



WELCOME

NAVFAC SOUTHWEST

Pay Periods/ Pay Days:



- A pay period consists of two calendar weeks. It begins on a Sunday and ends on the second Saturday two weeks from now.
- Paydays are every other Friday.
- As a new employee, you should receive your pay check in three weeks which is your salary earned for the pay period you just completed.

Rates of Pay:



- General Schedule (GS, white collar)
<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>
- Federal Wage System (FWS, wage grade, WT, WG, WL, WS, blue collar)
<https://wageandsalary.dcpas.osd.mil/BWN/AFWageSchedules/>
- All salaries are reviewed annually plus compared to private industry salaries and cost of living allowances.

Work Schedule



- **Work Week:**

- Will be set by your supervisor
- Work hours and shifts vary within the normal 80-hour pay period (two weeks)
- Contact your supervisor with any questions regarding work schedules



2025 Federal Holidays



Wednesday, January 1	New Year's Day
Monday, January 20	Birthday of Martin Luther King, Jr.
Monday, February 17	Washington's Birthday
Monday, May 26	Memorial Day
Thursday, June 19	Juneteenth National Independence Day
Friday, July 4	Independence Day
Friday, September 1	Labor Day
Monday, October 13	Columbus Day
Tuesday, November 11	Veterans Day
Thursday, November 27	Thanksgiving Day
Thursday, December 25	Christmas Day

Pay Information



- **Time and Attendance:**

- As a federal employee, you must be ready, willing and able to work at your assigned work schedule.
- If you are unable to come to work or if you will be late, you are responsible for contacting your supervisor within 2hrs of your scheduled work time.
- Contact your supervisor to determine how your command documents your Time and Attendance.

Position Descriptions (PD's):



- Outlines the duties you have been hired to perform
- Determines the title and grade of your job
- PD should not be shared or should not be copied for others; it is strictly for personal use only.
- Please review your PD and discuss with your supervisor whether you are required to file a new entrant Confidential Financial Disclosure Report (OGE Form 450). If required, you must file the new entrant OGE Form 450 within thirty (30) days from entering your new position.

Annual Leave



- **Annual Leave**

- Enables you to take time off for vacation or personal business
- Based on number of years employed in federal service and work schedule whether it's Full-time or Part-time
 - **0-3 yrs: 4 hrs**
 - **3-15 yrs: 6 hrs**
 - **15+ yrs: 8 hrs**
- Leave requesting procedures are in accordance with NAVFACSWINST 12000.1A
- For bargaining unit employees, please refer to the applicable collective bargaining agreement for appropriate leave requesting procedures

Sick Leave



- **Sick Leave:**

- Based on your inability to work due to illness, medical, dental or optical appointment and/or treatment
- Full-time employees earn sick leave at the rate of **4 hrs** per pay period
- Leave requesting procedures are in accordance with NAVFACSWINST 12000.1A
- For bargaining unit employees, please refer to the applicable collective bargaining agreement for appropriate leave requesting procedures

Government Retirement and Benefits (GRB) Platform

(Formerly known as Employee Benefits Information System or EBIS)



- Allows employees to conduct electronic benefits transactions and access general and personal benefit information
 - Federal Employees' Health Benefits Plan (FEHB)
 - Federal Employees' Group Life Insurance (FEGLI)
 - Thrift Savings Plan (TSP)
 - Federal Retirement System (FERS/CSRS)
- New employees will have to wait approximately 5 working days to establish an account
- Benefits Line: 1-888-320-2917 or email navybenefits@us.navy.mil
- GRB Platform Website: <https://civbenefits.dc3n.navy.mil/>
- For additional information visit:
[https://portal.secnavy.navy.mil/orgs/MRA/DONHR/Benefits/CBC%20Local%20Forms/CBC%2012800-31%20Benefits Information for Newly Hired Employees Entitled to Benefits.pdf](https://portal.secnavy.navy.mil/orgs/MRA/DONHR/Benefits/CBC%20Local%20Forms/CBC%2012800-31%20Benefits%20Information%20for%20Newly%20Hired%20Employees%20Entitled%20to%20Benefits.pdf)

Federal Employees' Group Life Insurance (FEGLI)



• 2 Types of FEGLI:

