

Indian Affairs  
Office of Human Capital Management

**Retirement Services Information for Employees**  
December 1, 2013

This is an update/reminder of who the contacts are for all retirement services for Assistant Secretary – Indian Affairs (AS-IA), Bureau of Indian Affairs (BIA), and Bureau of Indian Education (BIE).

All retirement services are provided by the following Retirement Specialists:

- **Toni Milmo** – (703) 390-6713, fax (703) 390-6486  
[Toni.Milmo@bia.gov](mailto:Toni.Milmo@bia.gov)  
Service Area: AS-IA & OJS
- **Victoria Chapman** – (503) 231- 2045, fax (503) 231-6110  
[Victoria.Chapman@bia.gov](mailto:Victoria.Chapman@bia.gov)  
Service Area: BIA
- **Audrey Duran** – (505) 563-5451, fax (505) 563-5305  
[Audrey.Duran@bie.edu](mailto:Audrey.Duran@bie.edu)  
Service Area: BIE

To obtain an estimate of your retirement annuity, please complete the [Retirement - Request for an Estimate form](#) and send it to the appropriate Retirement Specialist. It is helpful if you also send your [Social Security Earning Record](#) along with your Request for an Estimate form. Your Retirement Specialist can also assist you with starting the necessary forms for applying for retirement as well.

If you have decided on your retirement date and you would like to submit the application form instead of a Request for an Estimate Form, you can complete the retirement application and scan or fax it in to start the application process. Your Retirement Specialist will get in touch with you shortly thereafter. A retirement estimate will be sent to you at your request.

The Application for Immediate Retirement, form SF-2801 (CSRS) or SF-3107 (FERS), the Continuation of Life Insurance Coverage as an Annuitant or Compensation, form SF-2818, and the Designation of Beneficiary forms can be obtained on the forms page of the [OPM website](#).

To estimate the cost of your life insurance in retirement, you can use the [FEGLI calculator](#). If you plan on cancelling all or part of your life insurance before you retire, you would complete a SF 2817 (which can also be obtained from Office of Personnel Management's (OPM) website) and submit it to your Servicing Personnel Office (SPO) (Any cancellation, or change in life insurance can only be effected on the first or last day of a pay period, therefore any change in life insurance, immediately before retirement, must be received by the SPO, at least one pay period before your retirement date). An employee can elect to cancel all or a part of their life insurance at retirement, which is accomplished by using the SF 2818.

General information regarding retirement can be obtained on this [OPM website](#).

For Thrift Savings Plan (TSP) information go to the [TSP website](#). One booklet that we highly recommend is [Withdrawing your TSP Account After Leaving Federal Service](#).

Generally, the SPO would like to have your retirement application package 60 days prior to your retirement date to allow sufficient processing time.

If you have questions please email or call your Retirement Specialist.