

MARINE CORPS COOL COMPLETION INSTRUCTIONS & VOUCHER REQUEST

(Voucher Request Document begins on Page 6 of this document)

NOTE1: When completing the voucher request form, the Applicant must use their **MOL ACCOUNT (BIR PAGE)** to ensure the correct Command Name and UIC is entered into the voucher request form.

NOTE 2: All information provided on the voucher will be validated through MCTFS/3270 and TFSMS. Any information provided that cannot be validated or is incorrect will result in voucher being rejected. **PLEASE FOLLOW SPECIFIC INSTRUCTIONS BELOW TO KEEP VOUCHER FROM BEING REJECTED!!**

VOUCHER COMPLETION INSTRUCTIONS

PART 1. Employee Information (read document before completing)

Block 1: Full Last Name, First Name, Middle Name to include suffix (Jr, II, III) (ALL CAPS)

[Example: DOE, JOHN ADAM JR]

Block 2: 10-Digit CAC EDIPI (DoD ID Number located on back of CAC)

[Example: 1543215432]

Block 3: -Paygrade (i.e. E-6, E-7) (ALL CAPS)

[Example: E-6]

-Enlisted MOS (i.e. 0351) -- PMOS Only

[Example: 0351]

-MOS Spelled out (i.e. Infantry Assaultman) -- PMOS Billet Description

[Example: Infantry Assaultman]

Block 4: Collateral Duty/Billets (if applicable)

1. Check box if requesting exam funding for the "LEADER" category located at the top of the MOS drop down list or from previous PMOS that fed into current PMOS.
2. Check box if an 0300 PMOS and requesting funding for a collateral duty/billet. (Example: PMOS 0311, 0331, 0341, 0351, 0352, 0365 feed into PMOS 0369 (0369 is attained when promoted to Staff Sergeant)

Block 5: Command UIC

[Example: M01463]

*Unit Identification Code (UIC) can be found on **applicant's BIR page on MOL**. On applicant's BIR page, look for PRESENT BILLET IDENTIFICATION CODE (BIC) and the first six characters represent the UIC. If it is left blank on BIR, ask S-1 for the UIC. Ensure S-1 does NOT provide RUC. RUC will not be accepted*

Block 6: Command Name as listed on MOL (i.e. 2D SP SEC COMM TM HQTRS BN 1ST MARDIV)

[Example: **HMH-463 MAG-24 (-) 1ST MAW**]

Command name can be found on the locator page on MOL. Type in EDIPI and click on applicant's name to see the correct naming convention for command name.

Block 7: Applicant Official Military Email Address (i.e. .mil; .gov) (lower case)

[Example: **doe.a.john@usmc.mil**]

Block 8: Enlisted Duty Status (Two Parts)

- **ACTIVE DUTY:** Check active duty box.

Reservists are not eligible to receive funding for credentials unless activated and meets the time in service requirements. If applicant is an Active Reservists (AR), may be eligible for funding; applicant must state AR in Block 21.

- **EAS (mm/dd/yyyy):**

[Example: **03/31/2021**]

Must have six months of active service remaining on contract in order to receive funding.

Block 9: Office Phone

[Example: **(850) 452-6337**]

Provide Command Phone numbers only. If a DSN phone number, ensure DSN prefix is included. Cell phone numbers will not be accepted.

PART 2. Certification / License History

Block 10: Professional Certifications / Licenses Held (Must be completed if requesting recert or maintenance fee)

[Example: **Fiber Optics Installer** **01/15/2016** **01/15/2019** **ID# 1235XYZ**]

Include:

- *Date Awarded,*
- *Expiration Date, and*
- *Your Certification or License ID (assigned to you by cert/license agency)*

List all previous Certifications/Licenses if requesting funding for Recertification/Maintenance fees. If requesting funding for a certification that requires completion of other certifications prior, list the certifications as they apply.

Applicant Identification Information (top of Voucher Request page 2)

Block 11: Name (Last, First, MI & suffix) (ALL CAPS): Last Name, First Name, MI

Block 12: EDIPI (10-Digit DoD ID Number located on back of CAC)

PART 3. Request for Certification / License Exam Voucher

Block 13 (ALL CAPS): Write in the Name of Certification Title, License Exam, Application Fee or Maintenance Fee you want funded: NOTE: Credential (must have COOL\$ icon next to it)

[Example: Microsoft Technology Associate]

Voucher Request Form is used to request funding for a certification or license exam, application fee, or maintenance fee – NOT a course or training. Marine Corps COOL does NOT fund courses or training.

