



*United States Office of Personnel Management
The Federal Government's Human Resources Agency*

Benefits Administration Letter

Number: 23-308

Date: September 2023

Subject: September 2023 Headcount

This is a reminder for all payroll providers, including cross-service providers (e.g., National Finance Center (NFC), Defense Finance and Accounting Service (DFAS), etc.), to submit the semiannual Headcount for the September 2023 reporting period no later than September 30, 2023.

The semiannual Headcount reporting (March and September) provides the Office of Personnel Management (OPM) with a snapshot of agency-wide enrollment for participants in the Civil Service Retirement System (CSRS), Federal Employees Retirement System (FERS), Federal Employees Retirement System – Revised Annuity Employees (FERS-RAE), Federal Employees Retirement System – Further Revised Annuity Employees (FERS-FRAE), Federal Employees Health Benefits (FEHB) Program, and/or the Federal Employees' Group Life Insurance (FGLI) Program.

The September 2023 Headcount reporting period is for payroll paid date during the first 15 days of September for bi-weekly pay cycles. For monthly pay cycles, the reporting period is August 1 through August 31, 2023.

Note: All Payroll providers **are required** to use OPM's Headcount Collection System (HCS) to input data and submit OPM Forms 1523 and 2812A electronically. HCS also provides an electronic upload feature using a standardized template.

For questions about the new electronic collection process, please contact the Headcount Support Team at HeadcountSupport@opm.gov.

Headcount reports must be submitted **no later than September 30, 2023**. If report submission delays or difficulties are anticipated, please call Ms. Yadira Vega at 202-606-4842, Olayla Ruffin at 202-606-1498, Eirk Brown 202-606-1418 or email Fundsmanagement@opm.gov.

Note: Standard Retirement and Insurance Transfer System (RITS) reports should not be delayed because Headcount submissions are not ready/complete.

If you have questions about this letter, please send an email to FinancialBALs@opm.gov. We look forward to assisting you.