



***Retirement and Insurance Service
Benefits Administration Letter***

Number: 01-323

Date: August 22, 2001

Subject: September 2001 Headcount

This letter is the call for your semiannual Headcount for September 2001 reporting. The Headcount is reported semiannually (March and September) by all payroll offices 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.

As in the past, the September 2001 Headcount will be submitted to us on OPM Form 1523 (Supplemental Semiannual Headcount Report), with supplemental reporting of enrollment by individual health benefits plan on the SF 2812-A. **We have not yet revised OPM Form 1523, as we informed you we would in Payroll Office Letter P-99-20, to include the new FEGLI age bands (64-69 and 70+) because we are contemplating changes in other areas of the form as well.** Therefore we advise you to continue using the same OPM Form 1523 until further notice. If you have collected individual data for these new age bands, please continue to report this information in the 60&up category as you have in the past .

The September 2001 Headcount will be for the payroll paid during the **FIRST 15 DAYS** of September 2001. If you pay twice during the first 15 days of September, the Headcount will be for the first payroll paid during that period. For example, if you pay your employees on September 1st and September 15th, the first payroll paid will be used for your Headcount (September 1st). For monthly pay cycles, the reporting period will be August 1, 2001 through August 31, 2001.

The September 2001 Headcount must be submitted no later than September 18, 2001. We ask that you notify us if you anticipate delays or difficulties in submitting it by that date. Under no circumstances, however, should you delay transmitting your normal RITS report because your Headcount is not ready to be submitted.

We would prefer that you FAX your OPM Form 1523 and SF 2812-A to us. If you are one of the

<i>Civil Service Retirement System</i>	<i>Federal Employees' Group Life Insurance Program</i>	<i>Federal Employees Health Benefits Program</i>	<i>Federal Employees Retirement System</i>	<i>Long Term Care Insurance Program</i>
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few remaining payroll offices that still report withholdings and contributions via the hard copy SF 2812, please FAX a copy of your SF 2812 to us with your OPM Form 1523 and SF 2812-A. Please use CLEAR originals to ensure that we receive legible copies. Our FAX numbers for Headcount submission are 202-606-0701 and 202-606-0195.

If you have any questions concerning the preparation of your Headcount report, please call our Funds Management Branch at 202-606-0606.

A handwritten signature in black ink that reads "for Kenneth F. Harris". The word "for" is written vertically on the left, and "Kenneth F. Harris" is written horizontally to its right.

**Robert A. Yuran, Chief
Financial Policy Staff**