

For: All FSA Employees

Implementing Salary Offset Program (SOP) for Travel Charge Card Delinquencies

Approved by: Deputy Administrator, Management



1 Travel Charge Card Delinquencies

A Background

SOP is effective immediately for travel charge card delinquencies owed to the charge card contractor for payment of expenses incurred related to official Government travel and not disputed by the employee. USDA may offset an employee’s salary to recover a delinquent amount that is owed to the charge card contractor as authorized by the following:

- 5 CFR Part 550 (RIN 3206-AH63), Pay Administration; Collection by Offset From Indebted Government Employees
- Departmental Regulation 2300-001, Government Travel Card Regulation.

B Purpose

This notice implements SOP for travel charge card delinquencies.

C Basic Process

NFC will be responsible for notifying the delinquent employee in writing based on a written request from the charge card contractor. The letter will contain the employee’s due process rights as a debtor.

After the due process is completed, NFC will begin offsetting up to 15 percent of the employee’s disposable salary. The employee may authorize a higher amount than 15 percent to be withheld if desired. In addition to the amount owed the charge card contractor, a processing fee will be charged to the employee by NFC to recover its processing costs.

Disposal Date	Distribution
December 1, 2004	All FSA employees; State Offices relay to County Offices

Notice FI-2624

1 Travel Charge Card Delinquencies (Continued)

D Rights of Employees

An employee has the following rights to take action within 30 calendar days of notification:

- to dispute the amount of the debt by requesting Bank of America to review its decision
- to inspect and copy records related to the delinquency
- to enter into a written repayment agreement with Bank of America
- to ask the Agency to review the bank's decision to pursue collection of the debt from the employee's Federal salary.

E Labor Management Obligations

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.