



FEDERAL RETIREMENT THRIFT INVESTMENT BOARD

New Employee Orientation Guide

**Federal Retirement Thrift Investment Board
77 K. Street, NE Suite 1000
Washington, DC 20002
(202) 942-1600**

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The background features a large, light blue watermark of the Federal Retirement Thrift Investment Board seal. The seal is circular and contains the text "FEDERAL RETIREMENT THRIFT INVESTMENT BOARD" around the perimeter, "1986" at the bottom, and "THRIFT SAVINGS PLAN" in the center. A stylized eagle with wings spread is also visible within the seal.

INTRODUCTION TO THE FRTIB



FEDERAL RETIREMENT THRIFT INVESTMENT BOARD

77K Street, NE Washington, DC 20002

Dear New Employee,

It is my pleasure to welcome you as a new member of the Federal Retirement Thrift Investment Board (FRTIB). As a new employee, I am confident that you will find many opportunities to grow and develop both professionally and personally in your new position. Within our organization and through our mission, you will be able to achieve great accomplishments and impact the quality of life of millions of people. The FRTIB helps people retire with dignity and your work here will truly make a difference.

Each FRTIB employee is expected to be fully committed to our mission, core values, and vision (described below). We strive to create an environment where our mission and core values are integrated into the work we do for and with our participants, co-workers, and customers. We fully expect that you will make significant contributions to FRTIB programs.

Mission – Our Core Purpose

Administer the TSP solely in the interest of the participants and beneficiaries

Core Values – What We Stand For

*Participant-Focused
Integrity
Collaboration*

Vision – Our Picture of the Ideal Future

*We help people Retire with dignity!
FRTIB is a great place to work!*

Balancing work and family life is fundamental to job satisfaction and productivity. We are proud to offer a flexible work environment, encouraging both flexible schedules and telecommuting. We fund and promote transit subsidies to the maximum amount allowable. In addition, if needed, the Employee Assistance Program is there to help you and your family when you need it.

Again, welcome to FRTIB and thank you for joining our team.

Cordially,

Ravindra Deo
Executive Director



November 7, 2017

MEMORANDUM FOR ALL FRTIB EMPLOYEES

FROM: RAVINDRA DEO
EXECUTIVE DIRECTOR *Ravindra Deo*

SUBJECT: Equal Employment Opportunity (EEO) Policy Statement

As Executive Director, I am firmly committed to maintaining a work environment where equal access to employment opportunities are assured to all FRTIB employees and job applicants. FRTIB does not tolerate discrimination based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, or genetic information. In addition, FRTIB does not tolerate retaliation for opposing or exposing discriminatory practices, requesting accommodations or participating in the EEO process.

All employees and job applicants have the right to work or advance on the basis of merit, free from social, personal, or institutional barriers of prohibited discrimination. Equal employment opportunity covers all personnel/employment programs, management practices and decisions including, but not limited to, recruitment/hiring, merit promotion, transfers, reassignments, training and career development, benefits, and separation.

The FRTIB supports the rights of all employees to seek redress under the processes established through civil rights statutes. Individuals who perceive they are being subjected to discrimination should report the matter to an appropriate official within 45 calendar days of the date of the alleged discriminatory event. Procedures for reporting and processing discrimination complaints are set forth in FRTIB EEO Policy and Procedures and Equal Employment Opportunity Commission Management Directives.

It is imperative that all managers and supervisors fully comply with all laws governing EEO practices and assure employees are free from any interference or reprisal for participating in the EEO complaint process. Additionally, **all** FRTIB employees are expected to help promote a work environment that is free from discrimination, supportive of every employee, and allows all employees to reach their full potential.

The Office of Resource Management oversees administration of an impartial and effective EEO process to receive, investigate, and seek resolution of complaints of employment discrimination at the earliest possible stage.

Please do not hesitate to contact Angela James, EEO Manager, at 202.864.8517 or angela.james@tsp.gov, if you have any questions or require further information regarding equal employment opportunity matters.

FEDERAL RETIREMENT THRIFT INVESTMENT BOARD IN BRIEF

HISTORY

The Federal Retirement Thrift Investment Board (FRTIB) (agency) was established as an independent agency by the Federal Employees Retirement System Act of 1986. It is one of the smaller Executive Branch agencies, with just over 270 employees.

The agency was established to administer the Thrift Savings Plan (TSP), which provides federal employees the opportunity to save for additional retirement security. The TSP is a tax-deferred defined contribution plan similar to private sector 401(k) plans. Currently, the TSP is the largest defined contribution plan in the world with over 4.8 million participants and assets nearly \$458 billion. The TSP is one of the three parts of the Federal Employee's Retirement System (FERS).

MISSION – CORE PURPOSE

Administer the TSP solely in the interest of the participant and beneficiaries.

CORE – VALUES WE STAND FOR

Participant-Focused

- We are passionate about delivering valuable products and services to participants
- We listen, respect and carefully consider the needs of participants in all we do
- We value the interests of participants above those of all others

Integrity

- We are trustworthy and value individual and organizational honesty, consistency and credibility
- We ensure the financial integrity of the Thrift Savings Fund
- We operate with independence and act ethically to carry out our fiduciary responsibility

Collaboration

- We value diversity and respect each other's ideas and contributions
- We encourage open, candid dialogue and foster relationships based on trust and shared objectives
- We build partnerships to achieve greater outcomes than we could alone

VISION – OUR PICTURE OF THE IDEAL FUTURE VISION

We help people retire with dignity!

- We help people retire with dignity
- We ensure that the FRTIB is a great place to work
- We pursue flawless operations
- We maintain excellent relationships with entities that oversee, regulate, govern and influence the TSP.

FRTIB is a great place to work!

- FRTIB is a unique, self-funded independent federal agency
- FRTIB is recognized for its extraordinary people, attracting the best from both the federal and private sectors, offering innovative and attractive career development programs and benefits
- We have a robust state-of-the-art infrastructure and the right resources to get the job done
- We work seamlessly at all levels of the organization
- We have a positive culture that fosters open communication and high performance

Federal Retirement Thrift Investment Board

Office of Investments

Sean McCaffrey

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Office of Enterprise Planning

Renee Wilder Guerin

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Office of Technology Services

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Executive Director
Ravindra Deo

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Office of Chief Financial Officer

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Office of Enterprise Risk Management

Jay Ahuja

HR POC Crystal Wells, 202.864.8435

Office of Resource Management

Gisele Goethe

HR POC Amber McNeill, 202.864.8895



The Office of Participant Services (OPS)

Mission Statement

The mission of the (OPS) is to provide premier customer service, ensure efficient and effective execution of daily operations and shape the policies, procedures, and processes that provide participants and beneficiaries with the tools and services they need to achieve a secure retirement with the best possible outcomes.

We talk to our participants, efficiently execute their requests, help solve their problems, and continually improve the TSP experience through service innovation.

Functional Statement

To fulfill this mission, the Office of Participant Services, perform several functions:

- Through the Plan Administration Division, oversees policies, procedures, and processes related to Legal Processing, Loans and Withdrawals, and resolving escalated service delivery and policy issues.
- Through the Contractor Operations Division, oversees daily contractor operations to ensure the accurate and efficient execution of participant requests and transactions, management of participant inflows into the Plan (including contributions, rollovers, and transfers), adjustments and exceptions processing, and offering excellent customer service to our participants and beneficiaries through our Contact Center services.
- Through the Accounting Division, has responsibility for financial operations management, including oversight of cash management, financial reporting, accounts payable/receivable, participant disbursements, tax settlements, and Treasury reconciliations.
- Timely and accurately performs as stewards of the agency cash forecasting for the TSP Funds Investment, and certify funds for requisitions.
- Improves financial management information by helping FRTIB's offices craft and access useful, timely financial information.
- Through the Business Office, provides OPS staff support in the oversight of operations and the operational units by providing administrative support, coordinating and assisting in preparing the office budget, supports procurement activity.
- Oversees the coordination of audit recommendations, and manages business processes through workflow development, review and analysis of existing processes, and support in execution of new functionality and processes in order to better service our participants and support the TSP mission.

Office of Communications and Education (OCE)

Mission Statement

We inform and educate federal employees about TSP benefits so that they can make better choices for their retirement savings.

Functional Statement

To fulfill this mission, OCE:

- Partners with and educates agency and service representatives who serve participants.
- Provides clear information that accurately reflects new and existing legislation, agency initiatives, policies, and procedures.
- Designs and produces original, visually appealing materials and content that attracts, engages, and encourages federal employees to make smart retirement choices.
- Ensures that information, tools, and materials are available on multiple communications platforms.
- Uses demographic information and research to identify federal workforce trends and needs.
- Develops targeted campaigns and decision-making tools to address demographic needs and trends.
- Monitors current communication, training, and education methods, integrating into practice those that can potentially provide measurable results.
- Prepares and presents speeches and actively participates in conferences, seminar presentations, and subject matter expert discussion panels.

Office of Enterprise Planning (OEP)

Mission Statement

The mission of the Office of Enterprise Planning (OEP) is to provide leadership and support to the Federal Retirement Thrift Investment Board (FRTIB) and its stakeholders on all strategic planning matters from data/predictive inputs to envisioning, and further through implementation, measurement, and continuous improvement in order to help inform and shape its direction in the administration of the Thrift Savings Plan (TSP).

Functional Statement

To fulfill this mission, the Office of Enterprise Planning (OEP) performs several functions:

- Facilitates the development of the Agency's Five-Year Strategic Plan.
- Coordinates/facilitates at an enterprise-level, the multiple frameworks that intersect during the annual planning process including Strategic Planning, Portfolio Management, Acquisition Management, Performance Management, Project Management and coordinating these frameworks with human and capital resource planning.
- Ensures that New Strategic Initiatives (NSIs) and Steady State (SS) work performed at the agency are linked to the Strategic Plan, individual office plans, and ultimately the budget in a way that is measurable and ensures strategic alignment.
- Formalizes the Agency's acquisition policy and framework that links strategic planning to budgeting and procurement.
- Assists the FRTIB in understanding and assessing TSP participant demographics, environmental dynamics, operational processes, and financial and retirement market issues and trends.
- Benchmarks the Plan, participant investment behaviors, and operational processes and costs against appropriate counterparties.
- Solicits, collects and analyses participant feedback to accurately identify participant and other stakeholder satisfaction, expectations, perceptions, behaviors, and preferences.
- Coordinates the evaluation and documentation of potential new benefits initiatives within the TSP.
- Facilitates the development of the Agency's performance management plans and establishes, tracks, and reports on agency-wide metrics and Key Performance indicators (KPIs); Provides support to offices seeking to improve workflows, operational efficiencies and processes.
- Facilitates a project management (PM) environment within the agency via policies and procedures on FRTIB project management standards including framework, governance, templates, etc.
- Collects and reports on project status and other project data; Provides project management training and serves as subject matter experts and organizational consultants on the PM practice within the agency.
- Manages portfolios, major acquisitions and projects in accordance with applicable policies (e.g., Project Management and Acquisition Policies).

