



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
5440 STUDENT DRIVE
ABERDEEN PROVING GROUND, MD 21005-5200



July 12, 2004

MEMORANDUM FOR ALL REGIONAL CIVILIAN HUMAN RESOURCES DIRECTORS

SUBJECT: Policy for Repayment of Student Loans and Use of Recruitment, Relocation, or Retention Allowances, Civilian Human Resources Agency (CHRA) Guidance Memorandum No. 14-04

This memo supercedes CPOCMA Guidance Memo 02-02, subject: Policy for Repayment of Student Loans, dated January 24, 2002.

On October 17, 2001, the Department of Defense authorized the Department of the Army to approve student loan repayments. On November 26, 2001, the Deputy Assistant Secretary of the Army for Civilian Personnel Policy re-delegated the approval of student loan repayments to the lowest practical level. The ability to repay student loans is an incentive that may be used to recruit and/or retain highly qualified employees along with other incentives such as recruitment and relocation bonuses or retention allowances.

At the present time, we are not experiencing substantial problems in retaining Civilian Personnel Operations Center (CPOC) or Civilian Personnel Advisory Center (CPAC) employees. Therefore, student loan repayments will not be authorized for current employees, including ACTEDS and local interns. Normally, CPOCs and CPACs do not have difficulty in recruiting well-qualified candidates for positions.

However, there may be some limited instances when offering an incentive such as student loan repayment or a recruitment or relocation bonus may be needed to attract sufficient candidates or persuade a well-qualified candidate to accept an offer of CPOC or CPAC employment. There may also be a need to offer a retention bonus to retain the services of a current employee. Requests to offer student loan repayment or other recruitment/retention incentives may be approved by the appropriate Regional Civilian Human Resources (CHR) Director. The request must be submitted in writing, must include a justification for the need to offer student loan repayment or other incentives, as well as the projected amount of money to be offered.

The CHRA point of contact is Lyn Krout, (410) 306-1755, DSN 458-1755, or e-mail, linda.krout@chra.army.mil.

FOR THE DEPUTY CHIEF OF STAFF, G-1:


Michael L. Vajda
Director, Civilian Human
Resources Agency



Printed Recycled Paper