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"Rummaging in the government's attic"

Description of document: Federal Retirement Thrift Investment Board (FRTIB)
Intranet (Internal Employee-Only Website) - Home Page
and Various Other Records, 2017

Requested date: 19-January-2017

Released date: 13-March-2017

Posted date: 20-March-2017

Source of document: FOIA Request
FOIA Officer
Federal Retirement Thrift Investment Board
77 K Street N.E., Suite 1000
Washington, DC 20002
Fax: (202) 942-1676
Email: FOIAREQUEST@tsp.gov

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FEDERAL RETIREMENT THRIFT INVESTMENT BOARD
77K Street, NE Washington, DC 20002

March 13, 2017

I am responding to your request received on January 19, 2017 in which you made a request for records to the Federal Retirement Thrift Investment Board (Agency) under the Freedom of Information Act (FOIA), 5 U.S.C. § 552, as amended. The request and our response are set forth below.

REQUEST 1

A copy of the FRTIB intranet home page.

RESPONSE 1

Your request is granted. Please see the enclosed document entitle, "Town Center".

REQUEST 2

A copy of the listing of Presentations from for the FRTIB intranet menu category.

RESPONSE 2

Please find attached, a document entitled "All Hands Presentations". However, with the exception of the All Hands presentations, there are no other records responsive to your request, since there is no central location for all presentations.

REQUEST 3

A copy of the listing of Reports from the FRTIB intranet menu category.

RESPONSE 3

There are no records responsive to your request. There is no "listing of Reports" on our FRTIB Town Center.

REQUEST 4

A copy of the listing of Digests from the FRTIB intranet menu category.

RESPONSE 4

Please find attached, a document entitled, "Office Digest, Historical Data Only", followed by listings of digests for individual offices.

REQUEST 5

A copy of the listing of TSP Procedures from the FRTIB intranet menu category.

RESPONSE 5

Your request is granted. Please find attached, a copy of the listings of all current policies.

REQUEST 6

A copy of the FRTIB Agency Resources Page, from the FRTIB Intranet site menu category.

RESPONSE 6

There are no records responsive to your request. The "FRTIB Agency Resource Page" was replaced by the Town Center in 2016.

REQUEST 7

A copy of the listing of Directives from the Online Directives System main menu.

RESPONSE 7

Your request is granted. Please find attached, a document entitled "FRTIB Directives".

You may appeal this decision in writing to the Executive Director, Federal Retirement Thrift Investment Board, 77 K St. NE, Washington, DC 20002. Please cite FOIA request number 17-TIB-10. Your appeal must be received within 90 days of the date of this decision. 5 C.F.R. § 1631.10.

In addition to filing an appeal, you have the option to contact the Agency's FOIA Liaison at FRTIBFOIALIAISON@tsp.gov, if you have any concerns regarding your request. You may also choose to contact the Office of Government Information Service (OGIS). OGIS offers their own mediation services to help resolve disputes between FOIA requestors and agencies. You may contact them



by writing to Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road – OGIS, College Park, MD 20740, by email at ogis@nara.gov, or by calling 1-877-684-6448.


If you have any further questions regarding this request, you may contact me at (202) 942-1660 or FOIAREQUEST@tsp.gov.

Sincerely,

Amanda Haas
FOIA Officer


Amanda Haas





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Welcome to the FRTIB Town Center

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EMPLOYEE RESOURCES

FRTIB EEO Policy Statement

QuickTime

Payroll Calendars for 2016, 2017 and 2018

FRTIB Self-Service Portal

Telephone Directory Alphabetical

1 - 5

ALL HANDS PRESENTATIONS (CLICK HERE FOR ARCHIVED PRESENTATIONS)

READING ROOM

Annual Performance Measurement Plans

12/13/2016 1:14 PM

Strategic Plans

9/13/2016 2:46 PM

More Staff Questions From the August All-Hands

9/13/2016 2:56 PM

Phishing Information From the May All-Hands

9/13/2016 2:56 PM

Key Business Processes - Who's on First

9/13/2016 2:56 PM

1 - 5

TRAINING AND DEVELOPMENT

Enterprise Learning Management System

Mandatory Training FY17 for Employees

Mandatory Training FY17 for Supervisors

Mandatory Training Checklist

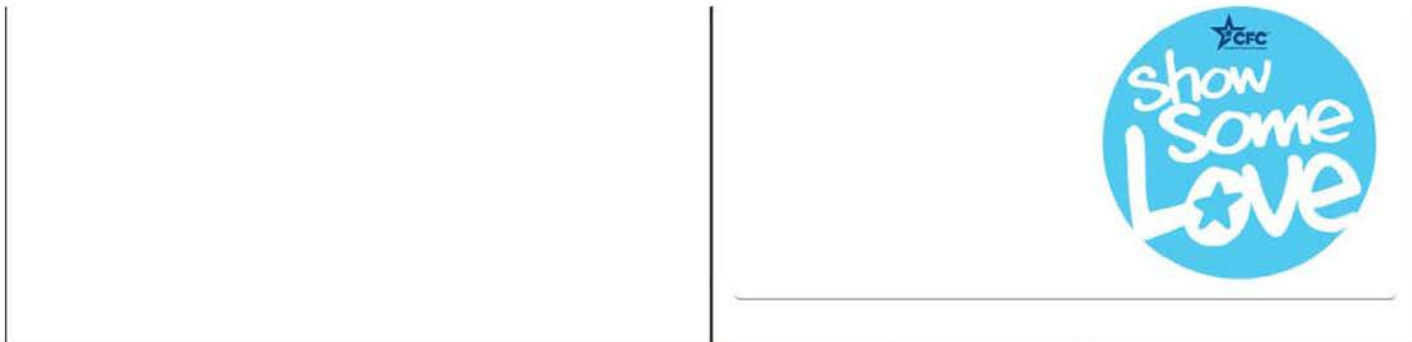
Development Program Matrix

1 - 5

COMBINED FEDERAL CAMPAIGN 2016 "SHOW SOME LOVE"

