

**STUDENT LOAN REPAYMENT SERVICE AGREEMENT  
OR STUDENT LOAN REPAYMENT WITH RECRUITMENT INCENTIVE (If recruitment incentive is approved)**

Student loan repayments are made directly to the lender subject to the conditions stated in this agreement. Use of this authority in no way constitutes a right, promise or entitlement for continued employment or noncompetitive conversion. Accordingly, under this authority, the Naval Research Laboratory (NRL) agrees to provide a student loan repayment benefit to:

<b>NAME (Last, First, MI)</b>	<b>NRL CODE</b>
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**AUTHORIZED BENEFIT**

ANNUAL PAYMENT AUTHORIZED (up to \$10,000)	NUMBER OF YEARS PAYMENTS WILL BE MADE	TOTAL REPAYMENT BENEFIT APPROVED (up to \$60,000)	SERVICE OBLIGATION						
\$		\$	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:60%; border-bottom: 1px solid black;"></td> <td>SLRP Service Obligation</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td>RI Service Obligation (if approved)</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td>TOTAL Service Obligation</td> </tr> </table>		SLRP Service Obligation		RI Service Obligation (if approved)		TOTAL Service Obligation
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	RI Service Obligation (if approved)								
	TOTAL Service Obligation								

To establish eligibility for this authorized benefit, the employee accepts the following terms and conditions:

**CONDITIONS OF LOAN REPAYMENT**

1. The effective date of this agreement is the date Defense Finance and Accounting Service (DFAS) makes the first payment to the holder of my loan.
2. My service obligation for the SLRP is based on a minimum 3-year requirement, plus 1 additional year for each year payments are made after the 3rd year. In addition, if I receive a recruitment incentive, I agree to serve, at a minimum, 1 additional year of service. I will remain in the service of NRL for \_\_\_\_\_ years from the effective date of this agreement.
3. This agreement may be canceled if agreed to by both the employee and NRL, providing that the terms of service have been met or I, the employee, have agreed to repay NRL for the full amount of payments made on my behalf under this agreement.

**CONDITIONS OF EMPLOYMENT**

1. I understand and agree that my service obligation under this agreement is to NRL, and that if I transfer to another NRL Division, my service obligation shall remain in effect. I understand that it is my responsibility to notify the new employing Division of my obligation under this agreement prior to such transfer.
2. I understand and agree that I will no longer be eligible for the loan repayment benefits if: I voluntarily separate from NRL (including transfer to another Federal agency); I am involuntarily separated for misconduct or unacceptable performance; I receive a negative suitability determination; or I, in any way, violate the terms of this agreement before completing the agreed-upon period of service.
3. I understand that employment is defined as the performance of actual work as an NRL civilian employee in a pay status, and that periods of leave without pay, or other periods when I am not in pay status, do not count toward the completion of the required service period.

**LOAN PAYMENT PROCEDURES**

1. I understand and agree that payments will be made by the DFAS on a bi-weekly basis, and that I am responsible for any income tax obligation resulting from the student loan repayment benefit.
2. I further understand that the student loan repayments made by NRL do not exempt me from my responsibility and/or liability for the loan, and that NRL is not responsible for any late fees assessed by the lender if the student loan repayment benefit is not received on time.

**REIMBURSEMENT OF LOAN REPAYMENT BENEFIT/RECRUITMENT INCENTIVE (if applicable)**

1. For Student Loan Repayment, I understand and agree that if I am separated from NRL for reasons of misconduct or unacceptable performance, or if I leave NRL voluntarily before completing the period of service specified in this agreement, including transfer to another Federal agency, I shall be indebted to the Federal Government and shall reimburse NRL for the full amount of all loan repayments.
2. If I receive a recruitment incentive, I understand and agree that if I am separated from NRL for reasons of misconduct and or unacceptable performance, or if I leave the Department of Defense voluntarily before completing the period of service specified in this agreement, I shall be indebted to the Federal Government and shall reimburse NRL on a pro rata basis. I understand that I will receive credit for each full month of employment completed under this agreement.

<b>EMPLOYEE (Signature)</b>	<b>DATE</b>
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**I CERTIFY THAT I HAVE DISCUSSED THE CONDITIONS OF THE AGREEMENT WITH THE RECRUIT AND APPROVE/RECOMMEND THIS LOAN REPAYMENT.**

<b>RECOMMENDING OFFICIAL (Name, Title, Signature)</b>	<b>DATE</b>
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**I CERTIFY THAT I HAVE VERIFIED AND/OR DISCUSSED THE ACCEPTANCE OF THIS AGREEMENT WITH THE RECRUIT.**

<b>HRO REPRESENTATIVE (Name, Title, Signature)</b>	<b>DATE</b>
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**PRIVACY ACT STATEMENT**

**AUTHORITY:** The collection of this information is authorized by 5 U.S.C. 5379 in order to facilitate the repayment of student loans, where authorized.  
**PRINCIPLE PURPOSE:** The information will be used as a basis for payroll actions, and may be disclosed to the Internal Revenue Service for tax withholding purposes, the Department of Treasury for payroll action, the Department of Labor for worker compensation claims and the Department of Justice for other lawful purposes including law enforcement and in the event of litigation. In addition, this information may be used within NRL and the Department of Navy for study purposes, such as the projection of staffing needs, and/or creation of non-identifiable statistical data for reports to other Federal agencies and Congress.  
**ROUTINE USES AND DISCLOSURE:** Providing this information is voluntary, but choosing not to provide the requested information will preclude the payments by the Naval Research Laboratory.