

Self Service - Thrift Savings Plan

Overview

Introduction

This guide provides the procedures for starting, changing or stopping Thrift Savings Plan (TSP) using Self Service in Direct Access. TSP changes cannot be made via Self Service after end-month cutoff and prior to the first of the following month.

Contents

Topic	See Page
Add Thrift Savings Plan Mailing Address Procedure	2
Starting Thrift Savings Plan (TSP)	6
Changing Thrift Savings Plan (TSP)	10
Stopping Thrift Savings Plan (TSP)	14

When are contributions sent from the Coast Guard to the TSP?

TSP contributions are delivered to TSP on the first *business* day of the month. It can be up to **five business days before your contribution posts** into your TSP account.

Direct Access Self Service – Thrift Savings Plan

Add Thrift Savings Plan Mailing Address Procedure

Introduction This section provides the procedure for adding your TSP mailing address to the system. This must be completed before enrolling in the TSP.

Discussion All Thrift Savings Plan (TSP) participants must add a TSP mailing address to the system. The address must be added before you can enroll in the TSP, or if already participating, before you can change any contributions. The TSP mailing address may be the same as your home and/or mailing address. However, the address line (number and street for example) cannot exceed 25 characters.

Procedure Follow these steps to add your TSP mailing address.

Step	Action
1	<p>Select the Home and Mailing Address link under Tasks in the Employee Pagelet.</p>  <p>The screenshot shows the 'Employee' pagelet with three columns: Profile, Tasks, and View. Under the 'Tasks' column, the 'Home and Mailing Address' link is highlighted with a red box. Other links in the 'Tasks' column include PCS eResumes, Email Addresses, Emergency Contacts, Phone Numbers, Allotments, Direct Deposit, Federal & State Tax Elections, Create e-Resume, and 11 More... The 'View' column contains links for My Profile, My Reserve Points Statement, View Paycheck, Test Results, Member Info Additional, View My Worklist, My CGHRMS Orders, My Employee Reviews, Employee Review Summary, and 8 More... The 'Profile' column contains links for Workflow User and Preferences.</p>

Continued on next page

Direct Access Self Service – Thrift Savings Plan

Add Thrift Savings Plan Mailing Address Procedure, Continued

Procedure (continued)

Step	Action															
2	<p>Your current Home and Mailing Address will display.</p> <ul style="list-style-type: none"> • If you are adding a TSP mailing address: <ul style="list-style-type: none"> • Click the Address Type drop-down and select TSP, then click the Add button. <div data-bbox="553 646 1430 1157" style="border: 1px solid black; padding: 5px;"> <p>Home and Mailing Address</p> <p>TONY STARK</p> <hr/> <p>Addresses</p> <table border="1" data-bbox="558 772 1430 1031"> <thead> <tr> <th>Address Type</th> <th>Status</th> <th>As Of</th> <th>Country</th> <th>Address</th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>Current</td> <td>02/18/2012</td> <td>USA</td> <td>123 IRONMAN DRIVE MALIBU, CA 90205</td> </tr> <tr> <td>Mailing</td> <td>Current</td> <td>02/18/2012</td> <td>USA</td> <td>123 IRONMAN DRIVE MALIBU, CA 90265</td> </tr> </tbody> </table> <p>*Address Type: <input type="text" value="TSP"/> <input type="button" value="Add"/></p> <p>Return to CG AD Self Service: Employee</p> </div> <ul style="list-style-type: none"> • If you are changing a TSP mailing address: <ul style="list-style-type: none"> • <p>Click the pencil icon to edit the address</p>	Address Type	Status	As Of	Country	Address	Home	Current	02/18/2012	USA	123 IRONMAN DRIVE MALIBU, CA 90205	Mailing	Current	02/18/2012	USA	123 IRONMAN DRIVE MALIBU, CA 90265
Address Type	Status	As Of	Country	Address												
Home	Current	02/18/2012	USA	123 IRONMAN DRIVE MALIBU, CA 90205												
Mailing	Current	02/18/2012	USA	123 IRONMAN DRIVE MALIBU, CA 90265												
3	The Add Thrift Savings Plan Address page will display.															

Continued on next page

Direct Access Self Service – Thrift Savings Plan

Add Thrift Savings Plan Mailing Address Procedure, Continued

Procedure (continued)

Step	Action
4	<p>Enter/edit your TSP mailing address:</p> <ol style="list-style-type: none"> 1. The Change As Of date defaults to the current date. 2. Enter the mailing address. The address line must not contain more than 25 characters. 3. DO NOT use any special characters when entering foreign addresses. <div data-bbox="553 716 1432 1230" style="border: 1px solid black; padding: 5px;"> <p>Add Thrift Savings Plan Address</p> <p>Change As Of: <input type="text" value="07/19/2016"/>  (example: 01/31/2000)</p> <p>Country: <input type="text" value="United States"/> <input type="button" value="Change Country"/></p> <p>Address 1: <input type="text" value="123 IRONMAN DRIVE"/></p> <p>Address 2: <input type="text"/></p> <p>Address 3: <input type="text"/></p> <p>City: <input type="text" value="MALIBU"/> State: <input type="text" value="CA"/>  California</p> <p>Postal: <input type="text" value="92065"/></p> <p>County: <input type="text" value="MALIBU"/></p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> </div>
5	When finished, click the Save button.
6	<p>If the save was successful, this page will display. Click OK.</p> <div data-bbox="553 1310 954 1593" style="border: 1px solid black; padding: 5px;"> <p>Home and Mailing Address</p> <p>Save Confirmation</p> <p> The Save was successful.</p> <p><input type="button" value="OK"/></p> </div>

Continued on next page

Direct Access Self Service – Thrift Savings Plan

Add Thrift Savings Plan Mailing Address Procedure, Continued

Procedure (continued)

