



# Federal Emergency Management Agency

Washington, D.C. 20472

December 14, 1999

(Revised and reissued July 2000)

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

Bill Blanton, Project Officer  
Central Studies Team

Max Yuan, Project Officer  
Western Studies Team

**[Original Signed]**

FROM: Doug Bellomo, P.E., Acting Chief  
Hazard Identification Branch

SUBJECT: Procedure Memorandum No. 9 – Processing of Controlled  
Correspondence

**Background:** The volume of mapping-related controlled correspondence processed by and through the Technical Services Division increased steadily over the last half of Fiscal Year 1999. This increase, and the recent reduction of our administrative resources, necessitated changes in the way we process controlled correspondence.

**Issue:** Hazards Study Branch staff, working in unison with staff from the Office of Congressional and Legislative Affairs, Office of the Associate Director, and Mapping Coordination Contractors, held several formal and informal sessions to discuss how we should address assorted content and processing issues in an effort to improve turnaround time and minimize rework on assignments. The revised procedures and guidelines that were developed during those sessions have been implemented, but not completely documented.

**Final Procedure:** This memorandum has been prepared to ensure all involved parties within FEMA and at the Contractors' offices are clear about the processing requirements that were recently established for controlled correspondence, including a revised requirement for delayed responses to incoming correspondence. The procedures below are effective immediately.

## **General Guidance**

In implementing these requirements, all involved parties should keep in mind that it is important that we convey a consistent message to the U.S. Congress and to the constituents they represent. It is equally important that we convey our message to them in a clear, concise, and timely manner.

### **Routing Process and Related Documentation**

The routing process to be followed by FEMA and contractor staff is presented in the flowchart in Attachment 1. The forms to be used to ensure correct routing are presented as Attachments 1A and 1B.

### **General Style and Content Requirements**

As with all FEMA correspondence, the following standards, many of which are set forth in Chapter 5 of FEMA Manual 5200.1 (referenced below), should be employed in preparing responses to controlled correspondence:

- Ensure the response is clear and concise.
- Keep sentences and paragraphs short and consistent with clarity and completeness of thought.
- Use the active voice.
- Avoid unnecessary shifts of number, tense, subject voice, or point of view.
- Use simple, nontechnical words whenever possible.
- Arrange material logically and in a format that will maximize the reader's understanding of what is being presented.
- Do not use contractions.
- Minimize the use of acronyms and abbreviations.
- Establish acronyms the first time they are used and use them consistently.

### **Product-Specific Style and Content Requirements**

The following product-specific requirements should be employed:

- Align all information in the response flush left.
- Use the first paragraph of the response to summarize the issues raised by the Senator or Representative and his or her constituent without completely restating the content of the incoming correspondence.
- Use the first paragraph, when necessary, to apologize for delays in responding to the issues raised by the Senator or Representative. To this end, include the following sentence in any response that will be mailed more than 30 days after the date of the

incoming letter from the Senator or Representative: “We apologize for the delay in responding to your letter.”

- Use the second paragraph of the response to address the issues raised in the incoming correspondence as completely as possible.
- Provide collateral or background information in the third and subsequent paragraphs of the response.
- Reference and enclose copies of NFIP maps and other informative NFIP documents (e.g., *Appeals, Revisions, and Amendments to National Flood Insurance Program Maps, A Guide for Community Officials*) that help to clarify the response and to enhance the understanding of the Senator or Representative and the constituent.
- Use an acronym or abbreviation only if the acronym or abbreviation will appear more than twice in the response and if the use of the acronym or abbreviation does not detract from the readability of the letter.
- Use the standard language presented in the FEMA *Congressional Correspondence Handbook*, when appropriate, to help ensure a consistent message is conveyed.

## Format Requirements

The format requirements for controlled correspondence are summarized in Attachment 2. More detailed information on compound words, acronyms and abbreviations, and numerals is presented in Attachments 2A, 2B, and 2C, respectively. Responsible FEMA and contractor staff should refer to the 2000 version of the *U.S. Government Printing Office Style Manual* and to FEMA Manual 5200.1, *Correspondence Management* (undated), for additional guidance. The U.S. Government Printing Office Style Manual is available online at <http://www.gpoaccess.gov/stylemanual/index.html>.

