



# Department of Defense INSTRUCTION

NUMBER 1241.04

July 31, 2012

*Incorporating Change 1, November 18, 2013*

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USD(P&R)

SUBJECT: TRICARE Reserve Select (TRS) Program

References: See Enclosure 1

1. PURPOSE. This Instruction:

a. Establishes policy, assigns responsibilities, and provides procedures for the TRS Program in accordance with the authority in DoD Directive (DoDD) 5124.02 (Reference (a)).

b. Incorporates and cancels Under Secretary of Defense for Personnel and Readiness (USD(P&R)) Memorandums (References (b) and (c)).

2. APPLICABILITY. This Instruction applies to OSD, the Military Departments (including the Coast Guard at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD.

3. DEFINITIONS. See Glossary.

4. POLICY. It is DoD policy that TRS is available for purchase by qualified members of the Ready Reserve and their qualified survivors.

5. RESPONSIBILITIES. See Enclosure 2.

6. PROCEDURES. See Enclosures 3 and 4.

7. RELEASABILITY. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

8. EFFECTIVE DATE. This Instruction:

a. Is effective July 31, 2012.

b. Must be reissued, cancelled, or certified current within 5 years of its publication to be considered current in accordance with DoD Instruction (DoDI) 5025.01 (Reference (d)).

c. Will expire effective July 31, 2022 and be removed from the DoD Issuances Website if it hasn't been reissued or cancelled in accordance with Reference (d).



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Under Secretary of Defense for  
Personnel and Readiness

Enclosures

1. References
2. Responsibilities
3. TRS Program Procedures
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Glossary

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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
- (b) USD(P&R) Memorandum, "Policy Guidance for TRICARE Reserve Select (TRS)," July 26, 2007 (hereby cancelled)
- (c) USD(P&R) Memorandum, "Continuation of TRICARE Reserve Select Coverage for Certain Members of the Selected Reserve," April 30, 2008 (hereby cancelled)
- (d) DoD Instruction 5025.01, "DoD Directives Program," September 26, 2012, as amended
- (e) Sections 1072, 1076d, 10144(b), and 12304 of title 10, United States Code
- (f) Section 199.24 of title 32, Code of Federal Regulations
- (g) DoD Instruction 8320.02, "Sharing Data, Information, and Information Technology (IT) Services in the Department of Defense," August 5, 2013
- (h) DoD Manual 7730.54, Volume 1, "Reserve Components Common Personnel Data System (RCCPDS): Reporting Procedures," May 25, 2011, as amended
- (i) Section 8906a, and chapters 84 and 89 of title 5, United States Code
- (j) Section 890.302 of title 5, Code of Federal Regulations
- (k) Section 706 of Public Law 110-181, "National Defense Authorization Act for Fiscal Year 2008," January 28, 2008
- (l) DoD Manual 5400.11-R, "Department of Defense Privacy Program," May 14, 2007
- (m) DoD Instruction 1332.14, "Enlisted Administrative Separations," August 28, 2008, as amended
- (n) DoD Instruction 1332.30, "Separation of Regular and Reserve Commissioned Officers," December 11, 2008, as amended

ENCLOSURE 2

RESPONSIBILITIES

1. USD(P&R). The USD(P&R) shall establish policy and provide guidance for the administration of the TRS Program.
  
2. ASSISTANT SECRETARY OF DEFENSE FOR RESERVE AFFAIRS (ASD(RA)). The ASD(RA), under the authority, direction, and control of the USD(P&R), shall:
  - a. Develop guidance to establish eligibility for the TRS Program pursuant to section 1076d of title 10, United States Code (U.S.C.) (Reference (e)) and section 199.24 of title 32, Code of Federal Regulations (CFR) (Reference (f)).
  
  - b. Oversee administration of personnel eligibility of the TRS Program.
  
3. ASSISTANT SECRETARY OF DEFENSE FOR HEALTH AFFAIRS (ASD(HA)). The ASD(HA), under the authority, direction, and control of the USD(P&R), shall:
  - a. Oversee the administration of the TRS Program.
  
