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

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****MARINE CORPS ORDER P5512.11C***
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COMMISSIONED CORPS PERSONNEL MANUAL 29.2, INSTRUCTIONS 1 AND 2
NOAA CORPS REGULATIONS, CHAPTER 1, PART 4

20 DECEMBER 2002

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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OPR: HQ AFPC/DPSFR (Ms Karen Bennett)

Certified by: HQ AFPC/DPS (Col Michael Schiefer)

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This instruction implements Air Force Policy Directive (AFPD) 36-30, *Military Entitlements* and Department of Defense (DoD) Instructions 1000.1, *Identity Cards Required by the Geneva Conventions, January 30, 1974 with Changes 1 and 2, 1000.13, Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals*, December 5, 1997, 1341.2, *Defense Enrollment Eligibility Reporting System Procedures*, March 19, 1999; and DOD Directive 1341.1, *Defense Enrollment Eligibility Reporting System (DEERS)*, May 21, 1999. It supports the Defense Enrollment Eligibility Reporting System (DEERS) and the Real Time Automated Personnel Identification System (RAPIDS) for the Army, Navy, Air Force, Marine Corps, Coast Guard, the Commissioned Corps of the National Oceanic and Atmospheric Administration, United States Public Health Service, National Guard,

and U.S. Armed Forces Reserve. Refer comments or suggested improvements of this AFI on AF Form 847, **Recommendation for Change of Publication**, to HQ AFPC/DPSFR, 550 C Street West, Suite 37, Randolph AFB TX 78150-4739. This inter-service instruction is available on the World Wide Web at **http://afpubs.hq.af.mil**. Issuing activities may request the inter-service publication via CD-ROM at no charge by contacting Ms. Robin Brown, AFDPO/PPL, Datafax: Commercial (202) 404-2387 or DSN: 754-2387 or by E-mail: **mailto:Robin.Brown@pentagon.af.mil**. Use this instruction to prepare, issue, use, account for, and dispose of ID cards the Uniformed Services issue.

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SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This publication revises AFI 36-3026(I), 29 July 1999. It restructures the information in the 29 July 1999 edition; adds new verifying official responsibilities (paragraphs **1.5.3.1.** and **1.5.3.1.1.**). Removes authority to issue the DD Forms 1173, **Uniformed Services Identification and Privilege Card or United States Uniformed Services Identification and Privilege Card** and DD Form 1173-1, **Department of Defense Guard and Reserve Dependent Identification Card or United States Uniformed Services Identification and Privilege Card** to Air Force Special Agents (**Table 1.8.** and **Table 1.9.**); deletes the DD Form 2268, **DEERS Batch Transmittal**. Adds information concerning who performs invalid entries in RAPIDS (**Table 1.17.**); adds procedure for government agencies to request sample ID cards for authorized purposes (paragraph **1.9.**); mandatory collection of fingerprints (paragraph **1.25.**); adds additional category and verifying officials for Navy (**Table 2.1.**); medical benefits for transitional abused dependents (**Table 3.6.**); additional documentation for incapacitated students (**Table 4.5.**). Adds information on enrolling newborns (paragraph **4.3.** and **Table 4.2.**). Requires a dependency determination each time an identification (ID) card is issued to a permanently incapacitated child (**Table 4.5.**) and illegitimate child of a male sponsor if there is no court order establishing paternity and the natural parents have not married (paragraph **4.9.**). Adds information concerning sponsor's paygrade for abused dependents (**Table 5.2.** and **Table 5.4.**); and required documentation for abused Army dependents (**Table 5.4.**). Incorporates Public Law 107-107 changes to the transitional assistance programs reflected in **Chapter 6**, **Chapter 15**, and **Chapter 18**; adds Separation Program Designator (SPD) code for members separating under the Selected Reserve Transition Program (paragraph **6.6.3.**); and information concerning RAPIDS security and disposition of RAPIDS equipment (paragraphs **10.11.** and **10.12.**). Adds additional addresses when applying for a machine-readable ID card by mail and personnel are residing OCONUS (**Table 11.5.**); information concerning the Delayed Enlistment Program (DEP) (paragraph **13.5.**). Adds indefinite reenlistment information for Army members (paragraph **19.27.**); identifies authorized Navy RAPIDS activities (**Table 20.1.**) and documentation requirements for Navy abused dependents (paragraphs **20.6.** and **20.7.**); adds ID

card processing procedures for pre-adoptive children (paragraph **20.8.**); adds wards (paragraph **20.10.**), students (paragraph **20.11.**), and security and accountability of armed forces ID cards (paragraph **20.12.**). Revises the expiration date for the AF Form 354, **Civilian ID Card,** for permanent employees of Air Force civilians and their dependents (**Table 21.2.**). Deletes the requirement for the Air National Guard sites to file DD Forms 1172 in a three ring binder. Adds dependency determination requirements for legal custody wards (paragraph **21.16.**), information concerning processing of the DD Form 1934 (paragraph **21.18.**), frocking (paragraph **21.19.**), illegitimate children (paragraph **21.21.**), and students attending foreign institutions (paragraph **21.22.**). Adds frocking information for Marine Corps members (paragraph **22.2.**); and information concerning wards (paragraph **22.6.**). Deletes temporary ID card information for Coast Guard members, and adds manual ID card stock information (paragraph **23.6.**). Provides instructions for the security and accountability of Armed Forces ID cards (paragraph **23.7.**), storage of manual card stock (paragraph **23.8.**) and audit and inventory of manual card stock (paragraph **23.9.**). Incorporates Public Law 106-398, TRICARE for Life benefit (**Chapter 24**) and medical benefits for Medal of Honor recipients and family members(**Attachment 2**); Adds e-mail addresses for Service Project Offices and other entities (**Chapter 25**). Incorporates per Public Law 106-398 and adds subject index (**Attachment 26**). A bar (|) indicates revision from the previous edition.

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Chapter 1

ISSUING AND USING ID CARDS--GENERAL GUIDANCE

1.1. Distinct ID Cards. The Department of Defense (DoD) provides members of the Uniformed Services with a distinct ID card identifying them as active duty, Guard, Reserve, or retired members and authorizing them to receive Uniformed Services' benefits. The DoD also issues members' eligible family members and other eligible individuals a distinct ID card authorizing them to receive Uniformed Services' benefits and privileges.

1.2. Types of ID Cards. The following identifies the types of ID cards that DoD authorizes in addition to two Service-specific civilian ID cards authorized by the Army and the Air Force.

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

FORM	TITLE	TYPE OF ISSUE
DD Form 1934	**Geneva Conventions Identity Card for Medical and Religious Personnel Who Serve in or Accompany the Armed Forces**	Manually prepared card
DD Form 2764	**United States DoD/Uniformed Services Civilian Geneva Conventions Identification Card (Tan)**	Machine-readable card
DD Form 2765	**Department of Defense/Uniformed Services Identification and Privilege Card (Tan)**	Machine-readable card
DA Form 1602	**Civilian Identification Card**	Manually prepared card
AF Form 354	**Civilian Identification Card**	Manually prepared card

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

1.3.1. Verify eligibility.

1.3.2. Enroll individuals in DEERS.

1.3.3. Issue ID cards upon presentation of proper documentation.

1.3.3.1. Cross-servicing is authorized for members and family members reflected in **Table 1.2.**

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

ITEM	CATEGORIES
1	Active duty members, retired members, and members of the Reserve components not on active duty in excess of 30 days.
2	Retired Reserve members who have reached their 60th birthday.
3	Family members of military sponsors on active duty for more than 30 consecutive days.
4	Family members of retirees (with pay).
5	Family members of Ready Reserve (Selected, Individual and Standby Reservists)..
6	Family members of Retired Reservists, who have qualified for retired pay at age 60, yet have not reached age 60.
7	Unremarried or unmarried former spouses previously enrolled in DEERS.
8	Medal of Honor recipients and their eligible family members.
9	One hundred percent disabled veterans (DAVs) and their family members.
10	Former members having reached age 60 and in receipt of retired pay for nonregular service, and their family members.
	Eligible Survivors of:

ITEM	CATEGORIES
11	Active duty members.
12	Retired with pay members.
13	Reserve members on active or inactive duty.
14	Retirement-eligible reservists who died prior to transfer to the Retired Reserve (Reservists who were still participating).
15	Retired reserve members who qualify for pay at age 60 but die before reaching age 60.
16	One hundred percent DAVs.
17	Medal of Honor Recipients.

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

1.3.3.3. 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 unremarried or unmarried former spouses.
2	Incapacitated children.
3	Other individuals who require a dependency determination (over 50 percent support) (i.e., wards, parents, parents-in-law).
4	Retirees from other Services and former members not currently enrolled in DEERS.
5	Illegitimate child of a male sponsor, when paternity has not been judicially determined.
6	Illegitimate child of sponsor's spouse, when the sponsor is a member of another Service.
7	Navy and Marine Corps dependents residing in the Philippines (see **Table 11.5.**).
8	Abused dependents.

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

1.5. Verifying Official Responsibilities:

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

1.5.2. Apply verification requirements in this instruction, including those for documentation, to *all* service members and their families.

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

1.5.3.1. View a Social Security card, passport, driver's license, letter from the Social Security Administration (SSA) or other official documentation when entering family member's SSNs in the DEERS and RAPIDS application.

1.5.3.1.1. Do not enter an undocumented or incorrect SSN if the true SSN is not available. Select the none box next to the identifier in RAPIDS to generate a Temporary Identification Number (TIN) (see paragraphs **1.5.3.1.** and **1.22.**).

1.5.4. If the applicant is unable to obtain the sponsor's signature on the DD Form 1172, and the applicant is enrolled in DEERS, issue a temporary card. In addition, refer the applicant to the nearest military installation issuing facility of the sponsor's parent Service to contact the sponsor and issue a full term identification card.

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

1.5.6. Regardless of the individual's age or incapacity status, the verifying official shall determine if the individual is entitled to hospital insurance benefits under Medicare Part A, Title 42, U.S.C., chapter 7, Subchapter XVIII. If entitled to insurance benefits under Title 42, U.S.C., chapter 7, Subchapter XVIII, the individual is ineligible for medical care under CHAMPUS/TRICARE unless the military sponsor is on active duty except as provided in paragraph **7.1.** Spouses and children of active duty sponsors do not lose entitlement to the CHAMPUS/TRICARE because of entitlement to insurance benefits under Title 42, U.S.C., chapter 7, Subchapter XVIII. To determine CHAMPUS/TRICARE eligibility for permanently incapacitated children over the age 21, a formal determination of eligibility for Medicare Part A benefits must be obtained from the SSA and presented to the verifying official. Individuals receiving Social Security disability compensation for 24 consecutive months are automatically entitled to Medicare Part A hospital insurance benefits under Title 42, U.S.C., chapter 7, Subchapter XVIII, effective with the twenty-fifth month of compensation. All applicants must be asked if they are receiving Social Security disability benefits and when the benefits began to determine CHAMPUS/TRICARE eligibility. If Social Security disability benefits have been received for more than 24 months, CHAMPUS/TRICARE benefits shall be disallowed, unless purchasing Part B (supplemental insurance). Individuals are not authorized CHAMPUS/TRICARE beyond attainment of age 65, unless the sponsor is on active duty or the applicant presents a statement from the SSA certifying that the individual is not entitled to Medicare Part A hospital insurance benefits under Medicare Part A, Title 42, U.S.C., chapter 7, Subchapter XVIII. The verifying official shall cite the documentation presented in DD Form 1172, section III, item 89, in addition to all other required documentation.

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

1.5.8. Air Force verifying officials should review paragraph **21.20.** for additional verification responsibilities.

1.5.9. Enroll newborn children, stepchildren, and wards in DEERS until the 21st birthday even if no ID card is issued.

1.6. Types of ID Cards and Who Can Carry Them. The following tables provide information concerning who is eligible for issue of each type of ID card:

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).

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

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

TYPE OF ID CARD	CATEGORY
DD Form 2, **United States Uniformed Services Identification Card (Retired)** (Manually prepared card) or, DD Form 2, **United States Uniformed Services Identification Card (Retired)** (Machine-readable card) ***NOTE:*** Members **entitled** to retired pay who the Department of Veterans Affairs has awarded disability compensation (10% to 100%), remain entitled to the DD Form 2 Retired even though they waive their retired pay to receive VA compensation.	Members entitled to retired pay. Members on the Temporary Disability Retired List (TDRL). Members on the Permanent Disability Retired List (PDRL).

Table 1.6. DD Form 2, Armed Forces of the United States Geneva Conventions Identification Card (Reserve).

TYPE OF ID CARD	CATEGORY
DD Form 2, **Armed Forces of the United States Geneva Conventions Identification Card (Reserve) (Red)** (Manually prepared card) or, DD Form 2, **Armed Forces of the United States Geneva Conventions Identification Card (Reserve)(Green)** (Machine-readable card) ***NOTE:*** The DD Form 2 (Reserve) (Green) became available June 1998. The phase in period is 2-5 years. There is no mass issue. See paragraph **13.7.** for issue instructions.	ROTC students who receive educational assistance under Section 2107 of Title 10 and are enlisted in the Obligated Reserve Section. ROTC graduates appointed as members of a Reserve Component not on active duty for more than 30 consecutive days. Members being released from active duty with a military service obligation (MSO). ***NOTE:*** Members departing on terminal leave with a MSO may use the DD Form 2 Reserve ID card along with their separation orders to obtain active duty benefits until their separation date. Ready Reserve (Selected, Individual and Standby Reserve) members not on active duty or full time National Guard in excess of 30 days. Reserve Officers' Training Corps (ROTC) College Program students in their last 2 years of training. Members involuntarily separating from the Selected Reserve under the Selected Reserve Transition Program (RTAP) and: (1) transferring to the Individual Ready Reserve or (2) Retired Reserve awaiting pay at age 60 who are eligible for benefits under the RTAP. Merchant Marine Academy Midshipmen.

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

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

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

Uniformed Services Identification and Privilege Card.

TYPE OF ID CARD	CATEGORY
DD Form 1173, **Uniformed Services Identification and Privilege Card** (Manually prepared card) or, DD Form 1173, **United States Uniformed Services Identification and Privilege Card** (Machine-readable Card). ***NOTE:*** Do not issue the DD Form 2 (Reserve), or DD Form 1173 to those categorized as former members.	Eligible family members of former (discharged) members having reached age 60 and entitled to receive retired pay (see **Attachment 2**, **A2.1.**) Eligible surviving dependents of active duty members and surviving dependents of members entitled to retired pay. Dependents of active duty members or Reservists on active duty in excess of 30 days, and dependents of members entitled to retired pay, including those members in a dual status, in the following categories: Spouse. Child under age 21. Stepchild (see child) . Ward.

TYPE OF ID CARD	CATEGORY
DD Form 1173, **Uniformed Services Identification and Privilege Card** (Manually prepared card) or, DD Form 1173, **United States Uniformed Services Identification and Privilege Card** (Machine-readable Card) (Continued).	Incapacitated child 21 years of age or older. Full-time student between 21 and 23. Parents/Parents-in-law/stepparents/ parents-by-adoption. Eligible family members of Medal of Honor recipients and honorably discharged veterans rated by the VA as 100-percent disabled from a Uniformed Service-connected injury or disease, including eligible surviving dependents. Eligible abused dependents of active duty members entitled to retired pay based on 20 or more years of service who are separated due to misconduct on or after 23 October 1992 and who lost their right to retired pay, Title 10, U.S.C. 1408(h). Eligible dependents of active duty members (over 30 days) not entitled to retired pay who were separated from active duty or forfeited all pay and allowances under a court-martial sentence resulting from a dependent abuse offense or administratively separated from active duty, and the basis for separation includes a dependent-abuse offense when separated on or after 30 November 1993, and 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**).

TYPE OF ID CARD	CATEGORY
DD Form 1173, **Uniformed Services Identification and Privilege Card** (Manually prepared card) or, DD Form 1173, **United States Uniformed Services Identification and Privilege Card** (Machine-readable Card) (Continued).	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 Program (TAP) for Air Force members. Eligible family members of voluntarily separated member's eligible under the Special Separation Benefit (SSB) and Voluntary Separation Incentive (VSI) programs. 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 Personnel project office (active, Guard, or Reserve, as appropriate). See paragraph **25.1.** 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).

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

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

TYPE OF ID CARD	CATEGORY
DD Form 1173-1, **Department of Defense Guard and Reserve Dependent Identification Card** (Manually prepared Card) or, **United States Uniformed Services Identification and Privilege Card)** (Machine-readable Card)(Continued).	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 may be issued only on or after the date on which the member would have been 60 years old, had he or she survived). Eligible surviving dependents of 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 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).

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 DD Form 2764, **United States DoD/Uniformed Services Civilian Geneva Conventions Identification Card** (Machine-readable card)	Emergency essential personnel as defined in DoD Directive 1404.10, *Emergency Essential (E-E) DoD U.S. Citizen Civilian Employees.* Essential contractor personnel when IAW SOW or contract are subject to employment or employ to 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:*** Issue a DD Form 489 if not at a RAPIDS site.	Emergency Essential personnel as defined in DoD Directive 1404.10. Essential contractor personnel when IAW SOW or contract are subject to employment or employ to 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 1.13. DD Form 2765, Department of Defense/Uniformed Services Identification and Privilege Card.

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

TYPE OF ID CARD	CATEGORY
DD Form 2765, **Department of Defense/Uniformed Services Identification and Privilege Card** (Machine readable card) (Continued).	Active duty officers and enlisted personnel of NATO countries who, in connection with their official NATO duties, are stationed in the United States and are not under the sponsorship of the Department of Defense or a Military Service. Active duty officers and enlisted personnel of NATO and non-NATO countries, when serving outside the United States and outside their own country under the sponsorship or invitation of the Department of Defense or a Military Service; or, when it is determined by the major overseas commander that the granting of such privileges is in the best interests of the United States and such personnel are connected with, or their activities are related to, the performance of functions of the U.S. military establishment. Civilian personnel of NATO and non-NATO countries attending training in the United States under the sponsorship of the Department of Defense Security Assistance Training Program. Civilian personnel in the following categories: Civilian personnel of the Department of Defense and the Uniformed Services, when required to reside in a household on a military installation within the Continental United States (CONUS), Hawaii and, Alaska. Civilian personnel of the Department of Defense, the Uniformed Services, and other Government Agencies, and civilian personnel under private contract to the Department of Defense or a Uniformed Service, when stationed or employed in foreign countries.

TYPE OF ID CARD	CATEGORY
DD Form 2765, **Department of Defense/ Uniformed Services Identification and Privilege Card** (Machine readable card) (Continued).	Civilian personnel of the Department of Defense and the Uniformed Services, and other Government agencies and civilian personnel under private contract to the Department of Defense or a Uniformed Service when stationed or employed in Puerto Rico or Guam, and their accompanying dependents, when residing in the same household. Contract surgeons overseas during the period of their contract. Uniformed and non-uniformed full-time paid personnel of the Red Cross assigned to duty with the Uniformed Services within the CONUS, Hawaii, Alaska, Puerto Rico and Guam when required to reside in a household on a military installation. Uniformed and non-uniformed full-time paid personnel of the Red Cross assigned to duty with the Uniformed Services in foreign countries. Area executives, center directors, and assistant directors of the United Service Organization (USO), when serving in foreign countries. United Seaman's Service (USS) personnel in foreign countries. 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).
DD Form 2765, **Department of Defense/ Uniformed Services Identification and Privilege Card** (Machine readable card) (Continued).	Officers and crews of vessels, lighthouse keepers and depot keepers of the former Lighthouse Service.
	Involuntarily separated members eligible for TAMP or TAP benefits. These individuals shall be issued a DD Form 2765 (with a TA overstamp) showing expiration date for each benefit, as shown on the reverse of the card.

TYPE OF ID CARD	CATEGORY
	Voluntarily separated members of the Army, the Navy, the Air Force, and the Marine Corps who are eligible and approved for payment of a Special Separation Benefit (SSB) or the Voluntary Separation Incentive (VSI) annuity program; have been on active duty for more than 6 years; have served at least 5 years of continuous active duty immediately preceding the date of separation; and the date of separation is on or before September 30, 2001 (Title 10, U.S.C. 1174a and 1175). These individuals shall be issued an overstamped DD Form 2765 showing expiration date for each benefit, as shown on the reverse of the card.
DA Form 1602, **Civilian Identification Card** (Manually prepared card)	Civilians employed by the Army, including nonappropriated fund employees and civilian marine personnel on duty on Army vessels. Civilian industrial contractor's employees working on projects and contracts for the Army. Civilians of other government agencies who must identify themselves before entering Army installations, facilities, or activities.

Table 1.14. DA Form 1602, Civilian Identification Card.

TYPE OF ID CARD	CATEGORY
DA Form 1602, **Civilian Identification Card** (Manually prepared card), cont	Dependents of civilian employees overseas. Red Cross personnel serving with the Armed Forces of the United States. Other individuals for whom there is a need for identification as determined by the issuing authority keeping in mind the intent of the ID cards.

Table 1.15. AF Form 354, Civilian Identification Card.

TYPE OF ID CARD	CATEGORY
AF Form 354, **Civilian Identification Card** (Manually prepared card)	Air Force civilian employees and other designated civilians for entry into Air Force activities and installations and for other official Air Force business. Air Force employees appointed for more than 1 year. Air Force employees appointed for 1 year or less, if required and authorized by the wing commander, or equivalent.

TYPE OF ID CARD	CATEGORY
	Full-time paid employees of the American Red Cross assigned to duty with the Uniformed Services within the United States, its possessions, and its territories when not required to live on the military installation. Retired Air Force civilian employees. Family members age 10 or older of both current and retired Air Force civilian employees. ***NOTE:*** Issue card to family members at the request of an eligible sponsor (employee or retiree). The wing commander (or equivalent) may authorize issue to other DoD civilian employees to meet short-term installation unique needs.

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

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

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

1.8.1.1. The cardholder *may* photocopy DD Form 2 (Active), DD Form 2 (Retired), DD Form 2 (Reserve), DD Form 1173, DD Form 2764, DD Form 2765, or DD Form 1173-1 to facilitate medical care processing, check cashing, or to administer other military-related benefits to eligible beneficiaries.

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

1.10. Overstamping. DoD Instruction 1000.13, authorizes three overstamps that apply to the DD Form 1173 and DD Form 2765 only: They are ***TA, OVERSEAS ONLY*** and ***DUAL STATUS***. Overstamp DD Forms 1173-1 TA when issuing to a member separating under the Selected Reserve Transition Program and their eligible dependents (see paragraph **6.6.**). No other overstamp is authorized and no waivers will be granted. Do not overstamp the DD Form 2764. See **Chapter 15**, **DD Form 1173, Uniformed Services Identification and Privilege Card.**

1.10.1. Nothing is to be placed on the back of the identification card that in any way inhibits scanning of the bar codes.

1.10.2. Machine-readable cards must not have holes punched in them.

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

1.11. Overseas Limitations. Do not use treaties, status of forces agreements, military bases' agreements, or other restrictions to determine privileges authorized on the DD Form 2765. Restrictions to privileges imposed on US Armed Forces 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, or 1173 to Individuals in TDY Status. Individuals whose eligibility for privileges is based on TDY are **not** issued the DD Forms 2764, or DD Form 1173, except emergency essential personnel 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. Presentation of travel orders and a picture ID constitutes acceptable identification.

1.13. Disposition of DD Form 1172. The issuing activity forwards all family member DD Forms 1172 to the DSO by batch processing weekly. This includes full term cards, additions and updates to DEERS for family members (including newborns). Do not forward 1172s for sponsors. Include the unit and point of contact with a DSN and commercial number in each batch. The DSO will scan all DD Forms 1172, eliminating filing at each issuing activity. Forward to DSO, ATTN: 1172 Scan, 400 Gigling Road, Seaside, California 93955-6771. Maintain DD Forms 1172 in suspense for temporary ID cards until final action is taken. See **Table 9.3.** and **Table 21.7.** for additional disposition instructions.

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

Table 1.16. Individuals Who May Confiscate ID Cards.

WHO CONFISCATES ID CARDS	CONDITION
Verifying officials, commissioned or noncommissioned officers or military police members. **NOTE: ID card holder may request a supervisor's review of the suspect card prior to immediate confiscation. (See para 1.14.1)**	ID card has expired. ID card is being fraudulently used. ID card is presented by a person not entitled to its use. ID card is mutilated.
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**, Terms.)

WHO CONFISCATES ID CARDS	CONDITION
Civilian Employees (appropriated and nonappropriated fund) of benefits and privileges activities. **NOTE: ID card holder may request a supervisor's review of the suspect card prior to immediate confiscation. (See para 1.14.1)**	Active duty members, retirees or dependents of members of any Service have cards that are mutilated so that their use as a credential is questionable. The ID card has expired. The ID card has been obviously altered. An ineligible person presents the ID card.

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

1.14.2. Notify the installation security authorities immediately after confiscating the 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 office (see **Attachment 1**, Terms) when it is warranted by circumstances or according to local procedures.

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

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

1.14.3.3. For cases involving fraud, misuse, or abuse of an ID card, prepare DD Form 1569, **Incident/Complaint Report**. Air Force installation security authorities use the AF Form 3545, **Incident Report**.

1.14.3.4. Process this form through normal investigative and administrative channels.

1.14.3.5. Send a copy of the completed report to the member's commander for appropriate action.

1.15. Reissuing Confiscated ID Cards. The installation commander or authorized representative advises the ID card issuing activity in writing to reissue the identification card with appropriate benefits and privileges. The issuing activity issues the ID card until the suspension end date. ***NOTE:*** When an ID card is confiscated due to expiration, it is not a surrendered ID card.

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

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

1.17. Lockout Code. If a record is in a lockout condition, the issuing activity cannot update the file except for the address data. The issuing activity contacts the appropriate Uniformed Service Personnel project office (Active, Guard, or Reserve, as appropriate) or the DSO for assistance.

1.18. Invalid Entry in RAPIDS. The DEERS/RAPIDS Field Service Representatives or the DSO resolves invalid entries in the DEERS database for sponsors and dependents when the conditions in **Table 1.17.** occur.

Table 1.17. When DEERS/RAPIDS Field Service Representatives or the DSO Resolves Invalid Entries in RAPIDS.

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

1.19. Briefing ID Cardholders on Their 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 authority requires it for identification or investigation or when in confinement.

1.19.3. Attempt to retain ID card, if captured as a prisoner of war (military only).

1.19.4. Notify the ID card issuing activity when there is any change in their status that could change their ID card benefits.

1.20. Sponsors and Dependents During Mobilization or Wartime. If the sponsor is deployed or mobilized for more 30 consecutive days and is unavailable to sign a DD Form 1172, take the actions reflected in **Table 1.18.**:

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

STEP	ACTION
1	Verify dependent's eligibility from the DEERS database. Use legal documentation or call the DEERS Eligibility Center at 1-800-336-0289 or DSN 837-6299, if DEERS does not show eligibility.
2	Verify sponsor's status and duration of deployment or recall the information from one of the following sources: The DEERS database. The personnel data system. A special order. A telegram. A letter. A telephone call to the sponsor's servicing Personnel office.
3	Use **Attachment 2** for benefits authorized and **Attachment 4** for DD Form 1173 expiration and Medical CHAMPUS/TRICARE (MC) effective dates.
4	Sign DD Form 1172 in block 90 and explain in block 89: What documentation was used to verify the sponsor and dependent status. The sponsor is unable to sign due to deployment or mobilization. ***EXAMPLE:*** Sponsor not available—deployed in support of Operation Joint Endeavor.
5	Update dependents in the DEERS database. ***NOTE:*** See paragraph **21.17.** for Air Force-specific processing procedures.

1.20.1. Issue a DD Form 1173 for a 90-day period to dependents who require dependency determinations (over 50 percent support). ***EXCEPTION:*** See paragraph **25.1.4.** for Marine Corps approval authority.

1.20.2. The VO may extend the cards for one additional 90-day period. The wing commander (or equivalent) must approve further extensions. Sponsors must furnish appropriate dependency determinations (over 50 percent support) when they return to their assigned stations. ***NOTE:*** See paragraph **21.17.1.** for Air National Guard approval authority.

1.21. Dependency and Residency Requirements for Dependents of Guard and Reserve Members on Active Duty for 31 Days or More. Use the ID card processing procedures in **Table 1.19.** when a Guard or Reserve member is on active duty for more than 30 consecutive days and dependent has an approved dependency determination (over 50 percent support).

Table 1.19. Processing Procedures for Dependents of Guard and Reserve Members on Active Duty for 31 Days or More Who Have an Approved Dependency and Residency Determination.

STEP	ACTION
1	Issue a DD Form 1173 if dependent is enrolled in DEERS. ***NOTE:*** The member does not have to complete a new residency or dependency determination each time he or she enters or terminates active duty. The sponsor presents the letter approving the initial residency and dependency determination.
2	Reissue the DD Form 1173 with a 4-year expiration date from the date of the approval letter, unless the letter approves a shorter time or sponsor's expiration of service, whichever is sooner.
3	Comply with paragraphs **4.4.** or **4.5.** if child not enrolled in DEERS.

1.21.1. Advise Reserve dependents whose sponsor has been called to active duty under Title 10 U.S.C., Section 12304, that they may use their DD Form 1173-1 with valid active-duty orders for up to 270 days.

1.21.1.1. Issue the DD Form 1173 to dependents whose sponsors serve beyond 270 days.

1.21.1.2. The Department of Defense may extend the 270-day provision as required.

1.21.2. For Reserve members unable to obtain a DD Form 2 (Active) card because of military requirements, verify a DD Form 1172 when the member returns to ensure family members' eligibility for claims processing.

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

1.23. Temporary Identification Numbers (TINs) . A TIN is a system-generated number that will be automatically generated and assigned by the DEERS for categories of beneficiaries who are awaiting an SSN, such as newborns and foreign spouses, or for those who do not have a SSN. A foreign national who is a *spouse* of a U.S. citizen will be issued a TIN. TINs are a means to record the beneficiary as a potential patient on DEERS while awaiting a SSN, or for those who do not have a SSN. A TIN is assigned as 800-00-0000D and up.

1.23.1. Issue of a machine-readable card is required. There are no provisions to generate a TIN for a manually prepared card.

1.23.2. A TIN for a foreign national spouse could be permanently assigned for the life of the individual's enrollment in DEERS if a SSN is not obtained.

1.24. Foreign Identification Numbers (FINs) . A FIN will be automatically generated and assigned by DEERS to allow enrollment of eligible foreign military and foreign nationals who are not under the Social Security Administration System and not eligible to for a Social Security Number (SSN). At the time of the DEERS enrollment and card issuance if the applicant is in possession of a social security number it shall

be used. A foreign national who is a *spouse* of a U.S. citizen will *not* be issued a FIN (see paragraph **1.22.**).

1.24.1. In the absence of a SSN, a FIN, a system-generated number assigned as 900-00-0000F and up will be assigned to categories of NATO and non-NATO foreign military members and their family members, and to foreign nationals employed in positions overseas that result in DoD benefits and entitlements.

1.24.2. Issue of a machine-readable card is required. There are no provisions to generate a FIN for a manually prepared card.

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

1.25. Mandatory Collection of Fingerprints. The 1997 USD Capture Fingerprint Policy Memorandum made it mandatory to capture electronically and store in the DEERS, the right index fingerprint of all eligible individuals in a pay or annuity status. This includes active duty and Reserve military personnel, retirees, survivors receiving annuity payments derived from the Service of a deceased person, and civilian employees with identification cards issued through the RAPIDS. Any of these individuals who refuse to have their fingerprint taken will be denied an identification card. Fingerprints are *NOT* collected from dependents and others with ID cards who do not receive salary, wages, or annuity payments from the government. ***NOTE:*** See paragraph **11.14.** for additional information when processing an OCONUS mail-in request.

Chapter 2

PROCEDURES FOR ID CARDS

2.1. Who Verifies Eligibility for ID Cards. Uniformed Services issuing activities with on-line update capability (DEERS or RAPIDS), verify/confirm eligibility for all categories of eligible 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
HQ Reserve Officers Training Corps: **ROTC students in last 2 years of training** **ROTC graduates appointed as Reserve members not on active duty for more than 30 consecutive days.** **Students who receive educational assistance under Section 2107 of Title 10 and are enlisted in the obligated Reserve Section**	Detachment commanders or designated responsible persons.
Service Academies Cadets and Midshipmen	Director of Cadet and Midshipmen Personnel.
Contractors	Installation contracting officer. DoD Contractor Personnel Office for contractors employed in Germany (see paragraph **25.3.**).
Red Cross Personnel	American Red Cross officials.
Nonappropriated Fund Personnel	Human Resource Officer.
Basic Military Trainees and Eligible Family Members:	
Army	Reception battalions at Forts Jackson, Benning, Leonard Wood, Knox, and Sill.
Navy	Personnel Support Detachment, Recruit Training Command, Great Lakes, IL.
Air Force	319th Training Squadron, Lackland Air Force Base, TX.
Marine Corps	Marine Corps Recruit Depots at Parris Island and San Diego.
Coast Guard	Training Center, Cape May.
Contract Teachers and Department of Defense Dependent School (DODDS) Employees	DODDS Education Service Office.

CATEGORIES	Verifying Officials
ARMY:	
Army Civilian Employees	Heads of HQ DA agencies and Major Army Commands (MACOMs) and their delegated representatives.
Army Reserve Retirements Under Title 10, USC Section 12731 (retired with pay at age 60)	Army Reserve Personnel Command (AR-PERSCOM).
NAVY:	
Ready Reserve (Selected, Individual and Standby Reserve) Members	NRPC Code N-5 and Code N-223.
Merchant Marine Academy Midshipmen	Director of Science Merchant Marine Academy at Kings Point, NY.
Active Duty Members	Reporting Unit.
Prisoners	Reporting Unit.
Abused Dependents	NPC (PERS-312).
Appellate Leave	NAMALA.
Incapacitated Children	NPC (PERS-312).
Wards	NPC (PERS-312) and DFAS-CL.
Parents/Parent's-in-law, Stepparents and Parents-by-Adoption	DFAS-CL.
Former Spouses	NPC (PERS-312).
Reserve Retired (Eligible for Pay at age 60).	NRPC Code N-223.
Former Members	NRPC Code N-223.
TDRL/PDRL	NPC (PERS-312).
Navy Dependents Residing in the Philippines	NRPC Code N-223.
AIR FORCE:	
Military Personnel and Family Members	Military Personnel Flight, Customer Service Element.
Civilian Employees, Including Retired Employees and their Family Members	Affirmative Employment Element.
Reserve Retirements (Retired with Pay at Age 60) (Title 10, USC, Section 12731)	HQ ARPC/DPPRR.
Surviving Family Members of Reserve Members Who Were Entitled to Pay at Age 60 but Died Before Age 60	HQ ARPC/DPPRR.
Former Spouses of Retirement-Eligible Air Force Reserve Members	HQ ARPC/DPPRR.

CATEGORIES	Verifying Officials
Individual Reservists	HQ ARPC/DPSSB.
Inmates Assigned to DOD Regional Corrections Facility and Their Family Members:	HQ AFSFC/SFCP maintains the member's records and verifies applications.
Foreign Military Personnel (Students) and Their Family Members	Defense Language Institute, English Language Center (DLIELC), Lackland AFB TX verifies for Air Force.
MARINE CORPS:	
Individual Ready Reserve Members	Marine Forces Reserve (MARFORRES**).**
Prisoners	Reporting Unit.
Abused Dependents	Headquarters Marine Corps (HQMC) (MRP-1).
Appellate Leave	NAMALA.
Incapacitated Children	HQMC (MRP-1/MMSR-6).
Wards	HQMC (MRP-1/MMSR-6).
Parents/Parent's-in-law, Stepparents and Parents-by-Adoption	HQMC (MRP-1/MMSR-6).
Former Spouses	HQMC (MMSR-6).
Gray Area Retirees	HQMC (MMSR-6).
Former Members	HQMC (MMSR-6).
TDRL/PDRL	HQMC (MMSR-6).

2.2. Where to Verify and Issue ID Cards. Active duty, Guard, or Reserve ID card issuing activities are the primary verifiers and producers of ID cards. These sites are selected based on a transaction analysis conducted by the DEERS/RAPIDS Program Office (DRPO) and recommendations of the Service Project Officers.

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

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

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

Table 2.2. Actions Taken by Verifying Official.

STEP	ACTION
1	Review supporting documents listed in paragraph **2.4.** and **Attachment 5**, or use DEERS database if person is already properly enrolled.
2	Contact the DSO (see paragraph **25.2.**) to retrieve a previously scanned verified DD Form 1172 for investigative purposes only.
3	Accept datafaxed DD Forms 1172 if received from another verifying official.
4	Contact verifying official to confirm eligibility if *dependent* brings in datafaxed DD Form 1172.
5	Use **Attachment 2** to determine the benefits and privileges authorized.
6	Use **Attachment 4** to determine the MC (CHAMPUS/TRICARE) effective date and the DD Form 1173 expiration date. ***NOTE:*** If an ID card is not being issued to a newborn, enroll the newborn out to the 21st birthday.
7	Nonautomated sites prepare the DD Form 1172 according to **Attachment 3**. a. Type or print legibly all manually prepared application forms in black ball-point pen. b. Complete section IV, verified by, to complete the ID card application. c. Initial all corrections on the application form.
8	Update the information on the DD Form 1172 by the RAPIDS or DEERS on-line systems.
9	Ensure a copy of the Privacy Act statement is prominently displayed and have applicant read before signing the DD Form 1172.
10	Give the original copy to the applicant and use additional copies as necessary (***EXAMPLE:*** if suspensing for dependency determinations, etc.).
11	Advise the applicant that DD Forms 1172 are valid for only 90 days after the verifying official signs. Applications held longer are void.
12	Forward one copy of the DD Form 1172 to the parent Service when renewing ID cards for permanently incapacitated children and former spouses of Navy, Marine Corps, NOAA, and USPHS members. See paragraph **25.1.** for addresses.

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

2.3.2. Automated ID card sites verify and issue ID cards following the guidance contained in this instruction and transmit DD Forms 1172 according to paragraph **1.12.**

2.4. Documentation Required. Refer to **Attachment 5** to determine the *basic* documentation required. VO does *NOT* need basic documentation when the DEERS database can verify eligibility. ***NOTE:*** If the applicant is replacing a lost or stolen ID card and has no photo ID, have him or her provide an affidavit from an agency or institution or other legal source that verifies the applicant is the person applying for the ID card or have applicant provide information such as SSN, names and dates of birth of dependents, their own date of birth, address, etc. and cross-check with DEERS. See **Attachment 5**, note 8.

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

2.4.1.1. A Social Security Card, or other official Government document reflecting the SSN such as passport, driver's license, letters from the SSA is required when verifying the SSN for enrolling or updating members or dependents in the DEERS or issuing ID cards. ***NOTE:*** If basic trainee does not have required documentation when completing DD Form 1172 for eligible family member, annotate in item 89 "Dependent SSN required before issue of the ID card. Reference AFI 36-3026(I), paragraph **2.4.1.1.**"

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

2.4.2. Special documentation required for common law marriages. Common law marriages must have been entered into 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: Pers 332; Marine Corps: MRP 1, or MMSR-6 (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. A statement from the local legal office attesting to the validity of a common law marriage constitutes acceptable documentation to establish eligibility as a spouse. ***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 issue or reissue of ID cards. ***EXCEPTION:*** Passports may be accepted for dependents of foreign military personnel, because such dependents need legal documents in order to accompany the member to the United States.

2.4.4. Foreign Documents. The following provides instructions concerning foreign documents. English translations *must* accompany all foreign documents.

2.4.4.1. Foreign divorce decrees. Foreign divorce decrees submitted for ID card termination must be reviewed by the local legal office for legal sufficiency. ***EXCEPTION:*** See paragraph **2.4.2.1.** for Navy and Marine Corps members.

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

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

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

Table 2.3. Service Installation Legal Authorities.

UNIFORMED SERVICE	LEGAL AUTHORITY
Army	The local Judge Advocate.
Navy	NPC Pers 332, (901) 874-3466/3467 or DSN 882-3466/3467. See ***NOTE*** under paragraph **2.4.2.1.**
Air Force	HQ Air Force Personnel Center Judge Advocate (210) 565-2761 or DSN: 665-2761.
Marine Corps	HQMC (MRP-1/MMSR-6). See paragraph **2.4.2.1.** See ***NOTE*** under paragraph **2.4.2.1.**
Coast Guard	Human Resources Service and Information Center (HRSIC)(LGL) (913) 357-3594.
National Oceanic and Atmospheric Administration	Commissioned Personnel Center CPCI, (301) 713-3453, ext. 109.
United States Public Health Service	Personnel Services Branch (DCP), (301) 594-3384.

2.5. Issuing Temporary DD Forms 2765 or 1173. (Verifying Activity). The following procedures in **Table 2.4.** apply when issuing a temporary DD Form 2765 or 1173.

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

Table 2.4. Procedures for Issuing Temporary DD Forms 2765 or 1173.

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 (over 50 percent support) may be issued a temporary card if expiration of the ID card would interrupt medical care. Sponsor must certify in block 89 of the DD Form 1172 that he or she will be financially responsible for any medical care the dependent received since expiration of the ID card should the dependency determination be disapproved.	Do not issue a temporary card, unless approved by the parent Uniformed Services Project Office. Issue a 120-day temporary ID card reflecting a TIN to beneficiaries who do not yet have a SSN (i.e., foreign spouses) and enroll beneficiary in DEERS. If applicant has applied to the SSA but has not yet received a SSN, issue another 120-day card. If applicant has not applied to the SSA within the first 120-day period, reissue the ID card without eligibility to medical care in military treatment facilities.
Do not issue a temporary card to a dependent who requires an initial dependency determination (over 50 percent support) according to **Table 1.3.**	See above.

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

Table 2.5. Steps to Take When Issuing Temporary DD Forms 2765 or 1173.

STEP	ACTION
1	Review legal documentation or DEERS database, or both.
2	Prepare the DD Form 1172 and update the DEERS.
3	File DD Form 1172 in suspense file based on expiration date.
4	Start retrieval action if the sponsor does not bring in documentation to apply for a full term ID card by the date the temporary ID card expires.
5	Update DEERS to reflect ineligibility for the period that the temporary card covers.
6	Follow normal verifying and issuing procedures when the sponsor presents adequate documentation for a full term DD Form 1173 or a sponsor-signed DD Form 1172.

Chapter 3

UNIFORMED SERVICES FORMER SPOUSES

3.1. General Information. The Uniformed Services Former Spouses Protection Act provides ID card benefits and privileges to several categories of unremarried former spouses (see **Attachment 1**, Terms). This chapter defines the categories of former spouses and provides eligibility criteria and verification procedures for ID cards. The chapter also includes eligibility criteria for unremarried former spouses who qualify for ID card benefits and privileges as abused dependents.

3.1.1. An 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.)

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

3.2. Basic Eligibility Criteria for Unremarried Former Spouses. To qualify for a military ID card under the Uniformed Services Former Spouses Protection Act, *on the date of divorce, dissolution or annulment*, the unremarried former spouse must meet the eligibility criteria reflected in **Table 3.1.**:

Table 3.1. Basic Eligibility Criteria For 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 ***EXCEPTION:*** URFS05 and URFS06 (see paragraphs 3.3.1.4. and 3.3.1.5. for abused former spouses).	The military member must have performed **20** years of creditable service in determining eligibility to retired pay.	At least **15** years of the marriage must have 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 **Attachment 2** and charts).

BASIC ELIGIBILITY CRITERIA FOR UNREMARRIED FORMER SPOUSES		
		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 **Table 3.3.** and **Table 3.4.**). ***EXCEPTION:*** See paragraphs 3.3.1.4. and 3.3.1.5. for abused former spouses (URFS 05 and URFS 06).
Additional Requirements: The former spouse must not have remarried. The former spouse is *not* eligible for medical care (medical service [MS]or CHAMPUS/TRICARE [C])if he or she is enrolled in an employer-sponsored health plan. If the former spouse disenrolls from the employer-sponsored health plan, medical benefits can be restored effective the date of disenrollment. The former spouse is *not* eligible for CHAMPUS/TRICARE when eligible for Medicare, Part A, unless he or she is a dependent of an active duty member, or is under age 65, entitled to Medicare Part A as a result of a disability or end-stage renal (kidney) disease and is enrolled in Medicare, Part B (see **Chapter 7**).		

3.2.1. Active Components use active duty service to compute sponsor's creditable service for retired pay.

3.2.2. Guard and Reserve Components use satisfactory service to compute creditable service for eligibility of former spouses of their members.

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

3.2.2.2. When Guard or Reserve members awaiting retired pay at age 60 are recalled to active duty for more than 30 consecutive days, qualifying former spouses may be eligible for ID card entitlements during the sponsor's active service. Contact the appropriate Guard or Reserve project office for further guidance (paragraph **25.1.**). ***EXCEPTION:*** For Marine Corps, contact the HQMC (MMSR-6) (paragraph **22.7.**).

3.3. Categories, Eligibility Criteria, Benefits, Privileges and Expiration Dates for 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. URFS02 (20-20-20). 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 20 years:

Table 3.2. Unremarried Former Spouse (URFS02 - 20-20-20).

URFS02 (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 and, (3) the overlap of marriage and service was at least **20** years Has not remarried Is not enrolled in an employer-sponsored health plan	Is entitled to medical service (MS), CHAMPUS/TRICARE/ (MC), commissary, exchange and morale, welfare and recreation (MWR). See **Table 3.1.** for restrictions for those eligible for Medicare.	4 years from date of verification. ***NOTE:*** ID card may be renewed every 4 years if all the eligibility requirements are still met.

3.3.2. URFS03 (20-20-15) Divorced Prior to 1 Apr 85. 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:

Table 3.3. Unremarried Former Spouse (URFS03 - 20-20-15) Divorced Prior to 1 April 1985.

URFS03 (20-20-15) DIVORCED PRIOR TO 1 APR 85	BENEFITS AND PRIVILEGES	EXPIRATION DATE
(1) Married at least **20** years to a military member who, (2) performed at least **20** years creditable service and, (3) the overlap of marriage and service was at least **15** years Has not remarried Is not enrolled in an employer-sponsored health plan	Medical Service (MS) and CHAMPUS/TRICARE (MC). See **Table 3.1.** for restrictions for those eligible for Medicare.	4 years from date of verification. ***NOTE:*** ID card may be renewed every 4 years if all eligibility requirements are still met.

3.3.3. URFS04 (20-20-15) Divorced on or after 29 September 1988. An unremarried former spouse who at the time of divorce was married to the member for 20 years during which time the member performed 20 years creditable service in determining eligibility to retired or retainer pay and the marriage and service overlapped at least 15 years but less than 20. ***NOTE:*** Former spouses qualifying under the 20-20-15 provision whose divorce occurred on or after 1 April 1985 but before 29 September 1988

were entitled to an ID card for two years from the date of divorce. This time has expired. See **Table A6.1.**:

Table 3.4. Unremarried Former Spouse (URFS04 - 20-20-15) Divorced on or After 29 September 1988.

URFS04 (20-20-15) DIVORCED ON OR AFTER 29 SEP 1988	BENEFITS AND PRIVILEGES	EXPIRATION DATE
(1) Married at least **20** years to a military member who, (2) performed at least **20** years creditable service and, (3) the overlap of marriage and service was at least **15** years Has not remarried Is not enrolled in an employer-sponsored health plan	Medical Service (MS) and CHAMPUS/TRICARE (MC). ***NOTES:*** 1. Do not authorize CHAMPUS/TRICARE if the applicant is eligible for Medicare, Part A. ***EXCEPTIONS:*** Dependents of active duty members and dependents qualified under paragraph **7.1.** 2. Do not authorize medical care benefits (MS or MC) if the former spouse is covered by an employer-sponsored health plan.	1 year from date of divorce only. May not be renewed.

3.3.4. URFS05 (10-20-10). An unremarried former spouse of a member or retired member who was married to the member or retired member for a period of at least 10 years; 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; 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.**).

Table 3.5. Unremarried Former Spouses (URFS05 - 10-20-10).

FORMER SPOUSE OF RETIREMENT ELIGIBLE MEMBER SEPARATED ON OR AFTER 23 OCT 1992	BENEFITS AND PRIVILEGES	EXPIRATION DATE
(1) Married at least **10** years to a military member who (2) performed at least **20** years creditable service and, (3) the overlap of marriage and service is at least **10** years Has not remarried Is not enrolled in an employer-sponsored health plan	Medical Service (MS) and CHAMPUS/TRICARE/ (MC), commissary, exchange and MWR. ***NOTES:*** 1. Do not authorize CHAMPUS/ TRICARE if the applicant is eligible for Medicare, Part A. ***EXCEPTIONS:*** Dependents of Active duty members and dependents qualified under paragraph **7.1.** 2. Do not authorize medical care benefits (MS or MC) if the 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.

3.3.5. URFS06. A former spouse of a member on active duty in excess of 30 days 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. Unremarried Former Spouse (URFS06).

URFS06 (TRANSITIONAL ABUSE) SEPARATED ON OR AFTER 30 NOV 93	BENEFITS AND PRIVILEGES	EXPIRATION DATE
Married to the member at the time of abuse Receiving transitional compensation	Medical care in military treatment facilities and CHAMPUS/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 Unremarried Former Spouses. These procedures apply to former spouses of active duty, retired, National Guard and Reserve members.

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

Table 3.7. Where to Accomplish Initial Application.

UNIFORMED SERVICE	WHERE TO ACCOMPLISH INITIAL APPLICATION
Army	The nearest Army issuing activity.
Navy	Bureau of Naval Personnel (Pers-312), 5720 Integrity Drive, Millington TN 38055-3120 (see paragraph **20.5.** for Navy verification procedures).
Air Force	The nearest Air Force issuing activity.
Marine Corps	Headquarters U.S. Marine Corps (MMSR-6), 3280 Russell Road, Quantico, VA 22134-5103 (see paragraph **22.7.** for Marine Corps verification procedures).
Coast Guard	Commanding Officer (RAS), Coast Guard Human Resources Service and Information Center (HRSIC), 444 S.E. Quincy Street, Topeka, Kansas 66683-3591 (see paragraph **23.3.** for Coast Guard verification procedures).
National Oceanic and Atmospheric Administration	Commissioned Personnel Center, CPC1, Office of NOAA Corps Operations, East-West Highway, Room 12100, Silver Spring, MD 20910.
United States Public Health Service	Personnel Services Branch, DCP, Parklawn Building, Room 4-35, 5600 Fishers Lane, Rockville MD 20857.

