



# Thrift Savings Plan BULLETIN

for Agency TSP Representatives

**Subject:** Thrift Savings Plan Training Courses

**Date:** January 12, 2011

In 2011, the Federal Retirement Thrift Investment Board (Board) will offer five training courses on the Thrift Savings Plan (TSP). The courses are designed for the agency personnel and payroll representatives responsible for the administration of the TSP. The courses are:

- Overview of the Thrift Savings Plan
- TSP Investments: Options and Operations
- TSP Withdrawal Program
- TSP Payroll Operations
- TSP Error Correction

Attachment 1 is the schedule of the training sessions for 2011. Attachments 2–6 are the agendas for each course.

All courses are free and are conducted at the Board's office in Washington, D.C.\* Employing agencies must pay any transportation and per diem costs incurred by their participants. Participants must make their own hotel reservations, but they may call the Board at the telephone number below for assistance.

*(continued on next page)*

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\*On a space available basis, all of the courses (except TSP Investments: Options and Operations), as well as employee briefings on the TSP, may be held onsite at an agency's request. Agencies must pay any transportation and per diem costs for the Board trainer; otherwise there is no charge. Agencies interested in hosting a course should contact the Board for additional information.

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**Inquiries:** Questions concerning this bulletin should be directed to the Federal Retirement Thrift Investment Board at **202-942-1450**.

**Chapter:** This bulletin may be filed in Chapter 12, Resources.

**Supersedes:** The bulletin supersedes TSP Bulletin 10-1, Thrift Savings Plan Training Courses, dated January 19, 2010.

Attachment 7 is the training request form. The form can be mailed or faxed to:

Federal Retirement Thrift Investment Board  
1250 H Street, NW  
Washington, D.C. 20005  
Fax Number: (202) 942-1451

Confirmation e-mails will be sent approximately 30 days prior to the course dates. Courses may be cancelled due to low registration. The Board will contact representatives who registered to reschedule.



PAMELA-JEANNE MORAN  
Director  
Office of Benefits Services

- Attachments:
1. 2011 Schedule of TSP Training
  2. Agenda—Overview of the Thrift Savings Plan
  3. Agenda—TSP Investments: Options and Operations
  4. Agenda—TSP Withdrawal Program
  5. Agenda—TSP Payroll Operations
  6. Agenda—TSP Error Correction
  7. Nomination for a Thrift Savings Plan Training Session

## 2011 Schedule of TSP Training

### I. Overview of the Thrift Savings Plan

Board Sessions

March 1–2	August 10–11
June 21–22	October 18–19
July 12–13*	December 6–7

### II. TSP Investments: Options and Operations

March 3	July 14*
May 18	August 17
June 23	October 20

### III. TSP Withdrawal Program

March 4	July 15*
May 19	August 18
June 24	October 21

### IV. TSP Payroll Operations

April 27	October 26
July 20*	

### V. TSP Error Correction

April 28	October 27
July 21*	

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\*Depending on demand, the Board will provide an interpreter for the Deaf and Hard of Hearing for these sessions. Contact the Board for more information.

**THRIFT SAVINGS PLAN**  
**Agency Representative Training**  
**Overview of the Thrift Savings Plan**  
**Two-Day Training Session**

**DESCRIPTION**

This introductory course has been designed primarily for civilian personnel office staff who administer all or part of the TSP program. The course covers all facets of the TSP, including changes that occurred when the new record keeping system was implemented. The course is equally beneficial for professional and support staff. Payroll staff may also find the course instructive since it discusses TSP activities that require coordination between personnel and payroll operations.