Block 14: New / First Time; or Block 15: Recertification; or Block 16: Maintenance / CE / CMU Fee Check ONLY ONE

Block 17: Credentialing Agency (i.e. CompTIA, Microsoft, etc...)

[Example: Microsoft]

NOTE: If credentialing agency is the FAA, applicant must provide 8610's etc... signed by the FAA validating applicant meets the experience/prerequisites required to take the example. Provide point of contact information (Name, Address, Phone #) of the testing agency in Block 21.

NOTE: For CE Fees, please provide a screenshot of your dashboard. Example: CompTIA CEU Progress page. If you're in arrears with your fees, you will need to pay your fees to become current and we can fund your current year.

Block 18: Testing Location (i.e. on-base overseas; off-base overseas; City/Country)

[Example: Norfolk, VA]

Authorized testing locations for the credential requesting funding for. If unsure about testing locations, contact the credentialing agency for authorized testing locations.

Block 19: Date you intend to take exam -or- Date fees are due [provide comments if beyond 60 days from today]

[Example: May 27, 2017]

Exam MUST be taken within 60 days of requesting funding from Marine Corps COOL. If unsure of a specific date, provide an estimated exam date.

NOTE: If applicant does not take the exam within 60 days, the Command will be contacted to provide justification for failure to execute. If requiring an extension, contact Marine Corps COOL and provide a new test date.

Block 20: Did you use USMC Tuition Assistance to attend a course or program to help prepare for the exam?

Check either Yes or NO. If yes, provide name of school/training facility and the course taken.

Block 21: Comments/Notes to the Marine Corps COOL shop

[Example: Proof of training provided via separate attachment]

PART 4. Acknowledgments (Completed by Applicant -and- Verified by Command Approver)

Block 22-29: All boxes must be checked validating that Applicant has read and acknowledged each block.

Command Approver must also ensure Applicant has acknowledged and will meet/comply with all blocks

PART 5. Certification and Signature of Applicant

Block 30-32: All boxes must be checked validating that Applicant:

- *Personally requested funding,*
- *Acknowledges that all information is true and correct*
- *Understands that he/she must take the exam within 60 days and report pass/fail score to Marine Corps COOL.*

Block 33 (ALL CAPS): Full Name of Applicant & suffix (Printed)

[Example: JOHN ADAM DOE JR]

Block 34: Signature of Applicant

Signature required if voucher request is faxed, or scanned into an email.

Block 35: Date Signed (mm/dd/yyyy)

[Example: 04/02/2017]

PART 6. Command Approval (E-7 / O-1 or above)

Block 36-39: All boxes must be checked validating that Command Approver:

- *Has reviewed this form and applicant meets prerequisites, EAS, and credential requirements stated in PART 4.*
- *Will ensure Applicant reports exam results to Marine Corps COOL usmccool@navy.mil within 90 days of the date in Block 44.*
- *Certifies that Applicant named in Block 1 originated this voucher request and Applicant personally completed Blocks 1 – 34.*
- *Will provide correspondence from the Marine's Commanding Officer confirming withdrawal for military or emergency reasons.*

Block 40: Approved Voucher Request or Disapproved Voucher Request (Check only 1 box that applies)

Block 41 Full Name (Last, First, Middle Name's & Suffix) (ALL CAPS)

[Example: SMITH, SALLY ANN]

Block 42: Phone Number

[Example: (850) 452-6583]

Provide Command Phone numbers only. If a DSN phone number, ensure DSN prefix is included. Cell phone numbers will not be accepted.

Block 43: Rank or Office Title

[Example: 1ST LT]

Block 44: Official Email Address (i.e. .mil; .gov) (lower case)

[Example: sally.a.smith@usmc.mil]

Block 45: Signature of Applicant

Signature required if voucher request is faxed, or scanned into an email.

Block 46: Date (mm/dd/yyyy)

[Example: 04/03/2017]

VOUCHER REQUEST SUBMISSION OPTIONS

NOTE: VOUCHER REQUEST MUST BE SUBMITTED VIA 2 OPTIONS TO SHOW THAT THE MARINE IS PERSONALLY REQUESTING EXAM FEES TO BE FUNDED, AND THE COMMAND HAS BEEN INFORMED AND APPROVES OF THE MARINE'S REQUEST FOR FUNDING FROM THE MARINE CORPS. FAILURE TO SUBMIT PROPERLY WILL RESULT IN AN AUTOMATIC REJECTION.

OPTION 1.

