



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
103 ARMY PENTAGON
WASHINGTON, DC 20310-0103

OCT 28 2013

SFAE-HRMD

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Delegation of Authority for the Payment of Expenses to Obtain Professional Credentials

1. Reference memorandum, Office of the Administrative Assistant to the Secretary of the Army, 28 August 2003, subject: Delegation of Authority to Approve Payment of Professional Credentials (enclosure 1).
2. In accordance with guidance from the Administrative Assistant to the Secretary of the Army, I delegate the authority to approve Payment of Expenses to Obtain Professional Credentials for Army Civilian Employees assigned to you. This authority may be redelegated to the lowest practical level.
3. Under this policy, activities may pay expenses for employees to obtain and renew professional credentials, including expenses for professional accreditation, professional licenses, certification and examinations to obtain such credentials. There is no special funding provision for this program. The cost of repayment will come from the approving activity's budget.
4. This delegation of authority supersedes all previous versions (enclosure 2).
5. The point of contact is Mrs. Regina Posey, Human Resources Management Division, U.S. Army Acquisition Support Center; commercial (703) 805-1019, DSN 655-1019, or e-mail: regina.a.posey.civ@mail.mil.

Heidi Shyu
Army Acquisition Executive

2 Encls

1. OAASA Memo, 28 Aug 03
2. OASA(ALT) Memo, 16 Mar 04

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SUBJECT: Delegation of Authority for the Payment of Expenses to Obtain Professional Credentials

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