

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

Prerequisites

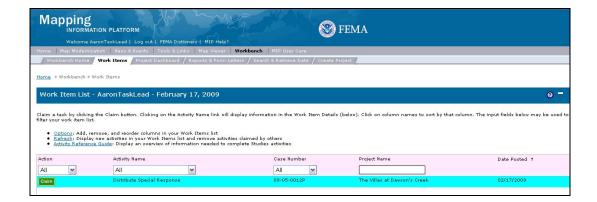
- Project received an Appeal or Protest
- The Review Appeal or Protest activity is complete

Navigation

Via Menu Path	Log in to the MIP → Workbench → Work Items →
	and
	Claim → Distribute Special Response



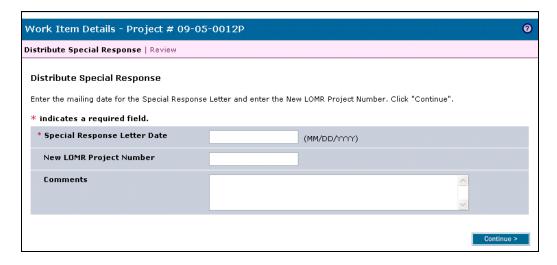
Work Steps





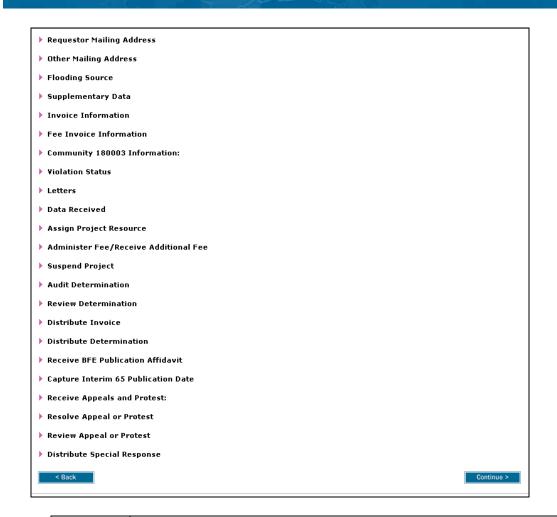
Only claim an activity that you are certain you own or have been instructed to claim. Contact your manager if you claimed an activity in error.

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



- 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



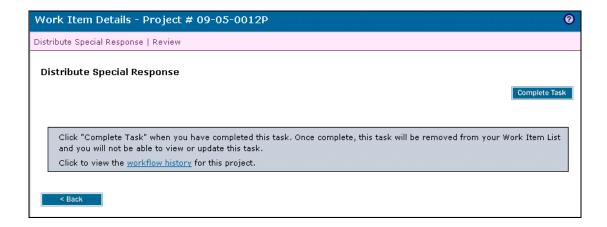




On the Review screen, click the twisties to the left of the listed name to expand a single element. To view all elements, click the Expand All hot link to show all data fields and information entered.

7. Review the information and click

Continue >







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: Complete Task 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.

Last updated: March 2009