

**Supporting Statement
For
Coast Guard Exchange System Scholarship Application**

A. Justification.

1) Circumstances that make the collection of information necessary.

Recognizing the value of education and the benefits it brings to the Coast Guard family, the Coast Guard Exchange System (CGES) Scholarship Program was established to provide additional financial resources to dependent children of Coast Guard personnel. The collection of the information on the scholarship application is necessary to verify the applicant's eligibility and evaluate their academic achievements and accomplishments as well as participation and leadership in school oriented and community volunteer activities.

Statute 5 USC §301 grants the USCG with the authority to collect this information. The Statute states that the head of a military department may prescribe regulations for the government of his department, the conduct of its employees, the distribution and performance of its business, and the custody, use, and preservation of its records, papers, and property. The USCG does this through Commandant Instruction (COMDTINST). COMDTINST 1780.1 (series) is the specific USCG regulation for collection of this information.

2) By whom, how and for what purpose the information is to be used.

CGES Scholarship applications will be completed by Coast Guard dependents manually or electronically. All personally identifiable identification will be redacted before the applications are submitted to the Scholarship committee for review. Scholarship applications are ranked by each Committee member based upon the information provided on and with the form and include the following factors: S.A.T. and/or A.C.T. scores; grade point average; participation in extracurricular activities; demonstrated leadership qualities; personal accomplishments and interests; the applicant's essay and letters of recommendation.

3) Considerations for the use of improved information technology.

This form will be available electronically and may be emailed, faxed or sent via US mail.

4) Efforts to identify duplication. Why similar information cannot be used.

The information requested by this application, such as GPA and SAT score is unique to each individual and is not collected by other Coast Guard applications.

5) Methods to minimize the burdens to small business if involved.

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

6) Consequences to the Federal program if collection were not done or conducted less frequently.

This information cannot be collected less frequently. The information collected is necessary to verify eligibility and evaluate and rank scholarship applicants in order to award annual scholarships. The Scholarship program provides for awards to be made on an annual basis. Failure to collect information annually would nullify the program.

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

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

8) Consultation.

A 60-day Notice and 30-day Notice were published in the *Federal Register* to obtain public comment on this collection. (See USCG-2012-0029: February 7, 2012; 77 FR 6132; April 16, 2012 77 FR 22582). The USCG has not received any comments on this information.

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

The CGES Scholarship Program will award scholarships to the top three ranking respondents only. No other payment or gifts are provided.

10) Describe any assurance of confidentiality provided to respondents.

No additional assurance of confidentiality is provided with this information collection. Any and all information obtained in this collection shall not be disclosed except in accordance with 5 U.S.C.552a.

This information collection is covered by DHS/USCG-018 Exchange System and Morale Well-Being and Recreation System of Records Notice (SORN). A copy has been submitted with this request.<http://www.gpo.gov/fdsys/pkg/FR-2008-12-19/html/E8-29783.htm>

- Privacy Act of 1974; United States Coast Guard—018 Exchange System and Morale Well-Being and Recreation System Files System of Records

11) Additional justification for any questions of a sensitive nature.

There are no questions of a sensitive nature on the form.

12) Estimates of reporting and recordkeeping hour and cost burdens of the collection of information.

Annual Burden of Collection of Information

Requirement	Respondents	Responses	Burden (hours)	Hourly Rate (dollars)	Burden (dollars)
Scholarship Application	30	30	120	\$8	\$960

The Coast Guard estimates that applicants will spend approximately three hours completing the application and that 30 students a year will apply at the median hourly earnings of \$8 per hour.¹ The cost burden is estimated to be \$720 = 30 applications x 3 hour x \$ 8 per hour. The number of applicants is based on CGES Scholarship historical data

13) Estimates of annualized capital and start-up costs.

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

14) Estimates of annualized Federal Government Costs.

It is expected that, on average it will take a Coast Guard analyst (NF-4, at \$30/hour) .25 hours to review each submission. Therefore, the annual hour burden is 7.5 hours (30 submissions x .25 hours/submission). The annual cost burden is \$225.

15) Explain the reasons for any program changes or adjustments reported in items 13 or 14 of the OBM form 83-I.

This is a new form for an old information collection. The collection ceased upon discovering the violation of PRA and the scholarship program has been put on hold for two years during the collection approval process.

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 is not for statistical use nor will it be published.

17) Approval to not display expiration date.

N/A.

18) Explain each exception to the certification statement.

The Coast Guard 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.

¹ The hourly wage rate is based on the Department of Labor, Bureau of Labor Statistics, Report 1031, *Highlights of Women's Earnings in 2010*, (Table 9, Median Hourly Earnings of Wage and Salary Workers Paid Hourly Rates by Selected Characteristics).