

Office of Personnel Management
Retirement and Insurance Service



1920



1954



1959



1986

Federal Employee Benefit Programs
FINANCIAL MANAGEMENT LETTER

Number: F-97-05

Date: September 2, 1997

SUBJECT: HEADCOUNT REPORTING

This is to request your assistance in addressing problems pertaining to the headcount reporting submitted semi-annually to the Office of Personnel Management. As you may know, the Headcount Report is a "snapshot" of enrollment and monies withheld from salaries of participants in the benefit programs. The information you report with your Headcount plays a pivotal role in our system of internal accounting control, the negotiation of Health and Life Insurance premium rates, and in the determination of the employer contributions for Federal Employees Retirement System employees.

The enclosure provides information about the difficulties we have recently experienced in processing the Headcount reports submitted by payroll offices in your agency. We realize it will not be feasible to address all of these issues for the upcoming September 1997 reporting. We would appreciate, nonetheless, your assistance so that errors may be resolved in a timely manner.

If you or your staff has any questions concerning this matter, our staff-level contacts are Dick Osberg and Jennifer Simmons, who may be reached on (202) 606-0666 or via Internet email, finance@opm.gov.

/s/

Kathleen M. McGettigan
Assistant Director

for Systems, Finance and Administration
Retirement and Insurance Service