

## Designation of Beneficiary Forms

This notice is a reminder to review your Designation of Beneficiary forms and update them as needed. If you are satisfied with the order of precedence the law provides and you do not have a certified designation on file, you do not need to make a designation. Some of the forms are filed in your electronic Official Personnel Folder (eOPF). The following shows a list of the forms and where they are maintained:

Designation of Beneficiary Forms	Location Where Form is Filed
SF 1152, Designation of Beneficiary – Unpaid Compensation of Deceased Civilian Employee	eOPF
SF 2823, Designation of Beneficiary – Federal Employees' Group Life Insurance (FEGLI) Program	eOPF
SF 3102, Designation of Beneficiary – Federal Employees Retirement System	eOPF
SF 2808, Designation of Beneficiary – Civil Service Retirement System	Your completed form is filed with the U.S. Office of Personnel Management (OPM). It is not effective until OPM receives and certifies it. Mail your SF 2808 to OPM at: <b>U.S. Office of Personnel Management Retirement Operations Center P.O. Box 45 Boyers, PA 16017-0045</b> Blank forms for the SF 2808 are located at: <a href="http://www.opm.gov/forms/pdf_fill/SF2808.pdf">http://www.opm.gov/forms/pdf_fill/SF2808.pdf</a>
TSP-3, Thrift Savings Plan Designation of Beneficiary	Your completed form is filed directly with TSP. Quarterly participant statements show the date of your most recent designation. Mail your TSP-3 to TSP at: <b>Thrift Savings Plan P.O. Box 385021 Birmingham, AL 35238</b> Or you can fax it to: <b>1-866-817-5023</b> Blank forms for the TSP-3, are located at: <a href="https://www.tsp.gov/forms/formsPubs.shtml">https://www.tsp.gov/forms/formsPubs.shtml</a> .

### Checking and Updating Forms Located in Your eOPF:

Since beneficiary information is confidential and it cannot be verified over the phone, please take a moment to review your designations filed in your eOPF. You may access eOPF through the Human Resources Portal at <https://hr.nasa.gov>. (You may have to log into the Launchpad to access the Human Resources Portal.) On the right side of the screen, in the **Systems Launcher** portlet, under the **Common Tools** tab, click the **eOPF** button. Currently, eOPF requires a unique user ID and password. If you do not have an eOPF user ID and password, contact the NASA Shared Services Center (NSSC) at the phone number or e-mail address located at the bottom of this notice.

If, after reviewing your eOPF, you need to change or add a Designation of Beneficiary form, you may complete a new one by going to [www.opm.gov/forms/html/sf.asp](http://www.opm.gov/forms/html/sf.asp), then clicking the **SF 1152**, **SF 2823**, or **SF 3102** link. Complete the form and mail the original to:

**NASA Shared Services Center  
Building 1111, C Road  
Stennis Space Center, MS 39529  
ATTN: Human Resources Benefits Team**



**Note:** If the forms (SF 1152, SF 2808, SF 2823, SF 3102, or TSP-3) are not on file and there is no valid court order, your life insurance benefits will be distributed in accordance with the order of precedence:

- To your widow or widower
- To your child or children, with the share of any deceased child distributed among descendants of that child
- To your parents in equal shares or the entire amount to your surviving parent
- To the executor or administrator of your estate
- To your other next of kin as determined under the laws of the state in which you live at the time of your death

### **Beneficiary Tips and Reminders**

- When you are reviewing your Beneficiary forms, make sure you review and update all of your Beneficiary forms.
- The completed form must be received before the employee's death.
- Two persons must witness your signature. These witnesses must sign the form and give their addresses. A witness cannot be someone you are naming on the form as a beneficiary.
- There cannot be any erasures, strike outs, or white out used when filling out the form.
- Be sure to keep your designation up to date. If you marry or divorce, complete a new form. If your beneficiary's address changes, complete a new form.

**NASA Employees Benefit Association (NEBA):** If you elected basic or optional life insurance coverage under NEBA, you may update your designations after logging in at [www.metlife.com/mybenefits](http://www.metlife.com/mybenefits). If you do not file an optional life Beneficiary form, the death benefit will be paid to the estate. For assistance with your MetLife password, follow the prompts on the Web site or call the MetLife Customer Relations Department at 1-800-756-0124.

Any questions concerning this notice, contact:  
**NSSC Customer Contact Center**  
1-877-677-2123 (1-877-NSSC123) or [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov)