DEPARTMENT OF DEFENSE

Department of the Air Force

Narrative Statement for a Modified System of Records

Under the Privacy Act of 1974

1. System name and number: “Automated Civil Engineer System - Fire Department Records,” F032 AF CE H.

2. Nature of proposed modifications for the system: The Department of the Air Force is proposing to modify this system of records by changing the name to Fire Emergency Services Information Management System (FES-IMS), F032 AFCEC H.

This modification reflects changes to the system of records name and number, system manager(s), categories of records in the system, record source categories, routine uses of records maintained in the system, including categories of users and purposes of such uses, policies, and practices for retrieval of records, and administrative, technical, and physical safeguards, record access procedures, contesting record procedures, and notification procedures. The Primary Purpose of FES-IMS is to support emergency dispatch and data management in a client/server environment that supports Fire Departments at over 180 active duty, Reserve, and Guard bases world-wide.

3. Specific authority under which the system of records is maintained: 10 U.S.C. 9013, Secretary of the Air Force; 10 U.S.C. 2788, Property Accountability: regulations; delegation by; 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 32-2001, Civil Engineering Fire Emergency Services (FES) Program.

4. Provide the agency’s evaluation on the probable or potential effect on the privacy of individuals: In developing this SORN, the Department of the Air Force reviewed the safeguards established for the system to ensure they are compliant with Department of Defense (DoD) requirements and are appropriate to the sensitivity of the information stored within the system. Any specific routine uses have been established to ensure the minimum amount of personally identifiable information is provided.

5. Routine use compatibility: The routine uses are consistent with purpose for which the information was collected and have been determined to be necessary and proper and/or functionally equivalent uses.

To FES-IMS associated 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.

To Federal Emergency Management Agency (FEMA) civilians, contractors, grantees, experts, consultants, and others performing or working on a contract, service, or other assignment to record all reportable incidents into the National Fire Incident Reporting System (NFIRS) when necessary to accomplish functions related to this system of records that have the proper clearance and need to know.

1. A record from a system of records maintained by a Component may be disclosed to appropriate agencies, entities, and persons when (1) The Component suspects or has confirmed that the security or confidentiality of the information in the system of records has been compromised; (2) the Component has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by the Component or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with the Components efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

6. OMB public information collection requirements:

 OMB collection required: Yes

 OMB Control Number (if approved): Pending

 Title of collection if different: N/A

 Date Approved or Submitted to OMB: 18 Dec 2021

 Expiration Date (if approved): N/A

*Provide titles of any information collection requests (e.g., forms and number, surveys, interview scripts, etc.) contained in the system of records.* DD Form 2875; FES-IMS system screenshots, templates used to capture information on (non-user) personnel

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)

7. Name of IT system (state NONE if paper records only): Fire Emergency Services - Information Management System (FES-IMS). DITPR Number 1319.

8. Is the system, in whole or in part, being maintained, (maintained, collected, used, or disseminated) by a contractor? Yes. All the contractor portions of the system have incorporated the federal acquisition regulation (FAR) privacy clause.

**DEPARTMENT OF DEFENSE BILLING CODE:**

**Department of Air Force**

**[Docket ID: DoD-2021-AF-XXXX]**

**Privacy Act of 1974; System of Records**

**AGENCY:** Department of the Air Force

**ACTION:** Notice of a Modified System of Records.

**SUMMARY:** The Department of the Air Force is modifying the system of records titled “Automated Civil Engineer System – Fire Department Records,” F032 AF CE H. This System of Records will become Fire Emergency Services Information Management System (FES-IMS), F032 AFCEC H. The FES-IMS is designed to support base level and higher Headquarters Civil Engineer (CE) fire department functions in day-to-day operations. The system provides for resource tracking and critical decision-making in the management of emergency fire services.

**DATES:** This notice is effective upon publication; however, comments on the Routine Uses will be accepted on or before **[INSERT DATE 30-DAYS FROM DATE PUBLISHED IN THE FEDERAL REGISTER]**. The Routine Uses are effective at the close of the comment period.

**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. William Feeney, Department of the Air Force, Air Force Privacy Officer, Compliance Division, ATTN: SAF/CN, 1800 Air Force Pentagon, Washington, DC 20330-1800, or by phone at (703) 695-6622

**SUPPLEMENTAL INFORMATION:** The Fire Emergency Services Information Management System (FES-IMS) is designed to support base level and higher Headquarters Civil Engineer (CE) fire department functions in day-to-day operations. FES-IMS provides direct Civil Engineer information management support to active Air Force units, the Air National Guard, and the Air Force Reserve, during peace and war, at fixed main bases.

