

U.S. Department of Energy

OAK RIDGE OPERATIONS OFFICE

ANNOUNCEMENT

3410

October 2, 2003

SUBJECT: REIMBURSEMENT FOR PROFESSIONAL CREDENTIALS

Beginning October 1, 2003, ORO implemented its reimbursement for professional credentials policy. ORO will reimburse employees up to \$350 per fiscal year for expenses incurred to obtain professional credentials deemed advantageous to the government. Employees who incur expenses associated with one or more of the categories included on the attached List of Pre-Approved Professional Credentials and Examinations may submit requests for reimbursement through their supervisor to the Human Resources Division (HRD) for concurrence. HRD will forward requests to the Oak Ridge Financial Service Center (ORFSC) for payment. Please note that taxes are not reimbursable under this policy.

Requests for reimbursement of expenses related to credentials and examinations not already included on the Pre-Approved List will be reviewed to assess the advantage to the government. The review will be conducted by a committee chaired by the Training and Development Group, one Union representative when the requestor is a bargaining unit employee, and one subject matter expert. The committee will be convened by HRD as needed. Supervisors who receive requests for reimbursement for credentials and examinations not included on the Pre-Approved List should forward the request(s) to HRD as soon as possible in order to assure that all requests can be considered by the committee in a timely fashion. The committee's decision will be accepted as final by all parties and is not grievable under the negotiated grievance procedure. HRD will notify the requesting employee and his/her supervisor of the committee's decision and forward the request to the ORFSC for payment if appropriate.

All requests for reimbursement must be submitted through supervisory channels and the HRD using the attached form and must include clear invoices and/or receipts associated with expenses incurred. Employees must achieve a grade of "Pass" on all examinations in order to be eligible for reimbursement, and must submit verification of such grades. Under no circumstances will the amount of reimbursement exceed \$350 for the combined total expense of all credentials and examinations for any given fiscal year.

Reimbursement for all requests, including those on the Pre-Approved List, is subject to funding availability. During periods when funding is limited and restrictions have been imposed by senior management in order to conserve funds, reimbursement will be limited to only those credentials and examinations that are required in order to meet minimum Office of Personnel Management qualification requirements for Federal employment.

The list of Pre-Approved Professional Credentials and Examinations will be maintained as a living document and can be found on the ORO Human Resources website at <http://www.oro.doe.gov/pmab/Benefits/Benefits.htm>. Questions regarding this policy should be directed to Edward Dunbar, Human Resources Specialist, at (865) 576-0670.



Melanie M. Kent, Chief
Personnel and Management
Analysis Branch

Attachments

Oak Ridge Operations
Pre-Approved List of Credentials and Examinations

Licenses

Law (any state; any field)

Nursing

Public Accountant (CPA)

Professional Engineer (PE) – Any State or DC

Certifications and Registrations

Occupational Health Nurse Specialist (COHNS)

Acquisition Contracts Manager (CACM)

Compensation Professional (CCP)

Environmental Systems Manager (CESM)

Fire Protection Specialist (CFPS)

Government Financial Manager (CGFM)

Hazardous Materials Manager (CHMM)

Health and Safety Auditor (CHSA)

Health Physicist (CHP)

Industrial Hygienist (CIH)

Internal Auditor (CIA)

Professional Manager (CPM)

Professional Property Administrator (CPPA)

Professional Property Manager (CPPM)

Professional Property Specialist (CPPS)

Safety Professional (CSP)

Criticality Safety Engineer (CCSE)

Professional Geologist (CPG)

Professional in Human Resources (PHR)

Project Manager (PM)

Project Manager Professional (CPMP)

Environmental Manager (REM)

Environmental Property Assessor (REPA)

Land Surveyor (RLS)

Professional Industrial Hygienist (RPIH)

Senior Professional in Human Resources (SPHR)

Administrative Professional (CAP)

Employee Assistance Professional (CEAP)

Memberships

Memberships will be decided on a case-by-case basis. Generally memberships are not covered by this policy except for:

1. Membership is a prerequisite to obtaining a credential
2. Membership is directly related to necessary cost to and is a precedent to undergoing the training to obtain credential
3. Membership would reduce the cost or training.

Examinations

Engineer-in-Training (EIT)

Professional Engineer (PE)

Public Accountant (CPA)

Project Manager (PMI)

**REIMBURSEMENT VOUCHER FOR
PROFESSIONAL CREDENTIALS AND EXAMINATIONS**

U.S. DEPARTMENT OF ENERGY, OAK RIDGE OPERATIONS (Department, Bureau, or Establishment) Payee's Name:	PAYMENT INFORMATION <input type="checkbox"/> Use information currently on file
Organization:	Bank/Credit Union:
Budget and Reporting Code (if known):	Account Number:
	Name on Account:

If reimbursement is being requested for more than one Professional Credential/Examination, each must be itemized below.

Professional Credential/Examination	Date Paid	Duration of Professional Credential/Examination	Expense Incurred

Total Amount of Reimbursement Requested (not to exceed \$350):

Section A - Certifications

I certify that the expenses claimed herein are correct and proper.

Employee _____
Date

I have reviewed this request for reimbursement and concur that the Professional Credentials/Examinations for which reimbursement is requested are included on the ORO Pre-Approved List or are not on the pre-approved list and require the convening of the review committee.

Division Director or above _____
Date

Section B – Concurrence (Please forward to your Human Resources Specialist, AD-442)

I concur that this request is in conformance with ORO policy guidance for the requested reimbursement.

Director, Human Resources Division _____
Date

Section C – Request Not On Pre-Approved List

The following should be signed if the Professional Credentials/Examinations for which reimbursement is being requested are not on the ORO Pre-Approved List.

The ORO Professional Credentials/Examinations Review Committee has conducted a review of this request and has determined that this claim is advantageous to the government and should be reimbursed.

Chairperson, Review Committee _____
Date