GOAL: \$25,000

RAISED: \$34,510.28



FOIA

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Town Center

[Archive](#)[Current](#)[Test](#)

✓ Name

Town Hall Date : 5/19/2014 (1)



FRTIB All Hands Meeting Deck - 22May14

...

Town Hall Date : 8/25/2014 (1)



FRTIB All Hands Meeting Deck - 28Aug14

...

Town Hall Date : 11/17/2014 (1)



FRTIB All Hands Meeting Deck - 20Nov14

...

Town Hall Date : 3/5/2015 (1)



FRTIB All Hands Meeting Deck - 12Mar15

...

Town Hall Date : 3/23/2015 (1)



FRTIB All Hands Meeting Deck - 31Mar15

...

Town Hall Date : 6/8/2015 (1)



FRTIB All Hands Meeting Deck - 11June15

...

Town Hall Date : 8/24/2015 (1)



FRTIB All Hands Meeting Deck - 27Aug15

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Town Hall Date : 10/12/2015 (1)



FRTIB All Hands Meeting Deck - 15Oct15

...

Town Hall Date : 2/22/2016 (1)



FRTIB All Hands Meeting Deck - 25Feb16

...

Town Hall Date : 5/26/2016 (1)



FRTIB All Hands Meeting Deck - 26May16

...

Town Hall Date : 11/17/2016 (1)



FRTIB All Hands Meeting Deck - 16Nov17

...

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Important Note: Due to the sensitive nature of these Office Digests documents, do not share the documents with anyone who does not have a need to know.

OFFICE DIGESTS**FRTIB Office Digests, 2009 Main Menu**

These are the four original FRTIB Office Digest's HTML Menus, and some new links to the default, Simple Query Inventory Listings. Please contact the [Records Manager](#) for more details or to request access to this site.

1. Office of Benefits and Investments Policy Decisions:

- A. [Introduction](#),
- B. [Table of Contents](#),
- C. or the new [Inventory Listing](#)

2. Office of Participant Services (formerly OEA) Policy Decisions:

- A. [Introduction](#),
- B. [Table of Contents](#),
- C. or the new [Inventory Listing](#)

3. Office of General Counsel's Legal Advice Memoranda:

- A. [Main Menu](#),
- B. [Table of Contents](#),
- C. [Detailed Digest](#)
- D. or try the new [Inventory Listing](#)

4.

TSP Investment Policy Decisions:

- A. [Table of Contents](#)
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- E. [S & I FUND](#)
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- H. or try the new [Inventory Listing](#)

----- Sample the Draft versions of the New Abstracts -----[Try the New Basic Query of the OBI/ OPS Abstracts](#)[Try the New PDF Inventory of "Binders"](#)

Last Updated: 02/17/2017 13:38:43

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Last Updated: August 12, 2016





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For questions or comments regarding the content of this digest, please contact [William Jacobson](#) or [Tracey Ray](#). Please forward technical concerns to [OAS-Webteam](#).

Last updated: 08/12/2016

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<input type="checkbox"/>	Type	Name	Modified	Modified By	Folder Child Count	Checked Out To	Edit
		Accounting	4/28/2016 4:22 PM	Karrenthya Simmons	9		
		Agency Disbursements	4/28/2016 11:49 AM	Karrenthya Simmons	1		
		Agency Purchase Card Policy and Procedures	2/5/2016 8:48 AM	Henry Creque	1		
		Budget	2/3/2017 9:58 AM	Karrenthya Simmons	0		
		Contracting Policy	2/5/2016 8:48 AM	Henry Creque	0		
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<input type="checkbox"/> Type	Name	Modified	<input type="checkbox"/> Modified By	Folder Child Count	<input type="checkbox"/> Checked Out To	Edit
	Project Management Policy	2/5/2016 8:46 AM	Henry Creque 3			

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Folder Location: ▶ Policies and Procedures ▶ OERM

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<input type="checkbox"/> Type	Name	Modified	Modified By	Folder Child Count	Checked Out To	Edit
	Anti-Fraud	11/7/2016 12:11 PM	— Karrenthya Simmons	4		
	Development and Maintenance of FRTIB Policies and Procedures	2/5/2016 8:46 AM	— Henry Creque	1		
	Enterprise Risk Management	2/5/2016 8:46 AM	— Henry Creque	3		
	External Audit and Oversight Coordination	2/5/2016 8:47 AM	— Henry Creque	1		
	Internal Audit	2/5/2016 8:47 AM	— Henry Creque	1		