If application is e-mailed from .mil/.gov email address, all blocks need completed but no hand signatures are required. Email chain must be from applicant to approving official to USMC COOL. Approving official must provide the email chain from applicant to the approving official when they forward request to USMC COOL. All emails must come from the applicant's and approving official's .mil or .gov email accounts.

OR

OPTION 2.

If faxed, or scanned into an email, all blocks need completed and parts 5 & 6 must be hand signed with applicant's and approving official's wet signatures. Once both parts are hand-signed, the voucher request can be scanned and emailed from a .mil email account, or faxed, to USMC COOL.

U.S. Marine Corps Credentialing Program

PROFESSIONAL CERTIFICATION AND LICENSING VOUCHER REQUEST

Command Representative **Email** to: usmccool@navy.mil
or Fax to: **Comm: (850) 452-6897 DSN: 459-6897**

PRIVACY ACT STATEMENT

"For Official Use Only - Privacy Sensitive - Any misuse or unauthorized disclosure may result in civil or criminal penalties."

AUTHORITY: 10 USC 2015; 5 USC 301; and SORN N01500-5.

PRINCIPAL PURPOSE(S): This record is used for reviewing, approving, accounting, and disbursing certification exam vouchers submitted by Department of the Navy (DON) personnel.

ROUTINE USE(S):

DISCLOSURE: Voluntary; however, failure to furnish the information requested may result in denial of voucher request.

PENALTY STATEMENT

Any person knowingly making false, fictitious, or fraudulent claims upon or against the United States Government may be imprisoned for up to five years (18 USC 287 and 1001, and 31 USC 3729).

PART 1. Employee Information (read document before completing)

1. LAST NAME FIRST NAME FULL MIDDLE NAME & Suffix [ALL CAPS]:	2. 10-Digit CAC EDIPI (see note on Pg 3 of this document) EDIPI:
Military:	
3. Paygrade (i.e. E-6, E-7,):	
Enlisted MOS (i.e. 0351):	
MOS Spelled out (Infantry Assaultman)	

SEE INSTRUCTION PAGE - Voucher Instructions on bottom of Step 2: Complete Voucher & Apply



4. All **"03" PMOS's** have been authorized by HQMC for **collateral duties/ billets**. Check block if requesting exam funding for a credential that is **NOT** on your Marine Corps COOL MOS page.
 E4 & above Leader MOS is open to all Marines. Check block if requesting exam funding from the Leader MOS page.
 Waivers may apply for E3's and below if credentialing agency training/experience requirements have been met.

5. Command UIC:M	6. Command Name as listed on MOL (i.e. 2D SP SEC COMM TM HQTRS BN 1ST MARDIV):
7. Applicant Official Military Email Address (i.e. .mil; .gov):	
8. Enlisted Duty Status (check one box):	9. Office Phone:
Active Duty: <input type="checkbox"/>	EAS (mm/dd/yyyy): Overseas Country Code (if applicable): Com: () - x- DSN: - x-

Enlisted members - If your EAS is less than 180 days from the date Marine Corps COOL receives this voucher request, you must meet one of the waiverable conditions listed in the "Enlisted EAS" info on Pg 3 of this voucher request doc.

PART 2. Certification / License History

10. Professional Certifications / Licenses Held: (Must be completed if requesting recert or maintenance fee)	Date Awarded (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Your Certification or License ID (assigned to you by cert/license agency)
(1)			
(2)			
(3)			
(4)			

