

or input provided to the Treasury. For example, comments that pertain to a Treasury proposed rule becomes part of the Treasury's central files and are kept permanently. Other input to the Treasury may be kept between one and 10 years, depending on the subject matter.

#### **ADMINISTRATIVE, TECHNICAL, AND PHYSICAL SAFEGUARDS:**

Records in this system are safeguarded in accordance with applicable rules and policies, including all applicable Treasury automated systems security and access policies. Strict controls have been imposed to minimize the risk of compromising the information that is being stored. Access to the computer system containing the records in this system is limited to those individuals who have a need to know the information for the performance of their official duties and who have appropriate clearances.

Entrance to data centers and support organization offices is restricted to those employees whose work requires them to be there for the system to operate. Identification (ID) cards are verified to ensure that only authorized personnel are present. Disclosure of information through remote terminals is restricted through the use of passwords and sign-on protocols which are periodically changed. Reports produced from the remote printers are in the custody of personnel and financial management officers and are subject to the same privacy controls as other documents of similar sensitivity. Access is limited to authorized employees. Paper records are maintained in locked safes and/or file cabinets. Electronic records are password-protected. During non-work hours, records are stored in locked safes and/or cabinets in a locked room.

Protection and control of any sensitive but unclassified (SBU) records are in accordance with TD P 71-10, Department of the Treasury Security Manual. Access to the records is available only to employees responsible for the management of the system and/or employees of program offices who have a need for such information.

The GSA information technology system that hosts *regulations.gov* and FDMS is in a facility protected by physical walls, security guards, and requiring identification badges. Rooms housing the information technology system infrastructure are locked, as are the individual server racks. All security controls are reviewed on a periodic basis by external assessors. The controls themselves include measures for access control, security awareness training, audits, configuration management,

contingency planning, incident response, and maintenance.

Records in FDMS are maintained in a secure, password protected electronic system that utilizes security hardware and software to include multiple firewalls, active intrusion detection, encryption, identification and authentication of users.

Partner agencies manage their own access to FDMS through their designated partner agency account managers. Each designated partner agency account manager has access to FDMS. This level of access enables them to establish, manage, and terminate user accounts limited to their own agency.

#### **RECORDS ACCESS PROCEDURES:**

See "Notification Procedures" below.

#### **CONTESTING RECORDS PROCEDURES:**

See "Notification Procedures" below.

#### **NOTIFICATION PROCEDURES:**

Individuals seeking notification and access to any records contained in the system of records, or seeking to contest its content, may inquire in accordance with instructions pertaining to individual Treasury components appearing at 31 CFR part 1, subpart C, appendix A.

#### **EXEMPTIONS PROMULGATED FOR THE SYSTEM:**

None.

#### **HISTORY:**

None.

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## **UNIFIED CARRIER REGISTRATION PLAN**

### **Sunshine Act Meeting Notice; Unified Carrier Registration Plan Board Subcommittee Meeting**

**TIME AND DATE:** January 16, 2020, from 9:00 a.m. to 6:00 p.m., Eastern time.

**PLACE:** The Towers at Wildwood, 3200 Windy Hill Road SE, Suite 600W, Atlanta, GA. This meeting will also be accessible via conference call. Any interested person may call 1-866-210-1669, passcode 5253902#, to listen and participate in the meeting.

**STATUS:** This meeting will be open to the public.

**MATTERS TO BE CONSIDERED:** The Unified Carrier Registration Plan Board Education and Training Subcommittee (the "Subcommittee") will continue its work in developing and implementing the Unified Carrier Registration Plan and Agreement. The subject matter of this meeting will include:

## **Unified Carrier Registration Plan**

**January 16, 2020**

Education and Training Subcommittee Meeting

### **Agenda**

*Open to the Public*

#### **I. Call to Order—Subcommittee Chair**

The Subcommittee Chair will welcome attendees, call the meeting to order, call roll for the Subcommittee and confirm whether a quorum is present, and facilitate self-introductions.

#### **II. Verification of Meeting Notice—UCR Executive Director**

The UCR Executive Director will verify the publication of meeting notice on the UCR website and in the **Federal Register**.

#### **III. Review and Approval of Subcommittee Agenda and Setting of Ground Rules—Subcommittee Chair**

For Discussion and Possible Action

The Subcommittee Agenda will be reviewed and the Subcommittee will consider adoption.

#### **Ground Rules**

- Subcommittee action only to be taken in designated areas on agenda
- Please MUTE your phone
- Please do not place the call on HOLD

#### **IV. Approval of Minutes From October 16, 2019 Meeting—UCR Operations Manager**

For Discussion and Possible Action

- Minutes from the October 16, 2019 Education and Training Subcommittee meeting will be reviewed. The Subcommittee will consider action to approve.

#### **V. Review of Project Goals—UCR Education Manager**

The UCR Education Manager will lead a discussion covering the following topics:

- i. Creation of education and training modules and setting their priority. Initial training modules; Enforcement (specifically new entrant audit training, inspection training, and compliance review), UCR Overview (or UCR 101), National Registration System (NRS), and New Carriers
- ii. Discuss intended audience, intention of training modules (including objectives and desired outcomes), and determination of how to quantify success and obtain consensus on key performance indicators (metrics)

**VI. Discussion of Learning Format—UCR Technology Director**

The UCR Technology Director will discuss with the Subcommittee format options for education modules:

- i. Webinars
- ii. Live trainings
- iii. Voice synced with PowerPoint slides
- iv. Recorded live-action/voice overs
- v. Other potential formats.

**VII. Content Development—UCR Education Manager**

The UCR Education Manager will lead a discussion to identify key topics for each of the following proposed education/training modules:

- i. Enforcement
- ii. UCR Overview Module (working title: UCR 101)

**iii. National Registration System  
iv. New Carriers****VIII. Review Results of Needs Assessment Survey—UCR Education Manager**

The UCR Education Manager will review results from the recent needs-assessment survey and lead a discussion about the findings.

**IX. Review Action Items—UCR Operations Manager**

The UCR Operations Manager will review proposed next steps and seek consensus from the Subcommittee.

**X. Other Business—Subcommittee Chair**

The Subcommittee Chair will call for any other items the committee members would like to discuss.

**XI. Adjournment—Subcommittee Chair**

Subcommittee Chair will adjourn the meeting.

This agenda will be available no later than 5:00 p.m. Eastern daylight time, January 7, 2020 at: <https://ucrplan.org>.

**CONTACT PERSON FOR MORE INFORMATION:**

Elizabeth Leaman, Chair, Unified Carrier Registration Plan Board of Directors, (617) 305-3783, [eleaman@board.ucr.gov](mailto:eleaman@board.ucr.gov).

**Alex B. Leath,**

*Chief Legal Officer, Unified Carrier Registration Plan.*

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