



DIRECTOR – CIVILIAN BENEFITS CENTER

Date: 24 August 2016

To: All Civilian Employees

Subj: 2016 Federal Employees' Group Life Insurance (FEGLI) Open Season

Encl: (1) Civilian Benefits Guide to the 2016 FEGLI Open Season
(2) How to Make a FEGLI Open Season Election

1. This is the third message published regarding the upcoming FEGLI Open Season beginning 1 September and ending 30 September 2016. The earliest date your election can be effective is 1 October 2017. You can find the first two Open Season messages at <https://portal.secnav.navy.mil/orgs/MRA/DONHR/Benefits/Pages/Benefits-Officer-Messages.aspx>.

2. Enclosures (1) and (2) provide specific details about the FEGLI Open Season and how to make an election by using the Employee Benefits Information System (EBIS) or by contacting the Benefits Line. To stay up to date on the FEGLI Open Season go to the OCHR Portal at <https://portal.secnav.navy.mil/orgs/MRA/DONHR/Benefits/Pages/FEGLI-Open-Season.aspx>. To access the OCHR Portal, you must use a government computer; have a ".mil, .edu, or .gov" email address and a Department of Defense (DoD) Common Access Card (CAC). If prompted, select your email certificate. If this is your first time accessing the OCHR Portal, you will be required to complete a simple registration.

3. Questions about the FEGLI Open Season or how to access EBIS should be directed to the Benefits Line at 888-320-2917 from 7:30 a.m. to 7:30 p.m., Eastern Time, Monday - Friday, except on Federal holidays. The TTY number is 866-359-5277. Employees may also email questions to navybenefits@navy.mil. Employees must include their full name, pay plan, grade, contact telephone number and the best time to call. Please do not include Privacy Act or other Personally Identifiable Information such as date of birth or Social Security number in your email correspondence.

Thank you,
Mary E. Foley