

4 December 2001

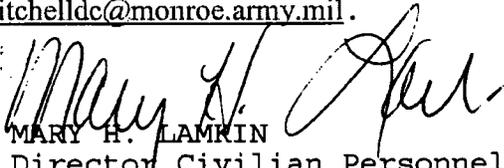
MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Guidance on Repayment of Student Loans

1. Memorandum at enclosure 1 provides Army guidance to authorize the repayment of student loans as a recruitment or retention incentive. The Army guidance should be used in conjunction with the Department of Defense Student Loan Repayment Plan (enclosure 2) and Title 5 U.S.C. § 5379 when utilizing this incentive. The Department of Defense has delegated the authority to approve repayment of student loans through the DOD component and the chain of command to the official who exercises personnel appointing authority. Within TRADOC this is the installation or activity commander.

2. The TRADOC point of contact for this program is Debbie Mitchell, DSN 680-5229, email: [mitchelldc@monroe.army.mil](mailto:mitchelldc@monroe.army.mil).

encls



MARY H. LAMRIN

Director Civilian Personnel  
Directorate

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REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY  
MANPOWER AND RESERVE AFFAIRS  
111 ARMY PENTAGON  
WASHINGTON DC 20310-0111

November 26, 2001

MEMORANDUM FOR SEE DISTRIBUTION  
SUBJECT: Guidance on Repayment of Student Loans

On October 17, 2001, the Office of the Assistant Secretary of Defense authorized the Department of the Army authority to approve student loan repayments. Enclosed is a copy of the delegated authority and the Department of Defense Student Loan Repayment Plan for immediate implementation. Under this program agencies are allowed to pay all or part of an outstanding federally insured student loan to recruit and retain highly qualified employees. The repayment of student loans can be used in conjunction with other recruitment incentives.

The repayment of student loan guidance issued by DoD was written to allow agencies maximum flexibility. As such, the following information should be used along with the DoD guidance and Title 5 U.S.C. § 5379 when determining eligibility and criteria.

Within the Department of the Army, authority to approve repayment of student loans may be delegated to the lowest practical level.

Managers will verify the existence of, and the balance remaining on qualifying outstanding loans by requesting the candidate/employee provide a letter from the loan holder containing this information.

Managers will provide the Customer Service Representative a copy of the signed service agreement for forwarding to the Defense Finance and Accounting Service in order to begin payments to the loan holder.

A copy of the verification of the employee's outstanding federally insured student loan, the manager's justification for authorizing the loan repayment, and a copy of the service agreement will be maintained on the left-hand side of the Official Personnel Folder.

Where this program impacts bargaining unit employees' conditions of employment, activities should be reminded of their statutory and contractual labor relations obligations.

**//Elizabeth B. Throckmorton signed for//**

David L. Snyder  
Deputy Assistant Secretary  
(Civilian Personnel Policy)

**Enclosure:** DoD Memo: Authority Delegation - Student Loan Repayment Approval

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