

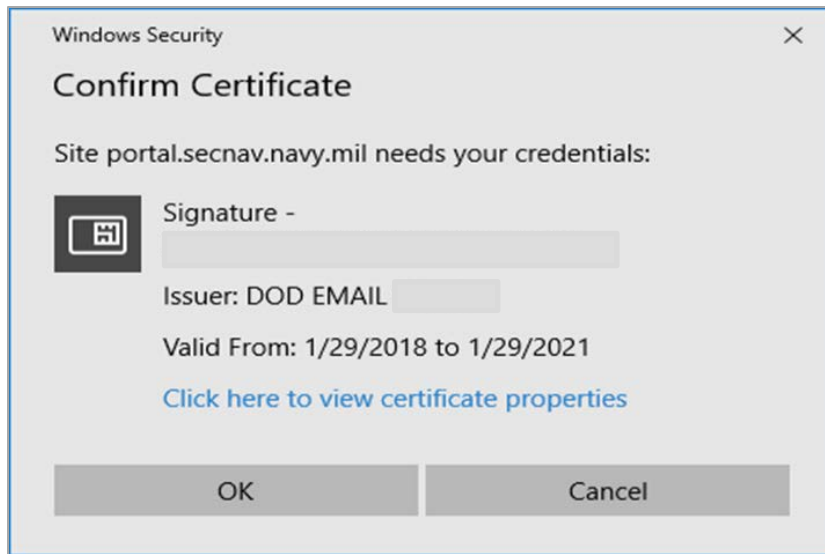


## GRB PLATFORM ACCESS AND AVAILABLE FUNCTIONS

### Accessing GRB Platform:

You can access the GRB Platform at <https://www.civilianbenefits.hroc.navy.mil/> on a government computer with a “.mil, .edu, or .gov” email address using your Department of Defense Common Access Card (CAC). If you need help accessing the GRB Platform, contact the Benefits Line at 1-888-320-2917.

### Step 1. Choose your CAC Email Certificate.

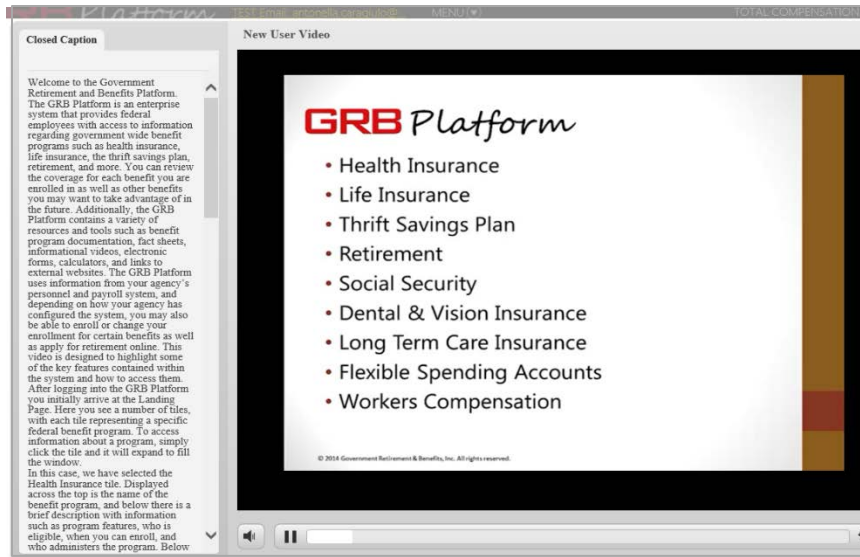


### Step 2. Once you are on the Launch screen, click “Launch”.



**Step 3.** The New User video begins automatically and describes the features and capabilities of the system.

**Note:** The video will automatically play each time you access GRB Platform. You can elect not to show this each time you log in by checking the box in the lower left-hand corner. The New User video will still be available from the Global Menu Screen.



## GRB Platform Functions:

GRB Platform features various modules, or “tiles” located on the GRB Main Benefits page. Each benefit has its own tile. These tiles include useful information such as your personal data, your transaction history, and videos, documents, and external links related to that benefit. From each benefit tile, you can also submit transactions and view pending transactions and agency news. If you need help using the GRB Platform, contact the Benefits Line.





