



HRSC EAST EMPLOYEE BENEFITS UPDATE

How to Update Your Mailing Address

One of the questions that the HRSC East frequently receives is “How do I update my mailing address in my records?” There are two things that you need to do.

Notify Your Servicing Defense Finance and Accounting Service (DFAS)

You can update your mailing address with DFAS electronically through the Department of Defense Employee/Member Self Service (E/MSS) web site at <https://emss.dfas.mil/emss.htm> or by contacting your activity Customer Service Representative (CSR). Your activity CSR is generally your activity timekeeper. This ensures that your Leave and Earning Statement (LES), Form W-2, Federal Tax and Wage Statement and other pay related items are sent to the correct address. If you are purchasing savings bonds through payroll allotment you should verify with your CSR that the mailing address for your bonds has also been updated.

Once your home address has been updated by DFAS, the HRSC East databases will receive the new address through an electronic interface. You do not need to submit any information directly to HRSC East.

DFAS will electronically send your new address to the Thrift Board to update your Thrift Savings Plan account address. You do not need to send any information directly to the Thrift Board.

Notify Your Federal Employee Health Benefits (FEHB) Carrier

To ensure that you receive FEHB plan information it is important that your FEHB carrier have your current mailing address on file. Some FEHB carriers have a web site that allows you to update your mailing address electronically. You should check the web site of your specific FEHB carrier to see if that capability exists. You can access FEHB carrier web sites from the Office of Personnel Management web site at <http://www.opm.gov/insure/02/html/standard/search.html>.

You can also notify the FEHB carrier in writing of your change of address. Attached is a form that you can use for this purpose. You should mail the form directly to your FEHB carrier, not to the HRSC East.

Questions About Benefits

If you have any questions about benefits, please call The Benefits Line at 1-888-320-2917. Press 2 to talk to a counselor then press 1 for East Region. Counselors are available from 7:30 – 4:30 EST Monday through Friday. You may e-mail the Retirements and Benefits Division anytime at Benefits_east@east.hroc.navy.mil.

NOTIFICATION OF CHANGE OF ADDRESS

To: Health Insurance Carrier

Please change my mailing address as indicated below.

Name:	SSN:
Date of Birth:	Enrollment Code:
Health Insurance Identification Number:	
Home Telephone Number:	
Work Telephone Number:	
Effective Date of Address Change:	
OLD ADDRESS	
Street Address:	
City, State, Zip Code:	
NEW ADDRESS	
Street:	
City, State, Zip Code:	

Employee Signature

Date