



DIRECTOR - CIVILIAN BENEFITS CENTER

Date: 18 April 2017

To: All Civilian Employees

Subj: April is Financial Literacy Month - Preparing Now for Retirement

Encl: (1) OCHR Fact Sheet "Preparing Now for Retirement"

1. National Financial Literacy Month continues and there is no better time than now to prepare and plan for your future retirement! Regardless of where you are in your career or your life, there are several key steps you should take to ensure you are financially fit and prepared for your future retirement.

2. Are you doing the right things today to ensure a successful retirement? Enclosure (1) provides information about how to prepare now and offers resources that may be helpful to you as you plan for your retirement.

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 Daylight Time, except on federal holidays. The TTY number is 866-328-9889. 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