



Department of Defense INSTRUCTION

NUMBER 7730.18
November 7, 2013

USD(P&R)

SUBJECT: Recurring Reports of Civilian Employment and Payroll

References: See Enclosure 1

1. PURPOSE. This instruction reissues DoD Instruction 7730.18 (Reference (a)) in accordance with the authority in DoD Directive 5124.02 (Reference (b)) to establish policy, assign responsibilities, and prescribe procedures for reporting civilian personnel strength and payroll data to meet the requirements of OSD and the Office of Personnel Management (OPM) in accordance with the OPM Manual (Reference (c)).
2. APPLICABILITY. This instruction applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this instruction as the “DoD Components”).
3. POLICY. It is DoD policy to maintain a centralized database on civilian personnel strength and payroll data information. The information maintained is provided by the DoD Components for use in OSD and OPM, in order to meet the reporting requirements as described in Reference (c).
4. RESPONSIBILITIES. See Enclosure 2.
5. PROCEDURES. See Enclosure 3.
6. INFORMATION COLLECTION REQUIREMENTS. The Standard Form (SF) 113-A, “Report of Federal Civilian Employment,” (located at: http://www.opm.gov/forms/pdf_fill/SF113A.pdf) and the SF 113-A associated reports referred to in Enclosures 2 and 3 of this instruction have been assigned report control symbol DD-

P&R(Q)2537 in accordance with the procedures in DoD 8910.1-M (Reference (d)) and Directive-type Memorandum 12-004 (Reference (e)).

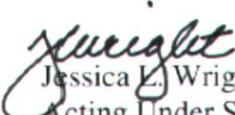
7. **RELEASABILITY. Unlimited.** This instruction is approved for public release and is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

8. **EFFECTIVE DATE.** This instruction

a. Is effective November 7, 2013.

b. Must be reissued, cancelled, or certified current within 5 years of its publication to be considered current in accordance with DoD Instruction 5025.01 (Reference (f)).

c. Will expire effective November 7, 2023 and be removed from the DoD Issuances Website if it hasn't been reissued or cancelled in accordance with Reference (f).


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ENCLOSURE 1

REFERENCES

- (a) DoD Instruction 7730.18, "Recurring Reports of Civilian Employment and Payroll," September 11, 1989, as amended (hereby cancelled)
- (b) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
- (c) Office of Personnel Management Manual, "The Standard Form (SF) 113 Summary Data Operating Manual," May 2006
- (d) DoD 8910.1-M, "Department of Defense Procedures for Management of Information Requirements," June 30, 1998
- (e) Directive-type Memorandum 12-004, "DoD Internal Information Collections," April 24, 2012, as amended
- (f) DoD Instruction 5025.01, "DoD Directives Program," September 26, 2012, as amended
- (g) Office of Management and Budget Circular Number A-11, "Preparation, Submission, and Execution of the Budget," August 2012
- (h) Office of Personnel Management Manual, "The Guide to Human Resource Reporting Requirements," March 1, 2012
- (i) Title 5, Code of Federal Regulations
- (j) Public Law 107-288, "Jobs for Veterans Act," November 7, 2002, 116 Stat 2033, as amended
- (k) Section 2102 of Title 5, United States Code
- (l) Comptroller General Decision B183813, "Julia M. McCarthy and others - Leave accrual, holiday pay - WAE appointment," June 20, 1975¹
- (m) Section 707 of Title 32, United States Code, "The National Guard Technicians Act of 1968," August 13, 1968

¹ Available at <http://gao.gov/search?q=B183813>.

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)). The USD(P&R) provides and maintains policy for reporting civilian personnel strength and payroll data to meet OSD and OPM requirements as stated in this instruction.

2. DIRECTOR, DoD HUMAN RESOURCES ACTIVITY (DoDHRA). Under the authority, direction, and control of the USD(P&R), the Director, DoDHRA, provides oversight of Defense Manpower Data Center (DMDC), which maintains a centralized database on civilian personnel strength and payroll data information. The information maintained is provided by the DoD Components for use in OSD and OPM.

3. DoD COMPONENT HEADS. The DoD Component heads submit an SF 113-A report to the DMDC according to the procedures in this instruction and the procedures in Reference (d). For those DoD Components receiving personnel support from another Component as identified in the Table in Enclosure 3 of this instruction, the SF 113-A report will be submitted by the head of the servicing Component.

4. SECRETARY OF THE ARMY. The Secretary of the Army, when fulfilling the responsibility in section 3 of this enclosure, submits separate SF 113-A reports from:
 - a. Consolidated Army-wide (Total Army).
 - b. Civil Functions, Corps of Engineers.
 - c. Civil Functions, Cemeterial Expenses.

5. SECRETARY OF THE NAVY. The Secretary of the Navy, when fulfilling the responsibility in section 3 of this enclosure, includes Marine Corps civilian employees in the SF 113-A report.

6. SECRETARY OF THE AIR FORCE. The Secretary of the Air Force, when fulfilling the responsibility in section 3 of this enclosure, will add a footnote to the SF 113-A report to show the number of wildlife conservation of civil functions. Figures for National Guard technicians (defined in the Glossary) will be included in the SF 113-A report.

ENCLOSURE 3

PROCEDURES

1. GENERAL INSTRUCTIONS

a. DoD Components shall submit an SF 113-A report on a quarterly basis for the entire fiscal year (FY). DMDC must receive SF 113-A reports no later than the 15th day following the end of each FY quarter reporting period.

b. SF 113-A payroll data should reflect lump sum payments, wages, and salaries earned during the reporting period. Likewise, turnover data should reflect accessions and separations when their effective date occurs during the report period.

c. Each SF 113-A report must include:

(1) "Employment As Of" date taken from the end of each quarter reporting period (March, June, September, and December).

(2) "Payroll From and Turnover From" dates taken from the start of each quarter reporting period (January, April, July, October).

