

United States Office of Personnel Management

The Standard Form (SF) 113 Summary Data Operating Manual



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1.0 Why is the SF 113 Operating Manual important to Federal agencies?

Federal agencies should rely on this manual to consistently submit employment, payroll and full-time equivalent (FTE) data to the Office of Personnel Management (OPM). The manual's *Appendix* lists the Federal agencies who submit 113 data to OPM, and most of these agencies submit employment and payroll data to OPM on the *Monthly Report of Federal Civilian Employment* (113-A) form. Only Executive branch agencies submit FTE data on the *Full-Time Equivalent/Work-Year Civilian Employment* (113-G) form. In this manual, agencies will find a description of each form, specific instructions on how to complete the forms, and criteria for editing all data.

Since 1978, the Office of Management and Budget (OMB) has been the primary customer for 113-A and 113-G information. OMB uses the data as a baseline for making policy decisions related to personnel budget requests. 113 data also provides benefits to OPM because the agency uses the data to:

- a. check the accuracy and completeness of 113 and other OPM human resources (HR) database files (i.e., Central Personnel Data File (CPDF) and Enterprise HR Integration (EHRI));
- b. provide Federal civilian employment and payroll data to the Census Bureau and the Bureau of Labor Statistics for input into their United States (U.S.) government employment statistics;
- c. respond to questions from Congressional staff, the media, think tanks, students and professors, and
- d. publish OPM's *Federal Employment and Trends* publication.

2.0 What are the 113 report submission requirements?

2.1 Federal Civilian Employees

The 113-A and 113-G reports must reflect Federal civilian workforce statistics and must *not* include private sector contractors. To be a Federal employee, a person must meet the following criteria which are set forth in 5 U.S.C. 2105(a):

- a. Appointed in the Civil Service by a Federal officer acting in an official capacity;
- b. Engaged in the performance of Federal functions under authority of law or an Executive Act, and
- c. Subject to the supervision of a Federal officer while the employee is engaged in the performance of the duties of the position.

Federal agencies must ensure the number of employees reported on the 113-A and 113-G reports meets the three criteria which define a Federal employee.

2.2 Agency Coverage

The 113-A report covers all Federal departments and agencies excluding the Central Intelligence Agency, National Security Agency, Defense Intelligence Agency, National Geospatial-Intelligence Agency, and uniformed military employees.

The 113-G report covers only Executive Branch agencies subject to OMB employment controls but excludes the U.S. Postal Service, Central Intelligence Agency, National Security Agency, Defense Intelligence Agency, National Geospatial-Intelligence Agency, and military personnel in the Uniformed Services.

Both reports have worldwide coverage; meaning, agencies will submit employment information on citizens and non-citizens located in the U.S. and overseas.

2.3 Reporting Due Date

Federal agencies must submit both 113 reports to OPM on the 15th of the month following the report period. For example, the report for the January period is due February 15th.

Revisions to any current or previous 113 report should be submitted to OPM as soon as possible. Minor revisions to 113 reports can be handled by telephone; however, extensive corrections will only be accepted by submitting a revised report.

2.4 Submission File Name Format

Beginning October 1, 2006, Federal agencies must submit their 113 reports to OPM in a Microsoft Excel spreadsheet. The spreadsheet will be emailed to OPM as an attachment no later than the 15th of the month following the report month. Agencies must email reports to OPM113Reports@OPM.GOV.

OPM receives approximately 200 reports from agencies every month. With this number of reports, it is important that the name of the Excel spreadsheet clearly identify the submitting agency and the type of form, 113-A or 113-G, being submitted.

The file name of the Excel spreadsheet must include the Federal agency's most recognizable acronym and the type of 113 form (A or G) being submitted. The file name must also identify whether the submission is an agency's "Department Summary" or a submission for a bureau/sub-element within the agency. Finally, the file name must provide the report month and year.

Here are examples of acceptable 113 Excel file names:

- **USDA113gDepartmentSummaryFeb06.xls**
[This is the Department of Agriculture's 113-G submission, for the entire department, for the February 2006 report period.]
- **USDA113aFSFeb06.xls**
[This is the Department of Agriculture's 113-A submission, for the Forest Service, for the February 2006 report period.]
- **NSF113gDepartmentSummaryMar06.xls**
[This is the National Science Foundation's 113-G submission, for the entire department, for the March 2006 report period.]
- **JMF113aDepartmentSummaryMar06.xls**
[This is the James Madison Memorial Fellowship Foundation's 113-A submission, for the entire department, for the March 2006 report period.]
- **DOI113gNPSApr06.xls**
[This is the Department of Interior's 113-G submission, for the National Park Service, for the April 2006 report period.]

Federal agencies may continue to fax or mail their 113 submissions to OPM until October 1, 2006. Fax submissions to ATTN: SF 113-A report, Fax Number: 202-606-1719 and/or to ATTN: SF 113-G report, Fax Number: 202-606-1819.

Also until October 1, 2006, submissions may be mailed to:

Office of Personnel Management
ATTN: SF 113-A report
SHRP/CHRSRS/PSG
Room 7439
1900 E Street, NW
Washington, DC 20415

Or

Office of Personnel Management
ATTN: SF 113-G report
SHRP/CHRSRS/PSG
Room 7439
1900 E Street, NW
Washington, DC 20415

2.5 Excel Spreadsheet Format for the 113-A and 113-G

Section 4.13 displays the sample 113-A Excel spreadsheet and section 6.5 displays the 113-G sample spreadsheet. Agencies must adhere to the following requirements to create both 113 spreadsheet reports.

- a. The Excel spreadsheet must not have merged fields.
- b. The comma must be excluded from numbers equal to, and greater than, one thousand. For example, display “136739” instead of “136,739.”
- c. Do not insert blank rows in the Excel spreadsheet.
- d. Do not hide columns in the Excel spreadsheet because hidden columns, containing formulas or data, can cause problems with the spreadsheet.
- e. The Excel header section must display the following information: 1) “department/agency name” (e.g., Agriculture); 2) OPM “agency code” (e.g., AG00); 3) “agency sub organization” (e.g., Forest Service); 4) OPM sub organization “agency code” (e.g., AG11); 5) and the 113 “report period” dates (e.g., 07/23/2006 to 08/19/2006).

OPM “agency codes” are listed in the [Appendix](#) and the 113 “report period” dates are found at www.opm.gov.

3.0 What general information do Federal agencies need to know about the 113-A form?

3.1 Employees Included in the 113-A

The 113-A report covers all direct hire Federal civilian officers, employees and foreign nationals in the U.S. (including Government-owned or controlled corporations), foreign countries and U.S. territories who are paid salaries, wages, or fees for their service.

For agencies and employees included in the U.S. budget, include employees whose pay is chargeable to Object of Expenditure Class 11, Personnel Compensation. (See OMB Circular A-11 for detailed definitions of object classes.) For agencies and employees not included in the Budget, similar types of employees and payments for their services are to be reported.

3.2 Employees Excluded from the 113-A

113-A data must exclude the following type of employees:

- a. Persons hired under non-personal service contracts, i.e., employees of private contractors.
- b. Persons serving without pay such as experts and consultants who worked without pay or received payments only for their expenses (per diem in lieu of subsistence and/or travel expenses).
- c. Employees carried on leave without pay, furlough, or suspension for periods scheduled to or which actually exceed 30 calendar days and seasonal employees in non-pay status or scheduled to be in non-pay status for more than 30 calendar days. (Report these employees as separations.)
- d. Employees carried on annual or sick leave after the last day of active duty specified in a reduction-in-force notice.
- e. Workers hired informally “on the spot” without formal appointment procedures for short intervals of time to cope with fire, flood, and other extreme emergencies.
- f. Employees of non-appropriated funds instrumentalities (NAFI) such as canteen workers in the Department of Defense.
- g. District of Columbia Government employees.
- h. All State, local and Indian Tribal Government employees and academic personnel who are:
 - (1) on detail to Intergovernmental Personnel Act (IPA) mobility assignments with Federal agencies.
 - (2) on IPA mobility assignments who have received Federal appointments under 5 U.S.C. 3374(a)(1) for assignments of 30 days or less.

i. All Federal employees who are:

- (1) on detail to State, local, and Indian Tribal Governments or institutions of higher education, or other eligible organizations, where the organization to which an assignment is made reimburses the assigning Federal agency for at least 50 percent of an assigned employee's salary during the assignment.
- (2) on leave without pay while on assignments with State, local, and Indian Tribal Governments, institutions of higher education, or other eligible organizations for assignments more than 30 days. (Report these employees as separations.)

j. Military personnel in the Uniformed Services in the Department of Defense and the U.S. Coast Guard.

k. Employees in the Central Intelligence Agency, National Security Agency, Defense Intelligence Agency, and National Geospatial-Intelligence Agency.

3.3 Rows and Columns in the 113-A

Federal agencies must provide information for every row and column on the 113-A. Row and columns which contain zeroes may be left blank. Agencies providing both agency summary and sub-organizational reports must assure that the sum of all sub-organizational reports equals the data for each row and column of the agency summary report.

3.4 Time Period for Reporting Employment, Payroll and Turnover

For each monthly report, all agencies are required to report employment as of the *last calendar day of the month*. Instead of monthly, agencies may request an exception and report employment data on a “pay period” basis.

Agencies that decide to report on a “pay period” basis will report employment as of the last day of a two, sometimes three, combined pay periods. For example, the 113 fiscal year (FY) 2007 February report period is January 21, 2007 through February 17, 2007. The February report combines 2 pay periods and employment will be reported as of February 17, 2007.

The request for exception must be sent in writing to:

Deputy Associate Director
Center for Human Resources Systems Requirements and Strategies
Office of Personnel Management
1900 E Street, NW.
Washington, DC 20415
Attention: SF 113-A, Room 7439
Email Address: OPM113reports@OPM.GOV

Agencies (and their sub organizations) must agree to *consistently* report employment data either on a “monthly” basis or “pay period” basis for the entire FY. However, payroll and turnover data should cover the entire report period. Payroll data must reflect wages and salaries *earned*, and lump sum payments *paid*, during the period covered. Turnover data must reflect accessions and separations having *effective* dates during the report period.

There are twelve reporting periods in a FY and they are always published on OPM’s website prior to the start of a new FY.

3.5 Special Instructions for the Last FY Pay Period (i.e., September) Report

Employment data in the end-of-fiscal year (September) SF 113-A report must be “as of” the last *calendar day* of the month as required by OMB.

Agencies which generally provide 113-A data on a 26 pay period basis must also report employment as of the last *calendar day* of September. However, the corresponding payroll and turnover data need not be updated to the end of the month. Payroll and turnover should cover the report period.

3.6 Data Distribution by Geographic Area

When distributing the line item data into the proper 113-A columns by geographic area, employees are to be reported by the geographic location of their *duty station*, as follows:

- a. Column A is for employment in all areas. “Worldwide” means the same as “all areas.” The figure in Column A for a given line should be the total of the figures in Columns B, C, D, and E for that line.
- b. Column B is for all employees reported in Column A whose duty station is in the Territories of the United States, defined as the following places: American Samoa, Guam, Johnston Atoll, Midway Islands (except Ryukyu Islands and Swan Islands), Puerto Rico, Navassa Islands, Virgin Islands, Wake Island, Jarvis Island, Baker Island, Howland Island, Kingman Reef, Palmyra Atoll, and Northern Mariana Islands.
- c. Column C is for all employees reported in Column A whose duty station is *not* in the United States or its Territories, i.e., those who are not reported in Columns B, D, and E.
- d. Column D is for employees reported in Column A whose duty station is the Washington, DC, Core Base Statistical Area (CBSA). The CBSA includes the District of Columbia, DC; Calvert County, MD; Charles County, MD; Frederick County, MD; Montgomery County, MD; Prince George’s County, MD; Arlington County, VA; Clarke County, VA; Fairfax County, VA; Fauquier County, VA; Loudoun County, VA; Prince William County, VA; Spotsylvania County, VA; Stafford County, VA; Warren County, VA; Alexandria city, VA; Fairfax city, VA; Falls Church city, VA; Fredericksburg city, VA; Manassas city, VA; Manassas Park city, VA; and Jefferson County, WV.
- e. Column E is for all employees reported in Column A whose duty station is in the United States but outside of the Washington, DC CBSA as defined in letter “d.” Figures shown in lines under Column E should therefore exclude employees in the District of Columbia, and those in the Virginia and Maryland portions of the Washington, DC CBSA.

4.0 What are the specific instructions for completing the 113-A form?

4.1 113-A Header Section

4.1.1 *Line 1 – Department or Agency*

Provide the name of the submitting department or agency (e.g., Agriculture, Transportation, National Science Foundation, Valles Caldera Trust, etc.). The agency code is found in the [“Appendix.”](#)

4.1.2 *Line 2 – Other Organizational Unit*

OMB requires 113-A data on select bureaus or sub-organizations within a department. Provide the name of the sub-organization (e.g., Forest Service, Federal Aviation Administration, etc.) which is part of the submitting department or agency. The sub-organization agency code is found in the [“Appendix.”](#)

4.1.3 *Line 3 - Employment As Of:*

OPM publishes the 113 data submission schedule a few months before the first day of a new FY. The “Employment As Of” date is either the last day of the report month or the last day of the pay period closest to the end of the month.

4.1.4 *Line 4 – Payroll From:, To:*

The 113 data submission schedule for the FY displays the agency’s “Payroll From” date and “To” date. If an agency reports 113 data on a monthly basis, then the “Payroll From” date is the first day of the month and the “TO” date is the last day of them month. If an agency reports 113 data on a 26 pay period basis, then the “Payroll From” date is the first day of a pay period and the “TO” date is the last day of the two, or three, pay periods which were combined.

4.1.5 *Line 5 – Turnover From:, To:*

The 113 data submission schedule for the FY displays the agency’s “Turnover From” date and “TO” date. If an agency reports 113 data on a monthly basis, then the “Turnover From” date is the first day of the month and the “TO” date is the last day of them month. If an agency reports 113 data on a 26 pay period basis, then the “Payroll From” date is the first day of a pay period and the “TO” date is the last day of the two, or three, pay periods which were combined.

4.2 Section I on the 113-A form – Current Status

“*Section I – Current Status,*” lines 1 through 16 on the 113-A form, relates to an agency’s employment by work schedule, type of appointment, position occupied, wage system, and citizenship of Federal civilian employees. Employment totals shown for lines 1 through 15 of the 113-A should show the number of employees who (as of the report date), have *not* been officially separated from the agency by Standard Form (SF) 50 or equivalent personnel action, and who:

- (a) worked for any given period during the report month, or
- (b) are on paid annual, sick, injury, administrative, military, or holiday leave.

Line 16 should report the number of employees with intermittent work schedules who have not worked during the current reporting period, *and* as of the report date, have not been officially separated from the agency's workforce. Employees shown in line 16 should *not* be included in lines 1 through 15.

In lines 1 through 15, exclude employees on leave without pay (LWOP), suspension, or furlough if such actions are scheduled to, or actually exceed 30 calendar days. Count these specific employees as separations in line 25.

Include as appropriate in lines 1 through 16 any seasonal employees in pay status. Seasonal employees are indicated by work schedule codes G (Full-time seasonal), Q (Part-time seasonal), T (Part-time job sharer-seasonal), and J (Intermittent seasonal). Seasonal employees in non-pay status or scheduled to be in non-pay status for more than 30 days (similar to non-seasonal employees who are on leave without pay) should not be included in lines 1 through 16 until they return to pay status. These seasonal employees should be included as an accession when returning from non-pay status of more than 30 days and as a separation when they have been in non-pay status or are scheduled to be in non-pay status for more than 30 days.

