



ARMY NATIONAL GUARD G1

PERSONNEL GATEWAY

TRICARE Early Eligibility (EE) Process: To qualify and document Soldiers in receipt of valid alert or mobilization orders for early eligibility for TRICARE benefits

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Point of Contact

Division: Personnel Division (ARNG-HRP)

Description

Soldiers in receipt of valid mobilization orders are eligible for military health benefits under the TRICARE Early Eligibility Program. TRICARE Early Eligibility applies to Soldiers as well as eligible dependents up to 180 days prior to mobilization. Members of the National Guard and Reserve and their family members are eligible for different TRICARE benefits when on military duty for more than 30 days. The TRICARE Early Eligibility Process will document the steps to enroll Soldiers into the TRICARE system and a high level overview for correcting data discrepancy issues.

Regulations and Supporting Resources

ARP Memorandum of Instruction (MOI)

[DOD Instruction 7730-54](#)

DOD/DA Memorandums

[Guard and Reserve Web Portal \(Verifying Eligibility\)](#)

[Reserve Affairs, Taking Care of America's Armed Forces Families](#)

[TRICARE Choices for the National Guard and Reserve](#)

[TRICARE Early Eligibility Factsheet](#)

[TRICARE Website](#)

TRICARE Whitepaper

Documents and Forms

N/A

Related Processes

[TRICARE Problem Resolution Process](#)

To resolve administrative problems in TRICARE

[TRICARE Reserve Select Process](#)

To enroll Soldiers in the TRS health plan

Systems

[Defense Enrollment Eligibility Reporting System \(DEERS\)](#)

DEERS is a database that maintains personnel and benefits information for Active, retired, and reserve uniformed service personnel, eligible family members of active, retired, and reserve uniformed service personnel, DoD civil service personnel and DoD contractors requiring logical access.

[Early Eligibility for Medical Benefits Database](#)

System used by ARP-DA to update Soldier's information for TRICARE Early Eligibility.

[Guard Knowledge Online \(GKO\) Application](#)

Online portal to access Guard specific resources.

Personnel Finance Database (PFD)

[The Real-time Automated Personnel Identification System \(RAPIDS\)](#)

RAPIDS is the online application used to input and obtain data from DEERS in order to procure a CAC.

[Standard Installation / Division Personnel System \(SIDPERS\)](#)

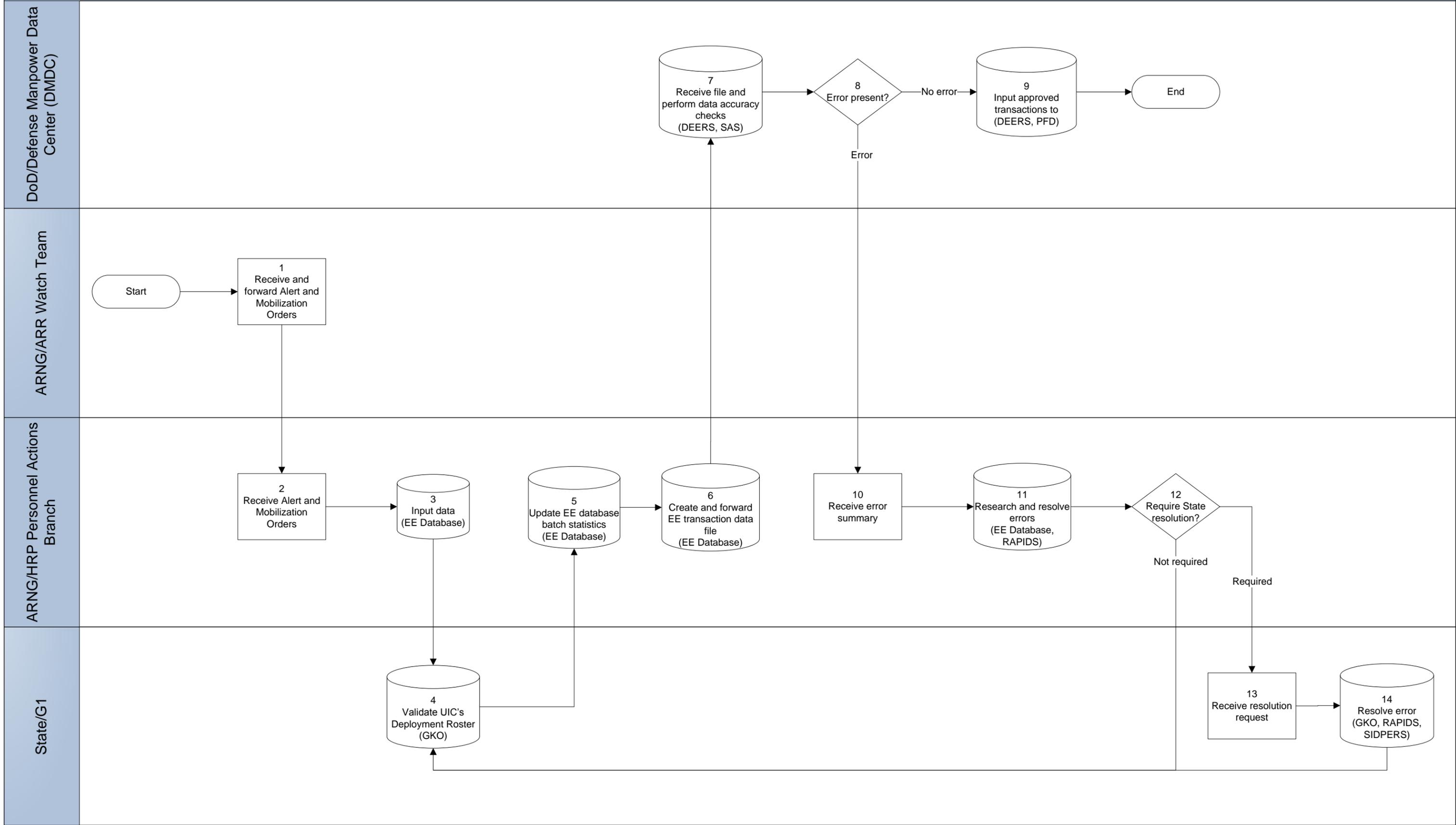
Army personnel database used to store Soldier data.