  - b. Establish an annual premium rate, on a calendar year basis, for member-only and member and family coverage that represent 28 percent of the total annual premium amount that is determined, on an appropriate actuarial basis, as being appropriate for coverage under the TRICARE Standard (and Extra) benefit for the eligible Ready Reserve population, their immediate family members, or their qualified survivors.
  
4. DIRECTOR, TRICARE MANAGEMENT ACTIVITY (TMA). The Director, TMA, under the authority, direction, and control of the ASD(HA), shall provide operational and management responsibility and develop procedures for the purchasing of TRS coverage by qualified Ready Reserve members, their immediate family members, or their surviving immediate family member; for changing types of coverage; terminating coverage; and for processing enrollment-related actions.
  
5. DIRECTOR, DEPARTMENT OF DEFENSE HUMAN RESOURCES ACTIVITY (DoDHRA). The Director, DoDHRA, under the authority, direction, and control of the USD(P&R), through the Director, Defense Manpower Data Center (DMDC) shall:
  - a. Operate and maintain the Reserve Component Purchased TRICARE Application (RCPTA) for enrolling qualified members for the TRS Program.

- b. Provide software modification as needed to support the RCPTA.
- c. Provide record-level data, programming, and analytical support for the TRS Program to the ASD(RA) as requested.
- d. Follow the requirements and procedures prescribed by DoD Directive 8320.02 (Reference (g)) to safeguard personal and TRS Program enrollment data.
- e. Use the Defense Eligibility Enrollment Reporting System (DEERS) to determine the qualification for TRS coverage for the surviving immediate family members of a Ready Reserve member who had TRS coverage at the time of their death.

6. SECRETARIES OF THE MILITARY DEPARTMENTS AND THE COMMANDANT OF THE U.S. COAST GUARD (USCG). The Secretaries of the Military Departments and the Commandant of the USCG shall:

- a. Determine, maintain, and track the correct eligibility of Ready Reserve members to qualify for the TRS Program and terminate TRS coverage of enrolled Ready Reserve members when warranted.
- b. Direct that accurate and timely personnel status of Reserve Component (RC) Service members are provided to the DMDC pursuant to Volume 1 of DoD Manual 7730.54 (Reference (h)).
- c. Develop a procedure to review and determine the qualification of Ready Reserve members enrolled in the TRS Program that are identified with eligibility for the Federal Employees Health Benefits (FEHB) Program.
- d. Develop, maintain, and execute a communications plan that will require members of the RCs receive an annual explanation of the qualification criteria, benefits, program information, and cost of the TRS Program.
- e. Designate a TRS point of contact (POC) for each RC to manage, account for, and direct the application of the TRS Program for the RC.

ENCLOSURE 3

TRS PROGRAM PROCEDURES

1. ELIGIBILITY CRITERIA

a. Ready Reserve Qualification. To qualify for enrollment in the TRS Program, a Service member must be in compliance with the criteria in subparagraphs 1.a.(1) and 1.a.(2) of this enclosure.

(1) Ready Reserve Member. A Service member shall be a member of the Selected Reserve of the Ready Reserve of the Armed Forces, or a member of the Individual Ready Reserve (IRR) of the Ready Reserve of the Armed Forces who has volunteered to be ordered to active duty pursuant to the provisions of section 12304 of Reference (e) in accordance with section 10144(b) of Reference (e).

(2) FEHB Program Exclusion. A member of the Ready Reserve must not be eligible for, or enrolled in, the FEHB Program in accordance with chapter 89 of title 5, U.S.C. (Reference (i)).

(a) A Service member who is also a temporary Federal employee, employed continuously for 1 year, excluding any break in service of 5 days or less, becomes eligible for the FEHB Program pursuant to section 8906a of Reference (i), and shall not qualify for the TRS Program.

(b) A Service member with a spouse enrolled in the FEHB Program with a FEHB Self and Family Plan shall not qualify for the TRS Program in accordance with section 890.302(a)(1) of title 5, CFR (Reference (j)).

