



**DEPARTMENT OF JUSTICE**

**U.S. Marshals Service**

**OMB Number 1105-NEW**

**Agency Information Collection Activities; Proposed eCollection eComments Requested;  
Proposed collection; comments requested:**

**Form CSO-005, Preliminary Background Check Form**

**AGENCY: U.S. Marshals Service, Department of Justice**

**ACTION: 30-day notice.**

**SUMMARY:** The Department of Justice (DOJ), U.S. Marshals Service (USMS), will submit the following information collection request to the Office of Management and Budget (OMB) for review and approval in accordance with the Paperwork Reduction Act of 1995. The proposed information collection was previously published in the *Federal Register* on January 17, 2018, allowing for a 60-day comment period.

**DATES:** Comments are encouraged and will be accepted for an additional 30 days until

**[INSERT DATE 30 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].**

**FOR FURTHER INFORMATION CONTACT:**

If you have additional comments, particularly with respect to the estimated public burden or associated response time, have suggestions, need a copy of the proposed information collection instrument with instructions, or desire any other additional information, please contact Nicole

Timmons either by mail at CG-3, 10th Floor, Washington, DC 20530-0001, by email at [Nicole.Timmons@usdoj.gov](mailto:Nicole.Timmons@usdoj.gov), or by telephone at 202-236-2646. Written comments and/or suggestions can also be directed to the Office of Management and Budget, Office of Information and Regulatory Affairs, Attention Department of Justice Desk Officer, Washington, DC 20503 or sent to [OIRA\\_submissions@omb.eop.gov](mailto:OIRA_submissions@omb.eop.gov).

**SUPPLEMENTARY INFORMATION:** Written comments and suggestions from the public and affected agencies concerning the proposed collection of information are encouraged. Your comments should address one or more of the following four points:

- Evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility;
- Evaluate the accuracy of the agency’s estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used;
- Evaluate whether and if so how the quality, utility, and clarity of the information to be collected can be enhanced; and
- Minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated, electronic, mechanical, or other

technological collection techniques or other forms of information technology, *e.g.*, permitting electronic submission of responses.

Overview of this information collection:

- (1) *Type of Information Collection:* New collection.
  
- (2) *The Title of the Form/Collection:* Form CSO-005, Preliminary Background Check Form
  
- (3) *The agency form number, if any, and the applicable component of the Department sponsoring the collection:*  
  
Form number: CSO-005  
  
Component: U.S. Marshals Service, U.S. Department of Justice.
  
- (4) *Affected public who will be asked or required to respond, as well as a brief abstract:*  
  
Primary: Court Security Officers/Special Security Officer (CSO/SSO) Applicants  
  
Abstract: The CSO-005 Preliminary Background Check Form is used to collect applicant information for CSO/SSO positions. The applicant information provided to USMS from the Vendor gives information about which District and Facility the applicant will be working, the applicant's personal information, prior employment verification, employment performance and current financial status. The information allows the selecting official to hire applicants with a strong history of employment performance and financial responsibility. The questions on this form have been

developed from the OPM, MSPB and DOJ “Best Practice” guidelines for reference checking.

- (5) *An estimate of the total number of respondents and the amount of time estimated for an average respondent to respond:* An estimated 750 respondents will utilize the form, and it will take each respondent approximately 60 minutes to complete the form.
- (6) *An estimate of the total public burden (in hours) associated with the collection:* The estimated annual public burden associated with this collection is 750 hours, which is equal to 750 (total # of annual responses) \* 1 (60mins).
- (7) *An Explanation of the Change in Estimates:* N/A.

If additional information is required contact: Melody Braswell, Department Clearance Officer, United States Department of Justice, Justice Management Division, Policy and Planning Staff, Two Constitution Square, 145 N Street NE, 3E.405A, Washington, DC 20530.

Date: April 26, 2018

**Melody Braswell,**

*Department Clearance Officer for PRA,*

*U.S. Department of Justice.*

**Billing Code: 4410-14**

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