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<input type="checkbox"/> Type	Name	Modified	Modified By	Folder Child Count	Checked Out To	Edit
	Delegation	12/5/2016 4:12 PM	- Karrenthya Simmons	1		
	Financial Disclosure	1/9/2017 1:06 PM	- Karrenthya Simmons	1		
	Freedom Of Information Act	2/5/2016 8:47 AM	- Henry Creque	1		
	Incident Response Policy	9/16/2016 3:50 PM	- Karrenthya Simmons	0		
	Issuing Subpoenas	2/5/2016 8:47 AM	- Henry Creque	1		
	OGC Compliance	2/5/2016 8:47 AM	- Henry Creque	1		
	Privacy Threshold Analysis and Privacy Impact Assessment	2/5/2016 8:47 AM	- Henry Creque	1		

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<input type="checkbox"/> Type	Name	Modified	<input type="checkbox"/> Modified By	Folder Child Count	<input type="checkbox"/> Checked Out To	Edit
	Investment Program Policy	2/5/2016 8:47 AM	Henry Creque 1			
	Investment Services Oversight	2/5/2016 8:47 AM	Henry Creque 4			
	Lifecycle Fund	2/5/2016 8:47 AM	Henry Creque 2			
	Securities Lending	2/5/2016 8:47 AM	Henry Creque 3			

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		Death Benefits Processing	10/4/2016 3:09 PM	— Karrenthya Simmons	0		
		Legal Processing	6/1/2016 3:27 PM	— Karrenthya Simmons	1		
		Loans	5/16/2016 10:34 AM	— Karrenthya Simmons	1		
		OPOP Service Provider Performance Oversight	8/29/2016 3:20 PM	— Karrenthya Simmons	1		
		Participant Investment Services	4/28/2016 4:21 PM	— Karrenthya Simmons	1		
		Withdrawals	4/28/2016 4:21 PM	— Karrenthya Simmons	1		

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	Award and Recognition	2/13/2017 2:37 PM	Karrenthya Simmons	1		
	Category Rating	2/5/2016 8:43 AM	Henry Creque	1		
	Commuter Benefits	12/5/2016 4:05 PM	Karrenthya Simmons	1		
	Disciplinary and Adverse Actions	2/5/2016 8:43 AM	Henry Creque	1		
	Drug Free Workplace	6/22/2016 1:08 PM	Karrenthya Simmons	0		
	Enterprise Continuity Management Program	12/5/2016 3:49 PM	Karrenthya Simmons	0		
	Equal Employment Opportunity	6/1/2016 3:10 PM	Karrenthya Simmons	1		
	FRTIB Training and Development	9/22/2016 8:55 AM	Karrenthya Simmons	1		
	Grievance System	2/5/2016 8:43 AM	Henry Creque	1		
	Health and Safety	4/28/2016 4:22 PM	Karrenthya Simmons	1		
	Hours of Work	8/29/2016 3:21 PM	Karrenthya Simmons	1		
	Merit Promotion Plan and Internal Placement	2/5/2016 8:43 AM	Henry Creque	1		
	Off- Boarding	3/29/2016 9:32 AM	Karrenthya Simmons	1		
	On- Boarding	6/1/2016 3:14 PM	Karrenthya Simmons	1		
	Pathways Program	11/7/2016 12:09 PM	Karrenthya Simmons	1		
	Physical Security	1/9/2017 3:21 PM	Karrenthya Simmons	0		
	Position Management and Classification	7/28/2016 11:06 AM	Karrenthya Simmons	1		
	Premium Pay	11/7/2016 12:08 PM	Karrenthya Simmons	1		
	Reasonable Accommodation	4/28/2016 11:47 AM	Karrenthya Simmons	1		
	Recruiting, Retention, and Recruitment	11/7/2016 12:09 PM	Karrenthya Simmons	1		
	Reduction-In-Force	2/5/2016 8:43 AM	Henry Creque	1		
	Senior Executive Service Merit Staffing	8/22/2016 2:39 PM	Henry Creque	1		

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	Student Volunteer	11/7/2016 12:09 PM	Karrenthya Simmons		1		
	Superior Qualifications and Special Needs	2/5/2016 8:43 AM	Henry Creque		1		
	Telework	2/5/2016 8:44 AM	Henry Creque		2		
	Voluntary Leave Share	2/5/2016 8:44 AM	Henry Creque		1		
	Workers' Compensation	3/30/2016 3:18 PM	Karrenthya Simmons		1		

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	IT Security Management	12/7/2016 10:19 AM	Karrenthya Simmons	0		

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FRTIB Directives

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The following table list the most current Federal Retirement Thrift Investment Board Directives along with a brief description, the version number, and the issue date of each.

NOTE 2: These documents are provided in Portable Document Format (PDF) which requires Adobe Acrobat Reader to view and print.