(c) A Service member who is a Federal Civil Service annuitant and is either ineligible for the FEHB Program or chooses not to continue FEHB coverage at the time of retirement is no longer eligible for an FEHB Program enrollment and may qualify for the TRS Program.

(3) Continuation of TRS Coverage for Certain Members of the Selected Reserve. A Selected Reserve member with eligibility for the FEHB Program who was enrolled in the Tier 1 TRS Program that was in effect on September 30, 2007, who was excluded from qualifying for TRS after October 1, 2007, may purchase TRS for the time remaining on their DD Form 2895, "Agreement to Serve in the Selected Reserve for TRICARE Reserve Select," pursuant to section 706 of Public Law 110-181 (Reference (k)), if he or she satisfies the criteria in subparagraphs 1.a.(3)(a) and 1.a.(3)(b) of this enclosure.

(a) To qualify for continuing a previous Tier 1 agreement, the Selected Reserve member must have maintained uninterrupted membership in the Selected Reserve since September 30, 2007.

(b) The Selected Reserve member's TRS coverage was not terminated voluntarily or through failure to make payments since September 30, 2007.

(c) TRS coverage and premium payment will suspend during any period that the Selected Reserve member becomes eligible for a non-premium based TRICARE benefit. TRS coverage shall resume when eligibility for a non-premium TRICARE benefit ceases and will continue until the period of TRS coverage specified in the Selected Reserve member's DD Form 2895 service agreement expires, is again suspended, or is otherwise terminated.

(d) Determining the Service member's eligibility for Continuation of a Tier 1 TRS agreement in accordance with Reference (k) shall be done in consultation with the ASD(RA).

b. Requirements to Purchase TRS. The Service member's RC is responsible for determining the member's qualifications for TRS and shall provide to the DEERS at DMDC the Service member's correct RC Category and Training and Retirement Category pursuant to Reference (h).

c. Survivor Requirements to Purchase TRS. To qualify for the TRS Program, a surviving immediate family member (hereinafter referred to as a "survivor") must be in compliance with the following requirements.

(1) Ready Reserve Survivor. If a TRS qualified Service member dies while in a period of TRS coverage, the survivors shall remain qualified to purchase new or existing family coverage in TRS for up to 6 months after the Service member's date of death.

(2) Determining Eligibility. The DEERS at the DMDC will identify qualified survivors and show them as eligible for up to 6 months after the Service member's date of death.

d. TRS Enrollment. A Service member qualified to enroll in TRS coverage shall use the DD Form 2896-1, "Reserve Component Health Coverage Request Form," available on the DMDC RCPTA at <https://www.dmdc.osd.mil/appj/reservetricare/> to enroll in the TRS Program.

(1) Ready Reserve Member. A qualified Service member of the Ready Reserve, or the qualified survivors, who wish to purchase TRS coverage must complete and submit a DD Form 2896-1, along with the required premium payment, within the required time, to the servicing TRICARE contractor. Only a DD Form 2896-1 generated by the RCPTA and signed by the Service member, or a qualified survivor, will be accepted by the servicing TRICARE contractor.

(2) Certification of Non Eligibility or Enrollment in the FEHB Program. The Service member shall sign the DD Form 2896-1 and certify that he or she is not eligible for, or enrolled in, the FEHB Program. The Service member's signed DD Form 2896-1 shall document his or her understanding of the exclusionary clause described in subparagraph 1.a.(2) of this enclosure and the Service member's responsibility to terminate TRS coverage upon establishing eligibility for, or enrollment in, the FEHB Program.

(3) Fraud. The Service member may be subject to civil and criminal penalties for



making a false declaration of eligibility or failing to report his or her change in eligibility, thereby fraudulently representing that he or she is eligible for TRS coverage.

