

FMC-40

System name:

SERVCON

Security Classification:

Unclassified.

System location:

Office of Information Technology, Federal Maritime Commission, 800 N. Capitol Street, N.W., Washington, D.C. 20573-0001

Categories of individuals covered by the system:

1. Authorized employees of the Federal Maritime Commission.
2. Authorized users from other Federal Agencies (DOTS, military) authenticated via local accounts.
3. Authorized VOCC and NVOCC Users.

Categories of records in the system:

1. Successful Contract Filings, Contract Corrections, and Notices records and file data.
2. Unsuccessful Contract Filings and Contract Corrections records.
3. Contract Filing Statistics.
4. Users' file viewing history.

Authority for maintenance of the system:

E-Government Act of 2002 (title III) and OMB Circular A-130.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The SERVCON records are used or may be used:

1. By Authorized Organization Representatives for official filing of VOCC and NVOCC related contracts to FMC.
2. By Authorized Organization Representatives to make approved changes and amendments to filed contracts.
3. By Authorized Organization Representatives to upload Notices with various information relevant to filed contracts that may be viewed by Commission Officials.
4. By Commission Officials and Authorized Local Users from other Federal Agencies to verify and review the validity of the contract and operations of registered VOCCs and NVOCCs.
5. To refer, where there is an indication of a violation or potential violation of law, whether civil or criminal or regulatory in nature, information to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.
6. By a court of law or appropriate administrative board or hearing having review or oversight authority.
7. To appropriate agencies, entities, and persons when (a) the Federal Maritime Commission suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (b) the agency 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 agency or another agency or entity) that rely upon the compromised information; and (c) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with the agency's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Electronic records are maintained within the confines of FMC-39, FMC General Support System (FMC GSS) and FMC-41, FMC SQL Database (FMCDB).

Retrievability:

Data is retrievable by: user ID, organization number, carrier name, contract number, amendment number, date filed, effective date, confirmation number, filer user name, file name file size, file type.

Safeguards:

Electronic records are secured in accordance with FMC-39, FMC General Support System (FMC GSS) for internal users.

External users' must authenticate against the Passport user database records and are only able to search for files, which the account has uploaded.

Retention and disposal:

Specific uploaded files are individually removed from the live data tables and placed in a file data removed data table upon disposal request from the filing organizations.

All data records are currently being kept indefinitely.

System manager(s) and address:

Anthony Haywood, CIO, Federal Maritime Commission, 800 North Capitol Street, N.W., Washington, DC 20573-0001.

Notification procedure:

All inquiries regarding this system of records should be addressed to: Gary Kardian 800 North Capitol Street, N.W., Washington, DC 20573-0001.

Record access procedures:

Individuals may receive an external user account by filing form FMC-83 for VOCCs or form FMC-78 for NVOCCs to: Federal Maritime Commission, Bureau of Trade Analysis, 800 North Capitol Street, N.W., Washington, DC 20573-0001

FMC employees and employees from other Federal Agencies will be given individual review and may gain access if it is within the scope of their responsibilities.

All other inquiries regarding this system of records should be addressed to: Gary Kardian, 800 North Capitol Street, N.W., Washington, DC 20573-0001.

Contesting record procedures:

The SERVCON system allows external filers to file a Corrected Transmission to edit contract files within two days of the effective date.

Record contests beyond that point in tie should be addressed to: Gary Kardian, 800 North Capitol Street, N.W., Washington, DC 20573-0001.

Record source categories:

Contract files submitted by authorized Organization representative filers.