

# BUDGET & FINANCIAL MANAGEMENT RESPONSIBILITIES

DATED: 11/24/2008

**SUBJECT: COLLECTION FROM CURRENT AND FORMER EMPLOYEES FOR  
INDEBTEDNESS TO THE UNITED STATES**

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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. Chief Financial Officer (CFO), ORO, and Assistant Director for Administration and Information Services, OSTI.
    - (1) Perform those tasks identified in DOE O 533.1, subparagraphs 5b(5), (8)-(10), and (12).
    - (2) Ensure that hearing requests, arrangements, and procedures are followed as specified in DOE O 533.1, paragraphs 9 and 10.
    - (3) Upon advice from the Director, Oak Ridge Financial Service Center (ORFSC) or the Assistant Director for Administration and Information Services, OSTI, approve, reach a compromise, suspend, or terminate collection actions on employee debts not exceeding \$100,000, and recommend such actions to the Department of Justice (DOJ) for debts exceeding \$100,000.
    - (4) Comply with the hearing official's decision as specified in DOE O 533.1, subparagraph 11e.
    - (5) Prepare a report of investigation on each waiver request as specified in DOE O 533.1, subparagraph 14e.
    - (6) Make initial determinations of waivers for erroneous payments of pay and allowances, etc., without dollar limitation. (see Paragraph 4, REFERENCES).
  - b. Director, Oak Ridge Financial Service Center, ORO; and Assistant Director for Administration and Information Services, OSTI.
    - (1) Perform those tasks identified in DOE O 533.1, subparagraphs 5b(1)-(4), (6), (7), and (11), and subparagraph 15c.
    - (2) Assess and collect debts in accordance with DOE O 533.1, paragraph 13.
    - (3) When a debt is not recovered through voluntary repayment, implement the due process procedures identified in DOE O 533.1, paragraph 7.
    - (4) Adhere to recovery procedures for salary offset as defined in DOE O 533.1, paragraph 12.

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- (5) Review and forward employee requests for a waiver of collection of claims for erroneous payments involving transportation, travel, or relocation matters to the CFO (see DOE O 533.1, subparagraphs 14a-c).
  - (6) Recommend to the CFO the compromise, suspension, termination, or referral to the General Accounting Office or DOJ when the debt is long outstanding and considerable collection efforts have been made (see DOE O 533.1, subparagraph 5b, and 9).
- c. Director, Financial Evaluation and Accountability Division, ORO; and the Assistant Director for Administration and Information Services, OSTI, performs those tasks identified in DOE O 533.1, subparagraph 15b.
  - d. Director, Human Resources Division, ORO, processes and forwards employee requests for a waiver of collection of claims for erroneous payments to the ORO CFO or the OSTI Assistant Manager for Resource Management.
  - e. Office of Chief Counsel, ORO, reviews responsible organization's independent assessment of the validity of the debt and certifies that due process as specified in DOE O 533.1, paragraph 7, was given to a former employee when a debt claim is to be submitted to another agency for collection. Performs a review for legal sufficiency of an employee's debt file when the file is submitted due to an anticipated hearing or review (see DOE O 533.1, subparagraph 5c).
4. REFERENCES. Memorandum, from Michael L. Telson, DOE Chief Financial Officer, entitled "Transfer of Authority to Waive Overpayments of Pay and Allowances," dated September 16, 1998.