



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

The Director

Friday, October 25, 2002

MSG-075a

MEMORANDUM FOR: Human Resources Directors

FROM: Nancy E. Randa, Acting Associate Director Office of Merit Systems
Oversight and Effectiveness

Subject: Timely Submission of the Monthly Report of Federal Civilian
Employment (SF 113-A) and Monthly Report of Full-time
Equivalent/Work-Year Civilian Employment (SF 113-G)

The purpose of this memorandum is to remind all agencies that the Standard Form (SF) 113 reports are due to the Office of Personnel Management (OPM) by the 15th of each month. For example, the September 2002 reports are due the 15th of October 2002

Submitting timely and accurate SF 113 reports to OPM is essential in meeting the data needs required by the Office of Management and Budget (OMB). The SF 113 (A/G) data collected is published in OMB's publication, Budget of the United States Government, Analytical Perspectives, Federal Employment and Compensation (Section 11) which is available from the website address: gpo.gov/usbudget. The SF 113-A data collected is published in OPM's publication, Federal Civilian Workforce Statistics—Employment and Trends which is available from the website address: opm.gov/feddata/html/empt.htm. The workforce statistics are used to answer employment related questions from the Congress, the White House, OMB, Bureau of Labor Statistics, Department of Commerce, other Federal agencies, the media, and the public. They are also used to benchmark the accuracy and completeness of agency submissions to OPM's Central Personnel Data File (CPDF). Timely and accurate submissions provide essential support for these publications and for answering data inquiries.

Detailed instructions for the SF 113 reports are contained in the Operating Manual—the 113 Summary Data Reporting System which is available from OPM's website at: opm.gov/feddata/reporting.htm. Fiscal year time schedules that reflect specific reporting periods and reporting dates are also available from this website.

We appreciate your continued cooperation in providing OPM with timely SF 113 submissions. Please distribute this memo to all personnel responsible for processing and submitting SF 113 reports. If there are any questions, please contact Ms. Rhonda Diaz, Acting Assistant Director for Workforce Information at 202-606-1126 or by email at rk Diaz@opm.gov.