Military Spouse Licensure Reimbursement Step 1: Family PCS Step 2: Marine spouse successfully recertifies Step 6: certification/license Payment may be reimbursed on the next (In the same profession) available pay period, after the applicable entries are certified and will reflect on at the new duty station. the Marine's LES. Step 3: Marine goes to IPAC/Admin Office w/ copies of supporting documentation: a.) PCS Orders b.) Old Certification/License Step 5: c.) New Certification/License Disbursing/Finance Officer d.) Paid Receipt validate all attachments and process the unit diary entry for credit to the Marine's e.) DD 1351-2 wages. Step 4: IPAC/Admin Office validate dependency and collect required supportive documents (via NAVMC 11116) to be kept on recorde at IPAC/Admin Office

Personnel Administration Office/Centers refer to Pay Allowances Advisory Notice (PAAN) 1-20 on Spouse Reimbursement, for further instructions on how to process reimbursement requests.

*This is a one-time reimbursement for each PCS.

IPAC – Twentynine Palms – 760-830-1623 Bldg. 1450, 4th Street, Twentynine Palms, California 92277

MARADMIN 091/20

Who is eligible:

Any active duty or active reserve Marine Corps Spouse who is accompanying their Marine on reassignment to a new state.

Details:

Qualified relicensing/recertification costs includes costs of exam and registration fees that:

- a. Are imposed by the State of the new duty station to secure a relicense or recertification to continue working in the same profession that the spouse of the Marine engaged in while in the State of a previous duty station.
- b. Are paid or incurred by the Marine or spouse to secure the relicense or recertification from the State of the new duty station after the date on which the orders directing the reassignment of the member are effective.

Required documentation needed for reimbursement:

- a. A copy of PCS order.
- b. A copy of old certification/license.
- A copy of new recertification/ relicensure.
- c. Receipt showing amount paid for recertification/relicensing fees.