



Department of the Air Force Reimbursement for State Re-Licensure, Re-Certification, or Business Costs for Dependent Spouses Frequently Asked Questions

Current as of 26 Sept 2025

Q1: Who is eligible for this program?

A1: This is a Total Force program, so any Regular Air Force, Space Force Guardians, Air Force Reserve (AFR), or Air National Guard (ANG) Airmen / Guardian with qualifying PCS / PCA orders may be eligible, providing the situation meets the criteria established in the policy.

Q2: Would members joining the Air Reserve Component (ARC) - ANG or AFR from Active Duty via the Palace Chase or Palace Front Programs be eligible if they are entitled to PCS entitlements when leaving Active Duty?

A2: Members joining the ARC from Active Duty via the Palace Chase would be eligible if they are entitled to PCS entitlements when leaving Active Duty. Usually, they are entitled to PCS to their Home of Record (HOR) or Place Listed Entry on Active Duty (PLEAD) or their choice of locations up to what the reimbursement would be for returning to their PLEAD.

Q3: What is the eligibility criteria for a qualifying PCS or PCA?

A3: The following criteria must be met to be considered a qualifying PCS / PCA:

- The Airman / 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 expense.
- The Airman / 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.
- Reimbursement is not authorized for moves upon accession, Career Intermission Program (CIP), retirement, or separation from the armed forces.
- Qualifying re-licensing or business 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 \$1,000 for PCS / PCA orders dated 22 Dec 2023 or later for qualifying re-licensing costs and \$1,000 for qualifying business costs (up to \$2,000 combined).

Q4: Do Air National Guard members with qualifying PCS / PCA orders (T10, T32, or ADOS tour) qualify for this program?

A4: Members required to PCS / PCA to another state would qualify if their situation meets the criteria established in the policy. Normally, this would be training (greater than 139 days) or for mission location (greater than 180 days at one location).

Q5: What is a "qualified" re-licensing cost?

A5: For the purposes of this policy, "qualified re-licensing costs" include exams, 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.



Department of the Air Force Reimbursement for State Re-Licensure, Re-Certification, or Business Costs for Dependent Spouses Frequently Asked Questions

Current as of 26 Sept 2025

Q6: Which licenses / certifications qualify for this program?

A6: 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 Military & 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>.

Q7: What is a "qualified" business cost?

A7: Qualified business costs include moving services for equipment, equipment removal, new equipment purchases, information technology expenses, and inspection fees incurred if:

- The spouse owned a business during the member's previous duty assignment and the costs result from the member's change in duty location pursuant to reassignment.
- The costs were incurred or paid to move such business to a new location from reassignment.

Q8: How many times can we apply for this program?

A8: 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.

Q9: Is a business that a spouse operates out of their home eligible for business reimbursement?

A9: Yes. A business operated out of a home is eligible for reimbursement as long as the spouse meets eligibility requirements and can provide documentation that they operated a small business at previous duty location.

Q10: How do I apply for reimbursement?

A10: 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 PCS / 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 re-licensing, re-certification, or qualified business relocation costs.

Q11: 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?

A11: This program is not authorized for moves upon accession, the CIP, separation, or retirement.

Q12: I'm PCSing from Aviano AB, Italy to Sheppard AFB, TX. My spouse recently completed nursing school and wants to obtain a nursing license in Texas – do I qualify for this program?

A12: This program does not reimburse costs for obtaining licenses for a new profession, it provides reimbursement costs associated with *re-licensing*. However, there are other programs that may assist in your situation. Learn more from your installation Military & Family Readiness Center, the DOL website at <https://www.dol.gov/agencies/vets/veterans/military-spouses>, and the DoD SECO Program. The SECO Program also provides a variety of free, industry-specific career coaching packages for military spouses through <https://myseco.militaryonesource.mil>.



Department of the Air Force Reimbursement for State Re-Licensure, Re-Certification, or Business Costs for Dependent Spouses Frequently Asked Questions

Current as of 26 Sept 2025

Q13: 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?

A13: 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.

Q14: 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?

A14: 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.

Q15: 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?

A15: Reimbursement of qualifying re-licensing / re-certification 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.

Q16: I'm stationed at Offutt AFB, Nebraska, and deploying on a 365-day deployment to Afghanistan. My spouse is a social worker and wants to move to Texas with family while I'm deployed. While in Texas, she plans 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?

A16: This program is intended for PCSs or PCAs in which movement of dependents at government expense is authorized. A 365-day deployment is considered Temporary Duty (TDY); as such, you do not qualify for this program in this situation.

Q17: 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. He wants to update his license in Arkansas – does he qualify for this program, even though he is in the military?

A17: This program is intended to reimburse qualified re-licensing costs of the spouse of a member of the armed forces to include eligible AFR or ANG 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.

Q18: If I am PCSing with my service member to their first duty assignment, am I eligible for reimbursement if I had a license or certification prior to the PCS?

A18: Yes, if you are on the PCS orders and authorized movement by the government, you are eligible for the reimbursement. Even though the policy states you must have had the license or certification at a prior assignment, that criteria does not apply to a first duty station assignment.



Department of the Air Force Reimbursement for State Re-Licensure, Re-Certification, or Business Costs for Dependent Spouses Frequently Asked Questions

Current as of 26 Sept 2025

Q19: What about overseas spouses - are other licenses required by other countries and business costs reimbursable?

A19: Yes. As long as the spouse moves from one jurisdiction to another, the re-licensure / business costs are reimbursable as long as all other requirements are met.

Q20: Is an annual renewal fee for state licensure or liability insurance fees reimbursable?

A20: No, reimbursement is limited to those expenses required to secure a license based on a PCS move.

Q21: Are continuing education credits reimbursable?

A21: Yes, any continuing education courses required to secure a professional license, business license or permit, in the new duty location are reimbursable.

Q22: Where can I find the policy for this program?

A22: The policy for this program can be found in DAFMAN 36-2102, 16 Dec 2020.

Q23: What if I have other questions?

A23: 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 Military & Family Readiness Program Manager. Claim submission: Installation Finance Office.
- **Resources and Referral:** Learn more about licensing and certifications from your installation Military & Family Readiness Center, the DOL website at: <https://www.veterans.gov/milspouses>, or the SECO website at: <https://myseco.militaryonesource.mil>