

In-Service Debts

Overview

Introduction

This guide provides the procedures for Identifying In-Service Debts, Determining the Remaining Balance for a Debt and Researching Multiple Debts for a Member.

Information

- Overpayments are due to errors in submission, delays in processing pay-related transactions, and deletions of entitlement rows in Direct Access (DA).
 - All debts appear in DA in the Element Assignment By Payee (EABP) link.
 - A Notice of Overpayment (NOO) will be sent to members **ONLY** when the debt amount is \$1,000.00 or more.
 - Separation – Every effort will be made to collect debts in their entirety prior to separation. All out of service debts go to the Finance Center and they do not set up payment plans. Counsel your members to pay off debts within 90 days, before the Finance Center forwards the debts to the US Treasury for collection.
 - The member may **not** use a credit card to pay off the debt. Check or Debit Cards are acceptable for paying off the debt.
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Overview, Continued

Liquidation Schedule

- Any changes to the liquidation schedule requires a CO's approval and must be a minimum of 10% of available pay.
- If a member is injured in a combat zone, collection action must be suspended for at least 90 days.

If overpayment is	Then collection will be
Less than \$749.99	Deducted at 15% of disposable earnings beginning a minimum of 30 days later.
\$750.00 or greater	Deducted at 15% of disposable earnings beginning a minimum of 60 days later.

- Maximum monthly amount that may be collected is 15% of disposable pay, unless:
 - The overpayment was the member's fault, collection will not exceed 2/3 of the member's disposable pay.
 - Member consents to collection at a higher rate.
 - The member is separating from the service.











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Identifying In-Service Debts

Introduction This guide provides the procedures for Identifying In-Service Debts in DA. An In-Service Debt is designed to establish or change repayment schedules for liquidation of overpayments or a Collection of Indebtedness.




Procedures See below.

Step	Action			
1	Click on the Pay Processing Shortcuts Tile. <div data-bbox="308 645 719 875" style="border: 1px solid blue; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Pay Processing Shortcuts</p>  </div>			
1.5	Select the Element Assignment By Payee option. <div data-bbox="300 954 799 1140" style="border: 1px solid blue; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #e0f2f1; padding: 2px;"> Pay Calculation Results</td> </tr> <tr> <td style="border: 2px solid red; padding: 2px;"> Element Assignment By Payee</td> </tr> <tr> <td style="padding: 2px;"> One Time (Positive Input)</td> </tr> </table> </div>	 Pay Calculation Results	 Element Assignment By Payee	 One Time (Positive Input)
 Pay Calculation Results				
 Element Assignment By Payee				
 One Time (Positive Input)				

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Identifying In-Service Debts, Continued

Procedures,
continued

Step	Action
2	<p data-bbox="300 495 898 524">Enter the member's Emplid and click Search.</p> <div data-bbox="300 524 1246 1384" style="border: 1px solid blue; padding: 5px;"> <p data-bbox="308 530 772 562">Element Assignment By Payee</p> <p data-bbox="308 568 1238 598">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p data-bbox="336 613 612 645" style="background-color: #e0f0e0; padding: 2px;">Find an Existing Value</p> <p data-bbox="316 658 523 687">▼ Search Criteria</p> <p data-bbox="515 696 1099 734">Empl ID begins with ▼ 1234567</p> <p data-bbox="459 757 1099 795">Empl Record = ▼ <input type="text"/></p> <p data-bbox="539 817 1099 855">Name begins with ▼ <input type="text"/></p> <p data-bbox="483 878 1099 916">Last Name begins with ▼ <input type="text"/></p> <p data-bbox="395 938 1099 976">Second Last Name begins with ▼ <input type="text"/></p> <p data-bbox="316 999 1099 1037">Alternate Character Name begins with ▼ <input type="text"/></p> <p data-bbox="459 1059 1099 1097">Middle Name begins with ▼ <input type="text"/></p> <p data-bbox="451 1120 1099 1158">Business Unit begins with ▼ <input type="text"/></p> <p data-bbox="403 1180 1134 1218">Department Set ID begins with ▼ <input type="text"/> </p> <p data-bbox="475 1240 1134 1279">Department begins with ▼ <input type="text"/> </p> <p data-bbox="316 1290 507 1319"><input type="checkbox"/> Case Sensitive</p> <p data-bbox="308 1328 1007 1366"> Search Clear Basic Search  Save Search Criteria </p> </div>

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Identifying In-Service Debts, Continued

