



PRIVACY THRESHOLD ANALYSIS (PTA)

**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
Senior Director of Privacy Compliance
The Privacy Office
U.S. Department of Homeland Security
Washington, DC 20528
Tel: 202-343-1717

PIA@dhs.gov

Upon receipt from your component Privacy Office, 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, on DHSConnect and directly from the DHS Privacy Office via email: pia@dhs.gov, phone: 202-343-1717.



PRIVACY THRESHOLD ANALYSIS (PTA)

SUMMARY INFORMATION

Project or Program Name:	Resource Request Form (RRF) and Mission Assignment (MA) Form – Collection #1660-0047		
Component:	Federal Emergency Management Agency (FEMA)	Office or Program:	Office of Response & Recovery (OR&R)/Response Directorate
TAFISMA Name:	Click here to enter text.	TAFISMA Number:	Click here to enter text.
Type of Project or Program:	Form or other Information Collection	Project or program status:	Update

PROJECT OR PROGRAM MANAGER

Name:	Arnie Gonzalez		
Office:	Office of Response & Recovery (OR&R)/Response Directorate/National Response Coordination Center (NRCC)	Title:	Mission Assignment Program Lead
Phone:	202-646-4313	Email:	arnie.gonzalez@fema.dhs.gov

INFORMATION SYSTEM SECURITY OFFICER (ISSO)

Name:	Michael Reid		
Phone:	202-646-4039	Email:	michael.reid@fema.dhs.gov

ROUTING INFORMATION

Date submitted to Component Privacy Office:	September 6, 2013
Date submitted to DHS Privacy Office:	January 7, 2014
Date approved by DHS Privacy Office:	February 21, 2014



SPECIFIC PTA QUESTIONS

1. Please describe the purpose of the project or program:

Please provide a general description of the project and its purpose in a way a non-technical person could understand.

FEMA’s information collection 1660-0047 includes the use of two forms: FEMA Form (FF) 010-0-7, which is used by states and other federal agencies outside of FEMA to request FEMA disaster assistance; and FF 010-0-8, which FEMA uses to describe the type of disaster assistance FEMA will provide in response to the request contained in FF 010-0-7.

FEMA Form 010-0-7 (Resource Request Form/RRF, formerly Action Request Form/ARF): States and other federal agencies (OFAs) utilize this form to request specified types of disaster assistance resources, such as commodities and/or personnel, from FEMA following a disaster. FEMA uses the information contained in FF 010-0-7 to determine (1) whether or not the requested resources are appropriate and (2) whether they are being requested as a result of the disaster, rather than a pre-existing condition. Once the required information has been captured on the RRF, FEMA manually enters the information into the WebEOC Crisis Management System (CMS).

FEMA Form 010-0-8 (Mission Assignment/MA Form): FEMA utilizes this electronic form, which is located in the Enterprise Coordination and Approvals Processing Systems (eCAPS), to document and verify the following information regarding the resource request: (1) assigned mission function(s); (2) work to be performed; (3) start and end dates of the assignment; and (4) estimated costs. FEMA uses this information to evaluate the assignment, to identify the financial requirements related to the mission assignment, and to obligate the funds that have been requested from another federal agency to fulfill the mission task.

2. Project or Program status

Choose an item.

Date first developed:	February 1, 2004	Pilot launch date:	April 1, 1997
Date last updated:	October 28, 2013	Pilot end date:	Click here to enter a date.

3. From whom does the Project or Program collect, maintain, use or disseminate information?

Please check all that apply.

- DHS Employees
- Contractors working on behalf of DHS
- Members of the public
- This program does not collect any personally identifiable information¹

¹ DHS defines personal information as “Personally Identifiable Information” or PII, which is any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual, regardless of whether the individual is a U.S. citizen, lawful permanent resident, visitor to the U.S., or employee or contractor to the Department. “Sensitive PII” is PII, which if lost, compromised, or disclosed without authorization, could result in substantial



4. What specific information about individuals could be collected, generated or retained?

Please provide a specific description of information that might be collected, generated or retained such as names, addresses, emails, etc.

The following information about individuals is collected using Form 010-0-7 (RRF, formerly ARF):

- Requestor's Name and Title
- Requestor's Phone and Fax Numbers
- Requestor's Organization
- Requestor's E-mail Address
- Site Point-of-Contact (POC) Name
- Site POC's 24 Hour Phone Number and Fax Number
- State Approving Official's Signature
- Names of Reviewers (i.e., OPS and LOG)
- Other Coordination (i.e., names of POCs, agencies, etc.) as required by OPS Section Chief
- OFA Action Officer
- RRF Recipient's Name and Organization

The following information about individuals is collected using Form 010-0-8 (MA Form):

- Initiator/Requestor Name
- Site POC's Name
- 24-Hour Phone Number of Initiator/Requestor and Site POC
- Email Address of Initiator/Requestor and Site POC
- ESF/OFA Action Officer's Name
- ESF/OFA Action Officer's Phone Number
- ESF/OFA Action Officer's Email Address
- MA Manager's Name (Preparer)
- FEMA Project Manager/Branch Director's Signature (Program Approval)
- Comptroller/Funds Control Signature (Funds Review)



<ul style="list-style-type: none"> State Approving Official's Signature Federal Approving Official's Signature 	
Does the Project or Program use Social Security Numbers (SSNs)?	No
If yes, please provide the legal authority for the collection of SSNs:	Click here to enter text.
If yes, please describe the uses of the SSNs within the Project or Program:	Click here to enter text.