4.3 Line Definitions of Section I – Current Status

4.3.1 Line 1—Grand Total Employment

- (a) Total employment is full-time, part-time and intermittent employees (sum of lines 3, 6, and 8) who, as of the report date, have *not* been officially separated from the agency by SF 50 or equivalent action, and who have either:
 - worked for any given period during the report month, or
 - are on paid annual, sick, injury, administrative, military, or holiday leave.
- (b) Exclude intermittent employees included in line 16.
- (c) Do *include* employees whose separation actions are effective *on the report date*; the separation actions for such employees should be included in the next month's report.
- (d) *Exclude* from the SF 113-A all persons whose appointments are without compensation.
- (e) Special instructions apply to employees on furlough, suspension, and leave without pay, and seasonal employees in non-pay status. These employees should not be included in line 1 if their leave (or non-pay status) is scheduled to exceed, or actually exceeds 30 calendar days; such employees should not be included in total employment until they return to duty. *The employee's status as of the report date determines whether the employee will or will not be included.*
- (f) Employees on leave with pay pending separation by either disability or optional retirement should be counted in **Section I – Current Status**. Employees on leave with pay who receive on-the-job injury or illness should also be counted in **Section I – Current Status**.
- (g) Personnel on mobility assignments authorized by the Intergovernmental Personnel Act (IPA) will be reported as follows:
 - Employees on leave without pay (LWOP) for more than 30 days to State, local, and Indian Tribal Governments, institutions of higher learning, or other eligible organizations will be reported as separations.

- Conversely, employees who have received Federal appointments (while under mobility assignments to Federal agencies) will be shown as new appointments if appointed for more than 30 days.
- Federal employees detailed to State, local, and Indian Tribal Governments, institutions of higher learning or other eligible organizations will be reported in total employment only if more than 50 percent of their salary is paid by the Federal agency.

Refer to the below chart for further guidance concerning employees on IPA assignments.

Reporting IPA Assignments

<i>STATUS OF EMPLOYEE</i>	<i>HOW TO REPORT ON SF 113-A</i>
1. Federal employee is detailed to another organization where that organization reimburses the employee's Federal agency at least 50% or more of employee's salary	Federal agency does not report employee on SF 113-A.
2. Federal employee is detailed to another organization where that organization reimburses the employee's Federal agency less than 50% of employee's salary	Federal agency does report employee in appropriate sections on SF 113-A.
3. Federal employee is on LWOP from the Federal government and is working for the state government, local government, Indian Tribal government, institutions of higher education, or 5) other eligible organization more than 30 days	Federal agency reports employee only as a separation.
4. Federal employee is on LWOP from the Federal government and is working for the state government, local government, Indian Tribal government, institutions of higher education, or other eligible organization less than or equal to 30 days	Federal agency reports employee in appropriate sections on SF 113-A.
5. Employee is from the state government, local government, Indian Tribal government, institution of higher education, or other eligible organization and is on a detail to a Federal agency.	Federal agency does not report employee on SF 113-A.

<i>STATUS OF EMPLOYEE</i>	<i>HOW TO REPORT ON SF 113-A</i>
6. Employee is from the state government, local government, Indian Tribal government, institution of higher education, or other eligible organization and is on a detail to a Federal agency for more than 30 days	Federal agency reports the employee as a Federal employee when Federal appointment is given.
7. Employee is from the state government, local government, Indian Tribal government, institution of higher education, or other eligible organization and is on a detail to a Federal agency for less than or equal to 30 days	Federal agency does not report the employee on the SF 113-A.

- (h) When an employee is detailed to another agency (non-IPA where an agency may or may not be reimbursed for the hours worked by the employee detailed to another agency), the agency that appointed the employee and has the employee's personnel record is to count the employee.
- (i) Line 1 also *includes* persons formerly exempt from the President's employment ceilings:
- Participants in the Student Educational Employment Program, identified by current appointment authority codes YBM, YGM, Y3M, Y1M, Y2M, Y1K, Y2K, Y3K, Y4K, and Y5K. (These were formerly Summer Aids and participants in The Stay-in-School Program, The Federal Junior Fellowship Program, and the Cooperative Education Program (Co-op).)
 - Persons in the Worker-Trainee Program who are in developmental jobs (for a 12-month period from date of appointment) who were appointed under the Veterans Recruitment Appointment (VRA) authority, or appointed under the Worker Trainee Temporary Appointment Pending Establishment of a Register (TAPER) authorization.
- (j) Lines 9 plus 11 should equal line 1 in each column. The total of the figures on lines 3, 6, and 8 should always equal the figure on line 1 in each column. The total of figures on lines 14 and 15 should always equal the figure on line 1 in each column.

4.3.2 *Line 2—Total in Permanent Positions*

- (a) Show data for employees (regardless of work schedule, status of the employee or the type of appointment held) occupying "permanent positions."

- (b) A permanent position is one which is either:
- established without time limitation, or
 - established for a limited period of a year or more, or
 - occupied for a year or more (not necessarily continuously by the same employee), regardless of the intent when it was established.

4.3.3 *Line 3—Full-Time*

Full-time employees are those regularly scheduled to work the number of hours and days required by the administrative workweek for their employment group or class. (Most full-time employees have an administrative workweek of 5 days of 8 hours each. Others have administrative workweeks of different hours.)

4.3.4 *Line 4—Full-Time in Permanent Positions*

- (a) Show data for employees reported in line 3 who are in permanent positions as defined in line 2.
- (b) *The nature of the position rather than the status or tenure of the employee is controlling.* For example, an employee with a temporary appointment serving full-time in a permanent position is regarded as occupying a permanent position so long as the position as such is one that has existed, or is expected to exist, for a year or more.
- (c) The full-time employees in line 3 not reported in line 4 as occupying permanent positions are full-time employees in “temporary positions.”

4.3.5 *Line 5—Full-Time with Permanent Appointments*

- (a) Show data for employees included in line 3 (i.e., full-time) who meet the following criteria:
- Employees who are in Tenure Group 1 or 2 as defined below:

Tenure Group 1: *Competitive Service*—Tenure Group 1 includes employees serving under career appointments who either have completed initial appointment probation or are not required to serve initial appointment probation.

Excepted Service—Tenure Group 1 includes employees whose appointments carry no restrictions or conditions such as conditional, indefinite, specific time limitation, or trial period.

Tenure Group 2: *Competitive Service*—Tenure Group 2 includes employees serving under career- conditional appointments, and career employees serving initial appointment probation.

Excepted Service—Tenure Group 2 includes employees who are serving trial periods, or whose tenure is equivalent to career-conditional tenure in the competitive service in agencies that use that type of appointment system.

- All Senior Executive Service (SES) employees except those serving under “limited term” and “limited emergency” appointments.

(b) In **Section I**, “permanent appointments” consist of employees in Tenure Groups 1 and 2 and all SES employees except those serving under “limited term” and “limited emergency” appointments.

4.3.6 *Line 6—Part-Time*

Part-time employees are those who work less than full-time, but for a specific number of hours (usually 16-32 per administrative workweek) on a prearranged scheduled tour of duty.

4.3.7 *Line 7—Part-Time with Permanent Appointments*

Show data for part-time employees included in line 6 who have permanent appointments as defined in line 5.

4.3.8 *Line 8—Intermittent*

- (a) Count intermittents who, as of the report date, have *not* been officially separated from the agency's workforce, and who have worked for any given period during the report month.
- (b) Intermittent employees are those who work an irregular number of hours or days for which there is no prearranged scheduled tour of duty. Such employees are paid only for the time actually worked or for service actually rendered. Do *not* include in line 8 intermittents who are reported in line 16.

4.3.9 *Line 9—Competitive Service, Total*

(a) Show the total number of employees who are in the competitive service as defined in Title 5, United States Code, Section 2102. Per Title 5, the “*competitive service*” consists of:

(1) *all civil service positions in the Executive Branch, except—*

- (A) *positions which are specifically excepted from the competitive service by or under statute;*
- (B) *positions to which appointments are made by nomination for confirmation by the Senate, unless the Senate otherwise directs; and*
- (C) *positions in the Senior Executive Service; and*

- (2) *civil service positions not in the Executive Branch which are specifically included in the competitive service by statute.*

Notwithstanding subsection (a)(1)(B) of this section, the “competitive service” includes positions to which appointments are made by nomination for confirmation by the Senate when specifically included therein by statute.

As used in other Acts of Congress, “classified civil service” or “classified service” means the “competitive service.”

- (b) Include employees in Tenure Group 0, 1, 2, or 3 and position occupied code 1.
- (c) Lines 9 and 11 should add to line 1 in each column.

4.3.10 *Line 10—Competitive Service, with Permanent Appointments*

Show data for employees occupying positions in the competitive service (position occupied code 1) and who are in Tenure Group 1 or 2 as defined in line 5.

4.3.11 *Line 11—Excepted Service and Senior Executive Service, Total*

The excepted service and Senior Executive Service consist of those civil service positions not in the competitive service. Include employees in position occupied codes 2, 3, or 4 regardless of Tenure Group (i.e., Tenure Group 0 through 3).

4.3.12 *Line 12—Excepted Service and Senior Executive Service, with Permanent Appointments*

Show data for employees occupying positions in the excepted service (position occupied code 2) and who are in Tenure Group 1 or 2 and all SES employees (position occupied codes 3 or 4) except those serving under “limited term” and “limited emergency” appointments.

4.3.13 *Line 13—Wage Systems*

- (a) Wage system employees (included in line 1) are trades, crafts, and laboring workers whose basic rates of pay are determined according to local prevailing rates under the statutory Federal Wage Systems or determined under similar administrative authority.
- (b) Most wage employees are in pay plans CE, CY, HU, NB, WG, WL, and WS. Include employees in all pay plans beginning with B, W, K, J, or X. Also include prevailing rate and negotiated rate trades, crafts, and laboring workers in pay plans such as FF, FL, FN, FS, FW, NA, NL, NS, TA, TB, TC, TD, TE, or VC. Do **not** include professional, administrative, or clerical employees.

4.3.14 *Line 14—U.S. Citizens*

- (a) Show data for employees who are United States citizens, regardless of their place of permanent residence.
- (b) A citizen (of the U.S.) is a person who owes allegiance to the United States and is entitled to full civil rights either by birth or naturalization.

4.3.15 *Line 15—Non-citizens*

- (a) Show data for employees who are not United States citizens, regardless of their place of permanent residence.
- (b) Lines 14 and 15 should equal line 1 in each column.

4.3.16 *Line 16—Total Intermittents Not Working*

- (a) Those employees who work an irregular number of hours or days for which there is no prearranged scheduled tour of duty, who have not worked during the current reporting period, and as of the report date, have *not* been officially separated from the agency's workforce.
- (b) These employees are excluded from lines 1 through 15.

4.4 Section II on the 113A form – Payroll

“*Section II – Payroll*,” lines 17 and 18 on the 113-A form, relates to monthly wages and salaries *earned* by Federal civilian employees and lump sum amounts for annual leave paid to employees who have separated from the Federal Government. While employment totals relate to the “as of” date of the report, payroll data relate to the period which began the day after the immediately preceding “as of” date and ends with the “as of” date of the current reporting period.

As already mentioned, 113-A reports are due to OPM on the 15th day of the month following the report date. If complete payroll information is not available, monthly estimates should be made so the complete 113-A can be sent in on time. Monthly payroll estimates may be based on the number of workdays in a given payroll period which fell within the month and for which figures are available. Monthly estimates should be adjusted so that the total reported payroll accumulated from monthly 113-A reports reflects actual expenditures for the whole year.

Payroll figures should be reported in the *nearest whole thousands of dollars*.

Payroll figures *include* funds chargeable to OMB Object Classes 11.1, 11.3, and 11.5. The definitions of object classes are provided in OMB Circular A-11 under “Personnel Compensation.”

Payroll figures do *not* include the Government's share (as employer) of health insurance, term life insurance, and Federal retirement and old-age survivors' disability insurance, and retirement costs which include the Government's payment to cover interest on the unfunded retirement liability.

When funds appropriated to one agency are obligated to another agency through an allocation or appropriation adjustment transaction to perform service for the first agency, that part of such funds chargeable to Object Class 11, Personnel Compensation, must be reported by the agency whose employees perform the work and receive the payment; and the agency for which the service is performed excludes from the total reported on the payroll lines the amount that is chargeable to Object Class 11.

4.5 Line Definitions of Section II - Payroll

4.5.1 Line 17—Wages and Salaries Earned, Total

- (a) Show the amount of earnings for all employees (including those who are separated) for workdays and paid holidays for the period being reported.
- (b) The amount of wages and salaries should be reported for the period when the employees actually *earned* the money and not when the money was actually *paid*. If an error is detected in reporting the amount of earnings in the proper report period, an amended report should be submitted. The fiscal year total salaries and wages (sum of 12 reports from October through September) should reflect actual wages and salaries *earned* by Federal employees for the fiscal year period being reported.
- (c) Give the total earnings for personal services in nearest whole thousands of dollars.
- (d) Wages and salaries include: gross basic pay, overtime pay (including authorized administratively uncontrollable overtime pay), holiday pay, Sunday pay, night differential, hazardous duty pay, special pay adjustments for law enforcement officers, locality-based comparability payments, interim geographic adjustments, post differential, staffing differential, supervisory differential, physicians comparability allowance, remote worksite allowance, performance-based cash award, incentive award, foreign language award, any retroactive pay, and any other funds chargeable to Office of Management and Budget (OMB) Object Classes 11.1, 11.3, and 11.5 under Personnel Compensation, *except* lump-sum payments for annual leave. *Exclude* cost-of-living allowances, station allowances, and any civilian personnel benefits as defined by OMB Object Class 12 funds. Some examples of benefits are: retirement, health and life insurance, recruitment bonus, relocation bonus, retention allowance, and allowances such as quarter allowances, uniform allowances, and overseas allowances (including overseas cost-of-living allowances) as well as severance pay (OMB Object Class 13).
- (e) Earnings may be estimated on the basis of the number of workdays in the period being reported.
- (f) For agencies and employees included in the Budget of the United States, the fiscal year total should balance to OMB Budget Class Object 11.1, 11.3, and 11.5 funds.

4.5.2 Line 18—Lump Sum Payments

- (a) Show data for total lump sum payments (in nearest whole thousands of dollars) for annual leave during the period reported.
- (b) The amount of lump sum payments should be reported for the period when the employees actually *earned* the money (i.e., when separated from the Federal Government) and not when the money was actually *paid*. If an error is detected in reporting the amount of lump sum payments in the proper report period, an amended report should be submitted. The fiscal year total lump sum payments (sum of 12 reports from October through September) should reflect actual lump sum payments earned by Federal employees for the fiscal year period being reported.
- (c) Note that lump sum payment amounts are to be included in this line only and should *not* be added in the total for wages and salaries reported in line 17.

- (d) Do not report other lump sum payments such as recruitment bonus and relocation bonus.

4.6 Section III on the 113A form – Turnover

“*Section III – Turnover*,” lines 19 through 28 on the 113-A form, covers personnel actions that result in additions to and losses from an agency's workforce.

Accessions consist of additions to the agency's workforce and returning current employees who have been in non-pay/non-duty status. The nature of action codes that are in the 100 and 200 series are accessions.

Accessions include appointments from civil service registers that are career or career-conditional appointments, excepted appointments, appointments to the Senior Executive Service, temporary appointments from registers, temporary appointments pending the establishment of registers, reappointments, reinstatements, restorations and returns to duty, and transfers.

Separations consist of actions that take employees off the agency's workforce and that place current employees in non-pay/non-duty status. The nature of action codes that are in the 300 and 400 series are separations. Separations include discharges, quits, terminations, reductions-in-force, removals, transfers, extended leave without pay, suspensions, furloughs, deaths, and retirements.

Each turnover line described below is accompanied by a list of nature of action codes (NOAC). The list of nature of action codes for each line is to be used *only* as a guide in reporting Federal employees. Some NOAC's are included in several lines; *agencies should review the individual employee's situation and report the employee in the appropriate line(s)*. The nature of action codes listed for each line can be found in OPM manuals (e.g., The Guide to Personnel Data Standards, The Guide to Processing Personnel Actions, etc.).

Turnover data are to reflect accessions and separations having *effective dates* during the report month covered.