(3) "Payroll To and Turnover To" dates taken from the end of the quarter reporting period.

(4) Employment counts in lines 1-16 and 29-30 taken from the end of the quarter reporting period.

(5) Payroll and turnover numbers in lines 17-28 and 31 computed as the sum of each cell for the 3 months (cumulative in the quarter).

d. Submit SF 113-A reports in the form of Microsoft Excel spreadsheets to the DMDC by e-mail at dodhra.dodc-mb.DMDC.mbx.web-comments-siad@mail.mil.

e. DMDC forwards the SF 113-A reports, together with DoD-wide consolidations of the reports, to OPM quarterly.

2. CREATING SF 113-A REPORTS

a. Excel Spreadsheets

(1) Every row and column on the SF 113-A must provide information. Row and columns with no values should be filled in with a "0." The Excel spreadsheet must not have merged fields or any blank rows.

(2) Exclude commas from numbers equal to and greater than one thousand (e.g., “136739” instead of “136,739”).

(3) Do not hide columns in the Excel spreadsheet because hidden columns, containing formulas or data, can cause problems with the spreadsheet.

(4) The Excel header section must display:

(a) DoD Component name.

(b) OPM agency code (see Table).

Table. List of OPM Codes for Use in SF 113-A Reports

AROO	Department of the Army, Total
AR01	Army Military Functions
AR03	Army Civil Functions – Corps of Engineers
AR05	Army Civil Function – Cemeterial Functions
NVOO	Department of the Navy
AFOO	Department of the Air Force
DD81	Defense Acquisition University*
DD13	Defense Advanced Research Projects Agency**
DD34	Defense Commissary Agency**
DD63	Defense Contract Management Agency
DD10	Defense Contract Audit Agency*
DD35	Defense Finance and Accounting Service
DD48	Defense Human Resources Activity**
DD04	Defense Information Systems Agency*
DD25	Defense Legal Services Agency**
DD07	Defense Logistics Agency
DD80	Defense Media Activity**
DD58	Defense Prison of War/Missing Personnel Office**
DD06	Defense Security Cooperation Agency* **
DD74	Defense Technical Information Center*
DD29	Defense Technology Security Administration**
DD12	Defense Security Service**
DD03	Defense Threat Reduction Agency**

Table. List of OPM Codes for Use in SF 113-A Reports, Continued

DD68	Defense Test Resource Management Center**
DD16	Department of Defense Education Activity**
DD26	Inspector General, DoD*
DD27	Missile Defense Agency**
DD69	National Defense University*
DD23	Office of Economic Adjustment**
DD02	Organization of the Joint Chiefs of Staff**
DD65	Pentagon Force Protection Agency**
DD60	Tricare Management Activity*
DD01	Immediate Office of the Secretary of Defense**
DD08	U.S. Court of Appeals for the Armed Forces**
DD21	Washington Headquarters Services**
	*Serviced by the Defense Finance and Accounting Service
	**Serviced by the Defense Logistics Agency

(c) SF 113-A quarter reporting period dates.

b. Employees Included in the SF 113-A. The SF 113-A report covers:

(1) All direct hire federal civilian officers, employees, and foreign nationals in the United States (including government-owned or controlled corporations), foreign countries, and U.S. territories who are paid salaries, wages, or fees for their service.

(2) Employees whose pay is chargeable to Object of Expenditure Class 11 in section 32 of the Office of Management and Budget (OMB) Circular No. A-11 (Reference (g)).

c. Employees Excluded from the SF 113-A. Employees excluded from the SF 113-A includes:

(1) Persons hired under non-personal service contracts, i.e., employees of private contractors.

(2) Persons serving without pay such as experts and consultants who worked without pay or received payments only for their expenses (e.g., per diem in lieu of subsistence and travel expenses).

(3) Employees carried on leave without pay (LWOP), furlough, or suspension for periods scheduled to or which actually exceeded 30 calendar days and seasonal employees in non-pay status or scheduled to be in non-pay status for more than 30 days. (Report these employees as separations.)

(4) Employees carried on annual or sick leave after the last day of active duty specified in a reduction-in-force (RIF) notice.

(5) Workers hired without formal appointment procedures for short intervals of time to cope with fire, flood, or other emergencies.

(6) Employees of non-appropriated funds instrumentalities such as canteen workers.

(7) All federal employees who are:

(a) On detail to State, local, and Indian tribal governments or institutions of higher education, or other eligible organizations, where the organization to which an assignment is made reimburses the assigning DoD Component for at least 50 percent of an assigned employee's salary during the assignment.

(b) On LWOP while on assignment with State, local, and Indian tribal governments, institutions of higher education, or other eligible organizations for assignments more than 30 days. (Report these employees as separations.)

(8) Military personnel in the uniformed services.

(9) Employees in the Central Intelligence Agency, National Security Agency, Defense Intelligence Agency, and the National Geospatial-Intelligence Agency.

d. Data Distribution by Geographic Area. Employees are to be reported by the geographic location of their duty station.

(1) Column A is for employment in all areas worldwide. The figure in Column A for a given line must be the total of the figures in Columns B, C, D, and E for that line.

(2) Column B is for all employees reported in Column A whose duty station is in the U.S. territories.

(3) Column C is for all employees reported in Column A whose duty station is not in the United States or its territories, i.e., those who are not reported in columns B, D, and E.

(4) Column D is for employees reported in Column A whose duty station is the Washington, D.C., core base statistical area (CBSA) as defined in the Glossary.

(5) Column E is for all employees reported in Column A whose duty station is in the United States but outside of the Washington, D.C., CBSA. Figures shown in lines in Column E exclude employees in the District of Columbia and those in the Virginia and Maryland portions of the Washington, D.C., CBSA.

e. SF 113-A Header Section Categories

(1) Line 1 – DoD Component.

(2) Line 2 – OPM Agency Code.

