

# DMDC Reserve Component Purchased TRICARE Application (RCPTA) User Manual

**Abstract** This guide describes how to use the RCPTA, which allows Selected Reserve and Retired Reserve (Reserve Component) members to enroll or disenroll in the premium-based TRICARE Reserve Select (TRS) or TRICARE Retired Reserve (TRR) health care plans.

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# Document History

Document Version	Date	Description
1.1	7 August 2007	New document. In 2007, TRS was simplified to offer the TRS benefit to all Selected Reserve members who are not eligible for Federal Employee Health Benefits (FEHB).
1.2	22 August 2007	Revised per reviews and changes to the application. App version 3.0.17.
1.3	21 September 2007	Revised per reviews and changes to the application. App version 3.0.20.
1.4	1 October 2007	Revised per reviews and changes to the application. App version 3.0.23.
1.5	9 October 2007	Revised per reviews and changes to the application. App version 3.0.24.
1.6	26 March 2010	Revised for new ASIS logon pages.
1.7	XX July 2010	Revised for new URL and application name; removed Web Guard logon and added DS Logon.
1.8.2	March 2011	Revised to include Retired Reserve. Application version 3.1.32.
1.8.3	May 2011	Edited to allow for 60 days before or 30 days after loss of other TRICARE coverage.
1.8.4	July 2011	Review with minor grammatical edits. Check and verify against the application. Check and verify loss requirements. Verify 60 and 30 day requirements. Application version 3.1.3.2.
1.8.5	August 2011	Moved Reserve information out of a separate section and into the main body of the document.
1.8.6 1.8.7	October 2011	Removed reference to PDF output. Software version 3.1.34. Synchronized with the online help system.
4.0.0	December 2011	Revised for software version 4.x.x
4.0.1	April 2012	Updated for change in RC logon (see 5.1). Application v4.0.x
4.1.x	July 2012	Corrected sections 4.1.2 and 4.1.3 to specify collecting two months of premiums instead of one.
4.2	July 2012	Revised to include updated information, numbering, and graphics.

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## **1.0 Overview of RCPTA**

The DMDC Reserve Component Purchased TRICARE Application (RCPTA) is a web application that allows Reserve Component (RC) members, which are Selected Reserve or Retired Reserve members, to enroll or disenroll themselves and their family members in TRICARE Reserve Select (TRS) or TRICARE Retired Reserve (TRR) health plans. Members use the RCPTA to record Federal Employee Health Benefits (FEHB) eligibility in the Defense Enrollment Eligibility Reporting System (DEERS), and to fill out and print an application form to purchase TRS or TRR coverage. Verifying Officers (VOs) with full access can also perform these application functions on behalf of members.

### **1.1 Safeguarding Confidential Information**

Only users authorized by the Defense Manpower Data Center (DMDC) may access the RCPTA. Furthermore, only authorized users may view information or be informed in any way of information available in the RCPTA. Every authorized user must safeguard the confidentiality of such information at all times to comply with the Privacy Act of 1974. Before leaving your workstation unattended, be sure to log off the application. You can also lock your workstation for added security. See your system administrator for instructions.

### **1.2 Privacy Act Notice**

Due to Privacy Act considerations, protected information such as names, addresses, Social Security Numbers (SSNs), and birth dates are fabricated for the examples in this document.

## 2.0 TRICARE Purchased Care Health Plans

TRICARE Reserve Select (TRS) and TRICARE Retired Reserve (TRR) are premium-based TRICARE health plans that qualified members can purchase for themselves and families. The plans offer comprehensive health coverage similar to TRICARE Standard and TRICARE Extra. TRICARE Reserve Select and TRICARE Retired Reserve members and their covered family members may access care from any TRICARE-authorized provider, hospital, or pharmacy, as well as from a military clinic or hospital on a space-available basis.

TRICARE Reserve Select (TRS)	TRICARE Retired Reserve (TRR)
<ul style="list-style-type: none"> <li>• Military members serving in the Selected Reserves</li> <li>• Must not be eligible for Federal Employee Health Benefits (FEHB)</li> </ul>	<ul style="list-style-type: none"> <li>• Members of the Retired Reserve who are qualified for non-regular retirement</li> <li>• Under age 60</li> <li>• Must not be eligible for Federal Employee Health Benefits (FEHB)</li> </ul>

### 2.1 Member-Only Coverage

- **TRICARE Reserve Select** – Members of the Selected Reserve are eligible to purchase TRICARE Reserve Select (TRS) coverage for themselves if they are not eligible for, or enrolled in, the Federal Employees Health Benefits (FEHB) program.
- **TRICARE Retired Reserve** – Members of the Retired Reserve who are qualified for non-regular retirement but are not yet age 60 are eligible to purchase TRICARE Retired Reserve (TRR) coverage for themselves if they are not eligible for, or enrolled in, the Federal Employees Health Benefits (FEHB) program.

### 2.2 Member-and-Family Coverage

- **TRICARE Reserve Select** – Members of the Selected Reserve are eligible to purchase TRICARE Reserve Select (TRS) coverage for themselves and family members if they are not eligible for, or enrolled in, the Federal Employees Health Benefits (FEHB) program.
- **TRICARE Retired Reserve** – Members of the Retired Reserve who are qualified for non-regular retirement but are not yet age 60 are eligible to purchase TRICARE Retired Reserve (TRR) coverage for themselves and family members if they are not eligible for, or enrolled in, the Federal Employees Health Benefits (FEHB) program.

### 2.3 Survivor Coverage

- **TRICARE Reserve Select** – If the sponsor is covered by TRICARE Reserve Select (TRS) on the day of death, surviving family members may purchase or continue TRS coverage for an additional six months from the date of the member’s death.
  - If TRS Member-Only coverage is in effect at the time of death, the member-only coverage will terminate.
  - If TRS Member-and-Family coverage is in effect at the time of death, the Defense Enrollment Eligibility Reporting System (DEERS) will automatically convert the TRS Member-and-Family coverage to TRS Survivor coverage.

- The surviving family members may purchase TRS Survivor coverage for up to six months from the date of the member's death. If they enroll within the first 30 days after the date of death they may purchase the enrollment as of the date of death, otherwise the enrollment follows the standard enrollment rules.
- Survivors are responsible for paying appropriate monthly premiums.
- **TRICARE Retired Reserve** – If the sponsor is covered by TRICARE Retired Reserve (TRR) on the day of death, surviving family members may purchase or continue TRR coverage up to the date when the sponsor would have turned age 60.
  - If TRR Member-Only coverage is in effect at the time of death, the member-only coverage will terminate.
  - If TRR Member-and-Family coverage is in effect at the time of death, the Defense Enrollment Eligibility Reporting System (DEERS) will automatically convert the TRR Member-and-Family coverage to TRR Survivor coverage.
  - Survivors may purchase TRR Survivor coverage up to the date when the sponsor would have turned age 60.
  - Survivors are responsible for paying appropriate monthly premiums.

### 3.0 Qualifying Life Events (QLEs)

TRICARE Reserve Select and TRICARE Retired Reserve sponsors (or Verifying Officers acting on their behalf) can use the RCPTA to enroll or disenroll family members due to a Qualifying Life Event (QLE). QLEs include:

- Marriage
- Birth or adoption
- Placement of a child, by court order, in the legal custody of the member
- Divorce or annulment
- Death of a spouse or family member
- Loss of family member eligibility (example: child turns 21, or 23 if enrolled in college)

To change coverage, sponsors may use RCPTA to generate a Reserve Component Health Coverage Request form (see 11.5, "Reserve Component Health Coverage Request (DD Form 2896-1)" on page 28). The sponsor must complete the form and submit it to their regional contractor within 60 days of the QLE. The change in coverage is effective the date the QLE occurred.

### 3.1 RCPTA and DEERS

Changing family member enrollment through the RCPTA does not update their record in the Defense Enrollment Eligibility Reporting System (DEERS). Sponsors must report all QLE changes to DEERS at a Real-Time Automated Personnel Identification System (RAPIDS) site. To locate the nearest RAPIDS site to record the updates to DEERS, go to

[www.DMDC.osd.mil/rsl](http://www.DMDC.osd.mil/rsl). Always contact the site in advance to verify the hours of operation and for documentation needed to update the DEERS.

When a QLE has occurred and is subsequently reported to the DEERS, sponsors can use the RCPTA to enroll or disenroll family members.

## **4.0 Service Member Changes in Status**

### **4.1 Selected Reserve or Retired Reserve to Active Duty**

When a sponsor is activated for more than 30 days, the sponsor and family members become eligible for TRICARE (without premiums), and the TRS or TRR coverage is automatically terminated.

### **4.2 Active Duty to Selected Reserve or Retired Reserve**

There is a 60-day window before and a 30-day window after losing Active Duty TRICARE eligibility in which sponsors may purchase TRS or TRR with no break in coverage. Sponsors do this by recertifying their FEHB status in the RCPTA and submitting a completed Reserve Component Health Coverage Request form (see 11.5, “Reserve Component Health Coverage Request (DD Form 2896-1)” on page 28) with an initial two-month premium payment postmarked no later than 30 days after the loss of the TRICARE coverage.

If a TRS eligible sponsor does not submit a TRS request to re-purchase coverage within 30 days of losing TRICARE eligibility, he or she may still purchase TRS coverage according to open enrollment or QLE rules, but will experience a break in coverage.

