

STUDENT LOAN REPAYMENT

Request Worksheet



Selectee Name: _____ MTF/Center: _____
 Position Title: _____ Directorate/Division: _____
 Pay Plan: _____ Series: _____ Grade: _____ Step: _____ Department/Service/Branch: _____
 Hiring Manager: _____
 Email: _____
 Telephone: _____

Base Salary \$ _____
 (not including locality/special rate):

Proposed Amount of Loan to be Paid: [] \$ _____

RPA # (if applicable): _____
 Incentive is being used for: **Recruitment (New)**
Retention (Current)

Number of Years to Make Loan Payments: []

If any answer below is "No," the Student Loan Repayment cannot be approved.

1. Is the position covered in one of the approved categories provided in 5 CFR 575.103? [?] YES NO
2. Is the employee's most recent performance rating of record at least "Fully Successful" or equivalent? YES NO
3. The loans qualify for eligibility and are insured or guaranteed under the Higher Education Act of 1965 and/or the Public Health Service Act? YES NO

Answer these questions if the Student Loan Repayment is for a RECRUITMENT INCENTIVE

1. Has the position been designated as "hard to fill"? If yes, please provide justification. YES NO
2. Is the incentive for a newly appointed employee as defined in 5 CFR 575.102? [?] YES NO

Answer these questions if the Student Loan Repayment is for a RETENTION INCENTIVE

1. Is the individual a current Federal employee in or under NCR-MD Region? YES NO
2. Is it essential to retain the employee for one of the following reasons? (Please select all that apply) YES NO
 - Employee has unusually high or unique qualifications
 - Employee meets a special need of the agency
3. Is the employee likely to leave Federal service in the absence of this incentive? YES NO

Attach Justification and Required Documentation to this Request []

Resource Management		Nominating Supervisor		Second Level Approver (Optional)		Final Level Approver	
Approved	Disapproved	Approved	Disapproved	Approved	Disapproved	Approved	Disapproved
Print Name:		Print Name:		Print Name:		Print Name:	
Title/Rank:		Title/Rank:		Title/Rank:		Title/Rank:	
Signature:		Signature:		Signature:		Signature:	