NUMBER	SUBJECT	EFFECTIVE DATE
1B	Directive System	08/09/99
	This directive establishes responsibilities and procedures for developing and issuing directives for the Federal Retirement Thrift Investment Board (Agency). It applies to all Agency personnel involved in the development and issuance of Agency directives. The office of primary responsibility is the Office of Administration. (16 pages)	
2	FRTIB Organization	03/29/06
	This directive sets forth the organization of the Agency. It describes how the Agency will operate the Thrift Savings Plan and how it will manage the investments of the Thrift Savings Fund. The office of primary responsibility is the Office of the Executive Director. (4 pages)	
3A	Standards of Conduct Ethics Plan and Program	08/12/98
	Canceled - See Directive No. 52	
4	Performance Management System	01/11/07
	This directive establishes the policy, procedures, and authority/responsibility for performance management within the Agency and implements a 5-level Performance Management System. It applies to GS employees of the Agency who are not in the Senior Executive Service. The office of primary responsibility is the Office of Finance. (11 pages)	
	<ul style="list-style-type: none"> PMR Briefing, January 11, 2007 (13 pgs) [pdf] [Power Point .ppt] Performance Appraisal Handbook (36 pgs) [pdf] [doc] PMR Form - Supervisor (10 pgs) [pdf] [doc] PMR Form - Employee (10 pgs) [pdf] [doc] PDF Fillable Forms require (Acrobat Program 7.x, PDF Reader 8.x, or higher) - Cover Page or Element Page(s) INDIVIDUAL DEVELOPMENT PLAN (IDP) (1 pg) - [pdf] [doc] 	
5	Administrative Grievance System	07/05/89
	This directive establishes the grievance program and procedural requirements by which employees may request management to consider employment-related issues that affect them personally	

FRTIB DIRECTIVES

<input type="checkbox"/>	Type	Name	Modified	Modified By
		01 B_Directive System	3/8/2016 3:11 PM	Henry Creque
		02 FRTIB Organization	3/8/2016 3:11 PM	Henry Creque
		04 Performance Management System	3/8/2016 3:08 PM	Henry Creque
		05 Administrative Grievance System	3/8/2016 3:12 PM	Henry Creque
		06 Drug-Free Workplace	3/8/2016 3:12 PM	Henry Creque
		09 U.S. Government Charge Card for Frequent Travelers	3/8/2016 3:13 PM	Henry Creque
		10 D_Travel and Transportation	3/8/2016 3:13 PM	Henry Creque
		11 Action Based on Unacceptable Performance	3/8/2016 3:14 PM	Henry Creque
		12 Procurement Policy, Guidelines and Procedures Manual	3/8/2016 3:15 PM	Henry Creque
		13 Financial Management System	3/8/2016 3:15 PM	Henry Creque
		15 Privacy Act Administration System of Records	3/8/2016 3:16 PM	Henry Creque
		17 Position Classification under the General Schedule	3/8/2016 3:16 PM	Henry Creque
		18 Merit Promotion Program	3/8/2016 3:17 PM	Henry Creque
		21 Equal Employment Opportunity (EEO) Program	3/8/2016 3:17 PM	Henry Creque
		23 A_Disclosure of Information Under the Freedom of Information Act	3/8/2016 3:18 PM	Henry Creque
		26 Use of the Agency's Seal and Logo	3/8/2016 3:19 PM	Henry Creque
		27 Time and Attendance	3/8/2016 3:19 PM	Henry Creque
		28 A_Records Management Directive	3/8/2016 3:19 PM	Henry Creque
		29 B_External Audit Monitoring System	3/8/2016 3:20 PM	Henry Creque
			3/8/2016 3:20 PM	Henry Creque

	and that are subject to control by Agency management. It applies to all employees of the Agency. The office of primary responsibility is the Office of Administration. (18 pages)	
6B	Drug-Free Workplace	07/28/97
	This directive establishes the responsibilities and procedures for maintaining a drug-free workplace and provides information on the Employee Assistance Program. It applies to all Agency personnel. The office of primary responsibility is the Office of Administration. (28 pages)	
7	Senior Executive Service Performance Management Plan	03/27/98
	Canceled - See Directive No. 63	
8	Hours of Duty, Overtime, and Premium Pay	03/27/98
	Canceled - See Directive No. 51	
9A **	U.S. Government Charge Card for Frequent Travelers	12/18/94
	This directive covers the issuance and maintenance of charge cards issued to Agency employees covering allowable travel and transportation expenses while on official travel. The office of primary responsibility is the Office of Administration. (8 pages)	
10D **	Travel and Transportation	05/07/09
	This directive sets forth the rules governing all official travel by Agency employees and members. The office of primary responsibility is the Office of Administration. (21 pages)	
	Amendment 10-01 Updated 05/07/09; FRTIB Directive 10, Travel and Transportation, dated January 22, 1998, is amended by changing paragraph 9. (6 pages)	
11 **	Actions Based on Unacceptable Performance	12/12/89
	This directive establishes procedures for taking action based upon unacceptable performance at the Agency. It applies to all Agency employees who have completed one year of continuous employment. The office of primary responsibility is the Office of Administration. (5 pages)	
12A **	Procurement Policy, Guidelines, and Procedures Manual	05/13/94
	This directive establishes the procurement policy, guidelines and procedures of the Agency and includes procurement ethics and integrity requirements. It applies to all offices of the Agency. The office of primary responsibility is the Office of Administration. (39 pages)	
13 **	Financial Management System	02/16/90
	This directive establishes the policy, assigns the responsibility, and provides the procedural guidance for developing, evaluating, improving, and reporting on the financial management system of the Agency. The office of primary responsibility is the Office of Accounting. (4 pages)	
14	Adverse Actions	09/26/14
	Canceled - See Disciplinary and Adverse Actions Policy	
15 **	Privacy Act Administration Systems of Records	04/26/90
	This directive explains the policies and procedures of the Agency in the administration of the Privacy Act. It applies to all Agency personnel and, in part, to the Thrift Savings Plan Service Office. The office of primary responsibility is the Office of the General Counsel. (22 pages)	
16	Voluntary Leave Transfer Program	03/27/98
	Canceled - See Directive No. 51	
17 **	Position Classification under the General Schedule	05/04/90
	This directive provides guidance for application of the Office of Personnel Management position classification system for the	

