**End User License Agreement and Privacy Policy**

**Terms of Service**

Notice: This is a US Government mobile application.

The United States Coast Guard (USCG) Incident Management Handbook Mobile (MIMH) is a mobile application (App Service) that provides information to assist USCG personnel and first responders in the use of the National Incident Management System (NIMS) and USCG Incident Command System (ICS) via a mobile device with or without Internet access, during response operations. It is not intended for use as a replacement for established USCG Policies, References, Processes or Procedures.

This App Service organizes information from the United States Coast Guard Incident Management Handbook (IMH) program and services for use as a reference. The USCG provides these resources as a public service via the USCG Homeport Web Portal: <https://homeport.uscg.mil/Lists/Content/DispForm.aspx?&ID=2923&Source=https://homeport.uscg.mil/missions/incident-management-and-preparedness/incident-management/incident-management-ics/job-aids>.   
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The USCG does not require individuals to register or provide any personally identifiable information (PII) as a condition of downloading or using the App Service. The USCG will not have access to any information regarding individuals or individuals’ devices using this App Service.

If you have any questions or comments about the information presented here, please select the feedback link within the application or contact the USCG via the following email address: MIMH@uscg.mil

**Privacy Policy**

**Overview**

This App Service serves as an enhancement to the published paper and electronic PDF versions of the Coast Guard Incident Management Handbook (IMH) and is designed for use by United States Coast Guard (USCG) response personnel and other first responders as a reference. The IMH serves as the principal job aid for the management of incidents where the NIMS (National Incident Management System) is being employed. This App Service is not designed to store, process, transmit or retain information from within the App Service. The content provided within this App Service is derived from public sources. There is no access to media external to the app; it does not allow access to media stored on your device, or use of the device’s camera or microphone. This App Service enables you to print or email PDF forms and provide feedback about this App Service via email. This App Service does not have an internal email capability and all email communications require an email service.

This App Service also enables users to fill in form data for the following USCG ICS forms: 201, 209, 214 and 214a. These fillable USCG ICS Forms are addressed in the section below.

**USCG ICS Fillable Forms**

This App Service enables users to fill, print and/or email ICS form data from USCG ICS forms: 201, 209, 214 and 214a. Information entered into the USCG ICS forms is retained within the App Service only while completing form fields. Any filled information is immediately deleted once the form is closed and cannot be recovered. No data is retained or stored for future use.

**Collection and Retention of Information**

We do not require you to provide your PII when using the App Service; however, the App Service does allow users to provide feedback about this App Service via email message. If you communicate with the USCG via email message, we may use the information provided within your email, such as an email address, to respond to your submission. You should be reminded that email may not necessarily be secure against interception. Therefore, we suggest that you do not send sensitive PII (such as your Social Security number) via email when using this App Service. If your intended email communication is sensitive, e.g., it includes information such as your bank account, charge card, or Social Security number; you should be sure to follow applicable USCG/DHS guidelines for those communications.

Information that you submit to the USCG is retained in accordance with NARA Record Retention schedule: N1-026-05-15, approved January 9, 2009.

**Applicable Privacy Impact Assessment (PIA) and System of Records Notices (SORN)**

Information you provide to the USCG using the App Service’s feedback capability may be maintained, used, and disseminated in accordance with: DHS/ALL/PIA-006 &DHS/ALL-002: Department of Homeland Security Mailing and Other Lists, 73 Federal Register 71659, November 25, 2008.

**Use of Information**

Feedback information that users provide to the USCG via email may be used to resolve any problems that you are reporting with respect to the App Service or to complete your request for services. If you provide your PII in an email communication to the USCG, you are consenting to the use of the PII as described herein and in the Terms of Service. The App Service does not otherwise collect, use, disclose, transfer, transmit, or store your information. All PII you provide will be kept internal to the U.S. Government.

Resolution of a reported problem or request for services may entail the sharing of the information provided with other U.S. Government Agencies. These agencies may contact you directly in order to expedite resolution of the reported problem or request for services. Except for authorized law enforcement investigations, we do not share your e-mail with any other outside organizations.

**Security**

While we take measures to protect the information you submit to the USCG against loss, theft and unauthorized use, disclosure, or modification, we cannot guarantee its absolute security. No Internet transmission is ever fully secure or error free. You should use caution whenever submitting information through any application, website or email service, and take special care in deciding which information you provide.

**How to Access or Correct Information you have submitted to the USCG**

Individuals seeking notification of and access to any record contained in this system of records, or seeking to contest its content, may submit a request in writing to USCG, Commandant (CG-611), 2703 Martin Luther King Jr. Ave. SE, Attn: FOIA Coordinator, Washington, DC 20593-7331.

**Device Location Information**

Your mobile device or handset’s current location (Location Services) is not used by this App Service. Location information is not collected or monitored by the USCG.

**For further Information regarding U.S. Coast Guard Privacy Policies**

United States Coast Guard

Office of Information Management, Commandant (CG-61)

United States Coast Guard, Mail Stop 7710, Washington, DC 20593