3.5. Initial Verification Procedures for Unremarried Former Spouses URFS02-URFS04. The following applies to *initial* verification procedures:

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

Table 3.8. Initial Verification Procedures for Unremarried Former Spouses URFS02-URFS04.

STEP	ACTION
1	Review marriage certificate and final divorce decree, dissolution or annulment of marriage to verify that the former spouse was married to the military member for at least 20 years. ***EXCEPTION:*** See paragraphs 3.3.1.4 and 3.3.1.5.
2	Verify the member's status (i.e., retired, active duty, deceased). ***NOTE:*** If member is deceased, contact the parent Uniformed Service Personnel project office to confirm the member's status at the time of death (paragraph **25.1.**). In the case of the Army, a Casualty Report or a DD Form 214, **Certificate of Release or Discharge from Active Duty** will be required.
3	Request the dates of inclusive service from the office that maintains the member's records by message or letter if member is active duty.

STEP	ACTION
4	Request the documents to reflect total creditable service in determining eligibility to retired pay if member is retired, and the former spouse does not have a Statement of Service or a complete set of DD Forms 214. Mail requests to the following addresses:
	Army - AR-PERSCOM, 9700 Page Avenue, ATTN: PSP-A/Jan, St. Louis, Missouri 63132. Comm: (314) 592-0000, Ext. 0554; DSN: 892-0554, to obtain a statement of service.
	Navy - National Personnel Records Center, 9700 Page Avenue, St. Louis, Missouri 63132, or contact Pers 312, (901) 874-3362 and DSN: 882-3362 or 1-800-443-9297 (paragraph **25.1.**).
	Air Force - NPRC/NRPMF, 9700 Page Avenue, St. Louis, Missouri 63132-5100 (see **Attachment 7** and **Attachment 8** for sample letters).
	Marine Corps - HQMC (MMSR-6), 2 Navy Annex, Washington DC 20380-1775. Telephone: 1-800-336-4649.
	Coast Guard - Commanding Officer (RAS) Coast Guard Human Resources Service and Information Center, 444 S.E. Quincy Street, Topeka, Kansas 66683-3591.
	National Oceanic and Atmospheric Administration - Commissioned Personnel Center CPC1, Office of NOAA Corps Operations, East-West Highway, Room 12100, Silver Spring, MD 20910.
	United States Public Health Service - Personnel Services Branch, DCP, Parklawn Building, Room 4-35, 5600 Fishers Lane, Rockville MD 20857.
5	Issue a temporary ID card with the following expiration dates while waiting for confirmation of eligibility, if former spouse appears to be conditionally eligible: 120 days for retired member's former spouse. 30 days for an active duty member's former spouse. ***NOTE:*** For Navy former spouses, see paragraph **20.5.2.3.**; for Marine Corps former spouses see paragraph **22.7.**
6	Have former spouse sign a statement in item 89 on the DD Form 1172 that he or she has: Not remarried Is not enrolled in an employer-sponsored health plan and; He or she will be responsible for any medical care received during this period if found not to be eligible for an ID card.
7	File completed DD Form 1172 in suspense file.
8	Start tracer action if documents are not received within 90 days.

3.5.2. Take the actions reflected in **Table 3.9.** upon receiving the statement of service or a complete set of DD Forms 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 (CHAMPUS/TRICARE) effective dates.
3	Annotate in block 89 on the DD Form 1172 that the former spouse has not remarried since the divorce from the member and does not have medical coverage under an employer-sponsored health plan. Have the former spouse initial this statement.
4	Have the former spouse sign block 90 on the DD Form 1172.
5	Batch process the DD Form 1172 to DSO according to paragraph **1.12.**

3.6. Renewal Procedures for Unremarried Former Spouses if Enrolled in DEERS. Cross-servicing is authorized for ***renewal*** of former spouse ID cards if correctly enrolled in DEERS with date of divorce. ***EXCEPTION****:* Navy former spouses must have a letter of approval from the Navy Personnel Command. If the applicant does not have a letter, contact PERS 312 (paragraph **25.1.**).

3.7. Renewal Procedures for Unremarried Former Spouses Who's Date Of Divorce Is Not in DEERS. Take the steps reflected in **Table 3.10.** when renewing an ID card for a former spouse whose date of divorce is *NOT* in DEERS. ***EXCEPTION****:* Navy former spouses must be verified by contacting PERS 312 (paragraph **25.1.**); Marine Corps former spouses date of divorce can be confirmed by calling HQMC MMSR6, at (703) 784-9310.

Table 3.10. Renewal Procedures for Unremarried Former Spouses Who's Date of Divorce Is Not in DEERS.

STEP	ACTION
1	Advise the former spouse who does not have a divorce decree when renewing an ID card to verbally provide the date of divorce until a copy of the divorce decree can be provided. This block in DEERS must contain a date in order to issue the automated ID card.
2	Advise the former spouse to provide a copy of the divorce decree within 30 days, either by mail or in person. Failure to do so will result in termination in DEERS.
3	Advise the applicant to sign a statement in item 89 on the DD Form 1172 that he or she has not remarried since divorced from the military sponsor and is not enrolled in an employer sponsored health plan.
4	Place the DD Form 1172 in suspense for 30 days.
5	Issue a full term ID card when divorce decree is received.
6	If former spouse fails to provide the divorce decree, forward the temporary DD Form 1172 to the DSO and request an unauthorized issue (UIS) (paragraph **25.2.**).

3.8. Documents Required for Verification:

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

3.8.2. Certified copy of a divorce decree.

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

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

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

Chapter 4

ID CARDS FOR CHILDREN

4.1. General Information. Unmarried children are entitled to medical care by law until age 21 unless they marry, join the active service or a court order terminates all parental rights. They are also entitled to commissary, exchange and MWR privileges if certain criteria are met (see **Attachment 2**). 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. (See **Attachment 1**, Terms). ***NOTE:*** Children who have no relationship to the sponsor at the time of the sponsor's death, who subsequently are adopted or become a legal custody ward of the widow or widower, are not entitled to ID card benefits and privileges.

4.2. Dual Entitlement for Children. A child of a military member who is also a stepchild of another military member and lives with the stepparent may be issued a card with either member as sponsor. The child may not possess more than one DD Form 1173. The child may be enrolled in DEERS under more than one sponsor but may not receive benefits from more than one sponsor at the same time. The military members involved must decide which one will sponsor the child for ID card issue (if appropriate) and DEERS enrollment.

4.2.1. If the military members can't agree take the action reflected in **Table 4.1.**:

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

IF THE MEMBER	THEN
Has a court order identifying him or her as being responsible for providing medical care for the child.	Enroll child under such member.
There is no court order for medical care but, a court has awarded primary physical custody to the member or to the former spouse who remarries another military member.	Enroll the child where the child resides.
If none of the above has occurred.	Inform members no change in sponsorship can occur until there is a court order, which designates the primary member for sponsorship **or** the two sponsors can agree to change.

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

4.2.3. Notify the parties involved when moving the dependent from one sponsor's file to another.

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

Table 4.2. Initial Enrollment of Newborns.

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

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:

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

ITEM	CONDITION
1	The child's temporary guardian lives far from the parent's duty station and must use a medical facility other than the one keeping the child's records.
2	The child resides temporarily away from the sponsor while attending school and there is no eligible spouse. Authorize ID card benefits and privileges as **Attachment 2** specifies.
3	The child is of a joint service couple or a single parent.
4	The child's physical appearance warrants issue (for example, appears older than 10). ***NOTE:*** The Personnel Chief or designated representative approves or disapproves request.
5	The child does not reside in the household of an eligible adult family member.
6	Under unique circumstances and the SVO authorizes.

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

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

ELIGIBILITY CRITERIA	REQUIRED DOCUMENTATION/PROCEDURES
Unmarried children 21 or 22 years age (have not attained the age of 23). Enrolled full time in an accredited institution of higher learning. 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. For foreign institutions, attended by Air Force student family member, see paragraph **21.22.**	If enrolled in DEERS, a letter from the school registrar certifying full-time course of study leading to an associates degree or higher and anticipated graduation date. The sponsor must also certify in block 89 on the DD Form 1172 that he or she is providing over 50 percent of the student's support. (See paragraph **20.11.** for Navy family members.) ***NOTE:*** If school will not provide date of graduation, issue to 23rd birthday. If not enrolled in DEERS, a birth certificate and parent's marriage certificate is required, in addition to the documentation listed above.
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*. 4. See paragraph **4.5.** for incapacitated students.	
Summer Break: Students who were enrolled as a full time student for the semester or session immediately before the break may be eligible for an ID card during break if they are accepted or enrolled immediately after the break.	Sponsor presents a letter from the school registrar certifying full-time enrollment before the break and acceptance or enrollment immediately after the break. Sponsor certifies in block 89 on the DD Form 1172 that he or she is providing over 50 percent of the student's support.

ELIGIBILITY CRITERIA	REQUIRED DOCUMENTATION/PROCEDURES
Graduate Students and Students Awarded an Associates Degree: Issue a temporary ID card not to exceed the 30th day of the month of enrollment as an expiration date to allow students to complete enrollment procedures at the college or university in a graduate study program or a 4-year degree program. Issue a full term card until graduation or age 23, whichever occurs first when a letter certifying full-time enrollment is presented.	Sponsor presents a letter of acceptance of enrollment signed by an authorized officer of the college or university (see **Attachment 9**). Sponsor certifies in block 89 on the DD Form 1172 that he or she is providing over 50 percent of the student's support.

4.6. Incapacitated Children Over Age 21 (Initial Application). **Table 4.5.** defines the eligibility criteria, required documentation for the initial application, and approved documentation required to issue ID cards to incapacitated children over age 21. Process initial and renewal applications for all incapacitated children through the military sponsor's parent service. Cross-servicing is not authorized. See **Chapter 19-Chapter 23** for Service-specific processing procedures.

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

ELIGIBLITY CRITERIA	DOCUMENTATION REQUIRED TO APPLY (MUST BE CURRENT)	APPROVED DOCUMENTATION REQUIRED FOR ISSUE OF THE ID CARD (MUST BE CURRENT)
The child must be unmarried. The child must be incapable of self-support because of a mental or physical incapacity that existed before the child's 21st birthday or 23rd if enrolled as a full-time student and verification occurred after 23 October 1992. The child must be dependent on the sponsor for over one-half of his or her support or have been at the time of the sponsor's death.	A current physician's statement (dated within 90 days of application) A current statement from the Social Security Administration (SSA) certifying non-eligibility for Medicare, Part A, to continue eligibility to CHAMPUS/TRICARE benefits. ***NOTE:*** Do *not* require a statement from active duty dependents and those individuals listed in paragraph **7.1.** as they remain eligible for CHAMPUS/TRICARE as a second payer. Birth certificate (if not enrolled in DEERS). Parent's marriage certificate (if not enrolled in DEERS). *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 reflecting the dependent was enrolled as a full-time student in an accredited institution of higher learning when the incapacitation occurred.	An approved medical sufficiency statement from a Military Treatment Facility (MTF) (see **Attachment 26**). An approved dependency determination (over 50 percent support) from a Uniformed Service approval agency (see **Table 4.6.**).

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

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

STEP	ACTION
1	Advise applicant to present a current statement from the SSA certifying noneligibility to Medicare, Part A (except active duty dependents and dependents reflected in paragraph **7.1.**).
2	Advise applicant a dependency determination is required each time a card is issued. ***EXCEPTIONS:*** If the card is lost or stolen, reissue ID card out to original expiration date. No new dependency determination is required. In the case of deceased sponsors, the dependency determination currently in effect or for Air Force members, accomplished at the time of the member's death, may be used for subsequent renewals. The dependency determination letter from the offices listed below should include the statement that medical sufficiency was established. Army - DFAS-Indianapolis Center for Army dependents. Navy - A letter of approval from the Bureau of Naval Personnel for Navy dependents (see paragraph **20.4.**). Air Force - A current letter of approval from DFAS-PMJPD/DE. Marine Corps - A letter of approval from the Bureau of Medicine and Surgery which indicated that the condition is permanent, along with a current Child's Dependency Affidavit approved by HQMC (MRP-1) for Marine Corps dependents. See **Table 22.4.** Coast Guard - A letter of approval from the Human Resources Service and Information Center (HRSIC) (paragraph **23.2.**). National Oceanic and Atmospheric Administration - A letter of approval issued by the Uniformed Service Personnel project office (paragraph **25.1.**). United States Public Health Service - A letter of approval issued by the Uniformed Service Personnel project officer (paragraph **25.1.**).
3	Annotate the documents used to verify relationship to the sponsor in block 89 of the DD Form 1172 or annotate "DEERS VERIFIED".
4	Annotate date of current approved dependency determination letter or approval letter from the Bureau of Naval personnel for Navy and Marine Corps dependents, and date of current letter from SSA.
5	The sponsor, surviving spouse or guardian certifies in block 89 the child is unmarried, incapable of self-support, receiving over 50 percent support from the sponsor or was at the time of the sponsor's death, and is ineligible for Medicare, Part A. If the sponsor is deceased, indicate "Sponsor is deceased."
6	Complete the verification and issue process.
7	Forward a copy of the verified DD Form 1172 to the parent Uniformed Service Personnel project office for dependents of Navy, Marine Corps, NOAA and USPHS sponsors, after the ID card has been issued (paragraph **25.1.**) in addition to batch processing to DMDC Support Office (see paragraph **1.12.**).

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

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

ELIGIBILITY CRITERIA	DOCUMENTATION REQUIRED TO APPLY (MUST BE CURRENT)	APPROVED DOCUMENTATION REQUIRED TO RENEW ID CARD (MUST BE CURRENT)
The child must be unmarried. The child must be incapable of self-support because of a physical incapacity that existed before the child's 21st birthday or 23rd if enrolled as a full-time student and the verification occurred after 23 October 1992. The child must be dependent on the sponsor for over one-half of his or her support or have been at the time of the sponsor's death.	A current physician's statement (dated within 90 days of application). ***EXCEPTION:*** Marine Corps sponsors must comply with instructions provided in letter from Chief, Bureau of Medicine and Surgery (BUMED).	A current approved medical sufficiency statement from a Military Treatment Facility (MTF) (see **Attachment 26**). A current approved dependency determination (over 50 percent support) from a Uniformed Service approval agency (see **Table 4.6.**) if sponsor is still living.
	Statement from the Social Security Administration (SSA) certifying non-eligibility to Medicare, Part A, to continue eligibility to CHAMPUS/ TRICARE benefits. ***NOTE:*** Do not require a statement from active duty dependents and those individuals listed in paragraph **7.1.** as they remain eligible for CHAMPUS/ TRICARE as a second payer. Birth certificate (if not enrolled in DEERS). Parent's marriage certificate (if not enrolled in DEERS).	If deceased, the dependency determination in effect at the time of death or for Air Force members, one accomplished at the time of the sponsor's death.

4.8.1. Advise 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 312. Marine Corps sponsors should report to HQMC (MRP-1 or MMSR-6, as appropriate [see **Table 22.1.**]).

4.8.2. Incapacitated children who marry and subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements. Process according to **Chapter 19-Chapter 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 a court order that establishes paternity and the child's birth certificate.

4.9.2. A male sponsor presents an approved dependency and residency determination (reflecting over 50 percent support) and the child's birth certificate. Under these conditions if the 50 percent support requirement is met but child does not reside with the member, a child is only entitled to exchange and MWR privileges. Reference **Table 4.6.**, step 2 for dependency approval agencies. ***NOTE:*** A birth certificate alone does not satisfy documentation requirements for an illegitimate child of a male member. See paragraphs **19.24.** for Army sponsors, **21.21.** for Air Force sponsors, **22.12.** for Marine Corps sponsors, and **23.5.** for Coast Guard sponsors.

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

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

4.10. Processing Procedures for Illegitimate Children under Age 21. Advise a male sponsor to initiate a dependency and residency determination if the sponsor has no court order establishing paternity or the parents have not married. (See **Chapter 19-Chapter 23** for 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 medical care is authorized. The sponsor should submit a request to the ID card issuing activity. ***EXCEPTION:*** For Marine Corps sponsors, approving authority is HQMC MRP-1 or MMSR-6, as appropriate. **Table 4.8.** defines the eligibility criteria and what documents are required:

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

Eligibility Criteria	Required Documentation
A bona fide parent-child relationship must exist and is defined as follows:	The child's birth certificate.
The person adopted was a close blood-relative before the adoption.	A copy of the final adoption decree.
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.	A physician's statement endorsed by a Uniformed Services Medical Treatment Facility. (See **Attachment 26**).
The member controls the care and support of the person adopted as well as the person's legal, financial, and other affairs.	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. ***EXCEPTIONS:*** Navy members forward the case file to PERS 312 for determination. Marine Corps members forward the case to HQMC (MRP-1 or MMSR-6, as appropriate) for determination.
3	The installation personnel office returns the case file to the initiating ID card issuing activity with the final determination.
4	Nonautomated sites prepare the DD Form 1172 according to **Attachment 3**. ***NOTE:*** These family members are entitled to commissary, exchange and MWR only. No medical care is authorized. Type or print legibly all manually prepared application forms in black ballpoint pen. Complete section IV to verify the application.

STEP	ACTION
	Initial all corrections on the application form.
5	Give the original copy to the applicant and use additional copies as necessary.
6	Advise the applicant that DD Form 1172 is valid for only 90 days after the verifying official signs. Applications held longer are void.
7	Batch process DD Form 1172 to the DSO (paragraph **1.12.**).

4.13. Legal Custody Wards (see terms for complete definition)**.** The following basic eligibility criteria applies:

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) for at least 12 consecutive months may be eligible for full ID card benefits and privileges if:

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

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

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

4.13.2. The following eligibility criteria and documentation requirements in **Table 4.10.** apply: ***NOTE:*** Children born to unwed dependent daughters of active duty members on command sponsored tours are entitled to medical care at the local MTF as Secretarial Designees. Refer members to the local MTF to apply for Secretarial Designee status. This designation does *not* create an entitlement to civilian care at government expense, an ID card, or DEERS enrollment. The designation is by letter and remains in effect as long as the grandchild resides in the home of the active duty sponsor while stationed overseas. Designation expires when the sponsor departs his or her command under permanent change of station orders to CONUS or member separates from active duty.

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

ELIGIBILITY CRITERIA	REQUIRED DOCUMENTATION
1. Has not attained age 21 and, Is dependent on the sponsor for over one-half of his or her support or was at the time of the sponsor's death and, Resides with the member or former member unless separated by necessity of military service or to receive institutional care as 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 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, Sponsor certifies in block 89 that he or she is providing over 50 percent and that the child resides in the household. ***EXCEPTION:*** A dependency determination is required for initial issue and renewal of each ID card for wards of Navy, Air Force and Marine Corps members, see paragraphs **20.10.**, **21.16.**, and **22.6.** ***NOTE:*** If card is lost or stolen, reissue ID card out to original expiration date. No new dependency determination is required. In the case of deceased sponsors, the dependency determination currently in effect or accomplished at the time of the member's death may be used for subsequent renewals. Surviving dependents of Air Force members must accomplish a dependency determination at the time of the sponsor's death.

ELIGIBILITY CRITERIA	REQUIRED DOCUMENTATION
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 have been at the time of the sponsor's death. Child's birth certificate and, *Additional Documentation Requirements for Incapacitated Students:* 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 (if not enrolled in DEERS) and, Court order from a court of competent jurisdiction in the United States (or a territory or possession of the United States) placing the child in member or former member's custody for at least 12 consecutive months and, A current physician's statement (dated within 90 days of application) to include a medical sufficiency statement from a Military Treatment Facility (MTF) and, (see **Attachment 26**). A current approved dependency determination (over 50 percent support) and, Statement from the Social Security Administration (SSA) certifying non-eligibility to Medicare, Part A, to continue eligibility to CHAMPUS/TRICARE benefits. ***NOTE:*** Do *not* require a statement from active duty dependents and those individuals listed in paragraph **7.1.** as they remain eligible for CHAMPUS/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.

ELIGIBILITY CRITERIA	REQUIRED DOCUMENTATION
3. Has not attained age 23 and, Is enrolled full time in an institution of higher learning approved by the administering Secretary and, Is dependent on the sponsor for over one-half 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 (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, Sponsor certifies in block 89 that he or she is providing over 50 percent and that the child resides in the household and, ***EXCEPTION:*** A dependency determination is required for initial issue and renewal of each ID card for wards of Navy, Air Force and Marine Corps members, see paragraphs **20.10.**, **21.16.**, and **22.6.** A letter from the school registrar reflecting full time enrollment leading to an associates degree or higher and expected date of graduation.

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

Table 4.11. Processing Procedures for Legal Custody Wards.

STEP	ACTION
1	Review court order and birth certificate and other documents as appropriate (letter from registrar, physician's statement, etc.).
2	Complete a DD Form 1172. Refer to **Attachment 2** for entitlements, **Attachment 4** for MC effective date and expiration date, and **Attachment 5** for documentation requirements.
3	List documents viewed in block 89.
4	Have sponsor certify residency and dependency in block 89. Incapacitated wards and students over age 21 require a dependency determination (over 50 percent support). (***EXCEPTION:*** A dependency determination is required for initial issue and renewal of each ID card for wards of Navy, Air Force and Marine Corps members. See paragraphs **20.10.**, **21.16.**, and **22.6.**).
5	Complete verification process and ensure sponsor reads Privacy Act information before signing the DD Form 1172.
6	Give the sponsor a copy of the DD Form 1172 if appropriate and advise application is good for 90 days from date of verification.
7	Batch process 1172 to the DSO (paragraph **1.12.**).

4.15. Foster Children. A child placed in custody of a military member or former member's home by a placement agency (with no intent to adopt) but *not* a court order, is eligible for commissary, exchange and MWR privileges only. Medical care is *not* authorized unless the child is placed in the home as a result of an order of a court as stated in paragraph **4.12.** above.

4.16. Preadoptive Children. Preadoptive children placed in the home of a member or former member by a placement agency (recognized by the Secretary of Defense) on 5 October 1994 or later may be eligible for medical care if the criteria in **Table 4.12.** are met. For the purpose of this policy, an authorized placement agency in the United States (US) or a US territory, must be licensed for the purpose of adoption by the state or territory in which the adoption procedures will be completed. In all other locations, the appropriate Assistant Secretary of the Military Department concerned or an appropriate official to whom he or she has delegated approval authority must approve a request for recognition.

Table 4.12. Eligibility Criteria and Required Documentation for Preadoptive Children.

ELIGIBILITY CRITERIA	REQUIRED DOCUMENTATION
Has not attained age 21	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.
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 United States or a US territory licensed for the purpose of adoption and, Child's birth certificate and, Letter from school registrar certifying full time enrollment in a course of study leading to an associate degree or higher, and anticipated graduation date.

ELIGIBILITY CRITERIA	REQUIRED DOCUMENTATION
Is incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member or former member; and before attaining age 21 or 23, if enrolled full time in an institution of higher learning approved by the administering Secretary and,	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.
Is dependent on the sponsor for over one-half of his or her support, or was at the time of the sponsor's death.	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.

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

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

STEP	ACTION
1	Review placement agency document, child's birth certificate and other documents as appropriate (letter from registrar, physician's statement, etc.).
2	Complete a DD Form 1172. Refer to **Attachment 2** for entitlements, **Attachment 4** for MC effective date and expiration date.
3	List documents reviewed in block 89.

STEP	ACTION
4	Have sponsor certify residency and dependency in block 89 to entitle child to full benefits and privileges for preadoptive children under age 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 information before signing the DD Form 1172.
6	Give the sponsor a copy of the DD Form 1172, if appropriate and advise application is good for 90 days from date of verification.
7	Batch process the DD Form 1172 to the DSO (paragraph **1.12.**).

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

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

STEP	ACTION
1	Review the approval letter provided by the Assistant Service Secretary concerned or an appropriate official to whom he or she has delegated approval authority and child's birth certificate. Process as **Table 4.13.** reflects.
2	If there is no approval letter, forward the package through local legal office to determine legal sufficiency. For Army cases, the local Community and Family Support Center will work with the Information and Referral Service to determine if a Foreign Placement Agency is recognized by DoD.
3	If the local legal office finds the document legally sufficient, forward the package to the Command legal office for endorsement.
4	Forward to the command ID card office for processing to the Personnel project office when the Command legal endorsement is received.
5	The Personnel Project office will notify the servicing Personnel office and command in writing of the approval.
6	Notify the member to return to the issuing activity for verification and issue of the ID card if placement agency is approved.
7	Refer to criteria in paragraph **4.16.** for completion of verification and issue of ID card.

Chapter 5

ABUSED DEPENDENTS

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

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

CATEGORY	ELIGIBILITY CRITERIA	DOCUMENTATION
Spouse or Former Spouse Natural or adopted parent of a dependent child who was the victim of abuse committed by the member or discharged member	The spouse or former spouse was married to the member for at least 10 years, during which time the member performed 10 years creditable service for retired pay and, 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. Require letter from DFAS-CL, Code L, approving request to receive a portion of retired pay for issue of a full term ID card. See Service-specific **Chapter 19-Chapter 23**.

CATEGORY	ELIGIBILITY CRITERIA	DOCUMENTATION
Child	An unmarried child, including an adopted child or stepchild, who was a member of the household of the member or discharged member at the time of abuse and: Is under 18 years of age or,	Birth certificate, parent's marriage certificate, adoption decree (if appropriate) and proof of application to receive portion of member's retired pay for issue of a temporary card. ***NOTE*:** Issue of a full term ID card requires a letter from DFAS-CL, Code L approving request to receive a portion of retired pay.
	Is over 18 years of age and incapable of self-support because of a mental or physical incapacity that existed before becoming 18 years of age and is or was dependent on the member or discharged member for over one-half of his or her support at the time of abuse.	Birth certificate, parent's marriage certificate, adoption decree (if appropriate) and proof of application to receive portion of member's retired pay for issue of a temporary card. ***NOTE*:** Issue of a full term ID card requires a letter from DFAS-CL, Code L approving request to receive a portion of retired pay and medical sufficiency letter. A dependency determination is not required.
	Is over 18 years of age but less than 23, enrolled full time in an institution of higher learning, and is or was dependent on the member or discharged member for over one-half of his or her support at the time of abuse.	Birth certificate, parent's marriage certificate, letter from school registrar indicating full-time enrollment, expected date of graduation, and proof of application to receive portion of member's retired pay for issue of a temporary card. Require a letter from DFAS-CL, Code L approving request to receive a portion of retired pay for issue of a full term ID card.
	Is not eligible or entitled to benefits and privileges under any other provision of law.	

5.2. 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	Datafax proof of application to receive a portion of member's retired pay for dependents applying under paragraph 5.1. for a temporary card or a letter from DFAS-CL approving request to receive a portion of retired pay for issue of a full term ID card and appropriate legal documents to the Uniformed Service Personnel project office (active, Guard, or Reserve, as appropriate [paragraph 25.1.]). ***NOTE:*** For Marine Corps, refer to the active duty address only.
2	The Uniformed Service Personnel project office will update DEERS while the customer is waiting and advise the verifying official to prepare the DD Form 1172. ***NOTE:*** Use pay grade prior to conviction or separation.
3	The verifying official will sign block 90 of the DD Form 1172 in lieu of the sponsor; and cite AFI 36-3026(I), paragraph 8.2. in block 89, and issue the ID card:
4	Datafax a copy of verified DD Form 1172 to the Uniformed Service Personnel project office immediately after issue of the ID card (paragraph 25.1.).
5	Batch process DD Form 1172 according to paragraph 1.12.
6	Reinstate full benefits and privileges to abused former spouses who remarry and become unmarried due to divorce, annulment, or the death of the subsequent spouse (see **Attachment 2**, **A2.2.**).

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

5.3.1. Member was on active duty for more than 30 consecutive days and;

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

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

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

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

5.4. Categories, Eligibility Criteria and Required Documentation to Verify Eligibility for Dependents of Active Duty Members (Over 30 Days) Separated on or After 30 November 1993 Due to a Dependent Abuse. Table 5.3. provides categories of dependents, eligibility criteria and documentation requirements for abused dependents of active duty members (over 30 days) separated due to a dependent abuse.

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

CATEGORY	ELIGIBILITY CRITERIA	DOCUMENTATION
Spouse or Former Spouse	Was married to the member at the time of abuse, resulting in the member's or discharged member's separation if the following criteria are met: Spouse or former spouse is receiving transitional compensation. Spouse or former spouse is not eligible or entitled to use commissary and exchange stores under another provision of law. Member or discharged member does not reside in the same household as the spouse or former spouse after the punitive or adverse action is executed.	Marriage certificate. Divorce decree if applicable. An approved DD Form 2698, **Application for Transitional Compensation.**
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 not enrolled in DEERS). Approved DD Form 2698, **Application for Transitional Compensation.**

CATEGORY	ELIGIBILITY CRITERIA	DOCUMENTATION
	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.	A birth certificate (if not enrolled in DEERS). Parent's marriage certificate (if not enrolled in DEERS). An approved DD Form 2698. Letter from school registrar indicating full-time enrollment and expected date of graduation.

5.5. Verification Procedures for Abused Dependents of Active Duty Members (Over 30 Days) Separated on or After 30 November 1993 Due to a Dependent Abuse. Table 5.4. provides verification procedures for abused dependents of active duty members (over 30 days).

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

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

Chapter 6

SPECIAL SEPARATION PROGRAMS

6.1. Transition Assistance for Military Personnel (TAMP) or Transition Assistance Program (TAP). Public Law 107-107 amended United States Code, Title 10, section 1145 and made permanent the Transitional Health Benefits for involuntarily separated members, only. The separation program designators (SPD) and time in service and character of discharge remain as the eligibility criteria. All other benefits and entitlements, for the member and family members covered in this chapter have expired and were not extended under the Fiscal Year 2002 National Defense Authorization Act. Those members and their families who qualified for the transition benefits on or before 31 December 2001, remain eligible under the respective programs until expiration of the benefit period. The basic eligibility criteria reflected in **Table 6.1.** applies:

Table 6.1. Basic Eligibility Criteria for TAMP or TAP.

BASIC ELIGIBILITY CRITERIA FOR TAMP OR TAP	
Army, Navy, Marine Corps and Air Force	On active duty or full time National Guard duty prior to or on 30 September 1990; or on or after 30 November 1993 and involuntarily separated from active duty with a separation program designator (SPD) code that provided benefits on or after 1 October 1990 through 31 December 2001 and their eligible dependents.
Coast Guard	On active duty on or after 1 October 1994 and involuntarily separated from active duty with a separation program designator (SPD) code that provided benefits on or after 1 October 1994 through 31 December 2001 and their eligible dependents.

6.2. Benefits and Privileges Offered Under TAMP OR TAP. **Table 6.2.** provides benefits and privileges afforded under TAMP based on years of service:

Table 6.2. Benefits and Privileges Under TAMP or TAP.

YEARS OF SERVICE	BENEFITS AND PRIVILEGES
Members with less than 6 years active service using total active federal military service date (TAFMSD) or total active service (TAS) at the date of separation.	Medical care (CHAMPUS/TRICARE and direct care in the Military Treatment Facility) for 60 days beginning the day after the date of separation. ***NOTE*: Member only, when separated after 1 January 2002.** 2 years of commissary, exchange, and MWR privileges beginning the day after the date of separation. ***NOTE*: Not authorized for member or family if separation date is 1 January 2002 or later.**

YEARS OF SERVICE	BENEFITS AND PRIVILEGES
Members with 6 or more years active service TAFMSD or TAS at the date of separation.	Medical care (CHAMPUS/TRICARE and direct care in the Military Treatment Facility) for 120 days beginning the day after the date of separation. ***NOTE*: Member only, when separated after 1 January 2002.** 2 years of commissary, exchange and MWR privileges beginning the day after the date of separation. ***NOTE*: Not authorized for member or family if separation date is 1 January 2002 or later.**

6.3. Verifying Eligibility for Benefits and Privileges Under the TAMP or TAP . Take the steps reflected in **Table 6.3.** to verify eligibility for members separating under the TAMP or TAP:

Table 6.3. Verifying Eligibility for Members Separating Under the TAMP or TAP.

STEP	ACTION
1	Ensure the DEERS database reflects TA-60 or TA-120 or have sponsor present a DD Form 214 (1988 edition) that specifies in block 26 one of the separation program designators (SPDs) approved by DoD (see **Attachment 10**). ***EXCEPTION:*** If DEERS does not reflect TA-60 or TA-120 Air Force sponsors, should present a DD Form 214 worksheet and certification of SPD code from the Separations Unit, if the final DD Form 214 is not available.
2	Verify dependent's status in the DEERS database. (when eligible prior to 1 January 2002)
3	Require legal documentation if the DEERS database does not show the dependent's status or use a previous DD Form 1172 that lists specific documentation. (when eligible prior to 1 January 2002)
4	Indicate in block 89 whether this is the original issue of the TAMP or TAP ID card for the member and the dependent, or whether it is a replacement for a lost card.
5	Enter the period of medical care (60 days if TAFMSD or TAS is under 6 years or 120 days if TAFMSD or TAS is 6 years or more). Medical benefits begin the day after date of separation). RAPIDS generates date.
6	Enter the period of commissary, exchange, and MWR privileges for 2 years beginning the day after the date of separation. (when eligible prior to 1 January 2002)

6.3.1. See paragraph **18.7.** for ID card preparation. Batch process DD Form 1172 for family members to the DSO (paragraph **1.12.**). ***NOTE:*** Forward a copy of the DD Form 1172 to the United States Coast Guard DEERS/RAPIDS Project Office in addition to batch processing to DSO after issue of the ID card (paragraph **25.1.**).

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

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

6.4. Special Separation Benefit (SSB) and Voluntary Separation Incentive (VSI) Participants and Eligible Dependents.

6.4.1. Issue a DD Form 2765 to members separating under the SSB and VSI Programs and a DD Form 1173 to their eligible dependents if the criteria reflected in **Table 6.4.** are met:

Table 6.4. Basic Eligibility Criteria and Benefits and Privileges for Members Separating Under SSB and VSI and Their Eligible Dependents.

BASIC ELIGIBILITY CRITERIA	BENEFITS AND PRIVILEGES
Voluntary separation with 6 or more years of active service. Had not completed 20 years service at the time of separation. Approved for either a lump sum payment (SSB) or an annual annuity (VSI).	120 days of CHAMPUS/TRICARE and medical care in MTF beginning day after the date of separation. ***NOTE*: Member only, when separated after 1 January 2002.** 2 years of exchange and commissary privileges beginning the day after the date of separation. ***NOTE*: Not authorized for member or family if separation date is 1 January 2002 or later.**

6.5. Verification Procedures for Members Separating Under the SSB or VSI and Their Eligible Dependents. Take the steps reflected in **Table 6.5.** to verify eligibility for a DD Form 2765 for members separating under the SSB or VSI program and a DD Form 1173 to their eligible dependents:

Table 6.5. Verification Procedures for Members Separating under the SSB or VSI and Their Eligible Dependents.

STEP	ACTION
1	Ensure the DEERS database reflects SSB or VSI or have sponsor present a DD Form 214 (1988 edition) that specifies in block 26 one of the separation program designators (SPDs) approved by DoD (see **Attachment 10**).
2	Verify dependent's status in DEERS database. (when eligible prior to 1 January 2002)
3	Require legal documentation if the DEERS database does not show the dependent's status or contact the DSO (paragraph **25.1.**) to retrieve previous DD Form 1172 that lists documentation, if available (when eligible prior to 1 January 2002).
4	Indicate in block 89 whether this is the original issue of the SSB/VSI ID card for the member and the dependent or whether it is a replacement for a lost card.
5	Enter 120 days of medical care beginning the day after the date of separation. RAPIDS generates date.
6	Enter the period of commissary, exchange, and MWR for 2 years beginning the day after the date of separation (when eligible prior to 1 January 2002).

6.5.1. See paragraph **18.8.** for ID card preparation. Batch process DD Form 1172 for family members to the DSO (paragraph **1.12.**).

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

6.5.3. Issue DD Form 2765 to SSB/VSI sponsors and, if eligible, DD Form 1173 to dependents before they depart on terminal leave. Advise members to keep a copy of their separation orders to obtain active duty benefits until their date of separation. ***NOTE:*** If RAPIDS is not available, issue the manual DD Form 1173 to qualifying sponsors.

6.5.4. Issue a DD Form 2 Reserve to sponsors and the DD Form 1173-1 to eligible dependents in addition to the DD Form 1173. See paragraph **13.9.** for preparation of the DD Form 2 Reserve and DD Form 2 (Reserve Retired). See paragraph **16.6.** for preparation of the DD Form 1173-1.

6.6. Selected Reserve Transition Program. Public Law 107-107, resulted from the Fiscal Year 2002 National Defense Authorization Act and did not extend benefits under this program for members who separated on or after 1 January 2002. The following are eligibility criteria and privileges afforded under the Selected Reserve Transition Program in effect for eligible members who separated on or before 31 December 2001:

6.6.1. The Selected Reserve Transition Program was established by Public Law 102-484 (1992) and consists of several programs (see **Attachment 1**, Terms). The following Selected Reserve members and eligible dependents are authorized the DD Form 1173-1:

6.6.1.1. Selected Reserve members discharged to civilian life under the Selected Reserve Transition Program and their eligible dependents.

6.6.1.2. Selected Reserve members separating under the Selected Reserve Transition Program and transferring to the Individual Ready Reserve (IRR) and eligible dependents.

6.6.2. **Table 6.6.** provides the basic eligibility criteria and privileges authorized to members and eligible dependents separating under the Selected Reserve Transition Program:

Table 6.6. Basic Eligibility Criteria and Privileges for Members Separating under the Selected Reserve Transition Program and Their Eligible Dependents.

BASIC ELIGIBILITY CRITERIA	PRIVILEGES
Members of the Selected Reserve of the Reserve components of the Army, Navy, Marine Corps, Air Force, or Coast Guard who are involuntarily separated from the Selected Reserve due to discharge to civilian status between 23 October 1992 and 31 December 2001.	Commissary and exchange privileges for 2 years from the day after the member's discharge. Overstamp DD Form 1173-1 TA.

BASIC ELIGIBILITY CRITERIA	PRIVILEGES
Members of the Selected Reserve of the Reserve components of the Army, Navy, Marine Corps, Air Force, or Coast Guard who are separating under the Selected Reserve Transition Program, transferring to the IRR with subsequent discharge to civilian status, between 23 October 1992 and 31 December 2001, prior to the end of the 2-year Reserve commissary and exchange privileges period.	Members maintain a DD Form 2 (Reserve) and dependents a DD Form 1173-1 reflecting commissary and exchange to expire upon member's discharge date. Issue a DD Form 1173-1 to members and eligible dependents overstamped "TA" beginning the day after the member's discharge. Expiration date will be the end of the original 2-year Reserve commissary and exchange entitlement period.

6.6.3. Special Program Designator (SPD). Enter SPD code LTT in DEERS when issuing ID cards to members separating under the Selected Reserve Transition Program.

6.7. Reserve Components Points of Contact. For further guidance, contact the appropriate office reflected in **Table 6.7.**:

Table 6.7. Reserve Components Points of Contact.

UNIFORMED SERVICE	POINT OF CONTACT
Army	Chief of Army Reserve, DSN 226-6127; FORSCOM, Com (404) 464-6252, DSN 367.
US Army Reserve Command (USARC)	Com (404) 464-8473
US Army Reserve Former Spouses	AR-PERSCOM, 9700 Page Blvd, ATTN: PSP-A/Jan, St Louis MO 63132. Com (314) 592-0000, ext. 0554
Navy	Commander, Naval Reserve Forces, Com (504) 678-5067 and Naval Reserve Personnel Center, 1-800-535-2699
Air Force	HQ USAF/REPP, DSN 227-3481, Com (703) 714-3481.
Marine Corps	Commander, MARFORRES, Com (504) 678-6585 or 6581.
Coast Guard	Commandant (G-WTR-1), Com (202) 267-0629.

Chapter 7

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

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

Table 7.1. Determining Eligibility for CHAMPUS/TRICARE and Medicare under Age 65.

BASIC ELIGIBILITY CRITERIA	SPONSOR STATUS	MC MEDICAL CHAMPUS/TRICARE EFFECTIVE DATE
Under Age 65 Entitled to Medicare, Part A, as a result of a disability or end-stage renal (kidney) disease and, Enrolled in Medicare, Part B	Retirees and eligible spouses or children of living retirees.	1 October 1991, if enrolled in Medicare, Part B, on or before 1 October 1991 or, Retain original CHAMPUS/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 CHAMPUS/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.

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

Table 7.2. TRICARE for Life Eligibility.

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

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

7.3. Date of Termination. Termination date in DEERS/RAPIDS is the last day of the 65th 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 eligibles will have an indefinite indicator in the Civilian Health benefits tab in RAPIDS and the expiration date reflected on the ID card will reflect the date of expiration of the ID card. (Generally, indefinite for the retired sponsor and four years from issuance of the card for family members).

Chapter 8

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

8.1. Sponsor Responsibilities. **Table 8.1.** lists the sponsor's responsibilities concerning issue of their family member's ID cards, requirements for DEERS termination, retrieval requirements and DEERS enrollment.

8.1.1. Active, Retired, Guard and Reserve Sponsors are responsible for:

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

ITEM	RESPONSIBILITIES
1	Advise the nearest Uniformed Service issuing facility about any dependent additions or changes to dependent data that affect DEERS enrollment and eligibility to a DD Form 1173 or DD Form 1173-1 within 30 days of the addition or change.
2	Provide documentation to update the DEERS for dependents no longer entitled to benefits and privileges within 30 days of the change, (for example, final divorce decree, child's marriage certificate.). ***NOTE:*** If the sponsor fails to terminate an ineligible dependent, and the dependent presents legal documentation, a termination should be accomplished.
3	Retrieve ID cards from dependents no longer eligible and surrendering the cards to the nearest ID card issuing activity within 30 days of the loss of eligibility.
4	Ensure all addresses are kept current in DEERS. ***NOTE:*** It is **mandatory** (Reference: USD(P&R) memorandum, 10 October 1997, Subject: Implementing Section 363 of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996) that all active duty, Guard, and Reserve personnel update their residential address in DEERS within 30 days of a residential move. Members in CONUS residing on military installations in dormitories will provide their building number and room number as their residential address. Service members, permanently assigned overseas, to a vessel, or to routinely deployable units, or whose residential address the Service Secretary determines should not be disclosed due to national security or safety concerns, provide a duty address.
5	Provide family members' SSN when enrolling in DEERS (see paragraphs **1.21.** and **15.9.**).

8.1.2. An active, retired, Guard and Reserve sponsor *may not* deny or revoke benefits and privileges for an eligible dependent:

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. ***EXCEPTION:*** If a court order of emancipation terminates the sponsor's parental rights, duties and obligations, a child under 21 years of age is no longer eligible for ID card benefits and privileges as of the date of the court order. ***NOTE:*** Emancipation is a legal status conferring adulthood on a minor through a judicial decree (see **Attachment 1**, Terms).

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

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

STEP	ACTION
1	Send a letter by certified mail to the sponsor, enclosing a DD Form 1172 for the sponsor's signature and return (see **Attachment 11**).
2	Verify the DD Form 1172 and state in block 89, "The member is unwilling or unable to sign." if the sponsor does not respond in 30 days. Cite paragraph **8.2.** in block 89 as authority for issuing the ID cards.
3	Extend benefits and privileges according to **Attachment 2**.
4	Extend privileges according to paragraph **16.1.** to family members of Guard and Reserve members who are unwilling or unable to sign. Cite paragraph **8.2.** in block 89 as authority for issuing the ID cards.
5	Sign DD Form 1172 in block 90. Cite paragraph **8.2.** in block 89 for issuing the ID cards.
6	Update 1172 in DEERS
7	Batch process the DD Form 1172 to DSO according to paragraph **1.12.**

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

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

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

CATEGORY	WHEN
Spouse	A final divorce, dissolution or annulment occurs. ***EXCEPTION:*** Do not terminate a spouse when an interlocutory divorce or legal separation occurs (see **Attachment 1**, Terms).
Stepchild	A military stepparent and nonmilitary parent divorce.
Parent-in-law	A military member and nonmilitary spouse divorce.
Single parent of a military member	He or she remarries.
Living active duty or retired (with pay) member's child	A nonmilitary member adopts child. ***NOTE:*** A *deceased* active duty or retired (with pay) member's child adopted by a nonmilitary member remains eligible for medical care only.

CATEGORY	WHEN
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.	Upon marriage. ***NOTE:*** A child whose marriage ends by final divorce decree or annulment may reinstate eligibility to a DD Form 1173 if he or she meets the eligibility requirements for a dependent child. A court order terminates the sponsor's parental rights, duties and obligations. ***NOTE:*** *Emancipation* (a legal status conferring adulthood on a minor through a judicial decree) of a child under age 21 has no effect on a child's entitlement to ID card benefits and privileges, if he or she is otherwise entitled to them.
Dependent	A sponsor is released from active duty, discharged, or officially placed in desertion status. ***EXCEPTION:*** Do not terminate eligibility for a qualified, unremarried or unmarried former spouse as paragraph **3.2.** defines and for those individuals in paragraphs **5.1.**, **5.3.**, **6.1.**, **6.4.**, **6.6.** ***NOTE:*** Do not terminate eligibility of family members when the sponsor is in an absent without leave status (AWOL) or unauthorized absence status. They remain eligible for ID cards until the date the sponsor is placed in deserter status.
Student	No longer enrolled full time in an accredited institution of higher learning or 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 or becomes self-supporting.
Widow or Widower	He or she remarries.

Chapter 9

RETRIEVING AND REPLACING ID CARDS

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

Table 9.1. Procedures for Retrieving and Replacing ID Cards.

STEP	ACTION
1	Terminate eligibility in DEERS through on-line system.
2	Recover the card.
3	If unable to retrieve voluntarily, if letters from the sponsor, member's commander, or issuing activity fail to retrieve the card, report the circumstances by letter or message to the appropriate installation security authority of the military installation nearest the unauthorized cardholder's address. Also, send a copy of the letter or message to all benefits and privileges facilities near the cardholder's last known address. Provide name of unauthorized card holder, description, date of birth, card expiration date, last known address, reason why the individual is no longer entitled to the card, the sponsor's name, grade, branch of service, organization, and last known address.
4	Batch process the DD Form 1172 to DSO. If the DD Form 1172 has more than one name, note the date the DD Form 1173s recovered and batch process to DSO (see paragraph **1.12.**).

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

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

EVENT	ACTION
Administrative and Judicial Action.	The unit commander or designee retrieves ID cards from the members and dependents when he or she starts an administrative or judicial action. The unit commander or designee notifies dependents in writing when they do not live with the sponsor, that they are no longer entitled to full term DD Forms 1173 and requests the cards be returned to the issuing activity. The issuing activity destroys the cards and reissues temporary ID cards to member and dependents to expire within 90 days of the start of administrative or judicial action. Reissue the cards for an additional 90-day increments or less, as appropriate.

EVENT	ACTION
Courts-Martialed Members and Eligible Dependents	Issuing activity 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	Issuing activity verifies DD Form 1172 and issues ID cards to dependents of members sentenced to civilian or military confinement in 1-year increments. Service representatives retrieve and dispose of ID cards for members assigned to DoD Regional Corrections Facilities. 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. Update sponsor status block in DEERS PR/APL for members in confinement or on appellate leave.

9.3. Retrieving and Disposing of ID Cards for Members Assigned to DoD Regional Correctional Facilities. The Service representatives in **Table 9.3.** retrieve and dispose of ID cards for members assigned to DoD Regional Correctional Facilities:

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

9.4. Parole and Excess Leave. 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.

9.4.1. 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.

9.4.2. Update sponsor status block in DEERS, PR/APL. **Table 9.4.** provides ID card processing information for the Services:

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

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

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

Chapter 10

RAPIDS AND DEERS PROCEDURES

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

10.1.1. Takes entitlement decisions out of the hands of local verifying officials.

10.1.2. Provides a standard graphical user interface environment for entitlement verification and ID card issue.

10.1.3. Furnishes robust help screens to reduce the voluminous paper documentation necessary to support day-to-day customer service operations.

10.2. Specialized Functionality and Platforms for RAPIDS. RAPIDS consists of software and hardware components used to update DEERS and issue machine-readable ID cards and DD Forms 1172 as prescribed by this instruction. RAPIDS functionality can be enabled or disabled via established end user roles. **Table 10.1.** provides information concerning functionality and platforms for RAPIDS:

Table 10.1. Specialized Functionality and Platforms for RAPIDS.

FUNCTIONALITY AND PLATFORMS	DEFINITION
Regular Desk Top RAPIDS	Functionality used at static issuing activities that communicate with DEERS via a workstation/server hardware configuration on-line (when workstation to server, and server to DEERS communications are available) or off-line (when only workstation to server communications are available) mode.
High Volume	Functionality used at recruit training centers requiring a high volume of transactions in a restricted time frame. A workstation/server hardware configuration is used to communicate with DEERS in on-line or off-line mode. This functionality may be extended to Service Academies in the future.
RAPIDS Increased Capacity (RIC)	Functionality with a duplex printer option used at other sites with a high volume of transactions. A workstation/server hardware configuration is used to communicate with DEERS in on-line or off-line mode.

FUNCTIONALITY AND PLATFORMS	DEFINITION
Deployable RAPIDS	Functionality used in either a stand-alone (in austere environments with no communications) or on-line mode with a workstation only hardware configuration that does not require a server to communicate with DEERS. Stand-alone mode limits ID card issuance to active duty, reserve, and emergency essential personnel, and provides a transaction download capability to update DEERS. Deployable RAPIDS is used on Navy ships.

