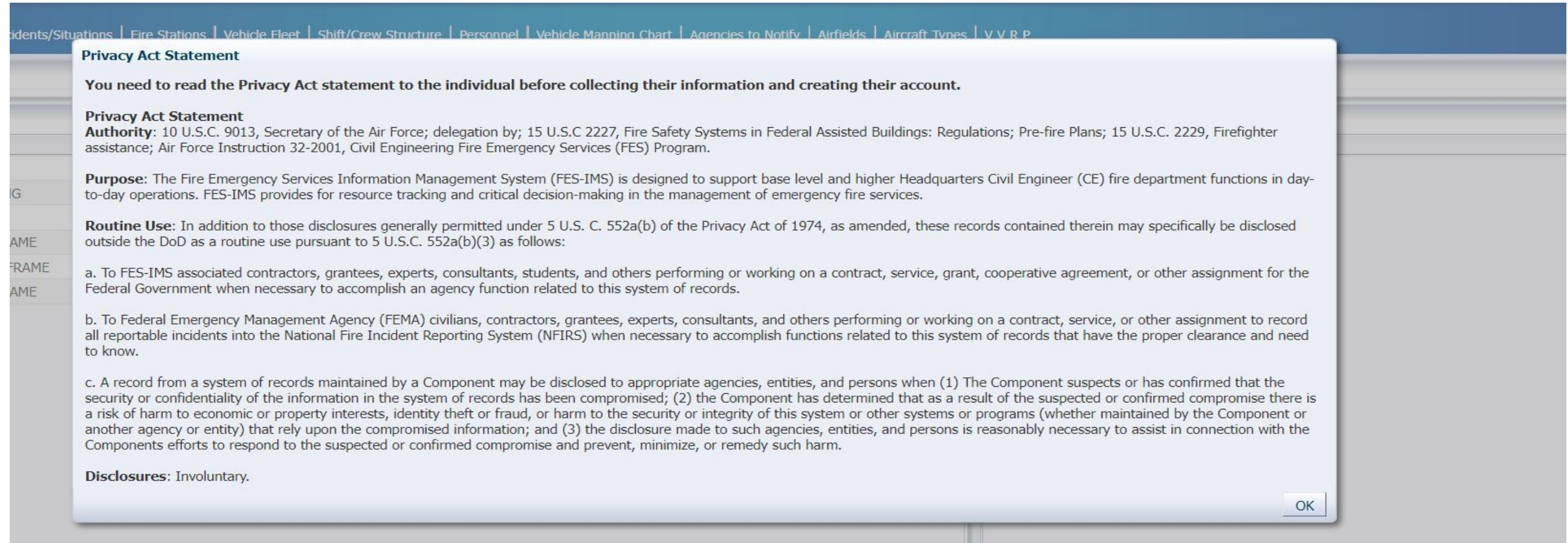


FES-IMS Information Collection / Paperwork Reduction Act [PRA] Package

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 screenshot shows a web application interface with a navigation menu at the top containing links for: Incidents/Situations, Fire Stations, Vehicle Fleet, Shift/Crew Structure, Personnel, Vehicle Manning Chart, Agencies to Notify, Airfields, Aircraft Types, and V V R P. A modal dialog box titled "Privacy Act Statement" is displayed in the foreground. The dialog box contains the following text:

Privacy Act Statement

You need to read the Privacy Act statement to the individual before collecting their information and creating their account.

Privacy Act Statement

Authority: 10 U.S.C. 9013, Secretary of the Air Force; delegation by; 15 U.S.C 2227, Fire Safety Systems in Federal 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.

Purpose: 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.

Routine Use: 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:

- a. 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.
- b. 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.
- c. 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 Component's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

Disclosures: Involuntary.

An "OK" button is located in the bottom right corner of the dialog box.

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)

The screenshot displays a web application interface for personnel management. On the left, a table titled "Personnel" is shown with columns for Individual ID, Username, Last Name, First Name, MI, Accountability No., Crew, Grade, Station, and Position(s). The table is currently empty. On the right, a "Details and User Information" form is visible, featuring several input fields: Individual ID (highlighted with a red arrow), * First Name, MI, * Last Name, Short Name, FES-IMS Username (set to [NO USERNAME]), * Crew, Accountability Number, * FD Duty Date, DOD ID, * Pay Grades, and * Fire Station. Below the form is a navigation menu with options: Locator, Descriptors, Training Courses, Training Profiles, Training Exceptions, Training Certifications, Driver and Vehicle Certifications, and Individual Forecast. At the bottom left, there is an OMB CONTROL NUMBER: 0701-FESR, OMB EXPIRATION DATE: XX/XX/XXXX, and AGENCY DISCLOSURE NOTICE. At the bottom right, there is a footer with a public reporting burden notice.

