



United States
Department of
Agriculture

Office of
Finance and
Management

National
Finance
Center

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Title: 5, United States Code
Chapter: 84, Federal Employees' Retirement System, Subchapter III, Thrift Savings Plan
Bulletin: 93-20, Updating Participants' Addresses in the Thrift Savings Plan System
Date: October 1, 1993
To: TSP Payroll Office Representatives
TSP Personnel Office Representatives
TSP Automated Data Processing Representatives

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I. Purpose

This bulletin contains general information about updating addresses in the Thrift Savings Plan (TSP) System to ensure that participants receive their Participant Statements and other TSP mailings.

II. Background

The address submitted to the Board's recordkeeper, the Office of Finance and Management's National Finance Center (OFM/NFC), is used to transmit Participant Statements and other important documents, such as Confirmation of Interfund Transfers (Form TSP-31), loan checks, withdrawal information, and tax information. Therefore, it is imperative that a participant's address be current and correct at all times. OFM/NFC will forward Participant Statements and other TSP mailings to agencies for action if these documents are returned undelivered with no forwarding address and if the participants have not been reported as separated or retired. (For more information about Returned Participant Statements, see TSP Bulletin 93-13, May 1993 Participant Statements, dated May 18, 1993.)

III. Agency Responsibilities

A. Agencies are responsible for updating addresses for employed participants and submitting this information to OFM/NFC. Corrections to an employed participant's address must be submitted by the agency payroll office via an Employee Data Record (01-Record). This record should be sent to OFM/NFC with the next routine payroll submission following receipt of the address change.



Expiration
Date: When superseded.

- B. When a participant separates from service, the agency is responsible for submitting to OFM/NFC (1) an Employee Data Record (01-Record) containing the participant's separation code and separation date and (2) a Form TSP-18, Validation of Retirement Information. When OFM/NFC receives notification of a participant's separation, a subsequent change of address submitted by the agency on Form TSP-18 will not update the participant's address in the TSP System. (For information about how a separated or retired participant can change his or her TSP account address, see TSP Bulletin 90-8, dated March 1, 1990, Form TSP-9, Change of Address, Revised January 1990.)
- C. To ensure that the TSP System has a current address for employed TSP participants, each agency should:
 - 1. Issue a brief written announcement to employees, including agency-specific instructions for updating their addresses. Agencies should display the announcement in highly visible areas, such as employee bulletin boards, elevators, cafeterias, hallways, and employee lounges. In addition, this notice can be enclosed with earnings and leave statements or other mailings. A sample announcement that agencies may use for this purpose is attached to this bulletin. Information in brackets [] should be adapted for each agency, as appropriate.
 - 2. Print a brief message on employee earnings and leave statements about the upcoming TSP Participant Statement mailing. In this message, request that each participant update his or her address, if needed. The participant's address that was last reported to OFM/NFC **should be displayed on the earnings and leave statement** so that the participant will know if the address should be corrected. However, this information should not be printed on the outside of the envelope or in a place on the earnings and leave statement that will be visible in the mail. This address should be visible only to the participant.
- D. The written announcement and the message on the earnings and leave statements should be provided to participants in sufficient time for the participants to report address corrections to the agency and for the agency to transmit the changes to OFM/NFC prior to the Participant Statement mailing. Generally, address changes must be received by OFM/NFC the first week in May or November, as appropriate, in order for the addresses to be updated for the Participant Statement mailings.

IV. APO/FPO Addresses

On February 15, 1993, the Military Operations Postal Headquarters and the U.S. Postal Service revised the APO/FPO ZIP Codes and address formats. The military APO/FPO overseas ZIP Codes were changed to reflect the overseas location of the ZIP Code. Military ZIP Codes now have three new state designations that replace the previous

designations. In addition, the U.S. Postal Service requires that the delivery line for all APO/FPO military mail be standardized to include the **military unit number and box number or the ship's name**. Mail not conforming to the new standards will be returned by the U.S. Postal Service. Returned mail for employed participants will be forwarded to the appropriate agency for distribution to its employees. Agencies that service participants with military APO/FPO addresses must update participants' addresses in the TSP System to conform to the new standards. If an agency services employees with APO/FPO addresses and has not received a copy of the military ZIP Code directory identifying the APO/FPO code changes, a copy may be obtained by contacting the Military Postal Agency at the following address or telephone number:

Military Postal Agency
Operations Division
Attn: Ms. Peterson
2461 Eisenhower Avenue, Room 812
Alexandria, VA 22331-0006
703-325-9104



CONRAD M. NEWSOM
Director

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Attachment: Sample Announcement To Employees

Sample Announcement To Employees

Updating Your Address For Your Thrift Savings Plan Account

You will be sent a Participant Statement from the TSP recordkeeper at the end of [May or November]. The statement will show your TSP account balance and details of transactions in your account. If you are a FERS employee, your statement will show your Agency Automatic (1%) Contributions and their earnings, even if you are not contributing to your account.

Participant Statements will be sent to the address that the [insert agency name] provides to the TSP recordkeeper. It is imperative that you notify [insert specific office name or agency procedures for changing addresses] immediately if your address changes or if it is not correct on your Participant Statement.

Agency employing offices are responsible for updating addresses on TSP accounts for active employees and for submitting this information promptly to the TSP recordkeeper. As long as you are an active employee, any change of address must be reported to your agency. A change of address the recordkeeper receives from an active employee cannot be processed and will be returned to the employee. Therefore, please follow the above procedures to update your address for your TSP account.

 **Note:** All information in brackets [] must be inserted by the agency, as appropriate. 