



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

## DIRECTOR'S POLICY

DP 500-13  
June 29, 2018

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Resource Management  
OPR: DeCA/CCR

**SUBJECT:** Payment of Expenses and Use of Administrative Leave to Obtain Professional Credentials

**1. PURPOSE.** This Director's Policy (DP) provides key information and guidance concerning the Defense Commissary Agency's (DeCA) commitment to support attainment of professional credentials. This DP supersedes DP 500-13, dated January 19, 2012.

### **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 DoD Instruction 1400.25-V630, "DoD Civilian Personnel Management System: Leave." 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 21<sup>st</sup> Century, we jeopardize performance of our mission. The

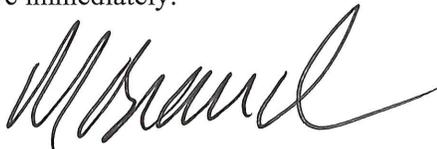
Agency is committed to assisting employees within the rules of law and reasonable policy constraints to achieve professional credentials where it is clearly to our benefit.

**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. APPLICABILITY.** This DP assigns responsibility for accomplishing the requirements of DoD Publications program, in accordance with DoDI 5025.1. This DP applies to all DeCA activities and all DeCA personnel.

**5. RELEASABILITY.** **Cleared for public release.** This DP is available on DeCA's internet website at [www.commissaries.com](http://www.commissaries.com).

**6. EFFECTIVE DATE.** This policy is effective immediately.



Robert J. Bianchi  
Director