COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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 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 Numbered Air Forces 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 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 supervisor responsibilities, eligibility criteria for Service members, and funding limitations. In particular, the rank restriction for Service members to pursue a leadership/management credential has been removed, and the requirement for Service members within 180 days of separation or retirement to self-pay for credentials and be reimbursed has also been eliminated.

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:	Alex Wagner, Principal Deputy Assistant Secretary (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).

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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.

SECTION 2: GENERAL ISSUANCE INFORMATION

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: GENERAL ISSUANCE INFORMATION

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 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).

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 an Air Force Specialty Code (AFSC), 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, and other similar credentials).

(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 AFSC, 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 Department of the Air Force Voluntary Education Programs Branch (AF/A1DLV) 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) Air Education and Training Command Learning Professionals (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 AF/A1DLV. 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'

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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 and Guardian 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 manage the AFCOOL website. Review 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/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.

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.

SECTION 2: RESPONSIBILITIES

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) The AFCOOL program is a voluntary benefit with a limited lifetime cap of $4,500. Supervisors should ensure subordinates are not pressured or persuaded to utilize this benefit for the purpose of DAF mission needs unless the choice is completely voluntary.

(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) 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. Members receiving a vendor refund must alert the AFCOOL Program Office via an AFVEC message giving the specifics of the refund before it can be processed.

      (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 license (temporary is acceptable), exam score report, or copy of certification to the AFCOOL Program Office within 60 days of the funding request end date. Members will be ineligible to further participate in the AFCOOL Program until results are received. Members out-processing for retirement or separation

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must provide proof of satisfactory completion 30 days prior to the final base out-processing date. (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)

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 3: ICOOLWG

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) Regular Air Force (RegAF) enlisted members and Air Reserve Component (ARC) enlisted members on Title 10 or Title 32 orders are eligible to receive AFCOOL funding for the duration of the approved credential goal. (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 within 30 days of termination of active duty orders. (T-1) Members on Title 32 orders must be eligible for Title 10 benefits or operating under Title 10 authority.

        (2) (Added)(DAF) The member must have attained a 5-skill level in their PAFSC to participate in the AFCOOL program. (T-1)

(3) (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)

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

(5) (Added)(DAF) DAF enlisted members who have separated, retired, or commissioned are ineligible for AFCOOL. (T-1) DAF members enrolled in credentialing programs at the time any of these events will reimburse any AFCOOL funds expended, and pending funding requests as well as remaining cap balance will be deleted. (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 are encouraged to pursue multiple credentials during their enlistment but may only pursue one credential at a time. Multiple credentials will not be bundled under one credential goal. (T-1)

(b) (Added)(DAF) Members may choose to pursue AFCOOL funding for AFSC and non-AFSC related credentials as described below:

<u>1.</u> (Added)(DAF) Multiple credentials from the approved list on the AFCOOL website for their Primary Air Force Specialty Code or Space Force equivalent.

<u>2.</u> (Added)(DAF) One credential related to their awarded academic degree.

3. (Added)(DAF) One credential unrelated to their primary specialty code that does not qualify as a degree related or leadership/management credential. Exception: Private Pilot License – Airplane Single Engine (ASE) will ONLY be funded as an AFSC related credential.

4. (Added)(DAF) One Leadership/Management 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 which includes study materials and any preparatory coursework. (T-1)

(d) (Added)(DAF) Failure of credential exams do not exclude members from receiving funding for other approved credentials.

(e) (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)

(f) (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)

(g) (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)

(h) (Added)(DAF) AFCOOL funding requests will be denied if Member has a pending reimbursement action for either Military Tuition Assistance actions associated with incomplete or failed educational courses or other approved AFCOOL funding

SECTION 4: CERTIFICATION AND LICENSING PROGRAM PROCEDURES

requests. The reimbursement action must be resolved prior to any new funding requests being approved.

       (i) (Added)(DAF) Funding requests are processed and approved based on term start date and order of receipt. 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)

       (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-0)

       (b) (Added)(DAF) Hardware items such as laptops, tool kits, network server kits, etc. (T-1) Additionally, AFCOOL will not fund prerequisite type fees required for the professional certification or license such as drug testing, physicals, etc. (T-1)

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

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

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

       (f) (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) Members will reimburse the AFCOOL Program Office for unsatisfactory or missing grades. (T-1) Unsatisfactory grades are considered a failure as defined by the credentialing agency. Missing grades are grades that are not received and updated in the official student education record by the 60th day after the end of the course date listed on the approved funding request.

