

Thrift Savings Plan

Thrift Savings Plan (TSP) is a retirement savings and investment plan for Federal employees.

The contributions that you make to your TSP account are voluntary and are separate from your contributions to your FERS Basic Annuity or CSRS annuity.

FERS participants can contribute up to 12 percent of their basic pay each pay period to their TSP account as soon as they become a Federal employee. Once you are eligible, you receive the following important benefit:

Beginning in the last month of the second open season after you are hired, your agency will start to contribute Agency Automatic (1%) Contributions to your account.

If you are contributing your own money, you will also receive Agency Matching Contributions beginning in the last month of the second open season after you are hired.

CSRS participants can contribute up to 7 percent of their basic pay each pay period.

You do not receive any Agency Automatic (1%) or Matching Contributions.

All Participants:

You can begin contributing your own money to the TSP within 60 days of being hired as a Federal employee. Your payroll contributions will begin the first full pay period after your agency accepts your TSP election form (TSP-1)

You can contribute either a percentage of your basic pay each pay period or a fixed dollar amount. If you make your contributions as a percentage of your pay, the amount of your contributions will automatically increase as you receive pay raises.

You can change the amount of your TSP contributions (or start contributing, if you had previously passed up the opportunity) during two TSP Open Seasons held each year. You can submit your TSP Election Form (TSP-1) to your agency at any time during an Open Season, but your contributions will not begin before the first full pay period that begins during the last month of the open season.

You can change the allocation of your payroll contributions among the different funds at any time using the TSP Web site, the ThriftLine, or

Form TSP-50, Investment Allocation. You can change the way money already in your account is invested by making an interfund transfer using the same method.

You can stop contributing at any time (but if you do so outside an open season, you will have to wait longer before you can resume contributing).

Generally, contributions made must be made through payroll deductions. However, you may also transfer money into your TSP account from a qualified retirement plan, such as from your 401(k)

You must be in pay status (that is, receiving basic pay) to make contributions and to receive agency contributions for a pay period. Therefore, if you are not in pay status, your contributions (and your agency contributions, if you are a FERS employee) will stop until you begin receiving pay once again.

You have a choice of five investment funds

- Government Securities Investment (G) Fund
- Fixed Income Index Investment (F) fund
- Common Stock Index Investment C Fund
- Small Capitalization Stock Index Investment (S) Fund
- International Stock Index Investment (I) Fund

A Web site with general account information, capability for requesting interfund transfers and contributions allocations, up-to-date TSP materials and information, calculators to estimate account growth and annuity amounts

An automated telephone service (the ThriftLine) for account information and certain transactions at (504) 255-8777 available 24 hours a day, 7 days a week.

You will need a TSP-PIN to access your account balance and execute transactions on the TSP Website at www.tsp.gov or the ThriftLine. Which is a 4 digit Personal Identification Number which is normally mailed to you by the TSP after the first contribution is posted to your account.

If you lose your PIN or would like to change your current PIN of your choice, you can do so on the Web site or the ThriftLine. You can also write to the TSP Service Office for a system-generated PIN. Include your Social Security number and date of birth in your letter.