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PER-1.00

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**GP Policy Memorandum PER - 08**

MEMORANDUM

To: All Great Plains Region Employees

From: Michael J. Ryan (For) Donald E. Moomaw  
Regional Director

Subject: Payment for Professional Credentials

**Policy:** This memorandum describes the Great Plains Region's policy and procedures in accordance with Reclamation Manual Policy HRM P07, dated July 22, 2004, for the payment for professional credentials. This policy may be viewed at <http://www.usbr.gov/recman/hrm/hrm-p07.html>

The Great Plains Region will pay expenses for employees to obtain and renew professional credentials, including expenses for professional accreditation, state-imposed and professional licenses, and professional certification, when such accreditation, license, or certification is a requirement of the position and is imposed as a condition of employment. Also, included are expenses for examinations to obtain the required accreditation, license, or certification. Conversely, the Region will not pay expenses for accreditation, license, or certification when such credential is not a requirement of the position, regardless, of the benefit or advantage to the government or the employee in possessing such credential.

The training law has historically permitted the use of appropriated funds to pay for courses that prepare employees for examinations. Payment for courses will continue to be accomplished by completing the SF-182 (Request, Authorization, Agreement and Certification of Training). Employees who become credentialed as a result of government sponsored training which is otherwise properly authorized and approved are not affected by this policy since such credentials are considered a by-product of the training.

Approval of expenses under this authority is delegated to the Assistant Regional Director and the Deputy Regional Director and is not delegated further. Requests for payment must be submitted by the respective Division, Office, or Area Manager through the Human Resources Manager, Attn: GP-1250, for review and recommendation for action. Such requests may be made by