Office of Enterprise Risk Management (OERM)

Mission Statement

The mission of the Office of Enterprise Risk Management (OERM) is to provide leadership and support to the accomplishment of the Agency's Strategic Plan to effectively and efficiently identify, manage and mitigate risk to the resources, data, and reputation of the Thrift Savings Plan and the agency.

Functional Statement

- Provides the operational management of the Agency's overall enterprise risk management.
- Ensures enterprise level risks are proactively identified, analyzed and addressed by the Agency's senior leadership and facilitates the process of determining and aligning the Agency's risk appetite with its strategic objectives.
- Provides the operational management of the Agency's Internal Control Program under the guidelines of OMB Circular A-123.
- Performs internal audits of agency functions based on board and management requests, staff suggestions, the internal control program and external audits.
- Participates in ad hoc "after incident" action teams. Manages and coordinates the annual financial statement audit of the Thrift Savings Plan ("Fund"), the mid-year review of the Fund, statutory audits conducted by the Department of Labor, and any audit conducted by other government entities.
- Tracks implementation of audit recommendations and provides updates to senior management on the status of corrective action plans.

Office of External Affairs (OEA)

Mission Statement

The mission of the Office of External Affairs (OEA) is to develop and manage external communications to Congress, the media, Employee Thrift Advisor Council (ETAC), and other federal agencies in support of the strategic and programs of the Federal Retirement Thrift Investment Board (FRITB).

Functional Statement

To fulfill this mission, the Office of External Affairs (OEA) performs several functions:

- Provides information and counsel to the Board and agency senior management on legislative and media issues, as well as those issues that could be of interest or concern to ETAC.
- Develops targeted external communications to support the FRTIB policy objectives, and proactively prepares to respond to issues that may generate media inquiry.
- Identifies or monitors legislative issues that could affect the FRTIB or the Thrift Savings Plan (TSP), and develops short-and long-term strategies to counter or support, as necessary.
- Works with the Office of General Counsel (OGC) and other functional areas in developing legislative packages that will be used to support desired legislative changes identified by the FRTIB.
- Meets with Members of Congress and their staff to educate and advocate on issues of importance to the FRTIB.
- Schedules and prepares for meetings between FRTIB senior leadership and Members of Congress and their staff.
- Assists nominees to the Board during their nomination process.
- Manages the Congressional hearing process to communicate FRTIB agenda, goals, and needs.
- Researches and develops coordinated and timely responds to Congressional inquiries.

The Office of the Chief Financial Officer (OCFO)

Mission Statement

The mission of the Office of the Chief Financial Officer (OCFO) is to provide leadership and support to the Federal Retirement Thrift Investment Board (FRTIB) and its stakeholders on all financial matters.

Functional Statement

To fulfill this mission, the Office of Financial Management (OFM) performs several functions:

- Through the Budget Division, has the responsibility for all matters relating to the FRTIB budget planning, formulation, presentation, execution, reporting, and financial management systems operation. Presents monthly budget reports on outlays and spend rate to senior leadership. Ensures that the submissions are consistent with the goals in the FRTIB strategic plan and coordinates budget formulation results with the FRTIB strategic plan. Supports the strategic planning process by defining the financial resources needed and determine near and long term availability.
- Through the Fund Management Division, has the responsibility for financial operations management, including oversight of cash management. The Investments Division timely and accurately perform as stewards of the agency cash forecasting for the TSP Funds Investment.
- Through the Contracting Division, has the responsibility for effectively and efficiently managing contracts and obligating funds. The Contracting Division ensures that all agency procurements follow established procedures and that competition is sought to the greatest extent practicable. The Contracting Division pursues continuous improvement in the agency procurement process with a focus on long-term planning for agency contracting requirements.
- Through the Business and Policy Division, has the responsibility for effectively and efficiently managing all financial and contracting policies and procedures. Maintains treasury relationships, creates and distributes the financial statistical reports and manages the issuance, and training of the agency purchase cards and travel cards. Develops, recommends, establishes, implements, and maintains policies, regulations, procedures, and related performance measures for the OCFO and agency, consistent with applicable federal and agency regulations, guidelines, laws, and procedures when deemed prudent to be in the best interests of the participants and beneficiaries. Manages all OCFO acquisitions and contracts enhancing internal controls.
- Through the Accounting Division, has the responsibility for financial operations management, including oversight of cash management, financial reporting, accounts payable/receivable, participant disbursements, tax settlements, and Treasury reconciliations. Timely and accurately performs as stewards of the agency cash forecasting for the TSP Funds Investment, and certify funds for requisitions. Leads efforts to improve financial management information by helping FRTIB's offices craft and access useful, timely financial information.

Office of General Counsel (OGC)

Mission Statement

To represent the interest of the participants and beneficiaries of the Thrift Saving Plan by providing advice to the Executive Director, Board Members, and staff of the Federal Retirement Thrift Investment Board concerning their legal duties and responsibilities under the Federal Employees' Retirement System Act of 1986 and other applicable laws.

Functional Statement

To fulfill this mission, the OGC performs the following functions:

- Advises the named fiduciaries of the Thrift Savings Plan (the Members and the Executive Director of the Federal Retirement Thrift Investment Board (FRTIB)) concerning their fiduciary and other legal duties and responsibilities under the Federal Employees' Retirement System Act of 1986 (FERSA), as amended.
- Advises the Executive Director and the staff of the FRTIB and its contractors concerning the proper interpretation of the provisions of FERSA and other applicable laws and regulations in administering the TSP.
- Advises to the Executive Director and the staff of the FRTIB concerning issues arising from the FRTIB's status as an independent agency within the Executive Branch of the United States. These include matters involving the applicability and interpretation of laws and regulations relating to human resources, contracts, ethics, and the Freedom of Information and Privacy Acts.
- Provides ethics and Privacy Act training to the named fiduciaries, FRTIB staff, and contractor personnel.
- Provides advice concerning applicability of and compliance with laws, regulations, Executive Orders, OMB Memoranda, and other materials as they relate to FRTIB and TSP operations.
- Monitors legislative, regulatory and other legal developments throughout the government to determine if potential legal compliance issues exist.
- Drafts and handles the publication of all regulations for the FRTIB, including regulations required by FERSA and other applicable laws.
- Working with the Office of External Affairs, reviews all legislation proposed by Congress or Congressional staff that could affect the TSP or the FRTIB and their operations and drafts legislation pertaining to the TSP and FRTIB, including legislation proposing changes to FERSA.
- Handles all litigation that arises involving the TSP or the FRTIB. Works directly with the U.S. Department of Justice and any other entities to monitor and determine the proper positions to take in such litigation and recommends any settlements to the Executive Director.

Office of Investments (OI)

Mission Statement

The mission of the Office of Investments (OI) is to develop and implement investment policy and provide subject matter expertise for Thrift Savings Plan (TSP) investment programs.

Functional Statement

To fulfill this mission, the Office of Investments (OI) performs several functions:

- Develops and implements investment policy, procedures, and asset allocation strategies.
- Oversees investment management services, including security lending.
- Ensures funds are invested in accordance with the law and policies established by the Federal Retirement Thrift Investment Board (FRTIB).
- Provides expert advice on matters related to the management, design, and operations of the investment programs of the TSP.
- Monitors fund performances, reports results, and uses the collected information to make recommendations on how to improve TSP investment funds.
- Provides information on TSP investment funds for agency-wide planning purposes and for communication materials designed for TSP participants and beneficiaries.

Office of Resource Management (ORM)

Mission Statement

The mission of the Office of Resource Management (ORM) is to develop and deliver administrative services and human resource programs designed to support the employees and overall mission of the Federal Retirement Thrift Investment Board (FRTIB).

Functional Statement

To fulfill this mission, the Office of Resource Management (ORM) performs several functions:

- Provides the programs and services that create a work environment of employee empowerment and involvement.
- Implements laws governing federal civil service and when applicable, rules and regulations that affect federal employees of the agency.
- Provides advice and assistance to the Executive Director and senior managers in carrying out their responsibilities for selecting, training, and managing a high quality, productive, and empowered workforce.
- Assesses workforce characteristics and future needs to align the Agency's human resource policies and programs with the Agency's mission, strategic goals, and performance objectives.
- Recruits qualified applicants for positions within the agency.
- Manages employee benefits, retirement counseling and processing, and pre-payroll administration.
- Ensures the agency complies with statute and applicable regulations in carrying out the program management of human resources policy.
- Maintains personnel records.
- Provides a full range of administrative and support services to sustain the current operational structures of the FRTIB and to forecast support for future changes.
- Plans and manages office and facilities, security clearance, emergency operations, library services, timekeeping, and records management/ NARA archiving.
- Ensures compliance with EO, OWCP, unemployment compensation, Drug Free Workplace, OSHA, EPA, and Occupation Health codes.

Office of Technology Services (OTS)

Mission Statement

The mission of the Office of Technology Services is to provide Information Technology (IT) leadership and strategic direction to support the Federal Retirement Thrift Investment Board (FRTIB), its stakeholders and manage the full life-cycle of secure IT operations in alignment with the FRTIB mission.

Functional Statement

To fulfil this mission, the Office of Technology Services (OTS) performs several functions:

- Manages the financial, budget, and acquisitions IT portfolio in alignment with agency goals and objectives. Manages OTS administrative policies, workforce planning, space allocation, training, and travel.
- Manages the secure daily operation of agency-wide IT systems used by the FRTIB Offices, remote sites, federal agencies, Participants and Beneficiaries, and stakeholders.
- Collaborates with application developers to design software tools that provide end user interfaces to critical database systems.
- Directs the engineering, design, implementation and support of IT infrastructure and services for the wide area network to facilitate administrative and business applications.
- Protect and defend the Personally Identifiable Information (PII), sensitive financial information, and fiduciary responsibilities for the participants and beneficiaries of the Thrift Savings Plan by managing an effective security program.
- Ensures adherence to the Federal Information Security Management Act (FISMA) and implementation of the Risk Management Framework.
- Develop project management artifacts to oversee execution of technical and service requirements for the FRTIB Business Owners.

The background features a large, faded circular seal of the Federal Retirement Thrift Investment Board. The seal contains the text "FEDERAL RETIREMENT THRIFT INVESTMENT BOARD" around the perimeter, "1986" at the bottom, and a central emblem with a stylized flame and the words "THRIFT SAVINGS PLAN".

NEW EMPLOYEE

WHAT TO KNOW ON YOUR FIRST DAY

Please report to the Main Lobby Security Desk at 77 K Street, NE, Washington, DC 20002 before 8:00 AM on your first day of work. Please enter at the 1st Street entrance of our building and not the K Street entrance. An HR Specialist will meet you in the lobby to assist with the security check-in procedures and to escort you upstairs to begin the orientation process.


