



DEPARTMENT OF DEFENSE
Defense Commissary Agency
Fort Lee, VA 23801-1800

DIRECTOR'S POLICY

Payment of Expenses and Use of Administrative Leave to Obtain Professional Credentials

DP 500-13
January 19, 2012

Resource Management
OPR: DeCA/BER

- References: (a) DP 500-13, "Payment of Expenses and Use of Administrative Leave to Obtain Professional Credentials," December 14, 2009 (hereby superceded)
(b) DoD Instruction 1400.25-V630, "DoD Civilian Personnel Management System: Leave," December 1996, Administratively reissued April 6, 2009

1. PURPOSE. This policy reissues Reference (a) and provides key information and guidance concerning the Defense Commissary Agency's (DeCA) commitment to support attainment of professional credentials.

2. POLICY.

a. Management Philosophy. It shall be DeCA's corporate philosophy to promote the attainment of professional credentials by its employees. In keeping with this policy statement, DeCA will bear the cost of certain expenses incurred by its employees to attain professional credentials. Specific guidance on payment of expenses to obtain professional credentials is contained in section 1112 of the National Defense Authorization Act for Fiscal Year 2002, Public Law 107-107, chapter 23 of title 5, United States Code, section 5757. Implementing guidance is contained in Enclosure 1 in the form of a policy letter issued by the Deputy Assistant Secretary of Defense for Civilian Personnel Policy. Normally, reimbursable expenses will include, but are not limited to, examination fees (provided the examination is passed), registration fees, licensing fees, diploma fees, parking fees, tolls, and mileage incurred. Also included as a pertinent reference pursuant to the achievement of stated policy purpose is a memorandum from the Under Secretary of Defense for Comptroller, outlining the covered Financial Management Professional Certifications, shown at Enclosure 2. In addition to the expenses covered by law, DeCA will also permit supervisors to grant administrative leave to personnel to take an examination leading to professional certification according to Reference (b). This does not include time spent preparing for such an examination, but will include time necessary to travel to and from the exam site and the time necessary to complete the exam.

b. Strategically Planning for the Future. Without a workforce that is well qualified to achieve DeCA's objectives in the 21st century, we jeopardize performance of our mission. The Agency is committed to assisting employees within the rules of law and reasonable policy constraints to achieve professional credentials where it is clearly to our benefit.

3. RESPONSIBILITY. Senior leaders are responsible for maintaining an organization environment that promotes the attainment of professional credentials by its employees. All supervisors shall convey the purpose of this policy letter to his/her employees upon receipt. In the event of unanticipated questions or precedents governing specific application of this policy, the Chief Financial Executive, in consultation with the General Counsel and Human Resources, will establish a standard for future use.

4. EFFECTIVE DATE. This Policy is effective immediately.



Joseph H. Jau
Director

Enclosures:
As stated



OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, DC 20301-4000

17 JUN 2002

FORCE MANAGEMENT
POLICY

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Payment of Expenses to Obtain Professional Credentials

The National Defense Authorization Act for Fiscal Year 2002, Public Law 107-107, Section 1112, Chapter 23 of Title 5, United States Code, 5757, permits agencies to pay for expenses for employees to obtain and renew professional credentials, including expenses for professional accreditation, State-imposed and professional licenses, and professional certifications, and examinations to obtain such credentials. This Department of Defense (DoD) initiative creates a recruitment and retention incentive. DoD's implementing policy (attachment 1) provides Component discretion in paying for professional credentials and related expenses.

The Modern Defense Civilian Personnel Data System (DCPDS) will be modified to provide essential data for program evaluation. Specific data (attachment 2) must be retained until the Modern DCPDS accommodates these new requirements. The Civilian Personnel Management Service will disseminate notification of changes to the modern DCPDS via a systems patch release email.

My point of contact is Jeanne Raymos, (703) 695-7901, email Jeanne.N.Raymos@osd.mil.