4.7 Line Definitions of Section III – Turnover

4.7.1 Line 19—Total Accessions

- (a) Personnel actions during the period being reported that result in the addition of employees to the department or agency's competitive or excepted services, or Senior Executive Service.
- (b) *Exclude* shifts within the agency or department that are between *any* organizations that are below the agency or department level. Such sub-organizations will generally be those assigned a Central Personnel Data File (CPDF) agency sub-element code by the Office of Personnel Management. Similarly, this exclusion covers agency sub-organizations that are not identified in CPDF. For example, an agency has been assigned an agency code of XX00. This agency has four sub-organizations that have been assigned a code of XX01 through XX04. The following exclusions from reporting turnover apply:

- Movement *between* two sub-organizations, e.g., between XX01 and XX02.
 - Movement between two units *within* a sub-organization, i.e., movement *within* XX01, XX02, XX03, or XX04.
- (c) *Include* employee shifts involving *only* agencies and/or departments. For example, include shifts between agency A that has been assigned an agency code of AA00 and agency X that has been assigned an agency code of XX00.
- (d) *Include shifts between agencies* when reorganizations are effected by laws or Executive orders that shift groups of employees and the functions they perform. Please footnote reports when such reorganizations occur, giving the authority (law or Executive order), date of change, number of employees gained, and the name of the other agency or agencies involved.
- (e) *Include* returns to duty from non-pay status of more than 30 days.
- (f) Total accessions include the following nature of action codes: 100, 101, 107, 108, 112, 115, 120, 122, 124, 130, 132, 140, 141, 142, 143, 145, 146, 147, 148, 149, 170, 171, 190, 198, 199, 280 (when returning from non-pay status of more than 30 days), 292 (when returning from non-pay status of more than 30 days), and 293.

4.7.2 *Line 20—Transfers—Accessions*

- (a) Show data for employees who, without a break in service of one full workday, change from a position in one agency to a position in another agency.
- (b) Include mass transfers of employees between agencies as a result of transfer of functions. Include nature of action codes 130, 132, 145, 147, 100 and 101 (when either 100 or 101 are used with Legal Authority Code (LAC) K4M, BKM, BBM, V8L, BLM, BNM, BNN.)

4.7.3 *Line 21—Total New Hires*

- (a) Show data for new appointments of individuals who currently are not Federal civilian employees; includes reinstatements based on prior service.
- (b) Show data for appointments to positions in the competitive and excepted services and Senior Executive Service of accessions included in line 19 based on the following nature of action codes: 100, 101, 107, 108, 112, 115, 120, 122, 124, 140, 141, 142, 143, 146, 148, 149, 170, 171, 190, 198, and 199.
- (c) *Exclude* transfers and employees exercising reemployment rights (such as restorations) and returns to duty and placements in pay status (NOAC 280).

4.7.4 *Line 22—Accessions to the Competitive Service*

- (a) Show data for personnel actions included in line 19 that result in the addition of employees to the competitive service of the department or agency. Include nature of action codes: 100, 101, 107, 108, 112, 115, 120, 122, 124, 140, 141, 280 (when returning from non-pay status of more than 30 days and when position occupied code is 1), 292 (when returning from non-pay status of more than 30 days and when position occupied code is 1); and when used with position occupied code 1 the following nature of action codes: 130, 132, 190, 198, 199, and 293.
- (b) *Exclude* accessions to the excepted service and Senior Executive Service. Note that line 19 minus line 22 should be total accessions to the excepted service and Senior Executive Service.

4.7.5 *Line 23—New Hires to the Competitive Service*

- (a) Show data for appointments to positions in the competitive service based on the following nature of action codes: 100, 101, 107, 108, 112, 115, 120, 122, 124, 140, 141; and when used with position occupied code 1 the following nature of action codes: 190, 198, and 199.
- (b) Include employment after competition with others for the same position through a civil service register or under civil service recruiting authority.
- (c) Include also reinstatements.
- (d) Note that this line *excludes* conversions, transfers, restorations, reemployments, returns to duty, placements in pay status, new hires and accessions to the excepted service and Senior Executive Service. Line 21 minus line 23 should be total new hires to the excepted service and Senior Executive Service.

4.7.6 *Line 24—U.S. Citizens*

Show data for accessions of persons included in line 19 who are United States citizens, regardless of their place of permanent residence.

4.7.7 *Line 25—Total Separations*

- (a) Show data for personnel actions during the period being reported that result in the loss of employees from the workforce of the department or agency.
- (b) *Exclude* shifts within the agency or departments that are between *any* organizations that are below the agency or department level. Such sub-organizations will generally be those assigned a Central Personnel Data File (CPDF) agency sub-element code by the Office of Personnel Management. Similarly, this exclusion covers agency sub-organizations that are not identified in CPDF. For example, an agency has been assigned an agency code of XX00. This agency has four sub-organizations that have been assigned a code of XX01 through XX04. The following exclusions from reporting turnover apply:

- Movement *between* two sub-organizations, e.g., between XX01 and XX02.
 - Movement between two units *within* a sub-organization, i.e., movement *within* XX01, XX02, XX03, or XX04.
- (c) *Include* employee shifts involving *only* agencies and/or departments. For example, include shifts between agency A that has been assigned an agency code of AA00 and agency X that has been assigned an agency code of XX00.
- (d) *Include shifts between agencies* when reorganizations are effected by laws or Executive orders that shift groups of employees and the functions they perform. Please footnote reports when such reorganizations occur, giving the authority (law or Executive order), date of change, number of employees lost, and the name of the other agency or agencies involved.
- (e) *Include* placements in non-pay status for more than 30 days.
- (f) Count all separations on the day *following* the effective date of the action. Because separation is effective at midnight, an employee is not dropped from the rolls of the agency until the next day. For example, if an employee resigns on September 30 and the report date is also September 30, he/she remains on the rolls of the agency through midnight on the 30th. The employee is dropped from the agency's rolls on the next day, October 1st. The employee in this example would be reported in the appropriate lines of Sections I, II, and IV of the September report and the separation action for the employee would be reported in Section III of the following month's report (October report). Agencies should avoid double counting of the same employee as a separation. For example, if an employee is on extended leave without pay and counted as a separation, the employee should *not* be counted again if the employee resigns or is terminated without returning to duty.
- (g) Include the following actions as separations for periods scheduled to, or that actually exceed 30 calendar days: extended leave without pay, suspension, furlough, or placement in non-pay status.
- (h) Employees who are on leave with pay pending separation by either disability or optional retirement are to be counted as a separation *only* when eventually separated by disability or optional retirement.
- (i) Transfers require special attention. To safeguard employee rights, the practice is that a "separation" Standard Form (SF) 50 is not prepared for an employee who transfers to another agency until an "accession" SF 50 is received by the losing office that continues to report this person in total employment. These procedures can result in the employee being reported in both agencies' total employment for the same month. For purposes of the SF 113-A, the losing agency should exclude transfers from line 1 as soon as they cease to be paid by the losing agency, even though that agency may not have received an "accession" SF 50 by the time the SF 113-A report is prepared. Under these procedures for handling transfers, a system check should be built into automated systems to preclude a break in service.

- (j) Total separations include the following nature of action codes: 300, 301, 302, 303, 304, 312, 317, 330, 350, 351, 352, 353, 355, 356, 357, 385, 390; and when in non-pay status for more than 30 days the following nature of action codes: 430, 450, 452, 460, 471, 472, and 473.

4.7.8 *Line 26—Transfers—Separations*

Show data for employees who, without a break in service of one full workday, change from a position in one agency to a position in another agency. Include mass transfers of employees between agencies as a result of transfer of functions, nature of action code 352, except with Legal Authority Codes (LAC) PZM, and ZPM.

4.7.9 *Line 27—Quits*

- (a) Show data for voluntary resignations by employee or separation by agency if employee declines new assignment (decision not to accept a new job), abandons position (left the job), joins military, or fails to return from military furlough.
- (b) *Exclude* resignations due to reduction-in- force or in lieu of adverse action.
- (c) *Exclude* retirements and deaths.
- (d) Quits include nature of action codes (NOAC)/Legal Authority Code (LAC) combinations as follows: 312/RPR, 312/RWM, 312/RXM, 312/RPM, 312/RQM, 312/RRM, 312/RSM, 317/RPM, 317/ RUM, 357/C7M, 351, 353, 357/USM, 357/UTM, 330/V9A, 330/V9B, 330/VJJ, 330/V2J.

4.7.10 *Line 28 - U.S. Citizens*

Show data for separations of persons included in line 25 who are United States citizens regardless of their place of permanent residence.

4.8 Section IV on the 113A form – Data Excluding Special Employment Categories

“Section IV – Data Excluding Special Employment Categories,” lines 29 through 31 on the 113-A form, relates to employment that excludes the former ceiling exempt employees. The figures reflected in this section will *not* be used (unless otherwise indicated by OMB) for controlling employment but are intended only to reflect headcount of employment that excludes former ceiling exempt employees. For most Executive Branch agencies, employment control will be tracked on a Work-Year (WY) basis. Agencies which are not subject to Presidential employment controls/ceiling limitations are to report employment and payroll data (in Section IV of the SF 113-A) as if they had been assigned a ceiling; for these latter agencies, employment and payroll data in this section will correspond to those reported in Section I lines 1, 5, and sum of lines 17 and 18, if there are no employees as listed below.

All data in this section *exclude* employment and payroll of employees formerly exempt from the President's ceiling control as listed below:

- (a) Participants in the Student Educational Employment Program, identified by current appointment authority codes YBM, YGM, Y3M, Y1M, Y2M, Y1K, Y2K, Y3K, Y4K, and Y5K. (These were formerly Summer Aids and participants in The Stay-in-School Program, The Federal Junior Fellowship Program, and the Cooperative Education Program (Co-op).)
- (b) Persons in the Worker-Trainee Program who are in developmental jobs (for a 12-month period from date of appointment) who were appointed under the Veterans Readjustment Appointment (VRA) authority, or appointed under the Worker Trainee Temporary Appointment Pending Establishment of a Register (TAPER) authorization.
- (c) Those employees covered by any official exemptions granted by the Office of Management and Budget (OMB).

Exclude from the employment and payroll lines employees on leave without pay, furlough, or suspension whose absence actually exceeds or is scheduled to exceed 30 calendar days.

Exclude also employees on leave with pay pending separation by disability retirement who meet both of the following criteria:

- (a) their application for disability retirement has been approved by the Office of Personnel Management; and
- (b) their use of sick leave after approval date actually exceeds, or is scheduled to exceed 30 calendar days.

Exclude employees on leave with pay pending separation by optional retirement who meet all five of the following criteria:

- (a) Employee has to retire because of ill health; and
- (b) Employee is on sick leave and the employing agency has received a licensed physician's certificate covering the entire period for which the employee has requested sick leave; and
- (c) Employee meets age and service requirements for optional retirement; and
- (d) Standard Form (SF) 2801, "Application for Immediate Retirement" package has been submitted for retirement to become effective when sick leave expires; and
- (e) The employee's use of sick leave after approval date exceeds or is scheduled to exceed 30 calendar days.

Exclude employees who receive on-the-job injury or illness and meet the following criteria:

- (a) approval for worker's compensation has been received from the Department of Labor; and
- (b) use of sick leave after approval date exceeds or is scheduled to exceed 30 calendar days.

4.9 Line Definitions of Section IV - Data Excluding Special Employment Categories

4.9.1 *Line 29—Total Employment*

Show total number of employees *excluding* the former ceiling exempt employees listed above as of the report date, i.e., line 1 *excluding* persons in former non-ceiling programs and other OMB-approved exemptions.

4.9.2 *Line 30—Full-Time with Permanent Appointments*

- (a) Those employees included in line 29 who are full-time with permanent appointments as defined below:

- are in Tenure Group 1 or 2 as defined below:

Tenure Group 1: *Competitive Service*—Tenure Group 1 includes employees serving under career appointments who either have completed initial appointment probation or are not required to serve initial appointment probation.

Excepted Service—Tenure Group 1 includes employees whose appointment carries no restriction or condition such as conditional, indefinite or specific time limitation, or trial period.

Tenure Group 2: *Competitive Service*—Tenure Group 2 includes employees serving under career-conditional appointments, and career employees serving initial appointment probation.

Excepted Service—Tenure Group 2 includes employees who are serving trial periods, or whose tenure is equivalent to career-conditional tenure in the competitive service in agencies that use that type of appointment system.

- all Senior Executive Service (SES) employees except those serving under “limited term” and “limited emergency” appointments.
- (b) Line 5 minus line 30 therefore gives full-time employees with permanent appointments in the former non-ceiling programs.

- (c) For purposes of this report only, “permanent appointments” consist of Tenure Groups 1, 2, and all SES employees except those serving under “limited term” and “limited emergency” appointments. “Temporary and indefinite appointments” consist of all other employees.

4.9.3 *Line 31—Total Payroll*

- (a) Show the total wages and salaries earned and lump sum payments to all employees excluding the former ceiling exempt employees listed above. Include total wages and salaries and lump sum payments for employees who separated during the report period and for workdays and paid holidays for the period being reported.
- (b) The amount of wages and salaries and lump sum payments should be reported for the period when the employees actually *earned* the money and not when the money was actually *paid*. If an error is detected in reporting the payroll amount (total wages and salaries and lump sum payments) in the proper report period, an amended report should be submitted. The fiscal year total payroll (sum of 12 reports from October through September) should reflect actual wages and salaries and lump sum payments *earned* for the fiscal year period being reported.
- (c) Show the total payroll figures in nearest whole thousands of dollars.
- (d) Line 31 is a subset of the sum of lines 17 and 18. The sum of lines 17 and 18 minus line 31 therefore gives total payroll for former “non-ceiling” employees.

4.10 Reporting 113-A Data According to Work Schedule and Duty Status by Line

As mentioned earlier, Federal agencies report employment as of the last day of the report period. Below are explanations on how to report 113-A data for full-time, part-time and intermittent employees who separate “prior to,” or “on the same day” of the last day of the report month (See Sections 1 and 2.) Section 3 has instructions on how to report employees when there are no separation actions during the report period.

1. Employee separates prior to the last day of the report period
<ul style="list-style-type: none">a. If the employee’s work schedule is full-time, part-time or intermittent, and the employee worked during the report period but separated prior to the last day of the report period when employment is counted, then report the employee in lines 17, 18, and 25 through 28 as appropriate.b. If the employee’s work schedule is full-time or part-time, and the employee was on paid leave (i.e., annual, sick, injury, administrative, military and holiday) during the report period but separated prior to the last day of the report period when employment is counted, then report the employee in lines 17, 18, and 25 through 28 as appropriate.c. If the employee’s work schedule is intermittent, and the employee was on paid leave (i.e., annual, sick, injury, administrative, military and holiday) during the report period but separated prior to the last day of the report period when employment is counted, then do not report the employee on the 113-A. However, if an intermittent has worked on a regularly scheduled tour of duty of 80 hours each pay period during the period of employment, then employee can be paid leave per Comptroller General decision B183813, dated June 20, 1975 and therefore should be reported in lines 17, 18, and 25 through 28 as appropriate.

- d. If the employee's work schedule is full-time, part-time or intermittent, the employee did not work, and was not on paid leave, during the report period, and separated prior to the last day of the report period when employment is counted, then report the employee in lines 18, and 25 through 28 as appropriate.

2. Employee's separation date is the same as the last day of the report period

- a. If the employee's work schedule is full-time, and the employee worked during the report period but the employee's separation effective date is the same as the last day of the current report month when employment is counted, then include the employee in the current month's 113-A report in lines 1 through 5, 9 through 15, 17, 19 through 24, and 29 through 31 as appropriate and count the employee as a separation in next month's 113-A report.
- b. If the employee's work schedule is part-time, and the employee worked during the report period but the employee's separation effective date is the same as the last day of the current report month when employment is counted, then include the employee in the current month's 113-A report in lines 1, 2, 6, 7, 9 through 15, 17, 19 through 24, 29 and 31 as appropriate and count the employee as a separation in next month's 113-A report.
- c. If the employee's work schedule is intermittent, and the employee worked during the report period but the employee's separation effective date is the same as the last day of the current report month when employment is counted, then include the employee in the current month's 113-A report in lines 1, 2, 8 through 15, 17, 19 through 24, 29 and 31 as appropriate and count the employee as a separation in next month's 113-A report.
- d. If the employee's work schedule is full-time, the employee was on paid leave (i.e., annual, sick, injury, administrative, military and holiday) during the report period but the employee's separation effective date is the same as the last day of the current report month when employment is counted, then include the employee in the current month's 113-A report in lines 1 through 5, 9 through 15, 17, 19 through 24, and 29 through 31 as appropriate and count the employee as a separation in next month's 113-A report.
- e. If the employee's work schedule is part-time, the employee was on paid leave (i.e., annual, sick, injury, administrative, military and holiday) during the report period but the employee's separation effective date is the same as the last day of the current report month when employment is counted, then include the employee in the current month's 113-A report in lines 1, 2, 6, 7, 9 through 15, 17, 19 through 24, 29 and 31 as appropriate and count the employee as a separation in next month's 113-A report.
- f. If the employee's work schedule is intermittent, the employee was on paid leave (i.e., annual, sick, injury, administrative, military and holiday) during the report period but the employee's separation effective date is the same as the last day of the current report month when employment is counted, then include the employee in the current month's 113-A report in lines 1, 2, 8 through 15, 17, 19 through 24, 29 and 31 as appropriate and count the employee as a separation in next month's 113-A report.
- g. If the employee's work schedule is full-time or part-time or intermittent, the employee did not worked during the report period, and was not on paid leave, and the employee's separation effective date is the same as the last day of the current report month when employment is counted, then do not report the employee in the 113-A. However, if an intermittent has worked on a regularly scheduled tour of duty of 80 hours each pay period during the period of employment, then employee can be paid leave per Comptroller General decision B183813, dated June 20, 1975 and therefore should be reported in lines 16 and 19 through 24 as appropriate.