In order to complete your in-processing into the Federal Retirement Thrift Investment Board, you must bring the following items and paperwork with you:

1. A government issued Photo ID (to check in at the security desk in the main lobby)
2. Identity and Employment Authorization as requested on the I-9 form
3. Completed Forms provided by HR
4. Documentation verifying your financial institution's routing and account number for your net pay and any allotments.

Public Transportation - The closest metro stop is Union Station (Red Line), exit at 1st Street.

Follow the "Operating Status" provided by the Office of Personnel Management (OPM) for any emergency closings or delays at www.opm.gov.

Please call the reception desk if you have any delays or questions at (202) 942-1600.



**WORK SCHEDULES
HOURS OF DUTY
&
PAY CYCLE**

WORK SCHEDULES

STANDARD BUSINESS HOURS

Standard Business Hours are established as 9:00 a.m. and end at 5 p.m.

CORE HOURS

Core hours are designated periods during the workday when an employee is required to be present for work or in an approved absence status and are within the designated standard business hours. FRTIB core hours are from 9:30 a.m. - 3:00 p.m.

FLEXIBLE HOURS

Flexible hours are the part of the workday when employees may (within limits or "bands") choose their time of arrival and departure. Within limits, FWS can enable employees to select and alter their work schedules to better fit personal needs and help balance work, personal, and family responsibilities. The flexible time band in which all regularly scheduled work must be performed (to include credit hours), is 6:30 a.m. to 8:00 p.m.

FLEXIBLE WORK SCHEDULES

5/4-9 SCHEDULE

The 5/4-9 schedule is the Agency's FWS option. It allows a full-time employee to work nine hours a day for eight days, and one eight hour day to fulfill the 80- hour biweekly work requirement. This schedule enables the employee to fulfill the 80-hour basic work requirement in nine workdays rather than 10 workdays, thereby providing the employee with one day off each biweekly pay period. The nine-hour days must start and end at the same time each day. The eight-hour day will have a different starting and/or ending time but those times must be the same each pay period. The supervisor determines the number of hours a part-time employee must work in a nine-day biweekly pay period.

CREDIT HOURS

Credit hours are any hours within an FWS that are in excess of an employee's basic work requirement (e.g., 40 hours a week) which the employee elects to work to vary the length of a workweek or a workday

FEDERAL HOLIDAYS

New Year's Day January 1 st	Labor Day The 1 st Monday of September
Birthday of Martin Luther King Observed on the 3 rd Monday of January	Columbus Day The 2 nd Monday of October
Washington's Birthday February 17 th	Veteran's Day November 11 th
Memorial Day The last Monday of May	Thanksgiving Day The 4 th Thursday of November
Independence Day July 4 th	Christmas Day December 25 th

PAY CYCLE

The federal government operates on a bi-weekly pay cycle. Thus, there are 26 pay periods in each calendar year. The FRTIB pay periods run from Sunday through the following Saturday. Paydays are on the second Tuesday of the pay period; however, funds are usually released by the first Friday of the pay period.

ANNUAL AND SICK LEAVE

Annual leave is provided for each FRTIB employee who has an established tour of duty or work schedule and whose Appointment is for 90 days or longer. Full-time employees earn annual leave each pay period in increments of 4, 6, or 8 hours, depending upon the total years of federal service. Both creditable civilian and military service are used in determining time increments for leave purposes. The rates of annual leave accrual are as follows:

Years of Federal Service	Pay Period Accrual	Total Annual Accrual
Less than 3 years	4 hours	13 days
3 to 15 years	6 hours	20 days
15 years or more	8 hours	26 days

You may not carry over more than 30 days (240 hours) of annual leave. Earned annual leave exceeding 240 hours must be used by the end of the leave year or it will be lost.

Annual leave may be granted when requested with consideration to the effect of your absence on the assigned workload. In cases where an emergency requires you to remain away from work without prior approval, you must notify your supervisor as soon as possible on the first day of your absence. Check with your supervisor about specific reporting requirements for your office.

Full-time employees earn 13 days of sick leave each year, at the rate of 4 hours per pay period (every 2 weeks). Employees who work on a part-time basis with an established tour of duty earn sick leave at the rate of 1 hour for each 20 hours of duty. Credit may not exceed 4 hours of sick leave for 80 hours of duty in any pay period. There is no limit on the amount of sick leave you may accumulate. Use of sick leave is charged in increments of 15 minutes. Sick leave may be used when you are unable to work because of sickness or injury, or when you have a medical, dental, or optical appointment.

For additional guidance on Leave Administration please refer to the Hours of Work Policy and Procedures – located on the FRTIB Town Center.

LEAVE AND EARNING STATEMENT

You can view your leave and earnings statement (LES) through the Employee Express website at <https://www.employeeexpress.gov/DefaultLogin.aspx>. Your Login ID when you first log in will be your social security number. The password will be emailed to your work email address within 10 days of employment. If you have not received your password during this timeframe please contact the HR Office. In the meantime, your leave and earning statements will be mailed directly to your home address on file.

If you need assistance with Employee Express please send a detailed message to the Help Desk at EEXHelp@opm.gov with the following information:

- Your name
- Your employing agency name
- Your daytime phone number
- A detailed description of your problem (**for security reasons, DO NOT include your Social Security Number (SSN), Login ID or Password in your message**)

Thrift Investment Board		For Pay Period Ending 2 08/05/2006	Net Pay 3 587.21
EARNINGS AND LEAVE STATEMENT		Pay Period # 4 17	Pay Date 5 08/15/2006
Name 6 Igot A. Check	Pay Plan/ Grade /Step 7 GS 08 06	Annual Salary 8 48,188.83	Hourly Rate 9 23.09
Home Address 10 333 My Road Town, CO 12345	Pay Check Mailing Address 11		

BASIC INFORMATION 12		
Service Comp Date XX/XX/XXXX	agency TIB	Cumulative Retirement agency \$XXXX
Dept ID RF	FLSA Class EXEMPT OR NON-EXEMPT	Organization Code XXXX0000
Pay Begin Date XX/XX/XXXX	Financial Institution XXXXXXXXXXXX	TSP Tax Deferred Amt/% 5 %
TSP Roth Amt/% X %		

Your Pay Consists of 13		Current	YTD	Tax Information 14		Marital Exemptions Status	Additional Withholding Wages	Current YTD Wages
Gross	1,847.23	31,782.55		Federal	S	0	0.00	24,555.95
Total Deductions	1,260.02	14,128.14		State - DC	S	0	0.00	24,555.95
Net Pay	587.21							

EARNINGS 15						
TYPE	RATE	ADJUSTED	ADJ HOURS	HOURS	CURRENT	YTD
Regular	23.09			80:00	1,847.23	

DEDUCTIONS 16									
TYPE	MISC	ADJ	CURRENT	YTD	TYPE	MISC	ADJUSTED	CURRENT	YTD
FERS/CSRS Retirement-Ded.			14.78	250.30	OASDI Tax	6.2			106.25 1,832.79
Medicare Tax	1.45		24.85	428.66					
State Tax 1 / CO			62.00	1,077.00	Health Benefits – Pretax	9E2		133.51	2,221.41
FEGLI – Regular			7.65	129.45	Charity Contribution				10.00 170.00
Savings Allotment			15.00	0.00	Thrift Savings Plan Loan				389.30 0.00
Thrift Savings Plan (TSP)			295.56	5,005.19					

BENEFITS PAID BY GOVT. 17								
TYPE	CURRENT	YTD	TYPE	CURRENT	YTD			
FEGLI	3.83	64.81	FEHB	316.08	5,337.66			
FERS/CSRS	206.89	3,503.69	Medicare	24.85	428.66			
OASDI	106.25	1,832.79	TSP Basic	18.47	312.79			
TSP Matching	73.89	1,251.33						

LEAVE 18								
TYPE	Begin Bal	Begin Bal Lv	Earned Current	Earned YTD	Used Current	Used YTD	Ending Bal	
Annual	248.30	240.00	8.00	120.00	1.30	105.00	255.00	
Sick	345.30	348.30	4.00	60.00	7.00	66.00	342.30	
Credit Hours	0.30	21.00		15.00	0.30	36.00	0.00	
Admin	0.00		0.00	0.00	0.00	2.00	0.00	

Annual Leave 19			
Category: 8	Projected Yr End Bal: 88:00	Max Carry Over: 240:00	Use or Lose Balance: 103:00

REMARKS 20

EMPLOYEE EXPRESS LEAVE AND EARNINGS STATEMENT EXPLANATION

Block #	Data Element Name	Description
1	agency	The agency an employee works for
2	For Pay Period Ending	The current pay period ending date for the period being paid
3	Net Pay	A total of all earnings (current pay period and any adjustments), less all deductions (current pay period and any adjustments)
4	Pay Period	The current pay period in which an employee was scheduled to perform work
5	Pay Date	The pay date is the day you receive your net pay
6	Name	The employee's name will appear as it is stored in the system
7	Pay Plan/ Grade/ Step	An employee's current pay plan, grade, and step
8	Annual Salary	Current annual salary
9	Hourly Rate	Current hourly rate of pay
10	Home Address	Employee's home address for mailing end-of-year W2
11	Pay Check Mailing Address	Displays the address where your check will be mailed to. If check is sent to a bank (EFT), no check mailing address will display
12	Basic Information	<p>Service Comp Date- A Service Computation Date (SCD) is a date, either actual or constructed, used to determine benefits that are based on how long a person has been in the federal Service and is used to determine the rate at which an employee accrues leave.</p> <p>Dept ID- Current Department employee works for as identified by the payroll office</p> <p>Pay Begin Date- The beginning date of the pay period listed</p> <p>TSP Roth Amt- The amount or percentage of your ROTH contribution</p> <p>agency- Current agency employee works for (abbreviated)</p> <p>FLSA Class- Non-exempt or exempt status (for overtime purposes)</p> <p>Financial Institution- The name of the financial institution receiving the net pay</p> <p>Cumulative Retirement agency- The total sum of employees retirement deductions collected by your current payroll provider</p> <p>Organization Code- Current office employee works for</p> <p>TSP Tax Deferred Amt/%- The amount or percentage of your TSP contribution</p>
13	Your Pay Consists of	The current pay period and year-to-date totals for your gross pay, total deductions, and net pay
14	Tax Information	Your current federal and state marital status, exemptions, and additional withholdings. Displays your current state tax identifier and your year-to-date wages.
15	Earnings	Displays the type of pay (regular, leave, etc.), hourly rate paid, any adjustments for prior pay periods, number of hours paid during the current pay period, and gross wages for current pay period.

