BY ORDER OF THE SECRETARIES OF THE AIR FORCE, THE ARMY, THE NAVY, THE MARINE CORPS, HOMELAND SECURITY, COMMERCE, HEALTH AND HUMAN SERVICES

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17 JUNE 2009

Personnel

IDENTIFICATION CARDS FOR MEMBERS OF THE UNIFORMED SERVICES, THEIR ELIGIBLE FAMILY MEMBERS, AND OTHER ELIGIBLE PERSONNEL

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This instruction implements Air Force Policy Directive (AFPD) 36-30, *Military Entitlements* and Department of Defense (DoD) Instructions 1000.1, *Identity Cards Required by the Geneva Conventions, January 30, 1974 with Changes 1 and 2, 1000.13, Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals*, December 5, 1997, 1341.2, *Defense Enrollment Eligibility Reporting System Procedures*, March 19, 1999; It supports the Defense Enrollment Eligibility Reporting System (DEERS) and the Real-time Automated Personnel Identification System (RAPIDS) for the Army, Navy, Air Force,

Marine Corps, Coast Guard, the National Oceanic and Atmospheric Administration, Commissioned Officer Corps, United States Public Health Service, National Guard, and U.S. Armed Forces Reserve. This publication does apply to Air National Guard and Air Force Reserve Command (AFRC) units. This inter-service instruction is available at **http://www.e-publishing.af.mil**. Use this instruction to prepare, issue, use, account for, and dispose of ID cards the Uniformed Services issue.

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SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This publication revises AFI 36-3026(I), 20 December 2002 and also applies to Air Force Services Squadrons and/or Mission Support Squadrons until local mergers into the Force Support Squadron are accomplished. Adds new DoD civilian retiree and National Oceanic and Atmospheric Administration (NOAA) Retired Wage Marnier ID cards (**Table 1.1**)**;** Adds civilian, contractor, military affiliate, and modifies categories of personnel who can and cannot be cross-serviced **(Tables1.2** and **1.3**)**;** modifies types of ID cards and who can carry them **(paragraph 1.6**)**;** modifies DD Form 2, United States Uniformed Services Identification Card (Retired) **(Table 1.5**)**;** modifies reissuing confiscated ID cards **(paragraph 1.15**)**;** modifies administrative record lock **(paragraph 1.17.**)**;** modifies invalid entry in DEERS **(paragraph 1.18**)**;** modifies briefing ID cardholders on their responsibilities and removes dependency and residency requirements for dependents of Guard and Reserve members on active duty for more than 30 consecutive days **(paragraph 1.21**)**;** modifies when DSC resolves invalid entries in DEERS **(Table 1.17**)**;** modifies Processing Sponsors and Dependents During Mobilization or Wartime **(Table 1.18**)**;** modifies information concerning Individual Taxpayer Identification Number (ITIN), Temporary Identification Number (TIN), Foreign Identification Number (FIN), and removes Contractor Identification Number (CIN) (paragraphs **1.23**, **1.24**, **1.25**, and **1.26**)**;** categories of eligible individuals and uniformed services verifying officials **(Table 2.1**)**;** where to verify and issue cards **(paragraph 2.2**); documentation required **(paragraph 2.4**)**;** modifies Service Installation Legal Authorities (**Table 2.3**)**;** indefinite ID card for permanently disabled family member **(paragraph 2.6**)**;** identifies former spouse and abused dependents as their own sponsor (DoD beneficiary) for DEERS purposes in **(Chapters 3 and 5)**; removes court order termination of

parental rights and adds Medicaid information **(paragraph 4.1);** adds a child (including step child, ward, or adopted) of a military member who is also an eligible family member of another military member may be issued an ID with either member as sponsor for DEERS purposes. The child may not possess more than one ID card (DD Form 1173, *Uniformed Services Identification and Privilege Card or United States Uniformed Services Identification and Privilege Card* or DD Form 1173-1, *Department of Defense Guard and Reserve Dependent Identification Card or United States Uniformed Services Identification and Privilege Card*) **(paragraph 4.2)**; adds information for ID card eligibility for children under age 10 **(paragraph 4.4);** modifies conditions for issue of ID cards to children under age 10 **(Table 4.3);** adds information regarding web base documentation/procedures for full time student verification **(Tables 4.4, 4.5, 4.7, 4.10. 4.12);** modifies incapacitated children over age 21 **(paragraph 4.6);** adds voluntary acknowledgement of paternity **(paragraph 4.9.1);** adds information for adopted children **(paragraph 4.19);** adds dependency determination requirements for legal custody ward of Coast Guard members **(Tables4.10** and **4.11);** add qualifying conditions required to establish eligibility for transitional health benefit **(paragraph 6.2);** removes verifying eligibility for benefits and privileges under the TAMP or TAP **(paragraph 6.3);** modifies verifying eligibility for members separating under TAMP or TAP **(Table 6.2);** removes special separation benefit (SSB) and voluntary separation incentive (VSI) participants and eligible dependents **(paragraph 6.4);** removes verification procedures for members separating under the SSB or VSI and their eligible dependents **(paragraph 6.5);** removes selected reserve transition program **(paragraph 6.6);** removes reserve components points of contact **(paragraph 6.7);** removes CHAMPUS and replaces with TRICARE **(Chapter 7)**; adds joint service marriage (JSM) sponsor responsibility to report within 30 days any dependent additions or changes to DEERS, including a military spouse **(paragraph 8.1);** removes sponsors responsibilities to terminate parental rights **(paragraph 8.1.2.1);** modifies sponsors unable or unwilling to sign the DD Form 1172 **(paragraph 8.2);** modifies processing procedures when sponsor is unable or unwilling to Sign the DD Form 1172, *Application for Uniformed Services Identification Card-DEERS Enrollment* **(Table 8.2);** removes when to terminate or revoke a dependents' eligibility for ID card when a court order terminates the sponsor's parental rights and when child is adopted by a non-military member **(Table 8.3);** adds An adoptive child (by a non-military member) remains eligible for medical care only **(paragraph 8.4.1)**; adds absence without leave (AWOL), prisoner of war (POW), missing in action (MIA), and deserter status **(Table 9.2);** modifies appellate leave and parole **(paragraph 9.4);** adds high-volume common access card central issuing requesting station (HV/CACCIRS) **(Table 10.1);** removes rapids increased capacity (RIC) **(Table 10.1);** adds qualifying requirements and responsibilities for SSM, SVO, and VO/LRA **(paragraph 10.3);** adds RAPIDS end-user responsibilities **(paragraph 10.4);** adds rapids training **(paragraph 10.5);** modifies rapids equipment relocation policy **(paragraph 10.5.1** and **Table 10.2);** modifies off-line processing for RAPIDS terminals, shipboard, and deployable systems **(paragraphs 10.7, 10.7.1, and 10.7.2);** modifies RAPIDS hardware and software problem centers **(paragraph 10.9);** add DMDC support centers **(Table 10.4);** modifies adding, changing, or deleting SSMs, SVOs, and VOs/LRAs in RAPIDS **(paragraph 10.10);** modifies RAPIDS security **(paragraphs 10.11, 10.11.1, and 10.11.1.2);** adds security practices, directives, and federal law, U.S.C. Title 18 **(paragraphs 10.11.1.3, 10.11.1.4, 10.11.1.5, 10.11.1.6, and 10.11.2);** modifies disposition of RAPIDS equipment due to a natural disaster **(paragraph 10.12);** adds review and deletion of report data **(paragraph 10.13.1);** adds RAPIDS hardware custody and accountability **(paragraph 10.14);** adds Privacy Act Statement (PAS) **(paragraph**

10.15); adds mailing address of DD Form 1172 and DD Form 1172-2, *Application for Department of Defense Common Access Card DEERS Enrollment;* **(Table 11.1);** adds RAPIDS inventory logistics portal (ILP) **(paragraph 11.2.1);** adds recovery for the Common Access Card (CAC) **(paragraphs 11.3.1 and 11.3.2);** adds information for photographs - general guidance **(paragraph 11.7.5.1);** modifies issuing machine-readable ID cards for mail-in requests **(Table 11.4);** adds Navy mail-in ID card address change **(Table 11.5);** adds CAC general information, recipient and responsibilities **(Chapter 12 and paragraphs 12.1, 12.1.1, 12.1.2, and 12.2);** adds when to issue, reissue, or renew the CAC **(paragraphs 12.4, 12.4.1, and Table 12.1);** adds when to surrender the CAC and conditions **(paragraph 12.5 and Table 12.2);** adds information on how to prepare the CAC or DD Form 2, *Armed Forces of the United States Geneva Conventions Identification Card (Active)* **(paragraph 12.6);** adds general CAC information **(Chapter 13 and paragraph 13.1);** modifies DD Form 2, *United States Uniformed Services Identification Card (Reserve Retired)* **(paragraph 13.3);** adds when to issue, reissue or renew the CAC or DD Form 2, *Armed Forces of the United States Geneva Conventions Identification Card (Reserve)* **(paragraph 13.7 and Table 13.1);** adds when to surrender the CAC or DD Form 2 (Reserve) **(paragraph 13.8 and Table 13.2);** adds how to prepare the CAC or the DD Form 2 (Reserve) and DD Form 2 (Reserve Retired) ID Cards **(paragraph 13.9);** adds general information DD Form 2, *United States Uniformed Services Identification Card (Retired)* **(paragraph 14.1.3 and Table 14.1);** adds when to issue, reissue, or renew the DD Form 2 (Retired) 120 days prior to retirement **(paragraph 14.3);** adds a child may possess both a DD Form 1173 and a Guard/Reserve ID credential **(paragraph 15.1.2);** adds conditions for issue, reissue, or renewal of the DD Form 1173; indefinite ID card to age 75 and older **(Table 15.1);** adds conditions for not issuing, reissuing or renewing the DD Form 1173 **(Table 15.2);** adds conditions for surrendering the DD Form 1173 **(Table 15.3);** modify conditions for exceptions to surrendering the DD Form 1173 **(Table 15.4);** adds transition assistance benefits (TA-180) information **(paragraph 15.10);** deletes ID card renewal for TAMP and TAP cardholders, reflecting commissary and exchange privileges **(paragraph 15.12.1);** modifies when to issue DD Form 1173 permanently incapacitated family member or age 75 **(Table 15.1);** adds TA-180 medical eligibility information and removes former TA 60/120 medical eligibility and 2-year shopping privileges for commissary, exchange, and MWR beginning day after date of separation; modifies dependency and residency requirements for establishing illegitimate children eligibility **(Table15.7);** removes the 2-year shopping privileges restrictions for Eligible Dependents of a Member who was Voluntarily Separated and Approved for Payment of an SSB or VSI **(Table 15.8);** removes the commissary card restriction **(paragraph 16.1);** modifies when to issue DD Form 1173-1 permanently incapacitated family member or age 75 **(Table 16.1);** adds DB designation to former spouses **(Table 16.2)**; adds legal separation information and RAPIDS biometrics **(Table 16.3);** modifies general information **(paragraph 17.1);** modifies description of Geneva Conventions credential system **(paragraph 17.2);** adds RAPIDS biometric verification and CAC for certain categories **(paragraph 18.1);** adds DB category **(Table 18.1);** removes how to prepare the DD Form 2765, *Department of Defense/Uniformed Services Identification and Privilege Card* for SSB/VSI for 60/120-days medical care and 2-year shopping privileges **(paragraphs 18.6);** adds processing of DD Form 2765 from RAPIDS workstation **(paragraph 18.6);** adds early CAC issuance to civilian personnel, DD Form 1172-2 requirements for DoD contractor, RAPIDS biometric verification, DD Form 577, *Appointment/Termination Record – Authorized Signature, Contractor Verification System* **(Table 18.2);** modifies Army Service Unique Requirements Major Army Commands

(MACOM) to (ACOMS) **(Chapter 19);** Individuals and Responsibilities for the Department of the Army ID Card Program **(Table 19.1);** modifies Army Identification Tags **(paragraph 19.17.2);** modifies Army Requirements **(paragraph 19.18.4);** modifies Army Frocking **(paragraph 19.20.3);** modifies accountability of forms **(paragraph 19.25);** modifies Army Accountability Forms **(paragraph 19.25.3);** modifies Army Indefinite Reenlistment **(paragraph 19.27);** adds Agent Letter for Authorized Patrons **(paragraph 19.28);** removes Navy activities authorized to received RAPIDS and issue uniformed Services ID cards **(Table 20.1);** modifies security and accountability of forms **(paragraph 20.12);** adds DoD civilian and contractor employees **(paragraph 21.9);** removes AF MAJCOM review for AF Form 354, *Civilian Identification Card* **(paragraph 21.2** and **Table 21.2);;** modifies when to issue, reissue or renew the AF Form 354 **(paragraph 21.3);** modifies ID card processing procedures for incapacitated children over age 21 **(Table 21.3);** removes AF MAJCOM review for ID Card Processing Procedures for Preadoptive Children when the Placement Agency is Outside of the U.S. or a U.S. Territory **(Table 21.8);** adds dependency determination information for Air Force sponsors **(paragraph 21.21.1);** removes Air Force processing procedures for acquiring verification of foreign institutions of higher learning accreditation **(paragraph 21.22);** adds Air Force Agent Letter for Authorized Patrons, **(paragraph 21.22);** adds Manual and Teslin ID Card Stock Ordering **(paragraph 21.23);** deletes steps 2, 3, & 4 for initial processing procedures for incapacitated children over 21 for Marine Corps sponsor **(Table 22.1);** adds security and accountability of manually prepared ID cards **(paragraph 22.11);** adds dependency determination and basic allowance for housing (BAH) manual for Marine Corp sponsor **(paragraph 22.5.1.1);** modifies ward application procedures for Marine Corps members **(paragraph 22.6)**; removes local reproduction of forms and adds new full-time student age 21-23 (initial and renewal application) **(paragraph 22.14);** modifies publication distribution **(paragraph 22.15);** adds Full-time Student Age 21-23 (Initial and Renewal Applications) for Marine Corps sponsors **(paragraph 22.14);** adds Coast Guard, security and accountability of Armed Forces Identification Cards **(paragraph 23.8);** adds United States Public Health Services persons authorized to issue manual ID cards **(paragraph 23.11.1);** adds National Oceanic and Atmospheric Administration persons authorized to issue manual ID cards **(paragraph 23.12.1);** deletes DD Form 1173 and adds DD Form 2765 **(paragraph 24.2);** modifies uniformed services DEERS/RAPIDS project offices addresses and telephone numbers, DMDC support center and forms prescribed **(Chapter 25);** adds new and modifies existing Terms **(Attachment 1)**; modifies former spouse ID card **(paragraph A2.3, Tables A2.4, A2.5, and A2.6);** modifies commissary access for civilian personnel of DoD, uniformed Services, other government agencies, and civilian personnel under private contract to DoD or a uniformed Service when stationed or employed in Puerto Rico or Guam, and their accompanying dependents when residing in the same household **(Table A2.18);** adds lawful spouse and children commissary, MWR, and limited exchange entitlements for ship's officers and members of the crews of vessels of the NOAA **(Table A2.26);** modifies Entitlements for Involuntarily Separated Members (**Table A2.28);** adds new Department of Homeland Security U.S. Citizenship and Immigration Services Employment Eligibility Verification and Lists of Acceptable Documents (Form 1-9), Personal Identity Verification requirements for identity proofing for DEERS enrollment, eligibility, and ID card issuance, including Public Law 109-13, 11 May 2005, Title II, Improved Security for Drivers' Licenses and Personal Identification Cards, Section 202, and Civilian Affiliate **(Attachment 5);** deletes state jurisdiction for establishing male paternity for illegitimate child **(Table A5.1);** adds ward and student information **(Table A5.1);** removes

Separation Program Designator codes for TA-180 eligibility **(Attachment 10)**; adds sample Air Force Agent letter **(Attachment 10);** removes sample ~~"a~~uthority to assist letter" for Navy and Marine Corps members only **(Attachment 15);** modifies Air Force loss, stolen, and ID card destruction instructions **(Table A15.1);** removes U.S. Coast Guard Support Statement, Dependency Worksheet for Coast Guard members, dependency documentation requirements for Coast Guard members, Coast Guard statement of former spouses, and Coast Guard statement of support for full-time student **(Attachments 19-23);** adds Department of Homeland Security U.S. Citizenship and Immigration Services Employment Eligibility Verification and Lists of Acceptable Documents **(Attachment 20);** adds sample letter 100-percent disabled American veteran (DAV) **(Attachment 21);** removes Marine Corps child's dependency affidavit **(Attachment 25).**

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Chapter 1

ISSUING AND USING ID CARDS--GENERAL GUIDANCE

1.1. Distinct ID Cards. The Department of Defense (DoD) provides members of the Uniformed Services with a distinct ID card identifying them as active duty, Guard, Reserve, or retired members and authorizing them to receive Uniformed Services' benefits and privileges. The DoD also authorizes a distinct ID card to eligible family members and other individuals, entitled to receive Uniformed Services' benefits and privileges. For eligible military, civilian (includes non-appropriated), and contractors categories, the Common Access Card (CAC) replaces the respective ID card types in Table 1.1 below.

1.2. Types of ID Cards. The following identifies the types of ID cards that DoD authorizes in addition to two Service-specific civilian ID cards authorized by the Army and the Air Force. Until the Office of Secretary of Defense (OSD) terminates the authority for publishing existing cards replaced by CAC, they will remain in inventory.

Table 1.1. Types of ID Cards.

FORM	TITLE	TYPE OF ISSUE
DD Form 2ACT	*Armed Forces of the United States Identification Card (Active)(Green)*	Manually prepared paper card
DD Form 2ACT	*Armed Forces of the United States Geneva Conventions Identification Card (Active) (Green)*	Machine-readable Teslin card
DD Form 2RET	*United States Uniformed Services Identification Card (Retired)(Blue)*	Manually prepared paper card
DD Form 2RET	*United States Uniformed Services Identification Card (Retired) (Blue)*	Machine-readable Teslin card
DD Form 2RES	*Armed Forces of the United States Geneva Conventions Identification Card (Reserve) (Green)*	Machine-readable Teslin card
DD Form 2RES	*Armed Forces of the United States Geneva Conventions Identification Card (Reserve) (Red)*	Manually prepared paper card
DD Form 2RESRET	*United States Uniformed Services Identification Card (Reserve Retired)(Red)*	Machine-readable Teslin card
DD Form 1173	*Uniformed Services Identification and Privilege Card (Tan)*	Manually prepared paper card
DD Form 1173S	*United States Uniformed Services Identification and Privilege Card (Tan)*	Machine-readable Teslin card
DD Form 1173-1	*Department of Defense Guard and Reserve Family Member Identification Card (Red)*	Manually prepared paper card
DD Form 1173-1	*United States Uniformed Services Identification and Privilege Card (Red)*	Machine-readable Teslin card
DD Form 489	*Geneva Conventions Identity Card for Civilians Who Accompany the Armed Forces*	Manually prepared paper card
DD Form	*Geneva Conventions Identity Card for Medical and*	Manually prepared

FORM	TITLE	TYPE OF ISSUE
1934	*Religious Personnel Who Serve in or Accompany the Armed Forces*	paper card
DD Form 2764	*United States DoD/Uniformed Services Civilian Geneva Conventions Identification Card (Tan)*	Machine-readable Teslin card
DD Form 2765	*Department of Defense/Uniformed Services Identification and Privilege Card (Tan)*	Machine-readable Teslin card
DA Form 1602	*Civilian Identification Card*	Manually prepared paper card
AF Form 354	*Civilian Identification Card*	Manually prepared paper card
No Form Number	*DoD Civilian Retiree Identification Card*	Machine-readable Plastic
No Form Number	*National Oceanic and Atmospheric Administration (NOAA) Retired Wage Marnier*	Machine-readable Plastic

1.2.1. Number of ID cards issued. Individuals may be issued only one ID card as listed in Table 1.1 with the following exceptions:

1.2.1.1. DD Form 2 (Retired) and DD Form 1173 to members retired with pay who also meet the criteria of an active duty family member.

1.2.1.2. DD Form 2 (Retired) and DD Form 1173 to members retired with pay who also meet the criteria of a family member of a civilian employee stationed or employed in a foreign country. **Note:** Issue DD Form 2 (Retired) and CAC (formerly DD Form 2765) to members retired with pay when the U.S. Government employs them overseas as civilians and they qualify for certain benefits due to their civilian employment.

1.2.1.3. DD Form 2 (Reserve) and DD Form 1173 to National Guard and Reserve members not on active duty who are also family members of active duty or retired members.

1.2.1.4. DD Form 2765 and DD Form 2 (Reserve) to qualifying members who are separating under Transition Assistance (TA) programs and have a National Guard or Reserve commitment. **Note:** Member's eligible family members are authorized one DD Form 1173 and one DD Form 1173-1.

1.2.1.5. Active duty member who is married to a retired military member is not authorized issuance of a DD Form 1173.

1.3. Cross-Servicing Agreement. The Uniformed Services have agreed to assist each other in verifying ID card eligibility. The Uniformed Services assist each other in verifying certain categories of eligible persons, even if they belong to another parent service. With on-line network communication to the Defense Enrollment Eligibility Reporting System (DEERS) using the Real Time Automated Personnel Identification System (RAPIDS), issuing activities (see **Attachment 1**, Terms) shall:

1.3.1. Verify eligibility.

1.3.2. Issue ID cards upon presentation of proper identity documentation. **Note:** Any eligible population for a Teslin form ID card, i.e., DD Form 2 Retired, DD Form 1173, etc.,

will have the same requirements for providing identity documentation as for those individuals eligible for a CAC.

1.3.3. Cross-servicing is authorized for members and family members reflected in **table 1.2.**

Table 1.2. Categories of Personnel Who Can Be Cross-Serviced.

ITEM	CATEGORIES
1	Active duty members, retired members, and members of the Reserve components on active duty for 31 days or more.
2	Retired Reserve members who have reached their 60th birthday.
3	Family members of military sponsors on active duty for more than 30 consecutive days.
4	Family members of retirees (with pay).
5	Family members of Ready Reserve (Selected, Individual and Standby Reservists).
6	Family members of Retired Reservists (who have qualified for retired pay at age 60), yet have not reached age 60.
7	Unremarried or unmarried former spouses previously enrolled in DEERS.
8	Medal of Honor recipients and their eligible family members.
9	One hundred percent disabled veterans (DAVs) and their family members.
10	Former members having reached age 60 and in receipt of retired pay for non-regular service, and their family members.
11	Civilian, contractor, and military affiliate (formerly foreign military), including foreign affiliate civilian, and foreign affiliate contractor personnel.
Eligible Survivors of:	
12	Active duty members.
13	Retired with pay members.
14	Reserve members on active or inactive duty.
15	Retirement-eligible reservists who died prior to transfer to the Retired Reserve (Reservists who were still participating).
16	Retired reserve members who qualify for pay at age 60 but die before reaching age 60.

1.3.3.1. Contact the appropriate Uniformed Services DEERS/RAPIDS Project Office before issuing a temporary ID card if the applicant is not enrolled in DEERS (see table 2.4).

1.3.3.2. Cross-servicing is *not* authorized for members and family members reflected in table 1.3.

Table 1.3. Categories of Personnel Who Can Not Be Cross-Serviced.

ITEM	CATEGORIES
1	Initial verification for DoD Beneficiary, abused dependents, unremarried or unmarried former spouses.
2	Individuals who require a dependency determination (over 50 percent support), i.e., incapacitated children, wards, parents, parents-in-law.
3	Retirees, former members, DoD contractors, military affiliates (formerly foreign military), including foreign affiliate civilian, and foreign affiliate contractor personnel not currently enrolled in DEERS.

4	Illegitimate child of a male sponsor, when paternity has not been judicially determined by a court or acknowledgement of paternity, or illegitimate child of sponsor's spouse, when the sponsor is a member of another Service
5	Navy and Marine Corps dependents residing in the Philippines (see table 11.5).

1.4. RAPIDS Issuing Facilities. All active, National Guard, Reserve, and other agency ID card issuing facilities with on-line access to DEERS will issue CACs and DD Forms authorized by this instruction for eligible beneficiaries when they are not otherwise restricted by the system and: (1) are enrolled in DEERS; (2) are not enrolled in DEERS but legal documentation is presented; or (3) present a properly verified DD Form 1172, *Application for Uniformed Services Identification Card-DEERS Enrollment* (refer to Attachment 3), from the sponsor's parent Uniformed Service RAPIDS facility. **Exceptions:** See **Table 1.3.**

1.5. Verifying Official Responsibilities:

1.5.1. Refer applicants listed in table 1.3 to the sponsor's parent Service Military Personnel office for verification of entitlement. **Exception:** See **paragraphs 25.1.2** for Navy and **25.1.4.** for Marine Corps approval authority.

1.5.2. Verify identity using documents listed in Attachments 5 and 20.

1.5.3. Use the eligibility data in the DEERS or appropriate documents for verifying and issuing ID cards to eligible family members.

1.5.3.1. View a Social Security card, letter from the Social Security Administration (SSA), or other official government document that specifically states the number is a SSN when entering family member's SSNs in the RAPIDS application to the DEERS database.

1.5.3.1.1. Do not enter an undocumented or incorrect SSN if the true SSN is not available. Select then "none" box next to the identifier in RAPIDS to generate an appropriate Identification Number as defined in **paragraphs 1.5.3.1** and **1.22.**

1.5.4. Applicants enrolled in DEERS; Applicants not enrolled in DEERS. If the applicant is enrolled in DEERS and unable to obtain the sponsor's signature on the DD Form 1172, and does not have a valid general or special power of attorney (POA), issue a temporary card for 30 days and cross reference paragraphs 2.4, 8.2, and Table 8.2. If the applicant is not enrolled in DEERS, contact the sponsor's parent Service for further instructions. **Exception:** Verify and issue IDs for family members of deployed sponsors as listed in Table 1.18.

1.5.5. Upon presentation of appropriate documentation (for example, divorce decree, child's marriage certificate, etc.), terminate DEERS eligibility for dependents no longer eligible for benefits and privileges.

1.5.6. Regardless of the individual's age or incapacity status, the verifying official shall determine if the individual is entitled to hospital insurance benefits under Medicare Part A, Title 42 U.S.C., Chapter 7, Subchapter XVIII. If entitled to insurance benefits under Title 42 U.S.C., Chapter 7, Subchapter XVIII, the individual is ineligible for medical care under TRICARE unless the military sponsor is on active duty except as provided in paragraph 7.1. Spouses and children of active duty sponsors do not lose entitlement to the TRICARE because of entitlement to insurance benefits under Title 42 U.S.C., Chapter 7, Subchapter XVIII. To determine TRICARE eligibility for permanently incapacitated children over the

age 21, a formal determination of eligibility for Medicare Part A benefits must be obtained from the SSA and presented to the verifying official. Individuals receiving Social Security disability compensation for 24 consecutive months are automatically entitled to Medicare Part A hospital insurance benefits under Title 42 U.S.C., Chapter 7, Subchapter XVIII, effective with the twenty-fifth month of compensation. All applicants must be asked if they are receiving Social Security disability benefits and when the benefits began to determine TRICARE eligibility. If Social Security disability benefits have been received for more than 24 months, TRICARE benefits shall be disallowed, unless purchasing Part B (supplemental insurance). Individuals are not authorized TRICARE beyond attainment of age 65, unless the sponsor is on active duty or the applicant presents a statement from the SSA certifying that the individual is not entitled to Medicare Part A hospital insurance benefits under Title 42 U.S.C., Chapter 7, Subchapter XVIII. **Exception:** Individuals who are enrolled in Medicare Parts A & B are eligible for TRICARE For Life (TFL). Refer to Chapter 24, paragraph 24.4.2. The verifying official shall cite the documentation presented in DD Form 1172, section III, item 89, in addition to all other required documentation.

1.5.7. The verifying official should refer the applicant to the Social Security Administration at 800-772-1213 or **http://www.ssa.gov** for general information and eligibility, if appropriate.

1.5.8. Verifying officials should review weekly the Verifying Official Information System (VOIS) at **https://www.dmdc.osd.mil/VOIS/owa/vois**. Refer to Service specific chapters 19-23 for additional information.

1.5.9. Enroll eligible children (adoptive and pre-adoptive), step-children, and legal custody wards in DEERS even if no ID card is issued (refer to Attachments 5 and 20).

1.6. Types of ID Cards and Who Can Carry Them. The following tables provide eligibility information concerning issuance of each type of ID card. **Note:** ID card recipients who received a Common Access Card (CAC) will not be issued or reissued any of the following ID cards that were replaced by CAC without an approved waiver from OSD (P&R).

Table 1.4. DD Form 2, Armed Forces of the United States Identification Card (Active) or DD Form 2, Armed Forces of the United States Geneva Conventions Identification Card (Active). Note: The CAC replaced both the DD Forms 2 Active and Geneva Conventions cards.

TYPE OF ID CARD	CATEGORY
DD Form 2, *Armed Forces of the United States Identification Card (Active)* (Manually prepared card) or, DD Form 2, *Armed Forces of the United States Geneva Conventions Identification Card (Active)* (Machine-readable card).	Members of the Uniformed Services on active duty in excess of 30 days. United States Service Academies' cadets, midshipmen and Coast Guard cadets.

Table 1.5. DD Form 2, United States Uniformed Services Identification Card (Retired).

TYPE OF ID CARD	CATEGORY
DD Form 2, *United States Uniformed Services Identification Card (Retired)* (Manually	Members entitled to retired pay, including Temporary Disability Retired List (TDRL) and

prepared card) or, DD Form 2, *United States Uniformed Services Identification Card (Retired)* (Machine-readable card).	Permanent Disability Retired List (PDRL). **Note:** Members entitled to retired pay, and the Department of Veterans Affairs awarded disability compensation, remain entitled to the DD Form 2 though they waive their retired pay to receive VA compensation.

Table 1.6. DD Form 2, Armed Forces of the United States Geneva Conventions Identification Card (Reserve). Note: The CAC replaced the DD Form 2 Geneva Conventions card.

TYPE OF ID CARD	CATEGORY
DD Form 2, *Armed Forces of the United States Geneva Conventions Identification Card (Reserve) (Red)* (Manually prepared card) or DD Form 2, *Armed Forces of the United States Geneva Conventions Identification Card (Reserve)(Green)* (Machine-readable card) **Note**: The DD Form 2 (Reserve) (Green) became available June 1998. The phase in period for the green card ended 2003. See paragraph 13.7 for issue instructions.	Ready Reserve (Selected and Individual) and Standby Reserve. **Note:** Selected Reserve members receive CAC. Individual and Standby Reserve, including Merchant Marine Marine Academy, ROTC students, members with a military service obligation or separating or Retired Reserve awaiting pay at age 60 receive the DD Form 2 (Manually prepared or Machine-readable) card only. ROTC students who receive educational assistance under Section 2107 of Title 10 and are enlisted in the Obligated Reserve Section. ROTC graduates appointed as members of a Reserve Component not on active duty orders for 31 consecutive days or more. Members being released from active duty with a military service obligation (MSO). **Note**: Members departing on terminal leave with a MSO may use the DD Form 2 Reserve ID card along with their separation orders to obtain active duty benefits until their separation date.

	Reserve Officers' Training Corps (ROTC) College Program students in their last 2 years of training. Members involuntarily separating from the Selected Reserve under the Selected Reserve Transition Program (RTAP) and: (1) transferring to the Individual Ready Reserve or (2) Retired Reserve awaiting pay at age 60 who are eligible for benefits under the RTAP. Merchant Marine Academy Midshipmen.

Table 1.7. DD Form 2, United States Uniformed Services Identification Card (Reserve Retired).

TYPE OF ID CARD	CATEGORY
DD Form 2, *United States Uniformed Services Identification Card (Reserve Retired)* (Machine-readable card).	Members entitled to retired pay at age 60 who have not yet attained age 60. Former members (discharged) entitled to retired pay at age 60 who have not yet attained age 60. See Attachment 1, Terms. The status "Former Member" will be reflected above the Service shield.

Table 1.8. DD Form 1173, Uniformed Services Identification and Privilege Card or United States Uniformed Services Identification and Privilege Card.

TYPE OF ID CARD	CATEGORY
DD Form 1173, *Uniformed Services Identification and Privilege Card* (Manually prepared card). DD Form 1173, *United States Uniformed Services Identification and Privilege Card* (Machine-readable Card). **Note:** Do not issue the DD Form 2 (Reserve), or DD Form 1173 to those categorized as former members.	Eligible family members of former (discharged) members having reached age 60 and entitled to receive retired pay (See Attachment 2, A2.1). Eligible surviving dependents of active duty members and surviving dependents of members entitled to retired pay.
DD Form 1173, *Uniformed Services Identification and Privilege Card* (Manually prepared card) or, DD Form 1173, *United States Uniformed Services Identification and*	Dependents of active duty members or Reservists on active duty in excess of 30 days, and dependents of members entitled to retired pay, including those members in a dual status,

Privilege Card (Machine-readable Card).	in the following categories: spouse, child under age 21, stepchild, ward, incapacitated child 21 years of age or older, full-time student between 21 and 23, parents, parents-in-law, stepparents, parents-by-adoption. **Note:** See Terms on Dual Status. Eligible family members of Medal of Honor recipients and honorably discharged veterans rated by the VA as 100-percent disabled from a Uniformed Service-connected injury or disease, including eligible surviving dependents. Eligible abused dependents of active duty members entitled to retired pay based on 20 or more years of service who are separated due to misconduct on or after 23 October 1992 and who lost their right to retired pay, 10 U.S.C. 1408(h). Eligible dependents of active duty members (over 30 days) not entitled to retired pay who were separated from active duty or forfeited all pay and allowances under a court-martial sentence resulting from a dependent abuse offense or administratively separated from active duty, and the basis for separation includes a dependent-abuse offense when separated on or after 30 November 1993, and
DD Form 1173, *United States Uniformed Services Identification and Privilege Card* (Machine-readable Card) (Continued).	And when dependents are eligible for transitional privileges. Eligible unremarried and unmarried former spouses Accompanying family members of foreign personnel living with the sponsor in certain instances (see Attachment 2). Eligible family members of civilian personnel members in certain instances (see Attachment 2). Eligible family members of involuntarily

	separated members eligible under Transition Assistance Management Program (TAMP) or Transition Assistance (TA). Eligible family members of voluntarily separated member are eligible under the Special Separation Benefit (SSB) and Voluntary Separation Incentive (VSI) programs. Refer to Chapter 6. Eligible dependents of Philippine Scouts who have applied for benefits under Public Law 77-140 (1941) and Public Law 79-51 (1945).
DD Form 1173, *United States Uniformed Services Identification and Privilege Card* (Machine-readable Card) (Continued).	**Note:** These dependents are not listed in Attachment 2; however they may be eligible if certain requirements are met. Contact the Uniformed Service Personnel project office (active, Guard, or Reserve, as appropriate). See paragraph 25.1 and Attachment 5, Rule 14. Qualified dependents under 10 years of age if: The child does not reside in the household of an eligible adult ID card holder (permanently or temporarily). The child is of a joint Service married couple. The child is a child of a single parent. The child's physical appearance warrants issue

	(i.e., child looks over 10 years old). Refer to Chapter 4.

Table 1.9. DD Form 1173-1, Department of Defense Guard and Reserve Dependent Identification Card or Department of Defense Guard and Reserve Dependent Identification Card.

TYPE OF ID CARD	CATEGORY
DD Form 1173-1, *Department of Defense Guard and Reserve Dependent Identification Card* (Manually prepared card) or *Department of Defense Guard and Reserve Dependent Identification Card* (Machine-readable card).	Eligible dependents of Reserve component members not on active duty in excess of 30 days in the following categories: Spouse. Child under age 21. Stepchild (See child). Ward. Incapacitated child 21 years of age and older.
DD Form 1173-1, *Department of Defense Guard and Reserve Dependent Identification Card* (Manually prepared card) or *Department of Defense Guard and Reserve Dependent Identification Card* (Machine-readable card).	Full-time student between 21 and 23. Parents/Parents-in-law, stepparents, and parents-by-adoption. Eligible dependents of Ready Reserve and Standby members and Gray Area retirees as part of the Guard and/or Reserve DEERS Enrollment Program. Eligible dependents of former members when the former member is eligible for retired pay at age 60 but not yet age 60. Eligible surviving dependents of Retired Reserve members entitled to pay at age 60, who died before attaining that age. Issue the DD Form 1173-1 until member would have attained age 60**. Note:** (The DD Form 1173 may be issued only on or after the date on which the member would have been 60 years old, had he or she survived). Eligible surviving dependents of Reserve members who had earned 20 qualifying years for retirement and are in receipt of their Notice of Eligibility for Retirement Pay at age 60, who had not reached age 60, and had not transferred to the Retired Reserve, and who died prior to reaching age

	60. **Note:** The DD Form 1173-1 is issued until the member would have been 60 years old, had he or she survived. The DD Form 1173 is issued only on or after the member would have been 60 years old had he or she survived. Eligible surviving dependents of former members who have met time-in-service requirements for retired pay at age 60, were discharged and are in receipt of their Notice of Eligibility for Retirement Pay at age 60, who had not reached age 60, and who died prior to reaching age 60.

Table 1.10. DD Form 489 Geneva Conventions Identity Card for Civilians Who Accompany the Armed Forces.

TYPE OF ID CARD	CATEGORY
DD Form 489, Geneva Conventions Identity Card for Civilians Who Accompany the Armed Forces (Manually prepared card). **Note:** If at a RAPIDS site, issue the CAC.	Emergency essential personnel, DoD Directive 1404.10, Emergency Essential (E-E) DoD U.S. Citizen Civilian Employees
TYPE OF ID CARD	**CATEGORY**
DD Form 489, *Geneva Conventions Identity Card for Civilians Who Accompany the Armed Forces (*Manually prepared card). **Note:** If at a RAPIDS site, issue the CAC. The CAC is the Geneva Conventions Credential, replacing the DD Form 489 and DD Form 2764, *United States DoD/Uniformed Services Civilian Geneva Conventions Identification Card* (Machine-readable card).	Emergency essential personnel, DoD Directive 1404.10, *Emergency Essential (E-E) DoD U.S. Citizen Civilian Employees.* Essential contractor personnel when employed in areas of conflict who are subject to capture and detention by the enemy as prisoners of war. Civilian noncombatant personnel who have been authorized to accompany military forces of the United States in areas of conflict, combat, and contingency operations and who are liable to capture and detention by the enemy as prisoners of war.

Table 1.11. DD Form 1934 Geneva Conventions Identity Card for Medical and Religious Personnel Who Serve in or Accompany the Armed Forces.

TYPE OF ID CARD	CATEGORY
DD Form 1934, *Geneva Conventions Identity Card for Medical and Religious Personnel Who Serve in or Accompany the Armed Forces* (Manually prepared card).	Medical personnel. Religious personnel. Auxiliary medical personnel who serve in or accompany the military forces of the US in areas of combat and who are liable to capture

	and detention by the enemy as prisoners of war (paragraph 17.3).

Table 1.12. DD Form 2764, United States DoD/Uniformed Services Civilian Geneva Conventions Identification Card.

TYPE OF ID CARD	CATEGORY
DD Form 2764, *United States DoD/Uniformed Services Civilian Geneva Conventions Identification Card* (Machine-readable card). **Note:** If at a RAPIDS site, issue the CAC. If not at RAPIDS site, issue a DD Form 489. The CAC is the Geneva Conventions Credential, replacing the DD Form 489 and DD Form 2764, United States DoD/Uniformed Services Civilian Geneva Conventions Identification Card (Machine-readable card).	Emergency Essential personnel, DoD Directive 1404.10. Essential contractor personnel when employed in areas of combat who are subject to capture and detention by the enemy as prisoners of war. Civilian noncombatant personnel who have been authorized to accompany military forces of the United States in areas of conflict, combat, and contingency operations and who are liable to capture and detention by the enemy as prisoners of war.

Table 1.13. DD Form 2765, Department of Defense/Uniformed Services Identification and Privilege Card.

TYPE OF ID CARD	CATEGORY
DD Form 2765, *Department of Defense/Uniformed Services Identification and Privilege Card* (Machine readable card). **Note:** There is no mass issue of the DD Form 2765. The card will be issued when the DD Form 1173 has expired, is lost or stolen (see paragraph 18.1).	Medal of Honor recipients and honorably discharged veterans rated by the VA as 100-percent disabled from a Uniformed Service-connected injury or disease (other than current or retired members of the Uniformed Services). Former members having reached age 60 and entitled to receive retired pay. Former member refers to an individual who is in receipt of retired pay for non-Regular service under Chapter 1223 of 10 U.S.C., who has been discharged from the Service, and who maintains no military affiliation. Foreign personnel in the following categories: Active duty officers and enlisted personnel of non-NATO countries serving in the United States under the sponsorship or invitation of the Department of Defense or a Military Service. Active duty officers and enlisted personnel of NATO countries who, in connection with their official NATO duties, are stationed in the

	United States and are not under the sponsorship of the Department of Defense or a Military Service. Active duty officers and enlisted personnel of NATO and non-NATO countries, when serving outside the United States and outside their own country under the sponsorship or invitation of the Department of Defense or a Military Service; or, when it is determined by the major overseas commander that the granting of such privileges is in the best interests of the United States and such personnel are connected with, or their activities are related to, the performance of functions of the U.S. military establishment.
DD Form 2765, *Department of Defense/Uniformed Services Identification and Privilege Card* (Machine readable card) (Continued).	Civilian personnel in the following categories: Civilian personnel of the Department of Defense and the Uniformed Services, when required to reside in a household on a military installation within the Continental United
	United States (CONUS), Hawaii and, Alaska. Civilian personnel of the Department of Defense, the Uniformed Services, and other Government Agencies, and civilian personnel under private contract to the Department of Defense or a Uniformed Service, when stationed or employed in foreign countries or when .stationed or employed in Puerto Rico or Guam, and their accompanying dependents, when residing in the same household. Contract surgeons overseas during the period of their contract. Uniformed and non-uniformed full-time paid personnel of the Red Cross assigned to duty with the Uniformed Services within the CONUS, Hawaii, Alaska, Puerto Rico and Guam when required to reside in a household on a military installation. Uniformed and non-uniformed full-time paid personnel of the Red Cross assigned to duty

	with the Uniformed Services in foreign countries. Area executives, center directors, and assistant directors of the United Service Organization (USO), when serving in foreign countries. United Seaman's Service (USS) personnel in foreign countries.
DD Form 2765, *Department of Defense/Uniformed Services Identification and Privilege Card* (Machine readable card) (Continued).	Military Sealift Command (MSC) civil service marine personnel deployed to foreign countries on MSC-owned and operated vessels Ship's officers (civilian employees, not commissioned officers) and members of the crews of vessels of the NOAA (Title 33 U.S.C. 857-4). Officers and crews of vessels, lighthouse keepers and depot keepers of the former Lighthouse Service. Involuntarily separated members eligible for Transition Assistance (TA) benefits. These individuals shall be issued a DD Form 2765 (with a TA over stamp) showing expiration date for the medical benefit, as shown on the reverse of the card.

Table 1.14. DA Form 1602, Civilian Identification Card.

TYPE OF ID CARD	CATEGORY
DA Form 1602, *Civilian Identification Card* (Manually prepared card).	Civilians employed by the Army, including non-appropriated fund employees and civilian marine personnel on duty on Army vessels. Retired Department of the Army Civilians and their dependents. Dependents of Civilians employed by Department of the Army. Civilian industrial contractor's employees working on projects and contracts for the Army.

	Civilians of other government agencies who must identify themselves before entering Army installations, facilities, or activities.
DA Form 1602, *Civilian Identification Card* (Manually prepared card), (Continued).	Dependents of civilian employees overseas. Red Cross personnel serving with the Armed Forces of the United States. Other individuals for whom there is a need for identification as determined by the issuing authority keeping in mind the intent of the ID cards.

Table 1.15. AF Form 354, Civilian Identification Card.

TYPE OF ID CARD	CATEGORY
AF Form 354, *Civilian Identification Card* (Manually prepared card).	Air Force civilian employees and other designated civilians for entry into Air Force activities and installations and for other official Air Force business. Air Force employees appointed for more than 1 year. Air Force employees appointed for 1 year or less, if required and authorized by the wing commander, or equivalent. Full-time paid employees of the American Red Cross assigned to duty with the Uniformed Services within the United States, its possessions, and its territories when not required to live on the military installation. Retired Air Force civilian employees. Family members age 10 or older of both current and retired Air Force civilian employees. **Note:** Issue card to family members at the request of an eligible sponsor (employee or retiree). The wing commander (or equivalent) may authorize issue to other DoD civilian employees to meet short-term installation unique needs.

1.7. Penalties for Misuse of ID Cards. Any person willfully altering, damaging, lending, counterfeiting or using ID cards in an unauthorized manner is subject to fine, imprisonment, or both according to Title 18, U.S.C., Sections 499, 506, 509, 701, or 1001.

1.8. Photographing, Reproducing or Unauthorized Possession of ID Cards. Title 18, U.S.C., Section 701 prohibits photographing, reproducing, or possessing Uniformed Services ID cards in an unauthorized manner under penalty of fine, imprisonment or both.

1.8.1. Unauthorized use would exist if the bearer uses the card in a manner that would enable the bearer to obtain benefits and privileges to which he or she is not entitled.

1.8.1.1. The cardholder may allow photocopying of their ID card to facilitate DoD benefits. Photocopying is prohibited in all other instances; furthermore, the photocopy shall not be used as substitute for an ID card.

1.8.1.2. Sample ID cards, not the actual size, may be posted on a PKI enabled web sites, however, they shall not be posted on public web sites.

1.9. Providing Sample ID Cards to Government Agencies for Authorized Purposes. The head of a state or local government agency or member of the Senior Executive Service of a Federal Agency may request sample ID cards for authorized purposes. These purposes may include law enforcement training and counterfeit detection. The requests will be in writing and clearly specify all intended use(s) and the duration of the use(s). See Chapter 25 for appropriate office addresses and telephone numbers.

1.10. Over-stamping. DoD Instruction 1000.13, authorizes three over-stamps that apply to the DD Form 1173 and DD Form 2765 only: They are ***TA, OVERSEAS ONLY*** and ***DUAL STATUS***. No other over-stamp is authorized and no waivers will be granted. Do not over-stamp the DD Form 2764. See chapter 15, DD Form 1173, *Uniformed Services Identification and Privilege Card*.

1.10.1. Nothing is to be placed on the identification (ID) card.

1.10.2. ID cards must not have holes punched in them.

1.10.3. No stickers or other adhesive materials are to be placed on either side of the identification card.

1.10.4. Insertion of materials between the card stock and the laminate is prohibited.

1.11. Overseas Limitations. Do not use treaties, status of forces agreements, military bases' agreements, or other restrictions to determine privileges authorized. Restrictions to privileges imposed on US Armed Forces, DoD civilian and contractor personnel and their families in foreign countries are enforced by other means, such as ration control systems used to limit commissary and exchange privileges.

1.12. Issue of DD Form 2764 in TDY Status. Note: If at a RAPIDS site, issue the CAC. The CAC is the Geneva Conventions Credential, replacing the DD Form 2764 (Machine-readable card). Individuals whose eligibility for privileges is based on TDY are not issued the DD Form 2764, except emergency essential personnel or individuals required to accompany the Uniformed Services in support of a Congressional decree or Presidential commitment and essential contractor personnel and civilian noncombatant personnel who are deployed in conjunction with military operations overseas**. Note***:*** Presentation of travel orders and a picture ID constitutes acceptable identification. Refer to paragraph 17.11 and table 17.5.

1.13. Disposition of DD Form 1172. The issuing activity forwards all family member DD Forms 1172 to the DSO by batch processing weekly. This includes full term cards, additions and updates to DEERS for family members (including newborns). Do not forward 1172s for sponsors. Include the unit and point of contact with a DSN and commercial number in each batch. Defense Manpower Data Center (DMDC) will scan all DD Forms 1172, eliminating filing at each issuing activity. Forward to DMDC, ATTN: 1172 Scan, 400 Gigling Road,

Seaside, California 93955-6771. Maintain DD Forms 1172 in suspense for temporary ID cards until final action is taken. See Tables 9.3. and 21.7 for additional disposition instructions.

1.14. Confiscating ID Cards. ID cards are government property. When employment termination occurs or the ID card is expired, fraudulently used or mutilated, or presented by a person not entitled to its use, the individuals listed in Table 1.16 may confiscate ID cards under the following conditions:

Table 1.16. Individuals Who May Confiscate ID Cards.

WHO CONFISCATES ID Cards	CONDITION
Verifying officials, commissioned or noncommissioned officers, military police, security members, or base entry controllers. See paragraph 1.14.1.	ID card is: expired. being fraudulently used. presented by a person not entitled to its use. mutilated or illegible.
Senior Installation Officials.	Shoplifting is involved. The Senior installation official determines when to confiscate ID cards. Senior installation officials, installation security authorities and installation legal staffs establish written base policy for confiscating ID cards when shoplifting has occurred. (See Attachment 1, Definitions.)
Civilian Employees (appropriated and non-appropriated fund) of benefits and privileges activities. **Note**: These are individuals who work in facilities that provide benefits and privileges; they can be but are not limited to: exchange and military club representatives, clinic providers, billeting and customer service representatives, etc. See paragraph 1.14.1.	ID card recipients of any Service that have cards that are mutilated so that their use as a credential is questionable: Expired. Obviously altered. An ineligible person presents the ID card.

1.14.1. The cardholder who is told that they are in possession of an ID card that is questionable because the card is mutilated, expired, being used fraudulently, altered, etc., shall be advised that they may request a supervisor review the confiscation decision.

1.14.2. Notify the installation security authorities immediately after confiscating the CAC or if involved in a situation requiring confiscation.

1.14.3. Installation security authorities investigate confiscation cases or refer these cases to the appropriate Service special agent office (see Attachment 1, Definitions) when it is warranted by circumstances or according to local procedures.

1.14.3.1. Installation security authorities provide the parent Service the required information pertaining to the situation and unresolved reports when the confiscated card belongs to a member of another Service.

1.14.3.2. Give a receipt or letter to the cardholder when confiscating an ID card. **Exception*:*** When ID cards are confiscated on a Naval installation, refer the applicant to the closest ID card issuing activity.

1.14.3.3. For cases involving fraud, misuse, or abuse of an ID card, prepare DD Form 1569, Incident/Complaint Report (refer to Service specific Chapters 19-23).

1.15. Reissuing Confiscated ID Cards. The installation commander or authorized representative notifies the ID card issuing activity to reissue the identification card with appropriate benefits and suspended shopping privileges, if any. The issuing activity issues the ID card until the suspension end date as reflected in RAPIDS.

1.15.1. Reissue CAC per Chapter 9 for members being processed for administrative or judicial action, members court-martialed, placed in civilian or military confinement or placed on appellate review leave.

1.16. Destroying Confiscated ID Cards, and Documenting Surrendered Cards, Receipts, and Destruction Certificates. The ID card issuing activity destroys confiscated and surrendered ID cards unless they immediately return the card to the cardholder or the card is required pursuant to an investigation:

1.16.1. The ID card issuing activity puts information regarding cards that are not recovered (for example, when dependents are no longer eligible for benefits) on DD Form 1172 (see Attachment 3). Instruct the sponsor to mail or turn in the dependent's cards that are not recovered to the separation activity. Give a pre-addressed envelope to the sponsor.

1.16.2. Return confiscated ID cards and CACs to the nearest RAPIDS Site or ID card issuing facility with the reason for confiscation.

1.17. Administrative Record Lock. If a DEERS record is administratively locked, the issuing activity can only update the sponsor or family member address element. The issuing activity contacts the appropriate Uniformed Service Personnel project office (Active, Guard, or Reserve, as appropriate) or the DMDC Support Center (DSC) for further assistance.

1.18. Invalid Entry in DEERS. The DSC helpdesk resolves Invalid Entry Transactions (IET) in the DEERS database for sponsors and family members when the conditions in Table 1.17 occur.

Table 1.17. When DSC Resolves Invalid Entries in DEERS.

ITEM	CONDITION
1	A duplicate DEERS record exists.
2	A collision between the RAPIDS personnel category and or condition exists that prevents issue of an ID card.
3	Invalid data appears in a DEERS record that cannot be changed using the RAPIDS update capability (e.g., when a stepchild is inappropriately listed as a child.)
4	A beneficiary has never been eligible for ID card benefits and privileges. The issuing activity forwards a DD Form 1172, signed by the sponsor or verifying official (if

	sponsor is unable or unwilling to sign) with supporting documentation to the DSC.

1.19. ID Cardholders Responsibilities. The issuing activity advises ID cardholders to:

1.19.1. Carry their ID card at all times.

1.19.2. Surrender the card when a military or civilian authority requires it for identification, investigation, when in confinement, upon discharge, or card expiration.

1.19.3. Attempt to retain ID card, if captured as a prisoner of war.

1.19.4. Notify the ID card issuing activity when there is any change in their status that could change their eligibility to ID card benefits and privileges or logical/physical access. Refer to Chapters 11-18.

1.20. Sponsors and Dependents During Mobilization or Wartime. If the sponsor is deployed or mobilized for 31 or more days and is unavailable to sign a DD Form 1172, take the actions reflected in Table 1.18. **Note:** Reserve and National Guard dependents will be issued ID cards up to 14-days prior to sponsor's active duty reporting date. If the active duty condition is not listed in DEERS, update RAPIDS to reflect this condition based on the sponsor's orders.

Table 1.18. Processing Sponsors and Dependents During Mobilization or Wartime.

STEP	ACTION
1	Verify dependent's eligibility from the DEERS database or legal documentation.
2	Verify sponsor's status and duration of deployment, or recall the information from one of the following sources: DEERS database; Personnel Data System; Special order; A letter from personnel office; Official E-mail notification; or a telephone call to the sponsor's servicing Personnel office. **Note:** Simulated mobility exercise, do not reissue ID cards to sponsors or family members when their current cards have not expired.
3	Use Attachment 2 for benefits authorized and Attachment 4 for DD Form 1173 expiration and Medical TRICARE (MC) effective dates.
4	Sign DD Form 1172 in block 90 and explain in block 89.
	Sign DD Form 1172 in block 90 and explain in block 89 (continued): What documentation was used to verify the sponsor and dependent status. The sponsor is unable to sign due to deployment or mobilization. **Example:** Sponsor not available—deployed in support of Operation Joint Endeavor.
5	Update dependents in the DEERS database. **Note:** See paragraph 21.17 for Air Force-specific processing procedures.

1.21. 90-day Temporary ID Card Issuance for Dependents. Service Project Offices may authorize issuance of a DD Form 1173 for a 90-day period to dependents under extenuating circumstances. See Chapter 2, paragraph 2.5, Service specific Chapters 19-23 for additional information, and Chapter 25 for Service Project Offices.

1.22. Mandatory Disclosure of Social Security Numbers for DEERS. Congress has authorized DoD to require mandatory disclosure of Social Security Numbers of all beneficiaries of the Uniformed Services' health care system (32 CFR part 220, Section 220.9). Failure to disclose a SSN when enrolling or updating DEERS will result in loss of medical care benefits in Military Treatment Facilities (See paragraph 15.9). However, emergency health care services will be provided to the extent furnished members of the general public.

1.23. Individual Taxpayer Identification Number (ITIN) An ITIN will be used when a foreign national family member is not eligible for a SSN but is required to have a US taxpayer identification number. This number is issued by the Internal Revenue Service (IRS). The ITIN will permit continued medical eligibility in the Military Treatment Facilities (MTF).

1.24. Temporary Identification Number (TIN) A TIN is a system-generated number that will be automatically generated and assigned by the DEERS database for categories of beneficiaries who are awaiting an SSN, such as newborns and foreign spouses, or for those who do not have a SSN. **Note:** A TIN cannot be used to add a record from a RAPIDS application to the DEERS database for convenience of family members who have failed to provide SSN documentation or have misplaced it.

1.24.1. A foreign national who is a spouse or child of a U.S. citizen and who does not have a SSN or ITIN will be issued a TIN while waiting for a SSN or ITIN. **Note:** A foreign national who is not eligible for a SSN or ITIN can request a FIN. (Refer to paragraph 1.25).

1.24.2. TINs are a temporary means of identifying a beneficiary as a potential MTF patient on DEERS until receipt of a SSN, ITIN or a letter from the SSA or IRS, respectively, stating the family member is not eligible for either. **Note:** An individual with a TIN has three 90-day grace periods to acquire an SSN or ITIN, or to receive a letter from the Social Security Administration (SSA) or the IRS stating non-eligibility to qualify.

1.24.3. Failure to acquire a SSN or ITIN will render the family member ineligible for continued medical care in MTFs. **Note:** The TIN is *NOT* designed to be used as permanent identifier; however, if an eligible individual declines to apply for the SSN or acquire an ITIN, then, the TIN will remain and there will be no direct medical care authorized from a Military Treatment Facility (MTF).

1.25. Foreign Identification Number (FIN) . A FIN (a system-generated number assigned as F900-00-0000 and up) will be automatically generated and assigned by DEERS to allow enrollment of eligible foreign military, foreign nationals and respective family members. If sponsor or family members possess a SSN or ITIN, it shall be used in lieu of a FIN. **Note*:*** A FIN will not be issued to a U.S. citizen spouse who is married to a foreign military or foreign national sponsor.

1.25.1. In the absence of a SSN, a FIN will be assigned to categories of NATO and non-NATO foreign military members and their family members, and to foreign nationals employed in positions overseas that result in DoD benefits and entitlements.

1.25.2. A FIN will be assigned permanently for the term of the individual's enrollment in DEERS unless they later acquire a SSN. If the individual assigned the FIN later acquires an SSN, the DEERS record will be updated using the SSN. **Note:** Until such time as the RAPIDS software is changed to allow the VO to do the update from a FIN to SSN, it must be accomplished by forwarding a copy of the SSN card to the DMDC Support Office, Research and Analysis, see paragraph 25.2.

1.26. Mandatory Collection of Fingerprints. The 1997 USD Capture Fingerprint Policy Memorandum made it mandatory to capture electronically and store in DEERS, fingerprints of all eligible individuals in a pay or annuity status. This includes active duty and Reserve military personnel, retirees, survivors receiving annuity payments derived from the Service of a deceased person, and civilian employees with identification cards issued through RAPIDS. Individuals

who refuse to have their fingerprint taken will be denied an identification card. **Note:** See paragraph 11.14 for additional information when processing a mail-in request.

Chapter 2

PROCEDURES FOR ID CARDS

2.1. Who Verifies Eligibility for ID Cards. The uniformed Services and DoD agencies issuing activities with on-line update capability from a RAPIDS station to the DEERS database. Uniformed Services and DoD agencies verify eligibility for all categories of individuals reflected in **Table 2.1.** except those described in **Table 1.3.**

Table 2.1. Categories of Eligible Individuals and Uniformed Services Verifying Officials.

CATEGORIES	VERIFYING OFFICIALS
ROTC students under contract.	Detachment commanders or designated responsible persons.
Service Academies Cadets and Midshipmen	Director of Cadet and Midshipmen Personnel.
DoD/Uniformed Service Contractors	Installation contracting officer, Quality Assurance Evaluator (QAE), or delegate (see Attachment 22, Contractor Verification System). DoD Contractor Personnel Office for contractors employed in Germany at CPD.DOCPER@eur.army.mil
Red Cross Personnel	American Red Cross officials.
Nonappropriated Fund Personnel	Human Resource Officer.
Basic Military Trainees and Eligible Family Members:	
Army	Reception battalions at Forts Jackson, Benning, Leonard Wood, Knox, and Sill.
Navy	Personnel Support Detachment, Recruit Training Command, Great Lakes, IL.
Air Force	319th Training Squadron, Lackland Air Force Base, TX.
Marine Corps	Marine Corps Recruit Depots at Parris Island and San Diego.
Coast Guard	Training Center, Cape May.
NOAA	CPC Silver Spring, MD.
PHS	DCCOS Rockville, MD.
Contract Teachers and Department of Defense Dependent School (DODDS) Employees	DODDS Education Service Office.
ARMY:	
Army Civilian Employees	Heads of HQ DA agencies and Major Army Commands (MACOMs) and their delegates.
Army Reserve Retirements Under Title 10, USC Section 12731 (retired with pay at age 60)	Army Human Resource Command, St Louis, AHRC STL.

CATEGORIES	VERIFYING OFFICIALS
NAVY:	
Ready Reserve (Selected, Individual and Standby Reserve) Members	NPC PERS-4912.
Merchant Marine Academy Midshipmen	Director of Science Merchant Marine Academy at Kings Point, NY.
Active Duty Members	Reporting Unit.
Prisoners	Reporting Unit.
Abused Dependents	BUPERS-26.
Appellate Leave	NAMALA.
Incapacitated Children	BUPERS-26.
Wards	BUPERS-26 and DFAS-CL.
Parents/Parent's-in-law, Stepparents and Parents-by-Adoption	DFAS-CL.
Former Spouses	NPC (PERS-4912).
Reserve Retired (Eligible for Pay at age 60).	NPC (PERS-4912).
Former Members	NPC (PERS-4912).
TDRL/PDRL	BUPERS-26.
Navy Dependents Residing in the Philippines	NPC (PERS-4912).
AIR FORCE:	
Military Personnel and Family Members	Military Personnel Element (MPE).
Civilian Employees, Including Retired Employees and their Family Members	Civilian Personnel Office.
Reserve Retirements (Retired with Pay at Age 60) (Title 10 USC, Section 12731)	HQ ARPC/DPPR.
Surviving Family Members of Reserve Members Who Were Entitled to Pay at Age 60 but Died Before Age 60	HQ ARPC/DPPR.
Former Spouses of Retirement-Eligible Air Force Reserve Members	HQ ARPC/DPPR.
Individual Reservists	HQ ARPC/DPSP.
Inmates Assigned to DOD Regional Corrections Facility and Their Family Members:	HQ AFSFC/SFC maintains the member's records and verifies applications.
Foreign Military Personnel (Students) and Their Family Members	Defense Language Institute, English Language Center (DLIELC), Lackland AFB TX verifies for Air Force.
MARINE CORPS:	
Reserve Members	Marine Forces Reserve (MARFORRES).
Prisoners	Reporting Unit.
Abused Dependents	Headquarters Marine Corps (HQMC) (MRP-1).
Marine Corps Dependents Residing in the Philippines	Headquarters Marine Corps (HQMC) (MMSR-6).

CATEGORIES	VERIFYING OFFICIALS
Civilian Employees	Servicing Civilian Human Resources Office
Surviving Family Members of Reserve Members Who Were Entitled to Pay at Age 60 but Died Before Age 60	Headquarters Marine Corps (HQMC) (MMSR-6).
Retirees	Headquarters Marine Corps (HQMC) (MMSR-6).
Appellate Leave	NAMALA.
Incapacitated Children	HQMC (MRP-1/MMSR-6).
Wards	HQMC (MRP-1/MMSR-6).
Parents/Parent's-in-law, Stepparents and Parents-by-Adoption	HQMC (MRP-1/MMSR-6).
Former Spouses	HQMC (MMSR-6).
Reserve Retired (Eligible for Pay at age 60).	HQMC (MMSR-6).
Former Members	HQMC (MMSR-6).
TDRL/PDRL	HQMC (MMSR-6).

2.2. Where to Verify and Issue ID Cards. Active duty, Guard, or Reserve ID card issuing activities are the primary verifiers and producers of ID cards. These sites are selected based on a transaction analysis conducted by the Defense Manpower Data Center (DMDC) Personnel Identity Protection Solutions (formerly Access Card Office (ACO)) and recommendations of the Service Project Officers.

2.2.1. Other activities may send waiver requests for ID card-issuing equipment to their Uniformed Services Personnel project office (active, Guard or Reserve, as appropriate) when unique circumstances exist (paragraph 25.1). For example, request equipment for an issuing activity located in an area with a large retirement population and no Uniformed Services ID card issuing activity is located within a reasonable distance; or, for units with large numbers of assigned personnel.

2.2.1.1. The Defense Manpower Data Center, Real Time Automated Personnel Identification System Program Office (DMDC/DRPO) is the final approval authority.

2.3. What the Verifying Official Does. Verify identity and eligibility. Establish basic entitlement then take the actions reflected in Table 2.2 when verifying eligibility for ID Cards:

Table 2.2. Actions Taken by DEERS/RAPIDS Verifying Official.

STEP	ACTION
1	Review supporting documents listed in paragraph 2.4 and A 5, or use DEERS database if person is already properly enrolled. Do not use an existing card expired or unexpired as proof of further entitlement to another ID card.
2	Contact the DSO (see paragraph 25.2) to retrieve a previously scanned verified DD Form 1172 for investigative purposes only.
3	Accept properly verified and faxed DD Form 1172 or a scanned DD Forms 1172 via an encrypted or password protected e-mail. Must be received from another DEERS/RAPIDS Verifying Official (VO). If not coordinated before receipt and there are questions, contact the VO.

4	Contact verifying official to confirm eligibility if *dependent* brings in datafaxed DD Form 1172.
5	Use Attachment 2 to determine the benefits and privileges authorized.
6	Refer to Attachment 4 for information on how the effective and termination dates for Medical Civilian (MC) care (TRICARE) are established.
7	Manually prepared DD Form 1172 must be completed according to Attachment 3.
8	Update the information on the DD Form 1172 by the RAPIDS or DEERS on-line systems.
9	Ensure appropriate remarks are included in Block 89 reflecting the reason for the initial or new ID card. Refer to Attachment 3, paragraph A3.5.
10	Ensure a copy of the Privacy Act statement is prominently displayed and have applicant read before signing the DD Form 1172.
11	Give the original copy to the applicant and use additional copies as necessary for dependency determinations, etc.).
12	Advise the applicant that DD Forms 1172 are valid for only 90 days after the verifying official signs. Applications held longer are void.
13	Forward one copy of the DD Form 1172 to the parent Service when renewing ID cards for permanently incapacitated children and former spouses of Navy, Marine Corps, NOAA, and USPHS members. See paragraph 25.1 for addresses.

2.3.1. RAPIDS determines benefits, privileges, and Medical Civilian (MC) effective dates. This system automates entitlement policy specified in public law and implementing publications.

2.3.2. ID card sites verify and issue ID cards following the guidance contained in this instruction and transmit DD Forms 1172 according to paragraph 1.13.

2.4. Documentation Required. Refer to Attachment 5 to determine the *basic* documentation required. VO does *NOT* need basic documentation when the DEERS database can verify eligibility. However, the identity must be verified. If the applicant is replacing a lost or stolen ID card and has no photo ID, his or her identity can be confirmed by the fingerprint or photo stored in DEERS. **Note:** RAPIDS biometric verification may be used for lost or stolen ID as proof of identity if a previous photograph is available in DEERS. Refer to **Attachment 20**, Department of Homeland Security (see attached Form I-9, Employment Eligibility Verification) and Lists of Acceptable Documents in reference to identity proofing for DEERS enrollment, eligibility, and ID card issuance purposes. (See paragraphs 1.5.4, 2.4, Table 2.4, paragraph 8.2, Table 8.2 and Attachment 5, Note 8).

2.4.1. Marriage certificates, divorce decrees, and birth certificates must be certified originals, court-certified copies, or certified photocopies that reflect the file number. Verifying officials may request additional documents if validity of documents provided is in question. (Reference Attachment 5, Note 7.)

2.4.1.1. View a Social Security card, letter from the Social Security Administration (SSA), or other official government document that specifically states the number is a SSN when entering family member's SSNs in the DEERS and RAPIDS application.

2.4.1.2. A valid general or special power of attorney is acceptable when sponsor is not present to sign for a family member's DEERS enrollment or ID card application. Contact your local legal office to determine validity if needed (see Attachment 3, A3.5.2.).

2.4.2. Special documentation required for common law marriages. Common law marriages must have been entered into in a state that recognizes common law marriages. Follow the instructions below to determine eligibility for common law marriages:

2.4.2.1. Common law marriages require the sponsor or spouse to prove to the satisfaction of the local legal authority that the relationship is valid (e.g., tax returns, bank statements, statements from disinterested parties attesting the couple was holding themselves out as husband and wife). **Note:** Navy and Marine Corps members must send documentation to establish a common law marriage, an Indian Tribal marriage or a marriage that is contracted subsequent to a foreign divorce to the following offices as appropriate: Navy: NPC PERS 352E; Marine Corps: HQMC (MRP-1 or MMSR-6, see paragraph 25.1). A copy of the original complaint should be provided in all cases involving a final decree of annulment.

2.4.2.2. Common law marriage. In each case where the eligibility of a spouse is established on the validity of common law marriage, a review by the local legal office is required to determine legal sufficiency. The legal office can attest to the apparent legality of state court documentation that establishes the validity of a common law marriage. **Exception:** See paragraph 2.4.2.1 for Navy and Marine Corps members.

2.4.3. Passports. Do not accept a passport by itself when a person is applying for enrollment in DEERS; however, when used in conjunction with another form of identification, a passport may be used as acceptable photo identification. **Exception:** Passports may be accepted for dependents of foreign military personnel, because such dependents need legal documents in order to accompany the member to the United States. **Note:** RAPIDS biometric verification may be used as proof of identity if a previous photograph is available in DEERS.

2.4.4. Foreign Documents. The following provides instructions concerning foreign documents. English translations must accompany all foreign documents. For verifying foreign document authentications, refer to Attachment 5, Notes 7.1 and 7.1.1.

2.4.4.1. Foreign divorce decrees. In each case where the eligibility of a spouse or family member is based on the validity of a foreign divorce, and submitted for ID card termination in DEERS, a review by the local legal office is required for legal sufficiency. **Exception:** See paragraph 2.4.2.1 for Navy and Marine Corps members and Table 2.3 for Coast Guard members.

2.4.4.1.1. Do not accept a foreign divorce decree for such purposes until the legal staffs verify the document's validity.

2.4.4.1.2. If a foreign divorce decree is of doubtful validity, a US court must declare the divorce valid before the sponsor uses the decree to begin or end ID card entitlements.

2.4.4.1.3. Service installation legal authorities coordinate all foreign divorce decrees with the offices reflected in **Table 2.3.**:

Table 2.3. Service Installation Legal Authorities.

UNIFORMED SERVICE	LEGAL AUTHORITY
Army	The local Staff or Command Judge Advocate.
Navy	BUPERS-26, (901) 874-3362/3360 or DSN 882-3362/3360. See **Note** under paragraph 2.4.2.1.
Air Force	HQ Air Force Personnel Center Judge Advocate (210) 565-2761 or DSN: 665-2761.
Marine Corps	HQMC (MRP-1/MMSR-6), (703) 784-9529/9310. See N**ote** under paragraph 2.4.2.1.
Coast Guard	Commanding Officer (RAS), Personnel Service Center (PSC), (785) 339-3441.
National Oceanic and Atmospheric Administration	Commissioned Personnel Center CPCI, (301) 713-3444.
United States Public Health Service	Division of Commissioned Corps Officer Support (DCCOS), (240) 453-6131.

2.5. Issuing Temporary DD Forms 2765, 1173, 1173-1. The following procedures in Table 2.4 apply for the verifying activity when issuing a temporary DD Form 2765, 1173, or 1173-1. Refer to Chapter 1, paragraph 1.21 for 90-day temporary authorization from Service Project Office.

2.5.1. Do not issue temporary identification cards to individuals whose eligibility for privileges is based on TDY except as reflected in **paragraph 1.11.**

Table 2.4. Procedures for Issuing Temporary DD Forms 2765, 1173, 1173-1.

IF ENROLLED IN DEERS:	IF NOT ENROLLED IN DEERS:
Issue a temporary card for up to 90 days until the applicant can obtain legal documentation or the sponsor's signature if reasonably sure the person is entitled. A dependent who requires a dependency determination for renewal (over 50 percent support) may be issued a temporary card up to 90 days if expiration of the ID card would interrupt medical care. The temporary ID card issuance for 90 days is permitted for permanent incapacitated renewal applicants only (refer	Do not issue a temporary card, unless approved by the parent Uniformed Services Project Office. Issue a 90-day temporary ID card reflecting a TIN to beneficiaries who do not yet have a SSN or ITIN (i.e., foreign spouses) and enroll beneficiary in DEERS. If applicant has applied to the SSA but has not yet received a SSN or ITIN, issue another 90-day card.
IF ENROLLED IN DEERS:	**IF NOT ENROLLED IN DEERS:**
Chapter 4, Table 4.6, Step 2). Sponsor must certify in block 89 of the DD Form 1172 that he or she will be financially responsible for any medical care the dependent received since expiration of the ID card should the dependency determination be disapproved. Refer to Chapter 4, and Service specific	

procedures.	

