

ORA Online Retirement Application

- Create a **Login.gov** account (note this is not your LiteBlue account)
- Call HR at 877-477-3273, Option 5, Option 2, and give them a retirement date (within 6 months) and an email address
- Wait for an email (about 7 days) from OPM: “**Do not reply/opm.gov**”
- Begin the online process through OPM.gov by signing in to Login.gov

Scans to be submitted:

- Marriage License
- Divorce Decree (not a copy) if it affects pension
- DD214 (if you had military service)
- SF 2818 (Life Insurance)
- W-4P (Federal tax)
- OWCP file (if you were paid by Dept of Labor)

- Submit the application to HR (note that the high three calculation and service credit history will **NOT** show on this application but will be completed prior to being returned for final submission to OPM)
- Wait for the completed application from HR (may take weeks)
- Review and submit application to OPM (or make corrections and resubmit to HR and wait for corrected application being returned for submission)

Login.gov will be used for your OPM account, your Social Security Account, your Benefits Account, and your TSP Account, and it has a two-step authentication for sign-in.