Federal Emergency Management Agency

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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

FROM: Matthew B. Miller, P.E., Chief
Hazards Study Branch
Federal Insurance and Mitigation Administration

[Original signed]

SUBJECT: Procedure Memorandum 24 - Unique Identifiers for MCC Products

Background: The number of products prepared by Map Coordination Contractors (MCCs) for FEMA is increasing at a rapid pace. With this increase, FEMA and its MCCs have relied on various databases to track these map products.

Issue: Some of the products, mainly Letters of Map Change (LOMCs), are easily identified by a unique identifier assigned to each case. Other products can sometimes be difficult to track because they are not assigned a unique identifier. The original issuance of this Procedure Memorandum on August 24, 2001, established new rules for MCC product identifiers. This issuance outlines additional guidelines for MCC product identifiers as specified below.

Final Procedure: Unique identifiers detailed in the attached document titled *Unique Identifiers for* MCC Products shall be used by the MCCs effective May 15, 2002, for all products listed. MCCs shall not attempt to assign these unique identifiers retroactively for cases received prior to May 15, 2002. The following revisions are made to the original issuance of this Procedural Memorandum dated August 24, 2001: 1.) the suffix for RFIS has been changed to eliminate duplication with FOIA Responses; 2.) two suffixes have been added, "AD" and "CD" to account for MT-1 cases for dual communities. 3.) the suffix for Digital Conversions has been changed to a double lettered suffix to keep it uniform with the format for the other map products.

Attachment

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All policy and standards in this document have been superseded by the FEMA Policy for Flood Risk Analysis and Mapping.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.

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Unique Identifiers for MCC Products

Unique FEMA Case Numbers (e.g., 01-05-123R) shall be assigned by the appropriate MCC based on the information below, except where noted:

- The first two digits ("01") represent the fiscal year in which the request is received.
- The next two digits ("05") represent the FEMA Region in which the community is located.
- The last three (or more) digits represent the consecutive request number for that region during the fiscal year.
- The letter suffix ("R") identifies the procedure under which the request is to be processed.

<u>List of Suffixes by Product</u>:

Suffix = Product (Example Case No.)

1. A = LOMA & LOMR-F (01-05-567A)
2. AD = LOMA & LOMR-F; Dual Community (01-05-567AD)
3. C = Conditional LOMA & Conditional LOMR-F (01-05-567C)
4. CD = Conditional LOMA & Conditional LOMR-F; Dual Community (01-05-567CD)
5. P = LOMR (01-05-567P)
6. R = Conditional LOMR (01-05-567R)
7. V = Revalidation (01-05-567V)
8. X = Corrected copy (01-05-567X)
9. DC = Digital Conversion (01-05-567DC)
10. PR = PMR (01-05-567PR)
11. FR = RFIS (01-05-567FR)
12. XS = XDS (01-05-567XS)
13. LP = LMMPs (01-05-567LP)
14. NF = Non-Floodprone Conversion by Letter (01-05-567NF)
15. MM = Minimal Conversion with Map (01-05-567MM)
16. ML = Minimal Conversion by Letter (01-05-567ML)
17. RP = Reprint or Recomposition Requests (01-05-567RP)
18. CB = CBRS Map Revisions (01-05-567CB)
19. RC = Controlled Responses (01-05-5671RC)
20. RD = Director Responses (01-05-567RD)
21. RM = Mapping Responses (01-05-567RM)
22. RF = FOIA Responses (01-05-567RF)
23. RE = E-mail Responses (01-05-567RE)
24. RS = Special Responses (01-05-567RS)
25. SP = Special Project Assignments (01-05-567SP)
26. CP = CTP Agreements (01-05-567CP)

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<u>Case Numbers with Prefixes</u>:

Letters of Determination Review (LODRs)

FEMA Case Numbers (e.g., 001130 P002) are assigned by the appropriate MCC based on the information below:

- The first two digits ("00") represent the calendar year (and not the fiscal year, due to the software design) in which the request is received:

- The next two digits ("11") represent the month the request is received.

- The next two digits ("30") represent the date the request is received.

- The following letters represent the first initial of the name of the MCC processing the request:

    1. B= Processed by Michael Baker Jr., Inc.
    2. D = Processed by Dewberry & Davis LLC
    3. P = Processed by PBS&J

- The last two (or more) digits ("002") represent the consecutive request number for that day.

External Data Requests:

FEMA Case Numbers (e.g., P0105002) are assigned by the appropriate MCC based on the information below:

- The first letter ("P") represents the first initial of the name of the MCC processing the request:

    1. B = Processed by Michael Baker Jr., Inc.
    2. D = Processed by Dewberry & Davis LLC
    3. P = Processed by PBS&J

- The next two digits ("01") represent the fiscal year in which the request is received.
- The next two digits ("05") represent the FEMA Region in which the community is located.
- The last three (or more) digits ("002") represent the consecutive request number for that region during the fiscal year.

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.