

GISTnet IAC-AR (Authorized Representative) Information Sharing System

(See AR Conditions of Use Agreement at **end of form.**)

System Description

1. **Background:** The U.S. Transportation Security Administration (TSA) requires Indirect Air Carriers (IACs), commonly known as air forwarders, to perform or otherwise comply with certain air cargo security measures. As part of this security program, an IAC must make sure that every person it hires to perform pre-carriage (trucking) and other pre-flight services has been trained in security threat awareness and the particular air cargo security measures which he must or may have to carry out in the course of work to be performed. This training is required for both IAC direct employees as well as sub-contracted service providers, known as "authorized representatives" (ARs).
The TSA has provided criteria and materials that establish the minimum standard for such training, including an assessment which a person must pass. This training and assessment must be repeated once a year.
Because there are many-to-many relationships between IACs and ARs, particularly trucking companies and there also may be many-to-many relationships between trucking companies and drivers (owner-operators), the sharing of training information among the parties becomes quite complex. There are also frequent changes in AR training information due to employee turn-over and the annual re-training requirement.
2. **System Purpose:** The GISTnet IAC-AR Information Sharing System provides an efficient way for IAC operations staff, at the time of ordering an air cargo pick-up or other service, to verify that the particular person about to be engaged has received and is current with the required training.
3. **System Access:** This system operates via an Internet-connected web browser. Access is controlled at both organizational and individual levels. In all cases, access to the system requires a login using an authorized user name and password.
 - a. **AR access:** In order for a trucking company or other service provider to participate in this system, a TSA-approved IAC (any IAC) must confirm in writing to GISTnet that such party has been established as an "authorized representative" (AR), per TSA procedure, and name a primary contact person at the AR who will serve as the initial "trusted person." Only this person or another person designated in writing by the primary contact person will have access to the system to *enter* training information for its personnel.
 - b. **IAC staff access:** Before IAC staff can access the system to *obtain* training information, an IAC must provide GISTnet with a confirmation of its status as a TSA-authorized IAC, and then designate users (employees) it wishes to grant access (i.e., associate a person's user record with its organization record on the system). Existing GISTnet users already have this user record. A new user creates his own user record through a simple self-registration process.
4. **Unique Identification of Trained Persons:** Names are not suitable for unique identification of persons in this system because there are people with the same or very similar names. Instead, the system will use a person's security credential ID number(s) for unique

identification (i.e., TSA Security Threat Assessment (STA), SIDA badge, CBP FAST card, TSA TWIC or state commercial driver's license (CDL) with a hazmat endorsement issued after June 2005). An employer (e.g., trucking company) must enter at least one security credential ID number as part of entering the training information. This unique identifier will be used for IAC query purposes.

5. **Training Information:** System information about a person will consist of:
 - a. Unique driver security ID (e.g., STA case number, FACT card ID, TWIC ID, CDL with hazmat endorsement). A person with more than one security credential may have each entered.
 - b. Driver name (first and last name)
 - c. Training completion date (i.e., assessment passed date)*
 - d. Name and contact information of party entering the training and assessment information

*Training completions via on-line training from GISTnet are automatically posted.

6. **Entry of Training Information:** Entry of training information is the responsibility of the AR. This may be done only by the primary contact party named by the IAC that authorized the AR participation in the system or by a person to whom this party has delegated responsibility by written notification to GISTnet. A third-party training provider that has been designated by an IAC as an AR may also enter information for persons it has trained. Important: By entering this information, this person is attesting as a matter of first-hand knowledge that the identified person has taken the training and passed the assessment. This person is also responsible for maintaining training materials and assessment records, and making these available to any IAC using the system or TSA representative, upon request.
7. **Training Status Query & Information:** Once an IAC has been set up for access, any designated IAC employee may query the system for training information by entering the STA case number or other unique identifier for a truck driver or other person of interest. If there is training information in the system for such person, the system will immediately display this information (see paragraph 5).
8. **Roll-up Training Report by AR:** An AR may designate particular IACs to have access to roll-up reporting on training information of its employees and contacted personnel (i.e., a roster of personnel with training status).
9. **Participation Fee:** An AR (trucking company or other service provider) that enters information into the system is responsible for a system participation fee. The current fee for an AR is \$100 per year for up to 20 people (e.g., drivers or other personnel for which training information is entered), and \$2 per person above 20.
There is no charge for IAC access to the system.
10. **Information Credibility:** Entry of training information is limited to the AR contact person named by the authorizing IAC or another person to which this person delegates in writing. In all cases, the name of the person who most recently entered/updated information for a particular person is displayed when such person's information is queried or reported. The person entering information is responsible for maintaining evidence of training (training materials and assessment record) and making such information available upon request to an IAC or TSA representative. Each person with authorization to post training information must accept this responsibility as a condition of use of the system.
GISTnet acts only as system provider and is not responsible for the accuracy of this information.

11. **Information Security:** This system is designed to limit information entry and retrieval to persons who have a legitimate need for such information in order to fulfill security functions required under TSA-imposed IAC security plans. Access to information is controlled through a combination of user names and passwords, and also through association of users with AR and IAC organizational records. As with any Internet-accessible system, unauthorized access to information can occur through unauthorized disclosure of a user name and password to a person who has the system web address (URL) and an understanding of the system operation. For this reason, the system carries the minimum information needed to fulfill operational requirements, and does not, for example, carry address or contact information for personnel whose training information is to be shared. GISTnet warrants the system only to operate as designed and described, and is not responsible for security breaches resulting from compromise of passwords or other extraordinary actions or events.

Trucker ("authorized representative") Conditions of Use Agreement

As a condition of using the GISTnet IAC-Authorized Representative Information Sharing System, I hereby state on behalf of myself and my company:

1. My company is an Authorized Representative of one or more IACs for the purpose of transporting or providing other services in connection with air cargo.
2. I have read and understand the System Description (above) for the GISTnet IAC-AR Information Sharing System.
3. When entering training information into the system, I shall enter only information that I have first-hand knowledge to be true and correct. If I discover I have entered any information that is not true and correct, I will immediately invalidate the incorrect information and then enter correct information.
4. For each item of information I enter into this system, I will personally and/or in accord with my company's policy maintain the supporting source documents (e.g., copy of STA application and case number, or other approved credential document, training materials and dated/scored assessment document if paper procedures were used) for at least 18 months ("record retention period"). On behalf of my company, I agree that these records will be provided upon request to:
 - a. Any IAC for whom the person has performed services during the record retention period
 - b. A Transportation Security Administration (TSA) representative
5. I understand and accept on behalf of myself and my company the limitations on GISTnet's responsibilities as stated in System Description above, particularly paragraphs 10, Information Credibility, and 11, Information Security.

Accepted by: Name: _____ Signature: _____

Date: _____ Phone: _____ email: _____

Company _____, Type service(s) _____

Address: _____

FAX completed/signed form to GISTnet, **1-310-376-8049**.