



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
103 ARMY PENTAGON
WASHINGTON, DC 20310-0103

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MAY 20 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Student Loan Repayment Program Policy

1. References:

- a. Title 10, United States Code (U.S.C.), Chapter 87, Defense Acquisition Workforce, Section 1701-1764, Defense Acquisition Workforce Improvement Act (DAWIA) of 1990, as amended.
- b. Title 5, U.S. C., Section 5379, "Student Loan Repayments," January 3, 2007.
- c. Title 5, U.S. C., Section 2105, "Employee", January 3, 2007.
- d. Title 5, Code of Federal Regulations, Part 537, "Repayment of Student Loans," January 1, 2007.
- e. DODI 5000.66, "Operation of the Defense Acquisition Technology and Logistics Workforce Education Training and Career Development Program," December 21, 2005.
- f. Office of the Under Secretary of Defense Memorandum, Subject: DOD Student Loan Repayment Program, September 30, 2004.
- g. Office of the Deputy Chief of Staff, G-1 Memorandum, Subject: Department of Defense (DoD) Student Loan Repayment Program, March 22, 2005.
- h. Assistant Secretary of the Army Acquisition, Logistics and Technology (ASA ALT) Memorandum, Subject: Delegation of Authority for the Repayment of Student Loans, July 14, 2004.

2. This document establishes policy for the United States Army Acquisition Support Center (USAASC) DACM Office Student Loan Repayment Program (SLRP). SLRP is available to Department of the Army civilian acquisition workforce members. The program is intended to facilitate the recruitment and retention of highly-qualified civilian Army acquisition workforce members by repaying all or part of their personal qualified federally insured student loans.

3. Eligible Army acquisition workforce members may be considered for personal loan repayment up to \$10,000 per calendar year, with a potential \$60,000 lifetime maximum

for any individual. More than one loan may be repaid as long as the combined repayments do not exceed these limits.

4. SLRP is intended to be an annual fiscal year program utilizing the USAASC Army DACM Office, Defense Acquisition Workforce Development Fund (DAWDF) line of accounting. The total number of applicants accepted each fiscal year is dependent upon availability of funding.

a. An announcement will establish requirements, criteria and timelines for submission.

b. Applicants will utilize the Army Acquisition Professional Development System (AAPDS) within the Career Acquisition Management Portal (CAMP) to submit an application package electronically.

c. Immediate and 2nd Level Supervisors and/or the first GS-15/COL equivalent in the employee's chain of command will endorse each application. This endorsement should consider one or more of the following criteria:

(1) The importance/criticality of the position and the effect on the agency if the employee were to leave;

(2) The projected cost of recruiting and training a replacement.

d. There is a three-year service obligation requirement for employees that use this program to repay their student loan(s). Before any loan repayment is made, the employee must sign a written agreement to serve a minimum of three years with the Department of Army, regardless of the amount of repayment authorized. This three-year period will begin when the first payment is made to the holder of the loan. Acceptance to the program one year does not guarantee acceptance in subsequent years. The employee is required to apply each year, and if accepted, must sign a three-year Civilian Service Agreement (CSA). For example, if an employee is accepted in 2014 and payments begin on July 24, 2014, the CSA end date will be July 23, 2017. If, in 2015, an employee applies and is again accepted, and payments begin August 2, 2015, a new CSA is signed ending August 1, 2018.

5. Upon closing of the SLRP application process, the USAASC Army DACM Office will prepare all completed applications for board review. Areas of consideration may include, but are not limited to: acquisition career field; years of federal service; degree discipline; and degree completion status.

6. SLRP participants who separate voluntarily or who are separated involuntarily for cause or poor performance and fail to complete the required service agreement period must refund the full amount of benefits received. If an employee fails to reimburse the

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agency, the amount outstanding will be recovered from the employee under established debt collection procedures.

7. Payments will be made directly to the lending institution holding the loan on behalf of the SLRP participant. The loan must be made, insured or guaranteed under the approved Higher Education Act of 1965 or approved under the Public Health Services Act.

a. Bi-weekly payments will be made for 26 pay periods for the first year of the service agreement. The participant must reapply each year. Payments may be applied only to indebtedness outstanding at the time the agreement is signed.

b. Loan repayment benefits made under this authority are in addition to base pay. These benefits are subject to Federal income tax, Social Security and Medicare withholding, and any State or local income tax that may be applicable. The loan holder receives the full amount of the loan repayment and taxes are withheld from the employee's bi-weekly pay as appropriate.

8. This document is effective immediately and remains in effect until rescinded, superseded or deleted.

9. My point of contact for this policy is Ms. Jael Latham, Commercial: (703) 805-3617, or email: jael.n.latham.civ@mail.mil.



CRAIG A. SPISAK
Deputy Director
Acquisition Career Management

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