

**SUPPORTING STATEMENT
OMB Control No. 1620-0002
SSF 3237**

1. CIRCUMSTANCES NECESSITATING COLLECTION OF INFORMATION

Information collected on Secret Service Form (SSF) 3237, Contractor Personnel Access Application, is necessary to ensure that all contractor employees working within U.S. Secret Service (USSS) controlled facilities meet minimum-security standards prior to admission into those facilities. Authority to collect the information sought on this form is derived from Title 18 U.S.C. 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. The Security Clearance Division will distribute this form via e-mail to contractors, if appropriate. However, because this form includes a release statement which gives the USSS permission to request personal information from third parties, pen and ink signature is required. (Due to the sensitive nature of the personal data being requested, 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 they will disclosure personal information.) While this form may be accessed electronically, it must be printed; it cannot be submitted electronically.

4. EFFORTS TO IDENTIFY DUPLICATION

No duplication exists, as there are no other forms or exhibits used for the purpose specified under Item 2 above. Individual applications are evaluated and rated by the 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 potentially

sensitive materials.

**SUPPORTING STATEMENT
OMB Control No. 1620-0002
SSF 3237**

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 which:

- Requires respondents to report information to the agency more than quarterly;
- Requires respondents to submit more than one original and two copies of any document;
- Requires respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it.
- Requires respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records for more than three years;
- In connection with a statistical survey, that is not designed to produce valid and reliable results that can be generalized to the universe of study;
- Requiring the use of a statistical data classification that has not been reviewed and approved by OMB;
- That includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or
- Requires respondents to submit proprietary trade secret, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.

**SUPPORTING STATEMENT
OMB Control No. 1620-0002
SSF 3237**

8. CONSULTATION WITH OUTSIDE AGENCIES, ETC.

Request for Comments [1620-0002]: Public comments were solicited through both a 60-Day *Federal Register* notice (dated October 20, 2009 and published in the *Federal Register* on Friday October 23, 2009 (74 FR 54839)), and a 30-Day *Federal Register* notice (dated December 23, 2009 and published in the *Federal Register* on December 29, 2009 (74 FR 68855)). The comment period will end on January 28, 2010. 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 this form is derived from Title 18 U.S.C. 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.

**SUPPORTING STATEMENT
OMB Control No. 1620-0002
SSF 3237**

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

The estimated annual cost to the Federal Government associated with the review of these records is \$106,250. This is based on the number of responses (5,000) that must be reviewed (x) the time to review and process each response (15 minutes or .25 hours = 1250 hours) (x) the average hourly rate (\$45.00) (+) a \$10 fee to check each contractor's credit history (\$50,000) = \$106,250.

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

This information collection will not be published for statistical purposes.

17. REASONS WHY DISPLAYING THE OMB EXPIRATION DATE IS INAPPROPRIATE

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

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

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