

## REQUEST FOR CONSIDERATION

### ATTORNEY STUDENT LOAN REPAYMENT INCENTIVE U.S. DEPARTMENT OF JUSTICE

- OARM strongly recommends that you read the ASLRP Policy and complete the ASLRP Eligibility Worksheet before beginning the request process.
- Requests must be TYPED or FORM-FILLED - not hand-written, except for initials and signatures.
- It is your responsibility to ensure your request is accurate, complete, properly assembled, and timely. OARM will not process late or incomplete requests.

#### ASSEMBLY AND SUBMISSION REQUIREMENTS:

Submit two request packets (one for OARM, one for your component), *assembled as described below*, to your organization's ASLRP point of contact. (See Where To Submit Your Request at <http://www.usdoj.gov/oarm/aslrp/poc.htm> .

**A. Packet 1 - OARM Packet** : Submit one copy of Part 1 with Tabs as specified below. Submit 6 copies of Part 2, with resume attached as specified below.

- **Part 1: Attorney and Loan Information (One copy)**
  - Tab A : **One** current copy of each lender's statement of account status, 2006 payment history, and current balance on each loan. If loans were consolidated, documentation showing the original loans were qualifying loans
  - Tab B : Your signed Service Agreement (original signature)
  - Tab C : (Optional)Statistical Data on Race, Ethnicity, National Origin, and Gender
- **Part 2: Justification (Six copies)**
  - Attach one copy of your current resume to each justification.

**B. Packet 2 -- Component/Office/Bureau/Division (or equivalent) Packet**: Submit one copy of Part 1, one copy of Part 2 (your justification and resume), and one copy of your signed Service Agreement.

**OARM WILL NOT PROCESS HANDWRITTEN OR INCOMPLETE REQUESTS, ASSEMBLE TABS, MAKE COPIES, OR ACCEPT MISSING DOCUMENTS SUBMITTED SEPARATELY**

#### **Effect of Non-disclosure**

Your submission of this Request for Consideration is voluntary; however, if the Request is submitted, omission of significant information requested would preclude continued processing to determine whether receive an incentive benefit.

**REQUEST FOR CONSIDERATION**

**ATTORNEY STUDENT LOAN REPAYMENT INCENTIVE, FY 2007**

**Part 1: Attorney and Student Loan Information.**

(Privacy Act statement follows Part 2)

**Attorney Information.**

<b>1.</b>	Name:		SSN:	
<b>2.</b>	DOJ Supervisor's Name and work phone:			
<b>3</b>	DOJ Component and Office of Assignment (e.g., Civil Division/Federal Programs)			
<b>4a</b>	<b>Current Employees only:</b> Indicate the date you entered on duty	_____ mm/dd/yy		
<b>4b</b>	<b>Current Employees only:</b> Were you previously approved for ASLRP (e.g. received funding)?	<b>Yes</b>	<input type="checkbox"/>	
		<b>No</b>	<input type="checkbox"/>	
<b>4c</b>	<b>Current Employees only:</b> If you received prior ASLRP funding, list all years received and expiration date of your most recent service obligation associated with the ASLRP.	<b>Years received:</b>		
		<b>End date of last service obligation:</b>		
<b>4d</b>	<b>Incoming attorneys:</b> Indicate the date you are scheduled to enter on duty.	Note: If after September 30, 2007, request must be approved by the Program Administration Panel as an exception to policy as it crosses into the next fiscal year and thus affects availability of funding.	_____ mm/dd/yy	
<b>4e</b>	<b>Incoming attorneys only:</b>	Are you an incoming Honors Program attorney?	<b>Yes</b>	<input type="checkbox"/>
			<b>No</b>	<input type="checkbox"/>
<b>5.</b>	Annual base salary (Include any pending promotions, step increases, or raises effective as of May 1, 2007. <b>Do not include locality pay.</b> )	\$		
		Attorneys paid under Title 5 (i.e., GS attorneys) can determine their base salary by selecting the General Schedule and Locality Pay Tables at <a href="http://www.opm.gov/oqa/07tables/">www.opm.gov/oqa/07tables/</a> . Attorneys paid under Title 23 (i.e., Assistant U.S. Attorneys) can determine their base salary by consulting their Human Relations staff or by visiting <a href="http://www.usa.doj.gov/staffs/ps/specialty/pay_compensation/payinde.html#General">www.usa.doj.gov/staffs/ps/specialty/pay_compensation/payinde.html#General</a>		

