

BENEFITS BULLETIN

February 6, 2012

BULLETIN NO: 12-01
SUBJECT: Review your Benefits Statement
TO: All Employees
FROM: Kathy Shearman, Benefits Officer

Have you ever needed a benefits statement that includes:

- value of your life insurance
- cost of your health insurance
- when you are eligible to retire and how much you will receive
- disability retirement benefit
- death-in-Service Survivor benefit,
- or the value of your annual leave if you separate from federal service?

All this and more is available in your **Federal Employee Benefits Statement**. Many employees are not aware that this resource is available. Take the time to review yours now, especially if you made changes to your health insurance, TSP, etc. at the end of 2011. Ensure that your elections are correctly reflected and report any errors to your [Benefits Specialist](#). The statement can also be an important source of information for financial planning or for your next of kin in the event of your death.

How to Access your Statement

- You can access it at *any time, anywhere* by going to Employee Express at www.employeeexpress.gov. Click on “contact us” if you need technical assistance.
- Go to the Related Links section on Main Menu page.
- Click on the “Federal Employee Benefits Statement” link and then click on “Yes”.
- View the statement on your screen, print it, and/or save it as a pdf or Word document.

NOTE: If you think you have a period of service that has not been credited to you, or if you have a military or civilian deposit or refund to pay, contact your Benefits Specialist for information and assistance. The data shown for annuity and retirement eligibility dates in the statement *may not* be correct in these cases.

Contact your [Benefits Specialist](#) if you have any questions regarding the information in this Bulletin. All Benefits Bulletins are posted on the Pay & Benefits webpage at <http://www.usgs.gov/humancapital/pb/benefitsbulletin.html>.