



Department of the Air Force Spouse Licensure Reimbursement Program Frequently Asked Questions

Current as of Aug 19, 2021

Q1: Who is eligible for this program?

A1: This is a Total Force program, so any Regular Air Force, Air Force Reserve, or Air National Guard Airmen on Title 10 orders, and Space Force Guardians may be eligible, providing the situation meets the criteria established in the policy.

Q2: What is the eligibility criteria for a qualifying PCS or PCA?

A2: The following criteria must be met to be considered a qualifying PCS/PCA:

- The Airman or Guardian's Permanent Change of Station (PCS) or Permanent Change of Assignment (PCA) authenticated orders must authorize movement of the Airman/Guardian's dependents at government's expense.
- The Airman or Guardian is reassigned, as either a PCS or PCA from a previous duty station to a location where the spouse must secure a license or certification for the same profession in a different location with different licensing authority and requirements (including Hawaii; Alaska; Washington, DC; and the U.S. territories); or upon returning to the United States from an overseas assignment (see Question 11 below for information on overseas assignments).
- Reimbursement is not authorized for moves upon accession, Career Intermission Program, retirement, or separation from the armed forces.
- Qualifying relicensing costs must be incurred and paid after the date the member's PCS/PCA orders are authenticated and within 24 months of the date the member's PCS/PCA orders are authenticated.
- Reimbursement for each qualifying PCS/PCA will not exceed \$500 for PCS/PCA orders authenticated between 12 December 2017 and 19 December 2019, or \$1,000 for PCS/PCA orders authenticated on or after 20 December 2019.

Q3: Which licenses/certifications qualify for this program?

A3: License/certification requirements vary by state; however, some examples include but are not limited to teaching, cosmetology, real estate, or nursing. Learn more about licensing and certifications from your installation Airman & Family Readiness Center, the Department of Labor (DOL) website at <https://www.dol.gov/agencies/vets/veterans/military-spouses>, and the DoD Spouse Education and Career Opportunities (SECO) Program at <https://myseco.militaryonesource.mil>.

Q4: What is a "qualified" relicensing cost?

A4: For the purposes of this policy, "qualified relicensing costs" mean costs including exam, continuing education courses, and registration fees imposed by the state of 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.

Q5: What if my spouse's qualifying relicensing fees only add up to \$300? Will we receive the full \$1,000?

A5: You can be reimbursed *up to* \$1,000 for qualifying relicensing costs; in this scenario, you can be reimbursed \$300.



Department of the Air Force Spouse Licensure Reimbursement Program Frequently Asked Questions

Current as of Aug 19, 2021

Q6: How many times can we apply for this program?

A6: This is not a one-time program. Airman/Guardians may seek reimbursement for each qualifying PCS/PCA, providing the circumstances meet the criteria specified in the policy.

Q7: When can I apply for this increased reimbursement?

A7: Any PCS/PCA order authenticated on or after 20 December 2019 qualifies for reimbursement re-licensure/recertification up to \$1,000 threshold. Airman/Guardians who meet the rest of the eligibility criteria during this timeframe may apply for reimbursement.

Q8: How do I apply for reimbursement?

A8: Your servicing finance office will process your reimbursement application. The Claimant (Service Member) files an *OF 1164 Claim for Reimbursement for Expenditures on Official Business*, with a copy of the applicable permanent change of station (PCS) or permanent change of assignment (PCA) orders, a copy of the spouse's state occupational license or certificate from the previous duty station, a copy of the license or certificate from the new duty station, and the paid receipts for items required to obtain relicensing or recertification from the new duty station to their servicing finance office.

Q9: I'm retiring soon and will be relocating to my hometown of Ruthville, North Dakota which is 5 miles from Minot AFB, North Dakota. My spouse wants to update his accountant certification – do I qualify for this program?

A9: This program is not authorized for moves upon accession, the Career Intermission Program (CIP), separation or retirement.

Q10: I'm PCSing from Aviano AB, Italy to Joint Base San Antonio-Randolph, TX. My spouse recently completed nursing school and wants to obtain a nursing license in Texas – do I qualify for this program?

