

New DMNA Regulation Number 1-2

Service Members' Group Life Insurance

Premium Reimbursement Program



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

**1 May 2014
UNCLASSIFIED**

Summary of Change

This regulation supersedes DMNA Regulation 2-1 dated 8 February 2006, Service Members' Group Life Insurance Premium Reimbursement Program.

Summary. This regulation which establishes the policy and procedures for the New York State Division of Military and Naval Affairs (DMNA) Service Members' Group Life Insurance (SGLI) Premium Reimbursement Program is amended as follows:

1. Chapter 2 - Establishes Budget and Finance (MNBF) as the proponent directorate for this regulation.
2. Chapter 2 - Introduces the New York State (NYS) Business Service Center (BSC) as the primary entity that will process payments.
3. Chapter 2- Adds responsibility to MNBF to conduct final reviews of applications and vouchers.
4. Chapter 2 - Changes responsibility of all appropriate offices by simplifying the requirement to maintain a record of applicants etc.
5. Chapter 2 - Charges appropriate offices to make changes (where applicable) after MNBF final review.
6. Chapter 2- Stipulates that MNBF and appropriate offices must use personal privacy information protocols with SGLI applications and documentation.
7. Chapter 2 and 3 - Clarifies applicants responsibilities and deadline dates.
8. Appendix A - Streamlines application to require a single mailing address for payment
9. Appendix B - Roster to be used by appropriate offices when submitting vouchers, applications and other documentation to MNBF.

Applicability. This regulation applies to DMNA and to members of the State Organized Militia who are eligible for 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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**Service Members' Group Life Insurance Premium
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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 DMNA Service Members' 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. Eligible personnel may apply for reimbursement of SGL premiums paid during periods of qualified duty (see Chapter 3).

b. This reimbursement applies to Service Members who participate in the SGLI program. It is the responsibility of the Service Member 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 or title 32, 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 Operational Support (ADOS);

(c) Active Guard Reserve (AGR) unless mobilized; 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, annual or other federal training, or military school;

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

(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., initial entry training, advanced training, military schools, drills or annual training).

(a) 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 responsible for the premium on the remaining \$250,000 worth of coverage. Family SGLI premiums are not eligible for reimbursement.

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

1-4. Constructive Notice. This regulation is a lawful general regulation promulgated by MNBF by direction of 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

2-1. MNBF establishes policy for this program and is the promulgation authority for this regulation and any changes. The program will be administered pursuant to this regulation.

2-2. Budget and Finance (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. Perform final review of SGLI applications and vouchers from the various components.
- e. Process correspondence, as required, related to the SGLI premium reimbursement program.
- f. Ensure that vouchers are submitted to the Business Service Center (BSC) for payment in accordance with the guidance and appropriation levels established by New York State Division of Budget (DOB).
- g. Maintain all copies of approved applications and vouchers and follow all personal privacy protection procedures regarding SGLI applications and documentation.

2-3. The following components; State Human Resources (MNHS), Federal Human Resources (MNHF), Military Personnel (MNP), Headquarters-New York Air National Guard (MNAF), Naval Militia (MNNM), and Operations and Training (MNOT), will:

- a. Disseminate SGLI application deadline and any other information as directed to qualified SGLI applicants.
- b. Receive and review all applications from eligible service members who have served on SAD, AGR program (Title 10 or Title 32, full-time or temporary status), New York Army National Guard who have served in qualifying Title 10 duty status, New York Air National Guard who have served in qualifying Title 10, MPA Tour or ADOS duty status, New York Naval Militia who have served in qualifying Title 10 duty status, and the New York Army National Guard who have served in qualifying full-time National Guard (ADOS) duty status.
- c. Maintain a record of initial applicants and of those who have been submitted to MNBF for final review.

- d. Certify applications prior to forwarding to MNBF for final review.
- e. Prepare vouchers as directed by MNBF.
- f. Submit certified SGLI applications, documentation, vouchers, MNBF SGLI Applicant Roster (Form 1-2-A) and any other documentation to MNBF as directed.
- g. Make corrections as needed after the final review by MNBF.
- h. Respond to correspondence requests from MNBF pertaining to reimbursement for the aforementioned duty statuses as outlined in paragraph b of section 2-3.
- i. Follow all personal privacy protection procedures regarding SGLI applications and documentation.

2-4. Unit commanders at all levels will make this regulation and SGLI reimbursement application forms readily available to all members.

2-5. Service Members 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 their applicable appropriate office (Chapter 2-10, sub-sections 1-6) in order to receive reimbursement. It is recommended that service members obtain their LES prior to mid-October to ensure 100 percent submission if applicable. The service member must ensure their correct mailing address is indicated on the application as this will be the only location that the payment will be sent by the NYS BSC.
- 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. Service members who are eligible can begin to apply for reimbursement after 1 October of each calendar year but no later than the yearly deadline of 1 November. Reimbursement will be made once each year based on the aforementioned suspense date. Applications should be sent to the appropriate office depending on the individual's duty status. It is the service member's individual responsibility to ensure that the application along with the needed documentation is accurate and is submitted to their appropriate office located at DMNA Headquarters no later than the established deadline date.
- d. It is recommended that the service member make a copy of their application and documentation of their records prior to submission.

(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 Army National Guard, Title 32, ADOS duty, applications must be sent to Division of Military and Naval Affairs, 330 Old Niskayuna Road, Latham, New York 12110-3514. Operations and Training POC responsible for the ADOS duty will be identified at the beginning of each reimbursement cycle.

e. This reimbursement is subject to state and federal income tax. Service Members 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 they are:

a. 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 or title 32, 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 ADOS;

(c) AGR; or

(d) NYANG MPA Tour;

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

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

3-2. Deadlines: Applications will be submitted NLT 1 November of each year for duty during the previous federal fiscal year. For example, an application submitted on 31 October 2015 is for the period(s) of duty from 1 October 2014 to 30 September 2015.

a. The BSC will be able to address all payment inquiries after 15 January of each year. Service members should contact their appropriate office POC at DMNA headquarters in Latham, NY to obtain additional guidance.

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

**SERVICE MEMBERS' GROUP LIFE INSURANCE (SGLI)
PREMIUM REIMBURSEMENT APPLICATION**

(Proponent is MNBF, prescribing directive is DMNA Reg 1-2)

APPLICANT'S NAME _____

*SOCIAL SECURITY NUMBER _____ - _____ - _____

*MAILING ADDRESS _____

(STREET)

(CITY)

(STATE)

(ZIP)

*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 _____

**SERVICE MEMBERS' GROUP LIFE INSURANCE (SGLI)
PREMIUM REIMBURSEMENT APPLICATION**

(continued)

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 mandatory.

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

SERVICE MEMBER'S SIGNATURE OF CERTIFICATION:

DATE:

FOR DESIGNATED APPROPRIATE 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:

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

OFFICIAL:

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