11. Name (Last, First, MI & suffix):		12. EDIPI:	
PART 3. Request for Certification / License Exam Voucher			
13. Write in the Name of Certification Title, License Exam, Application Fee or Maintenance Fee you want funded: NOTE: Credential (must have COOL\$ icon  next to it) AGENCY: Note: This Voucher Request Form is used to request funding for a Voluntary workforce credential or license <u>exam</u> , application <u>fee</u> , or maintenance <u>fee</u> . 13A. NOTE: Marine Corps COOL does NOT fund for courses, training or Mandatory CSWF credentials for CYBER Security Work Force.		14. New / First Time requesting funding from Marine Corps COOL towards this specific certification or license? <input type="checkbox"/>	
		15. Recertification of credential in Part 2: Ensure PART 2 of this form is complete <input type="checkbox"/>	
		16. Maintenance / CE / CMU Fee of credential in Part 2: Ensure PART 2 of this form is complete Applicant must provide "copy" of agencies dashboard (CompTIA, ICS2, etc.) <input type="checkbox"/>	
17. Credentialing Agency (i.e. CompTIA, Microsoft, etc...):			
18. Testing Location (i.e. on-base overseas; off-base overseas; City/Country):			
19. Date you intend to take exam -or- Date fees are due [provide comments if beyond 60 days from today]:			
20. Did you use USMC Tuition Assistance to attend a course or program to help prepare for the exam?: YES <input type="checkbox"/> NO <input type="checkbox"/> If 'YES', what school/training facility and what course did you attend: <ul style="list-style-type: none"> • School/Training Facility • Course 			
21. Comments/Notes to the Marine Corps COOL shop:			
PART 4. Acknowledgments (Completed by Applicant -and- Verified by Command Approver)			
22. The command approving official must verify member meets all eligibility requirements as displayed on page 3 of this voucher request document. <input type="checkbox"/> <i>* E-7 / O-1 and above verify/sign for voluntary requests (GS9 and above if no E-7/O-1 and above in chain of command)</i>		23. The Marine Corps Credentials Program Office must receive the voucher request – NO LESS THAN seven (7) business days PRIOR to the exam or fee due date – and- "the exam must be taken (or fees applied) within 60 calendar days of Marine Corps COOL funding" . <input type="checkbox"/> Exceptions/extensions may be approved on a case-by-case basis.	
24. The member has reviewed the credentialing agency's web site and verified all pre-requisites, application requirements, education, and experience requirements to be eligible for the exam or continued maintenance of the certification/license are met. If taking an exam, member has also verified date & location of exam is available. <input type="checkbox"/>		25. The member must not have received funding from any other government source that would constitute a duplication of payment (such as GI Bill, local Command funding). <input type="checkbox"/>	
26. The credential being sought is specifically identified as Marine Corps-funded on the Marine Corps COOL website for the member's MOS, collateral duty, or out-of-MOS FAP assignment. The credential must be identified on Marine Corps COOL with the  icon. <input type="checkbox"/>		27. The member shall have, at a minimum, 180 days remaining employment/service obligation (unless waiver has been requested and approved). Marine must submit copy of waiver or request with voucher request. <input type="checkbox"/>	
28. Under no circumstances shall the member (or member's command/organization) register, take, participate in, schedule, or otherwise obligate the member or Government in any Marine Corps-funded credentialing program, exam, or fee without completed and confirmed funding from the Marine Corps Credentials Program Office. <input type="checkbox"/>		29. The member must report examination results (pass, fail) to Credentials Program Office within 30 calendar days of taking exam. Email results to: usmccool@navy.mil -or (if applicable) within 30 calendar days-The member must report successful use of fees paid (i.e.application/maintenance/CE/CMU fees). <input type="checkbox"/>	
PART 5. Certification and Signature of Applicant			
30. <input type="checkbox"/> - I certify that I, <i>the Applicant named in Block 1</i> , originated this voucher request and I personally completed Blocks 1 – 35			
31. <input type="checkbox"/> - I certify that all statements in my application are true and correct to the best of my knowledge and belief.			
32. <input type="checkbox"/> - I will take the exam within 60 days & report pass/fail results to usmccool@navy.mil within 30 days of the exam.			
33. Full Name of Applicant & suffix (Printed):			
34. Signature of Applicant:		35. Date Signed (mm/dd/yyyy):	
PART 6. Command Approval (E-7 / O-1 or above)			
36. <input type="checkbox"/> - I have reviewed this form and applicant meets prerequisites, EAS, and credential requirements stated in PART 4 above.			
37. <input type="checkbox"/> - I will ensure Applicant reports exam results to Marine Corps COOL usmccool@navy.mil within 90 days of the date in Block 44.			
38. <input type="checkbox"/> - I certify that Applicant named in Block 1 originated this voucher request and Applicant personally completed Blocks 1 – 34.			
39. <input type="checkbox"/> - I will provide correspondence from the Marine's Commanding Officer confirming withdrawal for military or emergency reasons.			
40. <input type="checkbox"/> Approved Voucher Request or <input type="checkbox"/> Disapproved Voucher Request			
41. Full Name (Last, First, Middle Name's & Suffix):		42. Phone Number: () - x-	
43. Rank or Office Title:		44. Official Email Address:	
45. Signature:		46. Date (mm/dd/yyyy):	
If application is e-mailed from .mil.gov email address, all blocks need completed but no hand signatures are required, with email chain from requestor, approving official to usmccool. Email must come from Command Approving Official showing email chain. If faxed or scanned into an email, all blocks need completed and Parts 5 & 6 must be hand signed.			

