

DESIGNATION OF UNION REPRESENTATIVE

If you are a bargaining unit employee, you are entitled to Union representation on these issues, if you so choose.

After the designation of a Union representative, Payroll Operations Division (POD) will simultaneously forward copies of all subsequent correspondence to you and the designated Union representative. Within 5 working days of POD's receipt of such designation, POD will also provide copies of all prior correspondence to the designated Union representative, including a copy of the employee request (and any attachments) docketed in connection with the particular claim.

I hereby designate Paul Coffee to represent me concerning a debt collection
(name of Union representative)
notice issued to me under the authority of 5 United States Code 5514.

INDEBTEDNESS PAYMENT AGREEMENT ELECTION FORM

Please indicate your intention to pay the debt by checking the appropriate space below. Sign the form and return it to:

National Business Center
Payroll Operations Division D-2640

P.O. Box 272030

Denver, Co. 80227-9030

1. I elect to pay the full amount of my indebtedness by check or money order. (Checks and money orders must be made payable to the Bureau of Reclamation. Enclose the check or money order with this form).

2. I elect to pay my indebtedness through the minimum biweekly payroll deduction. The minimum amount is the less of \$25 or 15% of my disposable pay, until the debt is satisfied. Generally debts must be paid within one year. Therefore, if your debt is greater than \$650, the minimum payment will be higher than \$25, unless the amount is more than 15% of your disposable pay. For example, if you were overpaid \$1000, your minimum biweekly payment would be \$38.46, as long as this amount was not greater than 15% of your disposable pay.

3. I elect to repay my indebtedness through biweekly payroll deductions in the amount of \$_____, which is greater than the minimum amount discussed in option 2. I understand that it is permissible for me to authorize a payroll deduction in an amount in excess of the 15% limit that POD is legally allowed to offset from my disposable pay without my consent.

I AM PROTESTING THE ALLEGED OVERPAYMENT MADE TO ME FOR PAY PERIOD 99-2 IN THE AMOUNT OF \$ 938.⁷⁰

1. I FAILED TO RECEIVE THE NOTIFICATION OF THE OVERPAYMENT TIMELY. IT WAS SENT TO ME IN A FRANKED ENVELOPE THAT CONTAINED A SEALED ENVELOPE WITH THE ORIGINAL RETURN RECEIPT REQUEST THAT HAD BEEN RETURNED BY THE POST OFFICE.
2. THE ENCLOSED COPY OF THE PAY STUB SHOWED NO PAY SENT AFTER THE DEDUCTIONS THAT WAS TAKEN OUT OF THE GROSS PAY.
3. SINCE I DID NOT RECEIVE THE NOTICE TIMELY, I AM SUBMITTING MY PROTEST WITHIN 10 DAYS OF RECEIPT OF THE ORIGINAL NOTICE.
4. I DO NOT AGREE WITH THE OVERPAYMENT, BUT IN ORDER TO PREVENT ANY IMMEDIATE ACTION BY THE AGENCY, I AM FORMALLY REQUESTING WAIVER OF THE OVERPAYMENT WITH THE STIPULATION THAT I DO NOT AGREE WITH IT BUT REALIZE I MUST TAKE SOME TYPE OF ACTION IMMEDIATELY TO PREVENT LOSS OF INCOME DUE TO AGENCY RECOVERY ACTION.