[Total Army Personnel Database-Guard \(TAPDB-G\)](#)

The Army's official data base which serves as the Army official repository for US Total Army Personnel Command (USTA PERSCOM), US Army Reserve Personnel Command (USARPERCEN), and the National Guard Bureau (NGB).

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Note: The numbers on this process map are for reference purposes only and do not denote the sequence of the process



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No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Receive and forward Alert and Mobilization Orders	ARR Watch Team receives Alert and Mobilization Orders from DA and forwards to HRP Personnel Actions Branch.				
2	Receive Alert and Mobilization Orders	HRP Personnel Actions Branch receives Alert and Mobilization Orders from ARR Watch Team.				
3	Input data (EE Database)	HRP Personnel Actions Branch enters unit identification code (UIC), alert date, mobilization date, alert order number, mobilization order number, number of personnel, named contingency, State, and Unit name into the EE Database.			EE Database	After the UIC is input the EE Database automatically retrieves current UIC detail (e.g. name, SSN, etc.) from TAPDB-G. The information from TAPDB-G is updated from SIDPERS.

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
4	Validate UIC's Deployment Roster (GKO)	State G1 validates Soldiers are on UIC and are projected to deploy. This step may happen many times in a single mobilization. The State G1 is required to complete any time another Soldier is added to or removed from the UIC in SIDPERS for deployment purposes (e.g. cross-level, back fill, attrition, Individual Mobilization Augmentee (IMA), etc.).			GKO	
5	Update batch statistics (EE database)	HRP Personnel Actions Branch updates EE database batch statistics with UIC's Deployment Roster.			EE Database	
6	Create and forward EE transaction data file (EE Database)	HRP Personnel Actions Branch creates and forwards transaction data file to DMDC (through NGB Army Information Systems) daily for accuracy review.			EE Database	
7	Receive file and perform data accuracy checks (DEERS, SAS)	Defense Enrollment Eligibility Reporting System (DEERS) and SAS perform accuracy check on the data including checking the transaction type against the master file (SQL database), checking for the DEERS record to match the SSN, etc.			SAS DEERS	
8	Error present?	SAS and DEERS perform accuracy checks and if error is present, create error summary and detail error file. If no errors present, approved transactions are put into DEERS.			DEERS SAS	
9	Input approved transactions to (DEERS, PFD)	If no errors present, PFD inputs/updates approved transactions into DEERS.			DEERS PFD	

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
10	Receive error summary	HRP Personnel Actions Branch receives the error summary and detail error file (when applicable) via system generated automatic email.				
11	Research and resolve errors (EE Database, RAPIDS)	HRP Personnel Actions Branch will attempt to research and resolve issues in RAPIDS or EE Database.			EE Database RAPIDS	
12	Require State resolution?	HRP Personnel Actions Branch determines if error resolution requires State G1 action (e.g. SIDPERS update, deconflict orders, etc.).				
13	Receive resolution request	If needed to resolve error, State G1 receives the error resolution request via email from HRP Personnel Actions Branch.				
14	Resolve error (GKO, RAPIDS, SIDPERS)	If necessary, State G1 resolves error in SIDPERS, GKO, and/or RAPIDS.			GKO RAPIDS SIDPERS	