

# NAF HEALTH PLANS

## WEBSITE INSTRUCTIONS

1. Log onto [www.nafhealthplans.com/](http://www.nafhealthplans.com/)
2. Click "Active Employees Click Here."

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### DoD NAF Health Benefits Programs

**Welcome**

Your DoD NAF Health Benefits Programs website contains all of the information you need to learn about your Aetna benefits. It includes information for active employees, new hires and retirees.

If you are a new hire who is eligible for benefits, you need to complete your enrollment within 31 days of your start/eligibility date.

**Get Started Here**  
To access the information that applies to you, please click on the applicable link below.

[Active employees click here](#) [Retired employees click here](#)

3. You will now see the DoD NAF Health Benefits Programs page.
4. Scroll down, and enter your Zip code. Hit the “Enter” key on your keyboard or click “Check Eligibility.” If you are working outside of the United States, notice where it says “Outside of the US – Click Here.”

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## DoD NAF Health Benefits Programs

### Benefits-Eligible Active Employees and New Hires

#### Information about your Aetna Medical and Dental Benefits

During your eligibility period, you can:

- Learn about plan options available based on where you live.
  - Enroll in the DoD NAF Health Benefits Program for the first time.
  - Enroll in the Stand Alone Dental plan (if you are not enrolling in any other NAF-sponsored medical plan).
  - Waive coverage.
  - Open a Health Care and/or Dependent Care Flexible Spending Account (if offered by your NAF employer).
- Note: You must select an FSA every year – your election will not automatically carry over from year to year.

Information about your Enrollment Options:

[Medical and Passive PPO Dental](#)

[Stand Alone Dental](#)

[Flexible Spending Accounts](#)

To enroll, go directly to your NAF-specific section of this website for additional information.

Select your NAF employer 

### Medical and Passive PPO Dental Enrollment

As an active employee, you are eligible to enroll in the Medical and Aetna Passive PPO Dental Plan. You must enroll in the medical plan in order to enroll in the dental plan.

Go to the box below to get started!

**In the U.S.**

Please provide your home Zip Code below and you will be directed to the medical plan that is available in your location.

Zip Code

**Outside of the U.S.**



5. Review your benefits information.
6. When you are ready to complete an enrollment form, select your NAF employer from the drop-down menu.

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## DoD NAF Health Benefits Programs Active Employees

[Aetna Open Choice® PPO Plan](#)

[Passive Dental Plan](#)

[Stand Alone Dental Plan](#)

[Flexible Spending Accounts](#)

[Important Notices](#)

### To Enroll

Carefully review all of the information below that is applicable to you. When ready to enroll, click on the name of your NAF employer and follow the enrollment instructions provided.

Remember, you only need to complete the enrollment process if you are making changes to your current election and/or if you are electing an FSA.

Select your NAF employer

- Select your NAF employer
- Air Force
- Army
- CNIC Navy
- Army & Air Force Exchange Service
- Marine Corps
- NEXCOM**

7. View the enrollment forms and other information.
8. If you have additional questions or need assistance, contact your local Human Resources representative.
9. Turn in all completed forms to Human Resources prior to your enrollment deadline (the 31<sup>st</sup> day from your date of hire).



## NEXCOM

### Benefits Enrollment

If you are a new hire or newly eligible for benefits, you need to complete your enrollment for health insurance coverage within 31 days of your start/eligibility date. Failure to enroll within the 31-day window will mean you have to wait until the next Open Enrollment period to be eligible to enroll.

There are three steps to complete:

#### Step One:

Review the 2013 Health Care Premiums (see below).

Plan	Individual Coverage	Family Coverage
Medical Plan	\$69.65	\$162.04
Dental Plan	\$ 4.36	\$ 10.32
Medical and Dental	\$74.01	\$172.36
Stand Alone Dental Plan	\$17.98	\$ 42.52

#### Step Two:

[Click here for the eligibility requirements](#) to ensure you have the supporting documentation (if necessary) to enroll or make changes.

#### Step Three:

Click on the appropriate links to print any forms that you need. Complete and submit your forms and documentation to your local Human Resources Office (HRO).

### Forms

#### [Eligibility Information Bulletin](#)

- Requirements for adding dependents to medical and dental plans
- Tax implications for adding Same-Sex Domestic Partners and Children

#### [Enrollment/Change Form](#)

[Aetna International Enrollment/Change Form](#)

[Stand Alone Dental Enrollment/Change Form](#)

[Flexible Spending Accounts](#) (Health Care and Dependent Care)

[Certification of Same-Sex Domestic Partnership Form](#)