## GRB PLATFORM ACCESS AND AVAILABLE FUNCTIONS

On each benefit page, you can:

- Review general information
- Review personal information from your records
- Make new transactions and review your transaction history
- Access resources specific to that benefit

**GRB Platform**
MENU ▾
TOTAL COMPENSATION STATEMENT 📄

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Federal Employees' Health Benefits (FEHB) Program ✕

The Federal Employees Health Benefits (FEHB) program is an employer-sponsored group health insurance program for Federal employees and their families. Employees can choose from Fee-for-Service (FFS) plans, Health Maintenance Organizations (HMO), Consumer-Driven Health Plans (CDHP), and High Deductible Health Plans (HDHP). Employees can enroll, make changes, or cancel coverage during the annual Federal Benefits Open Season or if the employee experiences a qualifying life event. Permanent employees and certain temporary employees are eligible for coverage unless their appointment is excluded from coverage by law or regulation. The Office of Personnel Management (OPM) has the overall responsibility for the administration of the FEHB Program. Premiums are based on the plan and option an employee chooses and are shared by the employee and the employing Agency. The employing Agency's share is set by law and cannot exceed 75% of the total premium. Part-time employees receive a prorated contribution and temporary employees are responsible for the full amount of the premium. Premiums are paid on a pre-tax basis (known as premium conversion) unless the employee waives this option.

**Current FEHB Enrollment**

Plan Name: Piedmont Community Healthcare  
 Plan Option: High Self  
 Enrollment Code: 2C1

**Premium per Pay Period**

Employee Cost: \$56.47  
 Agency Cost: \$169.41

View FEHB Plans/Premiums 📄

**Plan Details**

Plan Brochure: 📄  
 Plan Website: <http://www.pchp.net>  
 Telephone: 888-674-3368

**Transactions** Submit a FEHB Transaction +

Entered	Effective	Type	Status
05/06/2014 11:09:22	5/18/2014	Change Plan/Option	Voided
04/30/2014 17:21:28	5/4/2014	Change Plan/Option	Voided
04/30/2014 17:01:07	5/3/2014	Cancel Enrollment	Voided
04/30/2014 17:00:50	5/3/2014	Cancel Enrollment	Voided

**Resources**

Type	Description
<input checked="" type="checkbox"/>	Medicare
<input checked="" type="checkbox"/>	Federal Employees Health Benefits (FEHB) Program
<input checked="" type="checkbox"/>	New Employee Benefits Orientation
<input type="checkbox"/>	Federal Employees Health Benefits (FEHB) Program

### Calculators:

Several tiles include calculators, such as:

- Retirement calculators: Retirement Calculator, High-3 Calculator, Severance/VSIP Calculator
- Thrift Savings Plan (TSP) calculators: Project TSP Account, Loan Calculator, Withdrawal Calculator, Contributions Calculator
- Life Insurance calculators: Calculate FEGLI Premiums

Account Balances		Investment Funds				Contributions per Pay Period	
Traditional:	\$0.00	<b>Fund</b>	<b>Allocation</b>	<b>Traditional Balance</b>	<b>Roth Balance</b>	<b>Employee Traditional:</b>	\$500.00
Roth:	\$0.00	G Fund	0.00 %	\$0.00	\$0.00	Roth:	\$0.00
Total:	\$0.00	F Fund	0.00 %	\$0.00	\$0.00	Traditional Catch-up:	\$0.00
Retrieve/Enter my TSP Info 📄		C Fund	0.00 %	\$0.00	\$0.00	Roth Catch-up:	\$0.00
<b>Estimated Value</b>		S Fund	0.00 %	\$0.00	\$0.00	<b>Agency</b>	
Single Life Monthly Annuity:	\$0.00	I Fund	0.00 %	\$0.00	\$0.00	Traditional:	\$126.96
Project TSP Account 📄		L 2050 Fund	0.00 %	\$0.00	\$0.00	<b>Total:</b>	\$626.96
Loan Calculator 📄		L 2040 Fund	0.00 %	\$0.00	\$0.00	Contributions Calculator 📄	
Withdrawal Calculator 📄		L 2030 Fund	0.00 %	\$0.00	\$0.00		
		L 2020 Fund	0.00 %	\$0.00	\$0.00		
		L Income Fund	0.00 %	\$0.00	\$0.00		



