



DEPARTMENT OF THE AIR FORCE VOLUNTARY CREDENTIALING  
PROGRAMS

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This publication implements Department of the Air Force Policy Directive 36-26, *Total Force Development and Management*, and supplements Department of Defense Instruction (DoDI) 1322.33, *DoD Credentialing Programs*. The DoDI is printed word-for-word in regular font without editorial review. Department of the Air Force (DAF) supplementary material is printed in bold font and indicated by “(Added)(DAF)”. This supplement describes DAF responsibilities, provides guidance and prescribes procedures on the implementation, execution and management of the implementation, execution and management of Voluntary Credentialing Programs. In collaboration with the Chief of Air Force Reserve (AF/RE), the Director of the Air National Guard (NGB/CF), and the Deputy Chief of Space Operations for Human Capital (SF/S1), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops policy for the Department of the Air Force Credentialing Programs. This publication applies to the DAF to include civilian employees and uniformed members of the United States Space Force, Regular Air Force, Air Force Reserve, and Air National Guard. All references to United States Air Force (USAF) terminology, units, and positions will also apply to the equivalent in the United States Space Force (USSF), as appropriate. For example, references to MAJCOMs or NAFs will also apply to field commands (FLDCOMs). References to wings will also apply to deltas. Air Staff roles and responsibilities (i.e. AF/A1) may also apply to the equivalent Office of the Chief of Space Operations (Space Staff) office (i.e. SF/S1, etc), as appropriate. This publication may be supplemented at any level; all Major Command level supplements must be approved by the Human Resource Management Strategic Board (HSB) prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of waiver authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. The use of the name or mark of any specific manufacturer, commercial product, commodity, service or any reference to non-Federal entity training standards and credentialing programs in this publication does not imply endorsement by the DAF. Ensure all records generated as a result of processes prescribed in this

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## DoD INSTRUCTION 1322.33

### DoD CREDENTIALING PROGRAMS

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<b>Originating Component:</b>	Office of the Under Secretary of Defense for Personnel and Readiness
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<b>Incorporates and Cancels:</b>	Office of the Under Secretary of Defense for Personnel and Readiness Policy Memorandum, "Payment of Credentialing Expenses for Military Members," July 16, 2009
<b>Approved by:</b>	Gilbert R. Cisneros, Jr., Under Secretary of Defense for Personnel and Readiness
<b>Approved by:</b>	John A. Fedrigo Principal Deputy Assistant Secretary (Manpower and Reserve Affairs)

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**Purpose:** In accordance with the authority in DoD Directive 5124.02; and pursuant to Sections 113, 136, and 2015 of Title 10, United States Code; Part 29 of Title 29, Code of Federal Regulations; and the requirements of the National Standards of Apprenticeship for the United Services Military Apprenticeship Program (USMAP), this issuance:

- Establishes policy, assigns responsibilities, and prescribes procedures related to the implementation and management of DoD credentialing programs (CP).
- Establishes the Inter-Services Credentialing Opportunities Online Working Group (ICOOLWG).

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## **SECTION 1: GENERAL ISSUANCE INFORMATION**

### **C.3. APPLICABILITY.**

This issuance applies to OSD, the Military Departments (including the Coast Guard at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this issuance as the “DoD Components”).

### **1.2. POLICY.**

The DoD:

- a. Establishes CPs to enable eligible and authorized Service members to obtain and maintain professional credentials that will enhance their career opportunities in the Military Departments and increase their competitiveness in advancing their post-military civilian careers. Participation in CPs improves force readiness and provides the Service member with enhanced professional skills and competencies.
- b. Fosters collaboration among OSD and the Military Departments, as well as partnerships with the Department of Labor, the Department of Veteran Affairs, and other Federal agencies to coordinate military credentialing policies, including standardization of processes, access, and accountability.
- c. Establishes policies to implement or continue CPs that pay for expenses of Service members for professional credentials, Federal occupational licenses, State-imposed and professional licenses, professional certifications, and related expenses. Such expenses include classroom instruction, hands-on training (and associated materials), manuals, study guides and materials, textbooks, processing fees, and test fees and related fees.
- d. Contains guidance and requirements for providers of CP training to receive CP funds. Requirements will include that the provider currently meets the Federal credential standards of at least one Federal agency.
- e. Requires that CP funding not be used to pay the expenses of a Service member to obtain or renew professional credentials that are a prerequisite for appointment in the armed forces per DoD Instruction 1310.02, or for credentials that are required or mandatory to hold a military occupation or duty position.
- f. Requires military training and education providers to conduct a credential to military course (for example, “Basic Training” credit for military learning crosswalk) and to update it annually on their respective Service’s COOL website.

g. Ensures that eligible and authorized Service members enhance the diversity of the pool of candidates considered for selection to the program. Diversity is a strategic imperative, critical to mission readiness and accomplishment. Diverse backgrounds and experiences contribute to the innovative thought, creative adaptation, and cultural understanding necessary to successfully operate in today's complex, asymmetric environments.

