

Subject: All CPF E-mail - TSP Catch-Up Contributions for 2004

Sent: Wednesday, 3 December 2003

The purpose of this E-mail is to provide information on 2004 Thrift Savings Plan (TSP) Catch-up Contribution elections for civilian employees. Any TSP Catch-up elections made on or after 30 Nov 03 will be for 2004 and the new maximum contribution limit is \$3,000.

Employees will make their TSP Catch-up contribution elections via the BEST automated web or phone systems. TSP Catch-up contribution elections made 30 Nov through 13 Dec 03 will be effective 14 Dec 03, with the first deduction occurring on pay date 2 Jan 04. Enrollments submitted on or after 14 Dec 03 will be effective at the beginning of the following pay period. We anticipate loading an enhancement to the TSP Catch-up module of both the web and phone automated systems in early Dec 03. Until this change is loaded, employees using the automated phone system to make their election will hear "During 2003 the maximum annual amount is \$3,000." What they should hear is "During **2004** the maximum annual amount is \$3,000." The maximum annual amount is correct, only the year is voicing incorrectly. Employees using the automated web system will click the "Transactions" icon, scroll down to the TSP Catch-Up Contributions transaction block, and click the "Change" button. On the next screen, from the drop down menu, they will select "Change" if they are currently contributing or "New Enrollment" if they are not currently contributing.

TSP Catch-up Contributions are additional tax-deferred contributions, separate from regular TSP contributions. To be eligible, the employee must be age 50 or older in the year in which they submit their election and be making regular TSP contributions at either the maximum TSP percentage allowed by their retirement plan or an amount that will result in reaching the IRS annual elective deferral limit by the end of the year.

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. Employees with questions about the TSP catch-up contributions program can find more information at <http://www.afpc.randolph.af.mil/dpc/best/Catch-Up.htm>, or may contact a BEST counselor at 1-800-997-2378, or commercial 527-2378 within the San Antonio TX area. Hearing impaired employees may reach a counselor by calling 1-800-382-0893, or commercial 565-2276 within San Antonio. If calling from outside the United States, employees will dial a toll-free AT&T direct access number for the country they are calling from. The number may be obtained directly from the AT&T web site at www.att.com/international_business/dialing_guide/country-diallist.cgi.

We appreciate your continued support.

Chief, Special Operations Division
AFPC/DPCM