

**Supporting Statement  
for  
Shipping Articles**

OMB No.: 1625-0006

COLLECTION INSTRUMENTS: Instruction and CG-705A

**A. JUSTIFICATION**

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

Shipping Articles, CG-705A, or its equivalent, is required by statute and regulation. The statute requires applicable mariners to be bound by an official agreement before entering the service of a shipping company. This contract is executed on the Shipping Articles Form CG-705A. On commencement of a foreign, intercoastal, or coastwise voyage (including a voyage on the Great Lakes), a legible copy of the articles, unsigned by the mariner, and without the next of kin information, is required to be posted on applicable vessels at a place accessible to the crew. These requirements are outlined in Title 46 United States Code (U.S.C.) § 10302, 46 U.S.C. 10.307, 46 U.S.C. 10502, and Title 46 Code of Federal Regulations (CFR) 14.201, 14.207, 14.209, 14.211, 14.309 and 14.313. These requirements provide the mariner access to the contractual obligation with the master who represents the vessel's interest. In addition, these requirements provide the U.S. Coast Guard a means to ensure compliance with laws related to manning and the engagement and discharge of seamen.

**2. Indicate how, by whom, how frequently, and for what purposes the information is to be used and the consequence to the Federal program or policy activities if the collection of information was not conducted.**

The information is collected manually by shipping companies per individual voyage. It provides verification, identification, location and employment record of U. S. merchant mariners to the following: (1) federal, state and local law enforcement agencies for use in criminal or civil law enforcement purposes, (2) shipping companies, (3) labor unions, (4) seaman's authorized representatives, (5) seaman's next of kin, (6) whenever the disclosure of such information would be in the best interest of the seaman or his/her family. The form also provides information for the Coast Guard's management and enforcement of vessel manning laws and regulations and provides a written contract and record for mariner's protection and relief.

**3. Describe whether the collection of information involves the use of automated collection techniques.**

There is no automated collection technique used to collect information. However, the U.S. Coast Guard developed an electronic fillable version of the Shipping Articles, CG-705A, which allows for an electronic collection of information. The electronic version allows shipping companies to fill out shipping articles electronically. However, regulations outlined in 46 CFR 14.313 require shipping companies to submit original (paper) Shipping Articles to the U.S. Coast Guard National Maritime Center so electronic transmission of shipping articles to the U.S. Coast Guard is not approved at this time.

4. Describe efforts to identify duplication.

There is no duplication in this field. These are the only records available. No other Federal, State, or local agencies collect this information.

5. If the collection of information impacts small businesses or other small entities describe the methods used to minimize burden.

The information collection does not impact small businesses or entities.

6. Describe the consequences to Federal program or policy activities if the collection were not conducted or conducted less frequently.

The information is collected on a case-by-case basis for each vessel voyage. The requirements do not lend themselves to less frequent collection. In addition, law and regulation mandate collection of this information.

7. Explain any special circumstances.

No special circumstances exist for this collection of information.

8. Solicitation of Comments.

A 60-day Notice (See [USCG-2018-0790], October 24, 2018, 83 FR 53642) and 30-Day Notice (February 15, 2019, 84 FR 4506) 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.

No payments or gifts are provided to respondents.

10. Assurances of confidentiality provided to respondents.

This information collection is covered by a Privacy Impact Assessment (PIA) and System of Records Notice (SORN). However, there is no assurance of confidentiality provided to the respondents for this information collection. Details follow—

- Privacy Impact Assessment for the Merchant Mariner Licensing and Documentation System // March 1, 2011 // DHS/USCG/PIA-020.
- Privacy Act of 1974; Department of Homeland Security/United States Coast Guard—030 Merchant Seamen’s Records System of Records (DHS/USCG-030) [June 25, 2009; Docket No. DHS-2009-0016; 74 FR 30308].

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

There is no “sensitive nature” information collected.

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

Shipping Articles have been received in recent years at the rate of approximately 12,000 per year. We estimate the following:

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| Approximate time to complete annually:        | 1.5 hours  |
| Number of respondents annually:               | 600  |
| Number of submissions per respondent:         | 20   |
| Total number of responses annually:           | $600 \times 20 = 12,000$   |
| Total burden hours annually:                  | $12,000 \text{ responses} \times 1.5 \text{ hours} = 18,000 \text{ hours}$ |
| Total estimated cost to respondents annually: | $\$450,000 (18,000 \text{ hours} \times \$25 \text{ per hour})$ .          |

13. Provide estimates of the total annual cost burden to respondents.

There are no record keeping, capital, start-up or maintenance costs for shipping companies associated with this information collection.

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

Estimated annual cost to the Federal government is approximately \$45,000 including printing (\$13,000), distribution, mailing, and overhead of storage and distribution centers (\$32,000).

15. Explain reasons for any program changes.

There is no increase or decrease in the annual burden hours associated with the collection.

16. For collection of information whose results will be published.

There are no plans to publish information for statistical use.

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.

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

18. Explain each exception to the certification statement identified in "Certification for Paperwork Reduction Act Submission".

There are no exceptions.

B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS.

This information is not collected through the use of statistical methods.