



Navy COOL CERTIFICATION & LICENSING VOUCHER REQUEST

OPNAV 1500/57
01 AUG 2020



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 credentialing fees 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. Applicant Information

Name (LAST, FIRST, MIDDLE)

DoD ID Number

EAOS/EAS (Enlisted) MM/DD/YYYY

Applicant Military Email Address
(must be lower case)

Work Phone Number

Command UIC

Command Name

Select ONE of the following based on your Navy employment

Navy Enlisted

Navy Officer

Navy Government Civilian (Cyber IT/CSWF only)

Complete the following based on your Navy employment selection

Navy Military – Enlisted EAOS/EAS or Officer Service obligation must be greater than 2-months from the date Navy COOL receives this voucher request form. All credentialing activities/exams/fees must be completed prior to 2-months from separation. Waivers down to 30 days from end of Service obligation are available, see final page of this document.

Navy Civilians - You must have minimum of 12 months remaining in your Civil Service employment. There is no waiver.

PART 2. Request for Credential Funding

- **Certification / License Exam Title; or**
- **Application Fee Title; or**
- **Annual Maintenance Fee Title**

NOTE: This Voucher Request Form is NOT used to request a course or training. Navy COOL does NOT fund for courses, training, study materials or preparation materials. Navy COOL only funds for certification & licensing exams, application fees, and annual maintenance fees. Annual maintenance fees must not be overdue/delinquent.

Credentialing Agency

City/State or Overseas location where you intend to take the exam (if applicable)

- **Date you intend to take the exam; or**
- **Date current-year Annual Maintenance Fees due; or**
- **Date Application Fees or Membership Fees due**

This is a **VOLUNTARY** [ENLISTED or OFFICER] voucher request

This is a **MANDATORY** [ENLISTED/OFFICER/CIVILIAN] Cyber IT/CSWF voucher request

Comments / Notes to Navy COOL to support credential funding request

PART 3. Verifications

I am the Applicant and I have personally verified the following:

- Applicant meets all Navy eligibility requirements (see ELIGIBILITY 1 or 2 at the bottom of this document)
- Applicant reviewed credentialing agency's web site & verified all eligibility requirements are met
- Voucher Request is submitted to Navy COOL - NO LESS THAN seven (7) business days PRIOR to the exam or fee due date; NO GREATER THAN sixty (60) calendar days from exam date or fee due date
- Applicant has verified that a date & location for the exam is available (if applicable)
- Applicant is ready for the exam (already completed all studying); or Applicant is ready to apply Fees
- Exam will be taken (or fees applied) within 60 calendar days of Navy COOL funding (unless extension is coordinated with Navy COOL)
- Applicant must not have received funding from any other government source that would constitute duplication of payment (e.g. GI Bill, local command funding)
- Applicant must report exam pass/fail results (or maintenance fee use) within 60 days of funding to: navycool@navy.mil (unless extension is coordinated with Navy COOL)

I am the Command Approver and I have personally verified the above

PART 4. Acknowledgements

APPLICANT (Individual seeking credential funding support)

I certify that I, the Applicant seeking funding, originated this voucher request and I personally completed all PARTS of this form

I certify that I will not register, take, participate in, schedule, or otherwise obligate the applicant or Government in any Navy-funded credential program, exam, or fee without completed and confirmed funding from the Navy COOL office

I certify that all statements in my voucher request are true and correct

I certify that I will report my exam results (or use of fees) within 15 days of taking the exam or applying fees to: navycool@navy.mil

Applicant Full Name (Printed)

CAC Signature

COMMAND APPROVER (Voluntary Credentialing = E7/W1/O1 or above) (Mandatory = Command CSWF Program Manager)

I have reviewed this voucher request and **I personally verified** Applicant meets all Navy and credentialing agency eligibility requirements

I certify that Applicant originated this voucher request and Applicant personally completed all PARTS above (**I personally completed** my check box in "PART 3. Verifications" and my Command Approver section)

I certify that the Applicant has not obligated or paid any fees prior to the voucher request being submitted and approved by Navy COOL

I will personally ensure Applicant reports exam results (or use of fees) to Navy COOL within 15 days of taking the exam or applying fees

This Voucher Request is:

APPROVED

DISAPPROVED

Command Approver Full Name (Printed)

Rank or Office Title

DoD ID Number

Official Email (lower case)

Work Phone Number

CAC Signature

email: navycool@navy.mil

Fax: (850) 452-6897

ELIGIBILITY, WAIVERS, REFERENCES and CONTACT information

Show me:

Voluntary Eligibility

Mandatory Cyber IT/CSWF Eligibility

Waivers

References

Contacts