

# DIRECTIVES CONTROL FORM - ORO O FINAL DIRECTIVE

## PART A (To be completed by the Division of Primary Interest (DPI))

1. **NUMBER AND TITLE OF DIRECTIVE:** ORO O 530, Chapter I, Chg. 1, COLLECTION FROM CURRENT AND FORMER EMPLOYEES FOR INDEBTEDNESS TO THE UNITED STATES

2. **PURPOSE OF TRANSMITTAL:**  New Directive  Revised Directive  Page Change

3. **THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS:** (Check appropriate boxes)

No (all contractors)

Yes If yes, whom?  LMES  LMER  ORAU  SURA  
 Bechtel Jacobs Company

Other contractors (list by type)

*Many ORO contractors have approved S/RIDs or WSS sets that may affect applicability of contractor requirements from this directive. Applicability of contractor requirements must take into account the approved standards set for each particular contract.*

4. **SIGNIFICANT PROVISIONS:** Are there any significant changes or impact?

No  Yes If yes, describe: This ORO Chapter is part of the ORO sunset review process. Changes to this Chapter include minor editorial revisions to indicate (1) the correct number of the correlating DOE Order (DOE 2200.2B0, (2) the current organizational titles of the Financial Evaluation and Accountability Division and the Human Resources Division and, (3) modify the language in subparagraph 4e.

5. **CONTACT POINT:** Rosa Trivette Oak Ridge Financial Service Center, FM-71 576-0782  
Name Organization Telephone

## PART B (To be completed by the Directives Management Group (DMG)):

6. **FILING INSTRUCTIONS:**

<u>Remove</u>	<u>Dated</u>	<u>Insert</u>	<u>Dated</u>
ORO O 530, Chapter I	06/18/1996	ORO O Control Form	09/03/1998
Pages I-1 through I-3		ORO O 530, Chapter I, Chg. 1, Pages I-1 and I-2	09/03/1998

*ORO Orders are available on the ORO Directives Management Home Page  
[[http://www.ornl.gov/doe\\_oro\\_dmg/orchklst.htm](http://www.ornl.gov/doe_oro_dmg/orchklst.htm)] within 5-10 working days after receipt of this Control Form.  
The ORO Orders will no longer be mailed in printed copy unless you do not have Internet capabilities.*

7. **APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH THE OFFICIAL DIRECTIVES DISTRIBUTION LIST:**

Original signed by

Jennifer H. Cusick, AD-440  
Signature Management Analyst, AD-440

09/03/1998  
Date

**INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED**

Rev. 08/04/1998

# U.S. Department of Energy

Oak Ridge Operations

ORO O 530 Chapter I Chg. 1
----------------------------------

**DATE: 09/03/1998**

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

---

1. PURPOSE. This Chapter correlates to 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 ORO 530, Chapter I, COLLECTION FROM CURRENT AND FORMER EMPLOYEES FOR INDEBTEDNESS TO THE UNITED STATES, dated June 18, 1996.
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 2200.2B, subparagraphs 7b(5), (8)-(10), and (12).
    - (2) Ensure that hearing requests, arrangements, and procedures are followed as specified in DOE 2200.2B, 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 2200.2B, subparagraph 12e.
    - (5) Prepare a report of investigation on each waiver request as specified in DOE 2200.2B, subparagraph 16d.
  - b. Director, Oak Ridge Financial Service Center, and OSTI Assistant Manager for Resource Management.
    - (1) Perform those tasks identified in DOE 2200.2B, subparagraphs 7b(1)-(4), (6), (7), and (11), and subparagraph 17c.
    - (2) Assess and collect debts in accordance with DOE O 2200.2B, paragraph 14.

- (3) When a debt is not recovered through voluntary repayment, implement the due process procedures identified in DOE 2200.2B, paragraph 8.
  - (4) Adhere to recovery procedures for salary offset as defined in DOE 2200.2B, 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 2200.2B, 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 2200.2B, subparagraph 15e).
- c. Director, Financial Evaluation and Accountability Division, performs those tasks identified in DOE 2200.2B, subparagraph 17b.
  - d. Director, Human Resources 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 2200.2B, subparagraphs 16a-c).
  - e. Office of Chief Counsel reviews responsible organization's independent assessment of the validity of the debt and certifies that due process as specified in DOE 2200.2B, paragraph 8, was given to a former employee when a debt claim is to be submitted to another agency for collection (see DOE 2200.2B, subparagraph 7c).
- 5. REQUIREMENTS AND PROCEDURES. None.
  - 6. REFERENCES. None.
  - 7. DEFINITIONS. None.
  - 8. CONTRACTOR REQUIREMENTS DOCUMENT. None.
  - 9. ATTACHMENTS. None.