

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Oregon State Office
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In Reply Refer to:
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April 17, 2003

EMS TRANSMISSION 04/18/2003
Information Bulletin No. OR-2003-133

To: DSDs, Staff and Branch Chiefs
From: Chief, Branch of Human Resources
Subject: Thrift Savings Plan (TSP) Open Season - April 15, 2003 to June 30, 2003

The Thrift Savings Plan (TSP) Open Season began on April 15, 2003, and continues through June 30, 2003. The effective date of open season enrollments or changes will be no earlier than June 1, 2003. Please encourage employees to make changes using Employee Express. Changes made via Employee Express or election forms received after June 1, 2003, will become effective the first day of the first pay period following the one in which the election form is received by the office responsible for processing the enrollment or change in enrollment.

An Information Bulletin for all employees statewide and the Thrift Savings Plan brochure entitled, AThink Big,@ should be distributed to each permanent or term employee in your division or staff including those on extended leave without pay. The brochure provides specific information about participation in the current open season and briefly describes the major plan features and investment options.

All employees who are covered by the CSRS or FERS retirement system are eligible to participate. Employees who are interested in enrolling in the Thrift Savings Plan should follow the instructions in the Information Bulletin to all employees regarding the TSP including the option of using Employee Express, or request a copy of the Election Form (TSP-1) from the Branch of Human Resources. The May 2001 edition of the TSP-1 is the only acceptable version of the form. The previous editions are obsolete.

Please ensure that these instructions are disseminated to your staff assistants. Questions should be directed to Marcia Butenschoen at extension 6239.

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
Larry H. Spaulding
Acting Chief, Branch of Human Resources

Authenticated by
Mary O'Leary
Management Assistant

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