



# New Employee Orientation

Human Resources Office  
Total Force Management Division

# Agenda

- ▼ Human Resources Services
- ▼ Benefits
- ▼ References
- ▼ Questions

# Human Resources Support Structure

- ▼ Human Resources (HR) services are provided by 3 organizations:
  - NIWC Pacific, Human Resources Office (HRO)
    - Recruitment/Staffing, Employee Relations, Reasonable Accommodations support, Drug Free Workplace
  - Department of Navy, Office of Civilian Human Resources Operations Center (OCHR)
    - Process personnel actions and engage in recruitment activities
  - Commander Navy Installations Command (CNIC)
    - Workers' compensation benefits under FECA



# GRB Platform

GRB  
Platform

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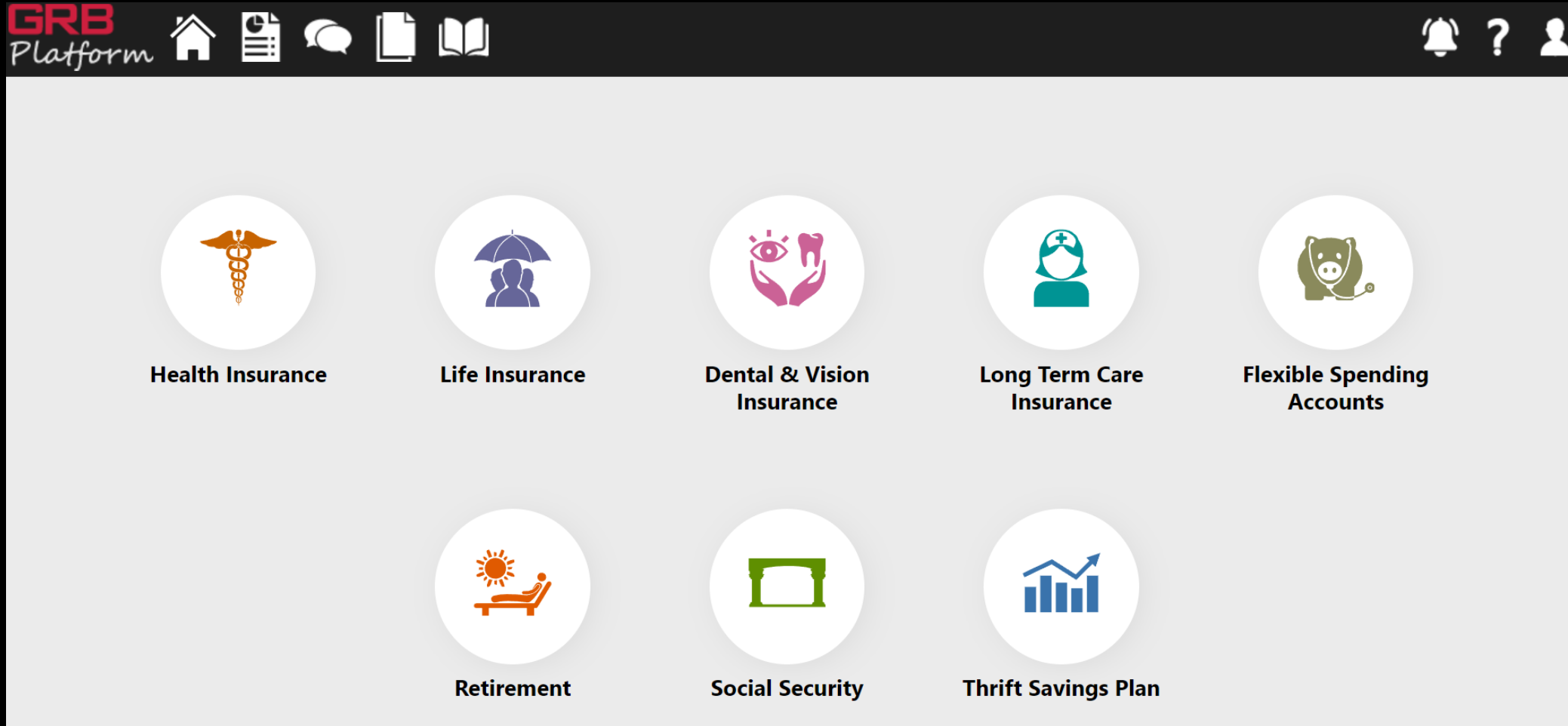
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# GRB Platform



