

SUPPORTING STATEMENT – PART A
VA FORM 29-538
ASSIGNMENT – VA GOVERNMENT LIFE INSURANCE
2900-NEW

Summary of Changes:

- This ICR is being submitted as a “New Collection”.
- Title: Assignment – VA Government Life Insurance, VA Form 29-538.
- No public comments were received during the 60-Day comment period.

1. Need for the Information Collection

This form will be used by the Department of Veterans Affairs Insurance Center (VAIC) to enable beneficiary(ies) to formally submit requests to assign their portion of their VA life insurance death benefits to another descendent of the insured. This is in compliance with 38 U.S.C. 1918. The information collected ensures legal compliance with 38 U.S.C. 1918 which requires the signature of the contingent beneficiary if the death benefit payout is listed as installments.

2. Use of the Information

The form will be completed by the beneficiary, mailed or digitally submitted to the VAIC, and will name individuals to whom the insurance death benefit is requesting to be assigned to. The information requested will identify the beneficiary and provide the necessary approvals for assignment.

3. Use of the Information Technology

The form will be available on the VA.gov Find a VA Form website in a fillable electronic format. VBA will host this form on a secure server. Due to the limited use of this form, VBA will not allow for the complete electronic submission of the form. However, this form will be able to be completed using the fillable electronic format and will be able to be submitted through VA document upload portal.

4. Non-duplication

The information is not contained in any other VA records. Similar information is not available elsewhere.

5. Burden on Small Businesses

The information does not involve any small businesses.

6. Less Frequent Collection

Without the use of this form, there is no legal VA form that can be used to submit requests for assignments. Creating this form will provide legal evidence in support of any possible appeal or court order. This form will also reduce the burden on the beneficiary(ies) to ensure that they provide all the necessary information in support of their request.

7. Paperwork Reduction Act Guidelines

There are no special circumstances requiring that the collection of information be conducted in a manner inconsistent with the guidelines in 5 CFR Section 1320.6.

8. Consultation and Public Comments

Part A: PUBLIC NOTICE:

A 60-Day Federal Register Notice (FRN) for the collection published on Friday, June 5, 2026. The 60-Day FRN citation is Vol 91 FRN 34349.

No comments were received during the 60-Day Comment Period.

If comments were received during the 60-Day FRN, then state: (# of comments received) comments were received during the 60-Day Comment Period. They are included below in the order they were received, as well as our Agency's response to the comment.

A 30-Day Federal Register Notice for the collection published on Monday, August 31, 2026. The 30-Day FRN citation is 91 FRN 55983.

Part B: CONSULTATION:

No additional consultation apart from soliciting public comments through the Federal Register was conducted for this submission.

9. Gifts or Payment

No payments or gifts are being offered to respondents as an incentive to participate in the collection.

10. Confidentiality

The information collection conforms to the Privacy Act of 1974 and is subject to the conditions of disclosure contained therein. The records are maintained in the system identified as 36VA29 Veterans and Uniformed Services Personnel Program of U.S. Government Life Insurance – VA” as contained in the Privacy Act Issuances, 2011 Compilation.

11. Sensitive Questions

There are no questions of a sensitive nature.

12. Respondent Burden and its Labor Costs

- a. Number of Respondents: 10
- b. Frequency of Response: On occasion
- c. Annual Burden Hours: 1 hour
- d. Estimated Completion Time: 5 minutes
- e. VA cannot make assumptions about the population of respondents because of the variability of factors such as the educational background and wage potential of respondents. Therefore, VBA uses general wage data to estimate the respondents’ costs associated with completing the information collection.

The Bureau of Labor Statistics (BLS) gathers information on full-time wage and salary workers. According to the latest available BLS data, the mean hourly wage is \$32.66 based on the BLS wage code – “00-0000 All Occupations.” This information was taken from the following website: <https://data.bls.gov/oes/#/industry/000000>, May 2024.

Legally, respondents may not pay a person or business for assistance in completing the information collection. Therefore, there are no expected overhead costs for completing the information collection. VBA estimates the total cost to all respondents to be \$1,633.00 (50 burden hours x \$32.66 per hour).

13. Respondent Costs Other Than Burden Hour Costs

This submission does not involve any record keeping costs.

14. Costs to the Federal Government

Grade	Step	Burden Time	Fraction of Hour	Hourly Rate	Cost Per Response	Total Responses	Total
9	3	5	.08	\$26.95	\$2.16	10	\$22.00
Overhead at 100% Salary							\$22.00
5	3	2	0.03	\$17.79	\$0.53	10	\$5.00
Overhead at 100% Salary							\$5.00
4	3	2	0.03	\$15.90	\$0.48	10	\$5.00
Overhead at 100% Salary							\$5.00
Processing / Analyzing Costs							\$64.00
Printing and Production Cost							\$54.00
Total Cost to Government							\$118.00

Overhead costs are 100% of salary and are the same as the wage listed above and the amounts are included in the total.

Printing and production costs approximates the cost of printing this information collection per year. (Processing/Analyzing Cost total divided by \$54).

Note: The hourly wage information above is based on the hourly 2025 General Schedule (Base) Pay (https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/26Tables/html/GS_h.aspx). This rate does not include any locality adjustment as applicable.

The processing time estimates above are based on the actual amount of time employees of each grade level spend to process to completion a claim received on this form. The within-grade step (3) of each employee represents the average experience of employees within each grade.

15. Reason for Change in Burden

There is no change in respondent burden.

16. Publication of Results

The information is collected for insurance purposes only and there are no plans for publication.

17. Non-Display of OMB Expiration Date

We are not seeking approval to omit the display of the expiration date of the OMB approval on the collection instrument.

18. Exceptions to “Certification for Paperwork Reduction Submissions”

We are not requesting any exemptions to the provisions stated in 5 CFR 1320.9.