

## PRIVACY IMPACT ASSESSMENT (PIA)

**PRESCRIBING AUTHORITY:** DoD Instruction 5400.16, "DoD Privacy Impact Assessment (PIA) Guidance". Complete this form for Department of Defense (DoD) information systems or electronic collections of information (referred to as an "electronic collection" for the purpose of this form) that collect, maintain, use, and/or disseminate personally identifiable information (PII) about members of the public, Federal employees, contractors, or foreign nationals employed at U.S. military facilities internationally. In the case where no PII is collected, the PIA will serve as a conclusive determination that privacy requirements do not apply to system.

**1. DOD INFORMATION SYSTEM/ELECTRONIC COLLECTION NAME:**

Emergency Mass Notification System

**2. DOD COMPONENT NAME:**

United States Air Force

**3. PIA APPROVAL DATE:**

**SECTION 1: PII DESCRIPTION SUMMARY (FOR PUBLIC RELEASE)**

**a. The PII is:** (Check one. Note: foreign nationals are included in general public.)

- |  |  |
|--|--|
| <input type="checkbox"/> From members of the general public  | <input type="checkbox"/> From Federal employees and/or Federal contractors |
| <input checked="" type="checkbox"/> From both members of the general public and Federal employees and/or Federal contractors | <input type="checkbox"/> Not Collected (if checked proceed to Section 4)   |

**b. The PII is in a:** (Check one)

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> New DoD Information System         | <input type="checkbox"/> New Electronic Collection      |
| <input type="checkbox"/> Existing DoD Information System               | <input type="checkbox"/> Existing Electronic Collection |
| <input type="checkbox"/> Significantly Modified DoD Information System |   |

**c. Describe the purpose of this DoD Information system or electronic collection and describe the types of personal information about individuals collected in the system.**

The Emergency Mass Notification System provides rapid notification of time-critical/time sensitive alerts to the chain of command as well as disseminates urgent information to the base populace in a timely manner. It has the capability to notify members in the Emergency Mass Notification System database, via electronic or telephone devices, of personnel recalls, real-world and exercise threat conditions, and of natural or man-made disasters. Notifications can also be made via the Installation Notification and Warning System, aka Giant Voice. Type of personal information gathered will be for notification purposes only and will aid the Installation Command Post in making immediate notifications to base populace. The type of personal information that will be collected are first and last name, Electronic Data Interchange Personal Identifier (EDIPI), Grade/Rank, Office/unit name physical office location work phone, home phone, mobile phone, home e-mail address, work e-mail address, voluntary GPS coordinates for notified individuals via mobile app (if they opt in).

**d. Why is the PII collected and/or what is the intended use of the PII?** (e.g., verification, identification, authentication, data matching, mission-related use, administrative use)

PII is collected to effectively send an alert to warn 100% of assigned forces quickly and effectively of an emergent event; Increased force protection; Information protection implementation; Wing recall; Force generation; Crisis action team recall/relocation; Accountability of personnel; Emergency mass notification of active shooter; CBRN incidents, Natural disasters.

**e. Do individuals have the opportunity to object to the collection of their PII?**  Yes  No

(1) If "Yes," describe the method by which individuals can object to the collection of PII.

(2) If "No," state the reason why individuals cannot object to the collection of PII.

Non-key civilians may elect to object to the collection of this Personally Identifiable Information. This is identified in the web-based Self Service page where this information is entered by each individual. Objection can be easily accomplished by simply not inputting their personal information into the system. When this information is requested by individuals, a Privacy Act Statement is provided which informs them that the collection is not mandatory for non-key civilians. Military members and key civilians do not have the option to object to the collection of duty related elements but they are not required to input the remaining Personally Identifiable Information. Mandatory information is office symbol, base, base zip code, and duty building number. All other information is optional for these individuals. Authority: Air Force Policy Directive 10-2 Readiness, Air Force Policy Directive 10-4 Operations Planning, Air Force Policy Directive 10-25 Emergency Management, Air Force Instruction 10-207 Command Posts, and Air Force Instruction 10-218 Personnel Accountability in Conjunction with Natural Disasters or National Emergencies.

**f. Do individuals have the opportunity to consent to the specific uses of their PII?**  Yes  No

(1) If "Yes," describe the method by which individuals can give or withhold their consent.

(2) If "No," state the reason why individuals cannot give or withhold their consent.

The act of inputting the Personally Identifiable Information into Emergency Mass Notification System constitutes the consent for specific use. The instructions given to individuals upon account creation states that by inputting their information in this system, they are giving their consent for its use as stated in the Privacy Act Statement. This is identified in the web-based Self Service page where this information is inputted by each individual. Objection can be easily accomplished by simply not inputting their home telephone information, cell phone, or personal home email address in the system. When this information is requested by individuals, a Privacy Act Statement is provided which informs them that the collection is voluntary not mandatory for non key-civilians but mandatory for Military members and key-civilians. Authority: Air Force Policy Directive 10-2 Readiness, Air Force Policy Directive 10-4 Operations Planning, Air Force Policy Directive 10-25 Emergency Management, Air Force Instruction 10-207 Command Posts, and Air Force Instruction 10-218 Personnel Accountability in Conjunction with Natural Disasters or National Emergencies.

g. When an individual is asked to provide PII, a Privacy Act Statement (PAS) and/or a Privacy Advisory must be provided. (Check as appropriate and provide the actual wording.)