## **SECTION 2: RESPONSIBILITIES**

### **2.1. ASSISTANT SECRETARY OF DEFENSE FOR READINESS (ASDI).**

Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness, the ASDI:

- a. Develops policy, guidance, and criteria for the implementation and compliance with this issuance and for the administration of the CPs, which include establishing measures of standardization, appropriate thresholds, uniformity of access, and accountability.
- b. Prescribes reporting procedures and data specifications to measure the quality, effectiveness, outcomes, and standards of the CPs.
- c. Exercises oversight responsibility for CP management with the Secretaries of the Military Departments, Service members, and CP vendors.

### **2.2. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR FORCE EDUCATION AND TRAINING (DASD(FE&T)).**

Under the authority, direction, and control of the ASDI, the DASD(FE&T):

- a. Formulates guidance to implement this issuance and oversee the Military Departments' management of CPs.
- b. Serves as the DoD's lead inter-agency coordinator in proceedings with other Federal Government agencies that have policy authority on areas that may impact military credentialing, including the Department of Labor and the Department of Veterans Affairs.
- c. Establishes and maintains a public interface to provide Service members, employers, credentialing agencies, and other stakeholders access to information about the DoD CP, including transparent public access to the DoD credential standards.
- d. Serves as a proponent and coordinator of the military occupation code (MOC) crosswalk to civilian or industry occupations, including an analysis of labor markets, in assisting with career readiness standards.
- e. Establishes and maintains MOC course credit achieved during military training and education as annotated in each Service's credentialing opportunities online (COOL) website ([www.cool.osd.mil](http://www.cool.osd.mil)).
- f. Collects the Military Department's CP data, as described in Paragraph 2.3.m., and program information, as described in Paragraph 2.3.n.
- g. Collaborates with the Deputy Assistant Secretary of Defense for Reserve Integration to align transition preparation through the Transition Assistance Program Military Life Cycle and

facilitates the transfer of credentials and skills from the Military Departments to private sector civilian institutions.

h. Chairs ICOOLWG and can delegate authority to the Credentialing Program Director in the Office of the DASD(FE&T), in accordance with Section 3.

i. Serves with the Secretary of the Navy as the Co-Executive Coordinator for the Military Departments' CPs and USMAP.

### **2.3. SECRETARIES OF THE MILITARY DEPARTMENTS AND COMMANDANT OF THE COAST GUARD.**

The Secretaries of the Military Departments and Commandant of the Coast Guard:

a. Develop, implement, and coordinate CPs through the ICOOLWG.

b. Establish policies and procedures to implement and monitor CPs in compliance with this issuance and the law.

**(1) (Added)(DAF) The Department of the Air Force (DAF) establishes its certification and licensing program under the heading, Department of the Air Force Credentialing Program (DAF-CP).**

**(2) (Added)(DAF) The DAF-CP provides a vehicle for the award of civilian, industry and academic credentials, whether they were gained before or after entering DAF service. The intent is to expand the professionalism and diversity of skillsets of military personnel while serving in the DAF and prepare them for entry into civilian jobs upon separation or retirement from the Service.**

**(3) (Added)(DAF) DAF-CP credentials are either professional or personal categories where professional credentials are aligned with DAF Air Force Specialty Code (AFSC) or career series or USSF Career Field.**

**(a) (Added)(DAF) Professional credentials include those that enhance a member's ability to perform their DAF duties (e.g., Project Management Professional, Commercial Driver's License).**

**(b) (Added)(DAF) Personally-acquired credentials are those that were acquired by the member for their own individual growth or interest.**

c. Create, maintain, and fund CPs that support readiness for military career opportunities and post-military civilian careers. Support includes Service member access to credentials mapped to Service requirements and private sector needs.

**(1) (Added)(DAF) DAF-CP requires credentials be identified by the particular significance they entitle the bearer. Examples include, but are not limited to badges, digital badges, licenses, certifications, certificates, degrees or diplomas.**



**(2) (Added)(DAF) The award of a DAF AFSC or career series or USSF career field is also a credential, as is the attainment of an individual's grade or skill level in their respective career field. Special Experience Identifiers (SEIs) and Special Duty Identifiers (SDIs) are also types of credentials. DAF policies for award of AFSCs, SEIs and SDIs are contained in AFMAN 36-2100, *Military Utilization and Classification*.**

d. Identify and provide opportunities for eligible and authorized Service members to participate in CPs without degrading the Service's ability to meet mission requirements.

e. Identify, establish, and support an office responsible for the implementation and execution of CPs.

