

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

CIVILIAN PERSONNEL  
BULLETIN No. 11-00

8 May 2000

THRIFT SAVINGS PLAN OPEN SEASON  
(15 May 2000 - 31 July 2000)

1. The next Thrift Savings Plan (TSP) open season begins 15 May 2000 and ends 31 July 2000. 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. The election forms are available through the administrative office of your organization and **must be completed and submitted by close of business 31 July 2000**. The TSP-1 Form will be accepted as long as it is postmarked 31 July 2000 or earlier. *Forms postmarked after 31 July 2000 will be returned*. If an employee does not wish to make an open season change, no action is required. An employee can submit the form directly to the South Central Civilian Personnel Operations Center (SC-CPOC) by mailing it to:

South Central-Civilian Personnel Operations Center  
ATTN: SFCP-SC-S  
Sparkman Complex, Building 5304  
Redstone Arsenal, AL 35898-6222

**OR** an employee can submit the completed form directly to the Fort Polk Civilian Personnel Advisory Center (FP-CPAC). **When forms are submitted to the FP-CPAC, they MUST be received by close of business 31 July 2000.**

2. The first effective date for changes made during this TSP open season will be the pay period beginning 2 July 2000. For changes made during the latter part of open season, the effective dates will be pay periods beginning 16 July, 30 July, and 13 August 2000, respectively.

3. Employees newly hired between 1 July 1999 and 31 December 1999 will become eligible to contribute during this open season. Employees rehired on or after 1 January 2000, but before 1 July 2000, 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 November 1999 - 31 January 2000) will be eligible to contribute again during this open season. Participants who terminated their contributions after 31 January 2000 will become eligible to contribute again during the next open season (15 October - December 2000). 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, please remember the following tips:

- a. Submit only one TSP-1 Form during open season.
- b. The TSP-1 should be legibly completed, with any alterations (e.g., cross-outs) initialed by the employee.
- c. 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%).
- d. If contributing to either the C or F Fund, be sure to sign Block V (Acknowledgement of Risk) of the TSP-1 and use **multiples of** 5% that equal 100% of your contributions.
- e. If you are using the TSP-1 Form from the Internet, please send the form with **an original signature** and two copies to the SC-CPOC. The address is given in paragraph 1 above.
- f. The 2000 IRS maximum for tax-deferred contribution is \$10,500.
- g. 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.

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.

9. If you have questions about the TSP, contact FP-CPAC, Sherri Collier, telephone 531-4020.

DONALD R. MALLETT  
Director, Civilian  
Personnel Advisory Center

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