

# PRIVACY IMPACT ASSESSMENT (PIA)

**PRESCRIBING AUTHORITY:** DoD Instruction 5400.16, "DoD Privacy Impact Assessment (PIA) Guidance". Complete this form for Department of Defense (DoD) information systems or electronic collections of information (referred to as an "electronic collection" for the purpose of this form) that collect, maintain, use, and/or disseminate personally identifiable information (PII) about members of the public, Federal employees, contractors, or foreign nationals employed at U.S. military facilities internationally. In the case where no PII is collected, the PIA will serve as a conclusive determination that privacy requirements do not apply to system.

**1. DOD INFORMATION SYSTEM/ELECTRONIC COLLECTION NAME:**

Fire and Emergency Services - Information Management System (FES-IMS)

**2. DOD COMPONENT NAME:**

United States Air Force

**3. PIA APPROVAL DATE:**

03/10/22

## SECTION 1: PII DESCRIPTION SUMMARY (FOR PUBLIC RELEASE)

**a. The PII is:** (Check one. Note: foreign nationals are included in general public.)

- From members of the general public  From Federal employees and/or Federal contractors
- From both members of the general public and Federal employees and/or Federal contractors  Not Collected (if checked proceed to Section 4)

**b. The PII is in a:** (Check one)

- New DoD Information System  New Electronic Collection
- Existing DoD Information System  Existing Electronic Collection
- Significantly Modified DoD Information System

**c. Describe the purpose of this DoD information system or electronic collection and describe the types of personal information about individuals collected in the system.**

The Fire and 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.

**d. Why is the PII collected and/or what is the intended use of the PII?** (e.g., verification, identification, authentication, data matching, mission-related use, administrative use)

Data collected 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.

**e. Do individuals have the opportunity to object to the collection of their PII?**  Yes  No

(1) If "Yes," describe the method by which individuals can object to the collection of PII.

(2) If "No," state the reason why individuals cannot object to the collection of PII.

Failure to provide PII information will result in in-accurate documentation of Air Force Fire Emergency Service incident reporting, Station management, Vehicle assignments, and Training documentation.

**f. Do individuals have the opportunity to consent to the specific uses of their PII?**  Yes  No

(1) If "Yes," describe the method by which individuals can give or withhold their consent.

(2) If "No," state the reason why individuals cannot give or withhold their consent.

Failure to provide PII information will result in in-accurate documentation of Air Force Fire Emergency Service incident reporting, Station management, Vehicle assignments, and Training documentation.

**g. When an individual is asked to provide PII, a Privacy Act Statement (PAS) and/or a Privacy Advisory must be provided.** (Check as appropriate and provide the actual wording.)

- Privacy Act Statement  Privacy Advisory  Not Applicable

**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.

**Authority:**

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 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.

**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 Components efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

**Disclosure: Involuntary**

SORN: F032 AFCEC H (Modification being routed for F032 AF CE H)

**h. With whom will the PII be shared through data exchange, both within your DoD Component and outside your Component? (Check all that apply)**

Within the DoD Component

Specify.

Other DoD Components

Specify.

Other Federal Agencies

Specify. National Fire Incident Reporting System (NFIRS) Users

State and Local Agencies

Specify.

Contractor (Name of contractor and describe the language in the contract that safeguards PII. Include whether FAR privacy clauses, i.e., 52.224-1, Privacy Act Notification, 52.224-2, Privacy Act, and FAR 39.105 are included in the contract.)

Specify. DINE Source LLC - FAR 52.224-1 included  
Favor Tech Consulting - other language, contract # FA8771-19-F-0004, PWS attachment 1, P.28 pp 7.6.3  
Booz Allen Hamilton - NDA, other language, Task Order Request Section H.4 Security, Title 5 of the U.S.C., Section 552a,  
All contracts have written language for the safeguarding and handling of PII.

Other (e.g., commercial providers, colleges).

Specify.

