



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Monday, September 29, 2008

MEMORANDUM FOR: Standard Form 113 Excel Requirements and Submission Schedules for Fiscal Year 2009

FROM: Nancy H. Kichak
Associate Director
SHRP

Subject: Standard Form 113 Excel Requirements and Submission Schedules for Fiscal Year 2009

The Standard Form (SF) 113 Excel spreadsheet requirements and 113 calendar submission schedules for fiscal year (FY) 2009 are attached. Federal agencies should immediately share the new requirements and data submission schedules with their payroll service provider. **Note: OPM anticipates changing 113 reporting requirements to a quarterly schedule in Fiscal Year 2010. Additional information will be forthcoming.**

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. **Note: Effective September 29, 2008, we will no longer accept submissions that are not in a Microsoft Excel file and formatted correctly.**

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 British Morrison at (202) 606-1350 or via email at bvmorris@opm.gov.

Attachments:

[Attachment 1](#)

[Attachment 2](#)

[Attachment 3](#)