

Reclamation Manual

Directives and Standards

Student Loan Repayment Benefit Request Checklist

1. **Student Loan Repayment Benefit Used as a Recruitment Tool, Initial Request.** If a Student Loan Repayment Benefit (SLRB) will be used as a recruitment incentive, both an initial request and a final justification memorandum must be sent through established management review channels to the appropriate official for concurrence and approval.
 - A. **Request.** All initial recruitment requests will be in writing and must be initially approved before the vacancy announcement advertising the position is issued. Each initial memorandum request must address the following:
 - (1) Requesting Official's name and signature
 - (2) Title, Pay Plan, Series, Grade
 - (3) Yearly Gross Amount/Total Gross Amount
 - (4) Length of Service Agreement
 - (5) Factors: Must be addressed in the memorandum request
 - (a) What other benefits, pay setting options, or incentives were considered to assist in filling the position?
 - (b) What special or unique qualifications/skills are required to successfully perform in the position?
 - (c) Describe how the position would be or is difficult to fill with a highly qualified candidate in the absence of offering to fund an SLRB?
 - B. **Approvals.**
 - (1) For requested amounts up to but not exceeding \$20,000 total gross, the following signatures are required on the request memorandum:
 - (a) Requesting Official
 - (b) Servicing Human Resources Officer (HRO)
 - (c) Reclamation Leadership Team member
 - (2) For requested amounts greater than \$20,000 but no more than \$60,000 total gross, the following signature blocks are also required on your submission memorandum in addition to those mentioned above:

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- (a) Manager, Human Resources (HR) Policy and Programs Division
 - (b) Director, POLICY
 - (3) NOTE: Before offering an SLRB, a final memorandum request must be approved.
2. **Student Loan Repayment Benefit Used as a Recruitment Tool, Final Request.** If the SLRB will be used as a recruitment incentive, and was initially approved, a final justification memorandum must be sent through management channels to the appropriate official for approval. The approved initial recruitment memorandum request must be attached with the final memorandum request.
- A. **Request.** All final recruitment memorandum requests will be in writing and must receive final approval prior to awarding the SLRB. Please note, each final memorandum request must address the following, otherwise it may delay the review process or be returned for additional information:
- (1) Requesting Official's name and signature
 - (2) Candidate's Name
 - (3) Title, Pay Plan, Series, Grade, Step, Salary
 - (4) Yearly Gross Amount/Total Gross Amount
 - (5) (Total Amount cannot exceed \$10,000 per year/\$60,000 lifetime)
 - (6) Method of Payment (Bi-weekly, quarterly, annually)
 - (7) Length of Service Agreement
 - (8) Eligibility:
 - (a) Permanent full-time employee,
 - (b) Permanent part-time employee, or
 - (c) Full-time temporary in the excepted service, serving under an appointment with eligibility for conversion to an appointment in the competitive service.
 - (9) Ineligibility:
 - (a) Is the candidate in default on any student loan?

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- (10) Factors: Must be addressed in the memorandum request.
- (a) What special or unique qualifications/skills does the individual possess that makes him or her highly qualified for the position?
 - (b) Is the education the student loan funded required for or directly related to the duties of the position to be filled?
 - (c) Has the candidate graduated from an accredited college or university with at least a Bachelor's degree?
 - (d) Is the candidate a current Federal employee?
 - (e) Has the candidate indicated in advance that he or she would not accept the position offered in the absence of the SLRB?
 - (f) Provide evidence that indicates Reclamation has experienced difficulties in filling the position or very similar positions with a highly qualified candidate.

B. Approvals.

- (1) For requested amounts up to but not exceeding \$20,000 total gross, the following signatures are required on your request memorandum:
 - (a) Requesting Official
 - (b) Servicing HRO
 - (c) Reclamation Leadership Team member
 - (2) For requested amounts greater than \$20,000 but no more than \$60,000 total gross, the following signatures are required on your memorandum in addition to those mentioned above:
 - (a) Manager, HR Policy and Programs Division
 - (b) Director, POLICY
3. **SLRB Used as a Retention Tool.** If the SLRB will be used as a retention tool for current Reclamation employees, a retention justification request memorandum must be sent through management channels to the appropriate official for approval.
- A. **Request.** All retention requests will be in writing and must receive approval prior to awarding the SLRB. Each retention memorandum request must address the following:

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- (1) Requesting Official's name and signature
- (2) Employee's Name
- (3) Title, Pay Plan, Series, Grade, Step, Salary
- (4) Yearly Gross Amount/Total Gross Amount
- (5) (Total Amount cannot exceed \$10,000 per year/\$60,000 lifetime)
- (6) Method of Payment (Bi-weekly, quarterly, annually)
- (7) Length of Service Agreement
- (8) Eligibility:
 - (a) Permanent full-time employee,
 - (b) Permanent part-time employee, Or
 - (c) Full-time temporary in the excepted service, serving under an appointment with eligibility for conversion to an appointment in the competitive service.
- (9) Ineligibility:
 - (a) Is the employee in default on any student loan?
 - (b) Is there any indications that the employee will be leaving the Department for any other positions with another Federal agency or branch of the Federal Government?
- (10) Factors: Must be addressed in the memorandum request
 - (a) What special or unique qualifications/skills does the individual possess that makes him or her highly qualified for the position?
 - (b) How would the employee's departure impact the Bureau of Reclamation's mission or the organization's ability to carry out a mission related activity?
 - (c) Is the education the student loan funded required for or directly related to the duties of the position to be filled?
 - (d) Has the candidate graduated from an accredited college or university with at least a Bachelor's degree?
 - (e) Does the employee have any pending or recommended disciplinary actions?

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- (f) Has the employee been on an official rating of record for at least 1 full year?
- (g) Is the employee's current official rating of record at least Superior?
- (h) What additional information indicates the likelihood that the employee(s) will leave the Department for employment outside Federal service in the absence of an SLRB?
- (i) What evidence do you have that indicates that Reclamation has experienced difficulties in retaining highly qualified employees?

B. Approvals.

- (1) For requested amounts up to but not exceeding \$20,000 total gross, the following signatures are required on the request memorandum:
 - (a) Requesting Official
 - (b) Servicing HRO
 - (c) Reclamation Leadership Team member
- (2) For requested amounts greater than \$20,000 but no more than \$60,000 total gross, the following signatures are required on the memorandum in addition to those mentioned above:
 - (a) Manager, HR Policy and Programs Division
 - (b) Director, POLICY