10.3. RAPIDS User Responsibilities. All issuing activities that have RAPIDS equipment must comply with guidance outlined in system user documentation issued by the DEERS/RAPIDS Program Office (DRPO) and with RAPIDS or DEERS newsletters provided to the issuing activities.

10.4. RAPIDS Training. Comply with the following procedures:

10.4.1. The Chief of the issuing activity closes the issuing office for 2 hours when the field representative visits for RAPIDS training.

10.4.2. RAPIDS SVOs at server sites follow the instructions reflected in the RAPIDS Training Guide, when producing reports.

10.5. RAPIDS Equipment Move Policy. The DoD Executive Agent, DMDC/DRPO, Arlington, VA, provides specific guidelines in the RAPIDS Training Guide for moving RAPIDS equipment:

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

Table 10.2. RAPIDS Equipment Move Policy.

TYPE OF MOVE	PROCEDURE
RAPIDS Contractor Move	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 Services Project Office (active, Guard, or Reserve, as appropriate) for coordination or approval Upon approval, the Project Office will forward the request to DRPO for action.

TYPE OF MOVE	PROCEDURE
Self Help Move	Submit a request for a self-help relocation move to the Uniformed Services Project Office (active, Guard, or Reserve, as appropriate). A DD Form 448 is not required. Upon approval, the Project Office will forward the request to DRPO for approval.

10.6. Reimbursement for Unauthorized Move. The user activity (issuing activity) will reimburse the DRPO for any equipment damage, repairs, and labor costs incurred by an unauthorized move.

10.7. Off-line Processing. RAPIDS off-line mode allows the issuing activity to continue servicing customers when communications fail between the RAPIDS server and DEERS. When communication is unavailable between RAPIDS and DEERS process ID cards off-line. When communications are restored the RAPIDS on-line application will automatically transmit data entered in off-line mode to the DEERS database. Refer to the *RAPIDS Training Guide,* Functions and Features of the RAPIDS Application, for processing instructions.

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

Table 10.3. Responsibilities of RAPIDS Server and Remote Sites.

SITE	RESPONSIBILITIES
Host Server Sites	Will coordinate with remote site or sites on operating schedules and planned system disruptions. Will maintain a Memorandum of Understanding (MOU) agreement on file. Will notify remote site or sites when unscheduled disruptions occur and work with them to reestablish processing and communications links. Will download RAPIDS software and notify the remote site or sites of the upgrade. Will ensure remote site or sites receives new users guides and DEERS/RAPIDS briefs. Will notify remote site or sites before audit trails are archived, other than the first day of the month. Will notify remote site or sites before office is closed due to official functions.

SITE	RESPONSIBILITIES
Remote Sites	Will coordinate workstation operating schedules with server site. Will inform server site when ID card production will not be in use. When communications fail, initiate Utility Software before contacting the server site for assistance.

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

10.9. RAPIDS Hardware and Software Problem Centers. The DEERS/RAPIDS Assistance Center (DRAC) and RAPIDS Support Centers (DRCS) provide CONUS and overseas 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.**

Table 10.4. RAPIDS Support Centers.

LOCATION	HOURS OF OPERATION
CONUS Users	Call the DRAC for assistance from 0700-2000 hours Eastern Standard Time (EST), Monday through Friday, excluding Federal Government holidays by dialing 1-800-3-RAPIDS (1-800-372-7437). The DRAC is open Saturdays and Sundays, 0900-1800 EST.
European Users	Call for assistance 0800-1700, Central European Time, Monday through Friday. DEERS/RAPIDS Support Desk: DSN 486-7365 or commercial +49(0)6371-86-7365. FAX: +49(0)6371-86-7672.
Asia/IndianOcean/Western Pacific Users	Call the DMDC Support Office - Asia/Pacific for assistance, 0800-1700 Korea time, Monday through Friday, DSN 724-6195 or commercial 822-7914--6195/6/7/8.

10.9.1. Contact the Uniformed Service Personnel project officer, if the problem is not resolved after 24 hours.

10.10. Adding Verifying Officials and Super Verifying Officials in RAPIDS. RAPIDS will prompt SVOs who are adding a VO to the system and ask whether the VO has a valid SSN or if they are a VO without an SSN (foreign national). The system will automatically assign VOs who do not have a SSN a VO identifier (pseudo SSN) and advise what that identifier is. Do *not* create a bogus SSN for VOs.

10.11. RAPIDS Security . RAPIDS users will comply with the security requirements identified in the Information Security Policy Real-time Automated Personnel Identification System (RAPIDS) dated 16 December 1999.

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

10.11.2. Physical Security. Physical access to the RAPIDS computer equipment shall be restricted to authorized users and the equipment protected in accordance with standard procedures for protecting expensive, pilferable consumer electronic products.

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. DRPO will replace the equipment if damage occurs. If time permits and it is necessary to move the equipment, notify the Service project office (see paragraph **25.1.**).

10.13. Review and Deletion of Report Data. The SVO at the host server, in coordination with remote sites, must review and delete report data every 90 days (see RAPIDS Training Guide, Section 9, paragraph 9.5.7).

Chapter 11

ISSUING, REISSUING, AND RENEWING ID CARDS

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

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

11.3. Storage and Destruction. Maintain machine-readable card stock and laminate not in use under lock and all stock under lock when office is closed. Destroy error-in processing cards or nonauthorized ID cards by shredding or cutting.

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

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

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

STEP	ACTION
1	Ask for personal identification reflecting a photograph, such as a driver's permit, pictured credit card, etc., to verify the applicant's identity after receiving the DD Form 1172. ***NOTE:*** If the applicant does not have a picture ID card because wallet was stolen or lost, have him or her provide an affidavit from an agency or institution, or other legal source that verifies the applicant is the person applying for the ID card. If enrolled in DEERS, have applicant provide information such as names of dependents and their dates of birth, their own date of birth, address, and cross-check information in DEERS.
2	Contact the activity verifying the DD Form 1172 for questions regarding an applicant's status.
3	Return any DD Form 1172 verified more than 90 days before presentation to the issuing activity.
4	Correct obvious errors on DD Form 1172 concerning eye color, hair color, weight, and height.
5	Resolve all other questionable data with the verifying official.

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

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

STEP	PROCEDURES
1	Retrieve any superseded ID card before issuing a new one. Document destruction of manually prepared cards.
2	Complete all entries on ID cards by typewriter or automatic data processing (ADP) equipment. Use applicable codes and abbreviations. Do not use erasures or strikeovers.
3	Block out any preprinted privileges the cardholder is not entitled to according to this instruction.

11.6.1. Do not overstamp or overtype except for the conditions in paragraph **1.9.** *No waivers are authorized.*

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

11.6.3. Do not obliterate any identifying information on the ID card by overstamping or overtyping.

11.6.4. Nothing is to be placed between the laminate and the card stock. .

11.6.5. Machine-readable cards must not have holes punched in them.

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

11.7. Photographs - General Guidance. The following provides general guidance concerning photographs for both the machine-readable and manually prepared cards:

11.7.1. Photographs will be full-face passport-type photos.

11.7.2. Military personnel may be photographed in uniform or civilian clothes.

11.7.3. Active duty and members of the Selected Reserve and participating IRR must comply with Service grooming standards. They must also be within Service dress standards when in uniform.

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

11.7.5. In photographs with no title board, visible clothing must be a neutral tone such as gray, black, or white and have no discernible design. Photographs must have a plain background; white is recommended, very light shades of neutrals may be used in lieu of white. Anything other than the authorized background could render the full-face image less distinct.

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

11.8.1. Military personnel may be photographed in uniform or civilian clothes.

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

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

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

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

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

11.9.1. Military personnel may be photographed in uniform or civilian clothes.

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

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

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

11.10.1. Have applicant sign the card and DD Form 1172 with black, blue-black, or blue ink.

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

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

Table 11.3. Completion of Manually Prepared ID Cards.

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

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

11.12.1. People who live far from a military facility.

11.12.1.1. Are physically handicapped.

11.12.1.2. Have no means of transportation.

11.12.1.3. Are hospitalized or sick.

11.12.2. Take the steps reflected in **Table 11.4.** when issuing machine-readable ID card mail-in requests:

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

STEP	ACTION
1	Advise applicant to provide an 8”x10” or 5”x7” portrait type photograph that is notarized on the back, along with physical characteristics (i.e., eyes, hair, weight, height).
2	Use RAPIDS camera to record proper size photograph upon receipt.
3	Complete all entries on the ID card, except applicant’s signature.
4	Use Postal Service Form 3811 and send ID card to applicant by certified mail for signature.
5	Advise applicant to sign the proper block on the ID card and return to the issuing office.
6	Issuing activity will laminate the card and return to the applicant by certified mail using Postal Service Form 3811 when the applicant returns the card.
7	Establish local procedures to ensure applicant has received the ID card.

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

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

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

UNIFORMED SERVICE	MAIL-IN ADDRESS
NAVY (sponsors and dependents residing in the Philippines, South America and Canada).	Forward photograph as paragraph **11.8.** prescribes to the Naval Reserve Personnel Center, Code 223, 4400 Dauphine Street, New Orleans, Louisiana 70149-7800. Phone Number: (504) 678-0106 or 1-800-535-2699)
MARINE CORPS (sponsors and dependents residing in the Philippines).	Forward photograph to: Military Personnel Branch, 2034 Barnett Avenue, Suite 102, Centralized ID Center, Quantico, VA 22134-5012.
AIR FORCE (sponsors and dependents residing in Europe or the Far East	*Central Europe*: 86 MSS/DPMPS, Unit 3220, Box 405, APO AE 09094; or 86 MSS/DPMPS, Geb 2106, Flugplatz, 66877 Ramstein-Miesenbach, Germany. *Mediterranean Area*: 31 MSS/DPMP, Unit 6125, Box 85, APO AE 09601-2585 or 31 MSS/DPMP, Bldg 1403 Area F (Aereoporto), Via Pordonone, 33081 Aviano Italy. *United Kingdom*, 48 MSS/DPMP, Unit 5200, Box 125, APO AE 09464-0125 or 48 MSS/DPMP, RAF Lakenheath, Brandon Suffolk IP 279PN. *Far East:* 18 MSS/DPMPS, PSC 80, Box 13535, APO AP 96367 or 36 MSS/DPMPS, Unit 14001, Box 11, APO AP 96543-4001.
ARMY (sponsors and dependents residing in the Far East)	CMDR 25 ID(L) & USARHAW, Attn: APVG-PA-NPD-PD, (Mail Stop - 412 FS), Ft Shafter, HI 96858-5000.
COAST GUARD (All mail-in requests)	Commanding Officer (RAS), USCG Human Resource Services & Information Center, 444 SE Quincy Street, Topeka, Kansas 66683-3591.

NOTE: Residents of South America and Canada should go to: **http//www.dmdc.osd.mil/rsl/** (RAPIDS RABBIT), find the closest location of your Service, and contact them for mail-in procedures. EXCEPTION: See Navy above.

11.14. Fingerprints for Mail-in Processing. All Services have the requirement to gather fingerprints (see paragraph **1.24.**). Since there is no method to collect fingerprints when processing a mail-in request, advise applicant the next time they are in the proximity of an issuing facility to have their identification card (ID) reissued and fingerprint captured.

Chapter 12

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

12.1. General Information. This chapter describes the issue of the DD Form 2 (Active), referenced in this chapter as the active duty green card, to members of the Uniformed Services on active duty for more than 30 consecutive days, to United States (US) Service Academies cadets, midshipmen, and Coast Guard cadets.

12.1.1. The green DD Form 2 (Active) (machine-readable card) will be issued to any active duty member of the Armed Forces on active duty for more than 30 consecutive days. The green DD Form 2 (Active) (manually prepared card) will be issued by the parent Service. The DD Form 2 (Active) is not a pass.

12.2. Individual Responsibility. The DD Form 2 (Active) 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. The card, which is the property of the U.S. Government, shall be in the personal custody of the member at all times. ***EXCEPTION:*** See paragraph **12.5.**

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

12.4. When to Issue, Reissue or Renew the DD Form 2 (Active): Issue DD Form 2 (Active) to members of the Uniformed Services on active duty for more than 30 consecutive days and to US Service Academies' cadets, midshipmen and Coast Guard cadets. ***NOTE:*** Issue the DD Form 2 (Active) to Reserve members coming on active duty for more than 30 consecutive days no earlier than 14 days in advance. Reissue or renew as **Table 12.1.** reflects:

Table 12.1. Conditions for Issue, Reissue or Renewal of the 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.
4	To replace a lost, stolen, mutilated, or destroyed card.

ITEM	CONDITION
5	To correct an error.
6	To change data that reduces the card's identification value, e.g. name change.
7	To show a significant change in facial features.

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

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

ITEM	CONDITION
1	It is replaced (except when lost or stolen).
2	It expires.
3	The military member is in confinement as sentenced by a judiciary body (courts-martial).
4	The sponsor dies, retires, is discharged, or is released to inactive duty.
5	When no longer entitled to it.
6	A military authority requires it for identification or investigation.

12.6. How to Prepare the DD Form 2 (Active). Automated sites use RAPIDS to prepare the ID card. Nonautomated sites prepare the manual ID card according to **Table 12.3.**

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

ITEM	PROCEDURE
Photograph	See paragraphs **11.7.** through **11.9.** ***NOTE:*** Military personnel may be photographed in uniform or civilian clothes.
Grade	Enter the official grade and rank in grade block as **Attachment 3**, blocks 6 and 7 reflects. ***EXCEPTION:*** See below.
Rank (Enlisted)	Enter the official rank for all enlisted members *except* enter the following for those in grades E-1 through E-3: Army - Enter the official rank. Navy - "NON-PO". Air Force - "AMN". Marine Corps - "NON-NCO". Coast Guard - "NON-PO". National Oceanic and Atmospheric Administration (NOAA) - not applicable. United States Public Health Service - Not applicable.

ITEM	PROCEDURE
Rank (Officer)	Enter the following ranks in the grade block for second and first lieutenants: Air Force - Enter "LT" for all first and second lieutenants. Enter exact grade and rank for Army, Navy, Marine Corps, Coast Guard and NOAA members.
Expiration Date	Enter the following expiration dates: "Indefinite" for all officers except those on specified active duty (AD) tours (expiration date is termination date reflected on AD orders). The term of service expiration date for enlisted members. The date specified on AD for Guard or Reserve personnel. Four years from the issue date, for personnel ordered to duty for mobilization or periods of AD without a designated tour ending date (see **Attachment 12**). The Retention Control Point (RCP) date as shown on the DD Form 4, item 8b(5) for Army members in the rank of SSG-CSM (see paragraph **19.27.**); or if promoted to the next higher grade, expiration date should be the RCP date IAW Army Regulation 601-280, *Army Retention Program*.
Social Security Number	Enter SSN hyphenated between the third and fourth and between the fifth and sixth digits. Do not enter the service or component code.
Blood Type	Include RH factor.
Geneva Conventions Category	Enter the appropriate category (see **Attachment 13**, column 1). For example, if the individual is a captain or first lieutenant, show "III."

Chapter 13

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 Reserve ID cards are unlike other ID cards. These cards do not authorize the member's eligibility for commissary privileges, (unless accompanied by a commissary card). Commissary cards are not governed by this instruction. Contact the appropriate Guard or Reserve Project Office for information (paragraph **25.1.**). The DD Form 2 Reserve does not authorize medical benefits. The cards do authorize exchange and certain morale, welfare, and recreation privileges as described in DoDI 1015.10, *Program for Military Morale, Welfare, and Recreation (MWR),* November 3, 1995, with Change 1. The DD Forms 2 (Reserve) and (Reserve Retired) are not passes.

13.2. DD Form 2 (Reserve) (Green) and DD Form 2 (Reserve) (Red) . Issue the DD Form 2 (Reserve) (Green) to members of the Selected Reserve, the Individual Ready Reserve and the Standby Reserve not on active duty or full time National Guard duty in excess of 30 days. Members being released from active duty with a Military Service Obligation (MSO) are part of the IRR and will be issued the green Reserve ID cards. The DD Form 2 (Reserve)(Red) manually-prepared card is valid until the expiration date expires and were not issued after May 1998.

13.3. DD Form 2 (Reserve Retired). Issue the DD Form 2 (Reserve Retired) to members of the Retired Reserve (gray area retirees) and former members (see **Attachment 1**, Terms) who have qualified for retired pay at age 60, but are not yet 60, and Retired Reserve members awaiting pay at age 60 who are eligible for benefits under the Selected Reserve Transition Program.

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

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 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. 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.**

13.7. When to Issue, Reissue or Renew the DD Form 2 (Reserve): Issue, reissue or renew the DD Form 2 (Reserve) according to **Table 13.1.** ***NOTE:*** The DD Form 2 (Reserve)(Green) became available June 1998 and is to be phased in over 2 to 5 years. Issuing the DD Form 2 in mass is not authorized. The DD Form 2 (Reserve) (Green) will be issued upon expiration of the DD Form 2 (Reserve) (Red), promotion, theft or loss, or upon release from active duty.

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

ITEM	CONDITION
1	To show a change in expiration date. Do not issue new ID cards to show a change in expiration date to members who sign an extension to their current enlistment until their term of service expires and they enter the extension. ***EXCEPTION:*** The issuing authority may issue new ID cards to members whose extensions would take effect while on TDY involving contingency operations or member enters the extension over a holiday or a weekend.
2	To members being discharged or released from active duty and transferred to a Reserve status. ***NOTE:*** Members may keep their DD Form 2 (Active) until day of departure and obtain a DD Form 2 (Reserve) before finishing processing.
3	To show a change in grade on promotion to or demotion from any grade. ***EXCEPTION:*** Do not reissue ID cards to Army, Navy, 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.
5	To correct an error.
6	To change data that reduces the card's identification value, e.g. name change.
7	To show a significant change in facial features.

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

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

ITEM	CONDITION
1	It is replaced (except when lost or stolen).
2	It expires.
3	The military member is in confinement as sentenced by a judiciary body (courts-martial).
4	The Guard or Reserve member changes status.
5	The sponsor dies, retires, or is discharged with no further reserve obligation.
6	When no longer entitled to it.
7	A military authority requires it for identification or investigation.

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

13.9. How to Prepare the DD Form 2 (Reserve) and DD Form 2 (Reserve Retired) ID Cards. Automated sites use RAPIDS to prepare the ID cards. Nonautomated sites prepare the manually prepared ID card according to **Table 13.3.**

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

ITEM	PROCEDURES
Photograph	See paragraphs **11.7.** through **11.9.** Military personnel may be photographed in uniform or civilian clothes. ***NOTE:*** Nonparticipating Reserve Members (IRR, Standby, and Retired Reserve awaiting pay at age 60) do not have to be within Service grooming standards.
Grade	Enter the official grade and rank in grade block as **Attachment 3**, blocks 6 and 7 reflect. ***NOTE:*** Enter "RESRET" after the grade (for example, MAJ/RESRET for retired Reserve members awaiting pay at age 60).
Rank (Enlisted)	Enter the official rank for all enlisted members except enter the following for those in grades E-1 through E-3: Army - Enter the official rank. Navy - "NON-PO" members. Air Force - "AMN". Marine Corps - "NON NCO." Coast Guard - "NON-PO." National Oceanic and Atmospheric Administration (NOAA) - Not applicable. United States Public Health Service - Not applicable.
Rank (Officer)	Enter the following ranks in the grade block for second and first lieutenants: Air Force - Enter "LT" for first and second lieutenants. Enter exact grade for Army, Navy, Marine Corps, Coast Guard, NOAA and United States Public Health Service members. Enter "ROTC Cadet" for a student in the last 2 years of training or for a ROTC student in receipt of a full-service scholarship.
Expiration Date	Enter the following dates: The date the term of service expires or obligated service ends (whichever is later).
Expiration Date, cont.	The date the member completes MSO for members released from AD and transferred to the IRR. INDEFINITE for Guard or Reserve officers and warrant officers. The expected date of graduation for ROTC students (see **Attachment 12**). The day before the 60th birthday for retired Reserve members and former members who will be eligible for retired pay at age 60.
SSN	Enter the SSN, hyphenated between the third and fourth digits and between the fifth and sixth digits. Do not enter the service or component code.
Blood Type	Include RH factor.

ITEM	PROCEDURES
Geneva Convention Category	See **Attachment 13**.

Chapter 14

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

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

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

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

14.1.3. A retired member with pay married to another retired member with pay may also be issued a DD Form 1173 and enrolled as a dependent in DEERS.

14.2. Individual Responsibility. The card, which is the property of the U.S. Government, shall be in the personal custody of the member at all times. ***EXCEPTION:*** See paragraph **14.4.**

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.**

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**, note 4, to reverify continued CHAMPUS/TRICARE coverage.
4	To replace a lost, stolen, mutilated, or destroyed ID card.
5	To show advancement to a higher grade on the retired list.
6	To show entitlement to CHAMPUS/TRICARE when the applicant presents a Notice of Disapproved Claim for Medicare, Part A, from the SSA.
7	To show ineligibility for CHAMPUS/TRICARE if the applicant is eligible for Medicare, Part A, and not enrolled in Part B.
8	To show a significant change in facial features.

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

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

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

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

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

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

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

Chapter 15

DD FORM 1173, UNITED STATES IDENTIFICATION AND PRIVILEGE CARD

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

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

15.2. Individual Responsibility. The card, which is the property of the U.S. Government, shall be in the personal custody of the individual to whom issued at all times. ***EXCEPTION:*** See paragraph **15.6.**

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

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

ITEM	CONDITION
1	When the sponsor's entry on AD or active duty for training (ADT) is for more than 30 consecutive days.
2	When the sponsor reenlists or enters an extension.
3	To show a change in dependency status.
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.
7	To replace a lost, stolen, mutilated, or destroyed ID card.
8	To correct an error.
9	To show a significant change of facial features.
10	When a retiree going on terminal leave requests issue of a DD Form 2 (Retired) within 120 days of their actual retirement date.
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	To dependents of members on terminal leave. Issue the DD Form 1173 to dependents of a member going on terminal leave to show the member's retired status.

ITEM	CONDITION
13	Upon sponsor's promotion to E-4 and above.

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

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

15.4. Early Issue of DD Forms 1173 for Dependents. Sponsors usually apply for the DD Form 1173 10 to 20 days before the card expires. However, they may request issue or reissue of their dependents' cards at any time when eligibility of dependents is not in question.

15.4.1. Verifying officials review the reasons for early issue and approve or disapprove such requests. ***EXCEPTION:*** Issue a 2-year card to children who are 90 days from age 21 and meet the student criteria listed in paragraph **4.4.**

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

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

ITEM	CONDITION
1	The eligibility or use of the card is for 30 calendar days or less (initial issue only).
2	To children under 10 years of age. ***EXCEPTION:*** See paragraph **4.3.**
3	To individuals whose eligibility for privileges is based on TDY. (Presentation of travel orders constitutes acceptable ID). ***EXCEPTION:*** Emergency essential personnel required to support the Uniformed Services in support of a Congressional decree or Presidential commitment may be issued a DD Form 2764 if RAPIDS has been installed.
4	To dependents when the sponsor is in deserter status. ***EXCEPTION:*** Qualified former spouses remain eligible for ID card benefits even if the sponsor is in a deserter status. ***NOTE:*** Family members of active duty sponsors in an absent without leave or unauthorized absence status retain their ID card entitlement until the sponsor is declared a deserter.
5	To individuals who stood in loco parentis (a person who has stood as a parent by assuming parental duties and responsibilities).
6	To children adopted after age 21. ***EXCEPTION:*** See paragraph **4.11.**
7	To children who have no eligibility for benefits and privileges at the time of the sponsor's death and the surviving spouse adopts the child, or gives birth to a child that was not of the marriage, or a child is placed in the surviving spouse's guardianship.
8	To individuals for the sole purpose of identification.

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

Table 15.3. Conditions for Surrendering the DD Form 1173.

ITEM	CONDITION
1	It is replaced (except when lost or stolen).
2	It expires.
3	The sponsor dies, retires, divorces, is discharged, is in deserter status, or is released to inactive duty.
4	A change in the dependent's status ends or changes entitlement to any card benefit (e.g., divorce, marriage).
5	A former spouse remarries.
6	A widow or widower remarries.
7	A military authority requires it for identification or investigation.

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 former spouse's sponsor has subsequently been discharged.
2	An eligible dependent whose sponsor separated under TA, RTB, VSI or SSB.
3	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.**).
4	An eligible dependent of a member on active duty for over 30 days convicted of a dependent abuse offense resulting in separation pursuant to a court-martial sentence; or administratively separated from active duty due to dependent abuse on or after 30 November 1993. These dependents remain eligible to possess an ID card as long as they are receiving an annuity (paragraph **5.3.**).

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

Table 15.5. Preparation of the Manual DD Form 1173.

ITEM	PROCEDURE
Photograph	See paragraphs **11.7.** through **11.9.** Enter the cardholder's SSN under the photograph (see paragraph **15.9.**).
Item 2 **Issue Date**	Enter all dates in the 4-digit year, 3-character month, and 2-digit day format (YYYYMMMDD).
Item 3 **Expiration Date**	See **Attachment 4**.

ITEM	PROCEDURE
Item 4 **Name and Relationship**	Enter the relationship code as **Attachment 3**, block 35, specifies.
Item 9 **Date of Birth of Bearer**	Enter the cardholder's date of birth (YYYYMMMDD). When special circumstances exist that permit children over 21 years old entitlement to the DD Form 1173, type after the date of birth: INCT for a temporarily incapacitated child, INCAP for a permanently incapacitated child, or SCH for the child's attendance at an approved school.
Item 10 **Grade and Name of Sponsor**	If issuing the card to someone other than a dependent, line out "and name of sponsor".
Item 11 **Service & Status of Sponsor**	Enter the sponsor's present status according to **Attachment 3**, block 4.
Item 12 **SSN**	Enter the sponsor's SSN. If sponsor does not have an SSN, enter the Uniformed Service number and SSN=NONE. E.g. AF23456789 and SSN=NONE
Item 13 **Authorized Patronage**	Enter the privileges specified on the verified DD Form 1172. Block out privileges not authorized. For privileges allowed only while the bearer is overseas, check the item and add OS ONLY.
Item 14 **Signature**	Have the applicant sign. Enter INFANT when the individual is too young to sign. Enter INCAP when the individual cannot sign because of a mental or physical incapacity.
Item 15a **Uniformed Services Medical Treatment Facilities**	Enter "Yes" if the person is entitled to medical care in Uniformed Services Medical Treatment Facilities. Enter "No" if medical care is not authorized.

ITEM	PROCEDURE
Item 15b **Civilian Medical Care**	If the person is entitled to MC (CHAMPUS/TRICARE), enter "Yes" and the MC effective date as the verified DD Form 1172 specifies. If the person is not eligible for MC, enter NOT ELIGIBLE or XXXXXX. For dependents of retirees, disabled, under age 65 and enrolled in Medicare Part A and B: Enter October 1991 if the beneficiary enrolled in Medicare, Part B, before 1 October 1991. Enter the date of enrollment in Medicare, Part B, if the beneficiary enrolled after 1 October 1991. For unremarried former spouses, survivors of deceased active duty and retired members, or survivors of Guard or Reserve deceased members (provided the member died while on or traveling to or from AD or inactive duty training): Enter 5 December 1991 if the beneficiary enrolled in Medicare, Part B, before 5 December 1991. Enter the date of enrollment in Medicare, Part B, if the beneficiary enrolled after December 1991.

15.8.1. Laminate the card.

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

Table 15.6. Criteria for Mandatory Collection of SSNs.

Has SSN	Eligible for SSN	Applied to Social Security Administration	Period of MTF Eligibility	Remarks
Yes	Yes	Not applicable	4-Yr, if appropriate	SSN provided
Yes	Yes	Will not disclose	None	Family member loses eligibility to medical care in Military Treatment Facilities (MS).
No	Yes	Yes	120-days	Awaiting action from SSA.
No	No	No	4-Yr, if appropriate	Has Individual Taxpayer Identification Number (ITIN) from Internal Revenue Service; cite in Item 89 of DD Form 1172 (Temporary Identification Number [TIN] 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 from 1 October 1990 to 31 December 2001, or in the Case of the Coast Guard, 1 October 1994 to 31 December 2001 and Eligible Dependents. Automated sites use RAPIDS to prepare the ID card. Nonautomated sites prepare the manual ID card according to **Table 15.7.** ***NOTE:*** RAPIDS sites issue the DD Form 2765 to the sponsor.

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

ITEM	PROCEDURE
Photograph	See paragraphs **11.7.** through **11.9.** Enter the cardholder's SSN under the photograph (see paragraph **15.9.**).
Item 2 Issue Date	Enter all dates in the 4-digit year, 3-character month, and 2-digit day format (YYYYMMMDD).
Item 3 Expiration Date	Enter "See Reverse."
Item 4 Name and Relationship	Enter the relationship code as **Attachment 3**, block 35, specifies. Enter "self" for sponsors.
Item 9 Date of Birth of Bearer	Enter the date of birth in the 4-digit year, 3-character month, and 2-digit day format (YYYYMMMDD).
Item 11 Service & Status of Sponsor	Enter USAF/TAMP, USCG/TAMP, or other appropriate status.
Item 12 SSN	Enter the sponsor's SSN.
Item 13 Authorized Patronage	Line out "Exchange Limited".
Item 14 Signature	Have the applicant sign. Enter INFANT when the individual is too young to sign. Enter INCAP when the individual cannot sign because of a mental or physical incapacity.
Item 15b Civilian Medical Care	Enter "Yes" if applicable. Enter "No" when Medicare, Part A, applies. The MC effective date for the sponsor is the day after the date of involuntary separation. The MC effective date for the dependents does not change. If the person is not eligible for MC, enter NOT ELIGIBLE or XXXXXX.

ITEM	PROCEDURE
Item 16	Enter the individual dates of expiration for medical care, commissary, and exchange privileges on the right side. Enter 60 or 120 days for medical care benefits (paragraph **6.2.**) beginning the day after the date of separation. Authorize 2 years of commissary, exchange, and MWR privileges beginning the day after the date of separation.

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

15.10.2. Laminate the card.

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

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

ITEM	PROCEDURE
Photograph	See paragraphs **11.7.** through **11.9.** For the dependents, enter the cardholder's SSN under the photograph (see paragraph **15.9.**).
Item 2 Issue Date	Enter all dates in the 4-digit year, 3-character month, and 2-digit day format (YYYYMMMDD).
Item 3 Expiration Date	Enter "See Reverse."
Item 4 Name and Relationship	Enter the relationship code as **Attachment 3**, block 35, specifies. Enter "self" for sponsors.
Item 9 Date of Birth of Bearer	Enter the date of birth in the 4-digit year, 3-character month, and 2-digit day format (YYYYMMMDD).
Item 11 Service & Status of Sponsor	Enter USA/SSB, USN/SSB, USA/VSI or USN/VSI as appropriate.
Item 12 SSN	Enter the sponsor's SSN.
Item 13 Authorized Patronage	Line out "Exchange Limited"

ITEM	PROCEDURE
Item 14 Signature	Have the applicant sign. Enter INFANT when the individual is too young to sign. Enter INCAP when the individual cannot sign because of a mental or physical incapacity.
Item 15a Uniformed Services Medical Treatment Facilities	Enter "Yes" if the person is entitled to medical care in Uniformed Services Medical Treatment Facilities.
Item 15b Civilian Medical Care	Enter "Yes" if applicable. Enter "No" when Medicare, Part A, applies. The MC effective date for the sponsor is the day after the date of separation. The MC effective date for the dependents *does not* change. If the person is not eligible for MC, enter NOT ELIGIBLE or XXXXXX.
Item 16	Enter the individual dates of expiration for medical care, commissary, and exchange privileges on the right side. Enter 120 days for medical care benefits beginning the day after the date of separation (paragraph **6.4.**). Authorize 2 years of commissary, exchange, and MWR privileges beginning the day after the date of separation.

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

15.11.2. Laminate the card.

15.12. Renewal for TAMP, TAP, SSB or VSI Cardholders . 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.

15.12.1. If the medical coverage period has expired (60 or 120 days), renew the card with commissary, and exchange privileges only for the remaining period of eligibility.

Chapter 16

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

16.1. General Information. The chapter describes the issue and preparation of the red DD Form 1173-1, **United States Uniformed Services Identification and Privilege Card** and DD Form 1173-1, **DoD Guard and Reserve Family Member Identification Card.** It is used to identify individuals as dependents of Ready Reserve members not on active duty for more than 30 days, dependents of Standby Reserve members, dependents of Reserve retirees who are entitled to retired pay at age 60, but who have not yet attained age 60 (**Table 1.9.**) and dependents of former members when the former member is eligible for retired pay at age 60 but not yet age 60. The card authorizes exchange and morale, welfare, and recreation privileges as described in DoDI 1015.10. This card does *not* authorize the dependent's eligibility for commissary privileges (unless accompanied by a commissary card). Commissary cards are not governed by this instruction. Contact the appropriate Guard or Reserve Project Office for information (paragraph **25.1.**). The DD Form 1173-1 does not authorize medical benefits. The card is not a pass and shall not be issued for the sole purpose of identification.

16.2. Individual Responsibility. The card, which is the property of the U.S. Government, shall be in the personal custody of the individual to whom issued at all times. ***EXCEPTION:*** See paragraph **16.5.**

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

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

ITEM	CONDITION
1	To a child who will become 10 years of age.
2	When ID card expires.
3	To replace a lost, mutilated, stolen, or destroyed card.
4	To correct an error.
5	To change data that makes the old card obsolete as a means of identification.

16.4. When Not to Issue, Reissue or Renew the DD Form 1173-1. Do not issue, reissue or renew the DD Form 1173-1 if one of the conditions in **Table 16.2.** applies:

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

ITEM	CONDITION
1	To children under 10 years of age. ***EXCEPTION:*** See paragraph **4.3.**
2	To dependents whose sponsor is on active duty for more than 30 consecutive days and who qualify for issue of the DD Form 1173.
3	To former spouses.

ITEM	CONDITION
4	To Reserve personnel. ***EXCEPTION:*** Issue to members qualified under the Selected Reserve Transition Program (see paragraph **6.6.**).
5	To individuals for the sole purpose of identification.

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

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

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

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

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

Item	Procedure
Photograph	See paragraphs **11.7.** through **11.9.**
Dates	Enter all dates in the 4-digit year, 3-character month, and 2-digit day format (YYYYMMMDD).
Item 1 Name	Enter the applicant's name. Enter the relationship code as **Attachment 3**, block 35 specifies.
Item 6 SSN	Enter the applicant's SSN (see paragraph **15.9.**).
Item 7 Date of Birth of Bearer	Enter the date of birth (YYYYMMMDD). In special circumstances that permit children over 21 years old entitlement to the DD Form 1173-1, enter INCT after the date of birth for a temporarily incapacitated child, INCAP for a permanently incapacitated child, or SCH for the child's attendance at an approved school.
Item 8 Expiration Date	The expiration dates are 4 years from the date of verification, sponsor's ETS, or dependent child's 21st birthday, whichever is earlier. For dependents of Reserve retirees or former members entitled to retired pay at age 60, enter 4 years from date of verification, the dependent child's 21st birthday, or the sponsor's 60th birthday, whichever is earlier. For students or incapacitated children over 21 years old, see **Attachment 3**.

Item	Procedure
Item 9 Signature	Have the applicant sign. If the individual is too young to sign, enter "INFANT". Enter "INC," if the individual cannot sign due to a mental or physical incapacity.
Items 10a, b, c and d **a. Sponsor's Grade/Name;** **b. SSN;** **c. Service** **d. Status of Sponsor**	Enter sponsor's grade/name, SSN, status and service as directed by **Attachment 3**, blocks 1, 4, 5 and 6.
Final Action	Laminate the card.

Chapter 17

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

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

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

17.2.1. Identification cards be issued to persons who are liable to become prisoners of war. If captured, the prisoner is bound to identify himself or herself by providing the captor with name, rank, service or social security number, and date of birth. The prisoner must show the identity card on demand, but it may not be taken away from the prisoner. Prisoners of war should have identity documents in their possession at all times.

17.2.2. Prisoners of war will be treated with due regard according to their, rank and age.

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

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

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

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

ITEM	CONDITION
1	Upon member's reassignment to a mobility position or upon member's selection for PCS or TDY to an overseas location.
2	To replace a lost or stolen, or mutilated card.
3	To correct an error.
4	On reclassification and placement in a different Geneva Conventions category (**Attachment 13**).

ITEM	CONDITION
5	To show a change in grade (on promotion to, or demotion from, any grade above E-4). ***EXCEPTION:*** For Marine Corps members, to show a change in any grade above E-3.

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 must be the same on DD Form 2 (Active) or DD Form 2 (Reserve). Issue either card or both so the names will be the same.
Capacity	For military personnel, enter capacity (***EXAMPLE:*** US Air Force Chaplain, or US Army Medical.) For civilian personnel, enter the name of the voluntary aid society and the skill. (***EXAMPLE:*** American Red Cross Medical).
Grade/Rank (Enlisted)	Enter the official grade in the rank block: Enter the official rank for all enlisted members except enter the following for those in grades E-1 through E-3: Army - Enter the official rank. Navy - "NON-PO". Air Force - "AMN". Marine Corps - "NON-NCO". Coast Guard - "NON-PO". National Oceanic and Atmospheric Administration - Not applicable. United States Public Health Service - Not applicable.
Grade/Rank (Officer)	Enter the official ranks in the grade block for second and first lieutenant: "LT" for all first and second lieutenants for Army and Air Force lieutenants. Enter the exact grade and rank for Navy, Marine Corps, Coast Guard and NOAA members. Civilian Personnel. Enter the abbreviation of the equivalent grade in **Attachment 13**, column 1 (for example, "NCO II," "OFF IV").
SSN	Enter SSN, hyphenated between the third and fourth digits and between the fifth and sixth digits. Do not enter service or component code.
Fingerprints	If person's index finger is missing, note that fact and substitute the next finger's print.

Item	Procedure
Rest of Form	Enter remaining information. ***NOTE:*** Enter all dates in the 4-digit year, 3-digit month, and 2-digit day format (YYYYMMMDD)

17.6.1. Laminate the card.

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

17.7. DD Form 489. The DD Form 489 is only issued if RAPIDS is not available. Issue to: (1) Emergency Essential personnel defined in DoD Directive 1404.10, or see **Attachment 1**, Terms; (2) essential contractor personnel when deploy to 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. This form is a manually prepared ID card only and not automated in RAPIDS (Refer to **Table 1.10.**).

NOTE: RAPIDS sites issue the DD Form 2764 (see paragraph **17.11.**).

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

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

ITEM	CONDITION
1	When emergency essential personnel meet the definition contained in DoD Directive 1404.10 (or see **Attachment 1**, Terms)
2	When essential contractor personnel employ to areas of conflict and are subject to capture and detention by the enemy as prisoners of war. See Table **Table 1.10.**.
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.
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).

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

Table 17.4. Preparation of the DD Form 489.

Item	Procedure
Photograph	See paragraphs **11.7.** through **11.9.**
Name	Enter the person's last name, first name, and middle initial. Enter "IO" if he or she uses initials only for first name.

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

17.9.1. Laminate the card

17.10. When to Surrender the DD Forms 489 or 1934. 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. RAPIDS sites issue the DD Form 2764 in lieu of the DD Form 489 and DD Form 1173. The DD Form 2764 is a sponsor card only. There is no manual DD Form 2764. ***NOTE:*** The DD Form 1173, **Uniformed Services Identification and Privilege Card** and the DD Form 489, **Geneva Conventions Identity Card for Persons Who Accompany the Armed Forces** remain valid.

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 employ to 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.
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).

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

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

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

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

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

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

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

17.14.1. It expires.

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

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

Chapter 18

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

18.1. General Information. RAPIDS sites issue the DD Form 2765 in lieu of the DD Form 1173. The DD Form 2765 is a sponsor card only. There is no manual version of the DD Form 2765. The DD Form 1173 remains valid and will be replaced with the DD Form 2765 when the DD Form 1173 has expired, is lost or stolen. Issuing the DD Form 2765 in mass is not authorized.

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

Table 18.1. Categories of Personnel Eligible for Issue 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).
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	Involuntary separated members eligible for TAMP or TAP benefits.
5	Voluntarily separated members who are eligible and approved for payment of a SSB or VSI annuity program.
6	Foreign sponsors and civilian personnel in certain categories (see **Table 1.13.**).

18.2. Individual Responsibility. The card, which is the property of the U.S. Government, shall be in the personal custody of the member at all times. ***EXCEPTION:*** See paragraph **18.5.**

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

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

ITEM	CONDITION
1	To eligible sponsors listed in **Attachment 2** (***NOTE:*** Issue the DD Form 2765 "OVERSEAS ONLY" to eligible civilian employees being assigned OCONUS prior to departing the CONUS.) Contractors being assigned in Germany use a photo ID and orders and are issued the card upon arrival in Germany.
2	To replace an expired card.
3	To replace a lost, stolen, mutilated, or destroyed ID card.
4	To correct an error.
5	To change data that makes the old card obsolete as a means of identification.

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

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

18.5.1. It is replaced (except when lost or stolen).

18.5.1.1. It expires.

18.5.1.2. When no longer entitled.

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

18.6. How to Prepare the DD Form 2765. RAPIDS sites prepare the DD Form 2765. (There is no manually prepared version of this card.)

18.6.1. RAPIDS automatically generates the overstamp "OVERSEAS ONLY" or "TA" when appropriate.

18.7. How to Prepare the 2765 for a Member Who Was Involuntarily Separated and Eligible Under TAMP or TAP from 1 October 1990 to 31 December 2001, or in the Case of the Coast Guard, 1 October 1994 to 31 December 2001, or on or after 1 January 2002 IAW PL 107-107.

18.7.1. RAPIDS generates the expiration date for benefits and privileges shown on the reverse of the ID card as follows:

18.7.1.1. 60 days for medical care beginning the day after the date of separation for members separating with less than 6 years service and 120 days beginning the date after the date of separation for members separating with 6 or more years service.

18.7.1.2. 2 years of commissary, exchange and MWR privileges beginning the day after the date of separation, as applicable.

18.8. How to Prepare the DD Form 2765 for Members Voluntarily Separated and Approved for Payment of a SSB or VSI.

18.8.1. RAPIDS generates the expiration date for each benefit and privilege as shown on the reverse of the ID card as follows:

18.8.1.1. 120 days for medical care beginning the day after the date of separation.

18.8.1.2. 2 years of commissary, exchange and MWR privileges beginning the day after the date of separation.

Chapter 19

ARMY SERVICE UNIQUE REQUIREMENTS

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

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

19.3. Suggested Improvements. The proponent agency of this instruction is the Office of the Deputy Chief of Staff for Personnel. Users are invited to send comments and suggested improvements on DA Form 2028, **Recommended Changes to Publications and Blank Forms,** directly to Commander, US Total Army Personnel Command, ATTN: TAPC-PDO-IP, Alexandria, Virginia 22332-0474.

19.4. Individuals and Responsibilities. The following provides the individuals and their responsibilities as they pertain to the Department of the Army identification card program.

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

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

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

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

19.6. DA Form 1602 , Civilian Identification Card. The DA Form 1602 is a standard ID card used by DA civilian employees and other civilians who regularly require official identification in connection with the business of the Army, both in the CONUS and overseas (OCONUS):

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

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

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

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

ITEM	CONDITION
5	When other individuals need identification as determined by the issuing authority; within the intent of the ID card..

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

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

19.9. When to Surrender the DA Form 1602:

19.9.1. Upon expiration.

19.9.2. When individual's service is terminated.

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

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

19.10. How to Prepare the DA 1602. Nonautomated sites prepare the manual ID card according to **Table 19.3.**:

Table 19.3. How to Prepare the DA 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:	Type the status using black ribbon. Enter one or more of the following:
DA Civilian	Enter "Civilian Employee." The office or agency of employment may be shown also. ***EXAMPLES:*** "Civilian Employee, Fifth Army, "Civilian Employee, the Engineer Center, Fort Belvoir," "Civilian Employee, U.S. Army Europe." Examples of duties: "Food Inspector," "Building Inspector."
Civilian Employee of Another Government Agency	Enter "Civilian Employee" and the name of the agency or office of employment.
Industrial or contractor employee	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."
Employee of Welfare and Recreational Agencies	Enter title of job and name of agency. ***EXAMPLES:*** "Assistant Field Director, American National Red Cross," "Hostess, United States Organizations."
Dependent	Enter "Dependent of," followed by information identifying one of the principals above. ***EXAMPLES:*** "Dependent of Civilian Employee," "Dependent of Manufacturer's Representative."
Expiration Date	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 MACOMs 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 nonphotographic; they may be laminated, embossed, sealed, or otherwise joined to achieve the desired level of tamper resistance required by the installation or activity concerned.

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

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

Table 19.4. Officials and Agencies Responsible for Security Features.

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

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

Table 19.5. Specifications for Security Identification Cards and Badges.

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

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

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

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

Table 19.6. Design of Cards and Badges.

ITEM	DESIGN
Photograph	1-inch wide and 1 5/16 inches in height when used. The photograph would eliminate the necessity to state descriptive data.
Physical Features	Items that aid in identification. For example, height, weight, hair color, eyes, sex, date of birth, and fingerprints. Card may show the name, grade, title, and signature of the authorizing official. If the card or badge has paper elements, the paper may be uniquely constructed, may portray a unique design, or distinctive watermark, or other features that make duplication or alteration difficult. The card or badge may contain special inks or dyes that would be noticeably erased or bleed when altered. The card or badge may contain design features difficult to duplicate such as visible cross threads or wires, fluorescent inks, and so forth.

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

Table 19.7. Control, Storage, and Classification.

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

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

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

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

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

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

19.17.2. The issuance of Medical Warning Tags, which serve as a means of rapid recognition of selected health programs, is covered under AR 40-66, *Medical Record Administration and Health Care Documentation*, 3 May 1999.

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

19.18.1. In a field environment.

19.18.2. Traveling in an aircraft.

19.18.3. OCONUS.

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

19.18.4. ID tags are government issue and are not personal effects. When death occurs, ID tags will be disposed of as specified in FM 10-63, *Handling of Deceased Personnel in MWRs of Operations*, for temporary burials overseas. The tags will be placed on the remains when prepared for final burial AR 638-2, *Care and Disposition of Remains and Disposition of Personal Effects*, 9 February 1996.

19.19. Processing Applications for ID Tags :

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

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

19.20. Frocking:

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

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

19.20.3. ID cards are not reissued to members or dependents of members being frocked, until the individual is promoted. (See AR 600-8-29, *Officer Promotions,* 30 November 1994, paragraph 6-2, figure 6-1). ***EXCEPTION:*** General Officers may get their ID cards replaced with a memorandum of approval from the Secretary of the Army.

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

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

STEP	ACTION
1	The ID card work center provides the sponsor or applicant with a DD Form 1172 and documentation requirements (paragraph **2.4.**).
2	Provide the sponsor or applicant with the appropriate DFAS-IN form for dependency determination for medical care.
3	Assist the sponsor or applicant with preparing the form as appropriate.
4	Advise the sponsor or applicant to forward the documentation listed in paragraph **2.4.**, along with a completed DD Form 1172 to the Defense Finance and Accounting Service—Indianapolis Center, DFAS-IN, ATTN: Director of Military Personnel, Special Assist Division, Dependency/ Garnishment, 8899 East 56th Street, Indianapolis, Indiana 46249-0855.
5	Upon approval from DFAS-IN, the ID card work center will issue the ID card and enroll the dependent in DEERS if dependent is not presently enrolled.
6	Batch Process DD Form 1172 to the DSO (paragraph **1.12.**).

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

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

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

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

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

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

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

19.24.1. All subsequent applications for an ID card except an illegitimate child whose paternity has not been judicially determined, must be forwarded to DFAS-IN for another review and determination and indicate in remarks section of DD Form 1172, "A previous determination was made on (enter date).

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

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

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

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

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

19.25. Accountability of Forms:

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

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

19.25.3. Procedures for storing and destroying accountable forms are the same as for **CONFIDENTIAL** material (AR 380-5, *Department of the Army Information Security Program,* 25 February 1998*)*.

19.25.4. The following lists accountable forms:

Table 19.12. Accountable Forms.

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

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

19.27. Indefinite Reenlistment. Soldiers in the rank of SSG-CSM who will have 10 or more years active federal service on the date of discharge for immediate reenlistment will be restricted to an indefinite term of reenlistment, unless prohibited by other provisions of AR 601-280, *Army Retention Program.* Members will be reenlisted for the indefinite reenlistment program as they enter the normal reenlistment window 12 months prior to their expiration of term of service (ETS) date or are required to reenlist for a service remaining requirement or training. See paragraph **12.6.**, expiration date, when issuing the DD Form 2 (Active).

19.27.1. Soldiers who are promoted while serving on indefinite status will be processed for new ID card IAW procedures announced in this instruction and RCPs listed in AR 601-280, paragraph 3-8g and 3-1.

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. The activities listed in **Table 20.1.** are authorized to receive RAPIDS and issue Uniformed Services ID Cards:

Table 20.1. Activities Authorized To Receive RAPIDS and Issue Uniformed Services ID Cards.

AUTHORIZED RAPIDS ACTIVITIES
Personnel Support Activities.
Personnel Support Activity Detachments.
Destroyer Tenders (AD).
Fast Combat Support Ships (AOE).
Replenishment Oilers (AOR).
Submarine Tenders (AS).
Guided Missile Cruisers (CG).
Guided Missile Cruisers, Nuclear (CGN).
Aircraft Carriers (CV).
Aircraft Carriers, Nuclear (CVN).
Amphibious Command Ships (LCC).
Amphibious Assault Ships (LHA/LHD/LPD/LPH).