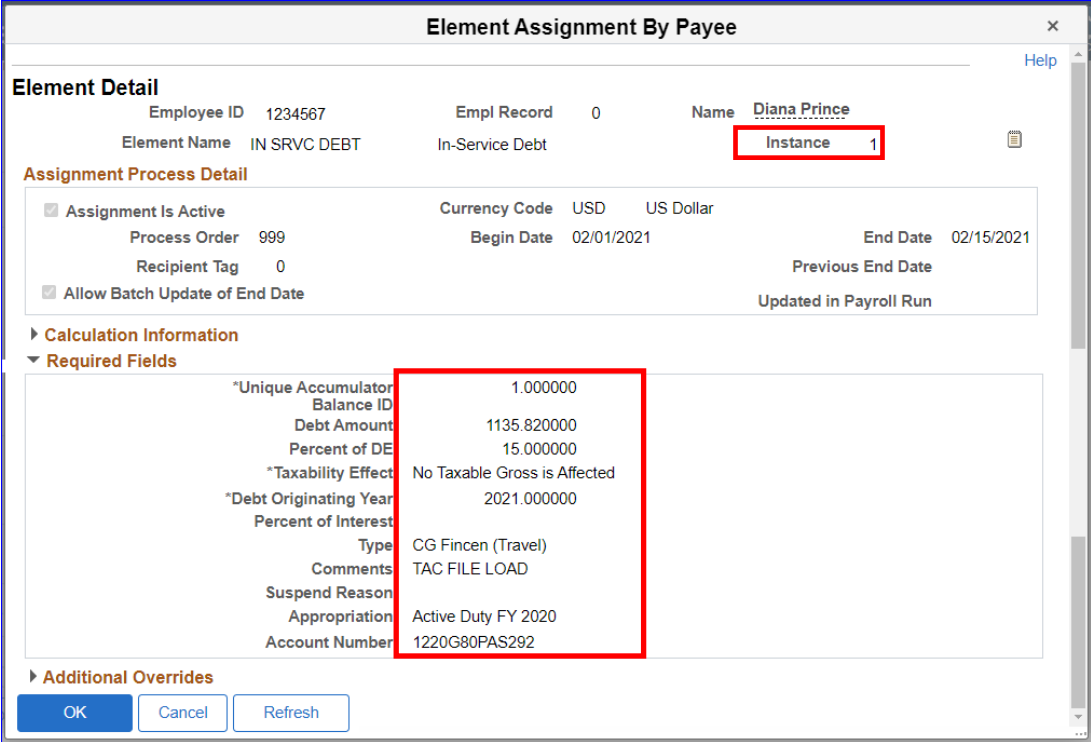
Procedures,
continued

Step	Action																																																								
3	<p>The IN SRVC DEBT row establishes the Begin Date for when the liquidation will begin and the Instance number. If there is an End Date displayed, the debt has been paid in full. Click the IN SRVC DEBT link to see the details of a debt.</p> <table border="1" data-bbox="300 600 1406 1126"> <thead> <tr> <th colspan="2" data-bbox="304 600 459 645">Elements</th> <th data-bbox="459 600 596 645">Recipient</th> <th colspan="4" data-bbox="596 600 1401 645"> ▶</th> </tr> <tr> <th data-bbox="304 651 488 719">Element Name</th> <th data-bbox="488 651 667 719">Description</th> <th data-bbox="667 651 743 719">Process Order</th> <th data-bbox="743 651 879 719">Begin Date</th> <th data-bbox="879 651 1010 719">End Date</th> <th data-bbox="1010 651 1155 719">Active</th> <th data-bbox="1155 651 1401 719">Instance</th> </tr> </thead> <tbody> <tr> <td data-bbox="304 725 459 781">IN SRVC DEBT</td> <td data-bbox="488 725 667 781">In-Service Debt</td> <td data-bbox="667 725 743 781">999</td> <td data-bbox="743 725 879 781">02/01/2021</td> <td data-bbox="879 725 1010 781">02/28/2021</td> <td data-bbox="1010 725 1155 781"><input checked="" type="checkbox"/></td> <td data-bbox="1155 725 1401 781">1</td> </tr> <tr> <td data-bbox="304 788 459 844">IN SRVC DEBT</td> <td data-bbox="488 788 667 844">In-Service Debt</td> <td data-bbox="667 788 743 844">999</td> <td data-bbox="743 788 879 844">09/01/2021</td> <td data-bbox="879 788 1010 844">11/15/2021</td> <td data-bbox="1010 788 1155 844"><input checked="" type="checkbox"/></td> <td data-bbox="1155 788 1401 844">2</td> </tr> <tr> <td data-bbox="304 851 459 907">IN SRVC DEBT</td> <td data-bbox="488 851 667 907">In-Service Debt</td> <td data-bbox="667 851 743 907">999</td> <td data-bbox="743 851 879 907">12/01/2021</td> <td data-bbox="879 851 1010 907">12/15/2021</td> <td data-bbox="1010 851 1155 907"><input checked="" type="checkbox"/></td> <td data-bbox="1155 851 1401 907">3</td> </tr> <tr> <td data-bbox="304 913 459 969">IN SRVC DEBT</td> <td data-bbox="488 913 667 969">In-Service Debt</td> <td data-bbox="667 913 743 969">999</td> <td data-bbox="743 913 879 969">09/01/2022</td> <td data-bbox="879 913 1010 969"></td> <td data-bbox="1010 913 1155 969"><input checked="" type="checkbox"/></td> <td data-bbox="1155 913 1401 969">4</td> </tr> <tr> <td data-bbox="304 976 459 1032">IN SRVC DEBT</td> <td data-bbox="488 976 667 1032">In-Service Debt</td> <td data-bbox="667 976 743 1032">999</td> <td data-bbox="743 976 879 1032">09/01/2022</td> <td data-bbox="879 976 1010 1032"></td> <td data-bbox="1010 976 1155 1032"><input checked="" type="checkbox"/></td> <td data-bbox="1155 976 1401 1032">5</td> </tr> <tr> <td data-bbox="304 1039 459 1095">IN SRVC DEBT</td> <td data-bbox="488 1039 667 1095">In-Service Debt</td> <td data-bbox="667 1039 743 1095">999</td> <td data-bbox="743 1039 879 1095">09/01/2022</td> <td data-bbox="879 1039 1010 1095"></td> <td data-bbox="1010 1039 1155 1095"><input checked="" type="checkbox"/></td> <td data-bbox="1155 1039 1401 1095">6</td> </tr> </tbody> </table>	Elements		Recipient	▶				Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	IN SRVC DEBT	In-Service Debt	999	02/01/2021	02/28/2021	<input checked="" type="checkbox"/>	1	IN SRVC DEBT	In-Service Debt	999	09/01/2021	11/15/2021	<input checked="" type="checkbox"/>	2	IN SRVC DEBT	In-Service Debt	999	12/01/2021	12/15/2021	<input checked="" type="checkbox"/>	3	IN SRVC DEBT	In-Service Debt	999	09/01/2022		<input checked="" type="checkbox"/>	4	IN SRVC DEBT	In-Service Debt	999	09/01/2022		<input checked="" type="checkbox"/>	5	IN SRVC DEBT	In-Service Debt	999	09/01/2022		<input checked="" type="checkbox"/>	6
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Identifying In-Service Debts, Continued

