



Department of the Navy Civilian Benefits Center

Information for New Federal Employees

Pay is only part of the compensation you will earn working for the Department of the Navy. We offer a broad array of benefits programs to meet the needs of you and your family. Each benefit program has certain timeframes for initial enrollment as a new employee. Additional information about each of the benefit programs is available at <http://www.public.navy.mil/donhr/Benefits/newemployee/Pages/Default.aspx>

Federal Employees Health Benefits Program

- Elect coverage within 60 days from the date of your appointment
- Make your election using the Employee Benefits Information System (EBIS) at <http://www.public.navy.mil/donhr/Benefits/ebis/Pages/Default.aspx>
- Questions: Contact the Benefits Line at 888-320-2917, Monday through Friday, 7:30 a.m. to 7:30 p.m., Eastern Time, except on Federal holidays. TTY: 866-328-9889

Dental and Vision Insurance Programs

- Elect coverage within 60 days from the date of your appointment
- Make your election at <https://www.benefeds.com>
- Questions: Contact BENEFEDS Customer Service at 877-888-3337, Monday through Friday, 9:00 a.m. to 7:00 p.m., Eastern Time, except on Federal holidays. TTY: 877-889-5680

Flexible Spending Accounts

- Elect to participate within 60 days from the date of your appointment
- Make your election at <https://www.fsafeds.com>
- Questions: Contact SHPS Customer Service at 877-372-3337, Monday through Friday, 9:00 a.m. to 9:00 p.m., Eastern Time, except on Federal holidays. TTY: 800-952-0450

Long Term Care Insurance Program

- Elect any time but elect within 60 days from the date of your appointment to use abbreviated underwriting
- Submit your application at <http://www.ltcfeds.com>
- Questions: Contact Long Term Care Partners at 800-582-3337, Monday through Friday, 8:00 a.m. to 7:00 p.m., Eastern Time, except on Federal holidays. TTY: 800-843-3557

Federal Employees' Group Life Insurance Program

- Basic coverage is automatic, you must cancel if you don't want coverage
- Elect optional coverage within 31 days from the date of your appointment
- Make your election using EBIS at <http://www.public.navy.mil/donhr/Benefits/ebis/Pages/Default.aspx>
- Questions: Contact the Benefits Line at 888-320-2917, Monday through Friday, 7:30 a.m. to 7:30 p.m., Eastern Time, except on Federal holidays. TTY: 866-328-9889

Thrift Savings Plan

- Elect any time, but elect early to receive agency matching contributions
- Make your election using EBIS at <http://www.public.navy.mil/donhr/Benefits/ebis/Pages/Default.aspx>
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