

DFAS-HR/AR

MEMORANDUM FOR DFAS EMPLOYEES

SUBJECT: Training Policy-04 – Defense Finance and Accounting Service Civilian Licenses, Certifications, and Related Expenses

References: (a) Title 5, United States Code, section 5757, enacted by section 1112 of the National Defense Authorization Act for Fiscal Year 2002 (PL107-107)

- (b) Title 5, Chapter 23, United States Code
- (c) DoD 1400.25-M (DoD Civilian Personnel Manual), SC630.7.4.6
- (d) OUSD(P&R) memorandum and DoD Policy, Civilian Licenses, Certifications, and Related Expenses, dated 17 Jun 2002
- (e) OUSD(C) memorandum, Financial Management Related Professional Certifications, Licenses, and Related Expenses, dated Aug 12, 2002

SCOPE

This policy implements this authority for DFAS and prescribes the criteria and limitations for DFAS payment of certification/licensing expenses and is effective November 25, 2002. This policy applies to all DFAS activities and supersedes previous agency or business line guidance.

BACKGROUND

Prior to enactment of 5 U.S.C. 5757, the Comptroller General had interpreted federal law as prohibiting payment for expenses related to licenses and certifications. Expenses for certification review courses were payable under training law only when the Agency determined that course attendance was based upon a training need to obtain knowledge of the information taught in the course. DFAS has previously centrally funded preparatory/review courses for the Certified Government Financial Manager (CGFM) and Certified Defense Financial Manager (CDFM) certification programs. Business lines have funded courses for other certifications (e.g., CPA Review).

Section 5757 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.

DEFINITIONS

Licensing is the process by which an agency of government [federal, state, or local] grants permission to an individual to engage in a given occupation upon finding that the applicant has attained the minimal degree of competency required to engage in that occupation.

Certification is recognition given to individuals who have met predetermined qualification set by an agency of government, industry, or a profession.

Business Line(s) refers to all DFAS Business Lines, Support Services, and Corporate Elements.

PAYMENT AND REIMBURSEMENT POLICY

It is the 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 DFAS workforce. To that end, DFAS will, to the extent set forth in this policy, pay or reimburse expenses related to obtaining or maintaining professional licenses or certifications for civilian employees who meet the designated eligibility requirements.

Payment or reimbursement of certification/licensing expenses is subject to the availability of funds.

Payment or reimbursement will be made for the following expenses related to obtaining approved licenses or certifications:

- Tuition/fees for formal (instructor-led or self-study) examination preparatory/review courses. Payment or reimbursement will be for the amount of the preparatory/review course that meets commonly accepted standards for the specific license/certification.
- A maximum of one certification/review course of study (single course or series as appropriate) per individual for each approved certification they choose to pursue.
- Examination fees upon passing an examination.
- License/certification fees (initial, renewal, registration).
- For employees who are assigned to overseas locations: When it is not possible to take the exam at the overseas location, travel and per diem expenses for travel necessary to sit for an examination.

Payment or reimbursement of costs of licenses or certifications will be made from centralized funds.

Payment or reimbursement for examination preparatory/review courses will be paid from central training funds and/or from Business Line funds as determined by the Training Advisory Board.

DFAS will not pay or reimburse the following expenses:

- Professional association membership fees required to obtain or maintain a license or certification.
- Travel and per diem to sit for an examination (except as noted above for overseas employees).

The commitment to pay or reimburse certification/licensure costs must be approved in advance.

Excused absence, subject to mission requirements, is authorized for the purpose of taking an examination to obtain one of the listed certifications or licenses. This time will be recorded as training time.

Training time is authorized to attend an instructor-led formal preparatory/review course that has been approved under training regulations and is conducted during normal duty hours.

Employees enrolled in self-study courses approved under training regulations are authorized up to 40 hours of official duty time during regularly scheduled duty hours for study, subject to supervisory discretion and oversight, with regard to the amount that can be accommodated considering current mission requirements.

Excused absence is not authorized for unstructured preparatory time (self initiated study/preparatory time that is not part of an approved formal preparatory/review course.) (DoD 1400.25-M, SC630.7.4.6)

Payment or reimbursement for covered costs of licensure or certification (other than for preparatory/review courses that could have been paid under the training authority) may be made only for those costs incurred on or after the effective date of this policy, November 25, 2002. Retroactive payment for costs incurred prior to the effective date is not authorized.

EMPLOYEE ELIGIBILITY

1. To be covered by the provisions of this policy, an employee must be serving under a permanent appointment.
2. Appendix A identifies DFAS approved certifications and licenses. Sponsored credentials must be related to the employee's career field, as defined by the Business Line.

3. The payment or reimbursement of costs related to a covered license or certification examination may be made to the employee at the time it is passed - even if they have not met all other certification requirements established by the certifying/licensing authority.
4. To receive licensure/certification sponsorship under this policy, an employee must be performing at the Fully Successful level or higher.
5. Eligibility criteria 1 – 3 do not apply to payment for preparatory/review courses that can be approved under the training authority and for which the employee is otherwise eligible.
6. This authority may not be used for licenses or certifications from organizations that discriminate on the basis of race, color, religion, age, sex, national origin, parental status, or disability.

POLICY REVIEW/MODIFICATION

This policy shall be reviewed annually.

Requests to modify this policy or to add or delete licenses or certifications must be forwarded through business line channels and submitted to the DFAS Training Advisory Board for approval.

Ronald R. Crain
Director, Human Resources

APPENDIX A
Professional Certifications Covered By This Policy

Financial Management Professional Certifications

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)

Other Professional Certifications

1. Attorney
2. Acquisition Workforce Certification Program
3. Certified Federal Contracts Manager
4. Certified Professional Contracts Manager/NCMA
5. Certified Deaf Interpreter - RID
6. Certified Legal Assistant
7. Registered Paralegal
8. Certified Professional Secretary
9. Certified Quality Auditor
10. Certified Quality Engineer
11. Cisco Certified Network Professional
12. Microsoft Certified Systems Engineer
13. Novell Certified Netware Engineer
14. Oracle Certified Professional Developer
15. MCI - Project Management
16. Professional in Human Resources
17. Senior Professional in Human Resources
18. International Personnel Management Association Certified Specialist
19. Certified Quality Engineer
20. Six Sigma Black Belt
21. Certified Quality Manager
22. Certified Business Continuity Planner (CBCP)