

UNITED STATES DEPARTMENT OF AGRICULTURE MARKETING AND REGULATORY PROGRAMS		RECOMMENDATION AND APPROVAL FOR THE REPAYMENT OF STUDENT LOAN(S)		
1. Agency Name		2. Agency Code	3. Case Number	4. Personnel Office Identifier (SPO use only)
5. Employee Name		6. Social Security Number		7. Duty Station Code
8. Position Title		9. Location (City, State)		10. Pay Plan/Series/Grade/Step
11. Salary	12. Organization		13. Effective Date of Loan R	
14. Accounting Code		15. Mail Check to (if applicable)		
16. Education Level		17. Employee Status (check one) <input type="checkbox"/> New Employee <input type="checkbox"/> Current Employee		

**The following information must be attached, for review by the recommending and approving officials for a student loan repayment:**

- A written justification outlining the difficulty experienced or expected in filling the position if a student loan is not repaid, and
- A written determination that unusually high or unique qualifications of the employee or a special need of the Agency exists.  
Or
- A written determination that the employee is likely to leave the Federal Government if the loan is not repaid, and
- A written description of the extent to which the employee's departure would affect the Agency.
- In addition, the proposed amount of the loan repayment, along with the rationale for the amount proposed.

**Recommending Official**

18. Recommended Amount \$	19. Signature of Recommending Official	20. Title of Recommending Official	21. Date
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**Approving Official (1<sup>st</sup> Approval)**

22. The undersigned has reviewed the conditions for repayment of the above employee's student loan(s) as indicated (check one) <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		23. Amount Approved \$	24. Year
25. Signature of Approving Official		26. Title of Approving Official	27. Date

28. Comments/Changes

**Approving Official (Subsequent Year's Review & Reauthorization to Continue Payment)**

29. The undersigned has reviewed the conditions for repayment of the above employee's student loan(s) as indicated (check one) <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		30. Amount Approved \$	31. Year
32. Signature of Approving Official		33. Title of Approving Official	34. Date

35. Comments/Changes

36. The undersigned has reviewed the conditions for repayment of the above employee's student loan(s) as indicated (check one) <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		37. Amount Approved \$	38. Year
39. Signature of Approving Official		40. Title of Approving Official	41. Date

42. Comments/Changes

**PRIVACY ACT STATEMENT**

Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to Title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your Agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.