

**DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231**



NGB-ARH

01 DEC 2005

MEMORANDUM FOR Military Personnel Management Officers of All States, Puerto Rico, The US Virgin Islands, Guam, and The District of Columbia

SUBJECT: Servicemember Group Life Insurance (SGLI) Spouse Notification Procedures (Revised – NGB-ARH Policy Memo #05-077)

- 1. Purpose: Provide State Military Personnel Officers with SGLI information and guidance on spousal notification procedures.**
- 2. Effective September 1, 2005, section 1967 of title 38, United States Code, is amended. This Act requires written spousal notification if the member elects no coverage, reduced coverage, or names a beneficiary other than their spouse. Although spousal notification is required by statute Servicemember SGLI designations do not require spousal consent.**
- 3. Spousal notification letters will be sent to the spouse's current address of official record by first class postal service. Spousal notification will be made as quickly as possible (within 30 days of the date such election is submitted by the member).**
- 4. Units will ensure that a "good faith effort" is made to notify the spouse. A good faith effort is an honest attempt to notify a member's spouse. If the notification is returned to the unit undelivered, the unit will contact the member and confirm the accuracy of the spouse's address. This confirmation may require the member to have their records corrected, followed by a second notification sent to the spouse.**
- 5. Failure to provide the required spousal notification in a timely manner does not affect the validity of any election specified in the beneficiary designation. The spousal notification letter will not include the name(s) of the actual designated beneficiary(ies).**
- 6. Units will maintain appropriate records to verify compliance of spousal notification.**

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7. Point of contact is MAJ Tom McCloskey, DSN 327-3299 or 703-607-3299.

**Encl
Spouse Letter Template**



**ROBERT P. ROGERS
GS-15, National Guard Bureau
Deputy Chief, Personnel Policy
and Readiness Division**