

**SUPPORTING STATEMENT FOR
USCG ACADEMY INTRODUCTION MISSION PROGRAM
APPLICATION & SUPPLEMENTAL FORMS
OMB Control No.: 1625-NEW**

A. Justification

1. Explain circumstances that make collection of information necessary.

The authority to operate the United States Coast Guard Academy (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 eligible individuals from the public at large have every opportunity to visit and learn about the USCGA. The Academy Introduction Mission (AIM) Program is a one-week summer orientation which allows select rising high school seniors to experience cadet life at USCGA. The USCG AIM Program Application and Supplemental Forms (High School Transcript; Personal Reference Form) ensure the collection of information necessary to select the best applicants for the AIM Program.

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

This application and supplemental forms will enable rising high school seniors between 16 and 21 years old to apply for the AIM Program. The application will be made available annually from February 1st to April 1st to the general public through the USCGA website at www.uscga.edu/AIM. Without this application, the public will have no method of applying to attend the AIM Program since information collected from these forms is not available through any other source.

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

The USCG AIM Program application will be web-based and completed online by the applicant. Data from the application will be reviewed online by USCGA and not downloaded/imported to local servers. The USCG AIM Program supplemental forms will also be web-based and completed online by the applicant's recommenders. Data from the supplemental forms will be reviewed online by USCGA and not downloaded/imported to local servers.

4. Describe efforts to identify duplication.

This information is not available from any source except the individual and their recommenders. Additionally, the USCGA is the only entity authorized to obtain this information from the public for the purpose of enrollment in the AIM Program. The application has been designed for efficient operation, reducing the amount of information (e.g., Name, E-Mail Address) that must be entered repeatedly. The supplemental forms will be pre-populated with data provided on the application.

5. Does collection of information impact small businesses?

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

1625-NEW

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

This will be a one-time collection for each applicant interested in attending the AIM Program. If the USCGA is not allowed to collect this information, it cannot evaluate and select students to attend the AIM Program.

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

There are no special circumstances. This information collection will be conducted in a 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 (01/17/2013; 78 FR 3906). Additionally, a 30-day Notice was published in the *Federal Register* to obtain public comment on this collection (04/17/2013; 78 FR 22894). 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 will be no offer of monetary or material value to respondents 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 USCG AIM Program application and supplemental forms will fall under the Privacy Act/Freedom of Information Regulations; applicants will be informed of this in writing. This information collection is covered by a Privacy Impact Assessment (PIA) and System of Records Notice (SORN).

- 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.

Applicants will be asked to provide short answers (one paragraph in length) to the following questions to ensure compliance with current Coast Guard and USCGA accession policies:

Have you ever been detained, arrested, summoned into court or participated in a diversion or probation program? If yes, please briefly explain.

1625-NEW

Criminal history may prohibit an applicant from attending the USCGA based on the Coast Guard Personnel Manual, so this question is necessary to confirm eligibility and learn more about the applicant's background before they attend the AIM Program.

Do you have any tattoos, brandings, or body piercings? If yes, please briefly describe.

Some tattoos, brandings, or body piercings, depending upon location and subject, may prohibit an applicant from attending the USCGA based on the Coast Guard Personnel Manual, so this question is necessary to confirm eligibility before they attend the AIM Program.

Will you or did you receive any special accommodations - such as extended or unlimited time - when taking the SAT Reasoning or ACT exam? If yes, please briefly explain.

The USCGA requires at least one set of SAT Reasoning or ACT scores from an exam administered without any special accommodations based on the USCGA Applicant Handbook, so this question is necessary to confirm eligibility and determine the applicant's academic readiness to succeed at the USCGA before they attend the AIM Program.

Are you currently taking medication for ADHD, asthma, or diabetes?

Is your vision in either eye not correctable to 20/20 or are you colorblind?

Do you have any allergies that have resulted in respiratory problems or have you ever passed out or had severe chest pain from exercising?

Have you had knee or shoulder surgery in the past three years?

Some medical conditions, these questions cover the most common disqualifying conditions, may prohibit an applicant from attending the USCGA based on the Coast Guard Medical Manual, so these questions are necessary to confirm eligibility before they attend the AIM Program.

Answers to these eligibility questions will not prohibit an applicant from applying, but may place their application in a "Hold" status pending the receipt of additional information verifying their eligibility to attend the USCGA. Applicants are not eligible to attend the AIM Program unless they are eligible to attend the USCGA.

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

Number of respondents, frequency, hour burden as follows:

Online Application (OA)	3.00 hrs x 2000 = 6000
High School Transcript (HST)	1.25 hrs x 1500 = 1875
Personal Reference (PR)	0.75 hrs x 1500 = <u>1125</u>
Total number of hours = 9000	

Cost figured at \$7.25 per hour per student and \$25.00 per hour per teacher filling out forms on personal time.

OA	(3.00 hrs x \$7.25) x 2000 = \$ 43,500.00
HST	(1.25 hrs x \$25.00) x 1500 = \$ 46,875.00
PR	(0.75 hrs x \$25.00) x 1500 = <u>\$ 28,125.00</u>
Total hours value = \$118,500.00	

1625-NEW

Approximately 2,000 applicants are expected to submit the online application annually, but only 1,500 students are expected to complete the application process by having recommenders complete the supplemental forms. Supplemental forms can only be submitted after the applicant completes the online application.

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

There will be no cost burden to respondents associated with this collection of information. There will be no capital or start-up costs for record keepers associated with this collection of information.

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

Development/Management of online application by contractor =	\$15,000
USCGA faculty/staff members to review data = 1 x \$50/hr x 500 hrs =	<u>\$25,000</u>
Total Cost =	\$40,000

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

This is a new collection of information.

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.

The expiration date for OMB approval of this information collection will be displayed on both the log-in screen for the OA (for applicants) and on the instructions screen for the recommendation system (for recommenders) for review prior to any information being provided to the USCGA.

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.