



# United States Department of the Interior

OFFICE OF THE SECRETARY

Washington, DC 20240

**OCT 25 2013**

FINANCIAL MANAGEMENT MEMORANDUM 2014-001 (Vol. IX.B)

To: Bureau Chief Financial Officers

From: Douglas A. Glenn *D.A. Glenn*  
Deputy Chief Financial Officer and Director  
Office of Financial Management

Subject: 2014 Annual Debt Certification Agreement for Federal Nontax Debts

Creditor agencies that refer delinquent debts, either manually or electronically, to the Department of the Treasury (Treasury) Offset Program (TOP) and/or the Cross-Servicing Program must have a current Annual Debt Certification Agreement on file with the U.S. Department of the Treasury's Financial Management Service (FMS). The agreement is valid for one year, from January 1, through December 31, and must be completed annually. In the case of the Department of the Interior, all bureaus and the Interior Business Center (IBC) who refer debts to Treasury for cross-servicing must complete the attached 2014 Annual Debt Certification Agreement. A certification template is available on the FMS website at <http://fms.treas.gov/debt/forms.html>.

When an agency refers a debt to either TOP or Cross-Servicing as required by the Debt Collection Improvement Act of 1996, it is certifying that the debt is valid and legally enforceable; that there are no bars to collection; and that due process has been completed. The attached agreement describes the facts to which an agency certifies at the time of referral, and when signed, represents your understanding of the requirements for the upcoming calendar year. If a current agency certification agreement is not on file, FMS may not be able to collect on debts referred.

The Office of Financial Management (PFM) is requesting that bureaus and the IBC complete the 2014 Debt Certification Agreement with signature approval from the Bureau Chief Financial Officer (CFO) or his/her designee by Tuesday, **November 19, 2013**. The bureau and IBC agreements will then be consolidated by PFM and a Departmental certification will be submitted to the FMS under the Department's CFO signature.

We appreciate your cooperation with this request. Signed agreements may either be faxed to Monica Taylor Lane at (202) 208-6940 or scanned and emailed to [Monica\\_Lane@ios.doi.gov](mailto:Monica_Lane@ios.doi.gov). PFM will work closely with bureaus and the IBC to adhere to Treasury's guidelines. If you have any questions, please contact Monica Taylor Lane at (202) 219-0213.

Attachment

cc: Bureau Finance Officers  
Replaces FMM 2013-001