

## 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:

### McConnell AFB Finance Office Information:

Phone: (316) 759-4618  
Location: Robert J. Dole  
Community Center/Bldg. 412  
Hours: Mon-Thurs, 8a-2p

### McConnell AFB Military & Family Readiness Center Information:

Phone: (316) 759-6020  
Address: 53147 Kansas St., Bldg. 732  
Hours: Mon-Fri, 7:30a-4:30p  
<https://www.refuelmccconnell.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:
  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

