

FIGURE 2

Standard Form 113-A (Rev. 7/97)  
 U.S. Office of Personnel Management  
 The 113 Summary Data Reporting System

**Monthly Report of Federal Civilian Employment**

1. Department or Agency		2. Code (OPM Use)		3. Other Organizational Unit		4. Code (OPM Use)	
5. Period Covered (Use a 6-digit number to indicate month, day, and year in items a, b, and c below. Example: 12/31/94)							
a. Employment As Of:		b. Payroll From		To		c. Turnover From	
						To	
Employment, Payroll, and Turnover	All Areas (A)	Overseas		United States			
		Territories of the U.S. (B)	Foreign Countries (C)	Wash., D.C. Metro Area (D)	Outside Wash, D.C. Metro Area (E)		
<b>SECTION I - CURRENT STATUS</b>							
1. Grand Total Employment							
2. Total in Permanent Positions							
3. Full-Time							
4. Full-Time in Permanent Positions							
5. Full-Time With Permanent Appointments							
6. Part-Time							
7. Part-Time with Permanent Appointments							
8. Intermittent							
9. Competitive Service							
10. With Permanent Appointments							
11. Excepted Service & Sr. Executive Serv.							
12. With Permanent Appointments							
13. Wage Systems							
14. U.S. Citizens							
15. Noncitizens							
16. Total Intermittents Not Working							
<b>SECTION II - PAYROLL (in thousands of dollars. For example: 1,213,600 should appear 1,214)</b>							
17. Wages and Salaries Earned - Total							
18. Lump Sum Payments							
<b>SECTION III - TURNOVER</b>							
19. Total Accessions							
20. Transfers							
21. Total New Hires							
22. Accessions to the Competitive Service							
23. New Hires to the Competitive Serv.							
24. U.S. Citizens							
25. Total Separations							
26. Transfers							
27. Quits							
28. U.S. Citizens							
<b>SECTION IV - DATA EXCLUDING SPECIAL EMPLOYMENT CATEGORIES</b>							
29. Total Employment							
30. Full-Time With Permanent Appts.							
31. Total Payroll							
Certified by (Signature)	Official Position			Location & Telephone No.		Date (M-D-Y)	

Reports should be submitted to: Workforce Information Team  
 Statistical Analysis and Services Division, Office of Personnel Management  
 1900 E Street, NW., Washington, DC 20415. Attention SF113-A, Room 7439  
 Email Address: owi@opm.gov

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