



United States
Department of
Agriculture

Office of
Finance and
Management

National
Finance
Center

P.O. Box 61500
New Orleans
Louisiana 70161-1500

Title: 5, United States Code
Chapter: 84, Federal Employees' Retirement System, Subchapter III, Thrift Savings Plan
Bulletin: 87-3, Thrift Savings Plan (TSP) One Percent Government Basic Contribution Conversion Computation
Date: December 4, 1986
To: TSP Agency Payroll Office Representatives
TSP Agency Personnel Office Representatives
TSP Automated Data Processing Representatives

The purpose of this bulletin is to provide agency representatives with instructions to aid in the computation of the 1 percent Government basic contribution amount for which the Federal Government is liable for the period January 1, 1984, through December 31, 1986. This contribution will be made for all employees covered under the Federal Employees' Retirement System Act of 1986 (FERS).

For employees who have not had a break in service or who have not transferred from another payroll office during this period, the 1 percent Government basic contribution may be computed by using one of the following suggested sources:

- From official data stored in the payroll system.
- From the base salary amount used to calculate the retirement amount furnished to the Office of Personnel Management (OPM) for the period January 1, 1984, through December 31, 1986, multiplied by 1 percent.
- From the retirement amount furnished to OPM for the period January 1, 1984, through December 31, 1986, divided by 1.3.

For active employees who have had a break in service or who have transferred from another payroll office, the personnel office currently holding the Official Personnel Folder (OPF) will be responsible for supplying the necessary information to their payroll office in accordance with Department/agency procedures. This information, in turn, will be transmitted to the National Finance Center.

Agencies may compute the 1 percent Government basic contribution using available automated information and/or one of the following suggested methods:

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Expiration Date: When final conversion data covering the period January 1, 1984, through December 31, 1986, is processed by the recordkeeper.

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- Review the OPF to determine the dates of covered appointments, tours of duty, and salary changes. Document the service and salary changes, using the attached worksheet and accompanying completion instructions, to compute the 1 percent basic contribution for the employee's service. The worksheet should be filed on the right-hand side of the employee's OPF for documentation purposes. Local reproduction of this form is authorized.
- If the OPF is missing or incomplete, contact the employee's former personnel office(s) to obtain the needed information.
- If the information cannot be obtained from either the OPF or the former agency, OPM may be able to supply the information from retirement records on file. OPM's assistance should be sought only as a last resort as their filing activity is a manual process and could easily be overwhelmed by requests for records. If OPM's assistance is needed, send your request to:

Office of Retirement Programs
P.O. Box 45
Boyers, PA 16017

Requests for records on more than one employee should list employee names in alphabetical order and must include the employee's social security number and date of birth. State that the copy of the employee's retirement record is needed for the computation of the Government basic contribution under the FERS Thrift Savings Plan and include a self-addressed return envelope.


CLYDE G. McSHAN, II
Director

Attachment



**THRIFT SAVINGS PLAN
ONE PERCENT
GOVERNMENT BASIC CONTRIBUTION WORKSHEET**

It should be noted that employees who will have 5 or more years of civilian service as of December 31, 1986, remain under the Civil Service Retirement System regardless of whether they are covered under Social Security.

SECTION A - IDENTIFICATION										
1. NAME (Last)			(First)		(Middle)			2. SOCIAL SECURITY NO.		
SECTION B - EMPLOYMENT DETAILS FROM OFFICIAL PERSONNEL FOLDER										
3. EMPLOYING AGENCY	4. PERIODS COVERED				5. NUMBER OF PAY PERIODS COVERED	6. BASE SALARY PER PAY PERIOD	7. GOVERNMENT BASIC CONTRIBUTION			
	START		END							
	Month	Year	Month	Year						
					X		X 1% =			
					X		X 1% =			
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					X		X 1% =			
SECTION C - CONTRIBUTION TOTAL										
8. Month Day Year			◀ TSP-SCD				TOTAL ▶		9. AMOUNT OF GOVERNMENT BASIC CONTRIBUTION \$	
FOR EMPLOYING OFFICE USE ONLY										
10. SIGNATURE OF AUTHORIZED AGENCY OFFICIAL							11. DATE PREPARED			

