



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE PERSONNEL CENTER
RANDOLPH AIR FORCE BASE TEXAS

20 April 2010

**MEMORANDUM FOR ENLISTED COLLEGE LOAN REPAYMENT PROGRAM
(ECLRP) & NATIONAL CALL TO SERVICE (NCS) LOAN
REPAYMENT APPLICANTS**

FROM: HQ AFPC/DPSIT
550 C Street West Suite 10
Randolph AFB, TX 79150-4712

SUBJECT: ECLRP and NCS Loan Repayment Program Eligibility, Enrollment, and Payment

1. Eligibility Requirements:

a. ECLRP:

- (1) Must be non-prior service, ACTIVE DUTY ENLISTED ONLY.
- (2) **Officers, Reserve, Guard, and former ROTC ordered to active duty are not eligible.**
- (3) Must have entered active duty on or after 5 May 2000--no exceptions
- (4) An ECLRP enrollment statement must be clearly annotated as part of the enlistment contract on an AF Form 3008, *Supplement to Enlistment Agreement*.

b. NCS:

- (1) Must be non-prior service, ACTIVE DUTY ENLISTED ONLY.
- (2) **Officers, Reserve, Guard, and former ROTC ordered to active duty are not eligible.**
- (3) Must have completed DD Form 2863, *NCS Election of Options*, prior to entry on active duty and selected an incentive election for repayment of eligible student loans.
- (4) Must complete 15 months on active duty (AD) following date assigned station.

2. **Qualifying Loans.** The Air Force will repay no more than \$10,000 toward the unpaid principle balance of one or more of the following loan(s) which the member must have received prior to entry on active duty. The **only** qualifying loans are:

- a. Federally Insured Student Loans
- b. Guaranteed Student Loan or Stafford Loan
- c. National Direct Student Loan or Perkins Loan
- d. Parent Loan for Undergraduate Students (PLUS) incurred for the use of individual contracting for ECLRP.

3. **Enrollment Requirements.** All eligible applicants are responsible for providing HQ AFPC/DPSIT specific documents needed to process their claim. All documents should be faxed to DSN 665-2328 or COMM (210) 565-2328, or mailed to HQ AFPC/DPSIT, 550 C Street West Suite 10, Randolph AFB, TX 78150-4712.

Provide HQ AFPC/DPSIT the following:

- a. A copy of member's AF Form 3008 found in the personnel records.
- b. All Federal Promissory Notes & Disclosure Statements or Guarantee of Notice to Lender and Disbursement Statements.
- c. The Applicant's Contact Information Sheet included as an attachment to this memorandum. Applicant must notify DPSIT of any changes to their unit mailing address, phone numbers, lender information, etc... via e-mail, mail, or fax.
- d. Once the applicant sends all the required documents, HQ AFPC/DPSIT will e-mail, fax, or mail a DD Form 2475, *DoD Educational Loan Repayment Program Annual Application* with instructions to the applicant. The member is to fill out their portion and send the form to their lender(s). We strongly recommend making copies of this form before sending to your lender. The lender(s) will complete their portion and return the form to HQ AFPC/DPSIT. Please contact HQ AFPC/DPSIT immediately, if prior to receiving this letter and had previously provided all enrollment documents listed above in paragraph 3 and have served at least 6 months on active duty. **(Note: Only those DD Forms 2475 issued and signed by HQ AFPC/DPSIT personnel can be accepted for this program).**
- e. To avoid a hardship or loan delinquency please note the Air Force has not assumed a member's loan and will not endorse any lender or personal forms or letters requesting forbearance or deferment. The member is bound by the original repayment terms of their loan agreement. **The Air Force cannot make payments on any defaulted loans.** The member is solely responsible for obtaining loan deferments or forbearances and paying

all accrued interest. The member will not be reimbursed for payments made to their lenders.

4. Payments. Payment toward the loan principle will be processed after the applicant completes one year of active duty and all DD Form(s) 2475 are returned to DPSIT by the respective lender(s). Payment authorizations will be processed during a member's anniversary month of entering active duty. After the initial payment, we will automatically process their 2nd and 3rd year payment authorizations. **Note: NCS applicants are paid in one lump sum payment after fulfilling 15 months time on station.**

a. Defense Finance and Accounting Services (DFAS) will pay your lender(s) within 60 days after receipt of a HQ AFPC/DPSIT payment memorandum authorizing request.

b. DFAS will make all payments directly to the lender(s).

c. The government considers the loan payments as income and applies a 28% tax rate to each payment.

d. All payments are reflected on a W-2 Form the following calendar year and reported directly to the Internal Revenue Service. State tax agencies are not notified of the withholding.

e. Applicant must immediately notify HQ AFPC/DPSIT if their loan holder changes so we can pay the correct lender.

f. The applicant must remain on enlisted active duty during their first enlistment to participate in the program.

5. This letter supersedes previous letter, ECLRP Applicant Memo, dated 10 Aug 09.

//Signed//

FREDERICK E. THOMAS, CMSgt, USAF
Chief, Air Force Education & Training Branch

Attachments:

1. Applicant's Contact Information Sheet
2. ECLRP and NCS FAQ

APPLICANT'S CONTACT INFORMATION SHEET

Privacy Act Statement

AUTHORITY: 10 U.S.C. 8013, Secretary of the Air Force. Operation and Administration of the Air Force Education Services Program and E.O. 9397 (SSN)

PRINCIPAL PURPOSE: To establish eligibility to participate in the Enlisted College Loan Repayment Program (ECLRP).

