

ALARACT 008/2022

DTG: R 011600Z FEB 22

UNCLAS CUI

SUBJ/ALARACT 008/2022 - ARMY FILING INSTRUCTIONS FOR SPOUSE STATE RELICENSURE AND RECERTIFICATION COSTS REIMBURSEMENT

THIS ALARACT MESSAGE HAS BEEN TRANSMITTED BY JSP ON BEHALF OF DEPUTY CHIEF OF STAFF, G-1.

NARR: THIS ALARACT SUPERSEDES ALARACT 006/2021, DATED 1 FEBRUARY 2021.

1. (U) REFERENCES.

1.A. (U) AD 2020-01, REIMBURSEMENT FOR STATE LICENSURE AND CERTIFICATION COSTS FOR THE SPOUSE OF A SOLDIER ARISING FROM A PERMANENT CHANGE OF STATION.

1.B. (U) SECTION 556, ACT OF 12 DECEMBER 2017, PL 115-91, 131 STAT 1403-1405, MILITARY FAMILY READINESS MATTERS. (AVAILABLE AT [HTTPS://USCODE.HOUSE.GOV/.](https://uscode.house.gov/))

1.C. (U) SECTION 577, ACT OF 20 DECEMBER 2019, PL 116-92, 133 STAT 1198, NATIONAL DEFENSE AUTHORIZATION ACT FOR FISCAL YEAR 2020. (AVAILABLE AT [HTTPS://USCODE.HOUSE.GOV/.](https://uscode.house.gov/))

1.D. (U) DD FORM 577, APPOINTMENT/TERMINATION RECORD AUTHORIZED SIGNATURE.

1.E. (U) SF 1034, PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL.

2. (U) PURPOSE. TO CLARIFY ELIGIBILITY CATEGORIES FOR RELICENSURE AND RECERTIFICATION COST OF REIMBURSEMENT.

3. (U) APPLICABILITY. THE PROVISIONS OF AD 2020-01 APPLY TO REGULAR ARMY, ARMY NATIONAL GUARD/ARMY NATIONAL GUARD OF THE UNITED STATES, AND U.S. ARMY RESERVE SOLDIERS ON ACTIVE DUTY THAT WERE REASSIGNED FROM A DUTY STATION TO ANOTHER DUTY STATION ON OR AFTER 12 DECEMBER 2017.

4. (U) EFFECTIVE DATE. THE POLICY FOUND IN AD 2020-01 IS EFFECTIVE RETROACTIVELY TO THE DATE OF THE NATIONAL DEFENSE AUTHORIZATION ACT FOR FISCAL YEAR 2018 (12 DECEMBER 2017).

5. (U) ELIGIBILITY. IN ACCORDANCE WITH AD 2020-01, THE ARMY WILL REIMBURSE A SOLDIER FOR QUALIFIED RELICENSING COSTS OF THE CIVILIAN SPOUSE WHEN—

5.A. (U) THE SOLDIER IS REASSIGNED, EITHER AS A PERMANENT CHANGE OF STATION (PCS) OR PERMANENT CHANGE OF ASSIGNMENT, FROM A DUTY STATION IN ONE STATE TO A DUTY STATION IN ANOTHER STATE.

5.B. (U) AND THE MOVEMENT OF THE SOLDIER'S DEPENDENTS IS AUTHORIZED AT THE EXPENSE OF THE UNITED STATES AS PART OF THE REASSIGNMENT, IN ACCORDANCE WITH THE PCS ORDERS.

5.C. (U) ELIGIBILITY FOR REIMBURSEMENT IS CLARIFIED AS FOLLOWS:

