# Appendix B - Enter a Name from the Personnel Databases

Overview..... B-2

Enter a Name from the Personnel Databases..... B-3

## Overview

The NEMIS Personnel Databases provides information on:

- Contacts
- FEMA Staff Members
- Mitigation Property Owners

The Contacts database includes names and information on a variety of non-FEMA contacts such as:

- Representatives of State, county and local governments
- Managers and Directors for Grantees and Subgrantees
- Contacts for specific sites (i.e., floodplain managers)

The database gets updated when a new contact is entered.

The FEMA Staff Members database includes:

- Permanent Full-Time (PFT) employees
- Disaster Assistance Employees (DAE)
- Local hires
- Cadre of On-call Response Employees (CORE)

This database is downloaded from the Automated Deployment Database (ADD) database and is updated periodically.

The Mitigation Property Owners database is populated by property owners added to the **Property Site Inventory** tab in the Mitigation → Projects → Application Development area.

Because all three databases contain the same elements, the instructions for entering, editing or selecting names are the same.

## Enter a Name from the Personnel Databases

1. NEMIS displays one of the following windows, depending on the personnel database that needs to be accessed:

   - Look up a Contact window - for searching the Contacts database
   - Look up a FEMA Staff Member window - for searching the FEMA Staff Members database
   - Look up a Mitigation Owner window - for searching the Mitigation Property Owners database

   This appendix provides instructions for the Look up a Contact window (Figure B-1) but all three windows operate the same way.

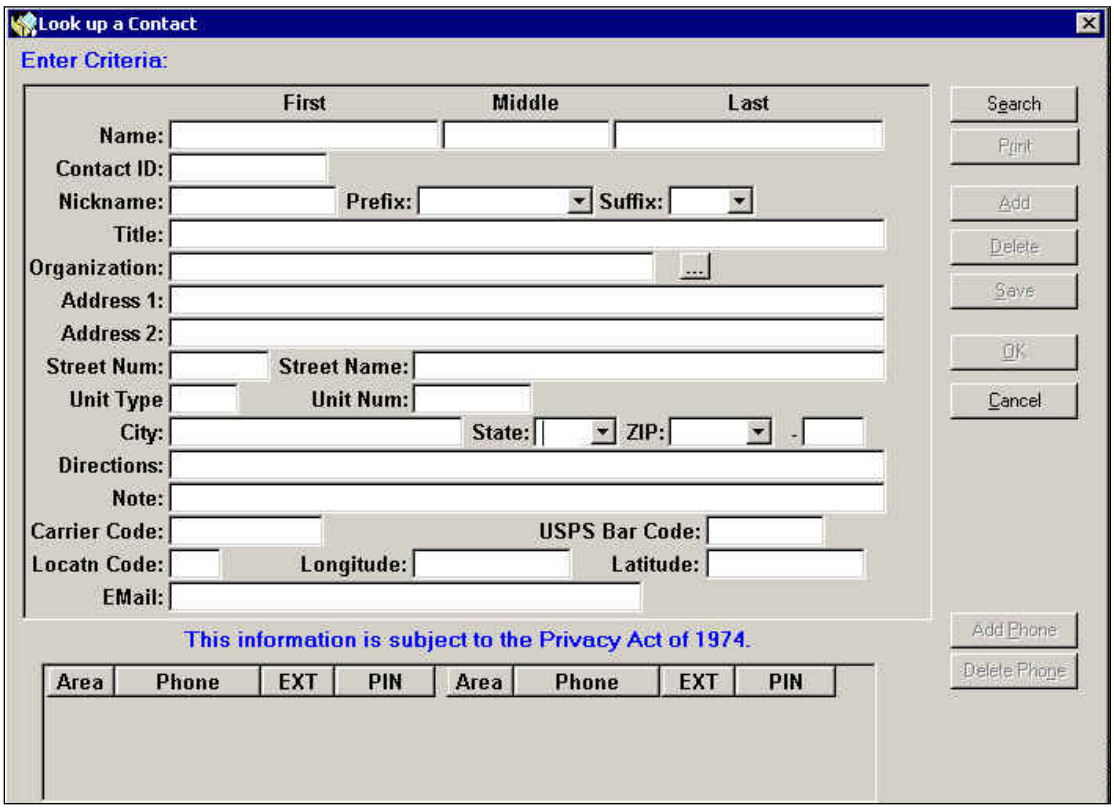


**Figure B-1: Look Up a Contact Window**

2. To speed up the search, enter as much information as you have about the person.

***If you are not sure how the person's name is entered in the database, use only the initial of the first name followed by an asterisk (*). All forms of the name will be retrieved (i.e., T* will find Tom, Tommy, Thomas). You may also want to follow the last name with an * in order to retrieve personnel records whose last name may end with a name suffix.***

