

STUDENT LOAN REPAYMENT PROGRAM (SLRP) POLICY AND PROCEDURES
DATE: 31 JULY 2020

SUMMARY OF CHANGES

PARA	SIGNIFICANT CHANGES FROM THE PREVIOUS POLICY
1	References: Updated references and provided web links if available
5	Responsibilities: This is a new section, which outlines responsibilities for the Director, Acquisition Career Management (DACM); DACM SLRP Program Manager; US Army Acquisition Support Center (USAASC) G-8; Selectee's G-1, G-8, and Supervisor.
4a	Program Information: Included eligibility of the AAW civilian professional's children.
4b	Program Information: Included eligibility of term employees with at least three years remaining on their term appointment.
4c	Program Information: Changed last sentence to read "More than one loan may be repaid as long as the combined repayments do not exceed the approved amount or up to \$10,000."
6d	Application Process: Used more current dates in the example.
6e	Application Process: For selection consideration, removed degree completion status and added degree level.
7a	Funding: Removed section about bi-weekly payments and inserted language about lump sum payments



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

SFAE

MEMORANDUM FOR SEE DISITRIBUTION

SUBJECT: Student Loan Repayment Program Policy and Procedures

1. References. See Enclosure.
2. Purpose. To establish policy for the Student Loan Repayment Program (SLRP) and outline procedures for the application and selection process.
3. Applicability. This document applies to all civilian Army Acquisition Workforce (AAW) professionals. All guidelines and instructions in this SLRP Policy and Procedures and the application process (located on U.S. Army Acquisition Support Center (USAASC)'s Army Director, Acquisition Career Management (DACM) website at <https://asc.army.mil/web/career-development/programs/student-loan-repayment-program/>) must be followed. Failure to comply may result in non-selection or removal from the program.
4. Program Information.
 - a. The SLRP is an annual Fiscal Year (FY) program funded under the authority of the Defense Acquisition Workforce Development Account, Section 852, Article 1705, Public Law 110-81. It is centrally controlled and announced by the Army DACM Office, based upon availability of funding. The SLRP is intended to facilitate the retention of highly qualified civilian AAW professionals within critical acquisition career fields by repaying all or part of their own and/or their children's qualified federally insured student loans. The total number of approved selectees accepted each FY is contingent upon availability of funding.
 - b. The SLRP is available to current Department of the Army civilian AAW professionals, including term eligible employees with at least three years remaining on the term appointment.
 - c. The SLRP may repay federal insured student loans up to a maximum of \$10,000 per calendar year, with a potential \$60,000 lifetime maximum, upon selection. More than one loan may be repaid as long as the combined repayments do not exceed the approved amount or up to \$10,000.

SFAE

SUBJECT: Student Loan Repayment Program Policy and Procedures

5. Responsibilities:

a. DACM:

1) Serves as the final approval authority for AAW civilians selected to participate in the program.

2) Provides oversight and management of the announcement, Review Board procedures and selection process.

3) Provides central SLRP funding.

b. Army DACM Office, SLRP Program Manager (PM):

1) Develops, issues and implements the SLRP Policy and Procedures.

2) Manages the SLRP budget and processes all requests for student loan repayments.

3) Updates and publishes the SLRP announcement on the Army DACM Office website.

4) Monitors the Continued Service Agreements (CSA) to ensure that commitments are being implemented and maintained by the designated command/organization Budget and Human Resources (HR) Points of Contact (POCs).

5) Provides assistance with submission of SLRP applications in the Army Acquisition Professional Development System (AAPDS), located within the Career Acquisition Management Portal (CAMP)/Career Acquisition Personnel and Position Management Information System (CAPPMS). The CAMP website can be found at <https://apps.asc.army.mil/camp/>.

6) Reviews applications and determines eligibility of SLRP applicants.

7) Plans, organizes and conducts the SLRP selection process.

8) Provides the DACM with the Order of Merit List for review and final approval.

9) Notifies applicants of their selection or non-selection into the program.

10) Notifies selectees' designated command Budget and HR POCs of selectee's approval in the SLRP.

SFAE

SUBJECT: Student Loan Repayment Program Policy and Procedures

11) Provides SLRP attachments and other instructions to the designated command/organization Budget and HR POCs on processing the approved SLRP selectee's funding, CSA, and personnel actions.

c. USAASC G-8:

1) Ensures funding is sent to all approved SLRP selectee's designated command/organization Budget POCs via established Work Breakdown Structure (WBS) element or Military Departmental Purchase Request (MIPR), including the Department of Defense Activity Address Code (DODAAC).

2) Provides SLRP PM with monthly funding execution reports for monitoring overall program execution rate.

