

DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
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CIVILIAN PERSONNEL
BULLETIN No. 10-02

29 April 2002

**THRIFT SAVINGS PLAN OPEN SEASON
(15 May 2002 - 31 July 2002)**

1. The next Thrift Savings Plan (TSP) open season begins 15 May 2002 and ends 31 July 2002. 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, employees may access the Employee Benefits Information System (EBIS) through the web from the ABC-C home page at <https://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 July 2002.**

2. The first effective date for changes made during this TSP open season will be the pay period beginning 14 July 2002. For changes made during the latter part of open season, the effective dates will be pay periods beginning 28 July 2002 and 11 August 2002 respectively.

3. Employees can choose among five investment funds:

- Government Securities Investment (G) Fund - invested in short-term, risk-free U.S. Treasury securities that are specially issued to the TSP.
- Fixed Income Index Investment (F) Fund - invested in a bond index fund that tracks the Lehman Brother U.S. Aggregate (LBA) Bond index.
- Common Stock Index Investment (C) Fund - invested in a stock index fund that tracks the large companies included in the Standard & Poor's (S&P) 500 stock index.
- Small Capitalization Stock Index Investment (S) Fund - invested in a stock index fund that tracks medium and small companies included in the Wilshire 4500 stock index.

- International Stock Index Investment (I) Fund - invested in a stock index fund that tracks the 21 countries included in the Morgan Stanley Capital International EAFE (Europe, Australia and Far East) stock index.

4. Recent changes to TSP laws have made it possible for employees newly hired to begin contributing to the TSP during an initial 60-day eligibility period. Your contribution will begin no later than the first full pay period after your agency accepts your election. If you do not make an election within this 60-day period, you must wait until an open season to do so. Your agency automatic 1% contribution and, if you are already contributing, your matching contributions, will begin the last month of the second open season after you are hired.

5. Participants who terminated their contributions during the previous open season (15 November 2001 - 31 January 2002) will be eligible to contribute again during this open season. Participants who terminated their contributions after 31 January 2002 will become eligible to contribute again during the next open season (15 November 2002 - 31 January 2003). Participants can terminate their contribution at any time.

6. 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 five 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 7%; FERS 12%).

c. If you choose to contribute to either the C, F, I or S 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 five investment funds.

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

8. 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.

9. 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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Advisory Center

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