

MEMORANDUM FOR ASSISTANT SECRETARIES FOR ADMINISTRATION
AND ASSISTANT ADMINISTRATORS FOR
MANAGEMENT

FROM: NANCY E. RANDA
Acting Associate Director
Office of Merit Systems
Oversight & Effectiveness

Subject: Fiscal Year 2003 Reporting Schedules for Monthly Reports of
Federal Civilian Employment and Full-Time Equivalent/Work-Year
Civilian Employment

The monthly reports of Federal Civilian Employment and Full-Time Equivalent/Work-Year Civilian Employment provide the Office of Management and Budget, and other decision making entities, important information about the current status of the Federal civilian workforce. These data are also used in the Office of Personnel Management's Employment and Trends publication, which is available at <http://www.opm.gov/feddata/html/empt.htm>. Submitting timely and accurate data on your agency workforce in support of these reports is essential.

To assist you and your staff in ensuring timely submissions of your data, we have attached additional information to this memorandum, including schedules that reflect specific reporting periods and reporting dates. In addition, we have placed this material on our web site at <http://www.opm.gov/feddata/reporting.htm>. Please ensure that your staff involved with the preparation and submission of these reports receive these schedules.

We appreciate your continued cooperation. Please let me know if you have any questions. Your staff should direct questions about these reporting requirements to Zoraida Arledge at (202) 606-1309 or email at zvarledg@opm.gov.

Attachments

Fiscal Year 2003 Time Schedule for Monthly Report of Federal Civilian Employment (SF 113-A) and Monthly Report of Full-Time Equivalent/Work-Year Civilian Employment (SF 113-G)

To assure that agencies are reporting data reflecting the proper reporting period on the **Monthly Report of Federal Civilian Employment (SF 113-A)**, we are providing time schedules for reporting fiscal year (FY) 2003 data. Attachment 2 shows the report coverage for agencies reporting on a calendar month basis while Attachment 3 shows the report coverage for agencies reporting on a pay period basis. Agencies must **consistently** report employment data either as of the last calendar day of the month (Attachment 2), or as of the end of the pay period closest and prior to the end of the month (Attachment 3).

Note: Even if your agency reports monthly SF 113-A data on a pay period basis, the Office of Management and Budget (OMB) requires that your agency report its 2002 September employment "as of" September 30th. Payroll data should reflect lump sum payments and wages and salaries earned during the period covered. Turnover data should reflect accessions and separations having effective dates during the period covered.

Agencies also submit work year data on the **Monthly Report of Full-Time Equivalent/Work-Year Civilian Employment (SF 113-G)**. For planning purposes, we are providing a time schedule for reporting FY 2003 work year data (Attachment 4).

Note: Fiscal Year 2003 data on the Work Years and Personnel Costs reports (Office of Personnel Management (OPM) Forms 1351-A and 1351-B) should continue to reflect data covering October 1, 2002 through September 30, 2003. The Work Years and Personnel Costs report covers total employment. Since the SF 113-G report now covers total employment, including those in special employment categories (formerly non-ceiling employees), work years should be benchmarked against the SF 113-G summary reports; large differences in report coverage should be explained.

Agencies should assure that the work years reported on Line 9b column 4 (Total Work Years Cumulative to the End of the Fiscal Year) of the September 2003 SF 113-G match the figure submitted to OMB as actual work years used for FY 2003. (OMB Circular A-11 also states that prior year actual full-time equivalent levels in the budget should match the SF 113-G). This means that the office generating the SF 113-G report should coordinate these data with the agency budget office that transmits budget submissions to OMB.

Detailed instructions for the 113 reports are contained in the Operating Manual--The SF-113 Summary Data Reporting System which is available from our web site at: <http://www.opm.gov/feddata/reporting.htm>.

