

Spouse Licensure Reimbursement Procedures

BACKGROUND

THE SPOUSE IS NOT REQUIRED TO HAVE HELD THE LICENSE IN THE IMMEDIATELY PRECEDING DUTY STATION STATE. SO LONG AS THE SPOUSE, WHILE MARRIED TO THE SOLDIER, HELD THE LICENSE AT ANY PRIOR DUTY STATION STATE, REIMBURSEMENT ELIGIBILITY REQUIREMENTS ARE MET UPON PCS TO THE NEW DUTY STATION STATE. THUS, FOR EXAMPLE, A SOLDIER PCSING FROM OUTSIDE CONTINENTAL UNITED STATES TO CONTINENTAL UNITED STATES MAY MEET ELIGIBILITY REQUIREMENTS FOR SPOUSAL LICENSURE REIMBURSEMENT; LIKewise, A SOLDIER'S SPOUSE WHO, UPON PCS TO A NEW STATE, RENEWS HIS/HER LICENSE AFTER A LAPSE BETWEEN DUTY STATIONS MAY MEET ELIGIBILITY REQUIREMENTS.

INCLUDES AUTHORIZED MOVEMENT OF THE SOLDIER'S DEPENDENTS TO THE SOLDIER'S PCS DUTY STATION, AND AUTHORIZED MOVEMENT OF THE SOLDIER'S DEPENDENTS TO ANOTHER DESIGNATED LOCATION AS PART OF THE SOLDIER'S REASSIGNMENT.

COMMANDERS RETAIN OVERALL MANAGEMENT RESPONSIBILITY TO ESTABLISH A PROCESS AND WILL ISSUE SUBSEQUENT GUIDANCE TO SUBORDINATE COMMANDS AS NECESSARY, TO ALLOW ELIGIBLE SOLDIERS TO APPLY FOR THE REIMBURSEMENT FOR QUALIFIED RELICENSING COSTS OF THE SPOUSE AS DEFINED BELOW.

THE USE OF DEPARTMENT OF DEFENSE (DD) FORM 577 (APPOINTMENT/TERMINATION RECORD AUTHORIZED SIGNATURE) IS NOT REQUIRED.

INSTRUCTIONS

SOLDIERS WILL SUBMIT THE FOLLOWING SUPPORTING DOCUMENTS TO THEIR UNIT S-1:

A COMPLETED STANDARD FORM (SF) 1034 (PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL) APPROVED BY UNIT COMMANDER. THEIR UNIT S-1/PERSONNEL DESIGNATED OFFICIAL WILL CERTIFY THE VOUCHER.

COPY OF CURRENT PERMANENT CHANGE OF STATION ORDERS;

VERIFICATION OF SPOUSE'S LICENSE NUMBER, TYPE OF LICENSE, AND STATE;

COPY OF NEW STATE LICENSE AND/OR CERTIFICATION, AND;

PROOF OF FEES PAID FOR RE-LICENSING AND/OR RECERTIFICATION FROM CURRENT PERMANENT DUTY STATION.

METHOD OF PAYMENT. THE UNIT S-1 WILL VERIFY MARRIAGE CERTIFICATE THROUGH THE INTERACTIVE PERSONNEL ELECTRONICS RECORDS MANAGEMENT SYSTEM (IPERMS), VALIDATE SIGNATURES AND THE INFORMATION IN THE SF 1034, SIGN AS THE CERTIFYING OFFICER, AND FORWARD APPROVED/CERTIFIED SF 1034 WITH SUPPORTING DOCUMENTS ON A TRANSMITTAL LETTER TO THE SOLDIER'S LOCAL SERVICING FINANCE OFFICE FOR PROCESSING AND REIMBURSEMENT. PAYMENTS WILL BE MADE BY ELECTRONIC FUNDS TRANSFER (EFT) TO THE SOLDIER'S DIRECT DEPOSIT ACCOUNT WITHIN 10 WORKING DAYS.

QUALIFIED RELICENSING COSTS. THE TERM "QUALIFIED RELICENSING COSTS" MEANS COSTS, INCLUDING EXAMINATION AND REGISTRATION FEES, THAT ARE IMPOSED BY THE JURISDICTION OF THE NEW DUTY STATION TO SECURE A LICENSE OR CERTIFICATION TO ENGAGE IN THE SAME PROFESSION THE SOLDIER'S SPOUSE ENGAGED IN WHILE IN THE JURISDICTION OF THE ORIGINAL DUTY STATION AND ARE PAID OR INCURRED BY THE SOLDIER OR SPOUSE TO SECURE THE LICENSE OR CERTIFICATION FROM THE JURISDICTION OF THE NEW DUTY STATION AFTER THE DATE ON WHICH THE ORDERS DIRECTING THE REASSIGNMENT ARE ISSUED. "ORIGINAL DUTY STATION" MEANS ANY PRIOR DUTY STATION WHERE THE SPOUSE, WHILE MARRIED TO THE SOLDIER, ENGAGED IN THE PROFESSION REQUIRING THE LICENSE; IT IS NOT LIMITED TO THE DUTY STATION IMMEDIATELY PRECEDING THE PCS MOVE.

