



DEPARTMENT OF THE AIR FORCE

AIR FORCE AUDIT AGENCY

27 October 2010

MEMORANDUM FOR ALL AFAA PERSONNEL

FROM: HQ AFAA/DO
1126 Air Force Pentagon
Washington DC 20330-1126

SUBJECT: HQ AFAA Policy Memorandum Number 11-01, Policy on Reimbursement of Expenses to Obtain and Maintain Professional Credentials

1. This memorandum extends the 24 September 2008 policy guidance, same subject, implementing changes to Air Force Instruction (AFI) 36-401, *Employee Training and Development*.
2. In May 2003, SAF/FM implemented policy allowing reimbursement for expenses related to professional credentials and has managed reimbursement for Financial Management Career Field personnel since that time. Since Audit is now a separate career field, SAF/FM has requested the AFAA process reimbursement requests from auditors. Accordingly, the attached provides policy and procedures for auditors seeking reimbursement. The overall process and requirements will remain the same. However, submissions should be e-mailed to RSS AFAA - DORF-FM.
3. This memorandum will be posted in the HQ AFAA/DO Policy Letters section of the AFAA web site and the HQ AFAA/DORF Community of Practice. We will incorporate these clarifications in the next revision to AFAA guidance. Direct questions to Ms. Sam Patricola at DSN 426-7794 or sam.patricola@pentagon.af.mil.

A handwritten signature in cursive script that reads "Michael V. Barbino".

MICHAEL V. BARBINO
Deputy Director
(Operations)

Attachment:
AFAA Policy on Reimbursement of Expenses
to Obtain Professional Credentials

cc:
HQ USSOCOM/SOIG-A

**AIR FORCE AUDIT AGENCY (AFAA) POLICY ON REIMBURSEMENT OF
EXPENSES TO OBTAIN AND MAINTAIN PROFESSIONAL CREDENTIALS
(UPDATED OCTOBER 2010)**

1. REFERENCES.

a. Title 5, United States Code, section 5757, enacted by section 1112 of the National Defense Authorization Act for Fiscal Year 2002.

b. Deputy Assistant Secretary of Defense (Civilian Personnel Policy) Memorandum, dated 17 June 2002, Subject: "Payment of Expenses to Obtain Professional Credentials."

c. Under Secretary of Defense (Comptroller) Memorandum, dated 12 August 2002, Subject: "Financial Management Related Professional Certifications, Licenses and Related Expenses."

d. HQ USAF/DP Policy Memorandum, dated 28 March 2003, Subject: "Payment of Expenses to Obtain Professional Credentials."

2. PURPOSE AND APPLICABILITY. This policy implements the authority of AFAA and prescribes the criteria and limitations for AFAA reimbursement of certification/licensing expenses. This policy supersedes SAF/FM policy of 14 May 2003, and remains in effect until rescinded or superseded.

3. BACKGROUND. Reference "1.a." above permits agencies to pay for employees to obtain professional accreditation, state-imposed and professional licenses, professional certification, and examination to obtain such credentials. This authority is discretionary and not an entitlement or benefit of employment. SAF/FM administers this program for the Financial Management Career Field which previously included auditors. Now that auditors have their own separate career field, SAF/FM requested that AFAA process reimbursement requests from auditors. Accordingly, the following paragraphs provide policy and procedures for audit personnel seeking reimbursement.

4. PAYMENT AND REIMBURSEMENT POLICY.

a. To the extent set forth in this policy, the AFAA will reimburse expenses related to obtaining or maintaining professional licenses or certifications for civilian employees who meet the designated eligibility requirements.

b. Reimbursement of certification/licensing expenses will be:

(1) Subject to the availability of funds.

(2) Made on a first-come, first-served basis.

(3) Limited, where a certifying/licensing authority charges a higher amount to non-members, to the amount charged to members.

c. For requests totaling over \$400 for a single certification/license, the commitment to reimburse costs must be approved in advance by the AFAA Comptroller.

d. Payment shall be made on a reimbursable basis upon successful receipt of credential as awarded by certifying/licensing authority. Reimbursement shall be accomplished by submitting the following to AFAA:

(1) A completed and **typed** SF 1164, Claim for Reimbursement for Expenditures on Official Business.

(2) A receipt for each item claimed.

(3) Proof of issuance of certification/license.

e. Submissions should be made e-mailed to the "RSS AFAA - DORF-FM" inbox which can be found in the DoD global address list. The complete email address is: afaa.dorf.fm@pentagon.af.mil.

f. Reimbursement will be considered for the following expenses related to obtaining approved licenses or certificates:

(1) Examination fees (limited to those exams that achieve a passing score).

(2) License/certification fees (initial, renewal, registration).

g. Reimbursement to any one individual for multiple certifications (as authorized in Paragraph 6) will be considered by HQ AFAA/DO upon written recommendation from the employee's supervisor.

h. Reimbursement of costs of licenses or certifications will be made from centralized funds. Training funds cannot be used for reimbursement, IAW HQ AF/A1 policy.

i. AFAA will not pay or reimburse the following expenses under this policy:

(1) Employee's membership fees in societies or professional associations.

(2) Tuition/fees for formal (instructor-led or self-study) examination preparatory/review courses. HQ AFAA/DORT education funds will be used to budget and cover these expenses.

(3) Travel and per diem to sit for an examination.

j. AFAA reimbursement for covered costs of licensure or certification may be made only for those costs incurred on or after 28 March 2003. Retroactive payment for costs incurred prior to this date is not authorized.

5. EMPLOYEE ELIGIBILITY.

a. To receive licensure/certification sponsorship under this policy, an employee must meet the following provisions:

(1) Be a civilian employee of the AFAA.

(2) Occupy a financial management-coded position, a career broadening position, and/or hold a Financial Management (or shared) Occupational Series. Others will be considered on an exception basis, with endorsement of HQ AFAA/DO.

(3) Perform at the “Meets Standards” or “Valued Performer” level.

b. Paragraph 6 identifies AFAA-approved certifications and licenses. Sponsored credentials must be related to the employee’s career field.

6. CERTIFICATIONS COVERED. This Policy covers the following Professional Certifications:

- a. Accredited Financial Examiner (AFE)
- b. Certified Cash Manager (CCM)
- c. Certified Defense Financial Manager (CDFM) (includes optional Acquisition Module)
- d. Certified Financial Planner (CFP)
- e. Certified Fraud Examiner (CFE)
- f. Certified Government Audit Professional (CGAP)
- g. Certified Government Financial Manager (CGFM)
- h. Certified Financial Manager (CFM)
- i. Certified Information Systems Auditor (CISA)
- j. Certified Internal Auditor (CIA)
- k. Certified Management Accountant (CMA)

- l. Certified Public Accountant (CPA)
- m. Certified Public Finance Office (CPFO)
- n. Certified Cost Estimator/Analyst (CCE/A)
- o. Certified Cost Consultant (CCC)
- p. NACHA accredited ACH professionals (AAP)
- q. Audit Command Language (ACL) Certified Data Analyst (ACDA)

7. POLICY REVIEW AND MODIFICATION.

- a. This policy shall be reviewed at least annually and amended as required.
- b. Requests to modify this policy or to add or delete licenses or certifications must be forwarded through an Assistant Auditor General and submitted to HQ AFAA/DO.