**(1) (Added)(DAF) The Headquarters Air Force Learning Division (AF/A1DL) provides program oversight and policy to implement the Air Force Credentialing Opportunities On-Line (AFCOOL) Program to ensure compliance with DoD policy and continued development and sustainment of the program.**

**(2) (Added)(DAF) AETC/A3 oversees the DAF-CP and tracks credentials earned by personnel before entering and during their DAF service in a centrally-managed credential system or service. AETC/A3 requires the creation or modification of a capability to consolidate credentials in a system or service to include personally-acquired credentials that were earned using DAF funding such as AFCOOL.**

**(3) (Added)(DAF) The Community College of the Air Force (CCAF) oversees the AFCOOL Program Office to ensure compliance with policy as well as continued development and sustainment of the AFCOOL Program. The AFCOOL Program Office provides the daily management and execution of the AFCOOL Program within the policy and guidelines established by the DoD and DAF (AF/A1DL). The AFCOOL Program Office responsibilities include, but are not limited to:**

**(a) (Added)(DAF) Provide input for reporting requirements established by higher-level authorities.**

**(b) (Added)(DAF) Liaise between business partners and career field managers to resolve concerns and provide guidance that aligns with DAF policy. This includes providing oversight of skill gap analyses and working directly with subject matter experts and career field managers to determine best-fit credentials for each DAF specialty code or USSF career field.**

**(c) (Added)(DAF) Utilize the Air Force Automated Education Management System (AFAEMS) to process all credential funding requests and maintain members' records. AFAEMS is the official system of record for the Air Force Voluntary Education Program. (T-1).**

**(d) (Added)(DAF) Assist the installation Education and Training Section staff members and Airmen development advisors in promoting the AFCOOL Program and its website.**

**(e) (Added)(DAF) Maintain working relationships and collaborate as needed with other military Service credentialing programs and external credentialing agencies.**

**(f) (Added)(DAF) Assess program effectiveness with data, metrics, and information (e.g., AFCOOL funding, credentialing costs, participation rates, and success rates.)**

**(g) (Added)(DAF) Coordinate resource requirements and data through CCAF for final approval at AF/A1DLV and recommend program restructuring to operate within fiscal resource constraints or to advocate for additional resources.**

**(h) (Added)(DAF) Provide oversight to credentialing payment processes and audit payment processes in accordance with the Quality Assurance Plan at least monthly, to ensure payments are made consistent with DAF policy.**

**(i) (Added)(DAF) Provide AF/A1DLV recurring reports (monthly, quarterly, annual) as well as information and reports as requested.**

**(j) (Added)(DAF) Develop and execute an AFCOOL Program marketing plan and website and submit to AF/A1DLV for final approval. Review the marketing plan and website at least annually to ensure relevancy, currency and accuracy, and the website remains similar in capabilities to other Service Credentialing program websites.**

f. Ensure sufficient funding is available to provide Service members with credentialing program support.

**(1) (Added)(DAF) AF/A1DL reviews and approves the AFCOOL Program budget projections and ensures Program Element Code 89732F funds are distributed to the office responsible for funding AFCOOL credentials.**

**(2) (Added)(DAF) AETC/A3 will provide Major Command (MAJCOM) advocacy for AFCOOL funding, manpower requirements, and policy execution. (T-1).**

g. Standardize databases or information systems on MOCs to conform to civilian credentialing opportunities in open-source data standards and protocols. Coordinate with the DASD(FE&T) on the release of any data, excluding personally identifiable information and conform to operation security standards, to organizations external to the DoD.

h. Evaluate the extent to which civilian credentials correlate to military duties and related military training, skills, and experience and report findings for vetting by the ICOOLWG.

i. Maintain on each of the Service's COOL websites, credentials eligible for payment under the CP.

j. Identify credentials, credentialing preparation providers, and other resources that could be eligible for ICOOLWG vetting.

k. Develop and maintain a COOL website and provide standardized content as recommended and approved by the ICOOLWG. Following the specifications of the ICOOLWG will ensure that website minimum content and standardized appearance is consistent across the Military Departments.

l. Provide DASD(FE&T) with timely data and information in support of the annual DoD Credential Program Report and submit quarterly reports in accordance with Section 4.

m. Report Military Department CP data to DASD(FE&T).

n. Provide the DASD(FE&T) with the documents required to support credentialing assessments of military training.

#### **2.4. SECRETARY OF THE NAVY.**

In addition to the responsibilities in Paragraph 2.3., the Secretary of the Navy:

a. Serves with the DASD(FE&T) as the Co-Executive Coordinator for the Military Departments' CPs and USMAP.

b. May delegate, in writing, the Co-Executive Coordinator responsibilities to the Chief of Naval Personnel as the Responsible Official with day-to-day oversight of these programs across the Military Departments, exercised through the Naval Education and Training Command Strategy and Innovation Directorate.

c. Assesses financial and personnel resource requirements and authorizations to establish an estimate of costs for the program.

