



United States of America
RAILROAD RETIREMENT BOARD
844 NORTH RUSH STREET
CHICAGO, ILLINOIS 60611-1275

BUREAU OF INFORMATION SERVICES

December 18, 2019

Michael McManus
Office of Information and Regulatory Affairs – OMB Desk Officer
Washington, DC 20503

Dear Mr. McManus,

Per the emergency provisions as outlined in 5 CFR 1320.13, the Railroad Retirement Board (RRB) requests expiration date extension of OMB Control Number 3220-0141, Vocational Report, to March 31, 2020 to get additional time to publish the Initial and Secondary Notices in the Federal Register.

The Railroad Retirement Board is a small Federal agency and I wear multiple hats (Information Collections Officer, Records Officer, Forms Officer, supervisor/manager, etc.). Although we hired a new Management Analyst (Kennisha) on June 24, 2019, she is new to the Paperwork Reduction Act (PRA) process. Since January 2, 2019 and after her hire, Kennisha has assisted me with the following activities which has contributed to delays in us gathering and finalizing this ICR:

- Worked with your staff to finalized 4 Information Collection Request (ICRs) that were in the ROCIS cue to facilitate OMB approval. Administrative workload caused delays in obtaining approval prior to Kennisha's arrival.
- Worked with staff to gather information to publish 6 Initial and Secondary Notices in the Federal Register that will be expiring on December 31, 2019. We will be submitting 6 ICRs to OMB for approval within the next few days.
- Worked with new staff to finalize changes to the proposed form. In addition, we experienced delays in finalizing additional changes to the form proposed by OIG staff. Also, I had to take 3 weeks off due to a personal family matter which further impacted coordination and Kennisha was out of the office for 1 week for surgery.
- Served as Project Manager and Subject Matter Expert for Records Management Project and related tasks linked to RRB IT Modernization Initiative

Currently, we are coordinating the ICR through our new CIO and Board Members and will publish the Initial Notice by January 15, 2020 and Secondary Notice by March 20, 2020. Once published, we plan to submit ICR 3220-0141 to OMB for approval on or before March 31, 2020.

If you have any questions, you can email me at Brian.Foster@rrb.gov (312-751-4826) or Kennisha Tucker at Kennisha.Tucker@rrb.gov (312-469-2591).

Sincerely,

Brian D. Foster
Clearance Officer