<input type="checkbox"/>	Type	Name	Modified	Modified By
<input type="checkbox"/>		30 Occupational Safety and Health Program		
<input type="checkbox"/>		32 A_Building Security	3/8/2016 3:20 PM	Henry Creque
<input type="checkbox"/>		36 Awards Program	3/8/2016 3:21 PM	Henry Creque
<input type="checkbox"/>		39 Retention Allowance Plan	3/8/2016 3:21 PM	Henry Creque
<input type="checkbox"/>		40 Recruitment and Relocation Bonus Plans	3/8/2016 3:21 PM	Henry Creque
<input type="checkbox"/>		42 C_System Development Life Cycle Process	3/29/2016 8:59 AM	Henry Creque
<input type="checkbox"/>		43 Removal Destruction of Unusable Personal Property, Disposal of or No Longer Required Personal Property	3/8/2016 3:23 PM	Henry Creque
<input type="checkbox"/>		44 A_Computer and Telephone Security	3/8/2016 3:23 PM	Henry Creque
<input type="checkbox"/>		45 Local Application System Development Life Cycle Process	3/8/2016 3:24 PM	Henry Creque
<input type="checkbox"/>		46 Personal Property Management	3/8/2016 3:24 PM	Henry Creque
<input type="checkbox"/>		48 Participant Correspondence and Inquiry Procedures	3/8/2016 3:25 PM	Henry Creque
<input type="checkbox"/>		49 A_Employee Protection and Facilities Recovery Action Plan	3/8/2016 3:25 PM	Henry Creque
<input type="checkbox"/>		51 Hours of Duty and Leave Administration Program	3/8/2016 3:26 PM	Henry Creque
<input type="checkbox"/>		52 Standards of Conduct - Ethics Plan and Program	3/29/2016 9:02 AM	Henry Creque
<input type="checkbox"/>		53 Alternative Work Schedules	3/8/2016 3:27 PM	Henry Creque
<input type="checkbox"/>		54 Federal Workforce Flexibility Act of 2004 - Enhanced Leave	3/8/2016 3:27 PM	Henry Creque
<input type="checkbox"/>		55 Human Capital Accountability System	3/29/2016 9:05 AM	Henry Creque
<input type="checkbox"/>		57 Personnel Identity Verification (PIV) and Suitability Determinations	3/8/2016 3:28 PM	Henry Creque
<input type="checkbox"/>		58 Student Loan Repayment Program	3/8/2016 3:29 PM	Henry Creque
<input type="checkbox"/>		59 Alternate Workplace Program	3/8/2016 3:29 PM	Henry Creque
<input type="checkbox"/>		60 Subpoenas	3/8/2016 3:29 PM	Henry Creque
<input type="checkbox"/>		61 Enterprise Information Security Program and Policy Authorization	3/8/2016 3:30 PM	Henry Creque
<input type="checkbox"/>		62 Parking Program	3/8/2016 3:30 PM	Henry Creque
<input type="checkbox"/>		63 Senior Executive	3/8/2016 3:30 PM	Henry Creque

	Agency and applies to all offices within the Agency. The office of primary responsibility is the Office of Administration. (7 pages)	
18 **	Merit Promotion Program	05/15/90
	This directive establishes the Agency's competitive procedures for use in selecting the best qualified persons available to fill vacancies. It applies to merit promotion actions involving all positions in the competitive service. The primary office of responsibility is the Office of Administration. (16 pages)	
19	Annual and Sick Leave	03/27/98
	Canceled - See Directive No. 51	
20	Imprest Fund	05/13/94
	Canceled - See Directive No. 12	
21	Equal Employment Opportunity (EEO) Program	06/25/2013
	This directive sets forth the policies and procedures of the Federal Retirement Thrift Investment Board (Agency) to promote and achieve equal opportunity in employment and personnel practices within the Agency and specifies time frames for filing an EEO complaint. (16 pages)	
21A	Equal Employment Opportunity (EEO) Program	02/04/97
	Canceled - See Directive 21	
22A	Fire Plan	02/04/97
	Canceled - See Directive No. 49	
23A **	Disclosure of Information Under the Freedom of Information Act	06/24/98
	This directive prescribes procedures for the implementation of the Freedom of Information Act. It applies to all Agency offices and, in part, to the Thrift Savings Plan Division at the National Finance Center. The office of primary responsibility is the Office of Administration. (11 Pages)	
24	Outside Employment, Teaching, Lecturing and Speech Making	08/12/98
	Canceled - See Directive No. 52	
25	Professional Articles	08/12/98
	Canceled - See Directive No. 52	
26 **	Use of the Agency's Seal and Logo	09/21/90
	This directive prescribes use of the Agency's seal and logo for both normal official use and other specialized uses. The provisions apply to all Agency employees. The office of primary responsibility is the Office of Administration. (2 pages)	
27 **	Time and Attendance	10/12/90
	This directive establishes the responsibilities and procedures for the maintenance of time and attendance (T&A) information about and for the employees and Agency members. The instructions for T&A are in accordance with General Services Administration regulations. The primary office of responsibility is the Office of Administration. (8 pages)	
28A	Records Management Directive	12/15/98
	This directive establishes policy and procedures for the retention and disposition of Agency records. It applies to all records which have been officially received, created, and maintained by Agency personnel except those records which are classified as National Security or Officially Limited Information material. The office of primary responsibility is the Office of Administration. (7 pages)	
29A	Audit Monitoring System	07/07/99
	Canceled - See Directive No. 29B	
29B	External Audit Monitoring System	12/07/2012
	This directive establishes policy and process and assigns responsibilities to ensure proper implementation and resolution of the recommendations in external audits conducted on the programs, systems and activities of the Federal Retirement Thrift Investment Board (the Agency), the Thrift Savings Plan and the	

