

**For:** FAS, RMA, and FSA Employees

**Thrift Savings Plan (TSP) Open Season**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A**

**Background**

During the TSP open season, employees may start, change, or stop contributions to their TSP account.

**B**

**Purpose**

This notice announces the TSP open season, which is being held from November 15, 2001, through January 31, 2002.

**2 Eligibility**

**A**

**Employees Eligible to Participate**

The following employees are eligible to participate in TSP:

- employees in a retirement coverage position
- employees who stopped their TSP contributions during the previous open season and want to restart contributions this open season
- employees who stopped their TSP contributions outside of an open season before May 15, 2001, and want to restart contributions this open season.

Continued on the next page

<p><b>Disposal Date</b></p> <p>February 1, 2002</p>	<p><b>Distribution</b></p> <p>All FAS, RMA, and FSA Employees; State Offices relay to County Offices</p>
---	--

2 Eligibility (Continued)

---

**B**  
**For Agency  
Contributions  
and Matching  
Funds**

Employees covered by the Federal Employees' Retirement System (FERS) and the Foreign Service Pension System (FSPS) are eligible to receive an automatic agency 1 percent and agency matching contributions effective January 13, 2002, if first hired before July 1, 2001, and not previously eligible to receive agency contributions. The automatic agency 1 percent will be contributed to the employee's TSP account whether or not the employee contributes.

**Note:** Employees, who were previously eligible to receive agency contributions, are not required to serve another waiting period to receive agency contributions.

If the FERS/FSPS employee is contributing, they will receive agency matching contributions to their TSP account at the rate of a dollar for a dollar for the first 3 percent and 50 cents on the dollar for the next 2 percent. Civil Service Retirement System (CSRS) and Foreign Service Retirement and Disability System (FSRDS) employees are not eligible for agency contributions.

---

**C**  
**Contribution  
Limits**

The amount of TSP contributions that may be contributed each pay period must be specified as a whole percentage of basic pay or a whole dollar amount. If a dollar amount is specified, this amount cannot exceed the maximum percentage amount allowed as follows.

Effective Date	FERS/FSPS Limit	CSRS Limit
January 13, 2002	12 percent	7 percent

**Note:** The maximum contribution amount will increase by 1 percent each year through the year 2005, at which time they are scheduled to be lifted entirely.

---

**D**  
**IRS Elective  
Deferral Limit**

The total amount that an employee may contribute to TSP each year will continue to be capped by the IRS elective deferral limit. The elective deferral limit for 2002 is \$11,000. The TSP system will not process a contribution that will cause the total amount of an employee's contribution for the year to exceed the elective deferral limit.

---

Continued on the next page

**2 Eligibility (Continued)**

---

**E**

**Investment Funds**

Eligible employees may invest all or any portion of their future TSP contributions in any of the following 5 investment funds:

- 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 investment funds can now be made in 1 percent increments.

To allocate contributions among the 5 investment funds, employees should:

- access the TSP thriftline, 504-255-8777, using their TSP personal ID number
- use the TSP website, [www.tsp.gov](http://www.tsp.gov), using their TSP personal ID number
- complete and mail TSP-50 to TSP.

A change in the allocation of future contributions is no longer an open season change and may be done at anytime using 1 of these methods.

---

**F**

**Employees Not Contributing to TSP**

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.

---

**G**

**Monthly Rates of Returns**

See Exhibit 1 for the monthly rates of returns for the 5 investment funds over the last 12 months.

---

## Notice PM-2279

### 3 Materials

---

#### A

#### Open Season Materials

Employees interested in TSP can request the following materials from their servicing personnel office:

- TSP-1, “Thrift Savings Plan Election Form”
- TSP “Open Season Update” Booklet
- TSP-3, “Thrift Savings Plan Designation of Beneficiary Form”
- TSP-50, “Investment Allocation”.

**Notes:** NFC provides all eligible employees with the TSP “Open Season Update” Booklet in their earnings and leave statement.

Current participants seeking additional information about TSP may obtain a TSPBK-08, “Summary of the Thrift Savings Plan”, 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

---

#### A

#### How to Make Open Season Election or Change

Employees who want to make an election or change contribution amounts shall:

- obtain TSP-1, revised May 2001, from the TSP website or their employing office
- submit completed TSP-1 to their employing office by January 31, 2002
- 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 [www.employeeexpress.gov](http://www.employeeexpress.gov).

**Note:** To change allocations of contributions, see subparagraph 2 E.

---

**5 Effective Dates and Processing Procedures**

---

**A**

**Effective Dates of Election**

Following are the effective dates of open season elections.

