Appendix C - NEMIS-MT Positions and Roles

Overview..... C-2

NEMIS-MT Teams, Positions and Roles..... C-3

Overview

NEMIS-MT provides access control mechanisms that protect the system and the viewing and editing of information. These mechanisms control the users' level of access to the application and to the application objects, which are the menus, screens and data fields.

At the highest access level, there are two main teams of NEMIS-MT users: the Emergency Response Team (ERT) and the Regional Operations and Managements Team (ROM).

Currently, there are three generally accepted Positions under the ERT (Deputy FCO for Mitigation, Deputy Hazard Mitigation Officer, and Hazard Mitigation Officer) and thirteen under the ROM including two non-FEMA positions.

Each Position has several associated roles. The role names used in both teams are the same. Thus, there is an MT Hazard Mitigation Officer (HMO) role in the ERT team and an MT Hazard Mitigation Officer (HMO) role in the ROM team. This is important to note because some system processes such as allocation, can be executed only by users who have the assigned role in both the ERT and ROM teams.

Each role is also referred to as a Group ID. Each role has pre-defined privileges to view and/or edit the application objects.

When a user is given access to the system, a User Name is established and assigned to the ERT or to the ROM, or to both. The user Depending on the user's position, the user receives the roles for that position.

The access process and structure described above is disaster-specific. Thus, the same user may be in the ERT team for Disaster A, and, at the same time be in both the ERT and ROM teams for Disaster B.

NEMIS-MT Teams, Positions and Roles

Table C-1 lists the positions and roles in the Emergency Response Team (ERT).

NOTE

The Regional user must have at least one ROM position containing the MA or HMO role to enter data in the HMGP module.

An "X" in any of the three columns to the far right indicates what capability exists for each role.

ES Module stands for the Emergency Support Module, where allocations/obligations get final approval from the Office of Financial Management.

The three ERT positions and associated roles below are the primary ones for processing project applications in the HMGP module and for allocations/obligations in the HMGP and ES modules.

Table C-1: NEMIS-MT Positions and Roles in the ERT

POSITION	ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
Deputy FCO For Mitigation (HZM014)	MT Division Chief - dc (4)			X
	MT Hazard Mitigation Officer - HMO (5)	X	X	X
	MT Analyst - MA (6)	X	X	
	PO (16)			
	Disaster Recovery Manager - DRM (32)			X
	Program Head - ph (49)			
	Project Officer - PRJO (71)			
	MT Branch Chief - BC (102)			X
	IS Reviewer Specialized - ISRSPEC (150)			
	Declaration User (250)			
	AT Requestor - ATREQ (255)			
	COR Requestor - CORREQ (256)			
	Help Desk Requestor - HDREQ (259)			
	DEC_RGN_READ_ROLE			
	EIS_ROLE			
	NEMIS_READ_ROLE			
	PDA_MOBILE_ROLE			
	PDA_READ_ROLE			
	PDA_USER_ROLE			

POSITION	ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
Deputy Hazard Mitigation Officer (HZM016)	MT Division Chief - DC (4)			X
	MT Hazard Mitigation Officer - HMO (5)	X	X	X
	MT Analyst - MA (6)	X	X	
	MT Cost Reviewer - CSTRV (7)	X		
	MT Environmental Officer - ENVOF (8)	X		
	MT Environmental Reviewer - ENVRV (9)	X		
	PO (16)			
	Action Officer - AO (18)			
	Project Officer - PRJO (71)			
	MT Branch Chief - BC (102)			
	AT Requestor - ATREQ (255)			
	COR Requestor - CORREQ (256)			
	Help Desk Requestor - HDREQ (259)			
	DEC_RGN_READ_ROLE			
	EIS_ROLE			
	NEMIS_READ_ROLE			
	PDA_MOBILE_ROLE			
	PDA_USER_ROLE			
Hazard Mitigation Officer (HZM030)	MT Division Chief - DC (4)			X
	MT Hazard Mitigation Officer - HMO (5)	X	X	X
	MT Analyst - MA (6)	X	X	
	MT Cost Reviewer - CSTRV (7)	X		
	MT Environmental Officer - ENVOF (8)	X		
	MT Environmental Reviewer - ENVRV (9)	X		
	PO (16)			
	Action Officer - AO (18)			
	Program Head - PH (49)			
	Project Officer - PRJO (71)			
	MT Branch Chief - BC (102)			X
	IS Reviewer Specialized - ISRSPEC (150)			
	AT Requestor - ATREQ (255)			
	COR Requestor - CORREQ (256)			

POSITION	ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
	Help Desk Requestor - HDREQ (259)			
	DEC_RGN_READ_ROLE			
	EIS_ROLE			
	NEMIS_READ_ROLE			
	PDA_MOBILE_ROLE			
	PDA_USER_ROLE			

Table C-2 lists the positions and roles in the Regional Operations and Management (ROM).

