



DIRECTOR – CIVILIAN BENEFITS CENTER

Date: 8 October 2013

To: All Civilian Employees

Subj: Benefits Line

1. Due to the absence of either a Fiscal Year 2014 appropriation or a continuing resolution for the Department of Defense, the Department of the Navy Benefits Line has been shutdown and is unavailable to receive calls. If you have a benefits or retirement emergency, you may email your questions to navybenefits@navy.mil. Your email must include your full name, pay plan, grade, a contact telephone number and the best time to call you. Please do not include Privacy Act Information such as date of birth or social security number in your email.

2. If you need to make a benefits transactions (i.e., health insurance, life insurance or Thrift Savings Plan), you can make your election using the Employee Benefits Information System (EBIS). You can access EBIS at <http://www.public.navy.mil/donhr/Benefits/ebis/Pages/Default.aspx>. If you need assistance accessing EBIS, you may email your questions to navybenefits@navy.mil.

3. Notification will be posted when the Benefits Line is available to receive calls.

Thank you.
Mary E. Foley