

U.S. Department of Justice
 Attorney Student Loan Repayment Program
 FY 2004

ELIGIBILITY WORKSHEET

This worksheet is a tool designed to assist attorneys determine whether they are eligible for the ASLRP. Do not submit it with an actual "Request for Consideration."

To be eligible to receive an Attorney Student Loan Repayment Program (ASLRP) incentive, **your loans** must qualify, **your position** must qualify, and **you** must qualify. Answering the questions on this worksheet will help you determine whether you meet all of these requirements. ASLRP is a Department recruitment and retention incentive program, not an entitlement. If eligible, you may submit a Request for Consideration for the ASLRP. A Department-level panel will review and act on all requests.

Additional information on the ASLRP, the Policy, qualifying loans, eligibility, Service Agreements, the Request for Consideration, and Frequently Asked Questions are posted on the OARM web-page at www.usdoj.gov/oarm.

Answers falling in cells with pink backgrounds indicate ineligibility. Cells with orange backgrounds contain cautionary guidance.

Part 1: Loan Eligibility

1. Do you have one or more outstanding student loans for a course of study that you have <u>not yet completed</u> ?	Yes	ASLRP is not available for loans issued in conjunction with a course of study that is not completed. Move on to question 2.
	No	Go to Question 2.
2. Do you have any other outstanding student loans for a course of study that you have completed?	Yes	Go to Question 3.
	No	Stop here. Your loans are not eligible for the ASLRP at this time. Do not request consideration at this time.
3. Is at least one of your outstanding student loans one of the following types? Check all that apply and go on to question 4.		
• Federal Family Education Loans (FFEL)		
• Subsidized Federal Stafford Loans		
• Unsubsidized Federal Stafford Loans		
• Federal Consolidation Loans		
• William D. Ford Direct Loan Program (Direct Loans)		

• Direct Subsidized Stafford Loans		
• Direct Unsubsidized Stafford Loans		
• Direct Subsidized Consolidation Loans		
• Direct Unsubsidized Consolidation Loans		
• Federal Perkins Loan Program		
• National Direct Student Loans (made before July 1, 1972)		
• National Direct Student Loans (made between July 1, 1972 and July 1, 1987)		
• Perkins Loans (made after July 1, 1987)		
• Loans for Disadvantaged Students (LDS)		
• Primary Care Loans (PCL)		
• Nursing Student Loans (NSL)		
• Health Professions Student Loans (HPSL)		
• Health Education Assistance Loans (HEAL)		
• None of the above	Stop here. You have no loans eligible for the ASLRP. Do not request consideration.	
4. Did you take out these loans in your name and use the proceeds to pay costs you incurred?	Yes	Move on to question 5.
	No	Unless <u>you</u> took out at least one of the loans checked above and used proceeds to pay costs <u>you</u> incurred, you are not eligible for ASLRP. ASLRP is not available to repay loans taken out by other individuals on your behalf, or loans you took out on behalf of a spouse or other person. Stop here and do not request consideration if you do not meet this requirement.
5. Is the total outstanding balance of the loan(s) that <u>you</u> took out to pay costs <u>you</u> incurred \$10,000 or more?	Yes	Your loan(s) qualifies for the ASLRP. Go on to Part 2, Position Eligibility.
	No	Stop here. You are not eligible for ASLRP. Department policy requires a minimum qualifying debt balance of \$10,000.

Part 2: Position Eligibility

Complete Part 2 only if:

- at least one of the loans in Part 1 is eligible, and
- your total qualifying Federal student loan balance is \$10,000 or more.

NOTE: If you currently are employed by the Department, you are requesting ASLRP on the basis of retention. If you have not yet entered on duty, you are requesting ASLRP on the basis of recruitment.

1. Are you assigned to or being hired into an attorney position?	Yes	Move on to question 1a
	No	Stop here. Your position does not qualify for ASLRP.
1a. If you are being hired into an attorney position (e.g., are not a current employee), are you currently employed by another Federal agency? (Federal judicial law clerks are not considered employees of another Federal agency for this purpose.)	Yes	Stop here. ASLRP may not be offered to recruit from another Federal agency. You are not eligible.
	No	Move on to question 2.
2. Are you on or being hired into a permanent appointment?	Yes	Move on to question 5.
	No	Move on to question 3.
3. Are you on or being hired into a term appointment?	Yes	Move on to question 3a.
	No	Move on to question 4.
3a. Does your term appointment expire in less than 3 years from August 2004?	Yes	Insert the date your term appointment ends: You are not eligible for ASLRP unless there is at least 3 years remaining on your term from the date the first payment is approved. Payments will be made in August 2004. Continue to question 5.
	No	Move on to question 5.
4. Are you now or will you be a temporary employee serving on an appointment leading to conversion to term in excess of 3 years or a permanent appointment (i.e., new Honors Program attorney not in a 1-2 year clerkship or fellowship)?	Yes	Move on to question 5
	No	Move on to question 5.
5. Are you now or will you be serving on detail from another agency or a SAUSA or an AUSA serving on a time limited or temporary appointment?	Yes	Stop here. You do not qualify for ASLRP.
	No	Move on to question 6.

