OPNAVINST 1540.56B
N12
2 Oct 2017

OPNAV INSTRUCTION 1540.56B

From:  Chief of Naval Operations

Subj:  NAVY CREDENTIALING PROGRAM

Ref:   (a) 5 U.S.C.
       (b) OUSD (Civilian Personnel Policy) memo, Payment of Expenses to Obtain
           Professional Credentials, 17 Jun 2002 (NOTAL)
       (c) 10 U.S.C.
       (d) USD (P&R) memo, Payment of Professional Expenses for Military Members, 16 Jul
           2009 (NOTAL)
       (e) DoD Manual 8570.1, Information Assurance Workforce Improvement Program,
           24 January 2012
       (f) SECNAV M-5239.2 of June 2016
       (g) E.O. 12731

Encl:  (1) Definitions

1.  Purpose.  To implement policy authorized in references (a) through (g) and to assign roles
and responsibilities for the Department of the Navy (DON) managed credentialing program.
This instruction is a complete revision and should be read in entirety.  Summary of changes are
outlined in subparagraphs 1a through 1h.

    a.  Includes current and relevant references that directly relate to the Navy's credentialing
program.

    b.  Includes discussions on cyberspace information technology (Cyber IT) and cyber security
workforce (CSWF) (Cyber IT/CSWF).

    c.  Updates the discussion on funding of officer voluntary credentialing from time-in-service
to eligibility.

    d.  Adds time-in-service waiver for E-6 Sailors that will complete 20 years of Navy Service.

    e.  Reduces minimum time-in-service requirement from 12 months to 6 months.

    f.  Expands credentialing opportunities for those who have earned an academic degree or
Service members opportunity colleges (SOC) career and technical education (CTE) program.

g.  Expands the roles and responsibilities at all levels.

h.  Adds definitions.

2.  <u>Cancellation</u>.  OPNAVINST 1540.56A and OPNAV Report Control Symbol 1500-30.

3.  <u>Scope and Applicability</u>

a.  Navy credentialing enables active duty and Reserve Component Sailors to further their personal and professional development by completing civilian and industry certifications and licenses related to their military occupations, duties, and completed academic degrees or CTE programs.

b.  This instruction applies to all Navy Sailors of the Active and Reserve Components, less Individual Ready Reserve and volunteer training unit, and select Navy officers and DON civilians (personnel assigned to the Navy's Cyber IT/CSWF).

4.  <u>Background</u>

a.  Credentialing is a strategic investment in the Navy that is, first and foremost, a seagoing, warfighting organization.  World-class expertise in sustained full-spectrum operations in and from the maritime domain remains at the core of the Navy.  Operational primacy is the Navy's highest priority; however, it alone is not sufficient to meet the strategic and technological challenges of tomorrow.  An investment in the credentialing of Sailors through Navy credentialing program is essential to the development of a force with the attributes necessary to innovate, adapt, and succeed in planning and delivering maritime joint warfighting and support capabilities; meeting strategic challenges; and exploiting strategic opportunities in dynamic, unpredictable environments, both today and into the future.  The Navy's credentialing program provides for the payment of credentialing expenses associated with professional licensing, certifications, renewals, and mandatory administrative fees.

b.  Reference (a), section 542, requires Services to establish credentialing programs similar to Navy Credentialing Opportunities Online (COOL).  Reference (a), section 5757, and reference (b) authorized funding of credentials for Government employees.  Reference (c), section 2015, authorized the Secretary of Defense to fund credentials for Service members.  Reference (d) implements reference (c) and provides Department of Defense (DoD) policy and guidelines for payment of professional credentialing expenses incurred by Service members.  Reference (e) provides additional funding and service obligation guidance for DON Cyber IT/CSWF personnel.  Reference (f) provides mandated DoD and DON information technology and security certification standards.  Reference (g) provides guidance on the ethical conduct of Federal employees