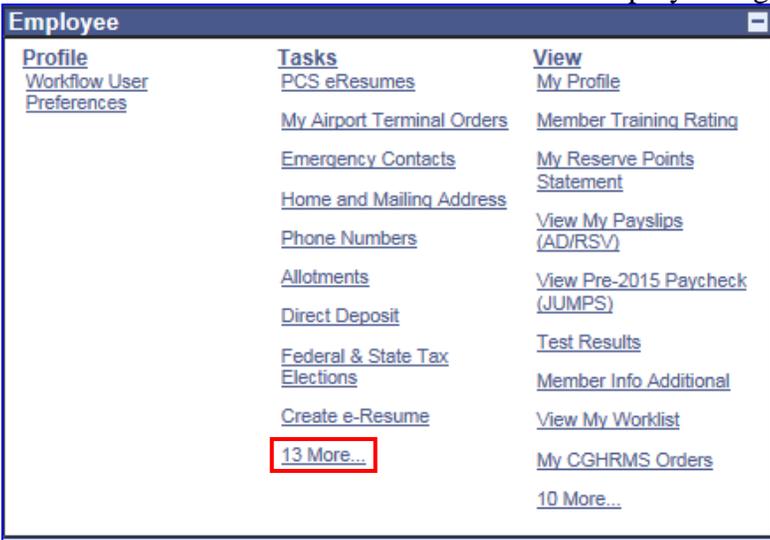
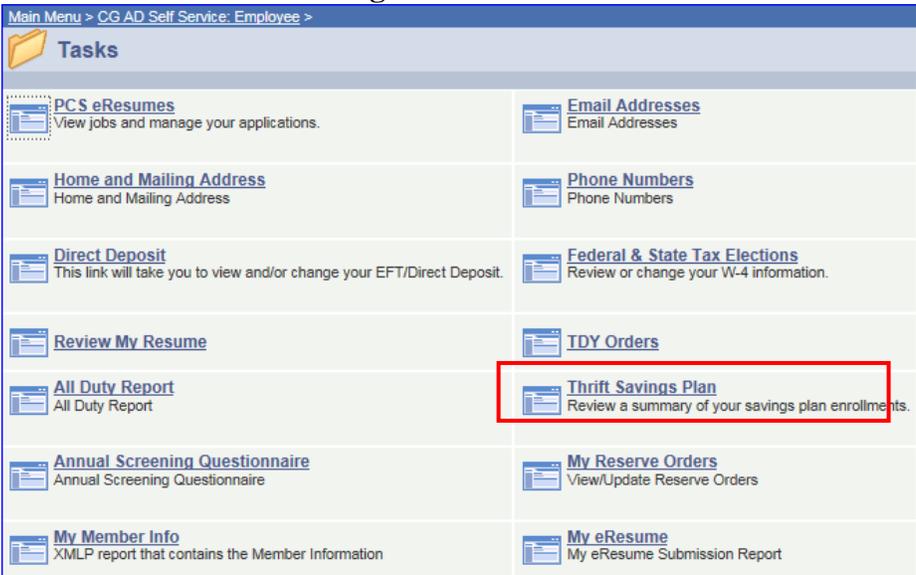
Step	Action																														
	<p>The updated information will display. When finished, click the Return to CG AD Self Service: Employee link.</p> <div data-bbox="553 499 1409 892"><p>Home and Mailing Address</p><p>TONY STARK</p><table border="1"><thead><tr><th colspan="6">Addresses</th></tr><tr><th>Address Type</th><th>Status</th><th>As Of</th><th>Country</th><th>Address</th><th>Edit</th></tr></thead><tbody><tr><td>Home</td><td>Current</td><td>02/18/2012</td><td>USA</td><td>123 IRONMAN DRIVE MALIBU CA 92065</td><td></td></tr><tr><td>Mailing</td><td>Current</td><td>02/18/2012</td><td>USA</td><td>123 IRONMAN DRIVE MALIBU CA 92065</td><td></td></tr><tr><td>Thrift Savings Plan</td><td>Current</td><td>07/19/2016</td><td>USA</td><td>123 IRONMAN DRIVE MALIBU CA 92065</td><td></td></tr></tbody></table><p>Return to CG AD Self Service: Employee</p></div>	Addresses						Address Type	Status	As Of	Country	Address	Edit	Home	Current	02/18/2012	USA	123 IRONMAN DRIVE MALIBU CA 92065		Mailing	Current	02/18/2012	USA	123 IRONMAN DRIVE MALIBU CA 92065		Thrift Savings Plan	Current	07/19/2016	USA	123 IRONMAN DRIVE MALIBU CA 92065	
Addresses																															
Address Type	Status	As Of	Country	Address	Edit																										
Home	Current	02/18/2012	USA	123 IRONMAN DRIVE MALIBU CA 92065																											
Mailing	Current	02/18/2012	USA	123 IRONMAN DRIVE MALIBU CA 92065																											
Thrift Savings Plan	Current	07/19/2016	USA	123 IRONMAN DRIVE MALIBU CA 92065																											

Direct Access Self Service – Thrift Savings Plan

Starting Thrift Savings Plan (TSP)

Introduction This section provides the procedures for starting Thrift Savings Plan in Direct Access using Self Service. TSP changes cannot be made via Self Service after end-month cutoff and prior to the first of the following month.

Procedures See below.

Step	Action
<p>1</p>	<p>Select the 13 more... link under Tasks in the Employee Pagelet.</p>  <p>The screenshot shows the 'Employee' pagelet with three columns: Profile, Tasks, and View. The 'Tasks' column contains several links, with '13 More...' highlighted in a red box at the bottom.</p>
<p>2</p>	<p>Then select the Thrift Savings Plan link.</p>  <p>The screenshot shows the 'Tasks' section with a grid of links. The 'Thrift Savings Plan' link is highlighted in a red box. The description for this link is 'Review a summary of your savings plan enrollments.'</p>

