

DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
FORT POLK, LOUISIANA 71459-5341

CIVILIAN PERSONNEL
BULLETIN No. 25-00

31 October 2000

THRIFT SAVINGS PLAN OPEN SEASON
(15 November 2000 - 31 January 2001)

1. The next Thrift Savings Plan (TSP) open season begins 15 November 2000 and ends 31 January 2001. During open season, employees can begin to contribute, increase/decrease the amount of employee contributions, and/or change their future fund allocation(s). To make a TSP open season change, the TSP-1 Election Form must be completed during open season by contacting the Army Benefits Center-Civilian (ABC-C). Employees may access the Employee Benefits Information System (EBIS) through the web from the ABC-C home page at <http://www.abc.army.mil> or the Interactive Voice Response System (IVRS) by calling the toll-free number, 1-877-276-9287 or 1-877-276-9833 for Hearing Impaired. If an employee does not wish to make an open season change, no action is required. **All TSP open season transactions must be completed by 31 January 2001.**

2. The first effective date for changes made during this TSP open season will be the pay period beginning 14 January 2001. For changes made during the latter part of open season, the effective dates will be pay periods beginning 28 January 2001 and 11 February 2001 respectively.

3. Employees newly hired between 1 January 2000 and 30 June 2000 will become eligible to contribute during this open season. Employees rehired on or after 1 July 2000, but before 1 January 2001, and who were previously eligible to participate in the TSP, also become eligible to participate during this open season.

4. Participants who terminated their contribution during the previous open season (15 May - 31 July 2000) will be eligible to contribute again during this open season. Participants who terminated their contributions after 31 July 2000 will become eligible to contribute again during the next open season (15 May - 31 July 2001). Participants can terminate their contribution at any time.

5. Please note: Non-contributing FERS employees' Agency Automatic (1 percent) Contributions will automatically go into the "G" Fund unless the employee makes an election allocating the TSP contributions to go to other than 100 percent in the "G"

Fund. All eligible FERS employees, even employees not making TSP contributions, may make a TSP election to invest in any or all of the three Funds. This is true even if the employee is not eligible to make an election to begin contributing.

6. When completing the TSP-1 thru ABC-C, please remember the following tips:

a. Employees must first establish a Point Of Entry (POE) and Personal Identification Number (PIN) through EBIS in order to access either system.

b. If contributing a dollar amount, make sure that the amount you wish to contribute does not exceed the maximum percentage of your base biweekly pay that is allowed (CSRS 5%; FERS 10%).

c. If you choose to contribute to either the C or F Fund, be aware that an acknowledgement of risk applies.

d. Be sure to use multiples of 5% that equal 100% of your contributions.

e. Visit the TSP Web Site at <http://www.tsp.gov> to obtain additional information about the TSP and to view the latest rates of returns for the three investment funds.

f. You can make only one TSP election per open season.

7. If your mailing address has changed, please submit a change of address to FP-CPAC immediately so that your TSP account records can be corrected.

8. TSP open season materials can be obtained from the administrative office of your organization or by visiting the TSP Web Site at <http://www.tsp.gov>.

//ORIGINAL SIGNED//

DONALD R. MALLETT

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Personnel Advisory Center

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