## Changes to Requirements

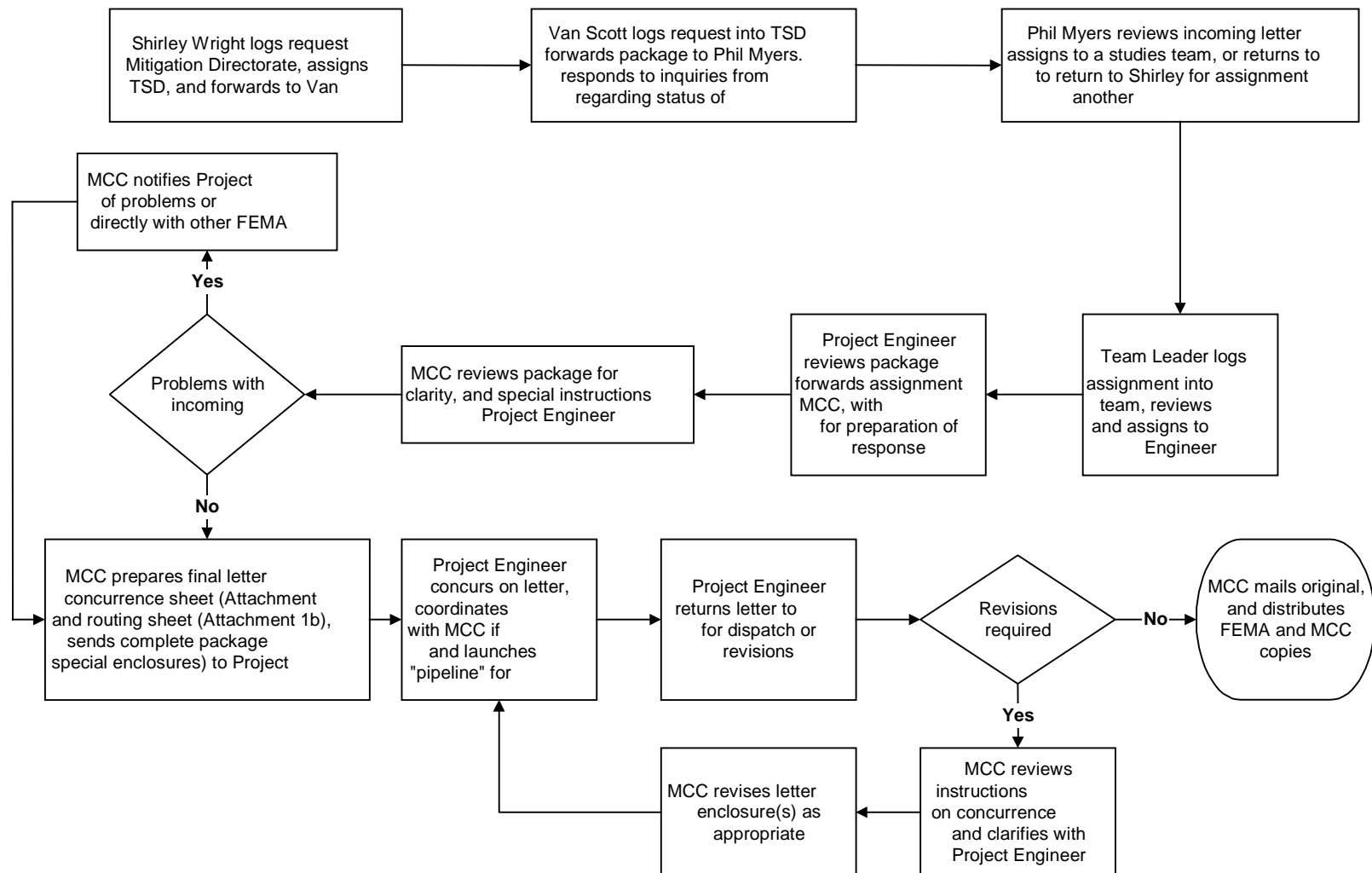
When changes to the processing requirements for controlled correspondence are required, affected FEMA and contractor staff will be notified in two ways: (1) through a new Procedure Memorandum or (2) through an entry in the concurrence sheet (Attachment 1A). Changes to requirements made on the concurrence sheet will be shown under “Comments By Reviewers” and must be concurred on by designated parties in both the Office of Congressional and Legislative Affairs and the Hazards Study Branch.

