

**SUPPORTING STATEMENT  
SSF 3237**

**1. CIRCUMSTANCES NECESSITATING COLLECTION OF INFORMATION**

To ensure that all contractor employees working within Secret Service controlled facilities meet minimum-security standards prior to admission into those facilities. Authority to collect the information sought on the accompanying form is derived from Title 18 USC section 3056 and Executive Order 9397.

**2. USE OF DATA**

The Secret Service will use the information provided for determining suitability for admission to Secret Service controlled facilities by contractor personnel. Employees of the Security Clearance Division, Clearance and Access Branch, who make the determination regarding suitability for admittance, review this information.

**3. USE OF IMPROVED INFORMATION TECHNOLOGY TO REDUCE BURDEN**

This form is available in electronic format (Adobe Acrobat (Section 508 compliant), etc.). However, given the portion of the form that acknowledges individual's permission to third parties to release personal information, pen and ink signature is still preferred. (Due to the sensitive nature of the data, Secret Service experience has revealed that the various Federal, State, local police, and other agencies (many of which are private sector credit bureaus, reporting agencies, etc.) require a physical, tangible signature before disclosure of information can occur.

**4. EFFORTS TO IDENTIFY DUPLICATION**

No duplication exists, as there are no other forms or exhibits used for the purpose specified under Item 2 herein. Individual applications are evaluated and rated by USSS on the merits of the responses submitted with the application. Each application is unique. The information contained in each application relates to a particular contractor's need for access to a specific site and/or facilities, as well as access to facilities and access to potentially sensitive materials.

5. **IMPACT ON SMALL BUSINESS**

There is no substantive impact on small businesses.

6. **CONSEQUENCES TO FEDERAL PROGRAMS IF COLLECTION IS NOT CONDUCTED OR IS CONDUCTED LESS FREQUENTLY**

Vital work supporting Secret Service missions would unnecessarily be delayed until such time that the Secret Service could hire Full Time Employees to carry out functions normally handled by contractor employees.

7. **SPECIAL CIRCUMSTANCES**

There are no special circumstances that would cause this information collection to be conducted in a manner: requiring respondents to report information to the agency more than quarterly; requiring respondents to submit more than an original and two copies of any document; and requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it.

8. **CONSULTATION WITH OUTSIDE AGENCIES, ETC.**

Request for Comments [1620-0002]: Public comments were solicited through a Federal Register notice dated [June 15, 2006] and published in the Federal Register on, Thursday June 15, 2006. The comment period ended on August 14, 2006 [FR Doc. E6-9325, Vol. 71 No. 115, page 34635]. As of this submission, no comments have been received regarding Secret Service Form SSF 3237. If the Secret Service receives any comments while this collection is under review at OMB, they will be forwarded immediately.

9. **EXPLANATION OF DECISION TO PROVIDE ANY PAYMENT OR GIFT TO RESPONDENTS**

There are no payments or gifts to respondents.

10. **ASSURANCE OF CONFIDENTIALITY TO RESPONDENT**

Confidentiality is assured under the provisions of the Privacy Act of 1974, Title 5 of the United States Code, Section 552a.



**11. ADDITIONAL JUSTIFICATION FOR QUESTIONS OF A SENSITIVE NATURE**

There are questions of a sensitive nature to ensure that all contractor employees working within Secret Service controlled facilities meet minimum-security standards prior to admission into those facilities. Authority to collect the information sought on the form is derived from Title 18 USC section 3056 and Executive Order 9397

**12. ESTIMATED BURDEN OF INFORMATION COLLECTION**

Number of Responses:	5,000 (applicants)
Time per Response:	15 minutes.
Total Hours:	1250

An agency may not conduct or sponsor, and a person is not required to, a collection of information unless the collection of information displays a valid OMB control number.

**13. ESTIMATED TOTAL ANNUAL COST BURDEN TO RESPONDENTS**

The estimated total annual cost burden to respondents is zero. There are no capital or start-up costs or operational and maintenance costs for this collection.

**14. ESTIMATED ANNUALIZED COST TO THE FEDERAL GOVERNMENT**

There are no substantial annualized costs to the Federal Government for this collection. Currently the SSF 3237 is available on-line through Secret Service web pages; as such no costs are incurred for bulk printing, warehousing, shipping, etc., Accordingly, estimated costs are nominal (under \$100.00 per annum).

**15. REASONS FOR CHANGE IN BURDEN**

There is no change in burden. This information collection is an extension without change; therefore, there is no increase or decrease in the estimated burden hours and cost burden reported for this information collection.

**16. PUBLICATION OF COLLECTION OF INFORMATION**

17. REASONS WHY DISPLAYING THE OMB EXPIRATION DATE IS INAPPROPRIATE

We concur with displaying the expiration date for OMB approval for this information collection.

18. EXCEPTIONS TO THE CERTIFICATION STATEMENT ON OMB FORM 83-1

There are no exceptions to the certification statement identified in item 19, "Certification for Paperwork Reduction Act Submissions, "of OMB Form 83-1.