Individual ID	Username	Last Name	First Name	MI	Accountability No.	Crew	Grade	Station	Position(s)
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Total: 118

OMB CONTROL NUMBER: 0701-FESR
OMB EXPIRATION DATE: XX/XX/XXXX
AGENCY DISCLOSURE NOTICE

The public reporting burden for this collection of information (OMB Control Number: 0701-FESR) is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

- 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)

The screenshot displays a software interface for personnel management. On the left, a table titled "Personnel" is shown with columns for Individual ID, Username, Last Name, First Name, MI, Accountability No., Crew, Grade, Station, and Position(s). The table is currently empty. On the right, a "Details and User Information" panel is visible, containing several input fields. Red arrows point to the "First Name", "Last Name", and "MI" fields, indicating where the respondent's information should be entered. Other fields include "Individual ID", "FES-IMS Username" (with a dropdown menu showing "[NO USERNAME]"), "Crew", "Accountability Number", "FD Duty Date", "DOD ID", "Pay Grade", and "Fire Stations". At the bottom right of the interface, a status bar indicates "Total: 118". Below the main panel, there is a navigation menu with options: Locator, Descriptors, Training Courses, Training Profiles, Training Exceptions, Training Certifications, Driver and Vehicle Certifications, and Individual Forecast.

- 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)

The screenshot displays a software interface with two main panels. The left panel, titled "Personnel", contains a table with columns: Individual ID, Username, Last Name, First Name, MI, Accountability No., Crew, Grade, Station, and Position(s). The right panel, titled "Details and User Information", contains several input fields: Individual ID, * First Name, MI, * Last Name, Short Name, FES-IMS Username, * Crew, Accountability Number, * FD Duty Date, DOD ID, * Pay Grade, and * Fire Station. The "FES-IMS Username" dropdown menu is open, showing a list of names and IDs. A red arrow points to the dropdown menu. At the bottom right of the interface, it says "Total: 118".

Individual ID	Username	Last Name	First Name	MI	Accountability No.	Crew	Grade	Station	Position(s)
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AFCEC Profile

Details and User Information


Individual ID:

* First Name:

MI:

* Last Name:

Short Name:

FES-IMS Username: [NO USERNAME] 

* Crew: [NO USERNAME]

Accountability Number: 1157452548 ANTHONIO, HARVEY
1517014644 CARRASQUILLO, JULIAN
1544224820 HINTON, DEREK
1057562109 HOLLEY, JOHN

* FD Duty Date: 1187919130 LANING, ROBERT J

DOD ID: 1501914122 SPICELAND, JORDAN S20 M
0987654321 USER, TEST
(required for Active individuals)

* Pay Grade:

* Fire Station:

Locator

Descriptors

Training Courses

Training Profiles

Training Exceptions

Training Certifications

Driver and Vehicle Certifications

Individual Forecast

Total: 118

- 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)

The screenshot displays a web-based personnel management system. On the left, a table titled 'Personnel' is shown with columns for Individual ID, Username, Last Name, First Name, MI, Accountability No., Crew, Grade, Station, Position(s), and AFCEC Profile. The table is currently empty. On the right, the 'Details and User Information' form is visible. It contains several input fields: Individual ID, * First Name, MI, * Last Name, Short Name, FES-IMS Username (set to [NO USERNAME]), * Crew (set to 7), Accountability Number (set to [Select Crew]), * FD Duty Date (set to 2), DOD ID (set to 4), * Pay Grade (set to 5), and * Fire Station (set to BLDG 1223). A dropdown menu for the * Crew field is open, showing options 1 through 8, with '1' selected. A red arrow points to the dropdown field. Below the form, there is a navigation pane with links to Locator, Descriptors, Training Courses, Training Profiles, Training Exceptions, Training Certifications, Driver and Vehicle Certifications, and Individual Forecast. At the bottom right, it says 'Total: 118'.

