



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY**  
**UNIT 29351**  
**APO AE 09014-9351**

AEAGA-CE

29 March 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Delegation of Authority to Approve Payment of Expenses to Obtain Professional Credentials for Army Civilian Employees

This memorandum expires in 1 year.

1. References:

a. Memorandum, Office of the Secretary of Defense, 17 June 2002, subject: Payment of Expenses to Obtain Professional Credentials.

b. Memorandum, Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs), 20 June 2003, subject: Payment of Expenses to Obtain Professional Credentials for Army Civilian Employees.

2. Reference 1b authorizes major Army commands to pay for the expenses of Army civilian employees to obtain and renew professional credentials, including expenses for professional accreditation, professional licenses, certification, and examinations to obtain such credentials. Commanders of USAREUR major subordinate and tenant commands (AE Reg 10-5, app A) and HQ USAREUR/7A staff principals are hereby delegated authority to approve the payment of these expenses for U.S. appropriated fund (APF) and nonappropriated fund (NAF) employees assigned to their command or organization. This authority is effective on the date of this memorandum and is not retroactive. It may be further delegated in writing to the lowest practical level.

3. The payment of expenses associated with licensing and certification, such as travel and per diem costs to take a required exam for certification, may be authorized only when deemed critical to mission accomplishment and required for the employee's position by local, State, or Federal authority. Payment for academic degrees or fees for membership in professional societies or organizations is not authorized.

4. Commanders and staff principals may authorize the payment of expenses when it benefits their command or organization, enhances the job performance of employees, and supports the Army mission and goals. The payment of expenses may also be used as an incentive to help recruit and retain high-quality personnel. No additional funds have been allocated for these expenses. Commands and organizations must use their own funds.

5. Commanders and staff principals will ensure that this authority is used in strict compliance with applicable laws, policy, regulations, and requirements prescribed by the Office of Personnel Management, the Department of Defense, and the Department of the Army.

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6. The Civilian Personnel Directorate, Office of the Deputy Chief of Staff, G1, HQ USAREUR/7A, will—

- a. Provide command-level feedback.
- b. Provide commanders periodic reports to help them manage their programs.
- c. Reevaluate the delegation of this authority as part of the transition to the National Security Personnel System.

7. USAREUR procedural guidance for this policy is available at <http://www.chrma.hqusareur.army.mil>. The POC is Ms. Quasny, DSN 375-2543.

FOR THE COMMANDER:



WILLIAM E. WARD  
Lieutenant General, USA  
Deputy Commanding General/  
Chief of Staff

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