



DEPARTMENT OF THE NAVY
NAVAL FACILITIES ENGINEERING COMMAND SOUTHWEST
1220 PACIFIC HIGHWAY
SAN DIEGO, CA 92132-5190

NAVFACSWINST 12410.1

CM

JUN 13 2007

NAVFAC SOUTHWEST INSTRUCTION 12410.1

Subj: CIVILIAN AFTER-HOURS EDUCATION AND PROFESSIONAL
CREDENTIALS AND LICENSES

Ref: (a) Title 5 U.S.C., Section 4103-4109 Government
Organization and Employees
(b) Title 5 CFR Part 410 of Jan 1, 2006 Office of
Personnel Management
(c) ASN (M&RA) Memo of 21 Mar 03
(d) ASN (M&RA) Memo of 3 May 04
(e) Commander NAVFAC ltr of 4 Aug 05, Payment of Expenses
to Obtain Civilian Academic Degrees and Professional
Credentials and Licenses
(f) Department of the Navy (DON) Acquisition
Workforce Tuition Assistance Program (AWTAP)

Encl: (1) Civilian After-Hours Education and Professional
Credentials and Licenses Application Form
(2) DD Form 1556, Request, Authorization, Agreement,
Certification of Training and Reimbursement
(3) Request for Reimbursement of Fees for Professional
Credentials and/or Licenses
(4) SF 1164 Claim for Reimbursement for Expenditures on
Official Business
(5) Payment of Expenses to Obtain Civilian Academic
Degrees and Professional Credentials Licenses
Report Form

1. Purpose. Promulgate policy, provide guidance and outline
procedures for the management of the Civilian After-Hours
Education and Professional Credentials and Licenses for
employees at Naval Facilities Engineering Command (NAVFAC)
Southwest within the guidelines of references (a) through (f).

2. Cancellation. This cancels PWCSO Instruction 12410.6F and
SOUTHWESTNAVFACENGCOM Instruction 12410.1A.

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3. Background

a. References (a) through (e) provide broad policy and program guidelines for the establishment and execution of an effective training and development program for civilian employees. NAVFAC Southwest recognizes the importance of investment in civilian employee development and training. Academic Degrees, Technical Proficiency, Professional Credentials and Licenses are instrumental to personal growth and retention of a quality civilian workforce.

b. NAVFAC Southwest civilian employees are encouraged to continuously update and expand their knowledge and skills to enhance their performance and productivity through after-hours education courses. This program is designed to assist full-time civilian employees to pursue an academic degree, take courses to maintain technical proficiency and seek professional credentials or licenses consistent with the Community Management objectives for their field. The specific courses, degree program and credentials and/or licenses sought must align with NAVFAC's mission and Community Management Plans, and NAVFAC Southwest strategic goals.

c. This instruction shall not be confused with the Defense Acquisition University (DAU) and Acquisition Workforce Tuition Assistance Program (AWTAP) of reference (f) which is funded separately by DAU.

d. This program will not be used to pay for renewal fees for professional credentials, licenses or membership fees in associations.

4. Eligibility

a. Applicants must be full time career or career-conditional civilian employees of NAVFAC Southwest. Military members are referred to active duty related programs and AWTAP as per reference (f).

b. Civilian personnel covered by the Defense Acquisition Workforce Improvement Act (DAWIA) may apply for tuition assistance under this NAVFAC Southwest program only if their application to Director of Acquisition Career Management (DACM)

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AWTAP is not approved due to funding or policy restraints. Proof of rejection must accompany the required application package. Packages requesting Command funding will be reviewed on a case by case basis by members of the Community Management Coordination Team (CMCT). Rejections from AWTAP must be for reasons other than that the employee has already utilized the maximum amount permitted under AWTAP.

c. In addition, because AWTAP will not pay for books, reimbursement for books is authorized through the Command's tuition reimbursement program with the submission of DD1556 enclosure (2) prior to the start date of the class as long as the requestor has not exceeded the maximum amount permitted under AWTAP. Along with a DD1556, those applying for reimbursement for books must forward the e-mail received reflecting course approval through AWTAP to the CMCT's After-Hours Tuition Reimbursement coordinator. Reimbursement is through the process outlined under "Reimbursement Guidelines."

