

# CIVMAR BENEFITS UPDATE

## WHO TO CONTACT FOR BENEFITS REGARDING WORKERS' COMPENSATION:

### **East and West Coast CIVMARS with last names beginning A through F**

Please contact (757) 443-2847, fax (757) 443-5098 or email [msfsc\\_emp\\_benefits@navy.mil](mailto:msfsc_emp_benefits@navy.mil)

### **East and West Coast CIVMARS with last names beginning G through M**

Please contact (757) 443-2848, fax (757) 443-5098 or email [msfsc\\_emp\\_benefits@navy.mil](mailto:msfsc_emp_benefits@navy.mil)

### **East and West Coast CIVMARS with the last names beginning N through Z**

Please contact (757) 443-2844, fax (757) 443-5098, or email [msfsc\\_emp\\_benefits@navy.mil](mailto:msfsc_emp_benefits@navy.mil)

### **East and West Coast CIVMARS applying for the leave programs (FFLA, FMLA, Voluntary Leave Transfer Program, and Advanced Sick Leave)**

Please contact (757) 443-2846, fax (757) 443-5098, or email [msfsc\\_emp\\_benefits@navy.mil](mailto:msfsc_emp_benefits@navy.mil)

### **East and West Coast CIVMARS – Award Program**

Please contact (757) 443-2845, fax(757) 443-5098 or email [msfsc\\_emp\\_benefits@navy.mil](mailto:msfsc_emp_benefits@navy.mil)

### **Benefits Branch Head**

Please contact (757) 443-2849, fax (757) 443-5098 or email [msfsc\\_emp\\_benefits@navy.mil](mailto:msfsc_emp_benefits@navy.mil)

The Employee Benefit's branch is located in MSFSC, Building SP-47 1st floor in Norfolk, VA.

For **Decedent Affairs** notification, cell phone number remains the same (757) 434-0595. For **Civilian Employee Assistance Program (CEAP)** notification, please contact the Benefits Branch at: (757) 443-2847, 2848 or 2844 for assistance.

The new DONHR Web at <http://www.public.navy.mil/donhr> provides Department of the Navy civilian employees with comprehensive information and education tools. For recent information on retirement and benefits all employees should bookmark the benefits pages at <http://www.public.navy.mil/donhr/Benefits/>.

All Military Sealift Command (MSC) Civil Service Mariners (CIVMARs) who have questions about health insurance, life insurance, retirement, or Thrift Savings Plan, please call "The Benefits Line" at 1-888-320-2917 and select option 4 to talk to a Customer Service Representative (CSR). CSRs are available 7:30am to 7:30pm, Monday through Friday (Eastern Time) except on federal holidays.

If you experience any difficulties with the phone line, you may email the CSR at: [navybenefits@navy.mil](mailto:navybenefits@navy.mil) and you will receive a response within two business days.