## GRB PLATFORM ACCESS AND AVAILABLE FUNCTIONS

### Transactions:

On each benefit page, you can:

- View your current benefit enrollment (FEHB, FEGLI, and TSP/TSP Catch-Up)
- View and/or void FEHB, FEGLI, TSP, and TSP Catch-Up pending transactions
- Enroll/Cancel FEHB upon eligibility
- Make FEHB open season election
- Change FEHB enrollment from Self and Family to Self only, if eligible
- Make FEHB non-open season enrollment or change
- Cancel or waive FEGLI enrollment
- Enroll in FEGLI upon eligibility
- Make FEGLI non-open season enrollment or change
- Make FEGLI open season election
- Start, Stop, or change TSP and TSP Catch up contributions
- Complete and print forms, some of which are pre-populated with your personal data

Transactions			Submit a FEHB Transaction +
Entered	Effective	Type	Status
05/06/2014 11:09:22	5/18/2014	Change Plan/Option	Voided
04/30/2014 17:21:28	5/4/2014	Change Plan/Option	Voided
04/30/2014 17:01:07	5/3/2014	Cancel Enrollment	Voided
04/30/2014 17:00:50	5/3/2014	Cancel Enrollment	Voided

### Resources:

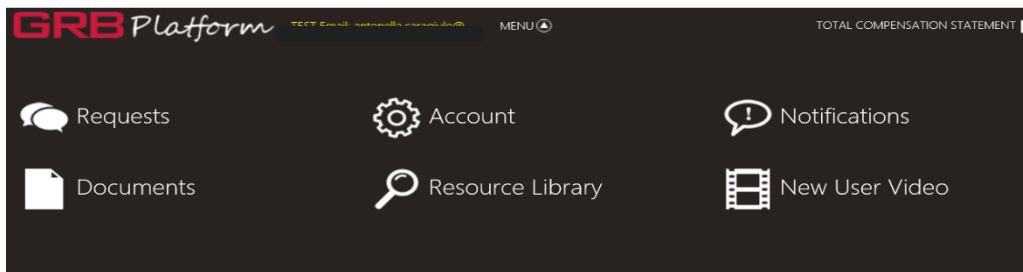
On each benefit page, you can access a variety of resources specific to that benefit:

- Benefits seminars available to you as a Federal employee, designed for employees at any stage of their career
- Video Course Titles and Descriptions
- Documents and external links

Submit a TSP Transaction +		Resources	
Status	Type	Description	
		Thrift Savings Plan for FERS Employees	^ v
		Financial Planning	
		New Employee Benefits Orientation	
		TSP Plan Description	

### Global Menu Screen:

In addition to the GRB Main Benefits page, the GRB Platform also includes a Global menu screen. To access this page, click “Menu” at the top of the GRB Main Benefits page.



**Note:** To exit the Global Menu Screen, click the “Menu” button at top center to return to the Main Benefits page. To exit the GRB Platform, click the “X” button in the upper right-hand corner of the Main Benefits page or the “logout” link at the bottom right-hand corner.

From the Global menu screen, you can access the following:

- **Account.** Contains your individual information.
- **Notifications:** Agency news will be available upon logon on the “Notifications” page, which employees may choose not to see each time they log in. However, if new benefits information is added or information is removed, a notification will be displayed so the employee can view the updated information.
- **New User Video.** Tutorial video for new users that explains the functions of the GRB Platform.
- **Total Compensation Statement (TCS).** Located in the upper right-hand corner on the Global Menu Screen. The TCS is Formerly known as the Personal Statement of Benefits in EBIS. The first page of the statement provides you with the summary that is based on







## GRB PLATFORM ACCESS AND AVAILABLE FUNCTIONS

your current benefits and pay. Your total compensation summary will update automatically when there is a change in your profile.

**Note:** The “**Requests**” and “**Documents**” functions will not be available until a later date.

- **Resource Library:** Employees can browse the Resource Library to find all videos, documents, and links to external resources related to health insurance, life insurance, TSP, and retirement.

