

**Annual Open Season for
NASA Employees Benefit Association (NEBA) Life Insurance
and Financial Protection Programs
(October 6, 2014 – December 15, 2014)**

This notice is to inform you of the NEBA Life Insurance and Financial Protection Programs Annual Open Season.

As NEBA begins its 63rd year of service to the NASA workforce (including the years prior to NASA as National Advisory Committee for Aeronautics (NACA)), we are pleased to announce a special enrollment season for group life insurance and financial protection programs. NEBA is a NASA-chartered, not for profit employee association directed by your fellow employees and underwritten by MetLife. When you become a NEBA member, you have the opportunity to participate in an attractive package of MetLife insurance and financial protection programs including:

Life Insurance:

- During this special open season period, you may enroll online and complete a medical questionnaire.
- Life insurance coverage for you of up to 10 times your salary in coverage at competitive group rates.
- Same coverage and rates for astronauts, pilots, and aircrew.
- Spouse and Domestic Partner coverage options available.
- AD&D coverage at twice basic coverage amount.
- Supplemental AD&D up to \$500,000.
- Convenient bi-weekly payroll deductions; online account access.
- Amounts over \$500,000 may require a physical.

Additional membership features provided at no additional charge for basic life insurance policy holders:

- Will Preparation services for you and your spouse through a Hyatt Legal Plans' network attorney.
- Financial Planning Advice for families of special needs dependents through MetDesk.
- MetLife Retireewise financial planning seminars.
- Estate Resolution Services for legal assistance for beneficiaries to resolve an estate through Hyatt Legal Services.
- Travel Assistance with Identity Theft features.

Note: NEBA has now changed the dependent age to 22 regardless of student status, except for Critical Illness and Group Accident coverage which remains at age 26. Current members are requested to remove dependents who no longer qualify at www.metlife.com/mybenefits.

Additional financial programs available to NEBA members:

Note: NEBA Basic life insurance coverage is not required for enrollment in these programs.

- **MetLaw** - Provides access to Hyatt Legal Plans' network attorneys across the U.S. for assistance with a wide range of issues including identity theft, real estate, and finance. (Can only enroll during Open Season)
- **Critical Illness Insurance** - Complements traditional medical and disability insurance coverage and can help you alleviate some of the financial burden if you experience certain critical illnesses. (Can only enroll during Open Season)
- **Supplemental/Voluntary AD&D** - Up to \$500,000 coverage. (Can only enroll during Open Season)
- **Group Accident Insurance** - Provides direct payment to you for more than 150 covered events. Payments can be used as you see fit. (Can only enroll during Open Season)
- **Auto and Home Insurance** - Competitive group rates and special discounts based on your years of NASA service. (Can enroll anytime)

Existing NEBA members:

To take advantage of this special enrollment period, you may adjust your coverage or enroll in voluntary benefits online by visiting: www.mybenefits.metlife.com. When you register, please select NASA as your employer, and enter your NASA Universal Uniform Personal Identification Code (UUPIC) as your employee ID. You will receive system notifications of your progress.

If you are a NASA military detailee or a NASA Astronaut, you may contact the NASA Shared Services Center (NSSC) and request a paper application form to make your benefit elections.

New NEBA enrollees:

Enrollment in NEBA life insurance or voluntary benefits is an online process that begins in the Benefits Section of the NASA Human Resources Portal. Your privacy is very important; therefore, you must give permission to release information about you to the NEBA underwriter, MetLife.

1. To access the NASA Human Resources Portal, visit: <https://hr.nasa.gov>, and click on the **Employees** tab at the top of the page.
2. Click the **Benefits** button in the left side navigation, and scroll down to view the **My NEBA Insurance** portlet on the Benefits page. Select the **Access NEBA Authorization Form** button at the bottom of the section.
3. Follow the instructions to review and electronically sign the **Authorization to Disclose Personnel Information** agreement, which will allow NASA to provide selected eligibility information about you to the NEBA underwriter, MetLife. You will receive a NASA e-mail confirming your release date. **Your release will expire after 90 days if you do not enroll.**
4. After successful opt in, please wait until the following **Friday** from date of "opt in" to visit www.metlife.com/mybenefits. At the site, select NASA as your employer, register, and make your NEBA benefit elections. Remember, your employee ID is your UUPIC.
5. If you completed the opt-in process after December 11, 2014 and you intend to make elections during the last 5 days of the enrollment period, **December 11 - December 15**, you will need to contact the NSSC to receive a hard copy form to make elections and submit the form as instructed. The MyBenefits site will only be available for members who opted in prior to December 10, 2014.

Helpful Videos:

The NSSC also provides new videos that will assist you in registering for NEBA. To view these videos, please visit: <http://neba.nasa.gov>, and click the **Enrollment Help** link under the **NEBA Landing Page** section on the left side of the page. These videos cover different phases of the enrollment process, so click the **NASA NSSC NEBA Phase 1 (Pre-Enrollment)** to view the pre-enrollment steps, and click the **NASA NSSC NEBA Phase 2 (Actual Enrollment)** for help with enrolling in the program.

For assistance with the enrollment process, please call the NSSC Customer Contact Center at 1-877-677-2123 or (1-877-NSSC123).

Your eligibility information will be submitted to MetLife within 10 days. After this date, you can visit: www.mybenefits.metlife.com. To register, enter NASA as your employer, and begin the MetLife online enrollment process. When you register, please enter your NASA UUPIC as your employee ID. You will receive system notifications of your progress.

Note: The UUPIC is an ID number NASA used in place of a Social Security Number. To find your UUPIC through the NASA Enterprise Directory (NED), visit: <https://id.nasa.gov>. Your UUPIC information is listed under the IT information section.

Please note that the process of enrolling in NEBA coverage may take a number of weeks depending upon your requested coverage, responses, and the MetLife underwriting process.

For more information, visit the NEBA Web site at: <http://neba.nasa.gov>.

Any questions concerning this notice, contact:
NASA Shared Services Center (NSSC) Customer Contact Center
1-877-677-2123 (1-877-NSSC123) or nssc-contactcenter@nasa.gov.