2.5.2. Verifying officials take the steps listed in Table 2.5 when issuing temporary DD Forms 2765, 1173, or 1173-1:

Table 2.5. Steps to Take When Issuing Temporary DD Forms 2765, 1173, 1173-1.

STEP	ACTION
1	Review legal documentation or DEERS database, or both.
2	Prepare the DD Form 1172 and update the DEERS.
3	File DD Form 1172 in suspense file based on expiration date.
4	Start retrieval action if the sponsor does not bring in documentation to apply for a full term ID card by the date the temporary ID card expires.
5	Update DEERS to reflect ineligibility for the period that the temporary card covers.
6	Follow normal verifying and issuing procedures when the sponsor presents adequate documentation.

2.6. Indefinite ID Card For Permanently Disabled Family Member . Public Law 109-364 with the FY 2007 Defense Authorization Act (NDAA) authorize the uniformed Services to issue ID cards without an established expiration date to those family members who are permanently disabled. Refer to parent uniformed Services DEERS Project Office for further information, Chapter 25.

Chapter 3

UNIFORMED SERVICES DOD BENEFICIAIRES (FORMER SPOUSES)

3.1. General Information. Initial verification for DoD Beneficiary (former spouse) must be accomplished by the parent Service. Refer to Table 1.3, Categories of Personnel Who Can Not Be Cross-Serviced. The Uniformed Services Former Spouses Protection Act (USFSPA) provides ID card benefits and privileges to several categories of DoD Beneficiaries (DBs), referred to as unremarried former spouses (see attachment 1, Terms). This chapter defines the categories of DBs and provides eligibility criteria and verification procedures for ID cards. The chapter also includes eligibility criteria for DBs who qualify for ID card benefits and privileges as abused dependents. **Note:** When the member and his or her spouse are living apart because of a legal separation or interlocutory decree of divorce, set the expiration date at 1 year from the date of issue or the date on which the divorce becomes final.

3.1.1. Effective 1 October 2003, eligible Uniformed Service Former Spouses shall be enrolled in DEERS as a sponsor in their own right in the category designator of DoD Beneficiary (DB); and issued a DD Form 2765, Department of Defense/Uniformed Services Identification and Privilege Card. **Note:** A DB cannot convey benefits or privileges for the purposes of DEERS sponsorship to family members, e.g. grandchildren or legal custody ward, etc; their initial eligibility to benefits and privileges are originally based on their former marital relationship to the military member.

3.1.2. A DB (unremarried former spouse) of a member who retired under the Early Retirement Program with less than 20 years service which is creditable in determining eligibility to retired pay is *NOT* entitled to an ID card. (See Attachment 1, Terms.)

3.1.3. A DB (unremarried former spouse) of a member who was placed on the disability retired list with less than 20 years which is creditable in determining eligibility to retired pay is *NOT* entitled to an ID card.

3.2. Basic Eligibility Criteria for DoD Beneficiaries (Unremarried Former Spouses). To qualify for a military ID card under the USFSPA, on the date of divorce, dissolution or annulment, the unremarried former spouse must meet the eligibility criteria reflected in Table 3.1:

Table 3.1. Basic Eligibility Critieria For DoD Beneficiaries (Unremarried Former Spouses).

BASIC ELIGIBILITY CRITERIA FOR UNREMARRIED FORMER SPOUSES		
Years of Marriage	**Years of Member's Creditable Service in Determining Eligibility to Retired Pay**	**Years of Overlap of Marriage and Member's Creditable Service**
At least 20 years	The military member must have performed 20 years of creditable service in determining eligibility to	At least 15 years of the marriage must have been during the period the member performed service creditable in determining eligibility
Exception:	retired pay.	to retired pay.

Abused Retirement Eligible (10-20-10) and Abused Transitional Compensation (See paragraphs 3.3.4 and 3.3.5 for abused former spouses).		The amount of overlap determines the benefits and privileges the former spouse is entitled to receive (see Attachment 2).
		The date of divorce determines the expiration date for those former spouses with a 15-year overlap of marriage and sponsor's creditable service, but not 20 years (see Tables 3.3 and 3.4). **Exception:** See paragraph 3.3.5 for abused former spouses (URFS 05 and URFS 06).
Additional Requirements: The DB (former spouse) must not have remarried. The DB (former spouse) is *not* eligible for medical care (medical service (MS) or TRICARE (MC)) if he or she is enrolled in an employer-sponsored health plan. If the former spouse disenrolls from the employer-sponsored health plan, medical benefits can be restored effective the date of disenrollment. The DB (former spouse) is *not* eligible for TRICARE when eligible for Medicare, Part A, unless he or she is a dependent of an active duty member or is under age 65, entitled to Medicare Part A as a result of a disability or end-stage renal (kidney) disease and is enrolled in Medicare, Part B (see chapter 7).		

3.2.1. Active Components use active duty service to compute sponsor's creditable service for retired pay. This includes an active service performed after retirement while still married.

3.2.1.1. Guard and Reserve Components use satisfactory service to compute creditable service for eligibility of former spouses of their members. This includes active service performed while in an inactive reserve or reserve retired status while stilled married. Refer to paragraph 16.1.1 for dependents of Standby Reserve members, dependents of Reserve retirees who are entitled to retired pay at age 60, but who have not yet attained age 60 (Table 1.9) and dependents of former members when the former member is eligible for retired pay at age 60 but not yet age 60. **Note:** Qualifying former spouses are eligible to receive the DD Form 1173-1 ID card with the following eligibility of shopping privileges to the commissary, exchange, and MWR (and no medical) prior to the service member or former member attains age 60. When the service member or former member reaches age 60, then, the former spouse becomes eligible for medical benefits with the Military Treatment Facility (MTF) and TRICARE. See paragraph 3.2.1.3 for members who are recalled to active duty for 31 days or more.

3.2.1.2. Qualifying former spouses of Guard or Reserve Components members meeting the requirements as of the date of divorce are eligible for a DD Form 1173 on the date the member becomes entitled to retired pay at age 60. If the member dies prior to age 60, use the date the member would have turned age 60 to determine the eligibility date.

3.2.1.3. When Guard or Reserve members awaiting retired pay at age 60 are recalled to active duty for 31 days or more, qualifying former spouses may be eligible for ID card entitlements during the sponsor's active service. Contact the appropriate Guard or Reserve project office for further guidance (paragraph 25.1). **Exception:** For Marine Corps, contact the HQMC (MMSR-6) (paragraph 22.7).

3.3. Categories, Eligibility Criteria, Benefits, Privileges and Expiration Dates for DoD Beneficiaries (Unremarried Former Spouses (URFS)) . Although Table 3.1 refers to basic eligibility criteria for unremarried former spouses, the following tables provide the different categories of former spouses, eligibility requirements, benefits and privileges and expiration dates for unremarried former spouse ID cards (see Attachment 1, Terms).

3.3.1. DB (Unremarried Former Spouse) (20-20-20). A DB (unremarried former spouse) who at the time of divorce was married to the member for 20 years during which time the member performed 20 years creditable service in determining eligibility to retired or retainer pay and the marriage and service overlapped at least 20 years:

Table 3.2. DB (Unremarried Former Spouse) (20-20-20).

(20-20-20)	BENEFITS AND PRIVILEGES	EXPIRATION DATE
1. Married at least 20 years to a military member, 2. Who performed at least 20 years creditable service in determining eligibility to retired pay and, 3. The overlap of marriage and service was at least **20** years, and, 4. Has not remarried, or 5. Is not enrolled in an employer-sponsored health plan.	Is entitled to Medical Service (MS) & TRICARE (MC), and Commissary, Exchange, Morale, Welfare and Recreation (MWR). See Table 3.1 for restrictions for those eligible for Medicare. **Note:** Medical benefits are not authorized if DB (former spouse) is covered by an employer-sponsored health plan.	4 years from date of verification. **Note:** ID card may be renewed every 4 years if all the eligibility requirements are still met.

3.3.2. DB (Unremarried Former Spouse) (20-20-15) Divorced Prior to 1 Apr 85. A DB (unremarried former spouse) who at the time of divorce was married to the member for 20 years during which time the member performed 20 years creditable service in determining eligibility to retired or retainer pay and the marriage and service overlapped at least 15 years but less than 20:

Table 3.3. DB (Unremarried Former Spouse) (20-20-15) Divorced Prior to 1 April 1985.

(20-20-15) DIVORCED PRIOR TO 1 APR 85	BENEFITS AND PRIVILEGES	EXPIRATION DATE
1. Married at least 20 years to a military member, 2. Who performed at least 20 years creditable service in determining eligibility to retired pay and, 3. The overlap of marriage and service was at least 15 years, and 4. Has not remarried, or 5. Is not enrolled in an employer-sponsored health plan.	Medical Service (MS) and TRICARE (MC). See Table 3.1 for restrictions for those eligible for Medicare. **Note*:*** Medical benefits are not authorized if former spouse is covered by an employer-sponsored health plan.	4 years from date of verification. **Note*:*** ID card may be renewed every 4 years if all eligibility requirements are still met.

3.3.3. DB (Unremarried Former Spouse) (20-20-15) Divorced on or after 29 September 1988. An unremarried former spouse who at the time of divorce was married to the member for 20 years during which time the member performed 20 years creditable service in determining eligibility to retired or retainer pay and the marriage and service overlapped at least 15 years but less than 20. **Note*:*** Former spouses qualifying under the 20-20-15 provision whose divorce occurred on or after 1 April 1985 but before 29 September 1988 were entitled to an ID card for two years from the date of divorce. This time has expired. See Table A6.1:

Table 3.4. DB (Unremarried Former Spouse) (20-20-15) Divorced on or After 29 September 1988.

(20-20-15) DIVORCED ON OR AFTER 29 SEPTEMBER 1988	BENEFITS AND PRIVILEGES	EXPIRATION DATE
1. Married at least 20 years to a military member,	Medical Service (MS) and TRICARE (MC).	1 year from date of divorce only. May not be renewed
(20-20-15) DIVORCED ON OR AFTER 29 SEPTEMBER 1988	**BENEFITS AND PRIVILEGES**	**EXPIRATION DATE**
2. Who performed at least 20 years creditable service in determining eligibility to retired pay and, 3. The overlap of marriage and service was at least 15 years, and 4. Has not remarried, or 5. Is not enrolled in an	See Table 3.1 for restrictions for those eligible for Medicare. **Note*:*** Medical benefits are not authorized if former spouse is covered by an employer-sponsored health plan.	

employer-sponsored health plan.		

3.3.4. DB (Abused Unremarried Former Spouse) (10-20-10) Retirement Eligible Member. This former spouse category is the result of sponsor's discharge for family member abuse. An unremarried former spouse of a retirement eligible member who was married to the member for a period of at least 10 years; the member performed at least 20 years of service that is creditable in determining the member's eligibility for retired or retainer pay; and the period of overlap of marriage and the member's creditable service was at least 10 years; and the former spouse is in receipt of an annuity as a result of the member being separated from the Service due to misconduct involving dependent abuse (see paragraph 5.1 and Tables 5.1, and 5.2).

Table 3.5. DB (Abused Unremarried Former Spouses) (10-20-10) Retirement Eligible Member.

(10-20-10) ABUSED FORMER SPOUSE OF RETIREMENT ELIGIBLE MEMBER SEPARATED ON OR AFTER 23 OCTOBER 1992	BENEFITS AND PRIVILEGES	EXPIRATION DATE
1. Married at least 10 years to a military member,	Is entitled to Medical Service (MS) & TRICARE (MC), and Commissary, Exchange, Morale, Welfare and Recreation (MWR).	4 years from date of verification. **Note:** ID card may be renewed every four years provided all eligibility requirements are still met.
2. Who performed at least 20 years creditable service in determining eligibility to retired pay and, 3. The overlap of marriage and service was at least 10 years, and 4. Has not remarried, or 5. Is not enrolled in an employer-sponsored health plan.	**Note**: Do not authorize TRICARE if the applicant is eligible for Medicare, Part A and not enrolled in Part B. Medical benefits are not authorized if former spouse is covered by an employer-sponsored health plan.	

3.3.5. DB (abused unremarried former spouse) Transitional Compensation Eligible of a member on active duty for 31 days or more who separated from the Service on or after 30 November 1993 due to dependent abuse and the former spouse is entitled to transitional compensation (see **Table 5.3**):

Table 3.6. DB (Abused Unremarried Former Spouse) Transitional Compensation Eligible.

ABUSED FORMER SPOUSE (TRANSITIONAL COMPENSATION)	BENEFITS AND PRIVILEGES	EXPIRATION DATE

SEPARATED ON OR AFTER 30 NOV 93		
Married to the member at the time of abuse. Receiving transitional compensation.	Medical care in military treatment facilities and TRICARE on or after 17 October 1998 and commissary, exchange, and MWR	Remarriage or stop payment date reflected on DD Form 2698, *Application for Transitional Compensation.*

3.4. Initial Verification Procedures for DB (Unremarried Former Spouses). These procedures apply to former spouses of active duty, retired, National Guard, and Reserve members.

3.4.1. Initial verification of DB (former spouses) must be accomplished by the parent Service. A marriage certificate, divorce decree, statement of service or a complete set of DD Forms 214 should be provided or forwarded to the locations reflected in Table 3.7:

Table 3.7. Where to Accomplish Initial Application.

UNIFORMED SERVICE	WHERE TO ACCOMPLISH INITIAL APPLICATION
Army	The nearest Army issuing activity.
Navy	Bureau of Naval Personnel BUPERS-26, 5720 Integrity Drive, Millington TN 38055-6730 (see paragraph 20.5 for Navy verification procedures).
Air Force	The nearest Air Force issuing activity.
Marine Corps	20/20/20 or 20/20/15 (DB) Former Spouses: Headquarters U.S. Marine Corps (MMSR-6), 3280 Russell Road, Quantico, VA 22134-5103 (see paragraph 22.7 for Marine Corps verification procedures). Abused Spouses: Headquarters U.S. Marine Corps (MRP-1), 3280 Russell Road, Quantico, VA 22134-5103 (see paragraph 22.10 for Marine Corps verification procedures).
Coast Guard	Personnel Service Center (PSC), Commanding Officer (RAS), (785) 339-3441. 444 S.E. Quincy Street, Topeka, Kansas 66683-3591 (see paragraph 23.3 for Coast Guard verification procedures).
National Oceanic and Atmospheric Administration	Commissioned Personnel Center, CPC1, 8403 Colesville Road, Suite 500, Silver Spring, MD 20910.
United States Public Health Service	Division of Commissioned Corps Officer Support, OCCO, 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852.

3.5. Initial Verification Procedures for DB (Unremarried Former Spouses) (20-20-20 and 20-20-15). The following applies to *initial* DB verification procedures:

3.5.1. ID card issuing activity or Uniformed Service Personnel project offices listed in Table 3.7 take the following steps reflected in Table 3.8 to verify initial eligibility for unremarried former spouses upon receipt of documents:

Table 3.8. Initial Verification Procedures for DB (Unremarried Former Spouses) (20-20-20 and 20-20-15).

STEP	ACTION
1	Review marriage certificate and final divorce decree, dissolution or annulment of marriage to verify that the DB (former spouse) was married to the military member for at least 20 years.
2	Verify the member's status (i.e., retired, active duty, deceased). **Note:** If member is deceased, contact the parent Uniformed Service Personnel project office (paragraph 25.1) to confirm the member's status at the time of death. In the case of the Army, a Casualty Report or a DD Form 214, Certificate of Release or Discharge from Active Duty will be required.
3	Request the dates of inclusive service from the office that maintains the member's records by message or letter if member is active duty.
4	Request the documents to reflect total creditable service in determining eligibility to retired pay if member is retired, and the DB (former spouse) does not have a Statement of Service or a complete set of DD Forms 214. Mail requests to the following addresses:
	Army Reserve – Army Human Resources Command, 1 Reserve Way, Attn: PAV-A/DEERS Project Office, St. Louis, MO 63132-5200. Telephone (314) 592-1034, DSN 892-1034, Fax 1-800-325-4981.
	Navy - National Personnel Records Center, 9700 Page Avenue, St. Louis, Missouri 63132, or contact BUPERS-26, (901) 874-3362/3360 and DSN: 882-3362/3360 or 1-866-827-5672 (paragraph 25.1).
	Air Force - NPRC/NRPMF, 9700 Page Avenue, St. Louis, Missouri 63132-5100. Comm: (314) 801- 0800, select appropriate options; Fax request to (314) 801-9195 (see Attachments 7 and 8 for sample letters).
	Marine Corps – Headquarters, U.S. Marine Corps, 3280 Russell Road, Quantico, VA 22134-5103. Telephone: 1-800-336-4649. (See paragraphs 22.7 and 22.10 for verification procedures).
	Coast Guard - Commanding Officer (RAS), Personnel Service Center (PSC), (785) 339-3441. 444 S.E. Quincy Street, Topeka, Kansas 66683-3591.
	National Oceanic and Atmospheric Administration - Commissioned Personnel Center CPC1, 8403 Colesville Road, Silver Spring, MD 20910.
	United States Public Health Service - Personnel Services Branch, DCP, Parklawn Building, Room 4-35, 5600 Fishers Lane, Rockville MD 20857.
5	Terminate spouse from sponsor DEERS record. A temporary ID card may be issued with the following expiration dates while waiting for confirmation of eligibility, if (DB) former spouse appears to be conditionally eligible: Up to 90 days for retired member's former spouse. 30 days for an active duty member's former spouse. **Note:** For Navy (DB) former spouses, see paragraph 20.5.2.3; for Marine Corps (DB) former spouses see paragraph 22.7.

6	Have (DB) former spouse sign a statement in item 89 on the DD Form 1172 that he or she has: Not remarried Is not enrolled in an employer-sponsored health plan and; He or she will be responsible for any medical care received during this period if found not to be eligible for an ID card.
7	File completed DD Form 1172 in suspense file.
8	Start tracer action if documents are not received within 90 days.

3.5.2. Take the actions reflected in Table 3.9 upon receiving the statement of service or a complete sets of DD Form 214:

Table 3.9. Verification Actions Upon Receiving Statement of Service or a Complete Set of DD Forms 214.

STEP	ACTION
1	Compare service dates with inclusive dates of marriage and divorce.
2	Retrieve temporary card and issue full term card if documentation confirms eligibility. See Attachment 2 for specific entitlements and Attachment 4 for expiration and MC TRICARE effective dates.
3	Annotate in block 89 on the DD Form 1172 that the former spouse has not remarried since the divorce from the member and does not have medical coverage under an employer-sponsored health plan. Have the former spouse initial this statement.
4	Have the former spouse sign block 90 on the DD Form 1172.
5	Batch process the DD Form 1172 to DSO according to paragraph 1.12.

3.6. Renewal Procedures for DB (Unremarried Former Spouses) if Enrolled in DEERS. Cross-servicing is authorized for renewal of (DB) former spouse ID cards if correctly enrolled in DEERS with date of divorce. **Note:** The date of divorce is not reflected in RAPIDS for DB. **Exception**: Navy former spouses must have a letter of approval from the Navy Personnel Command. If the applicant does not have a letter, contact BUPERS-26 (paragraph 25.1.2). Marine Corps former spouses must have a letter of approval from Headquarters, U.S. Marine Corps (MMSR-6), 3280 Russell Road, Quantico, VA 22134-5103. If the applicant does not have a letter, contact HQMC (MMSR-6) (paragraph 25.1.4).

3.7. Renewal Procedures for DB (Unremarried Former Spouses) Whose Date Of Divorce Is Not in DEERS. Take the steps reflected in Table 3.9 when renewing an ID card for a (DB) former spouse whose date of divorce is *NOT* in DEERS. **Exception***:* Navy (DB) former spouses must be verified by contacting PERS 352E (paragraph 25.1); Marine Corps (DB) former spouses date of divorce can be confirmed by calling HQMC MMRS-6, at (703) 784-9310.

3.8. Documents Required for Verification:

3.8.1. Certified copy of a marriage certificate. A marriage license will not be used. (See Attachment 5, **Note** 7 for definition of certified copy).

3.8.2. Certified copy of a divorce decree.

3.8.3. A statement of service or a complete set of DD Forms 214.

3.8.3.1. Service issuing activities should follow initial verification procedures contained in chapters 19 through 23.

3.9. (DB) Unmarried Former Spouse (UMFS). A (DB) former spouse who qualified under the 20/20/20 provision listed above, who remarries, and becomes unmarried through death or divorce of the subsequent spouse, is eligible for reinstatement of commissary, exchange, and MWR privileges only. Medical care reinstatement is not authorized for a (DB) unmarried former spouse. (See attachment 2, A2.4.)

Chapter 4

ID CARDS FOR CHILDREN

4.1. General Information. Unmarried children are entitled to medical care by law until age 21 unless they marry or join the active service in the military. They are also entitled to commissary, exchange and MWR privileges if certain criteria are met (see Attachment 2). **Note:** When a child continues to meet the qualifications as a sponsor's dependent and is in a military Reserve Component not on active duty for 31 days or more, they remain eligible for an ID card. Refer to Tables 13.1 and 15.1 (DD Forms 1173 & DD2RES or CAC). Children who join the military and subsequently are separated from the service, and are under age 21 and not over age 23 remain eligible for an ID card. Refer to paragraphs 4.1, 4.5, Chapter 8, Tables 8.1 and 8.2 in establishing eligibility.

4.1.1. Adoption or Emancipation of children under age 21 has no effect on their eligibility to an ID card reflecting medical benefits and shopping privileges, if they are otherwise entitled. (See Attachment 1, Terms for Adopted Child or Emancipation).

4.1.2. Children who become eligible for other health insurance (OHI) under provisions of the State and Federal program termed "Medicaid" will remain enrolled in DEERS with eligibility to TRICARE benefits. In this instance, coordination of Medicaid health insurance and TRICARE benefits are considered for children. Refer to a beneficiary counselor at a Military Treatment Facility (MTF) for coordination of TRICARE benefits and Medicaid health insurance.

4.1.3. Children who have no relationship to the sponsor at the time of the sponsor's death, who subsequently are adopted or become a legal custody ward of the widow or widower, are not entitled to ID card benefits and privileges.

4.2. Dual Entitlement for Children. A child (including adopted, orphan, or step-child) of a military member who is also an eligible family member of another military member may be issued an ID card with either member as a sponsor. **Exception:** Wards cannot be an eligible dependent of any other member or a former member. (Refer to Terms). A child may not possess more than one ID card (DD Forms 1173 or 1173-1). A child may be enrolled in DEERS under more than one sponsor but may not actively receive dual benefits from more than one sponsor at the same time regardless if an ID card is issued. **Note:** This allows all family members to be enrolled under a single sponsorship for medical eligibility and a single TRICARE deductible purpose. Military and civilian members involved must decide which one will sponsor the child for DEERS enrollment, and if appropriate, ID card issuance.

4.2.1. If the members can't agree on the child's sponsorship in DEERS, take the action reflected in **Table 4.1**:

Table 4.1. Action Required When Military Members Can't Agree Who Will Sponsor the Child In DEERS.

IF THE MEMBER	THEN
Has a court order identifying him or her as being responsible for providing medical care for the child.	Enroll child under such member.

Has no court order for medical care but, a court has awarded primary physical custody to the member or to the former spouse who remarries another military member.	Enroll the child where the child resides.
If none of the above conditions have occurred.	Inform members no change in sponsorship can occur until there is a court order, designating the primary member for sponsorship or the two sponsors can agree to change.

4.2.2. Authorize all benefits and privileges and annotate DD Form 1172, block 89, explaining dual sponsorship in DEERS.

4.2.3. Notify the parties involved when moving the family member from one sponsor's DEERS record to another.

4.3. Initial Enrollment of Newborns. Enrollment should be accomplished as soon as practical and within 30 days of birth. Immediate enrollment should preclude delays in acquiring necessary medical appointments for the newborn. A visit by the sponsor with the appropriate document is always the encouraged method of enrollment. The sponsor should consider contacting their respective military personnel office prior to the birth to acquire phone numbers and a mailing address to use in the event a timely visit becomes impractical. Presentation of source documents by the sponsor or requestor may be accomplished as stated in Table 4.2. **Exception:** Illegitimate children must be processed for enrollment instructions listed in **paragraphs 4.9** and **4.10.**

Table 4.2. Initial Enrollment of Newborns.

SOURCE DOCUMENT	METHOD OF PRESENTATION
Original or copy of: Certified Birth Certificate or, Certificate of Live Birth authenticated by the attending physician or other responsible person from a U. S. hospital or medical treatment facility (MTF) or,	In person: Sponsor or Spouse presents a valid general or special power of attorney (in the absence of sponsor) at a DEERS/RAPIDS issuing facility. By mail: Requestor mails a copy of appropriate source document and a written request for DEERS enrollment to sponsor's personnel office, including: (1) Sponsor's name, SSAN, signature and phone number and, (2) Newborn's identifying information: eye and hair color, weight and length.
Consular Report of Birth Abroad, FS-240, and if: Sponsor and/or spouse are not in DEERS, a certified copy of parents' marriage certificate. **Note**: 1. A VO may enroll a newborn with a temporary end date if documentation received is not certified or authenticated as required. Questionable documentation should be referred to the local JA. Once resolved, the eligibility end date will be updated to the 21st birthday. 2. A child's SSAN will be presented for DEERS update as soon as acquired.	By email or fax: Requestor contacts sponsor's personnel office for email address or fax number. Email or fax appropriate source document(s) and additional information as stated in above by mail instructions.

4.4. ID Card Eligibility for Children Under Age 10. Issue an ID card to a child under 10 years of age if one of the conditions reflected in Table 4.3 occurs. **Note:** All eligible family members (except children under the age of 10) are required to provide one identity source document from the list of acceptable documents included in Form I-9 (refer to Attachment 20) during the DoD ID card issuance process. See Attachment 5 for basic documentation eligibility.

Table 4.3. Conditions for Issue of ID Cards to Children Under Age 10.

ITEM	CONDITION
1	The child's temporary guardian lives away from the parent's duty station and must use a medical facility other than the one keeping the child's records; or the child resides temporarily away from the sponsor and there is no eligible spouse. Authorize ID card benefits and privileges as Attachment 2 specifies. **Note:** Have the applicant sign the card: Enter "INFANT" when the individual is too young to sign; or enter "INCAP" when the individual cannot sign because of a mental or physical

	incapacity.
2	The child is of a joint service couple or a single parent.
3	The child's physical appearance warrants issue (for example, appears older than 10). **Note**: The Personnel Chief or designated representative approves or disapproves request.
4	The child does not reside in the household of an eligible adult family member.
5	Under unique circumstances and the SVO/SSM authorizes (Refer to Attachment 1, Terms).

4.5. Students Age 21-23. Table 4.4 defines the eligibility criteria for students over 21 but less than 23 and what documentation and procedures are required to verify eligibility:

Table 4.4. Eligibility Criteria and Documentation Requirements for Students Age 21-23.

ELIGIBILITY CRITERIA	REQUIRED DOCUMENTATION/PROCEDURES
Unmarried children of 21 or 22 years of age (have not attained the age of 23). Enrolled full time in an accredited institution of higher Learning (See **Note** 4 below). Dependent on the sponsor for over 50 percent of their support (or were at the time of the sponsor's death). Students remain eligible until age 23 or graduation, whichever occurs first. **Notes*:*** 1. Consult with the installation education office to resolve difficulties in determining approved accredited institutions of higher learning, including for foreign institutions. 2. Unmarried children 21 years or older who are *not* enrolled full time in school but are performing missionary duties as part of the school's requirement to obtain their degree are not entitled to ID cards. 3. Students enrolled less than full time in two institutions of higher learning may *not* combine hours to qualify as full time students. Title 10, Section 1072 is specific in that the child must be enrolled in a full-time course of study at an institution of higher learning versus	If enrolled in DEERS, a letter from the school registrar certifying full-time course of study leading to an associate's degree or higher and anticipated graduation date. **Note*:*** Most colleges and universities contract with third parties, National Student Clearinghouse, to verify student enrollment. These third parties must comply with Family Educational Rights and Privacy Act (FERPA) regulations and are considered official agents of the institution for that purpose. Such documentation (including web application forms) shall be accepted in lieu of a letter from the registrar's office. The sponsor must also certify in block 89 on the DD Form 1172 that he or she is providing over 50 percent of the student's support. (See paragraph 20.11 for Navy family members.) **Note*:*** If school will not provide date of graduation, issue to 23rd birthday. If not enrolled in DEERS, a birth certificate and parent's marriage certificate is required, in addition to the documentation listed above. Sponsor presents a letter from the school registrar certifying full-time enrollment before the break and acceptance or enrollment immediately after the break. **Note*:*** Most colleges and universities contract with third parties, National Student Clearinghouse, to

institutions. 4. Students enrolled in final term, semester or quarter may carry less than full time load if that is all that is needed for graduation. 5. See paragraph 4.5 for incapacitated students.	verify student enrollment. These third parties must comply with Family Educational Rights and Privacy Act (FERPA) regulations and are considered official agents of the institution for that purpose. Such documentation (including web application forms) shall be accepted in lieu of a letter from the registrar's office.
Summer Break: Students who were enrolled as a full time student for the semester or session immediately before the break may be eligible for an ID card during break if they are accepted or enrolled immediately after the break. **Graduate Students and Students Awarded an Associates Degree:** Issue a temporary ID card not to exceed the 30th day of the month of enrollment as an expiration date to allow students to complete enrollment procedures at the college or university in a graduate study program or a 4-year degree program. Issue a full term card until graduation or age 23, whichever occurs first when a letter certifying full-time enrollment is presented.	Sponsor certifies in block 89 on the DD Form 1172 that he or she is providing over 50 percent of the student's support. Sponsor presents a letter of acceptance of enrollment signed by an authorized officer of the college or university (see Attachment 9). **Note*:*** Most colleges and universities contract with third parties, National Student Clearinghouse, to verify student enrollment. These third parties must comply with Family Educational Rights and Privacy Act (FERPA) regulations and are considered official agents of the institution for that purpose. Such documentation (including web application forms) shall be accepted in lieu of a letter from the registrar's office. Sponsor certifies in block 89 on the DD Form 1172 that he or she is providing over 50 percent of the student's support

4.6. Incapacitated Children Over Age 21 (Initial Application). Table 4.5 defines the eligibility criteria, required documentation for the initial application, and approved documentation required to issue ID cards to incapacitated children over age 21. The military sponsor's parent service must process initial and renewal dependency applications for all incapacitated children as cross-servicing is not authorized (refer to Table 1.3 and paragraph 2.6). See paragraph 2.6 indefinite ID card for permanently disabled family member and Chapters 19-23 for Service-specific dependency determination processing procedures. **Note*:*** Have the applicant sign the ID card or enter "INCAP" when the individual cannot sign because of a mental or physical incapacity.

Table 4.5. Eligibility Criteria, Required Documentation to Apply, and Approved Documentation Required for ID Card Issue - Incapacitated Children over Age 21 (Initial Application).

	DOCUMENTATION	APPROVED DOCUMENTATION

ELIGIBLITY CRITERIA	REQUIRED TO APPLY (MUST BE CURRENT)	REQUIRED FOR ISSUE OF THE ID CARD (MUST BE CURRENT)
The child must be unmarried. The child must be incapable of self-support because of a mental or physical incapacity that existed before the child's 21st birthday or 23rd if enrolled as a full-time student and verification occurred after 23 October 1992. The child must be dependent on the sponsor for over one-half of his or her support or have been at the time of the sponsor's death.	A current physician's statement (dated within 90 days of application). Initiation of dependency determination application should occur no later than 90 days prior to current ID card expiration. A current statement from the Social Security Administration (SSA) certifying non-eligibility for Medicare, Part A, to continue eligibility to TRICARE benefits. **Note:** Do not require a statement from active duty dependents and those individuals listed in paragraph 7.1 as they remain eligible for TRICARE as a second payer. Birth certificate (if not enrolled in DEERS). Parent's marriage certificate (if not enrolled in DEERS). **Note**: Incapacitated students require additional documentation as follows	An approved medical sufficiency statement from a Military Treatment Facility (MTF) (see Attachment 26). **Exception*:*** For Navy members, see Table 20.2. An approved dependency determination (over 50 percent support) from a Uniformed Service approval agency (see Table 4.6). If sponsor deceased, the dependency determination in effect at the time of death remains valid. **Note**. See Chapter 21 for Air Force members. Sponsor presents a letter of acceptance of enrollment signed by an authorized officer of the college or university (see Attachment 9). **Note:** Most colleges and universities contract with third parties, National Student Clearinghouse, to verify
ELIGIBLITY CRITERIA	**DOCUMENTATION REQUIRED TO APPLY (MUST BE CURRENT)**	**APPROVED DOCUMENTATION REQUIRED FOR ISSUE OF THE ID CARD (MUST BE CURRENT)**
	A physician's statement as above but indicating the incapacitation occurred after the 21st birthday but before the 23rd birthday A letter from the school registrar	student enrollment. These third parties must comply with Family Educational Rights and Privacy Act (FERPA) regulations and are considered official agents of

	reflecting the dependent was enrolled as a full-time student in an accredited institution of higher learning when the incapacitation occurred	the institution for that purpose. Such documentation (including web application forms) shall be accepted in lieu of a letter from the registrar's office.

4.7. Renewal Processing Procedures for Children over Age 21 With a Permanent Incapacitation. Cross-Servicing is not authorized. Refer to paragraph 2.6. Follow the steps reflected in Table 4.6 when renewing an ID card for a permanently incapacitated child:

Table 4.6. Renewal Processing Procedures for Children over Age 21 With a Permanent Incapacitation.

STEP	ACTION
1	Advise applicant to present a current statement from the SSA certifying non-eligibility to Medicare, Part A (except active duty dependents and dependents reflected in paragraph 7.1). **Note*:*** Initiation of dependency determination application should occur no later than 90 days prior to current ID card expiration.
2	Permanent incapacitation does not require a current medical sufficiency statement or physician's statement when renewing an ID card for a permanently incapacitated child. In addition, the letter that originally established the permanent incapacitation (from the Uniformed Services) may be used each time the ID card is reissued; however, a current financial dependency determination (over 50 percent support) is still required. **Note*:*** Temporary ID card issuance for 90 days is permitted for permanent incapacitated renewal applicants only (refer Chapter 2, Table 2.4); however, initial applicants are not allowed a temporary ID card for initial dependency determinations (see paragraph 4.8 and table 4.7). Have the applicant sign the card or enter –INCAP" when the individual cannot sign because of a mental or physical incapacity. Exception***:*** If the card is lost or stolen, reissue ID card out to original expiration date.
	Note*:* RAPIDS biometric verification may be used for lost or stolen ID as proof of identity if a previous photograph is available in DEERS. No new dependency determination is required. In the case of deceased sponsors, the dependency determination currently in effect (or accomplished at the time of death for Air Force members), may be used for subsequent renewals. The dependency determination letter from the offices listed below should include the statement that medical sufficiency was established: 1. Army - DFAS-Indianapolis Center for Army dependents. See Table 19.9. 2. Navy - A letter of approval from NPC PERS-352E for Navy dependents. See paragraph 20.4. 3. Air Force - A current letter of approval from DFAS-PMJCBC/DE. See Table 21.3 for initial and renewal processing procedures. 4. Marine Corps - A letter of approval from HQ MC (MRP-1 or MMSR-6, as

	appropriate) which indicated that the condition is permanent, along with a current Dependency determination approved by HQ MC (MRP-1 or MMSR-6) for Marine Corps dependents. See Table 22.1. 5. Coast Guard - A letter of approval from the Commanding Officer (RAS), Personnel Service Center (PSC), (785) 339-3441. See paragraph 23.2. 6. National Oceanic and Atmospheric Administration - A letter of approval issued by the Uniformed Service Personnel project office. See paragraph 25.1. 7. United States Public Health Service - A letter of approval issued by the Uniformed Service Personnel project officer. See paragraph 25.1.
3	Annotate the documents used to verify relationship to the sponsor in block 89 of the DD Form 1172 or annotate ―DEERS VERIFIED".
4	Annotate date of current approved dependency determination letter or approval letter from the Bureau of Naval personnel for Navy and Marine Corps dependents, and date of current letter from SSA.
5	The sponsor, surviving spouse or guardian certifies in block 89 the child is unmarried, incapable of self-support, receiving over 50 percent support from the sponsor or was at the time of the sponsor's death, and is ineligible for Medicare, Part A. If the sponsor is deceased, indicate on the form ―Sponsor is deceased."
6	Complete the verification and issue process.
7	Forward a copy of the verified DD Form 1172 to the parent Uniformed Service Personnel project office for dependents of Navy, Marine Corps, NOAA and USPHS sponsors, after the ID card has been issued (paragraph 25.1) in addition to batch processing to DMDC Support Office. See paragraph 1.12.

4.8. Renewal Processing Procedures for Children over Age 21 With a Temporary Incapacitation. Table 4.7 defines the eligibility criteria for renewal of ID cards to children over age 21 with a temporary incapacitation and what documentation is required to verify eligibility. Cross-servicing is not authorized:

Table 4.7. Eligibility Criteria and Required Documentation for Renewal of ID Cards for Children over Age 21 With a Temporary Incapacitation.

ELIGIBILITY CRITERIA	DOCUMENTATION REQUIRED TO APPLY (MUST BE CURRENT)	APPROVED DOCUMENTATION REQUIRED TO RENEW ID CARD (MUST BE CURRENT)
The child must be unmarried	A current physician's statement (dated within 90 days of application).	A current approved medical sufficiency statement from a Military Treatment Facility (MTF) (See Attachment 26).
The child must be incapable of self-support because of a physical incapacity that existed before the child's 21st birthday.	Initiation of dependency determination application should occur no later than 90 days prior to current ID card expiration in DEERS.	A current approved dependency determination (over 50 percent support) from a Uniformed Service approval agency (see Table 4.6) if

The child has not passed his or her 23rd birthday if enrolled as a full-time student and the verification occurred after 23 October 1992. The child must be dependent on the sponsor for over one-half of his or her support or have been at the time of the sponsor's death. **Note:** A child whose incapacitation occurred between ages 21- 23 and not enrolled as a full-time student is ineligible to apply for a temporary ID card.	**Exception:** Marine Corps sponsors must comply with instructions provided in letter from Chief, Bureau of Medicine and Surgery (BUMED). Statement from the Social Security Administration (SSA) certifying non-eligibility to Medicare, Part A, to continue eligibility to TRICARE benefits. **Note:** Do not require a statement from active duty dependents and those individuals listed in paragraph 7.1 as they remain eligible for TRICARE as a second payer. .	sponsor is still living. **Exception:** If the card is lost or stolen, reissue ID card out to original expiration date. **Note:** RAPIDS biometric verification may be used for lost or stolen ID as proof of identity if a previous photograph is available in DEERS. No new dependency determination is required. In the case of deceased sponsors, the dependency determination currently in effect or for Air Force members, accomplished at the time of the member's death, may be used for subsequent renewals.
	Parent's marriage certificate (if not enrolled Birth certificate (if not enrolled in DEERS).	

4.8.1. Inform sponsor to report any change in their incapacitated child's status (financial, residential, marital, or medical) that could affect the child's eligibility to continued ID card benefits to the Services' financial offices. **Exception:** Navy sponsors should report any change to BUPERS-26. Marine Corps sponsors should report to HQMC (MRP-1 or MMSR-6, as appropriate [see Table 22.1]).

4.8.2. Incapacitated children who marry and subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements. Process dependency applications according to chapters 19-23.

4.9. Illegitimate Children under Age 21. Unmarried illegitimate children under age 21 may be entitled to ID card benefits and privileges when one of the following occurs:

4.9.1. A male sponsor presents: (1) a court order that establishes paternity and the child's birth certificate, (2) an approved dependency determination as listed in paragraphs 4.9.2 and 4.10, or (3) a voluntary acknowledgement of paternity per USD P&R Memorandum, 28 Jan 08, Determinations of Dependency for Health Care Benefits for Out-of-Wedlock Children. Refer to paragraphs 4.9.3 and 4.9.4, and Attachment 5, Rule 18e (1) and (2) **Note:** A determination of paternity is required at the time of sponsor's death if no previous court order or voluntary acknowledgement of paternity was present in establishing the parent/child relationship.

4.9.2. A male sponsor must process and receive an approved dependency and residency determination (reflecting over 50 percent support) to include presenting a child's birth certificate**. Note*:*** A birth certificate alone does not satisfy documentation requirements for an illegitimate child of a male member. See paragraphs 19.24 for Army sponsors, 20.17 for Navy sponsors, 21.21 for Air Force sponsors, 22.12 for Marine Corps sponsors, 23.5 for Coast Guard sponsors, 25.1.6 for National Oceanic and Atmospheric Administration sponsors, and 25.1.7 for Public Health Service sponsors.

4.9.3. Each state maintains a procedure to allow a father to voluntarily acknowledge paternity of a child born out of wedlock. These state forms will be used to determine eligibility for dependent child status. The sponsor will present the notarized form to the nearest ID card issuance site to have the child added to DEERS. **Note*:*** The child may be enrolled at any time before their 21st birthday.

4.9.3.1. The state form and a birth certificate will be required to add the child to DEERS. **Note*:*** The forms will be scanned into DEERS as part of the enrollment process.

4.9.4. Once the child has been added to DEERS, the sponsor will be provided 60 days to remove the child from DEERS. **Note*:*** After 60 days, the child will remain in DEERS as the sponsor's child until he/she is 21 or 23 if enrolled in a full time course of study at an institution of higher leaning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support.

4.9.5. A female sponsor presents her child's birth certificate.

4.9.6. A sponsor who is the child's natural parent presents a marriage certificate (between the sponsor and the natural mother or father) and the child's birth certificate.

4.10. Processing Procedures for Illegitimate Children under Age 21. Advise a male sponsor to initiate a dependency and residency determination if the sponsor has no court order establishing paternity, the parents have not married, or no voluntary acknowledgement of paternity. (See chapters 19-23 for processing procedures).

4.10.1. Refer to **Attachment 2**, A2.1 for entitlements and Attachment 3, for medical care (MC) effective dates.

4.11. Children Adopted After Age 21 Who Were Incapacitated Before Adoption. Children adopted after age 21 who were incapacitated before adoption may be eligible for commissary, exchange and MWR privileges. No medical care is authorized. **Note**: Have the applicant sign the ID card or enter –INCAP" when the individual cannot sign because of a mental or physical incapacity. The sponsor should submit a request to the ID card issuing activity. **Exception*:*** For Marine Corps sponsors, approving authority is HQMC MRP-1 or MMSR-6 as appropriate. Table 4.8 defines the eligibility criteria and what documents are required:

Table 4.8. Eligibility Criteria and Required Documentation for Children Adopted After Age 21 Who Were Incapacitated Before Adoption.

ELIGIBILITY CRITERIA	REQUIRED DOCUMENTATION
A bona fide parent-child relationship must exist and is defined as follows:	The child's birth certificate. A copy of the final adoption decree.

The person adopted was a close blood-relative before the adoption.	
The person adopted has lived with the member for at least 1 year before the card issue date and continues to reside with the sponsor. The member controls the care and support of the person adopted as well as the person's legal, financial, and other affairs.	A physician's statement endorsed by a Uniformed Services Medical Treatment Facility. (See Attachment 26). Written justification from the sponsor to justify a bona fide parent-child relationship exists.

4.12. Processing Procedures for Children Adopted after Age 21 Who Were Incapacitated Before Adoption. Take the steps reflected in Table 4.9 to process an application for children adopted after age 21 who were incapacitated before adoption:

Table 4.9. Processing Procedures for Children Adopted After Age 21 Who Were Incapacitated Before Adoption.

STEP	ACTION
1	Forward the case file to the installation legal office for review to determine whether a bona fide parent-child relationship exists.
2	Forward the case file to the installation personnel office for approval. **Exception:** Navy members forward the case file to NPC PERS 352E for determination. Marine Corps members forward the case to HQMC (MRP-1 or MMSR-6, as appropriate) for determination.
3	The installation personnel office returns the case file to the initiating ID card issuing activity with the final determination.
4	Non-automated sites prepare the DD Form 1172 according to Attachment 3. **Note:** These family members are entitled to commissary, exchange and MWR only. No medical care is authorized. Type or print legibly all manually prepared application forms in black ballpoint pen. Complete section IV to verify the application. Initial all corrections on the application form.
5	Give the original copy to the applicant and use additional copies as necessary.
6	Advise the applicant that DD Form 1172 is valid for only 90 days after the verifying official signs. Applications held longer are void.
7	Batch process DD Form 1172 to the DSO (paragraph 1.12).

4.13. Legal Custody Wards (See Terms for complete definition)**.** The following basic eligibility criteria apply:

4.13.1. An unmarried child, including a foster child or a child to whom a managing conservator has been designated, who has been placed in legal custody of a member or former member as a result of an order of a court of competent jurisdiction in the United States (or a territory or possession of the United States). The court order must stipulate the child will be in the care and custody of the sponsor for no less than 12 consecutive months. The court order can designate the length of custody by age, time or permanency. **Note**: The unmarried child may be eligible for full ID card benefits and privileges if:

4.13.1.1. Child is dependent on the member or former member for over one-half of his or her support, and

4.13.1.2. Child resides with the member or former member unless separated by the necessity of military service or to receive institutional care as a result of disability or incapacitation, and

4.13.1.3. Is not a dependent of a member or former member under any other category.

4.13.2. The following eligibility criteria and documentation requirements in Table 4.10 apply: **Note:** Children born overseas to unwed dependent daughters of active duty members on command sponsored tours are not entitled to medical care at the local MTF without first obtaining a Secretarial Designee status. Refer members to the local MTF to apply for Secretarial Designee status. This designation does not create an entitlement to civilian care at government expense, an ID card, or DEERS enrollment. The designation is by letter and remains in effect as long as the grandchild resides in the home of the active duty sponsor while stationed overseas. Designation expires when the sponsor departs his or her command under permanent change of station orders to CONUS or member separates from active duty.

Table 4.10. Eligibility Criteria and Required Documentation for Legal Custody Wards.

ELIGIBILITY CRITERIA	REQUIRED DOCUMENTATION
1. Has not attained age 21 and, Is dependent on the sponsor for over one-half of his or her support. or was at the time of the sponsor's death and, Resides with the member or former member unless separated by necessity of military service or to receive institutional care a result of disability or incapacitation or under such other circumstances as the administering Secretary may by regulation prescribe and, Is not a dependent of a member or a former member under any other law. 2. Has attained age 21 and, Is incapable of self support because of a mental or physical incapacity that occurred while the person was a dependent of the member or former member and, Is dependent on the sponsor for over one-half of his or her support, or was at the time of the sponsor's death and,	Child's birth certificate and, Court order from a court of competent jurisdiction in the United States (or a territory or possession of the United States) placing the child in member or former member's custody for at least 12 consecutive months. The court order must stipulate the child will be in the care and custody of the sponsor for no less than 12 consecutive months. The court order can designate the length of custody by age, time or permanency and, Sponsor certifies in block 89 that he or she is providing over 50 percent and that the child. A dependency determination is required for DEERS enrollment, initial issue and renewal of each ID card for wards of the Navy, Air Force, Marine Corps, and Coast Guard members, see paragraphs 20.10, 21.16, 22.6, and 23.6. **Exception:** Army does not require dependency determination for legal custody wards, however, the sponsor must certify in block 89 Remarks that he or she provides over 50% support and child resides with sponsor. **Note:** If card is lost or stolen, reissue ID card out to original expiration date. RAPIDS

Resides with the member or former member unless separated by necessity of military service or to receive institutional care a result of disability or incapacitation or under such other circumstances as the administering Secretary may by regulation prescribe and, Is not a dependent of a member or a former member under any other law.	biometric verification may be used for lost or stolen ID as proof of identity if a previous photograph is available in DEERS. No new dependency determination is required. In the case of deceased sponsors, the dependency determination currently in effect or accomplished at the time of the member's death may be used for subsequent renewals. Surviving dependents of Air Force members must accomplish a dependency determination at the time of the sponsor's death.
	Child's birth certificate (if not enrolled in DEERS) and, Court order from a court of competent jurisdiction in the United States (or a territory or possession of the United States) placing the child in member or former member's custody for at least 12 consecutive months and, A current physician's statement (dated within 90 days of application) to include a medical sufficiency statement from a Military Treatment Facility (MTF) and, (See Attachment 26). A current approved dependency determination (over 50 percent support) and, Statement from the Social Security Administration (SSA) certifying non-eligibility to Medicare, Part A, to continue eligibility to TRICARE benefits. **Note:** Do not require a statement from active duty dependents and those individuals listed in paragraph 7.1 as they remain eligible for TRICARE as a second payer. Additional Documentation Requirements for Incapacitated Students: A physician's statement as above but indicating the incapacitation occurred after the 21st birthday but before the 23rd birthday. A letter from the school registrar showing that the dependent was enrolled as a full-time

	student in an accredited institution of higher learning when the incapacitation occurred.
	Note: Letter from school registrar certifying full time enrollment in a course of study leading to an associate degree or higher and anticipated graduation date. Most colleges and universities contract with third parties, National Student Clearinghouse, to verify student enrollment. These third parties must comply with Family Educational Rights and Privacy Act (FERPA) regulations and are considered official agents of the institution for that purpose. Such documentation (including web application forms) shall be accepted in lieu of a letter from the registrar's office. Child's birth certificate (if not enrolled in DEERS) and, Court order from a court of competent jurisdiction in the United States (or a territory or possession of the United States) placing the child in member or former member's custody for at least 12 consecutive months. The court order must stipulate the child will be in the care and custody of the sponsor for no less than 12 consecutive months. The court order can designate the length of custody by age, time or permanency. and, Sponsor certifies in block 89 that he or she is providing over 50 percent and that the child resides in the household **Exception*:*** A dependency determination is required for initial issue and renewal of each ID card for wards of Navy, Air Force and Marine Corps members, see paragraphs 20.10, 21.16, and 22.6. **Exception*:*** Army sponsors do not require a dependency determination.
3. Has not attained age 23 and, Is enrolled full time in an institution of higher learning approved by the administering Secretary and, Is dependent on the sponsor for over one-half	**Note*:*** Letter from school registrar certifying full time enrollment in a course of study leading to an associate degree or higher and anticipated graduation date. **Note*:*** Most colleges and universities contract with third parties, National Student Clearinghouse, to verify student enrollment. These third parties

of his or her support, or was at the time of the sponsor's death and, Resides with the member or former member unless separated by necessity of military service or to receive institutional care a result of disability or incapacitation or under such other circumstances as the administering Secretary may by regulation prescribe and, Is not a dependent of a member or a former member under any other law.	must comply with Family Educational Rights and Privacy Act (FERPA) regulations and are considered official agents of the institution for that purpose. Such documentation (including web application forms) shall be accepted in lieu of a letter from the registrar's office.

4.14. Processing Procedures for Legal Custody Wards. Take the action reflected in Table 4.11 when verifying eligibility for legal custody wards. (See paragraphs 20.10, 21.16, 22.6, and 23.6 for processing procedures for wards of Navy, Air Force, Marine Corps, and Coast Guard members. Cross-servicing is not authorized):

Table 4.11. Processing Procedures for Legal Custody Wards.

STEP	ACTION
1	Review court order and birth certificate and other documents as appropriate (letter from registrar, physician's statement, etc.).
2	Complete a manually DD Form 1172 or a blank computer generated application. Do not generate a DD Form 1172 from a RAPIDS workstation that automatically assigns benefits and privileges. Refer to the following Attachments: Attachment 2 for entitlements; Attachment 4 for medical care (MC) effective and expiration dates; and Attachment 5 for documentation requirements.
3	Upon review of documents, list these items in block 89 of the DD Form 1172.
4	A dependency determination is required for initial issue and renewal of each ID card for wards of Navy, Air Force, Marine Corps, and Coast Guard members. (See paragraphs 20.10, 21.16, 22.6, and 23.6). Exception: Army requires only an initial dependency determination at DFAS-IN for incapacitated wards over age 21. (See paragraph 19.21).
5	Complete verification process and ensure sponsor reads Privacy Act information before signing the DD Form 1172.
6	Give the sponsor a copy of the DD Form 1172 if appropriate and advise application is good for 90 days from date of verification.
7	Batch process 1172 to the DSO (paragraph 1.12).

4.15. Foster Children. A child placed in custody of a military member or former member's home by a placement agency (with no intent to adopt) but *not* a court order, is eligible for commissary, exchange and MWR privileges only. Medical care is *not* authorized unless the child is placed in the home as a result of a court order as stated in paragraph 4.13 above. For Marine Corps members, see paragraph 22.7.

4.16. Pre-adoptive Children. Pre-adoptive children placed in the home of a member or former member by a placement agency (recognized by the Secretary of Defense) on 5 October 1994 or later may be eligible for medical care if the criteria in Table 4.12 are met. For the purpose of this

policy, an authorized placement agency in the United States (US) or a US territory must be licensed for the purpose of adoption by the state or territory in which the adoption procedures will be completed. In all other locations, the appropriate Assistant Secretary of the Military Department concerned or an appropriate official to whom he or she has delegated approval authority must approve a request for recognition.

Table 4.12. Eligibility Criteria and Required Documentation for Pre-adoptive Children.

ELIGIBILITY CRITERIA	REQUIRED DOCUMENTATION
Has not attained age 21 Has not attained age 23 and is enrolled full time in an institution of higher learning approved by the administering Secretary and is, or was at the time of the member or former member's death, dependent on the member for over one-half of the child's support.	Document from placement agency (recognized by the Secretary of Defense) in the US or a US territory licensed for the purpose of adoption and, Child's birth certificate or placement agency letter, reflecting date of birth, Document from placement agency (recognized by the Secretary of Defense) in the United States or a US territory licensed for the purpose of adoption and,
Is incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member or former member; and before attaining age 21 or 23, if enrolled full time in an institution of higher learning approved by the administering Secretary and, Is dependent on the sponsor for over one-half of his or her support, or have been at the time of the sponsor's death.	Child's birth certificate or placement letter, reflecting date of birth and, Letter from school registrar certifying full time enrollment in a course of study leading to an associate degree or higher and anticipated graduation date. **Note:** Most colleges and universities contract with third parties, National Student Clearinghouse, to verify student enrollment. These third parties must comply with Family Educational Rights and Privacy Act (FERPA) regulations and are considered official agents of the institution for that purpose. Such documentation (including web application forms) shall be accepted in lieu of a letter from the registrar's office. Document from placement agency (recognized by the Secretary of Defense) in the US or a US territory licensed for the purpose of adoption and, Child's birth certificate or placement letter, reflecting date of birth.

	Document from placement agency (recognized by the Secretary of Defense) in the United States or a US territory licensed for the purpose of adoption and, Child's birth certificate or placement letter, reflecting date of birth and, Document from placement agency (recognized by the Secretary of Defense) in the United States or a US territory licensed for the purpose of adoption and, **Note:** Questions concerning validity of placement agency should be addressed to the installation legal office.
	Child's birth certificate and, Additional Documentation Requirements for Incapacitated Students: A physician's statement as above but indicating the incapacitation occurred after the 21st birthday but before the 23rd birthday and, an approved dependency determination (over 50 percent support) from a Uniformed Service approval agency (see paragraph 4.7) and, A current physician's statement and, a letter from the school registrar certifying full time enrollment in a course of study leading to an associate's degree or higher at the time incapacitation occurred if 21 but not yet 23. **Note:** Most colleges and universities contract with third parties, National Student Clearinghouse, to verify student enrollment. These third parties must comply with Family Educational Rights and Privacy Act (FERPA) regulations and are considered official agents of the institution for that purpose. Such documentation (including web application forms) shall be accepted in lieu of a letter from the registrar's office.

4.17. ID Card Processing Procedures for Pre-Adoptive Children When Placement Agency is Within the U.S. or a U.S. Territory. Process pre-adoptive children as reflected in **Table 4.13.**

Table 4.13. Processing Procedures for Pre-Adoptive Children When Placement Agency is Within the U.S. or a U.S. Territory.

STEP	ACTION
1	Review placement agency document, child's birth certificate and other documents as appropriate (letter from registrar, physician's statement, etc.).
2	Complete a DD Form 1172. Refer to Attachment 2 for entitlements, Attachment 4 for MC effective date and expiration date.
3	List documents reviewed in block 89.
4	Have sponsor certify residency and dependency in block 89.
	Incapacitated children require a dependency determination (over 50 percent support). See Attachment 2 for entitlements and Attachment 3 for MC effective date and expiration date.
5	Complete verification process and ensure sponsor reads Privacy Act information before signing the DD Form 1172.
6	Give the sponsor a copy of the DD Form 1172, if appropriate and advise application is good for 90 days from date of verification.
7	Batch process the DD Form 1172 to the DSO (paragraph 1.12).

4.18. ID Card Processing Procedures for Pre-adoptive Children When Placement Agency Is Outside of the United States or a United States Territory. Children placed in the home of a member or former member by a placement agency in any other location than listed in paragraph 4.17 must submit a request for recognition through the Service issuing activity. Requests will be forwarded through the appropriate Service channels and must be approved by the appropriate Assistant Secretary of the Military Department concerned or an appropriate official to whom he or she has delegated approval authority. Table 4.14 reflects information to assist in submitting a request for recognition: see Table 20.5 for Navy processing procedures and **Table 21.8** for Air Force members.

Table 4.14. ID Card Processing Procedures for Pre-adoptive Children when Placement Agency Is Outside of the U.S. or a U.S. Territory.

STEP	ACTION
1	Review the approval letter provided by the Assistant Service Secretary concerned or an appropriate official to whom he or she has delegated approval authority and child's birth certificate. Process as Table 4.13 reflects.
2	If there is no approval letter, forward the package through local legal office to determine legal sufficiency. For Army cases, the local Community and Family Support Center will work with the Information and Referral Service to determine if a Foreign Placement Agency is recognized by DoD.
3	If the local legal office finds the document legally sufficient, forward the package to the Command legal office for endorsement.
4	Forward to the command ID card office for processing to the Personnel project office when the Command legal endorsement is received.
5	The Personnel Project office will notify the servicing Personnel office and command in writing of the approval.
6	Notify the member to return to the issuing activity for verification and issue of the ID

	card if placement agency is approved.
7	Refer to criteria in paragraph 4.16 for completion of verification and issue of ID card. See paragraph 4.19 for adopted children.

4.19. Adopted Children. Refer to Attachment 5, Rule 18b and **Notes** 7 through 7.1.4. **Exception:** Children adopted age 21 who were incapacitated before adoption, see paragraphs 4.11 - 4.12 and Tables 4.8 and 4.9.

Chapter 5

ABUSED DEPENDENTS

5.1. Abused Dependents - General Guidance. This chapter conveys the identification card (ID) guidelines and entitlements for family members of military sponsors who were separated on or after 23 October 1992 from active duty for reasons of dependent-abuse. The type of transitional compensation is contingent on whether the sponsor is either retirement eligible or discharged with less than 20 years service. Table 5.1 defines the category of dependent, eligibility criteria and documentation required**.** The sponsor must have been:

5.1.1. Under a court-martial sentence resulting from a dependent-abuse offense

5.1.2. Administratively separated from active duty when the basis for separation includes a dependent-abuse offense.

5.2. DoD Beneficiary (DB). Effective 1 October 2003, certain abused dependents shall be enrolled in DEERS as a sponsor in their own right in the category designator of DoD Beneficiary (DB); and issued a DD Form 2765, Department of Defense/Uniformed Services Identification and Privilege Card.

5.2.1. Spouse.

5.2.2. Former spouse.

5.2.3. Unmarried child, including an adopted child or a stepchild who was residing with the member at the time of the dependent abuse offense. Children will only be enrolled as DoD beneficiary in their own right when guardianship is granted to other than natural parent. Otherwise the child(ren) will be enrolled under the natural parent's DB record.

5.3. Dependents of Retirement Eligible Members Separated Due to Dependent Abuse on or After 23 October 1992. Eligible dependents of retirement eligible sponsors who are separated due to dependent abuse on or after 23 October 1992 are eligible for ID cards reflecting medical care benefits, commissary, exchange and MWR privileges. Table 5.1 defines the category of dependent, eligibility criteria and documentation required:

Table 5.1. Categories, Eligibility Criteria and Required Documentation to Verify Eligibility for Dependents of Retirement Eligible Members Separated Due to Dependent Abuse on or After 23 October 1992.

CATEGORY	ELIGIBILITY CRITERIA	DOCUMENTATION
Spouse or Former Spouse. Natural or adopted parent of a dependent child who was the victim of abuse committed by the member or discharged member. Child.	(1) Married at least 10 years to a military member; (2) who performed at least 20 years creditable service for retired pay, and (3) the overlap of marriage and service was at least 10 years, and	Marriage certificate, divorce decree (if applicable), and proof of application to receive portion of member's retired pay for issue of a temporary card, and
	(4) Has not remarried, or (5) Is not enrolled in an	Letter from DFAS-CL, Code L, approving request to

	employer-sponsored health plan. He or she was the victim of abuse and was married to the member or discharged member at the time of abuse and, Is not eligible or entitled to benefits and privileges under any other provision of law and, A court order provides for an annuity.	receive a portion of retired pay for issue of a full term ID card. See Service-specific chapters 19-23.
	An unmarried child, including an adopted child or stepchild, who was a member of the household of the member or discharged member at the time of abuse and: Is under 18 years of age or, existed before becoming 18 years of age and is or was dependent on the member or discharged member for over one-half of his or her support at the time of abuse.	Birth certificate, parent's marriage certificate, adoption decree (if appropriate) and proof of application to receive portion of member's retired pay for issue of a temporary card. **Note:** Issue of a full term ID card requires a letter from DFAS-CL, Code L approving request to receive a portion of retired pay.
	Is over 18 years of age and incapable of self-support because of a mental or physical incapacity that Is over 18 years of age but less than 23, enrolled full time in an institution of higher learning, and is or was dependent on the member or discharged member for over one-half of his or her support at the time of abuse. Is not eligible or entitled to	Birth certificate, parent's marriage certificate, adoption decree (if appropriate) and proof of application to receive portion of member's retired pay for issue of a temporary card. **Note:** Issue of a full term ID card requires a letter from DFAS-CL, Code L approving request to receive a portion of retired pay and medical sufficiency letter. A dependency determination is not required.

	benefits and privileges under any other provision of law.	Birth certificate, parent's marriage certificate, letter from school registrar indicating full-time enrollment, expected date of graduation. **Note:** Most colleges and universities contract with third parties, National Student Clearinghouse, to verify student enrollment. These third parties must comply with Family Educational Rights and Privacy Act (FERPA) regulations and are considered official agents of the institution for that purpose.
		Such documentation including web application forms) shall be accepted in lieu of a letter from the registrar's office. Proof of application to receive portion of member's retired pay for issue of a temporary card. Require a letter from DFAS-CL, Code L approving request to receive a portion of retired pay for issue of a full term ID card.

5.4. Verification Procedures for Abused Dependents of Retirement Eligible Sponsors. Table 5.2 provides verification procedures for abused dependents of retirement eligible sponsors.

Table 5.2. Verification Procedures for Abused Dependents of Retirement Eligible Sponsors.

STEP	ACTION
1	Fax proof of application to receive a portion of member's retired pay for dependents applying under paragraph 5.1 for a temporary card or a letter from DFAS-CL approving request to receive a portion of retired pay for issue of a full term ID card and appropriate legal documents to the Uniformed Service Personnel project office (active, Guard, or Reserve, as appropriate [paragraph 25.1]). **Note:** For Marine Corps, refer to the active duty address only.
2	The Uniformed Service Personnel project office will update DEERS while the customer

	is waiting and advise the verifying official to prepare the DD Form 1172. **Note:** Use pay grade prior to conviction or separation.
3	The verifying official will sign block 90 of the DD Form 1172 in lieu of the sponsor; and cite AFI 36-3026(I), paragraph 8.2 in block 89, and issue the ID card:
4	Fax a copy of verified DD Form 1172 to the Uniformed Service Personnel project office immediately after issue of the ID card. See paragraph 25.1.
5	Batch process DD Form 1172 according to paragraph 1.12.
6	Reinstate full benefits and privileges to abused former spouses who remarry and become unmarried due to divorce, annulment, or the death of the subsequent spouse. See Attachment 2, A2.2.

5.5. Dependents of Active Duty Members (Over 30 Days) Separated on or After 30 November 1993 Due to a Dependent Abuse (not Retirement Eligible). The following criteria must be satisfied:

5.5.1. Member was on active duty for 31 consecutive days and;

5.5.1.1. Was separated from active duty under a court-martial sentence resulting from a dependent-abuse offense or;

5.5.1.2. Was administratively separated from active duty if the basis for separation includes a dependent-abuse offense or;

5.5.1.3. Was sentenced to forfeiture of pay and allowances by a court-martial of which convicted the member of a dependent-abuse offense.

5.5.2. Eligible dependents will receive a DD Form 1173 reflecting eligibility to commissary, exchange, MWR, medical care in Military Treatment Facilities and TRICARE for the period they are receiving transitional compensation. Eligibility to medical care became effective on or after 17 October 1998.

5.6. Categories, Eligibility Criteria and Required Documentation to Verify Eligibility for Dependents of Active Duty Members (Over 30 Days) Separated on or After 30 November 1993 Due to a Dependent Abuse (not Retirement Eligible). Table 5.3 provides categories of dependents, eligibility criteria and documentation requirements for abused dependents of active duty members (over 30 days) separated due to a dependent abuse.

Table 5.3. Categories, Eligibility Criteria and Required Documentation to Verify Eligibility for Dependents of Active Duty Members (Over 30 Days) Separated Due to a Dependent Abuse (and Not Retirement Eligible).

CATEGORY	ELIGIBILITY CRITERIA	DOCUMENTATION
Child	An unmarried child, including an adopted child or stepchild, who was residing with the member or discharged member at the time of the abuse offense resulting in the member's or former member's separation and is: Under 18 years of age and,	Birth certificate (if not enrolled in DEERS). Parent's marriage certificate (if not enrolled in DEERS). Approved DD Form 2698, *Application for Transitional Compensation.*

	Not eligible or entitled to use commissary and exchange stores under another provision of law and, Not residing in the same household as the member or discharged member (or member's spouse or former spouse who	A birth certificate (if not enrolled in DEERS). Parent's marriage certificate (if not enrolled in DEERS). An approved DD Form 2698.
	was a party to the abuse) after the punitive or other adverse action is executed.	
Child	Is 18 years or older but less than 23 and enrolled full time in an institution of higher learning approved by the Secretary of Defense and who is (or was at the time a punitive or adverse action was executed), dependent on the member or discharged member for over one-half of his or her support.	Letter from school registrar indicating full-time enrollment and expected date of graduation. **Note:** Most colleges and universities contract with third parties, National Student Clearinghouse, to verify student enrollment. These third parties must comply with Family Educational Rights and Privacy Act (FERPA) regulations and are considered official agents of the institution for that purpose. Such documentation (including web application forms) shall be accepted in lieu of a letter from the registrar's office.

5.7. Verification Procedures for Abused Dependents of Active Duty Members (Over 30 Days) Separated on or After 30 November 1993 Due to a Dependent Abuse (not Retirement Eligible). Table 5.4 provides verification procedures for abused dependents of active duty members (over 30 days).

Table 5.4. Verification Procedures for Abused Dependents of Active Duty Members (Over 30 Days) Separated on or After 30 November 1993 Due to a Dependent Abuse (and not Retirement Eligible).

STEP	ACTION
1	Fax a copy of the approved DD Form 2698 and appropriate legal documents (if dependent is not enrolled in DEERS) to the Uniformed Service Personnel project office (active, Guard, or Reserve, as appropriate) (paragraph 25.1). **Note***:* For dependents of Army members, a letter from the Soldier and Family Support Directorate Army Community Service will be provided (see paragraph 19.23). Follow procedures contained in paragraph 22.10 for Marine Corps dependents and paragraph 20.6 for Navy dependents.
2	Uniformed Service Personnel project offices will update DEERS while the customer is waiting and advise the issuing activity to prepare the DD Form 1172. **Note*:*** Use pay grade prior to conviction or separation.
3	Use approved DD Form 2698 payment stop date indicated in block 21 for expiration date for a spouse or former spouse. Use block 21 date or the child's 18th birthday, whichever occurs earlier (unless child is enrolled as a full-time student). Use payment stop date, anticipated graduation, or age 23, whichever occurs first for full-time students
4	The verifying official signs in block 90 of the DD Form 1172 in lieu of the sponsor and issues the ID card.
5	Fax a copy of verified DD Form 1172 to the Uniformed Service Personnel project office immediately following issue of ID card.
6	Batch process DD Form 1172 according to paragraph 1.12.

Chapter 6

SPECIAL SEPARATION PROGRAMS

6.1. Transition Assistance for Military Personnel (TAMP) or Transition Assistance Program (TAP). Under the National Defense Authorization Act (NDAA) for Fiscal Year 2005, effective Oct. 28, 2004, eligibility under the TAMP has been permanently extended from 60 or 120 days to 180 days.

6.2. Qualifying Conditions Required to Establish Eligibility for Transitional Health Benefit. In addition to the aforementioned basic eligibility criteria, the member must also meet one of the qualifying conditions stated in Table 6.1.

Table 6.1. Qualifying Conditions for TAMP or TAP.

ITEM	QUALIFYING CONDITION
1	Involuntarily separated with an eligible SPD code. Verify DD Form 214 or separation order. Refer to Service specific separation authority, instruction, or regulation.
2	Involuntarily retained on AD in support of a contingency operation.
3	Voluntarily remained on AD for one year or less in support of a contingency operation.
4	Reserve Component members (Guard and Reservists) who are demobilized/deactivated after being called to active duty for 31 days or more in support of a contingency operation. **Note***:* Members serving less than 30 days of active duty are not eligible for TA-180 benefits, including entry level separation less than 30 days of active service.

6.3. Duration of Transitional Health Benefits Authorized Under TAMP or TAP. The 180 day time period for health care benefits begins on the date of member's separation from active duty. **Note*:*** Commissary, exchange, and MWR shopping privileges were not authorized under NDAA 2005; however, NDAA 2008, effective 28 Jan 2008, authorized 2 years shopping privileges, effective 1 Oct 2007 through 31 Dec 2012. See **Attachment 2.**,**Table A2.28..**

6.3.1. In the event the member is recalled to active service, the transitional health benefit time period is concurrent. If the member is demobilized/deactivated, and subsequently meets one of the qualifying conditions stated in Table 6.1, a new transitional health benefit period is in effect.

6.4. Verifying Eligibility for Benefits Under the TAMP or TAP . Take the steps reflected in Table 6.2 to verify eligibility for members separating under the TAMP or TAP.

Table 6.2. Verifying Eligibility for Members Separating Under TAMP or TAP.

STEP	ACTION
1	Verify DEERS for TA-180. If it does not and member is or has separated from the service, request a current DD Form 214 to verify character of service, the SPD code, or a statement confirming the member was kept on active duty for one of the reasons reflected in Table 6.1. **Note*:*** Members who are de-mobilizing, refer to the remarks block when no SPD code is listed on the DD Form 214.
2	Verify dependent's status in the DEERS database.
3	Require legal documentation if the DEERS database does not show the dependent's

	status or use a verified DD Form 1172 that lists specific documentation.
4	Indicate in block 89 whether this is the original issue of the TAMP or TAP ID card for the member and the dependent, or whether it is a replacement for a lost card. **Note*:*** RAPIDS biometric verification may be used for lost or stolen ID as proof of identity if a previous photograph is available in DEERS.

6.4.1. See paragraph 18.6 for ID card preparation. Batch process DD Form 1172 for family members to the DSO (paragraph 1.12). **Note*:*** Forward a copy of the DD Form 1172 to the United States Coast Guard DEERS/RAPIDS Project Office in addition to batch processing to DSO after issue of the ID card (paragraph 25.1).

6.4.1.1. If the DEERS database shows the sponsor's correct status, apply the terms of the cross-servicing agreement to members and dependents (paragraph 1.3).

6.4.2. Issue DD Form 2765 to TAMP or TAP sponsors and, if eligible, DD Form 1173 to dependents before they depart on terminal leave. Advise members to use a copy of their separation orders to obtain active duty benefits until their date of separation. **Note*:*** If RAPIDS is not available, issue the manual DD Form 1173 to qualifying sponsors and their family member.

Chapter 7

TRICARE ELIGIBILITY FOR MEMBERS, RETIREES, AND DEPENDENTS ENTITLED TO MEDICARE

7.1. Dual Entitlement - TRICARE and Medicare. Table 7.1 provides information to establish eligibility to TRICARE when also entitled to Medicare and Table 7.2 provides information for TRICARE for Life eligible at or over age 65.

Table 7.1. Determining Eligibility for TRICARE and Medicare.

BASIC ELIGIBILITY CRITERIA	SPONSOR STATUS	MC MEDICAL TRICARE EFFECTIVE DATE
Under Age 65 Entitled to Medicare, Part A, as a result of a disability or end-stage renal (kidney) disease and, Enrolled in Medicare, Part B.	Retirees and eligible spouses or children of living retirees. Unremarried former spouses, survivors of retired, active duty and Guard and Reserve deceased members.	1 October 1991, if enrolled in Medicare, Part B, on or before 1 October 1991 or, Retain original TRICARE effective date if Medicare-eligible after 1 October 1991, if beneficiary enrolled in Medicare, Part B, at the time he or she became eligible for Medicare, Part A or, Restore TRICARE to beneficiaries who become enrolled in Medicare, Part B after effective dates listed above, as of the date of enrollment in Medicare, Part B on or before 5 December 1991.

Table 7.2. TRICARE for Life (TFL) Eligibility.

		MC MEDICAL TRICARE FOR

BASIC ELIGIBILITY CRITERIA	SPONSOR STATUS	LIFE EFFECTIVE DATE
Age 65 or older Entitled to Medicare, Part A; and, Enrolled in Medicare, Part B.	Retirees and eligible spouses. Unremarried former spouse (DB), survivors of retired, active duty and Guard and Reserve deceased members	Use 1 October 2001 for beneficiaries eligible for Medicare, Part A and enrolled in Part B on or before 1 October 2001. Use date eligible for Medicare, part A and enrolled in Part B for beneficiaries who turn age 65 after 1 October 2001. This date will normally be the first day of the 65th birth month. For beneficiaries who become eligible for Medicare, Part A after age 65, use the date he or she subsequently enrolled in Medicare, Part B. **Note:** To be eligible for TRICARE for Life, Medicare eligible beneficiaries must have Medicare, Part A and Part B.

7.2. Documentation Required. If enrolled in DEERS, require a copy of the Medicare Card provided by the SSA that reflects eligibility to Medicare, Parts A and B. If not enrolled in DEERS, see Attachment 5 for basic documentation required, in addition to documentation from the SSA.

7.3. Date of Termination. Termination date in DEERS/RAPIDS is the last day of the month prior to the birthday month; however, if the birthday falls on the first day of the month, then Medicare starts on the first of the preceding month and the termination date is the last day of the month prior to the month that Medicare started (e.g., date of birth is 1 December, expiration date is 31 October). TRICARE for Life eligible will have an indefinite indicator in the Civilian Health benefits tab in RAPIDS and the expiration date reflected on the ID card will reflect the date of expiration of the ID card. (Generally, the ID card will reflect indefinite for the retired sponsor, and four years from issuance of the card for family members).

Chapter 8

SPONSOR RESPONSIBILITIES, AND TERMINATING OR REVOKING DEPENDENTS' ELIGIBILITY FOR ID CARDS

8.1. Sponsor Responsibilities. Table 8.1 lists the sponsor's responsibilities concerning issue of their family member's ID cards, requirements for DEERS termination, retrieval requirements, and DEERS enrollment. **Note*:*** Joint Service Marriage (JSM) Sponsor. Military members are sponsors in their own right, and have the responsibility to report within 30 days any family member additions or changes to DEERS. This also includes the DEERS enrollment of a military spouse, active, National Guard, and reserve.

Table 8.1. Active, Retired, Guard and Reserve Sponsors' Responsibilities.

ITEM	RESPONSIBILITIES
1	Advise the nearest Uniformed Service issuing facility about any dependent additions or changes to dependent data that affect DEERS enrollment and eligibility to a DD Form 1173 or DD Form 1173-1 within 30 days of the addition or change. Sponsor will sign DD Form 1172 application relating to DD Forms 1173 or 1173-1 to verify continued eligibility for dependents upon ID card reissuance. **Exception*:*** When a family member is age 75 or older the DD Form 1173, will reflect an "indefinite" card expiration date. **Note*:*** VOs need to be aware of situations where beneficiaries may not qualify for continuation of an ID card due to divorce or remarriage of widow, widower, or unremarried former spouse (DB). Though not all inclusive, current and future beneficiaries must still meet eligibility requirements as listed within this instruction.
2	Provide documentation to update the DEERS for dependents no longer entitled to benefits and privileges within 30 days of the change, (for example, final divorce decree, child's marriage certificate.). **Note*:*** If the sponsor fails to terminate an ineligible dependent, and the dependent presents legal documentation, a termination shall be accomplished.
3	Retrieve ID cards from dependents no longer eligible and surrendering the cards to the nearest ID card issuing activity within 30 days of the loss of eligibility.
4	Ensure all addresses are kept current in DEERS. It is mandatory that all active duty, Guard, and Reserve personnel update their residential address in DEERS within 30 days of a residential move. (Reference USD(P&R) memorandum, 10 October 1997, Implementing Section 363 of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996). **Note*:*** Members in CONUS residing on military installations in dormitories will provide their building number and room number as their residential address. Service members, permanently assigned overseas, to a vessel, or to routinely deployable units, or whose residential address the Service Secretary determines should not be disclosed due to national security or safety concerns, provide a duty address.
5	Provide family members' SSN when enrolling in DEERS (see paragraphs 1.21. and 15.9).

8.1.1. Active, Retired, Guard and Reserve Sponsors responsibilities:

8.1.2. Sponsor may not deny or revoke benefits and privileges, or issuance of an ID for an eligible dependent without appropriate legal documentation as listed in Attachment 5.

8.1.2.1. Emancipation of a dependent child under age 21 has no effect on the child's entitlement to ID card benefits and privileges, if he or she is otherwise entitled. Refer to Chapter 4. **Note:** Emancipation is a legal status conferring adulthood on a minor through a judicial decree (see Attachment 1, Terms).

8.2. Sponsors Unable or Unwilling to Sign the DD Form 1172. When a sponsor is unable or unwilling to sign the DD Form 1172, follow the steps reflected in Table 8.2 when processing eligible dependents:

Table 8.2. Processing Procedures when Sponsor is Unable or Unwilling to Sign the DD Form 1172.

STEP	ACTION
1	Verify eligibility within DEERS or documentation and issue temporary ID card(s) for 30 days with appropriate benefits. Cross reference paragraphs 1.5.4, 2.4, and Attachment 5.
2	Send a letter to the sponsor; enclosing a DD Form 1172 for the sponsor's signature and return (see Attachment 11).
3	Verify the DD Form 1172 and state in block 89, "The member is unwilling or unable to sign," if the sponsor does not respond in 30 days issue ID card with a new expiration date per Attachment 4. Cite paragraph 8.2, to include legal documentation DD form 1172, block 89 as authority for enrolling or issuing the ID card(s) for eligible family member(s). For legal documentation, e.g., court-order of paternity (see Attachment 5).
4	Extend benefits and privileges according to Attachment 2.
5	Extend privileges according to paragraph 16.1 to family members of Guard and Reserve members who are unwilling or unable to sign. Cite paragraph 8.2 in block 89 as authority for issuing the ID cards.
6	Sign DD Form 1172 in block 90. Cite paragraph 8.2 in block 89 for issuing the ID cards.
7	Update 1172 in DEERS
8	Batch process the DD Form 1172 to DSO according to paragraph 1.12.

8.3. Processing Procedures for Dependents Who's Eligibility is in Question . Do not verify DD Form 1172. Refer the applicant to the installation legal office for clarification or resolution. **Exception:** Refer Marine Corps dependents to the HQMC MRP-1 or MMSR-6, as appropriate.

8.4. Terminating or Revoking Dependents' Eligibility for ID Cards. Table 8.3 reflects categories of individuals who lose eligibility and when verifying officials should terminate eligibility in DEERS:

Table 8.3. When to Terminate or Revoke a Dependents' Eligibility for ID Cards.

CATEGORY	WHEN

Spouse	A final divorce, dissolution, annulment, or death occurs. **Exception:** Do not terminate a spouse when an interlocutory divorce or legal separation occurs. ID card is issued in one year increments. (See Attachment 1, Terms).
Stepchild	The member and the child's natural parent divorce, or the child marries, becomes a sponsor, is adopted, or dies. The child's relationship to the military stepparent ends when his or her natural parent divorces the stepparent.
Parent-in-law	The military member divorces or the parent-in-law has a change in his or her marital or financial status. A military member and nonmilitary spouse divorce.
Parent of a military member.	His or her financial or marital status changes. He or she remarries.
Dependent child who: a. Has not attained the age of 21; or, b. Has not attained the age of 23, is enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary and is, or was at the time of the member's or former member's death, in fact dependent on the member or former member for over one-of the child's support; or, c. Is incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member or former member that occurs under a. or b. and is, or was at the time of the member or former member's death, in fact dependent on the member or former member for over one-half of the child's support.	The child marries, becomes an active military sponsor, or dies. A child's marriage ends by final divorce decree or annulment, their eligibility for benefits and privileges may be reinstated if he or she meets the eligibility requirements for a dependent child. **Note:** Emancipation (a legal status conferring adulthood on a minor through a judicial decree) of a child under age 21 has no effect to terminate a child's entitlement to ID card benefits and privileges, if he or she is otherwise entitled to them.

Dependent	A sponsor is released from active duty, discharged, or officially placed in desertion status. **Exception*:*** Do not terminate eligibility for a qualified, unremarried or unmarried former spouse as paragraph 3.2 defines and for those individuals in paragraphs 5.1, 5.3, 6.1, 6.4, 6.6. **Note*:*** Do not terminate eligibility of family members when the sponsor is a Prisoner of War (POW), Missing in Action (MIA), in an absent without leave status (AWOL) or unauthorized absence status. They remain eligible for ID cards until the date the sponsor is placed in deserter status.
Student	No longer has enrolled full time in an accredited institution of higher learning or the sponsor no longer provides over 50 percent of the child's support.
Former spouse	He or she remarries. A former spouse loses eligibility to Uniformed Services medical care (MS and MC) when enrolled in an employer-sponsored health plan.
Incapacitated Child	Child marries, becomes self-supporting, or sponsor no longer provides over 50 percent of their support.
Widow or Widower	He or she remarries.

8.4.1. Adopted Child. An adoptive child (by a non-military member) remains eligible for medical care only. Refer to paragraph 4.1.1.

Chapter 9

RETRIEVING AND REPLACING ID CARDS

9.1. General Procedures. Take the actions reflected in Table 9.1 an individual is no longer entitled to an ID card:

Table 9.1. Procedures for Retrieving and Replacing ID Cards.

STEP	ACTION
1	Terminate eligibility in DEERS through on-line system.
2	Recover the ID card e.g., CAC.
3	If unable to retrieve voluntarily, if letters from the sponsor, member's commander, or issuing activity fail to retrieve the card, report the circumstances by letter or message to the appropriate installation security authority of the military installation nearest the unauthorized cardholder's address. Also, send a copy of the letter or message to all benefits and privileges facilities near the cardholder's last known address. Provide name of unauthorized card holder, description, date of birth, card expiration date, last known address, reason why the individual is no longer entitled to the card, the sponsor's name, grade, branch of service, organization, and last known address.
4	Batch process the DD Form 1172 to DSO. If the DD Form 1172 has more than one name, note the date the DD Form 1173s recovered and batch process to DSO (see paragraph 1.13).

9.2. Special Procedures When Administrative or Judicial Action Has Occurred. Table 9.2 provides ID card procedures when an administrative or judicial action has occurred:

Table 9.2. Special Retrieval Procedures When an Administrative or Judicial Action Has Occurred.

EVENT	ACTION
Administrative and Judicial Action.	The unit commander or designee retrieves ID cards from the members and dependents when he or she starts an administrative or judicial action. The unit commander or designee notifies dependents in writing when they do not live with the sponsor, that they are no longer entitled to full term DD Forms 1173 and requests the cards be returned to the issuing activity.
Administrative and Judicial Action (Continued)	The issuing activity retrieves the CAC and dependent ID cards and reissues temporary ID cards to member and dependents with an expiration date (90 days) of the start of administrative or judicial action. Reissue the cards for an additional 90-day increments or less, as appropriate.
Courts-Martial Sponsors and Eligible Family	Issuing activity issues ID cards for member and dependents in 1-year increments.

Members	Do not terminate DEERS entitlements. Do not terminate dependents in DEERS, even if their sponsors are past their date of separation or expiration of term of service.
Civilian and Military Confinement	Issuing activity verifies DD Form 1172 and issues ID cards to dependents of members sentenced to civilian or military confinement in 1-year increments, or less, as appropriate. Service representatives retrieve and return ID cards to DMDC for members assigned to DoD Regional Corrections Facilities. Refer to Chapter 25 by contacting Service DEERS Project Office for mailing instructions. Do not terminate DEERS entitlements. Do not terminate dependents in DEERS, even if their sponsors are past their date of separation or expiration of term of service. Issuing activity updates sponsor status in DEERS to reflect prisoner/appellate leave (PR/APL) while in confinement or on appellate leave conditions.
Absence Without Leave (AWOL), Prisoner of War (POW), Missing In Action (MIA)	Sponsor and family members retain medical benefits and shopping privileges. Do not terminate DEERS entitlements. Reference paragraphs 8.3, 8.4, and Table 8.3, and **Notes** listed in Table 8.3.
Deserter	Sponsor and family members lose medical benefits and shopping privileges. Terminate DEERS entitlements. Reference paragraph 15.5 and Table 15.2, and paragraph 15.6 and Table 15.3.

9.3. Retrieving and Disposing of ID Cards for Members Assigned to DoD Regional Correctional Facilities. The Service representatives in Table 9.3 retrieve and dispose of ID cards for members assigned to DoD Regional Correctional Facilities. **Exception:** Common Access Cards (CACs) are not disposed. See paragraph 11.3 for CAC mailing instructions.

Table 9.3. Uniformed Service Representatives for Retrieving and Disposing of ID Cards for Members Assigned to DoD Regional Correctional Facilities.

UNIFORMED SERVICE	REPRESENTATIVE
Army and Navy	Correctional facility personnel retrieve and store prisoner's ID card with personal effects.
Marine Corps	Correctional facility or command personnel retrieve and store prisoner's ID card with personal effects.
Air Force	HQ AFSFC retrieves prisoner's ID card. HQ AFSFC/SFCI accomplishes this for post-trial members.

9.4. Appellate Leave and parole. Issue ID cards to members on appellate leave or parole and their eligible dependents in 1-year increments, or less, as appropriate, for members approved for release on parole by the parent Service. **Note:** Members on appellate leave or parole are eligible for the CAC. Refer to paragraph 11.7.3.

9.4.1. Do not terminate DEERS entitlements. Do not terminate dependents in DEERS, even if their sponsors are past their date of separation (DOS) or expiration of term of service (ETS).

9.4.2. Update sponsor status block in DEERS as ―Prisoner" or ―Appellate Leave." Table 9.4 provides ID card processing information for the Services:

Table 9.4. Uniformed Services Processing Procedures for Members on Parole or Excess Leave and their Eligible Dependents.

UNIFORMED SERVICE	WHO PROCESSES
Army	Issuing activities will contact the facility where the individual was confined to determine length of issue for ID cards.
Navy and Marine Corps	Issuing activities will contact the Navy and Marine Corps Appellate Leave Activity (NAMALA), commercial (202) 685-0100, DSN 325-0100, to verify the member's appellate leave status and to obtain a control number, and card expiration date. Issue ID card 1-year increment, or less, as appropriate. Enter the control number in block 89 of DD Form 1172. Verify the appellate leave address. Forward a copy of the DD 1172 to NAMALA for each issuance or reissuance. The address for NAMALA is Washington Navy Yard, Bldg. 111, 901 M Street SE, Washington DC 20374-5083.

Air Force	The member's unit issues the AF Form 988, Leave Request/Authorization, when the member is released on excess leave awaiting appellate review. For members released on parole by the Air Force Personnel Council issue an AF Form 899, Request and Authorization for Permanent Change of Station - Military, transferring member to parole status. Issue ID cards to members and eligible dependents in 1-year increments, or less, as appropriate. Provide a copy of the DD Form 1172 to the member's unit personnel records custodian for filing. Use this procedure until the appellate review process is completed and the discharge is executed. HQ AFSFC/SFCI, (210) 925-5609 provides the AF Forms 899 and 988 to Air Force inmates transferred to the Air Force Correction System when the member is released on excess leave awaiting appellate review and approved for release on parole.
Coast Guard	The Commanding Officer will ensure both the member and dependents surrender their ID cards and provide them replacement ID cards with a 1-year expiration date. Reissue on a semi-annual basis for as long as the member is on appellate leave.

Chapter 10

RAPIDS AND DEERS PROCEDURES

10.1. RAPIDS. Beginning mid-1997, RAPIDS began using rules based methodology which automates entitlement policy specified in public law, and implements regulations and directives. This methodology:

10.1.1. Takes entitlement decisions out of the hands of local ID card Verifying Officials (VOs).

10.1.2. Provides a standard Graphical User Interface (GUI) environment for entitlement verification and ID card issue.

10.1.3. Furnishes robust Help Screens to support day-to-day customer service operations.

10.2. Specialized Functionality and Platforms for RAPIDS. RAPIDS consist of software and hardware components used to update DEERS and issue machine-readable ID cards and DD Forms 1172 as prescribed by this instruction. **Table 10.1.** provides information concerning functionality and platforms for RAPIDS:

Table 10.1. Specialized Functionality and Platforms for RAPIDS.

FUNCTIONALITY AND PLATFORMS	DEFINITION
Desk Top RAPIDS	Functionality used at established issuing activities. Workstation and host server hardware communicates on-line to DEERS.
High Volume/Common Access Card Central Issuance Requesting Station (HV/CACCIRS)	Functionality used at recruit training centers and Service Academies requiring a high volume of transactions in a restricted time frame. A workstation/server hardware configuration is used to communicate on-line with DEERS.
Deployable RAPIDS	Functionality used at non-established issuing activities as either a stand-alone system in austere environments with no network communications, or on-line mode to DEERS. Deployable workstation hardware configuration does not require a server to communicate with DEERS. The stand-alone mode limits ID card issuance to active duty, reserve, and emergency essential personnel, and provides a transaction download capability to update DEERS. Deployable RAPIDS is used on Navy ships, (referred to as ―Shipboard RAPIDS.”)

10.3. Qualifying Requirements and Responsibilities for SSM, SVO, and VO/LRA. RAPIDS end-users are: Site Security Manager (SSM), Super Verifying Official

(SVO), Verifying/Issuing Official/Local Registration Authority (VO/IO/LRA), and Service Project Officers (SPOs).

10.3.1. RAPIDS end-users must be a U.S. citizen in order to issue Public Key Infrastructure (PKI) certificates for the Common Access Card (CAC) in accordance with DoD Instruction 8500.2, Information Assurance (IA) Implementation, February 6, 2003.

10.3.2. Local commanders or their authorized designee shall assign individuals to serve as a SSM, SVO, VO/IO/LRA. Refer to Attachment 1, Terms.

10.4. RAPIDS End-User Responsibilities. All ID card issuing activities that have RAPIDS equipment must comply with guidance outlined in system user documentation issued by the DMDC Personnel Identity Protection Solutions listed at the DMDC web site **https://www.dmdc.osd.mil/vois/owa/vois**.

10.4.1. Access to RAPIDS is limited to end-users who are in compliance with the security requirements outlined in the DoD Personnel Security Regulation, DoD 5200.2R and X.509 Certificate Policy for DoD. Military members, DoD Civilian employees, and contractor personnel must all meet the security requirements as indicated below:

10.4.2. U.S citizens who serve in the U.S military or are employed as DoD contractors requires a National Agency Check with Inquiries (NACI).

10.4.3. U.S. citizens who serve as DoD civilian employees require a National Agency Check with Inquiries (NACI).

10.4.4. Never relieved of Certification Authority (CA), Registration Authority (RA), Local Registration Authority (LRA), DEERS roles or Communication Security (COMSEC) custodian duties for reasons or negligence or non-performance of duties.

10.4.5. Never denied a security clearance, or had a security clearance revoked.

10.4.6. Never convicted of a felony offense.

10.5. RAPIDS Training. RAPIDS end-users follow the instructions reflected in the RAPIDS Training Guide. SVOs will follow the RAPIDS User Guide when producing reports. (Reference paragraph 10.13.1)

10.5.1. RAPIDS Equipment Relocation Policy. The DMDC Personnel Identity Protection Solutions (formerly Access Card Office) located in Arlington VA is the DoD Executive Agent for RAPIDS. DMDC provides specific guidelines in the RAPIDS Training Guide for moving RAPIDS equipment, including associated hardware and software:

10.5.2. Only authorized DMDC contractors may move the RAPIDS equipment. **Exception*:*** A self-help relocation may be approved by DMDC. Follow the procedures reflected in Table 10.2 when requesting relocation of RAPIDS equipment:

Table 10.2. RAPIDS Equipment Relocation Policy.

TYPE OF RELOCATION	PROCEDURE
Contractor Relocation Authorized by DMDC	Submit a request 120 days in advance with a DD Form 448, *Military Interdepartmental Purchase Request,* (contained in the RAPIDS Users Guide or User Manual for RAPIDS, to

	the (active, Guard, Reserve, or appropriate)
	Uniformed Services Project Office (SPO) for coordination or approval. Upon approval, the (SPO) will forward the request to DMDC for review and action.
Self-Help Relocation by RAPIDS Site	Submit a request for a self-help relocation move to the (active, Guard, or Reserve, as appropriate) SPO. A DD Form 448 is not required. The SPO will forward the request to DMDC for review and action.

10.6. Reimbursement for Unauthorized Relocation. RAPIDS sites will reimburse the DMDC for any equipment damage, repairs, and labor costs incurred by an unauthorized move. See paragraph 10.4.

10.7. Off-line Processing to DEERS. Off-line communication processing on a RAPIDS terminal is not authorized. **Note*:*** RAPIDS will not allow off-line processing if DEERS access is unavailable. The VO will receive the RAPIDS application option for on-line communication connection to DEERS. Refer to RAPIDS User Guide for off-line processing capabilities, limitations, and restrictions.

10.7.1. Shipboard RAPIDS off-line processing may be authorized when communication with DEERS is unavailable; however, this action requires SPO and DMDC approval. When off-line transactions are processed, transactions must be transmitted to DEERS as soon as communication is reestablished.

10.7.2. Deployable RAPIDS off-line processing may be authorized when communication with DEERS is unavailable; however this action requires SPO and DMDC approval. When off-line transactions are processed, transactions must be transmitted to DEERS as soon as communication is established.

10.8. Memorandum of Understanding (MOU). RAPIDS server and remote sites will establish written procedures to identify RAPIDS responsibilities. Table 10.3 provides server and remote site responsibilities.

Table 10.3. Responsibilities of RAPIDS Server and Remote Sites.

SITE	RESPONSIBILITIES
Host Server Sites will:	Will coordinate with remote site or sites on operating schedules and planned system disruptions. Will maintain a Memorandum of Understanding (MOU) agreement on file. Will notify remote site or sites when unscheduled disruptions occur and work with them to reestablish processing and communications links. Will download RAPIDS software and notify the remote site or sites of the upgrade. Will ensure remote site or sites receives new users guides and DEERS/RAPIDS briefs. Will notify remote site or sites before audit trails are archived, other than the first day of the month. Will notify remote site or sites before office is closed due to official functions.
Remote Sites will:	Will coordinate workstation operating schedules with server site. Will inform server site when ID card production will not be in use. When communications fail, verify local communication connectivity before contacting the server site for assistance.

10.8.1. Server and remote site or sites can include additional responsibilities, if both parties are in agreement (see Attachment 24 for sample memorandum).

10.9. RAPIDS Hardware and Software Support Centers. The DMDC Support Center (DSC) provides CONUS and OCONUS users a single point of contact for hardware or software problems. Location and hours of operation for RAPIDS support centers are listed in **Table 10.4.** **Note*:*** Contact the SPO if the problem is not resolved after 24 hours.

Table 10.4. DMDC Support Center (DSC).

LOCATION	HOURS OF OPERATION

Worldwide	Call the DSC for assistance by dialing 1-800-3-RAPIDS (1-800-372-7437 or DSN 698-5000). The DSC is open 24x7x365.

10.10. Adding, Changing, or Deleting SSMs, SVOs, and VOs/LRAs in RAPIDS.

10.10.1. Requests for SSM privileges must be forwarded and approved by the appropriate SPOs. Forwarding by and request for the SSM privileges will be acknowledged by the SPO that they have verified with the appropriate command security officer that appropriate vetting procedures and verifications were accomplished prior to the request being made. SSMs will not be approved unless a NACI has been completed with no adverse results.

10.10.2. SSMs have the responsibility for ensuring that they have verified with the appropriate command security officer that the appropriate vetting for any VO/LRA for whom they request privileges has been initiated. Receipt of the request, signed by the SSM, will be acknowledgement and verification that this has occurred. **Note*:*** New RAPIDS end-users will have a NACI initiated prior to receiving VO, SVO, or SSM privileges.

10.11. RAPIDS Security . RAPIDS users will comply with the security requirements identified in the Information Security Policy for RAPIDS, dated 16 December 1999.

10.11.1. Personnel Security. Foreign National access to Automated Information Systems must be approved. Specific guidance may be provided in Service-specific regulations such as Army Regulation 380-19 or by DoD Directive 5200.28.

10.11.2. Granting of LRA privileges requires no less than an Automated Data Processing (ADP) II clearance. DoDD 5200.2 specifies IT II requirement for issuing DoD certificates.

10.11.3. Attention to and enforcement of appropriate security practices must be adhered to and implemented at all levels of RAPIDS administration and operation. Failure to do so compromise both physical and logical access to all DoD assets; resulting in loss of RAPIDS ID card issuing privileges and termination of operations by DMDC.

10.11.4. Possession of CAC establishes an individual's identity and affiliation with the DoD and allows access to both physical and logical assets. DoDD 8500.2, paragraph 5.7.1.1, ―Head of DoD Components shall ensure that access to all DoD information systems and to specified types of information (e.g., intelligence, proprietary) under their purview is granted only on a need to know basis according to DoDD 8500.1, and that all personnel having access are appropriately cleared or qualified under the provisions of DoD 5200.2.

10.11.5. In accordance with USC Title 18, Section 499, ―whoever falsely makes, forges, counterfeits, alters or tampers with any navel, military or official pass or permit, issued by or under the authority of the United States, or with intent to defraud uses or possesses any such pass or permit, or personates or falsely represents himself to be or not to be a person to whom such pass or permit has been duly issued, or willfully allows any other person to have or use any such pass or permit, issued for his use alone, shall be fined under this title or imprisoned not more than five years or both."

10.11.6. Sharing of CAC, Personal Identification Number (PIN), or biometric information is prohibited. This includes sharing access to RAPIDS via logon or password, and is punishable according to USC Title 18, Section 499.

10.11.7. Physical Security. Physical access to the RAPIDS computer equipment shall be restricted to authorized users and the equipment protected in accordance with standard procedures for protecting expensive, pilferable consumer electronic products. Use of RAPIDS for other than official business, particularly access and downloading software programs from the internet containing malicious code or surfing inappropriate web sites is a serious security risk to networks and network devices. Use of RAPIDS as with any DoD system, constitutes consent to monitoring. **Note*:*** Evidence of misuse collected during monitoring may be used for administrative, criminal, or adverse actions. Unauthorized or fraudulent use of this system may result in fines or imprisonment, or both as prescribed by 18 U.S.C. 499, 506, 509, 701, and 1001.

10.12. Disposition of RAPIDS Equipment Due to a Natural Disaster . Protect the equipment as well as possible without moving it (time permitting) when a natural disaster occurs. DMDC will replace the equipment if damage occurs. If it is necessary to move the equipment and time permits, notify the Service Project Office (see paragraph 25.1). **Note*:*** Ensure RAPIDS is included in the installation's disaster recovery plan. This requirement is explained in paragraph 4.5 of the RAPIDS Appendix S, Security Standing Operating Procedures.

10.13. Review and Deletion of Report Data. The SVO should delete Report Data that is over 90 days old via the SVO Tools menu. Failure to do so can impact processing speed and take up memory affecting the workstations attached to the RAPIDS server. (See RAPIDS User Guide, SVO Functions). **Note*:*** Maintaining physical or electronic report copies are recommended. Destroy or delete report data information after usage.

10.13.1. RAPIDS Audit Trail Reports. There are four reports: (1) Error, (2) ID Card, (3) Periodic Summary, and (4) Transaction. These reports are to be used by the SVO and SSM as an administration tool to ensure compliance with established instructions for RAPIDS transactions and ID card issuance.

10.14. RAPIDS Hardware Custody and Accountability. DMDC maintains custody and accountability of RAPIDS hardware and related supporting software. **Note*:*** RAPIDS facilities are custodians of DMDC hardware/software assets by controlling, supervising, and managing the property in their care as listed in DoDI 5000.64, Accountability and Management of DoD-Owned Equipment and Other Accountable Property.

10.14.1. RAPIDS facilities are responsible for physical security and must maintain the RAPIDS platform as provided. DMDC prohibits altering of RAIDS hardware configurations and software modifications, including, placing alternative boot/reboot media or connecting non-approved external storage media devices, and unauthorized moving of equipment. **Note*:*** RAPIDS facilities who fail to follow published guidance and inventory is lost, stolen, damaged, or misplaced are responsible for replacement costs to DMDC.

10.15. Privacy Act Statement (PAS). Each RAPIDS workstation must display the PAS and the VO/SVO/SSM must refer customers to review this statement prior to electronically signing the DD Forms 1172, 1172-2, 2841, and 2842.

Chapter 11

ISSUING, REISSUING, AND RENEWING ID CARDS

11.1. Chief, Issuing Activity will designate verifying and issuing officials following the grade restrictions in **Attachment 1**, Terms, Issuing/Verifying Official.

11.2. Forms Supply. The chief of the issuing activity or a designated alternate is the authorized customer account representative for requesting card stock and laminate, including emergency requirements, through publication distribution channels.

11.2.1. RAPIDS Inventory Logistics Portal (ILP). The RAPIDS SSM is responsible for CAC inventory management and administration within the ILP.

11.3. Storage and Destruction. Maintain machine-readable (Teslin) card stock and laminate, and CAC stock and related consumables not in use under lock when office is closed. Destroy all recovered Teslin cards, error-in RAPIDS processing cards, and non-authorized ID cards by shredding or cutting. **Note:** Do not destroy, shred, or cut CACs.

11.3.1. There is 100 percent accountability at RAPIDS sites for CACs. All recovered CACs are accounted for by the DMDC. RAPIDS sites must return recovered CACs by FedEx using the DEERS/RAPIDS account number listed in the CAC return instructions listed on the VOIS web site: **https://www.dmdc.osd.mil/vois.owa.vois**, under the Consumables Tab. **Note:** RAPIDS sites will not incur FedEx shipping costs for recovered CACs as this is paid for by the DMDC.

11.3.2. The Contractor Verification System (CVS) Trusted Agent Security Managers or Trusted Agents (TASMs or TAs) will collect returned CACs and send to the nearest RAPIDS SSM for shipment to the DMDC.

11.4. Logs. Issuing activities for machine-readable cards are not required to maintain logs to account for blank cards or ID cards that are destroyed, surrendered, or confiscated. Security is maintained through the DEERS and RAPIDS system by linking the SSN of the sponsor to the type of card issued. Although it is not visible to the user, a 4-digit alpha-numeric security code is maintained in the DEERS database. **Note:** See paragraph 19.25 for forms accountability for manually prepared card for the Army, paragraph 21.12 for the Air Force and paragraph 22.11 for Marine Corps and Navy. Pass and Registration is the issuing activity for manually prepared cards for the Air Force (paragraph 21.10).

11.5. Identification of Applicants and Review of DD Form 1172. Table 11.1 provides procedures to ensure only valid applicants receive ID cards.

Table 11.1. Identification of Applicants and Review of DD Form 1172.

STEP	ACTION
1	Upon presentation of completed, signed DD Form 1172, request personal identification with a photograph; Refer to Attachment 20, Department of Homeland Security (see attached Form I-9, Employment Eligibility Verification) and Lists of Acceptable
	Documents in reference to identity proofing for DEERS enrollment, eligibility, and ID card issuance purposes. (See paragraphs 1.5.4, 2.4, Table 2.4, paragraph 8.2, Table 8.2 and Attachment 5, **Note** 8). If enrolled in DEERS, have applicant provide information

	such as names of dependents and their dates of birth, their own date of birth, address, and cross-check information in DEERS. **Note:** RAPIDS biometric verification may be used for lost or stolen ID as proof of identity if a previous photograph is available in DEERS.
2	Contact the activity verifying the DD Form 1172 for questions regarding an applicant's status.
3	Return any DD Form 1172 verified more than 90 days before presentation to the issuing activity.
4	Correct obvious errors on DD Form 1172 concerning eye color, hair color, weight, and height.
5	Resolve all other questionable data with the verifying official.
6	Mail all DD Forms 1172 to DMDC, Attn DD Form 1172 Scan, 400 Gigling Road, Seaside CA 93955. **Note:** Mail separately to the same address, all DD Forms 1172-2 to DMDC, Attn DD Form 1172-2 Scan.

11.6. Issuing Procedures for Applicants Who Report in Person (Machine-readable and Manually prepared Cards). The procedures in Table 11.2 apply when issuing ID cards to applicants who report in person:

Table 11.2. Issuing Procedures for Applicants Who Report in Person (Machine-readable and Manually prepared Cards).

STEP	PROCEDURES
1	Retrieve any superseded ID card before issuing a new one. Document destruction of manually prepared cards.
2	Complete all entries on ID cards by using the RAPIDS software or computerized applications. Use applicable codes and abbreviations. Do not use erasures or strikeovers.
3	Block out any preprinted privileges that appear on the manual card that the cardholder is not entitled to according to this instruction.

11.6.1. Do not over-stamp or overtype except for the conditions in paragraph 1.9. **Note:** No waivers are authorized.

11.6.2. Do not alter benefits or include unauthorized comments on ID cards to restrict driving privileges or access to installations, commissaries, exchanges, or other facilities.

11.6.3. Do not obliterate any identifying information on the ID card by over-stamping or over-typing.

11.6.4. Nothing is to be placed between the laminate and the card stock, except the placement of the photograph on the manually prepared card.

11.6.5. ID cards must not have holes punched in them.

11.6.6. No stickers, or other adhesive materials are to be placed on either side of the identification card.

11.6.7. Insertion of materials between the card stock and the laminate is prohibited.

11.7. Photographs - General Guidance. All DoD identification cards will contain a photograph. The following provides general guidance concerning photographs for both the machine-readable CAC and Teslin ID cards, and manually prepared cards:

11.7.1. Individuals will poise with a frontal, full-face (passport-type) photo shot. Head covering is acceptable for medical and religious reasons provided that the face is in full view.

11.7.2. Military personnel may be photographed while wearing uniform or civilian clothes (reference paragraphs 11.7.3 and 11.7.4).

11.7.3. Active duty, Selected Reserve and Participating IRR members in uniform must comply with Service grooming standards. **Note:** Active duty, Selected Reserve, and Participating IRR members must also be within Service dress and appearance standards when in uniform. This also applies to members who are on appellate leave. Refer to paragraph 9.4.

11.7.4. Nonparticipating Reserve members (IRR, Standby, and Retired Reserve awaiting pay at age 60) do not have to be within Service dress and grooming standards, when issued the DD Form 2 (Reserve).

11.7.5. Photographs will have no title board visible, clothing that is visible must be a neutral tone such as gray, black, or white and have no discernible words, effects, or designs.

11.7.5.1. Photographs must have a plain background without unit designations, motifs, or flag displays; white is recommended, light shades of neutrals may be used in lieu of white. **Note*:*** Anything other than the authorized background will render the card invalid.

11.8. Photographs for Machine-readable CAC and Teslin ID Cards. The following provides specific guidance concerning photographs for the machine-readable cards. The RAPIDS system will apply a digitized, full-face passport-type photograph. No title board is used.

11.8.1. Military personnel may be photographed in uniform or civilian clothes. Individuals will poise with a frontal, full-face (passport-type) photo shot

11.8.2. Position the applicant between 3 and 5 feet from the camera (optimal distance is 4 feet).

11.8.3. Fill the entire white area on the card stock with the applicant's face.

11.8.4. Cut photo off just below shoulders when in military clothing so insignia, badges, and emblems are not visible.

11.8.5. Requests for ID cards by mail for the machine-readable ID card require an 8"x10" or 5"x7" portrait type photograph with signature notarized on the back and characteristics listed. For example, weight, height, eye color, hair color (see table 11.4).

11.9. Photographs for Manually Prepared ID Cards. The following provides specific guidance concerning photographs for the manually prepared ID cards. The manually-prepared card shall have a full-face passport-type, photograph affixed to the obverse side.

11.9.1. Military personnel may be photographed in uniform or civilian clothes. Individuals will poise with a frontal, full-face (passport-type) photo shot.

11.9.2. A title board must cover the clothing when issuing ID cards to military personnel and must note only the subject's last name, first name, and middle initial.

11.9.3. To use photographs from superseded ID cards, get approval from the chief of the issuing activity.

11.10. Signature on DD Forms 1173. The following applies to obtaining signatures on completed DD Forms 1173.

11.10.1. Have applicant sign the card and DD Form 1172.

11.10.1.1. Enter –INCAP," –INFANT" or –UNABLE to SIGN" as appropriate.

11.11. Completion of Manually Prepared ID Cards. Table 11.3 provides guidance for the completion of manually prepared ID cards.

Table 11.3. Completion of Manually Prepared ID Cards.

STEP	ACTION
1	The issuing official signs the ID card when the card shows all required data. A stamped signature element may be used, but do not use facsimile signature stamps.
2	Laminate the card between two sheets of plastic. Do not double laminate the ID card. When a card is returned because it is frayed or the sheets of lamination are beginning to separate, reissue a new card unless the laminating equipment can fix it without adding new sheets of plastic.
3	Complete the DD Form 1172, section V, to show issue of the card**.**
4	Record the issue of the manually prepared card in a log which will include but is not limited to the installation name, ID card serial number, the name and SSN of the individual to whom the card was issued, and the name and SSN of sponsor and verifying official. (**Example***:* On AF Form 335, *Issuance Record -- Accountability Identification Card;* CG 3133, *Record of Identification Cards Issued*)**.**

11.12. Issuing Procedures for Applicants Who Cannot Report In Person, Machine-readable ID Card. Verification of circumstances may be required. The following are examples of persons who may be unable to report to the place of issue to obtain a machine-readable ID card:

11.12.1. Who live far from a military facility.

11.12.1.1. Are physically handicapped.

11.12.1.2. Have no means of transportation.

11.12.1.3. Are hospitalized or sick.

11.12.2. Take the steps reflected in Table 11.4, Attachment 5, paragraphs A5.1.1 - A5.1.2, and Attachment 20 when issuing machine-readable ID card mail-in requests:

Table 11.4. Issuing Machine-readable ID Cards for Mail-in Requests.

STEP	ACTION
1	Applicant provides an 8"x10" or 5"x7" portrait type photograph, including information of physical characteristics (i.e., eyes and hair color, weight, and height). A notary must

	verify the applicant's signature on a written statement concerning his or her identity. Instances of medical impairment, a statement from an attending physician is acceptable.
2	Use the RAPIDS camera to capture proper size photograph upon receipt.
3	Complete all entries on the ID card, except applicant's signature.
4	Send ID card to applicant by certified mail for signature.
5	Applicant signs the proper block on the ID card and return to the issuing office. **Note**: Enter –INCAP" when the individual cannot sign because of a mental or physical incapacity.
6	Applicant must return the card to the issuing activity. The issuing activity will laminate the card and return to the applicant by certified mail.
7	Establish local procedures to ensure applicant has received the ID card.

11.12.3. The next higher authority reviews each disapproved mail-in request.

11.13. Mail-In Addresses for Sponsors and Dependents Residing CONUS. CONUS requests are processed to the nearest ID card issuing facility. Applicants should contact the issuing facility by letter or telephone or web RAPIDS locator at **http://www.dmdc.osd.mil/rsl**.

11.13.1. Mail-In Addresses for Sponsors and Dependents Residing OCONUS. See **Table 11.5** for addresses for mail-in requests for sponsors and dependents residing in Europe, Far East and the Philippines.

Table 11.5. OCONUS Uniformed Services Addresses for Mail-in Requests.

UNIFORMED SERVICE	MAIL-IN ADDRESS
NAVY (sponsors and dependents residing in the Philippines, South America and Canada).	Forward photograph as paragraph 11.8 prescribes to the Naval Reserve Personnel Center (NRPC), 5722 Integrity Drive, Building 239, Millington TN 38054. Telephone Number: 1-866-250-4778.
MARINE CORPS	Forward photograph as paragraph 11.8 prescribes to Headquarters, U.S. Marine Corps (MMSR-6), 3280 Russell Road, Quantico, VA 22134-5103 for Retirees and eligible dependents For all others use: Headquarters U.S. Marine Corps, Manpower & Reserve Affairs (MRP-1), 3280 Russell Road, Quantico, VA 22134-5103.
AIR FORCE (sponsors and dependents residing in Europe or the Far East)	Central Europe: 86 MSS/DPMPS, Unit 3220, Box 405, APO AE 09094; or 86 MSS/DPMPS, Geb 2106, Flugplatz, 66877 Ramstein-Miesenbach, Germany. Mediterranean Area: 31 MSS/DPMP, Unit 6125, Box 85, APO AE 09601-2585 or 31 MSS/DPMP, Bldg 1403 Area F (Aereoporto), Via Pordonone, 33081 Aviano Italy. United Kingdom, 48 MSS/DPMP, Unit 5200,

	Box 125, APO AE 09464-0125 or 48 MSS/DPMP, RAF Lakenheath, Brandon Suffolk IP 279PN. Far East: 18 MSS/DPMPS, PSC 80, Box 13535, APO AP 96367 or 36 MSS/DPMPS, Unit 14001, Box 11, APO AP 96543-4001. AFPC Contact Center*:* 1-800-616-3775 or DSN 665-5000.
ARMY (sponsors and dependents residing in the Far East)	CMDR 25 ID(L) & USARHAW, Attn: APVG-PA-NPD-PD, (Mail Stop - 412 FS), Ft Shafter, HI 96858-5000.
COAST GUARD (All mail-in requests)	Commanding Officer (RAS), Personnel Service Center (PSC), (785) 339-3441. 444 SE Quincy Street, Topeka, Kansas 66683-3591.

Note*:* Residents of South America and Canada should go to the RAPIDS locator web site at: http//www.dmdc.osd.mil/rsl to find the closest location of uniformed Service, and contact the RAPIDS site for local mail-in procedures. **Exception:** See Table 11.5 for Navy members.

11.14. Fingerprints for Mail-in Processing. All uniformed Services have the requirement to gather fingerprints from personnel in a pay or annuity status (see paragraph 1.27). Since there is no method to collect fingerprints when processing a mail-in request, inform the applicant the next time they are in the proximity of an issuing facility to have their fingerprint captured and ID card issued.

Chapter 12

COMMON ACCESS CARD (CAC) AND DD FORM 2 ARMED FORCES OF THE UNITED STATES GENEVA CONVENTIONS IDENTIFICATION CARD (ACTIVE)(MACHINE-READABLE CARD) AND DD FORM 2, U.S. ARMED FORCES IDENTIFICATION CARD (MANUALLY PREPARED CARD)

12.1. General Information. The Department of Defense (DoD) provides members of the DoD Components and the Uniformed Services with a distinct identity card, the Common Access Card (CAC). It is the identification card for Uniformed Services personnel, to include Active Duty, the National Guard, Selected Reserves, and Individual Ready Reserve (IRR) members in a training capacity, and DoD civilian employees, eligible non-DoD civilian employees of other Federal Agencies, State Employees of the National Guard, eligible contractor personnel, and other eligible recipients as approved by USD (P&R). **Note:** The CAC replaces the former DD Form 2 (Active), referenced in this chapter as the green card, to members of the Uniformed Services on active duty for 31 or more consecutive days, to United States (US) Service Academies cadets, midshipmen, and Coast Guard cadets. Information within this chapter will remain in effect until such time as the manually prepared and machine readable (Teslin) cards are no longer authorized for publishing.

12.1.1. The CAC identifies recipients' applicable Uniformed Services' benefits and privileges; will be used for physical access to buildings, facilities, installations and controlled spaces; serves as the primary platform for logical access by Public Key Infrastructure (PKI) authentication token in the unclassified environment used to access the Department's computer networks and systems.

12.1.2. The CAC is only available as generated by the Real-time Automated Personnel Identification System (RAPIDS), an application of the Defense Enrollment Eligibility Reporting System (DEERS).

12.2. Individual Responsibility. The card is the property of the U.S. Government, and shall be in the personal custody of the member at all times. The CAC surface shall not be amended, modified, or overprinted by any means. No stickers or other adhesive materials shall be placed on either side of the CAC. No holes shall be punched into the CAC. The chip or laminate shall not be removed or insertion of materials between the card stock and the laminate is prohibited; doing so would be considered defacing the CAC. Defacing the CAC will affect the validity of the CAC and its applications. **Note:** Individuals shall be issued a separate CAC or identification (ID) card in each category for which they qualify. Possession of a duplicate CAC or ID card in the same category is prohibited.

12.2.1. The CAC is worn on the front of a body, displayed above the waist and below the neck in accordance with DoD 5200.1 and Service specific instructions.

12.2.2. It shall serve as the Geneva Conventions Card under Article 17 and/or an identification and privilege card, as appropriate, for eligible categories. Relative to the Treatment of Prisoners of War of August 12, 1949. The CAC is the property of the U.S. Government, shall be in the personal custody of the member at all times. **Note:** Provide and explain to the CAC recipient that their electronic signature on the DD Form 2842, Subscriber

Certificate Acceptance and Acknowledgement of Responsibilities acknowledges reading and accepting their responsibilities and obligations as stated.

12.2.3. The green DD Form 2 (Active) (manually prepared card) will only be issued in instances where communication to DEERS is unavailable. The expiration date shall be established for 90 days or less.

12.2.4. The CAC and the DD Form 2 (Active) also serves as ID for purposes of Article 17 of the Geneva Convention **Exception*:*** See paragraph 12.5.

12.3. How to Apply for the Machine-readable ID Card. The applicant contacts the nearest issuing activity for verification and issue of the ID card and follows Service dress and grooming requirements. Completion of a DD Form 1172 is not required since there is no requirement to file the application; however, the DD Form 2842 is required. **Exception:** See paragraph 21.14.

12.4. When to Issue, Reissue or Renew the CAC or DD Form 2 (Active): Issue the CAC (or when network communications are off-line to DEERS, the DD Form 2 (Active)) to members of the Uniformed Services on active duty for 31 consecutive days or more to US Service Academies' cadets, midshipmen and Coast Guard cadets. **Note:** Issue the CAC to Reserve members coming on active duty for 31 consecutive days or more, no earlier than 14 days in advance. Reissue or renew as Table 12.1 reflects

12.4.1. Temporary CAC Issue. When there are no communications with the issuance portal, or the DoD Certificate Authority (CA), a temporary CAC can be issued with an abbreviated expiration date for a maximum of 280 days. The temporary card will not have a chip, nor will it have PKI certificates.

Table 12.1. Conditions for Issue, Reissue or Renewal of the CAC or DD Form 2 (Active).

ITEM	CONDITION
1	To show a change in expiration date. Do not issue new ID cards to show a change in expiration dates to members who sign an extension to their current enlistments until their terms of service expire and they enter the extension. **Exception*:*** The issuing authority may issue a new ID card to a member whose extensions would take effect while on TDY involving contingency operations or when a member enters the extension over a holiday, a weekend or other non duty days that conflict with normal reenlistment schedule.
2	To replace an ID card for a separating person going on terminal leave and possessing an ID card valid beyond the DOS.
3	To show a change in grade on promotion or demotion to or from any grade above E-3 and E-4 for Air Force members.
4	To replace a lost, stolen, mutilated or destroyed ID card. **Note*:*** RAPIDS biometric verification may be used for lost or stolen ID as proof of identity if a previous photograph is available in DEERS.
5	To correct an error.
6	To change data that reduces the card's identification value, e.g. name change.
7	To show a significant change in facial features.

12.5. When to Surrender the CAC or DD Form 2 (Active). An individual surrenders the green card when one of the conditions reflected in Table 12.2 occurs:

Table 12.2. Conditions for Surrendering the CAC or DD Form 2 (Active).

ITEM	CONDITION
1	It is replaced (except when lost or stolen).
2	It expires.
3	The military member is in confinement as sentenced by a judicial body (courts-martial).
4	The sponsor dies, retires (refer to paragraph 14.3), discharged, released to inactive duty, or Service/Agency affiliation changes, or CAC is expired. **Note:** All recoverable CACs will be returned to the DMDC for accountability. Due to security assurance for physical or logical access, the CAC cannot be released to a non-eligible bearer as the Public Key Infrastructure (PKI) credentials may be used for unauthorized access to Federally controlled government facilities or electronic access to government information systems. **Exception:** Upon request, next of kin may obtain the CAC for an individual who has perished in the line of duty. All CACs provided to next of kin must be terminated, have the certificates revoked, and have a hole punched through the integrate circuit chip (ICC) prior to release.
5	When no longer entitled to it.
6	A military authority requires it for identification or investigation.

12.6. How to Prepare the CAC or DD Form 2 (Active). Automated sites use RAPIDS to prepare CAC since it is not a manual card. **Note:** Automation of the DD Form 2 (Active) is no longer available through RAPIDS. Non-automated sites prepare the manual ID card according to Table 12.3.

Table 12.3. Manual Preparation of the DD Form 2 (Active).

ITEM	PROCEDURE
Photograph	See paragraphs 11.7 through 11.9. **Note*:*** Military personnel may be photographed in uniform or civilian clothes. Individuals will poise with a frontal, full-face (passport-type) photo shot.
Grade	Enter the official grade and rank in grade block as Attachment 3, blocks 6 and 7 reflects. **Exception*:*** See below.
Rank (Enlisted)	Enter the official rank for all enlisted members *except* enter the following for those in grades E-1 through E-3: Army - Enter the official rank. Navy - ―NON-PO". Air Force - ―AMN". Marine Corps - ―PVT-LCPL". Coast Guard - ―NON-PO". National Oceanic and Atmospheric Administration (NOAA) - not applicable. United States Public Health Service - not applicable.
Rank (Officer)	Enter the exact rank in the grade block.
Expiration Date	Enter the following expiration dates: ―Indefinite" for all officers except those on specified active duty (AD)

	tours (expiration date is termination date reflected on AD orders). The term of service expiration date for enlisted members. The date specified on AD for Guard or Reserve personnel. Four years from the issue date, for personnel ordered to duty for mobilization or periods of AD without a designated tour ending date. See Attachment 12. The Retention Control Point (RCP) date as shown on the DD Form 4, item 8b(5) for Army members in the rank of SSG-CSM (see paragraph 19.27); or if promoted to the next higher grade, expiration date should be the RCP date IAW Army Regulation 601-280, *Army Retention Program*.
Social Security Number	Enter SSN hyphenated between the third and fourth and between the fifth and sixth digits. Do not enter the service or component code.
Blood Type	Include RH factor.
Geneva Conventions Category	Enter the appropriate category. See Attachment 13, column 1. For example, if the individual is a captain or first lieutenant, show ―II.”

Chapter 13

COMMON ACCESS CARD (CAC) AND DD FORM 2, ARMED FORCES OF THE UNITED STATES GENEVA CONVENTIONS IDENTIFICATION CARD (RESERVE) AND DD FORM 2 (RESERVE RETIRED)

13.1. General Information. This chapter describes the issue of the DD Form 2 (Reserve) (Green) after June 1998, and DD Form 2 (Reserve Retired) (Red). The DD Form 2 Reserve does not authorize medical benefits. The cards do authorize commissary, exchange and certain morale, welfare, and recreation privileges as described in DoDI 1015.10, *Program for Military Morale, Welfare, and Recreation (MWR), November 3, 1995, with Change 1.* **Note:** The CAC replaces the former DD Form 2 (Reserve) for members on active duty for more than 31 days or assigned to the Selected Reserve Component. Members, who are assigned to the Individual Ready Reserve (IRR), Reserve Officer Training Corps (ROTC), Other Reserve Service Component (RSVCC), and Retired Reserve, less than age 60 are not eligible for the CAC. Information within this chapter will remain in effect until such time as the manually prepared and machine readable (Teslin) cards are no longer authorized for publishing. See Terms on Dual Status.

13.2. DD Form 2 (Reserve) . Issue the DD Form 2 Reserve to members of the Individual Ready Reserve and the Standby Reserve not on active duty. **Note:** The card is the property of the U.S. Government, and shall be in the personal custody of the member at all times**.** Members being released from active duty with a Military Service Obligation (MSO) are part of the IRR and will be issued the green Reserve ID cards. The DD Form 2 (Reserve) (Red) manually-prepared card is valid until the expiration date and were not issued after May 1998.

13.2.1. VSI Eligible Members. Members with a reserve obligation incurred as a result of a VSI separation remain eligible for a DD Form 2 Teslin ID card. Eligibility for VSI is based on separation as reflected on the DD Form 214.

13.2.2. A child who is an eligible dependent of an active duty or retired member and is a member of a Reserve Component is entitled to both a DD Form 1173 USIP card and a Guard/Reserve ID credential provided they are not on active duty for 31 days or more (Reference Chapter 15, paragraph 15.1.2).

13.3. DD Form 2 (Reserve Retired). Issue the DD Form 2 (Reserve Retired) to members of the Retired Reserve and former members. See Attachment 1, Terms for gray area and former member. These members have qualified for retired pay at age 60, but are not yet turned 60.

13.4. Honorary Retirees . Do not issue the DD Form 2 (Reserve) or DD Form 2 (Reserve Retired) ID card to honorary retirees (see Attachment 1).

13.5. Delayed Enlistment Program (DEP). Members under the DEP are not entitled to the DD Form 2 Reserve ID card or CAC. A copy of the enlistment contract and a picture ID are used to gain access to MWR revenue-generating facilities.

13.6. Individual Responsibility. The CAC and DD Form 2 (Reserve) also serves as ID for purposes of Article 17 of the Geneva Convention Relative to the Treatment of Prisoners of War of August 12, 1949**. Note*:*** The CAC surface shall not be amended, modified, or overprinted by any means. No stickers or other adhesive materials shall be placed on either side of the CAC.

No holes shall be punched into the CAC. The chip or laminate shall not be removed or insertion of materials between the card stock and the laminate is prohibited; doing so would be considered defacing the CAC. Defacing the CAC will affect the validity of the CAC and its applications. **Note:** Individuals shall be issued a separate CAC or identification (ID) card in each category for which they qualify. Possession of a duplicate CAC or ID card in the same category is prohibited. Both the DD Forms 2 (Reserve) and (Reserve Retired) are property of the U.S. Government and shall be in the personal custody of the member at all times. **Exception:** See paragraph 13.8. Completion of a DD Form 1172 is not required since there is no requirement to file the application; however, the DD Form 2842 is required. **Note:** Provide and explain to the CAC recipient that their electronic signature on the DD Form 2842, Subscriber Certificate Acceptance and Acknowledgement of Responsibilities acknowledges reading and accepting their responsibilities and obligations as stated.

13.7. When to Issue, Reissue or Renew the CAC or DD Form 2 (Reserve). Issue, reissue or renew the DD Form 2 (Reserve) according to Table 13.1. The DD Form 2 (Reserve)(Green) became available June 1998 and was phased in. The CAC will be issued upon expiration of the DD Form 2 (Reserve) (Green), promotion, theft or loss, or upon release from active duty. **Note:** When a child continues to meet the qualifications as a sponsor's dependent and is in a military Reserve Component and not on active duty for 31 days or more issue the DD Form 1173. Refer to Table 15.1.

Table 13.1. Conditions for Issue, Reissue or Renewal of the CAC or DD Form 2 (Reserve).

ITEM	CONDITION
1	To show a change in expiration date. Do not issue new ID cards to show a change in expiration date to members who sign an extension to their current enlistment until their term of service expires and they enter the extension. **Exception:** The issuing authority may issue new ID cards to members whose extensions would take effect while on TDY involving contingency operations or member enters the extension over a holiday or a weekend.
2	To members being discharged or released from active duty and transferred to a Reserve status. **Note:** Members may keep their Active duty credential until day of departure and obtain a DD Form 2 (Reserve) before finishing processing.
3	To show a change in grade on promotion to or demotion from any grade. **Exception:** Do not reissue ID cards to Army, Navy, Marine Corps, Air Force, Coast Guard, or NOAA members unless change in grade is to a grade above E-3 for enlisted or above 0-1 for officers. For Marine Corps enter exact grade for officers.
4	To replace a lost, stolen, mutilated, or destroyed card. **Note:** RAPIDS biometric verification may be used for lost or stolen ID as proof of identity if a previous photograph is available in DEERS.
5	To correct an error.
6	To change data that reduces the card's identification value, e.g., name change.
7	To show a significant change in facial features.

13.8. When to Surrender the CAC or DD Form 2 (Reserve) Card. An individual surrenders the Reserve card when a condition in Table 13.2 occurs.

Table 13.2. Conditions for Surrendering CAC or the DD Form 2 (Reserve).

ITEM	CONDITION
1	It is replaced (except when lost or stolen). **Note:** RAPIDS biometric verification may be used for lost or stolen ID as proof of identity if a previous photograph is available in DEERS.
2	It expires.
3	The military member is in confinement as sentenced by a judiciary body (courts-martial).
4	The Guard or Reserve member changes status.
5	The sponsor dies, retires, discharged with no further reserve obligation, or Service/Agency affiliation changes, or CAC is expired. **Note:** All recoverable CACs will be returned to the DMDC for accountability. Due to *security assurance for physical or logical access*, the CAC cannot be released to a non-eligible bearer as the Public Key Infrastructure (PKI) credentials may be used for unauthorized access to Federally controlled government facilities or electronic access to government information systems. **Exception:** Upon request, next of kin may obtain the CAC for an individual who has perished in the line of duty. All CACs provided to next of kin must be terminated, have the certificates revoked, and have a hole punched through the integrate circuit chip (ICC) prior to release.
6	When no longer entitled to it.
7	A military authority requires it for identification or investigation.

13.8.1. Exception to Surrendering ID Card. A Guard or Reserve member entering active duty for more than 30 consecutive days may maintain their DD Form 2 (Reserve).

13.9. How to Prepare the CAC or DD Form 2 (Reserve), and DD Form 2 (Reserve Retired) ID Cards. Automated sites use RAPIDS to prepare CAC since it is not a manual card. **Note:** Automated sites will use RAPIDS to prepare the DD Form 2 (Reserve Retired). Non-automated sites prepare the manually prepared ID card according to Table 13.3.

Table 13.3. Preparation of the DD Form 2 (Reserve) and DD Form 2 (Reserve Retired) ID Cards.

ITEM	PROCEDURES
Photograph	See paragraphs 11.7 through 11.9. Military personnel may be photographed in uniform or civilian clothes. Individuals will poise with a
Photograph	frontal, full-face (passport-type) photo shot. **Note:** Non-participating Reserve Members (IRR, Standby, and Retired Reserve awaiting pay at age 60) do not have to be within Service grooming standards.
Grade	Enter the official grade and rank in grade block as Attachment 3, blocks 6 and 7 reflect. **Note:** Enter ―RESRET" after the grade (for example, MAJ/RESRET for retired Reserve members awaiting pay at age 60). National Oceanic and Atmospheric Administration (NOAA) - Not applicable. United States Public Health Service - Not applicable.

Rank (Enlisted)	Enter the official rank for all enlisted members *except* enter the following for those in grades E-1 through E-3: Army - Enter the official rank. Navy - ―NON-PO". Air Force - ―AMN". Marine Corps - ―PVT-LCPL". Coast Guard - ―NON-PO". National Oceanic and Atmospheric Administration (NOAA) - not applicable. United States Public Health Service - not applicable.
Rank (Officer)	Enter the following ranks in the grade block for second and first lieutenants: Air Force - Enter ―LT" for first and second lieutenants. Enter exact grade for Army, Navy, Marine Corps, Coast Guard, NOAA and United States Public Health Service members. Enter ―ROTC Cadet" for a student in the last 2 years of training or for a ROTC student in receipt of a full-service scholarship.
Expiration Date	Enter the following dates: The date the term of service expires or obligated service ends (whichever is later).
Expiration Date, cont.	The date the member completes MSO for members released from AD and transferred to the IRR. INDEFINITE for Guard or Reserve officers and warrant officers. The expected date of graduation for ROTC students (see Attachment 12). The day before the 60th birthday for retired Reserve members and former members who will be eligible for retired pay at age 60.
SSN	Enter the SSN, hyphenated between the third and fourth digits and between the fifth and sixth digits. Do not enter the service or component code.
Blood Type	Include RH factor.
Geneva Convention Category	See Attachment 13.

Chapter 14

DD FORM 2, UNITED STATES UNIFORMED SERVICES IDENTIFICATION CARD (RETIRED) (MACHINE READABLE AND MANUALLY PREPARED CARD)

14.1. General Information. The chapter describes the issue of the DD Form 2 (Retired) (Blue) to all eligible military personnel entitled to retired pay, including those on the Temporary Disability Retired List (TDRL) and the Permanent Disability Retired List (PDRL).

14.1.1. Members entitled to retired pay to whom the Department of Veterans Affairs has awarded disability compensation (10% to 100%) remain entitled to the DD Form 2 Retired (Blue) even though they waive all or part of their military retired pay to receive VA compensation.

14.1.2. Members who retired under Title 10, U.S.C., Section 12731 are not entitled to the DD Form 2 Retired (Blue) card until they reach 60 years of age and qualify for retired pay (see paragraph 13.3).

14.1.3. A retired member entitled to retired pay, married to another retired member entitled to retired pay or an active duty member, may also be enrolled as a dependent in DEERS and issued a DD Form 1173. This allows all family members to be enrolled under one sponsorship for medical eligibility and a single TRICARE deductible purpose.

14.2. Individual Responsibility. The card is the property of the U.S. Government, and shall be in the personal custody of the member at all times. **Exception:** See paragraph 14.4. **Note:** Individuals shall be issued a separate identification (ID) card in each category for which they qualify. Possession of a duplicate ID card in the same category is prohibited.

14.3. When to Issue, Reissue or Renew the DD Form 2 (Retired). Issue, reissue or renew the DD Form 2 (Retired) according to Table 14.1. DD Form 2 (Retired) may be issued up to 120 days prior to established retirement date. The 120 days accommodates the combination of the maximum 90 days leave that may be granted and the 20 days permissive TDY for house hunting. **Note:** The Active duty ID must be surrendered to receive the DD Form 2 (Retired).

Table 14.1. Conditions for Issue, Reissue or Renewal of the DD Form 2 (Retired).

ITEM	CONDITION
1	When a member of the Uniformed Services temporarily or permanently retires.
2	To show a change in status change from TDRL to PDRL.
3	When 30-month TDRL status expires, see Attachment 12 and **Note** 4 to certify continued TRICARE coverage.
4	To replace a lost, stolen, mutilated, or destroyed ID card. **Note:** RAPIDS biometric verification may be used for lost or stolen ID as proof of identity if a previous photograph is available in DEERS.
5	To show advancement to a higher grade on the retired list.
6	To show entitlement to TRICARE when the applicant presents a Notice of Disapproved Claim for Medicare, Part A, from the SSA.
7	To show ineligibility for TRICARE if the applicant is eligible for Medicare, Part A.
ITEM	CONDITION

8	To show a significant change in facial features.
9	To change data that reduces the card's identification value, e.g., name change.

14.4. When to Surrender the DD Form 2 (Retired). An individual surrenders the blue card when a condition in Table 14.2 occurs:

Table 14.2. Conditions for Surrendering the DD Form 2 (Retired).

ITEM	CONDITION
1	It is replaced. The member surrenders it to the activity that replaces it.
2	It is not replaced (for example, death). It is surrendered to the nearest issuing activity.
3	It expires.
4	Upon advancement to a higher grade.
5	He or she is no longer entitled to it.
6	A military authority requires it for identification or investigation.

14.5. How to Prepare the DD Form 2 (Retired) . Automated sites use RAPIDS to prepare the ID card. Non-automated sites prepare the manual card according to Table 14.3:

Table 14.3. Preparation of the DD Form 2 (Retired).

ITEM	PROCEDURE
Photograph	See paragraphs 11.7 through 11.9. **Note:** Retired Reserve members awaiting pay at age 60 do not have to be within Service grooming standards.
Grade	Enter the official grade and rank in grade block in which the member is entitled to retired pay except:
Rank (Enlisted)	Enter the official rank for all enlisted members except enter the following for those in grades E-1 through E-3: Army - Enter the official rank. Navy - ―NON-PO" members. Air Force - ―AMN". Marine Corps - Enter "PVT/LCPL". Coast Guard - ―NON-PO". National Oceanic and Atmospheric Administration (NOAA) - Not applicable. United States Public Health Service (USPHS) - Not applicable.
ITEM	**PROCEDURE**
Rank (Officer)	Enter the following ranks in the grade block for second and first lieutenants: Army - Enter ―LT" for first and second lieutenants. Air Force - Enter ―LT" for first and second lieutenants. Enter exact grade for Navy, Marine Corps, Coast Guard, NOAA and United States Public Health Service members
Service	Enter the appropriate abbreviation for the branch of service:

	USA (Army). USN (Navy). USAF (Air Force). USMC (Marine Corps). USCG (Coast Guard). NOAA (National Oceanic and Atmospheric Administration). USPHS (United States Public Health Services).
Expiration Date	Enter the following dates: For members on TDRL, enter 30 months from the date placed on TDRL (Refer to Attachment 12, Table A12.1, and **Note** 4). For retirees not on TDRL, enter Indefinite (see also Attachment 12).
Signature	If the person cannot write because of a physical or mental incapacity, enter INCAP.
Medicare Procedures	If the retiree is under age 65 and is not eligible for Medicare, Part A, enter the date of the last day of the month preceding the 65th birthday in the space after NO CIV MED CARE AUTHORIZED AFTER block. If the retiree is under age 65 and entitled to Medicare, Part A, enter the date the retiree became eligible for that benefit. If the retiree is under age 65 and entitled to Medicare, Part A and B as a result of a disability or end-stage renal (kidney) disease, enter the date the retiree became eligible for those benefits. If the retiree is eligible for Medicare, Part A, after age 65, delete the word AFTER in the space provided in the medical block. If the retiree is not eligible for Medicare, Part A, after age 65, delete the words NO and AFTER in the medical block.

Chapter 15

DD FORM 1173, UNITED STATES IDENTIFICATION AND PRIVILEGE (USIP) CARD

15.1. General Information. This chapter describes the issue of the DD Form 1173, *United States Identification and Privilege Card* (Tan) to those individuals reflected in Attachment 2, Charts of Entitlement. Any person not specifically listed in Attachment 2 as eligible for benefits is ***NOT*** entitled to benefits and privileges administered by the Department of Defense and will ***NOT*** be issued an ID card.

15.1.1. The DD Form 2765, *Department of Defense/Uniformed Services Identification and Privilege Card* (Tan) is a sponsor ID card and is issued to certain sponsors who previously were eligible for the DD Form 1173 at sites where RAPIDS is installed (see paragraph 1.6 and chapter 18). There is no mass issue. The DD Form 2765 is issued upon expiration of the DD Form 1173, when lost or stolen or another reason that would require issue of the new ID card.

15.1.2. A child who is an eligible dependent of an active duty or retired member and is a member of a Reserve Component may be in possession of both a DD Form 1173 and a Guard/Reserve ID credential provided they are not on active duty for 31 days or more.

15.2. Individual Responsibility. The card is the property of the U.S. Government, shall be in the personal custody of the individual to whom issued at all times. **Exception:** See paragraph 15.6. **Note*:*** Individuals shall be issued a separate identification (ID) card in each category for which they qualify. Possession of a duplicate ID card in the same category is prohibited.

15.3. When to Issue, Reissue or Renew the DD Form 1173 : Issue, reissue or renew the DD Form 1173 when one of the conditions in Table 15.1 occurs.

Table 15.1. Conditions for Issue, Reissue or Renewal of the DD Form 1173.

ITEM	CONDITION
1	When the sponsor's entry on AD or active duty for training (ADT) is for more than 30 consecutive days.
2	When the sponsor reenlists or enters an extension.
3	To show a change in dependency status. **Note:** When the member and his or her spouse are living apart because of a legal separation or interlocutory decree of divorce, set the expiration date at 1 year from the date of issue or the date on which the divorce becomes final, whichever is earlier.
4	To show a change in sponsor's status (such as retirement or death).
5	When the card expires.
6	When a child becomes 10 years of age. **Note**: Have the applicant sign the ID card or enter –INCAP" when the individual cannot sign because of a mental or physical incapacity. Reference Chapter 4, paragraphs 4.4 and 4.6.
7	To replace a lost, stolen, mutilated, or destroyed ID card. **Note:** RAPIDS biometric verification may be used for lost or stolen ID as proof of identity if a previous photograph is available in DEERS.
8	To correct an error.

9	To show a significant change of facial features.
10	When a retiree acquires an early issue of DD Form 2 (Retired), issue family members DD Forms 1173. **Note:** Issuance of an ID card is no earlier than 120 days prior to member's retirement date. (Refer to paragraph 14.3)
11	To dependents of members on TDY or PCS. Reissue DD Form 1173 to a dependent whose sponsor goes on TDY or PCS to an unaccompanied overseas area and is not expected to return until after the card expires.
12	Issue the DD Form 1173 to dependents of a member going on terminal leave who is not retirement eligible to show the member's separation date.
13	Upon sponsor's promotion to E-4 and above and E-5 for Air Force members.
14	When a child continues to meet the qualifications as a sponsor's dependent and is in a military Reserve Component not on active duty for 31 days or more. (DD Form 1173 & DD2RES or CAC)
15	When a retired member is married to an Active Duty or other retired member and is enrolled in DEERS as their family member (DD Form 1173 & DD2RET)
16	When a family member is permanently incapacitated (refer to paragraph 2.6), age 75 or older. Issue a DD Form 1173, reflecting ~~"in~~definite" card expiration date. **Note:** VOs need to be aware of situations where beneficiaries may not qualify for continuation of an ID card due to divorce or remarriage of widow, widower, or unremarried former spouse (DB). Though not all inclusive, current and future beneficiaries must still meet eligibility requirements as listed within this instruction.
17	To change data that reduces the card's identification value, e.g., name change.

15.3.1. Retrieve and destroy the old form (showing active duty status).

15.3.2. If the DD Form 1173 is valid beyond the date of separation, give dependents temporary cards to expire on the date of separation.

15.4. Early Issue of DD Forms 1173 for Dependents. Sponsors usually apply for the DD Form 1173 10 to 20 days before the card expires. However, they may request issue or reissue of their dependents' cards at any time when eligibility of dependents is not in question. **Note:** The card is the property of the U.S. Government, and shall be in the personal custody of the member at all times.

15.4.1. Verifying officials review the reasons for early issue and approve or disapprov e such requests. **Exception:** Issue a 2-year card to children who are 90 days from age 21 and meet the full-time student criteria listed in chapter 4, paragraph 4.5.

15.5. When Not to Issue, Reissue or Renew the DD Form 1173. Do not issue, reissue or renew the DD Form 1173 if one of the conditions in Table 15.2 applies:

Table 15.2. Conditions for Not Issuing, Reissuing or Renewing the DD Form 1173.

ITEM	CONDITION
1	The eligibility or use of the card is for 30 calendar days or less (initial issue only).
2	To children under 10 years of age. Exception: See paragraph 4.3.
3	To individuals whose eligibility for privileges is based on TDY. (Presentation of travel orders constitutes acceptable ID). **Exception**: Emergency essential personnel required to support the Uniformed Services in support of a Congressional decree or Presidential

	commitment may be issued a DD Form 2764 or DD Form 2765 if RAPIDS has been installed.
4	To dependents when the sponsor is in deserter status. **Exception***:* Qualified former spouses remain eligible for ID card benefits even if the sponsor is in a deserter status. **Note***:* Family members of active duty sponsors in an absent without leave or unauthorized absence status retain their ID card entitlement until the sponsor is declared a deserter. Refer to Chapter 9.
5	To individuals who stood in loco parentis (a person who has stood as a parent by assuming parental duties and responsibilities). Refer to Terms.
6	To children adopted after age 21. **Exception:** See paragraph 4.11.
7	To children who have no eligibility for benefits and privileges at the time of the sponsor's death and the surviving spouse adopts the child, or gives birth to a child that was not of the marriage, or a child is placed in the surviving spouse's guardianship.
8	To individuals for the sole purpose of identification.
9	To Unremarried widows (URW) when they remarry after the death of their sponsor.
10	To retired military spouses. **Exception:** Issue DD Form 1173 only to the spouse being sponsored in DEERS by the retired military member but not both.

15.6. When to Surrender the DD Form 1173. ID cardholders must surrender their card when one of the conditions in Table 15.3 occurs:

Table 15.3. Conditions for Surrendering the DD Form 1173.

ITEM	CONDITION
1	It is replaced (except when lost or stolen). **Note***:* RAPIDS biometric verification may be used for lost or stolen ID as proof of identity if a previous photograph is available in DEERS.
2	It expires.
3	The sponsor dies, retires, divorces, is discharged, is in deserter status, or is released to inactive duty.
4	A change in the dependent's status ends or changes entitlement to any card benefit (e.g., divorce, marriage*)*. **Note:** When the member and his or her spouse are living apart because of a legal separation or interlocutory decree of divorce, set the expiration date at 1 year from the date of issue or the date on which the divorce becomes final.
5	A former spouse is issued DD Form 2765 as a DoD Beneficiary.
6	A child is issued DD Form 2765 as a DoD Beneficiary (Abused Dependent)
7	A widow or widower remarries.
8	A military authority requires it for identification or investigation.
9	A child in a Reserve Component is ordered to active duty for 31 days or more

15.7. Exceptions to Surrendering the DD Form 1173 . Do not surrender the DD Form 1173 if one of the conditions in Table 15.4 occurs:

Table 15.4. Conditions for Exceptions to Surrendering the DD Form 1173.

ITEM	CONDITION
1	An eligible dependent whose sponsor separated under TA, RTB, VSI or SSB.
2	An eligible dependent of a member entitled to retired pay whose eligibility to retired

	pay was terminated and member was discharged due to dependent abuse (paragraph 5.1).
3	An eligible dependent of a member on active duty for over 30 days convicted of a dependent abuse offense resulting in separation pursuant to a court-martial sentence; or administratively separated from active duty due to dependent abuse on or after 30 November 1993. These dependents remain eligible to possess an ID card as long as they are receiving an annuity (paragraph 5.3).

15.8. How to Prepare the Manual DD Form 1173. Automated sites use RAPIDS to prepare the ID card. Non-automated sites prepare the manual card according to Table 15.5:

Table 15.5. Preparation of the Manual DD Form 1173.

ITEM	PROCEDURE
Photograph	See paragraphs 11.7 through 11.9. Enter the cardholder's SSN under the photograph (see paragraph 15.9).
Item 2 Issue Date	Enter all dates in the 4-digit year, 3-character month, and 2-digit day format (YYYYMMMDD).
Item 3 Expiration Date	See Attachment 4.
Item 4 Name and Relationship	Enter the relationship code as Attachment 3, block 35, specifies.
Item 9 Date of Birth of Bearer	Enter the cardholder's date of birth (YYYYMMMDD). When special circumstances exist that permit children over 21 years old entitlement to the DD Form 1173, type after the date of birth: INCT for a temporarily incapacitated child, INCAP for a permanently incapacitated child, or SCH for the child's attendance at an approved school.
Item 10 Grade and Name of Sponsor	If issuing the card to someone other than a dependent, line out "and name of sponsor".
Item 11 Service & Status of Sponsor	Enter the sponsor's present status according to Attachment 3, block 4.
Photograph	See paragraphs 11.7 through 11.9. Enter the cardholder's SSN under the photograph (see paragraph 15.9).
Item 2 Issue Date	Enter all dates in the 4-digit year, 3-character month, and 2-digit day format (YYYYMMMDD).
Item 3 Expiration Date	See Attachment 4.
Item 4 Name and Relationship	Enter the relationship code as Attachment 3, block 35, specifies.
Item 9 Date of Birth of Bearer	Enter the cardholder's date of birth (YYYYMMMDD). When special circumstances exist that permit children over 21 years old entitlement to the DD Form 1173, type after the date of birth: INCT for a temporarily incapacitated child, INCAP for a permanently incapacitated child, or

	SCH for the child's attendance at an approved school.
Item 10 Grade and Name of Sponsor	If issuing the card to someone other than a dependent, line out "and name of sponsor". .
Item 11 Service & Status of Sponsor	Enter the sponsor's present status according to Attachment 3, block 4.
Item 12 SSN	Enter the sponsor's SSN. If sponsor does not have an SSN, enter the Uniformed Service number and SSN=NONE. E.g. AF23456789 and SSN=NONE
Item 13 Authorized Patronage	Enter the privileges specified on the verified DD Form 1172. Block out privileges not authorized. For privileges allowed only while the bearer is overseas, check the item and add OS ONLY.
Item 14 Signature	Have the applicant sign. Enter INFANT when the individual is too young to sign. Enter INCAP when the individual cannot sign because of a mental or physical incapacity.
Item 15a Uniformed Services Medical Treatment Facilities	Enter "Yes" if the person is entitled to medical care in Uniformed Services Medical Treatment Facilities. Enter "No" if medical care is not authorized.
Item 15b Civilian Medical Care	If the person is entitled to MC TRICARE, enter "Yes" and the MC effective date as the verified DD Form 1172 specifies. If the person is not eligible for MC, enter NOT ELIGIBLE or XXXXXX. For dependents of retirees, disabled, under age 65 and enrolled in Medicare Part A and B: Enter October 1991 if the beneficiary enrolled in Medicare, Part B, before 1 October 1991. Enter the date of enrollment in Medicare, Part B, if the beneficiary enrolled after 1 October 1991. For unremarried former spouses, survivors of deceased active duty and retired members, or survivors of Guard or Reserve deceased members (provided the member died while on or traveling to or from AD or inactive duty training):

	Enter 5 December 1991 if the beneficiary enrolled in Medicare, Part B, before 5 December 1991. Enter the date of enrollment in Medicare, Part B, if the beneficiary enrolled after December 1991.

15.8.1. Laminate the card.

15.9. Criteria for Mandatory Collection of SSNs. The following provides the criteria for mandatory collection of SSNs and applies to issue of the DD Form 1173 to family members and DEERS enrollment:

Table 15.6. Criteria for Mandatory Collection of SSNs.

Has SSN	Eligible for SSN	Applied to Social Security Administration	Period of MTF Eligibility	Remarks
Yes	Yes	Not applicable	4-Yr, if appropriate	SSN provided
Yes	Yes	Will not disclose	None	Family member loses eligibility to medical care in Military Treatment Facilities (MS).
No	Yes	Yes	120-days	Awaiting action from SSA.
No	No	No	4-Yr, if appropriate	Has Individual Taxpayer Identification Number (ITIN) from Internal Revenue Service; cite in Item 89 of DD Form 1172 ITIN will appear on ID card).

15.10. How to Prepare DD Form 1173 for a Member who was Involuntarily Separated and Eligible under TAMP or TAP and Eligible Dependents. Automated sites use RAPIDS to prepare the ID card. Non-automated sites prepare the manual ID card according to Table 15.7. **Note:** RAPIDS sites issue the DD Form 2765 to the sponsor. (See Chapter 6 for the National Defense Authorization Act for Fiscal Year 2005, effective Oct. 28, 2004, permanently establishing Transition Assistance benefits to 180 days.

Table 15.7. Preparation of the DD Form 1173 for a Member Who Was Involuntarily Separated and Eligible under TAMP or TAP and Eligible Dependents.

ITEM	PROCEDURE
Photograph	See paragraphs 11.7 through 11.9. Enter the cardholder's SSN under the photograph (See paragraph 15.9).
Item 2 Issue Date	Enter all dates in the 4-digit year, 3-character month, and 2-digit day format (YYYYMMMDD).
Item 3 Expiration Date	Enter –See Reverse."
Item 4	Enter the relationship code as Attachment 3, block 35, specifies. Enter

ITEM	PROCEDURE
Name and Relationship	~~"s~~elf" for sponsors.
Item 9 Date of Birth of Bearer	Enter the date of birth in the 4-digit year, 3-character month, and 2-digit day format (YYYYMMMDD).
ITEM	**PROCEDURE**
Item 11 Service & Status of Sponsor	Enter USAF/TAMP, USCG/TAMP, or other appropriate status.
Item 12 SSN	Enter the sponsor's SSN.
Item 13 Authorized Patronage	Enter Commissary, exchange, & MWR privileges.
Item 14 Signature	Have the applicant sign. Enter INFANT when the individual is too young to sign. Enter INCAP when the individual cannot sign because of a mental or physical incapacity.
Item 15b Civilian Medical Care	Enter ~~"Y~~es" if applicable. Enter ~~"N~~o" when Medicare, Part A, applies. The MC effective date for the sponsor is the day after the date of involuntary separation. The MC effective date for the dependents does not change. If the person is not eligible for MC, enter NOT ELIGIBLE or XXXXXX.
Item 16	Enter the individual dates of expiration for medical care only. **Note:** Commissary, exchange, and MWR privileges are not authorized for TA-180 eligible sponsors and family members.

15.10.1. Over-stamp TA on the front of the card with red ink. The stamp should be in outline letters, 1 inch tall by ¼ inch wide for paper-laminate ID cards. Automated sites use over-stamp contained in RAPIDS.

15.10.2. Laminate the card.

15.11. How to Prepare DD Form 1173 for Eligible Dependents of a Member who was Voluntarily Separated and Approved for Payment of a SSB or VSI. Automated sites use RAPIDS to prepare the ID card. Non-automated sites prepare the manual ID card according to Table 15.8. **Note:** RAPIDS sites issue the DD Form 2765 to the sponsor. Eligible dependents receive the DD Form 1173.

Table 15.8. Preparation of the DD Form 1173 for Eligible Dependents of a Member who was Voluntarily Separated and Approved for Payment of an SSB or VSI.

ITEM	PROCEDURE

Photograph	See paragraphs 11.7 through 11.9. For the dependents, enter the cardholder's SSN under the photograph (see paragraph 15.9).
Item 2 Issue Date	Enter all dates in the 4-digit year, 3-character month, and 2-digit day format (YYYYMMMDD).
Item 3 Expiration Date	Enter "See Reverse."
Item 4 Name and Relationship	Enter the relationship code as Attachment 3, block 35, specifies. Enter "self" for sponsors.
Item 9 Date of Birth of Bearer	Enter the date of birth in the 4-digit year, 3-character month, and 2-digit day format (YYYYMMMDD).
Item 11 Service & Status of Sponsor	Enter USA/SSB, USN/SSB, USA/VSI or USN/VSI as appropriate.
Item 12 SSN	Enter the sponsor's SSN.
Item 13 Authorized Patronage	Line out "Exchange Limited"
Item 14 Signature	Have the applicant sign. Enter INFANT when the individual is too young to sign. Enter INCAP when the individual cannot sign because of a mental or physical incapacity.
ITEM	**PROCEDURE**
Item 15a Uniformed Services Medical Treatment Facilities	Enter "Yes" if the person is entitled to medical care in Uniformed Services Medical Treatment Facilities.
Item 15b Civilian Medical Care	Enter "Yes" if applicable. Enter "No" when Medicare, Part A, applies. The MC effective date for the sponsor is the day after the date of separation. The MC effective date for the dependents *does not* change. If the person is not eligible for MC, enter NOT ELIGIBLE or XXXXXX.
Item 16	Enter the individual dates of expiration for medical care, commissary, and exchange privileges on the right side. Enter 120 days for medical care benefits beginning the day after the date of separation (paragraph 6.4). Authorize commissary, exchange, and MWR privileges beginning the day after the date of separation.

15.11.1. Over-stamp TA on the front of the card with red ink. The stamp should be in outline letters, 1 inch tall by ¼ inch wide for paper-laminate ID cards. Automated sites use over-stamp contained in RAPIDS.

15.11.2. Laminate the card.

15.12. Renewal for TAMP, TAP, SSB or VSI Beneficiaries . Issue a renewal card with the same expiration date as the previous card to a dependent who had eligibility under the sponsor of the SSB, VSI, TAMP or TAP programs and whose card was lost or stolen before eligibility expired. **Note:** RAPIDS biometric verification may be used for lost or stolen ID as proof of identity if a previous photograph is available in DEERS.

Chapter 16

DD FORM 1173-1, UNITED STATES UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD (MACHINE-READABLE CARD), DD FORM 1173-1, DOD GUARD AND RESERVE FAMILY MEMBER IDENTIFICATION CARD (MANUALLY PREPARED CARD)

16.1. General Information. The chapter describes the issue and preparation of the red DD Form 1173-1, *United States Uniformed Services Identification and Privilege Card* and DD Form 1173-1**,** *DoD Guard and Reserve Family Member Identification Card.* It is used to identify individuals as dependents of Ready Reserve members not on active duty for more than 30 days, dependents of Standby Reserve members, dependents of Reserve retirees who are entitled to retired pay at age 60, but who have not yet attained age 60 (Table 1.9) and dependents of former members when the former member is eligible for retired pay at age 60 but not yet age 60.

16.1.1. Refer to Chapter 3 concerning DoD Beneficiary (former spouse) qualification criteria. **Note:** When the member and his or her spouse are living apart because of a legal separation or interlocutory decree of divorce, set the expiration date at 1 year from the date of issue or the date on which the divorce becomes final, whichever is earlier.

16.1.2. The card authorizes exchange, commissary, Morale, Welfare, and Recreation (MWR) privileges as described in DoDI 1015.10. The DD Form 1173-1 does not authorize medical benefits.

16.2. Individual Responsibility. The card is the property of the U.S. Government, and shall be in the personal custody of the individual to whom issued at all times. **Exception:** See paragraph 16.5. **Note:** Individuals shall be issued a separate identification (ID) card in each category for which they qualify. Possession of a duplicate ID card in the same category is prohibited.

16.3. When to Issue, Reissue or Renew the DD Form 1173-1. Issue, reissue or renew the DD Form 1173-1 when one of the conditions in Table 16.1 occurs.

Table 16.1. Conditions for Issue, Reissue or Renewal of the DD Form 1173-1.

ITEM	CONDITION
1	To a child who will become 10 years of age.
2	When ID card expires or dependent data has changed. **Note:** When the member and his or her spouse are living apart because of a legal separation or interlocutory decree of divorce, set the expiration date at 1 year from the date of issue or the date on which the divorce becomes final.
3	To replace a lost, mutilated, stolen, or destroyed card. **Note:** RAPIDS biometric verification may be used for lost or stolen ID as proof of identity if a previous photograph is available in DEERS.
4	To correct an error.
5	To change data that makes the old card obsolete as a means of identification.
6	When a family member is permanently incapacitated (refer to paragraph 2.6), age 75 or older. Issue a DD Form 1173-1, reflecting ―indefinite" card expiration date. **Note*:*** VOs need to be aware of situations where beneficiaries may not qualify for continuation of an ID card due to divorce or remarriage of widow, widower, or

	unremarried former spouse (DB). Though not all inclusive, current and future beneficiaries must still meet eligibility requirements as listed within this instruction.
7	To change data that reduces the card's identification value, e.g., name change.

16.4. When Not to Issue, Reissue or Renew the DD Form 1173-1. Do not issue, reissue or renew the DD Form 1173-1 if one of the conditions in Table16.2 applies:

Table 16.2. Conditions for Not Issuing, Reissuing or Renewing the DD Form 1173-1.

ITEM	CONDITION
1	To children under 10 years of age. **Exception:** See paragraphs 4.3 and 4.4
2	To dependents whose sponsor is on active duty for 31 days or more and who qualify for issue of the DD Form 1173.
3	To former spouses, DBs.
4	To Reserve personnel. **Exception:** Issue to members qualified under the Selected Reserve Transition Program (see paragraph 6.6).
5	To individuals for the sole purpose of identification.

16.5. When to Surrender the DD Form 1173-1. An individual surrenders the DD Form 1173-1 when one of the conditions in Table 16.3 occurs:

Table 16.3. Conditions for Surrendering the DD Form 1173-1.

ITEM	CONDITION
1	It is replaced. The family member surrenders it to the activity that replaces it.
2	It is not replaced (for example, death). It is surrendered to the nearest issuing activity.
3	It expires or dependent data has changed. **Note:** When the member and his or her spouse are living apart because of a legal separation or interlocutory decree of divorce, set the expiration date at 1 year from the date of issue or the date on which the divorce becomes final.
4	He or she is no longer entitled to it.
5	A military authority requires it for identification or investigation.

16.6. How to Prepare the DD Form 1173-1. Automated sites use RAPIDS to prepare the ID card. Non-automated sites prepare the card according to Table 16.4 .

Table 16.4. Preparation of the DD Form 1173-1.

Item	Procedure
Photograph	See paragraphs 11.7 through 11.9.
Dates	Enter all dates in the 4-digit year, 3-character month, and 2-digit day format (YYYYMMMDD).
Item 1 Name	Enter the applicant's name. Enter the relationship code as Attachment 3, block 35 specifies.
Item 6 SSN	Enter the applicant's SSN (see paragraph 15.9).
Item 8 Expiration Date	The expiration dates are 4 years from the date of verification, sponsor's ETS, or dependent child's 21st birthday, whichever is earlier.

	For dependents of Reserve retirees or former members entitled to retired pay at age 60, enter 4 years from date of verification, the dependent child's 21st birthday, or the sponsor's 60th birthday, whichever is earlier. For students or incapacitated children over 21 years old, see Attachment 3.
Item 9 Signature	Have the applicant sign. If the individual is too young to sign, enter ―INFANT". Enter ―INCAP," if the individual cannot sign due to a mental or physical incapacity.
Items 10a, b, c and d a. Sponsor's Grade/Name; b. SSN; c. Service d. Status of Sponsor	Enter sponsor's grade/name, SSN, status and service as directed by Attachment 3, blocks 1, 4, 5 and 6.
Final Action	Laminate the card.

Chapter 17

DD FORMS 1934, GENEVA CONVENTIONS IDENTITY CARD FOR MEDICAL AND RELIGIOUS PERSONNEL WHO SERVE IN OR ACCOMPANY THE ARMED FORCES, DD FORM 489, GENEVA CONVENTIONS IDENTITY CARD FOR CIVILIANS WHO ACCOMPANY THE ARMED FORCES (MANUALLY PREPARED CARD) AND DD FORM 2764, UNITED STATES DOD/UNIFORMED SERVICES CIVILIAN GENEVA CONVENTIONS IDENTIFICATION CARD (MACHINE-READABLE CARD)

17.1. General Information. This chapter describes the issue of ID cards that meet the requirements of the Geneva Conventions to protect personnel entitled to prisoner of war status. Attachment 13 establishes military and civilian grade equivalents exclusively for the treatment of prisoners of war and retained personnel status.

17.2. Description of Geneva Conventions Credential System. The Geneva Conventions Relative to the Treatment of Prisoners of War, 12 August 1949, requires that:

17.2.1. Identification cards are issued to persons who are liable to become prisoners of war or retained personnel. If captured, the prisoner or retained person is bound to identify him or herself by providing the captor with name, rank, service or social security number, and date of birth. The prisoner or retained person must show the identity card on demand, but it may not be taken away from the prisoner. Prisoners of war and retained personnel should have identity documents in their possession at all times. **Note:** Individuals shall be issued a separate identification (ID) card in each category for which they qualify. Possession of an ID card in the same category is prohibited.

17.3. DD Form 1934. The DD Form 1934 is issued to civilian, medical, religious, and auxiliary medical noncombatant personnel who accompany the US military forces in areas of war and who are liable to capture. The DD Form 1934 is issued in addition to the DD Form 2 if a military member. This form is a manually prepared ID card.

17.4. Verification Authority. The director of installation medical services identifies, in writing, medical personnel authorized the DD Form 1934. The Chaplain's office identifies in writing, religious personnel authorized the DD Form 1934.

17.5. When to Issue or Reissue the DD Form 1934. Issue or reissue the DD Form 1934 when one of the conditions in Table 17.1 occurs.

Table 17.1. Conditions for Issue or Reissue of the DD Form 1934.

ITEM	CONDITION
1	Upon member's reassignment to a mobility position or upon member's selection for PCS or TDY to an overseas location.
2	To replace a lost or stolen, or mutilated card. **Note:** RAPIDS biometric verification cannot be used for lost or stolen ID as proof of identity since the DD 1934 is a manual form and the photograph is not stored in DEERS.
3	To correct an error.
4	On reclassification and placement in a different Geneva Conventions category

	(Attachment 13).
5	To show a change in grade (on promotion to, or demotion from, any grade above E-4). **Exception:** For Marine Corps members, to show a change in any grade above E-3.
6	To change data that reduces the card's identification value, e.g., name change.

17.6. How to Prepare the DD Form 1934: Prepare the card according to Table 17.2.

Table 17.2. Preparation of the DD Form 1934.

ITEM	PROCEDURE
Photograph	See paragraphs 11-7 through 11-9.
Name	Enter the person's last name, first name, and middle initial. Enter "NO" if he or she uses initials only for first name. **Note:** The name must be the same on DD Form 2 (Active)or DD Form 2 (Reserve). Issue either card or both so the names will be the same.
Capacity	For military personnel, enter capacity (**Example:** US Air Force Chaplain, or US Army Medical.) For civilian personnel, enter the name of the voluntary aid society and the skill. (**Example:** American Red Cross Medical).
Grade/Rank (Enlisted)	Enter the official grade in the rank block: Enter the official rank for all enlisted members except enter the following for those in grades E-1 through E-3: Army - Enter the official rank. Navy - "NON-PO". Air Force - "AMN". Marine Corps - "PVT/LCPL". Coast Guard - "NON-PO". National Oceanic and Atmospheric Administration - Not applicable. United States Public Health Service - Not applicable.
Grade/Rank (Officer)	Enter the official ranks in the grade block for second and first lieutenant: "LT" for all first and second lieutenants for Army and Air Force lieutenants. Enter the exact grade and rank for Navy, Marine Corps, Coast Guard and NOAA members. Civilian Personnel. Enter the abbreviation of the equivalent grade in Attachment 13, column 1 (for example, "NCO II," "OFF IV").
SSN	Enter SSN, hyphenated between the third and fourth digits and between the fifth and sixth digits. Do not enter service or component code.
Fingerprints	If person's index finger is missing, note that fact and substitute the next finger's print.
Rest of Form	Enter remaining information. **Note**: Enter all dates in the 4-digit year, 3-digit month, and 2-digit day format (YYYYMMMDD)

17.6.1. Laminate the card.

17.6.2. See Chapter 21 for additional instructions for Air Force members.

17.7. DD Form 489. The DD Form 489 is only issued if RAPIDS is not available. This form is a manually prepared ID card only and not automated in RAPIDS. **Note:** If at a RAPIDS site, issue the CAC. If not at RAPIDS site, issue a DD Form 489. The CAC is the Geneva Conventions Credential, replacing the DD Form 489. Individuals shall be issued a separate identification (ID) card in each category for which they qualify. Possession of a duplicate ID card in the same category is prohibited. **Note:** The card is the property of the U.S. Government, and shall be in the personal custody of the member at all times.

17.7.1. Issue the CAC to: (1) Emergency Essential personnel defined in DoD Directive 1404.10, or see Attachment 1, Terms; (2) essential contractor personnel when employed in areas of conflict who are subject to capture and detention by the enemy as prisoners of war; and (3) civilian noncombatant personnel who have been authorized to accompany the military forces of the United States in areas of conflict and who are liable to capture and detention by the enemy as prisoners of war. **Note*:*** RAPIDS sites refer to paragraph 17.11 concerning the Teslin card, DD Form 2764. The CAC replaces the former DD Form 489 to personnel listed in Table 17.3, Items 1, 2, and 3. The card, which is the property of the U.S. Government, shall be in the personal custody of the member at all times. Information within this chapter will remain in effect until such time as the manually prepared and machine readable (Teslin) cards are no longer authorized for publishing.

17.8. When to Issue or Reissue the DD Form 489: Issue or reissue the DD Form 489 when one of the conditions in Table 17.3 occurs.

Table 17.3. Conditions for Issue or Reissue of the DD Form 489.

ITEM	CONDITION
1	When emergency essential personnel meet the definition contained in DoD Directive 1404.10 (or see Attachment 1, Terms)
2	When essential contractor personnel are employed in areas of conflict and are subject to capture and detention by the enemy as prisoners of war.
3	When civilian noncombatant personnel accompany the military forces of the United States in areas of conflict, combat, and contingency operations and who are liable to capture and detention by the enemy as prisoners of war.
4	To replace a lost or stolen, or mutilated card. **Note:** RAPIDS biometric verification can be used for a lost or stolen CAC. The RAPIDS biometric verification cannot be used for lost or stolen ID as proof of identity since the DD 498 is a manual form and the photograph is not stored in DEERS.
5	To correct an error.
6	On reclassification and placement in a different Geneva Conventions category.
7	To show a change in grade (promotion or demotion).
8	To change data that reduces the card's identification value, e.g., name change.

17.9. How to Prepare the DD Form 489: Prepare the DD Form 489 according to **Table 17.4.**

Table 17.4. Preparation of the DD Form 489.

ITEM	PROCEDURE
Photograph	See paragraphs 11.7 through 11.9.
Name	Enter the person's last name, first name, and middle initial. Enter –O" if

	he or she uses initials only for first name.
Position Title	Enter the job title (**Example:** Clerk, Supply Technician, and Aircraft Mechanic.
Equivalent Grade and Service	Enter the equivalent grade in the rank block according to Attachment 13 (**Example:** Company Grade Officer III, NCO II, and Air Force.
Fingerprints	If the person's index finger is missing, note that fact and substitute next finger's print.
Rest of Form	Enter remaining information. **Note:** Enter all dates in the 4-digit year, 3-digit month, and 2-digit day format (YYYYMMMDD).

17.9.1. Laminate the card.

17.10. When to Surrender the DD Forms 489, 1934, or CAC. Members surrender their ID cards upon return from overseas. **Exception:** Medical, auxiliary medical personnel, and chaplain commissioned officers stationed overseas do not surrender their DD Form 1934 on return to the CONUS if they are assigned against a mobility position.

17.11. DD Form 2764 . If at a RAPIDS site, issue the CAC. The CAC is the Geneva Conventions Credential, replacing the DD Form 2764, United States DoD/Uniformed Services Civilian Geneva Conventions Identification Card (Machine-readable card).

17.11.1. . RAPIDS sites issue the CAC in lieu of the DD Form 2764, DD Form 489 and DD Form 1173. The DD Form 2764 is a sponsor card only. There is no manual DD Form 2764. **Note**: The DD Form 1173, Uniformed Services Identification and Privilege Card and the DD Form 489, Geneva Conventions Identity Card for Persons Who Accompany the Armed Forces remain valid. **Note**: The CAC replaces the former DD Form 2764. Information within this chapter will remain in effect until such time as the machine readable (Teslin) card is no longer authorized for publishing.

17.11.2. Individual Responsibilities**.** The CAC and DD Form 2764 also serve as ID for purposes of Article 17 of the Geneva Convention Relative to the Treatment of Prisoners of War of August 12, 1949. The card, which is the property of the U.S. Government, shall be in the personal custody of the member at all times. **Note:** Individuals shall be issued a separate CAC or identification (ID) card in each category for which they qualify. Possession of a duplicate CAC or ID card in the same category is prohibited. Both the CAC, DD Forms 2764, 489 and 1173 are property of the U.S. Government and shall be in the personal custody of the member at all times. **Exception:** See paragraph 13.8. **Note:** Provide and explain to the CAC recipient that their electronic signature on the DD Form 2842, Subscriber Certificate Acceptance and Acknowledgement of Responsibilities acknowledges reading and accepting their responsibilities and obligations as stated.

17.12. When to Issue or Reissue the DD Form 2764. Issue or reissue the DD Form 2764 when one of the conditions in Table 17.5 occurs:

Table 17.5. Conditions for Issue or Reissue of the DD Form 2764.

ITEM	CONDITION
1	When emergency essential employees meet the definition in DoD Directive 1404.10 (or see Attachment 1, Terms).
2	When essential contractor personnel are employed in areas of conflict and are subject

	to capture and detention by the enemy as prisoners of war.
3	When civilian noncombatant personnel accompany the military forces of the United States in areas of conflict, combat, and contingency operations and who are liable to capture and detention by the enemy as prisoners of war.
4	To replace a lost, stolen, or mutilated card. **Note:** RAPIDS biometric verification may be used for lost or stolen ID as proof of identity if a previous photograph is available in DEERS.
5	To correct an error.
6	On reclassification and placement in a different Geneva Conventions category.
7	To show a change in grade (promotion or demotion).
8	To change data that reduces the card's identification value, e.g., name change.

17.13. How to Prepare the DD Form 2764. Use RAPIDS to prepare the DD Form 2764.

17.13.1. Do not over-stamp the DD Form 2764, ―OVERSEAS ONLY." Eligible individuals who are permanently assigned overseas will have the word ―OVERSEAS" printed within the Authorized Patronage block of the identification card.

17.13.2. The Authorized Patronage block for eligible individuals permanently assigned within CONUS will be blank. Travel orders authorize access for these individuals while en route to the deployment site.

17.13.3. All individuals with a DD Form 2764 will be granted all commissary, exchange, MWR and appropriate medical privileges available at the site of the deployment, regardless of the statements on the identification card.

17.13.4. The medical block on the DD Form 2764 will contain a statement ―When TAD/TDY or stationed overseas on a space-available fully reimbursable basis." **Note:** Civilian employees and contractual services employees providing support when forward deployed during a conflict, combat, or contingency operation are treated in accordance with ASD (HA) memorandum of 8 January 1997, ―Medical Care Costs for Civilian Employees Deployed in Support of Contingency Operations." This policy states that it is not considered practicable or cost effective to seek reimbursement from civilian or contractor employees or third party payers for medical services. However, where a civilian or contractor employee is evacuated for medical reasons from the contingency area of operations to a medical treatment facility (MTF) funded by the Defense Health Program (DHP), normal reimbursement policies would apply for services rendered by that facility.

17.13.5. Expiration dates are as follows: A civilian in the CONUS assigned against an emergency essential position, 4 years or when no longer assigned against the emergency essential position, whichever is earlier. A civilian assigned overseas who qualifies for a DD Form 2764, will have an expiration date of the date the assignment ends. Essential contractors deployed in support of a conflict, combat or a contingency operation, expiration date would be date of end of TDY.

17.14. When to Surrender the DD Form 2764. Members surrender their ID card when:

17.14.1. It expires.

17.14.1.1. He or she is no longer entitled to it.

17.14.1.2. A military authority requires it for identification or investigation.

Chapter 18

DD FORM 2765, DEPARTMENT OF DEFENSE/UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD

18.1. General Information. RAPIDS sites issue the DD Form 2765 in lieu of the DD Form 1173. The DD Form 2765 is a sponsor card only. There is no manual version of the DD Form 2765. The DD Form 1173 remains valid and will be replaced with the DD Form 2765 when the DD Form 1173 has expired, is lost or stolen. **Note:** RAPIDS biometric verification may be used for lost or stolen ID as proof of identity if a previous photograph is available in DEERS. The CAC replaces the former DD Form 2765 for those categories of personnel listed in Table 18.1, Item 6. Information within this chapter will remain in effect until such time as the machine readable (Teslin) card is no longer authorized for publishing.

18.1.1. Issue the DD Form 2765 to the individuals reflected in Table 18.1:

Table 18.1. Categories of Personnel Eligible for Issuance of the DD Form 2765.

ITEM	CATEGORY
1	Medal of Honor recipients
2	Honorably discharged veterans rated by the VA as 100 percent disabled from a Uniformed Service-connected injury or disease (other than retired members of the Uniformed Services). **Note:** Service members who choose to waive their retired pay to receive tax-exempt disability compensation from the VA, and are reflected in a retired status within DEERS, has no effect on their entitlement and eligibility to receiving the DD Form 2 Retired (Blue) ID. (Refer to chapters 15 and 24).
3	Former members having reached age 60 and entitled to receive retired pay. Former members refer to an individual who is in receipt of retired pay for non-Regular service under Chapter 1223 of 10 U.S.C., who have been discharged from the Service, and who maintain no military affiliation.
4	Members separated with eligibility established for TAMP, TAP, or TA benefits.
5	Individuals who qualify as a DoD Beneficiary
6	Foreign sponsors and civilian personnel in certain categories (see table 1.13).

18.2. Individual Responsibility. The card is the property of the U.S. Government, and shall be in the personal custody of the member at all times. **Exception:** See paragraph 18.5. **Note:** Individuals shall be issued a separate identification (ID) card in each category for which they qualify. Possession of a duplicate ID card in the same category is prohibited.

18.3. When to Issue, Reissue, or Renew the DD Form 2765. Issue, reissue or renew the DD Form 2765 when one of the conditions in Table 18.2 applies.

Table 18.2. Conditions for Issue, Reissue or Renewal of the DD Form 2765.

ITEM	CONDITION
1	To eligible sponsors listed in Attachment 2. **Note:** The issuing authority may issue a CAC early to civilian personnel whose current CAC expirations would take effect while on TDY involving contingency operations or over a holiday, a weekend or other non duty days that conflict with a normal schedule. **Exception:** DoD contractor

	employees tasked to deploy and the duration is beyond their contract employment end date, the Contractor Verification System (CVS) shall be the primary enrollment for DEERS and CAC issuance to eligible contract personnel.
2	To replace an expired card.
3	To replace a lost, stolen, mutilated, or destroyed ID card. **Note*:*** RAPIDS biometric verification may be used for lost or stolen ID as proof of identity if a previous photograph is available in DEERS.
4	To correct an error.
5	To change data that makes the old card obsolete as a means of identification.
6	To change data that reduces the card's identification value, e.g., name change.

18.4. When Not to Issue the DD Form 2765. Do not issue the DD Form 2765 to dependents of eligible sponsors. Eligible dependents are entitled to the DD Form 1173 (see Table 1.8).

18.5. When to Surrender the DD Form 2765. ID cardholders must surrender their card when:

18.5.1. It is replaced (except when lost or stolen), or the sponsor dies, retires (refer to paragraph 14.3), discharged, released to inactive duty, or Service/Agency affiliation changes. **Note*:*** RAPIDS biometric verification may be used for lost or stolen ID as proof of identity if a previous photograph is available in DEERS.

18.5.1.1. It expires.

18.5.1.2. When no longer entitled.

18.5.1.3. A military authority requires it for identification or investigation.

18.6. Processing of DD Form 2765. The DD form 2765 can only be issued from a RAPIDS Workstation. Once an eligible category from Table 18.1 is verified and the individual's identity has been confirmed, the applicant can be enrolled in DEERS and issued the DD Form 2765.

18.6.1. RAPIDS automatically generate the over-stamp "OVERSEAS ONLY" or "TA" when appropriate.

Chapter 19

ARMY SERVICE UNIQUE REQUIREMENTS

19.1. General Information. The chapter provides procedures and requirements unique to Army members and their eligible dependents.

19.2. Supplementation. Supplementation of this instruction and establishment of command and local forms are prohibited without prior approval from HQDA (DAPE-MBB), Washington, DC 20310-0300.

19.3. Suggested Improvements. The proponent agency of this instruction is the Army G-1. Users are invited to send comments and suggested improvements on DA Form 2028, **Recommended Changes to Publications and Blank Forms,** directly to Commander, US Army Human Resources Command, ATTN: AHRC-PDO-IP, 200 Stovall Street, Alexandria, Virginia 22332-0474.

19.4. Individuals and Responsibilities. The following provides the individuals and their responsibilities as they pertain to the Department of the Army identification card program. **Note*:*** The card, which is the property of the U.S. Government, shall be in the personal custody of the member at all times.

Table 19.1. Individuals and Responsibilities for the Department of the Army ID Card Program.

TITLE	RESPONSIBILITY
The Army G-1.	Has the authority to approve exceptions to this instruction that are consistent with controlling law and regulation. The Army G-1 may delegate this authority in writing to the commander of a Field Operating Agency under his supervision or to a division chief within the proponent agency who holds the grade of colonel or the civilian equivalent. The approval authority will coordinate all questions regarding the scope of authority to approve exceptions with HQDA, OTJAG, ATTN: DAJA-AL, Washington, DC 20310-2200: The Army G-1 establishes Personnel policies relating to the ID card program.
The Chief, National Guard Bureau (CNGB)	Recommends Army National Guard (ARNG) policy changes to include mobilization to the Army G-1 regarding the ID card program.
The Chief, Army Reserve (CAR)	Recommends reserve policy changes to include mobilization to the Army G-1 regarding the ID card program.
The Army G-1	Establishes standards and mandated operating

	tasks of the ID card program.
Commanders of Army Commands (ACOMS)	Monitors and assists in the administration of the ID card program to ensure compliance with the policies and operating tasks established by this instruction.
Commanders of Installations	Establishes, resources, and operates an identification program which accomplishes the requirements established by this instruction. They or their designated representative will designate in writing a RAPIDS or DEERS project officer for each installation having RAPIDS equipment. The project officer is normally the supervisor of the ID card work center.
The Commandant, Adjutant General School (ATSG-AG)	Ensures lesson programs of instruction incorporate the provisions of this instruction.
The Director, Defense Finance and Accounting Service-Indianapolis Center (Dir, DFAS-IN)	Establishes certain dependent's eligibility for benefits, initially, and will update the dependency determination (over 50 percent support) for each subsequent DD Form 1172, *Application for Uniformed Services Identification Card DEERS Enrollment,* submitted for an ID card issuance.

19.5. Army Management Control Process. This instruction contains management control provisions, but does not identify key management controls that must be evaluated.

19.6. DA Form 1602 , Civilian Identification Card. The DA Form 1602 is a standard ID card used by DA civilian employees and other civilians who regularly require official identification in connection with the business of the Army, both in the CONUS and overseas (OCONUS). **Note:** The CAC replaces the former DA Form 1602. Information within this chapter will remain in effect until such time as the manually prepared card is no longer authorized for publishing. Individuals shall be issued a separate CAC or identification (ID) card in each category for which they qualify. Possession of a duplicate CAC or ID card in the same category is prohibited.

19.7. Issuing Authority. Heads of HQDA agencies and Army Commands (ACOMS) decide who will be issued a card. This authority may be delegated to the installation level.

19.8. When to Issue, Reissue or Renew the DA Form 1602: Issue, reissue or renew the DA Form 1602 according to **Table 19.2.**

Table 19.2. Conditions for Issue, Reissue or Renewal of the DA Form 1602.

ITEM	CONDITION
1	When civilian industrial contractor's employees are working on projects and contracts for the Army.
2	When civilians of other than government agencies must identify themselves before entering Army installations, facilities, or activities.
3	When a dependent of civilian employees overseas.

4	When Red Cross personnel are serving with the Armed Forces of the United States.
5	When other individuals need identification as determined by the issuing authority; within the intent of the ID card.

19.8.1. Restrictions. Do not issue, reissue or renew DA Form 1602 to:

19.8.1.1. Children under 16 years of age or to children of any age if they depend on their sponsor for over one-half of the support, but are in the legal custody of other persons. The 16-year rule may be waived under special circumstances by the installation commander.

19.9. When to Surrender the DA Form 1602:

19.9.1. Upon expiration.

19.9.2. When individual's service is terminated.

19.9.3. Upon departing overseas area, surrender to overseas commander unless commander decides there is a further need for the card.

19.9.3.1. A person who is assigned overseas, who comes to the US under orders, on leave, or to visit and returns to the overseas area may retain the DA Form 1602.

19.10. How to Prepare the DA Form 1602. Non-automated sites prepare the manual ID card according to Table 19.3:

Table 19.3. How to Prepare the DA Form 1602.

ITEM	PROCEDURE
Photograph	See paragraphs 11.7 through 11.9.
Place of Employment	Place of Employment. Enter the office of employment, command, or installation.
Employment Status DA Civilian	Type the status using black ribbon. Enter "Civilian Employee." The office or agency of employment may be shown also. **Example:** "Civilian Employee, Fifth Army, "Civilian Employee, the Engineer Center, Fort Belvoir,"
Civilian Employee of Another Government Agency Industrial or contractor employee	Examples of duties: "Food Inspector," "Building Inspector." Enter "Civilian Employee" and the name of the agency or office of employment. Enter "Manufacturer's Representative," "Consultant." The name of the employer may also be entered. **Examples:** "Manufacturer's Representative, General Electric Co.," "Consultant, University of Alabama." Enter title of job and name of agency. **Examples:** "Assistant Field Director, American National Red Cross," "Hostess, United States Organizations."

Employee of Welfare and Recreational Agencies	Enter ―Dependent of," followed by information identifying one of the principals above. **Examples:** ―Dependent of Civilian Employee," ―Dependent of Manufacturer's Representative."
Dependent	Enter the expiration date as follows:
Expiration Date	Maximum of 6 years for full-time employees as determined by the installation commander of civilian advisory centers (CPAC). For all other employees, enter 6 years or termination date, whichever is sooner. Expiration dates less than 6 years may be used at the discretion of the installation commander or recommendation from CPAC. Shorter expiration dates are normally used for part-time or new employees.

19.11. Army Security Identification Cards and Badges:

19.11.1. General Issuance Policy:

19.11.1.1. Security ID cards and badges may be used to control access to installations and activities.

19.11.1.2. Issue security ID cards and badges in addition to other required ID cards to the following individuals:

19.11.1.2.1. Military Personnel.

19.11.1.2.2. Civilian Employees.

19.11.1.2.3. Contractor Employees.

19.11.1.2.4. Visitors.

19.11.1.3. The cards and badges may be used by the above persons for entering installations, activities, or restricted areas as determined by the commander concerned.

19.12. Verifying and Issuing Authority . Heads of HQDA agencies and ACOMS determine when ID cards or badges are needed, withdrawn, or reissued:

19.12.1. The installation or agencies concerned procure (except DD or DA Forms), prepare, issue and use cards and badges, as well as budget and provide funds for them.

19.12.2. Cards and badges may be photographic or non-photographic; they may be laminated, embossed, sealed, or otherwise joined to achieve the desired level of tamper resistance required by the installation or activity concerned.

19.12.3. Cards or badges may have Attachments that permit fastening to clothing or suspension around bearer's neck.

19.13. Responsibility for Security Features: Table 19.4 identifies who may add, design or add security features to cards and badges and what features may be added:

Table 19.4. Officials and Agencies Responsible for Security Features.

OFFICIAL/AGENCY	FEATURES
Commanders	Define access delineation

	Add restriction information. Add other information necessary to attain a desired level of security. Add other security features that may fit certain needs.
Heads of HQ DA Agencies and ACOMS	Design their own format and specify color and shape according to specifications in paragraphs 19.14 and 19.15. Design their own format for both types of cards and badges as well as the size, color, shape, and design of the metal photographic types if specifications contained in paragraphs 19.14 and 19.15 are met.

19.14. Specifications for Security Identification Cards and Badges. Cards and badges must meet the specifications contained in Table 19.5.

Table 19.5. Specifications for Security Identification Cards and Badges.

ITEM	SPECIFICATIONS
1	Identify the name of the installation or activity for which the card or badge is valid.
2	Show the name of the person to whom issued. Visitor cards and badges may show ―VISITOR" in place of name.
3	Contain a serial number or sequence number to aid control and accountability.
4	Show an expiration date.
5	Identify the areas for which the card or badge is valid.

19.14.1. Area designation *may* be visually shown on the card or badge or it may be coded by mechanical, electronic, magnetic, or some other method suitable to the desired level of security.

19.14.2. All non-standardized cards and badges proposing the use of mechanical, electronic, or other technological readers to determine access authorization will be approved by the Army Commands (ACOMS) before use.

19.15. Design of Cards and Badges. Cards and badges must meet the criteria listed in **Table 19.6**:

Table 19.6. Design of Cards and Badges.

ITEM	DESIGN
Photograph	1-inch wide and 1 5/16 inches in height when used. The photograph would eliminate the necessity to state descriptive data.
Physical Features	Items that aid in identification. For example, height, weight, hair color, eyes, sex, date of birth, and fingerprints. Card may show the name, grade, title, and signature of the authorizing official. If the card or badge has paper elements, the paper may be uniquely constructed, may portray a unique design, or distinctive watermark, or other features that

	make duplication or alteration difficult. The card or badge may contain special inks or dyes that would be noticeably erased or bleed when altered. The card or badge may contain design features difficult to duplicate such as visible cross threads or wires, fluorescent inks, and so forth.

19.16. Control, Storage, and Classification: The installation or activity will take the actions reflected in Table 19.7:

Table 19.7. Control, Storage, and Classification.

STEP	ACTION
1	Establish local procedures for controlling the issue, turn-in recovery, or expiration of the specific security ID cards and badges. **Note**: Invalidate lost badges promptly.
2	Establish procedures for handling, storing engraved plates, and all printed or coded parts of the cards and badges.
3	Establish local procedures for controlling the issue, turn-in, recovery, or expiration of the specific security ID cards and badges.
4	Although unclassified, handle, store all engraved plates, and all printed or coded parts of the cards and badges in a manner to preclude access to and use by unauthorized persons.
5	Treat mutilated or defective cards and badges and those of discharged or transferred personnel or civilians whose employment has been terminated as CONFIDENTIAL material and destroy (AR 380-5, *Department of the Army Information Security Programs*).

19.16.1. Security clearances will not be recorded on ID cards or badges.

19.17. Army Identification Tags. ID tags are issued to the military personnel of the Army and to civilians overseas reflected in Table 19.8. Issue to:

Table 19.8. Categories of Personnel Eligible for Issue of Army Identification Tags.

ITEM	CATEGORY
1	Military personnel of the Army.
2	US Citizens.
3	Dependents of US Army personnel.
4	Other U.S. nationals under the jurisdiction of overseas commanders.
5	Dependents who are not citizens may be furnished ID tags upon request. The phrase ―Depn of US Natl" will be shown on the tags.

19.17.1. Tags will be issued as soon as possible after entry on AD, initial active duty for training (IADT), or assignment to a Reserve Component unit.

19.17.2. The issuance of Medical Warning Tags, which serve as a means of rapid recognition of selected health programs, is covered under AR 40-66, *Medical Record Administration and Health Care Documentation*, 21 June 2006.

19.18. Requirements. Military personnel will wear their tags at all times when:

19.18.1. In a field environment.

19.18.2. Traveling in an aircraft.

19.18.3. OCONUS.

19.18.3.1. Advanced Senior ROTC (ASROTC) cadets are authorized issuance of ID tags when engaged in field training exercises or traveling in military aircraft.

19.18.4. ID tags are government issue and are not personal effects. When death occurs, ID tags will be disposed of as specified in Field Manual 10-63, *Handling of Deceased Personnel in MWRs of Operations*, for temporary burials overseas. The tags will be placed on the remains when prepared for final burial AR 638-2, *Care and Disposition of Remains and Disposition of Personal Effects*, 22 December 2000.

19.19. Processing Applications for ID Tags :

19.19.1. The application request will be made in writing to the issuing office, individually or in bulk request by commanders or their designated representative.

19.19.2. No file copy of the request need be retained by the issuing office.

19.20. Frocking:

19.20.1. Frocking is an administrative authorization to assume the title and wear the uniform of a higher rank, without entitlement to the pay and allowance of that grade.

19.20.2. Being frocked does not result in a change in grade or a change in date of rank and no entitlements accrue to a member or the members' family as a result of being frocked.

19.20.3. ID cards are not reissued to members or dependents of members being frocked, until the individual is promoted. (See AR 600-8-29, *Officer Promotions,* 25 February 2005). **Exception*:*** General Officers may get their ID cards replaced with a memorandum of approval from the Secretary of the Army.

19.21. Incapacitated Children Over Age 21 (Initial Application): The following provides initial application procedures for incapacitated children over age 21.

Table 19.9. Initial Application Procedures for Incapacitated Children over Age 21.

STEP	ACTION
1	The ID card work center provides the sponsor or applicant with a DD Form 1172 and documentation requirements. See paragraph 2.4.
2	Provide the sponsor or applicant with the appropriate DFAS-IN form for dependency determination for medical care.
3	Assist the sponsor or applicant with preparing the form as appropriate.
4	Advise the sponsor or applicant to forward the documentation listed in paragraph 2.4, along with a completed DD Form 1172 to the Defense Finance and Accounting Service—Indianapolis Center, DFAS-IN, ATTN: Director of Military Personnel, Special Assist Division, Dependency/Garnishment, 8899 East 56th Street, Indianapolis, Indiana 46249-0855.
5	Upon approval from DFAS-IN, the ID card work center will issue the ID card and enroll

	the dependent in DEERS if dependent is not presently enrolled.
6	Batch Process DD Form 1172 to the DSO (paragraph 1.12).

19.22. Parents/Parents-in-law, Stepparents, and Parents-by-Adoption (Initial and Renewal Application). The following provides initial and renewal application procedures for parents/parents in-law, stepparents and parents-by-adoption:

Table 19.10. Initial and Renewal Application Procedures for Parents/Parents-in-law, Stepparents and Parents-by-Adoption.

STEP	ACTION
1	Advise sponsor or applicant to forward their documents along with a completed DD Form 1172 to the Defense Finance and Accounting Service--Indianapolis Center, DFAS-IN, Attn: Director of Military Personnel, Special Assistance Division, Dependency/Garnishment, 8899 East 56th Street, Indianapolis, Indiana 46249-0855.
2	Upon approval from DFAS-IN, the ID card work center will issue the ID card and enroll the dependent in DEERS, if dependent is not presently enrolled.
3	Batch Process DD Form 1172 to DSO (paragraph 1.12).

19.23. Documentation for Transitional Abused Dependents. An abused dependent of a member on active duty for over 30 days, separated on or after 30 November 1993 due to a dependent abuse must present a DD Form 2698, *Application for Transitional Compensation* or a Memorandum from the US Army Community and Family Support Center. See Attachment 18 for sample memorandum.

19.24. Illegitimate Children Under Age 21 (Initial and Renewal Procedures). The following provides initial and renewal procedures for illegitimate children under age 21:

Table 19.11. Initial and Renewal Procedures for Illegitimate Children under Age 21.

STEP	WORK CENTER	REQUIRED ACTION
1	Applicant	Request DD Form 1173 for family member requiring a dependency determination from DFAS-IN.
2	PS(IDD)	Provide soldier or applicant with DD Form 1172.
3	PS(IDD)	Provide soldier or applicant with appropriate DFAS-IN forms for determination for illegitimate child.
4	PS(IDD)	Assist applicant with preparing necessary forms, as appropriate.
5	PS(IDD)	Have applicant forward application to the Defense Finance and Accounting Service—Indianapolis Center, DFAS-IN, ATTN: Director of Military Personnel, Special Assistance Division, Dependency/Garnishment, 8899 East 56th Street, Indianapolis, Indiana 46249-0855.
6	PS(IDD)	Upon approval from DFAS, issue a DD Form 1173 as appropriate and enroll the family member in DEERS.

19.24.1. All subsequent applications for an ID card except an illegitimate child whose paternity has not been judicially determined, must be forwarded to DFAS-IN for another

review and determination and indicate in remarks section of DD Form 1172, –A previous determination was made on (enter date).

19.24.2. A temporary ID card, valid for up to 90 days may be issued to replace a lost or expired card based on a previous dependency determination (over 50 percent support) made by DFAS-IN, if the sponsor certifies that:

19.24.2.1. The family member does, in fact, depend on the sponsor for more than 50 percent of his or her support.

19.24.2.2. There has been no material change in family member's circumstances since previous dependency was established.

19.24.2.3. Sponsor may be held responsible for medical expenses incurred should this application be disapproved.

19.24.3. Sponsor will return the ID card immediately if it is later determined that the family member does not qualify.

19.25. Accountability of Forms:

19.25.1. Proper procedures for strict accountability and security of ID cards will be maintained. All requisitioning documents for ID cards submitted by an issuing facility will be maintained for 5 years.

19.25.2. Maintain all requisitioning documents submitted for ID cards according to AR 25-400-2, *The Modern Army Record Keeping System (MARKS).*

19.25.2.1. Persons authorized to issue manual ID cards, refer to paragraph 10.11.1.5 concerning forgery, counterfeiting, altering, or tampering with any navel, military, or official pass or permit.

19.25.3. Procedures for storing and destroying accountable forms are the same as for **CONFIDENTIAL** material (AR 380-5, *Department of the Army Information Security Program,* 29 September 2000.

19.25.4. The following lists accountable forms:

Table 19.12. Accountable Forms.

ITEM	ACCOUNTABLE FORMS
1	DD Forms 2A (Active) (Manually prepared card).
2	DD Form 2 (Manually prepared card).
3	DD Form 1173 (Manually prepared card).
4	DD Form 1934 (Manually prepared card).
5	DD Form 489 (Manually prepared card).
6	DA Form 1602 (Manually prepared card).
7	DD Form 1173-1 (Manually prepared card).

19.26. Procedures for Accounting for Blank ID Card s. Take the steps in Table 19.13 when blank ID cards cannot be accounted for:

Table 19.13. Actions Required for Accounting for Blank ID Cards.

STEP	ACTION
1	Submit a report to the installation commander or his or her representative when blank ID cards cannot be accounted for. The following information is required in the report:
	Reason cards cannot be accounted for. Serial numbers of missing cards. Corrective action taken. Disciplinary action taken, if warranted.
2	Notify all installation benefit and privilege facilities of missing cards by serial number.
3	Maintain a log of the final disposition of each card according to AR 35-400-2 to provide an audit trail: The log will include, but is not limited to, the installation name, ID card serial number, and the name of the individual to whom the card was issued, SSN, and the name and SSN of the sponsor.
4	Record destruction on the accountable receipt for the ID cards authorized by AR 380-5 or a separate form may be used. Destroy by mutilation all previously issued ID cards to preclude further use when no longer required.
5	Conduct a semi-annual (at a minimum) inventory of blank cards or upon change of accountability officer.

19.27. Indefinite Reenlistment. Soldiers in the rank of SSG-CSM who will have 10 or more years active federal service on the date of discharge for immediate reenlistment will be restricted to an indefinite term of reenlistment, unless prohibited by other provisions of AR 601-280, *Army Retention Program.* Members will be reenlisted for the indefinite reenlistment program as they enter the normal reenlistment window (12 months prior to their expiration of term of service (ETS) date or are required to reenlist for a service remaining requirement or training. See Table 12.3, expiration date, when issuing the CAC (formerly, DD Form 2 [Active]).

19.27.1. Soldiers who are promoted while serving on indefinite status will be processed for new ID card IAW procedures announced in this instruction and RCPs listed in AR 601-280, paragraph 3-8g.

19.28. Agent Letter for Authorized Patrons. Refer to Attachment 10. Individuals authorized to purchase items on behalf of an eligible ID card beneficiary:

19.28.1. Are required to provide satisfactory identification whenever presenting authorization letter to military commissary store, exchange, and Morale, Welfare, & Recreation (MWR) facilities.

19.28.2. The officer in charge or manager of these facilities will brief individual on procedures when making purchases at the facility.

19.28.3. The office in charge or manager of theses facilities reserves the right to withdraw exchange and commissary privileges from anyone who is found to have made purchases for the benefit of another who is not entitled to the privileges.

19.28.4. Authorization will remain in effect for 1 year from the date of agent letter, or earlier if revoked or suspended. In the event of hardship, the sponsor may apply for an extension of

this privilege. **Note:** Whenever multiple Commissary, Exchange, and MWR facilities exist in the local area, the agent letter authorizing patronage may be recognized by those facilities.

Chapter 20

NAVY SERVICE UNIQUE REQUIREMENTS

20.1. General Information. The chapter provides procedures and requirements unique to Navy members and their eligible dependents.

20.2. Authorized RAPIDS Sites. Amphibious Assault Ships (IHA/IHD) are authorized to receive RAPIDS and issue Uniformed Services ID Cards:

20.2.1. Activities, other than those listed above, must request authorization to issue cards from Bureau of Naval Personnel BUPERS-26. Such request must provide specific justification for ID card issuing authorization. Justification must include the following: estimated monthly number of cards issued by category (active duty, retired, dependents, reserve, reserve dependent) and location of nearest military installation issuing ID cards. These requests will be signed by the commanding officer. If authorization is granted, it does not authorize expenditure of funds for the purchase or maintenance of equipment incident to the issuance of ID cards.

20.3. Designation of Agent for Commissary and Exchange Purchases. Authorized commissary or exchange patrons may designate an individual to make purchases on their behalf or to accompany them when shopping in certain situations. The designations apply to facilities under the cognizance of the local base commander who issues the designation letter. The Army/Air Force exchange system has a similar procedure for accommodating agents in those facilities. Contact the Personnel office of the base for further information when the conditions in Table 20.2 occur:

Table 20.1. Conditions and Documentation Required for Designation of Agent for Commissary and Exchange Purchases.

CONDITION	DOCUMENTATION REQUIRED
Military members are assigned overseas, deployed, or otherwise unable to shop for their dependent child or; The person is unable to shop due to a disability or; The spouse is unable to shop due to sickness. The child is in the household of an ineligible parent or guardian.	A valid ID card for the authorized patron or; A letter from a physician which provides diagnosis and duration of the disability. **Note:** Blind or severely disabled eligible patrons may have a separate letter written for them. See Attachment 14 for sample letter.

20.3.1. A temporary designation of persons not meeting the dependent criteria may be made at the discretion of the activity commander for periods not to exceed 1 year. See Attachment 14 for sample letter.

20.3.2. Periods of authorization may be extended in instances where hardship continues to exist.

20.3.3. Issuance of a DD 1173 to a nondependent agent is not authorized.

20.4. Incapacitated Children Over Age 21 (Initial Application): The following provides initial application procedures for incapacitated children over age 21. Mail the information contained in 20.3 to Navy Personnel Command, (PERS352E), 5720 Integrity Drive, Millington TN 38055-3520.

Table 20.2. Conditions and Actions for Initial Application for Incapacitated Children over Age 21.

CONDITION	ACTION
Physical Incapacitation	A current evaluation (within the past 4 months) that indicates how the condition precludes the child from being-self supporting now and in the future. The evaluation must state the age of onset. Provide in detail the past medical history of the condition, physical examinations and laboratory studies. Include diagnosis, treatment regimen, and prognosis for employability and self-support. If vocational rehabilitation has been received or recommended, an assessment or report should accompany or be included in the evaluation. Summary of the history of the condition including any treatment received or recommended if not included in current evaluation. The condition must have been present and diagnosed prior to age 21 or prior to age 23 if enrolled as a full-time student. A summary of medical records is preferred and must be detailed enough for the reviewers at the Bureau of Medicine and Surgery (BUMED) to trace the condition from date of onset to the present. A history of employment and statement of earnings is required if the child is or has been employed. If the employment has provided a means of support, the ability to hold a job will be interpreted as capable of self-support. Notarized statement listing child's income, expenses, and all support provided by sponsor. If the child was married and subsequently divorced, the marriage certificate and divorce decree must be provided. See paragraph 4.6 for renewal procedures.
Mental Conditions	The evaluation must state the age of onset. Provide in detail the past psychiatric history of the condition.
	Include DSM-IIIR diagnosis on all functioning, vocational rehabilitation assessment, and prognosis for employability and self-support. In all cases of mental retardation, an IQ test must be included as part of the evaluation.

CONDITION	ACTION
Physical Incapacitation	A current evaluation (within the past 4 months) that indicates how the condition precludes the child from being-self supporting now and in the future. The evaluation must state the age of onset. Provide in detail the past medical history of the condition, physical examinations and laboratory studies. Include diagnosis, treatment regimen, and prognosis for employability and self-support. If vocational rehabilitation has been received or recommended, an assessment or report should accompany or be included in the evaluation. Summary of the history of the condition including any treatment received or recommended if not included in current evaluation. The condition must have been present and diagnosed prior to age 21 or prior to age 23 if enrolled as a full-time student. A summary of medical records is preferred and must be detailed enough for the reviewers at the Bureau of Medicine and Surgery (BUMED) to trace the condition from date of onset to the present. A history of employment and statement of earnings is required if the child is or has been employed. If the employment has provided a means of support, the ability to hold a job will be interpreted as capable of self-support. Notarized statement listing child's income, expenses, and all support provided by sponsor. If the child was married and subsequently divorced, the marriage certificate and divorce decree must be provided. See paragraph 4.6 for renewal procedures.
Mental Conditions	The evaluation must state the age of onset. Provide in detail the past psychiatric history of the condition.
	A history of employment and statement of earnings is required if the child is or has been employed. If the employment has provided a means of support, the ability to hold a job will be interpreted as capable of self-support. Notarized statement listing child's income, expenses, and all support provided by sponsor. If the child was married and subsequently divorced, the marriage certificate and divorce decree must be provided. (See paragraph 4.6 for renewal procedures.)

20.4.1. A parent or guardian can accomplish medical histories but the medical history must be reviewed and authenticated by an appropriate physician (i.e., psychiatrist for mental health

illnesses, endocrinologist for hormone imbalances, infectious disease specialist for immunodeficiencies, etc.).

20.5. Unremarried Former Spouses (Initial Application):

20.5.1. Mail the documentation reflected in Table 20.4 to Bureau Navy Personnel BUPERS-26. 5720 Integrity Drive, Millington TN 38055-6730, along with any DD Form 214 or statement of service that may be readily available:

Table 20.3. Documentation Required for Initial Applications for Unremarried Former Spouses.

ITEM	DOCUMENTATION REQUIRED
1	Original or State certified copy of marriage certificate (no photocopies).
2	Court certified copy of divorce decree (no photocopies).
3	Spousal ID card (if already surrendered provide a statement regarding where and when).
4	Former spouse statement at Attachment 17, completed, and notarized.

20.5.2. Unmarried Former Spouse. A former spouse who has remarried since divorce from military sponsor, but subsequent marriage or marriages ended by death or divorce:

20.5.2.1. Supply documentation required for unmarried former spouse.

20.5.2.2. Court-certified copies of death certificates for subsequent marriage or marriages and or state-certified death certificate of subsequent spouse or spouses.

20.5.2.3. A temporary ID card is not authorized pending formal determination for initial issue or reissue.

20.6. Documentation for Transitional Abused Dependents. An abused dependent of a member on active duty for over 30 days, separated on or after 30 November 1993 due to a dependent abuse, must present a letter from the Bureau of Naval Personnel or a pre-verified DD Form 1172.

20.7. Documentation for Retirement Eligible Abused Dependents. An abused dependent of a member retirement eligible but separated due to dependent abuse on or after 23 October 1992 must present a letter from the Defense Finance Center, Cleveland, awarding a portion of the member's retired pay. If member's status is incorrect in DEERS, please contact the Navy Project Office. See Chapter 25.

20.8. ID Card Processing Procedures for Pre-adoptive Children when the Placement Agency is Outside of the U.S. or a U.S. Territory. If a placement agency is outside of the United States or a United States territory, a request for recognition of the placement agency through Secretary of the Navy is required prior to enrolling the child in DEERS with medical care benefits. The steps reflected in Table 20.5 must be taken:

Table 20.4. ID Card Processing Procedures for Pre-adoptive Children when the Placement Agency is Outside of the US or a US Territory.

STEP	ACTION

1	The military member obtains documents from the foreign placement agency and the child's birth certificate.
2	Send documentation to Bureau of Navy Personnel BUPERS-26, 5720 Integrity Drive, Millington, TN 38055-3520 for processing through NPC legal office. **Note**: Notarized English translation must accompany foreign documents)

NPC legal office will notify BUPERS-26 when approval is received Approximate processing time is 4-6 weeks.

20.9. Parents/Parents-In-Law, Stepparents and Parents-by-Adoption (Initial and Renewal Processing): Parents/parents-in-law, stepparents or parents-by-adoption must follow the procedures reflected in Table 20.6 for initial and renewal processing. **Note*:*** A dependency determination (over 50 percent support) must be accomplished at the time of the sponsor's death. If approved, the letter from the Defense Finance and Accounting Service, Dependency Claims Section may be used for subsequent renewals.

Table 20.5. Initial and Renewal Procedures for Parents/Parents-In-Law, Stepparents and Parents-by-Adoption.

STEP	PROCEDURE
1	Complete DD Forms 137-3 (Parents) and 1172, sections I and II (except blocks 58, 59, 86, and 87, as appropriate), and section III, block 89.
2	Advise sponsor or applicant to forward proper documentation along with the DD Form 1172 to the Defense Finance and Accounting Service, DFAS-CL/PMMACB, Dependency Claims Branch, 1240 E. Ninth Street, Cleveland, OH 44199-5500, telephone (216) 522-5567 or 1-800-346-3374.
3	Upon approval from DFAS-CL, the ID card issuing office will issue the ID card and enroll the dependent in DEERS, if dependent is not presently enrolled.

20.9.1. Issuance of ID cards or other benefits to these dependents are not authorized prior to DFAS approval.

20.9.2. Temporary ID cards are not authorized.

20.10. Wards. A ward eligible under paragraph 4.12 (INCAP) requires a dependency determination (over 50 percent support). For initial and renewal processing see Table 20.6.

20.10.1. Temporary ID cards are not authorized pending DFAS approval except for pre-adoptive children.

20.11. Students Age 21-23. First, verify dependent by using DEERS. A student dependent must be enrolled full time in an accredited institution of higher learning and the sponsor must provide over 50% monetary support and a statement over 50% support in block 89 on the Application for a Uniformed Services Identification Card (DD Form 1172), signed by the sponsor. In block 89, the sponsor will provide the statement, "(Dependent name) is a full time student at an accredited institution of higher learning and I am providing over 50% monetary support." Additionally, the sponsor will provided a letter from the school registrar certifying full-time course of study. The Verifying Official at the ID card issuing facility will approve or disapprove the application after reviewing the documentation.

20.12. Security and Accountability of Forms:

20.12.1. Proper procedures for strict accountability and security of ID cards will be maintained:

20.12.1.1. Set up controls for processing and handling of ID cards to ensure that unauthorized persons do not obtain them.

20.12.1.2. Keep records of ID cards received by serial number. All requisitioning documents for ID cards will be maintained for 5 years.

20.12.1.3. Ensure ID cards are inventoried every 6 months or whenever an issuing officer is relieved of custodial duties. Cards will be kept in a locked security safe.

20.12.1.4. Maintain a log of the disposition of each card to provide an audit trail. This log will include, but is not limited to, the ID card serial number, name of the activity, name of the individual to whom the card was issued, SSN, and the name and SSN of the sponsor.

20.12.1.5. Persons authorized to issue manual ID cards, refer to paragraph 10.11.1.5 concerning forgery, counterfeiting, altering, or tampering with any navel, military, or official pass or permit.

20.12.2. Procedures for storing and destroying accountable forms are the same as for **CONFIDENTIAL** material (SECNAV Instruction 5510.36, *Department Of Navy [(DoN]) Information Security Program [(ISP]), 17 March 1999).*

20.12.3. The forms in Table 20.7 are accountable forms:

Table 20.6. Accountable Forms.

ITEM	ACCOUNTABLE FORMS
1	DD Forms 2A (Active) (Manually prepared card).
2	DD Form 2 (Manually prepared card).
3	DD Form 1173 (Manually prepared card).
4	DD Form 1934 (Manually prepared card).
5	DD Form 489 (Manually prepared card).
6	DA Form 1602 (Manually prepared card).
7	DD Form 1173-1 (Manually prepared card).

20.13. When Blank ID Cards Cannot be Accounted For. Take the steps listed in Table 20.8.

Table 20.7. Actions Required when Blank ID Cards Cannot Be Accounted For.

STEP	ACTION
1	Submit a report/letter to BUPERS-26. The report must include the following information OPNAV 5500-1 applies: Circumstances surrounding loss or theft of cards; Serial numbers of missing cards; and Corrective action taken.
2	Notify all installations within 100-mile radius of the activity at which cards were lost. Serial number of all cards must be included.

20.14. Responsibilities of the Issuing Officer or Agent and Commanding Officer. The following provides the responsibilities of the issuing officer or agent and the commanding officer:

Table 20.8. Responsibilities of the Issuing Officer or Agent and Commanding Officer.

PERSON RESPONSIBLE	RESPONSIBILITIES
ISSUING OFFICER OR AGENT	Prepares requisitions for the CO's approval.
	Maintains stock.
	Provides security of unissued ID cards and maintains the permanent log for five years of issued or unissued and recovered or destroyed ID cards.
	Retains a copy of shipping list for 5 years.
	Maintains a copy of the letter of designation in a permanent log.
COMMANDING OFFICER	Approves requisitions.
	Verifies serial numbers (if appropriate).
	Verifies total number of cards received as shown on the shipping list.
	Furnishes adequate storage.
	Verifies the permanent log by conducting a joint inventory with the ID card-issuing officer or agent when appropriate: The CO may designate, in writing, a responsible officer to approve and sign requisitions for ID cards. Set up controls for processing and handling of ID cards to ensure that unauthorized persons do not obtain them.

20.15. Frocking . Frocking is an administrative authorization to assume the title and wear the uniform of a higher rank, without entitlement to pay and allowance of that grade.

20.15.1. Issue ID cards to frocked sponsors and their dependents:

20.15.2. Issue the ID card with the frocked rank or rate and the sponsor's actual pay grade.

20.15.3. Do not change the sponsor's pay grade in DEERS. This will be done by DFAS Cleveland Center when the sponsor is actually advanced or promoted.

20.16. Forms Management. The following reflects the ID card forms that are ordered through the Navy supply system:

Table 20.9. ID Card Forms Ordered Through the Navy Supply System.

ITEM	FORM
1	0102-LF-019-1700 = DD 2S(ACT) = DD 2S(RES)
2	0102-LF-019-1800 = DD 1173S(PRIV)
3	0102-LF-019-1500 = DD 2S(RET)
4	0102-LF-019-1600 = DD 2S(RES RET) = 1173-1S (PRIV)
5	0102-LF-005-9100 = DD 2N (ACT)

20.17. Illegitimate Children Under Age 21. DEERS enrollment for the purposes of obtaining medical benefits requires a court order or Voluntarily Acknowledgement of Paternity (VAP) Form. The court order must indicate a judicial determination of paternity, establishing the sponsor as the legal parent, or a VAP Form, completed and filed with the State where the child and mother reside with the Child Birth Certificate listing the sponsor's name on it.

20.18. Distribution. SNDL, parts 1 and 2.

Chapter 21

AIR FORCE SERVICE UNIQUE REQUIREMENTS

21.1. General Information. The chapter provides procedures and requirements unique to Air Force members and their eligible dependents. Pass and Registration is responsible for issue of the manual AF Form 354. **Note:** The CAC replaces the former AF Form 354 for Air Force civilian employees as listed in Table 21.1, Items 1, 2, 3, and 4. Individuals shall be issued a separate CAC or identification (ID) card in each category for which they qualify. Possession of a duplicate CAC or ID card in the same category is prohibited. The card is the property of the U.S. Government, and shall be in the personal custody of the member at all times. **Note:** Provide and explain to the CAC recipient that their electronic signature on the DD Form 2842, Subscriber Certificate Acceptance and Acknowledgement of Responsibilities acknowledges reading and accepting their responsibilities and obligations as stated. Information within this chapter will remain in effect until such time as the manually prepared card is no longer authorized for publishing.

21.2. AF Form 354, Civilian Identification Card Issue to the civilians and eligible family members reflected in **Table 21.1**:

Table 21.1. Categories of Individuals Eligible for Issue of the AF Form 354, Civilian Identification Card.

