

May 18, 2001

ACTION DATE: November 15, 2001

MEMORANDUM FOR ASSISTANT SECRETARIES FOR ADMINISTRATION
AND ASSISTANT ADMINISTRATORS FOR
MANAGEMENT

FROM: KELLY CROFT /signed/
Acting Associate Director
Office of Merit Systems
Oversight and Effectiveness

Subject: Fiscal Year (FY) 2002 Reporting Schedules for Monthly Report of
Federal Civilian Employment (Standard Form (SF 113-A) and
Monthly Report of Full-Time Equivalent/Work-Year Civilian
Employment (SF 113-G)

FY 2002 schedules for submitting your monthly SF 113-A and G reports are attached. Please ensure that your staff involved with the preparation and submission of the 113 reports receive these schedules. We've also placed this material, along with more detailed 113 instructions, on the web at <http://www.opm.gov/feddata/html/sf113rpt.htm>.

The Office of Management and Budget is the primary customer of the data from 113 reports, and timely and accurate submissions by all agencies continue to be very important. These data are also used in the Office of Personnel Management's Employment and Trends publication (available at <http://www.opm.gov/feddata/html/empt.htm>).

We appreciate your continued cooperation. Please let me know if you have any questions. I can be reached on (202) 606-2704. Your staff should direct questions about the 113 surveys to May Eng at (202) 606-2684 or email at mseng@opm.gov.

Attachments

FISCAL YEAR 2002 TIME SCHEDULE FOR MONTHLY REPORT OF FEDERAL CIVILIAN EMPLOYMENT (SF 113-A) AND MONTHLY REPORT OF FULL-TIME EQUIVALENT/WORK-YEAR CIVILIAN EMPLOYMENT (SF 113-G)

To assure that agencies are reporting data reflecting the proper report period on the Monthly Report of Federal Civilian Employment (SF 113-A), we are providing time schedules for reporting fiscal year (FY) 2002 data. One schedule (attachment 1) shows the report coverage for agencies reporting on a calendar month basis and the other schedule (attachment 2) shows the report coverage for agencies reporting on a pay period basis. Agencies must **consistently** report employment data either as of the last calendar day of the month (attachment 1), or as of the end of the pay period closest and prior to the end of the month (attachment 2).

Note: Even if your agency reports monthly SF 113-A data on a pay period basis, the Office of Management and Budget (OMB) requires that your agency reports its 2002 September employment "as of" September 30th. Payroll data should reflect lump sum payments and wages and salaries earned during the period covered. Turnover data should reflect accessions and separations having effective dates during the period covered.

Agencies also submit work year data on the Monthly Report of Full-Time Equivalent/Work-Year Civilian Employment (SF 113-G). For planning purposes, we are providing a time schedule for reporting FY 2002 work year data (attachment 3).

Note: Fiscal Year 2002 data on the Work Years and Personnel Costs reports (Office of Personnel Management (OPM) Forms 1351-A and 1351-B) should continue to reflect data covering October 1, 2001, through September 30, 2002. The Work Years and Personnel Costs report covers total employment. Work years should be benchmarked against the SF 113-G summary reports; large differences in report coverage should be explained, since the SF 113-G report now covers total employment, including those in special employment categories (formerly non-ceiling employees).

Agencies should assure that the work years reported on Line 9b column 4 (Total Work Year Cumulative to the End of the Fiscal Year) of the September 2002 SF 113-G match the figure submitted to OMB as actual work years used for FY 2002. (OMB Circular A-11 also states that prior year actual full-time equivalent levels in the budget should match the SF 113-G). This means that an agency generating the SF 113-G report should coordinate with the budget office that transmits budget submissions to OMB.

Detailed instructions for the 113 reports are contained in the Operating Manual--The SF-113 Summary Data Reporting System and are available from our website at:
<http://www.opm.gov/feodata/html/sf113rpt.htm>.

