



COMDTINST 12500.3
22 JULY 2011

COMMANDANT INSTRUCTION 12500.3

Subj: STUDENT LOAN REPAYMENT PROGRAM

- Ref: (a) Title 5, United States Code, Section 5379
 (b) DHS Management Directive 251-02, Repayment of Student Loans For Recruitment and Retention, dated May 31, 2007
 (c) Title 5, Code of Federal Regulations, Part 537
 (d) Information and Life Cycle Management Manual, COMDTINST M5212.12 (series)

1. PURPOSE. This Instruction sets Coast Guard policy and procedures governing the use of student loan repayment benefits for Coast Guard civilian employees paid from appropriated funds.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements must ensure the provisions of the Instruction are followed. Internet release is authorized.
3. DIRECTIVES AFFECTED. None.
4. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATION. Environmental considerations under the National Environmental Policy Act (NEPA) were examined in the development of this Instruction. This Instruction included preparation of guidance documents that implement, without substantive change, the applicable Commandant Instruction or other Federal agency regulations, procedures, manuals, and other guidance documents. It is categorically excluded from further NEPA analysis and documentation requirements under Categorical Exclusion (33) as published in COMDTINST M16475.1D, Figure 2-1. An Environmental Checklist and Categorical Exclusion Determination (CED) are not required.

DISTRIBUTION – SDL No. 159

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NON-STANDARD DISTRIBUTION:

5. POLICY. It is the policy of the Coast Guard to utilize, where appropriate, authorized incentives to attract and retain a high quality, skilled, and productive civilian workforce. In exercising this authority, responsible Coast Guard officials must give due weight to budgetary considerations as well as the Service's mission requirements.
6. COVERAGE. The following appropriated fund Coast Guard civilian employees are eligible for student loan repayment assistance:
 - a. Permanent employees;
 - b. Employees serving a term appointment with at least three years remaining on their appointments;
 - c. Employees serving in excepted appointments with non-competitive conversion to term, career, or career-conditional appointments (e.g., Presidential Management Fellows, Veterans' Recruitment Appointments (VRA), and career interns);
 - d. Temporary employees under 5 CFR §315.704 who are serving on appointments leading to conversion to term or permanent appointments.
7. DEFINITIONS.
 - a. A Student Loan is a loan made, insured, or guaranteed under parts B, D or E of Title IV of the Higher Education Act of 1965; or a health education assistance loan made or insured under Part A of Title VII of the Public Health Service Act, or under Part E of Title VII of that Act.
 - (1) Loans covered under the Higher Education Act include the following examples:
 - (a) Federal Stafford Loans – including Federal subsidized, Federal unsubsidized, direct subsidized, and direct unsubsidized loans;
 - (b) Federal Plus Loans – Federal and Direct Plus Loans;
 - (c) Federal Consolidation Loans – direct subsidized, direct unsubsidized, and Federal Consolidation Loans;
 - (d) Defense Loans – made before 7/1/72; and
 - (e) National Direct Student Loans – made between 7/1/72 and 7/1/87.
 - (2) Loans covered under the Public Health Service Act include the following examples:
 - (a) The Nursing Student Loan Program;
 - (b) The Health Profession Student Loan Program; and
 - (c) The Health Education Assistance Loan Program.