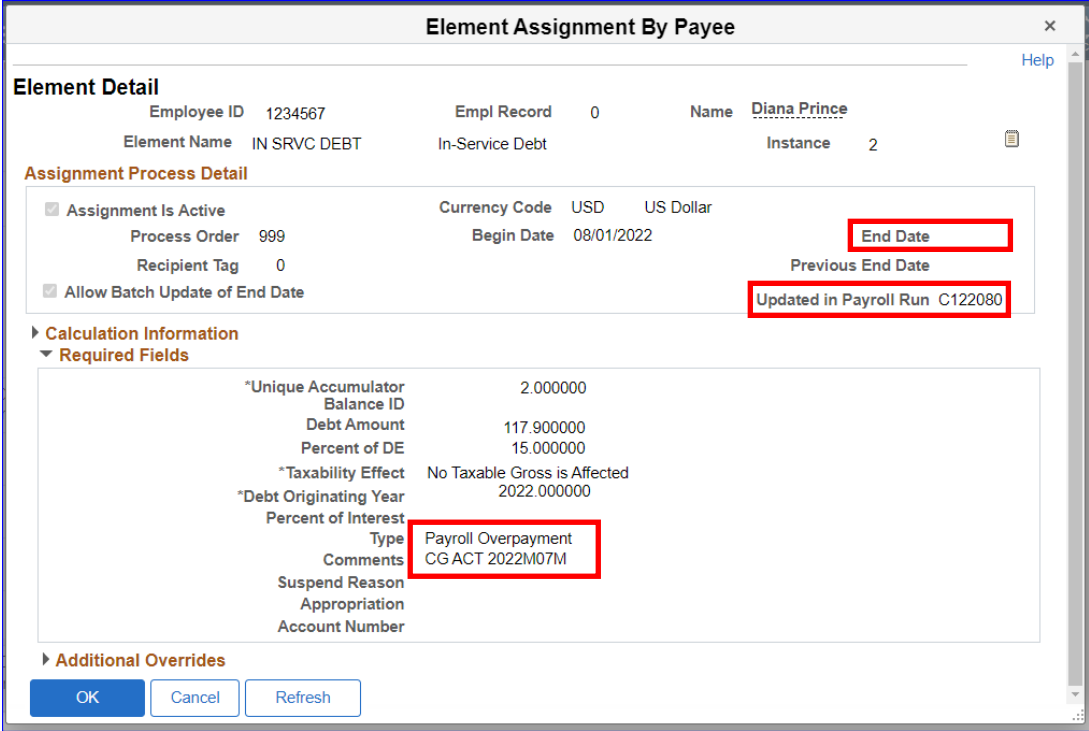

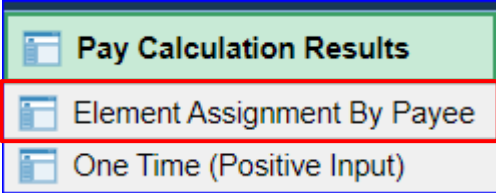
Procedures,
continued

Step	Action
4	<p>The Required Fields drop-down displays the following:</p> <ul style="list-style-type: none"> • The Unique Accumulator Balance ID which is the same as the Instance number • The total Debt Amount due • The Percent of Deductible Earnings (DE) affected • The Taxability Effect on taxes (if applicable) • The Debt Originating Year • The Percent of Interest charged (if applicable) • The Type of debt • Comments about the debt (this example of TAC FILE LOAD was entered by Finance Center) including the Pay Calendar ID where the debt occurred • The Suspend Reason is not used • The Appropriation shows the fiscal year affected by the debt • The Account Number is where pay techs may describe what the debt is for (example is the TONO for a travel debt) 

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Identifying In-Service Debts, Continued

Procedures,
continued

Step	Action
5	<p>Here's an example of a System Generated Payroll Overpayment debt. The Comments display the Calendar ID of the debt. More research is needed to find out what the debt is for. Since this is an open debt, no End Date is displayed but a Calendar ID is displayed in the Updated in Payroll Run field.</p>  <p>The screenshot shows the 'Element Assignment By Payee' window for Employee ID 1234567, Diana Prince. The element is 'IN SRVC DEBT' (In-Service Debt) with Instance 2. Key details include: <ul style="list-style-type: none"> Assignment Process Detail: Assignment is active, Process Order 999, Recipient Tag 0, Allow Batch Update of End Date checked. Currency is USD (US Dollar), Begin Date 08/01/2022. The 'End Date' field is empty and highlighted with a red box. The 'Updated in Payroll Run' field contains 'C122080' and is also highlighted with a red box. Calculation Information: Unique Accumulator Balance ID 2.000000, Debt Amount 117.900000, Percent of DE 15.000000. Taxability Effect: No Taxable Gross is Affected. Debt Originating Year: 2022.000000. Percent of Interest: Type 'Payroll Overpayment' (highlighted with a red box), Comments 'CG ACT 2022M07M' (highlighted with a red box). </p>
6	<p>Click on the Pay Processing Shortcuts Tile.</p>  <p>The screenshot shows a 'Pay Processing Shortcuts' tile with a green background and a stack of money icon.</p>
6.5	<p>The default Pay Calculation Results option will automatically display.</p>  <p>The screenshot shows a menu with three options: 'Pay Calculation Results' (highlighted with a red box), 'Element Assignment By Payee' (highlighted with a red box), and 'One Time (Positive Input)'.</p>

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Identifying In-Service Debts, Continued

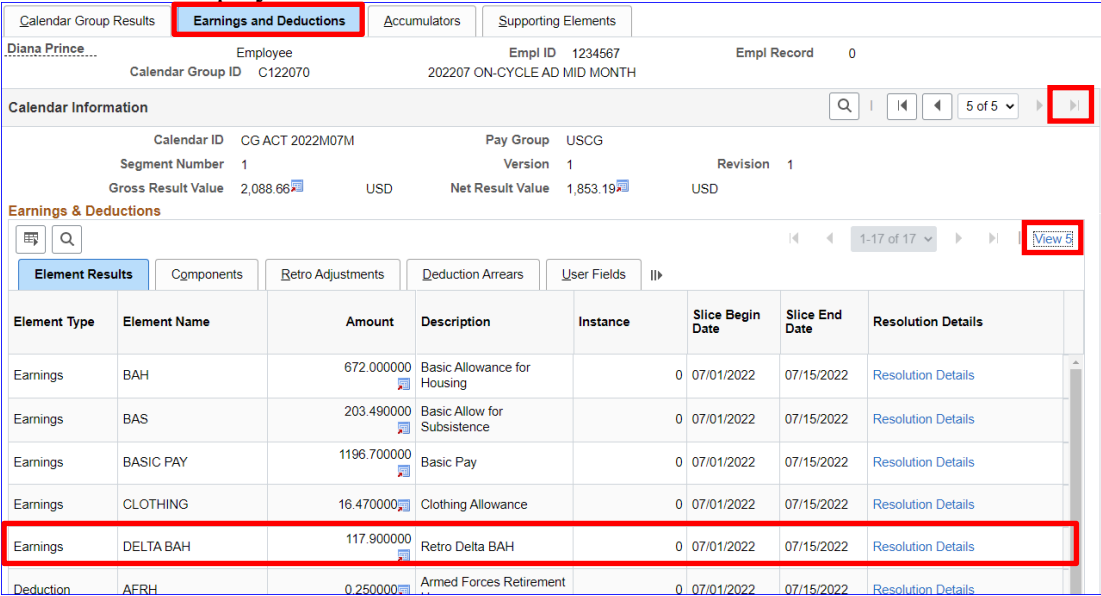
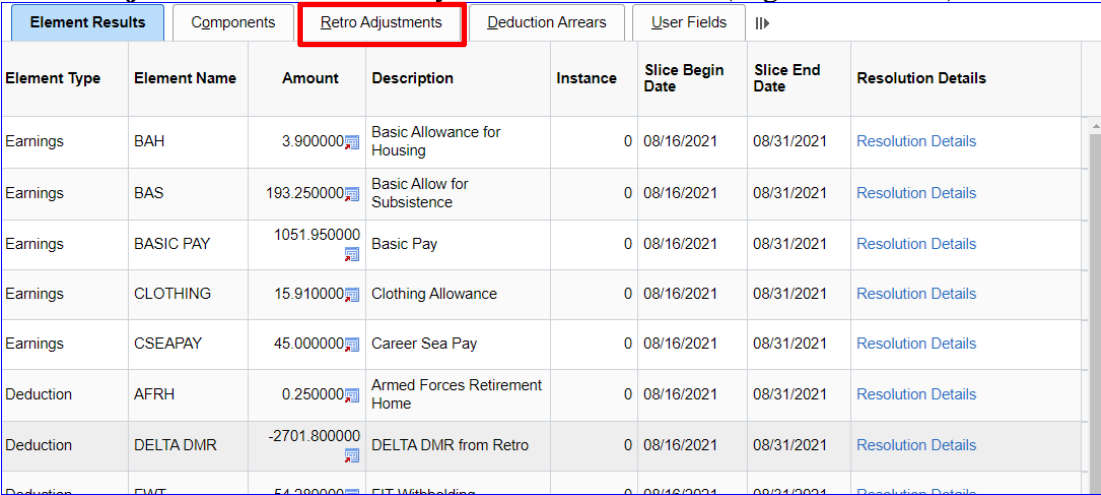
Procedures,
continued

