



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

MAY 13 2015

MEMORANDUM FOR ALMAJCOM-FOA-DRU/FM

SAF/AG
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USNORTHCOM/ J8 Comptroller
USCENTCOM/J8-FM
USSOCOM/SORR-C

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

SUBJECT: Policy on Reimbursement of Expenses to Obtain/Maintain Professional Credentials

1. This memo serves to update and clarify SAF/FM's policy and processes regarding professional certification reimbursement (see Attachment). Professional certification is a significant career enhancement for our civilian workforce and provides both a common level of understanding and a strong foundation for future development. Air Force Financial Management senior leadership considers FM-related, test-based certification to be a favorable credential when considering individuals for positions of increased responsibility and developmental education opportunities.
2. All submissions for reimbursement should be made electronically to SAF/FME via the SAF/FMEW workflow mailbox: usaf.pentagon.saf-fm.mbx.saf-fmew-workflow@mail.mil.
3. Please direct questions electronically to the workflow box listed above, or contact SAF/FME at (703) 614-5398 or DSN 224-5398.

A handwritten signature in black ink, appearing to read "Doug Bennett", written over a horizontal line.

Douglas M. Bennett
Principal Deputy Assistant Secretary
Financial Management and Comptroller

Attachment:
Revised Policy on Reimbursement (Apr 2015)

ATTACHMENT
**SAF/FM POLICY ON REIMBURSEMENT OF EXPENSES TO OBTAIN/
MAINTAIN PROFESSIONAL CREDENTIALS (REVISED Apr 2015)**

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 Policy Memorandum, dated 23 December 2014, Subject: "DoD Civilian Reimbursement for Financial Management-Related Professional Certifications, Licenses and Related Expenses-Authorized Expenses."
- d. HQ USAF/DP Policy Memorandum, dated 28 March 2003, Subject: "Payment of Expenses to Obtain Professional Credentials."
- e. Under Secretary of Defense (Comptroller) Memorandum, dated 7 October 2014 Subject: DoD Civilian Reimbursement for Financial Management-Related Professional Certifications, Licenses and Related Expenses – Updated List of Eligible Certifications."

2. PURPOSE AND APPLICABILITY: This policy implements the authority of SAF/FM and prescribes the criteria and limitations for SAF/FME reimbursement of certification/licensing expenses. This supersedes the prior policy (dated 26 July 2012) and is effective immediately, and remains in effect until rescinded or superseded.

3. BACKGROUND: Reference "1.a." above permits agencies to pay for civilian 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/FME 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 will be:

- (1) Subject to the availability of funds.

(2) Made on a first-come, first-served basis

(3) Limited, where a certifying/licensing authority charges a higher amount to non-members, to the amount charged to members.

c. For requests totaling over \$400 for a single certification/license, the commitment to reimburse costs no longer requires advance approval by SAF/FME.

(1) When sending a request for reimbursement of certification-related expenses, the civilian employee must submit a signed written request for Professional Certification and Licensing Reimbursement through the immediate supervisor to SAF/FME. At a minimum, the request must include:

1. Employee's name
2. Employee's pay plan, series, grade and title
3. Name of the license/certificate the employee is seeking
4. Whether initial or annual/renewal
5. Cost for the license/certificate, training and any associated costs; e.g., required membership.
6. Cumulative cost of the license/certificate

(2) The supervisor should endorse the letter with a positive recommendation for reimbursement of expenses, if appropriate. The Supervisor's signature indicates the following:

1. The requested certificate is job-related
2. Certification meets professional development needs of the employee.
3. If employee has received previous reimbursement for certification expenses, signature also indicates that multiple certification of the employee is in the best interest of the Air Force mission.

d. For requests below \$400, payment shall be made on a reimbursable basis upon successful receipt of the credential as awarded by the certifying/licensing authority. SAF/FME will approve and process payment through DFAS. In most cases, payments will be made via EFT and shall be accomplished once SAF/FME receives the following:

(1) A completed SAF/FM Professional Certification and Licensing Reimbursement Request Form.

(2) A completed SF 1164 Claim for Reimbursement for Expenditures on Official Business.

1. Clearly itemize expenses
2. Employee signs and dates block #10

(3) A receipt for each item claimed.

(4) Proof of issuance of certification/license.

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

(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/FME 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/FME 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/FME reimbursement for covered costs of licensure or certification may be made only for those costs incurred on or after 28 March 2003. Retroactive payment for costs incurred prior to this 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, 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 OSD-approved certifications and licenses. Sponsored credentials must be related to the employee's career field.

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/FME.

APPENDIX A

Professional Certifications Covered by This Policy

Accredited Business Accountant (ABA)

Accredited In Business Valuation (ABV)

Certified Accounts Payable Professional (CAPP)

Certified Business Manager (CBM)

Certified Cost Consultant (CCC)

Certified Cost Estimator/Analyst (CCE/A)

Certified Defense Financial Manager (CDFM)

Certified in Financial Forensics (CFF)

Certified Forensic Accountant (Cr.FA)

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 Payroll Professional (CPP)

Certified Public Accountant (CPA)

Certified Quality Auditor (CQA)

Certified Treasury Professional (CTP)

Forensic Certified Public Accountant (FCPA)