REIMBURSEMENT: QUALIFIED RELICENSING COSTS PROVIDED TO A SOLDIER MAY NOT EXCEED THE AMOUNT ESTABLISHED BY APPLICABLE LAW.

WHEN THE REQUEST FOR REIMBURSEMENT WAS ADJUDICATED ON OR PRIOR TO 19 DECEMBER 2019, THE REIMBURSABLE AMOUNT IS THE LESSER AMOUNT BETWEEN FEES PAID AND \$500.

WHEN THE REQUEST FOR REIMBURSEMENT WAS ADJUDICATED ON OR AFTER 20 DECEMBER 2019, THE REIMBURSABLE AMOUNT IS THE LESSER AMOUNT BETWEEN FEES PAID AND \$1,000.

NOTE: AS A REMINDER, THIS REIMBURSEMENT IS TAXABLE INCOME. A SEPARATE W2 WILL BE ISSUED TO THE SOLDIER DURING TAX SEASON AND WILL BE AVAILABLE ON THE SOLDIER'S MYPAY ACCOUNT.

IN ACCORDANCE WITH THE NATIONAL DEFENSE AUTHORIZATION ACT FOR FISCAL YEAR 2020, THE AUTHORITY TO PROVIDE REIMBURSEMENT EXPIRES ON 31 DECEMBER 2024.

COMMAND APPROVING OR CERTIFYING OFFICIALS MAY SUBMIT ANY QUESTIONS ON THIS MESSAGE TO DCS, G-1 (DAPE-PRC), AT EMAIL USARMY.PENTAGON.HQDA-DCS-G-1.MBX.DAPE-PRCTRAVEL@MAIL.MIL. **SOLDIERS SHOULD VISIT THEIR S-1 OR CHAIN OF COMMAND.**

THIS ALARACT MESSAGE EXPIRES ON 29 JANUARY 2021.

Standard Form 1034 Revised October 1987 Department of the Treasury 1 TFM 4-2000	PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL	VOUCHER NUMBER LEAVE BLANK			
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION UNIT ADDRESS -----UPDATED SAMPLE 202001 -----	DATE VOUCHER PREPARED REQUIRED CONTRACT NUMBER AND DATE LEAVE BLANK REQUISITION NUMBER AND DATE LEAVE BLANK	SCHEDULE NUMBER PAID BY LEAVE BLANK (FILLED BY PAYING OFFICE)			
PAYEE'S NAME AND ADDRESS <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> SOLDIER'S INFORMATION: RANK, LAST NAME, FIRST NAME, LAST 4 AND MAILING ADDRESS </div>		DATE INVOICE RECEIVED DISCOUNT TERMS N/A PAYEE'S ACCOUNT NUMBER			
SHIPPED FROM N/A	TO N/A	WEIGHT N/A GOVERNMENT B/L NUMBER N/A			
NUMBER AND DATE OF ORDER 	DATE OF DELIVERY OR SERVICE From Inv	ARTICLES OR SERVICES <i>(Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)</i> Spousal State Relicensing Fees Arising from a Permanent Change of Station (maximum payment amount :\$500 or \$1,000) Authority: Public Law #115-91, section 556 Public Law #116-92, section 577 PREVIOUS STATE License Number: TYPE OF LICENSE: NEW STATE:	QUANTITY 1	UNIT PRICE COST PER	AMOUNT (1)
(Use continuation sheet(s) if necessary) (Payee must NOT use the space below) TOTAL					
PAYMENT: <input type="checkbox"/> PROVISIONAL <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE	APPROVED FOR BY 2 TITLE COMMANDER/APPROVING OFFICER	EXCHANGE RATE =\$ =\$1.00	DIFFERENCES		
			Amount verified; correct for payment <i>(Signature or initials)</i>		
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.					
		S-1/CERTIFYING OFFICER			
<i>(Date)</i>		<i>(Authorized Certifying Officer) 2</i>		<i>(Title)</i>	
ACCOUNTING CLASSIFICATION					
LEAVE BLANK, THE PAYING OFFICE WILL PLACE THE LINE OF ACCOUNTING. (USE 2010 FOR AC; 2060 FOR ARNG; 2070 FOR USAR) NOTHING BELOW THIS LINE. (FOR PAYING OFFICE USE ONLY)					
P A I D B Y	CHECK NUMBER CASH \$	ON ACCOUNT OF U.S. TREASURY DATE	CHECK NUMBER PAYEE 3	ON <i>(Name of bank)</i>	
				PER	TITLE
1. When stated in foreign currency, insert name of currency. 2. If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title. 3. When a voucher is receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary", or "Treasurer", as the case may be.					

Previous edition usable

PRIVACY ACT STATEMENT

The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.