NAVFAC INSTRUCTION 12400.1B

From: Commander, Naval Facilities Engineering Command

Subj: PAYMENT OF EXPENSES FOR PROFESSIONAL CREDENTIALS

Ref: (a) SECNAVINST 12410.25 ASN (M&RA) dtd 12 Dec 16

Encl: (1) SF1164, Claim for Reimbursement for Expenditures of Official Business
      (2) SF182, Authorization, Agreement and Certification of Training
      (3) FM Perspective
      (4) NAVFAC Reimbursement of Professional Credentials Report

1. **Purpose.** To set forth policy and procedures for Naval Facilities Engineering Command (NAVFAC) Headquarters, echelon III and IV commands, and specialty centers for authorizing payment of expenses incurred while obtaining/retaining professional credentials. This instruction delegates approval authority for payment and reimbursement of these expenses to community managers at Headquarters, echelon III and IV commands, and specialty centers.

2. **Cancellation.** NAVFACINST 12400.1A is cancelled.

3. **Background.** Reference (a) establishes Department of Defense (DoD) and Department of the Navy (DoN) policy for the payment of expenses to obtain academic degrees and professional credentials. Agencies are permitted to use appropriated funds to obtain and renew professional credentials, including expenses for professional accreditation, state-imposed professional licenses and certifications, examinations for professional certifications, and examinations to obtain credentials to support the DoN's human capital goals.

4. **Scope.** This instruction applies to all eligible civilian employees (including interns under a formal development plan) assigned to NAVFAC and all active and reserve component Civil Engineer Corps (CEC) officers. To meet organizational objectives, this authority may be used, as appropriate, to recruit, develop, and retain a world-class workforce through planned, systemic, and structured programs for workforce development.

5. **Policy.** It is NAVFAC policy to pay for employees to obtain professional credentials in accordance with reference (a).

   a. This authority will be implemented in a manner consistent with merit system principles and the following criteria:

      (1) Enhances productivity;
(2) Improves performance;

(3) Maximizes recruitment opportunities, especially for hard-to-fill occupations and other labor market conditions;

(4) Increases retention, especially for "high-turnover" career fields;

(5) Broadens and develops the skill base for a quality workforce to accomplish NAVFAC's mission and ensure readiness;

(6) Supports leadership development initiatives and career path improvement to meet future requirements; and

(7) Directly relates to officially assigned duties.

b. This authority is discretionary and is not an entitlement or benefit of employment.

c. Approving officials at each activity are responsible for ensuring that use of this authority is documented.

d. Funding is permitted for professional credentials as identified in approved community management plans and as defined in this instruction. This authority may not be used to obtain professional credentials from organizations that discriminate on the basis of race, color, religion, age, sex, national origin, parental status, sexual orientation, or disability.

e. Individuals seeking reimbursement for a credential renewal are limited to reimbursement for a single credential for a particular field/community (e.g., law, engineering) for a given period of certification. When it is an individual's discretion to maintain a credential in multiple states or other jurisdictions, the individual must choose a single jurisdiction's credential renewal fee for which to seek reimbursement. NAVFAC will only reimburse a single credential renewal fee while the reimbursed credential is in effect. Individuals are responsible for maintaining current credentialing information in the appropriate personnel database.

f. Exceptions to paragraph "e" will be made if either:

   (1) A civilian employee’s official Position Description (PD) specifically lists multiple types of credentials necessary for employment, or

   (2) A military member’s promotion board precept specifies the credential(s) as necessary for promotion.

g. Individuals may seek reimbursement for a single credential at any time during the fiscal year. Individuals may seek reimbursement for subsequent credentials in the fourth quarter of the fiscal year only if the specific types or jurisdictions are specified in their PD or board precept. The request must clearly be identified as reimbursement for a second or subsequent credential, and
include as attachment the PD or board precept. Reimbursements for subsequent credentials will be dispersed in the fourth quarter as funds availability allows.

h. The authority for credential/license reimbursement is discretionary and not a benefit or an entitlement, and based on funds availability. Due to the limited availability of funding, this method will provide maximum equity and does not guarantee reimbursement for any or all credentials.

i. Payment for professional credentials and their subsequent renewals may include, at the discretion of the activity and command, such additional expenses as fees for preparation for examination, examinations, local or state taxes, and registrations. This authority does not apply to payments for academic degrees, training or study materials, or fees for membership in professional societies or associations.

j. Generally, for credentials that require a single exam, payment for examinations, local or state taxes, registration fees, and credential renewal shall be made on a reimbursable basis upon receipt of the credential. For architects, and similar multi-exam credentials, reimbursement may be made as each examination is passed. Payment for an examination preparation course may be made upon successful completion of the preparation course and registration for the upcoming examination. Reimbursement will be allowed for a maximum of one credentialing examination preparation course per credential. Reimbursement shall be through an SF1164, Expenditures on Official Business, enclosure (1).

k. Any collective bargaining obligations must be satisfied prior to implementation of this instruction.

l. Unless permitted by law or regulation, minimum qualification requirements may not be established based upon the presence or absence of a credential.

m. NAVFAC Headquarters retains responsibility for ensuring funding support, assessing the effectiveness of the programs, and reporting program data.

n. Definitions of Professional Credentials:

(1) **Credentials.** General term encompassing certifications, qualifications, licenses, and apprenticeships.

(2) **Certifications.** Recognition given to individuals who have met predetermined criteria set by an agency of government, industry, or profession.

(3) **Licenses.** Process by which a governmental agency (federal, state, or local) grants permission to an individual to engage in a given occupation upon finding the applicant has attained the degree of competency required to engage in this occupation.

(4) **Mandatory Credentials.** Commercial licenses, certifications, or Departmental of Labor apprenticeships which are required for DoN recognition, position, or advancement. Mandatory
credentials are implemented and/or addressed within the DoD policy documents (e.g., DoD Directive 8570.1 mandates commercial certifications for DoD’s Information Assurance Workforce).

6. Approval Procedures

   a. Employees must complete enclosure (1) and submit to the approving official for approval.

   b. Approving officials will verify that reimbursement for the requested professional credential is in accordance with the guidelines of this instruction.

7. Processing Procedures

   a. Claims for reimbursement are required to be submitted during the fiscal year in which the credential was obtained to ensure availability of funds.

   b. The employee will submit the following to command/activity point of contact:

      (1) SF1164, Claim for Reimbursement for Expenditures on Official Business, enclosure (1).

      (2) Proof of payment for and receipt of professional credential or renewal fees.

      (3) For review course reimbursement requests, an approved SF182, Authorization, Agreement and Certification of Training, enclosure (2).

   c. Expenses for attainment of new professional credentials will be paid by the command/activity. Command/activity comptrollers will process reimbursement requests for final payment. Funding for renewals is centrally provided by NAVFAC Financial Management (FM) on a quarterly basis. The exception to this policy is the FM professional certifications. The reimbursement of these certificates will be through Chief of Naval Operations N09BF/Director, Field Support Activity via NAVFAC Headquarters. The instruction governing their reimbursement is incorporated as Enclosure (3) for ease of reference.

   d. NAVFAC FM will centrally fund reimbursement for all approved credentialing-related expenses for CEC officers, active and reserve, not currently assigned to a NAVFAC unit should their parent command be unwilling or unable to reimburse the officer. These requests should be directed to the Military Program Advocate at NAVFAC Headquarters as the approving official.

   e. Component commands will document and track all payments for professional credentials. Enclosure (4) serves as the official report form.

8. Action. NAVFAC echelon III and IV commands and specialty centers may implement this policy as issued, or supplement with local policy and procedures. Existing local policies in conflict with this instruction should be cancelled or revised accordingly.
9. **Review.** This instruction will be reviewed annually by the Director, Total Force (TF). Commands using this authority shall maintain accurate records for accounting and reporting purposes.

10. **Administration and Maintenance.** NAVFAC TF is responsible for the administration and maintenance of this instruction. Submit recommendations for changes, together with supporting documents, to NAVFAC Headquarters TF.

Distribution:
NAVFAC ATLANTIC (00)
NAVFAC PACIFIC (00)
NAVFAC EURAFSWA (00)
NAVFAC FAR EAST (00)
NAVFAC HAWAII (00)
NAVFAC MARIANAS (00)
NAVFAC MIDLANT (00)
NAVFAC NORTHWEST (00)
NAVFAC SOUTHEAST (00)
NAVFAC SOUTHWEST (00)
NAVFAC WASHINGTON (00)
CO EXWC
DIR NCC
DIR NFI
NAVFACHQ DIRECTOR
Fillable form can be found here:
# Authorization, Agreement and Certification of Training

## Section A - Trainee Information

1. Applicant's Name (Last, First, Middle Initial)
2. Social Security Number/Federal Employee Number
3. Date of Birth (yyyy-mm-dd)
4. Home Address (Number, Street, City, State, ZIP Code) (Optional)
5. Home Telephone (Optional) (Include Area Code)
6. Position Title
7. Organization Mailing Address (Branch/Division/Office/Bureau/Agency)
8. Office Telephone (Include Area Code and Extension)
9. Work Email Address
10. Position Title
11. Does applicant need special accommodation?
   - Yes
   - No
12. Type of Appointment
13. Education Level
14. Pay Plan
15. Series
16. Grade
17. Step

## Section B - Training Course Data

18. Course Title
19. Course Number Code
20. Training Start Date (Enter Date as yyyy-mm-dd)
21. Training End Date (Enter Date as yyyy-mm-dd)
22. Training Duty Hours
23. Training Non-Duty Hours
24. Training Purpose Type
25. Training Type Code
26. Training Delivery Type Code
27. Training Authorization

## Section C - Costs and Billing Information

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<th>Amount</th>
<th>Appropriation Fund</th>
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6. Total Training Non-Government Contribution Cost