Deputy Assistant Secretary of Defense
Civilian Personnel Policy

Attachments:
As stated

DISTRIBUTION: ASSISTANT G-1 (CIVILIAN PERSONNEL)
DEPARTMENT OF THE ARMY
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(CIVILIAN PERSONNEL/EEO)

Enclosure 1

DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(FORCE MANAGEMENT AND PERSONNEL)
DIRECTOR FOR MANPOWER AND PERSONNEL (J-1),
JOINT CHIEFS OF STAFF
DIRECTOR, PERSONNEL AND SECURITY,
DEPARTMENT OF DEFENSE INSPECTOR GENERAL
DIRECTOR, HUMAN RESOURCES MANAGEMENT,
DEFENSE COMMISSARY AGENCY
CHIEF, HUMAN RESOURCES MANAGEMENT DIVISION,
DEFENSE CONTRACT AUDIT AGENCY
DIRECTOR FOR CORPORATE RESOURCES,
DEFENSE FINANCE AND ACCOUNTING SERVICE
CHIEF, CIVILIAN PERSONNEL DIVISION, DEFENSE
INFORMATION SYSTEMS AGENCY
CHIEF, OFFICE OF HUMAN RESOURCES, DEFENSE
INTELLIGENCE AGENCY
DIRECTOR, HUMAN RESOURCES, DEFENSE
LOGISTICS AGENCY
DIRECTOR, HUMAN RESOURCES, DEFENSE CONTRACT
AUDIT AGENCY
DIRECTOR, HUMAN RESOURCES, DEFENSE SECURITY
SERVICE
DIRECTOR, MANPOWER AND PERSONNEL, DEFENSE
THREAT REDUCTION AGENCY
DIRECTOR, HUMAN RESOURCES, NATIONAL
IMAGERY AND MAPPING AGENCY
DIRECTOR, PERSONNEL CENTER, DEPARTMENT OF
DEFENSE EDUCATION ACTIVITY
DIRECTOR FOR PERSONNEL AND SECURITY,
WASHINGTON HEADQUARTERS SERVICES
DIRECTOR, CIVILIAN HUMAN RESOURCES
MANAGEMENT, UNIFORMED SERVICES UNIVERSITY
OF THE HEALTH SCIENCES
DIRECTOR FOR HUMAN RESOURCES, NATIONAL GUARD
BUREAU

**DEPARTMENT OF DEFENSE (DoD) POLICY
CIVILIAN LICENSES, CERTIFICATIONS, AND RELATED EXPENSES**

A. REFERENCES

1. Title 5, United States Code, section 5757, enacted by section 1112 of the National Defense Authorization Act for Fiscal Year 2002.
2. Chapter 23 of title 5, United States Code

B. BACKGROUND

1. Prior to enactment of 5 U.S.C. § 5757 (reference (1)), the Comptroller General had interpreted federal law as prohibiting payment for expenses related to licenses and certifications. There were exceptions for requirements established in law or for qualifications set by the Office of Personnel Management.
2. Section 5757 now permits agencies to use appropriated funds or funds otherwise available to the agency to pay for "expenses for employees [in any federal pay system] to obtain professional credentials, including expenses for professional accreditation, State-imposed and professional licenses, and professional certification; and examinations to obtain such credentials." This authority may not be exercised on behalf of any employee "occupying or seeking to qualify for appointment to any position that is excepted from the competitive service because of the confidential, policy-determining, policy-making, or policy-advocating character of the position." This authority is discretionary on the part of agencies and is not an entitlement or benefit of employment.

C. DEFINITIONS

1. Licensing is the process by which an agency of [federal, state, or local] government 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.
2. Certification is recognition given to individuals who have met predetermined qualifications set by an agency of government, industry, or a profession.

3. DoD Components are the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Inspector General of the Department of Defense, the Defense agencies, the DoD Field Activities, and other organizational entities of the Department of Defense.

D. POLICY

1. Heads of DoD Components with appointing authority may approve payment for licenses, certifications, and related expenses consistent with this policy. This authority may be redelegated in writing.
2. The Director, Washington Headquarters Services (WHS), is delegated the authority to approve payment for licenses, certifications, and related expenses, consistent with this policy, for the Office of the Secretary of Defense and those organizations receiving civilian personnel services from WHS.
3. Use of this authority shall be consistent with any collective bargaining obligations.
4. Components may use this authority where it is beneficial to the systematic development and enhanced job performance of employees in support of Administration management objectives, Departmental national security, or Component mission imperatives and goals. Components shall develop criteria for implementation of this authority and provide those criteria to the Office of the Deputy Assistant Secretary of Defense for Civilian Personnel Policy.
5. Payment for licenses and certifications, and their subsequent renewals, may include, at the Component's discretion, such additional expenses as membership fees, fees for preparation for examinations, examinations, registration fees, and travel and per diem costs.
6. Components shall ensure that criteria for payment of expenses to obtain professional credentials are applied consistent with merit system principles as set forth in 5 U.S.C. § 2301. All criteria shall be reviewed at regular intervals, as established by each Component.
7. Unless permitted by law or regulations, Components may not establish minimum qualification requirements based upon the presence or absence of a license or certification.

