

## OMB SUPPORTING STATEMENT

SF 2803 – Application to Make Deposit or Redeposit (CSRS)

SF 3108 – Application to Make Service Credit Payment for Civilian Service (FERS)

### A. Justification

1. Title 5, U. S. Code, Chapter 83, Section 8334 and Chapter 84, Section 8411 provide that eligible employees and former employees may make payments in order to receive credit in their annuity computations for certain periods of service. These include service that was not subject to retirement deductions when it was performed (deposit service) and service that was subject to retirement deductions which the employee or former employee later withdrew from the retirement fund (redeposit service).

SF 2803 and SF 3108 are designed to collect enough information so that the Office of Personnel Management (OPM) can inform the applicant of the amount of deposit, redeposit, and interest the applicant must pay as of the date of the billing.

2. This information is collected by OPM from eligible employees and former employees who wish to make a deposit/redeposit before retirement. SF 2803 has been modified by the addition of SF 2803A, Application to Pay Military Deposit for Military Service Performed After December 31, 1956. SF 3108 already contains this application. Deposits for military service cannot be made by former employees. The information collected is necessary to identify the individual's employing agency and the periods of service for which deposit/redeposit is to be made. The OPM Retirement Services Program office determines whether all conditions for deposit or redeposit are met and credits the proper account upon receipt of payment. Not collecting this information would violate entitlement rights provided by title 5, U.S. Code, Chapters 83 and 84. The Public Burden Statement meets the requirements of 5 CFR 1320.8(b)(3).
3. Use of improved information technology to reduce the burden is not possible because the applicants apply to pay based on their individual circumstances. However, these forms are available in a PDF fill-able format on our website and meet our GPEA requirements.
4. Applications are filed individually. There is no duplication because the respondents initiate the collection.
5. Information is not collected from small businesses.
6. Information is collected as needed to permit the respondents to pay for their service. Less frequent collection would cause the applicant to pay more interest due to delayed billing.
7. The collection is consistent with the guidelines in 5 CFR 1320.6.

8. A notice of proposed information collection was published in the *Federal Register* (Vol. 74, No. 104, pages 26442-26443) on June 2, 2009, giving persons outside the agency an opportunity to comment on the forms. One comment was received suggesting that SF 2803 include a form similar to SF 3108A to request information about paying for military service. This change has been made to SF 2803.
9. No payment or gift is provided to these 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. This 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. Approximately 150 applications from separated applicants are processed annually. The form requires about 30 minutes for completion. A burden of 75 hours is estimated for this information collection. Of the 150 applications, approximately 75 are for CSRS service using SF 2803 and 75 are for FERS using SF 3108. There is no adjustment to the burden hours for the addition of the SF 2803A to this information collection because the SF 2803A is only used by employees.
13. There is no cost to the respondents.
14. The annualized cost to the Federal government is \$2,800. This cost was determined by employee salary hours devoted to the program, 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.