ITEM	CATEGORIES
1	Air Force civilian employees and other designated civilians for entry into Air Force activities and installations and for other official Air Force business.
2	Air Force employees appointed for more than 1 year (see Attachment 1 for definition of Air Force employee).
3	Air Force employees appointed for 1 year or less, if required and authorized by the wing commander, or equivalent.
4	Full-time, paid employees of the American Red Cross assigned to duty with the Uniformed Services within the United States, its possessions, and its territories when not required to live on the military installation.
5	Retired Air Force civilian employees.
6	Family members age 10 or older of both current and retired Air Force civilian employees (see Attachment 1, Terms, for definition of family member of civilian for the purpose of AF Form 354). **Note:** Issue card to family members at the request of an eligible sponsor (employee or retiree).
7	The wing commander (or equivalent) may authorize issue to other DoD civilian employees to meet short-term installation needs.

21.2.1. AF Form 354 does not replace special identification required for entry into security areas or for designated emergency-essential personnel who are issued DD Form 489, *Geneva Conventions Identity Card* or DD Form 2764.

21.2.2. AF Form 354 and the official TDY orders identify civilian employees as TDY in connection with their employment when living in government quarters. These employees may use exchange and morale, welfare, and recreation facilities. For guidance on policy

concerning AF Form 354, contact the civilian personnel office. Civilian personnel offices contact the Air Force Personnel Center.

21.3. When to Issue, Reissue or Renew the AF Form 354:

21.3.1. Upon employment.

21.3.2. When the card expires.

21.3.3. To show a significant change of facial features.

21.3.4. To show a change in sponsor's employment status. See Attachment 1, Terms for family member of civilian for the purpose of AF Form 354.

21.3.5. To replace a lost, stolen, mutilated, or destroyed ID card. **Note*:*** RAPIDS biometric verification cannot be used for lost or stolen ID as proof of identity since the AF 354 is a manual form and the photograph is not stored in DEERS.

21.3.6. To correct an error.

21.3.7. To change data that reduces the card's identification value, e.g., name change.

21.4. Restrictions. Do not issue, reissue, or renew AF Form 354 to:

21.4.1. Employees of other Federal agencies or military departments, unless the wing commander (or equivalent) authorizes it.

21.4.2. Private-sector contractor personnel who work or perform services for the Air Force.

21.4.3. Other non-Air Force retired civilian employees and family members.

21.5. When to Surrender the ID Card:

21.5.1. It is replaced or expires.

21.5.2. The civilian employee resigns, is removed, retires, or is otherwise separated from the Air Force.

21.5.3. A civilian employee leaves permanent change of station PCS from an overseas station on separation travel or on renewal agreement travel and there is possibility that the sponsor or one or more dependents will not return to the overseas station. The employee surrenders AF Form 354 to a representative of Civilian Personnel.

21.5.4. The cardholder no longer meets the criteria for family member.

21.6. How to Prepare the AF Form 354: Prepare the AF Form 354 according to Table 21.2.

Table 21.2. Preparation of the AF Form 354.

ITEM	PROCEDURE
Photograph	See paragraphs 11.7 through 11.9.
Status Air Force employees (to include consultant, expert and temporary over 1 year)	Type the status using black ribbon. Enter one or more of the following: Enter USAF, schedule and grade, CIV **(Example*:*** USAF/GS-11/CIV.
Photograph	See paragraphs 11.7 through 11.9.

Status	grade not be shown, then enter USAF/CIV.
Photograph	See paragraphs 11.7 through 11.9.
Executive Pay Schedule Senior Executive Service Members	Enter the title and the appropriate precedence priority code (**Example*:*** SAF/DV). Enter SES and the appropriate precedence priority code (**Example*:*** SES/DV-6, SES/DV-5).
Retirees	Enter RET/USAF/CIV. If the individual requests it, add the schedule and grade at the time of retirement (for example, RET/USAF/CIV/GS-09).
Family Members	Enter the sponsor's component or status (**Example*:*** FM/USAF/CIV, FM/USAF/RET-CIV).
Red Cross	Enter RC/USAF/CIV. **Note*:*** If the status is not one of the ones listed, enter the status determined locally or by AFPC**.**
SSN	Enter the SSN immediately below the photograph when the verifying official includes a requirement in the DD Form 1172, block 89. When mission needs require it, add the SSN for employees who perform frequent TDY or other duties that call for SSN validation.
Photograph	See paragraphs 11.7 through 11.9.
Expiration Date	Enter the expiration date as follows: Permanently employed personnel, spouses, and parents enter ~~6~~ years from date of verification." For all other employees, enter an expiration date of 5 years or the employment termination date, whichever is sooner. Use a shorter expiration date for non-appropriated fund (NAF) employees, basing it on local experience.

	For children, enter the date they will no longer meet the family member criteria. For all retired Air Force employees, enter "Indefinite." For family members, enter 4 years from date of verification or the date they will no longer meet the definition of dependent, whichever is earlier.

21.7. Incapacitated Children Over Age 21 (Initial and Renewal Processing): Follow the procedures reflected in Table 21.3 for initial processing of incapacitated children.

Table 21.3. ID Card Processing Procedures for Incapacitated Children Over Age 21 (Initial and Renewal Processing).

STEP	PROCEDURE
1	Complete DD Form 1172 sections I and II (except blocks 58, 59, 86, and 87, as appropriate); and section III, block 89. Annotate the documents used to verify relationship to sponsor in block 89 (see Attachment 5) or –DEERS VERIFIED" if dependent is current in DEERS. Provide name and SSN of VO in block 89.
2	Require a physician's statement (dated within 90 days of application) and annotate information in block 89. Complete section IV, blocks 94 and 98.
3	Require a statement from the SSA certifying non-eligibility to Medicare, Part A, to continue eligibility for TRICARE benefits. **Exception**: The statement is not required for dependents of active duty members or those individuals listed in paragraph 7.1. Annotate information in block 89.
4	Provide a copy of the DD Form 1172 to the member and file one copy in suspense
5	Advise customer to take the physician's statement (dated within 90 days of application) and the copy of the DD Form 1172 to a Uniformed Service medical treatment facility (MTF) for an endorsed medical sufficiency statement. If medical sufficiency is not established, officials at the MTF refer the customer back to the ID card issuing activity and the issuing activity destroys the DD Form 1172 that is in suspense and member's copy.
6	If medical sufficiency is established, officials at the MTF refer the member to the local Financial Services Office (FSO) to initiate a dependency determination (over 50 percent support) [(DFAS-DE Manual 7073-1, 15 January 1998 *Defense Joint Military Pay System-Active Component (DJMS-AC) FSO Procedures)*] Dependency determinations are sent to: Defense Finance and Accounting Service

	Denver (DFAS-PMJPD/DE, 6760 East Irvington Place, Denver CO 80279; telephone (303) 676-7907 or DSN 926-7907, Fax ext. 6300. Upon receipt of dependency determination (over 50 percent support) letter from DFAS-PMJPD/DE, review results of dependency and residency tests and authorize specific benefits and privileges, if any; finalize completion of the DD Form 1172, section II, blocks 58, 59, 86, and 87, and issue ID cards if appropriate.
7	Batch process the DD Form 1172 to the DSO (paragraph 1.12).

21.7.1. Do not refer member with ineligible dependents to the FSO to complete a dependency determination. **Note:** A dependency determination is not required for incapacitated children over age 21 of honorably discharged members who are rated one hundred percent disabled by the Department of Veterans' Affairs as no medical care is authorized through the Uniformed Services.

21.7.2. Disapprove any dependents not listed in Attachment 2.

21.7.3. If the child was married and subsequently divorces and meets the basic criteria, sponsor should provide copies of the marriage certificate and divorce decree.

21.8. Parents/Parents-in-Law, Stepparents or Parents-by-Adoption: Apply the procedures reflected in Table 21.4 for initial and renewal processing of parents/parents-in-law, stepparents or parents-by-adoption. A dependency determination (over 50 percent support) must be accomplished each time the ID card is renewed except for dependents of deceased sponsors or if card is lost of stolen. **Note:** A dependency determination must be accomplished at the time of the sponsor's death. If approved, the letter from the Defense Finance and Accounting Service, Dependency Entitlements Branch may be used for subsequent renewals.

Table 21.4. Initial and Renewal Processing Procedures of Parents/Parents-in-Law, Stepparents or Parents-by-Adoption.

STEP	PROCEDURE
1	Complete a manual DD Form 1172, sections I and II (except blocks 58, 59, 86, and 87, as appropriate), and section III, block 89. Do not update DEERS unless issuing a temporary ID card. See Table 2.4.
2	Annotate the documents used to verify relationship to sponsor in block 89 (see Attachment 5). Complete section IV, blocks 94 and 98. Provide name and SSN of VO in block 89.
3	Hold a copy of the DD Form 1172 in suspense. Give a copy to the customer.
4	Refer member to FSO to initiate a dependency determination (over 50 percent support). See N**ote** in paragraph 21.8 above.
5	Review results of dependency and residency tests presented in dependency determination letter from Defense Finance and Accounting Service Denver (DFAS-PMJPD/DE, 6760 East Irvington Place, Denver CO 80279; telephone (303) 676-7907 or DSN 926-7907, Fax ext. 6300.DFAS-PMJPD/DE. DFAS-DE authorizes specific privileges, if any, and completes application process.
6	Batch process the DD Form 1172 to DSO. See paragraph 1.12.
7	If disapproved, destroy copy of DD Form 1172 in suspense file.

21.9. Air Force Pass and Registration. Pass and Registration is the issuing activity for manually prepared cards for the Air Force. This facility must have the necessary photographic and laminating facilities. Persons authorized to issue ID cards are:

21.9.1. Commissioned officers.

21.9.2. Warrant officers.

21.9.3. Senior Airman (SrA through Chief Master Sergeant [CMSgt]).

21.9.4. Civilians General Schedule 4 and above.

21.9.5. Contractors.

21.9.6. The base Chief Security Forces (CSF) may appoint, in writing, other responsible military personnel, DoD civilian and contractor employees in the unit, regardless of grade or rank to meet mission requirements.

21.9.7. ANG security forces commanders may appoint, by letter, a full time AGR member or full-time technician to issue and authenticate ID cards.

21.9.8. Persons authorized to issue manual ID cards, refer to paragraph 10.11.1.5 concerning forgery, counterfeiting, altering, or tampering with any navel, military, or official pass or permit.

21.10. Administrative Procedures for Pass and Registration - Manually prepared ID Cards . The CSF:

21.10.1. Designates and revokes, in writing, the authority to issue ID cards.

21.10.2. Designates one primary issuing official and one or more alternates following the grade restriction guidelines in paragraph 21.9.

21.10.3. If the primary issuing official is absent for 30 to 90 days, appoints an inventory official from within the unit to conduct an inventory and transfer accountability. For absences exceeding 90 days, a transfer of accountability must occur. The wing commander (or equivalent) or his or her designee appoints a disinterested individual to conduct the inventory.

21.10.4. Issues DD Forms 489 and 1934 according to this instruction and overseas wing commander (or equivalent) policies.

21.10.4.1. Issues AF Form 354 according to this instruction.

21.10.5. Appoints, in writing, a person assigned within the unit, but not within the issuing activity to conduct the inventory required under paragraph 21.13.

21.11. Forms Supply. The issuing official is the authorized Organizational Account Representative (OAR) for requesting blank ID cards, including emergency requirements, through the Electronic Transaction System (ETS). See AFI 37-161, *Distribution Management*. **Note**: See paragraph 21.23

21.12. Forms Accountability. Accountable forms include AF Form 354, and DD Forms: 2 (Active) (manually prepared card), 2 (Reserve) (manually prepared card), 2 (Retired) (manually prepared card), 1173 (manually prepared card), 1173-1 (manually prepared card), and the 489 and 1934 (manually prepared cards):

21.12.1. Inventory. Physically inventory each shipment of forms by serial number on the receipt and notify the sender of any discrepancies.

21.12.2. Storage. During non-duty hours, store blank forms in a locked metal cabinet or safe. Keep the locked container in a locked room inside a locked building according to AFI 37-161.

21.12.3. Forms Log. Issuing officials account for blank forms in accordance with Table 21.5 reflects:

Table 21.5. Accounting for Blank Forms.

STEP	ACTION
1	Record the disposition of each accountable ID card on AF Form 335, *Issuance Record - Accountability Identification Card.*
2	Maintain a separate AF Form 335 for each type of card, i.e. AF Form 354, DD Form 2, etc.
3	File AF Form 335 with related AF Form 213, *Receipt for Accountable Form.* **Note:** Mark AF Form 335 FOR OFFICIAL USE ONLY if this phrase is not already printed on the form.
4	Enter each card's serial number on the AF Form 335.
5	Mark AF Form 335 to show which forms were voided because of processing errors.
6	Destroy the ID cards at the end of each day and initial AF Form 335.
7	Destroy any ID cards unsuitable for issue upon receipt after typing the serial number on AF Form 335.

21.13. Inventory Procedures. The following inventory procedures listed in Table 21.6 apply:

Table 21.6. Actions Required for Inventory

STEPS	ACTION
1	Conduct an inventory every 12 months when the issuing official is relieved or as the installation commander directs.
2	Physically count and verify each card by serial number.
3	Verify the number of controlled forms issued against PDO records.
4	If a form is unaccountable, investigate, file a report of the facts with the responsible commander, and note the results of each inventory on a balance sheet similar to the one AFI 31-101, The Physical Security Program, prescribes for restricted area-badge inventories.
5	Make local modifications to the form if necessary.

21.13.1. Transfer of Forms to an Alternate Issuing Official. The primary issuing official transfers an appropriate supply of ID cards to each alternate issuing official. (The CSP determines how many to transfer.)

21.13.2. Lost or Stolen Blank Forms. The police authority will initially investigate reports of lost or stolen ID card forms including special laminate for automated ID card and advise the AFOSI. Officials also notify concerned service Personnel agencies (such as the exchange or commissary) when blank ID card forms are lost or stolen. (See Attachment 16 for Loss, Theft, or Destruction procedures.)

21.14. Unique Filing Instructions for the DD Form 1172: The filing instructions reflected in Table 21.7 are provided in addition to the requirements contained in paragraph 1.12.

Table 21.7. Categories of Personnel and Where to File the 1172.

CATEGORIES	WHERE TO FILE
Individual Mobilization Augmentees (IMA) and Participating Individual Ready Reservists (PIRR)	Send one copy of the DD Form 1172 for IMAs and PIRRs to HQ ARPC/DPMPS, 6760 East Irvington Place #3800, Denver CO 80280-3800. Refer questions to HQ ARPC/DPMPS, Customer Support Branch.
Courts-Martial Members and Eligible Dependents	File a copy of DD Form 1172 in member's Unit Personnel Records Group (UPRG) before mailing to HQ AFSFC/SFCI.
Members being transferred to DoD Regional Corrections Facility	File a copy of DD Form 1172 in the member's UPRG before mailing to HQ AFSFC/SFCI.

21.15. ID Card Processing Procedures for Pre-adoptive Children when the Placement Agency is Outside of the U.S. or a U.S. Territory. If a placement agency is outside of the United States or a United States territory, a request for recognition of the placement agency through Secretary of the Air Force is required prior to enrolling the child in DEERS with medical care benefits. Take the steps reflected in Table 21.8.

Table 21.8. ID Card Processing Procedures for Pre-adoptive Children when the Placement Agency is Outside of the U.S. or a U.S. Territory.

STEP	ACTION
1	The military member presents documents from the foreign placement agency and the child's birth certificate. **Note*:*** Placement agencies located within the U.S., adopting a child from a foreign country do not require recognition from the installation Judge Advocate Office or a dependency determination from finance (DFAS-DE). Refer to Table 4.13 for processing procedures pertaining to pre-adoptive children when a placement agency is within the U.S. or a U.S. territory
2	The installation Judge Advocate reviews documentation for legal sufficiency and forwards through command legal channels for endorsement to the nearest Air Force issuing activity, Customer Service Element.
3	Documents with endorsements are forwarded to Air Force Personnel Center
4	Send packages to HQ AFPC/DPSIR, 550 C Street West, Suite 37, Randolph AFB TX 78150-4739 for processing. HQ AFPC/JA has been delegated approval authority. If HQ AFPC/JA does not recommend endorsement, the Deputy Assistant Secretary of the Air Force (Force Management and Personnel) will review and make recommendation for approval/disapproval to the Assistant Secretary of the Air Force (Manpower, Reserve Affairs, Installations and Environment).

21.15.1. HQ AFPC/DPSIR will notify the Servicing Military Personnel Element (MPE) or Force Support Squadron (FSS) when approval is received.

21.16. ID Card Processing Procedures for Legal Custody Wards. Take the actions in Table 21.9 when verifying eligibility for legal custody wards:

Table 21.9. Actions Required when Processing Dependency Determinations For Legal Custody Wards.

STEP	ACTION
1	Review court order and birth certificate and other documents as appropriate (letter from registrar, physician's statement, etc. (see attachment 5).
2	Partially complete a DD Form 1172, Sections I and II (except blocks 58, 59, 86, and 87. as appropriate); and section III, block 98.
3	List documents viewed in block 89 and the name of the VO and phone number.
4	Advise sponsor to take the DD Form 1172 to the local Financial Services Office (FSO) to initiate a dependency determination. **Exception:** If the child is over age 21 and incapacitated, advise sponsor to take a copy of the DD Form 1172, a statement from the SSA certifying non-eligibility to Medicare, Part A, to establish entitlement to continued TRICARE benefits, and a current physician's statement (dated within 90 days of application) to the Medical Treatment Facility (MTF) for an endorsed medical sufficiency statement. The MTF will refer sponsor to the local FSO to initiate a dependency determination (over 50 percent support) if medical sufficiency is established. If not established, sponsor will be directed to return to the MPE.
	The FSO will forward all dependency determinations to Defense Finance and Accounting Service Denver (DFAS-PMJPD/DE, 6760 East Irvington Place, Denver CO 80279; telephone (303) 676-7907 or DSN 926-7907, Fax ext. 6300.
5	Review results of dependency and residency tests presented in dependency determination letter from DFAS-PMJPD/DE and authorize specific benefits and privileges, if any (see attachment 2). Complete DD Form 1172, section II, blocks 58, 59, 86, and 87, as appropriate.
6	Complete verification process and ensure sponsor reads Privacy Act information before signing the DD Form 1172.
7	Give the sponsor a copy of the DD Form 1172 if appropriate and advise application is good for 90 days from date of verification. Advise sponsor a dependency determination will be required each time the ID card is renewed. **Note:** Temporary ID card issuance is not authorized for initial dependency determinations. Subsequent dependency determinations approved previously by DFAS-PMJPD/DE, temporary ID card issuance is authorized; however annotate on DD Form 1172, block 89 remarks section, sponsor is responsible for medical expenses if dependency is disapproved by DFAS. **Exception:** If the card is lost or stolen, reissue ID card out to original expiration date. No new dependency determination is required. In the case of deceased sponsors, the dependency determination currently in effect or for Air Force members, accomplished at the time of the member's death, may be used for subsequent renewals.
8	Batch process 1172 to the DSO when all actions are completed and card issued (paragraph 1.12).

21.17. ID Card Processing Procedures for Sponsors and Dependents During Mobilization or Wartime. Air Force Personnel and Security Forces continue to process ID cards in a wartime situation. When a single Deployment Processing Unit (DPU) station houses both of these offices, the chief of the installation DPU may authorize Security Forces to type the ID card information directly on DD Form 2 (Active), DD Form 2 (Reserve), or DD Forms 489 and 1934.

However, they must verify the information by using a current listing from the personnel data system (PDS).

21.17.1. The Wing Commander, Wing Commander Equivalent or, if designated, the Director of Personnel must approve additional extensions for Air National Guard members.

21.18. ID Card Processing Procedures for Issue of the DD Form 1934. Do not require a DD Form 1172 when issuing a DD Form 1934 to a military sponsor. The sponsor brings the appropriate letter from the medical facility or chaplain's office and presents his or her DD 2 (Active) to Pass and Registration issuing officials. Complete the DD Form 1934 using the information from the DD 2 (Active). The sponsor will provide information for the –Religion" block. Eligible civilians are required to complete a DD Form 1172.

21.19. Frocking. Frocking is an administrative authorization to assume the title and wear the uniform of a higher rank, without entitlement to the pay and allowance of that grade. Approval authority for active duty members rests with the Assistant Chief of Staff (USAF/CVA) with the Air Force Director of Personnel (USAF/A1) having disapproval authority**. Note*:*** Air Force Senior Leadership Management Office (AFSLMO) must provide authority for frocking.

21.19.1. An ID card may be issued reflecting the frocked grade however; the current pay grade will remain on both the ID card and DEERS/RAPIDS until the member is officially promoted.

21.19.2. Do not change the sponsor's pay grade on the ID card or DEERS. DFAS-Denver Center changes pay grade information to DEERS when sponsor is promoted.

21.19.3. Do not reissue a DD Form 1173 to dependents of frocked members until actually promoted.

21.19.4. ANG does not frock.

21.20. Verifying Official Responsibility. AF verifying officials will review weekly for new information on the DEERS/ RAPIDS at **http://ask.afpc.randolph.af.mil/default.asp** or VOIS at **https://www.dmdc.osd.mil/vois/owa/vois**. AF SSMs will review RAPIDS Community of Practice (CoP) at HTTPS://afkm.wpafb.af.mil/ASPs/CoP/ClosedCoP.asp?Filter=OO-DP-AF-53.

21.21. Dependency Determination Processing Procedures for Illegitimate Children of Male Sponsors when there is no Court Order and the Parents have not Married. Take the following action in Table 21.10 when verifying eligibility for illegitimate children of a male sponsor who does not have a court order establishing paternity and the parents have not married. **Exception**: See paragraph 4.9 Illegitimate Children under Age 21.

21.21.1. Dependency Determination processing is not authorized when the child does not reside in the sponsor' household or one maintained or provided by the sponsor, regardless the amount of financial support. **Note:** When a male member receives approval for Basic Allowance for Housing solely for child support (BAH-diff), this does not automatically entitle the child to an ID card since the member may or may not be providing over fifty percent of the child's support. To determine if the member is providing over fifty percent of the child's support, the VO must be provided with an approved dependency determination from DFAS-DE based on the DD Form 137-4, Dependency Statement-Child Born Out of Wedlock, Under Age 21 and the child's birth certificate. The DD Form 137-4 must be reviewed specifically for the purpose of determining whether or not the sponsor is providing

over fifty-percent of the child's support and to establish the child's residency. The amount of support that the sponsor is providing for the child must be compared to the child's personal expenses and income. If the sponsor meets the fifty-percent support and residency requirements, the child may be eligible for DEERS enrollment and issued an ID card; authorizing exchange and MWR privileges, including medical benefits. In cases where there is no approved dependency determination from DFAS-DE, the sponsor must provide a court order establishing paternity.

Table 21.10. Actions Required When Processing Illegitimate Children of Male Members When There is no Court Order and the Parents Have Not Married.

STEP	ACTION
1	Review birth certificate and other documents as appropriate (see Attachment 5).
2	Partially complete a DD Form 1172, Sections I and II (except blocks 58, 59, 86, and 87 as appropriate; and section III, block 98.
3	List documents viewed and provide name and phone number of VO in block 89.
4	Advise sponsor to take the DD Form 1172 to the local Financial Services Office (FSO) to initiate a dependency determination. **Exception:** If the child is over age 21 and incapacitated, advise sponsor to take a copy of the DD Form 1172, a statement from the SSA certifying non-eligibility to Medicare, Part A, to establish entitlement to continued TRICARE benefits, and a current physician's statement (dated within 90 days of application) to the Medical Treatment Facility (MTF) for an endorsed medical sufficiency statement. The MTF will refer sponsor to the local FSO to initiate a dependency determination (over 50 percent support) if medical sufficiency is established. If not established, sponsor will be directed to return to the MPE. In all instances, FSO will forward to Defense Finance and Accounting Service Denver (DFAS-PMJPD/DE, 6760 East Irvington Place, Denver CO 80279; telephone (303) 676-7907 or DSN 926-7907, Fax ext. 6300.
5	Review results of dependency and residency tests presented in dependency determination letter from DFAS-PMJPD/DE and authorize specific benefits and privileges, if any (see Attachment 2). Complete DD Form 1172, section II, blocks 58, 59, 86 and 87 as appropriate.
6	Complete verification process and ensure sponsor reads Privacy Act information before signing the DD Form 1172.
7	Give the sponsor a copy of the DD Form 1172 if appropriate and advise application is good for 90 days from date of verification. Advise sponsor a dependency determination will be required each time the ID card is renewed.
8	Batch process 1172 to the DSO if all actions are completed and card issued (paragraph 1.12).

21.22. Agent Letter for Authorized Patrons. Refer to Attachment 10. Individuals authorized to purchase items on behalf of an eligible ID card beneficiary:

21.22.1. Are required to provide satisfactory identification whenever presenting authorization letter to military commissary store, exchange, and Morale, Welfare, & Recreation (MWR) facilities.

21.22.2. The officer in charge or manager of these facilities will brief individual on procedures when making purchases at the facility.

21.22.3. The office in charge or manager of theses facilities reserves the right to withdraw exchange and commissary privileges from anyone who is found to have made purchases for the benefit of another who is not entitled to the privileges.

21.22.4. Authorization will remain in effect for 1 year from the date of agent letter, or earlier if revoked or suspended. In the event of hardship, the sponsor may apply for an extension of this privilege. **Note:** Whenever multiple Commissary, Exchange, and MWR facilities exist in the local area, the agent letter authorizing patronage may be recognized by those facilities.

21.23. Manual and Teslin ID Card Stock Ordering . The Air Force e-Publishing Account allows users through a single sign-on system to accounts that order physical products and product subscriptions at **http://afpubs.hq.af.mil/profile/userlogin.aspx**. Air Force e-Publishing help desk telephone number DSN 754-2438, commercial (202) 404-2438, or 1-800-848-9577.

Chapter 22

MARINE CORPS SERVICE UNIQUE REQUIREMENTS

22.1. General Information. The chapter provides procedures and requirements unique to Marine Corps members and their eligible dependents.

22.2. Frocking. Issue ID cards to frocked sponsors and their dependents:

22.2.1. Issue the ID card with the frocked rank or rate and the sponsor's actual pay grade.

22.2.2. Do not change the sponsor's pay grade in DEERS. This will be done by DFAS Kansas City Center when the sponsor is actually advanced or promoted.

22.3. Designation of Agent for Commissary and Exchange Purchases. See paragraph 20.3.

22.4. Incapacitated Children Over Age 21 (Initial Processing Procedures). Take the steps reflected in **Table 22.1** when processing an initial application for an incapacitated child over age 21.

Table 22.1. Initial Processing Procedures for Incapacitated Children Over Age 21.

STEP	ACTION
1	The member submits the following documents to HQMC (MRP-1 for active duty or, MMSR-6 for retired members): A detailed written statement from an attending physician or appropriate official of a hospital or institution certifying that the mental or physical incapacitation was incurred prior to age 21 (or while a full-time student prior to age 23) and renders the child incapable of self-support.
2	The physician's statement must contain: A recent (4 months or less) medical or psychiatric evaluation. A complete, detailed medical summary of illness, to include the date and child's age at onset of incapacity. A diagnosis. Current treatment being rendered and prognosis for recovery as well as the ability to become self-supporting. A DSM-III diagnosis in all cases of mental retardation.
3	A statement regarding the child's marital status. If the child was previously married, a copy of the legal document that ended the marriage (divorce decree, annulment, or death certificate).
STEP	**ACTION**
4	A DD Form 137-5, Dependency Statement-Incapacitated Child Over Age 21 is completed by the child's custodian and signed in the presence of a notary (see Attachment 25). Active duty members shall submit this form in accordance with MCO P1751.3.
5	If the incapacitated child of a retiree, a statement of disallowance from the Social

	Security Administration indicating that the child is not eligible for Medicare Part A and/or B. If the child is eligible for Medicare Part A and/or B evidence of the coverage and effective date must be provided.
6	If the child is an incapacitated student the following additional documentation is required: 1) A physician's statement as above but indicating the incapacitation occurred after the 21st birthday, but before the 23rd birthday; 2) A letter from the school registrar showing that the dependent was enrolled as a full-time student in an accredited institution of higher learning when the incapacitation occurred.

22.5. Parents/Parents-In-Law, Stepparents, and Parents-by-Adoption (Initial and Renewal Applications):

22.5.1. ID Card Processing Procedures. A parent/parent-in-law, stepparent, or parent-by-adoption eligible under this paragraph requires a dependency determination (over 50 percent support):

22.5.1.1. Active duty sponsors shall comply with Marine Corp Order (MCO) P1751.3, *Dependency Determination and Basic Allowance for Housing (BAH) Manual* when making application in behalf of a dependent parent.

22.5.1.2. Retiree sponsors shall ensure the dependent parent sends a notarized Parent's Dependency Affidavit to HQMC (MMSR-6) along with any supporting documentation for consideration.

22.5.2. The Department of Veterans Affairs (DVA) will determine eligibility for a dependent parent, parent-in-law, stepparent, or adoptive parent of a DAV.

22.5.3. The overseas commander will determine eligibility for a dependent parent, parent-in-law, stepparent, or adoptive parent of a civilian employed overseas. An exception to this applies to civilian employees who are also military retirees.

22.5.4. A temporary ID card pending formal determination is not authorized for initial issue or renewal.

22.5.5. The approving authority will be entered on the DD Form 1172, block 89.

22.6. Wards. A ward eligible under paragraph 4.13 requires a dependency determination (over 50 percent support):

22.6.1. Active duty personnel shall complete a DD Form 137-7, Dependency Statement-Ward of a Court in accordance with MCO P1751.3 when applying in behalf of a dependent ward (see Attachment 25), have it notarized and forward to HQMC (MRP-1).

22.6.2. Retired personnel shall complete a DD Form 137-7, have it notarized, and send to the HQMC (MMSR-6) along with a copy of the legal document that placed the child in their care.

22.6.3. Temporary ID cards are not authorized pending HQMC approval.

22.6.4. Foster children, follow the guidance for wards in paragraphs 22.6 - 22.6.3.

22.7. Unremarried Former Spouses (Initial Application):

22.7.1. Mail the documentation reflected in Table 22.2 to the Headquarters, U.S. Marine Corps (MMSR-6), 3280 Russell Road, Quantico,VA 22134-5103, along with any DD Forms 214 or statements of service that may be readily available:

Table 22.2. Documentation Requirements for Initial Application for Unremarried Former Spouses.

ITEM	DOCUMENTATION REQUIRED
1	Original or State certified copy of marriage certificate (no photocopies).
2	Court certified copy of divorce decree (no photocopies).
3	Spousal ID card (if already surrendered provide a statement regarding where and when).
4	Former spouse statement at Attachment 17, completed, and notarized.

22.8. Unmarried Former Spouse:

22.8.1. Supply documentation required for unmarried former spouse.

22.8.1.1. Court certified marriage certificate for each subsequent marriage.

22.8.1.2. Court certified legal document (death certification, divorce decree, etc.) that terminated each subsequent marriage.

22.8.2. The HQMC (MMSR-6) shall verify member's eligibility for retired or retainer pay. The former spouse is not required to obtain this information.

22.8.3. If a former spouse appears to be erroneously enrolled in the DEERS, contact the HQMC (MMSR-6).

22.8.4. A temporary ID card is not authorized pending formal determination for initial issue.

22.9. Disapproval for BAQ and Transportation . Disapproval by the HQMC (MRP-1) of a request for BAQ or transportation in behalf of a stepchild or an adopted child does not affect their eligibility for ID card benefits if relationship to the sponsor is established. **Exception*:*** Illegitimate stepchildren must reside in a home owned or provided by the member and be dependent upon the member for more than one-half of their support.

22.10. Dependents of Active Duty Members (Over 30 Days) Separated Due to Dependent Abuse and Eligible for Transitional Privileges on or After 30 November 1993:

22.10.1. Commanding Officers shall process the DD Form 2698 in accordance with MCO P1700.24, *Marine Corps Personal Services Manual.* The HQMC (MRRM) shall review applicant eligibility and forward approved forms to DFAS and coordinate DEERS/RAPIDS update with HQMC (MRP-1).

22.11. Security and Accountability of Manually Prepared ID Cards:

22.11.1. Accountable forms include DD Forms:

22.11.1.1. 2(Active) (Manually prepared card), 2(Reserve) (Manually prepared card), 2(Retired) (Manually prepared card), 1173 (Manually prepared card), 1173-1 (Manually prepared card) and the 489 and 1934.

22.11.2. Maintain strict accountability for unissued ID cards.

22.11.2.1. Persons authorized to issue manual ID cards, refer to paragraph 10.11.1.5 concerning forgery, counterfeiting, altering, or tampering with any navel, military, or official pass or permit.

22.11.3. Authorized issuing activities procure ID cards from the nearest supply point:

22.11.3.1. Commanding Officer (CO) of the issuing activity or representative may authorize the requisitioning of blank ID cards.

22.11.3.2. Commanding Officers designate in writing the ID card issuing officer or agent following the grade restrictions contained in Attachment 1, Terms, Issuing Activity.

22.11.3.3. The following provides the responsibilities of the issuing officer or agent and the commanding officer:

Table 22.3. Responsibilities of Issuing Officer or Agent and Commanding Officer for Security and Accountability of Manual ID Cards.

PERSON RESPONSIBLE	RESPONSIBILITIES
ISSUING OFFICER OR AGENT	Prepares requisitions for the CO's approval. Retains a copy of shipping list for 5 years. Maintains a copy of the letter of designation in the permanent log. Approves requisitions. Verifies serial numbers (if appropriate).
COMMANDING OFFICER	Verifies total number of cards received as shown on the shipping list. Furnishes adequate storage. Verifies the permanent log by conducting a joint inventory with the ID card-issuing officer or agent when appropriate. The CO may designate, in writing, a responsible officer (supply, S-4, material) to approve and sign requisitions for ID cards. The officer may not be assigned to additional duties as the ID card issuing officer or agent.

22.12. Forms Management. Identification card forms are ordered through the Navy supply system; and are identified in the Table 22.4.

Table 22.4. ID Card Forms Ordered Through the Navy Supply System.

ITEM	FORM
1	0102-LF-019-1700 = DD 2S(ACT) = DD 2S(RES)
2	0102-LF-019-1800 = DD 1173S(PRIV)
3	0102-LF-019-1500 = DD 2S(RET)
4	0102-LF-019-1600 = DD 2S(RES RET) = 1173-1S (PRIV)

22.13. Illegitimate Children Under Age 21 . A male sponsor presents a court order that established paternity and the child's birth certificate or an approved dependency and residency determination reflecting over 50 percent support. **Note*:*** A birth certificate alone established the parent child relationship in the case of a female member but not in the case of a male member.

22.13.1. ID Card Processing Procedures. Active duty members shall comply with MCO P1751.3. Questions shall be directed HQMC (MRP-1). Retired members present a judicial determination of paternity and the child's birth certificate or proof of dependency and residency.

22.14. Full-time Student Age 21-23 (Initial and Renewal Applications).

22.14.1. ID Card Processing Procedures. A student aged 21 but prior to the age of 23 requires a dependency determination (over 50 percent support). To make an application, active duty, reserve, and retired sponsors shall provide HQMC (MRP-1 if active/reserve, or MMSR-6 if retired) with a notarized DD Form 137-6, Dependency Statement-Full Time Student 21-23 Years of Age, on behalf of the child, along with the documentation required to establish his or her full-time student status. **Note*:*** When a member is on active duty over 30 consecutive days and wishes to apply for the basic allowance for housing (BAH) and/or travel and transportation for a full-time student, he or she shall comply with MCO P1751.3, Dependency Determination and Basic Allowance for Housing (BAH).

22.15. Publication Distribution. PCN 10208570300.

Chapter 23

UNITED STATES COAST GUARD, UNITED STATES PUBLIC HEALTH SERVICE (USPHS) AND NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION (NOAA) UNIQUE REQUIREMENTS

23.1. General Information. This chapter provides procedures and requirements unique to Coast Guard, USPHS and NOAA members and their eligible dependents.

23.1.1. Coast Guard Frocking. In accordance with Coast Guard Personnel Manual, Chapter 5-C-39, commanding officers may request authority from Commander (CGP-epm-2) to frock enlisted members. Commands outlined in the Coast Guard Personnel Manual, Chapter 5.A.14 may request authority from Commander GCP-opm to frock officers. **Note:** Do not reissue DD Form 1173 to dependents of frock members until actually promoted.

23.2. Coast Guard. Incapacitated Children Over Age 21 (All Applications):

23.2.1. Coast Guard field units shall assist sponsors and other applicants when processing initial applications for incapacitated children. Title 10 U.S.C., Section 1072 indicates the incapacitation must have occurred while a dependent of a member or former member. If the child was not a dependent on the date of incapacity, there is no identification code eligibility.

23.2.2. Mail the documentation listed in 23.1 to Commanding Officer (RAS), Coast Guard Personnel Service Center (PSC), 444 S.E. Quincy Street, Topeka, Kansas 66683-3591. Specific questions should be directed to PSC RAS at (785) 339-3441.

23.2.3. Coast Guard forms can be found at **http://www.uscg.mil/hq/psc/forms**.

Table 23.1. Required Documentation for Applications for Incapacitated Children over Age 21.

ITEM	REQUIRED DOCUMENTATION
1	A current (less than 4 months old) physician's evaluation that indicates how the condition precludes the child from being self-supporting now and in the future. A parent or guardian can accomplish medical histories but the history must be reviewed and authenticated by an appropriate physician (i.e., psychiatrist for mental health illnesses, infectious disease specialist for immunodeficiency's). a. Physical Incapacitation. The evaluation must state the date of onset; a detailed past medical history of the condition derived from physical examinations and/or laboratory studies; a diagnosis, treatment regimen, and prognosis for employability and self-support. If the disability is not permanent, include an estimated date when recovery could be expected. b. Mental Incapacitation. The evaluation must state the date of onset, a detailed past psychiatric history of the condition and a diagnosis on all functioning, vocational rehabilitation assessment, and prognosis for employability and self-support. If the disability is not permanent, include an estimated date when recovery could be expected.

2	A history of employment and statement of earnings are required if the child is or has been employed.
3	A letter from the Social Security Administration stating child is not entitled to Medicare Part A.
4	A completed CG PSC 2020 (Dependency Worksheet) and CG PSC 2020A (Support Statement).
5	A certified copy of sponsor's latest federal income tax return, claiming the child as a dependent.
6	A certified copy of the birth certificate or adoption certificate if the child is not enrolled in DEERS.

23.2.4. The above requirements apply to all initial applications. Applicants applying for renewals should contact PSC (RAS) for determination on renewal documentation required.

23.3. Coast Guard. Unremarried Former Spouses (Initial Application):

23.3.1. Coast Guard field units shall assist sponsors and former spouse applicants when processing initial application for Unremarried Former Spouses.

23.3.2. Mail the documentation listed in Table 23.2 to the Commanding Officer (RAS), Coast Guard Personnel Service Center (PSC), (785) 339-3441. 444 S.E. Quincy Street, Topeka, Kansas 66683-3591. Specific questions should be directed to PSC RAS at (785) 339-3441.

Table 23.2. Required Documentation for Initial Application for Unremarried Former Spouses.

ITEM	REQUIRED DOCUMENTATION
1	Original or State certified copy of marriage certificate, or photocopy that reflects a file number.
2	Court certified copy of divorce decree (no photocopies).
3	Certificate from the SSA certifying former spouse's eligibility for Medicare Part A (required if age 65 or older or disabled).
4	Coast Guard Statement of Former Spouse (see CG PSC 2020C).
5	Spouse's ID card (if already surrendered to sponsor or ID issuing facility, state where and when).

23.3.3. PSC RAS will complete determination and mail results directly to Former Spouse applicant. On occasion, these determinations have necessitated a review of sponsor's official military file at the National Personnel Records Center, which can substantially delay the process. If a NRPC records review is necessary, the former spouse will be informed by PSC of the delay.

23.4. Coast Guard. Parents/Parent's-in-law, Stepparents and Parents-by-Adoption (All Applications):

23.4.1. Coast Guard field units shall assist sponsors and parent applicants when processing initial applications, CG PSC 2020 (Dependency Worksheet) and CG PSC 2020A (Support Statement) for parents.

23.4.2. Mail the information to Commanding Officer (RAS), Coast Guard Personnel Service Center (PSC), (785) 339-3441. 444 S.E. Quincy Street, Topeka, Kansas 66683-3591. Specific questions should be directed to HRSIC (RAS) at (785) 339-3441.

23.5. Coast Guard. Illegitimate Children of a Male Spouse or Sponsor - Under Age 21 (Initial Application):

23.5.1. Coast Guard field units shall assist sponsors and applicants when processing initial applications for illegitimate children of a male spouse or sponsor.

23.5.2. Mail information below to Commanding Officer (RAS), Coast Guard Personnel Service Center (PSC), (785) 339-3441. 444 S.E. Quincy Street, Topeka, Kansas 66683-3591. Specific questions should be directed to HRSIC (RAS) at (785) 339-3441.

Table 23.3. Required Documentation for Illegitimate Children of a Male Spouse or Sponsor under Age 21.

ITEM	REQUIRED DOCUMENTATION
1	A completed CG PSC 2020 (Dependency Worksheet) and CG PSC 2020A (Support Statement). Signatures must be notarized.
2	Certified copy of child's birth certificate. The birth certificate must show the name of at least one parent.
3	Certified statement from male spouse or sponsor reflecting child's residence.
4	Any other available/applicable documentation discussed in paragraph 4.9.

23.6. Processing Legal Custody Wards. A service dependency determination, CG PSC 2020 (Dependency Worksheet) and CG PSC 2020A (Support Statement) must be approved for all wards. Coast Guard commands will assist active duty members with their applications. Coast Guard Personnel Service Center (RAS) will assist and process applications for retired and former members.

23.7. Coast Guard Manual Card Stock:

23.7.1. Only afloat commands are authorized to issue DD Form 2 CG (Active), manually prepared identification cards.

23.7.2. All Coast Guard issuing facilities are authorized to issue the DD Forms 1173s or 2765 for members being involuntarily separated and eligible for the Transition Assistance for Military Personnel (TAMP).

23.8. Coast Guard Security and Accountability of Armed Forces Identification Cards:

23.8.1. The need for proper security and accountability of identification cards cannot be overemphasized. Investigations have revealed that these cards have high monetary value and have been used under conditions bordering upon fraud to cash U. S. Treasury checks and gain admittance to military installations and restricted facilities.

23.8.2. Persons authorized to issue manual ID cards, refer to paragraph 10.11.1.5 concerning forgery, counterfeiting, altering, or tampering with any navel, military, or official pass or permit.

23.8.3. To prevent unauthorized persons from obtaining blank card stock, commanding officers of issuing activities shall designate an officer, or officers, who shall be responsible

for performing or ensuring the performance security and accountability functions reflected in Table 23.4:

Table 23.4. Actions Required for Security and Accountability of ID Card Stock.

STEP	ACTION
1	Approve all requests for manually prepared card stock.
2	Make a record of the serial numbers of the cards and of the total number received upon receipt of a shipment.
3	If the shipment is accompanied by a requisition or receipt which lists the serial number of the card stock, verify its accuracy with the cards received.
4	Account for cards in the proper manner. Cards are numbered serially and each must be accounted for on the Record of Identification Cards Issued, CG-3133. With appropriate heading, ―Active," or ―Temporary." Card shall be accounted for in blocks of 100 consecutive numbers. The name and social security account number of the person to whom the card was issued and the date of issuance shall be shown on the form in the space opposite the card number. For control purposes, identification cards will be issued in consecutive order. Should a card be spoiled, damaged, or otherwise not issued to an individual, a notation to that effect and the fact that the card has been destroyed should be placed in the space opposite the card number.
5	The commanding officer of the issuing activity, or his/her specifically designated validating officer, shall certify on the CG-3133 that all entries are correct and that he/she has personally destroyed all cards not actually issued to individuals on the form after the forms are completed.
6	The issuing activity will retain the completed CG-3133s for a period of at least 5 years after the date of validation at which time they will be destroyed.

23.9. Coast Guard. Storage of Manual Card Stock.

23.9.1. Manual card stock will be stowed in a suitable three-combination lock type safe or metal file cabinet or in a metal file cabinet equipped with steel lock bars and an approved three-combination dial type padlock. Lock combinations shall be changed upon change of custodian and/or at least once annually. The cards shall not be left unattended when out of the approved storage container.

23.10. Coast Guard. Audit and Inventory of Manual Card Stock:

23.10.1. Ensure that manual card stock records are inspected. A commissioned officer (not directly involved with the identification card process, if possible) shall make an audit and inventory of all manual card stock at the unit upon change of validation officer.

23.10.1.1. Commanding officers of issuing units will require a commissioned officer of their command (not directly involved with the identification card process, if possible) to make an audit and inventory of all manual card stock at the unit annually during the month of February.

23.10.1.2. Principal issuing activities will in all cases attempt to fix responsibility if during this audit, or at any time, blank manual card stock cannot be accounted for.

23.10.1.3. Report cases involving suspected theft or fraud to the Area/District Security Manager immediately. The use of the telephone is encouraged for this notification. This informal notification shall be followed by a letter via the Area/District Security Manager to Commandant (CG-1222). An appropriate investigation will be conducted to determine facts behind the theft/loss. The intent is to assess the situation and correct any discrepancy, if appropriate.

23.10.2. Upon official notification from the principal issuing activity of a loss or theft of unissued manual card stock, Commandant (CG-1222) will review the circumstances and, upon approval of appropriate corrective action taken, relieve the issuing activity concerned of the accountability responsibility of the lost or stolen identification cards.

23.10.3. The auditor shall make a memo report of the findings to the commanding officer. After the commanding officer makes written endorsement of acknowledgment thereon, the report shall be filed with the form CG-3133 recording the cards being audited.

23.11. United States Public Health Service. Direct questions to the Service project officer reflected in paragraph 25.1.7.

23.11.1. Persons authorized to issue manual ID cards, refer to paragraph 10.11.1.5 concerning forgery, counterfeiting, altering, or tampering with any navel, military, or official pass or permit.

23.12. National Oceanic and Atmospheric Administration. Direct questions to the Service project officer reflected in paragraph 25.1.6.

23.12.1. Persons authorized to issue manual ID cards, refer to paragraph 10.11.1.5 concerning forgery, counterfeiting, altering, or tampering with any navel, military, or official pass or permit.

Chapter 24

GENERAL INFORMATION - CIVILIAN HEALTH AND MEDICAL PROGRAM OF THE UNIFORMED SERVICE TRICARE AND MEDICARE

24.1. Members Entitled to Retired Pay Versus Honorably Discharged Veterans Rated 100-Percent Disabled by the Department of Veterans Affairs (DVA). The following information explains the difference between members entitled to retired pay and honorably discharged veterans rated 100-percent disabled by the DVA.

24.1.1. Members Entitled To Retired Pay**.** There is a lot of confusion concerning the status of members who are entitled to retired pay but also rated 100-percent disabled by the DVA for compensation purposes. The key to the member's status is the fact that the member is entitled to retired pay*:*

24.1.1.1. Some individuals may choose to waive their retired pay to receive ~~"~~tax-exempt" disability compensation from the DVA as it is more advantageous; however, this has no effect on their entitlement to a DD Form 2 (Retired):

24.1.1.2. The member should be reflected in retired status in DEERS and issued the DD Form 2 Retired.

24.1.1.3. Their eligible dependents are issued the DD Form 1173 reflecting eligibility to TRICARE, medical care in Uniformed Services Medical Treatment Facilities (MTFS), and commissary, exchange, and MWR privileges. **Note*:*** The Department of Veterans Affairs (DVA) will determine eligibility for a dependent parent, parent-in-law, stepparent, or adoptive parent of a DAV.

24.1.1.4. Some dependents may erroneously be in receipt of medical benefits through the Civilian Health and Medical Program of the Department of Veterans Affairs (CHAMPVA); however, when the member is in a retired status (entitled to retired pay), entitlement to TRICARE prevails.

24.2. Honorably "Discharged" Veterans Rated 100-percent Disabled by the DVA. Honorably discharged veterans who are not entitled to retired pay, and rated 100-percent disabled from a Uniformed Service-connected injury or disease are entitled to a DD Form 2765 with eligibility to commissary, exchange and MWR privileges only. **Note*:*** USD P&R Memorandum, May 7, 2008, Commissary and Exchange Access by Surviving Spouses and Dependents of Honorable Discharged Veterans Posthumously Determined 100 Percent Disabled, authorizes access to military commissary and exchange shopping privileges for surviving spouses and dependents of honorably discharged veterans who are posthumously determined to have possessed service-connected disabilities rated as 100 percent.

24.2.1. In order to receive an ID card, a letter from the DVA must certify that the veteran is entitled to commissary and exchange privileges and indicate whether a medical reevaluation is necessary or presentation of posthumous determination indicating the 100 percent disability. **Note*:*** Letters from the DVA that indicate the veteran has been awarded 100 percent disability compensation based on unemployability is acceptable. Eligible family members are entitled to the DD Form 1173 reflecting shopping privileges only. See Attachment 21.

24.2.2. These individuals and their family members are not entitled to TRICARE or medical care through the Uniformed Services MTFs and receive their medical benefits through the Civilian Health and Medical Program, Department of Veteran Affairs (DVA).

24.2.2.1. A copy of a DD Form 214 reflecting an honorable discharge is also required.

24.2.2.2. The member is enrolled in DEERS as a DAVTMP (if reevaluation is necessary) or DAVPRM based on the letter from the DVA.

24.3. General Information about TRICARE and Medicare, Part A. Both TRICARE and the SSA Medicare Part A Hospital Insurance are government-sponsored health benefits programs prescribed by federal law. An individual may not receive both benefits unless they are disabled, under age 65, or are eligible for Medicare at or over age 65 and enrolled in Part A and Part B of Medicare or are an active duty dependent over age 65. **Note:** Information and eligibility concerning Social Security benefits may be obtained by contacting the Social Security Administration. (See paragraph 25.5).

24.4. TRICARE. TRICARE Eligibility for Active Duty Dependents. Title 10, United States Code, Section 1079, authorizes an insurance plan through which care could be obtained through civilian sources. This section of law permits continuation of TRICARE when an active duty spouse or child is entitled to benefits under Medicare, Part A Hospital insurance, regardless of age:

24.4.1. TRICARE is the secondary payer. Medicare is the primary payer. This means that after Medicare pays, TRICARE could cover any allowable portion that is not covered by Medicare. It does not mean that both programs may pay the same benefits.

24.4.2. TRICARE for Life (TFL) Eligibility for Retired Members (At or Over Age 65), Their Dependents and Surviving Dependents. Title l0, United States Code, Section l086, provides comparable civilian health care for retired Uniformed Service members and their eligible dependents as well as surviving dependents of deceased members. Public Law 106-398 amended Title 10, United States Code, Section 1086 to authorize TRICARE benefits to those who are Medicare, Part A eligible and enrolled in Medicare, Part B when they turn age 65. If not eligible at age 65, they may qualify for TFL if they later become eligible for Medicare, Part A and enroll in Medicare, Part B.

24.4.3. Not Eligible for Medicare at Age 65. Individuals who are not eligible for Medicare at age 65 can be reinstated for continued TRICARE coverage by presenting a Notice of Disapproved Claim or statement from the SSA indicating they are *not* eligible for Part A of Medicare under either the sponsor's, their own, or their spouse's social security number.

24.4.4. Disabled Retired Members Under Age 65 and Eligible Disabled Dependents. Title 10, United States Code, Chapter 55 was amended by Public Law 102-190 and Public Law 102-272 to allow all beneficiaries, under age 65, who would otherwise have lost eligibility for TRICARE due to eligibility for Medicare as a result of disability to retain TRICARE as a secondary payer if they are enrolled in Medicare Part A and Part B. Medicare Part B must be purchased when they become eligible for Part A. If not, TRICARE can be restored if Medicare Part B is purchased. See paragraph 7.1.

24.5. General Information About Medicare. Title 42, U.S.C., Chapter 7, subchapter XVIII, Health Insurance for Aged and Disabled, of the Social Security Act, is the basic authority for the

Medicare Program. Medicare is administered by the Centers for Medicare and Medicaid Services (CMS) of the US Department of Health and Human Services. There are two parts to Medicare. They are Medicare Part A, Hospital Insurance and Medicare Part B, Medical Insurance. Table 24.1 addresses Medicare, Part A eligibility:

Table 24.1. Medicare, Part A Eligibility.

ITEM	MEDICARE, PART A ELIGIBILITY
1	When TRICARE eligible beneficiaries, including spouses and children of active duty members, qualify for Medicare Part A Hospital Insurance Benefits, they *must* apply for those benefits. It is important for verifying officials to inform beneficiaries of the need to file for Medicare Part A Hospital Insurance Benefits because Medicare becomes the primary insurance payer.
2	TRICARE beneficiaries should file for a formal determination of entitlement for Medicare Part A Hospital Insurance benefits through the SSA when they attain age 65 or they are disabled, regardless of age. Individuals attain age 65 for Medicare purposes on the first day of the month of their 65th birthday, unless the birthday falls on the first day of the month. If the birthday falls on the first day of the month, age 65 is attained on the first day of the preceding month. Ensure the sponsor is aware that TRICARE is available as the secondary payer--only if they are enrolled in Medicare Part B. **Note:** Beneficiaries do not have an option to choose between TRICARE and Medicare.
3	Most Medicare eligible individuals meet the criteria for ―premium-free" Medicare Part A Hospital Insurance Benefits. Individuals who do not meet the criteria for ―premium-free" benefits may purchase Medicare Part A Hospital Insurance Benefits.
4	*Purchased* Medicare Part A Hospital Insurance Benefits *does not* disqualify an individual for TRICARE; however, TRICARE becomes the secondary payer.

24.5.1. Social Security Disability Insurance. Table 24.2 provides information for members and eligible dependents receiving Social Security Disability Insurance:

Table 24.2. Social Security Disability Insurance Information.

ITEM	SOCIAL SECURITY DISABILITY INSURANCE
1	Individuals drawing Social Security Disability Insurance benefits for 24 consecutive months automatically become eligible for Medicare Part A Hospital Insurance benefits in the 25th month:
2	Advise members placed on the Temporary Disability Retired List (TDRL) of the impact that Medicare Part A and Part B eligibility will have on their TRICARE entitlement. This will ensure there is no lapse in the retiree's insurance coverage.
3	Advise members being placed on the Permanent Disability Retired List (PDRL) after having been on TDRL for at least 24 months to apply for a formal determination of eligibility for Medicare Part A Hospital Insurance benefits from the SSA.

24.5.2. Medicare Part A and Part B Insurance Coverage. The following provides information concerning Medicare, Parts A and B Coverage:

Table 24.3. Medicare, Parts A and B Coverage.

ITEM	COVERAGE
1	Medicare Part A: Medicare, Part A Hospital Insurance helps pay for inpatient hospital care, some inpatient care in a skilled nursing facility, home health care, and hospice care. Having Medicare Part A Hospital Insurance, alone, does not equal coverage under TRICARE.
2	Medicare, Part B: Medicare, Part B Medical Insurance helps pay for medically necessary doctors' services and supplies that are not covered by the hospital insurance part of Medicare. Part B is not premium free. If this portion of Medicare is not elected, TRICARE does not cover those items. If Part A of Medicare is authorized, Part B is automatic and must not be declined in order to have secondary coverage under TRICARE. Beneficiaries should contact their local Social Security Office for complete information on Medicare Parts A and B.

24.5.3. An individual who has not contributed toward Social Security may qualify for Medicare Part A because a relative (spouse or parent) has made sufficient contributions. An eligible TRICARE beneficiary qualifying for this reason would no longer be eligible for TRICARE unless they are under age 65 and are receiving benefits under Part A and Part B due to a disability. In this case, TRICARE would become the secondary payer.

24.5.4. The laws that govern TRICARE and Medicare are very complex. Whenever there is any question about Medicare entitlement, beneficiaries should be advised to consult their local Social Security Office or 1-800-772-1213 for enrollment and eligibility questions (see paragraph 25.5).

24.6. Medicare Penalties and Equitable Relief. A beneficiary who does not elect Medicare Part B at the time he or she becomes eligible for Part A will pay a penalty for a late election. The enrollment period is 1 January through 31 March each year. Coverage does not begin until 1 July of the year of enrollment. The monthly premium for Part B is 10 percent higher for each 12-month period the beneficiary could have had medical insurance, but was not enrolled.

24.7. What is Equitable Relief? Equitable relief is a process of undoing harm caused to an individual when a beneficiary's enrollment for Medicare Part A or Medicare Part B, termination, or coverage rights are prejudiced because of an error, misrepresentation, or inaction of an employee or agent of the government. Although Equitable Relief is available, it is important to ensure that only correct actions are taken and proper information given to an individual about Medicare.

24.8. Applying for Equitable Relief. Refer the beneficiary to the DSO when you believe that an agent of DoD has misrepresented a beneficiary's entitlement to Medicare Part A or Medicare Part B:

24.8.1. DSO is the authorized agency within the DoD to verify misrepresentation by DoD government agents, which may have prejudiced a beneficiary's proper election of Medicare Part A and or Medicare Part B.

24.8.1.1. The DSO does not attempt to assign blame, only to assist the beneficiary in receiving the proper entitlement:

24.8.2. Beneficiaries will be asked to write the circumstances regarding their non-election during their original entitlement period to the DSO:

24.8.3. DSO in coordination with Centers for Medicare and Medicaid Services (CMS) will provide verification to the beneficiary to file with the SSA for Equitable Relief. Equitable Relief will allow the beneficiary to receive Medicare Part A as of their original entitlement date, and to receive Medicare Part B as of either:

24.8.3.1. Their original entitlement date upon payment of back premiums, or;

24.8.3.2. The 1st day of the month in which the beneficiary applies for Equitable Relief.

24.8.4. If beneficiaries are interested in Equitable Relief, they may contact the DEERS Beneficiary Telephone Center, Monday-Friday, from 0600-1530 (Pacific Time) at 1-800-334-4162 (California only); 1-800-527-5602 (Alaska and Hawaii only); and 1-800-538-9552 (all other states).

Chapter 25

UNIFORMED SERVICES DEERS/RAPIDS PROJECT OFFICES, DMDC SUPPORT CENTER, AND FORMS PRESCRIBED

25.1. Uniformed Services DEERS/RAPIDS Project Offices.

25.1.1. *ACTIVE/RETIRED ARMY* - DEPARTMENT OF THE ARMY, Army DEERS/RAPIDS, ID Card Procedures and Policy, Attn: AHRC-PDO-IP, Hoffman Building 2, Room 3S49, 200 Stovall Street, Alexandria, Virginia 22332-0474, (703) 325-0202/2595 or DSN 221-0202/2595. Fax: (703) 325-4532.

25.1.1.1. *ARMY GUARD*- National Guard Bureau, NGB-ARP-DA (Field Systems Ops), 111 South George Mason Drive, Arlington, Virginia 2203-1382, (703) 607-9128/9104 or DSN 327-9128/9104, or 1-800-810-9183 Fax: (703) 607-8448 or DSN: 327-8448.

25.1.1.2. *ARMY RESERVE* - AR-PERSCOM, Attn: ARPC-PSV-A, 1 Reserve Way, St Louis MO 63132-5200, (314) 592-1034 or DSN 892-1034/1036 or (800) 325-4957 Option 1. Fax: (314) 592-1043 or DSN 892-1043 or (800) 325-4981.

25.1.2. *ACTIVE/RETIRED NAVY* - DEPARTMENT OF THE NAVY, Bureau of Navy Personnel BUPERS-26, 5720 Integrity Drive, Millington, Tennessee 38055-6730, (901) 874-3362/3360 or DSN 882-3362/3360. Fax (901) 874-2766.

25.1.2.1. *NAVY RESERVE* - Commander Naval Reserve Forces, Attn: 221, 4400 Dauphine Street, New Orleans, Louisiana 70146-5000, (504) 678-3959/4259 or DSN 678-3959/4259. Fax: (504) 678-6137.

25.1.3. *ACTIVE/RETIRED AIR FORCE* - DEPARTMENT OF THE AIR FORCE, HQ AFPC/DPSIR, 550 C Street West, Suite 37, Randolph Air Force Base, Texas 78150-4739, (210) 565-2089 or DSN 665-2089; Fax: DSN 665-6224 or (210) 565-6244; E-mail: deers@randolph.af.mil.

25.1.3.1. *AIR FORCE PERSONNEL CENTER CUSTOMER CONTACT CENTER* - (210) 565-5000, DSN: 665-5000, 1-800-616-3775.

25.1.3.2. *AIR NATIONAL GUARD* - ANG/DPFOC, 1411 Jefferson Davis Highway, Suite 10623, Arlington, Virginia 22202-3231, (703) 607-1239; DSN: 327-1239, or ANG DEERS/RAPIDS Contact Center, Voice: (303)676-8955 or DSN 926-8955; Fax: (478)327-2208 or DSN 497-2208; mailto:arpc.ccdr@arpc.denver.af.mil.

25.1.3.3. AIR FORCE RESERVE - ARPC DEERS/RAPIDS Support Element, HQ ARPC/DPS, 6760 E Irvington Place, Denver CO 80280; Voice: (303)676-8955 or DSN 926-8955; Fax: (478)327-2208 or DSN 497-2208; Email: mailto:arpc.ccdr@arpc.denver.af.mil.

25.1.3.4. *AIR RESERVE PERSONNEL CENTER CUSTOMER CONTACT CENTER*- HQ ARPC, Customer Service Branch, 6760 East Irvington Place, #3800, Denver, Colorado 80280-3800. DSN: 926-6528/6730, 1-800-525-0102.

25.1.4. *ACTIVE MARINE CORPS* - Headquarters, U.S. Marine Corps, Manpower and Reserve Affairs (MRP-1), 3280 Russell Road, Quantico, Virginia 22134-5103, (703) 784-9529/9530/9531/9532 or DSN 278-9529/9530/9531/9532.

25.1.4.1. *MARINE CORPS RESERVE* - Commander, MARFORRES, Code 7AA, 4400 Dauphine Street, New Orleans Louisiana 70146-5440, (504) 578-1299 or DSN 678-1299. Fax: (504) 678-1439.

25.1.4.2. *RETIRED MARINE CORPS* - Headquarters, U.S. Marine Corps, Manpower and Reserve Affairs (MMSR-6), 3280 Russell Road, Quantico, Virginia 22134-5103: (703) 784-9310 or DSN 278-9310. Retirees and their eligible family members, or survivors may call (800) 336-4649.

25.1.5. *ACTIVE/RETIRED COAST GUARD* - UNITED STATES COAST GUARD, Commandant (CG-1222), 2100 Second Street, SW, Washington DC 20593-0001, (202) 475-5394/5400. Fax: (202) 457-5927

25.1.5.1. *RETIRED COAST GUARD* – Commanding Officer (RAS), USCG Personnel Service Center (PSC), 444 S.E. Quincy Street, Topeka, Kansas 66683-3591, (785) 339-3441.

25.1.6. *ACTIVE/RETIRED* NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION - Commissioned Personnel Center CPC1, 8403 Colesville Road, Suite 500, Silver Spring, Maryland 20910-3282, (301) 713-7729. Fax: (301) 713-4140.

25.1.7. *ACTIVE/RETIRED UNITED STATES PUBLIC HEALTH SERVICE* - UNITED STATES PUBLIC HEALTH SERVICE, Division of Commissioned Corp Officer Support, OCCO, 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, Maryland 20852, (240) 453-6131. Fax: (240) 453-6134.

25.2. DMDC SUPPORT CENTER-CONUS. 1600 North Beauregard Street, Alexandria, VA 22311, 1-800-3-RAPIDS (1-800-372-7437), DSN 698-5000 (country code 312).

25.2.1. DMDC SUPPORT OFFICE**.** 400 Gigling Road, Seaside, California 93955-6771, (831) 583-2500 or DSN: 878-3261/2659 or 3335. Fax (831) 655-8317 or (831) 644-9256.

25.3. DMDC SUPPORT CENTER-Asia (DSC-A). Electronic Data Systems, Attn: DSC-A, Unit 15316, APO AP 96205-0089, Commercial 011-822-7914-6195, DSN 724-6195, Commercial Datafax 011-822-795-1092, DSN Datafax 724-6204, E-mail: helpdesk-dsoa@korea.army.mil

25.4. DMDC SUPPORT CENTER-Europe (DSC-E). Electronic Data Systems, Attn: DSC-E, US Hospital/AM Kirchberg, 1st Street, Geb 3701, 2-OG, 66849 Landstuhl, Deutschland. APO Address: HQ LRMC, CMR402 ATTN: DSC-E , DSN: 486-7365, Commercial: +49(0)6371-86-7365; Datafax: +49(0)6371-86-7672.

25.5. Social Security Administration. For Social Security enrollment and eligibility information: 1-800-772-1213. SSA Web site*:* **www.ssa.gov**. Medicare Web site: **www.medicare.gov**

25.6. Prescribed Forms:

AF Form 335, *Issuance Record-Accountability Identification Card* and AF Form 354, *Civilian Identification Card.*

25.7. Adopted Forms:

The following list of forms includes the form numbers for the manually prepared ID cards and the Machine-readable ID cards. AF Form 335, *Issuance Record-Accountability Identification Card*; AF Form 354, *Civilian Identification Card*; DD Form 2ACT, *Armed Forces of the United States Geneva Convention Card (Active) (Accountable)*; DD Form 2SACT, *Armed Forces of the United States Geneva Convention Card (Active) (Green) (Storage Safeguard)*; DD Form 2Ret, *United States Uniformed Services Identification Card (Accountable)*; DD Form 2SRET, *United States Uniformed Services Identification Card (Retired) (Blue) (Storage Safeguard)*; DD Form 2RES, *Armed Forces of the United States Geneva Convention Identification Card (Reserve) (Accountable)*; DD Form 2SRES, *Armed Forces of the United States Geneva Convention Identification Card (Reserve) (Green) (Storage Safeguard)*; DD Form 2RESRET, *United States Uniformed Services Identification Card (Reserve Retired) (Red) (Storage Safeguard)*; DD Form 489, *Geneva Conventions Identity Card for Civilians Who Accompany the Armed Forces*; DD Form 577 *Appointment/Termination Record – Authorized Signature;* DD Form 1172, *Application for Uniformed Services Identification Card-DEERS Enrollment;* DD Form 1172-2, *Application for Department of Defense Common Access Card DEERS Enrollment;* DD Form 1173**,** *Uniformed Services Identification and Privilege Card (Accountable)*; DD Form 1173S, *United States Uniformed Services Identification and Privilege Card (Tan) (Storage Safeguard)*; DD Form 1173-1, *Department of Defense Guard and Reserve Family Member Identification Card (Accountable)*; DD Form 1173-1S, *United States Uniformed Services Identification and Privilege Card (Red) (Storage Safeguard)*; DD Form 1934, *Geneva Conventions Identity Card for Medical and Religious Personnel Who Serve in or Accompany the Armed Forces*; and DA Form 1602, *Civilian Identification Card (Accountable);* DD Form 2764**,** *United States DoD/Uniformed Services Civilian Geneva Conventions Card (Storage Safeguard)*; and DD Form 2765, *Department of Defense/Uniformed Services Identification and Privilege Card (Storage Safeguard);* DD Form 2841, *Department of Defense (DoD) Public Key Infrastructure (PKI) Certificate of Acceptance and Acknowledgement of Responsibilities;* and DD Form 2842, *Subscriber Certificate Acceptance and Acknowledgement of Responsibilities.*

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoD Instructions 1000.1, *Identity Cards Required by the Geneva Convention,* January 30, 1974 with Changes 1 and 2

DoD Instruction 1000.13, *Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals,* December 5, 1997

DoD Instruction 1341.2, *Defense Enrollment Eligibility Reporting System Procedures,* March 19, 1999

DoD Instruction 1015.10, *Programs for Military Morale, Welfare, and Recreation (MWR),* November 3, 1995 with Change 1

DoD Instruction 1342.24, *Transitional Compensation for Abused Dependents*, May 23, 1995 with Change 1

DoD Instruction 1404.10, *Emergency Essential (E-E) DoD U.S. Citizen Civilian Employees,* April 10, 1992

DoD Directive 1000.25, *DoD Personnel Identity Protection (PIP) Program*, July 19, 2004

DoD Directive 5200.1, DoD Information Security Program, December 13, 1996

DoD Directive 5200.2, *DoD Personnel Security Program*, April 9, 1999

DoD 5200.1-R, *DoD Information Security Program,* January 1997

DoD 5200.2, *DoD Personnel Security Program*, April 9, 1999

DoD 5200.08-R, *DoD Physical Security Program*, April 9, 2007

DFAS-DE Manual 7073-1, 15, *Defense Joint Military Pay System-Active Component (DJMS-AC) FSO Procedures,* 15 January 1998

AR 380-5, *Department of the Army Information Security Program,* 29 September 2000

AR 40-400, *Patient Administration,* 12 March 2001

AR 638-2, *Care and Disposition of Remains and Disposition of Personal Effects,* 22 December 2000

FM 10-63, *Handling of Deceased Personnel in MWRs of Operations*

AR 600-8-29, *Officer Promotions,* 30 November 1994

AR 601-280, *Army Retention Program,* 31 March 1999.

