

UNITED STATES MARINE CORPS
Programs and Resources Department
Marine Corps Logistics Command
814 Radford Boulevard
Albany, Georgia 31704-0313

7300
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NOV 03 2004

MEMORANDUM

From: Director
To: Distribution

Subj: COMPTROLLER GUIDANCE LETTER NUMBER 10: REIMBURSEMENT FOR
EMPLOYEES COMPLETING CERTIFICATION IN DEFENSE FINANCIAL
MANAGEMENT

Ref: (a) Title 5 USC 5757
(b) Asst Sec of Navy, Manpower and Reserve Affairs memo of 21 Mar 03
(c) DON Field Support Activity ltr 7000 of 10 Sep 03
(d) CMC Washington DC PR FRO Msg 231927Z Jan 04
(e) CMC Washington DC PR FRO Msg 251624Z Feb 04

Encl: (1) Addendum for Professional Certification Reimbursement
(2) SF 1164
(3) Quarterly Request for Reimbursement

1. Purpose: To establish policy governing the reimbursement of expenses associated with taking the exams for Certification in Defense Financial Management.

2. Background: The Enactment of Title 5 US Code 5757 Footnote 1 (dated 6 January 2003) allows for payment of expenses for employees to obtain professional credentials with appropriated funds. The Marine Corps, in accordance with Department of Navy policy, has established credentials for reimbursement. The authority is discretionary and not an entitlement or benefit of employment. The authority may not be exercised on behalf of employees occupying Schedule C or non-career (political) SES positions.

3. Eligibility: Expenses incurred prior to 21 March 2003, are not reimbursable. For expenses incurred between 9 May 2003 and 23 January 2004, individuals are not required to have written approval prior to undertaking the certification process, but must have command approval to receive reimbursement. Certification may be reimbursed with local funds. Subsequent to 23 January 2004, individuals must have written approval prior to undertaking the certification process to receive reimbursement. Reimbursement payments must be paid in the specified O&M, Defense-wide funding. The Command/Activity decision to

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pay/reimburse for an employee's Financial Management Professional Certification should be based upon the following criteria:

- a. Enhances productivity
- b. Improves performance
- c. Increases retention, especially in "high turnover"
- d. Broadens and develops the skill base for a quality work force to accomplish the Marine Corps mission and ensure readiness.
- e. Supports civilian leadership and career path improvements.

4. Reimbursement Policy: Reimbursement for professional financial management credentials can only be funded with the limited specific funding provided by USD (C). HQMC will provide the Line of Accounting to the Logistics Comptroller upon receipt of the quarterly request. The use of local O&M funds is prohibited. Reimbursement is limited to registration fees, exam fees, travel and parking expense directly associated with taking the exam and certification renewal fees. Reimbursement is not authorized for membership dues in societies or associations. Commands/Activities are responsible for certifying pre-approval based on the above criteria prior to the employee enrolling in the certification process. Upon completion of the certification process, reimbursement may be requested. The Fund Administrator will process all appropriate transactions in the Standard Accounting and Budget System. The process is outlined below.

Procedure Phase I

Stage	Who Does it?	What Happens?
1	Employee	Work with supervisor to determine training requirements. Complete the Professional Certification Approval Addendum. Sign and Date
2	Supervisor	Review and approve the Professional Certification Approval Addendum. Sign and date certifying prior approval.
3	Department Head	Review and certify the Professional Certification Approval Addendum.

The approving official signatures should indicate the following:

- the requested certificate is job-related.
- certification meets professional development needs of the employee.
- the employee understands certification requirements and reimbursement procedures.
- the anticipated award date is achievable and realistic.

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4	Employee	Enroll with ASMC for the certification process. Complete the module exams within the allotted time.
5	Employee	Upon certification (having passed the three exam modules), complete the SF 1164 for reimbursement. Attach all receipts and proof of certification. Submit the signed 1164 to your supervisor with the Request for Professional Certification Approval Addendum.
6	Supervisor	Review documentation, sign and date the SF 1164 as approving official.
7	Department Head	Review the documentation, sign and date the SF 1164 as certifying official.
8	Department Head	Submit the completed reimbursement documentation to the Marine Corps Logistics Comptroller.
9	Supervisor	Submit a copy of Employee's certification to the Base Training Office, HRO.

Procedure Phase II

1	LogCom Comptroller	Complete the Quarterly request for Reimbursement of Expenses to Obtain Professional Financial Management Certification. (Format provided by HQMC (RFO))*
2	LogCom Comptroller	Keep the summary request for reimbursement along with supporting documentation for Audit purposes.
3	LogCom Comptroller	Submit the summarized quarterly request to HQMC (RFO).
4	HQMC (RFO)	HQMC RFO will send the Comptroller the Line of Accounting to assign to the SF 1164.
5	LogCom Comptroller	Will provide the LOA to the Fund Administrator.
6	Fund Administrator	Complete the SF 1164 Block for Accounting Classification and Submit the NAVCOMPT Form 2277 to the Vendor Pay Section of Defense Finance and Accounting (DFAS) in Kansas City, MO.
7	DFAS KC Vendor Pay	Reimburse the Eligible by Check.

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*The Command Comptroller will submit a summary of all certified employees on a quarterly basis by the fifteenth of the month following the end of quarter. A summary of employees completing certification in September may be forwarded to HQMC (RFO) in October (New Fiscal year).

5. Point of Contact is Phil Millerd, DSN 567-6029 or commercial (229) 639-5114.


SANDRA F. LEMKE

Distribution: A

Addendum for Professional Certification Approval
This addendum must be approved before any expenses are incurred.

Employee	NAME and PHONE NUMBER	COMMIT/APPROVE	SIGN & DATE
Supervisor			
Work Address			

Certification in Defense Financial Management First Time Renewal
 (Ref: Marine Corps Logistics Command Policy)

Module # _____ Cost _____ Renewal Costs _____

Module # _____ Cost _____

Module # _____ Cost _____

Projected date/timeframe for taking exams: _____ Completion Date _____

Training for the Exam: What training would you like to pursue?

Centralized CDFM. State course name/Projected date

Formal classroom: State course name/ Provider/Cost Projected date

Self study during official duty time at the work site:

State projected number of hours /costs.

Quarterly Request for Reimburse. Expenses to Obtain Professional Management Certifications

**COMMAND/ACTIVITY:
REPORT DATE:**

	Employee Name	Certification Type	Date of Certification	Registration Fees	Exam Fees	Travel Expenses	Parking Fees	TOTAL
1	Joan Smith	CCM	3-Sep-03	\$15.00	\$150.00	\$10.00	\$8.00	\$183.00
2	Tom Jones	CCC	3-Sep-03	\$25.00	\$175.00	\$0.00	\$0.00	\$200.00
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
TOTALS				\$40.00	\$325.00	\$10.00	\$8.00	\$383.00