

Narrative of Changes Table

The purpose of the Narrative of Changes Table is to demonstrate changes to a collection since the previous approval.

Collection Title: U.S. Secret Service Facility Access Request (new title)

OMB Control No.: 1620-0002

Collection Instrument(s): SSF 3237, U.S. Secret Service Facility Access Request

Location	Current version	Proposed Revision	Justification
Header and footer	-----	Added header and footer	Reformatted to DHS Requirements
Title	Contractor Personnel Access Application	U.S. Secret Service Facility Access Request	The revised title reflects that the form will be used not just for contractors, but also for non-USSS Government employees seeking frequent access to USSS facilities.
Section A, Item 2	Point of Contact	USSS Point of Contact	Clarification
Section A, Item 4	Site(s) to be accessed by contractor	Sites or facility(s) to be accessed by requestor	Clarification
Section A, Item 4	Beltsville	JJRTC	JJRTC is the proper name for this facility
Section A, Item 4	-----	Added checkboxes for SSD, V Street, and "other" with a blank line to complete if "other" is the selection	Requestor may request access to these additional facilities
Section A, Item 6	Position to be held – or – duties to be performed	Position to be held or duties to be performed	Grammatical
Section A, Item 7	Length of work to be performed	Length of work to be performed, or duration of access	Clarification
Section A, Item 8	-----	Type of applicant: contractor, detailee, government employee outside of the Secret Service	Includes individuals other than contractors who require frequent access to USSS facilities for official business.
Section B Heading	To be completed by contractor personnel	To be completed by applicant	Clarification
Section B, Item 7	Drivers License No. & State	Drivers License No. AND State	Additional emphasis as respondents often neglect to list the State

Section B, Item 14	Name and address of employer (company)	Name and address of employer (company/agency)	Added for Government employees
Section B, Item 17	Are you a naturalized U.S. Citizen? If yes, provide Naturalization date/alien no.: If not a U.S. Citizen, provide alien registration no.:	If you are a U.S. Citizen other than by birth, provide the following: Naturalization Certificate No. Date of Issuance:	Reworded to eliminate respondents from answering superfluous questions and to provide the specific information that the USSS is seeking.
Section B, Item 18	Have you ever been arrested?	Have you ever been arrested, charged, or indicted for a crime?	Additional verbiage added to encompass individuals who may not have realized that they were arrested when they were charged with a crime.
Section B, Item 19	Have you ever been convicted of any criminal offense?	Have you ever been convicted of any criminal offense?	Emphasis added for clarity.
Section B, Item 20	Are there any pending charges against you before any courts?	Are there any pending charges against you before a civil or criminal court?	Emphasis and additional verbiage added to specify that the USSS is seeking information about both civil and criminal charges.
Note	I understand that any false statement....Title 18 U.S.C. 1001.	Moved to the bottom of the form.	Clarification
Section B, Item 21	Signature of contractor personnel	Signature of applicant	Includes individuals other than contractors who require frequent access to USSS facilities for official business.
Section B, Items 21 and 22	Signature of contractor personnel and Date	Moved to the bottom of the form.	Clarification
Release Statement	Release Statement	Release Statement – To Be Completed by Applicant	Clarification
Release Statement			The second paragraph of the release statement was revised to clarify that the applicant is releasing both criminal records and financial data to the U.S. Secret Service.
Page 2, Instructions, Item 2	Contractor	Applicant	Clarification

Page 2, Instructions, Item 2	Contractual	(deleted)	Clarification
Page 2, Instructions, Item 3	Fill out, sign, and return to U.S. Secret Service, Security Clearance Division, Suite 3000, 950 H St., NW Washington, DC 20223. (Must be completed and signed by individual person applying.)	A representative from the U.S. Secret Service Responsible Office should submit this completed form to the U.S. Secret Service Security Clearance Division at least five days prior to the anticipated access date.	Removes responsibility from the individual to submit the form, and gives Secret Service personnel a specific timeframe for submitting the form.
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