

For: FAS, RMA, and FSA Employees

New Thrift Savings Plan (TSP) Funds Available

Approved by: Deputy Administrator, Management



1 Overview

A

Purpose

This notice announces the implementation of 2 additional TSP investment funds.

B

Background

Contributions to TSP are currently distributed among 3 existing investment funds, the Government Securities Investment (G) Fund, the Common Stock Index Investment (C) Fund, and the Fixed Income Index Investment (F) Fund.

Beginning May 1, 2001, participants will also be able to invest in the Small Capitalization Stock Index Investment (S) Fund and the International Stock Index Investment (I) Fund.

There will now be a total of 5 investment funds for TSP contributions.

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|--|--|
| <p>Disposal Date</p> <p>September 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

A

Who Is Eligible

After May 1, 2001, the following participants will be eligible to allocate their own TSP contributions and/or agency contributions among the 5 investments funds:

- employees who have a TSP account
- employees who do not contribute to TSP, but become eligible for agency contributions.

Until a new fund allocation is made, agency contributions will be allocated to:

- the employee's last allocation on record for current participants
 - the G fund for new participants.
-

3 Making Fund Allocations

A

How To Make a Fund Allocation

Beginning May 1, 2001, participants are required to request contribution allocations directly from TSP using 1 of the following methods:

- TSP website at **www.tsp.gov**, using your TSP personal identification number (PIN)
- ThriftLine at 504-255-877, using your TSP PIN
- completing TSP-50, and mailing directly to the TSP Service Office.

Contribution amounts must be in 5 percent increments and total 100 percent to be valid.

Note: Participants' Servicing Personnel Office can no longer process fund allocations. A change in the allocation of future contributions is no longer an Open Season change and may be changed at any time using the TSP website, Thriftline, or by completing TSP-50.

Changes in the amount of TSP contributions remain an Open Season election.

Continued on the next page

3 Making Fund Allocations (Continued)

B

Changing Fund Allocations

Implementation of the new allocation procedures allows participants to change how payroll contributions are invested in the following 5 funds at any time:

- C Fund, Common Stock Index Investment Fund
- G Fund, Government Securities Investment Fund
- F Fund, Fixed Income Index Investment Fund
- S Fund, Small Capitalization Stock Index Investment Fund
- I Fund, International Stock Index Investment Fund.

Allocation of contributions among the 5 investments are made directly to TSP and will be effective the next day.

FERS/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 5 investment funds.

Continued on the next page

3 Making Fund Allocations (Continued)

C

**Using Form
TSP-50**

Participants are encouraged to use the TSP website or Thriftline to make contribution allocations and/or interfund transfer requests. However, TSP has developed TSP-50 (Exhibit 1) for participants to request contribution allocations and/or interfund transfers. TSP-50 replaces TSP-30 which will become obsolete in May 2001. Offices should discard all versions of TSP-30 when they begin using TSP-50.

Because TSP-50 has been designed to be read by an optical scanner, an original form must be submitted to TSP. It will not be available on the TSP website and photocopies are not acceptable.

State Offices shall:

- order TSP-50 forms by completing FSA-159 and submitting it to:

USDA WAREHOUSE
9240 Troost Avenue
Kansas City, Missouri 64131

Note: FSA-159 may also be FAXed to the USDA Warehouse at 816-363-1762.

- maintain a supply of original forms
 - provide TSP-50 to:
 - current participants upon request
 - new participants at time of hire
 - **not provide employees with a photocopy of the form.**
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4 Additional Information

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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 forms from the Internet at www.tsp.gov • contact the Services Unit at 418-9135 or 418-9136. |
| obtain TSP 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 or 418-9039. |

B

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

| Location | Contact |
|--|---|
| KCAO and KCCO APFO RMA Kansas City Offices St. Louis Office | Servicing Personnel Clerk, Processing Section, Personnel Division at 816-926-6225 |
| RMA Regional Service and Compliance Offices FAS Overseas | Darla Hensley, HRD, PMBAB, at 202-418-9021 Susan Brown, HRD, PMBAB at 202-418-9039 |
| State Office | Administrative Officer |
| County Office | State Office |

C

TSP Website TSP forms, publications, and monthly rates of returns are available on the Internet at **www.tsp.gov**.

