



***Retirement and Insurance Service***  
***Benefits Administration Letter***

**Number: 01-309**

**Date: January 29, 2001**

**Subject: MARCH 2001 HEADCOUNT**

This letter is the call for your semiannual Headcount for March 2001 reporting. The Headcount is reported semiannually (March and September) by all payroll offices that withhold monies from salaries for participants in the Civil Service Retirement System, Federal Employees Retirement System, Federal Employees Health Benefits Program, and/or the Federal Employees Group Life Insurance Programs.

The information you provide to us with your Headcount plays a pivotal role in our negotiations of Health Benefits and Life Insurance premium rates and in the determination of contributions for employees covered by the Federal Employees Retirement System. The Headcount is now an important component of the agree-upon-procedures performed at most payroll offices, in accordance with Office of Management and Budget audit guidelines; as such, it forms a key determinant of the accuracy of your Retirement, Health Benefits and Life Insurance withholdings and contributions. We would ask that you ensure that your Headcount is submitted to us in a timely and accurate manner.

As in the past, the March 2001 Headcount will be submitted to us on OPM Form 1523 (Supplemental Semiannual Headcount Report), with supplemental reporting of enrollment by individual health benefits plan on the SF 2812-A. The March 2001 Headcount will be for the payroll paid during the FIRST 15 DAYS of March 2001. If you pay twice during the first 15 days of March, the Headcount will be for the first payroll paid during that period. For example, if you pay your employees on March 1<sup>st</sup> and March 15<sup>th</sup>, the first payroll paid will be used for your Headcount (March 1<sup>st</sup>). For monthly pay cycles, the reporting period will be February 1, 2001 through February 28, 2001.

The March 2001 Headcount must be submitted no later than March 20, 2001. We ask that you notify us if you anticipate delays or difficulties in submitting it by that date. Under no circumstances, however, should you delay transmitting your normal RITS report because your Headcount is not ready to be submitted.

We would prefer that you FAX your OPM Form 1523 and SF 2812-A to us. If you are one of the few remaining payroll offices that still report withholdings and contributions via the hard copy SF 2812, please FAX a copy of your SF 2812 to us with your OPM Form 1523 and SF 2812-A. Please use CLEAR originals to ensure that we receive legible copies. Our FAX numbers for Headcount submission are 202-606-0701 and 202-606-0195.

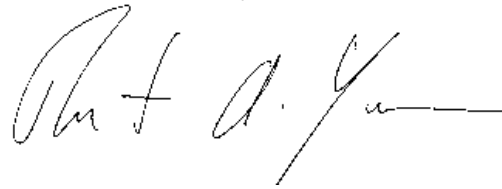
*Civil Service  
Retirement  
System*

*Federal Employees  
Group Life  
Insurance*

*Federal Employees  
Health Benefits  
Program*

*Federal Employees  
Retirement  
System*

If you have any questions concerning the preparation of your Headcount report, please call our Funds Management Branch at 202-606-0606.

A handwritten signature in black ink, appearing to read "Robert A. Yuran". The signature is fluid and cursive, with a horizontal line extending from the end of the name.

Robert A. Yuran, Chief  
Financial Policy Staff