OMB Number 1105-0086. Expires 06/30/2026

ASLRP NEW REQUEST – FORM-FILLABLE VERSION
INSTRUCTIONS

All APPLICANTS: Complete **Parts 1 and 2, and the Service Agreement**, then submit electronically (with two attachments: (1) a scanned copy of your loan documents, and (2) your Justification and Resume to your component ASLRP Representative https://www.justice.gov/oarm/contacts. **Save a copy for your records.**

The loan documents must establish the following for each student loan:

- Borrower's name
- Loan holder's identity (e.g., Department of Education; Navient, etc.)
- Loan status (must be in good standing)
- Loan account number(s) & any associated loan identification number(s)
- Type of loan (e.g., Direct, Stafford, etc.)
- Loan balance
- Your 2023 ASLRP payment(s) (if applicable) - highlight or circle those credits
- Be titled "Last Name, First Name - ASLRP Loan Documents

Component/District HR Representative: Review Parts 1 and 2, then complete Part 3.

- Check to see if the packet is complete. Be sure the loan address is listed in full.
- Components: Forward to the Executive Officer (or equivalent) or authorized delegate for completion of **Part 4** (final validation).
  USAOs: Follow instructions provided by EOUSA.
- When complete: **Components** forward entire packet to OARM electronically ASLRP@usdoj.gov.
  Districts: HR Staff (HR Specialist or Admin Officer in non-SPOs) complete and sign Part 3; Part 4 to be completed and signed by the District by the AO/FAUSA/USA Attorney. Forward to USAEO.USAO.ASLRP.Requests@usa.doj.gov for review. EOUSA will forward to OARM.
- Ensure attachments are included.
- Print and retain a copy for your records.

PART 1: PERSONAL AND ELIGIBILITY INFORMATION

1.	Last:_____First:_____Middle: _____Suffix:___ Last Four SSN: ****_____
2.	Component or USAO District: _____ Work Telephone: _____ Email: _____
3.	Entry on duty date:_____(Incoming hires can enter a tentative EOD.)
4.	Type of Appointment ☐ Pemanent ☐ Time-Limited Current End date: _____ INCOMING ATTORNEYS ONLY: Are you an incoming Honors Program attorney? ☐ Yes ☐ No Are you currently in a permanent appointment with another Federal agency? ☐ Yes ☐ No (Federal judicial law clerks are not considered permanent employees.)

CURRENT EMPLOYEES ONLY:

Did you receive loan repayments from any other DOJ entity (e.g., USAO)?

☐ Yes
☐ No

If yes, enter the year(s) and amounts: _____

Were you previously selected for the ASLRP?

☐ Yes
☐ No

If yes, years received: _____

End date of most recent ASLRP service obligation mm/yyyy _____

If performing a current ASLRP service obligation, did you incur any period of leave without pay or time not in a pay status since you last requested ASLRP?

☐ Yes
☐ No

If yes, enter dates: _____

☐ If absence was due to uniformed service or compensable injury, check this box and attach orders/supporting documents to your loan history. (scanned file)

PART 2: LOAN AND ASLRP PAYMENT DISTRIBUTION INFORMATION

1.	Enter the number of qualifying federal student loans:	_____
2.	List your total Federal student loan indebtedness (estimated as of June 1, 2026) Do **not** include private student loan debt.	$ _____
	Space Reserved for Official OARM Use Only.	
3.	Please check one of the boxes below and enter the appropriate information. ☐ GS Attorneys: I hold a general schedule appointment under the excepted Federal service and as of December 31, 2025, I held the grade of GS: ____ Step: _____ ☐ AUSAs: I am an Assistant U.S. Attorney paid under Title 28, U.S.C. As of December 31, 2025, I held the grade AD- _____ ☐ Immigration Judges: I hold an appointment under the excepted Federal service and as of December 31, 2025, I held the grade of IJ- _____ ☐ Senior Executive Service/Senior Level: I hold a Senior Executive Service or Senior Level appointment that is not a Schedule C appointment and as of December 31, 2025, I held the grade of (specify SES or SL): _____ ☐ I entered or will enter on duty after January 1, 2026 at the grade of _____	
4.	List the source and amount of any other student loan repayment benefits you received in the previous calendar year (e.g., from a law school, a previous employer, or a DOJ component/district, etc.) _____	$ _____

5. CURRENT LOAN INFORMATION/LOAN HISTORY:

- Complete the table for each of your qualifying Federal student loans.
  - If you have more than two loans, use the loan information continuation page form to add additional loans
  - The table must be completed for each loan, even if all loans are with the same lender/loan servicer.
- List loans in the order you wish the ASLRP payment to be issued. You may direct the payment to one loan or split between multiple loans. Please note that your loan agreement may direct the internal distribution of payments -you must personally ensure that ASLRP payments are applied only to qualifying federal loans and not to private loans.

