

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
Section A is completed by the Secret Service:			
Section A, Item 3	3. Telephone number	3. E-mail address	Program office would prefer to communicate via e-mail.
Section A, Item 4	4. Sites or facility(s) to accessed by requestor	4. Company/agency and position to be held or other duties performed	Program office no longer needs to know specific facility for which access is required, but needs to know the name of the individual's company or agency. See Section A, Item 6.
Section A, Item 5	5. Frequency of access required	5. USSS contract number	Program office moved and clarified the frequency of access required to Item 8. The program office needs to verify the USSS contract number.
Section A, Item 6	6. Position to be held or duties to be performed	6. Is this a classified program/contract? Does the applicant have a DD-254 on file?	Program office moved and clarified "position to be held or duties to be performed" question to Item 4. Program office needs to know information regarding classified access.
Section A, Item 7	7. Length of work to be performed, or duration of access	7. Type of applicant: contractor, detailee, government employee outside of the Secret Service, other	Information regarding the length of time for which access will be granted has been moved to Item 8. Information formerly asked in Item 8 has been moved to Item 7.
Section A, Item 8	8. Type of applicant: contractor, detailee, government employee outside of the Secret Service	8. Specify the type of access that this applicant requires	Information formerly asked in Item 8 has been moved to Item 7. Item 8 has divided the types of access that the USSS will grant into 3 categories.
Section B is completed by the applicant (i.e., public responder):			
Section B, Items 10-11	(10b.) Length of time at this address	11. Do you have an unexpired DHS PIV card?	The second question in Item 10, "length of time at this address," is no longer needed. The program office needs to know whether or not the applicant holds a valid PIV. This additional item was renumbered as Item 11.

Section B, Items 11-12	11. Telephone	11. Do you have an unexpired DHS PIV card?	See above.
Section B, Items 12	12. Marital Status	12. Telephone	Program office no longer needs to know applicant's marital status. Former Item 11 renumbered as Item 12.
Section B, Items 13	13. Spouse's name and address	13. Name and address of employer (now includes company name and specifies "street address," and "city, state, ZIP.")	Program office does not need to know information about applicant's spouse. New Item 13 was formerly Item 14.
Section B, Item 14	14a. Name and address of employer 14b. Length of time you worked for this employer	14. Length of time you worked for this employer	Renumbered. Formerly, the length of time question was part of Item 13.
Section B, Instructions	3. 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 business days prior to the anticipated access date.	3. A representative from the U.S. Secret Service Responsible Office must submit this completed form to the U.S. Secret Service Security Management Division at least five business days prior to the anticipated access date for Category 1 applicants. For Category 2 and Category 3 applicants, the USSS responsible office must submit this completed form to the Security Management Division at least 10 business days prior to the anticipated access date.	Clarified instructions for USSS employees to submit completed forms to the program office, based upon the category of the applicant. This revision also reflects the name change of the program office from Security Clearance Division to Security Management Division.
Section B, Instructions	4. If there are any questions regarding this form, please contact the Security Management Division at 202-406-6658.	4. A DD-254 form is required for all contractor positions requiring a security clearance. By selecting "YES" for Section A, Item 9, you are verifying that a DD-254 is on file for the contract identified in Section A, Item 5 (DD-254 requirements are not applicable for detailees).	Renumber as number 6. The new instruction in number four describes the requirement that USSS employees have to verify to the program office that a DD-254 is on file for the contract.
Section B, Instructions	-----	5. Note that the applicant must sign this form TWICE: once under the release statement at the top of this page, and again at item 21.	Clarification for USSS employees.
Section B, Instructions	-----	6. If there are any questions regarding this form, please contact the Security Management Division at 202-406-6658.	Former number 4.