Resource Library	Description
<b>Documents</b> 	Documents are posted in Resource Library as a read only guide. This will give you a brief explanation of Type of Plans, Types of Enrollments, Premium Costs, Premium Conversion, Health Savings Account, Open Season, Change in Family Status and many more subjects pertaining to that specific benefit.
<b>Forms</b> 	Forms are fillable and can range in subject information. Some forms that may be useful are SF2823 Designation of Beneficiary forms, Retirement applications. Click on forms and scroll down to the designated form you need.
<b>Video</b> 	Videos provide a short brief on specific benefit. Videos are based on the Benefit you selected and will play until you close out Video. You can watch video many times
<b>Links</b> 	Links will bring you to a website not managed by GRB Platform such as FEDVIP, OPM and Medicare.

### Completing Your Retirement Application in GRB Platform:

The Retirement Dashboard, located on the Retirement tile, is where you will find your retirement application and all documents pertaining to retirement

<b>Retirement Application Package</b>	<b>Retirement Dashboard +</b>
Currently, the first date you are eligible to retire voluntarily is: 08/18/2018	
Status: Not Submitted	



## GRB PLATFORM ACCESS AND AVAILABLE FUNCTIONS

Each section will automatically be saved upon completion, and a green check mark will populate next to that section. Any uncompleted areas will be marked in red. You can return at any time to complete the application.

Retirement Dashboard

The Retirement Dashboard provides you the ability to complete your application for retirement online and electronically submit it to your Human Resources office for processing. Complete each section of the application below. When you complete a section, the indicator will display a green check mark. The section you have completed will be saved as you leave and return to the application. When all sections are complete you will be able to review, send, and print your application.

<input checked="" type="checkbox"/> Identifying Information	<input type="checkbox"/> Worker's Compensation
<input checked="" type="checkbox"/> Employment Information	<input type="checkbox"/> Previous Retirement Claims
<input type="checkbox"/> Military Service	<input type="checkbox"/> Annuity Election
<input type="checkbox"/> Insurance Information	<input type="checkbox"/> Payment Information
<input type="checkbox"/> Marital Information	<input type="checkbox"/> Tax Withholding
<input type="checkbox"/> Dependent Children	<input type="checkbox"/> Designation of Beneficiaries

Review completed application

*Note: If you are retiring because of a disability you cannot use this feature. Contact your Human Resources office for instructions.*

You must follow all prompts to move forward. Review your application and save to your computer so you can print, sign and mail to the Civilian Benefits Center.

Retirement Dashboard

Below is a list of all documents you have completed as part of your retirement application. You may click on any document to view and/or print.

Document Name
SF3107 : Application for Immediate Retirement (FERS)
SF3107-ABC : Schedules A,B,C- A- Military Service Information, B- Military Retired Pay, C- Federal Employees'...
W-4P : Federal Withholding Certificate for Pension or Annuity Payments

There are several additional steps that you will need to follow before your application is officially complete.

- 1. Signatures.** The retirement application and some of the associated forms require a wet signature before they can be processed. Please print a copy of each of the documents you completed and sign them as indicated.
- 2. Delivery.** Please mail the signed retirement application to the Civilian Benefits Center (CBC) as soon as possible. It is recommended you mail your retirement application within 120 days prior to your retirement date in order not to delay the processing of your retirement application. Please note that your retirement cannot be processed without receipt of your signed forms.



## GRB PLATFORM ACCESS AND AVAILABLE FUNCTIONS

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**OCHR Norfolk Operations Center  
Norfolk Naval Shipyard, Building 17, CBC Code 00C  
Portsmouth, VA 23709-1005**

<b>Questions</b>
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If you have any questions about the GRB Platform, please call the Benefits Line at 888-320-2917 from 7:30 a.m. - 7:30 p.m., Eastern Time, Monday – Friday. The TTY number is 866-359-5277. You may also email your questions to [navybenefits@navy.mil](mailto:navybenefits@navy.mil). You must include your full name, pay plan, grade, contact telephone number but please do not include Privacy Act or other Personally Identifiable Information such as date of birth or social security number in your email correspondence.