



DIRECTOR - CIVILIAN BENEFITS CENTER

Date: 3 May 2016

To: All Civilian Employees

Subj: eRetirement Makes it Easy to Complete Your Retirement Application

Encl: (1) OCHR Fact Sheet CBCFS3 eRetirement

1. Are you thinking about retirement but intimidated by the thought of completing the retirement application? The eRetirement module in the Employee Benefits Information System (EBIS) is the answer for you. eRetirement is an easy to use program with intuitive features that ask questions based on your previous answers and eliminates errors on your application.
2. If you are within 360 days of retirement eligibility, you will see the eRetirement module in EBIS. The retirement application is broken down into sections so you don't have to complete the entire retirement application in a single session. Your work in each section will be saved automatically. You can go back to any section and make changes by clicking on the section name. Once you complete and print the application, all you have to do is sign it and mail it to the Civilian Benefits Center. It is that easy.
3. Enclosure (1) provides information about how to access and use eRetirement.
4. 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 866-328-9889.

You may also email your questions to navybenefits@navy.mil. You must include your full name, pay plan, grade, and contact telephone number but please do not include Privacy Act Information such as date of birth or social security number.

Thank you,
Mary E. Foley