OMB Number 1105-0086. Expires 02/28/2017

REQUEST FOR RENEWAL OF INCENTIVE PAYMENTS
ATTORNEY STUDENT LOAN REPAYMENT
FY 2016

(To Be Submitted Only by Attorneys Initially Selected in the FY 2014 and FY 2015 ASLRP)

Part 1: ATTORNEY INFORMATION

1.	Name		**2.**	SSN	
3.	Mailing Addresses	Work			
		Home			
4.	Work Telephone				
5.	Fax Number				
6.	E-Mail Addresses	Work			
		Home			
7.	Service Obligation *(Select the appropriate response and provide any additional information needed).* See Policy, Paragraph D.4., for details.	Did you incur any periods of leave without pay or time not in a pay status since January 2015 or do you anticipate any periods of leave without pay or time not in a pay status prior to the end of your service obligation? ☐ YES (enter dates:) _____ **If absence was due to uniformed service, attach orders. If absence due to compensable injury, attach appropriate documentation.** ☐ NO			
8.	Current Position (as of June 1, 2016)	Include Component and Office of Assignment (AUSA's Include District)			

9.	Is this the same position you held when originally selected for ASLRP? *(Select the appropriate response).*	☐ YES I am in the same position and have not moved within the Department _____ *initials* ☐ YES I am in the same position; however, I am moving to a new position within the Department as of _____ (enter date: DD/MM/YY) _____ *initials* ☐ NO I am not in the same position. I moved within the Department. _____ *initials* ***(This is the appropriate response if you moved from the position you originally held at time of selection to a different position within the same component or U.S. Attorney's Office or to a different component/office.)*** ***If you moved to any component/district other than the one you held when originally selected for ASLRP or when last renewed, or are moving before July 31, 2016, you must complete Part I-A.***

PART 1-A: LATERAL MOVES (To be completed *only* by attorneys who have changed component/district since selection/renewal in 2015 or who are moving to a new position before July, 31 2016.)

Position Information: Place an "X" in the block that best describes your move and enter the requested information:

1	☐	I moved to another position within the *same* component or US Attorney's Office. My new position is: _____ My former position was: _____
2	☐	I moved to another position in a *different* component or US Attorney's Office (e.g., from Trial Attorney, Tax Division to Trial Attorney, Antitrust Division; or from Criminal Division to a U.S. Attorney's Office; from the Eastern District of Virginia to the Western District of Texas) My new position and component are: _____ My former position and component were: _____

NAME: _____ **SSN:** _____

PART 2: LOAN AND SALARY INFORMATION: (Required for all renewals)

1. Enter the number of qualifying Federal student loans you hold _____

2. List your total qualifying Federal student loan indebtedness (as of May 1, 2016): (Do not include debt associated with any private student loans. Note that the $10,000 minimum debt does not apply to recertifications). **$** _____

3. How much did you personally pay on your qualifying Federal student loans from January 1, 2015, through December 31, 2015? **$** _____
DO NOT INCLUDE FY 2015 ASLRP PAYMENTS ISSUED BY DOJ ON YOUR BEHALF

4. What was your approved ASLRP payment (gross) in FY 2015? **$** _____

5. Please check one of the blocks below and enter the appropriate information:

☐ I hold an appointment under the excepted Federal service.
As of December 31, 2015, held the grade of GS _____ Step _____

☐ I am an Assistant U.S. Attorney paid under Title 28, U.S.C.
As of December 31, 2015, I held the grade of AD Grade _____

6. What was your annual base salary as of December 31, 2015? **$** _____
Attorneys holding GS status: Use the 2015 GS (base) pay table www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2015/general-schedule/GS.pdf. Do not include locality pay. AUSAs: Use the AD pay scale in effect for December 2015 for your base salary. Do not include locality pay.

7. If you graduated from law school in 2015, check here if your qualifying Federal student loan repayments were tolled for part of the year. ☐

8. Current loan information:

- Complete the block below for each of your existing, qualifying federal loans.
  - See the ASLRP Policy for information about qualifying loans
- List them in the order you wish the incentive payments to be credited.
- If you have more than one outstanding loan, use the loan information continuation page to continue. Note that one block must be completed for each **loan**, even if all loans are with the same **lender.**
- Attach a letter/statement/Internet account printout from each lender or loan servicing organization for each loan indicating that the loan is current and in good standing and reflecting your 2015 payment history (and your monthly/quarterly payments to each loan) and current balance. A monthly payment statement or cancelled check will not suffice.

