

Federal Retirement Thrift Investment Board

§ 1630.6

If you want:	If you are a former employee:	If you are a current employee:
Disclosure history of your TSP account (disclosures to entities other than your employing agency or the Board or auditors see § 1630.4 (a)(3)).	Write TSP Service Office.	Call or write to the TSP Service Office regarding loan status and interfund transfers. Write TSP Service Office.

Federal Retirement Thrift Investment Board, 1250 H Street, NW., Washington, DC 20005. The request letter should contain the complete name and identifying number of the pertinent system as published in the annual FEDERAL REGISTER notice describing the Board's Systems of Records; the full name and address of the subject individual; the subject's Social Security number if a Board employee; a brief description of the nature, time, place, and circumstances of the individual's prior association with the Board; and any other information the individual believes would help the Privacy Act Officer determine whether the information about the individual is included in the system of records. In instances where the information is insufficient to ensure disclosure to the subject individual to whom the record pertains, the Board reserves the right to ask the requester for additional identifying information. The words "PRIVACY ACT REQUEST" should be printed on both the letter and the envelope.

[55 FR 18852, May 7, 1990, as amended at 59 FR 55331, Nov. 7, 1994]

§ 1630.5 Granting access to a designated individual.

(a) A person who wishes to have a person of his or her choosing review a record or obtain a copy of a record from the Board shall submit a signed statement authorizing the disclosure of his or her record before the record will be disclosed. The authorization shall be maintained with the record.

(b) The Board will honor any Privacy Act request (e.g., a request to have access or to amend a record) which is accompanied by a valid power of attorney from the subject of the record.

[55 FR 18852, May 7, 1990, as amended at 59 FR 26409, May 20, 1994]

§ 1630.6 Action on request.

(a) For TSP records, the Head, TSP Service Office, or designee, and for non-TSP records, the Privacy Act Officer will answer or acknowledge the inquiry within 10 work days of the date it is received by the Board. When the answer cannot be made within 10 work days, the Head, TSP Service Office or

(2) A Privacy Act request which is incorrectly submitted to the Board will not be considered received until received by the TSP Service Office. The Board will submit such a Privacy Act request to the TSP Service Office within three workdays. A Privacy Act request which is incorrectly submitted to the TSP Service Office will not be considered received until received by the employing agency. The TSP Service Office will submit such a Privacy Act request to the employing agency within three workdays.

(3) No disclosure history will be made when the Board contracts for an audit of TSP financial statements (which includes the review and sampling of TSP account balances).

(4) No disclosure history will be made when the Department of Labor or the General Accounting Office audits TSP financial statements (which includes the review and sampling of TSP account balances) in accordance with their responsibilities under chapter 84 of title 5 of the U.S. Code. Rather, a requester will be advised that these agencies have statutory obligations to audit TSP activities and that in the course of such audits they randomly sample individual TSP accounts to test for account accuracy.

(b) *Non-TSP Board records.* An individual who wishes to know if a specific system of records maintained by the Board contains a record pertaining to him or her, or who wishes access to such records, shall address a written request to the Privacy Act Officer,