



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

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Information Bulletin No. CA-2003-001

To: All Employees

From: Deputy State Director, Support Services Division

Subject: Thrift Savings Plan Open Season – October 15, 2002 through December 31, 2002

The Thrift Savings Plan (TSP) open season dates have changed! The new dates will be October 15 through December 31 and April 15 through June 30 each year. The corresponding election periods, i.e., the month in which your changes become effective, will be the months December and June. During this open season FERS employees may elect to contribute up to 13% of their basic pay each pay period, and CSRS employees may contribute up to 8% of their basic pay per pay period.

You may invest in any of the five investment funds; the Government Securities Investment (G) Fund, the Fixed Income Investment (F) Fund, the Common Stock Index Investment (C) Fund, the Small Capitalization US Stock Index (S) Fund, and the International Stock Index (I) Fund. Before making new investment decisions, check the TSP web site, www.tsp.gov for more detailed information on how the funds performed during the past year.

TSP participants may make fund changes **at any time during the year**. However, new enrollments and changes to the dollar amount or percentage of pay must be made during the two open seasons held each year.

To request a contribution allocation or interfund transfer, you may use the TSP web site (www.tsp.gov), the TSP ThriftLine (504-255-8777), or Form TSP-50, Investment Allocation. Be sure to review the *Summary of the Thrift Savings Plan* before making any TSP decisions to become familiar with the plan's features. You can pick up the Plan Summary in your Human Resources Office or from your Field Office Administrative staff. All TXP forms and brochures (**except the Form TSP-50**) can be downloaded from the TSP web site.

Open Season elections may be made by submitting a TSP Election Form (TSP-1) to your Human Resources Office or by using **EMPLOYEE EXPRESS**. EMPLOYEE EXPRESS transactions require a Personal Identification Number (PIN), which can be obtained by calling the EMPLOYEE EXPRESS help desk at (478) 757-3030.

The EMPLOYEE EXPRESS numbers for making TSP and/or other changes are:

- From work – (478) 757-3080
- From any touch-tone telephone – 1-800-827-6254
- TDD Service – (478) 757-3117
- Web Site: <http://www.employeeexpress.gov>

Open season elections received by November 30, 2002, will be effective **December 1, 2002**. Election forms received after November 30, 2002, will become effective the first day of the pay period following the one in which the election form has been received by the Human Resources Office. **You may only make one election during the open season! Please remember to review your leave and earnings statement carefully after the effective date of the transaction to ensure it was processed. Any discrepancies should be reported to the HR office as soon as possible so that corrections can be made.**

Questions regarding the TSP may be directed to Angie Dailly at (916) 978-4476

Signed by:
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DSD, Support Services

Authenticated by:
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Records Management