A TRR eligible sponsor may purchase TRR coverage at any time prior to age 60. If TRICARE Active Duty Coverage is ending, and the TRR eligible sponsor does not submit a request to purchase coverage within 30 days of losing TRICARE eligibility, he or she may still purchase TRS coverage according to open enrollment or QLE rules, but will experience a break in coverage.

### **4.3 Leave or Rejoin Selected Reserve**

TRS coverage is automatically terminated if the sponsor leaves the Selected Reserve. The sponsor may re-purchase TRS coverage upon return to Selected Reserve status. The sponsor must recertify FEHB status in the RCPTA and submit a completed Reserve Component Health Coverage Request form (see 11.5, “Reserve Component Health Coverage Request (DD Form 2896-1)” on page 28) with an initial two-month premium payment to the regional contractor.

## **5.0 Logging On to RCPTA**

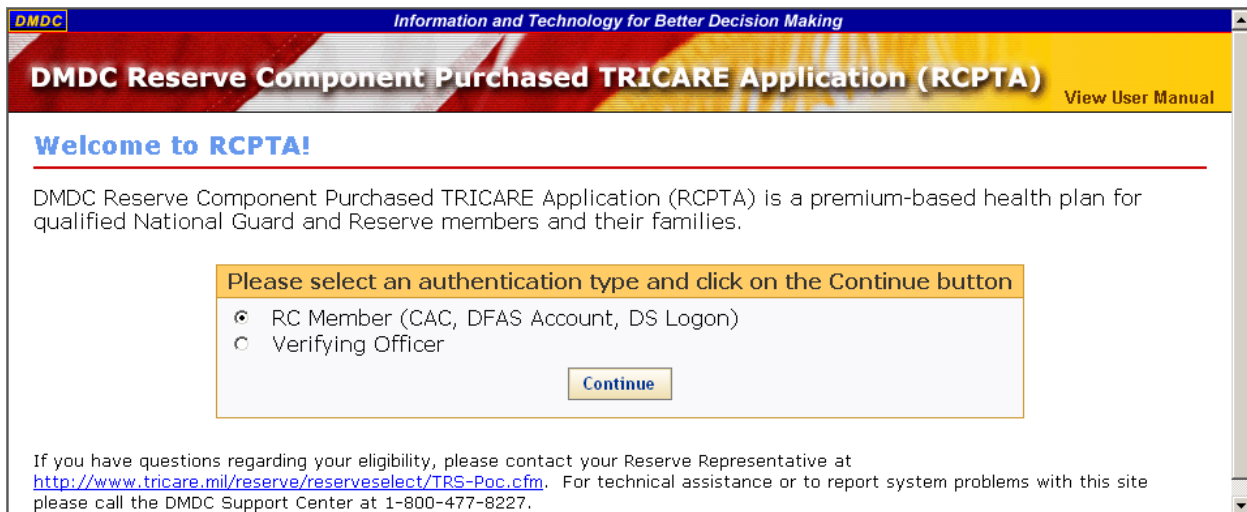
The logon methods differ according to your role as an RC member (Selected Reserve Member or Retired Reserve Member) or Verifying Officer (VO).

- RC member, see 5.1, “Reserve Component Member Logon” on page 5.
- VO, see 5.2, “Verifying Officer Logon” on page 8.

## 5.1 Reserve Component Member Logon

Logging on as an RC (Selected Reserve or Retired Reserve) member allows you to enroll or disenroll yourself and your family in the TRICARE Reserve Select or TRICARE Retired Reserve health plans.

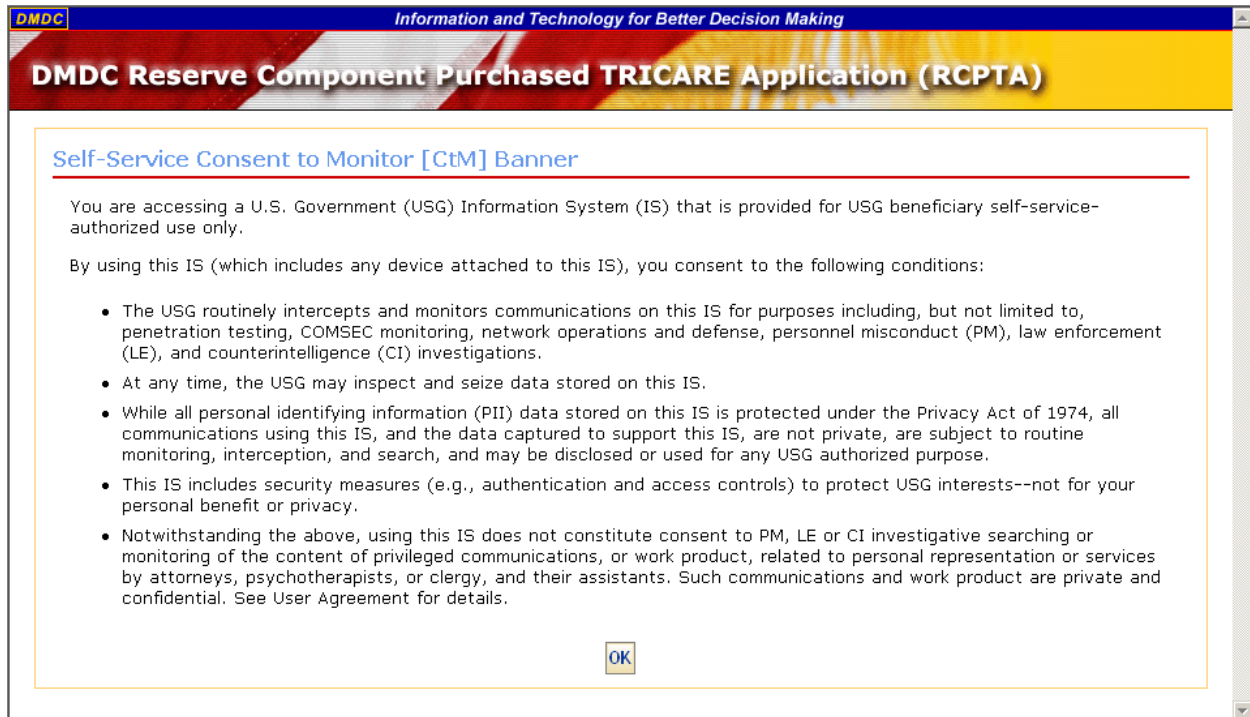
1. Access the RCPTA by typing the following address, or Universal Resource Locator (URL), in your Web browser and pressing <Enter>: <https://www.dmdc.osd.mil/appj/trs/>
2. Depending on your browser configuration, a Security Alert may open, indicating that the RCPTA is a secure web site. Choose the appropriate option to close the alert and to proceed with using the application. The Welcome to RCPTA page displays.



The Welcome page provides an option to view and download this User Manual. (Click the View User Manual link at the upper right of the page. See 11.4, “RCPTA User Manual” on page 27 for further instructions.) The Welcome page also contains a link to the Reserve Affairs web site with information about the TRICARE Reserve Select (TRS) and TRICARE Retired Reserve (TRR) health plans, including a “National Guard and Reserve Points of Contact” link. (See also 11.2, “Reserve Component Points of Contact” on page 27.) The Reserve Affairs web site opens in a new browser window.

3. On the Welcome page, click the option button adjacent to “RC Member (CAC, DFAS Account, DS Logon)” and click Continue. The Self-Service Consent to Monitor [CtM] Banner page displays.





4. Read the Self-Service Consent to Monitor [CtM] Banner page, and then click OK. The DS Logon, CAC, or DFAS logon selection page displays.
5. Select the log on type by clicking the DS Logon, CAC, or DFAS tab and then enter the appropriate information to continue accessing RCPTA.
  - CAC Logon: see 5.1.1, “Logging On with Your Common Access Card (CAC)” below.
  - DS Logon: see 5.1.2, “Logging On with Your DoD Self-Service Logon (DS Logon)” below.
  - DFAS (myPay) Logon: see 5.1.3, “Logging On with Your DFAS Account (myPay)” below.

### 5.1.1 Logging On with Your Common Access Card (CAC)

**Note:** Common Access Cards are not issued to Retired Reserve members. These instructions are for Service members holding a Common Access Card.

To log on using your Common Access Card:

1. Insert your Common Access Card into the workstation’s card reader.
2. If necessary, click the Common Access Card (CAC) tab.
3. If requested, enter the PIN that corresponds to the CAC.
4. Click Login.

When the authentication process is successful, you can proceed with using the RCPTA (see 5.1.4, “Reserve Component Member Functions” on page 8).

### 5.1.2 Logging On with Your DoD Self-Service Logon (DS Logon)

**Note:** For assistance with DS Logon, click the appropriate link. For assistance by telephone, call the DMDC Support Center (DSC) at 800-477-8227.

To log on with your DoD Self-Service Logon (DS Logon):

1. Click on the DS Logon tab.
2. Type your DS Logon Username and Password in their respective fields.
3. Click Login. If the information you entered does not match the records stored in the authentication database, a message describes the error. Re-type your information, and click Login again. If you receive another error, click the appropriate link for assistance or call 800-477-8227.