(3) Line 5a – “Employment As Of” data. OPM publishes the SF 113-A data submission schedule a few months before the first day of a new FY.

(4) Line 5b – Payroll From and To.

(5) Line 5c – Turnover From and To.

f. Section I – Current Status

(1) Lines 1 through 16 on the SF 113-A relate to an agency’s employment by work schedule, type of appointment, position occupied, wage system, and citizenship of federal civilian employees. Employment totals shown for lines 1 through 15 of the SF 113-A should show the number of employees who (as of the report date) have NOT been officially separated from the agency by SF 50, “Notification of Personnel Action,” or equivalent personnel action, and who:

(a) Worked for any given period during the report month.

(b) Are on paid annual, sick, injury, administrative, military, or holiday leave.

(2) Line 16 should report the number of employees with intermittent work schedules who have not worked during the current reporting period AND, as of the report date, have not been officially separated from the agency’s workforce. Employees shown in line 16 should NOT be included in lines 1 through 15.

(3) In lines 1 through 15, exclude employees on LWOP, suspension, or furlough if such actions are scheduled to, or actually exceed 30 calendar days. Count these specific employees as separations in line 25.

(4) Include as appropriate in lines 1 through 16 any seasonal employees in pay status. Seasonal employees are indicated by work schedule codes G (Full-time seasonal), Q (Part-time seasonal), T (Part-time job share-seasonal), and J (Intermittent seasonal).

(a) Seasonal employees in non-pay status or scheduled to be in non-pay status for more than 30 days (similar to non-seasonal employees who are on LWOP) should not be included in lines 1 through 16 until they return to pay status.

(b) These seasonal employees should be included as an accession when returning from non-pay status of more than 30 days and as a separation when they have been in non-pay status or are scheduled to be in non-pay status for more than 30 days.

g. Section II– Payroll

(1) Lines 17 and 18 on the SF 113-A relate to monthly wages and salaries earned by federal civilian employees and lump sum amounts for annual leave paid to employees who have separated from the federal government. While employment totals relate to the “as of” date of the report, payroll data relate to the period that began the day after the immediately preceding “as of” date and ends with the “as of” date of the current reporting period.

(2) Report payroll figures in the nearest whole thousands of dollars.

(3) Payroll figures include funds chargeable to OMB Object Classes 11.1, 11.3, and 11.5. OMB object classes are defined in section 83 of Reference (g).

(4) Payroll figures do not include the government’s share (as employer) of health insurance, term life insurance, and federal retirement and old-age survivors’ disability insurance, and retirement costs that include the government’s payment to cover interest on the unfunded retirement liability.

(5) When funds appropriated to one agency are obligated to another agency through an allocation or appropriation or adjustment transaction to perform service for the first agency, the funds chargeable to OMB Object Class 11 must be reported by the agency whose employees perform the work and receive the payment. The agency for which the service is performed excludes from the total reported on the payroll lines the amount chargeable to OMB Object Class 11.

h. Section III – Turnover

(1) Lines 19 through 28 on the SF 113-A cover personnel accessions and separations.

(2) Accessions consist of additions to the agency’s workforce and returning current employees who have been in non-pay or non-duty status.

(3) Separations take employees off the agency’s workforce or place current employees in non-pay or non-duty status.

(4) Each turnover line described is accompanied by a list of nature of action codes (NOAC). The list of NOAC for each line is to be used only as a guide in reporting federal employees. Some NOACs are included in several lines; agencies should review the individual employee’s situation and report the employee in the appropriate line(s). The NOAC listed for each line can be found in Reference (c) and OPM Manual (Reference (h)).

(5) Turnover data must reflect accessions and separations having effective dates during the report month covered.

i. Section IV – Data Excluding Special Employment Categories

(1) Lines 29 through 31 on the SF 113-A relate to the employment that excludes the employees. These lines will not be used (unless otherwise indicated by OMB) for controlling employment, but is intended only to reflect a head count of employment that excludes former non-ceiling employees.

(a) Employment will be tracked on a work-year basis.

(b) Any DoD Component not subject to Presidential employment controls or ceiling limitations is to report employment and payroll data (in Section IV of the SF 113-A) as if it had been assigned a ceiling; for these DoD Components, employment and payroll data will correspond to those reported in Section I, lines 1, 5, and the sum of lines 17 and 18.

(2) All data in Section IV will exclude employment and payroll of employees formerly exempt from the President's ceiling control, including:

(a) Participants in the Pathways Internship Program, in accordance with parts 213 of Title 5, Code of Federal Regulations (Reference (i)), identified by current appointment authority code YEA. These participants were formerly summer in the Student Educational Employment Program.

(b) Persons in the worker-trainee program who are in development jobs (for a 12-month period from date of appointment) and were appointed in accordance with Public Law 107-288 (Reference (j)) or the worker trainee temporary appointment pending establishment of a register (TAPER) authorization in accordance with Reference (h).

(c) Those employees covered by any official exemptions granted by the OMB.

(d) Those employees on LWOP, furlough, or suspension whose absence actually exceeds or is scheduled to exceed 30 calendar days.

(e) Those employees on leave with pay pending separation by disability retirement when:

1. Their application for disability retirement has been approved by the OPM.

2. Their use of sick leave after approval date actually exceeds or is scheduled to exceed 30 calendar days.

(f) Those employees on leave with pay pending separation by optional retirement who:

1. Must retire because of ill health.

2. Are on sick leave and the employing agency has received a licensed physician's certificate covering the entire period for which the employee has requested sick leave.

3. Meet age and service requirements for optional retirement.

4. Have SF 2801, "Application for Immediate Retirement," package submitted for retirement to become effective when sick leave expires.