6. Are you or will you be a political appointee or a Schedule C employee?	Yes	Stop here. You do not qualify for ASLRP.
	No	Move on to question 7.
7. Is your position listed in Appendix A of the ASLRP Policy?	Yes	Move on to question 8.
	No	You must request consideration on a case-by-case basis. Move on to Part III.
8. Does Appendix A list any Additional Qualifying Criteria for your position?	Yes	Move on to question 9.
	No	Your position is pre-qualifying. Move on to Part IV.
9. Do you meet the Additional Qualifying Criteria listed for your position?	Yes	Your position is pre-qualifying. Move on to Part IV.
	No	You must request consideration on a "case-by-case" basis. Move on to Part III.

PART 3: Position Eligibility Based on Case-by-Case Determinations

Complete Part III only if the result of Part II indicates that you must request consideration for ASLRP on a case-by-case basis.

1. Have you prepared a justification using guidelines in Appendix C of the ASLRP Policy?	Yes	Move on to question 2.
	No	Prepare a written justification using guidelines in Appendix C, ASLRP Policy, then move to question 2.
2. Does your justification include either <ul style="list-style-type: none"> The basis for a determination of high or unique qualifications, or The special need of the Department for your services? 	Yes	Move on to question 3.
	No	If you cannot justify receipt of ASLRP funds under one of those categories, then you are not eligible.
3. Are you currently employed by the Department?	Yes	Move on to question 3a.
	No	If, after completing Part IV, you are eligible, attach your justification to your resume and submit your Request for Consideration (and all required documents) through the hiring component for further action. The component should forward it to OARM. Move on to Part IV.

3a. Does your justification address the extent to which your departure would affect the Department's ability to carry out an activity or perform a mission-essential function?	Yes	If, after completing Part IV, you are eligible, attach your justification to your resume and submit your Request for Consideration (and all required documents) through component channels for further review. The component should forward it to OARM. Move on to Part IV.
	No	Add that information to your justification before moving on to Part IV. If, after completing Part IV, you are eligible, attach your justification to your resume and submit your Request for Consideration (and all required documents) through component channels for further review. The component should forward it to OARM

PART 4: Personal Eligibility

1. Are you in default on <u>any</u> Federal student loan(s)?	Yes	Stop here. You are not eligible for ASLRP.
	No	Move on to question 1a.
	Don't know	Stop here. You must determine the status of all your Federal student loans before requesting ASLRP. If you are in default, you must take corrective action before requesting ASLRP.
1a. Do you have a current statement or letter from each loan holder or loan servicing organization that reports your loan status as current and in good standing? Does the statement include the loan balance? Does the statement include your payment history for calendar year 2003?	Yes	Move on to question 2.
	No	Request the statement(s). You must submit a current statement reflecting the status, balance, and payment history of each loan with your request for consideration.
	Don't know	Stop here until you verify. You must submit a current statement reflecting the status, balance, and payment history of each loan with your request for consideration.

2. Have you been subject to any employment-based disciplinary or adverse administrative action within the preceding five years?	Yes		Stop here. You are not eligible for the ASLRP at this time. You may not request consideration for the ASLRP until two years after the end date of any disciplinary action.
	No		Move on to question 3.
3. Did you receive at least a “fully successful” level of performance under Part 430 of Title 5, CFR (or a similar level of performance under another applicable performance management system) on your last performance evaluation?	Yes		Move on to question 4.
	N/A		(Applies only if you have not been an employee long enough to trigger an evaluation). Move on to question 4.
	No		Stop here. You are not eligible for ASLRP.
4. Are you the subject of a Performance Improvement Plan (PIP); or a Last Chance Agreement; or an Abeyance Agreement, or a Memorandum of Understanding (between management and a union with bargaining rights over conditions of employment)?	Yes		Stop here. You are not eligible for ASLRP at this time.
	No		Move on to question 5.
5. Are you willing to sign a valid service agreement for a minimum of three years, to begin with the approval of the first incentive payment?	Yes		You are eligible to request participation in the ASLRP.
	No		Stop here. You are not eligible for the ASLRP unless you sign a Service Agreement with a 3-year commitment.