

DEPARTMENT OF THE ARMY  
Corps of Engineers, Omaha District  
106 South 15<sup>th</sup> Street  
Omaha, Nebraska 68102-1618

OM 690-1-636

CENWO-HR/ED

MEMORANDUM  
No. 690-1-636

1 October 2003

Human Resources  
PAYMENT OF EXPENSES TO OBTAIN PROFESSIONAL CREDENTIALS

**History.** This OM constitutes new policy and procedures for payment of expenses to obtain or renew professional credentials.

**Summary.** The National Defense Authorization Act for fiscal year 2002 (5U.S.C. 5757) permits agencies to pay expenses for employees to obtain professional credentials. This policy permits agencies to pay expenses for professional accreditation, state-imposed and professional licenses, and professional certification. This authority will be used when it benefits the agency and enhances the job performance of employees in support of Army missions and goals. Use of this authority is discretionary as it relates to funding, mission, workforce composition, and other local factors. It is not an entitlement or benefit of employment. Continued payment is not guaranteed. This authority shall be applied fairly and consistently throughout the Omaha District. Application shall be consistent with collective bargaining obligations.

1. **Applicability.** This memorandum is applicable to all Omaha District elements and all Career Programs. This authority does not apply to academic degrees or fees to individual memberships in private professional societies or associations.

2. **References.**

a. Memorandum, OASD (FMP), 17 June 2002, subject: Payment of Expenses to Obtain Professional Credentials.

b. Memorandum, OASA (M&RA), 20 June 2003, subject: Payment of Expenses to Obtain Professional Credentials for Army Civilian Employees.

c. Memorandum, CEHR-D, 19 August, 2003, subject: Policy Memorandum-Payment of Expenses to Obtain Professional Credentials. [This reference includes the new CEFMS resource code (PROFCRED). URL for this reference is:  
<http://www.hq.usace.army.mil/cehr/d/traindevelop/USACE-credentials-policy-aug03.pdf> ].

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d. Memorandum, CEWND-HR, 25 August 2003, subject: NWD Policy Memorandum #2-03, Payment of Expenses to Obtain Professional Credentials. This reference delegates authority from NWD to NWO.

e. HQ USACE Engineering and Construction Bulletin No. 2003-16, 26 August 2003, subject: Payment of Expenses to Obtain Professional Credentials.

3. Delegation. This authority is delegated by the District Commander to division and separate office chiefs with authority to further delegate, in writing, to the lowest practicable level (section).

4. The policy for payment for professional credentials in Omaha District is:

a. The definition of "professional" is identified in attachment 1 of reference b.

b. Priority for payment will be for persons in positions where license, registration, or certification is required by job description, regulation, or law.

c. The Individual Development Plan (IDP) or other appropriate written notification from the approving authority to the requesting employee may be used as the authorizing documentation between employee and management to allow for payment of obtaining or renewing credentials. However, the IDP will be required for authorizing training that is taken as preparation for an exam.

d. The division/office will pay, from their departmental overhead, for exam preparation courses or materials that can be justified as job related, examination fees, renewals of certifications and licenses, administrative leave for time to take the exam, and travel and per diem to take the exam. Reimbursement for certifications will be made after receiving documentation from the employee that he/she has obtained supervisor's authorization in advance and has successfully completed the certification requirements. The SF Form 1164 will be used to make payments. Technical navigation for filing an SF Form 1164 in CEFMS is in Accounting Information Bulletin (AIB) No. 01-06, 20 April 2001, subject: New SF1164 CEFMS Payment Process for Mass Transit Program, Professional Liability Insurance and Miscellaneous Items Purchased at the Permanent Duty Station. This AIB can be downloaded from <https://w3.nwo.usace.army.mil/html/rm-fa/AIBHOME.htm>. The Professional credential reimbursements fall under "Miscellaneous items."

e. Payments are not retroactive to implementation of this policy.

f. Payment will be made for only one license or certification that most closely relates to the employees' duties. Limited approval of payments for more than one license or certification must be justified by mission requirements.

g. The manager/supervisor authorizing payments will keep records of such payments to be provided for annual reporting.

5. This policy is effective 01 October 2003 and continues until modified or rescinded.

TODD E. SKOOG  
LTC, EN  
Deputy Commander

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