

**Annual Enrollment for
NASA Employees Benefit Association (NEBA)
Life Insurance and Voluntary Programs
(October 5, 2015 – December 21, 2015)**

This notice is to inform you of the NEBA Life Insurance and Voluntary Programs Annual Enrollment.

NEW: During the NEBA Annual Enrollment period, MetLife is offering a five percent rate reduction to current and new participants for both Basic Term Life and Optional Life.

As NEBA begins its 64th 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 period for both group life insurance programs and Voluntary Programs which are underwritten by MetLife.

Life Insurance:

- Enrollment approval is subject to MetLife's review of your responses to the limited underwriting medical questionnaire.
- Life insurance coverage for you of up to 10 times your salary.
- Same coverage and rates for astronauts, pilots, and aircrew.
- Spouse and Domestic Partner coverage options available.
- Accidental Death and Dismemberment (AD&D) coverage at twice Basic coverage amount.
- Convenient bi-weekly payroll deductions; online account access.
- Amounts over \$500,000 may require additional underwriting.
- Investment opportunities also available for enrollment.

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 offering comprehensive retirement education, scheduled through your Center NEBA representative.
- Estate Resolution Services for legal assistance for beneficiaries to resolve an estate through Hyatt Legal Services.
- Travel Assistance services including Identity Theft Solutions, medical assistance, lost luggage claims, and general travel information.

Note: The dependent age for NEBA is 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.mybenefits.metlife.com.

Additional voluntary and health programs available only during Annual Enrollment:

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.
- **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.
- **Supplemental/Voluntary AD&D** - Up to \$500,000 coverage.
- **Group Accident Insurance** - Provides direct payment to you for more than 150 covered events. Payments can be used as you see fit.

Additional financial program available at any time:

NEBA Basic life insurance coverage is not required for enrollment in this program.

- **Auto and Home Insurance** - Competitive group rates and special discounts based on your years of NASA service.

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.

Note: The UUPIC is an ID number NASA uses 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.

If you are a NASA Military Detainee and wish to make changes, please contact MetLife, and identify yourself as a Military Detainee. Please contact MetLife at the following numbers, depending on the coverage you are changing:

MetLife Basic Life Help Desk (Basic/Dependent Life, Personal/Voluntary AD&D): 1-866-492-6983

MetLife Optional Coverage (Optional Life): 1-800-756-0124

MetLife Voluntary Benefits (Critical Illness/Auto & Home/Hyatt Legal/Accident): 1-800-438-6388

New NEBA Enrollees:

Enrollment in NEBA life insurance or voluntary benefits is an online process that begins in the **About Me** 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 “opt-in,” please visit the **My NEBA Insurance** page on the **NASA Human Resources Portal** at <https://hr.nasa.gov/about-me/my-neba-insurance>. Scroll to the **TO ENROLL IN NEBA COVERAGE** section, and follow the instructions.
2. 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.

If you are a NASA Military Detailee, please contact the MetLife Help Desk at 1-866-492-6983. Identify yourself as a Military Detailee. Then, request a NEBA application package, and submit the documentation as directed.

Helpful Videos:

The NSSC also provides videos that will assist you in registering for NEBA. To view these videos, please visit: <http://neba.nasa.gov>, then in the left navigation pane, click the **Enrollment Help** button.

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

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) nssc-contactcenter@nasa.gov