



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

Strategic Human
Resources Policy
Division

SEP 18 2007

MEMORANDUM FOR DIRECTORS OF PERSONNEL AND
HUMAN RESOURCES

FROM:

Nancy H. Kichak
NANCY H. KICHAK
ASSOCIATE DIRECTOR
STRATEGIC HUMAN RESOURCES POLICY

Subject:

New Standard Form 113 Excel Requirements and Submission
Schedules for Fiscal Year 2008

The new Standard Form (SF) 113 Excel spreadsheet requirements and 113 calendar submission schedules for fiscal year (FY) 2008 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, 2007.

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

Attachments