



GRB PLATFORM ACCESS AND AVAILABLE FUNCTIONS

Accessing GRB Platform:

You can access the GRB Platform at <https://www.civilianbenefits.hroc.navy.mil/> on a government computer with a “.mil, .edu, or .gov” email address using your Department of Defense Common Access Card (CAC). If you need help accessing the GRB Platform, contact the Benefits Line at 1-888-320-2917.

Step 1. Choose your CAC Email Certificate.

Step 2. Once you are on the Launch screen, click “Launch”.

Step 3. The New User video begins automatically and describes the features and capabilities of the system.

Note: The video will automatically play each time you access GRB Platform. You can elect not to show this each time you log in by checking the box in the lower left-hand corner. The New User video will still be available from the Global Menu Screen.

GRB Platform Functions:

GRB Platform features various modules, or “tiles” located on the GRB Main Benefits page. Each benefit has its own tile. These tiles include useful information such as your personal data, your transaction history, and videos, documents, and external links related to that benefit. From each benefit tile, you can also submit transactions and view pending transactions and agency news. If you need help using the GRB Platform, contact the Benefits Line.

On each benefit page, you can:

- Review general information
- Review personal information from your records
- Make new transactions and review your transaction history
- Access resources specific to that benefit

Calculators:

Several tiles include calculators, such as:

- Retirement calculators: Retirement Calculator, High-3 Calculator, Severance/VSIP Calculator
- Thrift Savings Plan (TSP) calculators: Project TSP Account, Loan Calculator, Withdrawal Calculator, Contributions Calculator
- Life Insurance calculators: Calculate FEGLI Premiums



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Transactions:

On each benefit page, you can:

- View your current benefit enrollment (FEHB, FEGLI, and TSP/TSP Catch-Up)
- View and/or void FEHB, FEGLI, TSP, and TSP Catch-Up pending transactions
- Enroll/Cancel FEHB upon eligibility
- Make FEHB open season election
- Change FEHB enrollment from Self and Family to Self only, if eligible
- Make FEHB non-open season enrollment or change
- Cancel or waive FEGLI enrollment
- Enroll in FEGLI upon eligibility
- Make FEGLI non-open season enrollment or change
- Make FEGLI open season election
- Start, Stop, or change TSP and TSP Catch up contributions
- Complete and print forms, some of which are pre-populated with your personal data

Resources:

On each benefit page, you can access a variety of resources specific to that benefit:

- Benefits seminars available to you as a Federal employee, designed for employees at any stage of their career
- Video Course Titles and Descriptions
- Documents and external links

Global Menu Screen:

In addition to the GRB Main Benefits page, the GRB Platform also includes a Global menu screen. To access this page, click "Menu" at the top of the GRB Main Benefits page.

Note: To exit the Global Menu Screen, click the "Menu" button at top center to return to the Main Benefits page. To exit the GRB Platform, click the "X" button in the upper right-hand corner of the Main Benefits page or the "logout" link at the bottom right-hand corner.

From the Global menu screen, you can access the following:

- **Account.** Contains your individual information.
- **Notifications:** Agency news will be available upon logon on the "Notifications" page, which employees may choose not to see each time they log in. However, if new benefits information is added or information is removed, a notification will be displayed so the employee can view the updated information.
- **New User Video.** Tutorial video for new users that explains the functions of the GRB Platform.







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- **Total Compensation Statement (TCS).** Located in the upper right-hand corner on the Global Menu Screen. The TCS is formerly known as the Personal Statement of Benefits in EBIS. The first page of the statement provides you with the summary that is based on your current benefits and pay. Your total compensation summary will update automatically when there is a change in your profile.

Note: The “Requests” and “Documents” functions will not be available until a later date.

- **Resource Library:** Employees can browse the Resource Library to find all videos, documents, and links to external resources related to health insurance, life insurance, TSP, and retirement.

Resource Library	Description
Documents 	Documents are posted in Resource Library as a read only guide. This will give you a brief explanation of Type of Plans, Types of Enrollments, Premium Costs, Premium Conversion, Health Savings Account, Open Season, Change in Family Status and many more subjects pertaining to that specific benefit.
Forms 	Forms are fillable and can range in subject information. Some forms that may be useful are SF2823 Designation of Beneficiary forms, Retirement applications. Click on forms and scroll down to the designated form you need.
Video 	Videos provide a short brief on specific benefit. Videos are based on the Benefit you selected and will play until you close out Video. You can watch video many times
Links 	Links will bring you to a website not managed by GRB Platform such as FEDVIP, OPM and Medicare.

Completing Your Retirement Application in GRB Platform:

The Retirement Dashboard, located on the Retirement tile, is where you will find your retirement application and all documents pertaining to retirement. Each section is saved automatically once completed. A green check mark will populate next to that section. Any uncompleted areas will be marked in red. You can return at any time to complete the application.

You must follow all prompts to move forward. Review your application and save to your computer so you can print, sign and mail to the Civilian Benefits Center.



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You will need to follow several additional steps before your application is officially complete.

1. **Signatures.** The retirement application and some of the associated forms require a wet signature before they can be processed. Please print a copy of each of the documents you completed and sign them as indicated.
2. **Delivery.** Please mail the signed retirement application to the Civilian Benefits Center (CBC) as soon as possible. You should mail your retirement application within 120 days prior to your retirement date in order not to delay the processing of your retirement application. Please note that your retirement cannot be processed without receipt of your signed forms.

**OCHR Norfolk Operations Center
Norfolk Naval Shipyard, Building 17, CBC Code 00C
Portsmouth, VA 23709-1005**

Questions

If you have any questions about the GRB Platform, please call the Benefits Line at 888-320-2917 from 7:30 a.m. - 7:30 p.m., Eastern Time, Monday – Friday. 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 but please do not include Privacy Act or other Personally Identifiable Information such as date of birth or social security number in your email correspondence.