

**Work Instruction**  
**Task Lead - Distribute Special Response**

## Purpose

This work instruction is used to outline the process in which the Task Lead enters the date of a Special Response Letter sent in response to an appeal or protest received. This activity only applies to revision cases where an appeal or protest was received and will not appear if an appeal or protest was not entered in the Receive Appeal or Protest activity previously completed by Document Control

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## Prerequisites

- Project received an Appeal or Protest
- The Review Appeal or Protest activity is complete

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## Navigation

Via Menu Path	<b>Log in to the MIP → Workbench → Work Items →</b> <b>and</b> <b>Claim → Distribute Special Response</b>
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## Work Steps

Mapping INFORMATION PLATFORM  
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Workbench Home | **Work Items** | Project Dashboard | Reports & Form Letters | Search & Retrieve Data | Create Project

Home > Workbench > Work Items

Work Item List - AaronTaskLead - February 17, 2009

Claim a task by clicking the Claim button. Clicking on the Activity Name link will display information in the Work Item Details (below). Click on column names to sort by that column. The input fields below may be used to filter your work item list.

- **Options:** Add, remove, and reorder columns in your Work Items list
- **Refresh:** Display new activities in your Work Items list and remove activities claimed by others
- **Activity Reference Guide:** Display an overview of information needed to complete Studies activities

Action	Activity Name	Case Number	Project Name	Date Posted
Claim	Distribute Special Response	09-05-0012P	The Villas at Dawson's Creek	02/17/2009



Only claim an activity that you are certain you own or have been instructed to claim. Contact your manager if you claimed an activity in error.

1. Click on: **Claim** to claim the activity
2. Click on: **Distribute Special Response** to enter the Distribute Special Response activity

Work Item Details - Project # 09-05-0012P

Distribute Special Response | Review

**Distribute Special Response**

Enter the mailing date for the Special Response Letter and enter the New LOMR Project Number. Click "Continue".

\* indicates a required field.

* Special Response Letter Date	<input type="text"/>	(MM/DD/YYYY)
New LOMR Project Number	<input type="text"/>	
Comments	<input type="text"/>	

Continue >

3. Click to enter Special Response Letter Date
4. If a new revision project was opened as a consequence of the appeal or protest, enter the new project number in the New LOMR Project Number field
5. Click to enter Comments
6. Click on: **Continue >** to move to the Review screen

- ▶ Requestor Mailing Address
- ▶ Other Mailing Address
- ▶ Flooding Source
- ▶ Supplementary Data
- ▶ Invoice Information
- ▶ Fee Invoice Information
- ▶ Community 180003 Information:
- ▶ Violation Status
- ▶ Letters
- ▶ Data Received
- ▶ Assign Project Resource
- ▶ Administer Fee/Receive Additional Fee
- ▶ Suspend Project
- ▶ Audit Determination
- ▶ Review Determination
- ▶ Distribute Invoice
- ▶ Distribute Determination
- ▶ Receive BFE Publication Affidavit
- ▶ Capture Interim 65 Publication Date
- ▶ Receive Appeals and Protest:
- ▶ Resolve Appeal or Protest
- ▶ Review Appeal or Protest
- ▶ Distribute Special Response

< BackContinue >



On the Review screen, click the twisties to the left of the listed name to expand a single element. To view all elements, click the Expand All hot link to show all data fields and information entered.

7. Review the information and click

Continue >

Work Item Details - Project # 09-05-0012P

Distribute Special Response | Review

### Distribute Special Response

[Complete Task](#)


Click "Complete Task" when you have completed this task. Once complete, this task will be removed from your Work Item List and you will not be able to view or update this task.

Click to view the [workflow history](#) for this project.

[< Back](#)



Once you click Complete Task you cannot return to this task. Confirm all information is correct before clicking the Complete Task button. Click the Back button to make any changes to previous screens

8. Click on:  to complete activity

#### Results

Possible next activities include Distribute Final BFE Determination by the Task Lead or Suspend Due to Appeal or Protest by the Revision Project Lead.