



Date: 1 September 2016

To: All Civilian Employees

Subj: Distribution of Retirement and Benefits Information

1. The Civilian Benefits Center (CBC) now has the capability to use the Total Workforce Management Services (TWMS) system to send information about retirement and benefits by email to employees with an email address in TWMS. These emails will be text only without an attachment. An example of this type of email would be one to remind employees of the beginning or ending date of an Open Season. The CBC will continue to use the current distribution system to send Benefits Officer information that includes an attachment.

2. To ensure you receive these emails, you must verify you have a valid email address in TWMS by reviewing your TWMS record:

- a. Go to <https://mytwms.navy.mil>
- b. Select your non-email certificate and enter your PIN
- c. From the left menu select "Personal/Recall Information"
- d. In the "Contact Information" section, scroll down until you see "Unclassified Email"
- e. Enter or update your government email address
- f. Scroll down to the bottom of the page and select/click "Update"

If you have questions about your information in TWMS, call the CNIC support center at 1-888-264-4255 or send an email to eas@cnihelp.com or TWMSAdministrator@navy.mil.

Thank you,
Mary E. Foley