



United States
Office of
Personnel Management

Washington, DC 20415

MEMORANDUM FOR DIRECTORS OF PERSONNEL AND
HUMAN RESOURCES

SEP 27 2005

FROM:

Nancy H. Kichak
NANCY H. KICHAK
ASSOCIATE DIRECTOR
STRATEGIC HUMAN RESOURCE POLICY

Subject:

Standard Form (SF)-113, Reporting in Fiscal Year 2006 --
REVISION

The Office of Management and Budget (OMB) and the Office of Personnel Management (OPM) are revising the fiscal year (FY) 2006 data submission schedule for the *Full-Time Equivalent/Work-Year Civilian Employment SF-113G* form. The complete SF-113 submission schedule was issued by OPM on July 29, 2005 and Federal agencies were asked to follow a 27 pay period submission schedule for their *SF-113A and G* submissions. Instead of 27 pay periods, we are asking agencies to follow a 26 pay period submission schedule for their *SF-113G* submissions and calculate work-years on the form using the traditional 2,080 compensable hours.

Four attachments accompany this memorandum. The first part of **Attachment 1** explains how to complete the *Federal Civilian Employment SF-113A* form. The July 29, 2005 memorandum said if agencies report data to OPM on a pay period basis, then *SF-113A* data will cover 27 pay periods in FY 2006. This detail remains unchanged from the original memorandum.

We modified the second part of **Attachment 1** and it now says *SF-113G* submissions must cover 26 pay periods. The original memorandum said 27. Employment, full-time equivalent and work-year data covering the pay period September 18, 2005 through October 1, 2005 are not to be included in *SF-113G* report totals. Agencies will instead send their September 18 – October 1, 2005 work year value (Grand Total Line 9b, column 4 of the *SF-113G*) to OPM via email or add it as a footnote to their *SF-113G* October 2005 submission.

Attachments 2 and 3 have the “monthly” and “pay-period” submission schedules for the *SF-113A* form. **Attachment 4** has the revised submission schedule for the *SF-113G* form.

Agencies are required to send both forms to OPM by the 15th of the month following the report month. OPM requests these data from agencies to satisfy 5 CFR part 9. Data collected from the *SF-113A* and *G* enable OMB, and other key Federal officials, to analyze and make decisions concerning the Federal civilian workforce.

We appreciate your continued cooperation and ask that you direct any SF-113 data submission questions to Willie Powers at (202) 606- 2956 or by email at Willie.Powers@OPM.GOV.

Attachments

SF-113 Data Submission Schedules **Guidance for Fiscal Year 2006**

The Office of Personnel Management (OPM) is releasing its SF-113 data submission schedules for fiscal year (FY) 2006. Federal agencies must follow the schedules to submit employment, full-time equivalent (FTE), payroll and work-year data to OPM. Agencies report these data to OPM using the following two forms:

1. Monthly Report of Federal Civilian Employment (SF-113A) Form

Attachment 2 displays the submission schedule for agencies who report on a monthly basis. Attachment 3 has the schedule for agencies who report on a pay-period basis, and the schedule is from September 18, 2005 through September 30, 2006 which is 27 pay periods.

Agencies must **consistently** report employment data either as of the last calendar day of the month (Attachment 2), or as of the end of the pay period closest and prior to the end of the month (Attachment 3).

Federal agencies that submit *SF-113A* data on a pay-period basis must report total employment, payroll and turnover "as of" September 30th for their September 2006 submission.

Finally, payroll data should reflect lump sum payments, wages, and salaries earned during the period covered. Likewise, turnover data should reflect accessions and separations with effective dates during the period covered.

2. Full-Time Equivalent/Work-Year Civilian Employment (SF-113G)

Attachment 4 displays the October 2, 2005 through September 30, 2006 submission schedule. As already mentioned, data for the *SF-113A* will cover 27 pay periods, but *SF-113G* information will cover 26 pay periods.

Employment, full-time equivalent and work-year data covering the pay period September 18, 2005 through October 1, 2005 are not to be included in *SF-113G* report totals. Agencies will instead send their September 18 – October 1, 2005 work year value (Grand Total Line 9b, column 4 of the *SF-113G*) to OPM via email or add it as a footnote to their *SF-113G* October 2005 submission.

