U.S. DEPARTMENT OF AGRICULTURE

REPAYMENT OF STUDENT LOAN(S)

1. NAME OF AGENCY *(include Branch and Section)*		2. AGENCY CODE	3. CASE NUMBER	4. PERSONNEL OFFICE IDENTIFIER
5. NAME OF APPLICANT	6. SOCIAL SECURITY	7. APPLICANT OFFICIAL DUTY STATION *(City and State)*		8. DUTY STATION CODE
9. POSITION TITLE	10. PAY PLAN	11. SERIES/GRADE/STEP		12. CURRENT SALARY
13. ACCOUNTING CODE	14. EFFECTIVE DATE OF REPAYMENT		**NOTE:** Funds will be distributed by electronic funds transfer only.	

The following information <u>must</u> 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.

15. NAME AND TITLE OF RECOMMENDING OFFICIAL	16. SIGNATURE OF RECOMMENDING OFFICIAL	DATE	17. RECOMMENDED AMOUNT FOR REPAY STUDENT LOAN
18. NAME AND TITLE OF APPROVING OFFICIAL	19. SIGNATURE OF APPROVING OFFICIAL	DATE	20. APPROVED AMOUNT

21. REMARKS

Form AD-1151 (proposal 1)