



United States Office of Personnel Management
Office of the Chief Financial Officer

Benefits Administration Letter

Number: 24-307

Date: September 2024

Subject: September 2024 Headcount

This is a reminder for all payroll providers, including cross-service providers (e.g., National Finance Center, Defense Finance and Accounting Service, etc.), to submit the semiannual Headcount for the September 2024 reporting period no later than September 30, 2024.

The semiannual Headcount reporting (March and September) provides the Office of Personnel (OPM) with a snapshot of agency-wide enrollment for participants in the Civil Service Retirement System, Federal Employees Retirement System, Federal Employees Retirement System – Revised Annuity Employees, Federal Employees Retirement System – Further Revised Annuity Employees, Federal Employees Health Benefits Program, and/or the Federal Employees’ Group Life Insurance Program.

The September 2024 Headcount reporting period is for payroll paid during the first 15 days of September for weekly and bi-weekly pay cycles. For monthly pay cycles, the reporting period is August 1 through August 31, 2024.

Headcount reports must be submitted **no later than September 30, 2024**. If report submission delays or difficulties are anticipated, please call **Yadira Vega at 202-606-4842** or email HeadcountSupport@opm.gov.

All Payroll providers **must** use the OPM Headcount Collection System (HCS) to input data and submit OPM Forms 1523 and 2812A electronically. The HCS also provides an electronic upload feature using a standardized template. Payroll users must use their Personal Identity Verification (PIV) card to sign in and access the Headcount web system. If a user does not

have a PIV card, he/she must obtain a FIDO2 Token at Authenticator Level 2. Each user must have his/her own FIDO2 Token, which is tied to a specific user's email address. Standard Retirement and Insurance Transfer System (RITS) reports should not be delayed because Headcount submissions are not ready/complete.

Additional Information

For questions regarding the data collection process, the new login process, or any information in this Benefit Administration Letter, please contact the Headcount Support Team via telephone at (202) 606-4842, or via, email at HeadcountSupport@opm.gov.