8. Components may not use this authority to obtain licenses or certifications from organizations that discriminate on the basis of race, color, religion, age, sex, national origin, parental status, or disability.
9. Components shall use the Modern Defense Civilian Personnel Data System (DCPDS) for recording payments for licenses, certifications, and related expenses. The Modern DCPDS will be used to evaluate such payments.

**DEPARTMENT OF DEFENSE (DoD) POLICY
CIVILIAN LICENSES, CERTIFICATIONS, AND RELATED EXPENSES
MODERN DEFENSE CIVILIAN PERSONNEL DATA SYSTEM**

Data elements:

License/Certificate Use the same list of values as in HR Conditions
of Employment.

**Date License/Certificate .
Obtained**

Initial Annual/Renewal

Cost of License/Certificate Cumulative

Date Paid

Amount Paid

Training for certificate/license

for periods of time during which the employee receives payment under section 5925 of this title because of exposure to political violence or payment under section 5928 of this title."

(b) **TECHNICAL AMENDMENT.**—The table of sections at the beginning of chapter 59 of such title is amended by inserting at the end the following new item:

"5969. Hostile fire pay."

(c) **EFFECTIVE DATE.**—This provision is effective as if enacted into law on September 11, 2001, and may be applied with respect to any period of time that begins on or after that date.

SEC. 1112. PAYMENT OF EXPENSES TO OBTAIN PROFESSIONAL CREDENTIALS.

(a) **IN GENERAL.**—Chapter 57 of title 5, United States Code, is amended by adding at the end the following new section:

"§5757. Payment of expenses to obtain professional credentials

"(a) An agency may use appropriated funds or funds otherwise available to the agency to pay for—

"(1) expenses for employees to obtain professional credentials, including expenses for professional accreditation, State-imposed and professional licenses, and professional certification; and

"(2) examinations to obtain such credentials.

"(b) The authority under subsection (a) may not be exercised on behalf of any employee occupying or seeking to qualify for appointment to any position that is excepted from the competitive service because of the confidential, policy-determining, policy-making, or policy-advocating character of the position."

(b) **CLERICAL AMENDMENT.**—The table of sections at the beginning of such chapter is amended by adding at the end the following new item:

"5757. Payment of expenses to obtain professional credentials."

RATES FOR PREVAILING RATE EMPLOYEES.

(a) **IN GENERAL.**—Paragraph (2) of section 5343(d) of title 5, United States Code, is amended to read as follows:

"(2) When the lead agency determines that there is a number of comparable positions in private industry insufficient to establish the wage schedules and rates, such agency shall establish the wage schedules and rates on the basis of—

"(A) local private industry rates; and

"(B) rates paid for comparable positions in private industry in the nearest wage area that such agency determines is most similar in the nature of its population, employment, manpower, and industry to the local wage area for which the wage survey is being made."

(b) **EFFECTIVE DATE.**—Wage adjustments made pursuant to the amendment made by this section shall take effect in each applicable wage area on the first normal effective date of the applicable wage survey adjustment that occurs after the date of the enactment of this Act.



UNDER SECRETARY OF DEFENSE
1100 DEFENSE PENTAGON
WASHINGTON DC 20301-1100



AUG 12 2002

COMPTROLLER

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Financial Management-Related Professional Certifications, Licenses and Related Expenses

Section 1112 of the National Defense Authorization Act for Fiscal Year 2002, Public Law 107-107, enacted Title 5, United States Code, section 5757. Section 5757, which allows federal agencies to pay for professional certifications, licenses and related expenses for civilian personnel was implemented in the Department by the Office of the Under Secretary of Defense for Personnel and Readiness (OUSDP&R) on June 17, 2002. Under that policy, delegated authority to approve payment for licenses, certifications, and related expenses was given to the Heads of the Department of Defense (DoD) Components with appointing authority, and to the Director, Washington Headquarters Services (WHS), for the Office of the Secretary of Defense and other organizations receiving civilian personnel support from the WHS. Payment for a particular certification, license, or any other related expense may be made for costs incurred on or after the date a Component approves payments related to that certification, license or related expense.

