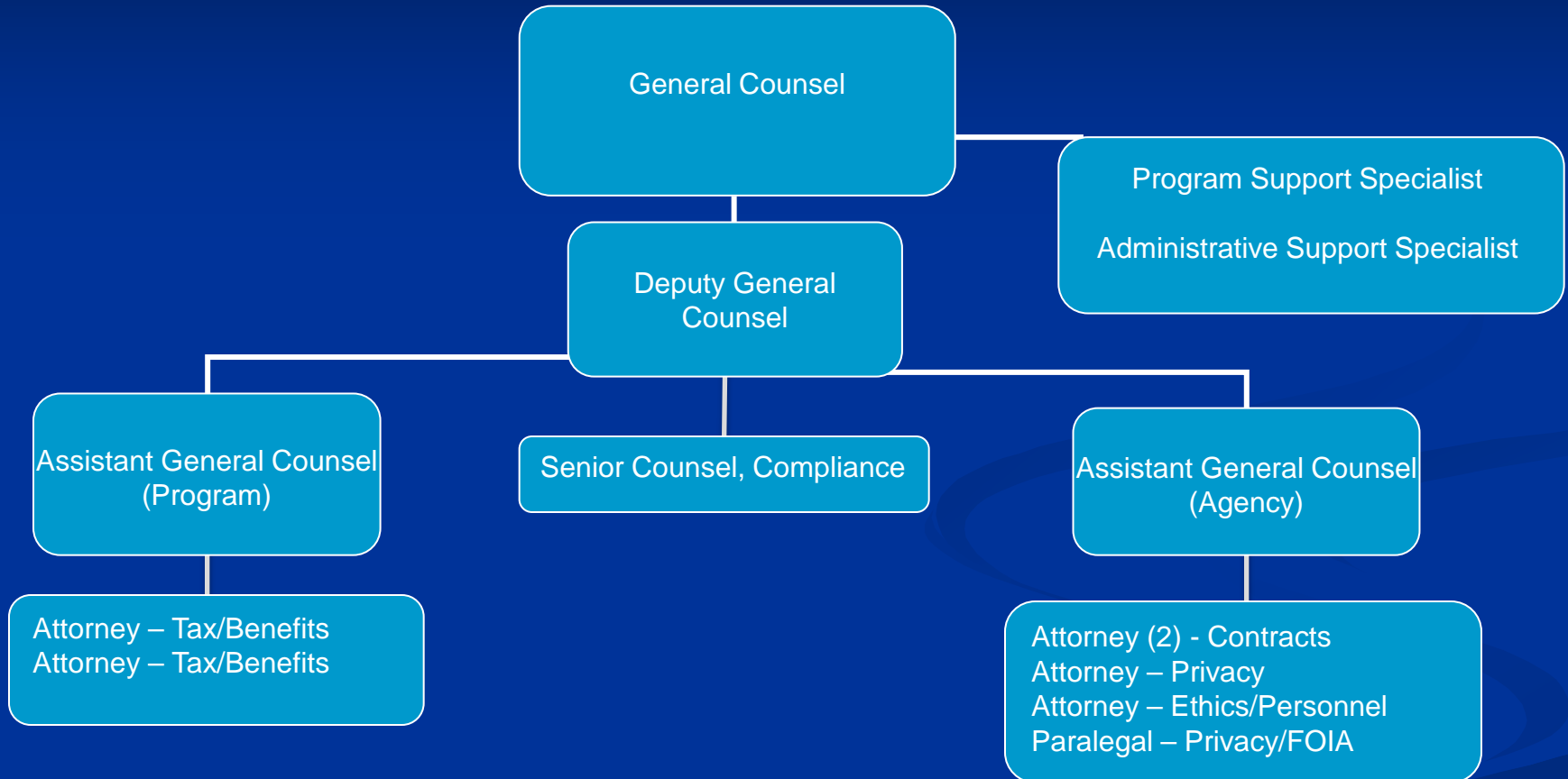


# Office of General Counsel

# Functional Statement

To represent the interest of the participants and beneficiaries of the Thrift Saving Plan by providing advice to the Executive Director, Board Members, and staff of the Federal Retirement Thrift Investment Board concerning their legal duties and responsibilities under the Federal Employees' Retirement System Act of 1986 and other applicable laws.

# OGC Organization



# OGC Highlights in FY15

- 300+ legal opinions/memos
- Provided critical support to numerous agency projects (L Fund Default)
- Reviewed and edited 200+ contracting actions;
- Reviewed 100 ethics forms & provided 50+ ethics opinions;
- Reviewed 100+ benefits questions;
- Reviewed/reconciled drafts of legislation; &
- Completed new compliance workflow(s), policy and procedures.

# OGC in FY16

- Knowledge management and transfer;
- Steady state work (contracts, project support, ethics, benefits/tax questions, personnel issues, FOIA, privacy, forms review, etc.) will continue to increase;
- Compliance function fully matures; &
- OGC plays a significant role in uniformed services project.

# Spotlight - Privacy Function

- Privacy function seeks to protect the privacy of the TSP participants & beneficiaries by raising awareness of privacy generally & increasing effectiveness of controls relating to personally identifiable info. through:
  - Training;
  - In-depth knowledge & integration of best practices relating to privacy laws/guidance;
  - Supporting agency projects;
  - Reviewing privacy aspects of all systems;
  - Drafting privacy-related policies and procedures
  - Conducting TSP forms review; &
  - Drafting privacy related contract clauses.

# Privacy FY15 Accomplishments

1. Formed efficient working relationship with OTS;
2. Reorganized and updated all Agency SORNs;
3. Established fully-functioning PTA/PIA policy, procedures & workflow;
4. Conducted annual privacy specific training for all FRTIB employees and contractors; &
5. Actively participating in inter-agency Privacy Council.

# Overarching Goals for FY16 and Out Years

1. Proactively integrate privacy best practices into Agency activities and functions including Now and Later portfolio; and
2. Increased outreach to all offices (beyond OTS).