	Loan 1	Loan 2
Loan Holder / Loan Servicing Organization: Enter the name and complete payment mailing address (not general business address)		
Is this loan owned by the U.S. Department of Education (even if serviced by a commercial entity)? (Yes or No)		
Is this a commercially owned Federal Family Education Loan Program (FFELP) loan? (Yes or No)		
Account Number and Loan Identification Number: *Provide all information required to direct payment to your loan (e.g., Account ABC123456, Loan 1-02)*		
Loan balance and date:	$ _____ As of _____	$ _____ As of _____
Space Reserved for Official OARM Use Only		

7.	• Attach one scanned loan document consisting of letters, statements, or Internet printouts from each lender or loan servicing organization for each loan demonstrating that the loan is qualifying, current and in good standing, and: ○ Your name ○ Loan holder's name (e.g., Department of Education; Navient) ○ Loan status (must be in good standing) ○ Type of loan & account number ○ Terms of established repayment plan (a chronology of regular payments may suffice) ○ Loan balance ○ If a 2024 ASLRP recipient, the ASLRP payment credited to your loan (if loan is paid off, include documents showing ASLRP was credited). ○ If you consolidated your loans with a spouse, you must segregate your qualifying loans and provide supporting documentation identifying your share of the consolidated loan. You must adequately explain your loan information so that the amount of debt and percentage of payment amounts that are attributable to your share of the consolidated debt can be easily understood.
8.	Additional Information: Use this space to address any issues you need to raise to OARM's attention.

ATTORNEY CERTIFICATION:

Read the certification block carefully before signing and dating. If you do not understand the terms, review the ASLRP policy (https://www.justice.gov/oarm/policy) for clarification. If you need further assistance, contact OARM.

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

- ☐ I have read and understand the Attorney Student Loan Repayment Program (ASLRP) 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. If selected, there is no guarantee that I will receive payments beyond this fiscal year.
- ☐ I understand that ASLRP payments are issued directly to the loan holder, not to the attorney.
- ☐ 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 expansion of 26 U.S.C. § 127 (e.g., the IRS code) to exclude from an employee's gross income up to $5250 in qualifying loan repayment benefits.
- ☐ I understand that if I do not remain eligible, as determined by the ASLRP policy, then further loan repayment benefits may be denied although the service obligation will remain in force.
- ☐ I understand that renewal is not automatic - I must request consideration for ASLRP annually.
- ☐ I understand that accepting ASLRP funds triggers a three-year service obligation to the Department of Justice and not to federal service in general. Leaving DOJ prior to completing the service obligation triggers recoupment.
- ☐ I understand that I am required to remain compliant with the ASLRP policy and that failure to do so may impact on payment eligibility.
- ☐ I acknowledge that period of leave without pay or other period 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 I have not been the subject of any substantiated misconduct, performance, or disciplinary actions in the past 24 months. (Contact OARM for guidance if such actions are pending.)
- ☐ I understand that I may be subject to administrative or disciplinary action, including but not limited to termination of the repayment incentive payments, if I provide false information.
- ☐ I understand that I must report to the Department any refund of loan payments made by the Department to my loan holder on my behalf, such as through the Public Service Loan Forgiveness (PSLF) refund, and I acknowledge my responsibility to notify the Department if I receive any such refund in the future. I understand that payments made by the Department for my student loan debt that were subsequently refunded to me constitute SLRP overpayments and that I am obligated to return those funds to the Department, absent a waiver from the Attorney General or his authorized delegate.

Digital Signature _____ Date: _____

SERVICE AGREEMENT

1. In consideration of the attorney student loan repayment incentive for which I may qualify under 5 U.S.C. § 5379, as implemented by 5 CFR Part 537 and the policies of the Department of Justice, I hereby agree to complete three (3) years of service with the Department of Justice.

