

**Army Implementation Guidance  
for Student Loan Repayment Programs  
Questions & Answers  
July 2022**

**Q1. Is the Student Loan Repayment Program (SLRP) centrally funded by Army or is the command responsible for funding the SLRP? Whose budget does the SLRP funds come out of?**

A1. The SLRP is funded by each command. The Commands are responsible for budgeting and approving the costs of the SLRP in coordination with their Resource Management Office.

**Q2. Can Command HQs designate funds for specific programs such as SLRP?**

A3. Yes. The process for this depends on how the command utilizes their budget for SLRP. Please verify with G-8.

**Q3. Do you have a sample service agreement?**

A3. Several sample service agreements are available on the OPM website. The organization may utilize them to develop its own service agreement. <https://www.opm.gov/policy-data-oversight/pay-leave/student-loan-repayment/sample-agency-plans/sample-student-loan-repayment-program-service-agreement/> The Implementation Guidance specifies the specifics of what is required to be included.

**Q4. If employees are required to repay the incentive due to violating the service agreement, where are the funds repaid?**

A4. The funds are repaid to the Command. Please see Army Implementation Guidance on Student Loan Repayment Program, 7.h. Repayment Procedures.

**Q5. Can DFAS pay the Student Loan Repayment incentive on a biweekly basis and lump sum?**

A5. Student loan repayment may be paid in Lump Sum, bi-weekly, or periodically which must be identified in the service agreement.

**Q6. Does a Command or CPAC have to submit an SF-50 to start repayment process for Indebtedness?**

A6. Commands make the determination that a debt is to be incurred. An SF-50 would be processed by the CPAC to terminate the incentive (termination of incentive or employee separation) and indicate in the remark section that a debt will be incurred. CPAC will then submit a remedy through DFAS to initiate the debt.

**Q7. Is the reporting required based on calendar year or fiscal year?**

A7. Assessment is required based on the fiscal year, with a requirement to report the data no later than 31 October of each year.

**Q8. IAW, Matrix of Assistant Secretary of the Army (Manpower and Reserve Affairs) Delegated Civilian Human Resources Authorities, Version 02-2017, Commanders/Heads**

**of ACOMS, ASCCs, DRUs, and AASA or appropriately designated officials have authority to approve SLRP, justifications, document budgetary approval, and to approve waivers/initiate debt procedures. Authority may be further delegated in writing to the lowest practical level, but not lower than managers and supervisors, and officials managing intern or training programs.**

**What level would be the lowest practical level exactly? Who would be managers and supervisors? First line supervisor?**

A8. Based on the internal policy, authority may be delegated down to the lowest practical level, but not lower than managers or supervisors who are in charge of hiring an individual to the position. The SLRP approval process must also include the Resource Management Office in order to verify funding requirements.

**Q9. Does the Command Quality Control (QC) Checklist need to indicate exactly everything that is on the sample checklist?**

A9. The sample provides information that must be verified to ensure that the request package is accurate and complete. The items listed on the sample are the basic requirements that must be met in order for the SLRP to be approved. The Command may create their own QC checklist that adequately reflects proper eligibility and their internal requirements.

**Q10. Does Command G1 oversee and monitor the SLRP budgetary service agreement?**

A10. There is no "budgetary service agreement" IAW the Army SLRP Implementation Guidance, the Command G-1:

- 1) Overseas and monitors the SLRP to confirm budgetary approval
- 2) Certify that the loan is qualifying
- 3) Certify that service agreements are signed
- 4) Advise on the usage of the program
- 5) Reviews and validates eligibility
- 6) Develops quality checklist
- 7) Maintain records

**Q11. "Commands may not use this authority to recruit current Federal employees from any other branch of the Federal Government or from another Army Command." Does 'another Army Command' mean the 4 major Army command or does it include subordinate command?**

A11. Another Army Command includes subordinate commands and any another Army command using a separate budget. Bottom line, Commands may not use this authority to recruit current Federal employees.

**Q12. Do attorneys who are serving on excepted appointment excluded from SLRP?**

A12. They are eligible for SLRP as long as they fall into the eligible employee categories, however, they may not be eligible for SLRP based on the appointment type or duties performed, i.e. Schedule C political appointments.

**Q13. For retention purposes, must an employee have an actual job offer in hand in order to prove they are likely to leave the Federal service? May the Commands require an employee to have a job offer prior to approving the SLRP for retention purposes?**

A13. No, this is not a requirement. DoD has left this decision up to the command. Commands should use good judgement in order to determine whether an employee is likely to leave the federal service before offering the loan repayment. Commands may further restrict their internal guidance to require employees to have a job offer in hand prior to approving the SLRP.

**Q14. DFAS is only equipped to make lump sum and bi-weekly payments. What is the process for periodic payments?**

A14. Currently, the periodic payments are not available, it is in progress to provide the periodic payments.

**Q15. How are approved waivers reported to AG-1CP?**

A15. Approved waivers can be consolidated and reported to AG-1CP in a Command memorandum by the reporting date of 31 October each year.

**Q16. Will the sample QC checklist be made available to the Commands?**

A16. Yes.

**Q17. Is this a “centrally Army funded student loan repayment program” that may be used as a recruitment or retention incentive for candidates or current employees of an agency, or is this funded by the Parent Agency?**

A17. The SLRP is funded by the Command. They are responsible for budgeting the funds to approve the SLRP.

**Q18. What if an employee does not get a fully successful rating?**

A18. Service agreement must be terminated if the employee receive rating less than ‘fully successful.’ The employee must repay the incentive. Please see Army Implementation Guidance on Student Loan Repayment Program, 6. Service Agreement Criteria.