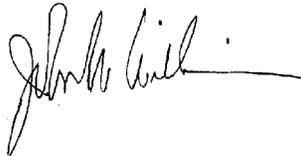


For: FAS, RMA, and FSA Employees

Thrift Savings Plan (TSP) Open Season

Approved by: Deputy Administrator, Management



1 Overview

A

Purpose

This notice announces the TSP open season, which is being held from November 15, 2000, through January 31, 2001.

B

Background

During the TSP open season, eligible employees may start, change, or stop contributions to their TSP account, and/or change allocations of future contributions among the 3 investment funds.

2 Eligibility

A

**Employees
Eligible to
Participate**

The following employees are eligible to participate in TSP during this open season:

- employees whose latest appointment to a retirement-covered position was made **before** either of the following:
 - July 1, 2000
 - January 1, 2001, for rehired employees who were previously eligible to participate in TSP
- employees who stopped their TSP contributions before August 1, 2000, and want to restart contributions this open season.

Continued on the next page

<p>Disposal Date</p> <p>February 1, 2001</p>	<p>Distribution</p> <p>All FAS, RMA, and FSA employees; State Offices relay to County Offices</p>
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2 Eligibility (Continued)

B Employees Eligible to Contribute for the First Time

The following employees are now eligible to make an election for the first time under their current appointment:

- employees who were first hired or rehired from January 1, 2000, through June 30, 2000
- employees rehired from July 1, 2000, through December 31, 2000 who were previously eligible to participate in TSP.

Effective January 14, 2001, the Agency will begin contributing an automatic 1 percent Agency contribution into the TSP accounts of all FERS and FSPS employees who become eligible to contribute to TSP during this open season. The Agency automatic 1 percent contribution will be made whether or not the employee elects to contribute to TSP.

C Investment Funds

Eligible employees may invest all or any portion of their TSP contributions in any of the following 3 investment funds:

- C Fund, Common Stock Index Investment Fund
 - G Fund, Government Securities Investment Fund
 - F Fund, Fixed Income Index Investment Fund.
-

D Employees Not Contributing to TSP

FERS and FSPS employees who are not contributing to TSP, but are receiving the Agency automatic 1 percent contribution, may invest all or any portion of the Agency automatic 1 percent contribution in any of the 3 investment funds.

Allocations to the 3 investment funds must be in increments of 5 percent.

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3 Materials

A

Open Season Materials

Employees who first become eligible to participate in TSP during this open season shall receive the following from their servicing personnel office:

- TSPBK08, "Summary of the Thrift Savings Plan for Federal Employees" booklet
- the TSP "Open Season Update" Booklet
- TSP-1, "Thrift Savings Plan Election Form"
- TSP-3, "Thrift Savings Plan Designation of Beneficiary Form".

Notes: NFC provides all eligible employees with the Update Booklet in their earnings and leave statement.

Current participants seeking additional information about TSP may obtain a summary booklet from their servicing personnel office.

B

TSP Information on the Internet

TSP forms, publications, and monthly rates of returns are available on the Internet at <http://www.tsp.gov>.

4 Making an Election or Change

A

How to Make Open Season Election or Change

Employees who want to make an election or change shall:

- obtain TSP-1, revised 2/91 or later, from their servicing personnel office
- submit completed TSP-1 to their servicing personnel office by January 31, 2000
- process change by using Employee Express, if available.

If either Netscape Navigator or Microsoft Internet Explorer is used, Employee Express may be accessed through the internet at: <http://www.employeeexpress.gov>.

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5 Effective Dates and Processing Procedures

A

Effective Dates of Election

Following are the effective dates of open season elections.

IF TSP-1 is received in the employing office...	THEN the effective date is...
before January 14, 2001	January 14, 2001 (pay period 1).
after January 14, 2001, but before January 28, 2000	January 28, 2001 (pay period 2).
after January 28, 2001, but before January 31, 2001	February 11, 2001 (pay period 3).

TSP-1's received to cancel contributions will become effective the last day of the pay period in which the employing office receives TSP-1.

B

FSA CO and Federal State Employees

FSA CO employees and Federal employees should submit their TSP-1 forms to the State Office for processing. The State Office should use NFC's Payroll Remote Entry System (PRES) to process TSP-1 for the appropriate pay period according to subparagraph A.

State Offices may instruct County Offices to:

- enter the document in PRES for CO employees
- forward TSP-1 to State Offices for filing in the employee's Official Personnel File.

Continued on the next page

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5 Effective Dates and Processing Procedures (Continued)

C

**Overseas
Employees' TSP
Open Season
Elections**

To ensure that overseas employees' elections are received in a timely manner, either of the following methods may be used:

- the following information from TSP-1, may be forwarded to HRD, Domestic Operations Branch (DOB), Services Unit, by cable:
 - name and Social Security number
 - total whole percentage of pay or whole dollar amount that will be contributed each pay period
 - the percentage to be contributed into each fund
 - a statement indicating that the employee understands the risks involved if contributions are made to the F or C fund
- FAX a copy of TSP-1 to HRD, DOB at 202-418-9129.