5. Use sick leave after approval date exceeds or is scheduled to exceed 30 calendar days.

(g) Those employees who receive on-the-job injury or illness and:

1. Have approval for worker's compensation that has been received from the Department of Labor.

2. Use sick leave after approval date exceeds or is scheduled to exceed 30 calendar days.

3. COMPLETING SF 113-A LINES

a. Line 1 – Grand Total Employment

(1) Line 1 provides the total full-time, part time, and intermittent DoD employees (sum of lines 3, 6, and 8) who:

(a) As of the report date, have not been officially separated from the DoD Component by SF 50 or equivalent action. This includes employees whose separation actions are effective ON the report date. (Include these separation actions for the employees in the next quarter's report.)

(b) Worked for any given period during the last month of the quarter reporting period.

(c) Are on paid annual, sick, injury, administrative, military, or holiday leave.

(2) Line 1 should exclude:

(a) Intermittent employees included in line 16.

(b) All persons whose appointments are without compensation.

(3) Special instructions apply to employees on furlough, suspension, and LWOP, and seasonal employees in non-pay status.

(a) Do not include these employees in line 1 if their leave (or non-pay status) is scheduled to exceed or actually exceeds 30 calendar days; do not include such employees in total employment until they return to duty.

(b) The employee's status of the report date determines whether the employee will or will not be included.

(4) Employees on leave with pay pending separation by either disability or optional retirement or those who receive on-the-job injury or illness should be counted in Section I.

(5) Report personnel on mobility assignments authorized by Reference (i):

(a) In separations when employees are on LWOP for more than 30 days to State, local, and Indian tribal governments, institutions of higher learning, or other eligible organizations.

(b) In new appointments when new employees have received federal appointments (while under mobility assignments to federal agencies) if appointed for more than 30 days.

(c) In total employment for federal employees detailed to State, local, and Indian tribal governments; institutions of higher learning; or other eligible organizations only if more than 50 percent of their salary is paid by the DoD Component.

1. If the federal employee is detailed to another organization where that organization reimburses the employee's DoD Component at least 50 percent or more of employee's salary, the Component does not report the employee on the SF 113-A.

2. If the federal employee is detailed to another organization where that organization reimburses the employee's DoD Component less than 50 percent of employee's salary, the Component does report the employee in appropriate sections on the SF 113-A.

3. If the federal employee is on LWOP and is working for a State, local, or Indian tribal government; institution of higher education; or other eligible organization more than 30 days, the DoD Component should report the employee as a separation.

4. If the Federal employee is on LWOP from the federal government and is working for a State, local, or Indian tribal government; institution of higher education; or other eligible organization less than or equal to 30 days, the DoD Component reports the employee in appropriate sections on the SF 113-A.

(d) Employees from a State, local, and Indian tribal governments; institutions of higher learning; or other eligible organizations who are detailed to a DoD Component:

1. For more than 30 days, the Component reports the employee as a federal employee when a federal appointment is given.

2. For less than or equal to 30 days, the Component does not report the employee on the SF 113-A.

(6) When an employee is detailed to another DoD Component or federal agency, the Component that appointed the employee and has the employee's personnel record counts the employee.

(7) Line 1 also includes persons formerly exempt from the President's employment ceilings who may be:

(a) Participants in the Pathways Internship Program identified by current appointment authority code YEA.

(b) Persons in the worker-trainee program who are in developmental jobs (for a 12-month period from date of appointment) who were appointed pursuant to Veterans Recruitment Appointment Authority or the Worker Trainee TAPER authorization.

(8) Lines 9 and 11 should always equal the figure in line 1, in each column. The total of the figures in lines 3, 6, and 8 should always equal the figure in line 1, in each column. The total of figures in lines 14 and 15 should always equal the figure in line 1, in each column.

b. Line 2 – Total in Permanent Positions. Line 2 shows data for employees (regardless of work schedule, status of the employee, or the type of appointment held) occupying permanent positions (see Glossary for definition).

c. Line 3 – Full Time. Full-time employees are those regularly scheduled to work the number of hours and days required by the administrative work week for their employment group or class (most full-time employees have an administrative work week of 5 days consisting of 8 hours each whereas others have administrative work weeks consisting of different hours).

d. Line 4 – Full-Time in Permanent Positions

(1) Line 4 shows data for employees reported in line 3 who are in permanent positions as defined in line 2.

(2) The nature of the position rather than the status or tenure of the employee is controlling. For example, an employee with a temporary appointment serving full-time in a permanent position is regarded as occupying a permanent position if the position has existed or is expected to exist for 1 year or more.

(3) The full-time employees in line 3 not reported in line 4 as occupying permanent positions are full-time employees in temporary positions.

e. Line 5 – Full-Time with Permanent Appointments

(1) Line 5 shows data for full-time employees included in line 3 who are in Tenure Group 1 or 2.

(a) Competitive Service – Tenure Group 1 includes employees serving under career appointments that either have completed initial appointment probation or are not required to serve initial appointment probation.

(b) Excepted Service – Tenure Group 1 includes employees whose appointments carry no restrictions or conditions such as conditional, indefinite, specific time limitation, or trial period.

(c) Competitive Service – Tenure Group 2 includes employees serving under career-conditional appointments and career employees serving initial appointment probation.

(d) Excepted Service – Tenure Group 2 includes employees who are serving trial periods, or whose tenure is equivalent to career-conditional tenure in the competitive service in agencies that use that type of appointment system.

(2) All Senior Executive Service (SES) employees except those serving under limited term and limited emergency appointments.

(3) In Section I, permanent appointments consist of employees in Tenure Groups 1 and 2 and SES employees except those serving under limited term and limited emergency appointments.

f. Line 6 – Part-Time. Part-time employees are those who work less than full-time, but for a specific number of hours (usually 16-32 hours per administrative work week) on a prearranged scheduled tour of duty.

g. Line 7 – Part-Time with Permanent Appointments. Line 7 must show data for part-time employees included in line 6 who have permanent appointments as defined in line 5.

h. Line 8 – Intermittent

(1) Count intermittent employees who, at the report date, have not been officially separated from the agency's workforce and who have worked for any given period during the report month.

