



Benefits Administration Letter

Number: 12-305

Date: February 2012

Subject: March 2012 Headcount

This is a reminder for payroll providers to submit the semiannual Headcount for the March 2012 reporting period.

The March 2012 Headcount for weekly and bi-weekly pay cycles 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 29, 2012. All Headcount reports must be submitted **no later than March 21, 2012**. We ask that you notify us if you anticipate a delay or any difficulties in submitting the report 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 Yadira.Vega@opm.gov or Donna.Deemer@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. Vega at 202-606-4842 or Ms. Deemer at 202-606-2026.

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