



*United States Office of Personnel Management
The Federal Government's Human Resources Agency*

Benefits Administration Letter

Number: 23-305

Date: March 2023

Subject: March 2023 Head Count

This is a reminder for all payroll providers, including cross-service providers (e.g., National Finance Center (NFC), Defense Finance and Accounting Service (DFAS), etc.), to submit the semiannual Headcount for the March 2023 reporting period no later than March 31, 2023.

The semiannual Headcount reporting (March and September) provides the Office of Personnel (OPM) with a snapshot of agency-wide enrollment for participants in the Civil Service Retirement System (CSRS), Federal Employees Retirement System (FERS), Federal Employees Retirement System – Revised Annuity Employees (FERS-RAE), Federal Employees Retirement System – Further Revised Annuity Employees (FERS-FRAE), Federal Employees Health Benefits (FEHB) Program, and/or the Federal Employees' Group Life Insurance (FEGLI) Program.

The March 2023 Headcount reporting period is for payroll paid during the first 15 days of March 2023 for weekly and bi-weekly pay cycles. For monthly pay cycles, the reporting period is February 1 through February 28, 2023.

For questions about the new electronic collection process, please contact the Headcount Support Team at HeadcountSupport@opm.gov.

Headcount reports must be submitted no later than **March 31, 2023**. If report submission delays or difficulties are anticipated, please call Ms. Yadira

Vega at 202-606-4842, Olayla Ruffin at 202-606-1498, Eirk Brown 202-606-1418 or email Fundsmanagement@opm.gov.

Note: The Retirement and Insurance Transfer System (RITS) submission should not be delayed due to Headcount reports not being ready.

If you have questions about this letter, please send an email to FinancialBALs@opm.gov or call 202-606-0606. We look forward to assisting you.