(2) Intermittent employees are those who work an irregular number of hours or days for which there is no prearranged scheduled tour of duty. Such employees are paid only for the time actually worked or for service actually rendered. Do not include in line 8 intermittent employees reported in line 16.

i. Line 9 – Competitive Service, Total. Line 9 must show the total number of employees who are in the competitive service as defined in section 2102 of Title 5, United States Code

((Reference (k)). Include employees in Tenure Group 0, 1, 2, or 3 and positions occupied code 1. Lines 9 and 11 should total the total in line 1 in each column.

j. Line 10 – Competitive Service with Permanent Appointments. Show data for employees occupying positions in the competitive service (positions occupied code 1) and who are in Tenure Group 1 or 2 as defined in line 5.

k. Line 11 – Excepted Service and SES, Total. The excepted service and SES consists of those civil service positions not in the competitive service. Include employees in position codes 2, 3, or 4 regardless of Tenure Group.

l. Line 12 – Excepted Service and SES with Permanent Appointments. Show data for employees occupying positions in the excepted service (position occupied code 2) and who are in Tenure Group 1 or 2 and all SES employees (position occupied codes 3 or 4) except those serving under limited term and limited emergency appointments.

m. Line 13 – Wage Systems

(1) Wage System employees (included in line 1) are trades, crafts, and laboring workers whose basic rates of pay are determined according to local prevailing rates under the statutory Federal Wage System (see <http://www.opm.gov/oqa/wage/>) or determined under similar administrative authority.

(2) Most wage employees are in pay plans CE, CY, HU, NB, WG, WL, and WS. Include employees in all pay plans beginning with B, W, K, J, or X. Also include prevailing rate and negotiated rate trades, crafts, and laboring workers in pay plans such as FF, FL, FN, FS, FW, NA, NL, NS, TA, TB, TC, TD, TE, or VC. Do not include professional, administrative, or clerical employees (see http://www.opm.gov/feddata/GDS/GDS_A07.pdf for definitions of civilian pay plans).

n. Line 14 - U.S. Citizens. Show data for employees who are U.S. citizens, regardless of their place of residence.

o. Line 15 – Non-U.S. Citizens. Show data for employees who are not U.S. citizens, regardless of their place of permanent residence. Lines 14 and 15 should equal the total of line 1 in each column.

p. Line 16 – Total Intermittent Employees Not Working. Exclude from lines 1 through 15 intermittent employees who have not worked during the current reporting period and as of the report date have not been officially separated from the agency's workforce.

q. Line 17 - Wages and Salaries Earned, Total

(1) Show the amount of earnings for all employees (including those who are separated) for work days and paid holidays for the period being reported.

(2) The amount of wages and salaries should be reported for the period when the employees actually earned the money and not when the money was paid.

(a) The FY total salaries and wages (sum of four reports from October through September) should reflect actual wages and salaries earned by federal employees for the FY being reported.

(b) If an error is detected in reporting the amount of earnings in the proper report period, submit an amended report.

(3) Report total earnings for personal services in nearest whole thousands of dollars.

(4) Exclude cost-of-living allowances, station allowances, and any civilian personnel benefits as defined by OMB Object Class 12 funds. Some examples of benefits are retirement, health and life insurance, recruitment bonus, relocation bonus, retention allowance, and allowances such as quarter allowances, uniform allowances, and overseas allowances (including overseas cost-of-living allowances) as well as severance pay (OMB Object Class 13) in accordance with Reference (g).

(5) Earnings may be estimated on the basis of the number of work days in the period being reported.

(6) For agencies and employees included in the budget of the United States, the FY total should balance to OMB Object Class 11.1, 11.3, and 11.5 funds in accordance with Reference (g).

r. Line 18 - Lump Sum Payments

(1) Line 18 shows data for total lump sum payments (in nearest whole thousands of dollars) for annual leave during the period reported.

(2) The amount of lump sum payments should be reported for the period when the employees actually earned the money (i.e., when separated from the federal government) and not when the money was paid.

(a) The FY total lump sum payments (sum of four reports from October through September) should reflect actual lump sum payments earned by federal employees for the FY being reported.

(b) Submit an amended report if an error is detected in reporting the amount of lump sum payments in the proper report period,

(3) Note that lump sum payment amounts are to be included in this line only and should not be added in the total for wages and salaries reported in line 17.

(4) Do not report other lump sum payments such as recruitment bonus and relocation bonus.

s. Line 19 - Total Accessions

(1) Report an accession whenever personnel actions via an SF 50 during the period being reported result in the addition of employees to the department or agency's competitive or excepted services or SES.

(2) Exclude shifts within the agency or department that is between any organizations below the agency or department level. Such sub-organizations will generally be those assigned a central personnel data file (CPDF) agency sub-element code by the OPM. Similarly, this exclusion covers agency sub-organizations that are not identified in CPDF. For example, an agency has been assigned an agency code of XX00. This agency has four sub-organizations that have been assigned a code of XX01 through XX04. Situations which qualify for exclusions from reporting turnover include:

(a) Movement between two sub-organizations, e.g., between XX01 and XX02.

(b) Movement between two units within a sub-organization, i.e., movement within XX01, XX02, XX03, or XX04.

(3) Include:

(a) Employee shifts involving only DoD Components (e.g., shifts between component A that has been assigned an agency code of AA00 and agency X that has been assigned an agency code of XX00).

(b) Shifts between DoD Components when reorganizations are affected by laws or Executive orders that shift groups of employees and the functions they perform. Please footnote reports when such reorganizations occur, giving the authority (law or Executive order), date of change, number of employees gained, and the name of the other agency or agencies involved.

(c) Returns to duty from non-pay status of more than 30 days.

