



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH VA 22042

BUMEDINST 1770.14A
BUMED-N10C1
10 Dec 2024

BUMED INSTRUCTION 1770.14A

From: Chief, Bureau of Medicine and Surgery

Subj: TRAUMATIC INJURY SERVICEMEMBERS' GROUP LIFE INSURANCE
IMPLEMENTATION GUIDANCE

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

1. Purpose. This instruction provides guidance to Navy Medical Readiness and Training Commands (NAVMEDREADTRNCMD) and Navy Medical Readiness and Training Units (NAVMEDREADTRNUNIT) commanders, commanding officers (CO) or officers in charge (OIC) regarding the implementation and administration of the Traumatic Injury Servicemembers' Group Life Insurance (TSGLI) Program, as outlined in references (a) and (b), ensuring authorized beneficiaries are identified and receive the care to which they are entitled. This is a complete revision and should be read in its entirety.

2. Cancellation. BUMEDINST 1770.14.

3. Scope and Applicability. This instruction applies to all NAVMEDREADTRNCMDs and NAVMEDREADTRNUNITs.

4. Responsibilities

a. Director, Maritime Operations, Bureau of Medicine and Surgery (BUMED) (BUMED-N04) will:

(1) Monitor that Navy echelon 3 commands comply with the requirements outlined in this instruction.

(2) Ensure support from Healthcare Business and Administration (BUMED-N10C1) is available to answer questions related to the implementation and administration of the TSGLI Program.

(3) Provide Navy Casualty Assistance, Office of the Chief of Naval Operations (OPNAV N135C), and Navy Casualty Department, Navy Personnel Command (PERS-00C) medical advisory opinions, when requested, to substantiate whether an injured Service member has suffered a qualifying loss.

(4) Establish a partnership with PERS-00C in the development of a TSGLI training curriculum and maintain up-to-date program information and material.

(5) Coordinate with the Public Affairs Office and Outreach (BUMED-N01P) in communicating TSGLI information and updates as applicable through command and enterprise communications channels.

b. Commander, Naval Medical Forces Atlantic and Naval Medical Forces Pacific will:

(1) Provide support and resources to ensure adequate staffing exists within their respective geographic echelon 3 area of operation to support the TSGLI Program at each NAVMEDREADTRNCMD or NAVMEDREADTRNUNIT.

(2) Monitor compliance with the requirements outlined in subparagraphs 4c(1) through 4c(7) of this instruction.

c. Commanding Officers and Officers-in-Charge, NAVMEDREADTRNCMD or NAVMEDREADTRNUNIT will:

(1) Designate, in writing, a TSGLI Program coordinator who will be located within the patient administration department. This coordinator will be the 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 champion who will assist Service members and their families in the completion and filing of new or retroactive TSGLI claims.

(3) Establish a TSGLI training or orientation program for their assigned physicians, nurses, and administrative personnel who are directly involved with traumatically injured Service members or their families. This training or orientation will focus on eligibility criteria, obtaining the SGLV 8600 Application for Servicemembers' Group Life Insurance Traumatic Injury Protection for TSGLI Benefits, identification of required supporting documentation, and the claims submission process. More information about TSGLI and the application process can be found on the My Navy HR Web site, <https://www.mynavyhr.navy.mil/Support-Services/Casualty/TSGLI/>.

(4) Provide traumatically injured Service members and their families the administrative support necessary to file a complete and timely TSGLI claim. Such assistance may include obtaining and assisting with completion of SGLV 8600, providing required medical documentation or information, or any other assistance they may require filing a claim or respond to a claim that is denied. Assist PERS-00C, if requested, by providing additional documentation or information necessary to adjudicate TSGLI claims.

(5) Provide training and assistance to assigned licensed clinicians regarding TSGLI qualification criteria and the claims submission process. This training will include those types of medical documentation which are required to substantiate a qualifying loss. This information can be found in the TSGLI Procedural Guide, <https://www.benefits.va.gov/INSURANCE/docs/TSGLIProceduresGuide.pdf>.

(6) Ensure patient administration department staff provide the required medical documentation to traumatically injured Service members or PERS-00C, as requested, per the Health Insurance Portability and Accountability Act of 1996.

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

5. Point of Contact. BUMED-N10C1, (703) 681-9106 or (703) 681-3559, and via e-mail: usn.ncr.bumedfchva.list.moc-policy@health.mil.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

7. Review and Effective Date. Per OPNAVINST 5215.17A, BUMED-N01C1 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense (DoD), Secretary of the Navy and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Navy Medicine Web site, <https://www.med.navy.mil/directives/>