A10: This program does not reimburse costs for obtaining licenses for a new profession, it provides reimbursement costs associated with *relicensing*. However, there are other programs that may assist in your situation. Learn more about licensing and certifications from your installation Airman & Family Readiness Center, the Department of Labor website at <https://www.dol.gov/agencies/vets/veterans/military-spouses>, and the DoD Spouse Education and Career Opportunities (SECO) Program. The SECO Program also provides a variety of free, industry-specific career coaching packages for military spouses through <https://myseco.militaryonesource.mil> and also available by calling 1-800-342-9647.

Q11: I'm PCSing from Ramstein AB, Germany to Cannon AFB, New Mexico. Before Ramstein, we were stationed at Barksdale AFB, Louisiana, where my spouse was a teacher. My spouse wants to update her Louisiana teaching certificate to New Mexico – do I qualify for this program?

A11: A PCS returning from an overseas assignment is eligible for reimbursement provided your spouse has a license/certificate from a previous duty location held prior to the overseas assignment.

Q12: I'm PCSing to Kunsan for a 1-year unaccompanied (dependent-restricted) assignment. While I'm gone, my spouse is going to move to our hometown in Tennessee – do I qualify for this program?



Department of the Air Force Spouse Licensure Reimbursement Program Frequently Asked Questions

Current as of Aug 19, 2021

A12: This program is not intended for PCSs in which movement of dependents at government expense is not authorized. However, if you receive an approved accompanied follow-on assignment, you may be eligible for this program at the follow-on location after your PCS orders are issued.

Q13: I'm PCSing from Wright-Patterson AFB, OH to Air Command and Staff College (ACSC) at Maxwell AFB, Alabama, and movement of dependents at government expense is authorized. My spouse, who is a teacher, is going to move to her parents' home in Kentucky and teach there while I'm at ACSC. Since movement of dependents at government expense is authorized, do I qualify for this program?

A13: Reimbursement of qualifying relicensing/recertification costs apply to those costs imposed by the State of the *new duty station*, which in your situation is Alabama. You would qualify for this program only if your spouse updated her teaching license/certificate to the State of Alabama.

Q14: I'm stationed at Offutt AFB, Nebraska, and deploying on a 365-day extended deployment to Afghanistan. My spouse is a social worker, and wants to move to Texas with her sister while I'm deployed. While she is in Texas, my spouse wants to continue her career in social work, which would require her to update her social work license to the State of Texas – do I qualify for this program?

A14: This program is intended for PCSs or PCAs in which movement of dependents at government expense is authorized. A 365-day deployment is considered a Temporary Duty (TDY); as such, you do not qualify for this program in this situation.

Q15: I am PCSing from Hickam AFB, Hawaii to Little Rock AFB, Arkansas. My spouse is a member of the Air Force Reserve, and is an architect in the civilian sector. She wants to update her license in Arkansas – does she qualify for this program, even though she's in the military?

A15: This program is intended to reimburse qualified relicensing costs of the spouse of a member of the armed forces to include eligible Air Force Reserve, or Air National Guard Airmen on Title 10 orders providing the situation meets the criteria established in the policy. In the situation described above, you are eligible for this program.

Q16: Where can I find the policy for this program?

A16: The policy for this program can be found in AFMAN 36-2102, 16 Dec 2020 which supersedes AFI 36-2102.

Q17: What if I have other questions?

A17: The following Points of Contact can help answer additional questions:

Regular Air Force: Program/Policy: Installation Military Personnel Flight. Claim submission: Installation Finance Office.

Air Force Reserve: Program/Policy: Air Force Directorate of Personnel, Force Support Division (AF/REPP). Claim submission: Installation Finance Office.

Air National Guard: Program/Policy: Military Personnel Flight or Airman & Family Readiness Program Manager. Claim submission: Installation Finance Office.

Resources and Referral: Learn more about licensing and certifications from your installation Airman and Family Readiness Center, the Department of Labor website at:

<https://www.veterans.gov/milspouses>, or the SECO website at: <https://myseco.militaryonesource.mil>