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# OFFICE OF ENTERPRISE RISK MANAGEMENT (OERM)

Our Mission: To administer the TSP solely in the interest of participants and beneficiaries.

Town Center > Offices > Office of Enterprise Risk Management (OERM)

## 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	<a href="#">Directive System</a>	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	<a href="#">FRTIB Organization</a>	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 <a href="#">Directive No.52</a>	
4	<a href="#">Performance Management System</a>	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"> <li>PMR Briefing, January 11, 2007 (13 pgs) <a href="#">[pdf]</a> <a href="#">[Power Point, ppt]</a></li> <li>Performance Appraisal Handbook (36 pgs) <a href="#">[pdf]</a> <a href="#">[doc]</a></li> <li>PMR Form - Supervisor (10 pgs) <a href="#">[pdf]</a> <a href="#">[doc]</a></li> <li>PMR Form - Employee (10 pgs) <a href="#">[pdf]</a> <a href="#">[doc]</a></li> <li>PDF Fillable Forms require <a href="#">(Acrobat Program 7.x, PDF Reader 8.x, or higher)</a> - <a href="#">Cover Page</a> or <a href="#">Element Page(s)</a></li> <li>INDIVIDUAL DEVELOPMENT PLAN (IDP) (1 pg) - <a href="#">[pdf]</a> <a href="#">[doc]</a></li> </ul>	
5 **	<a href="#">Administrative Grievance System</a>	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
<input type="checkbox"/>		<a href="#">01 B_Directive System</a>	3/8/2016 3:11 PM	Henry Creque
<input type="checkbox"/>		<a href="#">02 FRTIB Organization</a>	3/8/2016 3:11 PM	Henry Creque
<input type="checkbox"/>		<a href="#">04 Performance Management System</a>	3/8/2016 3:08 PM	Henry Creque
<input type="checkbox"/>		<a href="#">05 Administrative Grievance System</a>	3/8/2016 3:12 PM	Henry Creque
<input type="checkbox"/>		<a href="#">06 Drug-Free Workplace</a>	3/8/2016 3:12 PM	Henry Creque
<input type="checkbox"/>		<a href="#">09 U.S. Government Charge Card for Frequent Travelers</a>	3/8/2016 3:13 PM	Henry Creque
<input type="checkbox"/>		<a href="#">10 D_Travel and Transportation</a>	3/8/2016 3:13 PM	Henry Creque
<input type="checkbox"/>		<a href="#">11 Action Based on Unacceptable Performance</a>	3/8/2016 3:14 PM	Henry Creque
<input type="checkbox"/>		<a href="#">12 Procurement Policy, Guidelines and Procedures Manual</a>	3/8/2016 3:15 PM	Henry Creque
<input type="checkbox"/>		<a href="#">13 Financial Management System</a>	3/8/2016 3:15 PM	Henry Creque
<input type="checkbox"/>		<a href="#">15 Privacy Act Administration System of Records</a>	3/8/2016 3:16 PM	Henry Creque
<input type="checkbox"/>		<a href="#">17 Position Classification under the General Schedule</a>	3/8/2016 3:16 PM	Henry Creque
<input type="checkbox"/>		<a href="#">18 Merit Promotion Program</a>	3/8/2016 3:17 PM	Henry Creque
<input type="checkbox"/>		<a href="#">21 Equal Employment Opportunity (EEO) Program</a>	3/8/2016 3:17 PM	Henry Creque
<input type="checkbox"/>		<a href="#">23 A_Disclosure of Information Under the Freedom of Information Act</a>	3/8/2016 3:18 PM	Henry Creque
<input type="checkbox"/>		<a href="#">26 Use of the Agency's Seal and Logo</a>	3/8/2016 3:19 PM	Henry Creque
<input type="checkbox"/>		<a href="#">27 Time and Attendance</a>	3/8/2016 3:19 PM	Henry Creque
<input type="checkbox"/>		<a href="#">28 A_Records Management Directive</a>	3/8/2016 3:19 PM	Henry Creque
<input type="checkbox"/>		<a href="#">29 B_External Audit Monitoring System</a>	3/8/2016 3:20 PM	Henry Creque
<input type="checkbox"/>			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	<a href="#">Drug-Free Workplace</a>	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 <a href="#">Directive No. 63</a>	
8	Hours of Duty, Overtime, and Premium Pay	03/27/98
	Canceled - See <a href="#">Directive No. 51</a>	
9A **	<a href="#">U.S. Government Charge Card for Frequent Travelers</a>	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 **	<a href="#">Travel and Transportation</a>	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)  <a href="#">Amendment 10-01</a> Updated 05/07/09; FRTIB Directive 10, Travel and Transportation, dated January 22, 1998, is amended by changing paragraph 9. (6 pages)	
11 **	<a href="#">Actions Based on Unacceptable Performance</a>	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 **	<a href="#">Procurement Policy, Guidelines, and Procedures Manual</a>	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 **	<a href="#">Financial Management System</a>	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 <a href="#">Disciplinary and Adverse Actions Policy</a>	
15 **	<a href="#">Privacy Act Administration Systems of Records</a>	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 <a href="#">Directive No. 51</a>	
17 **	<a href="#">Position Classification under the General Schedule</a>	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 **	<a href="#">Merit Promotion Program</a>	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 <a href="#">Directive No. 51</a>	
20	Imprest Fund	05/13/94
	Canceled - See <a href="#">Directive No. 12</a>	
21	<a href="#">Equal Employment Opportunity (EEO) Program</a>	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 <a href="#">Directive 21</a>	
22A	Fire Plan	02/04/97
	Canceled - See <a href="#">Directive No. 49</a>	
23A **	<a href="#">Disclosure of Information Under the Freedom of Information Act</a>	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 <a href="#">Directive No. 52</a>	
25	Professional Articles	08/12/98
	Canceled - See <a href="#">Directive No. 52</a>	
26 **	<a href="#">Use of the Agency's Seal and Logo</a>	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 **	<a href="#">Time and Attendance</a>	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	<a href="#">Records Management Directive</a>	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 <a href="#">Directive No. 29B</a>	
29B	<a href="#">External Audit Monitoring System</a>	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
		<a href="#">Performance Management System</a>		
		<a href="#">64 Annual Spend Plan</a>	3/8/2016 3:31 PM	Henry Creque
		<a href="#">65 Budget</a>	3/8/2016 3:31 PM	Henry Creque
		<a href="#">66 Contingency Fund</a>	3/8/2016 3:31 PM	Henry Creque
		<a href="#">67 Employee Training and Development</a>	3/8/2016 3:32 PM	Henry Creque
		<a href="#">68 Student Volunteer Service Program</a>	3/8/2016 3:32 PM	Henry Creque
		<a href="#">Directive 27 AmendmentFINAL</a>	7/20/2016 4:33 PM	Karrenthya Simmons
		<a href="#">Key Words for the FRTIB Directives</a>	3/8/2016 3:04 PM	Henry Creque

