ALARACT 036/2019

DTG: R 141542Z MAY 19

UNCLAS FOUO

SUBJ/ALARACT 036/2019 - ANNOUNCEMENT OF ARMY DIRECTIVE (AD) 2019-18 AND FILING INSTRUCTIONS FOR SPOUSE STATE LICENSURE AND CERTIFICATION COSTS REIMBURSEMENT

THIS ALARACT MESSAGE HAS BEEN TRANSMITTED BY JSP ON BEHALF OF HQDA/ DCS G-1

NARR//(U) THIS ALARACT ANNOUNCES THE RELEASE OF AD 2019-18 AND PROVIDES INSTRUCTIONS FOR FILING REIMBURSEMENT FOR THE POLICY SET FORTH THEREIN. AD 2019-18 (REIMBURSEMENT FOR STATE LICENSURE AND CERTIFICATION COSTS FOR THE SPOUSE OF A SOLDIER ARISING FROM A PERMANENT CHANGE OF STATION) CAN BE FOUND AT HTTPS://ARMYPUBS.ARMY.MIL.

1. (U) REFERENCES.

1.A. (U) REF//A/ PUBLIC LAW NUMBER 115-91, SECTION 556, 131 STAT.1403-1405.

1.B.(U) REF//B/ ARMY DIRECTIVE 2019-18 (REIMBURSEMENT FOR STATE LICENSURE AND CERTIFICATION COSTS FOR THE SPOUSE OF A SOLDIER ARISING FROM A PERMANENT CHANGE OF STATION), 1 MAY 2019.

2. (U) APPLICABILITY: THE PROVISIONS OF ARMY DIR 2019-18 APPLY TO REGULAR ARMY, ARMY NATIONAL GUARD/ARMY NATIONAL GUARD OF THE UNITED STATES, AND U.S. ARMY RESERVE SOLDIERS THAT WERE REASSIGNED FROM A DUTY STATION IN ONE STATE TO ANOTHER DUTY STATION IN ANOTHER STATE ON OR AFTER 12 DECEMBER 2017.

3. (U) EFFECTIVE DATE. THE POLICY FOUND IN ARMY DIR 2019-18 IS EFFECTIVE RETROACTIVELY TO THE DATE OF THE NATIONAL DEFENSE AUTHORIZATION ACT FOR FISCAL YEAR 2018 (12 DECEMBER 2017).

4. (U) ELIGIBILITY CRITERIA. IN ACCORDANCE WITH ARMY DIR 2019-18, THE ARMY WILL REIMBURSE A SOLDIER FOR QUALIFIED RELICENSING COSTS OF THE SPOUSE WHEN:

4. A.(U) THE SOLDIER IS REASSIGNED, EITHER AS A PERMANENT CHANGE OF STATION OR PERMANENT CHANGE OF ASSIGNMENT, FROM A DUTY STATION IN ONE STATE TO A DUTY STATION IN ANOTHER STATE; AND,

4. B.(U) THE MOVEMENT OF THE SOLDIER'S DEPENDENTS IS AUTHORIZED AT THE EXPENSE OF THE UNITED STATES AS PART OF THE REASSIGNMENT.

5. (U) COMMANDERS HAVE 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 IN PARAGRAPH 9 BELOW.

6. (U) AT A MINIMUM, COMMANDERS WILL APPOINT IN WRITING ONE PRIMARY AND ONE ALTERNATE APPROVING OFFICER WHO WILL VERIFY ELIGIBILITY AND THE COMPLETENESS AND ACCURACY OF REQUIRED SUPPORTING DOCUMENTS.

COMMANDERS WILL ALSO APPOINT A CERTIFYING OFFICER USING DD FORM 577, APPOINTMENT/TERMINATION RECORD- AUTHORIZED SIGNATURE, TO CERTIFY THAT REQUIRED VOUCHERS ARE CORRECT AND PROPER FOR PAYMENT.

7. (U) SUPPORTING DOCUMENTS. AT A MINIMUM, SOLDIERS WILL SUBMIT THE FOLLOWING SUPPORTING DOCUMENTS:

7.A (U) THE STANDARD FORM (SF) 1034, PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL. (SAMPLE IN ENCLOSURE 1); AND,

7.B.(U) COPY OF PREVIOUS AND CURRENT PERMANENT CHANGE OF STATION ORDERS; AND,

7.C.(U) COPY OF SPOUSE'S PREVIOUS STATE LICENSE AND/OR CERTIFICATION (MUST BE FROM SOLDIER'S PREVIOUS PERMANENT DUTY STATION (PDS)). FOR STATES THAT HONOR A PREVIOUS STATE'S LICENSE OR CERTIFICATION, VERIFICATION OF RECIPROCITY MUST BE PROVIDED. FOR EXAMPLE, THE SOLDIER'S PREVIOUS PDS WAS FORT HOOD, TEXAS. SPOUSE USED A LICENSE FROM COLORADO THAT WAS VALID IN TEXAS; AND,

7.D.(U) COPY OF NEW STATE LICENSE AND/OR CERTIFICATION; AND,

7. E.(U) PROOF OF FEES PAID FOR RELICENSING AND/OR RECERTIFICATION FROM CURRENT PDS;AND

7. F.(U) COPY OF MARRIAGE CERTIFICATE.

8. (U) METHOD OF PAYMENT. THE UNIT S-1 WILL FORWARD APPROVED/CERTIFIED SF 1034 ON A TRANSMITTAL LETTER TO THE SOLDIERS' 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.

