



Thrift Savings Plan BULLETIN for Agency TSP Representatives

Subject: Thrift Savings Plan Training Courses

Date: January 8, 2014

Under the provisions of Title 5 U.S.C. § 8350, Federal employees who are designated by their agencies to furnish information on retirement benefits are required to complete related training on an annual basis. In order to help our agency/service partners satisfy this requirement, the Federal Retirement Thrift Investment Board (FRTIB) offers Thrift Savings Plan (TSP) training courses throughout the year.

I. Courses:

- Overview of the Thrift Savings Plan
- TSP Investments: Options and Operations
- TSP Withdrawal Program
- TSP Payroll Operations
- TSP Error Correction

II. Eligibility

Attendance is open to Federal employees responsible for administering the TSP and, with prior approval, personnel representing non-profit or academic institutions with an interest in the TSP. Contract personnel who are providing TSP-related services to Federal agencies may also attend with the express written consent of their Contracting Officer Representative (COR).

III. Cost

The courses and course materials are free for the individuals and entities eligible to attend. Employing agencies must pay any associated transportation and per diem costs incurred by their attendees.

(Continued on next page)

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: This bulletin supersedes TSP Bulletin 13-1, Thrift Savings Plan Training Courses, dated January 9, 2013.

IV. Location

The courses are normally conducted at the FRTIB offices in Washington, D.C. Attendees must make their own arrangements for travel and lodging, but we can provide information on local hotels upon request.

Agencies located outside the Washington, D.C. area may request that any of these courses be taught on-site at their location, subject to instructor availability. Please call (202) 942-1450 for more information.

V. Course requirements

Individuals wishing to register for *TSP Investments* or *TSP Withdrawal Program* must have completed *Overview of the Thrift Savings Plan* within the last three years. Individuals wishing to register for *TSP Error Correction* must have completed either *TSP Payroll Operations* or *Overview of the Thrift Savings Plan* within the last five years.

The schedule of 2014 training sessions is at attachment 1. Attachments 2 – 7 describe the courses in greater detail. Attachment 8 is the training registration form for government employees. Attachment 9 is the training registration form for non-governmental employees. The completed form(s) can be mailed or faxed to:

Federal Retirement Thrift Investment Board
Office of Communications and Education
77 K Street, NE
Washington, D.C. 20002
Fax Number: (202) 942-1451

Courses may occasionally be cancelled due to low registration. Registrations will be confirmed approximately 30 days prior to the course date for each course. In the event of a cancellation we will contact registered individuals and provide an opportunity to reschedule.



Jim Courtney
Director, Office of Communications and Education
Federal Retirement Thrift Investment Board

- Attachments:
1. 2014 Schedule of TSP Training
 2. Agenda - Overview of the Thrift Savings Plan
 3. Agenda – Overview of the Thrift Savings Plan for the Uniformed Services
 4. Agenda - TSP Investments: Options and Operations
 5. Agenda - TSP Withdrawal Program
 6. Agenda - TSP Payroll Operations
 7. Agenda - TSP Error Correction
 8. Nomination for a Thrift Savings Plan Training Session for Government Employees Only
 9. Nomination for a Thrift Savings Plan Training Session for Non-Governmental Employees Only

2014 Schedule of TSP Training

I. Overview of the Thrift Savings Plan

March 18–19	August 19–20
May 6–7	December 2–3
July 8–9*	

II. Overview of the Thrift Savings Plan for the Uniformed Services

June 24	August 5
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III. TSP Investments: Options and Operations

March 20	August 21
May 8	December 4
July 10*	

IV. TSP Withdrawal Program

March 21	August 22
May 9	December 5
July 11*	

V. TSP Payroll Operations

April 29	September 16
June 17*	

VI. TSP Error Correction

April 30	September 17
June 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 is designed primarily for civilian personnel office staff who administer all or part of the TSP program. The course covers all facets of the TSP including contribution rules, traditional and Roth contributions, roles and responsibilities, how TSP data is transmitted to the TSP recordkeeper, determining eligibility for TSP participation, vesting, automatic enrollment, processing contribution elections, error correction, The Uniformed Services Employment and Reemployment Rights Act (USERRA) corrections, court orders, loans, withdrawals, and death benefits. The course is equally beneficial for professional and support staff. Payroll staff may also find the course instructive because it discusses TSP activities that require coordination between personnel and payroll operations.

