

For: FFAS Employees

Thrift Savings Plan (TSP) Open Season

Approved by: Deputy Administrator, Management



1 Overview

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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, being held from October 15, 2002, through December 31, 2002. These are new TSP open season dates.

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 November 15, 2001, and want to restart contributions this open season.

Continued on the next page

<p>Disposal Date</p> <p>January 1, 2003</p>	<p>Distribution</p> <p>All FAS, FSA, and RMA employees; State Offices relay to County Offices</p>
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Notice PM-2330

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 December 1, 2002, if first hired before July 1, 2002, and not previously eligible to receive agency contributions.

The automatic agency 1 percent will be contributed to employees' 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 elects to contribute, 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 can not exceed the maximum percentage amount allowed as follows.

Effective Date	FERS/FSPS Limit	CSRS Limit
December 1, 2002	13 percent	8 percent

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

**D
Internal Revenue
Service (IRS)
Elective Deferral
Limit**

The total amount that an employee may contribute to TSP each year will continue to be capped by IRS elective deferral limit. The elective deferral limit for 2002 is \$11,000.00. The limit for 2003 will be \$12,000.00. 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

Notice PM-2330

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 be made in 1 percent increments. Increments must total 100 percent of contribution amount.

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

- access the TSP Thriftline at 504-255-8777, using their TSP personal identification number (PIN)
- use the TSP website at www.tsp.gov , using their TSP PIN
- complete and mail TSP-50 to TSP.

Note: This must be the original TSP-50.

A change in the allocation of future contributions may be done at anytime using 1 of the above methods. **Using the TSP website is highly encouraged.**

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.

Notice PM-2330

3 Materials

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Open Season Materials

During the TSP open season, employees should receive the TSP open season update.

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

Additional TSP Materials may be obtained from the servicing personnel office or visit the TSP website at www.tsp.gov.

4 Making an Election

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Using Employee Express

Employees are strongly encouraged to process TSP-1 through the Employee Express system using their Employee Express PIN by either:

- if using either Netscape Navigator or Microsoft Internet, accessing through the internet at www.employeeexpress.gov.
- touch-tone phone at 912-757-3086 or 1-800-827-6291.

Note: Changes processed using Employee Express will be confirmed at the time they are processed.

Employees who want to make an election or change contribution amounts through the servicing personnel office, shall:

- obtain TSP-1, revised May 2001, from the TSP website (www.tsp.gov) or their servicing personnel office
- submit completed TSP-1 to their servicing personnel office no later than December 31, 2002
- maintain a copy of TSP-1 for personal records.

Note: See subparagraph 2 E to change future allocations or make interfund transfer request.

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Notice PM-2330

5 Effective Dates and Monthly Rates

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Effective Dates of Election The following are the effective dates of open season elections.

IF TSP-1 is entered into employee express or received by the servicing personnel office...	THEN the effective date is...
before November 30, 2002	December 1, 2002, Pay Period 24
after November 30, 2002, but before December 15, 2002	December 15, 2002, Pay Period 25
after December 15, 2002, but before January 1, 2003	January 12, 2003, Pay Period 1

Notes: TSP-1's entered to cancel contributions will become effective the last day of the pay period received.

TSP changes effective pay period 24 will be subject to the elective deferral limit for tax year 2002.

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Monthly Rates of Returns For the latest month rates of return for the 5 investment funds, employee should visit the TSP website at www.tsp.gov and click on the "Rates of Return".

Notice PM-2330

6 Contacts

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

IF employee needs to...	THEN...
obtain TSP forms or publications	<ul style="list-style-type: none"> • download form from the internet at www.tsp.gov • go to Room 0086-South • go to Room 5700, L Street • contact the Services Unit at 202-418-9135 or 202-418-9136.
verify TSP election	Review leave and earning statement for the effective pay period and contact the Services Unit after December 1, 2002, at 202-418-9135 or 202-418-9136.
obtain policy information or guidance	<ul style="list-style-type: none"> • review the TSP Summary Booklet • contact the Performance Management, Benefits, and Awards Branch (PMBAB) at 202-418-9021.

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

Location	Contact
<ul style="list-style-type: none"> • APFO • KCAO • KCCO • KCFO • KC-ITSTO • KC-ITSDO • Kansas City FSA Complex • RMA Kansas City Offices • St. Louis Office 	Servicing Personnel Clerk, Processing Section, Personnel Division at 816-926-6225
<ul style="list-style-type: none"> • RMA Regional Service and Compliance Offices • FAS Overseas 	<ul style="list-style-type: none"> • 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
