Human Resources Services Branch

Request Student Loan Repayment Program (SLRP) Incentive and Make Annual Payments

Joint Force Headquarters
Georgia Army National Guard
Marietta, GA
15 October 2020

SUMMARY of CHANGE

SOP
Request SLRP and make annual payments
Revision dated 15 October 2020

o   Removed promissory note requirement from paragraph 2-2 and removed Figure 2-2 (Example Promissory Note).

o   Updated website link to obtain NSLDS printouts in paragraph 2-2.

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Chapter 1
Overview

1-1. Applicability

Any Soldier or applicant who has Federally-guaranteed student loans and is eligible for this incentive.

1-2. References

See Appendix A.

1-3. Point of Contact

Incentive Manager <ng.ga.gaarng.list.ngga-g1-pei-loans@mail.mil>, (678) 569-5232.

1-4. Conditions

All unit-level full-time support (FTS) staff processing payment requests in the Guard Incentive Management System (GIMS) must have signature delegation authority for the unit commander for pay actions.

2-1. PROCESS STEPS for creating a new SLRP contract for non-prior service applicant or prior service Soldier (Recruiter actions)

    a. Gather all documentation from the applicant.

       (1) NSLDS printouts (Aid Summary Sheet and Detail Loan Sheets), printed within 30 days of initiating the pre- approval request. A copy of all Promissory Notes can be included, as well, but are no longer required. Applicants print out the NSLDS sheets at <https://www.nslds.ed.gov/nslds/nslds_SA/>. This requires a Federal Student Aid ID (FSA ID) to login. The FSA PIN is no longer used, as of May 2015 <https://studentaid.ed.gov/sa/fafsa/filling- out/fsaid>.

       (2) To expedite the loans input process, ask the applicant for the .txt file, downloaded at the NSLDS site. This file can be uploaded directly to the Loans tab in GIMS when creating the request for pre-approval below.

    b. Initiate pre-approval request for the SLRP contract. See the attached GIMS "how to" user guide published by NGB for step-by-step guidance on how to search for and process payment actions in GIMS. (This is not the "operational guide" found within GIMS.)

    c. Print pre-approval memo.

    d. After the loans and documentation have been reviewed and approved by the State Incentive Manager, the Recruiter can go back into GIMS, under the Command Center, and select Management Center > LRP > Contract Actions > Print Pre-Approval Memo.

    e. Select Generate Pre-Approval Memo. IMPORTANT: You only get one chance to do this step correctly. Save and print the memo. Ensure you have the memo in hand. Then (and only then), click in the checkbox stating the memo has been printed and submit the case for further processing.

    f. The Recruiter will provide MEPS with the NSLDS printouts and pre-approval memo. MEPS will create the SLRP contract. The Recruiter will not schedule the applicant for MEPS prior to having the pre-approval memo in hand.

2-2. PROCESS STEPS for creating a new SLRP contract for current Guardsmen that have existing Federal student loans (Career Counselor actions)

    a. Use Retention Management Software (RMS) to ensure that the Soldier is fully eligible to extend. Do not produce a DA Form 4836 or request a control number.

    b. Gather all documentation from the Soldier.

       (1) NSLDS printouts (Aid Summary Sheet and Detail Loan Sheets), printed within 30 days of initiating the pre- approval request. Soldiers print out the NSLDS sheets at <https://studentaid.gov>. This requires a Federal Student Aid ID (FSA ID) to login. The FSA PIN is no longer used, as of May 2015. <https://studentaid.ed.gov/sa/fafsa/filling-out/fsaid>.

       (2) To expedite the loan input process described below, ask the applicant/Soldier for the .txt file that can be downloaded by the individual at <https://studentaid.gov>. This file can be uploaded directly to the Loans tab in GIMS, rather than manually inputting the loan data. Input remarks in Provide Remarks box and select Submit for Pre-Approval. If no .txt file is available, proceed as follows:

    c. In GIMS, in the fourth panel, mark the key documentation as present and forward the contract to the State Incentive Manager for validation. Once validated, payments can begin on the first anniversary of the start date of the contract.

    d. Complete the contract process via RMS.

2-3. PROCESS STEPS for extending an existing SLRP contract for current Guardsmen (Career Counselor actions)

a. See the GIMS "how to" user guide published by NGB for step-by-step guidance on contract continuation in GIMS. (This is not the "operational guide" found within GIMS.)

b. If a Soldier is listed in the Awaiting Extension bin in GIMS, then they are a current SLRP recipient and are most likely eligible to extend for another 6 years within the next 12 months to add on more student loans or more payments.

c. If the Soldier is interested, complete the process in RMS (no need for the pre-approval memo), and contact the ESO office to let us know to create additional annual payment schedules. Only a DA Form 4836 is required; no additional documentation.