Continued on next page

Direct Access Self Service – Thrift Savings Plan

Starting Thrift Savings Plan (TSP), Continued

Procedures,
continued

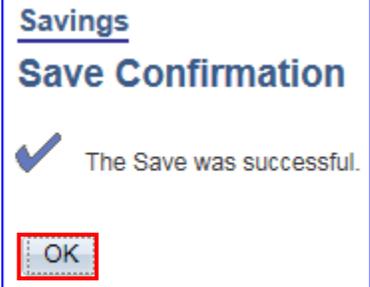
Step	Action																																				
3	<p>Review the bullets before making any changes. Traditional TSP Base Pay must be started first in order to contribute to the other options. Select the Traditional TSP Base Pay link in the Type of Benefit column.</p> <div data-bbox="321 594 1321 1736" style="border: 1px solid black; padding: 5px;"> <p>Savings Summary Joe Coastie Your current TSP elections are listed below.</p> <ul style="list-style-type: none"> To start, stop, or change a TSP contribution, click the link in the first column. Traditional TSP contributions are pre-tax contributions and reduce your taxable income. Roth TSP contributions are post-tax contributions and do not reduce taxable income. Base Pay, Special Pay, Incentive Pay, and Bonus Pay contributions must be specified as a contribution percentage (whole percent, no fraction). You must have a Base Pay election before you can elect to contribute Special Pay, Incentive Pay, Bonus Pay, or Catch Up. Catch Up contributions must be specified as a monthly dollar amount. Catch Up contributions may only be made by members age 50 or older (as of the end of the current calendar year), and must be renewed annually. A member who makes a financial hardship withdrawal from his/her TSP account is ineligible to contribute to TSP for 6 months. Your election change will become effective on the next payday, subject to payroll cutoffs. For more info, see http://www.uscq.mil/ppc/tsp.asp. <p>TSP</p> <table border="1" data-bbox="321 1077 1321 1736"> <thead> <tr> <th colspan="3">Benefits Summary</th> </tr> <tr> <th>Type of Benefit</th> <th>Plan Description</th> <th>Coverage or Participation</th> </tr> </thead> <tbody> <tr> <td>Roth TSP Catch Up</td> <td>Roth Catch Up Contribution</td> <td>Not Contributing</td> </tr> <tr> <td>Roth TSP Base Pay</td> <td>Roth Base Pay</td> <td>Not Contributing</td> </tr> <tr> <td>Roth TSP Special Pay</td> <td>Roth Special Pay</td> <td>Not Contributing</td> </tr> <tr> <td>Roth TSP Incentive Pay</td> <td>Roth Incentive Pay</td> <td>Not Contributing</td> </tr> <tr> <td>Roth TSP Bonus Pay</td> <td>Roth Bonus Pay</td> <td>Not Contributing</td> </tr> <tr> <td>Traditional TSP Catch Up</td> <td>TRAD Catch Up Contribution</td> <td>Not Contributing</td> </tr> <tr> <td>Traditional TSP Base Pay</td> <td>TRAD Base Pay</td> <td>Not Contributing</td> </tr> <tr> <td>Traditional TSP Special Pay</td> <td>TRAD Special Pay</td> <td>Not Contributing</td> </tr> <tr> <td>Traditional TSP Incentive Pay</td> <td>TRAD Incentive Pay</td> <td>Not Contributing</td> </tr> <tr> <td>Traditional TSP Bonus</td> <td>TRAD Bonus</td> <td>Not Contributing</td> </tr> </tbody> </table> </div>	Benefits Summary			Type of Benefit	Plan Description	Coverage or Participation	Roth TSP Catch Up	Roth Catch Up Contribution	Not Contributing	Roth TSP Base Pay	Roth Base Pay	Not Contributing	Roth TSP Special Pay	Roth Special Pay	Not Contributing	Roth TSP Incentive Pay	Roth Incentive Pay	Not Contributing	Roth TSP Bonus Pay	Roth Bonus Pay	Not Contributing	Traditional TSP Catch Up	TRAD Catch Up Contribution	Not Contributing	Traditional TSP Base Pay	TRAD Base Pay	Not Contributing	Traditional TSP Special Pay	TRAD Special Pay	Not Contributing	Traditional TSP Incentive Pay	TRAD Incentive Pay	Not Contributing	Traditional TSP Bonus	TRAD Bonus	Not Contributing
Benefits Summary																																					
Type of Benefit	Plan Description	Coverage or Participation																																			
Roth TSP Catch Up	Roth Catch Up Contribution	Not Contributing																																			
Roth TSP Base Pay	Roth Base Pay	Not Contributing																																			
Roth TSP Special Pay	Roth Special Pay	Not Contributing																																			
Roth TSP Incentive Pay	Roth Incentive Pay	Not Contributing																																			
Roth TSP Bonus Pay	Roth Bonus Pay	Not Contributing																																			
Traditional TSP Catch Up	TRAD Catch Up Contribution	Not Contributing																																			
Traditional TSP Base Pay	TRAD Base Pay	Not Contributing																																			
Traditional TSP Special Pay	TRAD Special Pay	Not Contributing																																			
Traditional TSP Incentive Pay	TRAD Incentive Pay	Not Contributing																																			
Traditional TSP Bonus	TRAD Bonus	Not Contributing																																			

Continued on next page

Direct Access Self Service – Thrift Savings Plan

Starting Thrift Savings Plan (TSP), Continued

Procedures,
continued

Step	Action																																				
6	<p>Once saved, this screen will display. Click OK.</p> 																																				
7	<p>The change will now be reflected in the Benefits Summary.</p> <table border="1" data-bbox="321 894 1312 1629"> <thead> <tr> <th colspan="3" data-bbox="321 894 1312 926">Benefits Summary</th> </tr> <tr> <th data-bbox="321 926 699 982">Type of Benefit</th> <th data-bbox="699 926 1036 982">Plan Description</th> <th data-bbox="1036 926 1312 982">Coverage or Participation</th> </tr> </thead> <tbody> <tr> <td data-bbox="321 982 699 1062">Roth TSP Catch Up</td> <td data-bbox="699 982 1036 1062">Roth Catch Up Contribution</td> <td data-bbox="1036 982 1312 1062">Not Contributing</td> </tr> <tr> <td data-bbox="321 1062 699 1119">Roth TSP Base Pay</td> <td data-bbox="699 1062 1036 1119">Roth Base Pay</td> <td data-bbox="1036 1062 1312 1119">Not Contributing</td> </tr> <tr> <td data-bbox="321 1119 699 1176">Roth TSP Special Pay</td> <td data-bbox="699 1119 1036 1176">Roth Special Pay</td> <td data-bbox="1036 1119 1312 1176">Not Contributing</td> </tr> <tr> <td data-bbox="321 1176 699 1232">Roth TSP Incentive Pay</td> <td data-bbox="699 1176 1036 1232">Roth Incentive Pay</td> <td data-bbox="1036 1176 1312 1232">Not Contributing</td> </tr> <tr> <td data-bbox="321 1232 699 1289">Roth TSP Bonus Pay</td> <td data-bbox="699 1232 1036 1289">Roth Bonus Pay</td> <td data-bbox="1036 1232 1312 1289">Not Contributing</td> </tr> <tr> <td data-bbox="321 1289 699 1346">Traditional TSP Catch Up</td> <td data-bbox="699 1289 1036 1346">TRAD Catch Up Contribution</td> <td data-bbox="1036 1289 1312 1346">Not Contributing</td> </tr> <tr> <td data-bbox="321 1346 699 1402">Traditional TSP Base Pay</td> <td data-bbox="699 1346 1036 1402">TRAD Base Pay</td> <td data-bbox="1036 1346 1312 1402">5% Before Tax</td> </tr> <tr> <td data-bbox="321 1402 699 1459">Traditional TSP Special Pay</td> <td data-bbox="699 1402 1036 1459">TRAD Special Pay</td> <td data-bbox="1036 1402 1312 1459">Not Contributing</td> </tr> <tr> <td data-bbox="321 1459 699 1516">Traditional TSP Incentive Pay</td> <td data-bbox="699 1459 1036 1516">TRAD Incentive Pay</td> <td data-bbox="1036 1459 1312 1516">Not Contributing</td> </tr> <tr> <td data-bbox="321 1516 699 1572">Traditional TSP Bonus</td> <td data-bbox="699 1516 1036 1572">TRAD Bonus</td> <td data-bbox="1036 1516 1312 1572">Not Contributing</td> </tr> </tbody> </table>	Benefits Summary			Type of Benefit	Plan Description	Coverage or Participation	Roth TSP Catch Up	Roth Catch Up Contribution	Not Contributing	Roth TSP Base Pay	Roth Base Pay	Not Contributing	Roth TSP Special Pay	Roth Special Pay	Not Contributing	Roth TSP Incentive Pay	Roth Incentive Pay	Not Contributing	Roth TSP Bonus Pay	Roth Bonus Pay	Not Contributing	Traditional TSP Catch Up	TRAD Catch Up Contribution	Not Contributing	Traditional TSP Base Pay	TRAD Base Pay	5% Before Tax	Traditional TSP Special Pay	TRAD Special Pay	Not Contributing	Traditional TSP Incentive Pay	TRAD Incentive Pay	Not Contributing	Traditional TSP Bonus	TRAD Bonus	Not Contributing
Benefits Summary																																					
Type of Benefit	Plan Description	Coverage or Participation																																			
Roth TSP Catch Up	Roth Catch Up Contribution	Not Contributing																																			
Roth TSP Base Pay	Roth Base Pay	Not Contributing																																			
Roth TSP Special Pay	Roth Special Pay	Not Contributing																																			
Roth TSP Incentive Pay	Roth Incentive Pay	Not Contributing																																			
Roth TSP Bonus Pay	Roth Bonus Pay	Not Contributing																																			
Traditional TSP Catch Up	TRAD Catch Up Contribution	Not Contributing																																			
Traditional TSP Base Pay	TRAD Base Pay	5% Before Tax																																			
Traditional TSP Special Pay	TRAD Special Pay	Not Contributing																																			
Traditional TSP Incentive Pay	TRAD Incentive Pay	Not Contributing																																			
Traditional TSP Bonus	TRAD Bonus	Not Contributing																																			