5.  Policy.  Under references (a) through (f), Navy Sailors of the Active and Reserve Components, less Individual Ready Reserve and volunteer training unit, and select Navy officers and DON civilians (personnel assigned to the Navy's Cyber IT/CSWF) may be afforded the opportunity to obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees, herein referred to as professional credentialing expenses.  Requirements for officer eligibility for voluntary credentialing are addressed in this instruction, however, current funding only supports credentials for enlisted Sailors and select Navy officers and DON civilians.  Should additional funding be identified, it may be used to cover officer voluntary professional credentialing expenses as defined in this instruction. Payment of professional credentialing expenses will be authorized if the preponderance of the Service members' current or prior duties are covered by the credential; or the Service member has completed an academic degree or SOC CTE directly related to the desired credential, the credential is identified as Navy-funded by display of the "Navy bucks" (NAVY $) icon on the Navy COOL Web site, the member meets all eligibility criteria, and the credentialing vendors' certification requirements are met.

   a.  Eligibility

      (1) Enlisted must meet one of the eligibility requirements contained within subparagraphs 5a(1)(a) through 5a(1)(d).

         (a)  Be in the appropriate rating, collateral duty, or out-of-rating assignment to which the credential is mapped.

         (b)  Be currently working in, or have been assigned to a position to which the credential is mapped.  Members who have cross-rated are not eligible for credentials mapped to their prior rating, unless meeting criteria in subparagraph 5a(1)(c).

         (c)  Have prior documented experience in a position to which the credential is mapped for credentials outside of their specific rating, and the credential has relevance or applicability to the current or future needs of the command or the Navy.

         (d)  Hold an academic degree or SOC CTE certificate, which can be directly associated to an industry certification or State license (e.g., degree in human resources relates to the Professional in Human Resources (PHR) certification, SOC CTE Certificate in supply chain management relates to the Certified Professional in Supply Chain Management (CPSM) certification).

            1.  Degree or SOC CTE certificate must be entered on Sailor's Joint Services Transcript (JST).

            2.  The credential must be identified on the COOL Web site.

<u>3</u>.  Member meets all other eligibility criteria and credentialing vendors' certification requirements.

<u>4</u>.  Navy Credentials Program Office is final authority to determine relation of degrees and SOC CTE certificates to credentials.

(2) Eligibility for enlisted credentialing must be validated and approved by a command approving official.  Additionally, before authorizing the request, commands must also certify that Sailors:

(a)  have passed their most recent advancement exam;

(b)  have passed, or been medically waived from, their most recent physical fitness assessment;

(c)  have not received a non-judicial or courts-martial punishment within the past 6 months (12 months for special or general courts-martial); and

(d)  have been recommended for promotion or advancement on their most recent performance evaluation.

(3) Funding will not be provided for enlisted convicted at a special or general court-martial within the last 12 months; when found guilty at a summary court-martial or awarded non-judicial punishment in the previous 6 months; when on appellate leave; when on medical hold for separation determination; or when notified of administrative separation processing.

(4) Should funding become available, officers will also meet one of the eligibility requirements contained within subparagraphs 5a(4)(a) through 5a(4)(e).

(a)  Hold the appropriate designator, be in the collateral duty, or out-of-designator assignment to which the credential is mapped.

(b)  Be currently working in, or have been assigned to a position to which the credential is mapped.  Members who have changed designators are not eligible for credentials mapped to their prior designator, unless meeting criteria in subparagraph 5a(4)(c).

(c)  Have prior documented experience in a position to which the credential is mapped.  For credentials outside of their specific designator, the credential has relevance or applicability to the current or future needs of the command or the Navy.

(d)  Have passed, or been medically waived from, their most recent physical fitness assessment.

(e) Hold an academic degree or SOC CTE certificate, which can be directly associated to an industry certification or state license (e.g., degree in human resources relates to the PHR certification, and SOC CTE certificate in supply chain management relates to the certified professional in CPSM certification).d

<u>1</u>.  Degree or SOC CTE certificate must be entered on Sailor's JST.

<u>2</u>.  The credential must be identified on the COOL Web site.

<u>3</u>.  Member meets all other eligibility criteria and credentialing vendors' certification requirements.

