§ 2506.33 How will the Corporation coordinate salary offsets with other agencies?

(a) Responsibilities of the Corporation as the creditor agency (i.e., when the debtor owes a debt to the Corporation and is an employee of another agency). Upon completion of the procedures established in this subpart and pursuant to 5 U.S.C. 5514 and 31 U.S.C. 3716, the Corporation must submit a claim to a paying agency or disbursing official.

(1) In its claim, the Corporation must certify, in writing, the following:
   (i) That the employee owes the debt;
   (ii) The amount and basis of the debt;
   (iii) The date the Corporation’s right to collect the debt first accrued;
   (iv) That the Corporation’s regulations in this subpart have been approved by OPM under 5 CFR part 550, subpart K; and
   (v) That the Corporation has met the certification requirements of the paying agency.

(2) If the collection must be made in installments, the Corporation’s claim will also advise the paying agency of the amount or percentage of disposable pay to be collected in each installment. The Corporation may also advise the paying agency of the number of installments to be collected and the date of the first installment, if that date is other than the next officially established pay period.

(3) The Corporation will also include in its claim:
   (i) The employee’s written consent to the salary offset;
   (ii) The employee’s signed statement acknowledging receipt of the procedures required by 5 U.S.C. 5514; or
   (iii) Information regarding the completion of procedures required by 5 U.S.C. 5514, including the actions taken and the dates of those actions.

(4) If the employee is in the process of separating and has not received a final salary check or other final payment(s) from the paying agency, the Corporation must submit its claim to the paying agency or disbursing official for collection under 31 U.S.C. 3716. The paying agency will (under its regulations adopted under 5 U.S.C. 5514 and 5 CFR part 550, subpart K), certify the total amount of its collection on the debt and notify the employee and the Corporation for National and Community Service
§ 2506.34 Under what conditions will the Corporation make a refund of amounts collected by salary offset?

(a) If the Corporation is the creditor agency, it will promptly refund any amount deducted under the authority of 5 U.S.C. 5514, when:

1. The debt is waived or all or part of the funds deducted are otherwise found not to be owed (unless expressly prohibited by statute or regulation); or

2. An administrative or judicial order directs the Corporation to make a refund.

(b) Unless required or permitted by law or contract, refunds under this section will not bear interest.