

FIGURE 2

Standard Form 113-G (Rev. 7/97)
 U.S. Office of Personnel Management
 The 113 Summary Data Reporting System

Monthly Report of Full-Time Equivalent/Work-Year Civilian Employment			Agency Code	No. of Pay Periods Covered		Report Number
				This Report	FY to Date	
(Reproduce locally)						
Department or Agency		Employment Coverage		Reporting Period (MM, DD, YY)		
		(1) Noncitizens Overseas		From	To	
		(2) Agencywide				
Employment/ Hours Category	Employment and Hours (1)	Full-Time Equiv. Employment for Current Period (2)	Work-Years			
			Current Period (3)	Cumulative to End of Current Pay Period (4)		
1a. Emplt Excl Spec Emplt Categories						
b. Straight Time Hours						
c. Overtime Hours.						
2a. Full-Time with Permanent Appt.						
b. Straight Time Hours						
c. Overtime Hours.						
3a. Other Employment						
b. Straight Time Hours						
c. Overtime Hours.						
4a. Part-Time with Permanent Appt.						
b. Straight Time Hours						
c. Overtime Hours.						
5a. Part-Time w/Temp & Indef. Appt.						
b. Straight Time Hours						
c. Overtime Hours.						
6a. Full-time w/Temp & indef. Appt.						
b. Straight Time Hours						
c. Overtime Hours.						
7a. Intermittent						
b. Straight Time Hours						
c. Overtime Hours.						
8a. Special Employment Categories						
b. Straight Time Hours						
c. Overtime Hours.						
9a. Grand Total Employment						
b. Straight Time Hours						
c. Overtime Hours.						
Total Work-Years Allotted by OMB for Fiscal Year						
Certified by (Signature)		Official Position			Date	
		Telephone No:				

Reports should be submitted to: Office of Workforce Information, Statistical Analysis and Services Division, Workforce Information Team, U.S. Office of Personnel Management, 1900 E Street, NW., Washington, DC 20415. Attention: SF 113-G, Room 7439.
 Email Address: owi@opm.gov