Step	Action																																			
7	<p>Enter the member's Empl ID and click Search.</p> <div data-bbox="304 528 1406 1144" style="border: 1px solid blue; padding: 5px;"> <p>Results by Calendar Group</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p style="text-align: center;">Find an Existing Value</p> <hr/> <p>▼ Search Criteria</p> <p>Empl ID begins with <input type="text" value="1234567"/></p> <p>Empl Record = <input type="text"/></p> <p>Calendar Group ID begins with <input type="text"/></p> <p>Name begins with <input type="text"/></p> <p>Search Clear Basic Search Save Search Criteria</p> </div>																																			
8	<p>Using the Calendar ID from the Comments in the EABP from Step 4 (CG ACT 2022M07M), select the appropriate Calendar.</p> <div data-bbox="304 1256 1390 1912" style="border: 1px solid blue; padding: 5px;"> <p>Search Results</p> <p>View All 1-43 of 43</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Payment Date</th> <th>Calendar Group ID</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>0</td> <td>08/15/2022</td> <td>C122080</td> <td>Diana Prince</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>08/01/2022</td> <td>C122071</td> <td>Diana Prince</td> </tr> <tr style="border: 2px solid red;"> <td>1234567</td> <td>0</td> <td>07/15/2022</td> <td>C122070</td> <td>Diana Prince</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>07/01/2022</td> <td>C122061</td> <td>Diana Prince</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>06/15/2022</td> <td>C122060</td> <td>Diana Prince</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>06/01/2022</td> <td>C122051</td> <td>Diana Prince</td> </tr> </tbody> </table> </div>	Empl ID	Empl Record	Payment Date	Calendar Group ID	Name	1234567	0	08/15/2022	C122080	Diana Prince	1234567	0	08/01/2022	C122071	Diana Prince	1234567	0	07/15/2022	C122070	Diana Prince	1234567	0	07/01/2022	C122061	Diana Prince	1234567	0	06/15/2022	C122060	Diana Prince	1234567	0	06/01/2022	C122051	Diana Prince
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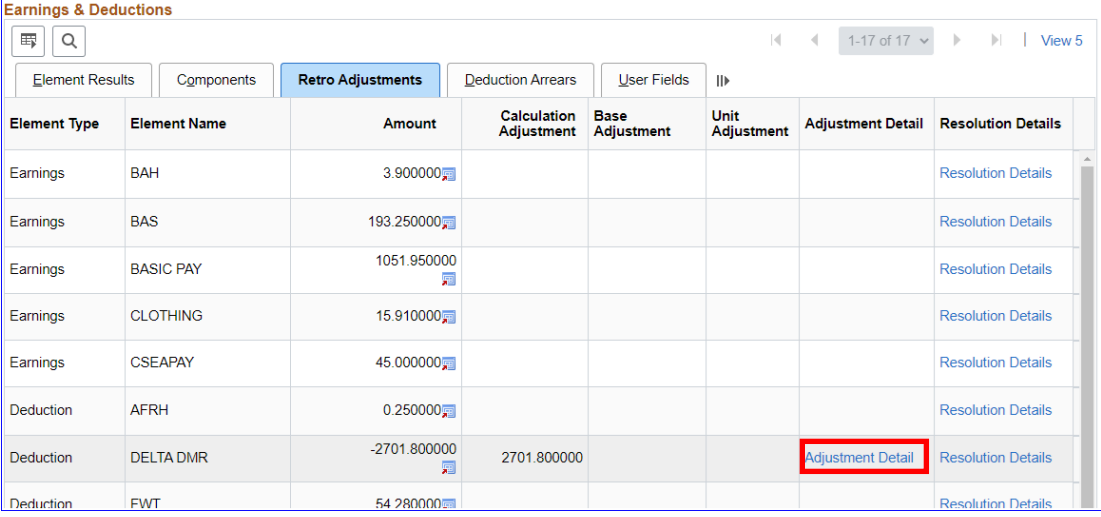
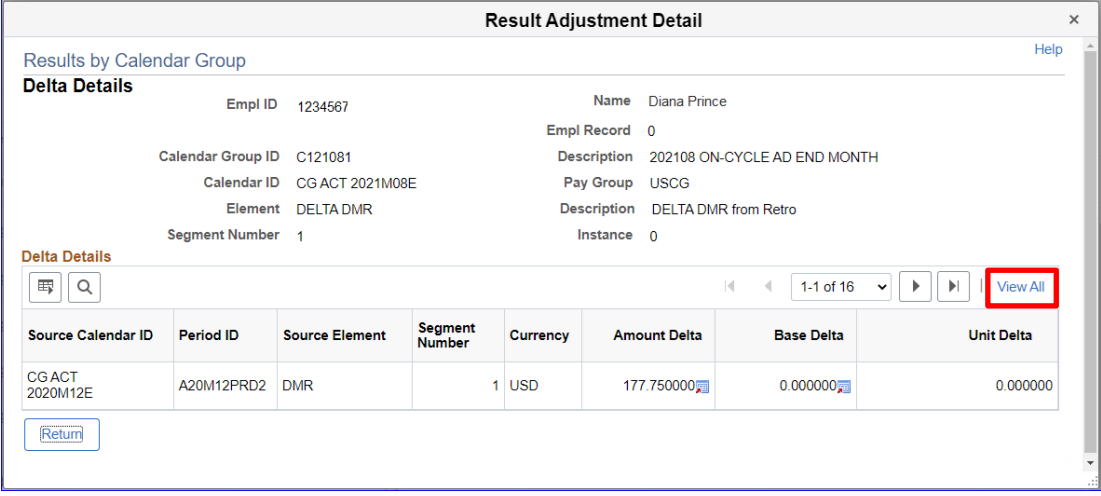
Procedures,
continued

