

**Attorney Student Loan Repayment Program (2007)
Organization Input**

Part 3: Position and Attorney Information Verification. (For Department use).

Information in Part 3 must be provided by the component or office (or equivalent) HR staff.

1	Attorney's Name		
	Component/Office		
	Annual Base Salary (as of May 1, 2007) (Do not include locality pay.) Verify Part 1, block 5.	\$	
	Attorney's Job Title		
	Date attorney entered on duty (or scheduled to enter on duty):	Please note that if after September 30, 2007, the Program Administration Panel must grant an exception to policy. Please <u>highlight</u> this requirement in a forwarding endorsement to OARM.	mm/dd/yy
2a	Is attorney a prior ASLRP recipient? Review Part 1, block 4b.	<input type="checkbox"/> YES	Enter date current service obligation expires and continue to question 3.
		<input type="checkbox"/> NO	Answer question 2b, below.
2b	Does attorney claim at least \$10,000 of current federal student loan debt? (This is not applicable to prior ASLRP recipients).	<input type="checkbox"/> YES	Continue to process request.
		<input type="checkbox"/> NO	Attorney is ineligible. Do not process request. Notify attorney.
3	<p>VERIFICATION STEP</p> <p>Is the request accurate? You must <u>verify</u> the attorney's base salary, EOD, office of assignment, etc.</p> <p>If the packets are not complete, return to the attorney for corrective action.</p> <p>If you return the packets to the attorney for correction, advise the attorney that late submissions to OARM will not be accepted.</p>	Once you confirm accuracy, verify that the OARM packet is complete.	
		• One copy of Part 1 (Attorney and Loan Information)	
		• Tab A: One copy of each lender's statement (or a clearly annotated consolidated statement) and other relevant financial information.	
		• Tab B: Signed Service Agreement	
		• Tab C: If submitted - this is optional.	
		• Part 2 (Justification) Six copies with a resume attached to each.	
Verify that the component packet is complete.			

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		<ul style="list-style-type: none"> • One copy of the following: <ul style="list-style-type: none"> - Part 1 - Part 2 with attached resume - Service Agreement 				
4	Is the attorney serving (or being hired to serve) in a permanent or qualifying non-permanent appointment	<i>Attorneys holding term appointments with less than three years remaining before expiration are not eligible. New hires holding 14-month temporary appointments leading to permanent pending adjudication of background investigations are eligible.</i>		YES	<input type="checkbox"/>	
				NO	<input type="checkbox"/>	
5	List any misconduct, performance or disciplinary issues that may render the attorney ineligible for this program within the past 3 years. If none, so state.					
6	Was the attorney's last evaluation at least at the Fully Successful level under Part 430 of Title 5, CFR, or a similar level of performance under another applicable performance management system.	<input type="checkbox"/>	YES	Continue to process request.		
		<input type="checkbox"/>	NO	Do not process this request. Notify attorney of ineligibility for ASLRP		
		<input type="checkbox"/>	N/A	Attorney is newly hired and has not yet qualified for a rating or has not entered on duty. Continue to process request.		
7	Review of Attorney's Justification (Part 2)					
	Does attorney base all or part of Part 2, Item 2 on a specific component-identified qualification or criteria listed in Appendix A for 2007?	<input type="checkbox"/>	YES	Does component concur that attorney meets component-identified qualification or criteria listed in Appendix A?	YES	<input type="checkbox"/>
					NO	<input type="checkbox"/>
		<input type="checkbox"/>	NO			
7	HR Representative (Person completing Part 3)	Name				
8	Telephone		E-mail			

Print this document. Attach it to the OARM Copy of the Request Packet and forward it to the component Executive Officer (or equivalent) (or delegate) for completion of Part 4 and further processing.