



# Benefits to a Civilian Marine

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# TSP - Designation of Beneficiary Form

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- There is a default order of designation for TSP
- If you want to elect a different order (from the default) the Form TSP-3 is required
- Form TSP-3 can be found at: [tsp.gov/forms](https://tsp.gov/forms)

## **OPTIONS FOR SUBMITTING:**

- Directly Upload – log into your TSP Account and select Upload Form from the menu.
- Use office or personal mail to send directly to:  
Thrift Savings Plan  
P.O. Box 385021  
Birmingham, AL 35238
- Fax to: 1-866-817-5023



# Designation of Beneficiary Forms

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- There is a default order of designation (differs between each benefit)
- If you want to elect a different order (from the default) a form is required

Forms are available at [www.opm.gov/forms](http://www.opm.gov/forms)

- SF-1152 – Unpaid Compensation of Deceased Civilian Employee
- SF-2823 – Designation of Beneficiary Federal Employee's Group Life Insurance (FEGLI)
- SF-3102 – Designation of Beneficiary Federal Employee's Retirement System (FERS)

## **SUBMITTING:**

Use office or personal mail to send **ORIGINAL** directly to:

OCHR Norfolk Operations Center  
Attn: Civilian Benefits Center  
Norfolk Naval Shipyard Building 17  
Portsmouth, VA 23709-1005

- After processing and uploading into your e-OPF, you will receive a copy by mail.



# Designation of Beneficiary Forms

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- The Human Resources (HR) team is available to mail the Designation of Beneficiary forms for you (available in certain locations – see next slide for contact details).
- HR will need the original, signed forms for mailing.
- If you request HR to mail your forms, we will coordinate a date/time/place for you to drop-off your original forms.



# Transportation

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## Driving and Parking

Parking on many facilities may be extremely limited. Please contact your immediate supervisor or security coordinator to determine if parking is available.

### Other Transportation Options

- DoD Shuttle Service
- DC Metro
- Local Bus Systems
- Commuter Rail
- Commuter Bus
- Ride Sharing
- Van Pools

### Mass Transit Benefit Program (MTBP)

The MTB is an employer-provided mass transportation fare subsidy not to exceed \$280/month, that is offered to eligible employees who use mass transportation for their commute.



# BENEFITS CONTACT

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Telephone:

1-888-320-2917

Option 4: Customer Service Representative

Website:

<https://www.hqmc.marines.mil/hrom/benefits/>



# Questions

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[photosinabox.com](http://photosinabox.com)

