

**REQUEST FOR RENEWAL OF INCENTIVE PAYMENTS
ATTORNEY STUDENT LOAN REPAYMENT
FY 2013**

(To Be Submitted Only by Attorneys Initially Selected in the FY 2011 or FY 2012 ASLRP)

Part 1: ATTORNEY INFORMATION

1.	Name			2.	SSN		
3.	Mailing Addresses	Work					
		Home					
4.	Work Telephone						
5.	Fax Number						
6.	E-Mail Addresses	Work					
		Home					
7.	Service Obligation <i>(Select the appropriate response and provide any additional information needed). See Policy, Paragraph D.4., for details.</i>	<p>Did you incur any periods of leave without pay or time not in a pay status in 2012?</p> <p align="center"><input type="checkbox"/> YES (enter dates:) _____</p> <p>If absence was due to unformed service, attach orders. If absence due to compensable injury, attach appropriate documentation.</p> <p align="center"><input type="checkbox"/> NO</p>					
8.	Current Position (as of May 1, 2013)	Include Component and Office of Assignment (AUSA's Include District)					

<p>9. Is this the same position you held when originally selected for ASLRP?</p> <p style="text-align: center;"><i>(Select the appropriate response).</i></p>	<p><input type="checkbox"/> YES I am in the same position and have not moved within the Department _____ <i>initials</i></p> <p>*****</p> <p><input type="checkbox"/> YES I am in the same position; however, I am moving to a new position within the Department as of _____ (enter date: DD/MM/YY) _____ <i>initials</i></p> <p><input type="checkbox"/> NO I am not in the same position. I moved within the Department. _____ <i>initials</i></p> <p><i>(This is the appropriate response if you moved from the position you originally held at time of selection to a different position within the same component or U.S. Attorney's Office or to a different component/office.)</i></p> <p><i>If you moved to any position other than the one you held when originally selected for ASLRP or when last renewed, or are moving before July 1, 2013, you must complete Part I-A.</i></p>
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PART 1-A: LATERAL MOVES (To be completed only by attorneys who have changed positions since selection/renewal in 2012 or who are moving to a new position before July, 2013.)

Position Information: Place an "X" in the block that best describes your move and enter the requested information:

1	<p><input type="checkbox"/> I moved to another position within the <u>same</u> component or US Attorney's Office.</p> <p>My new position is: _____</p> <p>My former position was: _____</p>
2	<p><input type="checkbox"/> I moved to another position in a <u>different</u> component or US Attorney's Office (e.g., from Trial Attorney, Tax Division to Trial Attorney, Antitrust Division; or from Criminal Division to a U.S. Attorney's Office; from the Eastern District of Virginia to the Western District of Texas)</p> <p>My new position and component are: _____</p> <p>My former position and component were: _____</p>

NAME: _____

SSN: _____

PART 2: LOAN AND SALARY INFORMATION: (Required for all renewals)

1. Enter the number of qualifying Federal student loans you hold _____

2. List your total qualifying Federal student loan indebtedness (as of May 1, 2013): (Do not include debt associated with any private student loans. Note that the \$10,000 minimum debt does not apply to recertifications). \$ _____

3. How much did you personally pay on your qualifying Federal student loans from January 1, 2012, through December 31, 2012? **DO NOT INCLUDE FY 2012 ASLRP PAYMENTS ISSUED BY DOJ ON YOUR BEHALF** \$ _____

4. What was your approved ASLRP payment (gross) in FY 2012? \$ _____

5. Please check one of the blocks below and enter the appropriate information:

I hold an appointment under the excepted Federal service. As of May 1, 2013, I hold (or will hold) the rank of GS _____ Step _____

I am an Assistant U.S. Attorney paid under Title 28, USC.

6. What was your annual base salary as of December 31, 2012? \$ _____

Attorneys holding GS status: Use the 2012 GS (base) pay table www.opm.gov/oca/12tables/indexGS.asp. Do not include locality pay. AUSAs: Use the AD pay scale in effect for December 2012 for your base salary. Do not include locality pay.

7. If you graduated from law school in 2012, check here if your qualifying Federal student loan repayments were tolled for part of the year.

8. Current loan information:

- Complete the block below for each of your existing, qualifying federal loans.
 - See the ASLRP Policy for information about qualifying loans
- List them in the order you wish the incentive payments to be credited.
- 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**.
- Attach a letter/statement from each lender or loan servicing organization for each loan indicating that the loan is current and in good standing and reflecting the 2012 payment history (and your monthly/quarterly payments to each loan) and current balance. A monthly payment statement or cancelled check will not suffice. A computer printout from a loan-holder's web site is acceptable provided it contains the required information.

NAME: _____

SSN: _____

Loan 1	Amount of outstanding balance:	\$
	Date of above outstanding balance:	
	Loan holder/servicing organization (complete name, payment address, telephone number)	
	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, 2012	\$
	Amount ASLRP paid on your behalf in FY 2012	\$
	Amount due in 2013	\$

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

9. Please review your payment history for each loan to verify the distribution of your 2012 ASLRP payment and to ensure that your loan holder applied it only to qualifying Federal student loans, then check the appropriate block, below:

I have verified that distribution of FY 2012 ASLRP payments by my loan holder was limited to qualifying Federal student loans

Yes No

If you found erroneous distributions, check "No" and take corrective action immediately. Attach a short statement addressed to OARM explaining what action you took. Future ASLRP payments cannot be issued until proof of correction is provided to OARM. OARM will continue to process your renewal request, but will not authorize further payments until correction is confirmed in writing.

Please read the certification block carefully before signing and dating. Review the ASLRP policy (<http://www.usdoj.gov/oarm/aslrp/aslrp.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, and is subject to availability of funds as determined solely in the discretion of the Department of Justice.

- 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 the Department does not guarantee future incentive payments beyond the initial year of selection.
- I understand that acceptance of ASLRP funding triggers a three-year service obligation and that all payments issued on my behalf (pre-tax amounts) may be recouped if I fail to complete my service agreement, and that my obligation is specifically to the Department of Justice and not to federal service in general.
- 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 there are no misconduct, performance or discipline issues that 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.

Signature	
Date	

Print, sign and date this document. Submit the original and one copy of your complete request for renewal to your component / office ASLRP point of contact for further action. Retain a copy for your records.

At this stage, a complete copy of your request must include the following:

Request for Renewal with:

- Part 1: Attorney Information
- Part 2: Loan and Salary Information
 - Tab A : a current copy of each lender's statement of account status, 2012 payment history, and current balance on each loan
 - if loans were consolidated since the award in FY 2012, documentation from the lender showing that the original loan(s) were qualifying loans
 - Tab B : a copy of your resume

OARM WILL NOT PROCESS INCOMPLETE REQUESTS OR ATTACH MISSING DOCUMENTS SUBMITTED SEPARATELY

Component/Office points of contact for submission of ASLRP requests are listed on the OARM web page. If your component/office/bureau/board or equivalent is not listed, request guidance through your supervisory channels on how to submit to the component / office / bureau / department head.

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.

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 Agriculture 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 one 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.