<b>IF TSP-1 is received in the employing office...</b>	<b>THEN the effective date is...</b>
before January 12, 2002	January 13, 2002 (pay period 1).
after January 12, 2002, but before January 26, 2002	January 27, 2002 (pay period 2).
after January 27, 2002, but before February 1, 2002	February 10, 2002 (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**

**Overseas Employees' TSP Open Season Elections**

To ensure that overseas employees' elections are received in a timely manner, 1 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.
- 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

---

**Notice PM-2279**

**6 Contacts**

**A  
National Office  
Contacts**

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

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

Continued on the next page

**Notice PM-2279**

**6 Contacts (Continued)**

---

**B**

**Field Office  
Contacts**

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

<b>Location</b>	<b>Contact</b>
KCAO, KCCO, KCFO, KC-ITSTO, KC-ITSDO APFO Kansas City FSA Complex 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	State Office, Administrative Office
County Office	State Office

---

## Thrift Savings Plan Fact Sheet


**THRIFT SAVINGS PLAN  
FACT SHEET**
*G, F, C, S, and I Fund Monthly Returns*

October 3, 2001

Months	G Fund*	F Fund*	C Fund*	S Fund**	I Fund**
<b>1996 (Jan. - Dec.)</b>	<b>6.8%</b>	<b>3.7%</b>	<b>22.8%</b>	<b>18.5%</b>	<b>6.3%</b>
<b>1997 (Jan. - Dec.)</b>	<b>6.8%</b>	<b>9.6%</b>	<b>33.2%</b>	<b>26.6%</b>	<b>1.5%</b>
<b>1998 (Jan. - Dec.)</b>	<b>5.7%</b>	<b>8.7%</b>	<b>28.4%</b>	<b>7.5%</b>	<b>20.5%</b>
<b>1999 (Jan. - Dec.)</b>	<b>6.0%</b>	<b>(.8%)</b>	<b>21.0%</b>	<b>32.7%</b>	<b>26.8%</b>
<b>2000 (Jan. - Dec.)</b>	<b>6.4%</b>	<b>11.7%</b>	<b>(9.1%)</b>	<b>(8.8%)</b>	<b>(14.1%)</b>
<b>2000</b>					
October	.5%	.7%	(.4%)	(7.2%)	(2.4%)
November	.5	1.6	(7.9)	(15.2)	(3.8)
December	.5	1.9	.5	7.6	3.5
<b>2001</b>					
January	.5	1.7	3.5	4.7	(.1)
February	.4	.9	(9.1)	(10.5)	(7.5)
March	.5	.5	(6.3)	(8.4)	(6.6)
April	.4	(.4)	7.8	10.5	7.0
May	.5	.6	.7	1.4	(4.1)
June	.5	.4	(2.4)	.7	(4.0)
July	.5	2.2	(1.0)	(4.1)	(1.8)
August	.5	1.2	(6.3)	(4.3)	(2.6)
September	.4	1.1	(8.0)	(12.5)	(9.9)
<b>Last 12 Months</b>	<b>5.7%</b>	<b>13.1%</b>	<b>(26.6%)</b>	<b>(34.3%)</b>	<b>(28.8%)</b>

Percentages in ( ) are negative.

\*The G Fund (Government Securities Investment Fund) is invested in special issues of U.S. Treasury securities. The F Fund (Fixed Income Index Investment Fund) is invested in the Barclays U.S. Debt Index Fund, which tracks the Lehman Brothers U.S. Aggregate bond index. The C Fund (Common Stock Index Investment Fund) is invested in the Barclays Equity Index Fund, which tracks the S&P 500 stock index.

\*\*The S Fund (Small Capitalization Stock Index Investment Fund) is invested in the Barclays Extended Market Index Fund, which tracks the Wilshire 4500 stock index. The I Fund (International Stock Index Investment Fund) is invested in the Barclays EAFE Index Fund, which tracks the Europe, Australasia, and Far East (EAFE) stock index. The S and I Funds were implemented in May 2001. For the period before the implementation of these funds, the returns reflect the performance of the related Barclays funds in which they are invested, without deduction of any administrative expenses, trading costs, or investment management fees. To see the returns of the related indexes, access the Rates of Return section on the TSP Web site ([www.tsp.gov](http://www.tsp.gov)).

Except as discussed above regarding the period before the implementation of the S and I Funds, the monthly returns represent net earnings for the month after deduction of accrued administrative expenses, and, in the case of the F, C, S, and I Funds, after deduction of trading costs and accrued investment management fees as well.

Future performance of the funds will vary and may be significantly different from the returns shown above. See the *Summary of the Thrift Savings Plan for Federal Employees* for detailed information.

Federal Retirement Thrift Investment Board