#### **2.5. (ADDED)(DAF) DEPARTMENT OF THE AIR FORCE (DAF).**

**a. (Added)(DAF) Career Field Managers, Major Command Functional Managers, Field Commands, and unit leaders should encourage members to pursue professional credentials through venues such as commander calls, roll calls and unit training.**

**b. (Added)(DAF) Supervisor responsibilities include:**

**(1) (Added)(DAF) Advise members on the significance of professional credentials to job performance, career enhancement, and post-service employment opportunities via individual feedback and mentoring and encourage members to pursue professional credentials.**

**(2) (Added)(DAF) Ensure members requesting funding for credentialing exams and other credentialing expenses under this authority do not register, take, participate in, schedule, or otherwise obligate the government to pay for a credentialing expense without first obtaining approval for funding.**

**(3) (Added)(DAF) Ensure members meet all eligibility requirements of the program in paragraph 4.1.c. DAF Eligibility Requirements prior to approval of a credentialing goal and the associated funding request(s).**

**(4) (Added)(DAF) Must approve or disapprove all credentialing requests and will deny requests if they believe any of the following circumstances will impede a member's successful completion of the requested credential: upgrade training, temporary duty, permanent change of station, professional military education, college courses, or any other factor that could affect the member's ability to successfully complete the exam(s). (T-3). Supervisors should utilize the resource page on the AFCOOL Program website to mentor and advise members prior to taking initial credential exams(s).**

**c. (Added)(DAF) DAF member responsibilities include:**

**(1) (Added)(DAF) Follow procedures outlined in the *AFCOOL Handbook*, which is available in the Air Force Virtual Education Center (AFVEC) at <https://afvec.us.af.mil/afvec/support/resources> or <https://afvec.us.af.mil/afvec/af-cool/how-cool-works>.**

**(2) (Added)(DAF) Ensure funding is approved before taking any actions that would obligate the expenditure of funds, to include registering for, scheduling or partaking in an exam or other credentialing expense. Failure to obtain advanced funding approval will result in the member being personally liable for the expenses. (T-1).**

**(3) (Added)(DAF) Review vendor's refund policy prior to submitting funding request and requesting refund(s) from vendors for resources not pursued.**

**(4) (Added)(DAF) Notify the AFCOOL Program Office of any changes in credentialing exam(s) testing dates and/or locations approved and accepted by the member prior to the change occurring. Failure to do so will result in a financial obligation on behalf of the member. (T-1).**

**(5) (Added)(DAF) Notify the AFCOOL Program Office if unable to enroll in or complete the credentialing exam and/or when there is a change in the member's service obligation. Failure to do so will result in forfeiture of future funding and reimbursement of AFCOOL funds. (T-1).**

**(6) (Added)(DAF) Provide credentialing completion transcripts or other documents and credentialing exam score reports to the AFCOOL Program Office within 30 days of notification from the credentialing agency. Members will be ineligible to further participate in the AFCOOL Program until results are received. (T-1).**

**(a) (Added)(DAF) Members who attend a preparatory course as part of their credentialing goal, must submit evidence of course completion to the AFCOOL Program Office upon course completion. (T-1).**

**(b) (Added)(DAF) Members who fail to meet the requirements outlined in 4.1.c. DAF Eligibility Requirements for the approved and funded credential they have applied for will be automatically disapproved from participating in additional Voluntary Education programs, such as the Military Tuition Assistance or SkillBridge programs prior to separation or retirement. (T-1).**

## SECTION 3: ICOOLWG

### 3.1. GENERAL.

The ICOOLWG will provide management coordination and policy recommendations to promote the credentialing of Service members across the military life cycle to enhance career pathways.

### 3.2. MEMBERSHIP.

a. The ICOOLWG is chaired by the DASD(FE&T) or delegated to the Credentialing Program Director in the Office of the DASD(FE&T). Membership is comprised of the DASD(FE&T) and the Credentialing Program Directors of the:

(1) U.S. Air Force.

**(a) (Added)(DAF) Mandatory ICOOLWG membership includes AF/A1DL, Chief of Voluntary Education, and the AFCOOL Credentialing Program Director or designated representative(s).**

**(b) (Added)(DAF) Optional ICOOLWG membership includes AETC/A3B, Credentialing Program Manager or designated representative(s).**

(2) U.S. Army.

(3) U.S. Coast Guard.

(4) U.S. Marine Corps.

(5) U.S. Navy.

(6) U.S. Space Force.

b. Adjunct members representing other relevant Military Department offices and Federal agencies may be included in the ICOOLWG at the invitation of the ICOOLWG chair.

### 3.3. RESPONSIBILITIES.

Under the direction of the DASD(FE&T), the ICOOLWG:

a. Develops recommendations for improvements in credentialing policies, procedures, and program management to advance the credentialing of Service members.

b. Advises on policies and procedures for vetting credentials and credential preparation providers in accordance with statutory and regulatory requirements, along with industry best practices.

- c. Encourages uniformity and consistency in policies and services to promote credentialing accessibility and effective implementation across the Military Departments.
- d. Provides a forum to exchange information, best practices, and lessons learned, to maximize the impact of CPs and opportunities for Service members.
- e. Expands the availability of credentialing information and assistance resources within OSD and the Military Departments.
- f. Recommends quarterly and annual data collection and reporting requirements, as specified in Paragraph 4.2.i. for the Military Departments.

