

beginning in order to resume the collection. However, it shall be the responsibility of the DOT creditor operating element to review the debt upon receiving the former paying agency's notice of the employee's transfer to make sure the collection is resumed by the new paying agency.

§ 92.43 Requests for recovery when the Department is the paying agency.

(a) *Incomplete request for recovery.* If the request for recovery received by the chief of the accounting or finance office of the appropriate DOT operating element is incomplete in any respect (see § 92.21(b)) including, but not limited to, the failure to certify in writing that the employee owes the debt, the amount and basis of the debt, the date on which payment(s) is due, the date the creditor agency's right to collect the debt first accrued, and that the creditor agency's regulations implementing 5 U.S.C. 5514 were approved by OPM, the request shall be returned to the creditor agency with a statement of the deficiency. No action to imple-

ment salary offset may be initiated until a complete request has been received.

(b) *Complete request for recovery.* If a complete request for recovery is received by the chief of the accounting or finance office of the appropriate DOT operating element, a copy of the request and any supporting documentation shall be transmitted to the appropriate payroll office, and deductions shall be scheduled to begin at the next officially established pay interval. A copy of the request and any supporting documentation shall be provided to the debtor, along with a notice of the date deductions will begin.

(c) The DOT operating element may not review the merits of the creditor agency's determination with respect to the amount or validity of the debt as stated in the request for recovery.

§ 92.45 Other debt collections.

Separate rules exist for general collection of debts owed the United States under 31 U.S.C. 3711, 3716-18; 4 CFR Ch. II.

DEBT CLAIM FORM

1. Paying agency identification		2. Employee identification	
a. Name		a. Name	
b. Address		b. Address	
		c. DOB	d. SSN

To liquidate a debt to the United States, the named creditor agency asks that the debt be collected as shown from the current pay of the employee identified above. Notices and inquiries concerning the debt should be sent to the address shown below.

3. Debt information			
a. Reason for debt:			
b. Date right to collect accrued		c. Debt identification number, if any	
d. Original debt:		e. Number of installments	@ Amount
amount	\$		\$
f. Interest due			\$
(if none, show N/A)	\$		\$
g. Penalty due			\$
(if none, show N/A)	\$		\$
h. Administrative cost			\$
(if none, show N/A)	\$		\$
i. Total collection		j. Commence deductions on (date)	
to be made	\$		

4. Due process: <input type="checkbox"/> date actions taken; or attach <input type="checkbox"/> acknowledgement <input type="checkbox"/> consent			
<input type="checkbox"/> Creditor agency 30-day		<input type="checkbox"/> Hearing held	
<input type="checkbox"/> salary offset notice		<input type="checkbox"/> Decision for creditor	
<input type="checkbox"/> Employee did not re-		<input type="checkbox"/> agency	
<input type="checkbox"/> spond (consent assumed)		<input type="checkbox"/> Other -	
<input type="checkbox"/> Employee requested a hear-			
<input type="checkbox"/> ing			

I certify the following: (1) the debt identified above is properly due the United States from the named employee in the amount shown; (2) this agency's regulations implementing 5 U.S.C. 5514 have been approved by the Office of Personnel Management, and (3) the information concerning this agency's and the employee's actions is correct as stated.

5. Creditor agency information	
a. Name	b. Appropriation/fund (title/symbol #)
c. Address	d. Disbursing officer (name/symbol #)
e. Signature of certifying official	f. Date
g. Title	h. Telephone number

PART 93—AIRCRAFT ALLOCATION

Sec.

93.1 Issuance of aircraft allocations.

93.3 Reporting requirements.

AUTHORITY: Sec. 9, 80 Stat. 944; 49 U.S.C. 1657.

§ 93.1 Issuance of aircraft allocations.

From time to time, the Director, Office of Emergency Transportation,

issues planning orders allocating aircraft to the Department of Defense, identified by FAA registration number, for the Civil Reserve Air Fleet Program, or as a reserve fleet for use in certain contingencies in the Civil Reserve Air Fleet Program of the Department of Defense. The current listing of aircraft allocations may be obtained upon request from the Director, Office