- b. A Service Agreement is a written agreement between the Coast Guard and an employee under which the employee agrees to a specified period of employment of not less than 3 years, in return for payments toward a student loan previously taken out by the employee.
 - c. Requesting Official is a supervisory official (normally the immediate supervisor) who has the authority to make selections, and to propose final ratings of record for his/her subordinate employees.
8. BACKGROUND. The Federal Student Loan Repayment Program was established as an incentive to recruit and retain highly qualified candidates/employees. Reference (a) authorizes Federal agencies to develop a plan for using this incentive. Pursuant to our obligations under reference (b), which establishes Department of Homeland Security (DHS) policy, this Instruction establishes Coast Guard policy and procedures for using this incentive.
9. REQUIRED APPROVALS. Requests for student loan repayment benefits must be made in writing by the requesting official, and have the signed endorsement of the following official or deputy: the responsible unit commander, commanding officer, officer-in-charge, deputy/assistant commandant, or chief of headquarters staff element. The request must be documented using enclosure (1) Request for Student Loan Repayment Benefit, form CG-12500A. The candidate's job application or resume must be attached. For a current employee, an updated application or resume must be attached. Each request must be promptly forwarded through the servicing Human Resources Specialist/Command Staff Advisor (CSA) to Commandant (CG-121) for approval. After approval, requests will be forwarded to Commandant (CG-833) for funding certification and tracking.
10. REQUIRED FUNDING. Commandant (CG-833) will make final funding determinations promptly subject to availability of funds. Local funds will not be used to fund this program.
11. AGGREGATE LIMITATION. In accordance with reference (c), student loan payments are not subject to the aggregate limitation. The aggregate limitation on pay applies to direct payments made to employees, whereas student loan payments are paid to the loan holder on behalf of employees.
12. CRITERIA FOR APPROVING PAYMENT. Eligible employees may be considered for student loan repayment benefits up to \$10,000 (pre-tax) per calendar year, with a \$60,000 (pre-tax) agency-wide (DHS) maximum for any individual. More than one loan may be repaid if the combined repayments do not exceed these limits. Student loan repayment benefits may be provided for both recruitment and retention purposes. Student loan repayment benefits may also be used in conjunction with other incentives and allowances such as superior qualification appointments, recruitment or retention bonuses, relocation allowances, enhanced leave benefits, etc. 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 any position in any branch of the Federal Government.

- a. Recruitment Determination. Loan repayment may be authorized upon determination that, in the absence of loan repayment benefits, the Coast Guard would have difficulty filling a position with a highly qualified candidate. Evidence of need must be based on:
 - (1) The success of recent efforts to recruit suitable candidates for similar positions; including such indicators as offer acceptance rates, the proportion of positions filled, and the length of time required to fill positions;
 - (2) Recent turnover in the same or similar positions;
 - (3) Labor market factors that affect the ability to recruit for similar positions;
 - (4) The extent to which the candidate's education makes him/her a highly qualified candidate;
 - (5) The feasibility of using other incentives (e.g., recruitment incentives, superior qualifications); and
 - (6) Any special qualifications needed.
- b. Recruitment Amount. This determination must be in writing and must document the criteria used to determine the amount of loan repayment benefits. The determination to authorize a student loan repayment and the amount to be paid must be made before the employee enters on duty. Requesting officials must consider any/all of the following criteria in deciding the amount:
 - (1) The severity of the recruiting problem;
 - (2) The importance/criticality of the position to be filled and the effect on the Coast Guard if it is not filled or if there is a delay in filling it;
 - (3) Current salary of the candidate;
 - (4) Salary documented in a competing job offer;
 - (5) The disparity in cost of living between the candidate's current residence and the proposed duty station;
 - (6) The projected cost of further recruitment efforts if the candidate does not accept the position;
 - (7) The extent of the individual's past education, training, and experience that serves to qualify him/her for the position; or
 - (8) Availability of funds.
- c. Retention Determination. Loan repayments may be authorized upon a determination that, in the absence of a loan repayment benefit, the Coast Guard will have difficulty retaining a highly qualified employee. Evidence of need must be based on:

