

DEPARTMENT OF HOMELAND SECURITY
U.S. COAST GUARD

FORMS/REPORT INFORMATION AND AUTHORIZATION RECORD

(See Instructions and supporting documentation requirements on Page 2)

SECTION A. FORMS/REPORT REQUEST

TO:	1. FROM (ORIGINATING OFFICE)	2. CONTACT PERSON	3. PHONE NUMBER
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4. NATURE OF FORMS/REPORT REQUEST

New
 Revision
 Extension
 Reinstatement
 Inter-Agency Report
 Discontinue *(Complete 5, 6a, 8-10, 14)*
 Ownership Transfer *(Complete 5-6, 8-10, 14-15)*

5. TITLE OF FORM/REPORT

6. PRESCRIBING DIRECTIVE	6a. DISPOSITION OF PRESENT FORMS STOCK <input type="checkbox"/> Destroy <input type="checkbox"/> Use Until Depleted <input type="checkbox"/> Other <i>(Specify)</i>
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7. CLEARANCE INFORMATION *(Check indicating Yes or No)*

Yes No IS THIS FORM FILLED OUT BY THE PUBLIC? *(If Yes, see CI 5213.1)*
 Yes No HAS PRIVACY THRESHOLD ANALYSIS (PTA) BEEN APPROVED/SUBMITTED? *(If Yes, attach approved PTA)*
 Yes No HAS PRIVACY ACT STATEMENT (PAS)/PRIVACY NOTICE (PN) BEEN APPROVED? *(If Yes, attach approved PAS/PN)*
 Yes No FORM(S) SUBMITTED THROUGH HQS-DG-M-CG-61-PII@USCG.MIL? *(If No, attach document when submitting)*

8. FORM NUMBER	9. REVISION DATE	10. REPORT CONTROL NO.	11. INTERNAL CUSTOMERS	12. EXTERNAL CUSTOMERS
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13. FREQUENCY OF FORM/REPORT

One Time
 Annual
 Quarterly
 Semi-Annual
 As Needed

14. SIGNATURE AND TITLE OF DIVISION/OFFICE CHIEF <i>(Originator)</i>	DATE
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15. SIGNATURE AND TITLE OF DIVISION/OFFICE CHIEF ACCEPTING OWNERSHIP <i>(Ownership Transfers Only)</i>	DATE
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SUBMIT CGHQ-3342 (and other documents) THROUGH HQS-DG-M-CG-61-PII@USCG.MIL AFTER SIGNING

SECTION B. PRIVACY/PAPERWORK REDUCTION ACT (PRA) REVIEW

NAME OF PRIVACY SPECIALIST/ SIGNATURE PRA MANAGER	FORM TRIGGERS THE PRA OF 1995 AS AMENDED? <input type="checkbox"/> Yes <input type="checkbox"/> No
	DOCUMENTS RECEIVED? <input type="checkbox"/> Yes <input type="checkbox"/> No
NAME OF CHIEF PRIVACY OFFICER	SIGNATURE OF CHIEF PRIVACY OFFICER

SUBMIT TO uscg.forms@uscg.mil AFTER SIGNING

FOR CG-612 USE ONLY

SIGNATURE OF FORMS MANAGER	DATE	RCN ASSIGNED	EXPIRATION NUMBER
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PRIVACY ACT STATEMENT

AUTHORITY: 14 U.S.C. § 505; and COMDTINST 5213.9, Forms Management and Automation

PURPOSE: The Form/Report Information and Authorization Record is used to request the creation of a new United States Coast Guard (CG)-Form/Inter-Agency Report, and to revise, update, or discontinue a CG-Form/Inter-Agency Report.

ROUTINE USES: Authorized USCG officials will use information to adjudicate requests for an update, revision, creation, discontinuation, or transfer ownership of a CG-Form/Inter-Agency Report.

DISCLOSURE: Voluntary. However, failure to provide the requested information may delay a final decision or result in denial of your request.



TO REQUEST A FORM/INTERNAL REPORT COMPLETE THE CGHQ-3342 AND SUBMIT THE FOLLOWING:

1. A statement describing how the information will be used.
2. A draft copy of the prescribing directive (COMDTINST, COMDTNOTE), the requiring DHS Directive, and U.S. Code or Public Law. (Submit the Letter of Promulgation and ONLY the pages or sections that require the form or report.)
3. A draft of the forms and a completed and signed Printing and Binding Request, Standard Form 1 (SF-1) (if applicable).
4. A copy of the outside agency request, if it is an interagency report.
5. A copy of the privacy act statement (if applicable).

INSTRUCTIONS FOR COMPLETING SECTION A. FOR FORMS/REPORTS

- 1-3. Self-explanatory.
4. Nature of Request:
 - a. New: any forms/reports not currently in the Forms Library and DPRI Reports Inventory.
 - b. Revision: any currently approved form/report that is being changed.
 - c. Extension: any expiring report in the DPRI being maintained in its current format.
 - d. Reinstatement: any form/report that has been expired and needs to be reinstated.
 - e. Interagency reports: any report another Federal Agency request from (2) or more outside agencies.
 - f. Discontinue. Any forms/reports that need to be cancelled.
 - g. Ownership Transfer: any form/report whose ownership is being transferred to the new owner.
5. Self-explanatory.
6. Prescribing Directive: Identify the CG/DHS Directive, U.S. Code, or, Public Law for the Form/Report.
 - a. Disposition of present forms stock: for paper-based forms only.
 - i. Destroy: A notice will be sent to Surface Force Logistics Center (SFLC) to destroy all paper stock of the form.
 - ii. Use until depleted: deplete stock of paper-based form.
 - iii. Other: specify on how the paper-based form is to be disposed.
7. Clearance Information: All forms must be cleared by the Privacy Office to ensure the form has a current Privacy Threshold Analysis (PTA) and Privacy Act Statement (PAS)/Privacy Notice (PN) on file. Additionally, all forms must be cleared by the Paperwork Reduction Act (PRA) manager to ensure that collecting information from the public is authorized.
8. Form Number: Only the Forms Management Officer (FMO) can assign a form number to new forms unless otherwise coordinated in advance.
9. Revision Date: The current version of the form. This number can be found on the bottom-left corner of the form in the following format: (MM/YY).
10. Report Control Number (RCN): All reports are assigned an RCN by the FMO.
11. Internal Customers: Civilian/Military CG personnel.
12. External Customers: The public in general.
13. Self-explanatory.
- 14-15. Self-explanatory.

SECTION B. PRIVACY/PAPERWORK REDUCTION ACT (PRA) REVIEW

Send documents to the FMO when signed.