3. There are no separation actions with effective dates during the report period

- a. If the employee's work schedule is full-time and the employee worked during the report period, then the employee should be reported in lines 1 through 5, 9 through 15, 17, 19 through 24, and 29 through 31 as appropriate.
- b. If the employee's work schedule is part-time and the employee worked during the report period, then the employee should be reported in lines 1, 2, 6, 7, 9 through 15, 17, 19 through 24, 29 and 31 as appropriate.
- c. If the employee's work schedule is intermittent and the employee worked during the report period, then the employee should be reported in lines 1, 2, 8 through 15, 17, 19 through 24, 29 and 31 as appropriate.
- d. If the employee's work schedule is full-time, and the employee was on paid leave (i.e., annual, sick, injury, administrative, military and holiday) during the report period, then the employee should be reported on next month's 113-A report as a separation in lines 1 through 5, 9 through 15, 17, 19 through 24, and 29 through 31 as appropriate.
- e. If the employee's work schedule is part-time, and the employee was on paid leave (i.e., annual, sick, injury, administrative, military and holiday) during the report period but the employee's separation effective date is the same as the last day of the current report month when employment is counted, then the employee should be reported on next month's 113-A report as a separation in lines 1, 2, 6, 7, 9 through 15, 17, 19 through 24, 29 and 31 as appropriate.
- f. If the employee's work schedule is intermittent, and the employee was on paid leave (i.e., annual, sick, injury, administrative, military and holiday) during the report period but the employee's separation effective date is the same as the last day of the current report month when employment is counted, then the employee should be reported on next month's 113-A report as a separation in lines 1, 2, 8 through 15, 17, 19 through 24, 29 and 31 as appropriate.
- g. If the employee's work schedule is full-time or part-time or intermittent, the employee did not work, and was not on paid leave, during the report period and the employee's separation effective date is the same as the last day of the current report month when employment is counted, then do not report the employee in the 113-A. However, if an intermittent has worked on a regularly scheduled tour of duty of 80 hours each pay period during the period of employment, then employee can be paid leave per Comptroller General decision B183813, dated June 20, 1975 and therefore should be reported in lines 16 and 19 through 24 as appropriate.

4.11 Editing data on the 113-A form

Agencies must submit accurate 113-A data and should use OPM's edits to uncover errors. In addition to the mechanical edits in the next section, each agency should also apply logical checks to its 113-A data to assure reasonableness and to monitor shifts in the geographic location and size of various segments of its workforce.

Monthly employment figures usually display a good trend. Each agency should be able to explain changes in its employment data and should furnish specific explanations for any sizeable employment changes to OPM. Comments can be placed on the 113-A form. Determining "sizeable changes" is subjective, but at a minimum, agencies with 2,500 or more employees should indicate reasons for employment changes of plus or minus five percent. The explanation of sizeable changes in an agency's employment data might include information such as new programs established which would require more personnel, seasonal employees hired for a

particular purpose during the month, reorganization changes which would affect an agency's employment picture, budget cut-backs, etc.

New or terminating agencies should cite the date and authorities by which the agency was established or terminated. Any information on activities which will change an agency's employment picture in the immediate future (new legislation, etc.) is also helpful.

Documenting reasons which explain significant changes in employment data is an ideal way an agency can monitor shifts in its employment data as well as verify the accuracy of the data being submitted to OPM.

4.12 Logical and Mechanical Edits to the 113-A

Below are some edits agencies should use to check the accuracy of their 113-A data. This list is by no means an exhaustive one and OPM welcomes any additional edits agencies may have developed for improving the quality and accuracy of its data.

- (1) Check to see that the form is completely filled out, although items for which there are no entries should be left blank. There should be *no* negative numbers in any cell.
- (2) The sum of columns B, C, D, and E should always equal the figure for column A. The sum of columns B and C should reflect data for employment overseas, and the sum of columns D and E should reflect data for employment in the United States.
- (3) Each of the lines 2 through 15 should be less than or equal to line 1 in each column.
- (4) The total of the figures on lines 3, 6, and 8 should always equal the figure on line 1 in each column.
- (5) Line 4 should be less than or equal to line 2 in each column.
- (6) Line 4 should be less than or equal to line 3 in each column.
- (7) Line 5 should be less than or equal to line 3 in each column.
- (8) Line 5 should be less than or equal to the sum of lines 10 and 12 in each column.
- (9) Line 5 minus line 30 should be less than or equal to the difference of line 1 minus line 29 in each column.
- (10) Line 7 should be less than or equal to line 6 in each column.
- (11) The sum of lines 5 and 7 should be less than or equal to the sum of lines 10 and 12 in each column.
- (12) If line 1 minus line 3 is equal to zero, then line 3 minus line 5 should be equal to line 1 minus the sum of lines 10 and 12 in each column.
- (13) If line 1 minus line 3 is greater than zero, then line 3 minus line 5 should be less than or equal to line 1 minus the sum of lines 10 and 12 in each column.
- (14) If line 1 minus line 3 is greater than zero, then line 6 minus line 7 should be less than or equal to line 1 minus the sum of lines 10 and 12 in each column.
- (15) Lines 9 and 11 should add to line 1 in each column.
- (16) Line 10 should be less than or equal to line 9 in each column.
- (17) Line 12 should be less than or equal to line 11 in each column.
- (18) The total of figures on lines 14 and 15 should always equal the figure on line 1 in each column.
- (19) Each of the lines 19 through 24 should be less than or equal to line 1 in each column.
- (20) Each of the lines 20 through 24 should be less than or equal to line 19 in each column.
- (21) The sum of lines 20 and 21 should be less than or equal to line 19 in each column.
- (22) Line 23 should be less than or equal to line 21 in each column.
- (23) Each of the lines 26 through 28 should be less than or equal to line 25 in each column.
- (24) The sum of lines 26 and 27 should be less than or equal to line 25 in each column.

- (25) Line 22 should be less than or equal to line 9 in each column.
- (26) Line 23 should be less than or equal to line 22 in each column.
- (27) Line 19 minus line 22 should be less than or equal to line 11 in each column.
- (28) Line 24 should be less than or equal to line 14 in each column.
- (29) Line 29 should be less than or equal to line 1 in each column.
- (30) Line 30 should be less than or equal to line 29 in each column.
- (31) Line 30 should be less than or equal to line 5 in each column.
- (32) Line 30 should be less than or equal to line 3 in each column.
- (33) Line 31 should be less than or equal to the sum of lines 17 and 18 in each column.
- (34) (Line 19 minus line 24) minus (line 25 minus line 28) should be less than or equal to line 15 in each column.
- (35) If line 1 equals line 29, then the sum of lines 17 and 18 should equal line 31 in each column.
- (36) If line 1 equals line 29, then line 5 should equal line 30 in each column.
- (37) If the sum of lines 17 and 18 equals line 31, then line 1 should equal line 29 in each column.
- (38) If line 5 equals line 30, then line 29 should be less than or equal to line 1 in each column.
- (39) The difference of line 21 minus line 23 should be less than or equal to the difference of line 19 minus line 22 in each column.
- (40) Line 21 minus line 23 should be less than or equal to line 11 in each column.
- (41) Line 18 should be less than or equal to line 17 in each column.
- (42) The sum of lines 10 and 12 minus the sum of lines 5 and 7 should be less than or equal to line 8 in each column.
- (43) (Line 1 minus the sum of lines 10 and 12) minus (line 6 minus line 7) minus (line 3 minus line 5) should be less than or equal to line 8 in each column. That is, the sum of lines 1, 5, and 7 minus the sum of lines 3, 6, 10, and 12 should be less than or equal to line 8 in each column.
- (44) Check to see if payroll figures are rounded to the nearest thousands of dollars.
- (45) Last month's total employment (line 1) plus last month's total intermittents not working (line 16) minus current month's total intermittents not working (line 16) plus current month's accessions (line 19) minus current month's separations (line 25) should be the current end of month employment (line 1). Check this for each column.
- (46) If an agency *never* has any non-citizens (i.e., line 15 is zero), then line 19 should equal line 24 *and* line 25 should equal line 28 in each column.
- (47) Check data in each line of the current month's report against the previous month's report for sizeable changes.
- (48) In checking the current and previous month's line items, check each column for shifts in personnel in each geographic location.
- (49) Direct hire nationals overseas have excepted appointments since they are appointed without regard to competitive requirements in accordance with the authority provided in Civil Service Rule VIII, Section 8.3; therefore, direct hire nationals overseas should not appear in the competitive lines 9, 10, 22, and 23.
- (50) Participants in the Student Educational Employment Program should not appear in the competitive lines 9, 10, 22, and 23 nor in lines 29 through 31.
- (51) Persons in developmental jobs for a 12-month period from date of appointment in the Worker-Trainee Opportunities Program are competitive (line 9 or line 10 as appropriate) and should not appear in the excepted lines 11 and 12 nor in lines 29 through 31.
- (52) Line 1 minus line 29 gives the number of employees in special employment categories (formerly exempt from personnel ceilings).
- (53) Line 1 minus line 2 gives the total number of employees occupying temporary positions. Line 3 minus line 4 gives the total number of full-time employees in temporary positions.

- (54) Subtracting full-time employees in temporary positions (line 3 minus line 4) from total employees occupying temporary positions (line 1 minus line 2) provides the number of part-time and intermittent employees in temporary positions.
- (55) The sum of lines 17 and 18 minus line 31 gives the payroll for the employees in special employment categories (formerly exempt from personnel ceilings).
- (56) Line 5 minus line 30 should be the number of full-time with permanent appointment employees in special employment categories (formerly exempt from ceilings).
- (57) Line 2 minus line 4 gives the number of employees who have part-time and intermittent work schedules and occupy permanent positions.
- (58) If line 5 is greater than line 4, there are employees with permanent appointments occupying temporary positions.
- (59) If line 5 is less than line 4, there are employees with temporary and indefinite appointments occupying permanent positions.
- (60) Line 3 minus line 5 gives the number of employees who are full-time with other than permanent appointments (e.g., temporary, indefinite, limited).
- (61) Line 9 minus line 10 gives the number of employees in the competitive service with temporary and indefinite appointments.
- (62) Line 11 minus line 12 gives the total number of employees with temporary and indefinite appointments in the excepted service and Senior Executive Service.
- (63) Line 10 plus line 12 gives the total number of employees with permanent appointments.
- (64) The sum of lines 10 and 12 minus the sum of lines 5 and 7 gives the number of intermittent employees with permanent appointments.
- (65) Line 1 minus the sum of lines 10 and 12 gives the total number of employees with other than permanent appointments.
- (66) Line 6 minus line 7 gives the number of part-time employees with other than permanent appointments.
- (67) Line 1 minus line 13 gives the number of employees in pay systems other than wage system.
- (68) Note that employees in line 16 should *not* be included in lines 1 through 15, 17, 18, and 29 through 31; include them in lines 19 through 28 as appropriate.
- (69) If an agency's employment is entirely in the excepted service, such as the U.S. Postal Service, then no data should appear in the competitive lines 9, 10, 22, and 23.
- (70) Line 19 minus the sum of lines 20 and 21 gives the total number of accessions (e.g. restorations and returns to duty) that are *not* transfers-accessions or new hires.
- (71) Line 25 minus the sum of lines 26 and 27 gives the total number of separations (e.g., retirements, deaths, discharges, etc.) that are *not* transfers-separations or quits.
- (72) Line 19 minus line 22 gives the total number of accessions to the excepted service and Senior Executive Service.
- (73) Line 21 minus line 23 gives the total number of new hires to the excepted service and Senior Executive Service.
- (74) Line 19 minus line 24 gives the total number of non-citizen accessions.
- (75) Line 25 minus line 28 gives the total number of non-citizen separations.
- (76) Line 17 divided by line 1 should give a reasonable average salary per employee.
- (77) The sum of lines 17 and 18 minus line 31 divided by the difference of lines 1 and 29 should give a reasonable average salary per employee for those in special employment categories (who were formerly exempt from ceilings).
- (78) Line 31 divided by line 29 should give a reasonable average salary per employee (excluding employees in special employment categories).
- (79) Data reported in the organizational sub-element (or bureau) 113 report must be included in the department/agency summary report.

- (80) Apply additional mechanical and logical edits based on any special workforce characteristics.
- (81) Check the coverage dates on the report to make sure they match the 113-A and 113-G FY schedule posted on www.opm.gov.

4.13 Sample 113-A Excel Spreadsheet

MONTHLY REPORT OF FEDERAL CIVILIAN EMPLOYMENT (SF-113-A Format)

1.	DEPARTMENT OR AGENCY	Agriculture	AG00			
2.	OTHER ORGANIZATIONAL UNIT	Forest Service	AG11			
3.	EMPLOYMENT AS OF:	08/19/2006				
4.	PAYROLL FROM:	07/23/2006	TO:	08/19/2006		
5.	TURNOVER FROM:	07/23/2006	TO:	08/19/2006		
	Employment, Payroll, and Turnover	Total All Areas	U. S. Territories	Foreign Countries	Wash., D.C. Metro. Area	Outside Wash., Metro. Area
		(A)	(B)	(C)	(D)	(E)
	SECTION I - CURRENT STATUS					
1	Grand Total Employment	112278	825	532	11771	99150
2	Total in Permanent Positions	87955	767	324	11082	75782
3	Full-Time	105455	753	522	11395	92785
4	Full-Time in Permanent Positions	85212	713	319	10835	73345
5	Full-Time with Permanent Appointments	88968	670	281	10651	77366
6	Part-Time	3840	49	8	340	3443
7	Part-Time with Permanent Appointments	1536	13	4	198	1321
8	Intermittent	2983	23	2	36	2922
9	Competitive Service	99397	687	13	10390	88307
10	With Permanent Appointments	88030	667	11	10238	77114
11	Excepted Service and SES	12881	138	519	1381	10843
12	With Permanent Appointments	2923	16	274	617	2016
13	Wage Systems	3069	12	5	280	2772
14	U. S. Citizens	111793	822	205	11737	99029
15	Non-Citizens	485	3	327	34	121
16	Total Intermittent Not Working	4140	14		32	4094
	SECTION II - PAYROLL					
17	Wages and Salaries Earned – Total (1000/Base)	443860	3056	1344	61841	377619
18	Lump Sum Payment (1000/Base)	1503	7		159	1337
	SECTION III - TURNOVER					
19	Total Accessions	1213	5	1	113	1094
20	Transfers	79	1		34	44
21	Total New Hires	1054	4	1	77	972
22	Accessions to the Competitive Service	686	4		77	605
23	New Hires to the Competitive Service	559	3		42	514
24	U. S. Citizens	1208	5	1	112	1090
25	Total Separations	4118	7	1	174	3936
26	Transfers	35	1		19	15
27	Quits	2708	2	1	84	2621
28	U. S. Citizens	4102	7	1	170	3924
	SECTION IV - DATA EXCLUDING SPECIAL EMPLOYMENT CATEGORIES					
29	Total Employment	106369	803	532	11289	93745
30	Full-Time with Permanent Appointments	88014	667	281	10577	76489
31	Total Payroll (1000/Base)	435994	3036	1344	61436	370178

5.0 What general information do Federal agencies need to know about the 113-G form?

5.1 Employees Included in the 113-G

The 113-G report collects employment, hours worked, FTE and WY data on Federal civilian employees in the Executive branch. If agencies employ non-U.S. citizens located in U.S. territories and foreign countries, *two separate* 113-G reports are required and must report:

- a. total WY employment for all direct hire Federal civilian officers and employees who are paid salaries, wages, or fees for their service. This includes employees in foreign countries and in U.S. government-owned or -controlled corporations, and
- b. total direct hire non-citizens in foreign countries and U.S. Territories. These employees are included in the “*Employment Excluding Special Employment Categories*” on line 1a and the “*Grand Total Employment*” line on line 9a.