3) Discusses SLRP program budget execution issues with designated command budget POCs to resolve within established timelines.

d. SLRP Selectee's G-1:

1) Ensures the completion and retention of the selectee's CSA and submitted to the Defense Finance and Accounting Service (DFAS) to start and stop the approved SLRP payments of the selectees. A remedy ticket must be submitted by command/organization G-1, which is the only authorized official to communicate with DFAS.

2) Ensures a Standard Form-50 (SF-50, Notification of Personnel Action) is completed and submitted to the DFAS to start and stop the approved SLRP payments of the selectees. A remedy ticket must be submitted by command/organization G-1 and is the only authorized official to communicate with DFAS.

3) Verifies SLRP payment inquiries for approved selectees' lending institutions via remedy ticket submission.

4) Contacts SLRP PM when selectee is leaving the command/organization before the CSA is completed for further guidance on SLRP transfer or reimbursement fund options as applicable.

e. SLRP Selectee's G-8:

1) Ensures received SLRP funding for approved selectees are sent to the lending institutions and fully obligated before the funding expires.

SFAE

SUBJECT: Student Loan Repayment Program Policy and Procedures

2) Notifies SLRP PM when approved SLRP funds for the FY will not be fully obligated, at a minimum by 15 September of each year.

3) Coordinates with DFAS to send overpayments of approved SLRP funding back to selectee's designated command/organization Budget POC and return back to the USAASC G-8.

f. SLRP Selectee's Supervisor:

1) Upon approval, re-verifies selectee's eligibility to participate in the SLRP.

2) Ensures the SLRP PM is notified immediately when a change in employment no longer qualifies the selectee to participate in the SLRP.

3) Notifies and provides the approved selectee's servicing personnel office with a copy of the completed CSA for entry into the appropriate official personnel management file.

4) Notifies the new supervisor, if a change in supervisor occurs, that a CSA is in effect for the approved selectee.

g. SLRP Selectee:

1) Ensures first and second level supervisors are made aware of any challenges that may interfere with success in the SLRP. Each selectee must ensure approved SLRP funding remains accurate at all times by keeping the SLRP PM informed and the designated command/organization G-1 and G8 POCs updated. Selectees are responsible for SLRP funds required beyond the funding limits outlined within this policy and procedures.

2) Ensures completed requests from SLRP PM, designated command Budget and HR POCs, and supervisors are provided before any established suspense dates. Failure to complete and submit these requests may be cause for non-selection or termination from the program.

3) Notifies SLRP PM of any changes in employment status while the CSA is in effect prior to leaving the current position of SLRP acceptance.

4) Ensures first and second level supervisor accounts are current and active in CAMP, CAPPMS and AAPDS. The SLRP PM will not consider any submitted SLRP applications in AAPDS without first and second level supervisors being active in AAPDS and having their completed endorsements.

SFAE

SUBJECT: Student Loan Repayment Program Policy and Procedures

5) Ensures individual duty email address and phone number are current, correct and active in AAPDS.

6. Application Process:

a. The SLRP announcement will be posted on the Army DACM Office website at [https://asc.army.mil/web/career-development/programs/student-loan-repayment program/](https://asc.army.mil/web/career-development/programs/student-loan-repayment-program/), establishing the requirements, criteria and timelines for application submission.

b. Eligible civilian AAW professionals will utilize AAPDS to submit an application electronically.

c. The applicant's first and second line supervisors in his/her chain of command must endorse each application submission. 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. The completion of a CSA is a requirement for civilian AAW professionals who use SLRP to repay their student loan(s). Before any loan repayment is made, the civilian AAW professional must complete and sign the CSA.

1) If a civilian AAW professional is approved for the first time, the CSA obligation will be for three years with the Department of Army, regardless of the amount of repayment approved.

2) If a civilian AAW professional is approved consecutively, the CSA obligation will be for one additional year with the Department of Army, regardless of the amount of repayment approved.

3) The CSA will begin when the first SLRP payment is made to the holder of the student loan. Acceptance into the program in one year does not guarantee acceptance in subsequent years. The civilian AAW professional is required to apply each year, and if accepted, must complete a new CSA. For example, if an employee is accepted in 2019, and payments begin on 24 July 2019, the CSA start date should be 25 July 2019 and end date will be 24 July 2022. If, in 2020, the same employee applies and is approved, and payments begin 2 August 2020, a new CSA must be completed with the start date of 3 August 2020 and end date should be 2 August 2023.

SFAE

SUBJECT: Student Loan Repayment Program Policy and Procedures

4) If previous completed CSA obligations have been fulfilled, a new three year CSA must be completed.

e. After the SLRP application window closes, the SLRP PM will prepare all completed applications for board review and DACM final review and approval. Areas of consideration for selection may include, but are not limited to: degree level; degree discipline; Acquisition Career Field; years of federal service; first and second level supervisor assessment.

f. The Army DACM Office will notify all approved selectees and non-selectees of the final approval by the DACM.

g. SLRP participants who separate voluntarily or who are separated involuntarily for cause or poor performance and fail to complete the CSA obligation must refund the full amount of SLRP funding received. If an employee fails to reimburse the Army DACM Office, the outstanding amount will be recovered from the employee under established debt collection procedures outlined by DFAS.