16	Deductions	Includes all current pay period deduction amounts or percentages and the type of deductions that are being deducted from your current gross pay. Displays year-to-date deduction amounts.
17	Benefits Paid by Govt.	Displays the contribution type and the contribution amount or percentage contributed by your employing agency for the current pay period. Displays year-to-date contributions.
18	Leave	The number of leave hours available to you at the beginning of the current pay period (Begin Bal Current) and at the beginning of the current leave year (Begin Bal Lv Yr). The type of leave hours earned and used in the current pay period and the total hours earned and used year-to-date. Displays the type of leave and the number of leave hours available at the end of the current pay period (Ending Bal).
19	Annual Leave	<p>Category - Your Annual Leave Category (determines how many hours you accrue per pay period).</p> <p>Projected Yr End Bal - The amount of annual leave to be earned between the end of the current pay period and the leave year end.</p> <p>Max Carry Over - The maximum amount of annual leave that can be carried from year to year</p> <p>Use or Lose Balance - The amount of annual leave that must be used by the end of the current leave year (the difference between the maximum carryover and the sum of the current Annual leave balance plus projected yearend).</p>
20	Remarks	The remarks section will provide any general information that will be useful to the agency or specific information to the employee regarding personnel actions, payroll adjustments, or advance notice of compensatory time expiration.

PLEASE NOTE, THE EMPLOYEE IS RESPONSIBLE FOR VERIFICATION OF PAY, DEDUCTIONS, AND LEAVE

The seal of the Federal Retirement Thrift Investment Board is a large, light blue circular emblem. It features a central torch with a flame, surrounded by a ring of stars. The text "FEDERAL RETIREMENT THRIFT INVESTMENT BOARD" is written around the perimeter, and "1986" is at the bottom. The words "THRIFT SAVINGS PLAN" are also visible in the lower part of the seal.

BENEFITS INFORMATION

TRANSIT BENEFITS

The FRTIB Public Transportation Benefit Program is designed to subsidize employees' cost of using public transportation to travel to and from work.

- **SmartBenefits.** The mass transit subsidy provides for the monthly distribution of qualified transit benefits up to the limit established by law (\$260) or actual commuting costs, whichever is lower. FRTIB employees who expect to commute via public mass transportation may receive a mass transit subsidy.

The sign up forms for transit benefits can be found on the FRTIB Town Center

PARKING

The FRTIB provides parking passes, compensated by the agency to all Directors, GS-15 and GS-14 employees. If you fall in one of these categories and are interested in parking please contact the Mission Support team at MissionSupport@tsp.gov.

Marc Park maintains the parking at 77K. For those wishing to pay for monthly parking at 77K, Marc Park is currently maintaining a waiting list. To sign up for the waiting list or for inquiring about immediate availability.

As an alternative, Marc Park also maintains a parking lot nearby at 100 K Street. Anyone interested in monthly parking at 100 K Street may also sign up using the website listed above.

Questions regarding eligibility for either program or how to complete enrollment forms may be directed to the Mission Support team at MissionSupport@tsp.gov.

FEDERAL BENEFITS IN BRIEF

As an FRTIB employee, pay is only part of the compensation you will earn. The federal government offers a broad range of benefit programs.

BENEFEDS - Vision & Dental eligible employees and annuitants can choose among: a) four nationwide and three regional dental plans and b) three nationwide vision plans. See the link below to learn more or enroll: <https://www.benefeds.com/>

Employee Assistance Program (EAP) can provide positive assistance to those employees experiencing difficulties due to family, emotional or financial problems, or difficult times with children, as well as alcohol and drug related issues.

The Federal Employees Group Life Insurance (FEGLI) is the largest group life insurance program in the world, covering over 4 million federal employees and retirees, as well as many of their family members. FEGLI provides group term life insurance. As such, it does not build up any cash value or paid-up value.

If you are a new federal employee, you are automatically covered by Basic life insurance and your payroll office deducts premiums from your paycheck unless you waive the coverage. In addition to the Basic, there are three forms of Optional insurance you can elect. See the link below for more information covering FEGLI: <http://www.opm.gov/healthcare-insurance/life-insurance/>

The Federal Employees Health Benefits Program (FEHB) is a nationally recognized model that offers you choices and flexibility along with a substantial employer contribution to premiums. You can choose from among Consumer-Driven and High Deductible plans that offer catastrophic risk protection with higher deductibles, health savings/reimbursable accounts and lower premiums, or Fee-for-Service (FFS) plans, and their Preferred Provider Organizations (PPO), or Health Maintenance Organizations (HMO) if you live (or sometimes if you work) within the area serviced by the plan.

As a federal employee you are eligible to elect FEHB coverage, unless your position is excluded by law or regulation. There are numerous special provisions for people in part-time or intermittent employment, temporary appointments, and specifically named positions. See the link below to compare health plans and premiums: <http://www.opm.gov/healthcare-insurance/healthcare/>

Federal Long Term Care Insurance Program (FLTCIP) The Federal Long Term Care Insurance Program (FLTCIP) provides long term care insurance to help pay for costs of care when enrollees need help with activities they perform every day, or you have a severe cognitive impairment, such as Alzheimer's disease. Most employees must be eligible for the FEHB Program in order to apply for coverage under the FLTCIP. You must apply to find out if you are eligible to enroll. See the link below for more information covering FLTCIP: <http://www.opm.gov/healthcare-insurance/long-term-care/>

Flexible Spending Accounts (FSA) allows you to save money for health care expenses with a Health Care or Limited Expense Health Care FSA. Think of it as a savings account that helps you pay for items that typically aren't covered by your FEHB Plan, the Federal Employees Dental and Vision Insurance Program, or other health insurance coverage. FSAFEDS also offers an account for families with young children or elder care expenses – the Dependent Care FSA. This account allows you to set aside money to pay for your day care expenses.

Eligible employees can enroll in FSAFEDS each year during the Federal Benefits Open Season (the November/December timeframe). Open Season enrollments are effective January 1 of the following year. Current enrollees must remember to enroll each year to continue participating in FSAFEDS. Enrollment does NOT carry forward year to year. Click here to read more about FSA: <http://www.opm.gov/healthcare-insurance/flexible-spending-accounts/>

RETIREMENT BENEFITS

Civil Service Retirement System (CSRS) was created in 1920 and was the only retirement plan for most federal civilian employees until 1984. CSRS is a defined benefit retirement plan that provides retirement, disability, and survivor benefits. If you are CSRS your retirement coverage will continue upon transfer to this agency. If you are rehired, HR will determine if you meet the statutory rules to remain covered under CSRS, which may include coverage as CSRS "Offset" (which requires payment into Social Security as part of the total CSRS deduction. Note: You are not a FERS employee but are fully vested and entitled to

a CSRS benefit). Eligibility for a CSRS basic annuity requires 5 years of creditable service, which all CSRS employee have presently accrued. The agency will deduct and match 7% of your pay to the CSRS fund, however the basic annuity is a defined benefit plan based on number of years of creditable service and your salary at your highest grade and step averaged over 3 years. The formula for CSRS pays close to 2% of salary for each year worked (for up to 42 years of creditable service). Eligibility for an immediate or deferred benefit is based on the chart below:

Minimum

<u>Years of creditable service</u>	<u>Age at Separation</u>	<u>Eligible for a Basic Annuity</u>
5	62	Immediately
5	not age 62	Deferred until age 62
20	60	Immediately
30	55	Immediately

This was a basic summary of the FERS and CSRS retirement programs. Do not wait until you are close to retirement eligibility to learn about your retirement benefits package as a federal employee. The agency will periodically sponsor informational briefings on the TSP by our own in-house experts on the program (which will include the basics of FERS, CSRS, and Social Security). In addition, we will periodically sponsor retirement information and planning sessions. If you have specific questions about your retirement benefit plan, please contact HR for assistance.

Federal Employees Retirement System (FERS) is a retirement plan automatically covering employees hired January 1, 1984 or later. FERS is a three-tiered retirement system that consists of three different sources: a Basic Benefit Plan administered by the Office of Personnel Management, Social Security, and the Thrift Savings Plan (TSP) administered by the Federal Retirement Thrift Investment Board. Two of the three parts of FERS (Social Security and the TSP) can go with you to your next job if you leave the Federal Government before retirement. The Basic Benefit and Social Security parts of FERS require you to pay your share each pay period. Your agency withholds the cost of the Basic Benefit and Social Security from your pay as payroll deductions. Your agency pays its part too. Then, after you retire, you receive annuity payments each month for the rest of your life.

Upon eligibility for a retirement benefit under FERS, you will receive a benefit payment from each component of the FERS program. The total benefit received under FERS is designed to pay you a replacement rate of your working income. The replacement rate you should plan to receive should allow you to maintain your standard of living based on what you earned when you worked. To determine if you will receive a substantive replacement rate you need to understand the components of your FERS benefit and consider the actions you should take to ensure you can “retire with dignity”. The TSP will be an important part of that goal but your retirement benefit is more than just your TSP account.

Eligibility is determined by your age and number of years of creditable service. In some cases, you must have reached the Minimum Retirement Age (MRA) to receive retirement benefits. See the link below to read more about FERS: <http://www.opm.gov/retirement-services/fers-information/>

FERS Basic Annuity - Your entitlement to a basic annuity is based on the number of years of creditable civilian service; the benefit you receive is based on a formula that factors the number of years of creditable service you have and your highest grade and step averaged over a three-year period. In order to become eligible for the basic annuity you must have a total of 5 years of creditable civilian service. Once you have attained 5 years of creditable civilian service the chart below explains when you are eligible for an immediate or deferred annuity:

Minimum Years of creditable service	Age at Separation	Eligible for a Basic Annuity
5	62	Immediately
5	not age 62	Deferred until age 62
10	MRA*	Immediately **
10	not at MRA*	Deferred until MRA is reached**
20	60	Immediately
30	MRA*	Immediately

* MRA – Minimum Retirement Age – the minimum age based on date of birth you must reach to become eligible with appropriate years of service for a FERS basic annuity

Birth Year:	MRA:
1947	55
1948-1952	increase by 2 months per year
1953-1964	56
1965-1969	increase by 2 months per year
1970 & later	57

The formula for the FERS annuity is 1% of salary times the number of years of creditable service. For example, if you work 30 years you can expect to receive 30% of your highest grade and step (salary averaged over three years). If you retire at age 62 with at least 20 years of service the formula will increase to 1.1% for each year of creditable service. The calculation of your FERS annuity will be based on the total years of creditable civilian service you have, which may include military service or other service (such as Peace Corps volunteer time). A deposit may be required for credit for this service. Check with Human Resources on how to obtain credit for certain types of service and for more information about the OPM basic annuity.

**If eligible retire under the MRA with less than 30 years of service there will be a 5% reduction in the calculated annuity for each year you are under the age of 62. For example a FERS employee with 25 years of service who retires under his MRA at age 56 would be eligible for an annuity that is 25% of his high 3 year salary. The annuity paid would be reduced by approximately 30% (6 years x 5 = 30%) from the calculated amount.

The FERS basic annuity is a defined benefit plan. Although contributions are made by you and the agency to FERS, the benefit you receive is not based on the amount paid into FERS. As stated above FERS benefits are formula based and determined from your total years of creditable service and three-year average salary based on highest grade and step.

