

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).

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, 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 Involuntary/Coercive Separation

- ☐ Personal statement detailing timeline of events and actions that influenced the involuntary 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
- ☐ Documentation showing a negative re-enlistment code (e.g., RE-3, RE-4)
- ☐ Separation documents with misconduct codes (e.g., JKQ, HKQ, GKQ)
- ☐ Discharge certificates with characterizations like "General (under honorable conditions)" or "Other than honorable."
- ☐ Negative separation narrative related to vaccine refusal.
- ☐ Records of negative counseling, letters of reprimand, or adverse fitness reports related to the mandate
- ☐ 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)

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