<p>5. Does this system employ any of the following technologies:</p> <p><i>If project or program utilizes any of these technologies, please contact Component Privacy Officer for specialized PTA.</i></p>	<input type="checkbox"/> Closed Circuit Television (CCTV) <input type="checkbox"/> Sharepoint-as-a-Service <input type="checkbox"/> Social Media <input type="checkbox"/> Mobile Application (or GPS) <input type="checkbox"/> Web portal ² <input checked="" type="checkbox"/> None of the above
<p>If this project is a technology/system, does it relate solely to infrastructure?</p> <p><i>For example, is the system a Local Area Network (LAN) or Wide Area Network (WAN)?</i></p>	<input checked="" type="checkbox"/> No. Please continue to next question. <input type="checkbox"/> Yes. If a log kept of communication traffic, please answer the following question.
<p>If header or payload data³ is stored in the communication traffic log, please detail the data elements stored.</p> <p>Click here to enter text.</p>	

<p>6. Does this project or program connect, receive, or share PII with any other</p>	<input type="checkbox"/> No.
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² Informational and collaboration-based portals in operation at DHS and its components which collect, use, maintain, and share limited personally identifiable information (PII) about individuals who are "members" of the portal or who seek to gain access to the portal "potential members."

³ When data is sent over the Internet, each unit transmitted includes both header information and the actual data being sent. The header identifies the source and destination of the packet, while the actual data is referred to as the payload. Because header information, or overhead data, is only used in the transmission process, it is stripped from the packet when it reaches its destination. Therefore, the payload is the only data received by the destination system.



DHS programs or systems⁴?	<input checked="" type="checkbox"/> Yes. If yes, please list: eCAPS and WebEOC CMS
7. Does this project or program connect, receive, or share PII with any external (non-DHS) partners or systems?	<input checked="" type="checkbox"/> No. <input type="checkbox"/> Yes. If yes, please list: Click here to enter text.
Is this external sharing pursuant to new or existing information sharing access agreement (MOU, MOA, LOI, etc.)?	Choose an item. Please describe applicable information sharing governance in place. Click here to enter text.

PRIVACY THRESHOLD REVIEW

(TO BE COMPLETED BY COMPONENT PRIVACY OFFICE)

Component Privacy Office Reviewer:	John K. Cook
Date submitted to DHS Privacy Office:	January 7, 2014
Component Privacy Office Recommendation: <i>Please include recommendation below, including what new privacy compliance documentation is needed.</i>	
PIA: E-CAPS (which is currently being updated)	
SORN: Consistent with the previous adjudication, no SORN at this time.	

(TO BE COMPLETED BY THE DHS PRIVACY OFFICE)

DHS Privacy Office Reviewer:	Jameson Morgan
Date approved by DHS Privacy Office:	February 21, 2014
PCTS Workflow Number:	1004955

DESIGNATION

Privacy Sensitive System:	Yes If "no" PTA adjudication is complete.
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⁴ PII may be shared, received, or connected to other DHS systems directly, automatically, or by manual processes. Often, these systems are listed as "interconnected systems" in TAFISMA.



Category of System:	IT System If “other” is selected, please describe: Click here to enter text.
Determination:	<input type="checkbox"/> PTA sufficient at this time. <input type="checkbox"/> Privacy compliance documentation determination in progress. <input type="checkbox"/> New information sharing arrangement is required. <input type="checkbox"/> DHS Policy for Computer-Readable Extracts Containing Sensitive PII applies. <input type="checkbox"/> Privacy Act Statement required. <input checked="" type="checkbox"/> Privacy Impact Assessment (PIA) required. <input type="checkbox"/> System of Records Notice (SORN) required.
PIA:	PIA update is required. Update to the DHS/FEMA/PIA-023 - Enterprise Coordination and Approval Processing System (eCAPS) PIA is required. If covered by existing PIA, please list: Click here to enter text.
SORN:	System covered by existing SORN If covered by existing SORN, please list:
DHS Privacy Office Comments: <i>Please describe rationale for privacy compliance determination above.</i>	
<p>The DHS Privacy Office approves this PIA as a privacy sensitive system. Resource Request Form (RRF) and Mission Assignment (MA) Form – Collection #1660-0047. An update to the DHS/FEMA/PIA – 023 eCAPS PIA is required.</p> <p>This PTA was submitted because FEMA has made adjustments to the two forms being used. The ICR also expires on March 31, 2014. These two forms are used by states and other federal agencies outside of FEMA to request FEMA disaster assistance and to describe the type of disaster assistance FEMA will provide in response to the request contained in FF 010-0-7, respectively.</p> <p>The eCAPS PIA is being updated to reflect the changes to the forms. Coverage under this updated PIA is required once it is published on the DHS website.</p> <p>SORN coverage is not required because collected by the forms is not retrieved by any unique identifier. A Privacy Act Notice is not required because this is not information from members of the general public going in to a system of records.</p>	