

  
Approved for Release  
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Date

**DEPARTMENT OF COMMERCE  
OFFICE OF HUMAN RESOURCES MANAGEMENT**

**HUMAN RESOURCES (HR) BULLETIN #057, FY07**

**SUBJECT:** Student Loan Repayment Report

**EFFECTIVE DATE:** Upon release of this HR Bulletin

**EXPIRATION DATE:** Effective until canceled or superseded

**SUPERSEDES:** N/A

**BACKGROUND:** Agencies are required to submit a written report to the Office of Personnel Management (OPM) on their use of the Student Loan Repayment Program (SLRP) for the previous fiscal year. The report is due to OPM by December 31<sup>st</sup> of each year.

**PURPOSE:** The purpose of this HR Bulletin is to provide bureaus with the reporting requirements for the annual Student Loan Repayment Report.

**REPORTING REQUIREMENTS:** Principal Human Resources Managers (PRHM) and/or Servicing Human Resources Offices (SHRO) shall submit a report for each bureau serviced, that has a SLRP in place, to the Department's Office of Human Resources Management no later than December 15<sup>th</sup> of each year. Each report shall contain the following data for the fiscal year:

1. The number of Federal employees who received student loan repayment benefits, including student loans renewed from the previous fiscal year;
2. The job classification of each recipient (i.e., pay plan, occupational series and job title); and
3. The total dollar amount of student loan repayment benefits provided.

In addition, because of OPM's interest in agencies' use of this valuable human capital management tool, we request you provide additional information regarding the bureau's SLRP. For example, information regarding best practices, lessons learned, program effectiveness, metrics used to measure program success, establishing a business case, program impediments, or other relevant details on the use of student loan repayments as a recruitment or retention incentive.

**DOCUMENTING SLRP ACTIONS:** The PHRM/SHRO will ensure that every employee who has been approved to receive a student loan through the SLRP, has signed a service agreement. A personnel action with a Nature of Action Code of 817, Student Loan Repayment, should be processed for recordkeeping/documentation purposes. The PHRM/SHRO must still enter and process the payment using the special payments processing system (SPPS).

**REFERENCES:** Department Administrative Order 202-957, Department of Commerce Repayment of Student Loan Policy

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