

September 24, 2003

MEMORANDUM TO: Leah P. Tremper, Chief  
Accounts Receivable Team  
Division of Financial Management

FROM: Carl F. Dolinka, Acting Director */RA/*  
Division of Financial Management  
Office of the Chief Financial Officer

SUBJECT: BIENNIAL REVIEW OF ADMINISTRATIVE CHARGES

The Chief Financial Officer's Act of 1990 requires agencies to perform a biennial review of fees and charges imposed. A review of administrative charges associated with processing delinquent debt was performed by Foxx and Company. A copy of the report is attached. The results of the review indicate the monthly administrative charge currently assessed should remain the same but recommends a reduction to the administrative charge for the preparation and issuance of revocation orders.

Consistent with the recommendations in the Foxx and Company review report, we will adopt the following:

1. Continue to assess a monthly administrative charge on all debts of \$5 per month.
2. Reduce the administrative charge from \$130 to \$110 for each revocation order issued.

Please implement this change effective October 1, 2003.

Attachment: Biennial Review of the Additional Costs Incurred by  
the U.S. NRC in Processing Delinquent Debtor Bills

CC: Jesse L. Funches, Chief Financial Officer

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