- 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)

The screenshot displays a software interface for personnel management, divided into two main sections: a list view on the left and a details form on the right.

Personnel List (Left Panel):

Individual ID	Username	Last Name	First Name	MI	Accountability No.	Crew	Grade	Station	Position(s)	AFCEC Profile
										TIER 2 + EMT
										TIER 1
										TIER 7 - 3
										TIER 2 + EMT
										TIER 2 + EMT
										TIER 2 + EMT
										TIER 2 + EMT
										TIER 7 - 3
										TIER 2 + EMT
										TIER 2 + EMT
										TIER 2 + EMT
										TIER 2 + EMT
										TIER 2 + EMT
										TIER 2 + EMT
										TIER 5
										TIER 2 + EMT
										TIER 7 - 3
										TIER 3 + EMT
										TIER 2 + EMT

Details and User Information (Right Panel):

Individual ID:

* First Name:

MI:

* Last Name:

Short Name:

FES-IMS Username: ⓘ

* Crew:

Accountability Number:

* FD Duty Date: ⓘ

DOD ID:

* Pay Grade:

(Required for Active Individuals)

* Fire Station:

Locator

Descriptors

- 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)

The screenshot displays a software interface for personnel management, divided into two main sections: 'Personnel' and 'Details and User Information'.

Personnel Section: This section features a table with columns for 'Individual ID', 'Username', 'Last Name', 'First Name', 'MI', 'Accountability No.', 'Crew', 'Grade', 'Station', and 'Position(s)'. Below the table is a list of personnel profiles, each with a tier designation such as 'TIER 2 + EMT', 'TIER 1', or 'TIER 7 - 3'. A large black rectangular box is overlaid on the left side of this section, obscuring the table content.

Details and User Information Section: This section contains a form for entering individual details. The fields include:

- Individual ID: [Text Field]
- * First Name: [Text Field]
- MI: [Text Field]
- * Last Name: [Text Field]
- Short Name: [Text Field]
- FES-IMS Username: [Dropdown Menu] (Current selection: [NO USERNAME])
- * Crew: [Dropdown Menu]
- Accountability Number: [Text Field]
- * FD Duty Date: [Text Field] (A red arrow points to this field)
- DOD ID: [Text Field]
- * Pay Grade: [Dropdown Menu]
- (Required for Active Individuals)
- * Fire Station: [Dropdown Menu]

At the bottom of the 'Details and User Information' section, there are two expandable panels: 'Locator' and 'Descriptors'.

- 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)

The screenshot displays a software interface for personnel management, divided into two main sections: 'Personnel' and 'Details and User Information'.

Personnel Section: This section features a table with the following columns: Individual ID, Username, Last Name, First Name, MI, Accountability No., Crew, Grade, Station, and Position(s). Below the table is a large, empty rectangular area. To the right of this area is a vertical list of 'AFCEC Profile' entries, including 'TIER 2 + EMT', 'TIER 1', 'TIER 7 - 3', and several other 'TIER 2 + EMT' entries.

Details and User Information Section: This section contains a form with the following fields:

- Individual ID: [Text input]
- * First Name: [Text input]
- MI: [Text input]
- * Last Name: [Text input]
- Short Name: [Text input]
- FES-IMS Username: [Dropdown menu with value '[NO USERNAME]']
- * Crew: [Text input]
- Accountability Number: [Text input]
- * FD Duty Date: [Text input]
- DOD ID: [Text input] (A red arrow points to this field)
- * Pay Grade: [Dropdown menu]
- (Required for Active Individuals)
- * Fire Station: [Dropdown menu]

At the bottom of the 'Details and User Information' section, there are two buttons: 'Locator' and 'Descriptors'.

- 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)

The screenshot displays a software interface for personnel management. On the left, a table titled 'Personnel' is visible, with columns for Individual ID, Username, Last Name, First Name, MI, Accountability No., Crew, Grade, Station, and Position(s). The table is currently empty. On the right, the 'Details and User Information' panel is active, showing various input fields for an individual's profile. A dropdown menu for 'Pay Grade' is open, showing a list of grades from E-1 to O-5. A red arrow points to the 'E-4' option in the dropdown. Below the dropdown, there are several menu items: Locator, Descriptors, Training Courses, Training Profiles, Training Exceptions, Training Certifications, Driver and Vehicle Certifications, and Individual Forecast. The bottom right corner of the interface shows 'Total: 118'.

