

8 JULY 2025

Personnel



**VOLUNTARY CREDENTIALING PROGRAMS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing website at [www.e-publishing.af.mil](http://www.e-publishing.af.mil) for downloading or ordering.

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

**OPR:** AF/A1D  
**Supersedes:** DoDI1322.33\_DAFI36-2683, 28 February 2024

**Certified by:** SAF/MR  
**Pages:** 30

---

This publication implements Department of the Air Force Policy Directive (DAFPD) 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, the Director of the Air National Guard, 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 Regular Air Force (RegAF), United States Space 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 major commands (MAJCOMs) or Numbered Air Forces will also apply to field commands (FLDCOMs). References to wings will also apply to deltas. Air Staff roles and responsibilities (e.g., AF/A1) may also apply to the equivalent Office of the Chief of Space Operations office (e.g., 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 prior to certification and approval. The authorities to waive wing, unit, or delta 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 publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.**

### ***SUMMARY OF CHANGES***

**This document has been revised to reflect policy changes regarding eligibility criteria for Service members, and funding limitations.**



# DoD INSTRUCTION 1322.33

## DoD CREDENTIALING PROGRAMS

---

**Originating Component:** Office of the Under Secretary of Defense for Personnel and Readiness

**Effective:** October 13, 2021

**Releasability:** Cleared for public release. Available on the Directives Division Website at <https://www.esd.whs.mil/DD/>.

**Incorporates and Cancels:** Office of the Under Secretary of Defense for Personnel and Readiness Policy Memorandum, "Payment of Credentialing Expenses for Military Members," July 16, 2009

**Approved by:** Gilbert R. Cisneros, Jr., Under Secretary of Defense for Personnel and Readiness

**(ADDED)(DAF) Approved by:** Gwendolyn R. DeFilippi, Acting Assistant Secretary for Manpower and Reserve Affairs

---

**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).

## TABLE OF CONTENTS

|                                                                                                   |           |
|---------------------------------------------------------------------------------------------------|-----------|
| SECTION 1: GENERAL ISSUANCE INFORMATION .....                                                     | 3         |
| 1.1. Applicability. ....                                                                          | 3         |
| 1.2. Policy. ....                                                                                 | 3         |
| SECTION 2: RESPONSIBILITIES .....                                                                 | 5         |
| 2.1. Assistant Secretary of Defense for Readiness (ASD(R)). ....                                  | 5         |
| 2.2. Deputy Assistant Secretary of Defense for Force Education and Training<br>(DASD(FE&T)). .... | 5         |
| 2.3. Secretaries of the Military Departments and Commandant OF THE Coast Guard. ....              | 6         |
| 2.4. Secretary of the Navy. ....                                                                  | 7         |
| <b>2.5. (Added)(DAF) Department of the Air Force. ....</b>                                        | <b>7</b>  |
| SECTION 3: ICOOLWG .....                                                                          | 11        |
| 3.1. General. ....                                                                                | 11        |
| 3.2. Membership. ....                                                                             | 11        |
| 3.3. Responsibilities. ....                                                                       | 11        |
| SECTION 4: CERTIFICATION AND LICENSING PROGRAM PROCEDURES.....                                    | 13        |
| 4.1. General. ....                                                                                | 13        |
| 4.2. Guidelines for Certification and Licensing Programs. ....                                    | 13        |
| <b>4.3. (Added)(DAF) Additional Guidelines for DAF Voluntary Credentialing Programs</b><br>.....  | <b>15</b> |
| SECTION 5: USMAP PROCEDURES.....                                                                  | 22        |
| 5.1. General. ....                                                                                | 22        |
| 5.2. Guidance for USMAP.....                                                                      | 22        |
| 5.3. USMAP Trades Development and Updates. ....                                                   | 22        |
| GLOSSARY .....                                                                                    | 24        |
| G.1. Acronyms. ....                                                                               | 24        |
| G.2. DEFINITIONS.....                                                                             | 26        |
| REFERENCES .....                                                                                  | 28        |

## SECTION 1: GENERAL ISSUANCE INFORMATION

### 1.1. 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 (ASD(R)).**

Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness, the ASD(R):

- 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 ASD(R), 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.
- 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.
- 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.
- f. Ensure sufficient funding is available to provide Service members with credentialing program support.
- 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.**