Direct Access Self Service – Thrift Savings Plan

Changing Thrift Savings Plan (TSP)

Introduction This guide provides the procedures for changing Thrift Savings Plan (TSP) in Direct Access using Self Service. TSP changes cannot be made via Self Service after end-month cutoff and prior to the first of the following month.

Procedures See below.

Step	Action
<p>1</p>	<p>Select the 13 more... link under Tasks in the Employee Pagelet.</p>  <p>The screenshot shows a window titled "Employee" with a minus sign in the top right corner. It is divided into three columns: Profile, Tasks, and View. Under the Tasks column, the link "13 More..." is highlighted with a red rectangular box. Other links in the Tasks column include PCS eResumes, My Airport Terminal Orders, Emergency Contacts, Home and Mailing Address, Phone Numbers, Allotments, Direct Deposit, Federal & State Tax Elections, and Create e-Resume. The View column contains links like My Profile, Member Training Rating, My Reserve Points Statement, View My Payslips (AD/RSV), View Pre-2015 Paycheck (JUMPS), Test Results, Member Info Additional, View My Worklist, My CGHRMS Orders, and 10 More...</p>
<p>2</p>	<p>Then select the Thrift Savings Plan link.</p>  <p>The screenshot shows a "Main Menu > CG AD Self Service: Employee >" breadcrumb at the top. Below it is a "Tasks" section with a folder icon. A grid of task cards is displayed. The "Thrift Savings Plan" card is highlighted with a red rectangular box. Its description is "Review a summary of your savings plan enrollments." Other task cards include PCS eResumes, Home and Mailing Address, Direct Deposit, Review My Resume, All Duty Report, Annual Screening Questionnaire, My Member Info, Email Addresses, Phone Numbers, Federal & State Tax Elections, TDY Orders, My Reserve Orders, and My eResume.</p>

Continued on next page

Direct Access Self Service – Thrift Savings Plan

Changing Thrift Savings Plan (TSP), Continued

Procedures,
continued

Step	Action																																				
3	<p>Review the bullets before making any changes. In this example, the Traditional TSP Base Pay will be changed. Select the TSP link in the Type of Benefit column.</p> <div data-bbox="347 562 1357 1711" style="border: 1px solid black; padding: 5px;"> <p>Savings Summary Joe Coastie Your current TSP elections are listed below.</p> <ul style="list-style-type: none"> To start, stop, or change a TSP contribution, click the link in the first column. Traditional TSP contributions are pre-tax contributions and reduce your taxable income. Roth TSP contributions are post-tax contributions and do not reduce taxable income. Base Pay, Special Pay, Incentive Pay, and Bonus Pay contributions must be specified as a contribution percentage (whole percent, no fraction). You must have a Base Pay election before you can elect to contribute Special Pay, Incentive Pay, Bonus Pay, or Catch Up. Catch Up contributions must be specified as a monthly dollar amount. Catch Up contributions may only be made by members age 50 or older (as of the end of the current calendar year), and must be renewed annually. A member who makes a financial hardship withdrawal from his/her TSP account is ineligible to contribute to TSP for 6 months. Your election change will become effective on the next payday, subject to payroll cutoffs. For more info, see http://www.uscq.mil/ppc/tsp.asp. <p>TSP</p> <table border="1" data-bbox="347 1045 1357 1711"> <thead> <tr> <th colspan="3">Benefits Summary</th> </tr> <tr> <th>Type of Benefit</th> <th>Plan Description</th> <th>Coverage or Participation</th> </tr> </thead> <tbody> <tr> <td>Roth TSP Catch Up</td> <td>Roth Catch Up Contribution</td> <td>Not Contributing</td> </tr> <tr> <td>Roth TSP Base Pay</td> <td>Roth Base Pay</td> <td>5% After Tax</td> </tr> <tr> <td>Roth TSP Special Pay</td> <td>Roth Special Pay</td> <td>Not Contributing</td> </tr> <tr> <td>Roth TSP Incentive Pay</td> <td>Roth Incentive Pay</td> <td>Not Contributing</td> </tr> <tr> <td>Roth TSP Bonus Pay</td> <td>Roth Bonus Pay</td> <td>Not Contributing</td> </tr> <tr> <td>Traditional TSP Catch Up</td> <td>TRAD Catch Up Contribution</td> <td>Not Contributing</td> </tr> <tr> <td>Traditional TSP Base Pay</td> <td>TRAD Base Pay</td> <td>5% Before Tax</td> </tr> <tr> <td>Traditional TSP Special Pay</td> <td>TRAD Special Pay</td> <td>Not Contributing</td> </tr> <tr> <td>Traditional TSP Incentive Pay</td> <td>TRAD Incentive Pay</td> <td>Not Contributing</td> </tr> <tr> <td>Traditional TSP Bonus</td> <td>TRAD Bonus</td> <td>Not Contributing</td> </tr> </tbody> </table> </div>	Benefits Summary			Type of Benefit	Plan Description	Coverage or Participation	Roth TSP Catch Up	Roth Catch Up Contribution	Not Contributing	Roth TSP Base Pay	Roth Base Pay	5% After Tax	Roth TSP Special Pay	Roth Special Pay	Not Contributing	Roth TSP Incentive Pay	Roth Incentive Pay	Not Contributing	Roth TSP Bonus Pay	Roth Bonus Pay	Not Contributing	Traditional TSP Catch Up	TRAD Catch Up Contribution	Not Contributing	Traditional TSP Base Pay	TRAD Base Pay	5% Before Tax	Traditional TSP Special Pay	TRAD Special Pay	Not Contributing	Traditional TSP Incentive Pay	TRAD Incentive Pay	Not Contributing	Traditional TSP Bonus	TRAD Bonus	Not Contributing
Benefits Summary																																					
Type of Benefit	Plan Description	Coverage or Participation																																			
Roth TSP Catch Up	Roth Catch Up Contribution	Not Contributing																																			
Roth TSP Base Pay	Roth Base Pay	5% After Tax																																			
Roth TSP Special Pay	Roth Special Pay	Not Contributing																																			
Roth TSP Incentive Pay	Roth Incentive Pay	Not Contributing																																			
Roth TSP Bonus Pay	Roth Bonus Pay	Not Contributing																																			
Traditional TSP Catch Up	TRAD Catch Up Contribution	Not Contributing																																			
Traditional TSP Base Pay	TRAD Base Pay	5% Before Tax																																			
Traditional TSP Special Pay	TRAD Special Pay	Not Contributing																																			
Traditional TSP Incentive Pay	TRAD Incentive Pay	Not Contributing																																			
Traditional TSP Bonus	TRAD Bonus	Not Contributing																																			

