

RECOMMENDATION AND APPROVAL FOR THE REPAYMENT OF STUDENT LOAN(S)

1. Agency Name		2. Agency Code	3. Case No.	4. Personnel Office Identifier (SPO use only)
5. Name of Employee		6. Social Security No.		7. Duty Station Code
8. Position Title		9. Location (City, State)		10. Pay Plan/Series/Grade/Step
11. Salary		12. Organization		13. Effective Date of Loan Repayment
14. Accounting Code		15. Mail Check to (if applicable)		
16. Education Level		17. Employee Status (Check one) <input type="checkbox"/> New Employee <input type="checkbox"/> Current Employee		

The following information must be attached, for review by the recommending and approving officials for a student loan repayment:

- A written justification outlining the difficulty experienced or expected in filling the position if a student loan is not repaid, and
 - A written determination that unusually high or unique qualifications of the employee or a special need of the agency exists.
- Or
- A written determination that the employee is likely to leave the Federal Government if the loan is not repaid, and
 - A written description of the extent to which the employee's departure would affect the agency.
- In addition, the proposed amount of the loan repayment, along with the rationale for the amount proposed.

17. Recommended Amount \$

Signature of Recommending Official	Title	Date
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18. Check the Appropriate Block <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	19. Approved Amount \$ _____
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Signature of Approving Official	Title	Date
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Comments/Changes:

PRIVACY ACT STATEMENT

Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number, or tax identification number. This is an amendment to Title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.