

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

**OMB CONTROL NO.: 1625-0119
COLLECTION INSTRUMENTS: CG-5687 and Instruction**

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 (CGX) 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.

14 USC §531 authorizes the Commandant of USCG with the authority to collect information. The Statute states that the Commandant is authorized to establish an office for the purpose of developing, promulgating, and coordinating policies, and activities related to the families of Coast Guard members. 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 on the <http://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Community-Services-Command-CSC/MWR/CGX-Scholarship-Program/> website 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 transcripts, GPA, and SAT/ACT scores 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 (See [USCG-2016-0598], December 27, 2016, 81 FR 95154) and 30-Day Notice (October 19, 2017, 82 FR 48720) 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 for this information collection.

10) Describe any assurance of confidentiality provided to respondents.

There are no assurances of confidentiality provided to the respondents for this information collection. This information collection request is covered by the Direct Access (PIA) November 9, 2016. This information collection request is also covered by the Military Pay and Personnel (October 28, 2011), and Exchange System and Morale Well-Being and Recreation System Files System of Records Notices (10/31/2014) (SORNs). Links to the aforementioned PIAs and SORNs are provided below:

- <https://www.dhs.gov/sites/default/files/publications/privacy-pia-uscg-direct%20access-november2016.pdf>
- <https://www.gpo.gov/fdsys/pkg/FR-2011-10-28/html/2011-27881.htm>
- <https://www.gpo.gov/fdsys/pkg/FR-2014-10-31/html/2014-25907.htm>

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	\$9.12	\$1094.40

The Coast Guard estimates that applicants will spend approximately four hours completing the application and gathering the supporting documentation and that on average, 30 students a year will apply at the median hourly earnings of \$9.12 per hour (https://www.bls.gov/oes/2014/may/oes_nat.htm).¹ The cost burden is estimated to be \$1094.40 = 30 applications x 4 hour x \$ 9.12 per hour. The number of applicants is based on the Coast Guard Exchange System Scholarship Program 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. The estimate for the cost of the postage for respondents is \$14.70 (30 respondents x .49 cents first class mail).

14) Estimates of annualized Federal Government Costs.

It is expected that, on average it will take a Coast Guard Administrative Assistant (NF-3, at \$20.50/hour including benefits) .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 \$153.75.

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

The costs were not recorded on the OMB Form 83-I however the burden had been calculated in the supporting statement in paragraph 14, for the original submission for this collection. They are now included on both the 83-I and the supporting statement.

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.

The USCG will display the expiration date for OMB approval of this information collection.

18) Explain each exception to the certification statement.

¹ The hourly wage rate is based on the Department of Labor, Bureau of Labor Statistics, Occupational Employment and Wages, May 2014

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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.