Finally, agency total work-year usage must be reported on line 9b, column 4 (Grand Total Work-Years) for the current FY. The percent of your agency's work-year usage is calculated by dividing the value reported on line 9b column 4 by the total work-years estimated in the latest President's Budget for the current year. Actual FTE usage reported by your agency in the prior year Federal budget should be equal, or reasonably close, to the year-end FTE usage reported on the SF-113G. (See OMB Circular A-11 available at http://www.whitehouse.gov/omb/circulars/a11/current_year/s32.pdf).

Note: FY 2005 data on the *Work Years and Personnel Costs* reports (OPM Forms 1351A and 1351B) will reflect data covering October 1, 2004 through September 30, 2005. Since the *Work Years and Personnel Costs* report and *SF-113G* report cover total employment, work-years should be benchmarked against the *SF-113G* summary report and any large differences between the two should be explained.

Detailed instructions on submitting 113 data are contained in the *Operating Manual--The SF-113 Summary Data Reporting System*. This manual is available at <http://www.opm.gov/feddata/reporting.htm>.

**Fiscal Year 2006
Federal Civilian Employment (SF-113A)
(Calendar Month Reporting)**

Report Month	<ul style="list-style-type: none"> • Payroll From Date • Turnover From Date 	<ul style="list-style-type: none"> • Employment As Of Date • Payroll To Date • Turnover To Date
October 2005	October 1, 2005	October 31, 2005
November 2005	November 1, 2005	November 30, 2005
December 2005	December 1, 2005	December 31, 2005
January 2006	January 1, 2006	January 31, 2006
February 2006	February 1, 2006	February 28, 2006
March 2006	March 1, 2006	March 31, 2006
April 2006	April 1, 2006	April 30, 2006
May 2006	May 1, 2006	May 31, 2006
June 2006	June 1, 2006	June 30, 2006
July 2006	July 1, 2006	July 31, 2006
August 2006	August 1, 2006	August 31, 2006
September 2006	September 1, 2006	September 30, 2006

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

Send reports to:

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

**Fiscal Year 2006
Federal Civilian Employment (SF-113A) Reporting Schedule
(Pay Period Reporting)**

Report Period	• Payroll From Date • Turnover From Date	• Employment As Of Date • Payroll To Date • Turnover To Date	Number of Pay Periods
1*	September 18, 2005	October 29, 2005	3
2	October 30, 2005	November 26, 2005	2
3	November 27 2005	December 24, 2005	2
4	December 25, 2005	January 21, 2006	2
5	January 22, 2006	February 18, 2006	2
6	February 19, 2006	March 18, 2006	2
7*	March 19, 2006	April 29, 2006	3
8	April 30, 2006	May 27, 2006	2
9	May 28, 2006	June 24, 2006	2
10	June 25, 2006	July 22, 2006	2
11	July 23, 2006	August 19, 2006	2
12**	August 20, 2006	September 30, 2006	3

* Covers 3 biweekly pay periods.

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

The SF-113A reports will cover 27 pay periods and are **due the 15th of the month** following the report month.

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**Fiscal Year 2006 Time Schedule for the Monthly Report of
Full-Time Equivalent/Work-Year Civilian Employment (SF-113G)**

Report Number	Reporting Period		Number of Pay Periods
1	October 2, 2005	October 29, 2005	2
2	October 30, 2005	November 26, 2005	2
3	November 27, 2005	December 24, 2005	2
4	December 25, 2005	January 21, 2006	2
5	January 22, 2006	February 18, 2006	2
6	February 19, 2006	March 18, 2006	2
7*	March 19, 2006	April 29, 2006	3
8	April 30, 2006	May 27, 2006	2
9	May 28, 2006	June 24, 2006	2
10	June 25, 2006	July 22, 2006	2
11	July 23, 2006	August 19, 2006	2
12*	August 20, 2006	September 30, 2006	3

*Covers 3 biweekly pay periods

The SF-113G reports will cover 26 pay periods and are **due the 15th of the month** following the report month.

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