2-4. PROCESS STEPS for Soldiers to submit their loans for payment annually (Unit GIMS Operator)

a. It is the Soldier's responsibility to continue making monthly payments or work with lenders to place loans in a deferred or forbearance status, making certain that their loans do not go into default status. Loans in default at time of annual payment will not be processed for payment for that FY.

b. See the GIMS "how to" user guide published by NGB for step-by-step guidance on contract continuation in GIMS. (This is not the "operational guide" found within GIMS.)

c. When printing the DD Form 2475, remember to fill out the unit contact information (do not populate with information for state headquarters) in block 1.

Figure 2-1. Filling out unit contact information prior to printing DD Form 2475 in GIMS

d. GIMS automatically prints one copy of the DD Form 2475 for each loan entered into the Loans tab. However, only one DD Form 2475 needs to be completed and uploaded to GIMS, regardless of the number of loans.

e. The unit POC fills out and signs block 1. The Soldier fills out and signs block 2. Per the new streamlined process at NGB, there is no longer any requirement to submit the document to the lender (blocks 3 and 4 can be left blank).

f. The Soldier must provide a fresh copy of the NSLDS printouts (summary and detail sheets) within 30 days of the upcoming date of eligibility (DoE) for payment.

(1) To access the NSLDS printouts, Soldiers will go to NSLDS website, <https://www.nslds.ed.gov/>, and login to review their loans. This requires a Federal Student Aid ID (FSA ID) to login. The FSA PIN is no longer used, as of May 2015 <https://studentaid.ed.gov/sa/fafsa/filling-out/fsaid>. If Soldiers do not remember their PIN,

they can link their FSA ID to their PIN through the login process by using the "forgot PIN" option. If they don't have a PIN from prior use of the website, it may take a separate process to verify their identity by using the "continue without PIN" option. This process may take a few days for the website to get back to Soldiers to allow them to move forward on the website.

(2) Once logged in, Soldiers select "Financial Aid Review" and print out the first screen (this is the aid summary), and then click on each loan separately to print out each loan (showing the loan detail). They can also click on the icon for "MyStudentData Download" that results in a .txt file, which they can email to the unit GIMS operator. This will improve the accuracy of their loans data in GIMS, which helps to eliminate errors.

g. After reviewing the NSLDS printouts, the unit will update any changes to the loan data on the Loans tab in GIMS. Of particular importance are the addresses for lender servicing, as these addresses determine where DFAS will send a check.

h. Upload the completed DD Form 2475, NSLDS printouts (summary and detail sheets), and GIMS SLRP Checklist to GIMS. An RPAM is no longer required.

i. If more than one anniversary payment is due, the unit will send all payments to state level simultaneously. Only one DD Form 2475 is required; it does not need to be uploaded multiple times.

Appendix A

References

Section I
Publications

Title 10 United States Code, Subtitle E, Chapter 1609, § 16301
Education Loan Repayment Program: Members of Selected Reserve

DoDI 1205.21
Reserve Component Incentive Programs Procedures, 20 September 1999

AR 135-7
Army National Guard and Army Reserve Incentive Programs, 8 January 2013

AR 600-8-2
Suspension of Favorable Personnel Actions (FLAGS), 11 May 2016

AR 600-8-104
Army Military Human Resource Records Management, 7 April 2014

AR 601-210
Active and Reserve Components Enlistment Program, 31 August 2016

NGR 600-7
Selected Reserve Incentive Programs, 12 August 2014

Memorandum
NGB-ARH, subject: Interim Policy Governing Extension, Immediate Reenlistment, and
Bar to Reenlistment/Immediate Reenlistment/Extension (NGB-ARH Policy Memorandum
#09-026)

Memorandum
The Army National Guard (ARNG) Selected Reserve Incentive Program (SRIP) Policy for Fiscal Year
(FY) 2019 (ARNG-HRZ Policy #19-01)

Guard Incentive Management System (GIMS) Unit Level How to Guide v1.0

Section II
Forms (Not Used)

Appendix B

Figure List

Figure 2-1
Filling out unit contact information prior to printing DD Form 2475 in GIMS

Glossary

Section I
Abbreviations

NSLDS
National Student Loan Data System

SOP
standard operating procedure (formerly standing operating procedure, changed by JP 3-31 and JP 1-02)

Section II
Terms

G1
Deputy Chief of Staff, Personnel (DCSPER); the senior military personnel officer (MILPO) at division and above.

G-1
The office and staff of the G1.

HR automated systems
Computer programs and websites utilized by HR professionals to manage or update personnel records. These include, but are not limited to: SIDPERS (soon to be replaced by IPPS-A), iPERMS, GIMS, and RCAS.

HR work center
Typically the battalion/squadron S-1 shop, this is the primary location for accomplishing human resources activities, such as input to HR automated systems and AMHRR management. It is the lowest organizational level containing human resources specialist duty positions (other than SRC-12 units).

SRC-12
A standard requirements code 12 unit, a reference to an Army unit type whose established mission is entirely HR-focused and whose personnel requirements are managed by the AG proponency, such as HR companies and postal platoons.

Unit
The lowest level of military organization authorized a unit identification code (UIC), such as a company, troop, battery, flight, or detachment.