

AMENDMENT TO A FISH AND WILDILFE SERVICE MANUAL CHAPTER

Series: Finance
Part 260: Financial Management
Chapter 3: Salary, Allotments, and Offsets, published 11/14/2021
Amendment Number: 1
Purpose: This amendment corrects an error that the Department’s Interior Business Center (IBC) pointed out to the U.S. Fish and Wildlife Service (Service). When updating this Service policy in 2021, we relied on 344 DM 9, Waiver of Claims for Erroneous Payments. IBC has since clarified who has authority to approve salary waivers under \$4,000. The intent of the Department, as gleaned from a memorandum and their delegations chapters, is that the IBC has the sole authority to approve salary waivers under \$4,000. Directorate members may still approve waivers for erroneous payments of travel, transportation, or relocation expenses and allowances that are under \$4,000.

Actions:

1. Add section 3.3O:

O. [344 Department of the Interior \(Department\) Manual \(DM\) 9](#), Waiver of Claims for Erroneous Payments.

2. Update section 3.5B:

FROM:

B. Department of the Interior (Department), Office of Financial Management (PFM)

TO:

B. Department’s Office of Financial Management (PFM)

3. Update section 3.5E by changing it:

FROM:

Approving or declining to approve a waiver, in whole or in part, of a claim of less than \$4,000.

TO:

(1) Approving or declining to approve a waiver, in whole or in part, of a claim of less than \$4,000 for an erroneous payment of travel, transportation, or relocation expenses or allowances; and

(2) Recommending to the Department's Interior Business Center (IBC) whether or not to approve or decline a waiver, in whole or in part, of a claim of less than \$4,000 for an erroneous payment of pay or allowances made to employees.

4. Update section 3.5F, Department's IBC, by adding a subsection (4) as follows:

(4) Approving or declining to approve a waiver, in whole or in part, of a claim of less than \$4,000 for an erroneous payment of pay or allowances made to employees.

5. Update section 3.5J, Employees, by adding a subsection (3) as follows:

(3) Submitting erroneous payment waiver requests within 3 years immediately following the date of discovery.

6. Update section 3.19C:

FROM:

C. The [IBC Debt Management Branch](#) advises employees of their right to question the determination of indebtedness, the proposed plan of liquidation, or to ask for a review by the Department's Office of Hearings and Appeals for amounts totaling \$4,000 or more, or from their supervising Directorate member for amounts totaling less than \$4,000. The employee is also informed by the [IBC Debt Management Branch](#) of their right to submit a claim for refund of any amount deducted from their salary for a debt that the employee believes was incorrect.

TO:

C. The [IBC Debt Management Branch](#) advises employees of their right to question the determination of indebtedness, the proposed plan of liquidation, or to ask for a review by the:

(1) Department's Office of Hearings and Appeals for amounts totaling \$4,000 or more,

(2) [IBC Payroll Operations Division](#) for amounts totaling less than \$4,000 for erroneous payment of pay or allowances, or

(3) Supervising Directorate member for amounts totaling less than \$4,000 for erroneous payment of travel, transportation, or relocation expenses or allowances.

D. The employee is also informed by the [IBC Debt Management Branch](#) of their right to submit a claim for refund of any amount deducted from their salary for a debt that the employee believes was incorrect.

/sgd/ Wendi Weber
DEPUTY DIRECTOR

Date: August 11, 2022