

DEPARTMENT OF DEFENSE  
Narrative Statement for a New System of Records  
Under the Privacy Act of 1974

1. System name and number: Emergency Mass Notification System (EMNS) Program, F010 AFMC A
  
2. Purpose of establishing a system: The primary purpose of the Air Force Mass Notification System (EMNS) Air Force is to establish a single notification system to send electronic and/or voice emergency alert notifications to individual's mobile and/or hard wired devices, personal and/or official emails.
  
3. Specific authority for the maintenance of the system: 5 U.S.C. 7902, Safety Programs; 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; DoD Directive (DoDD) 5124.02, Under Secretary of Defense for Personnel and Readiness (USD(P&R)); DoD Instruction (DoDI) 3020.42, Defense Continuity Plan Development; DoDI 3020.52, DoD Installation Chemical, Biological, Radiological, Nuclear, and High-Yield Explosive (CBRNE) Preparedness Standards; DoDI 6055.17, DoD Emergency Management (EM) Program Air Force Instruction 10-206, Operational Reporting.
  
4. Evaluation on the probable or potential effect on the privacy of individuals: Unauthorized access to records is low due to EMNS complying with Risk Management Framework accreditations. The system is Air Force wide and employs Commercial-Off-The-Shelf software, hosted in a DoD Impact Level 5, approved cloud environment. Records are maintained in a controlled facility. Records are accessible only to authorized persons with a need-to-know who are properly screened, cleared, and trained. Records are encrypted during transmission to protect session information and at rest. The system will maintain a role based access, Government Common Access Card (CAC) and associated Personal Identification Number (PIN) for system access.
  
5. Routine use compatibility: The routine uses are consistent with the purpose for which the information was collected and have been determined to be necessary and proper.

Routine use a is compatible with the purpose of the collection because it allows for sharing of information with the developers and other support Air Force who help to maintain EMNS and conduct analysis under contract with the Air Force Material Command (AFMC).

Routine uses b and c are standard routine use commonly listed in DoD and other Federal agency System of Records Notices.

Routine uses d and e are in response to the Office of Management and Budget (OMB) requirement in OMB M-17-12 to respond appropriately to a breach of personally identifiable information in this system of records or, as appropriate, to assist another Federal agency or entity in its response to a breach.

Routine use f is compatible with the purpose of the collection because it allows for sharing of information to foreign or international law enforcement, security, or investigatory authorities to

comply with requirements imposed by, or claim rights conferred in, international agreements and

arrangements, including those regulating the stationing and status in foreign countries of DoD military and civilian personnel.

6. OMB public information collection requirements:

OMB collection required: Yes

OMB Control Number (if approved): N/A

Title of collection if different: N/A

Date Approved or Submitted to OMB: N/A

Expiration Date (if approved): N/A

If collecting on members of the public and no OMB approval is required, state the applicable exception(s): N/A

Information Required by DPCLTD: (Not submitted to OMB)

*Provide titles of any information collection requests (e.g., forms and number, surveys, interviews scripts, etc.) contained in the systems of records:*

Internal Forms: NA

Information Required by DPCLTD (Not required by OMB)

7. Name of IT system: Emergency Mass Notification System (EMNS). DITPR Number 17907.

8. Is the system, in whole or in part, being maintained, (maintained, collected, used, or disseminated) by a contractor? Yes, contractors, grantees, experts, consultants, students, and others performing or working on a contract, service, grant, cooperative agreement, or other assignment for the Federal Government when necessary to accomplish an agency function related to this system of records.

**DEPARTMENT OF DEFENSE**

**BILLING CODE:**

Office of the Secretary of Defense

**Docket ID: DoD-2018-OS-XXXX**

**Privacy act of 1974; System of Records**

**AGENCY:** Department of the Air Force

**ACTION:** Notice of a New System of Records

**SUMMARY:** The Office of the Secretary of Defense proposes to a new system of records entitled Emergency Mass Notification System (EMNS). The Air Force Life Cycle Management Center (AFLCMC) Command, Control, Communications, Intelligence, and Networks (C3I&N) Directorate provides standardized enterprise capabilities across the entire United States Air Force (USAF) in accordance with Air Force Instruction 10-206, Operational Reporting. This effort will implement and sustain a cloud based, enterprise-wide Air Force solution for the Emergency Mass Notification System (EMNS). The Air Force requires a single notification system to send alert notification to assigned military personnel, family members, and contractors quickly and effectively of an emergent event. The EMNS will increase the situational awareness for Airmen families and contractors, regardless of their physical location, to enable protective measures when tragic events or emergencies occur. This effort will address the gaps in the notification process.

