| What to do? | When to do it? |
|---|---|
| Review your electronic OPF | 1 year before retirement date |
| request Retirement Estimate from HRO | At least 6 months prior to effective date |
| Request consultation (to review estimate and for assistance with forms) | at least 60 days prior to effective date |
| Submit retirement application including all required documentation | at least 30 days PRIOR to effective date, no more than 4 months prior to effective date |
| Retirement Effective Date | Last day of work |
| Final Salary Payment | Up to 2 full pay periods after your retirement date |
| Filing TSP withdrawal option package (submit directly to TSP)<br>www.tsp.gov | Approximately 31 days after date of retirement<br>Requires separation code that is transmitted by IBC to TSP |
| First partial retirement payment (paid by OPM) | Approximately 6-8 weeks after your retirement date |

**What is the website?**
www.bie.edu/HR

**Who is the point of contact?**
Audrey M. Duran

**What is her phone number?**
505-563-5451

**What if she doesn't answer?**
Audrey may be in a consultation session***. Please*** be courteous and leave a message with your contact information.

**Where do I fax my Retirement Estimate Request form?**
505-563-5305

Remember!
To Dream of Retirement is Good.

To Plan for Retirement is Better!

Bureau of Indian Education
Human Resources Office

# I want to retire!

# Where do I start?


July 2018

**Related websites for more Retirement information:**

www.opm.gov
www.tsp.gov
www.ssa.gov

### *Step 1: Submit Retirement Estimate Request form to HRO-ABQ.*

Whether retirement is an immediate life event for you or the "someday" 10 years from now, we ask that curious employees fax the Retirement Estimate Request form to HRO-ABQ to begin the process.

There is a Benefits & Retirement Unit within the Human Resources Office in Albuquerque, NM (HRO-ABQ) that is dedicated to researching retirement options for employees by providing a completed Estimate Request.

Where do I find the form?
The Retirement Estimate Request form is posted on our website **www.bie.edu**, look for HR Tab and then click Retirement Information.

What if I don't have access to internet?

- Check with your local Business Office at your school location for a copy.
- Call 505-563-5451 to request a hard copy be mailed to the address you provide.

Do I have to wait to get my Social Security Statement to submit the form?
No. If you do not have it, submit your form and continue to work to get a copy as it may help during your consultation session.

Why do I need an estimate?
We encourage employees to enter into retirement with as much information as possible. The retirement estimate helps in your retirement planning.

### *Step 2: Be patient and check your mail.*

HRO-ABQ completes a service history review and benefits check to prepare your completed Retirement Estimate.

This takes time to research (approximately 3-4 weeks) and we appreciate any patience provided.

How do I know HRO-ABQ has my form?
HRO-ABQ **only** sends emails to identify that we received your Retirement Estimate Request form and to notify you when the completed estimate packet is in the mail to you.

If no email address is provided, please check your mail frequently.

Do I have to access online system to view my completed estimate?
No, HRO-ABQ mails hard copy packets to your official correspondence address on file. Because of large file sizes, lack of valid PIV cards, and protection of personal identifiable information (PII), HRO-ABQ **only** mails hard copy packets.

### *Step 3: Review your completed Estimate.*

Once you have received your manila envelope with your completed estimate, please review the packet and the instructions page provided. Write your questions down and gather the other documents listed on the instructions page.

We call this "gathering your retirement data eggs" phase. It is one of the steps to prepare yourself and take control of your retirement path.

### *Step 4: Schedule a consultation with HRO-ABQ.*

Due to limited resources, we cannot accommodate walk-ins. We currently have one Specialist to counsel all BIE employees and her schedule is maximized to provide counseling sessions, training sessions, and actual benefits processing. Be courteous to her and to other clients by scheduling your appointment.

### *Step 5: Participate in your consultation session.*

During the consultation session, we review your completed estimate and explain the estimate, the research, the process and the timeline.

We recommend that you bring your questions from Step 3 and ask more questions during your session. Remember this is your life event – Retirement!

We encourage employees to enter into retirement with awareness and preparedness. Biggest pitfall is to **not** manage your plan to retire.

We also explain the separation process as you become a former employee. Because you are transitioning to your new role – Federal civilian retiree (also known as an "annuitant").

This transition also means that as an "annuitant" your new servicing Human Resources Office is the Office of Personnel Management (OPM).

The Bureau is simply the last Agency for which you worked.