Additionally, Executive branch agencies which are not subject to WY controls, or do not submit a SF 113-G report, must continue to submit data in compliance with the Federal Employees Part-time Career Employment Act of 1978. This Act (5 U.S.C. 3404) requires agencies to count part-time permanent employees against personnel ceilings on a fractional basis. The fractional basis is computed by dividing 40 hours into the employee's regularly scheduled workweek. OMB says this requirement is met in those agencies operating under the full-time equivalent method of personnel ceiling accounting. The data are as of September 30 of each year and are to be submitted as a supplement to the Monthly Report of Federal Civilian Employment (113-A).

5.2 Employees Excluded from the 113-G

113-G data must exclude employment and hours for the following type of employees:

- a. Persons hired under non-personal service contracts, i.e., employees of private contractors.
- b. Persons serving without pay such as experts and consultants who worked without pay or received payments only for their expenses (per diem in lieu of subsistence and/or travel expenses).
- c. Employees on leave without pay, furlough, or suspension status, and seasonal and on-call employees in non-pay status. Once the employee returns to pay status, report the employee and hours in the appropriate employment line.
- d. Employees carried on annual or sick leave after the last day of active duty specified in a reduction-in-force notice. This applies also to employees who have separated and are receiving severance pay.
- e. Workers hired informally “on the spot” without formal appointment procedures for short intervals of time to cope with fire, flood, and other extreme emergencies.
- f. Employees of non-appropriated funds instrumentalities (NAFI) such as canteen workers in Department of Defense.
- g. District of Columbia Government employees.

- h. All State, local and Indian Tribal Government employees and academic personnel who are:
 - (1) on detail to Intergovernmental Personnel Act (IPA) mobility assignments with Federal agencies.
 - (2) on IPA mobility assignments who have received Federal appointments under 5 U.S.C. 3374(a)(1) for assignments of 30 days or less.
- i. All Federal employees who are on detail to State, local, and Indian Tribal Governments or institutions of higher education, or other eligible organizations where the organization to which an assignment is made reimburses the assigning Federal agency for at least 50 percent of an assigned employee's salary during the assignment.
- j. Military personnel in the Uniformed Services in the Department of Defense and the U.S. Coast Guard.
- k. All indirect hire employees such as those in Defense and State Department.
- l. Employees in the Central Intelligence Agency, National Security Agency, Defense Intelligence Agency, National Geospatial-Intelligence Agency, and U.S. Postal Service.

5.3 Rows and Columns in the 113-G

Federal agencies must provide information for every row and column on the 113-G. Items which contain zeroes may be left blank. Agencies providing both agency-wide and sub-organization reports must assure the sum of all sub-organizational reports equals the data for each row and column of the agency-wide report.

Finally, data on the 113-G report for “Non-Citizens Overseas” must be included in the agency summary report.

5.4 Time Period for Reporting Employment and Hours

Most 113-G reports cover 2 biweekly pay periods, but a few will cover 3 biweekly pay periods. Prior to the beginning of a new FY, OPM issues memorandum to Federal agencies with the report period schedule. The report period schedule is also posted on www.opm.gov. Federal agencies can request an exception and report 113-G data on a different FY schedule. An exception request must be made in writing and submitted to:

Deputy Associate Director
Center for Human Resources Systems Requirements and Strategies
Office of Personnel Management
1900 E Street, NW.
Washington, DC 20415
Attention: SF 113-A, Room 7439
Email Address: OPM113reports@OPM.GOV

5.5 Special Instructions for the Last FY Pay Period (i.e., September) Report

All agencies, regardless of their pay period cycles, may estimate their employment and hour data to meet the scheduled pay period coverage. However, the end of fiscal year report (i.e., September) should reflect the *actual* number of work-years used during the period being reported and for the 26 biweekly pay periods.

6.0 What are the specific instructions for completing the 113-G form?

6.1 113-G Header Section

6.1.1 *Line 1 – Department or Agency*

Provide the name of the submitting department or agency. (e.g., Agriculture, Transportation, National Science Foundation, Valles Caldera Trust, etc.) The agency code is found in the “[Appendix](#).”

6.1.2 *Line 2 – Other Organization Unit*

OMB requires 113-A data on select bureaus or sub-organizations within a department. Provide the name of the sub-organization (e.g., Forest Service, Federal Aviation Administration, etc.) which is part of the submitting department or agency. The sub-organization agency code is found in the “[Appendix](#).”

6.1.3 *Line 3 – Report Period*

Most 113-G reports cover 2 biweekly pay periods, but a few will cover 3 biweekly pay periods. Prior to the beginning of a new FY, OPM issues memorandum to Federal agencies with the report period schedule. The report period schedule is also posted on www.opm.gov. Provide the beginning and ending report period dates for the current month.

6.1.4 *Line 4 – Employment Coverage*

Check the appropriate the box to show whether the 113-G report is displaying data for “Non-citizens Overseas” or “Agencywide” employment which includes employees in the U.S. as well as non-citizens overseas.

6.2 113-G Line Definitions

6.2.1 *Line 1a – Employment Excluding Special Employment Categories*

Show data for employees (including direct hire nationals of foreign countries and U.S. territories) covered by presidential WY ceilings. These are employees who receive pay for any part of the pay periods reported including those on paid annual leave, paid sick leave, and persons who have separated from the agency during the current reporting period.

However, *exclude* employees in special employment categories and in non-ceiling programs from *lines 1a through 7c*. Also exclude employees who were given an exemption from OMB. Special employment categories are defined in *Line 8a. Special Employment Categories*.

The table below provides guidance on how to handle unique employment situations that impact 113-G reporting.

How to report:	113-G Reporting Guidance
1. Injury Compensation	<p>a. Employees in pay status for a period of 45 days pending approval by the Department of Labor for receipt of worker’s compensation should be counted, and have their hours included in the 113-G report.</p> <p>b. Employees who receive approval for worker's compensation within the 45-day period should be excluded from the 113-G report once <i>approval</i> for worker's compensation has been received from the Department of Labor <i>and</i> use of leave after approval date is scheduled to or actually exceeds 30 calendar days. (The approval date refers to the actual date on which approval is received and not the effective date of worker's compensation.) If the approval occurred during a reporting period, then the employee should still be counted normally for that reporting period.</p> <p>If the employee returns to work, then report the employee in the appropriate employment lines on the 113-G report.</p> <p>c. Employees who do not receive approval for worker’s compensation within or after the 45-day period should be counted normally in the 113-G report.</p> <p>d. Following the guidance in “b.” if the employee receives approval for worker’s compensation after the 45-day period and the employee has “brought back” sick leave.</p> <p>e. Following the guidance in “b.” if the employee receives approval for worker’s compensation after the 45-day period and the employee does not “buy back” sick leave.</p>
2. Interagency Transfers and Intra-agency Movements	<p>a. When there is a movement of an employee from one sub-organization to another within the department or agency (e.g., movement from the Bureau of Economic Analysis (CM53) to Bureau of Census (CM63) within the Department of Commerce) and the movement occurs during the middle of a reporting period, that employee should be reflected only once in the agency-wide report, in the employment category line reflecting the employee during the last day of the reporting period.</p> <p>b. An employee who transfers from one agency or department to another during a reporting period (e.g., movement from Commerce (CM00) to Office of Personnel Management (OM00)) will be reported in the regular manner, that is, if an employee contributed to the hours worked for a given reporting period, then he/she should be reported in the proper employment category for that agency. This means that if an employee transferred from one agency XX00 to another agency AA00 and worked 80 hours in agency XX00 and 80 hours in agency AA00 for report number 7, then the employee's appropriate hours are reported in both XX00's and AA00's reports.</p>

How to report:	113-G Reporting Guidance
	<p>c. In both cases involving movements within or between departments and agencies, to the extent possible, the reporting of hours should be reflected by the sub-organization/department/agency in the appropriate hours category prior to and after the movement.</p>
<p>3. Change in Employee Status</p>	<p>a. For agencies that can actually determine the hours by pay period of an employee who changes status from one pay period to the next (e.g., from temporary to permanent), the hours should be properly recorded in the appropriate employment category (since this will give a more accurate picture of work-year usage by employment category) and the employee count (column 1) should be reported according to his/her employment category status during the last day of the reporting period.</p> <p>b. Otherwise the employee (hours and employee count) should be reported according to his/her employment category status during the last day of the reporting period. (In this latter situation, an employee moving from a full-time to a part-time work schedule will have the full-time with permanent appointment (FTP) hours actually worked understated; for shift from temporary to permanent status, on the other hand, the hours reported under FTP will be overstated.)</p>
<p>4. Intergovernmental Assignments</p>	<p>a. An employee who has an Intergovernmental Personnel Act (IPA) assignment and is assigned to a Federal position is to be reported on the SF 113-G.</p> <p>b. Count the employee and hours on the SF 113-G if the employee meets all three criteria:</p> <ul style="list-style-type: none"> * assignment is from a State, local, or Tribal Government, institution of higher education, or other eligible organization; * employee is given a Federal appointment for more than 30 days, and * employee's salary is funded at more than 50 percent by the Federal Government.
<p>5. Interagency Details</p>	<p>a. If an employee is detailed to another agency (non-Intergovernmental Personnel Act where an agency may or may not be reimbursed for the hours worked by the employee detailed to another agency), then the agency that appointed the employee and has the employee's personnel record is to count the employee and hours worked.</p> <p>b. That is, the appointing agency from which the employee is payrolled counts the employee whether or not the agency is reimbursed for the hours worked by the employee detailed to another agency.</p>
<p>6. Employees in Leave Status After Work Ceases</p>	<p>a. The employment and hours of employees carried on annual or sick leave after the last day of active duty specified in (employment category) and the employee a reduction-in-force (RIF) notice are excluded from the SF 113-G. This applies also to employees who have separated and are receiving severance pay.</p>

How to report:	113-G Reporting Guidance
	<p>b. All other employees (with the exception of those employees satisfying the criteria for exemption pending separation by disability or optional retirement) being carried on leave after the last day of actual work are to be reported on the SF 113-G.</p>
<p>7. Career Seasonal Employees</p>	<p>a. Some agencies have career seasonal employees. These employees are to be reported as permanent appointments since they have tenure codes 1 or 2.</p> <p>b. As with employees who work more than 2,080 straight time hours, each agency should inform its Office of Management and Budget (OMB) examiner of such employees so that OMB can adjust agency allocations to properly accommodate these employees in agencies' full-time equivalent (FTE) approved levels.</p>

6.2.2 All lines b (i.e., Straight Time Hours) and c (i.e., Overtime Hours)

a. Straight Time Hours

As shown with each of the 9 employment categories (i.e., with lines 1a, 2a, 3a, etc.), *straight time* means hours of work for which employees are paid at their rate of basic pay. Include hours paid for annual, sick, holiday, military and other paid leave.

Straight-time hours *exclude* hours paid at overtime rates, terminal leave hours (i.e., lump sum leave hours accrued by an employee at separation, and hours of employees meeting criteria for exemption by disability or optional retirement), and hours earned as compensatory time. When earned compensatory time is taken, it should be reported as straight time at the time it is taken. When earned compensatory time is not taken but is paid at overtime rates, then the hours paid should be reported as overtime.

Some agencies have employees who earn credit hours or hours-off (in lieu of cash). Credit hours are those hours which, under a flexible schedule, are in excess of an employee's basic work requirement and which the employee elects to work so as to vary the length of a succeeding workweek or workday. Credit hours should be treated like compensatory time; that is, when an earned credit hour is taken, it should be reported as straight time. An employee may receive a time-off incentive award where he earns hours-off in lieu of cash. When such an earned hour is taken, it should be reported as straight time.

Hours worked by part-time employees which are in excess of their part-time tour of duty *but not* in excess of 8 hours in a day or 40 hours in a week should be reported as straight time.

Straight-time hours include hours in excess of 8 hours per day worked by employees in agencies on alternative work schedules (e.g., 4-day workweek) where hours in excess of 8 hours per day are not considered overtime.

b. Overtime Hours

Overtime are hours of work in excess of 8 hours in a day (excluding hours in excess of 8 hours per day worked by employees in agencies on alternative work schedules where hours in excess of 8 hours per day are not considered overtime) or in excess of 40 hours in an administrative workweek.

Note that the straight time and overtime lines should include both: (1) hours worked by employees comprising the current active workforce, and (2) hours worked by employees who separated from the agency during the current reporting period.

The table below provides guidance on how to handle unique straight time and overtime situations that impact 113-G reporting.

How to report:	113-G Reporting Guidance
<p>1. Employees Who Work More Than 2,080 Straight Time Hours</p>	<p>Some agencies have employees with basic workweeks of straight time pay for more than 40 hours (e.g., foreign nationals overseas in Agency for International Development (AID), firefighters in Defense and Transportation, and law enforcement employees) and therefore have more than 2,080 hours per work-year.</p> <p>Whatever is considered their basic workweek is reported as straight time hours. For example, if firefighter employees are available for duty 72 straight hours and during each 72-hour period they receive straight time pay for 54 hours, which is considered their basic workweek, then the 54 hours is reported as straight time on the 113-G. Time worked over 54 hours during the 72-hour period is reported as overtime.</p> <p>Agencies which have such employees should make sure that their OMB budget examiner is aware of these categories of employees and allow for them in setting their agency's FTE allocations so that there will be no discrepancy between the method by which FTE approved levels are set and reporting instructions. (See OMB Circular A-11 section on work-year allocations.)</p>
<p>2. Night Differential Pay</p>	<p>Some employees are paid at their rate of basic pay and also a night differential salary. If an employee has a basic workweek schedule which happens to also entitle him/her to night differential pay, then the hours worked should be reported as straight time hours. For example, if an employee has a regular basic workweek schedule from 8:00 p.m. to 4:30 a.m., then the 8 hours should be reported as straight time hours.</p>

	<p>However, if an employee has a basic workweek schedule which does not entitle night differential pay and the employee works several hours which entitle night differential pay, then the hours of the employee's basic workweek should be reported as straight time hours and the hours worked where entitled to night differential pay should be reported as overtime. For example if an employee has a regular basic workweek schedule from 8:00 a.m. to 4:30 p.m. and also worked from 8:00 p.m. to 11:00 p.m., then the 8 hours of regular basic workweek would be reported as straight time hours and the 3 hours worked where earning night differential pay would be reported as overtime hours.</p>
<p>3. Holidays</p>	<p>OMB wants to account for the hours worked on a holiday by employees normally not scheduled to work on holidays.</p> <p>For full-time and part-time employees, if the basic workweek of an employee includes holidays and the employee is not normally scheduled to work on holidays, then report the employee's (double time) hours as follows:</p> <ul style="list-style-type: none"> • If employee works on the holiday, then count the regular holiday hours paid as straight time. In addition, report the hours the employee worked on the holiday as “overtime;” • If the employee does not work on the holiday, then count the regular holiday hours paid as straight time. • If the employee is an intermittent employee, then the hours worked on the holiday are reported as straight time. • Regardless of work schedule, if the basic workweek of an employee includes holidays and the employee is regularly scheduled to work on holidays, then report the hours as straight time if the employee works on the holiday or if the employee does not work on the holiday and is paid for the holiday.

6.2.3 *Line 2a. Full-Time With Permanent Appointments*

“Permanent Appointments” consist of Tenure Groups 1, 2, and all SES employees except those serving under “limited term” and “limited emergency” appointments. “Temporary and indefinite appointments” consist of all other employees.

Therefore on line 2a, display the number of employees (including direct hire nationals in foreign countries and U.S. territories) included in line 1a who are full-time and meet either one of the following 2 conditions:

- a. **Condition 1:** the employee is in either Tenure Group 1 or Tenure Group 2 as defined below:

Tenure Group 1 in the *Competitive Service*: Includes employees serving under career appointments that either have completed initial appointment probation or are not required to serve initial appointment probation.

Tenure Group 1 in the *Excepted Service*: Includes employees whose appointment carries no restriction or condition such as conditional, indefinite or specific time limitation, or trial period.