## DIRECTIVE ATTACHMENTS

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

	audits and review of the financial statements of the Thrift Savings Fund. (8 pages)	
30 **	<a href="#">Occupational Safety and Health Program</a>	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 **	<a href="#">Building Security</a>	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 <a href="#">Directive No. 67</a>	
34	Procurement Integrity/Ethics	05/13/94
	Canceled - See <a href="#">Directive No. 12</a>	
35	Senior Executive Service Recertification Plan	03/27/98
	Canceled - See <a href="#">Directive No. 63</a>	
36 **	<a href="#">Awards Program</a>	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"> <li>• <a href="#">Amendment 36-01 - Employee Choice Award and FRTIB Keepsake Award, August 30, 2014</a></li> <li>• <a href="#">FRTIB Award Nomination Form, August 30, 2014</a> [pdf-fillable]</li> <li>• <a href="#">Table 2. Scale of Recommended Special Achievement Awards, Feb 22, 2013</a></li> <li>• <a href="#">Suggestion Award Form</a></li> </ul>	
37	Drug Free Workplace	07/28/97
	Redesignated - See <a href="#">Directive No. 6</a>	
39 **	<a href="#">Retention Allowance Plan</a>	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 **	<a href="#">Recruitment and Relocation Bonus Plans</a>	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 **	<a href="#">System Development Life Cycle Process</a>	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 **	<a href="#">Removal/Destruction of Unusable Personal Property, Disposal of or No Longer Required Personal Property</a>	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	<a href="#">Computer and Telephone Security</a>	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