5. Policy

a. Civilian After-Hours Tuition Assistance to obtain academic degrees:

(1) Funding is authorized for civilian employees participating in planned, systematic, and coordinated professional development after-hours degree program as outlined in references (a) and (c). Employees participating must submit an application, enclosures (1) and (2), to their supervisor that reflects a long-term educational plan when applying for the program. The highest-level degree applied for is not to exceed the goals established for the employee's community. Such programs must meet all of the following criteria:

(a) Financial support for the program is preplanned rather than ad hoc.

(b) Consists of a sequenced set of instruction or assignments that clearly support organizational objectives.

(c) Funding is limited to a maximum of \$6,300 per Fiscal Year per employee.

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(d) Employees must agree to work for a Government agency for three times the length of the training period, the period of obligated service begins the day after the last class is completed, i.e. employee attending an academic degree full time for one year and training is completed on January 1, 2006, employee must agree to work for a Government agency until January 1, 2009 or reimburse the government. For part time, the period of obligated service will be computed in accordance with Department of the Navy (DON) guidance related to time and cost factors.

(2) The employee must receive approval from each of the following prior to the start date of the class/educational program:

(a) Supervisor.

(b) Business Line Coordinator (BLC), Support Line Coordinator (SLC) or Community Manager (CM).

(c) The designated Community Management Coordination Team (CMCT) Liaison. Authority may be granted only within funding limits and availability of funds. BLCs/SLCs/CM have the authority to approve certain courses listed on the employee's application and disapprove others if it is deemed that the courses do not support NAVFAC's Mission or NAVFAC Community Management Plans. After the final decision is made, the supervisor will notify the employee.

(3) Participants may voluntarily withdraw from the program for personal or work-related reasons. Re-entry is by application and review by the CMCT Liaison, and affiliated BLC or SLC. Approval is not guaranteed.

(4) Participants may be dismissed from this program if:

(a) Not progressing per approved schedule.

(b) Not maintaining satisfactory grades.

(c) Not maintaining satisfactory work performance evaluations.

(d) As budget constraints may dictate.

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(e) If program is terminated for any reason.

b. Civilian After-Hours Tuition Assistance for technical proficiency:

(1) Funding is authorized for employees to provide a means for systematically developing work related skills to meet current and future staffing and expertise requirements to accomplish the NAVFAC Southwest mission. Employees wishing to enroll in after-hours courses for technical proficiency must submit enclosures (1) and (2) to their supervisor that reflects course titles with course descriptions for approval per fiscal year. Such courses must meet all of the following criteria:

(a) Consist of a sequenced set of instruction or assignments that clearly support organizational objectives.

(b) Support an immediate technical proficiency requirement directly related to the performance of the official mission related duties.

(c) Funding is limited to a maximum \$3,000 per fiscal year, per employee.

(2) The employee must receive approval from each of the following prior to the start date of the class/educational program:

(a) Supervisor.

(b) Business Line Coordinator (BLC), Support Line Coordinator (SLC), Community Manager (CM).

(c) The designated Community Management Coordination Team (CMCT) Liaison. Authority may be granted only within funding limits. BLCs/SLCs/CM have the authority to approve certain courses listed on the employee's application and disapprove others if it is deemed that the courses do not support NAVFAC's Mission or NAVFAC Community Management Plans. After the final decision is made, the supervisor will notify the employee.

(3) Tuition assistance under this sub-part must be in support of NAVFAC's mission, and deemed in the best interest of the Navy.

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c. Civilian After-Hours Tuition Assistance for Professional Certifications and Licenses:

(1) Funding is authorized for employees seeking professional certifications and licenses within their career field and are support of NAVFAC's Mission and NAVFAC Community Management Plans. Payment is permitted as follows:

(a) Funding for certification or license courses is directly related to the improvement of employee performance of official duties. Official duties are those authorized duties, which the employee is presently performing or can be reasonably expected to perform in the future.

(b) Program will pay for one review class per each type of license or certification sought, and one set of reference materials or CD's needed for the review class. Fees for the review class are paid up front rather than on a reimbursable basis.

(c) Fees for professional examinations will be reimbursed following the successful completion of the licensing examination.

(d) Reimbursement for travel and per diem is not authorized.

