

DEPARTMENTAL MANUAL



TRANSMITTAL SHEET

PART 344 DM 9	SUBJECT Financial Management Debt Collection Waiver of Claims for Erroneous Payments	RELEASE NUMBER 4089
FOR FURTHER INFORMATION, CONTACT Office of Hearings and Appeals		DATE March 6, 2019

EXPLANATION OF MATERIAL TRANSMITTED:

This Departmental Manual Release, Waiver of Claims for Erroneous Payments (344 DM 9), updates the process by which Department of the Interior (Department) employees can request waiver of an obligation to pay a Bill for Collection issued by the Department to recover salary overpayments that arose through administrative error.

Updates to the chapter include the following:

-Adding applicable authorities that govern the process.

-Bifurcating the statutory "authorized official" role by having the Office of Hearings and Appeals (OHA) serve in that role for cases of \$4,000 and more; and having the Interior Business Center, Payroll Operations Division (IBC-POD), serve in that role for cases of less than \$4,000.

-The above-referenced bifurcation revises the current framework, in which OHA must review an IBC-POD recommendation to grant a waiver in cases of \$1,500 and more. Such reviews will now only be necessary for cases of \$4,000 and more.

Senior Advisor to the Secretary

Exercising the Authority of the Assistant Secretary for Policy, Management and Budget

FILING INSTRUCTIONS:

Remove:

344 DM 9 (4 Sheets)

Insert:

344 DM 9 (4 Sheets)