



United States Department of the Interior



BUREAU OF RECLAMATION
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September 8, 2006

VIA ELECTRONIC MAIL ONLY

MEMORANDUM

To: All Bureau of Reclamation Employees

From: Robert E. Renton /s/
Manager, Human Resources Division

Subject: Federal Employee Benefits System (FEBS) at Employee Express

We are pleased to announce that the Department of the Interior will provide employee access to new features that have been integrated with Employee Express. FEBS is available to employees in the Bureau of Reclamation as of September 6, 2006.

FEBS provides access to online benefits statements. In addition to benefits statements an additional feature will also be available that allows employees to enter and update online emergency contact information.

Federal Employee Benefits System features will provide:

- ◆ A comprehensive summary of your personal benefits information.
- ◆ Current information based upon data that will be provided every 2 weeks from the Federal Personnel Payroll System (FPPS).
- ◆ For most employees, provides an automatic calculation of basic retirement annuity benefit. For employees who converted from the CSRS retirement system to the FERS retirement system, a portion of your annuity is calculated under CSRS and a portion is calculated under FERS. FEBS does not presently provide this calculation. Employees will need to contact their servicing Human Resources Office for assistance with this calculation.
- ◆ Ability to enter your own projected dates for retirement and re-calculate your benefit (based upon current dollars).

The information contained on the benefits statement serves as a valuable tool to assist in personal, financial, and retirement planning.

A Web-based training (WBT) has been developed to provide more guidance on using FEBS and the Emergency Contact Information feature. This training will help make the most of these services. We recommend that you take a few minutes and familiarize yourself with FEBS through the WBT prior to accessing the system. The WBT can be accessed through the following link: <http://training.nbc.gov/febs/>.

After completing the WBT, we invite you to access your benefits statement. Go to the Employee Express Web site at www.employeeexpress.gov. Once you have logged in, you will see Federal Employee Benefits Statement option toward the bottom of your screen. You will need your Employee Express personal identification number (PIN) to access this site. If you have misplaced or forgotten your PIN, the Employee Express home page will give you information regarding requesting a new PIN.

If you have questions related to your benefits statement, please contact your servicing Human Resources Office. If you experience any problems with accessing the benefits system, please contact the Employee Express Help Desk on 1-888-353-9450.

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