Attachments

cc: See Attached Distribution List



## TECHNICAL SERVICES DIVISION CONTROLLED CORRESPONDENCE ROUTING PROCESS



<b>TECHNICAL SERVICES DIVISION-MITIGATION DIRECTORATE</b> <b>CORRESPONDENCE FOR SIGNATURE</b>		
<b>Date:</b>	<b>Suspense Date:</b>	<b>Folder Number:</b>
<b>Synopsis of Letter:</b>		

**Letter from:** [project engineer], 202-646-

---

Initials	date
----------	------

### CONCURRENCE AND ROUTING

	Concur	Concur with Concerns	Do Not Concur
[Bellomo/Blanton/Grimm]	_____	_____	_____
Miller	_____	_____	_____
Buckley	_____	_____	_____
OCLA (Content Review)	_____	_____	_____
OCLA (Format Review)	_____	_____	_____
Armstrong	_____	_____	_____

---

[Project Engineer], MT-TS-HS (dispatch)

### COMMENTS BY REVIEWERS

This letter is returned for revision. The reason for rejection is: \_\_\_\_\_

---



---



---



---

MT-TS-HS: Agree\_\_\_\_\_ Disagree\_\_\_\_\_      OCLA: Agree\_\_\_\_\_ Disagree\_\_\_\_\_

This letter is acceptable. In the future, please change:

---



---



---



---



---

MT-TS-HS: Agree\_\_\_\_\_ Disagree\_\_\_\_\_      OCLA: Agree\_\_\_\_\_ Disagree\_\_\_\_\_



<b>TECHNICAL SERVICES DIVISION, MITIGATION DIRECTORATE CORRESPONDENCE FOR SIGNATURE</b>		
<b>Date:</b>		<b>Folder Number:</b>
<b>bcc:</b>  <b>CCU-Folder # ♦</b> <b>FEMA DIR</b> <b>OCLA</b> <b>MT/Chron - Room 406</b> <b>MT/TS Chron - Room 423 - # ♦.PM</b> <b>FEMA Region ♦</b> <b>MT/TS/HS/[name of Proj. Eng.]/x      Copy Requested <input type="checkbox"/></b> <b>(Copy sent to Project Engineer ONLY if requested.)</b>		
<b>MCC:</b>  MCC Point of Contact for Letter:  <div style="display: flex; justify-content: space-between;"> <span>(Name)</span> <span>(Number)</span> </div> Other Concurrences:      		<b>MAILING/ARCHIVING INFO.</b>  Attention Line:  List of Enclosures:      Archived to B-Parcel? Yes / No
<b>Remarks:</b>      		<b>MCC Use:</b>     SAE/



**REQUIREMENTS FOR CONTROLLED CORRESPONDENCE--TECHNICAL SERVICES DIVISION**

<b>Letter Element</b>	<b>FEMA Requirement</b>	<b>Example or Comments</b>
Stationery	Use FEMA-provided letterhead stationery (Form 50-30) or 20 # Bond paper with letterhead incorporated into letter	
Type Element	Use Times New Roman 12	May be adjusted if necessary to control page count (No Smaller Than Times New Roman 11)
Margins (Left)	Set at 1 inch	May be adjusted as appropriate to align with FEMA logo in letterhead
Margins (Right)	Set at 1 inch	
Margin (Bottom)	Set at 1 inch	May be adjusted If necessary to control page count (no less than 0.5 inch)
Date	Do not include date before letter is signed	Date will be stamped on signed letter by mapping coordination contractor
Address Block (General Requirements)	Show as flush left with margin, 14 lines from top of page or two to three lines below letterhead; single spaced; runover lines indented two spaces; no longer than five lines long; Postal Service abbreviation for State name	
Address Block for U.S. Senator (Washington, DC Office)	Show as "The Honorable (Full Name of Senator) United States Senate Washington, DC 20510"	
Address Block for U.S. Senator (District Office)	Show as "The Honorable (full name of Senator) United States Senator (District Office Address)"	
Address Block for U.S. Representative (Washington, DC Office)	Show as "The Honorable (full name of Representative) U. S. House of Representatives Washington, DC 20515"	
Address Block for U.S. Representative (District Office)	Show as "The Honorable (full name of Representative) Member, U. S. House of Representatives (District Office Address)"	
Salutation (General Requirements)	Start two lines below last line of address block	