9. (U) QUALIFIED RELICENSING COSTS. THE TERM "QUALIFIED RELICENSING COSTS" MEANS COSTS, INCLUDING EXAMINATION AND REGISTRATION FEES, THAT ARE IMPOSED BY THE STATE 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 STATE OF THE ORIGINAL DUTY STATION AND ARE PAID OR INCURRED BY THE SOLDIER OR SPOUSE TO SECURE THE LICENSE OR CERTIFICATION FROM THE STATE OF THE NEW DUTY STATION AFTER THE DATE ON WHICH THE ORDERS DIRECTING THE REASSIGNMENT ARE ISSUED.

10. (U) REIMBURSEMENT. THE LESSER AMOUNT BETWEEN FEES PAID AND THE MAXIMUM REIMBURSEABLE AMOUNT OF $500. THIS IS A ONE TIME REIMBURSEMENT IN CONNECTION WITH EACH REASSIGNMENT.

11. (U) COORDINATING INSTRUCTIONS:

11. A. (U) THE OFFICE OF THE DEPUTY CHIEF OF STAFF (DCS), G-1 (COMPENSATION AND ENTITLEMENTS) WILL COORDINATE WITH DFAS-INDIANAPOLIS TO COLLECT DATA FOR THE ANNUAL CONGRESSIONAL REPORTING REQUIREMENT.

11. B. (U) THE DCS, G-1 (COMPENSATION AND ENTITLEMENTS) WILL COORDINATE WITH THE OFFICE OF THE CHIEF OF PUBLIC AFFAIRS TO DEVELOP STRATEGIC COMMUNICATIONS AND TOP-LINE MESSAGING FOR FAMILIES AND KEY STAKEHOLDERS.

11. C. (U) THE DCS, G-1 WILL COORDINATE WITH THE ARMY BUDGET OFFICE, MILITARY PERSONNEL APPROPRIATION, TO PROVIDE THE LINE OF ACCOUNTING (LOA) CORRESPONDENT TO THIS PAYMENT AND PROVIDE DFAS WITH A MEMO AUTHORIZING THE PAYMENT UNDER DESIGNATED LOA.

11. D. (U) THE UNIT S-1 WILL SUBMIT A COPY OF THE CERTIFIED SF 1034 WITH SUPPORTING DOCUMENTS TO THE SOLDIER'S PERSONNEL RECORDS VIA THE INTERACTIVE PERSONNEL ELECTRONIC RECORDS MANAGEMENT SYSTEMS (IPERMS).

11. E (U) THE UNIT WILL FORWARD A COPY OF THE APPOINTMENT LETTERS AND DD FORM 577 TO THEIR SERVICING PAYING OFFICE.

12. (U) 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.

13. (U) IN ACCORDANCE WITH THE NATIONAL DEFENSE AUTHORIZATION ACT FOR FISCAL YEAR 2018, THE AUTHORITY TO PROVIDE REIMBURSEMENT EXPIRES ON 31 DECEMBER 2022.

14. (U) COMMAND APPROVING OR CERTIFYING OFFICIALS MAY SUBMIT ANY QUESTIONS ON THIS MESSAGE OR APPEALS TO DCS, G-1, DAPE-PRC, MS. ANGIE RODRIGUEZ-TORRES, 703-692-6889, EMAIL AT USARMY.PENTAGON.HQDA-DCS-G-1.MBX.DAPE-PRCTRAVEL@MAIL.MIL.

15. (U) THIS ALARACT MESSAGE EXPIRES ON 10 MAY 2020.

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

DATE VOUCHER PREPARED: REQUIRED

SCHEDULE NUMBER:

CONTRACT NUMBER AND DATE: LEAVE BLANK

REQUISITION NUMBER AND DATE: LEAVE BLANK

PAID BY: LEAVE BLANK (FILLED BY PAYING OFFICE)

PAYEE'S NAME AND ADDRESS

SOLDIER'S INFORMATION AND MAILING ADDRESS
RANK, LAST NAME, FIRST NAME, LAST 4

DATE INVOICE RECEIVED:

DISCOUNT TERMS: N/A

PAYEE'S ACCOUNT NUMBER:

SHIPPED FROM	TO	WEIGHT	GOVERNMENT B/L NUMBER
N/A	N/A	N/A	N/A

NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES (Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)	QUANTITY	UNIT PRICE COST	UNIT PRICE PER	AMOUNT (1)
	From Inv	Spousal State Relicensing Fees Arising from a Permanent Change of Station (maximum payment amount :$500) Authority: Public Law #115-91, section 556 PREVIOUS STATE: NEW STATE:	1	500		500

(Use continuation sheet(s) if necessary) **(Payee must NOT use the space below)** **TOTAL** 500

PAYMENT:
- ☐ PROVISIONAL
- ☐ COMPLETE
- ☐ PARTIAL
- ☐ FINAL
- ☐ PROGRESS
- ☐ ADVANCE

APPROVED FOR =$ 500.00

EXCHANGE RATE =$1.00

DIFFERENCES

BY [2]
Commander's Designated Approving Officer

Amount verified; correct for payment

TITLE
APPROVING OFFICER

(Signature or initials)

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.

(Date) | *(Authorized Certifying Officer)* [2] | CERTIFYING OFFICER *(Title)*

ACCOUNTING CLASSIFICATION

LEAVE BLANK, THE PAYING OFFICE WILL PLACE THE LINE OF ACCOUNTING.

NOTHING BELOW THIS LINE. (FOR PAYING OFFICE USE ONLY)

PAID BY

CHECK NUMBER	ON ACCOUNT OF U.S. TREASURY	CHECK NUMBER	ON *(Name of bank)*
CASH $	DATE	PAYEE [3]	

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.

PER

TITLE

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.