5.C.1. (U) THE SPOUSE IS NOT REQUIRED TO HAVE HELD THE LICENSE IN THE IMMEDIATELY PRECEDING DUTY STATION STATE. SO LONG AS THE SPOUSE, WHILE MARRIED TO THE SOLDIER, HELD THE LICENSE AT ANY PRIOR DUTY STATION STATE, REIMBURSEMENT ELIGIBILITY REQUIREMENTS ARE MET UPON PCS TO THE NEW DUTY STATION STATE. REIMBURSEMENT PACKET MUST ONLY BE SUBMITTED AFTER SOLDIER INPROCESS NEW DUTY STATION. THUS, FOR EXAMPLE, A SOLDIER PCSING FROM OUTSIDE CONTINENTAL UNITED STATES TO CONTINENTAL UNITED STATES MAY MEET ELIGIBILITY REQUIREMENTS FOR SPOUSAL LICENSURE REIMBURSEMENT; LIKewise, A SOLDIER'S SPOUSE WHO, UPON PCS TO A NEW STATE, RENEWS THEIR LICENSE AFTER A LAPSE BETWEEN DUTY STATIONS MAY MEET ELIGIBILITY REQUIREMENTS.

5.C.2. (U) "AUTHORIZED MOVEMENT OF THE SOLDIER'S DEPENDENTS" (PARA 5.B.) INCLUDES AUTHORIZED MOVEMENT OF THE SOLDIER'S DEPENDENTS TO THE SOLDIER'S PCS DUTY STATION, AND AUTHORIZED MOVEMENT OF THE SOLDIER'S DEPENDENTS TO ANOTHER DESIGNATED LOCATION AS PART OF THE SOLDIER'S REASSIGNMENT, IN ACCORDANCE WITH PCS ORDERS. REIMBURSEMENT PACKET MUST ONLY BE SUBMITTED AFTER SOLDIER INPROCESS NEW DUTY STATION.

6. (U) COMMANDERS RETAIN OVERALL MANAGEMENT RESPONSIBILITY TO ESTABLISH A PROCESS AND WILL ISSUE SUBSEQUENT GUIDANCE TO SUBORDINATE COMMANDS AS NECESSARY, TO ALLOW ELIGIBLE SOLDIERS TO APPLY FOR THE REIMBURSEMENT FOR QUALIFIED RELICENSING COSTS OF THE SPOUSE AS DEFINED IN PARAGRAPH 10.

7. (U) THE USE OF DEPARTMENT OF DEFENSE (DD) FORM 577 (APPOINTMENT/TERMINATION RECORD AUTHORIZED SIGNATURE) IS NOT REQUIRED.

8. (U) SUPPORTING DOCUMENTS. SOLDIERS WILL SUBMIT THE FOLLOWING SUPPORTING DOCUMENTS TO THEIR UNIT S-1:

8.A. (U) A COMPLETED STANDARD FORM (SF) 1034 (PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL) APPROVED BY UNIT COMMANDER. THE UNIT COMMANDER MUST SIGN THE SF 1034 AS THE APPROVING OFFICIAL IN THE BLOCK ABOVE THE CERTIFYING OFFICER. THE UNIT S-1/PERSONNEL DESIGNATED OFFICIAL (SSG/E-6 OR ABOVE) WILL CERTIFY THE VOUCHER (SEE ATTACHMENT). THE SAME INDIVIDUAL CANNOT SIGN BOTH AS THE UNIT COMMANDER AND CERTIFYING OFFICER.

8.B. (U) COPY OF PCS ORDERS.

8.C. (U) COPY OF THE SPOUSE'S PREVIOUS STATE LICENSE AND/OR CERTIFICATION.

8.D. (U) COPY OF NEW STATE LICENSE AND/OR CERTIFICATION (AN APPROVAL LETTER FROM THE CERTIFYING AGENCY, WHICH MUST INCLUDE LICENSE NUMBER AND DATE IS ACCEPTABLE).

8.E. (U) AND PROOF OF FEES PAID FOR RELICENSING AND/OR RECERTIFICATION FROM CURRENT PERMANENT DUTY STATION.

