

CAUTION:

**IF YOU ARE USING A PUBLIC ACCESS
COMPUTER, (I.E., PUBLIC LIBRARY, ETC.)
BE CERTAIN YOU DRAG THIS FORM TO THE TRASH CAN
AND EMPTY THE TRASH WHEN FINISHED.**

**THIS WILL PREVENT UNAUTHORIZED
ACCESS TO PERSONAL INFORMATION SUCH AS
YOUR NAME, HOME ADDRESS, AND
SOCIAL SECURITY NUMBER.**

Monthly Report of Federal Civilian Employment

1. Department or Agency	2. Code (OPM Use)	3. Other Organizational Unit	4. Code (OPM Use)
-------------------------	-------------------	------------------------------	-------------------

5. Period Covered (Use of 6-digit number to indicate month, day, and year in items a, b, and c below. Example: 12/31/94)

a. Employment As Of:	b. Payroll	c. Turnover		
	From	To	From	To

Employment, Payroll, and Turnover	All Areas (A)	Overseas		United States	
		Territories of the U.S. (B)	Foreign Countries (C)	Wash., D.C. Metro Area (D)	Outside Wash, D.C. Metro Area (E)

SECTION I - CURRENT STATUS					
1. Grand Total Employment					
2. Total in Permanent Positions					
3. Full-Time					
4. Full-Time in permanent Positions					
5. Full-Time with Permanent Appointments					
6. Part-Time					
7. Part-Time with Permanent Appointments					
8. Intermittent					
9. Competitive Service					
10. With Permanent Appointments					
11. Excepted Service & Sr. Executive Serv.					
12. With Permanent appointments					
13. Wage Systems					
14. U.S. Citizens					
15. Noncitizens					
16. Total Intermittents Not Working					

SECTION II - PAYROLL (In thousands of dollars. For example: 1,213,600 should appear as 1,214)					
17. Wages and Salaries Earned - Total					
18. Lump Sum Payments					

SECTION III - TURNOVER					
19. Total Accessions					
20. Transfers					
21. Total New Hires					
22. Accessions to the Competitive Service					
23. New Hires to the Competitive Serv.					
24. U.S. Citizens					
25. Total Separations					
26. Transfers					
27. Quits					
28. U.S. Citizens					

SECTION IV - DATA EXCLUDING SPECIAL EMPLOYMENT CATEGORIES					
29. Total Ceiling Employment					
30. Full-Time with Permanent Appts.					
31. Total Payroll					

Certified by (Signature)	Official Position	Location & Telephone No.	Date (M-D-Y)
--------------------------	-------------------	--------------------------	--------------

Reports should be submitted to: Workforce Information Branch, Statistical Analysis and Services Division, Office of Personnel Management, 1900 E Street, N.W., Washington, D.C. 20415. Attention: SF 113-G, Room 7494.

This edition should be reproduced locally.

**General Information On The
Monthly Report of Federal Civilian Employment (SF 113-A)**

This report contains monthly Federal civilian employment, payroll, turnover and employment ceiling data and must be submitted by the 15th of the following month to the U.S. Office of Personnel Management (OPM), Workforce Information Branch, Statistical Analysis and Services Division, 1900 E Street, N.W., Washington, D.C. 20415. Attention: SF 113-A, Room 7494. Only one copy of the report is required.

If the agency is organized with major bureaus or other comparable organizational units that have been assigned subelement codes at agency request by the OPM, one copy is required for the overall agency and one copy for each organizational subelement. Each report must be signed by a responsible official designated by the head of the agency. Local reproduction of this edition of Standard Form 113-A is authorized. Agencies may procure the prior edition, while supplies last, from the General Services Administration, Office of Federal Supply Service. The National Stock Number is 7540-00-965-2326.

As an attachment to the 113-A report, agencies which have indirect hire employees, i.e., persons rendering service to the Federal Government under agreements or contracts with foreign governments, are requested to show separately for each country: the number of persons working under the immediate direction of the reporting agency pursuant to contracts, agreements, or other arrangements with foreign governments which provide for the furnishing of personal services to the agencies. This does not include employees of private contractors.

Revisions to the figures in the current, and any previous month's report, should be provided to the OPM as soon as possible; when possible, such revisions will be reflected in the initial issuance of Federal civilian employment statistics contained in OPM's bimonthly publication: *Federal Civilian Workforce Statistics - Employment and Trends*. Any questions related to reporting instructions, definitions, project management and revisions to reports should be directed to the OPM contact at the above address. Minor revisions to reports can be handled by phone; extensive corrections should be made by submitting a revised report.