

For: FAS, RMA, and FSA Employees

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

Approved by: Acting Deputy Administrator, Management



**1 Overview**

**A**

**Purpose**

This notice announces the TSP open season, which is being held from May 15, 2000, through July 31, 2000.

**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:
  - January 1, 2000
  - July 1, 2000, for employees who were previously eligible to participate in TSP
- employees who stopped their TSP contributions before February 1, 2000, and want to restart contributions this open season.

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<p><b>Disposal Date</b></p> <p>August 1, 2000</p>	<p><b>Distribution</b></p> <p>All FAS, RMA, and FSA employees; State Offices relay to County Offices</p>
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## Notice PM-2182

### 2 Eligibility (Continued)

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#### **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 July 1, 1999, through December 31, 1999
- employees rehired from January 1, 2000, through June 30, 2000, who were previously eligible to participate in TSP.

Effective July 2, 2000, 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.

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#### **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.
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#### **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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## Notice PM-2182

### 3 Materials

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#### 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”.

**Note:** NFC provides all eligible employees with the update booklet with their earnings and leave statement.

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

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#### B

#### TSP Information on the Internet

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

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### 4 Making an Election or Change

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#### 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 employing office
- submit completed TSP-1 to their employing office by July 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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**Notice PM-2182**

**5 Effective Dates and Processing Procedures**

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**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 July 1, 2000	July 2, 2000 (pay period 14).
after July 2, 2000, but before July 15, 2000	July 16, 2000 (pay period 15).
after July 16, 2000, but before July 29, 2000	July 30, 2000 (pay period 16).
July 31, 2000	August 13, 2000 (pay period 17).

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.

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**B**

**FSA CO Employees and Combined Administrative Management System's (CAMS) State Federal Employees**

FSA CO employees and Federal employees in those States that are processing using CAMS should submit their TSP-1's 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 as shown in subparagraph A. State Offices may instruct County Offices to:

- enter the document in PRES for CO employees
- forward TSP-1 to the State Office for filing in the employee's official personnel file.

Other Federal State Office employees should continue to submit their TSP-1's to KCAO for processing.

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**Notice PM-2182**

**5 Effective Dates and Processing Procedures (Continued)**

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**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

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**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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**Notice PM-2182**

**6 Contacts**

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**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>	<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 <a href="http://www.tsp.gov">http://www.tsp.gov</a></li> <li>• contact the Services Unit at 418-9135 or 418-9136.</li> </ul>
verify TSP election	contact the Services Unit.
submit TSP-1	<ul style="list-style-type: none"> <li>• place in 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	<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>

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**B**

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

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

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## TSP Fact Sheet


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

April 10, 2000

Months	C	S&P 500	F	Lehman Brothers	G
	Fund	Stock Index	Fund	U.S. Aggregate Bond Index	Fund
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%
<b>1999</b>					
April	3.86%	3.87%	.29%	.32%	.46%
May	(2.36)	(2.36)	(.89)	(.88)	.47
June	5.54	5.55	(.33)	(.32)	.49
July	(3.14)	(3.12)	(.43)	(.42)	.52
August	(.50)	(.50)	(.05)	(.05)	.53
September	(2.78)	(2.74)	1.15	1.16	.51
October	6.34	6.33	.38	.37	.53
November	2.00	2.03	(.01)	(.01)	.51
December	5.90	5.89	(.45)	(.48)	.54
<b>2000</b>					
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
<b>Last 12 Months</b>	<b>17.74%</b>	<b>17.94%</b>	<b>1.86%</b>	<b>1.87%</b>	<b>6.37%</b>

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.

Federal Retirement Thrift Investment Board