Social Security – Administered by the Social Security Administration (SSA). Your contribution from your pay to the Social Security benefit is 6.2% of your pay; the agency also contributes an equivalent amount to the fund. Similar to your OPM Basic Annuity what you receive will not be based on the amount you or your employer paid into Social Security. The benefit you receive will be based on your lifetime average of income earned from which a social security contribution was deducted. Social Security benefits are a salary weighted based formula, which pays a higher replacement rate on a lower lifetime income earned versus those who retire with a higher average wage. You will need 40 quarters (about 10 years) of substantial wages earned from which social security was deducted for basic eligibility for the program; however lifetime wages are averaged over a 35 year career. The earliest age you may receive a benefit is 62; however the more years you delay your first payment to your full retirement age the greater the amount

of the calculated benefit you receive. For more information on how your Social Security benefit is computed and to request an estimate of your benefit(s), visit the SSA website at <http://www.ssa.gov>.

Note: If you immediately retire under FERS before age 62, OPM will pay a supplemental benefit based on your federal wages and the SSA formula for benefits. This payment will end at age 62, regardless of whether you choose to begin receiving your Social Security benefit, delay it to a later date, or begin receiving it at full retirement age.

THRIFT SAVINGS PLAN

The Thrift Savings Plan (TSP) is a retirement savings and investment plan for federal employees and members of the uniformed services, including the Ready Reserve. It was established by Congress in the Federal Employees' Retirement System Act of 1986 and offers the same types of savings and tax benefits that many private corporations offer their employees under 401(k) plans.

The TSP is a defined contribution plan, meaning that the retirement income you receive from your TSP account will depend on how much you (and your agency, if you are eligible to receive agency contributions) put into your account during your working years and the earnings accumulated over that time. Remember, if you are covered by the Federal Employees' Retirement System (FERS), the TSP is one part of a three-part retirement package that also includes your FERS basic annuity and Social Security. If you are covered by the Civil Service Retirement System (CSRS) or are a member of the uniformed services, the TSP is a supplement to your CSRS annuity or military retirement pay.

The TSP has a selection of individual and lifecycle funds that offer broad market diversification. You can choose to have your retirement dollars invested in everything from a short-term U.S. Treasury security to index funds comprised of domestic and international stocks.

ESTABLISHING YOUR TSP ACCOUNT

If you are a FERS or CSRS employee and you were rehired after July 31, 2010, your agency has automatically enrolled you in the TSP, and 3% of your basic pay is deducted from your paycheck each pay period (5% starting October 2020) and deposited into your TSP account unless you make an election to stop or change your contributions using Employee Express or by completing the TSP-1 Election Form and submitting it for processing to the Human Resources Division.

When you contribute to the TSP, the agency will match the first 5% of your contribution each pay date. If you have any questions regarding TSP please contact the HR Benefits Specialist for assistance.

TSP FUNDS OVERVIEW

The Thrift Savings Plan is comprised of 6 primary investment funds. Below are brief descriptions of each fund.

- The G Fund, Government Securities Investment Fund: The G Fund's investment objective is to produce a rate of return that is higher than inflation while avoiding exposure to credit (default) risk and market price fluctuations.
- The F Fund, Fixed Income Index Investment Fund: The F Fund's investment objective is to match the performance of the Barclays Capital U.S. Aggregate Bond Index, a broad index representing the U.S. bond market.
- The C Fund, Common Stock Index Investment Fund: The C Fund's investment objective is to

match the performance of the Standard and Poor's 500 (S&P 500) Index, a broad market index made up of stocks of 500 large to medium-sized U.S. companies.

- The S Fund, Small Capitalization Stock Index Investment Fund: The S Fund's investment objective is to match the performance of the Dow Jones U.S. Completion Total Stock Market Index, a broad market index made up of stocks of U.S. companies not included in the S&P 500 Index.
- The I Fund, The International Stock Index Investment fund: The I Fund's investment objective is to match the performance of the Morgan Stanley Capital International EAFE (Europe, Australia, and Far East) Index.
- The L Fund or "Lifecycle" funds, use professionally determined investment mixes the five individual TSP funds that are tailored to meet investment objectives based on various time horizons. The objective is to strike an optimal balance between the expected risk and return associated with each fund.



NAVIGATING THE WORKPLACE

BUILDING RULES AND REGULATIONS

The following rules and regulations have been formulated for the safety and well-being of all the tenants of the building. Adherence to these rules and regulations by each and every tenant contributes to safe occupancy and quiet enjoyment for the building. Only rules that directly obtain to FRTIB employees have been explained below. For a complete list of rules and regulations be sure to review the Official Brookfield Building rules and Regulations Document.

1. No show cases or other articles shall be put in front of or affixed to any part of the exterior of the building, nor placed in the Common Areas without the prior written consent of Landlord.
2. Tenant shall not mark, paint, drill, cut, string wires, within or in any way deface any part of the building (including window mullions) without the prior written consent of the landlord and as landlord may direct. Tenant shall not hang any items or objects from the ceiling. Items and/ or objects hanging from the ceiling can damage the ceiling tiles and ceiling grid. Upon removal of any
3. No tenant shall construct, maintain, use or operate within or in the outside of the Building, any electrical device, wiring or apparatus in connection with a loud speaker system or other sound system. Upon written approval by Landlord, a tenant may install Muzak or other internal music system within the tenant's premises if the music system cannot be heard outside of the premises.
4. No bicycles, vehicles, animals, birds or pets of any kind shall be brought into or kept in or about a tenant's premises or in the building
5. No cooking shall be done or permitted by any tenant on its premises, except that, with Landlord's prior written approval (including approval of plans and specifications therefor), a tenant may install and operate for convenience of its employees a lounge or coffee room with a microwave, sink and refrigeration; provided that in so doing the tenant shall comply with all applicable building code requirements and any insurance or other requirements specific by Landlord. No tenant shall cause or permit any unusual or objectionable odor to originate from its premises. Tenant shall place all office equipment and any other device of any electrical or mechanical nature in the demised premises in setting approved by landlord, so as to absorb or prevent any vibration, noise or annoyance. Unauthorized and uninspected installation and operation of coffee makers, heating plates, microwave ovens, refrigerators, and similar items must be avoided. Electric space heaters and/or fans present a serious fire hazard and are strictly prohibited.
6. All removals, or the carrying in or out of any safes, freight, furniture of bulky matter of any description, must take place in such manner and during such hours as Landlord may require. Landlord reserves the right (but shall not have the obligation) to inspect all freight brought into the Building and to exclude from the Building all freight which violates any of these ruled and regulations or any provision of any tenant's lease.
7. No smoking shall be permitted in any of the Common Areas of the Building or in the tenant's premises. All cigarettes and related trash shall be disposed of in trash receptacles and not on the sidewalks, parking lot or grass.
8. Electric space heaters and/or fans present a serious fire hazard and are strictly prohibited.

BUILDING ACCESS

Employees entering the building must have a PIV card. You will receive a temporary access card on your first day of employment and a permanent PIV card once your background check has been completed.

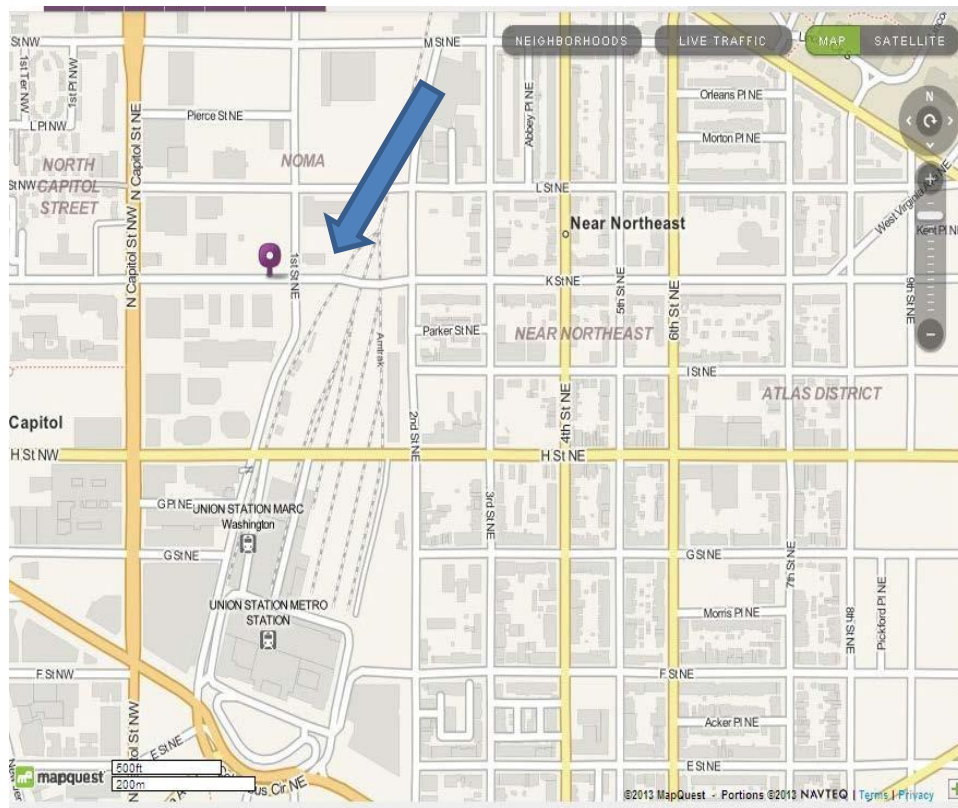
Please contact the Administrative Services Division, regarding any issues with your card.

Normal business hours at 77K, during which building services such as HVAC and building staff are available, Monday – Friday from 8 am to 7 pm, and Saturday from 8 am to 2 pm (excluding holidays). Security officers however, are on duty at the consoles and tour the building and garage 24 hours a day, seven days a week. 77K is open to tenants at all times, but you must use your PIV card, which includes your picture, the Agency’s logo, and a chip, to access the building. The agency is currently developing a policy for facility usage at 77K. In the meantime, concerns or questions regarding building services should be directed to your supervisor.

EVACUATION PROCEDURES

The fire alarm will sound when there is an emergency for which it is appropriate to exit the building. As you leave your office, close – but do not lock – your door. **DO NOT USE** the elevators. Exit the building immediately by the nearest exit, unless it is dangerous to do so.

Once outside the building, cross over 1st Street and assemble under the rail overpass (see map below).



SHELTER-IN-PLACE

The 9th floor has three designated Shelter-in-Places located at Rooms 9001, 9064, and 9065. The 10th floor training room is one of the four designated Shelter-in Place. When you hear the call to move to the Shelter-in-Place, immediately move to one of the designated areas until the “All Clear” call has been announced. At that time, you may return to your desk or follow the instructions to evacuate the building accordingly.

CONFERENCE ROOMS

FRTIB has nine conference rooms available by reservation.

