



## ***Benefits Administration Letter***

**Number: 21-302**

**Date: March 2021**

### **Subject: March 2021 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 March 2021 reporting period no later than March 31, 2021.

The semiannual Headcount reporting (March and September) provides the 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 March 2021 Headcount reporting period is for payroll paid during the first 15 days of March for weekly and bi-weekly pay cycles. For monthly pay cycles, the reporting period is February 1 through February 28, 2021.

**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.

To ensure payroll providers have the necessary knowledge to successfully submit Headcount reports electronically during the March 2021 season, HCS Standard Operating Procedures and training materials have been developed.

For questions about the new electronic collection process, please contact the Headcount Support Team at [HeadcountSupport@opm.gov](mailto:HeadcountSupport@opm.gov).

Headcount reports must be submitted **no later than March 31, 2021**. If report submission delays or difficulties are anticipated, please call Ms. Yadira Vega at 202-606-4842, Olayla Ruffin at 202606-1498 or email [Fundsmanagement@opm.gov](mailto:Fundsmanagement@opm.gov).

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

Sherri Jordan SHERRI JORDAN  
Associate Chief Financial Officer

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