<u>4</u>.  Navy Credentials Program Office is final authority to determine relation of degrees and SOC CTE certificates to credentials.

(5) Navy's Cyber IT/CSWF seeking funding for mandatory professional credentialing expenses will meet all of the eligibility requirements contained within subparagraphs 5a(5)(a) through 5a(5)(f).

(a) DON civilian personnel must have a current position description that contains the requirement to qualify as a condition of employment.

(b) Be properly registered as part of the Cyber IT/CSWF in the Total Workforce Management Services (TWMS).

(c) Ensure the certification requested aligns with the TWMS registration and Cyber IT/CSWF qualification requirements outlined in reference (f).

(d) Not hold any other credential that would qualify the individual in the Cyber IT/CSWF specialty area (i.e., approved college degree or approved military training), which would negate the requirement to hold or maintain a commercial certification.

(e) The member meets all Navy and certification agency requirements (e.g., education, experience, no late or delinquent credentialing agency fees).

(f) DON civilians (Cyber IT/CSWF) must have, at a minimum, 1 year remaining on Federal Service at the time they receive the certification for which they receive funding.

(6) Eligibility for Cyber IT/CSWF mandatory credentials must be validated and approved by the command-designated Cyber IT/CSWF program manager (PM).

b. <u>Service Remaining</u>. Sailors must have, at a minimum, 6 months remaining on their enlistment or military service obligation at the time they request funding for a certification. Waivers will be considered by the Navy Credentials Program Office meeting criteria in subparagraphs 5b(1) through 5b(4).

(1) Are being discharged or released from service due to a combat-related injury.

(2) Have less than 6 months remaining in service, but have already completed a minimum of 20 years of Navy Service. Member must be able to complete all certification requirements 60 calendar days prior to separation from the Navy.

(3) Have less than 6 months remaining in service, but will complete 20 years Navy Service (e.g., retiring at 20 years). Member must be able to complete all certification requirements 60 calendar days prior to separation from Navy.

(4) 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 OPNAV 1500/57 Navy Credentialing Program Professional Certification and Licensing Voucher Request and a command endorsed and executed NAVPERS 1070/613 Administrative Remarks noting Sailor is fully eligible for reenlistment or extension (not pending administrative separation, medical board, selection board, pending career waypoints determination, etc.) and Sailor's intention to extend or reenlist.

c. <u>Credentialing Vendors' Certification Requirement</u>. Personnel applying for funding for professional credentialing expenses must comply with the certification agencies' or certification exam vendors' certification requirements. In most cases, the member must pass a written or practical exam as well as meet other requirements (i.e., provide documented experience, submit an application, provide documented training, maintain continuing education units, pay exam, and or maintenance fees).

d. <u>Funding</u>. Personnel may receive funding associated with professional credentialing expenses, provided such funding is available and authorization is received from the Navy Credentials Program Office prior to registering for or incurring the professional credentialing expense. Specific requirements are contained within subparagraphs 5d(1) through 5d(8).

(1) In all cases, OPNAV 1500/57 must be completed and submitted to the Navy Credentials Program Office, and approval of funding must be given by the Navy Credentials Program Office, prior to the member registering for or incurring a professional credentialing expense.

(2) Funding for professional credentialing expenses will be in the form of pre-paid vouchers submitted by the Navy Credentials Program Office to the credentialing or exam agency.  Reimbursement of professional credentialing expenses paid out-of-pocket by the member is not authorized.

(3) Should the credentialing agency not accept pre-paid vouchers, the Navy Credentials Program Office may pre-authorize the member to pay out-of-pocket.  After completing the professional credentialing requirement for which funding was approved, an SF-1164 Claim for Reimbursement for Expenditures on Official Business (hand-signed original) and copy of receipt(s) must be submitted to the Navy Credentials Program Office within 30 calendar days of taking the exam in order for the member to receive reimbursement.  Receipt cannot be dated prior to the Navy Credentials Program Office pre-authorization.

(4) Funding for recertification of previously earned credentials is authorized providing the member maintains eligibility as described herein.

(5) Requests will be handled on a first-come, first-served basis.

