



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD
FORT BELVOIR, VIRGINIA 22060-6221

IN REPLY
REFER TO

DLA Human Resources Services at Columbus

March 1, 2012

Dear New Hire:

Welcome to the Defense Logistics Agency. As you know, you have an exciting and very rewarding career ahead of you. I hope that you will find our Benefits Team very helpful in answering all of your benefit related questions.

We've scheduled you to attend a Defense Connect Online (DCO) webcast to review your Federal Employee Benefits that are available to you. You are scheduled for **Tuesday, APRIL 5, 2011 from 1:00 p.m. – 3:00 p.m. (EST)**. Please be sure to notify your supervisor of this scheduled briefing.

We strongly encourage you to attend this scheduled webcast due to the time limitations on your benefits enrollment. However, in the event of a scheduling conflict the next webcast will be April 19, 2011 at the same time using the same logon procedures.

This webcast will discuss all of your benefits in detail. You can view the webcast from work or home (if needed). You are not required to use your Common Access Card (CAC) to access this webcast, provided you have internet access. **Fifteen minutes before** your scheduled webcast, logon to the Defense Connect Online (DCO) system (with your first and last name) using the following link in your internet browser, <https://connect.dco.dod.mil/r47337801>. If you are hearing impaired or are not able to hear sound on your computer, please contact me ahead of time to make arrangements for speaker's notes.

1. The following benefits must be selected within 60 days from your EOD date:

- a. Federal Employees Health Benefits (FEHB), for more information visit <http://www.opm.gov/insure/health/>. Your FEHB election will become effective the first day of the pay period after you complete your election in EBIS (or provide the SF 2809 to our Human Resources office).
- b. Federal Employees Group Life Insurance (FEGLI) does not offer annual open seasons. Therefore after this opportunity you would only be eligible to increase your life insurance with a qualified life event or taking a physical (after one year). You are automatically enrolled with Basic Life Insurance, which is equivalent to your annual salary, rounded to the next thousand plus \$2,000.00. To find out more about FEGLI coverage and available optional life insurance coverage visit <http://www.opm.gov/insure/life/>.
- c. Federal Employees Dental and Vision Insurance Program (FEDVIP), for more information **and to enroll** visit <https://www.benefeds.com/> or call 1-877-888-3337.

- d. Flexible Spending Account (FSA), for more information **and to enroll** visit <https://www.fsafeds.com/fsafeds/index.asp> or call 1-877-372-3337.
 - e. Long Term Care Insurance Program (LTCIP), for more information **and to enroll** visit <http://www.ltcfeds.com/apply/index.html> or call 1-800-582-3337.
2. As a newly hired/rehired employee **you are automatically enrolled into the Thrift Savings Plan at a contribution rate of 3%**. Along with your automatic enrollment, you will also begin receiving Agency Matching contributions and Agency 1% contributions immediately. You may elect to cancel or change your contribution amount at any time. Elections to change or cancel contributions are effective at the beginning of the pay period following the receipt of enrollment form (TSP-1) or after entered into the Employee Benefits Information System (EBIS). If you choose to cancel your automatic contributions and would like a refund please contact TSP for the "Request for an automatic enrollment refund" (TSP-25) within 90 days of the first contribution.

HOW TO PROCESS YOUR ELECTIONS:

1. Employee Benefit Information System (EBIS). You can access EBIS at our DLA HR website at <http://www.hr.dla.mil/downloads/Benefits/EBISOverview.pdf>.
2. Forms. You can access the forms at <http://www.hr.dla.mil/forms/>.
 - a. Scan/email to dhrsc.benefits@dlamail.mil.
*Except beneficiary forms which must be sent via mail or Fed Ex to DLA Human Resources Services at Columbus (addresses below).
 The beneficiary form for your Thrift Account, TSP-3, is sent directly to the address listed in the instructions on the form **and not before receipt of your 13 digit TSP account number.***
 - b. Mail to DLA Human Resources Services at Columbus, ATTN: Benefits, PO Box 182662, Columbus OH 43218-2662.
 - c. FedEx to DLA Human Resources Services at Columbus, ATTN: Benefits, 3990 E Broad Street, bldg 11, sec 4, Columbus OH 43213-1152.
 - d. Fax to 614-692-6004/DSN 850.

If you do not complete the election process within the established timeframe, you will not be permitted to make any changes to your benefits until the annual benefit open season unless you experience a qualifying life event (QLE).

For more information regarding your new Federal benefits visit <http://www.opm.gov/insure/>. For a consolidated view, visit <http://www.opm.gov/insure/fastfacts/newemployeebenefits.pdf>.

For Financial Literacy information, visit <http://www.hr.dla.mil/downloads/Benefits/DODFinancialLiteracy.pdf>.

For additional information or if you have any questions, please contact the DLA Human Resources Services at Columbus Benefit's Team line at 614-692-0204/DSN 850, toll free at 877-352-4762, TDD at 800-750-0750 or via email at dhpsc.benefits@dla.mil.

Sincerely,

Marilyn K. Doll

Marilyn K. Doll
Supervisor, Employee Benefits Team
DLA Human Resources Services at Columbus