(4) Total accessions include the following NOACs: 100, 101, 107, 108, 112, 115, 120, 122, 124, 130, 132, 140, 141, 142, 143, 145, 146, 147, 148, 149, 170, 171, 190, 198, 199, 280 (when returning from non-pay status of more than 30 days), 292 (when returning from non-pay status of more than 30 days), and 293.

t. Line 20 – Transfers – Accessions

(1) Show data for employees who, without a break of one full workday, change from a position in one agency to a position in another agency.

(2) Include mass transfers of employees between agencies as a result of transfer of functions. Include NOACs 130, 132, 145, 147, 100 and 101 (when either 100 or 101 are used with legal authority code (LAC) K4M, BKM, BBM, V8L, BLM, BNM, BNN.)

u. Line 21 – Total New Hires

(1) Show data for new appointments of individuals who are not federal civilian employees, including reinstatements based on prior service.

(2) Show data for appointments to positions in the competitive and excepted service and SES of accessions included in line 19 based on the NOACs: 100, 101, 107, 108, 112, 115, 120, 122, 124, 140, 141, 142, 143, 146, 148, 149, 170, 171, 190, 198, and 199.

(3) Exclude transfers and employees exercising reemployment rights (such as restorations) and returns to duty and placements in pay status (NOAC 280).

v. Line 22 – Accessions to the Competitive Service

(1) Show data for personnel actions included in line 19 that result in the addition of employees to the competitive service of the department or agency. Include NOACs: 100, 101, 107, 108, 112, 115, 120, 122, 124, 140, 141, 280 (when returning from non-pay status of more than 30 days and when positions occupied code is 1), 292 (when returning from non-pay status of more than 30 days and when position occupied code is 1); and when used with position occupied code 1 NOACs: 130, 132, 190, 198, 199, and 293.

(2) Exclude accessions to the excepted service and SES. Note that line 19 minus line 22 should be total accessions to the excepted service and SES.

w. Line 23 - New Hires to the Competitive Service

(1) Show data for appointments to positions in the competitive service based on the NOACs: 100, 101, 107, 108, 112, 115, 120, 122, 124, 140, 141 and when used with position occupied code 1 the NOACs: 190, 198, and 199. Include:

(a) Employment after competition with others for the same position through a civil service register or under civil service recruiting authority.

(b) Reinstatements.

(2) Line 23 excludes conversions, transfers, restorations, reemployments, returns to duty, placements in pay status, new hires, and accessions to the excepted service and SES. Line 21 minus line 23 should be total new hires to the excepted service and SES.

x. Line 24 – Accessions of U.S. Citizens. Show data for accessions of persons included in line 19 who are U.S. citizens, regardless of their place of permanent residence.

y. Line 25 – Total Separations

(1) Show data for personnel actions during the period being reported that result in the loss of employees from the workforce of the DoD Component.

(2) Exclude shifts within the DoD Component that is between any organizations within the Component. Such sub-organizations will generally be those assigned a CPDF agency sub-element code by the OPM. Similarly, this exclusion covers agency sub-organizations that are not identified in CPDF. For example, an agency has been assigned an agency code of XX00. This agency has four sub-organizations that have been assigned a code of XX01 through XX04. Situations for which exclusions from reporting turnover apply include:

(a) Movement between two sub-organizations, e.g., between XX01 and XX02.

(b) Movement between two units within a sub-organization, i.e., movement within XX01, XX02, XX03, or XX04.

(3) Count all separations on the day following the effective date of the action. Because separation is effective at midnight, an employee is not dropped from the rolls of the DoD Component until the next day.

(a) For example, if an employee resigns on September 30 and the report date is also September 30, he or she remains on the rolls of the Component through midnight on the 30th. The employee is dropped from the Component's rolls on the next day, October 1st. The employee in this example would be reported in the appropriate lines of Sections I, II, and IV of the September report and the separation action for the employee would be reported in Section III of the following quarter's report.

(b) Do not double count the same employee as a separation. For example, if an employee is on extended LWOP and counted as a separation, do not count the employee again if the employee resigns or is terminated without returning to duty.

(4) Include extended LWOP, suspension, furlough, or placement in non-pay status separations for periods scheduled to or that actually exceed 30 calendar days.

(5) Count employees who are on LWOP pending separation by either disability or optional retirement as a separation only when eventually separated by disability or optional retirement.

(6) Transfers require special attention. To safeguard employee rights, the losing Component should not prepare a separation SF 50 for an employee transferring to another DoD Component and should continue to report this person in total employment until the losing Component receives an accession SF 50. These procedures can result in the employee being reported in both DoD Components' total employment.

(a) For the SF 113-A, the losing DoD Component should exclude transfers from line 1 as soon as they cease to be paid by the losing Component, even if that Component has not received an accession SF 50 by the time the SF 113-A report is prepared.

(b) Under these procedures for handling transfers, build a check into automated systems to preclude a break in service.

(7) Total separations include NOACs 300, 301, 302, 303, 304, 312, 317, 330, 350, 351, 352, 353, 355, 356, 357, 385, 390; and when in no-pay status for more than 30 days NOACs 430, 450, 452, 460, 471, 472, and 473.

z. Line 26 – Transfers – Separations. Show data for employees who, without a break in service of one full workday, change from a position in one DoD Component to a position in another Component. Include mass transfers of employees between agencies as a result of transfer of functions, NOAC 352, except with LAC, PZM, and ZPM.

aa. Line 27 – Quits

(1) Show data for voluntary resignations by employees or separation by agency if an employee declines a new assignment (decision not to accept a new job), abandons the position (left the job), joins the military, or fails to return from military furlough.

(2) Quits:

(a) Include NOAC/LAC combinations such as: 312/RPR, 312/RWM, 312/RXM, 312/RPM, 312/RQM, 312/RRM, 312/RSM, 317/RPM, 317/RUM, 357/C7M, 351/RPM, 353/Q3K, 357/USM, 357/UTM, 330/V9A, 330/V9B, 330/VJJ, 330/V2J.

