Part 3: Renewal Request - Component Review

(Part 3 must be completed and validated by a component / office (or equivalent) HR representative.)

A. Attorney Information

1	Attorney's Name	
2	Component / Office (for AUSAs, include district)	
3	Attorney's grade (including step) (if applicable)	GS ____ Step _____ or N/A _____
4	Attorney's annual gross salary as of December 31, 2013 ***(use 2013 base pay - do not include locality pay)***	**$**
5	Has the attorney been the subject of any performance or disciplinary actions in the past 12 months? (If yes, then specify. Attach information as needed).	
6.	Has the attorney engaged in substantiated misconduct in the past 12 months? (if yes, then specify. Attach information as needed).	

B. Attorney's Position Information

1	What is the attorney's current position?		
2	Was the attorney in a leave without pay status or in any other non-pay status in 2012?		YES ☐
			NO ☐
3	If the answer in B 2 is "yes," was the absence due to uniformed service or compensable injury?		YES ☐ (Ensure copy of orders or other documentation is attached. No extension of service obligation completion date is required.)
			NO ☐ List dates of absences below, then correct component records to extend the existing service obligation completion date by the total amount of time spent in non-pay status.
4	Is the Renewal Request Complete? For a checklist, visit the ASLRP link at http://www.usdoj.gov/oarm/aslrp/checklist.pdf		YES ☐
			NO ☐ Return to requester for corrective action.
5	Name of Component HR Representative		
6	**Signature of Component HR Representative**		
7	Work Phone	E-Mail	

If complete, please forward to the component Executive Officer (or equivalent) (or delegate) for further processing.