(6) Funding is not authorized for payment of voluntary credentials that are contained within subparagraph 5d(6)(a) through 5d(6)(e).

(a) Solely a component of retention, recruitment, transition, or used to acquire an educational degree.

(b) A mandatory requirement to gain or hold a rating, job, position, designator, subspecialty coded billet, or additional qualification designator.  In this case, funding is the responsibility of the resource sponsor mandating the credential (e.g., mandatory Cyber IT/CSWF credentialing).

(c) For academic degrees, training or study materials, or fees for non-mandatory membership in professional societies or associations.

(d) For a member who previously received funding for voluntary professional certification expenses, failed the examination, and wants to receive funding for the same credential.  However, the member may receive funding for renewal or maintenance of the certification if the member, subsequent to the failure, obtains the credential through other funding.

(e) For a member who previously received three Navy-funded attempts for mandatory Cyber IT/CSWF professional certification expenses, failed the examinations (or allowed their certification to expire), and wants to receive funding for the same credential or

other Cyber IT/CSWF-required credential.  However, the member may receive funding for renewal or maintenance of the certification if the member, subsequent to the failures (or re-certification), obtains the credential through other funding.

(7) The member (or member's command or organization) will not register, take, participate in, schedule, or otherwise obligate the member or Government to pay for a credentialing expense without first obtaining approval for funding from the Navy Credentials Program Office.  Failure to obtain the advanced approval will result in the member's personal liability for the expense, without reimbursement from the Navy.

(8) Members may pursue credentials that are not identified as Navy-funded indicated by the "NAVY" icon on the Navy COOL Web site at their own expense and or through the use of the Montgomery or Post-911 G.I. Bill, or other approved programs.

6.  <u>Roles and Responsibilities</u>

a.  Deputy Chief of Naval Operations for Manpower, Personnel, Training and Education (CNO (N1)), as the chain of command for policy for the Navy credentialing program, will:

(1) develop credentialing policy that complies with all governing directives and Federal law;

(2) serve as principal advisor for all matters pertaining to the Navy credentialing program;

(3) program resources for approved credentialing programs;

(4) establish metrics to assess program effectiveness that include costs, level of effort, success rates, and production data; and

(5) provide a forum for the exchange of information, and discussion of issues and lessons learned related to credentialing programs, across Services, while adhering to applicable ethics regulations discussed in reference (g).

b.  Deputy Chief of Naval Operations for Information Warfare (CNO (N2N6)), as the resource sponsor for the Navy's credentialing program, must plan, program, and budget adequate resources for voluntary credentialing, mandatory Cyber IT/CSWF credentialing, and the Navy Credentials Program Office.

c.  Commander, Naval Education and Training Command (NETC), is responsible for the administration of the Navy's credentialing program and must:

(1) provide guidance and oversight for Navy credentialing policies;

(2) ensure implementation of the provisions of this instruction and references (a) through (g).

(3) comply with policies and procedures that align credentialing programs with initiatives on recruitment, retention, lifelong learning, and readiness;

(4) coordinate discretionary policy waiver requests with Director, Total Force Manpower, Training and Education Requirements (OPNAV (N12)) and Cyber IT/CSWF policy waiver requests with CNO (N2N6);

(5) advocate for resources required for credentialing programs during the program objective memorandum process and make recommendations for program restructuring in order to stay within fiscal resource constraints;

(6) provide execution oversight of the credentialing program components, including measures of credentialing program performance (i.e., costs, level of effort, success rates, and production data) and strategies for the distribution of resources;

(7) provide a forum for the exchange of information and discussion of issues related to credentialing programs, while adhering to applicable ethics regulations discussed in reference (g);

(8) ensure job-related credentials are identified for display within future competency models and career roadmaps;

(9) serve as the clearinghouse for emerging credentialing requirements;

(10) conduct and publish studies periodically to assess the impact of credentialing programs on personnel, commands, recruitment, retention, and readiness;

(11) monitor credentialing funding obligations;

(12) comply with reporting requirements established by higher authority;

(13) develop and coordinate both internal and external communications products in order to gain maximum awareness and use of credentialing programs;

