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

AIR FORCE INSTRUCTION 36-3026_IP VOLUME 1, ARMY REGULATON 600-8-14; BUPERS INSTRUCTION 1750.10D; MARINE CORPS ORDER 5512.11E; COMMANDANT INSTRUCTION M5512.1B; NOAA CORPS DIRECTIVES, CHAPTER 1, PART 5; COMMISSIONED CORPS MANUAL 29.2; INSTRUCTIONS 1 AND 2

4 AUGUST 2017

Personnel

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASIBILITY: There are no releasability restrictions on this publication.

OPR: AF/A1P

Certified by: SAF/MR PDAS (Jeffrey Mayo)

Supersedes: AFI 36-3026,_IP, V1, 17 June 2009

Pages: 352

All uniformed Services Real-time Automated Personnel Identification System (RAPIDS) issuing sites are required to maintain a printed copy of this inter-service instruction AFI 36-3026, Volume 1, in case of emergencies as well as for informational and training purposes according to

paragraph 1.3, Cross-Servicing Agreement. This inter-service publication implements Air Force Policy Directive (AFPD) 36-30, *Military Entitlements* and DoDI 1000.01, *Identity Cards Required by the Geneva Conventions, April 16, 2012;* DoDI 1000.13, *Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals, January 23, 2014,* DoD Manual 1000.13, Volume 1, *DoD Identification (ID) Cards: ID Card Life-Cycle,* January 23, 2014 and Volume 2, *DoD Identification (ID) Cards: Benefits for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals,* January 23, 2014, DoD Manual 1000.13, Volume 3, *DoD Identification (ID) Cards: Eligibility Documentation Required for Defense Enrollment Eligibility Reporting System (DEERS) Enrollment, Record Management, and ID Card Issuance,* October 27, 2016; DoDM 1341.02, Volume 1, *DoD Identity Management: DoD Self-Service (DS) Logon Program and Credential,* 2 November 2016*;* DoDI 1341.2, *Defense Enrollment Eligibility Reporting System Program and Procedures*, August 18, 2016; This inter-service publication supports the Defense Enrollment Eligibility Reporting System (DEERS) and the 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 instruction applies to Regular Air Force (RegAF), Air Force Reserve (AFR), and Air National Guard (ANG) personnel, except where noted otherwise. This publication also includes instructions applying to Air Force RAPIDS facilities, identifying Tier waiver authorities (T-0, T-1, T-2, and T-3) as approved by the Air Force Inspector General Advisory Board (IGAB). The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Waivers to this instruction are authorized and shall be processed IAW AFI 33-360, Publications and Forms Management. Waiver requests will be submitted using the AF Form 679, Air Force Publication Compliance Item Waiver Request/Approval, or via e-mail or memorandum if the form is unavailable.

Use this instruction to prepare, issue, use, account for, and dispose of ID cards the Uniformed Services issue.

Vigilance is taken to protect Personally Identifying Information (PII) when submitting or sending nominations, applications or other documents to Department of Defense (DoD) agencies through government Internet, software applications, systems, E-mail, postal, faxing or scanning.

The Privacy Act of 1974 affects this publication. This Instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10, United States Code (U.S.C.), Chapter 55 Medical and Dental Care (Sections 3013 for the Army, 5013 for the Navy, 8013 for the Air Force); Title 33 U.S.C., 857a, (NOAA) Executive Order No. 11023 (NOAA); and Executive Order (EO) 9397, as amended. The applicable SORN(s) Defense Manpower Data Center (DMDC) 02 DoD, DEERS is (are) available at: **http://dpclo.defense.gov/Privacy/SORNs.aspx**

The Air Force Information Collections and Reports Management Program, 6 March 2013. See attachment 1 for glossary. Process supplements that affect any military personnel function as shown in AFI 33-360, *Publications and Forms Management*. This publication may *not* be supplemented. Refer commended changes and questions about this publication to HQ AFPC/DP3SA using the AF Form 847, *Recommendation for Change of Publication* route AF Form 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW the Air Force Records Disposition Schedule (RDS) in the Air Force Records Information Management System (AFRIMS).

Requests for waivers cannot be processed by the OPR. In collaboration with the Chief of Air Force Reserve (HQ USAF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (HQ USAF/A1) develops personnel policy for ID cards issued from DEERS/RAPIDS. This Air Force Instruction 36-3026 may not be supplemented at any level; all supplements are approved by the Human Resource Management strategic Board (HSB) prior to certification and approval. Refer to attachment 1 for Glossary of References and Supporting Information.

SUMMARY OF CHANGES

This publication substantially revises AFI 36-3026 IP, 17 June 2009, provides guidance for identification (ID) card issuing facilities supported by the Real-time Automated Personnel Identification System (RAPIDS) and the DEERS, including the introduction of the ID Card Office Online (formerly RAPIDS Self-Service [RSS]) web portal https://www.dmdc.osd.mil/self_service.

Adds information on distinct ID cards, including same-sex marriage spouse **(paragraph 1.1);** adds information about the manually produced ID card cancellation **(paragraph 1.2);** adds information same-sex marriage spouse and child of same-sex marriage ID card eligibility **(paragraph 1.2.2.2)**; adds information about the Volunteer Logical Access Card (VoLAC) **(Table 1.1)**; adds information same-sex marriage spouse and child of same-sex marriage ID card type **(Tables 1.3, 1.8, and 1.9)**; adds information same-sex marriage spouse and child of same-sex marriage identifier type **(paragraph 1.26, 1.26.1, and 1.27)**; adds information on the new DoD 10-digit identifier and 11-digit DoD benefit number (paragraph 1.24.1); adds categories of personnel who can be cross-serviced: one hundred percent disabled American veterans and their family members initial DEERS enrollment and ID card issuance; initial adoptive and pre-adoptive children DEERS enrollment and ID card issuance, members in confinement and appellate leave; DEERS enrollment and ID card issuance and changes family members of military sponsors on Active Duty (AD) for more than 30 consecutive days to 31 consecutive days or more; incapacitated children and incapacitated spouses; reserve retirees who have served as part of a contingency activation for a period of 90 continuous days or more may retire with pay prior to age 60 and family members of retired reservists (who have qualified for retired pay at age 60), yet have not reached age 60 (**table 1.2)**; modifies initial dependency determinations, allowing renewals upon presentation of approved applications and removes military affiliates (formerly foreign military), including foreign affiliate civilian, and foreign affiliate contractor

personnel not currently enrolled in DEERS (table 1.3); adds information for Voluntary Separation Incentive (VSI) (**table 1.8 and Terms)**; adds information on individuals who may confiscate ID cards **(Table 1.20);** adds information concerning name change requests **(paragraph 1.5.2.1, Tables 12.1, 13.1, 14.1, 15.1, 16.1, 17.1, 18.1, and paragraph 21.3);** adds information on ID card issuance **(paragraph 1.5.4.1);** adds myDoDbenefits self-service web link **(paragraph 1.5.10);** adds information on ID Card Office Online RAPIDS Self-Service (RSS) Portal (**paragraph 1.5.11);** adds new information about the ID Card Office Online **(paragraph 1.5.13);** adds new information about RAPIDS document scan requests **(paragraph 1.5.14);** Adds information on Non-Appropriated Fund (NAF) employees eligible to receive a DoD/Uniformed Services Civilian Retiree ID card **(paragraph 1.6.1);** removes prohibition of mailing the DD Form 1172-2 for sponsors **(paragraph 1.13);** adds information for Red Cross employees on a Non-CONUS assignment for Common Access Card (CAC) **(Table 1.13);** adds information about the cancelation of the AF Form 354, *Civilian Identification Card* **(Table 1.15);** adds information on reporting changes to DEERS for ID card issuance purposes **(paragraph 1.19.4);** adds new pre-deployment for National Guard / Reserve Alert Notification period **(paragraph 1.20);** adds new deployment information for National Guard / Reserve Alert Notification period **(paragraphs 1.21, 1.21.1, and 1.21.2);** adds sponsors and dependents ID card issuance during mobilization or wartime, 31 days or more **(paragraph 1.22);** renumbers **(paragraphs 1.23, 1.24, 1.25, 1.26, 1.27, and 1.28);** Modifies Categories of Eligible Individuals and Uniformed Services Verifying Officials (VOs) **(Table 2.1);** modifies information on What the VO Does **(paragraph 2.3);** adds common law information **(paragraphs 2.4.2.2 and 3.1.4);** adds same-sex marriage spouse information Procedures for Issuing Temporary DD Forms 2765, 1173, and 1173-1 **(Table 2.4);** adds information about the indefinite ID card for permanently disabled family member, including same-sex marriage spouse and children of same-sex marriage **(paragraphs 2.6 and 2.6.1)**; adds New ID Card Expiration Dates for Retired Military Members and Their Spouses **(paragraph 2.7)**; adds DoD Beneficiaries cannot sponsor other populations in DEERS for eligibility or related benefits and privileges associated with the ID card, information on same-sex marriage spouse and child of same-sex marriage spouse **(paragraph 3.1)**; adds TRICARE Reserve Select (TRS) and TRICARE Reserve Retired (TRR) programs are not available to spouses who divorce **(paragraph 3.1.5)**; adds qualifying DB information (paragraph 3.2.1.3); Modifies former spouse table **(Table 3.1)**; adds new contact information for former spouse determinations **(paragraphs 3.6, 3.7, 3.8, Tables 3.7 and 3.8)**; adds non-qualifying DB information **(paragraph 3.10)**; adds DD Form 1172 and DD Form 1172-2 document scanning (**Table 3.9)**; adds new medical benefit for children ages 21-26, TRICARE Young Adult (TYA) program **(paragraph 4.1)**; adds children born during course of marriage as entitled to benefits **(paragraph 4.1.1)**; adds information about adoption and emancipation of children under age 21 **(paragraph 4.1.3)**; adds information about the Federal Case Registry (FCR) the National Medical Support Notice (NMSN) to DMDC and Qualified Medical Child Support Order (QMCSO) **(paragraph 4.14);** adds information on termination of DEERS enrollment and eligibility for children **(paragraph 4.16);** modifies Action Required When Military Members Can't Agree Who Sponsor the Child In DEERS, includes same-sex marriage spouse and child of same-sex marriage **(table 4.1)**; adds information on initial enrollment of newborns **(table 4.2)**; adds information same-sex marriage spouse and child of same-sex marriage **(tables 4.1, 4.2, 4.3, 4.5, and 4.6)**; adds information for identity and eligibility documentation scanning **(paragraph 4.4);** modifies existing information and adds new information about permanent incapacitation dependency application process **(paragraphs 4.6-4.6.3)**; adds information regarding full-time

student initial application for DEERS **(table 4.4, table 4.5, table 4.10, table 4.12, table 5.1, table 5.3, table 5.4, and attachment 5)**; removes Army sponsor self-certification for legal custody wards on DD Form 1172-2, block 21 (formerly DD Form 1172, block 89) and adds Army financial dependency determinations approval from Defense Finance and Accounting Service - Indianapolis Center (DFAS-IN) requirement for legal custody wards (**table 4.10)**; adds new information about step-children eligibility **(paragraph 4.20 and table 4.15);** modifies abused dependent information, same-sex marriage spouse and child of same-sex marriage **(paragraphs 5.1-5.1.3);** adds information to non-appropriated fund employee for Army and Air Force retired civilian **(table 1.14);** changes Air Force dependency determination location from Denver to Indianapolis **(table 4.6, table 21.3, table 21.4, table 21.9, Table 21.10)**; adds information about affidavit signed by overseas legal office when member is stationed in a foreign country only, or Affidavit of Parentage (Consent Order of Paternity), recognized by a State /U.S. court, non-recognition of paternity tests **(paragraph 4.9);** adds information to the transition assistance program **(paragraphs 6.1, 6.3, Table 6.1 and 6.2, and Terms)**; removes the batch processing of the DD Form 1172 to DEERS Support Office (DSO) and allows document scanning in RAPIDS **(tables 4.9, 4.11, 4.13, 5.2, 5.4, 8.2, 9.1, 19.9, 19.10, 21.3, 21.4, 21.9, and 21.10) and (paragraph 6.4.1)**; adds sponsor responsibilities, including No-Contact and Restraining Order, adds information same-sex marriage spouse and child of same-sex marriage **(paragraphs 8.1, 8.1.1, 8.2 8.3, 8.4)**; adds information for sponsor responsibilities, family member eligibility (includes same-sex marriage spouse and children of same-sex marriage), and identity documentation **(Tables 8.1, 8.2. and 8.3)**; adds information on DEERS/RAPIDS operations **(paragraphs 10.1.1 and 10.2.2)**; modifies RAPIDS training and equipment relocation **(paragraphs 10.5, 10.5.2);** removes RAPIDS MOU and adds Continuity of Operations Plan (COOP) and site responsibilities **(paragraph 10.8 and Table 10.3);** adds information that the SSM has a completed NACI, including completion of DMDC web base training **(paragraph 10.10.2);** adds information for keeping RAPIDS reports for one year **(paragraph 10.13)**; adds DD Form 1149 Requisition and Invoice/Shipping Document **(paragraph 10.14)**; modifies Privacy Act Statement (PAS) **(paragraph 10.15)**; modifies issuing, reissuing, and renewing ID cards **(Chapter 11);** adds Trusted Associate Sponsorship System (TASS) replacing the Contractor Verification System (CVS) **(paragraph 11.3.2, Table 18.2, Terms, Attachment 3 paragraph A3.4.2, attachment 5, Rule 12);** adds information for Conditions for Issue, Reissue or Renewal of ID cards **(tables 12.1, 13.1, 14.1, and 15.1);** Removes manual preparation of ID cards, DD Form 2 (Active, Reserve, Reserve-Retiree, and Retired), DD Form 1173, DD Form 1173-1 and DD Form 489 **(chapters 12, 13, 14, 15, 16, and 17)** and **(tables 12.3, 13.3, 14.3, 15.7, 15.8, and 16.4, and paragraphs 17.7 and 17.8);** adds information same-sex marriage spouse and children of same-sex marriage **(paragraph 16.1 and Table 16.3);** adds information reserve retirees who have served as part of a contingency activation for a period of 90 continuous days or more may retire with pay prior to age 60; allows the retiree to receive their blue retiree ID (DD Form 2 Retire), 90 days prior to their 60th birth date (paragraph 13.3.1); adds information to honorary retirees (paragraph 13.4); modifies general information (**paragraphs 15.1);** adds joint service marriage information, includes same-sex marriage spouse **(paragraph 15.1.3);** adds Reserve and National Guard information, includes SSDP **(Tables 15.1 and 15.2);** adds general information, including same-sex marriage spouse **(paragraph 16.1);** adds information of family members of Retired Reservists (who have qualified for retired pay at age 60), yet have not reached age 60 **(paragraph 16.1.3);** adds When to Issue, Reissue or Renew the DD Form 1173-1 **(Table 16.1);** adds early issue of DD Forms 1173-1 for reserve family members **(paragraph**

16.3.1); adds information to the Geneva Conventions credential, DD Form 1934 **(paragraph 17.1);** adds cancellation of DD Form 1934 **(paragraph 17.1);** adds Army general information **(paragraph 19.1);** adds information to the DA Form 1602 **(paragraph 19.6);** adds Army frocking information **(paragraph 19.20);** adds information for Army dependency determinations **(tables 19.9 and 19.10);** adds Army abused dependent information **(paragraph 19.23);** adds information for Navy full-time student for permanent incapacitation requirements for Navy members **(table 20.2);** adds information about medical sufficiency letter and financial dependency determination for permanent incapacitation requirements for Air Force members **(table 21.3);** removes information to provide name and Social Security Number (SSN) of VO on DD Form 1172, block 89 for Air Force members **(table 21.3);** removes filing of DD Form 1172 in Air Force members Unit Personnel Record Group (UPRG) **(table 21.7);** adds information same-sex marriage spouse and children of same-sex marriage **(paragraph 21.14);** removes Air Force specific guidance for ID Card Processing Procedures for Sponsors and Dependents during Mobilization or Wartime **(paragraphs 21.17 and 21.17.1); r**enumbers **(paragraphs 21.17 – 21.22);** adds new Air Force Former Spouse Determination Program **(paragraph 21.17 and Attachment 7);** adds information on Air Force frocking **(paragraph 21.12);** modifies Air Force VO Responsibility **(paragraph 21.20);** modifies Actions Required When Processing Illegitimate Children of Male Members When There is no Court Order and the Parents Have Not Married **(paragraph 21.14);** removes Actions Required When Processing Illegitimate Children of Male Members When There is no Court Order and the Parents Have Not Married **(table 21.10);** adds information about ordering manual ID forms, cancellation **(paragraph 21.23.1)**; adds Coast Guard information, including same-sex marriage spouse **(paragraphs 23.5, 23.5.1, and Table 23.3)**; adds information about 100% Disabled American Veteran, including same-sex marriage spouse **(paragraphs 24.2, 24.2.1 and 24.2.2)**; adds information about social security disability insurance **(table 24.2)**; **a**dds information about DoD ID number and DoD benefit number, DoD beneficiary, widow or widower, unmarried and remarried spouse, spouse, lawful and common law, former spouse, emancipation, former member, volunteer access card, and institution of higher learning, same-sex marriage spouse and child of same-sex marriage **(terms)**; adds new Table of Entitlements, including same-sex marriage spouse and child of same-sex marriage **(Attachments 2, 3 and 5)**; adds Department Veteran Affair (DVA) determination of child's qualifying status as a full-time student or incapable of self-support **(tables A2.11 and A2.12)**; adds new DD Form 1172-2 and instructions including block 21 remarks section, removing former DD Form 1172, including block 89 remarks section **(attachment 3)**; Adds medical care (MC) TRICARE effective date for voluntary acknowledgement of paternity **(attachment A.4.2 F)**; adds MC TRICARE expiration date for voluntary acknowledgement of paternity **(table A4.1)**; adds same-sex marriage spouse and child of same-sex marriage **(attachment 5)**; adds information regarding identity documents issued by the State **(attachment 5, paragraphs A5.1.1 and A5.2.1)**; adds information for eligibility verification based on a Board of Correction of Military Record (BCMR) **(Attachment 5, Rules 1-7)**; adds information about adoption document eligibility **(Attachment 5, Rule 18b)**; adds information about court order of paternity and court order for child support **(Attachment 5, Rule 18e[1][2])**; adds information about full-time student **(Attachment 5, Rule 19b and c)**; adds information concerning translating foreign documents **(Attachment 5, Note 7.1);** adds information about Air Force record requests **(Attachment 7);** Modifies lost, theft, or destruction procedures **(Table A15.1);** adds expiration card date information **(Attachment 12);** adds Air Force Medical Sufficiency Statement (MSS) and removes former Air Force ID Loss, Theft, or Destruction procedures **(Attachment 15);**

Adds sample lost, stolen, destroyed identity credential memorandum and removes former sample RAPIDS memorandum of understanding **(Attachment 18);** adds new information on Air Force and civilian affiliate members, manual and Uniformed Services Identification (USID) cards (formerly Teslin) ID card stock, and unique processing procedures for Air Force sponsors and family members, cancelation AF Form 354, Air Civilian ID card, and Air Force RAPIDS workspace recommendations **(Chapter 21);** adds information on disabled American veteran family member dependency determination **(paragraph 21.6)**; removes application procedures for Marine Corps members full-time student age 21-23 (initial and renewal application) **(paragraph 22.14)**; modifies Coast Guard organization pay and personnel center (PPC) information, approval applications for dependency and former spouse determinations, including frocking of members **(Chapter 23)**; removes Coast Guard, United States Public Health Services, and National Oceanic and Atmospheric Administration manual card stock administration and preparation procedures **(paragraphs 23.8, 23.9, 23.10, 23.11, 23.12 and Table 23.4)**; adds Coast Guard CAC issuance to employees of Other Federal Agencies when performing duties with the Coast Guard **(paragraph s 23.8-23.9, and Table 23.4)**; adds new United States Public Health Service (USPHS) service specific information **(paragraphs 23.15 – 23.20)**; adds information to honorably discharged, 100% Disabled American Veteran (DAV) **(paragraphs 24.2-24.2.6)**; adds TRICARE For Life (TFL) information **(paragraph 24.4.2)**; adds information on cross-servicing agreement, fraud, waste, and abuse **(paragraph 24.4.5)**; modifies uniformed services DEERS/RAPIDS project offices addresses and telephone numbers and adds Field Advisory Services (FAS) Division, Benefits & Entitlements (B&E) Branch for DoD civilian ID cards, DMDC support center and forms prescribed **(Chapter 25)**; adds new Uniformed Services DEERS/RAPIDS Project Offices and DMDC Helpdesk telephone numbers **(paragraph 25.1)**; adds name for Deputy Commandant for M&RA signature block and modifies adopted forms **(paragraph 25.7)**; modifies existing information on the use of the DD Form 1172 **(paragraph A3.1.1)**; removes former Air Force sample request for verification of service for retired members except general officers and members on the Temporary Disability Retired List (TDRL) and adds Air Force Former Spouse Determination Application **(Attachment 7)**; removes former Air Force sample request for verification of service for general officers and members on TDRL and adds student clearinghouse enrollment verification and degree verification **(Attachment 8);** modifies information within the Agent Letter **(Attachment 10)**; modifies Sample Request for Sponsor to Sign DD Form 1172-2 (formerly DD Form 1172) **(Attachment 11)**; adds new Geneva Conventions for Prisoner of War (POW) table **(Attachment 13, Table A13.1 and A13.2)**; removes I-9 Department of Homeland Security U.S. Citizenship and Immigration Services Employment Eligibility Verification and Lists of Acceptable Documents **(Attachment 20);** adds FIPS 201-2 at www.cac.mil, Department of Defense List Of Acceptable Identity Documents**;** adds new term information, same-sex marriage spouse and child of same-sex marriage **(Terms);** and identifies tiered waiver authorities for unit level compliance items under the Air Force Inspection System (AFIS).

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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 RegAF, Guard, Reserve, or retired members and authorizing them to receive Uniformed Services' benefits and privileges. DoD also authorizes a distinct ID card to eligible family members, including issuance to same-sex marriage spouses and their children (see paragraph 1.1.3), and other qualifying individuals entitled to receive Uniformed Services' benefits and privileges.

1.1.1. Eligible Uniformed Services civilian, appropriated fund and non-appropriated fund (NAF) civilians, contractor, foreign military and foreign national (military and civilian affiliate) categories, the CAC with the Integrate Circuit Chip (ICC) replaces the respective ID card types listed in Table 1.1. See AFI 36-3026, Volume 2, *CAC*.

1.1.2. Effective September 3, 2013, ID cards are issued to qualifying same-sex married spouses and their eligible children per OSD Memorandum, *"Extending Benefits to the Same-Sex Spouses of Military Members,"* August 13, 2013. ID card entitlements are retroactive to the date of the Supreme Court's decision, June 26, 2013. Any claims to entitlements before June 26, 2013 are not granted per Under Secretary of Defense, Personnel and Readiness (USD [P&R)]) Memorandum, *"Further Guidance on Extending Benefits to Same-Sex Spouses of Military Members,"* August 13, 2013**. Note:** See Attachment 2 for Entitlement Tables and Attachment 5 for Basic Documentation Required Determining DEERS Eligibility.

1.2. Types of ID Cards. Table 1.1 lists the types of ID cards authorized by DoD. **Note:** Per Defense Human Resources Activity (DHRA) Memorandum, October 29, 2010, "Cancellation of Manually Produced Identification (ID) Cards," the following manually produced ID cards are cancelled: DD Form 2 (Reserve), DD Form 2 (Retired), DD Form 2 (Active), DD Form 1173, DD Form 1173-1, DD Form 2764, DD Form 2765, including the DD Form 489. For administration and control of Uniformed Services specific/unique manual ID cards, see Services Chapters 19-23.

1.2.1. Existing inventory stocks of the following Uniformed Services Identification (USID) cards (formerly Teslin cards), reflecting a machine readable bar code remain in effect: DD Form 2 (Reserve), DD Form 2 (Retired), DD Form 2 (Active), DD Form 2 (Reserve Retired), DD Form 1173, DD Form 1173-1, DD Form 2764, and DD Form 2765. Refer to Table 1.1.

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 (canceled)
DD Form 2ACT	*Armed Forces of the United States Geneva Conventions Identification Card (Active) (Green)*	Machine-readable USID card
DD Form 2RET	*United States Uniformed Services Identification Card (Retired)(Blue)*	Manually prepared paper card (canceled)

DD Form 2RET	*United States Uniformed Services Identification Card (Retired) (Blue)*	Machine-readable USID card
DD Form 2RES	*Armed Forces of the United States Geneva Conventions Identification Card (Reserve) (Green)*	Machine-readable USID card
DD Form 2RES	*Armed Forces of the United States Geneva Conventions Identification Card (Reserve) (Red)*	Manually prepared paper card (canceled)
DD Form 2RESRT	*United States Uniformed Services Identification Card (Reserve Retired)(Red)*	Machine-readable USID card
DD Form 1173	*Uniformed Services Identification and Privilege Card (Tan)*	Manually prepared paper card (canceled)
DD Form 1173S	*United States Uniformed Services Identification and Privilege Card (Tan)*	Machine-readable USID card
DD Form 1173-1	*Department of Defense Guard and Reserve Family Member Identification Card (Red)*	Manually prepared paper card (canceled)
DD Form 1173-1	*United States Uniformed Services Identification and Privilege Card (Red)*	Machine-readable USID card
DD Form 489	*Geneva Conventions Identity Card for Civilians Who Accompany the Armed Forces*	Manually prepared paper card (canceled)
DD Form 1934	*Geneva Conventions Identity Card for Medical and Religious Personnel Who Serve in or Accompany the Armed Forces*	Manually prepared paper card
DD Form 2764	*United States DoD/Uniformed Services Civilian Geneva Conventions Identification Card (Tan)*	Machine-readable USID card
DD Form 2765	*Department of Defense/Uniformed Services Identification and Privilege Card (Tan)*	Machine-readable USID card
DA Form 1602	*Civilian Identification Card*	Manually prepared paper card
AF Form 354	*Civilian Identification Card*	Manually prepared paper card (rescinded)
No Form Number	*DoD/Uniformed Services Civilian Retiree Identification Card* **Note**: Cards issued on or after 12 September 2015 will expire every 8-years; previous cards issued expired every 4-years.	Machine-readable Plastic
No Form Number	*National Oceanic and Atmospheric Administration (NOAA) Retired Wage Mariner Card*	Machine-readable Plastic
No Form Number	*Common Access Card (CAC)*	Machine-readable Plastic with ICC
No Form Number	*Volunteer Logical Access Card (VoLAC)*	Machine-readable Plastic with ICC
Note: The Volunteer Access Card may not reflect a person's identity or photograph, cannot be used for physical access, and does not convey any entitlements leading to benefits or privileges; this smart card is used for logical access to DoD computer networks. See Attachment 1, Terms for Volunteer Access Card and AFI 36-3026 IP, Volume 2.		

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

1.2.2.1. DD Form 2 (Retired) and DD Form 1173 to members retired with pay who also meets the criteria of an AD family member. **Note:** An AD member who also meets the criteria of a dependent under the sponsorship of a retired member is not authorized issuance of a DD Form 1173.

1.2.2.2. DD Form 2 (Retired) and DD Form 1173 to members retired with pay who also meets the criteria of a family member; including same-sex marriage spouse and their children. **Note:** Issue DD Form 2 (Retired) and CAC (formerly DD Form 2765) to members retired with pay when the U.S. Government employs them as a civilian.

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

1.2.2.4. 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.

1.2.2.5. CAC (formerly DD Form 2765) and CAC (formerly DD Form 2765) to qualifying members who are affiliated with the Selected Reserve and the DoD employs them as a civilian.

1.2.2.6. DD Form (Reserve) and CAC (formerly DD Form 2765) to qualifying members who are affiliated with a reserve component and the DoD employs them as a civilian.

1.3. Cross-Servicing Agreement. The Uniformed Services have agreed to assist each other in verifying ID card eligibility. ID card operations and customer services are not inclusive; Uniformed Service components may not randomly provide selected services for certain populations, e.g., AD only, reserve only, National Guard only, etc. Furthermore, the Uniformed Services assist each other in verifying certain categories of eligible persons, even if they belong to another service (see paragraph 1.3.4 for non-cross-servicing populations). The verification process is accomplished via an on-line network communication to the DEERS database, using the Real Time Automated Personnel Identification System (RAPIDS). Issuing activities (see Attachment 1, Terms) shall:

1.3.1. Issue ID cards upon presentation of proper identity documentation. **(T-0).** Any eligible population for a USID form ID card, i.e., DD Form 2 Retired, DD Form 1173 with the exception of non-cross-servicing populations as reflected in paragraph 1.3.4. ID card beneficiaries will have the same requirements for providing identity documentation as for those individuals eligible for a CAC or VoLAC with the exception of children, under age 18. **(T-0). Note:** Children under the age of 18, applying for a dependent ID card, are only required to provide documentation for the initial verification of eligibility or proof of relationship to the sponsor. Identity documentation requirements are derived from the FIPS 201-2 (formerly I-9), and should not be confused with Title 10 benefits eligibility age limits. See Attachment 5 for children eligibility documents.

1.3.2. Ensure cross-servicing is authorized for members and family members reflected in Table 1.2. **(T-0).**

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

ITEM	CATEGORIES
1	RegAF, retired members, and members of the Reserve components on AD for 31 days or more (including members in confinement and appellate leave status who have not been discharged from the military service. (See Chapter 9).
2	Retired Reserve members who have reached their 60th birthday. **Note:** Reserve Retirees serving as part of a contingency activation for a period of 90 continuous days or more may retire with pay prior to age 60. (See paragraph 13.3.1).
3	Family members of military sponsors on AD for 31 consecutive days or more. See Terms Family Member.
4	Family members of retirees with pay. See Terms Family Member.
5	Family members of Ready Reserve (Selected, Individual and Standby Reservists). See Terms Family Member.
6	Family members of Retired Reservists (who have qualified for retired pay at age 60), but have not reached age 60. (See Chapter 16, paragraph 16.1.3). See Terms Family Member.
7	Unremarried or unmarried former spouses previously enrolled in DEERS.
8	Medal of Honor recipients and their eligible family members. See Terms Family Member.
9	One hundred percent disabled veterans (DAVs) and their family members (Initial DEERS enrollment and ID card issuance renewals). See Terms Family Member.
10	Former members having reached age 60 and in receipt of retired pay for non-regular service, and their family members. See Terms Family Members.
11	Civilian, contractor, and military affiliate (formerly foreign military), including foreign affiliate civilian, and foreign affiliate contractor personnel.
ADDITIONAL CATEGORIES – ELIGIBILE FAMILY MEMBER SURVIVORS OF:	
12	RegAF 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 qualified for pay at age 60 but died before reaching age 60. See Chapter 1, Table 1.3.
17	Adoptive, pre-adoptive children, incapacitated children, and incapacitated spouses, and same-sex marriage spouses and their children previously approved for DEERS enrollment.
18	Approved dependency determinations, e.g., legal custody wards, temporary and permanently incapacitated children, parent, step-parent, parent in-law from respective personnel or finance agency authorizing initial DEERS enrollment or continuation of enrollment. See Chapter 1, Table 1.3, Item 2.

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

1.3.4. 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 abused dependents (includes 10/20/10 abused former spouses), unremarried or unmarried former spouses (20/20/15 and 20/20/20), and DoD Beneficiaries (includes initial determination for surviving dependents of reserve retirees on the sponsor's 60th birthday).
2	Individuals who require an initial dependency determination (requiring verification and approval of over 50 percent support is met by the sponsor), e.g., legal custody wards, temporary and permanently incapacitated children, parent, step-parent, parent in-law. **Exception:** ID card issuance renewals are permitted, providing an approved dependency determination is presented. See **Table 1.2.** Refer to Uniformed Service DEERS Project Office for temporary enrollment and ID card issuance when the initial dependency for finance or medical or both determinations are not completed.
3	Military and civilian retirees, former members of the military, and DoD contractors not enrolled in DEERS without a verified record. See Term Verified Record. (See Table 1.2).
4	Child born out of wedlock (illegitimate child) of a male sponsor, when paternity has not been judicially (legally) determined by a court, or no record of an acknowledgement of paternity (VAP), including no record of affidavit of paternity; or illegitimate child of sponsor' spouse or same-sex partner, when the sponsor is a member of another Uniformed Service, DoD, or Federal agency.
5	Family members of Navy and Marine Corps residing in the Philippines (see Table 11.5).

1.4. RAPIDS Issuing Facilities. All RAPIDS facilities with on-line access to DEERS will issue CACs with and without the chip, Volunteer Logical Access Card (VoLAC), and DD Forms authorized by this instruction for eligible sponsors and beneficiaries when they are not otherwise restricted by the system, and they: (1) are enrolled in DEERS, or; (2) are not enrolled in DEERS but provide legal documentation to establish eligibility; or (3) provide a properly verified DD Form 1172-2, *Application for Identification Card/DEERS Enrollment,* (formerly DD Form 1172, *Application for Uniformed Services Identification Card-DEERS Enrollment,* decommissioned October 16, 2012) from the sponsor's parent uniformed Service or DoD agency RAPIDS facility. **(T-0).** Refer to Attachment 3. **Exceptions:** See Table 1.3.

1.4.1. RAPIDS facilities may operate on an appointment schedule at their discretion. Customer walk-in service should be accommodated whenever possible, provided customer service is within the RAPIDS facility's work schedule. If there is no customer service availability within the work schedule, the RAPIDS facility may advise sponsor and family member of wait time or recommend returning at a later date or time. See Term Customer Service.

1.5. Verifying Official (VO) 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 DoD List of Acceptable Documents at www.cac.mil.

1.5.2.1. Verify documents reflecting name changes for sponsors and family members. **Note:** Name changes may occur at any time and not as a result of an event such as marriage or divorce. Sponsor name changes are established and reported from the uniformed Service or Agency to DEERS as a verified record. See Term Verified Record. The name change occurs within the human resource personnel system; an electronic data exchange to DEERS as an authoritative data feed, creating a verified record. Family member name changes are updated directly by the VO in RAPIDS to DEERS. Refer to paragraph 1.29 and Table 1.23.

1.5.3. All paragraph numbers must end with a period. Use the eligibility data in DEERS or appropriate documents to verify eligibility, and issue ID cards to eligible family members.

1.5.3.1. Review and scan the Social Security card when prompted by the RAPIDS software when entering a person's Social Security Number (SSN) in the RAPIDS application to the DEERS database, scan court order document, or scan other official government document that specifically states the number is a SSN when entering family member's SSN in the RAPIDS application to the DEERS database.

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

1.5.4. Applicants enrolled in DEERS or applicants not enrolled in DEERS. If the applicant is enrolled in DEERS and unable to obtain the sponsor's signature on the DD Form 1172-2 (formerly 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 uniformed Service for further instructions. **Exception:** Verify and issue IDs for family members of deployed sponsors as listed in Table 1.18. See paragraph 25.1.5 for U.S. Coast Guard approval.

1.5.4.1. The ID card is normally not reissued outside 30 days of the expiration date if the information on the ID card is otherwise correct and serviceable. See Chapters 12-18 for card issuance. **Note:** ID card reissuance is at the SSM or VO discretion.

1.5.5. Upon presentation of appropriate documentation (for example, divorce decree, child's marriage certificate, less than 50 percent support, etc.), the SSM or VO will terminate DEERS eligibility for dependents no longer eligible for benefits and privileges. (T-0).

1.5.6. Regardless of the individual's age or incapacitation, the SSM or VO 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 MC under TRICARE unless the military sponsor is on AD except as provided in paragraph 7.1. (T-0). Spouses or children of AD sponsors do not lose their entitlement to the TRICARE because of the 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 is obtained from the SSA and presented to the SSM or VO. 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 ID card applicants are 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 are disallowed, unless purchasing Part B (supplemental insurance). Individuals are not authorized TRICARE beyond attainment of age 65, unless the sponsor is on AD 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 and B are eligible for TRICARE For Life (TFL). Refer to Chapter 24, paragraph 24.4.2. The SSM or VO shall cite the documentation presented in DD Form 1172-2, block 21 (formerly DD Form 1172, section III, item 89), in addition to all other required documentation. **(T-0).**

1.5.7. The SSM or VO should refer the applicant to the Social Security Administration (SSA) at 800-772-1213 or http://www.ssa.gov for general information and eligibility, if appropriate.

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

1.5.9. The VO enrolls 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).

1.5.10. DoD Self-Service. VOs can initiate a DoD Self-Service (DS) logon account for non-CAC holders. The DS Logon is a logon credential that can be used across the Department of Defense and the Department of Veterans Affairs for access to Self-Service applications such as the milConnect portal (http://milconnect.dmdc.mil), the VA/DoD's eBenefits website, some TRICARE Regional Contractor websites, TRICARE Online, and more. The DS logon account request occurs at the time of ID card issuance to family members. The beneficiary is asked by the RAPIDS software application if he/she would like an account established. Beneficiaries over the age of 18 are eligible. Additionally, a CAC holding sponsor may request a DS logon for his/herself and / or for his/her eligible family members by accessing DS Access website at http://myaccess.dmdc.osd.mil/appj/dsaccess/. Refer to the "Frequently Asked Questions" for more details about the DS logon. The DS Logon is associated to the identities of members/sponsors and their family members who are linked to the medical, pay and human resource systems as part of a global DoD managed identity program.

1.5.10.1. DoD Surrogate. Surrogate is a person appointed to act on behalf of another individual; DoD Surrogacy allows an individual who may not be affiliated with the DoD and who may not be related to the DS Logon credential holder or eligible individual by a DoD-recognized family relationship to be granted access to a DS Logon credential holder’s or an eligible individual’s information. Refer to AFI 36-3026, Volume 2, CAC, paragraph A12.8 milConnect for managing personal data and benefits for the DEERS program.

1.5.11. ID Card Office Online Portal. The ID Card Office Online (formerly, RAPIDS Self-Service (RSS) Portal allows eligible populations to self-service on certain actions such as update information in DEERS; add/change E-mail address to receive initial or new E-mail and E-mail certificates, add a Personnel Category Code (PCC) to the User Principle Name of the E-mail Signature Certificate, Activate the Personal Identity Verification (PIV) Authentication Certificate, download applications, and view/update contact information at https://www.dmdc.osd.mil/self_service.

1.5.12. The ID Card Office Online Portal allows CAC recipients verify a family member's relationship and eligibility by digitally signing the DD Form 1172-2 for ID card reissuance. When a DD Form 1172-2 is digitally-signed through Online Portal, the information is stored in DEERS and is a viewable document within RAPIDS. Once verified using Online Portal, sponsors no longer need to accompany their family members in obtaining the ID card. **Note:** Eligible family members may present a paper copy of the digitally signed DD Form 1172-2. When the digitally signed DD Form 1172-2 is presented, the Online Portal may reflect a red "X" or question mark "?" displayed in block 22 (Sponsor/Employee Signature). This is considered a valid form for issuing an ID card. The DD Form 1172-2 digitally signed by a DoD Certificate Authority (CA) can serve as an electronic equivalent of a wet signature for DEERS purposes.

1.5.13. ID Card Office Online. Includes a new feature by allowing CAC-carrying sponsors to request the addition of a new family member to their DEERS record. Requires the sponsor to enter new family member's demographic and relationship information as a conditional sponsorship untiled verified by the RAPIDS VO. The Online Portal allows creation of the DD Form 1172-2 and stores it in DEERS. This action allows the family member to visit a RAPIDS site without the sponsor to complete the verification process and receive an ID card if eligible.

1.5.14. Document Requests. Documents scanned by a RAPIDS facility for the purposes of establishing identity and eligibility within DEERS may be requested by contacting DMDC at 1-800-361-2508 or by applying on-line with the DMDC Data Request System (DRS) at https://www.dmdc.osd.mil/.

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:** CAC recipients are not issued or reissued any of the following ID cards that were replaced by the CAC without an approved waiver from OSD (P&R).

1.6.1. NAF employees are eligible to receive a DoD/Uniformed Services Civilian Retiree ID card (plastic with no chip). The VO is not able to add the Civilian Retiree personnel status to RAPIDS. This personnel status is automatically generated from the Defense Civilian Personnel Advisory Services upon termination of a NAF employee category due to retirement. **Note:** When an eligible DoD/Uniformed Service civilian qualify for retirement and the retiree record is not listed in DEERS, contact the Benefits Workforce & Life Program Division (formerly the Civilian Personnel Management System, Field Advisory Services Division (FAS), Benefits & Entitlements Branch at (703) 882-5197 for verification of member's federal retirement. See the Term Retired Civilian Member of a DoD/uniformed Services.

1.6.2. Other Federal agency retirees are not eligible for the DoD/Uniformed Services Civilian Retiree ID card, and must contact their agency for availability of a credential reflecting their retired status, if available.

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 Geneva Conventions Identification Card (Active)* (Machine-readable card).	Members of the Uniformed Services on AD 31 days or more. 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)* (Machine-readable card).	Members entitled to retired pay, including TDRL and 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)(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:** Members assigned to the Selected Reserve (SelRes) or Participating Individual Ready Reserve (PIRR), participating in the Armed Forces Health Professions Financial Assistance Program (FAP), or contracted as Reserve Officer Training Corps (ROTC) cadets receive a CAC. Other members receive the DD Form 2 (machine-readable) card only. Note: Members on active duty for 31 days or more will always receive a CAC.
TYPE OF ID CARD	**CATEGORY**
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.	Members involuntarily separating from the Selected Reserve under the Selected Reserve Transition Program and: (1) transferring to the Individual Ready Reserve or (2) Retired Reserve awaiting pay at age 60 who are eligible for benefits under the Selected Reserve Transition Program. 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; or 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" is 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, *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 reaching age 60, entitled to receive retired pay (See Attachment 2). Eligible surviving family members of active duty members and surviving dependents of members entitled to retired pay. Family members of service members on active duty 31 days or more, and dependents of members entitled to retired pay, including those members in a dual status, in the following categories: spouse, same-sex marriage spouse, child of same-sex marriage 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 and Family Member. 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.

TYPE OF ID CARD	CATEGORY
DD Form 1173, *United States Uniformed Services Identification and Privilege Card* (Machine-readable Card) (continued).	Eligible abused dependents of AD 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 AD members (31 days or more) not entitled to retired pay who were separated from AD or forfeited all pay and allowances under a court-martial sentence resulting from a dependent abuse offense or administratively separated from AD, and the basis for separation includes a dependent-abuse offense when separated on or after 30 November 1993, 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), including 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. Eligible family members of voluntarily separated member are eligible under the Special Separation Benefit (SSB) and Voluntary Separation Incentive (VSI) programs. Refer to Attachment 2.
DD Form 1173, *United States Uniformed Services Identification and Privilege Card* (Machine-readable Card) (Continued).	Eligible dependents of Philippine Scouts who have applied for benefits under Public Law 77-140 (1941) and Public Law 79-51 (1945). **Note:** These dependents are not listed in

	Attachment 2; however they may be eligible if certain requirements are met. Contact the Uniformed Service DEERS 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 United States Uniformed Services Identification and Privilege Card (Guard and Reserve Family Member).

TYPE OF ID CARD	CATEGORY
DD Form 1173-1, *United States Uniformed Services Identification and Privilege Card (Guard and Reserve Family Member)* (Machine-readable card).	Eligible dependents of Reserve component members not on AD 31 days or more, in the following categories: Spouse. Same-Sex Marriage Spouse. Child under age 21. Child of Same-Sex Spouse. Stepchild (See child). Ward. Incapacitated child over age 21.

TYPE OF ID CARD	CATEGORY
DD Form 1173-1, *United States Uniformed Services Identification and Privilege Card (Guard and Reserve Family Member)* (Machine-readable card).	Full-time student between ages 21 and 23. Parent /Parent-in-law, stepparent, and parent-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 the member would have turned 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 date the member would have turned 60 years old had he or she survived.

TYPE OF ID CARD	CATEGORY
DD Form 1173-1, *United States Uniformed Services Identification and Privilege Card (Guard and Reserve Family Member)* (Machine-readable card). (continued).	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. Members involuntarily separating from the Selected Reserve, eligible for Selected Reserve Transition Program benefits due to discharge to civilian status on or after 23 October 1992 but before 31 December 2001 and eligible dependents. Members involuntarily separating from the Selected Reserve eligible for Selected Reserve Transition Program benefits and transferring to the Individual Ready Reserve or Retired Reserve members awaiting pay at age 60, on or after 23 October 1992 but before 31 December 2001 and eligible dependents. Qualified dependents under age 10 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).

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. 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 (EE) DoD U.S. Citizen Civilian Employees. Emergency essential personnel, DoD Directive 1404.10, *DoD Civilian Expeditionary Workforce.* 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 is 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: AD 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 Uniformed Service.

DD Form 2765, *Department of Defense/Uniformed Services Identification and Privilege Card* (Machine readable card) (Continued).	AD 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 DoD or a Uniformed Service. AD 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 DoD or a Uniformed 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. Civilian personnel in the following categories: Civilian personnel of the DoD 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 DoD, the Uniformed Services, and other Federal Agencies, and civilian personnel under private contract to the DoD 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.
DD Form 2765, *Department of Defense/Uniformed Services Identification and Privilege Card* (Machine readable card) (Continued).	Uniformed and non-uniformed full-time paid personnel of the Red Cross assigned to duty with the Uniformed Services within 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. **Note:** Red Cross employees on a Non-CONUS assignment can now receive an ID and Privilege CAC in place of the DD Form 2765. 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. 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, crews of vessels, lighthouse keepers, and depot keepers of the former Lighthouse Service. Involuntarily separated members eligible for Transition Assistance benefits, are 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 NAF employees and civilian marine personnel on duty on Army vessels. (See AFI 36-3026, Volume 2. **Note:** Army NAF employees are eligible to receive a DoD/Uniformed Services Civilian Retiree ID card (plastic with no chip). The VO is not able to add the Civilian Retiree personnel status to RAPIDS. The DoD Civilian Retired DEERS personnel status is automatically generated upon termination of a NAF employee category due to a retirement action from the Defense Civilian Personnel Data System (DCPDS). Retired Department of the Army (DA) Civilians and their dependents. Refer to post installation approval. Dependents of Civilians employed by DA. Refer to post installation approval. Civilian industrial contractor's employees working on projects and contracts for the Army. Civilians of other government agencies who are required to identify themselves before entering Army installations, facilities, or activities. Dependents of civilian employees overseas. Refer to post installation approval. 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. AF Form 354, *Civilian Identification Card*.

AF Form 354, *Civilian Identification Card* (Manually prepared card) (rescinded).	The DoD Biometric Identification System (DBIDS) replaces manually prepared, paper-base cards. Refer to Chapter 21.

Table 1.16. DoD/Uniformed Services Civilian Retiree Identification Card. *Civilian Identification Card.*

DoD/Uniformed Services Civilian Identification Card (plastic, no ICC). **Note:** Cards issued on or after 12 September 2015 will expire every 8-years; previous cards issued expired every 4-years.	Retired DoD/Uniformed Services Civilians only. The DoD/Uniformed Services Civilian Retiree Card recognizes individuals who are in a retired status. Family members are not authorized this type of ID card. This card does not arbitrarily authorize installation access. The installation Physical Access Authority may grant access and use of the Moral, Welfare, and Recreation (MWR) facilities at the installation Commanders' discretion per the DoDI 1015.10, July 6, 2009, enclosure 4, paragraph 2b. **Note:** Non-Appropriated Fund employees are eligible to receive a DoD/Uniformed Services Civilian Retiree ID card (plastic with no chip). The VO is not able to add the Civilian Retiree personnel status to RAPIDS. The DoD Civilian Retired DEERS personnel status is automatically generated upon termination of a NAF employee category due to a retirement action from the Defense Civilian Personnel Data System (DCPDS) or appropriate Civilian Personnel Management System.

Table 1.17. National Oceanic and Atmospheric Administration Identification Card.

National Oceanic and Atmospheric Administration (NOAA) Retired Wage Mariner Identification Card.

National Oceanic and Atmospheric Administration Identification Card (plastic, no ICC).	Retired NOAA Retired Wage Mariner only.

Table 1.18. DoD/Uniformed Services Common Access Card (CAC).

Identification Card.

DoD/Uniformed Services Common Access Card (CAC) (plastic, with ICC).	See Uniformed Services specific Chapters 19-23 for unique CAC eligible populations and AFI 36-3026, Volume 2.

Table 1.19. DoD/Uniformed Services Volunteer Access Card.

Network Access *Card.*

DoD/Uniformed Services Volunteer Access Card (plastic, with ICC, no photograph, no entitlement leading to benefits or privileges).	See AFI 36-3026, Volume 2 for eligible intern and volunteer populations.

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 may not be used as substitute for an ID card.

1.8.1.2. Sample DoD/uniformed Services ID cards may be posted on a PKI enabled web sites such as www.cac.mil, however, they may 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 are made in writing or E-mailed 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. Three over-stamps - **TA, OVERSEAS ONLY** and **DUAL STATUS** are applied to the ID card, DD Form 1173 and DD Form 2765, automatically by the RAPIDS application. No other over-stamp is authorized and no exceptions or waivers are granted for ID cards. See Chapter 15, DD Form 1173, *Uniformed Services Identification and Privilege Card*.

1.10.1. Nothing is placed on the ID card.

1.10.2. No holes are punched through the ID card. (**Note:** See Chapter 12, Table 12.2, Item 4, and Chapter 13, Table 13.2, Item 5).

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

1.10.4. No materials are inserted between the card stock and the laminate for altering the ID card.

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 U.S. Uniformed Services, 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 Temporary Duty (TDY) Status. Note: If at a RAPIDS facility, issue a CAC. The CAC is the Geneva Conventions Credential, replacing the former USID type ID card, 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 ID. Refer to paragraph 17.11 and table 17.5.

1.13. Disposition of DD Form 1172-2. Effective 21 Sep 2011, issuing activities scanned the former DD Form 1172 on-site using the RAPIDS software. Issuing offices may maintain DD Form 172-2 in a suspense file for tracking temporary ID cards issued, pending final action is taken to reissue or retrieve the card. See Table 9.3 Uniformed Service Representatives for Retrieving and Disposing of ID Cards for Members Assigned to DoD Regional Correctional Facilities and Table 21.4 Air Force and Civilian Affiliate Categories for additional disposition instructions.

1.14. Confiscating ID Cards. ID cards are government property. When a cardholder's employment or affiliation is terminated, 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 1.20 may confiscate ID cards under the following conditions**:**

Table 1.20. Individuals Who May Confiscate ID Cards.

WHO CONFISCATES ID Cards	CONDITION
VOs (military, civilian, & contractor personnel), commissioned or noncommissioned officers (NCOs), military police, security personnel, base entry controllers, including Trusted Associate Sponsorship System (TASS) Trusted Agents. See paragraph 1.14.1.	ID card is: Expired (includes affiliation to employment, contract, or service separation, discharge, or termination). 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**: Includes Commissary, Exchange, and MWR representatives, clinic providers and customer service representatives, etc., individuals who work in facilities providing benefits and privileges. See paragraph 1.14.1.	ID card is: Expired. Obviously altered. Presented by a person not entitled to its use. Mutilated or illegible.

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., are advised that they may request a supervisor review the confiscation decision.

1.14.2. The individual confiscating the card, notifies the installation security authorities immediately after confiscating the ID card 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 (SA) or investigative 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 report when the confiscated card belongs to a member of another Service.

1.14.3.2. The individual confiscating the ID card gives the cardholder a letter or receipt when confiscating an ID card.

1.14.3.3. For cases involving fraud, misuse, or abuse of an ID card, the individual confiscating the ID card prepares a DD Form 1569, Incident/Complaint Report or local form/report (refer to Service specific Chapters 19-23 or contact respective Uniformed Service DEERS Project Office in Chapter 25).

1.15. Reissuing Confiscated ID Cards. The installation commander or authorized representative notifies the ID card issuing activity to reissue the ID card with appropriate benefits and suspended shopping privileges, if any. The issuing activity will issue the ID card until the suspension end date as reflected in RAPIDS. **(T-3).**

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 will destroy all confiscated and surrendered ID cards (with the exception of CACs), unless, they immediately return the card to the cardholder or the card is required pursuant to an investigation: **(T-3).**

1.16.1. The ID card issuing activity documents on the DD Form 1172-2 information regarding cards that are not recovered (for example, when dependents are no longer eligible for benefits) on DD Form 1172-2 (formerly 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. The ID card issuing activity returns confiscated ID cards and CACs to the nearest RAPIDS facility or ID card issuing facility with the reason for confiscation.

1.17. Administrative Record Lock. If a DEERS record is administratively locked, the ID card issuing activity can only update the sponsor or family member address element. The issuing activity contacts the appropriate Uniformed Service DEERS Project Office (Active, Guard, Reserve, or DoD agency as appropriate) or the DMDC Support Centers (DSCs) Helpdesks for further assistance.

1.18. Invalid Entry in DEERS. The DSC helpdesk resolves Invalid Entry Transactions (IET) in DEERS database for sponsors and family members when the conditions in Table 1.21.

Table 1.21. 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 1172-2 (formerly DD Form 1172), signed by the sponsor or VO (if sponsor is unable or unwilling to sign) with supporting documentation to the respective Service DEERS Project Office listed in Chapter 25.

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 ID, 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 which may affect their eligibility to ID card benefits and privileges or logical/physical access. **Note:** Example of changes such as name, date of birth, and SSN, refer to Chapters 11-18).

1.20. Pre-Deployment – National Guard/Reserve Alert Notification Period. National Guard or Reserve sponsor notification of activation in support of a special operation, mobilization orders generated, and entered into service-specific systems for update to the DEERS database. The notification date determines the start date of the Alert Notification Period and the effective date determines the start date of the AD condition. The Alert Notification Period condition can last from 90 days up to 180 days, and ends the day before the AD condition starts in DEERS. This Alert Notification Period condition enables the sponsor and family members to obtain TRICARE benefits for up to 180 days prior to the start of the service member's mobilization orders.

1.20.1. The Guard/Reserve Alert Notification Period is not generated from the RAPIDS application to the DEERS database, thus, RAPIDS users are not authorized to manually update contingency orders to the DEERS database. Manually updating contingency orders in DEERS does not allow for automatic update of the Contingency Operation title and prohibits the automatic update of 180 days of TAMP benefits at the time of the sponsor’s demobilization.

1.20.2. RAPIDS users should not attempt to add the Guard/Reserve Alert Notification Period themselves , instead they should review the mobilizing member's DEERS record to determine if it has been updated by the service-specific systems. If the member's DEERS record does not reflect the Guard/Reserve Alert Notification Period in 3 business days after mobilization orders have been created by their respective service-specific system, users should contact the sponsor’s Uniformed Service DEERS Project Office in Chapter 25.

1.21. Period of Deployment-National Guard/Reserve Alert Notification Period. Once the sponsor’s AD assignment begins, the National Guard/Reserve Alert Notification Period automatically terminates and the AD condition is automatically generated within the sponsor’s DEERS record.

1.21.1. Once the sponsor’s AD assignment ends (post-deployment), the TA-180 condition is automatically generated in the DEERS record. The sponsor and eligible family members receive the same benefits that they received under the Reserve Alert Notification Period, as mentioned above; 180 days Medical Care (MC) benefits, including 2-years shopping privileges at the commissary, exchange, and MWR facilities. See chapter 6 for TA-180 details.

1.21.2. In the event that the TA-180 condition was not automatically generated in DEERS, the RAPIDS VO should verify the member's eligibility and contact the appropriate Uniformed Service DEERS Project Office.

1.22. 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 1172-2 (formerly DD Form 1172), take the actions reflected in Table 1.22. **Note:** Reserve and National Guard family members are issued ID cards up to 14-days prior to sponsor's AD reporting date. If the AD 31 days or more condition is not listed in DEERS, update RAPIDS to reflect this condition based on the sponsor's orders.

Table 1.22. 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:** Do not reissue ID cards to sponsors or family members when their current cards have not expired during simulated mobility exercises.
3	Use Attachment 2 for benefits authorized and Attachment 4 for DD Form 1173 expiration and Medical TRICARE (MC) effective dates.
4	Print DD Form 1172-2 and in block 21, list documentation used to verify the sponsor and dependent status. If the sponsor is unable to sign due to deployment or mobilization, state "Sponsor not available—deployed in support of (list operation).
5	Update dependents in the DEERS database.

1.23. 90-day Temporary ID Card Issuance for Dependents. Uniformed Service DEERS Project Office 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 DEERS Project Offices for assistance.

1.23.1. Undocumented Dependent Family Members. Undocumented dependent family member is enrolled in DEERS, and is not eligible for an ID card until two valid and unexpired identity documents are provided. At least one of the two identity documents shall be a State or Federal Government issued picture ID.

1.23.2. DD Form 1172-2 Undocumented Dependent Family Member. VO inserts the following sponsor statement into block 21, "I am requesting enrollment of this dependent for benefit eligibility only. I acknowledge an ID card will not be issued until two valid and unexpired identity documents are provided as required."

1.23.3. Sponsor signs DD Form 1172-2, block 21, and VO scans the form in RAPIDS to the undocumented dependent family member's record to DEERS. Refer to paragraph 1.26, Temporary Identification Number (TIN) for DEERS beneficiaries awaiting an SSN.

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

1.24.1. Effective 1 June 2011, ID cards issued from RAPIDS no longer prints SSNs. In lieu of the 9-digit SSN, a 10-digit DoD ID number is the identifier for all ID card population categories and is printed on all IDs, including the CAC. In addition, a 11-digit DoD Benefits number is printed on any ID when an individual is eligible to receive DoD benefits as authorized in DEERS/RAPIDS for medical benefits and shopping privileges e.g., MWR, Commissary, Exchange. See Terms for DoD ID Number and DoD Benefit Number.

1.25. Individual Taxpayer Identification Number (ITIN) An ITIN is used when a foreign national family member is not eligible for a SSN but is required to have a U.S. taxpayer ID number. This number is issued by the Internal Revenue Service (IRS). The ITIN permits continued medical eligibility in the MTF.

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

1.26.1. A foreign national who is a spouse, same-sex marriage spouse, , child, or child of same-sex marriage or same-sex partner of a U.S. citizen, and does not have a SSN or ITIN is issued a TIN while waiting for a SSN or ITIN. **Note:** A foreign national who is not eligible for a SSN or ITIN a FIN is generated from RAPIDS. (Refer to paragraph 1.28).

1.26.2. TINs are a temporary means of identifying a beneficiary as a potential MTF patient in 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 SSA or the IRS stating non-eligibility to qualify.

1.26.3. Failure to acquire a SSN or ITIN renders the family member ineligible for continued MC within the 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 remains on the beneficiary record, and no direct MC is authorized from a MTF.

1.27. Foreign Identification Number (FIN). A FIN (a system-generated number assigned as F900-00-0000 and up) is 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 is used in lieu of a FIN. **Note:** A FIN is not issued to a U.S. citizen spouse who is married to a foreign military or foreign national sponsor. This also applies to same-sex marriage spouse. In this instance, the U.S. citizen spouse uses their existing SSN or ITIN, if otherwise eligible for an identifier.

1.27.1. In the absence of a SSN, a FIN is 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.

1.27.2. A FIN is 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 is updated using the SSN. **Note:** RAPIDS prevents the VO from updating a FIN to SSN in DEERS. The VO forwards a copy of the SSN card to the DMDC Support Office, Research and Analysis for DEERS update. See paragraph 25.2.

1.28. Mandatory Collection of Fingerprints. The 1997 Under Secretary of Defense (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 and Reserve military personnel, retirees, survivors receiving annuity payments derived from the Service of a deceased person, and civilian employees with ID cards issued through RAPIDS. Individuals who refuse to have their fingerprint captured and stored are denied an ID card issued to them. **Note:** See paragraph 11.14 for additional information when processing a mail-in request.

1.28.1. RAPIDS Skip Verification of Fingerprint. Skip verification of the Primary and Secondary fingerprint may be necessary if the RAPIDS VO cannot successfully match an individual's fingerprint or when the beneficiary is not present. The Site Security Manager (SSM) can perform the skip fingerprint verification when a person's identity can be verified through another means or is already positively identified. See Chapter 10, paragraph 10.5.1.

1.29. Name Change Based on Marriage Certificate. Marriage certificate is sufficient to legally change a spouse name in order to obtain a Federal passport or State driver's license, and is an acceptable document for changing the name in DEERS. **Exception:** Military members who are married to a military member, referred to as Joint Service Marriage (JSM), the member's military personnel record needs to be updated by the respective Service's personnel data system to DEERS. Once the name change occurs in DEERS, then, RAPIDS reflects this information. See paragraph 1.5.2.1, Table 1.23, and Table A2.1.

Table 1.23. Name Change Based on Marriage Certificate.

ITEM	CONDITION
1	Identity Vetting – Dependent spouse is required to provide two forms of ID according to FIPS 201-2 (formerly I-9), at www.cac.mil, Department of Defense List Of Acceptable Identity Documents. IDs should vet the individual's identity under either the maiden name or married name as indicated on the marriage certificate.
2	If ID is vetted under the maiden name, marriage certificate provides: Progression from maiden name to married name, and Documentation necessary to change name in DEERS, then, Issue ID card to spouse.

3	RAPIDS defaults to enroll the dependent spouse under sponsor's last name, however, the spouse has the following options: Take the sponsor's last name, or Retain maiden name, or Take a hyphenated name. **Note:** For initial or subsequent DEERS enrollment, the marriage certificate is the only documentation needed to support the option chosen by the spouse. For all other name change requests, refer to the Uniformed Services Records Office of Primary Responsibility (OPR) for further guidance.

1.30. Roles and Responsibilities. Uniformed Services DEERS Project Offices and RAPIDS issuing sites roles will implement DEERS enrollment and eligibility policy guidance and procedures relating to ID card eligibility and issuance, including benefit entitlement eligibility impacting DEERS populations.

1.30.1. Uniformed Services DEERS Project Offices responsibilities include implementing guidance and procedures to support RAPIDS issuing site tasks. Refer to paragraph 1.5, VO Responsibilities and Chapter 10 RAPIDS and DEERS Procedures.

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
Contracted/Enlisted ROTC cadets and Midshipmen	Detachment commanders or designated responsible persons.
Service Academy Cadets and Midshipmen	Director of Cadet and Midshipmen Personnel.
DoD/Uniformed Service Contractors	Installation contracting officer, Quality Assurance Evaluator (QAE), or delegate, (see Contractor Verification System). Refer to DoD Contractor Personnel Office for contractors employed in Germany and Italy at http://www.eur.army.mil/g1/
Red Cross Personnel	American Red Cross officials.
Non-appropriated Fund Personnel (NAF)	Human Resource Officer.
Basic Military Trainees and Eligible Family Members:	
Army	Reception battalions at Forts Jackson, Benning, Leonard Wood, and Sill. Refer Army Civilian Employees and their family members to the Army Post Command, CIV Field Manuals (FMs).
Navy	Personnel Support Detachment (PSD), Recruit Training Command, Great Lakes, IL.
Air Force	737th Training Support Squadron, Joint Base San Antonio-Lackland, TX, and 22d Training Support Squadron, Maxwell AFB AL.
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

CATEGORIES	VERIFYING OFFICIALS
	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.
NAVY:	
Ready Reserve (Selected, Individual and Standby Reserve) Members	NPC (PERS-9).
Merchant Marine Academy Midshipmen	Director of Science Merchant Marine Academy at Kings Point, NY.
AD Members	Reporting Unit.
Prisoners	Reporting Unit.
Abused Dependents	NPC (PERS-31D).
Appellate Leave	NAMALA.
Incapacitated Children	NPC (PERS-31D).
Wards	Defense Finance and Accounting Service – Cleveland Center (DFAS-CL).
Parents/Parent's-in-law, Stepparents and Parents-by-Adoption	DFAS-CL.
Former Spouses	NPC (PERS-31D).
Reserve Retired (Eligible for Pay at age 60).	NPC (PERS-9).
Former Members	NPC (PERS-9).
TDRL/PDRL	NPC (PERS-83).
Navy Dependents Residing in the Philippines	Nearest ID card facility
AIR FORCE:	
Military Personnel and Family Members	Force Support Squadron (FSS) and Military Personnel Section (MPS).
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/DPTTB.
Surviving Family Members of Reserve Members Who Were Entitled to Pay at Age 60 but Died Before Age 60	HQ ARPC/DPTTB.
Former Spouses of Retirement-Eligible Air Force Reserve Members	HQ ARPC/DPTTB.
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 prisoner and appellate leave 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.

CATEGORIES	VERIFYING OFFICIALS
Abused Dependents	Headquarters Marine Corps (HQMC) (MFP-1).
Marine Corps Dependents Residing in the Philippines	Nearest ID card facility.
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 (MFP-1/MMSR-6).
Wards	HQMC (MFP-1/MMSR-6).
Parents/Parent's-in-law, Stepparents and Parents-by-Adoption	HQMC (MFP-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, 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 DMDC Personnel Identity Protection Solutions (formerly Access Card Office [ACO]) and recommendations of the Uniformed Service DEERS Project Officers.

2.2.1. All paragraph numbers must end with a period. 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/RAPIDS) is the final approval authority.

2.3. What the Verifying Official (VO) Does. Verifies a person's identity and eligibility, and scans identity and eligibility documents into RAPIDS for DEERS. VO establishes basic entitlements according to this instruction (also see paragraph 10.1), then, takes 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 Attachment 5, or query the DEERS database via RAPIDS if person is properly enrolled; or
2	Contact DMDC to retrieve a previously scanned DD Form 1172-2 (formerly DD Form 1172) if available, for enrollment verification. See paragraph 25.2.
3	Accept properly verified faxed or a RAPIDS scanned DD Form 1172-2 (formerly DD Form 1172), or scanned DD1172-2 via an encrypted or password protected E-mail from a DEERS/RAPIDS VO. If administrative action is not coordinated before receipt of DD Form 1172-2, and there are questions concerning the verification, or information listed on block 21 remarks section, contact the sending VO.
4	Contact VO to confirm eligibility if dependent brings in faxed DD Form 1172-2 (formerly 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 1172-2 is completed according to Attachment 3.
8	Update the information on the DD Form 1172-2 (formerly DD Form 1172) by the RAPIDS or DEERS on-line systems.
9	Ensure appropriate remarks are included in block 21 (formerly block 89), reflecting the method of verification was accomplished, and 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 1172-2 (formerly 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 the DD Form 1172-2 (formerly DD Form 1172) are valid for only 90 days after the VO signs. Applications held longer are void.
13	Forward one copy of the DD Form 1172-2 (formerly 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. The RAPIDS application determines benefits, privileges, and Medical Civilian (MC) effective dates for TRICARE eligibility according to the DEERS database. This system automates entitlement policy specified in public law and implementing publications. Refer to Chapter 10.

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 identity and eligibility documentation required. The VO does not need basic individual's eligibility documentation when the DEERS database can verify if the individual otherwise qualifies. However, the individual's identity is verified according to FIPS 201-2 (formerly I-9), at

www.cac.mil, Department of Defense List Of Acceptable Identity Documents. 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 SSM verification over-ride function may be used for lost or stolen ID as proof of identity if a previous photograph is available in DEERS. Refer FIPS 201-2 (formerly I-9), at www.cac.mil, Department of Defense List Of Acceptable Identity Documents for identity proofing DEERS enrollment, eligibility, and ID card issuance purposes. **(T-0).** (See paragraphs 1.5.4, 2.4, Table 2.4, paragraph 8.2, Table 8.2 and Attachment 5, Note 8 in this instruction and AFI 36-3026, Volume 2, Attachment 10). A letter of counseling is also an acceptable document for RAPIDS scanning when a lost occurrence is reported. **Example**: Not all inclusive, when a military member loses his or her CAC in a training environment.

2.4.1. Marriage certificates, divorce decrees, and birth certificates are certified originals, court-certified copies, or certified photocopies that reflect the file or case number. VOs 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 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. Truncated SSN is not acceptable for verification or for RAPIDS data entry to create, update, or change an individual's record in the DEERS database. A complete nine-digit number (divided into three parts, separated with a hyphen) from SSA is required for DEERS purposes.

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, ID card application, or ID card issuance. Contact your local legal office to determine validity of document if needed (see Attachment 3, A3.5.2.).

2.4.2. Special documentation required for common law marriages. Common law marriages are only accepted if the couple is from 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 24; Marine Corps: HQMC (MFP-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, including common law affidavit, establishing the validity of a common law marriage. Common law marriages ending in divorce see Chapter 3. **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 ID, a passport may be

used as acceptable photo ID. **Exception:** Passports may be accepted for dependents of foreign military personnel, because such dependents need legal document in order to accompany the member to the United States. **Note:** RAPIDS biometric SSM verification over-ride function 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. Translation is accomplished by a neutral third party, avoiding conflict of person's self-interest, professional interest, or public trust. Sponsors or family members are prohibited from translating their own 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 the validity of a foreign divorce decree is of doubtful, a U.S. court must declare the divorce valid before the sponsor uses the decree to begin or end ID card entitlements. Foreign divorce decrees are reviewed by local legal offices, if legal services are available.

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	PERS 24, (901) 874-4862 or (866) 827-5672. See paragraph 2.4.4.1.
Air Force	HQ Air Force Personnel Center Judge Advocate (210) 565-2761 or DSN: 665-2761.
Marine Corps	HQMC (MFP-1/MMSR-6), (703) 784-9529/9310. See paragraph 2.4.4.1.
Coast Guard	Commanding Officer (RAS), US Coast Guard and Pay Personnel Center, (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 Uniformed Service DEERS Project Office.

2.5.1. Do not issue temporary ID 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 MC. Issuance of a 90-day temporary ID card issuance is permitted for permanent incapacitated renewal applicants only (refer to Chapter 4, Table 4.6, Step 2). Sponsor must certify in block 21 (formerly DD Form 1172 block 89) of the DD Form 1172-2 that he or she is financially responsible for any MC the dependent received since expiration of the ID card should the dependency determination be disapproved. (**T-3).** Refer to Chapter 4, and Service specific procedures.	Do not issue a temporary card, unless approved by the parent Uniformed Services DEERS 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 their children, foreign same-sex marriage spouses, and their children) 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.

2.5.2. VOs 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 1172-2 (formerly DD Form 1172) and update the DEERS.
3	File the DD Form 1172-2 (formerly 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. The financial dependency determination at a minimum is renewed every 4-years. In the case of deceased sponsors, the approved financial dependency determination currently in effect or accomplished at the time of the member's death, may be used for subsequent renewals. **Note:** Family members who no longer qualify as a dependent under Title 10, Chapter 55, Section 1072 based on relationship changes, e.g., spouse divorce or remarriage, children, step-children, legal custody ward with a disapproved dependency determinations for incapacitation, or becoming a sponsor no longer qualify in retaining a permanent ID card. The card is returned to the nearest uniformed Services RAPIDS facility.

2.6.1. Permanently incapacitated spouses retired service members only are eligible for an indefinite Uniformed Services Identification and Privilege card (DD Form 1173) at any age as long as they are Medicare eligible due to disability or end-stage renal disease and reported by the Centers for Medicare and Medicaid to DMDC for DEERS update. **Note:** Further assistance in verifying family member enrollment status in DEERS, contact the DMDC Beneficiary Helpdesk at 1-800-538-9552 when a family member or end-stage renal disease information is not reflective in RAPIDS.

2.7. New ID Card Expiration Dates for Retired Military Members and Their Spouses. In late 2012, DoD changed the issuance policy and relating RAPIDS software to adjust how the expiration date is reflected on a military retiree and spouse ID cards (for more information, see Tables 12.1, 13.1, 14.1 and 15.1).

2.7.1. ID cards for spouses of retired Uniformed Service members are issued with an expiration date 5 years from the date of issuance when the cardholder turns 65 years old. ID cards for spouses of retired Uniformed Service members are issued with an indefinite expiration date when the cardholder turns 75 years. Eligible unremarried spouses, unremarried former spouses, surviving spouses are also eligible for the 5-year and indefinite ID card.

2.8. Personnel Data Reporting to DEERS. Personnel data reporting to the DEERS database includes automated data extracted from various uniformed Services reporting systems. Additional data reporting also includes the uniformed Services medical and finance systems, and other DoD and Federal agency reporting's. Depending on the population category, military personnel records for enlisted and officer, data submission to the Defense Manpower Data Center (DMDC) includes corrections and changes to members' enrollment in DEERS according to DoDI 1336.05, "Automated Extract of Active Duty Military Personnel Records," and DoDI 7730.54, "Reserve Component Common Personnel Data System (RCCPDS)."

2.8.1. Common personnel data corrections and changes include and not limited to: (1) Name, (2) Social Security Number (SSN), (3) Date of Birth (DOB), (4) Citizenship, and (5) Gender (Sex). **Note:** Uniformed Services transgender personnel data reporting is accomplished according to DoDI 1300.28, "In-Service Transition for Transgender Service Members for Active Duty, National Guard, and Reserve Components. Retired uniformed Services members and dependent family members

gender change requests, refer to Chapter 25, Uniformed Services DEERS/RAPIDS Project Offices for further assistance.

2.8.2. Reporting manner of death. Reporting manner of death for a DEERS beneficiary is through the RAPIDS application and scanning the document to the DEERS database.

Chapter 3

UNIFORMED SERVICES DOD BENEFICIAIRES (FORMER SPOUSES)

3.1. General Information. When a divorce occurs, the parent Uniformed Service will accomplish the initial eligibility verification for the DoD Beneficiary (ex-spouse) should they apply for a determination. A determination of eligibility for former spouse ID card benefits and privileges is not automatic, however, the request for a determination of eligibility may originate from the member (sponsor) or a divorced spouse. **(T-2).** Refer to Table 1.3, Categories of Personnel Who Can Not Be Cross-Serviced and paragraph 3.11 for Army National Guard members and spouses who are divorced. 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). **Note:** Chapter 3 information does apply to Same-Sex Marriage Spouses. When a divorced spouse does not qualify for former spouse benefits, see paragraph 3.10 for non-qualifying DB. This chapter also 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. Also see Chapter 5, Abused Dependents. When the member and his or her spouse are living apart because of a legal separation or interlocutory decree of divorce, set the ID card expiration date at 1 year from the date of issue or the date on which the divorce becomes final. Refer to Chapter 15, paragraph 15.1.4, and Chapter 16, paragraph 16.1.4.

3.1.1. Effective 1 October 2003, eligible Uniformed Service Former Spouses are enrolled in DEERS 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, qualify, or extend eligibility of benefits or privileges for the purposes of DEERS sponsorship to family members, e.g. grandchildren or legal custody ward, etc., refer to Chapter 4, paragraph 4.1.5. The former spouse initial eligibility to DEERS 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.

3.1.4. Common law spouse. See paragraph 2.4.2.2 for establishing common law eligibility in the event of divorce or dissolution of marriage. See Terms, *Spouse, Lawful and Common Law*.

3.1.5. TRICARE Reserve Select (TRS) and TRICARE Reserve Retired (TRR) programs are not available to spouses who divorce. Qualifying DBs (former spouses) are eligible for enrollment in TRICARE upon meeting DEERS eligibility. See paragraph 3.2 for basic eligibility criteria.

3.2. Basic Eligibility Criteria for DoD Beneficiaries (Unremarried Former Spouses). On the date of divorce, dissolution or annulment, the unremarried former spouse meets the eligibility criteria reflected in Table 3.1 in order to qualify for a ID card under the Uniformed Services Former Spouses Protection Act.

Table 3.1. Basic Eligibility Criteria 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 has performed 20 years of creditable service in determining eligibility to retired pay.	At least 15 years, up to 20 years of the marriage has been during the period the member performed service creditable in determining eligibility to retired pay. The amount of overlap determines the benefits and privileges the former spouse is entitled to receive See Attachments 2 and 6 for "20/20/15" and "20/20/20" eligibility criteria to qualify.
Exception: Abused Retirement Eligible "10-20-10" and Abused Transitional Compensation (See paragraphs 3.3.4 and 3.3.5 and Chapter 5 for abused former spouses).	The military member has performed 20 years of creditable service in determining eligibility to retired pay.	
Notes: 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 for "20/20/15"). The DB (former spouse) must not have remarried. The DB (former spouse) is not eligible for MC (Medical Service (MS) or TRICARE [MC]) if he or she is enrolled in an employer-sponsored health plan; however, RAPIDS reflects shopping privileges, if qualifying as a 20/20/20. If the former spouse disenrolls from the employer-sponsored health plan, medical benefits can be restored in DEERS, 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 AD 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). A former spouse whose marriage resulted in a divorce, and subsequently remarries the same uniformed member, and then divorces (same uniformed member), the separate time periods of		

marriages are combined. In this instance, the total time of marriage is used for determining eligibility to former spouse benefits. Refer to Attachment 1, Terms, ***Unremarried.***

3.2.1. Active Components use AD 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. Reserve Components use satisfactory service to compute creditable service for eligibility of former spouses of their members. This includes active service performed (activation recall from retirement), during in an inactive reserve or reserve retired status while still married. Refer to paragraph 16.1.1 for dependents of Stand-by 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 of a National Guard and Reserve member are eligible to receive the DD Form 2765 (formerly, 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 MTF and TRICARE, qualifying for the DD Form 2765. See paragraph 3.2.1.3 for members who are recalled to AD for 31 days or more.

3.2.1.2. Qualifying former spouses of 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 AD for 31 days or more, qualifying former spouses may be eligible for ID card entitlements during the sponsor's active service as a sponsor in their own right in the category designator of DoD Beneficiary (DB) (see paragraph 3.1.1). 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, and 5. Is not enrolled in an employer-sponsored health plan.	Is entitled to MS & TRICARE (MC), and Commissary, Exchange, 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; however, eligibility to shopping privileges remains.	4 years from date of verification. **Note:** ID card may be renewed every 4 years if all the eligibility requirements are still met for qualifying as a 20/20/20.

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, and 5. Is not enrolled in an employer-sponsored health plan.	MS and TRICARE (MC). See Table 3.1 for Medicare eligibility restrictions. **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 for qualifying as a 20/20/15.

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 period has expired and with no subsequent ID card renewal. 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, 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, and 5. Is not enrolled in an employer-sponsored health plan.	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, and no ID card is issued to convey non-medical eligibility.	1 year from date of divorce only. ID card is not renewed after the 1-year period.

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, 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, and 5. Is not enrolled in an employer-sponsored health plan.	Is entitled to MS & TRICARE (MC), and Commissary, Exchange, MWR. **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.	4 years from date of verification. **Note:** ID card may be renewed every four years provided all eligibility requirements are still met for qualifying as a 10/20/10.

3.3.5. DB (abused unremarried former spouse) Transitional Compensation Eligible of a member on AD 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) SEPARATED ON OR AFTER 30 NOV 93	BENEFITS AND PRIVILEGES	EXPIRATION DATE
1. Married to the member at the time of abuse. 2. Receiving transitional compensation.	MC 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, retired, National Guard, and Reserve members.

3.4.1. The parent Service must accomplish the initial verification of the DB (former spouses). **(T-2).** 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, exception, abused spouse cases submit to local Army Community Services.
Navy	Navy Personnel Command (PERS-31D), 5720 Integrity Drive, Millington TN 38055-6730 (see paragraph 20.5 for Navy verification procedures).
Air Force	Total Force Service Center – San Antonio & Denver, 1-800-525-0102, 24x7x 355 days (closed on Federal Holidays). See Attachment 7 for initial and redetermination former spouse applications.
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 (MFP-1), 2008 Elliot Road, Quantico, VA 22134-5103 (see paragraph 22.10 for Marine Corps verification procedures).
Coast Guard	Commanding Officer (RAS), US Coast Guard Pay and Personnel Center, 444 SE Quincy Street, Topeka, KS 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 information applies to initial DB verification procedures. For redetermination verifications, see Service specific Chapters 19-23:

3.5.1. ID card issuing activity, Uniformed Service DEERS Project Offices, or designated locations (e.g., Service Call Centers) 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, AD, 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 AD is required.
3	Request the dates of inclusive service from the office that maintains the member's records by message or letter if member is AD.
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. Inquiries or mail requests to the following addresses:
	Navy - National Personnel Records Center (NPCR), 9700 Page Avenue, St. Louis, Missouri 63132, or Navy Personnel Command (NPC) (901) 874-3362/3360 and DSN: 882-3362/3360 or contact the NPC Customer Service Center, 1-866-827-5672 (See paragraph 25.1).
	Air Force - Total Force Service Center San Antonio & Denver, 1-800-525-0102, 24x7x 355 days (closed on Federal Holidays). See Attachment 7 for initial and redetermination former spouse applications.
	Marine Corps – Headquarters, U.S. Marine Corps (MMSR-6), 3280 Russell Road, Quantico, VA 22134-5103. Telephone: 1-800-336-4649. (See paragraphs 22.7 and 22.10 for verification procedures).
	Coast Guard - Coast Guard Pay and Personnel Center (PPC), (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.
	Terminate the marriage due to divorce by updating the 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, and 30 days for an AD member's former spouse. **Exception:** Air Force (DB) former spouses, see Attachment 7 for determination of eligibility. Do not issue a temporary ID card until verification of eligibility is completed by the TFSC, 1-800-525-0102, Air Force Former Spouse Determination Team. **Note:** For Navy (DB) former spouses, see paragraph 20.5.2.3; for Marine Corps (DB)

	former spouses see paragraph 22.7.
5	Have (DB) former spouse sign a statement in block 21 of the DD Form 1172-2 (formerly, item 89 on the DD Form 117)2 that he or she has: Not remarried Is not enrolled in an employer-sponsored health plan and; **Note:** The DB is responsible for any MC received during this period if found not to be eligible for an ID card.
6	File the completed the DD Form 1172-2 (formerly DD Form 1172) in suspense file.
7	Begin administrative follow-up 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 21 on the DD Form 1172-2 (formerly DD Form 1172, block 89) 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 1172-2 (formerly DD Form 1172).
5	Scan the DD Form 1172-2 (formerly DD Form 1172) into RAPIDS.

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. **Exception**: Navy former spouses require a letter of approval from the Navy Personnel Command. If the applicant does not have a letter, contact PERS 24 (paragraph 25.1.2). Marine Corps former spouses require 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). Air Force DB) former spouses are verified by contacting the Total Force Service Centers (San Antonio and Denver) at 1-800-525-0102. See paragraph 21.17 for Air Force Former Spouse Determination Program.

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 are verified by contacting PERS 24 (paragraph 25.1); Marine Corps (DB) former spouses date of divorce can be confirmed by calling HQMC MMRS-6, at (703) 784-9310; Air Force (DB) former spouses are verified by contacting the Total Force Service Centers (San Antonio and Denver) at 1-800-525-0102.

3.8. Documents Required for Verification:

3.8.1. Certified copy of a marriage certificate. A separate marriage license cannot be used but in conjunction with the marriage certificate. (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.

3.8.4. A statement from former spouse has not remarried or have employer health insurance.

3.8.4.1. Uniformed Services issuing facilities follow initial former spouse verification procedures as listed in service specific Chapters 19-23.

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. MC reinstatement is not authorized for a (DB) unmarried former spouse. (See attachment 2, A2.4.)

3.10. Non-Qualifying DB. When a spouse does not qualify under the former spouse categories of 20/20/20, 20/20/15, or 10/20/10 (for abused dependent according to Chapter 5), he / she may be eligible for limited transitional healthcare through the Continue Healthcare Benefit Program (CHCBP) by contacting the TRICARE management support contracting office at 1-800-444-5445 or website http://www.tricare.mil/mybenefit/.

Note: No ID card is issued to those who qualify for CHCBP, however, DEERS reflects the termination of marriage based on divorce. Once the divorce is reported to DEERS, a Certificate of Credible Coverage (CoCC) letter is issued from the DMDC at 1-800-538-9552.

3.10.1. A court order directing the military member/sponsor to provide MC to a non-qualifying DB based on divorce is a civil matter between the spouses. DoD / uniformed Services do not have the authority to extend DEERS eligibility for TRICARE or MTF MC and is the responsibility of the military member/sponsor in providing such care.

3.11. Army National Guard (ARNG) Former Spouse Program. ARNG RAPIDS sites will forward all URFS cases to the Army National Guard DEERS/RAPIDS Project Office for determination of eligibility by sending a fax at (703) 607-8448 or E-mail ng.ncr.arng.mbx.deers-rapids@mail.mil, or telephone 1-866-810-9183, option 4. **(T-2).** The following documentation to qualify is:

3.11.1. Final divorce decree (includes a judge's signature and date of divorce).

3.11.2. Marriage certificate (original or state certified copy).

3.11.3. RPAM Statement (NGB Form 23).

3.11.4. 2 forms of ID (one with a photo), refer to FIPS 201-2 (formerly I-9), at www.cac.mil, Department of Defense List Of Acceptable Identity Documents.

3.11.5. Death certification of sponsor (if applicable).

3.11.6. Copy of the applicant's social security card.

3.11.7. Notarized statement signed by the applicant stating whether or not they are covered under any employer sponsored health insurance regardless of who pays the premiums.

3.11.8. Signed DD Form 1172-2 or notarized statement from the DoD Beneficiary stating they have not remarried since the divorce of the sponsor upon whom privileges are based.

Chapter 4

ID CARDS FOR CHILDREN

4.1. General Information. The DEERS program recognizes an unmarried child, including a step-child, legal custody ward, and adopted child of a sponsor, entitled to medical care (MC) 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 the sponsor provides over 50 percent support and provides a household, or maintain a household for a child, including a foster child. The sponsor declares his or her dependent family member eligibility and enrollment by signing the DD Form 1172-2. Specific sponsor responsibilities refer to Chapter 8 and Attachment 2 for further details on entitlements. The sponsor is a DoD/uniformed services military, federal civilian, contractor, or military affiliate (non-U.S citizen). The DEERS eligibility is based on the sponsor's affiliation to DoD/uniformed Services; to include qualifying dependent family members. Dependent family members and their DEERS eligibility are based upon their relationship to the sponsor. In this instance, the sponsor qualifies his or her dependent child for DEERS eligibility according to this instruction, leading to medical benefits, shopping privileges, and ID card issuance. Children ID cards are issued at age 10. See paragraph 4.4 for ID card issuance under age 10, paragraph 4.20 and Table 4.15 concerning step-children eligibility. **Exception:** Effective January 1, 2011, TRICARE Young Adult (TYA) Program authorizes MC only (no shopping privileges), up to age 26. The ID card is valid for the duration of the TYA period or 4 years from the date the VO verified the record in RAPIDS, whichever comes first. For eligibility and enrollment details, visit the local TRICARE Service Center (TSC), http://www.tricare.mil or TRICARE regional contractors - North 1-877-874-2273, South 1-800-444-5445, West 1-888-874-9378, Eurasi-Africa +44-20-8762-8384, Latin America & Canada +1-215-942-8393, or Pacific +61-2-9273-2710.

4.1.1. Children born during the course of marriage. Uniformed Service members' children are entitled to MC as a matter established by law, including DEERS enrollment, and issuance of an ID card. Qualifying children are enrolled in DEERS if otherwise meeting eligibility requirements according to paragraph 4.1, (refer to Chapter 8 on sponsor responsibilities, unwilling and unable to verify dependent family member DEERS enrollment and eligibility). Eligibility for DEERS is determined in 10 U.S.C. 1072, DoDI 1000.13, DoDM 1000.13, Volumes 1, 2 and 3, including this instruction. If the child's DEERS eligibility status is in question of legitimacy and under the age 21, then eligibility is verified by the birth certificate according paragraph 4.1.1. **Note:** Paternity tests alone for children born out of wedlock (parents not married) are not recognized for a child's DEERS eligibility and enrollment, unless, accompanied by court order, identifying paternity to the member/sponsor (see paragraph 4.9). When a child is born during the marriage, and the legitimacy remains in question, the member (sponsor) may (1) pursue a legal paternity determination through an execution of court order, or (2) termination of marriage; e.g., divorce in court, stating no child was born during the course of marriage, or (3) the court order decrees termination of the sponsor's parental rights (refer to Attachment 5 for eligibility and required documentation, and paragraphs 4.1.3 and 4.1.6). These court order related actions terminate the parent/child relationship, ending a child DEERS eligibility and discontinues the DEERS enrollment (refer to Chapter 8 in notifying affected parties).

4.1.2. When a child continues to meet the qualifications as a sponsor's dependent family member and is in a military Reserve Component not on AD for 31 days or more, they remain eligible for an ID card as a dependent. Refer to Tables 13.1 and 15.1 (DD Form 1173, DD Form 2 Reserve, or CAC). Children who join the uniformed Service and subsequently are separated from the Service, and are under age 21, or under age 23 and attending an institution of higher learning as a full-time student, remain eligible for an ID card as a dependent. Refer to paragraphs 4.1, 4.5, Chapter 8, Tables 8.1 and 8.2 in establishing eligibility and DEERS enrollment. When a child marries and divorces or obtains a legal annulment and under age 21, or under age 23 and attending an institution of higher learning as a full-time student, remains eligible for DEERS reinstatement and ID card issuance, including eligibility to the TRICARE Young Adult (TYA) program, if otherwise meeting qualifications to the program. See paragraph 4.1, **Exception** for further information and Term, Institution of Higher Learning.

4.1.3. Adoption or Emancipation of children under age 21. If a child is adopted and the relationship is severed to the sponsor, the child's eligibility to DEERS is terminated. In general, emancipation (child turning age 18) has no effect on children's continued DEERS eligibility; or to an ID card reflecting medical benefits as established by 10 U.S.C. 1072, including shopping privileges, if meeting certain qualifying conditions within this instruction. However, should an order or appropriate document from a court of competent jurisdiction in the U.S. (or U.S. Territories or Possessions), affirm either the voluntary relinquishment or involuntary termination of parental rights and placing the child into custody of another guardian, or emancipating the child, the child's eligibility to DEERS is terminated, including eligibility to an ID card. (See Attachment 1, Terms for Adopted Child or Emancipation, and Attachment 2 for entitlements). Also see paragraph 4.1.6 for Termination of DEERS Enrollment and Eligibility when a court-order is provided, and the sponsor relinquishes their parental rights.

4.1.4. Children who become eligible for other health insurance (OHI) under provisions of the State and Federal program termed "Medicaid" remain eligible and enrolled in DEERS with eligibility to TRICARE benefits. In this instance, coordination of Medicaid health insurance and TRICARE benefits is considered for children. Also see paragraph 4.1.6 for Termination of DEERS Enrollment and Eligibility when a court-order is provided, and the sponsor relinquishes their parental rights. DMDC has a Federal Case Registry (FCR) used for matching all state child support agencies (Department of Health and Human Services) that have access to DEERS, confirming medical eligibility. This confirmation process is based on the National Medical Support Notice (NMSN) to DMDC in support of 45 CFR 303.32(a) for enforcement of health care coverage. Questions concerning the NMSN and Qualified Medical Child Support Order (QMCSO) refer to a beneficiary counselor at a MTF and for coordination of TRICARE benefits and Medicaid health insurance.

4.1.5. Children who have no relationship to the sponsor at the time of the sponsor's death, who later become adopted or a legal custody ward of the widow or widower (who are considered DoD Beneficiaries), cannot qualify a child for DEERS enrollment or for the purposes of receiving ID card benefits and privileges, including eligibility to the TRICARE Young Adult (TYA) program. **Exception:** DEERS eligibility for a child can only be established if it can be proven by a court order or to the satisfaction by the Staff Judge

Advocate (SJA) the deceased sponsor supported the adoption or legal custody ward process prior to his or her death.

4.1.6. Termination of DEERS Enrollment and Eligibility. Unmarried children are entitled to receive MC up to age 21. See paragraph 4.1. **Exception:** When a court-order is provided, reflecting parental rights are voluntary terminated, the child's DEERS enrollment ceases, including eligibility to benefits and privileges along with the ID card being terminated in DEERS. If a court order is provided and reflects involuntary parental rights termination, the local legal office is contacted for determination of terminating a child's DEERS enrollment and eligibility to benefits and privileges, including the termination of the ID card. Local legal office may refer the case of DEERS termination to their respective command headquarters for further legal review. When the parent Service's legal community is unable to make a determination for terminating a child's DEERS eligibility, then, the legal review is sent to the Defense Human Resource Activity, General Counsel for final a determination.

4.1.7. Death of child (stillborn). Enroll child in DEERS for the purposes of establishing survivorship entitlements.

4.2. Dual Entitlement for Children. A child (including adopted, surviving child, 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 within the DEERS program. (Refer to Term, Ward). 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, accessibility, and a single TRICARE deductible purpose. Military and civilian members involved are to decide which one sponsors the child for DEERS enrollment, and if appropriate, ID card issuance.

4.2.1. If the members are unwilling or unable to 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 is going to Sponsor the Child In DEERS.

IF THE MEMBER	THEN
Is married to a military member, Joint Service Marriage (JSM), or in a same-sex marriage, and is deployed or not available.	Do not enroll, update, or make changes to the child's DEERS record without the consent of the military spouse or same-sex marriage spouse. **Note:** The consent or presentation of Power of Attorney (POA) is documented on the DD Form 1172-2, block 21, remarks.
Has a court order identifying him or her as being responsible for providing MC for the child.	Enroll child under such member.

Has no court order for MC, but a court has awarded primary physical custody to the member or to the former spouse or same-sex marriage spouse who marries 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 the transfer of DEERS sponsorship (in the best interests of the child for receiving benefits).
Is unable or unwilling, or No Contact Order or Restraining Order is issued by a court.	Refer to Chapter 8 and paragraph 8.3, or Consult with local installation legal services or contact respective Services DEERS Project Office as listed in Chapter 25.

4.2.2. Authorize all benefits and privileges and annotate the DD Form 1172-2 (formerly DD Form 1172), block 21, explaining child's dual enrollment and sponsorship in DEERS.

4.2.3. Notify the sponsors involved when moving the family member from one sponsor's DEERS record to another involving the transfer of benefits and privileges, including ID card issuance. See Chapter 8 and Table 8.2.

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. **Note:** A placeholder record is created by the Manage Care Support Contractor (MCSC) for newborn DEERS enrollment up to 60-days after a child's birth. The 60-day period allows time for the sponsor to present a birth certificate and or SSN (if eligible) for the DEERS program. A visit by the sponsor with the appropriate document is always the encouraged method of enrollment. The sponsor should consider contacting their respective DoD/uniformed Services 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:** Children born out of wedlock are processed according to enrollment instructions listed in paragraphs 4.9 and 4.10.

Table 4.2. Initial Enrollment of Newborns.

SOURCE DOCUMENT	METHOD OF PRESENTATION
Original or Certified True Copy Birth Certificate as provided from the respective Agency Record Custodian or an FS-240, Birth of U.S. Citizens Abroad, or When a placement agreement or an order or other appropriate document from a court of	In person: Sponsor or Spouse, or Same-Sex Marriage Spouse presents a valid general or special power of attorney (in the absence of sponsor) at a RAPIDS facility. By mail:

competent jurisdiction in the United States (or U.S. territory or possession) establishes the child's date of birth, it may also be used in lieu of a birth certificate, or A placement agreement or an order or other appropriate document from a court of competent jurisdiction in the United States (or U.S. territory or possession) that establishes the child's relationship to the sponsor, or Certificate of Live Birth - live birth and authenticated by the attending physician or other responsible person from a U. S. hospital or uniformed Services MTF within 30 days, or DEERS placeholder record, created by a TRICARE managed contractor within 30 days, or, Sponsor's verification with appropriate eligibility source documents birth certificate or court order (listing child's birth), or VAP as listed in Attachment 5 of this instruction. **Note:** Certificate of Live Birth dating over 30 days requires an accompanying birth certificate or court order (listing child's birth), or VAP for determining a newborn child's DEERS eligibility. See paragraph 8.1 on sponsor responsibilities to report within 30 days any family member additions.	Requestor mails a certified copy of appropriate source document and a written request for DEERS enrollment to sponsor's personnel office, including: (1) Sponsor's name, SSN or DoD ID number, signature and phone number and, (2) Newborn's information from the Source Document column in Table 4.2.

FS-240, Birth of U.S. Citizens Abroad, and if Spouse, or same-sex marriage spouse is 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 is updated to the 21st birthday. 2. A child's SSN is presented for DEERS update as soon as acquired. See paragraph 1.24 on mandatory disclosure of the SSN.	By E-mail or fax: Requestor contacts sponsor's personnel office for E-mail address or fax number. E-mail 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. All eligible family members (except children under the age of 18) are required to provide two identity source document FIPS 201-2 (formerly I-9), at www.cac.mil, Department of Defense List Of Acceptable Identity Documents during the DoD ID card issuance process. See Attachment 5 for basic documentation eligibility. **Note:** Children under the age of 18 applying for a dependent ID card are only required to provide documentation for the initial verification of eligibility or proof of relationship to the sponsor. Identity documentation requirements are derived from the I-9 and should not be confused with Title 10 benefits eligibility age limits.

4.4.1. Eligibility documentation listed in Attachment 5 is scanned into the DEERS database for all eligible family members, including children under age 10.

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 or same-sex marriage spouse's duty station and uses a medical facility other than the one keeping the child's records; or the child resides temporarily away from the sponsor or same-sex marriage spouse or there is no eligible spouse. Authorize ID card benefits and privileges according to Attachment 2.
2	The child is of a joint service couple (includes same-sex marriage spouses) or a single parent.
3	The child's physical appearance warrants issue (for example, appears older than 10).
4	The child does not reside in the household of an eligible adult family member.
5	The Personnel Chief or designated representative such as the RAPIDS Super Verifying Official/Site Security Manager (SVO/SSM) approves or disapproves requests based on unique circumstances. See Site Security Manager Term.

4.5. Students Ages 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 for an Associate Degree or higher (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 institutions. **(T-0).** 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	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. The school letter reflecting registered-scheduled for an upcoming class, or enrolled-actual participation in class, both are acceptable documents, see Notes below. **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. **(T-0).** Such documentation (including web application enrollment forms from the National Student Clearinghouse or a college or university) is accepted in lieu of a letter from the registrar's office. See Attachment 8. The sponsor must also certify in block 21 on the DD Form 1172-2 (formerly DD Form 1172) that he or she is providing over 50 percent of the student's support. **(T-2).** (See paragraph 20.11 for Navy family members.). **Note:** If school does 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

students.	before the break and acceptance or enrollment immediately after the break. If not enrolled in DEERS, initial application - acceptance of enrollment, i.e., Winter, Spring, Summer, Fall, or Mid-term entrance from the school. **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. **(T-0).** Such documentation (including web application enrollment forms from the National Student Clearinghouse or a college or university) is accepted in lieu of a letter from the registrar's office. See Attachment 8.
School Breaks (includes Spring, Summer, Fall, Winter, or Mid-Term): 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 Associate's 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 21 on the DD Form 1172-2 (formerly 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). If not enrolled in DEERS, initial application - acceptance of enrollment, i.e., Spring, Summer, Fall, Winter, or Mid-term entrance from the school. **Note:** The school letter reflecting registered-scheduled for an upcoming class, or enrolled-actual participation in class, both are acceptable documents, see Notes below. **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. **(T-0).** Such documentation (including web application enrollment

	forms from the National Student Clearinghouse or a college or university) is accepted in lieu of a letter from the registrar's office. See Attachment 8. Sponsor certifies in block 21 on the DD Form 1172-2 (formerly 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. This information applies for military dependent children only and does not apply to DoD civilian and contractor dependents or dependent children of a honorably discharged veterans rated 100-percent disabled by the Department of Veterans Affairs (DVA). Documentation provided from the civilian and contractor human resource or personnel offices, including the Department of Veteran Affairs, indicating verification of the child's incapacitation is provided to the member. **Note:** The incapacitation must have occurred prior to the child's 21st birthday. Also refer to paragraph 4.6.3 for redetermination of permanent incapacitation application.

4.6.1. The military sponsor's parent service must process initial and renewal dependency applications (when there is no previous dependency approval) for all incapacitated children as cross-servicing is not authorized (refer to Table 1.3 and paragraph 2.6). **(T-2).** The DD Form 137-5, Dependency Statement – Incapacitated Child Over Age 21, includes space for the second sponsor to be identified and considered for the purposes of dependency. When both sponsors are identified on this form, the child may be moved back and forth between the sponsors for the DEERS program. If the DD Form 137-5 does not include both sponsors, a new financial determination that considers either the second sponsor or both sponsors together needs to be submitted. Should an incapacitated child marry, and subsequently the marriage ends in divorce or death of the spouse, a new financial dependency determination is required to renew the child's DEERS eligibility. **Note:** See paragraph 2.6 indefinite ID card for permanently disabled family member and Chapters 19-23 for Service-specific dependency determination processing procedures to the appropriate personnel or finance agency for final approval or disapproval. The financial dependency determination at a minimum is renewed every 4-years. In the case of deceased sponsors, the approved financial dependency determination currently in effect or accomplished at the time of the member's death, may be used for subsequent renewals.

4.6.2. When issuing the ID card to an incapacitated child, the individual may sign the ID card or the RAPIDS VO may enter the letters "INCAP" when the individual cannot sign because of a mental or physical incapacity.

4.6.3. Incapacitation Redeterminations. DoD continues to make program changes to the existing incapacitation application process. Future changes incorporate new web supported applications, using the milConnect portal for processing determinations of eligibility with E-mail and U.S. postal service auto notifications to the sponsor, surviving family members, or appointed agent. Successful migration of future web applications supporting the

incapacitation dependency program requires coordination, collaboration among the uniformed Services RAPIDS facilities and DoD agencies. **Note:** Sponsors who have a current financial dependency determination recorded in their child's DEERS record, may qualify to complete their four-year redetermination requirement by answering three questions about their incapacitated dependent through: (1) milConnect, (2) visiting in person to the nearest uniformed Services ID card issuing facility, or (3) by mail. Should a child's DEERS record reflect no current approved financial dependency determination or DEERS is missing data to complete the redetermination online with milConnect or in person at a RAPIDS facility; then, the sponsor must submit a new application to the appropriate uniformed Service personnel or finance office for obtaining an approval. If the child's DEERS record is missing the incapacitation data, the three questions to satisfy the redetermination process will not appear in the milConnect portal or RAPIDS. Further information, contact the appropriate uniformed Services DEERS Project Office in Chapter 25.

4.6.4. Shopping Privileges for Incapacitated Child Over Age 21 or 23. DoD continues to improve existing programs. DoD has extended shopping privileges to children who are older than 21-23 if the incapacitation occurred after ages 21-23 and the child(ren) do not meet eligibility criteria within this instruction according to paragraphs 4.6 - 4.8. This includes the establishment of a child's eligibility when the relationship to the sponsor did not begin prior to the child reaching age 21 or 23. Shopping privileges such as access to the commissary, exchange, and Morale, Welfare, & Recreation (MWR) facilities are provided when the sponsor requests benefit eligibility for a permanently incapacitated dependent who does not meet the age requirements for Title 10 medical benefits as prescribed in this instruction and DoD Manual 1000.13, Volume 2. Access for shopping privileges is authorized based on the sponsor providing over 50 percent support to his/her child or at the time of the sponsor's death. Refer to AFI 36-3026, Chapter 25 for further assistance from the uniformed Services DEERS Project Offices.

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

ELIGIBILITY CRITERIA	DOCUMENTATION REQUIRED TO APPLY (IS ALWAYS CURRENT)	APPROVED DOCUMENTATION REQUIRED (MUST BE CURRENT) TO RENEW ID CARD
The child must be unmarried	Birth certificate (if not enrolled in DEERS). Parent's marriage certificate (if a step-child or child of a same-sex marriage spouse) and parent is not enrolled in DEERS.	
The child is incapable of	A current physician's statement	An approved medical

self-support because of a physical or mental incapacity that existed before the child's 21st birthday. The child is incapable of self-support because of a physical or mental incapacity that occurred between the ages of 21 and 23 while the child was enrolled as a full-time student and the verification occurred after 23 October 1992. The child is dependent on the sponsor for over one-half of his or her support or was dependent 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.	(dated within 90 days of application). Initiation of initial dependency determination application should occur no later than 90 days prior to current ID card expiration in DEERS. **Exception:** Marine Corps sponsors must comply with instructions provided in letter from Chief, Bureau of Medicine and Surgery (BUMED).	sufficiency statement from a MTF, see Attachment 15, or authorized TRICARE provider. **Exception:** For Navy members, see Table 20.2, and Air Force see Attachment 15. Also a current approved dependency determination (over 50 percent support) from a Uniformed Service approval agency (see Table 4.6) if sponsor is still living. **Exception:** If the card is lost or stolen, reissue ID card out to original expiration date. **Note:** RAPIDS biometric SSM verification over-ride function 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.
	Statement from the SSA certifying non-eligibility to Medicare, Part A, to continue eligibility to TRICARE benefits. **Note:** A Medicare statement is not required for AD dependents and those individuals listed in paragraph 7.1 as they remain eligible for TRICARE as a second payer.	In the case of deceased sponsors, the dependency determination currently in effect at the time of the member's death is valid and is acceptable for subsequent ID card issuance renewals.
The child is unmarried	**Note:** Incapacitated child who is a full-time student, the following documentation is required:	Sponsor presents a letter of acceptance of enrollment signed by an authorized officer of the

	A current physician's statement (dated within 90 days of application), indicating the incapacitation occurred after the 21st birthday but before the child turning age 23. A letter from the school's registrar reflecting the child was enrolled as a full-time student in an accredited institution of higher learning when the incapacitation occurred.	college or university. See Attachment 9). **Note:** The school letter reflecting registered-scheduled for an upcoming class, or enrolled-actual participation in class, both are acceptable documents, see Note below. **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. **(T-0).** Such documentation (including web application enrollment forms from the National Student Clearinghouse or a college or university) is accepted in lieu of a letter from the registrar's office. See Attachment 8.

4.7. Renewal Processing Procedures for Children over Age 21 With a Permanent Incapacitation. Cross-Servicing is not authorized. **Exception:** Refer to paragraphs 2.6 and 4.6.3. Follow the steps reflected in Table 4.6 when renewing an ID card for a permanently incapacitated child.

4.7.1. This information applies for military dependent children only and does not apply for DoD civilian and contractor dependents or dependent children of a honorably discharged veterans rated 100-percent disabled by the DVA. Documentation provided from the civilian and contractor human resource or personnel offices, including the Department of Veteran Affairs, indicating verification of the child's incapacitation is provided to the member. **Note:** The incapacitation must have occurred prior to the child's 21st birthday.

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 AD dependents and dependents reflected in paragraph 7.1). **Note:** Renewal of the financial dependency determination application should occur no later than 90 days prior to current ID card expiration.
2	The medical sufficiency statement or physician's statement that originally established the permanent incapacitation (from the Uniformed Services Military Treatment Facility) 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 financial 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.
3	The financial dependency determination at a minimum is renewed every 4-years. In the case of deceased sponsors, the approved financial dependency determination currently in effect or accomplished at the time of the member's death, may be used for subsequent renewals. Refer to paragraph 4.6.3 for redetermination of permanent incapacitation application. The dependency determination letter from the offices listed below should include the statement that medical sufficiency was established: 1. Army - DFAS-IN for Army dependents. See Table 19.9. 2. Navy - A letter of approval from NPC PERS 24 for Navy dependents. See paragraph 20.4. 3. Air Force - A current letter of approval from DFAS-IN. See Table 21.3 for initial and renewal processing procedures. 4. Marine Corps - A current Dependency Determination Letter of approval from HQ MC (MFP-1 or MMSR-6, as appropriate), indicating the condition is permanent for Marine Corps dependents. See Table 22.1. 5. Coast Guard - A letter of approval from the Coast Guard Pay and Personnel Center (PPC), (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.
4	Annotate the documents used to verify relationship to the sponsor in block 21 of the DD Form 1172-2 (formerly DD Form 1172) or annotate "DEERS VERIFIED".
5	Annotate date of current approved dependency determination letter or approval letter from the Bureau of Naval personnel for Navy dependents, and date of current letter

	from SSA.
6	The sponsor, surviving spouse or same-sex marriage spouse, or guardian certifies in block 21 that the child is unmarried, incapable of self-support, receiving over 50 percent support from the sponsor; if the sponsor is deceased, refer to the existing approved dependency determination and indicate on the DD Form 1172-2, block 21, "sponsor is deceased." If no previous approval of dependency, then, a final determination of over 50 percent support is required. Include in block 21 if the child is ineligible for Medicare Part A, or enrolled in Medicare Part A and B.
7	Complete DEERS verification and issue ID card. **Note:** RAPIDS biometric SSM verification over-ride function may be used for lost or stolen ID as proof of identity if a previous photograph is available in DEERS.
8	Forward a copy of the verified the DD Form 1172-2 (formerly DD Form 1172) to the parent Uniformed Service DEERS Project Office for dependents of Navy, Marine Corps, NOAA and USPHS sponsors, after the ID card has been issued (paragraph 25.1).

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. Also refer to paragraph 4.6.3 for redetermination of permanent incapacitation application.

4.8.1. This information applies for military dependent children only and does not apply for DoD civilian and contractor dependents or dependent children of a honorably discharged veterans rated 100-percent disabled by the DVA. Documentation provided from the civilian and contractor human resource or personnel offices, including the Department of Veteran Affairs, indicating verification of the child's incapacitation is provided to the member. **Note:** The incapacitation has occurred prior to the child's 21st birthday.

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 (IS ALWAYS CURRENT)	APPROVED DOCUMENTATION REQUIRED TO RENEW ID CARD (IS ALWAYS CURRENT)
The child is unmarried	A current physician's statement (dated within 90 days of application).	A current approved medical sufficiency statement from a MTF, see Attachment 26 or authorized TRICARE provider.
The child is incapable of self-support because of a physical or mental incapacity that existed before the child's 21st	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

birthday. The child is incapable of self-support because of a physical or mental incapacity that occurred between the ages of 21 and 23 while the child was enrolled as a full-time student and the verification occurred after 23 October 1992. The child is dependent on the sponsor for over one-half of his or her support or was dependent 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, BUMED. Statement from the SSA certifying non-eligibility to Medicare, Part A, to continue eligibility to TRICARE benefits. **Note:** Do not require a statement from AD dependents and those individuals listed in paragraph 7.1 as they remain eligible for TRICARE as a second payer. Parent's marriage certificate (if a step-child or child of a same-sex marriage spouse) parent is not enrolled in DEERS).	4.6) if sponsor is still living. **Exception:** If the card is lost or stolen, reissue ID card out to original expiration date. **Note*:*** RAPIDS biometric SSM verification over-ride function 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 at the time of the member's death, may be used for subsequent renewals.

4.8.2. 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 PERS 24. Marine Corps sponsors should report to HQMC (MFP-1 or MMSR-6, as appropriate [see Table 22.1]). Coast Guard sponsors should report changes to Coast Guard Pay and Personnel Center (PPC), see paragraph 23.2.

4.8.3. 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) a Voluntary Acknowledgement of Paternity (VAP) per USD P&R Memorandum, 28 Jan 08, Determinations of Dependency for Health Care Benefits for Out-of-Wedlock Children. The VAP or Acknowledgment of Paternity (AOP) document is issued or

recorded by the State Health and Human Services or State Registrar Vital Records Department. Refer to paragraphs 4.9.3 and 4.9.4, and Attachment 5, Rule 18e (1) and (2); (4) Department of State, DS Form 5507, Affidavit of Physical Presence or Residence, Parentage and Support, (5) Affidavit of Parentage as determined by the base Staff Judge Advocate (SJA) when the member is assigned overseas, including an operational Area of Responsibility (AOR), including Theater of war, Theater of operations, Combat zone, or Communication zone; or (6) Affidavit of Parentage (Consent Order of Paternity), recognized by a State or U.S. court. **Note:** Paternity tests alone are not sufficient for initial DEERS enrollment and eligibility, unless, accompanied by a legal document in paragraph 4.9.1 items (1), (2), (3), (4), (5), or (6) above.

4.9.1.1. A court order establishing paternity is required at the time of sponsor's death if no previous documentation, e.g., court order, voluntary acknowledgement of paternity (VAP) were provided in establishing the parent/child relationship.

4.9.2. 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, 21.14 for Air Force 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 male parent to voluntarily acknowledge paternity of a child born out of wedlock. These state VAP forms are 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 enrolled in DEERS. **(T-3).** The sponsor cannot authorize anyone to act on his or her behalf to perform this enrollment action. VAP enrollment questions are directed to the appropriate uniformed Services DEERS Project Office per Chapter 25. **Note:** The child may be enrolled at any time before their 21st birthday, or before their 23rd birthday, if attending an institution of higher learning as a full-time student.

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

4.9.4. Once the child has been added to DEERS, the sponsor has 60 days to remove the child from DEERS per USD P&R Memorandum, 28 Jan 08, Determinations of Dependency for Health Care Benefits for Out-of-Wedlock Children. **Note:** After 60 days, the child remains 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 learning 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. See Attachment 5.

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. See Attachment 5.

4.10. Processing Procedures for Illegitimate Children under Age 21. If the sponsor has no court order establishing paternity or an affidavit of paternity, the parents have not married, or no voluntary acknowledgement of paternity (VAP) as referenced in paragraph 4.9.1. (See chapters 19-23 for Services unique processing procedures).

4.10.1. Refer to Attachment 2, A2.1 for entitlements and Attachment 3, for 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 MC 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 MFP-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 is required to exist and is defined as follows: 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.	The child's birth certificate. A copy of the final adoption decree. 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 24 for determination. Marine Corps members forward the case to HQMC (MFP-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-RAPIDS sites prepare the DD Form 1172-2 (formerly DD Form 1172) according to Attachment 3. **Note:** These family members are entitled to commissary, exchange and MWR only. No MC 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 the DD Form 1172-2 (formerly DD Form 1172) is valid for only 90 days after the VO signs. Applications held longer are void.
7	Scan DD Form 1172-2 into RAPIDS for DEERS.

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 should indicate the child is in the care and custody of the sponsor . The care and custody of the child to the member or former member is 12 consecutive months or more, but not less than 12 months. (for no less than 12 consecutive months). The court order can designate the length of custody by age, time or permanency, stipulating temporary or permanent. If no custody time period is listed on the court order, the custody is generally considered permanent. Refer all unresolved legal custody ward court order situations to local legal office for final determination of eligibility. **Note:** Children under the age of 18 applying for a dependent ID card are only required to provide documentation for the initial verification of eligibility or proof of relationship to the sponsor. Identity documentation requirements are derived from FIPS 201-2 (formerly I-9), at www.cac.mil, Department of Defense List Of Acceptable Identity Documents, and should not be confused with Title 10 benefits eligibility age limits. Eligibility documentation listed in Attachment 5 is scanned into the DEERS database for all eligible family members, including children under age 10.

4.13.2. The unmarried child may be eligible for ID card benefits and privileges if:

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

4.13.2.2. 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,

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

4.13.3. The following eligibility criteria and documentation requirements in table 4.10 apply. **Note:** Children born overseas to unwed dependent family members of AD members on command sponsored tours are not entitled to MC at the local MTF without first obtaining a Secretarial Designee status from their respective uniformed Service medical agency command. Refer members to the local MTF for Secretarial Designee application with the appropriate uniformed Services medical agency/command. This designation does not create an entitlement to civilian care at government expense or to an ID card, or DEERS enrollment.

Secretarial Designee status regarding continuity of care, refer to DoDI 6025.23, *Health Care Eligibility Under the Secretarial Designee (SECDES) Program and Related Special Authorities.*

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, 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.	Child's birth certificate. See two forms of identity per FIPS 201-2 (formerly I-9), at www.cac.mil, Department of Defense List Of Acceptable Identity Documents. (if age 18 or older) below. 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 stipulates the child is 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 on DD Form 1172-2 in block 21 (formerly DD Form 1172, block 89) he or she is providing over 50 percent and that the child resides in the household or household maintained by the sponsor. A dependency determination is required for DEERS enrollment, initial issue and renewal of each ID card for legal custody wards of the uniformed Services. See Attachment 5, Rule 18g, and Service specific Chapters 19-23. **Note:** If card is lost or stolen, reissue ID card out to original expiration date. RAPIDS biometric SSM verification over-ride function 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.

Incapacitation – legal custody ward (has occurred prior to age 21 or age 21-23 while qualifying as a full time student).	Child's birth certificate and two forms of identity per FIPS 201-2 (formerly I-9), at www.cac.mil, Department of Defense List Of Acceptable Identity Documents. (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 physician's statement of the incapacitation if not previously documented to include a medical sufficiency statement from a MTF ,se Attachment 26, or authorized TRICARE provider and, A current approved dependency determination (over 50 percent support) and, Statement from the SSA certifying non-eligibility to Medicare, Part A, to continue eligibility to TRICARE benefits. **Note:** Do not require a statement from AD 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.
Full-time Student, age 21 – legal custody ward	The school letter reflecting registered-scheduled for an upcoming class, or enrolled-actual participation in class, both are acceptable documents, see Notes below. **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. **(T-0).** Such documentation (including web application enrollment forms from the National Student Clearinghouse or a college or university) is accepted in lieu of a letter from the registrar's office. See Attachment 8. If child is 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 stipulates the child is 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 on DD Form 1172-2 in block 21 (formerly DD Form 1172, block 89) 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 legal custody wards by the Uniformed Services. See Attachment 5, Rule 18g, and Service specific Chapters 19-23.
3. Has not attained age 23 – legal custody ward 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 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	The school letter reflecting registered-scheduled for an upcoming class, or enrolled-actual participation in class, both are acceptable documents, see Notes below. **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 must comply with Family Educational Rights and Privacy Act (FERPA) regulations and are considered official agents of the institution for

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.	that purpose. **(T-0).** Such documentation (including web application enrollment forms from the National Student Clearinghouse or a college or university) is accepted in lieu of a letter from the registrar's office. See Attachment 8.

4.14. Processing Procedures for Legal Custody Wards. Process legal custody wards in accordance with Table 4.11. See Attachment 5, Rule 18g, and Service specific Chapters 19-23. Cross-servicing is not authorized for initial DEERS enrollment, unless, an approved dependency determination is made by the appropriate uniformed Services HQ or Agency Personnel and or Finance Office. In this instance, approval is determined by letter or DD Form 1172-2:

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 the DD Form 1172-2 (formerly DD Form 1172) or a blank computer generated application. For initial applications, do not generate a DD Form 1172-2 from a RAPIDS workstation that automatically assigns benefits and privileges to the legal custody ward. Refer to Attachment 2 for entitlements, Attachment 4 for MC effective and expiration dates, and Attachment 5 for documentation requirements.
3	Upon review of documents, list these items in block 21 of the DD Form 1172-2.
4	A dependency determination is required for initial issuance and renewal of each ID card for legal custody wards of the Uniformed Services. See Attachment 5, Rule 18g, and Service specific Chapters 19-23.
5	Complete verification process and ensure sponsor reads the Privacy Act before signing the DD Form 1172-2 (formerly DD Form 1172).
6	Give the sponsor a copy of the DD Form 1172-2 if appropriate and advise application is good for 90 days from date of verification.
7	Scan the DD Form 1172-2 (formerly DD Form 1172) into RAPIDS for DEERS.

4.15. Foster Children. A child placed in the 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. MC is not authorized, unless the child is placed in the home as a result of a court order, with the intent to adopt as stated in paragraph 4.13 above. For Marine Corps members, see paragraph 22.6.

4.16. Pre-adoptive Children. Pre-adoptive children placed in the home of a member or former member home by a placement agency (recognized by the Secretary of Defense) on 5 October 1994 or later may be eligible for MC 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 is licensed for the purpose of adoption by the state or territory in which the adoption procedures are 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, placement agency letter, or a court order, 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,
Is incapable of self-support because of a mental or physical incapacity that existed while a dependent of a member or former member or; occured 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, or court order, reflecting date of birth and, The school letter reflecting registered-scheduled for an upcoming class, or enrolled-actual participation in class, both are acceptable documents, see Notes below. Letter from school registrar certifying full time enrollment in a course of study leading to an associate degree or higher and anticipated graduation date. If not enrolled in DEERS, initial application - acceptance of enrollment, i.e., Winter, Spring, Summer, Fall, or Mid-term entrance from the school. **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. **(T-0).** Such documentation (including web application enrollment forms from the National Student Clearinghouse or a college or university) is accepted in lieu of a

	letter from the registrar's office. See Attachment 8. 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, placement letter, or court order, 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. The school letter reflecting registered-scheduled for an upcoming class, or enrolled-actual participation in class, both are

	acceptable documents, see Note below. **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. **(T-0).** Such documentation (including web application enrollment forms from the National Student Clearinghouse or a college or university) is accepted in lieu of a letter from the registrar's office. See Attachment 8.

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 in accordance 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 the DD Form 1172-2 (formerly DD Form 1172). Refer to Attachment 2 for entitlements, Attachment 4 for MC effective date and expiration date.
3	List documents reviewed in block 21.
4	Have sponsor certify residency and dependency in block 21.
	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 before signing the DD Form 1172-2 (formerly DD Form 1172).
6	Give the sponsor a copy of the DD Form 1172-2, if appropriate and advise application is good for 90 days from date of verification.
7	Scan DD Form 1172-2 (formerly DD Form 1172) into RAPIDS for DEERS.

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 custody of a member or former member by a placement agency located outside of the U.S. or U.S. territory submit a request for recognition through the Service RAPIDS activity. Requests are forwarded through the appropriate Service channels and 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 processing procedures.

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	If there is an approval letter, 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 in accordance with Table 4.13.
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. **(T-3).**
3	If the local legal office finds the document legally sufficient, forward the package to the Command legal office for endorsement.
4	If the Command legal office endorsement is received, forward package to the Service DEERS Project Office.
5	The Service DEERS Project Office will notify the servicing RAPIDS office of the approval. **(T-3).**
6	Notify the member to return to the RAPIDS office for verification and issue of the ID card if necessary.
7	Refer to criteria in paragraph 4.16 for completion of verification and issuance 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. For information about Intercountry adoptions, refer to the Bureau of Consular Affairs, U.S. Department of State at https://travel.state.gov/content/adoptionsabroad/en.html. **Exception:** Children adopted after age 21 who were incapacitated before the adoption, see paragraphs 4.11 - 4.12 and Tables 4.8 and 4.9.

4.20. Step-Children. Step-children eligibility and enrollment for DEERS is based on the relationship between the step-child and the sponsor, established at time of marriage between the sponsor and the natural parent. See Table 4.15 below for guidelines on DEERS eligibility and enrollment.

Table 4.15. Step-Children Eligibility and Enrollment Guidelines.

Scenario		Step-Child Eligible	Reason
1	Natural parent and sponsor are married.	Yes	Relationship between the step-child and sponsor is established through marriage of the sponsor and natural parent (10 U.S.C. § 1072).
2	Natural parent and sponsor		The relationship between the step-child and

	divorce.	No	sponsor is severed through divorce of sponsor and natural parent: (32CFR 1999.3[f][3][i] and 32CFR 1999.3[f][3][ii]).
3	Sponsor dies; natural parent is unremarried, step-child is enrolled in DEERS.	Yes	The stepchild of the deceased member or former member continues TRICARE eligibility as other classes of dependent children, regardless of whether the widow/widower (who is the natural parent of the child) remarries following the sponsor's death. (32 CFR 199.3[f][3][v]).
4	Sponsor dies; natural parent is unremarried; step-child not enrolled in DEERS.	Yes	Natural parent is eligible as an unremarried widow/widower. Step-child remains eligible as long as natural parent remains eligible.
5	Sponsor dies; natural parent remarries: stepchild is enrolled in DEERS. New spouse of natural parent elects to enroll stepchild in new spouse's health insurance plan**.**	Yes	The stepchild of the deceased member or former member continues TRICARE eligibility as other classes of dependent children, regardless of whether the widow/widower (who is the natural parent of the child) remarries following the sponsor's death. (32 CFR 199.3[f][3][v]).
6	Sponsor dies, natural parent is unmarried; remarries and the subsequent marriage ends in divorce or death.	Yes	The stepchild of the deceased member or former member continues TRICARE eligibility as other classes of dependent children, regardless of whether the widow/widower (who is the natural parent of the child) remarries following the sponsor's death. (32 CFR 199.3[f][3][v]).
7	Natural parent dies; step-child continues to reside with sponsor.	Yes	The stepchild relationship between the military sponsor and the child survives the death of the spouse/natural parent and eligibility is unaffected.
8	Natural parent dies; step-child resides with someone other than the sponsor.	Yes	The stepchild relationship between the military sponsor and the child survives the death of the spouse/natural parent and eligibility is unaffected.
9	Sponsor dies; stepchild is enrolled DEERS. Natural parent subsequently dies. Remaining natural parent of stepchild receives custody of stepchild, enrolls stepchild in remaining natural parent's health insurance plan.	Yes	The stepchild of the deceased member or former member continues TRICARE eligibility as other classes of dependent children, regardless of whether the widow/widower (who is the natural parent of the child) remarries following the sponsor's death. (32 CFR 199.3[f][3][v]) In general, the other health insurance plan, if not Medicaid, will be the first payer. Charges not covered by the other health insurance may be submitted to TRICARE.

10	Natural parent and sponsor die.	Yes	Relationship between the step-child and sponsor is established through marriage of the sponsor and natural parent; the step-child and sponsor relationship remains intact, and is not severed by the deaths of both the natural parent and sponsor (10 U.S.C. § 1072).

Chapter 5

ABUSED DEPENDENTS

5.1. Abused Dependents - General Guidance. This chapter conveys the ID guidelines and entitlements for family members of military sponsors who were separated on or after 23 October 1992 from AD for reasons of dependent-abuse. See Terms. **Note:** Chapter 5 information does not apply to Same-Sex Marriage Spouses and their children.

5.1.1. The type of transitional compensation is contingent on whether the sponsor is either retirement eligible or discharged with less than 20 years of service. Table 5.1 defines the category of dependent, eligibility criteria and documentation required. The sponsor has been:

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

5.1.3. Administratively separated from AD when the basis for separation includes a dependent-abuse offense.

5.2. DoD Beneficiary (DB). Effective 1 October 2003, certain abused dependents are 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 are only enrolled as DoD beneficiary in their own right when guardianship is granted to other than natural parent. Otherwise the child(ren) are enrolled under the natural parent's DB record and receive the DD Form 1173.

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 MC 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 Uniformed Service 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 (4) Has not remarried, or (5) Is not enrolled in an 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.	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 Letter from DFAS-CL, Code L, approving request to receive a portion of retired pay for issuance of a full term ID card. **Note:** Coast Guard family members do not receive a letter from DFAS-CL, and approval comes from Coast Guard Pay and Personnel Center (PPC). 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 age 18 or, incapable of self-support because of a mental or physical incapacity that existed while a dependent of a member or former member or occurred before attaining age 18 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:** Issuance 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 age 18 years 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 benefits and privileges under any other provision of law.	Birth certificate, parent's marriage certificate (if appropriate), letter from school registrar indicating full-time enrollment, expected date of graduation. The school letter reflecting registered-scheduled for an upcoming class, or enrolled-actual participation in class, both are acceptable documents, see Note below. **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. **(T-0).** Such documentation (including web application enrollment forms from the National Student Clearinghouse or a college or university) is accepted in lieu of a letter from the registrar's office. See Attachment 8.

		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 an 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 or E-mail either 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 issuance of a full term ID card and appropriate legal documents to the Uniformed Service DEERS Project Office (active, Guard, or Reserve, as appropriate [paragraph 25.1]). **Note:** For Marine Corps, refer to the AD address only. Coast Guard family members do not receive a letter from DFAS-CL, and approval comes from Coast Guard Pay and Personnel Center (PPC).
2	The Uniformed Service Personnel DEERS Project office will update DEERS while the customer is waiting and advise the VO to prepare the DD Form 1172-2 (formerly DD Form 1172). **(T-3).**
3	The VO will cite AFI 36-3026, paragraph 8.2 on the DD Form 1172-2 in block 21, and issue the ID card. **(T-3).**
4	Fax a copy of verified DD Form 1172-2 (formerly DD Form 1172) to the Uniformed Service Personnel project office immediately after issue of the ID card. See paragraph 25.1.
5	Scan DD Form 1172-2 (formerly DD Form 1172) into RAPIDS for DEERS.
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 AD 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 AD for 31 consecutive days and;

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

5.5.1.2. Was administratively separated from AD 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 receive a DD Form 1173 reflecting eligibility to commissary, exchange, MWR, MC in Military Treatment Facilities and TRICARE for the period they are receiving transitional compensation. Eligibility to MC became effective on or after 17 October 1998.

5.6. Categories, Eligibility Criteria and Required Documentation to Verify Eligibility for Dependents of AD 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 AD 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 AD 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, 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 was a party to the abuse) after the punitive or other adverse action is executed.	Birth certificate (if not enrolled in DEERS). Parent's marriage certificate if applicable, and not enrolled in DEERS. Approved DD Form 2698, *Application for Transitional Compensation.*

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.	The school letter reflecting registered-scheduled for an upcoming class, or enrolled-actual participation in class, both are acceptable documents, see Note below. 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. **(T-0).** Such documentation (including web application enrollment forms from the National Student Clearinghouse or a college or university) is accepted in lieu of a letter from the registrar's office. See Attachment 8.

5.7. Verification Procedures for Abused Dependents of AD 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 AD members (over 30 days).

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

STEP	ACTION
1	Fax or E-mail a copy of the approved DD Form 2698 and appropriate eligibility documentation (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 is 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 DEERS Project Office will update DEERS while the customer is waiting and advise the issuing activity to prepare the DD Form 1172-2 (formerly DD

	Form 1172). **(T-3). 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 the DD Form 2698 payment stop date and indicate on DD Form 1172-2, block 21, or the child's 18th birthday or 23rd birthday, if the child is enrolled as a full-time student, whichever occurs earlier.
4	The VO will not sign the DD Form 1172-2 and issues the ID card. **(T-3).**
5	Fax a copy of DD Form 1172-2 (formerly DD Form 1172), to the Uniformed Service Personnel project office immediately following issue of ID card.
6	Scan DD Form 1172-2 (formerly DD Form 1172) into RAPIDS for DEERS.

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 to 180 days, formerly 120 and 60 days. See Terms.

6.2. Qualifying Conditions Required Establishing Eligibility for Transitional Health Benefit. The member must 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 Special Program Designator (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 retained on AD for one year or less in support of a contingency operation.
4	Reserve Component members (Guard and Reserve) who are demobilized/deactivated after being called to AD for 31 days or more in support of a contingency operation. **Note**: Members serving less than 30 days of AD are not eligible for TA-180 benefits, including entry level separation (less than 30 days) of active service.
5	Member receiving a sole survivorship discharge.
6	Member separating from Active Component, and agrees to become a member of the Selected Reserve of the Ready Reserve of a Reserve Component with no break in 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 AD. **Note:** Commissary, exchange, and MWR shopping privileges are authorized for two years, per NDAA 2013, effective 1 Jan 2013 to 31 Dec 2018. 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. Verify eligibility for TAMP or TAP as directed by Table 6.2.

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

STEP	ACTION
1	Verify DEERS for TA-180. If DEERS does not reflect TA-180 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 AD 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	To qualify for TA-180 benefits, the member is separated with service characterized as honorable or general under honorable conditions per Table 6.1. **Note:** Enlisted 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 are not eligible if discharged was a as 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
3	Verify family member's status in RAPIDS for DEERS eligibility.
4	Request documentation if RAPIDS does not reflect the family member status in DEERS, or use a verified DD Form 1172-2 (formerly DD Form 1172) listing specific documentation.
5	Indicate on the DD Form 1172-2, block 21 (formerly DD Form 1172, block 89) whether this is the original issue of the TAMP or TAP ID card for the member and the family member, or whether it is a replacement for a lost card. **Note:** RAPIDS biometric SSM verification over-ride function 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. Scan DD Form 1172-2 (formerly DD Form 1172) in RAPIDS for family members.

6.4.1.1. If DEERS 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 AD benefits until their date of separation.

6.5. Voluntary Separation Incentive (VSI). Issue DD Form 2765 (formerly DD Form 1173) with an expiration date corresponding to the expiration of enlistment contract or VSI annuity payment end date. **Note:** RAPIDS maximum issuance time period is 10 year increments for eligible VSI members. Reissuance of ID card may be required to meet the VSI annuity payment end date. See **Table Attachment 12, Table A12.1, Note 5,** and Term, Voluntary Separation Incentive.

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 TRICARE EFFECTIVE DATE
Under Age 65, and 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 of living retirees. Unremarried former spouses, survivors of retired, Active 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.

BASIC ELIGIBILITY CRITERIA	SPONSOR STATUS	MC MEDICAL TRICARE FOR LIFE EFFECTIVE DATE
Age 65 or older, and Entitled to Medicare, Part A; and, Enrolled in Medicare, Part B.	Retirees and eligible spouses. Unremarried former spouse (DB), survivors of retired, Active 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 is normally 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 individual is 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 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 individuals have an indefinite indicator in the Civilian Health benefits tab in RAPIDS and the expiration date reflected on the ID card reflects the date of expiration of the ID card. Generally, the ID card reflects 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. 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. **Note:** This responsibility also applies to Joint Service Marriage (JSM) sponsors and Same-Sex Marriage Spouses. This also includes the DEERS enrollment of a military spouse, Joint Service Marriage (JSM), including same-sex marriage spouse and their child, Active, National Guard, and Reserve members, including eligible civilian and contractor populations when qualifying for DEERS enrollment and disenrollment. See paragraph 8.1.1 on sponsor responsibilities. Table 8.1 identifies the sponsor's responsibilities concerning DEERS enrollment, issue of their family member's ID cards, requirements for DEERS termination, retrieval requirements. The specific procedures and sequence of order followed within this chapter varies based on the sponsor and family member affiliation with DoD/uniformed Services and type of ID card issued due to eligibility or revocation due to loss of eligibility.

Table 8.1. Active, Retired, National Guard, Reserve, Civilian, Contractor, and Other Eligible Sponsors' Responsibilities.

ITEM	RESPONSIBILITIES
1	Advise the nearest Uniformed Service issuing facility of any family member additions or changes to dependent data that affect DEERS enrollment or eligibility for a DD Form 1173 or DD Form 1173-1 within 30 days of the addition or change. Additions or changes to DEERS records, see Attachment 5 and www.cac.mil for acceptable documents. Sponsor will sign DD Form 1172-2 (formerly DD Form 1172), application relating to DD Forms 1173 or 1173-1 to verify continued eligibility for dependents upon ID card reissuance. **(T-3).** **Exception:** When a family member is age 75 or older the DD Form 1173, reflects an "indefinite" card expiration date.
2	Provide documentation to update DEERS for family members no longer entitled to benefits and privileges within 30 days of the change, (for example, final divorce decree, child's marriage certificate.). Family members cannot be removed from DEERS upon the personal request of the sponsor or the family member without documentation to terminate the relationship. See Table 8.3 and Attachment 5 for appropriate documentation requirements. **Note:** If the sponsor fails to terminate an ineligible dependent, and the dependent presents legal documentation, a termination is accomplished.
3	Retrieve ID cards from dependents no longer eligible and surrender 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, Guard, and Reserve personnel update their residential address in DEERS within 30 days of a residential move per 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. **(T-3).** Service members, permanently assigned OCONUS 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' eligibility documentation, not limited to SSNs, marriage and birth certificates, including identity documentation when enrolling in DEERS (see paragraphs 1.21. and 15.9). Presentation of eligibility and identity documentation is scanned via RAPIDS to DEERS (see Attachments 5 and 20).

8.1.1. Active, Retired, National Guard, Reserve, Civilian, Contractor, and Other Eligible Sponsors Responsibilities: Sponsorship incorporates the processes for confirming eligibility for an ID card. The sponsor is the person affiliated with the DoD/uniformed Services or other Federal agency who takes responsibility for verifying and authorizing the applicant's need for an ID card according DoDI 1000.13, August 31, 2013. Applicants for a CAC must be sponsored by a DoD government official or employee, refer to AFI 36-3026, Volume 2.

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.

8.2. Sponsor Unable or Unwilling to Enroll Eligible Family Members in DEERS or Sign the DD Form 1172-2 (formerly DD Form 1172). When a sponsor is unable or unwilling to enroll eligible family members in DEERS or sign the DD Form 1172-2 (formerly DD Form 1172), follow the steps reflected in Table 8.2.

Table 8.2. Processing Procedures when Sponsor is Unable or Unwilling to Enroll Eligible Family Members in DEERS or Sign the DD Form 1172-2 (formerly DD Form 1172).

STEP	ACTION
1	VO verifies eligibility within DEERS or by provided documentation, and issues temporary ID card(s) for 30 days with appropriate benefits. Cross reference paragraphs 1.5.4, 2.4, and Attachment 5.
2	VO notify the sponsor by telephone, email, in person, or by letter to enroll eligible family members in DEERS or to sign the DD Form 1172-2 (formerly DD Form 1172). Provide sponsor; a DD Form 1172-2 (formerly DD Form 1172), generated from RAPIDS for the sponsor's signature and return (see Attachment 11 for communication instructions). **Note**: Record of communication, whether it is by telephone, email, in person, or letter between VO and sponsor is recommended for processing DEERS determination of eligibility, enrollment/termination, and ID card issuance (See Table 8.3).

3	VO annotates on the on DD Form 1172-2 in block 21 (formerly DD Form 1172, block 89), "The sponsor is unwilling or unable to enroll eligible family members or terminate ineligible family members in DEERS , or to sign the DD Form 1172-2." If the sponsor does not respond in 30 days, take the appropriate action to enroll eligible family members or terminate ineligible family members in DEERS or issue ID cards with a new expiration date per Attachment 4, or confiscate ID cards for ineligible family members. Cite paragraph 8.2, including legal documentation on DD Form 1172-2, block 21 (formerly the DD form 1172, block 89) as authority for enrolling or issuing the ID card(s) for eligible family member(s), or terminating DEERS eligibility. For legal documentation, e.g., court-order of paternity (see Attachment 5 and Table 8.3).
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 21 for the DD Form 1172-2 (formerly block 89 for the DD Form 1172), legal documentation and as authority for issuing the ID cards.
6	VO annotates DD Form 1172-2, block 21 (formerly signs the DD Form 1172 in block 99). Cite paragraph 8.2 in block 21 (formerly block 89) including legal documentation on DD Form 1172-2 (formerly DD Form 1172) for issuing the ID cards.
7	Update the DD Form 1172-2 (formerly DD Form 1172) in DEERS.
8	Scan DD Form 1172-2 (formerly DD Form 1172) into RAPIDS for DEERS.

8.3. Processing Procedures for No Contact or Restraining Orders. A No Contact Order or Restraining Order has no effect on denying a person's eligibility, enrollment, or ID card issuance when otherwise qualifying within this instruction. Verify eligibility within DEERS or by documentation provided, verify the DD Form 1172-2 and state in block 21, "The member is unable to sign due to court order." Issue ID card with a new expiration date per Attachment 4. RAPIDS VOs may contact local installation legal offices to review a No Contact Order or Restraining Order. For further assistance, contact the Parent Service DEERS Project Office (see Chapter 25).

8.3.1. Processing Procedures for Family Member's Whose Eligibility is in Question. Do not verify DD Form 1172-2 (formerly DD Form 1172). Refer family member to the installation legal office for clarification or resolution regarding eligibility for DEERS or issuance of ID card. **Exception:** Refer Marine Corps dependents to the HQMC MFP-1 or MMSR-6, as appropriate.

8.4. Terminating or Revoking Family Member's Eligibility for ID Cards. Table 8.3 identifies categories of individuals who lose eligibility and when VOs should terminate eligibility in DEERS. **Note:** Refer Coast Guard sponsors and family members to the Coast Guard DEERS Project Office, see paragraph 25.1.5.

8.4.1. Do not terminate eligibility for those individuals in paragraphs 5.1, 5.3, 6.1, 6.4, and 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 (AWOL) status, or unauthorized absence status. AWOL members remain eligible for ID cards until the date the sponsor is placed in deserter status; resulting in family member loss of DEERS eligibility for benefits and privileges. See Table 8.3.

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, terminating the marital relationship. **Exception:** Do not terminate a spouse when an interlocutory divorce or legal separation occurs. ID card is issued in one year increments until there is a final judgment of divorce. (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.
Parent-in-law	The military member divorces or the parent-in-law has a change in his or her marital or financial status.
Parent	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. If a child's marriage ends by final divorce decree or annulment, 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 does not terminate a child's entitlement to ID card benefits and privileges, if he or she is otherwise entitled to them.

Family Member	A sponsor is released from AD, discharged, or officially placed in desertion status.
Student	Child is 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.

8.4.2. Adopted Child. Child adopted by a non-uniformed service member may remain eligible under the uniformed service member's DEERS sponsorship for MC only. Refer to paragraph 4.1.1.

Chapter 9

RETRIEVING AND REPLACING ID CARDS

9.1. General Procedures. When an individual is no longer entitled to an ID card, follow the procedures in Table 9.1.

Table 9.1. Procedures for Retrieving and Replacing ID Cards.

STEP	ACTION
1	Terminate eligibility in DEERS by using RAPIDS.
2	Recover the ID card e.g., CAC.
3	If unable to retrieve voluntarily, if letters from the sponsor, member's commander/designate 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, 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	Scan the DD Form 1172-2 (formerly DD Form 1172) into RAPIDS for DEERS. If the DD Form 1172-2 has more than one name, note the date the DD Form 1173s were recovered and scan in RAPIDS.

9.2. Special Procedures When Administrative or Judicial Action Has Occurred. When an administrative or judicial action has occurred, follow the procedures in Table 9.2.

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 and returns them to the nearest RAPIDS site 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. The RAPIDS facility retrieves the ID cards from the member and dependents and reissues temporary ID cards to the member and dependents with a 90-day expiration date at the start of the administrative or judicial action. The RAPIDS facility reissues the ID cards for an additional 90-day increments or less as appropriate.
Courts-Martial Sponsors and Eligible Family Members	The RAPIDS facility issues ID cards for member and dependents in 1-year increments. 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	The RAPIDS facility verifies the DD Form 1172-2 (formerly 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.
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 15.6, Table 15.2 and Table 15.3.

9.3. Retrieving and Disposing of ID Cards for Members Assigned to DoD Regional Correctional Facilities. The Service representatives identified in Table 9.3 will retrieve and dispose of ID cards for members assigned to DoD Regional Correctional Facilities**. (T-3). Exception:** 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	Correctional facility personnel retrieve and store prisoner's ID card with personal effects.
Navy	Navy and Marine Corps, Appellate Leave Activity, 1325 10th Street, SE Suite 303, Washington Navy Yard, DC 20374-5071, (202) 685-01110/0100.
Marine Corps	Correctional facility or command personnel retrieve and store prisoner's ID card with personal effects.
Air Force	HQ AFSFC Lackland AFB TX retrieves prisoner's ID card, hqafsfc.apellv@us.af.mil, (210) 925-0845/5051; DSN 945 HQ AFSFC/SFCP 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 the sponsor's 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." Process ID cards as directed by Table 9.4.

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. **(T-3).**
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. **(T-3).** Issue

	ID card 1-year increment, or less, as appropriate. Enter the control number in block 21 of the DD Form 1172-2 (formerly block 89 of DD Form 1172). Verify the appellate leave address. Forward a copy of the DD 1172-2 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 base-level unit issues the AF Form 988, Leave Request/Authorization, when the member is released on excess leave awaiting appellate review. Issue ID cards to members and eligible dependents in 1-year increments, or less, as appropriate. Provide a copy of the DD Form 1172-2 (formerly DD Form 1172) to HQ AFSFC/SFCP, (210) 925-5609, hqafsfc.apellv@us.af.mil. Use this procedure until the appellate review process is completed and the discharge is executed. HQ AFSFC/SFCP, (210) 925-5609, hqafsfc.apellv@us.af.mil provides the AF Forms 899 Request and Authorization for Permanent Change of Station - Military, transferring member to parole status 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 ensures the member and dependents surrender their ID cards and provides 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. Since 1997, RAPIDS uses rules based methodology to automate entitlement policy specified in public law, and implement regulations and directives. This methodology:

10.1.1. Takes entitlement decisions out of the hands of local RAPIDS VOs based on the rules based methodology in the DEERS database.

10.1.2. Provides a standard Graphical User Interface (GUI) environment for identity credentialing, and in 2008, began scanning of eligibility and identity documents for entitlement verification, and ID card issuance.

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 Form 1172-2 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 limited 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, 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), 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 CAC in accordance with DoD Instruction 8500.2, Information Assurance (IA) Implementation, February 6, 2003. **(T-0).**

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. **(T-3).**

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 **(T-0).**

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: **(T-0).**

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

10.4.3. Individual has never been 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.

10.4.4. Individual never been denied a security clearance, or had a security clearance revoked.

10.4.5. Individual never been convicted of a felony offense.

10.5. RAPIDS Training. RAPIDS end-users must enroll in the DMDC web base Learning Management System (LMS) and obtain certification before RAPIDS logon access is granted as VO, SSM, or both. **(T-3).** See paragraphs 10.10 – 10.10.2.

10.5.1. RAPIDS Skip Verification of Fingerprint. Skip verification of the Primary and Secondary fingerprint may be necessary if the RAPIDS VO cannot successfully match an individual's fingerprint or when the beneficiary is not present. The Site Security Manager (SSM) may only skips fingerprint verification when a person's identity can be verified through another means or already positively identified. Skipping verification in RAPIDS requires both a VO and SSM to be present to complete this transaction. Both users must have all training courses completed and have a current certification. **(T-3).** See Chapter 1, paragraph 1.28.1.

10.5.2. 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 User Guide for moving RAPIDS equipment, including associated hardware and software:

10.5.3. A self-help relocation of equipment may be approved by DMDC. Follow the procedures 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 Uniformed Service DEERS Project Office (active, Guard, Reserve, or appropriate). Upon approval, the Uniformed Service DEERS Project Office will forward the request to DMDC for review and action. **(T-3).**
Self-Help Relocation by RAPIDS Site	Submit a request for a self-help relocation move to the Uniformed Service DEERS Project Office (active, Guard, or Reserve, as appropriate). A DD Form 448 is not required. The Uniformed Service DEERS Project Office will forward the request to DMDC for review and action. **(T-3).**

10.6. Reimbursement for Unauthorized Relocation. RAPIDS sites will reimburse DMDC for any equipment damage, repairs, and labor costs incurred by an unauthorized move. **(T-0).** See paragraph 10.4.

10.7. Off-line Processing to DEERS. Off-line communication processing on a RAPIDS terminal is not authorized. **Note:** RAPIDS cannot allow off-line processing if DEERS access is unavailable. The VO receives 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 are 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 are transmitted to DEERS as soon as communication is established.

10.8. Continuity of Operations Plan (COOP). RAPIDS sites will establish written procedures to identify RAPIDS responsibilities to provide uninterrupted service for the local customer base and provide a quick return to operation after a system failure. **(T-3).** See. Table 10.3 for site responsibilities and RAPIDS COOP template, including RAPIDS Security Standard Operating Procedures (SSOP) at https://www.dmdc.osd.mil

Table 10.3. Site Responsibilities.

SITE	RESPONSIBILITIES
Sites will:	For a short-term failure (3 days or less), the site provides customers with a list of other local sites, or For a long-term failure (3 days or more), leadership contacts the Uniformed Service DEERS Project Office with production requirements.

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 Uniformed Service DEERS Project Office if the problem is not resolved after 24 hours. **(T-3).**

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 are forwarded from the requesting RAPIDS site location to the appropriate Uniformed Service DEERS Project Office for approval. The Uniformed Service DEERS Project Office processes requests for SSM privileges upon verification of a completed NACI, including completion of DMDC web base training (Learning Management System certification) before DEERS/RAPIDS access is granted. SSM privileges are not approved unless a NACI has been completed with no adverse results. **(T-0).**

10.10.2. SSMs are responsible for verifying with their appropriate command security office the appropriate vetting has been initiated on behalf of a VO/LRA. **Note:** New RAPIDS end-users have a NACI initiated prior to receiving VO privileges. **(T-0).**

10.10.3. Signing the DD Form 2841, *Department of Defense (DoD) Public Key Infrastructure (PKI) Certificate of Acceptance and Acknowledgement of Responsibilities*. SSMs and VOs sign the DD Form 2841 to full-fill their Local Registration Authority (LRA) responsibilities for issuing an identity or network credential, reflecting PKI certificates to the card receipt. The DD Form 2841 is maintained locally by the SSM. For CAC and VoLAC credentials, refer to AFI 36-3026, Volume 2, *Common Access Card (CAC).* **(T-0).**

10.11. RAPIDS Security. RAPIDS users will comply with the security requirements identified in the Information Security Policy for RAPIDS, dated 16 December 1999. **(T-0).**

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

10.11.2. Granting LRA privileges requires an Automated Data Processing (ADP) II clearance. DoDD 5200.2 specifies IT II requirement for issuing DoD certificates. **(T-0).**

10.11.3. Appropriate security practices are 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, is 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. Access to RAPIDS equipment shall be restricted to authorized users and the equipment is 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. **(T-0).**

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 SSM is responsible for retrieving RAPIDS reports. RAPDIS reports are electronic and maintaining a hard copy or electronic copy are not required. The one year storage of records cannot be maintained on the RAPIDS platform. The former SVO role for RAPIDS reports is no longer in use, replaced by the COGNOS role. **Note:** Destroy or delete report data information after usage.

10.13.1. RAPIDS Audit Trail Reports. There are five reports within COGNOS:

10.13.2. RAPIDS ID Card Failure Report (Error) Report.

10.13.3. RAPIDS ID Card Periodic Summary Report.

10.13.4. RAPIDS ID Card Report.

10.13.5. RAPIDS Over-ride Report.

10.13.6. RAPIDS Transaction Report.

10.14. RAPIDS Hardware Custody and Accountability. DMDC maintains custody and accountability of RAPIDS hardware and supporting software. The SSM keeps the DD Form 1149 Requisition and Invoice/Shipping Document on file for equipment inventory, including taking measures for accountability of equipment during staff turnover. **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. RAPIDS equipment life-cycle requires replacement due to use, new and emerging technologies. When the RAPIDS equipment is no longer in use (life-cycle is complete), and DMDC does not require the return of equipment as an asset, the local issuing facility is responsible for turning in the excess equipment through local supply channels, e.g., Defense Reutilization and Marketing Service or Office (DRMS/O). **(T-0).**

10.14.1. When returning CAC stock to DMDC, boxes and envelopes must be double-packaged and shipped FedEx to comply with the Privacy Act of 1974. See “Returning CAC Cardstock" section in Chapter 12 of the RAPIDS User Guide, located on the VOIS under Training and Reference Guides. **(T-0).**

10.14.2. 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. **(T-0).**

10.15. Privacy Act Statement (PAS). Each RAPIDS workstation is to prominently display the PAS, and the VO/SVO/SSM must refer customers to review this statement prior to electronically or wet signing of the DD Forms 1172-2, 2841, and 2842. **(T-0).**

Chapter 11

ISSUING, REISSUING, AND RENEWING ID CARDS

11.1. Issuing Activity. The issuing activity will designate verifying and issuing officials in Attachment 1, Terms, Issuing/VO.

11.2. Forms Supply. The issuing activity or a designated alternate is the authorized Customer Account Representative (CAR) for requesting forms through the uniformed Services publications and forms distribution channels, which includes Service unique card stock and laminate not supported by the DMDC Inventory Logistics Portal (ILP). **Note:** Machine-readable USID cardstock and laminate is ordered through the uniformed Services publications and forms distribution channels.

11.2.1. RAPIDS Inventory Logistics Portal (ILP). The RAPIDS SSM is responsible for CAC administration (integrated circuit chip and non-chip card stock and consumables) and inventory management within the ILP. **Note:** Uniformed Services publications and forms distribution channels are a separate function; the uniformed Services publications and forms distribution agencies do not interface or support the DMDC ILP program for providing smart card stock, printer ribbons, laminates, and printer cleansing supplies specifically to the integrated circuit chip and non-chip card stock and consumables.

11.3. Storage and Destruction. Maintain machine-readable USID card stock and laminate, and CAC stock and related consumables not in use under lock when office is closed. Destroy all recovered USID cards, error-in RAPIDS processing cards, and non-authorized ID cards by shredding or cutting. **Note:** Do not destroy, shred, or cut CACs. **(T-0).** Refer to paragraph 11.3.1.

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/appj/vois/index.jsp under the Consumables Tab. **(T-0). Note:** RAPIDS sites do not incur FedEx shipping costs for recovered CACs as this is paid for by the DMDC.

11.3.2. The Trusted Associate Sponsorship System (TASS) (formerly Contractor Verification System [CVS]) or Trusted Agent Security Managers or Trusted Agents (TASMs or TAs) will collect returned CACs and send to the nearest RAPIDS SSM for FedEx shipment to the DMDC. **(T-0).**

11.4. Logs. Issuing activities for machine-readable cards or CAC (includes non-chip cards) are not required to maintain manual or electronic logs to account for blank cards or ID cards that are destroyed, surrendered, or confiscated. Security is maintained through DEERS and RAPIDS by linking the SSN and DoD ID or Benefit number of the individual to the type of card issued. Although it is not visible to the individual or a RAPIDS VO, 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 22.11 for Marine Corps and Navy. See

paragraph 21.10, Air Force Security Forces (Pass and Registration Offices) no longer issue manually prepared ID cards for Air Force members and their family members.

11.5. Identification of Applicants and Review of DD Form 1172-2 (formerly 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 1172-2 (formerly DD Form 1172).

STEP	ACTION
1	The applicant, upon presentation of completed and signed DD Form 1172-2 (formerly DD Form 1172), the verifying office will request personal ID from the applicant with a photograph. **(T-0).** Refer to FIPS 201-2 (formerly I-9), at www.cac.mil, Department of Defense List Of Acceptable Identity 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 the applicant is 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 SSM verification over-ride function may be used for lost or stolen ID as proof of identity if a previous photograph is available in DEERS.
2	If the applicant does not appear in person, he/she contacts the ID card issuing activity on questions regarding the status of DD Form 1172-2 (formerly DD Form 1172) application.
3	If the applicant does not appear in person, he/she will return any DD Form 1172-2 (formerly DD Form 1172) to the issuing activity. **(T-0).** The DD Form 1172-2 is valid for only 90 days from the date the VO signed the document. If the 90-day period has passed, a new DD Form 1172-2 is accomplished by the VO.
4	The applicant corrects obvious errors on DD Form 1172-2 (formerly DD Form 1172), and provides the corrected DD Form 1172-2 to the VO.
5	Questionable information on the DD Form 1172-2 is resolved between the applicant and the VO.
6	The VO will scan DD Form 1172-2 (formerly DD Form 1172) in RAPIDS for DEERS. **(T-0).**

11.6. Issuing Procedures for Applicants Who Report in Person (Machine-readable 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 Cards).

STEP	PROCEDURES
1	Retrieve any superseded ID card before issuing a new one. Document destruction of all ID cards with the exception of CACs.
2	Complete all entries on ID cards by using the RAPIDS software or computerized applications supported by the DEERS program.

11.6.1. Do not over-stamp or overtype information on ID cards issued from RAPIDS except for the conditions in paragraph 1.9. **Note:** No exceptions or waivers are authorized.

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

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

11.6.4. No materials or markings are to be placed between or inserted within the laminate and the card stock.

11.6.5. ID cards cannot have holes punched in them. **Exception:** Next of Kin (NOK) are provided the deceased member's ID card with a hole punched through the card or CAC chip.

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

11.7. Photographs - General Guidance. All DoD ID cards contain a photograph with the exception of the VoLAC. See AFI 36-3026, Volume 2. The following provides general guidance concerning photographs for both the machine-readable CAC and USID cards, and manually prepared cards. **(T-1). Note**: See paragraph 1.2 manual card cancelation:

11.7.1. Individual poses with a frontal, full-face (passport-type) photo shot without body piercing accruements, etc. Individual's composure reflects similar to guidelines posted by the U.S. Department of State for passport issuance listed at www.travel.state.gov/passport. 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 and must adhere to uniformed Services grooming standards (reference paragraphs 11.7.3 and 11.7.4).

11.7.3. Active, Selected Reserve, and Participating Individual Ready Reserve (IRR) members are also within uniformed Service grooming standards, dress and appearance, while in uniform and civilian attire. The uniformed Service grooming standards, dress and appearance also applies to members who are on appellate leave and not discharged or separated from the uniformed Service. Refer to paragraph 9.4 within this instruction and AFI 36-3026, Volume 2, paragraph 5.10.

11.7.4. Nonparticipating Reserve members (IRR, Standby, and Retired Reserve awaiting pay at age 60) do not have to be within uniformed Service grooming standards or dress and appearance for issuance of the DD Form 2 (Reserve) ID card.

1.7.5. Photographs will have no title board or sign visible, if clothing is visible, it will have no discernible words, effects, or designs voiding a person's identity or affecting the legibility of the information displayed on the member's ID card.

11.7.5.1. Photographs will have a plain background without unit designations, motifs, or flag displays; white is highly recommended, light shades of neutral colors may be used in lieu of white. **Note:** Any other background for taking the picture of a member renders the card invalid, and requires reissuance.

11.8. Photographs for Machine-readable CAC and USID Cards. The following provides specific guidance concerning photographs for the machine-readable cards, CAC and USID. RAPIDS applies a digitized, full-face passport-type photograph. No title board is required or used during the picture taking process. Refer to paragraph 11.7.1.

11.8.1. Uniformed Service personnel may be photographed in uniform or civilian clothes. Individuals will pose with a frontal, full-face (passport-type) photo shot. Refer to paragraphs 11.7 – 11.7.5.1.

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

11.8.3. VO should fill the entire white area on the card stock with the applicant's face.

11.8.4. VO should take a snapshot photo of individual just below shoulders when in military clothing so insignia, badges, and emblems are not visible.

11.8.5. Individuals requesting a machine-readable ID card by mail must submit an 8"x10" or 5"x7" portrait type photograph, a separate notarized signature, confirming the person's identity. See table 11.4.

11.9. Photographs for Manually Prepared ID Cards. Manual ID cards are no longer issued. See paragraph 1.2. **Exception:** DD Form 1934 remains as a manually prepared ID card (non-machine readable), pending future migration to the DEERS/RAPIDS platform.

11.10. Completion of Manually Prepared ID Cards. To complete and issue the manually prepared DD Form 1934, follow the procedures in Table 11.3.

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.
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 1172-2 (formerly DD Form 1172) authorizing issue of the card.

11.11. Issuing Procedures for Applicants Who Cannot Report In Person, Machine-readable ID Card. Verification of DEERS eligibility may be required by the RAPIDS VO or further assistance from the uniformed Services DEERS Project Office if no record of DEERS enrollment exists, including subsequent ID card issuance to a qualifying individual. When an individual DEERS enrollment and eligibility are not in question, RAPIDS VO follows the

procedures in Table 11.4. The following are examples of persons who may be unable to report to the place of issue to obtain a machine-readable ID card:

11.11.1. Individuals who live far from a military facility, and:

11.11.1.1. Are physically handicapped or incapacitated.

11.11.1.2. Have no means of transportation.

11.11.1.3. Are hospitalized or ill.

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. A notary must verify the applicant’s signature on a written statement concerning his or her identity. In 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 using U.S. certified or registered mail, FedEx, DHL, UPS, or locally supported mail carrier services for tracking signature receipt.
5	Applicant signs the proper block on the ID card and return to the issuing office. **Note**: the VO enters “INCAP” when the individual cannot sign because of a mental or physical incapacity.
6	Applicant must return the card to the issuing activity. **(T-3).** The issuing activity will laminate the card and return to the applicant by certified mail. **(T-3).**
7	Establish local procedures to ensure applicant has received the ID card.

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

11.12. Mail-In Addresses for Sponsors and Dependents. 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://www2.dmdc.osd.mil/rsl/.

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

UNIFORMED SERVICE	MAIL-IN ADDRESS
NAVY	Nearest ID Card Facility.
MARINE CORPS	Nearest ID Card Facility.
AIR FORCE	Nearest ID Card Facility, or contact Total Force Service Center 1-800-525-0102, DSN 665-5000.
ARMY	Nearest ID Card Facility.
COAST GUARD	Nearest ID Card Facility.
PUBLIC HEALTH SERVICES (PHS)	Nearest ID Card Facility.
NATIONAL OCEANIC ATOMOSPHERIC ADMINISTRATION (NOAA)	Nearest ID Card Facility.

Note: Residents of OCONUS should go to the RAPIDS locator web site at: http://www2.dmdc.osd.mil/rsl/ to find the closest location of uniformed Service, and contact the RAPIDS site for local mail-in procedures.

11.13. Fingerprints for Mail-in Processing. All Uniformed Services are required to gather fingerprints from eligible individuals in a pay or annuity status (see paragraph 1.28). Since there is no method to collect fingerprints when processing a mail-in request, the VO should request the applicant to visit a RAPIDS facility to have their fingerprint captured, and ID card issued if necessary.

Chapter 12

COMMON ACCESS CARD (CAC) AND DD FORM 2 ARMED FORCES OF THE UNITED STATES GENEVA CONVENTIONS IDENTIFICATION CARD (ACTIVE) (MACHINE-READABLE CARD)

12.1. General Information. The DoD provides members of the DoD Components and the Uniformed Services with a distinct identity card, the CAC. It is the ID card for Uniformed Services personnel, to include the Active Component, the National Guard, Selected Reserve, and Participating IRR, 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 AD for 31 or more consecutive days, to United States (US) Service Academies cadets, midshipmen, and Coast Guard cadets, to contracted ROTC cadets and midshipmen.

12.1.1. CAC identifies recipients' applicable Uniformed Services' benefits and privileges; are 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 generated by the RAPIDS, based on the information within the DEERS.

12.2. Individual Responsibility. The card is the property of the U.S. Government, and is in the personal custody of the member at all times. The CAC surface may not be amended, modified, or overprinted by any means. No stickers or other adhesive materials are placed on either side of the CAC. No holes are punched into the CAC. The chip or laminate may 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 affects the validity of the CAC and its applications. **Note:** Individuals are issued a separate CAC or 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 serves as the Geneva Conventions Card under Article 17 and/or an ID and privilege card, as appropriate, for eligible categories. Relative to the Treatment of Prisoners of War of August 12, 1949. The member shall have the CAC card in their personal custody at all times because it is the property of the U.S. Government. **(T-0). Exception:** See paragraph 12.5. The VO provides 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) is no longer issued.

