



Personnel

**PROCEDURES TO REQUEST PAYMENT OF EXPENSES TO OBTAIN
CIVILIAN LICENSES AND PROFESSIONAL CREDENTIALS**

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This instruction establishes procedures for requesting reimbursement of expenses to obtain and renew civilian professional credentials for all permanent civilian employees assigned to the United States Transportation Command (USTRANSCOM). Reimbursement of Transportation Working Capital Fund (TWCF)-funded employees will generally be funded from the command's TWCF training funds. Employees funded from other sources (i.e., Defense Intelligence Agency Military Intelligence Program, Operations and Maintenance, and Health Affairs) will be provided from same funding source as billet; and resource managers will certify that funds are available prior to submission. Send comments and suggested improvements to this publication on Air Force (AF) Form 847, Recommendation for Change of Publication, to USTRANSCOM Manpower and Personnel Directorate, Training and Civilian Personnel Division (TCJ1-C). The use of a name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by USTRANSCOM. This publication is subject to the Freedom of Information Act requirements.

1. References and Supporting Information. References and acronyms used in this instruction are listed in Attachment 1.

2. Authority. TCJ1-C is the program management authority for USTRANSCOM and establishes the command's overall professional development philosophy, policies, and objectives for civilian personnel.

3. Policy Objective:

3.1. Designed to benefit the USTRANSCOM mission by providing reimbursement of expenses for employees to obtain and renew professional credentials, including expenses for professional accreditation, state- or municipally-imposed professional licenses, professional certifications, and examinations to obtain such credentials. This instruction does not cover Office of the Secretary of Defense-mandated Information Assurance certification.

3.2. This instruction does not apply to an 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.

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

3.4. All licenses and certifications for which reimbursement is requested must improve individual and organizational performance and assist USTRANSCOM in achieving its mission and performance goals. Mission or job relatedness will be determined by the requesting individual's supervisor, with final approval by TCJ1.

3.5. This authority will allow payment for expenses associated with licenses and certifications when it is required by appropriate local, state, or federal government authority to perform the work required by the employee's position. It will also be used to encourage both the career development and enhanced job performance of employees, support management objectives, and further contribute to recognition of the professionalism of the workforce.

3.5.1. Payment for licenses and certification, and their subsequent renewals, will be by reimbursement and is subject to availability of funds. Reimbursement is not an entitlement. Payment of expenses associated with licenses and certification is discretionary and not guaranteed.

3.5.2. Reimbursement of expenses on USTRANSCOM Form 51, *Professional Licenses and Certification Reimbursement Request Form*, may be made only for those costs incurred on or after the effective date of this instruction. Retroactive payment for costs incurred prior to this effective date is not authorized.

3.5.3. Reimbursement of expenses covered under this authority will only be made if the employee had prior written approval from the approving authority (TCJ1 or a functional authority) to incur the expenses in order to ensure funds are available when the reimbursement is to be made. An employee may not, by self-nomination, incur expenses under this policy and demand reimbursement. Payment shall be made on a reimbursable basis through the Defense Travel System (DTS).

3.5.4. Employees who are in a functional area (i.e., Financial Management) for which Air Force provides funding for reimbursement must first apply for reimbursement from that source. If the request is denied, the command's reimbursement program will consider the request on a case-by-case basis.

3.5.5. Reimbursement will be authorized for the following expenses related to obtaining approved licenses or certifications. The employee must be performing at the "acceptable" level and license/certification must be related to the employee's career field.

3.5.5.1. Examination fees (limited to those exams in which a passing score is achieved)

3.5.5.2. License/certification fees (initial, renewal, registration)

3.5.6. Reimbursement will not be authorized for the following expenses:

3.5.6.1. Employee's membership fees in societies or professional associations.

3.5.6.2. Tuition/fees for formal (instructor-led or self-study) examination preparatory/review course and related travel costs.