## SECTION 4: CERTIFICATION AND LICENSING PROGRAM PROCEDURES

### 4.1. GENERAL.

Service member participation in a DoD certification and licensing program must be initiated by the Service member and authorized by a Military Department reviewing official. Eligibility criteria and management controls are determined by each Military Department and will:

a. Include active duty, Reserve Components, and National Guard.

b. Encompass options for all Service members, to include:

(1) Those whose military occupations and duties (including prior in-service and other-service military occupations) map to Service-related certifications or licenses;

(2) Those whose on- or off-duty training would prepare the Service member for Service-related certifications or licenses;

(3) Those who have completed academic degrees, career and technical education programs, or SkillBridge programs that would prepare the Service member for Service-related certifications or licenses; or

(4) Those whose military occupations and duties (including prior in-service and other-service military occupations) map to industry certifications or licenses, as identified on the COOL website.

(5) All credentials listed on COOL are cleared for Military Department funding at the discretion of the Military Department. Credentials sought by the Service member do not need to be directly related to the Service member's MOC, additional skill identifiers, or assigned duties.

c. **(Added)(DAF). AFCOOL Eligibility Criteria.**

**(1) (Added)(DAF) Active duty enlisted members are eligible to receive AFCOOL funding along with activated Reserve Component enlisted members on orders under Title 10 United States Code Sections 12301(a), 12301(d), 12301(g), 12302, or 12304 or Title 32 United States Code Section 502(f) for the duration of the credential. (T-1). For Reserve Component members, a copy of the orders must be loaded to the member's Student Documents folder in the Air Force Automated Education Management System. (T-1). Reserve Component members must be on active duty orders when their funding requests are approved and funded by the AFCOOL Program Office. (T-1). Grades must be submitted to the AFCOOL Program Office within 60 days of termination of orders to active duty. (T-1).**

**(2) (Added)(DAF) DAF enlisted members must not have an Unfavorable Information File, a failed or overdue physical fitness assessment (must be current on**



physical fitness assessment), a referral Enlisted Performance Report, or be on a control roster at the time of application for an AFCOOL Program. (T-1).

**(3) (Added)(DAF) DAF enlisted members must have a record in the Air Force Automated Education Management System with an approved credential goal. (T-1).**

**(4) (Added)(DAF) DAF enlisted members who have separated, retired, or commissioned are ineligible for AFCOOL. (T-1). If DAF members are enrolled in credentialing programs at the time any of these events occur, their AFCOOL funding will immediately cease, remaining funding cap will be deleted, and they must reimburse any AFCOOL funds paid on their behalf. (T-1).**

#### **4.2. GUIDELINES FOR CERTIFICATION AND LICENSING PROGRAMS.**

Each Military Department will establish, maintain, and operate certification and licensing programs that:

- a. Utilize industry-recognized certifications and occupational licenses.
- b. Will not incur service obligations or require minimum time in service for Service members participating in this program.
- c. Develop and apply standardized criteria to determine funding of Service-specific CP-authorized expenses as listed in Paragraph 1.2.c.
- d. Manage funding of authorized services and ensure that voluntary education programs do not exceed the OSD fiscal year ceiling on funding for credentialing assistance.

##### **(1) (Added)(DAF) AFCOOL Funding Requirements.**

**(a) (Added)(DAF) Members may choose to pursue AFCOOL funding for:**

**1. (Added)(DAF) Multiple credentials from the approved list for their Primary Air Force Specialty Code or Space Force Career Field.**

**2. (Added)(DAF) One credential related to their awarded academic degree, bachelors or higher.**

**3. (Added)(DAF) One credential unrelated to their primary specialty code, with supervisor's approval.**

**4. (Added)(DAF) Senior noncommissioned officers (E-7 through E-9) may be eligible for an additional funded leadership credential. Members with specialty for which there is no civilian credential match on the AFCOOL Program website may be eligible for a funded leadership credential, regardless of rank.**

**(b) (Added)(DAF) Members with special duty identifiers (i.e., 8F000, 8A100, 8B000) with no matching AFCOOL civilian credentials may be eligible for a DAF-funded leadership and/or a previously held specialty code credential.**

**(c) (Added)(DAF) Members may receive funding for periodic recertification for previously funded AFCOOL credentials if they maintain eligibility and have not reached the \$4,500 lifetime cap. (T-1).**

**(2) (Added)(DAF) AFCOOL Funding Limitations.**

**(a) (Added)(DAF) Funding will only include the initial credentialing exam (or series of exams if the selected credential has more than one exam), coursework, preparatory courses that are not academic in nature or related to a degree, other credentialing expenses and related exam fees. (T-1).**

**(b) (Added)(DAF) Funding for books is limited to a maximum of \$500 per credential goal provided the member maintains eligibility and does not exceed the \$4,500 lifetime cap. (T-1).**

**(c) (Added)(DAF) Members will be required to reimburse all funding associated with the credential in case of non-completion and/or failure. (T-1).**

