



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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Information Bulletin No. **CA-2002-043**

To: All Employees

From: Deputy State Director, Support Services

Subject: Thrift Savings Plan Open Season - May 15, 2002 through July 31, 2002

The Thrift Savings Plan (TSP) open season runs from May 15, 2002 through July 31, 2002. During this open season you may begin contributing to the TSP or change the amount of your TSP contributions. Employees covered by the Federal Employees Retirement System (FERS) may contribute up to **12%** of their basic pay each pay period; employees covered by the Civil Service Retirement System (CSRS) may elect to contribute up to **7%** each 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 fund information.

TSP participants may change the way their payroll contributions are invested in all five TSP funds **at any time**. To change the investment of future contributions to your TSP account, 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 interfund transfer, use the TSP Web site (www.tsp.gov), the TSP ThriftLine (504-255-8777), or Form TSP-50, Investment Allocation. Contribution allocations are processed daily, and your contribution allocation request will generally be effective no later than two business days after it is received. Interfund transfers are processed monthly after accounts have been valued; your interfund transfer request must be received by the fifteenth of the month for the interfund transfer to be effective at the end of the month.

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 TSP forms (**except the TSP-50**) and booklets can also 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 (912) 757-3030.

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

- From work - (912) 757-3080
- From any touch-tone telephone - 1-800-827-6254
- TDD Service - (912) 757-3117
- Web Site: <http://www.employeeexpress.gov>

Open season elections received by July 13, 2002 will be effective **July 14, 2002**. Election forms received after July 13, 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.**

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

Signed by:
Rob Cervantes
Acting DSD, Support Services

Authenticated by:
Richard A. Erickson
Records Management