



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
MANPOWER AND RESERVE AFFAIRS
111 ARMY PENTAGON
WASHINGTON DC 20310-0111



20 June 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Payment of Expenses to Obtain Professional Credentials for Army Civilian Employees

In order to provide an incentive for recruiting and retention of civilians, the National Defense Authorization Act for Fiscal Year 2002, permits agencies to pay expenses for employees to obtain professional credentials. The Department of Defense policy authorized the military Services to capitalize on this opportunity for both appropriated and nonappropriated fund employees. This policy permits agencies to pay expenses for employees to obtain and renew professional credentials, including expenses for professional accreditation, professional licenses, certification, and examinations to obtain such credentials.

I am delegating the authority to you to approve payment for professional credentials, as described in section 5757, Title 5, United States Code. You may use this authority, funding permitted, when it benefits the systematic development and enhances the job performance of employees in support of Army mission and goals. This authority may be further delegated, in writing, to the lowest practicable level. The Defense Civilian Personnel Data System must be used to record payments made pursuant to this authority. Authorization of payment must be in complete compliance with Department of Defense policy contained at Enclosure 2 and Army requirement at Enclosure 1. Local bargaining unit obligations must be met prior to implementation.

You may contact Mr. Mike Okin at 703-325-6563 if you have questions concerning this issue.

//Original Signed//

Reginald J. Brown
Assistant Secretary of the Army
(Manpower and Reserve Affairs)

[Enclosure 1](#)

[Enclosure 2](#)

DISTRIBUTION:
ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY
CHIEF, NATIONAL GUARD BUREAU
CHIEF, ARMY RESERVE

COMMANDER
U.S. ARMY, EUROPE, AND SEVENTH ARMY

EIGHTH U.S. ARMY
U.S. ARMY SOUTH
U.S. ARMY FORCES COMMAND
U.S. ARMY TRAINING AND DOCTRINE COMMAND
U.S. ARMY MATERIEL COMMAND
U.S. ARMY CORPS OF ENGINEERS
U.S. ARMY SPECIAL OPERATIONS COMMAND
U.S. ARMY PACIFIC
MILITARY TRAFFIC MANAGEMENT COMMAND
U.S. ARMY CRIMINAL INVESTIGATION COMMAND
U.S. ARMY MEDICAL COMMAND/THE SURGEON GENERAL
U.S. ARMY INTELLIGENCE AND SECURITY COMMAND
U.S. ARMY MILITARY DISTRICT OF WASHINGTON
U.S. ARMY SPACE AND MISSILE DEFENSE COMMAND
U.S. MILITARY ENTRANCE PROCESSING COMMAND
U.S. ARMY TEST AND EVALUATION COMMAND

SUPERINTENDENT, U.S. MILITARY ACADEMY

CF:
DEPUTY UNDER SECRETARY OF DEFENSE (CIVILIAN PERSONNEL POLICY)
DIRECTOR, CIVILIAN PERSONNEL OPERATIONS CENTER MANAGEMENT AGENCY
NAF PERSONNEL PROGRAM OFFICE, ARMY

FUNCTIONAL CHIEF REPRESENTATIVE:
CIVILIAN HUMAN RESOURCE MANAGEMENT
COMPTROLLER
SAFETY AND OCCUPATIONAL HEALTH MANAGEMENT
SUPPLY MANAGEMENT
CONTRACTING AND ACQUISITION
QUALITY AND RELIABILITY ASSURANCE
ENGINEERS AND SCIENTISTS (NC)
MATERIEL MAINTENANCE MANAGEMENT
ENGINEERS AND SCIENTISTS (RC)
PHYSICAL SECURITY AND LAW ENFORCEMENT
FUNCTIONAL CHIEF REPRESENTATIVE:
QUALITY ASSURANCE SPECIALIST (AMMUNITION SURVEILLANCE)
PUBLIC AFFAIRS AND COMMUNICATIONS MEDIA
TRANSPORTATION MANAGEMENT
MANPOWER AND FORCE MANAGEMENT
HOUSING MANAGEMENT
EQUAL EMPLOYMENT OPPORTUNITY/CIVIL RIGHTS OFFICE
EDUCATION SERVICES
TRAINING
AMMUNITION MANAGEMENT
INFORMATION TECHNOLOGY MANAGEMENT
GENERAL INTELLIGENCE
MILITARY PERSONNEL MANAGEMENT

Army Requirements for Payment of Expenses to Obtain Professional Credentials

References:

- a. Department of Defense (DoD) Policy - Civilian Licenses, Certifications, and Related Expenses (Enclosure 2)
- b. Section 1112 of the National Defense Authorization Act for Fiscal Year 2002, Public Law 107-107, amending Title 5, United States Code, Section 5757

Reference a. delegates the authority to approve payment for licenses, certification, and related expenses, with the ability to further delegate this authority in writing. The Assistant Secretary of the Army (Manpower and Reserve Affairs) delegated this authority to major Army commands, independent reporting activities, and to the Administrative Assistant to the Secretary of the Army. This authority may be further delegated in Army, in writing, to the lowest practicable level.

