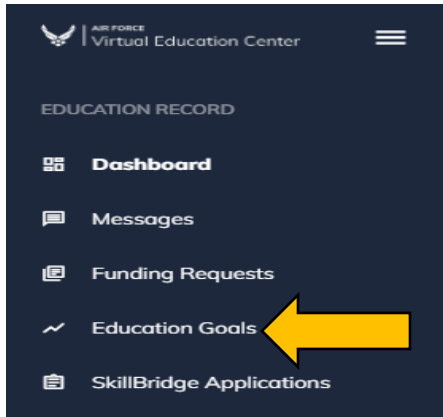


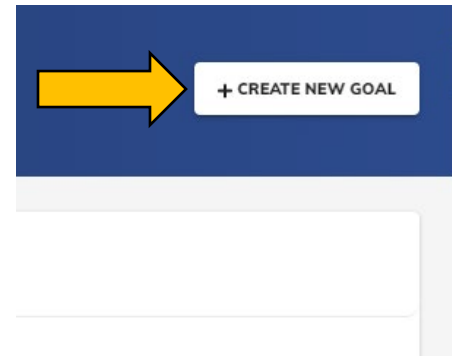
# Creating an AF COOL Goal

Log in to AFVEC (<https://afvec.us.af.mil/afvec/public/welcome>)

1.



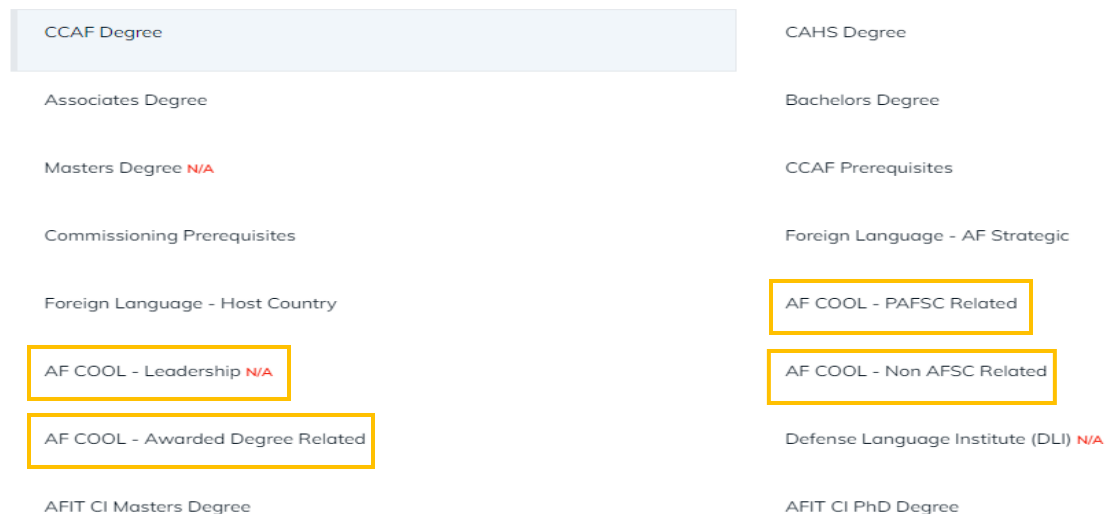
2.



3.

## Create a New Goal

First, Choose an Education Goal



Select the type of AF COOL goal that you want to create.

**PAFSC:** related to your AFSC/listed under your AFSC in the *Explore Credentials* tab

**Non AFSC Related:** Not related to your AFSC/not listed under your AFSC in the *Explore Credentials* tab (members are permitted one non AFSC related credential), must reimburse if failed

**AF COOL – Leadership:** Available only to E-7 and above, must reimburse if failed

**AF COOL – Awarded Degree Related:** Members are allowed one credential based on an awarded Bachelor's degree and one credential based on an awarded Master's degree. Must reimburse if failed.

What credential will the student be pursuing?

Credential that the student will be pursuing

Keyword  
airfram

4.

Credential

Mechanic (Airframe & Powerplant)
Mechanic (Airframe)

2 total

NEXT

Select the credential that you are wanting to pursue. Click *Next*.

Credential

Please provide the student's supporting documentation file(s).

Documentation that details the student's specific plan for their credential  
supporting documentation file(s) must be under 4MBs and one of the following file types: pdf, xls, xlsx, doc, docx.

