



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 703-325-6563 if you have questions concerning this issue.

// ORIGINAL SIGNED//

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

Enclosures

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

CF (Continued):

FUNCTIONAL CHIEF REPRESENTATIVE (Continued):
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