



CFS Intro: Welcome to the Promotion course! The goal of today's discussion is to improve your understanding of personal finance, so you can make the most of your new situation. It is important to review your finances as you set a path for a successful and more prosperous future.

Play Videos 1 & 2

Discussion Questions

1. Why is a spending plan important?



1. Promotion
Course Overview

CFS Talking Points:

- A. A good spending plan helps you manage your money.
- B. A good spending plan helps with achieving financial goals.
- C. A good spending plan helps you prepare for emergencies.

2. What four tips do financial experts suggest for developing a spending plan?



2. Financial
Planning

CFS Talking Points:

- A. Understand your current situation: Track your income and expenses for the next 30 days or look back 30 days using bank and credit card statements.
- B. Know where your money should go: Save or invest 10%-15% of pretax pay. Limit housing expenses to your BAH or 25% of pretax pay. Limit transportation expenses to 15%-20% of pretax pay.
- C. Create a plan: Put limits on how much you will spend each month on the various expense categories.
- D. Make adjustments: As life changes, make the adjustment and update your budget.

Knowledge Check

Question: How much money should be set aside to establish an emergency fund?

Answer: Enough to cover 3 to 6 months of living expenses.

PART 2: Saving for Retirement

CFS Intro: In the next video, we will discuss how the pay increase from a promotion is a great opportunity to review your retirement savings goals and TSP account.

Play Video 3

Discussion Questions



3. Saving for Retirement

1. Do you know how much you can save toward your retirement?

CFS Talking Points:

- A. Whether you are in the Blended Retirement System (BRS) or Legacy “High 3” Retirement system, you can save up to \$19,500 in 2020 into your TSP. Limits may be higher in certain situations (combat zone) and change year to year.
- B. For those covered under BRS, it is important to contribute at least 5% of your basic pay to take full advantage of the matching available from your Service.

2. How do you manage your TSP account?

CFS Talking Points:

- A. Log into your TSP account, using your account number and password.
- B. Review your entire financial situation, your contribution levels, and the funds that you have selected.
- C. Determine how much risk your household is willing to take. TSP offers investment options at all different levels.
- D. Ensure that your investments line up with your risk tolerance. If you are not comfortable with that, then there are lifecycle funds options. You simply pick a target retirement date and the fund does the work.
- E. Review and update contact information and beneficiaries.

Knowledge Check

Question: What should you do if you misplace or lose your TSP account number?

Answer: Go to <https://www.tsp.gov/tsp/login.html>. Select “Forgot your account number or password,” and follow the prompts. You can also call the ThriftLine at 1-877-968-3778 and press option 3 to speak to a Participant Service Representative.

PART 3: Career Goals

CFS Intro: In the conclusion of this training, we will discuss career investment programs and additional resources to help your specific situation.

Play Videos 4 & 5

Discussion Question

How can you invest in your future marketability?



4. Career Investment Programs



5. Final Thoughts

CFS Talking Points:

- A. Look into whether your military career offers a registered apprenticeship for your MOS or skills you may have. Visit the United Services Military Apprenticeship Program (USMAP) website to identify and register for apprenticeships, track progress, and report completion of apprenticeships. Learn more: https://dodcareerready.usalearning.gov/service_members/apprenticeships.
- B. Determine if your military experience translates into a civilian credential. Turn your military experience into certifications and licensing by visiting Army, Navy, Marine Corps and Air Force Credentialing Opportunities Online (COOL): https://dodcareerready.usalearning.gov/service_members/credentials. For Coast Guard, visit *The Coast Guard Credentialing Opportunities Online, or CG COOL*.
- C. Explore eligibility for tuition assistance. Did you know that you could qualify for tuition assistance to pursue your education and potentially increase your earning potential? Learn more about all the opportunities: https://dodcareerready.usalearning.gov/service_members/tuition_assistance. For Coast Guard, refer to the local USCG ESO or <https://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/ETQC/Voluntary-Education/Education-Service-Officers/>.

Knowledge Check

Question: What additional resources are available?

Answer: Call Military OneSource at 1 (800) 342-9647 for phone or video financial counseling with a professional financial counselor. Click www.MilitaryOneSource.mil for financial education resources at your fingertips. For Coast Guard: contact CGSUPRT.

- Army: ACS
- Navy: Fleet and Family Support Center
- Marine Corps: MCCA
- Coast Guard: Health, Safety, and Work-Life Regional Practice