Conference Room Number
09-062 - Union Station Conference Room
09-064 – 9 th floor Conference Room
10-001 – Board Room
10-010 – Training Room
10-011 – Audio Visual Conference Room
10-057 – Eastern Market Conference Room
10-069 – U Street Conference Room
10-083 – National Mall Conference Room
11-012 – Capitol Hill Conference Room
11-013 – 1600 Penn Avenue, Video Conference Room
11-059 – Mount Vernon Conference Room
11-061 – Georgetown Conference Room

EMPLOYEE LOUNGE

The employee lounge is available to all FRTIB employees and is located on the 11th floor. The employee lounge has a full size fridge, microwave, sink, dishwasher, toaster oven, can opener, sitting area with tables, and water cooler. In addition to the employee lounge, there are several small kitchenettes located on each floor that contain some or all of the following: sink, mini fridge, microwave, toaster, coffee maker, and can opener.

ROOFTOP TERRACE

The rooftop terrace is available to all FRTIB employees and is located on the 12th floor only accessible by the rooftop elevator.

EXERCISE FACILITY

The FRTIB recognizes the importance of maintaining a healthy and fit federal work force and encourages employees to use the available work schedule and leave flexibilities to participate in a physical fitness program. The agency believes such activity not only improves health, but also enhances employee productivity and morale. The building has a fitness facility equipped with a variety of cardiovascular and strength-training equipment located on the lobby level.

All users agree to be bound by the rules and regulations of the exercise facilities, and such rules and regulations may be from time to time changed.

The Physical Fitness Policy Rules and Regulations, dated February 24, 2011, can be found on the FRTIB Town Center.

NEARBY AMENITIES MAP

AMENITIES MAP



- 1 Federal Express
- 2 ATF Retail: Five Guys, Pound Coffee, Heidi's Brooklyn Deli, Sister's Mussels & Pizza
- 3 Marriott Courtyard (2009)
- 4 Au Bon Pain (2009)
- 5 Hilton Garden Inn (2010)
- 6 CVS Pharmacy
- 7 Harris Teeter (2010)
- 8 FERC Cafeteria
- 9 Sunrise Café
- 10 Railroad Deli
- 11 Subway
- 12 Au Bon Pain
- 13 Goodies Deli
- 14 Post Office
- 15 Union Station (130 Shops and Restaurants)
- 16 Union Station (Metro, VRE, MARC, Amtrak, Circulator, taxi, car rental and public parking)
- 17 Capital City Brewery
- 18 Banducci's Restaurant
- 19 Ebenezer's Coffeehouse
- 20 Union Station Bike Station (2009)
- 21 The Irish Times
- 22 The Dubliner
- 23 Phoenix Park Hotel
- 24 The Hotel George
- 25 Bistro Bis
- 26 La Taqueria
- 27 Johnny's Half Shell
- 28 ATF
- 29 Constitution Square (DOJ & Residential)
- 30 National Public Radio
- 31 EEOC (plus various retail)
- 32 Gonzaga College High School
- 33 FERC
- 34 DC Government
- 35 US Government Printing Office
- 36 Union Station & Parking Garage
- 37 US Postal Museum
- 38 SEC
- 39 Thurgood Marshall Federal Judiciary Building
- 40 Senate Office Buildings
- 41 Supreme Court
- 42 United States Capitol
- 43 Library of Congress





**TRAINING
&
DEVELOPMENT**

FRTIB 101

All new employees (including transfers from other federal agencies) will be scheduled to attend the FRTIB 101. This session will provide you information about the agency and is hosted by FRTIB Office Directors and the Executive Director. You will receive a mandatory meeting invite for the next session scheduled after your first day of duty here at the FRTIB.

IDP OVERVIEW

Supervisors are required to prepare a formal Individual Development Plan (IDP) for each employee to ensure mission-critical training and career development opportunities are achieved. All permanent agency employees should have an IDP in place within 30 days of joining the agency, being reassigned, or beginning a new performance cycle (October 1 - September 30).

All IDPs should be updated on an annual basis. Supervisors should work with employees to establish realistic developmental goals and objectives, jointly identify performance priorities, monitor progress toward goals, and provide ongoing feedback as needed. IDPs must be aligned with the Agency's strategic plan and address development needs required to meet current or future job requirements. The plan does not approve and/or authorize any training; all training must be approved and authorized in accordance with the training policies and procedures.

TSP TRAINING COURSE

Overview of the Thrift Savings Plan

All FRTIB employees are required to attend the "TSP Overview for Board Employees" training course. For the most recent training schedule for this course and other TSP courses that are available onsite at the FRTIB, please visit <https://frib.skillport.com>.

Employees interested in signing up for one or all of these courses should register using their ELMS account.

ETHICS ANNUAL TRAINING

All employees will receive annual ethics training in accordance with the Annual Ethics Training Plan. The training will emphasize:

- The principles of ethical conduct;
- The standards of ethical conduct (to include rules governing interaction with contractors);
- The Agency's supplemental standards;
- The federal conflict of interest statutes; and the names, titles, and office numbers of the Agency's ethical official

E-LEARNING MANAGEMENT SYSTEM (ELMS)

ELMS is an on-line learning portal with an extensive library of on-line courseware, books and videos. This portal is a developmental tool that you can utilize in your own time and at your own pace. It is not intended to replace instructor-led training courses; it supplements traditional methods and provides a greater opportunity for your skill development. For more details about ELMS please contact Derk Sloane X 1487. If you have your ELMS log in information see: <https://frib.skillport.com>.

JOB SPECIFIC TRAINING

The FRTIB also provides opportunities for training and development to encourage and assist employees: to improve performance of current official duties or official duties that can reasonably be expected to be assigned in the near future; to implement changes in office technology, procedures, and policy; and to obtain the most efficient and cost-effective training available in accordance with federal training regulations.

All training requests are processed through OTIS and/or ELMS.

FRTIB ACADEMIC DEGREE PROGRAM

The objective of the FRTIB Academic Degree is to build and retain a skilled and effective workforce and improve organizational performance by providing an Academic Degree Training Program designed to encourage and assist employees in increasing their knowledge, skills, and abilities in order to better perform the duties of their current position or strengthen their potential contribution to the overall mission of the FRTIB. To facilitate efficient administration and reporting, the FRTIB Academic Degree Training Program will be centrally managed by the Office of Resource Management.

TUITION ASSISTANCE PROGRAM

The agency may pay for employees to attend individual college courses that improve individual and organizational performance, related to the employee's current duties or anticipated duties, and assist in achieving the Agency's mission and performance goals. Employees participating in the FRTIB Academic Degree Program are not eligible to participate in the Tuition Assistance Program.

For additional information on the professional development programs check out the official FRTIB Employee Training & Development PDF on our agency Town Center's Policies and Procedures page.

CAREER LADDER PROMOTIONS

To be eligible for a career ladder promotion, an employee must receive a performance rating of "Fully Successful" or higher (level 3 and above). The employee must also possess the minimum qualifications at the next higher grade level (52 week waiting period).

***A career ladder promotion is not automatic. Factors that may impact a career ladder promotion are: a) an agency's spending level, b) enough quantifiable work to support a promotion to the next higher grade, and c) supervisor's assessment confirming employee's performance being at an acceptable level for the next higher grade.*

WITHIN GRADE INCREASES (WGI)

Each General Schedule (GS) grade has 10 steps. Within-grade increases (WGIs) or step increases are periodic increases in a GS employee's rate of basic pay from one step of the grade of a position to the next higher step of that grade. Employees who occupy permanent positions earn WGIs upon meeting the following three requirements established by law:

- The employee's performance must be at an acceptable level of competence. To meet this requirement, an employee's most recent performance rating of record must be at least Level 3 ("Fully Successful" or equivalent).

- The employee must have completed the required waiting period for advancement to the next higher step.
- The employee must not have received an "equivalent increase" in pay during the waiting period. (See 5 CFR 531.407.)

The required waiting periods established by law for advancement to the next higher step are as follows:

Advancement from:	Requires:
Step 1 to step 2	52 weeks of creditable service in step 1
Step 2 to step 3	52 weeks of creditable service in step 2
Step 3 to step 4	52 weeks of creditable service in step 3
Step 4 to step 5	104 weeks of creditable service in step 4
Step 5 to step 6	104 weeks of creditable service in step 5
Step 6 to step 7	104 weeks of creditable service in step 6
Step 7 to step 8	156 weeks of creditable service in step 7
Step 8 to step 9	156 weeks of creditable service in step 8
Step 9 to step 10	156 weeks of creditable service in step 9

AFFINITY GROUPS

Throughout the federal government there are a number of affinity groups organized to augment the professional development, mentoring, advocacy and volunteer opportunities available to their members. A few of them are:

Blacks in Government (BIG): Blacks In government was established in 1975 by a small group of African Americans at the Public Health Services which is a part of the Department of Health, Education and Welfare in Rockville, Maryland. BIG has been a national response to the need for African Americans in public service to organize around issues of mutual concern and use their collective strength to confront workplace and community issues. BIG's goals are to promote equality in all aspects of American life, excellence in public service, and opportunity for all Americans.

Federal Asian/Pacific American Council (FAPAC): FAPAC was founded in 1985 and is a nonprofit, nonpartisan organization representing the civilian and military Asian Pacific American (APA) employees in the federal and District of Columbia governments. The primary purpose of FAPAC is to serve as an interagency association providing a focus for over thirty ethnically distinct groups originating from Asian and Pacific regions as recognized by the United States Bureau of the Census.

Federally Employed Women (FEW): Federally Employed Women is a membership organization working for the elimination of sexual harassment and the advancement of women in government. This will be accomplished by encouraging diversity and equality in the workplace, organizations to advocate the fair application of EEO and personnel laws, policies, procedures, and practices, improving the quality of life for women by influencing Congressional and Administration actions, committing to achieve and maintain a unified and diverse membership; and providing opportunities for professional growth through leadership development, education, mentoring, and networking.

Society of American Indian Government Employees (SAIGE): SAIGE was formed to promote recruitment, hiring, retention, development and advancement of American Indians and Alaska Natives in the Government workforce and assist our respective agencies/organizations in fulfilling the Federal Trust Responsibilities.

