



Thrift Savings Plan BULLETIN for Agency TSP Representatives

Subject: Revision of the Returned Mail Report for Agencies and Uniformed Services

Date: April 28, 2011

On October 12, 2010, the TSP issued Bulletin 10-10, Returned Mail Report for Agencies and Uniformed Services. This bulletin provided instructions for agencies and services to identify and submit corrected address information for TSP participants who were identified as actively employed, and for whom the TSP had received at least one materials mailing returned as undeliverable.

As a result of feedback received from agency and service representatives following the first Returned Mail (5605) Report generated, the TSP has created an EDTS version of this file.

The TSP will generate the 5605 report on May 2, 2011. This report will only include:

- Participants identified as actively employed (i.e., if the Employment Code is blank, "N," or "T"), and
- Participants who were sent at least one piece of TSP-mailed material that was returned by the U.S. Postal Service as undeliverable since the previous 5605 report.

Participants who are coded with a TSP Employment Code of "S" (Separated), "D" (Deceased), or "B" (Separated on an OPM- or service-approved disability retirement), or who have any other death holds on their accounts will not be reflected on this report, and will be handled by the TSP.

A copy of the EDTS file and fields provided are attached to this bulletin. Agency and service payroll offices that wish to receive the report in this manner should contact their Agency Technical Services (ATS) analysts to set up transmission. The report will continue to be available in .pdf format via the TSP secure Web data transmission program (DSub). It will also be available upon request. The TSP will generate the 5605 report on a quarterly basis.

Agency/Service reps who need more detail on the requirements to correct address (or employment) information for participants identified on the 5605 report should refer to TSP Bulletin 10-10 for guidance.

(continued on next page)

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.

Federal Retirement Thrift Investment Board • 1250 H Street, NW • Washington, DC 20005

The TSP appreciates your assistance in helping us keep our active participants' addresses up-to-date. Your assistance with the addresses also ensures that we will be able to keep mailing costs low for those few items that must be sent to participants.

A handwritten signature in black ink that reads "Pamela-Jeanne Moran". The signature is written in a cursive style with a large initial 'P' and 'M'.

PAMELA-JEANNE MORAN
Director
Office of Participant Services

Attachments: [TSP Returned Mail \(5605\) Report Layout](#)
[Returned Mail Report for Agencies and the Uniformed Services \(TSP 5605\)](#)
[\(Sample\)](#)

TSP Returned Mail (5605) Report Layout

Data Element	Field	Size	Mask	Description
Payroll Office Number	001-008	8	X(08)	
Payroll Office Name	009-038	30	X(30)	
Department Identifier	039-040	2	X(02)	
Agency Identifier	041-042	2	X(02)	
Personnel Office Identifier	043-046	4	X(04)	
Participant Social Security Number	047-055	9	X(09)	
Participant Name	056-098	43	X(43)	
Filler	099-108	10	X(10)	
Employment Code	109-110	1	X(01)	
Filler	110-119	10	X(11)	
Mailed to Address 1	120-159	40	X(40)	
Mailed to Address 2	160-199	40	X(40)	
Mailed to Address 3	200-239	40	X(40)	
Mailed to City	240-267	28	X(28)	
Mailed to State	268-271	3	X(03)	
Mailed to Zip Code	272-280	9	X(09)	
Mail Return Date	281-290	10	X(10)	
Returned Mail Statues	291-305	15	X(15)	
Returned Mail Piece Type	306-320	15	X(15)	
Filler	321-401	81	X(81)	

Report No: TSP 5605
 Payroll Office No: 99959995
 Payroll Office Nm: SAMPLE PAYROLL OFFICE

Thrift Savings Plan
 Returned Mail Report
 For Agencies and the Uniformed Services
 Process Date: 08/09/2010

Run Date: 08/09/10
 Run Time: 23:57:17
 Page No: 1

TSPD

** Sensitive Personnel Data - Use is Restricted **

Department Code: GJ
 Agency Code: 95
 Personnel Office: 9995

SSN	Last Name	First Name	Middle Name	Employment Code	Mail To Address	Date Mail Returned	Return Status	Piece Type
999-99-9999	PARTICIPANT	SAMPLE	E		123 MAIN STREET APT 1 FAIRFAX VA 22033	08/01/2010	Undeliverable	New Acct Letter
995-99-9995	PARTICIPANT	SAMPLE	E		123 MAIN STREET APT 1 FAIRFAX VA 22033	08/01/2010	Unmailable	Notice

Personnel Office Total: 2

Department Code: DT
 Agency Code: 96
 Personnel Office: 9996

SSN	Last Name	First Name	Middle Name	Employment Code	Mail To Address	Date Mail Returned	Return Status	Piece Type
999-99-9999	PARTICIPANT	SAMPLE	E		123 MAIN STREET APT 1 FAIRFAX VA 22033	08/01/2010	Undeliverable	Annual Stmt
999-99-9999	PARTICIPANT	SAMPLE	E		123 MAIN STREET APT 1 FAIRFAX VA 22033	08/01/2010	Undeliverable	Annual Stmt

Personnel Office Total: 2
 Payroll Office Total : 4