



Benefits Administration Letter

Number: 18-301

Date: February 2018

Subject: March 2018 Headcount

This is a reminder for payroll providers to submit the semiannual Headcount for the March 2018 reporting period no later than March 16, 2018.

The Headcount is reported semiannually (March and September) by all payroll providers, including the cross-service providers (e.g. National Finance Center, Defense Finance and Accounting Service, etc.) that withhold monies from salaries for participants in the Civil Service Retirement System (CSRS), Federal Employees Retirement System (FERS), Federal Employees Retirement System – Revised Annuity Employees (FERS-RAE), Federal Employees Retirement System – Further Revised Annuity Employees (FERS-FRAE), Federal Employees Health Benefits (FEHB) Program, and/or the Federal Employees' Group Life Insurance (FEGLI) Program.

The March 2018 Headcount for weekly and bi-weekly pay cycles is for the payroll paid during the **FIRST 15 DAYS** of March. The reporting period for the monthly pay cycles will be for February 1 through February 28, 2018. All Headcount reports must be submitted **no later than March 16, 2018**. If you anticipate a delay or any difficulties in submitting the report by that date please notify us. Under no circumstances should you delay transmitting your normal Retirement and Insurance Transfer System (RITS) report because your Headcount is not ready for submission.

Please email your updated OPM Form 1523 and SF 2812-A to Antoinette.Cunningham@opm.gov. You may also FAX (**clear and legible**) originals to 202-606-0701 or mail the original forms to: U.S. Office of Personnel Management, Funds Management, P.O. Box 7125, Washington DC 20415. If you have any questions concerning the preparation of your Headcount report, please call Antoinette Cunningham at 202-606-7119.

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