- (1) The unique or high qualifications of the employee or the special need for the employee's services that make it essential to retain him/her;
 - (2) The feasibility of using retention incentives;
 - (3) The likelihood the employee would leave for employment outside the Federal service if he/she does not receive loan repayment benefits. The determination that an employee is likely to leave in the absence of a student loan repayment may be based on a written offer from an employer outside the Federal government. It may also be based on a written statement by a higher level official, endorsed by the responsible unit commander, commanding officer, officer-in-charge, deputy/ assistant commandant, or chief of headquarters staff elements, that the employee is likely to leave based on such evidence as personal knowledge that the employee is actively seeking outside employment and that competitive labor market conditions make it likely such efforts will yield positive results for the employee; or
 - (4) Requests for a student loan repayment must demonstrate in writing the extent to which the employee's departure would affect the Coast Guard's ability to carry out an activity or perform an essential function (identify other employees at the command who occupy similar positions or perform similar functions and demonstrate the special uniqueness or conditions that apply to the individual for whom the student loan repayment is requested) and that the required criteria outlined below have been considered:
 - (a) The success of recent efforts to recruit candidates and retain employees with qualifications similar to those possessed by the employee for positions similar to the position held by the employee;
 - (b) The availability in the labor market of candidates for employment who, with minimal training or disruption of service to the public, could perform the full range of duties and responsibilities assigned to the position held by the employee; and
 - (c) The special conditions that apply to the individual for whom the student loan repayment is requested when there are other employees at the command or in the work unit who occupy similar positions or perform similar work or functions but for whom no request is made.
- d. Retention Amount. This determination must be in writing and must document the criteria used to determine the amount of the loan repayment benefit. Requesting officials must consider the following criteria in deciding the amount:
- (1) Salary documented in a competing job offer outside of the Federal government;
 - (2) The importance/criticality of the position and the effect on the employing office if the employee were to leave;

- (3) The projected cost of recruitment and training associated with replacement of the employee; and
 - (4) Availability of funds.
- e. **Termination of Benefits.** An employee receiving loan repayment benefits will be ineligible for continued benefits if he/she:
- (1) Separates from the Coast Guard for any reason (if the employee moves to another component of the Department of Homeland Security, the gaining component may enter into a new loan repayment agreement);
 - (2) Fails to maintain at least a meets (for employees under the EARS performance system) or an achieved expectations (for employees under the DHS performance management system) level of performance; or
 - (3) Violates any of the conditions of the service agreement.
13. **SERVICE AGREEMENT.** Before any loan repayment can be made, the current or newly-appointed employee must sign a service agreement which requires completion of a minimum three-year period of employment with the Coast Guard, if the amount to be reimbursed is for a total of \$30,000 or less. This three year period will begin when the first payment is made to the holder of the loan. Additional, annual loan repayments may be authorized during the period of the initial service agreement subject to review and recertification that funds are available. Any annual loan repayment made after completion of the initial service agreement will extend the service agreement by one additional year for each additional annual payment. The service agreement must cover an additional 12 months based on additional dollar amounts approved in increments over \$30,000 (e.g., \$30,001- \$40,000). The following table illustrates the application of the service agreement formula.

Service Requirement Table

Reimbursement Amount	Minimum Service Requirement
\$1 - \$30,000	3 years
\$30,001 - \$40,000	1 additional year (4 years total)
\$40,001 - \$50,000	1 additional year (5 years total)
\$50,001 - \$60,000	1 additional year (6 years total)

The service agreement must be documented using enclosure (2) the Student Loan Repayment Program Service Agreement, form CG-12500. The agreement will specify employment conditions considered appropriate, such as, but not limited to, the employee’s position and the duties he/she is expected to perform, work schedule, or level of performance. However, the service agreement in no way constitutes a right, promise, or entitlement to continued employment or non-competitive conversion to the competitive service, nor does it limit management’s right to take corrective or disciplinary actions as otherwise appropriate. The repayment period begins when the first payment is made to the loan holder.

