

CHAPTER 1
CEEMIS REQUIREMENTS

PURPOSE:

The purpose of this chapter is to provide information on the system requirements, user access levels, responsible employee, points of contact, and report access levels.

SECTIONS:

- A SYSTEM REQUIREMENTS**
- B USER ACCESS LEVELS**
- C RESPONSIBLE EMPLOYEE**
- D CEEMIS POINTS OF CONTACT**
- E CEEMIS REPORT LEVELS**

**SECTION 1A
SYSTEM REQUIREMENTS**

REQUIREMENTS:

The user must have the following:

- a. PC with modem or LAN connections in order to create a connection to the CEAP network. Contact your local IM support office for assistance.
- b. Valid USERID/PASSWORD for the following U-PASS Capabilities:
 1. CPC23 SUN 2000 for your family or HQUSACE family.
 2. HQCEEMIS SID S0HQRPP1 on CPC23

In order to get these capabilities contact your local TASO, ISSO or U-PASS Administrator.

- c. User must be approved by the activity responsible employee as a valid CEEMIS user. This is done after the user logs on CEEMIS and establishes their userid information and requests their access.

User cannot use CEEMIS menu options other than option 2 to request their access or option 1 to exit until they have been approved by the responsible employee.

SECTION 1B
USER ACCESS LEVELS

BACKGROUND:

All users approved for access to CEEMIS will be given an access level depending the level of information they will need access to. This places the security on the data being reported to the individual(s) that have a "need to know".

USER ACCESS LEVELS:

All users will be given one of the following levels of access:

- a. District Level 1
- b. Division Level 2
- c. Command Level 3
- d. Database Administrator Level 4

A user granted a level 3 or 4 will also be granted an additional indicator as to whether or not they are employed at the UFC or HQUSACE.

DISTRICT LEVEL:

A user granted district level access will have the capability of creating/updating, viewing, and generating report data for the field operating activity (FOA) that they are responsible for.

The district level team member will be required to maintain the points of contact table for the reports they are responsible for.

The CEEMIS POC for the field activity will be required to maintain the FOA table for their applicable FOA.

DIVISION LEVEL:

A user granted division level access will have the capability of viewing and generating report data for the districts within their division.

An operating division team member that will be creating/updating report data for their districts will need to be identified as a district level employee.

COMMAND LEVEL:

A user granted command level access will have the capability of viewing and generating report data for the entire command.

The UFC team members will be given the UFC indicator and thus will have the capability of creating/updating, viewing and generating report data for any activity within the command. The UFC team member will be required to maintain all system command tables such as appropriations, foa codes, etc.

DATABASE ADMINISTRATOR LEVEL:

A user granted database administrator (DBA) level will have the capability of performing any and all functions within the system.

The DBA will be the owner and manager of all tables within the system.

SECTION 1C
RESPONSIBLE EMPLOYEE

BACKGROUND:

The Responsible Employee is an individual assigned in the field activity that will be the CEEMIS system administrator approving all requests for access to CEEMIS for that activity. This will also include access requests from division offices.

The Responsible Employee for HQUSACE and the UFC team members will be the CEEMIS DBAs.

Responsible Employees must request their access as a user first. The CEEMIS DBA will grant their access and assign them a Responsible Employee Indicator and personal identification number (PIN). Once the Responsible Employee is given their access they can approve and/or revoke the other requests.

The Responsible Employee will log on CEEMIS and use the guidance under Chapter 4 - CEEMIS Access Request and Chapter 5 - CEEMIS ACCESS APPROVAL/REVOICATION.

If your activity does not have a Responsible Employee identified contact the UFC Points of Contact immediately.

RESPONSIBLE EMPLOYEES :

Each of the following activities have identified these individuals as their Responsible Employee:

FOA CODE	RESPONSIBLE EMPLOYEE	PHONE NUMBER
A0	LARRY CAMPBELL	(205)895-1413
B0	BECKY TURNER	(601)631-5444
	PAT UPTON	(601)631-5199
B1	DAVID TURNER	(901)544-3573
	MARY WILLIAMS	(901)544-3509
B2	CAROL JOSEPH	(504)862-1137
B3	JACKIE JONES	(314)331-8087
	DAVID TURNER	(901)544-3573
B4	BECKY TURNER	(601)631-5444
	PAT UPTON	(601)631-5199
B5	MICHAEL TOMLINSON	(309)794-5593
B6	DAVID KOEPESELL	(612)290-5466
	WAYNE SCHEFFEL	(612)290-5233
E0	ROBERT HENDERSON	(978)318-8128
	VANESSA MAXWELL	(718)491-8780
E1	DEAN HALL	(410)962-2215
	VANESSA MAXWELL	(718)491-8780
	WALT GARMAN	(410)962-4016
E2	DEAN HALL	(410)962-2215
	VANESSA MAXWELL	(718)491-8780
	WALT GARMAN	(410)962-4016
E3	ROBERT HENDERSON	(978)318-8128
	EDMUNDO FUSTER	(212)264-3540
	VANESSA MAXWELL	(718)491-8780
	DIANE EVANS	(212)264-6084
E4	DARLENE GIBSON	(804)441-7318
	INGEBURG WATKINS	(804)441-7712
	VANESSA MAXWELL	(718)491-8780
E5	DARLENE GIBSON	(804)441-7318
	VANESSA MAXWELL	(718)491-8780
	INGEBURG WATKINS	(804)441-7712
E6	ROBERT HENDERSON	(978)318-8128
	VANESSA MAXWELL	(718)491-8780
E7	STEVEN AINSWORTH	(540)665-3966
	RICHARD SHULTZ	(611)816-2655
	HEIDI HOUSER	(611)816-2662
G0	WILLIAM SIMPSON	(503)808-4468
G2	WILLIAM SIMPSON	(503)808-4468
G3	WILLIAM SIMPSON	(503)808-4468
G4	WILLIAM SIMPSON	(503)808-4468
	SCOTT BAIRD	(509)527-7353
G5	RICHARD BALASH	(402)221-3967
G5	VICKY THOMAS	(816)983-3388
G6	RICHARD BALASH	(402)221-3967
G7	RICHARD BALASH	(402)221-3967
H0	SHARON PHELAN	(513)684-3424

