



# U.S. Department of Energy

Oak Ridge Operations

ORO O 530  
Chapter I

DATE: 6-18-96

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

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1. PURPOSE. This Chapter correlates to DOE O 532.1 (formerly DOE 2200.2B), COLLECTION FROM CURRENT AND FORMER EMPLOYEES FOR INDEBTEDNESS TO THE UNITED STATES, dated June 9, 1992, by assigning responsibility and accountability and providing administrative guidance to Oak Ridge Operations (ORO) and to the Office of Scientific and Technical Information (OSTI). Nothing in this issuance changes any requirements contained in any DOE Order.
2. CANCELLATION. This Chapter cancels and replaces ORIG 2200.2C, COLLECTION FROM CURRENT AND FORMER EMPLOYEES FOR INDEBTEDNESS TO THE UNITED STATES, dated January 5, 1995.
3. APPLICABILITY. The provisions of this Chapter apply to ORO and OSTI Principal Staff.
4. RESPONSIBILITIES.
  - a. ORO Chief Financial Officer (CFO) and OSTI Assistant Manager for Resource Management.
    - (1) Perform those tasks identified in DOE O 532.1, subparagraphs 7b(5), (8)-(10), and (12).
    - (2) Ensure that hearing requests, arrangements, and procedures are followed as specified in DOE O 532.1, paragraphs 9 and 10.
    - (3) Upon advice from the Director, Oak Ridge Financial Service Center (ORFSC), or the Assistant Manager for Resource Management, OSTI, approve, compromise, suspend, or terminate collection actions on employee debts not exceeding \$20,000, and recommend such actions to the Department of Justice for debts exceeding \$20,000.
    - (4) Comply with the hearing official's decision as specified in DOE O 532.1, subparagraph 12e.
    - (5) Prepare a report of investigation on each waiver request as specified in DOE O 532.1, subparagraph 16d.

- b. Director, Oak Ridge Financial Service Center, and OSTI Assistant Manager for Resource Management.
    - (1) Perform those tasks identified in DOE O 532.1, subparagraphs 7b(1)-(4), (6), (7), and (11), and subparagraph 17c.
    - (2) Assess and collect debts in accordance with DOE O 532.1, paragraph 14.
    - (3) When a debt is not recovered through voluntary repayment, implement the due process procedures identified in DOE O 532.1, paragraph 8.
    - (4) Adhere to recovery procedures for salary offset as defined in DOE O 532.1, paragraphs 13 and 15.
    - (5) Review and forward employee requests for waiver of collection of claims for erroneous payments involving transportation, travel, or relocation matters to the CFO (see DOE O 532.1, subparagraphs 16a-c).
    - (6) Recommend to the CFO compromise, suspension, termination actions, or referral to the General Accounting Office or Department of Justice when the debt is long outstanding and considerable collection efforts have been made (see DOE O 532.1, subparagraph 15e).
  - c. Director, Evaluation and Control Division, performs those tasks identified in DOE O 532.1, subparagraph 17b.
  - d. Director, Personnel Division, processes and forwards employee requests for waiver of collection of claims for erroneous payments to the CFO through the Office of Headquarters Accounting Operations if the request involves a pay matter and through ORFSC or the OSTI Assistant Manager for Resource Management if the request involves a transportation, travel, or relocation matter (see DOE O 532.1, subparagraphs 16a-c).
  - e. Office of Chief Counsel reviews responsible organization's independent assessment of the validity of the debt.
5. REQUIREMENTS AND PROCEDURES. None.
6. REFERENCES. None.

7. DEFINITIONS. None.
8. CONTRACTOR REQUIREMENTS DOCUMENT. None.
9. ATTACHMENTS. None.