



DEPARTMENT OF HOMELAND SECURITY

Coast Guard

[USCG-2013-0222]

Information Collection Request to Office of Management and Budget

AGENCY: Coast Guard, DHS.

ACTION: Sixty-day notice requesting comments.

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SUMMARY: In compliance with the Paperwork Reduction Act of 1995, the U.S. Coast Guard intends to submit an Information Collection Request (ICR) to the Office of Management and Budget (OMB), Office of Information and Regulatory Affairs (OIRA), requesting an approval for the following collection of information: 1625-NEW, U.S. Coast Guard Non-Appropriated Fund Employment Application. Our ICR describes the information we seek to collect from the public. Before submitting this ICR to OIRA, the Coast Guard is inviting comments as described below.

DATES: Comments must reach the Coast Guard on or before [Insert date **60** days after date of publication in the FEDERAL REGISTER].

ADDRESSES: You may submit comments identified by Coast Guard docket number [USCG-2013-0222] to the Docket Management Facility (DMF) at the U.S. Department of Transportation (DOT). To avoid duplicate submissions, please use only one of the following means:

- (1) Online: <http://www.regulations.gov>.

(2) Mail: DMF (M-30), DOT, West Building Ground Floor, Room W12-140, 1200 New Jersey Avenue SE, Washington, DC 20590-0001.

(3) Hand delivery: Same as mail address above, between 9 a.m. and 5 p.m., Monday through Friday, except Federal holidays. The telephone number is 202-366-9329.

(4) Fax: 202-493-2251. To ensure your comments are received in a timely manner, mark the fax, to attention Desk Officer for the Coast Guard.

The DMF maintains the public docket for this Notice. Comments and material received from the public, as well as documents mentioned in this Notice as being available in the docket, will become part of this docket and will be available for inspection or copying at room W12-140 on the West Building Ground Floor, 1200 New Jersey Avenue SE, Washington, DC, between 9 a.m. and 5 p.m., Monday through Friday, except Federal holidays. You may also find the docket on the Internet at <http://www.regulations.gov>.

A copy of the ICR is available through the docket on the Internet at <http://www.regulations.gov>. Additionally, copies are available from: COMMANDANT (CG-611), ATTN PAPERWORK REDUCTION ACT MANAGER, US COAST GUARD, 2100 2ND ST SW STOP 7101, WASHINGTON DC 20593-7101.

FOR FURTHER INFORMATION: Contact Mr. Anthony Smith, Office of Information Management, telephone 202-475-3532, or fax 202-475-3929, for questions on these documents. Contact Ms. Barbara Hairson, Program Manager, Docket Operations, 202-366-9826, for questions on the docket.

SUPPLEMENTARY INFORMATION:

Public participation and request for comments.

This Notice relies on the authority of the Paperwork Reduction Act of 1995; 44 U.S.C. Chapter 35, as amended. An ICR is an application to OIRA seeking the approval, extension, or renewal of a Coast Guard collection of information (Collection). The ICR contains information describing the Collection's purpose, the Collection's likely burden on the affected public, an explanation of the necessity of the Collection, and other important information describing the Collection. There is one ICR for each Collection.

The Coast Guard invites comments on whether this ICR should be granted based on the Collection being necessary for the proper performance of Departmental functions. In particular, the Coast Guard would appreciate comments addressing: (1) the practical utility of the Collection; (2) the accuracy of the estimated burden of the Collection; (3) ways to enhance the quality, utility, and clarity of information subject to the Collection; and (4) ways to minimize the burden of the Collection on respondents, including the use of automated collection techniques or other forms of information technology. In response to your comments, we may revise this ICR or decide not to seek an extension of approval for the Collection. We will consider all comments and material received during the comment period.

We encourage you to respond to this request by submitting comments and related materials. Comments must contain the OMB Control Number of the ICR and the docket number of this request, [USCG-2013-0222], and must be received by **[Insert date 60 days after date of publication in the FEDERAL REGISTER]**. We will post all comments received, without change, to <http://www.regulations.gov>. They will include

any personal information you provide. We have an agreement with DOT to use their DMF. Please see the “Privacy Act” paragraph below.

