

# MILITARY SPOUSE LICENSURE & CERTIFICATION REIMBURSEMENT



[MARADMIN 091/20](#)

Step 1: Family PCS

Step 2: Marine Spouse successfully recertifies certification/license (*in the same profession*) in new duty station

Step 3: Marine goes to IPAC/Admin Office w/ copies of supporting documentation:

- ◇ PCS Orders
- ◇ Old certification/license
- ◇ New certification/license
- ◇ Paid receipt
- ◇ DD 1351-2

Step 4: IPAC/Admin Office validate dependency and collect required supporting documents (via NAVMC 11116) to be kept on record at IPAC/Admin Office

Step 5: Disbursing/Finance Officer validate all attachments and process the unit diary entry for credit to the Marine's wages

Step 6: Payment may be reimbursed on the next available pay period, after the applicable entries are certified and will reflect on the Marine's LES

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