Effective Date: The effective date of the service obligation is the date notification of selection is issued unless the attorney has a prior ASLRP service obligation with a later expiration date. In that case, a new three-year service obligation starts the day after the prior obligation expires. Sequential ASLRP service obligations are consecutive, not concurrent. For attorneys who are not yet a Department of Justice employee, the effective date of the service obligation will be the date of entry on duty with the Department.

Leave Without Pay: With the exception of absences due to uniformed service or compensable injury, periods of leave without pay, or other periods during which an ASLRP participant is not in a pay status do not count toward completion of the required service period. The service completion date must be extended by the total amount of time spent in non-pay status.

Leaving DOJ Prior To Completing Service Obligation: In the event I voluntarily leave the Department (including leaving to work for another Federal agency), or in the event I am involuntarily separated for misconduct or unacceptable performance before completing the agreed upon period of service, I will be indebted to the Federal government and must reimburse the Department for the full amount of any student loan repayment incentives received under this service agreement at the pre-tax amount. If I am serving on a 14-month temporary law clerk trainee appointment pending bar admission, I understand that I must reimburse the Department if I am not converted to an attorney appointment (e.g., failure to pass the bar exam, failure of admission to a bar of any jurisdiction, found unsuitable subsequent to background investigation, etc.)

☐ I agree to notify OARM and my component Human Resources office, in writing, at least 30 days in advance of my departure date if I voluntarily separate, resign, or retire before completing the 3-year service obligation or if I am involuntarily separated for misconduct or unacceptable performance.

2. My total Federal student loan debt (see 5 U.S.C. § 5379 for qualifying loans) is currently $_____ I understand that by Department policy, only qualifying loans taken out by me and used to pay costs incurred by me for my education may be approved for ASLRP incentives. The amount of the student loan repayment I am requesting (may not exceed $6,000 or the loan balance, if less) is: $_____ I understand that if I am selected, then the maximum amount permitted by ASLRP policy will be approved. If the approved amount differs from that requested, my acceptance serves as a modification of this agreement.

3. If I am selected for the ALSRP, I agree to:

☐ **Monitor my student loan accounts** to ensure my loan holder credits my ASLRP payment in a timely manner (not later than early December); and distributes the ASLRP payment only to qualifying federally insured/guaranteed loans.

4. **Taxes and Withholdings**. ASLRP awards are subject to applicable taxes and withholdings, which are deducted prior to distribution to the loan holder and are included in the annual W-2 provided by the Department.

5. **Payment Information**.
   - By law, ASLRP payments are issued directly to the loan holder, not to the individual attorney. The Department issues payments in one lump sum annually. Payment is reflected on the Earning and Leave Statement for the pay period in which it is issued. If I erroneously receive the payment directly, I will take immediate corrective action to repay the funds and have them correctly issued.
   - Payment transactions for current DOJ attorneys should be made by pay period 17. Payments for incoming hires will be made after entry on duty. Recipients must monitor their Earning and Leave Statement and follow up with the servicing Human Resources office to ensure payment is issued.
   - Any necessary follow-up or corrective action must be completed prior to the end of December because the Department complies with statutory limits on the amount that can be awarded each calendar year. Late payment (after December 31st) can negatively impact the amount of future awards. Questions concerning payment status must be directed to the servicing Human Resources office.

6. **Future Payments**. I understand that, if selected, I am eligible to receive ASLRP payments for the second and third year of my service obligation, provided I remain eligible and in compliance with the ASLRP policy, subject to availability of funds. I understand that renewal is not automatic – I must submit an annual renewal request, generally due the end of March. Annual deadlines will be posted on the OARM webpage under the ALSRP link (www.justice.gov/oarm).

7. **Consent to Disclosure**. I authorize the Department or designated employees or agents of the Department to verify the status, payment history, and outstanding balance of each of my loans, and to discuss the terms with the lender or note holder, or predecessors or successors in interest.

8. This service agreement in no way constitutes a right, promise, or entitlement to appointment, continued employment, or noncompetitive conversion to the competitive service. Acceptance of this agreement does not alter the conditions or terms of my employment. Accordingly, this agreement will not preclude or limit the Department from effecting personnel actions as may be appropriate. Selection or non-selection for participation, or the determination of the amount of a loan repayment under 5 USC 5379 (5 CFR Part 537), is not grievable under the Department's grievance procedures.

9. Loan repayments made by the Department of Justice pursuant to this agreement do not exempt me from responsibility and/or liability for the full amount of any loan taken out by me.