This modification reflects changes to the system of records name and number, system manager(s), categories of records in the system, record source categories, routine uses of records maintained in the system, including categories of users and purposes of such uses, policies and practices for storage of records, policies and practices for retrieval of records, and administrative, technical, and physical safeguards, record access procedures, contesting record procedures, and notification procedures.

The Department of the Air Force's notices for systems of records subject to the Privacy Act of 1974 as amended, have been published in the Federal Register and are available from the address in the FOR FURTHER INFORMATION CONTACT or from the Defense Privacy and Civil Liberties Division website at <http://dpcld.defense.gov/>

The proposed systems reports, as required by the Privacy Act, as amended, were submitted on (INSERT DATE) to the House Committee on Oversight and Reform, the Senate Committee on Homeland Security and Governmental Affairs, and the Office of Management and Budget (OMB) pursuant to Section 6 to OMB Circular No. A-108, "Federal Agency Responsibilities for Review, Reporting, and Publication under the Privacy Act," revised December 23, 2016, (February 20, 1996, 61 FR 6427).

Dated:

Aaron Siegel,

Alternate OSD Federal Register Liaison Officer, Department of Defense

**SYSTEM NAME AND NUMBER:** Automated Civil Engineer System - Fire Department Records, F032 AF CE H

Fire Emergency Services - Information Management System (FES-IMS), F032 AFCEC H.

**SECURITY CLASSIFICATION:** Unclassified

**SYSTEM LOCATION:** Defense Information Systems Agency (DISA), Systems Management Center, Montgomery, 401 East Moore Drive, Building 857, Gunter AFB, AL 36114-3001.

**SYSTEM MANAGER(S):**

HQ AFCEC/CXF, Chief, Fire Division/SME, 139 Barnes Drive, Suite 1, Tyndall AFB FL 32403-5319, afcec.cxf.workflow@us.af.mil, DSN 523-6150

* **AUTHORITY FOR MAINTENANCE OF THE SYSTEM:** 10 U.S.C. 9013, Secretary of the Air Force; delegation by; 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 32-2001, Civil Engineering Fire and Emergency Services (F&ES) Program.

**PURPOSE(S) OF THE SYSTEM:**

The Fire Emergency Services Information Management System (FES-IMS) is designed to support base level and higher Headquarters Civil Engineer (CE) fire department functions in day-to-day operations. FES-IMS provides for resource tracking and critical decision-making in the management of emergency fire services.

**CATAGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Fire Department support personnel to include: Air Force Active Duty, Air National Guard, Air Force Reserve personnel, Air Force Department of Defense Civilians and Air Force Civil Engineering contractors. Air Force DoD Civilians and Contracted employees at OCONUS locations may include foreign nationals employed at U.S. Military facilities.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Individual's name, DOD ID number, email address (Home/Work), personal cell phone numbers, work/home telephone number, work/home address, training information to include dates of training, certifications, unit and assignment information, occupation, rank/pay grade, Position/Title, Other ID (Accountability Number)

**RECORD SOURCE CATAGORIES:**

PII is collected only from individuals during the creation of user profiles and as a byproduct of tracking emergency response personnel and training.

**ROUTINE USES OF RECODS 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, these records contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

1. To FES-IMS associated 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.
2. To Federal Emergency Management Agency (FEMA) civilians, contractors, grantees, experts, consultants, and others performing or working on a contract, service, or other assignment to record all reportable incidents into the National Fire Incident Reporting System (NFIRS) when necessary to accomplish functions related to this system of records that have the proper clearance and need to know.
3. A record from a system of records maintained by a Component may be disclosed to appropriate agencies, entities, and persons when (1) The Component suspects or has confirmed that the security or confidentiality of the information in the system of records has been compromised; (2) the Component has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by the Component or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with the Components efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

**POLICIES AND PRACTICES FOR STORAGE OF RECORDS:** Records are stored electronically within Defense Information Systems Agency (DISA) Defense Enterprise Computing Center (DECC) Montgomery.

**POLICIES AND PRACTICES FOR RETRIEVAL OF RECORDS:**

The records are retrieved primarily by individuals name and DoD ID Number.

