

ALARACT 057/2024

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UNCLAS

SUBJ/ALARACT 057/2024 - ARMY FILING INSTRUCTIONS FOR REIMBURSEMENT OF QUALIFYING SPOUSE RELICENSING COST AND BUSINESS COSTS

THIS ALARACT MESSAGE HAS BEEN TRANSMITTED BY JSP ON BEHALF OF HQDA, DCS, G-1//DAPE-PR

1. (U) REFERENCES:

1.A. (U) TITLE 37, UNITED STATES CODE, SECTION 453, ALLOWABLE TRAVEL AND TRANSPORTATION: SPECIFIC AUTHORITIES (AVAILABLE AT <HTTPS://USCODE.HOUSE.GOV/>)

1.B. (U) PUBLIC LAW (PL) 115-91, SECTION 556, NATIONAL DEFENSE AUTHORIZATION ACT (NDAA) FOR FISCAL YEAR (FY) 2018 (AVAILABLE AT <HTTPS://WWW.CONGRESS.GOV/PUBLIC-LAWS/>)

1.C. (U) NDAA FOR FY 2020, PL 116-92, SECTION 577 (AVAILABLE AT <HTTPS://WWW.CONGRESS.GOV/PUBLIC-LAWS/>)

1.D. (U) NDAA FOR FY 2021, PL 116-283, SECTION 622 (AVAILABLE AT <HTTPS://WWW.CONGRESS.GOV/PUBLIC-LAWS/>)

1.E. (U) NDAA FOR FY 2023, PL 117-263, SECTION 622 (AVAILABLE AT <HTTPS://WWW.CONGRESS.GOV/PUBLIC-LAWS/>)

1.F. (U) NDAA FOR FY 2024, PL 118-31, SECTION 635 (AVAILABLE AT <HTTPS://WWW.CONGRESS.GOV/PUBLIC-LAWS/>)

1.G. (U) ARMY DIRECTIVE 2024-04, REIMBURSEMENT OF QUALIFYING SPOUSE RELICENSING COSTS AND BUSINESS COSTS

2. (U) PURPOSE: TO CLARIFY ELIGIBILITY CATEGORIES FOR RELICENSING, CERTIFICATION, AND BUSINESS COSTS REIMBURSEMENT.

3. (U) APPLICABILITY: THE PROVISIONS OF REFERENCE 1.G APPLY TO REGULAR ARMY, ARMY NATIONAL GUARD/ARMY NATIONAL GUARD OF THE UNITED STATES, AND U.S. ARMY RESERVE SOLDIERS.

4. (U) ELIGIBILITY: IN ACCORDANCE WITH REFERENCE 1.G, THE ARMY WILL REIMBURSE A SOLDIER FOR QUALIFIED RELICENSING, CERTIFICATION, AND BUSINESS COSTS OF THE CIVILIAN SPOUSE WHEN:

4.A. (U) THE SOLDIER RELOCATES TO A NEW JURISDICTION OR GEOGRAPHIC AREA AS A RESULT OF:

4.A.1. (U) AN ASSIGNMENT TO A DUTY STATION;

4.A.2. (U) A REASSIGNMENT ON A PERMANENT CHANGE OF STATION (PCS); OR PERMANENT CHANGE OF ASSIGNMENT ORDERS FROM ONE DUTY STATION TO ANOTHER DUTY STATION;

4.A.3. (U) TRANSFER FROM THE ACTIVE COMPONENT INTO THE RESERVE COMPONENT AND IS AUTHORIZED A FINAL MOVE; OR

4.A.4. (U) PLACEMENT ON THE TEMPORARY DISABILITY RETIRED LIST.

4.B. (U) THE MOVEMENT OF THE SOLDIER'S DEPENDENTS IS AUTHORIZED AT THE EXPENSE OF THE UNITED STATES AS PART OF THE RELOCATION.

4.C. (U) CLARIFICATION OF ELIGIBILITY FOR REIMBURSEMENT IS AS FOLLOWS:

4.C.1. (U) THE SPOUSE IS NOT REQUIRED TO HAVE HELD THE LICENSE OR CERTIFICATION OR OWNED THE BUSINESS IN THE IMMEDIATELY PRECEDING DUTY STATION. SO LONG AS THE SPOUSE, WHILE MARRIED TO THE SOLDIER, HELD THE LICENSE OR CERTIFICATION, OR OWNED THE BUSINESS AT ANY PRIOR DUTY STATION, A MOVE FROM THAT PRIOR DUTY STATION TO A NEW LOCATION IS ELIGIBLE FOR REIMBURSEMENT FOR PURPOSES OF THIS POLICY. ELIGIBILITY REQUIREMENTS ARE MET UPON PCS TO THE NEW DUTY STATION.