- 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)

The screenshot displays a software interface for personnel management, divided into two main sections: 'Personnel' and 'Details and User Information'.

Personnel Section: A table with columns for Individual ID, Username, Last Name, First Name, MI, Accountability No., Crew, Grade, Station, Position(s), and AFCEC Profile. The table is currently empty.

Details and User Information Section: A form with various input fields and dropdown menus. The 'Fire Station' dropdown menu is open, showing a list of options. A red arrow points to the dropdown menu.

Fire Station Dropdown Menu Options:

- [1] FIRE STA 1 - BLDG 1223
- [Select a Station]
- [0] FIRE DEPARTMENT HQ-2860
- [1] FIRE STA 1 - BLDG 1223
- [2] Fire Sta 2 - Bldg 5560
- [3] Fire Sta 3 - Bldg 250
- [4] Fire Sta 4 - Bldg 8370
- [5] Fire Sta 5 - Bldg 4456
- [6] ECC BLDG 2860
- [7] FIRE TRAINING - BLDG 2860
- [8] FIRE DISPATCH - BLDG 1223
- [9] FIRE SUPPLY - BLDG 2860

Other Form Fields:

- Individual ID: []
- * First Name: []
- MI: []
- * Last Name: []
- Short Name: []
- FES-IMS Username: [NO USERNAME] [v] [i]
- * Crew: []
- Accountability Number: []
- * FD Duty Date: [] [c]
- DOD ID: []
- * Pay Grade: []
- (Required for Active Individuals)
- * Fire Station: [1] FIRE STA 1 - BLDG 1223 [v]

Bottom Section: A list of expandable menu items:

- Locator
- Descriptors
- Training Courses
- Training Profiles
- Training Exceptions
- Training Certifications
- Driver and Vehicle Certifications
- Individual Forecast

Total: 118

- 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)

The screenshot displays a software interface for personnel management. On the left, a table lists personnel with columns for Individual ID, Username, Last Name, First Name, MI, Accountability No., Crew, Grade, Station, and Position(s). The table is currently empty. To the right of the table is a list of 'AFCEC Profile' options, including various tiers (TIER 1, TIER 2, TIER 3, TIER 5, TIER 6) and combinations with EMT. Below this list, a 'Total: 118' is shown. On the right side of the interface, a 'Details and User Information' panel is visible. This panel includes a 'Locator' section and a 'Descriptors' section, which is highlighted with a red arrow. The 'Descriptors' section contains several checkboxes for roles such as A/C Operations, A/C Prevention, A/C Training, Battalion Chief, Deputy Chief, ECC, FD POC, Fire Chief, Fire Inspector, Health/Safety Officer, Management Assistant, Resource Manager, and Training Assistant. Below the checkboxes, there are three text input fields labeled '* Commercial Phone:', '* DSN Phone:', and '* Primary Email:'. At the bottom of the panel, there are several expandable sections: 'Training Courses', 'Training Profiles', 'Training Exceptions', 'Training Certifications', 'Driver and Vehicle Certifications', and 'Individual Forecast'.

- 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)

The screenshot displays a software interface for personnel management. On the left, a table lists personnel with columns for Individual ID, Username, Last Name, First Name, MI, Accountability No., Crew, Grade, Station, and Position(s). The table is currently empty. To the right of the table is a vertical list of 'AFCEC Profile' options, including TIER 1, TIER 1 + EMT, TIER 6, TIER 2 + EMT, TIER 5 - 2, TIER 5 - 3, TIER 2, TIER 6, TIER 3, TIER 3 + EMT, and TIER 1 + EMT. At the bottom of this list, it says 'Total: 118'. On the far right, the 'Details and User Information' section is visible. It contains a 'Locator' section and a 'Descriptors' section with several checkboxes: A/C Operations, A/C Prevention, A/C Training, Battalion Chief, Deputy Chief, ECC, FD POC, Fire Chief, Fire Inspector, Health/Safety Officer, Management Assistant, Resource Manager, and Training Assistant. Below the checkboxes, a note states '* Fields are required if any descriptors are selected'. Underneath this note are three input fields: '* Commercial Phone:', '* DSN Phone:', and '* Primary Email:'. Each of these input fields has a red arrow pointing to it from the right.