9. (U) METHOD OF PAYMENT. THE UNIT S-1 WILL ENSURE THE SOLDIER'S NAME IS ON THE SF 1034, NOT THE SPOUSE'S; VERIFY MARRIAGE TO A CIVILIAN SPOUSE THROUGH THE INTERACTIVE PERSONNEL ELECTRONICS RECORDS MANAGEMENT SYSTEM (IPERMS); ENSURE THE COMMANDER SIGNS AS THE APPROVING AUTHORITY; VALIDATE SIGNATURES AND THE INFORMATION IN THE SF 1034; SIGN AS THE CERTIFYING OFFICER, AND FORWARD APPROVED/CERTIFIED SF 1034 WITH SUPPORTING DOCUMENTS ON A TRANSMITTAL LETTER TO THE SOLDIER'S LOCAL SERVICING FINANCE OFFICE FOR PROCESSING AND REIMBURSEMENT. PAYMENTS WILL BE MADE BY ELECTRONIC FUNDS TRANSFER (EFT) TO THE SOLDIER'S DIRECT DEPOSIT ACCOUNT.

10. (U) QUALIFIED RELICENSING COSTS. THE TERM "QUALIFIED RELICENSING COSTS" MEANS COSTS, INCLUDING EXAMINATION AND REGISTRATION FEES, THAT ARE IMPOSED BY THE JURISDICTION OF THE NEW DUTY STATION TO SECURE A LICENSE OR CERTIFICATION TO ENGAGE IN THE SAME PROFESSION THE SOLDIER'S SPOUSE ENGAGED IN WHILE IN THE JURISDICTION OF THE ORIGINAL DUTY STATION AND ARE PAID OR INCURRED BY THE SOLDIER OR SPOUSE TO SECURE THE LICENSE OR CERTIFICATION FROM THE JURISDICTION OF THE NEW DUTY STATION AFTER THE DATE ON WHICH THE ORDERS DIRECTING THE REASSIGNMENT ARE ISSUED. "ORIGINAL DUTY STATION" MEANS ANY PRIOR DUTY STATION WHERE THE SPOUSE, WHILE MARRIED TO THE SOLDIER, ENGAGED IN THE PROFESSION REQUIRING THE LICENSE; IT IS NOT LIMITED TO THE DUTY STATION IMMEDIATELY PRECEDING THE PCS MOVE.

11. (U) REIMBURSEMENT. QUALIFIED RELICENSING COSTS PROVIDED TO A SOLDIER MAY NOT EXCEED THE AMOUNT ESTABLISHED BY APPLICABLE LAW, \$1,000.

12. (U) COORDINATING INSTRUCTIONS.

12.A. (U) THE OFFICE OF THE DEPUTY CHIEF OF STAFF (DCS), G-1 (COMPENSATION AND ENTITLEMENTS) WILL COORDINATE WITH DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS)-INDIANAPOLIS TO COLLECT DATA FOR THE ANNUAL CONGRESSIONAL REPORTING REQUIREMENT.

12.B. (U) THE DCS, G-1 (COMPENSATION AND ENTITLEMENTS) WILL CONTINUE TO COORDINATE WITH THE OFFICE OF THE CHIEF OF PUBLIC AFFAIRS TO DEVELOP STRATEGIC COMMUNICATIONS AND TOP-LINE MESSAGING FOR FAMILIES AND KEY STAKEHOLDERS.

12.C. (U) THE DCS, G-1 WILL COORDINATE WITH THE ARMY BUDGET OFFICE, MILITARY PERSONNEL APPROPRIATION, TO PROVIDE THE LINE OF ACCOUNTING (LOA) CORRESPONDENT TO THIS PAYMENT AND PROVIDE DFAS WITH A MEMORANDUM AUTHORIZING THE PAYMENT UNDER DESIGNATED LOA.

12.D. (U) THE UNIT S-1 WILL SUBMIT A COPY OF THE CERTIFIED SF 1034 WITH SUPPORTING DOCUMENTS TO THE SOLDIER'S PERSONNEL RECORDS THROUGH IPERMS.

12.E. (U) THE UNIT IS NOT REQUIRED TO FORWARD A COPY OF THE APPOINTMENT LETTERS TO THEIR SERVICING PAYING OFFICE.

13. (U) AS A REMINDER, THIS REIMBURSEMENT IS TAXABLE INCOME. A SEPARATE W-2 WILL BE ISSUED TO THE SOLDIER DURING TAX SEASON AND WILL BE AVAILABLE ON THE SOLDIER'S MYPAY ACCOUNT.

14. (U) IN ACCORDANCE WITH THE NATIONAL DEFENSE AUTHORIZATION ACT FOR FISCAL YEAR 2020, THE AUTHORITY TO PROVIDE REIMBURSEMENT EXPIRES ON 31 DECEMBER 2024.

15. (U) COMMAND APPROVING OR CERTIFYING OFFICIALS MAY SUBMIT ANY QUESTIONS ON THIS MESSAGE TO DCS, G-1 (DAPE-PRC), AT EMAIL USARMY.PENTAGON.HQDA-DCS-G-1.MBX.DAPE-PRCTRAVEL@MAIL.MIL. SOLDIERS SHOULD VISIT THEIR S-1 OR CHAIN OF COMMAND.

16. (U) THIS ALARACT MESSAGE EXPIRES ON 1 FEBRUARY 2023.

ATTACHMENT:

1 - SF 1034 (PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL)

| | | |
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| Standard Form 1034 Revised October 1987 Department of the Treasury 1 TFM 4-2000 | PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL | VOUCHER NUMBER LEAVE BLANK |
|--|--|-------------------------------|

| | | |
|---|---|--|
| U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION UNIT ADDRESS -----UPDATED SAMPLE 202001 ----- | DATE VOUCHER PREPARED REQUIRED CONTRACT NUMBER AND DATE LEAVE BLANK REQUISITION NUMBER AND DATE LEAVE BLANK | SCHEDULE NUMBER PAID BY LEAVE BLANK (FILLED BY PAYING OFFICE) |
|---|---|--|

| | | |
|---------------------------------|---|---|
| PAYEE'S NAME AND ADDRESS | <div style="border: 1px solid black; padding: 10px;"> SOLDIER'S INFORMATION: RANK, LAST NAME, FIRST NAME, LAST 4 AND MAILING ADDRESS </div> | DATE INVOICE RECEIVED DISCOUNT TERMS N/A PAYEE'S ACCOUNT NUMBER |
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|----------------------------|------------------|----------------------|-------------------------------------|
| SHIPPED FROM N/A | TO N/A | WEIGHT N/A | GOVERNMENT B/L NUMBER N/A |
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| NUMBER AND DATE OF ORDER | DATE OF DELIVERY OR SERVICE | ARTICLES OR SERVICES <i>(Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)</i> | QUAN-TITY | UNIT PRICE | | AMOUNT (1) |
|--------------------------|-----------------------------|--|-----------|------------|-----|--|
| | | | | COST | PER | |
| | From Inv | Spousal State Relicensing Fees Arising from a Permanent Change of Station (maximum payment amount :\$500 or \$1,000) Authority: Public Law #115-91, section 556 Public Law #116-92, section 577 PREVIOUS STATE License Number: TYPE OF LICENSE: NEW STATE: | 1 | | | |

(Use continuation sheet(s) if necessary) **(Payee must NOT use the space below) TOTAL**

| | | | |
|--|---|---------------------------|--|
| PAYMENT: <input type="checkbox"/> PROVISIONAL <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE | APPROVED FOR = \$ _____ BY 2 _____ TITLE COMMANDER/APPROVING OFFICER | EXCHANGE RATE = \$1.00 | DIFFERENCES _____ _____ Amount verified; correct for payment |
| (Signature or initials) | | | |

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.

 S-1/CERTIFYING OFFICER
 (Date) (Authorized Certifying Officer) 2 (Title)

ACCOUNTING CLASSIFICATION

LEAVE BLANK, THE PAYING OFFICE WILL PLACE THE LINE OF ACCOUNTING.
 (USE 2010 FOR AC; 2060 FOR ARNG; 2070 FOR USAR)
 NOTHING BELOW THIS LINE. (FOR PAYING OFFICE USE ONLY)

| | | |
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| P A I D B Y | CHECK NUMBER ON ACCOUNT OF U.S. TREASURY CASH DATE \$ _____ | CHECK NUMBER ON (Name of bank) PAYEE 3 _____ |
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| 1. When stated in foreign currency, insert name of currency. 2. If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title. 3. When a voucher is receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary", or "Treasurer", as the case may be. | PER TITLE |
|---|------------------|

Previous edition usable

PRIVACY ACT STATEMENT

The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.