



Thrift Savings Plan BULLETIN

for Agency TSP Representatives

Subject: Thrift Savings Plan Training Courses

Date: February 2, 2004

In 2004, the Federal Retirement Thrift Investment Board (Board) will offer five training courses on the Thrift Savings Plan (TSP). The courses are designed for the agency personnel and payroll representatives responsible for the administration of the TSP. The courses are:

- Overview of the Thrift Savings Plan
- TSP Investments: Options and Operations
- TSP Withdrawal Program
- TSP Payroll Operations
- TSP Error Correction

Attachment 1 is the schedule of the training sessions for 2004. Attachments 2 – 7 are the agendas for each course.

All courses are free and are conducted at the Board's office in Washington, D.C.* The "Overview of the Thrift Savings Plan" is also conducted at the Board's record keeper, the National Finance Center (NFC), in New Orleans, LA. Employing agencies must pay any transportation and per diem costs incurred by their participants. Participants must make their own hotel reservations, but they may call the Board at the telephone number below for assistance.

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*On a space available basis, all of the courses (except TSP Investments: Options and Operations), as well as employee briefings on the TSP, may be held onsite at an agency's request. Agencies must pay any transportation and per diem costs for the Board trainer; otherwise there is no charge. Agencies interested in hosting a course should contact the Board for additional information.

Inquiries: Questions concerning this bulletin should be directed to the Federal Retirement Thrift Investment Board at **202-942-1460**.

Chapter: This bulletin may be filed in Chapter 12, Resources.

Supersedes: The bulletin supersedes TSP Bulletin 03-2, Thrift Savings Plan Training Courses, dated February 3, 2003.

Requests to attend the sessions must be submitted to the Board in writing. Requests for sessions at NFC should be submitted six weeks before the session if hotel accommodations are required. [Attachment 8](#) is the training request form. The form can be mailed or faxed to:

Federal Retirement Thrift Investment Board
1250 H Street, NW
Washington, D.C. 20005
Fax Number: (202) 942-1451

Confirmation letters will be mailed approximately 2-3 weeks prior to the course dates. Courses may be cancelled due to low registration. The Board will contact representatives who registered to reschedule.



PAMELA-JEANNE MORAN
Deputy Director
Office of External Affairs

- Attachments:
1. 2004 Schedule of TSP Training
 2. Agenda — Overview of the Thrift Savings Plan
 3. Agenda — Overview of the Thrift Savings Plan (at the TSP Record Keeper)
 4. Agenda — TSP Investments: Options and Operations
 5. Agenda — TSP Withdrawal Program
 6. Agenda — TSP Payroll Operations
 7. Agenda — TSP Error Correction
 8. Nomination for a Thrift Savings Plan Training Session

2004 Schedule of TSP Training

I. Overview of the Thrift Savings Plan

A. Board Sessions

| | | |
|---------------|-------------------|----------------|
| March 2 – 3 | July 20 – 21* | November 2 – 3 |
| April 28 – 29 | August 10 – 11 | December 1 – 2 |
| May 18 – 19 | September 22 – 23 | |
| June 9 – 10 | October 19 – 20 | |

B. NFC Sessions

| | | |
|-------------|-------------------|----------------|
| March 2 – 4 | August 3 – 5 | December 7 – 9 |
| May 4 – 6 | September 14 – 16 | |

II. TSP Investments: Options and Operations

| | | |
|---------|--------------|-------------|
| March 4 | June 23 | October 21 |
| April 7 | July 22* | November 17 |
| May 20 | September 15 | |

III. TSP Withdrawal Program

| | | |
|---------|-----------|--------------|
| March 5 | June 24 | September 16 |
| April 8 | July 23* | October 22 |
| May 21 | August 12 | November 18 |

IV. TSP Payroll Operations

| | |
|----------|------------|
| April 21 | October 27 |
| July 7* | |

V. TSP Error Correction

| | |
|----------|------------|
| April 22 | October 28 |
| July 8* | |

* Depending on demand, the Board will provide an interpreter for the hearing impaired during these sessions. Contact the Board for more information.

THRIFT SAVINGS PLAN
Agency Representative Training
Overview of the Thrift Savings Plan
Two-Day Training Session

DESCRIPTION

This introductory course has been designed primarily for civilian personnel office staff who administer all or part of the TSP program. The course covers all facets of the TSP, including changes that will occur when the new record keeping system is implemented. The course is equally beneficial for professional and support staff. Payroll staff may also find the course instructive since it discusses TSP activities that require coordination between personnel and payroll operations.