NAME: _____ **SSN:** _____

Loan 1	Amount of outstanding balance:	**$**
	Date of above outstanding balance:	
	Loan holder/servicing organization (complete name, payment address, telephone number)	
	Loan identification number	
	Type of Loan (e.g., Stafford, Direct)	
	Payment amount and frequency (e.g., monthly/quarterly/annually)	**$** _____ **per** _____
	Due date of the next payment	
	Amount you personally paid between Jan 1 and Dec 31, 2015	**$**
	Net Amount ALRP paid on your behalf in FY 2015	**$**
	Amount due in 2016	**$**

Attach continuation pages as needed to document each qualifying Federal loan.

9. Please review your payment history for each loan to verify the distribution of your 2015 ASLRP payment and to ensure that your loan holder applied it only to qualifying Federal student loans, then check the appropriate block, below:

I have verified that distribution of FY 2015 ASLRP payments by my loan holder was limited to qualifying Federal student loans **Yes** ☐ **No** ☐

If you found erroneous distributions, check "No" and take corrective action immediately. Attach a short statement addressed to OARM explaining what action you took. Future ASLRP payments cannot be issued until proof of correction is provided to OARM. OARM will continue to process your renewal request, but will not authorize further payments until correction is confirmed in writing.

Please read the certification block carefully before signing and dating. Review the ASLRP policy (http://www.usdoj.gov/oarm/aslrp/aslrp.htm) for clarification if you do not understand the terms of this certification. If you need further assistance, contact OARM.

Certification:

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

- I have read and understand the Attorney Student Loan Repayment Program 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.

- 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 eligibility requirements, the "matching funds" provisions, and the requirement to continue making personal loan repayments while participating in the ASLRP, even if the loan holder advances the payment due date based on receipt of ASLRP funds.
- I understand that ASLRP funds are a supplement to, not a substitute for, my personal payments to qualifying student loans and that I must continue making payments during my participation in the ASLRP
- I understand that the Department does not guarantee future incentive payments beyond the initial year of selection.
- I understand that acceptance of ASLRP funding triggers a three-year service obligation and that all payments issued on my behalf (pre-tax amounts) may be recouped if I fail to complete my service agreement, and that my obligation is specifically to the Department of Justice and not to federal service in general.
- I acknowledge that periods of leave without pay or other periods 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 there are no misconduct, performance or discipline issues that render me ineligible for this program.
- I understand that I may be subject to administrative and/or disciplinary action, including but not limited to termination of the loan repayment incentive, if I provide false information.

Signature	
Date	

Print, sign and date this document. Submit the original and one copy of your complete request for renewal to your component / office ASLRP point of contact for further action. Retain a copy for your records.

At this stage, a complete copy of your request must include the following:

Request for Renewal with:

- Part 1: Attorney Information
- Part 2: Loan and Salary Information
  - Tab A : a current copy of each lender's statement of account status, 2015 payment history, and current balance on each loan
    - Be sure the loan history reflects the 2015 ASLRP payment(s) even if that loan is now paid in full
    - If loans were consolidated since the last ASLRP award, ensure that the documents show that the current loan(s) are qualifying loans
  - Tab B : a copy of your resume

OARM WILL NOT PROCESS INCOMPLETE REQUESTS OR ATTACH MISSING DOCUMENTS SUBMITTED SEPARATELY

Component/Office points of contact for submission of ASLRP requests are listed on the OARM web page. If your component/office/bureau/board or equivalent is not listed, request guidance through your supervisory channels on how to submit to the component / office / bureau / department head.

Effect of Non-disclosure

Your submission of this Request for Consideration is voluntary; however, if the Request is submitted, omission of significant information requested would preclude continued processing to determine whether receive an incentive benefit.

General
This information is provided pursuant to the Privacy Act of 1974 (P.L. 93-597).

Authority for Collection of Information
5 U.S.C § 5379

Purpose and Uses
The main purpose for collecting the information requested on this form is to establish the terms under which an individual receives a student loan repayment benefit under the Attorney Student Loan Repayment Program. The information collected will be used as a basis for payroll actions and to identify and validate qualifying Federal student loans. Accordingly, disclosure of identifiable information, including your 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 the Department of Labor for worker compensation claims, 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.

Information Regarding Disclosure of Your Social Security Account Number
Disclosure of the SSN is mandatory since it is the identifier used by the Internal Revenue Service and for the withholding of taxes from your salary. The use of the 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 used primarily to identify an employee's personnel, leave, and pay records and to relate one to the other. In this regard, it is also used by the Department of Justice to locate records in order to respond to lawful requests for information from former employers, educational institutions, and financial or other organizations. It also may be used by the Department of Justice to identify and validate 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. The SSN also will be used for the selection of persons to be included in statistical studies of personnel management matters.