## REQUIREMENTS FOR CONTROLLED CORRESPONDENCE--TECHNICAL SERVICES DIVISION

Letter Element	FEMA Requirement	Example or Comments
Salutation (General Public-Male)	Present as "Dear Mr. (Addressee's Surname)"	
Salutation (General Public-Female)	Present as "Dear Ms. (Addressee's Surname)"	Use "Mrs." only if incoming letter is signed this way
Salutation (U.S. Senator)	Present as "Dear Senator (Senator's Surname)"	
Salutation (U.S. Representative)	Present as "Dear Representative (Representative's surname)"	
Body of Letter (Paragraphing)	Begin two lines below salutation; flush left with margin; block all other paragraphs under first line	
Body of Letter (Pagination)	Show page number flush left at top margin; continue text two lines below page number	
Body of Letter (Page Break)	Start Paragraph on new page unless at least two lines appear at bottom of page	
Concluding Sentence	Should Read: "If you require any additional assistance regarding this matter, please have a member of your staff contact our Office of Congressional and Legislative Affairs at (202) 646-4500."	
Complimentary Close (General Requirements)	Begin at center of page, two lines below concluding sentence	
Complimentary Close (Content)	Use "Sincerely,"	
Signature Block (General Requirements)	Align with complimentary close and start four lines below complimentary close	
Signature Block (Content)	Use "Michael J. Armstrong" Associate Director for Mitigation"	
Enclosure Citation (General Requirements)	Start two lines below last line of signature block, flush left with margin	
Enclosure Citation (Content)	Use "Enclosure" for single enclosure and "enclosures" for more than one enclosure; show document name when document not cited in letter	Example: If the Project Impact Pamphlet is enclosed but not cited in the response, show as "Project Impact: Building A Disaster-Resistant Community" (FEMA Pamphlet).

## REQUIREMENTS FOR CONTROLLED CORRESPONDENCE--TECHNICAL SERVICES DIVISION

Letter Element	FEMA Requirement	Example or Comments
Carbon Copy Line (General Requirements)	Start two lines below enclosure line (If Included) or last line of signature block)	
Carbon Copy Line for U.S. Senator's Washington Office (Content)	Use "Senator (Senator's Surname)'s Washington, DC, Office"	cc: Senator Smith's Washington, DC, Office"
Carbon Copy Line for U.S. Representative's Washington Office (Content)	Use "Representative (Representative's Surname)'s Washington, DC, Office"	cc: Representative Smith's Washington, DC, Office
Carbon Copy for FEMA Regional Office (Content)	Use "FEMA Region (Region No.) Office"	cc: FEMA Region VI Office
Address on Envelope (no contact name provided in incoming)	Use same address as address shown in setter address block	
Address on Envelope (contact name provided in incoming)	Use same address as address shown in letter address block with attention line added one line after bottom line of address	
Compound Words	Refer to Chapters 6 and 7 of <i>GPO Style Manual</i>	Common mapping-related compound words are provided in Attachment 2A.
Capitalization	Refer to Chapters 3 and 4 of <i>GPO Style Manual</i>	
Punctuation	Refer to Chapter 8 of <i>GPO Style Manual</i>	
Acronyms and Abbreviations	Refer to Chapter 9 of <i>GPO Style Manual</i> and to <i>FEMA Acronyms, Abbreviations, and Terms</i>	Common mapping-related acronyms and abbreviations are provided in Attachment 2B.
Numerals (General)	Refer to Chapter 12 of <i>GPO Style Manual</i>	Additional guidance regarding the use of numerals is provided in Attachment 2C.
Numerals (Units of Measure)	Use Arabic numerals for units of measure	Example: "6-month period" not "six-month period"



## GUIDANCE ON THE USE OF COMPOUND WORDS

For overall product consistency, FEMA and MCC staff should refer to Chapters 6 and 7 of the U.S. Government Printing Office Style Manual for guidance on compound words, including hyphenated words. Chapter 6 is available for download at <http://www.gpoaccess.gov/stylemanual/2000/chap06.pdf>. Chapter 7 is available for download at <http://www.gpoaccess.gov/stylemanual/2000/chap07.pdf>.

Listed below are some compound words that FEMA and MCC staff may encounter during the preparation and review of controlled correspondence. The term “(u.m.)” indicates the form of the compound word is used as “unit modifier”; that is, as an adjective or adverb.