6. Application Process

a. For paragraphs 5a and 5b of this instruction, enclosures (1) and (2) must be submitted to the applicant's supervisor for approval/disapproval. If approved, the application package is presented to the BLC/SLC or CM for review and approval/disapproval. Authorizing officials should ensure that the requests are in support of NAVFAC Southwest's Mission. Applications must be screened by the BLC/SLC or CM. Evaluation criteria include:

(1) Verification of an approved and fully accredited academic institution.

(2) Identification of long-term educational plan.

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(3) Demonstration that applicant's educational goals align with appropriate NAVFAC Southwest Community Management Plans.

(4) Availability of funding.

b. If approved, periodically, but no less than once a year, the Supervisor, BLC/SLC/CM, and CMCT Liaison will review and evaluate each employee participant's progress, and identify availability of funds for the next Fiscal Year.

c. For paragraph 5c of this instruction, employees wishing to enroll in licensing or certification review/preparatory courses may submit their request on a DD Form 1556 (enclosure (2)). The Supervisor and/or Business Line or Support Line designated representative, along with the assigned CMCT Liaison, must approve the request prior to the start date of the course.

7. Reimbursement Guidelines

a. Payments under this authority must adhere to the guidance set forth in reference (e) and be consistent with the career development requirements listed in the employee's Community Management Plan and Individual Development Plan.

b. Reimbursement is permitted for course(s) of post-secondary or technical proficiency education delivered through classroom, electronic, or other methods provided that it is administered or conducted by an institution that is accredited by a nationally recognized accrediting body to provide a curriculum of post-secondary education. Courses must be taken for academic credit when credit is available. Also qualifying are adult high school courses for which college credit is given. The Department of Education publishes a listing of accredited bodies at www.ed.gov.

c. Approval of a course(s) in advance is required prior to the class start date. Failure to obtain prior appropriate approval by all identified members of the approval chain, including the CMCT Liaison, will result in the denial of request for reimbursement. Participants will submit one training request DD Form 1566 (enclosure (2)), for each course title with a course description for approval by the employee's supervisor.

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The CMCT Liaison will review submitted materials to ensure requirements are met and notify applicant if course(s) is approved/not approved. The approval is subject to the availability of funds.

d. Approved tuition assistance cost will be reimbursed as follows:

(1) The employee completes and submits enclosures (2), (4) and (5), along with necessary receipts.

(2) Upon verification of the course being satisfactorily completed with a grade of "C" or better.

(3) Documentation of course completion is submitted to the appropriate member of the Financial Management Department, with a copy to the Community Management Coordination Team (CMCT) within 45 calendar days after completion of the course, but prior to or concurrent with request for reimbursement.

e. Reimbursement under this program cannot be used to pay for existing student loans.

f. Employees who fail to complete a course, or receive a class grade below "C", will not receive tuition reimbursement for that course.

g. Related costs, such as deferred payment fees, library fees, fees for student activities, student unions, facilities, travel, etc. are not reimbursable.

h. Funding will be available for total cost of tuition and books required for the course and additional expenses including, supplies and parking fees. These costs will be paid on a reimbursable basis after satisfactory evidence of participant's completion of training. The participant must provide receipts for the tuition and book costs and submit a request for reimbursement.

i. Reimbursement for professional licenses or certifications will be made upon successful receipt of the credential. Reimbursement shall be through the completion of enclosures (3), (4), and (5) along with proof of license/certification attainment.

j. The following stipulations apply for participants receiving funding from other sources.

(1) If other federal financial aid programs provide equal to or greater assistance available through this program, the participant is not eligible for reimbursement exceeding the total cost of tuition up to the allowable amount identified in this instruction. No duplication of benefits will be permitted that exceed the total cost of tuition. Example: Tuition cost is \$8,000 per Fiscal Year. The participant receives \$6,300 from AWTAP, and wishes to seek additional funding from the Command. Because the employee has already received the maximum, no further financial benefits will be allowed.

