



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO
BUMEDINST 1770.14
BUMED-M3
3 May 2012

BUMED INSTRUCTION 1770.14

From: Chief, Bureau of Medicine and Surgery

Subj: NAVY MEDICINE TRAUMATIC INJURY SERVICEMEMBERS' GROUP LIFE
INSURANCE IMPLEMENTATION GUIDANCE

Ref: (a) OPNAVINST 1770.3
(b) SECNAVINST 1770.4

1. Purpose. To provide guidance to Navy medical treatment facility (MTF) commanders, commanding officers, and officers in charge regarding the implementation and administration of the Traumatic Injury Servicemembers' Group Life Insurance (TSGLI) Program at each MTF, as outlined in references (a) and (b), ensuring authorized beneficiaries are identified and receive the care to which they are entitled.
2. Cancellation. BUMED memo of 12 December 2005 - Navy Medicine (NAVMED) Policy 05-002, "Policy Guidance for Implementing Traumatic Injury Protection under the Service members' Group Life Insurance (SGLI)."
3. Background. The Emergency Supplemental Appropriation Act for Defense, the Global War on Terror, and the Tsunami Relief, 2005 (Public Law 109-13) signed by the President on 11 May 2005, established a TSGLI under the auspices of the SGLI Program. At that time, all Service members covered under the SGLI Program were automatically covered by TSGLI if they suffered a qualifying injury on or after 7 October 2001, as a result of injuries incurred in Operation Enduring Freedom (OEF) or Operation Iraqi Freedom (OIF). Effective 1 October 2011, TSGLI was modified to become available retroactively to 2 October 2001, for all qualifying injuries regardless whether they were the result of OIF or OEF and regardless of whether a member had SGLI coverage at the time of injury.
4. Scope. This instruction applies to all Navy medical activities, both in the continental United States (CONUS) and outside the continental United States (OCONUS).
5. Responsibilities
 - a. Deputy Chief, Medical Operations (BUMED-M3) shall:
 - (1) Ensure NAVMED Regions comply with the requirements outlined in this instruction.
 - (2) Ensure support from the Bureau of Medicine and Surgery (BUMED) Patient Administration Office (BUMED-M3B1) is available to answer questions related to the implementation and administration of the TSGLI Program.

(3) Provide Chief of Naval Operations, OPNAV (N135C), medical advisory opinions, when requested, to substantiate whether an injured Service member has suffered a qualifying injury.

(4) Establish a partnership with OPNAV (N135C) in the development of a TSGLI training curriculum and maintain up-to-date program information and material.

(5) Coordinate with the BUMED Public Affairs Staff (BUMED-M09B7) in communicating TSGLI information and updates as applicable through command and enterprise communications channels.

b. NAVMED Regions shall:

(1) Provide support and resources to ensure adequate staffing exists within their respective NAVMED Regions to support the TSGLI Program at each MTF.

(2) Monitor MTFs' compliance with the requirements outlined in paragraph 5c below.

(3) Provide an annual report not later than 31 January to BUMED-M3B1, Patient Administration, on the status of MTF implementation and training administration of the requirements outlined in this instruction, and report annual case numbers of TSGLI referrals at each MTF within their respective NAVMED Regions.

(4) Public Affairs staff shall actively distribute information on the TSGLI program through command communications channels to lower echelon commands, staff, patients, and beneficiaries.

c. NAVMED MTF Commanders, Commanding Officers, and Officers in Charge will:

(1) Designate, in writing, a TSGLI program coordinator who will be located within the Patient Administration Department (PAD). This coordinator will be the MTF point of contact and will publish local program guidance which outlines eligibility criteria, promotes program awareness, and provides a mechanism to support Service members, their families, and the clinical staffs who are involved in the claims process. The coordinator will also inform Service members of the TSGLI Program automatic coverage features and the association between declining basic SGLI coverage and TSGLI eligibility.

(2) Designate, in writing, a TSGLI clinical case manager (CCM) or recovery care coordinator champion who will assist Service members and their families in the completion and filing of new or retroactive TSGLI claims.

(3) Ensure the MTF PAD representative receives up-to-date TSGLI training, as provided by OPNAV (N135C) and the Department of Veterans Affairs (DVA), as well as refresher training at the annual Patient Administrative Symposium, or through TSGLI training sources available online. Training presentations can be obtained by contacting Navy Casualty

Assistance, OPNAV (N135C) at: Mill_NavyCasualty@navy.mil, or contacting BUMED Patient Administration at: NavyPatientAdministration@med.navy.mil or on demand TSGLI training is available online at: <http://www.insurance.va.gov/training/training/htm>. Additional information about the TSGLI program can be found at: <http://www.insurance.va.gov/sgliSite/tsgli/tsgli.htm>.

(4) Establish a TSGLI training/orientation program for their assigned physicians, nurses, and administrative personnel who are directly involved with traumatically injured Service members or their families. This training/orientation will focus on eligibility criteria, obtaining the Traumatic Injury Protection Claim Form/Application for TSGLI Benefits (SGLV 8600), identification of required supporting documentation, and the claims submission process.

(5) Provide traumatically injured Service members and their families the administrative and clinical support necessary to file a complete and timely TSGLI claim. Such assistance may include obtaining and assisting with completion of the SGLV 8600, Application for TSGLI Benefits Form, providing required medical documentation/information, or any other assistance required to file a claim or respond to a claim that is denied. Assist OPNAV (N135C), if requested, by providing additional documentation/information necessary to adjudicate TSGLI claims.

(6) Provide training and assistance to PAD officers, CCMs, and assigned clinicians regarding TSGLI qualification criteria and the claims submission process. This training shall include those types of medical documentation which are required to substantiate a qualifying loss.

(7) Ensure MTF staff provide the required medical documentation to traumatically injured Service members or OPNAV (N135C), as requested, under either the Privacy Act of 1974 or the Health Insurance Portability and Accountability Act of 1996.

(8) Maintain copies of Service members' claim forms for a period of 1 year from the time of submission of the SGLV 8600.

6. Point of Contact. BUMED-M3B1, Patient Administration is available at: NavyPatientAdministration@med.navy.mil.

7. Form. SGLV 8600 (12-2011), Application for TSGLI Benefits Form is available from the following Web site: <http://insurance.va.gov/sgliSite/forms/forms.htm#SGLI>.

8. Report. The reporting requirements for this instruction are authorized by reference (a).



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