## 2. PURCHASING TRS COVERAGE

a. Open Enrollment. The qualified Service member may purchase TRS coverage throughout the year. If the DD Form 2896-1, with the required premium payment, is received by the servicing TRICARE contractor by the last day of the month, the effective date of TRS coverage shall be either the first day of the next month or the first day of the second following month as indicated on the DD Form 2896-1.

b. Continuation of Coverage. Following a period of coverage under another TRICARE program, a qualified Service member may purchase TRS coverage with a begin date immediately following the termination of coverage under another TRICARE program. The DD Form 2896-1 and the required premium payment must be received by the servicing TRICARE contractor, no later than 30 days after the termination of coverage under another TRICARE program.

c. Qualifying Life Event (QLE). A qualified Service member may purchase TRS or change TRS coverage in connection with a QLE that results in a change of family composition, such as: marriage, birth or adoption, death, divorce or annulment, placement of a child in the legal custody of the Service member by order of the court. The qualified Service member is required to report, in-person, all changes in family composition to a military personnel office with Real-Time Automated Personnel Identification System (RAPIDS) capability to appropriately update DEERS. Military personnel offices with RAPIDS capability can be found using the RAPIDS Site Locator at <http://www.dmdc.osd.mil/rsl>. The DD Form 2896-1 and the required premium amount must be received by the servicing TRICARE contractor no later than 60 days after the date of the QLE.

### d. Qualified Survivor Coverage Under TRS

(1) TRS Member and Family Enrollment. If TRS member and family coverage was in effect on the date of the Service member's death, TRS coverage will continue automatically for the qualified survivors.

(2) TRS Member Only Enrollment. If TRS member coverage was in effect on the date of the Service member's death, qualified survivors may purchase TRS coverage with continuation of coverage. Within 60 days of the Service member's death, the DD Form 2896-1, with the required premium payment, must be received by the servicing TRICARE contractor no later than 60 days after the death of the Service member.

(3) Purchasing New Coverage. The qualified survivors may purchase new TRS coverage effective the first day of the month, at any time for 6 months after the Service member's date of death. The DD Form 2896-1, with the required premium payment, must be received by the servicing TRICARE contractor by the last day of the month prior to the effective date of coverage.

(4) Continuation of Coverage. The qualified survivors may purchase TRS coverage following a period of coverage under another TRICARE program with a begin date immediately following the termination of coverage under another TRICARE program. The DD Form 2896-1 and the required premium payment must be received by the servicing TRICARE contractor no later than 30 days after the termination of coverage under another TRICARE program.

(5) QLE. The qualified survivors may purchase or change coverage with a QLE that results in a change to family composition, such as: marriage, birth or adoption, death, divorce, or annulment. The qualified survivors are required to report, in-person, all changes to family composition to a military personnel office with RAPIDS capability to appropriately update the DEERS. Military personnel offices with RAPIDS capability can be found using the RAPIDS Site Locator at <http://www.dmdc.osd.mil/rsl>. The DD Form 2896-1 and the required premium amount must be postmarked or received by the servicing TRICARE contractor no later than 60 days after the date of the QLE.

### 3. TERMINATION OF TRS COVERAGE

#### a. Loss of Ready Reserve Status

(1) TRS coverage shall terminate effective the date of loss of status of the Service member as described in paragraphs 1.a. and 1.b. of this enclosure; or

(2) After January 1, 2013, and before January 1, 2019, TRS coverage will terminate 180 days after involuntary separation from the Selected Reserve under other than adverse conditions as characterized by the Secretary of the Military Department concerned or the Commandant of the USCG.

#### b. Eligibility for or Enrollment in FEHB Program

(1) Service Member. Upon becoming newly eligible for, or enrolled in, health care coverage for the FEHB Program, a Service member enrolled in TRS shall submit a DD Form 2896-1 to terminate his or her TRS coverage no later than 60 days after becoming newly eligible for the FEHB Program. The DD Form 2896-1 to terminate TRS coverage may be submitted up to 60 days in advance of becoming eligible for health care coverage under the FEHB Program.

