

Justification for Submission to OMB for Non-Material Change

SF 3102, CSRS/FERS Designation of Beneficiary

Benefits Administration Letter (BAL) 22-101 (*Changes to Acceptable Signature Requirements on Retirement Processing Forms*), The Office of Personnel Management (OPM) previously published guidance through [Benefits Administration Letter \(BAL\) 20-102](#), *Temporary Changes to Retirement Application Processing While Operating Under Coronavirus Disease (COVID-19) Telework Policies*. The purpose of this BAL is to outline the new changes to the signature requirements for retirement package forms. This BAL supersedes the *temporary signature requirements* outlined on BAL 20-102. In order to support the health and safety of individuals and to give Human Resource and Payroll Offices maximum flexibilities to submit retirement applications in a timely manner, OPM will allow the use of electronic or digital signatures on all retirement application forms.

These changes are made in accordance with section 850.106 of [title 5, Code of Federal Regulations](#), which allows electronic signatures on forms related to federal retirement and benefit programs. Agencies and Payroll offices are encouraged to implement the new changes effective on the date of publication of this BAL. Forms submitted in accordance with this BAL will be accepted as valid, and no additional documentation will be required.

SF 3102 will now accept digital signatures. There are no changes to the form or language.