

Supporting Statement for Paperwork Reduction Act Submissions

OMB Control Number: 3206-0134, Application to Make Deposit or Redeposit (CSRS) – SF 2103, Application to Make Service Credit Payment for Civilian Service (FERS) – SF 3108

A. Justification

1. *Explain the circumstances of this collection, why this collection is necessary, and the legal statutes that allow it.*

The provisions under 5 U.S.C. §§ 8334 and 8411 provide that eligible employees and former employees may make payments to receive credit in their annuity computations for certain periods of service. These periods of service include service that was not subject to retirement deductions when the service was performed (non-deduction service) and service that was subject to retirement deductions that the employee or former employee later withdrew from the Retirement Fund in a lump-sum credit (refunded service).

2. *The information is to be used. Except for a new collection, describe how the agency has made use of the information received from the current collection.*

This Information Collection Request (ICR) has two forms: SF 2803 (*Application to Make Deposit or Redeposit: CSRS*) and SF 3108 (*Application to Make Service Credit Payment for Civilian Service: FERS*). The first form, SF 2803, is used for the Civil Service Retirement System (CSRS). The second form, SF 3108, is used for the Federal Employees' Retirement System (FERS).

SF 2803A is a sub-form of SF 2803 and SF 3108A is a sub-form of SF 3108. Both sub-forms are applications to pay military deposits for military service.

This information is collected by OPM from eligible employees and former employees who wish to make a deposit/redeposit before retirement. 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 under chapters 83 and 84 of title 5, United States Code.

3. *How are the respondents expected to complete the collection? Can this collection be completed electronically (e.g., through a website or application?).*

SF 2803 may be accessed online, printed, completed and mailed to: Office of Personnel Management, Retirement Operations Center, Deposit Section, P.O. Box 45, Boyers, PA 16017-0045.

SF 3108 may be accessed online, printed, completed and mailed to: Office of Personnel Management, Retirement Operations Center, P.O. Box 45, Boyers, PA 16017-0045.

4. *Does this collection duplicate any other collection of information? Describe why the agency doesn't already have this information within their systems.*

Applications are filed individually. There is no duplication because the respondents initiate the collection.

5. *Describe any impacts on small business. If applicable, describe any methods used to minimize those impacts.*

Information is not collected from nor has any impact on small businesses or organizations.

6. *What are consequences to the Federal program or policy goals if this collection is not done or the information is collected less frequently? Describe any technical or legal obstacles to reducing burden.*

Information is collected as needed to permit the respondents to pay for non-deduction or refunded service or for purposes of paying a military service deposit. Less frequent collection would cause the applicant to pay more interest due to delayed billing. This information collection is consistent with the guidelines in 5 CFR 1320.6.

7. *Do any of the following special circumstances apply?*
- *requiring respondents to report information to the agency more often than quarterly;*
 - *requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;*
 - *requiring respondents to submit more than an original and two copies of any document;*
 - *requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records, for more than three years;*
 - *in connection with a statistical survey, that is not designed to produce valid and reliable results that can be generalized to the universe of study;*
 - *requiring the use of a statistical data classification that has not been reviewed and approved by OMB;*
 - *that includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or*
 - *requiring respondents to submit proprietary trade secrets, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.*

There are no special circumstances involved in the collection of this information.

8. *Cite the Federal Register publication for a request for public comments and address any comments received.*

On March 9, 2026, a 60-day Federal Register Notice was published at 91 Fed. Reg. 11347 requesting comments. No comments were received.

9. *Are payments or gifts given to the respondent?*

No gifts or payments of any kind have been provided to any individuals who are connected to this collection.

10. *Describe any assurances of privacy/confidentiality. Cite specific privacy laws, relevant OPM regulations, and SORNs.*

This information collection is protected by the Privacy Act of 1974 and OPM regulations (5 CFR § 831.106). The routine uses of disclosure appear in the Federal Register for OPM/Central-1 (87 FR 5874, published February 2, 2022; revised 88 FR 56058 August 17, 2023).

11. *Are any questions of a sensitive nature asked, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private? If yes, provide justification. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.*

The information collection does not include questions regarding sexual behavior and attitudes or religious beliefs, and other matters that are commonly considered private. However, the collection does include questions about the health and physical condition of the applicant because these matters are fundamental to the decision as to whether to allow the insurable interest survivor election.

12. *Describe the hour time burden and the hour cost burden on the respondent needed to complete this collection. Please specify hourly salary for your respondent audience by referencing [Bureau of Labor Statistics Occupational Employment and Wage Estimates](#) or other alternative wage site, when applicable.*

Approximately 150 responses from separated applicants are processed annually. Of the 150 respondents, 75 are covered under the Civil Service Retirement System (SF 2803) and 75 are covered under the Federal Employees' Retirement System (SF 3108). This information collection requires approximately 30 minutes to fill out and complete the form. An estimated burden of 75 hours is required to complete this information collection.

Form Name	Form Number	No. of Respondents	No. of Responses per Respondent	Average Burden per Response (in hours)	Total Annual Burden (in hours)	Average Hourly Wage Rate	Total Annual Respondent Cost
Application to Make Deposit or Redeposit (CSRS)	SF 2103	75	1	.5	37.5	\$32.66	\$1,225

Application to Make Service Credit Payment for Civilian Service (FERS)	SF 3108	75	1	.5	37.5	\$32.66	\$1,225
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The total Annual Respondent Cost is \$2,450.

13. Describe the non-hourly monetary burden to respondents needed to complete this collection. This is defined as out-of-pocket costs such as application fees for the collection, document fees ([birth/death certificates](#), school transcripts), mailing costs ([printing](#), [postage](#), and/or [mileage](#)), or anything else respondents may need to pay to complete and/or implement the collection.

There is no general cost associated with this information collection.

14. Describe the cost incurred by the Federal Government to complete this collection table.

The estimated cost to the Federal government is \$2,800.

15. Explain any changes/adjustments to this collection since the previous submission, if applicable. Describe whether these changes impact the hour or cost burden. If yes, describe if the impact is the result of deliberate Federal government action (“program change”) or something else (“adjustment”).

Updates to the Privacy Act and Public Burden Statements have been made to the form since it was last submitted for renewal, which are listed below. However, there is no change in the hour or cost burden that is not based on updates on economic data. Therefore, any changes noted would be categorized as “adjustments.”

16. Specify if the data gathered by this collection will be published. This could include Congressional reporting, using respondent numbers in budget justification, or other broad reporting.

No information collected from the form will be published.

17. If applicable, explain the reason(s) for seeking approval to not display the OMB expiration date.

We seek approval to not display the OMB clearance expiration date on the forms and to communicate version changes to the public via the revision date. The results of this collection are not published.

18. Explain each exception to the topics of the certification statement identified in [“Certification for Paperwork Reduction Act Submissions.”](#)

There are no exceptions to the certification statement.