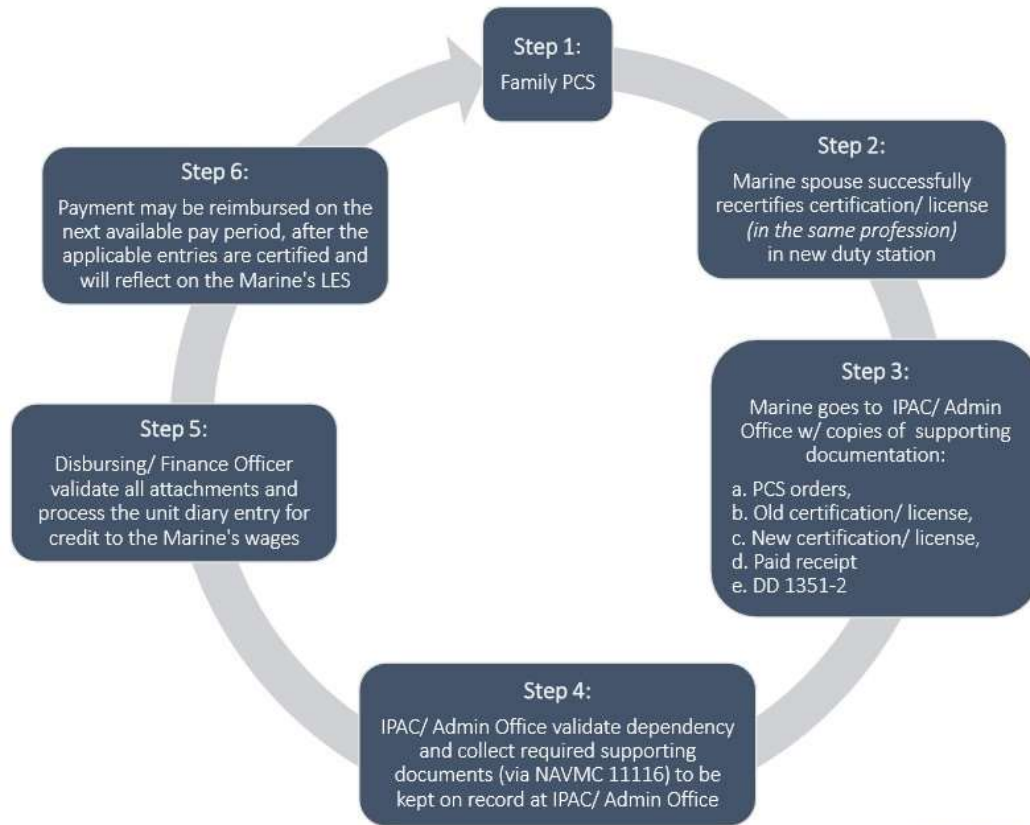


Military Spouse Licensure Reimbursement

USMC 6-STEP PROCESS FOR SPOUSE REIMBURSEMENT OF CERTIFICATION/ LICENSE



MARINE & Family
Family Member Employment Assistance Program

MARINE CORPS

Who is eligible: Any active duty or active reserve Marine Corps spouse who is accompanying their Marine on reassignment to a new state. Retroactive Date: Dec. 12, 2017

How much: Up to \$1000 reimbursement per PCS.

Details: PCS orders must be issued on or after Dec. 12, 2017 through Dec. 19, 2019 (for up to \$500) or on or after Dec. 20, 2019 through Dec. 31, 2024 (for up to \$1000) and must reassign the Marine to a new duty station in another state.

Movement of the Marine's spouse-dependent must be authorized. Does not apply to costs associated with initial assignment orders (not considered a PCS), costs associated with separation or retirement, or costs associated with unsuccessful attempts to transfer license or certification. Professional license or certification must be for the same occupation from one duty station to the next duty station.

Required documents (submit to local Personnel Administration Office/Center): Copy of applicable PCS orders; copy of previous certification/license; copy of new recertification/relicensure; receipt showing fees for recertification/relicensing, and DD 1351-2. Optional: Take a copy of MARADMIN 091/20 or refer to Pay Allowances Advisory Notice (PAAN) 1-20.

Deadlines: Reimbursement requests for license/certification fees associated with PCS orders issued between December 2017 through May 2019 must be submitted no later than May 2021. Reimbursement requests for license/certification fees associated with PCS orders issued after May 2019 must be submitted no later than 24 months after issued date of PCS orders.

IPAC – Customer Service Branch, Pay Section – Camp Lejeune, NC (910) 451-6211

Camp Lejeune IPAC is located in Building 6 and is open Monday – Friday 0700 – 1730 and is closed on weekends and federal holidays.

IPAC – Customer Service Branch, Pay Section – New River, NC (910) 449-7794

New River IPAC is located at AS-120 and is open Monday – Friday 0730 – 1630 and is closed on weekends and federal holidays.