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

**b. (Added)(DAF) The Department of the Air Force Voluntary Education Programs Branch (AF/A1DLV) provides program oversight and establishes policy for the implementation of the Air Force Credentialing Opportunities On-Line (AFCOOL) Program. Ensures compliance with DoD policy as well as continued development and sustainment of the program.**

**c. (Added)(DAF) Air Education & Training Command (AETC/A3/6) oversees the DAF-CP and tracks credentials earned by personnel prior to joining the DAF and throughout their DAF service. Tracking is managed in a centrally managed tracking system. AETC/A3/6 is responsible for the creation, modification, and maintenance of the centrally managed tracking system. Regardless of how credentials are funded (e.g., self-funded, career field funded, AFCOOL funded, etc.) AETC/A3/6 will provide the tracking system and service.**

**d. (Added)(DAF) The Air University (AU) oversees the AFCOOL Program Office to ensure compliance with policy and the continued development and sustainment of the AFCOOL Program. The AFCOOL Program Office provides daily management and execution of the AFCOOL Program within the policy and guidelines established by the DoD and AF/A1DLV.**

**e. (Added)(DAF) Special Experience Identifiers (SEIs) and Special Duty Identifiers (SDIs) are also types of credentials. DAF policies for award of Air Force specialty code (AFSC), career series, USSF career field, SEIs, and Special Duty Identifiers (SDIs) are contained in DAFMAN 36-2100, *Military Utilization and Classification*.**

**f. (Added)(DAF) The DAF-CP supports opportunities for Service members to attain professional credentials that align with an AFSC, career series, or USSF career field.**

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

**(2) (Added)(DAF) Individually attained credentials are self-funded by the Service member for personal growth or interest.**

**(3) (Added)(DAF) The DAF-CP provides an avenue for Service members to attain as well as track civilian, industry, and academic credentials, whether gained before or after entering DAF service. The intent is to expand the competencies and diversity of Service members skillsets while serving the DAF in addition to prepare them for the civilian sector upon separation or retirement.**

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

**h. (Added)(DAF) The AFCOOL Program Office responsibilities include, but are not limited to:**

**(1) (Added)(DAF) Maintain working relationships and collaborate, as needed, with other military Service's credentialing programs and external credentialing vendors.**

**(2) (Added)(DAF) Assist installation Education and Training Section staff, Airmen, and Guardian as development advisors in promoting the AFCOOL Program and website.**

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

**(4) (Added)(DAF) Liaise between vendors and career field managers to resolve concerns and provide guidance that aligns with DAF policy, to include providing oversight of skill gap analyses and working directly with subject matter experts to determine best-fit credentials for DAF specialty codes.**

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

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

**(7) (Added)(DAF) AF/A1DLV 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.**

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

**(9) (Added)(DAF) Provide AF/A1DLV and USSF Force Development (SF/S1D) recurring reports (monthly, quarterly, annual), information, and additional reports, as requested.**

**(10) (Added)(DAF) Use Air Force Automated Education Management System (AFAEMS) to process all credential funding requests and the maintenance of Service members' records. AFAEMS is the official system of record for the DAF Voluntary Education Program.**

**j. (Added)(DAF) Supervisor Responsibilities:**

**(1) (Added)(DAF) Supervisors should ensure subordinates are not pressured or persuaded to use the benefit for the purpose of DAF mission needs; the use of the AFCOOL Program is completely voluntary for the Service member. The AFCOOL Program is a voluntary benefit with a limited lifetime cap of \$4,500.**

**(2) (Added)(DAF) Supervisors should ensure Service 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) Supervisors should use the resource page on the AFCOOL Program website to mentor and advise Service members prior to taking initial credential exams(s).**

**k. (Added)(DAF) DAF Service Member Responsibilities:**

**(1) (Added)(DAF) Service members should follow procedures outlined in the *AFCOOL Handbook*, which is available on Air Force Virtual Education Center (AFVEC) website.**

**(2) (Added)(DAF) Service members should not be pressured or persuaded to use their benefit for the purpose of DAF mission needs.**

## 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/A1DLV, Chief of Voluntary Education, and the AFCOOL Credentialing Program Director or designated representative(s). (T-1)**

**(b) (Added)(DAF) Optional ICOOLWG membership includes the Air Education & Training Command (AETC/A3/6), 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.

**(a) (Added)(DAF) Mandatory ICOOLWG membership includes SF/S1D, Voluntary Education Program designated representative(s). (T-1)**

**(b) (Added)(DAF) Optional ICOOLWG membership includes Space Operations for Human Capital, Enterprise Talent Management office (SF/S1/ETM), Skills Management Chief, or designated representative(s).**

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.