Tenure Group 2 in the *Competitive Service*: Includes employees serving under career-conditional appointments, and career employees serving initial appointment probation.

Tenure Group 2 in the *Excepted Service*: Includes employees who are serving trial periods, or whose tenure is equivalent to career-conditional tenure in the competitive service in agencies that use that type of appointment system.

- b. **Condition 2:** All Senior Executive Service (SES) employees except those serving under “limited term” and “limited emergency” appointments.

6.2.4 *Line 3a. Other Employment*

Include entries for full-time employees with temporary or indefinite appointments; part-time employees with either permanent, temporary, or indefinite appointments; and intermittent employees with either permanent, temporary, or indefinite appointments.

For column 1, lines 2a plus 3a should add to 1a. Lines 4a, 5a, 6a, and 7a should add to 3a.

For columns 2 thru 4, because of independent rounding, lines 2a plus 3a may not add exactly to 1a. In addition, lines 4a, 5a, 6a, and 7a may not exactly add to 3a. (The variance, however, under columns 3 and 4, should not be more than .04.)

6.2.5 *Line 4a. Part-Time With Permanent Appointments*

Show data for employees (including direct hire nationals of foreign countries and U.S. territories) included in line 3a who are part-time and have permanent appointments as defined in line 2a.

6.2.6 *Line 5a. Part-Time With Temporary and Indefinite Appointments*

Show data for employees included in line 3a who are part-time and have temporary or indefinite appointments.

The sum of lines 4a and 5a should equal the total number of part-time employees.

6.2.7 *Line 6a. Full-Time With Temporary and Indefinite Appointments*

Show data for employees included in line 3a who are full-time and have temporary or indefinite appointments.

Lines 2a and 6a should equal the total number of full-time employees.

6.2.8 ***Line 7a. Intermittent***

Show data for employees (regardless of type of appointment) included in line 3a who have no prescheduled tour of duty (i.e., usually employed on an irregular or occasional basis).

6.2.9 ***Line 8a. Special Employment Categories***

Show employees in former non-ceiling programs and other OMB approved exemptions.

Special Employment Categories include:

- a. Participants in the Student Educational Employment Program, identified by current appointment authority codes YBM, YGM, Y3M, Y1M, Y2M, Y1K, Y2K, Y3K, Y4K, and Y5K. (These were formerly Summer Aids and participants in The Stay-in-School Program, The Federal Junior Fellowship Program, and the Cooperative Education Program (Co-op).)
- b. Persons in the Worker-Trainee Program who are in developmental jobs (for a 12-month period from date of appointment) who were appointed under the Veterans Readjustment Appointment (VRA) authority, or appointed under the Worker Trainee Temporary Appointment Pending Establishment of a Register (TAPER) authorization.
- c. Employees on leave with pay pending separation by disability retirement who meet *both* of the following criteria: (1) their application for disability retirement has been approved by OPM and (2) their use of sick leave after the approval date actually exceeds, or is scheduled to exceed 30 calendar days.
- d. Employees on leave with pay pending separation by optional retirement who meet *all* five of the following criteria: (1) Employee has to retire because of ill health. (2) Employee is on sick leave and the employing agency has received a licensed physician's certificate covering the entire period for which the employee has requested sick leave. (3) Employee meets age and service requirements for optional retirement. (4) Standard Form (SF) 2801, "Application for Immediate Retirement" package has been submitted for retirement to become effective when sick leave expires. (5) The employee's use of sick leave after approval date exceeds or is scheduled to exceed 30 calendar days.
- e. Employees who receive on-the-job injury or illness and meet the following criteria: (1) approval for worker's compensation has been received from the Department of Labor (The approval date refers to the actual date on which approval is received and not the effective date of worker's compensation), and (2) use of sick leave after approval date exceeds or is scheduled to exceed 30 calendar days. This exemption applies regardless of whether the approval for worker's compensation was received within the 45-day period the employee was in pay status, or after the 45-day period and the employee has or has not "bought back" sick leave. If the approval for worker's compensation (this also applies to disability and optional retirement) occurred during a reporting period, then the employee should still be reflected for that reporting period in the appropriate employment line and the regular time hours normally worked prior to the approval period are reported as straight time hours. Once the employee returns to work the employee is to be reported in the appropriate employment line and the regular time hours normally worked as straight time hours.
- f. Those employees covered by any official exemptions granted by OMB to the agency.

6.2.10 *Line 9a. Grand Total Employment*

Show data for all employees, ceiling and non-ceiling. For column 1, lines 1a plus 8a should add to 9a.

For columns 2 thru 4, because of independent rounding, lines 1a plus 8a may not add exactly to 9a. (The variance, however, under columns 3 and 4, should not be more than .04.)

6.2.11 *Total Work-Years Allotted by OMB for Fiscal Year*

This entry represents the current year FTE estimate in the President's Budget (or an agency's total work-year approved level for straight time hours only) for the entire fiscal year.

This figure *must* remain unchanged during the FY unless OMB revises it. Please inform OPM of any OMB approved changes.

6.3 **113-G Column Definitions**

6.3.1 *Column 1. Employment/Hours*

In column 1, each line "a" entry will show the number of employees in the specified category (e.g., full-time with permanent appointments) who contributed to the hours worked during the current reporting period. Line "b" entries, i.e., straight-time, will show the number of hours associated with the specified category of employees at their rate of basic pay during the current reporting period. This includes hours paid for as annual, sick, holiday, military, and other paid leave. Finally, line "c" entries, i.e., overtime, will show the number of hours worked by the specified category of employees in excess of 8 hours in a day or in excess of 40 hours in an administrative workweek during the current reporting period.

Since FTE reporting to OPM is structured around 2 (or occasionally 3) biweekly pay periods, those agencies conducting alternative work schedule experiments should report in the same manner outlined here.

Each line b and line c entry in column 1 should be rounded to whole hours.

6.3.2 *Column 2. Full-Time Equivalent for Current Reporting Period*

FTE is the number of full-time employees it would take to work the total number of hours worked by all employees during the current reporting period regardless of work schedules. In column 2, each line "a" entry is the sum of the line "b" and "c" entries immediately following.

Each line "b" entry is obtained by dividing the corresponding line "b" entry in column 1 by the number of hours in the full-time work schedule for the current reporting period (e.g., 160 hours for 2 biweekly pay periods consisting of 40-hour administrative workweeks or 240 hours for 3 biweekly pay periods consisting of 40-hour administrative workweeks).

Each line "c" entry is obtained by dividing the corresponding line c entry in column 1 by the number of hours in the full-time work schedule for the current reporting period.

When computing entries for column 2, round to the nearest whole number.

6.3.3 *Column 3. Work-Years, Current Reporting Period*

Column 3 displays the number of work-years associated with each specified work schedule (lines 1 thru 8) during the current reporting period. For reporting purposes, a work-year is based on 2,080 hours.

Each line “a” entry is the sum of the line “b” and “c.” Each line “b” entry is obtained by dividing the corresponding line “b” entry in column 1 by 2,080 and the line “c” entries for column 3 are obtained the same way.

When computing entries for column 3, carry the divisions to three decimal places and round to two places.

6.3.4 *Column 4. Cumulative Work-Years to End of Current Period*

Column 4 displays the number of work-years associated with each specified work schedule since the start of the first reporting period. This is cumulative number which means it increases every month from the first month of the FY to the end of the FY (i.e., October – September).

The cumulative portion of the report should reflect any revisions/corrections that were not reported in previous months' reports. By the end of the FY, the cumulative portion of the report should normally agree with the column 4 totals (i.e., the sum) in the reports submitted over the 12-month period. Sometimes, this may not be possible because of many revisions/corrections made to any previous months' reports but agencies need to know that the final fiscal year end report (i.e., September) will be the definitive one and should reflect *all* work-years used during the fiscal year.

Agencies should note that work-years funded through an allocation from one department or agency to another are to be included in the total work-years of the performing agency where the employee works and is payrolled. (See OMB Circular No.A-11 for definition of allocation.)

The total work-years used by an agency for the FY should be reflected on line 9b column 4 (Grand Total Work-Years). Actual FTE usage reported in the PY column of the Budget should equal the year-end FTE usage reported on the SF 113-G. (See OMB Circular No. A-11, Preparation and Submission of Budget Estimates.) The percent of an agency's work-year usage is calculated based on line 9b column 4 divided by an agency's total work-years allotted (or total FTE approved level).

When computing entries for column 4, carry the divisions to 3 decimal places and round to 2 places.

6.4 **113-G Edits**

Below are some helpful edits agencies should use to check the accuracy of their 113-G data. These edits should uncover most errors but each agency should, in addition to the mechanical edits, apply logical checks to its 113-G data. This list is by no means an exhaustive one and OPM welcomes any additional edits agencies may have developed for improving the quality and accuracy of its data.

In addition, each agency should be able to explain where changes in its work-year data occurred and should provide specific explanations of any sizeable changes in work-year data to OPM. These explanations will facilitate analysis of Federal civilian work-year data as well as a way to verify the accuracy of the data provided.

- (1) Check to see that the form is completely filled out, although entries for which there is no data may be left blank. There should be *no* negative numbers in any cell.
- (2) Agencies providing both an “Agencywide” report and a report for “Noncitizens Overseas” should assure that both forms are complete and that the data shown on the report for “Noncitizens Overseas” are included in the “Agencywide” 113-G report.
- (3) The overall agency report must reflect the same period covered for each sub-organization.
- (4) Each report covers at least 2 biweekly pay periods (unless an exception is granted) ending prior to and closest to the end of the calendar month, with exception possibly of the last report of the fiscal year.
- (5) Each straight time (line b) and overtime (line c) line should include both (a) hours worked by employees comprising the current active workforce and (b) hours worked by employees who separated from the agency during the current reporting period.
- (6) Although agencies can estimate their employment and hour data to meet the scheduled pay period coverage, the end of the fiscal year report should reflect in column 3 the *actual* number of work-years used during the period being reported and in column 4 the *actual* number of work-years used for the entire fiscal year. For reporting purposes, a work-year is based on 2,080 hours.
- (7) Total Work-Years Allotted by OMB represents an agency's total approved level. This figure will remain constant for each reporting period unless a change has been approved by OMB. When such a change occurs, the agency SF 113-G report should be annotated by an asterisk (*) next to the figure that has been changed with a footnote indicating that there is a change.
- (8) Lines b and c of each line of column 1 should be in terms of hours.
- (9) For column 1, the sum of lines 2a and 3a should equal 1a.
- (10) For column 1, the sum of lines 4a, 5a, 6a, and 7a should equal 3a.
- (11) For Column 1, the sum of lines 1a and 8a should equal 9a.
- (12) For column 1, the sum of lines 2b and 3b should equal 1b.
- (13) For column 1, the sum of lines 4b, 5b, 6b, and 7b should equal 3b.
- (14) For column 1, the sum of lines 1b and 8b should equal 9b.
- (15) For column 1, the sum of lines 2c and 3c should equal 1c.
- (16) For column 1, the sum of lines 4c, 5c, 6c, and 7c should equal 3c.
- (17) For column 1, the sum of lines 1c and 8c should equal 9c.
- (18) The sum of lines 4a and 5a in column 1 should equal the total number of part-time employees who received pay for any part of the pay periods reported.
- (19) The sum of lines 2a and 6a in column 1 should equal the total number of full-time employees who received pay for any part of the pay periods reported.
- (20) The sum of lines 1a and 8a in column 1 should equal the total number of employees (ceiling and non-ceiling) who received pay for any part of the pay periods reported.
- (21) For each column 2, 3, and 4 each line a entry is the sum of line b and c entries immediately following.
- (22) Entries for columns 1 and 2 should be rounded to whole numbers.
- (23) Entries for columns 3 and 4 should be rounded to 2 significant decimal places.
- (24) Each line b entry in column 2 is obtained by dividing the corresponding line b entry in column 1 by 160 (if 2 biweekly pay periods) or by 240 (if 3 biweekly pay periods).
- (25) Each line c entry in column 2 is obtained by dividing the corresponding line c entry in column 1 by 160 (if 2 biweekly pay periods) or by 240 (if 3 biweekly pay periods).
- (26) Each line b entry in column 3 is obtained by dividing the corresponding line b entry in column 1 by 2,080.

- (27) Each line c entry in column 3 is obtained by dividing the corresponding line c entry in column 1 by 2,080.
- (28) Check to make sure column 4 reflects cumulative work-years to date. The end of the fiscal year report would reflect cumulative work-years for 26 biweekly pay periods.
- (29) Note that since line 9a, column 1 of the 113-G reflects both the current active workforce plus employees who separated but contributed to the hours worked during the current reporting period, it will most likely be greater than line 1, column A of the 113-A which reflects headcount employment at the end of a reporting period (which may or may not be the same as the 113-G depending on whether data on the SF 113-A is as of the pay period closest to the end of the month or as of the end of the month). Data in line 9a, column 1 of the 113-G will be greater than data in line 1, column A of the SF 113-A by roughly the number of separations occurring during the reporting period. Of course, there are other differences in coverage between the 113-A and 113-G which must also be taken into consideration.
- (30) Each “b” entry in column 2 will always be less than or equal to the corresponding “a” entry in column 1 unless there are employees with basic workweeks of more than 40 hours.
- (31) Each “a” entry in column 1 should have data in the “b” entry and vice versa.
- (32) Unless revisions occur, each “a,” “b,” and “c” entry in column 4 for the current month should be greater than or equal to the corresponding “a,” “b,” and “c” entry of the previous month.
- (33) Data reflected in column 3 for the first report of the fiscal year will always equal the data in column 4.
- (34) Each agency should check the coverage dates on the report to make sure they match the dates in OPM’s 113 report period schedule posted on www.opm.gov.

6.5 Sample 113-G Excel Spreadsheet

MONTHLY REPORT OF FULL-TIME EQUIVALENT/WORK-YEAR CIVILIAN EMPLOYMENT (SF - 113G Format)					
1.	DEPARTMENT OR AGENCY	Agriculture	AG00		
2.	OTHER ORGANIZATIONAL UNIT	Forest Service	AG11		
3.	REPORT PERIOD	7/23/2006	TO:	08/19/2006	
4.	EMPLOYMENT COVERAGE:				
	(1) NONCITIZENS OVERSEAS				
X	(2) AGENCYWIDE <i>(includes noncitizens overseas)</i>				
	EMPLOYMENT/HOURS CATEGORY	EMPLOYMENT AND HOURS	FULL-TIME EQUIVALENT EMPLOYMENT FOR CURRENT PERIOD	CURRENT PERIOD	CUMULATIVE TO END OF CURRENT PAY PERIOD
		1	2	3	4
1A.	EMPLOYMENT EXCLUDING SPECIAL EMPL CATEGORIES	120511	120800	9292.29	55769.23
	B. STRAIGHT TIME HOURS	18834800	117718	9055.19	54807.69
	C. OVERTIME HOURS	493172	3082	237.10	961.54
2A.	FULL-TIME - PERMANENT APPT.	81328	83327	6440.57	38269.23
	B. STRAIGHT TIME HOURS	13012480	83328	6256.00	37500.00
	C. OVERTIME HOURS	383904	2399	184.57	769.23
3A.	OTHER EMPLOYMENT	39183	37013	2851.72	17500.00
	B. STRAIGHT TIME HOURS	5822320	36390	2799.19	17307.69
	C. OVERTIME HOURS	109268	683	52.53	192.31
4A.	PART-TIME - PERMANENT APPT.	3576	1971	151.61	923.07
	B. STRAIGHT TIME HOURS	286080	1788	137.54	865.38
	C. OVERTIME HOURS	29268	183	14.07	57.69
5A.	PART-TIME - TEMPORARY & INDEFINITE APPT.	2011	1006	77.35	463.94
	B. STRAIGHT TIME HOURS	160880	1006	77.35	461.54
	C. OVERTIME HOURS				
6A.	FULL-TIME - TEMPORARY & INDEFINITE APPT.	10523	10523	809.46	4907.70
	B. STRAIGHT TIME HOURS	1683680	10523	809.46	4903.85
	C. OVERTIME HOURS				3.85
7A.	INTERMITTENT	23073	23573	1813.31	11205.29
	B. STRAIGHT TIME HOURS	3691680	23073	1774.85	11076.92
	C. OVERTIME HOURS	80000	500	38.46	128.37
8A.	SPECIAL EMPLOYMENT CATEGORIES	100	90	6.92	45.00
	B. STRAIGHT TIME HOURS	14400	90	6.92	45.00
	C. OVERTIME HOURS				
9A.	GRAND TOTAL EMPLOYMENT	120611	120890	9299.21	55814.23
	B. STRAIGHT TIME HOURS	18849200	117808	9062.11	54852.69
	C. OVERTIME HOURS	493172	3082	237.10	961.54
10.	Total Work Years Allotted by OMB for the Fiscal Year				121000