- 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)

The screenshot displays a software interface for personnel management. On the left, a table titled "Personnel" is visible, with columns for Individual ID, Username, Last Name, First Name, MI, Accountability No., Crew, Grade, Station, and Position(s). The table is currently empty. On the right, the "Details and User Information" panel is open, showing a "Locator" section. A dropdown menu is open for the "Status" field, listing several options: ACTIVE CIVILIAN, ACTIVE MILITARY, ACTIVE RESERVE, ACTIVE ANG, CONTRACT EMPLOYEE, IMA, LOCAL NATIONAL, RESERVE ANG (highlighted in blue), RESERVE MILITARY, STATE EMPLOYEE, and OTHER COUNTRY NATIONAL. A red arrow points to the dropdown field. Below the dropdown, there are checkboxes for "Primary Unlisted" and "Secondary Unlisted". At the bottom of the interface, a navigation pane lists various sections: Descriptors, Training Courses, Training Profiles, Training Exceptions, Training Certifications, Driver and Vehicle Certifications, and Individual Forecast. The total count of personnel is shown as "Total: 118".

- 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)

The screenshot displays a software interface for personnel management, divided into two main sections: a personnel list and a detailed 'Locator' form.

Personnel List: A table with columns for Individual ID, Username, Last Name, First Name, MI, Accountability No., Crew, Grade, Station, and Position(s). The list includes various personnel profiles such as IER 1, IER 1 + EMT, IER 6, IER 2 + EMT, IER 5 - 2, IER 5 - 3, IER 2 + EMT, IER 2, IER 6, IER 3, IER 1, IER 2, IER 1, IER 6, IER 3, IER 3 + EMT, IER 3, IER 1 + EMT, IER 1 + EMT, IER 1 + EMT, and IER 2 + EMT. A 'Total: 118' is shown at the bottom right of the list.

Locator Form (Details and User Information): This form is used for entering contact and address information. It includes the following fields:

- Status: (Dropdown menu)
- Address Line 1: (Text input)
- Address Line 2: (Text input)
- City: (Text input)
- State: (Text input)
- Zip: (Text input)
- Email Address: (Text input)
- Commercial Email: (Text input)
- Primary Phone: (Text input) with a checkbox for 'Primary Unlisted'
- Secondary Phone: (Text input) with a checkbox for 'Secondary Unlisted'
- Commercial Phone: (Text input)
- DSN Phone: (Text input)
- Agency Name: (Text input)
- Remarks: (Text area)

A red box highlights the address and contact fields, and a red arrow points to the Remarks field.

Navigation and Additional Information: The interface includes buttons for 'New', 'Personnel Locator', and 'Directory'. Below the Locator form, there are several expandable sections: Descriptors, Training Courses, Training Profiles, Training Exceptions, Training Certifications, Driver and Vehicle Certifications, and Individual Forecast.

- 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)

The screenshot displays a personnel management application. On the left, a table lists personnel with columns for Individual ID, Username, Last Name, First Name, MI, Accountability No., Crew, Grade, Station, and Position(s). The 'AFCEC Profile' column lists various roles such as IER 1, IER 1 + EMT, IER 6, IER 2 + EMT, IER 5 - 2, IER 5 - 3, IER 2, IER 3, IER 1, IER 2, IER 1, IER 1, IER 6, IER 3, IER 3 + EMT, IER 3, IER 1 + EMT, IER 1 + EMT, IER 1 + EMT, and IER 2 + EMT. A 'Total: 118' is shown at the bottom of the list.

On the right, the 'Details and User Information' panel is open, showing the 'Locator' section. This section includes fields for Status, Address Line 1, Address Line 2, City, State, Zip, Email Address, Commercial Email, Primary Phone, Secondary Phone, Commercial Phone, DSN Phone, and Agency Name. There are checkboxes for 'Primary Unlisted' and 'Secondary Unlisted'. Below these fields is a 'Remarks' text area, which is highlighted with a red box and a red arrow pointing to it. A note below the Agency Name field reads '(Please NO high value PII in the Remarks block)'. At the bottom of the panel, there are several expandable sections: Descriptors, Training Courses, Training Profiles, Training Exceptions, Training Certifications, Driver and Vehicle Certifications, and Individual Forecast.