Step	Action																																																																								
<p>9</p>	<p>Under the Earnings and Deductions tab, make sure you are in the most recent calendar by clicking the Last Arrow in the Calendar Information section (notice this has 5) and the View All link to display enough rows to find the debt. In this example, the Delta identifies that it is a Retro BAH transaction and the amount \$117.90 is the same amount displayed in the EABP.</p>  <p>Calendar Group Results Earnings and Deductions Accumulators Supporting Elements</p> <p>Diana Prince... Employee Empl ID 1234567 Empl Record 0 Calendar Group ID C122070 202207 ON-CYCLE AD MID MONTH</p> <p>Calendar Information 5 of 5 Last Arrow</p> <p>Calendar ID CG ACT 2022M07M Pay Group USCG Segment Number 1 Version 1 Revision 1 Gross Result Value 2,088.66 USD Net Result Value 1,853.19 USD</p> <p>Earnings & Deductions 1-17 of 17 View All</p> <table border="1"> <thead> <tr> <th>Element Type</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>Instance</th> <th>Slice Begin Date</th> <th>Slice End Date</th> <th>Resolution Details</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>BAH</td> <td>672.000000</td> <td>Basic Allowance for Housing</td> <td>0</td> <td>07/01/2022</td> <td>07/15/2022</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BAS</td> <td>203.490000</td> <td>Basic Allow for Subsistence</td> <td>0</td> <td>07/01/2022</td> <td>07/15/2022</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BASIC PAY</td> <td>1196.700000</td> <td>Basic Pay</td> <td>0</td> <td>07/01/2022</td> <td>07/15/2022</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>CLOTHING</td> <td>16.470000</td> <td>Clothing Allowance</td> <td>0</td> <td>07/01/2022</td> <td>07/15/2022</td> <td>Resolution Details</td> </tr> <tr style="border: 2px solid red;"> <td>Earnings</td> <td>DELTA BAH</td> <td>117.900000</td> <td>Retro Delta BAH</td> <td>0</td> <td>07/01/2022</td> <td>07/15/2022</td> <td>Resolution Details</td> </tr> <tr> <td>Deduction</td> <td>AFRH</td> <td>0.250000</td> <td>Armed Forces Retirement</td> <td>0</td> <td>07/01/2022</td> <td>07/15/2022</td> <td>Resolution Details</td> </tr> </tbody> </table>	Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details	Earnings	BAH	672.000000	Basic Allowance for Housing	0	07/01/2022	07/15/2022	Resolution Details	Earnings	BAS	203.490000	Basic Allow for Subsistence	0	07/01/2022	07/15/2022	Resolution Details	Earnings	BASIC PAY	1196.700000	Basic Pay	0	07/01/2022	07/15/2022	Resolution Details	Earnings	CLOTHING	16.470000	Clothing Allowance	0	07/01/2022	07/15/2022	Resolution Details	Earnings	DELTA BAH	117.900000	Retro Delta BAH	0	07/01/2022	07/15/2022	Resolution Details	Deduction	AFRH	0.250000	Armed Forces Retirement	0	07/01/2022	07/15/2022	Resolution Details																
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<p>10</p>	<p>Some debts affect more than one calendar. In this example of Delta DMR, select the Retro Adjustments tab to actually see the debt amount (negative number).</p>  <p>Element Results Components Retro Adjustments Deduction Arrears User Fields</p> <table border="1"> <thead> <tr> <th>Element Type</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>Instance</th> <th>Slice Begin Date</th> <th>Slice End Date</th> <th>Resolution Details</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>BAH</td> <td>3.900000</td> <td>Basic Allowance for Housing</td> <td>0</td> <td>08/16/2021</td> <td>08/31/2021</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BAS</td> <td>193.250000</td> <td>Basic Allow for Subsistence</td> <td>0</td> <td>08/16/2021</td> <td>08/31/2021</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BASIC PAY</td> <td>1051.950000</td> <td>Basic Pay</td> <td>0</td> <td>08/16/2021</td> <td>08/31/2021</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>CLOTHING</td> <td>15.910000</td> <td>Clothing Allowance</td> <td>0</td> <td>08/16/2021</td> <td>08/31/2021</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>CSEAPAY</td> <td>45.000000</td> <td>Career Sea Pay</td> <td>0</td> <td>08/16/2021</td> <td>08/31/2021</td> <td>Resolution Details</td> </tr> <tr> <td>Deduction</td> <td>AFRH</td> <td>0.250000</td> <td>Armed Forces Retirement Home</td> <td>0</td> <td>08/16/2021</td> <td>08/31/2021</td> <td>Resolution Details</td> </tr> <tr> <td>Deduction</td> <td>DELTA DMR</td> <td>-2701.800000</td> <td>DELTA DMR from Retro</td> <td>0</td> <td>08/16/2021</td> <td>08/31/2021</td> <td>Resolution Details</td> </tr> <tr> <td>Deduction</td> <td>FMT</td> <td>54.000000</td> <td>FIT Withholding</td> <td>0</td> <td>08/16/2021</td> <td>08/31/2021</td> <td>Resolution Details</td> </tr> </tbody> </table>	Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details	Earnings	BAH	3.900000	Basic Allowance for Housing	0	08/16/2021	08/31/2021	Resolution Details	Earnings	BAS	193.250000	Basic Allow for Subsistence	0	08/16/2021	08/31/2021	Resolution Details	Earnings	BASIC PAY	1051.950000	Basic Pay	0	08/16/2021	08/31/2021	Resolution Details	Earnings	CLOTHING	15.910000	Clothing Allowance	0	08/16/2021	08/31/2021	Resolution Details	Earnings	CSEAPAY	45.000000	Career Sea Pay	0	08/16/2021	08/31/2021	Resolution Details	Deduction	AFRH	0.250000	Armed Forces Retirement Home	0	08/16/2021	08/31/2021	Resolution Details	Deduction	DELTA DMR	-2701.800000	DELTA DMR from Retro	0	08/16/2021	08/31/2021	Resolution Details	Deduction	FMT	54.000000	FIT Withholding	0	08/16/2021	08/31/2021	Resolution Details
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Identifying In-Service Debts, Continued