10-year (u.m.)	1-percent-annual-chance, or 1% annual chance (u.m.)
50-year (u.m.)	
100-year (u.m.)	0.2-percent-annual-chance, or 2% annual chance (u.m.)
500-year (u.m.)	
above-cited (u.m.)	airflow
aboveground (u.m.)	airmass
above-mentioned (u.m.)	airphoto ("aerial photograph" is preferred)
above-referenced (u.m.)	airspeed
acre-foot	alluvial fan
acre-inch	alluvial fan flood hazards
aforementioned (u.m.) and all other words with “afore” as a prefix	alluvial fan flooding
afterward and all other words with “after” as a prefix	alongshore
	alongside
	as-built (u.m.)
backfill	beforehand
backflow	benchmark (nonliteral)
backup (noun and u.m.)	bench mark (surveying)
base flood (noun and u.m.)	biweekly and all words with “bi” as a prefix
base flood elevation (noun and u.m.)	bottommost
base map	
centerline	commonsense (u.m.)
citywide	congressionally mandated
cliffside	countywide
closeout (noun and u.m.)	countryside
closeup (noun and u.m.)	countrywide
cloudburst	coverup (noun and u.m.)
coastline	cross section (noun)
commonplace	cross-section (u.m.)
common sense (noun)	cutoff (noun, u.m.)
database	downriver
dataset	downslope
decentralized and all other words with “de” as a prefix except as specified in <i>GPO Style Manual</i>	downstream
downcoast	drawback
downflow	drawdown (noun and u.m.)

## GUIDANCE ON THE USE OF COMPOUND WORDS

east-central	eightfold
easternmost	existing-conditions (u.m.)
east-northeast	extraterritorial
east-southeast	
fan-shaped (u.m.)	flood-mitigation (u.m.)
far-reaching (u.m.)	floodprone
faultline	floodproofing
federally funded	floodwall
federally mandated	floodwater
fireplug	floodway
first-class (u.m.)	flowchart
first-floor (u.m.)	followup (noun, u.m.)
fivefold	footbridge
flagpole	footpath
flood-control (u.m.)	fourfold
floodflow	fourth-class (u.m.)
floodgate	freestanding (u.m.)
flood level	freezeup (noun, u.m.)
floodmark	future-conditions (u.m.)
floodplain	
geocode (and all other words with “geo” as a prefix)	ground water
Government-owned (u.m.)	ground-water (u.m.)
governmentwide	guardrail
hailstorm	high water
handrail	high-water mark
handwritten	hillside
hard copy (noun and u.m.)	hilltop
headgate	holdup (noun, u.m.)
headwall	homebuilder
headwaters	homeowner
hereafter	housetop
hereinafter	hydroelectric
hereinbefore	hydropower
heretofore	
iceberg	icepack
icebreaker	in-depth (u.m.)
icecap	in-house
icefloe (island)	inner-city (u.m.)
iceflow (current)	innermost
jumpoff (noun, u.m.)	juxtaposition
keyword	knee-deep (u.m.)
kickoff (noun, u.m.)	knee-high (u.m.)

## GUIDANCE ON THE USE OF COMPOUND WORDS

know-how (noun, u.m.)

lakebed  
lakefront  
lakeshore  
lakeside  
landfill  
landform  
landlocked  
landsidemainstream (nonliteral)  
manhole  
manmade  
metadata  
milepost  
mindset  
minimally floodproneninefold  
non-floodprone  
north-central  
northeastoceanside  
odd-numbered (u.m.)  
offline  
offshore  
offsite  
one-dimensional (u.m.)  
one-half  
one-sided (u.m.)  
one-way (u.m.)  
ongoingpayoff  
payout  
per diem  
per se  
phaseout  
pickup (noun, u.m.)  
piecemeal  
pileup (noun, u.m.)  
pinholerailguard  
railroad  
railwaylandslide  
large-scale (u.m.)  
lawsuit  
leeward  
letterhead  
leveeward  
linework  
low-lying (u.m.)mountainside  
mountaintop  
mudbank  
mudflow  
multi (all one word; e.g., multipurpose)  
multiple-purpose (u.m.)northernmost  
north-northeast  
north-northwest  
northwestonline  
onshore  
onsite  
out-as-shown (u.m.)  
outdated  
outermost  
overall  
overbank  
overflowpinpoint  
post (all one word when used as prefix; e.g.,  
postflood)  
powerplant  
printout  
pro forma  
pro rata  
proofread  
proofreaderrainfall  
rainstorm  
reevaluated

