



Benefits Administration Letter

Number: 11-302

Date: February 10, 2011

Subject: March 2011 Headcount

This is a reminder for you to submit your semiannual Headcount for the March 2011 reporting period.

The Headcount is reported semiannually (March and September) by all payroll providers that withhold monies from salaries for participants in the Civil Service Retirement System, Federal Employees Retirement System, Federal Employees Health Benefits Program, and/or the Federal Employees Group Life Insurance Programs.

The March 2011 Headcount will be for the payroll paid during the **FIRST 15 DAYS** of March. For monthly pay cycles, the reporting period will be February 1, through February 28, 2011 and the Headcount report must be submitted **no later than March 17, 2011**. We ask that you notify us if you anticipate a delay or any difficulties in submitting it by that date. Under no circumstances, however, should you delay transmitting your normal Retirement and Insurance Transfer System (RITS) report because your Headcount is not ready to be submitted.

Please FAX (using CLEAR, legible originals) your OPM Forms 1523 and SF 2812-A to us at 202-606-0701. If you prefer, you may email your forms to Donna.Deemer@opm.gov or Yadira.Vega@opm.gov. In addition, please 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 Ms. Deemer at 202-606-2026 or Ms. Vega at 202-606-4842.

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