

What to do?	When to do it?
Review your electronic OPF	At least 1 year prior to retirement
Request Retirement Estimate from HRO	At least 6 months prior to retirement date
Request a consultation to review your Retirement Estimate Report and go over the retirement process and timeline	At least 120 days prior to your date of retirement
Submit name for Online Retirement Application	No earlier than 90 days prior to your date of retirement
Retirement Effective Date (complete final exit clearance form)	Date of final separation listed on application
Final Salary Payment	At least 2 full pay periods after your retirement date
Work with TSP office to request withdrawal	Approximately 31 days after date of retirement
First interim retirement payment (Paid by OPM)	Approximately 6-8 weeks after your retirement date

Benefits Specialist Contact Information:

Stephanie Blanken

Phone: 785-830-2731

Fax: 505-563-5305

Email: stephanie.blanken@bie.edu

How do I schedule a retirement consultation?

You can submit your request to benefits inbox at BIE-Benefits@bia.gov. Be sure to include two dates and times for Specialist to schedule virtual consultation.

Retirement Information can be found at the following websites:

www.opm.gov

www.bie.edu

www.tsp.gov

www.ssa.gov

[ORA - Online Retirement Application](#)

Bureau of Indian Education Human Resources Office

October 2025

**I want to retire!
Where do I start?**

Remember!

**Dreaming of Retirement
is Great!**

**Planning for Retirement
is Better!**



Step 1: Submit Retirement Estimate Request Form.

Whether retirement is an immediate life event or something you are considering 5 years from now, we have a Benefits Team within the Human Resources Office that is dedicated to researching retirement options for employees and completing retirement estimate request.

Where do I find the form?

The Retirement Estimate Request Form can be found on our website www.bie.edu – search for Retirement.

What if I don't have access to internet?

Send email to BIE-Benefits@bia.gov to request or check with your local Business Office at your school location for a copy.

Do I have to get my Social Security Statement first?

No, the Social Security Statement is not required to complete a retirement estimate.

If you do not have your statement, submit your Retirement Estimate Request form without it.

Why do I need an estimate?

The retirement estimate helps in retirement planning. We want employees to enter retirement with as much information as possible to aid them with the planning process.

Step 2: Be patient and check your email.

A service history review and benefits check are completed as part of the retirement estimate.

This takes time to research as it can take approximately 4 weeks to complete. Your patience is appreciated during this process.

How will I receive my completed retirement estimate?

All estimates are sent out via email.

On rare occasions, Benefits Team may be able to mail out hard copy. Yet we recommend email to become more familiar with digital process.

Step 3: Review your completed Estimate.

Once you have received your completed estimate report, review all the information provided.

Write down any questions you come up with during your review. This will help you gather your thoughts and prepare you for the next step.

Step 4: Schedule a consultation with your Benefits Specialist.

BIE Benefits team is short staffed and virtual consultation sessions are limited.

Specialists counsel BIE employees and their schedule is maximized to provide counseling sessions, training sessions, and actual benefits processing.

Be courteous to other clients by scheduling your appointment. Walk-ins are not recommended due to limited staff.

We prefer employees **make appointments** to ensure someone is **available** to assist.

Step 5: Participate in your consultation session.

During the consultation session, we go through and explain the estimate report, the research, the process, and the retirement timeline. We also explain the separation process as you become a Federal Civilian Retiree, also known as an annuitant.

We recommend that you prepare your questions and take notes during your consultation.

Step 6: Complete the retirement application online.

Submit your name and information to have BIE Benefits team initiate your application in [Online Retirement Application](#) system.

Step 7: Transition to the Office of Personnel Management (OPM).

As an annuitant your new servicing Human Resources Office is OPM. OPM Retirement Services can be reached at 1- 888-767-6738.

The Bureau of Indian Education is now considered the last Federal Agency for which you worked.