## GUIDANCE ON THE USE OF COMPOUND WORDS

reissuance  
restudied  
retroactive  
revalidation  
riverbank  
riverbed  
riverflow  
riverfront

sandbag  
sandbar  
sandspit  
seacoast  
seashore  
seaside  
seawall  
second-class (u.m.)  
second-floor (u.m.)  
semiannual  
semiarid  
setback  
setup  
sevenfold  
sinkhole  
small-scale  
snowbank  
snowfall  
snowmelt  
snowpack  
snowstorm  
south-central  
southeast  
southeasternmost  
southernmost  
south-southeast

tailgate  
tailwind  
takeoff (noun, u.m.)  
tenfold  
terra cotta  
thereabout(s)  
thereafter  
thereby  
thereinafter  
third-class (u.m.)  
three-dimensional (u.m.)  
threefold  
tie-in (noun, u.m.)

riverside  
riverward  
roadbed  
roadside  
rooftop  
runoff (noun, u.m.)  
runup (noun, u.m.)

south-southwest  
southwest  
southwesternmost  
standpipe  
standstill (noun, u.m.)  
standup (noun, u.m.)  
State-operated (u.m.)  
State-owned (u.m.)  
statehood  
statewide  
stillwater  
stillwater flood level  
stormflow  
storm water (noun)  
storm-water (u.m.)  
straightforward  
streambank  
streambed  
streamflow  
stream line (when referring to map delineation of a  
stream's course)  
streamline (all other uses)  
streamside  
subalpine  
subbasin  
subcommittee

tie in (verb)  
tieup (noun, u.m.)  
timeframe  
timespan  
topflight (u.m.)  
topmost  
topsoil  
townfolk  
townspeople  
tradeoff  
transatlantic  
transpacific  
treeline



**GUIDANCE ON THE USE OF COMPOUND WORDS**

tree-lined (u.m.)	twofold
two-dimensional (u.m.)	
upcoast	upslope
uppermost	upstream
upriver	
waterflow	widemouthed
watergate	wide-open (u.m.)
waterlocked	widespread
watermark	wildlife
watershed	windblown
waterside	windfall
water-surface elevation	windflow
wavelength	windside
web-enabled	windspeed
website	windstorm
west-central	windswept
west-northwest	wingwall
west-southwest	work map
westernmost	workflow
whereabouts	workplace
whereinsoever	write-in (noun, u.m.)
wheresoever	writeoff (noun, u.m.)
wherever	writeup (noun, u.m.)

## GUIDANCE ON THE USE OF ACRONYMS AND ABBREVIATIONS

The acronyms and abbreviations listed below may be used by FEMA and MCC staff in the preparation of controlled correspondence and the nonstandard enclosures distributed with controlled correspondence. The spelled-out version of each acronym or abbreviation reflects the capitalization that should be used in the controlled correspondence. FEMA and MCC staff involved in the preparation and review of controlled correspondence should keep in mind that acronyms and abbreviations are to be established on first reference and should be used only if the acronym or abbreviation is used three or more times in a particular letter or enclosure. FEMA and MCC staff also should keep in mind that acronyms and abbreviations should be minimized if they negatively impact the readability of the letter.

ASCE	American Society of Civil Engineers
ASCII	American Standard Code for Information Interchange
ASFPM	Association of State Floodplain Managers
ASTM	American Society for Testing and Materials
BPAT	Building Performance Assistance Team (Program)
BFE	base flood elevation
CADD	computer-assisted drafting and design
CAV	Community Assistance Visit
CBRA	Coastal Barrier Resources Act of 1982
CBRS	Coastal Barrier Resources System
CCO	Consultation Coordination Officer
CD-ROM	compact disk read-only memory
CEO	Chief Executive Officer
CFR	Code of Federal Regulations
cfs	cubic feet per second
CID	community identification number
CIS	Community Information System
CLOMA	Conditional Letter of Map Amendment
CLOMR	Conditional Letter of Map Revision
CLOMR-F	Conditional Letter of Map Revision Based on Fill
CMR	Community Map Repository

