

Acknowledgement of Receipt of Employee Benefit Information
(Transferring Employee)

Employees who transfer from one agency/payroll office to another should review their first bi-weekly leave and earnings statement (LES) using the below information to ensure correct deductions have been withheld for your elections. There are certain actions necessary on the employee's part to continue deductions. For additional benefit information, visit the following link <http://www.public.navy.mil/donhr/Benefits/Pages/Default.aspx>. If you have questions related to your benefits as a new employee, contact the DON Civilian Benefits Center at 1-888-320-2917 or by email at navybenefits@navy.mil.

Federal Employees Health Benefits (FEHB)

___ I understand that my current health insurance enrollment will automatically transfer from my previous agency.

Federal Employees Dental and Vision Insurance Program (FEDVIP)

___ I understand that my dental and vision enrollment will not automatically transfer from my previous agency and that I must contact a Customer Service Representative at BENEFEDs to resume payment of my dental and vision premiums at 1-877-888-3337.

Federal Employees Group Life Insurance (FEGLI)

___ I understand that premiums for my life insurance will automatically transfer and be withheld.

Thrift Savings Plan (TSP)

___ I understand that contributions for TSP will be withheld automatically. However, if I have a TSP loan, I must provide my loan information to my activity/command Payroll Customer Service Representative, to resume payroll loan payments.

Flexible Spending Account (FSA)

___ I understand that I must contact SHPS Customer Service at 1-877-372-3337 to resume deductions for my Flexible Spending Account enrollment.

Federal Long Term Care Insurance Program (FLTCIP)

___ I understand that I must contact Long Term Care Partners to resume my long term care deductions at 1-800-582-3337.

Retirement Deductions

___ I understand that Withholdings for my retirement plan Civil Service Retirement System or Federal Employees Retirement System are automatic. Since my previous payroll office sent my Individual Retirement Record to the Office of Personnel Management (OPM), block #19 on my first leave and earnings statement will show only my retirement contributions for the time I am in my new payroll office, and that OPM maintains all of my Individual Retirement Records until I retire.

I CERTIFY ACKNOWLEDGMENT AND UNDERSTAND THE CONDITIONS LISTED ABOVE.

Name (printed): _____ Date of Hire: _____

Signature: _____ Date: _____