<input type="checkbox"/>	Type	Name	Modified	Modified By
		Performance Management System		
		64 Annual Spend Plan	3/8/2016 3:31 PM	Henry Creque
		65 Budget	3/8/2016 3:31 PM	Henry Creque
		66 Contingency Fund	3/8/2016 3:31 PM	Henry Creque
		67 Employee Training and Development	3/8/2016 3:32 PM	Henry Creque
		68 Student Volunteer Service Program	3/8/2016 3:32 PM	Henry Creque
		Directive 27 AmendmentFINAL	7/20/2016 4:33 PM	Karrenthya Simmons
		Key Words for the FRTIB Directives	3/8/2016 3:04 PM	Henry Creque

DIRECTIVE ATTACHMENTS

<input type="checkbox"/>	Type	Name	Modified	Modified By
		04_Performance Management System	3/8/2016 4:03 PM	Henry Creque
		10D_Travel and Transportation	3/8/2016 4:04 PM	Henry Creque
		36_Awards Program	3/8/2016 4:04 PM	Henry Creque
		51_Hours of Duty and Leave Administration Program	3/8/2016 4:04 PM	Henry Creque
		53_Alternative Work Schedule	3/8/2016 4:04 PM	Henry Creque
		59 Alternative Workplace Program	3/8/2016 4:04 PM	Henry Creque
		63_Senior Executive Service Performance Management System	3/8/2016 4:04 PM	Henry Creque
		67_Employee Training and Development	3/8/2016 4:03 PM	Henry Creque
		68_Student Volunteer Service Program	3/8/2016 4:03 PM	Henry Creque

	audits and review of the financial statements of the Thrift Savings Fund. (8 pages)	
30 **	Occupational Safety and Health Program	01/31/91
	This directive establishes the responsibilities and procedures for promoting and maintaining an Occupational Safety and Health Program for Agency employees. The Agency has established a program with health services provided through the Department of Health and Human Services. The office of primary responsibility is the Office of Administration. (28 pages)	
31	Student Employment Programs	06/18/97
	Canceled	
32A **	Building Security	05/11/94
	This directive assigns responsibilities for and delineates the limits of access to the Agency's offices. It applies to all space leased by the Agency in the Herald Square Building, 1250 H Street, NW, Washington, DC. The office of primary responsibility is the Office of Administration. (4 pages)	
33	Employee Development and Training	02/22/13
	Canceled - See Directive No. 67	
34	Procurement Integrity/Ethics	05/13/94
	Canceled - See Directive No. 12	
35	Senior Executive Service Recertification Plan	03/27/98
	Canceled - See Directive No. 63	
36 **	Awards Program	04/06/10
	This directive describes the program designed to improve the Agency's operations and services by motivating employees to increase productivity and creativity. The office of primary responsibility is the Office of Administration. (24 pages)	
	<ul style="list-style-type: none"> • Amendment 36-01 - Employee Choice Award and FRTIB Keepsake Award, August 30, 2014 • FRTIB Award Nomination Form, August 30, 2014 [pdf-fillable] • Table 2. Scale of Recommended Special Achievement Awards, Feb 22, 2013 • Suggestion Award Form 	
37	Drug Free Workplace	07/28/97
	Redesignated - See Directive No. 6	
39 **	Retention Allowance Plan	02/07/92
	This directive provides the Agency with a compensation tool to retain needed employees who would otherwise leave Federal service. This directive applies to all employees of the Agency except the Executive Director and Agency members. The office of primary responsibility is the Office of Administration. (8 pages)	
40 **	Recruitment and Relocation Bonus Plans	02/07/92
	This directive describes the Agency's plan to permit it to fill positions which otherwise would be difficult to fill with high-quality candidates. It applies to all newly appointed Agency employees or selected candidates with a written offer of employment. The office of primary responsibility is the Office of Administration. (9 pages)	
41	Performance Management and Recognition System (PMRS)	05/03/94
	Canceled	
42C **	System Development Life Cycle Process	06/20/2012
	This directive defines the Software Development Life Cycle (SDLC) methodology to ensure successful software development that builds in Information Technology (IT) Security to reduce risks after implementation. The provisions of this policy apply to IT best practices procedures for the integration and management of Commercial-Off-The-Shelf (COTS) software and applications; the design, development, and integration of custom software and applications; and, the ongoing maintenance of all software applications. The provisions apply to Thrift Savings Plan (TSP) applications and FRTIB internal business applications. The office of primary responsibility is the Office of Technology Services, former known as the Office of Automated Systems. (10 pages)	
43 **	Removal/Destruction of Unusable Personal Property, Disposal of or No Longer Required Personal Property	09/30/93
	This directive establishes the Agency's general procedures for the disposal of unusable personal property. It applies to all employees and all property of the Agency. The office of primary responsibility is the Office of Administration. (3 pages)	
44A	Computer and Telephone Security	04/15/99
	This directive establishes the policy, procedures and responsibilities of the Office of Automated Systems for access to local computer facilities, data files, local telephone systems, and network security. The directive applies to all employees of the Agency and any auditors or agencies which request access to the TSP system. The office of primary responsibility is the Office of Automated Systems. (6 pages)	
45 **		10/19/2012

