



UNDER SECRETARY OF THE ARMY
WASHINGTON

30 MAY 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Directive 2024-04 (Reimbursement of Qualifying Spouse Relicensing Costs and Business Costs)

1. References.

a. Title 37, United States Code, section 453 (Allowable travel and transportation: specific authorities)

b. National Defense Authorization Act (NDAA) for Fiscal Year 2018, Public Law 115-91, section 556, 131 Stat. 1283

c. NDAA for Fiscal Year 2020, Public Law 116-92, section 577, 133 Stat. 1198

d. NDAA for Fiscal Year 2021, Public Law 116-283, section 622, 134 Stat. 3388

e. NDAA for Fiscal Year 2023, Public Law 117-263, section 622, 136 Stat. 2395

f. NDAA for Fiscal Year 2024, Public Law 118-31, section 635, 137 Stat. 136

g. Army Directive 2020-01 (Reimbursement for State Licensure and Certification Costs for the Spouse of a Soldier Arising From a Permanent Change of Station), 16 January 2020 (hereby rescinded)

2. Purpose. This directive establishes policy for the authorized reimbursement for licensing, certification, and business costs for a spouse of a Soldier.

3. Applicability. This policy applies to the regular Army, Army National Guard/Army National Guard of the United States, and U.S. Army Reserve.

4. Background. Supporting Army spouses in continuing their work in a new place of residence is important. Spouses in professionally licensed fields face challenges resulting from delays and the cost of transferring licenses to a new jurisdiction. Spouses who own businesses also face challenges in moving a business to a new location. By mitigating these barriers, we will improve the quality of life for our Soldiers and Families and ease the stress of transferring duty stations with consideration for long-term career implications.

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5. Policy.

a. Subject to the availability of funds, the Army will reimburse Soldiers for qualified relicensing costs and qualified business costs of a spouse pursuant to references 1a through 1f, under the following circumstances:

(1) The Soldier relocates to a new jurisdiction or geographic area as a result of: (a) an assignment to a duty station; (b) a reassignment on permanent change of station (PCS) or permanent change of assignment (PCA) orders from one duty station to another duty station; (c) a transfer from the active component into the Reserve component with authorization for a final move; or (d) placement on the temporary disability retired list; and

(2) The movement of the Soldier's dependents is authorized at the expense of the United States as part of the relocation.

b. A reimbursement of qualified relicensing costs and qualified business costs provided to a Soldier may not exceed the amount established by applicable law.

c. The term "qualified relicensing costs" includes costs for exams, continuing education courses, certifications, business licenses, permits, and registration fees:

(1) Imposed by the jurisdiction of the new duty station to secure a license, certification, or permit if the spouse was licensed or certified in the same profession, or owned a business, during the Soldier's previous duty assignment and requires a new professional license or certification, or business license or permit, to engage in the same profession because of a relocation described in paragraph 5a(1) through 5a(2).

(2) Paid or incurred to secure or maintain the professional license or certification, or business license or permit, from the jurisdiction of the new duty station in connection with a relocation as described in paragraph 5a(1) through 5a(2).

d. The term "qualified business costs" (other than those related to licenses, permits, or certifications) includes moving services for equipment, equipment removal, new equipment purchases, information technology expenses, and inspection fees incurred by the Soldier's spouse if:

(1) The spouse owned a business during the Soldier's previous duty assignment and the costs result from a relocation described in paragraph 5a(1) through 5a(2).

(2) The costs were incurred or paid to move such business to a new location in connection with a relocation as described in paragraph 5a(1) through 5a(2).

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e. 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.

f. Pursuant to references 1a through 1f, no reimbursement may be provided under this policy for qualified relicensing costs and business costs paid or incurred after the termination date established by law.

6. Responsibilities.

a. The Deputy Chief of Staff (DCS), G-1 will:

(1) Publish an all-Army activities message providing instructions for filing reimbursement through the PCS/PCA process.

(2) Ensure funding is available through the military personnel appropriation.

b. The DCS, G-9 will—

(1) Develop implementation guidance directing the collection of specific data, including the number of reimbursement applications returned and the reason for return.

(2) Conduct semiannual surveillance checks of Army commands, Army service component commands, and direct reporting unit commands to ensure reimbursement application procedures are being followed to create efficiencies and reduce returns of application submissions.

(3) Coordinate with the Office of the Chief of Public Affairs to develop strategic communications and top-line messaging for Families and key stakeholders.

c. Commanders of Army commands, Army service component commands, and direct reporting units will—

(1) Ensure all Soldiers are informed of this benefit and a process is in place at all levels to review applications for accuracy before submission to the Defense Finance and Accounting Service for payment.

(2) Incorporate a quality assurance process as part of the Command Inspection Program to evaluate compliance with this policy.

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(3) Develop a process for units to report and track reimbursements.

7. Proponent. The Assistant Secretary of the Army (Manpower and Reserve Affairs) is the proponent for this policy.

8. Duration. This directive will remain in effect until rescinded.



Gabe Camarillo

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