

November 26, 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Guidance on Repayment of Student Loans

On October 17, 2001, the Office of the Assistant Secretary of Defense authorized the Department of the Army authority to approve student loan repayments. Enclosed is a copy of the delegated authority and the Department of Defense Student Loan Repayment Plan for immediate implementation. Under this program agencies are allowed to pay all or part of an outstanding federally insured student loan to recruit and retain highly qualified employees. The repayment of student loans can be used in conjunction with other recruitment incentives.

The repayment of student loan guidance issued by DoD was written to allow agencies maximum flexibility. As such, the following information should be used along with the DoD guidance and Title 5 U.S.C. § 5379 when determining eligibility and criteria.

Within the Department of the Army, authority to approve repayment of student loans may be delegated to the lowest practical level.

Managers will verify the existence of, and the balance remaining on qualifying outstanding loans by requesting the candidate/employee provide a letter from the loan holder containing this information.

Managers will provide the Customer Service Representative a copy of the signed service agreement for forwarding to the Defense Finance and Accounting Service in order to begin payments to the loan holder.

A copy of the verification of the employee's outstanding federally insured student loan, the manager's justification for authorizing the loan repayment, and a copy of the service agreement will be maintained on the left -hand side of the Official Personnel Folder.

Where this program impacts bargaining unit employees' conditions of employment, activities should be reminded of their statutory and contractual labor relations obligations.

//Elizabeth B. Throckmorton signed for//
David L. Snyder
Deputy Assistant Secretary
(Civilian Personnel Policy)

Enclosure: DoD Memo: Authority Delegation - Student Loan Repayment Approval

Encl:

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