       (b) (Added)(DAF) Members will have no more than 30 days to respond to any notification of reimbursement. Members are ultimately responsible for ensuring grades are in their education record by required deadlines. After 30 days, AFCOOL will initiate a reimbursement action to recoup any funding utilized for the credentialing goal. Refunds

SECTION 4: CERTIFICATION AND LICENSING PROGRAM PROCEDURES

will not be given to students for grades changed from unsatisfactory/missing to satisfactory after the 30 day period has passed. (T-1)

(c) (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)

(d) (Added)(DAF) 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 30 days before out-processing for separation or retirement (or deactivation for Reserve members) will result in reimbursement actions for AFCOOL funding issued for the exam(s) and all other expenses related to the credentialing goals to include preparatory courses, books, and fees. (T-1)

(e) (Added)(DAF) Extensions: Members requesting an extension to complete their credentialing goal must attain a satisfactory grade within 60 days after the course end date as listed on the electronic AFCOOL Funding Request. If a satisfactory grade has not been received at the end of this period, the AFCOOL office will initiate a reimbursement action for member to repay the Air Force for the AFCOOL funding used to fund the credentialing goal. If a member presents a grade after the deadline, he/she failed to meet the completion requirements; thus, the AFCOOL office will not return the funds to the Member. (T-1)

(f) (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)

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.

   j. (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.

(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/docN7D60F649C619618fb3abb5373900 75031cc1ff1c167ea4b275bae116a737de3c6efeb8f2fb1f

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 4: CERTIFICATION AND LICENSING PROGRAM PROCEDURES

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.

SECTION 5: USMAP

GLOSSARY

G.1. ACRONYMS.

ACRONYM	MEANING
ASD(R)	Assistant Secretary of Defense for Readiness
(Added)(DAF) AETC/A3	**Air Education and Training Command Learning Professionals**
(Added)(DAF) AETC/A3B	**Air Education and Training Command Learning Professionals and Force Development Credentials**
(Added)(DAF) AF/A1	**Deputy Chief of Staff of the Air Force for Manpower, Personnel, and Services**
(Added)(DAF) AF/A1D	**Deputy Chief of Staff of the Air Force for Manpower, Personnel, and Services, Directorate of Force Development**
(Added)(DAF) AF/A1DLV	**Air Force Directorate of Force Development, Learning Division, Voluntary Education Programs**
(Added)(DAF) AFAEMS	**Air Force Automated Education Management System**
(Added)(DAF) AFCOOL	**Air Force Credentialing Opportunities On-Line**
(Added)(DAF) AFI	**Air Force Instruction**
(Added)(DAF) AFMAN	**Air Force Manual**
(Added)(DAF) AFSC	**Air Force Specialty Code**
(Added)(DAF) AFVEC	**Air Force Virtual Education Center**
(Added)(DAF) ARC	**Air Reserve Command**
(Added)(DAF) ASE	**Airplane Single Engine**
(Added)(DAF) CCAF	**Community College of the Air Force**
COOL	credentialing opportunities online
CP	credentialing program
(Added)(DAF) DAFMAN	**Department of the Air Force Manual**
(Added)(DAF) DAFPD	**Department of the Air Force Policy Directive**
DASD(FE&T)	Deputy Assistant Secretary of Defense for Force Education and Training
(Added)(DAF) FLDCOM	**Space Operations Command**
ICOOLWG	Inter-Services Credentialing Opportunities Online Working Group
(Added)(DAF) MAJCOM	**Major Command**
MOC	military occupational code

ACRONYM	MEANING
(Added)(DAF) OPM	**Office of Primary Responsibility**
(Added)(DAF) PAFSC	**Primary Air Force Spcialty Code**
(Added)(DAF) RegAF	**Regular Air Force**
(Added)(DAF) SAF/MR	**Assistant Secretary of the Air Force for Manpower and Reserve Affairs**
(Added)(DAF) SDI	**Special Duty Identifiers**
(Added)(DAF) SEI	**Special Experience Identifiers**
(Added)(DAF) SF/S1	**Space Force Deputy Chief of Space Operations for Human Capital**
(Added)(DAF) USAF	**United States Air Force**
(Added)(DAF) USSF	**United States Space Force**
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
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.
(Added)(DAF) credential	**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.**
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.
(Added)(DAF) DAF credentialing program (DAF-CP)	**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.**

(Added)(DAF) digital badge	**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.**
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.

GLOSSARY

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," December18, 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," October 18, 2023

(Added)(DAF) Adopted Forms

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