12.3. How to Apply for the Machine-readable ID Card. The applicant contacts the nearest issuing activity for verification and issuance of the ID card and follows Service dress and grooming requirements. Completion of a DD Form 1172-2 (formerly the 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 AD 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 AD for 31 consecutive days or more, no earlier than 14 days in advance. Reissue or renew as required by Table 12.1.

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 does not have a chip, nor does 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 for Army, Navy, Marine Corps, Coast Guard only, and promotion from E-4 to E-5 for Air Force members. Air Force grades E-1 thru E-4, the ID card prints Airman "AMN."
4	To replace a lost, stolen, mutilated or destroyed ID card. **Note:** RAPIDS biometric SSM verification over-ride function 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 show a change relating to the card's information, e.g., member name change, turning age 65 or enrollment with Medicare Parts A & B and TRICARE For Life (TFL) eligibility. See paragraph 1.5.2.1 for name change requests.
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 CAC or DD Form 2 (Green) USID card when one of the conditions described 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 uniformed service member is in confinement as sentenced by a judicial body (courts-martial).
4	The sponsor dies, retires (refer to paragraph 14.3), is discharged, is released to inactive duty, or Service/Agency affiliation changes, or CAC is expired. **Note:** All recoverable CACs are 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 are terminated, have the certificates revoked, and have a hole punched through the integrate circuit chip (ICC) prior to release.
5	When the uniformed service member is no longer entitled to it.
6	A military authority requires it for ID 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.

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. Both cards do authorize commissary, exchange and certain MWR 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 AD for 31 consecutive days or more or assigned to the SelRes or PIRR, participating in Armed Forces Health Professionals FAP, or contracted as an ROTC cadet. Other members who are not on AD for 31 consecutive days or more are not eligible for the CAC. 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 AD for 31 consecutive days or more. **Note:** The member shall have the card in their personal custody at all times because it is the property of the U.S. Government. **(T-0).** Members being released from AD with a MSO are part of the IRR and are issued the green Reserve ID cards. Members who resign from the uniformed Services are not authorized issuance of the DD Form 2. See Resignation Term. The manually prepared DD Form 2 (Reserve) (Red) card is valid until the expiration date and was not issued after May 1998. See paragraph 1.2.

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 USID card. Eligibility for VSI is based on separation as reflected on the DD Form 214 and the time period of receipt for the pay annuity.

13.2.2. A child who is an eligible dependent of an AD or retired member and is a member of a Reserve Component is entitled to both a DD Form 1173 and a DD Form 2 (Reserve) provided they are not on AD 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 who have qualified for retired pay at age 60, but have not yet turned 60. See Attachment 1, Terms for gray area and former member.

13.3.1. Reserve Retirees who have served as part of a contingency activation for a period of 90 continuous days or more may retire with pay prior to age 60. This allows the retiree to receive their blue retiree ID, (DD Form 2 (Retired), 90 days prior to their 60th birth date. **Note:** Although the sponsor qualifies to receive retired pay prior to age 60, they are not eligible for medical benefits until age 60. As such, RAPIDS issues a DD Form 2 (Retired) with a future Medical start date equal to the sponsor's 60th birthday.

13.4. Honorary Retirees. Do not issue the DD Form 2 (Retired) Blue, DD Form 2 (Reserve) Green, or DD Form 2 (Reserve Retired) Red 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. 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.

13.6.1. The CAC surface may not be amended, modified, or overprinted by any means. No stickers or other adhesive materials are placed on either side of the CAC. No holes are punched into the CAC. The chip or laminate may 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 affects the validity of the CAC and its applications.

13.6.2. Individuals are issued a separate CAC or ID card in each category for which they qualify. Possession of a duplicate CAC or ID card in the same category is prohibited.

13.6.3. 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.

13.6.4. Completion of a DD Form 1172-2 (formerly 1172) is not required since there is no requirement to file the application; however, the DD Form 2842 is required. **Note:** 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 ID card became available June 1998 and was phased in. The CAC is issued upon expiration of the DD Form 2 (Reserve) Green ID card, promotion, theft or loss, or upon release from AD. **Note:** When a child continues to meet the qualifications as a sponsor's dependent and is in a military Reserve Component and not on AD 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 AD and transferred to a Reserve status. **Note:** Members may keep their AD credential until day of departure and obtain a DD Form 2 (Reserve) before finishing processing.

ITEM	CONDITION
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 (stored photograph or fingerprint or both) SSM verification over-ride function 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 show a change relating to the card's information, e.g., member name change, turning age 65 or enrollment with Medicare Parts A & B and TRICARE For Life (TFL) eligibility. See Chapter 14 and **Table 14.1.** See paragraph 1.5.2.1 for name change requests.
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 CAC or DD Form 2 (Reserve) card when one of the conditions described 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 SSM verification over-ride function 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 uniformed service member is in confinement as sentenced by a judiciary body (courts-martial).
4	The uniformed service member (Guard or Reserve) changes status.
5	The sponsor dies, retires, discharged with no further reserve obligation, or changes with the Service/Agency affiliation, or CAC is expired. **Note:** All recoverable CACs are 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 are terminated, have the certificates revoked, and have a hole punched through the integrate circuit chip (ICC) prior to release.
6	When the uniformed service member is no longer entitled to it.
7	A military authority requires it for ID or investigation.

13.8.1. Exception to Surrendering ID Card. Guard or Reserve member entering AD 31 days or more, may retain 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 the CAC and the DD Form 2 (Reserve Retired).

Chapter 14

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

14.1. General Information. The chapter describes the issuance of the DD Form 2 (Retired) (Blue) to all eligible military personnel entitled to retired pay, including those on the TDRL and the 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 AD member, may also be enrolled as a dependent in DEERS and be issued a DD Form 1173. This allows all family members to be enrolled under a single sponsorship for medical eligibility and a single TRICARE deductible.

14.2. Individual Responsibility. The member shall have the card in their personal custody at all times because it is the property of the U.S. Government. **(T-0). Exception:** See paragraph 14.4. **Note:** Individuals are issued a separate 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 AD ID is 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 SSM verification over-ride function 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.
8	To show a significant change in facial features.
9	To show a change relating to the card's information, e.g., member name change, turning age 65 or enrollment with Medicare Parts A & B and TRICARE For Life (TFL) eligibility. See paragraph 1.5.2.1 for name change requests.

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.
2	It is not replaced (for example, death). It is surrendered to the nearest issuing activity.
3	It expires.
4	Uniformed service member upon promotion advancement to a higher rank.
5	Uniformed service member is no longer entitled to it.
6	A military authority requires it for ID or investigation.

14.5. How to Prepare the DD Form 2 (Retired). Automated sites use RAPIDS to prepare the DD Form 2 (Retired) ID card.

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 an eligible beneficiary is not entitled to benefits and privileges and is not issued an ID card administered by the DoD and the uniformed Services.

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. 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 AD or retired member and is a member of a Reserve Component may be in possession of both a DD Form 1173 and a DD Form 2 (Reserve) provided they are not on AD for 31 days or more.

15.1.3. Joint Service Marriage (JSM) and Same-Sex Marriage Spouses. For military couples who are married to each other, the DD Form 1173 is not issued when a military spouse remains on AD and is eligible for a CAC; this also applies to same-sex marriage spouses. Issue the DD Form 1173 when the military spouse or same-sex marriage spouse is no longer on Active Duty for 31 days or more or eligible for TA-180. See Chapters 8, 12, 13, 14 and 16.

15.1.4. When the member and his or her spouse are living apart because of a legal separation or interlocutory decree of divorce, set the ID card expiration date at 1 year from the date of issue or the date on which the divorce becomes final. Refer to Chapter 3, paragraph 3.1.

15.2. Individual Responsibility. Individuals shall have the card that was issued to them in their personal custody at all times because it is the property of the U.S. Government. **(T-0). Exception:** See paragraph 15.6. **Note:** Individuals are issued a separate 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 31 consecutive days or more. **Note:** Reserve and National Guard personnel family members are encouraged to obtain a DD Form 1173 Tan ID card to ensure medical benefits are authorized.
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 SSM verification over-ride function 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	Issue family members DD Forms 1173 when a retired member acquires an early issue of DD Form 2 (Retired), but 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 Tan ID card 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 for Army, Navy, Marine Corps, and Coast Guard, and E-5 and above 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 AD for 31 days or more. (DD Form 1173 & DD Form 2 (Reserve) or CAC).
15	When a retired member is married to an AD or other retired member and is enrolled in DEERS as their family member (DD Form 1173 & DD Form 2 (Retired).
16	When a family member is permanently incapacitated (refer to paragraph 2.6), or age 75 or older. Issue a DD Form 1173, reflecting 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 are required to still meet eligibility requirements as listed within this instruction.
17	To show a change relating to the card's information, e.g., name change, turning age 65 or enrollment with Medicare Parts A & B and TRICARE For Life (TFL) eligibility. See paragraph 1.5.2.1 for name change requests.

15.3.1. Retrieve and destroy the previous ID card.

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

15.4. Early Issue of DD Forms 1173 for Dependents. Sponsors may request issue or reissue of their dependents' cards at any time when eligibility of dependents is not in question. **Note:** The dependent shall have the card that was issued to them in their personal custody at all times because it is the property of the U.S. Government. **(T-0).**

15.4.1. VOs review the reasons for early issue and approves or disapproves 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 supporting the Uniformed Services in support of a Congressional decree or Presidential commitment may be issued a DD Form 2764 or DD Form 2765 from RAPIDS.
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 AD 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 legal relationship to the sponsor at the time of the sponsor's death; and the surviving spouse or same-sex marriage spouse who adopts a child, or gives birth to a child that was not of the marriage or partnership, or is assigned legal guardianship of a child by a court order are not eligible for an ID card.
8	To individuals for the sole purpose of ID.
9	To Unremarried widows (URW) or when they remarry after the death of their sponsor.
10	To retired military spouses. **Exception:** Issue DD Form 1173 only to the spouse 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: **(T-0).**

Table 15.3. Conditions for Surrendering the DD Form 1173.

ITEM	CONDITION
1	It is replaced (except when lost or stolen). **Note:** RAPIDS biometric SSM verification over-ride function 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 inAD.
4	A dependent's status changes to end or change an entitlement to benefits (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, in the case of an abused dependent.
7	A widow or widower remarries.
8	A military authority requires it for ID or investigation.
9	A dependent child who is also in a Reserve Component is ordered to AD 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 AD 31 days or more, convicted of a dependent abuse offense resulting in separation pursuant to a court-martial sentence; or administratively separated from AD 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 DD Form 1173 Tan ID card.

15.9. **Criteria for Mandatory Collection of SSNs.** The following provides the criteria for mandatory collection of SSNs from family members and applies to DEERS enrollment and issuance of the DD Form 1173 Tan ID card.

Table 15.5. Criteria for Mandatory Collection of SSNs.

Has SSN	Eligible for SSN	Applied to SSA	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 MC in MTF.
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 block 21 of DD Form 1172-2 (formerly block 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 DD Form 1173 Tan ID card. **Note:** RAPIDS sites issue the DD Form 2765 Tan ID 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.

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 DD Form 1173 Tan ID card. **Note:** RAPIDS sites issue the DD Form 2765 Tan ID card to the sponsor. Eligible dependents receive the DD Form 1173 Tan ID 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 SSM verification over-ride function 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

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.* It is used to identify individuals as dependents of Ready Reserve members not on AD 31 consecutive days or more, 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, MWR privileges as described in DoDI 1015.10. The DD Form 1173-1 does not authorize medical benefits.

16.1.3. Reserve Retirees who have served as part of a contingency activation for a period of 90 continuous days or more may retire with pay prior to age 60. This allows the retiree to receive their blue retiree ID card, DD Form 2 (Retired) 90 days prior to their 60th birth date; however, family members of such retirees need to wait until the sponsor's 60th birthday to receive a new ID card with updated medical benefits. The only benefits available to the sponsor and eligible family members prior to the sponsor's 60th birthday are Base Privileges (e.g., Commissary, Exchange, and MWR).

16.1.4. When the member and his or her spouse are living apart because of a legal separation or interlocutory decree of divorce, set the ID card expiration date at 1 year from the date of issue or the date on which the divorce becomes final. Refer to Chapter 3, paragraph 3.1.

16.2. Individual Responsibility. Individuals shall have the card that was issued to them in their personal custody at all times because it is the property of the U.S. Government. **(T-0). Exception:** See paragraph 16.5. **Note:** Individuals are issued a separate 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 turns 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 SSM verification over-ride function 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 ID.
6	When a family member is permanently incapacitated (refer to paragraph 2.6), or 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 are still required to meet eligibility requirements as listed within this instruction.
7	To show a change relating to the card's information, e.g., member name change, turning age 65 or enrollment with Medicare Parts A & B and TRICARE For Life (TFL) eligibility. See paragraph 1.5.2.1 for name change requests.

16.3.1. Early Issue of DD Forms 1173-1 for Dependents**.** Sponsors may request issue or reissue of their dependents' cards at any time when eligibility of dependents is not in question. **Note:** The dependent shall have the card that was issued to them in their personal custody at all times because it is the property of the U.S. Government. **(T-0).**

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 described in Table16.2 applies:

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

ITEM	CONDITION
1	Child is under 10 years of age. **Exception:** See paragraphs 4.3 and 4.4
2	Dependents, whose sponsor is on AD for 31 days or more who qualifies for issuance of the DD Form 1173.
3	To former spouses, DBs.
4	Reserve personnel. **Exception:** Issue to members qualified under the Selected Reserve Transition Program (see paragraph 6.6).
5	Individuals for the sole purpose of ID.

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

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

ITEM	CONDITION
1	It is replaced.
2	It is not replaced (for example, death).
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	Dependent is no longer entitled to it.
5	A military authority requires it for ID or investigation.

16.6. How to Prepare the DD Form 1173-1. Automated sites use RAPIDS to create and issue the DD Form 1173-1 Red ID 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. **Note:** DD Form 1934, Geneva Conventions Identity Card for Medical and Religious Personnel Who Serve in or Accompany the Armed Forces (manually prepared card), cancelled 13 Jun 2017. Defense Human Resources Activity (DHRA) Memorandum, October 29, 2010, "Cancellation of Manually Produced Identification (ID) Cards. The following manually produced ID cards are cancelled, DD Form 1173, DD Form 1173-1, DD Form 2764, DD Form 2765, including the DD Form 489**.** The Defense Human Resource Activity (DHRA) is converting the manual produced DD 1934 form to a machine readable form. Once this is complete, the manually prepared card is cancelled. Until then, this credential is issued in addition to an existing military or civilian Geneva Conventions CAC.

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. 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, SSN, 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. **(T-3).** Prisoners of war and retained personnel should have identity documents in their possession at all times.

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. This form is a manually prepared ID card. The DD Form 1934 is cancelled and not issued in addition to the CAC or DD Form 2 (Active, Reserve, Reserve Retired, and Retired) for a uniformed service military member. **Note:** Individuals are issued a separate ID card in each category for which they qualify. Possession of an ID card is in the same category is prohibited.

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. **(T-3).**

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

Table 17.1. Conditions for Issue or Reissue of the DD Form 1934 (Cancelled, 13 Jun 2017).

ITEM	CONDITION
1	Upon member's reassignment to a mobility position or upon member's selection for PCS or TDY OCONUS.
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 E4). **Exception:** For Marine Corps members, to show a change in any grade above E3, and for Coast Guard members to show a change in any grade above E3.
6	To change data that reduces the card's ID value, e.g., name change. See paragraph 1.5.2.1 for name change requests.

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 "IO" if he or she uses initials only for first name. **Note:** The name is to be the same on the DD Form 1934 or DD Form 2 (Active, Reserve, Reserve Retired, and Retired), if applicable. Issue either card or both so the names are the same.
Capacity	For military personnel, enter capacity (**Example:** U.S. Air Force Chaplain, or U.S. 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").
DoD Identification Number	Enter DoD ID number (formerly SSN). 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 CAC is the Geneva Conventions Credential, replacing the manual DD Form 489. See AFI 36-3026, Volume 2. Individuals are issued a separate ID card in each category for which they qualify. Possession of a duplicate ID card in the same category is prohibited. **Note:** The member shall have the card in their personal custody at all times because it is the property of the U.S. Government. **(T-0)**.

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 DD Form 2764 Tan ID card. The CAC replaces the former DD Form 489 to personnel identified in Table 17.3 The member shall have the DD Form 489 in their personal custody at all times because it is the property of the U.S. Government. **(T-0).**

17.8. When to Issue or Reissue the DD Form 489: Issue or reissue the CAC (formerly DD Form 489) when one of the conditions describe in Table 17.3 occurs. See paragraph 17.7.

Table 17.3. Conditions for Issue or Reissue of the CAC (formerly 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 SSM verification over-ride function 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 ID value, e.g., name change. See paragraph 1.5.2.1 for name change requests.

17.9. How to Prepare the CAC (formerly DD Form 489): Prepare the CAC by issuing the credential from RAPIDS. See Table 17.4, and AFI 36-3026, Volume 2.

Table 17.4. Preparation of the CAC (formerly DD Form 489).

ITEM	PROCEDURE
Photograph	See paragraphs 11.7 through 11.9.
Name	Verify the person's last name, first name, and middle initial (if available) in RAPIDS.
Position Title	Not a requirement for the CAC.
Equivalent Grade and Service	Verify grade and service in RAPIDS. See Attachment 13.
Fingerprints	Verify biometric fingerprint scan in RAPIDS.

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).

17.1.1. RAPIDS sites issue the CAC in lieu of the DD Form 2764. The DD Form 2764 is a sponsor card only. There is no manual DD Form 2764.

17.11.1.1. The DD Form 1173, Uniformed Services Identification and Privilege Card remain valid for qualifying individuals. The CAC replaces the former DD Form 2764. Information within this chapter remains in effect until such time as the DD Form 2764 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. **Note:** Individuals are issued a separate ID card in each category for which they qualify. Possession of a duplicate ID card in the same category is prohibited.

17.11.2.1. The member shall have the CAC and DD Forms 2764 in their personal custody at all times because it is the property of the U.S. Government. **(T-0). Exception:** See paragraph 13.8. **Note:** 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 SSM verification over-ride function 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 ID value, e.g., name change. See paragraph 1.5.2.1 for name change requests.

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 have the word “OVERSEAS” printed within the Authorized Patronage block of the ID card.

17.13.2. The Authorized Patronage block for eligible individuals permanently assigned CONUS is 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 are granted all commissary, exchange, MWR and appropriate medical privileges available at the site of the deployment, regardless of the statements on the ID card.

17.13.4. The medical block on the DD Form 2764 contains 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 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 MTF funded by the Defense Health Program (DHP), normal reimbursement policies would apply for services rendered by that facility.

17.13.5. DD Form 2764 is issued with an expiration date of 4 years, or later as described in Table 17.6.

Table 17.6. DD Form 2764 Expiration Dates.

Condition	Expiration Date
Civilian CONUS assigned against an Emergency Essential (EE) position.	The end date of the EE position assignment.
Civilian OCONUS who qualifies for a DD Form 2764.	The end date of the assignment OCONUS.
Essential contractor deployed in support of a conflict, combat, or contingency operation.	The end date of the assignment.

17.14. When to Surrender the DD Form 2764. Member surrender's the DD Form 2764 Tan ID card when:

17.14.1. It expires.

17.14.1.1. Member is no longer entitled to it.

17.14.1.2. A military authority requires it for ID 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, replacement in lieu of the existing 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 is replaced with the DD Form 2765 when the DD Form 1173 has expired, is lost or stolen. **Note:** RAPIDS biometric SSM verification over-ride function verification may be used for lost or stolen ID as proof of identity if a previous photograph is available in DEERS18.1.1. Issue the DD Form 2765 to the individuals described 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 military members and civilian personnel in certain categories who do not qualify for CAC issuance. See Table 1.13. For CAC issuance to qualifying foreign military and foreign civilian, see AFI 36-3026, Volume 2.

18.2. Individual Responsibility. The member shall have the card that was issued to them in their personal custody at all times because it is the property of the U.S. Government. **(T-0). Exception:** See paragraph 18.5. **Note:** Individuals are issued a separate 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.
2	To replace an expired card.
3	To replace a lost, stolen, mutilated, or destroyed ID card. **Note:** RAPIDS biometric SSM verification over-ride function 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 ID.
6	To change data that reduces the card's ID value, e.g., name change. See paragraph 1.5.2.1 for name change requests.

18.4. When Not to Issue the DD Form 2765. Do not issue the DD Form 2765 TAN ID card 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. Member must surrender the DD Form 2765 Tan ID card when: **(T-0).**

18.5.1. It is replaced (except when lost or stolen), or the sponsor dies, retires (refer to paragraph 14.3), is discharged, is released to inAD, or changes Service/Agency affiliation. **Note:** RAPIDS biometric SSM verification over-ride function 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. Member is no longer entitled.

18.5.1.3. A military authority requires it for ID 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 generates 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.

19.1.1. Army Former Spouses. Army former spouses must cite and initial on the 1172-2 that they have not remarried and do not have employer sponsored health insurance.

19.1.2. Lost/Stolen ID Card. ID card recipient must present a signed copy of the incident report filed with the installation Security or Provost Marshall's office or local police. If an incident report cannot be obtained, a memorandum (in accordance with the above sample) from the individual's Commanding Officer, Officer-in-Charge, or NCO for military, Contracting Officer Representative, Supervisor/Division Chief for civilians/contractors.

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 DA ID card program. **Note:** The member shall have the card that was issued to them in their personal custody at all times because it is the property of the U.S. Government.

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. 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 coordinates all questions regarding the scope of authority to approve exceptions with HQDA, OTJAG, ATTN:

	DAJA-AL, Washington, DC 20310-2200: May establish Personnel policies relating to the ID card program.
The Chief, National Guard Bureau (CNGB)	Recommends 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 ID program which accomplishes the requirements established by this instruction. They or their designated representative designate in writing a RAPIDS or DEERS project officer for each installation with 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 1172-2 (formerly DD Form 1172), 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 are evaluated.

19.6. DA Form 1602, Civilian Identification Card. The DA Form 1602, *Civilian Identification Card* is a standard ID card used by DA civilian employees and other civilians who regularly require official ID in connection with the business of the Army and not entitled to a CAC, both in the CONUS and OCONUS. **Note:** The CAC replaces the former DA Form 1602. Information within this chapter remains in effect until such time as the manually prepared DA Form 1602 ID card is no longer authorized for publishing. Individuals are issued a separate CAC or ID card in each category for which they qualify. Possession of a duplicate 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 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 ID 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. **Exception:** The 16-year rule may be waived under special circumstances by the installation commander**.**

19.9. When to Surrender the DA Form 1602. Member must surrender the DA Form 1602 when: **(T-0).**

19.9.1. It expires.

19.9.2. Member's service is terminated.

19.9.3. Member departs overseas area; the ID card is surrender to overseas commander, unless commander decides there is a further need for the card. **Exception:** Member who is assigned overseas, who travels to the U.S. (under official 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 Employee of Welfare and Recreational Agencies Dependent Expiration Date	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." Enter "Dependent of," followed by information identifying one of the principals above. **Examples:** "Dependent of Civilian Employee," "Dependent of Manufacturer's Representative." Enter the expiration date as follows: 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 individuals who may design or add security features to cards and badges.

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 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 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 ID. 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 or stolen badges promptly.
2	Establish procedures for handling and storing engraved plates, and all printed or coded parts of the cards and badges. **Note:** Handle and store all engrave plates and all printed or coded parts of the ID cards and badges in a manner to preclude access to and use by unauthorized persons.
3	Treat mutilated or defective ID cards and badges as CONFIDENTIAL material and destroy (AR 380-5, *Department of the Army Information Security Programs*).
4	Treat ID cards and badges of discharged or transferred personnel or civilians whose employment has been terminated as CONFIDENTIAL material and destroy in accordance with AR 380-5, *Department of the Army Information Security Program.*

19.16.1. Security clearances cannot 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	U.S. 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” is shown on the tags.

19.17.1. Tags are issued as soon as possible after entry on AD, initial Inactive Duty for Training (IADT), or assignment to a Reserve Component unit.

19.17.2. The issuance of Medical Warning Tags, which allows for 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 are disposed of as specified in Field Manual 10-63, *Handling of Deceased Personnel in MWRs of Operations*, for temporary burials overseas. The tags are 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. Commanders or their designated representative will request applications in writing to the issuing office individually or in bulk.

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).

19.21. Incapacitated Children Over Age 21 (Initial Application): The following provides initial application procedures for incapacitated children over age 21. Also refer to paragraph 4.6.3 for redetermination of permanent incapacitation application.

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 1172-2 (formerly 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 MC.
3	Advise the sponsor or applicant to forward the documentation listed in paragraph 2.4, along with a completed DD Form 1172-2 to the Defense Finance and Accounting Service—Indianapolis Center, DFAS-IN/JMTCB, 8899 East 56th Street, Indianapolis, Indiana 46249-0865.
4	DFAS-IN may be contacted via Phone (888) 332-7411; Fax (317) 275-0282; Email DependencyDetermination@dfas.mil Refer the sponsor to the Defense Finance and Accounting Service (DFAS) website listed below for additional information http://www.dfas.mil/militarymembers/payentitlements/ Select: Secondary Dependency
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. **(T-3).**
6	Scan DD Form 1172-2 (formerly DD Form 1172) into RAPIDS for DEERS.

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 1172-2 (formerly DD Form 1172) to the Defense Finance and Accounting Service--Indianapolis Center, DFAS-IN/JMTCB, 8899 East 56th Street, Indianapolis, Indiana 46249-0865. DFAS/IN may be contacted via Phone (888) 332-7411; Fax (317) 275-0282; Email DependencyDetermination@dfas.mil Refer the sponsor to the DFAS website listed below for additional information http://www.dfas.mil/militarymembers/ Select: Secondary Dependency
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	Scan DD Form 1172-2 (formerly DD Form 1172) into RAPIDS for DEERS.

19.23. Documentation for Transitional Abused Dependents. An abused dependent of a member on AD 31 days or more, 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. **(T-0).** See Attachment 17 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 1172-2 (formerly 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, are forwarded to DFAS-IN for another review and determination and indicates in remarks section of DD Form 1172-2 (formerly DD Form 1172), "A previous determination was made on (enter date). **Exception:** An illegitimate child whose paternity has been judicially determined is not required to receive DFAS-IN approval for subsequent ID card issuance.

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 the application be disapproved by DFAS-IN and must return the ID card to a RAPIDS facility.

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 are maintained. All requisitioning documents for ID cards submitted by an issuing facility are maintained for 5 years.

19.25.2. Maintain all requisitioning documents submitted for ID cards according to AR 25-400-2, *Army Records Information System (ARIS).*

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. Table 19.12 lists accountable forms.

Table 19.12. Accountable Forms.

ITEM	ACCOUNTABLE FORMS
1	DD Form 1934 (Manually prepared card).
2	DA Form 1602 (Manually prepared card).

19.26. Procedures for Accounting for Blank ID Cards. 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; Corrective action taken; Serial numbers of missing cards; 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 includes, 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 are going to have 10 or more year's active federal service on the date of discharge for immediate reenlistment are restricted to an indefinite term of reenlistment, unless prohibited by other provisions of AR 601-280, *Army Retention Program.* Members are reenlisted for the indefinite reenlistment program as they enter the normal reenlistment window (12 months prior to their 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 are processed for new ID card in accordance with 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 ID whenever presenting authorization letter to military commissary store, exchange, and 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 these 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 remains 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 equipment and issue Uniformed Services ID Cards:

20.2.1. Activities other than those listed above, must request authorization to issue ID cards from Bureau of Naval Personnel PERS 24. Request provides specific justification for ID card issuing authorization. Justification includes the following: estimated monthly number of cards issued by category (active, 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 base Personnel office 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 eligible person is unable to shop due to a disability or; The eligible spouse or same-sex married spouse is unable to shop due to sickness. The eligible 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.

23.3.3. 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, (PERS 24), 5720 Integrity Drive, Millington TN 38055-3520. Also refer to paragraph 4.6.3 for redetermination of permanent incapacitation application.

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: States the age of onset. Provides in detail the past medical history of the condition, physical examinations and laboratory studies. Includes 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. Summarizes the history of the condition including any treatment received or recommended if not included in current evaluation. The condition has been present and diagnosed prior to age 21 or prior to age 23 if enrolled as a full-time student. If not enrolled in DEERS, initial application - acceptance of enrollment, i.e., Winter, Spring, Summer, Fall, or Mid-term entrance from the school. A summary of medical records is preferred and is detailed enough for the reviewers at the BUMED to trace the condition from date of onset to the present. Provide 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 is interpreted as capable of self-support.

	A notarized statement listing child's income, expenses, and all support provided by sponsor. Reflect if the child was married and subsequently divorced, the marriage certificate and divorce decree are provided. See paragraph 4.6 for renewal procedures.
Mental Conditions	The evaluation: States the age of onset. Provides in detail the past psychiatric history of the condition. Includes 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 is included as part of the evaluation. 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 is interpreted as capable of self-support. A notarized statement listing child's income, expenses, and all support provided by sponsor. Reflect if the child was married and subsequently divorced, the marriage certificate and divorce decree are provided. See paragraph 4.6 for renewal procedures.

20.4.1. A parent or guardian can accomplish medical histories but the medical history is reviewed and authenticated by an appropriate physician (i.e., psychiatrist for mental health illnesses, endocrinologist for hormone imbalances, infectious disease specialist for immunodeficiency's, etc.).

20.5. Unremarried Former Spouses (Initial Application):

20.5.1. Mail the documentation reflected in Table 20.4 to Bureau Navy Personnel PERS 24. 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 AD 31 days or more, 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 1172-2 (formerly 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 MC 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	The military member sends documentation to Bureau of Navy Personnel PERS 24, 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 PERS 24 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 in Table 20.6 for initial and renewal processing. **Note:** A dependency determination (over 50 percent support) is 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	The sponsor completes DD Forms 137-3 (Parents) and 1172-2 (formerly DD Form 1172, sections I and II (except blocks 58, 59, 86, and 87, as appropriate), and section III, block 89).
2	The VO advises sponsor or applicant to forward proper documentation along with the DD Form 1172-2 (formerly 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.
3	Upon approval from DFAS-CL, the VO will enroll the dependent in DEERS (if dependent is not presently enrolled), and issue the ID card.

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 20.2.

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 is enrolled full time in an accredited institution of higher learning and the sponsor provides over 50% monetary support and a statement over 50% support in block 21 on the DD Form 1172-2 (formerly DD Form 1172, block 89), signed by the sponsor. In block 21, 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 VO 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 are 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 are 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 are 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 includes, 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 Form 1934 (Manually prepared card).
2	DA Form 1602 (Manually prepared card).

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

STEP	ACTION
1	Submit a report/letter to PERS 24. The report includes 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 numbers of all cards are included.

20.13. 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.

20.14. 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.

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

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

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

20.15. Forms Management. Table 20.9 reflects the ID card forms 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)

20.16. 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 indicates 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.

20.17. Distribution. SNDL, parts 1 and 2.

Chapter 21

AIR FORCE SERVICE UNIQUE REQUIREMENTS

21.1. General Information. The chapter provides ID card issuance procedures and requirements unique to Air Force members and their eligible dependents when authorized.

21.1.1. Pass and Registration no longer issues the manual AF Form 354 (non-DEERS/RAPIDS issued identity credential), and is transitioning to an identity card from the DoD Biometric Identification (ID) System (DBIDS). **Note:** Refer to the Defense Human Resources Activity (DHRA) Memorandum, October 29, 2010, "Cancellation of Manually Produced Identification (ID) Cards. The following manually produced ID cards are cancelled, DD Form 1173, DD Form 1173-1, DD Form 2764, DD Form 2765, and DD Form 489.

21.1.2. Individuals Who are Non-DEERS Eligible. Individuals requesting installation access and or services provided by installation facilities are based on jurisdiction, property rights, and geographic location as determined by local commander or his/her designate. **Note:** Refer to Service specific instructions for Physical Access Control Systems (PACS). If installation access or services are authorized, granted by the local commander or his/her designate, this action does not necessarily equate to qualifying for DEERS enrollment (leading to ID card issuance from RAPIDS).

21.1.3. Local command or agency unique protocol procedure may apply for installation access or services. For example, when no Reciprocal Health Care Agreement (RHCA) exists for the purposes of extending medical benefits or shopping privileges for DEERS, or eligibility to an ID card is no longer in effect (due to expiration and the individual no longer qualifies for DEERS), a Letter of Authorization is provided; or the authorization for enrollment within PACS such as DBIDS is determined by the local commander or his/her designate. **Note:** Refer to AR 12-15/SECNAVISNT 4950.4B/AFI 16-105 for medical eligibility and RHCA.

21.2. CAC Issuance to Air Force Civilian Members: The CAC replaces the former AF Form 354 for qualifying Air Force civilian employees as listed in Table 21.1, Item 1-5.

21.2.1. Retired Air Force civilian employees are not eligible for a CAC; they are eligible for the DoD/Uniformed Services Civilian Retiree ID Card, issued by RAPIDS. **Note**: Cards issued on or after 12 September 2015 will expire every 8-years; previous cards issued expired every 4-years to retired DoD/Uniformed Services civilian employees only.

21.2.2. Individuals are issued a separate CAC or identity (ID) card in each category for which they qualify. Possession of a duplicate CAC or ID card in the same category is prohibited. The member shall have the card that was issued to them in their personal custody at all times because it is the property of the U.S. Government. **(T-0).**

21.2.3. Display or provide information 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.

Table 21.1. Air Force and Civilian Affiliate Categories.

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 only. See paragraph 21.2.1 for non-CAC, chip-less plastic card.
6	Senior leaders of the Civil Air Patrol (CAP). See AFI 36-3026, Volume 2, CAC for the TASS program.

21.3. When to Issue, Reissue or Renew the CAC:

21.3.1. Upon employment.

21.3.2. When the card expires.

21.3.3. To show a significant physical change of identity.

21.3.4. To show a change in sponsor's employment status, including CONUS or OCONUS assignment.

21.3.5. To replace a lost, stolen, mutilated, or destroyed ID card. **Note:** RAPIDS biometric SSM verification over-ride function can be used for lost or stolen ID as proof of identity.

21.3.6. To correct an error.

21.3.7. To change card data, information, entitlement, or name change. See paragraph 1.5.2.1 for name change requests.

21.4. When to Surrender the CAC:

21.4.1. When it is replaced or expires.

21.4.2. When a civilian employee resigns, is removed, retires, or is otherwise separated from the Air Force. **Note:** The CAC is not surrendered when the person is in a Leave Without Pay (LWOP) status.

21.4.3. When a civilian employee travels on a permanent change of station (PCS) from an OCONUS assignment, or on renewal agreement travel, and is returning back to CONUS assignment, the CAC is turned-in and reissued to reflect the appropriate entitlement, if any. In many instances, the employee remains eligible as a minimum for the identity CAC (the medical benefits and shopping privileges while stationed OCONUS are no longer in effect, unless, meeting certain qualifications). See AFI 36-3026, Volume 2.

21.5. Incapacitated Children Over Age 21 (Initial and Renewal Processing): Follow the procedures reflected in table 21.2 for initial processing of incapacitated children. Also refer to paragraph 4.6.3 for redetermination of permanent incapacitation application.

Table 21.2. ID Card Processing Procedures for Incapacitated Children Over Age 21 (Initial and Renewal Processing).

STEP	PROCEDURE
1	SSM/VO completes DD Form 1172-2 blocks 1 – 23, and 40 - 51 (formerly DD Form 1172 sections I and II (except blocks 58, 59, 86, and 87, as appropriate) and section III, block 89. RAPIDS automation fills the blocks on the DD Form 1172-2. Annotate the documents used to verify child's relationship to member/sponsor in block 21, (formerly DD Form 1172, block 89 (see Attachment 5) or "DEERS VERIFIED" if child's incapacitation status is current in DEERS.
2	A physician's statement of the incapacitation (dated within 90 days for initial application only) if not previously documented, and annotate information on DD Form 1172-2, block 21 (formerly DD Form 1172, block 89). **Note:** The medical sufficiency letter that originally established the permanent incapacitation (from the Uniformed Services MTF or authorized TRICARE provider) may be used. If a medical sufficiency statement was not accomplished at the initial or at renewal time of ID card issuance, or at the time of sponsor's death, a final medical determination is needed. (See Attachment 15). In addition, an approved financial dependency determination from DFAS-IN, reflecting the sponsor's support (over 50 percent) is required every 4-years. If no financial dependency determination was accomplished at the initial or renewal of ID card issuance, or at the time of sponsor's death, a final financial determination is needed. **Note:** No new financial dependency determination is required in the case of deceased sponsors; the approved financial dependency determination currently in effect (or accomplished at the time of member's death), may be used for subsequent renewals.
3	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 AD members or those individuals listed in paragraph 7.1. Annotate information on DD Form 1172-2, block 21 (formerly DD Form 1172, block89).
4	Provide a copy of the DD Form 1172-2 (formerly DD Form 1172) to the member and file one copy in suspense until there is medical determination for permanent or temporary incapacitation.
5	A physician's statement of the incapacitation if not previously documented, and the copy of the DD Form 1172-2 (formerly DD Form 1172) to a Uniformed Service MTF for a medical sufficiency statement (See Attachment 15) or from an authorized TRICARE provider. **Note:** The medical letter originally establishing the permanent incapacitation is used instead of the initial or temporary medical sufficiency. If the medical sufficiency is not established (disapproved), the member must return to the ID card issuing activity and the issuing activity destroys the DD Form 1172-2

	(formerly the DD Form 1172) in the suspense file and member's copy.
6	If a medical sufficiency is established (approved), the member self-initiates a financial dependency determination (over 50 percent support) by applying on DD Form 137-5, *Dependency Statement – Incapacitated Child Over Age 21*. Effective 01 December 2016, Dependency Determination packages must be submitted online through the ASK DFAS web site only. Email, fax, and mail services are available. Upon member's receipt of an approved dependency determination letter from DFAS-IN, reflecting the over 50 percent support is met; issue ID card to qualifying child. Complete DD Form 1172-2, blocks 64 & 65, (formerly DD Form 1172, section II, blocks 58, 59, 86, and 87).
7	Scan DD Form 1172-2 (formerly DD Form 1172) into RAPIDS for DEERS.

21.5.1. Do not refer member with ineligible dependents to DFAS-IN to complete a dependency determination. **Note:** A financial 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 (MC) is authorized on the DD Form 1172-2 (formerly DD 1172) through the Uniformed Services. Refer to Chapter 24 and paragraph 24.1.1.3 for dependency determination.

21.5.2. Disapprove any dependents not listed in Attachment 2.

21.5.3. If the child was married and subsequently divorces and meets the basic eligibility criteria, sponsor provides copies of the marriage certificate and divorce decree.

21.6. Parents/Parents-in-Law, Stepparents or Parents-by-Adoption: Follow 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) is accomplished each time the ID card is renewed except for dependents of deceased sponsors or if card is lost or stolen. **Note:** A dependency determination is 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 21.3. Initial and Renewal Processing Procedures of Parents/Parents-in-Law, Stepparents or Parents-by-Adoption.

STEP	PROCEDURE
1	Complete a DD Form 1172-2 (formerly 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 on DD Form 1172-2 in block 21 (see Attachment 5). Complete section I and IV. Provide RAPIDS site and VO name in block 21 (formerly DD Form 1172, block 89).
3	Hold a copy of the DD Form 1172-2 (formerly DD Form 1172) in suspense. Give a copy to the customer.

4	Refer member to FSO or member self-initiates a financial dependency determination (over 50 percent support) by applying on DD Form 137-3, *Dependency Statement-Parent*. Effective 01 December 2016 Dependency Determination packages must be submitted through the ASK DFAS web site only.
5	Review results of dependency and residency tests presented in dependency determination letter from DFAS-IN. DFAS-IN authorizes specific privileges, if any, and completes application process.
6	Scan DD Form 1172-2 (formerly DD Form 1172) into RAPIDS for DEERS.
7	If disapproved, destroy copy of DD Form 1172-2 (formerly DD Form 1172) in suspense file.

21.7. Unique Filing Instructions for the DD Form 1172-2 (formerly DD Form 1172): The filing instructions reflected in Table 21.7 are provided in addition to the requirements contained in paragraph 1.12.

Table 21.4. Categories of Personnel and Where to File the 1172-2 (formerly 1172).

CATEGORIES	WHERE TO FILE
Individual Mobilization Augmentees (IMAs) and Participating Individual Ready Reservists (PIRR)	Send one copy of the DD Form 1172-2 for IMAs and PIRRs to HQ ARPC, 18420 E. Silver Creek Ave, Building 390, MS68, Buckley AFB, CO 80011. Refer questions to Total Force Service Center - Denver, HQ ARPC at http://www.arpc.afrc.af.mil/Contact.aspx.
Courts-Martial Members and Eligible Dependents	File a copy of DD Form 1172-2 in member's record before mailing to HQ AFSFC/SFCP.
Members being transferred to DoD Regional Corrections Facility	File a copy of DD Form 1172-2 in the member's record before mailing to HQ AFSFC/SFCP.

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. 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 MC benefits. Take the steps reflected in Table 21.8. **Note:** Placement agencies located within the U.S. or U.S. Territories, documents placing the child in the member's home are acceptable, and do not require recognition.

Table 21.5. 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-IN). 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/ DP2SSM, 550 C Street West, 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) reviews and makes recommendation for approval/disapproval to the Assistant Secretary of the Air Force (Manpower, Reserve Affairs, Installations and Environment).

21.8.1. HQ AFPC/DP2SSM will notify the Servicing Military Personnel Section (MPS) or FSS when AFPC/JA approval is received. **(T-1)**.

21.9. ID Card Processing Procedures for Legal Custody Wards. Take the actions in Table 21.6 when verifying eligibility for legal custody wards:

Table 21.6. Actions Required when Processing Dependency Determinations For Legal Custody Wards.

STEP	ACTION
1	Review court order, birth certificate, and other documents as appropriate (letter from placement agency, physician's medical statement, etc. (see Attachment 5).
2	Complete a DD Form 1172-2, Sections I and IV (formerly DD Form 1172, Sections I and II, except blocks 58, 59, 86, and 87 as appropriate and section III, block 98).
3	List documents reviewed on DD Form 1172-2, block 21 and the name of the VO and

	phone number.
4	Advise sponsor to take the DD Form 1172-2 to the local FSO to initiate a financial dependency determination or contact DFAS-IN (see Step 5 below). **Exception:** If the child is over age 21 and incapacitated, advise sponsor to take: (1) copy of the DD Form 1172-2, (2) statement from the SSA certifying eligibility Medicare Part A & B, or (3) non-eligibility to Medicare Part A (to establish entitlement of continuation of TRICARE benefits), and (4) a current physician's statement (dated within 90 days of initial application). **Note:** Renewal dependency application, the original approved medical sufficiency letter from the MTF is acceptable. (See Attachment 15 for Air Force Medical Sufficiency Memorandum). The MTF will refer sponsor to the local FSO or DFAS-IN to initiate a financial dependency determination (over 50 percent support) if medical sufficiency is established. **(T-3).** When civilian medical services are provided, resulting in an approved civilian medical sufficiency, the sponsor will need to contact the local FSO or DFAS-IN to initiate a financial dependency determination. **(T-3).** If the medical sufficiency statement is not approved by the MTF provider, the sponsor is directed to return to the FSS or Military Personnel Section (MPS) (formerly the Military Personnel Flight (MPF) to stop the dependency determination application process.
5	FSO or member self-initiates a financial dependency determination (over 50 percent support) by applying on DD Form 137-7, *Dependency Statement-Ward of a Court*. Effective 01 December 2016 Dependency Determination packages must be submitted through the ASK DFAS web site only.
6	Review the financial dependency letter from DFAS-IN. If the dependency is approved, authorize specific benefits and privileges in RAPIDS (see Attachment 2). Complete DD Form 1172-2, Sections I and IV) (formerly DD Form 1172, section II, blocks 58, 59, 86, and 87, as appropriate). If the financial dependency is not approved due to lack of financial support (over 50% support) or disapproved medical sufficiency, then, update DEERS to end eligibility via RAPIDS.
7	Complete verification process and ensure sponsor reads Privacy Act information before signing the DD Form 1172-2 (formerly DD Form 1172).
8	Give the sponsor a copy of the DD Form 1172-2 (formerly DD Form 1172) and advise application is valid for 90 days from date of verification. Inform sponsor a financial dependency determination is required each time the ID card is renewed every 4-years. **Note:** Past financial dependency determinations previously approved by DFAS, a temporary ID card issuance is authorized pending the processing of a renewal financial application; however annotate on DD Form 1172-2, block 21 (formerly DD Form 1172, block 89) sponsor is responsible for medical expenses if the subsequent financial dependency is disapproved by DFAS-IN. **Exception:** If the card is lost or stolen, reissue ID card out to original expiration date. No new financial dependency determination is required. In the case of deceased sponsors, the approved financial dependency determination currently in effect or accomplished at the time of the member's death, may be used for subsequent renewals.
9	Scan process 1172-2 (formerly DD Form 1172) in RAPIDS when all actions are completed and card issued.

21.10. ID Card Processing Procedures for Issue of the DD Form 1934. Eligible military and civilian members do not require a DD Form 1172-2 (formerly DD Form 1172) for issuance of the DD Form 1934.

21.10.1. The member brings the appropriate letter from the medical facility or chaplain's office and presents his or her CAC to Pass and Registration issuing officials. Complete the DD Form 1934 using the information from the CAC. The sponsor will provide information for the "Religion" block. **(T-3).** Eligible civilians are required to complete a DD Form 1172-2 (formerly DD Form 1172).

21.11. Frocking. Frocking is an administrative authorization to assume the title and wear the uniform of a higher military rank, without entitlement to the pay and allowance of that grade. Approval authority for AD members rests with the Deputy Chief of Staff, Manpower, Personnel, & Services (A1). **Note:** Refer to AF General Officer Management (DPG), DSN 697-1181; AF Senior Executive Management (DPS), DSN 695-1190; AF Colonels Management (DPO), DSN 571-342; Chief Master Sergeant Management (DPE), DSN 571-3267. **Exception:** The Commander, Air Force Personnel Center (HQ AFPC/CC) approves/disapproves requests for early pinning to major and lieutenant colonel.

21.11.1. An ID card may be issued reflecting the frocked grade however; the current pay grade remains on both the ID card and DEERS/RAPIDS until the member is officially promoted on the effective date of promotion order.

21.11.2. Do not change the sponsor's pay grade on the ID card or DEERS record. DFAS-Indiana Center 1-888-332-7411 changes pay grade information to DEERS when sponsor is promoted.

21.11.3. Do not reissue a DD Form 1173 to dependents of frocked members until actually promoted.

21.11.4. ANG does not frock members, therefore, no reissuance of an ID card is necessary.

21.12. Verifying Official Responsibility and Site Security Manager. AF VOs review for new information at VOIS at https://www.dmdc.osd.mil/appj/vois/index.jsp, and AFPC myPers at https://mypers.af.mil/app/, and Defense Human Resource Activity (DHRA) at www.cac.mil.

21.13. Dependency Determination Processing Procedures for Illegitimate Children of Male Sponsors when there is no Court Order and the Parents have not Married. When a male member receives approval for Basic Allowance for Housing solely for child support (BAH-diff), this does not automatically qualify the child for DEERS enrollment or issuance of an ID card. The sponsor must provide a court order establishing paternity or a Voluntary Acknowledgement of Paternity (VAP) for the purposes of DEERS enrollment and ID card issuance, if necessary. **(T-3).** See Chapter 4, paragraph 4.9.

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

21.14.1. Are required to provide satisfactory ID whenever presenting authorization letter to military commissary store, exchange, and MWR facilities.

21.14.2. The officer in charge or manager of these facilities will brief individual on procedures when making purchases at the facility. **(T-3).**

21.14.3. The office in charge or manager of these 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.

21.14.4. Authorization remains 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.

21.15. USID Card Stock Ordering. The Warehouse Management System (WMS) is an Air Force Departmental Publishing Office web-based application, and allows a single sign-on system to accounts for ordering physical products at the Army MDD, St. Louis MO. Air Force e-Publishing helpdesk telephone number and country code (312) DSN 754-2438, commercial (202) 404-2438, or http://www.e-publishing.af.mil. **Note:** Printer toner cartridge replacement used for printing the USID card is unit funded locally. DMDC does not provide toner cartridge replacements associated with the existing CAC consumable ordering processes.

21.15.1. Manual Stock. Effective Oct 29, 2010, manual stock is no longer supported by the DoD, DHRA Memorandum, "Cancellation of Manually Produced Identification (ID) Cards. Cancelation of manual forms publishing include: DD Form 1173, DD Form 1173-1, DD Form 2764, DD Form 2765, and DD Form 489.

21.16. Air Force Former Spouse Determination Program. Beginning in late September 2011, the Air Force centralized eligibility determinations for divorced spouses of military members. The Air Force Former Spouse Determination Program provides one-source for DEERS eligibility and ID card issuance information in the event of divorce. See Attachment 7 for initial and redetermination eligibility applications.

21.16.1. Air Force ex-spouses receive individualized guidance through the complex process of determining their eligibility to qualify for ID card benefits and privileges. There are specific eligibility requirements that are met to qualify as a DoD Beneficiary after a divorce as outlined in Chapter 3.

21.16.2. Initial former spouse determination request is submitted by E-mail afpc.dp1ssb.formerspouse@us.af.mil and processed at the Total Force Service Center (TFSC), Air Force Personnel Center (AFPC), Randolph, Joint Base San Antonio (JBSA) for Active and Retired sponsors. ANG and Reserve sponsors are also processed by the TFSC Denver, Air Reserve Personnel Center (ARPC), Buckley AFB CO, and determination request is submitted by E-mail arpc.contactcenter@arpc.denver.af.mil. For assistance, all DEERS beneficiaries call the TFSC 1-800-525-0102 or DSN 665-0102 (country code 312 overseas DSN locations). **Note:** Sponsor may apply on behalf of his or her ex-spouse for initial determination of DEERS eligibility to qualify as a former spouse:

21.16.2.1. Marriage certificate.

21.16.2.2. Divorce decree.

21.16.2.3. Two forms of identity, FIPS 201-2 (formerly I-9), at www.cac.mil, Department of Defense List Of Acceptable Identity Documents.

21.16.2.4. Verification of creditable service. Examples for AD and Retired members - DD Form 214/215 or Statement of Service. ANG/AFR members NGB Form 22, or NGB Form 22a—ANG only, or creditable service document from the ARPC.

21.16.3. If the ex-spouse is unable to obtain the service member's creditable service documents as listed above, contact the Total Force Service Centers (TFSCs) at 1-800-525-0102.

21.16.4. The TFSC San Antonio and Denver provides eligibility letters to ex-spouses who qualify as a former spouse. Ex-spouses who do not meet the eligibility criteria are provided a non-eligibility letters.

21.16.5. Upon presentation of eligibility letter by the ex-spouse, cross-servicing is authorized for issuing the DD Form 2765 to the former spouse. **Note:** Qualifying ANG and Reserve former spouses receive the DD Form 2765 as a DoD Beneficiary, reflecting eligibility to MC, when the military member reaches age 60. Shopping privileges are extended when qualification is met and ID card is issued. See Chapter 3 and Attachments 2 and 6 for eligibility and qualifying criterion.

21.17. Request For DEERS Record Correction. Requests for corrections are made to a person's DEERS record, relating to:

21.17.1. Citizenship.

21.17.2. Gender (See paragraph 2.8.1 for in-service transgender changes).

21.17.3. Date of Birth (DOB).

21.17.4. Name Change/Modification, or

21.17.5. Social Security Number (SSN).

21.18. DEERS Record Correction - Retired Member. Retired military members are encouraged to submit their record correction request by including the retiree's SSN, date of retirement and signature along with the original or a certified copy of the legal document recording the change to AFPC/DP2SSM (ARMS Branch), 550 C Street West, Randolph AFB, TX 78150-4737. Once the correction action is completed by the ARMS Branch, an Air Force Form 281, Notification of Change in Service Member's Official Records is filed in the retired member's military record. The original or certified copy document recording the correction action and a copy of the Air Force Form 281 are provided to the member for their records. A copy of the Air Force Form 281 is forwarded to the DFAS as well for their record update. DFAS sends the change confirmation to the DMDC for update to the retiree's record in the DEERS.

21.18.1. Retired members may also send a copy of their legal document supporting the correction in advance to the DMDC Beneficiary Helpdesk by calling 1-800-538-9552 (Fax number is 831-655-8137), pending confirmation from DFAS. DEERS corrections also include Air Force Board for Correction of Military Records (AFBCMR). See Term Board for Correction of Military Records.

21.19. DEERS Record Correction – Discharged/Separated Member. Former Air Force members who are separated must be able to provide evidence that an error was made when their name was recorded in their official records during their period of service. **(T-3).** If a review of the member's records does not substantiate the evidence of an error being made, the correction/change is not granted. For example, if the name change took place after the member was separated, the correction is not granted. The official personnel record is a historical document of the time period the member served in the Air Force and cannot be altered or changed after the fact. DEERS corrections also include Air Force Board for Correction of Military Records (AFBCMR). See Term Board for Correction of Military Records.

21.20. DEERS Record Correction – Federal Civilian Member. Federal civilian members may submit their record request to their local Civilian Personnel Office (CPO). Members will need to provide an original or certified copy document to their respective human resource office. **(T-3).** For a civilian member, the record correction action is accomplished by updating the member's civilian record through the Defense Civilian Personnel Data System (DCPDS) to the DEERS database.

21.21. DEERS Record Correction – DoD/uniformed Service Contractor Member, Other Federal Agency Employee, or Volunteer/Intern. Record corrections are accomplished through the TASS, formerly, Contractor Verification System (CVS) Program. Members will need to provide an original or certified copy document to their respective TASS Trusted Agent (TA) for processing directly to the DMDC for DEERS database update. **(T-3).**

21.22. DEERS Record Correction – Active, National Guard, and Reserve Member. For a military member affiliated with the Active, National Guard, and Reserve Components, the record correction or modifying action for DEERS is initiated at the member's servicing personnel office by updating MilPDS; however, depending on type of action requested, may result involvement with other agencies who are the Office of Primary Responsibility (OPR) for updating MilPDS. Example: Enlisted member's DOS or officer continuation of service. In this instance, the OPR responsible for updating MilPDS may or may not be co-located with the member's servicing personnel office. Furthermore, the FSS, Military Personnel Section (MPS), or Total Force Service Centers San Antonio & Denver A1 Service Desk at https://gum-crm.csd.disa.mil/ may take further action by documenting the request for correction or modification by opening a Case Management System (CMS), requesting correction to the member's military record within the Military Personnel Data System (MilPDS). DEERS corrections also include Air Force Board for Correction of Military Records (AFBCMR). See Term Board for Correction of Military Records. The following unique personnel data elements for modifying a member's DEERS record occur first within MilPDS directly or by CMS for MilPDS correction, before the DEERS database reflects the correction event:

21.22.1. Modification to a previously verified AD Personnel Begin and End dates in DEERS.

21.22.2. Modification to a previously verified AD Personnel Termination date during a termination from an earlier Projected End Date.

21.22.3. Un-terminate/reinstate a previously verified terminated AD Personnel End date.

21.22.4. Creation of certain Personnel Entitlement Conditions in DEERS. This type of transaction is the result of separations actions taking place with a member in the Selective

Reserve or on AD, qualifying for an AD Transitional Compensation Discharge Due to Misconduct (involving family member abuse). Another type of Personnel Entitlement Conditions in DEERS, includes members who are eligible for retirement; however, are discharged due to misconduct involving family member abuse, known as Retirement Transitional Compensation Discharge Due to Misconduct.

21.22.5. Modification to a previously verified Personnel Entitlement Condition Begin and End dates. This applies to sponsors on AD, Early Alert, National Guard/Reserve Transition Assistance (TA-180 day).

21.22.6. Modification to a previously verified Personnel Entitlement Condition termination date during termination from a Projected End Date. This applies to sponsors on AD, Early Alert, National Guard/Reserve Transition Assistance (TA-180 day).

21.22.7. Modification to a previously verified Transition Assistance (TA-180 day) Conditions Begin and End dates. This applies to sponsors for the National Guard/Reserve demobilized from a named contingency, involuntary separation from AD, Stop/Loss separation from AD or from a voluntary extension in support of a contingency.

21.22.8. Modification to a previously verified Reserve Component Category Code (RSVCC).

21.22.9. Modification to a previously verified Unit Identification Code (UIC).

21.22.10. Modification to a previously verified citizenship, gender, date of birth, name change, and social security change.

21.23. Contracted/Enlisted Air Force Reserve Officer Training Cadet (ROTC). Members assigned to the Obligated Reserve Section (ORS) are eligible for shopping privileges at commissaries, exchanges, and MWR facilities. The ROTC Web Intensive New Gain System (WINGS) record creation and submission to AFPC, then to DMDC creates a cadet's DEERS enrollment. Refer to Chapter 13. Refer to AFI 36-3026, Volume 2. Cadets under age 23, who have not graduated and are an eligible dependent of a sponsor, remain eligible for the DD Form 1173 or DD Form 1173-1. See Chapters 15 and 16.

21.24. AF RAPIDS Workspace Recommendations.

21.24.1. The following RAPIDS workspace recommendations are provided as examples for establishing a suitable work environment according to local real-world conditions. **Note:** Depending on mission requirements, the workspace recommendations may or may not apply to AoR locations or Deployable RAPIDS work site locations.

Figure 21.1. Rapids Workstation Layout (Large).

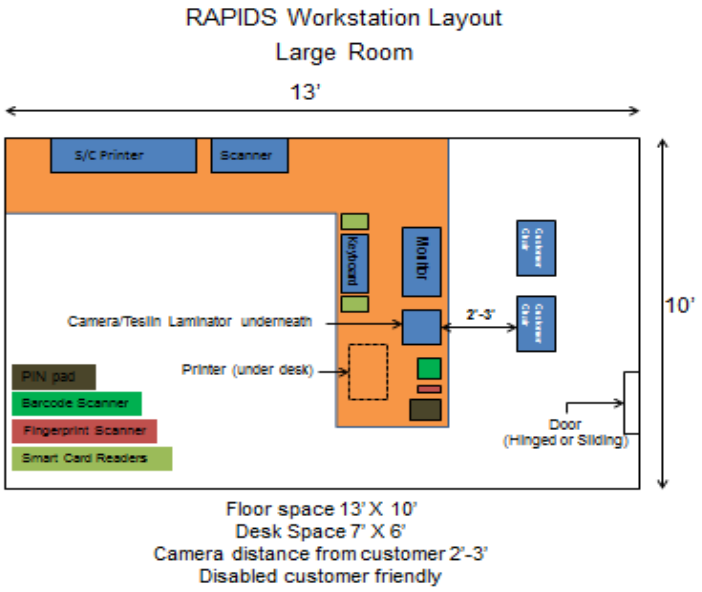


Figure 21.2. Rapids Workstation Layout (Medium).

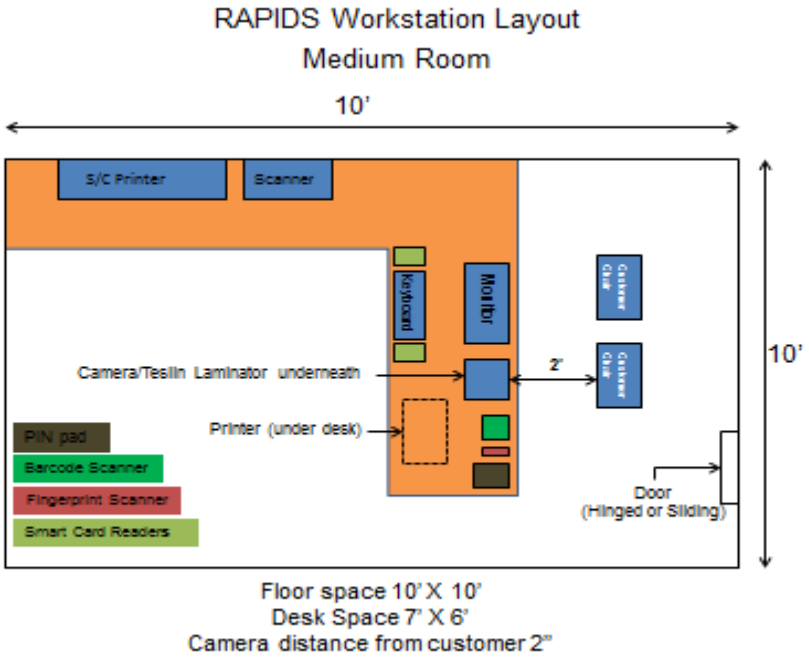
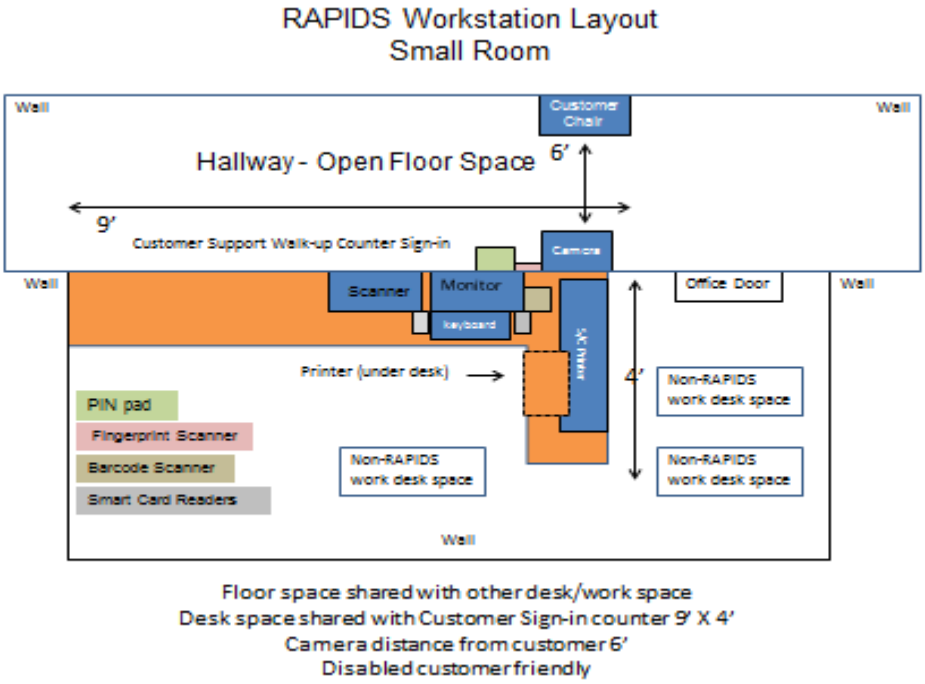


Figure 21.3. Rapids Workstation Layout (Small).



Floor space shared with other desk/work space
Desk space shared with Customer Sign-in counter 9' X 4'
Camera distance from customer 6'
Disabled customer friendly

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 is done by DFAS Kansas City Center when the sponsor is actually advanced or promoted.

22.2.3. The frocking authority may be a letter authorization or contained in web orders.

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. Also refer to paragraph 4.6.3 for redetermination of permanent incapacitation application.

Table 22.1. Initial Processing Procedures for Incapacitated Children Over Age 21.

STEP	ACTION
1	The member submits the following documents to HQMC (MFP-1 for AD 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 contains: 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).
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). AD members shall submit this form in accordance with Marine

	Corps Order (MCO) P1751.3F. The financial dependency determination at a minimum is renewed every 4-years. In the case of deceased sponsors, the approved financial dependency determination currently in effect or accomplished at the time of the member's death, may be used for subsequent renewals.
5	If the incapacitated child of a retiree, a statement of disallowance from the SSA indicating that the child is not eligible for Medicare Part A and/or B is required. If the child is eligible for Medicare Part A and/or B evidence of the coverage and effective date is 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. AD sponsors process through HQMC (MFP-1), while retired sponsors process through HQMC (MMSR-6).

22.5.1.2. Retiree sponsors 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 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 parent-by-adoption of a civilian employed overseas. **Exception:** This also 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 is entered on the DD Form 1172-2, block 21 (formerly DD Form 1172, block 89).

22.6. Wards. A ward eligible under paragraph 4.13 requires a dependency determination (over 50 percent support). AD sponsors process through HQMC (MFP-1), while retired sponsors go through HQMC (MMSR-6). Temporary ID cards are not authorized (for initial issue/renewal) pending HQMC approval.

22.6.1. AD personnel shall complete a DD Form 137-7, *Dependency Statement-Ward of a Court* in accordance with MCO P1751.3F when applying in behalf of a dependent ward (see Attachment 25), have it notarized and forward to HQMC (MFP-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. **Note:** Spousal benefits end at midnight on the day the marriage is legally terminated. If the divorcee fails to make a timely application for benefits as an unremarried former spouse (20/20/20) or (20/20/15), the statement specifically indicates if he or she has ever had employer-sponsored health care at any time (from/to dates) after the divorce to be relevant from a benefits/eligibility determination perspective.

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. Dependents of AD Members (31 days or more) Separated Due to Dependent Abuse and Eligible for Transitional Privileges on or After 30 November 1993: The HQMC (MFC-2) is the approving authority for transitional compensation applications. Approved applications are forwarded to HQMC (MFP-1) for update in DEERS, as appropriate.

22.10. Security and Accountability of Manually Prepared ID Cards. As noted in table 1.1, all manually prepared DD Forms have been canceled with the exception of the DD Form 1934. The Marine Corps Stock list of Forms (SL-8-09993A) provides procedures for strict accountability, security and disposal of these forms.

22.11. Forms Management. Machine readable USID card stock is ordered through the Navy supply system.

22.12. 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. See Service specific paragraphs within this instruction for further information.

23.1.1. Coast Guard Frocking. In accordance with Commandant Instruction M1000.2, commanding officers may request authority from CG-PSC (epm-2) to frock enlisted members. Commands outlined in Commandant Instruction M1000.3 may request authority from CG-PSC (opm-1) to frock officers. **Note:** Do not change the sponsor's pay grade in DEERS. The pay grade is changed by automatic data feed when the sponsor is actually advanced or promoted. Additionally, do not re-issue DD Form 1173 to dependents of frocked sponsors until the sponsor is actually advanced or 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. 10 U.S.C. § 1072 indicates the incapacitation had 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 ID code eligibility. Also refer to paragraph 4.6.3 for redetermination of permanent incapacitation application.

23.2.2. Mail the documentation listed in Table 23.1 to Commanding Officer (RAS), US Coast Guard Pay and Personnel Center, 444 SE Quincy Street, Topeka, KS 66683-3591. Specific questions should be directed to PPC RAS at (785) 339-3441.

23.2.3. Coast Guard forms can be found at http://www.uscg.mil/ppc/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 states 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 states 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 is 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 SSA stating child is not entitled to Medicare Part A.
4	A completed CG 2020 (Dependency Worksheet) and CG 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 documentation requirements apply to all initial applications. Applicants applying for renewals should contact PPC (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), US Coast Guard Pay and Personnel Center, 444 S.E. Quincy Street, Topeka, KS 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 2020C).
5	Spouse's ID card (if already surrendered to sponsor or ID issuing facility, state where and when).

23.3.3. PPC (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 NPRC, which can substantially delay the process. If a NRPC records review is necessary, the former spouse is informed by PPC 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 2020 (Dependency Worksheet) and CG 2020A (Support Statement) for parents.

23.4.2. Mail the information to Commanding Officer (RAS), US Coast Guard Pay and Personnel Center ,444 SE Quincy Street, Topeka, KS 66683-3591. Specific questions should be directed to PPC (RAS) at (785) 339-3441.

23.5. Coast Guard. Illegitimate Children of a Male Spouse, Sponsor, or Same-Sex Marriage Spouse - 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, sponsor, or same-sex marriage spouse.

23.5.2. Mail information below to Commanding Officer (RAS), US Coast Guard Pay and Personnel Center, 444 SE Quincy Street, Topeka, KS 66683-3591. Specific questions should be directed to PPC (RAS) at (785) 339-3441. See Table 23.3 for Coast Guard members.

Table 23.3. Required Documentation for Illegitimate Children of a Male Spouse or Sponsor under Age 21.

ITEM	REQUIRED DOCUMENTATION
1	A completed CG 2020 (Dependency Worksheet) and CG 2020A (Support Statement). Signatures are notarized.
2	Certified copy of child's birth certificate. The birth certificate is required to show the name of at least one parent.
3	Certified statement from male spouse, sponsor, and same-sex married spouse 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 2020 (Dependency Worksheet) and CG 2020A (Support Statement) are approved for all wards. Coast Guard commands will assist AD members with their applications. Coast Guard Pay and Personnel Center (RAS) will assist and process applications for retired and former members.

23.7. Coast Guard, United States Public Health Service, and National Oceanic and Atmospheric Administration Manual Card Stock:

23.7.1. Manual administration and preparation of ID cards are no longer authorized. (See paragraph 1.2).

23.7.2. All Coast Guard, United States Public Health Service, and National Oceanic and Atmospheric Administration issuing facilities are authorized to issue the RAPIDS machine-readable DD Forms 1173 or 2765 for members being involuntarily separated and eligible for the TAMP. Direct questions to the Service project officer reflected in paragraphs 25.1.5 - 25.1.7.

23.8. Common Access Card (CAC) issuance to employees of Other Federal Agencies when performing duties with the Coast Guard:

23.8.1. In accordance with DoD Directive-Type Memorandum (DTM) 08-003. "Next Generation CAC Implementation Guidance," Incorporating Change 5, October 8, 2013, employees of other government agencies (non-DoD and non-Coast Guard federal civilians, state employees, or local governmental officials) may be eligible for a CAC.

23.8.2. Determination of eligibility is based on type and frequency of access to Coast Guard facilities, DoD facilities, or networks necessary to effectively support the authorizing organization's mission. The sponsoring Coast Guard organization must determine eligibility and ensure actions listed in Table 23.4 are completed prior to record creation in the TASS, formerly CVS, and CAC issuance. Questions regarding eligibility and procedures should be directed to the Service DEERS Project Officer reflected in paragraph 25.1.5.

Table 23.4. Eligibility and Procedural Requirements for CAC Issuance to Employees of Other Federal Agencies when Performing Duties with the U.S. Coast Guard.

STEP	PROCEDURE
1	Coast Guard sponsors will use the policy contained in this manual and the following references to determine the necessity and eligibility for CAC issuance to non-Coast Guard personnel: 1. DoD Directive Type Memorandum (DTM) 08-003, "Next Generation CAC Implementation Guidance," Incorporating Change 5, October 8, 2013. 2. Defense Human Resources Activity Headquarters Memo, "DEERS/RAPIDS Lock Down for Additional Populations" dated 29 Oct 2010. 3. Personnel Security and Suitability Program, COMDTINST M5520.12C. 4. Security and Information Assurance Manual, COMDTINST M5500.13C.
2	Sponsoring Coast Guard organizations must nominate a command representative to become the sponsor's TASS Trusted Agent (TA). The designated representative must complete the TASS TA training and designation process. **Note:** DEERS/RAPIDS site security managers (SSMs), verification officials (VOs), or the Coast Guard DEERS/RAPIDS Project Officer cannot be designated as a TASS Trusted Agent Security Manager (TASM) or TA.
3	Prior to the creation of a record in TASS and issuance of a CAC to an employee of another federal agency, the employee's Coast Guard sponsor must determine: 1. The employee will perform duties that require issuance of a CAC: a. The individual requires both access to a Coast Guard or DoD facility and access to Coast Guard or DoD networks either on site or remotely or b. The individual requires remote access to Coast Guard or DoD networks that use only the CAC logon for user authentication. 2. The employee has proof of his/her claimed identity. All personnel must present two forms of ID source documents in the documents original form: a. The ID source documents come from FIPS 201-2 (formerly I-9), at www.cac.mil, Department of Defense List Of Acceptable Identity

	Documents. b. At least one document from the FIPS 201-2 list is a valid (unexpired) State or Federal Government-issued picture ID. The photo ID requirement cannot be waived. 3. The employee has completed the required background vetting per the Coast Guard Personnel Security and Suitability Program. At a minimum, a completed FBI fingerprint check with favorable results and submission of a National Agency Check with Inquiries (NAC/I) is required. **Note:** A CAC is not authorized for a period less than 30 days. A short-term logon user name and password for access to the Coast Guard's network may be issued for individuals performing duties for a period of less than 30 days.
4	Upon CAC issuance, the employee must compete the following prior to accessing the Coast Guard Data Network (CGOne): 1. Information systems Security (ISS) Training, 2. Automated Information Systems (AIS) User Acknowledgement Form (CG-5500a), and 3. DHS Non-Disclosure Agreement form (DHS Form 11000-6(08-04).
5	Upon completion of the employee's assignment with the Coast Guard, the sponsoring organization's TASS TA will ensure: 1. Collection and proper disposition of the CAC that was issued to the individual, 2. Access to CG Standard Workstation, CGOne, and DHS/DoD System [including Common Access Card Remote Access Service (CACRAS)] is revoked, 3. All government files, documents, and government furnished property (laptop, USB hard drive, cell phone, etc.) are returned to the U.S. Coast Guard, 4. The employee's name is removed from any United States Coast Guard (USCG) Access List (Secret Internet Protocol Router Network (SIPRNET)/Sensitive Compartmented Information Facility (SCIF), etc.), and 5. The employee signs a DHS Non-Disclosure Agreement Form (DHS Form 11000-6(08-04),

23.9. Renewal of Common Access Card (CAC) for employees of Other Federal Agencies:

23.9.1. If an employee's duties with the Coast Guard continue after the original expected termination date, the sponsor's TASS TA must once again verify that all requirements listed above have been met and update the record in TASS. A new CAC may be issued after the record has been updated.

23.10. Coast Guard Security and Accountability of Armed Forces Identification Cards: Coast Guard issuing facilities ensure that unused CAC, non-Integrated Circuit Chip (ICC), and USID card stock is stored in a locked area. All card stock (used, unused, or discarded) is accounted for. Report any discrepancies to the Command Security Officer via the chain of command.

23.11. Coast Guard Storage of Manual Card Stock: N/A (see paragraph 23.7.1).

23.12. Coast Guard Audit and Inventory of Manual Card Stock: N/A (see paragraph 23.7.1).

23.13. National Oceanic and Atmospheric Administration (NOAA). Direct questions to the Service DEERS Project Officer reflected in paragraph 25.1.6.

23.14. United States Public Health Service (USPHS). Direct questions to the Service DEERS Project Officer reflected in paragraph 25.1.7. See the following USPHS service specific information, paragraphs 23.15 – 23.20.

23.15. USPHS Temporary Promotions. The PHS Commissioned Corps has two types of grades and therefore two types of promotions: permanent and temporary. An officer's permanent grade is mandated by law and is initially based on creditable training and experience. Promotions in the permanent grade are subsequently based on years of service. An officer's temporary grade is also initially based on creditable training and experience, time in service and time in grade; however promotions in temporary grade may at times occur without respect to years of service in order to meet the needs of the mission of the agency to which the officer is assigned. By law, an officer is required to hold a temporary grade for at least 1 year before he/she is eligible for promotion to the equivalent permanent grade; consequently an officer's temporary grade is always equal to or higher than his permanent grade. The temporary grade determines an officer's rank and pay. When presented with a PHS Promotion Order, the issuing or VO may update DEERS based on the temporary grade or highest rank reflected on the order. Questions should be directed to the Service Project Officer at (240) 453-6131 or phsdeersgibill@hhs.gov.

23.16. USPHS. Incapacitated Children Over Age 21 (All Applications):

23.16.1. The USPHS service project office shall assist sponsors and other applicants when processing initial applications for incapacitated children. 10 U.S.C. § 1072 indicates the incapacitation had occurred while a dependent of a member or former member. USPHS will follow the guidance listed in Chapter 4.6 of this instruction. Also refer to paragraph 4.6.3 for redetermination of permanent incapacitation application.

23.16.2. Mail the documentation listed in Table 23.X to the Division of Commissioned Corps Personnel and Readiness (DCCPR), ATTN: DEERS, 1101 Wootton Parkway, Plaza Level, Ste. 100, Rockville, MD 20852. Specific questions should be directed to the Service Project Officer at (240) 453-6131 or phsdeersgibill@hhs.gov.

23.16.3. Detailed guidance and USPHS forms can be found at http://dcp.psc.gov/CCMIS/ .

Table 23.5. 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. Physical Incapacitation. The evaluation states 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 states 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 is 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 SSA stating child is not entitled to Medicare Part A.
4	A completed DD Form 137-5, "Dependency Statement – Incapacitated Child Over Age 21" and, PHS-1637-1"Public Health Service Commissioned Officer's Request for Dependency Determination."
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.

23.16.4. The documentation requirements apply to all initial applications. Applicants applying for renewals should contact the Service Project Office for determination on renewal documentation required.

23.17. USPHS. Unremarried Former Spouses (Initial Application):

23.17.1. The USPHS Service Project Office shall assist sponsors and other applicants when processing initial applications as an URFS.

23.17.2. Mail the documentation listed in Table 23.2 to the Division of Commissioned Corps Personnel and Readiness (DCCPR), ATTN: DEERS, 1101 Wootton Parkway, Plaza Level, Ste. 100, Rockville, MD 20852. Specific questions should be directed to the Service Project Officer at (240) 453-6131 or phsdeersgibill@hhs.gov.

Table 23.6. 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	USPHS Former Spouse Certificate of Eligibility (contact Service Project Office).

23.17.3. USPHS Service Project Office will complete determination and mail results directly to Former Spouse applicant.

23.18. USPHS. Parents/Parent's-in-law, Stepparents and Parents-by-Adoption (All Applications):

23.18.1. USPHS Service Project Office will assist sponsors and parent applicants when processing initial applications.

23.18.2. Mail the documentation listed in Table 23.x to the Division of Commissioned Corps Personnel and Readiness (DCCPR), ATTN: DEERS, 1101 Wootton Parkway, Plaza Level, Ste. 100, Rockville, MD 20852. Specific questions should be directed to the Service Project Officer at (240) 453-6131 or phsdeersgibill@hhs.gov.

Table 23.7. Required Documentation for Parents/Parent's-in-law, Stepparents and Parents-by-Adoption (All Applications).

ITEM	REQUIRED DOCUMENTATION
1	Form PHS-1637-1, "Public Health Service Commissioned Officer's Request for Dependency Determination," DD Form 137-3, "Dependency Statement – Parent," and DD Form 1172-2, "Application for Uniformed Services Identification Card/DEERS Enrollment."
2	Parent's proof of income.
3	A copy of the parent's tax return.
4	Supporting documentation for ALL claimed expenses.

23.19. USPHS. Illegitimate Children of a Male Spouse, Sponsor Under Age 21 (Initial Application):

23.19.1. DEERS enrollment for the purposes of obtaining medical benefits requires a court order or Voluntarily Acknowledgement of Paternity (VAP) Form. The court order indicates 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.

23.19.2. Mail the documentation listed in Table 23.x to the Division of Commissioned Corps Personnel and Readiness (DCCPR), ATTN: DEERS, 1101 Wotton Parkway, Plaza Level, Ste. 100, Rockville, MD 20852. Specific questions should be directed to the Service Project Officer at (240) 453-6131 Specific questions should be directed to the Service Project Officer at (240) 453-6131 or phsdeersgibill@hhs.gov.

Table 23.8. Required Documentation for Illegitimate Children of a Male Spouse or Sponsor under Age 21.

ITEM	REQUIRED DOCUMENTATION
1	Court order or Voluntarily Acknowledgement of Paternity (VAP) Form.
2	DD Form 1172-2
3	Any other applicable documentation discussed in paragraph 4.9.1.

23.20. USPHS Security and Accountability of Armed Forces Identification Cards: PHS issuing facilities ensure that unused CAC, non-Integrated Circuit Chip (ICC), and USID card stock is stored in a locked area. All card stock (used, unused, or discarded) is accounted for. Report any discrepancies to the Command Security Officer via the chain of command.

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*:*

24.1.2. Some individuals may choose to waive their retired pay to receive "tax-exempt" disability compensation from the DVA as it is more advantageous for monetary reasons; however, this has no effect on their entitlement to a DD Form 2, Retired (Blue) ID card:

24.1.3. The member should be reflected in retired status in DEERS and issued the DD Form 2 Retired.

24.1.4. Their eligible dependents are issued the DD Form 1173 reflecting eligibility to TRICARE, MC in Uniformed Services MTFs, including commissary, exchange, and MWR privileges. **Note:** The DVA will determine eligibility for a dependent parent, parent-in-law, stepparent, or parent-by-adoption of a DAV. No dependency determination application is submitted to the uniformed Services personnel or finance offices for approval (see paragraph 24.2.5).

24.1.5. 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 over CHAMPVA.

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. The DVA Regional Offices generate a veteran's eligibility letter. The eligibility letter content is often dependent upon the information entered by the Regional Office case worker. As a result, variations occur among the DVA Regional Office letters provided to an eligible veteran and presented to RAPIDS SSMs/VOs; these eligibility letters may not necessarily conform to the guidance within this instruction, including the sample template letter in Attachment 20. **Note:** See paragraphs 24.4 and 24.7 for members who received less than other honorable discharge.

24.2.1. In order for an eligible veteran to receive an ID card from the DoD/uniformed Services issuing facilities, a letter from the DVA certifies that the veteran is entitled to commissary and exchange privileges, and indicates whether a medical reevaluation is necessary.

24.2.2. Presentation of posthumous determinations, indicating the 100 percent disability award to the deceased veteran is made available to surviving spouses, same-sex marriage spouses, and dependents. See paragraph 24.2.2.

24.2.3. One specific area of confusion occurs when a Disabled Veteran (DAV) seeks to obtain 100% DAV status and the associated DD Form 2765, Department of Defense/Uniformed Services Identification and Privilege Card. An eligible veteran may present a total disability rating less than 100%, but is determined to be unemployable (compensation based on unemployability, see paragraph 24.2.4). This situation applies to veterans who are on the PDRL as well as those who are on the TDRL.

24.2.4. Veterans who are determined to be unemployable by the DVA, shall be enrolled in DEERS as 100% DAV (DAVTMP or DAVPRM), even if the DVA eligibility letter shows a total disability rating less than 100%. **(T-0).** Terminology and letter format used by the DVA that RAPIDS SSMs/VO's may see in the eligibility letter, qualifying a veteran for 100% DAV status for DEERS are:

24.2.5. 100-perecent disabled from a service-connected injury or disease, or

24.2.6. 100% disabled, or

24.2.7. Unemployable, or

24.2.8. Individually unemployable. **Note:** Commissary, Exchange and MWR benefits are authorized for all former members enrolled as 100% disabled, even if not specifically stated in the VA letter.

24.3. 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. Memorandum 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.

24.3.1. A General Discharge Under Honorable Conditions. A Honorable discharge is required in order for veteran (who is rated 100 percent disabled) to qualify for DEERS enrollment and for ID card issuance. A General discharge (under honorable conditions) is not considered an Honorable discharge. Therefore, veterans who are rated 100 percent disabled with a General discharge under honorable conditions do not qualify for DEERS enrollment, including their family members, or an ID card issued from RAPIDS; reference DoDI 1332.14, Enlisted Administrative Separation, (Enclosure 4), paragraph 3, Characterization of Service or Description of Separation, subparagraph b Characterization of Service, (2) Types of Characterization.

24.3.2. Additionally, veterans (both enlisted and officer) who receive less than other honorable discharge for any period of service, e.g., dishonorable, other than honorable, or uncharacterized (unknown), they and their family members are not eligible for DEERS enrollment or ID card issuance. Furthermore, members who received an honorable discharge from one branch of service, and subsequently, served with another branch of service, and receive a discharge less than honorable, they and their family members are not eligible for DEERS enrollment or ID card issuance.

24.3.3. 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 paragraph 24.2.5.

24.3.4. These individuals and their family members are not entitled to TRICARE or MC through the Uniformed Services MTFs and receive their medical benefits through the Civilian Health and Medical Program, Department of Veteran Affairs (DVA). See Attachment 2, Tables A2.11 and A2.12.

24.3.5. A copy of a DD Form 214 reflecting an honorable discharge is also required.

24.4. 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 AD dependent over age 65. **Note:** Information and eligibility concerning Social Security benefits may be obtained by contacting the SSA (See paragraph 25.5).

24.5. TRICARE. TRICARE Eligibility for AD 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 AD spouse or child are entitled to benefits under Medicare, Part A Hospital insurance, regardless of age:

24.5.1. 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.

24.5.2. TRICARE for Life (TFL) is TRICARE'S version of a Medicare supplemental plan. TFL beneficiaries, Medicare becomes the primary insurance carrier, and TFL is secondary. DoD/uniformed Services and TFL programs do not issue a separate insurance card, with the exception of ID cards authorized within this instruction. (See Table 1.1 for types of ID cards). Eligibility for TFL is extended to retired members (at or over age 65), their qualifying 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.

24.5.3. 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 SSN.

24.5.4. 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 is required to 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.

24.5.5. Fraud, Waste, and Abuse. DoD, Uniformed Services and other federal agencies are committed to preventing, identifying, and assisting in the prosecution of identity and health

card fraud. To report instances of fraud, contact DMDC 1-800-538-9552 or www.cac.mil or the Defense Health Activity (DHA, Attention Program Integrity, 16401 East Centretech Parkway, Aurora, CO 80011-9066.

24.5.6. MilConnect eCorrespondence. eCorrespondence is available online for TRICARE Enrollment cards, Children Age 21/23 Eligibility Change Letters, and Medicare Letters at https://www.dmdc.osd.mil/milconnect.

24.5.6.1. Active, National Guard, Reserve members on AD or Early Alert status automatically receives an E-mail notification to their personnel E-mail address in place of a mailed letter.

24.5.6.2. Family members and non-AD populations preferring E-mail correspondence also receive an E-mail notification when available.

24.5.6.3. Sponsors are able to view enrollment cards for their eligible family members, if otherwise qualifying for DEERS. Family members over age 18 are also able to obtain a DS Logon and access their information themselves under their own account.

24.6. 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 AD members, qualify for Medicare Part A Hospital Insurance Benefits, they must apply for those benefits – they are not automatically provided. **(T-2).** It is important for VOs 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.

24.6.1. 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	Members placed on the TDRL, Medicare Part A and Part B eligibility impact TRICARE entitlement. Refer to Beneficiary Counseling Assistance Coordinator (BCAC), MTF for information.
3	Members being placed on the PDRL after having been on TDRL (for at least 24 months), apply for a formal determination of eligibility for Medicare Part A Hospital Insurance benefits from the SSA. Refer to BCAC, MTF for information.

24.6.2. 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 may 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.

24.6.3. 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.

24.6.4. 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).

24.7. 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.

24.8. 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.

24.9. Applying for Equitable Relief. Refer the beneficiary to the DEERS Support Office (DSO) when you believe that an agent of DoD has misrepresented a beneficiary's entitlement to Medicare Part A or Medicare Part B:

24.9.1. 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.

24.9.2. The DSO does not attempt to assign blame, only to assist the beneficiary in receiving the proper entitlement:

24.9.3. Beneficiaries are asked to write the circumstances regarding their non-election during their original entitlement period to the DSO:

29.9.4. 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 allows the beneficiary to receive Medicare Part A as of their original entitlement date, and to receive Medicare Part B as of either:

24.9.4.1. Their original entitlement date upon payment of back premiums, or;

24.9.4.2. The 1st day of the month in which the beneficiary applies for Equitable Relief.

24.9.4.3. If beneficiaries are interested in Equitable Relief, they may contact the DEERS Beneficiary Telephone Center, Monday-Friday, from 0600-1530 (Pacific Time) at 1-800-538-9552.

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/RESERVE/RETIRED ARMY* - DEPARTMENT OF THE ARMY, U.S. Army Human Resources Command, 1600 Spearhead Division Ave, Fort Knox, KY 40122, (502) 613-9029 or 1-888-276-9472, E-mail: usarmy.knox.hrc.mbx.tagd-deers@mail.mil.

25.1.1.1. *ARMY GUARD- ARMY GUARD*- National Guard Bureau, NGB-ARP-DA (Field Systems Ops), 111 South George Mason Drive, Arlington, Virginia 2204, 1-800-810-9183. Fax: (703) 607-8448 or DSN: 327-8448; E-mail deers.rapids@ng.army.mil.

25.5.2. *ACTIVE/RETIRED NAVY* - DEPARTMENT OF THE NAVY**,** Navy Personnel Command (PERS-31D), 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/DP3SA, 550 C Street West, , JBSA Randolph Texas 78150-4739, (210) 565-2089 or DSN 665-2089; Fax: DSN 665-6244 or (210) 565-6244; E-mail: deers@us.af.mil.

25.1.3.1. *AIR FORCE –TOTAL FORCE SERVICE CENTER - SAN ANTONIO & DENVER* (Active, National Guard, and Reserve) 1-800-525-0102.

25.1.3.2. *AIR FORCE RESERVE/AIR NATIONAL GUARD* - HQ AIR RESERVE PERSONNEL CENTER, 18420 East Silver Creek Ave, Bldg 390, MS68, Buckley AFB, Colorado 80013, (720) 847-3608/3609 or DSN 847-3608/3609; Fax (478) 327-2215, DSN 497-2215; E-mail: tfsc@mailds01.csd.disa.mil.

25.1.4. *ACTIVE MARINE CORPS* - Headquarters, U.S. Marine Corps, Manpower and Reserve Affairs (MFP-1), 2008 Elliot Road, Quantico, Virginia 22134-5103, (703) 784-9188 or DSN 278-9188.

25.1.4.1. *MARINE CORPS RESERVE* - Commander, MARFORRES, Code 7AA, 4400 Dauphine Street, New Orleans Louisiana 70146-5440, (504) 697-7180 or DSN 647-7180. Fax: (504) 697-9733.

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/RESERVE COAST GUARD* - UNITED STATES COAST GUARD, Coast Guard Personnel Service Center (PSC), U.S. Coast Guard Stop 7200, 2703 Martin Luther King, Jr., Ave SE, Washington, DC 20593-7200 (202) 795-6642.

25.1.5.1. *RETIRED COAST GUARD* – Commanding Officer (RAS), USCG Pay and Personnel Center (PPC), 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 Personnel and Readiness, DCCPR, 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, Maryland 20852, (240) 453-6131. Fax: (240) 453-6134, E-mail phsdeersgibill@hhs.gov.

25.1.8. DoD/Uniformed Services Civilian Retiree ID Card - Benefits Workforce & Life Program Division (formerly the Civilian Personnel Management System, Field Advisory Services Division (FAS), Benefits & Entitlements Branch at (703) 882-5197 for verification of member's federal retirement.

25.2. DMDC SUPPORT CENTER-CONUS. Fort Knox, KY, 1-800-3-RAPIDS (1-800-372-7437), DSN 878-2856 (country code 312).

25.2.1. DMDC SUPPORT OFFICE**.** 400 Gigling Road, Seaside, CA 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). Yongsan Army Garrison, Bldg S5450, Seoul South Korea 140-766; telephone 82-2-7916-6198 (DSC-Asia main number), 82-2-7916-6197, DSN 315-736-6198 / 6197, E-mail: helpdesk-dsoa@korea.army.mil.

25.4. DMDC SUPPORT CENTER-Europe (DSC-E). U.S. 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; Fax: +49(0)6371-86-7672, E-mail dodhra.beau-alex.dmdc.list.dsc-europe-helpdesk@mail.mil.

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

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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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"
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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"
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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"
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AFMAN 33-363, *Management of Records,* 1 March 2008

Prescribed Forms
None

Adopted Forms
AF Form 679, Air Force Publication Compliance Item Waiver Request/Approval
DD Form 577 *Appointment/Termination Record – Authorized Signature*
DD Form 1172-2, *Application for Department of Defense Common Access Card DEERS Enrollment* (formerly *DD Form 1172, Application for Uniformed Services Identification Card-DEERS Enrollment*

DD Form 2ACT, *Armed Forces of the United States Geneva Conventions Identification Card (Active) (Green)*
DD Form 2RES, *Armed Forces of the United States Geneva Conventions Identification Card (Reserve) (Green)*
DD Form 2RET, *United States Uniformed Services Identification Card (Retired) (Blue)*
DD Form 1173S, *United States Uniformed Services Identification and Privilege Card (Tan)*
DD Form 1173-1, *United States Uniformed Services Identification and Privilege Card (Red)*
DD Form 1934, *Geneva Conventions Identity Card for Medical and Religious Personnel Who Serve in or Accompany the Armed Forces*
DA Form 1602, *Civilian Identification Card (Accountable)*
DD Form 2764, *United States DoD/Uniformed Services Civilian Geneva Conventions Card (Storage Safeguard)*
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*
DD Form 2842, *Subscriber Certificate Acceptance and Acknowledgement of Responsibilities*

Abbreviations and Acronyms

AD – Active Duty
ADT – Active Duty for Training
AFRIMS - Air Force Records Information Management System
ANG - Air National Guard
AR - Army Regulation
ARNG - United States Army National Guard
ARPC - Air Reserve Personnel Center
AWOL - Absent Without Leave or Unauthorized Absence Status
BUMED - Bureau of Medicine and Surgery
BUPERS - Bureau of Naval Personnel
CAC - Common Access Card
CAR - Customer Account Representative
CHC - Civilian Health Care
CID - Criminal Investigative Command
CONUS - Continental United States
CSD - Customer Service Desk
DA - Department of the Army
DAV - Disabled Veteran
DBIDS - The DoD Biometric Identification System
DC – Direct Care
DEERS - Defense Enrollment Eligibility Reporting System
DFAS - Defense Finance and Accounting Service
DFAS-CL - Defense Finance and Accounting Service - Cleveland Center
DFAS-IN - 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
DSC - Defense Manpower Data Center Support Center
DSC-A - Defense Manpower Data Center Support Center – Asia
DSC-E - Defense Manpower Data Center Support Center – Europe
DSN - Defense Switched Network
DSO - DEERS Support Office
DVA - Department of Veterans Affairs
EAD - Extended Active Duty
EST - Eastern Standard Time
ETS - Expiration of Term of Service
FM - Field Manual
FSO - Financial Services Office
FSS - Force Support Squadron
GS - General Schedule
IADT – Inactive Duty for Training
ID - Identification
IMA - Individual Mobilization Augmentee
INCAP - Incapacitated, permanent
INCT - Incapacitated, temporary
IRR - Individual Ready Reserve
MACOM - Major Army Command
MAJCOM - Major Command
MC - Medical Care
MCO - Marine Corps Order
MPF - Military Personnel Flight
MS - Medical Service
MSO - Military Service Obligation
MTF - Medical Treatment Facility
MWR – Morale, Welfare, and Recreation
NCIS - Naval Criminal Investigative Service
NCO - Noncommissioned Officer
NOAA - National Oceanic and Atmospheric Administration
NON-PO - Non-Petty Officer
NPRC - National Personnel Records Center
PDRL - Permanent Disability Retired List
PIRR - Participating Individual Ready Reserve
PFP - Partnership for Peace
PSD - Personnel Support Detachment
RAPIDS - Real-time Automated Personnel Identification System
RCSBP - Reserve Component Survivor Benefit Plan
RDS - Records Disposition Schedule
ROTC - Reserve Officer Training Corps
SA - Special Agent
SPD - Special Program Designator
SSA - Social Security Administration

SSB - Special Separation Benefit
SSN - Social Security Number
SVO - Super Verifying Official
TASS – Trusted Associate Sponsorship System
TAMP - Transition Assistance Management Program
TAP - Transition Assistance Program
TDRL - Temporary Disability Retired List
TDY - Temporary Duty
UMFS - Unmarried Former Spouse
UMW - Unmarried Widow
UPRG - Unit Personnel Record Group
URFS - Unremarried Former Spouse
URW - Unremarried Widow
USAF - United States Air Force
USA - United States Army
USCG - United States Coast Guard
USD - Under Secretary of Defense
USD (P&R) - Under Secretary of Defense, Personnel and Readiness
USMC - United States Marine Corps
USN - United States Navy
USC - United States Code
USPHS - United States Public Health Service
USS - United Seaman's Service
VO - Verifying Official
VOIS - Verifying Official Information System
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 AD 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 AD 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 AD 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).
AD - 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]).

AD for a Period of 31 days or more - AD under a call or order that does not specify a period of 30 days or less. When the "AD for a Period of More than 30 Day" is established by consecutive set of orders, their eligible dependents become entitle to TRICARE medical benefits on the first day of the set of orders that brings the period of AD over 30 days.

AD for Training - A tour of AD 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 AD for training is completed. It includes annual training, special tours of AD 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 MC, 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 AD member or retiree who is adopted by a nonmilitary member after the death of the sponsor remains eligible for MC 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.)

AOR - The geographical areas associated with a combatant command, Area of Responsibility (AOR) that includes Theater of war, Theater of operations, Combat zone, or Communication zone where a combatant commander has authority to plan and conduct operations.

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.

Board for Correction of Military Records - The Secretary of a Military Department, acting through a board for correction of military records, has the authority to change any military record when necessary to correct an error or remove an injustice. A correction board may consider applications for correction of a military record, including a review of a discharge issued by courts martial. Refer to uniformed Services Board for Correction of Military Records.

Biometric - The measurement and analysis of unique physical or behavioral characteristics such as fingerprints, face and retina recognition, or palm print as a means of verifying a person's identity.

Certified Copy - Identity and eligibility documents should be original or certified copies. A certified copy is a document that is certified as a true original and: (1) Conveys the appropriate

seal or markings of the issuer; (2) Has a means to validate the authenticity of the document by a reference or source number; (3) Is a notarized legal document or other document approved by a Judge Advocate, member of any of the armed forces, or other eligible person in accordance with section 1044a of Title 10, United States Code; or (4) Has the appropriate certificate of authentication by a U.S. Consular Officer in the foreign country of issuance which attests to the authenticity of the signature and seal.

Child - An unmarried natural child, stepchild, adopted child, or child of the sponsor's same-sex married spouse; includes legitimate child (born of marriage), legitimate stepchild, or child born out-of-wedlock (illegitimate child). 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. See terms of Ward or Foster Child, also known as a ward of the court, including placement by welfare services.

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 ID card for AD Uniformed Services personnel (to include the Selected Reserve), PIRR, 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. See AFI 36-3026, Volume 2, *Common Access Card (CAC).*

Contract Employee - A non-government employee under contract or working for a firm under contract with the DoD, or Uniformed Services. For purposes of ID card entitlement, the contract or other document that the verifier may refer to the SJA for legal determination of sufficiency specifically establishes the contract employee relationship. In overseas bases, documentation also establishes the contract's assignment to the particular installation. Legal documents (marriage certificate, birth certificate) 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.

Customer Service - The process involving the ability to perform services (tangible and intangible) or conduct business transactions between a customer and an organization. Customer service operations are determined within the scope of the RAPIDS facility's work schedule.

Court Order - No Contact Order and Restraining Order (see below):

No Contact Order - A no contact order (civil or criminal) is intended to protect a person from harassment or harm or direct a person to take or refrain from taking certain actions. This also includes prohibition of direct or indirect physical, verbal, and/or written contact with another person or group. Such orders are most commonly associated with family or household violence,

stalking or sex offenses. No contact orders are primarily governed by state laws, which vary by state. (See Restraining Order below).

Restraining Order - A civil order typically issued in a divorce, legal separation, paternity, or child custody case. A restraining order may be issued to protect a person or to prevent taking a minor child out of the county or state, or to prohibit one of the parties from selling marital property.

Deceased Member - A deceased person who was, at the time of death, a Uniformed Service AD member, active 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 entitlement to benefits and privileges, including same-sex marriage spouse and their children. See Family Member Term.

Determination Activity - The Agency or Uniformed 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 VO can also issue, deny, revoke, or retrieve an ID card based on the person's determination of eligibility or non-eligibility, including updating a person's record in DEERS. See term of Issuing/VO.

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 SSA; 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 are accompanied by a statement (either attached or on the copy itself) of the records custodian attesting to the copy's authenticity and is signed by the custodian. Foreign documents are accompanied by an English translation. Foreign divorce decrees are 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). DoD Beneficiary prior association, condition, or authorization does not allow for extending DEERS eligibility to other populations for the purposes of qualifying for benefits or privileges associated with the ID card.

DoD Benefit Number - replaces the SSN with a 11-digit DoD benefit number to persons who are eligible for benefits with the DoD.

DoD Identification Number - replaces the SSN with a 10-digit DoD number to every person with a direct relationship with the DoD.

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, 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, 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) (AD) - 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 AD (includes Full-Time National Guard) as of October 23, 1992. These members receive the same benefits as those members who have completed 20 AD years for retirement and are issued the DD Form 2 (Retired). Their eligible dependents are issued the DD Form 1173 as dependents of AD 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.

E-mail – Message distributed by electronic means from one computer user to one or more recipients via a computer network and Internet.

Emancipation - A legal status conferring adulthood on a minor through a judicial decree (court order), having no effect on loss of DEERS eligibility or enrollment.

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, including same-sex spouse and their children for DoD civilian members only, except that it excludes unremarried and unmarried former spouses. When in doubt about a person's dependent status for DEERS, use Attachments 5 and 2 to verify the relationship to the sponsor and their DEERS eligibility. See Dependent Term.

Family Member of Civilian for the Purpose of AF Form 354 – canceled, see Chapter 21, paragraph 21.1.

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 MC, 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, divorced 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).

Foster Child - A child without parental support and protection, placed with a person or family, usually by local welfare services or by court order. The foster parents(s) do not have custody, nor is there an adoption, but they are expected to treat the foster child as they would their own in regard to food, housing, clothing, and education. This person is a non-medically entitled dependent in DEERS, and eligible for and ID card, reflecting shopping privileges only. See term of Ward.

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 inAD, performed by a member of the Army National Guard of the United States, or the ANG 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 documents 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 is 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 AD by Presidential call-up or congressional decree. On sponsor activation, as reflected in the Uniformed Service personnel tapes submitted to the DMDC, the DEERS reflects activation of preeligible dependents as eligible for full benefits for a period not to exceed 270 days. Preeligible dependents are not required to prove their relationship to the sponsor a second time to receive benefits. To receive benefits during the 270-day period, dependents are required to possess the DD Form 1173-1 and a copy of the sponsor's orders to AD. 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.

ID Card Office Online (formerly RAPIDS Self-Service [RSS]) Portal – ID Card Office Online Portal provides DoD sponsors the ability to update DEERS contact or complete an ID

card application (DD Form 1172-2) for ID card issuance. Although not required, the sponsor can also print a digitally signed copy of the DD Form 1172-2 application for the family member for submission to the RAPIDS ID card issuance facility.

InAD Training - A period of training on inAD 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 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 AD 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.

Internet - The Internet is a global system of interconnected computer networks using Standard Internet Protocol (IP) suite, Transmission Control Protocol (TCP/IP) to connect and exchange information.

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, on campus or through the Internet.

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 VO roles and computer logon privileges to the RAPIDS are distinct and are not the same. A qualified person may perform both the IO and VO roles at RAPIDS facilities. The IO and VO are US citizens, military members, DoD civilians (appropriated or non-appropriated fund--supported), DoD contractors 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 as listed on DD Form 1172-2 (formerly DD Form 1172) and is the only person authorized to sign block number 43. See RAPIDS User Guide and RAPIDS Security Standard Operating Procedure (SOP) for expanded roles & responsibilities. **Note:** The senior personnel official may appoint in writing, other responsible military personnel, federal civilian and contractor personnel, regardless of rank or pay grade 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 SSA issues to persons who do not have enough credits under the Social Security System to get Medicare, Part A, benefits.

Machine-readable card - A computer generated card issued through the 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, Reserve, AD 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 serves 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 AD or in a paid retired status. Both parents are deceased and the surviving child has been dependent on the parent or parents at the time of their deaths.

Participating Individual Ready Reserve (PIRR) - consists of those Ready Reservists who are not in the SelRes and are in a non-pay training program. Members in this category (e.g., USAF Academy Liaison Officers) are attached to an active or reserve component unit.

Partnership for Peace - Euro-Atlantic Partnership Council Member Countries, refer to Attachment 2.

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 are 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 is normally presumed to prevent the commencement of the parent and child relationship.

Pre-adoptive 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 AD 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 AD 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 real time on-line transaction 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) ANG 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.

Resignation – The act of leaving or surrendering an office, a position, or job.

Retired Member of a Uniformed Service - A retired member who is entitled to retired, retainer, or equivalent pay.

Retired Civilian Member of a DoD/uniformed Services - On 30 December 2005, the Under Secretary of Defense for Personnel and Readiness authorized an ID card for retired DoD civilian employees. The purpose of the ID card is to provide a trusted uniform credential that can be used by civilian retirees to access DoD facilities (e.g., Morale, Welfare, and Recreation) at the discretion of the base or installation commander. The Retiree ID card has no associated benefits, nor does it guarantee access to DoD bases or facilities. Civilian retirees who are also military retirees do not receive a civilian Retiree ID card, since the military ID provides the greater benefit.

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 AD 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 AD 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, are 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, qualify for Special Separation Pay upon voluntarily transfer to the Retired Reserve.

AD Early Retirement - Members of the Selected Reserve who are in an AD status and qualify for AD Early Retirement (ER), the SSB, or the Voluntary Separation Incentive (VSI). **Note:** Those members and their eligible dependents are 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 - MPF 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 AD 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. The SSM role is distinct and they are a person who is a U.S. 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 via DMDC Security On-Line Web Application. See RAPIDS User Guide and RAPIDS Security Standard Operating Procedure (SOP) for expanded roles.

Social Security Number Documentation - Any government document showing SSN: e.g., original Social Security Card, passport, driver's license, W-2 Form, SF 50, Leave and Earning Statement.

Special Agent (SA) - For purposes of this instruction, a SA 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 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 AD 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. The prime beneficiary who derives his or her eligibility based on individual status rather than dependence upon another person. This beneficiary receives benefits based on his or her direct affiliation to the DoD.

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 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). A spouse who remarries a non-military individual, after the death of a military member is not authorized continued DEERS enrollment or an ID card.

Standby Reserve - Those units and members of the Reserve Components (other than those in the Ready Reserve or Retired Reserve) who are liable for AD 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) - This role is no longer supported and replaced by COGNOS.

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 Health Care (THC), formerly Transition Assistance Management Program (TAMP) (TA) or Transition Assistance Program (TAP) - (1990) - Transitional Health Care. The TAMP was instituted in section 502 of Public Law 101-510 (1990) effective October 1, 1990. Inclusive in this legislation was the expansion of pre-separation and separation services to include the Continued Health Care Benefit Program (CHCBP) a voluntary COBRA-like insurance program for military members (including their family members), separating from active service.; an expanded pre-separation counseling service for separating Service members; and the various "Project Transition" initiatives which includes the Operation Transition Employer Database, the Operation Transition Site Database, and the Transition Bulletin Board providing potential employer and potential employee contact and information. These initiatives were established to support the Reduction in Force (RIF) directed by Congress in response to the Peace Initiative.