Continued on next page

Direct Access Self Service – Thrift Savings Plan

Changing Thrift Savings Plan (TSP), Continued

Procedures,
continued

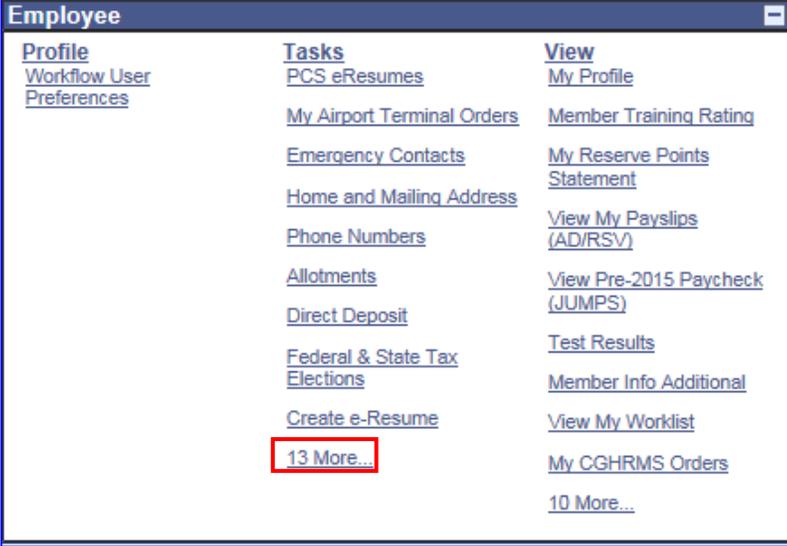
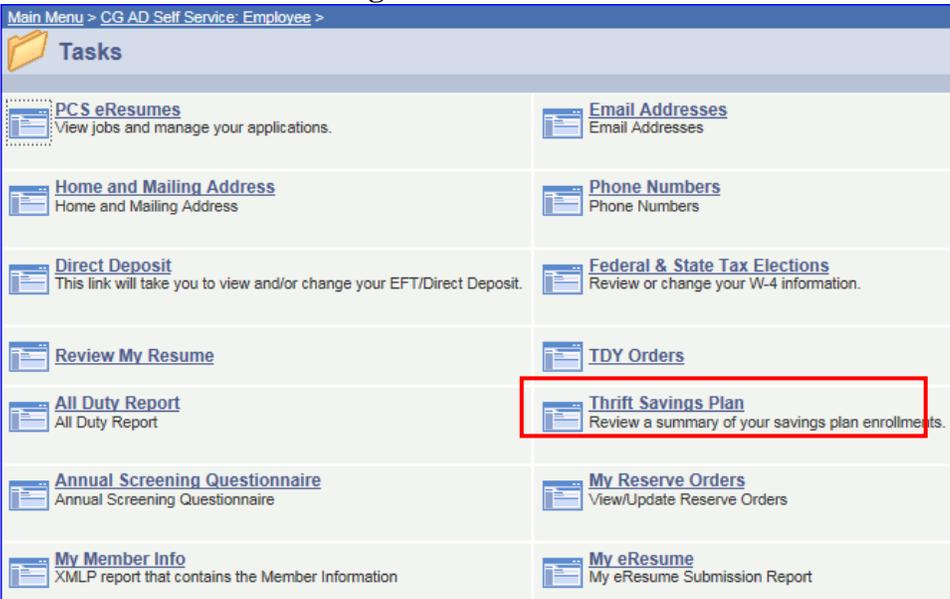
Step	Action																																				
6	<p>Once saved, this screen will display. Click OK.</p> 																																				
7	<p>The change will now be reflected in the Benefits Summary.</p> <table border="1" data-bbox="344 888 1336 1612"> <thead> <tr> <th colspan="3" data-bbox="344 888 1336 919">Benefits Summary</th> </tr> <tr> <th data-bbox="344 919 722 978">Type of Benefit</th> <th data-bbox="722 919 1062 978">Plan Description</th> <th data-bbox="1062 919 1336 978">Coverage or Participation</th> </tr> </thead> <tbody> <tr> <td data-bbox="344 978 722 1052">Roth TSP Catch Up</td> <td data-bbox="722 978 1062 1052">Roth Catch Up Contribution</td> <td data-bbox="1062 978 1336 1052">Not Contributing</td> </tr> <tr> <td data-bbox="344 1052 722 1108">Roth TSP Base Pay</td> <td data-bbox="722 1052 1062 1108">Roth Base Pay</td> <td data-bbox="1062 1052 1336 1108">Not Contributing</td> </tr> <tr> <td data-bbox="344 1108 722 1165">Roth TSP Special Pay</td> <td data-bbox="722 1108 1062 1165">Roth Special Pay</td> <td data-bbox="1062 1108 1336 1165">Not Contributing</td> </tr> <tr> <td data-bbox="344 1165 722 1222">Roth TSP Incentive Pay</td> <td data-bbox="722 1165 1062 1222">Roth Incentive Pay</td> <td data-bbox="1062 1165 1336 1222">Not Contributing</td> </tr> <tr> <td data-bbox="344 1222 722 1278">Roth TSP Bonus Pay</td> <td data-bbox="722 1222 1062 1278">Roth Bonus Pay</td> <td data-bbox="1062 1222 1336 1278">Not Contributing</td> </tr> <tr> <td data-bbox="344 1278 722 1335">Traditional TSP Catch Up</td> <td data-bbox="722 1278 1062 1335">TRAD Catch Up Contribution</td> <td data-bbox="1062 1278 1336 1335">Not Contributing</td> </tr> <tr> <td data-bbox="344 1335 722 1392">Traditional TSP Base Pay</td> <td data-bbox="722 1335 1062 1392">TRAD Base Pay</td> <td data-bbox="1062 1335 1336 1392">7% Before Tax</td> </tr> <tr> <td data-bbox="344 1392 722 1449">Traditional TSP Special Pay</td> <td data-bbox="722 1392 1062 1449">TRAD Special Pay</td> <td data-bbox="1062 1392 1336 1449">Not Contributing</td> </tr> <tr> <td data-bbox="344 1449 722 1505">Traditional TSP Incentive Pay</td> <td data-bbox="722 1449 1062 1505">TRAD Incentive Pay</td> <td data-bbox="1062 1449 1336 1505">Not Contributing</td> </tr> <tr> <td data-bbox="344 1505 722 1562">Traditional TSP Bonus</td> <td data-bbox="722 1505 1062 1562">TRAD Bonus</td> <td data-bbox="1062 1505 1336 1562">Not Contributing</td> </tr> </tbody> </table>	Benefits Summary			Type of Benefit	Plan Description	Coverage or Participation	Roth TSP Catch Up	Roth Catch Up Contribution	Not Contributing	Roth TSP Base Pay	Roth Base Pay	Not Contributing	Roth TSP Special Pay	Roth Special Pay	Not Contributing	Roth TSP Incentive Pay	Roth Incentive Pay	Not Contributing	Roth TSP Bonus Pay	Roth Bonus Pay	Not Contributing	Traditional TSP Catch Up	TRAD Catch Up Contribution	Not Contributing	Traditional TSP Base Pay	TRAD Base Pay	7% Before Tax	Traditional TSP Special Pay	TRAD Special Pay	Not Contributing	Traditional TSP Incentive Pay	TRAD Incentive Pay	Not Contributing	Traditional TSP Bonus	TRAD Bonus	Not Contributing
Benefits Summary																																					
Type of Benefit	Plan Description	Coverage or Participation																																			
Roth TSP Catch Up	Roth Catch Up Contribution	Not Contributing																																			
Roth TSP Base Pay	Roth Base Pay	Not Contributing																																			
Roth TSP Special Pay	Roth Special Pay	Not Contributing																																			
Roth TSP Incentive Pay	Roth Incentive Pay	Not Contributing																																			
Roth TSP Bonus Pay	Roth Bonus Pay	Not Contributing																																			
Traditional TSP Catch Up	TRAD Catch Up Contribution	Not Contributing																																			
Traditional TSP Base Pay	TRAD Base Pay	7% Before Tax																																			
Traditional TSP Special Pay	TRAD Special Pay	Not Contributing																																			
Traditional TSP Incentive Pay	TRAD Incentive Pay	Not Contributing																																			
Traditional TSP Bonus	TRAD Bonus	Not Contributing																																			

