

DMNA Regulation Number 1-2

Servicemembers' Group Life Insurance

Premium Reimbursement Program



**Division of Military and Naval Affairs
330 Old Niskayuna Road
Latham New York 12110-3514**

**8 February 2006
UNCLASSIFIED**

Summary of Change

This regulation is new.

- **Summary.** This regulation establishes policy and procedures for the New York State Division of Military and Naval Affairs (DMNA) Servicemembers' Group Life Insurance (SGLI) Premium Reimbursement Program
- **Applicability.** This regulation applies to the Division of Military and Naval Affairs (DMNA) and to members of the State Organized Militia who are enrolled in the SGLI Program

STATE OF NEW YORK
DIVISION OF MILITARY AND NAVAL AFFAIRS
330 Old Niskayuna Road
Latham, New York 12110-3514

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SERVICEMEMBERS' GROUP LIFE INSURANCE

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CHAPTER 1

INTRODUCTION

1-1. Purpose. The purpose of this regulation is to prescribe the policies and guidance relating to the implementation, administration, eligibility, and certification processes required by the New York State Division of Military and Naval Affairs (DMNA) Servicemembers' Group Life Insurance (SGLI) Premium Reimbursement Program. This regulation implements the provisions of New York State Military Law, Section 210, subdivision 9.

1-2. Reference. State of New York, 2005 Session Laws, Chapter 105; Military Law, Section 210, Subdivision 9.

1-3. Policy.

a. Effective 14 June 2005, eligible personnel may apply for reimbursement of SGLI premiums paid during periods of qualified duty (see Chapter 3).

b. This reimbursement applies to servicemembers enrolled in the SGLI program. It is the responsibility of the servicemember to apply for SGLI premium reimbursement in accordance with Chapter 3.

c. To be eligible for reimbursement, personnel must be an active member of the New York State Organized Militia serving in:

(1) Title 10, US Code, status as listed below, not including training (e.g., basic combat training, advanced training, military school):

(a) Full-time Active Duty;

(b) Full-time National Guard Duty [Active Duty Special Work (ADSW)];

(c) Active Guard Reserve (AGR); or

(d) New York Air National Guard (NYANG) Military Personnel Appropriation (MPA) Tour;

(2) Title 32, US Code, AGR (full-time or temporary status), but not including Title 32 drills or annual training;

(3) State Active Duty (SAD) status, under Section 6, New York State Military Law (emergency, not routine duty); or

(4) Naval Militia members who are active, drilling reservists (US Navy Reserve, US Marine Corps Reserve or US Coast Guard Reserve) in Title 10, US Code, status, but not including training (e.g., basic training, advanced training, military schools, drills or annual training).

d. Reimbursement will not exceed the amount of premiums actually paid for a maximum of \$400,000 worth of SGLI coverage. If the Federal government provides an allowance for the first \$150,000 of coverage, the New York State reimbursement would be for the premium on the remaining \$250,000 worth of coverage. Family SGLI premiums are not eligible for reimbursement.

e. Reimbursement is limited to the available State Budget appropriations and resources during each state fiscal year.

1-4. Constructive Notice. This regulation is a lawful general regulation promulgated by TAG and binding upon all members of the state organized militia who are eligible for benefits under the SGLI Premium Reimbursement Program. By virtue of this regulation being a lawful general regulation, all members of the state-organized militia are considered to have at least constructive knowledge of its terms. This regulation is therefore binding upon all members of the state-organized militia regardless of whether they have actually read, understood, or otherwise have knowledge of this regulation.

CHAPTER 2

RESPONSIBILITIES

2-1. TAG. Establishes policy for this program and is the promulgation authority for this regulation and any changes. This program is administered pursuant to this regulation that is promulgated by TAG in consultation with the New York State Office of the State Comptroller (OSC).

2-2. Management and Budget (MNBF) will:

- a. Provide overall fiscal and programmatic management.
- b. Provide guidance for administration of the SGLI premium reimbursement program for program users and administrators.
- c. Establish and disseminate application submission deadline dates.
- d. Maintain a centralized fiscal database from which reports and statistics may be developed pertaining to the SGLI reimbursement program.
- e. Process correspondence, as required, related to the SGLI premium reimbursement program and make payment.
- f. Ensure that payments are processed in accordance with the guidance and appropriation levels established by the Director of Budget and Finance or designee and the OSC.
- g. Maintain all copies of payment records.

2-3. State Human Resources (MNHS) will:

- a. Receive and review all applications from eligible servicemembers who have served on SAD.
- b. Maintain a centralized database and tracking system of applications from which reports and statistics may be developed pertaining to the SGLI reimbursement program as it pertains to personnel on SAD.
- c. Respond to correspondence pertaining to reimbursement for SAD duty.
- d. Certify applications prior to forwarding to MNBF for payment.