3.5.6.3. Travel and per diem to sit for an examination.

3.5.7. Approving officials shall ensure that criteria for reimbursement of expenses to obtain licenses and professional credentials are applied consistent with merit system principles as set forth in title 5 United States Code 2301.

4. Procedures:

4.1. Pre-Approval of Expenses. Prior to incurring license/certification-related expenses, the employee must complete and submit the USTRANSCOM Form 51. The employee completes Parts I, II, III, and IV. Supervisor and TCJ1-C signs and dates in Part V. Signatures in Part V indicate the requested certificate is job-related; certification meets professional development needs of the employee; the employee understands certification requirements and reimbursement procedures; and the planned award date is achievable and realistic. TCJ1-C will review request, indicate approval/disapproval of reimbursement in Block VI, and notify employee and supervisor.

4.2. Reimbursement of Expenses. Following the awarding of the license/certification, employees will need to contact TCJ1-C for reimbursement instructions through DTS. The following documentation will also be required: receipts confirming payment to the organization that administered the exam(s) and copy of certificate/license.

4.3. Reimbursement of Renewal Fees. Many certifications or licenses must be renewed periodically. Initiate a new USTRANSCOM Form 51, for the renewal fee prior to the renewal date. Submit request form to TCJ1-C for review and approval. Similar to initial certification expenses, renewal expenses are also processed and reimbursed through DTS. Following pre-approval, the employee pays the renewal fee. Once renewal is received, contact TCJ1-C for reimbursement instructions through DTS. Proof of renewal will need to be provided.

5. Forms Prescribed. USTRANSCOM Form 51, *Professional Licenses and Certification Reimbursement Request Form.*

DAVID CZZOWITZ
Colonel, USAF
Director, Manpower and Personnel

Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

Section A - References

Section 1112 of the National Defense Authorization Act for Fiscal Year 2002, Public Law 107-107, amending title 5, United States Code, Section 5757

Chapter 23 of title 5, United States Code

Deputy Assistant Secretary of Defense (Civilian Personnel Policy) Memo, 17 June 2002, *Payment of Expenses to Obtain Professional Credentials*

Under Secretary of Defense (Comptroller), 12 August 2002, *Financial Management Related Professional Certifications, Licenses and Related Expenses*

Headquarters United States Air Force/Director of Personnel (HQ USAF/DP) Policy Memorandum, 28 March 2003, *Payment of Expenses to Obtain Professional Credentials*

Secretary of the Air Force/Financial Management (SAF/FM) Policy Memorandum, 14 May 2003, *Payment of Expenses to Obtain Professional Credentials*

Government Accountability Office Decision, 20 August 2004, *Scope of Professional Credentials Statute*

Section B - Abbreviations and Acronyms

AF – Air Force

DTS – Defense Travel System

TCJ1-C – Training and Civilian Personnel Division

TWCF – Transportation Working Capital Funds

USTRANSCOM – United States Transportation Command

Section C - Terms

Not used

Attachment 2

USTRANSCOM-APPROVED PROFESSIONAL CERTIFICATIONS COVERED BY THIS INSTRUCTION

COMM-COMPUTER

A1. Area: Information Systems Security

SysAdmin, Audit, Network, Security (SANS) Institute, Global Information Assurance Certifications (GIAC) (www.giac.org)

- GIAC Security Essentials Certification (GSEC)
- GIAC Certified Firewall Analyst (GCFW)
- GIAC Certified Intrusion Analyst (GCIA)
- GIAC Certified Incident Handler (GCIH)
- GIAC Certified Windows Security Administrator (GCWN)
- GIAC Certified UNIX Security Administrator (GCUX)
- GIAC Systems and Network Auditor (GSNA)
- GIAC Certified Forensic Analyst (GCFA)
- GIAC Information Security Fundamentals (GISF)
- GIAC IT Security Audit Essentials (GSAE)
- GIAC Certified ISO-17799 Specialist (G7799)
- GIAC Security Leadership Certification (GSLC)
- GIAC Certified Security Consultant (GCSC)