Direct Access Self Service – Thrift Savings Plan

Stopping Thrift Savings Plan (TSP)

Introduction This section provides the procedures for stopping Thrift Savings Plan (TSP) in Direct Access using Self Service. TSP changes cannot be made via Self Service after end-month cutoff and prior to the first of the following month.

Procedures See below.

Step	Action
1	<p>Select the 13 more... link under Tasks in the Employee Pagelet.</p>  <p>The screenshot shows an 'Employee' pagelet with three columns: Profile, Tasks, and View. The 'Tasks' column contains several links, with '13 More...' highlighted in a red box at the bottom.</p>
2	<p>Then select the Thrift Savings Plan link.</p>  <p>The screenshot shows the 'Tasks' section of the Employee Pagelet. The 'Thrift Savings Plan' link is highlighted in a red box. The link text is 'Thrift Savings Plan' with a subtext 'Review a summary of your savings plan enrollments.'</p>

Continued on next page

Direct Access Self Service – Thrift Savings Plan

Stopping Thrift Savings Plan (TSP), Continued

Procedures,
continued

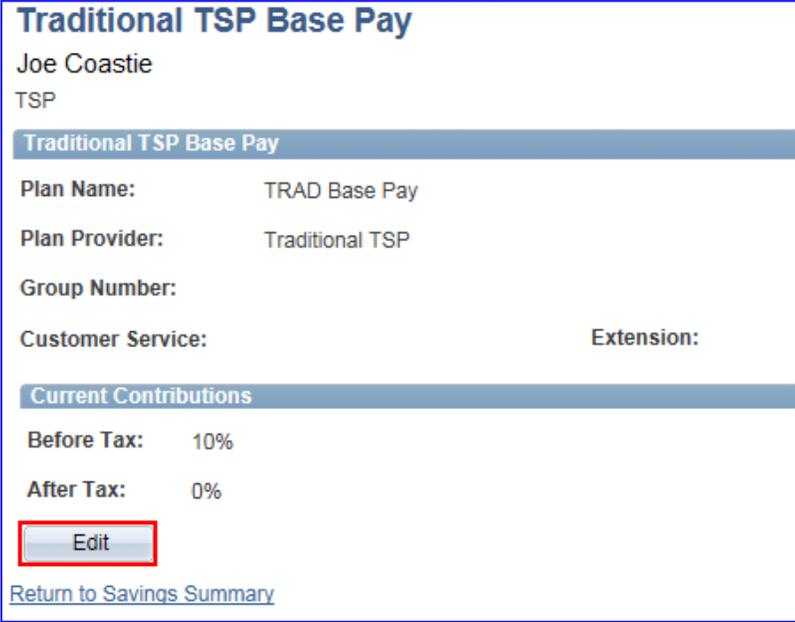
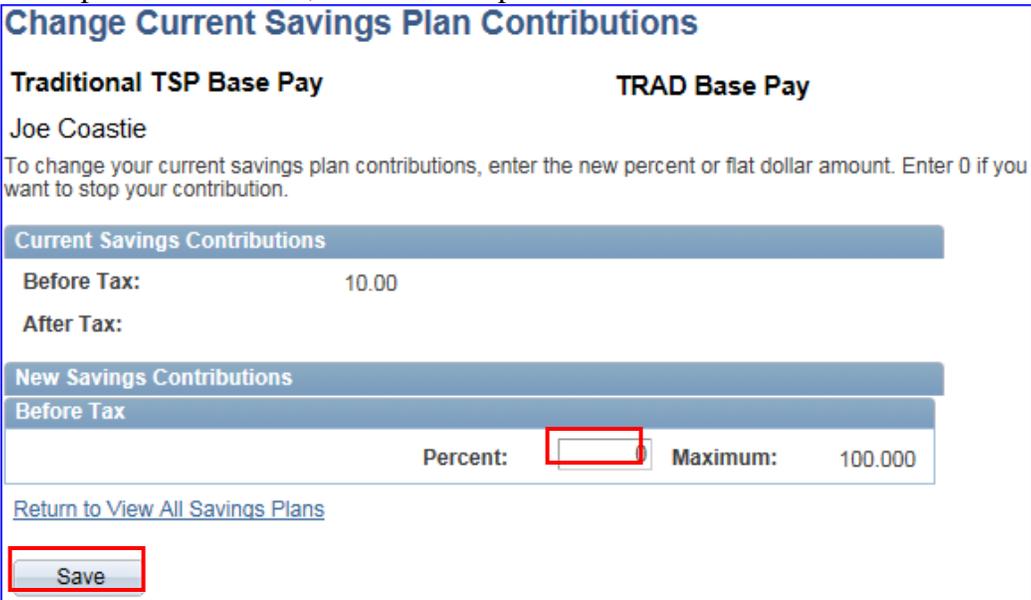
Step	Action																																				
3	<p>Click on the link for the Type of Benefit that needs to be stopped. In this example, the member is only contributing to the Traditional TSP Base Pay option.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Savings Summary Joe Coastie</p> <p>Your current TSP elections are listed below.</p> <ul style="list-style-type: none"> • To start, stop, or change a TSP contribution, click the link in the first column. • Traditional TSP contributions are pre-tax contributions and reduce your taxable income. Roth TSP contributions are post-tax contributions and do not reduce taxable income. • Base Pay, Special Pay, Incentive Pay, and Bonus Pay contributions must be specified as a contribution percentage (whole percent, no fraction). • You must have a Base Pay election before you can elect to contribute Special Pay, Incentive Pay, Bonus Pay, or Catch Up. • Catch Up contributions must be specified as a monthly dollar amount. Catch Up contributions may only be made by members age 50 or older (as of the end of the current calendar year), and must be renewed annually. • A member who makes a financial hardship withdrawal from his/her TSP account is ineligible to contribute to TSP for 6 months. • Your election change will become effective on the next payday, subject to payroll cutoffs. For more info, see http://www.uscq.mil/ppc/tsp.asp. <p>TSP</p> <table border="1" data-bbox="315 1079 1393 1789"> <thead> <tr> <th colspan="3" data-bbox="321 1079 1386 1108">Benefits Summary</th> </tr> <tr> <th data-bbox="321 1108 683 1171">Type of Benefit</th> <th data-bbox="683 1108 1016 1171">Plan Description</th> <th data-bbox="1016 1108 1386 1171">Coverage or Participation</th> </tr> </thead> <tbody> <tr> <td data-bbox="321 1171 683 1241">Roth TSP Catch Up</td> <td data-bbox="683 1171 1016 1241">Roth Catch Up Contribution</td> <td data-bbox="1016 1171 1386 1241">Not Contributing</td> </tr> <tr> <td data-bbox="321 1241 683 1310">Roth TSP Base Pay</td> <td data-bbox="683 1241 1016 1310">Roth Base Pay</td> <td data-bbox="1016 1241 1386 1310">Not Contributing</td> </tr> <tr> <td