**DATES:** Comments will be accepted on or before [**INSERT DATE 30 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER**]. This proposed action will be effective on the date following the end of the comment period unless comments are received which result in a contrary determination.

**ADDRESSES:** You may submit comments, identified by docket number and title, by any of the following methods:

- \* Federal Rulemaking Portal: <http://www.regulations.gov>

Follow the instructions for submitting comments.

- \* Mail: Department of Defense, Office of the Deputy Chief Management Officer, Directorate of Oversight and Compliance, 4800 Mark Center Drive, Mailbox #24, Alexandria, VA 22350-1700.

Instructions: All submissions received must include the agency name and docket number for this Federal Register document. The general policy for comments and other submissions from members of the public is to make these submissions available for public viewing on the Internet at <http://www.regulations.gov> as they are received without change, including any personal identifiers or contact information.

**FOR FURTHER INFORMATION CONTACT:** Mr. LaDonne L. White, Department of the Air Force, Air Force Privacy Office, Office of Warfighting Integration and Chief Information Officer, ATTN: SAF/CIO A6, 1800 Air Force Pentagon, Washington, DC 20330-1800, or by phone at (571)256-2515.

**SUPPLEMENTARY INFORMATION:** The EMNS is an Air Force enterprise-wide system that employs Commercial-Off-The-Shelf software, hosted in a cloud environment to send notices to the Air Force populace through desktop, mobile application, telephone, text messaging alerts, and Giant Voice systems at Main Operating Bases (MOB). This system provides individuals with near-real time notifications sent directly from the Air Force/MAJCOM/Installation command posts.

The single Air Force enterprise solution will provide lifesaving and mission protective measures within the Air Force. The system shall have the capability of delivering reliable and secure emergency threat notifications to all personnel at all Air Force locations on a 24 hour/7 day a week basis.

EMNS is designated as a National Security System (NSS). EMNS must be maintained as a high integrity, high availability capability vital to operational readiness. Consequences of loss of integrity or availability could include the immediate and sustained loss of mission effectiveness.

Dated:

Aaron Siegel,  
Alternate OSD Federal Register Liaison Officer, Department of Defense

**SYSTEM NAME AND NUMBER:** Emergency Mass Notification System (EMNS), F010  
AFMC A

**SECURITY CLASSIFICATION:** Unclassified

**SYSTEM LOCATION:** C3I Infrastructure Division, Hanscom Air Force Base MA 01731-

2100**SYSTEM MANAGERS:** Program Manager, C3I Infrastructure Division, Hanscom Air  
Force Base MA 01731-2100; 781-225-4319, [aflcmc.hnii.emns@us.af.mil](mailto:aflcmc.hnii.emns@us.af.mil)

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:** 5 U.S.C. 7902, Safety Programs;  
10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; DoDD5124.02, Under  
Secretary of Defense for Personnel and Readiness (USD(P&R)); DoDI 3020.42, Defense  
Continuity Plan Development; DoDI 3020.52, DoD Installation Chemical, Biological,  
Radiological, Nuclear, and High-Yield Explosive (CBRNE) Preparedness Standards; DoD  
Instruction 6055.17, DoD Emergency Management (EM) Program; Air Force Instruction 10-  
206, Operational Reporting.

**PURPOSE(S) OF THE SYSTEM:** To send electronic and/or voice emergency notification  
alerts to individual's mobile and/or hard wired devices, personal and/or official emails.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:** Active Duty, Reserve,  
and National Guard personnel and family members, DoD civilians, and contractors.

**CATEGORIES OF RECORDS IN THE SYSTEM:** Name, DoD ID Number, Grade/Rank, Office/unit name, physical office location, work home, and mobile phone number, home and work e-mail address and location data on individuals who voluntarily downloads the Air Force Emergency Mass Notification System and turn on the Global Positioning System functionality.

