

**Civilian Employee Data Record - 06**

APPLICATION		FILE ORGANIZATION				RCD SIZE		BLOCK SIZE					
THRIFT SAVINGS PLAN SYSTEM		VARIABLE BLOCK				250							
DESCRIPTION	FORMAT	9(09)	9(04)	9(02)	9(02)	9(04)	9(02)	9(02)	9(02)	X(17)	X(12)	X(12)	
TSP Employee Data Record  RECORD NUMBER "06"	D A T A	SSN	Date of Birth			Current Pay Date			Record Type  "06"	Participant Name			
			Year	Month	Day	Year	Month	Day		Last Name	First Name	Middle Name	
	LENGTH	9	4	2	2	4	2	2	2	17	12	12	
	POS	01-09	10-13	14-15	16-17	18-21	22-23	24-25	26-27	28-44	45-56	57-68	

9(09)	9(04)	9(02)	9(02)	X(25)	X(25)	X(25)	X(20)	X(03)	X(09)	X(01)	9(04)	9(02)	9(02)
Previous/ Erroneous SSN	Previous/Erroneous Date Of Birth			Address							TSP Status Date		
	Year	Month	Day	First Line of Address	Second Line of Address	Third Line of Address	City	State Code	ZIP Code	TSP Status Code	Year	Month	Day
9	4	2	2	25	25	25	20	3	9	1	4	2	2
69-77	78-81	82-83	84-85	86-110	111-135	136-160	161-180	181-183	184-192	193	194-197	198-199	200-201

X(02)	X(02)	9(04)	9(08)	9(04)	9(02)	9(02)	9(01)	X(01)	X(01)	9(04)	9(02)	9(02)	X(14)
Employment Location			TSP-SCD				TSP Vesting Code	Retirement Code	Employment Code	Employment Code Date			Filler
Department Code	Agency Code	Personnel Office Indicator	Payroll Office Number	Year	Month	Day				Year	Month	Day	
2	2	4	8	4	2	2	1	1	1	4	2	2	14
202-203	204-205	206-209	210-217	218-221	222-223	224-225	226	227	228	229-232	233-234	235-236	237-250

**Civilian Current Payment Record - 16**

APPLICATION		FILE ORGANIZATION				RCD SIZE	BLOCK SIZE		
THRIFT SAVINGS PLAN SYSTEM		VARIABLE BLOCK				150			
DESCRIPTION	FORMAT	9(09)	9(04)	9(02)	9(02)	9(04)	9(02)	9(02)	9(02)
TSP Current Payment Record	D A T A	SSN	Date Of Birth			"As Of" Date *			Record Type "16"
			Year	Month	Day	Year	Month	Day	
RECORD NUMBER "16"	LENGTH	9	4	2	2	4	2	2	2
	POS	01-09	10-13	14-15	16-17	18-21	22-23	24-25	26-27

X(18)	S9(04)V99	X(42)	S9(04)V99
FILLER	Employee Contributions	FILLER	Agency Automatic (1%) Contributions
18	6	42	6
28-45	46-51	52-93	94-99

X(18)	S9(04)V99	X(02)	X(02)	X(23)
FILLER	Agency Matching Contributions	Department Code	Agency Code	Agency Use Only
18	6	2	2	23
100-117	118-123	124-125	126-127	128-150

\* Leave "As Of" Date field blank unless date is different from the Current Pay Date on the header record.

**Civilian Late Payment Record - 46**

APPLICATION		FILE ORGANIZATION				RCD SIZE	BLOCK SIZE		
THRIFT SAVINGS PLAN SYSTEM		VARIABLE BLOCK				150			
DESCRIPTION	FORMAT	9(09)	9(04)	9(02)	9(02)	9(04)	9(02)	9(02)	9(02)
TSP Late Payment Record	D A T A	SSN	Date Of Birth			"As Of" Date			Record Type "46"
			Year	Month	Day	Year	Month	Day	
RECORD NUMBER "46"	LENGTH	9	4	2	2	4	2	2	2
	POS	01-09	10-13	14-15	16-17	18-21	22-23	24-25	26-27