TSP-50, TSP Investment Allocation

A
Sample of
TSP-50



THRIFT SAVINGS PLAN INVESTMENT ALLOCATION

TSP-50

Use this form to allocate investments in your account among the five TSP funds. You can do this in two ways: You can direct the way your **future payroll contributions** will be invested, and you can also make an **interfund transfer** to change the distribution of the money that is already in your account. Before completing this form, please read the information on the back.

This form is designed to be read by an optical scanner. **Carefully type or print** information within the green boxes. Use black or dark blue ink. If you hand print, try to make your numbers look like these:

0
1
2
3
4
5
6
7
8
9

Make a copy of this form for your records. Mail the completed form to: **TSP Service Office, National Finance Center, P. O. Box 60012, New Orleans, LA 70160-0012.** Do **not** fax this form.

You will be sent a confirmation of your request after it is processed. **DO NOT submit this form to your agency. Your agency cannot process it.**

I. INFORMATION ABOUT YOU

Name _____
Last Middle

Social Security Number _____
Number

Date of Birth _____
Birth Month Day Year

II. YOUR INVESTMENT ALLOCATION

To allocate your **future payroll contributions**, complete Column 1 by entering the percentages you want invested in each fund each pay period. (If you have a TSP loan, your loan payments will also be invested according to your allocation in Column 1.) To request an **interfund transfer**, complete Column 2, entering the percentages you want to have in each fund after the transfer. To allocate your future payroll contributions **and** request an interfund transfer, complete both columns.

Indicate your investment allocation in whole numbers. Do not use dollar amounts. If you do not want to invest in a fund, leave the boxes blank. The total of the percentages you enter in each column must equal 100%.

| | 1 Allocate future payroll contributions | 2 Request an interfund transfer |
|--|---|---------------------------------------|
| G Fund (Government Securities Investment Fund) | .0% | .0% |
| F Fund (Fixed Income Index Investment Fund) | .0% | .0% |
| C Fund (Common Stock Index Investment Fund) | .0% | .0% |
| S Fund (Small Capitalization Stock Index Investment Fund) | .0% | .0% |
| I Fund (International Stock Index Investment Fund) | .0% | .0% |
| Total | 1 0 0 .0% | 1 0 0 .0% |

III. SIGNATURE

You must sign and date this form; otherwise, your request will not be processed. If you invest in the F, C, S, or I Fund, you are acknowledging the risk of investing in those funds by signing this form.

Acknowledgement of Risk — I understand that if I invest in the F, C, S, or I Fund, I am making this investment at my own risk. I also understand that I am not protected by either the U.S. Government or the Federal Retirement Thrift Investment Board against investment loss in the F, C, S, or I Fund, and that neither the U.S. Government nor the Federal Retirement Thrift Investment Board guarantees a return on my investment.

Participant's Signature _____ Date _____
Month Day Year

() _____
Daytime Phone (Area Code and Number)

Check one: Office Residence

Form TSP-50 (5/2000)

Continued on the next page

TSP-50, TSP Investment Allocation (Continued)

A Sample of TSP-50 (Continued)

GENERAL INFORMATION

You may make your request in any of three ways:

- TSP Web Site — www.tsp.gov. If you have Internet access and your browser supports 128-bit encryption, you can make your request in the secure area of the TSP Web site. You will need your Social Security number (SSN) and your TSP Personal Identification Number (PIN). Your request is recorded immediately, avoiding the mailing and processing time of a paper request. NOTE: Do not confuse your TSP PIN with an agency-assigned PIN that is intended for use with an agency system such as Employee Express or PostalEASE.

- TSP ThriftLine — (504) 255-8777. You must call from a touch-tone telephone. You will need your SSN and TSP PIN. Your request is recorded immediately, avoiding the mailing and processing time of a paper request.

Requests made on the Web site or ThriftLine before 11:00 a.m., central time, will ordinarily be posted that day. Requests made after 11:00 a.m., central time, will ordinarily be posted the next day.