- a. Failure to Complete a Service Agreement. An employee who, voluntarily or because of performance or misconduct, fails to complete the agreed-upon period of service must refund the full amount of benefits received during the initial three-year period. Employees who fail to complete the period of service under a one-year extension (e.g., fourth year, fifth year) must repay the amount of benefits received in the extension year only. If an employee fails to reimburse the Coast Guard, the amount outstanding will be recovered from the employee under established debt collection procedures.
 - b. Repayment Conditions. Collection of a debt may be waived in whole or in part, if it is determined that recovery would be against equity and good conscience or against the public interest. Requests to waive repayment must be submitted in writing to the DHS Office of the Secretary via Commandant (CG-121) for approval. Consistency, fairness, and the cost to the taxpayer in recovering monies owed to the government will be taken into consideration.
 - (1) Movement to Another DHS Component. If, for any reason, an employee moves to another component of DHS during the term of the agreement, eligibility for continued benefits will terminate. The employee will be required to reimburse the Coast Guard for loan repayments already made, unless a waiver is approved. Waivers will be considered when the move will enable the Coast Guard to accomplish an important mission or goal.
 - (2) Involuntary Separation for Reasons Other Than Conduct or Performance. If, during the term of the agreement, the employee is involuntarily separated for reasons other than misconduct or failure to maintain an acceptable level of performance (such as reduction in force, failure to transfer upon directed reassignment, or death), eligibility for continued benefits will terminate, however, the employee will not be required to reimburse the Coast Guard for loan repayments already made.
 - (3) Involuntary Separation for Conduct or Performance. If, during the term of the agreement, the employee is involuntarily separated for misconduct or failure to maintain an acceptable level of performance, he/she must reimburse the Coast Guard for the entire gross amount of the loan repayment already made.
 - (4) Voluntary Separation or Voluntary Transfer to Another Federal Agency Outside of DHS. If, during the term of the agreement, the employee voluntarily separates or transfers from the Coast Guard to another Federal agency outside of DHS, he/she must reimburse the Coast Guard for the entire gross amount of the loan repayment already made.
14. PROCEDURES FOR MAKING LOAN REPAYMENTS. Upon funding certification from Commandant (CG-833), the National Finance Center (NFC) will make payments directly to the lending institution holding the loan on behalf of the employee by electronic funds transfer (EFT). NFC will make one (1) lump sum payment of the amount specified by the service agreement each year a payment is authorized. Payments may be applied only to indebtedness outstanding at the time the agreement is signed, and no payments may be made before an employee enters on duty. Updated loan documentation is required for each annual payment.

Loan repayment benefits made under this authority are in addition to basic pay. These benefits are subject to Federal income tax, Federal Insurance Contributions Act (FICA) and Medicare withholding, and any State or local income tax withholdings that may be applicable. The NFC will deduct tax withholdings at the time the lump sum payment is made. The total disbursements (payment to lenders, taxes, FICA, etc.) will be used to determine whether the annual and/or maximum payment limitations apply.

15. RESPONSIBILITIES

a. Requesting officials must:

- (1) Comply with merit system principles when selecting employees to receive loan repayment incentives and consider the need to maintain a balanced and diverse workforce; and
- (2) Document any request for a student loan repayment incentive by completing enclosure (1) the Request for Student Loan Repayment Benefit, form CG-12500A.

b. Responsible unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, or chiefs of headquarters staff elements or their deputies must: endorse in writing all requests for student loan repayment benefits, following the provisions of this Instruction.

c. Commandant (CG-1211) must:

- (1) Ensure that the required service agreement has been signed by the employee;
- (2) Use enclosure (3) the Student Loan Repayment Program Outstanding Loan Information, form CG-12500B to verify the correct loan balance and to ensure that the student loan is federally insured and eligible to be repaid under this program. The form must be used at the time of initial approval and during subsequent extensions of the service agreement;
- (3) Verify the calendar year amounts granted by other DHS components;
- (4) Reach agreement with the holder on terms of payment;
- (5) Ensure Commandant (CG-833) certification of the availability of funds prior to authorizing payment;
- (6) Provide information needed to process the reimbursement request to the NFC;
- (7) Ensure that payments to the institution are consistent with the requirements of this Instruction and effected on a timely basis; and
- (8) Maintain a record of each determination made under this authority and retain the record for three years after the loan has been repaid or after the Office of Personnel Management (OPM) has evaluated the program, whichever is later in accordance with