- Privacy Act Statement       Privacy Advisory       Not Applicable

AUTHORITY: 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; AFI 10-206, Operational Reporting.

PURPOSE: To send alert notification to assigned military personnel, family members, and contractors quickly and effectively of an emergent event.

ROUTINE USES: Information gathered will not be released outside DoD channels.

DISCLOSURE: Voluntary - Failure to disclose information would result in not being notified of mission-essential or emergency information.

h. With whom will the PII be shared through data exchange, both within your DoD Component and outside your Component? (Check all that apply)

Within the DoD Component

Specify.

DoD Leadership with a valid 'need-to-know' requirement in regard to recalling specific military and key Air Force civilian personnel in support of national defense and security policy.

Other DoD Components

Specify.

Other Federal Agencies

Specify.

State and Local Agencies

Specify.

Contractor (Name of contractor and describe the language in the contract that safeguards PII. Include whether FAR privacy clauses, i.e., 52.224-1, Privacy Act Notification, 52.224-2, Privacy Act, and FAR 39.105 are included in the contract.)

Specify.

American Systems Corporation.  
PWS 6.4 Privacy Act:  
"Work on this project requires that personnel have access to Privacy Information. Personnel shall adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552a and applicable agency rules and regulations."

Other (e.g., commercial providers, colleges).

Specify.

i. Source of the PII collected is: (Check all that apply and list all information systems if applicable)

Individuals

Databases

Existing DoD Information Systems

Commercial Systems

Other Federal Information Systems

EMNS Global Positioning System Application

j. How will the information be collected? (Check all that apply and list all Official Form Numbers if applicable)

E-mail

Official Form (Enter Form Number(s) in the box below)

Face-to-Face Contact

Paper

Fax

Telephone Interview

Information Sharing - System to System

Website/E-Form

Other (If Other, enter the information in the box below)

Name and EDIPI data collected using Common Access Card. Other data collected using web form.

**k. Does this DoD Information system or electronic collection require a Privacy Act System of Records Notice (SORN)?**

A Privacy Act SORN is required if the information system or electronic collection contains information about U.S. citizens or lawful permanent U.S. residents that is retrieved by name or other unique identifier. PIA and Privacy Act SORN information must be consistent.

Yes  No

If "Yes," enter SORN System Identifier

SORN Identifier, not the Federal Register (FR) Citation. Consult the DoD Component Privacy Office for additional information or <http://dpold.defense.gov/Privacy/SORNs/>  
or

If a SORN has not yet been published in the Federal Register, enter date of submission for approval to Defense Privacy, Civil Liberties, and Transparency Division (DPCLTD). Consult the DoD Component Privacy Office for this date

If "No," explain why the SORN is not required in accordance with DoD Regulation 5400.11-R: Department of Defense Privacy Program.

**l. What is the National Archives and Records Administration (NARA) approved, pending or general records schedule (GRS) disposition authority for the system or for the records maintained in the system?**

(1) NARA Job Number or General Records Schedule Authority.

(2) If pending, provide the date the SF-115 was submitted to NARA.

(3) Retention Instructions.

Locator and Personnel Data - Destroy when superseded or reassignment or separation of individual.  
Emergency Mass Notification System (EMNS) Global Positioning System (GPS) Data - Destroy immediately after the notification.

**m. What is the authority to collect information? A Federal law or Executive Order must authorize the collection and maintenance of a system of records. For PII not collected or maintained in a system of records, the collection or maintenance of the PII must be necessary to discharge the requirements of a statute or Executive Order.**

- (1) If this system has a Privacy Act SORN, the authorities in this PIA and the existing Privacy Act SORN should be similar.  
(2) If a SORN does not apply, cite the authority for this DoD information system or electronic collection to collect, use, maintain and/or disseminate PII. (If multiple authorities are cited, provide all that apply).

- (a) Cite the specific provisions of the statute and/or EO that authorizes the operation of the system and the collection of PII.  
(b) If direct statutory authority or an Executive Order does not exist, indirect statutory authority may be cited if the authority requires the operation or administration of a program, the execution of which will require the collection and maintenance of a system of records.  
(c) If direct or indirect authority does not exist, DoD Components can use their general statutory grants of authority ("internal housekeeping") as the primary authority. The requirement, directive, or instruction implementing the statute within the DoD Component must be identified.

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; AFI 10-206, Operational Reporting.

**n. Does this DoD information system or electronic collection have an active and approved Office of Management and Budget (OMB) Control Number?**

Contact the Component Information Management Control Officer or DoD Clearance Officer for this information. This number indicates OMB approval to collect data from 10 or more members of the public in a 12-month period regardless of form or format.

Yes  No  Pending

- (1) If "Yes," list all applicable OMB Control Numbers, collection titles, and expiration dates.  
(2) If "No," explain why OMB approval is not required in accordance with DoD Manual 8910.01, Volume 2, "DoD Information Collections Manual: Procedures for DoD Public Information Collections."  
(3) If "Pending," provide the date for the 60 and/or 30 day notice and the Federal Register citation.