20.2.1. Activities, other than those listed above, must request authorization to issue cards from the Navy Personnel Command (Pers 332). Such request must provide specific justification for ID card issuing authorization. Justification must include the following: estimated monthly number of cards issued by category (active duty, retired, dependents, reserve, reserve dependent) and location of nearest military installation issuing ID cards. These requests will be signed by the commanding officer. If authorization is granted, it does not authorize expenditure of funds for the purchase or maintenance of equipment incident to the issuance of ID cards.

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

Table 20.2. Conditions and Documentation Required for Designation of Agent for Commissary and Exchange Purchases.

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

20.3.1. A temporary designation of persons not meeting the dependent criteria may be made at the discretion of the activity commander for periods not to exceed 1 year. See **Attachment 14** or **Attachment 15** for sample letter.

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

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

20.4. Incapacitated Children Over Age 21 (Initial Application): The following provides initial application procedures for incapacitated children over age 21. Mail the information contained in **20.3.** to PERS 312, Navy Personnel Command, 5720 Integrity Drive, Millington TN 38055-3120.

Table 20.3. Conditions and Actions for Initial Application for Incapacitated Children over Age 21.

CONDITION	ACTION
Physical Incapacitation	A current evaluation (within the past 4 months) that indicates how the condition precludes the child from being-self supporting now and in the future. The evaluation must state the age of onset. Provide in detail the past medical history of the condition, physical examinations and laboratory studies.

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

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

20.5. Unremarried Former Spouses (Initial Application):

20.5.1. Mail the documentation reflected in **Table 20.4.** to the Navy Personnel Command, PERS 312D, 5720 Integrity Drive, Millington TN 38055-3120, along with any DD Form 214 or statement of service that may be readily available:

Table 20.4. Documentation Required for Initial Applications for Unremarried Former Spouses.

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

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

20.5.2.1. Supply documentation required for unmarried former spouse.

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

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

20.6. Documentation for Transitional Abused Dependents. An abused dependent of a member on active duty for over 30 days, separated on or after 30 November 1993 due to a dependent abuse, must present a letter from the Bureau of Naval Personnel or a preverified 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 Preadoptive Children when the Placement Agency is Outside of the U.S. or a U.S. Territory. If a placement agency is outside of the United States or a United States territory, a request for recognition of the placement agency through Secretary of the Navy is required prior to enrolling the child in DEERS with medical care benefits. The steps reflected in **Table 20.5.** must be taken:

Table 20.5. ID Card Processing Procedures for Preadoptive Children when the Placement Agency is Outside of the US or a US Territory.

STEP	ACTION
1	The military member obtains documents from the foreign placement agency and the child's birth certificate.
2	Send documentation to Navy Personnel Command, Pers 332, 5720 Integrity Drive, Millington, TN 38055-3320 for processing through NPC legal office. ***NOTE***: Notarized English translation must accompany foreign documents)

NPC legal office will notify Pers 332 when approval is received. Approved placement agencies are posted on the HQ AFPC DEERS/RAPIDS web page **http://www.afpc.af.mil/deers/**. Approximate processing time is 4-6 weeks.

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

Table 20.6. Initial and Renewal Procedures for Parents/Parents-In-Law, Stepparents and Parents-by-Adoption.

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

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

20.9.2. Temporary ID cards are not authorized.

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

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

20.11. Students Age 21-23. A child enrolled full time in an accredited institution of higher learning requires a dependency determination (over 50 percent support). See **Table 20.6.** for processing procedures.

20.12. Security and Accountability of Forms:

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

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

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

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

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

20.12.2. 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 20.7. Accountable Forms.

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

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

Table 20.8. Actions Required when Blank ID Cards Cannot Be Accounted For.

STEP	ACTION
1	Submit a report/letter to CNP, (Pers 332). The report must include the following information OPNAV 5500-1 applies: Circumstances surrounding loss or theft of cards. Serial numbers of missing cards. Corrective action taken. Disciplinary action taken, if warranted.
2	Notify all installations within 100-mile radius of the activity at which cards were lost. Serial number of all cards must be included.

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

Table 20.9. 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 ID cards to ensure that unauthorized persons do not obtain them.

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

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

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

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

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

Table 20.10. 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)

20.17. Illegitimate Children Under Age 21. A child eligible under paragraph **4.8.** requires a dependency determination that shows the sponsor is providing over fifty percent of the child's support.

20.18. Distribution. SNDL, parts 1 and 2.

Chapter 21

AIR FORCE SERVICE UNIQUE REQUIREMENTS

21.1. General Information. The chapter provides procedures and requirements unique to Air Force members and their eligible dependents. Pass and Registration is responsible for issue of the manual AF Form 354.

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

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

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

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

21.2.2. AF Form 354 and the official TDY orders identify civilian employees as TDY in connection with their employment. When living in government quarters, these employees may use exchange and morale, welfare, and recreation facilities.

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

21.3.1. Upon employment.

21.3.2. When the card expires.

21.3.3. To show a significant change of facial features.

21.3.4. To show a change in sponsor's status (such as retirement).

21.3.5. To replace a lost, stolen, mutilated, or destroyed ID card.

21.3.6. To correct an error.

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

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

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

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

21.5. When to Surrender the ID Card:

21.5.1. It is replaced or expires.

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

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

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

21.6. How to Prepare the AF Form 354: Prepare the AF Form 354 according to **Table 21.2.**

Table 21.2. Preparation of the AF Form 354.

ITEM	PROCEDURE
Photograph	See paragraphs **11.7.** through **11.9.**
Status	Type the status using black ribbon. Enter one or more of the following:
Air Force employees (to include consultant, expert and temporary over 1 year)	Enter USAF, schedule and grade, CIV (***EXAMPLE:*** USAF/GS-11/CIV, USAF/WG-09/CIV, USAF/UA-08/CIV, USAF/PS-01/CIV). If the employee requests that his or her schedule and grade not be shown, then enter USAF/CIV.
Executive Pay Schedule	Enter the title and the appropriate precedence priority code (***EXAMPLE:*** SAF/DV).
Senior Executive Service Members	Enter SES and the appropriate precedence priority code (***EXAMPLE:*** SES/DV-6, SES/DV-5).
Retirees	Enter RET/USAF/CIV. If the individual requests it, add the schedule and grade at the time of retirement (for example, RET/USAF/CIV/GS-09).
Family Members	Enter the sponsor's component or status (***EXAMPLE:*** FM/USAF/CIV, FM/USAF/RET-CIV).
Red Cross	Enter RC/USAF/CIV. ***NOTE:*** If the status is not one of the ones listed, enter the status determined locally or by the MAJCOM**.**
SSN	Enter the SSN immediately below the photograph when the verifying official includes a requirement in the DD Form 1172, block 89. When mission needs require it, add the SSN for employees who perform frequent TDY or other duties that call for SSN validation.
Expiration Date	Enter the expiration date as follows: Permanently employed personnel, spouses, and parents enter "6 years from date of verification". For all other employees, enter an expiration date of 5 years or the employment termination date, whichever is sooner.

ITEM	PROCEDURE
Expiration Date, cont.	Use a shorter expiration date for nonappropriated fund (NAF) employees, basing it on local experience. MAJCOMs may establish a shorter expiration date because of command-unique situations. For children, enter the date they will no longer meet the family member criteria. For all retired Air Force employees, enter "Indefinite." For family members, enter 4 years from date of verification or the date they will no longer meet the definition of dependent, whichever is earlier.

21.7. Incapacitated Children Over Age 21 (Initial Processing): Follow the procedures reflected in **Table 21.3.** for initial processing of incapacitated children.

Table 21.3. ID Card Processing Procedures for Incapacitated Children Over Age 21 (Initial Processing).

STEP	PROCEDURE
1	Complete DD Form 1172 sections I and II (except blocks 58, 59, 86, and 87, as appropriate); and section III, block 89.
2	Annotate the documents used to verify relationship to sponsor in block 89 (see **Attachment 5**) or “DEERS VERIFIED” if dependent is current in DEERS. Provide name and SSN of VO in block 89.
3	Complete section IV, blocks 94 and 98.
4	Require a physician’s statement (dated within 90 days of application) and annotate information in block 89.
5	Require a statement from the SSA certifying noneligibility to Medicare, Part A, to continue eligibility for CHAMPUS/TRICARE benefits. ***EXCEPTION***: The statement is not required for dependents of active duty members or those individuals listed in paragraph **7.1.** Annotate information in block 89.
6	Give a copy of the DD Form 1172 to the member and file one copy in suspense.
7	Advise customer to take the physician’s statement (dated within 90 days of application) and the copy of the DD Form 1172 to a Uniformed Service medical treatment facility (MTF) for an endorsed medical sufficiency statement.

STEP	PROCEDURE
8	If medical sufficiency is established, officials at the MTF refer the member to the local Financial Services Office (FSO) to initiate a dependency determination (over 50 percent support) ([DFAS-DE Manual 7073-1, 15 January 1998 *Defense Joint Military Pay System-Active Component (DJMS-AC) FSO Procedures]).* If medical sufficiency is not established, officials at the MTF refer the customer back to the issuing activity and issuing activity destroys the DD Form 1172 that is in suspense and member's copy.
9	Upon receipt of dependency determination (over 50 percent support) letter from DFAS-PMJPD/DE, review results of dependency and residency tests and authorize specific privileges, if any, finalize completion of the DD Form 1172, section II, blocks 58, 59, 86, and 87, and issue ID cards if appropriate.
10	Batch process the DD Form 1172 to the DSO (paragraph **1.12.**).

21.7.1. Do not refer member with ineligible dependents to the FSO to complete a dependency determination. ***NOTE:*** A dependency determination is not required for incapacitated children over age 21 of honorably discharged members who are rated one hundred percent disabled by the Department of Veterans' Affairs as no medical care is authorized through the Uniformed Services.

21.7.2. Disapprove any dependents not listed in **Attachment 2**.

21.7.3. If the child was married and subsequently divorces and meets the basic criteria, sponsor should provide copies of the marriage certificate and divorce decree.

21.8. Parents/Parents-in-Law, Stepparents or Parents-by-Adoption. Apply the procedures reflected in **Table 21.4.** for initial and renewal processing of parents/parents-in-law, stepparents or parents-by-adoption. A dependency determination (over 50 percent support) must be accomplished each time the ID card is renewed except for dependents of deceased sponsors or if card is lost or stolen. ***NOTE:*** A dependency determination must be accomplished at the time of the sponsor's death. If approved, the letter from the Defense Finance and Accounting Service, Dependency Entitlements Branch may be used for subsequent renewals.

Table 21.4. Initial and Renewal Processing Procedures of Parents/Parents-in-Law, Stepparents or Parents-by-Adoption.

STEP	PROCEDURE
1	Complete a ***manual*** DD Form 1172, sections I and II (except blocks 58, 59, 86, and 87, as appropriate), and section III, block 89. Do not update DEERS unless issuing a temporary ID card (see **Table 2.4.**).
2	Annotate the documents used to verify relationship to sponsor in block 89 (see **Attachment 5**). Complete section IV, blocks 94 and 98. Provide name and SSN of VO in block 89.
3	Hold a copy of the DD Form 1172 in suspense. Give a copy to the customer.
4	Refer member to FSO to initiate a dependency determination (over 50 percent support). See note in paragraph **21.8.** above.

STEP	PROCEDURE
5	Review results of dependency and residency tests presented in dependency determination letter from DFAS-PMJPD/DE. Authorize specific privileges, if any, and complete application process.
6	Batch process the DD Form 1172 to DSO (paragraph **1.12.**).
7	If disapproved, destroy copy of DD Form 1172 in suspense file.

21.9. Air Force Pass and Registration. Pass and Registration is the issuing activity for manually prepared cards for the Air Force. This facility must have the necessary photographic and laminating facilities. Persons authorized to issue ID cards are:

21.9.1. Commissioned officers.

21.9.2. Warrant officers.

21.9.3. Senior Airman (SrA through chief master sergeant [CMSgt]).

21.9.4. Civilians General Schedule 4 and above.

21.9.5. Further, the base Chief, Security Forces (CSF) may appoint, in writing, other responsible military personnel and civilian employees in the unit, regardless of grade or rank, if the mission needs it. ***NOTE:*** ANG security forces commanders may appoint, by letter, a full time employee to issue and authenticate ID cards.

21.10. Administrative Procedures for Pass and Registration - Manually prepared ID Cards . The CSF:

21.10.1. Designates and revokes, in writing, the authority to issue ID cards.

21.10.2. Designates one primary issuing official and one or more alternates following the grade restriction guidelines in paragraph **21.9.**

21.10.3. If the primary issuing official is absent for 30 to 90 days, appoints an inventory official from within the unit to conduct an inventory and transfer accountability. For absences exceeding 90 days, a transfer of accountability must occur. The wing commander (or equivalent) or his or her designee appoints a disinterested individual to conduct the inventory.

21.10.4. Issues DD Forms 489 and 1934 according to this instruction and overseas wing commander (or equivalent) policies.

21.10.4.1. Issues AF Form 354 according to this instruction.

21.10.5. Appoints, in writing, a person assigned within the unit, but not within the issuing activity to conduct the inventory required under paragraph **21.13.**

21.11. Forms Supply. The issuing official is the authorized organizational account representative (OAR) for requesting blank ID cards, including emergency requirements, through the Electronic Transaction System (ETS). See AFI 37-161, *Distribution Management*.

21.12. Forms Accountability. Accountable forms include AF Form 354, and DD Forms: 2 (Active) (manually prepared card), 2 (Reserve) (manually prepared card), 2 (Retired) (manually prepared card),

1173 (manually prepared card), 1173-1 (manually prepared card), and the 489 and 1934 (manually prepared cards):

21.12.1. Inventory. Physically inventory each shipment of forms by serial number on the receipt and notify the sender of any discrepancies.

21.12.2. Storage. During nonduty hours, store blank forms in a locked metal cabinet or safe. Keep the locked container in a locked room inside a locked building according to AFI 37-161.

21.12.3. Forms Log. Issuing officials account for blank forms in accordance with **Table 21.5.** reflects:

Table 21.5. Accounting for Blank Forms.

STEP	ACTION
1	Record the disposition of each accountable ID card on AF Form 335, **Issuance Record - Accountability Identification Card**.
2	Maintain a separate AF Form 335 for each type of card.
3	File AF Form 335 with related AF Form 213, **Receipt for Accountable Form.** Dispose of both according to AFMAN 37-139, *Records Disposition Schedule,* table 36-2. ***NOTE:*** Mark AF Form 335 FOR OFFICIAL USE ONLY if this phrase is not already printed on the form.
4	Enter each card's serial number on the AF Form 335.
5	Mark AF Form 335 to show which forms were voided because of processing errors.
6	Destroy the ID cards at the end of each day and initial AF Form 335.
7	Destroy any ID cards unsuitable for issue upon receipt after typing the serial number on AF Form 335.

21.13. Inventory Procedures. The following inventory procedures listed in **Table 21.6.** apply:

Table 21.6. Actions Required for Inventory.

STEPS	ACTION
1	Conduct an inventory every 12 months when the issuing official is relieved or as the installation commander directs.
2	Physically count and verify each card by serial number.
3	Verify the number of controlled forms issued against PDO records.
4	If a form is unaccountable, investigate, file a report of the facts with the responsible commander, and note the results of each inventory on a balance sheet similar to the one AFI 31-101, *The Physical Security Program,* prescribes for restricted area-badge inventories.
5	Make local modifications to the form if necessary.
6	When the inventory is complete, attach the balance sheet to the issue logs and maintain them according to AFMAN 37-139, table 36.2.
7	Dispose of AF Form 335 according to AFMAN 37-139, table 36.2.

21.13.1. Transfer of Forms to an Alternate Issuing Official. The primary issuing official transfers an appropriate supply of ID cards to each alternate issuing official. (The CSP determines how many to transfer.)

21.13.2. Lost or Stolen Blank Forms. The police authority will initially investigate reports of lost or stolen ID card forms including special laminate for automated ID card and advise the AFOSI. Officials also notify concerned service Personnel agencies (such as the exchange or commissary) when blank ID card forms are lost or stolen. (See **Attachment 16** for Loss, Theft, or Destruction procedures.)

21.14. Unique Filing Instructions for the DD Form 1172: The filing instructions reflected in **Table 21.7.** are provided in addition to the requirements contained in paragraph **1.12.**

Table 21.7. Categories of Personnel and Where to File the 1172.

CATEGORIES	WHERE TO FILE
Individual Mobilization Augmentees (IMA) and Participating Individual Ready Reservists (PIRR)	Send one copy of the DD Form 1172 for IMAs and PIRRs to HQ ARPC/DPMPS, 6760 East Irvington Place #3800, Denver CO 80280-3800. Refer questions to HQ ARPC/DPMPS, Customer Support Branch.
Courts-Martialed Members and Eligible Dependents	File a copy of DD Form 1172 in member's Unit Personnel Records Group (UPRG) before mailing to HQ AFSFC/SFCI.
Members being transferred to DoD Regional Corrections Facility	File a copy of DD Form 1172 in the member's UPRG before mailing to HQ AFSFC/SFCI.

21.15. ID Card Processing Procedures for Preadoptive Children when the Placement Agency is Outside of the U.S. or a U.S. Territory. If a placement agency is outside of the United States or a United States territory, a request for recognition of the placement agency through Secretary of the Air Force is required prior to enrolling the child in DEERS with medical care benefits. Take the steps reflected in **Table 21.8.**

Table 21.8. ID Card Processing Procedures for Preadoptive 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.
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.

STEP	ACTION
3	Documents with endorsements are forwarded to the following MAJCOM ID offices for processing: HQ PACAF/DPPFS, 25 E Street, Suite D208, Hickam AFB Hawaii 96853-5411. HQ USAFE/DPPFP, Unit 3050, Box 25, APO AE 09094-5025.
4	MAJCOM ID offices send packages to HQ AFPC/DPSFR, 550 C Street West, Suite 37, Randolph AFB TX 78150-4739 for processing. HQ AFPC/JA has been delegated approval authority. If HQ AFPC/JA does not recommend endorsement, the Deputy Assistant Secretary of the Air Force (Force Management and Personnel) will review and make recommendation for approval/disapproval to the Assistant Secretary of the Air Force (Manpower, Reserve Affairs, Installations and Environment).

21.15.1. HQ DPSFR will notify the MAJCOM ID office and the Servicing Military Personnel Office when approval is received. Approved placement agencies are posted on the HQ AFPC DEERS/RAPIDS web page (see paragraph **25.1.3.5.**). Approximate processing time is two weeks if approved and 6-8 weeks if staffed to Secretary of the Air Force level.

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

Table 21.9. Actions Required when Processing Legal Custody Wards.

STEP	ACTION
1	Review court order and birth certificate and other documents as appropriate (letter from registrar, physician's statement, etc. (see **Attachment 5**).
2	Partially complete a DD Form 1172, Sections I and II (except blocks 58, 59, 86, and 87. as appropriate); and section III, block 98.
3	List documents viewed in block 89 and the name of the VO and phone number.
4	Advise sponsor to take the DD Form 1172 to the local Financial Services Office (FSO) to initiate a dependency determination. ***EXCEPTION:*** If the child is over age 21 and incapacitated, advise sponsor to take a copy of the DD Form 1172, a statement from the SSA certifying noneligibility to Medicare, Part A, to establish entitlement to continued CHAMPUS/TRICARE benefits, and a current physician's statement (dated within 90 days of application) to the Medical Treatment Facility (MTF) for an endorsed medical sufficiency statement. The MTF will refer sponsor to the local FSO to initiate a dependency determination (over 50 percent support) if medical sufficiency is established. If not established, sponsor will be directed to return to the MPF. The FSO will forward all dependency determinations to DFAS-PMJPD/DE for approval/disapproval.
5	Review results of dependency and residency tests presented in dependency determination letter from DFAS-PMJPD/DE and authorize specific benefits and privileges, if any (see **Attachment 2**). Complete DD Form 1172, section II, blocks 58,59,86, and 87, as appropriate.

STEP	ACTION
6	Complete verification process and ensure sponsor reads Privacy Act information before signing the DD Form 1172.
7	Give the sponsor a copy of the DD Form 1172 if appropriate and advise application is good for 90 days from date of verification. Advise sponsor a dependency determination will be required each time the ID card is renewed.
8	Batch process 1172 to the DSO when all actions are completed and card issued (paragraph **1.12.**).

21.17. ID Card Processing Procedures for Sponsors and Dependents During Mobilization or Wartime. Air Force Personnel and Security Forces continue to process ID cards in a wartime situation. When a single mobility processing unit (MPU) station houses both of these offices, the chief of the installation MPU may authorize Security Forces to type the ID card information directly on DD Form 2 (Active), DD Form 2 (Reserve), or DD Forms 489 and 1934. However, they must verify the information by using a current listing from the personnel data system (PDS).

21.17.1. The Wing Commander, Wing Commander equivalent or, if designated, the Director of Personnel must approve additional extensions for Air National Guard members.

21.18. ID Card Processing Procedures for Issue of the DD Form 1934. Do not require a DD Form 1172 when issuing a DD Form 1934 to a military sponsor. The sponsor brings the appropriate letter from the medical facility or chaplain's office and presents his or her DD 2 (Active) to Pass and Registration issuing officials. Complete the DD Form 1934 using the information from the DD 2 (Active). The sponsor will provide information for the "Religion" block. Eligible civilians are required to complete a DD Form 1172.

21.19. Frocking. Frocking is an administrative authorization to assume the title and wear the uniform of a higher rank, without entitlement to the pay and allowance of that grade. Approval authority for active duty members rests with the Assistant Chief of Staff (USAF/CVA) with the Air Force Director of Personnel (USAF/DP) having disapproval authority.

21.19.1. An ID card may be issued reflecting the frocked grade however, the current pay grade will remain on both the ID card and DEERS/RAPIDS until the member is officially promoted.

21.19.2. Do not change the sponsor's pay grade on the ID card or DEERS. DFAS-Denver Center changes when sponsor is promoted.

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

21.19.4. ANG does not frock.

21.20. Verifying Official Responsibility. The verifying official will review the DEERS/ RAPIDS worldwide web page at **http://www.afpc.randolph.af.mil/deers/** for new information weekly.

21.21. Processing Procedures for Illegitimate Children of Male Sponsors when there is no Court Order and the Parents have not Married. Take the following action in **Table 21.10.** when verifying eligibility for illegitimate children of a male sponsor who does not have a court order establishing paternity and the parents have not married.

Table 21.10. Actions Required When Processing Illegitimate Children of Male Members When There is no Court Order and the Parents Have Not Married.

STEP	ACTION
1	Review birth certificate and other documents as appropriate (see **Attachment 5**).
2	Partially complete a DD Form 1172, Sections I and II (except blocks 58, 59, 86, and 87 as appropriate; and section III, block 98.
3	List documents viewed and provide name and phone number of VO in block 89.
4	Advise sponsor to take the DD Form 1172 to the local Financial Services Office (FSO) to initiate a dependency determination. ***EXCEPTION:*** If the child is over age 21 and incapacitated, advise sponsor to take a copy of the DD Form 1172, a statement from the SSA certifying noneligibility to Medicare, Part A, to establish entitlement to continued CHAMPUS/TRICARE benefits, and a current physician's statement (dated within 90 days of application) to the Medical Treatment Facility (MTF) for an endorsed medical sufficiency statement. The MTF will refer sponsor to the local FSO to initiate a dependency determination (over 50 percent support) if medical sufficiency is established. If not established, sponsor will be directed to return to the MPF. In all instances, FSO will forward to DFAS-PMJPD/DE for a determination.
5	Review results of dependency and residency tests presented in dependency determination letter from DFAS-PMJPD/DE and authorize specific benefits and privileges, if any (see **Attachment 2**). Complete DD Form 1172, section II, blocks 58, 59, 86, and 87 as appropriate.
6	Complete verification process and ensure sponsor reads Privacy Act information before signing the DD Form 1172.
7	Give the sponsor a copy of the DD Form 1172 if appropriate and advise application is good for 90 days from date of verification. Advise sponsor a dependency determination will be required each time the ID card is renewed.
8	Batch process 1172 to the DSO if all actions are completed and card issued (paragraph **1.12.**).

21.22. Processing Procedure for Acquiring Verification of Foreign Institutions of Higher Learning Accreditation. When a student appears otherwise eligible IAW **Table 4.4.** and is attending a foreign college or university, that institution must be approved as accredited by HQ USAF/DPDEV. The sponsor must obtain a statement from the appropriate official of the college or university the student is attending. The statement must verify the student is enrolled full time and that the institution is recognized by the secretary of education or comparable official of the country or other jurisdiction in which it is located. The document should clearly reflect the identity of the institution. The VO sends the statement via a cover letter to HQ USAF/DPDEV, 0140 Air Force Pentagon, Washington DC 20330-1040. HQ USAF/DPDEV will return their decision to the VO's issuing office for further processing. If approved, process DD Form 1172 and issue DD Form 1173 to the student.

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 paygrade.

22.2.2. Do not change the sponsor's paygrade in DEERS. This will be done by DFAS Kansas City Center when the sponsor is actually advanced or promoted.

22.3. Designation of Agent for Commissary and Exchange Purchases. See paragraph **20.3.**

22.4. Incapacitated Children Over Age 21 (Initial Processing Procedures). Take the steps reflected in **Table 22.1.** when processing an initial application for an incapacitated child over age 21.

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

STEP	ACTION
1	The member submits the following documents to HQMC (MRP-1 for active duty or, MMSR-6 for retired members): A detailed written statement from an attending physician or appropriate official of a hospital or institution certifying that the mental or physical incapacitation was incurred prior to age 21 (or while a full-time student prior to age 23) and renders the child incapable of self-support. The physician's statement must contain: A recent (4 months or less) medical or psychiatric evaluation. A complete, detailed medical summary of illness, to include the date and child's age at onset of incapacity. A diagnosis. Current treatment being rendered and prognosis for recovery as well as the ability to become self-supporting. A DSM-III diagnosis in all cases of mental retardation. A statement regarding the child's marital status. If the child was previously married, a copy of the legal document that ended the marriage (divorce decree, annulment, or death certificate).

STEP	ACTION
	A Child's Dependency Affidavit completed by the child's custodian and signed in the presence of a notary (see **Attachment 25**). If the incapacitated child of a retiree, a statement of disallowance from the Social Security Administration indicating that the child is not eligible for Medicare Part A and/or B. If the child is eligible for Medicare Part A and/or B evidence of the coverage and effective date must be provided. 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.
2	If the child is classified as temporarily incapacitated and incapable of self-support, the service member will be advised and a temporary ID card will be authorized. The BUMED will determine when the member should reapply and what medical documentation should be provided at that time. A current Child's Dependency Affidavit must be submitted along with the required medical documentation for consideration (see **Attachment 25**.)
3	If the child is classified as permanently incapacitated and incapable of self-support, the service member will be advised and a permanent ID card will be authorized. The card may be renewed upon presentation of the original BUMED letter and a current Child's Dependency Affidavit approved by HQMC.
4	A copy of the authorization letter will be provided to the member for his or her use when renewing the child's ID card. Advise sponsor they should safeguard the letter to present as evidence of future entitlement.

22.5. Parents/Parents-In-Law, Stepparents, and Parents-by-Adoption (Initial and Renewal Applications):

22.5.1. ID Card Processing Procedures. A parent/parent-in-law, stepparent, or parent-by-adoption eligible under this paragraph requires a dependency determination (over 50 percent support):

22.5.1.1. Active duty sponsors will comply with Marine Corp Order (MCO) P1751.3, *The Basic Allowance for Quarters (BAQ) for Marines with Dependents,* when making application in behalf of a dependent parent.

22.5.1.2. All other military sponsors will ensure the dependent parent sends a notarized Parent's Dependency Affidavit to HQMC (MMSR-6) along with any supporting documentation for consideration.

22.5.2. The Department of Veterans Affairs (DVA) will determine eligibility for a dependent parent, parent-in-law, stepparent, or adoptive parent of a DAV.

22.5.3. The overseas commander will determine eligibility for a dependent parent, parent-in-law, stepparent, or adoptive parent of a civilian employed overseas. An exception to this applies to civilian employees who are also military retirees.

22.5.4. A temporary ID card pending formal determination is not authorized for initial issue or renewal.

22.5.5. The approving authority will be entered on the DD Form 1172, block 89 (NAVMC 11165 certified by the HQMC [MRP-1], current DVA letter, etc.).

22.6. Wards. A ward eligible under paragraph **4.12.** requires a dependency determination (over 50 percent support):

22.6.1. Active duty personnel will complete a Child's Dependency Affidavit (see **Attachment 25**), have it notarized and forward to HQMC (MRP-1). ***EXCEPTION:*** The commanding officer may approve pre-adoptive children under age 21:

22.6.2. Retired personnel will complete a Child's Dependency Affidavit (see **Attachment 25**), 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, except as noted above.

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 married certificate (no photocopies).
2	Court certified copy of divorce decree (no photocopies).
3	Spousal ID card (if already surrendered provide a statement regarding where and when).
4	Former spouse statement at **Attachment 17**, completed, and notarized.

22.8. Unmarried Former Spouse:

22.8.1. Supply documentation required for unmarried former spouse.

22.8.1.1. Court certified marriage certificate for each subsequent marriage.

22.8.1.2. Court certified legal document (death certification, divorce decree, etc.) that terminated each subsequent marriage.

22.8.2. The HQMC (MMSR-6) will verify member's eligibility for retired or retainer pay. The former spouse is not required to obtain this information.

22.8.3. If a former spouse appears to be erroneously enrolled in the DEERS, contact the HQMC (MMSR-6).

22.8.4. A temporary ID card is not authorized pending formal determination for initial issue.

22.9. Disapproval for BAQ and Transportation . Disapproval by the HQMC (MRP-1) of a request for BAQ or transportation in behalf of a stepchild or an adopted child does not affect their eligibility for ID card benefits if relationship to the sponsor is established. ***EXCEPTION:*** Illegitimate stepchildren must reside in a home owned or provided by the member and be dependent upon the member for more than one-half of their support.

22.10. Dependents of Active Duty Members (Over 30 Days) Separated Due to Dependent Abuse and Eligible for Transitional Privileges on or After 30 November 1993:

22.10.1. Commanding Officers will process the DD Form 2698 in accordance with MCO P1752.3, *Marine Corps Family Advocacy Program Standing Operating Procedures (FAP SOP).* The HQMC (MRT) will review applicant eligibility and forward approved forms to DFAS and coordinate DEERS/ RAPIDS update with HQMC (MRP-1).

22.11. Security and Accountability of Manually Prepared ID Cards:

22.11.1. Accountable forms include DD Forms:

22.11.1.1. 2(Active) (Manually prepared card), 2(Reserve) (Manually prepared card), 2(Retired) (Manually prepared card), 1173 (Manually prepared card), 1173-1 (Manually prepared card) and the 489 and 1934.

22.11.2. Maintain strict accountability for unissued ID cards.

22.11.3. Authorized issuing activities procure ID cards from the nearest supply point:

22.11.3.1. Commanding Officer (CO) of the issuing activity or representative may authorize the requisitioning of blank ID cards.

22.11.3.2. Commanding Officers designate in writing the ID card issuing officer or agent following the grade restrictions contained in **Attachment 1**, Terms, Issuing Activity.

22.11.3.3. The following provides the responsibilities of the issuing officer or agent and the commanding officer:

Table 22.3. Responsibilities of Issuing Officer or Agent and Commanding Officer for Security and Accountability of Manual ID Cards.

PERSON RESPONSIBLE	RESPONSIBILITIES
ISSUING OFFICER OR AGENT	Prepares requisitions for the CO's approval.
	Maintains stock. Provides security of unissued ID cards and maintains the permanent log 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 the permanent log.

PERSON RESPONSIBLE	RESPONSIBILITIES
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 (supply, S-4, material) to approve and sign requisitions for ID cards. The officer may not be assigned to additional duties as the ID card issuing officer or agent.

22.12. Forms Management. Identification card forms are ordered through the Navy supply system; and are identified in the **Table 22.4.**

Table 22.4. ID Card Forms Ordered Through the Navy Supply System.

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

22.13. Illegitimate Children Under Age 21. A child eligible under paragraph **4.8.** requires a dependency determination that shows the sponsor is providing over fifty percent of the child's support:

22.13.1. ID Card Processing Procedures. Active duty personnel will comply with MCO P1751.3. ***NOTE:*** When a male member receives approval for Basic Allowance for Housing solely for child support (BAH-diff), this does not automatically entitle the child to an ID card since the member may or may not be providing over fifty percent of the child's support. To determine if the member is providing over fifty percent of the child's support, the VO must be provided with an approved *Child's Dependency Affidavit* in addition to the child's birth certificate. The affidavit must be reviewed specifically for the purpose of determining whether or not the sponsor is providing over fifty-percent of the child's support and to establish the child's residency. The amount of support that the sponsor is providing for the child must be compared to the child's personal expenses and income. If the sponsor meets the fifty-percent support requirement, the child may be DEERS enrolled and issued an ID card

authorizing exchange and MWR privileges. Medical benefits may be authorized only if the child is residing in the sponsor's household or a court order established paternity.

22.13.2. Retired personnel will have the child's custodian complete a *Child's Dependency Affidavit (*see **Attachment 25**), have it notarized, and send it to the HQMC (MMSR-6) along with a copy of the child's birth certificate. If paternity was judicially determined, provide a copy of the legal document that established paternity. Once an eligibility determination is made, the retiree will be notified.

22.14. Local Reproduction of Forms. The Child's Dependency Affidavit Form is provided at **Attachment 25** and may be reproduced locally. The *Parent's Dependency Affidavit* (NAVMC 11165) is included in MCO P1751.3 and may be reproduced locally. Retirees may call HQMC (MMSR-6) to have either affidavit mailed to them.

22.15. Publication Distribution. The following distribution requirements apply:

22.15.1. Distribution: 10208570300.

22.15.1.1. Copy to: 7000110 (55).

22.15.1.2. 7000126 (50).

22.15.1.3. 8145005 (2).

22.15.1.4. 7000099 (1).

Chapter 23

UNITED STATES COAST GUARD, UNITED STATES PUBLIC HEALTH SERVICE (USPHS) AND NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION (NOAA) UNIQUE REQUIREMENTS

23.1. General Information. This chapter provides procedures and requirements unique to Coast Guard, USPHS and NOAA members and their eligible dependents.

23.2. Coast Guard. Incapacitated Children Over Age 21 (All Applications):

23.2.1. Coast Guard field units shall assist sponsors and other applicants when processing initial applications for incapacitated children. Title 10, U.S.C., Section 1072 indicates the incapacitation must have occurred while a dependent of a member or former member. If the child was not a dependent on the date of incapacity, there is no identification code eligibility.

23.2.2. Mail the documentation listed in **23.1.** to Coast Guard Human Resources Service and Information Center (RAS), 444 S.E. Quincy Street, Topeka, Kansas 66683-3591. Specific questions should be directed to HRSIC (RAS) at (785) 339-3415.

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 immunodeficiences). a. Physical Incapacitation. The evaluation must state the date of onset; a detailed past medical history of the condition derived from physical examinations and/or laboratory studies; a diagnosis, treatment regimen, and prognosis for employability and self-support. If the disability is not permanent, include an estimated date when recovery could be expected. b. Mental Incapacitation. The evaluation must state the date of onset, a detailed past psychiatric history of the condition and a diagnosis on all functioning, vocational rehabilitation assessment, and prognosis for employability and self-support. If the disability is not permanent, include an estimated date when recovery could be expected.
2	A history of employment and statement of earnings are required if the child is or has been employed.
3	A letter from the Social Security Administration stating child is not entitled to Medicare Part A.
4	*Coast Guard Dependency Work Sheet* (only if not currently enrolled in DEERS). See **Attachment 20**.

ITEM	REQUIRED DOCUMENTATION
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.
7	*Coast Guard Dependency Work Sheet* (only if not currently enrolled in DEERS). See **Attachment 20**.

23.2.3. The above requirements apply to all initial applications. Applicants applying for renewals should contact HRSIC (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 Coast Guard Human Resources Service and Information Center (RAS), 444 S.E. Quincy Street, Topeka, Kansas 66683-3591. Specific questions should be directed to HRSIC (RAS) at (785) 339-3415.

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 **Attachment 22**).
5	Spouse's ID card (if already surrendered to sponsor or ID issuing facility, state where and when).

23.3.3. HRSIC (RAS) will complete determination and mail results directly to Former Spouse applicant. On occasion, these determinations have necessitated a review of sponsor's official military file at the National Personnel Records Center, which can substantially delay the process. If a NPRC records review is necessary, the former spouse will be informed by HRSIC 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 for parents.

23.4.2. Mail the information below to Coast Guard Human Resources Service & Information Center (RAS), 444 S.E. Quincy Street, Topeka, Kansas 66683-3591. Specific questions should be directed to HRSIC (RAS) at (785) 339-3415.

23.4.2.1. Complete atachment 19, *Coast Guard Support Statement*. Signatures must be notarized.

23.4.2.2. A certified copy of sponsor's latest federal income tax return, claiming parent as a dependent, if available.

23.4.2.3. Complete **Attachment 20**, *Coast Guard Dependency Work Sheet* (only if not currently enrolled in DEERS).

23.5. Coast Guard. Illegitimate Children of a Male Spouse or Sponsor - Under Age 21 (Initial Application):

23.5.1. Coast Guard field units shall assist sponsors and applicants when processing initial applications for illegitimate children of a male spouse or sponsor.

23.5.2. Mail information below to Coast Guard Human Resources Service and Information Center (RAS), 444 S.E. Quincy Street, Topeka, Kansas 66683-3591. Specific questions should be directed to HRSIC (RAS) at (785) 339-3415.

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

ITEM	REQUIRED DOCUMENTATION
1	*Coast Guard Support Statement,* (see **Attachment 19**). Signatures must be notarized.
2	Certified copy of child's birth certificate. The birth certificate must show the name of at least one parent.
3	Certified statement from male spouse or sponsor reflecting child's residence.
4	*Coast Guard Dependency Work Sheet* (only if not currently enrolled in DEERS) (see **Attachment 20**).
5	Any other available/applicable documentation discussed in paragraph **4.8.**

23.6. Coast Guard. Manual Card Stock:

23.6.1. Only afloat commands are authorized to issue DD Form 2 CG (Active), manually prepared identification cards.

23.6.2. All Coast Guard issuing facilities are authorized to issue the DD Forms 1173s or 2765 for members being involuntarily separated and eligible for the Transition Assistance for Military Personnel (TAMP).

23.7. Coast Guard. Security and Accountability of Armed Forces Identification Cards:

23.7.1. The need for proper security and accountability of identification cards cannot be overemphasized. Investigations have revealed that these cards have high monetary value and have been used under conditions bordering upon fraud to cash U. S. Treasury checks and gain admittance to military installations and restricted facilities.

23.7.2. To prevent unauthorized persons from obtaining blank card stock, commanding officers of issuing activities shall designate an officer, or officers, who shall be responsible for performing or ensuring the performance of the security and accountability functions reflected in **Table 23.4.**:

Table 23.4. Actions Required for Security and Accountability of ID Card Stock.

STEP	ACTION
1	Approve all requests for manually prepared card stock.
2	Make a record of the serial numbers of the cards and of the total number received upon receipt of a shipment.
3	If the shipment is accompanied by a requisition or receipt which lists the serial number of the card stock, verify its accuracy with the cards received.
4	Account for cards in the proper manner. Cards are numbered serially and each must be accounted for on the Record of Identification Cards Issued, CG-3133. With appropriate heading, "Active," or "Temporary." Card shall be accounted for in blocks of 100 consecutive numbers. The name and social security account number of the person to whom the card was issued and the date of issuance shall be shown on the form in the space opposite the card number. For control purposes, identification cards will be issued in consecutive order. Should a card be spoiled, damaged, or otherwise not issued to an individual, a notation to that effect and the fact that the card has been destroyed should be placed in the space opposite the card number.
5	The commanding officer of the issuing activity, or his/her specifically designated validating officer, shall certify on the CG-3133 that all entries are correct and that he/she has personally destroyed all cards not actually issued to individuals on the form after the forms are completed.
6	The issuing activity will retain the completed CG-3133s for a period of at least 5 years after the date of validation at which time they will be destroyed.

23.8. Coast Guard. Storage of Manual Card Stock.

23.8.1. Manual card stock will be stowed in a suitable three-combination lock type safe or metal file cabinet or in a metal file cabinet equipped with steel lock bars and an approved three-combination dial type padlock. Lock combinations shall be changed upon change of custodian and/or at least once annually. The cards shall not be left unattended when out of the approved storage container.

23.9. Coast Guard. Audit and Inventory of Manual Card Stock:

23.9.1. Ensure that manual card stock records are inspected. A commissioned officer (not directly involved with the identification card process, if possible) shall make an audit and inventory of all manual card stock at the unit upon change of validation officer.

23.9.1.1. Commanding officers of issuing units will require a commissioned officer of their command (not directly involved with the identification card process, if possible) to make an audit and inventory of all manual card stock at the unit annually during the month of February.

23.9.1.2. Principal issuing activities will in all cases attempt to fix responsibility if during this audit, or at any time, blank manual card stock cannot be accounted for.

23.9.1.3. Report cases involving suspected theft or fraud to the Area/District Security Manager immediately. The use of the telephone is encouraged for this notification. This informal notification shall be followed by a letter via the Area/District Security Manager to Commandant (G-WPM-2). An appropriate investigation will be conducted to determine facts behind the theft/loss. The intent is to assess the situation and correct any discrepancy, if appropriate.

23.9.2. Upon official notification from the principal issuing activity of a loss or theft of unissued manual card stock, Commandant (G-WPM-2) will review the circumstances and, upon approval of appropriate corrective action taken, relieve the issuing activity concerned of the accountability responsibility of the lost or stolen identification cards.

23.9.3. The auditor shall make a memo report of the findings to the commanding officer. After the commanding officer makes written endorsement of acknowledgment thereon, the report shall be filed with the form CG-3133 recording the cards being audited.

23.10. United States Public Health Service. Direct questions to the Service project officer reflected in paragraph **25.1.7.**

23.11. National Oceanic and Atmospheric Administration. Direct questions to the Service project officer reflected in paragraph **25.1.6.**

Chapter 24

GENERAL INFORMATION - CIVILIAN HEALTH AND MEDICAL PROGRAM OF THE UNIFORMED SERVICE (CHAMPUS/TRICARE) AND MEDICARE

24.1. Members Entitled to Retired Pay Versus Honorably Discharged Veterans Rated 100-Percent Disabled by the Department of Veterans Affairs (DVA). The following information explains the difference between members entitled to retired pay and honorably discharged veterans rated 100-percent disabled by the DVA.

24.1.1. Members Entitled To Retired Pay**.** There is a lot of confusion concerning the status of members who are entitled to retired pay but also rated 100-percent disabled by the DVA for *compensation* purposes. The key to the member's status is the fact that the member is *entitled to retired pay:*

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

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

24.1.1.3. Their eligible dependents are issued the DD Form 1173 reflecting eligibility to Civilian Health and Medical Program of the Uniformed Services (CHAMPUS/TRICARE), medical care in Uniformed Services Medical Treatment Facilities and commissary, exchange, and MWR privileges.

24.1.1.4. Some dependents may erroneously be in receipt of medical benefits through the Civilian Health and Medical Program of the Department of Veterans Affairs (CHAMPVA); however, when the member is in a retired status (entitled to retired pay), entitlement to CHAMPUS/TRICARE prevails.

24.2. Honorably "Discharged" Veterans Rated 100-percent Disabled by the DVA. Honorably *discharged* veterans (*not entitled to retired pay*), who are rated 100-percent disabled from a Uniformed Service-connected injury or disease, are entitled to a DD Form 2765 or DD Form 1173 if RAPIDS is not available reflecting eligibility to commissary, exchange and MWR privileges *only*. Eligible family members are entitled to the DD Form 1173. These individuals are not entitled to medical care through the Uniformed Services. They receive their medical benefits through the DVA:

24.2.1. In order to receive an ID card, a letter from the DVA must certify that the veteran is entitled to commissary and exchange privileges and indicate whether a medical reevaluation is necessary:

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

24.2.2. The member is enrolled in DEERS as a DAVTMP (if reevaluation is necessary) or DAVPRM based on the letter from the DVA.

24.3. General Information about CHAMPUS/TRICARE and Medicare, Part A. Both CHAMPUS/TRICARE and the SSA Medicare Part A Hospital Insurance are government-sponsored health benefits programs prescribed by federal law. An individual may not receive both benefits unless they are disabled, under age 65, or are eligible for Medicare at or over age 65 and enrolled in Part A and Part B of Medicare

or are an active duty dependent over age 65. ***NOTE:*** Information and eligibility concerning Social Security benefits may be obtained by contacting the Social Security Administration. (See paragraph **25.4.**).

24.4. CHAMPUS/TRICARE. CHAMPUS/TRICARE Eligibility for Active Duty Dependents. Title 10, United States Code, Section 1079, authorizes an insurance plan through which care could be obtained through civilian sources. This section of law permits continuation of CHAMPUS/TRICARE when an active duty spouse or child is entitled to benefits under Medicare, Part A Hospital insurance, regardless of age:

24.4.1. CHAMPUS/TRICARE is the secondary payer. Medicare is the primary payer. This means that after Medicare pays, CHAMPUS/TRICARE could cover any allowable portion that is not covered by Medicare. It does not mean that both programs may pay the same benefits.

24.4.2. TRICARE for Life (TFL) Eligibility for Retired Members (At or Over Age 65), Their Dependents and Surviving Dependents. Title l0, United States Code, Section l086, provides comparable civilian health care for retired Uniformed Service members and their eligible dependents as well as surviving dependents of deceased members. Public Law 106-398 amended Title 10, United States Code, Section 1086 to authorize CHAMPUS/TRICARE benefits to those who are Medicare, Part A eligible and enrolled in Medicare, Part B when they turn age 65. If not eligible at age 65, they may qualify for TFL if they later become eligible for Medicare, Part A and enroll in Medicare, Part B.

24.4.3. Not Eligible for Medicare at Age 65. Individuals who are not eligible for Medicare at age 65 can be reinstated for continued CHAMPUS/TRICARE coverage by presenting a Notice of Disapproved Claim or statement from the SSA indicating they are *not* eligible for Part A of Medicare under either the sponsor's, their own, or their spouse's social security number.

24.4.4. Disabled Retired Members Under Age 65 and Eligible Disabled Dependents. Title 10, United States Code, Chapter 55 was amended by Public Law 102-190 and Public Law 102-272 to allow all beneficiaries, under age 65, who would otherwise have lost eligibility for CHAMPUS/TRICARE due to eligibility for Medicare as a result of disability to retain CHAMPUS/TRICARE as a secondary payer if they are enrolled in Medicare Part A and Part B. Medicare Part B must be purchased when they become eligible for Part A. If not, CHAMPUS/TRICARE can be restored if Medicare Part B is purchased. See paragraph **7.1.**

24.5. General Information About Medicare. Title 42, U.S.C., chapter 7, subchapter XVIII, Health Insurance for Aged and Disabled, of the Social Security Act, is the basic authority for the Medicare Program. Medicare is administered by the Centers for Medicare and Medicaid Services (CMS) of the US Department of Health and Human Services. There are two parts to Medicare. They are Medicare Part A, Hospital Insurance and Medicare Part B, Medical Insurance. **Table 24.1.** addresses Medicare, Part A eligibility:

Table 24.1. Medicare, Part A Eligibility.

ITEM	MEDICARE, PART A ELIGIBILITY
1	When CHAMPUS/TRICARE eligible beneficiaries, including spouses and children of active duty members, qualify for Medicare Part A Hospital Insurance Benefits, they *must* apply for those benefits. It is important for verifying officials to inform beneficiaries of the need to file for Medicare Part A Hospital Insurance Benefits because Medicare becomes the primary insurance payer.
2	CHAMPUS/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 CHAMPUS/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 CHAMPUS/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 *do not* disqualify an individual for CHAMPUS/TRICARE; however, CHAMPUS/TRICARE becomes the secondary payer.

24.5.1. Social Security Disability Insurance. **Table 24.2.** provides information for members and eligible dependents receiving Social Security Disability Insurance:

Table 24.2. Social Security Disability Insurance Information.

ITEM	SOCIAL SECURITY DISABILITY INSURANCE
1	Individuals drawing Social Security Disability Insurance benefits for 24 consecutive months automatically become eligible for Medicare Part A Hospital Insurance benefits in the 25th month.
2	Advise members placed on the Temporary Disability Retired List (TDRL), of the impact that Medicare Part A and Part B eligibility will have on their CHAMPUS/TRICARE entitlement. This will ensure there is no lapse in the retiree's insurance coverage.
3	Advise members being placed on the Permanent Disability Retired List (PDRL) after having been on TDRL for at least 24 months to apply for a formal determination of eligibility for Medicare Part A Hospital Insurance benefits from the SSA.

24.5.2. Medicare Part A and Part B Insurance Coverage. The following provides information concerning Medicare, Parts A and B Coverage:

Table 24.3. Medicare, Parts A and B Coverage.

ITEM	COVERAGE
1	**Medicare Part A:** Medicare, Part A Hospital Insurance helps pay for inpatient hospital care, some inpatient care in a skilled nursing facility, home health care, and hospice care. Having Medicare Part A Hospital Insurance, alone, does *not* equal coverage under CHAMPUS/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, CHAMPUS/TRICARE does not cover those items. If Part A of Medicare is authorized, Part B is automatic and *must not* be declined in order to have secondary coverage under CHAMPUS/TRICARE. Beneficiaries should contact their local Social Security Office for complete information on Medicare Parts A and B.

24.5.3. An individual who has not contributed toward Social Security may qualify for Medicare Part A because a relative (spouse or parent) has made sufficient contributions. An eligible CHAMPUS/TRICARE beneficiary qualifying for this reason would no longer be eligible for CHAMPUS/TRICARE unless they are under age 65 and are receiving benefits under Part A and Part B due to a disability. In this case, CHAMPUS/TRICARE would become the secondary payer.