H1	RON SAUNDERS	(304)529-5650
	SHARON PHELAN	(513)684-3424
H2	SHARON PHELAN	(513)684-3424
	RON CLEMONS	(502)582-5775
H3	PAULENE WEBB	(615)736-5965
H4	SHARON PHELAN	(513)684-3424
	WAYNE D'LOSS	(412)395-7432
H5	CHRIS MOONEY	(716)879-4119
H7	FRANCES LOWE	(313)226-3811
J0	JAMES SUSTER	(808)438-8452
	CALVIN KAMEYA	(808)438-1597
J1	JAMES SUSTER	(808)438-8452
	CALVIN KAMEYA	(808)438-1597
J2	JAMES SUSTER	(808)438-8452
	CALVIN KAMEYA	(808)438-1597
J3	JAMES SUSTER	(808)438-8452
	CALVIN KAMEYA	(808)438-1597
J4	LEIGH BATES	(907)753-2582
K0	INMAN BRAGG	(334)441-6641
	WILLARD BUSH	(334)441-6618
K2	JACKIE GRAHAM	(803)727-4139
K3	JEANNE ZARNER	(904)232-2588
	INMAN BRAGG	(334)441-6641
	WILLARD BUSH	(334)441-6618
K5	INMAN BRAGG	(334)441-6641
	WILLARD BUSH	(334)441-6618
K6	BEATRICE WALLACE	(912)652-5213
L0	EDWARD HOPKINSON	(916)557-7605
L1	JOSEPH MANO	(213)452-3328
L2	EDWARD HOPKINSON	(916)557-7605
L3	EDWARD HOPKINSON	(916)557-7605
L4	DALE FROST	(505)342-3242
	RC FELL	(505)342-3243
M0	TIMOTHY TYNES	(817)978-2628
M2	TIMOTHY TYNES	(817)978-2628
M3	TIMOTHY TYNES	(817)978-2628
M4	ROBIN MAHOMES	(501)324-5550
	PAMELA ALAMBAR	(918)669-7293
	LINDA PHILLIPS	(918)669-7293
M5	MICHAEL REDEMANN	(918)669-4977
	PAMELA ALAMBAR	(918)669-7293
	LINDA PHILLIPS	(918)669-7293
N0	STEVEN AINSWORTH	(540)665-3966
Q0	DALE STOUTENBURGH	(703)428-7107
Q2	EDWARD HOPKINSON	(916)557-7605
S0	DALE STOUTENBURGH	(703)428-7107
U1	DALE STOUTENBURGH	(703)428-7107
U2	ROBERT HENDERSON	(978)318-8128
U3	KIMBERLY IGNASIAK	(217)373-6787
U4	LAVERNE GREEN	(601)634-3594
W2	DALE STOUTENBURGH	(703)428-7107
W3	DALE STOUTENBURGH	(703)428-7107

SECTION 1D

CEEMIS POINTS OF CONTACT

BACKGROUND:

FIELD POCs:

All field activities have identified a CEEMIS Point of Contact for their activity. This individual attended an initial CEEMIS training workshop which taught them what CEEMIS was all about and how to navigate through the screens for all the menu options and accounting function modules. The CEEMIS POC is responsible for educating all team members for their activity or activities in screen navigation and will be the UFC contact for all information regarding CEEMIS.

All questions regarding CEEMIS in your activity should be forwarded to your POC initially. Your POC will attempt to resolve all issues. If assistance is needed from the UFC, your POC will contact the UFC POC(s).

ACTIVITY CEEMIS POINTS OF CONTACT:

FOA CODE	POINT OF CONTACT	PHONE NUMBER
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POC List and Responsible Employee List Above have been combined.

USACE FINANCE CENTER POINTS OF CONTACT:

The UFC has identified the following individuals as the CEEMIS POCs:

FINANCIAL ANALYSIS & PROGRAMMING DIVISION:

DATABASE ADMINISTRATORS/	Herb Drake	(901) 874-8521
CEEMIS APPLICATION	Jeff Payne	(901) 874-8520
	Stephanie Mathewson	(901) 874-8631

REPORTS AND ANALYSIS DIVISION:

CEEMIS Civil Accounting Functions:

CEEMIS Military Accounting Functions:

CEEMIS Revolving Fund Functions:

SECTION 1E
CEEMIS REPORT LEVELS

BACKGROUND:

CEEMIS has been designed to allow team members to generate reports for a specific District (FOA), an entire Division, a Laboratory or the entire Command based on the permissions granted.

Report levels are based on the "need to know" requirement.

DISTRICT / LABORATORY REPORT LEVELS (Level 1):

This level allows a user to generate reports for a specific FOA. The user will specify the FOA code on the report criteria screen. Users must have District, Command or DBA access levels.

DIVISION REPORT LEVEL (Level 2):

This level allows a user to generate reports for an entire division. This will give the user an individual report for each district within that division. The user will specify an FOA code within the division or the first character of the division FOA code on the report criteria screen. Users must have Division, Command or DBA access levels.

COMMAND REPORT LEVEL:

This level allows a user to generate reports for the entire command. This will allow the user to get a command summary report. Users must have Command or DBA access levels.

Reference the Generate Report Sections for each report chapter.