(2) If other financial aid programs provide assistance with this program, the employee is eligible to receive the difference between the other financial aid benefits up to the total cost of tuition and allowable amount identified in this instruction. Example: If tuition cost is \$8,000 per Fiscal Year, and the participant receives \$4,000 from AWTAP, but due to funding shortfalls, AWTAP cannot reimburse the participant further. Because benefits do not exceed the maximum permitted under this instruction (\$6,300 per employee, per FY), the employee may apply to the Command to receive funding for the difference (\$2,300). Funding is not guaranteed.

k. Employees will not be paid holiday, overtime, compensatory time, or night differential pay while in training except as required by the Fair Labor Standards Act. Employees working alternative work schedules shall follow local activity guidance for work schedule reporting.

l. Funding may not be provided by contract or grant, or through student reimbursement, to an institution of higher education or any sub-element of that institution if either the parent institution or sub-element of that institution has a

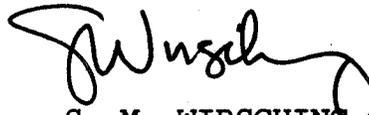
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policy or practice that prevents Reserve Officers Training Corps (ROTC) units or student ROTC participation, or prevents military recruiting on campus or access to student directory information.

m. Approving officials shall ensure that the program is implemented in a manner that will result in better organizational or individual performance. The use of this program for professional development shall be considered as a part of the overall assessment.

n. Programs for professional development administered under this policy must be consistent with Merit System Principles. Identification and selection of employees for training and development opportunities must be done fairly and equitably, without regard to political affiliation, race, color, religion, national origin, sex, marital status, sexual orientation, status as a parent, age, or physical condition.

8. Action. Personnel shall follow policy and procedures as outlined in this instruction for tuition assistance/reimbursement, obtaining academic degrees, technical proficiency and professional credentials and licenses.



S. M. WIRSCHING

Distribution:
All NAVFACSW Personnel

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**CIVILIAN AFTER-HOURS EDUCATION AND PROFESSIONAL
CREDENTIALS AND LICENSES APPLICATION FORM**

YOUR COMPLETE APPLICATION PACKAGE MUST INCLUDE:

1. Naval Facilities Engineering Command Southwest Civilian After-Hours Education and Professional Credentials and Licenses Form.
2. Cost of annual classes for Academic Degree. (Funding is limited to a maximum \$6,300 per Fiscal Year).
3. Cost of annual classes for Technical Proficiency. (Funding is limited to a maximum of \$3,000 per Fiscal Year).
4. Cost for Professional Credential or License. (Funding is limited to a maximum of \$3,000 per Fiscal Year).
5. Copy of IDP.

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CIVILIAN AFTER-HOURS EDUCATION AND PROFESSIONAL CREDENTIALS AND LICENSES

FUNCTIONAL AREA:	Under Graduate Degree	Annual Cost
A/C	Acquisition/Procurement	
ESP	Engineering, Scientific & Planning	
FM	Financial Management	
IT	Information Technology	
MG	Management	
PWS	Public Works Management/Support	
RE	Real Estate	
CM	Community Management	

FUNCTIONAL AREA:	Graduate Degree	Annual Cost
A/C	Acquisition/Procurement	
ESP	Engineering, Scientific & Planning	
FM	Financial Management	
IT	Information Technology	
MG	Management	
PWS	Public Works Management/Support	
RE	Real Estate	
CM	Community Management	

FUNCTIONAL AREA:	Technical Proficiency	Annual Cost
A/C	Acquisition/Procurement	
ESP	Engineering, Scientific & Planning	
FM	Financial Management	
IT	Information Technology	
MG	Management	
PWS	Public Works Management/Support	
RE	Real Estate	
CM	Community Management	

FUNCTIONAL AREA:	Professional Credential or License	Annual Cost
A/C	Acquisition/Procurement	
ESP	Engineering, Scientific & Planning	
FM	Financial Management	
IT	Information Technology	
MG	Management	
PWS	Public Works Management/Support	
RE	Real Estate	
CM	Community Management	

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**DD FORM 1556 -
REQUEST, AUTHORIZATION, AGREEMENT, CERTIFICATION OF TRAINING AND REIMBURSEMENT**

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. Sections 4101 - 4118; and E.O. 9397.

PRINCIPAL PURPOSE(S): To request training by employees or military personnel and to document the authorization for expenses of such training, agreements for continuation in service following training, certificates of training, and any reimbursement obligations contracted by personnel or employees as a result of receiving training.

ROUTINE USE(S): Civilian training information is provided to Office of Personnel Management (OPM) for data reporting purposes stipulated in 5 U.S.C. 4115.

DISCLOSURE: Voluntary; however, failure to furnish the requested information may result in your ineligibility for participating in this training.

GENERAL INSTRUCTIONS

This is a multi-purpose form. It will be used for all training incidents. Specific guidelines for data input will be set by each DoD component. Data required by the Office of Personnel Management.

