STUDENT LOAN REPAYMENT

Request Worksheet

NATIONAL CAPITAL REGION MEDICAL

Selectee Name:

Position Title:

Pay Plan: Series: Grade: Step:

MTF/Center:

Directorate/Division:

Department/Service/Branch:

Hiring Manager:

Email:

Telephone:

RPA # (if applicable): **Incentive is being used for:**

Recruitment (New)

Proposed Amount of Loan to be Paid: $

Retention (Current)

Number of Years to Make Loan Payments:

If any answer below is "No," the Student Loan Repayment cannot be approved.		
1. The loans qualify for eligibility and are insured or guaranteed under the Higher Education Act of 1965 and/or the Public Health Service Act?	YES	NO
2. Is the employee or recruited applicant a current DoD employee, and is the most recent performance rating of record at least "Fully Successful" or equivalent?	YES	NO

Answer these questions if the Student Loan Repayment is for a **RECRUITMENT INCENTIVE**		
1. Has the position been designated as "difficult to fill" with a highly qualified individual? If yes, please provide justification	YES	NO
2. Is this individual a current DoD employee? (If no, a student loan benefit may NOT be authorized, as the individual is currently employed outside of the current agency, i.e., DoD). 5 CFR 537.105(c)	YES	NO

Answer these questions if the Student Loan Repayment is for a **RETENTION INCENTIVE**		
1. Is the individual a current Federal employee in or under NCR-MD Region?	YES	NO
2. Is it essential to retain the employee for one of the following reasons? (Please select all that apply)	YES	NO
Employee has unusually high or unique qualifications		
Employee meets a special need of the agency		
3. Is the employee likely to leave Federal service in the absence of this incentive?	YES	NO

Attach Justification and Required Documentation to this Request

Nominating Supervisor	Resource Management	Second Level Approver (Optional)	Final Level Approver
Approved Disapproved	Approved Disapproved	Approved Disapproved	Approved Disapproved
Print Name:	Print Name:	Print Name:	Print Name:
Title/ Rank:	Title/ Rank:	Title/ Rank:	Title/ Rank:
Signature:	Signature:	Signature:	Signature: