



Defense Logistics Agency INSTRUCTION

DLAI 1025.03
Effective August 18, 2014

DLA Human Resources Policy (J14)

SUBJECT: Payment of Licenses and Certifications

References:

(a) Defense Logistics Agency (DLA) Policy for Payment of Civilian Licenses, Certifications and Related Expenses, June 13, 2003 (hereby superseded)

(b) 5 U.S.C. 5757, Payment of Expenses to Obtain Professional Credentials¹

(c) DoDI 1400.25, Volume 410, DoD Civilian Personnel Management System: Training, Education, and Professional Development , September 25, 2013²

1. **PURPOSE.** This instruction supersedes DLA Policy for Payment of Civilian Licenses, Certifications and Related Expenses, June 13, 2003 (Reference (a)), and establishes the approval authority and prescribes the criteria and limitations for payment of certification and licensing expenses. Licenses and certifications encourage the systematic development and enhance job performance of civilian employees, support management objectives, and contribute to the professionalism of the DLA workforce.

2. **APPLICABILITY.** This instruction applies to all DLA activities' bargaining and non-bargaining unit employees. If there is an applicable collective bargaining agreement (CBA), and a conflict arises between this Instruction and the agreement, the provisions in CBA prevail.

3. **DEFINITIONS.**

a. **Approved licenses and certifications.** Professional licenses and certification programs eligible for Agency funding.

¹ Copies may be obtained from the internet at <http://archive.opm.gov/hrd/lead/5usc5757.txt>

² Copies may be obtained from the internet at <http://www.dtic.mil/whs/directives/index.html>

b. Certification. Recognition given to individuals who have met predetermined qualifications set by an agency of Government, industry, or profession.

c. Functional Community Managers (FCM). Lead workforce planning efforts in functional communities and mission-critical occupations. FCMs focus on workforce planning through forecasting long-range requirements, demographic and trend analyses, developing accession and retention goals; recruitment and retention strategies; and closing competency gaps across their functional community. FCMs may serve as resources or consultants to workforce planning teams.

d. J1 Customer Account Managers (CAM). Serve as expert advisors and primary consultants to the highest level of officials and management, in the organizational segments serviced, covering all areas of human resources management. As needed, CAMs will advise FCMs in the development of preapproved lists of licenses and certification programs related to occupations in the functional community.

e. Licensing. The process by which an agency of Government, either Federal, State, or local, grants permission to an individual to engage in a given occupation upon finding that the applicant has attained the degree of competency required to engage in that occupation.

f. Organization(s). Refers to all DLA organizational elements.

4. POLICY. It is DLA policy that:

a. The agency will pay for or reimburse expenses related to obtaining or maintaining preapproved professional licenses or certifications for employees who meet the eligibility requirements. Payment or reimbursement of certification and licensing expenses is subject to availability of funds.

b. At the discretion of the approving official, payment or reimbursement may be made for the following expenses related to obtaining approved licenses and certifications:

(1) Tuition and fees for formal examination preparatory and review courses, both instructor-led or self-study. Payment or reimbursement will be for the amount of the preparatory or review course that meets commonly accepted standards for specific licenses and certifications.

(2) A maximum of one certification or review course of study (single course or series, as appropriate) per individual, for each preapproved certification. DLA will not pay for multiple pre-courses for a single exam.

(3) Examination fees upon passing an examination.

(4) License or certification fees (initial, renewal, registration).

(5) Course or exam must be related to employee's current position.

(6) Travel and per diem expenses for travel necessary to sit for an examination for

employees not within commuting distance of the exam site.

(7) The cost of professional association membership fees when membership is required to obtain or maintain a license or certification upon passing an examination.

c. Payment or reimbursement for examination preparatory/review courses will be paid (single course or series, as appropriate).

d. Training time is authorized to attend an instructor-led formal preparatory/review course that has been approved under training regulations provided it is conducted during normal duty hours.

e. Employees enrolled in self-study courses approved under training regulations are authorized up to 40 hours of official duty time during regularly scheduled duty hours for study, subject to mission requirements as determined by the supervisor.

f. DLA will not pay or reimburse the following expenses:

(1) Professional association membership fees not required to obtain or maintain a license or certification.

(2) Travel and per diem to sit for a non-mandatory examination.

(3) Costs for licenses and certifications not determined career-related by the employee's organization.

5. RESPONSIBILITIES.

a. DLA Headquarters (DLAHQ) and Primary Level Field Activities (PLFA) Directors and Commanders must:

(1) Review and approve all licenses and certification requests. This authority may not be delegated below the Deputy Director or Deputy Commander level.

(2) Ensure license or certification is related to employee's respective career field.

