

MILPERSMAN 1754-040

MILITARY SPOUSE LICENSURE/BUSINESS COSTS REIMBURSEMENT

Responsible Office	OPNAV (N17)	Phone:	DSN COM	1-833-330-MNCC (6622)
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MyNavy Career Center	Phone: TollFree E-mail: MyNavyPortal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/
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Reference	(a) 37 U.S.C. §453 (b) NDAA FY20 Section 577 (c) NDAA FY21 Section 622 (d) NDAA FY23 Section 622,623
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1. **Purpose.** This article provides policy and procedures for military spouse licensure and business cost reimbursement associated with a permanent change of duty station.

2. **Background.** The Department of the Navy is dedicated to supporting families and provides resources and advocacy for spouse employment. Reference (a) authorized the Navy to reimburse members, up to \$500, for their spouses' State licensure and certification costs arising from relocation to another State due to a permanent change of station (PCS) or permanent change of assignment (PCA). Reference (b) increased the maximum amount to \$1,000.00. Reference (c) further changed the eligibility language from "State to State" to "jurisdiction", clarifying that a Navy-directed re-location is within the scope of this provision if the licensing jurisdiction changes as a result of that change of assignment. Reference (d) expands reimbursement policy to include qualifying business costs up to the maximum amount of \$1,000 and extends reimbursement authorization to 31 December 2029.

3. **Policy**

a. A Service member may be reimbursed up to \$1,000 for those orders issued on or after 20 December 2019, for his or her spouse's qualifying relicensing costs and or qualified business costs when all of the following conditions are met:

(1) The member is reassigned as a result of PCS or PCA from a permanent duty station (PDS) in one licensing jurisdiction to a PDS in another.

(2) The PCS movement of the member's dependent(s) is authorized, and

(a) Dependent(s) actually relocated from one licensing jurisdiction to another due to the sponsor's PCS orders,

(b) Provisions of authorized advance or delayed dependent travel apply,

(3) Spouse was licensed or certified in a profession or owned a business during a member's previous duty assignment,

(4) Spouse is required to obtain re-certification, business license, or permit for the same profession at the PDS in the new jurisdiction,

(5) Completion of the relicense, business license, permit, or certification was successful, and

(6) For execution of a PCS returning from an overseas assignment, the professional license, business license or permit, from the PDS held prior to the overseas assignment may be used if the new PDS in the United States is in a different jurisdiction.

b. Reimbursement, not to exceed \$1,000 for those orders issued on or after 20 December 2019, may be provided to the member during each reassignment, granted all conditions in subparagraph 3a above are met.

c. The term "qualified relicensing costs" means costs for a licensing exam, continuing education courses, and registration fees:

(1) Imposed by the jurisdiction of the new PDS to secure a license or certification to engage in the same profession that the member's spouse engaged in while in the previous PDS. There is no requirement that the licensing must be consecutive PDS to PDS; the spouse does not have to work at each previous PDS to be eligible. As long as the spouse has held a professional license

at a prior PDS during the marriage and while the Service member is on active duty, the member is eligible for reimbursement at the new PDS.

(2) Paid or incurred by the spouse to secure the license or certification from the jurisdiction of the new PDS.

d. The term 'qualified business costs' means costs, including moving services for equipment, equipment removal, new equipment purchases, information technology expenses, and inspection fees, incurred by the spouse of a member if:

(1) The spouse owned a business during the member's previous duty assignment and the costs result from a movement described in subparagraph 3a, in connection with the member's change in duty location pursuant to reassignment described in subparagraphs 3a(1) through 3a(6) above.

(2) The costs were incurred or paid to move such business to a new location in connection with such reassignment.

e. For the purposes of spouse licensure reimbursement, separation or retirement orders and moves associated with the Career Intermision Program are not considered PDSs and the member will not be reimbursed.