24.5.4. The laws that govern CHAMPUS/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 **25.4.**).

24.6. Medicare Penalties and Equitable Relief. A beneficiary who does not elect Medicare Part B at the time he or she becomes eligible for Part A will pay a penalty for a late election. The enrollment period is 1 January through 31 March each year. Coverage does not begin until 1 July of the year of enrollment. The monthly premium for Part B is 10 percent higher for each 12-month period the beneficiary could have had medical insurance, but was not enrolled.

24.7. What is Equitable Relief? Equitable relief is a process of undoing harm caused to an individual when a beneficiary's enrollment for Medicare Part A or Medicare Part B, termination, or coverage rights are prejudiced because of an error, misrepresentation, or inaction of an employee or agent of the government. Although Equitable Relief is available, it is important to ensure that only correct actions are taken and proper information given to an individual about Medicare.

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

24.8.1. DSO is the authorized agency within the DoD to verify misrepresentation by DoD government agents, which may have prejudiced a beneficiary's proper election of Medicare Part A and or Medicare Part B.

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

24.8.2. Beneficiaries will be asked to write the circumstances regarding their non-election during their original entitlement period to the DSO:

24.8.3. DSO in coordination with Centers for Medicare and Medicaid Services (CMS) will provide verification to the beneficiary to file with the SSA for Equitable Relief. Equitable Relief will allow the beneficiary to receive Medicare Part A as of their original entitlement date, and to receive Medicare Part B as of either:

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

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

24.8.4. If beneficiaries are interested in Equitable Relief, they may contact the DEERS Beneficiary Telephone Center, Monday-Friday, from 0600-1530 (Pacific Time) at 1-800-334-4162 (California only); 1-800-527-5602 (Alaska and Hawaii only); and 1-800-538-9552 (all other states).

Chapter 25

UNIFORMED SERVICES DEERS/RAPIDS PROJECT OFFICES, DMDC SUPPORT OFFICE AND FORMS PRESCRIBED

25.1. Uniformed Services DEERS/RAPIDS Project Offices.

25.1.1. *ACTIVE/RETIRED ARMY* - DEPARTMENT OF THE ARMY, Army DEERS/RAPIDS, ID Card Procedures and Policy, Attn: TAPC-PDO-IP, Hoffman Building 2, Room 3S49, 200 Stovall Street, Alexandria, Virginia 22332-0474, (703) 325-4525/0202 or DSN 221-4525/0202. Datafax: (703) 325-4532; E-mail: **mailto:sublettc@hoffman.army.mil**.

25.1.1.1. *ARMY GUARD*- National Guard Bureau, NGB-ARP-CS (Field Systems Ops), 111 South George Mason Drive, Arlington, Virginia 2203-1382, (703) 607-9198 or DSN 327-9198. Datafax: (703) 607-7184 or DSN: 327-7184.

25.1.1.2. *ARMY RESERVE* - Office of the Chief, Army Reserve, Attn: Personnel Division, 2400 Army Pentagon, Washington DC 20310-2400, (703) 696-6127 or DSN 426-6127 USARC, (404) 464-8473. Datafax: (404) 464-8490 with *AR-PERSCOM, Attn: ARPC-PSV-A, 1 Reserve Way, St. Louis, MO 63132-5200, (314) 592-1041, DSN 892-1041, or (800) 325-4957 Option 1, Fax: (314) 592-1043 or DSN 892-1043*

25.1.2. *ACTIVE/RETIRED NAVY* - DEPARTMENT OF THE NAVY, Bureau of Naval Personnel, Pers-332, 5720 Integrity Drive, Millington, Tennessee 38055-3320, (901) 874-3466 or DSN 882-3466. Datafax (901) 874-2722; E-mail: **mailto:P332@persnet.navy.mil**.

25.1.2.1. *NAVY RESERVE* - Commander Naval Reserve Forces, Attn: 221, 4400 Dauphine Street, New Orleans, Louisiana 70146-5000, (504) 678-5067 or DSN 363-5067. Datafax: (504) 678-5290.

25.1.3. *ACTIVE/RETIRED AIR FORCE* - DEPARTMENT OF THE AIR FORCE, HQ AFPC/DPSFR, 550 C Street West, Suite 37, Randolph Air Force Base, Texas 78150-4739, (210) 565-2089/2467 or DSN 665-2089/2467; Datafax: DSN 665-2543; E-mail: **mailto:George.Hoback@randolph.af.mil**.

25.1.3.1. *AIR NATIONAL GUARD* - ANG/DPFOC, 1411 Jefferson Davis Highway, Suite 10623, Arlington, Virginia 22202-3231, E-mail: gary.jackson@ngb.ang.af.mil, (703) 607-3920; DSN: 327-1239.

25.1.3.2. *AIR FORCE RESERVE* - HQ USAF/REPP, 1150 Air Force Pentagon, Washington DC 20330-1150, (703) 588-6002 or DSN 425-6002. Datafax: (703) 588-8444/8448 , DSN: 425-8444; E-mail: **mailto:david.percich@pentagon.af.mil**.

25.1.3.3. *AIR RESERVE PERSONNEL CENTER* - HQ ARPC/DPSSA/B, Customer Service Branch, 6760 East Irvington Place, #3800, Denver, Colorado 80280-3800. DPSSA - DSN: 926-6528; DPSSB - DSN: 926-6730 or toll free 1-800-525-0102, ext 388.

25.1.3.4. *AIR FORCE PERSONNEL CENTER CUSTOMER CALL CENTER* - (210) 565-2949, DSN: 665-2949, 1-800-558-1404.

25.1.3.5. *AIR FORCE PERSONNEL CENTER DEERS/RAPIDS WORLDWIDE WEB PAGE*- **http://www.afpc.randolph.af.mil/deers/**.

25.1.4. *ACTIVE MARINE CORPS* - Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MRP-1), 3280 Russell Road, Quantico, Virginia 22134-5103, (703) 784-9529 or DSN 278-9529. E-mail: **mailto:strozm@manpower.usmc.mil**.

25.1.4.1. *MARINE CORPS RESERVE* - Commander, MARFORRES, Code 7AA, 4400 Dauphine Street, New Orleans Louisiana 70146-5440, (504) 678-6581/6585. E-mail: **mailto: glasco@mfr.usmc.mil**.

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. E-mail: **mailto: wahicks@manpower.usmc.mil**.

25.1.5. *ACTIVE/RETIRED COAST GUARD* - UNITED STATES COAST GUARD, Commandant G-WPM-2, U.S. Coast Guard, 2100 Second Street, SW, Washington DC 20593-0001, (202) 267-2257. Datafax: (202) 267-4823; E-mail: **mailto: crapp@comdt.uscg.mil**.

25.1.5.1. *COAST GUARD RESERVE* - Commandant (G-WTR-1), U.S. Coast Guard, 2100 Second Street, SW, Washington DC 20493-0001, (202) 267-0629. Datafax: (202) 267-4243; E-mail: **mailto:cjohnson@comdt.uscg.mil**.

25.1.5.2. *COAST GUARD* - Human Resources Service and Information Center (HRSIC)(LGL), 444 S.E. Quincy Street, Topeka, Kansas 66683-3591, (785) 339-3415.

25.1.6. *ACTIVE/RETIRED* NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION - Commissioned Personnel Center CPC1, 1315 East-West Highway, Room 12100, Silver Spring, Maryland 20910-3282, (301) 713-3453, Extension 102. Datafax: (301) 713-4140; E-mail: **mailto:Steve.Eisenberg@noaa.gov**.

25.1.7. *ACTIVE/RETIRED UNITED STATES PUBLIC HEALTH SERVICE* - UNITED STATES PUBLIC HEALTH SERVICE, Officer Support Branch, DCP, Parklawn Building, Room 4-35, 5600 Fishers Lane, Rockville, Maryland 20857, (301) 594-3384. Datafax: (301) 594-2711; E-mail: **mailto:Nchichester@psc.gov**.

25.2. DMDC SUPPORT OFFICE**.** 400 Gigling Road, Seaside, California 93955-6771, (831) 583-2500, ext 234 or DSN: 878-3261/2659 or 3335.

25.3. DoD *CONTRACTOR PERSONNEL OFFICE (GERMANY).* DoD Contractor Personnel Office, Unit 29150, APO AE 09100.

25.4. DEERS/RAPIDS EUROPEAN SUPPORT CENTER. Electronic Data Systems, DEERS/RAPIDS Support Center - Europe, US Kaserne Landstuhl/Kirchberg, First Street, Geb 3701, 2. OG, 66849 Landstuhl, Deutschland. APO Address: HQ LRMC, CMR402 ATTN: DRSC-E , DSN: 486-7365, Commercial: +49(0)6371-86-7365; Datafax: +49(0)6371-86-7672.

25.5. SOCIAL SECURITY ADMINISTRATION. For Social Security enrollment and eligibility information: 1-800-772-1213.

25.5.1. *SOCIAL SECURITY ADMINISTRATION WORLDWIDE WEB PAGE:* **http://www.medicare.gov**.

25.6. Forms Adopted. DD Form 2ACT, **Armed Forces of the United States Geneva Convention Card (Active) (Accountable)**; DD Form 2SACT, **Armed Forces of the United States Geneva Convention Card (Active) (Green) (Storage Safeguard)**; DD Form 2Ret, **United States Uniformed Services Identification Card (Accountable)**; DD Form 2SRET, **United States Uniformed Services Identification Card (Retired) (Blue) (Storage Safeguard)**; DD Form 2RES, **Armed Forces of the United States Geneva Convention Identification Card (Reserve) (Accountable)**; DD Form 2SRES, **Armed Forces of the United States Geneva Convention Identification Card (Reserve) (Green) (Storage Safeguard)**; DD Form 2RESRET, **United States Uniformed Services Identification Card (Reserve Retired) (Red) (Storage Safeguard)**; DD Form 489, **Geneva Conventions Identity Card for Civilians Who Accompany the Armed Forces**; DD Form 1172, **Application for Uniformed Services Identification Card-DEERS Enrollment;** DD Form 1173**, Uniformed Services Identification and Privilege Card (Accountable)**; DD Form 1173S, **United States Uniformed Services Identification and Privilege Card (Tan) (Storage Safeguard**); DD Form 1173-1, **Department of Defense Guard and Reserve Family Member Identification Card (Accountable)**; DD Form 1173-1S, **United States Uniformed Services Identification and Privilege Card (Red) (Storage Safeguard)**; DD Form 1934, **Geneva Conventions Identity Card for Medical and Religious Personnel Who Serve in or Accompany the Armed Forces**; 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),** Form 847, **Recommendation for Change of Publication,** and FS-240**, Consular Report of Birth Abroad**.

25.7. Forms Prescribed. AF Form 335, **Issuance Record-Accountability Identification Card**; and AF Form 354, **Civilian Identification Card**.

RICHARD E. BROWN, Lt General, USAF
DCS/Personnel

By Order of the Secretary of the Army:

ERIC K. SHINSEKI
General, United States Army
Chief of Staff

Official:

JOEL B. HUDSON
Administrative Assistant to the
Secretary of the Army

N.R. RYAN, JR, VADM, USN
Chief of Naval Personnel

J.W. KLIMP, Lt General, USMC
Deputy Chief of Staff for M&RA

SALLY BRICE-O'HARA, RADM, USCG
Director of Personnel Management

EVELYN J. FIELDS, RADM
Director, NOAA Corps Operations

R. MICHAEL DAVIDSON, RAMD,
United States Public Health Service
Director, Division of Commissioned Personnel

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

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Title 10, United States Code, Section 1076(a) and 1086(c)(2), "TRICARE Dental Program" and "Contracts for Health Benefits for Certain Members, Former Members and their Dependents"

Title 10, United States Code, Section 1078a, "Continued Health Benefits Coverage"

Title 10, United States Code, Sections 1174a and 1175, "Special Separation Benefits" and "Voluntary Separation Incentive"

Title 10, United States Code, Section 1408(h), "Benefits for Dependents Who are Victims of Abuse by Members Losing Right to Retired Pay"

Title 10, United States Code, Section 1408, "Payment of Retired or Retainer Pay in Compliance with Court Orders"

Title 18, United States Code, Sections 499, 506, 509, 701, and 1001, "Crimes and Criminal Procedure"

Title 10, United States Code, Chapter 58, "Benefits and Services for Separated Members"

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Abbreviations and Acronyms

AAFES—Army Air Force Exchange Service

AD—Active Duty

ADSW-AC—Active Duty for Special Work of the Active Component

ADT—Active Duty for Training

AFOSI—Air Force Office of Special Investigations

AFROTC—Air Force Reserve Officer Training Corps

ANG—Air National Guard

ANGRC—Air National Guard Readiness Center

AR—Army Regulation

ARNG—United States Army National Guard

ARPC—Air Reserve Personnel Center

AR-PERSCOM—Army Reserve Personnel Command

AWOL—Absent Without Leave or Unauthorized Absence Status

BUMED—Bureau of Medicine and Surgery

BUPERS—Bureau of Naval Personnel

CAR—Customer Account Representative

CHAMPUS—Civilian Health and Medical Program of the Uniformed Services

CID—Criminal Investigative Command

CONUS—Continental United States

CPF—Civilian Personnel Flight

CSD—Customer Service Desk

CSF—Chief of Security Forces

DA—Department of the Army

DAV—Disabled Veteran

DBMS—Director of Base Medical Services

DEERS—Defense Enrollment Eligibility Reporting System

DEPC-DEERS—Enrollment Processing Center

DFAS—Defense Finance and Accounting Service

DFAS-CL—Defense Finance and Accounting Service - Cleveland Center

DFAS-DE—Defense Finance and Accounting Service - Denver 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

DRPO—DEERS/RAPIDS Program Office

DSN—Defense Switched Network

DSO—DEERS Support Office

DVA—Department of Veterans Affairs

EAD—Extended Active Duty

EAOS—Expiration of Active Obligated Service

EOS—Expiration of Active Obligated Service

EST—Eastern Standard Time

ETS—Expiration of Term of Service

FM—Field Manual

FSO—Financial Services Office

GS—General Schedule

GSU—Geographically Separated Unit

IADT—Inactive Duty for Training

ID—Identification

IMA—Individual Mobilization Augmentee

INCAP—Incapacitated, permanent

INCT—Incapacitated, temporary

IRR—Individual Ready Reserve

LOI—Letter of Instruction

MACOM—Major Army Command

MAJCOM—Major Command

MC—Medical CHAMPUS

MCO—Marine Corps Order

MPF—Military Personnel Flight

MPU—Mobility Processing Unit

MS—Medical Service

MSO—Military Service Obligation

MTF—Medical Treatment Facility

NCIS—Naval Criminal Investigative Service

NCO—Non Commissioned Officer

NOAA—National Oceanic and Atmospheric Administration

NON-NCO—Non-Non Commissioned Officer

NON-PO—Non-Petty Officer

NPRC—National Personnel Records Center

OCAR—Office of the Chief Army Reserve

OLPU—On-line Personnel Update

PDRL—Permanent Disability Retired List

PERSCOM—Personnel Command (Army)

PIRR—Participating Individual Ready Reserve

PFP—Partnership for Peace

PSD—Personnel Support Detachment

RAPIDS—Real Time Automated Personnel Identification System

RCCPDS—Reserve Component Common Personnel Data System

RCSBP—Reserve Component Survivor Benefits Plan

ROI—Report of Investigation

ROTC—Reserve Officer Training Corps

SA—Special Agent

SCH—Student

SN—Service Number

SPD—Special Program Designator

SSA—Social Security Administration

SSB—Special Separation Benefit

SSN—Social Security Number

SVO—Super Verifying Official

TAFMSD—Total Active Federal Military Service Date

TAS—Total Active Service

TAG—The Adjutant General

TAMP—Transition Assistance Management Program

TAP—Transition Assistance Program

TDRL—Temporary Disability Retired List

TDY—Temporary Duty

UIS—Unauthorized Issue

UMFS—Unmarried Former Spouse

UMW—Unmarried Widow

UPRG—Unit Personnel Record Group

URFS—Unremarried Former Spouse

URW—Unremarried Widow

USAF—United States Air Force

USAFA—United States Air Force Academy

USAFR—United States Air Force Reserve

USA—United States Army

USAR—United States Army Reserve

U.S.C.G—United States Coast Guard

U.S.C.G.R—United States Coast Guard Reserve

USD—Under Secretary of Defense

USMC—United States Marine Corps

USMCR—United States Marine Corps Reserve

USN—United States Navy

USNA—United States Naval Academy

USNR—United States Navy Reserve

U.S.C.—United States Code

USPHS—United States Public Health Service

USS—United Seaman's Service

VO—Verifying Official

VSI—Voluntary Separation Incentive

Terms

Ab Initio Annulment—An annulment granted by a court of competent jurisdiction which holds that a marriage had never existed.

Abused Dependent—A dependent of a member or former member of the Armed Forces, whose eligibility to retired pay was terminated, and who was separated due to misconduct involving dependent abuse (see Title 10, U.S.C., Section 1408 [h] [2] [9] [A]), paragraph 5.1; or a dependent of a member of the armed forces on active duty for a period of more than 30 days who was convicted of a dependent-abuse offense and whose conviction results in the member being separated from active duty pursuant to a sentence of a court-martial; or forfeiting all pay and allowances pursuant to a sentence of a court martial; or who was administratively separated from active duty in accordance with applicable regulations if the basis for the separation includes a dependent-abuse offense (see Title 10, U.S.C., Section 1059, paragraph 5.2).

Active Duty—Full-time duty in the active military service of the United States. Such term includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a Service school by law or by the Secretary of the military department concerned. Such term does not include full-time National Guard duty (Title 10, U.S.C. 101 [d] [1]).

Active Duty for Training—A tour of active duty which is used for training members of the Reserve Components to provide trained units and qualified persons to fill the needs of the Armed Forces in time of war or national emergency and such other times as the national security requires. The member is under orders, which provide for return to non-active status when the period of active duty for training is completed. It includes annual training, special tours of active duty for training, school tours, and the initial

duty for training performed by nonprior service enlistees.

Adopted Child—A child adopted before the age of 21 or if enrolled in a full-time course of study at an institution of higher learning before the age of 23. Except for entitlement to medical care, a child with an incapacitating condition that existed before the age of 21 or that occurred while the child was a full-time student prior to the age of 23 may be adopted at any age provided it is determined that there is a BONA FIDE parent child relationship. A child of an active duty member or retiree who is adopted by a nonmilitary member after the death of the sponsor remains eligible for medical care only as there would be no termination of the legal relationship between the child and the deceased sponsor.

Adoptive Parent—A person who adopted the sponsor before the sponsor's emancipation or before the sponsor's 21st birthday. A bona fide parent-child relationship existed before the adoption.

Air Force Employee—An individual employed by the Air Force and appointed in the Civil Service as defined in Title 5, U.S.C., Section 2105(a), or required by Air Force regulation to take the oath of office.

Annulled—The status of an individual, whose marriage has been declared a nullity by a court of competent jurisdiction that restores unremarried status to a widow, widower, or former spouse for reinstatement of benefits and privileges. (See **Attachment 4** for medical CHAMPUS/TRICARE [MC] effective date.)

Armed Forces of the United States—A term used to denote collectively all components of the Army, Navy, Air Force, Marine Corps, and Coast Guard (see Title 10, U.S.C. 101[a] [4]).

Attainment of Age 65—The 1st day of the month of the anniversary of the 65th birthday, unless the birthday falls on the first of the month. If the birthday falls on the first day of the month, attainment of age 65 occurs on the first day of the preceding month.

Certified Copy—A copy of a document or record signed and certified as a true copy by the officer to whose custody the original is entrusted. For certified documents, this includes official copies of documents (whether called certified copies or not), as long as they qualify under the laws of the state where made to be introduced into evidence in court. Usually such copies will be accompanied by a statement (either attached or on the copy itself) of the records custodian attesting to the copy's authenticity and will be signed by the custodian.

Child—A sponsor's currently unmarried; legitimate child, adopted child, legitimate stepchild, or illegitimate child (see definition below). Children may receive benefits if they:

Table A1.1. Child Criteria.

Are younger than 21 years of age.
Are 21 or 22 years old and enrolled in a full-time course of education.
Are 21 or older but incapable of self-support because of a mental or physical incapacity that existed before their 21st birthday.
Are 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.

Contract Employee—A nongovernment employee under contract or working for a firm under contract with the DoD, or Uniformed Services. For purposes of identification card entitlement, the contract or other document that the verifier may refer to the SJA for legal determination of sufficiency must

specifically establish the contract employee relationship. In overseas bases, documentation must also establish the contract's assignment to the particular installation. Legal documents (marriage certificate, birth certificate) must establish dependent relationship.

Cross-Servicing Agreement—For the purpose of this AFJI, a cross-servicing agreement is an agreement established by the seven Uniformed Services that allows verification and issue of ID cards by a Service to certain categories of beneficiaries, even if they belong to another parent Service.

Deceased Member—A deceased person who was, at the time of death, a Uniformed Service active duty member, active duty retiree, a former member or retired Reserve member entitled to pay at age 60 but who died before reaching age 60.

Defense Enrollment Eligibility Reporting System (DEERS)—A computer-based enrollment and eligibility system that the DoD established to support, implement, and maintain its efforts to improve planning and distributing military benefits, including military health care and to eliminate waste and fraud in the use of benefits and privileges. DEERS can interact with and support systems and programs within DoD and the military departments.

Dependent—An individual whose relationship to the sponsor leads to benefits.

Determination Activity—The Service entity that determines residency and dependency for dependents as required by paragraphs **4.4.**, **4.5.**, **4.6.**, **4.7.**, **4.8.**, and **4.12.** The verifying official verifies, issues, denies, or retrieves cards based on the determination.

Documentation—Properly certified birth certificate or certificate of live birth authenticated by attending physician or other responsible person from a U.S. hospital or a military treatment facility showing the name of at least one parent; FS Form 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 nonremarriage and status of employer-sponsored health care; court order for adoption or guardianship; statement of incapacity from a physician or personnel or medical headquarters of sponsor's parent Uniformed Service; letter from school registrar; retirement orders (providing entitlement to retired pay is established) or DD Form 214; DD Form 1300, **Report of Casualty**; certification from VA of 100-percent disabled status; orders awarding Medal of Honor; formal determination of eligibility for Medicare Part A benefits from the Social Security Administration; civilian personnel records; and invitational travel orders. ***NOTE:*** For certified documents, this includes official copies of documents (whether called certified copies or not), as long as they qualify under the laws of the state where made, to be introduced into evidence in court. Usually such copies will be accompanied by a statement (either attached or on the copy itself) of the records custodian attesting to the copy's authenticity and will be signed by the custodian. Foreign documents must be accompanied by an English translation. Foreign divorce decrees must be reviewed by the local installation legal staff (see **Chapter 22** for the Marine Corps).

Dual Status—A person who is entitled to privileges from two sources (e.g., a retired member, who is also the dependent of an active duty member; a retired-with-pay member who is employed overseas as a civilian by the US government and is qualified for logistical support because of that civilian employment; a member of a Reserve component who is an eligible dependent of an active duty military sponsor; or a child, who is the natural child of one sponsor and the stepchild and member of a household of another sponsor).

Early Retirement (ER) (Active Duty)—Authorized by Public Law 105-261, Section 4403, (codified in Title 10, United States Code, Section 638a), from 23 October 1992 through 30 September 2001, for

members of the active component and members of the Reserve component who complete at least 15, but less than 20 years of active duty (includes Full-Time National Guard) as of October 23, 1992. These members receive the same benefits as those members who have completed 20 active duty years for retirement and are issued the DD Form 2 (Retired). Their eligible dependents are issued the DD Form 1173 as dependents of active duty retired members. Assistant Secretary of Defense for Force Management and Personnel guidance memorandum, dated 12 March 1993, implemented the ER program. Former spouses are not considered eligible dependents.

Emancipation—A legal status conferring adulthood on a minor through a judicial decree.

Emergency Essential (E-E) Civilian Employee—A direct hire U.S. employee who is appointed, either temporarily or permanently, to a position within the DoD, who occupies an E-E civilian position and who is expected to sign a DD Form 2365, **DoD Civilian Employee Overseas Emergency-Essential Position Agreement.**

Family Member—The same as a dependent, except that it excludes unremarried and unmarried former spouses. When in doubt about a person's dependent status, use **Attachment 2** to verify eligibility.

Family Member of Civilian for the Purpose of AF Form 354—

Table A1.2. Family Member of Civilian for the Purpose of AF Form 354.

Spouse of an employee or annuitant.
Unmarried dependent child under 22 years of age, including an adopted child or recognized natural child.
A stepchild or foster child who resides with employee or annuitant in a regular parent-child relationship.
An unmarried dependent child, regardless of age, who is incapable of self-support because of a mental or physical disability that existed before age 23.

Financial Services Office—Local installation finance office.

Former Member—An individual who is eligible to receive retired pay for non-Regular service under Chapter 1223 of Title 10, U.S.C., but who has been discharged from the Service and maintains no military affiliation. These former members are issued the DD Form 2765 and their eligible dependents the DD Form 1173 when the member reaches age 60. These former members and their eligible dependents are entitled to medical care, commissary, exchange, and morale, welfare, and recreation privileges at age 60 when entitled to retired pay. Prior to age 60 the member is entitled to the DD Form 2 (Reserve Retired) and eligible dependents the DD Form 1173-1. These cards grant unlimited exchange and MWR privileges and limited commissary access in conjunction with a DD Form 2529, DoD Reserve Component Commissary Privilege Card.

Former Spouses—Individuals who were married to a Uniformed Service member for at least 20 years, and the member had at least 20 years of service creditable in determining eligibility to retired pay, and the marriage overlapped by: 20 or more years (20/20/20); or 15 years, but less than 20 years (20/20/15); or, an abused spouse whose marriage overlapped by 10 or more years (10/20/10).

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

Full-time National Guard Duty (FTNGD)—Training or other duty, other than inactive duty, performed by a member of the Army National Guard of the United States, or the Air National Guard of the United States in the member's status as a member of the National Guard of a State or territory, the

Commonwealth of Puerto Rico, or the District of Columbia under section 316, 502, 503, 504, or 505 of Title 32 for which the member is entitled to pay from the United States or for which the member has waived pay from the United States. (See Title 10, Section 101 [d] [5] [reference d]). FTNGD is active service IAW Section 101[d] [3] of referenced [d]).

Graduate Student—Children who have graduated from an undergraduate program and have a letter of acceptance in a graduate degree program signed by an authorized officer of the college or university for a student over the age of 21 who is dependent upon the sponsor for over one-half of the child's support. The letter of acceptance will document student status. A temporary ID card may be issued for a period not to exceed the 30th day of the month of enrollment as an expiration date for the student to complete enrollment procedures at the college or university in the graduate study program. After registration is complete, an ID card will be issued for the entire period of the graduate work program as determined by the college or university, not to exceed the 23d birthday of a child.

Gray Area—The period between retirement under official orders from the selected Guard or Reserve component after satisfactorily completing 20 or more years of service and eligible for retired pay at age 60.

Guard and Reserve DEERS Enrollment Program—The program by which Guard and Reserve members and their eligible dependents are enrolled into the DEERS. Those sponsors and their dependents are maintained in a pre-eligibility status for future entitlement to unlimited benefits, until such time as the sponsor is called to active duty by Presidential call-up or congressional decree. On sponsor activation, as reflected in the Uniformed Service personnel tapes submitted to the Defense Manpower Data Center (DMDC), the DEERS will reflect activation of preeligible dependents as eligible for full benefits for a period not to exceed 270 days. Preeligible dependents will not be required again to prove their relationship to the sponsor to receive benefits. To receive benefits during the 270-day period, dependents will be required to possess the DD Form 1173-1 and a copy of the sponsor's orders to active duty. Retention of eligibility after 270 days requires revalidation of the dependent's relationship to the sponsor in DEERS and issue of a DD Form 1173. At any time during the 270 day period, dependents can request issuance of the DD Form 1173.

Honorary Retiree—A member of the Retired Reserve not entitled to retired pay at age 60; therefore, is no longer entitled to an ID card (Public Law 101-510).

Identification Card Work Center—An Army ID card verification and issuing activity.

Inactive Duty Training—A period of training on inactive duty which includes not only that time between muster and dismissal, but also includes travel to or from such drills.

Inactive National Guard (ING)—Army National Guard personnel in an inactive status not in the Selected Reserve who are attached to a specific National Guard unit but do not participate in training activities. Upon mobilization, they will mobilize with their units. In order for these personnel to remain members of the Inactive National Guard, they must muster once a year with their assigned unit. Like the Individual Ready Reserve, all members of the Inactive National Guard have legal, contractual obligations. Members of the Inactive National Guard may not train for retirement credit or pay and are not eligible for promotion. Also called ING. For the purpose of this instruction, issuance of DD Form 1173-1 to ING dependents is mandatory. The ING participates in the Guard or Reserve DEERS Enrollment Program.

Individual Ready Reserve (IRR)—A manpower pool consisting of individuals who have had some training and who have served previously in the Active Component or in the Selected Reserve and have some period of their military service obligation remaining. Members may voluntarily participate in

training for retirement points and promotion with or without pay. Also called IRR. For the purpose of this instruction, it also includes volunteers, who do not have time remaining on their MSO, but are under contractual agreement to be a member of the IRR. These individuals are mobilization assets and may be called to active duty under the provisions of Title 10, U.S.C, Chapters 15 and 1209. Issuance of DD Form 1173-1 to IRR dependents is mandatory. The IRR participates in the Guard and Reserve DEERS Enrollment Program.

In Loco Parentis—Acting as a parent by assuming parental duties and responsibilities. (People in this status do not receive ID card entitlements.)

Installation—A grouping of facilities, located in the same vicinity, which support particular functions. Installations may be elements of a base. For the purpose of this instruction, an installation is defined as a Post, Fort, Camp, Base, or Center.

Installation Legal Staff—Staff Judge Advocate, Judge Advocate General, or legal advisor.

Installation Security Authority—Army- Military Police; Navy - Military Police; Air Force - Security Forces; Marine Corps - Provost Marshal.

Interlocutory Decree of Divorce—A decree which is provisional; temporary not final. A spouse remains eligible for an ID card until a *final* decree of divorce.

Institution of Higher Learning—A college, university, or similar institution, including a technical or business school, offering post secondary-level academic instruction that leads to an associate or higher degree, if the school is empowered by the appropriate State education authority under state law to grant an associate or higher degree. When there is no state law to authorize the granting of a degree, the school may be recognized as an institution of higher learning if it is accredited for degree programs by a recognized accrediting agency. The term also includes a hospital offering educational programs at the post secondary level regardless of whether the hospital grants a post secondary degree. The term also includes an educational institution that is not located in a state that offers a course leading to a standard college degree or equivalent and is recognized as such by the Secretary of Education (or comparable official) of the country, or other jurisdiction in which the institution is located.

Issuing/Verifying Activity—An ID card activity authorized to verify and issue one of the ID cards described in paragraph **2.1.** ***NOTE:*** Pass and Registration is the issuing activity for manually prepared cards for the Air Force. See paragraph **21.9.**

Issuing/Verifying Official—A person who is a US military member, DoD civilian (appropriated or nonappropriated fund--supported), equivalent civilian personnel employed by the National Guard of the United States, or a foreign national responsible for issuing ID cards. For verifying officials this also includes other similarly qualified personnel in exceptional cases as determined by the Secretary of the Military Department, or a designee, responsible for validating eligibility of bona fide beneficiaries to receive benefits and entitlements, and the only person authorized to sign block numbers 99 and 108 on the DD Form 1172. The following grades apply to verifying and issuing officials:

Table A1.3. Authorized Issuing Official/Verifying.

Commissioned officer
Warrant Officer
E-4 and above
Civilian employee (General Schedule 4 and above)
Foreign National
Further, the senior personnel official may appoint, in writing, other responsible military personnel and civilian employees, regardless of rank, to verify and issue ID cards if the mission requires it

Joint Service Marriage—A marriage whereby an active duty military member is married to another active duty military member.

Lawful Spouse, Including Common Law Spouse—A spouse through either legal or common law marriage. Under this instruction, both relationships entitle spouses to equal benefits and privileges. To be valid, common law marriages must have been entered into in a state that recognizes common law marriages. Furthermore, the sponsor or spouse must prove to the satisfaction of the local legal office that the relationship is valid. A statement from the local legal office attesting to the validity of the common law marriage constitutes adequate documentation (see **Chapter 22** for Marine Corps members).

Letter of Disallowance—A letter the Social Security Administration issues to persons who do not have enough credits under the Social Security System to get Medicare, Part A, benefits.

Letter of Instruction—A letter that directs deployment of contractor personnel to a specific location in a theater of operation during contingency, wartime, exercise, or emergency operations.

Machine-readable card—A computer generated card issued through the Real-time Automated Personnel Identification Data System (RAPIDS).

Medal of Honor Recipient—A discharged or separated person awarded the Medal of Honor from any of the United States Armed Forces. This includes deceased people awarded the Medal of Honor posthumously.

Member—An individual who is affiliated with a Service, active duty, Reserve, active duty retired or Retired Reserve. Members in a retired status are not former members. See Terms, Former Member.

Military Service Obligation (MSO)—The period of time that a member will serve in a Regular or Reserve component of the Armed Forces as required by Title 10, U.S.C. 651 (as amended). The period is for a total initial period of not less than six years nor more than eight years as specified by the Secretary of Defense or Secretary of Transportation for the Coast Guard.

North Atlantic Treaty Organization (NATO) *Countries*—Belgium, Canada, Czech Republic, Denmark, France, Federal Republic of Germany, Greece, Hungary, Iceland, Italy, Luxembourg, the Netherlands, Norway, Poland, Portugal, Spain, Turkey, United Kingdom, and the United States.

Orphan—A surviving, unmarried child, either natural or adopted, of a uniformed service member who died while on active duty or in a paid retired status. Both parents must be deceased and the surviving child must have been dependent on the parent or parents at the time of their deaths.

Partnership for Peace—Euro-Atlantic Partnership Council Member Countries. For a current list, access **http://www.nato.int/pfp/partners.htm** (see **Attachment 2**, **Table A2.12.**).

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

Parent-by-Adoption—A person who adopted the sponsor before the sponsor's 21st birthday, and is entitled to benefits because of a BONA FIDE parent and child relationship. Emancipation of the sponsor before the adoption shall normally be presumed to prevent the commencement of the parent and child relationship.

Preadoptive Child—For the purpose of DEERS enrollment, a pre-adoptive child is considered to be a ward of the member. With respect to determinations of dependency made on or after 5 October 1994, an unmarried person who is placed in the home of the member or former member by a placement agency (recognized by the Secretary of Defense) in anticipation of the legal adoption of the person by the member or former member and the child is:

Table A1.4. Preadoptive Child Criteria.

a. Younger than 21 years of age.
b. 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.
c. 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.
d. Not an eligible dependent of any other member or a former member.

Ready Reserve—The Selected Reserve, Individual Ready Reserve, and Inactive National Guard liable for active duty as prescribed by law (Title 10, U.S.C., sections 10142, 12301, and 12302). For the purpose of this instruction these individuals are military members of the National Guard and Reserve, organized in units or as individuals, liable for recall to active duty to augment the active components in time of war or national emergency.

Real Time Automated Personnel Identification System (RAPIDS)—A network of microcomputers linking the Uniformed Services Personnel Offices to the DEERS database to provide on-line processing of information to the DEERS database.

Real Time Automated Personnel Identification System On-line Processing—A system that allows users to perform a variety of transactions in real time to the DEERS database.

Remarried Parent—A dependent parent of a military member who loses dependency-based eligibility for benefits on remarriage.

Reserve Components of the Armed Forces of the United States are reflected in Table A1.5—

Table A1.5. Reserve Components.

The Army National Guard of the United States
The Army Reserve
The Naval Reserve
The Marine Corps Reserve
The Air National Guard of the United States
The Air Force Reserve
The Coast Guard Reserve
NOTE: For the purpose of this instruction, a Reserve Component (not of the Armed Forces) also includes The Reserve Corps of the Public Health Service

Residence—For the purpose of this instruction and custody, the location where the child lives most of the year. The child of a noncustodial parent who, according to a custody decree, is a visitor to that parent does not qualify for additional benefits.

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

Retired Reserve Entitled to Pay at Age 60—Reserve members who have completed 20 qualifying years for retirement and are entitled to receive retired pay at age 60, but have not reached age 60. Individuals are mobilization assets and may be recalled to active duty under Chapter 1209, Title 10, U.S.C.

Secretarial Designees—Individuals who are authorized by Service Secretaries to receive medical treatment in their respective Services' military medical treatment facilities in the United States. This is not a benefit shown on an ID card or in DEERS.

Selected Reserve (SelRes)—Those National Guard and Reserve units and individuals within the Ready Reserve (Selected Reserve, Individual Ready Reserve and Inactive National Guard) designated by their respective Services, and approved by the Chairman of the Joint Chiefs of Staff, as so essential to initial wartime missions that they have priority over all other Reserves. All Selected Reservists are in an active status. The Selected Reserve also includes persons performing initial active duty for training. For the purpose of this instruction they must be prepared to mobilize within 24 hours. 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 programs stated in Table A1.6.:

Table A1.6. Selected Reserve Transition Programs.

Separation Pay	A lump-sum payment authorized from 23 October 1992 through 31 December 2001 to a member of the Selected Reserve who is involuntarily discharged or transferred from the Selected Reserve, and who has between 6 and 15 years of service
Early Qualification for Retired Pay	Authorized from 23 October 1992 through 31 December 2001, to a member of the Selected Reserve who has completed more than 15 but less than 20 qualifying years for retired pay at age 60, who is involuntarily separated and voluntarily transfers to the Retired Reserve, will be considered eligible for such retired pay at age 60.
Special Separation Pay	Authorized from 23 October 1992 through 31 December 2001 to an enlisted member of the Selected Reserve who has qualified for retirement upon reaching age 60, but who is not yet 60, and is involuntarily transferred to the Individual Ready Reserve, will qualify for Special Separation Pay upon voluntarily transfer to the Retired Reserve
Active Duty Early Retirement	Members of the Selected Reserve who are in an active duty status and qualify for Active Duty Early Retirement (ER), the Special Separation Benefit (SSB), or the Voluntary Separation Incentive (VSI).
NOTE: Those members and their eligible dependents will be issued the DD Forms 2 (Reserve) and DD Forms 1173-1 as appropriate and are entitled to Reserve commissary and exchange privileges.	

Senior Installation Official—For the purpose of this instruction, the senior installation official for the seven Uniformed Services are reflected in Table A1.7.:

Table A1.7. Senior Installation Officials of 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 senior personnel official for the seven Uniformed Services are reflected in Table A1.8.:

Table A1.8. Senior Personnel Officials of the Seven Uniformed.

Army	Adjutant General/Officer In Charge/Battalion Commander, as appropriate
Navy	Officer In Charge, Personnel Support Activity Detachment
Air Force	Military Personnel Flight Commander
Marine Corps	Commanding Officer, Inspector-Instructor, Officer In Charge, or Senior Personnel Officer, as appropriate
Coast Guard	Commanding Officer
National Oceanic and Atmospheric Administration	Commanding Officer
United States Public Health Service	Officer in Charge

Service Member—A member of the United States Uniformed Services on active duty for more than 30 days or a retiree entitled to retired or retainer pay.

Site Security Manager —A person who serves as the RAPIDS Site Security Manager (SSM) for RAPIDS; generally is also a SVO. The SSM is responsible for activating all users and assigning roles for new and existing users. The SSM is also responsible for requesting a logon ID for a new user, deleting a DEERS logon ID, resetting a user's password, updating the security privileges on a previously issued DEERS logon ID. See RAPIDS Training Guide for expanded roles.

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

Special Agent—For purposes of this instruction, a special agent is defined as an agent of the U.S. Army Criminal Investigation Command (CID); Naval Criminal Investigative Service (NCIS); Air Force Office of Special Investigation; Marine Corps, Naval Criminal Investigative Service; and Coast Guard Intelligence.

Special Agent Offices—US Army Criminal Investigation Command (CID); Naval Criminal Investigative Service (NCIS); Air Force Office of Special Investigation; Marine Corps, Naval Criminal Investigative Service; and Coast Guard Intelligence.

Special Separation Benefit (SSB)—Voluntary separation from active duty with 6 or more years of active service, but less than 20 years of active service at the time of separation. Title 10, U.S.C. 1174a authorized this program until 31 December 2001. Program expired; the SSB program is no longer in effect per Public Law 107-107.

Sponsor—Eligible beneficiary (see **Attachment 2**) with dependents.

Standby Reserve—Those units and members of the Reserve Components (other than those in the Ready Reserve or Retired Reserve) who are liable for active duty only, as provided in the Title 10, U.S.C, sections 10151, 12301 and 12306. For the purpose of this instruction, these are personnel who maintain their military affiliation without being in the Ready Reserve, who have been designated key civilian employees, or who have a temporary hardship or disability. These individuals are not required to perform training and are not part of units. These individuals who are trained and could be mobilized, if necessary,

to fill manpower needs in specific skills.

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 ***OVERSEAS ONLY.***

Super Verifying Official (SVO)—The person who keeps the RAPIDS system functioning properly, manages report functions of RAPIDS, maintains site address information and remarks, ensures training of verifying officials and may perform some SSM responsibilities. A person who generally serves as the RAPIDS Site Security Manager. See RAPIDS Training Guide for expanded roles.

Totally (100 Percent) Disabled Veteran—A person honorably discharged from any of the United States Armed Forces and certified by the Department of Veterans' Affairs to be totally (100 percent) disabled as a result of a service-connected injury or disease.

Transition Assistance Management Program (TAMP) (TA) or Transition Assistance Program (TAP) for Air Force Members—Military member who was on active duty, or full-time National Guard duty on 30 September 1990 or after 29 November 1993, or with respect to a member of the Coast Guard, if the member was on active duty in the Coast Guard after 30 September 1994 and was involuntarily separated through 31 December 2001. To qualify for these benefits, individuals must be separated involuntarily with service characterized as honorable or general under honorable conditions. DD Form 2765 identification card will be issued to these individuals and the DD Form 1173 to their dependents. It provides 2 years of exchange and commissary privileges and medical (CHAMPUS/TRICARE and MTF) for 60 days for those who separated with less than 6 years of active service and 120 days for those separating with 6 or more years of active service. Enlisted Service members not eligible are those discharged for reasons of misconduct, discharge in-lieu of court-martial or other reasons for which service normally is characterized as under other than honorable conditions. Officers not eligible for TAMP/TAP are those discharged as a result of resignation in-lieu of trial by court-martial, or misconduct or moral or professional dereliction if the discharge could be characterized as under other than honorable conditions. Individuals entering on active duty after 1 October 1990 and separated through 29 November 1993 were not eligible for TAMP (or TAP for Air Force members) benefits. Refer to **Attachment 10** for approved TA codes. ***NOTE:*** Public Law 107-107 did not extend the authorities and the program expired on 31 December 2001. The FY02 National Defense Authorization Act made permanent the Transitional Health Benefits contained in title 10, section 1145, United States Code for only the military member who is on active duty with the military components or the Coast Guard, or full-time National Guard duty and is separated on or after 1 January 2002. Public Law 107-107 replaced the program that expired on 31 December 2001.

TRICARE—The Department of Defense healthcare benefit program for eligible beneficiaries and their family members. Some of the health benefit options available in this program are TRICARE Prime, TRICARE Extra, and TRICARE Standard, TRICARE Plus, TRICARE for Life. Contact a Health Benefits Advisor or TRICARE Service Representative for information on the different programs.

Uniformed Services—The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration, and United States Public Health Service.

Unmarried—A widow or widower or former spouse, who remarried and that marriage was terminated by death or divorce.

Unremarried—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 for former spouse benefits.

Unremarried Former Spouse—A person 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 **Table 3.5.** and **Table 3.6.**

US Installation—A base, post, yard, camp or station for which a local US commander of a uniformed service is responsible.

Voluntary Separation Incentive (VSI)—Voluntary separation from active duty with 6 or more but less than 20 years of active service at time of separation. Title 10, U.S.C. 1175 authorized this program until 31 December 2001. Program expired; the VSI program is no longer in effect per Public Law 107-107.

Ward—An unmarried person whose care and physical custody has been entrusted to the sponsor by a legal decree or other instrument that a court of law or placement agency (recognized by the Secretary of Defense) issues. This term includes foster children and children for whom a managing conservator has been designated. Wards must be dependent on the sponsor for over half of their support. An identification card issued to a ward may *not* reflect entitlement to medical care benefits with respect to determinations of dependency made on or after July 1, 1994 *unless the child* is placed in the legal custody of the member or former member as a result of an order of a court of competent jurisdiction in the United States (or a Territory or possession of the United States) for a period of at least 12 consecutive months and the child is:

Table A1.9. Ward Criteria.

a. Younger than 21 years of age.
b. 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.
c. 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,
d. Not an eligible dependent of any other member or a former member
NOTE: When documents do not appear to establish a ward relationship, refer the applicant to the base legal office. (See **Chapter 22** for Marine Corps members.)

Interservice Publication Distribution List—

Army: Initial Distribution Number (IDN) 092279 command levels A, B, C, D, E for Active Army, Army National Guard and U.S. Army Reserve.

Navy: SNDL, parts 1 and 2.

Marine Corps: 10208570300, copy to: 7000110 (55); .7000126 (50); 8145005 (2) and 7000099 (1)

Coast Guard

National Oceanic and Atmospheric Administration

United States Public Health Service

Attachment 2

DD FORMS 1173 AND 2765 ENTITLEMENT GUIDE

Abbreviations

MC	medical care in civilian facilities
MS	medical care in Uniformed Service facilities
C	commissary privileges
MWR	morale, welfare and recreation privileges
E	exchange privileges

A2.1. Dependents and Former Members. See **Table A2.1.** for entitlements.

Table A2.1. Entitlements for Dependents and Former Members. Dependents of active duty members or members entitled to retired pay including former (discharged) members, who are 60 years of age or older, and who are in receipt of retired pay for non-Regular service under chapter 1223 of Title 10, U.S.C. and their eligible dependents. (DD Form 1173 may be issued to a spouse in the legal name by which the spouse is known, such as a maiden name.)

	MC	MS	C	MWR	E	FORM
Former Member (Self)	1	Yes	Yes,6	Yes,6	Yes,6	2765
Lawful Spouse	2	Yes	Yes,6	Yes,6	Yes,6	1173
Children, Unmarried, Under 21 Years						
Legitimate, adopted, stepchild, illegitimate child of record of female member, or illegitimate child of male member, whose paternity has been judicially determined	2	Yes	3,6	4,6	4,6	1173
Illegitimate child of male member, whose paternity has not been judicially determined or illegitimate child of spouse	2,3	3	3,6	4,6	4,6	1173
Ward	2,3	3	3,6,	4,6,	4,6,	1173
Preadoptive Child	2,7	3,7	3,6	4,6	4,6	1173
Children, Unmarried, 21 Years and Over	2,4,5	4,5	3,5,6	4,5,6	4,5,6	1173
Father, Mother, Father-in-Law, Mother-in Law, Stepparent, or Parent by Adoption	No	3	3,6	4,6	4,6	1173

NOTES:

1. Yes if:

a. The former member is not entitled to Medicare Part A, hospital insurance, through the Social Security Administration; or,

b. Entitled to Medicare Part A, hospital insurance and enrolled in Medicare Part B, supplemental medical insurance.

2. Yes, if the sponsor is, as follows:

a. On active duty; or

b. Retired and the dependent is not entitled to Medicare Part A, hospital insurance, through the Social Security Administration.

c. Entitled to Medicare Part A, hospital insurance and enrolled in Medicare Part B, supplemental medical insurance.

3. Yes, if a member of a household maintained by or for an authorized sponsor and dependent on that sponsor for over 50 percent of his or her support. Children residing in the household of a separated spouse continue to be eligible for commissary privileges until there is a final divorce decree. ***NOTE:*** In the case of a divorce, children residing in the household of a former spouse *are not* considered to be members of the authorized sponsor's household for commissary privileges. ***EXCEPTION:*** Children who reside with a former spouse meeting requirements for commissary privileges based on 20 years of marriage during a period the member or retired member performed 20 years of service, or the dependent is entitled to privileges as a result of sponsor abuse per Title 10, U.S.C. 1072(2)(H).

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

5. Yes, if the child:

a. Is, 21 or 22 years old and is enrolled in a full-time course of study in an institution of higher learning as approved by the Secretary of Education;

b. Is, incapable of self-support because of a mental or physical incapacity that existed while a dependent and before age 21, or occurred before the age of 23 while a full-time student. (Incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements.)

6. Yes, if former member is age 60 or over and in receipt of retired pay for non-Regular service. Their eligible dependents receive a DD Form 1173 reflecting benefits and privileges according to this Chart of Entitlement. This rule applies to the Former Member category only.

7. Yes, with respect to determinations of dependency made on or after October 5, 1994, an unmarried person who is placed in the home of the member by a placement agency (recognized by the Secretary of Defense) in anticipation of the legal adoption of the person by the member; and who:

a. Is, younger than 21 years of age; or,

b. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or

c. Is, over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member under clause a. or b. and is, dependent on the member for over one-half of the child's support or was, at the time of the member's death

A2.2. Abused dependents.

A2.2.1. Abused dependents of active duty members entitled to retired pay based on 20 or more years of service who are separated due to misconduct on or after October 23, 1992 and who lose their right to retired pay, Title 10, U.S.C. 1408(h). See **Table A2.2.** for entitlements.

Table A2.2. Entitlements for Abused Dependents of Active Duty Members Entitled to Retired Pay.

	MC	MS	C	MWR	E	FORM
Lawful Spouse	1,2	2	2	2	2	1173
Children, Unmarried, Under 18 Years Legitimate, adopted, stepchild	1,3	3	4	4	4	1173
Children, Unmarried, 18 Years and Over (If entitled above)	1,4,5	4,5	4,5	4,5	4,5	1173

NOTES:

1. Yes, if:

a. Not entitled to Medicare Part A, hospital insurance, through the Social Security Administration.

b. Entitled to Medicare Part A, hospital insurance and enrolled in Medicare Part B, supplemental medical insurance.

