

USAASC - Student Loan Repayment Program Application Procedures

1. GUIDANCE:

- A. **DISCRETIONARY AUTHORITY:** As with any incentive, this authority is used at the discretion of the agency. Per guidance provided in the 29 September 2003 memo from Joel B. Hudson, Administrative Assistant to the Secretary Army (AASA) delegated this authority to the Assistant Secretary of the Army (Acquisition, Logistics and Technology) for further delegation to the Program Executive Offices (PEO).

- B. **GOVERNING POLICY:** United States Army Acquisition Support Center (USAASC) Student Loan Repayment Program Policy (SLRP), dated January 2009, inclusive of all References.

2. APPLICANT PROCEDURES:

- A. Secure a letter from the financial institution holding the student loan that verifies the existence of a qualifying loan and indicates the balance remaining on the loan.
- B. Prepare Request For Student Loan Repayment Benefit (USAASC SLRP Form 1).
- C. Complete and sign Program Service Agreement (USAASC SLRP Form 2)
- D. Coordinate and ensure completion of the outstanding loan repayment form (USAASC SLRP Form 3).
- E. Secure endorsement from 2nd Level Supervisor and/or first GS-15/COL equivalent in the employee's chain of command, whichever is higher (USAASC SLRP Form 4).
- F. Sign, Date and Enclose current ACRB/ (AL&T Workforce status and AAC Watermark must be evident, documenting authenticity).
- G. Complete Standard Form 1034 – Public Voucher for Purchases and Services Other Than Personal.
- H. Submit items 2A-2G, via Email NLT Board Closing Date identified in the announcement, as follows:
 - (1) All application documents must be scanned into 1 PDF file attachment and be entitled USAASC SLRP Application – Last Name, First Name.
 - (2) Subject Line must state: USAASC SLRP Application – Last Name, First Name.
 - (3) Email Content must identify: Name, Complete Work Mailing Address, Commercial Phone, DSN Phone.
 - (4) Request Return Receipt on Your Email.
 - (5) Ensure Your Email is digitally signed and encrypted. Email Civilian Applications TO: USAASC-SLRP2009@conus.army.mil.
- I. If approved, maintain an acceptable level of performance.
- J. Comply with terms of the SLRP Service Agreement.
- K. Notify USAASC immediately of any change, or intended change, to employment status.

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3. RESPONSIBILITIES:

A. SUPERVISOR/MANAGER:

- (1) Will verify the existence of the qualifying loan and the balance remaining on that loan, by reviewing the letter from the loan holder providing that information.
- (2) Will coordinate the 2nd Level Supervisor and/or first GS-15/COL equivalent in the employee's chain of command, whichever is higher, endorsement on the USAASC SLRP Form 1 (Request for Benefit)
- (3) Will provide support justification for authorizing the loan repayment, as part of the application, via the SLRP Form 4 (Chain of Command Endorsement).
- (4) Will notify USAASC immediately if any SLRP participants are removed, or are intended to be removed from employment with Department of Army.
Note: It is the responsibility of the managers to ensure that the employees meet the conditions of the Service Agreement; it is not the responsibility of the DFAS, the USAASC, nor the CPAC/CPOC.

B. USAASC – SLRP MANAGER:

- (1) Accept completed applications by SLRP Open Announcement Closing date.
- (2) Assemble board package for consideration.
- (3) Convene Senior Level SLRP Board, to include provision of Board Memorandum of Instruction.
- (4) Present the resulting SLRP Board Results to the Army's DDACM for approval and release.
- (5) Notify all SLRP Selects and Non-Selects of Board Disposition, via email.
- (6) Present the Approved SLRP Roster with Funding Lines to USAASC-Resource Management Division (RMD) for payment, via the appropriate Defense Finance and Accounting Service (DFAS) Office.
- (7) Prepare Annual Report of USAASC SLRP to OPM, as required.

C. USAASC – OFFICE OF THE DIRECTOR: Approve SLRP Board Results.

D. USAASC-RMD: Coordinate approved SLRP participant's Loan repayment payments with DFAS.

4. ATTACHMENTS:

- A. SLRP FORM 1 – REQUEST FOR BENEFIT
- B. SLRP FORM 2 – PROGRAM SERVICE AGREEMENT
- C. SLRP FORM 3 – OUTSTANDING LOAN INFORMATION
- D. SLRP FORM 4 – CHAIN OF COMMAND ENDORSEMENT
- E. STANDARD FORM 1034 – REQUEST FOR REIMBURSEMENT