



# Thrift Savings Plan BULLETIN for Agency TSP Representatives

Subject: Submitting New Retirement Codes to the Thrift Savings Plan

Date: November 27, 2012

This bulletin outlines changes to the Civilian Employee Data (06) Record (EDR) used when processing agency submissions to the Thrift Savings Plan (TSP). Although these procedures are the same as those described in TSP Bulletin 05-13, Processing Agency Submissions in the New Record Keeping System, Public Law 112-96, Section 5001, the “Middle Class Tax Relief and Job Creation Act of 2012,” made two significant amendments to the Federal Employees’ Retirement System (FERS). Beginning in 2013, new employees will have to pay significantly higher employee retirement contributions, and new Members of Congress and Congressional employees, in addition to paying higher retirement contributions, will accrue retirement benefits at the same rate as regular FERS employees. The new FERS employees will be covered under the Federal Employees Retirement System as Revised Annuity Employees (FERS-RAE). Because of these changes, the Office of Personnel Management (OPM) created new retirement codes for FERS-RAE. All previous retirement codes will remain the same including regular FERS.

## I. Agency Responsibilities

Agencies must submit an EDR to establish the TSP account of a participant when they submit the first payment record for the participant. If a payroll submission includes an EDR but does not include a payment record for an employee, the TSP will not process the EDR if a TSP account has not already been established. Agencies must also submit an employee data record to correct or change data they submitted previously for a participant.

## II. Change to Employee Data Record

To accommodate the new FERS-RAE, the OPM created new two-character alphanumeric retirement codes. The TSP is programming fields 239 and 240 of its Civilian Employee Data (06) Record to accept these new two-character alphanumeric retirement codes. Agencies should prepare to submit the new retirement codes for FERS-RAE employees that begin employment on/after January 1, 2013, placing the

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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.

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new two-character alphanumeric retirement codes in fields 239 and 240 on the EDR. Agencies may use field 239 for the existing one-character alphanumeric retirement codes and leave field 240 blank. Agencies may also continue to use field 227 on the employee data record for all existing one-character alphanumeric retirement codes until further notice. The OPM will publish and provide a complete list of retirement codes including the new FERS-RAE codes.

A revised electronic data transmission system (EDTS) record layout for the electronic version of the TSP Error Report 1701 will be provided soon in a separate bulletin. Agency payroll offices should contact their ATS representative to coordinate submission of their test files beginning mid-month December 2012.



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Office of Communications and Education

Attachment: [Civilian Employee Data Record – 06](#)

## 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(02)	X(02)	X(10)
Employment Location				TSP-SCD			TSP Vesting Code	Retirement Code	Employment Code	Employment Code Date			Filler	2 Character Retirement Code	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	2	2	10
202-203	204-205	206-209	210-217	218-221	222-223	224-225	226	227	228	229-232	233-234	235-236	237-238	239-240	241-250