

**Supporting Statement  
For  
Proceedings of the Marine Safety and Security Council,  
the Coast Guard Journal of Safety and Security at Sea  
online subscription request form**

**A. Justification**

**1. Explain the circumstances that make the collection of information necessary.**

As per the Code of Federal Regulations, Title 33--Navigation and Navigable Waters, Chapter I-Coast Guard, Department of Homeland Security Part 1—General Provisions § 1.05–5 Marine Safety and Security Council. The Marine Safety and Security Council, composed of senior Coast Guard officials, acts as policy advisor to the Commandant and is the focal point of the Coast Guard regulatory system. The Marine Safety and Security Council provides oversight, review, and guidance for all Coast Guard regulatory activity. [CGD 95–057, 60 FR 34148, June 30, 1995, as amended by USCG–2003–15404, 68 FR 37740, June 25, 2003]

*Proceedings of the Marine Safety and Security Council, the Coast Guard Journal of Safety and Security at Sea, (Proceedings)* is printed under the auspices of the U.S. Coast Guard Marine Safety and Security Council. *Proceedings* is a free, quarterly U.S. Coast Guard publication, in print since 1944. As determined by the Marine Safety and Security Council, the principal objective of *Proceedings of the Marine Safety and Security Council, the Coast Guard Journal of Safety and Security at Sea*, is to inform the maritime industry it serves about the Coast Guard’s operations and marine safety, security, and environmental protection policies, regulations, and program goals.

In support of the U.S. Coast Guard Marine Safety and Security Council and as a service to its potential subscribers, *Proceedings of the Marine Safety and Security Council, the Coast Guard Journal of Safety and Security at Sea*, seeks to add an online subscription request form to its website.

**2. Indicate how, by whom, how frequently, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.**

As mentioned, the principal objective of *Proceedings of the Marine Safety and Security Council, the Coast Guard Journal of Safety and Security at Sea*, is to inform the maritime industry it serves about the Coast Guard’s operations and marine safety, security, and environmental protection policies, regulations, and program goals. *Proceedings* seeks to add a subscription request form to its website, (see CG-5608) thereby making this information available to a wide audience within the maritime industry or to anyone in the general public who would benefit from this information.

This form would be available to potential subscribers 24 hours a day, 7 days a week. *Proceedings of the Marine Safety and Security Council, the Coast Guard Journal of Safety and Security at Sea*, intends to use the information for the stated purpose—to add names (by request) to its subscription database. *Proceedings of the Marine Safety and Security Council, the Coast Guard Journal of Safety and Security at Sea*, does not share the information in our database with any individual or group (see Privacy Act statement) and all requests are destroyed, once the information is added to our database.

**3. Describe the use of any improved information technology to reduce the burden and any technical or legal obstacles to reducing the burden.**

Having access to an online subscription request form would reduce the burden of subscribing to *Proceedings of the Marine Safety and Security Council, the Coast Guard Journal of Safety and Security at Sea* at their convenience, without the burden of writing to request a subscription, mailing this request, and awaiting a reply.

**4. Describe the efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purpose(s) described in A.2.**

Staff of *Proceedings of the Marine Safety and Security Council, the Coast Guard Journal of Safety and Security at Sea* currently updates its subscription database when in receipt of written subscription requests. Adding the flexibility of an online subscription request form would not duplicate any effort, but would tend to streamline the process. *Proceedings* would receive subscription requests much quicker than via the mail. Since, by virtue of the media, all requests would be “typewritten,” this would eliminate the effort of deciphering an individual’s handwriting.

**5. If the collection of information involves small businesses or other small entities, describe the methods used to minimize burden.**

Having access to an online subscription request form would reduce the burden of subscribing to of *Proceedings of the Marine Safety and Security Council, the Coast Guard Journal of Safety and Security at Sea*. Potential subscribers would be able to request *Proceedings* at their convenience, without the burden of writing to request a subscription, mailing the request, and awaiting a reply.

**6. Describe the consequence to Federal program or policy activity if collections were conducted less frequently.**

Although *Proceedings of the Marine Safety and Security Council, the Coast Guard Journal of Safety and Security at Sea* is published quarterly, there is every chance that potential subscribers could miss the “cut-off” date to subscribe to a particular issue due to the delay associated with writing and mailing a subscription request.

**7. Explain any special circumstances that would cause an information collection to be conducted in a manner inconsistent with the guidelines.**

Information would be collected in a manner that is consistent with the guidelines in 5 CFR 1320.5(d)(2).

**8. Describe the efforts to consult with persons outside the agency concerning this information collection.**

A 60-day Notice was published in the Federal Register to obtain public comment on this collection. (See[USCG-2208-0052], March 7, 2008, 73FR 12456) The USCG has not received any comment on this information collection.

**9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.**

USCG does not provide payments or gifts to respondents in exchange for a benefit sought.

**10. Describe any assurance of confidentiality provided to respondents.**

There are no assurances of confidentiality provided to the respondents for this information collection

**11. Provide additional justification for any questions of a sensitive nature.**

There are no questions of sensitive nature.

**12. Provide estimates of the hour burden of the collection of information.**

It takes the U.S. Coast Guard *Proceedings* staff an average of 5 minutes to enter each hand-written subscription request into the database and produce and mail a hard copy confirmation letter to each subscriber. This work is performed by a contractor documentation specialist I. This work is billed at \$34.81 per hour. This task will take no longer than 415 hours annually. Annually, this is \$14,198.

The break is as follows:

Total number of annual respondents:	19,181
Total number of annual responses:	5,000
Number of hours to complete 1 response:	0.083 (5 min * (1/60) hr = 0.083 hrs)
Total annual burden hours:	415 (5,000 * 0.083)
Total annual cost:	\$14,198.00

**13. Provide an estimate of annualized capital and start-up costs.**

There are no record keeping, capital, start-up or maintenance costs associated with this information collection.

**14. Provide estimates of annualized cost to the Federal Government.**

There is no cost to the federal government for this information collection.

**15. Explain the reason for change in burden, including the need for any increase.**

There is no need for any increase.

**16. For collections of information whose results are planned to be published for statistical use, outline plans for tabulation, statistical analysis, and publication.**

This information collection will not be published for statistical purposes.

**17. If seeking to not display the expiration date for OMB approval of the information collection explain the reasons.**

USCG will display the expiration date for OMB approval of this collection.

**18. Explain each exception.**

USCG does not request an exception to the certification of this information collection.

**B. Collection of Information Employing Statistical Methods:**

This information collection does not employ statistical methods.