

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.



FOR MORE INFORMATION PLEASE CONTACT:

comptroller's Squadron (CPTS):

781-225-1210

20 Schilling Circle, Bldg 1305

Portal: <https://csp.cce.af.mil/#/>

Military & Family Readiness Center:

781-225-2765

10 Kirtland St. Building 1240

<https://www.facebook.com/hanscom.MFRC/>

<https://www.facebook.com/people/Hanscom-Spouse-Employment/100069385887057/>

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:
 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
- 2 Copies of paid receipts 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
- 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

