



Personnel Bulletin: 2019-18-SS

Distribution Date: 08/22/2019

TO : NASA Centers
Attn: HR Directors

FROM: Director, Corporate Human Resources Services

SUBJECT: Consolidation of Employee Debt Management

As part of the Chief Human Capital Officer's initiative to streamline processes to create greater efficiencies, Human Resources (HR) related debt management will be transferred from the Centers to the NSSC effective September 1, 2019.

HR related debt is debt that involves money owed to the Government for payments received or when an employee is otherwise indebted to the Federal government. These debts include, but are not limited to, money owed to the Government for failing to fulfill a service agreement for the following: a student loan repayment; recruitment/retention incentive; voluntary separation incentive; training and development; and, a physician's allowance or for debt incurred when an employee leaves Federal service and is indebted for unearned leave.

Centralizing program management at the NSSC will facilitate a single Agency process for handling HR related debt with other types of debt under the purview of the Agency Office of the Chief Financial Officer (e.g., erroneous payments of pay, travel, etc.) This consolidation will align, to the extent practicable, processes/procedures and delegations of authority for adjudicating debt waiver requests with the OCFO policy, NPD 9645.2, Claims for Erroneous Payment of Pay and Allowances, Travel and Transportation, Relocation Expenses and Allowances.

Program management/administration that will be performed at the NSSC includes the following activities:

- Identification of debt
- Assessment of the case and research of statutes/regulations/Agency policies
- Employee notification, along with information for requesting a waiver, if applicable
- Review of waiver requests for completeness/eligibility
- Preparation of eligible packages for deciding official
- All post-decision actions (e.g. debt waiver decision documentation/notifications/actions, payment requirements, etc.)
- Legal analysis, as needed

The following **delegations of authority** are effective September 1, 2019:

The **Associate Administrator for Mission Support Directorate (AA, MSD) and the Inspector General** (for claims of OIG employees) are delegated the authority to grant a waiver, in whole or part, of a claim in any amount when waiver is permitted under statute or regulation. This authority may be re-delegated in accordance with the provisions in NPD 9645.2.

The AA for Mission Support is further delegated the authority to reconsider denials of waiver by the Executive Director of NSSC.

The **Executive Director of NSSC** is delegated the authority to:

- Grant a waiver, in whole or part, of a claim in an amount aggregating not more than \$5,000 when a waiver is permitted under statute or regulation.
- Grant a waiver, in whole or part of a training/education related debt, covered by 5 CFR 410, in an amount not more than \$10,000 when waiver is permitted under statute or regulation. This re-delegation of authority will be incorporated in the next update of

NPD 3410.2G. *Note: the dollar amount of this delegation deviates from NPD 9645.2 and supersedes NPD 3410.2G, Employee and Organizational Development.*

- Deny a waiver of a claim in any amount, provided that the employee from whom collection is sought is advised of his/her right to request reconsideration of the denial from the AA, MSD.

The delegation of authority to the Executive Director of NSSC does not include claims higher than \$5,000 (or \$10,000 for a training/education debt). These claims will be adjudicated by the AA, MSD. The delegation of authority to the Executive Director of NSSC does not include claims from OIG employees; the Inspector General retains authority to decide on all OIG claims.

If you have any questions or need additional information, please email [Colleen M Wilson](#) or contact this person at 2023580507.

//electronically signed by//

Sharon M Sutton

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