All authorization on payments under this authority must completely comply with DoD policy contained at Enclosure 2 and with the following Army requirements.

1. Payment of expenses under this authority is NOT an entitlement. Continued payment of expenses associated with licenses and certification is discretionary and not guaranteed.
2. Priority for payment for expenses associated with licenses and certification and related expenses will be given when it is required by appropriate local, state, or Federal Government authority to perform the work required by an employee's position.
3. This authority does not apply to payment for academic degrees or fees for membership in professional societies or associations
4. Payment shall be made on a reimbursable basis upon the successful receipt of the credential. Reimbursement will be through the completion of the SF 1164 and will be paid from the appropriation that pays the employee's salary.
5. Reimbursement of expenses covered under this authority may not be retroactive. The employee requesting reimbursement under this authority must have written approval from the appropriate approving official prior to incurring the expense.
6. Payment of certification expenses for a non-appropriated (NAF) fund employee will be from the funds used to pay other pay and benefits to that employee. If a NAF employee is paid with NAF funds exclusively, then NAF funds will be the exclusive source of funds for those payments. If a NAF employee is paid with NAF funds derived from contributions made from appropriated funds, then the contributions from appropriated funds to non-appropriated funds for that employee could include any certification expenses incurred by that employee. In every case the payments will come from NAF.
7. Functional chiefs and career field proponents may issue guidance on payments to employees in their respective career programs and career fields for career related professional credentials, professional accreditation, licenses, professional certification, and examinations to obtain such credentials.
8. To ensure oversight of this program, the Office of the Deputy Chief of Staff, G-1 (DCS, G-1) will provide an annual report, effective March 2004, to the ASA (M&RA), evaluating the effectiveness of this program. This will include, at a minimum, payments made (by MACOM) by job series and grades. RNO data will also be reflected.
9. Local bargaining unit obligations must be met prior to implementation.

The point of contact for payment of expenses to obtain professional credentials is Mike Okin, 703-325-6563 or DSN 221-6563. Email is [Michael.Okin@\(email address expired\)](mailto:Michael.Okin@(email address expired))

//Original Signed//
Reginald J. Brown
Assistant Secretary of the Army

(Manpower and Reserve Affairs)

Enclosure 1

Enclosure 2

DISTRIBUTION:

ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY
CHIEF, NATIONAL GUARD BUREAU
CHIEF, ARMY RESERVE

COMMANDER

U.S. ARMY, EUROPE, AND SEVENTH ARMY
EIGHTH U.S. ARMY
U.S. ARMY SOUTH
U.S. ARMY FORCES COMMAND
U.S. ARMY TRAINING AND DOCTRINE COMMAND
U.S. ARMY MATERIEL COMMAND
U.S. ARMY CORPS OF ENGINEERS
U.S. ARMY SPECIAL OPERATIONS COMMAND
U.S. ARMY PACIFIC
MILITARY TRAFFIC MANAGEMENT COMMAND
U.S. ARMY CRIMINAL INVESTIGATION COMMAND
U.S. ARMY MEDICAL COMMAND/THE SURGEON GENERAL
U.S. ARMY INTELLIGENCE AND SECURITY COMMAND
U.S. ARMY MILITARY DISTRICT OF WASHINGTON
U.S. ARMY SPACE AND MISSILE DEFENSE COMMAND
U.S. MILITARY ENTRANCE PROCESSING COMMAND
U.S. ARMY TEST AND EVALUATION COMMAND

SUPERINTENDENT, U.S. MILITARY ACADEMY

CF:

DEPUTY UNDER SECRETARY OF DEFENSE (CIVILIAN PERSONNEL POLICY)
DIRECTOR, CIVILIAN PERSONNEL OPERATIONS CENTER MANAGEMENT AGENCY
NAF PERSONNEL PROGRAM OFFICE, ARMY

FUNCTIONAL CHIEF REPRESENTATIVE:

CIVILIAN HUMAN RESOURCE MANAGEMENT
COMPTROLLER
SAFETY AND OCCUPATIONAL HEALTH MANAGEMENT
SUPPLY MANAGEMENT
CONTRACTING AND ACQUISITION
QUALITY AND RELIABILITY ASSURANCE
ENGINEERS AND SCIENTISTS (NC)
MATERIEL MAINTENANCE MANAGEMENT
ENGINEERS AND SCIENTISTS (RC)
PHYSICAL SECURITY AND LAW ENFORCEMENT
FUNCTIONAL CHIEF REPRESENTATIVE:
QUALITY ASSURANCE SPECIALIST (AMMUNITION SURVEILLANCE)
PUBLIC AFFAIRS AND COMMUNICATIONS MEDIA
TRANSPORTATION MANAGEMENT
MANPOWER AND FORCE MANAGEMENT
HOUSING MANAGEMENT
EQUAL EMPLOYMENT OPPORTUNITY/CIVIL RIGHTS OFFICE
EDUCATION SERVICES
TRAINING
AMMUNITION MANAGEMENT
INFORMATION TECHNOLOGY MANAGEMENT
GENERAL INTELLIGENCE
MILITARY PERSONNEL MANAGEMENT

