

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).

If the forms (SF 1152, SF 2823, or SF 3102) are not on file and there is no valid court order, your benefits will be distributed in accordance with the following order of precedence:

1. To your surviving spouse
2. To your child or children, in equal shares, with the share of any deceased child distributed among descendants of that child
3. To your parents in equal shares or the entire amount to your surviving parent
4. To the executor or administrator of your estate
5. To your other next of kin as determined under the laws of the state in which you lived at the time of your death

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 (To update your beneficiaries, please complete a new SF 1152 .)
SF 2823, Designation of Beneficiary – Federal Employees’ Group Life Insurance (FEGLI) Program	eOPF (To update your beneficiaries, please complete a new SF 2823 .)
SF 3102, Designation of Beneficiary – Civil Service Retirement System (CSRS) or CSRS Offset	Office of Personnel Management (OPM) (To update your beneficiaries, please complete a new SF 3102 and submit directly to OPM per instruction on the form.)
SF 3102, Designation of Beneficiary – Federal Employee Retirement System (FERS), FERS-Revised Annuity Employees (FERS-RAE), or FERS-Further Revised Annuity Employees (FERS-FRAE)	eOPF (To update your beneficiaries, please complete a new SF 3102 .)
Thrift Savings Plan (TSP) Designation of Beneficiary	<p>You may designate or change your beneficiary, by logging into your TSP account at: https://www.tsp.gov/.</p> <p>On the My Account page, click the Beneficiaries link. Here you can choose to “Add Beneficiary” or “Choose Beneficiary” to edit.</p>

Designation of beneficiary forms	Location where form is filed
<p>NASA Employees Benefit Association (NEBA):</p> <p>Beneficiaries are designated through the Government Insurance Services (GIS) Benefits website and/or the MetLife website; no form is required.</p>	<p>Log into the GIS Benefits website at http://boonchapman.benselect.com/neba to view and make changes to your beneficiaries for Basic, Accident, Critical Illness, and Accidental Death insurances. You may also email nebaadmin@gisbenefits.net or call the GIS Help Desk at: 888-592-2681 for assistance.</p> <p>Log into mybenefits.metlife.com to set up or modify your beneficiary designations for the Group Voluntary Universal Life coverage (Optional Insurance). You may also call the MetLife Help Desk at: 866-574-2861 for assistance.</p>

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 your eOPF from your NASA computer through the direct link: <https://eopf.opm.gov/nasa> or through the Office of the Chief Human Capital Officer (OCHCO) OneNASA site System Launcher at: <https://nasa.sharepoint.com/sites/ochco>.

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 <https://www.opm.gov/forms/standard-forms/>, then clicking the **SF 1152**, **SF 2823**, or **SF 3102** link. Complete the form and mail the original to:

Mail SF 1152, SF 2823, SF 3102 (FERS, FERS-RAE, FERS-FRAE) to:

NASA Shared Services Center (NSSC)
ATTN: Human Resources Benefits Processing Team
Building 1111, Jerry Hlass Road
Stennis Space Center, MS 39529

Mail SF 3102 (CSRS and CSRS Offset) to:

Office of Personnel Management
Retirement Operations Center
P.O. Box 45
Boyers, PA 16017-0045

Beneficiary tips and reminders

- When you are reviewing your designation of beneficiary forms, make sure you review and update all your beneficiary forms.
- The completed form must be received by the appropriate office **before** your death to be valid.
- Two persons must witness your signature on all beneficiary forms except for the TSP Beneficiary Form, which only requires one witness 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, strikeouts, or correction fluid used when filling out the form.

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- 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.

For questions concerning this notice, contact:
NSSC Customer Contact Center
877-677-2123 (877-NSSC123) or nssc-contactcenter@mail.nasa.gov