

Step 1: Verify Eligibility

- You received Permanent Change of Duty Station (PCS) orders to relocate from one state to another.
- PCS movement of your dependents is authorized by the orders and your dependents relocate with you.
- Your spouse is employed in a profession requiring certification or licensure. If you are returning from overseas assignment, the license from your permanent duty station prior to going overseas may be used (if the current PCS is to a different state).
- Your spouse is required to obtain a state re-certification or relicense for the same profession at your new duty station in the new state.
- Your spouse successfully completes the relicense or certification requirements of the new state.
- If your spouse meets all these requirements, you may be reimbursed for qualified relicensing costs (including exam and registration fees) up to a maximum of \$500.

Step 2: To request this reimbursement, you must complete a "Spouse Licensure Reimbursement Request Memorandum" (MPM 1754-1040, Exhibit 1).

Step 3: Complete an Optional Form 1164 Claim for Reimbursement for Expenditures on Official Business (voucher) which can be found on the www.gsa.gov website. This form must be filled in and signed digitally

- a. Fill out Blocks 1-7.
- b. Blocks 8 and 9 will be signed by PERS-2.
- c. Digitally sign and date Block 10 of the voucher.

Step 4: Prepare your reimbursement package which must include:

- a. Spouse Licensure Reimbursement Request Memorandum.
- b. Signed Optional Form 1164 Voucher.
- c. Copy of current PCS orders.
- d. Copy of old license from previous state (or proof of employment in that profession if a license was not required in previous State)
- e. Copy of the new license issued by new state.
- f. Copy of the receipts for all fees and costs for the amount claimed.

Step 5: Scan and email the complete package to MyNavy Career Center (MNCC) at ASKMNCC.FCT@NAVY.MIL.

Step 6: The Spouse Licensure Reimbursement package will be reviewed and processed by PERS-22 upon receipt. (You will be contacted if there are any errors or missing documents.)

Step 7: Upon successful review, the PERS-22 Authorizing Official will sign and date the voucher once it and submit it for payment.

Step 8: If you have additional questions regarding the Military Spouse Licensure reimbursement benefit, contact MyNavy Career Center (MNCC) at 1-833-330-MNCC or email at ASKMNCC.FCT@NAVY.MIL.