

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, with their local resource advisor, who forwards the OF 1164 to the servicing finance office.

Actual reimbursements can be up to \$1,000 for qualifying costs/expenses.

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: 24 months after PCS
- Small Business: 24 months after PCS

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



FOR MORE INFORMATION PLEASE CONTACT:

Your Unit Resource Advisor

Additional questions addressed to:
30CPTS.FMA.AccountingTeam@spaceforce.mil

Address: Bldg. 10577, Rm. B307
Vandenberg SFB, CA 93437

Installation Military & Family Readiness Center Information:

Phone: 805-606-0039

Address: 706 Washington Ave, Bldg. 10122
Vandenberg SFB, ca 93437

<https://www.vandenbergfss.com/military-family-readiness-center>

Current as of 17 Nov 2024

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 \$1,000 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, provided 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:

Continuing education courses 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, 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 A copy of sponsor's issued PCS/PCA orders authorizing the movement of dependents at government expense AND a copy of couple's marriage certificate.
- 2 Copies of paid receipts and price listing 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 prior duty station. Must not be expired
- 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

