

transfers (EFT's) are processed each year; 200 RI 38-31 forms will be completed annually while 7,600 telephone calls are received at OPM. We estimate it takes approximately 10 minutes to complete the form for missing Treasury checks or to report the missing payment by telephone. The annual burden for reporting missing checks is 1,300 hours. The remaining 200 reports are about missing EFT payments. Since people have realized that they can report on the telephone, no missing EFT payments are reported using RI 38-31. The annual burden of reporting 200 missing EFT payments by telephone is 33 hours. The combined burden for collecting this information is 1,333 hours. In 1998 we included a total burden of 25 hours because 50 missing EFT payments were reported using RI 38-31. It takes an estimated 30 minutes to report a missing EFT payment using RI 38-31. The total burden is 17 hours lower because RI 38-31 is no longer used to report missing EFT payments.

For copies of this proposal, contact Mary Beth Smith-Toomey on (202) 606-8358, FAX (202) 418-3251 or e-mail to mbtoomey@opm.gov. Please include a mailing address with your request.

DATES: Comments on this proposal should be received January 7, 2002.

ADDRESSES: Send or deliver comments to—

Ronald W. Melton, Chief, Operations Support Division, Retirement and Insurance Service, U.S. Office of Personnel Management, 1900 E Street, NW, Room 3349A, Washington, DC 20415-3540 and

Joseph Lackey, OPM Desk Officer, Office of Information & Regulatory Affairs, Office of Management and Budget, New Executive Office Building, NW, Room 10235, Washington, DC 20503.

FOR INFORMATION REGARDING

ADMINISTRATIVE COORDINATION—CONTACT: Donna G. Lease, Team Leader, Forms Analysis and Design, (202) 606-0623.

Office of Personnel Management.

Kay Coles James,

Director.

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**OFFICE OF PERSONNEL
MANAGEMENT**

**Submission for OMB Review;
Comment Request for Review of a
Revised Information Collection: INV 41,
42, 43 and 44**

AGENCY: Office of Personnel Management.

ACTION: Notice.

SUMMARY: In accordance with the Paperwork Reduction Act of 1995 (Public Law 104-13, May 22, 1995), this notice announces that the Office of Personnel Management (OPM) has submitted to the Office of Management and Budget (OMB) a request for reclearance of revised information collection forms INV 41, 42, 43 and 44. OPM uses these forms to request information when conducting employment investigations. The investigations are conducted to determine suitability for Federal employment or the ability to hold a security clearance as prescribed in Executive Orders 10450, 12968, and 10577 (5 CFR part V), and 5 U.S.C. 3301.

INV Form 41, Investigative Request for Employment Data and Supervisor Information, is sent to employers and supervisors. INV Form 42, Investigative Request for Personal Information, is sent to references. INV Form 43, Investigative Request for Educational Registrar and Dean of Students Record Data, is sent to educational institutions. INV Form 44, Investigative Request for Law Enforcement Data, is sent to local law enforcement agencies.

Based on current usage, OPM estimates that 1,962,947 individuals will respond annually to the forms (902,204 to INV 41; 494,728 to INV Form 42; 135,304 to INV 43; and 430,711 to INV 44). We believe the forms require an average of 5 minutes to complete. The total estimated public burden is 162,924 hours.

To obtain copies of this proposal, please contact Mary Beth Smith-Toomey at (202) 606-8358 or FAX (202) 418-3251 or by e-mail to mbtoomey@opm.gov. Please include a mailing address with your request.

DATES: Comments on this proposal should be received on or before January 7, 2002.

ADDRESSES: Send or deliver written comments to:

Richard A. Ferris, Associate Director, Investigations Service, U.S. Office of Personnel Management, 1900 E Street, NW Room 5416, Washington, DC 20415-4000; and

Joseph Lackey, OPM Desk Officer, Office of Information and Regulatory Affairs, Office of Management and Budget, Room 10235, Washington, DC 20503.

FOR FURTHER INFORMATION CONTACT:

Rasheedah I. Ahmad, Program Analyst, Investigations Service, Phone (202) 606-7983, FAX (202) 606-2390.

Office of Personnel Management.

Kay Coles James,

Director.

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**SECURITIES AND EXCHANGE
COMMISSION**

**Proposed Collection; Comment
Request**

*Upon Written Request, Copies Available
From:* Securities and Exchange
Commission, Office of Filings and
Information Services, Washington, DC
20549

Tell Us How We're Doing!": SEC File No.
270-406, OMB Control No. 3235-0463

Notice is hereby given that, pursuant to the Paperwork Reduction Act of 1995 (44 U.S.C. 3501 *et seq.*), the Securities and Exchange Commission ("Commission") is soliciting comments on the collection of information summarized below. The Commission plans to submit this previously-approved questionnaire to the Office of Management and Budget for approval.

The title of the questionnaire is "Tell Us How We're Doing!"

The Commission currently sends the questionnaire to persons who have used the services of the Commission's Office of Investor Education and Assistance. The questionnaire consists mainly of eight (8) questions concerning the quality of services provided by OIEA. Most of the questions can be answered by checking a box on the questionnaire.

The Commission needs the information to evaluate the quality of services provided by OIEA. Supervisory personnel of OIEA use the information collected in assessing staff performance and for determining what improvements or changes should be made in OIEA operations for services provided to investors.

The respondents to the questionnaire are those investors who request assistance or information from OIEA.

The total reporting burden of the questionnaire in 2001 was approximately 5 hours. This was calculated by multiplying the total number of investors who responded to the questionnaire times how long it is estimated to take to complete the questionnaire (20 respondents × 15 minutes = 5 hours).

Written comments are invited on: (a) Whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility; (b) the accuracy of the agency's estimate