Certification for Information Systems Security Professional (CISSP) (www.isc2.org)

A2. Area: Current Operations

Microsoft certifications

- Microsoft Certified Desktop Support Technician (MCSDT) www.microsoft.com/learning
- Microsoft Certified Systems Administrator (MCSA) www.microsoft.com/learning
- Microsoft Certified Systems Engineer (MSCE) www.microsoft.com/learning
- Microsoft Office Specialist (MOS) www.microsoft.com/learning
- Microsoft Certified Database Administrator (MCDBA) www.microsoft.com/learning

Cisco certifications

- Cisco Certified Network Associate (CCNA) www.cisco.com (Training & Events)
- Cisco Certified Design Associate (CCDA) www.cisco.com (Training & Events)

Sun certifications

- Sun Certified System Administrator – Solaris Operating System
www.sun.com/training/certification/solaris/sysadmin.html
- Sun Certified Network Administrator – Solaris Operating System
www.sun.com/training/certification/solaris/sysadmin.html

- Sun Certified Security Administrator – Solaris Operating System
www.sun.com/training/certification/solaris/sysadmin.html

Oracle certifications

- Oracle9i Certified Associate, Professional and Master
<http://www.oracle.com/education/certification/certpaths.html>
- Oracle9i PL/SQL Developer Certified Associate and Forms Developer Certified Professional
<http://www.oracle.com/education/certification/certpaths.html>

Networks, general certifications

- CompTIA Network+ certification <http://www.comptia.org/certification/network/default.aspx>

A3. Area: General Comm Computer

- CompTIA A+ certification <http://www.comptia.org/certification/a/default.aspx>
- Project Management Institute (PMI) Project Management Professional Certification
http://www.pmi.org/info/PDC_CertificationsProgram.asp

FINANCIAL MANAGEMENT

1. Accredited Financial Examiner (AFE) (www.sofe.org)
2. Certified Cast Manager (CCM) (www.uhcl.edu/bpa/acadunits/perdue/ccm.htm)
3. Certified Defense Financial Manager (CDFM) (www.asmconline.org)
4. Certified Financial Planner (CFP) (www.cfp.net)
5. Certified Fraud Examiner (CFE) (www.cfenet.com)
6. Certified Government Audit Professional (CGAP) (www.theiia.org)
7. Certified Government Financial Manager (CGFM) (www.agacgfm.org)
8. Certified Financial Manager (CFM) (www.imanet.org)
9. Certified Information Systems Auditor (CISA) (www.isaca.org)
10. Certified Internal Auditor (CIA) (www.theiia.org)
11. Certified Management Accountant (CMA) (www.imanet.org)
12. Certified Public Accountant (CPA) (www.aicpa.org)
13. Certified Public Finance Officer (CPFO) (www.gfoa.org/services/certification.shtml)
14. Certified Cost Estimator/Analyst (CCE/A) (www.sceaonline.net)
15. Certified Cost Consultant (CCC) (www.aacei.org/certification/)

CONTRACTING

1. Certified Professional Contracts Manager (CPCM) (www.ncmahq.org)
2. Certified Federal Contracts Manager (CFCM) (www.ncmahq.org)
3. Certified Commercial Contracts Manager (CCCM) (www.ncmahq.org)
4. Certified Public Accountant (CPA) (www.aicpa.org)
5. Certified Purchasing Manager (CPM) (www.ism.ws/certification/CPMEvolution.cfm)

LEGAL

Attorney state bar dues required to maintain professional license.

LOGISTICS

Certified Professional Logistician (www.sole.org)

Certification in Transportation & Logistics (www.astl.org/cert.htm)

SECURITY

Certified Protection Professional (CPP) (www.asisonline.org)

Physical Security Professional (PSP) (www.asisonline.org)