

Memo

To: Joe Nye

From: Melody Braswell

Date: March 30, 2017

Re: Respectfully request a non-substantive change for the United States Marshall Service – Publishing & Multimedia Services.

Please refer to the component justification below regarding the non-substantive change for Information Collection Request 201703-1105-001.

“Justification: The address needed to be changed on the USM-522P because our warehouse moved last year (like I said, I forgot to update it when we renewed this collection in November). Then this past December our HQ building moved and this forced the phone numbers and fax numbers to change.”