



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

July 29, 2004

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

FROM: RONALD P. SANDERS,  
ASSOCIATE DIRECTOR  
FOR STRATEGIC HUMAN RESOURCE POLICY

Subject: Standard Form (SF)-113 Data Submission Schedules for Fiscal Year 2005

Attached are the SF-113A and G data submission schedules for fiscal year (FY) 2005. Federal agencies must follow the guidance and schedules in the four attachments before submitting SF-113 data to the Office of Personnel Management (OPM).

**Attachment 1** provides guidance on completing the *Federal Civilian Employment SF-113A* form and the *Full-Time Equivalent/Work-Year Civilian Employment SF-113G* form. **Attachments 2 and 3** have the monthly and pay-period submission schedules for the *SF-113A* form. **Attachment 4** contains the submission schedule for the SF-113G form. For each schedule, agencies are required to send both forms to OPM by the 15th of the month following the report month.

OPM requests these data from agencies to satisfy 5 CFR 7.2. Data collected from the SF-113A and G enable the Office of Management and Budget, and other key Federal officials, to analyze and make decisions concerning the Federal civilian workforce.

For your convenience, we have placed each submission schedule on our web site at [opm.gov/feddata/reporting.asp](http://opm.gov/feddata/reporting.asp). Please share this web address with the appropriate staff in your office.

We appreciate your continued cooperation and ask that you direct any SF-113 data submission questions to Willie Powers at (202) 606- 2956 or by email at [Willie.Powers@opm.gov](mailto:Willie.Powers@opm.gov).

[Attachments](#)

**SF-113 Data Submission Schedules**  
**Guidance for Fiscal Year 2005**

The Office of Personnel Management (OPM) is releasing its SF-113 data submission schedules for fiscal year (FY) 2005. Federal agencies must follow the schedules to submit employment, full-time equivalent, and work-year data to OPM. Agencies report these data to OPM using the following two forms:

**1. Monthly Report of Federal Civilian Employment (SF-113A)**

[Attachment 2](#) has the *SF-113A* submission schedule for agencies who report on a monthly basis. [Attachment 3](#) has the schedule for agencies who submit on a pay period basis. Agencies must **consistently** report employment data either as of the last calendar day of the month ([Attachment 2](#)), or as of the end of the pay period closest and prior to the end of the month ([Attachment 3](#)).

If your agency submits *SF-113A* data on a pay period basis (See [Attachment 3](#)), then report total employment "as of" September 30<sup>th</sup> for the September 2005 submission. However, please report payroll and turnover data as of September 17, 2005, on the same September 2005 submission.

Payroll data should reflect lump sum payments, wages, and salaries earned during the period covered. Likewise, turnover data should reflect accessions and separations with effective dates during the period covered.

**2. Full-Time Equivalent/Work-Year Civilian Employment (SF-113G)**

[Attachment 4](#) has the *SF 113-G* submission schedule.

Please remember that the total work-years used by your agency during the fiscal year should be reflected on line 9b, column 4 (Grand Total Work-Years). The percent of your agency's work-year usage is calculated based on line 9b column 4 divided by your agency's total work-years allotted, or level approved by OMB. Actual FTE usage that your agency reported in the prior year Federal budget should be equal, or reasonably close, to the year-end FTE usage reported on the SF-113G. (See OMB Circular A-11 available at [whitehouse.gov/omb/circulars/a11/2002/S32.pdf](http://whitehouse.gov/omb/circulars/a11/2002/S32.pdf)).

**Note:** FY 2004 data on the *Work Years and Personnel Costs* reports (OPM Forms 1351A and 1351B) will reflect data covering October 1, 2003 through September 30, 2004. 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 and any large differences between the two should be explained.

Detailed instructions on submitting 113 data are contained in the *Operating Manual—The SF-113 Summary Data Reporting System*. This manual is available on our web site at [opm.gov/feddata/reporting.htm](http://opm.gov/feddata/reporting.htm).