The National Council of La Raza (NCLR): Founded in 1968, NCLR is a private, nonprofit, nonpartisan, tax-exempt organization headquartered in Washington, DC, serving all Hispanic subgroups in all regions of the country. NCLR is the largest national Hispanic civil rights and advocacy organization in the United States—works to improve opportunities for Hispanic Americans. Through its network of nearly 300 affiliated community-based organizations, NCLR reaches millions of Hispanics each year in 41 states, Puerto Rico, and the District of Columbia. NCLR provides capacity-building assistance to its Affiliates who work at the state and local level to advance opportunities for individuals and families. See more at: http://www.nclr.org/index.php/about_us/#sthash.yjHSAvOt.dpuf

Partnership for Public Service: The Partnership for Public Service works to revitalize our federal government by inspiring a new generation to serve and by transforming the way government works. <http://ourpublicservice.org/OPS/>

Young Government Leaders: Young Government Leaders (YGL) is committed to providing the authentic voice for our generation of aspiring government leaders. Our membership consists of over 5,000 young federal, state, and local government employees and is growing every day. We are the only 501 (c) non-profit professional organization founded by, and led by, young government employees. We are actively building a community of leadership for young public servants across the country, through professional development activities, networking opportunities, social events, seminars, fellowships, and scholarships. - See more at: <http://younggov.org/>



ETHICS 101

FOURTEEN PRINCIPLES OF ETHICAL CONDUCT FOR FEDERAL EMPLOYEES

(Executive Order 12674)

1. Public service is a public trust; employees must place loyalty to the Constitution, the laws, and ethical principles above private gain.
2. Employees shall not hold financial interests that conflict with the conscientious performance of duty.
3. Employees shall not engage in financial transactions using nonpublic government information or allow the improper use of such information to further any private interest.
4. Employees shall not, except as permitted by the Standard of Ethical Conduct, solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's agency, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties.
5. Employees shall put forth honest effort in the performance of their duties.
6. Employees shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the government.
7. Employees shall not use public office for private gain.
8. Employees shall act impartially and not give preferential treatment to any private organization or individual.
9. Employees shall protect and conserve federal property and shall not use it for other than authorized activities.
10. Employees shall not engage in outside employment or activities – including seeking or negotiating for employment – that conflict with official government duties and responsibilities.
11. Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.
12. Employees shall satisfy in good faith their obligations as citizens, including all financial obligations, especially those imposed by law, such as federal, state, or local taxes.
13. Employees shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age, or handicap.
14. Employees shall endeavor to avoid any actions creating the appearance that they are violating the law or the ethical standards set forth in the Standard of Ethical Conduct. Whether particular circumstances create an appearance that the law or these standards have been violated shall be determined from the perspective of reasonable person with knowledge of relevant facts.

These principles form the basis for the standards of ethical conduct regulation (5 C.F.R. part 2635) that is discussed and illustrated by examples on the following pages. A violation of these rules could result in disciplinary action or, for certain offenses, prosecution under related criminal statutes on conflict of interest. If you have any questions or need more information please contact an attorney in the Office of General Counsel and he/she will assist you. Please also review the Agency's detailed ethics directive ("Standards of Conduct – Ethics Plan and Program"), directive no. 52.

ETHICS ORIENTATION

New employees are required to attend an ethics orientation as soon as practical but in no case later than 90 days from their first work day. General Counsel will contact you within your first week of employment to set-up your orientation session. You will be provided with a copy of 5 week of employment to set-up your orientation session. You will be provided with a copy of 5 C.F.R. part 2635, “Standards of Ethical Conduct for Employees of the Executive Branch” and 5 C.F.R. part 8601, “Supplemental standards of ethical conduct for employees of the FRTIB. The orientation will be either a 60 minute ethics briefing, a 60 min on-line ethics class, or you will be advised to take one hour of official duty time to review ethic materials. For additional information please contact General Counsel at x1660.

CONFLICT OF INTEREST

What is a conflict of interest?

As an executive branch employee, you have the opportunity to use your talent and expertise to do work that benefits the public. Sometimes, though, your government work may benefit you or your family personally, or may affect individuals or organizations that you have some connection with outside your government job. In these circumstances, the public could be concerned that you will be motivated by considerations other than your desire to do what is best for the public as a whole.

Because the success of our government system depends upon maintaining the confidence of the public, your department or agency might decide that you shouldn’t be involved in a certain assignment because the public would be likely to question your objectivity. For example – depending on the circumstances – an agency might “disqualify” you from an assignment that will affect a member of your household or that involves a person with whom you do business outside the government.

Of course, the public is likely to consider some circumstances more troublesome than others. Recognizing this, Congress passed a criminal conflict of interest law, 18 U.S.C. 208, which prohibits you from working on an assignment in some situations – even if you know you can be objective and even if your supervisor wants you to work on it. Specifically, this law says that you may not work on an assignment that you may not work on an assignment that you will affect your own financial interest or the financial interest of your spouse or your minor child. The prohibition also applies if you know the assignment will affect the financial interests of your general partner, or trustee. And it even applies when you know the matter will affect the financial interest of someone with whom you have an arrangement for employment, or with whom you are negotiating for employment.

When you are unable to work on an assignment because of this conflict of interest law, an agency can often reassign the matter to another employee. However, if that is not possible or if your inability to work on that particular assignment means you really won’t be doing the job the government hired you to do, then your agency can require you to get rid of the interest that is causing.

GIFTS BETWEEN EMPLOYEES

There are rules about whether or when employees can give gifts to or accept gifts from their fellow employees. The information below is a brief overview of those gift rules by answering some of the frequently asked questions concerning gifts between employees.

What are the Prohibitions on Gifts Between Employees?

You may not give a gift to or contribute to a gift for your official superior. You also may not solicit a contribution from another employee for a gift for either your own or that employee's official superior. Finally, you may not accept a gift from someone who is paid less than you, unless that person is not your subordinate and a personal relationship justified the gift.

Who Is Your Official Superior?

Your immediate supervisor is anyone who has responsibility for your official performance evaluation, and anyone above your supervisor in the chain of command.

PERSONAL RELATIONSHIPS

Q: I have worked with someone for many years and we have become great friends. In fact, we began our jobs on the same day. She is in a higher grade, but she is not my official superior. We are avid gift givers and exchange gifts all the time. Is that a problem?

A: No, that is not a problem. As noted above under the general prohibitions, employees generally may not in a superior-subordinate relationship and a personal relationship justified the gift. Consequently, you and your friend are free to exchange gifts of any value at any time.

What Are Some Exceptions To The General Prohibitions?

The \$10 Rule

Q: My supervisor and I have developed a good working relationship over the years. Is there any gift-giving exception that would permit me to give him a gift on, let's say, his birthday or Bosses' Day?

A: Yes. There is an exception that allows you to give and your supervisor to accept a gift, other than cash, with a market value of \$10 or less on an occasional basis. This includes occasions when gifts are traditionally given such as birthday, Bosses' Day, or other annually occurring holidays.

Food and Refreshments Shared in the Office

Q: Once a month, my office has a lunch to celebrate the birthday of everyone born in that month. Everyone but the birthday celebrants pitches in money for pizza or Chinese food, or we organize a potluck. Some of the beneficiaries are supervisors. Is this okay?

A: Yes, provided that these events take place in the office and all contributions are voluntary.

MISUSE OF POSITION

Use of Public office for Private Gain

Sylvia, an employee of the Securities and Exchange Commission, offers to help a friend with a consumer complaint by calling the manufacturer of a household appliance. In the course of the conversation with the manufacturer, Sylvia states that she works for the SEC and is responsible for reviewing the manufacturer's SEC filings.

Did Sylvia Misuse her public office?

Yes. Employees may not use their public offices for private gain, their own gain or that of others. In this example, Sylvia used her office to induce a benefit for private purposes.

USE OF NONPUBLIC INFORMATION

Gail is a Navy employee who learns that her agency will award a contract to Supplier Corporation. Before the contract is publicly announced; Gail calls her stockbroker and purchases stock in Supplier Corporation.

Is Gail making permissible use of nonpublic information?

No. Employees may not use or allow the use of nonpublic information to further their own private interest or the private interest of others. In addition to violating the uniform Standards of Ethical Conduct, the actions described in the above example may also violate federal statutes prohibiting the use and disclosure of confidential and inside information.

USE OF GOVERNMENT PROPERTY

Will is a government worker who also coaches his daughter's soccer team. On a slow day at work, he uses government computer and photocopy equipment to type and reproduce the game and practice schedule for the soccer team.

Is this permissible use of government property?

No. An employee has a duty to protect and conserve government property and may not use government property, or allow its use, for other than authorized purposes. In addition to the Standards of Ethical Conduct, there are statutes that apply to misuse of government property. These include statutes proscribing theft of government property.

USE OF OFFICIAL TIME

In addition to her government job, Christine runs a catering business. It's difficult to reach her clients after hours, so she discusses menus and gives bids by telephone during work hours.

Is Christie misusing official time?

Yes. Except as otherwise authorized, an employee must use official time in an honest effort to perform official duties and may not ask or direct a subordinate to perform activities other than those required in the performance of official duties.

OUTSIDE ACTIVITIES

What about activities off the job, on my own time?

You cannot engage in outside employment or any outside activity if it conflicts with your government job. It could be prohibited by a law or regulation that applies to the agency or it might present a conflict because the outside activity would disqualify you from performing a significant amount of your government duties. The agency requires all its employees to obtain prior approval to engage in outside employment. Contact your ethics official for further guidance.

Can I teach a course on beginner swimming in the physical education department at the local community college?

There are restrictions that apply to outside teaching, speaking, and writing. Generally, if the activity relates to your official duties, the rule is that you cannot be paid for it. However, even if the course does relate to your work, there is an exception for teaching a course in the regular program of certain educational institutions that would allow you to teach the community college course.

If your government job requires you to deal with the community college or in any way affects the college's financial interest, you should seek advice from your ethics official before you accept the teaching position.

Note: High-ranking, non-career employees are subject to additional restrictions on outside earned income. Check with the agency ethics official for those rules.

What about fundraising?

There are rules that apply to fundraising as a private individual. Basically you can engage in private fundraising outside the workplace as long as you don't ask for a contribution from a subordinate or from someone who is regulated by, does business with, or seek official action by the agency, or has interests that may be substantially affect by you when you do your job. Also, you cannot use your title, position, or authority or government time or equipment to further the fundraising in your official before engaging in that kind of activity. Note: Prior approval is required if you are being compensated for your fundraising activities.

Some Things That Can and Can't Be Done off the job

- Carter's agency requires prior approval of outside activities, including service as an officer or director of an organization. With his agency's approval, Carter may serve as an officer of an association. Of course, he may still have to disqualify himself from working on official matters that could affect that association.
- After obtaining written approval, Victoria may work as a part-time salesperson with a clothing store in the local shopping center so long as her official duties do not affect the company that owns the chain of clothing stores.
- Yolanda may not use her job title or position with a federal law enforcement agency to raise funds for the police officers' association in her county. But she could do it on her own time, as a private citizen and not in a government uniform.
- George, who processes Medicare claims, may not be paid for teaching a one-day seminar for a senior citizens' group on the Medicare program and how to fill out Medicare claims.
- Ian works for the Department of Agriculture. Because of a criminal statute (18 USC 205), he cannot call the IRS on behalf of a neighbor (even if he will not be paid by her), to ask for reduction of a penalty assessed her for late payment.

IMPARTIALITY IN PERFORMING OFFICIAL DUTIES

What is meant by "improper appearances" and "a lack of impartiality?"

Think of it as a question of fairness. Suppose you went to a baseball game and you found out that the umpire was the uncle of a player on one of the teams. Most people would say that the umpire should not work that game, because there would be a strong appearance that he might not make the calls fairly and impartially.