- reference (d). If the service agreement has not been fulfilled, there are other disputes regarding the agreement or the loan payouts, or the agreement has become the subject of litigation, the records should be kept until the Coast Guard is notified by agency counsel that all pending claims have been resolved, all litigation concluded, and any applicable periods for seeking further review has elapsed, and in any event, for a minimum of six years from the date the facts giving rise to the dispute occurred. If debt collection is pursued against the employee for repayments made by the Coast Guard, the Coast Guard must keep the records until notified by agency counsel that the debt is fully collected, compromised, or settled finally and that any applicable period for seeking further review has elapsed.
- d. Commandant (CG-1212) must:
- (1) Develop and disseminate policies governing the use of the loan repayment program and provide technical guidance to employing offices concerning its administration;
 - (2) Coordinate policy changes and program modifications;
 - (3) Evaluate on a periodic basis the effectiveness of this incentive program; and
 - (4) Prepare annual student loan repayment report to OPM, in conjunction with Commandant (CG-833), identifying the number of employees receiving incentives under this Instruction, their job classifications, and the dollar amount of the incentives provided.
- e. Commandant (CG-121) must:
- (1) Approve or disapprove requests for student loan repayments in a fair and equitable manner. Disapproved requests will be conveyed to the requesting official and will contain an explanation of the basis for the disapproval; and
 - (2) Recommend approval or disapproval of requests to waive collection of a repayment debt in whole or in part, if it is determined that recovery would be against equity and good conscience or against the public interest.
- f. The Office of the Secretary must: Approve or disapprove requests to waive collection of a repayment debt in whole or in part, if it is determined that recovery would be against equity and good conscience or against the public interest.
- g. Employees will:
- (1) Make loan payments on the portion of the student loan that continues to be their responsibility;
 - (2) Pay any income tax obligation resulting from the loan repayment benefit; and
 - (3) Fulfill the requirements of the service agreement.

h. Commandant (CG-833) must:

- (1) Certify that each student loan repayment request is sufficiently funded and seek reimbursement when appropriate;
- (2) Prepare student loan repayment reports identifying the number of employees receiving incentives under this Instruction based on actual pay records to include job series and the dollar amount paid;
- (3) Manage the prior, current, and future years account balances;
- (4) Provide a list of student loan transactions (unliquidated obligations) for review and validation for continuance;
- (5) Calculate the amount of any repayment due and ensure recovery of any student loan repayment money owed the Coast Guard, when an employee fails to complete the service agreement;
- (6) Monitor and analyze budget execution patterns and ensure that funds are obligated in a timely manner, congruent with law and in harmony with program priorities; and
- (7) Forecast future year cost and formulate the Student Loan Repayment budget.

i. The NFC must process the repayment requests and ensure appropriate tax withholdings are made upon receipt of the signed service agreements, a copy of the statements from the employee's lending institutions verifying the indebted amount as well as the account and Electronic Fund Transfer routing numbers. Repayment requests will not be processed without funds certification as indicated in enclosure (1) the Request for Student Loan Repayment Benefit, form CG-12500A.

16. **FORMS/REPORTS.** The forms referenced in this Instruction are available in USCG Electronic Forms on the Standard Workstation or the Internet: <http://www.uscg.mil/forms/>; CGPortal at <https://cgportal.uscg.mil/delivery/Satellite/uscg/References>; and Intranet at <http://cgweb.comdt.uscg.mil/CGForms>.
17. **DISCLAIMER:** This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.

