

SUPPORTING STATEMENT - PART A

Emergency Mass Notification System (EMNS)

OMB Control Number 0701-0162

1. Need for the Information Collection

The U.S. Air Force (USAF) has a critical need to collect and maintain accurate contact information for its total force personnel. This effort is essential for operating the enterprise-wide Air Force (AF) Emergency Mass Notification System (EMNS), a standardized capability provided by the Air Force Life Cycle Management Center (AFLCMC) Command, Control, Communications, Intelligence, and Networks (C3I&N) Directorate. EMNS provides life-saving and mission-protective alerts to military personnel, civilians, contractors, and their families in the event of an emergent threat. The ability to rapidly and reliably send secure emergency notifications is vital to ensuring personnel safety and maintaining operational readiness across the force on a 24 hour/7 day a week basis. This collection is authorized under 10 USC § 9013 (Secretary of the Air Force) and is implemented in accordance with AF Instruction (AFI) 10-206, *Operational Reporting*.

EMNS is designated as a National Security System (NSS). EMNS must be maintained as a high integrity, high availability capability. Consequences of loss of integrity or availability could include the immediate and sustained loss of mission effectiveness, injury, or loss of life. Therefore, the collection of this contact information is a fundamental requirement for protecting the force and securing Air Force missions.

The EMNS is an AF enterprise-wide system that employs Commercial-Off-The-Shelf software, hosted in a commercial cloud environment to send notices to the Air Force populace through desktop, mobile application, telephone, text messaging alerts, and Giant Voice systems at Main Operating Bases (MOB). This system provides individuals with near-real time notifications sent directly from the AF/MAJCOM/Installation command posts.

2. Use of the Information

Information is collected from individuals living or working at Air Force installations, including military personnel, civilian employees, contractors, and their dependents. This information populates EMNS and is used to notify personnel of any emergent threats to better enable protective measures when emergency events occur.

The primary collection instrument is the AtHoc desktop application. For personnel on the network, the desktop application enables them to provide or update their contact information through the self-service feature. Respondents are asked to provide their Name, Electronic Data Interchange Personal Identifier (EDIPI), Grade/Rank, Office/unit name, physical office location, and various contact methods (work/home/mobile phone numbers and home/work e-mail addresses). Dependents and any other personnel who chose to utilize the AtHoc phone application are asked to provide the same information as the workstation pop-up. The mobile application includes an additional option to provide Global Positioning System (GPS) data, but this function is optional and not currently utilized.

The collected data is stored in a secure, IL5-rated cloud environment. When an alert is initiated, the system automatically pulls the relevant contact data and transmits the notification. The collection allows the AF to transmit alerts to a target audience of 90 percent or more of on and off-installation personnel and 100 percent of assigned Emergency Management (EM) resources within 10 minutes after initiation, enabling swift and specific protective action and preserving mission capability.

3. Use of Information Technology

100% of responses are gathered and stored electronically.

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

The frequency of collection is “on occasion.” Respondents will be asked to update their information with any change in information, but there will be no standard time that the system will request updated information.

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 Wednesday, November 26, 2025. The 60-Day FRN citation is 90 FR 54307.

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

A 30-Day Federal Register Notice for the collection published on Wednesday, June 24, 2026. The 30-Day FRN citation is 91 FR 37959.

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

The EMNS system includes a Privacy Act Statement both with the initial desktop pop-up and the AtHoc mobile application.

The applicable System of Records Notice (SORN), F010 AFMC A, Emergency Mass Notification System (EMNS), can be accessed at the following link:

<https://www.federalregister.gov/documents/2020/03/30/2020-06526/privacy-act-of-1974-system-of-records>.

A copy of the draft revised Privacy Impact Assessment, Emergency Mass Notification System (EMNS), has been provided with this package for OMB's review.

Records will be maintained according to TABLE & RULE: T 10 - 10 R 10.00

Locator and Personnel Data - Destroy when superseded or reassignment or separation of individual. Emergency Mass Notification System (EMNS) Global Positioning System (GPS) Data - Destroy immediately after the notification.

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

AtHoc Emergency Mass Notification System Application

- a) Number of Respondents: 1,000,000
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 1,000,000
- d) Response Time: 1 minute
- e) Respondent Burden Hours: 16,667 hours

2) Total Submission Burden

- a) Total Number of Respondents: 1,000,000
- b) Total Number of Annual Responses: 1,000,000
- c) Total Respondent Burden Hours: 16,667 hours

Part B: LABOR COST OF RESPONDENT BURDEN

1) Collection Instrument

AtHoc Emergency Mass Notification System Application

- a) Number of Respondents: 1,000,000
- b) Response Time: 1 minute

- c) Respondent Hourly Wage: \$7.25
- d) Labor Burden per Response: \$0.12
- e) Total Labor Burden: \$120,833

2) Overall Labor Burden

- a) Total Number of Annual Responses: 1,000,000
- b) Total Labor Burden: \$120,833

The Respondent hourly wage was determined by using the Federal minimum wage of \$7.25/hr.

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

Emergency Mass Notification System

- a) Number of Total Annual Responses: 1,000,000
- b) Processing Time per Response: 1 minute
- c) Hourly Wage of Worker(s) Processing Responses: \$7.25
- d) Cost to Process Each Response: \$0.12
- e) Total Cost to Process Responses: \$120,833

2) Overall Labor Burden to the Federal Government

- a) Total Number of Annual Responses: 1,000,000
- b) Total Labor Burden: \$120,833

Part B: OPERATIONAL AND MAINTENANCE COSTS

1) Cost Categories

- a) Equipment: \$0
- b) Printing: \$0
- c) Postage: \$0
- d) Software Purchases: \$0
- e) Licensing Costs: \$0
- f) Other: \$12,214,895

2) Total Operational and Maintenance Cost: \$12,214,895

EMNS is utilizing a contract to maintain the system. One year of sustainment costs \$12,214,895 and includes all licensing, software, and maintenance costs.

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$120,833

2) Total Operational and Maintenance Costs: \$12,214,895

3) Total Cost to the Federal Government: \$12,335,728

15. Reasons for Change in Burden

This is a reinstatement without change of a previously approved collection. There has been no change in burden since the last approval.

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.