**AGENDA**

***Day One***

**I. Introduction to the TSP**

- What it is—and is not
- Relationship to the Federal Employees' Retirement System (FERS) and the Civil Service Retirement System (CSRS)
- Fundamentals of the TSP
- TSP ThriftLine and Web site

**II. TSP Implementation—the Parties Responsible**

- Roles of the Federal Retirement Thrift Investment Board, the Board's record keeper (the National Finance Center), the agencies, and the participants
- TSP resources available to agency representatives

***Lunch***

**III. TSP-SCDs and Eligibility Criteria**

- Determining vesting codes and TSP service computation dates
- Detecting and correcting TSP-SCD errors
- Determining eligibility for agency contributions of FERS employees. Treatment of employees transferring from CSRS to FERS; converting to positions covered by FERS or CSRS; converting to positions not covered by FERS or CSRS; and terminating employee contributions to the TSP. Detecting eligibility errors.
- Status codes and status dates
- Exercises

#### **IV. Error Correction**

- Kinds of errors
- How to avoid and detect them
- Breakage
- USERRA corrections

### ***Day Two***

#### **V. TSP Withdrawals**

- In-service withdrawals
- Post-separation withdrawals
- Special concerns (tax implications, need for planning)
- Agency responsibilities
- Spouses' rights
- Death benefits

### ***Lunch***

#### **VI. The TSP Loan Program**

- Overview of the TSP loan program
- Agency responsibilities for implementing it
- Changes to the TSP loan program

#### **VII. The TSP Investment Funds**

- What the TSP investment funds are
- Where to get information about them
- Contribution allocations
- Interfund transfers
- Daily valuation of TSP accounts

#### **VIII. Evaluation and Course Summary**

**THRIFT SAVINGS PLAN**  
**Agency Representative Training**

**TSP Investments: Options and Operations**  
**One-Day Training Session**

**DESCRIPTION**

This advanced course is designed for civilian agency and uniformed services representatives who are responsible for responding to participant questions on the Thrift Savings Plan (TSP) investment activities. The course provides detailed information about the TSP investment funds and how investments are made. In addition, the course covers TSP investment operations, including allocation elections, interfund transfers, and earnings calculations. Attendees should have completed the "Overview of the Thrift Savings Plan."

**AGENDA**

**I. TSP Investments: Options**

- How TSP investments are made
- G Fund
- F Fund
- C Fund
- S Fund
- I Fund
- L Funds
- Long-term investment considerations
- Dollar cost averaging
- Comparisons of fund performance
- Projecting account balances
- Exercise

***Lunch***

**II. TSP Investments: Operations**

- Determining share price
- Finding new and prior share prices
- Calculating daily earnings and period returns
- Review of monthly valuation in the TSP's legacy system
- Comparing dollar valuation to share valuation

- Daily valuation in the record keeping system
- Contribution allocations and interfund transfers
- TSP Web site
- ThriftLine
- How to track fund performance

### **III. Exercises and Review**

### **IV. Evaluation and Module Summary**

**THRIFT SAVINGS PLAN**  
**Agency Representative Training**

**The TSP Withdrawal Program**  
**One-Day Training Session**

**DESCRIPTION**

This advanced course is designed for civilian agency and uniformed services representatives who are responsible for determining and providing information about the TSP withdrawal program to separating participants. It covers all facets of the withdrawal program and is equally beneficial for professional and support staff. Attendees should have completed the “Overview of the Thrift Savings Plan.”

**AGENDA**

**I. TSP Withdrawal Implementation — the Parties Responsible**

- Roles of the Board, the Board’s record keeper, the agencies, and the participants
- TSP resources available to agency representatives
- Spouses’ rights
- Combining TSP accounts
- Court orders
- Withdrawal rules for rehires

**II. TSP In-Service Withdrawals**

- Age-Based
- Financial Hardship

**III. Informing Participants About TSP Post-Separation Withdrawal Options**

- Withdrawal options
- Partial withdrawal
- Full withdrawal
- Special tax concerns

***Lunch***

- The TSP withdrawal package
- Resources available to separated participants



#### **IV. TSP Death Benefits**

- Form TSP-3, Designation of Beneficiary
- Payment of TSP death benefits; special tax concerns for beneficiaries

#### **V. Exercises and Review**

#### **VI. Evaluation and Module Summary**

**THRIFT SAVINGS PLAN  
Agency Representative Training**

**TSP Payroll Operations  
One-Day Training Session**

**DESCRIPTION**

This course is designed for civilian agency and uniformed services payroll representatives who are responsible for the submission of contributions and employee data to the Thrift Savings Plan (TSP) record keeper. This course covers all facets of the TSP contribution program, including error correction, and is equally beneficial for professional and support staff.