(14) represent CNO (N1) on committees and advisory panels as requested by OPNAV (N12) or CNO (N2N6);

(15) ensure compliance with higher authority; and

(16) provide necessary legal guidance and support.

d.  Commanding Officer, Center for Information Warfare Training, will:

(1) be responsible for execution of the Navy Credentials Program under the administration and direction of NETC;

(2) operate and manage the Navy credentials program, through the Navy Credentials Program Office, coordinating the execution of voluntary credentials for OPNAV (N12) and mandatory credentials for CNO (N2N6) and naval information warfare forces;

(3) develop, maintain, and support the Navy COOL Web site;

(4) develop the long-range plan for the Navy Credentials Program;

(5) evaluate and monitor the Navy Credentials Program's effectiveness and submit annual resource requirements;

(6) maintain effective relationships with Sailors and liaise with other Military Services, Department of Labor, certification and license institutions, professional associations, boards, and other agencies in support of the Navy's credentials program vision, mission, and goals while adhering to ethics and fiscal law constraints;

(7) provide development, administration, implementation, and oversight of all contracts impacting the delivery of Navy credentials program and services;

(8) maintain and update a technology plan to advance efficiencies, improve delivery, and facilitate certification and license access for Sailors;

(9) develop and execute internal and external Navy credentials program communications plans;

(10)  represent NETC at conferences, symposiums, and other venues as directed;

(11)  provide timely customer support and feedback;

(12)  assist with Navy Enterprise concerns relating to credentialing programs;

(13)  support DON programs that support or facilitate credentialing (e.g., Learning and Development Roadmaps (LaDR), United Services Military Apprenticeship Program (USMAP), job duty task analysis development workshops);

(14)  process, purchase, and distribute credentialing examination vouchers;

(15)  provide credentials assistance and support to OPNAV, NETC, learning centers, command leadership teams, and others as required;

(16)  execute program funding;

(17)  provide input towards reporting requirements established by higher authority;

(18)  provide metrics to assess program effectiveness that include costs, level of effort, success rates, and production data;

(19)  participate in the exchange of information and discussion of issues related to credentialing programs, while adhering to applicable ethics regulations discussed in reference (g);

(20)  ensure job-related credentials are identified for display within future competency models and career roadmaps;

(21)  provide analysis and recommendations on the potential of reducing initial and advanced skills training for individuals who successfully complete the examination and are subsequently awarded a license or certification;

(22)  present educational briefings and conduct outreach services (e.g., Navy public affairs, media campaigns, targeted command credentialing briefs) to military and civilian personnel;

(23)  collaborate with USMAP program office to ensure accurate and timely USMAP trade information is reflected within the Navy COOL Web site;

(24)  collaborate with Navy Recruiting Command and Navy Recruiting Orientation Unit to provide resources within the Navy COOL Web site that can facilitate accession and support the Navy's recruiting mission; and

(25)  collaborate with Commander, Naval Installations Command Family Readiness (CNIC (N91)) to provide resources within the Navy COOL Web site that can support the Navy's transition goals, plans, success.

e.  Command triads, consisting of the commanding officer, executive officer, command master chief and senior enlisted advisor, will:

(1) encourage Sailors to pursue professional credentials;

(2) advise and counsel Sailors on the significance of professional credentials to job performance and career enhancement via career development boards, plan of the day or week notes, and command training;

(3) ensure command-designated approving officials are familiar with the Navy credentialing program, Navy COOL Web site, and this instruction;

(4) ensure command career counselors promote and support the Navy credentialing program and the Navy COOL Web site. Command career counselors must also, at a minimum, promote credentialing opportunities available to Sailors during their annual career development board, as found within the Sailor's LaDR; and

(5) ensure Sailors requesting credentialing exam funding under this authority do not register, take, participate in, schedule, or otherwise obligate the member or Government to pay for a credentialing expense without first obtaining approval for funding from the Navy Credentials Program Office.

f. Command approving official is the command's designated authority for reviewing and approving voluntary and mandatory credentialing request.

