

CANCEL PRINT PREVIEW PRINT | FEEDS

## PAYMENT FOR CIVILIAN ACADEMIC DEGREES AND PROFESSIONAL CREDENTIALS

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UNCLASSIFIED//

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MSGID/GENADMIN,USMTF,2007/CMC WASHINGTON DC MRA MP//

SUBJ/PAYMENT FOR CIVILIAN ACADEMIC DEGREES AND PROFESSIONAL CREDENTIALS//

REF/A/MSGID:MEMO/OPM/YMD:20080813//

REF/B/MSGID:MEMO/DOD/YMD:20010815//

REF/C/MSGID:MEMO/DOD/YMD:20020617//

REF/D/MSGID:DOC/DODI/YMD:20071031//

REF/E/MSGID:DOC/DON/YMD:20031230//

REF/F/MSGID:MEMO/DON/YMD:20030321//

NARR/REF A IS OPM MEMORANDUM SUBJ: FACT SHEET ON CERTIFICATION AND CERTIFICATE PROGRAM.

REF B IS DOD MEMORANDUM SUBJ: CIVILIAN ACADEMIC DEGREE TRAINING.

REF C IS DOD MEMORANDUM SUBJ: PAYMENT OF EXPENSES TO OBTAIN PROFESSIONAL CERTIFICATIONS.

REF D IS DODINST 1015.15 WITH CHANGE 1.

REF E IS THE DON CIVILIAN HUMAN RESOURCES MANUAL, SUBCHAPTER 410.

REF F IS DON MEMORANDUM SUBJ: PAYMENT OF EXPENSES FOR ACADEMIC DEGREES AND PROFESSIONAL CREDENTIALS.//

GENTEXT/REMARKS/1. THIS MARADMIN REPLACES MARADMIN 0380/09 AND AUTHORIZES LOCAL COMMANDS TO PAY FOR ACADEMIC DEGREES, LICENSES, AND OTHER PROFESSIONAL CERTIFICATIONS IN ACCORDANCE WITH (IAW) REFERENCES A-F. THIS AUTHORITY MAY BE REDELEGATED TO THE LOWEST PRACTICAL LEVEL AT COMMAND DISCRETION. REF D PROVIDES GUIDELINES FOR PAYMENT OF NONAPPROPRIATED FUND (NAF) EMPLOYEES. IAW REF E THIS AUTHORITY DOES NOT APPLY TO THE MARINE CORPS STUDENT LOAN REPAYMENT PLAN. PER REF F, THIS AUTHORITY IS NOT APPLICABLE TO ACTIVE DUTY MILITARY PERSONNEL AND LOCAL NATIONALS.

2. BASED ON AVAILABLE FUNDS, PAYMENT OF COSTS ASSOCIATED WITH OBTAINING ACADEMIC DEGREES THAT SUPPORT WORKFORCE DEVELOPMENT AND ORGANIZATIONAL OBJECTIVES ARE AUTHORIZED TO RECRUIT, DEVELOP, AND RETAIN A WORLD-CLASS WORKFORCE THROUGH PLANNED, SYSTEMIC, AND STRUCTURED PROGRAMS OF DEVELOPMENT. PROGRAMS MUST MEET ALL OF THE FOLLOWING CRITERIA:

A. THE APPLICANT HAS COMPLETED AN ASSESSMENT (ONE THE FOLLOWING: 180 DEGREE, 360 DEGREE OR A CWDA STANDARD COMPETENCY ASSESSMENT); INDIVIDUAL DEVELOPMENT PLAN (IDP), AND IS ENROLLED OR IS SEEKING ENROLLMENT IN THE CIVILIAN MENTORING PROGRAM.

B. FINANCIAL SUPPORT FOR PARTICIPANTS IS APPROVED BY LOCAL CIVILIAN CAREER LEADERSHIP DEVELOPMENT (CCLD) ADMINISTRATORS PRIOR TO ATTENDANCE IN COURSES DOCUMENTED ON A STANDARD FORM (SF) 182.

C. THE REQUESTED PROGRAM CONSISTS OF A SEQUENCED SET OF INSTRUCTIONS OR ASSIGNMENTS THAT CLEARLY SUPPORTS ORGANIZATIONAL OBJECTIVES.

