



Thrift Savings Plan BULLETIN for Agency TSP Representatives

Subject: Thrift Savings Plan Training Courses

Date: January 9, 2013

In 2013, 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 2013. 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.

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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.

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 12-1, Thrift Savings Plan Training Courses, dated January 10, 2012.

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

Federal Retirement Thrift Investment Board
77 K Street, NE
Washington, D.C. 20002
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.



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- Attachments:
1. 2013 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

2013 Schedule of TSP Training

I. Overview of the Thrift Savings Plan

March 19–20	August 7–8
May 7–8	December 3–4
July 9–10*	

II. TSP Investments: Options and Operations

March 21	July 11*
May 9	August 21
June 19	

III. TSP Withdrawal Program

March 22	July 12*
May 10	August 22
June 20	

IV. TSP Payroll Operations

May 21	October 9
July 17*	

V. TSP Error Correction

May 22	October 10
July 18*	

*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. 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

- History of the events leading to the creation of the TSP
- The TSP and Federal income taxes
- Contribution rules and limits
- Roth TSP contributions

II. The Players

- Roles of the Federal Retirement Thrift Investment Board (FRTIB), the TSP record keeper, the agencies, and the participants
- TSP resources available to agency representatives
- The Employee Data (06) Record and payroll reports

III. Participation in the TSP

- Eligibility for TSP Participation
- Automatic Enrollment
- Contribution elections
- TSP status codes and employment codes
- Vesting and the TSP service computation date

Day Two

IV. Error Correction and Breakage

- Kinds of errors
- Makeup of missed or insufficient contributions
- Removal of excess or erroneous contributions
- Breakage

V. Uniformed Services Participation

- Contribution rules and limits
- Corrections under USERRA

VI. Court Orders

- Qualifying court orders
- Processing of court orders

VII. Loans

- Overview of the TSP loan program
- Requesting a loan
- TSP loan processing
- Loan defaults and taxable distributions

VIII. Withdrawals

- General withdrawal rules
- Withdrawal of Roth balances
- In-service withdrawals
- Post-separation withdrawals

IX. Death Benefits

- o Beneficiary designations
- Reporting the death of a participant
- Death benefit payments to spouse beneficiaries
- Death benefit payments to non-spouse beneficiaries

X. Investment Options

- Managing your account – contribution allocations, interfund transfers, and participant statements
- The TSP investment funds
- Valuation of fund shares

THRIFT SAVINGS PLAN
Agency Representative Training

TSP Investments: Options and Operations

One-Day Training Session

DESCRIPTION

This course has been designed primarily for employees and service members who administer all or part of the TSP program. The course covers the individual TSP investment funds and the Lifecycle family of funds, and provides exposure to some basic investing concepts and vocabulary. Participants will also get hands-on experience performing investment return calculations. The course is equally beneficial for professional and support staff. Attendees should have completed the “Overview of the Thrift Savings Plan” as a prerequisite.

AGENDA

I. TSP Investments: Options

- G Fund
- F Fund
- C Fund
- S Fund
- I Fund
- The Lifecycle Funds

II. TSP Investments: Operations

- TSP transaction processing
- Calculation of period returns
- Effect of contributions, distributions, and interfund transfers on share balances
- Tracking fund performance against the benchmark indices

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 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” as a prerequisite.

AGENDA

I. TSP Withdrawal Implementation

- Roles of the Board, the TSP record keeper, the agencies, and the participants
- General rules regarding spouses’ rights, Roth distributions, and transfer of payments
- Combining TSP accounts
- Withdrawal rules for rehires
- Effect of loans and court orders on withdrawals

II. In-Service Withdrawals

- Age-Based
- Financial Hardship

III. Post-Separation Withdrawal Options

- Partial withdrawals
- Full Withdrawals
 - Life annuities
 - Roth rules for annuities
 - Single payments
 - Monthly payments
- Practical exercise

IV. TSP Death Benefits

- Beneficiary designations
- Reporting the death of a participant
- Death benefit payments to spouse beneficiaries
- Death benefit payments to non-spouse beneficiaries

THRIFT SAVINGS PLAN
Agency Representative Training

TSP Payroll Operations

One-Day Training Session

DESCRIPTION

This advanced 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 contributions program and is equally beneficial for professional and support staff.

AGENDA

I. Introduction

- Overview of TSP implementation
- Information flow into TSP accounts
- Role and responsibilities of the payroll office
- TSP contribution sources, rules, and Internal Revenue Code limitations
- Roth TSP contributions
- Unique considerations for uniformed service contributions

II. Data Submission and the Employee Data (06) Record

- TSP PC and web-based submission programs
- The employee data (06) record and indicative data
- Status codes and employment codes

III. Forms Used to Transmit TSP Data

- Form TSP-5-R
- Form TSP-19
- Form TSP-41

IV. TSP Data Records

- Header records
- Trailer records
- Payment records
- Negative adjustment records
- Redesignation records

V. TSP Loan Payments

- Deducting and submitting loan payments
- Loan reamortizations
- Stopping loan payments
- Loan defaults and taxable distributions
- Effects of nonpay status

VI. Reports generated by the TSP record keeper

- Payroll office recap report
- Error report
- Negative adjustment reports
- Breakage reports
- Loan and financial hardship in-service withdrawal reports

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 must have completed either the “Overview of the Thrift Savings Plan” or “TSP Payroll Operations” as a prerequisite.

AGENDA

I. Introduction

- Terminology
- Agency claim procedures
- Statutory references for error correction
- Make-up of missed or insufficient contributions
- Back pay awards and other retroactive pay adjustments
- Removal of excess or erroneous contributions
- Retirement system coverage errors

II. Breakage

- On or after 1/1/2000
- Before 1/1/2000

III. Error Correction for separated employees

- Depositing retroactive agency contributions
- Removing agency contributions

IV. TSP corrections under Uniformed Services Employment and Reemployment Rights Act (USERRA)

- Uniformed services participation in the TSP
- Corrections under USERRA