C. B. ODOM /S/
Director of Personnel Management

- Encl: (1) Request for Student Loan Repayment Benefit, form CG-12500A
(2) Student Loan Repayment Program Service Agreement, form CG-12500
(3) Student Loan Repayment Program Outstanding Loan Information, form CG-12500B

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-12500A (06-11)	<h2 style="margin: 0;">REQUEST FOR STUDENT LOAN REPAYMENT BENEFIT</h2> <p style="margin: 0;">NOTE: Candidate's job application/resume must be attached</p>	
Name		Social Security Number
Title	Series/Grade/Step or Cluster/Band	Type of Appointment
Total Amount of Student Loan Repayment Benefit Received to Date (Include the Requested Amount from this Form). \$ _____		
Student Loan Repayment Benefit Amount Requested: \$ _____	Student Loan Repayment Benefit for Year Number: (Check One) <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4* <input type="checkbox"/> 5* <input type="checkbox"/> 6* <input type="checkbox"/> **Other	
<p style="font-size: small; margin: 0;">NOTE: Service agreement must be attached to this request form. A minimum three-year period of employment with the Coast Guard is required, if the amount to be reimbursed is for a total of \$30,000 or less. Benefits may not exceed \$10,000 per calendar year.</p>		
Current Balance of Outstanding Loan(s): \$ _____		
<p style="font-size: small; margin: 0;">NOTE: Official documentation from loan holder documenting loan balance and type of loan must be attached to this request form.</p>		
Compensation:		
Salary (Basic Pay plus Locality Pay or special salary rate): \$ _____		
Other Continuing Pay (e.g., retention allowance): \$ _____		
Other Payments, e.g., recruitment bonus, superior qualifications appointment (amount above the first step of the grade): \$ _____		
Student Loan Repayment Benefit Amount: \$ _____		
TOTAL COMPENSATION \$ _____ 0.00		
Supervisory Requesting Official	Title	Date
Endorsement (e.g., CO Areas, Districts, MLCs, HQ Units, etc.)	Title	Date
CSA/HR Specialist		Date
CG-121 (Approving Official)	Title	Date
CG-833 (Fund Certification)	Title	Date
Effective Date:	Expiration Date:	

U.S. Dept. of Homeland Security, USCG, CG-12500A (06-11)

* Additional years of service are required if repayment amounts exceed \$30,000

** Indicate the additional years if the repayment amounts were less than \$10,000 and the aggregate student loan repayment amount does not exceed \$60,000.

Written Justification. Please justify the request against the criteria specified in STUDENT LOAN REPAYMENT PROGRAM, COMDTINST 12500.3, para.11a and 11b. or para.11c. and 11d.

This information is provided pursuant to the Privacy Act of 1974 (P.L. 93-597).

Authority for Collection of Information
5 U.S.C 5379

Purpose and Uses The main purpose for collecting the information requested on this form is to establish the terms under which an individual receives a student loan repayment benefit under the DHS Student Loan Repayment Program. The information collected will be used as a basis for payroll actions. Accordingly, disclosure of identifiable information, including your Social Security Number (SSN), may be made to the Internal Revenue Service for tax withholding purposes, the Department of Treasury for payroll action, and to the Department of Labor for worker compensation claims. This information may also be disclosed to the Department of Justice for other lawful purposes, including law enforcement, and in the event of litigation. In addition, these records, or information derived from these records, may also be used within DHS for study purposes, such as projection of staffing needs, and/or creation of non-identifiable statistical data for reports to other Federal agencies and Congress.

Information Regarding Disclosure of Your Social Security

Account Number Disclosure of the SSN is mandatory since it is the identifier used by the Internal Revenue Service and for the withholding of taxes from your salary. The use of the SSN is necessary because of the large number of present and former employees and applicants who have identical names and birth dates, and whose identities can be distinguished only by the SSN. It is used primarily to identify an employee's personal leave, and pay records and to relate one to the other. In this regard, it is also used by DHS to locate records in order to respond to lawful requests for information by former employers, educational institutions, and financial or other organizations. The information gathered through the use of the number will be used only as necessary in personnel administration processes carried out in accordance with established regulations and published notices of systems of records. The SSN also will be used for the selection of persons to be included in statistical studies of personnel management matters.

Effect of Non-disclosure Your submission of this agreement is voluntary; however, if the agreement is submitted, omission of significant information requested would preclude continued processing of the agreement for you to receive a student loan repayment benefit because payroll would be unable to process the necessary actions.

