



DEPARTMENT OF THE AIR FORCE

WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

MEMORANDUM FOR SEE DISTRIBUTION

14 MAY 2003

FROM: SAF/FM
1130 Air Force Pentagon
Washington, DC 20330-1130

SUBJECT: Policy Memorandum - Payment of Expenses to Obtain Professional Credentials

In a 17 June 2002 memorandum, the Deputy Assistant Secretary of Defense (Civilian Personnel Policy) issued policy for implementing the payment of expenses to obtain professional credentials, pursuant to Section 1112 of the National Defense Authorization Act for Fiscal Year 2002 (Public Law 107-107). Air Force policy regarding professional credentials was subsequently provided in a HQ USAF/DP policy memo dated 28 March 2003. While these policies did not provide additional funding authority for the payment of credential-related expenses, they did authorize organizations to offset those costs from within existing funding authority.

Recently, USD(C) provided funding to SAF/FM for the express purpose of expanding the number of professionally credentialed civilian employees within our civilian workforce. In concert with OSD and AF guidance, this memo establishes SAF/FM policy regarding the reimbursement of personal expenses associated with obtaining professional credentials. Under this policy, SAF/FM's designated approving official is authorized to reimburse pre-approved employee expenses related to obtaining and renewing professional credentials, including expenses for professional accreditation, state- or municipally-imposed professional licenses, examinations, registration fees, licenses, certifications and their subsequent renewal.

SAF/FM policy centralizes program oversight within the Office of the Deputy Assistant Secretary of the Air Force, Financial Operations, Workforce Management Division, SAF/FMPW. The accompanying attachment outlines SAF/FM reimbursement policy and program guidance. Implementation of this policy must be accomplished in accordance with all statutory and contractual labor relations obligations. As such, this policy should be coordinated at the local level prior to submission of individual reimbursement requests.

Questions should be directed to our POCs in SAF/FMPW, Lt Col Terence Baugh, DSN 224-5399, or Ms. Josephine Davis, DSN 227-3616. In addition, both POCs can be reached via e-mail at FMPW@pentagon.af.mil.

A handwritten signature in black ink, reading "Michael Montelongo".

MICHAEL MONTELONGO
Assistant Secretary of the Air Force
(Financial Management and Comptroller)

Attachments:

1. SAF/FM Policy
2. HQ USAF/DP Policy Memo, 28 Mar 03
3. USD(C) Memo, 12 Aug 02
4. DASD(CPP) Memo, 17 Jun 02

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SAF/FM POLICY ON PAYMENT OF EXPENSES TO OBTAIN PROFESSIONAL CREDENTIALS

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 for SAF/FM and prescribes the criteria and limitations for SAF/FMPW payment of certification/licensing expenses. This policy is effective 28 March 2003, and remains in effect until rescinded or superseded.

3. BACKGROUND: Reference "1.a." above now 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.

4. PAYMENT AND REIMBURSEMENT POLICY:

- a. It is SAF/FM's intent to encourage both the systematic development and enhanced job performance of employees; support management objectives; and further contribute to recognition of the professionalism of the financial management workforce. To that end, SAF/FMPW will, to the extent set forth in this policy, 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 is subject to the availability of funds.
- c. The commitment to reimburse certification/licensure costs must be approved in advance by SAF/FMPW. An employee may not, by self-nomination, incur expenses under this authority and demand reimbursement.
- d. Payment shall be made on a reimbursable basis upon successful receipt of the credential as awarded by the certifying/licensing authority. Reimbursement shall be accomplished through the completion of the SF 1164.

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

- (1) Examination fees (limited to those exams in which a passing score is achieved).
- (2) License/certification fees (initial, renewal, registration).

f. Reimbursement to any one individual for multiple certifications (as authorized in Appendix A) will be considered by SAF/FMPW upon the written recommendation from the organizational comptroller or equivalent.

g. Reimbursement of costs of licenses or certifications will be made from centralized funds. Training funds cannot be used for reimbursement, IAW HQ USAF/DP policy.

h. SAF/FMPW will **not** pay or reimburse the following expenses:

- (1) Employee's membership fees in societies or professional associations.
- (2) Tuition/fees for formal (instructor-led or self-study) examination preparatory/review courses and related travel costs. These expenses will be budgeted for and covered by the field unit.
- (3) Travel and per diem to sit for an examination.

i. SAF/FMPW reimbursement for covered costs of licensure or certification may be made only for those costs incurred on or after the effective date of this policy, 28 March 2003. Retroactive payment for costs incurred prior to the effective date is not authorized.

5. EMPLOYEE ELIGIBILITY:

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

- (1) Civilian employee of the Department of the Air Force.
- (2) Personnel must 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 the organizational comptroller or equivalent.
- (3) The employee must be performing at the "acceptable" level.

b. Appendix A identifies SAF/FMPW-approved certifications and licenses. Sponsored credentials must be related to the employee's career field.

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6. 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 MAJCOM/FM channels and submitted to SAF/FMPW.

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APPENDIX A Professional Certifications Covered By This Policy

1. Accredited Financial Examiner (AFE)
2. Certified Cash Manager (CCM)
3. Certified Defense Financial Manager (CDFM)
4. Certified Financial Planner (CFP)
5. Certified Fraud Examiner (CFE)
6. Certified Government Audit Professional (CGAP)
7. Certified Government Financial Manager (CGFM)
8. Certified Financial Manager (CFM)
9. Certified Information Systems Auditor (CISA)
10. Certified Internal Auditor (CIA)
11. Certified Management Accountant (CMA)
12. Certified Public Accountant (CPA)
13. Certified Public Finance Officer (CPFO)
14. Certified Cost Estimator/Analyst (CCE/A)
15. Certified Cost Consultant (CCC)