## GUIDANCE ON THE USE OF ACRONYMS AND ABBREVIATIONS

CRS	Community Rating System
CSIS	Credited Structures Inventory System
CTC	Cooperating Technical Community
DEM	digital elevation model
DFIRM	Digital Flood Insurance Rate Map
DFO	Disaster Field Office
DHA	Disaster Housing Assistance (Program)
DLG	Digital Line Graph (file)
DOQ	Digital Orthophoto Quadrangle
DRC	Disaster Recovery Center
DRF	Disaster Relief Fund
DTM	digital terrain model
EPA	U.S. Environmental Protection Agency
ERM	Elevation Reference Mark
ESDP	Engineering Study Data Package
ETJ	extraterritorial jurisdiction limit
FBFM	Flood Boundary and Floodway Map
FCSA	Fee-Charge System Administrator
FDIC	Federal Deposit Insurance Corporation
FDT	Floodway Data Table
FEDD	Flood Elevation Determination Docket
FEMA	Federal Emergency Management Agency
FHA	Federal Housing Administration
FHAR	Flood Hazard Analyses Report
FHBM	Flood Hazard Boundary Map
FHWA	Federal Highway Administration
FIA	Federal Insurance Administration
FIPS	Federal Information and Processing Standards

## GUIDANCE ON THE USE OF ACRONYMS AND ABBREVIATIONS

FIRM	Flood Insurance Rate Map
FIS	Flood Insurance Study
FMA	Flood Mitigation Assistance (programs)
FmHA	Farmers Home Administration
FMPCC	Flood Map Production Coordination Contractor
FNMA	Federal National Mortgage Association
FOIA	Freedom of Information Act
FPI	Floodplain Information (report)
fps	feet per second
FR	Federal Register (publication citation)
FRP	Federal Response Plan
FSA	Farm Service Agency
FTP	File Transfer Protocol
FWS	U.S. Fish and Wildlife Service
FZD	flood zone determination (companies)
GIS	Geographic Information System
GNMA	Government National Mortgage Association
GPO	U.S. Government Printing Office
GSA	General Services Administration
HAZUS	HAZards U.S.
HEC	Hydrologic Engineering Center (U.S. Army Corps of Engineers)
H&H	hydrologic and hydraulic (analyses)
HMGP	Hazard Mitigation Grant Program
HMTAP	Hazard Mitigation Technical Assistance Program
HUD	U.S. Department of Housing and Urban Development
ICC	Increased Cost of Compliance (coverage)
IFG	Individual and Family Grant (Program)
LAG	lowest adjacent grade

## GUIDANCE ON THE USE OF ACRONYMS AND ABBREVIATIONS

LFD	letter of final determination
LFFE	lowest finished floor elevation
LIDAR	LIght Detection And Ranging (technology)
LMMP	Limited Map Maintenance Program
LODR	Letter of Determination Review
LOMA	Letter of Map Amendment
LOMC	Letter of Map Change
LOMC-VALID	Letter of Map Change Revalidation (Letter)
LOMR	Letter of Map Revision
LOMR-F	Letter of Map Revision Based on Fill
MCC	Mapping Coordination Contractor
MSC	Map Service Center
MIS	management information system
MMP	Map Modernization Plan
MNA	Mapping Needs Assessment (Process)
MNUSS	Map Needs Update Support System
MPPP	Mortgage Portfolio Protection Program
NAD 27	North American Datum of 1927
NAD 83	North American Datum of 1983
NAVD 88	North American Vertical Datum of 1988
NEMIS	National Emergency Management System
NETAP	National Earthquake Technical Assistance Program
NFDA	National Flood Determination Association
NFIF	National Flood Insurance Fund
NFIP	National Flood Insurance Program
NFIRA	National Flood Insurance Reform Act of 1994
NGVD 29	National Geodetic Vertical Datum of 1929
NGS	National Geodetic Survey

## GUIDANCE ON THE USE OF ACRONYMS AND ABBREVIATIONS

NIBS	National Institute of Building and Science
NOAA	National Oceanic and Atmospheric Administration
NOS	National Ocean Service (formerly National Ocean Survey)
NPS	National Park Service
NRC	National Research Council
NRCS	Natural Resources Conservation Service (formerly U.S. Soil Conservation Service)
NSRS	National Spatial Reference System
NSSDA	National Standard for Spatial Data Accuracy
OGC	Office of General Counsel
OPA	Otherwise Protected Area
PA	Public Assistance (Program)
PC	personal computer
pdf	Portable Document Format
PIF	Policy in Force
PMR	Physical Map Revision
PNP	Private Non-Profit (organization)
PRP	Preferred Risk Policy
R&D	research and development
RCBAP	Residential Condominium Business Association Policy
RFIS	Flood Insurance Restudy
RMM	River Mile Marker
RXDS	Existing Data Restudy
SBA	Small Business Administration
SC	Study Contractor
SCRR	Special Conversion Recommendation Report
SCS	U.S. Soil Conservation Service (now the Natural Resources Conservation Service)
SDTS	Spatial Data Transfer System

## GUIDANCE ON THE USE OF ACRONYMS AND ABBREVIATIONS

SFHA	Special Flood Hazard Area
SFHDF	Standard Flood Hazard Determination Form
SFIP	Standard Flood Insurance Policy
SHMO	State Hazard Mitigation Officer
SOMA	Summary of Map Actions
SOW	Statement of Work
SPR	Special Problem Report
SWFL	stillwater flood level
T&C	Time and Cost (Meeting)
TIGER	Topologically Integrated Geographic Encoding and Reference (System)
TMAC	Technical Mapping Advisory Council
TSDN	Technical Support Data Notebook
TVA	Tennessee Valley Authority
U.S.	United States
U.S.A.	United States of America
USACE	U.S. Army Corps of Engineers
USBR	U.S. Bureau of Reclamation
U.S.C.	United States Code
USDA	U.S. Department of Agriculture
USFS	U.S. Forest Service
USGS	U.S. Geological Survey
URL	Uniform Resource Locator
UTM	Universal Transverse Mercator
WSEL	water-surface elevation
WWTAP	Wind and Water Technical Assistance Program
WWW	World Wide Web
WYO	Write Your Own (companies or program)
XDS	Existing Data Study

## GUIDANCE ON THE USE OF NUMERALS

For overall product consistency, FEMA and MCC staff should refer to Chapter 12 of the U.S. Government Printing Office Style Manual (hereinafter referred to as *GPO Style Manual*) for complete guidance on the use of figures and spelled-out numbers. Chapter 12 is available online at <http://www.gpoaccess.gov/stylemanual/2000/chap12.pdf>. Listed below are rules for handling some of the more frequently encountered situations.

1. A figure is used for a single number of 10 or more, with the exception of the first word in a sentence or heading (e.g., 12 counties).
2. When 2 or more numbers appear in a sentence and 1 of the numbers is 10 or more, figures are used for all numbers in the sentence (e.g., of the 13 streams studied, 6 were studied by detailed-study methods).
3. A spelled-out word is used for nine or less, with the exception of units of measurement or time (e.g., three sources of information, 3 miles).
4. A unit of measurement (including percentage), time, or money is expressed as a figure, with the exception of the first word in a sentence or heading (e.g., 5 percent, 2 hours, 6 feet).
5. A spelled-out word is used at the beginning of a sentence or heading. (e.g., Three feet of freeboard are required.). Authors should rephrase sentences or headings to avoid beginning with the number.
6. A spelled-out number should not be repeated in figures, except in legal documents (e.g., forty (40) hours).
7. For ordinal numbers, figures are used for ordinal numbers beginning with *10th* (e.g., 35th) and spelled-out numbers are used for ordinal numbers up to and including ninth (e.g., fourth), except when ordinal numbers appear in juxtaposition and one of them is *10th* or more; figures are used for all such ordinal numbers (e.g., 9th and 10th iterations).
8. Numbers of less than 100 preceding a compound modifier containing a figure are spelled out (e.g., two 3-inch boards).
9. Indefinite expressions are spelled out (e.g., the early eighties, but the early 1980s).
10. For large numbers, beginning with million, the spelled-out version is used (Example: \$12.5 million).
11. Related numbers appearing at the beginning of a sentence, separated by no more than three words, are treated alike (e.g., Seventy or eighty residents attended the meeting.).



## **Distribution List**

### **FEMA Mitigation Division** (electronic distribution only)

- Mike Howard
- Fred Sharrocks
- Doug Bellomo
- Mike Grimm
- Phil Myers
- Bill Blanton
- John Magnotti
- Mark Crowell
- Sally Magee
- Max Yuan
- Alan Johnson
- John Gambel
- Rita Henry
- Helen Cohn
- Cynthia Croxdale
- Agnes De Coca
- Anne Flowers
- Cecilia Lynch
- Kathy Miller
- Jay Scruggs

### **Federal Insurance Administration**

- Joe Coughlin

### **Office of Legislative Affairs**

- Fran McCarthy
- Vince Fabrizio
- Loretta Schaffer

### **Office of the Associate Director**

- Paul Loyd
- Shirley Wright