a. To the right of the Organization field, click the ellipsis (…) button to access a database of organizations including FEMA, other Federal agencies, contractors, and State and local organizations. The Look up an Organization window is displayed.

b. Select an organization type from the drop-down list. Click the Search button.

***If the organization type drop-down list is not working, click the Search button to retrieve all the records or leave the field blank.***

c. Scroll through the organizations listed. If the organization you want is displayed, click the OK button.

d. The organization you selected is displayed in the Look up a Contact window.

3. Click the SEARCH button. The system displays records that match your criteria (Figure B-2).

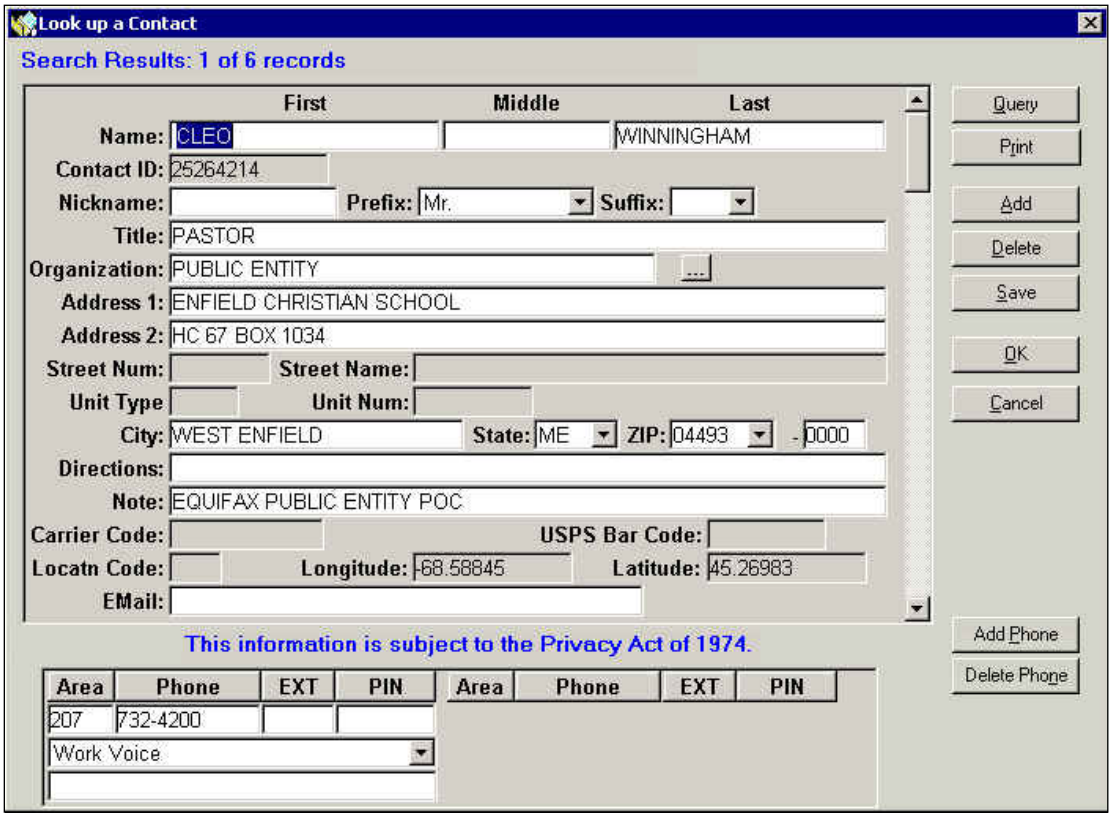


**Figure B-2: Search Results**

4. If the personnel record you want is displayed, click the OK button. The record you selected is displayed in the correct NEMIS field.

