

**USCG Academy Application and Supplemental Forms
Supporting Statement
for
1625-0004**

A. Justification

1. Explain circumstances that make collection of information necessary.

The appointment of permanent commissioned officers in the regular Coast Guard from the United States Coast Guard Academy (USCGA) is authorized by 14 USC 211. The authority to operate the USCGA is contained in 14 USC 181. The regulation and administration of the USCGA is the responsibility of the Superintendent, subject to the direction of the Commandant of the Coast Guard under the general supervision of the Secretary of Homeland Security. One of the Superintendent's responsibilities is to ensure that qualified individuals from the public at large have every opportunity to compete for a cadet appointment. The USCGA Application and Supplemental Forms (High School or College Transcript, English Instructor Evaluation, Math Instructor Evaluation, Coach or P.E. Instructor Evaluation, and Physical Fitness Examination Scoring Form) ensure the collection of information necessary to select the best applicants.

2. Indicate how, by whom, how frequently, and for what purpose information is to be used.

These forms enable men and women between 17 and 22 years old to apply for an appointment as Cadet, U.S. Coast Guard at the USCGA. Application is made yearly from September to April and is available to the general public through the USCGA website at www.uscga.edu. Without this application, the public would have no method of applying for an appointment to the USCGA since information collected from these forms is not available through any other source.

Successful respondents who meet all the application and selection criteria receive an appointment as Cadet, U.S. Coast Guard and orders to attend the USCGA for four years. Cadets attend the USCGA with appropriate military pay/benefits and at no further financial burden to them. They are obligated to serve in the Coast Guard for five years upon graduation from the USCGA.

3. Describe whether, and to what extent the collection of information involves the use of automated or other collection techniques.

The USCGA application and supplemental forms (except for the High School or College Transcript) are completed online by the applicant and downloaded by the USCGA. Data from the application is imported directly into our applicant database, eliminating the need for scanning or manual entry. The application is also printed for board review and storage.

The USCGA supplemental forms (except for the High School or College Transcript) are completed online by various school officials and downloaded by the USCGA. At this time, the High School or College Transcript request form cannot be made electronic because a certified/original transcript must be mailed to the USCGA from the high school or college. The receipt of these forms, and a limited amount of data from them, is manually entered into our applicant database.

4. Describe efforts to identify duplication.

This information is not available from any source except the individual, their high school, and individual academic instructors. Additionally, the USCGA is the only entity authorized to obtain this information from the public for admissions selection to the USCGA. The application is designed for efficient operation and reduces the amount of information (e.g., Name, SSN) that must be entered repeatedly.

5. Does collection of information impact small businesses?

This information collection does not have an impact on small businesses or other small entities.

6. Describe the consequences to Federal program or policy activities if collection is not conducted.

If the USCGA were not allowed to collect this information it could no longer receive applications or review applicants for cadet appointments. The USCGA would be unable to enroll new classes and the Coast Guard's officer corps would be dangerously reduced.

7. Explain any special circumstances that would cause an information collection to be conducted in a manner.

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

8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, soliciting comments on the information collection.

A 60-day Notice was published in the *Federal Register* to obtain public comment on this collection (see [USCG-2011-0902]; October 7, 2011; 76 FR 62426). Additionally, a 30-day Notice was published in the *Federal Register* to obtain public comment on this collection (December 16, 2011; 76 FR 78286). The Coast Guard 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.

The information obtained from the USCGA application and supplemental forms falls under the Privacy Act/Freedom of Information Regulations; applicants are informed of this in writing.

This information collection is covered by a Privacy Impact Assessment (PIA) and System of Records Notice (SORN).

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- Privacy Impact Assessment for the United States Coast Guard Academy Information System (ACADIS) dated January 26, 2010 (copy submitted with request).
- Privacy Act of 1974; United States Coast Guard--014 Military Pay and Personnel System of Records Notice (DHS/USCG-014) [December 19, 2008; Docket No. DHS-2008-0108; Federal Register Vol. 73, No. 235, Pages 77743-77747] (copy submitted with request).
- Privacy Act of 1974; United States Coast Guard--027 Recruiting Files System of Records Notice (DHS/USCG-027) [August 10, 2011; Docket No. DHS-2011-0062; Federal Register Vol. 76, No. 154, Pages 49494-49497] (copy submitted with request).

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

There are no questions of sensitive language.

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

Number of respondents, frequency, hour burden as follows:

Online Application (OA)	0.50 hrs x 4500 = 2250
High School Transcript (HST)	0.30 hrs x 2000 = 600
College Transcript (CT)	0.30 hrs x 500 = 150
English Instructor Eval (EIE)	0.25 hrs x 2500 = 625
Math Instructor Eval (MIE)	0.25 hrs x 2500 = 625
Coach/PE Instructor Eval (PE)	0.25 hrs x 2500 = 625
Physical Fitness Exam (PFE)	0.75 hrs x 2500 = <u>1875</u>
Total number of hours = 6750	

Cost figured at \$5.00 per hour per student and \$25.00 per hour per teacher filling out forms on personal time.

OA	(0.50 hrs x \$5.00) x 4500 = \$ 11,250
HST	(0.05 hrs x \$5.00 + 0.25 hrs x \$25.00) x 2000 = \$ 13,000
CT	(0.05 hrs x \$5.00 + 0.25 hrs x \$25.00) x 500 = \$ 3,250
EIE	(0.05 hrs x \$5.00 + 0.20 hrs x \$25.00) x 2500 = \$ 13,125
MIE	(0.05 hrs x \$5.00 + 0.20 hrs x \$25.00) x 2500 = \$ 13,125
PE	(0.05 hrs x \$5.00 + 0.20 hrs x \$25.00) x 2500 = \$ 13,125
PFE	(0.75 hrs x \$5.00 + 0.75 hrs x \$25.00) x 2500 = <u>\$ 56,250</u>
Total hours value = \$123,125	

Note: Approximately 4,500 respondents begin the application process annually by completing the online application, but only 2,500 will complete the application process by submitting all required supplemental forms. These forms can only be submitted after the online application.

13. Provide an estimate of the total annual cost burden to respondents or record keepers.

Postage, Envelopes, and Printing (HST or CT) = \$1.00 x 2500 = \$2,500

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

Development/Management of online application by contractor =	\$25,000
USCGA staff members to input/transfer data = 2 x \$14.00/hr x 400 hrs =	\$11,200

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Printing of application for review/storage = 36,000 sheets x \$0.01/sheet = \$ 360

Total Cost = \$36,560

15. Explain the reasons for any changes or adjustments reported in items 13 or 14.

There is no change to the information being collected from respondents. The use of e-forms, which the respondents are not required to print or return via mail to the USCGA, is a change which has decreased the total annual cost burden to respondents and record keepers. The use of e-forms has also allowed the annualized cost to the USCGA to remain unchanged.

While the use of e-forms has not reduced the hour burden for respondents completing the EIE, MIE, or PE forms, respondents have reported a reduced hour burden for completion of the OA. In addition, respondents have reported a reduced hour burden for completion of the PFE.

This submission does indicate an Agency Estimate increase as it relates to the Annual Cost Burden(\$), the Annual Cost Burden was not captured in the previous collection package.

Overall, this collection of forms is easier for the respondents to complete and record keepers to process compared to the previous collection due to the technology employed within the e-forms.

16. Outline plans for tabulation and publication.

This information collection will not be published for statistical purposes.

17. If seeking approval 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 information collection.

18. Explain each exception to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submissions," of OMB Form 83-I.

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