When the authentication process is successful, you can proceed with using the RCPTA (see 5.1.4, “Reserve Component Member Functions” on page 8).

### 5.1.3 Logging On with Your DFAS Account (myPay)

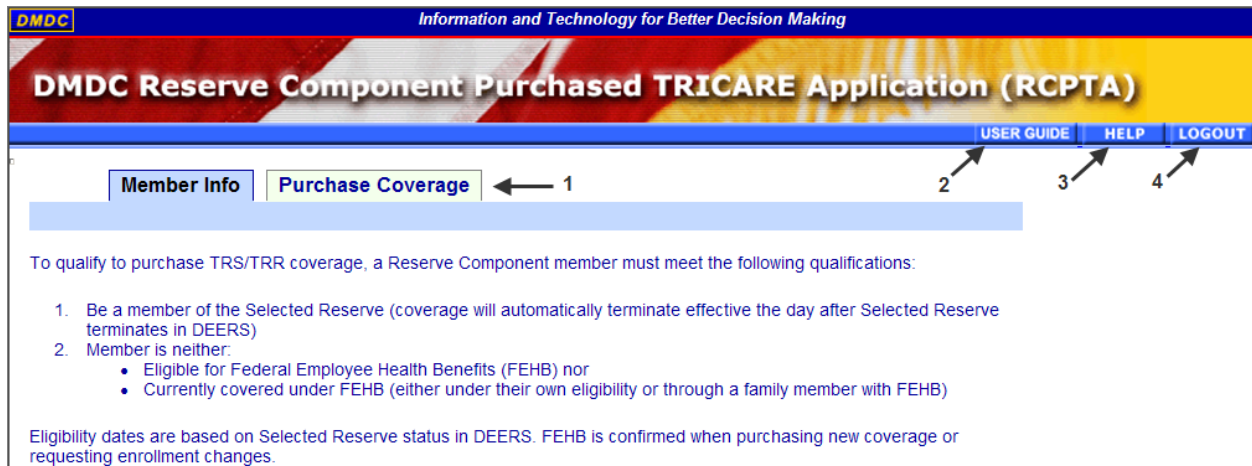
**Note:** If you do not have or do not remember your DFAS Account (myPay) Login ID or Password, click the appropriate link to the myPay site (<https://mypay.dfas.mil/>) to create or retrieve them.

To log on with your DFAS Account (myPay):

1. Click on the DFAS tab.
2. Type your myPay Login ID and myPay Password in their respective fields.
3. Click Login. If the information you entered does not match the records stored in the authentication database, a message describes the error. Re-type your information, and click Login again. If you receive another error, click the appropriate link for assistance or call 800-477-8227.
4. When the authentication process is successful, you can proceed with using the RCPTA (see 5.1.4, “Reserve Component Member Functions” on page 8).

## 5.1.4 Reserve Component Member Functions

After the RC member logs on to the RCPTA, there are links to various functions on most pages.



### 1. Tabs:

- a. Member Info—Click this tab to see sponsor and dependent information. (See 6.0, “Viewing Member Information” on page 14.)
- b. Purchase Coverage—Click this tab to purchase TRS or TRR coverage. (See 7.0, “Purchasing TRS or TRR Coverage” on page 16.)
- c. Enroll Member—Click this tab to add family members to TRS or TRR coverage. (See 8.0, “Enrolling Family Members” on page 21.)
- d. Disenroll Member—Click this tab to disenroll the sponsor or family member(s). (See 9.0, “Disenrolling Family Members” on page 23.)

**Note:** The Enroll Member and Disenroll Member tabs appear only after the sponsor has purchased TRS or TRR coverage.

2. User Guide—Click to access a PDF of the User Manual for this application. (See 11.4, “RCPTA User Manual” on page 27.)
3. Help—Click to access the RCPTA online help system. (See 11.3, “RCPTA Online Help” on page 27.)
4. Logout—Click to log off the RCPTA. (See 10.0, “Logging Off” on page 27.)

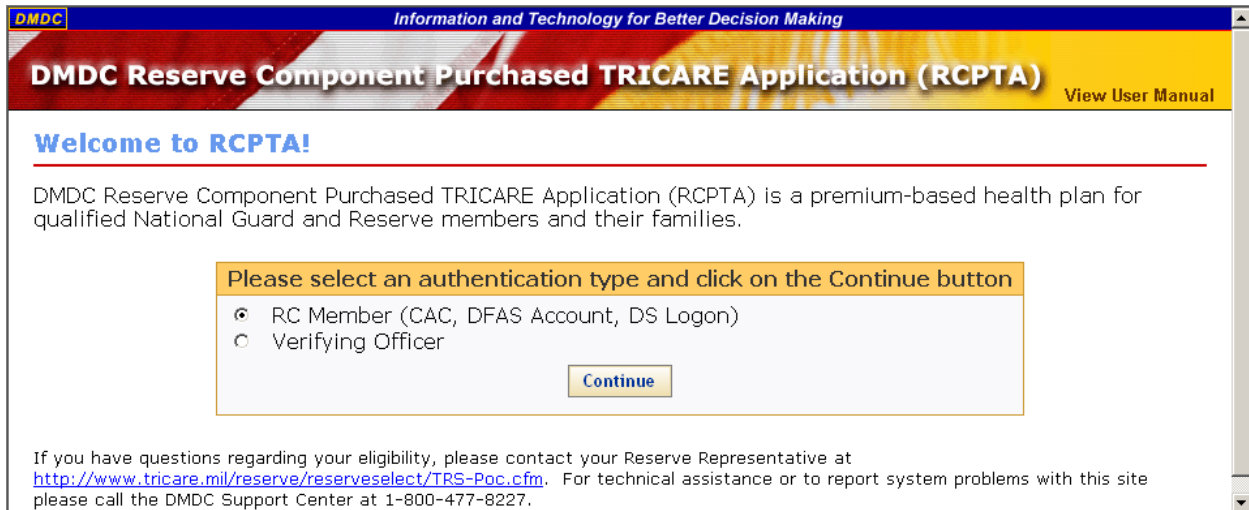
## 5.2 Verifying Officer Logon

Logging on as a Verifying Officer may allow you to enroll or disenroll RC members and their family members in the TRICARE Reserve Select or TRICARE Retired Reserve health plans.

There are two forms of Verifying Officer access.

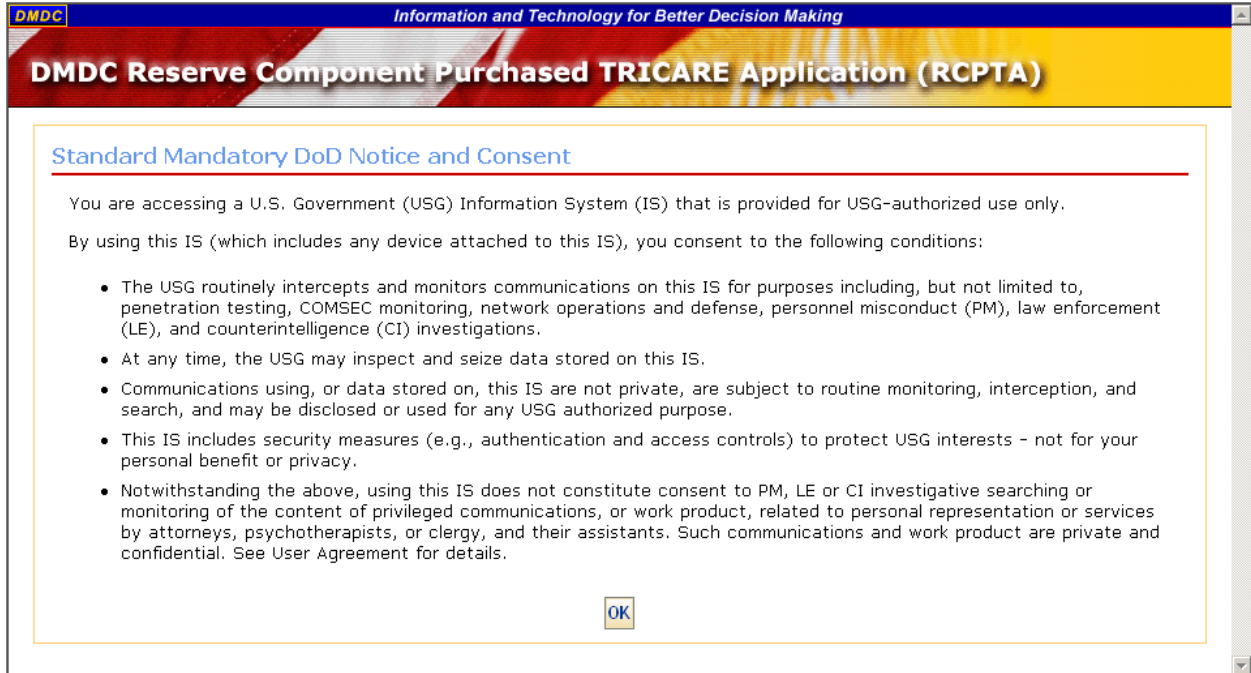
- Read Only: Allows Verifying Officers to view member information, but they cannot perform any functions.

