



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

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.

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).
- 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.

1. 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.

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.
- (2) U.S. Army.
- (3) U.S. Coast Guard.
- (4) U.S. Marine Corps.
- (5) U.S. Navy.
- (6) U.S. Space Force.

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

3.3. RESPONSIBILITIES.

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

- a. Develops recommendations for improvements in credentialing policies, procedures, and program management to advance the credentialing of Service members.
- b. Advises on policies and procedures for vetting credentials and credential preparation providers in accordance with statutory and regulatory requirements, along with industry best practices.
- c. Encourages uniformity and consistency in policies and services to promote credentialing accessibility and effective implementation across the Military Departments.
- d. Provides a forum to exchange information, best practices, and lessons learned, to maximize the impact of CPs and opportunities for Service members.

- e. Expands the availability of credentialing information and assistance resources within OSD and the Military Departments.
- f. Recommends quarterly and annual data collection and reporting requirements, as specified in Paragraph 4.2.i. for the Military Departments.

SECTION 4: CERTIFICATION AND LICENSING PROGRAM PROCEDURES

4.1. GENERAL.

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

- a. Include active duty, Reserve Components, and National Guard.
- b. Encompass options for all Service members, to include:
 - (1) Those whose military occupations and duties (including prior in-service and other-service military occupations) map to Service-related certifications or licenses;
 - (2) Those whose on- or off-duty training would prepare the Service member for Service-related certifications or licenses;
 - (3) Those who have completed academic degrees, career and technical education programs, or SkillBridge programs that would prepare the Service member for Service-related certifications or licenses; or
 - (4) Those whose military occupations and duties (including prior in-service and other-service military occupations) map to industry certifications or licenses, as identified on the COOL website.
 - (5) All credentials listed on COOL are cleared for Military Department funding at the discretion of the Military Department. Credentials sought by the Service member do not need to be directly related to the Service member's MOC, additional skill identifiers, or assigned duties.

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.
- 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.

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
COOL CP	credentialing opportunities online credentialing program
DASD(FE&T)	Deputy Assistant Secretary of Defense for Force Education and Training
ICOOLWG	Inter-Services Credentialing Opportunities Online Working Group
MOC	military occupational code
USMAP	United Services Military Apprenticeship Program

G.2. DEFINITIONS.

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

TERM	DEFINITION
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.
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.

TERM	DEFINITION
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