# INDIAN HEALTH SERVICE CASE CHECKLIST

# WAIVER OF OVERPAYMENT REQUEST

## Employee’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## HR contact for case: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Regional HR Office “Report of Investigation” (ROI):

Addressed to the Director, Division of Human Resources, in memo or report format.

Provides the employee’s name, position, grade, salary, job location, etc.

States the gross overpayment amount and the period of time under discussion.

Describes the administrative error that occurred. States how the error was discovered and how the employee was informed.

Includes a chronology of events and a pay history.

Verifies, or refutes, the facts as stated in the employee’s written request.

Indicates whether any other employees were affected by the same or a similar error.

Concludes with the administrative judgment by the HR Regional Director.

Signed by the Regional HR Director with concurrence from the Area Director.

## Employee’s written request for waiver of overpayment:

Submitted within three years of the date of the Defense Finance and Accounting Service (DFAS) debt collection letter.

Provides the employee’s name, position, grade, salary, location, home address, etc.

Describes the situation and events that led to the overpayment.

Explains why the employee believes the debt should be waived.

Signed and dated by the employee.

## HHS-710, “Request for Waiver of Overpayment or for Hearing”:

HHS-710 signed by employee and HR Representative. <http://intranet.hhs.gov/forms/hhs_forms/hhs-710.pdf>

## DFAS Debt Collection Letter:

The period of time stated = the period of time noted in all supporting documentation.

The gross debt amount stated is correct and matches all supporting documentation. The gross amount is usually waived, not the net amount or the remaining balance.

DFAS audit sheet is attached.

## Employee’s Leave and Earnings Statements (LES):

All LESs from one pay period before the debt began, to one pay period after it ended.

If LESs are unavailable, an explanation as to why not is included and alternative documentation is provided (e.g. a master pay history).

## Additional documentation, as appropriate to case:

SF-50s, Capital HR printouts.

Pertinent forms – benefits, annuity adjustments, incentive approvals, etc.

Time and attendance reports.

Correspondence – offer letters, relevant e-mails, etc.

References available to employee on pay and benefits – electronic or paper.

## Copy of this checklist completed.

## Personally Identifiable Information (PII) is redacted on all paperwork.