

MILPERSMAN 1754-040

MILITARY SPOUSE LICENSURE REIMBURSEMENT

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| Responsible Office | OPNAV (N17) | Phone: | Toll Free | 1-833-330-MNCC (6622) |
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| MyNavy Career Center | Phone: Toll Free | 1-833-330-MNCC (6622) |
| | E-mail: askmncc@navy.mil | |
| | MyNavy Portal: https://my.navy.mil/ | |
| MNCC Customer Inquiries/Claim Submission E-mail | E-mail: askmncc.fct@navy.mil | |

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| Reference | (a) 37 U.S.C. §476 (b) 10 U.S.C. Chapter 47, Uniform Code of Military Justice (UCMJ) (c) NDAA FY20 Section 577 |
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1. **Purpose**. This article provides policy and procedures for military spouse licensure reimbursement.
2. **Background**. The Department of the Navy is dedicated to supporting families and currently provides resources and advocacy for spouse employment. References (a) and (b) authorize the Navy to reimburse members, up to \$500, for their spouses' State licensure and certification costs arising from relocation to another State due to a permanent change of station (PCS) or permanent change of assignment (PCA). Reference (c) increased the maximum amount to \$1,000.00.
3. **Policy**
 - a. A Service member may be reimbursed, up to \$500 for PCS orders issued 12 December 2017 to 19 December 2019, or up to \$1,000 for those orders issued on or after 20 December 2019, for his or her spouse's qualifying relicensing costs when all of the following conditions are met:
 - (1) The member is reassigned as a result of PCS or PCA from a permanent duty station (PDS) in one State to a PDS in another State,

(2) The PCS movement of the member's dependent(s) is authorized,

(a) Dependent(s) actually relocated from one State to another due to the sponsor's PCS orders,

(b) Provisions of authorized advance or delayed dependent travel apply,

(3) Spouse was employed in a profession requiring certification at the PDS in the previous State,

(4) Spouse is required to obtain re-certification for the same profession at the PDS in the new State,

(5) Completion of the relicense or certification was successful, and

(6) For execution of a PCS returning from an overseas assignment, the license from the PDS State held prior to the overseas assignment may be used if the new PDS in the United States is in a different State.

b. Reimbursement, not to exceed \$500 for PCS orders issued between 12 December 2017 and 19 December 2019, and not to exceed \$1,000 for those orders issued on or after 20 December 2019, may be provided to the member during each reassignment, granted all conditions in subparagraph 3a above are met.

c. The term "qualified relicensing costs" means costs for examination and registration fees:

(1) Imposed by the State of the new PDS to secure a license or certification to engage in the same profession that the member's spouse engaged in while in the State of the previous PDS. There is no requirement that the licensing must be consecutive State to State or PDS to PDS; the spouse does not have to work at each previous PDS to be eligible. As long as the spouse held a license at a prior PDS during the marriage and while the Service member is on active duty, he or she is eligible for reimbursement at the new PDS.

(2) Paid or incurred by the spouse to secure the license or certification from the State of the new PDS after the date on which the orders directing the reassignment of the member are issued.

d. For the purposes of spouse licensure reimbursement, separation or retirement orders and moves associated with the Career Intermision Program are not considered PDSs and the member will not be reimbursed.

4. **Procedures for Reimbursement.** The following are the procedures for Service members to request reimbursement under this authority. Forms must be digitally-signed and submitted, as a separate attachment, with the reimbursement package. The member must provide the documentation contained subparagraphs 4a through 4f below for reimbursement costs per PCS move. The complete package will be scanned and e-mailed to MyNavy Career Center (MNCC) at secured e-mail address: askmncc.fct@navy.mil:

a. Spouse Licensure Reimbursement Request, exhibit 1,

b. [OF 1164](#) Claim for Reimbursement for Expenditures on Official Business,

(1) The standard document number and lines of accounting to be used for payment processing will be issued each fiscal year by the Bureau of Naval Personnel (BUPERS) Financial Operations Branch Office (BUPERS-704).

(2) The member (claimant) will complete block 4 (A-D), place the total amount claimed in block 7, and digitally sign and date the voucher in block 10.

(3) The departmental authorizing official (i.e., adjudicating and processing site) will sign and date the voucher in blocks 8 and 9. This will occur after the claim is e-mailed to MNCC.

c. Copy of the member's current PCS orders,

d. Copy of the old license from previous State (or proof of employment in that profession if a license was not required in previous State),

e. Copy of the new license issued by new State, and

f. Copy of the receipt indicating all fees associated with and claimed by the member for the spouse's licensure re-certification.

5. **Effective Date**

a. Reimbursement is effective 12 December 2017 for PCS orders issued on or after December 2017.

b. Per reference (a), no reimbursement may be provided for qualified relicensing costs paid or incurred after 31 December 2024.

c. Requests for reimbursement associated with PCS orders issued 12 December 2017 through 30 June 2019 must be submitted no later than 30 June 2021. Requests for reimbursement associated with PCS orders issued after 30 June 2019 must be submitted no later than 24 months after issuance date of PCS orders or before 31 December 2024, whichever is earlier.

6. **Information**. Service members with additional inquiries regarding military spouse licensure reimbursement, including the reissuance of IRS 1099-Miscellaneous Income, should contact MNCC at: 1-833-330-MNCC or e-mail: askmncc.fct@navy.mil. For more information, including frequently asked questions, use the following e-mail: [https://www.public.navy.mil/bupers-npc/support/21st Century Sailor/readiness/Pages/CommunitySupport Programs.aspx](https://www.public.navy.mil/bupers-npc/support/21st%20Century%20Sailor/readiness/Pages/CommunitySupportPrograms.aspx).

EXHIBIT 1
SPOUSE LICENSURE REIMBURSEMENT REQUEST
(Use proper letter format containing the following)

(Date)

From: (Rank/Rate, First, MI, Last), (Designator/NEC), USN(R)
To: Commander, Navy Personnel Command (PERS-22)

Subj: REQUEST FOR MILITARY SPOUSE LICENSURE REIMBURSEMENT

Ref: (a) MILPERSMAN 1754-040
(b) Uniform Code of Military Justice (UCMJ)

Encl: (1) Copy of my most recent orders
(2) Copy of old license from previous State (or proof of employment in that profession if a license was not required in previous State)
(3) Copy of new license
(4) Copy of receipt for new license

1. Per reference (a), I respectfully request reimbursement for my spouse's licensure or certification costs.

2. I verify that my spouse was employed as a (profession) at my last permanent duty station (PDS) in (State) and was required by the State to maintain a license or certification for that employment. Upon permanent change of station orders to my new PDS in my new State of (), my spouse relocated to my new PDS and was required to obtain a new license or certificate to secure employment as a (profession).

3. I request cost reimbursement of \$_____ for license or certificate fees.

4. To certify this request, enclosures (1) through (4) are provided.

5. I acknowledge that knowingly and willfully making false, fictitious, or fraudulent statements or representation is punishable under reference (b).

6. My contact number is (XXX) XXX-XXXX and my contact e-mail information is _____.

Signature
(PRINTED INITIALS, LAST NAME)