2-4. Federal Human Resources (MNHF) will:

a. Receive and review all applications from eligible servicemembers in the AGR program (Title 10 or Title 32, full-time or temporary status).

b. Maintain a centralized database and tracking system of applications from which reports and statistics may be developed pertaining to the SGLI reimbursement program as it pertains to personnel on AGR duty.

c. Respond to correspondence pertaining to reimbursement for AGR duty.

d. Certify applications prior to forwarding to MNBF for payment.

2-5. Military Personnel (MNP) will:

a. Receive and review all applications from servicemembers in the New York Army National Guard who have served in qualifying Title 10 duty status.

b. Maintain a centralized database and tracking system of applications from which reports and statistics may be developed pertaining to the SGLI reimbursement program as it pertains to personnel in qualifying Title 10 duty.

c. Respond to correspondence pertaining to reimbursement for qualifying Title 10 duty.

d. Certify applications prior to forwarding to MNBF for payment.

2-6. Headquarters, NYANG (MNAF) will:

a. Receive and review all applications from servicemembers in the NYANG who have served in qualifying Title 10 or MPA Tour duty status.

b. Maintain a centralized database and tracking system of applications from which reports and statistics may be developed pertaining to the SGLI reimbursement program as it pertains to personnel in qualifying Title 10 or MPA Tour duty status.

c. Respond to correspondence pertaining to reimbursement for qualifying Title 10 or MPA Tour duty.

d. Certify applications prior to forwarding to MNBF for payment.

2-7. Naval Militia (MNNM) will:

a. Receive and review all applications from servicemembers in the New York Naval Militia who have served in qualifying Title 10 duty status.

b. Maintain a centralized database and tracking system of applications from which reports and statistics may be developed pertaining to the SGLI reimbursement program as it pertains to personnel in qualifying Title 10 duty status.

c. Respond to correspondence pertaining to reimbursement for qualifying Title 10 duty.

d. Certify applications prior to forwarding to MNBF for payment.

2-8. Program Directors (Level 5 Fund Authority) will:

a. Receive and review all applications from servicemembers in the New York National Guard who have served in qualifying full-time National Guard (ADSW) duty status.

b. Maintain a centralized database and tracking system of applications, from which reports and statistics may be developed pertaining to the SGLI reimbursement program as it pertains to personnel in qualifying ADSW duty.

c. Respond to correspondence pertaining to reimbursement for qualifying ADSW duty.

d. Certify applications prior to forwarding to MNBF for payment.

2-9. Unit commanders will make this regulation and SGLI reimbursement application forms readily available to all members.

2-10. Servicemembers are responsible for:

a. Apply for this benefit, including a complete application, containing DMNA Form 1-2, verification of duty (copy of orders) and verification of premiums paid (i.e. Leave and Earning Statement (LES) for each month for which reimbursement is sought) must be submitted by the established application deadline to the appropriate office in order to receive reimbursement.

b. More than one set of active duty orders, for duty performed in the same status, can be submitted with one application. Should a member do more than one type of duty, for example, Title 10 and SAD, then two separate applications would be necessary.

c. Applications should be sent to the appropriate office depending on the individual's duty status.

(1) For reimbursement of SGLI premiums based on SAD duty, applications must be sent to Division of Military and Naval Affairs, ATTN: MNHS, 330 Old Niskayuna Road, Latham, New York 12110-3514.

(2) For reimbursement of SGLI premiums based on AGR duty (Title 10 or Title 32, full-time or temporary status), applications must be sent to Division of Military and Naval Affairs, ATTN: MNHF, 330 Old Niskayuna Road, Latham, New York 12110-3514.

(3) For reimbursement of SGLI premiums based on New York Army National Guard, Title 10 duty, applications must be sent to Division of Military and Naval Affairs, ATTN: MNP, 330 Old Niskayuna Road, Latham, New York 12110-3514.

(4) For reimbursement of SGLI premiums based on NYANG, Title 10 or MPA Tour duty, applications must be sent to Division of Military and Naval Affairs, ATTN: MNAF, 330 Old Niskayuna Road, Latham, New York 12110-3514.

(5) For reimbursement of SGLI premiums based on Naval Militia member, Title 10 duty, applications must be sent to Division of Military and Naval Affairs, ATTN: MNNM, 330 Old Niskayuna Road, Latham, New York 12110-3514.

(6) For reimbursement of SGLI premiums based on New York National Guard, Title 10, ADSW duty, applications must be sent to the Program Director (Level 5 Fund Authority) responsible for the ADSW duty at their respective address.

d. Service members can apply for reimbursement at any time during the calendar year. Reimbursement will be made once each year based on the yearly suspense date established by MNBF.

e. This reimbursement is subject to state and federal income tax. Servicemembers will receive a Form 1099 from the New York State Office of State Comptroller.

f. Reimbursement will not exceed the amount of premiums actually paid for a maximum of \$400,000 worth of SGLI coverage. If the Federal government provides an allowance for the first \$150,000 of coverage, the New York State reimbursement would be for the premium on the remaining \$250,000 work of coverage. Family SGLI premiums are not eligible for reimbursement.

