



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE MATERIEL COMMAND
WRIGHT-PATTERSON AIR FORCE BASE OHIO


23 MAY 2003

MEMORANDUM FOR HQ AFMC/FM ALL, ALHQSTAFF, ALHQCOMP

FROM: HQ AFMC/FM

SUBJECT: Policy Letter (FM03-3) – Air Force Materiel Command (AFMC) Policy on Payment of Expenses to Obtain Professional Credentials (SAF/FM Policy Memo, dtd 14 May 03)

1. AFMC policy for the payment of expenses to obtain professional credentials will be implemented consistent with SAF/FM policy. No local deviation is authorized. In accordance with Section 112 of the National Defense Authorization Act for Fiscal Year 2002, Public Law 107-107, this policy applies to civilian employees only.
2. All reimbursement for authorized expenses (examination fees upon successful completion and fees for license/certification (initial, renewal, registration) will be paid centrally by SAF/FMPW. Funds are expected to be available for all eligible reimbursements.
3. AFMC civilian employees eligible for reimbursement can hold any grade and belong to any career program but must be in either a Financial Management coded authorization or hold a job in the following series: all 5xx (501, 505, 510, 511, 525, 560, 561); 301; 343; 1515. Exceptions and reimbursement of multiple certificates for an individual must be endorsed by the installation comptroller.
4. HQ AFMC/DP has provided notification to AFGE Council 214 and has requested local personnel offices provide notification to all effected bargaining units. Appropriate notifications must occur prior to submission of individual reimbursement requests.
5. SAF/FMPW requires that reimbursements be approved in advance. Please use the outlined procedures to ensure eligibility for reimbursement. If you incurred authorized expenses between 28 March 03 (the effective date of the policy) and completion of union notifications, SAF/FMPW will still process your reimbursement, with appropriate documentation, using the outlined pre-approval procedures.
6. Professional certification is an important way to highlight the professionalism and recognized skills of our financial managers. Please encourage your staff members to complete the appropriate certifications and apply for reimbursement of covered expenses. If you have any questions on AFMC implementation, please contact Ms. Sharon Kay, HQ AFMC/FMP, DSN 787-2105. For questions on individual reimbursement requests contact SAF/FMPW directly at saf.fmpw.cert@pentagon.af.mil.


FRANK R. FAYKES
Brigadier General, USAF
Director, Financial Management
& Comptroller

Attachment:
SAF/FM Memorandum w/Atchs