95-1

Thrift Savings Plan
BULLETIN for Agency TSP Representatives

Subject: Procedures for Obtaining Thrift Savings Plan Products and Forms

Date: January 3, 1995

Agencies must provide Thrift Savings Plan (TSP) products and forms to their employees. **It is imperative that agencies obtain the current versions of these TSP materials and ensure that all employees receive or have easy access to the materials.** This bulletin explains the procedures the Federal Retirement Thrift Investment Board (Board) has developed for agencies to obtain TSP products and forms.

I. Ordering TSP Materials

A. Board Action

The Board has contracted with UNICOR, Federal Prison Industries, to print and distribute TSP products and forms. All TSP products and forms are provided at no cost to agencies. The cost of printing and distributing these TSP materials is borne by the Thrift Savings Fund and, thus, by TSP participants.

Therefore, to minimize the cost, **the Board has authorized only certain TSP representatives from each agency to order materials from the UNICOR warehouse.** (Generally, these representatives are the Departmental TSP Coordinators, i.e., the TSP Coordinators at the headquarters level, hereafter referred to as "authorized representatives.") **In addition, the Board has authorized only certain distribution points within each agency to receive the materials.**

(Continued on next page)

Inquiries: Questions or problems concerning the ordering or the automatic distribution of TSP materials should be directed to the Federal Retirement Thrift Investment Board at **202-942-1673**.

General questions about the provisions of this bulletin should be directed to the Board at **202-942-1460**.

Supersedes: This bulletin supersedes TSP Bulletin 92-22, Thrift Savings Plan Printed Materials, dated September 23, 1992.

B. Agency Action

1. Each **agency's authorized representative** must ensure that the agency has an adequate supply of TSP materials. The authorized representative must:

   a. Stock the agency's authorized distribution point with current TSP materials. This may be accomplished by responding to orders from personnel and administrative offices within the agency or by checking the stock in the agency's central distribution point periodically.

   b. Complete and send Form TSP-40, Forms and Publications Order Form, to the UNICOR warehouse to order TSP materials. The form may be mailed or telefaxed. The form is **not** attached to this bulletin; the most current version of the form has been sent directly to each agency's authorized representative. Subsequent revisions will also be sent directly to the agency's authorized representative.

      If a particular product or form is not listed on Form TSP-40, this material cannot be ordered from the UNICOR warehouse. Some materials (e.g., TSP Fact Sheets and Form TSP-19) are to be reproduced locally. Other materials (i.e., Open Season Updates and posters) are sent automatically to agencies (as explained in Section II). UNICOR does not maintain a supply of these materials.

   c. Inform the agency's personnel and administrative offices, which are responsible for providing TSP materials to employees, of the internal procedures for obtaining materials from the central distribution point.

2. **Personnel and administrative offices within each agency**, responsible for providing TSP materials to employees, must take the following actions:

   a. Ensure that they have ample supplies of the current versions of TSP materials by referring to the Board's most recently issued lists of products and forms.

      (TSP Bulletin 95-3, Thrift Savings Plan Products and Forms, dated January 3, 1995, transmits the lists of the current TSP products and forms as of January 1, 1995.)

   b. Order needed TSP materials directly from the agency's central distribution point (or warehouse) or from the agency's authorized representative by following the procedures prescribed by the authorized representative.

C. UNICOR Action

1. The UNICOR warehouse will fill orders submitted by authorized representatives only. The UNICOR warehouse **will not** fill orders submitted by other personnel.
2. If the materials requested are not in stock, UNICOR will annotate the order form, return it to the agency, and provide instructions on reordering the materials.
3. The UNICOR warehouse will ship the materials to the agency's authorized central distribution point. The UNICOR warehouse **will not** send the materials to other locations within the agency.

II. Receiving TSP Materials Automatically Distributed by the Board

A. Open Season Materials

1. Prior to the start of each open season, the Board automatically distributes TSP open season materials to agencies. The Board sends the open season materials directly to each agency's central distribution point. The quantities an agency receives are based upon the size of its workforce.
2. Upon receipt, each agency's central distribution point must distribute the open season materials to **all offices within the agency that are responsible for providing materials to employees (e.g., personnel and administrative offices).**

   These materials must reach the lowest distribution level within each agency so that all employees — including those employees assigned to remote duty stations — receive or have easy access to these materials.
3. Personnel and administrative offices within each agency must distribute the open season materials to employees as required by TSP Bulletin 93-12, Thrift Savings Plan Open Seasons, dated May 6, 1993.
4. The agency's authorized representative must inform the Board when the size of its workforce changes so the shipments of materials may be adjusted accordingly.

B. Other Materials

1. When the Board issues or significantly revises TSP materials, it automatically distributes the materials to each agency's central distribution point. Generally, each agency receives an amount equal to between 10 and 20 percent of its workforce. (Again, authorized representatives must inform the Board when the size of an agency's workforce changes.)

Concurrently, the Board informs all agency TSP representatives, via a TSP bulletin, about the new or revised materials and the automatic shipment to central distribution points.

2. Upon receipt, each agency's central distribution point should distribute these materials to its personnel or administrative offices so that all offices responsible for providing the materials to employees receive supplies of the new or revised materials.

   If, however, the central distribution point does not distribute the materials, the personnel and administrative offices should order the TSP materials from the agency's central distribution point. This order may be triggered by receipt of the TSP bulletin announcing the materials.

3. When these supplies are exhausted, authorized representatives should obtain additional supplies by following the procedures explained in Section I.B above.

Roger W. Mehle

ROGER W. MEHLE
Executive Director