NOTE

The Regional user must have at least one ROM position containing the MA or HMO role to enter data in the HMGP module.

An "X" in any of the three columns to the far right indicates what capability exists for each role.

Effective September 1, 2011, FEMA Office of the Chief Financial Officer (OCFO) issued FEMA Directive # 257-3-OFMIS User Access and Termination. Issue this Directive is adhered to prior to assigning users who must obtain access to IFMIS positions and roles.

ES Module stands for the Emergency Support Module, where allocations/obligations get final approval from the Office of Financial Management.

The positions and associated roles below are the primary ones in the ROM for processing project applications in the HMGP module and for allocations/obligations.

Table C-2: NEMIS-MT Positions and Roles in the ROM

POSITION	ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
MT: Regional Environmental Officer (RT.32.06)	MT Analyst - MA (6)		X	
	MT Environmental Officer - ENVOF (8)	X		
	Action Officer - AO (18)			
	Project Officer - PRJO (71)			
	AT Requestor - ATREQ (255)			
	COR Tracker - CORTR (257)			

POSITION	ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
	COR Requestor - CORREQ (256)			
	Help Desk Requestor - HDREQ (259)			
	NEMIS_READ_ROLE			
	PDA_MOBILE_ROLE			
	PDA_USER_ROLE			
MT: Environmental Specialist (RT.32.07)	MT Analyst - MA (6)	X	X	
	MT Environmental Officer - ENVOF (8)	X		
	Action Officer - AO (18)			
	Project Officer - PRJO (71)			
	AT Requestor - ATREQ (255)			
	COR Tracker - CORTR (257)			
	COR Requestor - CORREQ (256)			
	Help Desk Requestor - HDREQ (259)			
	NEMIS_READ_ROLE			
	PDA_MOBILE_ROLE			
	PDA_USER_ROLE			
MT: Hazard Mitigation Analyst (RT.32.04)	MT Analyst - MA (6)	X	X	
	MT Cost Reviewer - CSTRV (7)	X		
	Action Officer - AO (18)			
	Project Officer - PRJO (71)			
	AT Requestor - ATREQ (255)			
	COR Tracker - CORTR (257)			
	COR Requestor - CORREQ (256)			
	Help Desk Requestor - HDREQ (259)			
	NEMIS_READ_ROLE			
	PDA_MOBILE_ROLE			
	PDA_USER_ROLE			
MT: Hazard Mitigation Grants Specialist (RT.32.03)	MT Hazard Mitigation Officer - HMO (5)	X	X	X
	MT Analyst - MA (6)	X	X	
	MT Cost Reviewer - CSTRV (7)	X		
	MT Environmental Reviewer - ENVRV (9)	X		
	Action Officer - AO (18)			

POSITION	ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
	Project Officer - PRJO (71)			
	Declaration User (250)			
	AT Requestor - ATREQ (255)			
	COR Tracker - CORTR (257)			
	COR Requestor - CORREQ (256)			
	Help Desk Requestor - HDREQ (259)			
	DEC_RGN_ROLE			
	EIS_ROLE			
	NEMIS_READ_ROLE			
	PDA_MOBILE_ROLE			
	PDA_USER_ROLE			
MT: Hazard Mitigation Officer (RT.32.02)	MT Hazard Mitigation Officer - HMO (5)	X	X	X
	MT Analyst - MA (6)	X	X	
	MT Cost Reviewer - CSTRV (7)	X		
	MT Environmental Reviewer - ENVRV (9)	X		
	PO (16)			
	Action Officer - AO (18)			
	Program Head - PH (49)			
	Project Officer - PRJO (71)			
	MT Branch Chief - BC (102)			
	Declaration User (250)			
	AT Requestor - ATREQ (255)			
	COR Requestor - CORREQ (256)			
	COR Tracker - CORTR (257)			
	Help Desk Requestor - HDREQ (259)			
	DEC_RGN_ROLE			
	EIS_ROLE			
	NEMIS_READ_ROLE			
	PDA_COORDINATOR_ROLE			
	PDA_MOBILE_ROLE			
	PDA_USER_ROLE			
MT: Senior	MT Division Chief - DC (4)			X