**RECORD SOURCE CATEGORIES:** Individuals

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYTEM, INCLUDING**

**CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:** In addition to those disclosures generally permitted under 5 U.S.C 552a(b) of the Privacy Act of 1974, as amended, the records contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3):

- a. To contractors responsible for performing or working on contracts for the DoD when necessary to accomplish an agency function related to this system of records. Individuals provided information under this routine use are subject to the same Privacy Act requirements and limitations on disclosure that apply to DoD officers and employees.
- b. To any component of the Department of Justice for the purpose of representing the DoD, or its components, officers, employees, or members in pending or potential litigation to which the record is pertinent.
- c. To the National Archives and Records Administration for the purpose of records management inspections conducted under the authority of 44 U.S.C. §§ 2904 and 2906.
- d. To appropriate agencies, entities, and persons when (1) the DoD suspects or has confirmed that there has been a breach of the system of records; (2) the DoD has determined that as a result of the suspected or confirmed breach there is a risk of harm to

individuals, the DoD (including its information systems, programs, and operations), the Federal Government, or national security; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with the DoD's efforts to respond to the suspected or confirmed breach or to prevent, minimize, or remedy such harm.

- e. To another Federal agency or Federal entity, when the DoD determines that information from this system of records is reasonably necessary to assist the recipient agency or entity in (1) responding to a suspected or confirmed breach or (2) preventing, minimizing, or remedying the risk of harm to individuals, the recipient agency or entity (including its information systems, programs and operations), the Federal Government, or national security, resulting from a suspected or confirmed.
- f. To foreign or international law enforcement, security, or investigatory authorities to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements, including those regulating the stationing and status in foreign countries of DoD military and civilian personnel.

**POLICIES AND PRACTICES FOR STORAGE OF RECORDS:** Electronic Media

**POLICIES AND PRACTICES FOR RETRIEVAL OF RECORDS:** Records are tied to a person's Government Common Access Card, can be accessed by name and/or phone number(s), or email address. After 30 days of inactivity a person's record is marked as "inactive" after 30 more days of being on the inactive list, it is flagged for deletion.

**POLICIES AND PRACTICES FOR RETENTION AND DISPOSAL OF RECORDS:**

The EMNS System utilizes the table and rule identified for Locator or Personnel data, specifically T33-46 R 27.00 The disposition identified for this table and rule is as follows; destroy when superseded or reassignment or separation of individual. Global Positioning System (GPS) Data will be destroyed immediately after the notification.**ADMINISTRATIVE,**

**TECHNICAL, AND PHYSICAL SAFEGUARDS:** The system is Air Force wide and employs COTS software, hosted in a DoD Impact Level 5 approved cloud environment. Records are maintained in a controlled facility. Records are accessible only to authorized persons with a need-to-know who are properly screened, cleared, and trained. The system will maintain a role based access, Government CAC and associated Personal Identification Number (PIN) for system access.

**RECORDS ACCESS PROCEDURES:** Individuals seeking access to information about themselves contained in this system of records should address written inquiries to the Program Manager, C3I Infrastructure Division, Hanscom Air Force Base MA 01731-2100 or e-mail inquiries to [AFLCMC.HNII.EMNS@us.af.mil](mailto:AFLCMC.HNII.EMNS@us.af.mil)

For verification purposes, individual should provide their full name, DoD ID Number, and any details which may assist in locating records, and their signature.

In addition, the requester must provide a notarized statement or an unsworn declaration made in accordance with 28 U.S.C. 1746, in the following format:

If executed outside the United States: ‘I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the foregoing is true and correct. Executed on (date). (Signature)’.

If executed within the United States, its territories, possessions, or commonwealths: ‘I declare (or certify, verify, or state) under penalty of perjury that the foregoing is true and correct. Executed on (date). (Signature)’.

**CONTESTING RECORD PROCEDURES:** The Air Force rules for accessing records and for contesting contents and appealing initial agency determinations are published in Air Force Instruction 33-332, 32 CFR part 806b “Rules for releasing Privacy Act Information Without Consent of the Subject”, or may be obtained from the system manager.

**NOTIFICATION PROCEDURES:** Individuals seeking to determine whether information about themselves is contained in this system of records at any Air Force installation should address written inquiries to the Program Manager, C3I Infrastructure Division, Hanscom Air Force Base MA 01731-2100 or e-mail inquiries to [AFLCMC.HNII.EMNS@us.af.mil](mailto:AFLCMC.HNII.EMNS@us.af.mil). In addition, the requester must provide either a notarized statement or an unsworn declaration made in accordance with 28 U.S.C. 1746, in the following format:

If executed outside the United States: “I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the foregoing is true and correct. Executed on (date). (Signature).”

If executed within the United States, its territories, possessions, or commonwealths: “I declare (or certify, verify, or state) under penalty of perjury that the foregoing is true and correct. Executed on (date). (Signature).”

**EXEMPTIONS PROMULGATED FOR THE SYSTEM:** None.

**HISTORY:** NA