



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

**Number: 02-305**

**Date: February 15, 2002**

**Subject: March 2002 Headcount**

This letter is the call for your semiannual Headcount for March 2002 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 March 2002 Headcount will be for the payroll paid during the FIRST 15 DAYS of March 2002. 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 1st and March 15th, the first payroll paid will be used for your Headcount (March 1st). For monthly pay cycles, the reporting period will be February 1, 2002 through February 28, 2002.

The March 2002 Headcount must be submitted no later than March 19, 2002. 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 number for Headcount submission is 202-606-0701.

If you have any questions concerning the preparation of your Headcount report, please call our Funds Management Branch at 202-606-4118.

A handwritten signature in black ink, appearing to read "Robert A. Yuran", with a horizontal line extending to the right.

Robert A. Yuran, Chief  
Financial Policy Staff

***Civil Service  
Retirement  
System***

***Federal Employees'  
Group Life  
Insurance Program***

***Federal Employees  
Health Benefits  
Program***

***Federal Employees  
Retirement  
System***

***Federal  
Long Term  
Care Insurance  
Program***