6.	Type of Appointment and, if term, end date (e.g., permanent; temporary leading to permanent; or term) Consult your HR staff for assistance if needed.	<i>Attorneys holding term appointments with less than three years remaining before expiration are not eligible. Many new hires hold 14-month temporary appointments that lead to permanent appointments pending adjudication of background investigations (e.g., Honors Program attorneys except those in 1-2 year fellowships/clerkships).</i>		
7.	If you have not yet entered on duty, are you currently employed by another Federal agency? (Federal Judicial Law Clerks are not considered permanently employed by another Federal agency).	YES	<input type="checkbox"/>	List current Federal agency, and supervisor's name and telephone number.
		NO	<input type="checkbox"/>	
8.	Mailing Addresses	Work		
		Home		
9.	Work Telephone Numbers			
10.	Fax number			
11.	E-Mail Addresses	Work		
		Home		

**Student Loan Information:**

- If loans were consolidated, you must provide documentation from the lender showing that the original loans were qualifying loans.
- If you consolidated your loans with a spouse's loans, you must segregate your qualifying loans and provide supporting documentation for your loans. The burden of explaining/clarifying your loan information so that it is easily understood rests on you.

Complete the block below for **each** of your existing, qualifying student loans. **List them in the order you wish the incentive payments to be credited if you are selected for ASLRP.** See the ASLRP policy for information on which loans qualify. If you have more than one outstanding loan, use the loan information continuation page to continue. Note that one block must be completed for each **loan**, even if all loans are with the same **lender**. Provide a letter or statement (dated within 45 days prior to the date this request is submitted) from each **lender** or **loan servicing organization** for each loan indicating that the loan is current and in good standing, with your payment history for 2006, and reflecting the current balance. A monthly payment statement or cancelled check will not suffice. An Internet account printout containing the required information is acceptable.

**12. Number of qualifying Federal student loans:** \_\_\_\_\_

**13. My total qualifying Federal student loan indebtedness total is:** \$ \_\_\_\_\_  
 (Do not include information about private loans that are not federally guaranteed.)

**14. My 2006 annual payments on qualifying Federal student loans was:** \$ \_\_\_\_\_  
 (Calculate this based on the actual amount you paid from January through December of 2006. If you are a recent law school graduate whose loan payments were tolled for a part of that year, please initial the block below).

I am a recent law school graduate. My qualifying Federal student loan repayments were tolled for part of the most recent calendar year.	
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15. List the source and amount of any other student loan repayment benefits you receive (e.g., from a law school) in the space below. If none, so state.

16. If you received a student loan repayment incentive from another Federal agency prior to entering on duty, enter the total amount you received (gross payment prior to withholdings) and the name of the agency here:

\$ \_\_\_\_\_ **Agency:** \_\_\_\_\_

<b>Loan 1</b>	Amount of outstanding balance:	\$ _____
	Effective date of above outstanding balance:	_____
	Loan holder/servicing organization (complete name, payment address, telephone number)  (Remember to attach a statement from the lender showing balance, payments, and account status.)	_____
	Loan identification number	_____
	Type of Loan (e.g., Stafford, Direct)	_____
	Payment amount and frequency (e.g., monthly/quarterly/annually)	\$ _____ per _____
	Due date of the next payment	_____
	Amount you personally paid between Jan 1 and Dec 31, 2006	\$ _____
	Amount due in 2007	\$ _____

**Attach continuation pages as needed to document each qualifying Federal loan.**

NAME: \_\_\_\_\_

SSN: \_\_\_\_\_

**STATISTICAL DATA ON RACE, ETHNICITY, NATIONAL ORIGIN AND GENDER**

- **Provision of this information is voluntary.**
- **You may elect to provide all, part, or none of the requested information.**

The following information is being collected for statistical purposes only. The provisions of 5 C.F.R. § 537.105(d) require the Department to adhere to merit systems principles. This page will be separated from your request by OARM prior to forwarding to the Program Administration Panel for consideration.