### **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.

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.

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. **(T-1)**

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.

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

##### **a. (Added)(DAF) AFCOOL Eligibility Criteria.**

**(1) (Added)(DAF) DAF active-duty enlisted Service members and Active Guard Reserve (AGR) enlisted Service members on Title 10 or Title 32 orders are eligible to receive AFCOOL Program funding.**

**(a) (Added)(DAF) Eligible Service members must apply a minimum of 30 days prior and be on active-duty status for the duration of the inclusive dates of the approved funding request and provide course and exam completion documentation at least 60 days prior to separation/retirement or 60 days prior to the release date of the active-duty orders. (T-1)**

**(b) (Added)(DAF) For AGR Service members, a copy of Title 10 and/or 32 order(s) with the inclusive dates specified within this paragraph must be uploaded to their Student Documents folder in AFAEMS. (T-1)**

**(2) (Added)(DAF) Service members must have a 5-skill level in their primary AFSC, career series, and USSF career field to participate in the AFCOOL program. (T-1)**

**(3) (Added)(DAF) DAF enlisted Service members must not have an Unfavorable Information File, a referral Enlisted Performance Brief, or be on a control roster at the time of application for an AFCOOL Program. For RegAF Service members, they must not have a failed or overdue physical fitness assessment (must be current on physical fitness assessment). (T-1) USSF enlisted Service members, must be in good standing if enrolled in the Continuous Fitness Assessment study or have a passing and current physical fitness assessment (cannot be overdue on the physical fitness assessment) unless on a profile that prohibits physical activity. (T-1)**

**(4) (Added)(DAF) DAF enlisted Service members are ineligible to participate in the AFCOOL Program if separated, retired, or enter a commissioned program. If Service member's active-duty status changes to one of these categories while the Service member has an active AFCOOL Program goal the Service member will be required to reimburse all funding allocated for the applicable goal. Any pending funding requests and remaining lifetime cap funds will be archived and no longer available to the Service member. (T-1)**

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

**(1) (Added)(DAF) Service members will ensure funding requests are submitted in a timely manner through AFVEC for credentialing exams and other credentialing expenses. (T-1) Under this authority the Service member will not register, take, participate in,**

**schedule, or otherwise obligate the government to pay for a credentialing expense without first obtaining approval for funding. (T-1)**

**(2) (Added)(DAF) Service members must ensure funding is approved prior to taking any actions obligating expenditure of funds, to include registering for, scheduling, taking exam, or other credentialing expense. (T-1) Failure to obtain advanced funding approval will result in the Service member being personally liable for the expense(s). (T-1)**

**(a) (Added)(DAF) Service members are required to submit an AFCOOL goal no later than 30 days prior to the start date of the funding request. (T-1) Any funding requests within 120 days of separation or retirement will not be approved. (T-1)**

**(b) (Added)(DAF) Service members who are separating, retiring, or released from active-duty date must provide proof of satisfactory completion 60 days prior to their date of separation. (T-1)**

**(c) (Added)(DAF) Service members must submit AFCOOL funding request through AFVEC no earlier than 60 days before but at least 30 days prior to the start date. (T-1)**

**(d) (Added)(DAF) Service members must work with their supervisor to ensure funding request has been approved or disapproved in a timely manner. (T-3) It is the responsibility of the Supervisor to deny requests if any of the following circumstances will impede a Service 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 Service member's ability to successfully complete the exam(s). (T-3)**

**(3) (Added)(DAF) Service members have 120 days to schedule and successfully complete credentialing exam(s) with the credential awarding organization. (T-1)**

**(4) (Added)(DAF) Service members must notify the AFCOOL Program Office of any changes to credentialing exam(s); testing dates and/or approved location and be accepted by the Service member prior to the change occurring. (T-2) Failure to do so will result in a financial obligation on the Service member. (T-1)**

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

**(6) (Added)(DAF) If a Service member elects to attend a preparatory course, they must enter the course start and end dates on the funding request and upload official documentation as part of the AFCOOL goal from the vendor validating these dates. (T-2)**

**(7) (Added)(DAF) Service members who attend a preparatory course have 120 days from the course end date to successfully complete their exam. (T-1) Failure to do so will result in a financial obligation on the Service member. (T-1)**