- Full Access: Allows Verifying Officers the authority to perform all functions on behalf of RC members.
1. Access the RCPTA by typing the following address in your Web browser and pressing <Enter>: <https://www.dmdc.osd.mil/appj/trs/>
  2. Depending on your browser configuration, a Security Alert may open, indicating that the RCPTA is a secure web site. Choose the appropriate option to close the alert and to proceed with using the application. The Welcome to RCPTA page displays.

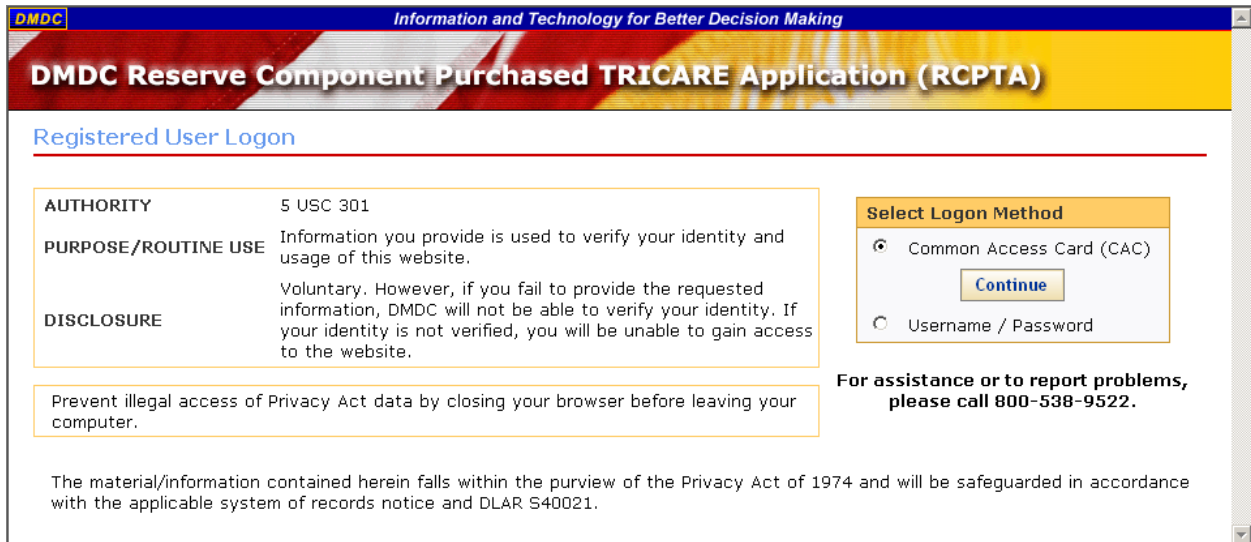


The Welcome page provides an option to view and download this User Manual. (Click the View User Manual link at the upper right of the page. See 11.4, “RCPTA User Manual” on page 27 for further instructions.) The Welcome page also contains a link to the Reserve Affairs web site that provide information about the TRICARE Reserve Select (TRS) and TRICARE Retired Reserve (TRR) health plans, including a “National Guard and Reserve Points of Contact” link. (See also 11.2, “Reserve Component Points of Contact” on page 27.) The Reserve Affairs web site opens in a new browser window.

3. On the Welcome page, click the option button adjacent to “Verifying Officer” and click Continue. The Standard Mandatory DoD Notice and Consent page displays.



4. Read the Standard Mandatory DoD Notice and Consent, and then click OK. The RCPTA Registered User Logon page displays.



5. To complete the logon process, select one of the available logon methods:
  - Log on with your Common Access Card (CAC) (see 5.2.1, “Logging On with Your Common Access Card” on page 11).
  - Log on with your Username and Password (see 5.2.2, “Logging On with Your Username and Password” on page 11).

## 5.2.1 Logging On with Your Common Access Card (CAC)

1. Insert your Common Access Card into the workstation's card reader.
2. In the Select Logon Method section of the Registered User Logon page, select Common Access Card (CAC) by clicking the adjacent option button. (It is selected by default.)
3. Click Continue.
4. Follow your web browser's instructions to select and verify your certificate. If prompted, enter your Personal Identification Number (PIN) for your Common Access Card.
5. If you are a Verifying Officer for more than one site, the Site Selection page may display a list of the sites to which you have access. Select the appropriate site from the list by clicking the adjacent option button (the first site is selected by default), then click Continue.

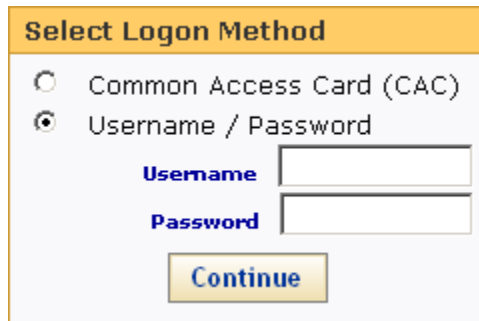
**Note:** To access a different site after logging on to the RCPTA, log off from the current session, then log on again and choose the appropriate site from the list.

When the authentication process is successful, you can proceed with using the RCPTA (see 5.2.3, "Verifying Officer Functions" on page 12).

## 5.2.2 Logging On with Your Username and Password

To log on using your username and password:

1. In the Select Logon Method section of the Registered User Logon page, select Username/Password by clicking the adjacent option button.



2. Type your Username and Password in their respective fields. Your Site Security Manager provides your logon information to you.
3. Click Continue. If the Username and Password do not match the records stored in the authentication database, a message describes the error. Re-type your Username and Password, and click Logon again.

**Note:** After three (3) unsuccessful logon attempts, your account will be suspended. Contact the DMDC Support Center (DSC) at **800-538-9522** or **800-372-7437** (global) or via DSN at **698-5000** (CONUS) or **312-698-5000** (OCONUS) to request a password reset. When the DSC has reset your password, the system prompts you to change it when you next log on.

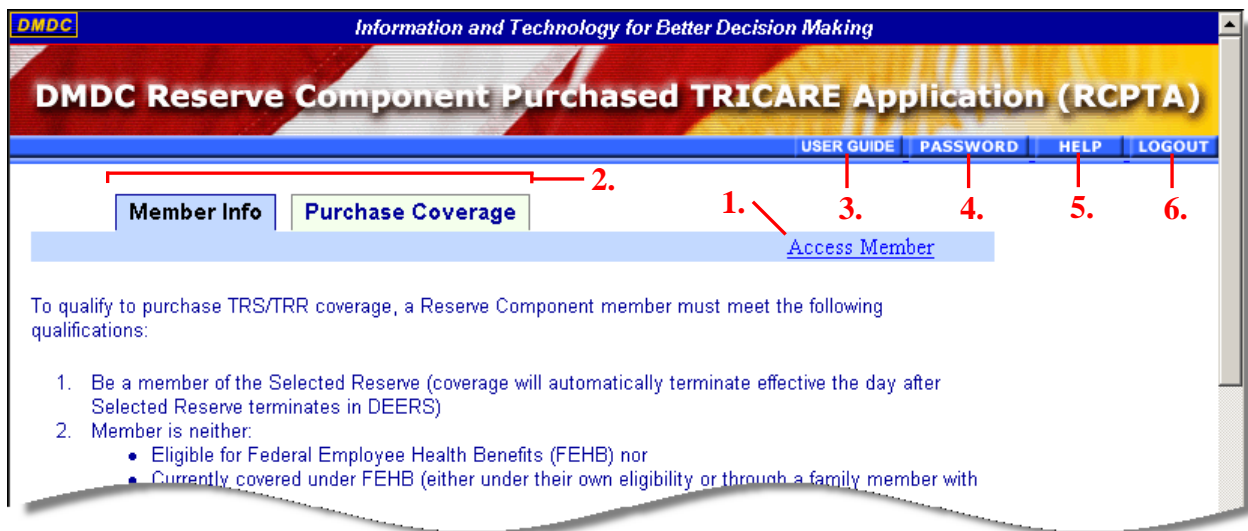
4. If you are a Verifying Officer for more than one site, the Site Selection page may display a list of the sites to which you have access. Select the appropriate site from the list by clicking the adjacent option button (the first site is selected by default), then click Continue.

**Note:** To access a different site after logging on to the RCPTA, log off from the current session, then log on again and choose the appropriate site from the list.

When the authentication process is successful, you can proceed with using the RCPTA (see 5.2.3, “Verifying Officer Functions” below).

### 5.2.3 Verifying Officer Functions

After the Verifying Officer logs on to the RCPTA, there are links to various functions on most pages.



1. Access Member (Verifying Officers only)—Click this link to access a member’s record. (See 6.2, “Verifying Officer Access” on page 15.)

2. Tabs:

- a. Member Info—Click this tab to see sponsor and dependent information. (See 6.0, “Viewing Member Information” on page 14.)
- b. Purchase Coverage—Click this tab to purchase TRS or TRR coverage. (See 7.0, “Purchasing TRS or TRR Coverage” on page 16.)
- c. Enroll Member—Click this tab to add family members to TRS or TRR coverage. (See 8.0, “Enrolling Family Members” on page 21.)
- d. Disenroll Member—Click this tab to disenroll the sponsor or family member(s). (See 9.0, “Disenrolling Family Members” on page 23.)

