



DIRECTOR - CIVILIAN BENEFITS CENTER

Date: 22 January 2019

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. Employees of the Department of the Navy are highly encouraged to review their biweekly Defense Finance and Accounting Service (DFAS) Leave and Earnings Statement (LES) to ensure their benefits deductions match their current benefits elections. It is crucial to identify incorrect deductions and avoid future indebtedness; therefore, it is especially important to review the LES received on 25 January 2019 as it will reflect any changes made during the Federal Benefits Open Season.
2. Enclosure (1) provides information about how to review your LES.
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