Procedures,
continued

Step	Action																																																																								
<p>11</p>	<p>Click the Adjustment Detail link to see the monthly breakdown of what the debt is covering, if there is more than one month adjusted.</p>  <p>Earnings & Deductions</p> <p>Element Results Components Retro Adjustments Deduction Arrears User Fields</p> <table border="1"> <thead> <tr> <th>Element Type</th> <th>Element Name</th> <th>Amount</th> <th>Calculation Adjustment</th> <th>Base Adjustment</th> <th>Unit Adjustment</th> <th>Adjustment Detail</th> <th>Resolution Details</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>BAH</td> <td>3.900000</td> <td></td> <td></td> <td></td> <td></td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BAS</td> <td>193.250000</td> <td></td> <td></td> <td></td> <td></td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BASIC PAY</td> <td>1051.950000</td> <td></td> <td></td> <td></td> <td></td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>CLOTHING</td> <td>15.910000</td> <td></td> <td></td> <td></td> <td></td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>CSEAPAY</td> <td>45.000000</td> <td></td> <td></td> <td></td> <td></td> <td>Resolution Details</td> </tr> <tr> <td>Deduction</td> <td>AFRH</td> <td>0.250000</td> <td></td> <td></td> <td></td> <td></td> <td>Resolution Details</td> </tr> <tr> <td>Deduction</td> <td>DELTA DMR</td> <td>-2701.800000</td> <td>2701.800000</td> <td></td> <td></td> <td>Adjustment Detail</td> <td>Resolution Details</td> </tr> <tr> <td>Deduction</td> <td>FWT</td> <td>54.280000</td> <td></td> <td></td> <td></td> <td></td> <td>Resolution Details</td> </tr> </tbody> </table>	Element Type	Element Name	Amount	Calculation Adjustment	Base Adjustment	Unit Adjustment	Adjustment Detail	Resolution Details	Earnings	BAH	3.900000					Resolution Details	Earnings	BAS	193.250000					Resolution Details	Earnings	BASIC PAY	1051.950000					Resolution Details	Earnings	CLOTHING	15.910000					Resolution Details	Earnings	CSEAPAY	45.000000					Resolution Details	Deduction	AFRH	0.250000					Resolution Details	Deduction	DELTA DMR	-2701.800000	2701.800000			Adjustment Detail	Resolution Details	Deduction	FWT	54.280000					Resolution Details
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Identifying In-Service Debts, Continued

Procedures,
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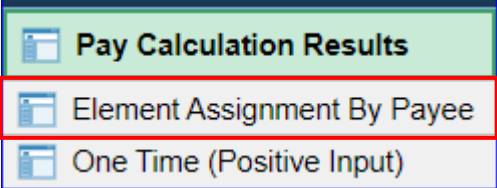
Step	Action																																																																																																								
<p>13</p>	<p>Shown is the bi-monthly breakdown of what was adjusted due to the pay error. Notice there are 16 lines of adjustments for this pay error, there may be 20+ lines.</p> <div data-bbox="300 562 1406 1279" style="border: 1px solid black; padding: 5px;"> <p>Delta Details</p> <p> <input type="text"/> <input type="text"/> 1-16 of 16 View 1 </p> <table border="1"> <thead> <tr> <th>Source Calendar ID</th> <th>Period ID</th> <th>Source Element</th> <th>Segment Number</th> <th>Currency</th> <th>Amount Delta</th> <th>Base Delta</th> <th>Unit Delta</th> </tr> </thead> <tbody> <tr><td>CGACT 2020M12E</td><td>A20M12PRD2</td><td>DMR</td><td>1</td><td>USD</td><td>177.750000</td><td>0.000000</td><td>0.000000</td></tr> <tr><td>CGACT 2021M01E</td><td>A21M01PRD2</td><td>DMR</td><td>1</td><td>USD</td><td>189.600000</td><td>0.000000</td><td>0.000000</td></tr> <tr><td>CGACT 2021M01M</td><td>A21M01PRD1</td><td>DMR</td><td>1</td><td>USD</td><td>177.750000</td><td>0.000000</td><td>0.000000</td></tr> <tr><td>CGACT 2021M02E</td><td>A21M02PRD2</td><td>DMR</td><td>1</td><td>USD</td><td>154.050000</td><td>0.000000</td><td>0.000000</td></tr> <tr><td>CGACT 2021M02M</td><td>A21M02PRD1</td><td>DMR</td><td>1</td><td>USD</td><td>177.750000</td><td>0.000000</td><td>0.000000</td></tr> <tr><td>CGACT 2021M03E</td><td>A21M03PRD2</td><td>DMR</td><td>1</td><td>USD</td><td>189.600000</td><td>0.000000</td><td>0.000000</td></tr> <tr><td>CGACT 2021M03M</td><td>A21M03PRD1</td><td>DMR</td><td>1</td><td>USD</td><td>177.750000</td><td>0.000000</td><td>0.000000</td></tr> <tr><td>CGACT 2021M04E</td><td>A21M04PRD2</td><td>DMR</td><td>1</td><td>USD</td><td>177.750000</td><td>0.000000</td><td>0.000000</td></tr> <tr><td>CGACT 2021M04M</td><td>A21M04PRD1</td><td>DMR</td><td>1</td><td>USD</td><td>177.750000</td><td>0.000000</td><td>0.000000</td></tr> <tr><td>CGACT 2021M05E</td><td>A21M05PRD2</td><td>DMR</td><td>1</td><td>USD</td><td>189.600000</td><td>0.000000</td><td>0.000000</td></tr> <tr><td>CGACT 2021M05M</td><td>A21M05PRD1</td><td>DMR</td><td>1</td><td>USD</td><td>177.750000</td><td>0.000000</td><td>0.000000</td></tr> <tr><td>CGACT</td><td>A21M06PRD2</td><td>DMR</td><td>1</td><td>USD</td><td>177.750000</td><td>0.000000</td><td>0.000000</td></tr> </tbody> </table> </div>	Source Calendar ID	Period ID	Source Element	Segment Number	Currency	Amount Delta	Base Delta	Unit Delta	CGACT 2020M12E	A20M12PRD2	DMR	1	USD	177.750000	0.000000	0.000000	CGACT 2021M01E	A21M01PRD2	DMR	1	USD	189.600000	0.000000	0.000000	CGACT 2021M01M	A21M01PRD1	DMR	1	USD	177.750000	0.000000	0.000000	CGACT 2021M02E	A21M02PRD2	DMR	1	USD	154.050000	0.000000	0.000000	CGACT 2021M02M	A21M02PRD1	DMR	1	USD	177.750000	0.000000	0.000000	CGACT 2021M03E	A21M03PRD2	DMR	1	USD	189.600000	0.000000	0.000000	CGACT 2021M03M	A21M03PRD1	DMR	1	USD	177.750000	0.000000	0.000000	CGACT 2021M04E	A21M04PRD2	DMR	1	USD	177.750000	0.000000	0.000000	CGACT 2021M04M	A21M04PRD1	DMR	1	USD	177.750000	0.000000	0.000000	CGACT 2021M05E	A21M05PRD2	DMR	1	USD	189.600000	0.000000	0.000000	CGACT 2021M05M	A21M05PRD1	DMR	1	USD	177.750000	0.000000	0.000000	CGACT	A21M06PRD2	DMR	1	USD	177.750000	0.000000	0.000000
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Determining the Remaining Balance for a Debt