**Fiscal Year 2003
Federal Civilian Employment (SF 113-A)
(Calendar Month Reporting)**

| Report Month | <ul style="list-style-type: none"> · Payroll From Date · Turnover From Date | <ul style="list-style-type: none"> · Employment As Of Date · Payroll To Date · Turnover To Date |
|---------------------|---|--|
| October 2002 | October 1, 2002 | October 31, 2002 |
| November 2002 | November 1, 2002 | November 30, 2002 |
| December 2002 | December 1, 2002 | December 31, 2002 |
| January 2003 | January 1, 2003 | January 31, 2003 |
| February 2003 | February 1, 2003 | February 28, 2003 |
| March 2003 | March 1, 2003 | March 31, 2003 |
| April 2003 | April 1, 2003 | April 30, 2003 |
| May 2003 | May 1, 2003 | May 31, 2003 |
| June 2003 | June 1, 2003 | June 30, 2003 |
| July 2003 | July 1, 2003 | July 31, 2003 |
| August 2003 | August 1, 2003 | August 31, 2003 |
| September 2003 | September 1, 2003 | September 30, 2003 |

The SF 113-A reports are **due the 15th of the month** following the report month. Send reports to:

Office of Personnel Management
Attention: SF 113-A, Room 7439
Personnel Records and Systems Division
1900 E Street, NW
Washington, DC 20415
Fax No.: (202) 606-1719
Email: owi@opm.gov

**Fiscal Year 2003
Federal Civilian Employment (SF 113-A) Reporting Schedule
(Pay Period Reporting)**

| Report Month | <ul style="list-style-type: none"> · Payroll From Date · Turnover From Date | <ul style="list-style-type: none"> · Employment As Of Date · Payroll To Date · Turnover To Date |
|---------------------|---|--|
| October 2002 | September 22, 2002 | October 19, 2002 |
| November 2002* | October 20, 2002 | November 30, 2002 |
| December 2002 | December 1, 2002 | December 28, 2002 |
| January 2003 | December 29, 2002 | January 25, 2003 |
| February 2003 | January 26, 2003 | February 22, 2003 |
| March 2003 | February 23, 2003 | March 22, 2003 |
| April 2003 | March 23, 2003 | April 19, 2003 |
| May 2003* | April 20, 2003 | May 31, 2003 |
| June 2003 | June 1, 2003 | June 28, 2003 |
| July 2003 | June 29, 2003 | July 26, 2003 |
| August 2003 | July 27, 2003 | August 23, 2003 |
| September 2003 | August 24, 2003 | Employment As Of September 30, 2003** Payroll To & Turnover To: September 20, 2003 |

* Covers 3 biweekly pay periods.

** As of September 30, as required by the Office of Management and Budget.

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Personnel Records and Systems Division
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Fax No.: (202) 606-1719
Email: owi@opm.gov

Attachment 4

**Fiscal Year 2003 Time Schedule for the Monthly Report of
Full-Time Equivalent/Work-Year Civilian Employment (SF 113-G)**

| Report Number | Reporting Period | Number of Biweekly Pay Periods Covered | | Date Due for Report |
|---------------|--------------------------------------|--|-------------|---------------------|
| | | This Report | Fiscal Year | |
| 1 | September 22 – October 19, 2002 | 2 | 2 | November 15, 2002 |
| 2 | October 20 – November 30, 2002 * | 3 | 5 | December 15, 2002 |
| 3 | December 1 – December 28, 2002 | 2 | 7 | January 15, 2003 |
| 4 | December 29, 2002 - January 25, 2003 | 2 | 9 | February 15, 2003 |
| 5 | January 26 – February 22, 2003 | 2 | 11 | March 15, 2003 |
| 6 | February 23 – March 22, 2003 | 2 | 13 | April 15, 2003 |
| 7 | March 23 – April 19, 2003 | 2 | 15 | May 15, 2003 |
| 8 | April 20 – May 31, 2003* | 3 | 18 | June 15, 2003 |
| 9 | June 1 – June 28, 2003 | 2 | 20 | July 15, 2003 |
| 10 | June 29 – July 26, 2003 | 2 | 22 | August 15, 2003 |
| 11 | July 27 – August 23, 2003 | 2 | 24 | September 15, 2003 |
| 12 | August 24 – September 20, 2003 | 2 | 26 | October 15, 2003 |

*Covers 3 biweekly pay periods

The SF 113-G reports are **due the 15th of the month** following end of the reporting period. --Send reports to:

Office of Personnel Management
 Attention: SF 113-G, Room 7439
 Personnel Records and Systems Division
 1900 E Street, NW
 Washington, DC 20415
 Fax No.: (202) 606-1719
 Email: owi@opm.gov