data-bbox="321 1310 683 1379">Roth TSP Special Pay</td> <td data-bbox="683 1310 1016 1379">Roth Special Pay</td> <td data-bbox="1016 1310 1386 1379">Not Contributing</td> </tr> <tr> <td data-bbox="321 1379 683 1449">Roth TSP Incentive Pay</td> <td data-bbox="683 1379 1016 1449">Roth Incentive Pay</td> <td data-bbox="1016 1379 1386 1449">Not Contributing</td> </tr> <tr> <td data-bbox="321 1449 683 1518">Roth TSP Bonus Pay</td> <td data-bbox="683 1449 1016 1518">Roth Bonus Pay</td> <td data-bbox="1016 1449 1386 1518">Not Contributing</td> </tr> <tr> <td data-bbox="321 1518 683 1587">Traditional TSP Catch Up</td> <td data-bbox="683 1518 1016 1587">TRAD Catch Up Contribution</td> <td data-bbox="1016 1518 1386 1587">Not Contributing</td> </tr> <tr style="border: 2px solid red;"> <td data-bbox="321 1587 683 1656">Traditional TSP Base Pay</td> <td data-bbox="683 1587 1016 1656">TRAD Base Pay</td> <td data-bbox="1016 1587 1386 1656">10% Before Tax</td> </tr> <tr> <td data-bbox="321 1656 683 1726">Traditional TSP Special Pay</td> <td data-bbox="683 1656 1016 1726">TRAD Special Pay</td> <td data-bbox="1016 1656 1386 1726">Not Contributing</td> </tr> <tr> <td data-bbox="321 1726 683 1795">Traditional TSP Incentive Pay</td> <td data-bbox="683 1726 1016 1795">TRAD Incentive Pay</td> <td data-bbox="1016 1726 1386 1795">Not Contributing</td> </tr> <tr> <td data-bbox="321 1795 683 1864">Traditional TSP Bonus</td> <td data-bbox="683 1795 1016 1864">TRAD Bonus</td> <td data-bbox="1016 1795 1386 1864">Not Contributing</td> </tr> </tbody> </table> </div>	Benefits Summary			Type of Benefit	Plan Description	Coverage or Participation	Roth TSP Catch Up	Roth Catch Up Contribution	Not Contributing	Roth TSP Base Pay	Roth Base Pay	Not Contributing	Roth TSP Special Pay	Roth Special Pay	Not Contributing	Roth TSP Incentive Pay	Roth Incentive Pay	Not Contributing	Roth TSP Bonus Pay	Roth Bonus Pay	Not Contributing	Traditional TSP Catch Up	TRAD Catch Up Contribution	Not Contributing	Traditional TSP Base Pay	TRAD Base Pay	10% Before Tax	Traditional TSP Special Pay	TRAD Special Pay	Not Contributing	Traditional TSP Incentive Pay	TRAD Incentive Pay	Not Contributing	Traditional TSP Bonus	TRAD Bonus	Not Contributing
Benefits Summary																																					
Type of Benefit	Plan Description	Coverage or Participation																																			
Roth TSP Catch Up	Roth Catch Up Contribution	Not Contributing																																			
Roth TSP Base Pay	Roth Base Pay	Not Contributing																																			
Roth TSP Special Pay	Roth Special Pay	Not Contributing																																			
Roth TSP Incentive Pay	Roth Incentive Pay	Not Contributing																																			
Roth TSP Bonus Pay	Roth Bonus Pay	Not Contributing																																			
Traditional TSP Catch Up	TRAD Catch Up Contribution	Not Contributing																																			
Traditional TSP Base Pay	TRAD Base Pay	10% Before Tax																																			
Traditional TSP Special Pay	TRAD Special Pay	Not Contributing																																			
Traditional TSP Incentive Pay	TRAD Incentive Pay	Not Contributing																																			
Traditional TSP Bonus	TRAD Bonus	Not Contributing																																			

