



U.S. Department of Justice

Environment and Natural Resources Division

*Executive Office
Office of Human Resources
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TSP INFORMATION FOR CSRS AND CSRS OFF-SET REHIRES/TRANSFERS

Congratulations on your reappointment to a position in the Division covered by the Civil Service Retirement System (CSRS) or CSRS-Offset. As a result, you have been automatically enrolled in the Thrift Savings Plan (TSP). The TSP is a retirement savings and investment plan for federal employees and it is similar to 401(k) plans available to many private sector employees. The purpose of the TSP is to provide you the opportunity to participate in a long-term retirement savings and investment plan and it is a supplement to your CSRS or CSRS-Offset annuity.

Rehired with a break in service of 30 days or less

If you are rehired or transferred into a federal position covered by CSRS or CSRS-Offset and your break in federal service from your last covered federal position is 30 days or less, we will reinstate your prior TSP election. You will not become automatically enrolled in the TSP (as described in the next paragraph); however, you may change or stop your TSP election, and if you were not previously contributing, you may choose to elect to contribute to the TSP at any time.

Automatic Enrollment (Rehired with more than a 30-day break in service)

The amount of your automatic contribution to the TSP is 3% of your basic pay which will be deposited into your TSP account every pay period. These contributions are deducted from your pay and are tax-deferred for purposes of federal and, in most cases, state income tax. This is a good start toward saving additional money for retirement; however, you can easily increase the amount of your contributions, making your retirement savings grow even faster. See the paragraph, **Employee Contributions**.

Stop Automatic Enrollment

If you do not wish to contribute to your TSP account, you can request to stop the automatic enrollment process. To stop the automatic enrollment process before any contributions are deducted from your pay, you must complete the online fillable TSP-1 Election Form found on the TSP website at www.tsp.gov under "Forms and Publications", print it out, sign and date it, and return it during your in-processing orientation or return it to Carmen Montero in the Division's Office of Human Resources. This must be done prior to the last work day of the pay period you entered onboard to start working in the Division. However, it is possible that payroll may not be able to stop your first contribution to the TSP. If this happens, you can leave the contribution in your TSP account or you can make a request to the TSP to return your contribution. To request a refund of your contribution, please read the paragraph, **Refund of Automatic Enrollment Contributions**.

Employee Contributions

You may elect to increase, decrease, or stop your contributions to your TSP account at any time. To make a contribution election, you may do it thru your Employee Personnel Page (EPP) or complete the online fillable TSP-1 Election Form found on the TSP website at www.tsp.gov under "Forms and Publications", print it out, sign and date it, and return it to Carmen Montero in the Division's Office of Human Resources. You may specify a whole percentage of basic pay that you want to contribute each pay period, or you may specify a whole dollar amount. Whether you specify a percentage or dollar amount of your pay, your total contributions for the year cannot exceed the Internal Revenue Code's elective deferral limit for the year. The limit for 2010 is \$16,500. Your contribution election will remain in effect until you make another election to change the amount of your contributions or to stop them.

Catch-up Contributions

If you are age 50 or older or will turn age 50 by the end of this year, you may make an additional election to contribute catch-up contributions. This is a separate election that will request us to deduct additional tax-deferred TSP contributions from your pay. To make your catch-up contributions, you may do so thru your Employee Personal Page (EPP) or complete the online fillable TSP-1-C Election Form found on the TSP website at www.tsp.gov under "Forms and Publications", print it out, sign and date it, and return it to Carmen Montero in the Division's Office of Human Resources.

You must elect a whole dollar amount from your basic pay each pay date. The maximum amount you may contribute in catch-up contributions for 2010 is \$5,500. This amount of tax-deferred contributions is in addition to the amount you may contribute through the regular TSP election discussed in the paragraph above. Your catch-up contribution election will remain in effect either until you make another election to change the amount of or stop your contributions, or until the last pay date of the calendar year. **Please note you must make a new election to contribute catch-up contributions each year.**

Refund of Automatic Enrollment Contributions

You may request a refund of the employee contributions that were deducted from your pay during the first 90 days that you were automatically enrolled. To do so, you must send Form TSP-25, Automatic Enrollment Refund Request, which you will receive with your Welcome Letter from the TSP. Your properly completed Form TSP-25 must be returned to the TSP using the address on the form and must be received by the TSP no later than the date provided in the TSP Welcome Letter. Please **do not** return the TSP-25 form to the ENRD's Office of Human Resources.

Make sure you read the directions on Form TSP-25 as well as the instructions in the TSP Welcome Letter. If you were previously employed by the federal government and were automatically enrolled, you are not eligible for a refund of the automatic enrollment contributions for subsequent periods, unless one full calendar year (January through December) has passed since your last automatic enrollment contribution (visit the TSP website for more details). The amount of your refund will be your automatically withheld employee contributions and any gains or losses from the performance of your investment(s).

Also, requesting a refund of your automatic enrollment contributions will not stop future contributions from being deducted from your pay. To stop future TSP contributions you must do it thru your EPP or complete Form TSP-1, Election Form, as described below and return it to Carmen Montero in the Division's Office of Human Resources.

Establishing Your TSP Account

Your TSP account will be established when we transmit your first TSP contribution and it is received by TSP. Once your account is established, the TSP will send three separate mailings to you: (1) a TSP Welcome Letter which includes your TSP account number, (2) your TSP Web password, and (3) your ThriftLine Personal Identification Number (PIN). Along with your Welcome Letter, you will receive the TSP booklet *Managing Your Account*, which provides valuable information on TSP investment options, making a contribution allocation, requesting an interfund transfer, and how to designate beneficiaries. If you already have an established TSP account from previous federal service, and you did not withdraw all of your money while you were separated, you will receive the Welcome Letter only. You should continue to use the PIN and password originally mailed to you. If you have forgotten or misplaced them, use the TSP website or ThriftLine to request new ones. If you withdrew your entire balance while separated, you will receive the Welcome Letter and a new PIN and password. If you have or had a TSP uniformed services account, your federal civilian account is a separate account and you will receive all of the above mailings.

Contribution Allocations

Your first contribution will be invested in the Government Securities Investment (G) Fund. After receiving your TSP Welcome Letter, you may invest your contributions in any of the 10 TSP funds by requesting a contribution allocation. You cannot request a contribution allocation until your TSP account has been established. The information to request a contribution allocation is provided on the TSP website at www.tsp.gov.

Note: If you have an existing TSP account balance from previous federal civilian service, your contributions will be invested using your last contribution allocation on file with the TSP.

Interfund Transfers

You can redistribute your TSP account balance among the 10 TSP funds by requesting an interfund transfer. You will not be able to request an interfund transfer until your TSP account has been established. The instructions to request an interfund transfer will be provided with your TSP Welcome Letter.

Additional Information

To find additional information about the TSP, visit the TSP website at www.tsp.gov. If you have any questions about the TSP and your participation, contact TSP Monday - Friday 7 a.m. - 9 p.m. Eastern Standard Time at 1-877-968-3778 or TDD 1-877-847-4387 for hearing-impaired participants to speak to a TSP Participant Service Representative by pressing option 3; or you may contact Carmen Montero in the Office of Human Resources at 202 616-3167.