**Note:** The Enroll Member and Disenroll Member tabs appear only after the sponsor has purchased TRS or TRR coverage.

3. User Guide—Click to access a PDF of the User Manual for this application. (See 11.4, “RCPTA User Manual” on page 27.)

4. Password (Verifying Officers only when logging on with Username and Password)—Click to change your password. (See 5.2.4, “Change Verifying Officer Password”, below.)
5. Help—Click to access the RCPTA help system. (See 11.3, “RCPTA Online Help” on page 27.)
6. Logout—Click to log off the RCPTA. (See 10.0, “Logging Off” on page 27.)

## 5.2.4 Change Verifying Officer Password

When logging on as a Verifying Officer with Username and Password (see 5.2, “Verifying Officer Logon” on page 8), you can change your password from the application. To change your password:

1. Click PASSWORD at the top right of any RCPTA page.

**Note:** The Password link displays only if you logged on using your Username and Password. The Change Password page displays.

DMDC Information and Technology for Better Decision Making

**DMDC Reserve Component Purchased TRICARE Application (RCPTA)**

Change Password

Please Enter Your Old and New Passwords Below

Current Password

New Password

Verify New Password

Submit Cancel

**Password Edit Requirements**

- Passwords must contain 8 characters
- Passwords must contain at least one Uppercase, one Lowercase, one Number and one Special Character ( - ! < # \$ % & \* > ? )
- Passwords cannot repeat the same character more than twice
- No password may match any of the previous 5 passwords
- Passwords expire every 45 days and are deactivated after 60 days of inactivity

Password reset problems can be resolved by calling 1-800-372-7437

2. Type your current password in the Current Password field, and type your new password in the New Password field and in the Verify New Password field. Your password must meet the requirements shown on the page.
3. Click Submit. A confirmation displays.

**Note:** If you do not type your old password correctly or if you do not type the same password in the two new password fields, an error message displays. Retype your passwords and click Submit again. If problems persist, contact the DMDC Support Center (DSC) at **800-538-9522** or **800-372-7437** (global) or via DSN at **761-6953** (CONUS) or **312-761-6953** (OCONUS) to request a password reset. When the DSC has reset your password, you must change it when you next log on.



## 6.0 Viewing Member Information

The methods differ for viewing member information according to your role as an RC member (Selected Reserve Member or Retired Reserve Member) or Verifying Officer (VO).

- RC member, see 6.1, “Reserve Component Access” below.
- VO, see 6.2, “Verifying Officer Access” on page 15.

### 6.1 Reserve Component Access

When you log on to the RCPTA as an RC member the Member Info tab displays. This tab displays information about the sponsor, enrollment information of the sponsor and family members, and FEHB status.

**DMDC Reserve Component Purchased TRICARE Application (RCPTA)**

USER GUIDE | HELP | LOGOUT

**Member Info** | Purchase Coverage

To qualify to purchase TRS/TRR coverage, a Reserve Component member must meet the following qualifications:

1. Be a member of the Selected Reserve (coverage will automatically terminate effective the day after Selected Reserve terminates in DEERS)
2. Member is neither:
  - Eligible for Federal Employee Health Benefits (FEHB) nor
  - Currently covered under FEHB (either under their own eligibility or through a family member with FEHB)

Eligibility dates are based on Selected Reserve status in DEERS. FEHB is confirmed when purchasing new coverage or requesting enrollment changes.

Sponsor Information				SSN:
Name	Rank	Service	Category	
Frederick Flintstone	SSG	Army	National Guard	

Enrollment Information						
Name	Relation	Date of Birth	Status	Coverage Start	Coverage End	Eligibility Dates
Frederick Flintstone	Sponsor	10-04-1960	Not Enrolled			02-11-2011 - 12-12-2012
Wilma Flintstone	Spouse	10-04-1963	Not Enrolled			02-11-2011 - 12-12-2012
Pebbles Flintstone	Child	10-04-1990	Not Enrolled			02-11-2011 - 10-03-2011
Dino Flintstone	Pre-adoptive child	10-04-2001	Not Enrolled			02-11-2011 - 12-12-2012

Periodic validation of eligibility for a health plan under 5 U.S.C. 89 (FEHB) will be conducted. Should you become eligible for a health coverage plan under 5 U.S.C. 89 (FEHB), you are required to terminate coverage using this application.

Federal Employees Health Benefits (FEHB) Status	
Reporting Source	Effective Date
N/A	N/A

- The Sponsor Information section shows the Name, Rank, Service, and Category of the sponsor (RC Member).
- The Enrollment Information section shows TRS or TRR enrollment information for the sponsor and each dependent:
  - Name
  - Relation—Shows the relationship of the individual to the sponsor.
  - Date of Birth
  - Status—Indicates if the individual is enrolled or eligible for TRS or TRR coverage.

**Note:** If the sponsor is eligible for the FEHB program, or currently covered under FEHB, either under their own eligibility or through a spouse with FEHB eligibility, the

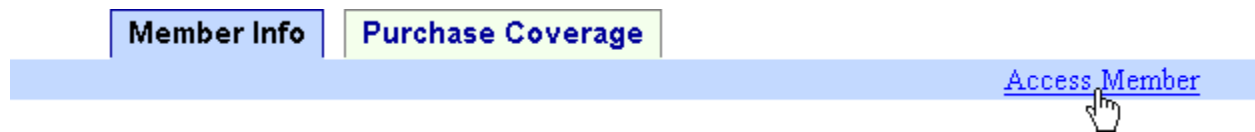
sponsor is excluded from purchasing TRS or TRR coverage. However, if the sponsor is not covered under (enrolled in) their spouse’s FEHB, the sponsor can purchase TRS or TRR coverage.

- Coverage Start Date and Coverage End Date—Indicate the term of enrollment, if applicable.
- Eligibility Dates—Indicate when the sponsor or dependent is eligible for enrollment in TRS or TRR.
- The Federal Employees Health Benefits (FEHB) Status section shows information about the sponsor’s eligibility for FEHB. Eligibility in FEHB is reported by several sources.
  - Reporting Source:
    - OPM—The sponsor’s latest Office of Personnel Management report indicates FEHB eligibility is continuing.
    - Service—The Verifying Officer has reported FEHB eligibility.
    - Member—The member has reported FEHB eligibility.
    - N/A—The data indicates the sponsor is not currently eligible for FEHB.
  - Effective Date—The date FEHB eligibility status was reported.

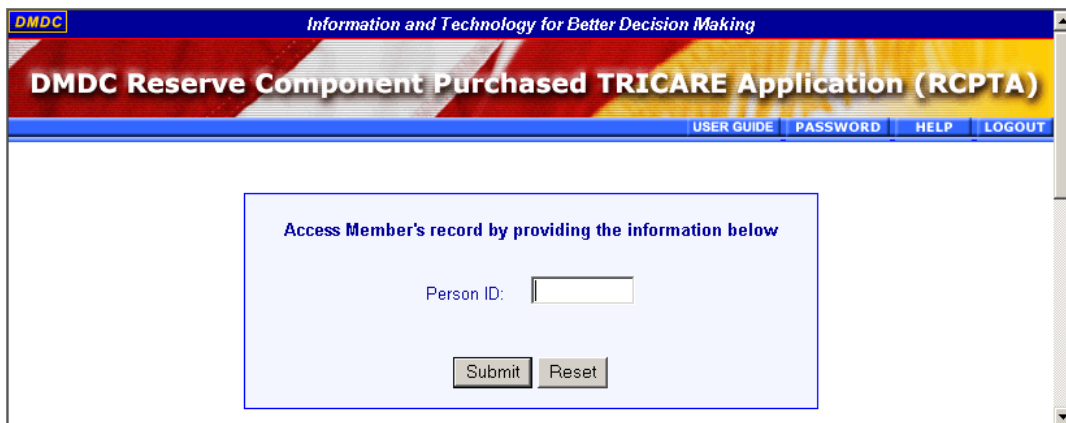
## 6.2 Verifying Officer Access

Verifying Officers use the Access Member function to query the DEERS for an RC Member’s record, allowing them to perform RCPTA functions on the RC Member’s behalf. To access an RC Member’s record:

1. On the right of any tab, click the Access Member link.



The Access Member Record page displays.



2. In the Person ID field, type the Social Security number of the RC Member whose record you want to access.
3. Click Submit. The Member Info tab displays, showing the member's information, as described in 6.1, "Reserve Component Access" on page 14.

**Note:** To clear the field and start over, click Reset.

## 7.0 Purchasing TRS or TRR Coverage

The RCPTA provides the means to purchase TRS or TRR coverage. To purchase TRS or TRR coverage, use the RCPTA to perform the following steps:

1. Declare FEHB eligibility.
2. Choose the date to begin TRS or TRR coverage.
3. Confirm address and select beneficiaries.
4. Print the Reserve Component Health Coverage Request form (see 11.5, "Reserve Component Health Coverage Request (DD Form 2896-1)" on page 28) for mailing to the enrollment contractor.

**Note:** For instructions on how to enroll family members, see 8.0, "Enrolling Family Members" on page 21.

To purchase initial TRS or TRR coverage for the sponsor and family members, follow these instructions:

1. While viewing a member's information (see 6.0, "Viewing Member Information" on page 14), click the Purchase Coverage tab near the top of the page.