Submitting comments: If you submit a comment, please include the docket number [USCG-2013-0222], indicate the specific section of the document to which each comment applies, providing a reason for each comment. You may submit your comments and material online ([via http://www.regulations.gov](http://www.regulations.gov)), by fax, mail, or hand delivery, but please use only one of these means. If you submit a comment online via www.regulations.gov, it will be considered received by the Coast Guard when you successfully transmit the comment. If you fax, hand deliver, or mail your comment, it will be considered as having been received by the Coast Guard when it is received at the DMF. We recommend you include your name, mailing address, an e-mail address, or other contact information in the body of your document so that we can contact you if we have questions regarding your submission.

You may submit your comments and material by electronic means, mail, fax, or delivery to the DMF at the address under ADDRESSES; but please submit them by only one means. To submit your comment online, go to <http://www.regulations.gov>, and type “USCG-2013-0222” in the “Keyword” box. If you submit your comments by mail or delivery, submit them in an unbound format, no larger than 8-1/2 by 11 inches, suitable for copying and electronic filing. If you submit them by mail and would like to know that they reached the Facility, please enclose a stamped, self-addressed postcard or envelope. We will consider all comments and material received during the comment period and will address them accordingly.

Viewing comments and documents

To view comments, as well as documents mentioned in this Notice as being available in the docket, go to <http://www.regulations.gov>, click on the "read comments" box, which will then become highlighted in blue. In the "Keyword" box insert "USCG-2013-0222" and click "Search." Click the "Open Docket Folder" in the "Actions" column. You may also visit the DMF in Room W12-140 on the ground floor of the DOT West Building, 1200 New Jersey Avenue SE, Washington, DC 20590, between 9 a.m. and 5 p.m., Monday through Friday, except Federal holidays.

Privacy Act

Anyone can search the electronic form of comments received in dockets by the name of the individual submitting the comment (or signing the comment, if submitted on behalf of an association, business, labor union, etc.). You may review a Privacy Act statement regarding Coast Guard public dockets in the January 17, 2008, issue of the Federal Register (73 FR 3316).

Information Collection Request.

TITLE: U.S. Coast Guard Non-Appropriated Fund Employment Application.

OMB CONTROL NUMBER: 1625-NEW.

SUMMARY: The USCG Non-Appropriated Employment Application form will be used to collect applicant qualification information associated with vacancy announcements both online and manually. The manual form will allow individuals without resumes, computers and /or those with limited digital literacy equal access to apply for employment opportunities with the Coast Guard Non-appropriated fund (NAF) workforce and will fill the gap created by the cancellation of the Optional Application for Federal Employment, Form OF-612, OMB No. 3206-0219.

NEED: The Optional Application for Federal Employment, Form OF-612, was cancelled and the information is now collected in USA Jobs. The NAF personnel system does not utilize USA Jobs because of the high cost and high turnover rate and thus relied heavily on form OF-612 for applicants.

Non-Appropriated Fund (NAF) employment is Federal employment but does not confer civil service status. The funds used to pay the salaries of NAF employees are self-generated by the Coast Guard Exchange and other Coast Guard Non-Appropriated Fund Instrumentalities (NAFI). Seventy five percent of the 1400 plus NAF positions are low-paid, entry level positions. According to the U.S. Federal Communications Commission, 66 million Americans lack the basic digital skills needed to use a computer and the internet. This form will allow electronic and paper submission for employment for applicants without resumes.

FORMS: CG-1227B.

RESPONDENTS: Public applying for positions with the USCG Non-appropriated fund workforce.

FREQUENCY: Per vacancy announcement.

BURDEN ESTIMATE: The estimated annual burden is 5540 hours.

DATED: April 29, 2013

R. E. DAY

Rear Admiral, U.S. Coast Guard
Assistant Commandant for Command, Control,

Communications, Computers and Information Technology

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