



HRSC EAST EMPLOYEE BENEFITS UPDATE

Paperless Benefits Transactions Effective 1 April 2002

Effective 1 April 2002 the HRSC East, Retirements and Benefits Division will implement a paperless system for health insurance, life insurance and Thrift Savings Plan (TSP) changes. Employees will make changes using the Employee Benefits Information System (EBIS) or The Benefits Line. Attached is a brochure that provides information on both EBIS and The Benefits Line.

Prior to 1 April 2002 employees were encouraged to use EBIS and The Benefits Line, but paper forms were also accepted. Many employees have found they can quickly and easily make changes to their benefits using these systems.

Effective 1 April 2002 paper SF 2809, Health Benefits Election, SF 2817, Life Insurance Election and TSP-1, Thrift Savings Plan Election forms will not be used for benefits changes. Employees who want to make a change to their benefits must use EBIS or The Benefits Line. An exception to this requirement will be made for new employees who will be allowed to submit a paper SF 2817 Life Insurance Election during the first two weeks of employment. After the first two weeks, new employees must also use EBIS or The Benefits Line to make their life insurance election.

EBIS is available twenty-four hours a day, seven days a week, via the Internet using an Internet browser with 128-bit encryption. The web site may be reached through <http://www.donhr.navy.mil>, by clicking on "EBIS".

The Benefits Line can be reached at 1-888-320-2917, twenty-four hours a day, seven days a week. Benefits counselors are available on The Benefits Line from 7:30 a.m. to 4:30 p.m., EST Monday through Friday. The counselors can assist callers with making transactions.

Employees with questions about using EBIS or The Benefits Line to make benefits transactions should call The Benefits Line at 1-888-320-2917 and select the option 2 to talk to a benefits counselor then option 1 for East Region.

Questions may also be e-mailed to the Retirements and Benefits Division at Benefits_east@east.hroc.navy.mil.

The telephone number for the HRSC East Teletypewriter (TTY) is (757) 396-7078.