MEMORANDUM FOR

Chief, Army Continuing Education System (ACES), G-1, U.S. Army Installation Management Command (IMHR-E/Ms. Moorash), 2405 Gun Shed Road, Fort Sam Houston, TX 78234-1223
Chief, Army National Guard Education Oversight Branch, National Guard Bureau (ARNG-HRM-E/Mr. Hardy), 111 South George Mason Drive, Arlington, VA 22204-1382
Chief, US Army Reserve Command G-1, Services and Support Division (AFRC-PRS), 4710 Knox Street, Fort Bragg, NC 28310-5000

SUBJECT: Update to Army Credentialing Assistance Policy

1. References.
   a. Department of Defense Instruction 1322.25 (Voluntary Education Programs), 14 March 2011, Incorporating Change 3, Effective 7 July 2014
   b. Army Regulation 621-5 (Army Continuing Education System), 28 October 2019
   d. Memorandum, ATZL-LD, 01 October 2019, Subject: Army Credentialing Assistance Program Revision Implementation Guidance

2. Purpose. This memorandum updates guidance found in paragraphs 4a-c and 6a-e of reference 1d above. All other guidance provided in reference 1d remains in effect.

3. Applicability. This update applies to all Regular Army (active duty) Soldiers, Active Guard/Reserve (AGR) Soldiers pursuant to Title 10 and Title 32, and USAR and ARNG Soldiers in an active drilling status with a designation as satisfactory participant.

4. Updated CA Eligibility.
   a. Soldiers must complete specified professional military education, and the required military education level must be reflected in GoArmyEd before CA can be approved.
   b. Soldiers may use CA upon achieving their Military Occupational Specialty Qualification (MOSQ) as follows:
ATZL-LD
SUBJECT: Update to Army Credentialing Assistance Policy

1) Enlisted Soldiers who have graduated from Advanced Individual Training.
2) Warrant officers who have graduated from Warrant Officer Basic Course.
3) Officers who have graduated from Basic Officer Leaders Course.

5. Updated Credentialing Options.
   a. Soldiers may pursue any credential found in Army Credentialing Opportunities On-Line (Army COOL). Soldiers may work on multiple credentials simultaneously.
   b. Soldiers are not authorized to use CA to pursue credentials that are an MOS requirement, as these credentials are funded by Army training institutions and career management field proponents.
   c. Prior to using CA, Soldiers must submit a credential request for each credential pursued.
   d. CA is authorized for the payment of expenses for classroom, hands-on, or online/blended training and courses, materials, manuals, study guides, textbooks, processing fees, test fees, and other expenses related to the attainment or recertification of credentials.

6. Point of Contact for this action is Sophia Sweeney, Program Manager, Army Credentialing and Continuing Education Services for Soldiers (ACCESS), at 502-613-8633 or sophia.a.sweeney.civ@mail.mil.

CHARLES R. RAMBO
Colonel, AV
Director, Army Credentialing and Continuing Education Services for Soldiers