



## DIRECTOR – CIVILIAN BENEFITS CENTER

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Date: 20 July 2016

To: All Civilian Employees

Subj: Get Ready for 2016 Life Insurance Open Season: 1 through 30 September 2016

1. The Federal Employees' Group Life Insurance (FEGLI) Open Season will be held from 1 through 30 September 2016. This is the first FEGLI Open Season since 2004. Eligible employees can elect or increase any coverage FEGLI offers, including Option C - Family. No medical exam is required and employees are not required to answer any health questions. Elections made during the open season will be effective 1 October 2017; a year later! Employees who do not make an election will keep their current life insurance coverage.

2. Getting ready for the FEGLI Open Season:

a. Employee Benefits Information System (EBIS). The easiest way to make your life insurance election is to use EBIS, a self-service Web application. EBIS allows you to independently make your election without waiting for a Customer Service Representative. Since your EBIS password expires every 60 days, you may need to reset it to make an election. To access EBIS, you must go through the Office of Civilian Human Resources (OCHR) private 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). When prompted, select your email certificate. If this is your first time accessing the Web site, you will be required to complete a simple registration. Information about establishing your EBIS account name/password and accessing EBIS is available at <https://portal.secnav.navy.mil/orgs/MRA/DONHR/Benefits/Pages/EBIS.aspx>.

b. OCHR Private Portal. Review current information about the FEGLI Open Season at <https://portal.secnav.navy.mil/orgs/MRA/DONHR/Benefits/Pages/FEGLI-Open-Season.aspx>.

c. FEGLI Calculator. The Office of Personnel Management has an online FEGLI Calculator that will assist you in calculating the value and the amount of your premiums for the various combinations of FEGLI coverage. The FEGLI calculator is available at <https://www.opm.gov/retirement-services/calculators/fegli-calculator/>.

3. Employees may direct questions about the FEGLI Open Season or accessing EBIS 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 their questions to [navybenefits@navy.mil](mailto:navybenefits@navy.mil). Employees must include their full name, pay plan, grade, and contact telephone number. 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