- Form TSP-50. Complete, sign, and date the front of this form and mail it to the TSP Service Office. Your request will ordinarily be posted as above, but the posting date will depend on when it is entered into the TSP system. Forms TSP-50 are ordinarily entered within 24 hours of receipt. Do not submit this form to your agency. Your agency cannot process contributions or allocations or interfund transfers.

INVESTMENT CONSIDERATIONS

How to find out your current account balance. Call the ThriftLine or access the TSP Web site to find out your current contribution allocation, your current account balance, and the percentage of your account balance in each of the five funds.

What to consider before making an allocation or transfer. Your TSP account is invested for your retirement, and you should make your investment decisions with this long-term goal in mind. Review the information available about the TSP funds so that you understand the risks involved and the possible effects of your decision on your TSP account.

Information about the TSP Funds. Read the Summary of the Thrift Savings Plan for Federal Employees, which describes each of the funds in detail. The Plan Summary is available from your agency personnel office or, if you have left Government service, from the TSP Service Office. It is also available on the TSP Web site. Recent historical rates of return for the TSP funds and related indexes are available on the TSP Web site and in the TSP Highlights that accompanies your participant statement.

INSTRUCTIONS FOR FORM TSP-50

This form is designed to be read by an optical scanner. Carefully type or print your information within the green boxes. Use black or dark blue ink. Try to make your numbers look like the sample numbers on the front of the form.

I. Information About You

Social Security Number. Enter a number in each box. Do not fill in the hyphens. They are already provided.

PRIVACY ACT NOTICE. We are authorized to request this information under 5 U.S.C. Chapter 84. Executive Order 9397 authorizes us to ask for your Social Security number, which will be used to identify your account. We will use the information you provide on this form to process your investment allocation request. This information may be shared with other Federal agencies for statistical, auditing, or archiving purposes. In addition, we may share the information with law enforcement

Date of Birth. Enter the month and day. Do not use leading zeros on single-digit months and days. Enter the last 2 digits of the year. For example, for the date February 4, 1963, you would write:

02-04-1963

II. Your Investment Allocation

You can use this form to allocate the way your contributions are invested each pay period, or to request that the money already in your account be redistributed among the funds, or both.

Allocate Future Payroll Contributions. If you are using this form to specify the way your future payroll contributions should be invested each pay period, complete Column 1. Your allocation will affect all subsequent contributions (including loan payments) until you change it.

Note: If you are newly enrolled in the TSP and you are making your first contribution allocation for your TSP account, do not submit this form until the first week of the TSP open season or until you receive your New Account Letter, which confirms that your account has been established.

Make an Interfund Transfer. If you are using this form to change the way your current TSP account balance is invested in the TSP funds, complete Column 2. Each interfund transfer is a one-time transaction and affects your entire account balance as of the effective date of the transfer. You may make one transfer per business day.

Enter the percentage you would like to invest in each fund. If you do not want to invest in a fund, leave the boxes for that fund blank. Do not use leading zeros for numbers less than 100. For

example, 5% would look like this: 005.0%

26% would look like this: 026.0%

The total of the percentages entered in each column must equal 100%.

III. Signature

You must sign and date this form. Do not allow any portion of your signature to enter the date boxes to the right of the signature line. Provide your daytime telephone number so that the TSP Service Office will be able to contact you if there is a question about your request.

CONFIRMATION OF THE ALLOCATION OR TRANSFER

A confirmation notice will be mailed to you at your address in your TSP account record. If you do not receive a notice within two weeks of mailing this form, contact the TSP Service Office. You can review your contribution allocation or the result of the interfund transfer by calling the ThriftLine or accessing the TSP Web site after the effective date of the request.

Note: If your address is not correct on your most recent participant statement, contact your agency personnel office immediately to have it corrected. If you have left Government service, provide your new address to the TSP Service Office using the TSP Web site, the ThriftLine, or Form TSP-9, Change of Address for Separated Participant.

agencies investigating a violation of civil or criminal law, or agencies implementing a statute, rule, or order. It may be shared with congressional offices, private sector audit firms, spouses, former spouses, and beneficiaries. We may also disclose relevant portions of the information to appropriate parties engaged in litigation. You are not required by law to provide this information, but if you do not provide it, we will not be able to process your investment allocation request.

Form TSP-50 (5/2000)