(3) Prepare approval memorandum in accordance with the Enclosure acknowledging approval of training and/or certification course and all associated cost for license/certification.

b. Organizational FCM shall partner with J1 as needed; e.g., through DLA Training and Customer Account Managers (CAM), to develop preapproved lists of licenses and certification programs related to occupations in the functional community.

c. Supervisors must:

(1) Ensure that license or certification is related to employee's respective career field prior to approval.

(2) Coordinate requests for certification training that are not contained in the approved list with their respective FCM and CAM for concurrence/non-concurrence.

d. Employees must:

(1) Verify with their organizational FCM that a particular license or certification is related to their career field, meets the requirements of this policy, and has been approved before incurring costs related to professional licenses or certifications.

(2) Submit SF 1034, Public Voucher for Purchases and Services Other Than Personal, or SF1164, Claim for Reimbursement for Expenditures on Official Business, to the supervisor for review and approval after completion of the training and reimbursement.

6. CRITERIA/ELIGIBILITY.

a. Criteria:

(1) The DLA J/D code Director, PLFA Commander, Deputy Director or Deputy Commander, or designee may use this authority when it is considered beneficial to the systematic development and enhanced job performance of employees in support of Agency management and/or programmatic objectives, goals, and mission requirements and/or national security.

(2) To be eligible for payment of costs related to a license or certification, the candidate/employee must meet prerequisite certification requirements established by the certifying or licensing authority.

(3) Payment for costs incurred prior to the effective date of this policy are not authorized unless it has been previously determined the employee is in an approved program.

(4) This policy is applicable to all DLA positions covered by Title 5 (this would be all competitive service and excepted service positions with the exception of political appointees).

(5) Licenses, certifications, and subsequent renewals of such credentialing may include additional expenses such as membership fees (those considered part of or needed to retain a license), preparation for examinations, examinations, registration fees, travel and per diem costs based on the availability of funds. Note: Tuition assistance may be requested for related education courses. Please contact the DLA Training Center for further guidance.

b. Employee Eligibility:

(1) To be covered by the provisions of this policy, an employee must be serving under a permanent appointment.

(2) A license or certification must be related to the employee's career field, as determined by the employee's Director, Deputy Director, Commander, or Deputy Commander in order to be

eligible for payment/reimbursement.

(3) The payment or reimbursement of costs related to an approved license or certification examination may be made to the employee at the time it is passed even if the employee has not met all other certification requirements established by the certifying/licensing authority.

(4) To receive licensure or certification sponsorship under this policy, an employee must be performing at a fully successful level.

(5) Eligibility criteria cited in paragraphs 6.b.(1) - 6.b.(4) do not apply to payments for preparatory/review courses that can be approved under the training authority and for which the employee is otherwise eligible. This authority may not be used for licenses or certifications from organizations that discriminate on the basis of race, color, religion, age, sex, national origin, parental status, or disability.

7. INFORMATION REQUIREMENTS. The employee must submit SF 1034 or SF 1164 to the supervisor for review and approval after completion of the training and reimbursement.

8. RELEASABILITY. UNLIMITED. This instruction is approved for public release and is available on the Internet from the DLA Issuances Internet Website.

9. EFFECTIVE DATE. This Instruction

a. Is effective on August 18, 2014.

b. Must be reissued, cancelled, or certified current within five years of its publication in accordance with DLAI 5025.01, DLA Issuance Program. If not, it will expire effective August 18, 2024 and be removed from the DLA Issuances Website.

PHYLLISA S. GOLDENBERG
Director, DLA Strategic Plans and Policy

Enclosure – Sample Approval Memorandum

ENCLOSURE

SAMPLE APPROVAL MEMORANDUM



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD
FORT BELVOIR, VIRGINIA 22060-6221

MEMORANDUM FOR **HQ or PLFA Budget Office**

SUBJECT: Approval for License and/or Certification Payment for **EMPLOYEE FIRST NAME, LAST NAME, POSITION TITLE, GS/WG**

Per Defense Logistics agency (DLA) Instruction (**INSERT INSTRUCTION NUMBER**) "Payment for License and Certification," the (DLA) grants the approval authority and payment reimbursement expenses related to:

- License or Certification Name
- For: Initial or Renewal (identify one)
- Date of License or Certification
- Date Paid
- Amount Paid
- Training for certification or license (identify one)
- Training Cost
- Overall Cost

The identified license / certification has been approved by the (Director, Deputy Director, Commander or Deputy Commander), Functional Community Manager (FCM), and first line supervisor, and meets the policy eligibility requirements related to the employee's career field. Payment is authorized via Standard Form 1034, "Public Voucher for Purchase and Services Other than Personal" or Standard Form 1164, "Claim for Reimbursement for Expenditures on Official Business."

For any questions, please contact your organization FCM or your first line supervisor.

NAME
Activity/PLFA Head
DLA Organization

Attachments:
(WEB LINK to DLAI)
SF 1034
SF 1164

CC:
Employee
FCM