Continued on next page

Direct Access Self Service – Thrift Savings Plan

Stopping Thrift Savings Plan (TSP), Continued

Procedures,
continued

Step	Action
4	<p>From the Traditional TSP Base Pay page, click on the Edit button.</p>  <p>Traditional TSP Base Pay Joe Coastie TSP</p> <p>Traditional TSP Base Pay</p> <p>Plan Name: TRAD Base Pay Plan Provider: Traditional TSP Group Number: Customer Service: Extension:</p> <p>Current Contributions</p> <p>Before Tax: 10% After Tax: 0%</p> <p>Edit</p> <p>Return to Savings Summary</p>
5	<p>To stop the contribution, enter 0 in the percent field. Then click Save.</p>  <p>Change Current Savings Plan Contributions</p> <p>Traditional TSP Base Pay TRAD Base Pay Joe Coastie</p> <p>To change your current savings plan contributions, enter the new percent or flat dollar amount. Enter 0 if you want to stop your contribution.</p> <p>Current Savings Contributions</p> <p>Before Tax: 10.00 After Tax:</p> <p>New Savings Contributions</p> <p>Before Tax</p> <p>Percent: <input type="text" value="0"/> Maximum: 100.000</p> <p>Return to View All Savings Plans</p> <p>Save</p>

Continued on next page

Direct Access Self Service – Thrift Savings Plan

Stopping Thrift Savings Plan (TSP), Continued

Procedures,
continued

Step	Action																																				
6	<p>Once saved, this screen will display. Click OK.</p> 																																				
7	<p>The change will now be reflected in the Benefits Summary.</p> <table border="1" data-bbox="310 884 1300 1608"> <thead> <tr> <th colspan="3" data-bbox="310 884 1300 915">Benefits Summary</th> </tr> <tr> <th data-bbox="310 915 688 968">Type of Benefit</th> <th data-bbox="688 915 1027 968">Plan Description</th> <th data-bbox="1027 915 1300 968">Coverage or Participation</th> </tr> </thead> <tbody> <tr> <td data-bbox="310 968 688 1041">Roth TSP Catch Up</td> <td data-bbox="688 968 1027 1041">Roth Catch Up Contribution</td> <td data-bbox="1027 968 1300 1041">Not Contributing</td> </tr> <tr> <td data-bbox="310 1041 688 1104">Roth TSP Base Pay</td> <td data-bbox="688 1041 1027 1104">Roth Base Pay</td> <td data-bbox="1027 1041 1300 1104">Not Contributing</td> </tr> <tr> <td data-bbox="310 1104 688 1167">Roth TSP Special Pay</td> <td data-bbox="688 1104 1027 1167">Roth Special Pay</td> <td data-bbox="1027 1104 1300 1167">Not Contributing</td> </tr> <tr> <td data-bbox="310 1167 688 1230">Roth TSP Incentive Pay</td> <td data-bbox="688 1167 1027 1230">Roth Incentive Pay</td> <td data-bbox="1027 1167 1300 1230">Not Contributing</td> </tr> <tr> <td data-bbox="310 1230 688 1293">Roth TSP Bonus Pay</td> <td data-bbox="688 1230 1027 1293">Roth Bonus Pay</td> <td data-bbox="1027 1230 1300 1293">Not Contributing</td> </tr> <tr> <td data-bbox="310 1293 688 1356">Traditional TSP Catch Up</td> <td data-bbox="688 1293 1027 1356">TRAD Catch Up Contribution</td> <td data-bbox="1027 1293 1300 1356">Not Contributing</td> </tr> <tr> <td data-bbox="310 1356 688 1419">Traditional TSP Base Pay</td> <td data-bbox="688 1356 1027 1419">TRAD Base Pay</td> <td data-bbox="1027 1356 1300 1419">Not Contributing</td> </tr> <tr> <td data-bbox="310 1419 688 1482">Traditional TSP Special Pay</td> <td data-bbox="688 1419 1027 1482">TRAD Special Pay</td> <td data-bbox="1027 1419 1300 1482">Not Contributing</td> </tr> <tr> <td data-bbox="310 1482 688 1545">Traditional TSP Incentive Pay</td> <td data-bbox="688 1482 1027 1545">TRAD Incentive Pay</td> <td data-bbox="1027 1482 1300 1545">Not Contributing</td> </tr> <tr> <td data-bbox="310 1545 688 1608">Traditional TSP Bonus</td> <td data-bbox="688 1545 1027 1608">TRAD Bonus</td> <td data-bbox="1027 1545 1300 1608">Not Contributing</td> </tr> </tbody> </table>	Benefits Summary			Type of Benefit	Plan Description	Coverage or Participation	Roth TSP Catch Up	Roth Catch Up Contribution	Not Contributing	Roth TSP Base Pay	Roth Base Pay	Not Contributing	Roth TSP Special Pay	Roth Special Pay	Not Contributing	Roth TSP Incentive Pay	Roth Incentive Pay	Not Contributing	Roth TSP Bonus Pay	Roth Bonus Pay	Not Contributing	Traditional TSP Catch Up	TRAD Catch Up Contribution	Not Contributing	Traditional TSP Base Pay	TRAD Base Pay	Not Contributing	Traditional TSP Special Pay	TRAD Special Pay	Not Contributing	Traditional TSP Incentive Pay	TRAD Incentive Pay	Not Contributing	Traditional TSP Bonus	TRAD Bonus	Not Contributing
Benefits Summary																																					
Type of Benefit	Plan Description	Coverage or Participation																																			
Roth TSP Catch Up	Roth Catch Up Contribution	Not Contributing																																			
Roth TSP Base Pay	Roth Base Pay	Not Contributing																																			
Roth TSP Special Pay	Roth Special Pay	Not Contributing																																			
Roth TSP Incentive Pay	Roth Incentive Pay	Not Contributing																																			
Roth TSP Bonus Pay	Roth Bonus Pay	Not Contributing																																			
Traditional TSP Catch Up	TRAD Catch Up Contribution	Not Contributing																																			
Traditional TSP Base Pay	TRAD Base Pay	Not Contributing																																			
Traditional TSP Special Pay	TRAD Special Pay	Not Contributing																																			
Traditional TSP Incentive Pay	TRAD Incentive Pay	Not Contributing																																			
Traditional TSP Bonus	TRAD Bonus	Not Contributing																																			