AGENDA

Day One

- Section I - Introduction
 - A brief TSP history
 - The TSP and Federal income taxes
 - Relationship to the Federal Employees' Retirement System (FERS) and the Civil Service Retirement System (CSRS)
 - TSP fundamentals
 - Contribution rules
- Section II – The Players
 - Roles of the Federal Retirement Thrift Investment Board (FRTIB), the TSP recordkeeper, the agencies, and the participants
 - TSP resources available to agency representatives
 - The Employee Data (06) Record and payroll reports
- Section III – TSP Participation
 - TSP Participation eligibility
 - Contribution elections
 - TSP status codes and employment codes
 - Vesting and the TSP service computation data

Day Two

- Section IV – Error Correction and Breakage
 - Types of errors
 - Error avoidance and detection
 - Breakage
 - USERRA corrections
- Section V – Uniformed Services Participation
 - Contribution rules and limits
 - Corrections under USERRA
- Section VI – Court Orders
 - Qualifying court orders
 - Court order processing
- Section VII – Loans
 - Loan program overview
 - Agency responsibilities
- Section VIII – Withdrawals
 - In-service withdrawals
 - Post-separation withdrawals
 - The early withdrawal penalty
 - Spouses' rights
- Section IX - Death benefits
 - To whom benefits are paid
 - How benefits are paid
- Section X – Investment Options
 - Managing your account – contribution allocations, interfund transfers, and participant statements
 - The TSP investment funds
 - Share valuation

THRIFT SAVINGS PLAN Agency Representative Training

“Overview of the Thrift Savings Plan for the Uniformed Services”

DESCRIPTION

This introductory course has been designed primarily for Federal civilian and uniformed service representatives who administer all or part of the TSP program for uniformed services participants. The course covers all facets of the TSP including eligibility, contribution rules, Roth, traditional, and tax-exempt contributions, investment funds, loans, court orders, withdrawals, and death benefits. Payroll staff may also find the course instructive since it discusses TSP activities that require coordination between personnel and payroll operations.

AGENDA

- Section I - Introduction to the TSP
 - What is the TSP
 - The TSP and Federal income taxes
 - Relationship to the Uniformed Services Retirement System
 - TSP fundamentals
 - Contribution rules
- Section II – The Players
 - Roles of the Federal Retirement Thrift Investment Board (FRTIB), the TSP recordkeeper, the services, and the participants
 - TSP resources available to service representatives
- Section III – Establishing and Maintaining TSP Accounts
 - The Employee Data (06) Record and payroll reports
- Section IV – Court Orders
 - Qualifying court orders
 - Processing court orders
- Section V – Loans
 - Loan program overview
 - Agency responsibilities

- Section VI – Withdrawals
 - In-service withdrawals
 - Post-separation withdrawals
 - The early withdrawal penalty
 - Spouses' rights
- Section VII - Death benefits
 - To whom benefits are paid
 - How benefits are paid
- Section VIII – Investment Options
 - Managing your account – contribution allocations, interfund transfers, and participant statements
 - The TSP investment funds
 - Share valuation

THRIFT SAVINGS PLAN
Agency Representative Training

“TSP Investments: Options and Operations”

One-Day Training Session

DESCRIPTION

This course has been designed primarily for civilian HR representatives 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. Attendees should have completed the “Overview of the Thrift Savings Plan” as a prerequisite.

AGENDA

- Section I - TSP Investments: Options
 - G Fund
 - F Fund
 - C Fund
 - S Fund
 - I Fund
 - The Lifecycle Funds
- Section II - TSP Investments: Operations
 - TSP transaction processing
 - Calculating returns
 - Effect of contributions, distributions, and interfund transfers on share balances
 - Tracking fund performance against benchmarks

**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 determining and 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.”

AGENDA

- Section I - TSP Withdrawal Implementation
 - Roles of the Board, the TSP recordkeeper, the agencies, and the participants
 - TSP resources for agency representatives
 - Rules regarding spouses’ rights, Roth distributions, and transfer of payment
 - Combining TSP accounts
 - Court orders
 - Withdrawal rules for rehires
- Section II - In-Service Withdrawals
 - Age-Based
 - Financial Hardship
- Section III - Post-separation Withdrawal Options
 - Withdrawal options
 - Special tax concerns
- Section VI - TSP Death Benefits
 - Form TSP-3, Designation of Beneficiary
 - Death benefit payments
 - Beneficiary tax concerns

THRIFT SAVINGS PLAN Agency Representative Training

“Thrift Savings Plan Payroll Operations”

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) recordkeeper.

