

MEMORANDUM FOR DFAS EMPLOYEES

SUBJECT: Training Policy-04 (Revised) – 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 immediately. The policy applies to all DFAS activities and supersedes previous agency guidance. Additional guidance will be issued regarding payment of costs for selected Information Assurance (IA) certifications for employees in designated IA positions or roles.

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. DFAS organizations have funded courses for other certifications (e.g., CPA Review).

Section 5757 permits agencies to pay for employees to obtain professional accreditation, state-imposed and professional licenses, professional certification, and examination to obtain such credentials. It also permits agencies to pay for membership fees in professional organizations when membership is required for licensure or certification. This authority is discretionary and not an entitlement or benefit of employment.

DFAS issued Training Policy-04 establishing a licensure, certification and certificate payment process in DFAS. This policy was effective November 25, 2002 and was revised in April 2005. The revised Training Policy-04 contained in this memorandum supersedes the earlier versions of this policy and is effective immediately.

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.

Approved licenses and certifications refers to the licenses and certifications listed in Appendix A which are related to an employee's career field as determined by the employee's organization.

Organization(s) refers to all DFAS organizational elements.

PAYMENT AND REIMBURSEMENT POLICY

It is the intent to encourage both the systematic development and enhanced job performance of civilian employees, support management objectives, and contribute to 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.

Appendix A lists those licenses and certifications which have been identified as subject to the payment/reimbursement provisions of this policy. Only those licenses or certifications included in Appendix A which are related to an employee's career field, as determined by the employee's organization, are eligible for payment or reimbursement under this policy. Employees should check with their organization prior to incurring costs for a particular license or certification to ensure that it is related to their career field and that, as a result, their request for reimbursement of costs which meet the requirements of this policy will be approved.

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 or certification.
- A maximum of one examination preparatory/review course of study (single course or series as appropriate) per individual for each approved license or certification they choose to pursue.

- Examination fees upon passing an examination.
- License/certification fees (initial and registration) upon passing an examination.
- Renewal fees.
- 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.
- The cost of professional association membership fees when membership is **required** to obtain or maintain a license or certification upon passing an examination.

DFAS will not pay or reimburse the following expenses:

- Professional association membership fees not required to obtain or maintain a license or certification.
- Travel and per diem to sit for an examination (except for overseas employees)
- Costs for licenses and certifications not considered career related by the employee's organization.

Payment or reimbursement of costs of approved 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 organizational funds as determined by the Executive Council Advisory Group (ECAG).

Excused absence, subject to mission requirements, is authorized for the purpose of taking an examination to obtain an approved license or certification. Each employee is allowed excused absence for no more than two sittings for the examination required for a particular certification or license during an employee's career. If the employee is granted excused absence, the eBiz time sheet should reflect LN (administrative leave).

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)

Organizations may establish study guidelines that complement the authority provided above. This may include but not be limited to the establishment of study groups during duty hours.

Payment or reimbursement for covered costs of approved licenses or certifications (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 the original Training Policy-04, November 25, 2002. Retroactive payment for costs incurred prior to the effective date is not authorized. It is anticipated that Appendix A will be revised periodically. Payment or reimbursement for costs associated with a particular license or certification may be approved only after the effective date of the inclusion of the license or certification on Appendix A. Retroactive payment for costs incurred for a license or certification prior to its being included on Appendix A 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 licenses and certifications subject to this policy. A license or certification must appear in Appendix A and be related to the employee's career field, as determined by the employee's organization, in order to be eligible for payment/reimbursement.
3. The payment or reimbursement of costs related to an approved 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/Valued Performer 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

The list of licenses and certifications contained in Appendix A will be reviewed periodically by the ECAG. Requests to modify Appendix A by adding or deleting licenses or certifications must be forwarded through organizational channels and submitted to the Learning and Development Division for consolidation and presentation to the ECAG. The DFAS organization requesting additions to Appendix A should provide information on the license or certification and justify its inclusion in Appendix A. Information provided should include: the name of the entity controlling the license or certification, the website of the owning entity, cost of exams, and details as to the type of training available as preparation for any required testing. Choices of training options include classroom training, computer-based training, web-based training, structured self-study, and unstructured review of materials. In addition, the organization should

identify how many employees might be eligible and interested in obtaining the new license or certification.