2. Yes, if a court order provides for an annuity for the spouse.

3. Yes, if a member of the household where the abuse occurred.

4. Yes, if a member of the household where the abuse occurred and dependent on that sponsor for over 50 percent of his or her support at the time the abuse occurred.

5. Yes, if the child:

a. Is, older than 18 years old and is enrolled in a full-time course of study in an institution of higher learning as approved by the Secretary of Education; or,

b. Is, incapable of self-support because of a mental or physical incapacity that existed while a dependent and before age 18, or occurred before the age of 23 while a full-time student. (Incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).

A2.2.2. Dependents of active duty members (over 30 days) not entitled to retired pay who were separated from active duty under a court-martial sentence resulting from a dependent abuse offense or administratively separated from active duty if the basis for separation includes a dependent-abuse offense when separated on or after November 30, 1993, and when dependents are eligible for transitional privileges under DoD Instruction 1342.24. Medical benefits are effective on or after 17 October 1998. See **Table A2.3.** for entitlements.

Table A2.3. Abused Dependents of active duty members (over 30 days) not entitled to retired pay, separated under a court-martial sentence.

	MC	MS	C	T	E	FORM
Lawful Spouse	1,2,6	2,6	2,6	2,6	2,6	1173
Former Spouse	1,3,6	3,6	3,6	3,6	3,6	1173
Children, Unmarried, Under 18 Years Legitimate, adopted, and stepchild.	1,2,6	2,6	2,6	2,6	2,6	1173
Children, Unmarried, 18 Years and Over (If entitled above)	1,2,4,5, 6	2,4,5,6	2,4,5, 6	2,4,5,6	2,4,5,6	1173

NOTES:

1. Yes if:
   a. Not entitled to Medicare Part A, hospital insurance, through the Social Security Administration.
   b. Entitled to Medicare Part A, hospital insurance and enrolled in Medicare Part B, supplemental medical insurance.
2. Yes, if residing with the member at the time of the dependent-abuse offense and while receiving transitional compensation for abused dependents.
3. Yes, if married to and residing with the member at the time of the dependent-abuse offense and while receiving transitional compensation for abused dependents.
4. Yes, if 18 years of age or older and is incapable of self-support because of a mental or physical incapacity that existed before the age of 18 and who (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.
5. Yes, if 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, when a punitive or other adverse action was carried out on the member, was) dependent on the member for over one-half of the child's support.
6. Provided the member does not reside in the same household as the spouse or dependent child.

A2.3. Former Spouses:

A2.3.1. 20/20/20 Former Spouse. Unremarried former spouse of a member or retired member, married to the member or retired member for a period of at least 20 years, during which period the member or retired member performed at least 20 years of service that is creditable in determining the member's or retired member's eligibility for retired or retainer pay, or equivalent pay (Title 10, U.S.C. 1408 and 1072[2][F]). In the case of former spouses of Retired Reserve members or former members who are entitled to retired pay at age 60, but have not yet reached age 60, the DD Form 1173 may be issued only on the date the Retired Reserve member or former member attains, or would have attained, age 60. In the case of former spouses of Reserve members or recalled to active duty Retired

Reserve members under age 60, DD Form 1173 shall be issued only if the Reserve member or recalled Retired Reserve member is on active duty orders in excess of 30 days. See **Table A2.4.** for entitlements.

Table A2.4. Entitlements for 20/20/20 Former Spouse.

	MC	MS	C	MWR	E	FORM
Former Spouse						
Unremarried	1,2	1	Yes	Yes	Yes	1173
Remarried	No	No	No	No	No	
Unmarried	No	No	Yes	Yes	Yes	1173

NOTES:

1. Yes, only if former spouse certifies in writing that he or she has no medical coverage under an employer-sponsored health plan; and,
   Yes if:
   a. Not entitled to Medicare Part A, hospital insurance, through the Social Security Administration.
   b. Entitled to Medicare Part A, hospital insurance and enrolled in Medicare Part B, Supplemental medical insurance.

A2.3.2. 20/20/15 Former Spouse. Unremarried former spouse described in subsection **A2.3.1.**, above, except that the period of overlap of marriage and the member's creditable service was at least 15 years, but less than 20 years: See **Table A2.5.** for entitlements.

Table A2.5. Entitlements for 20/20/15 Former Spouse.

	MC	MS	C	MWR	E	FRM
Former Spouse						
Unremarried	1,2,3	1,3	No	No	No	1173
Remarried	No	No	No	No	No	
Unmarried	No	No	No	No	No	

NOTES:

1. Yes, only if former spouse certifies in writing that he or she has no medical coverage under an employer-sponsored health plan.
2. Yes if:
   a. Not entitled to Medicare Part A, hospital insurance, through the Social Security Administration; or
   b. Entitled to Medicare Part A, hospital insurance and enrolled in Medicare Part B, supplemental medical insurance.

3. Yes, if the:

   a. Final decree of divorce, dissolution, or annulment of the marriage was before April 1, 1985; or

   b. Marriage ended on, or after, September 29, 1988, entitlements shall exist for 1 year, beginning on the date of the divorce, dissolution or annulment (Title 10, U.S.C. 1076, and 1072[2] [H]).

A2.3.3. 10/20/10 Former Spouse. Unremarried former spouse of a member or retired member married to the member or retired member for a period of at least 10 years to a member or retired member who performed at least 20 years of service that is creditable in determining the member's or retired member's eligibility for retired or retainer pay when the period of overlap of marriage and the member's creditable service was at least 10 years and the former spouse is in receipt of an annuity as a result of the *member being separated from the Service due to misconduct involving dependent abuse* (Title 10, U.S.C. 1408[h]) See **Table A2.6.** for entitlements.

Table A2.6. Entitlements for 10/20/10 Former Spouse.

	MC	MS	C	MWR	E	FORM
Former Spouse						
Unremarried	1,2,3	1,3	Yes	Yes	Yes	1173
Remarried	No	No	No	No	No	
Unmarried	1,2,3	1,3	Yes	Yes	Yes	1173

NOTES:

1. Yes, only if former spouse certifies in writing that he or she has no medical coverage under an employer-sponsored health plan.

2. Yes if:

   a. Not entitled to Medicare Part A, hospital insurance, through the Social Security Administration.

   b. Entitled to Medicare Part As hospital insurance and enrolled in Medicare Part B, supplemental medical insurance.

3. Yes, if the final decree of divorce, dissolution, or annulment of the marriage was on or after October 23, 1992.

A2.4. Surviving Dependents:

A2.4.1. Surviving Dependents of members who died while on active duty under orders that specified a period of more than 30 days or members who died while in a retired with pay status. See **Table A2.7.** for entitlements.

Table A2.7. Entitlements for Surviving Dependents of Members Who Died While on Active Duty Under Orders that Specified a Period of More Than 30 Days or Members Who Died While In a Retired With Pay Status.

	MC	MS	C	MWR	E	FORM
Widow or widower						
Unremarried	1	Yes	Yes	Yes	Yes	1173
Remarried	No	No	No	No	No	
Unmarried	No	No	Yes	Yes	Yes	1173
Children, Unmarried, or Under 21 Years (Including Orphans)						
Legitimate, adopted, stepchild, illegitimate child of record of female member, or illegitimate child of male member, whose paternity has been judicially determined.	1	Yes	2	3	3	1173
Illegitimate child of male member, whose paternity has not been judicially determined, or illegitimate child of widow or widower.	1,2	2	2	3	3	1173
Ward	1,2	1,2	2	3	3	1173
Preadoptive Child	1,5	1,5	2	3	3	1173
Children, Unmarried, 21 Years and Over (If entitled to above)	1,3,4	3,4	2,4	3,4	3,4	1173
Father, Mother, Father-in-Law, Mother-in Law, Stepparent, or Parent by Adoption	No	2	2	3	3	1173

NOTES:

1. Yes if:
   a. Not entitled to Medicare Part A, hospital insurance, through the Social Security Administration.
   b. Entitled to Medicare Part A, hospital insurance and enrolled in Medicare Part B, supplemental medical insurance.
2. Yes, if at the time of the sponsor's death, the person was living in a home provided by, or for, an authorized sponsor and was dependent on the sponsor for over 50 percent of his or her support. Children residing in the household of the authorized sponsor at the time of death are entitled to commissary privileges.

3. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support at the time of the sponsor's death.

4. Yes, if the child:

   a. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or

   b. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member before the age of 21 or under clause b. and is, dependent on the member for over one-half of the child's support or was, at the time of the member's death. (Incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).

5. Yes, with respect to determinations of dependency made on or after October 5, 1994, an unmarried person who is placed in the home of the member by a placement agency (recognized by the Secretary of Defense) in anticipation of the legal adoption of the person by the member; and who:

   a. Is, younger than 21 years of age; or,

   b. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or

   c. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member under clause a. or b. and is, dependent on the member for over one-half of the child's support or was, at the time of the member's death.

A2.4.2. Surviving dependents of Reserve members who died from an injury or illness incurred or aggravated while on active duty for a period of 30 days or less, on active duty for training, or on inactive duty training, or while traveling to or from the place at which the member was to perform, or performed, such active duty, active duty for training, or inactive duty training (Title 10, U.S.C. 1076[a] and 1086[c] [2]). See **Table A2.8.** for entitlements.

Table A2.8. Entitlements for Surviving Dependents of Reserve Members Who Died From an Injury or Illness Incurred or Aggravated While on Active Duty for a Period of 30 Days or Less, on Active Duty for Training, or on Inactive Duty Training, or While Traveling to or From The Place at Which the Member Was To Perform, or Performed, Such Active Duty, Active Duty for Training, or Inactive Duty Training (Title 10, U.S.C. 1076[a] and 1086[c] [2]).

	MC	MS	C	MWR	E	FORM
Widow or Widower						
Unremarried	1,5	5	Yes	Yes	Yes	1173
Remarried	No	No	No	No	No	
Unmarried	No	No	Yes	Yes	Yes	1173
Children, Unmarried, Under 21 Years (Including Orphans)						
Legitimate, adopted, stepchild, illegitimate child of record female member, or illegitimate child of male member, whose paternity has been judicially determined.	1,5	5	2,5	3,5	3,5	1173
Illegitimate child of male member, whose paternity has not been judicially determined or illegitimate child of widow or widower.	1,2,5	2,5	2,5	3,5	3,5	1173
Ward	1,2,5,7	7	2,5	3,5	3,5	1173
Preadoptive Child	1,5	7	2,5	3,5	3,5	1173
Children, Unmarried, 21 Years and Over (If entitled to above)	1,3,4,5	3,4,5	2,4	3,4	3,4	1173
Father, Mother, Father-in-Law, Mother-in Law, Stepparent, or Parent by Adoption	No	2,5	2	3	3	1173

NOTES:

1. Yes if:
   a. Not entitled to Medicare Part A, hospital insurance, through the Social Security Administration.
   b. Entitled to Medicare Part A, hospital insurance and enrolled in Medicare Part B, supplemental medical insurance.
2. Yes, if at the time of the sponsor's death the child was living in a home provided by or for an authorized sponsor and was dependent on the sponsor for over 50 percent of his or her support. Children residing in the household of the authorized sponsor at the time of death, but not the household of the sponsor's former spouse, are entitled to commissary privileges.

3. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support at the time of the sponsor's death.
4. Yes, if the child:
   a. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or
   b. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member before the age of 21 or under clause b. and is, dependent on the member for over one-half of the child's support or was, at the time of the member's death. (Incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).
5. Yes, only if death occurred on or after 1 October 1985.
6. Yes, if at the sponsor's death, dependency and residency were met effective on or after July 1, 1994, for legal custody wards.
7. Yes, with respect to determinations of dependency made on or after October 5, 1994, an unmarried person who is placed in the home of the member or former member by a placement agency (recognized by the Secretary of Defense) in anticipation of the legal adoption of the person by the member or former member, and who:
   a. Is, younger than 21 years of age; or,
   b. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or
   c. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member under clause a. or b. and is, dependent on the member for over one-half of the child's support or was, at the time of the member's death.

A2.4.3. Surviving dependents of Reserve members who died from an injury, illness or disease incurred or aggravated while performing, or while traveling to or from performing active duty for a period of 30 days or less, or active duty for training, or inactive duty training (Title 10, U.S.C. 1074[a]). See **Table A2.9.** for entitlements.

Table A2.9. Entitlements for Surviving Dependents of Reserve Members Who Died From an Injury, Illness or Disease Incurred or Aggravated While Performing, or While Traveling to or From Performing Active Duty for a Period of 30 Days or Less, or Active Duty for Training, or Inactive Duty Training (Title 10, U.S.C. 1074[a]).

	MC	MS	C	MWR	E	FORM
Widow or Widower						
Unremarried	1,5	5	Yes	Yes	Yes	1173
Remarried	No	No	No	No	No	
Unmarried	No	No	Yes	Yes	Yes	1173
Children, Unmarried, Under 21 Years (Including Orphans)						
Legitimate, adopted, stepchild, illegitimate child of record female member, or illegitimate child of male member, whose paternity has been judicially determined.	1,5	5	2,5	3,5	3,5	1173
Illegitimate child of male member, whose paternity has not been judicially determined or illegitimate child of widow or widower.	1,2,5	2,5	2,5	3,5	3,5	1173
Ward	1,2,5,7	7	2,5	3,5	3,5	1173
Preadoptive Child	1,5		2,5	3,5	3,5	1173
Children, Unmarried, 21 Years and Over (If entitled to above)	1,3,4 5	3,4,5	2,4	3,4	3,4	1173
Father, Mother, Father-in-Law, Mother-in Law, Stepparent, or Parent by Adoption	No	2,5	2	3	3	1173

NOTES:

1. Yes if:
   a. Not entitled to Medicare Part A, hospital insurance, through the Social Security Administration; or,
   b. Entitled to Medicare Part A, hospital insurance and enrolled in Medicare Part B, supplemental medical insurance.
2. Yes, if at the time of the sponsor's death, the person was living in a home provided by or for an authorized sponsor and was dependent on the sponsor for over 50 percent of his or her support. Children residing in the household of the authorized sponsor at time of death are entitled to commissary privileges.

3. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support at the time of the sponsor's death.

4. Yes, if the child:

   a. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or

   b. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member before the age of 21 or under clause b. and is, dependent on the member for over one-half of the child's support or was, at the time of the member's death. (Incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).

5. Yes, only if death occurred on or after 15 November 1986.

6. Yes, if at the sponsor's death, dependency and residency were met effective on or after July 1, 1994 for legal custody wards.

7. Yes, with respect to determinations of dependency made on or after October 5, 1994, an unmarried person who is placed in the home of the member or former member by a placement agency (recognized by the Secretary of Defense) in anticipation of the legal adoption of the person by the member or former member; and who:

   a. Is, younger than 21 years of age; or,

   b. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or

   c. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member under clause a. or b. and is, dependent on the member for over one-half of the child's support or was, at the time of the member's death.

A2.4.4. Surviving dependents (1) of Reserve members who had earned 20 qualifying years for retirement and received their notice of eligibility for retired pay at age 60, but *had not* transferred to the Retired Reserve, (2) of Retired Reserve members eligible for pay at age 60, and (3) of former members who had met time-in-service requirements. These members and former members died before reaching age 60 (the DD Form 1173 may be issued only on, or after, the date on which the member would have been 60 years old had he or she survived). See **Table A2.10.** for entitlements. See **Table 1.9.** for DD Form 1173-1 eligibility.

Table A2.10. Entitlements for Surviving Dependents of (1) Reserve Members Who Had Earned 20 Qualifying Years for Retirement and Received their Notice of Eligibility for Retired Pay at Age 60, but had not Transferred to the Retired Reserve, (2) of Retired Reserve Members Eligible for Pay at Age 60, and (3) of Former Members Who Had Met Time-In-Service Requirements. These Members and Former Members Died Before Reaching Age 60 (The DD Form 1173 May Be Issued Only on, or After, the Date on Which the Member Would Have Been 60 years Old Had He or She Survived).

	MC	MS	C	MWR	E	FORM
Widow or Widower						
Unremarried	1	Yes	Yes,5	Yes,5	Yes,5	1173
Remarried	No	No	No	No	No	
Unmarried	No	No	Yes,5	Yes,5	Yes,5	1173
Children, Unmarried, Under 21 Years (Including Orphans)						
Legitimate, adopted, stepchild, illegitimate child of record female member, or illegitimate child of male member, whose paternity has been judicially determined.	1	Yes	2,5	3,5	3,5	1173
Illegitimate child of male member, whose paternity has not been judicially determined or illegitimate child of widow or widower.	1,2	2	2,5	3,5	3,5	1173
Ward	1	Yes	2,5	3,5	3,5	1173
Preadoptive child	1,6	1,6	2,5	3,5	3,5	1173
Children, Unmarried, 21 Years and Over (If entitled to above)	1,3,4	3,4	2,5	3,5	3,5	1173
Father, Mother, Father-in-Law, Mother-in Law, Stepparent, or Parent by Adoption	No	2	2,5	3,5	3,5	1173

NOTES:

1. Yes if:
   a. Not entitled to Medicare Part A, hospital insurance, through the Social Security Administration; or,
   b. Entitled to Medicare Part A, hospital insurance and enrolled in Medicare Part B, supplemental medical insurance.
2. Yes, if at the time of the sponsor's death, the person was living in a home provided by or for an authorized sponsor and was dependent on the sponsor for over 50 percent of his or her sup-

port. Children residing in the household of the authorized sponsor at time of death, but not the household of the sponsor's former spouse, are entitled to commissary privileges.

3. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support at the time of the sponsor's death.

4. Yes, if the child:

   a. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or

   b. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member before the age of 21 or under clause b. and is, dependent on the member for over one-half of the child's support or was, at the time of the member's death. (Incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).

5. Eligible dependents of former members receive a DD Form 1173 reflecting full benefits and privileges on or after the date the member would have become age 60.

6. Yes, with respect to determinations of dependency made on or after October 5, 1994, an unmarried person who is placed in the home of the member or former member by a placement agency (recognized by the Secretary of Defense) in anticipation of the legal adoption of the person by the member or former member; and who:

   a. Is, younger than 21 years of age; or,

   b. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or

   c. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member under clause a. or b. and is, dependent on the member for over one-half of the child's support or was, at the time of the member's death.

A2.5. Honorably discharged Veterans rated by the VA as 100 percent disabled from a Uniformed Service-connected injury or disease and certified by VA as entitled to commissary and exchange privileges, Medal of Honor (MOH) recipients and their respective dependents or surviving dependents. See **Table A2.11.** for entitlements.

Table A2.11. Entitlements for Honorably Discharged Veterans Rated by the VA as 100 Percent Disabled from a Uniformed Service Connected Injury or Disease and Certified by VA as Entitled to Commissary and Exchange Privileges, Medal of Honor Recipients and Their Respective Dependents and Surviving Dependents.

	MC	MS	C	MWR	E	FORM
Self	1,2	1,2	Yes	Yes	Yes	2765
Lawful Spouse	1,2	1,2	Yes	Yes	Yes	1173
Widow or Widower						
Unremarried	1,2	1,2	Yes	Yes	Yes	1173
Remarried	No	No	No	No	No	
Unmarried	No	No	Yes	Yes	Yes	1173
Children, Unmarried, Under 21 Years Legitimate, adopted, stepchild, illegitimate child of member, illegitimate child of spouse, or ward.	1,2	1,2	3,4	3,4	3,4	1173
Children, Unmarried, 21 Years and Over (If entitled to above)	1,2,6	1,2,6	3,4,6	5,6	5,6	1173
Father, Mother, Father-in-Law, Mother-in-Law, Stepparent, or Parent-by-Adoption	No	No	3,4	5	5	1173

NOTES:

1. 100% VA, No
2. MOH, Yes if:
   a. Not entitled to Medicare Part A, hospital insurance through the Social Security Administration; or,
   b. Entitled to Medicare Part A, hospital insurance and enrolled in Medicare Part B, supplemental medical insurance.
3. Yes, if a member of a household maintained by or for an authorized sponsor and dependent on that sponsor for over 50 percent of his or her support. Children residing in the household of a separated spouse continue to be eligible for commissary privileges until there is a final divorce decree. ***NOTE:*** In the case of a divorce, children residing in the household of a former spouse are not considered to be members of the authorized sponsor's household for commissary privileges.
4. Yes, if at the time of death of the sponsor, the person was living in a home provided by or for an authorized sponsor and was dependent on the sponsor for over 50 percent of his or her support. Children residing in the household of the authorized sponsor at time of death are entitled to commissary privileges.
5. Yes, if dependent on an authorized sponsor, or at time of sponsor’s death, for over 50 percent of his or her support
6. Yes, if the child:

a. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or

b. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member before the age of 21 or under clause b. and is, dependent on the member for over one-half of the child's support or was, at the time of the member's death. (Incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements.

A2.6. Benefits Authorized for Foreign Personnel. Foreign personnel, active duty or retired, and their dependents, who are on leave or attending school in the United States at their own convenience or convenience of their government, who are representatives of the People's Republic of China (PRC) who are present in the United States in connection with the purpose of U.S. defense articles or services, for collection of information relating to foreign military sales (FMS) programs, or for the sole purpose of receiving medical care at a Uniformed Services medical facility as Secretarial designees, are not eligible to possess DD Form 1173 authorizing any benefits and privileges. CHAMPUS/TRICARE coverage may vary annually, and some restrictions may apply. However, for the purpose of this Entitlement Guide, (MC) shall be shown, as indicated below:

A2.6.1. Sponsored NATO and Partnership for Peace (PFP) Personnel in the United States. Active duty officer and enlisted personnel of NATO and PFP countries serving in the United States under the sponsorship or invitation of the Department of Defense or a Military Service and their accompanying dependents living in the sponsor's U.S. household. See **Table A2.12.** for entitlements.

Table A2.12. Entitlements for Active Duty Officer and Enlisted Personnel of NATO and Partnership for Peace (PFP) Countries Serving in the United States Under the Sponsorship or Invitation of the Department of Defense or a Military Service and Their Accompanying Dependents Living in the Sponsor's U.S. Household:

	MC	MS	C	MWR	E	FORM
Self	No	4	Yes	Yes	Yes	2765
Lawful Spouse	3	4	Yes	Yes	Yes	1173
Children, Unmarried, Under 21 Years Legitimate, adopted, stepchild, Illegitimate child of member, or Illegitimate child of spouse.	1,3	1,4	1	1	1	1173
Ward	No	No	1	1	1	1173
Children, Unmarried, 21 Years and Over (If entitled to above)	1,2,3	1,2,4	1,2	1,2	1,2	1173
Father, Mother, Father-in-Law, Mother-in Law, Stepparent, or Parent by Adoption	No	No	1	1	1	1173

NOTES:

1. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.
2. Yes, if the child:
   a. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or
   b. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member before the age of 21 or under clause b. and is, dependent on the member for over one-half of the child's support or was, at the time of the member's death. (Incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements.
3. Yes, for outpatient care only.
4. Yes, for outpatient care no charge and for inpatient care at full reimbursable rate.

A2.6.2. Sponsored Non-NATO Personnel in the United States. Active duty officer and enlisted personnel of non-NATO countries serving in the United States under the sponsorship or invitation of the Department of Defense or a Military Service and their accompanying dependents living in the sponsor's U.S. household. See **Table A2.13.** for entitlements.

Table A2.13. Entitlements for Active duty Officer and Enlisted Personnel of Non-NATO Countries Serving in the United States Under the Sponsorship or Invitation of the Department of Defense or a Military Service and Their Accompanying Dependents Living in the Sponsor's U.S. Household.

	MC	MS	C	MWR	E	FORM
Self	No	3	Yes	Yes	Yes	2765
Lawful Spouse	No	3	Yes	Yes	Yes	1173
Children, Unmarried, Under 21 Years						
Legitimate, adopted, stepchild, Illegitimate child of member, or Illegitimate child of spouse.	No	1,3	1	1	1	1173
Ward	No	No	1	1	1	1173
Children, Unmarried, 21 Years and Over (If entitled to above)	No	1,2,3	1,2	1,2	1,2	1173
Father, Mother, Father-in-Law, Mother-in Law, Stepparent, or Parent by Adoption	No	No	1	1	1	1173

NOTES:

1. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.
2. Yes, if the child:
   a. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or
   b. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member before the age of 21 or under clause b. and is, dependent on the member for over one-half of the child's support or was, at the time of the member's death. (Incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements.
3. Yes, for outpatient care only on a reimbursable basis.

A2.6.3. Nonsponsored NATO Personnel in the United States. Active duty officer and enlisted personnel of NATO countries who, in connection with their official NATO duties, are stationed in the United States and are not under the sponsorship of the Department of Defense or a military Service and their accompanying dependents living in the sponsor's U.S. household. See **Table A2.14.** for entitlements.

Table A2.14. Entitlements for Active Duty Officer and Enlisted Personnel of NATO Countries, Who, in Connection with their Official NATO duties, are Stationed in the United States and are Not Under the Sponsorship or Invitation of the Department of Defense or a Military Service and Their Accompanying Dependents Living in the Sponsor's U.S. Household.

	MC	MS	C	MWR	E	FORM
Self	No	4	No	5	6	2765
Lawful Spouse	3	4	No	No	No	1173
Children, Unmarried, Under 21 Years Legitimate, adopted, stepchild, Illegitimate child of member, or Illegitimate child of spouse.	1,3	1,4	No	No	No	1173
Ward	No	No	No	No	No	1173
Children, Unmarried, 21 Years and Over (If entitled to above)	1,2,3	1,2,4	No	No	No	1173
Father, Mother, Father-in-Law, Mother-in Law, Stepparent, or Parent by Adoption	No	No	No	No	No	1173

NOTES:

1. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.
2. Yes, if the child:
   a. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or
   b. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member before the age of 21 or under clause b. and is, dependent on the member for over one-half of the child's support or was, at the time of the member's death. (Incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).
3. Yes, for outpatient care only.
4. Yes, for outpatient care no charge and for inpatient care at full reimbursable rate.
5. Yes, if exchange privileges are authorized.
6. Yes, if residing on a U.S. military installation, purchases are limited to items for personal use only.

A2.6.4. NATO and Non-NATO Personnel Outside the United States. Active duty officer and enlisted personnel of NATO and non-NATO countries when serving outside the United States and outside their

own country under the sponsorship or invitation of the Department of Defense or a Military Service, or when it is determined by the major overseas commander that the granting of such privileges is in the best interests of the United States and such personnel are connected with, or their activities are related to, the performance of functions of the U.S. military establishment, and their accompanying dependents living with the sponsor. See **Table A2.15.** for entitlements.

Table A2.15. Entitlements for Active Duty Officer and Enlisted Personnel of NATO and Non-NATO Countries When Serving Outside the United States and Outside Their Own Country Under the Sponsorship or Invitation of the Department of Defense or a Military Service, or When it is Determined by the Major Overseas Commander that the Granting of such Privileges is in the Best Interests of the United States and such Personnel are Connected with, or their activities are related to, the performance of functions of the U.S. military establishment, and their accompanying dependents living with the sponsor.

	MC	MS	C	MWR	E	FORM
Self	No	3	Yes	Yes	Yes	2765
Lawful Spouse	No	3	Yes	Yes	Yes	1173
Children, Unmarried, Under 21 Years						
Legitimate, adopted, stepchild, Illegitimate child of member, or Illegitimate child of spouse.	No	1,3	1	1	1	1173
Ward	No	No	1	1	1	1173
Children, Unmarried, 21 Years and Over (If entitled to above)	No	1,2,3	1,2	1,2	1,2	1173
Father, Mother, Father-in-Law, Mother-in Law, Stepparent, or Parent by Adoption	No	No	1	1	1	1173

NOTES:

1. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.
2. Yes, if the child:
   a. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or
   b. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member before the age of 21 or under clause b. and is, dependent on the member for over one-half of the child's support or was, at the time of the member's death. (Incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).
3. Yes, for outpatient care only on a reimbursable basis.

A2.7. Benefits Authorized for Civilian Personnel. Commissary, morale, welfare, and recreation, and exchange privileges may be authorized by overseas commanders to persons designated in this "Entitlement Guide" when such individuals are serving the Military Services exclusively, and when it is within the capability of the facilities and it shall not impair the military mission. Overseas commanders may never authorize benefits not authorized by this "Entitlement Guide" but they may deny privileges indicated when base support facilities cannot handle the burden imposed. Medical care at Uniformed Services facilities shall be rendered in accordance with Services instructions.

A2.7.1. Civilian personnel of the Department of Defense and the Uniformed Services and their accompanying dependents, when required to reside in a household on a military installation within the CONUS, Hawaii, or Alaska. See **Table A2.16.** for entitlements.

Table A2.16. Civilian Personnel of the Department of Defense and the Uniformed Services and Their Accompanying Dependents, When Required to Reside in a Household on a Military Installation Within the CONUS, Hawaii, or Alaska.

	MC	MS	C	MWR	E	FORM
Self	No	No	1	Yes	2	2765
Lawful Spouse	No	No	1	Yes	2	1173
Children, Unmarried, Under 21 Years						
Legitimate, adopted, stepchild, Illegitimate child of employee, or Illegitimate child of spouse.	No	No	1,3	3	2,3	1173
Ward	No	No	1,3	3	2,3	1173
Children, Unmarried, 21 Years and Over (If entitled to above)	No	No	1,3,4	3,4	2,3,4	1173
Father, Mother, Father-in-Law, Mother-in Law, Stepparent, or Parent-by-Adoption	No	No	1,3	3	2,3	1173

NOTES:

1. Yes, but commissary privileges do not include the purchase of tobacco products in those States, including the District of Columbia, that impose a tax on such products.
2. Yes, are entitled to limited exchange privileges, which include purchase of all items except uniform articles and State tax-free items.
3. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.
4. Yes, if the child:
   a. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or

b. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member before the age of 21 or under clause b. and is, dependent on the member for over one-half of the child's support or was, at the time of the member's death. (Incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).

A2.7.2. Civilian personnel of the Department of Defense, the Uniformed Services, and other Government Agencies and civilian personnel under private contract to the Department of Defense or a Uniformed Service, when stationed or employed in foreign countries, and their dependents, when residing in the same household. ***NOTE:*** Civilians in a TDY status for less than 365 days are not authorized a DD Form 2765 or 1173. See table 2.17. for entitlements.

Table A2.17. Civilian Personnel of the Department of Defense, the Uniformed Services, and Other Government Agencies and Civilian Personnel Under Private Contract to the Department of Defense or a Uniformed Service, When Stationed or Employed in Foreign Countries, and Their Dependents, When Residing in the Same Household.

	MC	MS	C	MWR	E	FORM
Self	No	3	Yes	Yes	Yes	2765
Lawful Spouse	No	3	Yes	Yes	Yes	1173
Children, Unmarried, Under 21 Years						
Legitimate, adopted, stepchild, Illegitimate child of employee, or Illegitimate child of spouse.	No	1,3	1	1	1	1173
Ward	No	No	1	1	1	1173
Children, Unmarried, 21 Years and Over (If entitled to above)	No	1,2,3	1,2	1,2	1,2	1173
Father, Mother, Father-in-Law, Mother-in Law, Stepparent, or Parent-by-Adoption	No	1,3	1	1	1	1173

NOTES:

1. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.
2. Yes, if the child:
   a. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or
   b. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member before the age of 21 or under clause b. and is, dependent on the member for over one-half of the child's support or was, at the time of

the member's death. (Incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).

3. Yes, on a space-available, fully reimbursable basis.

A2.7.3. Civilian personnel of the Department of Defense and the Uniformed Services, and other Government Agencies and civilian personnel under private contract to the Department of Defense or a Uniformed Service when stationed or employed in Puerto Rico or Guam, and their accompanying dependents, when residing in the same household. See **Table A2.18.** for entitlements.

Table A2.18. Entitlements for Civilian Personnel of the Department of Defense and the Uniformed Services, and Other Government Agencies and Civilian Personnel Under Private Contract to the Department of Defense or a Uniformed Service When Stationed or Employed in Puerto Rico or Guam, and Their Accompanying Dependents, When Residing in the Same Household.

	MC	MS	C	MWR	E	FORM
Self	No	1	2	Yes	3	2765
Lawful Spouse	No	1	2	Yes	3	1173
Children, Unmarried, Under 21 Years Legitimate, adopted, stepchild, Illegitimate child of employee, or Illegitimate child of spouse.	No	1,4	2,4	4	3,4	1173
Ward	No	No	2,4	4	3,4	1173
Children, Unmarried, 21 Years and Over (If entitled to above)	No	1,4,5	2,4,5	4,5	3,4,5	1173
Father, Mother, Father-in-Law, Mother-in Law, Stepparent, or Parent-by-Adoption	No	1,4	2,4	4	3,4	1173

NOTES:

1. Yes, on a space-available, fully reimbursable basis only if residing in a household on a military installation.
2. Yes, when hired in the CONUS under a transportation agreement. Puerto Rico and Guam are considered overseas. Therefore, employees hired in the CONUS under a transportation agreement for employment in Puerto Rico and Guam are not required to reside on a military installation to be eligible for commissary privileges.
3. Yes, are entitled to limited exchange privileges, which include purchase of all items except articles of uniform and State tax-free items.
4. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.
5. Yes, if the child:

a. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or

b. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member before the age of 21 or under clause b. and is, dependent on the member for over one-half of the child's support or was, at the time of the member's death. (Incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).

A2.8. Contract surgeons during the period of their contract. See **Table A2.19.** for entitlements.

Table A2.19. Entitlements for Contract Surgeons During the Period of Their Contract.

	MC	MS	C	MWR	E	FORM
Self	No	No	No	Yes	Yes	2765

A2.9. Uniformed and Non-uniformed Full-time Paid Personnel of the Red Cross assigned to duty with the Uniformed Services within the CONUS, Hawaii, Alaska, and Puerto Rico and their accompanying dependents, when required to reside in the same household on a military installation. See **Table A2.20.** for entitlements.

Table A2.20. Entitlements for Uniformed and Non-uniformed Full-time Paid Personnel of the Red Cross Assigned to Duty With the Uniformed Services Within the CONUS, Hawaii, Alaska, and Puerto Rico and Their Accompanying Dependents, When Required to Reside in the Same Household on a Military Installation.

	MC	MS	C	MWR	E	FORM
Self	No	No	Yes	Yes	1	2765
Lawful Spouse	No	No	Yes	Yes	1	1173
Children, Unmarried, Under 21 Years						
Legitimate, adopted, stepchild, Illegitimate child of employee, Illegitimate child of spouse, or	No	No	2	2	1,2	1173
Ward.	No	No	2	2	1,2	1173
Children, Unmarried, 21 Years and Over (If entitled to above)	No	No	2,3	2,3	1,2,3	1173
Father, Mother, Father-in-Law, Mother-in Law, Stepparent, or Parent-by-Adoption	No	No	2	2	1,2	1173

NOTES:

1. If authorized by installation commander, entitled to exchange privileges.
2. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.
3. Yes, if the child:
   a. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or
   b. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member before the age of 21 or under clause b. and is, dependent on the member for over one-half of the child's support or was, at the time of the member's death. (Incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).

A2.10. Uniformed and non-uniformed full-time paid personnel of the Red Cross assigned to duty with the Uniformed Services in foreign countries and their accompanying dependents, when residing in the same household. See **Table A2.21.** for entitlements.

Table A2.21. Entitlements for Uniformed and Non-uniformed Full-time Paid Personnel of the Red Cross Assigned to Duty With the Uniformed Services in Foreign Countries and Their Accompanying Dependents, When Residing in the Same Household.

	MC	MS	C	MWR	E	FORM
Self	No	3	Yes	Yes	Yes	2765
Lawful Spouse	No	3	Yes	Yes	Yes	1173
Children, Unmarried, Under 21 Years						
Legitimate, adopted, stepchild, Illegitimate child of employee, or Illegitimate child of spouse.	No	1,3	1	1	1	1173
Ward	No	No	1	1	1	1173
Children, Unmarried, 21 Years and Over (If entitled to above)	No	1,2,3	1,2	1,2	1,2	1173
Father, Mother, Father-in-Law, Mother-in Law, Stepparent, or Parent-by-Adoption	No	1,3	1	1	1	1173

NOTES:

1. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.
2. Yes, if the child:

a. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or

b. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member before the age of 21 or under clause b. and is, dependent on the member for over one-half of the child's support or was, at the time of the member's death. (Incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).

3. Yes, on a space-available basis at rates specified in Uniformed Services instructions.

A2.11. Area Executives, center directors, and assistant directors of the USO when serving in foreign countries, and their accompanying dependents, when residing in the same household. See **Table A2.22.** for entitlements.

Table A2.22. Entitlements for Area Executives, Center Directors, and Assistant Directors of the USO When Serving in Foreign Countries, and Their Accompanying Dependents, When Residing in the Same Household.

	MC	MS	C	MWR	E	FORM
Self	No	3	Yes	Yes	Yes	2765
Lawful Spouse	No	3	Yes	Yes	Yes	1173
Children, Unmarried, Under 21 Years						
Legitimate, adopted, stepchild, Illegitimate child of employee, or Illegitimate child of spouse.	No	1,3	1	1	1	1173
Ward	No	No	1	1	1	1173
Children, Unmarried, 21 Years and Over (If entitled to above)	No	1,2,3	1,2	1,2	1,2	1173
Father, Mother, Father-in-Law, Mother-in Law, Stepparent, or Parent-by-Adoption	No	1,3	1	1	1	1173

NOTES:

1. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.

2. Yes, if the child:

a. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or

b. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member before the age of 21 or under clause b. and is,

dependent on the member for over one-half of the child's support or was, at the time of the member's death. (Incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).

3. Yes, on a space-available, fully reimbursable basis.

A2.12. United Seaman's Service (USS) personnel in foreign countries and their accompanying dependents, when residing in the same household. See **Table A2.23.** for entitlements.

Table A2.23. Entitlements for USS Personnel in Foreign Countries and Their Accompanying Dependents, When Residing in the Same Household.

	MC	MS	C	MWR	E	FORM
Self	No	3	Yes	Yes	Yes	2765
Lawful Spouse	No	3	Yes	Yes	Yes	1173
Children, Unmarried, Under 21 Years						
Legitimate, adopted, stepchild, Illegitimate child of employee, or Illegitimate child of spouse.	No	1,3	1	1	1	1173
Ward	No	No	1	1	1	1173
Children, Unmarried, 21 Years and Over (If entitled to above)	No	1,2,3	1,2	1,2	1,2	1173
Father, Mother, Father-in-Law, Mother-in Law, Stepparent, or Parent-by-Adoption	No	1,3	1	1	1	1173

NOTES:

1. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.
2. Yes, if the child:
   a. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or
   b. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member before the age of 21 or under clause b. and is, dependent on the member for over one-half of the child's support or was, at the time of the member's death. (Incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).
3. Yes, on a space-available, fully reimbursable basis.

A2.13. MSC civil service Marine personnel deployed to foreign countries on MSC-owned and operated vessels. See table 2.24. for entitlements.

Table A2.24. Entitlements for MSC Civil Service Marine Personnel Deployed to Foreign Countries on MSC-owned and Operated Vessels.

	MC	MS	C	MWR	E	FORM
Self	No	2	Yes	Yes	1	2765

NOTES:

1. Entitled to limited exchange privileges, which include purchase of all items except distinctive uniform items and State tax-free items.
2. Yes, on a space-available, fully reimbursable basis.

A2.14. Ship's Officers and Members of the Crews of Vessels of the NOAA Title 33, U.S.C., 857-4. (Ship's Officers Are Not Commissioned Officers; they are Civilian Employees of the NOAA.). See **Table A2.25.** for entitlements.

Table A2.25. Entitlements for Ship's Officers and Members of the Crews of Vessels of the NOAA (Title 33, U.S.C. 857-4. (Ship's Officers Are Not Commissioned Officers; they are Civilian Employees of the NOAA.).

	MC	MS	C	MWR	E	FORM
Self	No	No	Yes	1	1	2765

NOTE:

1. Privileges extend to ship's officers only.

A2.15. Officers and Crews of Vessels, Lighthouse Keepers, and Depot Keepers of the Former Lighthouse Service. See **Table A2.26.** for entitlements.

Table A2.26. Entitlements for Officers and Crews of Vessels, Lighthouse Keepers, and Depot Keepers of the Former Lighthouse Service.

	MC	MS	C	MWR	E	FORM
Self	No	No	Yes	Yes	Yes	2765

A2.16. Involuntarily Separated Members Under TAMP or TAP. Involuntarily separated members, not for cause, of the Army, the Navy, the Air Force, or the Marine Corps on active duty or full-time National Guard duty before or on September 30, 1990; or on or after November 30, 1993, or with respect to a member of the Coast Guard, the member was on active duty in the Coast Guard 1 October 1994 and involuntarily separated from active duty on or after October 1, 1990, through December 31, 2001 and their dependents, including dependents acquired after the member's separation (chapter 58 of 10 U.S.C). Public Law 107-107, effective 1 January 2002, authorizes military members who separate on or after 1 Janu-

ary 2002 medical benefits only (no family benefits). See **Table A2.27.** for entitlements for those who qualified prior to 31 December 2001.

Table A2.27. Entitlements for Involuntarily Separated Members.

	MC	MS	C	MWR	E	FORM
Involuntarily Separated Member	1	1	3	3	3	2765
Lawful Spouse	1	1	3	3	3	1173
Children, Unmarried, Under 21 Years						
Legitimate, adopted, stepchild, illegitimate child of record of female member, or illegitimate child of male member, whose paternity has been judicially determined.	1	1	2,3	3,4	3,4	1173
Illegitimate child of male member, whose paternity has not been judicially determined, or illegitimate child of spouse.	1,2	1,2	2,3	3,4	3,4	1173
Ward	1,2	1,2	2,3	3,4	3,4	1173
Preadoptive Child	1,6	1,6	2,3	3,4	3,4	1173
Children, Unmarried, 21 Years and Over (If entitled to above)	1,4,5	1,4,5	2,3,5	3,4,5	3,4,5	1173
Father, Mother, Father-in-Law, Mother-in Law, Stepparent, or Parent-by-Adoption	No	1,2	2,3	3,4	3,4	1173

NOTES:

1. Yes, entitlement shall be for 60 days when a member is separated with less than 6 years of active service and 120 days when a member is separated with 6 or more years of active service beginning on the date after the member separated, and if:

   a. Not entitled to Medicare part A, hospital insurance, through the Social Security Administration; or,

   b. Entitled to Medicare Part A hospital insurance and enrolled in Medicare Part B, supplemental medical insurance.

2. Yes, if a member of a household maintained by or for an authorized sponsor and dependent on that sponsor for over 50 percent of his or her support. Children residing in the household of a separated spouse continue to be eligible for commissary privileges until there is a final divorce decree. In the case of a divorce, children residing in the household of a former spouse are not considered to be members of the authorized sponsor's household for commissary privileges, except children who reside with a former spouse meeting requirements for commissary privileges based

on 20 years of marriage during a period the member or retired member performed 20 years of service.

3. Yes, if the member was separated beginning on October 1, 1990, but before December 31, 2001, entitlement shall be for 2 years, beginning on the date the member separated.

4. Yes, if dependent on the authorized sponsor for over 50 percent of his or her support.

5. Yes, if the child:

   a. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or

   b. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member before the age of 21 or under clause b. and is, dependent on the member for over one-half of the child's support or was, at the time of the member's death. (Incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).

6. Yes, for determinations of dependency made on or after October 5, 1994, an unmarried person who is placed in the home of the member or former member by a placement agency (recognized by the Secretary of Defense) in anticipation of the legal adoption of the person by the member or former member; and who:

   a. Is, younger than 21 years of age; or,

   b. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or

   c. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member under clause a. or b. and is, dependent on the member for over one-half of the child's support or was, at the time of the member's death.

A2.17. Voluntarily Separated Members Under SSB or VSI. Voluntarily separated members of the Army, the Navy, the Air Force, and the Marine Corps who are eligible and approved for payment of a Special Separation Benefit (SSB) or the Voluntary Separation Incentive (VSI); and have been on active duty for more than 6 years, and have served at least 5 years of continuous active duty immediately preceding the date of separation; and the date of separation is on or before 31 December 2001, and their dependents; including those dependents acquired after the member's separation (Title 10, U.S.C., 1174a and 1175, and Public Law 102-484 [1992]). See **Table A2.28.** for entitlements.

Table A2.28. Entitlements for Voluntarily Separated Members Under SSB or VSI.

	MC	MS	C	MWR	E	FORM
Voluntarily Separated Member	1	1	3	3	3	2765
Lawful Spouse	1	1	3	3	3	1173
Children, Unmarried, Under 21 Years						
Legitimate, adopted, stepchild, illegitimate child of record of female member, or illegitimate child of male member, whose paternity has been judicially determined.	1	1	2,3	3,4	3,4	1173
Illegitimate child of male member, whose paternity has not been judicially determined, or illegitimate child of spouse.	1,2	1,2	2,3	3,4	3,4	1173
Ward	1,2	1,2	2,3	3,4	3,4	1173
Children, Unmarried, 21 Years and Over (If entitled to above)	1,4,5	1,4,5	2,3,5	3,4,5	3,4,5	1173
Father, Mother, Father-in-Law, Mother-in Law, Stepparent, or Parent-by-Adoption	No	1,2	2,3	3,4	3,4	1173

NOTES:

1. Yes, entitlement shall be for 120 days when a member is separated with 6 or more years of active service beginning on the date after the member separated, and if:
   a. Not entitled to Medicare Part A, hospital insurance, through the Social Security Administration; or,
   b. Entitled to Medicare Part A, hospital insurance and enrolled in Medicare Part B, supplemental medical insurance.
2. Yes, if a member of a household maintained by or for an authorized sponsor and dependent on that sponsor for over 50 percent of his or her support. Children residing in the household of a separated spouse continue to be eligible for commissary privileges until there is a final divorce decree. In the case of a divorce, children residing in the household of a former spouse are not considered to be members of the authorized sponsor's household for commissary privileges, except children who reside with a former spouse meeting requirements for commissary privileges based on 20 years of marriage during a period the member or retired member performed 20 years of service.
3. Yes, entitlement shall be for 2 years beginning on the date the member separated if the member was separated on or before September 30, 2001; has been on active duty for more than 6 years; and has served at least 5 years of continuous active duty immediately preceding the date of separation.

4. Yes, if dependent on the authorized sponsor for over 50 percent of his or her support.

5. Yes, if the child:

   a. Is, 21 or 22 years old and enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary, and is dependent on the member or former member for over one-half of the child's support; or

   b. Is over 21 years old and incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member before the age of 21 or under clause a. and is, dependent on the member for over one-half of the child's support or was, at the time of the member's death. (Incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).

Attachment 3

COMPLETING DD FORM 1172, "APPLICATION FOR UNIFORMED SERVICES IDENTIFICATION CARD - DEERS ENROLLMENT"

A3.1. General Instructions.

A3.1.1. The DD Form 1172 shall be used for enrollment or update of eligible individuals into the DEERS data base and to apply for issuance of DD Forms 2 (Active, Reserve, Retired, and Reserve Retired), DD Form 1173, DD Form 1173-1, DD Form 2764, 2765, AF Form 354, DA 1602--except do not update DEERS when issuing the AF Form 354, DA 1602, DD 489 or 1934, complete the DD Form 1172 manually (see notes 1 and 2 of this attachment). Do not generate a DD Form 1172 for sponsors, when issuing the sponsor's identification card.

A3.1.2. If manually preparing the form, type or print legibly using black ballpoint pen.

A3.1.3. When manually completing the form, use the exact codes listed under each item. For example, in block 35 (relationship), enter CH for child, SC for stepchild and SP for spouse.

A3.1.4. Dispose of the DD Form 1172 in accordance paragraph **1.13.**

A3.1.5. Update the DEERS or RAPIDS then generate a DD Form 1172 when issuing DD Forms 1173 or DD Form 2765 to foreign personnel (***EXCEPTION:*** See paragraph **21.18.**).

A3.1.6. To enroll ROTC cadets in RAPIDS, contact respective Reserve or Guard Component Service Project Office.

A3.2. DEERS Enrollment:

A3.2.1. A sponsor with dependents must enroll in DEERS:

A3.2.1.1. All eligible dependents.

A3.2.1.2. Any other beneficiary not issued an ID card for whom the sponsor claims dependent status for medical benefits.

A3.2.1.3. Enroll newborn children, out to their 21st birthday if no ID card is issued.

A3.2.2. Section II requires the dependent's:

A3.2.2.1. Name.

A3.2.2.2. Date of birth.

A3.2.2.3. Relationship to the sponsor.

A3.2.2.4. SSN.

A3.2.2.5. Address, if different from that of the sponsor or applicant.

A3.3. Section I. Sponsor Information:

A3.3.1. Block 1. Name. Enter the sponsor's LAST name first, enter the FIRST name, and then enter the MIDDLE INITIAL or the full MIDDLE NAME. (Use no more than 27 characters.)

The name field can include a designation of JR, SR, ESQ, or the Roman numerals I through X. To include that designation, enter the appropriate data after the middle initial. The name cannot contain any special characters nor is any punctuation permitted.

A3.3.2. Block 2. Sex. Enter the sex of the sponsor from the valid abbreviations listed in the left column, below: (Use one character.)

M - Male

F - Female

A3.3.3. Block 3. Social Security Number (SSN). Enter the sponsor's SSN. In cases where the sponsor does not have an SSN, enter the sponsor's Service Serial Number with the addition of left-justified zeros, when the service number contains less than nine digits. For example, serial number “12345” would be entered as “000012345.” A foreign identification number (FIN) will automatically be assigned and generated by the RAPIDS for foreign military members and foreign nationals who are not under the Social Security Administration System and will not receive a SSN. (Use nine characters).

If the SSN or Service Serial Number is already registered on the DEERS database for another individual, STOP processing and verify the number. If verification confirms duplication of the SSN by the Social Security Administration, continue processing and the system shall automatically generate a duplicate control number for the additional sponsor.

