



To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation and Team Spirit.

REVISION: This directive supersedes TSA MD 1000.14, *Debt Collection Program*, dated April 3, 2009.

SUMMARY OF CHANGES: Section 3, Authorities, updated; Section 6, Policy, updated to reflect organizational changes and updated references; and added various administrative updates for clarification throughout the directive.

1. **PURPOSE:** This directive provides TSA policy and procedures for collecting debts owed to TSA. This directive is separate and distinct from [TSA MD 1000.4, *Waiver of Employee Indebtedness*](#), which provides TSA policy and procedures for waiver of employee indebtedness to the TSA resulting from erroneous payment of pay and allowances or erroneous payment of travel and transportation allowances.
2. **SCOPE:** This directive applies to all TSA organizational components.
3. **AUTHORITIES:**
 - A. 5 USC 5514, Installment Deductions for Indebtedness to United States
 - B. 6 CFR Chapter 1 Part 11, Claims
 - C. 31 CFR Chapter 2 Part 285, Debt Collection Authorities Under the Debt Collection Improvement Act of 1996
 - D. 31 CFR Chapter 9, Federal Claims Collection Standards (Department of Treasury - Department of Justice) (Parts 900 - 904)
 - E. 31 USC Chapter 37, Claims (Sections 3701 - 3733)
 - F. 49 CFR Chapter 12 Part 1510 Section 1510.21, Enforcement
 - G. Debt Collection Improvement Act of 1996
 - H. Department of Homeland Security (DHS) Component Requirements Guide for Financial Reporting
 - I. Office of Management and Budget Circular A-11, Preparation, Submission, and Execution of the Budget
 - J. Treasury Financial Manual Part 4, Chapter 4000, Debt Management Services Collection of Delinquent Nontax Debt

4. DEFINITIONS: None.

5. RESPONSIBILITIES:

- A. The Assistant Administrator for Finance and Administration/Chief Financial Officer (CFO) is responsible for establishing a comprehensive debt collection program across TSA.
- B. The Office of Human Capital is responsible for collecting debts owed due to salary and benefit overpayments to present or former TSA employees.
- C. The Office of Chief Counsel (OCC) is responsible for:
 - (1) Providing advice and guidance on debt collection procedures; and
 - (2) Forwarding unpaid civil penalty information to the United States Coast Guard Finance Center for debt collection.
- D. The Director of the Revenue Division is responsible for:
 - (1) Collecting fees;
 - (2) Compromising, suspending collection on, or terminating claims of the United States;
 - (3) Waiving interest, penalties and administrative costs; and
 - (4) Entering into installment plans not to exceed one year in duration on any claim related to fee collection.
- E. The Director of the Financial Management Division (FMD) is responsible for:
 - (1) Coordinating, and to the extent practicable, standardizing aggressive and timely action to collect debts due to TSA, including employee indebtedness;
 - (2) Ensuring, in consultation with the Office of Chief Counsel, that the requirements of the applicable debt collection authorities are met;
 - (3) Collecting or otherwise coordinating the collection of debts not otherwise addressed in this directive;
 - (4) Compromising, suspending collection on, or terminating claims of the United States;
 - (5) Waiving interest penalties and administrative costs; and
 - (6) Entering into installment plans not to exceed one year in duration.

6. POLICY:

- A. Debts will be collected in accordance with the provisions of [6 CFR Chapter 1 Part 11](#) and [31 CFR Chapter 9, Parts 900 - 904](#). The standards found in these authorities for compromising, suspending, or terminating debt; waiving interest, penalties and administrative costs; and entering into installment plans, will be observed.
- B. The Director of FMD and, to the extent related to the collection of fees, Director of the Revenue Division may compromise, suspend, or terminate debt; waive interest, penalties and administrative costs; or enter into installment plans not to exceed one year in duration. Debts over \$10,000 may be compromised, and collection activity on debts over \$10,000 may be suspended or terminated, only with the concurrence of the OCC.
- C. The CFO may enter into installment agreements that exceed one year in duration. Installment agreements shall not exceed three years in duration unless the debtor shows good cause.
- D. The authorities to compromise, suspend, or terminate debt; to waive interest, penalties and administrative costs; and to enter into installment plans, as described in this directive, are not further delegable, except by the CFO with the express written consent of DHS CFO.

7. PROCEDURES:

- A. Debt collection procedures will be in accordance with the provisions of [6 CFR Chapter 1 Part 11](#) and [31 CFR Chapter 9, Parts 900 - 904](#).
- B. Requests to compromise, suspend, or terminate debts; to waive interest, penalties and administrative costs; or to enter into installment plans of one year or less must be forwarded by the affected Assistant Administrator or his or her designee to the Director of FMD. The Assistant Administrator or his or her designee may include a recommendation to approve or deny the request in the package forwarded to FMD.
- C. The Director of FMD may exercise his or her discretion, in accordance with applicable regulations, to waive interest, penalties and administrative costs, or enter into installment plans not to exceed one year. If the Director of FMD considers an installment agreement exceeding one year in duration, if appropriate, the Director will forward the request to the CFO for approval.

8. **APPROVAL AND EFFECTIVE DATE:** This policy is approved and effective the date of signature unless otherwise specified.

APPROVAL

Signed

May 27, 2015

Pat A. Rose, Jr
Assistant Administrator and Chief Financial Officer
Office of Finance and Administration

Date

EFFECTIVE

Date

Distribution: Assistant Administrators and equivalents, Federal Security Directors, and Office Directors

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