



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

Employee Services

February 13, 2023  
CPM 2023-02

**Memorandum for Human Resources Directors**

From: Veronica E. Hinton  
Acting Associate Director  
Employee Services

Subject: Request for CY 2022 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 2022 agency student loan repayment report by **Friday, March 31, 2023. 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.

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](#). 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.

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 2022, 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 [pay-leave-policy@opm.gov](mailto:pay-leave-policy@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 2022 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 and Leave Policy 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 Employee Services, Pay and Leave, at [pay-leave-policy@opm.gov](mailto:pay-leave-policy@opm.gov).

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