



## UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

Memorandum for Human Resources Directors

**From:** Veronica E. Hinton  
Associate Director  
Workforce Policy & Innovation

**Subject: Request for CY 2023 Data on Student Loan Repayments**

Agencies must submit an annual written report to the U.S. Office of Personnel Management (OPM) on their use of student loan repayments during the previous calendar year (CY), as required by [5 U.S.C. 5379\(h\)](#). OPM requests your CY 2023 agency student loan repayment report by **Sunday, March 31, 2024. Please be sure to review the instructions below on the data submission process for this cycle.**

Under 5 U.S.C. 5379 and [5 CFR part 537](#), agencies are authorized to establish a program under which they may agree to repay certain Federally-made, insured student loans in order to recruit or retain highly qualified personnel. Each report must contain the following:

- Number of Federal employees who receive student loan repayment benefits;
- Job classification of each recipient (i.e., pay plan, occupational series, and job title); and
- Total dollar amount of student loan repayment benefits.

Each department or independent agency should submit one report containing all the data of the entire department and all its bureaus and subcomponents. If possible, please submit all data within an Excel file or comma delimited (CSV) file, with each data point in separate cells for easier manipulation.

Please submit your agency's report with the same data points found within **Attachment 2** of [OPM's annual student loan repayment reports to Congress](#).

In addition, we invite you to share via a second file any additional information regarding best practices, lessons learned, program effectiveness, or metrics used to measure program success. We would also appreciate your input on how agencies can best establish and justify each business case, as well as how to address and resolve program impediments. Your agency may provide relevant details about your agency's use of the student loan repayment authority as an effective recruitment or retention tool.

If your agency did not provide any student loan repayment benefits during CY 2023, please submit a negative response and specify whether or not your agency has established, is in the process of establishing, or does not intend to establish a student loan repayment program. If applicable, please indicate the primary reason(s) your agency does not use student loan repayments as a recruitment or retention tool.

Please submit your agency report or negative response by email to [PayPolicy@opm.gov](mailto:PayPolicy@opm.gov). When submitting your agency's response to this data call, please use the following as the subject line of your email: **[Your Agency Name] - CY 2023 SLRP Data**. With your response, please also include an agency point of contact with a phone number and email address. To ensure that submissions are received, Pay, Leave, and Workforce Flexibilities staff will acknowledge receipt of each submission. If the agency does not receive an acknowledgement, please follow up.

If you have any questions regarding this data request, you may contact OPM's Workforce Policy and Innovation, Pay, Leave, and Workforce Flexibilities at [PayPolicy@opm.gov](mailto:PayPolicy@opm.gov).

cc: Chief Human Capital Officers (CHCOs), Deputy CHCOs