- Basic Life Insurance

- Automatically enrolled in Basic life insurance
- If you do not want Basic coverage, you must waive the coverage

- Optional Life Insurance

- Option A – Standard
- Option B – Additional
- Option C – Family
 - \$5,000 For A Spouse
 - \$2,500 For Each Eligible Dependent Child

<https://www.opm.gov/retirement-services/calculators/fegli-calculator/>

- You have 60 days from the date you start work to sign up for any Optional life insurance.
- Temporary employees are not eligible to enroll in life insurance

Retirement



- **Federal Employees Retirement System (FERS)**
 - Covered if hired after December 31, 1983
 - Components are: FERS Basic Benefit Plan, TSP and Social Security.
 - **FERS:** You contribute a percentage of your wages each pay period, depending on when you were employed by Federal Government.
 - **Social Security:** Automatically contribute 6.2% of your earnings up to the max taxable wage base to Social Security & 1.45% to Medicare
- Temporary employees are not eligible to pay into retirement

Thrift Savings Plan (TSP)



- Automatic enrollment into TSP applies to all newly hired or rehired employees on or after October 1, 2020, at a contribution rate of 5% of your basic pay each pay period. If you were newly hired or rehired between August 1, 2010 and September 30, 2020 you were automatically enrolled at 3%.
- If you are a civilian and you were enrolled on or after September 5, 2015, unless you choose another investment option, all contributions received by the TSP will be deposited into the Lifecycle (L) Fund most appropriate for your age.
- Your demographic information sent from your agency to the TSP affects the operation of your TSP account. We encourage you to review your earnings and leave statements, as well as your TSP statements, to ensure that your TSP account information is accurate.

Thrift Savings Plan (TSP)



- You can determine the amount or percentage you want to invest and which funds to invest in.
- Contributions are tax deferred and based on your current retirement plan
- **FERS:**
 - Agency Automatic 1% Contribution
 - Agency matching contributions up to 5%
 - First 3% match dollar to dollar
 - Remaining 2% match 50 cents per dollar
- **CSRS:**
 - NO agency automatic or matching contributions
- For additional information, contact TSP at 1-877-968-3778 or go to <https://www.tsp.gov/planning-for-life-events/>

Designation of Beneficiary



- Life Insurance, Retirement, Thrift Savings Plan, and unpaid compensation benefits are payable to the beneficiary designated by you
- Designation must be in writing, signed, witnessed, and received by OCHR-SE (with the exception of TSP)
- Keep this designation CURRENT
 - Changes in family status, without a corresponding change in designation of beneficiary, may result in a settlement other than intended (i.e. Birth/Adoption of a child, Marriage, Divorce, etc.)

Federal Employees' Health Benefits (FEHB)



- **Enrollment:**

- If you are hired under a career or career-conditional appointment, you have 60 days from the date you start work to choose a health insurance plan or elect not to enroll.
- If you are hired under a full-time temporary appointment that is expected to last AT LEAST 90 days, you have 60 days from the date you start work to choose a health insurance plan or elect not to enroll

- **Effective Dates:**

- Health plan coverage will become effective one full pay period after you submit your transaction in GRB Platform.
- If you choose to see your provider before you receive your health insurance card, you may bring a copy of your enrollment form to the office to show evidence of coverage.

Federal Employees' Health Benefits (FEHB)



If you decide NOT to elect FEHB coverage at this time, you will have to wait until the next Open Season to enroll or you would have to meet one of the "Life Events" listed on the FEHB application in order to apply and receive coverage.

- **Open Season**

- Once annually which usually occurs in mid November
- During this time you may enroll or change plans/ type of enrollment

