



CIVILIAN PERSONNEL FACT SHEET

Designation of Beneficiary

Have you updated your beneficiary forms lately? Completing beneficiary forms is an option that every civilian employee may choose. However, if you complete beneficiary forms, it becomes your responsibility to ensure the currency of those forms. A change in marital status or family status does not automatically change a beneficiary form that you previously submitted, nor does it prevent the benefactor from receiving the death benefits that you designated. The most common mistake is when the employee names a spouse and later divorces that spouse but forgets to change the beneficiary form.

There are several types of beneficiary forms that you can complete to designate your after death payable benefits. These forms include:

Standard Form 2823, Designation of Beneficiary, Federal Employee's Group Life Insurance (FEGLI)

Standard Form 2808, Designation of Beneficiary Civil Service Retirement System

Standard Form 3102, Designation of Beneficiary, Federal Employee's Retirement System,

Standard Form 1152, Designation of Beneficiary, Unpaid Compensation of Deceased Civilian Employee

TSP-3, Thrift Savings Plan, Designation of Beneficiary.

You may access these forms electronically by clicking on the Office of Personnel Management's (OPMs) web site at <http://www.opm.gov/forms/index.htm> for the SF 2823, 1152, 3102, and SF 2808. You can obtain a copy of the TSP 3 from the Thrift Savings Plan (TSP) Homepage at <http://www.tsp.gov>. Once you complete your forms, you should submit the SF 1152, 2823, & 3102 to your servicing Civilian Personnel Flight (CPF). You will submit the SF 2808, if applicable, to OPM at the address on the reverse side of the form. The TSP 3 should be sent to the National Finance Center at the address on the reverse side of the form.

You should make copies of your beneficiary forms prior to submitting them to the appropriate offices. If you do not complete beneficiary forms, your death benefits will be distributed in the order of precedence. The order of precedence is as follows:

1. To the widow or widower.
2. If none, to the child or children in equal shares, with the share of any deceased child distributed among the descendants of that child.
3. If none, to the parents in equal shares or the entire amount to the surviving parent.
4. If none of the above, to the executor or administrator of the estate of the decedent.
5. If none, to the next of kin under the laws of the State in which the decedent was domiciled at date of death.

If you have any questions regarding the completion of beneficiary forms, you may contact the - Benefits and Entitlements Service Team (BEST) at 1-800-997-2378 or 527-2378. Hearing Impaired employees can contact a Benefits Counselor at 1-800-382-0893 or 565-2276.

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