

**United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
National Human Resources Management Center  
Denver Federal Center, Building 50  
P.O. Box 25047  
Denver, Colorado 80225-0047**

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November 5, 1998

EMS TRANSMISSION  
Information Bulletin No. HR-99-017

To: All BC, NI, RS, HR, SNPIT, and WO Field BIA Liaison Office Employees

From: Director, National Human Resources Management Center

Subject: Thrift Savings Plan Open Season DD: 01/31/99

The next Thrift Savings Plan (TSP) open season begins November 15, 1998 and ends January 31, 1999. During this open season, as long as you are otherwise eligible, you may elect to begin contributing to the TSP, change the amount of your TSP contributions, or allocate TSP contributions to your account among the three investment funds.

You may invest all or any part of your TSP contributions in any of the three TSP investment funds: the Government Securities Investment (G) Fund, the Common Stock Index Investment (C) Fund, and the Fixed Income Index Investment (F) Fund. This is true whether you are covered by the Federal Employees' Retirement System (FERS) or the Civil Service Retirement System (CSRS).

Who is Eligible. You may make a TSP election this open season if your latest appointment to a position covered by FERS or CSRS was before June 30, 1998, **OR** if your latest appointment to a position covered by FERS or CSRS was on or after July 1, 1998, but before December 31, 1998 **and** you had been eligible to participate in the TSP during a prior open season.

If you stopped your TSP contributions before August 1, 1998 you may resume your contributions this open season. If, however, you stopped your contributions on or after August 1, 1998, you may not elect to begin contributing again until the next TSP open season beginning May 15, 1998.

How the investment opportunity affects FERS employees. Your investment election applies to all contributions to your TSP account, i.e., Employee, Agency Automatic (1%), and Agency Matching Contributions. However, even if you are not making Employee Contributions, you may still make a TSP election to invest all or any portion of your Agency Automatic (1%)

Contributions in any of the three funds. This is true even if you are not able to make an election to contribute this open season because you stopped contributing on or after August 1, 1998.

How to make an open season election. To make an open season election, submit a completed Election Form, TSP-1, to the National Human Resources Management Center, Employee/Labor Relations and Employee Development Group, HR-220. Forms are available in the NHRMC office, Building 50.

Employees can also make an open season election by utilizing Employee Express. Employee Express is available for open season elections by dialing 1-800-827-6254 on any touch tone phone. You will need your PIN to access the Employee Express. Only one of these methods can be used by employees, do not use both methods to make an open season election.

When open season elections become effective. If your election form is received in and accepted by the NHRMC, (HR-220) by close of business December 31, 1998, it will be effective January 3, 1999. If you make an open season election after this date, it will be effective on the first day of the first full pay period after it has been accepted. For this open season, all elections must be submitted to HR-220 to arrive by no later than close of business January 31, 1999.

Where to obtain more information about the TSP. The booklet, "Summary of the Thrift Savings Plan for Federal Employees," dated March 1997, describes the TSP in detail and will be available in the NHRMC. Also available is the flyer "TSP Open Season, November 15, 1998 to January 31, 1999." This flyer contains basic information about this TSP open season.

If you have questions concerning the TSP, please contact Patty Elliott at (303) 236-6667.

Signed  
Linda D. Sedbrook  
Director, NHRMC

Authenticated  
Patty Elliott  
Employee Relations Specialist

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