Introduction This section provides the procedures for determining the remaining balance of a debt.

Information With the release of new payslip remarks revealing debt balances, this step is not mandatory, but is a good tool to verify that the payslip information is correct.

Procedures See below.

Step	Action
1	First, click on the Pay Processing Shortcuts Tile. 
1.5	Select the Element Assignment By Payee option. 

Continued on next page

Determining the Remaining Balance for a Debt, Continued

Procedures,
continued

Step	Action
2	<p>Enter the member's Empl ID and click Search.</p> <div data-bbox="300 521 1193 1335" style="border: 1px solid blue; padding: 5px;"> <p>Element Assignment By Payee Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p style="background-color: #d9ead3; padding: 2px; text-align: center;">Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with <input type="text" value="1234567"/></p> <p>Empl Record = <input type="text"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Second Last Name begins with <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p>Middle Name begins with <input type="text"/></p> <p>Business Unit begins with <input type="text"/></p> <p>Department Set ID begins with <input type="text" value=""/> <input type="button" value="Q"/></p> <p>Department begins with <input type="text" value=""/> <input type="button" value="Q"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p> </div>

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Determining the Remaining Balance for a Debt, Continued










Procedures,
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3	<p>Click the IN SRVC DEBT link to see the full debt amount. Take note of the Instance number. You may need to click the Expand All icon to see the Instance number.</p> <div data-bbox="300 600 1406 1346" style="border: 1px solid black; padding: 5px;"> <p>Element Assignment By Payee</p> <p>Diana Prince... ID 1234567 Empl Record 0</p> <p>Selection Criteria</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Category</td> <td style="width: 30%;"></td> <td style="width: 40%;"></td> </tr> <tr> <td>Entry Type</td> <td>Element Name</td> <td style="text-align: right;">Select with Matching Criteria</td> </tr> <tr> <td>As of Date</td> <td></td> <td style="text-align: right;">Clear</td> </tr> </table> <p>Assignments</p> <p>Elements Recipient ▶</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Element Name</th> <th>Description</th> <th>Process Order</th> <th>Begin Date</th> <th>End Date</th> <th>Active</th> <th>Instance</th> </tr> </thead> <tbody> <tr> <td>OAS EE PBCK</td> <td>Payback OASDI EE Deferral Amt</td> <td>999</td> <td>01/01/2021</td> <td>06/30/2021</td> <td style="text-align: center;">☑</td> <td style="text-align: center;">1</td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>09/01/2022</td> <td></td> <td style="text-align: center;">☑</td> <td style="text-align: center;">7</td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>04/01/2022</td> <td></td> <td style="text-align: center;">☑</td> <td style="text-align: center;">6</td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>02/01/2022</td> <td></td> <td style="text-align: center;">☑</td> <td style="text-align: center;">5</td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>03/01/2021</td> <td>06/15/2021</td> <td style="text-align: center;">☑</td> <td style="text-align: center;">4</td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>03/01/2021</td> <td>05/31/2021</td> <td style="text-align: center;">☑</td> <td style="text-align: center;">3</td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>02/01/2021</td> <td>03/31/2021</td> <td style="text-align: center;">☑</td> <td style="text-align: center;">2</td> </tr> </tbody> </table> </div>	Category			Entry Type	Element Name	Select with Matching Criteria	As of Date		Clear	Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	OAS EE PBCK	Payback OASDI EE Deferral Amt	999	01/01/2021	06/30/2021	☑	1	IN SRVC DEBT	In-Service Debt	999	09/01/2022		☑	7	IN SRVC DEBT	In-Service Debt	999	04/01/2022		☑	6	IN SRVC DEBT	In-Service Debt	999	02/01/2022		☑	5	IN SRVC DEBT	In-Service Debt	999	03/01/2021	06/15/2021	☑	4	IN SRVC DEBT	In-Service Debt	999	03/01/2021	05/31/2021	☑	3	IN SRVC DEBT	In-Service Debt	999	02/01/2021	03/31/2021	☑	2
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Determining the Remaining Balance for a Debt, Continued

