

PSD JACKSONVILLE  
STANDARD OPERATING PROCEDURES

**WAIVER OF INDEBTEDNESS**

Reference: (a) DODFMR, Vol. 7A, Chapter 50  
(b) DJMS PTG Part 7, Chapter 7, Section H

Point of Contact: Customer Service Section

Document (s) Required:

- (1) Waiver/Remission Application (NAVPERS 7220/7)
- (2) Waiver/Remission of Indebtedness Application  
(DD Form 2789, Nov 2005)
- (3) CO's Endorsement

**Background:**

Any member on active duty is authorized to request a waiver of indebtedness to the government arising from an erroneous payment of pay or allowances.

**Information:**

All applications must be submitted per reference (c). Specific information relative to the waiver request, including applicable documentation, is required for a proper and expeditious decision. Any additional and/or pertinent information is encouraged and should be included. DFAS will notify all concerned in writing of the final action.

**COMMAND/CPC RESPONSIBILITY**

- Forward PSD letter of overpayment to member. Notify PSD if member is on leave, TAD or hospitalized and unable to respond by the action due date.
- Ensure member's Request for Waiver of Indebtedness is submitted per reference (a) and that all supporting documents are enclosed.
- Ensure Commanding Officer's endorsement is completed prior to forwarding to PSD for Disbursing Officer's endorsement.

**PSD RESPONSIBILITY**

- Notify member of indebtedness in writing (Indebtedness Letter).
- Establish an installment liquidation schedule.

- Suspend collection of the indebtedness effective the day prior to the date of Commanding Officer's endorsement, unless the Commanding Officer specifically states collection must continue. If the applicant is an officer (except a temporary officer with permanent enlisted status), suspension of collection is not authorized, unless specifically directed by the Commanding Officer.
  
- Prepare PSD Disbursing Officer's endorsement to the waiver request.
  
- Forward Waiver Request, endorsements and enclosures to DFAS Denver Center for adjudication.