



## PRIVACY THRESHOLD ANALYSIS (PTA)

### CONTACT LISTS

**This form is used to determine whether  
a Privacy Impact Assessment is required.**

Please use the attached form to determine whether a Privacy Impact Assessment (PIA) is required under the E-Government Act of 2002 and the Homeland Security Act of 2002.

Please complete this form and send it to your component Privacy Office. If you do not have a component Privacy Office, please send the PTA to the DHS Privacy Office:

Rebecca J. Richards  
Director of Privacy Compliance  
The Privacy Office  
U.S. Department of Homeland Security  
Washington, DC 20528  
Tel: 703-235-0780

PIA@dhs.gov

Upon receipt, the DHS Privacy Office will review this form. If a PIA is required, the DHS Privacy Office will send you a copy of the Official Privacy Impact Assessment Guide and accompanying Template to complete and return.

A copy of the Guide and Template is available on the DHS Privacy Office website, [www.dhs.gov/privacy](http://www.dhs.gov/privacy), on DHSOnline and directly from the DHS Privacy Office via email: [pia@dhs.gov](mailto:pia@dhs.gov), phone: 703-235-0780.



## PRIVACY THRESHOLD ANALYSIS (PTA)

Please complete this form and send it to the DHS Privacy Office.  
Upon receipt, the DHS Privacy Office will review this form  
and may request additional information.

### SUMMARY INFORMATION

**DATE submitted for review: November 23, 2011**

**NAME of Project: Federal Assistance for Offsite Radiological Emergency Planning**

**Name of Component: Federal Emergency Management Agency**

**Name of Project Manager: D. J. Mauldin**

**Email for Project Manager: Deborah.mauldin@dhs.gov**

**Phone number for Project Manger: 202-212-2127**

**TYPE of Project:**

- Information Technology and/or System\***
- A Notice of Proposed Rule Making or a Final Rule.**
- Other: Form or other Information Collection.**

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\* The E-Government Act of 2002 defines these terms by reference to the definition sections of Titles 40 and 44 of the United States Code. The following is a summary of those definitions:

•“Information Technology” means any equipment or interconnected system or subsystem of equipment, used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. See 40 U.S.C. § 11101(6).

•“Information System” means a discrete set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information. See: 44. U.S.C. § 3502(8).

Note, for purposes of this form, there is no distinction made between national security systems or technologies/systems managed by contractors. All technologies/systems should be initially reviewed for potential privacy impact.



## SPECIFIC QUESTIONS

**1. Describe the project and its purpose:**

Pursuant to 44 CFR 352.5 FEMA is required to respond to any Nuclear Regulatory Commission (NRC) licensee that may request use of FEMA-owned/managed resources during a Radiological Emergency Preparedness (REP) exercise. The licensee must submit their request for resources in written statement to the host FEMA Regional Office. The request becomes part of FEMA's official record, and is stored in a file cabinet within FEMA HQ. The Regional Office will then forward the request to the FEMA Deputy Administrator for the National Preparedness Directorate for a decline or fail determination. FEMA's decision of a "decline or fail" response to the licensee is based on information that includes: (1) whether the licensee has made maximum use of its' own resources, and (2) the extent to which the licensee has complied with the 44 CFR 352 requirements. It should be noted that no licensee has ever requested the use of Agency resources since 1979. However, having this Collection approved and in place eliminates the need for urgency should a licensee ever submit a request of this nature.

**2. Status of Project:**

- This is a new development effort.  
 This an existing project.

Date first developed: 2005

Date last updated: 2008

Update reflected base salary increase for staff salaries. If a request for resources is ever submitted, the licensee employee who coordinates the request will be a General Engineer paid (at a minimum). We have used the salary equivalent to a GS-12 General Engineer, as shown on the 2011 OPM Salary Table.

**3. Is the information collected directly from the individuals seeking information from the Department or working collaboratively with the Department on various projects?**

- Yes.  
 No. Please describe the information source and collection method.

<Please describe the information source and collection method.>

**4. Does the individual have the option to decline submitting the information collected?**

- Yes.



No.

5. **Is the information collected limited to non-sensitive personally identifiable information? An example of sensitive personally identifiable information is the social security number or date of birth.**

Yes.

No.

6. **What information about individuals could be collected, generated or retained?**

Name (Printed or Signature)

Position Title (Generally Chief Executive Officer)

Business Phone Number

Business Address

7. **Is the contact information only being used for the purpose for which it originally was collected, i.e., to contact individuals?**

Yes.

No.

8. **With whom could the information be shared?**

In accordance with the 44CFR 352 "Commercial Nuclear Power Plants: Emergency Preparedness Planning", FEMA may call upon any Federal agency to participate in planning for the use of Federal facilities and resources in the licensee offsite emergency response plan. Licensee contact information may be shared with such agencies as needed to assist with the offsite emergency response plan.

9. **Are program or project user access controls in place governing who may view or access the contact information?**

Yes.

No.

10. **Has an Authority to Operate from the Chief Information Security Officer been granted to the program or project that the document or database which stores the contact information?**



No.

Yes. Please indicate the determinations for each of the following:

Confidentiality:     Low    Moderate    High    Undefined

Integrity:          Low    Moderate    High    Undefined

Availability:       Low    Moderate    High    Undefined

### PRIVACY THRESHOLD REVIEW

**(To be Completed by the DHS Privacy Office)**

**DATE reviewed by the DHS Privacy Office: November 23, 2011**

**NAME of the DHS Privacy Office Reviewer: Rebecca J. Richards**

### DESIGNATION

**This is NOT a Privacy Sensitive System** – the system contains no Personally Identifiable Information.

**This IS a Privacy Sensitive System**

#### Category of System

- IT System
- National Security System
- Legacy System
- HR System
- Rule
- Other: Information Collection

#### Determination

- PTA sufficient at this time
- Privacy compliance documentation determination in progress
- PIA is not required at this time
- A PIA is required
  - System covered by existing PIA: DHS Contact List PIA



**Homeland  
Security**

The Privacy Office  
U.S. Department of Homeland Security  
Washington, DC 20528  
703-235-0780, pia@dhs.gov  
www.dhs.gov/privacy

**Privacy Threshold Analysis**  
**Version date: June 10<sup>th</sup>, 2009**

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A new PIA is required.

A PIA Update is required.

A SORN is required

System covered by existing SORN: DHS/ALL-002 Mailing and Other  
Lists System

A new SORN is required.

**DHS PRIVACY OFFICE COMMENTS**