

Appendix C – NEMIS HMGP Positions and Roles

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Overview

NEMIS HMGP 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 HMGP 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. 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 HMGP 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 HMGP Positions and Roles in the ERT;
Deputy FCO for Mitigation (H2M014)**

ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
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			

ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
PDA_MOBILE_ROLE			
PDA_READ_ROLE			
PDA_USER_ROLE			

**Table C-2: NEMIS HMGP Positions and Roles in the ERT;
Deputy Hazard Mitigation Officer (HZM016)**

ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
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			

**Table C-3: NEMIS HMGP Positions and Roles in the ERT;
Hazard Mitigation Officer (HZM030)**

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

Tables C-4 – C-16 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

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-4: NEMIS HMGP Positions and Roles in the ROM: MT:
Regional Environmental Officer (RT.32.06)**

ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
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)			
COR Requestor - CORREQ (256)			
Help Desk Requestor - HDREQ (259)			
NEMIS_READ_ROLE			
PDA_MOBILE_ROLE			
PDA_USER_ROLE			

**Table C-5: NEMIS HMGP Positions and Roles in the ROM: MT:
Environmental Specialist (RT.32.07)**

ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
MT Analyst - MA (6)	X	X	
MT Environmental Officer - ENVOF (8)	X		
Action Officer - AO (18)			
Project Officer - PRJO (71)			
AT Requestor - ATREQ (255)			

ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
COR Tracker - CORTR (257)			
COR Requestor - CORREQ (256)			
Help Desk Requestor - HDREQ (259)			
NEMIS_READ_ROLE			
PDA_MOBILE_ROLE			
PDA_USER_ROLE			

**Table C-6: NEMIS HMGP Positions and Roles in the ROM: MT:
Hazard Mitigation Analyst (RT.32.04)**

ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
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			

**Table C-7: NEMIS HMGP Positions and Roles in the ROM: MT:
Hazard Mitigation Grants Specialist (RT.32.03)**

ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
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		

ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
Action Officer - AO (18)			
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			

**Table C-8: NEMIS HMGP Positions and Roles in the ROM: MT:
Hazard Mitigation Officer (RT.32.02)**

ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
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			

ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
EIS_ROLE			
NEMIS_READ_ROLE			
PDA_COORDINATOR_ROLE			
PDA_MOBILE_ROLE			
PDA_USER_ROLE			

**Table C-9: NEMIS HMGP Positions and Roles in the ROM; MT:
Senior Hazard Mitigation Officer (RT.32.01)**

ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
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 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			

**Table C-10: NEMIS HMGP Positions and Roles in the ROM; MT:
Reg Community Mitigation Program Branch Chief (RT.31.00)**

ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
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			

**Table C-11: NEMIS HMGP Positions and Roles in the ROM; MT:
Reg Hazard Ident and Risk Assmt Branch Chief (RT.32.00)**

ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
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)			

ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
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			

**Table C-12: NEMIS HMGP Positions and Roles in the ROM; MT:
Division Director (RT.30.00)**

ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
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)			
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			

ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
NEMIS_READ_ROLE			
PDA_COORDINATOR_ROLE			
PDA_MOBILE_ROLE			
PDA_USER_ROLE			

**Table C-13: NEMIS HMGP Positions and Roles in the ROM;
Hazard Identification and Risk Assessment Branch Ch (RT.03.03)**

ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
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			

**Table C-14: NEMIS HMGP Positions and Roles in the ROM;
Community Mitigation Program Branch Chief (RT.03.02)**

ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
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			

**Table C-15: NEMIS HMGP State Positions. State positions and roles are found
ONLY in the ROM; MT: State Hazard Mitigation Officer (RT.32.30)**

ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
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			

Table C-16: NEMIS HMGP State Positions. State positions and roles are found ONLY in the ROM; MT: Hazard Mitigation Specialist – State (RT.32.31)

ROLE	HMGP DATA ENTRY	HMGP ALLOC/ OBLGN	ES ALLOC/ OBLGN
MT Read Only - MTRO (11)	View Only	View Only	
MT_READ_ROLE	View Only	View Only	