

THRIFT SAVINGS PLAN (TSP) INFORMATION FOR 2009

Elective Deferral Limit: The elective deferral limit for 2009 is \$16,500.

Catch-Up Contributions: The catch-up contribution limit for 2009 is \$5,500. Employees who are at least 50 (or will become 50 in the calendar year) and will make the maximum contribution limit for the year (\$16,500), can also make a catch-up contribution to their TSP account. TSP elections can be made online at www.employeeexpress.gov or by completing a TSP-1 for Election contributions or TSP-1c for catch-up contributions.

Website: www.tsp.gov

OFFICE OF PERSONNEL MANAGEMENT (OPM) RETIREMENT INFORMATION

We in Human Resources get contacted quite a bit from families of retirees (who have either worked for our agency or for other agencies) who have passed away.

Many of these individuals, whether it is the spouse or the family member, do not know who to contact to report the death of a retiree.

Here is some information to keep in mind as our employees think about retirement.

- Once employees retire, their servicing personnel office becomes the Office of Personnel Management (OPM)
- Once OPM processes and adjudicates retirement paperwork, they send a customized booklet to the retiree that outlines all their benefits, as well as contact information for OPM
- OPM's website has a section dedicated to retirees and their families http://www.opm.gov/retire/retire_families.asp
- OPM has a web page dedicated to Retirement Services contact information with phone numbers and email addresses <http://www.opm.gov/retire/contact/index.asp>

Employees are encouraged to share this information with their spouse and/or family members so they will know who to call if they need help with services related to retirees of the federal government.

CHANGE TO TIME-IN-GRADE REQUIREMENT

The Office of Personnel Management has issued a new rule that will eliminate the 52-week time-in-grade requirement for promotions for federal employees in competitive service positions.

This new rule will become effective March 9, 2009.

This rule applies only to the length of time needed to satisfy the promotion requirements to the next highest level.

This does NOT apply to within-grade step increases, nor does it apply to individuals who are applying for positions and are required to have at least one year of specialized experience equivalent in difficulty to the next lower grade level.

This will, however, allow Managers and Supervisors to promote qualified employees and reward them for their work at a faster rate.

Official guidance on this new rule has not been established and released. As more information becomes available, we will let you know.

VERIFICATION OF EMPLOYMENT

Employees who need a verification of employment for home mortgages, loans etc. should be sent to the Payroll Customer Service Office. Address:

Department of Interior
National Business Center
Payroll Operations Division, D-2605
P.O. Box 272030
Denver, CO 80227-9030
Fax: 303-969-5463



EMPLOYEE ASSISTANCE PROGRAM

EAP Consultants Inc. is a free employee assistance online resource. This free online resource is available to permanent and temporary BLM/BIA/NPS-NIFC employees and their families. This website contains articles on information such as financial planning, stress, fitness, purchasing a car etc. Also, on the website there are calculators and forms available for use. To check out the articles, calculators and forms on the EAP Consultants Inc. website, visit: www.eapconsultants.com

Click on “Member Access”, then “HelpNet”
Password: nifc

You can also contact EAP Consultants Inc. 24 hours per day at: 1-800-869-0276.

You will need to identify yourself as a “NIFC” employee.

For questions regarding EAP, contact Sheri Kososik at X5527.

HR CONTACT INFORMATION

- Tamara Neukam, HR Officer, 387-5514
- Sheri Kososik, HR Specialist (ER), 387-5527
- Sandy Tripp, HR Specialist (Classification), 387-5627
- Wendy Little, Supv HR Specialist, 387-5564
- Karin Nichols, HR Specialist, 387-5320
- Suzanne Rebish, HR Specialist, 387-5388
- Angela Tallant, HR Assistant, 387-5346
- Annie Banks, HR Assistant, 387-5518
- Pamela Burrows, HR Assistant, 387-5498
- Front Desk: 387-5523
- Fax: 387-5723

NEW HIRES/RETIREMENTS

New Hires:

- Eileen Zahara – FA600
- Tamara Neukam – FA220
- Miranda Stuart - NPS
- Brian Johnson - NPS
- Mark Fitch - NPS
- Elaine Waterbury - NPS
- Tim Blake - NPS
- Paul Schlobohm – NPS
- Paula Landon – BIA
- Robyn Broyles - BIA

Retirements:

- Paul Broyles
- Al King
- Al Seiler
- Ken Franz
- Cynthia Hogg
- Lenny Gallivo
- Melanie Miller
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