



DIRECTOR - CIVILIAN BENEFITS CENTER

Date: 10 January 2020

To: All Civilian Employees

Subj: Review Your Biweekly Leave and Earnings Statement

Encl: (1) OCHR Fact Sheet "Review Your Biweekly Leave and Earnings Statement"

1. I highly encourage Department of the Navy employees to review their biweekly Defense Finance and Accounting Service (DFAS) Leave and Earnings Statement (LES) to ensure accurate benefits deductions. Benefits changes submitted during the previous Open Season should be reflected in the 24 January 2020 LES.
2. Enclosure (1) provides information about benefits information on your LES.
3. 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 866-359-5277.

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

Thank you,

Mary E. Foley