**Calendar Month Reporting for Monthly Report of Federal Civilian Employment (SF 113-A)
Fiscal Year 2002**

Report Month	Employment As Of Date	Payroll From Date	Payroll To Date	Turnover From Date	Turnover To Date
October 2001	October 31, 2001	October 1, 2001	October 31, 2001	October 1, 2001	October 31, 2001
November 2001	November 30, 2001	November 1, 2001	November 30, 2001	November 1, 2001	November 30, 2001
December 2001	December 31, 2001	December 1, 2001	December 31, 2001	December 1, 2001	December 31, 2001
January 2002	January 31, 2002	January 1, 2002	January 31, 2002	January 1, 2002	January 31, 2002
February 2002	February 28, 2002	February 1, 2002	February 28, 2002	February 1, 2002	February 28, 2002
March 2002	March 31, 2002	March 1, 2002	March 31, 2002	March 1, 2002	March 31, 2002
April 2002	April 30, 2002	April 1, 2002	April 30, 2002	April 1, 2002	April 30, 2002
May 2002	May 31, 2002	May 1, 2002	May 31, 2002	May 1, 2002	May 31, 2002
June 2002	June 30, 2002	June 1, 2002	June 30, 2002	June 1, 2002	June 30,2002
July 2002	July 31, 2002	July 1, 2002	July 31, 2002	July 1, 2002	July 31, 2002
August 2002	August 31, 2002	August 1, 2002	August 31, 2002	August 1, 2002	August 31, 2002
September 2002	September 30, 2002	September 1, 2002	September 30, 2002	September 1, 2002	September 30, 2002

The SF 113-A reports are **due the 15th of the month** following the report month. Send reports to:

Office of Personnel Management
Attention: SF 113-A, Room 7439
 Personnel Records and Systems Division
 1900 E Street, NW.
 Washington, DC 20415
 Fax No. (202) 606-1719
 Email: owi@opm.gov

**Pay Period Reporting for Monthly Report of Federal Civilian Employment (SF 113-A)
Fiscal Year 2002**

Report Month	Employment As Of Date	Payroll From Date	Payroll To Date	Turnover From Date	Turnover To Date
October 2001	October 20, 2001	September 23, 2001	October 20, 2001	September 23, 2001	October 20, 2001
November 2001	November 17, 2001	October 21, 2001	November 17, 2001	October 21, 2001	November 17, 2001
December 2001*	December 29, 2001	November 18, 2001	December 29, 2001	November 18, 2001	December 29, 2001
January 2002	January 26, 2002	December 30, 2001	January 26, 2002	December 30, 2001	January 26, 2002
February 2002	February 23, 2002	January 27, 2002	February 23, 2002	January 27, 2002	February 23, 2002
March 2002	March 23, 2002	February 24, 2002	March 23, 2002	February 24, 2002	March 23, 2002
April 2002	April 20, 2002	March 24, 2002	April 20, 2002	March 24, 2002	April 20, 2002
May 2002	May 18, 2002	April 21, 2002	May 18, 2002	April 21, 2002	May 18, 2002
June 2002*	June 29, 2002	May 19, 2002	June 29, 2002	May 19, 2002	June 29, 2002
July 2002	July 27, 2002	June 30, 2002	July 27, 2002	June 30, 2002	July 27, 2002
August 2002	August 24, 2002	July 28, 2002	August 24, 2002	July 28, 2002	August 24, 2002
September 2002	September 30, 2002**	August 25, 2002	September 21, 2002	August 25, 2002	September 21, 2002

*Covers 3 biweekly pay periods.

**As of September 30, as required by the Office of Management and Budget

The SF 113-A reports are **due the 15th of the month** following the report month. Send reports to:

Office of Personnel Management
Attention: SF 113-A, Room 7439
 Personnel Records and Systems Division
 1900 E Street, NW.
 Washington, DC 20415
 Fax No. (202) 606-1719
 Email: owi@opm.gov

**Fiscal Year 2002 Time Schedule for the Monthly Report of
Full-time Equivalent/Work-Year Civilian Employment (SF 113-G)**

Report Number	Reporting Period	No. of Biweekly Pay Periods Covered		Date Due for Report
		This Report	FY to Date	
1	September 23-October 20, 2001	2	2	November 15, 2001
2	October 21-November 17, 2001	2	4	December 15, 2001
3	November 18-December 29, 2001*	3	7	January 15, 2002
4	December 30, 2001-January 26, 2002	2	9	February 15, 2002
5	January 27-February 23, 2002	2	11	March 15, 2002
6	February 24-March 23, 2002	2	13	April 15, 2002
7	March 24-April 20, 2002	2	15	May 15, 2002
8	April 21-May 18, 2002	2	17	June 15, 2002
9	May 19-June 29, 2002*	3	20	July 15, 2002
10	June 30-July 27, 2002	2	22	August 15, 2002
11	July 28-August 24, 2002	2	24	September 15, 2002
12	August 25-September 21, 2002	2	26	October 15, 2002

*Covers 3 biweekly pay periods

The SF 113-G reports are **due the 15th of the month** following the report month. Send reports to:

Office of Personnel Management
Attention SF 113-G, Room 7439
Personnel Records and Systems Division
1900 E Street, NW.
Washington, DC 20415
Fax No. (202) 606-1719
Email: owi@opm.gov