



Benefits to a Civilian Marine

Civilian Human Resources

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The logo for the Assistant Secretary of the Navy - Manpower and Reserve Affairs. It is a circular emblem with a blue border containing the text "ASSISTANT SECRETARY OF THE NAVY" at the top and "MANPOWER AND RESERVE AFFAIRS" at the bottom. Inside the circle is a white field with a blue anchor and a white five-pointed star.

DEPARTMENT OF THE NAVY
Civilian Human Resources

Where Purpose
and Patriotism Unite





TSP - Designation of Beneficiary Form

- 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

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

- 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

- 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

- 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

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

Telephone:

1-888-320-2917

Option 4: Customer Service Representative

Website:

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



Questions

photosinbox.com

