

R 082116Z SEP 11
FM COMDT COGARD WASHINGTON DC//CG-12//
TO ALCOAST
BT
UNCLAS //N12500//
ALCOAST 419/11
COMDTNOTE 12500

SUBJ: Student Loan Repayment Program

A. Student Loan Repayment Program, COMDTINST 12500.3 (SERIES)

1. COMDTINST 12500.3, Student Loan Repayment ref (A) authorizes the Coast Guard to repay certain types of federally insured student loans as recruitment or retention incentive for certain Coast Guard civilian employees paid from appropriated funds.
2. This incentive will be provided on a case-by-case basis for difficult-to-fill or difficult-to-retain positions when it is determined in the absence of loan repayment benefits the Coast Guard would have difficulty filling a position with a highly qualified candidate or retaining a highly qualified employee.
3. An employee may be considered for student loan repayment benefits up to 10,000 pretax dollars per calendar year with a maximum limit of 60,000 pretax dollars per employee. As outlined in ref (A), requests for student loan repayment benefits must be submitted in writing by the supervisor, contain the written endorsement of a senior official, the requests must be accompanied by information documenting difficulties in either recruiting or retaining for a position such as: offer acceptance rates, proportion of positions filled, or a non-federal employment offer. For those requests that are approved, disbursement of the loan to the financial institution is contingent upon submission of a signed service agreement by the employee.
4. This incentive should not be used to recruit current federal employees from other agencies, nor may it be used to retain employees likely to leave for a position in any branch of the federal government.
5. Local funds can not be used to fund this program. Final funding determinations will be made centrally subject to availability of AFC-08 funds.
6. Questions concerning the student loan repayment program can be directed to your servicing human resources specialist/command staff advisor at: (<http://www.uscg.mil/civilianhr/contact.asp>).
7. Curtis B. Odom, Director of Personnel Management, sends.
8. Internet release is authorized.

BT
NNNN