SECNAV Instruction 5510.36, *Department of Navy (DON) Information Security Program (ISP) Regulation,* 17 March 1999

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AFI 33-360, *Publications and Forms Management Program*

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Air Force Records Information Management System, (AFRIMS)

Marine Corp Order (MCO)P1751.3F, *The Basic Allowance for Quarters (BAQ) for Marines and Dependents,* 24 Dec 2003

MCO P1700.24B, *Marine Corps Personal Services Manual,* 27 December 2001

Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons,* November 22, 1943

Title 5, *United States Code*, Section 2105(a) ―Employee"

Title 10, *United States Code*, Sections 1072(2)(F) and (H) ―Definitions"

Title 10, United States Code, Section 1074, ―Medical and Dental Care for Members and Certain Former Members"

Title 10, United States Code, Section 1076(a) and 1086(c)(2), ―TRICARE Dental Program" and ―Contracts for Health Benefits for Certain Members, Former Members and their Dependents"

Title 10, United States Code, Section 1078a, ―Continued Health Benefits Coverage"

Title 10, United States Code, Sections 1174a and 1175, ―Special Separation Benefits" and ―Voluntary Separation Incentive"

Title 10, United States Code, Section 1408(h), ―Benefits for Dependents Who are Victims of Abuse by Members Losing Right to Retired Pay"

Title 10, United States Code, Section 1408, ―Payment of Retired or Retainer Pay in Compliance with Court Orders"

Title 18, United States Code, Sections 499, 506, 509, 701, and 1001, ―Crimes and Criminal Procedure"

Title 10, United States Code, Chapter 58, ―Benefits and Services for Separated Members"

Title 10, United States Code, Chapter 1223, ―Retired Pay for Non-Regular Service"

Title 10, United States Code, Chapter 1209, ―Selected Reserve"

Title 42, Subchapter XVIII, Chapter 7, ―Health Insurance for Aged and Disabled"

Title 10, United States Code, Section 8013, ―Secretary of the Air Force"

Title 10, United States Code, Section 3013, ―Secretary of the Army"

Title 10, United States Code, Section 5013, ―Secretary of the Navy"

Public Law 102-484, *National Defense Authorization Act,* 23 October 1992

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Public Law 110-181, National Defense Authorization Act, 28 January 2008

Abbreviations and Acronyms

AAFES— Army Air Force Exchange Service

AD— Active Duty

ADSWAC—Active Duty for Special Work of the Active Component

ADT— Active Duty for Training

AFOSI— Air Force Office of Special Investigations

AFROTC— Air Force Reserve Officer Training Corps

AFRIMS— Air Force Records Information Management System

ANG— Air National Guard

ANGRC— Air National Guard Readiness Center

AR— Army Regulation

ARNG— United States Army National Guard

ARPC— Air Reserve Personnel Center

AR PERSCOM—Army Reserve Personnel Command

AWOL— Absent Without Leave or Unauthorized Absence Status

BUMED— Bureau of Medicine and Surgery

BUPERS— Bureau of Naval Personnel

CAR— Customer Account Representative

CID— Criminal Investigative Command

CAC— Common Access Card

CONUS— Continental United States

CPF— Civilian Personnel Flight

CSD— Customer Service Desk

CSF— Chief of Security Forces

DA— Department of the Army

DAV— Disabled Veteran

DBMS— Director of Base Medical Services

DB— Department of Defense Beneficiary

DSC— Defense Manpower Data Center Support Center

DSCA—Defense Manpower Data Center Support Center – Asia

DSCE—Defense Manpower Data Center Support Center – Europe

DEERS— Defense Enrollment Eligibility Reporting System

DEPC— DEERS Enrollment Processing Center

DFAS— Defense Finance and Accounting Service

DFAS—CL - Defense Finance and Accounting Service - Cleveland Center

DFASDE— - Defense Finance and Accounting Service - Denver Center

DFASIN— - Defense Finance and Accounting Service - Indianapolis Center

DMDC— Defense Manpower Data Center

DoD— Department of Defense

DoDDS— Department of Defense Dependent Schools

DOS— Date of Separation

DSN— Defense Switched Network

DSO— DEERS Support Office

DVA— Department of Veterans Affairs

EAD— Extended Active Duty

EAOS— Expiration of Active Obligated Service

EOS— Expiration of Active Obligated Service

EST— Eastern Standard Time

ETS— Expiration of Term of Service

FM— Field Manual

FSO— Financial Services Office

FSS— Force Support Squadron

GS— General Schedule

GSU— Geographically Separated Unit

IADT— Inactive Duty for Training

ID— Identification

IMA— Individual Mobilization Augmentee

INCAP— Incapacitated, permanent

INCT— Incapacitated, temporary

IRR— Individual Ready Reserve

LOI— Letter of Instruction

MACOM— Major Army Command

MAJCOM— Major Command

MC— Medical Care

MCO— Marine Corps Order

MPE— Military Personnel Element (formerly Military Personnel Flight)

MPU— Mobility Processing Unit

MS— Medical Service

MSO— Military Service Obligation

MTF— Medical Treatment Facility

NCIS— Naval Criminal Investigative Service

NCO— Non Commissioned Officer

NOAA— National Oceanic and Atmospheric Administration

NONNCO— - Non-Non Commissioned Officer

NONPO— - Non-Petty Officer

NPRC— National Personnel Records Center

OCAR— Office of the Chief Army Reserve

OLPU— On-line Personnel Update

PDRL— Permanent Disability Retired List

PERSCOM— Personnel Command (Army)

PIRR— Participating Individual Ready Reserve

PFP— Partnership for Peace

PSD— Personnel Support Detachment

RAPIDS— Real-time Automated Personnel Identification System

RCCPDS— Reserve Component Common Personnel Data System

RCSBP— Reserve Component Survivor Benefits Plan

RDS— Records Disposition Schedule

ROI— Report of Investigation

ROTC— Reserve Officer Training Corps

SA— Special Agent

SCH— Student

SN— Service Number

SPD— Special Program Designator

SSA— Social Security Administration

SSB— Special Separation Benefit

SSN— Social Security Number

SVO— Super Verifying Official

TAFMSD— Total Active Federal Military Service Date

TAS— Total Active Service

TAG— The Adjutant General

TAMP— Transition Assistance Management Program

TAP— Transition Assistance Program

TDRL— Temporary Disability Retired List

TDY— Temporary Duty

UIS— Unauthorized Issue

UMFS— Unmarried Former Spouse

UMW— Unmarried Widow

UPRG— Unit Personnel Record Group

URFS— Unremarried Former Spouse

URW— Unremarried Widow

USAF— United States Air Force

USAFA— United States Air Force Academy

USAFR— United States Air Force Reserve

USA— United States Army

USAR— United States Army Reserve

USCG— United States Coast Guard

USCGR— United States Coast Guard Reserve

USD— Under Secretary of Defense

USMC— United States Marine Corps

USMCR— United States Marine Corps Reserve

USN— United States Navy

USNA— United States Naval Academy

USNR— United States Navy Reserve

USC— United States Code

USPHS— United States Public Health Service

USS— United Seaman's Service

VO— Verifying Official

VSI— Voluntary Separation Incentive

Terms

Ab Initio Annulment—An annulment granted by a court of competent jurisdiction which holds that a marriage had never existed.

Abused Dependent—A dependent of a member or former member of the Armed Forces, whose eligibility to retired pay was terminated, and who was separated due to misconduct involving dependent abuse (see Title 10 U.S.C., Section 1408 [(h)(2)(9)(A)]), paragraph 5.1; or a dependent of a member of the armed forces on active duty for a period of more than 30 days who was convicted of a dependent-abuse offense and whose conviction results in the member being separated from active duty pursuant to a sentence of a court-martial; or forfeiting all pay and allowances pursuant to a sentence of a court martial; or who was administratively separated from active duty in accordance with applicable regulations if the basis for the separation includes a dependent-abuse offense (see Title 10, U.S.C., Section 1059, paragraph 5.2).

Active Duty—Full-time duty in the active military service of the United States. Such term includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a Service school by law or by the Secretary of the military department concerned. Such term does not include full-time National Guard duty (Title 10, U.S.C. 101 [d] [1]).

Active Duty for Training—A tour of active duty which is used for training members of the Reserve Components to provide trained units and qualified persons to fill the needs of the Armed Forces in time of war or national emergency and such other times as the national security requires. The member is under orders, which provide for return to non-active status when the period of active duty for training is completed. It includes annual training, special tours of active duty for training, school tours, and the initial duty for training performed by non-prior service enlistees.

Adopted Child—-A child adopted before the age of 21 or if enrolled in a full-time course of study at an institution of higher learning before the age of 23. Except for entitlement to medical care, a child with an incapacitating condition that existed before the age of 21 or that occurred while the child was a full-time student prior to the age of 23 may be adopted at any age provided it is determined that there is a BONA FIDE parent child relationship. A child of an active duty member or retiree who is adopted by a nonmilitary member after the death of the sponsor remains eligible for medical care only as there would be no termination of the legal relationship between the child and the deceased sponsor.

Adoptive Parent—-A person who adopted the sponsor before the sponsor's emancipation or before the sponsor's 21st birthday. A bona fide parent-child relationship existed before the adoption.

Air Force Employee—-An individual employed by the Air Force and appointed in the Civil Service as defined in Title 5, U.S.C., Section 2105(a), or required by Air Force regulation to take the oath of office.

Annulled—The status of an individual, whose marriage has been declared a nullity by a court of competent jurisdiction that restores unremarried status to a widow, widower, or former spouse for reinstatement of benefits and privileges. (See Attachment 4 for medical TRICARE [MC] effective date.)

Armed Forces of the United States—A term used to denote collectively all components of the Army, Navy, Air Force, Marine Corps, and Coast Guard (see Title 10, U.S.C. 101[a][4]).

Attainment of Age 65—-The 1st day of the month of the anniversary of the 65th birthday, unless the birthday falls on the first of the month. If the birthday falls on the first day of the month, attainment of age 65 occurs on the first day of the preceding month.

Certified Copy—-A copy of a document or record signed and certified as a true copy by the officer to whose custody the original is entrusted. For certified documents, this includes official copies of documents (whether called certified copies or not), as long as they qualify under the laws of the state where made to be introduced into evidence in court. Usually such copies will be accompanied by a statement (either attached or on the copy itself) of the records custodian attesting to the copy's authenticity and will be signed by the custodian.

Child—-A sponsor's currently unmarried; legitimate child (born of marriage), adopted child, legitimate stepchild, or illegitimate child (see definition below). Children may receive medical benefits if they are: (1) younger than 21 years of age; (2) 21 or 22 years old and enrolled in a full-time course of education; (3) 21 or older but incapable of self-support because of a mental or physical incapacity that existed before their 21st birthday; (4) 21 or 22 years old and were enrolled full-time in an accredited institution of higher learning but became incapable of self-support because of a mental or physical condition that developed during these years. Note: If a sponsor provides over 50 percent support to their child, the child is also eligible for shopping privileges if they reside in the sponsor's household or maintained in a household by the sponsor.

Common Access Card—Smart card-based technology and systems used to transform and improve security in DoD processes and mission performance thereby enhancing readiness while also improving business processes. The standard identification card for active duty Uniformed Services personnel (to include the Selected Reserve), DoD civilian employees, eligible contractor personnel, and eligible foreign nationals. The Department's primary platform for the public key infrastructure authentication token used to access DoD computer networks and systems in the unclassified environment and, where authorized by governing security directives, the classified environment. It is the principal card enabling physical access to buildings, facilities, installations, and controlled spaces.

Contract Employee—-A non-government employee under contract or working for a firm under contract with the DoD, or Uniformed Services. For purposes of identification card entitlement, the contract or other document that the verifier may refer to the SJA for legal determination of sufficiency must specifically establish the contract employee relationship. In overseas bases, documentation must also establish the contract's assignment to the particular installation. Legal documents (marriage certificate, birth certificate) must establish dependent relationship.

Cross-Servicing Agreement—For the purpose of this Air Force inter-service instruction (AFI), a cross-servicing agreement (established by the seven Uniformed Services) allows verification and issuance of ID cards by a Service to certain categories of beneficiaries, even if they belong to another parent Service.

Deceased Member—-A deceased person who was, at the time of death, a Uniformed Service active duty member, active duty retiree, a former member or retired Reserve member entitled to pay at age 60 but who died before reaching age 60.

Defense Enrollment Eligibility Reporting System (DEERS)—-A computer-based enrollment and eligibility system that the DoD established to support, implement, and maintain its efforts to improve planning and distributing military benefits, including military health care, and to eliminate waste and fraud in the use of benefits and privileges. DEERS can interact with and support systems and programs within DoD and the military departments.

Dependent—-An individual whose relationship to the sponsor leads to benefits.

Determination Activity—-The Service entity that determines residency and dependency for dependents as required by paragraphs 4.4, 4.5, 4.6, 4.7, 4.8, and 4.12. The verifying official verifies, issues, denies, or retrieves cards based on the determination.

Documentation—-Properly certified birth certificate or certificate of live birth authenticated by attending physician or other responsible person from a U.S. hospital or a military treatment facility showing the name of at least one parent; FS-240, Consular Report of Birth Abroad, properly certified marriage certification; properly certified final decree of divorce, dissolution, or annulment of marriage and statements attesting to non-remarriage and status of employer-sponsored health care; court order for adoption or guardianship; statement of incapacity from a physician or personnel or medical headquarters of sponsor's parent Uniformed Service; letter from school registrar; retirement orders (providing entitlement to retired pay is established) or DD Form 214; DD Form 1300, Report of Casualty; certification from VA of 100-percent disabled status; orders awarding Medal of Honor; formal determination of eligibility for Medicare Part A benefits from the Social Security Administration; civilian personnel records; and invitational travel orders. Note: For certified documents, this includes official copies of documents (whether called certified copies or not), as long as they qualify under the laws of the state where made, to be introduced into evidence in court. Usually such copies will be accompanied by a statement (either attached or on the copy itself) of the records custodian attesting to the copy's authenticity and will be signed by the custodian. Foreign documents must be accompanied by an English translation. Foreign divorce decrees must be reviewed by the local installation legal staff (see chapter 22 for the Marine Corps).

DoD Beneficiary—-A person who receives benefits from the DoD based on a prior association, condition, or authorization (see unremarried widow and unremarried former spouse).

Dual Status—-A person who is entitled to privileges from two sources (e.g., an active, national guard, reserve, or retired member, who is also the dependent of an active duty, national guard, reserve or a retired-with-pay member; who is employed overseas as a civilian by the US government and is qualified for logistical support because of that civilian employment; a member of a Reserve component who is an eligible dependent of an active duty, national guard, reserve, or retired military sponsor; or a child, who is the natural child of one sponsor and the stepchild, ward, or adopted child, and member of a household of another sponsor).

Early Retirement (ER) (Active Duty)—-Authorized by Public Law 105-261, Section 4403, (codified in Title 10, United States Code, Section 638a), from 23 October 1992 through 30 September 2001, for members of the active component and members of the Reserve component who complete at least 15, but less than 20 years of active duty (includes Full-Time National Guard) as of October 23, 1992. These members receive the same benefits as those members who have completed 20 active duty years for retirement and are issued the DD Form 2 (Retired). Their eligible dependents are issued the DD Form 1173 as dependents of active duty retired members. Assistant Secretary of Defense for Force Management and Personnel guidance

memorandum, dated 12 March 1993, implemented the ER program. Former spouses are not considered eligible dependents.

Emancipation—-A legal status conferring adulthood on a minor through a judicial decree (court order).

Emergency Essential (E—E) Civilian Employee. A direct hire U.S. employee who is appointed, either temporarily or permanently, to a position within the DoD, who occupies an E-E civilian position and who is expected to sign a DD Form 2365, DoD Civilian Employee Overseas Emergency-Essential Position Agreement.

Family Member—The same as a dependent, except that it excludes unremarried and unmarried former spouses. When in doubt about a person's dependent status, use Attachment 2 to verify eligibility.

Family Member of Civilian for the Purpose of AF Form 354— (1) Spouse of an employee or widow or widower in receipt of an annuity; (2) Unmarried dependent child under 22 years of age, including an adopted child or natural child; (3) A stepchild or foster child who resides with employee or annuitant in a regular parent-child relationship; (4) An unmarried dependent child, regardless of age, who is incapable of self-support because of a mental or physical disability that existed before age 23.

Financial Services Office—-Local installation finance office.

Former Member—-An individual who is eligible to receive retired pay for non-Regular service under Chapter 1223 of Title 10, U.S.C., but who has been discharged from the Service and maintains no military affiliation. These former members are issued the DD Form 2765 and their eligible dependents the DD Form 1173 when the member reaches age 60. These former members and their eligible dependents are entitled to medical care, commissary, exchange, and morale, welfare, and recreation privileges at age 60 when entitled to retired pay. Prior to age 60 the member is entitled to the DD Form 2 (Reserve Retired) and eligible dependents the DD Form 1173-1. These cards grant unlimited exchange and MWR privileges and limited commissary access.

Former Spouses—DoD Beneficiaries, individuals who were married to a Uniformed Service member for at least 20 years, and the member had at least 20 years of service creditable in determining eligibility to retired pay, and the marriage overlapped by: 20 or more years (20/20/20); or 15 years, but less than 20 years (20/20/15); or, an abused spouse whose marriage overlapped by 10 or more years (10/20/10).

Frocking—-An administrative authorization to assume the title and wear the uniform of a higher rank, without entitlement to the pay and allowance of that grade.

Full-time National Guard Duty (FTNGD)—Training or other duty, other than inactive duty, performed by a member of the Army National Guard of the United States, or the Air National Guard of the United States in the member's status as a member of the National Guard of a State or territory, the Commonwealth of Puerto Rico, or the District of Columbia under section 316, 502, 503, 504, or 505 of Title 32 for which the member is entitled to pay from the United States or for which the member has waived pay from the United States. (See Title 10, Section 101 [(d)][(5)][(reference (d)]). FTNGD is active service IAW Section 101[(d)][(3)] of referenced [(d)]).

Graduate Student—-Children who have graduated from an undergraduate program and have a letter of acceptance in a graduate degree program signed by an authorized officer of the college or university for a student over the age of 21 who is dependent upon the sponsor for over one-half of the child's support. The letter of acceptance will document student status. A temporary ID card may be issued for a period not to exceed the 30th day of the month of enrollment as an expiration date for the student to complete enrollment procedures at the college or university in the graduate study program. After registration is complete, an ID card will be issued for the entire period of the graduate work program as determined by the college or university, not to exceed the 23d birthday of a child.

Gray Area—-The period between retirement under official orders from the selected Guard or Reserve component after satisfactorily completing 20 or more years of service and eligible for retired pay at age 60.

Guard and Reserve DEERS Enrollment Program—-The program by which Guard and Reserve members and their eligible dependents are enrolled into the DEERS. Those sponsors and their dependents are maintained in a pre-eligibility status for future entitlement to unlimited benefits, until such time as the sponsor is called to active duty by Presidential call-up or congressional decree. On sponsor activation, as reflected in the Uniformed Service personnel tapes submitted to the Defense Manpower Data Center (DMDC), the DEERS will reflect activation of preeligible dependents as eligible for full benefits for a period not to exceed 270 days. Preeligible dependents will not be required again to prove their relationship to the sponsor to receive benefits. To receive benefits during the 270-day period, dependents will be required to possess the DD Form 1173-1 and a copy of the sponsor's orders to active duty. Retention of eligibility after 270 days requires revalidation of the dependent's relationship to the sponsor in DEERS and issue of a DD Form 1173. At any time during the 270 day period, dependents can request issuance of the DD Form 1173.

Honorary Retiree—-A member of the Retired Reserve not entitled to retired pay at age 60; therefore, is no longer entitled to an ID card (Public Law 101-510).

Identification Card Work Center—An Army ID card verification and issuing activity.

Inactive Duty Training—-A period of training on inactive duty which includes not only that time between muster and dismissal, but also includes travel to or from such drills.

Inactive National Guard (ING)—Army National Guard personnel in an inactive status not in the Selected Reserve who are attached to a specific National Guard unit but do not participate in training activities. Upon mobilization, they will mobilize with their units. In order for these personnel to remain members of the Inactive National Guard, they must muster once a year with their assigned unit. Like the Individual Ready Reserve, all members of the Inactive National Guard have legal, contractual obligations. Members of the Inactive National Guard may not train for retirement credit or pay and are not eligible for promotion. Also called ING. For the purpose of this instruction, issuance of DD Form 1173-1 to ING dependents is mandatory. The ING participates in the Guard or Reserve DEERS Enrollment Program.

Individual Ready Reserve (IRR)—A manpower pool consisting of individuals who have had some training and who have served previously in the Active Component or in the Selected Reserve and have some period of their military service obligation remaining. Members may voluntarily participate in training for retirement points and promotion with or without pay. Also

called IRR. For the purpose of this instruction, it also includes volunteers, who do not have time remaining on their MSO, but are under contractual agreement to be a member of the IRR. These individuals are mobilization assets and may be called to active duty under the provisions of Title 10, U.S.C, Chapters 15 and 1209. Issuance of DD Form 1173-1 to IRR dependents is mandatory. The IRR participates in the Guard and Reserve DEERS Enrollment Program.

In Loco Parentis—-Acting as a parent by assuming parental duties and responsibilities. (People in this status do not receive ID card entitlements.)

Installation—A grouping of facilities, located in the same vicinity, which support particular functions. Installations may be elements of a base. For the purpose of this instruction, an installation is defined as a Post, Fort, Camp, Base, or Center.

Installation Legal Staff—-Staff Judge Advocate, Judge Advocate General, or legal advisor.

Installation Security Authority—-Army- Military Police; Navy - Military Police; Air Force - Security Forces; Marine Corps - Provost Marshal.

Interlocutory Decree of Divorce—-A decree which is provisional; temporary not final. A spouse remains eligible for an ID card until a final decree of divorce.

Institution of Higher Learning—-A college, university, or similar institution, including a technical or business school, offering post secondary-level academic instruction that leads to an associate or higher degree, if the school is empowered by the appropriate State education authority under state law to grant an associate or higher degree. When there is no state law to authorize the granting of a degree, the school may be recognized as an institution of higher learning if it is accredited for degree programs by a recognized accrediting agency. The term also includes a hospital offering educational programs at the post secondary level regardless of whether the hospital grants a post secondary degree. The term also includes an educational institution that is not located in a state that offers a course leading to a standard college degree or equivalent and is recognized as such by the Secretary of Education (or comparable official) of the country, or other jurisdiction in which the institution is located.

Issuing/Verifying Activity—-An authorized facility that issues computer generated ID cards from RAPIDS or verifies ID card recipient DEERS eligibility as described in paragraph 2.1. See RAPIDS User Guide and RAPIDS Security Standard Operating Procedure (SOP) for expanded roles. Note: Pass and Registration is an issuing activity for manually prepared ID cards not administered within the RAPIDS or DEERS programs.

Issuing/Verifying Official—- The Issuing Official (IO) and the Verifying Official (VO) roles are distinct and are not the same and they must be a person who is a US citizen; military member, DoD civilian (appropriated or non-appropriated fund--supported), DoD contractor or equivalent civilian personnel employed by the National Guard of the United States. The VO is responsible for validating eligibility of bona fide beneficiaries to receive benefits and entitlements, and is the only person authorized to sign block number 99 (Verifying Official) on the DD Form 1172. The IO is the only person authorized to sign block number 108 (Issuing Official) on the DD Form 1172. A qualified person may perform both the IO and VO roles at RAPIDS facilities. The following grades apply to verifying and issuing officials: Commissioned Officer, Warrant Officer, E-4 and above, Federal civilian General Schedule 4 (and above), and DoD contractor personnel. See RAPIDS User Guide and RAPIDS Security Standard Operating Procedure (SOP) for expanded roles. Note: The senior personnel official may appoint in

writing, other responsible military personnel, federal civilian and contractor personnel, regardless of rank, to verify and issue ID cards if the mission requires it.

Joint Service Marriage—- A marriage whereby a military member is married to another military member; active, national guard, reserve, or retired.

Letter of Disallowance—-A letter the Social Security Administration issues to persons who do not have enough credits under the Social Security System to get Medicare, Part A, benefits.

Letter of Instruction (LOI)—-A letter that directs deployment of contractor personnel to a specific location in a theater of operation during contingency, wartime, exercise, or emergency operations.

Machine-readable card—A computer generated card issued through the Real-time Automated Personnel Identification Data System (RAPIDS).

Medal of Honor Recipient—-A discharged or separated person awarded the Medal of Honor from any of the United States Armed Forces. This includes deceased people awarded the Medal of Honor posthumously.

Member—An individual who is affiliated with a Service, active duty, Reserve, active duty retired or Retired Reserve. Members in a retired status are not former members. See Terms, Former Member.

Military Service Obligation (MSO)—The period of time that a member will serve in a Regular or Reserve component of the Armed Forces as required by Title 10, U.S.C. 651 (as amended). The period is for a total initial period of not less than six years or more than eight years as specified by the Secretary of Defense or Homeland Security (formerly Secretary of Transportation) for the Coast Guard.

National Agency Check (NAC)—The NAC is part of every NACI. Standard NACs are Security/Suitability Investigations Index, Defense Clearance and Investigation Index, FBI Name Check, and FBI National Criminal History Fingerprint Check.

National Agency Check with Inquiries (NACI)—The basic and minimum investigation required on all new Federal employees; consists of a NAC with written inquiries and searches of records covering specific areas of an individual's background during the past 5 years (inquiries sent to current and past employers, schools attended, references, and local law enforcement authorities). Coverage includes employment, 5 years; education, 5 years and highest degree verified; residence, 3 years; references; law enforcement, 5 years; and NACs.

North Atlantic Treaty Organization (NATO) Countries—Belgium, Canada, Czech Republic, Denmark, France, Federal Republic of Germany, Greece, Hungary, Iceland, Italy, Luxembourg, the Netherlands, Norway, Poland, Portugal, Spain, Turkey, United Kingdom, and the United States.

Orphan—A surviving, unmarried child, either natural or adopted, of a uniformed service member who died while on active duty or in a paid retired status. Both parents must be deceased and the surviving child must have been dependent on the parent or parents at the time of their deaths.

Partnership for Peace—Euro-Atlantic Partnership Council Member Countries. For a current list, access http://www.nato.int/issues/eap/index.html (see attachment 2, table A2.12).

Placement Agency—A placement agency (recognized by the Secretary of Defense) in the United States or US territories licensed for the purpose of adoption by the state or territory in which the adoption procedures will be completed. In all other locations, the appropriate Assistant Secretary of the Military Department concerned or an appropriate official to whom he or she has delegated approval authority must approve a request for recognition.

Parent-by-Adoption—A person who adopted the sponsor before the sponsor's 21st birthday, and is entitled to benefits because of a BONA FIDE parent and child relationship. Emancipation of the sponsor before the adoption shall normally be presumed to prevent the commencement of the parent and child relationship.

Preadoptive Child—For the purpose of DEERS enrollment, a pre-adoptive child is considered to be a ward of the member. With respect to determinations of dependency made on or after 5 October 1994, an unmarried person who is placed in the home of the member or former member by a placement agency (recognized by the Secretary of Defense) in anticipation of the legal adoption of the person by the member or former member and the child is: (1) Younger than 21 years of age; (2) Between the ages of 21 and 23 and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary; and is, dependent on the member or former member for over one-half of the student's support or was at the time of the member's or former member's death; (3) Incapable of self support because of a mental or physical incapacity that occurred while the person was considered a dependent of the member or former member; and is, dependent on the member or former member for over one-half of the person's support or was at the time of the member's or former member's death; and, resides with the member or former member unless separated by the necessity of military service or to receive institutional care as a result of disability or incapacitation; and is, (4) Not an eligible dependent of any other member or a former member.

Public Key Infrastructure (PKI)—A support service to the Personal Identity Verification (PIV) system that provides the cryptographic keys needed to perform digital signature-based identity verification and to protect communications and storage of sensitive verification system data within identity cards and the verification system.

Ready Reserve—The Selected Reserve, Individual Ready Reserve, and Inactive National Guard liable for active duty as prescribed by law (Title 10, U.S.C., sections 10142, 12301, and 12302). For the purpose of this instruction these individuals are military members of the National Guard and Reserve, organized in units or as individuals, liable for recall to active duty to augment the active components in time of war or national emergency.

Real Time Automated Personnel Identification System (RAPIDS)—A network of microcomputers linking the Uniformed Services Personnel Offices to the DEERS database to provide on-line processing of information to the DEERS database.

Real Time Automated Personnel Identification System On-line Processing—A system that allows users to perform a variety of transactions in real time to the DEERS database.

Remarried Parent—A dependent parent of a military member who loses dependency-based eligibility for benefits on remarriage.

Reserve Components of the Armed Forces of the United States:—1) The Army National Guard of the United States; (2) Army Reserve; (3) Naval Reserve; (4) Marine Corps Reserve; (5) Air National Guard of the United States; (6) Air Force Reserve; and (7) Coast Guard

Reserve. Note: For the purpose of this instruction, a Reserve Component (not of the Armed Forces) also includes The Reserve Corps of the Public Health Service

Residence—For the purpose of this instruction and custody, the location where the child lives most of the year. The child of a noncustodial parent who, according to a custody decree, is a visitor to that parent does not qualify for additional benefits.

Retired Member of a Uniformed Service—A retired member who is entitled to retired, retainer, or equivalent pay.

Retired Reserve Entitled to Pay at Age 60 (Gray Area Retiree)—Reserve members who have completed 20 qualifying years for retirement and are entitled to receive retired pay at age 60, but have not reached age 60. Individuals are mobilization assets and may be recalled to active duty under Chapter 1209, Title 10, U.S.C.

Secretarial Designees—Individuals who are authorized by Service Secretaries to receive medical treatment in their respective Services' military medical treatment facilities in the United States. This is not a benefit shown on an ID card or in DEERS.

Selected Reserve (SelRes—Those National Guard and Reserve units and individuals within the Ready Reserve (Selected Reserve, Individual Ready Reserve and Inactive National Guard) designated by their respective Services, and approved by the Chairman of the Joint Chiefs of Staff, as so essential to initial wartime missions that they have priority over all other Reserves. All Selected Reservists are in an active status. The Selected Reserve also includes persons performing initial active duty for training. Issuing DD Forms 1173-1 to their dependents and participating in the Guard and Reserve DEERS Enrollment Program are mandatory.

Selected Reserve Transition Program—The Selected Reserve Transition Program established by Public Law 102-484 (1992) consists of the following programs:

Separation Pay - A lump-sum payment authorized from 23 October 1992 through 31 December 2001 to a member of the Selected Reserve who is involuntarily discharged or transferred from the Selected Reserve, and who has between 6 and 15 years of service.

Early Qualification for Retired Pay - Authorized from 23 October 1992 through 31 December 2001, to a member of the Selected Reserve who has completed more than 15 but less than 20 qualifying years for retired pay at age 60, who is involuntarily separated and voluntarily transfers to the Retired Reserve, will be considered eligible for such retired pay at age 60.

Special Separation Pay - Authorized from 23 October 1992 through 31 December 2001 to an enlisted member of the Selected Reserve who has qualified for retirement upon reaching age 60, but who is not yet 60, and is involuntarily transferred to the Individual Ready Reserve, will qualify for Special Separation Pay upon voluntarily transfer to the Retired Reserve.

Active Duty Early Retirement - Members of the Selected Reserve who are in an active duty status and qualify for Active Duty Early Retirement (ER), the Special Separation Benefit (SSB), or the Voluntary Separation Incentive (VSI). **Note*:*** Those members and their eligible dependents will be issued the DD Forms 2 (Reserve) and DD Forms 1173-1 as appropriate and are entitled to Reserve commissary and exchange privileges

Senior Installation Official—For the purpose of this instruction, the following defines the senior installation official for the seven Uniformed Services:

Army - Installation Commander

Navy - Commanding Officer

Air Force - Support Group Commander

Marine Corps - Commanding General, Commanding Officer (as appropriate)

Coast Guard - Commanding Officer

National Oceanic and Atmospheric Administration - Commanding Officer

United States Public Health Service - Officer in Charge

Senior Personnel Official—For the purpose of this instruction, the following defines the senior personnel official for the seven Uniformed Services:

Army - Adjutant General/Officer In Charge/Battalion Commander (as appropriate)

Navy - Officer In Charge, Personnel Support Activity Detachment

Air Force - Military Personnel Element Commander

Marine Corps - Commanding Officer, Inspector-Instructor, Officer In Charge, or Senior Personnel Officer (as appropriate)

Coast Guard - Commanding Officer

National Oceanic and Atmospheric Administration - Commanding Officer

United States Public Health Service - Officer in Charge

Service Member—A member of the United States Uniformed Services on active duty for more than 30 days or a retiree entitled to retired or retainer pay.

Site Security Manager—A person who serves as the RAPIDS Site Security Manager (SSM) for RAPIDS; generally is also a Super Verifying Official (SVO). The SSM and SVO roles are distinct and are not the same and they must be a person who is a US citizen; military member, DoD civilian (appropriated or non-appropriated fund--supported), DoD contractor or equivalent civilian personnel employed by the National Guard of the United States. The SSM is responsible for activating all users and assigning roles for new and existing users. The SSM is also responsible for requesting a logon ID for a new user, deleting a DEERS logon ID, resetting a user's password, updating the security privileges on a previously issued DEERS logon ID. See RAPIDS User Guide and RAPIDS Security Standard Operating Procedure (SOP) for expanded roles

Social Security Number Documentation—Any government document showing social security number: e.g., original Social Security Card, passport, driver's license, W-2 Form, SF 50, Leave and Earning Statement.

Special Agent—For purposes of this instruction, a special agent is defined as an agent of the U.S. Army Criminal Investigation Command (CID); Naval Criminal Investigative Service (NCIS); Air Force Office of Special Investigation; Marine Corps, Naval Criminal Investigative Service; and Coast Guard Investigative Service.

Special Agent Offices—US Army Criminal Investigation Command (CID); Naval Criminal Investigative Service (NCIS); Air Force Office of Special Investigation; Marine Corps, Naval Criminal Investigative Service; and Coast Guard Intelligence.

Special Separation Benefit (SSB)—Voluntary separation from active duty with 6 or more years of active service, but less than 20 years of active service at the time of separation. Title 10, U.S.C. 1174a authorized this program until 31 December 2001. Program expired; the SSB program is no longer in effect per Public Law 107-107.

Sponsor—Eligible beneficiary (see Attachment 2) with dependents.

Spouse, Lawful and Common Law—A spouse through either legal or common law marriage. Under this instruction, both relationships entitle spouses to equal benefits and privileges. To be valid, common law marriages must have been entered into in a state that recognizes common law marriages. Furthermore, the sponsor or spouse must prove to the satisfaction of the local legal office that the relationship is valid. A statement from the local legal office attesting to the validity of the common law marriage constitutes adequate documentation (see chapter 22 for Marine Corps members).

Standby Reserve—Those units and members of the Reserve Components (other than those in the Ready Reserve or Retired Reserve) who are liable for active duty only, as provided in the Title 10, U.S.C, sections 10151, 12301 and 12306. For the purpose of this instruction, these are personnel who maintain their military affiliation without being in the Ready Reserve, who have been designated key civilian employees, or who have a temporary hardship or disability. These individuals are not required to perform training and are not part of units.

Stepchild—See Child

Students of Civilians Employed Overseas—Persons who are full-time students (age 21-23) attending an accredited institution of higher learning in the United States but civilian sponsor is employed overseas. They remain eligible for a DD Form 1173 over-stamped with ~~"~~OVERSEAS ONLY."

Super Verifying Official (SVO)—The person who keeps the RAPIDS system functioning properly, manages report functions of RAPIDS, maintains site address information and remarks, ensures training of verifying officials and may perform some SSM responsibilities. A person who also generally serves as the RAPIDS Site Security Manager (SSM). See RAPIDS User Guide and RAPIDS Security Standard Operating Procedure (SOP) for expanded roles.

Totally (100 Percent) Disabled Veteran—A person honorably discharged from any of the United States Armed Forces and certified by the Department of Veterans' Affairs to be totally (100 percent) disabled as a result of a service-connected injury or disease.

Transition Assistance Management Program (TAMP) (TA) or Transition Assistance Program (TAP)—Military member who was on active duty, or full-time National Guard duty on 30 September 1990 or after 29 November 1993, or with respect to a member of the Coast Guard, if the member was on active duty in the Coast Guard after 30 September 1994 and was involuntarily separated through 31 December 2001. To qualify for these benefits, individuals must be separated involuntarily with service characterized as honorable or general under honorable conditions. DD Form 2765 identification card will be issued to these individuals and the DD Form 1173 to their dependents. It provides 2 years of exchange and commissary privileges and medical (TRICARE and MTF) for 60 days for those who separated with less than 6 years of active service and 120 days for those separating with 6 or more years of active service. Enlisted Service members not eligible are those discharged for reasons of misconduct, discharge in-lieu of court-martial or other reasons for which service normally is characterized as under

other than honorable conditions. Officers not eligible for TAMP/TAP are those discharged as a result of resignation in-lieu of trial by court-martial, or misconduct or moral or professional dereliction if the discharge could be characterized as under other than honorable conditions. Individuals entering on active duty after 1 October 1990 and separated through 29 November 1993 were not eligible for TAMP (or TAP for Air Force members) benefits. Note: Public Law 107-107 did not extend the authorities and the program expired on 31 December 2001. The FY02 National Defense Authorization Act made permanent the Transitional Health Benefits contained in title 10, section 1145, United States Code for only the military member who is on active duty with the military components or the Coast Guard, or full-time National Guard duty and is separated on or after 1 January 2002. Public Law 107-107 replaced the program that expired on 31 December 2001. See paragraph 6.2.

TRICARE—The Department of Defense healthcare benefit program for eligible beneficiaries and their family members. Some of the health benefit options available in this program are TRICARE Prime, TRICARE Extra, and TRICARE Standard, TRICARE Plus, TRICARE for Life. Contact a Health Benefits Advisor or TRICARE Service Representative for information on the different programs.

Uniformed Services—The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration, and United States Public Health Service.

Unmarried—A DoD beneficiary, widow or widower or former spouse, who remarried and that marriage was terminated by death or divorce. Medical benefits can never be restored, only shopping privileges for commissary, exchange, and morale, welfare, & recreation.

Unremarried—A DoD beneficiary (widow or widower) who has never remarried; a former spouse whose only remarriage was to the same military sponsor is treated as if he or she never remarried and the periods of marriage may be combined to document eligibility for former spouse benefits.

Unremarried Former Spouse—A DoD beneficiary who has not remarried and at the time of divorce was married to the military member for at least 20 years; the military member performed at least 20 years creditable service in determining eligibility to retired pay; and the marriage and the member's creditable service overlapped at least l5 years. Exception: See Tables 3.5 and 3.6. Initial eligibility must be determined by the parent military service.

US Installation—A base, post, yard, camp or station for which a local US commander of a uniformed service is responsible.

Voluntary Separation Incentive (VSI)—Voluntary separation from active duty with 6 or more but less than 20 years of active service at time of separation. Title 10, U.S.C. 1175 authorized this program until 31 December 2001. Program expired; the VSI program is no longer in effect per Public Law 107-107.

Ward—An unmarried person whose care and physical custody has been entrusted to the sponsor by a legal decree or other instrument that a court of law or placement agency (recognized by the Secretary of Defense) issues. This term includes foster children and children for whom a managing conservator has been designated. Wards must be dependent on the sponsor for over half of their support. An identification card issued to a ward may not reflect entitlement to medical care benefits with respect to determinations of dependency made on or after July 1, 1994 unless the child is placed in the legal custody of the member or former member as a result of an

order of a court of competent jurisdiction in the United States (or a Territory or possession of the United States) for a period of at least 12 consecutive months and the child is: (1) Younger than 21 years of age; (2) Between the ages of 21 and 23 and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary; and is, dependent on the member or former member for over one-half of the student's support or was at the time of the member's or former member's death; (3) Incapable of self support because of a mental or physical incapacity that occurred while the person was considered a dependent of the member or former member; and is, dependent on the member or former member for over one-half of the person's support or was at the time of the member's or former member's death; and, resides with the member or former member unless separated by the necessity of military service or to receive institutional care as a result of disability or incapacitation; and is, (4) Not an eligible dependent of any other member or a former member. Note: When documents do not appear to establish a ward relationship, refer the applicant to the base legal office. (See chapter 22 for Marine Corps members.)

Interservice Publication Distribution List—Army: Initial Distribution Number (IDN) 092279 command levels A, B, C, D, E for Active Army, Army National Guard and U.S. Army Reserve.

Navy: SNDL, parts 1 and 2.

Marine Corps: 10208570300, copy to: 7000110 (55); .7000126 (50); 8145005 (2) and 7000099 (1)

Coast Guard

National Oceanic and Atmospheric Administration

United States Public Health Service

Attachment 2

DD FORMS 1173 AND 2765 ENTITLEMENT GUIDE

Abbreviations

MC medical care in civilian facilities

MS medical care in Uniformed Service facilities

C commissary privileges

MWR morale, welfare and recreation privileges

E exchange privileges

A2.1. Dependents and Former Members. See **Table A2.1.** for entitlements.

Table A2.1. Entitlements for Dependents and Former Members. Dependents of active duty members or members entitled to retired pay including former (discharged) members, who are 60 years of age or older, and who are in receipt of retired pay for non-Regular service under Chapter 1223 of Title 10 U.S.C. and their eligible dependents. (DD Form 1173 may be issued to a spouse in the legal name by which the spouse is known, such as a maiden name.)

	MC	MS	C	MWR	E	FORM
Former Member (Self)	1	Yes	6	6	6	2765
Lawful Spouse	2	Yes	Yes,6	Yes,6	Yes,6	1173
Children, Unmarried, Under 21 Years						
Legitimate, adopted, stepchild, illegitimate child of record of female member, or illegitimate child of male member, whose paternity has been judicially determined	2	Yes	3,6	4,6	4,6	1173
Illegitimate child of male member, whose paternity has not been judicially determined or illegitimate child of spouse	2,3	3	3,6	4,6	4,6	1173
Ward	2,3	3	3,6,	4,6,	4,6,	1173
Preadoptive Child	2,7	3,7	3,6	4,6	4,6	1173
Children, Unmarried, 21 Years and Over	2,4,5	4,5	3,5,6	4,5,6	4,5,6	1173
Father, Mother, Father-in-Law, Mother-in Law, Stepparent, or Parent by Adoption	No	3	3,6	4,6	4,6	1173

Notes:

1. Yes if:

   a. The former member is not entitled to Medicare Part A, hospital insurance, through the Social Security Administration; or,

   b. Entitled to Medicare Part A, hospital insurance and enrolled in Medicare Part B, supplemental medical insurance.

2. Yes, if the sponsor is, as follows:

   a. On active duty; or

   b. Retired and the dependent is not entitled to Medicare Part A, hospital insurance, through the Social Security Administration.

   c. Entitled to Medicare Part A, hospital insurance and enrolled in Medicare Part B, supplemental medical insurance.

3. Yes, if a member of a household maintained by or for an authorized sponsor and dependent on that sponsor for over 50 percent of his or her support. Children residing in the household of a separated spouse continue to be eligible for commissary privileges until there is a final divorce decree. **Note*:*** In the case of a divorce, children residing in the household of a former spouse *are not* considered to be members of the authorized sponsor's household for commissary privileges. **Exception*:*** Children who reside with a former spouse meeting requirements for commissary privileges based on 20 years of marriage during a period the member or retired member performed 20 years of service, or the dependent is entitled to privileges as a result of sponsor abuse per Title 10 U.S.C. 1072(2)(H).

4. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support. Children of a sponsor residing in the household of a former spouse (20-20-20) or (10-20-10).

5. Yes, if the child:

   a. Is, 21 or 22 years old and is enrolled in a full-time course of study in an institution of higher learning as approved by the Secretary of Education;

   b. Is, incapable of self-support because of a mental or physical incapacity that existed while a dependent and before age 21, or occurred before the age of 23 while a full-time student. (Incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements)

6. Yes, if former member is age 60 or over and in receipt of retired pay for non-Regular service. Their eligible dependents receive a DD Form 1173 reflecting benefits and privileges according to this Chart of Entitlement. This rule applies to the Former Member category only.

7. Yes, with respect to determinations of dependency made on or after October 5, 1994, an unmarried person who is placed in the home of the member by a placement agency (recognized by the Secretary of Defense) in anticipation of the legal adoption of the person by the member; and who:

   a. Is, younger than 21 years of age; or,

b. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or

c. Is, over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member under clause a. or b. and is, dependent on the member for over one-half of the child's support or was, at the time of the member's death.

A2.2. Abused dependents.

A2.2.1. Abused dependents of active duty members entitled to retired pay based on 20 or more years of service who are separated due to misconduct on or after October 23, 1992 and who lose their right to retired pay, Title 10 U.S.C. 1408(h). See Table A2.2. for entitlements.

Table A2.2. Entitlements for Abused Dependents of Active Duty Members Entitled to Retired Pay.

	MC	MS	C	MWR	E	FORM
Lawful Spouse	1,2	2	2	2	2	1173
Children, Unmarried, Under 18 Years Legitimate, adopted, stepchild	1,3	3	4	4	4	1173
Children, Unmarried, 18 Years and Over (If entitled above)	1,4,5	4,5	4,5	4,5	4,5	1173

Notes:

1. Yes, if:

a. Not entitled to Medicare Part A, hospital insurance, through the Social Security Administration.

b. Entitled to Medicare Part A, hospital insurance and enrolled in Medicare Part B, supplemental medical insurance.

2. Yes, if a court order provides for an annuity for the spouse.

3. Yes, if a member of the household where the abuse occurred.

4. Yes, if a member of the household where the abuse occurred and dependent on that sponsor for over 50 percent of his or her support at the time the abuse occurred.

5. Yes, if the child:

a. Is, older than 18 years old and is enrolled in a full-time course of study in an institution of higher learning as approved by the Secretary of Education; or,

b. Is, incapable of self-support because of a mental or physical incapacity that existed while a dependent and before age 18, or occurred before the age of 23 while a full-time student. (Incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).

A2.2.2. Dependents of active duty members (over 30 days) not entitled to retired pay who were separated from active duty under a court-martial sentence resulting from a dependent abuse offense or administratively separated from active duty if the basis for separation includes a dependent-abuse offense when separated on or after November 30, 1993, and when dependents are eligible for transitional privileges under DoD Instruction 1342.24. Medical benefits are effective on or after 17 October 1998. See Table A2.3 for entitlements.

Table A2.3. Abused Dependents of active duty members (over 30 days) not entitled to retired pay, separated under a court-martial sentence.

	MC	MS	C	T	E	FORM
Lawful Spouse	1,2,6	2,6	2,6	2,6	2,6	1173
Former Spouse	1,3,6	3,6	3,6	3,6	3,6	1173
Children, Unmarried, Under 18 Years Legitimate, adopted, and stepchild.	1,2,6	2,6	2,6	2,6	2,6	1173
Children, Unmarried, 18 Years and Over (If entitled above)	1,2,4,5, 6	2,4,5,6	2,4,5 6	2,4,5 6	2,4,5 6	1173

Notes:

1. Yes if:

a. Not entitled to Medicare Part A, hospital insurance, through the Social Security Administration.

b. Entitled to Medicare Part A, hospital insurance and enrolled in Medicare Part B, supplemental medical insurance.

2. Yes, if residing with the member at the time of the dependent-abuse offense and while receiving transitional compensation for abused dependents.

3. Yes, if married to and residing with the member at the time of the dependent-abuse offense and while receiving transitional compensation for abused dependents.

4. Yes, if eighteen years of age or older and is incapable of self-support because of a mental or physical incapacity that existed before the age of 18 and who is (or, when a punitive or other adverse action was carried out on the member, was) dependent on the member for over one-half of the child's support.

5. Yes, if eighteen years of age or older, but less than 23 years of age, is enrolled in a full-time course of study in an institution of higher learning approved by the Secretary of Defense and who is (or, when a punitive or other adverse action was carried out on the member, was) dependent on the member for over one-half of the child's support.

6. Provided the member does not reside in the same household as the spouse or dependent child.

A2.3. Former Spouses:

A2.3.1. 1 20/20/20 Former Spouse. Unremarried former spouse of a member or retired member, married to the member or retired member for a period of at least 20 years, during which period the member or retired member performed at least 20 years of service that is

creditable in determining the member's or retired member's eligibility for retired or retainer pay, or equivalent pay (Title 10 U.S.C. 1408 and 1072[(2)][(F)]). In the case of former spouses of Retired Reserve members or former members who are entitled to retired pay at age 60, but have not yet reached age 60, the DD Form 2765 (formerly DD Form 1173) may be issued only on the date the Retired Reserve member or former member attains, or would have attained, age 60. In the case of former spouses of Reserve members or recalled to active duty Retired Reserve members under age 60, DD Form 2765 (formerly DD Form 1173) shall be issued only if the Reserve member or recalled Retired Reserve member is on active duty orders in excess of 30 days. See Table A2.4 for entitlements.

Table A2.4. Entitlements for 20/20/20 Former Spouse

	MC	MS	C	MWR	E	FORM
Former Spouse						
Unremarried	1,2	1	Yes	Yes	Yes	2765
Remarried	No	No	No	No	No	No
Unmarried	No	No	Yes	Yes	Yes	2765

Notes:

1. Yes, only if former spouse certifies in writing that he or she has no medical coverage under an employer-sponsored health plan; and,

2. Yes if:

a. Not entitled to Medicare Part A, hospital insurance, through the Social Security Administration.

b. Entitled to Medicare Part A, hospital insurance and enrolled in Medicare Part B, Supplemental medical insurance.

A2.3.2. 20/20/15 Former Spouse. Unremarried former spouse described in subsection A2.3.1, above, except that the period of overlap of marriage and the member's creditable service was at least 15 years, but less than 20 years: See Table A2.5 for entitlements.

Table A2.5. Entitlements for 20/20/15 Former Spouse.

	MC	MS	C	MWR	E	FORM
Former Spouse						
Unremarried	1,2,3	1,3	No	No	No	2765
Remarried	No	No	No	No	No	No
Unmarried	No	No	No	No	No	No

Notes:

1. Yes, only if former spouse certifies in writing that he or she has no medical coverage under an employer-sponsored health plan.

2. Yes if:

a. Not entitled to Medicare Part A, hospital insurance, through the Social Security Administration.; or

b. Entitled to Medicare Part A, hospital insurance and enrolled in Medicare Part B, supplemental medical insurance.

3. Yes, if the:

a. Final decree of divorce, dissolution, or annulment of the marriage was before April 1, 1985; or

b. Marriage ended on, or after, September 29, 1988, entitlements shall exist for 1 year, beginning on the date of the divorce, dissolution or annulment (Title 10 U.S.C. 1076, and 1072[(2)][(H)]).

A2.3.3. 10/20/10 Former Spouse. Unremarried former spouse of a member or retired member married to the member or retired member for a period of at least 10 years to a member or retired member who performed at least 20 years of service that is creditable in determining the member's or retired member's eligibility for retired or retainer pay when the period of overlap of marriage and the member's creditable service was at least 10 years and the former spouse is in receipt of an annuity as a result of the member being separated from the Service due to misconduct involving dependent abuse (Title 10 U.S.C. 1408[(h)]) See Table A2.6 for entitlements.

Table A2.6. Entitlements for 10/20/10 Former Spouse.

	MC	MS	C	MWR	E	FORM
Former Spouse						
Unremarried	1,2,3	1,3	Yes	Yes	Yes	2765
Remarried	No	No	No	No	No	No
Unmarried	1,2,3	1,3	Yes	Yes	Yes	2765

Notes:

1. Yes, only if former spouse certifies in writing that he or she has no medical coverage under an employer-sponsored health plan.

2. Yes if:

a. Not entitled to Medicare Part A, hospital insurance, through the Social Security Administration.

b. Entitled to Medicare Part As hospital insurance and enrolled in Medicare Part B, supplemental medical insurance.

3. Yes, if the final decree of divorce, dissolution, or annulment of the marriage was on or after October 23, 1992.

A2.4. Surviving Dependents:

A2.4.1. Surviving Dependents of members who died while on active duty under orders that specified a period of more than 30 days or members who died while in a retired with pay status. See Table A2.7 for entitlements.

Table A2.7. Entitlements for Surviving Dependents of Members Who Died While on Active Duty Under Orders that Specified a Period of More Than 30 Days or Members Who Died While In a Retired With Pay Status.

	MC	MS	C	MWR	E	FORM
Widow or widower						
Unremarried	1	Yes	Yes	Yes	Yes	1173
Remarried	No	No	No	No	No	No
Unmarried	No	No	Yes	Yes	Yes	1173
	MC	**MS**	**C**	**MWR**	**E**	**FORM**
Children, Unmarried, or Under 21 Years (Including Orphans)						
Legitimate, adopted, stepchild, illegitimate child of record of female member, or illegitimate child of male member, whose paternity has been judicially determined.	1	Yes	2	3	3	1173
Illegitimate child of male member, whose paternity has not been judicially determined, or illegitimate child of widow or widower.	1,2	2	2	3	3	1173
Ward	1,2	1,2	2	3	3	1173
Preadoptive Child	1,5	1,5	2	3	3	1173
Children, Unmarried, 21 Years and Over (If entitled to above)	1,3,4	3,4	2,4	3,4	3,4	1173
Father, Mother, Father-in-Law, Mother-in Law, Stepparent, or Parent by Adoption	No	2	2	3	3	1173

Notes:

1. Yes if:

   a. Not entitled to Medicare Part A, hospital insurance, through the Social Security Administration.

   b. Entitled to Medicare Part A, hospital insurance and enrolled in Medicare Part B, supplemental medical insurance.

2. Yes, if at the time of the sponsor's death, the person was living in a home provided by, or for, an authorized sponsor and was dependent on the sponsor for over 50 percent of his or her support. Children residing in the household of the authorized sponsor at the time of death are entitled to commissary privileges.

3. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support at the time of the sponsor's death.

4. Yes, if the child:

a. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or

b. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member before the age of 21 or under clause b. and is, dependent on the member for over one-half of the child's support or was, at the time of the member's death. (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).

5. Yes, with respect to determinations of dependency made on or after October 5, 1994, an unmarried person who is placed in the home of the member by a placement agency (recognized by the Secretary of Defense) in anticipation of the legal adoption of the person by the member; and who:

a. Is, younger than 21 years of age; or,

b. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or

c. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member under clause a. or b. and is, dependent on the member for over one-half of the child's support or was, at the time of the member's death.

A2.4.2. Surviving dependents of Reserve members who died from an injury or illness incurred or aggravated while on active duty for a period of 30 days or less, on active duty for training, or on inactive duty training, or while traveling to or from the place at which the member was to perform, or performed, such active duty, active duty for training, or inactive duty training (Title 10 U.S.C. 1076[(a)] and 1086[(c)][(2)]). See Table A2.8 for entitlements.

Table A2.8. Entitlements for Surviving Dependents of Reserve Members Who Died From an Injury or Illness Incurred or Aggravated While on Active Duty for a Period of 30 Days or Less, on Active Duty for Training, or on Inactive Duty Training, or While Traveling to or From The Place at Which the Member Was To Perform, or Performed, Such Active Duty, Active Duty for Training, or Inactive Duty Training (Title 10 U.S.C.) 1076(a) and 1086(c)(2).

	MC	**MS**	**C**	**MWR**	**E**	**FORM**
Widow or Widower (DoD Beneficiary)						
Unremarried	1,5	5	Yes	Yes	Yes	1173
Remarried	No	No	No	No	No	No
Unmarried	No	No	Yes	Yes	Yes	1173
	MC	**MS**	**C**	**MWR**	**E**	**FORM**

Children, Unmarried, Under 21 Years (Including Orphans)	1,5	5	2,5	3,5	3,5	1173
Legitimate, adopted, stepchild, illegitimate child of record female member, or illegitimate child of male member, whose paternity has been judicially determined.	1,2,5	2,5	2,5	3,5	3,5	1173
Illegitimate child of male member, whose paternity has not been judicially determined or illegitimate child of widow or widower.	1,2,5,7	7	2,5	3,5	3,5	1173
Ward	1,5,8	8	2,5	3,5	3,5	1173
Preadoptive Child						
Children, Unmarried, 21 Years and Over (If entitled to above)	1,3,4,5	3,4,5	2,4	3,4	3,4	1173
Father, Mother, Father-in-Law, Mother-in Law, Stepparent, or Parent by Adoption	No	2,5	2	3	3	1173

Notes:

1. Yes if:

   a. Not entitled to Medicare Part A, hospital insurance, through the Social Security Administration.

   b. Entitled to Medicare Part A, hospital insurance and enrolled in Medicare Part B, supplemental medical insurance.

2. Yes, if at the time of the sponsor's death the child was living in a home provided by or for an authorized sponsor and was dependent on the sponsor for over 50 percent of his or her support. Children residing in the household of the authorized sponsor at the time of death, but not the household of the sponsor's former spouse, are entitled to commissary privileges.

3. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support at the time of the sponsor's death.

4. Yes, if the child:

   a. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or

   b. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member before the age of 21 or under clause b. and is, dependent on the member for over one-half of the child's support or was, at the time of the member's death. (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).

5. Yes, only if death occurred on or after 1 October 1985.

6. Yes, if at the sponsor's death, dependency and residency were met effective on or after July 1, 1994, for legal custody wards.

7. Yes, with respect to determinations of dependency made on or after October 5, 1994, an unmarried person who is placed in the home of the member or former member by a placement agency (recognized by the Secretary of Defense) in anticipation of the legal adoption of the person by the member or former member, and who:

a. Is, younger than 21 years of age; or,

b. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or

c. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member under clause a. or b. and is, dependent on the member for over one-half of the child's support or was, at the time of the member's death.

A2.4.3. Surviving dependents of Reserve members who died from an injury, illness or disease incurred or aggravated while performing, or while traveling to or from performing active duty for a period of 30 days or less, or active duty for training, or inactive duty training (Title 10 U.S.C. 1074[(a)]). See **Table A2.9.** for entitlements.

Table A2.9. Entitlements for Surviving Dependents of Reserve Members Who Died From an Injury, Illness or Disease Incurred or Aggravated While Performing, or While Traveling to or From Performing Active Duty for a Period of 30 Days or Less, or Active Duty for Training, or Inactive Duty Training (Title 10 U.S.C. 1074[(a)]).

	MC	**MS**	**C**	**MWR**	**E**	**FORM**
Widow or Widower (DoD Beneficiary)						
Unremarried	1,5	5	Yes	Yes	Yes	1173
Remarried	No	No	No	No	No	No
Unmarried	No	No	Yes	Yes	Yes	1173
	MC	**MS**	**C**	**MWR**	**E**	**FORM**

Children, Unmarried, Under 21 Years (Including Orphans)						
Legitimate, adopted, stepchild, illegitimate child of record female member, or illegitimate child of male member, whose paternity has been judicially determined.	1,5	5	2,5	3,5	3,5	1173
Illegitimate child of male member, whose paternity has not been judicially determined or illegitimate child of widow or widower.	1,2,5	2,5	2,5	3,5	3,5	1173
Ward	1,2,5,7	7	2,5	3,5	3,5	1173
Preadoptive Child	1,5,8	8	2,5	3,5	3,5	1173
Children, Unmarried, 21 Years and Over (If entitled to above)	1,3,4 5	3,4,5	2,4	3,4	3,4	1173
Father, Mother, Father-in-Law, Mother-in Law, Stepparent, or Parent by Adoption	No	2,5	2	3	3	1173

Notes:

1. Yes if:

a. Not entitled to Medicare Part A, hospital insurance, through the Social Security Administration; or,

b. Entitled to Medicare Part A, hospital insurance and enrolled in Medicare Part B, supplemental medical insurance.

2. Yes, if at the time of the sponsor's death, the person was living in a home provided by or for an authorized sponsor and was dependent on the sponsor for over 50 percent of his or her support. Children residing in the household of the authorized sponsor at time of death are entitled to commissary privileges.

3. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support at the time of the sponsor's death.

4. Yes, if the child:

a. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or

b. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member before the age of 21 or under clause b. and is, dependent on the member for over one-half of the child's support or was, at the time of the member's death. (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).

5. Yes, only if death occurred on or after 15 November 1986 .

6. Yes, if at the sponsor's death, dependency and residency were met effective on or after July 1, 1994 for legal custody wards.

7. Yes, with respect to determinations of dependency made on or after October 5, 1994, an unmarried person who is placed in the home of the member or former member by a placement agency (recognized by the Secretary of Defense) in anticipation of the legal adoption of the person by the member or former member; and who:

a. Is, younger than 21 years of age; or,

b. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or

c. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member under clause a. or b. and is, dependent on the member for over one-half of the child's support or was, at the time of the member's death.

A2.4.4. Surviving dependents (1) of Reserve members who had earned 20 qualifying years for retirement and received their notice of eligibility for retired pay at age 60, but *had not* transferred to the Retired Reserve, (2) of Retired Reserve members eligible for pay at age 60, and (3) of former members who had met time-in-service requirements. These members and former members died before reaching age 60 (the DD Form 1173 may be issued only on, or after, the date on which the member would have been 60 years old had he or she survived). See Table A2.10 for entitlements. See **Table 1.9** for DD Form 1173-1 eligibility.

Table A2.10. Entitlements for Surviving Dependents of (1) Reserve Members Who Had Earned 20 Qualifying Years for Retirement and Received their Notice of Eligibility for Retired Pay at Age 60, but had not Transferred to the Retired Reserve, (2) of Retired Reserve Members Eligible for Pay at Age 60, and (3) of Former Members Who Had Met Time-In-Service Requirements. These Members and Former Members Died Before Reaching Age 60. Note: The DD Form 1173 May Be Issued Only on, or After, the Date on Which the Member Would Have Been 60 years Old Had He or She Survived. Family Members Qualifying for the DD Form 1173-1, Refer to Chapter 16, Paragraph 16.1.

	MC	MS	C	MWR	E	FORM
Widow or Widower (DoD Beneficiary)						
Unremarried	1	Yes	Yes,5	Yes,5	Yes,5	1173
Remarried	No	No	No	No	No	No
Unmarried	No	No	Yes,5	Yes,5	Yes,5	1173

Children, Unmarried, Under 21 Years (Including Orphans)						
Legitimate, adopted, stepchild, illegitimate child of record female member, or illegitimate child of male member, whose paternity has been judicially determined.	1	Yes	2,5	3,5	3,5	1173
Illegitimate child of male member, whose paternity has not been judicially determined or illegitimate child of widow or widower.	1,2	2	2,5	3,5	3,5	1173
Ward	1	Yes	2,5	3,5	3,5	1173
Preadoptive child	1,6	1,6	2,5	3,5	3,5	1173
Children, Unmarried, 21 Years and Over (If entitled to above)	1,3,4	3,4	2,5	3,5	3,5	1173
Father, Mother, Father-in-Law, Mother-in Law, Stepparent, or Parent by Adoption	No	2	2,5	3,5	3,5	1173

Notes:

1. Yes if:

   a. Not entitled to Medicare Part A, hospital insurance, through the Social Security Administration; or,

   b. Entitled to Medicare Part A, hospital insurance and enrolled in Medicare Part B, supplemental medical insurance.

2. Yes, if at the time of the sponsor's death, the person was living in a home provided by or for an authorized sponsor and was dependent on the sponsor for over 50 percent of his or her support. Children residing in the household of the authorized sponsor at time of death, but not the household of the sponsor's former spouse, are entitled to commissary privileges.

3. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support at the time of the sponsor's death.

4. Yes, if the child:

   a. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or

   b. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member before the age of 21 or under clause b. and is, dependent on the member for over one-half of the child's support or was, at the time of the member's death. (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).

5. Eligible dependents of former members receive a DD Form 1173 reflecting full benefits and privileges on or after the date the member would have become age 60.

6. Yes, with respect to determinations of dependency made on or after October 5, 1994, an unmarried person who is placed in the home of the member or former member by a placement agency (recognized by the Secretary of Defense) in anticipation of the legal adoption of the person by the member or former member; and who:

a. Is, younger than 21 years of age; or,

b. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or

c. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member under clause a. or b. and is, dependent on the member for over one-half of the child's support or was, at the time of the member's death.

A2.5. Honorably discharged Veterans rated by the VA as 100 percent disabled from a Uniformed Service-connected injury or disease and certified by VA as entitled to commissary and exchange privileges, Medal of Honor (MOH) recipients and their respective dependents or surviving dependents. See **Table A2.11.** for entitlements.

Table A2.11. Entitlements for Honorably Discharged Veterans Rated by the VA as 100 Percent Disabled from a Uniformed Service Connected Injury or Disease and Certified by VA as Entitled to Commissary, Exchange, and MWR Privileges, including Medal of Honor Recipients and Their Respective Dependents.

	MC	MS	C	MWR	E	FORM
Self	1,2	1,2	Yes	Yes	Yes	2765
Lawful Spouse	1,2	1,2	Yes	Yes	Yes	1173
Children, Unmarried, Under 21 Years Legitimate, adopted, stepchild, illegitimate child of member, illegitimate child of spouse, or ward.	1,2	1,2	3,4	3,4	3,4	1173
Children, Unmarried, 21 Years and Over (If entitled to above)	1,2,4	1,2,4	3,4	3,4	3,4	1173
Father, Mother, Father-in-Law, Mother-in-Law, Stepparent, or Parent-by-Adoption	No	No	3,4	3,4	3,4	1173

Notes:

1. No, 100 Percent Disabled Veteran.

2. Yes, Medal of Honor.

a. Not entitled to Medicare Part A, hospital insurance through the Social Security Administration; or,

b. Entitled to Medicare Part A, hospital insurance and enrolled in Medicare Part B, supplemental medical insurance.

3. Yes, if a member of a household maintained by or for an authorized sponsor and dependent on that sponsor for over 50 percent of his or her support. Children residing in the household of a separated spouse continue to be eligible for commissary privileges until there is a final divorce decree. **Note:** In the case of a divorce, children residing in the household of a former spouse are not considered to be members of the authorized sponsor's household for commissary privileges.

4. Yes, if the child:

a. Is younger than 21 years of age or has not passed his or her twenty-third birthday and is enrolled in a full-time course of study at an institution of higher learning approved by the Secretary of Education; or

b. Is incapable of self-support because of a mental or physical incapacity that existed while a dependent before the age of 21 (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements); or

c. Is incapable of self-support because of a mental or physical incapacitation that existed while a dependent and while enrolled in a full-time course of study in an institution of higher learning approved by the Secretary of Education before attaining the age of 23 (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).

Table A2.12. Entitlements for Surviving Dependents of Honorably Discharged Veterans Rated by the VA as 100 Percent Disabled from a Uniformed Service Connected Injury or Disease at the Time of His or Her Death, and Certified by VA as Entitled to Commissary, Exchange, and MWR Privileges, including Medal of Honor Recipients and Their Respective Dependents.

	MC	MS	C	MWR	E	FORM
Widow or Widower (DoD Beneficiary)						
Unremarried	1,2	1,2	Yes	Yes	Yes	1173
Remarried	No	No	No	No	No	No
Unmarried	No	No	Yes	Yes	Yes	1173
Children, Unmarried, Under 21 Years						
Legitimate, adopted, stepchild, illegitimate child of member, illegitimate child of spouse, or ward.	1,2	1,2	3	3	3	1173
Children, Unmarried, 21 Years and Over (If entitled to above)	1,2	1,2	3,4	3,4	3,4	1173
Father, Mother, Father-in-Law, Mother-in-Law, Stepparent, or Parent-by-Adoption	No	No	3	3	3	1173

Notes:

1. No, 100 Percent Disabled Veteran.

2. Yes, Medal of Honor.

a. Not entitled to Medicare Part A, hospital insurance through the Social Security Administration; or,

b. Entitled to Medicare Part A, hospital insurance and enrolled in Medicare Part B, supplemental medical insurance.

3. Yes, if a member of a household maintained by or for an authorized sponsor and dependent on that sponsor for over 50 percent of his or her support. Children residing in the household of a separated spouse continue to be eligible for commissary privileges until there is a final divorce decree. **Note*:*** In the case of a divorce, children residing in the household of a former spouse are not considered to be members of the authorized sponsor's household for commissary privileges

4. Yes, if the child:

a. Is younger than 21 years of age or has not passed his or her twenty-third birthday and is enrolled in a full-time course of study at an institution of higher learning approved by the Secretary of Education; or

b. Is incapable of self-support because of a mental or physical incapacity that existed while a dependent before the age of 21 (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements); or

c. Is incapable of self-support because of a mental or physical incapacitation that existed while a dependent and while enrolled in a full-time course of study in an institution of higher learning approved by the Secretary of Education before attaining the age of 23 (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).

A2.6. Benefits Authorized for Foreign Personnel: Foreign personnel, active duty or retired, and their dependents, who are on leave or attending school in the United States at their own convenience or convenience of their government, who are representatives of the People's Republic of China (PRC) who are present in the United States in connection with the purpose of U.S. defense articles or services, for collection of information relating to foreign military sales (FMS) programs, or for the sole purpose of receiving medical care at a Uniformed Services medical facility as Secretarial designees, are not eligible to possess DD Form 1173 authorizing any benefits and privileges. TRICARE coverage may vary annually, and some restrictions may apply. However, for the purpose of this Entitlement Guide, (MC) shall be shown, as indicated below:

A2.6.1. Sponsored NATO and Partnership for Peace (PFP) Personnel in the United States. Active duty officer and enlisted personnel of NATO and PFP countries serving in the United States under the sponsorship or invitation of the Department of Defense or a Military Service and their accompanying dependents living in the sponsor's U.S. household. See Table A2.13 for entitlements.

Table A2.13. Entitlements for Active Duty Officer and Enlisted Personnel of NATO and Partnership for Peace (PFP) Countries Serving in the United States Under the Sponsorship or Invitation of the Department of Defense or a Military Service and Their Accompanying Dependents Living in the Sponsor's U.S. Household

	MC	MS	C	MWR	E	FORM
Self	No	4	Yes	Yes	Yes	2765
Lawful Spouse	3	4	Yes	Yes	Yes	1173
Children, Unmarried, Under 21 Years Legitimate, adopted, stepchild, Illegitimate child of member, or Illegitimate child of spouse.	1,3	1,4	1	1	1	1173
Ward	No	No	1	1	1	1173
Children, Unmarried, 21 Years and Over (If entitled to above)	1,2,3	1,2,4	1,2	1,2	1,2	1173
Father, Mother, Father-in-Law, Mother-in Law, Stepparent, or Parent by Adoption	No	No	1	1	1	1173

Notes:

1. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.
2. Yes, if the child:

   a. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or

   b. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member before the age of 21 or under clause b. and is, dependent on the member for over one-half of the child's support or was, at the time of the member's death. (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).
3. Yes, for outpatient care only.
4. Yes, for outpatient care no charge and for inpatient care at full reimbursable rate.

A2.6.2. Sponsored Non-NATO Personnel in the United States. Active duty officer and enlisted personnel of non-NATO countries serving in the United States under the sponsorship or invitation of the Department of Defense or a Military Service and their accompanying dependents living in the sponsor's U.S. household. See Table A2.13 for entitlements.

Table A2.14. Entitlements for Active duty Officer and Enlisted Personnel of Non-NATO Countries Serving in the United States Under the Sponsorship or Invitation of the Department of Defense or a Military Service and Their Accompanying Dependents Living in the Sponsor's U.S. Household.

	MC	MS	C	MWR	E	FORM
Self	No	3	Yes	Yes	Yes	2765

Lawful Spouse	No	3	Yes	Yes	Yes	1173
Children, Unmarried, Under 21 Years Legitimate, adopted, stepchild, Illegitimate child of member, or Illegitimate child of spouse. Ward	No No	1,3 No	1 1	1 1	1 1	1173 1173
Children, Unmarried, 21 Years and Over (If entitled to above)	No	1,2,3	1,2	1,2	1,2	1173
Father, Mother, Father-in-Law, Mother-in Law, Stepparent, or Parent by Adoption	No	No	1	1	1	1173

Notes:

1. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.
2. Yes, if the child:

   a. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or

   b. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member before the age of 21 or under clause b. and is, dependent on the member for over one-half of the child's support or was, at the time of the member's death. (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).
3. Yes, for outpatient care only on a reimbursable basis.

A2.6.3. Nonsponsored NATO Personnel in the United States. Active duty officer and enlisted personnel of NATO countries who, in connection with their official NATO duties, are stationed in the United States and are not under the sponsorship of the Department of Defense or a military Service and their accompanying dependents living in the sponsor's U.S. household. See Table A2.14 for entitlements.

Table A2.15. Entitlements for Active Duty Officer and Enlisted Personnel of NATO Countries, Who, in Connection with their Official NATO duties, are Stationed in the United States and are Not Under the Sponsorship or Invitation of the Department of Defense or a Military Service and Their Accompanying Dependents Living in the Sponsor's U.S. Household.

	MC	MS	C	MWR	E	FORM
Self	No	4	No	5	6	2765
Lawful Spouse	3	4	No	No	No	1173

Children, Unmarried, Under 21 Years Legitimate, adopted, stepchild, Illegitimate child of member, or Illegitimate child of spouse. Ward	1,3 No	1,4 No	No No	No No	No No	1173 No
Children, Unmarried, 21 Years and Over (If entitled to above)	1,2,3	1,2,4	No	No	No	1173
Father, Mother, Father-in-Law, Mother-in Law, Stepparent, or Parent by Adoption	No	No	No	No	No	1173

Notes:

1. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.

2. Yes, if the child:

   a. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or

   b. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member before the age of 21 or under clause b. and is, dependent on the member for over one-half of the child's support or was, at the time of the member's death. (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).

3. Yes, for outpatient care only.

4. Yes, for outpatient care no charge and for inpatient care at full reimbursable rate.

5. Yes, if exchange privileges are authorized.

6. Yes, if residing on a U.S. military installation, purchases are limited to items for personal use only.

A2.6.4. NATO and Non-NATO Personnel Outside the United States. Active duty officer and enlisted personnel of NATO and non-NATO countries when serving outside the United States and outside their own country under the sponsorship or invitation of the Department of Defense or a Military Service, or when it is determined by the major overseas commander that the granting of such privileges is in the best interests of the United States and such personnel are connected with, or their activities are related to, the performance of functions of the U.S. military establishment, and their accompanying dependents living with the sponsor. See Table A2.15 for entitlements.

Table A2.16. Entitlements for Active Duty Officer and Enlisted Personnel of NATO and Non-NATO Countries When Serving Outside the United States and Outside Their Own Country Under the Sponsorship or Invitation of the Department of Defense or a Military Service, or When it is Determined by the Major Overseas Commander that the Granting of such Privileges is in the Best Interests of the United States and such Personnel are

Connected with, or their activities are related to, the performance of functions of the U.S. military establishment, and their accompanying dependents living with the sponsor.