AGENDA

Day One

I. Introduction to the TSP

- What it is — and is not
- Relationship to the Federal Employees' Retirement System (FERS) and the Civil Service Retirement System (CSRS)
- Fundamentals of the TSP
- TSP ThriftLine and Web site

II. TSP Implementation — the Parties Responsible

- Roles of the Federal Retirement Thrift Investment Board, the Board's record keeper (the National Finance Center), the agencies, and the participants
- TSP resources available to agency representatives

Lunch

III. TSP-SCDs and Eligibility Criteria

- Determining vesting codes and TSP service computation dates
- Detecting and correcting TSP-SCD errors
- Determining eligibility for agency contributions of FERS employees. Treatment of employees transferring from CSRS to FERS; converting to positions covered by FERS or CSRS; converting to positions not covered by FERS or CSRS; and terminating employee contributions to the TSP. Detecting eligibility errors.
- Status codes and status dates
- Exercises

IV. Open Season Activities

- Agency responsibilities during TSP open seasons
- Review of the open season materials

Day Two

V. The TSP Investment Funds

- What the TSP investment funds are
- Where to get information about them
- Contribution allocations
- Interfund transfers
- Daily valuation of TSP accounts

VI. Error Correction

- Kinds of errors
- How to avoid and detect them
- Breakage
- USERRA corrections

Lunch

VII. The TSP Loan Program

- Overview of the TSP loan program
- Agency responsibilities for implementing it
- Changes to the TSP loan program

VIII. TSP Withdrawals

- In-service withdrawals
- Post-separation withdrawals
- Special concerns (tax implications, need for planning)
- Agency responsibilities
- Spouses' rights
- Death benefits

IX. Evaluation and Course Summary

**THRIFT SAVINGS PLAN
Agency Representative Training**

**Overview of the Thrift Savings Plan
at the TSP Record Keeper
(the National Finance Center)**

Two-and-One-Half-Day Training Session

DESCRIPTION

This introductory course has been designed primarily for civilian personnel office staff who administer all or part of the TSP program. The course covers all facets of the TSP including changes that will occur when the new record keeping system is implemented. The course is equally beneficial for professional and support staff. Payroll staff may also find the course instructive since it discusses TSP activities that require coordination between personnel and payroll operations. It concludes with a tour of the TSP record keeper's Operations Branch.

AGENDA

Day One

I. Introduction to the TSP

- What it is — and is not
- Relationship to the Federal Employees' Retirement System (FERS) and the Civil Service Retirement System (CSRS)
- Fundamentals of the TSP
- TSP ThriftLine and Web site

II. TSP Implementation — the Parties Responsible

- Roles of the Federal Retirement Thrift Investment Board, the Board's record keeper (the National Finance Center), the agencies, and the participants
- TSP resources available to agency representatives

Lunch

III. TSP-SCD's and Eligibility Criteria

- Determining vesting codes and TSP service computation dates
- Detecting and correcting TSP-SCD errors
- Determining eligibility for agency contributions of FERS employees. Treatment of employees transferring from CSRS to FERS; converting to positions covered by FERS or CSRS; converting to positions not covered by FERS or CSRS; and terminating employee contributions to the TSP. Detecting eligibility errors.

- Status codes and status dates
- Exercises

IV. Open Season Activities

- Agency responsibilities during TSP open seasons
- Review of the open season materials

Day Two

V. The TSP Investment Options

- What the TSP investment funds are
- Where to get information about them
- Contribution allocations
- Interfund transfers
- Daily valuation of TSP accounts

VI. Error Correction

- Kinds of errors
- How to avoid and detect them
- Breakage
- USERRA corrections

Lunch

VII. The TSP Loan Program

- Overview of the TSP loan program
- Agency responsibilities for implementing it
- Changes to the TSP loan program

VIII. TSP Withdrawals

- In-service withdrawals
- Post-separation withdrawals
- Special concerns (tax implications, need for planning)
- Agency responsibilities
- Spouses' rights
- Death benefits

Day Three (half-day)

IX. TSP Operations Branch Tour and Discussion with Staff

X. Evaluation and Course Summary

**THRIFT SAVINGS PLAN
Agency Representative Training**

**TSP Investments: Options and Operations
One-Day Training Session**

DESCRIPTION

This advanced course is designed for civilian agency and uniformed services representatives who are responsible for responding to participant questions on the Thrift Savings Plan (TSP) investment activities. The course provides detailed information about the TSP investment funds and how investments are made. In addition, the course covers TSP investment operations, including allocation elections, interfund transfers, and earnings calculations. Attendees should have completed the “Overview of the Thrift Savings Plan.”

AGENDA

I. TSP Investments: Options

- How TSP investments are made
- G Fund
- F Fund
- C Fund
- S Fund
- I Fund
- Long-term investment considerations
- Dollar cost averaging
- Comparisons of fund performance
- Investment choices by time horizon
- Projecting account balances
- Exercise

Lunch

II. TSP Investments: Operations

- Determining share price
- Finding new and prior share prices
- Calculating daily earnings and period returns
- Review of monthly valuation in the TSP’s legacy system

- Comparing dollar valuation to share valuation
- Daily valuation in the new system
- Contribution allocations
- Interfund transfers
- TSP Web site
- ThriftLine
- How to track fund performance

III. Exercises and Review

IV. Evaluation and Module Summary

THRIFT SAVINGS PLAN
Agency Representative Training
The TSP Withdrawal Program
One-Day Training Session

DESCRIPTION

This advanced course is designed for civilian agency and uniformed services representatives who are responsible for determining and providing information about the TSP withdrawal program to separating participants. It covers all facets of the withdrawal program and is equally beneficial for professional and support staff. Attendees should have completed the “Overview of the Thrift Savings Plan.”