U.S. DEPARTMENT OF
HOMELAND SECURITY
U.S. COAST GUARD
CG-12500 (10-08)

STUDENT LOAN REPAYMENT PROGRAM SERVICE AGREEMENT

NAME (Print or Type – First Middle Last)

Social Security Number

Employing Office

In consideration of the student loan repayment benefit for which I qualify under 5 U.S.C. 5379, as implemented by the regulations of the Office of Personnel Management (5 CFR 537) and the policies of the Coast Guard, I hereby agree to the following terms and conditions:

1. I agree to serve in (employing office) _____ for 3 years (initial contract) or 1 year (extension).
2. The amount of the student loan repayment benefit is \$ _____ (up to \$10,000 per year). I understand that the commitment to repay my loan is 3 years for the initial contract and 1 year for each yearly extension.
3. If student loan repayment benefits are made in the second or third year, my initial service agreement is not extended.
4. If student loan repayment benefits are made beyond 3 years (the amount to be reimbursed exceeds \$30,000 in one-year increments of \$10,000 or less), my service agreement will be extended by 1 year for each annual payment made beyond the third year.
5. The service agreement is effective from the date of the first payment to the loan holder _____ through _____.
(Month/Day/Year) (Month/Day/Year)
6. Commandant (CG-1211) is authorized to verify the status and outstanding balance of each loan and to discuss the terms with the lender or note holder.
7. This service agreement in no way constitutes a right, promise, or entitlement for continued employment or noncompetitive conversion to the competitive service. Acceptance of this agreement does not alter the conditions or terms of my employment; accordingly, this agreement will not preclude nor limit the Coast Guard from effecting personnel actions as may be appropriate.
8. In the event I voluntarily separate from the Coast Guard or transfer to another Federal agency (outside of DHS), or I am involuntarily separated for misconduct or performance before completing the agreed upon period of service, I will be indebted to the Federal government and must reimburse the Coast Guard for the gross amount of any student loan repayments benefits received under this service agreement.
9. Movement to another component of DHS or involuntary separation for reasons other than misconduct or failure to maintain an acceptable level of performance will terminate eligibility for continued benefits from the Coast Guard but will not require a refund of the loan repayment.
10. I am responsible for making loan payments on the portion of the loan that continues to be my responsibility.
11. The student loan repayment benefits made do not exempt me from my responsibility and/or liability for the loan.
12. I am responsible for any income tax obligation resulting from the student loan repayment benefit.
13. Please check the following:
 - I have received a Student Loan Repayment benefit from another DHS component.
 - I have not received a Student Loan Repayment benefit from another DHS component.
14. The Coast Guard is not responsible for any late fees assessed by the lender if the student loan repayment benefit is not received on time.
15. The student loan repayment benefits made on my behalf by the Coast Guard and other DHS components will not exceed the maximum amount of \$60,000.

16. I also agree to the following condition(s):

I AGREE TO THE TERMS AND CONDITIONS OF THIS SERVICE AGREEMENT:

Signature _____ Date _____

Name (Print/Type) _____

General

This information is provided pursuant to the Privacy Act of 1974 (P.L. 93-597).

Authority for Collection of Information

5 U.S.C 5379

Purpose and Uses

The main purpose for collecting the information requested on this form is to establish the terms under which an individual receives a student loan repayment benefit under the DHS Student Loan Repayment Program. The information collected will be used as a basis for payroll actions. Accordingly, disclosure of identifiable information, including your Social Security Number (SSN), may be made to the Internal Revenue Service for tax withholding purposes, the Department of Treasury for payroll action, and to the Department of Labor for worker compensation claims. This information may also be disclosed to the Department of Justice for other lawful purposes, including law enforcement, and in the event of litigation. In addition, these records, or information derived from these records, may also be used within DHS for study purposes, such as projection of staffing needs, and/or creation of non-identifiable statistical data for reports to other Federal agencies and Congress.

