

SUPPORTING STATEMENT - PART A

Fire Emergency Services - Information Management System (FES-IMS) Personnel Information – 0701-FESR

1. Need for the Information Collection

Personal information is collected from users of the Fire Emergency Services - Information Management System (FES-IMS) during the creation of user profiles and as a byproduct of tracking emergency response personnel and training. This information is required to establish user accounts and supports the daily operations of Air Force Fire Departments and Emergency Dispatch Centers for personnel tracking, shift scheduling, training requirements tracking, and documenting after-action reports of an incident. This information is critical to protect installation resources, equipment, and personnel that require emergency services

The authorities that necessitate this collection are as follows:

- 10 U.S.C. 2788, Property Accountability: regulations
- 15 U.S.C. 2227, Fire safety systems in federally assisted buildings: Regulations; Pre-fire Plans
- 15 U.S.C. 2229, Firefighter assistance
- Air Force Instruction (AFI) 32-2001, Fire and Emergency Services (F&ES) Program – PII Information is collected during the creation of user profiles and when adding an individual into a unit for tracking deployment training, unit assignment, assigned equipment, and Readiness tracking (recall rosters).

2. Use of the Information

Respondents are Fire Department support personnel who are contracted employees at OCONUS locations and may include foreign nationals employed at U.S. Military facilities.

As stated in Section 1 above, respondents are providing information to support the daily operations of Air Force Fire Departments and Emergency Dispatch Centers, ensure FES-IMS users meet the account management policy, ensure proper roles are established, ensure individuals hold the required qualifications for assignment to an emergency response. Information also supports the development of various personnel management totals such as duty rosters and emergency responder accountability.

The data collected consists of 26 questions used to develop the personnel profile for the individual within the system. Information is collected from respondents via a face-to-face interview conducted at the respective duty location. The interview will be hosted and carried out by a uniformed military member or government civilian, assigned the FES-IMS “Core Data” collection role.

The engagement (interview) begins with the host reading a scripted Privacy Act Statement contained within the FES-IMS program. The respondent will also be notified of the OMB Control Number, its expiration date, and other PRA information contained in the Agency Disclosure Notice. Following presentation of the PAS, the interview commences, with the

interviewer asking questions contained in the online system and capturing the respondents answers within the personnel profile. The interviews are no longer than 15 minutes in duration.

3. Use of Information Technology

Responses collected 100% via electronic submittal.

4. Non-duplication

The information obtained through this collection is unique and is not already available for use or adaptation from another cleared source.

5. Burden on Small Businesses

This information collection does not impose a significant economic impact on a substantial number of small businesses or entities.

6. Less Frequent Collection

Respondent account information is required by the ACES FoS Account Management Policy to be recertified annually. Air Force Fire Department Personnel In-processing requires additional PII information (Core Data) to be updated real-time via face-to-face interviews. Fire Fighter information is updated on an as needed basis to reflect current duty information.

Consequences of less frequent collection could lead to access to information by personnel without proper need-to-know and degradation of base-level fire departments' response to emergencies due to inaccurate qualifications of personnel; negatively impacting equipment, property, and human life.

7. Paperwork Reduction Act Guidelines

This collection of information does not require collection to be conducted in a manner inconsistent with the guidelines delineated in 5 CFR 1320.5(d)(2).

8. Consultation and Public Comments

Part A: PUBLIC NOTICE

A 60-Day Federal Register Notice (FRN) for the collection published on Tuesday, December 27, 2022. The 60-Day FRN citation is 87 FR 79289.

No comments were received during the 60-Day Comment Period.

A 30-Day Federal Register Notice for the collection published on Wednesday, November 1, 2023. The 30-Day FRN citation is 88 FR 72440.

Part B: CONSULTATION

No additional consultation apart from soliciting public comments through the Federal Register was conducted for this submission.

9. Gifts or Payment

No payments or gifts are being offered to respondents as an incentive to participate in the collection.

10. Confidentiality

A Privacy Act Statement will be read to respondents by the interviewer, who will be provided an automated placard to be read to the respondent. The release of FES-IMS 4.3.0.2 on 22 September, 2022 includes a message to all FES-IMS Users assigned the Core Data role directing them to read the PAS to any personnel when PII is requested.

A draft copy of the SORN (Fire Emergency Services - Information Management System, F032 AFCEC H) has been provided with this package for OMB's review.

A draft copy of the PIA for FES-IMS has been provided with this package for OMB's review.

Information collected during interview to support personnel record establishment is retained for 30 years or until no longer needed and then deleted from the database (N1-AFU-96-12 and N1-AFU-90-03).

11. Sensitive Questions

No questions considered sensitive are being asked in this collection.

12. Respondent Burden and its Labor Costs

Part A: ESTIMATION OF RESPONDENT BURDEN

1) Collection Instrument

Face-to Face FES-IMS User with Core Data Role Direct Communication with Respondent

- a) Number of Respondents: 2,000
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 2,000
- d) Response Time: 15 minutes
- e) Respondent Burden Hours: 500 hours

2) Total Submission Burden

- a) Total Number of Respondents: 2,000
- b) Total Number of Annual Responses: 2,000
- c) Total Respondent Burden Hours: 500 hours

Part B: LABOR COST OF RESPONDENT BURDEN

- 1) Collection Instrument
Face-to-Face FES-IMS User with Core Data Role Direct Communication with Respondent
 - a) Number of Total Annual Responses: 2,000
 - b) Response Time: 15 minutes
 - c) Respondent Hourly Wage: \$23.14
 - d) Labor Burden per Response: \$5.79
 - e) Total Labor Burden: \$11,570

- 2) Overall Labor Burden
 - a) Total Number of Annual Responses: 2,000
 - b) Total Labor Burden: \$11,570

The Respondent and Interviewers hourly wage was estimated/determined by using the averaged hourly wage of an E-6/E-5 with 10 years of service

13. Respondent Costs Other Than Burden Hour Costs

There are no annualized costs to respondents other than the labor burden costs addressed in Section 12 of this document to complete this collection.

14. Cost to the Federal Government

Part A: LABOR COST TO THE FEDERAL GOVERNMENT

- 1) Collection Instrument
Face-to-Face FES-IMS User with Core Data Role Direct Communication with Respondent
 - a) Number of Total Annual Responses: 2,000
 - b) Processing Time per Response: 15 minutes
 - c) Hourly Wage of Worker(s) Processing Responses: \$23.14
 - d) Cost to Process Each Response: \$5.79
 - e) Total Cost to Process Responses: \$11,570

- 2) Overall Labor Burden to the Federal Government
 - a) Total Number of Annual Responses: 2,000
 - b) Total Labor Burden: \$ 11,570

Part B: OPERATIONAL AND MAINTENANCE COSTS

There is no additional operational and maintenance cost to the overall FES-IMS program associated with the collection, processing, and storing of PII data.

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$11,570

- 2) Total Operational and Maintenance Costs: \$0

3) Total Cost to the Federal Government: \$11,570

15. Reasons for Change in Burden

This is an existing collection currently in use without an OMB Control Number.

16. Publication of Results

The results of this information collection will not be published.

17. Non-Display of OMB Expiration Date

We are not seeking approval to omit the display of the expiration date of the OMB approval on the collection instrument.

18. Exceptions to “Certification for Paperwork Reduction Submissions”

We are not requesting any exemptions to the provisions stated in 5 CFR 1320.9.