(1) For voluntary credentialing, the command approving official will be an E-7, W-2, O-1 or above, or GS-9 or above if there is no E-7, W-2, or O-1 within the command.

(2) For mandatory Cyber IT/CSWF credentialing the command approving official is the command Cyber IT/CSWF PM.

(3) The command Cyber IT/CSWF PM may not be the approving official for voluntary credentials.

(4) Contractors may not serve as command approving officials (voluntary or mandatory Cyber IT/CSWF).

(5) Approving officials will:

(a) validate members' OPNAV 1500/57 to ensure completeness and accuracy, and that members meet Navy eligibility and are eligible and ready to sit for the credentialing exam (subparagraphs 5a and 5b);

(b) validate satisfactory completion of credential requirements and ensure credential completion is reported back to the Navy Credentials Program Office as well as recorded in the Sailor's electronic training jacket (ETJ), JST, and electronic service record (enlisted); officer service record (officers); TWMS (DON civilians);

(c) for voluntary credentialing, be aware of professional development recommendations within the applicant's LaDR; and

(d) for mandatory Cyber IT/CSWF credentialing, be aware of Cyber IT/CSWF qualification requirements.

g. The member will:

(1) submit OPNAV 1500/57, containing all required information and endorsements, and receive approval for funding before taking any action that would obligate the expenditure of funds, to include registering for, scheduling, or partaking in an exam, or other credentialing expense;

(2) notify the Navy Credentials Program Office of any changes in taking the credentialing exam within the timeline approved and accepted by the member (normally 60 calendar days from when credential is funded);

(3) notify the Navy Credentials Program Office if member does not enroll in or is unable to complete the Navy-funded credentialing exam and will return any voucher that is not used within the timeframe set by the Navy Credentials Program Office (usually 60 calendar days from date the exam was funded, unless granted an extension);

(4) provide correspondence (written or e-mail) from the member's commanding officer confirming withdrawal for military or emergency reasons;

(5) report pass and fail results to the Navy Credentials Program Office within 30 calendar days of notification of exam results from the credentialing agency; and

(6) provide certification document (or certified true copy) to servicing personnel support detachment and Navy Virtual Education Center to ensure attained credentials are entered into the member's service record, JST, and ETJ (enlisted); command Cyber IT/CSWF PM (DON civilians).

7. <u>Definitions</u>. A listing of key words found within this instruction can be found in enclosure (1).

8. <u>Records Management</u>. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

9. <u>Review and Effective Date</u>. Per OPNAVINST 5215.17A, CNO (N1) will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 5 years, unless

revised or cancelled in the interim, and will be reissued by the 5-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

10. Forms

   a.  OPNAV 1500/57 U.S. Navy Credentialing Program Professional Certification and Licensing Voucher Request is available for download via Naval Forms Online at https://navalforms.documentservices.dla.mil/web/public/home and via the COOL Web site at https://www.cool.navy.mil/usn.

   b.  NAVPERS 1070/613 Administrative Remarks is available for download via Naval Forms Online at https://navalforms.documentservices.dla.mil/web/public/home.

   c.  SF-1164 Claim for Reimbursement for Expenditures on Official Business is available for download via the General Services Administration Web site at http://www.gsa.gov/portal/forms/type/SF and at the "Costs & Resources" page via the COOL Web site at https://www.cool.navy.mil/usn.

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Releasability and distribution:
This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, http://doni.documentservices.dla.mil

DEFINITIONS

1.  Additional Qualification Designator.  Identifies officer billet requirements and officer occupational experience acquired through billet experience or through a combination of education and experience.

2.  Certifications.  Recognition given to individuals who have met predetermined criteria set by an agency of Government, industry, or profession.  Certifications differ from certificate programs in that certifications include an experience and competency component.

3.  Credentials.  General term encompassing industry and civilian certifications, licenses, and apprenticeships.

4.  Credentialing Expenses.  Credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.  Does not include classroom instruction, hands-on training (and associated materials), manuals, study guides and materials, and text books.

