



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

January 23, 2006

MEMORANDUM TO THRIFT SAVINGS PLAN COORDINATORS - PAYROLL

FROM: Pamela-Jeanne Moran  
Director of Benefits Services

SUBJECT: Change in Contact Information for the TSP  
Agency Technical Support Section

Because of Hurricane Katrina, the staff of the Agency Technical Support Section (ATSS) was temporarily relocated to facilities in northern Virginia and Georgia. With the reopening of the National Finance Center, the staff will return to New Orleans, Louisiana, the last week in January. Consequently, **effective Wednesday, February 1, 2006**, payroll offices should fax journal vouchers and Forms TSP-5R (Request to Restore Forfeiture) to the ATSS at **504-426-9788**. The northern Virginia fax machine will be disconnected at 4:15 p.m. eastern time on February 9 (but payroll offices should stop using the Virginia fax number on February 1).

**No change to the ATSS telephone number.** The toll-free telephone number that you are now using to contact ATSS staff members will not change. Consequently, questions regarding the processing of payroll office submissions should continue to be directed to the ATSS at 1-888-802-0179, Monday through Friday, 7:45 a.m. to 4:15 p.m. central time.

**No change to the data submission location.** If you submit data electronically, you should continue to submit the data to our center in Reston, Virginia. If you submit data on media (cartridges or diskettes), you should continue to send the media to: SI International, Inc., Attn: Glenn Meyers, Suite 700, 11781 Lee Jackson Highway, Fairfax, VA 22033.

Also, we are still transitioning those of you who are submitting data on media, to an electronic method. If you have questions about the electronic Web-based application, which is described in TSP Bulletin 05-4, or the other electronic trans-

mission option available, please contact the ATSS at the toll-free telephone number shown above.

**Questions about this memorandum.** If you have questions about this memorandum, please contact my staff at 202-942-1460.