(1991) - A separate Persian Gulf Supplemental Authorization and Personnel Benefits Act of 1991 (Public Law 102-25 [1991] (Reference [x]) was implemented effective April 6, 1991 to extend 30 days of transitional MC to Guard and Reserve Service members who were activated in support of Operation DESERT STORM or DESERT SHIELD. This provision was later amended to include all named contingencies as determined by Federal authority.
(1995 and 1998) - The TAMP program was extended in 1995 and again in 1998 with an expiration date of December 31, 2001. The NDAA FY 2002 (Public Law 107-107 (2002) (Reference [y]) extended TAMP medical benefits for Service members effective January 1, 2002. The significance of this extension was the removal of the expiration date for the program, December 31, 2001. However, this program is currently in effect for Service members indefinitely, unless otherwise terminated by legislation. In addition Guard and Reserve Service members were extended the same period of transition medical benefits as AD Service members (60 or 120 days based on time in Service). The authority for family members was not extended and subsequently expired on December 31, 2001.
(2002) - The Undersecretary of Defense, Personnel and Readiness (P&R) on March 1,
2002 authorized a Nationwide Demonstration Project on May 2, 2002 to determine the cost-effectiveness of providing health care to the eligible family members of Transitional Health Care eligible Service members. The demonstration program was instituted for two years.
(2004) - Section 706 of Public Law 108-375 (2004) (Reference [n]) made the Transitional Health Care program permanent, and made the medical eligibility 180 days for all eligible Service members and family members for access to the MTF and TRICARE medical programs and does not include TRICARE dental programs.
(2008) - Section 651 of Public Law 110-181 (2008) (Reference [j]) added back the two year commissary and exchange privilege for involuntarily separated Service members. The DoD added MWR to the benefit set and extended the same benefits to the eligible family members.
(2008 continued) Section 734 took effect on October 14, 2008 extended THC benefits to a uniformed service member who is separated from AD who agrees to become a member of the SelRes of the Ready Reserve of a Reserve Component.
To qualify for benefits under this program, individuals are separated with service characterized as honorable or general under honorable conditions meeting the separation reasons identified under Title 10, Section 1145. DD Form 2765 ID card is issued to these individuals and the DD Form 1173 to their family members.
Enlisted 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 transition assistance 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.
See paragraph 6.2.
Tier Definitions - Tiers 0, 1, 2, and 3 applies as approved by the Air Force Inspector General Advisory Board (IGAB) to AD, ANG and Air Force Reserve Command (AFRC) units using RAPIDS in identifying Tier waiver authorities (T-0, T-1, T-2, and T-3).
Tier 0 (T-0) - Determined by respective non-AF authority (e.g. Congress, White House, Office of Secretary of Defense, Joint Staff). The waiver authority is non-applicable, or external to AF.
Tier 1 (T-1) - Non-compliance puts Airmen, Commanders or the USAF strongly at risk of mission or program failure, death, injury, legal jeopardy or unacceptable fraud, waste or abuse.

The waiver authority is the MAJCOM/CC, delegable no lower than MAJCOM Director, with the concurrence of the AFI Certifying Official.

Tier 2 (T-2) - Non-compliance may degrade mission or program effectiveness or efficiency and has potential to create moderate risk of mission or program failure, injury, legal jeopardy or unacceptable fraud, waste or abuse. The waiver authority is the MAJCOM/CC (delegable no lower than MAJCOM Director).

Tier 3 (T-3) - Non-compliance may limit mission or program effectiveness or efficiency and has a relatively remote potential to create risk of mission or program failure, injury, legal jeopardy or unacceptable fraud, waste, or abuse. The waiver authority is the Wing/DRU/FOA/CC (delegable no lower than Group/CC or equivalent).

TRICARE - The DoD 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 who is a widow or widower, or former spouse (who divorced) and remarried, and the subsequent marriage was terminated by death or divorce. A spouse who remarries a non-military individual (after the death of a military member) is not authorized continued DEERS enrollment or an ID card. Medical benefits can never be restored, only shopping privileges for commissary, exchange, and morale, welfare, & recreation when otherwise qualifying.

Unremarried - A DoD beneficiary who is a 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 leading to qualifying 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. The parent military service will initially determine eligibility. **(T-0).**

US Installation--A base, post, yard, camp or station where a local US commander of a uniformed service is responsible.

Verified Record - A record data occurrence within a system from the uniformed Services or DoD Agencies (includes personnel, finance, medical data, etc.), and the data is transmitted electronically to the DEERS database (known as an authoritative data feed), resulting in a verified record in DEERS.

Volunteer Access Card - Reference USD P&R Memorandum, Logical Access Credentials for DoD Volunteers (Pilot Program), August 14, 2008; establishes the DEERS/RAPIDS programs as the source for issuing a logical access credentials to qualifying volunteers. Volunteer enrollment occurs within the Contractor Verification System (CVS) or TASS to the DEERS database. RAPIDS is the platform for issuing the credential for volunteers authorized by either 10 U.S.C., subsection 1588 or 5. U.S.C. subsection 3111. This credential has DoD PKI certificates used for authentication to DoD networks.

Voluntary Separation Incentive (VSI) - Voluntary separation from AD 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. ID cards are issued up to annuitant pay period end date. See Table 1.8, Attachment 2, paragraph A2.17, Table A2.29, and Attachment 12.

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 are dependent on the sponsor for over half of their support. An ID card issued to a ward may not reflect entitlement to MC 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.)

Widow or Widower – See Unremarried and Unmarried for definitions, eligibility, and non-eligibility to DEERS entitlements. This surviving spouse category in DEERS is associated to an eligible sponsor who is deceased. The surviving spouse category in DEERS/RAPIDS reflects "widow" or "widower," if they have not remarried; however, the widow or widower ID card designation reflects the letters "DB" as a DoD Beneficiary.

Attachment 2

ENTITLEMENT TABLES

A2.1. The entitlement tables provides information relating to ID card benefits and privileges using a rules based methodology within the DEERS database, thereby, automating DoD policy as specified by public law, and implements directives and regulations for receiving the following: Civilian Health Care (CHC), Direct Care (DC) at a MTF, Commissary, MWR, and Exchange shopping privileges. A person's affiliation, such as an AD member (referred to as a "sponsor") with DoD/ Uniformed Services, or those individuals that have an association to someone (a "sponsor"), such as a spouse of an AD member, leads to benefits and privileges as recorded in DEERS when meeting certain eligibility criteria within this instruction and DoDM 1000.13, Volume 2.

A2.1.1. Tables A2.2 through A2.54 reflects the eligibility of persons who may qualify for benefits and privileges.

A2.1.2. A sponsor's begin date for benefit eligibility is based on the date the sponsor begins their affiliation with the DoD/Uniformed Services.

A2.1.3. A dependent's begin date for benefit eligibility is based on the date the dependent becomes associated as an eligible dependent to an eligible sponsor.

A2.1.4. Guidance on benefit eligibility begin dates and ID card expiration dates on benefits is maintained within this instruction and at www.cac.mil. Refer to Table A2.1 for benefit, privilege and card type abbreviations for tables within this instruction and DoDM 1000.13, Volume 2.

A2.1.5. Commissary Privileges for Children in Cases of Divorce. DoD continues to improve existing programs involving divorce situations and children. Children shopping privileges are now automatically extended for commissary access when a divorce occurs and it is recorded within the RAPIDS software. In the past, commissary privileges were not afforded to children, unless they resided in the sponsor's home, or the sponsor maintained a home for the children. According to DoD Manual 1000.13, Volume 2, access for shopping privileges is authorized based on the sponsor providing over 50 percent support to his/her child or at the time of the sponsor's death.

Table A2.1. Abbreviations.

CHC	**Civilian Health Care**
DC	**Direct Care at MTF**
C	**Commissary**
MWR	**Morale, Welfare, and Recreation**
E	**Exchange**
CAC	**Common Access Card (CAC) (includes Integrate Circuit Chip (ICC), and Plastic Chip-less) , USID (includes DD Forms)**

A2.2. There are fifty-three "Entitlement Tables" below, describing the benefits for uniformed services members, their eligible dependents, and other eligible personnel administered by the uniformed services in accordance with Title 10, United States Code, and Chapter 55. Further references are included within DoDIs 1330.17, 1330.21, and 1015.10. Descriptions of benefits for National Guard and Reserve members and their eligible dependents are contained at Tables A2.4 – A2.7. Descriptions of benefits for surviving dependents of AD and retired uniformed services are contained at Tables A2.17- A2.21. Further descriptions for other eligible populations who are affiliated with DoD and the Uniformed Services are contained at Tables A2.22 – A2.53.

A2.3. AD Member of the Uniformed Services. See Table A2.2 for entitlements.

Table A2.2. AD Members. Active uniformed services members are eligible for benefits administered by the uniformed services. This table does not include National Guard or Reserve members. See Table A2.5 for National Guard or Reserve members.

	CHC	DC	C	MWR	E	Card
Member-Self (Sponsor)	No	Yes	Yes	Yes	Yes	CAC

A2.4. Dependents of AD Members. See Table A2.3 for entitlements.

Table A2.3. Dependents of AD Members. Dependents of AD members are eligible for benefits. Dependents of National Guard or Reserve members, including non-regular Service retirees not yet age 60, or members entitled to retired pay or who are in receipt of retired pay for no-regular service, and non-regular Service retirees who are no in receipt of retired pay, see Tables A2.4 – A2.13. **Note:** DD Form 1173 may be issued to a spouse in the legal name by which the spouse is known, such as a maiden name. See paragraph 1.29 and Table 1.23.

	CHC	DC	C	MWR	E	Form
Spouse	Yes	Yes	Yes	Yes	Yes	1173
Children, Unmarried, Under age 21 years: Legitimate, adopted, step-child, illegitimate child of female member, or illegitimate child of male member. (A male member whose paternity has been judicially determined by a court-order or a voluntarily acknowledgement of paternity recognized by U.S. state, or affidavit of paternity recognized by the Staff Judge Advocate Legal Office when member is stationed or child resides in the overseas area, refer to paragraph 4.9 and Attachment 5, Table A5.1, Rule 18).	Yes	Yes	1	2	2	1173
Ward	3	3	3	3	3	1173
Pre-adoptive Child	4	4	4	4	4	1173
Foster Child	No	No	1	1	1	1173
Children, Unmarried, 21 years and over:	5	5	5	5	5	1173
Father, Mother, Father in-Law, Mother in-Law, Step-parent, or Parent by Adoption	No	1	1	2	2	1173

Notes:
1. 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**.**
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 pursuant to Section 1408(h).
2. Yes, if dependent on an authorized sponsor for over 50 percent support or children of a sponsor residing in the household of a former spouse (20-20-20 or 10-20-10).
3. Yes, if, for determination of dependency made on or after July 1, 1994, placed in the legal custody of the member as a result of a court of competent jurisdiction in the United States (or possession of the United States) for a period of at least 12 consecutive months; and:
a. Is dependent on the member for over 50 percent support.
b. Resides with the member unless separated by the necessity of military service or to receive institutional care as a result of a disability or incapacitation or under such other circumstances as the administering Secretary or Director may, by regulation, prescribe.
4. Yes, if, for determinations of dependency made on or after October 5, 1994, placed in the home of the member by a placement agency (recognized by the Secretary of Defense) or by another organization authorized by State or local law to provide adoption placement, in anticipation of the legal adoption by the member.
5. Yes, if the child:
a. 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 dependent on the member for over 50 percent of the child's support; or
b. Is incapable of self-support because of a mental or physical incapacity that existed before age 21, or occurred before the age of 23 while a full-time student, while a dependent of a member and is dependent on the member for over 50 percent of the child's support.

A2.5. National Guard and Reserve Members. See Tables A2.4 and A2.5 for entitlements.

Table A2.4. National Guard and Reserve Members Not on AD Greater Than 30 Days.

National Guard and Reserve members are eligible for benefits based on being ordered to periods of AD or full-time National Guard duty or active status in the Selected Reserve (SelRes), PIRR and Standby Reserve and participation in the Reserve Officer Training Corps.

	CHC	**DC**	**C**	**MWR**	**E**	**Card**
Member-Self (Sponsor)	No	No	Yes	Yes	Yes	CAC

Table A2.5. National Guard and Reserve Members on AD Greater Than 30 Days.

	CHC	**DC**	**C**	**MWR**	**E**	**Card**
Member-Self (Sponsor)	No	Yes	Yes	Yes	Yes	CAC
Note: This includes reported periods of early ID of Service members in support of a						

contingency operation in accordance with DoDI 7730.54.

A2.6. Dependents of National Guard or Reserve Members. See Table A2.6 for entitlements.

Table A2.6. Dependents of National Guard or Reserve Members.
Dependents of National Guard or Reserve members are eligible for benefits when their sponsor, member is on AD for periods greater than 30 days. **Note:** DD Form 1173 may be issued to a spouse in the legal name by which the spouse is known, such as a maiden name. See paragraph 1.29 and Table 1.23.

	CHC	DC	C	MWR	E	Form
Spouse	1	1	Yes	Yes	Yes	1173
Children, Unmarried, Under age 21 years: Legitimate, adopted, step-child, illegitimate child of female member, or illegitimate child of male member. (A male member whose paternity has been judicially determined by a court-order or a voluntarily acknowledgement of paternity recognized by U.S. state, or affidavit of paternity recognized by the Staff Judge Advocate Legal Office when member is stationed or child resides in the overseas area, refer to paragraph 4.9 and Attachment 5, Table A5.1, Rule 18).	1	1	2	3	3	1173
Ward	1,4	1,4	4	4	4	1173
Pre-adoptive Child	1,5	1,5	5	5	5	1173
Foster Child	No	No	2	2	2	1173
Children, Unmarried, 21 years and over:	1,6	1,6	2,6	6	6	1173
Father, Mother, Father in-Law, Mother in-Law, Step-parent, or Parent by Adoption	No	1,2	2	3	3	1173

Notes:
1. Yes, if the sponsor is on AD greater than 30 days. When the order to AD period is greater than 30 days the eligibility for CHC and DC for eligible dependents begins on the first day of the AD period.
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. **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 pursuant to Section 1408(h).
3. Yes, if dependent on an authorized sponsor for over 50 percent support, or children of a sponsor residing in the household of a former spouse (20-20-20 or 10-20-10).
4. Yes, if, for determination of dependency made on or after July 1, 1994, placed in the legal custody of the member as a result of a court of competent jurisdiction in the United States (or possession of the United States) for a period of at least 12 consecutive months; and:
a. Is dependent on the member for over 50 percent support.
b. Resides with the member unless separated by the necessity of military service or to receive institutional care as a result of a disability or incapacitation or under such other circumstances as the administering Secretary may, by regulation, prescribe.
5. Yes, if, for determinations of dependency made on or after October 5, 1994, placed in the home of the member by a placement agency (recognized by the Secretary of Defense) or by another source authorized by State or local law to provide adoption placement, in anticipation of the legal adoption by the member.
6. Yes, if the child:
a. 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 dependent on the member for over 50 percent of the child's support; or
b. Is incapable of self-support because of a mental or physical incapacity that existed before age 21, or occurred before the age of 23 while a full-time student, while a dependent of a member and is dependent on the member for over 50 percent of the child's support.

A2.7. Entitlement for Dependents and Former Members. See Table A2.7 for entitlements.

Table A2.7. Dependents and Former Members. Dependents of former uniformed services members who have been discharged from their respective Service or agency and maintain no further military affiliation are eligible for benefits. The former member is 60 years of age or older, and is eligible to receive retired pay for non-Regular service under Chapter 1223 of Title 10 U.S.C. **Note:** DD Form 1173 may be issued to a spouse in the legal name by which the spouse is known, such as a maiden name. See paragraph 1.29 and Table 1.23.

	CHC	DC	C	MWR	E	Form
Former Member-Self (Sponsor)	1	1	Yes	Yes	Yes	2765
Spouse	1	2	Yes	Yes	Yes	1173
Children, Unmarried, Under age 21 years: Legitimate, adopted, step-child, illegitimate child of female member, or illegitimate child of male member. (A male member whose paternity has been judicially determined by a court-order or a voluntarily acknowledgement of paternity recognized by U.S. state, or affidavit of paternity recognized by the Staff Judge Advocate Legal Office when member is stationed or child resides in the overseas area, refer to paragraph 4.9 and Attachment 5, Table A5.1, Rule 18)..	1	2	3	4	4	1173
Ward	1,5	2,5	5	5	5	1173

Pre-adoptive Child	1,6	2,6	6	6	6	1173
Foster Child	No	No	3	3	3	1173
Children, Unmarried, 21 years and over:	1,7	2,7	3,7	7	7	1173
Father, Mother, Father in-Law, Mother in-Law, Step-parent, or Parent by Adoption	No	2,3	3	4	4	1173

Notes:

1. Yes, if the former member is age 60 or over and in receipt of retired pay for non-regular service; and is:

a. Not entitled to Medicare Part A hospital insurance through the SSA, or

b. Entitled to Medicare Part A hospital insurance and enrolled in Medicare Part B medical insurance or qualified as an exception in accordance with section 706 of Public Law (PL) 111-84 (Reference [l]).

2. Yes, if former member is age 60 or over and in receipt of retired pay for non-regular service.

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. 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 pursuant to section 1408(h).

4. Yes, if dependent on an authorized sponsor for over 50 percent support, or children of a sponsor residing in the household of a former spouse (20-20-20 or 10-20-10).

5. Yes, if, for determination of dependency made on or after July 1, 1994, placed in the legal custody of the member or former member as a result of a court of competent jurisdiction in the United States (or possession of the United States) for a period of at least 12 consecutive months; and:

a. Is dependent on the member for over 50 percent support.

b. Resides with the member or former member unless separated by the necessity of military service or to receive institutional care as a result of a disability or incapacitation or under such other circumstances as the administering Secretary may, by regulation, prescribe.

6. Yes, if, for determinations of dependency made on or after October 5, 1994, placed in the home of the member or former member by a placement agency (recognized by the Secretary of Defense) or by another source authorized by State or local law to provide adoption placement, in anticipation of the legal adoption by the member or former member.

7. Yes, if the child:

a. 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 dependent on the former member for over 50 percent of the child's support; or

b. Is incapable of self-support because of a mental or physical incapacity that existed before age 21, or occurred before the age of 23 while a full-time student, while a dependent of a member or former member, and is dependent on the member or former member for over 50 percent of the child's support.

A2.8. Retired Members. See Tables A2.8, A2.9, A2.10, A2.11, and A2.12 for entitlements. See Table A2.13 for dependents of retired members.

Table A2.8. Retired Members and Permanent Disabled Retired List (PDRL). Retired uniformed services members who are entitled to retired pay are eligible for benefits administered by the uniformed services according to this instruction, DoDM 1000.13, Volume 2, and TRICARE Policy Manual 6010.57M. This includes members who qualify as a retiree under the voluntary and PDRL. ID card issued is DD Form 2, *United States Uniformed Services Identification Card* (Retired) (Blue).

	CHC	DC	C	MWR	E	Form
Member-Self (Sponsor)	1	Yes	Yes	Yes	Yes	2Ret

Note:
1. Yes, if:
a. Not entitled to Medicare Part A hospital insurance through the SSA, or
b. Entitled to Medicare Part A hospital insurance and enrolled in Medicare Part B medical insurance or qualified as an exception.

Table A2.9. Members Placed on the Temporary Disabled Retired List (TDRL). ID card issued is DD Form 2, *United States Uniformed Services Identification Card* (Retired) (Blue), not to exceed a period of 5 years. See **Note** 1 below.

	CHC	DC	C	MWR	E	Form
Member-Self (Sponsor)	1,2	Yes	Yes	Yes	Yes	2Ret

Notes:
1. If not removed sooner, retention of the service member on the TDRL may not exceed a period of 5 years. The uniformed service member is required to be returned to AD, separated with or without severance pay, or retired as PDRL in accordance with Section 1210.
2. Yes, if:
a. Not entitled to Medicare Part A hospital insurance through the SSA or
b. Entitled to Medicare Part A hospital insurance and enrolled in Medicare Part B medical insurance or qualified as an exception.

Table A2.10. Retired Reserve Members. Retired Reserve members, who have attained 20 creditable years of service, have not reached age of 60, and are not in receipt of retired pay. When a Retired Reserve member is order to AD greater than 30 days, their benefits reflect what is shown in Table A2.11. When a Retired Reserve member is in receipt of retired pay under age 60 (non-regular Service retirement), or upon reaching age 60, their benefits reflect what is shown in Table A2.12.

	CHC	DC	C	MWR	E	Form
Member-Self (Sponsor)	No	No	Yes	Yes	Yes	2Ret

Table A2.11. Retired Reserve Members Ordered to AD Greater Than 30 Days. ID card issued is the Common Access Card (CAC).

	CHC	DC	C	MWR	E	Form
Member-Self (Sponsor)	No	Yes	Yes	Yes	Yes	CAC

Table A2.12. Non-Regular Service Retirement for Qualifying Ready Reserve Member.

	CHC	DC	C	MWR	E	Form
Member-Self (Sponsor)	1	1	Yes	Yes	Yes	
Notes: 1. Yes, if age 60 or over, and: a. Applied for or in receipt of retired pay in accordance with section 1074 of Reference (g). If in receipt of retired pay in accordance with the provisions of 12731 of Reference (g), after the date of the enactment of section 647 of PL 110-181 (Reference [n]), the member is age 60 to qualify for CHC and DC. b. Not entitled to Medicare Part A hospital insurance through the SSA, or c. Entitled to Medicare Part A hospital insurance and enrolled in Medicare Part B medical insurance or qualified as an exception.						

A2.11. Dependents of Retired Members. See Table A2.13 for entitlements.

Table A2.13. Dependents of Retired Members.
Dependents of retired uniformed services members entitled to retired pay, including TDRL and PDRL, non-regular Service retirees not yet age 60 not in receipt of retired pay; non-regular Service retirees entitled to retired pay in accordance with Section 12371 (after the date of enactment of Section 647); and non-regular Service retirees, age 60 or over, in receipt of retired pay for non-regular service in accordance with Chapter 1223 are eligible for benefits.

	CHC	DC	C	MWR	E	Form
Spouse	1	2	Yes	Yes	Yes	1173
Children, Unmarried, Under age 21 years: Legitimate, adopted, step-child, illegitimate child of female member, or illegitimate child of male member. A male member whose paternity has been judicially determined by a court-order or a voluntarily acknowledgement of paternity recognized by U.S. state, or affidavit of paternity recognized by the Staff Judge Advocate Legal Office when member is stationed or child resides in the overseas area, refer to paragraph 4.9 and Attachment 5, Table A5.1, Rule 18).	1	2	3	4	4	1173
Ward	1,5	2,5	5	5	5	1173
Pre-adoptive Child	1,6	2,6	6	6	6	1173
Foster Child	No	No	3	3	3	1173
Children, Unmarried, 21 years and over:	1,7	2,7	3,7	7	7	1173
Father, Mother, Father in-Law, Mother in-Law, Step-parent, or Parent by Adoption	No	2,3	3	4	4	1173
Notes:						

1. Yes, if the sponsor is:
a. Retired (as shown in Tables 7 and 8) and the dependent is not entitled to Medicare Part A hospital insurance through the SSA; or if entitled to Medicare Part A hospital insurance and enrolled in Medicare Part B medical insurance or qualified as an exception in accordance with Reference (l);
b. A National Guard or Reserve member on a period of AD in excess of 30 days (as shown in Table 10). When the ordered to AD period is greater than 30 days the eligibility for CHC and DC for the eligible dependents begins on the first day of the AD period; or
c. A medically eligible non-regular Service Reserve Retiree, age 60 or over, as shown in Table 11.
2. Yes, if the sponsor is:
a. Retired (as shown in Tables 7 and 8);
b. A National Guard or Reserve member on a period of AD in excess of 30 days (as shown in Table 10). When the ordered to AD period is greater than 30 days the eligibility for CHC and DC for the eligible dependents begins on the first day of the AD period; or
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. 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 pursuant to section 1408(h).
4. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support or children of a sponsor residing in the household of a former spouse (20-20-20 or 10-20-10).
5. Yes, if, for determination of dependency made on or after July 1, 1994, placed in the legal custody of the member or former member as a result of a court of competent jurisdiction in the United States (or possession of the United States) for a period of at least 12 consecutive months; and:
a. Is dependent on the member for over 50 percent support.
b. Resides with the member or former member unless separated by the necessity of military service or to receive institutional care as a result of a disability or incapacitation or under such other circumstances as the administering Secretary may, by regulation, prescribe.
6. Yes, if, for determinations of dependency made on or after October 5, 1994, placed in the home of the member or former member by a placement agency (recognized by the Secretary of Defense) or by another source authorized by State or local law to provide adoption placement, in anticipation of the legal adoption by the member or former member.
7. Yes, if the child:
a. 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 dependent on the former member for over 50 percent of the child's support; or
b. Is incapable of self-support because of a mental or physical incapacity that existed before age 21, or occurred before the age of 23 while a full-time student, while a dependent of a member or former member, and is dependent on the member or former member for over 50 percent of the child's support.

A2.12. Medal of Honor Recipients. See Table A2.14 for entitlements.

Table A2.14. Medal of Honor Recipients.
Medal of Honor (MOH) recipients and their dependents who are authorized pursuant to section 706 of Public Law 106-398 and who are not otherwise entitled to military medical and dental care. Section 706 authorized MOH recipients not otherwise entitled to military medical and dental care and their dependents to be given care in the same manner that such care is provided to former uniformed service members who are entitled to military retired pay and the dependents of those former members. Eligibility for the benefits begins on the date of award of the MOH but no earlier than October 30, 2000.

	CHC	DC	C	MWR	E	Form
Member-Self (Sponsor)	1	2	Yes	Yes	Yes	2765
Spouse	1	2	Yes	Yes	Yes	1173
Children, Unmarried, Under age 21 years: Legitimate, adopted, step-child, illegitimate child of female member, or illegitimate child of male member whose paternity has been judicially determined by a court-order, voluntarily acknowledgement of paternity recognized by U.S. state, or affidavit of paternity recognized by the Staff Judge Advocate Legal Office (when member is stationed or child resides in the overseas area).	1	2	3	4	4	1173
Ward	1,5	2,5	5	5	5	1173
Pre-adoptive Child	1,6	2,6	6	6	6	1173
Foster Child	No	No	3	3	3	1173
Children, Unmarried, 21 years and over:	1,7	2,7	3,7	7	7	1173
Father, Mother, Father in-Law, Mother in-Law, Step-parent, or Parent by Adoption	No	2,3	3	4	4	1173

Notes:
1. Yes, if the sponsor is a MOH recipient and is not otherwise entitled to MC as of or after October 30, 2000 pursuant to section 706 of Reference (o) and:
a. Is not entitled to Medicare Part A hospital insurance through the SSA, or
b. Is entitled to Medicare Part A hospital insurance and enrolled in Medicare Part B medical insurance or qualified as an exception.
2. Yes, if the sponsor is a MOH recipient and is not otherwise entitled to MC as of or after October 30, 2000 pursuant to section 706.
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. 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 pursuant to section 1408.
4. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support or children of a sponsor residing in the household of a former spouse (20-20-20 or 10-20-10).
5. Yes, if, for determination of dependency made on or after July 1, 1994, placed in the legal custody of the member or former member as a result of a court of competent jurisdiction in the United States (or possession of the United States) for a period of at least 12 consecutive months; and:
a. Is dependent on the member for over 50 percent support.
b. Resides with the member or former member unless separated by the necessity of military service or to receive institutional care as a result of a disability or incapacitation or under such other circumstances as the administering Secretary may, by regulation, prescribe.
6. Yes, if, for determinations of dependency made on or after October 5, 1994, placed in the home of the member or former member by a placement agency (recognized by the Secretary of Defense) or by another source authorized by State or local law to provide adoption placement, in anticipation of the legal adoption by the member or former member.
7. Yes, if the child:
a. 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 dependent on the former member for over 50 percent of the child's support or
b. Is incapable of self-support because of a mental or physical incapacity that existed before age 21, or occurred before the age of 23 while a full-time student, while a dependent of a member or former member, and is dependent on the member or former member for over 50 percent of the child's support.

A2.13. Disabled American Veterans. See Table A2.15 for entitlements.

Table A2.15. Disabled American Veterans. Disabled American veterans (DAV) rated as 100 percent disabled or 100 percent unemployable by the Department of Veterans Affairs (VA) and their eligible dependents. Neither DAVs nor their eligible dependents receive CHC or DC benefits from the DoD based on their affiliation. Honorably discharged veterans rated by the VA as 100 percent disabled or 100 percent unemployable from a uniformed service-connected injury or disease and certified by VA, and their dependents, are eligible for benefits.

	CHC	DC	C	MWR	E	Form
Member-Self (Sponsor)	No	No	Yes	Yes	Yes	2765
Spouse	No	No	Yes	Yes	Yes	1173
Children, Unmarried, Under age 21 years: Legitimate, adopted, step-child, illegitimate child of female member, or illegitimate child of male member. (A male member whose paternity has been judicially determined by a court-order or a voluntarily acknowledgement of paternity recognized by U.S. state, or affidavit of paternity recognized by the Staff Judge Advocate Legal Office when member is stationed or child resides in the overseas area, refer to paragraph 4.9 and Attachment 5, Table	No	No	1	2	2	1173

A5.1, Rule 18).						
Ward	No	No	3	3	3	1173
Pre-adoptive Child	No	No	4	4	4	1173
Foster Child	No	No	3	3	3	1173
Children, Unmarried, 21 years and over:	1,7	2,7	3,7	7	7	1173
Father, Mother, Father in-Law, Mother in-Law, Step-parent, or Parent by Adoption	No	2,3	3	4	4	1173

A2.14. Transitional Health Care (THC) for Members and Dependents. See Table A2.16 for entitlements.

Table A2.16. Transitional Health Care (THC) for Members and Dependents. THC (formerly the TAMP) was instituted in section 502 of Public Law 101-510 effective October 1, 1990. Section 706 of Public Law 108-375 made the THC program permanent, and made the medical eligibility 180 days for all eligible uniformed services members. Section 651 extended 2 years' commissary and exchange benefits to THC members. Section 734 of Public Law 110-417 extended THC benefits to uniformed service members separating from AD who agree to become members of the Selected Reserve (SelRes) of the Ready Reserve of a reserve component. **Note:** Uniformed service members separated as uncharacterized entry-level separations do not qualify for THC.

	CHC	**DC**	**C**	**MWR**	**E**	**Form**
Member-Self (Sponsor)	1	1	2,3,4	2,3,4	2,3,4	2765
Spouse	1	1	2,3,4	2,3,4	2,3,4	1173
Children, Unmarried, Under age 21 years: Legitimate, adopted, step-child, illegitimate child of female member, or illegitimate child of male member. (A male member whose paternity has been judicially determined by a court-order or a voluntarily acknowledgement of paternity recognized by U.S. state, or affidavit of paternity recognized by the Staff Judge Advocate Legal Office when member is stationed or child resides in the overseas area, refer to paragraph 4.9 and Attachment 5, Table A5.1, Rule 18).	1	1	2,3,4,5	2,3,4,6	2,3,4,6	1173
Ward	1,7	1,7	2,3,4,7	2,3,4,7	2,3,4,7	1173
Pre-adoptive Child	1,8	1,8	2,3,4,8	2,3,4,8	2,3,4,8	1173
Foster Child	No	No	2,3,4,5	2,3,4,5	2,3,4,5	1173
Children, Unmarried, 21 years and over:	1,9	1,9	5,9	9	9	1173
Father, Mother, Father in-Law, Mother in-Law, Step-parent, or Parent by Adoption	No	1,9	2,3,4,5	2,3,4,6	2,3,4,6	1173

Notes:

1. Yes, medical entitlement for 180 days beginning on the date after the member separated from the qualifying AD period. There is no exception based on entitlement to Medicare Part A. The THC eligible sponsor and eligible dependents receive the medical benefits as if they were AD

eligible dependents.
2. No, if the member separated on or after January 1, 2001 but before October 1, 2007; or if separated in accordance with section 1145(a)(2)(F).
3. No, if the member separated from AD to join the SelRes or the Ready Reserve of a Reserve Component.
4. Yes, if the member was separated during the period beginning on October 1, 1990, through December 31, 2001, or after October 1, 2007. Entitlement is for 2 years, beginning on the date the member separated.
5. 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.
6. Yes, if dependent on the authorized sponsor for over 50 percent of his or her support or children of a sponsor residing in the household of a former spouse (20-20-20 or 10-20-10).
7. Yes, if, for determination of dependency made on or after July 1, 1994, placed in the legal custody of the member or former member as a result of a court of competent jurisdiction in the United States (or possession of the United States) for a period of at least 12 consecutive months; and:
a. Is dependent on the member for over 50 percent support.
b. Resides with the member or former member unless separated by the necessity of military service or to receive institutional care as a result of a disability or incapacitation or under such other circumstances as the administering Secretary may, by regulation, prescribe.
8. Yes, if, for determinations of dependency made on or after October 5, 1994, placed in the home of the member or former member by a placement agency (recognized by the Secretary of Defense) or by another source authorized by State or local law to provide adoption placement, in anticipation of the legal adoption by the member or former member.
9. Yes, if the child:
a. 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 dependent on the former member for over 50 percent of the child's support; or
b. Is incapable of self-support because of a mental or physical incapacity that existed before age 21, or occurred before the age of 23 while a full-time student, while a dependent of a member or former member, and is dependent on the member or former member for over 50 percent of the child's support.

A2.15. Surviving Dependents. See Table A2.17 – A2.21 for entitlements.

Table A2.17. Surviving Dependents of AD Deceased Members. Surviving dependents of uniformed service members who died while on AD under orders that specified a period of more than 30 days or members who died while in a retired with pay status are eligible for benefits Surviving dependents for deceased National Guard and Reserve service members, deceased

Medal of Honor (MOH) recipients, and deceased 100 percent Disabled American Veteran (DAV), see Tables A.2.18 – A2.21.

	CHC	DC	C	MWR	E	Form
Widow or Widower: Unremarried Remarried Unmarried	 1 No No	 Yes No No	 Yes No Yes	 Yes No Yes	 Yes No Yes	 1173 No 1173
Children, Unmarried, Under age 21 years (including Orphans): Legitimate, adopted, step-child, illegitimate child of female member, or illegitimate child of male member. (A male member whose paternity has been judicially determined by a court-order or a voluntarily acknowledgement of paternity recognized by U.S. state, or affidavit of paternity recognized by the Staff Judge Advocate Legal Office when member is stationed or child resides in the overseas area, refer to paragraph 4.9 and Attachment 5, Table A5.1, Rule 18).	1	Yes	2	3	3	1173
Ward	1,4	1,4	4	4	4	1173
Pre-adoptive Child	1,5	1,5	5	5	5	1173
Foster Child	No	No	2	2	2	1173
Children, Unmarried, 21 years and over:	1,6	6	2,6	6	6	1173
Father, Mother, Father in-Law, Mother in-Law, Step-parent, or Parent by Adoption	No	2	2	3	3	1173

Notes:

1. Yes, if the sponsor died on AD (for dependents of National Guard or Reserve members or Retired Reserve members the period of AD is in excess of 30 days in order to qualify for the benefits in this table) and:

a. If claims are filed less than 3 years from the date of death, there is no Medicare exception for the widow. After 3 years from the date of death, the widow is eligible if,

1) Not entitled to Medicare Part A hospital insurance through the SSA.

2) Entitled to Medicare Part A hospital insurance and enrolled in Medicare Part B medical insurance or qualified as an exception.

b. Yes, for children regardless of the number of years from the date of death or entitlement to Medicare they are entitled.

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 or children of a sponsor residing in the household of a former spouse (20-20-20 or 10-20-10).

4. Yes, if, for determinations of dependency made on or after July 1, 1994, and prior to the death of the member, the child had been placed in the legal custody of the member as a result of a court

of competent jurisdiction in the United States (or possession of the United States) for a period of at least 12 consecutive months; and was at the time of the sponsor's death:
a. Dependent on the member for over 50 percent support.
b. Residing with the member unless separated by the necessity of military service or to receive institutional care as a result of a disability or incapacitation or under such other circumstances as the administering Secretary may, by regulation, prescribe.
5. Yes, if, for determinations of dependency made on or after October 5, 1994, and prior to the death of the member, the child had been placed in the home of the member by a placement agency (recognized by the Secretary of Defense) or by another source authorized by State or local law to provide adoption placement, in anticipation of the legal adoption by the member.
6. Yes, if the child:
a. 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 death dependent on the member for over 50 percent of the child's support; or
b. Is incapable of self-support because of a mental or physical incapacity that existed before age 21, or occurred before the age of 23 while a full-time student, while a dependent of a member or former member and is or was at the time of the member's death dependent on the member for over 50 percent of the child's support.

A2.16. Surviving Dependents of Deceased National Guard and Reserve Members Not On AD Period Greater Than 30 Days. See Table A2.18 for entitlements.

Table A2.18. Surviving Dependents of Deceased National Guard and Reserve Members Not On AD Period Greater Than 30 Days. The surviving dependents of National Guard and Reserve Service members are eligible for the benefits if:

The National Guard or Reserve member died from an injury or illness incurred or aggravated while on AD for a period of 30 days or less, on AD for training, or on inAD training, or while traveling to or from the place at which the member was to perform, or performed, such AD, AD for training, or inAD training pursuant to sections 1076 and 1086(c)(2) of Reference (g) and if death occurred on or after October 1, 1985; or The National Guard or Reserve member died from an injury, illness, or disease incurred or aggravated while performing, or while traveling to or from performing AD for a period of 30 days or less, or AD for training, or inAD training, or while performing service on funeral honors in accordance with section 1074a of Reference (g) and if death occurred on or after November 15, 1986.

	CHC	DC	C	MWR	E	Form
Widow or Widower:						
Unremarried	1,2	2	2	2	2	1173
Remarried	No	No	No	No	No	No
Unmarried	No	No	2	2	2	1173
Children, Unmarried, Under age 21 years (including Orphans): Legitimate, adopted, step-child, illegitimate child of female member, or illegitimate child of male member. (A male member whose	1,2	2	2,3	2,4	2,4	1173

paternity has been judicially determined by a court-order or a voluntarily acknowledgement of paternity recognized by U.S. state, or affidavit of paternity recognized by the Staff Judge Advocate Legal Office when member is stationed or child resides in the overseas area, refer to paragraph 4.9 and Attachment 5, Table A5.1, Rule 18).						
Ward	1,2,5	2,5	2,5	2,5	2,5	1173
Pre-adoptive Child	1,2,6	2,6	2,6	2,6	2,6	1173
Foster Child	No	No	2,3	2,3	2,3	1173
Children, Unmarried, 21 years and over:	1,2,7	2,7	2,3,7	2,7	2,7	1173
Father, Mother, Father in-Law, Mother in-Law, Step-parent, or Parent by Adoption	No	2,3	2,3	2,4	2,4	1173

Notes:

1. Yes, if:

a. Not entitled to Medicare Part A hospital insurance through the SSA.

b. Entitled to Medicare Part A hospital insurance and enrolled in Medicare Part B medical insurance or qualified as an exception in accordance with Reference (l).

2. Yes, only if death occurred on or after 1 October 1985 in accordance with the provisions of section 1076 of Reference (g), or on or after November 15, 1986 in accordance with the provisions of section 1074a of Reference (g).

3. 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, but not the household of the sponsor's former spouse, are entitled to commissary privileges.

4. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support at the time of the sponsor's death or children of a sponsor residing in the household of a former spouse (20-20-20 or 10-20-10).

5. Yes, if, for determinations of dependency made on or after July 1, 1994, and prior to the death of the member, the child had been placed in the legal custody of the member as a result of a court of competent jurisdiction in the United States (or possession of the United States) for a period of at least 12 consecutive months and was at the time of the sponsor's death:

a. Dependent on the member for over 50 percent support.

b. Residing with the member unless separated by the necessity of military service or to receive institutional care as a result of a disability or incapacitation or under such other circumstances as the administering Secretary may, by regulation, prescribe.

6. Yes, if, for determinations of dependency made on or after October 5, 1994, and prior to the death of the member, the child had been placed in the home of the member by a placement agency (recognized by the Secretary of Defense) or by another source authorized by State or local law to provide adoption placement, in anticipation of the legal adoption.

7. Yes, if the child:

a. 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 death dependent on the member for over 50 percent of the child's support; or

b. Is incapable of self-support because of a mental or physical incapacity that existed before age

21, or occurred before the age of 23 while a full-time student, while a dependent of a member and is or was at the time of the member's or former member's death dependent on the member for over 50 percent of the child's support.

A2.17. Surviving Dependents Of Deceased National Guard and Reserve Members In Receipt of Their Notice of Eligibility (NOE), Retired Reserve Members Not Yet Age 60, and Former Members Not In Receipt of Retired Pay. The surviving dependents of National Guard and Reserve members who have died before the age of 60. See Table A2.19 for entitlements.

Table A2.19. Surviving Dependents.
Surviving Dependents Of Deceased National Guard and Reserve Members In Receipt of Their Notice of Eligibility (NOE), Retired Reserve Members Not Yet Age 60, and Former Members Not In Receipt of Retired Pay. The surviving dependents of National Guard and Reserve members who have died before the age of 60 are eligible for the benefits if the deceased sponsor was:

A Reserve member who had earned 20 qualifying years for retirement and received their NOE for retired pay at age 60, but HAD NOT transferred to the Retired Reserve.

A Retired Reserve member eligible for pay at age 60, not yet age 60.

A former member who had met time-in-service requirements.

	CHC	**DC**	**C**	**MWR**	**E**	**Form**
Widow or Widower: Unremarried Remarried Unmarried	 1,2 No No	 1 No No	 Yes,8 No Yes,8	 Yes,8 No Yes,8	 Yes,8 No Yes,8	 1173 No 1173
Children, Unmarried, Under age 21 years (including Orphans): Legitimate, adopted, step-child, illegitimate child of female member, or illegitimate child of male member. (A male member whose paternity has been judicially determined by a court-order or a voluntarily acknowledgement of paternity recognized by U.S. state, or affidavit of paternity recognized by the Staff Judge Advocate Legal Office when member is stationed or child resides in the overseas area, refer to paragraph 4.9 and Attachment 5, Table A5.1, Rule 18).	1,2	1	3,8	4,8	4,8	1173
Ward	1,2,5	1,5	3,5,8	4,5,8	4,5,8	1173
Pre-adoptive Child	1,2,6	1,6	3,6,8	4,6,8	4,6,8	1173
Foster Child	No	No	3	3	3	1173
Children, Unmarried, 21 years and over:	1,2,7	1,7	3,7,8	4,7,8	4,7,8	1173

Father, Mother, Father in-Law, Mother in-Law, Step-parent, or Parent by Adoption	No	3,8	3,8	3,8	3,8	1173

Notes:
1. Yes, on or after the date the member would have become age 60.
2. Yes, if:
a. Not entitled to Medicare Part A hospital insurance through the SSA or
b. Entitled to Medicare Part A hospital insurance and enrolled in Medicare Part B medical insurance or qualified as an exception.
3. 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, but not the household of the sponsor's former spouse, are entitled to commissary privileges. MC is only authorized on or after the date the uniformed service member would have become age 60.
4. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support at the time of the sponsor's death or children of a sponsor residing in the household of a former spouse (20-20-20 or 10-20-10).
5. Yes, if, for determinations of dependency made on or after July 1, 1994, and prior to the death of the member, the child had been placed in the legal custody of the member or former member as a result of a court of competent jurisdiction in the United States (or possession of the United States) for a period of at least 12 consecutive months; and was at the time of the sponsor's death:
a. Dependent on the member for over 50 percent support.
b. Residing with the member or former member unless separated by the necessity of military service or to receive institutional care as a result of a disability or incapacitation or under such other circumstances as the administering Secretary may, by regulation, prescribe.
6. Yes, if, for determinations of dependency made on or after October 5, 1994, and prior to the death of the member, the child had been placed in the home of the member or former member by a placement agency (recognized by the Secretary of Defense) or by another source authorized by State or local law to provide adoption placement, in anticipation of the legal adoption.
7. Yes, if the child:
a. 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 dependent on the former member for over 50 percent of the child's support; or
b. Is incapable of self-support because of a mental or physical incapacity that existed before age 21, or occurred before the age of 23 while a full-time student, while a dependent of a member or former member and is, or was at the time of the member's or former member's death, dependent on the member or former member for over 50 percent of the child's support.
8. Eligible dependents of deceased former members who died prior to age 60 receive commissary, MWR, and exchange benefits. If the former member dies after applying for pay upon reaching age 60 then the eligible dependents are entitled to MC only in accordance with notes 1 and 2 as applicable.

A2.18. Surviving Dependents of Deceased Uniformed Services Retirees or Deceased Medal of Honor (MOH) Recipients. See Table A2.20 for entitlements.

Table A2.20. Surviving Dependents of Deceased Uniformed Services Retirees or Deceased Medal of Honor (MOH) Recipients.

The surviving dependents of deceased uniformed services retirees or deceased MOH recipients are eligible for the benefits.

	CHC	DC	C	MWR	E	Form
Widow or Widower: Unremarried Remarried Unmarried	 1,2,3 No No	 3,4 No No	 Yes No Yes	 Yes No Yes	 Yes No Yes	 1173 No 1173
Children, Unmarried, Under age 21 years (including Orphans): Legitimate, adopted, step-child, illegitimate child of female member, or illegitimate child of male member. (A male member whose paternity has been judicially determined by a court-order or a voluntarily acknowledgement of paternity recognized by U.S. state, or affidavit of paternity recognized by the Staff Judge Advocate Legal Office when member is stationed or child resides in the overseas area, refer to paragraph 4.9 and Attachment 5, Table A5.1, Rule 18).	1,2,3	3,5	6	4	4	1173
Ward	1,2,3,7	3,4,7	7	7	7	1173
Pre-adoptive Child	1,2,3,8	3,4,8	8	8	8	1173
Foster Child	No	No	6	6	6	1173
Children, Unmarried, 21 years and over:	1,2,3,9	3,4,9	6,9	9	9	1173
Father, Mother, Father in-Law, Mother in-Law, Step-parent, or Parent by Adoption	No	No	6	4	4	1173

Notes:

1. Yes, if the deceased uniformed service member was a retired uniformed service member entitled to retired pay, including TDRL or PDRL, or a non-regular Service retiree, age 60 or over, in receipt of retired pay, and if the person is:
a. Not entitled to Medicare Part A hospital insurance through the SSA; or,
b. Entitled to Medicare Part A hospital insurance and enrolled in Medicare Part B medical insurance or qualified as an exception.
2. Yes, if the deceased MOH recipient was not otherwise entitled to MC as of, or after October 30, 2000 in accordance with section 706 and if the person is:
a. Not entitled to Medicare Part A hospital insurance through the SSA; or,
b. Entitled to Medicare Part A, hospital insurance and enrolled in Medicare Part B medical insurance or qualified as an exception.
3. No, if the deceased uniformed service member was a non-regular Service Retiree in accordance with the provision of section 12731 after the enactment of section 647 and 1106. The eligible surviving dependents become eligible for CHC and DC on the anniversary of the 60th birthday of the deceased uniformed service member. Eligibility for CHC also requires that the person is:

a. Not entitled to Medicare Part A hospital insurance through the SSA; or,
b. Entitled to Medicare Part A hospital insurance and enrolled in Medicare Part B medical insurance or qualified as an exception.
4. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support at the time of the sponsor's death or children of a sponsor residing in the household of a former spouse (20-20-20 or 10-20-10).
5. Yes, if the deceased was a retired uniformed services member entitled to retired pay, including TDRL or PDRL, or a non-regular Service retiree, age 60 or over, in receipt of retired pay, or a deceased MOH recipient not otherwise entitled to MC as of or after, October 30, 2000, or a deceased non-regular Service retiree entitled in accordance with the provisions of section 12731 after the enactment of section 647 and 1106 on the anniversary of the 60th birthday of the deceased uniformed Service member.
6. 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.
7. Yes, if, for determinations of dependency made on or after July 1, 1994, and prior to the death of the member, the child had been placed in the legal custody of the member or former member as a result of a court of competent jurisdiction in the United States (or possession of the United States) for a period of at least 12 consecutive months; and was at the time of the sponsor's death:
a. Dependent on the member for over 50 percent support.
b. Residing with the member or former member unless separated by the necessity of military service or to receive institutional care as a result of a disability or incapacitation or under such other circumstances as the administering Secretary may, by regulation, prescribe.
8. Yes, if, for determinations of dependency made on or after October 5, 1994, and prior to the death of the member, the child had been placed in the home of the member or former member by a placement agency (recognized by the Secretary of Defense) or by another source authorized by State or local law to provide adoption placement, in anticipation of the legal adoption.
9. Yes, if the child:
a. 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 dependent on the former member for over 50 percent of the child's support; or
b. Is incapable of self-support because of a mental or physical incapacity that existed before age 21, or occurred before the age of 23 while a full-time student, while a dependent of a member or former member and is or was at the time of the member's or former member's death dependent on the member or former member for over 50 percent of the child's support.

A2.19. Surviving Dependents of 100 Percent Disabled American Veteran (DAV). See Table A2.21 for entitlements.

Table A2.21. Surviving Dependents of 100 Percent Disabled American Veteran (DAV).
Surviving dependents of honorably discharged veterans rated as 100 percent disabled or 100

percent unemployable by the VA from a uniformed services-connected injury or disease at the time of his or her death are eligible for benefits.

	CHC	DC	C	MWR	E	Form
Widow or Widower: Unremarried Remarried Unmarried	 No No No	 No No No	 Yes No Yes	 Yes No Yes	 Yes No Yes	 1173 No 1173
Children, Unmarried, Under age 21 years (including Orphans): Legitimate, adopted, step-child, illegitimate child of female member, or illegitimate child of male member. (A male member whose paternity has been judicially determined by a court-order or a voluntarily acknowledgement of paternity recognized by U.S. state, or affidavit of paternity recognized by the Staff Judge Advocate Legal Office when member is stationed or child resides in the overseas area, refer to paragraph 4.9 and Attachment 5, Table A5.1, Rule 18).	No	No	1	4	4	1173
Ward	No	No	2	2	2	1173
Pre-adoptive Child	No	No	3	3	3	1173
Foster Child	No	No	2	2	2	1173
Children, Unmarried, 21 years and over:	No	No	1,5	1,5	1,5	1173
Father, Mother, Father in-Law, Mother in-Law, Step-parent, or Parent by Adoption	No	No	1	4	4	1173

Notes:

1. 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.
2. Yes, if, for determination of dependency made on or after July 1, 1994, was placed in the legal custody of the member or former member as a result of a court of competent jurisdiction in the United States (or possession of the United States) for a period of at least 12 consecutive months; and was at the time of the sponsor's death:
a. Dependent on the member for over 50 percent support.
b. Residing with the member or former member unless separated by the necessity of military service or to receive institutional care as a result of a disability or incapacitation or under such other circumstances as the administering Secretary may, by regulation, prescribe.
3. Yes, if, for determinations of dependency made on or after July 1, 1994, and prior to the death of the member, the child had been placed in the home of the member or former member by a placement agency (recognized by the Secretary of Defense) or by another source authorized by State or local law to provide adoption placement, in anticipation of the legal adoption.
4. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support at the time of the sponsor's death or 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. 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, dependent on the former member for over 50 percent of the child's support; or
b. Is incapable of self-support because of a mental or physical incapacity that existed before age 21, or occurred before the age of 23 while a full-time student, while a dependent of a member or former member and is, or was at the time of the member's or former member's death, dependent on the member or former member for over 50 percent of the child's support.

A2.20. Abused Dependents of Retirement Eligible Members. See Table A2.12 for entitlements.

Table A2.22. Abused Dependents of Retirement Eligible Members. Abused dependents of AD uniformed services members entitled to retired pay based on 20 or more years of service who, on or after October, 23, 1992, while a member, have their eligibility to receive retired pay terminated as a result of misconduct involving the abuse of the spouse or dependent child pursuant to section 1408(h), are eligible for benefits. For the purposes of these benefits the eligible spouse or child may not reside in the household of the sponsor. Note: See Table A2.27 for additional information on abused dependents under the 10/20/10 former spouse rule.

	CHC	DC	C	MWR	E	Form
Spouse	1,2,6	2,6	2,6	2,6	2,6	1173
Children, Unmarried, Under age 18 years (including Orphans): Legitimate, adopted, step-child, pre-adoptive.	1,3	3	4	4	4	1173
Children, Unmarried, Over age 18 years (including Orphans): Legitimate, adopted, step-child, pre-adoptive (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 SSA.
b. Entitled to Medicare Part A hospital insurance and enrolled in Medicare Part B medical insurance or qualified as an exception.
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 at an institution of higher learning approved by the administering Secretary; or
b. Is incapable of self-support because of a mental or physical incapacity that existed before age 18, or occurred before the age of 23 while a full-time student.

6. The spouse has been married to the uniformed service member for at least 10 years, the uniformed service member has completed 20 creditable years for retired pay, and they have been married at least 10 years during the 20 years of creditable service (see Table A2.23). The uniformed services shall prescribe specific procedures to verify the eligibility of an applicant.

A2.21. Abused Dependents of Non-Retirement Eligible Members. See Table A2.22 for entitlements.

Table A2.23. Abused Dependents of Non-Retirement Eligible Members.
Dependents of AD uniformed service members (who have served for a continuous period greater than 30 days) not entitled to retired pay who have received a dishonorable or bad-conduct discharge, dismissal from a uniformed service as a result of a court martial conviction for an offense involving physical or emotional abuse of the spouse or child, or was administratively discharged as a result of such an offense, separated on or after November 30, 1993, are eligible for transitional privileges in accordance with DoDI 1342.24. For the purposes of these benefits the eligible spouse or child may not reside in the household of the sponsor. A maximum of up to 36 months of medical benefits can be granted by the uniformed services to the transitional compensation dependent. Note: See paragraph A2.26 and Table A2.27 for retirement eligible members.

	CHC	DC	C	MWR	E	Form
Spouse	1,2	2	2	2	2	1173
Children, Unmarried, Under age 18 years (including Orphans): Legitimate, adopted, step-child, pre-adoptive.	1,2	2	2	2	2	1173
Children, Unmarried, Over age 18 years (including Orphans): Legitimate, adopted, step-child, pre-adoptive (If entitled above)..	1,2,3	2,3	2,3	2,3	2,3	1173

Notes:
1. Yes, if:
a. Not entitled to Medicare Part A hospital insurance through the SSA.
b. Entitled to Medicare Part A hospital insurance and enrolled in Medicare Part B medical insurance or qualified as an exception in accordance with Reference (l).
2. Yes, if
a. Residing with the member at the time of the dependent-abuse offense and not residing with the member while receiving transitional compensation for abused dependents.
b. Married to and residing with the member at the time of the dependent-abuse offense and while receiving transitional compensation for abused dependents.
3. Yes, if:
a. 18 years of age or older and incapable of self-support because of a mental or physical incapacity that existed before the age of 18 and who is (or was when a punitive or other adverse action was carried out on the member) dependent on the member for over one-half of the child's support; or
b. 18 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 was

when a punitive or other adverse action was carried out on the member) dependent on the member for over one-half of the child's support.

