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October 15, 2004

DELAWARE BULLETIN NO. DE-360-5-1

SUBJECT: PER – Thrift Savings Plan Open Season – October 15, 2004 – December 31, 2004

Purpose: To Announce Thrift Savings Plan (TSP) Open Season

Expiration Date: December 31, 2004

Open Season for TSP is October 15, 2004, to December 31, 2004. TSP is an important benefit designed to help you save for your future. The TSP offers a choice of five investment funds and you can invest in any or all of the five TSP funds.

This TSP open season allows FERS employees the opportunity to contribute up to 15% of their basic pay and CSRS employees to contribute 10%. You can change your TSP contribution in Employee Personal Page at <https://www.nfc.usda.gov/personal/index2.asp>, or by submitting Form TSP-1 to Human Resources. You may download a copy of Form TSP-1 at <http://www.tsp.gov/forms/index.html>. TSP contribution elections received on or before December 11, 2004, will be effective December 12, 2004 (Pay Period 25). TSP contribution elections received after December 11, 2004, will become effective the first full pay period after it is received.

Employees can allocate their contributions among the five TSP investment funds. To change the investment of future contributions to your TSP account, you must request a **contribution allocation**. To change the investment of money already in your account, you must request an **interfund transfer**. To request a contribution allocation or an interfund transfer, use the TSP web site, <http://www.tsp.gov/>, the ThriftLine (504) 255-8777, or by submitting Form TSP-50, Investment Allocation directly to TSP. In order to access your account via the web or ThriftLine you will need your pin number and social security number. If you have misplaced your pin number, you may obtain a new one via the TSP web site <http://www.tsp.gov/account/index.html>.

You may request a contribution allocation or interfund transfer at any time. Contribution allocations are processed daily, and your contribution allocation request will generally be effective no later than 2 business days after it is received. Interfund transfers requested on the Web site or the ThriftLine before 11:00 a.m., central time, will ordinarily be processed and posted to your account at the close of business on that day. Requests made after 11:00 a.m., central time, will ordinarily be processed and posted to your account at the close of business on the following business day. If you use Form TSP-50, your request will generally be processed and posted to your account within two business days of the day it is received by the TSP.

The leaflet for the October 15 – December 31, 2004 Open Season is located at the following website: <http://www.tsp.gov/forms/ocupdate1004.pdf>

You should read the *Summary of the Thrift Savings Plan for Federal Employees* dated May 2001, so that you can make informed decisions. You may obtain a copy of the Plan Summary via the TSP web site at <http://www.tsp.gov/forms/tspbk08.pdf> or from Human Resources.

Catch-up Contributions

Catch-up contributions are supplemental tax-deferred contributions available to TSP participants age 50 or older who are already contributing the maximum amount of regular TSP contributions for which they are eligible. Catch-up contributions have their own annual limit (\$4,000 in 2005; \$5,000 in 2006; thereafter, increases will be indexed to inflation). If you are eligible, you can submit an election at any time to make these contributions; you do not have to wait for an open season. You may download a copy of Form TSP-1-C at <http://www.tsp.gov/forms/index.html>. Your catch-up contributions are invested in the TSP funds according to your most recent contribution allocation. You can change, stop, or restart your catch-up contributions at any time. Your contributions will automatically stop at the end of the calendar year or when you reach the maximum dollar limit for the year. You must make a new election each calendar year. Agencies do not match catch-up contributions.

If you have any questions regarding the TSP or TSP Catch-up Contributions, please contact Karen Stubbs at (302) 678-4173.

/s/

GINGER L. MURPHY
State Conservationist

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