You will be instructed to submit this page as a separate tab (Tab C) to your request. If you elect not to provide any of this information, simply omit Tab C from your request packet.

Gender: Male  Female

**Race/Ethnicity/National Origin: (Please check all that apply)**

African-American/Black	<input type="checkbox"/>
Asian	<input type="checkbox"/>
Caucasian/White	<input type="checkbox"/>
Native American/Alaskan Native	<input type="checkbox"/>
Native Hawaiian/Pacific Islander	<input type="checkbox"/>
Hispanic/Latino	<input type="checkbox"/>
Not Hispanic/Latino	<input type="checkbox"/>
Other	<input type="checkbox"/>

**NAME:** \_\_\_\_\_

**SSN:** \_\_\_\_\_

*Please read the certification block carefully before signing and dating. Review the ASLRP policy (<http://www.usdoj.gov/oarm/aslrp/poliy.htm>) for clarification if you do not understand the terms of this certification. If you need further assistance, contact OARM.*

**Certification:**

I certify that all the information I provided for ASLRP consideration is true and correct, including data provided in the Justification. I further certify that I am not in default on any qualifying Federal student loan, whether or not listed here. As part of this certification, I attest that:

- I have read and understand the Attorney Student Loan Repayment Program policy.
- I understand that the ASLRP is an agency incentive program, not an entitlement.
- I understand that ASLRP awards are subject to tax and withholdings, which are deducted before payment is issued to the loan holder.
- I am aware of the eligibility requirements, the "matching funds" provisions, and the requirement to continue making personal loan repayments.
- I understand that if selected, the Department does not guarantee future incentive payments beyond FY 2007, and that all payments are subject to the availability of funds as determined solely in the discretion of the Department of Justice.
- I understand that acceptance of ASLRP funding triggers a three-year service obligation specifically to the Department of Justice and not to federal service in general, and that all payments issued on my behalf (pre-tax amounts) may be recouped if I fail to complete my service agreement.
- I acknowledge that periods of leave without pay or other periods in which I am not in a pay status (except absence due to uniformed service or compensable injury) do not count toward completion of my service obligation.
- I certify that no performance, misconduct or discipline issues render me ineligible for this program.
- I understand that I may be subject to administrative and/or disciplinary action, including but not limited to termination of the loan repayment incentive, if I provide false information.

<b>Signature</b>	
<b>Date</b>	

## **Part 2: Justification. Prepare a written justification as described below.**

The Program Administration Panel will carefully consider your responses to the information requested below. Please follow the categories in the order specified. An appropriate response will be succinct, well organized, and relevant to the specific category. There are suggested areas of interest listed in italics under some of the categories. You are not required to address each area of interest - they are suggestions intended to identify the relevant topics of interest for that category.

1. Education: Please summarize your educational background.

*Areas of interest include law school academic background, law review, competitive moot court (e.g., Jessup Cup, etc - not mandatory first-year moot court), graduate law degrees, other advanced degrees, and continued professional education or training. Please highlight any significant honors or achievements. Do not address judicial clerkships.*

2. High or Unique Qualifications Relevant to DOJ Duties - or - Special Need of the Department:

- You must justify ASLRP selection based on one or both of these elements.
- You may articulate how you meet component qualifications (posted on Appendix A) for your assigned component. If there is nothing for your component listed on Appendix A or you do not meet the listed qualifications, then you must provide a justification sufficient for the Department to find that you meet one of the elements above.
- You must explain how your qualifications or your ability to meet a special Department need impact on your current duties.
- Your response to this section should be limited to 1 page.