AGENDA

I. TSP Withdrawal Implementation — the Parties Responsible

- Roles of the Board, the Board’s record keeper, the agencies, and the participants
- TSP resources available to agency representatives
- Spouses’ rights
- Combining TSP accounts
- Court orders
- Withdrawal rules for rehires

II. TSP In-Service Withdrawals

- Age-Based
- Financial Hardship

III. Informing Participants About TSP Post-Separation Withdrawal Options

- Withdrawal options
- Partial withdrawal
- Full withdrawal
- Special tax concerns

Lunch

- The TSP withdrawal package
- Resources available to separated participants

IV. TSP Death Benefits

- Form TSP-3, Designation of Beneficiary
- Payment of TSP death benefits; special tax concerns for beneficiaries

V. Exercises and Review

VI. Evaluation and Module Summary

**THRIFT SAVINGS PLAN
Agency Representative Training**

**TSP Payroll Operations
One-Day Training Session**

DESCRIPTION

This course is designed for civilian agency and uniformed services payroll representatives who are responsible for the submission of contributions and employee data to the Thrift Savings Plan (TSP) record keeper. This course covers all facets of the TSP contribution program, including error correction, and is equally beneficial for professional and support staff.

AGENDA

I. TSP Implementation — the Parties Responsible

- Roles of the Board, the Board's record keeper, the agencies, and the participants
- Information flow into TSP accounts
- TSP resources available to agency representatives

II. Submission and Maintenance of TSP Data

- Methods of submitting TSP data from agencies
- Purpose and description of the TSP data records
- TSP reconciliation reports

Lunch

- Review of TSP data records
- TSP data record exercises/review

III. TSP Error Correction

- Types of errors
- Submission of data records to correct errors
- Determining breakage
- TSP reconciliation reports

IV. Evaluation and Module Summary

**THRIFT SAVINGS PLAN
Agency Representative Training**

**TSP Error Correction
One-Day Training Session**

DESCRIPTION

This advanced course is designed for civilian agency and uniformed services representatives who are responsible for the correction of TSP data and contribution errors. Attendees should have completed the "Overview of the Thrift Savings Plan" or "TSP Payroll Operations."

AGENDA

I. Introduction

- Statute and regulations
- Agency responsibilities
- TSP resources available to agency representatives

II. TSP Error Correction

- Makeup of missed or insufficient contributions

Lunch

- Removal of erroneous contributions
- Back pay awards and other retroactive pay adjustments
- Retirement system coverage errors
- Impact of FERCCA
- Corrections resulting from application of USERRA provisions
- Statutory requirements for payment of breakage
- TSP breakage reports

III. Error Correction Exercises

IV. Evaluation and Module Summary

Nomination for a Thrift Savings Plan Training Session

Name _____ Title _____

_____-_____-_____- (_____)_____-_____- (_____)_____-_____-
Social Security Number Telephone Number Telefax Number

Agency Name and Mailing Address _____

E-mail address (.gov, .mil, or .edu) _____

Courses Offered by the Federal Retirement Thrift Investment Board

Overview of the Thrift Savings Plan

Date

2 - day course presented at the Federal Retirement Thrift Investment Board in Washington, D.C. 1st Choice _____
2nd Choice _____

or

2½ - day course presented at the National Finance Center (NFC) in New Orleans, Louisiana 1st Choice _____
2nd Choice _____

TSP Investments: Options and Operations

1 - day course presented at the Federal Retirement Thrift Investment Board in Washington, D.C. 1st Choice _____
2nd Choice _____

TSP Withdrawal Program

1 - day course presented at the Federal Retirement Thrift Investment Board in Washington, D.C. 1st Choice _____
2nd Choice _____

TSP Payroll Operations

1 - day course presented at the Federal Retirement Thrift Investment Board in Washington, D.C. 1st Choice _____
2nd Choice _____

TSP Error Correction

1 - day course presented at the Federal Retirement Thrift Investment Board in Washington, D.C. 1st Choice _____
2nd Choice _____

Mail form to: **Federal Retirement Thrift Investment Board**, 1250 H Street, NW,
Washington, DC 20005, or fax to (202) 942-1451 (Confirmation No: (202) 942-1450).

Thrift Board Use Only

Confirmed by _____

Date Confirmed _____

Class Name(s) _____

Class Date(s) _____