**(a) (Added)(DAF) Service members must submit a funding request for the associated exam before the end date of the funding request for the preparatory course and/or study materials. (T-1)**

**(b) (Added)(DAF) Service members in a self-paced (open-ended) preparatory course, will be required to successfully complete course within 180 days, from start date indicated on the funding request, regardless of vendor course expiration dates. (T-1)**

**(c) (Added)(DAF) Service members are responsible and must provide preparatory course completion, exam score report, and copy of certification or credentialing license (temporary is acceptable) to the AFCOOL Program Office via AFVEC Student Messenger. (T-2) Service members will be ineligible to further participate in the AFCOOL Program until results are received. (T-1)**

**(8) (Added)(DAF) Service members must comply with the credentialing agency's eligibility and examination requirements. (T-1) Requirements often include passing written or computer-based exam(s), oral and practical exam(s), and meeting other requirements (e.g., documented practical experience, formal application, documented training, continuing education units, payment of exams, and maintenance fees).**

**(a) (Added)(DAF) Service member should review the vendor's refund policy prior to submitting funding request or requesting vendor resources not yet approved.**

**(b) (Added)(DAF) Service members initiating a vendor refund must notify the AFCOOL Program Office via the AFVEC Student Messenger, providing notice of pending refund before the AFCOOL Program Office will process the refund. (T-2)**

**c. (Added)(DAF) AFCOOL Funding Authorizations.**

**(1) (Added)(DAF) Service members are eligible to earn multiple credentials during their enlistment, not to exceed the \$4,500 lifetime cap. Service members may only have one active credential goal at a time. (T-1) Multiple credentials cannot be bundled under one credential goal. (T-1)**

**(2) (Added)(DAF) Service members may pursue AFCOOL Program funding from the following three (3) categories:**

**(a) (Added)(DAF) Unlimited credentials from the approved list on the AFCOOL website for their primary AFSC, career series, USSF career field.**

**(b) (Added)(DAF) Two credentials not related to their primary AFSC, career series, or USSF career field. These can include Leadership/Management credentials and**

those related to any academic degree documented in AFAEMS. For degrees not listed in AFAEMS, official transcripts must be provided to the AFCOOL Program Office as part of the credential goal. (T-1) Exception: Private Pilot License - Airplane Single Engine (ASE) will only be funded as an AFSC related credential. (T-1)

(c) (Added)(DAF) Recertification for previously funded AFCOOL credentials, may be funded to maintain certification not to exceed their \$4,500 lifetime cap. (T-1)

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

(1) (Added)(DAF) Funding for preparatory courses is limited to no more than \$2,000 per credential goal. (T-1)

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

(3) (Added)(DAF) Service members must request their credential goal and receive approval in advance of submitting applications with vendors, as many require payment upon application. (T-1) Service members whose funding requests exceed their lifetime or preparatory course caps will be responsible to pay the outstanding portion prior to AFCOOL paying the remainder of the credentialing cost. (T-1)

(4) (Added)(DAF) No retroactive (submitted after starting, participating in, or otherwise incurring the credentialing expense) AFCOOL funding requests will be approved. (T-1) Failure to request funding in advance of starting, participating, or otherwise incurring credentialing expenses will be the Service member's responsibility. (T-1)

(5) (Added)(DAF) Service members will not be eligible for AFCOOL funding if they have pending reimbursement actions for Military Tuition Assistance (MilTA) or other AFCOOL credential goals. Reimbursement actions must be initiated for resolution before new funding requests (MilTA or AFCOOL) will be approved. (T-1)

(6) (Added)(DAF) Funding requests are processed and approved based on start date. Funding requests will not be advanced in priority for processing/approval to satisfy requirements for Senior Rater Endorsement, Enlisted Performance Reports, award packages, etc. (T-1)

**e. (Added)(DAF) AFCOOL Funding Prohibitions.** The AFCOOL Program Office will not approve funding for: (T-1)

(1) (Added)(DAF) Obtaining and/or renewing credentials for prerequisite for appointment in the DAF, required to hold a military occupation or duty position, or a specialty-coded billet. (T-0) These types of required credentials are to be funded via the career field. (T-0)

**(2) (Added)(DAF) Hardware items (e.g., laptops, tool kits, network server kits, etc.). (T-1)**

**(3) (Added)(DAF) Prerequisite type fees required for professional certification or license (e.g., drug testing, physicals, etc.). (T-1)**

**(4) (Added)(DAF) Fees for non-mandatory membership into professional societies or associations nor academic courses or degrees. (T-1)**

