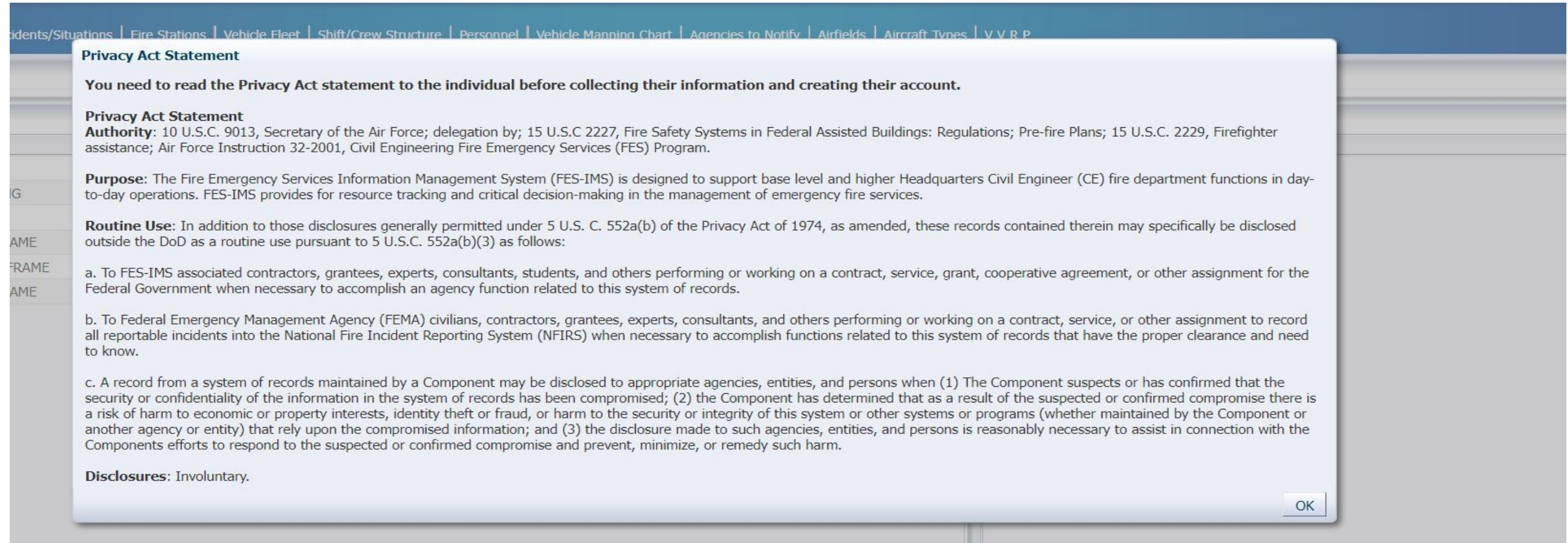# FES-IMS Information Collection / Paperwork Reduction Act [PRA] Package

Data Collection Process

The face-to-face information collection interview begins with the interviewer reading the FES-IMS Privacy Act Statement (PAS) appearing below to the Respondent.

The interview then begins with the respondent (CE Firefighter personnel) providing answers to the following list of questions **(26)** to support account creation. The questions below correspond to fields in the FES-IMS screenshots **(9 total)** accompanying this package. This script is developed to assist with review and approval of the collection process detailed in the FES-IMS IC/PRA package.

QUESTIONS:

- Interviewer will ask Respondent: Please provide your **Individual ID**, then populate the appropriate field (Located on Screen Shot: (1) ADN Details and User Information Individual ID, First, Last Name)

- Interviewer will ask Respondent: Please provide your **First Name, Middle Initial, and Last Name**, then populate the appropriate fields (Located on Screen Shot: (1) ADN Details and User Information Individual ID, First, Last Name)

- Interviewer will ask Respondent: Please provide your **FES-IMS Username,** then select the appropriate name from the dropdown field (Located on Screen Shot: (2) ADN Details and User Information FES-IMS Username drop down)

- Interviewer will ask Respondent: Please provide your **Crew** affiliation, then select appropriate name/number from the dropdown field (Located on Screen Shot: (3) ADN Details and User Information Crew drop down)

- Interviewer will ask Respondent: Please provide your **Accountability Number**, then populate information in the field provided (Located on Screen Shot: (4) ADN Details and User Information Master)

- Interviewer will ask Respondent: Please provide **FD Duty Date**, then populate information in the field provided (Located on Screen Shot: (4) ADN Details and User Information Master)

- Interviewer will ask Respondent: Please provide **DOD ID**, then populate information in the field provided (Located on Screen Shot: (4) ADN Details and User Information Master)

- Interviewer will ask Respondent: Please provide **Pay Grade**, then will select appropriate grade from the dropdown field (Located on Screen Shot: (5) ADN Details and User Information Pay Grade drop down)

- Interviewer will ask Respondent: Please provide **Fire Station** assignment, then select appropriate name from the dropdown field (Located on Screen Shot: (6) ADN Details and User Information Fire Station drop down)

- Interviewer will ask Respondent: Please provide all **Descriptors** that apply, then populate information in the field provided (Located on Screen Shot: (7) ADN Details and User Information Descriptors)

- Interviewer will ask Respondent: Please provide **Commercial Phone, DSN Phone and Primary Email**, then populate information in field provided (Located on Screen Shot: (7) ADN Details and User Information Descriptors)

- Interviewer will ask Respondent: Please provide **Status**, then will select appropriate name from the dropdown field (Located on Screen Shot: (8) ADN Details and User Information Username Status drop down)

- Interviewer will ask Respondent: Please provide **Address Line1; Address Line 2; City, State, ZIP, Primary Phone, Secondary Phone, Commercial Phone, DSN Phone, Agency Name**, then populate information in the fields (Located on Screen Shot: (9) ADN Details and User Information Address and Contacts)

- Interviewer will annotate **Remarks** field with any additional applicable non-PII information in field provided (Located on Screen Shot: (9)ADN Details and User Information Address and Contacts)