# Benefits

- ▼ Civilian Benefits Center (CBC)
  - DON organization that handles benefits/retirement programs for civilian employees
- ▼ Government Retirement and Benefits (GRB) Platform
  - Benefits elections made electronically
    - Health Insurance
    - Life Insurance
    - Thrift Savings Plan contribution elections
  - GRB is a secure, self-service web application made with government credentials
  - Review Total Compensation Statement

# Federal Employees Health Benefits (FEHB)

- ▼ Provides comprehensive health insurance with the government paying between 66-75% of premiums
- ▼ Plan options:
  - Fee-for-service with preferred provider organization
  - Health maintenance organizations
  - Point-of-service
  - Consumer-driven plans
  - High deductible health plans



# Federal Employees Health Benefits (FEHB) Continued

## ▼ New Hires

- Review premiums on OPM website
- 60 days from effective date to elect health benefits
- Coverage begins Pay Period AFTER you elect
- Premiums are automatically pre-taxed
- Option to have premiums withheld after-tax basis
- Election made in GRB

## ▼ Transfers

- Transfers from another component will retain coverage
- Transfers with coverage not offered in duty location will need to reenroll
- Review LES of transfer benefits

# Federal Employees Dental and Vision Insurance (FEDVIP)

## ▼ New Hires

- Review premiums on OPM website
- 60 days from effective date to elect FEDVIP
- Coverage begins Pay Period AFTER you elect
- Election made on BENEFEDS

## ▼ Transfers

- Transfers from another component will retain coverage
- Review LES of transfer benefits
- Contact BENEFEDS Customer Service if benefits did not resume

# Federal Flexible Spending Account (FSAFEDS)

- ▼ Tax-favored program for health and dependent care
- ▼ 60 days from effective date to elect FSAFEDS
- ▼ Election made on FSAFEDS website
- ▼ Must reenroll in FSAFEDS each year
- ▼ Hired after October 1, you must elect during the Benefits Open Season

# Federal Employees' Group Life Insurance (FEGLI)

- ▼ Automatically covered for basic life insurance unless you waive coverage
- ▼ Options to add additional coverage for self and eligible family members
- ▼ 60 days from effective date to elect FEGLI
- ▼ Open Season is rare
- ▼ Election made in GRB

## Federal Long Term Care Insurance (FLTCIP)

- ▼ New Applications suspended on 12/19/2022 for an assessment
- ▼ Reimbursement for costs of care when:
  - Unable to perform at least two activities of daily living or
  - Need constant supervision for severe cognitive impairment
- ▼ FEHB does not cover long term care
- ▼ Medicare covers some care in nursing home
- ▼ Eligible to apply at any time after suspension is lifted
- ▼ Election made directly to the Federal Long Term Care Insurance Program

# Federal Employees Retirement System (FERS)

- ▼ FERS Retirement Program benefits from three sources:
  - Basic Benefit Plan, Thrift Savings Plan, Social Security
- ▼ Employees hired after 12/31/2013
  - Contribute 4.4% of salary with additional agency contribution to retirement fund
- ▼ Retirement, disability and/or survivor benefits
  - Paid as a lifetime annuity
  - Based on total creditable service and highest three consecutive years' salary
  - Meet the minimum age (MRA) and service requirements
  - Military service may be credited towards FERS with required deposit

# Thrift Savings Plan (TSP)

## ▼ New Hires

- Like a 401K
- Traditional contributions (pre-tax) and/or Roth contributions (after-tax)
- Automatically enrolled in TSP at 5%
- 5% agency matching
- Includes 1% agency automatic contributions
- Catch-up contributions at age 50 or older
- Changes to contribution made in GRB
- Fund transfers or allocations made in TSP account

## ▼ Transfers

- TSP contributions continues
- Provide TSP Loan Account number to HR Specialist

# Military Service Deposit

- ▼ If you served in the military, your active-duty service time may be applied to your civilian service retirement
  - If you “buy back” military service
  - It may allow you to retire earlier and will increase your retirement annuity
  - Interest free for first two years
- ▼ Retired Military
  - Must waive your military pension to receive credit for military service unless awarded due to service-connected disability in combat or under the reserve retiree provision
  - Submit SF 813 to have nonwartime campaigns credited without waiving military pension

