

## **EXHIBIT 3**

### **CHECKLIST FOR MANAGERS AND ADDITIONAL INFORMATION**

#### **REQUEST FOR STUDENT LOAN REQUEST**

##### **Checklist for Management and Supervisors**

Each request for Student Loan Repayment must include the following information:

- SF-52
- Written Justification – Addressing each of the applicable criteria for eligibility described in Section 7.
- Statement of Account – Documentation showing outstanding balances from each lender for each loan.
- Documentation demonstrating all original loans were qualifying loans when repayment is for consolidated loans.
- Signed Service Agreement
- Resume
- “Release to Obtain Student Loan Information” Form

#### **ADDITIONAL INFORMATION**

**[NAO 202-957, NOAA Student Loan Repayment Program](#)**

**[Department of Commerce Student Loan Repayment Website](#)**