POSITION	ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
Hazard Mitigation Officer (RT.32.01)	MT Hazard Mitigation Officer - HMO (5)	X	X	X
	MT Analyst - MA (6)	X	X	
	MT Cost Reviewer - CSTRV (7)	X		
	MT Environmental Reviewer - ENVRV (9)	X		
	PO (16)			
	Action Officer - AO (18)			
	Program Head - PH (49)			
	Project Officer - PRJO (71)			
	MT Branch Chief - BC (102)			X
	Declaration User (250)			
	AT Requestor - ATREQ (255)			
	COR Requestor - CORREQ (256)			
	COR Tracker - CORTR (257)			
	Help Desk Requestor - HDREQ (259)			
	DEC_RGN_ROLE			
	EIS_ROLE			
	NEMIS_READ_ROLE			
	PDA_COORDINATOR_ROLE			
	PDA_MOBILE_ROLE			
	PDA_USER_ROLE			
MT: Reg Community Mitigation Program Branch Chief (RT.31.00)	MT Division Chief - DC (4)			X
	MT Hazard Mitigation Officer - HMO (5)	X	X	X
	MT Analyst - MA (6)	X	X	
	PO (16)			
	Action Officer - AO (18)			
	Program Head - PH (49)			
	Project Officer - PRJO (71)			
	MT Branch Chief - BC (102)			
	Declaration User (250)			
	AT Requestor - ATREQ (255)			
	COR Requestor - CORREQ (256)			
	COR Tracker - CORTR (257)			

POSITION	ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
	Help Desk Requestor - HDREQ (259)			
	DEC_RGN_ROLE			
	EIS_ROLE			
	NEMIS_READ_ROLE			
	PDA_COORDINATOR_ROLE			
	PDA_MOBILE_ROLE			
	PDA_USER_ROLE			
MT: Reg Hazard Ident and Risk Assmt Branch Chief (RT.32.00)	MT Division Chief - DC (4)			X
	MT Hazard Mitigation Officer - HMO (5)	X	X	X
	MT Analyst - MA (6)	X	X	
	PO (16)			
	Action Officer - AO (18)			
	Program Head - PH (49)			
	Project Officer - PRJO (71)			
	MT Branch Chief - BC (102)			
	Declaration User (250)			
	AT Requestor - ATREQ (255)			
	COR Requestor - CORREQ (256)			
	COR Tracker - CORTR (257)			
	Help Desk Requestor - HDREQ (259)			
	DEC_RGN_ROLE			
	EIS_ROLE			
	NEMIS_READ_ROLE			
	PDA_COORDINATOR_ROLE			
	PDA_MOBILE_ROLE			
	PDA_USER_ROLE			
MT: Division Director (RT.30.00)	MT Division Chief - DC (4)			X
	MT Hazard Mitigation Officer - HMO (5)	X	X	X
	PO (16)			
	Action Officer - AO (18)			
	Program Head - PH (49)			
	Project Officer - PRJO (71)			

POSITION	ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
	MT Branch Chief - BC (102)			
	Declaration User (250)			
	AT Requestor - ATREQ (255)			
	COR Requestor - CORREQ (256)			
	COR Tracker - CORTR (257)			
	Help Desk Requestor - HDREQ (259)			
	DEC_RGN_ROLE			
	EIS_ROLE			
	NEMIS_READ_ROLE			
	PDA_COORDINATOR_ROLE			
	PDA_MOBILE_ROLE			
	PDA_USER_ROLE			
Hazard Identification and Risk Assessment Branch Ch (RT.03.03)	MT Division Chief - DC (4)			X
	MT Hazard Mitigation Officer - HMO (5)	X	X	X
	MT Analyst - MA (6)	X	X	
	MT Read Only - MTRO (11)			
	PO (16)			
	Program Head - PH (49)			
	Project Officer - PRJO (71)			
	MT Branch Chief - BC (102)			
	COR Requestor - CORREQ (256)			
	COR Tracker - CORTR (257)			
	Help Desk Requestor - HDREQ (259)			
	EIS_ROLE			
	PDA_ADMIN_ROLE			
	PDA_COORDINATOR_ROLE			
	PDA_MOBILE_ROLE			
	PDA_USER_ROLE			
	MT_READ_ROLE			
Community Mitigation Program Branch Chief	MT Division Chief - DC (4)			X
	MT Hazard Mitigation Officer - HMO (5)	X	X	X
	MT Analyst - MA (6)	X	X	

POSITION	ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
(RT.03.02)	MT Read Only - MTRO (11)			
	PO (16)			
	Program Head - PH (49)			
	Project Officer - PRJO (71)			
	MT Branch Chief - BC (102)			
	COR Requestor - CORREQ (256)			
	COR Tracker - CORTR (257)			
	Help Desk Requestor - HDREQ (259)			
	EIS_ROLE			
	PDA_ADMIN_ROLE			
	PDA_COORDINATOR_ROLE			
	PDA_MOBILE_ROLE			
	PDA_USER_ROLE			
	MT_READ_ROLE			
The following are State Positions. State positions and roles are found ONLY in the ROM.				
MT: State Hazard Mitigation Officer (RT.32.30)	MT Read Only - MTRO (11)	View Only		
	MT State User - MTSU (13) (Data Entry in Project Applications)	X		
	State Approving Official - SAO (43)			
	AT Requestor - ATREQ (255)			
	MT_READ_ROLE			
MT: Hazard Mitigation Specialist - State (RT.32.31)	MT Read Only - MTRO (11)	View Only	View Only	
	MT_READ_ROLE	View Only	View Only	

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