



PERSONNEL AND
READINESS

UNDER SECRETARY OF DEFENSE

4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

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MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
ASSISTANT SECRETARIES OF DEFENSE
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UNDER SECRETARY OF DEFENSE FOR ACQUISITION,
TECHNOLOGY AND LOGISTICS
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Payment of Credentialing Expenses for Military Members

This memorandum establishes Department of Defense (DoD) policy and guidance for establishing discretionary programs for the payment of professional credentialing expenses to military members that include state-imposed and professional licenses, courses and examinations leading to credentialing, certifications and renewals, and other expenses consistent with those authorized in section 2015, title 10 U.S.C.

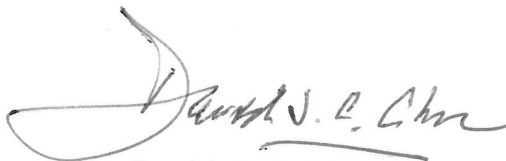
It is the DoD policy that the Military Departments may pay for credentialing of military members if the preponderance of their assigned duties are covered by the credential and the credential has been approved for those assigned duties. Military Departments may also pay for course work in preparation of a certification or license. Courses are those that are part of an identified course of study leading to a certificate or license. Once the Service member has obtained the required certification or license, the Military Department may pay for the fees required for renewal of the certification or license. Paying for credentialing solely as a component of retention, recruiting, transition programs, or to acquire an educational degree is not authorized.

At their discretion, the Military Departments are authorized to implement credentialing programs for FY07 and FY08. The following parameters apply:

- The programs should focus primarily on enlisted personnel, but must include the Reserve Component positions and should cut across all occupational skills that require certification or licensure requirements
- The programs should use nationally recognized credentialing agencies to the maximum extent possible.
- The programs should reduce Service training load by eliminating duplicative training in Service schools.
- Payment metrics must be developed that stipulate the amount to be reimbursed and those skills or components of the credentialing process (instruction, exams, renewals, professional membership, etc.) that are authorized for reimbursement.
- Fair and reasonable Military Service Obligations for payment of credentials, certificates, examinations, and renewals will be established.
- Credentialing Programs will include procedures to avoid duplicating the benefits such as those provided by other programs (GI Bill and Tuition Assistance).
- Payment of professional credentialing expenses will not be made if the Service member fails exams or certifications subsequent to the initial exam/certification.
- Regardless of component, a Service member's civilian credentials should be considered for award of credit or partial credit for Service skill training.

Military Departments desiring to utilize this authority shall provide their credentialing programs to the USD (P&R) for review but may implement upon receipt of this policy. Those Military Departments utilizing this authority will provide the DoD an assessment report not later than November 30, 2008. The report will address, at a minimum, those areas listed at the attachment.

This policy is issued pursuant to the Responsibilities and Functions of the USD (P&R), as contained in DoDD 5124.02 para. 6.3, and is effective immediately. Secretaries of the Military Departments may further delegate authorities to authorize payments consistent with this policy. This policy will be reviewed in January 2009.



David S. C. Chu

Attachment:

As stated

cc:

DUSD, Readiness

DUSD, Program Integration

DUSD, Military Community and Family Policy

DUSD, Military Personnel Policy

Areas to Address in the Annual Assessment of Credentialing Implementation

- Describe methodologies used to determine those skills eligible to receive funding for credentialing.
- Comment on the possession of credentials as they relate to baseline individual proficiency, performance of collective tasks, and personnel management such as promotion and retention.
- Quantify/qualify the assessment of program effectiveness [was it worth the effort/cost?] Discuss the potential for expansion and comment on areas for collaboration with other Services.
- Compile and review funds expended per fiscal year and the number of participants by component (Active or Reserve) in the various categories, such as education pre-exam, credentialing exam, continuing education, and renewals.
- Compile a listing of funded credentialing activities per fiscal year to include: number of recipients; their specialty codes (AFSC/MOS/NEC or NOBC); credentialing body (agency, association, labor union, society, state, et al)
- Comment on the decision criteria (accreditation standards, membership, endorsements, etc.) for selecting appropriate entities / societies / agencies that were used for credentialing for specific skills. For example, there are several credentialing organizations for one career field. Are they all acceptable or was there a preference driven by level of standards in the position or quality of continuing education between renewal?
- Comment on DoD or Service related policies and practices that may require modification to support credentialing.
- Inform the Department of systems development, organizational overhead or structure created or enhanced to manage credentialing, if any.
- Provide similar assessments on the above for the Reserve Component if significantly different than the active component.