



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

June 7, 2006

**MEMORANDUM FOR DIRECTORS OF PERSONNEL AND HUMAN
RESOURCES**

FROM: NANCY H. KICHAK,
ASSOCIATE DIRECTOR,
STRATEGIC HUMAN RESOURCES POLICY

SUBJECT: New Standard Form 113 Excel Requirements and Submission
Schedules for Fiscal Year 2007

The new Standard Form (SF) 113 Excel spreadsheet requirements and 113 calendar submission schedules for fiscal year (FY) 2007 are attached. Federal agencies should immediately share the new requirements and data submission schedules with their payroll service provider. Information in the attachments must be enacted by October 1, 2006.

Attachment 1 explains the requirements for preparing the *Federal Civilian Employment SF-113A* and the *Full-Time Equivalent/Work-Year Civilian Employment SF-113G* in a Microsoft Excel format.

Attachment 2 displays the “monthly” submission schedule for the *SF-113A*, and **Attachment 3** displays the “pay period” submission schedule for the *SF-113A* and *SF-113G*.

The Office of Personnel Management collects 113 data from agencies to satisfy section 9.2 of title 5, Code of Federal Regulations and Executive Order 13197. Collected data are primarily used by the Office of Management and Budget as a baseline for making policy decisions on personnel budget requests.

We appreciate your ongoing cooperation and ask that you direct any 113 data submission questions to Willie Powers at (202) 606- 2956 or via email at willie.powers@opm.gov.

Attachments

Standard Form (SF)-113 Data Submission Schedules Guidance for Fiscal Year 2007

I. New 113 Excel Report Requirements

Beginning October 1, 2006, Federal agencies must submit their *SF-113A* and *SF-113G* data to the Office of Personnel Management (OPM) in a Microsoft Excel format. Sample copies of the *SF-113A* and *SF-113G* Excel reports are found in the *Standard Form (SF) 113 Summary Data Operating Manual* at www.opm.gov in section 4.13 and section 6.5.

113 Excel reports must be emailed to OPM113Reports@OPM.GOV as file attachments. Before attaching the file, please make sure the file name of the Excel spreadsheet includes the Federal agency's most recognizable acronym and the type of 113 form (A or G) being submitted. The file name must also identify whether the submission is an agency's "Department Summary" or a submission for a "bureau/sub-element" within an agency. Finally, the file name must provide the report month and year.

Here are examples of acceptable 113 Excel file names:

- **USDA113gDepartmentSummaryFeb06.xls**
[This is the Department of Agriculture's 113-G submission, for the entire department, for the February 2006 report period.]
- **USDA113aFSFeb06.xls**
[This is the Department of Agriculture's 113-A submission, for the Forest Service, for the February 2006 report period.]
- **NSF113gDepartmentSummaryMar06.xls**
[This is the National Science Foundation's 113-G submission, for the entire department, for the March 2006 report period.]
- **JMF113aDepartmentSummaryMar06.xls**
[This is the James Madison Memorial Fellowship Foundation's 113-A submission, for the entire department, for the March 2006 report period.]
- **DOI113gNPSApr06.xls**
[This is the Department of Interior's 113-G submission, for the National Park Service, for the April 2006 report period.]

Sample *SF-113A* and *SF-113G* Excel spreadsheets are found in the *Standard Form (SF) 113 Operating Manual* (see sections 4.13 and 6.5). Agencies must adhere to the following formatting requirements to create both spreadsheets.

- The Excel spreadsheet must not have merged fields.
- The comma must be excluded from numbers equal to, and greater than, one thousand. For example, display "136739" instead of "136,739."

- Do not insert blank rows in the Excel spreadsheet. Every row must display information.
- Do not hide columns in the Excel spreadsheet because hidden columns, containing formulas or data, can cause problems with the spreadsheet.
- The header section at the top of the Excel spreadsheet must display the following information: 1) “department/agency name” (e.g., Agriculture); 2) OPM “agency code” (e.g., AG00); 3) “agency sub organization” (e.g., Forest Service); 4) OPM sub organization “agency code” (AG11); 5) and the 113 “report period” dates (e.g., 07/23/2006 to 08/19/2006).