Supporting Documentation (Optional)

CHOOSE FILE

Drop files here

Supported file types are: .xlsx, .xls, .doc, .docx, .pdf

Recertification (Optional)

CHOOSE FILE

Drop files here

Supported file types are: .xlsx, .xls, .doc, .docx, .pdf

PREVIOUS STEP SUBMIT GOAL

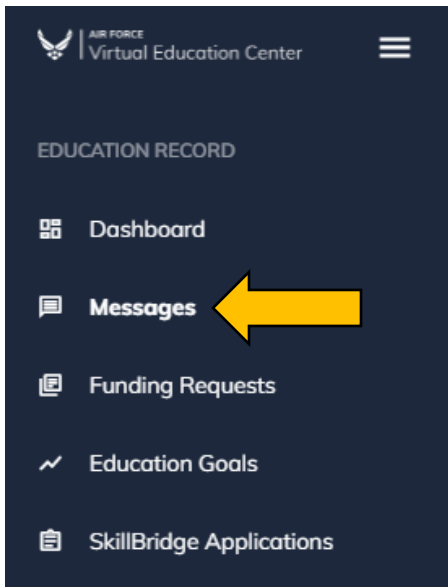
5.

Upload the appropriate supporting documentation. Click *Submit Goal*.

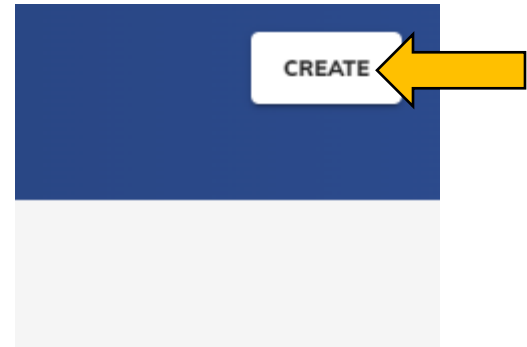
Please note that AF COOL goals are handled by AF COOL counselors at Maxwell AFB. Any communication for this goal must be done through AFVEC. \*There are only four (4) AF COOL counselors for the entire Air Force; please be patient and expect a delay in response times.

# Contacting AF COOL Counselors

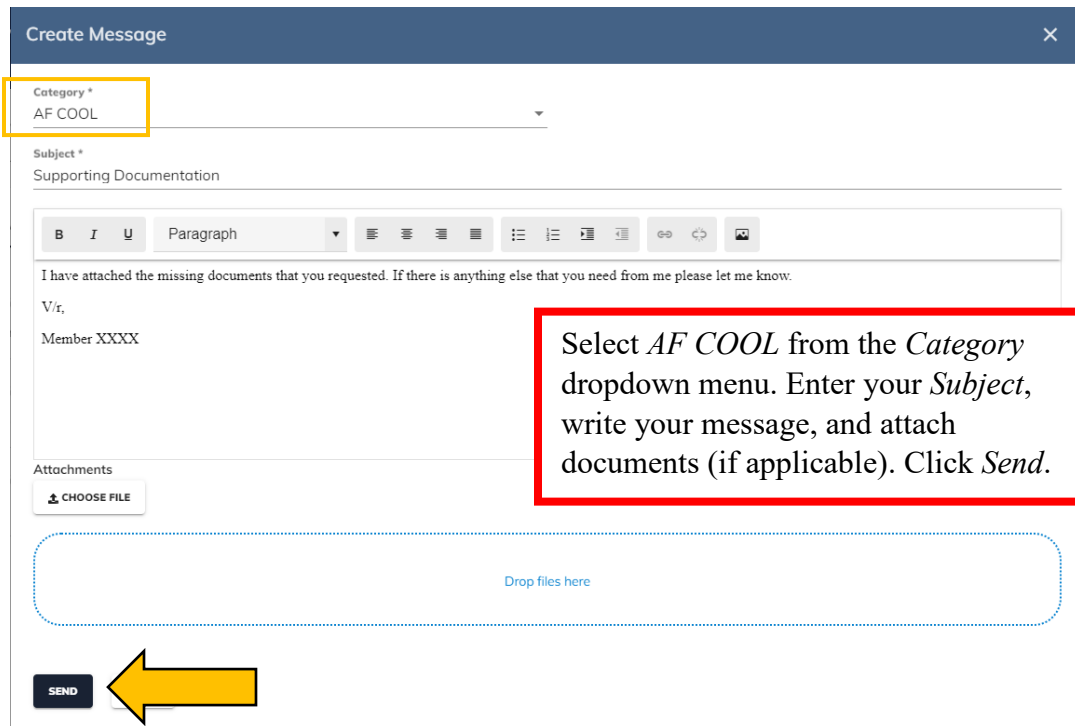
1.



2.



3.



Create Message

Category \*  
AF COOL

Subject \*  
Supporting Documentation

I have attached the missing documents that you requested. If there is anything else that you need from me please let me know.

V/r,  
Member XXXX

Attachments  
CHOOSE FILE

Drop files here

SEND

Select *AF COOL* from the *Category* dropdown menu. Enter your *Subject*, write your message, and attach documents (if applicable). Click *Send*.

All communications with AF COOL counselors will be done through AFVEC. There is no phone number to call or email address to write. \*There are only four (4) AF COOL counselors for the entire Air Force; please be patient and expect a delay in response times.