How to Update Your Correspondence Address

Department of the Navy employees are paid by the Defense Finance and Accounting Service (DFAS). You should update your address in the DFAS myPay Web site even if you receive your pay documents (Leave and Earnings Statement and W-2, Wage and Tax Statement) electronically because when you update your address in myPay it also updates your address in the electronic personnel record system and the Thrift Savings Plan (TSP) system.

To update your address in myPay:

- Go to the myPay Web site at https://mypay.dfas.mil/mypay.aspx and login to your account.
- Under “Pay Changes” select “Correspondence Address” and make changes as appropriate.

Step 2. Notify Your Health Insurance Carrier

If you are enrolled in a Federal Employees Health Benefits plan, 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

To update your address for recall purposes, contact your employing activity administrative department and supervisor.

Questions

If you have any questions, please call the Benefits Line at 888-320-2917 from 7:30 a.m. - 7:30 p.m., Eastern Time, Monday - Friday, except on Federal holidays. The TTY number is 866-359-5277.

You may also email your questions to navybenefits@navy.mil. You must include your full name, pay plan, grade, contact telephone number and the best time to call you but please do not include Privacy Act Information such as date of birth or Social Security number.