

Part 3: Renewal Request - Component Review

(Part 3 must be completed and validated by a component / office (or equivalent) HR representative.)

A. Attorney Information

| | | |
|----|--|----------------------------------|
| 1 | Attorney's Name | |
| 2 | Component / Office (for AUSAs, include district) | |
| 3 | Attorney's grade (including step) (if applicable) | GS _____ Step _____ or N/A _____ |
| 4 | Attorney's annual gross salary as of May 1, 2008(include any promotions effective by that date) (<i>use 2008 base pay - do not include locality pay</i>) | \$ _____ |
| 5 | Has the attorney been the subject of any performance or disciplinary actions in the past 12 months? (If yes, then specify. Attach information as needed). | |
| 6. | Has the attorney engaged in substantiated misconduct in the past 12 months? (if yes, then specify. Attach information as needed). | |

B. Attorney's Position Information

| | | |
|---|--|--|
| 1 | What is the attorney's current position? | |
| 2 | Was the attorney in a leave without pay status or in any other non-pay status in 2007? | YES <input type="checkbox"/> |
| | | NO <input type="checkbox"/> |
| 3 | If the answer in B 2 is "yes," was the absence due to uniformed service or compensable injury? | YES <input type="checkbox"/> (Ensure copy of orders or other documentation is attached. No extension of service obligation completion date is required.) |
| | | NO <input type="checkbox"/> List dates of absences below, then correct component records to extend the existing service obligation completion date by the total amount of time spent in non-pay status. |
| 4 | Is the Renewal Request Complete? For a checklist, visit the ASLRP link at http://www.usdoj.gov/oarm/aslrp/checklist.pdf | YES <input type="checkbox"/> |
| | | NO <input type="checkbox"/> Return to requester for corrective action. |
| 5 | Name of Component HR Representative | |

| | | |
|----------|---|--------|
| 6 | Signature of Component HR Representative | |
| 7 | Work Phone | E-Mail |

If complete, please forward to the component Executive Officer (or equivalent) (or delegate) for further processing.