	<a href="#">Local Application System Development Life Cycle Process</a>	
	Directive 45 is obsolete. It has been superseded by the June 20, 2012 version of <a href="#">Directive 42</a> .	
46 **	<a href="#">Personal Property Management</a>	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 <a href="#">Directive No. 28</a>	
48	<a href="#">Participant Correspondence and Inquiry Procedures</a>	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	<a href="#">Employee Protection and Facilities Recovery Action Plan</a>	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 <a href="#">Directive No. 63</a>	
51	<a href="#">Hours of Duty and Leave Administration Program</a>	03/27/98
	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)  <a href="#">51-01</a> ** Updated 01/28/05; Directive 51, Section II, Paragraph 16, Compensatory Time Off, is amended to include compensatory time off for travel. (1 page)  <a href="#">51-02</a> ** Updated 02/08/2015, The FRTIB Directive 51, Hours of Duty and Leave Administration Program, dated July 15, 1991, is amended by:  <ul style="list-style-type: none"> <li>• Modifying Section II, Paragraph 16, Compensatory Time Off including its update dated March 22, 2005 Compensatory Time Off for Travel, and</li> <li>• Adding a Credit Hours Program as Section II, Paragraph 19. (6 pages)</li> </ul>	
52	<a href="#">Standards of Conduct - Ethics Plan and Program</a>	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	<a href="#">Alternative Work Schedules</a>	03/28/2008
	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: (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. The office of primary responsibility is the Office of Finance. (21 pages) Updated 07/20/2010; A corrected version of the AWS Gliding Attendance Log has been added <ul style="list-style-type: none"> <li>• <a href="#">Amendment 53-01</a>, Alternate Work Schedules, February 8, 2015</li> <li>• <a href="#">PDF Fillable Forms: AWS Contract, AWS Gliding Attendance Log</a></li> </ul>	
54	<a href="#">Federal Workforce Flexibility Act of 2004 - Enhanced Leave</a>	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	<a href="#">Human Capital Accountability System</a>	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 <a href="#">Directive No. 63</a>	
57	<a href="#">Personnel Identity Verification (PIV) and Suitability Determinations</a>	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	<a href="#">Student Loan Repayment Program</a>	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	<a href="#">Alternate Workplace Program</a>	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"> <li>• <a href="#">Amendment 59-01</a> - 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</li> <li>• 5/08/2014 – updated Alternate Workplace Program Application and Telecommuting Agreement Form: (<a href="#">DOC version</a>) or (<a href="#">PDF</a>)</li> </ul>	
60	<a href="#">Subpoenas</a>	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	<a href="#">Enterprise Information Security Program and Policy Authorization</a>	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	<a href="#">Parking Program</a>	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	<a href="#">Senior Executive Service Performance Management System</a>	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"> <li>• <a href="#">Executive Performance Agreement</a></li> </ul>	
64	<a href="#">Annual Spend Plan</a>	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	<a href="#">Budget</a>	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	<a href="#">Contingency Fund</a>	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	<a href="#">Employee Training and Development</a>	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"> <li>• <a href="#">Agreement to Continue in Service</a></li> <li>• <a href="#">FRTIB Academic Degree Training Program Application</a></li> <li>• <a href="#">FRTIB Academic Degree Training Program Endorsement</a></li> <li>• <a href="#">Executive Development Training Program Application</a></li> <li>• <a href="#">IDP</a></li> </ul>	
68	<a href="#">Student Volunteer Service Program</a>	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"> <li>• <a href="#">Volunteer Service Agreement</a></li> </ul>	

FOIA

ACCESSIBILITY

PRIVACY ACT

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