AGENDA

- Section I - Introduction
 - TSP implementation overview
 - Information flow into TSP accounts
 - Payroll office roles and responsibilities
 - TSP contribution sources, rules, and Internal Revenue Code limitations
- Section 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 employee codes
- Section III – Forms Used to Transmit TSP Data
 - Forms TSP-5-R, TSP-19, and TSP-41
- Section IV – TSP Data Records
 - Data record review
- Section V – TSP Loan Payments
 - Submitting loan payments
 - Stopping loan payments
 - Loan defaults
- Section VI – Reports Generated by the TSP Recordkeeper
 - 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**

“Thrift Savings Plan 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

- Section I - Introduction
 - Terminology
 - Agency claim procedures
 - Statutory references for error correction
 - Make-up contributions
 - Back pay awards and other retroactive pay adjustments
 - Removing excess or erroneous contributions
 - Retirement system coverage errors
- Section II - Breakage
 - On or after 1/1/2000
 - Before 1/1/2000
- Section III - Error Correction for separated employees
 - Depositing retroactive agency contributions
 - Removing agency contributions
- Section IV - TSP corrections under Uniformed Services Employment and Reemployment Rights Act (USERRA)
 - Uniformed services participation
 - Corrections under USERRA

Nomination for a Thrift Savings Plan Training Session For Government Employees Only

Name _____ Title _____
Last First Middle
 () - () - ()
Telephone Number Organization (Main) Telephone Number Telefax Number

Emergency Contact _____ () -
Emergency Number (Cell/Blackberry)

Agency Name and Mailing Address _____

E-mail address (.gov, .mil, or .edu) _____

Supervisor's Name _____ E-mail address _____

Courses Offered by the Federal Retirement Thrift Investment Board

	Date	Date
Overview of the Thrift Savings Plan		
<input type="checkbox"/> 2-day course presented at the Federal Retirement Thrift Investment Board	1st Choice _____	2nd Choice _____
** TSP Investments: Options and Operations		
<input type="checkbox"/> 1-day course presented at the Federal Retirement Thrift Investment Board	1st Choice _____	2nd Choice _____
** TSP Withdrawal Program		
<input type="checkbox"/> 1-day course presented at the Federal Retirement Thrift Investment Board	1st Choice _____	2nd Choice _____
TSP Payroll Operations		
<input type="checkbox"/> 1-day course presented at the Federal Retirement Thrift Investment Board	1st Choice _____	2nd Choice _____
** TSP Error Correction		
<input type="checkbox"/> 1-day course presented at the Federal Retirement Thrift Investment Board	1st Choice _____	2nd Choice _____

* Depending on demand, the Board will provide an interpreter for the Deaf and Hard of Hearing during the July sessions only.

** See bulletin for required pre-requisite.

☐ Check here if you need an interpreter

Mail form to: **Federal Retirement Thrift Investment Board**, 77 K Street, NE, Washington, DC 20002 or fax to (202) 942-1451 (Confirmation No: (202) 942-1450).

Thrift Board Use Only

Confirmed by _____	Date Confirmed _____	Date Sent _____
Class Name(s) _____	Class Date(s) _____	
_____	_____	
_____	_____	
_____	_____	

Nomination for a Thrift Savings Plan Training Session For Non-Governmental Employees Only

Name _____ Title _____
Last First Middle
 () - () - ()
Telephone Number Organization (Main) Telephone Number Telefax Number

Emergency Contact _____
() -
Emergency Number (Cell/Blackberry)

Organization Name and Mailing Address _____

E-mail address _____

COR Name _____ COR Signature _____

Courses Offered by the Federal Retirement Thrift Investment Board

	Date	Date
Overview of the Thrift Savings Plan		
<input type="checkbox"/> 2-day course presented at the Federal Retirement Thrift Investment Board	1st Choice _____	2nd Choice _____
** TSP Investments: Options and Operations		
<input type="checkbox"/> 1-day course presented at the Federal Retirement Thrift Investment Board	1st Choice _____	2nd Choice _____
** TSP Withdrawal Program		
<input type="checkbox"/> 1-day course presented at the Federal Retirement Thrift Investment Board	1st Choice _____	2nd Choice _____
TSP Payroll Operations		
<input type="checkbox"/> 1-day course presented at the Federal Retirement Thrift Investment Board	1st Choice _____	2nd Choice _____
** TSP Error Correction		
<input type="checkbox"/> 1-day course presented at the Federal Retirement Thrift Investment Board	1st Choice _____	2nd Choice _____

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Confirmed by _____ Date Confirmed _____ Date Sent _____
 Class Name(s) _____ Class Date(s) _____