	MC	MS	C	MWR	E	FORM
Self	No	3	Yes	Yes	Yes	2765
Lawful Spouse	No	3	Yes	Yes	Yes	1173
Children, Unmarried, Under 21 Years Legitimate, adopted, stepchild, Illegitimate child of member, or Illegitimate child of spouse.	No	1,3	1	1	1	1173
Ward	No	No	1	1	1	1173
Children, Unmarried, 21 Years and Over (If entitled to above)	No	1,2,3	1,2	1,2	1,2	1173
Father, Mother, Father-in-Law, Mother-in Law, Stepparent, or Parent by Adoption	No	No	1	1	1	1173

Notes:

1. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.
2. Yes, if the child:

   a. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or

   b. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member before the age of 21 or under clause b. and is, dependent on the member for over one-half of the child's support or was, at the time of the member's death. (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).
3. Yes, for outpatient care only on a reimbursable basis.

A2.7. Benefits Authorized for Civilian Personnel. Commissary, morale, welfare, and recreation, and exchange privileges may be authorized by overseas commanders to persons designated in this ―Entitlement Guide" when such individuals are serving the Military Services exclusively, and when it is within the capability of the facilities and it shall not impair the military mission. Overseas commanders may never authorize benefits not authorized by this ―Entitlement Guide" but they may deny privileges indicated when base support facilities cannot handle the burden imposed. Medical care at Uniformed Services facilities shall be rendered in accordance with Services instructions.

A2.7.1. Civilian personnel of the Department of Defense and the Uniformed Services and their accompanying dependents, when required to reside in a household on a military installation within the CONUS, Hawaii, or Alaska. See Table A2.16 for entitlements.

Table A2.17. Civilian Personnel of the Department of Defense and the Uniformed Services and Their Accompanying Dependents, When Required to Reside in a Household on a Military Installation Within the CONUS, Hawaii, or Alaska.

	MC	MS	C	MWR	E	FORM
Self	No	No	1	Yes	2	2765
Lawful Spouse	No	No	1	Yes	2	1173
Children, Unmarried, Under 21 Years Legitimate, adopted, stepchild, Illegitimate child of employee, or Illegitimate child of spouse.	No	No	1,3	3	2,3	1173
Ward	No	No	1,3	3	2,3	1173
Children, Unmarried, 21 Years and Over (If entitled to above)	No	No	1,3,4	3,4	2,3,4	1173
Father, Mother, Father-in-Law, Mother-in Law, Stepparent, or Parent-by-Adoption	No	No	1,3	3	2,3	1173

Notes:

1. Yes, but commissary privileges do not include the purchase of tobacco products in those States, including the District of Columbia, that impose a tax on such products.

2. Yes, are entitled to limited exchange privileges, which include purchase of all items except uniform articles and State tax-free items.

3. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.

4. Yes, if the child:

a. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or

b. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member before the age of 21 or under clause b. and is, dependent on the member for over one-half of the child's support or was, at the time of the member's death. (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).

A2.7.2. Civilian personnel of the Department of Defense, the Uniformed Services, and other Government Agencies and civilian personnel under private contract to the Department of Defense or a Uniformed Service, when stationed or employed in foreign countries, and their dependents, when residing in the same household. **Note:** Civilians in a TDY status for less than 365 days or not permanently assigned overseas are not authorized a CAC (formerly DD Form 2765 or 1173), reflecting an emergency-essential OCONUS condition**.** See Table 2.17 for entitlements.

Table 2.17. Civilian Personnel of the Department of Defense, the Uniformed Services, and Other Government Agencies and Civilian Personnel Under Private Contract to the

Department of Defense or a Uniformed Service, When Stationed or Employed in Foreign Countries, and Their Dependents, When Residing in the Same Household.

	MC	MS	C	MWR	E	FORM
Self	No	3	Yes	Yes	Yes	2765
Lawful Spouse	No	3	Yes	Yes	Yes	1173
Children, Unmarried, Under 21 Years Legitimate, adopted, stepchild, Illegitimate child of employee, or Illegitimate child of spouse.	No	1,3	1	1	1	1173
Ward	No	No	1	1	1	1173
Children, Unmarried, 21 Years and Over (If entitled to above)	No	1,2,3	1,2	1,2	1,2	1173
Father, Mother, Father-in-Law, Mother-in Law, Stepparent, or Parent-by-Adoption	No	1,3	1	1	1	1173

Notes:

1. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.
2. Yes, if the child:

   a. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or

   b. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member before the age of 21 or under clause b. and is, dependent on the member for over one-half of the child's support or was, at the time of the member's death. (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).
3. Yes, on a space-available, fully reimbursable basis.

Table A2.18. Civilian Personnel of the Department of Defense, the Uniformed Services, and Other Government Agencies and Civilian Personnel Under Private Contract to the Department of Defense or a Uniformed Service, When Stationed or Employed in Foreign Countries, and Their Dependents, When Residing in the Same Household.

	MC	MS	C	MWR	E	FORM
Self	No	3	Yes	Yes	Yes	2765
Lawful Spouse	No	3	Yes	Yes	Yes	1173
Children, Unmarried, Under 21 Years Legitimate, adopted, stepchild, Illegitimate child of employee, or Illegitimate child of spouse.	No	1,3	1	1	1	1173
Ward	No	No	1	1	1	1173

Children, Unmarried, 21 Years and Over (If entitled to above)	No	1,2,3	1,2	1,2	1,2	1173
Father, Mother, Father-in-Law, Mother-in Law, Stepparent, or Parent-by-Adoption	No	1,3	1	1	1	1173

Notes:

1. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.
2. Yes, if the child:.

   a. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or

   b. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member before the age of 21 or under clause b. and is, dependent on the member for over one-half of the child's support or was, at the time of the member's death. (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).
3. Yes, on a space-available, fully reimbursable basis.

   a. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or

   b. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member before the age of 21 or under clause b. and is, dependent on the member for over one-half of the child's support or was, at the time of the member's death. (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).
3. Yes, on a space-available, fully reimbursable basis.

A2.7.3. Civilian personnel of the Department of Defense and the Uniformed Services, and other Government Agencies and civilian personnel under private contract to the Department of Defense or a Uniformed Service when stationed or employed in Puerto Rico or Guam, and their accompanying dependents, when residing in the same household. See Table A2.18 for entitlements.

Table A2.19. Entitlements for Civilian Personnel of the Department of Defense and the Uniformed Services, and Other Government Agencies and Civilian Personnel Under Private Contract to the Department of Defense or a Uniformed Service When Stationed or Employed in Puerto Rico or Guam, and Their Accompanying Dependents, When Residing in the Same Household.

	MC	MS	C	MWR	E	FORM
Self	No	1	2	Yes	3	2765
Lawful Spouse	No	1	2	Yes	3	1173

Children, Unmarried, Under 21 Years Legitimate, adopted, stepchild, Illegitimate child of employee or Illegitimate child of spouse.	No	1,4	2,4	4	3,4	1173
Ward	No	No	2,4	4	3,4	1173
Children, Unmarried, 21 Years and Over (If entitled to above)	No	1,4,5	2,4,5	4,5	3,4,5	1173
Father, Mother, Father-in-Law, Mother-in Law, Stepparent, or Parent-by-Adoption	No	1,4	2,4	4	3,4	1173

Notes:

1. Yes, on a space-available, fully reimbursable basis only if residing in a household on a military installation.

2. In cases where waivers are granted permitting access to commissary and exchange by non-DoD Federal employees and employees of Firms under contract to the U.S. Government, the installation commander shall establish procedures to verify status, maintain data bases, and issue appropriate identification.

3. Yes, are entitled to limited exchange privileges, which include purchase of all items except articles of uniform and State tax-free items.

4. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.

5. Yes, if the child:

   a. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or

   b. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member before the age of 21 or under clause b. and is, dependent on the member for over one-half of the child's support or was, at the time of the member's death. (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).

A2.8. Contract surgeons during the period of their contract. See **Table A2.19** for entitlements.

Table A2.20. Entitlements for Contract Surgeons During the Period of Their Contract.

	MC	**MS**	**C**	**MWR**	**E**	**FORM**
Self	No	No	No	Yes	Yes	2765

A2.9. Uniformed and Non-uniformed Full-time Paid Personnel of the Red Cross assigned to duty with the Uniformed Services within the CONUS, Hawaii, Alaska, and Puerto Rico and their accompanying dependents, when required to reside in the same household on a military installation. See Table A2.20 for entitlements.

Table A2.21. Entitlements for Uniformed and Non-uniformed Full-time Paid Personnel of the Red Cross Assigned to Duty With the Uniformed Services Within the CONUS, Hawaii, Alaska, and Puerto Rico and Their Accompanying Dependents, When Required to Reside in the Same Household on a Military Installation.

	MC	MS	C	MWR	E	FORM
Self	No	No	Yes	Yes	1	2765
Lawful Spouse	No	No	Yes	Yes	1	1173
Children, Unmarried, Under 21 Years Legitimate, adopted, stepchild, Illegitimate child of employee, Illegitimate child of spouse, or Ward.	No No	No No	2 2	2 2	1,2 1,2	1173 1173
Children, Unmarried, 21 Years and Over (If entitled to above)	No	No	2,3	2,3	1,2,3	1173
Father, Mother, Father-in-Law, Mother-in Law, Stepparent, or Parent-by-Adoption	No	No	2	2	1,2	1173

Notes:

1. If authorized by installation commander, entitled to exchange privileges.
2. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.
3. Yes, if the child:

   a. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or

   b. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member before the age of 21 or under clause b. and is, dependent on the member for over one-half of the child's support or was, at the time of the member's death. (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).

A2.10. Uniformed and non-uniformed full-time paid personnel of the Red Cross assigned to duty with the Uniformed Services in foreign countries and their accompanying dependents, when residing in the same household. See Table A2.21for entitlements.

Table A2.22. Entitlements for Uniformed and Non-uniformed Full-time Paid Personnel of the Red Cross Assigned to Duty With the Uniformed Services in Foreign Countries and Their Accompanying Dependents, When Residing in the Same Household.

	MC	MS	C	MWR	E	FORM
Self	No	3	Yes	Yes	Yes	2765
Lawful Spouse	No	3	Yes	Yes	Yes	1173

Children, Unmarried, Under 21 Years Legitimate, adopted, stepchild, Illegitimate child of employee or Illegitimate child of spouse.	No	1,3	1	1	1	1173
Ward	No	No	1	1	1	1173
Children, Unmarried, 21 Years and Over (If entitled to above)	No	1,2,3	1,2	1,2	1,2	1173
Father, Mother, Father-in-Law, Mother-in Law, Stepparent, or Parent-by-Adoption	No	1,3	1	1	1	1173

Notes:

1. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.
2. Yes, if the child:

   a. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or

   b. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member before the age of 21 or under clause b. and is, dependent on the member for over one-half of the child's support or was, at the time of the member's death. (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).
3. Yes, on a space-available basis at rates specified in Uniformed Services instructions.

A2.11. Area Executives, center directors, and assistant directors of the USO when serving in foreign countries, and their accompanying dependents, when residing in the same household. See **Table A2.22** for entitlements.

Table A2.23. Entitlements for Area Executives, Center Directors, and Assistant Directors of the USO When Serving in Foreign Countries, and Their Accompanying Dependents, When Residing in the Same Household.

	MC	**MS**	**C**	**MWR**	**E**	**FORM**
Self	No	3	Yes	Yes	Yes	2765
Lawful Spouse	No	3	Yes	Yes	Yes	1173
Children, Unmarried, Under 21 Years Legitimate, adopted, stepchild, Illegitimate child of employee, or Illegitimate child of spouse.	No	1,3	1	1	1	1173
Ward	No	No	1	1	1	1173
Children, Unmarried, 21 Years and Over (If entitled to above)	No	1,2,3	1,2	1,2	1,2	1173

Father, Mother, Father-in-Law, Mother-in Law, Stepparent, or Parent-by-Adoption	No	1,3	1	1	1	1173

Notes:

1. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.
2. Yes, if the child:

   a. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or

   b. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member before the age of 21 or under clause b. and is, dependent on the member for over one-half of the child's support or was, at the time of the member's death. (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).
3. Yes, on a space-available, fully reimbursable basis.

A2.12. United Seaman's Service (USS) personnel in foreign countries and their accompanying dependents, when residing in the same household. See Table A2.23 for entitlements.

Table A2.24. Entitlements for USS Personnel in Foreign Countries and Their Accompanying Dependents, When Residing in the Same Household.

	MC	**MS**	**C**	**MWR**	**E**	**FORM**
Self	No	3	Yes	Yes	Yes	2765
Lawful Spouse	No	3	Yes	Yes	Yes	1173
	MC	**MS**	**C**	**MWR**	**E**	**FORM**
Children, Unmarried, Under 21 Years Legitimate, adopted, stepchild, Illegitimate child of employee, or Illegitimate child of spouse.	No	1,3	1	1	1	1173
Ward	No	No	1	1	1	1173
Children, Unmarried, 21 Years and Over (If entitled to above)	No	1,2,3	,2	1,2	1,2	1173
Father, Mother, Father-in-Law, Mother-in Law, Stepparent, or Parent-by-Adoption	No	1,3	1	1	1	1173

Notes:

1. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.
2. Yes, if the child:

   a. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or

b. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member before the age of 21 or under clause b. and is, dependent on the member for over one-half of the child's support or was, at the time of the member's death. (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).

3. Yes, on a space-available, fully reimbursable basis.

A2.13. MSC civil service Marine personnel deployed to foreign countries on MSC-owned and operated vessels. See Table 2.24 for entitlements.

Table A2.25. Entitlements for MSC Civil Service Marine Personnel Deployed to Foreign Countries on MSC-owned and Operated Vessels.

	MC	MS	C	MWR	E	FORM
Self	No	2	Yes	Yes	1	2765

Notes:

1. Entitled to limited exchange privileges, which include purchase of all items except distinctive uniform items and State tax-free items.

2. Yes, on a space-available, fully reimbursable basis.

A2.14. Ship's Officers and Members of the Crews of Vessels of the NOAA Title 33, U.S.C. 857-4. (Ship's Officers Are Not Commissioned Officers; they are Civilian Employees of the NOAA.). See Table A2.25 for entitlements.

Table A2.26. Entitlements for Ship's Officers and Members of the Crews of Vessels of the NOAA (Title 33 U.S.C. 857-4. (Ship's Officers Are Not Commissioned Officers; they are Civilian Employees of the NOAA.).

	MC	MS	C	MWR	E	FORM
Self	No	No	Yes	Yes	1	2765
Lawful Spouse, Children	No	No	Yes	Yes	1	1173

Notes:

1. Limited exchange privileges.

A2.15. Officers and Crews of Vessels, Lighthouse Keepers, and Depot Keepers of the Former Lighthouse Service. See Table A2.26 for entitlements.

Table A2.27. Entitlements for Officers and Crews of Vessels, Lighthouse Keepers, and Depot Keepers of the Former Lighthouse Service.

	MC	MS	C	MWR	E	FORM
Self	No	No	Yes	Yes	Yes	2765

A2.16. Involuntarily Separated Members Under TAMP or TAP. Involuntarily separated members, not for cause, of the Army, the Navy, the Air Force, or the Marine Corps on active duty or full-time National Guard duty before or on September 30, 1990; or on or after November 30, 1993, or with respect to a member of the Coast Guard, the member was on active duty in the

Coast Guard 1 October 1994 and involuntarily separated from active duty on or after October 1, 1990, through December 31, 2001 and their dependents, including dependents acquired after the member's separation (Chapter 58 of 10 U.S.C). Public Law 107-107, effective 1 January 2002, authorizes military members who separate on or after 1 January 2002 medical benefits only. See Table A2.28 for entitlements for those who qualified prior to 31 December 2001 and after 1 October 2007 through 31 Dec 2012.

Table A2.28. Entitlements for Involuntarily Separated Members.

	MC	**MS**	**C**	**MWR**	**E**	**FORM**
Involuntarily Separated Member	1	1	3	3	3	2765
Lawful Spouse	1	1	3	3	3	1173
	MC	**MS**	**C**	**MWR**	**E**	**FORM**
Children, Unmarried, Under 21 Years						
Legitimate, adopted, stepchild, illegitimate child of record of female member, or illegitimate child of male member, whose paternity has been judicially determined.	1	1	2,3	3,4	3,4	1173
Illegitimate child of male member, whose paternity has not been judicially determined, or illegitimate child of spouse.	1,2	1,2	2,3	3,4	3,4	1173
Ward	1,2	1,2	2,3	3,4	3,4	1173
Preadoptive Child	1,6	1,6	2,3	3,4	3,4	1173
Children, Unmarried, 21 Years and Over (If entitled to above)	1,4,5	1,4,5	2,3,,5	3,4,5	3,4,5	1173
Father, Mother, Father-in-Law, Mother-in Law, Stepparent, or Parent-by-Adoption	No	1,2	2,3	3,4	3,4	1173

Notes:

1. Yes, medical entitlement for 180 days with 2 years shopping privileges (formerly 60 days when a member is separated with less than 6 years of active service and 120 days when a member is separated with 6 or more years of active service beginning on the date after the member separated, and if:

   a. Not entitled to Medicare part A, hospital insurance, through the Social Security Administration; or,

   b. Entitled to Medicare Part A hospital insurance and enrolled in Medicare Part B, supplemental medical insurance.

2. Yes, if a member of a household maintained by or for an authorized sponsor and dependent on that sponsor for over 50 percent of his or her support. Children residing in the household of a separated spouse continue to be eligible for commissary privileges until there is a final divorce decree. In the case of a divorce, children residing in the household of a former spouse are not considered to be members of the authorized sponsor's household for commissary privileges,

except children who reside with a former spouse meeting requirements for commissary privileges based on 20 years of marriage during a period the member or retired member performed 20 years of service.

3. Yes, if the member was separated beginning on October 1, 1990, but before December 31, 2001, entitlement shall be for 2 years, beginning on the date the member separated.

4. Yes, if dependent on the authorized sponsor for over 50 percent of his or her support.

5. Yes, if the child:

a. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or

b. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member before the age of 21 or under clause b. and is, dependent on the member for over one-half of the child's support or was, at the time of the member's death. (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).

6. Yes, for determinations of dependency made on or after October 5, 1994, an unmarried person who is placed in the home of the member or former member by a placement agency (recognized by the Secretary of Defense) in anticipation of the legal adoption of the person by the member or former member; and who:

a. Is, younger than 21 years of age; or,

b. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or

c. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member under clause a. or b. and is, dependent on the member for over one-half of the child's support or was, at the time of the member's death.

A2.17. Voluntarily Separated Members Under SSB or VSI. Voluntarily separated members of the Army, the Navy, the Air Force, and the Marine Corps who are eligible and approved for payment of a Special Separation Benefit (SSB) or the Voluntary Separation Incentive (VSI); and have been on active duty for more than 6 years, and have served at least 5 years of continuous active duty immediately preceding the date of separation; and the date of separation is on or before 31 December 2001, and their dependents; including those dependents acquired after the member's separation (Title 10 U.S.C. 1174a and 1175, and Pub. L. 102-484 (1992)). See Table A2.28 for entitlements.

Table A2.29. Entitlements for Voluntarily Separated Members Under SSB or VSI.

	MC	MS	C	MWR	E	FORM
Voluntarily Separated Member	1	1	3	3	3	2765
Lawful Spouse	1	1	3	3	3	1173

Children, Unmarried, Under 21 Years						
Legitimate, adopted, stepchild, illegitimate child of record of female member, or illegitimate child of male member, whose paternity has been judicially determined.	1	1	2,3	3,4	3,4	1173
Illegitimate child of male member, whose paternity has not been judicially determined, or illegitimate child of spouse.	1,2	1,2	2,3	3,4	3,4	1173
Ward	1,2	1,2	2,3	3,4	3,4	1173
Children, Unmarried, 21 Years and Over (If entitled to above)	1,4,5	1,4,5	2,3,5	3,4,5	3,4,5	1173
Father, Mother, Father-in-Law, Mother-in Law, Stepparent, or Parent-by-Adoption	No	1,2	2,3	3,4	3,4	1173

Notes:

1. Yes, entitlement shall be for 120 days when a member is separated with 6 or more years of active service beginning on the date after the member separated, and if:

   a. Not entitled to Medicare Part A, hospital insurance, through the Social Security Administration; or,

   b. Entitled to Medicare Part A, hospital insurance and enrolled in Medicare Part B, supplemental medical insurance.

2. Yes, if a member of a household maintained by or for an authorized sponsor and dependent on that sponsor for over 50 percent of his or her support. Children residing in the household of a separated spouse continue to be eligible for commissary privileges until there is a final divorce decree. In the case of a divorce, children residing in the household of a former spouse are not considered to be members of the authorized sponsor's household for commissary privileges, except children who reside with a former spouse meeting requirements for commissary privileges based on 20 years of marriage during a period the member or retired member performed 20 years of service.

3. Yes, entitlement shall be for 2 years beginning on the date the member separated if the member was separated on or before September 30, 2001; has been on active duty for more than 6 years; and has served at least 5 years of continuous active duty immediately preceding the date of separation.

4. Yes, if dependent on the authorized sponsor for over 50 percent of his or her support.

5. Yes, if the child:

   a. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or

   b. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member before the age of 21 or under clause a. and is, dependent on the member for over one-half of the child's support or was, at the time of

the member's death. (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).

Attachment 3

COMPLETING DD FORM 1172, "APPLICATION FOR UNIFORMED SERVICES IDENTIFICATION CARD - DEERS ENROLLMENT"

A3.1. General Instructions.

A3.1.1. The DD Form 1172 shall be used for enrollment or update of eligible individuals into the DEERS data base and to apply for issuance of DD Forms 2 (Active, Reserve, Retired, and Reserve Retired), DD Form 1173, DD Form 1173-1, DD Form 2764, 2765, AF Form 354, DA 1602--except do not update DEERS when issuing the AF Form 354, DA 1602, DD 489 or 1934, complete the DD Form 1172 manually (see **Note**s 1 and 2 of this attachment). Do not generate a DD Form 1172 for sponsors, when issuing the sponsor's identification card. **Note:** The DD Form 1172 is not used for CAC DEERS enrollment or eligibility. Issuance of the CAC, a DD Form 2842, Department of Defense (DoD) Public Key Infrastructure (PKI) Certificate of Acceptance and Acknowledgement of Responsibilities (Subscriber) is required. Refer to Chapters 12, 13, 17, and 18 for additional information concerning CAC DEERS enrollment and eligibility for active, reserve, and civilian members.

A3.1.2. If manually preparing the form, type or print legibly using black ball-point pen.

A3.1.3. When manually completing the form, use the exact codes listed under each item. For example, in block 35 (relationship), enter CH for child, SC for stepchild and SP for spouse.

A3.1.4. Dispose of the DD Form 1172 in accordance paragraph 1.13.

A3.1.5. Update the DEERS or RAPIDS then generate a DD Form 1172 when issuing DD Forms 1173 or DD Form 2765 to foreign personnel (**Exception:** See paragraph 21.18.).

A3.1.6. To enroll ROTC cadets in RAPIDS, contact respective Reserve or Guard Component Service Project Office.

A3.2. DEERS Enrollment:

A3.2.1. A sponsor with dependents must enroll in DEERS:

A3.2.1.1. All eligible dependents.

A3.2.1.2. Any other beneficiary not issued an ID card for whom the sponsor claims dependent status for medical benefits.

A3.2.1.3. Enroll newborn children, out to their 21st birthday if no ID card is issued.

A3.2.2. Section II requires the dependent's:

A3.2.2.1. Name.

A3.2.2.2. Date of birth.

A3.2.2.3. Relationship to the sponsor.

A3.2.2.4. SSN.

A3.2.2.5. Address, if different from that of the sponsor or applicant.

A3.3. Section I. Sponsor Information:

A3.3.1. Block 1. Name. Enter the sponsor's LAST name first, enter the FIRST name, and then enter the MIDDLE INITIAL or the full MIDDLE NAME. (Use no more than 27 characters.) The name field can include a designation of JR, SR, ESQ, or the Roman numerals I through X. To include that designation, enter the appropriate data after the middle initial. The name cannot contain any special characters nor is any punctuation permitted.

A3.3.2. Block 2. Sex. Enter the sex of the sponsor from the valid abbreviations listed in the left column, below: (Use one character.)

M - Male

F - Female

A3.3.3. Block 3. Social Security Number (SSN). Enter the sponsor's SSN. In cases where the sponsor does not have an SSN, enter the sponsor's Service Serial Number with the addition of left-justified zeros, when the service number contains less than nine digits. For example, serial number ―12345" would be entered as ―000012345." A foreign identification number (FIN) will automatically be assigned and generated by the RAPIDS for foreign military members and foreign nationals who are not under the Social Security Administration System and will not receive a SSN. (Use nine characters).

A3.3.3.1. If the SSN or Service Serial Number is already registered on the DEERS database for another individual, STOP processing and verify the number. If verification confirms duplication of the SSN by the Social Security Administration, continue processing and the system shall automatically generate a duplicate control number for the additional sponsor.

A3.3.4. Block 4. Status. Enter the correct abbreviation for the status of the sponsor from the valid abbreviations listed in the left column, below: (Use no more than six characters.)

ACADMY	Academy or Navy Officer Candidate School (OCS) Student
AD	Active duty (excluding Guard and Reserve on extended active duty for more than 30 days)
AD-DEC	Active duty deceased
CIV	Civilian
CONTR	Contractor
DAVDEC	100-percent disabled veteran deceased (either temporary (TMP) or permanent (PRM)
DAVPRM	100-percent disabled veteran, permanent disability
DAVTMP	100-percent disabled veteran, temporary disability
FP	Foreign military personnel
FMRMR	Former member who is in receipt of retired pay for non-regular service under Chapter 1223 of 10 U.S.C. but who has been discharged from the Service and maintains no military affiliation

FMRDEC	A former member who qualified for retired pay for non-regular service under Chapter 1223 of 10 U.S.C. at his or her sixtieth birthday, before his or her discharge from the Service, but died while in receipt of retired pay
GRD	National Guard (all categories)
GRDDEC	National Guard deceased
GRD-AD	Guard on extended active duty for more than 30 days
MH	Medal of Honor recipient
MH-DEC	Medal of Honor recipient deceased
OTHER	Non-DOD eligible beneficiaries (including credit union employees, or contractor personnel, and other civilians employed in support of U.S. forces overseas, who are authorized benefits and privileges).
PDRL	Retired member, on the Permanent Disability Retired List (PDRL)
PR-APL	Prisoner or Appellate leave
RCL-AD	Recalled to active duty
RES	Reserve (all categories)
RES-AD	Reserve members on extended active duty for more than 30 days
RESDEC	Reserve deceased
RESRET	National Guard and Reserve members who retire, but are not entitled to retired pay until age 60
RET	Retired member entitled to retired pay
RETDEC	Deceased retired member entitled to retired pay. Code applies to active duty retired, Retired Reserve beginning on their 60th birthday, the TDRL, and the PDRL
TDRL	Retired member, on the TDRL
VSI	Voluntary Separation Incentive (VSI) recipient

A3.3.5. Block 5. Branch of Service. Enter the correct organization with which the sponsor is affiliated from the valid abbreviations listed in the left column, below: (Use no more than five characters.)

USA	the U.S. Army
USAF	the U.S. Air Force
USN	the U.S. Navy
USMC	the U.S. Marine Corps
USCG	the U.S. Coast Guard
USPHS	the United States Public Health Service

NOAA the National Oceanic and Atmospheric Administration

DOD the Department of Defense

OTHER used when the sponsor is not affiliated with one of the Uniformed Services listed above

A3.3.6. Block 6. Pay Grade. Enter the correct sponsor pay grade from the valid abbreviations listed in the left column, below. (Use no more than four characters.)

El-E9	Enlisted pay grades 1 through 9
W1-W5	Warrant officer pay grades 1 through 5
STDT	Academy and/or Navy OCS student (ENTER PAY GRADE IF STDT RECEIVING PAY)
O01-O11	Officer pay grades 1 through 11 (011 is reserved)
GS01-GS18	Federal employees with General Schedule pay grades
NF1-NF6	Federal employees with Nonappropriated Fund pay grades
GSE01-GSE18	General Schedule Equivalent to be assigned to contractor personnel
OTHER	Other (non-Uniformed Service) pay grades not defined above
N/A	Not applicable. Use this code with the Block 4 status codes –FMRMR" or –FMRDEC."

A3.3.7. Block 7. Rank. Enter the Uniformed Service sponsor's correct rank from the valid abbreviations listed, below. That block is left blank for all other sponsors. For NOAA and USPHS sponsors, follow the Navy and/or Coast Guard officer ranks. Pay grade O11 is reserved. (Use no more than six characters.)

A3.3.8. Block 8. GEN CAT (Geneva Convention Category). Enter the sponsor's appropriate Geneva Convention Category from the valid abbreviations listed in the left column, below. That block is automatically generated for online systems. (Use no more than three characters.)

I Category I (pay grades El through E4)

II Category II (pay grades E5 through E9)

III Category III (pay grades W1 through O03 and/or Cadets and/or Midshipmen)

IV Category IV (pay grades O04 through O06)

V Category V (pay grades O07 through O11)

N/A Not applicable (nonprotected personnel)

A3.3.9. Block 9. Type of Card Issued. If the transaction being performed results in issue or reissue of the sponsor's Uniformed Services' ID card, enter the appropriate abbreviation from the left column, below, to indicate which DD Form was issued to the sponsor. (Use four characters.)

2ACT DD Form 2, Active (Green)

2RET DD Form 2, Retired (Blue)

2RES DD Form 2, Reserve (Red)

2RES DD Form 2, Reserve (Green)

1173 DD Form 1173 (Tan)

1173-1 DD Form 1173-1 (Red)

2764 DD Form 2764 (Tan)

2765 DD Form 2765 (Tan)

A3.3.10. Block 10. ID No. (ID Card Number). If the transaction is to issue or reissue an ID card to the sponsor, enter the serial number of the DD Form 2, DD Form 1173, or DD Form 1173-1. That block may be left blank. (Use no more than nine characters.)

A3.3.11. Block 11. Last Update. No action required. That date is generated automatically by the DEERS and indicates the date of the last online transaction or DD Form 1172 submitted for that sponsor.

A3.3.12. Block 12. V/I (Verify and/or Issue). Enter the correct action abbreviation to show the reason that the DD Form 1172 is being prepared. Select from the valid values listed in the left column, below. For Ready Reserve members and Reserve retirees entitled to pay at age 60, leave blank. (Use one character.)

A To indicate the addition of a new record on the DEERS.

C To indicate a change or update transaction, when an ID card shall not be issued.

I To indicate the issue OR reissue of an ID card.

U To indicate a sponsor and/or dependent(s) address update only. If the address update is for dependents' addresses only, proceed to block 33.

T Terminate

A3.3.13. Block 13. Current Residence Address. Enter the number and street of the sponsor's current residence address. When disclosure of the residence address would violate the ―Privacy Act" (5 U.S.C. 552a) and the sponsor is an active duty or a Reserve member, enter the sponsor's military mailing address. If sponsor is deceased or if address is unknown, leave blank. (Use no more than 27 characters.)

A3.3.14. Block 14. Supplemental Address Information. Enter supplemental address information, such as an apartment number. Do not enter a duty address in combination with a residence address. That field may be left blank. (Use no more than 20 characters.)

A3.3.15. Block 15. City. Enter the sponsor's current city of resident. If the sponsor's address is an Army Post Office (APO) or a Fleet Post Office (FPO), enter the designation APO or FPO. If the sponsor is deceased or city is unknown, leave blank. (Use no more than 18 characters.)

A3.3.16. Block 16. State. Enter the correct U.S. postal abbreviation for the State of the sponsor's residence from the valid Postal abbreviations listed, below. If the sponsor's address is an APO or FPO, enter the correct APO or FPO State. If the sponsor lives outside of the 50 United States, the District of Columbia, or one of the listed trust territories, enter a default

value of ―XX." If the sponsor is deceased or if State is unknown, leave blank. (Use two characters.)

A3.3.17. Block 17. ZIP Code. Enter the correct nine-digit ZIP Code of the sponsor's current residence address in the following format: ―123456789." If the last four digits are unknown, enter four zeros (0000); e.g., ―123450000." If the sponsor does not reside in one of the 50 United States, the District of Columbia, or one of the listed trust territories, enter the applicable foreign ZIP Code, or APO or FPO number. If the sponsor is deceased or if ZIP Code is unknown, leave blank. (Use no more than nine characters.)

A3.3.18. Block 18. Country. Enter the sponsor's correct country of residence from the valid State Department abbreviations listed, below. If the sponsor's address is an APO or FPO, the country must be ―US". If the sponsor is deceased or if country is unknown, leave blank. Use two characters.

Afghanistan	AF	Burundi	BY
Albania	AL	Cambodia	CB
Algeria	AG	Cameroon	CM
America Samoa	AQ	Canada	CA
Andorra	AN	Cape Verde	CV
Angola	AO	Cayman Islands	CJ
Anguilla	AV	Central African	
Antarctica	AY	Republic	CT
Antigua and Barbuda	AC	Chad	CD
Argentina	AR	Chile	CI
Armenia	AM	China	CH
Aruba	AA	Christmas Island	KT
Ashmore and Cartier		Clipperton Islands	IP
Islands	AT	Cocos (Keeling)	
Australia	AZ	Islands	CK
Austria	AU	Colombia	CO
Azerbaijan	AJ	Comoros	CN
Bahamas The	BF	Cook Islands	CW
Bahrain	BA	Coral Sea Islands	CR
Baker Island	FQ	Costa Rica	CS

Bangladesh	BG	Cote Dtvoire	IV
Barbados	BB	Croatia	HR
Bassas Da India	BS	Cuba	CU
Belarus	BO	Cyprus	CY
Belgium	BE	Czech Republic	EZ
Belize	BH	Denmark	DA
Benin	BN	Djibouti	DJ
Bermuda	BD	Dominica	DO
Bhutan	BT	Dominican Republic	DR
Bolivia	GL	Ecaudor	EC
Bosnia and		Egypt	EG
Herzegovina	BO	El Salvador	ES
Botswana	BC	Equatorial Guinea	EK
Bouvet Island	BV	Eritrea	ER
Brazil	BR	Estonia	EN
British Indian Ocean		Ethiopia	ET
Territory	IO	Europa Island	EU
British Virgin		Falkland Islands	
Islands	VI	(Islas Malvinas)	FK
Brunei	BX	Faroe Islands	FO
Bulgaria	BU	Federated States of	
Burkina	UV	Micronesia	FM
Burma	BM	Fiji	FJ
Finland	FI	Jarvis Island	DQ
France	FR	Jersey	JE
French Guiana	FG	Johnston Atoll	JQ
French Polynesia	FP	Jordan	JO
French Southern and		Juan De Nova Island	JU
Antarctic Lands	FS	Kazakhstan	KZ

Gabon	GB	Kenya	KE
Gambia The	GA	Kingman Reef	KQ
Gaza Strip	GZ	Kiribati	KR
Georgia	GG	Korea Democratic	
Germany	GM	Peoples Republic	KN
Ghana	GH	Korea Republic of	KS
Gibraltar	GI	Kuwait	KU
Glorioiso Islands	GO	Kyrgystan	KG
Greece	GR	Laos	LA
Greenland	GL	Latvia	LG
Grenada	GJ	Lebanon	LE
Guadeloupe	GP	Lesotho	LT
Guam	GQ	Liberia	LI
Guatemala	GT	Libya	LY
Guernsey	GK	Liechtenstein	LS
Guinea	GV	Lithuania	LH
Guinea-Bissau	PU	Luxembourg	LU
Guyana	GY	Macau	MC
Haiti	HA	Macedonia	MK
Heard Island and		Madagascar	MA
McDonald Islands	HM	Malawi	MI
Honduras	HO	Malaysia	MY
Hong Kong	HK	Maldives	MV
Howland Island	HQ	Mali	ML
Hungary	HU	Malta	MT
Iseland	IC	Man Isle of	IM
India	IN	Marshall Islands	RM
Indonesia	ID	Martinique	MB
Iran	IR	Mauritania	MR

Iraq	IZ	Mauritius	MP
Ireland	EI	Mayotte	MF
Israel	IS	Mexico	MX
Italy	IT	Midway Islands	MQ
Ivory Coast	IV	Moldova	MD
Jamaica	JM	Monaco	MN
Jan Mayen	JN	Mongolia	MG
Japan	JA	Montenegro	M
Montserrat	MH	St. Vincent and	
Morocco	MO	the Grenadines	VC
Mozambique	MZ	San Marino	SM
Namibia	WA	Sao Tome and	
Nauru	NR	Principe	TP
Navassa Island	BQ	Saudi Arabia	SA
Nepal	NP	Senegal	SG
Netherlands	NL	Serbia	SR
Netherlands Antilles	NA	Seychelles	SE
New Caledonia	NC	Sierra Leone	SL
New Zealand	NZ	Singapore	SN
Nicaragua	NU	Slovakia	LO
Niger	NG	Slovenia	SI
Nigeria	NI	Solomon Islands	BP
Niue	NE	Somalia	SO
Norfolk Island	NF	South Africa	SF
Northern Mariana		South Georgia and the	
Islands	CQ	South Sandwich Islands	SX
Norway	NO	Spain	SP
Oman	MU	Spratly Islands	PG
Pakistan	PK	Sri Lanka	CE

Palmyra Atoll	LQ	Sudan	SU
Panama	PM	Surinam	NS
Papua New Guinea	PP	Svalbard	SV
Paracel Islands	PF	Swaziland	WZ
Paraguay	PA	Sweden	SW
Peru	PE	Switzerland	SZ
Philippines	RP	Syria	SY
Turks and Caicos		Vatican City	VT
Islands	TK	Venezuela	VE
Tuvalu	TV	Vietnam	VM
Uganda	UG	Virgin Islands	VQ
Ukraine	UP	Wake Island	W
United Arab		Wallis and Futuna	WF
Emirates	TC	West Bank	WE
United Kingdom	UK	Western Sahara	WI
United States	US	Western Samoa	WS
Uruguay	UY	Yemen (Aden)	YM
Uzbekistan	UZ	Zambia	ZA
Vanuatu	NH	Zimbabwe	ZI

A3.3.19. Block 19. UIC (Unit Identification Code). No action required. Leave this block blank. This is an eight character (Air Force), six character (Army) or five character (Navy) restricted field entered by each Uniformed Service personnel system that interfaces with DEERS. UIC equals PAS code for Air Force, RUC-MCC for Marine Corps, or OPFAC for Coast Guard personnel.

A3.3.20. Block 20. Home Telephone Number. Enter the sponsor's current residence, duty, or business telephone number beginning with the area code. Do not use punctuation to separate area code, prefix, and basic number. This block may be left blank. (Use no more than 10 characters.)

A3.3.21. Block 21. Date of Birth. Enter the sponsor's date of birth in four-digit year, three alpha-character month, and two-digit day format (YYYYMMMDD). Date of birth must also be entered, when using ―U" code (block 12.) for off-line entry. (Use nine characters.)

A3.3.22. Block 22. Blood Type. Enter the sponsor's blood type from the valid list of abbreviations listed in the left column, below. This block may be left blank for other than AD, RCL-AD, ACADMY, GRD, or RES sponsors. (Use no more than three characters.)

A+	A Positive
A-	A Negative
B+	B Positive
B-	B Negative
AB+	AB Positive
AB-	AB Negative
O+	O Positive
O-	O Negative

A3.3.23. Block 23. Color Eyes. Enter the sponsor's correct eye color from the valid abbreviations listed in the left column, below. If sponsor is deceased, or if eye color is unknown, leave blank. (Use two characters.)

BR	Brown
GR	Green
BL	Blue
HZ	Hazel
BK	Black
GY	Gray
VT	Violet

A3.3.24. Block 24. Color Hair. Enter the sponsor's correct hair color from the valid abbreviations listed in the left column, below. If sponsor is deceased, of if hair color is unknown, leave blank. (Use two characters.)

AU	Auburn
BK	Black
BN	Blonde
BR	Brown
GY	Gray
RD	Red
SL	Silver
WH	White
BD	Bald
OT	Not Applicable

A3.3.25. Block 25. Height. Enter the sponsor's height in inches. The valid range is 48 to 96 inches. If the sponsor is deceased, or if height is unknown, leave blank. (Use two characters.)

A3.3.26. Block 26. Weight. Enter the sponsor's weight in pounds. The valid range is 0 to 999. If the sponsor is deceased, or if weight is unknown, leave blank. (Use up to three characters.)

A3.3.27. Block 27. Medicare. Enter the sponsor's entitlement status for Medicare Part A hospital insurance through the Social Security Administration. For Ready Reserve members and Reserve retirees, who are entitled to pay at age 60, leave blank. (Use one character.)

D - Eligible prior to age 65 due to disability; dual entitlement to Medicare and TRICARE

E - Eligible, at age 65; Medicare start date is on, or after, attainment of age 65.

N - Not eligible at age 65; did not work enough quarters.

P - Purchased Medicare Part A; did not work enough quarters to qualify.

A - Eligible over age 65; Medicare Part A started after age 65.

R - Eligible for Medicare Part A, under age 65, due to end state renal disease.

A3.3.28. Block 28. Marital Status. Enter the sponsor's marital status from the valid abbreviations listed in the left column, below. (Use three characters.)

ANL Annulled

DIV Divorced

INT Interlocutory decree

JSM Joint-Service marriage

LSP Legally separated

MAR Married

SGL - Single (never been married)

DB - DoD Beneficiary, formerly WID - Widow or widower

A3.3.29. Block 29. ELIG ST/MC EFF DATE. (Eligibility Start Date and/or Civilian Health Care Effective Date or Medicare Part A Hospital Insurance Start Date and/or Guard and/or Reserve-Start Date). (Use nine characters.)

A3.3.29.1. For active duty sponsors, enter the date that the sponsor commenced active duty. A break in service that lasted more than 24 hours results in a new eligibility start date.

A3.3.29.2. For RET, FMRMR, TDRL, or PDRL sponsors, enter the date the sponsor became eligible to receive retired pay. If the sponsor became eligible for Medicare Part A hospital insurance benefits before attaining age 65, enter the Medicare Part A start date and a ~~"D~~" or ~~"R~~" in block 27, above.

A3.3.29.3. For Reserve component RET sponsors qualifying for retired pay at age 60, enter the sponsor's 60th birthday. If the sponsor became eligible for Medicare Part A hospital insurance after age 60, but before attaining age 65, enter the Medicare Part A start date and enter a ~~"D~~" or ~~"R~~" in block 27, above. After attaining age 65, enter the Medicare Part A hospital insurance start date and enter an ~~"A~~" in block 27, above.

A3.3.29.4. For Reserve members enter the date the sponsor commenced his or her current Reserve commitment. For Reserve retirees entitled to pay at age 60, enter the date Reserve retirement began.

A3.3.29.5. For CIV, DAVTMP, DAVPRM, or MH, enter the date the sponsor's qualifying status began.

A3.3.30. Block 30. CARD EX/ELIG END DATE. (Card Expiration Date and/or Eligibility End Date and/or Guard/Reserve End Date.) Enter the appropriate sponsor effective end date for DD Form 2, as prescribed in Attachment 12; or for DD Forms 1173, as prescribed in Attachment 4.

A3.3.31. Block 31. Privileges Authorized. In the spaces provided, enter the correct abbreviation to show the benefits and privileges that the sponsor is authorized to receive. (Use one character for each privilege category.)

MC - If the sponsor is entitled to medical care under the TRICARE, enter ~~"C~~". If the sponsor is not entitled to the TRICARE, enter ~~"N~~."

MS - If the sponsor is authorized healthcare at Uniformed Services facilities (MS), enter ~~"Y~~." If the sponsor is not authorized MS, enter ~~"N~~."

C - If the sponsor is authorized commissary privileges, enter ~~"Y~~". If the sponsor is not authorized commissary privileges, enter ~~"N~~."

MWR - If the sponsor is authorized morale, welfare, and recreation privileges, enter ~~"Y~~". If the sponsor is not authorized morale, welfare, and recreation privileges, enter ~~"N~~."

EU - If the sponsor is authorized unlimited exchange privileges, enter ~~"Y~~". If the sponsor is not authorized unlimited exchange privileges, enter ~~"N~~."

EL - If the sponsor is authorized limited exchange privileges, enter ~~"Y~~". If the sponsor is not authorized limited exchange privileges, enter ~~"N~~." **Note:** Reserve members and Reserve retirees entitled to pay at age 60, will have C, MWR and EU reflected on their card; but not medical ~~"M~~C."

A3.3.32. Block 32. END ELIG REASON. (End Eligibility Reason.) No longer used.

A3.4. Section II - Dependent Information

A3.4.1. Block 33. Name. Enter the dependent's name, as prescribed in block 1 above. **Note:** Do not enter nicknames, short spellings, or popular names. The name should reflect the legal name appearing on the birth certificate used for verification, unless the dependent legally changed his or her name in compliance with the legal requirements of the state in which he or she made the change. Consult the base legal staff for advice. For ID card purposes, there is no legal requirement that a wife take her husband's name at the time of marriage. A copy of a birth certificate and marriage certificate is required if a wife reverts back to her maiden name. A court order is not required.

A3.4.2. Block 34. Sex. Enter the sex of the dependent, as prescribed in block 2, above.

A3.4.3. Block 35. Relationship. Enter the correct abbreviation to show the dependent's relationship to the sponsor from the valid abbreviations listed in the left column below: (Use no more than six characters.)

CH Child

SC Stepchild

URW Unremarried widow(er) (never remarried) (DoD Beneficiary)

UMW Unmarried widow(er) (DoD Beneficiary)

PL Parent-in-law

SPL Stepparent-in-law

PAR Parent

STP Stepparent

SP Spouse

WARD Legal ward

URFS02 Unremarried former spouse (meets 20-20-20 criteria) (DoD Beneficiary)

URFS03 Unremarried former spouse (meets 20-20-15 criteria and marriage terminated before April 1, 1985) (DoD Beneficiary)

URFS04 Unremarried former spouse (meets 20-20-15 criteria and marriage terminated on or after April 1, 1985 and on or before 28 September 1988) (DoD Beneficiary)

URFS05 Unremarried former spouse (meets 10-20-10 criteria and marriage terminated on or after October 23, 1992) (DoD Beneficiary)

URFS06 Unmarried former spouse (meets the Transitional Compensation criteria andmarriage terminated criteria on or after Nov 30, 1993 (DoD Beneficiary)

UMFS Unmarried former spouse (meets 20-20-20 criteria and remarriage terminated by death or divorce) (DoD Beneficiary)

For Reserve members and Reserve retirees entitled to pay at age 60, only codes PAR, PIL, SP, CH, SC, or WARD shall be used.

A3.4.4. Block 36. SSN. (Social Security Number.) Enter the dependent's SSN. A temporary identification number (TIN) will automatically be assigned and automatically generated by the RAPIDS 6.1 for categories of beneficiaries who do not yet have SSNs, such as newborns and foreign spouses, awaiting a SSN, or for those who do not have and are not eligible for a SSN. (Use nine characters.)

A3.4.5. Block 37. ID No. (ID Card Number.) If a manually prepared DD Form 1173 or a manually prepared DD Form 1173-1 is being issued to the dependent, enter the serial number in that block. If the transaction being performed is to terminate the dependent's eligibility, that block need not be updated except to identify a card that may be in the possession of an individual no longer entitled to the card. Such card should be retrieved for destruction. (Use no more than nine characters.)

A3.4.6. Block 38. Last Update. Refer to block 11 above. No action required.

A3.4.7. Block 39. V/I. (Verify and/or Issue.) Enter the correct action, as prescribed in block 12 above. For dependents of active duty sponsors who are no longer eligible for benefits or for Guard and Reserve DEERS Enrollment Program dependents who are no longer eligible for future benefits on mobilization of the sponsor, enter code ―F" and the appropriate code in block 60. below. For all other Reserve members and Reserve retirees entitled to pay at age 60, leave blank.

A3.4.8. Block 40. Current Residence Address. Enter the number and street of the dependent's residence address. If address is unknown, leave blank. (Use no more than 27 characters.)

A3.4.9. Block 41. Supplemental Address Information. Enter supplemental address information, as prescribed in block 14 above.

A3.4.10. Block 42. City. Enter the dependent's current city of residence, as prescribed in block 15 above.

A3.4.11. Block 43. State. Enter the correct postal abbreviation for the dependent as prescribed in block 16 above.

A3.4.12. Block 44. ZIP Code. Enter the correct 9-digit ZIP Code of the dependent's current residence address, as prescribed in block 17 above.

A3.4.13. Block 45. Country. Enter the dependent's correct country of residence, as prescribed in block 18 above.

A3.4.14. Block 46. Home Telephone Number. Enter the dependent's current residence telephone number, as prescribed in block 20 above.

A3.4.15. Block 47. Date of Birth. Enter the dependent's date of birth, as prescribed in block 21 above.

A3.4.16. Block 48. MBI (Multiple Birth Indicator). Enter the applicable value to identify dependents, whose dates of birth are within 10 months of each other. That value is required even when those dependents are not twins, triplets, etc. (Use one character.)

Y - Yes, there are multiple birth dependents.

N - No, there are no multiple birth dependents.

A3.4.17. Block 49. STU (Student). If the dependent child is 21 or 22 years of age and meets the criteria for entitlement as a full-time student, enter ―Y." If the dependent child is 21 or 22 years of age and is not a student, enter ―N" and make the necessary entry in block 50 below. (Use one character.)

A3.4.18. Block 50. INCAP (Incapacitation Status). An entry must be made in that block for each child over 21 years of age, who has been determined by the sponsor's parent Uniformed Service to be entitled to benefits and privileges as an incapacitated dependent. Enter the appropriate value from the indicators, below: (Use one character.)

N - Not incapacitated

P - Permanently incapacitated

T - Temporarily incapacitated

Note*:* Verification of entitlement must be reestablished by the sponsor's parent Service for each subsequent renewal or replacement of ID cards for temporarily incapacitated children.

A3.4.19. Block 51. Medicare. Enter the dependent's entitlement status for Medicare Part A hospital insurance through the Social Security Administration, as prescribed in block 27 above. Dependents of Reserve retirees, entitled to pay at age 60 and issued DD Form 1173-1, are not entitled to medical benefits. That block shall be left blank.

A3.4.20. Block 52. Color Eyes. Enter the dependent's correct eye color, as prescribed in block 23 above.

A3.4.21. Block 53. Color Hair. Enter the dependent's correct hair color, as prescribed in block 24 above.

A3.4.22. Block 54. Height. Enter the dependent's height in inches. The valid range is 00 to 96 inches. (Use two characters.)

A3.4.23. Block 55. Weight. Enter the dependent's weight in pounds, as prescribed in block 26 above.

A3.4.24. Block 56. Marital Status Date (YYYYMMMDD). If the dependent's relationship is SP (spouse), URW (unremarried widow), UMW (unmarried widow), or DoD beneficiary (abused dependent or former spouse), enter the date of marriage or marital status change. See paragraph A3.4.3 for category spouse and former spouse listing. (Use nine characters.)

A3.4.25. Block 57. ELIG ST/MC EFF DATE (YYYYMMMDD) (Eligibility Start Date and/or Civilian Health Care Effective Date or Medicare_Part A Hospital Insurance Start Date). Enter the effective start date of the dependent's eligibility for benefits and privileges, as prescribed in Attachment 4. For dependents eligible for Medicare Part A, before age 65, enter the date Medicare eligibility began.

A3.4.25.1. For dependents eligible for Medicare, Part A, before age 65, enter the date Medicare eligibility began. Enter a ~~"D"~~ or ~~"R"~~ in block 51, or block 79, if applicable to second dependent listed. If eligibility starts after age 65, enter the Medicare, Part A, hospital insurance start date and enter an ~~"A"~~ in block 51 above, or block 79 below, if applicable to dependent listed.

A3.4.25.2. For Reserve dependents and dependents of Reserve retirees entitled to pay at age 60 and not yet reached age 60, who are issued Reserve dependent ID cards, leave block 57 blank.

A3.4.25.3. For 20-20-20 former spouse not entitled to medical benefits because of enrollment in employer-sponsored health plan, enter date that eligibility for health plan began and indicate ~~"N"~~ in the MC block.

A3.4.25.4. For Medicare eligible beneficiaries under age 65, who are enrolled in Medicare, Part B, and who remain TRICARE eligible until age 65, enter the date the beneficiary becomes entitled to TRICARE (see Attachment 4 for MC effective dates). Enter ~~"D"~~ in block 51 (or block 79, if applicable to second dependent listed), and indicate ~~"Y"~~ in MC block.

A3.4.25.5. Wards of active duty members, 5 October 1994 or date dependency and residency is established, whichever is later. Wards of retired members, 1 July 1994 or date dependency and residency is established, whichever is later. **Note:** Wards of active duty members became eligible for MS 1 July l994; however, they did not become entitled to TRICARE until 5 October 1994.

A3.4.26. Block 58. CARD EX/ELIG END DATE (YYYYMMMDD) (Card Expiration Date and/or Eligibility End Date). Enter the correct eligibility end date or card expiration date, as prescribed in Attachment 4. (Use nine characters.)

A3.4.26.1. For Reserves, enter maximum 4 years from date of verification of DD Form 1172, sponsor's expiration of service date, or dependent's twenty-first birthday, whichever is earliest. For Reserve retirees entitled to pay at age 60, enter maximum 4 years from date of verification of DD Form 1172, dependent's twenty-first birthday, or sponsor's sixtieth birthday, whichever is earlier. For students or incapacitated children see Attachment 4.

A3.4.26.2. If card is not being issued to a newborn child, the eligibility end date is the 21st birthday; or 120 days if no SSAN and TIN is generated.

A3.4.27. Block 59. Privileges Authorized. Enter the dependent's authorized benefits and privileges; use applicable coding as reflected in block 31.

A3.4.28. Block 60. END ELIG REASON (YYYYMMMDD)(End Eligibility Reason). If the dependent's eligibility for benefits and privileges is to be terminated, enter the most appropriate end eligibility reason abbreviation from the list in the left column, below. When terminating eligibility, a –T" must also be entered in block 39 or block 67 (Use three characters.)

ACD Dependent entered active duty

DIV Divorce and/or annulment

DMG Dependent married

DTH Death

EEN Active duty separation and/or discharge and/or premature loss and/or deserter and/or end-of-entitlement and/or Reserve affiliation for Reserve members

ESS End of student status

ETI Temporary incapacitation ends

TWF Twenty-first birthday (used with online system)

TWT Twenty-third birthday (used with online system)

UIS Unauthorized issue

For Guard and Reserve DEERS Enrollment Program dependents, only codes ACD, DIV, DMG, DTH, ESS, ETI, TWF, and TWT apply.

Blocks 61 through 88. Enter, as prescribed in blocks 33 through 60 above.

A3.5. Section III - Sponsor Declaration and Remarks:

A3.5.1. Block 89. Remarks.

A3.5.1.1. Enter the method of verification and further explanation of entitlement status, such as marriage certificate, birth certificate, or court order for adoption.

A3.5.1.2. Enter a statement that the former spouse has not remarried since the date of divorce from the member and does or does not have medical coverage under an employer-sponsored health plan. The former spouse must initial this statement.

A3.5.1.3. For issuance of DD Form 1173-1 to a Reserve family member, include a statement that this is for issuance of DD Form 1173-1, only.

A3.5.1.4. Indicate other appropriate comments, such as sponsor provides over 50-percent support, sponsor will not sign, or sponsor unavailable to sign. **Note:** When the sponsor is unavailable for signature, the verifying official will annotate in block 89, ―sponsor is unavailable to sign." (That block may contain up to five typed lines of information.)

A3.5.1.5. For a member who is involuntarily separated and eligible under TAMP or TAP, include a statement that the sponsor and dependents qualify for benefits under TAMP or TAP based upon a separation date of (insert date). This block may contain up to five typed lines of information.

A3.5.1.6. For a member on TDRL who is receiving the second 30-month blue card, enter a statement that the member is not receiving Medicare, Part A.

A3.5.1.7. For widows and widowers who are renewing ID cards, include a statement that he or she has not remarried. The widow or widower must initial this statement.

A3.5.1.8. For eligible dependents who require a dependency determination or a medical sufficiency statement and whose cards were lost or stolen before the end eligibility date expired, enter a statement indicating that there has been no change in the status of the dependent.

A3.5.1.9. Regardless of the applicant's age or incapacity status, the verifying official must state whether the individual is entitled to Medicare, Part A:

A3.5.1.9.1. If entitled to Medicare, Part A, the applicant is not eligible for TRICARE. **Exceptions:** The military sponsor is on active duty, or dependents qualify under paragraph 7.1 (under age 65, eligible for Medicare Part A and also enrolled in Part B.

A3.5.1.9.2. If the applicant is not entitled to Medicare, Part A and is beyond age 65, the Social Security Administration must provide a letter certifying that the individual is not entitled to Medicare, Part A. The verifying official should cite the letter from the SSA in block 89.

A3.5.2. Block 90. Signature. Block must contain the sponsor's signature, with the following exceptions: (Signature is required.)

a. Unmarried or unremarried former spouses shall sign for themselves as a DoD Beneficiary.

b. When the sponsor is deceased the survivors shall sign for themselves.

c. Verifying official will annotate in block 89, ―sponsor is unavailable to sign" when the sponsor is unavailable for signature. The verifying official shall ensure that the dependency relationship between the sponsor and family member exists. Refer to subparagraph (e) when the sponsor is unavailable to sign.

d. When the DD Form 1172 is prepared for terminating eligibility and the verifying official has viewed the appropriate documentation, the verifying official may sign.

e. Signature of a person in possession of a valid general or special power of attorney is acceptable if the sponsor is unavailable to sign. Verifying official will annotate on block 89 the power of attorney. **Note:** When the DD Form 1172 is not signed in the presence of the verifying official, the signature must be notarized. The notary seal and signature should be placed in the right margin of section III.

A3.5.3. Block 91. Date Signed (YYYYMMMDD). Enter the date that block 90 was signed on the DD Form 1172.

A3.6. S ection IV. Verified by:

A3.6.1. Block 92. Type Name (Last, First, Middle). Enter the information pertaining to the verifying official. (Use no more than 27 characters and spaces.)

A3.6.2. Block 93. Pay Grade. Enter the pay grade of the verifying official. (Use no more than four characters.)

A3.6.3. Block 94. Unit and/or Command Name. Enter the unit and/or command name for the verifying official. (Use no more than 26 characters and spaces.)

A3.6.4. Block 95. Title. Enter the verifying official's title. (Use no more than 24 characters and spaces.)

A3.6.5. Block 96. UIC (Unit Identification Code). Enter the unique identifier (UIC, PAS code, RUC-MCC, or OPFAC) for the verifying office, as prescribed in block 19.

A3.6.6. Block 97. Duty Phone Number. Enter the verifying official's duty telephone number; DSN or commercial with area code. (Use no more than 14 characters.)

A3.6.7. Block 98. Unit and/or Command Address (Street, City, State, and ZIP Code). Enter the mailing address for the verifying official. (Use no more than 28 characters and spaces per line.)

A3.6.8. Block 99. Signature. The verifying official must sign in that block. (That block must contain the verifying official's signature.)

A3.6.9. Block 100. Date Verified (YYYYMMMDD). Enter the date of verification. (Use nine characters.) **Note:** Verifying official may transmit (by fax, email, or mail) a properly annotated DD Form 1172 to another verifying official for the purposes of performing DEERS record updates, i.e., enrollment, card issuance, termination, etc.

A3.7. Section V - Issued by: Blocks 101 through 109. Enter in the same manner as the verifying official, as prescribed in section IV, above.

A3.8. Section VI. Recipient's Acknowledgment:

A3.8.1. Block 110. Recipient's Signature. Each recipient must sign in block 110. If any recipient is incapable of signing or is an infant, the condition must be indicated in block 110. Block 110 may contain multiple signatures; a signature for each recipient listed on the form.

A3.8.2. Block 111. Date Signed (YYYYMMMDD). Enter the date of recipient's acknowledgment. (Use nine characters.) **Notes:** 1. DD Form 489 and 1934. Complete the appropriate blocks of the DD Form 1172. Include additional data required to issue the ID card in the remarks section (block 89). For example, place the applicant's religion in block 89 since there is no block for religion on the DD Form 1172. For Air Force members, see paragraph 21.18. 2. AF Form 354. Complete only blocks 1 through 6; 9 and 10; 12 through 18; 21; 23 through 26; and 30. Line through incomplete blocks. Complete block 4 (CIV or RET); block 5 (USAF); block 6 (current pay plan and grade); block 9 (AF Form 354); block 10 (completed by issuing activity); block 12 (I); block 13 (street number and name); block 14 (use for supplemental address information such as apartment number); and block 18. When issuing an ID card to a dependent, complete blocks 33 through 37, 39, 40 through 45, 47, 52 through 55, and 58. Use section III, block 89 to record the employee's organization and office symbol and any other pertinent information. Do not require a notarized signature. Employee signs and dates (blocks 90 and 91), and verifier completes blocks 92 through 100 in section IV.

Attachment 4

DD FORMS 1173 AND 2765 EXPIRATION DATE AND TRICARE (MC) EFFECTIVE DATE GUIDELINES

A4.1. DD Form 1173 and DD Form 2765 Expiration Date:

A4.1.1. When the member and his or her spouse are living apart because of a legal separation or interlocutory decree of divorce, set the expiration date at 1 year from the date of issue or the date on which the divorce becomes final. When a dependent child will be residing apart from the sponsor due to enrollment in a full-time course of study in an institution of higher learning, the DD Form 1173 may be reissued at any time, regardless of whether or not the current card has expired. The expiration date of the reissued card shall be as indicated below (when there appears to be a choice of two or more expiration dates, always choose the earliest date):

Notes*:* (To Table A4.1, Expiration Dates)

1. Date of expiration of sponsor's term of active service.

2. Four years from the date that DD Form 1172 is verified. **Exception*:*** For DAV/TMP members and their dependents; set the expiration date at 60 days beyond the member's next scheduled reexamination date.

3. Last day of month preceding the 65th birthday (if entitled to Medicare, Part A), unless the person is entitled to Medicare, Part A, hospital insurance and not enrolled in Medicare, Part B, at the time of ID card issue.

4. On the 21st birthday. (If the child provides proof of full-time student status, refer to 5, 6, or 7.)

5. Two years from the date that DD Form 1172 is verified.

6. On the 23rd birthday.

7. Expected date of graduation.

8. If over age 21 and the parent uniformed service approved incapacitation:

   INCP 4 years from the date DD Form 1172 is verified (permanent incapacitation)

   INCT Date of anticipated reevaluation (temporary incapacitation)

9. Five years from the date the sponsor was placed on TDRL. **Note*:*** See Attachment 12, Table A12.1, **Note** 4.

10. Indefinite.

11. Three years from the date the DD Form 1172 is verified.

12. Date the sponsor's tour expires at the invitation or sponsorship of the United States.

13. Date the sponsor's entitlement to benefits terminates.

14. If the marriage terminated on or after 29 September 1988, 1 year after divorce, dissolution, or annulment.

15. For medical benefits, 60 days from day after separation date if members have fewer than 6 years of active service, and 120 days from day after separation if members have 6 or more years of active service. For commissary, exchange, and theater privileges, 2 years from day after separation date.

16. For medical benefits, 120 days from day after separation date for members approved for SSB or VSI. For commissary and exchange privileges, 2 years from day after separation date.

17. Abused spouse or former spouse: Issue temporary card expiring 6 months after issue while dependent is waiting receipt of court-ordered annuity. Reissue cards with same expiration date given to dependents of retired members once annuity is being paid by DFAS.

18. Abused children under 18: 4 years from date of verification or 18th birthday. (If child provides proof of full-time student status, refer to 5, 6 or 7).

19. If over age 18 and the parent uniformed service approved incapacitation:

INCP - 4 years from the date DD Form 1172 is verified (permanent incapacitation)

INCT - Date of anticipated evaluation (temporary incapacitation)

20. Abused spouse or unremarried former spouse: Approved stop payment date in block 21 on DD Form 2698, Application for Transitional Compensation.

21. Abused children Under 18: 4 years from date of verification, 18th birthday, stop payment date in block 21 on DD Form 2698, whichever occurs first.

22. If over age 18:

INCP - 4 years from the date DD Form 1172 is verified (permanent incapacitation) or stop payment date in block 21 on DD Form 2698, whichever occurs first.

INCT - Date of anticipated evaluation (temporary incapacitation), or stop payment date in block 21 on DD Form 2698, whichever occurs first.

STUDENT - Date of graduation, 23d birthday or stop payment date in block 21 on DD Form 2698, whichever occurs first.

A4.2. MC (TRICARE) Effective Date:

A4.2.1. The MC effective date is the date that the beneficiary first becomes eligible for TRICARE coverage. Once assigned, an MC effective date is permanent for as long as TRICARE continually covers the beneficiary.

A4.2.2. The MC effective date does not change for dependents on the sponsor's retirement or death unless the retirement or death occurred before 1 January 1967 (the initial date retirees and their dependents became eligible for TRICARE). In this case and in other instances not covered above, whenever there appears to be a choice of two or more eligibility dates, always choose the latest date.

A4.2.3. If there is a break in eligibility, the date TRICARE eligibility resumes (according to these guidelines) is the MC effective date.

Notes: (To Table A4.1, MC Effective Date)

A. Date of sponsor's entry on active duty or 1 October 1966 (the initial date active duty dependents became eligible for TRICARE), if entry was on or before that date. (If there is a break in service of more than 24 hours, use the most recent date of entry on active duty.)

B. 1 January 1967, if the sponsor retired or died on or before that date.

C. Date of marriage.

D. Date of birth.

E. Date of final adoption.

F. 31 August 1972 (date that an illegitimate child of a male member whose paternity has been judicially determined or an illegitimate child of a female member became eligible for the TRICARE).

G. 1 January 1969 (date that an illegitimate child of a male member whose paternity has not been judicially determined or an illegitimate child of spouse became eligible for the TRICARE).

H. Date Reserve member or former member becomes or would have become eligible for retired pay (usually the member's 60th birthday), if member elected to participate in the Reserve Component Survivor Benefit Plan.

I. Date member entered United States.

J. Date child's dependency on sponsor was established.

K. Refer to A, B, C, or H if meeting 20-20-20 criteria and divorced on or after 1 February 1983, or if meeting 20-20-15 criteria and divorced on or after 1 April 1985. If former spouse had an employer-sponsored health plan, use date the plan was canceled.

L. 1 January 1985, if meeting 20-20-20 criteria and divorced before 1 February 1983, or if meeting 20-20-15 criteria and divorced before 1 April 1985. If former spouse had an employer-sponsored health plan, use date the plan was canceled.

M. If Reserve member's death occurred after 30 September 1985, date Reserve member died.

N. If Reserve member's death occurred after 14 November 1986, date Reserve member died.

O. Day after member was involuntarily separated (TAMP) (or TAP for Air Force members) or voluntarily separated under the special separation benefit (SSB) program or the voluntary separation incentive (VSI) program. Do not change MC effective dates for dependents.

P. If unmarried former spouse's, widow's, or widower's remarriage was legally annulled, reinstatement of benefits is the day following the annulment.

Q. Retirees and the eligible spouse or children of living retirees who are Medicare eligible under age 65 have their TRICARE entitlement restored effective 1 October 1991 as long as they are enrolled in Medicare, Part B, on or before 1 October 1991. Eligible retirees and the spouse or children of living retirees who become Medicare-eligible after 1 October 1991 retain their original MC effective date as long as they enroll in Medicare, Part B, at the time they become eligible for Medicare, Part A. Beneficiaries who became enrolled in Medicare, Part B, after effective dates listed above are entitled to TRICARE as of the date of enrollment in Medicare, Part B. Retirees and the eligible spouse or children of living retirees who are age 65 or over and

Medicare eligible, have their TRICARE entitlement restored effective 1 October 2001 as long as they were enrolled in Medicare Part B on or before 1 October 2001.

R. Unremarried former spouses, and the survivors of retired, active duty, and Guard and Reserve-deceased members who are Medicare eligible under age 65 have their TRICARE entitlement restored effective 5 December 1991 as long as they enrolled in Medicare, Part B, before 5 December 1991. Eligible unremarried former spouses and survivors who become Medicare-eligible after 5 December 1991 retain their MC effective date as long as they enroll in Medicare, Part B, at the time they become eligible for Medicare, Part A. Beneficiaries who became enrolled in Medicare, Part B, after effective dates listed above are entitled to TRICARE as of the date of enrollment in Medicare, Part B. Those unremarried former spouses and survivors of retired, active duty, and Guard and Reserve-deceased members who were over age 65 and Medicare eligible, have their entitlement to TRICARE restored effective 1 October 2001 as long as they were enrolled in Medicare Part B on or before 1 October 2001.

S. Students whose incapacitation occurs after age 21 but before age 23. For qualifying students who have never lost eligibility, set the MC effective date as prescribed. For qualifying students who have a break in eligibility, set the MC effective date at 23 October 1992 or date dependent became a student again, whichever is later.

T. Abused spouses, former spouses and eligible children. Set the MC effective date at 23 October 1992 or date dependents became eligible, whichever is later.

U. Wards of retired members and wards of deceased active duty members or deceased Reserve members. Set MC effective date 1 July 1994 or date dependency and residency is established, whichever is later.

V. Wards of active duty members, and pre-adoptive children of members and former members, set MC effective date 5 October 1994 or date dependency and residency is established, whichever is later.

W. Abused unmarried former spouses of retirement eligible members. Set MC effective date 23 October 1992 or date of death or divorce of subsequent spouse.

X. 10 February 1996 or date Reserve member or former member would have become age 60 had he or she survived, whichever is later, whether or not member elected to participate in the Reserve Component Survivor Benefit Plan.

Y. Date of the court order.

Z. 30 October 2000 or MOH award date, whichever is more recent. For spouse and eligible children, the later of 30 October 2000, MOH award date, date of marriage, date of birth, date of adoption, date dependency determination completed.

Table A4.1. DD Form 1173 and DD Form 2765 Expiration Date and MC Effective Date Guidelines.

