



**USAID**  
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**Functional Series 400  
Personnel**

**INTERIM UPDATE 09-05**

**SUBJECT:** Announcement of FY-2009 USAID Student Loan Repayment Program Open Season Applications Due in OHR/PPIM by Friday, July 10, 2009

**NEW MATERIAL:** This Interim Update announces the FY 2009 open season application period for the Student Loan Repayment Program (SLRP). The Attachment to this Interim Update, FY-2009 Student Loan Repayment Program Implementation Guidelines, contains comprehensive information about the Program, its requirements, and eligibility criteria. These Agency policies and procedures will be published in ADS 466, Student Loan Repayment Program, in the near future.

**EFFECTIVE DATE:** 06/16/2009

**ATTACHMENTS:**

1. [FY-2009 USAID Student Loan Repayment \(SLRP\) Implementation Guidelines](#)
2. [FY-2009 USAID Student Loan Repayment Program \(SLRP\) Application Form](#)
3. [USAID Student Loan Repayment Program Service Agreement](#)

POLICY

USAID/General Notice  
OHR/PPIM  
06/16/2009

Subject: Announcement of FY-2009 USAID Student Loan Repayment Program Open Season Applications Due in OHR/PPIM by Friday, July 10, 2009

The Office of Human Resources (OHR) is pleased to announce the Open Season application period for the FY-2009 Student Loan Repayment Program (SLRP). The student loan repayment incentive is being offered to current USAID employees.

Employees must complete and submit all required application materials by close of business on Friday, July 10, 2009.

The Attachment to this Notice, FY-2009 Student Loan Repayment Program Implementation Guidelines, contains comprehensive information about the Program, its requirements, and eligibility criteria. These Agency policies and procedures will be published in ADS 466, Student Loan Repayment Program, in the near future.

The Student Loan Repayment Program permits agencies to repay federally insured student loans as an incentive to recruit and retain highly qualified employees. SLRP is one of several tools available to help agencies meet their strategic human capital needs.

Receipt of a student loan repayment incentive is not an entitlement, and it does not apply to all USAID employees who have outstanding student loans. The FY-2009 Student Loan Repayment Program (SLRP) is limited both in scope and financial resources. The Program targets those occupations that are in short supply and difficult to fill and/or are critical to the accomplishment of the Agency's mission.

The qualifying occupational series and grade levels are designated in section 1(b) of the attached FY-2009 Student Loan Repayment Program (SLRP) Implementation Guidelines. However, to be considered, current USAID employees must meet the criteria in all three areas of the Implementation Guidelines: (a) personal eligibility; (b) position and grade eligibility; and (c) loan eligibility.

Student loan repayment incentives are limited to a maximum amount of \$10,000 per calendar year and are subject to a cumulative lifetime maximum of \$60,000 per employee. The amount of the FY-2009 SLRP repayment incentive that will be paid out under USAID's Program is dependent upon available funding and the number of eligible employees. In FY-2008, the maximum lump sum repayment incentive amount was \$7,500 before taxes.

USAID will not pay a SLRP incentive to an employee who is already receiving retention incentive payments or is fulfilling a service commitment for receipt of a recruitment or relocation incentive.

USAID's Program is intended for those employees who have completed their studies and already have a college degree from an accredited college or university. It is not a loan program for employees who seek funding to support new studies or courses currently underway. The Agency offers a Tuition Assistance Program (TAP) that provides tuition assistance to eligible employees for classroom and on-line courses. Additional information regarding TAP may be found on [http://inside.usaid.gov/HR/university/tuition\\_assistance\\_program\\_tap.cfm](http://inside.usaid.gov/HR/university/tuition_assistance_program_tap.cfm).

USAID must make payments on behalf of the employee directly to lending institutions or loan servicing organizations for current outstanding loans. Employees who have

already repaid their student loans are not eligible to participate in the Program for a retroactive reimbursement.

Interested employees who believe they meet all eligibility requirements must be willing to sign a service agreement to stay with USAID as a direct hire for three years. An employee who received a SLRP repayment incentive under the FY-2005 or FY-2008 USAID Program may again qualify for a SLRP incentive in FY 2009. In such a case, the additional year of participation will require the employee to add a one-year extension to his or her existing service commitment period or require that a new one-year service commitment period be established.

Employees must fill out an application form (Attachment 2) and attach a signed service agreement (Attachment 3). Employees must also provide supporting loan documentation that meets the loan eligibility requirements stated in section 1(c) of the FY-2009 SLRP Implementation Guidelines.

Interested employees must apply during the Open Season application period, which runs until Friday, July 10, 2009. Employees must submit their completed application form, signed service agreement, and loan documentation to OHR/PPIM by close of business on Friday, July 10, 2009. Applications that are incomplete by virtue of missing documentation will be considered pending. Applications that are still pending and incomplete at the close of the Open Season application period on July 10th will be withdrawn from consideration.

A special e-mail address is available to facilitate the handling of questions from employees regarding SLRP. Questions may be directed via e-mail to the attention of the USAID SLRP Team at [SLRP@usaid.gov](mailto:SLRP@usaid.gov).

Points of Contact: Questions regarding the FY-2009 Student Loan Repayment Program may be directed to:

--Jennifer McKelvey, OHR/PPIM, at (202) 712-5233, or

--Lucrecia Vasquez, OHR/PPIM, at (202) 712-5194.

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