



VESTING IN THE THRIFT SAVINGS PLAN

CFS/PFM CHECKLIST

NAVY FINANCIAL READINESS

HANDOUTS

- ✓ Basic Investing
- ✓ Military Retirement
- ✓ Thrift Savings Plan
- ✓ Spending Plan Worksheet

Congratulations on completing two years of service in the Navy! This anniversary marks an important milestone in your military career and Thrift Savings Plan (TSP). Under the Blended Retirement System (BRS), eligible Sailors who complete two years of service become vested in the TSP.

Counselor: Use this checklist and accompanying handouts as a solution-focused tool to help Sailors in a classroom setting or counseling session to set goals, establish priorities, and develop a plan of action. Space is provided to add local resources and reminders about additional topics. If you need additional information and referrals, contact your local Fleet and Family Support Center (FFSC) staff.



VESTING AND THE BLENDED RETIREMENT SYSTEM (BRS)

Counselor: Help counselees comprehend components of the Blended Retirement System and the importance of preparing for retirement.

- ☐ Understand what vesting means.
 - Vesting in the Thrift Savings Plan (TSP) means you have met the service requirement that entitles you to keep automatic and matching contributions. When you separate or retire from the Navy, you can keep the money the military has added or “matched” to your TSP account. It’s important to note, you are always vested in your own contributions and earnings.
 - There are two different scenarios when vesting begins based on when you joined the military:
 1. If you were serving as of December 31, 2017, and opted into the BRS, then you became eligible for an automatic contribution of 1% and matching contributions up to 4% of basic pay in your TSP. You are already vested in service matching contributions but are required to complete two years of service to vest in the automatic 1% contributions.
 2. If you joined the service on or after January 1, 2018, then you are automatically enrolled in BRS. You will begin receiving an automatic 1% government contribution 60 days after entering service and will begin receiving matching contributions up to 4% of basic pay after completing two years of service. You will become vested in both automatic and matching contributions after completing two years of service.

Counselor: Inform counselees that under the Blended Retirement System, they are always vested in their own contributions and the earnings. Upon separation or retirement from service, the TSP account is portable. They can either leave it with the TSP or move it to another qualifying government (civilian TSP) or private-sector retirement account, like a 401(k). Also, civilian service does not count toward vesting in the uniformed service TSP account.



- ☐ Understand the importance of preparing for retirement. Review the *Basic Investing Handout*.

Counselor: Remind counselees that although retirement may seem to be a long way off, choices they make now, such as contributing to their TSP accounts, can give them a significant advantage when they do retire.

- ☐ Understand the components of the Blended Retirement System. Review the *Military Retirement Handout*.
 - The Blended Retirement System (BRS) is a modernized retirement plan that went into effect for all new Service members on January 1, 2018.
 - Components of the BRS include a defined contribution (consisting of government automatic and matching contributions to a Service member's TSP), a defined benefit (also known as a pension) after at least 20 years of service, a midcareer incentive called Continuation Pay, and a lump-sum option at retirement.

Defined Contribution Thrift Savings Plan (TSP)			
You Contribute	DoD Automatic Contribution (Traditional)	DoD Matching Contribution (Traditional)	Total
0%	1%	0%	1%
1%	1%	1%	3%
2%	1%	2%	5%
3%	1%	3%	7%
4%	1%	3.5%	8.5%
5%	1%	4%	10%



UNDERSTANDING THE TSP

- ☐ Review the *Thrift Savings Plan Handout* to learn more about the features and benefits of the TSP.
 - The Thrift Savings Plan (TSP) is a retirement saving plan open to federal employees and members of the uniformed services. Similar to a civilian 401(k), the TSP offers the opportunity for Sailors to save and invest for retirement.
 - Under the BRS, you may receive up to 4% in Service Matching Contributions, on top of the Service Automatic 1% Contribution into your TSP account. Note: The automatic and matching contributions are deposited into the traditional TSP.
 - Automatic and matching contributions continue through the end of the pay period until you reach 26 years of service.
- ☐ Evaluate your retirement goals and visit www.tsp.gov to learn about annual contribution limits* and investment choices.

*The elective deferral limit is \$20,500 in 2022 for those under the age of 50. Limits may be higher in certain situations.

Counselor: Inform the counselees the elective deferral limit of \$20,500* (2022) applies to the combined total of Traditional and Roth contributions. The annual addition limit is \$61,000 (2022). This limit is per employer and includes employee contributions (tax deferred, after tax, and tax exempt), agency/service automatic 1% contributions, and matching contributions. The catch-up contribution limit is \$6,500 (2022) for participants age 50 and older. Encourage counselees to contribute at least 5% to take advantage of the full government match.

- ☐ Use the *Spending Plan Worksheet* to analyze your plan. When creating your plan, consider budgeting at least 5% of basic pay to contribute to your TSP. By contributing 5%, you take full advantage of government matching contributions to boost your retirement savings to 10% of your basic pay.

Counselor: Remind the counselees to pay themselves first when developing their spending plan. When appropriate, explain the benefits of contributing more to their TSP accounts, such as compound earnings and possible tax benefits.

- ☐ Decide between Traditional or Roth contributions in your TSP account.

Counselor: Inform the counselees they can select pretax (Traditional) contributions if they want to lower current taxes and defer them until retirement. Alternatively, they can elect after-tax (Roth) contributions if they prefer to pay taxes on their voluntary contributions now and avoid taxes on the qualified withdrawals in the future. They can change what type of investments to elect for their future contributions by logging into their myPay accounts. For more information, they can talk to a Personal Financial Counselor and Educator (PFC/E) at their installation.

- ☐ Review the investment fund options* listed on the *Thrift Savings Plan* Handout to determine which fund(s) work for your objectives, risk tolerance and time horizon.

*The TSP will undergo a major transition in 2022 giving you access to many new investment options beyond the current fund choices. Make sure to visit www.tsp.gov for the latest information and guidance.

Counselor: Inform counselees the TSP has several funds they can choose to invest in. By default, TSP contributions are invested in a Lifecycle (L) fund, which lines up with the Service member's age. See www.tsp.gov for more information.



MANAGING YOUR TSP

- ☐ Visit myPay* at <https://mypay.dfas.mil/#/> to start, stop or change the contribution amounts to your TSP. Verify and update your address in myPay as well, if applicable.

*The Navy Personnel and Pay (NP2) system is currently scheduled to replace myPay for payroll functions in later this year. As such, changes in TSP contribution levels will be accomplished via NP2 at that time.

Counselor: TSP uses the address in myPay to send account information, so it is important this address is current and updated periodically.

- ☐ Log onto your TSP account at www.tsp.gov to manage your current and future investment choices.
- ☐ Review and update beneficiaries for your TSP account, if applicable.

Counselor: Refer counselees to the www.tsp.gov website to complete Form TSP-3 Designation of Beneficiary to update beneficiaries.

- ☐ Update contact information for your TSP account, if applicable.

Additional notes: _____
