



United States Office of Personnel Management  
Office of the Chief Financial Officer

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## Benefits Administration Letter

**Number:** 26-308

**Date:** July 2026

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### **Subject: September 2026 Headcount**

This is a reminder that payroll providers including cross-service providers (e.g., National Finance Center, Defense Finance and Accounting Service, etc.) are required to **submit semiannual Headcount data for the September 2026 reporting period by September 30, 2026.**

The semiannual Headcount data provides the Office of Personnel Management (OPM) an agency-wide view of enrollment in the Civil Service Retirement System, Federal Employees Retirement System including Revised and Further Revised Annuity Employees, Federal Employees Health Benefits Program, or the Federal Employees' Group Life Insurance Program.

For weekly and bi-weekly payroll cycles, the September 2026 Headcount reporting period covers payments made in the first 15 days of September. For monthly payroll cycles, the reporting period is August 1–31, 2026.

Payroll providers must submit the Headcount reports via OPM's Headcount Collection System (HCS). Direct input and the upload option are available. A Personal Identity Verification (PIV) card is required to access the HCS. If a user does not have a PIV, an Authenticator Level 2 FIDO2 Token that is linked to user's email address is an alternative. Each user must have their own token.

Please do not delay the Standard Retirement and Insurance Transfer System (RITS) report because the Headcount report is incomplete.

## **Contact Information**

Please contact [fundsmanagement@opm.gov](mailto:fundsmanagement@opm.gov) if you have questions regarding data collection, HCS access, submitting the reports, or this Benefit Administration Letter.