(b) Exclude:

1. Resignations due to RIF or in lieu of adverse action.
2. Retirements and deaths.

ab. Line 28 – Separations of U.S. Citizens. Show data for separations of persons included in line 25 who are U.S. citizens regardless of their place of permanent residence.

ac. Line 29 – Total Employment. Show total number of employees excluding employees as shown in Section IV (2)(a) and (b) as of the report date, i.e., line 1 excluding persons in former non-ceiling programs and other OMB-approved exemptions.

ad. Line 30 – Full-Time with Permanent Appointments

(1) Those employees included in line 29 who are full-time with permanent appointments are included in Tenure Group 1 or 2 as defined in paragraphs 3.e.(1)(a) through (d) of this enclosure.

(2) All SES employees except those serving under limited term and limited emergency appointments are also included as full-time employees with permanent appointments.

(3) Line 5 minus line 30 gives full-time employees with permanent appointments in the former non-ceiling programs.

(4) For purposes of this report only, permanent appointment consists of Tenure Groups 1, 2, and all SES employees except those serving under limited term and limited emergency appointments. Temporary and indefinite appointments consist of all other employees.

ae. Line 31 – Total Payroll

(1) Show the total wages and salaries earned and lump sum payments to all employees excluding employees as shown in Section IV (2)(a) and (b) of the SF 113-A report. Include total wages and salaries and lump sum payments for employees who separated during the report period and for work days and paid holidays for the period being reported.

(2) Report the amount of wages and salaries and lump sum payments for the period when the employees actually earned the money and not when the money was actually paid. If an error is detected in reporting the payroll amount (total wages and salaries and lump sum payments) in the proper report period, submit an amended report. The FY total payroll (sum of four reports from October through September) should reflect actual wages and salaries and lump sum payments earned for the FY period being reported.

(3) Show the total payroll figures in nearest whole thousands of dollars.

(4) Line 31 is a subset of the sum of lines 17 and 18. The sum of lines 17 and 18 minus line 31 therefore gives total payroll for former non-ceiling employees.

4. REPORTING SF 113-A DATA ACCORDING TO WORK SCHEDULE AND DUTY STATUS, BY LINE. DoD Components report employment on the last day of the report period for the full-time, part-time, and intermittent employees who separate prior to or on the same day of the last day of the report quarter.

a. Employees Who Separate Prior to the Last Day of the Report Period

(1) If the employee's work schedule is full-time, part-time, or intermittent, and the employee worked during the report period but separated prior to the last day of the report period when employment is counted, then report the employee in lines 17, 18, and 25 through 28 as appropriate.

(2) If the employee's work schedule is full-time or part-time, and the employee was on paid leave (i.e., annual, sick, injury, administrative, military, and holiday) during the report

period but separated prior to the last day of the report period when employment is counted, then report the employee in lines 17, 18, and 25 through 28 as appropriate.

(3) If the employee's work schedule is intermittent, and the employee was on paid leave (i.e., annual, sick, injury, administrative, military, and holiday) during the report period but separated prior to the last day of the report period when employment is counted, then do not report the employee on the SF 113-A. However, if an intermittent employee has worked on a regularly scheduled tour of duty of 80 hours each pay period during the period of employment, then employee can be paid leave in accordance with Comptroller General Decision B183813 (Reference (1)), and therefore should be reported in lines 17, 18, and 25 through 28 as appropriate.

(4) If the employee's work schedule is full-time, part-time, or intermittent, the employee did not work and was not on paid leave during the report period, and separated prior to the last day of the report period when employment is counted, then report the employee in lines 18, and 25 through 28 as appropriate.

b. Employees Whose Separation Date Is the Same as the Last Day of the Report Period or Who Have Separation Actions with Effective Dates During the Report Period

(1) If the employee's work schedule is full-time and the employee worked during the report period but the employee's separation effective date is the same as the last day of the current report quarter when employment is counted, then include the employee in the current month's SF 113-A report in lines 1 through 5, 9 and 15, 17, 19 through 24, and 29 through 31 as appropriate and count the employee as a separation in next quarter's SF 113-A report.

(2) If the employee's work schedule is part-time and the employee worked during the report period but the employee's separation effective date is the same as the last day of the current report quarter when employment is counted, then include the employee in the current quarter's SF 113-A report in lines 1, 2, 6, 9 through 24, 29 and 31 as appropriate and count the employee as a separation in next month's SF 113-A report.

(3) If the employee's work schedule is intermittent and the employee worked during the report period but the employee's separation effective date is the same as the last day of the current report quarter when employment is counted, then include the employee in the current quarter's SF 113-A report in lines 1, 2, 8 through 15, 17, 19 through 24, 29 and 31 as appropriate and count the employee as a separation in next quarter's SF 113-A report.

(4) If the employee's work schedule is full-time, the employee was on paid leave (i.e., annual, sick, injury, administrative, military, and holiday) during the report period but the employee's separation effective date is the same as the last day of the current quarter when employment is counted, then include the employee in the current quarter's SF 113-A report in lines 1 through 5, 9 through 15, 17, 19 through 24, and 29 through 31 as appropriate and count the employee as a separation in next quarter's SF 113-A report.

(5) If the employee's work schedule is part-time, the employee was on paid leave (i.e., annual, sick, injury, administrative, military, and holiday) during the report period but the employee's separation effective date is the same as the last day of the current quarter when employment is counted, then include the employee in the current quarter's SF 113-A report in lines 1, 2, 6, 7, 9 through 15, 17, 19 through 24, 29 and 31 as appropriate and count the employee as a separation in next quarter's SF 113-A report.

(6) If the employee's work schedule is intermittent, the employee was on paid leave (i.e., annual, sick, injury, administrative, military, and holiday) during the report period but the employee's separation effective date is the same as the last day of the current report quarter when employment is counted, then include the employee in the current quarter's SF 113-A report in lines 1, 2, 8 through 15, 17, 19 through 24, 29 and 31 as appropriate and count the employee as a separation in next quarter's report.

