



DIRECTOR – CIVILIAN BENEFITS CENTER

Date: 10 October 2014

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 2015. You can access EBIS at https://www.portal.navy.mil/donhr/Benefits/Pages/EBIS_Main.aspx. If prompted, select your email certificate. You must use a computer with a .mil, .edu or .gov environment and your Department of Defense (DoD) Common Access Card (CAC).
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. You are encouraged to login to your EBIS account today to ensure your password is current and you will be able to make your elections.
3. If you need assistance accessing your EBIS account, please call the Benefits Line at 888-320-2917 from 7:30 a.m. - 7:30 p.m., Eastern Time, Monday - Friday, except on Federal holidays. The TTY number is 866-359-5277. Since the Benefits Line call volume is typically high during the open season period (10 November - 8 December 2014); you may experience a longer than normal call wait time.

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