



Department of the Navy Civilian Benefits Center

Benefits Information for Employees Who Transfer Agencies, Reassign or Change Payroll Offices

Whenever you transfer agencies, reassign or change payroll offices without a break in service from one agency to another, you should review your first biweekly Leave and Earnings Statement (LES) using the following guide to ensure correct deductions have been withheld for your elections and to avoid errors for which you could be indebted. Report discrepancies immediately to the appropriate program point of contact listed below.

Program Area	Effect of Change in Payroll Office
Federal Employees Health Benefits (FEHB)	<p>Premiums for health insurance premiums should be automatically withheld from your paycheck. If not withheld, contact the Benefits Line: If the employee is currently enrolled in a Health Maintenance Organization (HMO) and the employee moves or becomes employed outside the geographic servicing area of the FEHB carrier, the employee may elect another FEHB plan any time after the move. Other qualifying events require the employee to elect within 60 days after the qualifying life event.</p> <p>Telephone: 888-320-2917</p> <p>Hours: Monday through Friday, 7:30 a.m. to 7:30 p.m., ET</p> <p>TTY: 866-359-5277</p> <p>Email: navybenefits@navy.mil</p> <p>Web site: https://portal.secnav.navy.mil/orgs/MRA/DONHR/Benefits. You must use a government computer with your Department of Defense Common Access Card (CAC) and have a ".mil, .edu or .gov" email address.</p>
Federal Employees Dental and Vision Insurance Programs (FEDVIP)	<p>If not being deducted, you must contact BENEFEDS Customer Service to resume payment of FEDVIP premium with your new payroll office number.</p> <p>Telephone: 877-888-3337</p> <p>Hours: Monday through Friday, 9 a.m. to 7 p.m., ET</p> <p>TTY: 877-889-5680</p> <p>Email: Service@BENEFEDS.com</p> <p>Web site: https://www.benefeds.com</p>
Federal Flexible Spending Account (FSAFEDS)	<p>If not being deducted, you must contact FSAFEDS to resume deductions with your new payroll office number.</p> <p>Telephone: 877-372-3337</p> <p>Hours: Monday through Friday, 9 a.m. to 9 p.m., ET</p> <p>TTY: 800-952-0450</p> <p>Email: .FSAFEDS@adp.com</p> <p>Web site: https://www.fsafeds.com</p>

Federal Long Term Care Insurance Program (FLTCIP)	<p>If not being deducted, you must contact Long Term Care Partners to resume deductions with your new payroll office number.</p> <p>Telephone: 800-582-3337</p> <p>Hours: Monday through Friday, 8 a.m. to 7 p.m., ET</p> <p>TTY: 800-843-3557</p> <p>Email: info@lhcpartners.com</p> <p>Web Information: http://www.ltcfeds.com</p>
Federal Employees' Group Life Insurance (FEGLI)	<p>Premiums for life insurance should be automatically withheld. If not withheld, contact the Benefits Line.</p>
Thrift Savings Plan (TSP)	<p>Contributions for TSP should automatically be withheld. If you have a TSP loan, ensure loan payments have been withheld. If not withheld, contact the Benefits Line.</p>
Retirement	<p>Withholdings for your retirement plan (Civil Service Retirement System or Federal Employees Retirement System) are automatic. If not withheld, contact the Benefits Line.</p> <p>Because your previous payroll office or previous agency sent your Individual Retirement Record to the Office of Personnel Management (OPM), Block 19 – Cumulative Retirement Total on your first LES will show only your retirement contributions for the time you are in your new payroll office or agency. OPM maintains all of your Individual Retirement Records until you retire.</p>