	Local Application System Development Life Cycle Process	
	Directive 45 is obsolete. It has been superseded by the June 20, 2012 version of Directive 42 .	
46 **	Personal Property Management	10/27/94
	This directive establishes the policy and procedures for the management of personal property owned by the Agency. It applies to all Agency personnel with responsibilities for maintaining the Agency's personal property inventory. The Office of Administration and the Office of Accounting share primary responsibility. (10 pages)	
47	Organizing and Maintaining Files and Records	11/06/98
	Canceled - See Directive No. 28	
48	Participant Correspondence and Inquiry Procedures	05/01/95
	This directive establishes responsibilities and procedures for the participant correspondence and inquiry process of the Agency. It applies to all Agency personnel involved in receiving, routing, or responding to participant correspondence. The office of primary responsibility is the Office of External Affairs. (14 pages)	
49A	Employee Protection and Facilities Recovery Action Plan	03/14/02
	This directive establishes the Agency's policies and procedures for continuing essential operations in the event of an emergency. This applies to all Agency employees. The Office of Administration and the Office of Automated Systems share primary responsibility. (12 pages)	
50	Senior Executive Service (SES)	03/27/98
	Canceled - See Directive No. 63	
51	Hours of Duty and Leave Administration Program	03/27/98
	<p>This directive sets forth Agency policies, authorities, and responsibilities for Hours of Duty (all Agency employees) and Leave Administration (employees with a regular tour of duty). The office of primary responsibility is the Office of Administration. (46 pages)</p> <p>51-01 Updated 01/28/05; Directive 51, Section II, Paragraph 16, Compensatory Time Off, is amended to include compensatory time off for travel. (1 page)</p> <p>51-02 ** Updated 02/08/2015, The FRTIB Directive 51, Hours of Duty and Leave Administration Program, dated July 15, 1991, is amended by:</p> <ul style="list-style-type: none"> • Modifying Section II, Paragraph 16, Compensatory Time Off including its update dated March 22, 2005 Compensatory Time Off for Travel, and • Adding a Credit Hours Program as Section II, Paragraph 19. (6 pages) 	
52	Standards of Conduct - Ethics Plan and Program	09/16/2009
	This directive sets forth the ethics plan and program covering procedures related to training, counseling, outside employment, confidential and public disclosure reports, and post employment counseling. It applies to all employees and members of the Agency. The office of primary responsibility is the Office of the General Counsel. (24 pages)	
53	Alternative Work Schedules	03/28/2008
	<p>This directive provides the policies and procedures related to the use of alternative work schedules (AWS) at the Federal Retirement Thrift Investment Board (Agency). The purposes of the AWS program are to:</p> <ol style="list-style-type: none"> (1) increase employee job satisfaction, effectiveness, and retention; (2) help employees better balance work and family responsibilities; (3) decrease absenteeism; and (4) aid in the recruitment of new employees. <p>The office of primary responsibility is the Office of Finance. (21 pages)</p> <p>Updated 07/20/2010; A corrected version of the AWS Gliding Attendance Log has been added</p> <ul style="list-style-type: none"> • Amendment 53-01, Alternate Work Schedules, February 8, 2015 • PDF Fillable Forms: AWS Contract, AWS Gliding Attendance Log 	
54	Federal Workforce Flexibility Act of 2004 - Enhanced Leave	05/01/2008
	This directive establishes the Federal Retirement Thrift Investment Board's policy on crediting service for annual leave based on prior experience in non-Federal positions or active duty uniformed service (often referred to as "enhanced leave").	
55	Human Capital Accountability System	05/29/2008
	This directive ensures effective support of the Agency's strategic planning initiatives and Human Capital Plan, and ensures the	

