

Subject: All CPF E-mail - Changes in TSP Participant Statements

Sent: Monday, 17 November 2003

This E-mail is to advise you that the Federal Retirement Thrift Investment Board issued TSP Bulletin 03-24 on 5 Nov 03 advising the first quarterly Participant Statements under the new record keeping system are currently being mailed and announces that future statements will no longer be automatically mailed to participants.

Quarterly Participant Statements currently being mailed are the first under the new record keeping system, and cover the 4-month period 1 Jun to 30 Sep 03. The statements contain cumulative account balance information and detailed account activity for the statement period, expressing financial information in both dollar amounts and shares. Participants are encouraged to review the statements for accuracy, to include comparing the opening balance with the closing balance of their last statement (for the period ending 31 May 03).

Included with the Quarterly Participant's Statement are a letter from the Executive Director, the TSP Highlights for October 2003, a new leaflet "Understanding Your TSP Participant Statement," and the form "Request to Have Participant Statements Mailed" (copies or links provided).

In the past, Participant Statements have been automatically mailed to participants. Beginning with the statement for the quarter ending 31 Dec 03 (which will be available in Jan 04), Participant Statements will no longer be automatically mailed. Instead, participants may view and print their statements from the Account Access module of the TSP Web site. Participants will need their Social Security account numbers and their TSP Personal Identification Number (PIN) in order to access the Account Access module.

Participants can request to receive future statements in the mail, and it's easy to do. This may be done via the TSP Web site (www.tsp.gov), Account Access, Account Transactions; or through the ThriftLine at (1-504) 255-8777 (TDD: 504-255-5113). Or, participants may complete and mail the form "Request to Have Participant Statements Mailed" to the TSP Service Office. All participants are being provided the form with their current statements. Please note, however, that requests to receive the 31 Dec 03 statement by mail must be received by TSP by 1 Dec 03. Employees who plan to mail the form should ensure it is mailed far enough in advance so that the TSP Service Office receives it by 1 Dec 03.

If you have electronic capability, please forward this E-mail to all directorates and organizations at your base and ask that they forward it to all levels within their organizations.

Thank you for your continued support.

Acting Chief, Special Operations Division
AFPC/DPCM

Attachments

1. Executive Director Memorandum
2. Form "Request to Have Participant Statements Mailed"

Links:

[TSP Highlights October 2003](#)

Leaflet "[Understanding Your TSP Participant Statement](#)"



FEDERAL RETIREMENT THRIFT INVESTMENT BOARD

October 2003

Dear TSP Participant:

On behalf of the TSP Board and staff, I am pleased to advise you that the TSP conversion to a "daily valued" system was completed on June 16, 2003. In fact, many of you have already benefited from the enhanced TSP Web site and ThriftLine access and transactional processing features.

The announcement of the daily enhancements is exciting, and as with all change, it will raise questions. For example, your first daily valued statement is enclosed. The format is different from the statements you received in the past. This format contains more financial detail and includes the new dollar and share reporting. To assist in your review is an enclosed leaflet called "Understanding Your TSP Participant Statement." In addition, the TSP Web site has a Question and Answer section which explains the new statement.

The enclosed statement reflects account information for the 4-month period from June 1 through September 30, 2003, in order to account for the conversion. All future statements will reflect 3-month calendar year quarters (for the periods ending March 31, June 30, September 30, and December 31).

Your next statement will be available in January 2004 and will cover the period from October 1 through December 31, 2003. **For your convenience, this and all future quarterly statements can be viewed and printed from the TSP Web site (www.tsp.gov). Statements will no longer be automatically mailed; however, you may request one through the Account Access section of the TSP Web site or through the voice response feature of the ThriftLine at (504) 255-8777 (TDD: (504) 255-5113). You can also request statements by submitting a completed copy of the enclosed request form.** Online statements are easy to access, and cost you virtually nothing. Quarterly paper statements cost participants \$9.8 million per year (\$3 per participant). You can help to minimize this cost by using online statements.

I encourage you to take the time to study your statement and the current allocation of your account investments. This is an opportune time to determine whether it is appropriate to reallocate your investments among the available fund offerings. The new system enables you to reallocate timely, with ease, and at no cost. Take advantage of these new features; they exist to help you plan for a more comfortable retirement.

Very truly yours,

Gary A. Amelio
Executive Director

Enclosures



Request to Have Participant Statements Mailed

If you would like to receive future TSP participant statements in the mail, you can complete this form and return it to the TSP Service Office at the address shown below. (You may also use the TSP Web site or the ThriftLine to make your request.) In order to receive the next quarterly participant statement that will be mailed in mid-January, (i.e., for the period ending December 31), please make your request so that it is received by **December 1, 2003**. You will not receive a confirmation of this request.

Mail to: TSP Service Office, National Finance Center, P.O. Box 61500, New Orleans, LA 70161-1500

Name _____
Last First Middle

Social Security Number _____ - _____ - _____ Date of Birth _____ / _____ / _____
mm dd yyyy

Signature _____ Date _____ / _____ / _____
mm dd yyyy

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