PRIVACY ACT STATEMENT

Title 5, U.S. Code, Chapter 84, Federal Employees' Retirement System, Subchapter III, Thrift Savings Plan, authorizes solicitation of this information. The data you furnish will be used to determine the Government's basic one percent contribution to the Thrift Savings Plan Account. This information will be shared with the Office of Personnel Management and be placed in your Official Personnel Folder. This information may be shared with other Federal agencies or Congressional offices which have a need to know in connection with your application for a job, license, grant or other benefit. It may also be shared with national, state, local or other charitable or social security administrative agencies to determine

and issue benefits under their programs. In addition, to the extent this information indicates a possible violation of civil or criminal law, it may be shared with appropriate Federal, state or local law enforcement agencies. While the law does not require you to supply all the information requested on this form, it may not be possible to process amounts due and payable from your Thrift Savings Plan Account if you fail to do so. Agencies other than the Office of Personnel Management may have further routine uses for the disclosure of information from the records systems in which they file copies of this form and they should provide you with any such uses which are applicable at the time they ask you to complete this form.

INSTRUCTIONS FOR ONE PERCENT GOVERNMENT BASIC CONTRIBUTION WORKSHEET

This worksheet is to be used by agency personnel offices in the computation of the 1 percent Government basic contribution amount for which the Federal Government is liable for the period January 1, 1984, through December 31, 1986. This contribution will be made for all employees covered under the Federal Employees' Retirement System Act of 1986 (FERS). The worksheet provides for the documentation of dates of covered appointments, tours of duty, and salary changes contained in an employee's Official Personnel Folder (OPF) for each period of service. This worksheet is to be filed on the right side of an employee's OPF for documentation purposes. This form is to be reproduced locally.

SECTION A. IDENTIFICATION

Block 1, Name. Enter employee's name.

Block 2, Social Security Number. Enter 9-digit social security number of employee.

SECTION B. EMPLOYMENT DETAILS FROM OFFICIAL PERSONNEL FOLDER

Each time there is a change in an employee's employing agency *OR* base salary amount, the Government basic contribution for that period must be computed. Personnel offices should begin with the current appointment and work back to January 1, 1984.

Block 3, Employing Agency. Enter identifying Department/agency. Each time there is a change in employing agency, the Government basic contribution for that period must be computed.

Block 4, Periods Covered. Enter start and end dates of the period covered.

Block 5, Number of Pay Periods Covered. En-

ter the number of pay periods covered.

Block 6, Base Salary Per Pay Period. Enter the base salary per pay period during the covered periods. To compute this amount, divide the annual base pay for the period covered by the total number of pay periods in a calendar year; e.g., if an employee's annual salary for the specified covered period is \$39,000 and the total number of pay periods is 26, the base salary per pay period would be computed as \$1500. Each time there is a base salary change, the Government basic contribution for that period must be computed.

Block 7, Government Basic Contribution. Enter the Government basic contribution for the covered period. This amount is computed by multiplying the number of pay periods covered (entered in Block 5) by the base salary per pay period amount (entered in Block 6) multiplied by one percent.

SECTION C. CONTRIBUTION TOTAL

Block 8, TSP-SCD. Enter the employee's Thrift Savings Plan Service Computation Date in MM/DD/YY format. This date is the employee's latest entered-on-duty date. **Exception:** An employee has a break in service, elects not to withdraw his/her retirement contribution, and is rehired. Credit is allowed for the prior appointment(s) and the TSP-SCD should be adjusted accordingly.

Block 9, Amount of Government Basic Contribution. Enter total of amounts entered in Block 7.

CERTIFICATION

This form should be signed and dated by an authorized agency official to ensure that the information provided is accurate.