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.

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

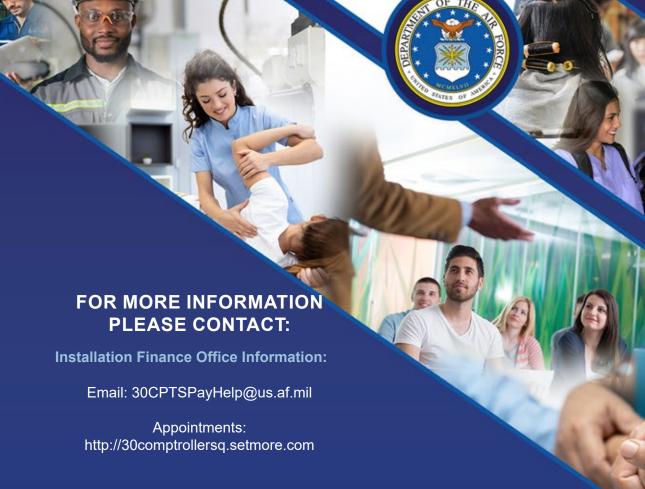
Sponsor can be reimbursed with each PCS/PCA and has 24 months to apply for reimbursement. Eligible PCS/PCA orders must be on or after:

Re-Licensure/Re-Certification:
 17 Dec 2017

• Small Business: 23 Dec 2022

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





Installation Military & Family Readiness
Center Information:

Address: Bldg. 10577, Rm. A101 Vandenberg SFB, ca 93437

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 30 Oct 2023

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:
 - Secure a license or certification for the same occupation in a different location with different licensing authority and requirements
 - 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

- A copy of sponsor's issued PCS/PCA orders authorizing the movement of dependents at government expense
- Copies of paid receipts for qualifying costs/expenses. Costs must be incurred and paid after the date the PCS/PCA orders were authenticated
- A copy of the spouse's state occupational license or certificate from any prior duty station
- A copy of the license or certificate from the new duty station
- Proof of small business ownership during the period of time the sponsor's spouse was assigned to any prior duty station
- Proof of small business ownership at current duty station

