

EMPLOYEE CHECKLIST BENEFICIARY AND DEATH IN SERVICE PREPARATION

- **Update emergency contact info in [MyBiz+](#) and [FEPAAS](#).** *Be aware that in the case of an on-duty death, your supervisor and/or DLA Human Resources (J1) will make initial contact with this person. If this person is not your next of kin, J1 will not be able to provide next of kin contact information to your supervisor for notification purposes.*
- If stationed overseas or in an EE position, **complete DD Form 93, “Record of Emergency Data,”** and ensure filing in eOPF.
- **Complete the “Employee Info Card”** below and keep it with your important papers at home so that your family will have contact information for your Supervisor, information about your DLA Activity and Organization, and contact information for your [J1 Customer Account Manager](#). Be sure to update and replace the Information Card as needed.
- **Review the DLA Benefits team’s “[Employee Death/Survivor Benefits](#)” site** for information regarding Federal Employees Retirement Systems (FERS) Death Benefits, Social Security Survivor Benefits, and Designation of Beneficiary Forms.
- **Review [TSP.gov](#)** for information regarding death benefits and designation of beneficiaries.
- **Ensure your Designation of Beneficiary Forms filed in your [eOPF](#) are kept up to date** based on your current life circumstances.
 - **FERS (SF 3102) and FEGLI (SF 2823) Beneficiary Forms** are submitted via DLA Connect - from the [DLA Connect Home Page](#), navigate to Services > HR Services (hrPRO) > Beneficiary Forms.
 - **Unpaid Compensation (SF1152)** requires an original, wet ink signature from you and two witnesses. This form should be mailed to your [DLA Benefits Servicing Office](#).
 - **TSP Beneficiary** designations are completed via “My Account” at TSP.gov.

Resources

- [DLA Connect - Home](#)
- [DLA Employee Career Resources](#)
- [DLA Human Resources \(HR\) Contacts](#)
- [DLA J1 Customer Account Managers \(CAC Enabled\)](#)
- [TSP Forms and Resources](#)
- [Electronic Official Personnel Folder \(eOPF\)](#)

DEFENSE LOGISTICS AGENCY (DLA) EMPLOYEE INFO CARD

Supervisor Contact Info

Name: _____

Work Phone: _____

Cell Phone: _____

Human Resources / Workplace Information

DLA Activity / Organization: _____

HR Point of Contact Info: _____

(available at: <https://www.dla.mil/Human-Resources/Contact/>)