5.  Command Approving Official.  Command designee responsible for verifying the applicant's eligibility (including meeting prerequisites), end of active obligated service, and credentialing agency requirements, and verifying exam result reporting by the applicant within 90 days of voucher approval.

6.  Cyberspace Information Technology/Cyber Security Workforce (Cyber IT/CSWF).  The DON Cyber IT/CSWF includes, but is not limited to, all individuals focusing on the development, operation, management, and enforcement of security capabilities for systems and networks.  As a condition of privileged access to any information system, personnel performing Cyber IT/CSWF functions described in reference (f) must satisfy both preparatory and sustained DON Cyber IT/CSWF training and certification requirements.

7.  Designator.  The officer designator codes are four-digit numbers used to group officers by categories for personnel accounting and administrative purposes and to identify the status of officers.

8.  Individual Ready Reserve.  A category of the Ready Reserve of the Reserve Component composed of former active duty or reserve military personnel.  Individuals assigned to the Individual Ready Reserve typically receives no pay and are not obligated to drill, conduct annual training, or participate in any military activities (except for periodic muster activities) until activated by Presidential Reserve Call-up Authority or until electing to drill, train, or serve in a "Drill without Pay" or an "Active Duty" role.

9. Job.  Occupation which is part of a Navy rating (e.g., aviation boatswain's mate (equipment), electrician's mate, religious programs specialist), a standard occupation within Navy (e.g., drug and alcohol program advisor, command fitness leader, senior enlisted leader), or a DON civil service series (e.g., 2210, 1500, 0343).

10. Joint Service Transcript (JST).  The official transcript tool for Army, Marine Corps, Navy and Coast Guard personnel that validates and documents the recommended college credits for professional military education, training courses, credentials attained, and occupational experience of Service members and veterans.

11. Licenses.  Process by which a Governmental agency (Federal, State, or local) grants permission to an individual to engage in a given occupation upon finding the applicant has attained the minimal degree of competency required to engage in this occupation.

12. Mandatory Administrative Fees.  Fees that are a mandatory requirement to apply, hold, or maintain a credential (i.e., attorney bar fees, examination application fees, and credential maintenance fees).

13. Mandatory Credentials.  Commercial certifications, licenses, or Department of Labor apprenticeships which are required for Navy retention, position, or advancement.  Mandatory credentials are implemented or addressed within DoD or DON policy documents (e.g., reference (f)).

14. Navy Officer Billet Classification.  Identifies a group of officer billets that are similar but not necessarily identical in scope and nature of duties.

15. Occupation.  Work that is not enlisted rating-centric or officer designator-centric (e.g., collateral duties, leadership positions, out-of-rate duties, and duties for which multiple officer designators may be afforded to work in).

16. Position.  An arrangement of duties assigned or delegated by responsible authority, requiring the full-time or part-time employment of one person.

17. Rating.  Ratings are broad enlisted career fields (e.g., information systems technician, aviation electrician, boatswain's mate) identifying occupational specialties which encompass related aptitude, training, experiences, knowledge, and skills.

18. Selected Reserve.  A part of the Ready Reserve, the Selected Reserve is the Navy's primary source of immediate mobilization manpower, and is comprised of those members who are required to participate in at least 48 scheduled drills or training periods each year and to serve on active duty for training of not less than 14 days each year or serve on active duty for 30 days during each year.

19.  <u>Service members Opportunity Colleges (SOC) Career and Technical Education (CTE)</u>.  CTE certificates are stand-alone education credentials that can assist Service members with employment options upon leaving the military.  All selected certificates are stackable and can be fully incorporated in associate or bachelor's degrees offered by the institution, if the Service member desires to further his or her education in the career field.

20.  <u>Sub-Specialty Code</u>.  Identifies officer specialization (specialty) required in a billet and is identified by a code.  These codes define the field of application and additional education, experience, and training qualifications needed to satisfy special requirements.

21.  <u>Volunteer Training Unit</u>.  Consists of personnel, organized into units, who are eligible and willing to return to a pay status, or personnel not eligible for further pay assignments but who voluntarily drill for retirement points.

Enclosure (1)