

ELIGIBILITY & REIMBURSEMENT PROCESS

for Relicensure &
Business Costs Expenses



FACT SHEET

The Marine Corps has expanded its financial support for military spouses by enhancing the reimbursement program for business costs and relicensing fees. 2023 NDAA expanded the reimbursement of up to \$1,000 for qualifying business-related costs, in addition to the already authorized \$1,000 for relicensing fees resulting from a relocation.

See reverse side for details.

FOR MORE INFORMATION

FAMILY MEMBER EMPLOYMENT ASSISTANCE
PROGRAM (FMEAP)

Marine Corps Community Services
MCRD San Diego/Western Recruiting Region
(619) 524-8640 | mcrdsd.wrr-trp@usmc.mil

MARINE &
Family | Family Member
Employment
Assistance Program

QUALIFYING RELICENSING & BUSINESS COSTS INCLUDE

- Exam Fees
- Continuing Education Courses
- Business Licenses
- Permits
- Registration Fees
- Moving Services for Equipment
- Equipment Removal
- New Equipment Purchase
- Information Technology Expenses
- Inspection Fees

CRITERIA FOR REIMBURSEMENT INCLUDE

- The Marine relocated to a new state due to PCS orders.
- Movement of the Marine's spouse at government expense was authorized on the PCS orders.
- The spouse relocated to a new state in accordance with the PCS orders.
- For license/recertification costs, the spouse obtained the license/certification for the same profession of the previous permanent duty station, in the new state.
- For business costs, the spouse owned the business during the previous permanent duty station and relocated the business to a new state.

COSTS NOT ELIGIBLE FOR REIMBURSEMENT INCLUDE

- Associated costs with unsuccessful attempts to obtain licensure or certification.
- Associated costs with separation or retirement orders, which are not considered PCS orders.
- Costs associated with travel to a testing site.
- Costs associated with licensure or certification that are applicable in all states, therefore not PCS related.

WHAT YOU NEED TO KNOW

- Unless NDAA is amended, eligibility is effective through 31 December 2029.
- Requests for reimbursement or licensing certification and business costs associated with execution of PCS orders shall be submitted no later than 24 months after the effective date of PSC orders.
- All requests shall be submitted through the Marine's local Personnel Administrator Office/Center.
- The reimbursement of costs is applicable to active duty and active reserve Marines.

REQUIRED DOCUMENTATION NEEDED FOR REIMBURSEMENT

- A copy of Marine's PCS orders.
- Completed NAVMC 11116
- A copy of the old license from the previous state (or proof of employment in that profession if a license was not required in the previous state) or proof of ownership of a business.
- A copy of new license/certification issued by new state.
- Copy of the receipt(s) indicating all fees associated with and claimed by the Marine for the spouse's licensure/certification or qualified business costs for relocation of a spouse-owned business.

REFERENCES

- sec-453.pdf
- MARADMIN 074/25

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