**(d) (Added)(DAF) Members who fail or do not complete a voluntary credential exam will only receive payments for subsequent attempts of the same credential exam if funds were reimbursed for the failed credential exam. (T-1).**

**(e) (Added)(DAF) Failure of credential exams does not exclude members from receiving funding for other approved credentials.**

**(f) (Added)(DAF) When credentialing agencies require payment upon application, AFCOOL will pay on behalf of the member. Qualification Training members whose funding requests exceed their cap will pay the exceeded amount prior to AFCOOL paying the remainder of the credentialing cost. (T-1).**

**(g) (Added)(DAF) Members requesting funding within 180 days of separation or retirement will be reimbursed after submitting proof of credential completion. (T-1).**

**(h) (Added)(DAF) Funding requests submitted after starting, participating in, or otherwise incurring the credentialing expense will be rejected, and the member will be personally liable for all expenses. (T-1).**

**(i) (Added)(DAF) Funding requests submitted greater than 60 days or less than 30 days prior to the exam date will be denied and the member will be instructed to resubmit the request within the timeframe. (T-1).**

**(j) (Added)(DAF) Proof of completion includes the credential completion results, and invoice for approved AFCOOL Program items (i.e., books, administrative fees, and application fees).**

**(k) (Added)(DAF) Members must submit reimbursement requests no later than 60 days after date of separation or retirement unless granted an extension by the AFCOOL Program Office. (T-1).**

**(l) (Added)(DAF) Funding requests are processed and approved in the order of receipt. Funding requests will not be processed with higher priority to satisfy requirements for Senior Rater Endorsement, Enlisted Performance Reports, award packages, etc. (T-1).**

**(m) (Added)(DAF) Combat-wounded, ill, or injured members awarded a 9W series reporting identifier for combat-related injuries or illness as reflected in the Military Personnel Data System, are eligible for credentials not related to their specialty as well as leadership credentials, regardless of rank. (T-1). Members must meet all credentialing agency qualifications in order to pursue the requested credential. (T-1).**

**1. (Added)(DAF) Repayment will not be required for Wounded Warriors who are discharged due to conditions related to their Wounded Warrior designation prior to completing the credentials. (T-1).**

**2. (Added)(DAF) If a Wounded Warrior's designation is changed from the Wounded Warrior specialty code to a previous or new primary specialty code, the member may complete the leadership credential enrolled in at the time the designation is changed. No further leadership credentials will be authorized unless the member meets the current AFCOOL eligibility criteria. (T-1).**

**(3) (Added)(DAF) AFCOOL Funding Prohibitions. The AFCOOL Program Office will not approve AFCOOL funding for the following:**

**(a) (Added)(DAF) Obtaining or renewing credentials that are a prerequisite for appointment in the Department of the Air Force or required to hold a military occupation, duty position, or a specialty-coded billet. Functionally required credentials will be funded via the Career Field instead of AFCOOL. (T-1).**

**(b) (Added)(DAF) Hardware items such as laptops, tool kits, network server kits, etc. (T-1). Members are responsible for funding those items if desired for credential completion.**

**(c) (Added)(DAF) Academic degrees or fees for non-mandatory membership in professional societies or associations. (T-1).**

**(d) (Added)(DAF) Failed exams. Members who used AFCOOL funds to pay for an exam that they later fail must use other sources to fund re-examination fees. (T-1).**

**(e) (Added)(DAF) The accumulation of continuing education units, professional education units, and professional development units. (T-1).**

**(f) (Added)(DAF) Attendance at conferences, workshops, etc., required to maintain a credential or for the recertification/renewal of credentials. (T-1).**

**(g) (Added)(DAF) Travel, hotel expenses, per diem, airfare, etc. (T-1).**

e. Initiate recoupment actions when the Service member fails to report outcomes of a Service-funded certification or licensing exam, or fails a credential preparatory course or the credentialing exam.

**(1) (Added)(DAF) AFCOOL Funding Recoupment.**

**(a) (Added)(DAF) A DAF member's failure to notify the AFCOOL Program Office if unable to enroll in or complete the credentialing exam and/or when there is a change in the member's service obligation will result in reimbursement actions for AFCOOL funds issued and forfeiture of future AFCOOL funding. (T-1).**

**(b) (Added)(AF) A DAF member's failure to provide the AFCOOL Program Office completion documentation for an AFCOOL funded certification exam within 120 days of completion or before separation/retirement will result in reimbursement actions for AFCOOL funds issued for the exam(s) and all expenses related to preparatory courses, study materials, and fees related to the credentialing goal. (T-1).**

f. Ensure Service members who fail a certification or licensing exam or a preparatory course, do not receive payments for subsequent attempts for an exam or a preparatory course in support of the same certification or license, unless Military Departments complete recoupment for funding for the members' failed exam or preparatory courses. Failure of certification or licensing exams and preparatory courses will not exclude Service members from receiving funding for other approved certifications and licenses.

g. Establish a deadline for Service members who fail to execute authorized funding for studying materials, preparatory courses, renewals, and other related items within 3 months of receiving authorization. Authorized funding not executed within 3 months will expire and any authorized funding will be forfeited.

h. Authorize Service members to combine Federal benefits to cover any gaps between CP benefits and the costs charged by credential agencies and credential preparation providers. However, the combination of Federal benefits such as the GI Bill, tuition assistance, local or command funded program, and military training programs that incorporate certification and licensing funding cannot generate an overpayment beyond the costs charged by credentialing agencies and credential preparation providers.

i. Include quarterly and annual reports of MOCs and related certifications and licenses.

