Attorney Student Loan Repayment Program (2014)

Organization Input - New Requests

Part 4: Validation and Certification of Eligibility (For Department use).

Information in Part 4 must be signed by the Executive Officer of the component (or equivalent), or designate.

Attorney's Name: _____

Please review Part 2 (Justification), Item 2 (High or Unique Qualifications Relevant to DOJ Duties - or - Special Need of the Department).

In this part of the review, components are asked to recommend the points to be awarded to the applicant in two key areas of the Justification he or she submitted in Part 2 of the Request for Consideration. The Justification consists of five areas the attorney must address: Education, High or Unique Qualifications Relevant to DOJ Duties or Special Need of the Department, Demonstrated Potential Based on Objective Accomplishments, Basis for a Determination of Recruitment/Retention Difficulty, and a Short Essay.

In the blocks below, components may recommend the number of points to be awarded for two of those areas. To assist reviewers and applicants, detailed guidance on the relevant areas of interest for each part of the Justification is provided online in the "Form for New Requesters" at www.usdoj.gov/oarm/aslrp/requestforconsideration.pdf.

The areas are:

1. "High or Unique Qualifications Relevant to DOJ Duties or Special Need of the Department" (Item 2 of the Justification)

2. Demonstrated Potential Based on Objective Accomplishments (Item 3 of the Justification).

In summary, areas of interest for Item 2 may include component-identified qualifications or criteria, judicial clerkship (if relevant to current duties); other knowledge, skills, experience, education, prior employment or training that contributes to effectiveness as a DOJ attorney, and the manner in which the attorney contributes to accomplishment of one or more DOJ Strategic Goals.

1	If attorney based all or part of Part 2 (Justification), Item 2 on specific component-identified qualifications or criteria listed in Appendix A for 2014, do you agree that he/she meets the requirement? (Please check "N/A" if the component did not list qualifications or criteria in Appendix A.)	**YES**	☐
		NO	☐
		NA	☐
2	***Please recommend a numeric score (from 1 to 40) for Part 2, Item 2 for this attorney. The maximum score is 40. Please note that an attorney's justification may or may not rely on component-specific criteria. Some components do not list specific criteria and, for those that do, some attorneys may not qualify. In any case, the requester's justification must establish "High or Unique Qualifications Relevant to DOJ Duties" or "Special Need of the Department.")***		

Please review Part 2 (Justification), Item 3 (Demonstrated Potential Based on Objective Accomplishments).

Item 3 focuses on overall potential as demonstrated by performance, activities, and accomplishments. (Incoming attorneys may base their response on current employment or law school environment). 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.

3	***Please recommend a numeric score (from 1 to 10) for Part 2, Item 3 for this attorney. The maximum score is 10.***	

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Attorney's Name: _____

Please review Part 2 (Justification), Item 4 (Basis for a Determination of Recruitment or Retention Difficulty)			
4	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? (Applies to current DOJ attorneys only. Incoming attorneys are not subject to this requirement.) ***If the answer to this question is "no," do not forward to OARM at this time. Notify attorney for correction and resubmission.*** No exceptions to the receipt deadline at OARM are authorized based on such corrective action.	YES	☐
		NO	☐
		N/A	☐
5	I am the Executive Officer (or equivalent) of _____ *Name of Component, Bureau, Office, Board, or Division* or an authorized designate. I certify that the attorney's last 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; ***or***, that the attorney is a new hire who has not entered on duty - ASLRP, if approved, will be based on recruitment. I certify that the attorney meets the requirements to receive ASLRP (OARM will validate loan data) [This certification neither endorses nor refutes the justification - Components may attach any substantive comments it wishes the Panel to consider to the request prior to forwarding to OARM]. _____ Typed name _____ mm/dd/yy _____ Signature		

Organizations:

- **Attach one copy of Parts 3 and 4 to the OARM Packet .**
- **Attach any component comments for Panel review.**
- **Forward the entire OARM Packet (Parts 1-4, with Tabs and attachments (as required)), through OARM (Attention: Deana Willis), to the Program Administration Panel for action.**
- **Retain the Component Packet.**