D. THE REQUESTED PROGRAM PRODUCES MEASURABLE IMPROVEMENT IN EITHER INDIVIDUAL OR ORGANIZATIONAL PERFORMANCE, AND IS PREAPPROVED AND VALIDATED BY THE FIRST AND SECOND LEVEL SUPERVISOR.

3. FUNDING IS AUTHORIZED FOR ANY COURSE OF POST-SECONDARY EDUCATION DELIVERED THROUGH CLASSROOM, ELECTRONIC, OR OTHER MEANS WHICH IS ADMINISTERED OR CONDUCTED BY A NATIONALLY RECOGNIZED AND ACCREDITED INSTITUTION THAT PROVIDES A CURRICULUM OF POST-SECONDARY EDUCATION. THE DEPARTMENT OF EDUCATION (DOE) PUBLISHES A LISTING OF ACCREDITING BODIES UNDER SECTION 1001(C) OF TITLE 20 U.S.C. THIS LISTING IS ALSO FOUND ON THE DOE WEBSITE WWW.ED.GOV.

4. FUNDING MAY INCLUDE ADDITIONAL EXPENSES TO ENSURE SUCCESSFUL PARTICIPATION INCLUDING, BUT NOT LIMITED TO, RELEVANT SUPPLIES AND EQUIPMENT, APPLICATION FEES, REGISTRATION FEES, MILEAGE, AND PARKING FEES.

5. THE EMPLOYEE MUST SUBMIT AN APPROVED SF-182 PRIOR TO THE BEGINNING OF THE COURSE. THE SF-182 WILL INCLUDE COMMAND APPROVAL DESIGNATED BY SIGNATURE OF THE IMMEDIATE SUPERVISOR, TRAINING OFFICER AND AUTHORIZING OFFICIAL IN PART D AND E OF THE FORM. THE EMPLOYEE MUST SIGN THE CONTINUED SERVICE AGREEMENT ON PAGE 5 OF THE SF-182. THE CONTINUED SERVICE AGREEMENT OBLIGATES THE EMPLOYEE TO SERVE IN A GOVERNMENT AGENCY FOR A PERIOD AT LEAST THREE TIMES THE LENGTH OF THE TIME SPENT IN THE ACADEMIC DEGREE TRAINING. THE PERIOD OF OBLIGATED SERVICE BEGINS THE DAY AFTER THE LAST TRAINING CLASS IAW REF E. FUNDS WILL BE OBLIGATED UPON APPROVAL OF THE SF-182.

6. IN ADDITION TO PAYMENT FOR ACADEMIC DEGREE COURSES, THIS MARADMIN ALSO AUTHORIZES LOCAL COMMANDS TO PAY FOR EXPENSES ASSOCIATED WITH OBTAINING PROFESSIONAL CREDENTIALS. PAYMENT OF COSTS ASSOCIATED WITH OBTAINING AND RENEWING PROFESSIONAL CREDENTIALS INCLUDING PROFESSIONAL ACCREDITATION, STATE-IMPOSED PROFESSIONAL LICENSES, CERTIFICATIONS, AND EXAMINATIONS TO OBTAIN SUCH CREDENTIALS IS AUTHORIZED IAW REF A AND REF E.

7. BASED ON AVAILABLE FUNDING, AN ACTIVITY MAY PAY FOR PROFESSIONAL CREDENTIALS THAT ARE REQUIRED FOR THE EMPLOYEE IN THE PERFORMANCE OF CURRENT OFFICIAL DUTIES. PAYMENT IS NOT AUTHORIZED FOR CERTIFICATE PROGRAMS, I.E. FRANKLIN COVEY, BOB PIKE, LEAD STAR, ETC.

8. PAYMENT FOR CERTIFICATION OR CREDENTIALS WILL BE MADE ON A REIMBURSABLE BASIS UPON SUCCESSFUL RECEIPT OF THE CREDENTIAL AND STANDARD FORM (SF) 1164 DOCUMENTATION. INTERNAL PROCEDURES FOR REIMBURSEMENT WILL BE ISSUED BY THE COMMAND. FUNDS WILL BE OBLIGATED UPON APPROVAL OF THE SF 1164.

