

APPENDIX C

ATTORNEY STUDENT LOAN REPAYMENT PROGRAM – FY 2004

GUIDELINES FOR REQUESTING “CASE-BY-CASE” DETERMINATIONS

Attorneys requesting "case-by-case" approval of ASLRP must submit a written justification along with the Request for Consideration (www.usdoj/oarm) and other appropriate documentation (e.g., proof of qualifying student loans, signed service agreement) through their component to the Program Administration Panel for action. The justification may be based on factors of recruitment or retention difficulty as stated in Appendix B, or other relevant factors, but must include at least one of the following:

- **The basis for a determination of high or unique qualifications, or**
- **The special need of the agency for the attorney's services.**

Further, if the attorney is requesting ASLRP as a retention incentive (as opposed to a recruitment incentive), the justification also must include:

- **A written description of the extent to which the attorney's departure would affect the Department's ability to carry out an activity or perform a function that is deemed essential to its mission.**