

OMB SUPPORTING STATEMENT

RI 38-47 – Information and Instructions on Your Reconsideration Rights

A. Justification

1. With certain exceptions, any individual whose rights or interests under the retirement system are adversely affected by an initial decision of the Office of Personnel Management (OPM) may request that OPM review its initial decision [5 CFR 831.109].
2. RI 38-47 is designed as an enclosure to be mailed with adverse initial decisions so that the person affected will understand how to request reconsideration. If this information were not provided, OPM would fail to inform the individual of how to ask for a review of the initial decision. The Public Burden Statement meets the requirements of 5 CFR 1320.8(b)(3). This form will be available in a PDF format on our website and meets our GPEA requirements.
3. Use of improved information technology to reduce the burden is not possible because the individual must decide whether to ask for reconsideration.
4. The requests are filed individually. There is no duplication because the respondents initiate the collection.
5. Information is not collected from small businesses.
6. This information collection is initiated by persons who have received a decision they consider to be wrong or adverse to their interests. Less frequent collection would deny them the opportunity to seek redress.
7. The collection is consistent with the guidelines in 5 CFR 1320.6. The respondent must request reconsideration within 30 days after OPM's initial decision. This is based on 5 CFR 831.109(e)(1).
8. A notice of proposed information collection was published in the *Federal Register* on December 17, 2010, giving persons outside the agency an opportunity to comment on the form. No comments were received.
9. No payment or gift is given to the respondents.
10. This information collection is protected by the Privacy Act of 1974 and OPM regulations (5 CFR 831.106). The routine uses for disclosure appear in the *Federal Register* for OPM/Central-1 (73 FR 15013, *et seq.*, March 20, 2008).

11. The information collection does not include questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private.
12. The number of respondents is approximately 3,100. The annual burden is 2,325 hours. It is estimated to take 45 minutes to complete the form.
13. There is no cost to the respondents resulting from the collection of this information.
14. The annualized cost to the Federal government is \$182,300. The cost was determined by employee hours devoted to the collection, forms cost, and overhead.
15. There are no changes to the respondent burden.
16. The results of this information collection are not published.
17. It is not cost effective to reprint the whole supply of forms to change the OMB clearance expiration date. Therefore, we seek approval not to display the date on the form.
18. There are no exceptions to the certification statement.