



DEPARTMENT OF DEFENSE
DEFENSE CIVILIAN PERSONNEL ADVISORY SERVICE
4800 MARK CENTER DRIVE
ALEXANDRIA, VA 22350-1100

FOR: CIVILIAN PERSONNEL POLICY COUNCIL MEMBERS

FROM: Defense Civilian Personnel Advisory Service Director, Ms. Michelle LoweSolis

SUBJECT: Notice of Temporary Acceptance of Digital Signatures on Thrift Savings Plan Forms and a Waiver for Notary Requirements

ACTION: Disseminate to Department of Defense (DoD) Human Resources Practitioners

REFERENCE: Thrift Savings Plan (TSP) COVID-19 updates: Latest Information, "Temporary acceptance of PIV and CAC signatures on TSP forms," dated August 4, 2020, <https://www.tsp.gov/covid-19/#pivcac>

BACKGROUND/INTENT: On August 4, 2020, the Federal Retirement Thrift Investment Board announced that TSP will temporarily accept certain digital signatures on TSP forms without requiring notarized signatures. All forms signed electronically with personal identity verification (PIV) or common access card (CAC) credentials may temporarily leave the notary section blank. TSP will also temporarily accept handwritten signatures without notarized signatures.

Eligible participants using the digital signature process must use their unexpired PIV credentials or CAC to sign their forms before they are submitted to TSP. This change will ensure that participants are able to comply with physical distancing measures during the COVID-19 pandemic.

APPLICABILITY: Applies to all TSP participants.

POINT OF CONTACT: Ms. Canary Scullark, Branch Chief, Benefits, Wage and NAF policy, 571-372-1644, canary.scullark.civ@mail.mil