



DIRECTOR - CIVILIAN BENEFITS CENTER

Date: 16 January 2014

To: Activity POCs

Subj: Review Your Biweekly Leave and Earnings Statement (LES)

1. You are responsible for reviewing your biweekly LES to ensure proper deductions have been withheld and to avoid errors for which you could be indebted. It is especially important to review the LES you receive on 31 January 2014 since it will reflect any change you made during the Federal Benefits Open Season.

2. Benefits Bulletin 2014-2, Review Your Biweekly Leave and Earnings Statement provides information about how to review your LES. The bulletin is available at <http://www.public.navy.mil/donhr/Benefits/resources/Pages/Default.aspx>.

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 866-328-9889.

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

Thank you,
Mary E. Foley