**Note:** The Purchase Coverage tab does not appear after the sponsor has purchased coverage.

2. On the Purchase Coverage tab, select the appropriate option button to indicate that the sponsor is either eligible for FEHB or not eligible for FEHB.
  - If the sponsor is eligible for the FEHB program or is currently covered under FEHB, either under their own eligibility or through a spouse with FEHB eligibility, the sponsor is excluded from purchasing TRS or TRR coverage. However, if the sponsor is not covered under (enrolled in) their spouse's FEHB, the sponsor can purchase TRS or TRR coverage.
  - If the sponsor is eligible for FEHB, enter an eligibility start date in the field provided.
  - If the sponsor will be eligible for FEHB in the future, the sponsor may be eligible to enroll in TRS or TRR until their FEHB eligibility begins. If the sponsor will be eligible for FEHB in the future, enter the date when their FEHB eligibility will start (up to 60 days in the future).

DMDC		Information and Technology for Better Decision Making	
<b>DMDC Reserve Component Purchased TRICARE Application (RCPTA)</b>			
USER GUIDE		PASSWORD	
HELP		LOGOUT	
<b>Member Info</b>		<b>Purchase Coverage</b>	
<a href="#">Access Member</a>			
<b>Verify Federal Employees Health Benefits</b>			
<p>TRS or TRR eligibility requires that members are not enrolled or eligible to enroll in Federal Employees Health Benefits (FEHB). Members eligible for FEHB include the following (subject to 5 USC Ch. 89). If you meet any of the conditions listed below, you are included in the FEHBP exclusion.</p> <ul style="list-style-type: none"> <li>• An Employee under Chapter 89, United States Code Title V, section 2105</li> <li>• A Member of Congress (10 USC 2106)</li> <li>• A Congressional Employee (10 USC 2106)</li> <li>• An Employee of Gallaudet College</li> <li>• Annuitants with FEHB eligibility including retired federal employees, certain survivors and certain former spouses</li> <li>• An employee of a county committee established under 16 USC 590h(b)</li> <li>• Others in accordance with 5 USC Ch. 89</li> </ul> <ol style="list-style-type: none"> <li>1. If you are eligible for FEHB (regardless whether or not you are currently enrolled): <ul style="list-style-type: none"> <li>• You <b>DO NOT</b> qualify to purchase TRS/TRR coverage</li> </ul> </li> <li>2. If you are NOT eligible for FEHB, and your spouse is enrolled in FEHB, and you are covered under (enrolled in) your spouse's FEHB: <ul style="list-style-type: none"> <li>• You <b>DO NOT</b> qualify to purchase TRS/TRR coverage</li> </ul> </li> <li>3. If you are NOT eligible for FEHB, and your spouse is enrolled in FEHB, but you are NOT covered under (enrolled in) your spouse's FEHB: <ul style="list-style-type: none"> <li>• You <b>DO</b> qualify to purchase TRS/TRR coverage</li> </ul> </li> </ol> <p>If you are FEHB eligible, and depending on your qualifying status in DEERS, you may be eligible to enroll in TRS/TRR until your FEHB eligibility begins.</p> <p><input checked="" type="radio"/> I am Not Eligible for FEHB.</p> <ul style="list-style-type: none"> <li>• I certify that I am not eligible for a health coverage plan under 5 U.S.C. 89 (FEHB).</li> <li>• I understand that should I become eligible for a health coverage plan under 5 U.S.C. 89 (FEHB) I am required to terminate TRS/TRR coverage.</li> <li>• I understand that periodic validation of my eligibility for a health plan under 5 U.S.C. 89 (FEHB) will be conducted.</li> </ul> <p><input type="radio"/> I am Eligible for FEHB.</p> <p>Federal funds are involved in this program and any false claims, statements, comments, or concealment of a material fact may be subject to fine and imprisonment under applicable Federal and State laws.</p> <p style="text-align: center;"><input type="button" value="Submit"/></p>			

3. Click Submit. If the sponsor's FEHB status does not preclude enrollment, the Select TRS/TRR Coverage Begin Date page displays.

4. Select the date to begin TRS or TRR coverage from the available options by clicking the adjacent option button:
  - **Continuously Open Enrollment:** Coverage begins on the first day of the first or second month following the postmark of the Reserve Component Health Coverage Request form (see 11.5, “Reserve Component Health Coverage Request (DD Form 2896-1)” on page 28). For example, if the form is postmarked in March, the sponsor may choose for coverage to begin on the first day of the next month, April, or on the first day of the second month, May.
  - **Qualifying Life Event:** If a Qualifying Life Event has occurred (see 3.0, “Qualifying Life Events (QLEs)” on page 3), the sponsor has up to 60 days to enroll dependents after the Qualifying Life Event was recorded in DEERS.
  - **Lost Coverage:** The sponsor may purchase TRS or TRR coverage with no break in coverage 60 days before, or 30 days after Active Duty TRICARE eligibility is lost.
  - **Survivor Coverage (TRS):** If the sponsor is covered by TRS on the day of death, surviving family members may purchase or continue TRS coverage for up to an additional six months. See 2.3, “Survivor Coverage” on page 2.
  - **Survivor Coverage (TRR):** If the sponsor is covered by TRR on the day of death, surviving family members may purchase or continue TRR coverage until the deceased would have reached age 60. See 2.3, “Survivor Coverage” on page 2.
5. Click Submit. The Confirm Addresses and Select Beneficiaries page displays.

DMDC Information and Technology for Better Decision Making

DMDC Reserve Component Purchased TRICARE Application (RCPTA)

USER GUIDE | HELP | LOGOUT

Member Info | Purchase Coverage | Access Member

**Confirm Addresses and Select Beneficiaries**  
Please complete the following information to produce your form.

**Address Information**

**Residential Address:**

Address Line 1: 1090 FREMONT BLVD  
Address Line 2:  
City: SEASIDE  
State: California  
Zip Code: 93955 - 5713  
Country: United States

**Billing Address:**

Same as Residential Address

Address Line 1: 1090 FREMONT BLVD  
Address Line 2:  
City: SEASIDE  
State: California  
Zip Code: 93955 - 5713  
Country: United States

\* Country is the required field. City, State and Zip Code are also required if United States is selected.

Allow correspondence via E-mail:

**Initial Premium Payment Method:**

Please select a payment method for your initial month's premium. If your enrollment takes effect on or after October 1, 2012, you are required to pay an initial two month's premiums. You may also choose to use a credit/debit card (Visa/Mastercard) for initial and ongoing, automatic monthly payments.

Effective 1 January 2013, all TRR and TRS enrollees must pay ongoing premium payments in advance on a monthly basis either by credit/debit card or via an Electronic Funds Transfer (EFT). To initiate an EFT, please contact the appropriate Managed Care Support Contractor (MCSC).

If paying by credit/debit card, your card information will only be printed on your request form, and is not being stored.

Check / Money Order / Cashiers Check Initial Payment  
 VISA / MasterCard Initial Payment  
 VISA / MasterCard Automatic Payment

Number:  Exp Date (mm/yy):

**Dependent(s)**

Name	Relation	D.O.B
<input checked="" type="checkbox"/> Frederick Flintstone	Sponsor	10-04-1980
<input checked="" type="checkbox"/> Wilma Flintstone	Spouse	10-04-1983
<input checked="" type="checkbox"/> Dino Flintstone	Pre-adoptive child	10-04-2001

You will need to print, sign and date your form and mail it to the TRICARE regional contractor listed at the bottom of the form. Addresses for the contractors can be found at <http://www.tricare.mil/>

Continue Reset

6. Fill in the fields on the page:

- **Residential Address:** The sponsor's address will be automatically filled in. Make corrections if necessary.
- **Billing Address:** If the sponsor's billing address is the "Same as Residential Address," then select the check box. Otherwise, provide a billing address.
- **Allow correspondence via E-mail:** Click the check box and type the sponsor's e-mail address to receive correspondence by e-mail rather than the USPS. (E-mail addresses

must be in the form [A@B.C](#). A and B can be alphanumeric. C must be two to four (2-4) alphabetic characters.)

- **Initial Premium Payment Method:** Indicate the method of the two-month initial payment. If by VISA or MasterCard, provide the Credit Card Number and Expiration Date. Note that the “VISA / MasterCard Automatic Payment” option allows you to set up an automatic monthly payment on your credit card.
- **Dependent(s):** The check boxes of all dependents are checked by default. Leave the boxes checked for those dependents the sponsor wishes to enroll in TRS or TRR. Uncheck the boxes of those the sponsor does not wish to enroll.

7. Click Continue. The Print and Mail Form page displays.

The screenshot shows the DMDC Reserve Component Purchased TRICARE Application (RCPTA) web interface. The page title is "DMDC Reserve Component Purchased TRICARE Application (RCPTA)". The navigation bar includes "USER GUIDE", "HELP", and "LOGOUT". The main content area has two tabs: "Member Info" and "Purchase Coverage". Below the tabs is a blue box titled "Print and Mail Form" containing the following text:

**Print and Mail Form**

Your FEHB status has been updated in DEERS.

Member must contact the enrolling contractor to confirm the retroactive enrollment and the actual total premiums due for retroactive effective dates since RCPTA will not calculate pro-rations but rather will present amounts based on the full monthly premium.

Please [Click Here](#) for a printable version of your form.

Print your form and mail it to your regional contractor. Should your FEHB status change at any time while you are enrolled in TRS/TRR, you must return to this application and update your FEHB status on DEERS. This application will facilitate your disenrollment at that time.

