



### Standard Order of Precedence

A designation of beneficiary is a legal document outlining how benefits will be paid in the event of your death. Benefits for life insurance, retirement, Thrift Savings Plan (TSP), and unpaid compensation are automatically distributed in the following order of precedence:

- First, to your widow or widower;
- Second, to your child or children, with the share of any deceased child distributed among descendants of that child;
- Third, if none of the above, to your parents in equal shares or the entire amount to your surviving parent;
- Fourth, if none of the above, to the executor or administrator of your estate;
- Fifth, if none of the above, to your other next of kin as determined under the laws of the State where you lived.

An exception to the order of precedence is for Federal Employees' Group Life Insurance (FEGLI). If you assigned ownership of your FEGLI, benefits will be paid:

- First, to the beneficiaries designated by your assignees, if any;
- Second, if there is no beneficiary, to your assignees.

If you did not assign FEGLI ownership and there is a valid court order on file, benefits will be paid according to that court order.

You are not required to complete a designation of beneficiary form if you want your benefits distributed according to the order of precedence. If you want benefits paid to someone else or in a different order, you must designate a beneficiary.

### Keep Your Designation of Beneficiary Current

If you complete a designation of beneficiary form, you are responsible for ensuring that it remains accurate. Benefits will be paid based on a valid designation, regardless of whether that designation still reflects your intentions. You should review your beneficiary designation whenever you have a significant change in your life, such as a marriage, divorce, or death. A divorce does not invalidate a designation that names your former spouse as beneficiary; you must complete a new designation form. You should file a new form whenever there is a change in a beneficiary's address or name.

### Designation of Beneficiary Forms

Form Number	Purpose of Designation	Download Form	Mail Form To
SF 2823, Designation For FEGLI	Determines how proceeds from the life insurance are distributed.	<a href="http://www.opm.gov/forms/pdf_fill/sf2823.pdf">http://www.opm.gov/forms/pdf_fill/sf2823.pdf</a>	Your servicing Civilian Benefits Center Office (see information below to determine your servicing Civilian Benefits Center Office)
SF 1152, Designation For Unpaid Compensation	Determines how any unpaid salary and lump sum annual leave are distributed	<a href="http://www.opm.gov/forms/pdf_fill/sf1152.pdf">http://www.opm.gov/forms/pdf_fill/sf1152.pdf</a>	Your servicing Civilian Benefits Center Office (see information below to determine your servicing Civilian Benefits Center Office)

Form Number	Purpose of Designation	Download Form	Mail Form To
SF 3102, Designation For Federal Employees Retirement System (FERS)	Designates who is to receive a lump-sum payment which may become payable under the FERS. It does not affect the right of any person who is eligible for survivor annuity benefits	<a href="http://www.opm.gov/forms/pdf_fill/sf3102.pdf">http://www.opm.gov/forms/pdf_fill/sf3102.pdf</a>	Your servicing Civilian Benefits Center Office (see information below to determine your servicing Civilian Benefits Center Office)
TSP-3, Designation For TSP	Determines how any money that is invested in TSP is distributed	<a href="https://www.tsp.gov/PDF/form_spubs/tsp-3.pdf">https://www.tsp.gov/PDF/form_spubs/tsp-3.pdf</a>	Thrift Savings Plan P. O. Box 385021 Birmingham, AL 35238  Or fax to 866-817-5023
SF 2808, Designation For Civil Service Retirement System (CSRS)	Designates who is to receive a lump-sum payment which may become payable under the CSRS. It does not affect the right of any person who is eligible for survivor annuity benefits.	<a href="https://www.opm.gov/forms/pdf_fill/sf2808.pdf">https://www.opm.gov/forms/pdf_fill/sf2808.pdf</a>	Office of Personnel Management Retirement Operations Center P. O. Box 45 Boyers, PA 16017-0045
CA-40, Designation of a Recipient of the Federal Employees' Compensation Act Death Gratuity Payment	Designates distribution of the death gratuity payment of up to \$100,000 when a Federal civilian employee dies of injuries incurred in connection with his or her service with an Armed Force in a contingency operation.	<a href="http://www.dol.gov/owcp/dfec/regs/compliance/CA-40.pdf">http://www.dol.gov/owcp/dfec/regs/compliance/CA-40.pdf</a>	Your servicing Civilian Benefits Center Office (see information below to determine your servicing Civilian Benefits Center Office)

### Your Servicing Civilian Benefits Center Site Office

To determine the mailing address for your servicing Civilian Benefits Center Site Office, please refer to block 48 on your SF-50, Notification of Personnel Action, and match it to the corresponding 4-digit number below:

<b>2412, 2413, 2416, 2436, 4336 and All Senior Executive Service Employees</b>	<b>2414</b>
OCHR Norfolk Operations Center Attn: Civilian Benefits Center Norfolk Naval Shipyard, Building 17 Portsmouth, VA 23709	OCHR San Diego Operations Center Attn: Civilian Benefits Center 6300 Miramar Way San Diego, CA 92145-2015
<b>2417</b>	
OCHR Stennis Operations Center Attn: Civilian Benefits Center 9110 Leonard Kimble Road Stennis Space Center, MS 39522-0002	

### Additional Information

Additional information about designation of beneficiary is available at <https://www.portal.navy.mil/donhr/Benefits>. You must use your Department of Defense (DoD) Common Access Card (CAC) and be behind a .mil, .edu or .gov environment to access the Web site. When prompted, use your email certificate.

If you have questions please call the Benefits Line at 888-320-2917 and select menu option #4 to speak with a Customer Service Representative (CSR). CSRs are available from 7:30 a.m. until 7:30 p.m., Eastern Time, Monday through Friday, except on federal holidays. The TTY number is 866-359-5277.

You may also email your questions to [navybenefits@navy.mil](mailto:navybenefits@navy.mil). You must include your full name, pay plan, grade, contact telephone number and the best time to call you but please do not include Privacy Act Information such as date of birth or Social Security number.