

OMB SUPPORTING STATEMENT

SF 2808 – Designation of Beneficiary Under the Civil Service Retirement System

A. Justification

1. Title 5, U. S. Code, Chapter 83, Section 8342 provides that a Federal employee or an annuitant may designate a beneficiary to receive the lump sum payment due from the Civil Service Retirement System in the event of death. Standard Form 2808 is the document used to establish the designation.
2. This information is collected by the Office of Personnel Management (OPM), Civil Service Retirement System (CSRS), to determine the proper payee after the respondent dies. If a Standard Form 2808 is not on file, the payee is determined by the order of precedence stated in title 5, U. S. Code, Chapter 83, section 8342(c). The Public Burden Statement meets the requirements of 5 CFR 1320.8(b)(3).
3. New methods of information technology would do little to reduce the burden on the respondents. The information collected is detailed and can only be obtained from the respondents. However, this form is available on our website in a pdf fillable format and meets our GPEA requirement.
4. All designations 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 at the request of the person wishing to designate. Less frequent collection would deny the right to designate provided by title 5, U. S. Code, Section 8342.
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* on November 7, 2013, giving persons outside the agency an opportunity to comment on the forms. No comments were received.
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 2,000 of these designations are processed annually. The form requires about 15 minutes to complete. The annual burden is 500 hours. Response time is not expected to vary substantially.
13. There is no cost to the respondents.
14. The annualized cost to the Federal government is \$8,550. 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.