



Benefits Administration Letter

Number: 19-306

Date: September 2019

Subject: September 2019 Headcount

This is a reminder for payroll providers to submit the semiannual Headcount for the September 2019 reporting period no later than September 16, 2019.

The Headcount is reported semiannually (March and September) by all payroll providers, including the cross-service providers (e.g. National Finance Center, Defense Finance and Accounting Service, etc.) that withhold monies from salaries 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 and Annuitants Health Benefits (FEHB) Program, and/or the Federal Employees and Annuitants Group Life Insurance (FEGLI) Program.

The September 2019 Headcount for weekly and bi-weekly pay cycles is for the payroll paid during the **first 15 days** of September. The reporting period for the monthly pay cycles will be for August 1 through August 31, 2019. All Headcount reports must be submitted **no later than September 16, 2019**. If you anticipate a delay or any difficulties in submitting the report by that date, please notify us. Under no circumstances should you delay transmitting your normal Retirement and Insurance Transfer System (RITS) report because your Headcount is not ready for submission.

Please email your updated OPM Form 1523 and SF 2812-A to FundsManagement-TrustFunds@opm.gov. You may also fax (**clear and legible**) originals to 202-606-0701 or mail the original forms to: U.S. Office of Personnel Management, Funds Management, P.O. Box 7125, Washington DC 20415. If you have any questions concerning the preparation of your Headcount report, please call Yadira Vega at 202-606-4842.

To streamline and improve our headcount data collection process, over the next several months OPM will be implementing an online web-based headcount data collection system. Look for detailed communications in the coming months regarding the electronic submission of the OPM 1523 and SF 2812-A forms.

Handwritten signature of Dennis D. Coleman in black ink.

DENNIS D. COLEMAN
Chief Financial Officer