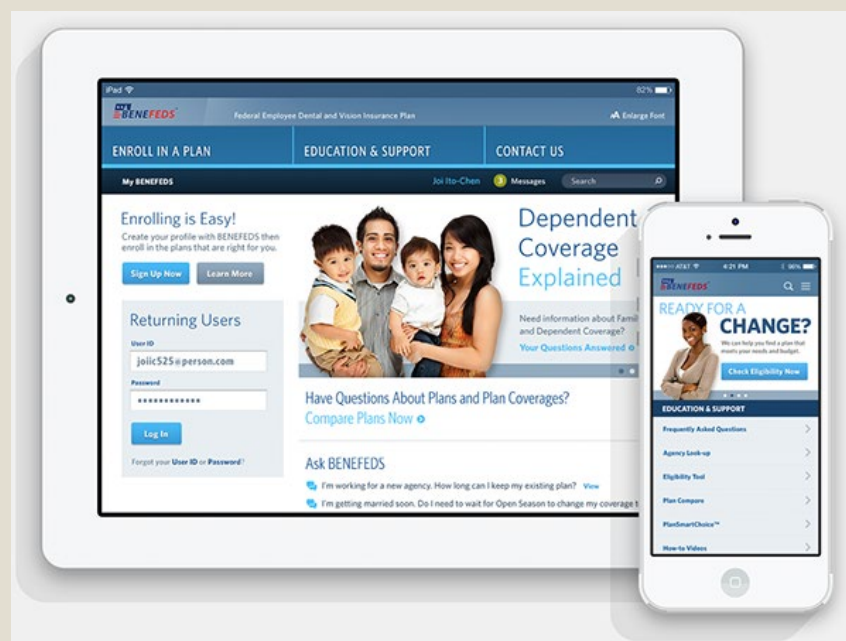
- **Life Events**

- Birth of a child, marriage, adoption of a child, loss, etc.

Federal Employee Dental and Vision Plan (FEDVIP)



- FEDVIP provides supplemental Dental & Vision coverage. This is additional dental & vision coverage, separate from what may be provided under your health insurance plan.
- If you want to elect FEDVIP coverage you must sign up within 60 days of your entry on duty at <https://www.benefeds.com/>
- For more information about the FLTCIP, please contact Long Term Care Partners at 1(800)582-3337



Flexible Spending Account (FSA)



- You contribute money from your salary BEFORE taxes are withheld then get reimbursed for your out-of-pocket Health Care such as eligible medical/dental expenses and Dependent Care expenses such as child and/or adult care.
- If you want to elect to contribute to a Flexible Spending Account you must sign up within 60 days of your entry on duty <https://www.fsafeds.com> or 1-877-372-3337
- If you are hired on or after October 1, you are ineligible to participate in that plan year, but can elect during the open season for the following plan year.

Deposits & Re-deposits- Crediting Military, Temp and Refunded Service Towards Retirement



- Employees with prior military or Federal service may need to pay a deposit or redeposit in order to receive credit towards retirement.
- Federal employees, who are retired military, may be able to gain service credit for their military service time for purpose of computing their total annuity under either the CSRS or FERS program.
- For further information please refer to the Handout in your packet.

Military Buy Back



- If you have any prior active duty military service, you may be eligible to buy back that time.
- To proceed with this request, you must “buy back” your military service time. You will be required to obtain your estimated earnings from the appropriate military finance center prior to starting the process.
- Complete a separate Estimated Earnings During Military Service request form, RI 20-97 for each branch, and attach your DD-214 (member 4 copy).
- You can obtain a package from your HR Representative.

Electronic Official Personnel Folder (eOPF):



- A file containing records of an individual's federal employment career such as Notification of Personnel Action (SF50), Benefit selections/ beneficiaries, etc.

The image shows the login screen for the eOPF v5.0.1 System for DLA Employees. The header includes the Office of Personnel Management eOPF logo and the slogan 'a New Day for Federal Service'. The main content area has a background of binary code and contains a login form with fields for 'eOPF ID' and 'PASSWORD', 'SUBMIT' and 'CLEAR' buttons, and links for 'Request a New Password' and 'Request Your eOPF ID'. At the bottom, there is a disclaimer about the system being an official United States Government computer system and a note about security testing consent.

Office of Personnel Management
eOPF

a New Day for Federal Service

eOPF v5.0.1 System for DLA Employees
Enter your eOPF ID and Password to log in.

eOPF ID:

PASSWORD:

[Logon to eOPF](#)
[Request a New Password](#)
[Request Your eOPF ID](#)

This is an official United States Government computer system, which may be accessed and used only for official Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigation. Access or use of this computer system by any person whether authorized or unauthorized, constitutes consent to these terms.

Signing into eOPF indicates you have read and accepted the [Terms and Conditions](#) and [Rules Of Behavior](#) and you consent to security testing and monitoring.

eOPF Helpdesk - 04368

eOPF website: <https://eopf.opm.gov/navy/>



Questions?