



Privacy Impact Assessment Update
for the

Homeport Internet Portal

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Contact Point

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Abstract

This is an update to the previous Homeport privacy impact assessment, dated May 9, 2006, in order to describe the new functionality that will allow merchant mariners to determine the status of their credential application using the Homeport Internet Portal. Homeport will use the identification information provided by the mariner to match records from the Merchant Mariner Licensing and Documentation (MMLD) system and provide mariners the current status of their credential application. Information provided by the mariner will be used solely for matching records and will not be retained in Homeport at the completion of the online session.

Introduction

The Maritime Transportation Security Act (MTSA) of 2002 established a comprehensive national system of transportation security enhancements to protect America's maritime community against the threat of terrorism without adversely affecting the flow of commerce through United States ports. The Department of Homeland Security (DHS) United States Coast Guard (USCG) is the lead Federal agency for maritime homeland security and has significant enforcement responsibilities under the MTSA. Among its duties under the MTSA, the Coast Guard requires that maritime security plans be developed for ports, vessels and facilities, and that those individuals with access to maritime facilities have credentials demonstrating their eligibility for such access.

Homeport, which has a system of records under the Privacy Act of 1974 and a Privacy Impact Assessment (PIA), facilitates implementation of these requirements. Representatives of the maritime industry, members of Area Maritime Security Committees, other entities regulated by the MTSA, USCG, and other users associated with a vessel, facility, or specific committee will be able to register and use Homeport. This tool will serve as an enterprise portal that combines secure information dissemination, advanced collaboration, and provides a public-facing interface for internal Coast Guard processes. It is an operational mission replacement for the current legacy internet system (www.uscg.mil).

Homeport has four main functions: 1) provide a secure means for regulated entities to submit and store security plans for approval; 2) provide a secure means by which facility operators may view lists of union personnel authorized to access their facility; 3) provide a secure means for representatives from the maritime domain to submit personal information to the Transportation Security Administration (TSA) needed to conduct background screening and credentialing; and 4) provide a secure means for merchant mariner licensing and documentation applicants to ascertain the status of their credential application.

The update will allow current and future merchant mariner applicants to utilize Homeport as a front-end to pull current application status from the Merchant Mariner Licensing and Documentation (MMLD) system. Mariners will input already captured information for the sole purpose of validating their identity. Once verified, they will see the current application status which does not contain any personally identifiable information (PII) related information. The information utilized to verify identity will be discarded after the session.



Reason for PIA Update

Homeport will allow applicants to view the status of their applications submitted to the MMLD system. Homeport will collect the same information that is currently collected via the MMLD application process. The applicant will provide identical biographic data as is presently required for the paper application. This Homeport enhancement will collect the mariner's last name, last four digits of their Social Security Number (SSN), and Date of Birth. This information will be utilized to make a positive identification to match and retrieve records in another system and will not be retained in Homeport. If the information that the mariner enters is valid, it will be repeated back to them on the results page. The results will include their application id and mariner number for future reference. The results page will also include the mariners application status (accepted/not accepted, date received, and Regional Exam Center processing the application. In addition to the application status, the mariner will receive specific credential status including; the specific credential, transmittal type (new/renewed), credential state (issued/not issued), and the credential status date.

This PIA Update is required based on the pending implementation of a process allowing for the online application status verification for merchant mariners within Homeport. This will streamline the verification of application status by allowing for an electronic online process. Currently, mariners are required to call-in and provide select identifying information to validate their identity in order to retrieve their respective application status. This new process will greatly enhance the ability for merchant mariners to determine current application status via the Internet.

Privacy Impact Analysis

The System and the Information Collected and Stored within the System

Homeport will collect a subset of information that is currently collected via the Merchant Mariner Licensing and Documentation (MMLD) paper application process in order to validate the user. The applicant's last name, last four digits of the SSN, and Date of Birth will only be utilized to verify their identity. This subset of PII submitted to MMLD is downloaded onto the Homeport Portal each night with the status of the application. The information on the Homeport Portal is deleted 120 days after issuance of the mariner credential. No additional identifying information will be collected or maintained by Homeport.

Use of the System and the Information

The PII is used to verify the identity of the applicant and provide their application status. Once the status is provided to the applicant, all PII will be promptly discarded. Because information is removed from Homeport after the applicant receives status of their application, there are no additional privacy risks with this update.



Retention

Identifying information used to verify the identity of a merchant mariner when inquiring about the application status is overwritten daily. Additionally, all identifying information is purged 120-days after the merchant mariners credentials are issued.

Notice

Notice is provided in the Homeport DHS/CG-60, April 28, 2006, 71 FR 25203 System of Records Notice (SORN) and by this PIA Update. In addition, the NMC intends to issue a press release when the functionality is released and will have information on its existing mariner information web site giving details on the functionality. Mariners will also be able to get assistance via the NMC toll free number (888-I ASK NMC).

Internal Sharing and Disclosure

Internal sharing and disclosure of information have not changed with this update. Information will be shared with the Transportation Security Administration and other DHS components in accordance with the provisions of the Privacy Act, 5 U.S.C. §552a.

External Sharing and Disclosure

All sharing of personally identifiable information outside the Department is compatible with the original collection of information and covered by a routine use in the Homeport SORN (DHS/CG-60, April 28, 2006, 71 FR 25203). Information on personnel authorized to access a maritime facility is shared with the maritime facility operator in accordance with paragraph G of the routine uses in the aforementioned SORN.

Individual Access, Redress, and Correction

Individual access, redress and correction have not changed with this update. Therefore, the procedures set forth in section 7.0 of the May 9, 2006 Homeport PIA remain in effect. Individuals are able to access their data through their system profile. Individuals seeking to correct erroneous information may submit a request to correct data to the following address:

Program Manager
Department of Homeland Security
United States Coast Guard Headquarters
Commandant (CG-643)
2100 2nd Street, S.W.
Washington, D.C. 20593-0001

The guideline will be posted in the Privacy Statement on the Homeport website.



Technical Access and Security

The technical access and security remains consistent with Section 8.0 of the May 9, 2006 Homeport PIA. Authorized Users, Managers, System Administrators, and Developers all have access. Access levels are driven by roles within the organization, need to know, eligibility, and suitability. These criteria are managed via Homeport rule sets and predefined roles/qualifiers. The rules and exceptions are documented in Homeport's system documentation and requirements.

Technology

Technology for this functionality is identical to that described in the original Homeport PIA. There are no changes to the existing configuration. This updated PIA focuses on changes to the Homeport Internet Portal in order to expand capabilities to the merchant mariner community. As a result of this analysis, it is concluded that this capability will provide a more convenient and efficient process for applicants to ascertain their current application status. The privacy risks of this new online capability have been mitigated through both security and documented procedures. Additionally, privacy is enhanced due to the fact that individual information used to validate identity is overwritten daily and completely removed from the system 120-days after credentials are issued from the Homeport Internet Portal. Encryption is utilized to protect all data sent to Homeport for matching with an MMLD record.

Responsible Officials

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Approval Signature Page

Original signed and on file with the DHS Privacy Office

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