

## 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 703-325-6563 or DSN 221-6563.