

UNITED STATES DEPARTMENT OF AGRICULTURE  
FOOD SAFETY AND INSPECTION SERVICE  
WASHINGTON, DC

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# FSIS DIRECTIVE

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4410.5  
Revision 1

11/23/20

## STUDENT LOAN REPAYMENT PROGRAM FOR IN-PLANT VETERINARY MEDICAL OFFICERS

### I. PURPOSE

This directive provides instructions for the Student Loan Repayment Program (SLRP). This program is for current GS-12 in-plant Veterinary Medical Officers (VMOs)/Public Health Veterinarians (PHVs), hereafter referred to as VMOs. FSIS is reissuing this directive to provide additional instructions regarding VMO and Agency responsibilities and information about payments for VMOs participating in the Public Service Loan Forgiveness program. This directive is supplementary to [FSIS Directive 4537.1](#) Revision 2, *Repayment of Student Loans Program*, and Departmental Regulation (DR) [DR 4050-537](#), *Repayment of Student Loans*.

### II. CANCELLATION

FSIS Directive 4410.5, *Student Loan Repayment Program for In-plant Veterinary Medical Officers*, 4/9/20

### III. BACKGROUND

In-plant VMOs possess unique qualifications and perform a function essential to the Agency mission. FSIS uses the SLRP to retain these mission critical employees by offsetting a portion of the education cost to obtain the needed qualifications. An in-plant VMO may be eligible to be considered for a student loan repayment if FSIS can demonstrate that in the absence of granting loan repayment benefits the employee would be likely to leave FSIS for employment outside the Federal service. The SLRP is discretionary and contingent on available funding. The Agency will pay up to \$10,000 per qualified employee, per calendar year, for up to three years (\$30,000 total) in loan repayment. The program requires the employee to sign a three-year service agreement. The Agency will announce the application period annually via an FSIS Notice, the Wednesday Newslines, and e-mails to VMOs. Employees will be selected for the program on a case-by-case basis.

### IV. ELIGIBILITY

A. VMOs meeting the following criteria are eligible to receive consideration for student loan repayments:

1. VMOs who are permanent, GS-12, in-plant employees and have been on a career-conditional or career appointment for at least one year;
2. VMOs who are in good standing (i.e., rated fully successful and with no disciplinary actions pending or occurring within the last three years); or
3. Any remaining permanent in-plant GS-13 VMOs in good standing.

B. VMOs that have loans that are in default are not eligible.

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**DISTRIBUTION:** Electronic

**OPI:** OPPD

**NOTE:** In-plant includes VMOs in relief positions and VMOs assigned to patrol assignments or single establishment assignments.

C. A student loan is eligible for repayment if it is:

1. Made, insured, or guaranteed under the Higher Education Act of 1965 Title IV Parts B, D, or E; specifically, Federal Family Education Loans, William D. Ford Direct Loan Program, or Federal Perkins Loan Program;
2. A health education assistance loan made or insured under the Federal Family Education Loans, William D. Ford Direct Loan Program, or Federal Perkins Loan Program; or
3. Loans made or insured under the Public Health Service Act (LDS, PCL, NSL, HPSL, HEAL).

**NOTE:** The loan holder needs to be the SLRP applicant and the loan needs to have been used for the specific education of the SLRP applicant.

## **V. VMO RESPONSIBILITIES**

A. During the announced application period (announced in FSIS Notices), VMOs are to complete FSIS Forms 4410-27, [Student Loan Repayment \(SLRP\) for Current Inplant VMO Application](#) and 4410-28, [SLRP Loan Information](#) and submit these forms and supporting loan documents to: [SLRP@usda.gov](mailto:SLRP@usda.gov).

B. VMOs are to notify their immediate supervisor of their intent to apply for this program so that the supervisor can submit a recommendation as outlined in Section VI. VMOs are to follow up with their supervisor to ensure all forms are submitted within the application period.

C. If selected, VMOs will receive an AD-1152, *Service Agreement for a Receipt of Student Loans*. VMOs are to complete and sign the form before loan payments are made. VMOs are to submit the signed form to: [SLRP@usda.gov](mailto:SLRP@usda.gov).

