



# Thrift Savings Plan BULLETIN

for Agency TSP Representatives

**Subject:** Agency Responsibilities Resulting from a Disaster Affecting the TSP Recordkeeper

**Date:** June 14, 1996

The purpose of this bulletin is to provide agency representatives with information describing the actions that may be required by the agency during and after a disaster that affects operations at the Thrift Savings Plan (TSP) Recordkeeper.

## I. Background

The operations of the TSP Recordkeeper can be affected by a disaster. In order to assure the continuation or resumption of TSP processing both during and following a disaster, the TSP Recordkeeper maintains disaster recovery plans. These plans include resumption of processing at another location if processing is not feasible at the TSP Recordkeeper facility. In the event of a disaster, certain actions may be required of agency representatives to assure the continued timely processing of TSP data that are submitted by an employing agency and its employees.

## II. Agency Responsibilities

In the event of a disaster affecting the TSP Recordkeeper, agencies will be notified of any special actions that they need to take. If an agency is not contacted, it should continue to submit its TSP data in the normal manner.

Routine submissions made through the U. S. Postal Service, other express mail carrier, or the Federal Reserve Bank should be made normally. These organizations will be contacted and instructed where to deliver the TSP data if a disaster occurs. Routine submissions include payroll data tapes, as well as correspondence or forms from an agency relating to an agency's employee.

Agencies that submit TSP data electronically will be contacted with any specific actions that are required. These agencies should be prepared to submit TSP data on tape in the event there is a temporary interruption in the TSP Recordkeeper's ability to receive data electronically.

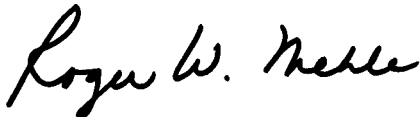
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**Inquiries:** Questions concerning this bulletin should be directed to the Federal Retirement Thrift Investment Board at **202-942-1460**.

**Chapter:** This bulletin may be filed in Chapter 2.

Agencies should, as part of their routine process, have a disaster recovery plan for their operations. This plan should include maintaining a copy of (or having the ability to immediately recreate) any data that they submit to the TSP Recordkeeper. If TSP submissions are rendered unusable or lost because of the disaster, the TSP Recordkeeper will instruct the agencies to resubmit their data. This may be required where the disaster causes loss of the submission while it is still in the custody of a carrier or where the submission was delivered to the TSP Recordkeeper but had not been opened or processed at the time of the disaster.

It is important that agencies ensure that the contact information (name, address, and phone number of contact) on file with the TSP Recordkeeper is accurate and current. Without accurate information, the TSP Recordkeeper may not be able to communicate with the agency in the event of a disaster. Agencies should routinely call the Thrift Savings Plan Operations Office at 504-255-5110 to report changes in their contact information whenever this information changes.

A handwritten signature in black ink that reads "Roger W. Mehle". The signature is written in a cursive, flowing style.

ROGER W. MEHLE  
Executive Director