Employees shall also mail the original TSP-1 to HRD at the following address:

FSA HRD DOB SERVICES UNIT STOP 0594
1400 INDEPENDENCE AVE SW
WASHINGTON DC 20250-0594.

D

**Monthly Rates of
Returns**

See Exhibit 1 for the C, F, and G funds' monthly returns for the last 12 months.

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6 Contacts

A

National Office Contacts National Office employees shall contact the appropriate office according to this table for information.

IF employee needs to...	THEN...
<ul style="list-style-type: none"> • obtain TSP forms • obtain a plan summary booklet 	<ul style="list-style-type: none"> • go to Room 0086-South • go to Room 5700, L Street • download form from the internet at www.tsp.gov • contact the Services Unit at 418-9135 or 418-9136.
verify TSP election	contact the Services Unit.
submit TSP-1	<ul style="list-style-type: none"> • place in HRD mailbox in Room 0419-South • mail to STOP 0594 • deliver to Room 5700, L Street • contact the Services Unit.
obtain policy information or guidance	<ul style="list-style-type: none"> • go to Room 5700, L Street • contact the Performance Management, Benefits, and Awards Branch (PMBAB) at 418-9021.

B

Field Contacts Field Office employees shall contact the appropriate office, according to this table, for additional information.

Location	Contact
<ul style="list-style-type: none"> • FSA Kansas City Offices • APFO • RMA Kansas City Offices • St. Louis Office 	Servicing personnel clerk, Processing Section, Personnel Division
<ul style="list-style-type: none"> • RMA Regional Services • RMA Compliance Offices • FAS Overseas Offices 	Darla Hensley, HRD, PMBAB, at 202-418-9021 Susan Brown, HRD, PMBAB at 202-418-9039
State Office	State Office, Administrative Office
County Office	CED

TSP Fact Sheet



THRIFT SAVINGS PLAN FACT SHEET

C, F, and G Fund Monthly Returns

October 10, 2000

Months	C Fund	S&P 500 Stock Index	F Fund	Lehman Brothers	G Fund
				U.S. Aggregate Bond Index	
1995 (Jan. - Dec.)	37.41%	37.58%	18.31%	18.47%	7.03%
1996 (Jan. - Dec.)	22.85%	22.96%	3.66%	3.63%	6.76%
1997 (Jan. - Dec.)	33.17%	33.36%	9.60%	9.65%	6.77%
1998 (Jan. - Dec.)	28.44%	28.58%	8.70%	8.69%	5.74%
1999 (Jan. - Dec.)	20.95%	21.04%	(.85%)	(.82%)	5.99%
1999					
October	6.34%	6.33%	.38%	.37%	.53%
November	2.00	2.03	(.01)	(.01)	.51
December	5.90	5.89	(.45)	(.48)	.54
2000					
January	(5.03)	(5.02)	(.34)	(.33)	.56
February	(1.93)	(1.89)	1.22	1.21	.53
March	9.74	9.78	1.32	1.32	.55
April	(2.98)	(3.01)	(.29)	(.29)	.52
May	(2.05)	(2.05)	(.03)	(.05)	.54
June	2.44	2.47	2.07	2.08	.53
July	(1.56)	(1.56)	.89	.91	.53
August	6.19	6.21	1.46	1.45	.52
September	(5.27)	(5.28)	.64	.63	.49
Last 12 Months	13.19%	13.28%	7.05%	6.99%	6.54%

Percentages in () are negative.

The C Fund is invested in the Barclays Equity Index Fund, which tracks the S&P 500 stock index. The F Fund is invested in the Barclays U.S. Debt Index Fund, which tracks the Lehman Brothers U.S. Aggregate bond index. The G Fund is invested in special issues of U.S. Treasury securities.

The monthly C, F, and G Fund returns represent net earnings for the month, after deduction of accrued administrative expenses. The C and F Fund returns also reflect the deduction of trading costs and accrued investment management fees.

The C, F, and G Fund monthly returns are dollar-weighted: they reflect net earnings on the changing balances invested during the month. The C, F, and G Fund returns for the last twelve months assume, except for the crediting of earnings, unchanging balances (time-weighting) from month to month and assume earnings are compounded on a monthly basis.

The C and F Fund returns vary from the index returns because of C and F Fund expenses, changing balances in the C and F Funds, and differences in returns between the Barclays funds and the underlying indexes. The index returns are time-weighted: they assume constant dollar balances invested during each month and throughout the period.

Future performance of the three funds will vary and may be significantly different from the returns shown above. See the "Summary of the Thrift Savings Plan" for detailed information about the funds and their investment risks.

TOTAL P.03