

Summary of Section 2 Changes

Affected Section or Subsection	Description of Change
General	<ul style="list-style-type: none"> • Revised the page numbers for standard documents to reflect revisions to Appendix B. • Added a header to read “Document Control Procedures Manual [September 2006].” • Added a footer to read “Section 2.” • Added references to the Mapping Information Platform (MIP) as the management system in which case-related data are to be entered and maintained.
Subsection 2.2	Replaced the discussion of fee exemptions with a more inclusive discussion presented as the new Subsection 2.3.
Subsection 2.4	<ul style="list-style-type: none"> • Added a discussion of the National Service Provider (NSP) Project Administration (PA) group roles and responsibilities in the initial processing of conditional and final map revision requests. • Added a discussion of the process used for setting FEMA case numbers automatically using software provided through the MIP. • Removed the references to the 316-ACK.FEX and 316-ACK.FRQ letters, which have been replaced by the 316-ACK letter.
Subsection 2.5	<ul style="list-style-type: none"> • Divided the first paragraph into two paragraphs and included the Web location for <i>Guidelines and Specifications for Flood Hazard Mapping Partners</i> in the second paragraph. • Added a new fourth paragraph to cover extensions of data submittal deadlines, which reads as follows: • “In response to the request for additional data, a requester may request an extension of the 90-day period to compile and submit the required data. In response to this request, the NSP case reviewer coordinates with the FEMA Project Engineer if appropriate and prepares a 316-EXT letter (Appendix B, page B-43) granting the extension and providing a new data submittal deadline.”

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Subsection 2.5	<ul style="list-style-type: none"> • Revised the next to last paragraph to read as follows: “‘If the required information is received within 90 days of the date of the letter, the NSP sends a 316-ACK letter (Appendix B, page B-91) to the requester to acknowledge receipt of the data and initiates final processing of the request. If the required information is received within 90 days of the date of the letter, but is determined to be an incomplete submittal that does not address all points in the letter, the NSP case reviewer prepares and send a 316-AD/INC letter (Appendix B, page B-__); the deadline for resubmittal of the information remains 90 days from the date of the original 316-AD letter. If the required information is not received within the 90-day period, the NSP suspends processing of the request. Any submittal received after the suspension date is treated as an original request and is subject to all submittal requirements, including repayment of any required review and processing fee. • Revised the next to last paragraph to include references to 316-EXT letter along with references to 316-AD letter. • Removed the references in the last paragraph to the 316-INTa, 316-INTb, and 316-INTc letters, which have been replaced by the 316-INT letter.
Subsection 2.8.1	Replaced all references to 102-series letters, which are no longer used, with references to the cover letters and determination documents that are now produced for LOMR requests using specially designed software that is accessible through the MIP.
Subsection 2.8.2	Clarified the roles and responsibilities of the NSP case reviewer and PA group staff.
Subsection 2.8.3 (New Subsection)	Added information on appeals and protests of LOMR determinations using information presented in Section 1 of the Manual as guidance.
Subsection 2.8.4	Clarified the role of the FEMA Floodplain Management Section (FMS) staff in the processing of suspension letters.
Subsection 2.8.5	Clarified the role of the FMS staff in the processing of reinstatement letters.

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Table 2-1	<ul style="list-style-type: none"> • Removed the “Letter Type” column, which referenced the 102-series letters that are no longer used. • Added references to determination documents in the “Effective Date” column.
Table 2-2	Revised the table to include only standard documents related to the processing of LOMRs and CLOMRs.
Figure 2-1	Revised the flowchart to include the requirements for direct-deposit refunds documented in Procedure Memorandum No. 17.
Figures 2-1 and 2-2	Combined the information in the two flowcharts and re-titled the new flowchart in Figure 2-1 as “Processing Procedures for CLOMRs and LOMRs.”
Figure 2-2 (New Figure)	Created a flowchart to cover appeals and protests of LOMR determinations.