Categories	Expiration Date	MC (TRICARE) Effective Date

1. Dependents and survivors of active duty members, retirees, former members, and Reserve members who retired without pay and died before reaching age 60:		
Spouse: Under age 65 Over age 65	1,2,3 1,2	A,B,C,H,Q,X A,B,C,H,Q,X
Unremarried widow or widower: (DB) Under age 65 Over age 65	 2,3 2	 A,B,C,H,Q A,B,C,H,Q
Unmarried widow or widower: (DB)	2	None (see P for annulment)
Unremarried former spouse: (DB) Under age 65 Over age 65	 2,3,14 2,14	 K,L,Q K,L,Q
Unmarried Former Spouse: (DB)	2	None (see P for annulment)
Child (legitimate, adopted, stepchild): Under age 21 Over age 21: student incapacitated	 1,2,4 5,6,7 8	 A,B,C,D,E,H,Q,R,X A,B,C,D,E,H,S,X A,B,C,D,E,H,Q,R,S,X
Ward: Under age 21 Over age 21: student incapacitated	1,2,4 5,6,7 8	T,U,V T,U,V T,U,V
Illegitimate child of male member whose paternity has not been judicially determined; or illegitimate child of spouse: Under age 21 Over age 21: student incapacitated	 1,2,4 5,6,7 8	 A,B,C,D,E,G,H,J,Q,R A,C,D,E,G,H,J,S,X A,B,C,D,G,H,J,Q,R,S
Illegitimate child of male member whose paternity has been judicially determined; or illegitimate child of record of female member: Under age 21 Over age 21: student incapacitated	 1,2,4 5,6,7 8	 A,D,F,Q,R,X,Y A,D,F,S,X A,D,F,Q,R,S
Parent, parent-in-law, stepparent, parent-by-adoption:	1,2	None
Categories	**Expiration Date**	**MC (TRICARE) Effective Date**
2. Dependents of members on the TDRL. Expiration dates cannot exceed 5 years from date member is placed on the TDRL:		
Spouse: Under age 65 Over age 65	3,9 9	A,B,C,Q A,B,C,Q

Unremarried former spouse: (DB) Under age 65 Over age 65	 2,3,14 2,14	 A,B,C,R A,B,C,R
Unmarried former spouse: (DB)	2	None (see P for annulment)
Child (legitimate, adopted, stepchild): Under age 21 Over age 21: student incapacitated	 4,9 5,6,7 8	 A,B,C,D,E,Q,R,X A,B,C,D,E,S A,B,C,D,E,Q,R,S
Ward: Under age 21 Over age 21: student incapacitated	4,9 5,6,7 8	U U U
Illegitimate child of male member whose paternity has not been judicially determined; or illegitimate child of spouse: Under age 21 Over age 21: student incapacitated	 4,9 5,6,7 8	 A,C,D,G,J,Q,R A,C,D,G,J A,C,D,G,J,Q,R,S
Illegitimate child of male member whose paternity has been judicially determined; or illegitimate child of record of female member: Under age 21 Over age 21: student incapacitated	 4,9 5,6,7 8	 A,D,F,Q,R A,D,F A,D,F,Q,R,S
Parent, parent-in-law, stepparent, parent-by-adoption:	2	None
Categories	**Expiration Date**	**MC (TRICARE) Effective Date**
3. Surviving dependents of Reserve members whose death occurred, after 30 September 1985 from an injury or illness incurred or aggravated while on active duty for 30 days or less, on active duty for training, or on inactive duty training or while, traveling to or from the place at which the member was to perform, or performed, such active duty, active duty for training, or inactive duty training. :		
Unremarried widow or widower: (DB) Under age 65 Over age 65	 2,3 2	 M,R M,R
Unmarried widow or widower: (DB)	2	None (see P for annulment)

Child (legitimate, adopted, stepchild): Under age 21 Over age 21: student incapacitated	 2,4 5,6,7 8	 M,R M M,R,S
Ward: Under age 21 Over age 21: student incapacitated	2,4 5,6,7 8	U,V U,V U,V
Illegitimate child of male member whose paternity has not been judicially determined; or illegitimate child of spouse: Under age 21 Over age 21: student incapacitated	 2,4 5,6,7 8	 M,R M M,R,S
Illegitimate child of male member whose paternity has been judicially determined; or illegitimate child of record of female member: Under age 21 Over age 21: student incapacitated	 2, 4 5, 6, 7 8	 M,R M M,R,S
Parent, parent-in-law, stepparent, parent-by-adoption:	2	None
Categories	**Expiration Date**	**MC (TRICARE) Effective Date**
4. Surviving dependents of Reserve members whose death occurred after 14 November 1986, from an injury, illness, or disease incurred or aggravated while performing, or while traveling to or from performing active duty for a period of 30 days or less, or active duty for training, or inactive duty training:		
Unremarried widow or widower: (DB) Under age 65 Over age 65	 2,3 2	 N,R N,R
Unmarried widow or widower: (DB)	2	None (see P for annulment)
Child (legitimate, adopted, stepchild): Under age 21 Over age 21: student incapacitated	 2,4 5,6,7 8	 N,R N, N,R,S
Ward: Under age 21 Over age 21: student incapacitated	2, 4 5, 6, 7 8	U,V U,V U,V,S

Illegitimate child of male member whose paternity has not been judicially determined; or illegitimate child of spouse: Under age 21 Over age 21: student incapacitated	 2, 4 5, 6, 7 8	 N,R N,S N,R
Illegitimate child of male member whose paternity has been judicially determined; or illegitimate child of record of female member: Under age 21 Over age 21: student incapacitated	 2, 4 5, 6, 7 8	 N,R N,R N,R,S
Parent, parent-in-law, stepparent, parent-by-adoption:	2	None
Categories	**Expiration Date**	**MC (TRICARE) Effective Date**
5. 100-percent disabled veterans, and their dependents and survivors:		
100-percent disabled veteran: permanent temporary	 10 2	 None None
Spouse:	2	None
Unremarried widow or widower: (DB)	2	None
Unmarried widow or widower: (DB)	2	None
Child (legitimate, adopted, stepchild, ward, illegitimate): Under age 21 Over age 21: student incapacitated	 2,4 5,6,7 8	 None None None
Parent, parent-in-law, stepparent, parent by adoption:	2	None
6. Medal of Honor Recipients and their dependents and survivors:		
Medal of Honor Recipient:	10	Q,R,Z
Spouse:	2	Q,R,Z
Unremarried Widow or Widower: (DB)	2	R,Z
Unmarried Widow or Widower: (DB)	2	None
Child (Legitimate, Adopted, Stepchild, Ward, or Illegitimate): Under age 21 Over age 21: student incapacitated	 2,4 5,6,7 8	 Q,R,Z Z Q,R,Z

Parent, parent-in-law, stepparent, parent-by-adoption:	2	None
7. Foreign personnel and eligible dependents.		
Foreign member:	11,12	None
Spouse:	11,12	I
Child (legitimate, adopted, stepchild, ward, illegitimate): Under age 21 Over age 21: student incapacitated	 4,11,12 5,6,7,12 8,12	 I I I,S
Parent, parent-in-law, stepparent, parent-by-adoption:	11, 12	None
Categories	**Expiration Date**	**MC (TRICARE) Effective Date**
8. Civilians and their eligible dependents:		
Authorized civilian:	2, 13	None
Spouse:	2, 13	None
Child (legitimate, adopted, stepchild, ward, illegitimate): Under age 21 Over age 21: student incapacitated	 2, 4, 13 5, 6, 7, 13 8, 13	 None None None
Parent, parent-in-law, stepparent, parent-by-adoption:	2, 13	None
9. Contract surgeons overseas during the period of their contract:	2, 13	None
10. Uniformed and non-uniformed full-time paid personnel of the Red Cross CONUS, Hawaii, Alaska, and Puerto Rico, and their accompanying dependents, when required to live in the same household on a military installation:		
Authorized employee:	2, 13	None
Spouse:	2, 13	None
Child (legitimate, adopted, stepchild, ward, illegitimate): Under age 21 Over age 21: student incapacitated	 2, 4, 13 5, 6, 7, 13 8, 13	 None None None
Parent, parent-in-law, stepparent, parent-by-adoption:	2, 13	None

11. Uniformed and non-uniformed full-time paid personnel of the Red Cross assigned to duty with the Uniformed Services in foreign countries, and accompanying dependents in the same household:		
Authorized employee:	2, 13	None
Spouse:	2, 13	None
Child (legitimate, adopted, stepchild, ward, illegitimate): Under age 21 Over age 21: student incapacitated	 2, 4, 13 5, 6, 7, 13 8, 13	 None None None
Parent, parent-in-law, stepparent, parent-by-adoption:	2, 13	None
Categories	**Expiration Date**	**MC (TRICARE) Effective Date**
12. Involuntarily separated members under Chapter 58 of 10 U.S.C. of the Army, the Navy, the Air Force, or the Marine Corps on active duty or full-time National Guard duty on September 30, 1990, but before 31 December 2001, and their dependents:		
Involuntarily Separated Member:	15	O
Spouse: Under age 65	15	C
Over age 65	15	C,O
Child (legitimate, adopted, or stepchild):	15	C,D,E,O
Under age 21	15	C,D,E,O
Over age 21: student Incapacitated	15 15	C,D,E,O C,D,E,O,S
Ward: Under age 21 Over age 21: student	15 15	U,V U,V,S
Illegitimate child of male member whose paternity has been judicially determined; or illegitimate child of record of female member; or illegitimate child of a male member who lives in member's household and member certifies residency and dependency in item 89 of DD Form 1172: Under age 21 Over age 21: student incapacitated	 15 15 15	 D,F,O D,F,O D,F,P,S
Parent, parent-in-law, stepparent, parent-by-adoption	15	None

Categories	Expiration Date	MC (TRICARE) Effective Date
13. Separated members of the Army, the Navy, the Air Force, and the Marine Corps who are eligible and approved for payment of a Special Separation Benefit (SSB); under 10 U.S.C. 1174a and 1175, and have been on active duty for more than 6 years, and have served at least 5 years of continuous active duty immediately preceding the date of separation; and the member's date of separation is on or before 31 December 2001, and their dependents:		
Member:	16	O
Spouse: Under age 65 Over age 65	16 16	C,O C,O
Child (legitimate, adopted, or stepchild): Under age 21 Over age 21: student incapacitated	 16 16 16	 C,D,E,O C,D,E,O,S A,C,D,E,O
Ward: Under age 21 Over age 21: student incapacitated	16 16 16	U,V U,V U,V,S
Illegitimate child of male member whose paternity has not been judicially determined or illegitimate child of spouse: Under age 21 Over age 21: student incapacitated	 16 16 16	 C,D,G,J,O C,D,G,J,O,S C,D,G,J,O
Illegitimate child of male member whose paternity has been judicially determined; or illegitimate child of record of female member Under age 21 Over age 21: student incapacitated	 16 16 16	 D,F,O D,F,O D,F,O
Parent, parent-in-law, stepparent, parent-by-adoption	16	None
Categories	**Expiration Date**	**MC (TRICARE) Effective Date**
14. Voluntarily separated members approved for VSI and their dependents who separated on or after 1 December 1992 but before 31 December 2001:		

Member:	16	O
Spouse: Under age 65 Over age 65	 16 16	 C,O C,O
Child (legitimate, adopted, or stepchild): Under age 21 Over age 21: student incapacitated	 16 4,6,7,16 16	 C,D,E,O C,D,E,O,S C,D,E,O
Ward: Under age 21 Over age 21: student incapacitated	 16 4,6,7,16 16	 V V,S V
Illegitimate child of male member whose paternity has not been judicially determined; or illegitimate child of spouse: Under age 21 Over age 21: student incapacitated	 16 16 16	 C,D,G,J,O C,D,G,J,O C,D,G,J,O
Illegitimate child of male member whose paternity has been judicially determined; or illegitimate child of record of female member Under age 21 Over age 21: student incapacitated	 16 16 16	 D,F,O D,F,O D,F,O
Parent, parent-in-law, stepparent, parent-by-adoption:	16	None
Categories	**Expiration Date**	**MC (TRICARE) Effective Date**
15. Students who become incapacitated after their 21st birthday but before their 23d birthday:		
Child (legitimate, adopted, or stepchild): Over age 21: incapacitated	 8	 S
Illegitimate child of male member whose paternity has not been judicially determined; or illegitimate child of spouse: Over age 21: incapacitated	 8	 S
Illegitimate child of male member whose paternity has been judicially determined; or illegitimate child of record of female member: Over age 21: incapacitated	 8	 A,D,F

16. Prisoners. For dependents of prisoners, issue card 1 year from date DD Form 1172 is verified unless earlier expiration date is appropriate (paragraph 9.2.):		A,B,C,D,E,F,G,J,K,L
17. Area executives, center directors, and assistant directors of the USO in foreign countries and their accompanying dependents living in the same household:		
Authorized civilian:	2,13	None
Spouse:	2,13	None
Child (legitimate, adopted stepchild, ward, or illegitimate): Under age 21 Over age 21: student incapacitated	 2,4,13 5,6,7,13 8,13	 None None None
Parent, parent-in-law, stepparent, parent-by-adoption:	2,13	None
18. USS personnel in foreign countries and their accompanying dependents in the same household:		
Authorized civilian:	2,13	None
Spouse:	2,13	None
Categories	**Expiration Date**	**MC (TRICARE) Effective Date**
Child (legitimate, adopted, stepchild, ward or illegitimate): Under age 21 Over age 21: student incapacitated	 2,4,13 5,6,7,13 8,13	 None None None
Parent, parent-in-law, stepparent, parent-by-adoption:	2,13	None
19. MSC civil service marine personnel in Foreign Countries on MSC-owned and operated vessels:	2,13	None
20. Ship's officers and crew members of the NOAA:	2,13	None
21. Vessel officers and crews, lighthouse keepers, and depot keepers of the former lighthouse service:	2,13	None
22. Abused Dependents of Retirement Eligible Members Whose Retired Pay has been Terminated and Member Has Been Separated on or after 23 October 1992 due to Misconduct Involving Dependent Abuse:		

Spouse: Under age 65 Over age 65	2,3,17 2,17	C,T C,T
Unremarried Former Spouse: (DB) Under age 65 Over age 65	 2,3,17 2,17	 T T
Unmarried Former Spouse: (DB)	2,17	W
Child (legitimate, adopted, stepchild): Under age 18 Over age 18: student Incapacitated	 18 7,19 19	 C,D,E,T T T
Categories	**Expiration Date**	**MC (TRICARE) Effective Date**
23. Abused Dependents of Active Duty Members (Over 30 Days) Separated on or after 30 November 1993 Due to Misconduct Involving Dependent Abuse:		
Spouse: Under age 65 Over age 65	21 21	None None
Unremarried Former Spouse: (DB) Under age 65 Over age 65	 20 20	 None None
Unmarried Former Spouse: (DB)	20	None
Child (legitimate, adopted, stepchild): Under age 18 Over age 18: student incapacitated	 21 22 22	 None None None

Attachment 5

BASIC DOCUMENTATION OR ACCEPTABLE INFORMATION SOURCES REQUIRED TO DETERMINE ELIGIBILITY

A5.1. Basic Documentation Required to Determine Eligibility. A photo identification is required in addition to the documentation listed below in all instances (except for children), see Table A5.1, **Note** 8 for lost or stolen ID card.

A5.1.1. A Social Security Card, passport, driver's license, or other official document is required when enrolling a member or dependent in the DEERS or when issuing ID cards. **Note*:*** Refer to Attachment 20, Department of Homeland Security (see attached Form I-9, Employment Eligibility Verification) and Lists of Acceptable Documents in reference to identity proofing for DEERS enrollment, eligibility, and ID card issuance purposes.

A5.1.2. Effective 11 May 2008, a Federal agency may not accept, for any official purpose, a driver's license or identification card issued by a State to any person unless the State is meeting the requirements established within Public Law 109-13, 11 May 2005, Title II - Improved Security for Drivers' Licenses and Personal Identification Cards, Section 202. See Attachment 20.

Table A5.1. Documentation/Information Sources.

	A	B
RULE	**If status is**	**then eligibility is verified by**
1	Active duty	an entry in the personnel data system, a current document in the personnel record, or an order that specifies 31 days or more.
2	Guard and Reserve	a document in the personnel record, commissioning oaths, enlistment contracts, DD Form 214, Separation Orders, entry in the personnel data system, an order, or the ROTC unit commander.
3	Individual Reservists	enlistment contracts, assignments commissioning oaths, orders (see **Note** 1).
4	Service Academy Cadets, Midshipmen, Coast Guard Cadets and Merchant Marine Academy Midshipmen	the Cadet or Midshipman's Personnel Office or Director of Science Merchant Marine Academy at Kings Point, NY, as appropriate.
5	Retired with Pay	a retirement order or DD Form 214.
6	Reserve Members Eligible for Retired Pay at Age 60 (Former Members)(See terms)	(1) Notice of Eligibility for Retired Pay at Age 60 or a retired pay order showing they are receiving pay, (2) discharge order relieving the member from assignment in their respective Reserve component.

7	Reserve Retired Eligible for Retired Pay at Age 60 (Gray Area Retiree)	enrollment in DEERS, Notice of Eligibility for Retired Pay at Age 60 from the appropriate Reserve Personnel Center; or a retired pay order showing they are retired with pay on their 60th birthday or later.
8	100 percent DAV	a DD Form 214 and a letter from the VA stating that the honorably discharged veteran is 100-percent disabled from a service-connected injury or disease, whether a reevaluation is necessary, and that commissary and exchange are authorized. (The applicant must present a letter for issue, reissue, or renewal of a card if their status is DAVTMP.)
9	Medal of Honor recipient	a departmental order or citation.
10	Red Cross employee	a document that the American Red Cross or CCPF confirms.
11	Civilian employee	an SF Form 50, *Notification of Personnel Action*; Supervisors Employee Brief. Emergency essential civilians should present a DD Form 2365, *Overseas Emergency Essential Position Agreement;* have the Civilian Personnel Office annotate in item 89 of DD Form 1172 that person is assigned to an Emergency Essential position; or present appropriate Service documentation.
12	Civilian contractor	the document establishing the contract employee relationship when stationed or employed in foreign countries. **Exception:** The Contractor Verification System (CVS) shall be the primary enrollment for DEERS and CAC issuance to eligible contract personnel.
	A	**B**
RULE	**If status is**	**then eligibility is verified by**
13	Military Affiliate (formerly Foreign military member) and his or her dependents	the Invitational Travel Order (ITO) or other document establishing his or her sponsorship or invitation to the United States in lieu of a marriage certificate. A foreign passport and Visa may be used to verify foreign military personnel dependents since the dependents need legal documents to accompany the member to the United States. A secondary form of identification may include foreign driver's license (if not in English, will require English translation).

14	Lawful spouse, including common law, abused, widow, or widower (DoD Beneficiary)	a photo ID, social security card, birth and a marriage certificates for lawful spouse; a photo ID and SJA statement certifying common-law marriage for common law spouses; a photo ID and a death certificate or DD Form 1300, *Report of Casualty* (see **Note**s 4 and 7) for a widow or widower. A widow or widower of a Reserve member who was eligible to receive retired pay at age 60 (gray-area retiree) must present a photo ID and a marriage certificate, death certificate, and either the sponsor's notification of eligibility for retired pay at age 60 (20-year letter), or the sponsor's retired pay order. An abused spouse should present a photo ID and an approved DD Form 2698, *Application for Transitional Compensation* or a photo ID and a letter from DFAS-CL, Code L, approving receipt of a portion of retired pay, as appropriate. A spouse or widow of a Philippine Scout must present a photo ID and a letter from the Department of Veterans' Affairs indicating eligibility to commissary, exchange privileges and that the member separated and applied for benefits under Public Laws 77-140 and 79-51.
	A	**B**
RULE	**If status is**	**then eligibility is verified by**
15	Unremarried Former Spouse: (DB) (20-20-20) and (20-20-15). An individual who was married to a Uniformed Service member for at least 20 years, and the member had at least 20 years of service creditable toward retirement, and the marriage overlapped by (1) 20 or more years (20-20-20), (2) 15, but less than 20 (20-20-15)	A marriage certificate (or statement from the SJA certifying common-law marriage) and divorce decree (see **Note** *7*); a Statement of Service or complete set of DD Forms 214 or dates of inclusive service from the servicing personnel office if active duty. In addition, DD Form 1172, block 89, must contain a statement that the former spouse has not remarried and does not have an employer-sponsored health care plan. (For renewal or reissue, the former spouse certifies in item 89 of DD Form 1172 that he or she has not remarried and is not enrolled in an employer-sponsored health plan.).

16	Unremarried Abused Former Spouse (10-20-10). (DB) An individual who was married to a Uniformed Service member for at least 10 years, and the member had at least 20 years of service creditable toward retirement, and the marriage overlapped by at least 10 years (see paragraph 5.3) and member was separated due to dependent abuse on or after 23 October 1992.	A letter from DFAS-CL, Code L, approving receipt of a portion of retired pay.
17	Abused Former Spouse (DB), eligible for Transitional Compensation. Member was on AD over 30 days (not retirement eligible) and was separated from active duty or forfeited all pay and allowances under a court-martial sentence resulting from a dependent abuse offense, or administratively separated from active duty, if the basis for separation includes a dependent-abuse offense, on or after November 30, 1993.	A DD Form 2698, *Application for Transitional Compensation f*rom the parent service or a letter from the US Army Community and Family Support Center for Army abused dependents in paragraph 5.3. See Attachment 18.
	A	**B**
RULE	**It status is**	**then eligibility is verified by**

b.	Remarried (Abused Former Spouse, DB)	Not eligible for benefits and privileges.
c.	Unmarried (Abused Former Spouse, DB)	Marriage certificate(s) or a statement from the SJA certifying one or more common-law marriages, prior divorce decrees, or death certificates. In addition, DD Form 1172, block 89, must contain a statement that the former spouse is not currently married (see **Note** 7). Abused former spouses who remarry and become unmarried are reinstated with benefits and privileges. Refer to Table 5.2, step 6).
18	Child, unmarried and under age 21:	
a.	Legitimate	Parents' marriage certificate and child's birth certificate (see **Note** 7).
b.	Adopted	Child's birth certificate and final adoption decree (see **Note** 7).
c.	Stepchild	Parents' marriage certificate and child's birth certificate (see **Note** 7).
d.	Female member's illegitimate child of record	Child's birth certificate, to include mother's and child's full name (see **Note** 7).
e.	Male member's illegitimate child of record. **Note*:*** The father's name on the birth certificate does not establish paternity for ID entitlements.	
(1)	Whose paternity has been judicially determined	Child's birth certificate and legal documents showing paternity was judicially determined (see **Note** 7).
(2)	Whose paternity has not been judicially determined	A child's birth certificate, favorable dependency and residency determination where the sponsor is providing over 50 percent of child's support (see **Notes** 5 and 7); or a notarized voluntary acknowledgement of paternity signed by both parents.
	A	**B**
RULE	**If status is**	**then eligibility is verified by**
18 (3)	Whose blood parents subsequently marry	A marriage certificate and child's birth certificate (see **Note** 7).
f.	Spouse's illegitimate child (the sponsor's illegitimate step-child)	A marriage certificate, child's birth certificate, and statement of dependency and residency in block 89 of DD Form 1172 (see **Note** 7).

g.	Ward, including foster children and children for whom a managing conservator has been designated. Entrusted to Sponsor Through Court Order	A child's birth certificate, legal decree from a United States court of competent jurisdiction that establishes legal custody for no less than 12 consecutive months and an approved dependency determination. In addition, sponsor certifies in block 89 of the DD Form 1172 that he or she has had legal custody for at least 12 consecutive months. The sponsor must also certify in item 89 on DD Form 1172 that dependency and residency are met. **Exception:** An approved dependency determination is required for Navy, Air Force, and Marine Corps wards each time an ID card is issued. Dependency determination not required for Army wards, however, sponsor must certify in block 89 of the DD Form 1172, reflecting over 50 percent support and residency. See paragraphs 20.10, 21.16, and 22.6 for additional requirements.
h	Pre-Adoptive Children	Document from Placement Agency (recognized by the Secretary of Defense) in the United States or a US territory licensed *for the purpose of adoption* by the state or territory in which the adoption procedures will be completed, which reflects child is in a pre-adoptive stage. In all other locations, a request for recognition must be approved by the appropriate Assistant Secretary of the Military Department concerned or an appropriate official to whom he or she has delegated approval authority. **Note:** If the date of birth is not documented in the Placement Agency letter, a child's birth certificate is required.
RULE	**If status is**	**then eligibility is verified by**
19	Children, unmarried:	
	over 21 years of age:	
a.	Incapacitated	the parents' marriage certificate, the child's birth certificate, a medical sufficiency statement, or physician's statement from a uniformed services Medical Treatment Facility (MTF), a favorable dependency determination, letter from the Social Security Administration indicating that the child is not eligible for Medicare, Part A, and a statement that the child is unmarried (see **Note** 6). (For Marine Corps members, see paragraph 22.4). Incapacitated children of honorably discharged

		members rated 100 percent disabled by the Department of Veterans' Affairs or Medal of Honor recipients are not required to present a dependency determination since medical care is not authorized through the Uniformed Services (see Attachment 2, A2.5 and A2.6).
b.	Student (age 21to 23)	the parents' marriage certificate; the child's birth certificate; a letter from the school registrar certifying enrollment in a full-time course of study leading to an associate degree or higher, and anticipated graduation date. **Note*:*** Most colleges and universities contract with third parties, National Student Clearinghouse, to verify student enrollment. These third parties must comply with Family Educational Rights and Privacy Act (FERPA) regulations and are considered official agents of the institution for that purpose. Such documentation (including web application forms) shall be accepted in lieu of a letter from the registrar's office. For graduate students, a letter of acceptance of enrollment signed by an authorized officer of the college or university is required.
	A	**B**
R U L E	**If status is**	**then eligibility is verified by**
		Note*:* Students attending two institutions less than full-time may not combine courses from both institutions to meet full-time student status (Title 10, Section 1072). In addition, DD Form 1172, block 89, must contain a statement that the sponsor is (or was at time of death) providing more than 50 percent of the student's support (see **Note** 7).

c.	Incapacitated Student (age 21 or 22)	the parents' marriage certificate, the child's birth certificate, a letter from the school certifying full-time status at the time the incapacitation took place. **Note*:*** Most colleges and universities contract with third parties, National Student Clearinghouse, to verify student enrollment. These third parties must comply with Family Educational Rights and Privacy Act (FERPA) regulations and are considered official agents of the institution for that purpose. Such documentation (including web application forms) shall be accepted in lieu of a letter from the registrar's office. A medical sufficiency statement, or physician's statement from a uniformed Services Medical Treatment Facility (MTF), and a favorable dependency determination, letter from the Social Security Administration indicating that the child is not eligible for Medicare, Part A, and a statement that the child is unmarried. If the sponsor is deceased, a copy of the death certificate is also required (see **Notes *6*** and ***7***). For Marine Corps members, see paragraph 22.4. Incapacitated students of honorably discharged members rated 100 percent disabled by the Department of Veterans' Affairs and Medal of
	A	**B**
Incapacitated Student (age 21 or 22) (Continued).		Honor recipients are not required to present a dependency determination since medical care through the Uniformed Services is not authorized (See Attachment 2, Table A2.5. and A2.6).

20	Father, mother, father-in-law, mother-in-law, stepparent, parent-by-adoption	The sponsor's or spouse's birth certificate reflecting parent's name (as applicable)(if not enrolled in DEERS). A favorable dependency determination (over 50 percent support), and a personal ID are required each time an ID card is issued. **Exception:** (see **Note** 5). **Notes**: 1. Parents, parents-in-law, step-parent, and parent-by adoption of sponsors of honorably discharged members rated 100 percent disabled by the Department of Veterans' Affairs and Medal of Honor recipients are not required to present a dependency determination as no medical care through the Uniformed Services is afforded (see Attachment 2, Tables A2.5 and A2.6). Sponsor certifies dependency and residency are being met in block 89 of the DD Form 1172. 2. Parents, parents-in-law, step-parent, and parents-by-adoption of civilian employees reflected in Attachment 2, Tables A2.16 and A2.18 are not required to present a dependency determination. Sponsor certifies dependency and residency is being met in block 89 of the DD Form 1172 (see paragraph 22.5 for Marine Corps dependents).
21	In loco parentis	None. People in this status do not receive ID cards. See Terms.
22	Involuntarily separated member (TAMP or TAP); voluntarily separated member (SSB or VSI)	a DD Form 214 or separation order. Refer to Service specific separation authority, instruction or regulation.
23	TRICARE-eligible beneficiaries who are entitled to Medicare under age 65 because of disability	Medicare health insurance card showing entitlement to Medicare, Part A, and Medicare, Part B (see paragraph 7.2).
24	Involuntary separated member under the Selected Reserve Transition Program.	the sponsor's reassignment order (see paragraph 6.6).
25	Civilian Affiliate (formerly, Foreign National)	a valid (unexpired) foreign passport as the primary form of identity. Additional documentation used
	A	**B**
25		identity documentation must be original or certified copies in English translation. DoD OCONUS organizations consult with local consular affairs office to determine identity documentation in accordance with host nation's agreements.

Notes*:*

1. Refer questions to parent Service (see paragraph 25.1).

2. For a member on TDRL who is receiving the second 30-month blue card to receive TRICARE entitlement, DD Form 1172, block 89, must contain a statement that the member is not receiving Medicare, Part A. (**Exception**: See paragraph 7.1).

3. Reserve retired members who are age 60 or older and enrolled in DEERS (gray area retiree) should present a Notice of Eligibility for Retired Pay at Age 60 from the appropriate Reserve Center or a retired pay order showing they are retired with pay. Former members are entitled to the DD Form 1173 or the DD Form 2765and must present a discharge order relieving them from assignment from their respective Reserve component and a letter from the appropriate Reserve Center or a retired pay order showing they are retired with pay on their 60th birthday or later.

4. For a card reissue to a widow or widower, DD Form 1172, block 89, must contain a statement that he or she has not remarried.

5. Require a dependency determination each time a card is issued. **Exception*:*** If card is lost or stolen, reissue ID card to original expiration date. No new dependency and residency determination is required. In the case of deceased sponsors, the dependency and residency determination currently in effect or accomplished at the time of the member's death may be used for subsequent renewals.

6. Incapacitation. Permanent: Do not require a current medical sufficiency statement or physician's statement when renewing an ID card for a permanently incapacitated child. The letter that originally established the permanent incapacitation may be used each time the ID card is reissued. Require a current dependency determination (over 50 percent support). **Exception*:*** If card is lost or stolen, reissue ID card to original expiration date. No new dependency determination is required. In the case of deceased sponsors, the dependency determination currently in effect or accomplished at the time of the member's death may be used for subsequent renewals. **Note*:*** Surviving dependents of Air Force members must accomplish a dependency determination at the time of the sponsor's death. A letter of approval from the Bureau of Naval Personnel is required when renewing ID cards for Navy or Marine dependents. Temporary ID card issuance: Require a current medical sufficiency statement or physician's statement from a Uniformed Service Medical Treatment Facility and a current dependency determination when renewing an ID card for a child whose incapacitation is temporary.

7. Marriage certificates, divorce decrees, and marriage dissolutions or annulments must be certified for sponsors and their dependents. Birth certificates must be properly certified or certificate of live birth authenticated by the attending physician or other responsible person from a United States (US) hospital or medical treatment facility (MTF) or an FS-240, Consular Report of Birth Abroad. Birth certificates must also show the name of at least one parent. Copies are permissible. A temporary ID card may be issued until the certified copy of the marriage certificate or birth certificate is received. **Note*:*** For certified documents, this includes official copies of documents (whether called certified copies or not), as long as they qualify under the laws of the state where made to be introduced into evidence in court. Usually such copies will be accompanied by a statement (either attached or on the copy itself) of the records custodian attesting to the copy's authenticity and will be signed by the custodian. See paragraph 10, Examining Documents.

7.1. Translating foreign documents. When foreign documents are presented, an English translation is required, no exceptions.

7.1.1. Authenticating foreign documents. An Apostille, a certificate from a high-level authority in that country the signature on the document is genuine and was issued by the office purported to have issued it; or documents originating from those countries that have not adopted the Hague Legalization Convention, a U.S. Consular officer in the foreign country of issuance can provide, for a fee, a form of certification that verifies, by the seals and signatures, that the document was issued by an appropriate official in that country. See which documents may be apostillised at http://www.hcch.net/index_en.php?act=publications.details&pid=3770&dtid=28.

7.1.2. Sponsors presenting documents from countries which have adopted the Hague Convention of 5 October 1961, Abolishing the Requirement of Legalisation for Foreign Public Document (Hague Apostille Convention) must have an accompanying original Apostille (certification) from a higher-level authority in the country verifying the document was issued by the office purported to have issued it and the signature on it was genuine. Sponsor should be advised that information on obtaining an Apostille from a member nation may be obtained at http://www.hcch.net/index_en.php?act=text.display&tid=37. Competent Authorities by member nation are listed at http://www.hcch.net/index_en.php?act=conventions.authorities&cid=41.

7.1.3. Adoption documentation from all other foreign nations must have an accompanying original Certificate of Authentication by a U.S. Consular Officer in the foreign country of issuance which attests to the genuineness of the signature and seal, or the position, of the foreign official who executed, issued, or certified the foreign document(s) being presented to substantiate the dependency relationship to the sponsor. Sponsors should be advised that information on how to request issuance of Certificate(s) of Authentication from a U.S. Consular official may be addressed by phone or email to the appropriate U.S. Embassy, Consulate, or Diplomatic Mission. In this regard, websites of all worldwide embassies, consulates, and diplomatic missions are at http://www.usembassy.gov/.

7.1.4. Pending receipt of the required original Apostille or original U.S. Consular official certification, adopted foreign national dependents (adopted at age 6 or older) may be only temporarily enrolled in DEERS, and, if appropriate, issued a temporary family member ID card, valid for no more than 180 days. If a sponsor does not provide the required Apostille, or original Certificate of Authentication, as applicable, by the expiration of the 180-day enrollment period, the family member record in DEERS shall be terminated.

8. All eligible individuals require photo ID, except children under the age of 10. If the applicant is replacing a lost or stolen ID card and has no photo ID, refer to Attachment 20, Department of Homeland Security (see attached Form I-9, Employment Eligibility Verification) and Lists of Acceptable Documents in reference to identity proofing for DEERS enrollment, eligibility, and ID card issuance purposes. (See paragraphs 1.5.4, 2.4, Table 2.4, paragraph 8.2, Table 8.2).

9. Eligible dependents of honorably discharged veterans rated 100% disabled by the DVA due to a service connected injury or disease shall present a letter from the Department of Veteran Affairs indicating eligibility to commissary, exchange, and Morale, Welfare, & Recreation (MWR) (formerly Theater) facilities.

10. Examining documents. Closely evaluate the document(s) for basic security features visible to the naked eye, and details in design (touch and feel), and information:

10.1. Check for unusual appearance of text alignment, capitalization, spacing, or

10.2. Interwoven lines, rainbow background, or repeated patterns, or

10.3. Pictures of an individual interwoven or overlapped with other objects, or

10.4. Quality of State or Federal seals, or

10.5. Watermarks, ghost images, holograms, and raised seals, or

10.6. Separations in the document for lamination, alterations, creases, misspellings, stains, and peeling.

Attachment 6

UNREMARRIED (URFS) AND UNMARRIED (UMFS) FORMER SPOUSE REQUIREMENTS

Table A6.1. Unremarried (URFS) and Unmarried (UMFS) Former Spouse Requirements (see Note 1).

RULE	If the status of URFS at the time of divorce is	A URFS02,DB (20-20-20)	B URFS03, DB (20-20-15) Divorced Prior to 1 Apr 85	C URFS03, DB 20-20-15 Divorced on or after 29 Sep 88	D UMFS, DB
1	married at least 20 years to a military member who	X	X	X	X
2	performed at least 20 years creditable service for retirement, and	X	X	X	X
3	there was a 20-year overlap of marriage and member's creditable service, or	X			X
4	there was a 15-year overlap of marriage and member's creditable service, and		X	X	
5	has not remarried, and	X	X	X	
6	does not have employer-sponsored health coverage (See **Note** 3), then	X	X	X	
7	entitlement card is, and	4-year renewable	4-year renewable	1 year from date of divorce	4-year renewable
8	privileges are	medical (MS/MC) see **Note**s 2 and 3 and commissary, exchange, and MWR	medical only (MS/MC) see **Notes** 2 and 3	medical only (MS/MC) see **Notes** 2 and 3	commissary, exchange, and MWR

Notes:

1. A former spouse, DB, who meets the 20-20-15 requirements but whose divorce occurred on or after 1 April 1985 and on or before 28 September 1988 is no longer eligible for an ID card. The former spouse legislation authorized ID card benefits for this category for 2 years from date of divorce or 31 December 1988, whichever was later. This time has expired.

2. Do not authorize TRICARE if the applicant is eligible for Medicare, Part A. **Exception:** Active duty members and dependents entitled to Medicare, Part A, are eligible for TRICARE if they meet the requirements in paragraph 7.1.

3. Do not authorize medical care benefits (MS/MC) if the former spouse is covered by an employer-sponsored health plan.

Table A6.2. Former Spouses Whose Military Sponsor was Convicted by a Courts-Martial for Dependent Abuse

RULE	If the status of URFS at the time of divorce is	A URFS05, DB 10-20-10	B URFS06, DB Separated on or after 30 Nov 93
1	married at least 10 years to military member who	X	
2	performed at least 20 years creditable service for retirement, and	X	
3	there was at least 10 years overlap of marriage and member's creditable service, and	X	
4	married to member at time of abuse and receiving transitional compensation		X
5	has not remarried, and	X	X
6	does not have employer-sponsored health coverage (See **Note** 3), then	X	X
7	entitlement card is, and	4-year renewable	Expires on stop payment date reflected on DD Form 2698
8	privileges are	medical (MS/MC) (see **Note**s 1 and 2) commissary, exchange, and MWR	medical (MS/MC) see **Notes** 1, 2 and 3 commissary, exchange, and MWR

Notes:

1. Do not authorize TRICARE if the applicant is eligible for Medicare, Part A and has not purchased Part B.

2. Do not authorize medical care benefits (MS/MC) if former spouse is covered by an employer-sponsored health plan.

3. For the URFS06 spouse and eligible family members receiving transitional compensation benefits, cohabitation between abused family members and the convicted member will terminate transitional compensation benefits IAW AFI 36-3024. Since ID card privileges are contingent on the duration of the transitional compensation the ID card entitlements would also be terminated.

Attachment 7

FOR AIR FORCE MEMBERS ONLY

SAMPLE REQUEST FOR VERIFICATION OF SERVICE FOR RETIRED MEMBERS EXCEPT GENERAL OFFICERS AND MEMBERS ON THE TEMPORARY DISABILITY RETIRED LIST (TDRL)

MEMORANDUM FOR NPRC Military Personnel Records (date)
9700 Page Avenue
St Louis, MO 63132-5100

REPLY TO: Functional Address Symbol (FAS)

SUBJECT: Request for Verification of Service

Note: Do not use this form for General Officers, members who are on the Temporary Disability Retired List (TDRL), see Attachment 8. Members, who retired 1 October 2004 or later, send requests to HQ AFPC/DPSSRP, 550 C Street West, Suite 19, Randolph AFB, TX 78150, DSN 665-2450, commercial (210) 565-2450.

Please send this office an official statement of service or a complete set of DD Forms 214 on the retired Air Force member identified below:

_____
Last name First name Middle initial SSN

_____
Date of retirement Date and place of birth (if available)

The member's unremarried former spouse has requested benefits under the Former Spouse Protection Act. To verify eligibility, we must review a statement of service or a complete set of DD Forms 214 covering the member's entire period of service.

Former spouse's name_____, Date of marriage_____

Date marriage terminated by decree of divorce, dissolution, or annulment_____

If member has service time prior to 1964, include the service number, original date of active duty, discharge date, highest rank held, last unit and base of assignment, if known.

Follow up with NPRC by telephone (314) 801-0800, or initial request by email mpr.center@nara.gov, or by status check, email mpr.status@nara.gov, or by fax (314) 801-9195.

If documentation for statement of service is not available, please forward this correspondence along with the master personnel record to HQ AFPC/DPSAM, 550 C Street West, Suite 19,

Randolph AFB TX 78150-4721 or (HQ ARPC/DPPRR, 6760 E. Irvington Place #1900. Denver CO 80280-1900, if the member retired under provisions of Title 10, U.S.C., Chapter 1223), and advise this office of the referral.

(Signature)
(Typed name, grade), USAF
Chief, Customer Support Section

Attachment 8

FOR AIR FORCE MEMBERS ONLY

SAMPLE REQUEST FOR VERIFICATION OF SERVICE FOR GENERAL OFFICERS AND MEMBERS ON TDRL

MEMORANDUM FOR HQ AFPC/DPSSRP (Date)
550 C Street West, Suite 19
Randolph AFB TX 78150-4721

REPLY TO: Functional Address Symbol (FAS)

SUBJECT: Request for Verification of Service for General Officer or Member on TDRL

Please send this office an official statement of service or a complete set of DD Forms 214 on the retired Air Force member identified below:

_____

Last name First name Middle initial SSN

_____

Date of retirement Date and place of birth (if available)

The member's unremarried former spouse has requested benefits under the Former Spouse Protection Act. To verify eligibility, we must review a statement of service or a complete set of DD Forms 214 covering the member's entire period of service.

If member had service time before 1964, also include the service number, the original date of active duty, discharge date, highest rank held, last unit and base of assignment, if known.

Name of former spouse_____

Date of marriage to service member_____

Date the marriage was terminated by decree of divorce, dissolution, or annulment_____

(Signature)
(Typed name, grade), USAF
Chief, Customer Support Section

Attachment 9

SAMPLE LETTER FOR STUDENTS OVER 21 BUT UNDER 23

FROM: OFFICE OF THE SCHOOL REGISTRAR

STUDENT'S NAME:

EXPECTED GRADUATION DATE:

TO WHOM IT MAY CONCERN:

This is to verify that the above named student is currently enrolled in a full-time course of study leading to an associate degree or higher for the (FALL/SPRING) semester/quarter (DATES).

If there are any questions concerning this matter, please call (PHONE NUMBER).

Sincerely

(Certification Officer)

Note: If an ID card is needed during a summer break, the sponsor should provide the above information and the school should also indicate that the student was enrolled full-time in the semester/quarter before the break.

Attachment 10

SAMPLE ARMY AND AIR FORCE AGENT LETTER

(Date)

MEMORANDUM FOR Commissary, Exchange, and Morale, Welfare, and Recreation (MWR)

FROM: RAPIDS (Site Number and ID Card Facility Location)

SUBJECT: Authorization for Access to Commissary, Exchange, and MWR Facilities

Reference Inter-Service Air Force Instruction (AFI) 36-3026, Chapter 19, paragraph 19.28, and Chapter 21, paragraph 21.23.

(First, middle, and last name) is authorized to act as an ―Agent" on behalf of an eligible patron. Eligible patron (first, middle, and last name) is enrolled in DEERS under the sponsorship or DoD beneficiary (social security number).

The above individual is authorized to purchase items on behalf of an eligible ID card beneficiary under the following conditions:

1. Upon providing satisfactory identification (ID) whenever presenting this authorization letter to military commissary store, exchange, and Morale, Welfare, & Recreation (MWR) facilities.
2. The officer in charge or manager of these facilities will brief individual on procedures when making purchases at the facility.
3. The office in charge or manager of theses facilities reserves the right to withdraw commissary, exchange and MWR privileges from anyone who is found to have made purchases for the benefit of another who is not entitled to the privileges.
4. Authorization will remain in effect for 1 year from the date of agent letter, or earlier if revoked or suspended. In the event of hardship, the sponsor may apply for an extension of this privilege. **Note:** Whenever multiple Commissary, Exchange, and MWR facilities exist in the local area, the agent letter authorizing patronage may be recognized by those facilities.

Questions or additional information, our point of contact is (first, middle, last name, and telephone number).

Signed
Installation Commander or Designate

Attachment 11

SAMPLE REQUEST FOR SPONSOR TO SIGN DD FORM 1172

FROM:

TO: (Sponsor)

Dear (Sponsor's Name)

We were recently contacted regarding issue of a DD Form 1173, Uniformed Services Identification and Privilege Card and updating of the Defense Enrollment Eligibility Reporting System (DEERS) record for your (state relationship, name).

It is the sponsor's responsibility to ensure that eligible dependents are provided with current ID cards and enrolled in DEERS. Failure to enroll and update eligible dependents in DEERS results in denial of routine medical care at military treatment facilities and TRICARE claim rejections. Failure to terminate ineligible dependents can result in your being billed for any unauthorized medical care. According to Department of Defense guidelines on fraud and abuse, you can be held financially responsible for any medical expenses which are incurred by unauthorized dependents.

If (name) is still your lawful dependent, please date and sign the attached ID card application, DD Form 1172, blocks 90 and 91. Have your signature notarized. If you do not object to (name) knowing your address, complete the form, blocks 13 through 17.

Please return the completed form in the attached self-addressed envelope. If (name) is no longer an eligible dependent, forward legal documentation to terminate (name) eligibility in DEERS and return the incomplete form. If we do not receive a reply from you by (enter 30 days from date of letter), we will assume you are unwilling to make application and will verify (Name) eligibility, naming you as sponsor according to inter-service Air Force Instruction 36-3026(I).

Sincerely

(Signature)
(Typed name, grade),
(Issuing Activity)

Attachments:
1. DD Form 1172
2. Envelope

Attachment 12

DD FORM 2 EXPIRATION DATE GUIDELINES

Table A12.1. Expiration Date Guidelines.

DD Form 2	Expiration Date
DD Form 2 (Active) (Green) (See paragraph 9.3 for expiration date guidelines for members in confinement, court-martialed members, and members on appellate leave or parole.)	
Regular component officers.	1
Enlisted personnel.	2
Reserve members on active duty in excess of 30 days (officer and enlisted).	2
Service Academy Cadets and Midshipmen.	3
DD Form 2 (Retired) (Blue) or DD2SRET	
Retiree not on TDRL.	1
Retiree placed on TDRL.	4
DD Form 2 (Reserve)	
Officer personnel (including Reserves receiving SSB and VSI benefits).	1
Enlisted personnel (including Reserves receiving SSB and VSI benefits).	5
ROTC College Program students in last 2 years of training and ROTC students in receipt of a scholarship leading to a commission in a Regular component of a uniformed service (includes Marine Corps Platoon Leaders Class (PLC) Program).	3
ROTC graduates appointed in a Reserve Component not on active duty in excess of 30 days.	1
Merchant Marine Academy Midshipmen	3
DD Form 2 (Reserve Retired) Members eligible for retired pay at age 60.	6

Notes: When there appears to be a choice of two or more dates, always choose the earliest date.

1. Indefinite.

2. Date of expiration of term of service.

3. Expected date of graduation.

4. Thirty-months from the date the member was placed on the temporary disability retired list (TDRL). After initial 30-month issue period, reissue card for 30 months. If member is not eligible for Medicare, Part A at the end of the first 30-month period, reissue the card at 1-year intervals for a maximum of 5 years from the date the member was placed on the TDRL.

5. Expiration of enlistment contract.

6. Sixtieth birthday.

Attachment 13

MILITARY GRADES FOR PRISONERS OF WAR IDENTIFICATION (REQUIRED BY THE GENEVA CONVENTION, ARTICLES 43 AND 60, 12 AUGUST 1949)

Table A13.1. Military Grades for Prisoners of War Identification (Required by the Geneva Convention, Articles 43 and 60, 12 August 1949).

Geneva Conv Cat	Military Grade Group	Army	Navy, Coast Guard NOAA	Air Force	Marine Corps
1	2	3A	3B	3C	3D
V General Off, Prisoners of War of Equivalent Rank	0-10 0-9 0-8 0-7	General Lieutenant General Major General Brigadier General	Admiral Vice Admiral Rear Admiral (upper half) Rear Admiral (lower half) Commodore	General Lieutenant General Major General Brigadier General	General Lieutenant General Major General Brigadier General
IV Majors, Lt Colonels, Colonels, Prisoners of War of Equivalent Rank	O-6 O-5 O-4	Colonel Lt Colonel Major	Captain Commander Lt Commander	Colonel Lt Colonel Major	Colonel Lt Colonel Major
III Warrant Officers Commissioned Officers Below Major, and Prisoners of War of Equivalent Rank	O-3 O-2 O-1 W-5 W-4 W-3 W-2 W-1	Captain 1st Lieutenant 2nd Lieutenant Chief Warrant Chief Warrant Chief Warrant Chief Warrant Warrant Officer	Lieutenant Lieutenant (J.G.) Ensign Chief Warrant Chief Warrant Chief Warrant Warrant Officer	Captain 1st Lieutenant 2nd Lieutenant Chief Warrant Chief Warrant Chief Warrant Chief Warrant Warrant Officer	Captain 1st Lieutenant 2nd Lieutenant Chief Warrant Chief Warrant Chief Warrant Chief Warrant Warrant Officer
II Sergeants and Other Noncommis-sioned Officers, Prisoners of War of Equivalent Rank	E-9 E-8 E-7 E-6 E-5	Sgt Maj of the Army Command Sgt Maj, Sgt Maj First Sergeant Master Sergeant Sergeant First Class Staff Sergeant Specialist 6 Sergeant Specialist 5	Master Chief Petty Officer Senior Chief Petty Officer Chief Petty Officer Petty Officer 1/c Petty Officer 2/c	Chief Master Sergeant of the Air Force Chief Master Sergeant Senior Master Sergeant Master Sergeant Tech Sergeant Staff Sergeant	Sergeant Major of the Marine Corps Sergeant Major Master Gunnery Sgt First Sergeant Master Sergeant Gunnery Sergeant Staff Sergeant Sergeant
I Prisoners Ranking below Sergeant	E-4 E-3 E-2 E-1	Corporal , Specialist Private 1/c Private Private	Petty Officer 3/c Seaman Seaman Apprentice Seaman Recruit	Senior Airman Airman 1/c Airman Airman Basic	Corporal Lance Corporal Private First Class Private

				Civilian Grade Group					
Geneva Convention Cat	Mil Grade Group	Army Others on Reverse	Public Health Service	GS	Fed Wage Sys	Teachers	American Red Cross	USO	Civ ID Cards
1	2	3	4	5	6	7	8	9	10

V Gen Offs, POW of Equivalent Rank	O-10, O-9	Gen Lt Gen	-------	-------	------	-------	------	------		V General Officer
	O-8	MG	SG Dep SG	GS-16 Through GS-18	-------	------	------			
	O-7	BG	Asst SG		-------	------	31	Exec Dirs		
IV Majs, LtCols, Cols, POWs Of equivalent rank	O-6	Col	Medical Director	GS-15	Ships Pilots, WS-14, through WS-19 WL-15, and Produc-tion Support Equivalents	------	28, 29	USO Staff Executives: Appropriate Equivalent Rate	USO Ent Appropriate Equivalent Rate	IV Field Grade Ofcr
	O-5	LtCol	Senior Surgeon	GS-14 GS-13		------	25 - 27			
	O-4	Major	Surgeon	GS-12		Class IV, V	24			

Geneva Convention Category	Military Grade Group	Army	Public Health Service	Civilian Grade Group: General Schedule	Civilian Grade Group: Federal Wage System	Civilian Grade Group: Teachers	American Red Cross	USO	Civ ID Cards
1	2	3	4	5	6	7	8	9	10
III Warrant Off, Com Officers Below Major, and POWs of Equivalent Rank	O-3	Capt	Senior Asst Surgeon	GS-11, GS-10	WS-8 thru WS-13 WL-6 through WL-14 WG-12 through WG-15 WP-17, 18, and Produc-tion Support Equivalents	Class I, steps 5-15; II, III	21 - 23		
	O-2	First Lt	Assistant Surgeon	GS-9 GS-8		Class I, steps 3, 4	20, 19	------	III Compy Grade Officer
	W-4 W-3	Chief War-rant Off, W4, W3	-------			Class I steps 1, 2	18		
	O-1	Second Lt	Jr Asst Surgeon	GS-7					
	W-2 W-1	Chief WO W2, WO							
II Sgts and Other Non-commis-sioned Officers, POW of Equivalent Rank	E-9, E-8	Sgt Major, Master Sgt	------	GS-6	WS-1 thru WS-7 WL-1 through WL-5 WG9 through WG11 WP11 through WP16	------	17 - 15	------	
	E-7	Sgt First Class							
	E-6	Staff Sgt	------	GS-5		------			
	E-5	Sgt							
I Prison-ers Ranking below Sergeant	E-4	Cpl	------	GS-4	WG-1 through WG-8 WP-4 through WP-10------	------	------		
	E-1 E-3	Other En-listed Ranks	------	GS-3 through GS-1					

Attachment 14

SAMPLE AGENT LETTER FOR NAVY AND MARINE CORPS MEMBERS ONLY

FROM: Cognizant Commander
TO:

_____
(Name) (Address)

Subj: Authorization For Navy Exchange and Commissary Store Privileges

Reference BUPERSINST 1750.10C, paragraph 20.3 and MCO 5512.11D, paragraph 22.3.

1. As substantiated by reference above, authority to act as an ―Agent" for _____, _____, _____
(Name) (Address) (SSN)
whose signature follows: _____.

1. You are authorized to purchase items for the individual named above and for no other persons. You are required to provide satisfactory identification whenever presenting this letter to the military commissary store or exchange facility. The officer in charge of these facilities will brief you on the special procedures to be followed when making purchases at the facility.

2. The commanding officer reserves the right to withdraw exchange and commissary privileges from anyone who is found to have made purchases for the benefit of another who is not entitled to the privileges.

3. This authorization will remain in effect for 1 year from the date of this letter unless sooner revoked or suspended. In the event that the sponsor's hardship continues to exist, the sponsor may apply for an extension of this privilege.

4. Whenever multiple Commissary and Exchange facilities exist in the local area, this letter of authorization may be recognized by all of those facilities.

/s/ Cognizant Commander

Tele # sponsor:
Tele # agent:
Copy to:
(Activity) Commissary officer

(Activity) Navy Exchange officer

Attachment 15

AIR FORCE LOSS, THEFT, OR DESTRUCTION PROCEDURES

Table A15.1. Loss, Theft, or Destruction Procedures.

If the card is lost or stolen	the issuing activity replaces the ID card
Common Access Card (CAC), DD Form 2 (Active), 2 (Retired), 2 (Reserve), DD Form 1173 or DD Form 2765, DD Form 489, 1934 or DD Form 2764, AF Form 354, or DD Form 1173-1.	The cardholder promptly report loss, theft, or destruction by submitting an application for a new ID card. The cardholder certifies the loss or stolen incident on a DD Form 1172, a memorandum, or letter to the nearest issuing activity, which uses this as a basis for replacement. **Note:** The issuing activity processes the DD Form 1172, memorandum, or letter. DD Form 1172 is mailed to DMDC Support Center, Attn DD1172 Scan, 400 Gigling Road, Seaside CA 93955.

Attachment 16

FORMER SPOUSE STATEMENT FOR MARINE CORPS AND NAVY FORMER SPOUSES ONLY

This statement must be completed and signed by the unremarried/unmarried former spouse. Read it carefully and make sure you understand it completely before signing. All items must be completed.

1. I, (NAME OF ID CARD APPLICANT),

AM THE FORMER (WIFE/HUSBAND) OF (GRADE/COMPLETE NAME, SSN),

and to the best of my knowledge our marriage lasted at least 20 years, during which period my former spouse performed at least 15 to 20 years of service creditable in determining his/her eligibility for retired/retainer pay.

2. Our marriage took place in (CITY), (STATE), ON (DATE) and was terminated by reason of DIVORCE/DISSOLUTION/ANNULMENT.

3. I have/have not (circle one) remarried since the date marriage has terminated.

4. I am/am not (circle one) presently employed.

5. I do/do not (circle one) have medical coverage under an employer-sponsored health plan. To verify this statement you may write my employment office at _____
(EMPLOYER'S NAME/COMPLETE MAILING ADDRESS)
or call _____.
(AREA CODE/PHONE NUMBER)

I certify that to the best of my knowledge the above information is true and correct. I understand that making a false statement in connection with this application is a violation of a federal criminal law which carries a maximum penalty of a $10,000 fine and 5 years imprisonment. I understand that if the information contained in this application is determined to be false, any ID card issued will be retrieved, and I will be liable for reimbursement to the government for the cost of unauthorized medical care and other benefits received. I understand that I am required to immediately notify the Commandant of the Marine Corps (MMSR-6), Headquarters, US Marine Corps, 3280 Russell Road, Quantico, VA 22134-5103 or Bureau of Naval Personnel, Pers 312, 5720 Integrity Drive, Millington TN 38055-3120 if a Navy former spouse, of any change in my present marital status or if I should obtain medical coverage under an employer -sponsored health plan. I also understand that if I remarry or fail to notify the Marine Corps as required above and then obtain medical care or other benefits, I will be in violation of a federal criminal law which carries a maximum penalty of a $10,000 fine and 5 years imprisonment. I further certify that I have read and understand my obligation not to make

any false statements in connection with this application and to immediately notify the Marine Corps of any changes in my present unremarried status or if I obtain medical coverage under an employer-sponsored health benefit plan."

(SIGNATURE), (DATE)

_____

(HOME ADDRESS)

_____

_____

_____

(AREA CODE/HOME PHONE)

PRIVACY ACT STATEMENT

In accordance with 5 U.S.C. Section 522a(e)(3), the following information is provided to you when supplying personal information to the U. S. Coast Guard: Authority - 10 U.S.C. Section 1072. Principal Purpose(s) - Used to determine eligibility for dependent ID card and benefits. Routine uses - Same. Disclosure - Disclosure of this information is voluntary, but without disclosure application for dependent ID card and benefits may not be approved.

Attachment 17

SAMPLE LETTER - ARMY TRANSITIONAL COMPENSATION

DEPARTMENT OF THE ARMY
US ARMY COMMUNITY AND FAMILY SUPPORT CENTER
4700 KING STREET
ALEXANDRIA VA 22302-44

(ARMY SEAL)
Reply to
Attention of
CFSC-SF-A (608-1a)

MEMORANDUM FOR DEFENSE FINANCE AND ACCOUNTING SERVICE-
` DENVER CENTER, ATTN: DFAS-DE/FRBS,
(TRANSITIONAL COMPENSATION CLAIMS),
DENVER, CO 80279-5000

SUBJECT: Transitional Compensation Payments

1. In accordance with DODI 1342.24, Transitional Compensation for Abused Dependents, the U.S. Army Community and Family Support Center (USACFSC) authorizes subject payments be provided to xxxxxx, SSN xxxxxxx, and her xx dependent children.

2. Enclosed is the application for assistance. Payments are authorized for a period of xx months beginning ddmmyy (date of approval of the court-martial date of initiation of the administrative separation) and ending ddmmyy (xxxxxx's ETS date). Xxxxxx's SSN is xxxxxxxxx.

3. Payment is at the rate in effect for Dependency and Indemnity Compensation under 38 U.S.C. 1311(b). Ms. Xxxxxx will receive approximately $xxxxxxx by the end of the eligibility period. She is entitled to $xx,xxx per month at the current rate ($850 for spouse and $215 for each eligible child).

4. The direct deposit/waiver request is enclosed.

5. The USACFSC point of contact is Jonnelle Davidson, (703) 681-7392, DSN 761-7392.

FOR THE COMMANDER:

Encls

JEANNE M. PICARIELLO
COL, GS
Director, Soldier and Family Support

Attachment 18

SAMPLE MEMORANDUM OF UNDERSTANDING

BETWEEN

_____

AND

_____

1. PURPOSE AND SCOPE.

The purpose and scope of this Memorandum of Understanding (MOU) is to establish procedures for the Real Time Automated Personnel Identification System (RAPIDS) host and remote responsibilities. For the purpose of this MOU, _____is identified as the host and _____, as the remote.

2. BACKGROUND.

Host and remote workstations communicate with the Defense Enrollment Eligibility Reporting System (DEERS) through the Defense Data Network/Defense Information Systems Network (DDN/DISN). Workstations are connected to hosts via a wide range of methods to include dial-up and dedicated phone lines and through base local area networks. RAPIDS workstations update the DEERS database and where applicable are utilized for the production of the machine-readable ID card. If RAPIDS communication goes down between the host and DEERS, the workstations have to process information in an off-line mode. Since processing in an off-line mode is more time consuming than on-line processing, it is very important that the host site immediately reports communication and equipment problems to the Defense Manpower Data Center (DMDC) Support Center (DSC) and their remote sites.

It is important to establish an effective and amicable working relationship between the host site and its remotes. This ensures that problems are resolved quickly and customers are provided with the best possible service.

3. HOST AND REMOTE SITE RESPONSIBILITIES.

HOST SITE:

a. Assist remote site in obtaining communication connectivity.

b. Notify remote site prior to software upgrade so audit trail reports can be printed.

c. Upgrade or upload RAPIDS software and notify the remote site of the upgrade completion.

d. Establish with remote site a date for completing monthly audit reports. Notify remote site when host diverts from the suggested time table as contained in the Audit Trail Procedures approved by the DMDCand DEERS/RAPIDS Service Personnel Project Officers (SPOs).

e. Notify remote site when unscheduled disruptions occur. Work with remote site to reestablish processing and communication link.

f. Ensure the RAPIDS host system is operational outside the normal working hours. Notify the remote site if no one will be available to assist because of an office engagement or function. If not available, a host representative will call in periodically to the remote site to ensure on-line communications.

g. Work with the remote site when communication problems are encountered. This responsibility includes checking modem status and using the utility software application. If the problem cannot be resolved locally, the host will call the DSC for help.

REMOTE SITE:

a. Obtain and fund for communication connectivity to the host.

b. Coordinate workstation operating schedules with host site.

c. Coordinate with the host to establish Audit Trail procedures and schedules.

4. This MOU may be revised upon the agreement of all parties.

5. **EFFECTIVE DATE.**_____

_____ _____
(OFFICER IN CHARGE, HOST SITE) (DATE)

_____ _____
(OFFICER IN CHARGE, REMOTE SITE) (DATE)

Attachment 19

MEDICAL SUFFICIENCY LETTER

Place on Letter Head

OFFICE SYMBOL DATE

MEMORANDUM FOR

SUBJCT: Medical Sufficiency Statement for name.

1. This memorandum is in support of the request for dependency determination for name, sponsor's SSN. After reviewing his/her medical records, it was determined that his/her medical condition existed prior to his/her 21st/23rd birthday. The following information is submitted in accordance with service regulatory guidance, Army Regulation 40-400, Patient Administration, Air Force Instruction, AFI 41-115, Authorized Health Care and Health Care Benefits in the Military Health Services System (MHSS), Navy and Marine Corps Regulation NAVMEDCOMINST 6320.3B, Coast Guard, U.S. Coast Guard Pay Manual, COMDTINST M7220.29 (Series), Chapter 3, etc:

a. Diagnosis:

b. Brief summary of patient's condition.

c. Describe level of incapacitation. State whether the condition is permanent or temporary. If the condition is temporary, state the anticipated time period that the condition might be resolved.

d. Onset of condition. If not congenital, at what age was the condition diagnosed?

e. State whether or not patient is capable of self-support.

2. If additional information is required, contact the administrator at (name of military treatment facility).

SIGNATURE BLOCK
Administrator

Enclosure

Medical Summary
(To be completed by a physician)

Note: This medical summary is in support of the request for dependency determination.

a. Patient identification (name, sponsor's SSN, age, sex, and relationship to sponsor)

b. Diagnosis:

c. Summary of medical condition include the following information:

(1) Whether the condition is a permanent or temporary disability. If condition is temporary, state anticipated time period that the condition might be resolved.

(2) Level of incapacitation due to medical condition, indicate patient's ability for self-support.

(3) Onset of condition. If not congenital, at what age was condition diagnosed?

Physician's Signature
Address

Attachment 20

DEPARTMENT OF HOMELAND SECURITY

U.S. CITIZENSHIP AND IMMIGRATION SERVICES EMPLOYMENT ELIGIBILITY VERIFICATION AND LISTS OF ACCEPTABLE DOCUMENTS

INSTRUCTIONS: Department of Homeland Security (see attached Form I-9, Employment Eligibility Verification) and Lists of Acceptable Documents in reference to identity proofing for DEERS enrollment, eligibility, and ID card issuance purposes.

Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

OMB No. 1615-0047; Expires 03/31/07

Employment Eligibility Verification

INSTRUCTIONS

PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM.

Anti-Discrimination Notice. It is illegal to discriminate against any individual (other than an alien not authorized to work in the U.S.) in hiring, discharging, or recruiting or referring for a fee because of that individual's national origin or citizenship status. It is illegal to discriminate against work eligible individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

Section 1- Employee. All employees, citizens and noncitizens, hired after November 6, 1986, must complete Section 1 of this form at the time of hire, which is the actual beginning of employment. **The employer is responsible for ensuring that Section 1 is timely and properly completed.**

Preparer/Translator Certification. The Preparer/Translator Certification must be completed if Section 1 is prepared by a person other than the employee. A preparer/translator may be used only when the employee is unable to complete Section 1 on his/her own. However, the employee must still sign Section 1 personally.

Section 2 - Employer. For the purpose of completing this form, the term "employer" includes those recruiters and referrers for a fee who are agricultural associations, agricultural employers or farm labor contractors.

Employers must complete Section 2 by examining evidence of identity and employment eligibility within three (3) business days of the date employment begins. If employees are authorized to work, but are unable to present the required document(s) within three business days, they must present a receipt for the application of the document(s) within three business days and the actual document(s) within ninety (90) days. However, if employers hire individuals for a duration of less than three business days, Section 2 must be completed at the time employment begins. **Employers must record: 1)** document title; **2)** issuing authority; **3)** document number, **4)** expiration date, if any; and **5)** the date employment begins. Employers must sign and date the certification. Employees must present original documents. Employers may, but are not required to, photocopy the document(s) presented. These photocopies may only be used for the verification process and must be retained with the I-9. **However, employers are still responsible for completing the I-9.**

Section 3 - Updating and Reverification. Employers must complete Section 3 when updating and/or reverifying the I-9. Employers must reverify employment eligibility of their employees on or before the expiration date recorded in Section 1. Employers **CANNOT** specify which document(s) they will accept from an employee.

- If an employee's name has changed at the time this form is being updated/reverified, complete Block A.
- If an employee is rehired within three (3) years of the date this form was originally completed and the employee is still eligible to be employed on the same basis as previously indicated on this form (updating), complete Block B and the signature block.
- If an employee is rehired within three (3) years of the date this form was originally completed and the employee's work authorization has expired **or** if a current employee's work authorization is about to expire (reverification), complete Block B and:
  - examine any document that reflects that the employee is authorized to work in the U.S. (see List **A or** C),
  - record the document title, document number and expiration date (if any) in Block C, and
  - complete the signature block.

Photocopying and Retaining Form I-9. A blank I-9 may be reproduced, provided both sides are copied. The instructions must be available to all employees completing this form. Employers must retain completed I-9s for three (3) years after the date of hire or one (1) year after the date employment ends, whichever is later.

For more detailed information, you may refer to the Department of Homeland Security (DHS) Handbook for Employers, (Form M-274). You may obtain the handbook at your local U.S. Citizenship and Immigration Services (USCIS) office.

Privacy Act Notice. The authority for collecting this information is the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 USC 1324a).

This information is for employers to verify the eligibility of individuals for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States.

This information will be used by employers as a record of their basis for determining eligibility of an employee to work in the United States. The form will be kept by the employer and made available for inspection by officials of the U.S. Immigration and Customs Enforcement, Department of Labor and Office of Special Counsel for Immigration Related Unfair Employment Practices.

Submission of the information required in this form is voluntary. However, an individual may not begin employment unless this form is completed, since employers are subject to civil or criminal penalties if they do not comply with the Immigration Reform and Control Act of 1986.

Reporting Burden. We try to create forms and instructions that are accurate, can be easily understood and which impose the least possible burden on you to provide us with information. Often this is difficult because some immigration laws are very complex. Accordingly, the reporting burden for this collection of information is computed as follows: **1)** learning about this form, 5 minutes; **2)** completing the form, 5 minutes; and **3)** assembling and filing (recordkeeping) the form, 5 minutes, for an average of 15 minutes per response. If you have comments regarding the accuracy of this burden estimate, or suggestions for making this form simpler, you can write to U.S. Citizenship and Immigration Services, Regulatory Management Division, 111 Massachusetts Avenue, N.W., Washington, DC 20529. OMB No. 1615-0047.

NOTE: This is the 1991 edition of the Form I-9 that has been rebranded with a current printing date to reflect the recent transition from the INS to DHS and its components.

EMPLOYERS MUST RETAIN COMPLETED FORM I-9
PLEASE DO NOT MAIL COMPLETED FORM I-9 TO ICE OR USCIS

Form I-9 (Rev. 05/31/05)Y

Department of Homeland Security
U.S. Citizenship and Immigration Services

OMB No. 1615-0047; Expires 03/31/07

Employment Eligibility Verification

Please read instructions carefully before completing this form. The instructions must be available during completion of this form. ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification. To be completed and signed by employee at the time employment begins.

Print Name: Last	First	Middle Initial	Maiden Name
Address *(Street Name and Number)*		Apt. #	Date of Birth *(month/day/year)*
City	State	Zip Code	Social Security #

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):
- ☐ A citizen or national of the United States
- ☐ A Lawful Permanent Resident (Alien #) A _____
- ☐ An alien authorized to work until _____
  (Alien # or Admission #) _____

Employee's Signature	Date *(month/day/year)*

Preparer and/or Translator Certification. *(To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.*

Preparer's/Translator's Signature	Print Name
Address *(Street Name and Number, City, State, Zip Code)*	Date *(month/day/year)*

Section 2. Employer Review and Verification. **To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s).**

	List A	OR	List B	AND	List C
Document title:					
Issuing authority:					
Document #:					
Expiration Date *(if any)*:					
Document #:					
Expiration Date *(if any)*:					

CERTIFICATION - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on *(month/day/year)* _____ **and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)**

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name	Address *(Street Name and Number, City, State, Zip Code)*	Date *(month/day/year)*

Section 3. Updating and Reverification. To be completed and signed by employer.

A. New Name *(if applicable)*	B. Date of Rehire *(month/day/year) (if applicable)*

C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.
Document Title: _____ Document #: _____ Expiration Date (if any): _____

I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Date *(month/day/year)*

NOTE: This is the 1991 edition of the Form I-9 that has been rebranded with a current printing date to reflect the recent transition from the INS to DHS and its components.

LISTS OF ACCEPTABLE DOCUMENTS

LIST A Documents that Establish Both Identity and Employment Eligibility	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Eligibility
1. U.S. Passport (unexpired or expired)		1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address		1. U.S. social security card issued by the Social Security Administration *(other than a card stating it is not valid for employment)*
2. Certificate of U.S. Citizenship *(Form N-560 or N-561)*		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address		2. Certification of Birth Abroad issued by the Department of State *(Form FS-545 or Form DS-1350)*
3. Certificate of Naturalization *(Form N-550 or N-570)*		3. School ID card with a photograph		3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. Unexpired foreign passport, with *I-551 stamp or* attached *Form I-94* indicating unexpired employment authorization		4. Voter's registration card		
5. Permanent Resident Card or Alien Registration Receipt Card with photograph *(Form I-151 or I-551)*		5. U.S. Military card or draft record		
6. Unexpired Temporary Resident Card *(Form I-688)*		6. Military dependent's ID card		4. Native American tribal document
7. Unexpired Employment Authorization Card *(Form I-688A)*		7. U.S. Coast Guard Merchant Mariner Card		5. U.S. Citizen ID Card *(Form I-197)*
8. Unexpired Reentry Permit *(Form I-327)*		8. Native American tribal document		
9. Unexpired Refugee Travel Document *(Form 1-571)*		9. Driver's license issued by a Canadian government authority		6. ID Card for use of Resident Citizen in the United States *(Form I-179)*
10. Unexpired Employment Authorization Document issued by DHS that contains a photograph *(Form I-688B)*		**For persons under age 18 who are unable to present a document listed above:**		7. Unexpired employment authorization document issued by DHS *(other than those listed under List A)*
		10. School record or report card		
		11. Clinic, doctor or hospital record		
		12. Day-care or nursery school record		

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

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Note: Refer to List B above, Documents that Establishes Identity. Effective 11 May 2008, a Federal agency may not accept, for any official purpose, a driver's license or identification card issued by a State to any person unless the State is meeting the requirements established within

Public Law 109-13, 11 May 2005, Title II - Improved Security for Drivers' Licenses and Personal Identification Cards, Section 202.

Attachment 21

SAMPLE LETTER

100-PERCENT DISABLED AMERICAN VETERAN (DAV)

MEMORANDUM FOR Uniformed Services Identification (ID) Card Facility Date

FROM: (Name of Regional Office, Department of Veteran Affairs)

SUBJECT: Honorably Discharged Veteran, Rated 100-Percent Disabled

Reference to (Rank/Grade, First, Middle, Last Name, and Social Security Number)

This is to certify that (First, Middle, and Last Name) is an honorably discharged veteran, not entitled to retired pay of the (Service Component), and has a service-connected disability evaluated at 100-percent (see **Notes** 1 and 2). A copy of a DD Form 214, Certificate of Release or Discharge From Active Duty, reflecting an honorable discharge is enclosed.

The veteran is entitled to a DD Form 2765, Department of Defense/Uniformed Services Identification and Privilege Card reflecting eligibility to commissary, exchange and Morale, Welfare, & Recreation (MWR) shopping privileges only (see **Note** 3). The veteran has not been scheduled for future examinations or reflects that a future examination is scheduled on (date) (see **Note** 4).

Sincerely
(First, Last Name)
(Telephone number)

Note 1***:*** The 100-percent disability has been awarded to the veteran prior to his or her death.
Note 2***:*** The veteran has been awarded 100-percent disability compensation based on un-employability is acceptable. Eligible family members are entitled to the DD Form 1173, United States Uniformed Services Identification and Privilege Card reflecting shopping privileges only. Additional proof such as spouse marriage and birth certificate or child birth certificate is required.
Note 3***:*** Veterans and their eligible family members are not entitled to TRICARE or medical care through the Uniformed Services Military Treatment Facility (MTF) and receive their medical benefits through the Department of Veteran Affairs Civilian Health and Medical Program.
Note 4***:*** The veteran will be enrolled in DEERS as a DAVPRM or DAVTMP (if reevaluation is necessary) based on verification from the Department of Veteran Affairs.

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