(2) RC FEHB Program Due-Process Review. The RC shall determine the Service member's eligibility status for TRS and terminate TRS coverage, if warranted, as described in Enclosure 4 of this Instruction.

c. Failure to Make Premium Payments. TRS coverage shall terminate if the Service member, or enrolled qualified survivors, fail to make premium payments in a timely manner as prescribed by the Director, TMA. The Service member or enrolled immediate family members will be suspended from enrolling in TRS for 1 year from the effective date of termination initiated for failure to make payment.

d. Coverage Under Another TRICARE Benefit. TRS coverage shall terminate as of 12:01 a.m. the day the Service member or survivor gains eligibility under another TRICARE health care benefit.

e. Voluntary Termination. TRS coverage shall terminate when the Service member notifies the servicing TRICARE contractor that they no longer want health coverage under TRS. The effective date of termination of TRS coverage shall be the last day of the month in which the request form was received by the servicing TRICARE contractor or the last day of a future month as specified on the DD Form 2896-1. This decision shall place a 1-year suspension for enrollment from the date of termination of the Service member from the TRS Program.

f. Death of the Service Member. TRS coverage for the Service member shall end the date of the Service member's death.

g. Survivor Coverage: TRS eligibility for coverage shall terminate 6 months after the date of death of the Service member who died while in a period of TRS coverage. If the qualified survivors wish to terminate TRS family coverage effective the date of the Service member's death, the DD Form 2896-1 must be received by the servicing TRICARE contractor no later than 60 days after the date of the Service member's death in order to terminate coverage retroactive to the date of the Service member's death. Excess premium payment amounts paid will be refunded prorated to the day coverage was terminated.

h. Loss of Survivor Status. TRS coverage for a surviving immediate family member shall terminate on the date that the qualified survivor no longer satisfies the conditions of their relationship, such as: marriage, remarriage, or child reaching 21 years of age, to the deceased Service member as a surviving immediate family member.

4. TRS COMMUNICATION PLAN. Each RC, in coordination with TMA, shall develop a comprehensive communications plan and, at least annually, provide its RC members with information about the TRS qualification requirements, TRS Program FEHB Program exclusion, TRS benefits and costs, and the Service member's responsibilities for enrollment in the TRS.

ENCLOSURE 4

FEHB PROGRAM DUE-PROCESS PROCEDURES

The Service member enrolling in TRS must certify that he or she does not have continuing eligibility for the FEHB Program by signing the DD Form 2896-1. The DoD and certain Federal agencies will execute computer matching agreements to identify and assist the RC TRS POC to recertify the Service member's declaration that he or she is not eligible for the FEHB Program pursuant to section 1076d of Reference (e).

a. Identify Eligibility. Computer matching agreements between the DoD and certain Federal agencies, pursuant to DoD 5400.11-R (Reference (1)), will identify Service members eligible for the FEHB Program. The Deputy Assistant Secretary of Defense for Manpower and Personnel (DASD(M&P)) will make available to the RC POC for TRS the results of computer match that identify Service members enrolled in TRS who are reported as eligible for the FEHB Program. The release of this match information to the RC TRS POC will be the start date of the due-process review.

b. Contest Findings. Each RC shall develop a procedure that will establish and verify contact with the Service member within 30 days of the start of the due-process review. Once contact has been verified, the RC shall provide the Service member enrolled in TRS 30 days to contest the finding that he or she is reported as currently eligible for, or enrolled in, an FEHB Program from the results of a computer matching agreement described in paragraph a. of this enclosure.

c. Determine TRS Eligibility. Once the Service member has been provided 30 days to contest the finding of their reported eligibility for the FEHB Program, the RC shall determine the correct qualification status of the Service member for TRS. See the Figure for the disposition of the Service member eligibility for TRS based on eligibility or enrollment in the FEHB Program.

d. Record FEHB Eligibility. No later than 30 days after the period the Service member has been provided an opportunity to contest the finding of FEHB Program eligibility, the RC shall report to the DASD(M&P) the determination made by the RC for the Service member's qualification for TRS. The RC shall assign a termination date for those Service members determined not to be qualified for TRS that is the start date of the due-process review or, if it can be established, 60 days after the date the Service member most recently became eligible for an FEHB Program after September 30, 2007.

e. Terminate TRS Enrollment. The RC will terminate the enrollment from TRS of those members determined not to be qualified for TRS. If the Service member is determined to be qualified for TRS, the RC will identify the correct end date for TRS and enter this date into the Service member's TRS eligibility end date using the RCPTA.

