



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

02 March 2020

MEMORANDUM FOR ALMAJCOM-FOA-DRU/FM

FROM: SAF/FMFC (AFAFO-A)
1500 Perimeter Rd, Ste 3500
Joint Base Andrews, MD 20762

SUBJECT: Miscellaneous Payments – Air Force Reimbursement for State Re-Licensure and Re-Certification Costs of Dependent Spouse Update

References:

- (a) Air Force Guidance Memorandum to Air Force Instruction (AFI) 36-2102, Base-Level Relocation Procedures, 13 May 2019
- (b) Air Force Consolidated Miscellaneous Payment Guide, 1 August 2014
- (c) Air Force Consolidated Miscellaneous Payment Guide Clarification, 9 February 2015
- (d) DoD Guidebook for Miscellaneous Payments, February 2019
- (e) Air Force Miscellaneous Obligation/Reimbursement Documents (MORD) Guide, 16 November 2018
- (f) National Defense Authorization Act for Fiscal Year 2018, Public Law No. 115-91, section 556
- (g) [National Defense Authorization Act for Fiscal Year 2020, Public Law No. 116-92, section 577](#)

Effectively immediately, this Policy Memorandum supersedes the *Miscellaneous Payments-Air Force Reimbursement for State Re-Licensure and Re-Certification Costs of Dependent Spouse* Policies issued 23 May 2019 and 11 July 2019. This procedural guidance memo provides instructions for the submission and payment of a spouse re-licensure or re-certification reimbursement program claim to those individuals who are deemed eligible based on the criteria listed in the Air Force Guidance Memorandum to AFI 36-2102, Base-Level Relocation Procedures, dated 13 May 2019. The procedures outlined here will be included in the next scheduled update to the Air Force Consolidated Miscellaneous Payment Guide and the Air Force Miscellaneous MORD Guide.

- The Airman must provide a copy of the applicable permanent change of station (PCS) or permanent change of assignment (PCA) orders, a copy of the spouse's state occupational license or certificate from the previous duty station, copy of the license or certificate from the new duty station, and the paid receipts for items required to obtain re-licensing or re-certification from the new duty station to their servicing finance office. The documents listed, along with the Optional Form (OF) 1164 form the key supporting documents (KSD) for the claim. Retention of

the KSDs are the responsibility of the servicing finance office.

- The servicing finance office must verify the Airman's spouse meets the eligibility criteria listed in Air Force Guidance Memorandum to AFI 36-2102, Base-Level Relocation.

The miscellaneous payment package must include the following:

OF 1164 (*Claim for Reimbursement for Expenditures on Official Business*)

- Ensure the proper FY20 Officer/Enlisted military personnel (MILPERS) appropriation line of accounting (LOA), based upon the category of the Airman, is annotated in the Accounting Classification block of the OF 1164 for claims submitted on or before 30 Sept 2020. (Only applies to PCS or PCA orders that are authenticated on or after 12 December 2017 and their claims submitted in FY20).
 - **Officer - 57 0 3500 320 480Z 5761.0R 05 525725**
 - **Enlisted - 57 0 3500 320 480Z 5861.0R 05 525725**
 - Utilize the Abbreviated Payment Code of "MISE" (Miscellaneous Payment – Employee) in positions 12-15 of the entitlement Standard Document Number.
 - Include all required information outlined in the Air Force Miscellaneous Payment guide and DoD Guidebook for Miscellaneous Payments.
2. Copy of paid receipts for items required to obtain re-licensing or re-certification.
 3. Ensure to annotate "Spouse Re-Licensure/Re-Certification Reimbursement" statement in the Expenditures section of the OF 1164.
 - No AF Form 406/MORD (e.g., Vendor, Funding, and Accounting) will be created, included, or cited in this payment package. DFAS will perform an "obligate execute" transaction against the cited MILPERS LOA.
 - Submit payment package utilizing the normal miscellaneous payment process to the appropriate servicing DFAS site.
 - Any eligibility questions, clarification, or concerns should be directed to the servicing force support squadron.
 4. **Reimbursement for each qualifying PCS or PCA will not exceed \$500 for PCS/PCA orders authenticated between 12 December 2017 and 19 December 2019, or \$1,000.00 for PCS/PCA orders authenticated on or after 20 December 2019.**

MAJCOM POCs having questions concerning this policy memo may contact AFAFO POC, Gail Artis, (gail.d.artis.civ@mail.mil), DSN 612-5584.

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 and Finance Office - Accounting