

## ADDITIONAL CLAIM INFORMATION

Your servicing finance office will process your reimbursement application. The Claimant (Sponsor/Service Member) files an OF 1164, Claim for Reimbursement for Expenditures on Official Business.

Licensure and small business claims are distinct, and a member can file a claim for both, if all eligibility criteria are met.

Sponsor can be reimbursed with each PCS/PCA and has 24 months to apply for reimbursement. Eligible PCS/PCA orders must be on or after:

- Re-Licensure/Re-Certification reimbursement will not exceed \$500 for PCS/PCA orders authenticated between 12 Dec 2017 & 19 Dec 2019.
- Re-Licensure/Re-Certification reimbursement for will not exceed \$1,000 for PCS/PCA orders authenticated on or after 20 December 2019.
- To qualify for the reimbursement of a Small Business relocation, PCS/PCA orders must be authenticated on or after 23 Dec 2022 and reimbursement will not exceed \$1,000.

## FOR MORE INFORMATION PLEASE CONTACT:

### Installation Finance Office Information:

Address: 3405 S. Fifth St  
Davis-Monthan AFB, AZ 85707

### Installation Military & Family Readiness Center Information:

Phone: 520-228-5690  
Address: 5355 Granite Street  
Bldg 2441 DMAFB AZ 85707



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## DEPARTMENT OF THE AIR FORCE

Reimbursement for State Re-Licensure, Re-Certification, and Small Business Costs of Dependent Spouses



## REIMBURSEMENT FOR RE-LICENSURE/ RE-CERTIFICATION AND/OR SMALL BUSINESS COSTS

These benefits provide spouses of Airmen or Guardians who PCS or PCA the opportunity to recoup up to \$1000 for re-licensing, re-certification, and/or small business costs.

### ELIGIBILITY REQUIREMENTS

- This is a Total Force benefit, so any Regular Air Force, Space Force, Air Force Reserve (AFR), or Air National Guard (ANG) member with qualifying PCS/PCA orders may be eligible, providing the situation meets the criteria established in the policy. The Sponsor's PCS/PCA authenticated orders must authorize movement of the Sponsor's dependents at the government's expense.
- The Sponsor is reassigned from a previous duty station to a location where the spouse must:
  1. Secure a license or certification for the same occupation in a different location with different licensing authority and requirements
  2. Dismantle and re-establish a small business at the new location

### QUALIFIED COSTS

#### Licensure/Certification:

Exams and registration fees imposed by the new duty station to secure a license or certification to engage in the same profession in which the spouse engaged while in the previous duty station.

#### Small business:

Registration fees, permit fees, moving services for equipment, equipment removal, new equipment purchases, information technology expenses, and inspection fees.

### POLICY

Policy for reimbursement is in DAFMAN 36-2102, Base-Level Relocation Procedures



### REQUIRED DOCUMENTS TO SUBMIT CLAIM

- 1 Sponsor is issued PCS/PCA orders
- 2 Copies of paid receipts for qualifying costs/expenses. Costs must be incurred and paid after the date the PCS/PCA orders were authenticated
- 3 A copy of the spouse's state occupational license or certificate from any previous duty station
- 4 A copy of the license or certificate from the new duty station
- 5 Proof of small business ownership during the period of time the sponsor's spouse was assigned to any prior duty station
- 6 Proof of small business ownership at current duty station

