



Military Spouse Licensure Reimbursement

“Navy families are an integral part of our Navy team and a vital contributor to mission success.”
– **Chief of Naval Operations, Adm. John Richardson**

Background: The Navy is dedicated to supporting our families and providing resources and advocacy for spouse employment. 37 USC Chapter 556 and ASN M&RA Memo of 20 Dec 2018 authorizes reimbursement to Service members up to \$500 for state licensure and certification costs of a spouse arising from relocation to another state due to a permanent change of station (PCS) or permanent change of assignment. The new policy is effective as of December 12, 2017.

Key Messages:

- Spouse licensure reimbursement is part of an ongoing effort to improve the Spouse experience.
- Navy is committed to enhancing mutual support between the Navy and our families.
- Navy families face unique challenges; have varying requirements and distinct needs.
- Navy families are defined by personal and professional sacrifice, as well as resourcefulness, resilience, creativity and commitment.
- By supporting Navy families, we are able to meet our mission and maintain maritime superiority.
- Spouse Licensure Reimbursement will alleviate some of the out of pocket expenses experienced by Navy spouses as they support the career of their military member.
- Spouse Licensure Reimbursement supports our spouses’ efforts to maintain a professional career, contribute to the financial well-being of their Navy family, and promote resiliency for the spouse, military member and family.

Talking Points:

A member may be reimbursed up to \$500 for qualifying relicensing costs of their spouse when all of the following conditions are met:

- The member is reassigned, as either a PCS or permanent change of assignment from a permanent duty station (PDS) in one state to a PDS in another state.
- The PCS movement of the member’s dependents is authorized.
- Dependents actually relocated from one state to another due to the sponsor’s PCS orders.
- Provisions of authorized Advance or Delayed Dependent travel apply.
- The spouse was employed in a profession requiring certification at the PDS in the previous state.
- The spouse is required to obtain re-certification for the same profession at the PDS in the new state.

- For PCS returning from OCONUS assignment, the license from the PDS state held prior to OCONUS may be used if the new CONUS PDS is in a different state.
- For the purposes of this spouse licensure reimbursement, separation or retirement orders and moves associated with the Career Intermission Program are not considered permanent duty stations and the member will not be reimbursed.
- Another effort to support Navy families is the MyNavy Family App, a recently released app that consolidates 22 websites into an easy to use resource for Sailors, spouses and family members.
- The MyNavy Family App. Supports the Navy's Family Framework. The app is free and is available in the Navy App Locker, <https://applocker.navy.mil>.
- MyNavy Family App combines the strength of more than 22 websites to connect Navy spouses and families to information and resources when and where they need it.

Q & A:

1. Where is the Navy's full policy and reimbursement guidelines for Spouse Licensure Reimbursement found?

MILPERSMAN (MPM) 1754-040 (new) provides policy, guidance and procedures for Service members to apply for reimbursement for state licensure or certification costs of a spouse arising from relocation to another state due to a permanent change of station (PCS) move. This article implements 37 USC Chapter 556 and ASN M&RA Memo of 20 Dec 2018 directing Navy and Marine Corps to implement spouse licensure reimbursement. MPM 1754-040 discusses eligibility requirements and the documentation required for reimbursement.

MILPERSMAN 1754-040 is located at:

<https://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1700Morale/Pages/default.aspx>

Spouse Licensure Reimbursement policy is also outlined in **NAVADMIN XX/19**, to be released June, 24 2019.

2. How long is the reimbursement effective?

Requests for reimbursement associated with PCS orders issued between 12 December 2017 through 30 June 2019 shall be submitted no later than 30 June 2020. Requests for reimbursement associated with PCS orders issued after 30 June 2019 shall be submitted no later than 24 months after issued date of PCS orders.

3. What documents are required to process this request?

In addition to the claim form SF Form 1164, additional required documents are:

- A copy of the member's current Permanent Change of Station (PCS) orders.

- A copy of the member's old state certification/license and new state certification/license.
- A copy of the receipt indicating all fees associated with and claimed by the member for the spouse's licensure re-certification.

4. Where can Sailors go to find our more information on reimbursement, re-certification/re-licensure?

They may contact their nearest Fleet and Family Support Center, the Department of Labor website at <https://www.veterans.gov/milspouses>, and the DoD Spouse Education and Career Opportunities Program at <https://myseco.militaryonesource.mil>.

5. Is there a website, which contains the policy and documentation required to submit a claim?

The website is located on the Navy Personnel Command website at:
https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/readiness/Pages/Spouse-Licensure.aspx

6. What is MyNavy Family App?

MyNavy Family is a free mobile application that empowers spouses and families with authoritative information about programs, services and support for Sailors, spouses and family members. The app organizes the information available to Navy families from more than 22 different websites into an easy to use app. Additionally, the app minimizes the use of acronyms to make the information more easily understood.

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