



Benefits Administration Letter

Number: 16-302

Date: February 2016

Subject: March 2016 Headcount

This is a reminder for payroll providers to submit the semiannual Headcount for the March 2016 reporting period no later than March 18, 2016.

The Headcount is reported semiannually (March and September) by all payroll providers that withhold monies from salaries 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.

All payroll providers are required to also report the applicable headcount data for FERS-RAE, FERS-FRAE and Self Plus One on the March 2016 Headcount submission.

The March 2016 Headcount for weekly and bi-weekly pay cycles will be for the payroll paid during the **FIRST 15 DAYS** of March. For monthly pay cycles, the reporting period will be February 1 through February 29, 2016. All Headcount reports must be submitted **no later than March 18, 2016**. We ask that you notify us if you anticipate a delay or any difficulties in submitting the report by that date. Under no circumstances, however, should you delay transmitting your normal Retirement and Insurance Transfer System (RITS) report because your Headcount is not ready for submission.

Please e-mail your forms to Yadira.Vega@opm.gov or Olayla.Ruffin@opm.gov. You may also FAX (using **clear**, legible originals) your OPM Forms 1523 and SF 2812-A to us at 202-606-0701. In addition, please mail the original forms to: U.S. Office of Personnel Management, Funds Management, P. O. Box 7125, Washington DC 20415. If you have any questions concerning the preparation of your Headcount report, please call Ms. Vega at 202-606-4842.

Kolo Babagana
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Financial Services