



*United States Office of Personnel Management
The Federal Government's Human Resources Agency*

Benefits Administration Letter

Number: 22-305

Date: March 2022

Subject: March 2022 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 semi-annual Headcount for the March 2022 reporting period no later than March 31, 2022.

The semi-annual Headcount reporting (March and September) provides 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 (FEGLI) Program.

The March 2022 Headcount reporting period is for payroll paid during the first 15 days of March for semi-monthly and bi-weekly pay cycles. For monthly pay cycles, the reporting period is February 1 through February 28, 2022.

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.

For questions about the new electronic collection process, please contact the Headcount Support Team at HeadcountSupport@opm.gov.

Headcount reports must be submitted **no later than March 31, 2022**. If report submission delays or difficulties are anticipated, please call Ms. Yadira Vega at 202-606-4842, Olayla Ruffin at 202-606-1498, Eirk Brown 202-606-1418 or email fundsmanagement@opm.gov.

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

Sincerely,

Sherri Jordan
Associate Chief Financial Officer