A3.3.4. Block 4. Status. Enter the correct abbreviation for the status of the sponsor from the valid abbreviations listed in the left column, below: (Use no more than six characters.)

ACADMY	Academy or Navy Officer Candidate School (OCS) Student
AD	Active duty (excluding Guard and Reserve on extended active duty for more than 30 days)
AD-DEC	Active duty deceased
CIV	Civilian
CONTR	Contractor
DAVDEC	100-percent disabled veteran deceased (either temporary (TMP) or permanent (PRM)
DAVPRM	100-percent disabled veteran, permanent disability
DAVTMP	100-percent disabled veteran, temporary disability
FP	Foreign military personnel
FMRMR	Former member who is in receipt of retired pay for non-regular service under chapter 1223 of 10 U.S.C. but who has been discharged from the Service and maintains no military affiliation
FMRDEC	A former member who qualified for retired pay for non-regular service under Chapter 1223 of 10 U.S.C. at his or her sixtieth birthday, before his or her discharge from the Service, but died while in receipt of retired pay

GRD	National Guard (all categories)
GRDDEC	National Guard deceased
GRD-AD	Guard on extended active duty for more than 30 days
MH	Medal of Honor recipient
MH-DEC	Medal of Honor recipient deceased
OTHER	Non-DOD eligible beneficiaries (including credit union employees, or contractor personnel, and other civilians employed in support of U.S. forces overseas, who are authorized benefits and privileges).
PDRL	Retired member, on the Permanent Disability Retired List (PDRL)
PR-APL	Prisoner or Appellate leave
RCL-AD	Recalled to active duty
RES	Reserve (all categories)
RES-AD	Reserve members on extended active duty for more than 30 days
RESDEC	Reserve deceased
RESRET	National Guard and Reserve members who retire, but are not entitled to retired pay until age 60
RET	Retired member entitled to retired pay
RETDEC	Deceased retired member entitled to retired pay. Code applies to active duty retired, Retired Reserve beginning on their 60th birthday, the TDRL, and the PDRL.
SSB	Special Separation Benefits (SSB) recipient member with 120 days medical benefits (CHAMPUS/TRICARE and MTF)
TDRL	Retired member, on the Temporary Disability Retired List (TDRL)
TA-RES	Selected Reserve Transition Assistance for Military Personnel 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)
VSI	Voluntary Separation Incentive (VSI) recipient with 120 days medical benefits (CHAMPUS/TRICARE and MTF)

A3.3.5. Block 5. Branch of Service. Enter the correct organization with which the sponsor is affiliated from the valid abbreviations listed in the left column, below: (Use no more than five characters.)

USA	-	the U.S. Army
USAF	-	the U.S. Air Force
USN	-	the U.S. Navy
USMC	-	the U.S. Marine Corps
USCG	-	the U.S. Coast Guard
USPHS	-	the United States Public Health Service
NOAA	-	the National Oceanic and Atmospheric Administration
DOD		the Department of Defense
OTHER	-	used when the sponsor is not affiliated with one of the Uniformed Services listed above

A3.3.6. Block 6. Pay Grade. Enter the correct sponsor pay grade from the valid abbreviations listed in the left column, below. (Use no more than four characters.)

El-E9	-	Enlisted pay grades 1 through 9
W1-W5	-	Warrant officer pay grades 1 through 5
STDT	-	Academy and/or Navy OCS student (ENTER PAY GRADE IF STDT RECEIVING PAY)
O01-011	-	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
GSE01-GSE18		General Schedule Equivalent to be assigned to contractor personnel
OTHER	-	Other (non-Uniformed Service) pay grades not defined above
N/A	-	Not applicable. Use this code with the Block 4 status codes “FMRMR” or “FMRDEC.”

A3.3.7. Block 7. Rank. Enter the Uniformed Service sponsor's correct rank from the valid abbreviations listed, below. That block is left blank for all other sponsors. For NOAA and USPHS sponsors, follow the Navy and/or Coast Guard officer ranks. Pay grade O11 is reserved. (Use no more than six characters.)

Pay Grade	**Army Rank**	**Air Force Rank**	**Marine Corps Rank**	**Navy and/or Coast Guard Rank**
O10	GEN	GEN	GEN	ADM
O09	LTG	LTGEN	LTGEN	VADM
O08	MG	MAJGEN	MAJGEN	RADM

Pay Grade	Army Rank	Air Force Rank	Marine Corps Rank	Navy and/or Coast Guard Rank
O07	BG	BGEN	BGEN	RADM
O06	COL	COL	COL	CAPT
O05	LTC	LTCOL	LTCOL	CDR
O04	MAJ	MAJ	MAJ	LCDR
O03	CPT	CAPT	CAPT	LT
O02	1LT	1STLT	1STLT	LTJG
O01	2LT	2NDLT	2NDLT	ENS
W5	CW5	CWO-5	CWO5	CWO-5
W4	CW4	CWO-4	CWO4	CWO-4
W3	CW3	CWO-3	CWO3	CWO-3
W2	CW2	CWO-2	CWO2	CWO-2
W1	WO1	WO	WO	WO-1
E9	SMA	CMSAF	SMOFMC	MCPON/MCPOCG
E9	CSM	CMSGT	SGTMAJ	MCPO
E9	SGM		MGYSGT	
E8	1SG	SMSGT	1STSGT	SCPO
E8	MSG		MSGT	
E7	SFC	MSGT	GYSGT	CPO
E6	SSG	TSGT	SSGT	PO1
E5	SGT	SSGT	SGT	PO2
E4	CPL	SGT	CPL	PO3
E4	SPC	SRA		
E3	PFC	A1C	LCPL	NON-PO
E2	PV2	AMN	PFC	NON-PO
E1	PV1	AB	PVT	NON-PO
STDT	CADET	CADET	PLC	MIDSHP/CADET
STDT	OC	OC	OCS	OC
STDT	ROTC	ROTC		ROTC
STDT	AOC			ROC
N/A	FMRMR	FMRMR	FMRMR	FMRMR

A3.3.8. Block 8. GEN CAT (Geneva Convention Category). Enter the sponsor's appropriate Geneva Convention Category from the valid abbreviations listed in the left column, below. That block is automatically generated for online systems. (Use no more than three characters.)

I	Category I (pay grades El through E4)
II	Category II (pay grades E5 through E9)
III	Category III (pay grades W1 through O03 and/or Cadets and/or Midshipmen)
IV	Category IV (pay grades O04 through O06)
V	Category V (pay grades O07 through O11)
N/A	Not applicable (nonprotected personnel)

A3.3.9. Block 9. Type of Card Issued. If the transaction being performed results in issue or reissue of the sponsor's Uniformed Services' ID card, enter the appropriate abbreviation from the left column, below, to indicate which DD Form was issued to the sponsor. (Use four characters.)

2ACT	-	DD Form 2, Active (Green)
2RET	-	DD Form 2, Retired (Blue)
2RES	-	DD Form 2, Reserve (Red)
2RES		DD Form 2, Reserve (Green)
1173	-	DD Form 1173 (Tan)
1173-1	-	DD Form 1173-1 (Red)
2764	-	DD Form 2764 (Tan)
2765	-	DD Form 2765 (Tan)

A3.3.10. Block 10. ID No. (ID Card Number). If the transaction is to issue or reissue an ID card to the sponsor, enter the serial number of the DD Form 2, DD Form 1173, or DD Form 1173-1. That block may be left blank. (Use no more than nine characters.)

A3.3.11. Block 11. Last Update. No action required. That date is generated automatically by the DEERS and indicates the date of the last online transaction or DD Form 1172 submitted for that sponsor.

A3.3.12. Block 12. V/I (Verify and/or Issue). Enter the correct action abbreviation to show the reason that the DD Form 1172 is being prepared. Select from the valid values listed in the left column, below. For Ready Reserve members and Reserve retirees entitled to pay at age 60, leave blank. (Use one character.)

A	-	To indicate the addition of a new record on the DEERS.
C	-	To indicate a change or update transaction, when an ID card shall not be issued.
I	-	To indicate the issue OR reissue of an ID card.
U	-	To indicate a sponsor and/or dependent(s) address update only. If the address update is for dependents' addresses only, proceed to block 33.
T	-	Terminate

A3.3.13. Block 13. Current Residence Address. Enter the number and street of the sponsor's current residence address. When disclosure of the residence address would violate the "Privacy Act" (5 U.S.C. 552a) and the sponsor is an active duty or a Reserve member, enter the sponsor's military mailing address. If sponsor is deceased or if address is unknown, leave blank. (Use no more than 27 characters.)

A3.3.14. Block 14. Supplemental Address Information. Enter supplemental address information, such as an apartment number. Do not enter a duty address in combination with a residence address. That field may be left blank. (Use no more than 20 characters.)

A3.3.15. Block 15. City. Enter the sponsor's current city of resident. If the sponsor's address is an Army Post Office (APO) or a Fleet Post Office (FPO), enter the designation APO or FPO. If the sponsor is deceased or city is unknown, leave blank. (Use no more than 18 characters.)

A3.3.16. Block 16. State. Enter the correct U.S. postal abbreviation for the State of the sponsor's residence from the valid Postal abbreviations listed, below. If the sponsor's address is an APO or FPO, enter the correct APO or FPO State. If the sponsor lives outside of the 50 United States, the District of Columbia, or one of the listed trust territories, enter a default value of "XX." If the sponsor is deceased or if State is unknown, leave blank. (Use two characters.)

Europe , Canada	AE	Kentucky	KY	Pennsylvania	PA
Alabama	AL	Louisiana	LA	Puerto Rico	PR
Pacific	AP	Maine	ME	Rhode Island	RI
Alaska	AK	Maryland	MD	South and Central	
American Samoa	AS	Massachusetts	MA	America	AA
Arizona	AZ	Michigan	MI	South Carolina	SC
Arkansas	AR	Minnesota	MN	South Dakota	SD
California	CA	Mississippi	MS	Tennessee	TN
Colorado	CO	Missouri	MO	Federated States	
Connecticut	CT	Montana	MT	of Marshall Islands,	
Delaware	DE	Nebraska	NE	Palau	TT
District of Columbia	DC	Nevada	NV	Texas	TX
Florida	FL	New Hampshire	NH	Utah	UT
Georgia	GA	New Jersey	NJ	Vermont	VT
Guam	GU	New Mexico	NM	Virginia	VA
Hawaii	HI	New York	NY	Virgin Islands	VI
Idaho	ID	North Carolina	NC	Washington	WA
Illinois	IL	North Dakota	ND	West Virginia	WV
Indiana	IN	Ohio	OH	Wisconsin	WI
Iowa	IA	Oklahoma	OK	Wyoming	WY
Kansas	KS	Oregon	OR		

A3.3.17. Block 17. ZIP Code. Enter the correct nine-digit ZIP Code of the sponsor's current residence address in the following format: “123456789.” If the last four digits are unknown, enter four zeros (0000); e.g., “123450000.” If the sponsor does not reside in one of the 50 United States, the District of Columbia, or one of the listed trust territories, enter the applicable foreign ZIP Code, or APO or FPO number. If the sponsor is deceased or if ZIP Code is unknown, leave blank. (Use no more than nine characters.)

A3.3.18. Block 18. Country. Enter the sponsor's correct country of residence from the valid State Department abbreviations listed, below. If the sponsor's address is an APO or FPO, the country must be “US”. If the sponsor is deceased or if country is unknown, leave blank. (Use two characters.)

Afghanistan	AF	Burundi	BY
Albania	AL	Cambodia	CB
Algeria	AG	Cameroon	CM
America Samoa	AQ	Canada	CA
Andorra	AN	Cape Verde	CV
Angola	AO	Cayman Islands	CJ
Anguilla	AV	Central African	
Antarctica	AY	Republic	CT
Antigua and Barbuda	AC	Chad	CD
Argentina	AR	Chile	CI
Armenia	AM	China	CH
Aruba	AA	Christmas Island	KT
Ashmore and Cartier		Clipperton Islands	IP
Islands	AT	Cocos (Keeling)	
Australia	AZ	Islands	CK
Austria	AU	Colombia	CO
Azerbaijan	AJ	Comoros	CN
Bahamas The	BF	Cook Islands	CW
Bahrain	BA	Coral Sea Islands	CR
Baker Island	FQ	Costa Rica	CS
Bangladesh	BG	Cote Dtvoire	IV
Barbados	BB	Croatia	HR

Bassas Da India	BS	Cuba	CU
Belarus	BO	Cyprus	CY
Belgium	BE	Czech Republic	EZ
Belize	BH	Denmark	DA
Benin	BN	Djibouti	DJ
Bermuda	BD	Dominica	DO
Bhutan	BT	Dominican Republic	DR
Bolivia	GL	Ecaudor	EC
Bosnia and Herzegovina	BO	Egypt	EG
		El Salvador	ES
Botswana	BC	Equatorial Guinea	EK
Bouvet Island	BV	Eritrea	ER
Brazil	BR	Estonia	EN
British Indian Ocean Territory	IO	Ethiopia	ET
		Europa Island	EU
British Virgin Islands	VI	Falkland Islands (Islas Malvinas)	FK
Brunei	BX	Faroe Islands	FO
Bulgaria	BU	Federated States of Micronesia	FM
Burkina	UV	Fiji	FJ
Burma	BM		

Finland	FI
France	FR
French Guiana	FG
French Polynesia	FP
French Southern and Antarctic Lands	FS
Gabon	GB
Gambia The	GA
Gaza Strip	GZ
Georgia	GG
Germany	GM
Ghana	GH
Gibraltar	GI
Glorioiso Islands	GO
Greece	GR
Greenland	GL
Grenada	GJ
Guadeloupe	GP
Guam	GQ
Guatemala	GT
Guernsey	GK
Guinea	GV
Guinea-Bissau	PU
Guyana	GY
Haiti	HA
Heard Island and McDonald Islands	HM
Honduras	HO
Jarvis Island	DQ
Jersey	JE
Johnston Atoll	JQ
Jordan	JO
Juan De Nova Island	JU
Kazakhstan	KZ
Kenya	KE
Kingman Reef	KQ
Kiribati	KR
Korea Democratic Peoples Republic	KN
Korea Republic of	KS
Kuwait	KU
Kyrgystan	KG
Laos	LA
Latvia	LG
Lebanon	LE
Lesotho	LT
Liberia	LI
Libya	LY
Liechtenstein	LS
Lithuania	LH
Luxembourg	LU
Macau	MC
Macedonia	MK
Madagascar	MA
Malawi	MI
Malaysia	MY

Hong Kong	HK	Maldives	MV
Howland Island	HQ	Mali	ML
Hungary	HU	Malta	MT
Iseland	IC	Man Isle of	IM
India	IN	Marshall Islands	RM
Indonesia	ID	Martinique	MB
Iran	IR	Mauritania	MR
Iraq	IZ	Mauritius	MP
Ireland	EI	Mayotte	MF
Israel	IS	Mexico	MX
Italy	IT	Midway Islands	MQ
Ivory Coast	IV	Moldova	MD
Jamaica	JM	Monaco	MN
Jan Mayen	JN	Mongolia	MG
Japan	JA	Montenegro	MW

Montserrat	MH
Morocco	MO
Mozambique	MZ
Namibia	WA
Nauru	NR
Navassa Island	BQ
Nepal	NP
Netherlands	NL
Netherlands Antilles	NA
New Caledonia	NC
New Zealand	NZ
Nicaragua	NU
Niger	NG
Nigeria	NI
Niue	NE
Norfolk Island	NF
Northern Mariana Islands	CQ
Norway	NO
Oman	MU
Pakistan	PK
Palmyra Atoll	LQ
Panama	PM
Papua New Guinea	PP
Paracel Islands	PF
Paraguay	PA
Peru	PE
Philippines	RP
St. Vincent and the Grenadines	VC
San Marino	SM
Sao Tome and Principe	TP
Saudi Arabia	SA
Senegal	SG
Serbia	SR
Seychelles	SE
Sierra Leone	SL
Singapore	SN
Slovakia	LO
Slovenia	SI
Solomon Islands	BP
Somalia	SO
South Africa	SF
South Georgia and the South Sandwich Islands	SX
Spain	SP
Spratly Islands	PG
Sri Lanka	CE
Sudan	SU
Surinam	NS
Svalbard	SV
Swaziland	WZ
Sweden	SW
Switzerland	SZ
Syria	SY

Pitcairn Islands	PC	Taiwan	TW
Poland	PL	Tajikstan	TI
Portugal	PO	Tanzania	TZ
Puerto Rico	RQ	Thailand	TH
Qatar	QA	Togo	TO
Reunion	RE	Tokelau	TL
Romania	RO	Tonga	TN
Russia	RS	Trinidad and Tobago	TD
Rwanda	RW	Tromelin Island	TE
St. Kitts and Nevis	SC	Trust Territory of the	
St. Helena	SH	Pacific Islands (Palau)	PS
St. Lucia	ST	Tunisia	TS
St. Pierre and		Turkey	TU
Miquelon	SB	Turkmenistan	TX

Turks and Caicos		Vatican City	VT
Islands	TK	Venezuela	VE
Tuvalu	TV	Vietnam	VM
Uganda	UG	Virgin Islands	VQ
Ukraine	UP	Wake Island	WQ
United Arab		Wallis and Futuna	WF
Emirates	TC	West Bank	WE
United Kingdom	UK	Western Sahara	WI
United States	US	Western Samoa	WS
Uruguay	UY	Yemen (Aden)	YM
Uzbekistan	UZ	Zambia	ZA
Vanuatu	NH	Zimbabwe	ZI

A3.3.19. Block 19. UIC (Unit Identification Code). No action required. Leave this block blank. This is an eight character (Air Force), six character (Army) or five character (Navy) restricted field entered by each Uniformed Service personnel system that interfaces with DEERS. UIC equals PAS code for Air Force, RUC-MCC for Marine Corps, or OPFAC for Coast Guard personnel.

A3.3.20. Block 20. Home Telephone Number. Enter the sponsor's current residence, duty, or business telephone number beginning with the area code. Do not use punctuation to separate area code, prefix, and basic number. This block may be left blank. (Use no more than 10 characters.)

A3.3.21. Block 21. Date of Birth. Enter the sponsor's date of birth in four-digit year, three alpha-character month, and two-digit day format (YYYYMMMDD). Date of birth must also be entered, when using “U” code (block 12.) for off-line entry. (Use nine characters.)

A3.3.22. Block 22. Blood Type. Enter the sponsor's blood type from the valid list of abbreviations listed in the left column, below. This block may be left blank for other than AD, RCL-AD, ACADMY, GRD, or RES sponsors. (Use no more than three characters.)

A+	A Positive
A-	A Negative
B+	B Positive
B-	B Negative
AB+	AB Positive
AB-	AB Negative
O+	O Positive
O-	O Negative

A3.3.23. Block 23. Color Eyes. Enter the sponsor's correct eye color from the valid abbreviations listed in the left column, below. If sponsor is deceased, or if eye color is unknown, leave blank. (Use two characters.)

BR	Brown
GR	Green
BL	Blue
HZ	Hazel
BK	Black
GY	Gray
VT	Violet

A3.3.24. Block 24. Color Hair. Enter the sponsor's correct hair color from the valid abbreviations listed in the left column, below. If sponsor is deceased, of if hair color is unknown, leave blank. (Use two characters.)

AU	Auburn
BK	Black
BN	Blonde
BR	Brown
GY	Gray
RD	Red
SL	Silver
WH	White
BD	Bald
OT	Not Applicable

A3.3.25. Block 25. Height. Enter the sponsor's height in inches. The valid range is 48 to 96 inches. If the sponsor is deceased, or if height is unknown, leave blank. (Use two characters.)

A3.3.26. Block 26. Weight. Enter the sponsor's weight in pounds. The valid range is 0 to 999. If the sponsor is deceased, or if weight is unknown, leave blank. (Use up to three characters.)

A3.3.27. Block 27. Medicare. Enter the sponsor's entitlement status for Medicare Part A hospital insurance through the Social Security Administration. For Ready Reserve members and Reserve retirees, who are entitled to pay at age 60, leave blank. (Use one character.)

D - Eligible prior to age 65 due to disability; dual entitlement to Medicare and CHAMPUS/TRICARE

E - Eligible, at age 65; Medicare start date is on, or after, attainment of age 65.

N - Not eligible at age 65; did not work enough quarters.

P - Purchased Medicare Part A; did not work enough quarters to qualify.

A - Eligible over age 65; Medicare Part A started after age 65.

R - Eligible for Medicare Part A, under age 65, due to end state renal disease.

A3.3.28. Block 28. Marital Status. Enter the sponsor's marital status from the valid abbreviations listed in the left column, below. (Use three characters.)

ANL	Annulled
DIV	Divorced
INT	Interlocutory decree
JSM	Joint-Service marriage
LSP	Legally separated
MAR	Married
SGL	Single (never been married)
WID	Widow or widower

A3.3.29. Block 29. ELIG ST/MC EFF DATE. (Eligibility Start Date and/or Civilian Health Care Effective Date or Medicare Part A Hospital Insurance Start Date and/or Guard and/or Reserve-Start Date). (Use nine characters.)

A3.3.29.1. For active duty sponsors, enter the date that the sponsor commenced active duty. A break in service that lasted more than 24 hours results in a new eligibility start date.

A3.3.29.2. For RET, FMRMR, TDRL, or PDRL sponsors, enter the date the sponsor became eligible to receive retired pay. If the sponsor became eligible for Medicare Part A hospital insurance benefits before attaining age 65, enter the Medicare Part A start date and a “D” or “R” in block 27, above.

A3.3.29.3. For Reserve component RET sponsors qualifying for retired pay at age 60, enter the sponsor's 60th birthday. If the sponsor became eligible for Medicare Part A hospital insurance after age 60, but before attaining age 65, enter the Medicare Part A start date and enter a “D” or “R” in block 27, above. After attaining age 65, enter the Medicare Part A hospital insurance start date and enter an “A” in block 27, above.

A3.3.29.4. For Reserve members enter the date the sponsor commenced his or her current Reserve commitment. For Reserve retirees entitled to pay at age 60, enter the date Reserve retirement began.

A3.3.29.5. For CIV, DAVTMP, DAVPRM, or MH, enter the date the sponsor's qualifying status began.

A3.3.30. Block 30. CARD EX/ELIG END DATE. (Card Expiration Date and/or Eligibility End Date and/or Guard/Reserve End Date.) Enter the appropriate sponsor effective end date for DD Form 2, as prescribed in **Attachment 12**; or for DD Forms 1173, as prescribed in **Attachment 4**.

A3.3.31. Block 31. Privileges Authorized. In the spaces provided, enter the correct abbreviation to show the benefits and privileges that the sponsor is authorized to receive. (Use one character for each privilege category.)

MC If the sponsor is entitled to medical care under the CHAMPUS/TRICARE, enter “C”. If the sponsor is not entitled to the CHAMPUS/TRICARE, enter “N”.

MS If the sponsor is authorized healthcare at Uniformed Services facilities (MS), enter “Y”. If the sponsor is not authorized MS, enter “N”.

C If the sponsor is authorized commissary privileges, enter “Y”. If the sponsor is not authorized commissary privileges, enter “N”.

MWR If the sponsor is authorized morale, welfare, and recreation privileges, enter “Y”. If the sponsor is not authorized morale, welfare, and recreation privileges, enter “N”.

EU If the sponsor is authorized unlimited exchange privileges, enter “Y”. If the sponsor is not authorized unlimited exchange privileges, enter “N”.

EL If the sponsor is authorized limited exchange privileges, enter “Y”. If the sponsor is not authorized limited exchange privileges, enter “N”.

Reserve members and Reserve retirees entitled to pay at age 60, will have C, MWR and EU reflected on their card; but not medical.

A3.3.32. Block 32. END ELIG REASON. (End Eligibility Reason.) No longer used.

A3.4. Section II - Dependent Information.

A3.4.1. Block 33. Name. Enter the dependent's name, as prescribed in block 1 above.

NOTE: Do not enter nicknames, short spellings, or popular names. The name should reflect the legal name appearing on the birth certificate used for verification, unless the dependent legally changed his or her name in compliance with the legal requirements of the state in which he or she made the change. Consult the base legal staff for advice. For ID card purposes, there is no legal requirement that a wife take her husband’s name at the time of marriage. A copy of a birth certificate and marriage certificate is required if a wife reverts back to her maiden name. A court order is not required.

A3.4.2. Block 34. Sex. Enter the sex of the dependent, as prescribed in block 2, above.

A3.4.3. Block 35. Relationship. Enter the correct abbreviation to show the dependent's relationship to the sponsor from the valid abbreviations listed in the left column below: (Use no more than six characters.)

CH	Child
SC	Stepchild
URW	Unremarried widow(er) (never remarried)
UMW	Unmarried widow(er)

PL	Parent-in-law
SPL	Stepparent-in-law
PAR	Parent
STP	Stepparent
SP	Spouse
WARD	Legal ward
URFS02	Unremarried former spouse (meets 20-20-20 criteria)
URFS03	Unremarried former spouse (meets 20-20-15 criteria and marriage terminated before April 1, 1985)
URFS04	Unremarried former spouse (meets 20-20-15 criteria and marriage terminated on or after April 1, 1985 and on or before 28 September 1988)
URFS05	Unremarried former spouse (meets 10-20-10 criteria and marriage terminated on or after October 23, 1992)
URFS06	Unmarried former spouse (meets the Transitional Compensation criteria and marriage terminated criteria on or after Nov 30, 1993
UMFS	Unmarried former spouse (meets 20-20-20 criteria and remarriage terminated by death or divorce)

For Reserve members and Reserve retirees entitled to pay at age 60, only codes PAR, PIL, SP, CH, SC, or WARD shall be used.

A3.4.4. Block 36. SSN. (Social Security Number.) Enter the dependent's SSN. A temporary identification number (TIN) will automatically be assigned and automatically generated by the RAPIDS 6.1 for categories of beneficiaries who do not yet have SSNs, such as newborns and foreign spouses, awaiting a SSN, or for those who do not have and are not eligible for a SSN. (Use nine characters.)

A3.4.5. Block 37. ID No. (ID Card Number.) If a manually prepared DD Form 1173 or a manually prepared DD Form 1173-1 is being issued to the dependent, enter the serial number in that block. If the transaction being performed is to terminate the dependent's eligibility, that block need not be updated except to identify a card that may be in the possession of an individual no longer entitled to the card. Such card should be retrieved for destruction. (Use no more than nine characters.)

A3.4.6. Block 38. Last Update. Refer to block 11 above. No action required.

A3.4.7. Block 39. V/I. (Verify and/or Issue.) Enter the correct action, as prescribed in block 12 above. For dependents of active duty sponsors who are no longer eligible for benefits or for Guard and Reserve DEERS Enrollment Program dependents who are no longer eligible for future benefits on mobilization of the sponsor, enter code “T” and the appropriate code in block 60. below. For all other Reserve members and Reserve retirees entitled to pay at age 60, leave blank.

A3.4.8. Block 40. Current Residence Address. Enter the number and street of the dependent's residence address. If address is unknown, leave blank. (Use no more than 27 characters.)

A3.4.9. Block 41. Supplemental Address Information. Enter supplemental address information, as prescribed in block 14 above.

A3.4.10. Block 42. City. Enter the dependent's current city of residence, as prescribed in block 15 above.

A3.4.11. Block 43. State. Enter the correct postal abbreviation for the dependent as prescribed in block 16 above.

A3.4.12. Block 44. ZIP Code. Enter the correct 9-digit ZIP Code of the dependent's current residence address, as prescribed in block 17 above.

A3.4.13. Block 45. Country. Enter the dependent's correct country of residence, as prescribed in block 18 above.

A3.4.14. Block 46. Home Telephone Number. Enter the dependent's current residence telephone number, as prescribed in block 20 above.

A3.4.15. Block 47. Date of Birth. Enter the dependent's date of birth, as prescribed in block 21 above.

A3.4.16. Block 48. MBI (Multiple Birth Indicator). Enter the applicable value to identify dependents, whose dates of birth are within 10 months of each other. That value is required even when those dependents are not twins, triplets, etc. (Use one character.)

Y - Yes, there are multiple birth dependents.

N - No, there are no multiple birth dependents.

A3.4.17. Block 49. STU (Student). If the dependent child is 21 or 22 years of age and meets the criteria for entitlement as a full-time student, enter “Y.” If the dependent child is 21 or 22 years of age and is not a student, enter “N” and make the necessary entry in block 50 below. (Use one character.)

A3.4.18. Block 50. INCAP (Incapacitation Status). An entry must be made in that block for each child over 21 years of age, who has been determined by the sponsor's parent Uniformed Service to be entitled to benefits and privileges as an incapacitated dependent. Enter the appropriate value from the indicators, below: (Use one character.)

N - Not incapacitated

P - Permanently incapacitated

T - Temporarily incapacitated

Verification of entitlement must be reestablished by the sponsor's parent Service for each subsequent renewal or replacement of ID cards for temporarily incapacitated children.

A3.4.19. Block 51. Medicare. Enter the dependent's entitlement status for Medicare Part A hospital insurance through the Social Security Administration, as prescribed in block 27 above.

Dependents of Reserve retirees, entitled to pay at age 60 and issued DD Form 1173-1, are not entitled to medical benefits. That block shall be left blank.

A3.4.20. Block 52. Color Eyes. Enter the dependent's correct eye color, as prescribed in block 23 above.

A3.4.21. Block 53. Color Hair. Enter the dependent's correct hair color, as prescribed in block 24 above.

A3.4.22. Block 54. Height. Enter the dependent's height in inches. The valid range is 00 to 96 inches. (Use two characters.)

A3.4.23. Block 55. Weight. Enter the dependent's weight in pounds, as prescribed in block 26 above.

A3.4.24. Block 56. Marital Status Date (YYYYMMMDD). If the dependent's relationship is SP, URW, UMW, URFS02, URFS03, URFS05, URFS06, or UMFS, enter the date of marriage or marital status change. (Use nine characters.)

A3.4.25. Block 57. ELIG ST/MC EFF DATE (YYYYMMMDD) (Eligibility Start Date and/or Civilian Health Care Effective Date or Medicare Part A Hospital Insurance Start Date). Enter the effective start date of the dependent's eligibility for benefits and privileges, as prescribed in **Attachment 4**. For dependents eligible for Medicare Part A, before age 65, enter the date Medicare eligibility began.

A3.4.25.1. For dependents eligible for Medicare, Part A, before age 65, enter the date Medicare eligibility began. Enter a “D” or “R” in block 51, or block 79, if applicable to second dependent listed. If eligibility starts after age 65, enter the Medicare, Part A, hospital insurance start date and enter an “A” in block 51 above, or block 79 below, if applicable to dependent listed.

A3.4.25.2. For Reserve dependents and dependents of Reserve retirees entitled to pay at age 60 and not yet reached age 60, who are issued Reserve dependent ID cards, leave block 57 blank.

A3.4.25.3. For 20-20-20 former spouse not entitled to medical benefits because of enrollment in employer-sponsored health plan, enter date that eligibility for health plan began and indicate “N” in the MC block.

A3.4.25.4. For Medicare eligible beneficiaries under age 65, who are enrolled in Medicare, Part B, and who remain CHAMPUS/TRICARE eligible until age 65, enter the date the beneficiary becomes entitled to CHAMPUS/TRICARE (see **Attachment 4** for MC effective dates). Enter “D” in block 51 (or block 79, if applicable to second dependent listed), and indicate “Y” in MC block.

A3.4.25.5. Wards of active duty members, 5 October 1994 or date dependency and residency is established, whichever is later. Wards of retired members, 1 July 1994 or date dependency and residency is established, whichever is later. ***NOTE:*** Wards of active duty members became eligible for MS 1 July l994; however, they did not become entitled to CHAMPUS/TRICARE until 5 October 1994.

A3.4.26. Block 58. CARD EX/ELIG END DATE (YYYYMMMDD) (Card Expiration Date and/or Eligibility End Date). Enter the correct eligibility end date or card expiration date, as prescribed in **Attachment 4**. (Use nine characters.)

A3.4.26.1. For Reserves, enter maximum 4 years from date of verification of DD Form 1172, sponsor's expiration of service date, or dependent's 21st birthday, whichever is earliest. For Reserve retirees entitled to pay at age 60, enter maximum 4 years from date of verification of DD Form 1172, dependent's 21st birthday, or sponsor's 60th birthday, whichever is earlier. For students or incapacitated children see **Attachment 4**.

A3.4.26.2. If card is not being issued to a newborn child, the eligibility end date is the 21st birthday; or 120 days if no SSAN and TIN is generated.

A3.4.27. Block 59. Privileges Authorized. Enter the dependent's authorized benefits and privileges; use applicable coding as reflected in block 31.

A3.4.28. Block 60. END ELIG REASON (YYYYMMMDD)(End Eligibility Reason). If the dependent's eligibility for benefits and privileges is to be terminated, enter the most appropriate end eligibility reason abbreviation from the list in the left column, below. When terminating eligibility, a "T" must also be entered in block 39 or block 67 (Use three characters.)

ACD	Dependent entered active duty
DIV	Divorce and/or annulment
DMG	Dependent married
DTH	Death
EEN	Active duty separation and/or discharge and/or premature loss and/or deserter and/or end-of-entitlement and/or Reserve affiliation for Reserve members
ESS	End of student status
ETI	Temporary incapacitation ends
TWF	Twenty-first birthday (used with online system)
TWT	Twenty-third birthday (used with online system)
UIS	Unauthorized issue

For Guard and Reserve DEERS Enrollment Program dependents, only codes ACD, DIV, DMG, DTH, ESS, ETI, TWF, and TWT apply.

Blocks 61 through 88. Enter, as prescribed in blocks 33 through 60 above.

A3.5. Section III - Sponsor Declaration and Remarks:

A3.5.1. Block 89. Remarks.

A3.5.1.1. Enter the method of verification and further explanation of entitlement status, such as marriage certificate, birth certificate, or court order for adoption.

A3.5.1.2. Enter a statement that the former spouse has not remarried since the date of divorce from the member and does or does not have medical coverage under an employer-sponsored health plan. The former spouse must initial this statement.

A3.5.1.3. For issuance of DD Form 1173-1 to a Reserve family member, include a statement that this is for issuance of DD Form 1173-1, only.

A3.5.1.4. Indicate other appropriate comments, such as sponsor provides over 50-percent support, sponsor will not sign, or sponsor unavailable to sign. (That block may contain up to five typed lines of information.)

A3.5.1.5. For a member who is involuntarily separated and eligible under TAMP or TAP, include a statement that the sponsor and dependents qualify for benefits under TAMP or TAP based upon a separation date of (__insert date__). (This block may contain up to five typed lines of information.)

A3.5.1.6. For a member on TDRL who is receiving the second 30-month blue card, enter a statement that the member is not receiving Medicare, Part A.

A3.5.1.7. For widows and widowers who are renewing ID cards, include a statement that he or she has not remarried. The widow or widower must initial this statement.

A3.5.1.8. For eligible dependents who require a dependency determination or a medical sufficiency statement and whose cards were lost or stolen before the end eligibility date expired, enter a statement indicating that there has been no change in the status of the dependent.

A3.5.1.9. Regardless of the applicant's age or incapacity status, the verifying official must state whether the individual is entitled to Medicare, Part A:

A3.5.1.9.1. If entitled to Medicare, Part A, the applicant is not eligible for CHAMPUS/TRICARE. ***EXCEPTIONS:*** The military sponsor is on active duty, or dependents qualify under paragraph **7.1.** (under age 65, eligible for Medicare Part A and also enrolled in Part B.

A3.5.1.9.2. If the applicant is not entitled to Medicare, Part A and is beyond age 65, the Social Security Administration must provide a letter certifying that the individual is not entitled to Medicare, Part A. The verifying official should cite the letter from the SSA in block 89.

A3.5.2. Block 90. Signature. Block must contain the sponsor's signature, with the following exceptions: (Signature is required.)

a. Unmarried or unremarried former spouses shall sign for themselves.
b. When the sponsor is deceased the survivors shall sign for themselves.
c. When the military sponsor is unavailable for signature, the verifying official shall ensure that the dependency between the sponsor and family member exists. Verifying official shall follow the guidance in this instruction.
d. When the DD Form 1172 is prepared for terminating eligibility and the verifying official has viewed the appropriate documentation, the verifying official may sign.
e. Signature of a person in possession of a valid power of attorney is acceptable.

When the DD Form 1172 is not signed in the presence of the verifying official, the signature must be notarized. The notary seal and signature should be placed in the right margin of section III.

A3.5.3. Block 91. Date Signed (YYYYMMMDD). Enter the date that block 90 was signed on the DD Form 1172.

A3.6. Section IV. Verified by:

A3.6.1. Block 92. Type Name (Last, First, Middle). Enter the information pertaining to the verifying official. (Use no more than 27 characters and spaces.)

A3.6.2. Block 93. Pay Grade. Enter the pay grade of the verifying official. (Use no more than four characters.)

A3.6.3. Block 94. Unit and/or Command Name. Enter the unit and/or command name for the verifying official. (Use no more than 26 characters and spaces.)

A3.6.4. Block 95. Title. Enter the verifying official's title. (Use no more than 24 characters and spaces.)

A3.6.5. Block 96. UIC (Unit Identification Code). Enter the unique identifier (UIC, PAS code, RUC-MCC, or OPFAC) for the verifying office, as prescribed in block 19.

A3.6.6. Block 97. Duty Phone Number. Enter the verifying official's duty telephone number; DSN or commercial with area code. (Use no more than 14 characters.)

A3.6.7. Block 98. Unit and/or Command Address (Street, City, State, and ZIP Code). Enter the mailing address for the verifying official. (Use no more than 28 characters and spaces per line.)

A3.6.8. Block 99. Signature. The verifying official must sign in that block. (That block must contain the verifying official's signature.)

A3.6.9. Block 100. Date Verified (YYYYMMMDD). Enter the date of verification. (Use nine characters.)

A3.7. Section V - Issued by. Blocks 101 through 109. Enter in the same manner as the verifying official, as prescribed in section IV, above.

A3.8. Section VI. Recipient's Acknowledgment:

A3.8.1. Block 110. Recipient's Signature. Each recipient must sign in block 110. If any recipient is incapable of signing or is an infant, the condition must be indicated in block 110. Block 110 may contain multiple signatures; a signature for each recipient listed on the form.

A3.8.2. Block 111. Date Signed (YYYYMMMDD). Enter the date of recipient's acknowledgment. (Use nine characters.)

NOTES:

1. DD Form 489 and 1934. Complete the appropriate blocks of the DD Form 1172. Include additional data required to issue the ID card in the remarks section (block 89). For example, place the applicant's religion in block 89 since there is no block for religion on the DD Form 1172. See paragraph **21.18.** for Air Force members.
2. AF Form 354. Complete only blocks 1 through 6; 9 and 10; 12 through 18; 21; 23 through 26; and 30. Line through incomplete blocks. Complete block 4 (CIV or RET); block 5 (USAF); block 6 (current pay plan and grade); block 9 (AF Form 354); block 10 (completed by issuing activity); block 12 (I); block 13 (street number and name); block 14 (use for supplemental address information such as apartment number); and block 18. When issuing an ID card to a dependent, complete blocks 33 through 37, 39, 40 through 45, 47, 52 through 55, and 58. Use section III, block 89 to record the employee's organization and office symbol and any other pertinent information. Do not require a notarized signature. Employee signs and dates (blocks 90 and 91), and verifier completes blocks 92 through 100 in section IV.

Attachment 4

DD FORMS 1173 AND 2765 EXPIRATION DATE AND CHAMPUS/TRICARE (MC) EFFECTIVE DATE GUIDELINES

A4.1. DD Form 1173 and DD Form 2765 Expiration Date:

A4.1.1. When the member and his or her spouse are living apart because of a legal separation or interlocutory decree of divorce, set the expiration date at 1 year from the date of issue or the date on which the divorce becomes final. When a dependent child will be residing apart from the sponsor due to enrollment in a full-time course of study in an institution of higher learning, the DD Form 1173 may be reissued at any time, regardless of whether or not the current card has expired. The expiration date of the reissued card shall be as indicated below (when there appears to be a choice of two or more expiration dates, always choose the earliest date):

NOTES:

(To **Table A4.1.**, Expiration Dates)

1. Date of expiration of sponsor's term of active service.
2. Four years from the date that DD Form 1172 is verified. ***EXCEPTION:*** For DAV/TMP members and their dependents; set the expiration date at 60 days beyond the member's next scheduled reexamination date.
3. Last day of month preceding the 65th birthday (if entitled to Medicare, Part A), unless the person is entitled to Medicare, Part A, hospital insurance and not enrolled in Medicare, Part B, at the time of ID card issue.
4. On the 21st birthday. (If the child provides proof of full-time student status, refer to 5, 6, or 7.)
5. Two years from the date that DD Form 1172 is verified.
6. On the 23rd birthday.
7. Expected date of graduation.
8. If over age 21 and the parent uniformed service approved incapacitation:
   INCP 4 years from the date DD Form 1172 is verified (permanent incapacitation)
   INCT Date of anticipated reevaluation (temporary incapacitation)
9. Five years from the date the sponsor was placed on TDRL. ***NOTE:*** See **Attachment 12**, **Table A12.1.**, note 4.
10. Indefinite.
11. Three years from the date the DD Form 1172 is verified.
12. Date the sponsor's tour expires at the invitation or sponsorship of the United States.
13. Date the sponsor's entitlement to benefits terminates.
14. If the marriage terminated on or after 29 September 1988, 1 year after divorce, dissolution, or annulment.

15. For medical benefits, 60 days from day after separation date if members have fewer than 6 years of active service, and 120 days from day after separation if members have 6 or more years of active service. For commissary, exchange, and theater privileges, 2 years from day after separation date.

16. For medical benefits, 120 days from day after separation date for members approved for SSB or VSI. For commissary and exchange privileges, 2 years from day after separation date.

17. Abused spouse or former spouse: Issue temporary card expiring 6 months after issue while dependent is waiting receipt of court-ordered annuity. Reissue cards with same expiration date given to dependents of retired members once annuity is being paid by DFAS.

18. Abused children under 18: 4 years from date of verification or 18th birthday. (If child provides proof of full-time student status, refer to 5, 6 or 7).

19. If over age 18 and the parent uniformed service approved incapacitation:
    INCP - 4 years from the date DD Form 1172 is verified (permanent incapacitation)
    INCT - Date of anticipated evaluation (temporary incapacitation)

20. Abused spouse or unremarried former spouse: Approved stop payment date in block 21 on DD Form 2698, Application for Transitional Compensation.

21. Abused children Under 18: 4 years from date of verification, 18th birthday, stop payment date in block 21 on DD Form 2698, whichever occurs first.

22. If over age 18:
    INCP - 4 years from the date DD Form 1172 is verified (permanent incapacitation) or stop payment date in block 21 on DD Form 2698, whichever occurs first.
    INCT - Date of anticipated evaluation (temporary incapacitation), or stop payment date in block 21 on DD Form 2698, whichever occurs first.
    STUDENT - Date of graduation, 23d birthday or stop payment date in block 21 on DD Form 2698, whichever occurs first.

A4.2. MC (CHAMPUS/TRICARE) Effective Date:

A4.2.1. The MC effective date is the date that the beneficiary first becomes eligible for CHAMPUS/TRICARE coverage. Once assigned, an MC effective date is permanent for as long as CHAMPUS/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 CHAMPUS/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 CHAMPUS/TRICARE eligibility resumes (according to these guidelines) is the MC effective date.

NOTES: (To **Table A4.1.**, MC Effective Date)

A. Date of sponsor's entry on active duty or 1 October 1966 (the initial date active duty dependents became eligible for CHAMPUS/TRICARE), if entry was on or before that date. (If there is a break in service of more than 24 hours, use the most recent date of entry on active duty.)

B. 1 January 1967, if the sponsor retired or died on or before that date.

C. Date of marriage.

D. Date of birth.

E. Date of final adoption.

F. 31 August 1972 (date that an illegitimate child of a male member whose paternity has been judicially determined or an illegitimate child of a female member became eligible for the CHAMPUS/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 CHAMPUS/TRICARE).

H. Date Reserve member or former member becomes or would have become eligible for retired pay (usually the member's 60th birthday), if member elected to participate in the Reserve Component Survivor Benefit Plan.

I. Date member entered United States.

J. Date child's dependency on sponsor was established.

K. Refer to A, B, C, or H if meeting 20-20-20 criteria and divorced on or after 1 February 1983, or if meeting 20-20-15 criteria and divorced on or after 1 April 1985. If former spouse had an employer-sponsored health plan, use date the plan was canceled.

L. 1 January 1985, if meeting 20-20-20 criteria and divorced before 1 February 1983, or if meeting 20-20-15 criteria and divorced before 1 April 1985. If former spouse had an employer-sponsored health plan, use date the plan was canceled.

M. If Reserve member's death occurred after 30 September 1985, date Reserve member died.

N. If Reserve member's death occurred after 14 November 1986, date Reserve member died.

O. Day after member was involuntarily separated (TAMP) (or TAP for Air Force members) or voluntarily separated under the special separation benefit (SSB) program or the voluntary separation incentive (VSI) program. Do not change MC effective dates for dependents.

P. If unmarried former spouse's, widow's, or widower's remarriage was legally annulled, reinstatement of benefits is the day following the annulment.

Q. Retirees and the eligible spouse or children of living retirees who are Medicare eligible under age 65 have their CHAMPUS/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 CHAMPUS/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 CHAMPUS/TRICARE entitlement restored effective 1 October 2001 as long as they were enrolled in Medicare Part B on or before 1 October 2001.

R. Unremarried former spouses, and the survivors of retired, active duty, and Guard and Reserve-deceased members who are Medicare eligible under age 65 have their CHAMPUS/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 CHAMPUS/TRICARE as of the date of enrollment in Medicare, Part B. Those unremarried former spouses and survivors of retired, active duty, and Guard and Reserve-deceased members who were over age 65 and Medicare eligible, have their entitlement to CHAMPUS/TRICARE restored effective 1 October 2001 as long as they were enrolled in Medicare Part B on or before 1 October 2001.

S. Students whose incapacitation occurs after age 21 but before age 23. For qualifying students who have never lost eligibility, set the MC effective date as prescribed. For qualifying students who have a break in eligibility, set the MC effective date at 23 October 1992 or date dependent became a student again, whichever is later.

T. Abused spouses, former spouses and eligible children. Set the MC effective date at 23 October 1992 or date dependents became eligible, whichever is later.

U. Wards of retired members and wards of deceased active duty members or deceased Reserve members. Set MC effective date 1 July 1994 or date dependency and residency is established, whichever is later.

V. Wards of active duty members, and pre-adoptive children of members and former members, set MC effective date 5 October 1994 or date dependency and residency is established, whichever is later.

W. Abused unmarried former spouses of retirement eligible members. Set MC effective date 23 October 1992 or date of death or divorce of subsequent spouse.

X. 10 February 1996 or date Reserve member or former member would have become age 60 had he or she survived, whichever is later, whether or not member elected to participate in the Reserve Component Survivor Benefit Plan.

Y. Date of the court order.

Z. 30 October 2000 or MOH award date, whichever is more recent. For spouse and eligible children, the later of 30 October 2000, MOH award date, date of marriage, date of birth, date of adoption, date dependency determination completed.

Table A4.1. DD Form 1173 and DD Form 2765 Expiration Date and MC Effective Date Guidelines.