**Fiscal Year 2005  
Federal Civilian Employment (SF 113-A)  
(Calendar Month Reporting)**

<b>Report Month</b>	<ul style="list-style-type: none"> <li>• Payroll From Date</li> <li>• Turnover From Date</li> </ul>	<ul style="list-style-type: none"> <li>• Employment As Of Date</li> <li>• Payroll To Date</li> <li>• Turnover To Date</li> </ul>
October 2004	October 1, 2004	October 31, 2004
November 2004	November 1, 2004	November 30, 2004
December 2004	December 1, 2004	December 31, 2004
January 2005	January 1, 2005	January 31, 2005
February 2005	February 1, 2005	February 28, 2005
March 2005	March 1, 2005	March 31, 2005
April 2005	April 1, 2005	April 30, 2005
May 2005	May 1, 2005	May 31, 2005
June 2005	June 1, 2005	June 30, 2005
July 2005	July 1, 2005	July 31, 2005
August 2005	August 1, 2005	August 31, 2005
September 2005	September 1, 2005	September 30, 2005

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

Send reports to:

Office of Personnel Management  
Attention: SF 113-A, Room 7439  
SHRP/Personnel Systems Group  
1900 E Street, NW.  
Washington, DC 20415  
Fax No.: (202) 606-1719  
Email: [Fedstats@opm.gov](mailto:Fedstats@opm.gov)

**Fiscal Year 2005  
Federal Civilian Employment (SF 113-A) Reporting Schedule  
(Pay Period Reporting)**

Report Period	<ul style="list-style-type: none"> <li>• Payroll From Date</li> <li>• Turnover From Date</li> </ul>	<ul style="list-style-type: none"> <li>• Employment As Of Date</li> <li>• Payroll To Date</li> <li>• Turnover To Date</li> </ul>
1*	September 19, 2004	October 30, 2004
2	October 31, 2004	November 27, 2004
3	November 28, 2004	December 25, 2004
4	December 26, 2004	January 22, 2005
5	January 23, 2005	February 19, 2005
6	February 20, 2005	March 19, 2005
7	March 20, 2005	April 30, 2005
8	May 1, 2005	May 28, 2005
9	May 29, 2005	June 25, 2005
10	June 26, 2005	July 23, 2005
11	July 24, 2005	August 20, 2005
12	August 21, 2005	Employment As Of September 30, 2004** Payroll To & Turnover To: September 17, 2005

\* Covers 3 biweekly pay periods.

\*\* As of September 30, as required by the Office of Management and Budget.

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

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**Fiscal Year 2005 Time Schedule for the Monthly Report of  
Full-Time Equivalent/Work-Year Civilian Employment (SF-113G)**

Report Number	Reporting Period	Number of Biweekly Pay Periods Covered		Due Date for Report
		This Report	Fiscal Year	
1	September 19 – October 30, 2004*	3	3	November 15, 2004
2	October 31 – November 27, 2004	2	5	December 15, 2004
3	November 28 – December 25, 2004	2	7	January 15, 2005
4	December 26, 2004 – January 22, 2005	2	9	February 15, 2005
5	January 23 – February 19, 2005	2	11	March 15, 2005
6	February 20 – March 19, 2005	2	13	April 15, 2005
7	March 20 – April 30, 2005*	3	16	May 15, 2005
8	May 1 – May 28, 2005	2	18	June 15, 2005
9	May 29 – June 25, 2005	2	20	July 15, 2005
10	June 26 – July 23, 2005	2	22	August 15, 2005
11	July 24 – August 20, 2005	2	24	September 15, 2005
12	August 21 – September 17, 2005	2	26	October 15, 2005

\* Covers 3 biweekly pay periods

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

Send reports to:

Office of Personnel Management  
Attention: SF-113-G, Room 7439  
SHRP/Personnel Systems Group  
1900 E Street, NW.  
Washington, DC 20415  
Fax No.: (202) 606-1719  
Email: [Fedstats@opm.gov](mailto:Fedstats@opm.gov)