4.C.2. (U) REIMBURSEMENT PACKET CAN ONLY BE SUBMITTED AFTER SOLDIER COMPLETES IN-PROCESSING AT THE NEW DUTY STATION. FOR EXAMPLE, A SOLDIER PCS-ING FROM OUTSIDE CONTINENTAL UNITED STATES TO CONTINENTAL UNITED STATES MAY MEET ELIGIBILITY REQUIREMENTS FOR SPOUSAL LICENSING, CERTIFICATION OR BUSINESS COSTS REIMBURSEMENT; LIKEWISE, A SOLDIER'S SPOUSE WHO, UPON PCS TO A NEW DUTY STATION, RENEWS HIS/HER LICENSE OR PERMIT AFTER A LAPSE BETWEEN DUTY STATIONS MAY MEET ELIGIBILITY REQUIREMENTS.

4.C.3. (U) "AUTHORIZED MOVEMENT OF THE SOLDIER'S DEPENDENTS" 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 RELOCATION, PER PCS ORDERS. REIMBURSEMENT PACKET

CAN ONLY BE SUBMITTED AFTER SOLDIER COMPLETES IN-PROCESSING AT THE NEW DUTY STATION.

5. (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 OR CERTIFICATION OR BUSINESS COSTS OF THE SPOUSE AS DEFINED IN PARAGRAPH 10.

6. (U) THE USE OF DD FORM 577 (APPOINTMENT/TERMINATION RECORD–AUTHORIZED SIGNATURE) IS NOT REQUIRED.

7. (U) SUPPORTING DOCUMENTS: SOLDIERS WILL SUBMIT ALL OF THE FOLLOWING SUPPORTING DOCUMENTS TO THEIR UNIT S–1:

7.A. (U) A COMPLETED STANDARD FORM (SF) 1034 (PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL) INDICATING THE TYPE OF REIMBURSEMENT, RELICENSING FEES, CERTIFICATIONS AND/OR BUSINESS COSTS. THE UNIT COMMANDER MUST SIGN THE SF 1034 AS THE APPROVING OFFICIAL IN THE BLOCK ABOVE THE CERTIFYING OFFICER. THE UNIT S–1 MUST DESIGNATE AN OFFICIAL (STAFF SERGEANT/E–6 OR ABOVE) TO CERTIFY THE VOUCHER (SEE ATTACHMENT). THE SAME INDIVIDUAL CANNOT SIGN BOTH AS THE UNIT COMMANDER AND CERTIFYING OFFICER.

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

7.C. (U) COPY OF THE SPOUSE’S PREVIOUS PROFESSIONAL LICENSE OR CERTIFICATION OR BUSINESS LICENSE OR PERMIT.

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

7.E. (U) PROOF OF FEES PAID FOR RELICENSING AND/OR RECERTIFICATION, BUSINESS LICENSE OR PERMIT FROM CURRENT LOCATION.

8. (U) METHOD OF PAYMENT: THE UNIT S–1 WILL ENSURE THE SOLDIER’S NAME IS ON THE SF 1034 (NOT THE SPOUSE’S NAME), VERIFY MARRIAGE TO A CIVILIAN SPOUSE THROUGH THE INTERACTIVE PERSONNEL ELECTRONICS RECORDS MANAGEMENT SYSTEM (IPERMS), VALIDATE SIGNATURES AND THE INFORMATION ON THE SF 1034, AND ENSURE THE COMMANDER SIGNS AS THE APPROVING AUTHORITY AND FINAL VALIDATION AUTHORITY. THE UNIT S–1 WILL SIGN AS THE CERTIFYING OFFICER AND FORWARD THE 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 TO THE SOLDIER'S DIRECT DEPOSIT ACCOUNT.

9. (U) QUALIFIED RELICENSING COSTS: THE TERM "QUALIFIED RELICENSING COSTS" INCLUDE COSTS FOR EXAMS, CONTINUING EDUCATION COURSES, CERTIFICATIONS, BUSINESS LICENSES, PERMITS AND REGISTRATION FEES THAT ARE INCURRED BY THE SOLDIER'S SPOUSE IF THE SPOUSE WAS LICENSED OR CERTIFIED IN THE SAME PROFESSION DURING THE SOLDIER'S PREVIOUS DUTY ASSIGNMENT AND REQUIRES A NEW PROFESSIONAL LICENSE OR CERTIFICATION TO ENGAGE IN THAT PROFESSION BY THE JURISDICTION OF THE NEW LOCATION TO SECURE A LICENSE OR CERTIFICATION OR PERMIT TO ENGAGE IN THE SAME PROFESSION OR OWNED A BUSINESS AT THE PREVIOUS 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. REGISTRATION FEES INCURRED PRIOR TO THE ORDER ISSUE DATE WILL BE ACCEPTED ON A CASE-BY-CASE BASIS FOR QUALIFIED RELICENSING COSTS WITHIN THE JURISDICTION OF THE NEW LOCATION ONLY WHEN IT IS DETERMINED THAT THE FEES PAID PRIOR TO THE ISSUE DATE OF ORDERS WAS DONE WITH THE INTENTIONS AND NEED TO BE PROACTIVE.

