



DIRECTOR – CIVILIAN BENEFITS CENTER

Date: 23 October 2013

To: All Civilian Employees

Subj: Get Ready to Make Your Benefits Elections Using the Employee Benefits Information System (EBIS)

1. Many employees will access EBIS at this time of year to make a health insurance open season election, change their Thrift Savings Plan (TSP) contributions or elect to make TSP Catch-up Contributions for 2014. In order to prepare for open season the following information may be helpful.
2. Your EBIS password expires every 60 days (due to DoD security regulations) so you may need to reset it before you can make your election. Information about accessing EBIS is available at <http://www.public.navy.mil/donhr/Benefits/ebis/Pages/HowToAccess.aspx>.
3. Since the Benefits Line call volume is typically high during the open season period (11 November -9 December 2013); a longer than normal call wait time can be anticipated. You are encouraged to login to your online EBIS account today to ensure your password is current and you will be able to make your elections. If you need assistance with accessing your online EBIS account, please call the Benefits Line at 888-320-2917 and select menu option #4 to speak to a Customer Service Representative (CSR). CSRs are available from 7:30 a.m. until 7:30 p.m., Eastern Time, Monday through Friday, except on federal holidays. The TTY number is 866-328-9889.

You may also email your questions to navybenefits@navy.mil. You must include your full name, pay plan, grade, contact telephone number and the best time to call you, but please do not include Privacy Act Information such as date of birth or social security number.

Thank you,

Mary E. Foley