A similar rule applies to you when you are doing your job. You should not act on a matter if a reasonable person who knew the circumstances of the situation could legitimately question your fairness. For example, your fairness might reasonably be questioned if you were to work on a project that could directly benefit a relative. The rule lists a number of such "covered relationships" with people and organizations that could pose a question of an "improper appearance."

If you have a situation that you think might raise such a concern, then you should talk to an ethics official at the agency. He or she will be able to tell you whether or not there is an appearance problem and give you advice on how to deal with it.

Examples of Situations Where Fairness May Be Questioned

- Marvin's handling of a consumer complaint that has been submitted to his agency by his business associate, or by a close friend, would raise a question about his impartiality.
- After 20 years with the same company, Pam accepts a job with the government. For one year, she should consider whether her fairness would be questioned if she were to act on matters specifically involving her former employer.

- Roy's work on an investigation of a company that is being represented by his brother would raise a question about his impartiality.
- Susan should have concerns about reviewing grant applications to her agency if one of the applicants for a particular grant is an outside organization where her father serves on the board of directors.

The seal of the Federal Retirement Thrift Investment Board is a large, light blue circular emblem. It features a central eagle with wings spread, perched on a globe. The eagle is surrounded by a ring of stars. The outer border of the seal contains the text "FEDERAL RETIREMENT THRIFT INVESTMENT BOARD" and the year "1986" at the bottom. The text "THRIFT SAVINGS PLAN" is also visible within the seal's inner circle.

GENERAL INFORMATION



Employee Express

Employee Express is an innovative automated system that empowers federal employees to initiate the processing of their discretionary personnel-payroll transactions electronically. For viewing and updating your personal information:

- Federal and State tax withholdings.
- Direct Deposit.
- Statement of Leave and Earning Statement
- Home mailing address.
- Open Season elections (FEHB).
- TSP and TSP catch-up elections.
- W-2 information (viewing and printing).
- Financial allotments.
- Estimated Retirement Annuity.
- Salary verification.

Follow this link to get started:

<https://www.employeeexpress.gov>

**Access to Employee Express will be granted within 1-2 weeks after onboarding. The first time logging in to the system, your User Name will be your SSN.*



Employee Assistance Program (EAP)

An EAP is a voluntary, comprehensive and work-based program that offers free services to employees to resolve personal problems that may adversely impact their work performance, conduct, health, and well-being. EAP addresses problems in the quickest, least restrictive, and most convenient manner while minimizing cost and protecting client confidentiality. Some services the EAP offer are:

- Legal Services
- Financial Services
- Counseling Services (individual/family)
- Smoking Cessation
- Employee Risk Management & more...

Follow this link to get started:

<http://foh.hhs.gov/services/EAP/Eapwebsite.asp>

If you need further assistance, please call the support line at 1-800-222-0364.

QuickTime

QuickTime is a web-based system that is used to submit work time and leave information to the Agency's payroll service provider. Feature of QuickTime:

- View a summary of current or historical time and attendance information.
- Enter, save, and submit bi-weekly time.
- Online leave request and submittal.
- Track and view leave balances and updates i.e., annual, sick or credit hours etc.
- Available 24 hours a day, 7 days week Generate and view personal leave audit report
- Create and apply default work schedules; saves time
- Holidays automatically generated on timesheets

Follow this link to get started:

<https://qtime.ibc.doi.gov/proweb/qtime1542/login>

**Access to QuickTime will be granted within 1-2 weeks after onboarding.*



The electronic Official Personnel Folder (eOPF) eOPF is an electronic version of the paper OPF and a system for accessing the electronic folder online. The eOPF system combines document management with workflow capabilities. The eOPF allows each employee to have an electronic personnel folder instead of a paper folder. Benefits of eOPF include:

- * Immediate access to personnel forms and information for a geographically dispersed workforce.
- * E-mail notification to employee when documents are added to their eOPF.
- * Multi-level secure environment with security rules for sensitive information.
- * No loss of official personnel documents due to filing and routing errors.
- * Reduced costs associated with storage, maintenance, and retrieval of records.
- * Electronic transfer of human resources (HR) data.
- * Integration with agency's human resources information systems (HRIS).
- * Compliance with OPM and federally mandated HR employee record management regulations.

Follow this link to get started: <https://eopf.nbc.gov/flra/>
For further assistance, contact eOPF help desk: eopf_hd@telesishq.com or 1-866-275-8518.

OCCUPATION AND PREVENTIVE HEALTH SERVICES

Health services provided at the workplace offer many benefits to both employees and employers. Employees who participate in work-site health programs reap the rewards of better health and employers benefit from decreased absenteeism, improved morale, and increased productivity.

FRTIB has joined forces with Federal Occupational Health to provide a full range of occupational and preventative health services. Employees will be notified by email when health screenings have been scheduled. These services include:

- On-site First Aid and Emergency Response
- Immunizations
- Physician-Prescribed Services
- Health Awareness Programs
- Health Screenings

In addition, to the off-site services, health screenings and flu shots will be made available at FRTIB. An email notification will be sent out to employees when an on-site event has been scheduled. If you have any questions regarding health services, please contact Human Resources.

FIRST AID KITS AND EADS

First-aid kits are located in each kitchenette area and there is one automated external defibrillator (AED) on each floor. An automated external defibrillator is a portable electronic device that automatically diagnoses the potentially life threatening cardiac arrhythmias of ventricular fibrillation and ventricular tachycardia in a patient, and is able to treat them through defibrillation, the application of electrical therapy which stops the arrhythmia, allowing the heart to reestablish an effective rhythm.

FRTIB has several employees trained in CPR and offers CPR classes every two years.

VISITORS

You will need to let the main reception desk know in advance when you are expecting visitors. To do this, please send an email to “Receptionist” with your visitor details (i.e. visitor’s name, agency, date of visit, and time of arrival). The reception desk will send a letter to the main lobby security desk granting them access to the second floor. Once the visitor gets to the second floor, they will check in at the receptionist desk and receive their visitor’s badge. Visitor badges must be visible at all times and turned back in to the reception desk before leaving the building.

COMPUTER SECURITY

- Do not allow others to use your account;
- Do not write down your password;

- Be careful when entering your password that no one is looking over your shoulder;
- Use alpha, numeric, and punctuation characters in your password, e.g., 2gether or those acronyms based on phrases, e.g., “My dog ate my homework” (mdamhw).
- Use complex rather than simple words. Never use six of the same numbers or alpha characters or family birth dates, nicknames, or other simple-to-discover words.

USERNAME AND PASSWORD

Never share your user ID or password with anyone else. Don't tape user IDs and passwords to desks, walls, or terminals, or write them down and store them in list finders, desk drawers, etc. Do not save a user ID and password on the hard drive of a notebook computer. Avoid using any word found in the dictionary as a password. Never use personal information (names of family members, pets, etc.) for your password.

Your network username and temporary password will be provided to you on your first day of work. To change your initial password, log in, hit ctrl-alt-del, and select change password.

SERVICE DESK AND IT SUPPORT

The service desk is a centralized help desk for all IT related technical issues. A service ticket must be created by contacting the service desk prior to any IT related repairs or services. You can contact the Service desk via phone or email.

- Phone: 1-855-905-5100 (extension 5100 from 77 K St.)
- Email: servicedesk@tsp.gov

To expedite the process of your request, please provide the following information in your email:

- Name
- Email Address
- USER ID (FRTIB or SANDD)

BUILDING MAINTENANCE ISSUES

Building Maintenance issues should be reported to:

- Urgent – Administrative Services Division (ADM@tsp.gov)
- Non-Urgent – Send an email to Building Maintenance

COLLECTING OFFICE SUPPLIES

General office supplies are located on each floor. The main supply closet is located on the 10th floor in room 1050A.

MAIL

Office mailboxes are located in the 10th floor supply room. Mail is distributed to your group's inbox on a daily basis and should be received by COB each day.

TRAVEL CARD

The U.S. Government Charge Card is available for all Thrift Investment Board employees who make two or more official trips a year. The travel charge cards are to be used by federal employees to cover allowable travel and transportation expenses while on official travel. The charge card is to be used to the fullest extent possible for all expenses related to official government travel, such as:

- Common carrier passenger tickets for air, rail or bus service
- Lodging
- Meals
- Automobile rentals
- Fuel
- Transportation services

The charge card program increases control of unused common carrier tickets, improves cash management, and makes it easier to procure and keep records of airline tickets, meals, and other allowable travel expenses. This makes the logistics of travel easier for the traveler on official business.

APPLYING FOR A TRAVEL CARD

If you are interested in obtaining a Government Charge Card you will need to fill out the Government Card Account Application which can be received by contacting FRTIB Accounting. A charge card will be issued in your name and mailed to FRTIB for distribution.

VERIFYING RECEIPT OF YOUR CARD

You will receive an inactive card which is indicated by the sticker on the card. You should verify receipt of the card as soon as you receive it. Simply call the telephone number on the sticker and follow the instructions. Once this process is completed, your card is verified and will be ready for use.

CARD SECURITY

The employees' responsibility for the U.S. Government charge card is the same as for any personal charge card. Employees should use caution in giving the card number to others. Employees should black out the charge card number from any receipts submitted with travel vouchers. Employees are responsible for reporting any charges they consider fraudulent or incorrect.

ORDERING REPLACEMENT CARDS

If your card becomes worn out, damaged or defective in any way, contact Citi Customer Service Center to request a replacement card at 1-800-790-7206.

ACCOUNT STATEMENT

A paper statement will be mailed to your home address at the end of each billing cycle. The Account Statement will show all transactions that were posted during the billing cycle. You are required to review the statement to verify that you made all the charges and they are correct. You must pay the full amount by the due date shown on the statement.

TRANSACTION DISPUTES

You are responsible for initiating the dispute resolution process if your Account Statement lists charges which are:

- Unauthorized
- Incorrect
- For merchandise that has not been received
- For returned merchandise

To begin a dispute resolution process, complete a Cardholder Dispute Form. You can obtain the form at www.citimanager.com.

You can mail your form to Citi
PO Box 6125
Sioux Falls, SD 57117
Or Fax to: 605-357-2019

You must return the form to Citi within 60 days of the disputed Account Statement. You are not responsible for payment of the disputed amount while it is being researched.

SUSPENSION/CANCELLATION

Citi may begin the process to suspend your account if it is past due. Your account will be considered delinquent if payment for the undisputed principal amount has not been received 45 calendar days from the closing date on the billing statement in which the charge appeared.

You will receive notification from Citi requesting payment of the undisputed past due amount. If payment has not been received 55 calendar days from the closing date, the FRTIB will be notified that the suspension process will be initiated. If payment for the undisputed principal amount has not been received 61 calendar days from the closing date, your account will be suspended, unless otherwise directed by your agency. The FRTIB has the right to suspend your account for any reason.