

# 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. 2, 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 has been revised in subparagraphs 4a(6) and 4d, and in paragraphs 5 and 6 to reflect revised DOE HQ guidance pertaining to determinations of waivers for erroneous payments of pay and allowances, etc. An additional responsibility contained in the correlating DOE Order has been added 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, Chg. 1,<br>Pages I-1 and I-2 | 09/03/1998   | ORO O Control Form                                     | 03/04/1999   |
|  |              | ORO O 530, Chapter I,<br>Chg. 2, Pages I-1 through I-3 | 03/04/1999   |

*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

03/04/1999  
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<br>Chapter I<br>Change 2 |
|------------------------------------|

**DATE: 03/04/1999**

**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 O 530, Chapter I, Change 1, COLLECTION FROM CURRENT AND FORMER EMPLOYEES FOR INDEBTEDNESS TO THE UNITED STATES, dated September 3, 1998.
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, reach a 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.
    - (6) Make initial determinations of waivers for erroneous payments of pay and allowances, etc., without dollar limitation, using the requirements contained in paragraph 5 of this Chapter (see paragraph 6, REFERENCES).

- 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 a 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 the compromise, suspension, termination, 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 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 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. 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 2200.2B, subparagraph 7c).
5. REQUIREMENTS AND PROCEDURES. The criteria for the waiver for erroneous payments of pay and allowances, etc., is generally met by a finding that the erroneous payment occurred through administrative error and that there is no indication of fraud, misrepresentation, fault or lack of good faith on the part of the employee. A waiver is precluded when an employee knows or reasonably should know that an erroneous payment has occurred and fails to bring the matter to the attention of the appropriate officials. The facts upon which a waiver determination is based should be recorded in detail and made a part of the waiver file, which is required to be retained for 6 years. (See paragraph 6, REFERENCES.)

6. REFERENCES. Memorandum, entitled "Transfer of Authority to Waive Overpayments of Pay and Allowances," dated September 16, 1998, from Michael L. Telson, DOE Chief Financial Officer.
7. DEFINITIONS. None.
8. CONTRACTOR REQUIREMENTS DOCUMENT. None.
9. ATTACHMENTS. None.