

United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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Information Bulletin No. MT-2004-058

To: All Montana/Dakotas Employees

From: Deputy State Director, Division of Support Services

Subject: Thrift Savings Plan (TSP) Open Season

The TSP open season is from April 15 through June 30, 2004. During this open season, FERS employees may elect to contribute up to 14 percent of their basic pay earned each pay period; CSRS employees may elect to contribute up to 9 percent of their basic pay earned each pay period.

These contribution limits will increase by one percentage point in 2005, after which participants' contributions will be restricted only by the Internal Revenue Code's annual limits. For 2004, the annual contribution limit is \$13,000. The TSP will not accept any contributions exceeding this limit (or any matching contributions related to them).

How to make a contribution election. To make a contribution election, submit Form TSP-1 (Election Form) to the Branch of Human Resources, MT-933, before the end of open season. The TSP-1 is available from MT-933, any field office, or the TSP Web site: www.tsp.gov.

Employee Express allows employees to change or start a TSP account only during open season. Cancellation of a TSP contribution can be made at any time. For assistance, the Employee Express numbers are:

- From Work: 478-757-3080
- Outside Work: 800-827-6254 (24 hours, 7 days a week)
- Help Desk: 478-757-3030
- Help Desk via email: EEXHELP@OPM.GOV
- TDD: 478-757-3117 or 1-888-880-0412

If you lose or forget your PIN, call the OPM-Macon Help Desk at 478-757-3030 and choose the PIN option, or make a PIN request on-line at www.employeeexpress.gov.

For security reasons, cellular phones are not recommended.

When elections become effective. If MT-933 receives your election by:
April 15th thru June 12th - effective June 13, 2004
June 13th thru June 26th - effective June 27, 2004
June 27th thru June 30th - effective July 11, 2004

How to make an investment election. You may invest in any of the five TSP investment funds. To change the investment of your future contributions, you must request a **contribution allocation**. To change the investment of money already in your account, you must request an **interfund transfer**.

To request a contribution allocation or an interfund transfer, use www.tsp.gov, the ThriftLine (504-255-8777), or Form TSP-50 (Investment Allocation). Form TSP-50 is the only TSP form **not available** from the TSP Web site. This is because the form was designed to be read by an optical scanner. You may request a contribution allocation or interfund transfer at any time.

Contribution allocations are processed daily, and your contribution allocation request will generally be effective no later than 2 business days after it is received.

If you request an interfund transfer on the Web site or the ThriftLine before 11:00 a.m., central time, your request will ordinarily be processed and posted to your account at the close of business on that day. Requests made after 11:00 a.m., central time, will ordinarily be processed and posted to your account at the close of business on the following business day. If you use Form TSP-50, your request will generally be processed and posted to your account within two business days of the day it is received by the TSP.

If you have stopped your contributions. If you stopped contributing during the last open season (October 15, 2003, through December 31, 2003), you may resume your contributions this open season. If, however, you stopped your contributions outside of an open season, you must wait until the second open season after you stopped before you can contribute again.

Where to get more information about the TSP. The booklet, *Summary of the Thrift Savings Plan for Federal Employees*, describes the TSP in detail and contains more information about contribution elections, contribution allocations, and interfund transfers. The latest version of the booklet is dated May 2001 and is available from MT-933 and at the TSP Web site.

If you have additional questions about the TSP, contact Verlaine VanAtta or Cheri Diaz, Human Resource Assistants, at 406-896-5233/5226.

Signed by: Sandra L. Guches

Authenticated by: Donna K. Zentz, MT-933