7. Funding.

a. Lump sum payments will be made for the approved SLRP selectee. Payments may be applied only to outstanding student loan indebtedness at the time of SLRP approval.

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 and are the responsibility of the loan holder. The loan holder will receive the lump sum payment of the approved loan repayment and taxes are withheld according to the selectees' option selected on the CSA as appropriate.

c. SLRP payments will be made directly to the lending institution holding the loan on behalf of the SLRP participant, by the designated command budget POC. The loan must be made, insured or guaranteed under the approved Higher Education Act of 1965 or approved under the Public Health Services Act.

8. This document is effective immediately and will remain in effect until superseded.

SFAE

SUBJECT: Student Loan Repayment Program Policy and Procedures

9. For questions about this policy or the SLRP, please contact the SLRP PM through the DACM Policy Mailbox at usarmy.belvoir.usaasc.mbx.dacm-policies@mail.mil.

SPISAK.CRAIG
.A.1038819310

Digitally signed by
SPISAK.CRAIG.A.1038819310
Date: 2020.07.31 13:55:48
-04'00'

Encl

CRAIG A. SPISAK
Director
Acquisition Career Management

DISTRIBUTION:

Secretary of the Army
Assistant Secretary of the Army (Acquisition, Logistics, and Technology)
Deputy Chief of Staff, G-1
Deputy Chief of Staff, G-2
Deputy Chief of Staff, G-3/5/7
Deputy Chief of Staff, G-4
Deputy Chief of Staff, G-8

Commander

U.S. Army Forces Command
U.S. Army Training and Doctrine Command
U.S. Army Materiel Command
U.S. Army Special Operations Command
U.S. Army Space and Missile Defense Command/Army Strategic Command
U.S. Cyber Command
U.S. Army Medical Command
U.S. Army Intelligence and Security Command
U.S. Army Corps of Engineers
U.S. Army Test and Evaluation Command
U.S. Army Installation Management Command
U.S. Army Human Resources Command

Superintendent, United States Military Academy
Executive Director, Arlington National Cemetery
Executive Director, Office of the Chief Systems Engineer

Program Executive Officer

Assembled Chemical Weapons Alternatives
Aviation
Combat Support and Combat Service Support
Command, Control, and Communications (Tactical)
(CONT)

SFAE

SUBJECT: Student Loan Repayment Program Policy and Procedures

DISTRIBUTION (CONT):

- Enterprise Information Systems
- Ground Combat Systems
- Intelligence, Electronic Warfare, and Sensors
- Missiles and Space
- Simulation, Training and Instrumentation
- Soldier

- Joint Program Executive Office
 - Armaments and Ammunition
 - Chemical, Biological, Radiological and Nuclear Defense

- Director, Army National Guard
- Commander, Eighth Army

Enclosure

SUBJECT: Student Loan Repayment Program Policy and Procedures

References:

- a. Title 5, Code of Federal Regulations, Part 537, Repayment of Student Loans, 1 January 2007.
- b. Title 5, U.S.C., Section 5379(b) (2), Student Loan Repayments, 3 January 2007.
- c. Title 10, United States Code, Chapter 87, Defense Acquisition Workforce, Section 1701-1764, Defense Acquisition Workforce Improvement Act of 1990, as amended (DAWIA II).
- d. Department of Defense Instruction (DODI) 1400.25, Volume 537, "DoD Civilian Personnel Management System: Student Loan Repayment," 7 May 2020.
https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/140025/140025_vol537.pdf?ver=2020-05-07-133214-657
- e. DODI 5000.66, Change 2, "Defense Acquisition Workforce Education, Training, Experience, and Career Development Program," 13 September 2019.
<https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/500066.PDF?ver=2019-09-13-063647-267>
- f. Memorandum, Office of the Under Secretary of Defense, 25 July 2019, Subject: Modification to Department of Defense Student Loan Repayment Program.
- g. Memorandum, Office of the Deputy Chief of Staff, G-1, 22 March 2005, subject: Department of Defense (DoD) Student Loan Repayment Program.
- h. Memorandum, Office of the Assistant Secretary of the Army (Acquisition, Logistics, and Technology), 14 July 2004, subject: Delegation of Authority for the Repayment of Student Loans.
- i. Memorandum, Office of the Assistant Secretary of the Army (Acquisition, Logistics, and Technology), 20 May 2014, subject: Student Loan Repayment Program Policy – hereby superseded.