



# Thrift Savings Plan BULLETIN

for Agency TSP Representatives

**Subject:** Elimination of Routine Distribution of Printed Copies of Thrift Savings Plan Bulletins

**Date:** July 20, 2004

The Federal Retirement Thrift Investment Board issues the Thrift Savings Plan (TSP) bulletins to provide guidance and assistance to agency representatives responsible for administering agency aspects of the TSP. Initially, the bulletins were mailed to agency representatives. With the advent of the TSP Web site ([www.tsp.gov](http://www.tsp.gov)), we began posting the bulletins on the Web in the section "Info for TSP Representatives." In addition, the bulletins are now being e-mailed to those agency representatives who have requested this type of distribution.

As many of our agency representatives have found, electronic distribution is a more timely and efficient way to provide TSP bulletins. In addition, as the e-mail distribution has grown, agency representatives have asked us to stop sending them paper copies of the bulletins. Paper bulletins (because they must be printed and then mailed) may not be received by agency representatives for a number of weeks after they are actually issued. In addition, filing and researching paper bulletins is not very efficient. By contrast, electronic bulletins can be received as soon as they are issued, and they need not be maintained in an agency file. Searching for specific information should also be easier. Finally, the elimination of paper bulletins will reduce TSP administrative costs, which are borne by all TSP participants. **Consequently, effective September 30, 2004, we will stop its routine distribution of paper copies of the TSP bulletins.**

**Informing agency representatives of new bulletins.** The "Info for TSP Representatives" section of the TSP Web site contains an "Announcements" subsection. We will continue to inform agency representatives when new bulletins are issued by including an item in this subsection. The item will be linked to the bulletin so that agency representatives can simply click on the link and receive the electronic bulletin.

**Distributing bulletins via e-mail.** We will also continue to e-mail bulletins to those representatives on our e-mail list. If you received this bulletin via e-mail, you are on our list. You must, however, inform us of any change in your e-mail address if you move between functional areas (i.e., personnel, payroll, system administration) or if you no longer want to receive the bulletins.

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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, General Information.

If you are not on the e-mail list and you would like to receive future bulletins via e-mail, submit your name, agency name, e-mail address, and office telephone number to BULLETINS@tsp.gov. In addition, please indicate your functional area (personnel, payroll, system administration). We use the functional area to send memoranda containing unique information. For example, memoranda regarding data transmission are sent to payroll or systems representatives only; such information is not germane to the personnel function.

**Assistance with distribution.** If you need assistance in obtaining the TSP bulletins or need to update your e-mail profile, contact us at BULLETINS@tsp.gov or call us at the telephone number on this bulletin.

A handwritten signature in cursive script that reads "Pamela-Jeanne Moran".

PAMELA-JEANNE MORAN  
Deputy Director  
Office of External Affairs