**AGENDA**

**I. TSP Implementation — the Parties Responsible**

- Roles of the Board, the Board's record keeper, the agencies/services, and the participants
- Information flow into TSP accounts
- TSP resources available to agency/service representatives

**II. Submission and Maintenance of TSP Data**

- Methods of submitting TSP data from agencies/services
- Purpose and description of the TSP data records
- TSP reconciliation reports

***Lunch***

- Review of TSP data records
- TSP data record exercises/review

**III. TSP Error Correction**

- Types of errors
- Submission of data records to correct errors
- Determining breakage
- TSP reconciliation reports

**IV. Evaluation and Module Summary**

**THRIFT SAVINGS PLAN  
Agency Representative Training**

**TSP Error Correction  
One-Day Training Session**

**DESCRIPTION**

This advanced course is designed for civilian agency and uniformed services representatives who are responsible for the correction of TSP data and contribution errors. Attendees should have completed the "Overview of the Thrift Savings Plan" or "TSP Payroll Operations."

**AGENDA**

**I. Introduction**

- Statute and regulations
- Agency responsibilities
- TSP resources available to agency representatives

**II. TSP Error Correction**

- Makeup of missed or insufficient contributions

***Lunch***

- Removal of erroneous/excess contributions
- Back pay awards and other retroactive pay adjustments
- Retirement system coverage errors
  - Impact of FERCCA
- Corrections resulting from application of USERRA provisions
- Statutory requirements for payment of breakage

**III. Error Correction Exercises**

**IV. Evaluation and Module Summary**

# Nomination for a Thrift Savings Plan Training Session

Name \_\_\_\_\_ Title \_\_\_\_\_  
Last First M

### - ## - \_\_\_\_\_ ( ) - \_\_\_\_\_ ( ) - \_\_\_\_\_  
Social Security Number Last 4-digits Telephone Number Organization (Main) Telephone Number

( ) - \_\_\_\_\_  
Telefax Number

Agency Name and Mailing Address \_\_\_\_\_

E-mail address (.gov, .mil, or .edu) \_\_\_\_\_

## Courses Offered by the Federal Retirement Thrift Investment Board

<b>Overview of the Thrift Savings Plan</b>	<b>Date</b>
<input type="checkbox"/> 2-day course presented at the Federal Retirement Thrift Investment Board in Washington, D.C.	1st Choice _____ 2nd Choice _____
<b>** TSP Investments: Options and Operations</b>	
<input type="checkbox"/> 1-day course presented at the Federal Retirement Thrift Investment Board in Washington, D.C.	1st Choice _____ 2nd Choice _____
<b>** TSP Withdrawal Program</b>	
<input type="checkbox"/> 1-day course presented at the Federal Retirement Thrift Investment Board in Washington, D.C.	1st Choice _____ 2nd Choice _____
<b>TSP Payroll Operations</b>	
<input type="checkbox"/> 1-day course presented at the Federal Retirement Thrift Investment Board in Washington, D.C.	1st Choice _____ 2nd Choice _____
<b>** TSP Error Correction</b>	
<input type="checkbox"/> 1-day course presented at the Federal Retirement Thrift Investment Board in Washington, D.C.	1st Choice _____ 2nd Choice _____

\* Depending on demand, the Board will provide an interpreter for the Deaf and Hard of Hearing during the July sessions.

Check here if you need an interpreter

\*\* See bulletin for required pre-requisite.

Mail form to: **Federal Retirement Thrift Investment Board**, 1250 H Street, NW,  
Washington, DC 20005, or fax to (202) 942-1451 (Confirmation No: (202) 942-1450).

**Thrift Board Use Only**

Confirmed by _____	Date Confirmed _____
Class Name(s) _____	Class Date(s) _____
_____	_____
_____	_____
_____	_____