*Areas of interest include:*

*a. Whether you meet specific component-identified qualifications for the position to which you are currently assigned (e.g., membership in specialty bar (e.g., Patent Bar) or other professional qualifications relating to attorney's duties (e.g., CPA, Patent Agent), undergraduate or advanced degrees in fields relevant to DOJ component's practice, foreign language fluency (e.g., must possess professional proficiency in the spoken and written language and be able to conduct legal business associated with your DOJ position, etc.) See Appendix A for a listing of component-identified qualifications. (Please note, you must actually be assigned to the component in order to justify ASLRP using Appendix A qualifications. For example, do not base your justification on qualifications listed by the Antitrust Division if you are assigned to the Criminal Division).*

*b. Judicial Clerkship (but only if relevant to your current duties).*

*c. Other knowledge, skills, experience, education, prior employment, or training that contributes to your effectiveness as a DOJ attorney.*

*d. Assignment to a component-designated "hard-to-fill" location (also listed on Appendix A). You must actually be assigned to the listing component and to the geographic location.*

*e. The manner in which you contribute directly to accomplishment of one or more DOJ Strategic Goals.*

- 1. Prevent Terrorism and Promote the Nation's Security*
- 2. Enforce Federal Laws and Represent the Rights and Interests of the American People*
- 3. Assist State, Local, and Tribal Efforts to Prevent or Reduce Crime and Violence*

#### 4. *Ensure the Fair and Efficient Operation of the Federal Justice System*

3. Demonstrated Potential Based on Objective Accomplishments: This area focuses on your overall potential as demonstrated by activities within the past 12 months. Honors Program attorneys and lateral hires who have not yet entered on duty with the Department may base their responses on their current or past employment or school environment, volunteer, public service or leadership experiences.

*Areas of interest include:*

- *Performance evaluations*
- *Ability to train or mentor others*
- *Pro bono or other volunteer or public service activities*
- *Other service to the Component or the Department (e.g., represents the component as a public speaker, moot court judge for law school competitions, legal recruiting activities, etc.)*
- *Demonstrated leadership*

4. The Basis for a Determination of Recruitment or Retention Difficulty: Please articulate a basis for a determination of the degree of recruitment or retention difficulty.

- You may use factors listed in Appendix B, or other relevant factors.
- Attorneys already on duty with the Department must address the extent to which their departure would affect DOJ's ability to carry out an activity or perform a mission-essential function and their likelihood of leaving the Department for employment outside the Federal service if not selected for participation.

5. Short Essay: Provide a short essay (not to exceed 1 page) discussing either the greatest challenge you faced in pursuing your legal career or your greatest contribution to the legal profession.



**General**

This information is provided pursuant to the Privacy Act of 1974 (P.L. 93-597).

**Authority for Collection of Information**

5 U.S.C § 5379

**Purpose and Uses**

The main purpose for collecting the information requested on this form is to establish the terms under which an individual receives a student loan repayment benefit under the Attorney Student Loan Repayment Program. The information collected will be used as a basis for payroll actions and to identify and validate qualifying Federal student loans. Accordingly, disclosure of identifiable information, including your Social Security Number (SSN), may be made to the Internal Revenue Service for tax withholding purposes, the Department of Treasury for payroll action, and to the Department of Labor for worker compensation claims, and to lending or educational institutions to identify and validate qualifying Federal student loans. This information may also be used by the Department of Justice for other lawful purposes including law enforcement and in the event of litigation. In addition, these records, or information therein, may also be used within the Department of Justice for study purposes, such as projection of staffing needs, and/or creation of non-identifiable statistical data for reports to other Federal agencies and Congress.

**Information Regarding Disclosure of Your Social Security Account Number**

Disclosure of the SSN is mandatory since it is the identifier used by the Internal Revenue Service and for the withholding of taxes from your salary. The use of the SSN is necessary because of the large number of present and former employees and applicants who have identical names and birth dates, and whose identities can be distinguished only by the SSN. It is used primarily to identify an employee's personnel, leave, and pay records and to relate on to the other. In this regard, it is also used by the Department of Justice to locate records in order to respond to lawful requests for information from former employers, educational institutions, and financial or other organizations. It also may be used by the Department of Justice to identify and validate qualifying Federal student loans. The information gathered through the use of the number will be used only as necessary in personnel administration processes carried out in accordance with established regulations and published notices of systems of records. The SSN also will be used for the selection of persons to be included in statistical studies of personnel management matters.