Information Regarding Disclosure of Your Social Security Account Number

Disclosure of the SSN is mandatory since it is the identifier used by the Internal Revenue Service and for the withholding of taxes from your salary. The use of the SSN is necessary because of the large number of present and former employees and applicants who have identical names and birth dates, and whose identities can be distinguished only by the SSN. It is used primarily to identify an employee's personnel, leave, and pay records and to relate one to the other. In this regard, it is also used by DHS to locate records in order to respond to lawful requests for information from former employers, educational institutions, and financial or other organizations. The information gathered through the use of the number will be used only as necessary in personnel administration processes carried out in accordance with established regulations and published notices of systems of records. The SSN also will be used for the selection of persons to be included in statistical studies of personnel management matters.

Effect of Non-disclosure

Your submission of this agreement is voluntary; however, if the agreement is submitted, omission of significant information requested would preclude continued processing of the agreement for you to receive a student loan repayment benefit because payroll would be unable to process the necessary actions.

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-12500B (10-08)	STUDENT LOAN REPAYMENT PROGRAM OUTSTANDING LOAN INFORMATION
NAME	Social Security Number
<p>The following information is required for each lender of loan(s) being considered under the Coast Guard Student Loan Repayment Program.</p>	
<ol style="list-style-type: none"> 1. Loan information, documented by an official documentation/letter from the lending institution: <ol style="list-style-type: none"> a. Name of the Federally funded loan received (e.g., Federal Stafford Loan, Federal Plus Loan, Federally Insured Student Loan, etc.); b. Date loan was obtained; c. Remaining balance of loan; and d. Loan account number 2. Name, address, telephone number and electronic funds transfer (EFT) number for the lending institution holding the loan (e.g., bank, educational institution). 3. Name, address, and telephone number of servicing agent of the loan to whom payments are sent (if different from #2). 4. Name, title, and telephone number of authorized official for the lending institution. 5. Federal Tax Identification Number or EIN (required for sending payments). <p>-----</p>	
<p>This information is provided pursuant to the Privacy Act of 1974 (P.L. 93-597).</p>	
<p>Authority for Collection of Information 5 U.S.C 5379</p>	
<p>Purpose and Uses The main purpose for collecting the information requested on this form is to establish the terms under which an individual receives a student loan repayment benefit under the DHS Student Loan Repayment Program. The information collected will be used as a basis for payroll actions. Accordingly, disclosure of identifiable information, including your Social Security Number (SSN), may be made to the Internal Revenue Service for tax withholding purposes, the Department of Treasury for payroll action, and to the Department of Labor for worker compensation claims. This information may also be disclosed to the Department of Justice for other lawful purposes, including law enforcement, and in the event of litigation. In addition, these records, or information derived from these records, may also be used within DHS for study purposes, such as projection of staffing needs, and/or creation of non-identifiable statistical data for reports to other Federal agencies and Congress.</p>	
<p>Information Regarding Disclosure of Your Social Security Account Number Disclosure of the SSN is mandatory since it is the identifier used by the Internal Revenue Service and for the withholding of taxes from your salary. The use of the SSN is necessary because of the large number of present and former employees and applicants who have identical names and birth dates, and whose identities can be distinguished only by the SSN. It is used primarily to identify an employee's personal leave, and pay records and to relate one to the other. In this regard, it is also used by DHS to locate records in order to respond to lawful requests for information by former employers, educational institutions, and financial or other organizations. The information gathered through the use of the number will be used only as necessary in personnel administration processes carried out in accordance with established regulations and published notices of systems of records. The SSN also will be used for the selection of persons to be included in statistical studies of personnel management matters.</p>	
<p>Effect of Non-disclosure Your submission of this agreement is voluntary; however, if the agreement is submitted, omission of significant information requested would preclude continued processing of the agreement for you to receive a student loan repayment benefit because payroll would be unable to process the necessary actions.</p>	