**(5) (Added)(DAF) Continuing education units, professional education units, and professional development units. (T-1)**

**(6) (Added)(DAF) Attendance of conferences, workshops, and other similar type events, required to maintain a credential or for recertification/renewal of credentials. (T-1)**

**(7) (Added)(DAF) Any travel expense to attend training and testing (e.g., mileage, hotel expenses, per diem, airfare, etc.). (T-1)**

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

**(1) (Added)(DAF) Service members with unsatisfactory or missing grades will be responsible for the reimbursement of all funds provided by DAF for each credential goal. (T-0) Unsatisfactory grades for exams are defined by the credentialing agency. Missing grades are those not updated in the Service members' AFVEC record by the 30th day from the ending course date on the approved funding request. (T-1)**

**(2) (Added)(DAF) Service members will have no more than 30 days following notification of reimbursement to respond through AFVEC. If AFCOOL does not receive a response, a reimbursement action will be initiated to recoup funding used for the credential goal. (T-1) Reimbursement actions will be for all funding related to the credential goal (e.g., preparatory courses, study materials, fees, etc.). (T-0) Refunds will not be refunded back to Service members for any grade changes after the reimbursement has been initiated. (T-1)**

**(3) (Added)(DAF) The Service member will be held responsible for repayment of all funding associated with an AFCOOL Program credential goal in the event of non-completions and/or failure, to include study material and preparatory coursework. (T-0) Members who fail their exam on the first attempt may submit an exception to this policy and request to self-fund a second exam. (T-1) If the Service member successfully completes the second exam, they will not be responsible for reimbursement of funding provided for the credential goal. (T-1)**

**(4) (Added)(DAF) Service members will not be permitted to receive funding for the same credential previously funded but not completed successfully (incomplete or failure) even if the member reimbursed the funding for that credential goal. (T-1)**

**(5) (Added)(DAF) A failed credential exam does not exclude the Service member from receiving funding for other approved credentials. Service members are permitted to pursue another credential within the allowed categories identified in this instruction.**

**(6) (Added)(DAF) Service members who are unable to enroll or are delayed in completing their credential exam must notify the AFCOOL Program Office via AFVEC Student Messenger. (T-2) Failure to do so will prompt reimbursement actions for any AFCOOL funding provided for the applicable credential goal. (T-1)**

**(7) (Added)(DAF) Under extenuating circumstances, Service members can request an extension of up to 90 days beyond the AFCOOL funding request end date. An exception to policy must be submitted through AFVEC to the AFCOOL Program Office for consideration. (T-1) If disapproved, all funding issued for exams and other related expenses (e.g., preparatory courses, study materials, fees, etc.) will be reimbursed. (T-1)**

**(8) (Added)(DAF) If a Service member is designated as a Wounded Warrior (discharged due to conditions related to their Wounded Warrior designation) prior to completion of a credential, the Service member will not be responsible for repayment of AFCOOL funding requests (e.g., exams, preparatory courses, books, fees, etc.). (T-1)**

**g. (Added)(DAF) AFCOOL Academic Credit.**

**(1) (Added)(DAF) AU may award academic credit for specific credentials, as applicable, to the technical requirements and academic discipline of specific Community College of the Air Force (CCAF) Associate of Applied Science degree programs.**

**(a) (Added)(DAF) Awarded academic credit is based on degree relevancy, college-level academic standards, career field needs, and Career Field Manager recommendations. Credentials evaluated by the American Council on Education for credit recommendation may be considered by AU as credit transferred toward a degree.**

**(b) (Added)(DAF) Upon issuance of a CCAF degree-applicable credential, Education and Training Section staff will submit a CCAF Student Action Request to have the credentialing credit applied to the member's CCAF student record. (T-2) For specific guidance, refer to the *CCAF Advisor Handbook*, which is available at on the AFVEC website.**

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

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

**i. (Added)(DAF) Will develop and manage the AFCOOL website. Review, at least annually, to ensure relevancy, currency, accuracy, and that website remains similar in capabilities to other Service credentialing program websites. (T-1)**

