

USAREUR Procedural Guidance for Payment of Expenses to Obtain Professional Credentials

When to Use the Incentives

- Position is hard to fill
- Employee has unusually high, superior or unique qualifications; or
- Organization has a justifiable (special) need for the individual's skills, e.g., the typical employee in this occupational series would not possess the required skills
- Employee has unusually high or unique qualifications; or
- To fill a special need of the agency, and the employee would likely leave the Federal service without the allowance

Who is Eligible?

new and current employees on temporary appointments leading to conversion to term or permanent appointment; term employees with at least 3 years remaining; permanent employees; or employees in excepted appointments with conversion to term, career, or career conditional appointments

Payment of Incentives

FUNDING IS THE RESPONSIBILITY OF THE ORGANIZATION

lump reimbursement for accreditation, licenses, certification, and examinations

Justification Required by Managers

- Certification that:
 - position is authorized on organization TDA
 - funding is available
 - amount is appropriate
 - position requires professional credentials