



FEDERAL RETIREMENT THRIFT INVESTMENT BOARD  
1250 H Street, NW Washington, DC 20005

October 24, 2005

Memorandum to Civilian Payroll Offices

FROM: Pamela-Jeanne Moran *Pamela-Jeanne Moran*  
Director, Office of Benefits Services

SUBJECT: Submission of Data to the Thrift Savings Plan

My July 20, 2005, memorandum to payroll offices announced the September 2004 movement of the Thrift Savings Plan (TSP) data center from the National Finance Center (NFC) in New Orleans, LA, to a facility in Reston, VA. It also discussed the actions that we were asking payroll offices to take by the end of 2005 to complete the transition to the new data center. However, as a result of the destruction at the NFC caused by Hurricane Katrina, we have accelerated the transition to the Reston facility. (The July 20 memorandum is on our Web site, [www.tsp.gov](http://www.tsp.gov); click "Information for TSP Representatives" then "Payroll Information" then "Memoranda," which is at the bottom of the page.)

Effective November 1, we will no longer accept paper forms to report employee data, contributions, or loan payments to the TSP. **If you submit a paper Form TSP-5 or Form TSP-5L to report such data, the TSP will NOT process the data.** Consequently, you must use another method to submit this data; we recommend the Web-based data submission application, which is described in TSP Bulletin 05-4. If you do not have the authorization that is necessary to use this application, please follow the procedures contained in TSP Bulletin 05-4 to receive this authority. If you have any questions regarding these procedures or using the application itself, please contact Jeff Vacarro of the Agency Technical Support Staff (ATSS) at 703-788-2914.

If you use the PC program and send diskettes to report employee data, contributions, or loan payments to the TSP, you may continue sending the diskettes directly to the address in the following paragraph until December 31, 2005. However, as dis-

cussed in my July 20 memorandum, beginning January 1, 2006, we will no longer accept diskettes. Therefore, you may now want to change your data submission method to the Web-based data submission method (or one of the electronic transmission methods described in my July 20 memorandum).

Payroll offices that were electronically transmitting data to the TSP through the NFC should be transmitting directly to Reston. We no longer have the bridge from NFC, which was discussed in the July 20 memorandum. If you submit data on media (cartridges or diskettes), you must send the media to: SI International, Inc., Attn: Glenn Meyers, Suite 700, 11781 Lee Jackson Highway, Fairfax, VA 22033.

All journal vouchers, which are required to certify the accuracy of the data and to authorize the transfer of funds to the TSP, must be faxed to 703-788-2936. Cheryl Galland of the ATSS is at this Virginia location and will receive these journal vouchers. We are also testing the electronic submission of journal vouchers, which would eliminate the paper interface between the TSP and the payroll offices altogether. A future memorandum will discuss electronic journal vouchers.

If you have any questions regarding this memorandum, please contact an ATSS staff member (in Georgia) at 1-888-802-0179. As you can see, members of the ATSS, who used to be located in New Orleans, are now in various locations in the southeastern United States.