

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Oregon State Office
P.O. Box 2965
Portland, OR 97208

In Reply Refer to:
1400-831 (OR-953) P

October 23, 2002

EMS TRANSMISSION 10/24/2002
Information Bulletin No. OR-2003-016

To: All OR/WA Employees

From: Chief, Branch of Human Resources

Subject: **Correction** - Thrift Savings Plan Open Season, October 15, 2002 to December 31, 2002

Re: OR-IB-2003-005 dated October 9, 2002, Subject: Thrift Savings Plan Open Season, October 15-2002 to December 31, 2002. It has been noted there is an **error on page 2, 4th paragraph**. It should read:

“FERS employees may contribute up to 13 percent of basic pay per pay period. CSRS employees may contribute up to **8 percent** of basic pay. Contributions may be either a whole dollar amount or a whole percentage amount. The percentages you indicate that you wish to be invested in the five available funds must be in whole numbers; for example: 1%, 34%, 82%, etc. You are not required to invest in increments of 5%. The total of the percentages must equal 100%. All contributions must be made through payroll deduction. The maximum amount an employee may contribute during 2002 is \$11,000. In 2003, the maximum amount will be \$12,000.”

This is especially for CSRS contributors. Remember, you may increase the amount of your contributions during this open season and employees who are currently contributing to TSP should make these changes using Employee Express.

If you are in need of assistance with an EMPLOYEE EXPRESS transaction, you should call the EMPLOYEE EXPRESS Help Desk at (478) 757-3030. Questions concerning this bulletin should be directed to Marcia Butenschoen at (503) 808-6239, or your district human resource staff.

Districts with Unions are reminded to notify their unions of this IB and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by
Thomas M. O'Donnell

Authenticated by
Cindy Fredrickson

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