# Designation of Beneficiaries

- ▼ Legal document to have benefits paid out in a particular way upon your death
  - Otherwise paid in the order of precedence
- ▼ Designation of beneficiaries include:
  - Federal Employees' Group Life Insurance (FEGLI)
  - Unpaid compensation (your pay and lump sum annual leave)
  - Thrift Savings Plan (TSP)
  - Federal Employees Retirement System (FERS)
  - Federal Employees' Compensation Act (FECA) Death Gratuity

# Flexible Work Schedule

- ▼ Flexible schedule:
  - No daily time requirement
  - Subject to core hours (0930-1130)
  - Must work 80 hours a pay period
  - Must be in a work status during core hours
  - Start and stop times may vary
  - Number of hours worked per day may vary
  - Eligible work period is 0500-2200

# Holidays, Leave and Work Schedule

- ▼ Holidays: 11 paid holidays per year
- ▼ Sick leave
  - 4 hours each pay period with no carry over ceiling
  - 30% or more disabled veterans earn an additional 104 hours-limited use
- ▼ Annual leave accrued based on years of service
  - 0-3 years: 4 hours each pay period (13 days per year)
  - 3-15 years: 6 hours each pay period, 10 hours for last pay period (20 days per year)
  - 15 or more years: 8 hours for each per pay period (26 days year)
  - Carry over up to 240 hours (30 days) to the next calendar year
  - Creditable military service may apply towards leave accrual

# References

- ▼ Verification of Employment- <https://compo.dcpds.cpms.osd.mil>
  - MyBiz can be accessed using CAC
- ▼ My Pay- <https://mypay.dfas.mil/>
  - View/make changes to tax withholding, direct deposit, address changes, allotments, Leave and Earning Statement (LES) and savings bonds
- ▼ eOPF Electronic Official Personnel File- <https://eopf.opm.gov/navy>
- ▼ FEHB- <https://www.opm.gov/healthcare-insurance/healthcare/>
- ▼ FEHB Plan Comparison Tool- <https://www.opm.gov/healthcare-insurance/healthcare/plan-information/compare-plans/>
- ▼ FEGLI - <https://www.opm.gov/healthcare-insurance/life-insurance/>

# References

- ▼ GRB- <https://civbenefits.dc3n.navy.mil/>
  - View/make changes to FEHB, FEGLI, TSP (start, change or stop contributions), retirement information and total compensation statement
- ▼ Benefits Line 1-888-320-2917 or Email: navybenefits@us.navy.mil
  - TTY: 866-359-5277
  - Monday-Friday 7:30am – 7:30pm EST
- ▼ DON Portal Benefits Page:  
<https://portal.secnav.navy.mil/orgs/MRA/DONHR/Benefits/Pages/default.aspx>
- ▼ BENEFEDS- <https://benefeds.com>
  - Enroll in Federal Vision and Dental plans
  - 877-888-FEDS (3337)

# References

- ▼ FSAFEDS- [www.FSAFEDS.com](http://www.FSAFEDS.com)
  - Enroll and submit claims
  - Contact: 877-372-3337
  - Monday-Friday 9:00am – 9:00pm EST
- ▼ FLTCIP- [www.LTCFEDS.com](http://www.LTCFEDS.com)
  - Enroll in Long Term Care plan
  - Contact: 800-843-3557
- ▼ FERS- [www.opm.gov/retirement-services/fers-information](http://www.opm.gov/retirement-services/fers-information)
- ▼ TSP- [www.TSP.gov](http://www.TSP.gov)
- ▼ Military Buy Back- <https://hub.sd.spawar.navy.mil/display/CIV/Military+Buy+Back>

# References

## ▼ HRO Page on the HUB-

<https://hub.sd.spawar.navy.mil/display/CIV/Human+Resources+Office>

- HRO Organizational Chart
- HRO Representatives by Department
- HRO Programs, Resources and Benefits

## ▼ HR Hot Topics Training-

<https://hub.sd.spawar.navy.mil/display/TR/HR+HOT+TOPICS+TRAINING>



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- ▼ Please fill out this quick survey and let us know how we can improve
- ▼ Survey Link: [https://usnavy.gov1.qualtrics.com/jfe/form/SV\\_8BOzxcgNVX142A9o](https://usnavy.gov1.qualtrics.com/jfe/form/SV_8BOzxcgNVX142A9o)
- ▼ Takes less than 5 minutes and information is used for NAVWAR rebranding purposes only
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Questions?