- **NOTE: The Voucher Request form is used to request funding for a certification or license exam, application fee, or maintenance fee - NOT training or a course. Marine Corps COOL does not fund for training or courses, and is not associated with or utilize USMC Tuition Assistance (TA) or GI Bill.**

Data provided in this voucher request will be verified by the Credentials Program Office (e.g. verified via MCTFMS, TWMS, Credentialing Agency or supporting documents submitted by the applicant or command)

- **Enlisted Eligibility:**

(1) Enlisted shall meet one of the following eligibility requirements:

- (a) Be in the appropriate enlisted MOS/Leader code to which the credential is mapped.
- (b) “03”INF PMOS’s have been authorized by HQMC for **collateral duties/ billets**.

(2) Eligibility for Marines’ credentials must be validated and approved by their commanding officer or command-designated E7 or above approving official. Additionally, before authorizing the request, commands must also certify that Marines:

- (a) Meet all criteria under current orders within MOS such as time in grade (TIG) requirements.
- (b) Have passed their physical fitness test (PFT), Combat Fitness Test (CFT), or been medically waived from, their most recent PFT or CFT.
- (c) Have not received a non-judicial or courts martial punishment within the past six months.
- (d) Have been recommended for promotion or advancement on their most recent fitness report for (E5 and above) or proficiency and conduct marks that average 4.0 to 5.0 for (E4 and below) enlisted Marines.

- **Enlisted EAS:**

Marines shall have, at a minimum, 180 days remaining on their enlistment or military service obligation at the time they receive the certification for which they receive funding. Waivers will be considered by the Marine Corps Credentials Program Office under the following circumstances for Marines who:

- (1) Are being discharged or released from service due to a combat-related injury. **Or**
- (2) Have less than 180 days remaining in service, but have [**already**] completed a minimum of 20 years Marine Corps service. Member must be able to complete all certification requirements minimum of 60 calendar days prior to separation. **Or**
- (3) Are fully eligible and intend to reenlist or extend, but are awaiting execution of reenlistment or extension (i.e., pending service reenlistment bonus timeframes). Waiver package must include Marine Corps Credentialing Program Professional Certification and Licensing Voucher Request and a **command endorsed** and **executed IRAM MCO P1070.12K, page-11** Administrative Remarks noting Marine is fully eligible and intends to extend or reenlist.

IRAM MCO P1070.12K Paragraph 6105 for Administrative remarks Sample PAGE-11 wording:

[**FULL NAME**] is [**reenlistment**] [**extension**] eligible and intends to [**reenlist**] [**extend**] for xx years prior to EAS. If utilizing the Marine Corps Credentialing Program/Marine Corps COOL, [**FULL NAME**] and this command will notify the Marine Corps Credentials Program Office if [**reenlistment**] [**extension**] eligibility or intention changes.

- **EDIPI:** The EDIPI is a ten-digit number coded in the integrated circuit chip embedded in your CAC; usually printed on the back of the CAC titled “DoD ID Number” beside the black & white photo.

Credentials Program Office Contact Information:

Marine Corps Credentials Program Office Center for Information Dominance 640 Roberts Ave Corry Station, Bldg 502 Rm 104E Pensacola, FL 32511	Voice Comm: (850) 452- 6337, 6272 Voice DSN: 459-6337,6272 Fax Comm: (850) 452-6897 Fax DSN: 459-6897 Email: usmccool@navy.mil
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Office Hours: Monday-Friday, 07:00-16:00 (Central Standard Time)

The following question is OPTIONAL. This information is being requested solely to help the Marine Corps’ Credentialing Program identify which advertising strategies are most effective.

How did you hear about the Marine Corps Credentialing Program and/or Marine Corps COOL

website?

Please check all that apply

Command Career Planner <input type="checkbox"/>	Marine Corps Orders <input type="checkbox"/>	Transition Readiness Seminar TRS <input type="checkbox"/>	Referred from a Co-Worker <input type="checkbox"/>	Personnel Readiness Seminar PRS <input type="checkbox"/>
Referred by my Command Leadership <input type="checkbox"/>	Online Article <input type="checkbox"/>	Professional Military Education PME <input type="checkbox"/>	Live Marine Corps COOL Brief <input type="checkbox"/>	Education Service Officer ESO <input type="checkbox"/>
Marine Schoolhouse <input type="checkbox"/>	Marine Recruiter <input type="checkbox"/>	Recruit Training <input type="checkbox"/>	Referred from a Certification Agency <input type="checkbox"/>	Referred from Civilian Employer <input type="checkbox"/>
Other (please comment): <input type="checkbox"/>				