CHAPTER 3

ELIGIBILITY

3-1. Eligibility Criteria. A member may apply for the SGLI Premium Reimbursement Program under this regulation if he or she:

a. Is an active member of:

(1) the New York Army National Guard;

(2) the New York Air National Guard; or

(3) a member of the New York Naval Militia in active status in the reserve of the US Navy, US Marine Corps or the US Coast Guard during the period of eligibility.

b. Pays premiums through payroll deduction or otherwise for SGLI coverage.

c. Has served on:

(1) Title 10, US Code, status as listed below, not including training (e.g., basic combat training, advanced training, military school):

(a) Full-time Active Duty;

(b) Full-time National Guard Duty (ADSW);

(c) AGR; or

(d) NYANG MPA Tour;

(2) Title 32, US Code, AGR (full-time or temporary status), but not including Title 32 drills or annual training; or

(3) SAD, under Military Law, Section 6 (emergency, not routine duty).

3-2. Deadlines: Applications will be submitted by 1 November of each year for duty during the previous federal fiscal year. For example, an application submitted on 1 November 2006 is for the period(s) of duty from 1 October 2005 to 30 September 2006.

3-3. Eligibility Review: Participation in the program will be determined in accordance with the applicable eligibility criteria set forth in this regulation or in accordance with approved changes.

APPENDIX A

SERVICEMEMBERS' GROUP LIFE INSURANCE (SGLI) PREMIUM REIMBURSEMENT APPLICATION			
<i>(Proponent is OTAG, prescribing directive is DMNA Reg 1-2)</i>			
APPLICANT'S NAME _____			
*SOCIAL SECURITY NUMBER _____ - _____ - _____			
*HOME OF RECORD (HOR)			
_____	_____	_____	_____
<small>(STREET)</small>	<small>(CITY)</small>	<small>(STATE)</small>	<small>(ZIP)</small>
*CONTACT NUMBER (_____) _____ - _____			

ORDER # _____ DUTY STATUS _____			
PERIOD OF DUTY ELIGIBLE FOR REIMBURSEMENT			
_____ THROUGH _____			
PREMIUMS PAID _____			

ORDER # _____ DUTY STATUS _____			
PERIOD OF DUTY ELIGIBLE FOR REIMBURSEMENT			
_____ THROUGH _____			
PREMIUMS PAID _____			

ORDER # _____ DUTY STATUS _____			
PERIOD OF DUTY ELIGIBLE FOR REIMBURSEMENT			
_____ THROUGH _____			
PREMIUMS PAID _____			

DMNA Form 1-2, 8 February 2006

**SERVICEMEMBERS' GROUP LIFE INSURANCE (SGLI)
PREMIUM REIMBURSEMENT APPLICATION**
(continued)

MAIL PAYMENT TO HOR _____
(CHECK HERE)
OR AS STATED BELOW

(STREET) (CITY) (STATE) (ZIP)

- FOR VERIFICATION PLEASE ATTACH:
1) COPY OF ORDERS
2) VERIFICATION OF PREMIUMS PAID (I.E., COPY OF LEAVE AND EARNING STATEMENTS FOR MONTHS OF QUALIFYING SERVICE)

THE ABOVE APPLICATION IS SUBMITTED IN ACCORDANCE WITH DMNA REGULATION 1-2. I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE THE INFORMATION PROVIDED ON THIS APPLICATION IS ACCURATE AND COMPLETE.

* Authority for maintaining this information comes from the United States Office for Personnel Management (OPM).
Furnishing this information is optional.

The primary use of this information is to distinguish you from other members with the same name as well as match data maintained at the State Level on your earnings.

Publications containing this data are protected from disclosure by any means of communication to any person or agency. This means individuals or agencies outside of DMNA or DMNA employees and activities outside of collecting unit. These provisions are provided to you in accordance with the Privacy Act of 1974 and the New York State Privacy Protection Law.

Failure to disclose this information may degrade DMNA's ability to process your claim.
Uses of this information could include verifying your social security number with financial institutions on your behalf.

SERVICEMEMBER'S SIGNATURE OF CERTIFICATION DATE

FOR OFFICE USE ONLY:

THE ABOVE APPLICATION HAS BEEN REVIEWED AND IS CERTIFIED FOR REIMBURSEMENT OF SGLI PREMIUMS IN ACCORDANCE WITH DMNA REG 1-2 AND MILITARY LAW, SECTION 210, SUBDIVISION 9.

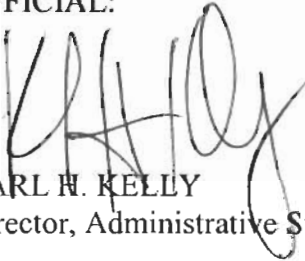
CERTIFICATION AUTHORITY AND DIRECTORATE DATE

8 February 2006

DMNA Reg 1-2

The proponent of this regulation is the office of Deputy Chief of Staff. Users are invited to send comments, suggested improvements and changes on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to The Adjutant General, Division of Military and Naval Affairs, ATTN: MNAG-DCS, 330 Old Niskayuna Road, Latham NY 12110-3514.

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