**i. Source of the PII collected is: (Check all that apply and list all information systems if applicable)**

Individuals

Databases

Existing DoD Information Systems

Commercial Systems

Other Federal Information Systems

USAF Fire Fighters

**j. How will the information be collected?** (Check all that apply and list all Official Form Numbers if applicable)

- E-mail
- Face-to-Face Contact
- Fax
- Information Sharing - System to System
- Other (If Other, enter the information in the box below)
- Official Form (Enter Form Number(s) in the box below)
- Paper
- Telephone Interview
- Website/E-Form

PII is collected during the creation of user profiles and as a byproduct of tracking emergency response personnel and training. Using the DD2875 form to collect the user information to set up system access. Interfaces with ACES/NFIRS but do not send any PII data across the interfaces.

**k. Does this DoD Information system or electronic collection require a Privacy Act System of Records Notice (SORN)?**

A Privacy Act SORN is required if the information system or electronic collection contains information about U.S. citizens or lawful permanent U.S. residents that is retrieved by name or other unique identifier. PIA and Privacy Act SORN information must be consistent.

- Yes
- No

If "Yes," enter SORN System Identifier

SORN Identifier, not the Federal Register (FR) Citation. Consult the DoD Component Privacy Office for additional information or <http://dpcl.d.defense.gov/Privacy/SORNs/> or

If a SORN has not yet been published in the Federal Register, enter date of submission for approval to Defense Privacy, Civil Liberties, and Transparency Division (DPCLTD). Consult the DoD Component Privacy Office for this date

If "No," explain why the SORN is not required in accordance with DoD Regulation 5400.11-R: Department of Defense Privacy Program.

**l. What is the National Archives and Records Administration (NARA) approved, pending or general records schedule (GRS) disposition authority for the system or for the records maintained in the system?**

(1) NARA Job Number or General Records Schedule Authority.

(2) If pending, provide the date the SF-115 was submitted to NARA.

(3) Retention Instructions.

T32-35R01.00 - Destroy when individual is certified at next higher level.  
 T32-35R02.00 - Destroy when superseded or obsolete.  
 T32-35R03.00 - Destroy after 5 years.  
 T32-35R04.00 - Destroy when obsolete or no longer needed  
 T32-35R05.00 - Destroy when obsolete or no longer needed  
 T32-35R06.00 - Destroy when obsolete or no longer needed  
 T32-35R07.00 - Destroy 2 years after date of last entry  
 T32-35R08.00 - Destroy after 2 years.  
 T32-35R09.00 - Destroy after 2 years.  
 T32-35R10.00 - Destroy after 2 years.  
 T32-35R11.00 - Destroy after 2 years.  
 T32-35R12.00 - Destroy after 2 years.  
 T32-35R13.00 - Destroy after 2 years.  
 T32-35R14.00 - Destroy after 2 years.  
 T32-35R15.00 - Destroy after 2 years.  
 T32-35R16.00 - Destroy after 2 years.  
 T32-35R17.00 - Destroy after 5 years.  
 NOIE 213 FOR ALL ABOVE RULES: Destroy on expiration of the retention period previously approved for the corresponding hard copy records

(b) If direct statutory authority or an Executive Order does not exist, indirect statutory authority may be cited if the authority requires the operation or administration of a program, the execution of which will require the collection and maintenance of a system of records.

(c) If direct or indirect authority does not exist, DoD Components can use their general statutory grants of authority ("internal housekeeping") as the primary authority. The requirement, directive, or instruction implementing the statute within the DoD Component must be identified.

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 Emergency Services (FES) Program.

**n. Does this DoD information system or electronic collection have an active and approved Office of Management and Budget (OMB) Control Number?**

Contact the Component Information Management Control Officer or DoD Clearance Officer for this information. This number indicates OMB approval to collect data from 10 or more members of the public in a 12-month period regardless of form or format.

Yes     No     Pending

- (1) If "Yes," list all applicable OMB Control Numbers, collection titles, and expiration dates.
- (2) If "No," explain why OMB approval is not required in accordance with DoD Manual 8910.01, Volume 2, " DoD Information Collections Manual: Procedures for DoD Public Information Collections."
- (3) If "Pending," provide the date for the 60 and/or 30 day notice and the Federal Register citation.

DAF Information Collection office has confirmed a Paperwork Reduction Act (PRA) package is required. This package with all artifacts (including a draft 60 FRN) was submitted to DAF/IC office on 10/02/22. PFM and Program Manager are currently awaiting response/feedback.