



**US Army Corps
of Engineers®**

ENGINEERING AND CONSTRUCTION BULLETIN

No. 2003-16 Issuing Office: CECW-ET Issued: 26 August 2003 Expires: 26 August 2005

Subject: Payment of Expenses to Obtain Professional Credentials

Applicability: Information

1. Title 5, United States Code, section 5757, enacted by section 1112 of the National Defense Authorization Act for FY 2002, authorizes agencies to pay “for expenses for employees to obtain professional credentials, including expenses for professional accreditation, State-imposed and professional licenses, and professional certification; and examinations to obtain such credentials.” The implementing USACE policy for this authority was issued on 19 August 2003, and is [attached](#) along with the DoD and Army policies.

2. The policy on payment for professional credentials in USACE is summarized below:

- USACE can pay for an employee to obtain a job-related professional certification, license and/or registration.
- Priority for payment will be for persons in positions where license, registration or certification is required by job description, regulation or law.
- The Individual Development Plan (IDP) will be used, as a minimum, to document the agreement between employee and management to obtain or renew specific professional credentials and will serve as an authorizing document. However, subordinate commands may wish to require memoranda or other approval formats.
- The Government can pay fees for examination preparation courses (to the extent the training is job-related), examination fees, registration fees (initial and renewal), and travel and per diem costs to take an examination.
- The expenses are paid from the appropriation that pays the employee's salary. No additional funding is provided.
- Reimbursement will be made upon the successful receipt of the credential. Reimbursement will be made through a SF1164 in CEFMS.
- Generally, USACE will pay for only one license or certification that is most closely related to an employee's duties. However, management may authorize payment for more than one license and/or certification if justified by mission requirements.

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- USACE can pay for continuing education required to maintain and renew a license or certification if the courses are job-related and will enhance the employee's performance. The training must be on the employee's approved IDP.
 - This authority does not apply to academic degrees or fees for *individual* memberships in private professional societies or associations.
3. This new authority will allow us to properly promote and recognize professional registration and certification of USACE personnel. Chiefs of Engineering and Construction are encouraged to make maximum use of this authority, consistent with available funding and local policy.
 4. The point of contact for this bulletin is Donald Evick, P.E., CECW-ETE, 202-761-4227.



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