

# COVID – 19 REINSTATEMENT AND RECONCILIATION PROCESS CHECKLIST

A step-by-step guide for COVID-19 reinstatement and reconciliation.

## 1. Reinstatement

### Phase 1: Initial Contact and Application

- Step 1: Express Interest:** Contact the appropriate COVID Cell/CNRC to express your desire to return to service.
  - Navy: [Email](#) or 901-874-9284 • [Website](#)
  - Marine Corps: [Email](#) or (703) 784-9284 • [Website](#)
- Step 2: Connect with Recruiter:** The COVID Cell will direct you to a local Recruiter who will assist you throughout the process.
- Step 3: Complete Application:** With the help of the COVID Cell and your Recruiter, complete the DD149 Application for Correction of Military Record and gather all necessary supporting documents. • [Website](#)
- Step 4: Pre-Screening:** The COVID Cell will pre-screen your application packet before submission to the Board for Correction of Naval Records (BCNR).
  - All BCNR DD149 applications should be routed to the Navy COVID Cell for submission to BCNR for expedited processing.

### Phase 2: Initial Review and Estimates

- Step 5: Estimate of Entitlements:** The COVID Cell and Recruiter will work with personnel commands (PERS/MMPB/ M&RA/DFAS) to get an initial, non-binding estimate of your potential entitlements, including back pay, benefits, and promotion eligibility.
- Step 6: Review Estimates:** After you review these estimates, you may choose to either proceed with or decline the reinstatement process without any commitment.

### Phase 3: Medical and Final Adjudication

- Step 7: Medical Screening:** Your Recruiter will schedule a priority medical screening which will use retention not stricter recruiting standards. You may also be eligible to complete this screening through your PCM with a NAVMC 11537.
- Step 8: Final Decision Review:** After the BCNR adjudicates your case, you will receive a final, official offer detailing your back pay, rank/grade, duty station options, and other benefits.
- Step 9: Accept or Decline Offer:** You have 60 days to formally accept or decline the final reinstatement offer.

### Phase 4: Return to Service

- Step 10: Process back into Service:** If you accept the offer, you will be processed back into the Navy or Marine Corps on either active duty or reserve status.
- Step 11: Report for Duty:** You will report to the appropriate Recruit Training Command (RTC), specialty school, Navy Reserve Command, or directly to your Fleet assignment.
- Step 12: Finalize Reinstatement:** The COVID Cell will track your progress to ensure all reimbursements are paid, your records are corrected, and promotions are applied as you report to your ultimate duty station.

## 2. Reconciliation

### Records Correction

If you are only seeking correction of your military records related to the COVID-19 vaccination mandate, you may do so through the appropriate correction board.

### Options for Records Correction:

Apply to the [Naval Discharge Review Board \(NDRB\)](#) using DD Form 293 for correction of:

- Character of Service
- Narrative Reason for Separation
- Reenlistment Code (RE-Code)
- Removal of adverse records from your personnel file
- Adjustment of service dates, pay issues or other administrative errors

Apply to the [Board for Correction of Naval Records \(BCNR\)](#) using DD Form 149 for correction of:

- Bonus, incentive pay, schooling recouped (request repayment/cancellation of debt)
- Delayed or denied promotions
- Denial of advancement testing
- Denial of professional military training
- Removal or addition of Additional Qualification Designator (AQD), Navy Officer Billet Classification (NOBC) or Navy Enlisted Classification (NEC)

*Note: Block 12 must check "Other" and include the text "COVID Disadvantaged" to receive priority review at BCNR.*

**Note: Submission package contents and other supporting documents listed on the second page.**

## Submission Packet Contents

Submit DD Form 149 with all documents supporting reinstatement and entitlements.

### Required form:

- DD Form 149:** Application for Correction of Military Record (Block 12 must check "Other" and include the text "COVID-19 Reinstatement" for former Service Members or "COVID-19 Disadvantaged" for current Service Members--COVID-19 applications to receive priority review at BCNR).

### Supporting Documents to Demonstrate Proof of Unjust/Coercive Discharge

- Personal statement detailing timeline of events and actions that influenced the unjust nature of your discharge
- Witness statement as to coercive or negative COVID-19 mandate related impact you suffered; Witness can include, but is not limited to, prior leadership, co-workers, confidant, counselor, religious or medical advisor
- Documents showing a negative re-enlistment code (e.g. RE-3, RE-4, NA)
- Separation documents with misconduct codes (e.g., JKQ, HKQ, GKQ)
- Discharge certificates with characterizations like "General (under honorable conditions)" or "Other than honorable."
- Documents showing a negative re-enlistment code (e.g. RE-3, RE-4, NA)
- Negative separation narrative related to vaccine refusal (e.g. Misconduct--Commission of a Serious Offense)
- Submission/denial of religious accommodation, medical or administrative waiver
- Negative, inconsistent, or adverse evaluations or fitness reports
- Withholding of training, professional military education opportunities, and/or advancement testing.
- Reassignment from operational or career-enhancing tours
- Failure to promote
- Inability to execute a Permanent Change of Station (PCS) transfer
- Inability to execute Inactive Duty Training (IDT) or Annual Training (AT) reserve requirements
- Removal from Ready Reserves to Individual Ready Reserves (IRR)
- Records of negative counseling, letters of reprimand, or other adverse reports related to the mandate
- Failure to promote or advance, withheld promotion or advancement
- Article 38, Article 1150, IG Complaint, EO Complaint or Congressional Complaint
- Other COVID-19 mandate-related adverse documentation

### Financial and Employment Information (for Back Pay Calculation)

- Documentation of wages earned from jobs or self-employment during your separation period (e.g., W-2s, tax returns, pay stubs)
- Records of payments received from the Department of Veterans Affairs (e.g. disability, E 5 educational housing stipend if active duty)
- Documents related to major life changes that affect allowances (e.g., marriage certificates, divorce decrees, birth certificates for new dependents)

### Medical and Insurance Documents

- Receipts and documentation for reimbursable medical expenses, including health insurance premiums paid while separated
- Completed medical and dental screening forms (DD 2807-1, DD 2808, DD 2813) if required