

DEPARTMENT OF THE AIR FORCE
Narrative Statement for a New System of Records
Under the Privacy Act of 1974

1. System name and number: Air Force Safety Automated System (AFSAS), F091 AFSEC C.
2. Purpose of establishing the system: The Department of the Air Force is proposing to establish a new system of records that will be used to systematically collect information to support mishap and occupational illness prevention to preserve combat capability. The Air Force Safety Center's (AFSEC) world-wide mishap prevention program provides senior leaders, both in the field and at Headquarters Air Force, rapid access to information necessary to make informed decisions regarding safety improvements to weapons systems and mission operations. In support of that mission and effort, AFSEC developed the web-based Air Force Safety Automated System (AFSAS), which is a proven system that provides mission-essential capabilities to investigators and safety professionals from initial reporting through final hazard mitigation disposition across all safety disciplines (Flight, Ground, Weapons, and Space).
3. Specific authority under which the system of records is maintained: 10 U.S.C. 8013, Secretary of the Air Force; 10 U.S.C. 3013, Secretary of the Army; 10 U.S.C. 5013, Secretary of the Navy; E.O. 12196, Occupational Safety and Health Administration's reporting requirements, Occupational safety and health programs for Federal employees; 29 CFR 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters; Department of Defense Directive 5134.01, Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)); Department of Defense Instruction 6055.07, Mishap Notification, Investigation, Reporting, and Record Keeping; Air Force Policy Directive 91-2, Safety Programs; Air Force Instruction 91-204, Safety Investigation and Reports; Air Force Instruction 91-207, and The U.S. Air Force Traffic Safety Program.
4. Evaluation of the probable or potential effect on the privacy of individuals: Unauthorized access to records is low due to AFSAS being hosted on a DoD Risk Management Framework life-cycle cybersecurity infrastructure. Records are maintained on a military installation in a secure building in a controlled area accessible only to authorized personnel. Records are encrypted during transmission to protect session information and at rest.
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 for this system of records. 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 herein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:
 - a. To the appropriate Federal, State, local, territorial, tribal, foreign, or international law enforcement authority or other appropriate entity where a record, either alone or in conjunction with other information, indicates a violation or potential violation of law, whether criminal, civil, or regulatory in nature.

- 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. In an appropriate proceeding before a court, grand jury, or administrative or adjudicative body or official, when the DoD or other Agency representing the DoD determines that the records are relevant and necessary to the proceeding; or in an appropriate proceeding before an administrative or adjudicative body when the adjudicator determines the records to be relevant to the proceeding.
- d. 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.
- e. To a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of, and at the request of, the individual who is the subject of the record.
- f. 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.
- g. 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 breach.
- h. Used to (a) Establish the severity of injury/illness and to ensure proper reporting accountability within the Department of the Air Force; (b) Identify causes of illness/injuries so supervisors and functional managers can take appropriate action to eliminate or control unsafe and unhealthy conditions; (c) Prepare statistical and historical reports as required by Executive Order 12196 and Department of Defense; (d) Provide documentation for cumulative summation of treatment causes.

6. OMB public information collection requirements:

OMB collection required: Yes

OMB Control Number (if approved): 60 Day Notice Published 3/21/19

Title of collection if other than #10: N/A

Expiration Date (if approved): Pending

Provide titles of any information collection requests (e.g. forms and number, surveys, etc.) contained in the system of records.

If no OMB collection required, then state reason: N/A.

Information Required by DPCLTD (Not submitted to OMB)

7. Name of IT system (state NONE if paper records only): Air Force Safety Automated System (AFSAS), DITPR # 170

8. Is the system, in whole or in part, being maintained, (maintained, collected, used, or disseminated) by a contractor? Yes.

Department of the Air Force

[Docket ID: USAF-2019-XXXX]

Privacy Act of 1974; System of Records

AGENCY: Department of the Air Force, DoD.

ACTION: Notice of a New System of Records.

SUMMARY: The Department of the Air Force is proposing to establish a new system of records that will be used to systematically collect information to support mishap and occupational illness prevention to preserve combat capability. The Air Force Safety Center's (AFSEC) world-wide mishap prevention program provides senior leaders, both in the field and at Headquarters Air Force, rapid access to information necessary to make informed decisions regarding safety improvements to weapons systems and mission operations.

DATES: Comments will be accepted on or before **[INSERT 30-DAYS FROM DATE PUBLISHED IN THE FEDERAL REGISTER]**. This proposed action will be effective 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 Chief Management Officer, Directorate for Oversight and Compliance, 4800 Mark Center Drive, Mailbox #24, Suite 08D09, 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 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, D.C. 20330-1800, or by phone at (571) 256-2515.

SUPPLEMENTARY INFORMATION: The AFSEC Enclave is designed to securely and cost-effectively host systems in support of that mission. In support of that mission and effort, AFSEC developed the web-based Air Force Safety Automated System (AFSAS), which is a proven system that provides mission-essential capabilities to investigators and safety professionals from initial reporting through final hazard mitigation disposition across all safety disciplines (Flight, Ground, Weapons, and Space).

SYSTEM NAME AND NUMBER: Air Force Safety Automated System (AFSAS), F091 AFSEC C.

SECURITY CLASSIFICATION: Unclassified.

SYSTEM LOCATION: Headquarters, Air Force Safety Center, 9700 G Ave SE, Kirtland Air Force Base, NM 87117-5670.

