

BUDGET & FINANCIAL MANAGEMENT RESPONSIBILITIES

DATED: 11/14/2008

**SUBJECT: PROCESSING GARNISHMENT ORDERS FOR CHILD SUPPORT AND/OR
ALIMONY**

1. PURPOSE. This document addresses responsibility and accountability and provides administrative guidance to Oak Ridge Office (ORO).
2. APPLICABILITY. The provisions of this document apply to ORO and the Office of Scientific and Technical Information (OSTI) Principal Staff.
3. RESPONSIBILITIES.
 - a. Office of Chief Counsel, upon receipt, reviews and determines the validity of garnishment orders for collection and, if appropriate, forwards to the Director, Oak Ridge Financial Service Center, for appropriate action.
 - b. Director, Oak Ridge Financial Service Center, reviews garnishment orders and forwards them to the ORO Access Authorization Branch and the designated agent in the DOE Headquarters Office of the Chief Financial Officer for collection in accordance with DOE O 323.1 and this document.