

The US Coast Guard Finance Center (FINCEN) takes the security and protection of each submitters' invoice seriously. Beginning October 2016, the Coast Guard Financial Center is employing contractor personnel in assisting with Transportation Security Administration (TSA) Commercial invoice processing. The Coast Guard has a non-disclosure agreement with the support contractor that requires them to take all reasonable steps to protect the information against any unauthorized release or disclosure and prohibits support contractor personnel from using or releasing any submitted information. The terms and conditions of the contract also advises the support contractor that a breach of its obligations or restrictions may subject the contractor to criminal, civil, administrative, and contractual actions in law and equity for penalties, damages, and other appropriate remedies by the United States and civil actions for damages and other appropriate remedies by the party submitting the data. The support contractor also will ensure that its employees are subject to internal use and non-disclosure obligations prior to access to or use of any of the submitters' data. The invoices submitted will only be accessed and used for the sole purpose of assisting the US Coast Guard FINCEN processing invoices for payments. All submitted information is securely processed and maintained within the USCG Financial System.

With these significant protections in place, if a submitter has concerns about FINCEN's use of support contractors assisting FINCEN in processing invoices, alternatives are available to process the invoices. Please contact FINCEN's Customer Service at (757) 523-6940 or e-mail: FIN-SMB-Customerservice@uscg.mil for alternative processes. Unless a submitter notifies FINCEN of its concerns in writing within 5 business days of the submission of the invoice, the Coast Guard will consider this as consent and acknowledgement of the use of support contractor personnel to assist in processing invoices.