If your coverage ends because you gain other TRICARE coverage, you will be required to re-enroll in TRS/TRR using this application if you wish to restart your coverage. You must meet all eligibility requirements at that time, including Selected Reserve and FEHB status. You will be able request enrollment 60 days prior to the end of your Active Duty TRICARE benefits. You have 30 days after your TRICARE benefits end to enroll with continuous coverage. If don't request enrollment within 30 days of the end of your active duty benefits, you can enroll under the Continuously Open Enrollment option thereafter.

8. Click the “**Click Here**” link to generate a Reserve Component Health Coverage Request form (see 11.5, “Reserve Component Health Coverage Request (DD Form 2896-1)” on page 28). The form opens in a new browser window.
9. Print the Reserve Component Health Coverage Request form, then follow the instructions and ensure the sponsor’s information is correct on the printed form.
  - a. The sponsor must review the information in Block 1 for accuracy and provide any corrections in Block 2.
 

**Note:** If any family members are listed in Block 1 that the sponsor does not wish covered by TRS or TRR, draw a single line through their names.
  - b. The sponsor must verify the information printed in Blocks 3–6. The sponsor must sign Block 6 if paying the initial two-month payment by VISA or MasterCard.
  - c. The sponsor must read Block 7, then sign and date the form.

10. Mail the enrollment form to the sponsor's enrollment contractor (shown in Block 6). If the sponsor specified a VISA or MasterCard for payment, the card will be charged for the first two-month premium when the enrollment request is processed.

After the initial two-month premium payment, the sponsor's regional contractor will bill the sponsor by the 10th of each month. Payments are due no later than the 30th of each month, and payments are applied to the following month of coverage. Do not miss payments; failure to pay overdue amounts by the deadline will result in termination of coverage and debt collection.

Should the sponsor become eligible for FEHB while enrolled in TRS or TRR, return to the RCPTA and disenroll from TRS or TRR.

## 8.0 Enrolling Family Members

**Note:** See 3.0, "Qualifying Life Events (QLEs)" on page 3 for information on changing TRS or TRR coverage due to qualifying life events.

Enrolling family members in TRS or TRR is similar to purchasing TRS or TRR coverage the first time (see 7.0, "Purchasing TRS or TRR Coverage" on page 16). To enroll family members, follow these steps:

1. Click the Enroll Member tab at the top of the page.

**Note:** The Enroll Member tab does not appear until after the sponsor has purchased coverage for the first time. See 7.0, "Purchasing TRS or TRR Coverage" on page 16.

2. On the Enroll Member tab, indicate the sponsor's FEHB eligibility by selecting the appropriate option button:
  - **I am Not Eligible for FEHB.** (selected by default) If the sponsor is not eligible for FEHB and wants to enroll family members, click Submit.
  - **I am Eligible for FEHB.** If the sponsor is eligible for the FEHB program or is currently covered under FEHB, either under their own eligibility or through a spouse with FEHB eligibility, the sponsor is excluded from purchasing TRS or TRR coverage. However, if the sponsor is not covered under (enrolled in) their spouse's FEHB, the sponsor can purchase TRS or TRR coverage. If the sponsor will be eligible for FEHB in the future, the sponsor may be eligible to enroll in TRS or TRR until their FEHB eligibility begins.
  - If the sponsor is eligible for FEHB, enter an eligibility start date in the field provided.  
If the sponsor will be eligible for FEHB in the future, enter the date when their FEHB eligibility will start (up to 60 days in the future).
3. Click Submit. If the sponsor's FEHB status does not preclude enrollment, the Select TRS/TRR Coverage Begin Date page displays.



**DMDC** Information and Technology for Better Decision Making

**DMDC Reserve Component Purchased TRICARE Application (RCPTA)**

USER GUIDE PASSWORD HELP LOGOUT

Member Info Enroll Member Disenroll Member Access Member

**Select TRS/TRR Coverage Begin Date**

Members may choose the start date of coverage based on multiple criteria including:

- Continuously Open Enrollment (beginning on the first day of either of the next 2 months)
- Qualifying Life Event (up to 30 days after marriage, birth, etc. is recorded in DEERS)
- Continuation Coverage (30 days before or after Loss of Active Duty TRICARE coverage)
- Survivor Coverage (Up to 30 days after sponsor's death).

Based on your data in DEERS, you are eligible to enroll on the dates listed below. Please choose the date you wish to start TRS/TRR coverage.

Continuously Open Enrollment: 12-01-2010

Continuously Open Enrollment: 01-01-2011

Birth or adoption of child: 11-16-2010

Submit

- On the Select TRS/TRR Coverage Begin Date page, select the date to begin TRS or TRR coverage from the available options by clicking the adjacent option button:
  - Continuously Open Enrollment:** Coverage begins on the first day of the first or second month following the postmark of the Reserve Component Health Coverage Request form (see 11.5, “Reserve Component Health Coverage Request (DD Form 2896-1)” on page 28). For example, if the form is postmarked in March, the sponsor may choose for coverage to begin on the first day of the next month, April, or on the first day of the second month, May.
  - Qualifying Life Event:** If a Qualifying Life Event has occurred (see 3.0, “Qualifying Life Events (QLEs)” on page 3) the sponsor has up to 60 days to enroll dependents after the Qualifying Life Event was recorded in DEERS.
  - Lost Coverage:** The sponsor may purchase TRS or TRR coverage with no break in coverage 60 days before, or 30 days after Active Duty TRICARE eligibility is lost.
  - Survivor Coverage (TRS):** If the sponsor is covered by TRS on the day of death, surviving family members may purchase or continue TRS coverage for up to an additional six months. See 2.3, “Survivor Coverage” on page 2.

- **Survivor Coverage (TRR):** If the sponsor is covered by TRR on the day of death, surviving family members may purchase or continue TRR coverage until the deceased would have reached age 60. See 2.3, “Survivor Coverage” on page 2.
5. Click Submit. The Confirm Addresses and Select Beneficiaries page displays.
  6. Fill in the fields on the page:
    - **Residential Address:** The sponsor’s address is filled in. Make corrections, if necessary.
    - **Billing Address:** If the sponsor’s billing address is the “Same as Residential Address,” then select the check box. Otherwise, provide a billing address.
    - **Allow correspondence via E-mail:** Click the check box and type the sponsor’s e-mail address to receive correspondence by e-mail rather than the USPS. (E-mail addresses must be in the form [A@B.C](#). A and B can be alphanumeric. C must be two to four (2-4) alphabetic characters.)
    - **Dependent(s):** The check boxes are checked by default for the dependents that are eligible for the sponsor to enroll in TRS or TRR. Uncheck the boxes of those dependents the sponsor does not wish to enroll.
  7. Click Continue. The Print and Mail Form page displays.
  8. Click the “**Click Here**” link to generate a Reserve Component Health Coverage Request form (see 11.5, “Reserve Component Health Coverage Request (DD Form 2896-1)” on page 28). The form opens in a new browser window.
  9. Print the Reserve Component Health Coverage Request form, then follow the instructions and ensure the sponsor’s information is correct on the printed form.
    - a. The sponsor must review the information in Block 1 for accuracy and provide any corrections in Block 2.

**Note:** If any family members are listed in Block 1 that the sponsor does not wish covered by TRS or TRR, draw a single line through their names.
    - b. The sponsor must verify the information printed in Blocks 3–6.
    - c. The sponsor must read Block 7, then sign and date the form.
  10. Mail the form to the sponsor’s enrollment contractor (shown in Block 6).

## 9.0 Disenrolling Family Members

**Note:** See 3.0, “Qualifying Life Events (QLEs)” on page 3 for information on changing TRS or TRR coverage due to qualifying life events.

- If you select a voluntary disenrollment (last day of current month, for a QLE, or survivor coverage), you will not be eligible to re-enroll in TRS or TRR for 12 months. You can use the RCPTA up to 45 days before the 12-month lockout period ends to elect an enrollment, which will begin on the first effective day after the lockout period ends.
- If the sponsor is disenrolling due to FEHB eligibility or due to gaining other TRICARE coverage, you may return to this application and re-enroll in TRS or TRR coverage when the sponsor is again eligible.

Follow these steps to disenroll the sponsor or family members from TRS or TRR.

1. Click the Disenroll Member tab at the top of the page.

**Note:** The Disenroll Member tab does not appear until after the sponsor has purchased coverage for the first time. See 7.0, “Purchasing TRS or TRR Coverage” on page 16.