(1) Quarterly and annual reports must be submitted to the DASD(FE&T), in accordance with DoD Directive 8140.01, for both discretionary credentialing and mandatory cybersecurity workforce credentialing, if applicable.

(2) All reports will include the number of Service members' applications for credentials, study materials, and credential preparatory training, approvals, Service members' outcomes, and funds spent for credentialing related fees and expenses as listed in Paragraph 1.2.c. Data will be reported by credential and by MOC.

(3) All reports will also include:

(a) Requests for credentialing opportunities.

(b) Approvals and disapprovals of credentialing requests.

(c) Attempts to renew a credential.

(d) USMAP enrollments (by Service).

(e) USMAP completions (by Service).

(f) Discretionary and mandatory cybersecurity credentialing completion data, in accordance with DoD Directive 8140.01 and the reporting requirement in Sections 3554 and 3555 of Title 44, United States Code, and Public Law 113-283.

**(4) (Added)(DAF) The AFCOOL Program Office will build required reports and send them to AF/A1DL as scheduled or requested. (T-1).**

#### **4.3. (Added)(DAF) ADDITIONAL GUIDELINES FOR DAF VOLUNTARY CREDENTIALING PROGRAMS.**

**a. (Added)(DAF) Credentialing Agency Requirements. Members applying for funding for professional credentialing expenses must agree to comply with the credentialing agency's eligibility and examination requirements. (T-1). In most cases, requirements include passing written or computer-based exam(s) and/or oral and practical exam(s) as well as meeting other requirements (i.e., documented practical experience, formal application, documented training, continuing education units, payment of exams and maintenance fees).**

**b. (Added)(DAF) Community College of the Air Force (CCAF) Credit. The CCAF awards collegiate credit for specific credentials that are applicable to the technical requirements and academic discipline of specific CCAF Associate of Applied Science degree programs.**

**(1) (Added)(DAF) Awarding CCAF credit is based on degree relevancy, college-level academic standards, career field needs, and Career Field Manager recommendations. Credentials that have been evaluated by the American Council on Education for credit recommendation can be considered by CCAF as credit in transfer toward a degree. (T-1).**

**(2) (Added)(DAF) Upon issuance of a CCAF degree-applicable credential, Education and Training Section counselors will submit a CCAF Student Action Request to have the credentialing credit applied to the member's CCAF student record. (T-1). For specific guidance, refer to the *CCAF Advisor Handbook*, which is available at: <https://safe.menlosecurity.com/doc/docview/viewer/docN7D60F649C619618fb3abb537390075031cc1ff1c167ea4b275bae116a737de3c6efeb8f2fb1f>**

**c. (Added)(DAF) Other Credentials. DAF members may pursue credentials that are not eligible for AFCOOL funding at their own expense or through the use of the Montgomery GI Bill, Post 9/11 GI Bill, or other funding programs.**

## **SECTION 5: USMAP PROCEDURES**

### **5.1. GENERAL.**

- a. The Department of Navy is the designated Executive Coordinator for the Military Departments' CPs and USMAP.
- b. USMAP enables enlisted members to further develop skills and knowledge in their military occupational specialty and offers a distinct opportunity for in-service assignments as well as post-military service employment advantages with the private sector. Participants receive national recognition in the form of a Department of Labor certificate of completion of apprenticeship.
- c. USMAP enhances job skills and expands career options for military assignments that advance in-service readiness and helps the Service member become more marketable for civilian employment.
- d. The Military Departments through the USMAP office may conduct quarterly reviews of MOCs and related USMAP apprenticeships. These reviews will result in a quarterly report submitted to the DASD(FE&T) detailing USMAP apprenticeship enrollments and completions.

### **5.2. GUIDANCE FOR USMAP.**

- a. In accordance with DoD Instruction 8320.07, the Military Departments may provide enlisted Service members an opportunity to enroll in USMAP to facilitate a Department of Labor certification of completion of apprenticeship, which can be earned through documented work experience and related instruction.
- b. Training beyond the requirements of the Military Departments will not be approved merely to meet apprenticeship requirements. Any additional hours of related instruction required to meet the standards of private industry will be identified by the Service-level reviewing official, and the Service member will be encouraged to secure such necessary instruction or training to fulfill the prerequisites for the awarding of a certificate of completion of apprenticeship.

