



Thrift Savings Plan (TSP) Overview

This notice provides important information regarding the Thrift Savings Plan (TSP) including: determining eligibility for catch-up contributions, automatic enrollment and contributions, accessing and making changes to your account in Employee Express, and designation of beneficiary.

TSP Overview

- TSP is a retirement savings and investment plan for Federal employees covered by either the Federal Employees Retirement System (FERS) or the Civil Service Retirement System (CSRS).
- The purpose of TSP is to provide retirement income. Please note that the income that you receive from your TSP account will depend on how much you (and your agency, if you are a FERS employee) have contributed to your account as well as how your chosen investment funds perform.
- TSP offers Federal employees the same type of savings and tax benefits that many private corporations offer their employees under 401(k) plans.
- Numerous investment options are available to TSP participants. However, the “default” distribution is to the Government Securities Investment (G) Fund. For additional details regarding fund options and investments, historical rates, and current rates of returns on the various funds, you may access the TSP Web site at www.tsp.gov.
- **The limit on the combined total of traditional and Roth TSP contributions for 2016 is \$18,000.** Authorized biweekly contribution amounts or percentages will automatically carry over from 2015 to 2016 unless changed or canceled by the employee.

New! Option to Receive Confirmation Notices

Participants may now add up to two e-mail addresses and one telephone number to their TSP accounts. Doing so allows the TSP to send confirmation notices for certain online transactions and other account-related communications. You may add this information to your account by logging in on the TSP Web site at www.tsp.gov. Select the **My Account** tab, and under the **Personal Information** heading, click the **Profile Settings** link.

Catch-up Contributions

If you are at least age 50 (or will become age 50 during the calendar year) and if you have made or will make the maximum amount of employee contributions for the calendar year, you may also make catch-up contributions to your TSP account. The limit on catch-up contributions for 2016 is \$6,000. Eligible employees must submit a new election for each year they wish to participate in catch-up contributions. If you wish to make equal catch-up contributions in each of the 26 pay periods in 2016, you should log in to Employee Express during November 30 – December 12, 2015 and elect the contribution amount so that it becomes effective on the first pay period of the 2016 tax year.

Note: Elections made before November 30, 2015 will be effective only during the current 2015 tax year and will not continue into the 2016 tax year.

Important Information for FERS Employees

New FERS employees are automatically enrolled in TSP. Three percent of your basic pay is automatically deducted from your paycheck each pay period and deposited in your TSP account unless you make an election to change or stop contributions.

- If you do not take any action, your contributions are automatically invested in the G Fund.
- Employees under FERS will receive an automatic one percent Agency contribution and matching contributions of up to an additional four percent. If you choose to stop your regular employee contributions, your automatic one percent contribution will still continue while you are in a pay status.
- If you are receiving Agency matching contributions, they will end when your contributions end. Spreading contributions out over every pay period is important to ensure that you will not miss out on matching dollars.

Contribution Changes

Employees may start contributions, change contribution amounts, or stop contributions at any time by using Employee Express at: www.employeeexpress.gov. You may log in using your login credentials or your PIV Smartcard. If you have lost or forgotten your Employee Express password, you may obtain a new one by clicking the **Forgot Login ID** or **Forgot Password** links on the Employee Express home page.

Designation of Beneficiary

Form TSP-3, Designation of Beneficiary, found at: <https://www.tsp.gov/PDF/formspubs/tsp-3.pdf>, is used to designate a beneficiary or beneficiaries to receive your TSP account in the event of your death. The form will stay in effect until you submit another valid form or cancel it. You may complete the form in accordance with the instructions and send it directly to TSP by mailing to the TSP address listed on the form. Form TSP-3 should not be mailed to the NASA Shared Services Center (NSSC).

Additional Information

For additional or more detailed information on any of the TSP options, performance, fund options, designation of beneficiary, etc., please visit the TSP Web site at: www.tsp.gov, and log in using the Personal Identification Number (PIN) provided by TSP.

For questions concerning this notice, contact:

NSSC Customer Contact Center

1-877-677-2123 (1-877-NSSC123) or nssc-contactcenter@nasa.gov