SAMPLE

6.6 Procedures for Calculating Figures on the 113-G Sample Spreadsheet

<i>Line</i>	<i>Employment/Hours Category Line</i>	<i>Employment and Hours (1)</i>	<i>Full-Time Equivalent Employment (2)</i>	<i>Work Years (3)</i>	<i>Work Years Cumulative to End of Current Period^c (4)</i>
1a.	Employment Excluding Special Employment Categories	120,511 equals total number of employees (excluding special employment categories) during current reporting period, including persons who separated during the current period	120,800 equals the sum of lines 1b and 1c of this column	9,292.20 equals the sum of lines 1b and 1c of this column	55,769.23 equals the sum of lines 1b and 1c of this column
1b.	Straight Time	18,834,800 equals hours of work performed by full-time, part-time, and intermittent employees at their rate of basic pay. The sum of lines 2b and 3b should equal 1b.	117,718 equals line 1b, column 1 divided by 160 ^a or 18,834,800 divided by 160	9,055.19 equals line 1b, column 1 divided by 2,080 ^b or 18,834,800=9,055.192 divided by 2,080 (go out to three decimal places and round to two decimal places)	54,807.69 equals the total straight time hours worked since the start of the first reporting period to the end of the current reporting period
1c.	Overtime	493,172 equals hours of work in excess of 8 hours in a day, or 40 hours in an administrative work week. The sum of lines 2c and 3c should equal line 1c.	3,082 equals line 1c, column 1 divided by 160 or 493,172 divided by 160	237.10 equals line 1c, column 1 divided by 2,080 or 493,172 divided by 2,080	961.54 equals the total overtime hours worked since the start of the first reporting period to the end of the current reporting period by employees in 1a divided by 2,080

a - 160 equals the number of hours available to a full-time employee during the current reporting period, which covers two biweekly pay periods. (If the current period covered three biweekly pay periods this would be 240 instead of 160.)

b - 2,080 equals the number of hours in one work year.

c - Time span since the start of the first reporting period to the end of the current reporting period is six months.

6.6 Procedures for Calculating Figures on the 113-G Sample Spreadsheet - Continued

<i>Line</i>	<i>Employment/Hours Category Line</i>	<i>Employment and Hours (1)</i>	<i>Full-Time Equivalent Employment (2)</i>	<i>Work Years (3)</i>	<i>Work Years Cumulative to End of Current Period^c (4)</i>
2a.	Full-time With Permanent Appointment	81,328 equals number of full-time employees with tenure codes 1 and 2, all SES employees except those serving under “limited term” and “limited emergency” appointments who contributed to hours worked during current reporting period	83,727 equals the sum of lines 2b and 2c of this column	6,440.57 equals the sum of lines 2b and 2c of this column	38,269.23 equals the sum of lines 2b and 2c of this column
2b.	Straight Time	13,012,480 equals hours of work performed at their rate of basic pay by employees in 2a	81,328 equals line 2b, column 1 divided by 160 ^a or 13,012,480 divided by 160	6,256.00 equals line 2b, column 1 divided by 2,080 ^b or 13,012,480 divided by 2,080	37,500.00 equals the total straight time hours worked since the start of the first reporting period to the end of the current reporting period by employees in 2a divided by 2,080
2c.	Overtime	383,904 equals overtime hours as defined in line 1c, column 1 of employees in line 2a	2,399 equals line 2c, column 1 divided by 160 or 383,904 divided by 160	184.57 equals line 2c, column 1 divided by 2,080 or 383,904 divided by 2,080	769.23 equals the total overtime hours worked since the start of the first reporting period to the end of the current reporting period by employees in 2a divided by 2,080

a - 160 equals the number of hours available to a full-time employee during the current reporting period, which covers two biweekly pay periods. (If the current period covered three biweekly pay periods this would be 240 instead of 160.)

b - 2,080 equals the number of hours in one work year.

c - Time span since the start of the first reporting period to the end of the current reporting period is six months.

6.6 Procedures for Calculating Figures on the 113-G Sample Spreadsheet - Continued

<i>Line</i>	<i>Employment/Hours Category Line</i>	<i>Employment and Hours (1)</i>	<i>Full-Time Equivalent Employment (2)</i>	<i>Work Years (3)</i>	<i>Work Years Cumulative to End of Current Period^c (4)</i>
3a.	Other Employment	39,183 equals the number of part-time employees with permanent appointments; part-time employees with temporary and indefinite appointments; full-time employees with temporary and indefinite appointments; and intermittent employees who contributed to hours worked during current reporting period	37,073 equals the sum of lines 3b and 3c of this column	2,851.72 equals the sum of lines 3b and 3c of this column	17,500.00 equals the sum of lines 3b and 3c of this column
3b.	Straight Time	5,822,320 equals hours of work performed at their rate of basic pay by employees in 3a. The sum of lines 4b, 5b, 6b, and 7b should equal 3b.	36,390 equals line 3b, column 1 divided by 160 ^a or 5,822,320 divided by 160	2,799.19 equals line 3b, column 1 divided by 2,080 ^b or 5,822,320 divided by 2,080	17,307.69 equals the total straight time hours worked since the start of the first reporting period to the end of the current reporting period by employees in 3a divided by 2,080
3c.	Overtime	109,268 equals overtime hours as defined in line 1c, column 1 of employees in line 3a. Line 4c, 5c, 6c, and 7c should equal line 3c.	683 equals line 3c, column 1 divided by 160 or 109,168 divided by 160	52.53 equals line 3c, column 1 divided by 2,080 or 109,268 divided by 2,080	192.31 equals the total overtime hours worked since the start of the first reporting period to the end of the current reporting period by employees in 3a divided by 2,080

a - 160 equals the number of hours available to a full-time employee during the current reporting period, which covers two biweekly pay periods. (If the current period covered three biweekly pay periods this would be 240 instead of 160.)

b - 2,080 equals the number of hours in one work year.

c - Time span since the start of the first reporting period to the end of the current reporting period is six months.

6.6 Procedures for Calculating Figures on the 113-G Sample Spreadsheet - Continued

<i>Line</i>	<i>Employment/Hours Category Line</i>	<i>Employment and Hours (1)</i>	<i>Full-Time Equivalent Employment (2)</i>	<i>Work Years (3)</i>	<i>Work Years Cumulative to End of Current Period (4)</i>
4a.	Part-time with Permanent Appointment	3,576 equals number of part-time employees with tenure codes 1 and 2, all SES employees except those serving under “limited term” and “limited emergency” appointments who contributed to hours worked during current reporting period	1,971 equals the sum of lines 4b and 4c of this column	151.61 equals the sum of lines 4b and 4c of this column	923.07 equals the sum of lines 4b and 4c of this column
4b.	Straight Time	286,080 equals hours of work performed at their rate of basic pay by employees in 4a	1,788 equals line 4b, column 1 divided by 160 ^a or 286,080 divided by 160	137.54 equals line 4b, column 1 divided by 2,080 ^b or 286,080 divided by 2,080	865.38 equals the total straight time hours worked since the start of the first reporting period to the end of the current reporting period by employees in 4a divided by 2,080
4c.	Overtime	29,268 equals overtime hours as defined in line 1c, column 1 of employees in line 4a	183 equals line 4c, column 1 divided by 160 or 29,268 divided by 160	14.07 equals line 4c, column 1 divided by 2,080 or 29,268 divided by 2,080	57.69 equals the total overtime hours worked since the start of the first reporting period to the end of the current reporting period by employees in 4a divided by 2,080

a - 160 equals the number of hours available to a full-time employee during the current reporting period, which covers two biweekly pay periods. (If the current period covered three biweekly pay periods this would be 240 instead of 160.)

b - 2,080 equals the number of hours in one work year.

c - Time span since the start of the first reporting period to the end of the current reporting period is six months.

6.6 Procedures for Calculating Figures on the 113-G Sample Spreadsheet - Continued

<i>Line</i>	<i>Employment/Hours Category Line</i>	<i>Employment and Hours (1)</i>	<i>Full-Time Equivalent Employment (2)</i>	<i>Work Years (3)</i>	<i>Work Years Cumulative to End of Current Period^c (4)</i>
5a.	Part-time with Temporary and Indefinite Appointment	2,011 equals number of part-time employees with tenure code 3, with tenure code 0 who are not permanent SES employees who contributed to hours worked during current reporting period. Lines 4a and 5a should equal the total number of employees with a part-time work schedule	1,006 equals the sum of lines 5b and 5c of this column	77.35 equals the sum of lines 5b and 5c of this column	463.94 equals the sum of lines 5b and 5c of this column
5b.	Straight Time	160,880 equals hours of work performed at their rate of basic pay by employees in 5a	1,006 equals line 5b, column 1 divided by 160 ^a or 160,880 divided by 160	77.35 equals lines 5b, column 1 divided by 2,080 ^b or 160,880 divided by 2,080	461.54 equals the total straight time hours worked since the start of the first reporting period to the end of the current reporting period by employees in 5a divided by 2,080
5c.	None	None	None	None	2.40 equals the total overtime hours worked since the start of the first reporting period to the end of the current reporting period by employees in 5a divided by 2,080

a - 160 equals the number of hours available to a full-time employee during the current reporting period, which covers two biweekly pay periods. (If the current period covered three biweekly pay periods this would be 240 instead of 160.)

b - 2,080 equals the number of hours in one work year.

c - Time span since the start of the first reporting period to the end of the current reporting period is six months.

6.6 Procedures for Calculating Figures on the 113-G Sample Spreadsheet - Continued

<i>Line</i>	<i>Employment/Hours Category Line</i>	<i>Employment and Hours (1)</i>	<i>Full-Time Equivalent Employment (2)</i>	<i>Work Years (3)</i>	<i>Work Years Cumulative to End of Current Period^c (4)</i>
6a.	Full-time with Temporary and Indefinite Appointment	10,523 equals number of full-time employees with tenure code 3, with tenure code 0 who are not permanent SES employees who contributed to hours worked during current reporting period. Lines 2a and 6a should equal the total number of employees with a full-time work schedule	10,523 equals the sum of lines 6b and 6c of this column	809.46 equals the sum of lines 6b and 6c of this column	4,907 equals the sum of lines 6b and 6c of this column
6b.	Straight Time	1,683,680 equals hours of work performed at their rate of basic pay by employees in 6a	10,523 equals line 6b, column 1 divided by 160 ^a or 1,683,680 divided by 160	809.46 equals line 6b, column 1 divided by 2,080 ^b or 1,683,680 divided by 2,080	4,903.83 equals the total straight time hours worked since the start of the first reporting period to the end of the current reporting period by employees in 6a divided by 2,080
6c.	Overtime	None	None	None	3.85 equals the total overtime hours worked since the start of the first reporting period to the end of the current reporting period by employees in 6a divided by 2,080

a - 160 equals the number of hours available to a full-time employee during the current reporting period, which covers two biweekly pay periods. (If the current period covered three biweekly pay periods this would be 240 instead of 160.)

b - 2,080 equals the number of hours in one work year.

c - Time span since the start of the first reporting period to the end of the current reporting period is six months.

6.6 Procedures for Calculating Figures on the 113-G Sample Spreadsheet - Continued

<i>Line</i>	<i>Employment/Hours Category Line</i>	<i>Employment and Hours (1)</i>	<i>Full-Time Equivalent Employment (2)</i>	<i>Work Years (3)</i>	<i>Work Years Cumulative to End of Current Period^c (4)</i>
7a.	Intermittent	23,073 equals number of employees (regardless of type of appointment) with no prescheduled tour of duty who contributed to hours worked during current reporting period	23,573 equals the sum of lines 7b and 7c of this column	1,813.31 equals the sum of lines 7b and 7c of this column	11,205.29 equals the sum of lines 7b and 7c of this column
7b.	Straight Time	3,691,680 equals hours of work performed at their rate of basic pay by employees in 7a	23,073 equals line 7b, column 1 divided by 160 ^a or 3,691,680 divided by 160	1,774.85 equals line 7b, column 1 divided by 2,080 ^b or 3,691,680 divided by 2,080	11,076.92 equals the total straight time hours worked since the start of the first reporting period to the end of the current reporting period by employees in 7a divided by 2,080
7c.	Overtime	80,000 equals overtime hours as defined in line 1c, column 1 of employees in line 7a	500 equals line 7c, column 1 divided by 160 or 80,000 divided by 160	38.46 equals line 7c, column 1 divided by 2,080 or 80,000 divided by 2,080	128.37 equals the total overtime hours worked since the start of the first reporting period to the end of the current reporting period by employees in 7a divided by 2,080

a - 160 equals the number of hours available to a full-time employee during the current reporting period, which covers two biweekly pay periods. (If the current period covered three biweekly pay periods this would be 240 instead of 160.)

b - 2,080 equals the number of hours in one work year.

c - Time span since the start of the first reporting period to the end of the current reporting period is six months.

6.6 Procedures for Calculating Figures on the 113-G Sample Spreadsheet - Continued

<i>Line</i>	<i>Employment/Hours Category Line</i>	<i>Employment and Hours (1)</i>	<i>Full-Time Equivalent Employment (2)</i>	<i>Work Years (3)</i>	<i>Work Years Cumulative to End of Current Period^c (4)</i>
8a.	Special Employment Categories	100 equals number of employees in special employment categories who contributed to hours worked during current reporting period	90 equals the sum of lines 8b and 8c of this column	6.92 equals the sum of lines 8b and 8c of this column	45.00 equals the total straight time hours worked since the start of the first reporting period to the end of the current reporting period by employees in 8a divided by 2,080
8b.	Straight Time	14,400 equals hours of work performed at their rate of basic pay by employees in 8a	90 equals line 8b, column 1 divided by 160 ^a or 14,400 divided by 160	6.92 equals lines 8b, column 1 divided by 2,080 ^b or 14,400 divided by 2,080	45.00 equals the total straight time hours worked since the start of the first reporting period to the end of the current reporting period by employees in 8a divided by 2,080
8c.	Overtime	None	None	None	None

a - 160 equals the number of hours available to a full-time employee during the current reporting period, which covers two biweekly pay periods. (If the current period covered three biweekly pay periods this would be 240 instead of 160.)

b - 2,080 equals the number of hours in one work year.

c - Time span since the start of the first reporting period to the end of the current reporting period is six months.

6.6 Procedures for Calculating Figures on the 113-G Sample Spreadsheet - Continued

<i>Line</i>	<i>Employment/Hours Category Line</i>	<i>Employment and Hours (1)</i>	<i>Full-Time Equivalent Employment (2)</i>	<i>Work Years (3)</i>	<i>Work Years Cumulative to End of Current Period^c (4)</i>
9a.	Grand Total Employment	120,611 equals total number of all employees who contributed to hours worked during current reporting period	120,890 equals the sum of lines 9b and 9c of this column	9,299.21 equals the sum of lines 9b and 9c of this column	55,814.23 equals the sum of lines 9b and 9c of this column
9b.	Straight Time	18,849,200 equals the hours of work performed at their rate of basic pay by employees in 9a. The sum of lines 1b and 8b should equal line 9b.	117,808 equals line 9b, column 1 divided by 160 ^a or 18,849,200 divided by 160	9,062.11 equals line 9b, column 1 divided by 2,080 ^b or 18,849,200 divided by 2,080	54,852.69 equals the total straight time hours worked since the start of the first reporting period to the end of the current reporting period by employees in 9a divided by 2,080
9c.	Overtime	493,172 equals overtime hours as defined in line 1c, column 1 of employees in 9a. The sum of lines 1c and 8c should equal line 9c.	3,082 equals line 9c, column 1 divided by 160 or 493,172 divided by 160	237.10 equals line 9c, column 1 divided by 2,080 or 493,172 divided by 2,080	961.54 equals the total overtime hours worked since the start of the first reporting period to the end of the current reporting period by employees in 9a divided by 2,080

a - 160 equals the number of hours available to a full-time employee during the current reporting period, which covers two biweekly pay periods. (If the current period covered three biweekly pay periods this would be 240 instead of 160.)

b - 2,080 equals the number of hours in one work year.

c - Time span since the start of the first reporting period to the end of the current reporting period is six months.