9. LOCAL COMMANDS WILL DOCUMENT THE USE OF THIS AUTHORITY BY LOADING PARTICIPANT DATA FOR CERTIFICATION, CREDENTIALS AND ACADEMIC DEGREES IN THE DEFENSE CIVILIAN PERSONNEL DATA SYSTEM (DCPDS) PER THE FOLLOWING REPORT FORMAT:

- A. (TITLE) CIVILIAN LICENSES, CERTIFICATIONS, AND RELATED EXPENSES;
- B. DATA ELEMENT;
- C. LICENSE/CERTIFICATE (NAME OF CREDENTIAL AS IT APPEARS ON THE CERTIFICATE);
- D. INITIAL ANNUAL/RENEWAL;
- E. COST OF LICENSE/CERTIFICATE (ADDITIONAL COSTS);
- F. DATE PAID;
- G. AMOUNT PAID;
- H. TRAINING FOR CERTIFICATE/LICENSE.

10. CIVILIAN WORKFORCE DEVELOPMENT OFFICES WILL:

- A. PROMOTE AND MARKET BOTH PROGRAMS TO OPTIMIZE PARTICIPATION;
- B. MANAGE PROGRAM ENROLLMENT, PAYMENT/REIMBURSEMENT, AND PARTICIPANT DOCUMENTATION;
- C. EVALUATE ACADEMIC DEGREE PARTICIPATION;
- D. KEEP RECORDS OF EMPLOYEES AND THE DEGREES THEY RECEIVE.

11. LOCAL COMMANDS WILL PROVIDE MPC-30 QUARTERLY REPORTS WITHIN THIRTY DAYS AFTER EACH QUARTER, E.G. 1ST QUARTER REPORTS DUE 30 JAN. INFORMATION WILL INCLUDE:

- A. RECIPIENT NAME;
- B. POSITION TITLE, SERIES, GRADE;
- C. MINORITY PARTICIPANT IN THE PROGRAM;
- C. COURSE/TRAINING;
- D. DEGREE COMPLETION, CERTIFICATION, LICENSE, OR OTHER;
- E. NAME OF ACCREDITED INSTITUTION;
- F. INCLUSIVE TRAINING DATES;
- G. COST (BY COURSE AND TOTAL FUNDING AUTHORIZED BY FISCAL YEAR);
- H. COMPLETION DATE.

12. EMPLOYEES ARE RESPONSIBLE FOR SELF-DEVELOPMENT, FOR SUCCESSFULLY COMPLETING AND APPLYING AUTHORIZED TRAINING, AND FOR FULFILLING CONTINUED SERVICE AGREEMENTS. IN ADDITION, EMPLOYEES SHARE RESPONSIBILITY TO IDENTIFY TRAINING NEEDED TO IMPROVE INDIVIDUAL AND ORGANIZATIONAL PERFORMANCE.

13. THIS AUTHORITY IS DISCRETIONARY AND IS NOT AN ENTITLEMENT OR BENEFIT OF EMPLOYMENT. COMMANDS ARE RESPONSIBLE FOR ESTABLISHING LOCAL GUIDANCE TO ENSURE FUNDS ARE DISTRIBUTED FAIRLY AND EQUITABLY TO THEIR ENTIRE APPROPRIATED FUND WORKFORCE BASED ON AVAILABLE FUNDING. PROGRAMS OF PROFESSIONAL DEVELOPMENT ADMINISTERED UNDER THIS MARADMIN MUST BE CONSISTENT WITH MERIT SYSTEM PRINCIPLES. IDENTIFICATION AND SELECTION OF EMPLOYEES FOR TRAINING AND DEVELOPMENT OPPORTUNITIES WILL BE CONDUCTED WITHOUT REGARD TO POLITICAL AFFILIATION, RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, MARITAL STATUS, SEXUAL ORIENTATION, STATUS AS A PARENT, AGE, OR HANDICAPPING CONDITION.

14. RELEASE AUTHORIZED BY (SES) MR. M. F. APPELATE, DIRECTOR, MANPOWER PLANS AND POLICY DIVISION.//