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 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 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).

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.

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 or the TSP ThriftLine at (877) 968-3778.

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

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
• the TSP ThriftLine at (877)968-3778
• TDD (877)847-4385.
• Requires a valid TSP PIN - Contact www.tsp.gov or ThriftLine at (877)968-3778 or TDD (877)847-4385.
• Contact your servicing personnel office for additional information.