X(18)	S9(04)V99	X(42)	S9(04)V99
FILLER	Employee Contributions	FILLER	Agency Automatic (1%) Contributions
18	6	42	6
28-45	46-51	52-93	94-99

X(18)	S9(04)V99	X(02)	X(02)	X(23)
FILLER	Agency Matching Contributions	Department Code	Agency Code	Agency Use Only
18	6	2	2	23
100-117	118-123	124-125	126-127	128-150

**Civilian Negative Adjustment Record - 26**

APPLICATION		FILE ORGANIZATION				RCD SIZE	BLOCK SIZE			
THRIFT SAVINGS PLAN SYSTEM		VARIABLE BLOCK				150				
DESCRIPTION	FORMAT	9(09)	9(04)	9(02)	9(02)	9(04)	9(02)	9(02)	9(02)	
TSP Negative Adjustment Record	D A T A	SSN	Date Of Birth			Attributable Pay Date			Record Type "26"	
			Year	Month	Day	Year	Month	Day		
RECORD NUMBER "26"	LENGTH	9	4	2	2	4	2	2	2	
	POS	01-09	10-13	14-15	16-17	18-21	22-23	24-25	26-27	

X(18)	S9(04)V99	X(42)	S9(04)V99
FILLER	Employee Contributions Adjustment *	FILLER	Agency Automatic (1%) Contributions Adjustment *
18	6	42	6
28-45	46-51	52-93	94-99

X(18)	S9(04)V99	X(02)	X(02)	X(23)
FILLER	Agency Matching Contributions Adjustment *	Department Code	Agency Code	Agency Use Only
18	6	2	2	23
100-117	118-123	124-125	126-127	128-150

\* Adjustment amounts must be negative numbers

**Civilian Header Record - Employee Data, Payment, and Negative Adjustment**

APPLICATION		FILE ORGANIZATION			RCD SIZE		BLOCK SIZE	
THRIFT SAVINGS PLAN SYSTEM		VARIABLE BLOCK			80			
DESCRIPTION	FORMAT	X(04)	X(06)	9(04)	9(02)	9(02)	9(08)	X(30)
FORM TSP-2 Header Record	D A T A	DHD6	Journal Voucher Number	Current Pay Date			Payroll Office Number	Payroll Office Contact Name
				Year	Month	Day		
	LENGTH	4	6	4	2	2	8	30
	POS	01-04	05-10	11-14	15-16	17-18	19-26	27-56

9(03)	9(03)	9(04)	X(14)
Payroll Office Contact Phone Number			FILLER
Area Code	Exchange	Number	
3	3	4	14
57-58	59-61	62-66	67-80

**Civilian Trailer Record - Employee Data, Payment, and Negative Adjustment**

APPLICATION		FILE ORGANIZATION				RCD SIZE	BLOCK SIZE	
THRIFT SAVINGS PLAN SYSTEM		VARIABLE BLOCK				200		
DESCRIPTION	FORMAT	X(04)	S9(12)V(02)	X(14)	S9(12)V(02)	S9(12)V(02)	S9(12)V(02)	X(14)
FORM TSP-2 Trailer Record	D A T A	TRLR	Employee Contributions Total	FILLER	Agency Automatic (1%) Contributions Total	Agency Matching Contributions Total	Employee Contributions Adjustment Total	FILLER
	LENGTH	4	14	14	14	14	14	14
	POS	01-04	05-18	19-32	33-46	47-60	61-74	75-88

S9(12)V(02)	S9(12)V(02)	S9(08)	S9(08)	S9(08)	S9(09)V99	X(49)
Agency Automatic (1%) Contributions Adjustment Total	Agency Matching Contributions Adjustment Total	Total Number of Employee Data Records	Total Number of Payment Records	Total Number of Adjustment Records	Fiduciary Insurance	FILLER
14	14	8	8	8	11	49
89-102	103-116	117-124	125-132	133-140	141-151	152-200

Note: The **Total Number of Employee Data Records** is the total of the 06 records.  
 The **Total Number of Payment Records** is the total of the 16 and 46 records.  
 The **Total Number of Adjustment Records** is the total of the 26 records.

Note: Fiduciary Insurance is not currently required and the field should be left blank.