

Attorney Student Loan Repayment Program (2013) Organization Input - New Requests

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 December 31, 2012) (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, 2013, the Program Administration Panel must grant an exception to policy. Please highlight 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	VERIFICATION STEP Is the request accurate? You must <u>verify</u> the attorney's base salary, EOD, office of assignment, etc. If the packets are not complete, return to the attorney for corrective action. If you return the packets to the attorney for correction, advise the attorney that late submissions to OARM will not be accepted.	Once you confirm accuracy, verify that the OARM packet is complete.		
		• One copy of Part 1 (Attorney and Loan Information)	<input type="checkbox"/>	
		• Tab A: One copy of each lender's statement (or a clearly annotated consolidated statement) and other relevant financial information.	<input type="checkbox"/>	
		• Tab B: Signed Service Agreement	<input type="checkbox"/>	
		• Tab C: If submitted - this is optional.	<input type="checkbox"/>	
		• Part 2 (Justification) Six copies with a resume attached to each.	<input type="checkbox"/>	
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 			<input type="checkbox"/>
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 2013?	<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		
8	Is the attorney a prior ASLRP participant?				
	IF a prior ASLRP recipient, is the attorney performing the last year of his/her service obligation between June 2012 - July 2013?				YES <input type="checkbox"/> NO <input type="checkbox"/>
	If performing a current service obligation, was the attorney in a leave without pay status or in any other non-pay status between June 2012 - July 2013?				YES <input type="checkbox"/> NO <input type="checkbox"/>
	If "yes", was the absence due to uniformed service or compensable injury?				YES <input type="checkbox"/> NO <input type="checkbox"/>
If "yes," ensure a copy of orders or other documentation is attached. No extension of the current service obligation is required. If "no," list the dates of absences below, then correct component records to extend the existing service obligation completion date by the total amount spent in a non-pay status.					
9	HR Representative (Person completing Part 3)	Name			
10	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.