SYSTEM MANAGER(S): Headquarters Air Force Safety Center, Computer Operations and Programming Branch, 9700 G Ave SE, Kirtland Air Force Base, NM 87117-5670; Telephone: (505) 846-0675.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM: 10 U.S.C. 8013, Secretary of the Air Force; 10 U.S.C. 3013, Secretary of the Army; 10 U.S.C. 5013, Secretary of the Navy; E.O. 12196, Occupational Safety and Health Administration's reporting requirements, Occupational safety and health programs for Federal employees; 29 CFR 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters; Department of Defense Directive 5134.01, Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)); Department of Defense Instruction 6055.07, Mishap Notification, Investigation, Reporting, and Record Keeping; Air Force Policy Directive 91-2, Safety Programs; Air Force Instruction 91-204, Safety Investigation and Reports; Air Force Instruction 91-207, and The U.S. Air Force Traffic Safety Program.

PURPOSE(S) OF THE SYSTEM: The Department of the Air Force is proposing to establish a new system of records that will be used to systematically collect information to support mishap and occupational illness prevention to preserve combat capability. The Air Force Safety Center's (AFSEC) world-wide mishap prevention program provides senior leaders, both in the field and at Headquarters Air Force, rapid access to information necessary to make informed decisions

regarding safety improvements to weapons systems and mission operations. In support of that mission and effort, AFSEC developed the web-based Air Force Safety Automated System (AFSAS), which is a proven system that provides mission-essential capabilities to investigators and safety professionals from initial reporting through final hazard mitigation disposition across all safety disciplines (Flight, Ground, Weapons, and Space).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM: Military (Active Duty, Guard and Reserve), DoD civilians, contractors, and civilian personnel (non-DOD) who operate a government owned vehicle, have been injured, or become ill due to chemical or biological exposure while on a military installation or areas under military control.

CATEGORIES OF RECORDS IN THE SYSTEM: Name, DoD Identification number (DoD ID), grade, gender, age, assigned organization base, employment information, to include official email, and medical information such as type of injury for Military (Active Duty, Guard and Reserve), DoD civilians, and DoD contractors.

The system will collect Name, Address and a contact phone number, for non-DoD civilian personnel designated as witnesses to a mishap.

RECORD SOURCE CATEGORIES: Individual, Air Force Form 978, Supervisor's Preliminary Mishap/Incident Report, Mishap/illness investigations, Air Force medical records, Air Force Personnel Center, Force Risk Reduction data feeds, Air Force Historical Research Agency data feeds, and Department of Labor injury Compensation data feeds.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING

CATEGORIES OF USERS AND THE PURPOSE 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 herein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

- a. To the appropriate Federal, State, local, territorial, tribal, foreign, or international law enforcement authority or other appropriate entity where a record, either alone or in conjunction with other information, indicates a violation or potential violation of law, whether criminal, civil, or regulatory in nature.
- 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. In an appropriate proceeding before a court, grand jury, or administrative or adjudicative body or official, when the DoD or other Agency representing the DoD determines that the records are relevant and necessary to the proceeding; or in an appropriate proceeding before an administrative or adjudicative body when the adjudicator determines the records to be relevant to the proceeding.
- d. 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.
- e. To a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of, and at the request of, the individual who is the subject of the record.
- f. 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.

g. 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 breach.

h. 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 breach.

i. Used to (a) Establish the severity of injury/illness and to ensure proper reporting accountability within the Department of the Air Force; (b) Identify causes of illness/injuries so supervisors and functional managers can take appropriate action to eliminate or control unsafe and unhealthy conditions; (c) Prepare statistical and historical reports as required by Executive Order 12196 and Department of Defense; (d) Provide documentation for cumulative summation of treatment causes.

POLICIES AND PRACTICES FOR STORAGE OF RECORDS: The records are maintained in electronic storage media, in accordance with the safeguards mentioned below.

POLICIES AND PRACTICES FOR RETRIEVAL OF RECORDS: The records are retrieved primarily by Name, DOD ID number and/or Unit.

POLICIES AND PRACTICES FOR RETENTION AND DISPOSAL OF RECORDS:

Destroy after 2 years, or on inactivation of the activity, whichever is sooner;

ADMINISTRATIVE, TECHNICAL, AND PHYSICAL SAFEGUARDS: Records are maintained in a secure facility on the installation; physical entry is restricted by presentation of authenticated identification badges at entry control points, and cipher locks/key cards for access into buildings. Electronic information is protected by using user profiles, passwords, and encryption. User profiles are role-based and ensure only data accessible to the individual's role appears on the screen.

RECORD ACCESS PROCEDURES: Individuals seeking access to information about themselves contained in this record system should address inquiries to the Air Force Safety Automated System Administrator, HQ AFSEC/SEAC, 9700 G Ave SE, Kirtland Air Force Base, NM 87117-5670.

Signed, written requests should include the individual's full name, DoD ID number, current address, and telephone number and this system of records notice number.

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 Office of the Secretary of Defense (OSD) rules for accessing records, and for contesting contents and appealing initial agency determinations are published in OSD Administrative Instruction 81; 32 CFR Part 311; or may be obtained from the system manager.

NOTIFICATION PROCEDURES: Individuals seeking to determine if information about themselves is contained in this record system should address inquiries to Air Force Safety Automated System Administrator, HQ AFSEC/SEAC, 9700 G Ave SE, Kirtland Air Force Base, NM 87117-5670.

Signed, written requests should include the individual’s full name, DoD ID number, current address, and telephone number.

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Executed on (date). (Signature).”

EXEMPTIONS PROMULGATED FOR THE SYSTEM: None.

HISTORY: None.