



DEPARTMENT OF THE NAVY
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27 June 2003

From: Chief Labor/Employee Relations and Services Division,
Human Resources Office, COMNAVFORJAPAN
To: Distribution

Subj: **THRIFT SAVINGS PLAN (TSP) THE NEW RECORD KEEPING SYSTEM**

Encls: (1) HRSC Benefits Bulletin No.2003-7

1. The Federal Retirement Thrift Investment Board (TSP) implemented its new record keeping system, and transactions are now being processed each business day.
2. Enclosure (1) provides the latest information regarding the new record system.
3. Federal overseas employees may inquire with the Human Resources Service Center (HRSC) Hawaii by following the steps below:

Overseas employees must use the DSN service to connect to The Benefits Line by dialing the DSN number to Randolph AFB, 487-1110; an operator will answer. Once the RAFB operator answers, the employee should indicate that they want to make an "official off net call". The employee must provide The Benefits Line number, 888-320-2917.

4. If you have any questions contact Pat Mareham, Human Resources Specialist (Employee Relations) at HRO Yokosuka Japan at 243-8198 or Mareham.Patricia@CNFJ.NAVY.MIL.
5. Please ensure widest dissemination to all serviced Federal employees.

A handwritten signature in black ink, appearing to read "RBN", is positioned above the name Robert B. Nolan.

ROBERT B. NOLAN

Encl: (1) HRSC BB No.2003-7

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**Department of the Navy
Human Resources Service Center
Benefits Bulletin No. 2003-7**

**Thrift Savings Plan (TSP) -
The New Record Keeping System**

On June 16, 2003, the Federal Retirement Thrift Investment Board (TSP) implemented its new record keeping system, and transactions are now being processed each business day. Below you will find how the TSP has changed with the new record system.

Final Participant and Loan Statements For Old Record Keeping System

The TSP is mailing final participant statements for the old monthly valued record keeping system. These participant statements provide information regarding your account activity for the period between May 1 and May 31, 2003. You should keep this statement as a permanent record of your account status at the close of the old record keeping system.

The TSP is also mailing final loan statements for the old monthly valued record keeping system. The statements show information about participants' loans as of May 31, 2003. In the future, you will no longer receive separate loan statements. Information about your loan(s) will be included on your quarterly participant statements. The first quarterly statements will be sent in October.

If you have not received a final participant statement or a loan statement by July 31, you should contact the TSP Service Office directly at (504) 255-8777.

How The TSP Has Changed In General

- ◆ The TSP is a daily valued plan. Transactions are processed each business day.
- ◆ Account balances and transactions are processed and shown in dollar amounts, shares, and share prices.
- ◆ The TSP issues quarterly statements for the periods ending March 31, June 30, September 30, and December 31. Also, quarterly participant statements will be available on the Web site.
- ◆ If you are age 50 or older and are contributing the maximum amount of regular contributions for which you are eligible, you may also contribute "Catch-up" contributions subject to their own annual limits. However, Personnel and Payroll systems will not be ready to accept these elections until September. To find out when the TSP Catch-up contribution election will become available, please visit www.donhr.navy.mil and click on EBIS. Current up-to-date information on this program will be located on the Civilian Benefits homepage under "What's New".

How The TSP Web Site And ThriftLine Have Changed

On both the TSP Web site and the ThriftLine, you can determine your daily account balance and daily share prices. You can hear your outstanding loan balance and loan prepayment amount on the ThriftLine. You can request certain TSP forms and publications be mailed or faxed to you from contacting the ThriftLine.

On the Web site, you can begin (and in some cases, complete) a loan or withdrawal request and reamortize a loan. You can estimate the number of monthly withdrawal payments you will receive if you choose payments of a specified amount or estimate the amount of your payment if you have monthly payments computed based on IRS life expectancy tables. If you are separated from service, you can also update your address.

How TSP Loans And Withdrawals Have Changed

New Loan Options:

- ◆ Loan payments will continue to be deducted from your pay and submitted to the TSP, and you can still pay your loan in full at any time. You will also be able to make additional payments at any time to restore your account more quickly or to make up for missed payments. You can do so by submitting a personal check made payable to the Thrift Savings Plan.
- ◆ You are responsible for making sure your loan payments are paid on time and in the correct amount. Keep information up-to-date. For example, if you transfer to another agency and there is a delay in that agency's startup of your TSP loan payments, you must submit the missing loan payments directly to the TSP to avoid a taxable distribution and a possible penalty tax.
- ◆ You are able to reamortize your loan at any time to change the term or payment amount within the limits of the loan program. If you transfer to an agency that has a different pay cycle from your current agency, you should request a reamortization to ensure loan payments are submitted on time and in the correct amount for that pay cycle. There are no restrictions on the number of reamortizations you can have during the life of a loan.
- ◆ Any additional payments are included on your quarterly participant statements. You can take up to 5 years to repay a general-purpose loan.

New Withdrawal Options:

- ◆ Loans or withdrawal payments are deposited electronically into your checking or savings account.
- ◆ After you separate, you can make a one-time partial withdrawal (if you have not made an age-based in-service withdrawal).
- ◆ You can use any combination of the following options to make a post-employment full withdrawal:
 - You can receive monthly payments for a fixed dollar amount or have the TSP compute your payments based on life expectancy.
 - You can make a one-time change from TSP-computed payments to fixed-dollar-amount payments.
 - Once a year, you can change the monthly fixed dollar amount you are receiving.
 - After you separate from service, you will receive an automatic cashout if your account balance is less than \$200. No other withdrawal options will be available.

How You Can Access The New TSP Record Keeping System

To take advantage of the new TSP Record Keeping system, please visit the TSP web site at www.tsp.gov. You may also call the TSP ThriftLine at (504) 255-8777. To access both systems (web and telephone) you will need your TSP PIN number. If you have lost or forgotten your PIN, you can request a replacement from TSP; however, you will not be able to access your TSP account until you receive your replacement PIN in the mail. Please remember that your TSP PIN will not work on other systems, such as EBIS, The Benefits Line or myPay.

Who Do You Contact For Information

If you have questions regarding this information, please contact the TSP ThriftLine at (504) 255-8777 to speak with a Customer Service Representative (CSR). You may also visit the TSP web site at www.tsp.gov.

If you have questions on other benefit matters, please call the automated benefits line at **1-888-320-2917**. Listen for the option to speak to a benefit CSR (press 2), then listen for the option for your servicing Human Resources Service Center (HRSC). If HRSC Europe services you, please contact them at 01144-208-385-5278 or email them at benefits@esc.hroc.navy.mil.