D. VMOs are to make loan payments on all portions of the remaining loans that USDA does not pay. The Government's payments do not exempt employees from this responsibility or from their liability for the loans.

E. VMOs are to pay for any income tax obligations resulting from the loan repayment benefit.

## **VI. AGENCY RESPONSIBILITIES**

A. The Office of the Chief Financial Officer (OCFO) will determine the maximum number of loan repayments that will be authorized in a fiscal year based on budgetary resources.

B. To recommend the granting of a Student Loan Repayment, the Front-Line Supervisor (FLS) is to complete form AD 1151, [Repayment of Student Loan\(s\)](#) referenced in Appendix A of DR 4050-537, [Repayment of Student Loans](#), and sign the request as the Recommending Official. The FLS is to submit the signed form to the District Manager (DM) or designee for further concurrence and submission. The FLS is to complete this in a timely manner to ensure documents are received within the application period.

C. The DM or designee will submit the form to [SLRP@usda.gov](mailto:SLRP@usda.gov). The e-mail submission will be considered concurrence with the FLS recommendation; no additional signatures are required from the DM or designee.

D. The completed AD 1151 is to be received from the DM or designee within the application period.

E. Complete application packages will be reviewed by a panel consisting of headquarters employees within the Office of Field Operations (OFO). OFO will make selections and notify all applicants of the status of their applications approximately two (2) weeks after the application period closes.

F. An OFO designee will provide an AD-1152, *Service Agreement for a Receipt of Student Loans* to selected VMOs.

## **VII. SERVICE AGREEMENTS**

A. As outlined in Section V. B., employees are to sign a service agreement that acknowledges their commitment to complete a three-year service period of employment with OFO. A service agreement does not constitute a right, promise, or entitlement for continued employment or noncompetitive conversion to the competitive service.

B. The minimum employment period established under a service agreement is three years regardless of the loan repayment amount.

C. If the employee fails to complete the service agreement because he or she separated from FSIS voluntarily or involuntarily due to misconduct or poor performance, the entire amount of the loan paid by the Agency will be recovered according to USDA regulations governing offset from indebted Government employees or through provisions governing debt collection if the individual leaves Federal service.

## **VIII. PAYMENTS**

A. Student loan payments are:

1. Discretionary and subject to the conditions in the written service agreement between the Agency and the employee;
2. Applied to the indebtedness outstanding at the time that the Agency and the employee enter into the agreement;
3. Disbursed once per calendar year; and
4. Made by the National Finance Center or OCFO directly to the holder of the loan.

B. When payment is made, tax withholdings are deducted or applied.

C. More than one loan may be repaid as long as the loan repayments do not exceed the \$10,000 annual limit.

D. Payments for VMOs selected for this program who are also participating in the Department of Education's Public Service Loan Forgiveness program will be made to the holder of the loan as a one-time lump-sum payment. The Department of Education has agreed to apply the funds towards qualifying monthly payments from the time funds are received until all funds are exhausted up to a maximum of twelve (12) qualifying payments; any remaining balance will be applied towards the principal. Employees are responsible for paying remaining balances not covered by funds disbursed.

## IX. TERMINATION OF BENEFITS AND REIMBURSEMENT

A. The employee is required to reimburse the Agency if the employee:

1. Involuntarily separates for misconduct or performance reasons before completing the service agreement. If the employee is involuntarily separated for reasons other than misconduct or performance (e.g., work reduction, downsizing), reimbursement is not required; or
2. Voluntarily separates before completing the service agreement. This includes resignations from Federal service, voluntary retirements, or transfers to other Federal agencies.

B. The minimum employment period established under a service agreement is three years regardless of the loan repayment amount. For example, if an employee's agreement states that he or she will receive \$10,000 per year for three years and the employee leaves FSIS with six months remaining on the service agreement after receiving \$30,000 in loan repayment benefits, the employee is required to reimburse the Agency for the entire \$30,000.

C. The employee will not be required to reimburse the Agency if the employee accepts another position within FSIS not eligible for student loan repayment; however, the employee will forfeit any remaining payments that have not been disbursed.

## X. QUESTIONS

Refer questions regarding this directive to [SLRP@usda.gov](mailto:SLRP@usda.gov).



Assistant Administrator  
Office of Policy and Program Development