COPY DISTRIBUTION

Copy 1: File in the training/personnel folder.

Copy 2: For Agency ADP System.

Copy 3: Give vendor to nominate employee.

Copy 4: Give vendor as the obligation for approved costs.

Copy 5: Give vendor to return to confirm nomination status.

Copy 6: Give finance office to authorize payments.

Copy 7: Give finance office to authorize any separate payments for books, material or other costs.

Copy 8: Give employee.

Copy 9: Use to evaluate training.

Copy 10: Keep at originating office.

COMPLETION INSTRUCTIONS

Item A - May be found in items 33 and 35 of Standard Form 50, "Notification of Personnel Action," when/if required.

Item B - Follow DoD component instructions.

Item C - Follow local procedures. Normally X beside "initial."

Item D - If this is an amendment, enter number.

SECTION A - TRAINEE / APPLICANT INFORMATION

Item 1 - Fill in trainee's name. If more than one nominee, list on separate sheet.

Item 2 - Enter first five letters of trainee's last name.

Item 3 - Enter trainee's Social Security number.

Item 4 - Enter appropriate code for trainee's educational level.

00 - Not applicable	11 - 3 years of college
01 - No formal or some elementary	12 - 4 years of college
02 - Elementary graduate	13 - Bachelor Degree
03 - Some high school	14 - Post Bachelor
04 - High school graduate or certificate of equivalency	15 - 1st Professional
05 - Terminal Occupational Program (TOP)	16 - Post 1st Professional
06 - TOP Certificate	17 - Master Degree
07 - Started college	18 - Post Master
08 - 1 year of college	19 - 6th year Degree
09 - 2 years of college	20 - Post 6th year
10 - Associate Degree	21 - Doctorate Degree
	22 - Post Doctorate

Item 5 - Enter years and months of continuous Federal Government service.

Item 6 - Follow local procedures.

Item 7 - Follow local procedures.

Item 8 - Self-explanatory.

Item 9 - Self-explanatory.

Item 10 - Self-explanatory.

Item 11 - Enter trainee's organization name.

Item 12 - Enter trainee's organization mailing address.

Item 13 - Enter submitting organization's six digit unit identification code (UIC). (*See DoD component instructions.*)

Item 14 - Enter appropriate code or abbreviation.

CC - Career Conditional	1 - Regular
C - Career	2 - Reserve
T - Temporary	3 - National Guard
E - Excepted	I - Intermittent

Item 15 - To be computed and filled in by the nominating training office.

Item 16 - Self-explanatory

SECTION B - TRAINING COURSE DATA

Items 17, 18, and 19 - Self explanatory.

Item 20 - Course Codes. See back.

Item 21 - Total hours are determined by multiplying hours attended per week by the number of weeks of the course. Duty and non-duty hours are self-explanatory. Enter one hour or more; round fractions up.

Item 22a - Follow DoD component instruction.

Item 22b - Enter training source catalog/course ID number.

Item 22c - Follow local procedures.

Items 23a & b - Enter in year, month, day sequence the course dates (*In YYYYMMDD format, e.g., June 15, 2000 would be entered as 20000615.*)

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DD FORM 1556 INSTRUCTIONS (Continued)**SECTION B - TRAINING COURSE DATA (Continued)**

Item 20 - COURSE CODES - Enter appropriate codes from those listed below.

A - PURPOSE

- | | |
|---------------------------------|-----------------------------------|
| 1 - Mission or program change | 5 - Meet future staffing needs |
| 2 - New technology | 6 - Develop unavailable skills |
| 3 - New work assignment | 7 - Trade or craft apprenticeship |
| 4 - Improve present performance | 8 - Orientation |
| | 9 - Adult basic education |

B - TYPE

- | | |
|---|-----------------------------|
| 1 - Executive and management | 5 - Specialty and technical |
| 2 - Supervisory | 6 - Clerical |
| 3 - Legal, medical, scientific or engineering | 7 - Trade or craft |
| 4 - Administration and analysis | 8 - Orientation |
| | 9 - Adult basic education |

C - SOURCE

- | | |
|---------------------|---|
| A - US Army | S - Defense Logistics Agency |
| D - Other DoD | 2 - Government-Interagency |
| F - US Air Force | 3 - Non-Government, designed for agency |
| M - US Marine Corps | 4 - Non-Government - off-shelf |
| N - US Navy | 5 - State or local Government |

D - SPECIAL INTEREST

- 0 - No special program 1 - Executive Development 2 - Supervision

E - TRAINING VENDOR

Follow DoD component instructions.