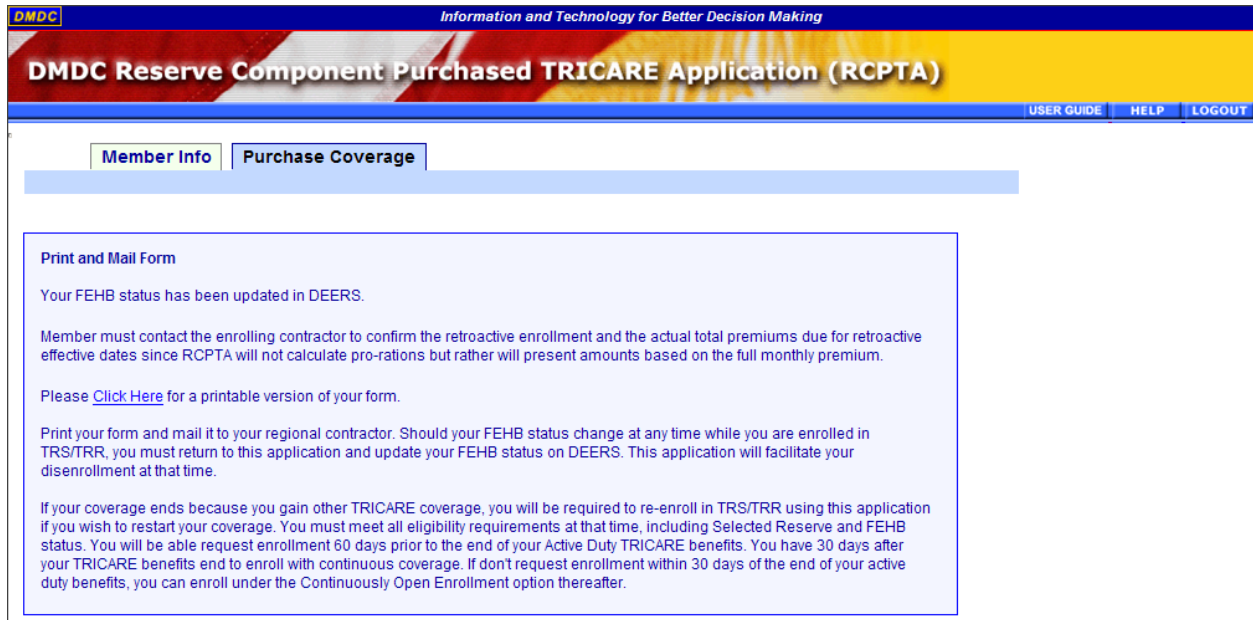
The screenshot shows the DMDC Reserve Component Purchased TRICARE Application (RCPTA) website. At the top, there is a blue header with the DMDC logo and the tagline "Information and Technology for Better Decision Making". Below this is a red and yellow banner with the title "DMDC Reserve Component Purchased TRICARE Application (RCPTA)". A navigation bar contains links for "USER GUIDE", "PASSWORD", "HELP", and "LOGOUT". Below the navigation bar are four tabs: "Member Info", "Enroll Member", "Disenroll Member", and "Access Member". The "Disenroll Member" tab is selected. The main content area is titled "Select TRS/TRR Coverage Termination Date" and contains the following text: "Members may choose the date to end TRS/TRR Coverage based on multiple options including:" followed by a bulleted list of options: "The last day of the current month (as long as coverage doesn't end prior)", "Qualifying Life Event (up to 60 days after divorce, death, etc. is recorded in DEERS)", "Gaining other TRICARE coverage\* (60 days before or after coverage starts)", and "Survivor Coverage (Up to 60 days after sponsor's death)". A footnote states: "\*If TRICARE coverage is gained under another sponsor (i.e. your spouse), your TRS/TRR enrollment is not automatically terminated. you must complete this disenrollment request to disenroll from TRS. When your other TRICARE coverage ends, and if you are still eligible for TRS/TRR, you can re-enroll using this site." Below this, it says: "Based on your data in DEERS, you are eligible to terminate coverage on the dates listed below. Please choose the date you wish to terminate TRS/TRR coverage." There are three radio button options: "Last day of the current month: 07-31-2010", "Death of spouse or family member: 06-21-2010", and "Member gained other TRICARE coverage (will disenroll the day prior):" followed by a date input field and a calendar icon. A "Submit" button is at the bottom of the form.

2. On the Disenroll Member tab, indicate the sponsor’s FEHB eligibility by selecting the appropriate option button:

- **I am Not Eligible for FEHB.** (selected by default) If the sponsor is not eligible for FEHB and wants to disenroll family members, click Submit.
- **I am Eligible for FEHB.** If the sponsor is eligible for the FEHB program, indicate the date of FEHB eligibility in the provided field, and click Submit. If the system can automatically disenroll the sponsor and family members at this time, then the disenrollment is completed. In this case, a message displays, indicating that no further

action is necessary. However, if the system cannot automatically complete the disenrollment, the sponsor is required to submit a Reserve Component Health Coverage Request form (see 11.5, “Reserve Component Health Coverage Request (DD Form 2896-1)” on page 28) to the contractor.

3. On the Select TRS/TRR Coverage Termination Date page, select the date to terminate TRS or TRR coverage from the available options by clicking the adjacent option button:
  - **Last day of the current month:** Coverage ends on the last day of the first or second month following the postmark of the Reserve Component Health Coverage Request form (see 11.5, “Reserve Component Health Coverage Request (DD Form 2896-1)” on page 28). For example, if the form is postmarked in March, the sponsor may choose for coverage to end on the last day of the next month, April, or on the last day of the second month, May.
  - **Qualifying Life Event:** If a Qualifying Life Event has occurred (see 3.0, “Qualifying Life Events (QLEs)” on page 3) the sponsor has up to 60 days to disenroll dependents after the Qualifying Life Event was recorded in DEERS.
  - **Member gained other TRICARE coverage:** Specify the date the sponsor’s other TRICARE coverage will begin. TRS or TRR coverage will end one day before that date.
4. Click Submit. The Confirm Addresses and Select Beneficiaries page displays.
5. Fill in the fields on the page:
  - **Residential Address:** The sponsor’s address is filled in. Make corrections, if necessary.
  - **Billing Address:** If the sponsor’s billing address is the “Same as Residential Address,” then select the check box. Otherwise, provide a billing address.
  - **Allow correspondence via E-mail:** Click the check box and type the sponsor’s e-mail address to receive correspondence by e-mail rather than the USPS. (E-mail addresses must be in the form [A@B.C](#). A and B can be alphanumeric. C must be two to four (2-4) alphabetic characters.)
  - **Dependent(s):** Click the check boxes of those dependents you wish to disenroll from TRS or TRR.
6. Click Continue. The Print and Mail Form page displays.



**DMDC** Information and Technology for Better Decision Making

**DMDC Reserve Component Purchased TRICARE Application (RCPTA)**

USER GUIDE | HELP | LOGOUT

Member Info | Purchase Coverage

**Print and Mail Form**

Your FEHB status has been updated in DEERS.

Member must contact the enrolling contractor to confirm the retroactive enrollment and the actual total premiums due for retroactive effective dates since RCPTA will not calculate pro-rations but rather will present amounts based on the full monthly premium.

Please [Click Here](#) for a printable version of your form.

Print your form and mail it to your regional contractor. Should your FEHB status change at any time while you are enrolled in TRS/TRR, you must return to this application and update your FEHB status on DEERS. This application will facilitate your disenrollment at that time.

If your coverage ends because you gain other TRICARE coverage, you will be required to re-enroll in TRS/TRR using this application if you wish to restart your coverage. You must meet all eligibility requirements at that time, including Selected Reserve and FEHB status. You will be able request enrollment 60 days prior to the end of your Active Duty TRICARE benefits. You have 30 days after your TRICARE benefits end to enroll with continuous coverage. If don't request enrollment within 30 days of the end of your active duty benefits, you can enroll under the Continuously Open Enrollment option thereafter.

7. Click the “**Click Here**” link to generate a Reserve Component Health Coverage Request form (see 11.5, “Reserve Component Health Coverage Request (DD Form 2896-1)” on page 28. The form opens in a new browser window.
8. Print the Reserve Component Health Coverage Request form, then follow the instructions and ensure the sponsor’s information is correct on the printed form.
  - a. The sponsor must review the information in Block 1 for accuracy and provide any corrections in Block 2.
  - b. The sponsor must verify the information printed in Blocks 3–6.
  - c. The sponsor must read Block 7, then sign and date the form.
9. Mail the form to the sponsor’s enrollment contractor (shown in Block 6).

## 10.0 Logging Off

When you have finished using the application, be sure to log off.

- ▶ Click LOGOUT at the top right of any RCPTA page.
  - For RC Members, the Welcome page displays, allowing them to log on to the application again.
  - For Verifying Officers, a message displays, confirming that the session has ended.

For maximum security, close your browser.

**Note:** You are automatically logged off the application after a period of inactivity.

## 11.0 Resources

### 11.1 TRICARE Reserve Select and Retired Reserve Web Site

TRICARE maintains a web site that provides information about its health plan options, including the TRICARE Reserve Select and TRICARE Retired Reserve Programs. Access the site at <http://www.tricare.mil/mybenefit/home/overview/Plans/>.

### 11.2 Reserve Component Points of Contact

If you have questions about your eligibility for the TRS or TRR Programs, contact the appropriate Reserve Component representative. Access the Reserve Component Points of Contact list at <http://www.defenselink.mil/ra/html/tricare.html>.

### 11.3 RCPTA Online Help

The online help system for the RCPTA contains the same information that is in this user manual.

- ▶ To access the online help, click HELP on the top right of any page.

A new window opens, displaying the help system.

### 11.4 RCPTA User Manual

You can download a copy of this user manual for the RCPTA from the application. The user manual contains all of the information in the online help pages, plus additional graphics.

To view the user manual, click USER GUIDE at the top right of any RCPTA page. The user manual opens in a new window.

You can also view and download the user manual from the Welcome page before you log on to the RCPTA.