The above requirements are also found in sections 2.4 and 2.5 in the *Standard Form (SF) 113 Summary Data Operating Manual*. OPM “agency codes” are listed in the “Appendix” of the 113 operating manual and the 113 “report period” dates are found below in **Attachments 2** and **3**.

II. SF-113A Submission Information

Federal agencies may submit *SF-113A* data on a “monthly” or “pay period” basis. **Attachment 2** displays the *SF-113A* submission schedule for agencies who will report data to OPM on a monthly basis. Agencies who submit 113 data on a “pay period” basis must use the report period schedule found in **Attachment 3**.

113 data must be **consistently** submitted on a “monthly” schedule or “pay period” schedule during the entire fiscal year.

Federal agencies that submit *SF-113A* data on a pay-period basis must report total employment “as of” September 30th for their September 2007 submission.

Finally, *SF-113A* payroll data should reflect lump sum payments, wages, and salaries earned during the reporting period. Likewise, turnover data should reflect accessions and separations when their effective date occurs during the period covered.

II. SF-113G Submission Information

Attachment 3 also displays the *SF-113G* submission schedule. Agency total work-year usage must be reported on line 9b, column 4 (Grand Total Work-Years) for the current fiscal year (FY). The percent of an agency’s work-year usage is calculated by dividing the value reported on line 9b column 4 by the total work-years as estimated in the President’s Budget.

Note: FY 2006 data on the *Work Years and Personnel Costs* reports (OPM Forms 1351A and 1351B) will reflect data covering October 1, 2005 through September 30, 2006. Since the *Work Years and Personnel Costs* report and *SF-113G* report cover total employment, work-years should be benchmarked against the *SF-113G* summary report. Any large differences between the two should be explained.

Fiscal Year 2007
SF-113A Federal Civilian Employment
Calendar Month Reporting

| Report Month | From | To |
|---------------------|-------------------|--------------------|
| October 2006 | October 1, 2006 | October 31, 2006 |
| November 2006 | November 1, 2006 | November 30, 2006 |
| December 2006 | December 1, 2006 | December 31, 2006 |
| January 2007 | January 1, 2007 | January 31, 2007 |
| February 2007 | February 1, 2007 | February 28, 2007 |
| March 2007 | March 1, 2007 | March 31, 2007 |
| April 2007 | April 1, 2007 | April 30, 2007 |
| May 2007 | May 1, 2007 | May 31, 2007 |
| June 2007 | June 1, 2007 | June 30, 2007 |
| July 2007 | July 1, 2007 | July 31, 2007 |
| August 2007 | August 1, 2007 | August 31, 2007 |
| September 2007 | September 1, 2007 | September 30, 2007 |

SF-113A reports are **due the 15th of the month** following the report month.

Email reports to: OPM113Reports@OPM.GOV

**Fiscal Year 2007
SF-113A and 113G
Pay Period Reporting Schedule**

| Report Period | From | To |
|----------------------|-------------------|--------------------|
| 1 | October 1, 2006 | October 28, 2006 |
| 2 | October 29, 2006 | November 25, 2006 |
| 3 | November 26 2006 | December 23, 2006 |
| 4 | December 24, 2006 | January 20, 2007 |
| 5 | January 21, 2007 | February 17, 2007 |
| 6* | February 18, 2007 | March 31, 2007 |
| 7 | April 1, 2007 | April 28, 2007 |
| 8 | April 29, 2007 | May 26, 2007 |
| 9 | May 27, 2007 | June 23, 2007 |
| 10 | June 24, 2007 | July 21, 2007 |
| 11 | July 22, 2007 | August 18, 2007 |
| 12* | August 19, 2007 | September 29, 2007 |

NOTE: For period 12 (i.e., September), send OPM the total employment as of September 30, 2007 for the SF-113A and SF-113G. For the SF-113A only, report all accessions, separations and payroll from August 19, 2007 through September 29, 2007.

* Covers 3 biweekly pay periods.

SF-113A reports are **due the 15th of the month** following the report month.

Email reports to: OPM113Reports@OPM.GOV