F - SECURITY CLEARANCE OF COURSE

- U - Unclassified C - Confidential S - Secret T - Top Secret

G - ALLOCATION STATUS

- 1 - Primary 2 - Alternate 3 - Space Available

H - PRIORITY

Enter priority 1, 2, or 3 in accordance with DoD Instruction 1400.25-M, chapter 410.

I - TRAINING LEVEL

- | | | |
|-----------------|------------------------|----------------------------|
| 1 - Elementary | 3 - Vocational/ | 4 - College, undergraduate |
| 2 - High School | Technical/Secretarial/ | 5 - College, graduate |
| | Business/Commercial/ | 6 - College, post graduate |
| | Administrative | |

J - METHOD OF TRAINING

- | | |
|----------------------------------|--------------------------|
| 1 - On-the-job training (formal) | 6 - Directed study |
| 2 - Rotation of work assignment | 7 - Classroom (resident) |
| 3 - Seminar (training) | 8 - Classroom (on site) |
| 4 - Conference/meeting/symposium | 9 - Test/Equivalency |
| 5 - Correspondence | |

K - TRAINING PROGRAM

Follow DoD component instructions.

L - REASON FOR SELECTION OF COURSE

- 1 - Quality of training
- 2 - Most cost effective
- 3 - Unique capability of training source
- 4 - Location
- 5 - Not available in Government
- 6 - Incidental to procurement of equipment
- 7 - Timeliness

SECTION C - COSTS AND BILLING INFORMATION

Item 24 - X if applicable.

Items 25a & b - Enter dollars and cents.

Item 25c - Sum of items 25a & b. *(See Note below)*

Item 25d - Follow DoD component instructions.

Items 26a & b - Enter dollars and cents.

Item 26c - Sum of items 26a & b. *(See Note below)*

Items 27 & 29 - For finance office use. Enter only one accounting classification on each DD 1556.

Items 28 & 31 - Follow local procedures.

Item 30 - Sum of items 25c & 26c.

Note: For a group, totals are for all trainees.

SECTION D - APPROVALS/CONCURRENCE/ CERTIFICATION

Item 32 - To be certified/signed by supervisor of trainee.

Item 33 - To be certified/signed by the official designated CPO Head of Training.

Item 34 - Follow local procedures.

Item 35 - School official complete, sign, date and return copy 5.

Item 36 - If course completed, enter date and grade; if not, return form with explanatory memo to Training Officer identified in item 33.

Items 37 & 38 - Follow local procedures.

SECTION E - TRAINEE AGREEMENT/CERTIFICATION

(Back of Copy 1)

The trainee (applicant) must read and understand the statements contained in this section. If there are any questions, please contact the nominating activity Training Office.

Item 38f - To be completed by nominating Training Office.

Item 39 - To be signed and dated by employee nominated for non-government training.

SECTION F - TRAINING VENDOR

(Back of Copies 3, 4 & 5)

Items 40 & 43 - Instructions on back of copy 3.

Item 44 - Back of Copy 5 - Mailing Address Nominating Agency - To be filled in by nominating Training Office.

SECTION G - FINANCE

(Back of Copies 6 & 7)

Items 45, 46, or 47 as appropriate, filled in by the nominating activity Training Office.

SECTION H - EVALUATION

(Copy 9)

To be completed by trainee and immediate supervisor after training is completed *(following agency instructions)*.

X the appropriate copy designator.

Copy 1- AGENCY (TRAINING/PERSONNEL FOLDER) Copy 6- AGENCY (FINANCE/DISBURSING, TUITION)

Copy 7- AGENCY (FINANCE/DISBURSING, BOOKS, Etc.) Copy 8- AGENCY EMPLOYEE

Copy 10- ACTIVITY (OPTIONAL USE)

REQUEST, AUTHORIZATION, AGREEMENT, CERTIFICATION OF TRAINING AND REIMBURSEMENT

A. AGENCY CODE AND SUBMITTING OFFICE NUMBER (xx-xx-xxxx) B. STANDARD DOCUMENT NUMBER (Org. Identifier/FY/Doc./Type code/Serial Number) C. REQUEST STATUS OR PROCESS CODE (X one) D. AMENDMENT NO.