A2.22. 20/20/20 Former Spouses of an AD, Regular Retired, or a Non-Regular Retired Sponsor at Age 60. See table A2.23 for entitlements.

Table A2.24. 20/20/20 Former Spouses. Unremarried former spouses of a uniformed services 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 pursuant to Sections 1408 and 1072(2)(F), including the period of the marriage and the service overlapped by at least 20 years are eligible for benefits. The benefit eligibility period begins on qualifying date of divorce from the uniformed services member. See tables A2.24 –A2.27.

	CHC	DC	C	MWR	E	Form
Former Spouse – DoD Beneficiary:						
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, if the 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 SSA.
b. Entitled to Medicare Part A (hospital) and enrolled in Medicare Part B (medical) with the exception of those individuals who qualify in accordance within this instruction.

A2.23. Former Spouses of a National Guard, Reserve or Retired Reserve Member Under Age 60. See table A2.24 for entitlements.

Table A2.25. Former Spouses of a National Guard, Reserve or Retired Reserve Member Under Age 60.
In the case of former spouses of National Guard, Reserve, or Retired Reserve members or former members who are entitled to retired pay at age 60, but have not yet reached age 60, the former spouse is only entitled to commissary, MWR, and exchange benefits as shown in Table 24. When the Retired Reserve member or former member attains or would have attained, age 60, the former spouse is entitled to benefits.

In the case of former spouses of National Guard members or Reserve members ordered to AD, or Retired Reserve members under age 60 recalled to AD, they continue to receive benefits as shown in Table 24 if the orders are for a period of 30 days or less. If the National Guard member, Reserve member, or recalled Retired Reserve member is on AD orders in excess of 30 days, the former spouse receives benefits.

	CHC	DC	C	MWR	E	Form
Former Spouse – DoD Beneficiary:						
Unremarried	No	No	Yes	Yes	Yes	2765

Remarried	No	No	No	No	No	No
Unmarried	No	No	Yes	Yes	Yes	2765

A2.24. 20/20/15 Former Spouse of an AD, Regular Retired, or a Non-Regular Retired at Age 60. See table A2.25 for entitlements.

Table A2.26. 20/20/15 Former Spouse of an AD, Regular Retired, or a Non-Regular Retired at Age 60.

Unremarried former spouses of a uniformed services 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 pursuant to Sections 1408 and 1072(2)(F), including the period of the marriage and the service overlapped by at least 15 years, but less than 20 years, are not eligible for the commissary, MWR, or exchange benefits. The benefit eligibility period begins on qualifying date of divorce from the uniformed services member.

	CHC	DC	C	MWR	E	Form
Former Spouse – DoD Beneficiary:						
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, 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 SSA; or
b. Entitled to Medicare Part A hospital insurance and enrolled in Medicare Part B medical insurance or qualified as an exception in accordance with Reference (l).
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 exist for 1 year, beginning on the date of the divorce, dissolution, or annulment pursuant to sections 1076 and 1072(2)(H).

A2.25. 20/20/15 Former Spouse of a Retired Reserve Member Under Age 60. See table A2.26 for entitlements.

Table A2.27. 20/20/15 Former Spouse of a Retired Reserve Member Under Age 60. See table A2.26 for entitlements.

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 former spouse has no entitlement under age 60. The benefit eligible period is 1 year from the date of divorce. If any period of eligibility extends beyond the Retired Reserve or former member's 60th birthday then the former spouse receives benefits.

In the case of former spouses of Reserve members or Retired Reserve members under age 60 recalled to AD on orders for a period of 30 days or less they are not entitled to any benefits. If the Reserve member or recalled Retired Reserve member is on AD orders in excess of 30 days, the former spouse will receive benefits if they are within 1 year from the date of divorce from the uniformed service member.

	CHC	DC	C	MWR	E	Form
Former Spouse – DoD Beneficiary:						
Unremarried	No	No	No	No	No	No
Remarried	No	No	No	No	No	No
Unmarried	No	No	No	No	No	No

A2.26. 10/20/10 Former Spouses. See table A2.27 for entitlements.

Table A2.28. 10/20/10 Former Spouses. Unremarried former spouses 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 pursuant to section 1408(h) are eligible for benefits. Note: See paragraph A2.21 and table A2.22 for non-retirement eligible member.

	CHC	DC	C	MWR	E	Form
Former Spouse – DoD Beneficiary:						
Unremarried	1,2	1,2	Yes	Yes	Yes	2765
Remarried	No	No	No	No	No	No
Unmarried	1,2	1,2	Yes	Yes	Yes	2765

Notes:
1. Yes, if:
a. Not entitled to Medicare Part A hospital insurance through the SSA.
b. Entitled to Medicare Part A hospital insurance and enrolled in Medicare Part B medical insurance or qualified as an exception.
2. The spouse has been married to the uniformed service member for at least 10 years, the uniformed service member has completed 20 creditable years for retired pay, and they have been married at least 10 years during the 20 years of creditable service (see Table A2.23).

A2.27. Civilian Personnel. See Table A2.29 for entitlements.

Table A2.29. Civilian Personnel.
Civilian personnel may be eligible for certain benefits based on their affiliation with DoD, Service-specific guidelines, or other authorizing conditions. The definition of "civilian personnel" (e.g., civilian employee, DoD contractor, Red Cross employee) is specific to each benefit set according to tables within this instruction.

Civilian personnel in the United States, to include civilian employees of the DoD and other Government agencies, as well as DoD contractors and personnel covered by PL 91-648 (also known and hereinafter referred to as "The Intergovernmental Personnel Act" [IPA]), may be issued a DoD ID card as a condition of employment or assignment.

	CHC	DC	C	MWR	E	Form
Member-Self (Sponsor)	No	No	No	1	No	CAC
Dependents	No	No	No	No	No	No

Note:
1. Retired DoD civilian employees are eligible for the plastic card (CAC without ICC), on a space available basis, to the limited use of MWR facilities based on the discretion of the installation commander. See Table A2.45.
Civilian personnel required to reside on a military installation within the continental United States (CONUS), Hawaii, or Alaska and their dependents, when residing in the same household, are eligible for benefits as shown in Table A2.30. For the purposes of this benefit set, "civilian personnel" includes civilian DoD employees and IPA personnel.

Table A2.30. Civilian Personnel and Dependents When Required to Reside on a Military Installation in CONUS (includes Hawaii and Alaska).

	CHC	DC	C	MWR	E	Form
Member-Self (Sponsor)	No	No	1	Yes	2	CAC
Spouse	No	No	1	Yes	2	1173
Children, Unmarried, Under age 21 years: Legitimate, adopted, step-child, illegitimate child of female member, or illegitimate child of male member. (A male member whose paternity has been judicially determined by a court-order or a voluntarily acknowledgement of paternity recognized by U.S. state, or affidavit of paternity recognized by the Staff Judge Advocate Legal Office when member is stationed or child resides in the overseas area, refer to paragraph 4.9 and Attachment 5, Table A5.1, Rule 18).	No	No	1,3,4	3,4	2,3	1173
Ward	No	No	1,3,4	3,4	2,3,4	1173
Pre-adoptive Child	No	No	1,3,5	3,5	2,3,5	1173
Foster Child	No	No	1,3	3	2,3	1173
Children, Unmarried, 21 years and over:	No	No	1,6	6	2,6	1173
Father, Mother, Father in-Law, Mother in-Law, Step-parent, 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, for determination of dependency made on or after July 1, 1994, placed in the legal custody of the member as a result of a court of competent jurisdiction in the United States (or possession of the United States) for a period of at least 12 consecutive months.
5. Yes, if, for determinations of dependency made on or after October 5, 1994, placed in the home of the member by a placement agency (recognized by the Secretary of Defense) or by another source authorized by State or local law to provide adoption placement, in anticipation of the legal adoption by the member.
6. Yes, if the child:
a. 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 dependent on the member for over 50 percent of the child's support; or
b. Is incapable of self-support because of a mental or physical incapacity that existed before age 21, or occurred before the age of 23 while a full-time student, while a dependent of a member and is, dependent on the member or former member for over 50 percent of the child's support.

DoD civilian personnel stationed or employed outside the continental United States (OCONUS) and their accompanying dependents, when residing in the same household, are eligible for benefits as shown in Table 30. For the purposes of this benefit set, "civilian personnel" includes civilian DoD employees, DoD contractors, and IPA personnel. Overseas commanders may never authorize benefits not authorized by this enclosure, but they may deny privileges indicated when base support facilities cannot handle the burden imposed.

Table A2.31. DoD Civilian Personnel Stationed or Employed OCONUS and Accompanying Dependents.

	CHC	DC	C	MWR	E	Form
Member-Self (Sponsor)	No	1	1	Yes	Yes	CAC
Spouse	No	1	1	Yes	Yes	1173
Children, Unmarried, Under age 21 years: Legitimate, adopted, step-child, illegitimate child of female member, or illegitimate child of male member. (A male member whose paternity has been judicially determined by a court-order or a voluntarily acknowledgement of paternity recognized by U.S. state, or affidavit of paternity recognized by the Staff Judge Advocate Legal Office when member is stationed or child resides in the overseas area, refer to paragraph 4.9 and Attachment 5, Table A5.1, Rule 18).	No	1,2	2	2	2	1173
Ward	No	1,2,3	2,3	2,3	2,3	1173
Pre-adoptive Child	No	1,2,4	2,4	2,4	2,4	1173

Foster Child	No	No	2	2	2	1173
Children, Unmarried, 21 years and over:	No	1,5	5	5	5	1173
Father, Mother, Father in-Law, Mother in-Law, Step-parent, or Parent by Adoption	No	1,2	2	2	2	1173

Notes:
1. Yes, on a space-available, fully reimbursable basis. MC at uniformed services facilities is rendered in accordance with Service instructions. Additional guidelines are contained in DoDI 1100.22 and Volume 1231 of DoDI 1400.25.
2. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.
3. Yes, if, for determination of dependency made on or after July 1, 1994, placed in the legal custody of the member as a result of a court of competent jurisdiction in the United States (or possession of the United States) for a period of at least 12 consecutive months.
4. Yes, if, for determinations of dependency made on or after October 5, 1994, placed in the home of the member by a placement agency (recognized by the Secretary of Defense) or by another source authorized by State or local law to provide adoption placement, in anticipation of the legal adoption by the member.
5. Yes, if the child:
a. 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 dependent on the member for over 50 percent of the child's support; or
b. Is incapable of self-support because of a mental or physical incapacity that existed before age 21, or occurred before the age of 23 while a full-time student, while a dependent of a member and is, dependent on the member for over 50 percent of the child's support.

Civilian personnel of non-DoD Government agencies stationed or employed OCONUS, and their dependents, when residing in the same household, are eligible for benefits. For the purposes of this benefit set, "civilian personnel" includes civilian employees of non-DoD Government agencies (e.g., Federal employees of the Department of State). Commissary, MWR, and exchange privileges are authorized by overseas commanders to the persons designated in Table A2.31 when it is within the capability of the facilities and it does not impair the military mission. Overseas commanders may never authorize benefits beyond those authorized by this instruction, but they may deny privileges indicated when base support facilities cannot handle the burden imposed.

Table A2.32. Benefits For Non-DoD Government Agencies Civilian Personnel Stationed or Employed OCONUS and Accompanying Dependents.

	CHC	DC	C	MWR	E	Form
Member-Self (Sponsor)	No	1	Yes	Yes	Yes	CAC
Spouse	No	1	Yes	Yes	Yes	1173
Children, Unmarried, Under age 21 years: Legitimate, adopted, step-child, illegitimate child of female member, or illegitimate child of male member. (A male member whose paternity has been judicially determined by a court-order or a voluntarily	No	1,2	2	2	2	1173

acknowledgement of paternity recognized by U.S. state, or affidavit of paternity recognized by the Staff Judge Advocate Legal Office when member is stationed or child resides in the overseas area, refer to paragraph 4.9 and Attachment 5, Table A5.1, Rule 18).						
Ward	No	1,2,3	2,3	2,3	2,3	1173
Pre-adoptive Child	No	1,2,4	2,4	2,4	2,4	1173
Foster Child	No	No	2	2	2	1173
Children, Unmarried, 21 years and over:	No	1,5	5	5	5	1173
Father, Mother, Father in-Law, Mother in-Law, Step-parent, or Parent by Adoption	No	1,2	2	2	2	1173

Notes:
1. Yes, on a space-available, fully reimbursable basis. MC at uniformed services facilities is rendered in accordance with Service medical instructions.
2. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.
3. Yes, if, for determination of dependency made on or after July 1, 1994, placed in the legal custody of the member as a result of a court of competent jurisdiction in the United States (or possession of the United States) for a period of at least 12 consecutive months.
4. Yes, if, for determinations of dependency made on or after October 5, 1994, placed in the home of the member by a placement agency (recognized by the Secretary of Defense) or by another source authorized by State or local law to provide adoption placement, in anticipation of the legal adoption by the member.
5. Yes, if the child:
a. 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 dependent on the member for over 50 percent of the child's support; or
b. Is incapable of self-support because of a mental or physical incapacity that existed before age 21, or occurred before the age of 23 while a full-time student, while a dependent of a member and is, dependent on the member or former member for over 50 percent of the child's support.

Civilian personnel stationed or employed in Puerto Rico or Guam and their dependents, when residing in the same household, are eligible for benefits. For the purposes of this benefit set, "civilian personnel" includes civilian DoD employees under a valid transportation agreement, as well as civilian employees of other Government agencies, DoD contractors, and IPA personnel.

Table A2.33. Civilian Personnel Stationed or Employed in Puerto Rico or Guam and Accompanying Dependents.

	CHC	DC	C	MWR	E	Form
Member-Self (Sponsor)	No	1	2	Yes	3	CAC
Spouse	No	1	2	Yes	3	1173
Children, Unmarried, Under age 21 years: Legitimate, adopted, step-child, illegitimate child of female member, or illegitimate child of male member. (A male member	No	1,4	2,4	4	3,4	1173

whose paternity has been judicially determined by a court-order or a voluntarily acknowledgement of paternity recognized by U.S. state, or affidavit of paternity recognized by the Staff Judge Advocate Legal Office when member is stationed or child resides in the overseas area, refer to paragraph 4.9 and Attachment 5, Table A5.1, Rule 18).						
Ward	No	1,4,5	2,4,5	4,5	3,4,5	1173
Pre-adoptive Child	No	1,4,5	2,4,5	4,5	3,4,5	1173
Foster Child	No	No	2,4	2,4	2,3,4	1173
Children, Unmarried, 21 years and over:	No	1,7	2,7	7	3,7	1173
Father, Mother, Father in-Law, Mother in-Law, Step-parent, 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. Additional guidelines are contained in References (u) and (v).
2. In cases where deviations are granted by the Secretary of a Military Department or the Commander of a Combatant Command permitting access to commissary and exchange to 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 databases, and issue appropriate ID according to DoDI 1330.17, Enclosure 2. Non-DoD Federal employees and employees of firms under contract to the U.S. Government may qualify for an ID card from DEERS/RAPIDS; however, the ID card will not reflect eligibility to shopping privileges with commissary facilities. These shopping privileges are extended outside of the DEERS/RAPIDS program per local command according to DoDI 1330.17, Enclosure 2, paragraph 2e.
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, for determination of dependency made on or after July 1, 1994, placed in the legal custody of the member as a result of a court of competent jurisdiction in the United States (or possession of the United States) for a period of at least 12 consecutive months.
6. Yes, if, for determinations of dependency made on or after October 5, 1994, placed in the home of the member by a placement agency (recognized by the Secretary of Defense) or by another source authorized by State or local law to provide adoption placement, in anticipation of the legal adoption by the member.
7. Yes, if the child:

a. 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 dependent on the member for over 50 percent of the child's support; or

b. Is incapable of self-support because of a mental or physical incapacity that existed before age 21, or occurred before the age of 23 while a full-time student, while a dependent of a member, and is dependent on the member for over 50 percent of the child's support.

DoD OCONUS hires are foreign nationals in host countries who are employed by U.S. forces, consistent with any agreement with the host country. They are entered into DEERS for the purposes of issuing a CAC and are not eligible for benefits.

Table A2.34. DoD OCONUS Hires.

	CHC	DC	C	MWR	E	Form
Member-Self (Sponsor)	No	No	No	No	No	CAC

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 are eligible for benefits.

Table A2.35. Full-Time Paid Personnel of the Red Cross Assigned to Duty With the Uniformed Services in CONUS (includes Hawaii or Alaska), and Required to Reside on a Military Installation and Accompanying Dependents.

	CHC	DC	C	MWR	E	Form
Member-Self (Sponsor)	No	No	Yes	Yes	1	CAC
Spouse	No	No	Yes	Yes	1	1173
Children, Unmarried, Under age 21 years: Legitimate, adopted, step-child, illegitimate child of female member, or illegitimate child of male member. (A male member whose paternity has been judicially determined by a court-order or a voluntarily acknowledgement of paternity recognized by U.S. state, or affidavit of paternity recognized by the Staff Judge Advocate Legal Office when member is stationed or child resides in the overseas area, refer to paragraph 4.9 and Attachment 5, Table A5.1, Rule 18).	No	No	2	2	1,2	1173
Ward	No	No	2,3	2,3	1,2,3	1173
Pre-adoptive Child	No	No	4	4	1,4	1173
Foster Child	No	No	2,4	2,4	1,2,3,4	1173
Children, Unmarried, 21 years and over:	No	No	2,4	2,4	2,4	1173
Father, Mother, Father in-Law, Mother in-Law, Step-parent, 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, for determination of dependency made on or after July 1, 1994, placed in the legal

custody of the member as a result of a court of competent jurisdiction in the United States (or possession of the United States) for a period of at least 12 consecutive months.
4. Yes, if the child:
a. 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 dependent on the member for over 50 percent of the child's support; or
b. Is incapable of self-support because of a mental or physical incapacity that existed before age 21, or occurred before the age of 23 while a full-time student, while a dependent of a member, and is dependent on the member for over 50 percent of the child's support.

Uniformed and non-uniformed full-time paid personnel of the Red Cross assigned to duty with the uniformed services OCONUS and their accompanying dependents, when residing in the same household, are eligible for benefits.

Table A2.36. Full-Time Paid Personnel of the Red Cross Assigned to Duty With the Uniformed Services OCONUS and Accompanying Dependents.

	CHC	DC	C	MWR	E	Form
Member-Self (Sponsor)	No	1	Yes	Yes	Yes	CAC
Spouse	No	1	Yes	Yes	Yes	1173
Children, Unmarried, Under age 21 years: Legitimate, adopted, step-child, illegitimate child of female member, or illegitimate child of male member. (A male member whose paternity has been judicially determined by a court-order or a voluntarily acknowledgement of paternity recognized by U.S. state, or affidavit of paternity recognized by the Staff Judge Advocate Legal Office when member is stationed or child resides in the overseas area, refer to paragraph 4.9 and Attachment 5, Table A5.1, Rule 18).	No	1,2	2	2	2	1173
Ward	No	No	2,3	2,3	2,3	1173
Pre-adoptive Child	No	No	4	4	1,4	1173
Foster Child	No	No	2,4	2,4	1,2,3,4	1173
Children, Unmarried, 21 years and over:	No	1,4	4	4	4	1173
Father, Mother, Father in-Law, Mother in-Law, Step-parent, or Parent by Adoption	No	1,2	2	2	2	1173

Notes:
1. Yes, on a space-available basis at rates specified in uniformed services medical instructions.
2. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.
3. Yes, if, for determination of dependency made on or after July 1, 1994, placed in the legal custody of the member as a result of a court of competent jurisdiction in the United States (or possession of the United States) for a period of at least 12 consecutive months.
4. Yes, if the child:

a. 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 dependent on the member for over 50 percent of the child's support; or
b. Is incapable of self-support because of a mental or physical incapacity that existed before age 21, or occurred before the age of 23 while a full-time student, while a dependent of a member, and is dependent on the member for over 50 percent of the child's support.

Area executives, center directors, and assistant directors of the United Service Organizations (USO) serving OCONUS and their accompanying dependents when residing in the same household are eligible for benefits.

Table A2.37. Area Executives, Center Directors, and Assistant Directors of the USO and Accompanying Dependents Serving OCONUS.

	CHC	DC	C	MWR	E	Form
Member-Self (Sponsor)	No	1	Yes	Yes	Yes	CAC
Spouse	No	1	Yes	Yes	Yes	1173
Children, Unmarried, Under age 21 years: Legitimate, adopted, step-child, illegitimate child of female member, or illegitimate child of male member. (A male member whose paternity has been judicially determined by a court-order or a voluntarily acknowledgement of paternity recognized by U.S. state, or affidavit of paternity recognized by the Staff Judge Advocate Legal Office when member is stationed or child resides in the overseas area, refer to paragraph 4.9 and Attachment 5, Table A5.1, Rule 18).	No	1,2	2	2	2	1173
Ward	No	No	2,3	2,3	2,3	1173
Pre-adoptive Child	No	No	4	4	1,4	1173
Foster Child	No	No	2,4	2,4	1,2,3,4	1173
Children, Unmarried, 21 years and over:	No	1,4	4	4	4	1173
Father, Mother, Father in-Law, Mother in-Law, Step-parent, or Parent by Adoption	No	1,2	2	2	2	1173

Notes:
1. Yes, on a space-available, fully reimbursable basis. Additional guidelines are contained in References (u) and (v).
2. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.
3. Yes, if, for determination of dependency made on or after July 1, 1994, placed in the legal custody of the member as a result of a court of competent jurisdiction in the United States (or possession of the United States) for a period of at least 12 consecutive months.
4. Yes, if the child:
a. 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 dependent on the member for

over 50 percent of the child's support; or
b. Is incapable of self-support because of a mental or physical incapacity that existed before age 21, or occurred before the age of 23 while a full-time student, while a dependent of a member, and is dependent on the member for over 50 percent of the child's support.

USS personnel serving OCONUS and their accompanying dependents, when residing in the same household, are eligible for benefits.

Table A2.38. United Seaman's Service (USS) Personnel Serving OCONUS and Accompanying Dependents.

	CHC	DC	C	MWR	E	Form
Member-Self (Sponsor)	No	1	Yes	Yes	Yes	CAC
Spouse	No	1	Yes	Yes	Yes	1173
Children, Unmarried, Under age 21 years: Legitimate, adopted, step-child, illegitimate child of female member, or illegitimate child of male member. (A male member whose paternity has been judicially determined by a court-order or a voluntarily acknowledgement of paternity recognized by U.S. state, or affidavit of paternity recognized by the Staff Judge Advocate Legal Office when member is stationed or child resides in the overseas area, refer to paragraph 4.9 and Attachment 5, Table A5.1, Rule 18).	No	1,2	2	2	2	1173
Ward	No	No	2,3	2,3	2,3	1173
Pre-adoptive Child	No	No	4	4	1,4	1173
Foster Child	No	No	2	2	2	1173
Children, Unmarried, 21 years and over:	No	1,4	4	4	4	1173
Father, Mother, Father in-Law, Mother in-Law, Step-parent, or Parent by Adoption	No	1,2	2	2	2	1173

1. Yes, on a space-available, fully reimbursable basis. Additional guidelines are contained in References (u) and (v).
2. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.
3. Yes, if, for determination of dependency made on or after July 1, 1994, placed in the legal custody of the member as a result of a court of competent jurisdiction in the United States (or possession of the United States) for a period of at least 12 consecutive months.
4. Yes, if the child:
a. 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 dependent on the member for over 50 percent of the child's support; or
b. Is incapable of self-support because of a mental or physical incapacity that existed before age 21, or occurred before the age of 23 while a full-time student, while a dependent of a member,

and is dependent on the member for over 50 percent of the child's support.

k. Military Sealift Command (MSC) civil service Marine personnel deployed OCONUS on MSC-owned and operated vessels are eligible for benefits.

Table A2.39. MSC Personnel Deployed OCONUS on MSC-Owned and Operated Vessels.

	CHC	DC	C	MWR	E	Form
Member-Self (Sponsor)	No	1	Yes	Yes	Yes	CAC
Notes: 1. Yes, on a space-available, fully reimbursable basis. 2. Entitled to limited exchange privileges, which includes purchase of all items except distinctive uniform items and State tax-free items.						

Ship's officers and members of the crews of NOAA vessels are eligible for benefits in accordance with Section 3074 of title 33, United States Code. Ship's officers are not commissioned officers, but are civilian employees of NOAA.

Table A2.40. Ship's Officers and Members of the Crews of NOAA Vessels (NOAA Wage Mariner Employees.

	CHC	DC	C	MWR	E	Form
Member-Self (Sponsor)	No	No	Yes	Yes	Yes	CAC
Spouse	No	No	Yes	Yes	Yes	1173
Children, Unmarried, Under age 21 years: Legitimate, adopted, step-child, illegitimate child of female member, or illegitimate child of male member. (A male member whose paternity has been judicially determined by a court-order or a voluntarily acknowledgement of paternity recognized by U.S. state, or affidavit of paternity recognized by the Staff Judge Advocate Legal Office when member is stationed or child resides in the overseas area, refer to paragraph 4.9 and Attachment 5, Table A5.1, Rule 18).	No	No	1	1	1	1173
Ward	No	No	1,2	1,2	1,2	1173
Pre-adoptive Child	No	No	1,3	1,3	1,3	1173
Foster Child	No	No	1	1	1	1173
Children, Unmarried, 21 years and over:	No	No	4	4	4	1173
Father, Mother, Father in-Law, Mother in-Law, Step-parent, 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 or						

children of a sponsor residing in the household of a former spouse (20-20-20 or 10-20-10). 2. Yes if, for determination of dependency made on or after July 1, 1994, placed in the legal custody of the member as a result of a court of competent jurisdiction in the United States (or possession of the United States) for a period of at least 12 consecutive months. 3. Yes if, for determinations of dependency made on or after October 5, 1994, placed in the home of the member by a placement agency (recognized by the Secretary of Defense) or by another source authorized by State or local law to provide adoption placement, in anticipation of the legal adoption by the member. 4. Yes, if the child: a. 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 dependent on the member for over 50 percent of the child's support; or b. Is incapable of self-support because of a mental or physical incapacity that existed before age 21, or occurred before the age of 23 while a full-time student, while a dependent of a member, and is dependent on the member for over 50 percent of the child's support.

Officers and crews of vessels, lighthouse keepers, and depot keepers of the former Lighthouse Service are eligible for benefits.

Table A2.41. Officers and Crews of Vessels, Lighthouse Keepers, and Depot Keepers of the Former Lighthouse Service.

	CHC	DC	C	MWR	E	Form
Member-Self (Sponsor)	No	No	Yes	Yes	Yes	CAC

Presidential appointees who have been confirmed by the Senate (PASs), non-career and career Senior Executive Service (SES) employees, and SES equivalents of the DoD and the Military Services are eligible for benefits.

Table A2.42. Presidential Appointees.

	CHC	DC	C	MWR	E	Form
Member-Self (Sponsor)	No	1	No	No	No	CAC
Notes: 1. Designation for PASs and other designated civilian officials within the DoD and the Military Departments. This is a specific reimbursable care value at the interagency rate outside the National Capital Region.						

Contract surgeons overseas during the period of their contract are eligible for benefits.

Table A2.43. Contract Surgeons Overseas.

	CHC	DC	C	MWR	E	Form
Member-Self (Sponsor)	No	No	No	Yes	Yes	CAC

State employees of the National Guard may be identified in DEERS for the purpose of issuing a CAC to access DoD networks. There are no benefits assigned and no dependent benefits.

Table A2.44. State Guard Employees.

	CHC	DC	C	MWR	E	Form
Member-Self (Sponsor)	No	No	No	No	No	CAC

A2.28. Retired DoD Civilian Employees. See Table A2.45 for entitlements.

Table A2.45. Retired DoD Civilian Employees.
Retired appropriated and non-appropriated fund employees of the DoD are eligible for benefits.

	CHC	DC	C	MWR	E	Form
Member-Self (Sponsor)	No	No	No	1	No	Plastic
Note: 1. Retired DoD civilian employees are eligible, on a space available basis, to the limited use of MWR facilities based on the discretion of the installation commander. The August 26, 2008, USD(P&R) Memorandum authorized the issuance of a DoD ID card to this population.						

A2.29. Retired NOAA Wage Mariner Employees and Their Eligible Dependents. See Table A2.45 for entitlements.

Table A2.46. Retired NOAA Wage Mariner Employees and Their Eligible Dependents.
Retired NOAA Wage Mariners (retired ship's officers and members of the crews of NOAA vessels) are eligible for benefits.

	CHC	DC	C	MWR	E	Form
Member-Self (Sponsor)	No	No	Yes	No	Yes	2Ret
Spouse	No	No	Yes	No	No	1173
Children, Unmarried, Under age 21 years: Legitimate, adopted, step-child, illegitimate child of female member, or illegitimate child of male member. (A male member whose paternity has been judicially determined by a court-order or a voluntarily acknowledgement of paternity recognized by U.S. state, or affidavit of paternity recognized by the Staff Judge Advocate Legal Office when member is stationed or child resides in the overseas area, refer to paragraph 4.9 and Attachment 5, Table A5.1, Rule 18).	No	No	1	No	No	1173
Ward	No	No	1,2	No	1,2	1173
Pre-adoptive Child	No	No	1,3	No	1,3	1173
Foster Child	No	No	1	No	1	1173
Children, Unmarried, 21 years and over:	No	No	1,4	No	1,4	1173
Father, Mother, Father in-Law, Mother in-						

Law, Step-parent, or Parent by Adoption	No	No	1	No	1	1173

Notes:
1. 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.
2. Yes, if, for determinations of dependency made on or after July 1, 1994, placed in the legal custody of the member or former member as a result of a court of competent jurisdiction in the United States (or possession of the United States) for a period of at least 12 consecutive months.
3. Yes, if, for determinations of dependency made on or after October 5, 1994, placed in the home of the member or former member by a placement agency (recognized by the Secretary of Defense) or by another source authorized by State or local law to provide adoption placement, in anticipation of the legal adoption by the member or former member.
4. Yes, if the child:
a. 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 dependent on the former member for over 50 percent of the child's support; or
b. Is incapable of self-support because of a mental or physical incapacity that existed before age 21, or occurred before the age of 23 while a full-time student, while a dependent of a member or former member, and is dependent on the member or former member for over 50 percent of the child's support.

A2.30. Foreign Affiliates. See Tables A2.46 – A2.53 for entitlements.

A2.30.1. Foreign personnel (military and civilian). AD, retired, or civilian member and their dependents, who are on personal leave or attending a school in the U.S. at their own convenience, or convenience of their government are not eligible to possess an ID card as listed in this instruction for authorizing any benefits or privileges. This also includes personnel who in the U.S. for the purposes of collecting of information relating foreign military sales programs, U.S. defense articles or services, or representatives of the People's Republic of China (PRC).

Table A2.47. Foreign Affiliates - Sponsored North Atlantic Treaty Organization (NATO) and Partnership for Peace (PFP) Personnel in the United States.

AD officer and enlisted personnel of NATO and PFP countries serving in the United States under the sponsorship or invitation of the DoD or a Military Service and their accompanying dependents living in the sponsor's U.S. household are eligible for benefits.

	CHC	**DC**	**C**	**MWR**	**E**	**Form**
Member-Self (Sponsor)	No	1	Yes	Yes	Yes	CAC
Spouse	2	1	Yes	Yes	Yes	1173
	No	No	Yes	Yes	Yes	1173
Children, Unmarried, Under age 21 years: Legitimate, adopted, step-child, illegitimate child of female member, or illegitimate	2,3	1,3	3	3	3	1173

child of male member. (A male member whose paternity has been judicially determined by a court-order or a voluntarily acknowledgement of paternity recognized by U.S. state, or affidavit of paternity recognized by the Staff Judge Advocate Legal Office when member is stationed or child resides in the overseas area, refer to paragraph 4.9 and Attachment 5, Table A5.1, Rule 18).						
Ward	No	No	3,4	3,4	3,4	1173
	No	No	3,5	3,5	3,5	1173
Children, Unmarried, 21 years and over:	2,3,5	1,3,5	1,5	1,5	1,5	1173
Father, Mother, Father in-Law, Mother in-Law, Step-parent, or Parent by Adoption	No	No	3	3	3	1173

Notes:
1. Yes, for outpatient care no charge and for inpatient care at full reimbursable rate.
2. Yes, for outpatient care only.
3. Yes, if residing in the household of the Foreign Service member in the United States.
4. Yes, if, for determination of dependency made on or after July 1, 1994, placed in the legal custody of the member as a result of a court of competent jurisdiction in the United States (or possession of the United States) for a period of at least 12 consecutive months.
5. Yes, if the child:
   a. 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 dependent on the member for over 50 percent of the child's support; or
   b. Is incapable of self-support because of a mental or physical incapacity that existed before age 21, or occurred before the age of 23 while a full-time student, while a dependent of a member, and is dependent on the member for over 50 percent of the child's support.

Table A2.48. Sponsored Non-NATO Personnel and Accompanying Dependents in the United States.

AD officer and enlisted personnel of non-NATO countries serving in the United States under DoD or Service sponsorship or invitation and their dependents, living in the non-NATO personnel's U.S. household, are eligible for benefits.

	CHC	DC	C	MWR	E	Form
Member-Self (Sponsor)	No	1	Yes	Yes	Yes	CAC
Spouse	No	1	Yes	Yes	Yes	1173
	No	No	Yes	Yes	Yes	1173
Children, Unmarried, Under age 21 years: Legitimate, adopted, step-child, illegitimate child of female member, or illegitimate child of male member. (A male member whose paternity has been judicially determined by a court-order or a voluntarily acknowledgement of paternity recognized	No	1,3	2	2	2	1173

by U.S. state, or affidavit of paternity recognized by the Staff Judge Advocate Legal Office when member is stationed or child resides in the overseas area, refer to paragraph 4.9 and Attachment 5, Table A5.1, Rule 18).						
Ward	No	No	2,3	2,3	2,3	1173
	No	No	2	2	2	1173
Children, Unmarried, 21 years and over:	2,3,5	1,2,4	2,4	2,4	2,4	1173
Father, Mother, Father in-Law, Mother in-Law, Step-parent, or Parent by Adoption	No	No	2	2	2	1173

Notes:
1. Yes, for outpatient care only on a reimbursable basis.
2. Yes, if residing in the household of the Foreign Service member in the United States.
3. Yes, if, for determination of dependency made on or after July 1, 1994, placed in the legal custody of the member as a result of a court of competent jurisdiction in the United States (or possession of the United States) for a period of at least 12 consecutive months.
4. Yes, if the child:
   a. 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 dependent on the member for over 50 percent of the child's support; or
   b. Is incapable of self-support because of a mental or physical incapacity that existed before age 21, or occurred before the age of 23 while a full-time student, while a dependent of a member, and is dependent on the member for over 50 percent of the child's support.

Table A2.49. Non-sponsored NATO Personnel in the United States and Accompanying Dependents.

AD officer and enlisted personnel of NATO countries who, in connection with their official NATO duties, are stationed in the United States but are not under DoD or Service sponsorship and their accompanying dependents living in the non-sponsored NATO personnel's U.S. household are eligible for benefits.

	CHC	**DC**	**C**	**MWR**	**E**	**Form**
Member-Self (Sponsor)	No	1	No	Yes	Yes	CAC
Spouse	2	1	No	No	No	1173
	No	No	Yes	Yes	Yes	1173
Children, Unmarried, Under age 21 years: Legitimate, adopted, step-child, illegitimate child of female member, or illegitimate child of male member. (A male member whose paternity has been judicially determined by a court-order or a voluntarily acknowledgement of paternity recognized by U.S. state, or affidavit of paternity recognized by the Staff Judge Advocate Legal Office when member is stationed or	2,3	1,3	No	No	No	1173

child resides in the overseas area, refer to paragraph 4.9 and Attachment 5, Table A5.1, Rule 18).						
Ward	No	No	No	No	No	No
	No	No	No	No	No	1173
Children, Unmarried, 21 years and over:	2,3,4	1,3,4	No	No	No	1173
Father, Mother, Father in-Law, Mother in-Law, Step-parent, or Parent by Adoption	No	No	No	No	No	No

Notes:
1. Yes, for outpatient care no charge and for inpatient care at full reimbursable rate.
2. Yes, for outpatient care only.
3. Yes, if residing in the household of the Foreign Service member in the United States.
4. Yes, if the child:

a. 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 dependent on the member for over 50 percent of the child's support; or

b. Is incapable of self-support because of a mental or physical incapacity that existed before age 21, or occurred before the age of 23 while a full-time student, while a dependent of a member, and is dependent on the member for over 50 percent of the child's support.

Table A2.50. NATO and Non-NATO Personnel OCONUS and Accompanying Dependents. AD officer and enlisted personnel of NATO and non-NATO countries serving OCONUS and outside their own country under DoD or Service sponsorship or invitation and their accompanying dependents living with the sponsor are eligible for benefits. These benefits may be extended to this category of personnel not under DoD or Service sponsorship or invitation 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 Service establishment.

	CHC	**DC**	**C**	**MWR**	**E**	**Form**
Member-Self (Sponsor)	No	1	Yes	Yes	Yes	CAC
Spouse	2	1	Yes	Yes	Yes	1173
	No	No	Yes	Yes	Yes	1173
Children, Unmarried, Under age 21 years: Legitimate, adopted, step-child, illegitimate child of female member, or illegitimate child of male member. (A male member whose paternity has been judicially determined by a court-order or a voluntarily acknowledgement of paternity recognized by U.S. state, or affidavit of paternity recognized by the Staff Judge Advocate Legal Office when member is stationed or child resides in the overseas area, refer to paragraph 4.9	No	1,2	2	2	2	1173

and Attachment 5, Table A5.1, Rule 18).						
Ward	No	No	2,3	2,3	2,3	1173
	No	No	2	2	2	1173
Children, Unmarried, 21 years and over:	No	1,2,3	2,4	2,4	2,4	1173
Father, Mother, Father in-Law, Mother in-Law, Step-parent, or Parent by Adoption	No	No	2	2	2	1173

Notes:
1. Yes, for outpatient care only on a reimbursable basis.
2. Yes, if residing in the household of the Foreign Service member and dependent on over 50 percent support.
3. Yes, if, for determination of dependency made on or after July 1, 1994, placed in the legal custody of the member as a result of a court of competent jurisdiction in the United States (or possession of the United States) for a period of at least 12 consecutive months.
4. Yes, if the child:
a. 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 dependent on the member for over 50 percent of the child's support; or
b. Is incapable of self-support because of a mental or physical incapacity that existed before age 21, or occurred before the age of 23 while a full-time student, while a dependent of a member, and is dependent on the member for over 50 percent of the child's support.

Table A2.51. Korean Augmentation to the U.S. Army (KATUSA).
Military service is mandatory for all Republic of Korea (ROK) male citizens. Those male citizens who speak English often become KATUSA serving with the U.S. Army forces in the ROK. This arrangement is provided for in the status of forces agreement between the United States and ROK. The KATUSAs are identified in DEERS for the purpose of issuing CACs for access to the U.S. installations in the ROK. No other benefits are provided.

	CHC	DC	C	MWR	E	Form
Member-Self (Sponsor)	No	No	No	No	No	CAC

Table A2.52. Foreign National Civilians.

Civilian employees of a foreign government who are assigned a support role with the DoD or Military Services or attending school at one of the DoD or uniformed services advanced schools may be identified in DEERS for the purpose of issuing a CAC. The foreign national civilian is sponsored by the DoD or a Military Service regardless of whether the foreign national civilian is from a NATO, PFP, or non-NATO country. There are no benefits assigned and no dependent benefits are extended.

	CHC	DC	C	MWR	E	Form
Member-Self (Sponsor)	No	No	No	No	No	CAC

Table A2.53. Foreign National Contractors.
Contractor personnel, contracted to a foreign government, who are assigned a support role with the DoD or Military Services or as a representative of a foreign government at one of the DoD or

uniformed services advanced schools may be identified in DEERS for the purpose of issuing a CAC for physical and logical access requirements. The foreign national contractor is sponsored by the DoD or a Military Service regardless of whether the foreign national civilian is from a NATO, PFP, or a non-NATO country. There are no benefits assigned and no dependent benefits are extended.

	CHC	DC	C	MWR	E	Form
Member-Self (Sponsor)	No	No	No	No	No	CAC

A2.31. Personnel Subject to a Reciprocal Health Care Agreement (RHCA) in the United States. For countries that have bilateral RHCAs with the DoD, RHCAs provide that a limited number of foreign force members and their dependents in the United States may be provided inpatient MC at MTFs on a space-available basis without cost (except for a subsistence charge, if it applies). Provision of such care is contingent on comparable care being made available to a comparable number of U.S. military personnel and their dependents in the foreign country. See Table A2.53 for extension of benefits.

Table A2.54. Foreign Force Members and Eligible Dependents Residing in the United States Who Are Subject to an RHCA.

	CHC	DC	C	MWR	E	Form
Member-Self (Sponsor)	No	1	5	6	7	CAC
Spouse	2	1	Yes	Yes	Yes	1173
	No	No	Yes	Yes	Yes	1173
Children, Unmarried, Under age 21 years: Legitimate, adopted, step-child, illegitimate child of female member, or illegitimate child of male member. (A male member whose paternity has been judicially determined by a court-order or a voluntarily acknowledgement of paternity recognized by U.S. state, or affidavit of paternity recognized by the Staff Judge Advocate Legal Office when member is stationed or child resides in the overseas area, refer to paragraph 4.9 and Attachment 5, Table A5.1, Rule 18).	No	1,2	2	2	2	1173
Ward	No	No	2,3	2,3	2,3	1173
	No	No	2	2	2	1173
Children, Unmarried, 21 years and over:	No	1,2,3	2,4	2,4	2,4	1173
Father, Mother, Father in-Law, Mother in-Law, Step-parent, or Parent by Adoption	No	No	2	2	2	1173

Attachment 3

INSTRUCTIONS FOR COMPLETION OF DD FORM 1172-2, "APPLICATION FOR IDENTIFICATION CARD/DEERS ENROLLMENT"

A3.1. DD Form 1172-2. Instructions.

A3.1.1. *The DD Form 1172-2 is used to apply for issuance of a DD Form 2 (Reserve, Retired, and Reserve Retired), a DD Form 1173, a DD Form 1173-1, a DD Form 2764, a DD Form 2765, and a CAC for eligible individuals who are not enrolled in the Defense Enrollment Eligibility Reporting System (DEERS) or to update eligible individual's DEERS record. Retention and disposition of the DD Form 1172-2 are in accordance with uniformed services' regulatory instructions.*

A3.1.2. DoD sponsors enrolling their dependents in DEERS should complete Sections I, II, and IV.

A3.1.3. DoD sponsors updating their own status or adding a personnel condition impacting benefits (e.g., overseas assignment) should complete Sections I and II.

A3.1.4. Eligible employees applying for a CAC should complete Sections I and II (and Section IV if a Foreign Affiliate on orders to the U.S. with authorized Dependents). The DD Form 1172-2 should then be provided to a DoD Sponsor for authorization and completion of Section III.

A3.1.5. DoD sponsors authorizing a CAC for an employee should complete Section III.

A3.1.6. For certain populations a paper form is not required. (Populations entered into RAPIDS via TASS, formerly the Contractor Verification System [CVS]).

A3.1.7. A DD Form 577 (Signature card) is on file at the issuing site for CAC applicants using the DD Form 1172-2 for enrollment.

A3.2. SECTION I. SPONSORS/EMPLOYEE INFORMATION.

A3.2.1. Block 1. Name. Enter the sponsor/employee's LAST name first, enter the FIRST name, and then enter the MIDDLE INITIAL or the full MIDDLE NAME. (Use no more than 51 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.

A3.2.2. Block 2. Gender. Enter the sponsor/employee's gender from the valid codes listed in Table 1: (Use one character code M or F).

Table A3.1. DD Form 1172-2 Block, Gender Abbreviations.

Code	Gender
M	Male
F	Female

A3.2.3. Block 3. SSN or DoD ID Number.

A3.2.4. Enter the sponsor/employees' SSN or DoD ID Number. In cases where an employee has not been issued an SSN or DoD ID Number, an ITIN can be provided. If neither number is available, a Foreign Identification Number (FIN) is generated by the system. A FIN (assigned as 900-00-0000F and up) is assigned and automatically generated for eligible foreign military and foreign nationals who do not have an SSN. An SSN or ITIN is the preferred identifier for initial enrollment. Only in cases where neither is available should an alternate be used.

A3.2.5. For VOs: If a SSN or DoD ID Number is already registered in DEERS for another individual, stop processing and verify the number. If verification confirms duplication of the SSN by the SSA, continue processing and the system automatically generates a duplicate control number for the additional sponsor

A3.2.6. Block 4. Status. Enter the sponsor/employee status from the valid codes listed in Table 2. If unsure of status, leave blank. (Use no more than six characters.)

Table A3.2. DD Form 1172-2 Block 4 Status.

CODE	STATUS
ACADMY	Academy or Navy Officer Candidate School (OCS) Student
AD	AD (excluding Guard and Reserve on extended active duty (EAD) 31 days or more)
AD-DEC	AD deceased
CIV	Civilian
CONTR	Contractor
DAVDEC	100-percent DAV deceased (either temporary (TMP) or permanent (PRM)
DAVPRM	100-percent DAV, permanent disability
DAVTMP	100-percent DAV, temporary disability
FP	Foreign military personnel
FMRMR	Former member who is in receipt of retired pay for non-regular service 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 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 EAD 31 days or more,
MH	Medal of Honor recipient
MH-DEC	Medal of Honor recipient deceased
OTHER	Non-DoD eligible beneficiaries (including credit union employees, and other civilians employed in support of U.S. forces overseas, who are authorized benefits and privileges)
PDRL	Retired member, on the PDRL
PR-APL	Prisoner or Appellate leave
RCL-AD	Recalled to AD
RES	Reserve (all categories)

RES-AD	National Guard and Reserve members who retire, but are not entitled to retired pay until age 60
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 AD retired, Retired Reserve beginning on their 60th birthday, the TDRL, and the PDRL.
SSB	Special Separation Benefits (SSB) recipient member with 120 days medical benefits (CHAMPUS/TRICARE and MTF)
TDRL	Retired member, on the TDRL
TA-RES	Selected Reserve Transition Assistance Management Program members and their eligible dependents
TA-30	Involuntarily separated member of Reserve or Guard Component entitled to 30 days medical benefits (CHAMPUS/TRICARE and MTF)
TA-60	Involuntarily separated member with 60 days medical benefits (CHAMPUS/TRICARE and MTF)
TA-120	Involuntarily separated member with 120 days medical benefits (CHAMPUS/TRICARE and MTF)
TA-180	Involuntarily separated member with 180 days medical benefits (CHAMPUS/TRICARE and MTF). **Exceptions:** See AFI 36-3026, Volume 1, Chapter 6 for sole survivorship discharge or separating from AD and agree to become a member of the Selected Reserve of the Ready Reserve of a Reserve Component.
VSI	Voluntary Separation Incentive (VSI) recipient with 120 days medical benefits (CHAMPUS/TRICARE and MTF)

A3.2.7. Block 5. Organization. Enter the sponsor/employee's organization or branch or service from the valid codes listed in Table 3. (Use no more than five characters.)

Table A3.3. DD Form 1172-2 Block 5 Organization.

CODE	ORGANIZATION
USA	U.S. Army
USAF	U.S. Air Force
USN	U.S. Navy
USMC	U.S. Marine Corps
USCG	U.S. Coast Guard
USPHS	U.S. Public Health Service
NOAA	National Oceanic and Atmospheric Administration
DoD	Department of Defense

FED	Employee of an Agency other than DoD
OTHER	Used when the sponsor is not affiliated with one of the uniformed services listed above

A3.2.8. Block 6. Pay Grade. Enter the sponsor/employee pay grade from the valid codes listed in Table A3.4. (Use no more than four characters.)

Table A3.4. DD Form 1172-2 Block 6 Pay Grade.

CODE	BRANCH OF SERVICE
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)
001-011	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
OTHER	Other (non-uniformed service) pay grades not defined above to include all contractors
N/A	Not applicable. Use this code with the Block 4 status codes of “FMRMR” or FMRDEC”

A3.2.9. Block 7. GEN CAT (Geneva Convention Category). Leave this block blank. This block is automatically generated by DEERS/RAPIDS with the valid codes listed in Table 5.

Table A3.5. DD Form 1172-2 Block 7. Geneva Category.

CODE	GEN CAT
I	Category I (pay grades E1 through E4)
II	Category II (pay grades E5 through E9)
III	Category III (pay grades W1 through 003 and/or Cadets and/or Midshipmen)
IV	Category IV (pay grades 004 through 006)
V	Category V (pay grades 007 through 011)
N/A	Not applicable (non-protected personnel)

A3.2.10. Block 8. Citizenship. Enter the sponsor/employee's appropriate country of citizenship from the valid codes listed in Table 6. Use two characters.

(Use two characters.)

Table A3.6. DD Form 1172-2 Block 8 Country Abbreviations.

COUNTRY	CODE	COUNTRY	CODE	COUNTRY	CODE
Afghanistan	AF	Germany	GM	Nigeria	NI
Albania	AL	Ghana	GH	Niue	NE
Algeria	AG	Gibraltar	GI	Norfolk Island	NF
America Samoa	AQ	Glorioiso Islands	GO	Northern Mariana Islands	CQ
Andorra	AN	Greece	GR	Norway	NO
Angola	AO	Greenland	GL	Oman	MU
Anguilla	AV	Grenada	GJ	Pakistan	PK
Antarctica	AY	Guadeloupe	GP	Palmyra Atoll	LQ
Antigua and Barbuda	AC	Guam	GQ	Panama	PM
Argentina	AR	Guatemala	GT	Papua New Guinea	PP
Armenia	AM	Guernsey	GK	Paracel Islands	PF
Aruba	AA	Guinea	GV	Paraguay	PA
Ashmore and Cartier Islands	AT	Guinea-Bissau	PU	Peru	PE
Australia	AS	Guyana	GY	Philippines	RP
Austria	AU	Haiti	HA	Pitcairn Islands	PC
Azerbaijan	AJ	Heard Island and McDonald Islands	HM	Poland	PL
Bahamas, The	BF	Honduras	HO	Portugal	PO
Bahrain	BA	Hong Kong	HK	Puerto Rico	RQ
Baker Island	FQ	Howland Island	HQ	Qatar	QA
Bangladesh	BG	Hungary	HU	Reunion	RE
Barbados	BB	Iceland	IC	Romania	RO
Bassas Da India	BS	India	IN	Russia	RS
Belarus	BO	Indonesia	ID	Rwanda	RW
Belgium	BE	Iran	IR	St. Kitts and Nevis	SC
Belize	BH	Iraq	IZ	St. Helena	SH
Benin	BN	Ireland	EI	St. Lucia	ST
Bermuda	BD	Israel	IS	St. Pierre and Miquelon	SB
Bhutan	BT	Italy	IT	St. Vincent and the Grenadines	VC
Bolivia	BL	Ivory Coast	IV	San Marino	SM
Bosnia and Herzegovina	BO	Jamaica	JM	Sao Tome and Principe	TP
Botswana	BC	Jan Mayen	JN	Saudi Arabia	SA

Bouvet Island	**BV**	**Japan**	**JA**	**Senegal**	**SG**
Brazil	**BR**	**Jarvis Island**	**DQ**	**Serbia**	**SR**
British Indian Ocean Territory	**IO**	**Jersey**	**JE**	**Seychelles**	**SE**
British Virgin Islands	**VI**	**Johnston Atoll**	**JQ**	**Sierra Leone**	**SL**
Brunei	**BX**	**Jordan**	**JO**	**Singapore**	**SN**
Bulgaria	**BU**	**Juan De Nova Island**	**JU**	**Slovakia**	**LO**
Burkina	**UV**	**Kazakhstan**	**KZ**	**Slovenia**	**SI**
Burma	**BM**	**Kenya**	**KE**	**Solomon Islands**	**BP**
Burundi	**BY**	**Kingman Reef**	**KQ**	**Somalia**	**SO**
Cambodia	**CB**	**Kiribati**	**KR**	**South Africa**	**SF**
Cameroon	**CM**	**Korea, Democratic**	**KN**	**South Georgia and the South Sandwich Islands**	**SX**
Canada	**CA**	**Korea, Republic of**	**KS**	**Spain**	**SP**
Cape Verde	**CV**	**Kuwait**	**KU**	**Spratly Islands**	**PG**
Cayman Islands	**CJ**	**Kyrgyzstan**	**KG**	**Sri Lanka**	**CE**
Central African Republic	**CT**	**Laos**	**LA**	**Sudan**	**SU**
Chad	**CD**	**Latvia**	**LG**	**Surinam**	**NS**
Chile	**CI**	**Lebanon**	**LE**	**Svalbard**	**SV**
China	**CH**	**Lesotho**	**LT**	**Swaziland**	**WZ**
Christmas Island	**KT**	**Liberia**	**LI**	**Sweden**	**SW**
Clipperton Islands	**IP**	**Libya**	**LY**	**Switzerland**	**SZ**
Cocos (Keeling) Islands	**CK**	**Liechtenstein**	**LS**	**Syria**	**SY**
Colombia	**CO**	**Lithuania**	**LH**	**Taiwan**	**TW**
Comoros	**CN**	**Luxembourg**	**LU**	**Tajikstan**	**TI**
Cook Islands	**CW**	**Macau**	**MC**	**Tanzania**	**TZ**
Coral Sea Islands	**CR**	**Macedonia**	**MK**	**Thailand**	**TH**
Costa Rica	**CS**	**Madagascar**	**MA**	**Togo**	**TO**
Cote Dtvoire	**IV**	**Malawi**	**MI**	**Tokelau**	**TL**
Croatia	**HR**	**Malaysia**	**MY**	**Tonga**	**TN**
Cuba	**CU**	**Maldives**	**MV**	**Trinidad and Tobago**	**TD**
Cyprus	**CY**	**Mali**	**ML**	**Tromelin Island**	**TE**
Czech Republic	**EZ**	**Malta**	**MT**	**Trust Territory of the Pacific Islands (Palau)**	**PS**

Denmark	**DA**	**Man, Isle of**	**IM**	**Tunisia**	**TS**
Djibouti	**DJ**	**Marshall Islands**	**RM**	**Turkey**	**TU**
Dominica	**DO**	**Martinique**	**MB**	**Turkmenistan**	**TX**
Dominican Republic	**DR**	**Mauritania**	**MR**	**Turks and Caicos Islands**	**TK**
Ecuador	**EC**	**Mauritius**	**MP**	**Tuvalu**	**TV**
Egypt	**EG**	**Mayotte**	**MF**	**Uganda**	**UG**
El Salvador	**ES**	**Mexico**	**MX**	**Ukraine**	**UP**
Equatorial Guinea	**EK**	**Midway Islands**	**MQ**	**United Arab Emirates**	**TC**
Eritrea	**ER**	**Moldova**	**MD**	**United Kingdom**	**UK**
Estonia	**EN**	**Monaco**	**MN**	**United States**	**US**
Ethiopia	**ET**	**Mongolia**	**MG**	**Uruguay**	**UY**
Europa Island	**EU**	**Montenegro**	**MW**	**Uzbekistan**	**UZ**
Falkland Islands (Islas Malvinas)	**FK**	**Montserrat**	**MH**	**Vanuatu**	**NH**
Faroe Islands	**FO**	**Morocco**	**MO**	**Vatican City**	**VT**
Federated States of Micronesia	**FM**	**Mozambique**	**MZ**	**Venezuela**	**VE**
Fiji	**FJ**	**Namibia**	**WA**	**Vietnam**	**VM**
Finland	**FI**	**Nauru**	**NR**	**Virgin Islands**	**VQ**
France	**FR**	**Navassa Island**	**BQ**	**Wake Island**	**WQ**
French Guiana	**FG**	**Nepal**	**NP**	**Wallis and Futuna**	**WF**
French Polynesia	**FP**	**Netherlands**	**NL**	**West Bank**	**WE**
French Southern and Antarctic Lands	**FS**	**Netherlands Antilles**	**NA**	**Western Sahara**	**WI**
Gabon	**GB**	**New Caledonia**	**NC**	**Western Samoa**	**WS**
Gambia, The	**GA**	**New Zealand**	**NZ**	**Yemen (Aden)**	**YM**
Gaza Strip	**GZ**	**Nicaragua**	**NU**	**Zambia**	**ZA**
Georgia	**GG**	**Niger**	**NG**	**Zimbabwe**	**ZI**

A3.2.11. Block 9. Date of Birth. Enter the sponsor/employee's date of birth four-digit year, three alpha-character month, and two-digit day format (YYYYMMMDD). (Use nine characters.)