10. (U) QUALIFIED BUSINESS COSTS: THE TERM "QUALIFIED BUSINESS COSTS" (OTHER THAN THOSE RELATED TO LICENSES, PERMITS, OR CERTIFICATIONS) MEANS COSTS INCLUDING MOVING SERVICES FOR EQUIPMENT, EQUIPMENT REMOVAL, NEW EQUIPMENT PURCHASES, INFORMATION TECHNOLOGY EXPENSES, AND INSPECTION FEES INCURRED BY THE SOLDIER'S SPOUSE, IF:

10.A. (U) THE SPOUSE OWNED A BUSINESS DURING THE SOLDIER'S PREVIOUS DUTY ASSIGNMENT AND THE COSTS RESULT FROM THE ORDERS DIRECTING REASSIGNMENT; AND

10.B. (U) THE COSTS WERE INCURRED OR PAID TO MOVE SUCH BUSINESS TO A NEW LOCATION IN CONNECTION WITH THE RELOCATION.

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

12. (U) COORDINATING INSTRUCTIONS:

12.A. (U) THE DEPUTY CHIEF OF STAFF (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.B. (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 THE DEFENSE FINANCE ACCOUNTING SERVICE WITH A MEMORANDUM AUTHORIZING THE PAYMENT UNDER DESIGNATED LOA.

12.C. (U) ARMY COMMANDS WILL INCORPORATE A QUALITY ASSURANCE PROCESS AS PART OF THE COMMAND INSPECTION PROGRAM TO EVALUATE COMPLIANCE WITH THIS POLICY.

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 APPOINTMENT LETTERS TO THEIR SERVICING PAYING OFFICE.

13. (U) REPORTING REQUIREMENTS: THE OFFICE OF THE DCS, G-9 WILL DEVELOP IMPLEMENTATION GUIDANCE FOR THE COLLECTION OF SPECIFIC DATA, INCLUDING THE NUMBER OF REIMBURSEMENT APPLICATIONS RETURNED AND THE REASON FOR THE ANNUAL CONGRESSIONAL REPORTING REQUIREMENT.

14. (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.

15. (U) IN ACCORDANCE WITH REFERENCE 1.E., THE AUTHORITY TO PROVIDE REIMBURSEMENT EXPIRES ON 31 DECEMBER 2029.

16. (U) COMMAND APPROVING OR CERTIFYING OFFICIALS MAY SUBMIT ANY QUESTIONS ON THIS MESSAGE TO DCS, G-1, AT EMAIL: USARMY.PENTAGON.HQDA-DCS-G-1.MBX.DAPE-PRCTRavel@army.mil. SOLDIERS SHOULD VISIT THEIR S-1 OR CHAIN-OF-COMMAND.

17. (U) THIS ALARACT MESSAGE EXPIRES 16 JULY 2025.

ATTACHMENT:

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

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 202403 -----			DATE VOUCHER PREPARED REQUIRED		SCHEDULE NUMBER			
			CONTRACT NUMBER AND DATE LEAVE BLANK		PAID BY LEAVE BLANK (FILLED BY PAYING OFFICE)			
			REQUISITION NUMBER AND DATE LEAVE BLANK					
PAYEE'S NAME AND ADDRESS SOLDIER'S INFORMATION: RANK, LAST NAME, FIRST NAME, LAST 4 AND MAILING ADDRESS			DATE INVOICE RECEIVED					
			DISCOUNT TERMS N/A					
			PAYEE'S ACCOUNT NUMBER					
			GOVERNMENT B/L NUMBER N/A					
SHIPPED FROM N/A			TO N/A		WEIGHT N/A		GOVERNMENT B/L NUMBER N/A	
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 COST PER		AMOUNT (1)
		From Inv	Spousal State Relicensing Fees or Business Costs Arising from Permanent Change of Station (maximum payment not to exceed \$1,000) Authority: Public Law #117-263, section 622 Public Law #118-31, section 635 Previous State License Number: Type of License: NEW Permanent Duty Station:		1			
(Use continuation sheet(s) if necessary) (Payee must NOT use the space below) TOTAL								
PAYMENT: ☐ PROVISIONAL ☐ COMPLETE ☐ PARTIAL ☐ FINAL ☐ PROGRESS ☐ ADVANCE		APPROVED FOR =\$		EXCHANGE RATE =\$1.00		DIFFERENCES		
		BY 2						
						Amount verified; correct for payment		
		TITLE COMMANDER/APPROVING OFFICER				(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)								
P A I D B Y	CHECK NUMBER		ON ACCOUNT OF U.S. TREASURY		CHECK NUMBER		ON (Name of bank)	
	CASH		DATE		PAYEE 3			
\$								
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	