

Benefits Checklist for New Employees

Congratulations! You got the job and know your salary; now what about your benefits? Your Defense Logistics Agency (DLA) Benefits team wants to make sure that you know what you are eligible for, what your options are, and whom you can contact when you have questions.

Trying to understand your benefits in a short period can be overwhelming. That's why we are providing you with a snapshot of each benefit you are eligible for along with the website and contact information to review when you are ready. New hires have just 60 days to make most elections, so do not wait too long.

- **Federal Employees Health Benefits (FEHB)**
<https://www.opm.gov/healthcare-insurance/healthcare/>
DLA Contact Information: <https://employees.hr.dla.mil/contactus/>
- **Federal Employees Group Life Insurance (FEGLI)**
<https://www.opm.gov/healthcare-insurance/life-insurance/>
DLA Contact Information: <https://employees.hr.dla.mil/contactus/>
Thrift Savings Plan (TSP) – *retirement savings and investment plan*
<https://www.tsp.gov>, 1-TSP-YOU-FRST (1-877-968-3778), TDD: 1-877-847-4385
To start/change/stop your contribution, use the Government Retirement & Benefits (GRB) Platform.
- **Federal Employees Dental and Vision Insurance Program (FEDVIP)** – *supplemental dental/vision insurance*
www.BENEFEDS.com, 1-877-888-FEDS or 1-877-888-3337 TTY 1-877-889-5680
- **Flexible Spending Accounts (FSA)** – *pre-tax accounts for out-of-pocket health and dependent care expenses*
www.fsafeds.com, 1-877-FSAFEDS or (1-877-372-3337), TTY 866-353-8058
- **Federal Long Term Care Insurance Program (FLTCIP)** – *for assisted living expenses*
www.ltcfeds.com, 1-800-LTC-FEDS (1-800-582-3337), TTY: 1-800-843-3557

Videos that explain your benefits:

- **Office of Personnel Management (OPM)** – 40-minute video
<https://www.opm.gov/healthcare-insurance/Guide-Me/New-Prospective-Employees/>
- **DLA Learning Management System (LMS)** – 60-minute video
<https://www.dla.mil/Careers/Employees/HR-Systems/>, click Learning Management System (LMS) and type DLA Employee Benefits and Retirement in the Find Learning search bar to locate the course.
- **Government Retirement & Benefits (GRB) Platform** – Series of videos under Resource Library where you can view each benefit individually.
Log onto GRB at <https://employees.hr.dla.mil/tools/GRB.asp>.

Military Deposit Info for Veterans

Do you have a military or civilian deposit to make? The DLA Benefits Team is ready to help you prepare and complete your military deposit.

1. Complete the RI-2097 at https://www.opm.gov/forms/pdf_fill/RI20-97.pdf and follow the instructions at <http://www.dfas.mil/civilianemployees/militaryservice/militaryservicedeposits.html> to request your estimated earnings.
2. Once you receive the estimated earnings, submit them along with your DD214(s)- Member 4 copy or Statement of Service to your dedicated team. Please see contact information at <https://employees.hr.dla.mil/contactus/>
3. A benefits specialist will send you an application to sign.
4. Once you return the application to your Benefits specialist, the packet goes to DFAS for processing.

Frequently Asked Questions

- **Q:** How long do I have to make my elections?
A: For all benefits except TSP, you have 60 days from your entrance on duty date (EOD). You are automatically enrolled in TSP for 5 percent and can change or stop your contribution at any time.
- **Q:** How do I make my elections?
A: Log onto EBIS at <https://employees.hr.dla.mil/tools/GRB.asp>
- **Q:** Whom do I talk to if I need guidance to understand my options?
A: Follow any of the links provided above. The DLA Benefits team is always available to answer questions about benefits whether you are a new employee or about to retire. Contact us at <https://employees.hr.dla.mil/contactus/>
- **Q:** If I miss the election period, can I elect later?
A: You can make an election if you have a Qualifying Life Event (QLE) such as marriage, divorce, birth, etc. A 60-day election period starts after any QLE. For a complete list of QLEs, go to the FEHB and/or FEGLI link provided above. The annual Open Season is another opportunity to make elections for FEHB. You can make your elections starting the Monday of the second full workweek in November through the Monday of the second full workweek in December.