A3.2.12. Block 10. Place of Birth. Enter the sponsor/employee's place of birth, including (City, State, and Country, if outside the United States). Enter the State abbreviations of the sponsor/employee’s place of birth from the valid codes provided in Table 7. If place of birth is a foreign country, enter the country from the valid codes from Table 6.

Table A3.7. DD Form 1172-2 Block 10 Place of Birth.

STATE	CODE	STATE	CODE	STATE	CODE
Europe & Canada	AE	Kansas	KS	Ohio	OH
Alabama	AL	Kentucky	KY	Oklahoma	OK
Pacific	AP	Louisiana	LA	Oregon	OR
Alaska	AK	Maine	ME	Pennsylvania	PA
American Samoa	AS	Maryland	MD	Puerto Rico	PR
Arizona	AZ	Massachusetts	MA	Rhode Island	RI
Arkansas	AR	Michigan	MI	South and Central America	AA
California	CA	Minnesota	MN	South Carolina	SC
Colorado	CO	Mississippi	MS	South Dakota	SD
Connecticut	CT	Missouri	MO	Tennessee	TN
Delaware	DE	Montana	MT	Federated States of Marshall Islands, Palau	TT
District of Columbia	DC	Nebraska	NE	Texas	TX
Florida	FL	Nevada	NV	Utah	UT
Georgia	GA	New Hampshire	NH	Vermont	VT
Guam	GU	New Jersey	NJ	Virginia	VA
Hawaii	HI	New Mexico	NM	Virgin Islands	VI
Idaho	ID	New York	NY	Washington	WA
Illinois	IL	North Carolina	NC	West Virginia	WV
Indiana	IN	North Dakota	ND	Wisconsin	WI
Iowa	IA	Ohio	OH	Wyoming	WY

A3.2.13. Block 11. Current Home Address. Enter the number and street of the sponsor/employee's current residence address. If sponsor is deceased or if address is unknown, leave blank. (Use no more than 27 characters.)

A3.2.14. Block 12. City. Enter the sponsor/employee's current city of residence. 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.)

A3.2.15. Block 13. State. Enter the correct U.S. postal code for the State of the sponsor/employee’s residence from the valid codes listed in Table 7. (Use two characters). If the sponsor/employee's address is an APO or FPO, enter the correct APO or FPO State. If the sponsor/employee lives outside of the 50 United States, the District of Columbia, or one of the listed trust territories, enter a default value of “XX.” (Use two characters.) If the sponsor is deceased or if State is unknown, leave blank.

A3.2.16. Block 14. 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.)

A3.2.17. Block 15. Country._ Enter the employee's correct country of residence from the valid abbreviations listed in Table 6. If the sponsor/employee's address is an APO or FPO, the country is "US" (use two characters). If country is unknown, leave blank.

A3.2.18. Block 16. Primary E-mail address. Enter the sponsor/employee's office/work E-mail address as applicable. This block may be left blank.

A3.2.19. Block 17. Telephone Number. Enter the sponsor/employee'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.)

A3.2.20. Block 18. City of Duty Location. Enter the city of the sponsor/employee's duty location.

A3.2.21. Block 19. State of Duty Location. Enter the correct U.S. postal code for the State of the sponsor/employee's duty location from the valid codes listed in Table 7. 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." (Use two characters.) If the sponsor is deceased or if State is unknown, leave blank.

A3.2.22. Block 20. Country of Duty Location. Enter the correct Country of the sponsor/employee's duty location from the valid codes listed in Table 6. (Use two characters). If the country is not listed, leave blank.

A3.3. SECTION II – SPONSOR/EMPLOYEE DECLARATION AND REMARKS.

A3.3.1. Block 21. Remarks. Enter the method of verification and further explanation of qualifying status, such as SF 52, sponsoring agency, and period of DEERS enrollment, or indicate other appropriate comments, such as particular work assignment. This section may be left blank, or prepopulated by the VO. **Note:** DD Form 1172-2: *Application for Identification Card/DEERS Enrollment,* the former DD 1172 signature block in Section V has been removed. VOs must include their name, RAPIDS site ID, telephone, & signature in block 21. If a VO did not generate the DD Form 1172-2, sponsor must sign & notarize in Section II before accepted at any ID card issuing facility.

A3.3.2. Block 22. Sponsor/Employee Signature. Block contains the sponsor/employee's signature, with the following exceptions:

A3.3.2.1. Unremarried or Unmarried former spouses shall sign for themselves.

A3.3.2.2. When the sponsor is deceased each of the survivors (widow, widower, children, parent, parent in-law, and step-parent) shall sign for themselves. **Note:** When the surviving spouse is a step parent, do not have the step parent sign authorizing the surviving child of the

sponsor to receive an ID card. Each person's information within the record is protected by the Privacy Act Statement (PAS).

A3.3.2.3. When the sponsor is unavailable for signature, the VO ensures that the dependency between the sponsor and family member exists. See paragraphs A.3.3.2.4 and A.3.3.2.5 below.

A3.3.2.4. A valid general or special power of attorney is acceptable if the sponsor is unavailable to sign. VO will annotate on block 21 the power of attorney presented by the beneficiary.

A3.3.2.5. When the sponsor is unable to sign the DD Form 1172-2 in the presence of the VO, the signature is notarized. The notary seal/signature should be placed in the right margin of Section II, Block 21.

A3.3.2.6. When the DD Form 1172-2 is not signed in the presence of the authorizing or VO at the time of DEERS enrollment, the signature is notarized. The notary seal and signature should be placed in the right margin of Block 21, above.

A3.3.2.7. Block 23. Date Signed. Enter the date four-digit year, three alpha-character month, and two-digit day format (YYYYMMMDD) that block 22 was signed on the DD Form 1172-2.

A3.4. SECTION III – AUTHORIZED BY (DoD CAC Sponsors Only).

A3.4.1. Block 24. Sponsoring Office Name. Enter the name of the organization the employee works for or is assigned to.

A3.4.2. Block 25. Contract Number. Enter the contract number for the purposes of entry into the TASS, formerly, Contractor Verification System (CVS).

A3.4.3. Block 26. Sponsoring Office Address. Enter the number and street, city, state, zip code, and country code (see Table 6 for country codes and Table 7 for state abbreviations) of the employee's sponsoring office address.

A3.4.4. Block 27. Sponsoring Office Telephone Number. Enter the sponsoring office telephone number beginning with the area code. Do not use punctuation to separate area code, prefix, and basic number. (Use no more than 14 characters.)

A3.4.5. Block 28. Office Email Address. Enter the sponsor/employee's office E-mail address as applicable.

A3.4.6. Block 29. Overseas Assignment. Enter the sponsor/employee's country of assignment from the valid list of abbreviations in Table 6.

A3.4.7. Block 30. Overseas Assignment Begin Date. Enter the appropriate employee's effective begin date four-digit year, three alpha-character month, and two-digit day format (YYYYMMMDD) for their overseas assignment. Obtain this information from the employee's personnel documents, e.g., Travel Authorization.

A3.4.8. Block 31. Overseas Assignment End Date. Enter the employee's effective end date four-digit year, three alpha-character month, and two-digit day format (YYYYMMMDD) of their overseas assignment. The period of employment may be obtained from the employee's Travel Authorization.

A3.4.9. Block 32. Eligibility Effective Date. Enter the date four digit year, three alpha-character month, and two-digit day format (YYYYMMMDD) the employee's qualifying status began.

A3.4.10. Block 33. Eligibility Expiration Date. Enter the employee effective end date, not to exceed three years. Use four-digit year, three alpha-character month, and two-digit day format (YYYYMMMDD).

A3.4.11. Block 34. Sponsoring Official Name. Enter the name of the sponsoring official. (Use no more than 51 characters.)

A3.2.12. Block 35. Unit/Organization Name. Enter the unit and/or command name for the sponsoring official. (Use no more than 26 characters.)

A3.4.13. Block 36. Title. Enter the sponsoring official's title. (Use no more than 24 characters.)

A3.4.14. Block 37. Pay Grade. Enter the pay grade of the sponsoring official (Use no more than four characters.)

A3.4.15. Block 38. Signature. The sponsoring official must sign in that block. The DoD sponsoring official is a uniformed service member, or civilian employee working for the sponsoring organization.

A3.4.16. Block 39. Date Verified. Enter the date four-digit year, three alpha-character month, and two-digit day format (YYYYMMMDD) that block 38 was signed on the DD Form 1172-2.

A3.5. SECTION IV – VERIFIED BY.

A3.5.1. Block 40. VO Name (Last, First, Middle Initial). Enter the VO's LAST name first, enter the FIRST name, and then enter the MIDDLE initial or the full MIDDLE name. Use no more than 51 characters.

A3.5.2. Block 41. Site ID. Enter the VO's 6-digit site ID.

A3.2.3. Block 42. Telephone Number (Include Area Code/DSN). Enter the VO's current residence, duty, or business telephone number beginning with the area code. Use no more than 10 characters. Do not use punctuation to separate are code, prefix, and basic number.

A3.2.4. Block 43. Signature. VO must sign in the block.

A3.6. SECTION IV – DEPENDENT INFORMATION.

A3.6.1. Block 44. Name. Enter the dependent's LAST name first, enter the FIRST name, and then enter the MIDDLE INITIAL or the full MIDDLE NAME. (Use no more than 51 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.

A3.6.2. Block 45. Gender. Enter the dependent's gender from the valid codes listed in Table 1 (Use one character).

A3.6.3. Block 46. Date of Birth. Enter the dependent's date of birth in four-digit year, three alpha character month, and two-digit day format (YYYYMMMDD).

A3.6.4. Block 47. Relationship. Enter the dependent's relationship to the sponsor from the valid abbreviations listed in Table 8.

Table A3.8. DD Form 1172-2 Block 45 Relationship Codes.

CODE	RELATIONSHIP STATUS
CH	Child
DB	DoD Beneficiary
FC	Foster Child
PAR	Parent
PL	Parent-in-law
PACH	Pre-adoptive Child
SP	Spouse
SC	Stepchild
STP	Stepparent
SPL	Stepparent-in-law
UMW	Unmarried Widow(er)
URW	Unremarried Widow(er)
WARD	Ward

A3.6.5. Block 48. SSN or DoD ID Number. Enter the dependent's SSN, DoD ID number, ITIN or temporary identification number (TIN). A TIN is automatically generated by RAPIDS and assigned 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. DC at a MTF is suspended if an SSN is not provided within 270 days. For initial enrollment a SSN, ITIN or TIN is preferred, and an alternate should not be used unless the SSN, ITIN or TIN is unavailable.

A3.6.6. Block 49. Current Home Address. Enter the number and street of the dependent's current residence address.

A3.6.7. Block 50. Primary E-mail Address. Enter the dependent's preferred E-mail address as applicable. This block may be left blank. For dependents aged 18 and older, check "Permission to us for benefits notifications (18 and above)" to verify permission for DoD to contact the included email address with DoD and Department of Veterans Affairs (VA) related benefits notifications.

A3.6.8. Block 51. Telephone Number. Enter in dependent's primary telephone number beginning with the area code. Use no more than 10 characters. Do not use punctuation to separate area code, prefix, and basic number. This block may be left blank.

A3.6.9. Block 52. City. Enter the dependent's current city of residence. If the dependent's address is an APO or FPO, enter the designation APO or FPO.

A3.6.10. Block 53. State. Enter the correct U.S. postal code for the State of the dependent's residence from the valid codes listed in for block 10. (Use two characters).

A3.6.11. Block 54. Zip Code. Enter the correct nine-digit ZIP Code of the dependent'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 dependent 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.

A3.6.12. Block 55. Country. Enter the dependent's correct country of residence from the valid abbreviations listed in the instructions for Block 8. If the dependent's address is an APO or FPO, the country is "US." (Use two characters). If country is unknown, leave blank.

A3.6.13. Block 56. Eligibility Effective Date. Enter the date, four-digit year, three alpha-character month, and two-digit day format (YYYYMMMDD), when the dependent's qualifying status began.

A3.6.14. Block 57. Eligibility Expiration Date. Leave blank.

A3.6.15. Blocks 58-71, Enter information following the instructions in Section A.

A3.7. SECTION IV – RECEIPT.

3.7.1. Block 72. Signature. ID card recipient must sign in that block. If the recipient is incapable of signing, the condition is indicated in that block.

A3.7.2. Block 73. Date Issued. Enter the date four-digit year, three alpha-character month, and two-digit day format (YYYYMMMDD), the recipient's acknowledgment of receiving an ID card. Use nine characters.

DD FORM 1172-2, APPLICATION FOR IDENTIFICATION CARD/DEERS ENROLLMENT, January 2014

Refer to:

http://www.dtic.mil/whs/directives/forms/forminfo/forminfopage2479.html

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 is going to 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 is as indicated below (when there appears to be a choice of two or more expiration dates, always choose the earliest date):

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 AD or 1 October 1966 (the initial date AD 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 AD.)

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, voluntary acknowledgement of paternity, 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 (RCSBP).

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 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, AD, 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, AD, 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 AD 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 AD 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 RCSBP.
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 AD 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; voluntary acknowledge or paternity, 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
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
3. Surviving dependents of Reserve members whose death occurred, after 30 September 1985 from an injury or illness incurred or aggravated while on AD for 30 days or less, on AD for training, or on inAD training or while, traveling to or from the place at which the member was to perform, or performed, such AD, AD for training, or inAD 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
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 AD for a period of 30 days or less, or AD for training, or inAD 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
5. 100-percent DAVs, and their dependents and survivors:		
100-percent DAV: 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
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

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 AD 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 1172-2 (formerly 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
13. Separated members of the Army, the Navy, the Air Force, and the Marine Corps who are eligible and approved for payment of a SSB; under 10 U.S.C. 1174a and 1175, and have been on AD for more than 6 years, and have served at least 5 years of continuous AD 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
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
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 1172-2 (formerly 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
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
23. Abused Dependents of AD 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

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 1172-2 (formerly 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 1172-2 (formerly 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:
INCAP 4 years from the date DD Form 1172-2 (formerly 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 1172-2 (formerly 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 1172-2 (formerly 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:
a. INCP - 4 years from the date DD Form 1172-2 (formerly DD Form 1172) is verified (permanent incapacitation) or stop payment date in block 21 on DD Form 2698, whichever occurs first.
b. INCT - Date of anticipated evaluation (temporary incapacitation), or stop payment date in block 21 on DD Form 2698, whichever occurs first.
c. STUDENT - Date of graduation, 23d birthday or stop payment date in block 21 on DD Form 2698, whichever occurs first.
Notes: (To Table A4.1, MC Effective Date)
A. Date of sponsor's entry on AD or 1 October 1966 (the initial date AD 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 AD.)
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, voluntary acknowledgement of paternity, 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 RCSBP.

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 SSB program or the 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, 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, 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 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 AD 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 RCSBP.
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.

Attachment 5

BASIC DOCUMENTATION OR ACCEPTABLE INFORMATION SOURCES REQUIRED TO DETERMINE ELIGIBILITY

A5.1. Basic Documentation Required Determining DEERS Eligibility. Photo ID is also required for all DoD sponsors and their eligible dependents over the age of 18 in addition to the eligibility documentation listed below in all instances (except for children under age 18). Children under the age of 18 applying for a dependent ID card are only required to provide documentation for the initial verification of eligibility or proof of relationship to the sponsor. FIPS 201-2 (formerly I-9), at www.cac.mil, Department of Defense List Of Acceptable Identity Documents should not be confused with Title 10 benefits eligibility age limits. See Table A5.1 below for DoD sponsors and dependent eligibility documents. See **Note** 8 in Table A5.1 for lost or stolen ID card and scanning of documentation to DEERS.

A5.1.1. A Social Security Card, an unexpired passport and driver's license are acceptable identity documents per FIPS 201-2 (with the exception for children under age 18, they do not need to provide an identity document); other official eligibility documents as listed in Attachment 5 are required for enrolling a member or dependent in DEERS. **Note:** Refer to FIPS 201-2 in reference to identity proofing for DEERS enrollment, eligibility, and ID card issuance purposes. Other category of identity documentation not accepted for DEERS enrollment or initial ID card issuance or renewal are: State issued ID cards displaying the phrase "Not For Federal Identification Use," "Not Acceptable for Federal Purposes," or other similar language, including local military, civilian, or contractor identity/security access badges issued from an agency, installation, or employment credential other than RAPIDS issued cards.

A5.1.2. Effective 11 May 2008, a Federal agency may not accept, for any purpose, a driver's license or ID card issue 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 Driver's Licenses and Personal Identification Cards, Section 202, paragraph (2)(b) Minimum Document Requirements, subparagraphs (1) thru (9). **Example:** The person's full legal name as listed on the State Driver's License or State Personal Identification Card is used for DEERS enrollment. Individuals who portray themselves under an alias name (assumed name, false name, also known as "a.k.a.") from that of the State Driver's License or State Personal Identification Card are not enrolled in DEERS or issued any type of identity (ID) credential from RAPIDS, unless, two forms of acceptable identity are provided as prescribed from the FIPS 201-2 (formerly I-9), at www.cac.mil, Department of Defense List Of Acceptable Identity Documents.

A5.1.3. Non U.S. citizen in the United States (undocumented illegal alien spouse or child). Form I-551, *Alien Registration Card* and birth certificate is used for enrolling spouse and child in DEERS only, no identity credential is issued from RAPIDS, unless two forms of acceptable identity are provided as prescribed from the FIPS 201-2 (formerly I-9), at www.cac.mil, Department of Defense List Of Acceptable Identity Documents.

Table A5.1. Documentation/Information Sources.

	A	B
RULE	**If status is**	**then eligibility is verified by**
1	AD	an entry in the personnel data system, a current document in the personnel record, commissioning or enlistment contracts, DD Form 214 & Separation Order (for inter-service transfer), or an order that specifies 31 days or more, or Board of Correction of Military Record (BCMR).
2	Inactive Duty	entry in the personnel data system, a document in the personnel record, commissioning oaths, enlistment contracts, DD Form 214 & Separation Order (for inter-service transfer), an order, the ROTC unit commander, or Board of Correction of Military Record (BCMR).
3	Individual Reservists	enlistment contracts, assignments commissioning oaths, orders (see **Note** 1), or Board of Correction of Military Record (BCMR).
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, or Board of Correction of Military Record (BCMR).
5	Retired with Pay	a retirement order or DD Form 214, or Board of Correction of Military Record (BCMR).
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, or Board of Correction of Military Record (BCMR).
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, or Board of Correction of Military Record (BCMR).

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 block 21 of DD Form 1172-2 (formerly in item 89 of DD Form 1172) indicating 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) or TASS is the primary enrollment for DEERS and CAC issuance to eligible contract personnel. This also includes presentation of Letter of Authorization (LOA) issued by the Synchronized Predeployment and Operational Tracker (SPOT) system.
13	Military Affiliate (formerly Foreign military member) and his or her dependents	the Invitational Travel Order (ITO), Extended Visit Authorization (EVA), 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. Do not require a marriage certificate or birth certificate as the relationship has been validated by the DoD as long as the family members are cited on the ITO or EVA. A secondary form of ID may include foreign driver's license (if not in English, require English translation).

14	Lawful spouse (including common law), same-sex marriage spouse, (DoD civilian only), abused, widow, or widower (DoD Beneficiary)	Lawful Spouse - a photo ID, social security card, birth certificate preferred (not mandatory) or acceptable identity document from the Federal Information Processing Standards Publication (FIPS) 201-2 Chapter 2, paragraph 2.7 list, and a marriage certificate; Common Law Spouse - a photo ID, social security card, birth certificate preferred (not mandatory) or acceptable identity document from the FIPS 201-2 list, and Staff Judge Advocate (SJA) statement certifying common-law marriage; Widow or Widower - a photo ID, social security card, birth certificate preferred (not mandatory) or acceptable identity document from the FIPS 201-2 list, and a death certificate or DD Form 1300, *Report of Casualty* (see **Note**s 4 and 7); 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; **(T-3).** Abused Spouse - a photo ID, social security card, or acceptable identity document from the FIPS 201-2 list, and an approved DD Form 2698, *Application for Transitional Compensation* or a letter from DFAS-CL, Code L, approving receipt of a portion of retired pay, as appropriate; Philippine Scout Spouse or Widow - a photo ID, social security card, birth certificate preferred (not mandatory) or acceptable identity document from the FIPS 201-2 list, marriage certificate; 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.

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 AD. In addition, DD Form 1172-2, block 21 (formerly DD Form 1172, block 89), is required to 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 block 21 of the DD Form 1172-2 (formerly item 89 of DD Form 1172) indicating 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 approving receipt of a portion of retired pay.
17	Abused Former Spouse (DB), eligible for Transitional Compensation. Member was on AD 31 days or more, (not retirement eligible) and was separated from AD or forfeited all pay and allowances under a court-martial sentence resulting from a dependent abuse offense, or administratively separated from AD, 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 17.

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 1172-2, block 21 (formerly DD Form 1172, block 89), is required to 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	One of the following documents: Child's birth certificate and parent's marriage certificate, or court order of final adoption decree (or absence of, refer to document from placement agency for pre-adoptive, including Adoption Registration Certificate), or by any other source authorized by State or local law to provide adoption placement (verified by local legal office). **Note:** If a child's birth certificate is not available, a court order, placement agency letter, or other source authorized by State or local law to provide adoption placement is acceptable pending final issuance of birth certificate from the State (see **Note** 7).
c.	Stepchild	Parents' marriage certificate and child's birth certificate for DEERS Enrollment." (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.	Paternity tests alone are not sufficient for DEERS enrollment**.** See Rule 18e, (1) and (2) for acceptable documents.
(1)	Whose paternity has been judicially determined by a court	Child's birth certificate and legal documents showing paternity was judicially determined, referred to as a "court order of paternity." Court order for child support is not sufficient unless it also reflects the legal paternity of the

		parent. (see **Note** 7)
(2)	Whose paternity has not been judicially determined by a court	A notarized Voluntary Acknowledgement of Paternity (VAP signed by both parents), or affidavit of paternity recognized by a court of competent jurisdiction in the United States (or possession of the United States), may be used in lieu of a consent order of paternity and notarized by overseas legal office when the member is stationed in a foreign country only; A written SJA opinion determining the parent/child relationship, if the member is stationed in a foreign country.
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, (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 or legal degree citing child's birth, and 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 DD Form 1172-2, block 21 (formerly DD Form 1172, block 89), in indicating he or she has had legal custody for at least 12 consecutive months. The sponsor must also certify in item DD Form 1172-2, block 21 (formerly DD Form 1172, block 89) dependency and residency are met. **Note:** An approved dependency determination is required for initial issue and renewal of each ID card to legal custody wards of the uniformed Services.

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 are completed, which reflects child is in a pre-adoptive stage. The appropriate Assistant Secretary of the Military Department concerned or an appropriate official to whom he or she has delegated approval authority must approve all requests for recognition that are not from within the United States or a US territory. **Note:** If the date of birth is not documented in the Placement Agency letter, a child's birth certificate is required.
19	Children, unmarried or over age 21:	the parents' marriage certificate, the child's birth certificate, , or Voluntary Acknowledgement of Paternity (VAP). See Rule 18e, (1) and (2) for acceptable documents.
a.	Incapacitated	the parents' marriage certificate, the child's birth certificate, , or Voluntary Acknowledgement of Paternity (VAP) (see Rule 18e, (1) and (2) for acceptable documents), a medical sufficiency statement, or physician's statement from a uniformed services MTF, a favorable dependency determination, letter from the SSA 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 MC 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, , or Voluntary Acknowledgement of Paternity (VAP) (see Rule 18e, (1) and (2) for acceptable documents),, 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
b	Student (age 21to 23): (continued). Includes Graduate student	considered official agents of the institution for that purpose. Such documentation (including web application enrollment forms from the National Student Clearinghouse or a college or university) is accepted in lieu of a letter from the registrar's office. See Attachment 8. **Note:** Student attending two institutions less than full-time, may not combine courses from both institutions to meet full-time student status (reference Title 10, Section 1072). In addition, DD Form 1772-2, block 21 (formerly DD Form 1172, block 89) contains a statement the sponsor is (or was at time of death) providing more than 50 percent of the student's support (see **Note** 7). A letter of acceptance of enrollment signed by an authorized officer of the college or university is required.
c	Incapacitated Student (age 21 or 22),:	the parents' marriage certificate, the child's birth certificate, or Voluntary Acknowledgement of Paternity (VAP) (see Rule 18e, [1] and [2] for acceptable documents), a letter from the school certifying full-time status at the time the incapacitation took place. If not enrolled in DEERS, initial application - acceptance of enrollment, i.e., Winter, Spring, Summer, Fall, or Mid-term entrance from the school. **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 enrollment forms from the National Student Clearinghouse or a college or university) is accepted in lieu of a letter from the registrar's office. See Attachment 8. A medical sufficiency statement, or physician's

		statement from a uniformed Services MTF, and a favorable dependency determination, letter from the SSA 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 Honor.

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 1172-2, block 21 (formerly DD Form 1172, block 89), contains 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 1172-2, block 21 (formerly DD Form 1172, block 89), contains 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:** 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 are certified for sponsors and their dependents. Birth certificates are properly certified or certificate of live

birth authenticated by the attending physician or other responsible person from a United States (US) hospital or MTF or an FS-240, Consular Report of Birth Abroad. Birth certificates also show the name of at least one parent. Copies are permissible see Term Certified Copy. 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; if applicant meets identity, eligibility, and qualifications according to this instruction, DEERS enrollment occurs and ID card issuance. When foreign documents authenticity are in doubt, follow the guidance in paragraphs 7.1.1-7.1.4.

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)
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 is required to 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 is terminated.

8. All eligible individuals require photo ID, except children under the age of 10; turning age 18, proof of photo ID is required. If the applicant is replacing a lost or stolen ID card and has no photo ID, refer to FIPS 201-2 (formerly I-9), at www.cac.mil, Department of Defense List Of Acceptable Identity 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. In all cases for lost or stolen ID card, the issuing facility will scan local installation or agency forms or letters from the appropriate security or sponsoring offices to the DEERS database via RAPIDS.
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 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).

		A	B	C	D
RULE	**Status of URFS at the time of divorce is**	**URFS02,DB (20-20-20)**	**URFS03, DB (20-20-15) Divorced Prior to 1 Apr 85**	**URFS03, DB 20-20-15 Divorced on or after 29 Sep 88**	**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.
2. 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.

3. Do not authorize TRICARE if the applicant is eligible for Medicare, **Exception:** AD members and dependents entitled to Medicare, Part A, are eligible for TRICARE if they meet the requirements in paragraph 7.1.
4. 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.

R		**A**	**B**
U L E	**Status of URFS at the time of divorce is**	**URFS05, DB 10-20-10**	**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 terminates transitional compensation benefits IAW AFI 36-3024. ID card privileges are contingent on the duration of transitional compensation the ID card entitlements would also be terminated.

Attachment 7

AIR FORCE FORMER SPOUSE DETERMINATION (INITIAL REQUEST)

1. Initial former spouse determination request send to the Total Force Service Center (TFSC), Air Force Personnel Center, Joint Base San Antonio (JBSA) for Active, ANG, Reserve, and Retired sponsors. For assistance, call TFSC 1-800-525-0102 or DSN 665-0102 (country code 312 overseas DSN locations) (AFPC-San Antonio). **Note**: Military sponsor (or divorced spouse) may apply on behalf of ex-spouse for initial determination of eligibility.

a. AD and Retired (TFSC-San Antonio)
E-mail afpc.dp1ssb.formerspouse@us.af.mil
Fax (210) 565-6219, DSN 665
HQ AFPC/DP1SSB
550 C Street West
JBSA Randolph AFB TX 78150

b. HQ Air Reserve Personnel Center (ARPC), Total Force Service Center (TFSC)
E-mail http://www.arpc.afrc.af.mil/Contact.aspx
Fax (478) 327-2215, DSN 497
HQ AFRPC/DPTTB
18420 East Silver Creek Ave
Building 390, MS68
Buckley AFB CO 80011

The following conditions apply for initial request of eligibility:

2. (1) Military sponsor served at least 20 years of military service (creditable in determining his or her eligibility for receiving retired pay), (2) the marriage time was at least 20 years, and (3) the marriage time occurring during the sponsor's military service was at least 15 to 20 years.

3. Ex-spouse has/has not remarried since the date of divorce.

4. Ex-spouse presently does/does not have medical coverage (from an employer sponsored plan).

5. Submit copies of final divorce decree, marriage certificate, and two forms of identity FIPS 201-2 (formerly I-9), at www.cac.mil, Department of Defense List Of Acceptable Identity Documents.

6. Optional. Submit a DD Form 1172-2, Application For Identification Card/DEERS Enrollment listing military sponsor and ex-spouse information from DEERS/RAPIDS (if available). **Note:** DEERS information can be obtained from a uniformed Services RAPIDS facility or contact the Total Force Service Center (San Antonio) for further assistance.

7. Ex-spouse understands information within this request is either incorrect or false; any ID card

issued may be retrieved, or may become liable for reimbursement to the Government for unauthorized MC. Any changes to former spouse status in DEERS, i.e., remarriage or obtaining medical coverage (from an employer sponsored plan), contact the Total Force Service Center (San Antonio), 1-800-525-0102, E-mail afpc.dp1ssb.formerspouse@us.af.mil.
.

AIR FORCE FORMER SPOUSE REDETERMINATION (DOD BENEFICARY RENEWAL REQUEST)

1. Air Force former spouses (DoD Beneficiaries) who are currently enrolled within the DEERS, and do not have a letter of eligibility, may request a redetermination in order to qualify for reissuance of an ID card, DD Form 2765. For further instructions in submitting a former spouse redetermination request, see paragraph 2 below. **Note:** In the event DEERS does not have a marriage and divorce date listed, or information in DEERS is incorrect, submit an initial application according to **Attachment 7**, **Air Force Former Spouse Determination (Initial Application).**

2. Send DoD Beneficiary redetermination (4-year renewal applications) to Total Force Service Center (TFSC), Air Force Personnel Center (AFPC), Randolph, Joint Base San Antonio (JBSA) for Active, ANG, Reserve, and Retired sponsors. For assistance, call TFSC 1-800-525-0102 or DSN 665-0102 (country code 312 overseas DSN locations). **Note:** Sponsor (or divorced spouse) may apply on behalf of his or her ex-spouse for initial determination of DEERS eligibility to qualify as a former spouse.

a. AD and Retired (TFSC-San Antonio)
E-mail afpc.dp1ssb.formerspouse@us.af.mil
Fax (210) 565-6219, DSN 665
HQ AFPC/DP1SSB
550 C Street West
JBSA Randolph AFB TX 78150

b. HQ Air Reserve Personnel Center (ARPC), Total Force Service Center (TFSC)
E-mail http://www.arpc.afrc.af.mil/Contact.aspx
Fax (478) 327-2215, DSN 497
HQ AFRPC/DPTTB
18420 East Silver Creek Ave
Building 390, MS68
Buckley AFB CO 80011

The following conditions apply for redetermination request of eligibility:

3. DoD Beneficiary presently does not have a letter of eligibility, reflecting qualification under the Uniformed Services Former Spouses' Protection Act (USFSPA).
4. DoD Beneficiary has/has not remarried since the initial determination of my former spouse eligibility.

5. DoD Beneficiary presently does/does not have medical coverage (from an employer sponsored plan).
6. DoD Beneficiary will send two forms of identity per FIPS 201-2 at www.cac.mil, Department of Defense List Of Acceptable Identity Documents.
7. Optional. Submit a DD Form 1172-2, Application For Identification Card/DEERS Enrollment listing DoD Beneficiary information from DEERS/RAPIDS.
8. DoD Beneficiary understands information within this request is either incorrect or false; any ID card issued may be retrieved, or may become liable for reimbursement to the Government for unauthorized MC. Ex-spouse understands any changes to former spouse status in DEERS, i.e., remarriage or obtaining medical coverage (from an employer sponsored plan), to contact the Total Force Service Center (San Antonio), 1-800-525-0102, E-mail afpc.fmrsp@us.af.mil.

Attachment 8

STUDENT CLEARINGHOUSE ENROLLMENT VERIFICATION AND DEGREE VERIFICATION

The National Student Clearinghouse enrollment verification helps to reduce the administrative burden of verifying student enrollment and degree status with participating schools, employers, institutions, and other participating organizations. Sponsors, who are qualifying their child for continuation of DEERS eligibility (after age 21), leading to medical benefits and shopping privileges, need to provide documentation indicating a student's full-time enrollment.

Depending upon the school participation with the National Student Clearinghouse, enrollment and verification certificate form should show the following information (not all inclusive):

1. School location.
2. Student name (may also include student ID number)
3. Term start/end date (Spring, Summer, Fall, Winter, or Mid-term)
4. Enrollment status (indicating Full-time, Part-time, etc.)
5. Student anticipated graduation date (if available)
6. Date certified by School

General inquires to the National Student Clearinghouse at 2300 Dulles Station Boulevard, Suite 300, Herndon, VA 20171, telephone (703) 742-4200, https://studentclearinghouse.info/contact or contact the student's school registrar directly for determining student full-time status.

Further information is provided in Attachment 9 concerning sample letter for students over age 21 and under age 23. The sample letter in Attachment 9 is not associated with the National Student Clearinghouse and may be used directly by the school registrar's office in verifying a student's enrollment status as full-time, or the school's verification for full-time enrollment (letter) is acceptable.

Attachment 9

SAMPLE LETTER FOR STUDENTS OVER AGE 21 AND UNDER AGE 23

(Date)

FROM: School Registrar, Certifying, or Admission Official

STUDENT'S NAME: List First, MI, Last Name

EXPECTED GRADUATION DATE: (If available)

TO WHOM IT MAY CONCERN: Uniformed Services Identification Issuing Facility

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.

If there are any questions concerning the student enrollment status, please call (telephone number or E-mail address).

Sincerely

(School Registrar, Certifying, or Admission Official)

Note: If an ID card is needed during a school session break (includes Spring, Summer, Winter, Fall, or Mid-term), the sponsor should provide the above information and the school should also indicate the student was enrolled full-time in the semester/quarter during the school session 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 21.22.

(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 (SSN or DoD ID 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 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 these 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 remains 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 LETTER FOR SPONSOR TO SIGN DD FORM 1172-2

(Date)

FROM: RAPIDS Site Location

TO: Sponsor Name & Mailing Address (or digitally signed E-mail notification to sponsor)

Dear Sponsor Name

We were recently contacted regarding issue of a (select DD Form 1173, *Uniformed Services Identification and Privilege Card* or the DD Form 1173-1 *Department of Defense Guard and Reserve Dependent Identification Card*), and updating of the Defense Enrollment Eligibility Reporting System (DEERS) record for your (list family member relationship and name).

It is the sponsor's responsibility to enroll family members in DEERS and provide them with an unexpired ID if eligible. Sponsor inaction to enroll or update changes to family members' eligibility in DEERS, results in denial of MC at MTFs, or rejections of claim submissions to TRICARE for payment of services. Likewise, inaction to update changes to end ineligible family members enrollment in DEERS due to divorce, marriage, loss of dependency, etc., may result in the government billing you for any unauthorized MC. According to DoD guidelines on fraud and abuse, you can be held financially responsible for any unpaid medical expenses incurred by unauthorized family members.

If (name of beneficiary) is still your lawful family member, please date and sign the attached ID card application, DD Form 1172-2, blocks 22 and 23 (formerly DD Form 1172, blocks 90-91). If the DD 1172-2 is not signed in the presence of a uniformed Services ID card issuing facility (Verifying Official [VO]), have your signature notarized by an authorized official. If you do not object to (family member name) knowing your address, complete the form, blocks 11 through 20 (formerly DD Form 1172, blocks 13-17).

Please return the completed DD Form 1172-2 in the attached self-addressed envelope. If (name of beneficiary) is no longer an eligible family member, forward legal documentation (i.e., divorce decree, marriage certificate, disapproval of financial/medical dependency determination, etc.), ending (name of beneficiary) eligibility in DEERS, and return the incomplete form. If we do not receive a reply from you by (enter 30 days from date of notification), we assume you are unwilling or unable, and we will verify (name of beneficiary) eligibility on the DD Form 1172-2, identifying you as the sponsor according to inter-service Air Force Instruction 36-3026.

Sincerely
(Signature)
(Typed name, rank/grade)

Attachment:
DD Form 1172-2 & Return Envelope

SAMPLE LETTER TO CUSTODIAL PARENT OF CHILD DD FORM 1172-2

(Date)

FROM: RAPIDS Site Location

TO: Custodial Parent Name & Mailing Address

SUBJECT: DD Form 1172-2, Application for Uniformed Services Identification Card

Dear (Custodial Parent Name)

(Child's name) is entitled to an identification (ID) card for medical benefits, including commissary, exchange, Morale, Welfare and Recreation (MWR) privileges, if qualifying according to inter-service Air Force Instruction 36-3026, *Identification Cards for Members of The Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel*.

We contacted (sponsor's name) to sign the attached DD Form 1172-2 for obtaining an ID card on behalf of (child's name). The DD Form 1172-2 is valid for 90 days from the date of sponsor's verification or our verification if the sponsor was unable or unwilling to sign the form.

The nearest ID card issuing authority is located at (provided RAPIDS site address, telephone number, and E-mail address if available). We recommend contacting the ID card issuing office before showing up, verifying customer service hours or if an appointment is needed.

Should you have further questions, please call or E-mail us at (telephone number and E-mail address).

Verifying Official Name
Title

Attachment 12

DD FORM 2 EXPIRATION DATE GUIDELINES

Table A12.1. Expiration Date Guidelines.

DD Form 2 (includes CAC)	**Expiration Date**
CAC, formerly 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 AD 31 days or more, (officer and enlisted).	2
Service Academy Cadets and Midshipmen.	3
DD Form 2 (Retired) (Blue) or DD2SRET.	1
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 cadets/midshipmen contracted/enlisted to pursue a commission in a component (includes Marine Corps Platoon Leaders Class (PLC) Program).	3
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. **Exceptions:** Expiration dates reflect when a person is nearing their 65th birth month, one day before Medicare eligibility begin date. See paragraph 2.7. CAC PKI certificates and card issuance cannot exceed 3-years from date of issue. 2. Date of expiration of term of service. **Exception:** CAC PKI certificates and card issuance cannot exceed 3-years from date of issue. 3. Expected date of graduation. 4. Thirty-months from the date the member was placed on the 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 or VSI annuity payment end date. **Note:** RAPIDS maximum issuance time period is 10 year increments for VSI members. 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. Uniformed Services Geneva Convention Categories And Grades For Prisoner Of War (POW) Identification.

Category	Grade	Army	Navy, USCG, NOAA	Air Force	Marine Corps	PHS
1	2	3A	3B	3C	3D	3D
V	O-10 O-9 O-8 O-7	General Lt Gen Maj Gen Brig Gen	Adm Vice Adm Rear Adm (upper half) Rear Adm (lower half)	Gen Lt Gen Maj Gen Brig Gen	Gen Lt Gen Maj Gen Brig Gen	Asst Sec Surg Gen Dep Surg Gen/ Asst. Surg Gen
IV	O-6 O-5 O-4	Col Lt Col Major	Capt Comm Lt Comm	Col Lt Col Major	Col Lt Col Major	Med Director Sen Surgeon Surgeon
III	O-3 O-2 O-1 W-5 W-4 W-3 W-2 W-1	Capt First Lt Sec Lt Ch Wt Off 5 Ch Wt Off 4 Ch Wt Off 3 Ch Wt Off 2 Wt Off	Lt Lt Jun Grade Ensign Ch Wt Off 5 Ch Wt Off 4 Ch Wt Off 3 Ch Wt Off 2 Wt Off	Capt First Lt Sec Lt - - - - - - - - - - - - - - -	Capt First Lt Sec Lt Ch Wt Off 5 Ch Wt Off 4 Ch Wt Off 3 Ch Wt Off 2 Wt Off	Senior Asst. Surg Asst. Surg Jr. Asst. Surg - - - - - - - - - - - - - - -

Category	Grade	Army	Navy, USCG, NOAA	Air Force	Marine Corps	PHS
1	2	3A	3B	3C	3D	3D
II	E-9	Sgt Maj of the Army, Comm Sgt of the Army, Sgt Maj	Master Chief Petty Off of the Navy, Master Chief Petty Off	Chief Master Sgt of the AF, Command Chief Master Sgt, Chief Master Sgt	Sgt Major of the Marine Corps, Sgt Major, Master Gunnery Sgt	- - -
	E-8	First Sgt, Master Sgt	Senior Chief Petty Off	Sr Master Sgt	First Sgt, Master Sgt	- - -
	E-7	Platoon Sgt, Sgt First Class	Chief Petty Off	Master Sgt	Gunnery Sgt	- - -
	E-6	Staff Sgt	Petty Off First Class	Technical Sgt	Staff Sgt	- - -
	E-5	Sgt	Petty Off Second Class	Staff Sgt or Officer Trainee	Sgt	
I	E-4	Corporal, Specialist	Petty Off Third Class	Senior Airman	Corporal	- - -
	E-3	Private First Class	Seaman	Airman First Class	Lance Corporal	- - -
	E-2	Private	Seaman Apprentice	Airman	Private First Class	- - -
	E-1	Private (no insignia)	Seaman Recruit	Airman Basic	Private (no insignia)	

Table A13.2. Civilian Geneva Convention Categories And Equivalent Grades For Prisoner Of War (POW) Identification.

Geneva Convention Category	Grade Equiv.	Civilian Grade Groups				ARC	USO	Contractors and Other Non-Federal Civilians
		SES/GS or equivalent	Federal Wage System	Teaching Positions	NAF Pay Band			
1	2	3	4	5	6	7	8	9
V General Officer, POW of Equivalent Rank	O-10,O-9	- - -	- - -	- - -	- - -	- - -	- - -	- - -
	O-8	SES*	- - -	- - -	NF-6	ARC President; Board of Governors Members; Senior VP; Senior Directors / Directors		
	O-7		- - -	- - -			Executive Directors	
IV Field Grade Officer, POW of Equivalent Rank	O-6	GS-15	Ship Pilots, WS-14 thru WS-19 WL-15, and Production Support Equivalents	TP Plan Positions	NF-5	Senior Associates and Associates	USO Staff Executives and Entertainers: Appropriate Equivalent Rate	Supervisory
	O-5	GS-14, GS-13				Team Leaders and Station Managers		
	O-4	GS-12			NF-4	Asst Station Managers		
III Company Grade Officer, POW of Equivalent Rank	O-3	GS-11, GS-10	WS-8 thru WS-13 WL-6 thru WL-14 WG-12 thru WG-15, and Production Support Equivalents	- - -	NF-3	- - -		Non-supervisory
	O-2	GS-9, GS-8						
	W-4,W-3							
	O-1	GS-7						
	W-2,W-1							

*Reference includes Defense Intelligence Senior Level, Defense Intelligence Senior Executive Service, and Senior Leaders

Geneva Convention Category	Grade Equiv.	Civilian Grade Groups				ARC	USO	Contractors and Other Non-Federal Civilians
		SES/GS or equivalent	Federal Wage System	Teaching Positions	NAF Pay Band			
1	2	3	4	5	6	7	8	9
II NON-COMMISSIONED OFFICER, POW OF EQUIVALENT RANK	E-9, E-8, E-7	GS-6	WS-1 thru WS-7 WL-1 thru WL-5 WG-9 thru WG-11	- - -	NF-3	- - -	- - -	- - -
	E-6, E-5,			- - -				
I ENLISTED, POW OF EQUIVALENT RANK	E-4	GS-4	WG-1 thru WG-8	- - -	NF-2	- - -	- - -	- - -
	E-3, E-2, E-1	GS-3 thru GS-1		- - -	NF-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 5512.11E, paragraph 22.3.

1. As substantiated by reference above, authority to act as an "Agent" for
_____, _____, _____
(Name) (Address) (SSN)
whose signature follows: _____.

2. 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.

3. 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.

4. 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.

5. 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 MEDICAL SUFFICIENCY STATEMENT

Date:

MEMORANDUM FOR: DFAS-IN/JFLTBA
ATTN: Air Force Dependency
8899 East 56th Street
Indianapolis IN 46249-1200

FROM: Name of USAF Military Treatment Facility (MTF)

SUBJECT: Military Medical Sufficiency Statement (MSS)

1. In accordance with AFI 41-210, TRICARE Operations and Patient Administration (TOPA) Functions, this medical sufficiency statement is being submitted to determine the eligibility for (insert applicant's name and SSN or DoD ID number, and sponsor's name and SSN or DoD ID number).

2. The MTF commander/Designate checks √ one of the four statements below as prescribed from AFI 41-210, paragraph 2.41.6:

☐ Approved: Medical sufficiency is established based on the patient's medical condition. This individual is incapable of self-support because of a mental or physical incapacity that has existed on a continuous basis and/originated before the individual's 21st or 23rd birthday and may be resolved within ( ) years, or will not be resolved in the foreseeable future.

- ☐ Patient cannot dress themselves.
- ☐ Patient cannot feed themselves.
- ☐ Patient cannot cook meals on their own.
- ☐ Patient cannot bathe themselves.

☐ Disapproved: The patient's condition is such that it does not establish medical sufficiency.

☐ Disapproved: This individual is incapable of self-support because of a mental or physical incapacity that exists at this time. It is my opinion that this incapacity did not exist before the individual's 21st or 23rd birthday.

☐ No Determination Made: Medical sufficiency of patient's medical condition or supporting documentation is lacking; therefore, no determination of incapacity and dependency can be made at this time. **Note:** If at a later date the dependent meets the eligibility criteria as

listed in AFI 41-210, or if there are other facts for consideration, a new application may be submitted.

3. The attending physician's statement summarizing the patient's incapacitation is filed in the patient's medical record. Should you have any questions or require additional information, please contact the MTF's TOPA office commercially at (xxx) xxx-xxxx.

SIGNATURE BLOCK
MTF Commander/Designate

Note: DFAS-IN telephone number 1-888-332-7411, select # option (for all other), and option 3 (for dependency office), and option 2 (for Air Force), or, (317) 510-0129; DSN 699.

Attachment 16

FORMER SPOUSE STATEMENT FOR MARINE CORPS AND NAVY FORMER SPOUSES ONLY

The unremarried/unmarried former spouse must fully accomplish and sign the statement. **(T-3).** Read it carefully and make sure you understand it completely before signing. All items are 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 MC 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 MC 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-
` ATTN: DFAS/CL/RPBFS,
(TRANSITIONAL COMPENSATION CLAIMS),
P.O Box 998011, Cleveland, OH 44199-8002

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 LOST, STOLEN, DESTROYED, IDENTIFY CREDENTIAL

Date

MEMORANDUM: Report of Lost, Stolen, Destroyed Identity Credential – Applies to Identification (ID) cards listed on Table 1.1. See AFI 36-3026(IP) Volume 1 for USID cards.

TO: Real-time Automated Personnel Identification System (RAPIDS) ID Card Issuance Facility, Site Security Manager (SSM)

FROM: See **Notes** 1-9 below for each respective service/agency action.

1. **Insert card holder First Name, Middle Initial, Last Name**, reported his/her Identification (ID) card as lost/stolen/destroyed (circle one), in the vicinity of **insert location**, on or about **insert date**.

2. **He/She** (circle one) has been directed to return the ID card, if found, to the nearest uniformed Services/Agency RAPIDS facility.

3. **Insert card holder last name** has been advised of their responsibility to maintain control of Government Property in their possession, and the seriousness of possible compromise of physical and logical access security.

Respectfully,

Name
Title
Telephone number, email address (if available)

Notes:

(1) Coast Guard - When a signed incident report cannot be obtained by base security or the local police department, Coast Guard ID card recipients must present a memorandum (in accordance with the above sample) on Coast Guard letterhead and signed by the Commanding Officer or Officer-in-Charge.

(2) Air Force – ID card recipient must present a copy of the report filed with the installation security or local police; or a memorandum prepared (in accordance with the above sample) on Air Force letterhead from the recipient's Commanding Officer, Officer-in-Charge, or Noncommissioned Officer for military, Contracting Officer Representative or Trusted Agent for contractors, and Supervisor / Division for civilians.

Army – ID card recipient must present a signed copy of the incident report filed with the installation Security or Provost Marshall's office or local police. If an incident report cannot be obtained, a memorandum (in accordance with the above sample) from the individual's Commanding Officer, Officer-in-Charge, or Noncommissioned Officer for

(1) military, Contracting Officer Representative, Supervisor/Division Chief for civilians / contractors.
(2) Navy – ID card recipient must present a copy of the report filed with the installation security or local police; or a memorandum prepared (in accordance with the above sample) on Navy letterhead from the recipient's Commanding Officer, Officer-in-Charge, or Noncommissioned Officer for military, Contracting Officer Representative, and Supervisor/Division for civilians.
(3) Marine Corps – ID card recipient must present a copy of the report filed with the installation security or local police; or a memorandum prepared (in accordance with the above sample) on Marine Corps letterhead from the recipient's Commanding Officer, Officer-in-Charge, or Noncommissioned Officer for military, Contracting Officer Representative, and Supervisor/Division for civilians.
(4) Public Health Service (PHS) – ID card recipient must present a signed copy of the incident report filed with the installation Security or Provost Marshall's office or local police. If an incident report cannot be obtained, a memo (in accordance with the above sample) from the individual's OIC, Division Chief, or Supervisor.
(5) National Oceanic and Atmospheric Administration (NOAA) – ID card recipient must present a copy of the report filed with the installation security or local police; or a memorandum prepared (in accordance with the above sample) on NOAA letterhead from the recipient's Commanding Officer, Officer-in-Charge for uniformed service personnel, Contracting Officer Representative, and Supervisor/Division for civilians.
(6) Other DoD/Federal and Non-Federal Agency Offices – refer to local lost/stolen/ destroyed identity credential processing procedures.
(7) Local procedures apply when individual is not permanently assigned but is performing temporary duty, on leave, or official business.

Attachment 19

MEDICAL SUFFICIENCY MEMORANDUM

Place on Letter Head DATE

MEMORANDUM FOR

FROM: Office Symbol

SUBJECT: Military Medical Sufficiency Statement (MSS) for Applicant's Name.

1. This memorandum is in support of the request for dependency determination for name, sponsor's SSN or DoD Identity Number. After reviewing his/her medical records, it was determined that his/her medical condition existed prior to his/her 21st/23rd birthday.

2. The following information applies to the members of the Army, Navy, and U.S. Coast Guard and is submitted in accordance with service regulatory guidance, AR 40-400, Patient Administration, Navy Regulation NAVMEDCOMINST 6320.3B, Coast Guard, U.S. Coast Guard Pay Manual, COMDTINST M7220.29 (Series), Chapter 3. **Exception:** See Attachment 15 for Air Force Medical Sufficiency Statement. Marine Corps, U.S. Public Health Services, and the National Oceanic & Atmospheric Administration (NOAA) Medical Sufficiency Statements, contact the respective DEERS Service Project Offices directly as listed in Chapter 25 for Service unique application form.

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.

3. If additional information is required, contact the administrator at (name of military treatment facility).

SIGNATURE BLOCK
MTF Administrator

Enclosure

Medical Summary
Medical Summary
(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
Telephone

Attachment 20

SAMPLE LETTER 100-PERCENT DISABLED AMERICAN VETERAN (DAV)

Date

MEMORANDUM FOR Uniformed Services Identification (ID) Card Facility

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 SSN)

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 AD, 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 (see AFI 36-3026, paragraph 24.2 for posthumous award).
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 MC through the Uniformed Services MTF and receive their medical benefits through the Department of Veteran Affairs Civilian Health and Medical Program.
Note 4**:** The veteran is in DEERS as a DAVPRM or DAVTMP (if reevaluation is necessary) based on verification from the Department of Veteran Affairs.

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