ROUTINE USES: Gather personal information for tracking participants and processing ECLRP applications.

DISCLOSURE: Voluntary; however, failure to provide your Social Security Number and other personal information may delay processing of ECLRP application, enrollment, and payment.

NOTE: Use only the information from your 1st or current permanent duty station.

Complete and fax this information to HQ AFPC/DPSIT at DSN: 665-2328 COMM (210) 565-2328.

Name: _____ **SSN:** _____ - _____ - _____
(Last, First, Middle Initial)

ORGANIZATION: _____ **OFFICE SYMBOL:** _____

(Name & Rank)

DSN PHONE: (workcenter): _____ **CELL PHONE:** _____

COMM PHONE: (workcenter): _____ **HOME PHONE:** _____

MILITARY EMAIL: _____

PERSONAL EMAIL: _____

MAILING ADDRESS: (PERMANENT DUTY STATION)

UNIT ORDERLY ROOM: *Call your unit orderly room to obtain this information*

ORGANIZATION: _____ **OFFICE SYMBOL:** _____

(CIRCLE ONE)

**ORDERLY ROOM MAILING ADDRESS
AND ZIP CODE:**

_____ **DSN PHONE:** _____
_____ **DSN FAX:** _____
_____ **COMM PHONE:** _____

Enlisted College Loan Repayment Program (ECLRP) and National Call to Service FAQ

1. *Who is eligible for the ECLRP?* To be eligible for the ECLRP, you must have ECLRP annexed as part of your enlistment agreement on an AF Form 3008, be on active duty, have no prior military service, incurred the college loan prior to entering on active duty, enlisted for 4 or 6 years in any AFSC, complete initial skills training, and your loans must be current or deferred by the lender.

2. *Which loans qualify for ECLRP and NCS Loan Repayment?* Guaranteed Student Loans/Stafford Loans; National Direct Student Loans/Perkins Loans; Supplemental Loans for Students; Federally Insured Student Loans; Parent Loan for Undergraduate Students (PLUS); and Auxiliary Loan Assistance for Students (ALAS). The loan must be one of these loans, made under part B or part E of the Higher Education Act of 1965. Loans from family, friends, or signature type loans do not qualify.

3. *How do I know if my loan qualifies?* Your promissory note will say if it is one of the types listed. If you're still not sure, check with your lender to verify whether your loan qualifies.

4. *What is the open window for enrollment?* On 5 May 00, the Air Force was authorized to implement ECLRP. Between 5 May 00 and 31 May 02, many new enlistees were not made aware of the program. Anyone who enlisted between 5 May 00 and 31 May 02 can enroll in ECLRP with or without it being annexed as part of their contract. However, individuals who do not have ECLRP annexed as part of their contract and exceed three years Total Active Federal Military Service (TAFMSD) cannot enroll in the program. They have exceeded the payment window. Also, those who reenlist are no longer non-prior service and cannot enroll in ECLRP. Applicants who have ECLRP annexed in their contract can be granted administrative relief for payment if exceeding three years TAFMSD or reenlisting. Contact HQ AFPC/DPSIT for details.

5. *How much does ECLRP pay?* ECLRP pays 1/3 of your loan principle, on the 1st, 2nd, and 3rd anniversary dates of your enlistment, up to a maximum of \$10,000. If you have passed your payment anniversary date, you will be back paid all funds owed to you. Payments are taxable income. Those participating in the National Call to Service Loan Repayment Program are paid in one lump sum after completing 15 months time on station.

6. *What about payments on outstanding interest?* You are responsible for any interest, recapitalized interest.

7. *My loans are due now, can I get an advance?* No. Contact your lender to get a deferment or continue to pay your loan. Remember, in order to be eligible for ECLRP, your loans must be current. The Air Force cannot repay any delinquent or defaulted loan. It remains your responsibility to keep your loan in good standing.

8. *How will I know if I've been approved for ECLRP and what the status of my account?* Go to the Virtual MPF web page (<http://www.afpc.randolph.af.mil/vs/>). You can also inquire about your ECLRP status by sending an e-mail to: afpc.dppat.clrp@randolph.af.mil. You must include your social security number.

9. *Can I have both the ECLRP and MGIB?* Yes. But federal law prohibits you from receiving dual compensation for the same period of service. Your first enlistment will establish your

eligibility for ECLRP and you must then reenlist and serve at least 2 years to have MGIB benefits. As a general rule, you must complete a full term of service, 36 months continuous active duty, on your second term to receive 36 months of MGIB eligibility.

10. *I am in National Call to Service. Can I also participate in MGIB?* NCS participants must reenlist or extend two years after completing 15 months time on station. NCS applicants are notified at the 13th month of MGIB options.

11. *I declined the MGIB since I planned on doing one term of service and wanted ECLRP. Can I reenroll in the MGIB?* No. You cannot undo your initial MGIB election.