10. **Tax Obligation**. I am responsible for any income tax obligation resulting from the student loan repayments the Department makes on my behalf. Taxes and withholdings are applied before payment is issued to the loan holder.

11. **Lifetime Maximum**: I understand that the Department will not award student loan repayment benefits in excess of the $60,000 lifetime maximum currently established by Department policy and statute. I will report all loan repayments issued by the Department on my behalf when requesting ASLRP funds.

12. During the period of this agreement is in effect, the Department and I may mutually agree to a modification, subject to the limitations of 5 C.F.R. § 537.106(c)(2), to provide additional student loan repayment benefits without the need for an entirely new service agreement. Such modifications include but are not limited to the possibility of payment increases, or the extension of benefits beyond the 3-year service obligation in exchange for a year by year extension of the service agreement.

12. This agreement is null and void if I am not selected for ASLRP in the year I sign and date this agreement.

I agree to the terms of this Service Agreement

Digital Signature _____ Date:_____

General

This information is provided pursuant to the to the Privacy Act of 1974, 5 U.S.C.§ 552a.

Authority for Collection of Information

5 U.S.C § 5379; 5 CFR Part 537.

Purpose and Uses

This form requests personal information that is relevant and necessary for the Department of Justice to evaluate qualifications for an employee to receive student loan repayment benefits under the Attorney Student Loan Repayment Program. The information collected also will be used as a basis for payroll actions and to identify and validate qualifying Federal student loans. Disclosure of identifiable information, including the truncated 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 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. The Office of Attorney Recruitment and Management, which manages the Attorney Student Loan Repayment Program, has the authority to ask for this information pursuant to 5 U.S.C. §301, and 28 C.F.R. Part 0.15(b)(2). This information can be shared in accordance with routine uses as published in system of record notice JMD-024, Attorney Student Loan Repayment Program Applicant Files, 71 FR 64740 (11-03-2006), as modified by 82 FR 24147 (5-25-2017) (See https://www.govinfo.gov/content/pkg/FR-2017-05-25/pdf/2017-10780.pdf) **.**

Information Regarding Disclosure of Your Social Security Account Number

Disclosure of the truncated SSN is mandatory since it is the identifier used by the DOJ Office of the Inspector General and Office of Professional Responsibility when reviewing candidates for awards. The use of the truncated 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 also used to identify an employee's personnel, leave, and pay records and to relate one to the other and to identify and validate an employee's 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 (e.g., Department of Justice Payroll System, 69 FR 107 (1-02-2004); 27 FR 51663 (9-10-2007), as modified by 82 FR 24151, 158 (5-25-2017).

Effect of Non-Disclosure

Provision of this information (except for the truncated SSN, as discussed above) is voluntary; however, failure to do so may result in non-selection or preclude issuance of payment. Provision of demographic information is completely voluntary; there are no consequences associated with non- or partial response to those questions.

PART 3: COMPONENT VERIFICATION by HR Representative

Component HR Representative:

- Review the submission, respond to all areas highlighted for your action, and print a copy for your records.
- Check to see if the packet is complete. Ensure that the applicant listed complete mailing addresses and account information for student loans.
- Forward to the Executive Office (or equivalent) or authorized delegate for final validation, then to OARM (Attn: Liliana Daniel, Liliana.Daniel@usdoj.gov) (Component contacts only - requesters must submit to their component contact. See page 1 instructions.)

1. Confirm applicant's EOD Date: _____
   Type of appointment
   - ☐ Permanent
   - ☐ Temporary, not to exceed 14 months, to be converted to permanent upon admission to the bar. Time-
   - ☐ Limited Current End Date: _____

☐ I confirm that this attorney does not fall within 5 CFR 537.104(b) (Schedule C appointments and positions described in the appendix of the EO titled Implementing Schedule Policy/Career in the Excepted Service, starting at page 104.

2. Was the attorney the subject of any performance-based actions within the past 24 months or is the attorney the subject of an ongoing performance-based action?
   - ☐ No
   - ☐ Yes If yes, then provide details

3. Has the attorney been disciplined for misconduct (formally or informally, including oral counseling) within the past 24 months or is the attorney the subject of an ongoing investigation or disciplinary action for alleged misconduct?
   - ☐ No
   - ☐ Yes If yes, then provide details

4. Does the attorney list at least $10,000 in qualifying federal student loan debt in Part 2, para. 2(not applicable to prior ASLRP recipients re-competing for continuation of benefits).
   - ☐ Yes Continue to process request.
   - ☐ Not applicable - prior ASLRP recipient.
   - ☐ No Attorney is not eligible – notify attorney and do not forward to OARM.

