



DIRECTOR - CIVILIAN BENEFITS CENTER

Date: 14 January 2021

To: All Civilian Employees

Subj: Review Your Biweekly Leave and Earnings Statement

Encl: (1) OCHR Fact Sheet "Review Your Biweekly Leave and Earnings Statement"

1. Department of the Navy civilian employees are highly encouraged to review their biweekly Defense Finance and Accounting Service (DFAS) Leave and Earnings Statement (LES) to ensure their accurate benefits deductions are reflected. Benefits changes submitted during the 2020 Federal Benefits Open Season should be reflected in the 22 January 2021 LES. Enclosure (1) provides details on how to check your LES to ensure it is accurate.
2. From September through December 2020, the Social Security, Old Age, Survivors, Disability Insurance (OASDI) tax withholdings were deferred for many employees. However, effective 3 January 2021, the normal 6.2% Social Security tax withholdings will be deducted from your pay along with an additional amount for the deferred Social Security tax. The amount of Social Security taxes deferred in 2020 will be collected in 24 installments between pay-periods ending 16 January and 4 December 2021. The LES Remarks section will include the 2020 deferred OASDI collection amount in that pay period, as well as the remaining balance to be collected. If you separate or retire in 2021, before the deferred Social Security tax is collected in full, you are still responsible for the remainder of your Social Security tax repayment. The unpaid balance will be collected from your final pay. If there are insufficient funds to collect the full amount, you may receive a debt letter with instructions for repayment.

For more information, please refer to the Defense Finance and Accounting Service (DFAS) website at: <https://www.dfas.mil/CivilianEmployees/> or contact the DFAS Helpdesk at 800-729-3277, Monday through Friday 7:30 am to 4:00 pm Eastern Time.

3. If you have questions about your benefits, call the Benefits Line at 888-320-2917, Monday through Friday, 7:30 a.m. until 7:30 p.m. Eastern Time, except on Federal holidays. The TTY number is 866-359-5277.

You may also email your questions to navybenefits@navy.mil. You must include your full name, pay plan, grade, and your 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