	<p>following outcomes: (6 pages)</p> <p>(a) Determine if human capital policies and programs support mission accomplishment;</p> <p>(b) Determine if human capital and human resources programs are effective and efficient; and</p> <p>(c) Determine if human resources programs and processes are in compliance with applicable laws, regulations and system principles</p> <p>Posted on: 07/21/2010</p>	
56	Senior Executive Service Performance Management System	06/01/2008
	Canceled - See Directive No. 63	
57	Personnel Identity Verification (PIV) and Suitability Determinations	02/22/2013
	This directive establishes the Federal Retirement Thrift Investment Board's (Agency) procedures for determining position designations; providing guidance for making employment suitability determinations; and issuing PIV cards to Agency personnel in accordance with Agency credentialing standards, Homeland Security Presidential Directive 12 (HSPD-12) and Federal Information Processing Standards (FIPS 201). (27 Pages)	
58	Student Loan Repayment Program	04/15/2009
	This directive establishes the Federal Retirement Thrift Investment Board's (FRTIB) Student Loan Repayment Program. This directive provides policy and guidance for this program which is intended to assist FRTIB recruit and retain highly-qualified employees by allowing Office Directors to authorize repayment of part or all of an employee's Federally insured student loan(s). (11 pages)	
59	Alternate Workplace Program	01/04/2010
	<p>This directive sets forth policies and procedures for the Agency's Alternate Workplace Program. (17 Pages) Posted on: 07/21/2010.</p> <ul style="list-style-type: none"> • Amendment 59-01 - 5/08/2014 – updated Alternate Workplace Program Application and Telecommuting Agreement dated 05/07/2014; added an addendum to Directive 59, FRTIB Alternate Workplace Program, Procedures for Requests for Remote Work Positions dated 04/20/2014 • 5/08/2014 – updated Alternate Workplace Program Application and Telecommuting Agreement Form: (DOC version) or (PDF) 	
60	Subpoenas	01/12/2010
	This directive sets forth policies and procedures for the issuance of administrative subpoenas pursuant to 5 U.S.C. § 8480. (13 pages)	
61	Enterprise Information Security Program and Policy Authorization	09/22/2011
	This directive establishes and authorizes the Agency's Enterprise Information Security and Risk Management Program including all related policies, processes, standards, and procedures, and designates responsibilities and authorities for ensuring an acceptable level of risk for the operation of all Information Resources containing Participant and Agency information, while ensuring the Confidentiality, Integrity, and Availability of all information collected, created, processed, transmitted, stored, or disseminated on the Agency's Information Systems or on any other Information Systems on the Agency's behalf. (42 pages)	
62	Parking Program	01/16/2012
	This directive sets forth policies and procedures for the Agency's parking program at Federal Retirement Thrift Investment Board facilities. (6 pages)	
63	Senior Executive Service Performance Management System	10/03/2012
	<p>The Federal Retirement Thrift Investment Board (hereafter referred to as the agency) Senior Executive Service (SES) performance management system applies to all career, noncareer, limited term and limited emergency Federal Retirement Thrift Investment Board senior executives covered by subchapter II of chapter 43 of title 5, United States Code. (21 pages)</p> <ul style="list-style-type: none"> • Executive Performance Agreement 	
64	Annual Spend Plan	10/01/2012
	This policy and procedures describes the general guidelines for the preparation, approval, and maintaining an Annual Spend Plan for the Federal Thrift Investment Board (FRTIB). It also includes the policies defining the role of the Office of Financial Management Budget Office and all offices participating in this budgetary process. The FRTIB budget expresses, in terms of dollars, the funded programs and plans of the Agency for the budget year and	

	the estimated funding necessary to fund these programs and plans. The budget is the primary mechanism of fiscal control and, accordingly, contains all funds and expenditures of the Agency. The Agency's strategic plan provides the framework for the annual budget process. Offices are responsible for identifying resources needed to achieve the goals set forth in both their office as well as the Agency strategic plans. (6 pages)	
65	Budget	10/15/2012
	This Directive sets forth policies and procedures for the Agency's budget development, where the term Agency, refers to the Federal Retirement Thrift Investment Board (FRTIB) staff. The provisions of this Directive apply to the various Offices of the Agency that are dependent on the budgeted funds. There are eleven offices that support the Agency's operations: Office of the Executive Director (which includes funding for the Board members), Office of Resource Management, Office of External Affairs, Office of General Counsel, Office of Financial Management, Office of Technology Services, Office of Enterprise Risk Management, Office of Benefits, Office of Communications and Education, Office of Investments, and Office of Enterprise Planning. As used in this Directive, the term "Offices" refers to the Departments within the Agency. (11 pages)	
66	Contingency Fund	01/08/2013
	This Directive sets forth policies and procedures for requesting and approving the use of the Agency's contingency fund. The Agency's contingency fund is a reserve that pennits the Executive Director to fund shortages resulting from unplanned requirements, financial changes, and to supplement underfunded budget items. (2 pages)	
67	Employee Training and Development	02/22/2013
	This directive establishes the Agency's guidelines and instructions for the administration and management of employee training and development in the Federal Retirement Thrift Investment Board. (42 pages) <ul style="list-style-type: none"> • Agreement to Continue in Service • FRTIB Academic Degree Training Program Application • FRTIB Academic Degree Training Program Endorsement • Executive Development Training Program Application • IDP 	
68	Student Volunteer Service Program	05/14/2013
	This directive is to establish procedures and guidance for implementing and documenting the Federal Retirement Thrift Investment Board (FRTIB) Volunteer Service Program designed to provide educationally related work assignments for students in a nonpay status. (6 pages) <ul style="list-style-type: none"> • Volunteer Service Agreement 	

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PRIVACY ACT

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