

REIMBURSEMENT OF QUALIFYING SPOUSE RELICENSING/RECERTIFICATION COSTS AND BUSINESS COSTS

MARADMIN 074/25

Who is eligible:

- Marine must relocate due to PCS orders.
- Spouse must relocate with the Marine at government expense.
- Spouse must obtain the new license/certification for the same profession/business in new jurisdiction due to PCS. (All 50 states, U.S. territories, the District of Columbia and military installations located outside the continental United States.)

Reimbursement Eligibility:

- **Licensing/Certification Costs:** Includes exam fees, continuing education, business licenses, permits, and registration fees for spouses securing new licenses or certifications in the new jurisdiction after a PCS.
- **Business Costs:** Includes costs for moving services, new equipment, IT expenses, administrative costs, and inspection fees incurred when relocating a business due to PCS orders.

Required Documentation for Reimbursement:

- Copy of PCS orders.
- Proof of previous license or business ownership.
- Copy of new license or certification.
- Receipts for all qualifying fees.

Reimbursement Process:

- Requests are submitted through the local Personnel Administration Office/Center.
- Personnel Office will validate documents and submit for payment processing.
- Disbursing Officers will validate documents and process payments to the Marine's wages.



Forms Required for Personnel Administration Office:

Personnel Administration Offices are responsible for validating the request and ensuring all required documentation is submitted accurately. The following forms are required:

NAVMC 11116: This form must be used for submitting reimbursement requests for licensing/certification and business relocation costs. The Marine will submit the form to the Personnel Administration Office along with all supporting documentation.

DD Form 1351-2: This form must be attached to the NAVMC 11116 for reimbursement processing. It will be used for claiming travel-related expenses, if applicable.

PCS Orders: A copy of the Marine's Permanent Change of Station (PCS) orders must be attached to substantiate the relocation.

Supporting Documents: Proof of spouse's previous license (if applicable), employment in the profession, or business ownership. New license or certification issued by the new jurisdiction. Receipts for all claimed fees.

IPAC – Twentynine Palms – 760-830-1623

Bldg. 1450, 4th Street, Twentynine Palms, California 92277

Hours: 0730-1630. Closed weekends and holidays.