

**SUPPORTING STATEMENT  
FOR  
USCG ACADEMY APPLICATION &  
SUPPLEMENTAL FORMS**

**OMB Control No.: 1625-0004  
Collection Instruments: Instruction,  
Application: CGA-14, CGA-14A, CGA-14B, CGA-14D**

**A. Justification**

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

The appointment of permanent commissioned officers in the regular United States Coast Guard (USCG) 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 USCG 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, 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.**

This application and supplemental forms enable men and women between 17 and 22 years old to apply for an appointment as Cadet, USCG at the USCGA. The application is traditionally made available annually from August 1st to February 1st to the general public through the USCGA Admissions website at [www.uscga.edu/apply](http://www.uscga.edu/apply). 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, USCG 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 USCG 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.**

This application is web-based and completed online by the applicant. Data from the application will be reviewed online by USCGA, but may be printed for future review and archive storage.

These supplemental forms are web-based and completed online by the applicant's school counselor and recommenders. Data from these supplemental forms will be reviewed online by USCGA, but may be printed for future review and archive storage.

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**4. Describe efforts to identify duplication.**

This information is not available from any source except the applicant, their school counselor, and individual recommenders. 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, reducing the amount of information (e.g., Name, E-Mail Address) that must be entered repeatedly. The supplemental forms are pre-populated with data provided within the application.

**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 USCG's officer corps would be dangerously reduced.

**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 is 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 (See [USCG-2015-0468], July 17, 2015, 80 FR 42510) and 30-Day Notice (January 13, 2016, 81 FR 1635) were published in the Federal Register to obtain public comment on this collection. 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 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 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).

- 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;

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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 are asked to provide short answers (one paragraph in length) to the following questions to ensure compliance with current USCG 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.

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.

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.

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.

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 asked to provide personal statements (one page in length) to the following prompts to learn more about their background and unique life experiences:

The Coast Guard Academy's mission is to develop leaders of character. Describe examples of your leadership experience from the past three years in which you have significantly influenced others, helped resolve disputes, or contributed to group efforts over time.

Leadership training is paramount in the education of future Coast Guard officers at the USCGA, so past leadership experience or exposure may make an applicant more competitive for appointment.

Describe your experience facing or witnessing discrimination or unfair treatment. Tell us how you responded, what you learned from those experiences, and how you believe they prepared you to contribute to the Coast Guard Academy community.

Respect is one of the USCG's and USCGA's core values, so applicants who have been exposed to and matured from issues in this arena may be more competitive for appointment. The USCGA believes an applicant's reaction to facing or witnessing discrimination or unfair treatment is one of the best indicators to determine an applicant's ability to respect others and contribute to the climate of inclusion present at the USCGA.

These topics are very similar to essay questions that the other service academies and civilian colleges ask their applicants to determine fit for their individual institutions; these personal statements assist the USCGA in selecting the most qualified applicants for appointment. Applicants are informed in writing that information submitted in their application, including their personal statements, is protected under the Privacy Act.

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

*Number of respondents, frequency, hour burden as follows:*

Online Application (OA)	4.00 hrs x 2500 = 10000
High School Transcript (HST)	1.30 hrs x 2000 = 2600
College Transcript (CT)	0.30 hrs x 500 = 150
English Instructor Eval (EIE)	1.25 hrs x 2000 = 2500
Math Instructor Eval (MIE)	1.25 hrs x 2000 = 2500
Physical Fitness Exam (PFE)	2.00 hrs x 2000 = <u>4000</u>
Total number of hours = 21750	

*Cost figured at \$7.25 per hour (U.S. Federal Minimum Wage) per student and \$25.00 per hour (U.S. Bureau of Labor Statistics Average Hourly Earnings-Education) per teacher filling out forms on personal time.*

OA	(4.00 hrs x \$7.25) x 2500 = \$ 72,500.00
HST	(0.05 hrs x \$7.25 + 1.25 hrs x \$25.00) x 2000 = \$ 63,225.00
CT	(0.05 hrs x \$7.25 + 0.25 hrs x \$25.00) x 500 = \$ 3,306.25
EIE	(0.05 hrs x \$7.25 + 1.20 hrs x \$25.00) x 2000 = \$ 60,725.00
MIE	(0.05 hrs x \$7.25 + 1.20 hrs x \$25.00) x 2000 = \$ 60,725.00
PFE	(1.00 hrs x \$7.25 + 1.00 hrs x \$25.00) x 2000 = <u>\$ 64,500.00</u>
Total hours value = \$324,981.25	

Note: Based on historical USCGA application data, approximately 2,500 respondents submit the online application annually, but only 2,000 will complete the application process by having recommenders complete all required supplemental forms.

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

There is no cost burden to respondents or record keepers associated with this collection of information.

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

*Cost figured at \$14.00 per hour (General Schedule Pay Tables) per USCGA Admissions staff member and \$47.00 per hour (U.S. Military Pay Tables) per USCGA faculty/staff member.*

Development/Management of online application by contractor =	\$25,000
USCGA Admissions staff to prepare/validate data = 2 x \$14.00/hr x 400 hrs =	\$11,200
USCGA faculty/staff members to review data = 2 x \$47.00/hr x 1000 hrs =	<u>\$94,000</u>
Total Cost =	\$130,200

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

The change (i.e., decrease) in burden is a PROGRAM CHANGE.

The decrease in burden hours is due to the discontinuation of CGA-14C, Coach/Physical Education Instructor Evaluation form.

The decrease in burden cost is due to exclusive use of e-forms for online submission of all supplemental forms, so no information is required to be submitted via U.S. mail.

Updates are provided for cost burden associated with this collection of information.

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 and online review of all applicants and supplemental forms by USCGA.

**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 containing the supplemental forms (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.

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

This information collection does not employ statistical methods.