### **5.3. USMAP TRADES DEVELOPMENT AND UPDATES.**

The USMAP Office, located within the Naval Education and Training Command Strategy and Innovation Directorate, will update and approve trades and policies in accordance with National Standards of Apprenticeship, and report such updates to the DASD(FE&T) on a case-by-case basis. The identification of a trade for an apprenticeship will follow the following criteria:

- a. The conditions and trends of the national labor workforce.

- b. The assurance that selected and registered apprentices receive work experience and related instruction similar to those received in private industry.
- c. The availability of facilities and supervisory personnel for on-the-job training and related instruction.



## GLOSSARY

### G.1. ACRONYMS.

ACRONYM	MEANING
ASD(R)	Assistant Secretary of Defense for Readiness
<b>(Added)(DAF) AFAEMS</b>	<b>Air Force Automated Education Management System</b>
<b>(Added)(DAF) AFCOOL</b>	<b>Air Force Credentialing Opportunities On-Line</b>
COOL	credentialing opportunities online
CP	credentialing program
DASD(FE&T)	Deputy Assistant Secretary of Defense for Force Education and Training
ICOOLWG	Inter-Services Credentialing Opportunities Online Working Group
MOC	military occupational code
USMAP	United Services Military Apprenticeship Program

### G.2. DEFINITIONS.

Unless otherwise noted, these terms and their definitions are for the purpose of this issuance.

TERM	DEFINITION
<b>apprenticeship</b>	Apprenticeship is an industry-driven, high-quality career pathway where employers can develop and prepare their future workforce, and individuals can obtain paid work experience, classroom instruction, and a portable credential.
<b>certification</b>	The voluntary process by which a non-governmental entity grants a time limited recognition and use of a credential to an individual after verifying that he or she has met predetermined and standardized criteria.
<b>(Added)(DAF) credential</b>	<b>A piece of any record that details qualification, competence, or authority issued to an individual by a third party with a relevant or de facto authority or assumed competence to do so. Examples</b>

<b>TERM</b>	<b>DEFINITION</b>
	<b>of credentials include, but are not limited to, certifications, licenses, degrees, and certificates.</b>
<b>credentialing</b>	The process by which an entity, authorized and qualified to do so, grants formal recognition to, or records the recognition status of individuals that meet predetermined and standardized criteria.
<b>executive coordinator</b>	For the purposes of this issuance indicates a delegation of authority by the Under Secretary of Defense to a subordinate to act on behalf of the Under Secretary of Defense. Also called EC.
<b>(Added)(DAF) DAF credentialing program (DAF-CP)</b>	<b>Tracks and uses credentials to enable commanders at all levels the ability to properly utilize their personal resources by knowing what their personnel know and can do and enable leaders to make data-driven decisions.</b>
<b>(Added)(AF) digital badge</b>	<b>A credential that is a portable, transferable, validated, graphical representation of learning and/or experiential knowledge attainment with embedded metadata. They are built on an open-standard that provides a user with valuable information about the earning process. The badges can be shared electronically and visually recognizes what Airmen know and can do.</b>
<b>(Added)(AF) digital credential</b>	<b>A digital record that details a qualification, competence, or authority issued to an individual by a third party with a relevant or de facto authority or assumed competence to do so.</b>
<b>expenses</b>	Expenses for class room instruction, hands-on training (and associated materials), manuals, study guides and materials, text books, processing fees, and test fees and related fees. Any future changes to legislative language will be adopted accordingly.
<b>license</b>	A credential that demonstrates a level of skill or knowledge needed to perform a specific type of job.
<b>military learning crosswalk</b>	Evaluation of learning outcomes, knowledge and experiential, between military occupations and civilian occupations. Deriving credentials that are associated with the occupation's requirements to enter and sustain in that workforce.

## REFERENCES

Code of Federal Regulations, Title 29, Part 29

DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008

DoD Directive 8140.01, “Cyber Workforce Management,” October 5, 2020, as amended

DoD Instruction 1310.02, “Original Appointment of Officers,” March 26, 2015

DoD Instruction 8320.07, “Implementing the Sharing of Data, Information, and Information Technology (IT) Services in the Department of Defense,” December 5, 2017, as amended

Department of Defense/Department of Labor Standards of Apprenticeship, February 2019

Public Law 113-283, “Federal Information Security Modernization Act of 2014,” December 18, 2014

United Services Military Apprenticeship Program (USMAP) authorized in National Standards of Apprenticeship, March 17, 2017 (<https://usmap.netc.navy.mil/usmapss/static/resources.htm>)

United States Code, Title 10

United States Code, Title 44

**(Added)(DAF) DAFPD 36-26, *Total Force Development and Management*, April 15, 2022**

**(Added)(DAF) AFI 33-322, *Records Management and Information Governance Program*, March 23, 2020**

**(Added)(DAF) AFMAN 36-2100, *Military Utilization and Classification*, April 7, 2021**

**(Added)(DAF) DAFMAN 90-161, *Publishing Processes and Procedures*, April 15, 2022**

**(Added)(DAF) Adopted Forms**

**(Added)(DAF) DAF Form 847, *Recommendation for Change of Publication***