



Department of the Navy Civilian Benefits Center

How to Update Your Mailing Address

Every year thousands of documents are returned to the payroll office, Thrift Board and health insurance carriers because the employee has changed their mailing address, but has not notified them. To update your mailing address follow these three steps.

Step 1. Notify Your Payroll Office of the New Address.

- a. Most Department of the Navy employees are paid by the Defense Finance and Accounting Service (DFAS). To update your mailing address go to the DFAS myPay website at <https://mypay.dfas.mil/mypay.aspx> and login to your account. Under "Pay Changes" select "Correspondence Address" and make changes as appropriate. Your activity DFAS point of contact can also submit your address change.
- b. If you are a Mariner employed by Military Sealift Fleet Support Command complete the form located at <http://www.msc.navy.mil/civmar/policy/CHANGEOFADDRESSFORM1-15-09.doc> and mail or email as indicated in the instructions.

When you submit an address change to your payroll office it will update your address to receive pay documents such as your Civilian Leave and Earnings Statement and W-2, Wage and Tax Statement.

Your payroll office will send your new address to the:

- Defense Civilian Personnel Data System to update your electronic personnel record, and
- Thrift Board to update your mailing address for Thrift Savings Plan documents.

Step 2. Notify Your Health Insurance Carrier of the New Address. If you are enrolled in the Federal Employees Health Benefits you must submit a separate change of address to your health insurance carrier. Some health insurance carriers, such as Blue Cross Blue Shield, allow you to make an address change electronically on their Web site. You should contact your health insurance carrier for specific procedures.

Step 3. Notify Your Employing Activity of the New Address. Contact your activity administrative department and supervisor to update your address for recall purposes, etc.

Questions

If you have questions please call the Benefits Line at 888-320-2917 and select menu option #4 to speak with a Customer Service Representative (CSR). CSRs are available from 7:30 a.m. until 7:30 p.m., Eastern Time, Monday through Friday, except on federal holidays. The TTY number for the deaf and hard of hearing is 866-359-5277. You may also email your questions to navybenefits@navy.mil.