SECTION A - TRAINEE / APPLICANT INFORMATION

1. NAME (Last, First, Middle Initial) 2. 1st 5 LETTERS OF LAST NAME 3. SOCIAL SECURITY NUMBER 4. ED. LEVEL 5. CONTINUOUS FEDERAL SVC. 6. HOME ADDRESS 7. TELEPHONE NUMBERS 8. POSITION TITLE 9. POSITION LEVEL 10. PAY PLAN/SERIES/GRADE/STEP 11. ORGANIZATION NAME 12. ORGANIZATION MAILING ADDRESS 13. ORGANIZATION UIC 14. TYPE OF APPOINTMENT 15. NO. PRIOR NON-GOVERNMENT TRAINING DAYS

SECTION B - TRAINING COURSE DATA

17. COURSE TITLE 18. TRAINING OBJECTIVES (Benefits to be derived by the Government) 18. RECOMMENDED TRAINING SOURCE, SCHOOL OR FACILITY 20. COURSE CODES 21. COURSE HOURS 22. COURSE IDENTIFIERS 23. TRAINING PERIOD 24. IF TRAINING DOES NOT INVOLVE EXPENDITURE OF FUNDS OTHER THAN SALARY, PAY OR COMPENSATION.

SECTION C - COST INFORMATION (Costs incurred and billed are not to exceed amount in item 30.)

25. DIRECT COSTS 26. INDIRECT COSTS (For information only) 27. ACCOUNTING CLASSIFICATION 29. SIGNATURE OF FISCAL OFFICER 30. TOTAL OF DIRECT & INDIRECT COSTS

SECTION D - APPROVAL/CONCURRENCE/CERTIFICATION

32. SUPERVISOR: I certify training is job related and nominee meets prerequisites. 33. TRAINING OFFICER: I certify this training meets regulatory requirements. 34. AUTHORIZING OFFICIAL 35. COURSE ACCEPTANCE 36. COURSE COMPLETION 37. BILLING INSTRUCTIONS 38. CERTIFYING GOVERNMENT OFFICIAL

TRAINING FACILITY: Invoice should be sent to office indicated in item 37. Please refer to standard document number given in item B at top of page to assure prompt payment.

Reset

18 JUN 2000

From: (Employee)
To: (Approving Official)

Subj: REQUEST FOR REIMBURSEMENT OF FEES FOR PROFESSIONAL CREDENTIALS
AND/OR LICENSES

Encl: (1) SF-1164

1. Enclosure (1) is forwarded, with proper documentation, requesting reimbursement for the costs associated with the below listed certification or license.

Certification or License:

Certification or License Period: (from) _____ (to) _____.

I certify that this professional credential or license is listed in my Community Management Plan.

(Employee Signature)

(Date)

Approved/Disapproved:

(Business Line/Support Line Coordinator Signature)

Please retain a copy of this form for your records and forward an approved copy to your local Community Management Liaison.

Enclosure (3)

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NAVAL FACILITIES ENGINEERING COMMAND SOUTHWEST
PAYMENT OF EXPENSES TO OBTAIN CIVILIAN ACADEMIC DEGREES,
AND PROFESSIONAL CREDENTIALS AND LICENSES

Field Component: _____ Field Component POC: _____

Employee: _____ SSN: _____

Title, Series, and Grade: _____

Technical Proficiency/License/Professional Credential Information

Issuing Institution or Organization: _____

License or Professional Credential Name: _____

Date License or Credential was obtained: _____

Initial: _____

Total Cost: _____

Date Paid: _____

Course for Technical Proficiency _____

Explain how Professional Credential, License, or Technical Proficiency is necessary or beneficial for the employee in the performance of official duties. All licenses must be listed in the employee's Community Management Plan.

Academic Degree Information:

College or University: _____

Academic Degree Type: _____

Date Academic Degree Obtained (if applicable): _____

Cost Per Course: _____

Date Paid: _____

Explain how an academic degree is necessary or beneficial for the employee in the performance of official duties. All degrees must be listed in the employee's Community Management Plan as required or desired.

Attach:

- If Applicable, competitive procedures
- Individual Development Plan
- Proof of successful receipt of license, professional credential or course passing grade