Figure. Decision Matrix for TRS FEHB Program Exclusion

<b>Disposition of TRS Eligibility of Service Member Considering Eligibility or Enrollment in FEHB Program</b>				
	A	B	C	D
<b>R U L E</b>	If the Service member is Ready Reserve satisfying subparagraph 1.a.(1) of enclosure 3 of this Instruction and:	The Spouse:	And	Then TRS qualification status is:
1	Is not FEHB Program eligible.	Is not FEHB Program eligible		Service member may qualify for TRS, may enroll all immediate family members in TRS.
2		Is FEHB Program eligible	The spouse is enrolled in the FEHB Self and Family Plan.	Service member cannot qualify for TRS.
3		Is not Ready Reserve satisfying subparagraph 1.a.(1) of enclosure 3 of this Instruction; is FEHB Program eligible	The spouse is enrolled in the FEHB Self Only Plan.	Service member may qualify for TRS, may enroll all immediate family members in TRS.
4		Is Ready Reserve satisfying subparagraph 1.a.(1) of enclosure 3 of this Instruction; is FEHB Program eligible	The spouse is enrolled in the FEHB Self Only Plan.	Service member may qualify for TRS, may enroll all immediate family members, except spouse, in TRS.
5	Is FEHB Program eligible.			Service member cannot qualify for TRS.
6		Is Ready Reserve satisfying subparagraph 1.a.(1) of enclosure 3 of this Instruction; is not FEHB Program eligible.		Service member rules for TRS apply for the spouse, may qualify for TRS.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ASD(HA)	Assistant Secretary of Defense for Health Affairs
ASD(RA)	Assistant Secretary of Defense for Reserve Affairs
CFR	Code of Federal Regulations
DASD(M&P)	Deputy Assistant Secretary of Defense for Manpower and Personnel
DEERS	Defense Eligibility Enrollment Reporting System
DMDC	Defense Manpower Data Center
DoDHRA	Department of Defense Human Resources Activity
DoDD	Department of Defense directive
DoDI	Department of Defense instruction
FEHB	Federal Employees Health Benefits
IRR	Individual Ready Reserve
POC	point of contact
QLE	qualifying life event
RAPIDS	Real-Time Automated Personnel Identification System
RC	Reserve Component
RCPTA	Reserve Component Purchased TRICARE Application
TMA	TRICARE Management Activity
TRS	TRICARE Reserve Select
U.S.C.	United States Code
USCG	United States Coast Guard
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

## PART II. DEFINITIONS

These terms and their definitions are for the purpose of this Instruction.

annuitant. A former employee or current employee of the Federal government, who on the basis of that individual's service, meets all requirements for title to an annuity under subchapters II or V of chapter 84 of Reference (i) and files a claim therefore.

computer matching agreement. A computerized comparison of two or more automated Federal personnel or payroll systems of records or a system of Federal personnel or payroll records with non-Federal records for establishing or verifying the eligibility of, or continuing compliance with statutory and regulatory requirements by applicants for, recipients or beneficiaries of, participants in, or providers of services with respect to cash or in-kind assistance or payments under Federal benefit programs, or recouping payments or delinquent debts under such Federal benefit programs

FEHB Program. Includes all health benefit plans covered in accordance with chapter 89 of Reference (i).

immediate family member. Defined in subparagraphs (A), (D), and (I) of section 1072(2) of Reference (e).

involuntary separation from the Selected Reserve under other than adverse conditions. The removal from Selected Reserve status with a characterization of service as "honorable" or "general (under honorable conditions)" in accordance with DoDI 1332.14 (Reference (m)) and DoDI 1332.30 (Reference (n)). Implemented in record field 114 of Table 5, Enclosure 5 of Reference (h).

surviving immediate family member. The surviving immediate family member of a deceased Retired Reserve member who dies with TRS coverage.