5. Was the attorney's last performance evaluation at least at the Fully Successful level under Part430 of Title 5, CFR, or a similar level of performance under another applicable performance management system?
   - ☐ Yes Continue to process request.
   - ☐ Not applicable – attorney is an incoming hire or has not been employed long enough to be rated) Continue to process request.
   - ☐ No Attorney is not eligible – notify attorney and do not forward to OARM.

6. Is the attorney a prior ASLRP recipient?
   - ☐ No
   - ☐ Yes. If yes, list the expiration date of the attorney's most recent service obligation mm/yyyy _____
     If the attorney is currently in an ASLRP service obligation, list all periods of leave without pay status or any other non-pay status during the past year: _____
   - ☐ If any periods in a non-pay status were attributable to uniformed service or compensable injury, ensure attorney submitted orders or documentation.
   - ☐ Check box if your component independently awarded loan repayment benefits and enter year(s) and gross amount in the space provided. _____

7. Review the Justification, Item 4 (Basis for a Determination of Recruitment or Retention Difficulty). If the attorney is a current DOJ employee, does Item 4 address the extent to which the attorney's departure would affect the Department's ability to carry out an activity or perform a mission-essential function and the likelihood of leaving the Department for employment outside the Federal service if not selected for participation?(Applies only to current DOJ attorneys, not incoming hires)
   - ☐ Yes Continue to process request.
   - ☐ No Stop processing – return to attorney for correction and resubmission. No exceptions to the OARM receipt deadline are authorized based on corrective action.

HR Representative's Name:_____Email: _____
Position Title: _____Telephone: _____
HR Representative Digital Signature: _____ Date:_____

PART 4: COMPONENT VALIDATION:

In this part of the review, components recommend the points to be awarded to the attorney in two key areas of the Justification he or she submitted for review by the ASLRP Panel. Each Justification consists of five parts:

1. Education
2. Mission Critical Position &High or Unique Qualifications Relevant to DOJ or Special Need of the Department
3. Demonstrated Potential Based on Objective Accomplishments
4. Basis for a Determination of Recruitment/Retention Difficulty
5. Short Essay

1. Please review Item 2 "Mission Critical Position & High or Unique Qualifications Relevant to DOJ Duties – or –Special Need of the Department" of the attorney's Justification and recommend a numeric score (from 1 to 40) below.

The attorney's justification must demonstrate that the position is mission critical and be sufficient for the Department to find that the attorney is highly or uniquely qualified or meets a special Department need. The justification may, but is not required to, address specific factors listed in Appendix A of the ASLRP policy, if applicable.

The recommended numeric score should reflect the degree to which the attorney established a "Mission Critical Position", "High or Unique Qualifications Relevant to DOJ Duties" or a "Special Need of the Department".

To assist requesters with this requirement, the Justification requires attorneys address factors such as those listed in Appendix A (ASLRP policy) or provide an independent justification sufficient for the Department to find that he or she is highly or uniquely qualified or meets a special Department need; address how his or her qualifications or ability to meet a special Department need impacts on current duties; and the manner in which the attorney contributes to accomplishment of the Department's mission or values.

Attorneys also must explain how their qualifications or ability to meet a special Department need impact on their current duties.

Please recommend a numeric score (from 1 to 40) for Item 2. The maximum score is 40. ☐

2. Please review Item 3 "Demonstrated Potential Based on Objective Accomplishments, and recommend a numeric score (from 1 to 10). The maximum score is 10. ☐

Item 3 focuses on overall potential as demonstrated by performance, activities, and accomplishments within the past 24 months. Incoming attorneys may base their response on current employment or law school activities (entry-level attorneys). 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 Department or component, and demonstrated leadership.

- I certify that the position is mission critical.
- I certify that the attorney's last performance evaluation was 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; or that the attorney has been with the Department less than one year and has not qualified for an evaluation.
- I certify that the attorney meets the requirements to receive ASLRP (OARM will validate loan data).

Component/District: _____

Name: _____ Date:_____Digital Signature: _____

(Must be signed by the Executive Office or equivalent, or designate)