5. If the personnel record with the specified criteria is not found, the Search Results: 0 of 0 records message is displayed on the top left corner of the Look up a Contact window (Figure B-3).

**Figure B-3: Zero Search Results**

6. The Search for Similar Records dialog box is displayed (Figure B-4).

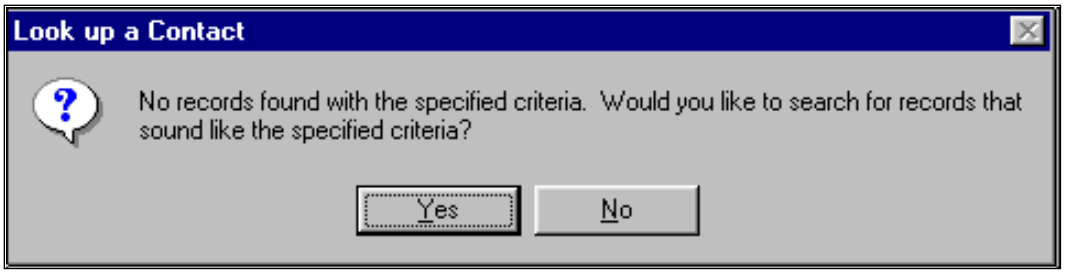


**Figure B-4: Search for Similar Records Dialog Box**

7. Click the YES button if you want to search for records that are similar to the specified criteria.

8. Click the NO button if you do not want the system to search for similar records.

9. Click the ADD button to enter information for a new personnel record.

10. Enter the information listed in Table B-1.

**Table B-1: Personnel Record Data Fields**

| DATA FIELD | INFORMATION TO BE ENTERED |
|---|---|
| Name<br>**First and last names are required fields** | First, middle, and last name of personnel |
| Nickname | Nickname of personnel |
| Prefix | Name prefix of personnel |
| Suffix | Name suffix of personnel |
| Title | Title of personnel |

| DATA FIELD | INFORMATION TO BE ENTERED |
|---|---|
| Organization | Organizations including FEMA, other Federal agencies, contractors, and State and local organizations |
| Address 1 and 2 | Do not abbreviate |
| Street Num | Street number of personnel address |
| Street Name | Street name of personnel address |
| Unit Type | Unit type of personnel address, if applicable |
| Unit Num | Unit number of personnel address, if applicable |
| City<br>**Required field** | City of personnel address |
| State<br>**Required field** | State of personnel address |
| ZIP<br>**Required field** | Zip code of personnel address<br>If you do not know the ZIP code, select 00000 from the drop-down list |
| ZIP+4 | Four additional digits to identify a geographic segment within the five-digit delivery area |
| Directions | Instructions to get to the address |
| Note | E.g., agency name, point of contact |
| Carrier Code | 9-digit Carrier Route Code |
| USPS Bar Code | Address USPS bar code |
| Location Code | Address location code |
| Longitude and Latitude | Longitude and Latitude of location in decimal degrees |
| E-mail | E-mail address of personnel |

11. Click the SAVE button to add the personnel to the database.

12. Click the OK button to place the personnel's name in the correct NEMIS field.

CAUTION

***If you just click the OK button without first clicking the SAVE button, the personnel's name will be on the NEMIS field, but the record will not be added to the database. If you click only the SAVE button, it adds the name to the database but not to the NEMIS field.***

13. To add a telephone number to the record, click the ADD PHONE button.

14. Enter the information listed in Table B-2.

**Table B-2: Add Phone Data Fields**

| DATA FIELD | INFORMATION TO BE ENTERED |
|---|---|
| Area | Area code of the phone number |
| Phone | Last seven digits of the phone number |
| EXT | Extension number, if applicable |
| PIN | Personal Identification Number, if applicable |
| Type | Type of phone number. Select one of the following:<br>• Home<br>• Home Voice<br>• Home Fax<br>• Work<br>• Work Voice<br>• Work Fax<br>• Pager<br>• Car Phone |
| Description or Note | Description or note to assist in reaching the person, such as available times |

15. Click the SAVE button to save the personnel's telephone number to the database.

16. Click the OK button to return to the original NEMIS screen.

**This page intentionally left blank.**