



Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: 12-25, Automatic Garnishment

Date: September 28, 2012

To: Subscribers of Title I

This bulletin is being issued to inform users that effective Pay Period 20, 2012, the National Finance Center (NFC) will increase the amount of any salary overpayment recovered from employee's pay from \$10 to \$50 per pay period. This is being done in order to reduce outstanding debt in accordance with 5 CFR 550.1104.

### Reporting

As a result of this change, Agencies should modify any FOCUS reports that capture automatic garnishment information to generate debt notices to employees from less than \$10 to less than or equal to \$50.

NFC will provide a notice on the employee's Form AD-334, Statement of Earnings and Leave, to inform employees of any collection of salary overpayment less than or equal to \$50.

### External Procedures

The procedure manual for this application, which is available online at the NFC Web site, has been updated to include the information in this bulletin. To view and/or print this procedure, go to the *NFC Home Page* (<http://www.nfc.usda.gov>) and click the *Publications* link at the top of the page. At the Publications page's right-hand menu, click *Procedures by Acronym* or *Procedures by Title/Chapter* then search on the list provided for Title III, Chapter 5, Administrative Billings and Collections (ABCO).

### Inquiries

Effective October 1, 2012, only authorized Servicing Personnel Offices can contact the NFC Contact Center at 1-855-NFC-4GOV (1-855-632-4468) or via the Remedy Requester Console.

RANDY L. SPEED, Director  
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NFC BULLETIN