TS-HS (concur)
2. Doug Bellomo, MT-TS-HS (concur)
3. Mike Grimm, MT-TS-HS (concur)
4. Matt Miller, MT-TS-HS (sign)

**Remarks:**

**From:** *[Project Officer]*  
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