



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

The Director

Monday, December 10, 2001  
MSG 2001-111

**MEMORANDUM FOR: Human Resources Directors**

FROM: RICHARD A. WHITFORD ACTING ASSOCIATE DIRECTOR FOR  
EMPLOYMENT

Subject: Fiscal Year 2001 Report Due Soon

This is a reminder that agencies must report on their use of the Student Loan Repayment incentive for fiscal year 2001 (October 1, 2000 through September 30, 2001). The reports are due by December 31, 2001. Each report should cover an entire department or independent agency. Please make sure that your installations do not send data directly to the Office of Personnel Management (OPM). Instead, they should forward data for consolidation to a central point in your department or agency.

This report is required by 5 U.S.C. 5379 (h)(1). Please report on the following:

- The number of Federal employees selected to receive this incentive;
- The job classifications for the recipients chosen to receive this incentive;
- The total dollar amount of student loan repayments issued by your agency or department

The Employment Service is handing this program over to OPM's Office of Compensation Administration. So please send your reports to:

*Pay and Leave Administration,  
Workforce Compensation and Performance Service  
U.S. Office of Personnel Management  
Theodore Roosevelt Building  
1900 E St., NW Washington DC 20415*