July 20, 2005

Memorandum to Thrift Savings Plan Payroll Office Coordinators

FROM: Pamela-Jeanne Moran
            Director, Office of Benefits Services

SUBJECT: Thrift Savings Plan Data Submission Methods

    In September 2004, the Thrift Savings Plan (TSP) moved its
data center operations from the National Finance Center (NFC) in
New Orleans, LA, to a facility in Reston, VA. This change was
transparent to the payroll offices submitting data
electronically to the TSP because the transmissions were being
rerouted through NFC to the new data center. In addition, there
were no changes to the web-based data submission application or
the submission of cartridges, diskettes, or paper to the NFC.

    However, we would now like to complete the transition to
the TSP data center. Achieving the following objectives by the
end of 2005 will facilitate processing and improve the security
of the data transmitted between the payroll offices and the TSP.

    (1) To the extent possible, all data submissions will be
         done either electronically or via the web-based data
         submission application. We would like to eliminate
         the use of cartridges, diskettes, and paper forms
         because of the manual resources required to process
         them and the fact that electronic transmission is more
         secure.

    (2) All electronic transmissions will be made directly to
         the TSP data center. The bridge between the NFC and
         the TSP data center will be eliminated.

    (3) Organizations submitting data via cartridge will send
         the cartridges directly to the TSP data center.
         (Ultimately, as discussed below, we would like to
         eliminate this transmission method.)

    (4) The paper forms (TSP-5 and 5L) and the use of
         diskettes will be eliminated. Those organizations
         using the forms or diskettes will be introduced to the
         web-based data submission application or an
         alternative transmission method.

    (5) An electronic journal voucher (TSP-2) will be
         introduced as the preferred alternative to the paper

voucher. (This initiative is scheduled for later this year and more information will be available then.)

Web-based Data Submission Application

We have already taken the first step by relocating the server supporting the web-based data submission application to the new data center. In March 2005, the TSP began issuing new certificates (using VeriSign) to payroll offices currently using the web-based application. See TSP Bulletin 05-4, which is available from the TSP Web site, for more information about this application.

In addition, the Agency Technical Support Staff (ATSS) is contacting those payroll offices that use either paper or diskettes to assist in their transition to the web-based application or in exploring other alternatives. This includes those offices that use the paper forms or diskettes for corrections or supplemental submissions. If you are interested in using the web-based application, you can obtain the instructions and form for requesting the new certificates on the TSP Web site (Info for TSP Representatives/Payroll Information). You may also contact the ATSS for information and assistance.

Electronic Transmissions

The TSP is offering four methods of electronic data transmission. They are:

(1) FTP via a Virtual Private Network (VPN)
(2) Connect:Direct
(3) Connect:Direct Secure+ option
(4) FTP Secure

It is imperative that all of the offices that are currently transmitting through NFC be redirected by the end of the year. In the event of a disruption of service or disaster at the TSP data center, use of these methods will facilitate the rerouting of your submissions to our backup facility in Pittsburgh, PA, with minimal effort. We strongly encourage you to contact us about your alternatives now. If you are interested in discussing the options, please notify the ATSS and a project coordinator will contact you.

Cartridge Submissions

For those payroll offices that submit by cartridge, we ask that you evaluate the benefits of electronic transmission. However, until you decide to make that change, you should begin sending your cartridges to the Reston data center now. The associated journal voucher can be submitted with the cartridge or faxed to the ATSS. You should contact the ATSS for instructions on making this change.

<u>Diskette and Paper Submissions</u>

As indicated above, we will stop accepting the diskettes and the paper Forms TSP-5 and TSP-5L at the end of the year. If you are still using these submission methods, please contact the ATSS for assistance in moving to the web-based data submission application or exploring other alternatives.

If you have any questions regarding this memorandum, please contact either the ATSS on 504-255-5110 or my staff at 202-942-1450.