

SUPPORTING STATEMENT

Continuous Discharge Book, Merchant Mariner Application, Physical Examination Report, Sea Service Report, Chemical Testing Form, and Entry Level Physical Examination Report

Agency Form #: CG-719A, CG-719B, CG-719K, CG-719S, CG-719P, and CG-719K/E

OMB #: 1625-0040

A. JUSTIFICATION

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

Title 46, United States Code, 7302(b) mandates that the Coast Guard may issue a Continuous Discharge Book (CG Form 719A) upon request from an individual. Title 46, Code of Federal Regulations (46 CFR), parts 10.225 (b)(1), 10.227(d)(1), 10.231(c) (1) and 12.02-9(a) mandates that each applicant for a license, certificate of registry or merchant mariner document shall make written application on a Coast Guard furnished form (CG Form 719B). 46 CFR parts 10.225 (b)(7) and 10.227 (d)(4) mandates that each applicant for a license or merchant mariner document must present a completed Coast Guard physical examination report (CG Form 719K) executed by the physician. 46 CFR part 11.211(a) mandates criteria (CG Form 719s) for documenting sea service on vessels of less than 200 gross registered tons. 46 CFR parts 10.225(b)(5) and 10.227 (d)(5) mandates that each applicant must produce evidence (CG Form 719P) of having passed a chemical test for dangerous drugs. 46 CFR part 12.25-20 and 10.215 requires entry-level merchant mariner document applicants to provide a statement from a qualified practitioner attesting to the applicant's medical fitness to perform the functions for which the document is issued.

2. Indicate how, by whom, how frequently, and for what purposes the information is to be used and the consequence to the Federal program or policy activities if the collection of information was not conducted.

The Coast Guard will evaluate this collected information against applicable statutes, regulations and policies solely for the purposes of determining eligibility for issuance of a merchant mariner credential(s), i.e. license, certificate of registry or merchant mariner document. This evaluation is performed on occasion, meaning as submitted by the applicant when he or she applies for a Coast Guard credential. Per the regulation, the Coast Guard needs this information to process applications only from, and issue credentials only to, applicants who can prove they are who they claim to be, and whose backgrounds can be verified to make sure they meet security and safety related requirements. This information assists the Coast Guard in its effort to help secure U.S. ports, waterways, marine infrastructure, and marine-related commercial activities, including international trade, by protecting the licensing and COR process from abuse.

3. Describe whether the collection of information involves the use of automated collection techniques.

The Coast Guard does accept electronic submission of certain documents, signed scanned documents through electronic mail or facsimile, to expedite the applicants processing time. Issues pertaining to required third-party signatures, such as physicians and medical review officers, remain unresolved with respect to electronic submission on line, but efforts to collect certain portions of this information electronically, such as the CG-719B application, are being considered and researched.

4. Describe efforts to identify duplication.

As the requirements for a Coast Guard merchant mariner credential are unique and very specific, no duplication of information collected is known. These are the only records available that specifically address the requirements for issuance of a Coast Guard merchant mariner credential. No other Federal, State, or Local agencies collect this information.

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

The information collection does not impact small businesses.

6. Describe the consequences to the Federal program or policy activities if the collection were not conducted or conducted less frequently.

The Coast Guard is mandated by law to issue licenses, certificates of registry, and merchant mariner documents to individuals found qualified as to age, character, habits of life, experience, professional qualifications, and physical fitness. Without the ability to collect this information, the Coast Guard would be unable to adhere to statutory and regulatory requirements.

7. Explain any special circumstances.

This information collection is conducted in manner consistent with the guidelines in 5CFR 1320.5(d)(2).

8. Federal Register of the agency's notice soliciting comments on the information collection prior to submission to OMB. Describe efforts to consult with persons outside the agency.

The Coast Guard maintains open lines of communication with the maritime community through its merchant mariner credentialing offices. Early during the previous-approved period, the Coast Guard collected surveys directly from applicants regarding the then new reports to ensure that the changes made were acceptable. As the mariner-licensing

program in whole is in process of restructuring, the Coast Guard will continue to consult with the maritime community regarding information collected.

A 60-day and 3-day Notices were published in the Federal Register to obtain public comment on this collection. (See [USCG-2008-0929], September 23, 2008, 73 FR 54843; and, March 4, 2009, 74 FR 9421). The USCG has not received any comments on this information collection.

9. Explain any decision to provide any payment or gift to respondents.

There is no offer of monetary or material value for this information collection.

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

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.

In FY 2007 65,299 applications (CG-719B forms) were received and processed. This is a good representation of an average year of application. An application itself takes approximately 10 minutes (= 0.167 hours) to complete, and may be hand carried or mailed to a Regional Examination Center (REC) for processing. The total hour burden based on FY 07 numbers will be approximately 10883 hours.

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| Total Application (TA): | 65,299 |
| Time to complete 1 application (TC): | 0.167 hours per application |
| Total Burden hours: (TA X TC) | 10,8333 hours |

13. Provide estimates of the total annual cost burden to respondents.

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 annual cost to the Federal Government.

15. Explain reasons for any program changes.

There are no program changes.

16. For collection of information whose results will be published.

This information collection will not be published for statistical purpose.

17. If seeking approval to not display the expiration date for OMB approval
USCG will display the expiration date for OMB approval of this information collection

18. Explain each exception to the certification statement identified in “Certification for Paperwork Reduction Act Submission”.

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