Appendix - Federal Agency 113 Submitters

Branch	OPM Agency Code	Agency Name	Service Provider	Agency Submits A or G?
EXEC	AF00	Air Force	DOD	A
EXEC	AFBW	Air Force, Civilian Functions	DOD	A
EXEC	AG00	AGRICULTURE	NFC	A&G
EXEC	AG00	AGRICULTURE (overseas)	NFC	G
EXEC	AG02	Agricultural Marketing Service	NFC	A&G
EXEC	AG03	Agricultural Research Service	NFC	A&G
EXEC	AG07	Rural Housing and Community Development Service	NFC	A&G
EXEC	AG10	Foreign Agricultural Service	NFC	A
EXEC	AG11	Forest Service	NFC	A&G
EXEC	AG16	Natural Resources Conservation Service	NFC	A&G
EXEC	AG30	Food and Consumer Service	NFC	A
EXEC	AG34	Animal and Plant Health Inspection Service	NFC	A&G
EXEC	AG36	Grain Inspection Packers and Stockyards Administration	NFC	A
EXEC	AG37	Food Safety and Inspection Service	NFC	A&G
EXEC	AR00	Department of the Army (Total)	DOD	A
EXEC	AR01	Army, Military Functions	DOD	A
EXEC	AR03	Army Corps of Engineers	DFAS	A&G
EXEC	AR05	Army Cemetery Functions	?	A&G
EXEC	BO00	Office of Management & Budget	DFAS	A&G
EXEC	CE00	Council of Economic Advisers	DFAS	A&G
EXEC	CM00	COMMERCE	NFC	A&G
EXEC	CM00	COMMERCE (overseas)	NFC	G
EXEC	CM07	National Oceanic and Atmospheric Administration	NFC	A&G
EXEC	CM13	National Institute of Standards and Technology	NFC	A&G

Branch	OPM Agency Code	Agency Name	Service Provider	Agency Submits A or G?
EXEC	CM37	Bureau of the Census	NFC	A&G
EXEC	CM56	Patent and Trademark Office	NFC	A&G
EXEC	CMDC	Denali Commission	NFC	A&G
EXEC	DC00	Office of Policy Development	DFAS	A&G
EXEC	DD10	Defense Contract Audit Agency	DOD	A
EXEC	DD16	Department of Defense Education Activity	DOD	A
EXEC	DD34	Defense Commissary Agency	DOD	A
EXEC	DD35	Defense Finance and Accounting Service	DOD	A
EXEC	DD63	Defense Contact Management Agency	DOD	A
EXEC	DJ00	JUSTICE	NFC	A&G
EXEC	DJ01	Offices, Divisions and Boards	NFC	A&G
EXEC	DJ02	Federal Bureau of Investigation	NFC	A&G
EXEC	DJ03	Federal Prison System	NFC	A&G
EXEC	DJ06	Drug Enforcement Administration	NFC	A&G
EXEC	DJ08	United States Marshals Service	NFC	A&G
EXEC	DJ15	Bureau of Alcohol Tobacco Firearms and Explosives	NFC	A&G
EXEC	DL00	LABOR	NFC	A&G
EXEC	DL74	Employment Standards Administration	NFC	A&G
EXEC	DLET	Employment and Training Administration	NFC	A&G
EXEC	DLMS	Mine Safety and Health Administration	NFC	A&G
EXEC	DLSH	Occupation Safety and Health Administration	NFC	A&G
EXEC	DN00	ENERGY	DOD	A&G
EXEC	DS00	Defense Logistics Agency	DOD	A
EXEC	EC00	Office of Administration	DFAS	A&G
EXEC	ED00	EDUCATION	NBC	A&G
EXEC	EQ00	Council on Environmental Quality	DFAS	A&G

Branch	OPM Agency Code	Agency Name	Service Provider	Agency Submits A or G?
EXEC	EX00	Exec Residence at the White House	DFAS	A&G
EXEC	HE00	HEALTH AND HUMAN SERVICES	DFAS	A&G
EXEC	HE10	Office of the Secretary	DFAS	A&G
EXEC	HE32	Substance Abuse and Mental Health Services Administration	DFAS	A&G
EXEC	HE34	Health Resources and Services Agency	DFAS	A&G
EXEC	HE36	Food and Drug Administration	DFAS	A&G
EXEC	HE37	Indian Health Service	DFAS	A&G
EXEC	HE38	National Institutes of Health	DFAS	A&G
EXEC	HE39	Center for Disease Control	DFAS	A&G
EXEC	HE70	Center for Medicare & Medicaid Services	DFAS	A&G
EXEC	HE90	Administration on Children, Family and Youth	DFAS	A&G
EXEC	HS00	HOMELAND SECURITY	NFC	A&G
EXEC	HU00	HOUSING & URBAN DEVELOPMENT	NFC	A&G
EXEC	IN00	INTERIOR	NBC	A&G
EXEC	IN05	Bureau of Land Management	NBC	A&G
EXEC	IN06	Indian Affairs	NBC	A&G
EXEC	IN07	Bureau of Reclamation	NBC	A&G
EXEC	IN08	U.S. Geological Survey	NBC	A&G
EXEC	IN10	National Park Service	NBC	A&G
EXEC	IN15	Fish & Wildlife Service	NBC	A&G
EXEC	IN22	Office of Surface Mining	NBC	A
EXEC	IW00	Commission Intelligence Regarding Weapons of Mass Destruction	DFAS	A&G
EXEC	NS00	National Security Council	NBC	A&G
EXEC	NV00	Navy	DOD	A
EXEC	NV08	Residence of Vice President	NBC	G
EXEC	OP00	Consolidated Other Defense Activities	DOD	A

Branch	OPM Agency Code	Agency Name	Service Provider	Agency Submits A or G?
EXEC	OV00	Office of the Vice President	NBC	A&G
EXEC	QQ00	Office National Drug Control Policy	NBC	A&G
EXEC	ST00	STATE (overseas)	GSA	G
EXEC	ST00	STATE	GSA	A&G
EXEC	TD00	TRANSPORTATION	NBC	A&G
EXEC	TD00	TRANSPORTATION (overseas)	NBC	G
EXEC	TD03	Federal Aviation Administration	NBC	A&G
EXEC	TD04	Federal Highway Administration	NBC	A&G
EXEC	TD13	Maritime Administration	NBC	A&G
EXEC	TN00	Office of US Trade Representative	NBC	A&G
EXEC	TR00	TREASURY	NFC	A&G
EXEC	TR06	Bureau of Engraving and Printing	NFC	A&G
EXEC	TR07	Internal Revenue Service	NFC	A&G
EXEC	TR08	US Mint	NFC	A&G
EXEC	TR15	Alcohol and Tobacco Tax and Trade Bureau	NFC	A&G
EXEC	TS00	Office of Science & Technology Policy	NBC	A&G
EXEC	VA00	VETERANS AFFAIRS	internal	A&G
EXEC	WH00	White House Office	NBC	A&G
INDE	AB00	American Battle Monuments Commission	GSA	A&G
INDE	AB00	American Battle Monuments Commission (overseas)	NFC	G
INDE	AH01	National Endowment of Arts	NFC	A&G
INDE	AH02	National Endowment for Humanities	NFC	A&G
INDE	AH03	Institute of Museum and Library Services	NFC	A&G
INDE	AMAG	Agency for International Development (overseas)	NFC	G
INDE	AMAG	Agency for International Development	NFC	A
INDE	AN00	African Development Foundation	NBC	A&G

Branch	OPM Agency Code	Agency Name	Service Provider	Agency Submits A or G?
INDE	AP00	Appalachian Regional Commission	NFC	A&G
INDE	AU00	Federal Labor Relations Authority	NBC	A&G
INDE	AW00	Arctic Research Commission	NBC	A&G
INDE	BD00	Merit System Protection Board	NFC	A&G
INDE	BF00	Defense Nuclear Facilities Safety Board	NFC	A&G
INDE	BG00	Pension Benefit Guaranty Corporation (Labor)	NFC	A&G
INDE	BK00	James Madison Memorial Foundation	NBC	A&G
INDE	BT00	Architectural/Transportation Barriers Compliance Board	NFC	A&G
INDE	BW00	Nuclear Waste Tech Review Board	GSA	A&G
INDE	BZ00	Christopher Columbus Fellowship Foundation	GSA	A&G
INDE	CC00	Commission on Civil Rights	NFC	A&G
INDE	CF00	Commission on Fine Arts	NBC	A&G
INDE	CT00	Commodity Futures Trading Commission	NFC	A&G
INDE	CU00	National Credit Union Administration	GSA	A&G
INDE	CX00	National Commission Libraries & Info Science	NBC	A&G
INDE	DA00	Delta Regional Authority	GSA	A&G
INDE	EB00	Export-Import Bank of US	GSA	A&G
INDE	EE00	Equal Employment Opportunity Commission	NBC	A&G
INDE	EO00	Morris K Udall Scholarship Foundation	GSA	A&G
INDE	EP00	Environmental Protection Agency	NFC	A&G
INDE	EW00	Trade & Development Agency	NBC	A&G
INDE	FC00	Federal Communications Commission	NFC	A&G
INDE	FD00	Fed Deposit Insurance Corp	NFC	A&G
INDE	FI00	Fed Financial Institution Examining Council	GSA	A&G
INDE	FJ00	US Chemical Safety Hazard Invest Board	NBC	A&G
INDE	FK00	Farm Credit Systems Ins. Corp	NFC	A&G

Branch	OPM Agency Code	Agency Name	Service Provider	Agency Submits A or G?
INDE	FL00	Farm Credit Administration	NFC	A&G
INDE	FM00	Fed Mediation & Council Services	FMCS (internal)	A&G
INDE	FQ00	Court Services & Offender Supervision	NFC	A&G
INDE	FR00	Board of Governors of the Federal Reserve System	?	A
INDE	FT00	Federal Trade Commission	NBC	A
INDE	FT00	Federal Trade Commission	NBC	G
INDE	FW00	Office of the Special Counsel	NFC	A&G
INDE	FY00	Fed Housing Finance Board	NFC	A&G
INDE	GB00	Overseas Private Investment Corporation	NBC	
INDE	GE00	Barry Goldwater Scholarship Foundation	GSA	A&G
INDE	GG00	Office of Government Ethics	NFC	A&G
INDE	GJ00	Presidio Trust	NBC	A&G
INDE	GM00	Valles Caldera Trust	NBC	A&G
INDE	GN00	White House Commission on Nat'l Moment of Remembrance (GSA)	GSA	A&G
INDE	GQ00	Election Assistance Commission	GSA	A&G
INDE	GS00	General Services Administration	GSA	A&G
INDE	GW00	International Boundary & Water Commission - US & Mexico	GSA	A&G
INDE	GX00	Intl Boundary Commission-US-Canada	GSA	G
INDE	GX00	Intl Boundary Commission-US-Canada	GSA	A
INDE	GY00	International Joint Commission	GSA	G
INDE	GY00	International Joint Commission	GSA	A
INDE	HB00	Committee for Purchase from People who are Blind or Severely Disabled	GSA	A
INDE	HD00	US Holocaust Memorial Museum	NBC	A&G
INDE	HP00	Adv Council Historical Preservation	NBC	A&G
INDE	HT00	Harry S Truman Scholarship Found	NBC	A&G
INDE	HW00	US Interagency Council on Homelessness	GSA	A&G

Branch	OPM Agency Code	Agency Name	Service	Agency
			Provider	Submits A or G?
INDE	IB00	Broadcasting Board of Governors	?	G
INDE	IB00	Broadcasting Board of Governors	?	A&G
INDE	IF00	Inter-American Foundation	NBC	A&G
INDE	KS00	The Corp for Nat'l & Community Services	NFC	A&G
INDE	LF00	Federal Election Commission	NFC	A&G
INDE	MA00	Marine Mammal Commission	GSA	A&G
INDE	MC00	Federal Maritime Commission	NFC	A&G
INDE	MI00	Millennium Challenge Corporation	NBC	A&G
INDE	NF00	National Science Foundation	NBC	A&G
INDE	NK00	Natl Council on Disability	GSA	A&G
INDE	NL00	National Labor Relations Board	NBC	A&G
INDE	NM00	National Mediation Board	GSA	A&G
INDE	NN00	National Aeronautics & Space Administration	NBC	A&G
INDE	NP00	National Capital Planning Commission	NFC	A&G
INDE	NQ00	National Archives & Records Administration	GSA	A&G
INDE	NU00	Nuclear Regulatory Commission	NBC	A&G
INDE	OM00	Office of Personnel Management	GSA	A&G
INDE	OS00	Occupational Safety & Health Rev Commission	NFC	A&G
INDE	PD00	Public Defender Service	GSA	A&G
INDE	PJ00	Postal Rate Commission	PRC (internal)	A
INDE	PO00	US Postal Service	USPS (internal)	A&G
INDE	PU00	Peace Corps	NFC	A&G
INDE	PU00	Peace Corps (overseas)	NFC	G
INDE	RE00	Office of Navajo & Hopi Indian Relocation	NBC	A&G
INDE	RF00	Fed Retirement Thrift Invest Board	GSA	A&G
INDE	RHXX	Armed Forces Retirement Homes	NFC	A

Branch	OPM Agency Code	Agency Name	Service Provider	Agency Submits A or G?
INDE	RR00	Railroad Retirement Board	GSA	A&G
INDE	RS00	Fed Mine Safety & Health Review Commission	NFC	A&G
INDE	SB00	Small Business Administration	NFC	A&G
INDE	SE00	Securities & Exchange Commission	NBC	A&G
INDE	SK00	Consumer Products Safety Commission	NBC	A&G
INDE	SM01	National Gallery of Art	NFC	A&G
INDE	SM02	Smithsonian Institution	NFC	A&G
INDE	SM03	Woodrow Wilson Intl Ctr for Scholar	NFC	A&G
INDE	SM04	JFK Center for the Performing Arts	GSA	A&G
INDE	SS00	Selective Service System	NBC	A&G
INDE	SZ00	Social Security Administration	NBC	A&G
INDE	TB00	National Transportation Safety Board	NBC	A&G
INDE	TC00	U.S. International Trade Commission	NBC	A
INDE	TV00	Tennessee Valley Authority	?	A&G
INDE	UJ00	Japan-US Friendship Commission	GSA	A&G
INDE	UT00	Utah Reclamation Mitigation & Cons Commission	NBC	A&G
JUDI	JL01	Supreme Court U. S.	?	A
JUDI	JL02	U.S. Courts	?	A
LEGS	LA00	Architect of The Capitol (NFC)	NFC	A
LEGS	LB00	U.S Botanic Garden (NFC)	NFC	A
LEGS	LC00	Library of Congress (NFC)	NFC	A
LEGS	LD00	Congressional Budget Office (NFC)	NFC	A
LEGS	LG00	Government Accountability Office (NFC)	NFC	A
LEGS	LL01	United States Senate	Senate (internal)	A
LEGS	LL03	Members (Office of Finance)	House (internal)	A
LEGS	LL04	U.S. House of Representatives	House (internal)	A

Branch	OPM Agency Code	Agency Name	Service Provider	Agency Submits A or G?
LEGS	LP00	Government Printing Office	NFC	A
LEGS	LQ00	John C Stennis Center (NFC)	NFC	A
LEGS	LT00	United States Tax Court	UTC (internal)	A
LEGS	YA00	Commission on Rev of Overseas Military Facility Structure of US	GSA	A
LEGS	YB00	Antitrust Modernization Commission	GSA	A
LEGS	ZD00	U.S. Court of Appeals For Veterans Claims (NFC)	NFC	A&G
LEGS	ZG00	Office of Compliance (NFC)	NFC	A
LEGS	ZL00	Medicare Payment Adv Commission (GSA)	GSA	A
LEGS	ZO00	Commission on Security and Cooperation in Europe(GAO)(NFC)	NFC	A
LEGS	ZP00	U.S. Commission on International Religious Freedom (GSA)	GSA	A
LEGS	ZS00	United States China Security Review Commission	GSA	A