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

Electronic copies created using electronic mail and word processing are destroyed after a recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. Electronic systems that replace temporary hard copy records are destroyed on expiration of the retention period previously approved for the corresponding hard copy records. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements are destroyed when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

The following Table & Rule references, with their associated disposal instructions are: documented in the PIA:

**T32-35R01.00-Fire Department Training --**

An individual’s current Fire Department Training Record are maintained and shall be destroyed when an individual is certified at a higher level.

**T32-35R02.00-Pre-Fire plans --**

Pre-Fire plan are to be retained and shall be destroyed when superseded or obsolete.

**T32-35R03.00-Fire Pump Service Test --**

Fire Pump Service Test are retained in record and shall be destroyed after 5 years.

**T32-35R04.00-Fire Protection Equipment --**

The Fire Protection Equipment records are maintained and will be destroyed when they become obsolete or no longer needed.

**T32-35R05.00-Fire Protection Inspections and Tests –**

All Fire Protection Inspections and test must be retained and shall be destroyed after reporting year, or when superseded by a follow-up report whichever is applicable.

**T32-35R06.00-Fire Incidents –**

Fire Incidents records shall be maintained in record keeping and will be destroyed when the hazard or deficiency is corrected or 2 years after reporting year, whichever is later.

**T32-35R07.00-Fire Record Journal –**

Fire Record Journal entries are to be recorded and shall be destroyed 2 years after date of the last entry.

**T32-35R08.00-Daily Fire Logs, Fire Protection Statistical Summary at MAJCOMS and Below --**

Individual must perform Daily Fire Logs, Fire Protection Statistical Summary at MAJCOMS and Below these forms are to be maintained and shall be destroyed after 2 years.

**T32-35R09.00-Source or Feeder-Type Reports –**

All current Source or Feeder-Type Reports are to be maintained; they will be destroyed after 1 year or when its purpose is served, whichever is sooner.

**T32-35R014.00-Fire Incident and Rescue Reports –**

Fire Incident and Rescue Reports should be created and maintained after each incident, and these documents shall be destroyed 2 fiscal years after reporting year.

**T32-35R016.00-Welding, Cutting, and Brazing Permits–project/contract with which the work is associated --**

All individuals must have Welding, Cutting, and Brazing Permits; these permits shall be maintained and shall be destroyed 30 days after completion of the project/contract with which the work is associated.

**T32-35R017.00-Water Flow Test Records --**

Water flow test are to be performed and records are to be maintained and shall be destroyed after 5 years.

**Note: Among the dispositions cited in this field, the one with the longest retention time will be used on the system’s records data**

**Note: all references listed above are reflected in the FES-IMS ITIPS record (Records Management tab)**

**ADMINISTRATIVE, TECHNICAL, AND PHYSICAL SAFEGUARDS:**

System protects privacy act data administratively by limiting the number of personnel that can access the data through a systems administration module and assigned role. Access to records is limited to persons responsible for servicing the record in performance of their official duties and who are properly screened and cleared for need-to-know.  Access to the application is restricted by Department of Defense (DOD) Common Access Card (CAC). All privacy act data is stored in the data base is encrypted at rest and during transmission. Regular security reviews are performed including classification of and proper storage and transmission of sensitive information.

**RECORD ACCESS PROCEDURES**Individuals seeking access to information about themselves contained in this system of records should address written inquiries to the HQ AFCEC/FMO, Director, Functional Management Office, 2261 Hughes Ave, Ste 155, Lackland AFB, TX 78236-9853.

Signed written requests should include the individual’s full name, telephone number, street address, email address, and name and number of this system of records notice. For verification purposes, individual should provide their full name, DoD ID Number, 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 State 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, for contesting contents and appealing initial agency determinations are published in Air Force Instruction 33-332; 32 CFR part 310; or may be obtained from the system manager.

**NOTIFICATION PROCEDURES:**

Individuals seeking to determine whether information about them is contained in this system should address written inquiries to the HQ AFCEC/FMO, Director, Functional Management Office, 2261 Hughes Ave, Ste 155, Lackland AFB, TX 78236-9853.

For verification purposes, individual should provide their full name, and/or DoD ID Number, 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)’.

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

**HISTORY:** December 4, 2008, 73 FR 73924; November 19, 2014, 79 FR 68875.