5. Direct Costs and Appropriation / Fund Chargeable

6. Indirect Costs and Appropriation / Fund Chargeable

5. Item
6. Amount
7. Appropriation Fund

6. Billing Instructions (Preliminary Invoice)

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Fillable form can be found [here](http://www.dtic.mil/whs/directives/forms/eforms).
FINANCIAL MANAGEMENT PERSPECTIVE
(Amplifying Guidance on Professional Credentials and Licenses)

Ref: (a) ASN(FM&C) Memorandum of 9 May 2003; Subj: Payment of Expenses for Civilian Personnel Professional Credentials
(b) OUSD(P&R) Memorandum of 16 July 2009; Subj: Payment Of Professional Credentialing Expenses for Military Members

1. References (a) and (b) detail policy to be used within the Department of the Navy (DoN) for financing all civilian and military professional credentials. Agencies are permitted to use appropriated funds to obtain and renew professional credentials, including expenses for professional accreditation, state-imposed professional licenses and certifications, and examinations for professional certifications, and examinations to obtain credentials to support the DoN’s human capital goals. Payments for licenses and certifications and their subsequent renewals may include additional expenses, such as fees required by the licensing or certifying agency, fees for preparation for examinations, examinations, local or state taxes, and registration fees. Payment may not include employee’s membership fees in societies or associations.

2. New license and credential reimbursement costs will continue to be absorbed by the field components’ operating accounts. However, the exception to this rule is the reimbursement for the 15 specific Financial Management Professional Certifications. The reimbursement of these certificates will be through Chief of Naval Operations N09BF/Director and Field Support Activity (FLDSUPPACT) via NAVFAC Headquarters. Documentation in the form of a complete Standard Form 1164 (Claim for Reimbursement for Expenditures on Official Business), proof of payment, and a copy of the certificate is required to receive reimbursement for the cost of a certificate through FLDSUPPACT.

3. Renewal of license or professional credential may be approved upon successfully completing the credential or license and if authorized by the appropriate community plan. Additionally, prior approval of these reimbursement expenses is required, since an employee may not by self-nomination incur expenses under this authority and demand reimbursement. Therefore, field components should establish a process that requires approval of payment prior to the individual undertaking the certification process. Prior approval of the entire expense, including those amounts listed as additional expenses is required.

4. Other than the financial management certificates, NAVFAC Headquarters FM will maintain a central funding line (OMN/OMNR mission) for the renewal of professional licenses and credentials. Component commands are requested to submit reimbursement documentation on a quarterly basis to include the name of individual, type of license/certification, date license/certification obtained, cost of license/certificate, other associated costs (i.e., registration fees, etc.), appropriation under which the individual is paid, state from which license/certificate is obtained, and name of approving business line/support line official. Documentation for reimbursement should be submitted to Headquarters, Director, Financial Management Resources.

Enclosure (3)
5. Individuals who are seeking reimbursement for a license or credential renewal are limited to reimbursement for only one type of license for a particular field/community (e.g., law, engineering) at any given time. An individual may obtain a license in several states, but must choose a single state’s license or credential renewal for which to seek reimbursement. NAVFAC will only reimburse a single license or credential renewal, including associated expenses, while the reimbursed license or credential renewal is in effect.

6. This authority may not be exercised on behalf of employees occupying Schedule C positions, non-career (political) SES positions, nor for indirect-hire local nationals who are employed under another country’s civil service system.

7. Direct-hire local national employees are eligible for payments to obtain license and credentials. Additionally, Civil Engineer Corps military members (active and reserve), including those not currently assigned to a NAVFAC unit, may seek credentialing related reimbursement expenses through NAVFAC if their parent command is unwilling or unable to reimburse the member. It is DoD policy that the military departments may pay for professional credentialing of service members as part of each member’s continued professional education and enhancement of skills and capabilities. The payment is authorized if the preponderance of the service member’s current or prior assigned duties is covered by the credential and the credential has been approved for those assigned duties. Credentials tied to the member’s prior duties should have relevance or applicability to current or future needs of the member’s command or service. Military departments may also pay for course work in preparation to obtain a certification or license. Courses are those that are part of an identified course of study leading to a professional certification or license. The military department may pay for the fees required for renewal or maintenance of the certification or license. Paying the expenses of service members to obtain professional credentials that are a prerequisite for appoint in the Armed Forces is not authorized.

8. Certification for working capital fund activities is considered indirect costs and is to be charged to overhead costs, except for financial management credentials.
NAVAL FACILITIES ENGINEERING COMMAND

Reimbursement of Professional Credentials Report

Field Component: ________________________________

Field Component POC: ________________________________

Employee: ________________________________

Title, Series, and Grade: ________________________________

Professional Credential Information:
1. Credential Title: ________________________________

2. Issuing Institution or Organization: ________________________________

3. Date Professional Credential Obtained: ________________________________

4. Initial/Annual/Renewal: ________________________________

5. Total Cost: ________________________________

6. Date Paid: ________________________________

Attach:

1. Proof of receipt of professional credential

2. Copy of SF-1164, Claim for Reimbursement for Expenditures on Official Business

Enclosure (4)