

**DEPARTMENT OF JUSTICE**  
**FAQ FOR EMPLOYEE SELF-SERVICE APPLICATIONS**  
**NFC Employee Personal Page & Employee Self-Service**  
**Thrift Savings Plan**

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**1) MY PIN NUMBER DOESN'T WORK...**

- **NFC Employee Personal Page (EPP) and Employee Self-Service (ESS)** generates an eight-digit Password. Request a new or replacement Password at [www.nfc.usda.gov](http://www.nfc.usda.gov) and select the link for MY EPP. If you have previously completed the security Challenge Question, Challenge Answer, and designated an e-mail address in the PREFERENCES section of EPP, you may elect to REQUEST PASSWORD VIA E-MAIL and receive your replacement Password right away, otherwise you must REQUEST PASSWORD BY MAIL and wait 7-10 business days to receive it by mail. For additional information, see [Additional EPP/ESS Password Information](#).
  - **Thrift Savings Plan (TSP)** generates a **four**-digit PIN which remains active as long as the employee is an active employee. Request a new or replacement PIN at [www.tsp.gov](http://www.tsp.gov) or by calling the TSP ThriftLine at (877)968-3778.
  - **Unique Systems** - None of the systems will accept a PIN which has been systemically generated by another government operating system (i.e. the NFC Personal Page PIN cannot be used as the TSP PIN, or vice versa).
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**2) WHAT IS THE NFC EMPLOYEE PERSONAL PAGE AND NFC EMPLOYEE SELF-SERVICE?**  
[Documentation](#)

All DOJ agencies (except FBI) now utilize NFC Employee Personal Page (EPP) and Employee Self-Service.

Employee Personal Page (EPP) provides an on-line snapshot of the employee's payroll and benefit information including:

- **Leave and Earnings Statement**
- **Annual Personal Benefits Statement (the annual retirement estimate from NFC),**
- **Life Insurance (FEGLI) data**
- **Health Benefits (FEHB) data**
- **Annual and Sick Leave data**
- **On-line form required for Financial Disclosure by some employees.**
- **Requires a valid EPP PIN - Contact [www.nfc.usda.gov](http://www.nfc.usda.gov).**

**NEW - Employee Self-Service (ESS) - All DOJ agencies (except FBI) have now migrated from Employee Express to ESS. The Self-Service folder tab appears on the NFC Personal Page toolbar.**

**In ESS, employees may change the following personnel/payroll-related information:**

- **Federal tax**
- **State tax**
- **Home address**
- **Direct deposit**
- **Financial allotments**
- **Federal Employees' Health Benefits (FEHB)**
- **Savings Bonds**

- Thrift Savings Plan (TSP) (limited to TSP contribution percentages or the dollar amount coming from the employee's paycheck)
- TSP Catch-Up Contributions

*NOTE: TSP fund allocation capability has been transferred exclusively to the new TSP operating system at [www.tsp.gov](http://www.tsp.gov) or the TSP ThriftLine at (877) 968-3778.*

Department of Justice employees may contact HRSAG at (202)616-6328 for additional information.

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### **3) WHERE DO I INPUT TSP FUND ALLOCATIONS AND INTERFUND TRANSFERS NOW?**

**TSP fund allocations and Interfund Transfers between the C, F, G, I, S, and L Funds may be input by utilizing :**

- the Account Access option at [www.tsp.gov](http://www.tsp.gov)
- the TSP ThriftLine at (877)968-3778
- TDD (877)847-4385.
- Requires a valid TSP PIN - Contact [www.tsp.gov](http://www.tsp.gov) or ThriftLine at (877)968-3778 or TDD (877)847-4385.
- Contact your servicing personnel office for additional information.