This new authority gives the Department an important tool for use in developing and improving the knowledge, skills, and abilities of our civilian financial management workforce. The Civilian Financial Management Workforce Development Workgroup has determined that the certifications on the attached list will be the most beneficial in realizing the benefits of this new authority. I strongly recommend that those certifications be approved for payment of expenses incurred by members of the financial management workforce or by Components on their behalf. If additional certifications are proposed for approval, I request that they be forwarded to this office for evaluation to determine whether they should be added to the list.

My office has centrally budgeted funds to be used exclusively to pay for professional certifications on the attached list and associated expenses. Therefore, I ask that the Assistant Secretaries of the Military Departments (Financial Management and Comptroller) and the senior financial managers of the other DoD Components to provide their anticipated requirements for such payments: (1) from the date of such approval to the end of fiscal year 2002 and (2) for fiscal year 2003 together with the name, e-mail address and telephone number of a point of contact. Please submit this information by August 19, 2002.



Enclosure 2

Once we receive your funding requirements, the Office of the Deputy Comptroller (Program/Budget) will provide funds to your designated office in accordance with such requirements. In addition, I ask that the Assistant Secretaries of the Military Departments (Financial Management and Comptroller) and the senior financial managers of the other DoD Components submit a quarterly report to this office that includes: name of employee, name of license/certificate, cost of license/certificate, cost of initial certificate or renewal, and amount and date paid.

My point of contact for this matter is Ms. Geri Manning. She can be reached by e-mail: manningg@osd.pentagon.mil or by telephone at (703) 602-0155.


Dov S. Zakheim

Attachment

cc: Under Secretary of Defense (Personnel & Readiness)

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)**

“§ 5757. Payment of expenses to obtain professional credentials

“(a) An agency may use appropriated funds or funds otherwise available to the agency to pay for—

“(1) expenses for employees to obtain professional credentials, including expenses for professional accreditation, State-imposed and professional licenses, and professional certification; and

“(2) examinations to obtain such credentials.

“(b) The authority under subsection (a) may not be exercised on behalf of any employee occupying or seeking to qualify for appointment to any position that is excepted from the competitive service because of the confidential, policy-determining, policy-making, or policy-advocating character of the position.”

(b) CLERICAL AMENDMENT.—The table of sections at the beginning of such chapter is amended by adding at the end the following new item:

“5757. Payment of expenses to obtain professional credentials.”

SEC. 1113. PARITY IN ESTABLISHMENT OF WAGE SCHEDULES AND RATES FOR PREVAILING RATE EMPLOYEES.

(a) IN GENERAL.—Paragraph (2) of section 5343(d) of title 5, United States Code, is amended to read as follows:

“(2) When the lead agency determines that there is a number of comparable positions in private industry insufficient to establish the wage schedules and rates, such agency shall establish the wage schedules and rates on the basis of—

“(A) local private industry rates; and

“(B) rates paid for comparable positions in private industry in the nearest wage area that such agency determines is most similar in the nature of its population, employment, manpower, and industry to the local wage area for which the wage survey is being made.”

(b) EFFECTIVE DATE.—Wage adjustments made pursuant to the amendment made by this section shall take effect in each applicable wage area on the first normal effective date of the applicable wage survey adjustment that occurs after the date of the enactment of this Act.

5 USC 5343 note.

SEC. 1114. MODIFICATION OF LIMITATION ON PREMIUM PAY.

(a) IN GENERAL.—Section 5547 of title 5, United States Code, is amended to read as follows:

“§ 5547. Limitation on premium pay

“(a) An employee may be paid premium pay under sections 5542, 5545 (a), (b), and (c), 5545a, and 5546 (a) and (b) only to the extent that the payment does not cause the aggregate of basic pay and such premium pay for any pay period for such employee to exceed the greater of—

“(1) the maximum rate of basic pay payable for GS-15 (including any applicable locality-based comparability payment under section 5304 or similar provision of law and any applicable special rate of pay under section 5305 or similar provision of law); or

“(2) the rate payable for level V of the Executive Schedule.

“(b)(1) Subject to regulations prescribed by the Office of Personnel Management, subsection (a) shall not apply to an employee