

## Retirement Estimates

Compute your retirement annuity estimates on the Employee Benefits Information System website or using the retirement calculator at <http://www.seniors.gov/fedcalc.html>.



You may request a computation from a DFAS Benefits Specialist by completing DISA Form 289, "Request for Retirement Estimate" (available on Form Flow or from DFAS by calling DSN 699-0454). Fax completed DISA Form 289 to (317) 510-1162, DSN 699-1162 or mail to the DFAS/DISA Benefits Team at the address shown under DFAS Contact Information.

Retirement estimates will be mailed to your home address within 12 calendar days.

\*All retirement application processing forms will be mailed to requesting employees at their home address and must be returned to DFAS for completion and forwarding to OPM.

## DISA Voluntary Leave Transfer Program

This program provides for the transfer of unused annual leave to employees with medical emergencies who have depleted both their sick leave and annual leave balances.

- ◆ Medical emergency must be substantiated by medical documentation.
- ◆ Minimum required time that an employee is absent from duty without paid leave is 24 hours.
- ◆ Recipients must fill out OPM 630, **Leave Transfer Program**, provide it to their supervisor and then fax/forward to the DISA servicing human resource specialist for review.

**DSN 327-4403 or (703) 607-4430**

- ◆ Leave donors fill out OPM 630A, Donor Application, and fax to MPS41/Payroll for processing at DSN 327-4511 or (703) 607-4511, followed by mailing the original to:

**DISA  
Attn: MPS41/Payroll  
P.O. Box 4502Arlington,  
VA 22204-4502**

- ◆ Contact the DISA servicing human resource office, for program information by calling (703) 607-4403



## DISA Employee Benefits



### Information Sources:

Employee Benefits Information  
Systems  
<https://ebis.satx.disa.mil>

Office of Personnel Management  
<http://www.opm.gov>

Thrift Savings Plan  
<http://www.fsp.gov>

Department of Labor  
<http://www.dol.gov>

DFAS/DISA Benefits Team  
DSN 699-0454

**DISA Civilian Personnel Division**

## Federal Employees Health Benefits (FEHB)

- ◆ Use the EBIS to obtain general information about Health Benefit Plans, eligibility, and other program features. You can also view specific information about your enrollment status, as well as the MPS Corporate Management Information System and OPM web sites for open season information. Make your changes electronically in EBIS. You may call the DFAS Benefits Team to request counseling.



- ◆ If enrolling or making a change using SF-2809, “Health Benefits Registration Form”. You may obtain it from the OPM web site ([www.opm.gov/forms/index.htm](http://www.opm.gov/forms/index.htm)) or from the DFAS/DISA Benefits Team.

## Federal Employees Group Insurance (FEGLI)

- ◆ Use EBIS or the OPM web site for overall FEGLI information and specific information about your enrollment.

Obtain SF-2817, “FEGLI Election Form” from the OPM web site [www.opm.gov/forms/index.htm](http://www.opm.gov/forms/index.htm), or the DFAS/DISA Benefits Team.

## Thrift Savings Plan (TSP)

- ◆ Use EBIS or the TSP web site to obtain general and specific information on your enrollment status. Also, view the MPS Corporate Management Information System for Open Season information. Make cancellations electronically in EBIS. Make investment allocations and interfund transfers electronically on the TSP web site. Contact DFAS for TSP information if on an extended non-pay status with an active TSP loan.
- ◆ You may contact the TSP Thriftline at (504) 255-8777 for general TSP information, or to obtain a TSP personal ID number (TSP PIN).
- ◆ If electing to participate, increase, decrease, or cancel TSP contributions using TSP-1, “Thrift Savings Plan Election Form,” you may obtain it from the TSP web site or by calling the DFAS/DISA Benefits Team.



## Workers Compensation

- ◆ Report injury or occupational disease to your supervisor as soon as possible. Obtain forms from supervisor, DFAS Benefits Team, or Dept. of Labor web site <http://www.dol.gov/esa/public/regs/compliance/owcp/forms.htm>. Submit completed forms to your supervisor.

## Designation of Beneficiary

- ◆ Use the EBIS or contact DFAS for information. Obtain all forms except TSP from the OPM web site. TSP forms are available on the TSP web site. Forms may also be obtained from the DISA Benefits Team. Mail CSRS and TSP forms to addresses shown on the forms. Mail others to DFAS/DISA Benefits Team.

## DFAS Contact Information

DFAS/DISA Benefits Team:

(317) 510- 0454; DSN 699-0454  
7:30 am - 4:30 pm Monday-Friday

DFAS- Regional Service Center  
ATTN: DFAS-PSO/IQRB  
8899 East 56th Street  
Indianapolis, IN 46249-6490