4. **Procedures for Reimbursement.** Service members must use the following procedures to request reimbursement under this authority. Forms must be digitally-signed and submitted, as a separate attachment, with the reimbursement package. Members must provide the documentation contained in subparagraphs 4a through 4f below for reimbursement costs per PCS move. The complete package will be scanned and e-mailed to MyNavy Career Center (MNCC) at secured e-mail address: askmncc.fct@navy.mil:

- a. Spouse Licensure Reimbursement Request, exhibit 1,
- b. [OF 1164](#) Claim for Reimbursement for Expenditures on Official Business,

(1) The standard document number and lines of accounting to be used for payment processing will be issued each fiscal year by the Bureau of Naval Personnel Financial Operations Branch (PERS-704).

(2) The member (claimant) will complete block 4 (A-D), place the total amount claimed in block 7, and digitally-sign and date the voucher in block 10.

(3) The Navy Personnel Command departmental authorizing official (i.e., adjudicating and processing site) will sign and date the voucher in blocks 8 and 9. This will occur after the claim is e-mailed to the MNCC.

c. Copy of the member's current PCS orders,

d. Copy of the old license from previous jurisdiction (or proof of employment in that profession if a license was not required in previous jurisdiction) or proof of ownership of a business.

e. Copy of the new license issued by new jurisdiction, and

f. Copy of the receipt(s) indicating all fees associated with and claimed by the member for the spouse's licensure re-certification or qualified business costs for relocation of a spouse-owned business.

5. Effective Date

a. Licensure reimbursement is effective 20 December 2019 for PCS orders issued on or after that date. Reimbursement for qualifying business costs for relocation of a spouse-owned business is effective for PCS orders issued on or after 23 December 2023.

b. Per reference (d), no reimbursement may be provided for qualified relicensing or business costs paid or incurred after 31 December 2029.

c. Legal authorization for reimbursement associated with PCS orders issued 12 December 2017 through 20 December 2019 expired 30 June 2021. Requests for reimbursement associated with PCS orders issued after 20 December 2019 must be submitted no later than 24 months after issuance date of PCS orders or before 31 December 2029, whichever is earlier.

6. **Information**. Service members with additional inquiries regarding military spouse licensure reimbursement, including the reissuance of IRS 1099 Miscellaneous Income, should contact the MNCC at 1-833-330-MNCC or e-mail: askmncc.fct@navy.mil. For more information, including frequently asked questions, visit: <https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/>

EXHIBIT 1
SPOUSE LICENSURE REIMBURSEMENT REQUEST

(Use proper letter format containing the following information)

(Date)

From: (Rank/Rate, First, MI, Last), (Designator), USN(R)

To: Commander, MyNavy Career Center (MNCC 422)

Subj: REQUEST FOR MILITARY SPOUSE LICENSURE OR QUALIFYING
SPOUSE-OWNED BUSINESS RELOCATION COST REIMBURSEMENT

Ref: (a) NAVPERS 15560D, Navy Military Personnel Manual (MILPERSMAN)
(b) Uniform Code of Military Justice (UCMJ)

Encl: (1) Copy of my most recent orders
(2) Copy of old license from previous jurisdiction (or proof
of employment in that profession if a license was not
required in previous jurisdiction)
(3) Copy of new license
(4) Copy of receipt for new license or business relocation
costs

1. Per reference (a), MILPERSMAN 1754-040, I respectfully request reimbursement for my spouse's licensure or certification costs or spouse-owned business relocation expenses.

2. I verify that my spouse owned a business or was required by a jurisdiction to maintain a professional license, business license, permit, or certification for employment. Upon permanent change of station orders to my new permanent duty station (PDS) in my new jurisdiction of (), my spouse relocated to my new PDS and was required to obtain a new professional license, business license, permit, or certificate to secure employment as a (profession).

3. I request cost reimbursement of \$_____ for professional license, business license, permit or certificate fees, or qualifying business expenses.

4. To certify this request, enclosures (1) through (4) are provided.

5. I acknowledge that knowingly and willfully making false, fictitious, or fraudulent statements or representation is punishable under reference (b).

6. My contact number is (XXX) XXX-XXXX and my contact e-mail is _____.

Signature
(PRINTED INITIALS, LAST NAME)