



## (U) The Importance of Updating Your Beneficiary Designations

FROM: [REDACTED]  
Human Resource Service Center for SID (MD6)  
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(U) Have you recently thought about your beneficiary designations for your retirement annuity, [FEGLI](#), unpaid compensation and [TSP](#)? If your family status changes due to marriage, birth or adoption of a child, divorce or death, you may want to update your designation. Any time you complete a new form, it, supersedes any previous designations. If you have never completed a beneficiary form, the normal order of precedence is listed below:

(U) It is necessary to designate a beneficiary **only** if you want payment to be made in a way other than the following order of precedence:

1. To the widow or widower.
2. If none of the above, to the child or children, with the share of any deceased child distributed among the descendants of that child.
3. If none of the above, to the parents in equal shares or the entire amount to the surviving parent.
4. If none of the above, to the duly appointed executor or administrator of the estate.
5. If none of the above, to the other next of kin who are entitled under the laws of the domicile of the insured at the date of death.

(U) If you decide to complete designation-of-beneficiary forms, be sure to keep them current. Each form requires 2 witnesses of your signature and neither of those witnesses can be a listed beneficiary. Do not submit an altered form (cross outs, write overs). If you need to correct or change the information you have entered on the form, start over on a new form.

(U) There are four designation-of-beneficiary forms:

1. TSP - [Thrift Saving Plan \(TSP3\)](#)
2. FEGLI - [Federal Employees' Group Life Insurance \(SF2823\)](#)
3. Unpaid Compensation - [Unpaid Compensation of Deceased Civilian Employee \(SF1152\)](#)
4. Retirement - [CSRS - SF2808](#) or [FERS - SF3102](#)

(U) Tips on form completion :

- Make sure to complete and print out both copies (employee and original)
- Send TSP forms directly to the TSP (mailing address on instructions for form completion)
- Send CSRS form directly to OPM (mailing address listed on link for form)
- Send FERS, FEGLI and Unpaid Compensation forms to your HR Advisor

(U//FOUO) List of HR Advisors :

S3C, S32, S33	[REDACTED]
S3, S309, S31, S3E, S3T	[REDACTED] ([REDACTED])
S2	[REDACTED]
S, S0, S1, SE, SSG, ST, SV, CA/SA/CS Interns	[REDACTED] ([REDACTED])
SER & FLIP programs, Language/IA/GNA Interns	[REDACTED] ([REDACTED])
S3 Co-op and High School Work-Study	[REDACTED] ([REDACTED])

without the consent of S0121 ([DL sid comms](#))."

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