



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCE HEADQUARTERS TENNESSEE NATIONAL GUARD
3041 SIDCO DRIVE
NASHVILLE TN 37204-4505

NGTN-TAG (100)

1 July 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Medical Readiness Act Policy

1. Reference: Tennessee Code Annotated § 58-1-237
2. Applicability. All eligible members of the Tennessee National Guard (TNNG).
3. Purpose. Medical readiness directly impacts individual and unit readiness for deployability.
 - a. This policy establishes the guidelines and procedures for the implementation of the Tennessee National Guard Servicemember's Medical Readiness Act (or "the Act").
 - b. The Act created the Tennessee National Guard TRICARE Premium Reimbursement Program, hereinafter referred to as the "Reimbursement Program," within the Tennessee Department of Military (DOM) to reimburse eligible TNNG members for the payment of TRICARE premiums for individual coverage.
 - c. This policy authorizes reimbursements for eligible service members who pay premiums for the TRICARE Reserve Select Program and TRICARE Dental Program¹.
 - d. This Reimbursement Program is administered and managed under the authority and guidance of The Adjutant General of the State of Tennessee, for the purpose of aiding service members' medical readiness in the Tennessee National Guard.
4. Scope. This policy provides guidance and procedures to implement the Reimbursement Program.
 - a. This policy applies to all eligible TNNG members participating in the Reimbursement Program.
 - b. Reimbursements will be made after a premium has been paid, not before.
5. Reimbursement is limited to a member's individual coverage. The Reimbursement Program may only reimburse eligible TNNG members for premiums paid for individual

¹ Subject to the availability of funding

NGTN-TAG (100)
SUBJECT: Medical Readiness Act Policy

coverage through TRICARE Reserve Select and TRICARE Dental. Premium payments for anything other than a member's individual coverage are not reimbursable.

6. Eligibility. TNG members who are actively serving in the Tennessee Army National Guard, or the Tennessee Air National Guard may participate in the Reimbursement Program, though there are exceptions that make some TNG members ineligible for participation. Eligible TNG members must also comply with all application and documentation requirements established in this policy.

a. The following TNG members are ineligible:

(1) Members serving as full-time guardsmen (e.g., Active Guard and Reserve and full-time federal technicians²).

(2) Members who are not eligible for TRICARE Reserve Select or TRICARE Dental.

(3) Members currently enrolled in health or dental insurance coverage through a civilian employer.

b. NOTE: Members who have declined to participate in their civilian employer's health and dental insurance coverage are eligible for the Reimbursement Program. However, if a member is currently enrolled in health or dental insurance coverage through a civilian employer, then the member must discontinue that coverage to be able to become eligible for the Reimbursement Program.

7. Application and documentation requirements. To participate in the Reimbursement Program, eligible TNG members must follow all enrollment requirements and provide periodic documentation. A complete enrollment package must be sent to tntricare@tn.gov.

a. To enroll in the Reimbursement Program, TNG members must submit the following:

(1) A completed attestation form providing proof that the member does not have health or dental insurance coverage through a civilian employer, see Enclosure 1.

² Section 701 of the Fiscal Year (FY) 2020 National Defense Authorization Act (NDAA) authorizes beginning in 2030, access to TRICARE Reserve Select for federal employees who serve in the National Guard, including National Guard dual-status technicians. Policy will be updated should the NDAA be updated and/or if the law changes.

NGTN-TAG (100)
SUBJECT: Medical Readiness Act Policy

2. (2) Correct routing information for electronic funds transfer (EFT), see Enclosure 2.

(3) Proof of TRICARE Reserve Select and/or TRICARE Dental insurance, see Enclosure 3. (Copy of member's TRICARE Payment History)

(4) Form W-4, see Enclosure 4.

b. To maintain participation in the Reimbursement Program, TNGG members must submit their prior month's TRICARE bill by the 2nd Friday of each month. Failure to fulfill this requirement will result in delays of reimbursement payments.

8. Notice of civilian insurance by participants. If a member participates in the Reimbursement Program and, later, begins receiving health and/or dental insurance through a civilian employer, then the member must notify Administrative Services using the organizational email at tntricare@tn.gov, so that reimbursements may be discontinued.

9. Responsibilities.

a. The Adjutant General.

(1) The Adjutant General is responsible for effectuating the Act and overseeing the administration of the Reimbursement Program.

(2) The Adjutant General will allocate necessary resources to administer the program.

b. Military Department Administrative Services.

(1) Public Affairs will build a portal on the TN.gov website for TNGG service members to submit their TRICARE reimbursement enrollment package and monthly TRICARE billing statement.

(2) The Military Department Payroll Office will certify the enrollment packages and monthly TRICARE billing statements to process the reimbursement with the State.

(3) Administrative Services will create an organizational email (tntricare@tn.gov) to facilitate management of the program.

(4) Administrative Services will build and post the enrollment package e-forms on TN.gov for service members to submit.

NGTN-TAG (100)
SUBJECT: Medical Readiness Act Policy

10. This policy is effective as of July 1, 2025, and remains in effect until rescinded or superseded.

11. The Adjutant General retains the authority to modify and update this policy as needed.

12. The point of contact for this policy is Jennifer Pontow, Fiscal Director, at 615-313-0609 or jennifer.pontow@tn.gov.



WARNER A. ROSS, II
Major General, TNARNG
The Adjutant General

4 Encls
1-4. as

DISTRIBUTION:

A
D
E
F
H
I
K
P