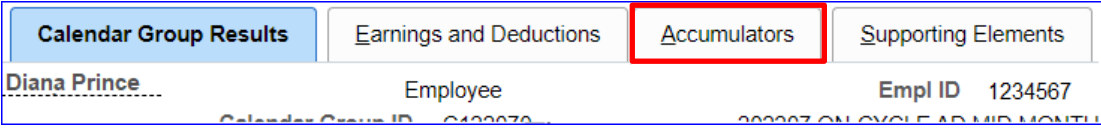

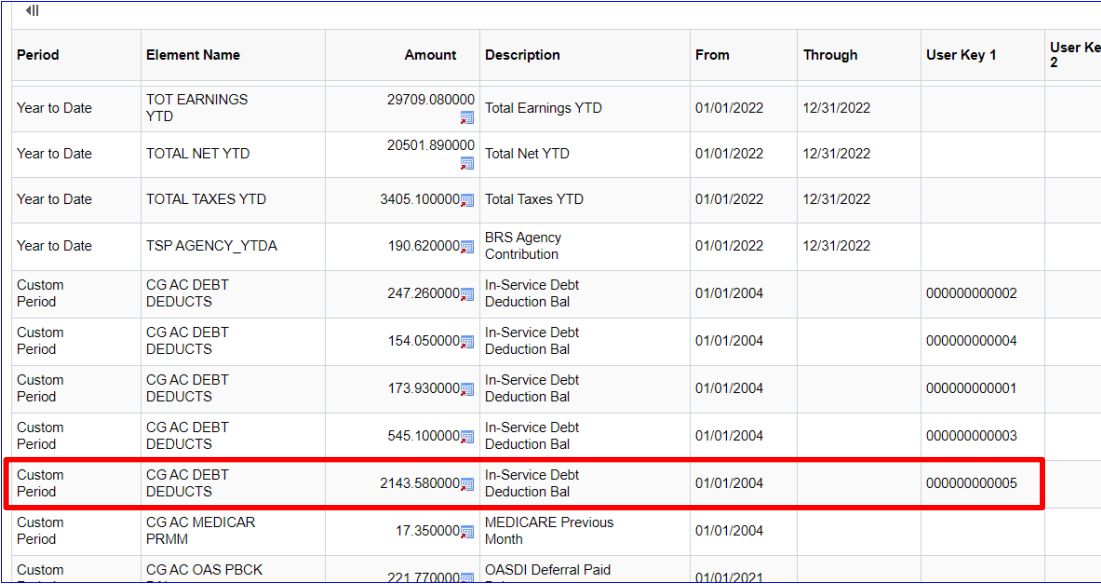
Procedures,
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4	<p>This identifies that the original Debt Amount was \$2442.96, and it was for BAH without Dependents overpayment.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Required Fields</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">*Unique Accumulator Balance ID</td> <td style="text-align: right;">5.000000</td> </tr> <tr> <td>Debt Amount</td> <td style="text-align: right; border: 2px solid red;">2442.960000</td> </tr> <tr> <td>Percent of DE</td> <td style="text-align: right;">15.000000</td> </tr> <tr> <td>*Taxability Effect</td> <td>No Taxable Gross is Affected</td> </tr> <tr> <td>*Debt Originating Year</td> <td style="text-align: right;">2021.000000</td> </tr> <tr> <td>Percent of Interest</td> <td></td> </tr> <tr> <td>Type</td> <td>Payroll Overpayment</td> </tr> <tr> <td>Comments</td> <td>SYSTEM CG ACT 2021M11M</td> </tr> <tr> <td>Suspend Reason</td> <td></td> </tr> <tr> <td>Appropriation</td> <td></td> </tr> <tr> <td>Account Number</td> <td>BAH WITHOUT DEP</td> </tr> </table> </div>	*Unique Accumulator Balance ID	5.000000	Debt Amount	2442.960000	Percent of DE	15.000000	*Taxability Effect	No Taxable Gross is Affected	*Debt Originating Year	2021.000000	Percent of Interest		Type	Payroll Overpayment	Comments	SYSTEM CG ACT 2021M11M	Suspend Reason		Appropriation		Account Number	BAH WITHOUT DEP													
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Determining the Remaining Balance for a Debt, Continued

Procedures,
continued

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Determining the Remaining Balance for a Debt, Continued

Procedures,
continued

Step	Action
10	<p>As of this calendar (mid-month September), this member has paid \$2143.58 of the \$2442.96 original debt amount. $\\$2442.96 - \\$2143.58 = \\$299.38$ is the remaining balance owed and it will not have an End Date until it is paid in full. Comparing this to the payslip, our research has proven the payslip correct.</p> <p>NOTE: If the member wants to pay off their remaining balance, go to the most recent finalized pay calendar to see what has been deducted to date. In these cases, the member can contact PPC directly to pay off the debt. The member may not use a credit card to pay off the debt. Debit Cards are acceptable for paying off the debt.</p> <p>-- CURRENT AGENCY MATCHING CONTRIBUTION IS \$0. -- YTD TSP TRADITIONAL CONTRIBUTION IS \$953.26. -- DEBT COLLECTION STATUS: TOTAL AMOUNT 2442.96. COLLECTED THIS PAY PERIOD 158.66. BALANCE DUE 299.38.</p>

Remission, Waivers and Taxes

Introduction This section covers information on dealing with Remissions, Waivers and Taxes.

- Information**
- The Personnel & Pay Procedures Manual (3PM) Chapter 9 is the current reference for Remissions and Waivers as of January 2020. When updated, these will become part of Chapter 8.
 - Debt remission or a waiver of debt is not a right; rather, it is available to provide relief as a matter of equity, if the circumstances warrant.
 - The Member must make the request.
-

Procedures See below.

Step	Action
1 Remission	To cancel an uncollected amount of indebtedness to the U.S. Government, a member must request a remission of that debt. This request must be made within 15 days of notification. Members will complete form CG5489-1 or the CG5489B form if financial hardship exists.
2 Waiver	A member may request cancellation of the debt by submitting a request for a waiver, within a five-year period following the date of the discovery of the error. Members will complete the CG5489-2 form.
3 Taxes	<p>Taxes and Bonuses, if a member must return a bonus, they have two options:</p> <ol style="list-style-type: none"> 1. They can allow DA to do it over time and DA will recoup the bonus and adjust the member's taxes as it deducts. 2. If the member wishes to pay off the debt in a lump sum, they will owe the entire amount including taxes. They will then have to file with the IRS to get the taxes paid refunded. <p>There are additional issues if the debt crosses calendar years. This is a complex issue and will require review of the Coast Guard Pay manual for a full understanding. See the following guides for additional information:</p> <ul style="list-style-type: none"> • Understanding Tax Implications for In-Service Debts • How PPC Calculates Taxes on In-Service Debts • Repayment of Taxable In-Service Debt
