



# U.S. Department of Energy

Oak Ridge Office

ORO O 530 Chapter II Change 5
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DATE: 10/26/2006

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

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1. PURPOSE. This Chapter correlates to DOE O 323.1, GARNISHMENT OF FEDERAL EMPLOYEES' PAY, dated August 1, 2004, by assigning responsibility and accountability and providing administrative guidance to Oak Ridge Office (ORO) and the Office of Scientific and Technical Information (OSTI). The responsibilities described in Paragraph 4 below also apply to garnishments for purposes other than child support and/or alimony. Nothing in this issuance changes any requirements contained in any Department of Energy (DOE) Directive.
2. CANCELLATION. This Chapter cancels and replaces ORO O 530, Chapter II, Change 4, PROCESSING GARNISHMENT ORDERS FOR CHILD SUPPORT AND/OR ALIMONY, dated November 4, 2004.
3. APPLICABILITY. The provisions of this Chapter apply to ORO and OSTI Principal Staff.
4. 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 Chapter.
5. REQUIREMENTS AND PROCEDURES. None.
6. REFERENCES. None.
7. DEFINITIONS. None.
8. CONTRACTOR REQUIREMENTS DOCUMENT. None.
9. ATTACHMENTS. None.