HR NEWSLETTER

Annual Ethics Training

If your position is identified as being subject to financial disclosure reporting, the annual one hour ethics training is a requirement for your position. This requirement must be completed by 10/31/2005.

There will be a satellite broadcasts that will meet this requirement:

October 18, 2005:
11:00 a.m. – 1:00 p.m. Auditorium Room (Training Building)

For a list of material that will help you meet this requirement, contact Suzanne Rebish at X5388.

Newsletter Highlights

Ethics Training	Page 1
TSP Fund	Page 1
Ask HR	Page 2
EPAP	Page 2
Quickhire	Page 2
TSP Update	Page 3
Guidance Resources	Page 4

TSP Fund Information

Each month we will highlight one fund from the Thrift Saving Plan. This month's featured fund is the G Fund.

G Fund Key features:

- Offers the opportunity to earn rates of interest similar to those of long term government securities but without any risk of loss of principal
- Very little volatility of earnings
- Invested in short-term U.S. treasury securities specially issued to the TSP
- Earnings consist entirely of interest income on the securities

Returns
as of December 31, 2004

	G Fund[1]	G Fund-Related Securities[2]
1 Year	4.3	4.4
5 Year	5.0	5.0
10 Year	5.7	5.8
Since Inception April 1, 1987	6.7	6.8

[1]After expenses [2]Without deductions

For more information on this fund and other funds refer to the *Thrift Savings Plan Fund Information booklet* located at www.tsp.gov

Did you know?
October is National Breast Cancer Awareness Month

Ask Human Resources

From time to time we get questions from employees that we feel would probably be beneficial for other employees to hear what the answers are, therefore we have decided to add a section titled "Ask Human Resources". Each month we will feature questions and answers that we receive. We hope you find this section helpful.

Dear HR,
If I want to advertise for a position, do I have to take my request to PMC for approval?

Yes, all positions must be submitted to PMC for approval. You must submit your request using the PMC Submission Form. The form is routed up your chain of command to the Group Manager who will then submit the form to HR. If you need a copy of this form or have further questions regarding this process, contact HR at X5523.

EMPLOYEE PERFORMANCE APPRAISAL PLAN (EPAP)

The following are important EPAP dates to know:

10/30/2005 - due date for supervisor's to have completed rating employees under their supervision

11/15/2005 - due date for all EPAP's to be submitted to HRM for filing

11/30/2005 - due date for supervisor's to have the FY 2006 EPAP's established and in place for employees under their supervision.

For more information, refer to FA IB 2005-064.

QuickHire
Common Resume Mistakes

Common mistakes applicants make when submitting online applications.

- No resume
- No salary is listed (either hourly or annually)
- Dates are not complete, you must include month and year
- Hours per week are missing
- Employer is not listed
- No Supervisor name and number
- Job title and series are missing
- Supplemental paperwork (such as DD214, SF-50 or transcripts etc) are not submitted **PRIOR** to the closing date
- Applicants did not support the answers to their questions in their resume

Applicants should refer to the OF-510 for information on what a resume or application must contain. This form can be found on the OPM website under Federal Forms www.opm.gov

TSP Hurricane Operations Update

The following is posted on the TSP website:

Participants should be assured that all TSP operations are continuing to function, notwithstanding Hurricanes Katrina and Rita. Our Northern Virginia data center has not been affected; the website is fully functional; and our daily processing cycles have continued without disruption. Participant calls to the ThriftLine **(1-877-968-3778)** are being handled by our two call centers in western Maryland and southwest Virginia. However, we have had to move our data entry and processing center from New Orleans, LA. We have made the alternative arrangements described below.

Web Reminder: The website remains the most efficient way to request transactions. Consider whether you can complete your request through the Account Access portion of the website. Even if you can't finish the transaction because you need your spouse's signature or must send documentation, you can expedite your transaction by completing the form on-line and printing it. If you are requesting a loan, you can complete your application and receive your Loan Agreement on-line. This will save you a significant amount of time.

Fax Number: We have introduced a toll-free fax number, **1-866-817-5023**. You can help speed up processing by following these procedures:

- Fax only one copy of your request: Multiple faxes slow down the process. If you are faxing multiple forms, it is better to fax them separately.
- Do not fax the instruction sheets.
- If you are submitting a Loan Agreement, do not fax your TSP-20 or TSP-U-20 (loan application). This information is not necessary.
- Eliminate the cover sheet (if you must use one, put it behind the form).
- If you are faxing a form that you have completed on this website, don't print it in color.
- Use black or dark blue ink only and print clearly.

Mail: We have a new address if you are mailing correspondence, forms, court orders, or other documents the the TSP. It is:

Thrift Savings Plan Service Office
P.O. Box 385021
Birmingham, AL 35238

In addition, we are receiving mail that has been forwarded from New Orleans by the U.S. Postal Service. The mail is not in date order and is being processed as it is received. If we receive a duplicate form from you, that form will not be processed. (We are receiving a lot of duplicates because many participants have taken advantage of the fax when their forms were delayed in the mail.)

Loan Payments: Loan payments should be mailed to the address on the TSP Loan Coupon.

Transfers or Rollovers of Funds: Transfers or rollovers of funds into the TSP should be mailed to the address on the Form TSP-60 or TSP-U-60 on this website.

Disbursements: We are disbursing loans and withdrawals daily. Monthly payments have not been affected.

Requests for Materials: If you need TSP materials, please obtain them from this website or your agency or service.

We appreciate your patience.

Upcoming Events

Multi Purpose Room:
Benefits Fair 11-8-05 10 a.m. to 2 p.m.
Supervisory Training 11-15-05 All Day
Supervisory Training 11-16-05 All Day

Auditorium:
Ethics Broadcast 10-18-05

New Hires

Gerald Barnes - BIA

Tonya Montesano - FA107

Retirements

Shari Stewart

Jobs on the Web!

Visit:
https://jobs1.quickhire.com/scripts/blm.exe

http://www.usajobs.opm.gov/

http://www.firejobs.doi.gov/

GUIDANCE RESOURCES ONLINE

Interested in articles that help you with time management? Looking for ways to become a better listener? Interested in finding a Financial Planner, Daycare or Assisted Living? How about ways to prevent identity theft and credit card theft?

How about just to chat with someone about a problem you are having (either professionally or personally)?

All these things are available on the Guidance Resources website. This website is a FREE benefit to all employees.

To check out the articles and news on the Guidance Resources website, log on to:

www.guidanceresources.com

Click on “First Time User” and create your userid and password. (Company/Organization ID is: FEDSOURCE)

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