/Signed/
Larry Schmalfeldt
Director, Human Resources

APPENDIX A
Professional Licenses and Certifications Covered By This Policy
Updated February 1, 2008

Financial Management Professional Certifications

Approved effective November 25, 2002

Accredited Financial Examiner (AFE)
Certified Cost Consultant (CCC)
Certified Cost Estimator/Analyst (CCE/A)
Certified Defense Financial Manager (CDFM)
Certified Financial Manager (CFM)
Certified Financial Planner (CFP)
Certified Fraud Examiner (CFE)
Certified Government Audit Professional (CGAP)
Certified Government Financial Manager (CGFM)
Certified Information Systems Auditor (CISA)
Certified Internal Auditor (CIA)
Certified Management Accountant (CMA)
Certified Public Accountant (CPA)
Certified Public Finance Officer (CPFO)

Approved November 2006

Certified Treasury Professional (CTP)

Other Professional Licenses and Certifications

Approved effective November 25, 2002

A+ Certification
Accreditation in Public Relations (APR)
Accredited Business Communicator (ABC)
Acquisition Workforce Certification Program*¹
Advanced Safety Certificate*
Attorney
Authorized SCAMPI Lead Appraiser*
Certificate in OSHA Compliance*
Certificate in Principles of Safety*
Certified Accounts Payable Professional Certification (CAPP)
Certified Business Continuity Planner (CBCP)
Certified Call Center Professional (CCCP)
Certified Compensation Professional
Certified Computing Professional
Certified Deaf Interpreter - RID
Certified Facility Manager (CFM)
Certified Federal Contracts Manager
Certified Function Point Specialist
Certified Information Systems Security Professional
Certified Legal Assistant

Certified Novell Engineer (CNE)
Certified Payroll Professional (CPP)
Certified Professional Contracts Manager/NCMA
Certified Professional Secretary
Certified Protection Professional (CPP)
Certified Quality Auditor
Certified Quality Engineer
Chief Information Officer Certificate Program*
Cisco Certified Network Professional
Defense Information School Public Affairs Officers Certification*
Federal Workplace Mediation & Conflict Resolution Certificate*
Fundamental Payroll Certification (FPC)
Hewlett Packard Certified Professional Program (Formerly called HP Certified IT Professional)
Information Assurance Certificate Program*
International Affairs Certification Program for Non-Military Department (MILDEP) DoD Agencies*
MCI - Project Management*
Microsoft Certified Systems Engineer
Oracle Certified Professional²
Physical Security Professional (PSP)
Professional in Human Resources
Project Management Professional (PMP)
Registered Paralegal
Senior Professional in Human Resources
Six Sigma Black Belt
Solaris Operating System Certification (Sun)
Systems Security Certified Practitioner (SSCP)

Approved August 2006

Certified Accounts Payable Associate (CAPA)
Certified Functional Continuity Professional (CFCP)
Certified Information Security Manager (CISM)
GIAC Information Security Fundamentals (GISF)
GIAC Security Essentials Certification (GSEC)
GIAC Security Expert (GSE) – maintenance/renewal only
GIAC Security Leadership Certification (GSLC)
Network+ Certification
Security Certified Network Architect (SCNA)
Security Certified Network Professional (SCNP)
Security+ Certification

Approved November 2006

Certified Associate in Project Management (CAPM)
DFAS Black Belt*
DFAS Green Belt*

Approved February 2008

Certified Business Analysis Professional (CBAP)

Certified Professional in Learning and Performance (CPLP)

* There are no testing or renewal fees associated with these licenses or certifications.

Notes

¹ Acquisition Workforce Certification Program: Includes DAU certifications in Contracting, Industrial/Contract Property Management, Program Management, Purchasing and Procurement Technician, Systems Planning, Research, Development and Engineering – Systems Engineering and Information Technology (formerly Communications-Computer Systems)

² Oracle Certified Professional: Includes job roles in Database Administrator, Web Application Server Administrator, Application Developer, and Java Developer. The Oracle Certified Associate certification must be achieved before Oracle Certified Professional level can be attained.