## **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                                                       |
| (Added)(DAF) AETC/A3/6 | <b>Air Education &amp; Training Command</b>                                                        |
| (Added)(DAF) AF/A1     | <b>Deputy Chief of Staff of the Air Force for Manpower, Personnel, and Services</b>                |
| (Added)(DAF)AF/A1DLV   | <b>Air Force Directorate of Force Development, Learning Division, Voluntary Education Programs</b> |
| (Added)(DAF) AFEAMS    | <b>Air Force Automated Education Management System</b>                                             |
| (Added)(DAF) AFCOOL    | <b>Air Force Credentialing Opportunities On-Line</b>                                               |
| (Added)(DAF) AFSC      | <b>Air Force Specialty Code</b>                                                                    |
| (Added)(DAF) AFVEC     | <b>Air Force Virtual Education Center</b>                                                          |
| (Added)(DAF) AGR       | <b>Active Guard Reserve</b>                                                                        |
| (Added)(DAF) ARC       | <b>Air Reserve Components</b>                                                                      |
| (Added)(DAF) ASE       | <b>Airplane Single Engine</b>                                                                      |
| (Added)(DAF) AU        | <b>Air University</b>                                                                              |
| (Added)(DAF) CCAF      | <b>Community College of the Air Force</b>                                                          |
| COOL                   | credentialing opportunities online                                                                 |
| CP                     | credentialing program                                                                              |
| (Added)(DAF) DAF       | <b>Department of the Air Force</b>                                                                 |
| (Added)(DAF) DAF-CP    | <b>Department of the Air Force – Credentialing Program</b>                                         |
| (Added)(DAF) DAFI      | <b>Department of the Air Force Instruction</b>                                                     |
| (Added)(DAF) DAFMAN    | <b>Department of the Air Force Manual</b>                                                          |
| (Added)(DAF) DAFPD     | <b>Department of the Air Force Policy Directive</b>                                                |
| DASD(FE&T)             | Deputy Assistant Secretary of Defense for Force Education and Training                             |
| (Added)(DAF) DoD       | <b>Department of Defense</b>                                                                       |
| (Added)(DAF) FLDCOM    | <b>Field Command</b>                                                                               |
| ICOOLWG                | Inter-Services Credentialing Opportunities Online Working Group                                    |
| (Added)(DAF) MAJCOM    | <b>Major Command</b>                                                                               |
| MOC                    | military occupational code                                                                         |
| (Added)(DAF) MilTA     | <b>Military Tuition Assistance</b>                                                                 |
| (Added)(DAF) OPR       | <b>Office of Primary Responsibility</b>                                                            |
| (Added)(DAF) RegAF     | <b>Regular Air Force</b>                                                                           |
| (Added)(DAF) SAF/MR    | <b>Assistant Secretary of the Air Force for Manpower and Reserve Affairs</b>                       |
| (Added)(DAF) SDI       | <b>Special Duty Identifiers</b>                                                                    |
| (Added)(DAF) SEI       | <b>Special Experience Identifiers</b>                                                              |
| (Added)(DAF) SF/S1     | <b>Space Operations for Human Capital</b>                                                          |

|                               |                                                                                                         |
|-------------------------------|---------------------------------------------------------------------------------------------------------|
| <b>(Added)(DAF) SF/S1D</b>    | <b>Space Force Deputy Chief of Space Operations for Human Capital, Directorate of Force Development</b> |
| <b>(Added)(DAF) SF/S1/ETM</b> | <b>Human Capital, Enterprise Talent Management</b>                                                      |
| <b>(Added)(DAF) USAF</b>      | <b>United States Air Force</b>                                                                          |
| <b>(Added)(DAF) USSF</b>      | <b>United States Space Force</b>                                                                        |
| <b>USMAP</b>                  | <b>United Services Military Apprenticeship Program</b>                                                  |

**G.2. DEFINITIONS.**

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

| <b>TERM</b>                                            | <b>DEFINITION</b>                                                                                                                                                                                                                                                                                              |
|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| apprenticeship                                         | 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.                                                                           |
| certification                                          | 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 of credentials include, but are not limited to, certifications, licenses, degrees, and certificates.</b> |
| credentialing                                          | 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.                                                                                                           |
| executive coordinator                                  | 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 credentials earned to enable commanders, at all levels, the ability to properly use their personal knowledge, skills and abilities effectively and enable leaders to make data-driven decisions.</b>                                                                                                 |

|                             |                                                                                                                                                                                                                                                              |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| expenses                    | 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. |
| license                     | A credential that demonstrates a level of skill or knowledge needed to perform a specific type of job.                                                                                                                                                       |
| military learning crosswalk | 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*, 15 April 2022**

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

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

**(Added)(DAF) DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023**

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