(7) If the employee's work schedule is full-time or part-time or intermittent, the employee did not work during the report period and was not on paid leave, and the employee's separation effective date is the same as the last day of the current report quarter when employment is counted, then do not report the employee in the SF 113-A. However, if an intermittent employee has worked on a regularly scheduled tour of duty of 80 hours each pay period during the period of employment, then employees can be paid leave in accordance with Reference (k) and therefore should be reported in lines 16 through 19 and 24 as appropriate.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

CBSA	core base statistical area
CPDF	central personnel data file
DMDC	Defense Manpower Data Center
DoDHRA	DoD Human Resources Activity
FY	fiscal year
LAC	legal authority code
LWOP	leave without pay
NOAC	nature of action code
OMB	Office of Management and Budget
OPM	Office of Personnel Management
RIF	reduction-in-force
SES	Senior Executive Service
SF	standard form
TAPER	temporary appointment pending establishment of a register
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

PART II. DEFINITIONS

These terms and their definitions are for the purpose of this instruction.

accessions. The NOACs that are in the 100 and 200 series are accessions. Accessions include appointments from civil service registers that are career or career-conditional appointments, excepted appointments, appointments to the Senior Executive Service, temporary appointments from registers, temporary appointments pending the establishment of registers, reappointment, reinstatements, restorations and return to duty, and transfers.

employment as of date. Either the last day of the quarter reporting period or the last day of the pay period closest to the end of the quarter.

full-time employee. Employees regularly scheduled to work the number of hours and days required by the administrative work week for their employment group or class (most full-time

employees have an administrative work week of 5 days consisting of 8 hours each whereas others have administrative work weeks consisting of different hours).

indefinite appointments. An appointment given to a nonpermanent employee who is hired for an unlimited period of time.

intermittent employee. Those who work an irregular number of hours or days for which there is no prearranged scheduled tour of duty. Such employees are paid only for the time actually worked or for service actually rendered.

limited emergency appointment. An appointment made for up to 18 months, to meet authorized, unanticipated, urgent needs.

limited term appointment. An appointment for up to 3 years, to positions the duties of which will expire in 3 years or less.

National Guard technicians. A federal employee covered by Public Law 90-486 (Reference (m)). The primary mission as a military technician is to provide day-to-day continuity in the operation and training of Army and Air National Guard units.

non-ceiling employees. Employees in non-ceiling assignments include part-time and temporary personnel; full-time term employees awaiting reassignment to ceiling positions when those positions are currently filled; and personnel on extended training, LWOP in excess of 30 calendar days, extended sick leave pending approved disability retirement, or reimbursable detail to another agency.

part-time employee. Employees who work less than full-time, but for a specific number of hours (usually 16-32 hours per administrative work week) on a prearranged scheduled tour of duty.

payroll from and to. If an agency reports SF 113-A data on a quarterly basis, then the Payroll From date is the first day of the quarter and the Payroll To date is the last day of the quarter. If an agency reports SF 113-A data on a pay period basis, then the Payroll From date is the first day of a pay period and the Payroll To date is the last day of the pay periods which were combined.

permanent position. A position that is either established without time limitations, established for a limited period of 1 year or more, or occupied for 1 year or more (not necessarily continuously by the same employee), regardless of the intent when it was established.

RIF. When an agency must abolish positions, the RIF regulations determine whether an employee keeps his or her present position, or whether the employee has a right to a different position. The regulatory requirements governing RIF are contained in Part 351 of Reference (i).

separations. The NOACs that are in the 300 and 400 series are separations. Separations include discharge, quits, terminations, RIFs, removals, transfers, extended LWOP, suspensions, furloughs, deaths, and retirement.

temporary appointments. Non-status appointment to a competitive service position for a specified period of time not to exceed one calendar year.

turnover from and to. If an agency reports SF 113-A data on a quarterly basis, then the Turnover From date is the first day of the quarter and the Turnover To date is the last day of the quarter. If an agency reports SF 113-A data on a pay period basis, then the Payroll From date is the first day of a pay period and the Payroll To date is the last day of the pay periods which were combined.

U.S. citizen. A person who owes allegiance to the United States and is entitled to full civil rights either by birth or naturalization.

U.S. territory. American Samoa, Guam, Johnston Atoll, Midway Islands (except Ryukyu Islands and Swan Islands), Puerto Rico, Navassa Islands, Virgin Islands, Wake Island, Jarvis Island, Baker Island, Howland Island, Kingman Reef, Palmyra Atoll, and northern Mariana Islands.

wages and salaries. Includes gross basic pay, overtime pay (including authorized administratively uncontrollable overtime pay), holiday pay, Sunday pay, night differential, hazardous duty pay, special pay adjustments for law enforcement officers, locality-based comparability payments, interim geographic adjustments, post differential, staffing differential, supervisory differential, physicians comparability allowance, remote worksite allowance, performance-based cash award, incentive award, foreign language award, any retroactive pay, and any other funds chargeable to OMB Object Classes 11.1, 11.3, and 11.5 except lump-sum payments for annual leave.

Washington, D.C. CBSA. A statistical area that includes the District of Columbia and the national capital region, defined as:

Maryland. Calvert County, Charles County, Frederick County, Montgomery County, Prince George's County.

Virginia. Arlington County, Clarke County, Fairfax County, Fauquier County, Loudoun County, Prince William County, Spotsylvania County, Stafford County, Warren County, and the cities of Alexandria, Fairfax, Falls Church, Fredericksburg, Manassas, and Manassas Park.

West Virginia. Jefferson County.

wildlife conservation, Air Force. A type of civilian employment and function within the United States Air Force.

worker-trainee program. Defined in Reference (i).