Categories	Expiration Date	MC (CHAMPUS/TRICARE) Effective Date
1. Dependents and survivors of active duty members, retirees, former members, and Reserve members who retired without pay and died before reaching age 60:		
Spouse: Under age 65	1,2,3	A,B,C,H,Q,X
Over age 65	1,2	A,B,C,H,Q,X
Unremarried widow or widower:		
Under age 65	2,3	A,B,C,H,Q
Over age 65	2	A,B,C,H,Q
Unmarried widow or widower:	2	None (see P for annulment)
Unremarried former spouse:		
Under age 65	2,3,14	K,L,Q
Over age 65	2,14	K,L,Q
Unmarried Former Spouse:	2	None (see P for annulment)
Child (legitimate, adopted, stepchild):		
Under age 21	1,2,4	A,B,C,D,E,H,Q,R,X
Over age 21: student	5,6,7	A,B,C,D,E,H,S,X
incapacitated	8	A,B,C,D,E,H,Q,R,S,X
Ward: Under age 21	1,2,4	T,U,V
Over age 21: student	5,6,7	T,U,V
incapacitated	8	T,U,V
Illegitimate child of male member whose paternity has not been judicially determined; or illegitimate child of spouse:		
Under age 21	1,2,4	A,B,C,D,E,G,H,J,Q,R
Over age 21: student	5,6,7	A,C,D,E,G,H,J,S,X
incapacitated	8	A,B,C,D,G,H,J,Q,R,S

Categories	Expiration Date	MC (CHAMPUS/TRICARE) Effective Date
Illegitimate child of male member whose paternity has been judicially determined; or illegitimate child of record of female member:		
Under age 21	1,2,4	A,D,F,Q,R,X,Y
Over age 21: student	5,6,7	A,D,F,S,X
incapacitated	8	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	3,9	A,B,C,Q
Over age 65	9	A,B,C,Q
Unremarried former spouse:		
Under age 65	2,3,14	A,B,C,R
Over age 65	2,14	A,B,C,R
Unmarried former spouse:	2	None (see P for annulment)
Child (legitimate, adopted, stepchild):		
Under age 21	4,9	A,B,C,D,E,Q,R,X
Over age 21: student	5,6,7	A,B,C,D,E,S
incapacitated	8	A,B,C,D,E,Q,R,S
Ward: Under age 21	4,9	U
Over age 21: student	5,6,7	U
incapacitated	8	U
Illegitimate child of male member whose paternity has not been judicially determined; or illegitimate child of spouse:		
Under age 21	4,9	A,C,D,G,J,Q,R
Over age 21: student	5,6,7	A,C,D,G,J
incapacitated	8	A,C,D,G,J,Q,R,S

Categories	Expiration Date	MC (CHAMPUS/TRICARE) Effective Date
Illegitimate child of male member whose paternity has been judicially determined; or illegitimate child of record of female member:		
Under age 21	4,9	A,D,F,Q,R
Over age 21: student	5,6,7	A,D,F
incapacitated	8	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 active duty for 30 days or less, on active duty for training, or on inactive duty training or while, traveling to or from the place at which the member was to perform, or performed, such active duty, active duty for training, or inactive duty training:		
Unremarried widow or widower:		
Under age 65	2,3	M,R
Over age 65	2	M,R
Unmarried widow or widower:	2	None (see P for annulment)
Child (legitimate, adopted, stepchild):		
Under age 21	2,4	M,R
Over age 21: student	5,6,7	M
incapacitated	8	M,R,S
Ward: Under age 21	2,4	U,V
Over age 21: student	5,6,7	U,V
incapacitated	8	U,V
Illegitimate child of male member whose paternity has not been judicially determined; or illegitimate child of spouse:		
Under age 21	2,4	M,R
Over age 21: student	5,6,7	M
incapacitated	8	M,R,S

Categories	Expiration Date	MC (CHAMPUS/TRICARE) Effective Date
Illegitimate child of male member whose paternity has been judicially determined; or illegitimate child of record of female member:		
Under age 21	2, 4	M,R
Over age 21: student	5, 6, 7	M
incapacitated	8	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 active duty for a period of 30 days or less, or active duty for training, or inactive duty training:		
Unremarried widow or widower:		
Under age 65	2,3	N,R
Over age 65	2	N,R
Unmarried widow or widower:	2	None (see P for annulment)
Child (legitimate, adopted, stepchild):		
Under age 21	2,4	N,R
Over age 21: student	5,6,7	N,
incapacitated	8	N,R,S
Ward: Under age 21	2, 4	U,V
Over age 21: student	5, 6, 7	U,V
incapacitated	8	U,V,S
Illegitimate child of male member whose paternity has not been judicially determined; or illegitimate child of spouse:		
Under age 21	2, 4	N,R
Over age 21: student	5, 6, 7	N,S
incapacitated	8	N,R

Categories	Expiration Date	MC (CHAMPUS/TRICARE) Effective Date
Illegitimate child of male member whose paternity has been judicially determined; or illegitimate child of record of female member:		
Under age 21	2, 4	N,R
Over age 21: student	5, 6, 7	N,R
incapacitated	8	N,R,S
Parent, parent-in-law, stepparent, parent-by-adoption:	2	None
5. 100-percent disabled veterans, and their dependents and survivors:		
100-percent disabled veteran:		
permanent	10	None
temporary	2	None
Spouse:	2	None
Unremarried widow or widower:	2	None
Unmarried widow or widower:	2	None
Child (legitimate, adopted, stepchild, ward, illegitimate):		
Under age 21	2,4	None
Over age 21: student	5,6,7	None
incapacitated	8	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:	2	R,Z
Unmarried Widow or Widower:	2	None
Child (Legitimate, Adopted, Stepchild, Ward, or Illegitimate):		
Under age 21	2,4	Q,R,Z
Over age 21: student	5,6,7	Z
incapacitated	8	Q,R,Z
Parent, parent-in-law, stepparent, parent-by-adoption:	2	None

Categories	Expiration Date	MC (CHAMPUS/TRICARE) Effective Date
7. Foreign personnel and eligible dependents.		
Foreign member:	11,12	None
Spouse:	11,12	I
Child (legitimate, adopted, stepchild, ward, illegitimate):		
Under age 21	4,11,12	I
Over age 21: student	5,6,7,12	I
incapacitated	8,12	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	2, 4, 13	None
Over age 21: student	5, 6, 7, 13	None
incapacitated	8, 13	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 nonuniformed 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	2, 4, 13	None
Over age 21: student	5, 6, 7, 13	None
incapacitated	8, 13	None
Parent, parent-in-law, stepparent, parent-by-adoption:	2, 13	None

Categories	Expiration Date	MC (CHAMPUS/TRICARE) Effective Date
11. Uniformed and nonuniformed 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	2, 4, 13	None
Over age 21: student	5, 6, 7, 13	None
incapacitated	8, 13	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 active duty or full-time National Guard duty on September 30, 1990, but before 31 December 2001, and their dependents:		
Involuntarily Separated Member:	15	O
Spouse: Under age 65	15	C
Over age 65	15	C,O
Child (legitimate, adopted, or stepchild):	15	C,D,E,O
Under age 21	15	C,D,E,O
Over age 21: student	15	C,D,E,O
incapacitated	15	C,D,E,O,S
Ward: Under age 21	15	U,V
Over age 21: student	15	U,V,S
Illegitimate child of male member whose paternity has been judicially determined; or illegitimate child of record of female member; or illegitimate child of a male member who lives in member's household and member certifies residency and dependency in item 89 of DD Form 1172:		
Under age 21	15	D,F,O
Over age 21: student	15	D,F,O
incapacitated	15	D,F,P,S

Categories	Expiration Date	MC (CHAMPUS/TRICARE) Effective Date
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 Special Separation Benefit (SSB); under 10 U.S.C. 1174a and 1175, and have been on active duty for more than 6 years, and have served at least 5 years of continuous active duty immediately preceding the date of separation; and the member's date of separation is on or before 31 December 2001, and their dependents:		
Member:	16	O
Spouse: Under age 65	16	C,O
Over age 65	16	C,O
Child (legitimate, adopted, or stepchild):		
Under age 21	16	C,D,E,O
Over age 21: student	16	C,D,E,O,S
incapacitated	16	A,C,D,E,O
Ward: Under age 21	16	U,V
Over age 21: student	16	U,V
incapacitated	16	U,V,S
Illegitimate child of male member whose paternity has not been judicially determined or illegitimate child of spouse:		
Under age 21	16	C,D,G,J,O
Over age 21: student	16	C,D,G,J,O,S
incapacitated	16	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	16	D,F,O
Over age 21: student	16	D,F,O
incapacitated	16	D,F,O
Parent, parent-in-law, stepparent, parent-by-adoption	16	None

Categories	Expiration Date	MC (CHAMPUS/TRICARE) Effective Date
14. Voluntarily separated members approved for VSI and their dependents who separated on or after 1 December 1992 but before 31 December 2001:		
Member:	16	O
Spouse: Under age 65	16	C,O
Over age 65	16	C,O
Child (legitimate, adopted, or stepchild):		
Under age 21	16	C,D,E,O
Over age 21: student	4,6,7,16	C,D,E,O,S
incapacitated	16	C,D,E,O
Ward: Under age 21	16	V
Over age 21: student	4,6,7,16	V,S
incapacitated	16	V
Illegitimate child of male member whose paternity has not been judicially determined; or illegitimate child of spouse:		
Under age 21	16	C,D,G,J,O
Over age 21: student	16	C,D,G,J,O
incapacitated	16	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	16	D,F,O
Over age 21: student	16	D,F,O
incapacitated	16	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

Categories	Expiration Date	MC (CHAMPUS/TRICARE) Effective Date
Illegitimate child of male member whose paternity has been judicially determined; or illegitimate child of record of female member.		
Over age 21: incapacitated	8	A,D,F
16. Prisoners. For dependents of prisoners, issue card 1 year from date DD Form 1172 is verified unless earlier expiration date is appropriate (paragraph 9.2.):		A,B,C,D,E,F,G,J,K,L
17. Area executives, center directors, and assistant directors of the USO in foreign countries and their accompanying dependents living in the same household:		
Authorized civilian:	2,13	None
Spouse:	2,13	None
Child (legitimate, adopted stepchild, ward, or illegitimate):		
Under age 21	2,4,13	None
Over age 21: student	5,6,7,13	None
incapacitated	8,13	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	2,4,13	None
Over age 21: student	5,6,7,13	None
incapacitated	8,13	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

Categories	Expiration Date	MC (CHAMPUS/TRICARE) Effective Date
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	2,3,17	C,T
Over age 65	2,17	C,T
Unremarried Former Spouse:		
Under age 65	2,3,17	T
Over age 65	2,17	T
Unmarried Former Spouse	2,17	W
Child (legitimate, adopted, stepchild):		
Under age 18	18	C,D,E,T
Over age 18: student	7,19	T
incapacitated	19	T
23. Abused Dependents of Active Duty Members (Over 30 Days) Separated on or after 30 November 1993 Due to Misconduct Involving Dependent Abuse:		
Spouse: Under age 65	21	None
Over age 65	21	None
Unremarried Former Spouse:		
Under age 65	20	None
Over age 65	20	None
Unmarried Former Spouse	20	None
Child (legitimate, adopted, stepchild):		
Under age 18	21	None
Over age 18: student	22	None
incapacitated	22	None

Attachment 5

BASIC DOCUMENTATION OR ACCEPTABLE INFORMATION SOURCES REQUIRED TO DETERMINE ELIGIBILITY

A5.1. Basic Documentation Required to Determine Eligibility. A photo identification is required in addition to the documentation listed below in all instances, except for children. See note 7 for applicants whose wallet was lost or stolen and applicants have no picture ID. A Social Security Card, passport, driver's license, or other official document is required when enrolling a member or dependent in the DEERS or when issuing ID cards.

Table A5.1. Documentation/Information Sources.

	A	B
RULE	**If status is**	**then eligibility is verified by**
1	Active duty	an entry in the personnel data system, a current document in the personnel record, or an order that specifies 31 days or more.
2	Guard and Reserve	Commissioning oaths, enlistment contracts, DD Form 214, Separation Orders, Air Force Personnel Data System (PDS), or the ROTC unit commander.
3	Individual Reservists	enlistment contracts, assignments commissioning oaths, orders (see note 1).
4	Service Academy Cadets, Midshipmen, Coast Guard Cadets and Merchant Marine Academy Midshipmen	the Cadet or Midshipman's Personnel Office or Director of Science Merchant Marine Academy at Kings Point, NY, as appropriate.
5	Retired with Pay	a retirement order or DD Form 214.
6	Reserve Members Eligible for Retired Pay at Age 60 (Former Members)(See terms)	(1) Notice of Eligibility for Retired Pay at Age 60 or a retired pay order showing they are receiving pay, (2) discharge order relieving the member from assignment in their respective Reserve component.
7	Reserve Retired Eligible for Retired Pay at Age 60 (Gray Area Retiree)	enrollment in DEERS, Notice of Eligibility for Retired Pay at Age 60 from the appropriate Reserve Personnel Center; or a retired pay order showing they are retired with pay on their 60th birthday or later.

	A	B
RULE	**If status is**	**then eligibility is verified by**
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 employees	an SF Form 50, **Notification of Personnel Action**; Supervisors Employee Brief. Emergency essential civilians should present a DD Form 2365, **Overseas Emergency Essential Position Agreement;** have the Civilian Personnel Office annotate in item 89 of DD Form 1172 that person is assigned to an Emergency Essential position; or present appropriate Service documentation.
12	Civilian contractor	the document establishing the contract employee relationship when stationed or employed in foreign countries. Contractors deploying in support of military operations should present a letter from the Contracting Office stating name, SSN that reflects they are deploying or required to deploy in support of military operations, giving an anticipated return from TDY date or contract expiration date (See note 8 for Air Force contractors).
13	Foreign military member and his or her dependents	the invitational travel orders or other document establishing his or her sponsorship or invitation to the United States (a passport may be used to verify foreign military personnel dependents since the dependents need legal documents to accompany the member to the United States).

	A	B
R U L E	**If status is**	**then eligibility is verified by**
14	Lawful spouse, including common law, abused, widow, or widower	a photo ID and a marriage certificate for lawful spouse; a photo ID and SJA statement certifying common-law marriage for common law spouses; a photo ID and a death certificate or DD Form 1300, **Report of Casualty** (see notes 4 and 7) for a widow or widower. A widow or widower of a Reserve member who was eligible to receive retired pay at age 60 (gray-area retiree) must present a photo ID and a marriage certificate, death certificate, and either the sponsor's notification of eligibility for retired pay at age 60 (20-year letter), or the sponsor's retired pay order. An abused spouse should present a photo ID and an approved DD Form 2698, **Application for Transitional Compensation** or a photo ID and a letter from DFAS-CL, Code L, approving receipt of a portion of retired pay, as appropriate. A spouse or widow of a Philippine Scout must present a photo ID and a letter from the Department of Veterans' Affairs indicating eligibility to commissary, exchange privileges and that the member separated and applied for benefits under Public Laws 77-140 and 79-51.
15	Unremarried Former Spouse: (20-20-20) and (20-20-15). An individual who was married to a Uniformed Service member for at least 20 years, and the member had at least 20 years of service creditable toward retirement, and the marriage overlapped by (1) 20 or more years (20-20-20), (2) 15, but less than 20 (20-20-15)	A marriage certificate (or statement from the SJA certifying common-law marriage) and divorce decree (see note 7); a Statement of Service or complete set of DD Forms 214 or dates of inclusive service from the servicing personnel office if active duty. In addition, DD Form 1172, block 89, must contain a statement that the former spouse has not remarried and does not have an employer-sponsored health care plan. (For renewal or reissue, the former spouse certifies in item 89 of DD Form 1172 that he or she has not remarried and is not enrolled in an employer-sponsored health plan.).

	A	B
R U L E	**If status is**	**then eligibility is verified by**
16	Unremarried Abused Former Spouse (10-20-10). An individual who was married to a Uniformed Service member for at least 10 years, and the member had at least 20 years of service creditable toward retirement, and the marriage overlapped by at least 10 years (see paragraph **5.3.**) and member was separated due to dependent abuse on or after 23 October 1992.	A letter from DFAS-CL, Code L, approving receipt of a portion of retired pay.
17	Abused Transitional Former Spouse. Member was on AD over 30 days (not retirement eligible) and was separated from active duty or forfeited all pay and allowances under a court-martial sentence resulting from a dependent abuse offense, or administratively separated from active duty, if the basis for separation includes a dependent-abuse offense, on or after November 30, 1993.	A DD Form 2698, **Application for Transitional Compensation** from the parent service or a letter from the US Army Community and Family Support Center for Army abused dependents in paragraph **5.3.** (see **Attachment 18**).
b.	Remarried	None--not eligible for benefits and privileges.
c.	Unmarried (20-20-20)	One or more marriage certificates (or a statement from the SJA certifying one or more common-law marriages), prior divorce decrees, or death certificates. In addition, DD Form 1172, block 89, must contain a statement that the former spouse is not currently married (see note 7). Abused former spouses who remarry and become unmarried may reinstate full benefits and privileges. They do not have to qualify as a 20-20-20 (see **Table 5.2.**, step 6).
18	Child, unmarried and under age 21:	
a.	Legitimate	parents' marriage certificate and a birth certificate (see note 7).
b.	Adopted	child's birth certificate and final adoption decree (see note 7).
c.	Stepchild	parents' marriage certificate and a birth certificate (see note 7).

	A	B
R U L E	**If status is**	**then eligibility is verified by**
18d.	Female member's illegitimate child of record	child's birth certificate (to include the mother's and child's full name) (see note 7).
e.	Male member's illegitimate child (the father's name on the birth certificate does not establish paternity for ID card entitlements)	
(1)	Whose paternity has been judicially determined or otherwise established under state law	child's birth certificate; and legal documents showing paternity was judicially determined, or appropriate documentation of the state with jurisdiction (see note 7).
(2)	Whose paternity has not been judicially determined	Child's birth certificate and favorable dependency determination (sponsor providing over 50 percent of child's support) (see notes 5 and 7).
(3)	Whose blood parents subsequently marry	A marriage certificate and child's birth certificate (see note 7).
f.	Spouse's illegitimate child (the sponsor's illegitimate step-child)	A marriage certificate, child's birth certificate, and statement of dependency and residency in block 89 of DD Form 1172 (see note 7).
g.	Ward, including foster children and children for whom a managing conservator has been designated. Entrusted to Sponsor Through Court Order	A child's birth certificate, legal decree from a United States court of competent jurisdiction. In addition, sponsor certifies in block 89 of the DD Form 1172 that he or she has had legal custody for at least 12 consecutive months. The sponsor must also certify in item 89 on DD Form 1172 that dependency and residency are met. ***EXCEPTION:*** An approved dependency determination is required for Navy, Air Force, and Marine Corps wards each time an ID card is issued. See paragraphs **20.10.**, **21.16.**, and **22.6.** for additional requirements.

	A	B
R U L E	**If status is**	**then eligibility is verified by**
18h.	Pre-Adoptive Children	Child's birth certificate, document from Placement Agency (recognized by the Secretary of Defense) in the United States or a US territory licensed *for the purpose of adoption* by the state or territory in which the adoption procedures will be completed, which reflects child is in a pre-adoptive stage. In all other locations, a request for recognition must be approved by the appropriate Assistant Secretary of the Military Department concerned or an appropriate official to whom he or she has delegated approval authority.
19	Children, unmarried:	
	over 21 years of age:	
a.	Incapacitated	the parents' marriage certificate, the child's birth certificate, a medical sufficiency statement, or physician's statement from a uniformed services medical treatment facility, a favorable dependency determination, letter from the Social Security Administration indicating that the child is not eligible for Medicare, Part A, and a statement that the child is unmarried (see note 6). (For Marine Corps members, see paragraph **22.4.**). Incapacitated children of honorably discharged members rated 100 percent disabled by the Department of Veterans' Affairs or Medal of Honor recipients are not required to present a dependency determination since medical care is not authorized through the Uniformed Services (see **Attachment 2**, **A2.5.** and**A2.6.**

	A	B
R U L E	**If status is**	**then eligibility is verified by**
19b.	Student (age 21 to 23)	the parents' marriage certificate; the child's birth certificate; a letter from the school registrar certifying enrollment in a full-time course of study leading to an associate degree or higher, and anticipated graduation date. For graduate students, a letter of acceptance of enrollment signed by an authorized officer of the college or university is required. ***NOTE:*** Students attending two institutions less than full-time may not combine courses from both institutions to meet full-time student status (Title 10, Section 1072). In addition, DD Form 1172, block 89, must contain a statement that the sponsor is (or was at time of death) providing more than 50 percent of the student's support (see note 7).
c.	Incapacitated Student (age 21 or 22)	the parents' marriage certificate, the child's birth certificate, a letter from the school certifying full-time status at the time the incapacitation took place, a medical sufficiency statement; and a favorable dependency determination, letter from the Social Security Administration indicating that the child is not eligible for Medicare, Part A, and a statement that the child is unmarried. If the sponsor is deceased, a copy of the death certificate is also required (see notes 6 and 7). (For Marine Corps members, see paragraph 22. Incapacitated students of honorably discharged members rated 100 percent disabled by the Department of Veterans' Affairs and Medal of Honor recipients are not required to present a dependency determination since medical care through the Uniformed Services is not authorized (See **Attachment 2**, **Table A2.5.** and **Table A2.6.**).

	A	B
R U L E	**If status is**	**then eligibility is verified by**
20	Father, mother, father-in-law, mother-in-law, stepparent, parent-by-adoption	the sponsor's or spouse's birth certificate reflecting parent's name (as applicable)(if not enrolled in DEERS). A favorable dependency determination (over 50 percent support), and a personal ID are required each time an ID card is issued. ***EXCEPTION:*** (see note 5). ***NOTES***: 1. Parents, parents-in-law, step-parent, and parent-by adoption of sponsors of honorably discharged members rated 100 percent disabled by the Department of Veterans' Affairs and Medal of Honor recipients are not required to present a dependency determination as no medical care through the Uniformed Services is afforded (see **Attachment 2**, **Table A2.5.** and **Table A2.6.**). Sponsor certifies dependency and residency are being met in block 89 of the DD Form 1172. Parents, parents-in-law, step-parent, and parents-by-adoption of civilian employees reflected in atachment 2, tbles **Table A2.16.** and **Table A2.18.** are not required to present a dependency determination. Sponsor certifies dependency and residency is being met in block 89 of the DD Form 1172 (see paragraph **22.5.** for Marine Corps dependents).
21	In loco parentis	None. People in this status do not receive ID cards. See Terms.
22	Involuntarily separated member (TAMP or TAP); voluntarily separated member (SSB or VSI)	A DD Form 214 that specifies an approved SPD code (see **Table 6.3.** and **Table 6.5.**).
23	CHAMPUS/TRICARE-eligible beneficiaries who are entitled to Medicare under age 65 because of disability	Medicare health insurance card showing entitlement to Medicare, Part A, and Medicare, Part B (see paragraph **7.2.**).
24	Involuntary separated member under the Selected Reserve Transition Program.	the sponsor's reassignment order (see paragraph **6.6.**).

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 CHAMPUS/ TRICARE entitlement, DD Form 1172, block 89, must contain a statement that the member is not receiving Medicare, Part A. (***EXCEPTION:*** see paragraph **7.1.**).

3. Reserve retired members who are age 60 or older and enrolled in DEERS (gray area retiree) should present a Notice of Eligibility for Retired Pay at Age 60 from the appropriate Reserve Center or a retired pay order showing they are retired with pay. Former members are entitled to the DD Form 1173 or the DD Form 2765and must present a discharge order relieving them from assignment from their respective Reserve component and a letter from the appropriate Reserve Center or a retired pay order showing they are retired with pay on their 60th birthday or later.

4. For a card reissue to a widow or widower, DD Form 1172, block 89, must contain a statement that he or she has not remarried.

5. Require a dependency determination each time a card is issued. ***EXCEPTIONS:*** 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.

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). ***EXCEPTIONS:*** 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. Surviving dependents of Air Force members must accomplish a dependency determination at the time of the sponsor's death. A letter of approval from the Bureau of Naval Personnel is required when renewing ID cards for Navy or Marine dependents. *Temporary:* Require a current medical sufficiency statement or physician's statement from a Uniformed Service Medical Treatment Facility and a current dependency determination when renewing an ID card for a child whose incapacitation is temporary.

7. Marriage certificates, divorce decrees, and marriage dissolutions or annulments must be certified. Birth certificates must be properly certified or certificate of live birth authenticated by the attending physician or other responsible person from a United States (US) hospital or medical treatment facility (MTF) or an FS-240, **Consular Report of Birth Abroad**. Birth certificates must also show the name of at least one parent. Copies are permissible. A temporary ID card may be issued until the certified copy of the marriage certificate or birth certificate is received. ***NOTE:*** For certified documents, this includes official copies of documents (whether called certified copies or not), as long as they qualify under the laws of the state where made to be introduced into evidence in court. Usually such copies will be accompanied by a statement (either attached or on the copy itself) of the records custodian attesting to the copy's authenticity and will be signed by the custodian.
   7.1. Require an English translation when foreign documents are presented.

8. All but children require photo ID. If the applicant is replacing a lost or stolen ID card and has no photo ID, have him or her provide an affidavit from an agency or institution, or other legal source that verifies the applicant is the person applying for the ID card; or, have applicant provide infor-

mation such as SSN, names and dates of birth of dependents, their own date of birth, address, etc. and cross-check with DEERS Contractors under contract with the Air Force deploying in support of a contingency operation should present a Letter of Identification (LOI).

9. Eligible dependents of honorably discharged veterans rated 100% disabled by the DVA due to a service connected injury or disease should present a letter from the DVA indicating eligibility to commissary and exchange.

Attachment 6

UNREMARRIED (URFS) AND UNMARRIED (UMFS) FORMER SPOUSE REQUIREMENTS

Table A6.1. Unremarried (URFS) and Unmarried (UMFS) Former Spouse Requirements (see note 1).

RULE	If the status of URFS at the time of divorce is	A	B	C	D
		URFS02 (20-20-20)	**URFS03 (20-20-15) Divorced Prior to 1 Apr 85**	**URFS03 20-20-15 Divorced on or after 29 Sep 88**	**UMFS**
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 notes 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 who meets the 20-20-15 requirements but whose divorce occurred on or after 1 April 1985 and on or before 28 September 1988 is no longer eligible for an ID card. The former

spouse legislation authorized ID card benefits for this category for 2 years from date of divorce or 31 December 1988, whichever was later. This time has expired.

2. Do not authorize CHAMPUS/TRICARE if the applicant is eligible for Medicare, Part A. ***EXCEPTION:*** Active duty members and dependents entitled to Medicare, Part A, are eligible for CHAMPUS/TRICARE if they meet the requirements in paragraph **7.1.**
3. Do not authorize medical care benefits (MS/MC) if the former spouse is covered by an employer-sponsored health plan.

Table A6.2. Former Spouses Whose Military Sponsor was Convicted by a Courts-Martial for Dependent Abuse.

RULE	If the status of URFS at the time of divorce is	A	B
		URFS05 10-20-10	**URFS06 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 notes 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 CHAMPUS/TRICARE if the applicant is eligible for Medicare, Part A and has not purchased Part B.
2. Do not authorize medical care benefits (MS/MC) if former spouse is covered by an employer-sponsored health plan.
3. For the URFS06 spouse and eligible family members receiving transitional compensation benefits, cohabitation between abused family members and the convicted member will terminate tran-

sitional compensation benefits IAW AFI 36-3024. Since ID card privileges are contingent on the duration of the transitional compensation the ID card entitlements would also be terminated.

Attachment 7

FOR AIR FORCE MEMBERS ONLY

SAMPLE REQUEST FOR VERIFICATION OF SERVICE FOR RETIRED MEMBERS EXCEPT GENERAL OFFICERS AND MEMBERS ON THE TEMPORARY DISABILITY RETIRED LIST (TDRL)

MEMORANDUM FOR NPRC/NRPMF (date)
9700 Page Avenue
St Louis, MO 63132-5100

REPLY TO
ATTENTION OF: Functional Address Symbol (FAS)
SUBJECT: Request for Verification of Service

Please send this office an official statement of service or a complete set of DD Forms 214 on the retired Air Force member identified below:

Last Name	First Name	Middle Initial	SSN

Date of retirement Date and place of birth (if available)
The member's unremarried former spouse has requested benefits under the Former Spouse Protection Act. To verify eligibility, we must review a statement of service or a complete set of DD Forms 214 covering the member's entire period of service.
Former spouse's name_____
Date of marriage to service member_____
Date the marriage was terminated by decree of divorce, dissolution, or annulment_____
If member has service time prior to 1964, include the service number, original date of active duty, discharge date, highest rank held, last unit and base of assignment, if known.

If documentation for statement of service is not available, please forward this correspondence along with the master personnel record to HQ AFPC/DPSAM, 550 C Street West, Suite 19, Randolph AFB TX 78150-4721 (or HQ ARPC/DPPRR, 6760 E. Irvington Place #1900. Denver CO 80280-1900, if the member retired under provisions of Title 10, U.S.C., Chapter 1223), and advise this office of the referral.

(signature)
(typed name, grade), USAF
Chief, Customer Support Section

Attachment 8

FOR AIR FORCE MEMBERS ONLY

SAMPLE REQUEST FOR VERIFICATION OF SERVICE FOR GENERAL OFFICERS AND MEMBERS ON TDRL

MEMORANDUM FOR HQ AFPC/DPSAM (date)
550 C Street West, Suite 19
Randolph AFB TX 78150-4721

REPLY TO ATTENTION OF: Functional Address Symbol (FAS)
SUBJECT: Request for Verification of Service for General Officer or Member on TDRL

Please send this office an official statement of service or a complete set of DD Forms 214 on the retired Air Force member identified below:

Last Name	First Name	Middle Initial	SSN

Date of retirement Date and place of birth (if available)

The member's unremarried former spouse has requested benefits under the Former Spouse Protection Act. To verify eligibility, we must review a statement of service or a complete set of DD Forms 214 covering the member's entire period of service.

If member had service time before 1964, also include the service number, the original date of active duty, discharge date, highest rank held, last unit and base of assignment, if known.

Name of former spouse_____

Date of marriage to service member_____

Date the marriage was terminated by decree of divorce, dissolution, or annulment_____

(signature)
(typed name, grade), USAF
Chief, Customer Support Section

Attachment 9

SAMPLE LETTER FOR STUDENTS OVER 21 BUT UNDER 23

FROM: OFFICE OF THE SCHOOL REGISTRAR

STUDENT'S NAME:

EXPECTED GRADUATION DATE:

TO WHOM IT MAY CONCERN:

This is to verify that the above named student is currently enrolled in a full-time course of study leading to an associate degree or higher for the (FALL/SPRING) semester/quarter (DATES).
If there are any questions concerning this matter, please call me at (PHONE NUMBER).
Sincerely

(Certification Officer)

NOTE: If an ID card is needed during a summer break, the sponsor should provide the above information and the school should also indicate that the student was enrolled full-time in the semester/quarter before the break.

Attachment 10

TRANSITION ASSISTANCE MANAGEMENT PROGRAM OR TRANSITION ASSISTANCE PROGRAM SPECIAL PROGRAM DESIGNATORS (SPDS)

The following SPD codes are the only valid SPD codes for members separating under the Transition Assistance Management Program or Transition Assistance Program:

BCR	FCA	GCR	HCR	JBB	KCA	LBB	MCA
BDG	FCB	GDG	HDG	JBC	KCB	LBC	MCB
BDK		GDK	HDK	JBK		LBD	
BFT		GFC	HFC	JBM		LBK	
BFV		GFT	HFT	JCC		LBM	
BFX		GFV	HFV	JCP		LCC	
BHF		GFX	HFX	JCR		LCR	
BRB		GGH	HGH	JDF		LDG	
		GHF	HHF	JDG		LFC	
		GRB	HRB	JDK		LFF	
				JFC		LFG	
				JFF		LFH	
				JFG		LFT	
				JFH		LFW	
				JFL		LFX	
				JFM		LGB	
				JFN		LGC	
				JFQ		LGH	
				JFR		LGJ	
				JFT		LND	
				JFV			
				JFW			
				JFX			
				JGB			
				JGH			
				JHF			
				JND			
				JRB			

NOTE: SPD code LTT is used for members separating under the Selected Reserve Transition Program (see paragraph **6.6.3.**).

Attachment 11

SAMPLE REQUEST FOR SPONSOR TO SIGN DD FORM 1172

FROM:

TO: (Sponsor)

Dear (Sponsor's Name)

We were recently contacted regarding issue of a DD Form 1173, Uniformed Services Identification and Privilege Card and updating of the Defense Enrollment Eligibility Reporting System (DEERS) record for your (state relationship, name).

It is the sponsor's responsibility to ensure that eligible dependents are provided with current ID cards and enrolled in DEERS. Failure to enroll and update eligible dependents in DEERS results in denial of routine medical care at military treatment facilities and CHAMPUS/TRICARE claim rejections. Failure to terminate ineligible dependents can result in your being billed for any unauthorized medical care. According to Department of Defense guidelines on fraud and abuse, you can be held financially responsible for any medical expenses which are incurred by unauthorized dependents.

If (name) is still your lawful dependent, please date and sign the attached ID card application, DD Form 1172, blocks 90 and 91. Have your signature notarized. If you do not object to (name) knowing your address, complete the form, blocks 13 through 17.

Please return the completed form in the attached self-addressed envelope. If (name) is no longer an eligible dependent, forward legal documentation to terminate (name) eligibility in DEERS and return the incomplete form. If we do not receive a reply from you by (enter 30 days from date of letter), we will assume you are unwilling to make application and will verify (Name) eligibility, naming you as sponsor according to Air Force Joint Instruction 36-3026(I).

Sincerely

(signature)
(typed name, grade),
(Issuing Activity)

Attachments:
1. DD Form 1172
2. Envelope

Attachment 12

DD FORM 2 EXPIRATION DATE GUIDELINES

Table A12.1. Expiration Date Guidelines.

DD Form 2	**Expiration Date**
DD Form 2 (Active) (Green) (See paragraph 9.3. for expiration date guidelines for members in confinement, court-martialed members, and members on appellate leave or parole.)	
Regular component officers.	1
Enlisted personnel.	2
Reserve members on active duty in excess of 30 days (officer and enlisted).	2
Service Academy Cadets and Midshipmen.	3
DD Form 2 (Retired) (Blue) or DD2SRET	
Retiree not on TDRL.	1
Retiree placed on TDRL.	4
DD Form 2 (Reserve)	
Officer personnel (including Reserves receiving SSB and VSI benefits).	1
Enlisted personnel (including Reserves receiving SSB and VSI benefits).	5
ROTC College Program students in last 2 years of training and ROTC students in receipt of a scholarship leading to a commission in a Regular component of a uniformed service (includes Marine Corps Platoon Leaders Class (PLC) Program).	3
ROTC graduates appointed in a Reserve Component not on active duty in excess of 30 days.	1
Merchant Marine Academy Midshipmen	3
DD Form 2 (Reserve Retired) Members eligible for retired pay at age 60.	6

NOTES:

When there appears to be a choice of two or more dates, always choose the earliest date.

1. Indefinite.
2. Date of expiration of term of service.
3. Expected date of graduation.
4. Thirty-months from the date the member was placed on the temporary disability retired list (TDRL). After initial 30-month issue period, reissue card for 30 months. If member is not eligible for Medicare, Part A at the end of the first 30-month period, reissue the card at 1-year intervals for a maximum of 5 years from the date the member was placed on the TDRL.
5. Expiration of enlistment contract.
6. 60th birthday.

Attachment 13

MILITARY GRADES FOR PRISONERS OF WAR IDENTIFICATION (REQUIRED BY THE GENEVA CONVENTION, ARTICLES 43 AND 60, 12 AUGUST 1949)

Table A13.1. Military Grades for Prisoners of War Identification (Required by the Geneva Convention, Articles 43 and 60, 12 August 1949).

Geneva Conv Cat	Military Grade Group	Army	Navy, Coast Guard NOAA	Air Force	Marine Corps
1	2	3A	3B	3C	3D
V General Off, Prisoners of War of Equivalent Rank	0-10 0-9 0-8 0-7	General Lieutenant General Major General Brigadier General	Admiral Vice Admiral Rear Admiral (upper half) Rear Admiral (lower half) Commodore	General Lieutenant General Major General Brigadier General	General Lieutenant General Major General Brigadier General
IV Majors, Lt Colonels, Colonels, Prisoners of War of Equivalent Rank	O-6 O-5 O-4	Colonel Lt Colonel Major	Captain Commander Lt Commander	Colonel Lt Colonel Major	Colonel Lt Colonel Major
III Warrant Officers Commissioned Officers Below Major, and Prisoners of War of Equivalent Rank	O-3 O-2 O-1 W-5 W-4 W-3 W-2 W-1	Captain 1st Lieutenant 2nd Lieutenant Chief Warrant Chief Warrant Chief Warrant Chief Warrant Warrant Officer	Lieutenant Lieutenant (J.G.) Ensign Chief Warrant Chief Warrant Chief Warrant Warrant Officer	Captain 1st Lieutenant 2nd Lieutenant Chief Warrant Chief Warrant Chief Warrant Warrant Officer	Captain 1st Lieutenant 2nd Lieutenant Chief Warrant Chief Warrant Chief Warrant Warrant Officer
II Sergeants and Other Noncommis-sioned Officers, Prisoners of War of Equivalent Rank	E-9	Sgt Maj of the Army Command Sgt Maj, Sgt Maj	Master Chief Petty Officer	Chief Master Sergeant of the Air Force Chief Master Sergeant	Sergeant Major of the Marine Corps Sergeant Major Master Gunnery Sgt
	E-8	First Sergeant Master Sergeant	Senior Chief Petty Officer	Senior Master Sergeant	First Sergeant Master Sergeant
	E-7	Sergeant First Class	Chief Petty Officer	Master Sergeant	Gunnery Sergeant
	E-6	Staff Sergeant Specialist 6	Petty Officer 1/c	Tech Sergeant	Staff Sergeant
	E-5	Sergeant Specialist 5	Petty Officer 2/c	Staff Sergeant	Sergeant
I Prisoners Ranking below Sergeant	E-4	Corporal , Specialist	Petty Officer 3/c	Senior Airman	Corporal
	E-3	Private 1/c	Seaman	Airman 1/c	Lance Corporal
	E-2	Private	Seaman Apprentice	Airman	Private First Class
	E-1	Private	Seaman Recruit	Airman Basic	Private

				Civilian Grade Group						
Geneva Convention Cat	Mil Grade Group	Army Others on Reverse	Public Health Service	GS	Fed Wage Sys	Teachers	American Red Cross	USO		Civ ID Cards
1	2	3	4	5	6	7	8	9		10
V Gen Offs, POW of Equivalent Rank	O-10, O-9	Gen Lt Gen	-------	-------	------	-------	------	------		V General Officer ‘
	O-8	MG	SG Dep SG	GS-16 *Through GS-18*						
	O-7	BG	Asst SG		-------		31	Exec Dirs		
IV Majs, LtCols, Cols, POWs of Equivalent Rank	O-6	Col	Medical Director	GS-15	Ships Pilots, WS-14, through WS-19 WL-15, and Production Support Equivalents	------	28, 29	USO Staff Executives: Appropriate Equivalent Rate	USO Ent Appropriate Equivalent Rate	IV Field Grade Ofcr
	O-5	LtCol	Senior Surgeon	GS-14 GS-13		------	25 - 27			
	O-4	Major	Surgeon	GS-12		Class IV, V	24			

Geneva Convention Category	Military Grade Group	Army	Public Health Service	Civilian Grade Group			American Red Cross	USO	Civilian ID Cards
				General Schedule	Federal Wage System	Teachers			
1	2	3	4	5	6	7	8	9	10
III Warrant Off, Com Officers Below Major, and POWs of Equivalent Rank	O-3	Capt	Senior Asst Surgeon	GS-11, GS-10	WS-8 thru WS-13 WL-6 through WL-14 WG-12 through WG-15 WP-17, 18, and Production Support Equivalents	Class I, steps 5-15; II, III	21 - 23		
	O-2	First Lt	Assistant Surgeon	GS-9 GS-8		Class I, steps 3, 4	20, 19	------	III Company Grade Officer
	W-4 W-3	Chief Warrant Off, W4, W3	-------			Class I steps 1, 2	18		
	O-1	Second Lt	Jr Asst Surgeon	GS-7					
	W-2 W-1	Chief WO W2, WO							
II Sgts and Other Non-commissioned Officers, POW of Equivalent Rank	E-9, E-8	Sgt Major, Master Sgt	------	GS-6	WS-1 thru WS-7 WL-1 through WL-5 WG9 through WG11 WP11 through WP16	------	17 - 15	------	
	E-7	Sgt First Class							
	E-6	Staff Sgt	------	GS-5		------			
	E-5	Sgt							
I Prisoners Ranking below Sergeant	E-4	Cpl	------	GS-4	WG-1 through WG-8 WP-4 through WP-10------	------	------		
	E-1 E-3	Other En-listed Ranks	------	GS-3 through GS-1					

Attachment 14

SAMPLE AGENT LETTER FOR NAVY AND MARINE CORPS MEMBERS ONLY

FROM: Cognizant Commander

TO: _____

(Name) (Address)

Subj: Authorization For Navy Exchange and Commissary Store Privileges

Reference BUPERSINST 1750.10C, paragraph 20.3 and MCO P5512.11C, paragraph 22.3.

1. As substantiated by reference above, authority to act as an "Agent" for _____, _____, _____
2. (Name) (Address) (SSN)

whose signature follows: _____.

1. You are authorized to purchase items for the individual named above and for no other persons. You are required to provide satisfactory identification whenever presenting this letter to the military commissary store or exchange facility. The officer in charge of these facilities will brief you on the special procedures to be followed when making purchases at the facility.
2. The commanding officer reserves the right to withdraw exchange and commissary privileges from anyone who is found to have made purchases for the benefit of another who is not entitled to the privileges.
3. This authorization will remain in effect for 1 year from the date of this letter unless sooner revoked or suspended. In the event that the sponsor's hardship continues to exist, the sponsor may apply for an extension of this privilege.
4. Whenever multiple Commissary and Exchange facilities exist in the local area, this letter of authorization may be recognized by all of those facilities.

/s/ Cognizant Commander

Tele # sponsor:

Tele # agent:

Copy to:

(Activity) Commissary officer

(Activity) Navy Exchange officer

"FOR OFFICIAL USE ONLY"

Attachment 15

SAMPLE "AUTHORITY TO ASSIST LETTER" FOR NAVY AND MARINE CORPS MEMBERS ONLY

FROM: Cognizant Commander

TO: _____

(Name) (Address)

Subj: Authority to Assist _____in Making Exchange and Commissary Purchases

Reference paragraphs **20.3.** and **22.3.**

1. As substantiated by reference above, authority is hereby granted to accompany:

_____

(NAME) (SSN)

_____

(ADDRESS) to shop at the Exchange and Commissary store at this activity.

2. You will be guided by the following:
   a. You are not an authorized patron and you may not make any purchases.
   b. This letter is only valid when accompanying the authorized patron listed above.
   c. This authorization will remain in effect for 1 year from the date of this letter.

3. The commanding officer reserves the right to withdraw privileges from anyone found to have made purchases or to have secured services for the benefit of another who is not entitled to Exchange and Commissary privileges.

4. Whenever multiple Commissary and Exchange facilities exist in the local area, this letter of authorization may be recognized by all of those facilities.

/s/ Cognizant Commander

Tele # sponsor:
Tele # agent:
Copy to:
(Activity) Commissary officer
(Activity) Exchange Officer

Extended to:

"FOR OFFICIAL USE ONLY"

Attachment 16

AIR FORCE LOSS, THEFT, OR DESTRUCTION PROCEDURES

Table A16.1. Loss, Theft, or Destruction Procedures.

		RULE (See note)			
	If the card is	**1**	**2**	**3**	**4**
A	DD Form 2 (Active), 2 (Retired), 2(Reserve)	**X**			
B	DD Form 1173 or DD Form 2765		**X**		
C	DD Form 489, 1934 or DD Form 2764			**X**	
D	AF Form 354, or DD Form 1173-1				**X**
	Then				
E	the cardholder promptly report loss, theft, or destruction by submitting an application for a new ID card.	**X**	**X**	**X**	**X**
F	the cardholder certifies the loss in a memorandum or letter to the nearest issuing activity, which uses this report as a basis for replacement.			**X**	
G	the issuing activity keeps the certificate according to AFMAN 37-139, table 36-2, *Personnel Identification and Pass Records.*			**X**	
H	the issuing activity replaces the ID card	**X**	**X**	**X**	**X**

NOTE: Follow respective procedures (E through H) marked under each rule.

Attachment 17

FORMER SPOUSE STATEMENT FOR MARINE CORPS AND NAVY FORMER SPOUSES ONLY

This statement must be completed and signed by the unremarried/unmarried former spouse. Read it carefully and make sure you understand it completely before signing. All items must be completed.

1. I, _____(NAME OF ID CARD APPLICANT)_____,

AM THE FORMER _____(WIFE/HUSBAND)_____OF _____(GRADE/COMPLETE NAME, SSN)_____,
and to the best of my knowledge our marriage lasted at least 20 years, during which period my former spouse performed at least 15 to 20 years of service creditable in determining his/her eligibility for retired/retainer pay.

2. Our marriage took place in _____(CITY)_____,___(STATE)_____ ON ____(DATE)_
and was terminated by reason of _____DIVORCE/DISSOLUTION/ANNULMENT_____.

3. I have/have not (circle one) remarried since the date marriage has terminated.

4. I am/am not (circle one) presently employed.

5. I do/do not (circle one) have medical coverage under an employer-sponsored health plan. To verify this statement you may write my employment office at

_____

(EMPLOYER'S NAME/COMPLETE MAILING ADDRESS)

or call _____.

(AREA CODE/PHONE NUMBER)

"I certify that to the best of my knowledge the above information is true and correct. I understand that making a false statement in connection with this application is a violation of a federal criminal law that carries a maximum penalty of a $10,000 fine and 5 years imprisonment. I understand that if the information contained in this application is determined to be false, any ID card issued will be retrieved, and I will be liable for reimbursement to the government for the cost of unauthorized medical care and other benefits received. I understand that I am required to immediately notify the Commandant of the Marine Corps (MMSR-6), Headquarters, US Marine Corps, 3280 Russell Road, Quantico, VA 22134-5103 or Bureau of Naval Personnel, Pers 312, 5720 Integrity Drive, Millington TN 38055-3120 if a Navy former spouse, of any change in my present marital status or if I should obtain medical coverage under an employer -sponsored health plan. I also understand that if I remarry or fail to notify the Marine Corps as required above and then obtain medical care or other benefits, I will be in violation of a federal criminal law that 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 respective Uniformed Service 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 18

SAMPLE LETTER - ARMY TRANSITIONAL COMPENSATION DEPARTMENT OF THE ARMYUS ARMY COMMUNITY AND FAMILY SUPPORT CENTER 4700 KING STREET ALEXANDRIA VA 22302-44

(ARMY SEAL)

Reply to
Attention of
CFSC-SF-A (608-1a)

MEMORANDUM FOR DEFENSE FINANCE AND ACCOUNTING SERVICE-
` DENVER CENTER, ATTN: DFAS-DE/FRBS,
(TRANSITIONAL COMPENSATION CLAIMS),
DENVER, CO 80279-5000

SUBJECT: Transitional Compensation Payments

1. In accordance with DODI 1342.24, Transitional Compensation for Abused Dependents, the U.S. Army Community and Family Support Center (USACFSC) authorizes subject payments be provided to xxxxxx, SSN xxxxxxx, and her xx dependent children.

2. Enclosed is the application for assistance. Payments are authorized for a period of xx months beginning ddmmyy (date of approval of the court-martial date of initiation of the administrative separation) and ending DDMMYY (xxxxxx's ETS date). Xxxxxx's SSN is xxxxxxxxx.
3. Payment is at the rate in effect for Dependency and Indemnity Compensation under 38 U.S.C. 1311(b). Ms. Xxxxxx will receive approximately $xxxxxxx by the end of the eligibility period. She is entitled to $xx,xxx per month at the current rate ($850 for spouse and $215 for each eligible child).

4. The direct deposit/waiver request is enclosed.

5. The USACFSC point of contact is Jonnelle Davidson, (703) 681-7392, DSN 761-7392.

FOR THE COMMANDER:

Encls

JEANNE M. PICARIELLO
COL, GS
Director, Soldier and Family Support

Attachment 19

U.S. COAST GUARD SUPPORT STATEMENT

Privacy Act Statement: This information is collected under 37 USC Section 403, 14 USC Section 461, and EO 9398 and is used when considering application for ID cards. Failure to provide your social security number will not affect your application; however, failure to provide the other information may prevent favorable consideration of your application.

Purpose: Use this form to provide proof that a claimed dependent is in fact dependent on the sponsor for more than one-half of their support.

PART I: INFORMATION COMPLETED BY SPONSOR

NAME (Last, First, M.I.)_____

_____ _____
(Rank/Rate) (SSN)

PART II: SPONSOR'S MONTHLY EXPENSES AND INCOME

MONTHLY EXPENSES

1. Medical/Dental	$_____
2. Transportation	$_____
3. Taxes	$_____
4. Rent/House Payment	$_____
5. Utilities/Telephone	$_____
6. Food	$_____
7. Clothing	$_____
8. Insurance	$_____
9. Other (Specify)	
10. **Total monthly expenses**	**$**_____
11. Total Monthly Pay and Allowances	$_____

Part III: DEPENDENT'S MONTHLY EXPENSES AND INCOME

MONTHLY EXPENSES

16. Medical/Dental	$_____
17. Transportation	$_____
18. Taxes	$_____
19. Rent/House Payment	$_____
20. Utilities/Telephone	$_____
21. Food	$_____
22. Clothing	$_____
23. Insurance	$_____
24. Other (Specify)	$_____
25. **Total monthly expenses**	$_____
Do not list loans, credit cards or other personal debts	**$**_____
26. Social Security income	$_____

12. Spouse's monthly income on savings	$_____	27. Interest	$_____
13. Other Income	$_____	28. Other Income	$_____
14. Total family monthly income	**$**_____	29. Total monthly income	$_____

15. Amount of monthly contribution to support claimed dependent for whom this statement is being submitted $_____.

Enter the date that the sponsor began making contribution to support the claimed dependent: _____

PART III: SUPPORT TEST

30. Divide the amount in item 25 by 2, enter result (1/2 of expenses) $_____

31. Enter the claimed dependent's income from item 29. $ _____

32. Enter sponsor's monthly contribution to support from item 15. $ _____

USE THE AMOUNTS IN ITEMS 30-32 TO ANSWER THESE QUESTIONS	YES	NO
33. Is the amount in item 30 greater than the amount in item 31?	_____	_____
34. Is the amount in item 32 greater than the amount in item 31?	_____	_____

IF ANSWERS TO ARE THEN

both 33, 34 complete part II and forward application to HRSIC or PERSRU for consideration either or both 33, 34 no claimed dependent does not receive over ½ support from sponsor

PART IV: CERTIFICATION SECTION

NOTE: HAVE ALL SIGNATURES NOTARIZED IF THIS STATEMENT IS FOR A DEPENDENT ID CARD.

I (we) certify that this support statement is true and accurate.

I (we) make the foregoing statements as a part of my (our) application with full knowledge of the penalties for willfully making a false statement. 18 USC Section 1001 provides a penalty as follows: A maximum fine of $10,000.00 or a maximum imprisonment of 5 years or both.

SIGNATURE OF PARENT(s) OR PARENT(s)-IN-LAW (leave blank if this statement is for a child)

_____ **Date**_____/_____ **Date**_____

SIGNATURE OF SPONSOR

_____ **Date**_____

PART IV: WHAT TO ATTACH AND WHERE TO SEND IF THIS STATEMENT IS BEING USED TO SUPPORT A CLAIM FOR A DEPENDENT ID CARD

CATEGORY OF DEPENDENT	DOCUMENT	WHERE TO SEND
Child Age 21-23	DD Form 1172, Birth Certificate CG HRSIC 2020B, and proof of full-time student status	Local ID Office
Incapacitated Child over 21	DD Form 1172, birth certificate, doctor's statement, certified copy of sponsor's latest federal income tax return, claiming child as dependent and statement from SSA denying Medicare Part "A".	HRSIC (RAS)
Parent/Parent-in-law/Stepparent and Parent-by-Adoption	DD Form 1172 and certified copy of sponsor's latest federal income tax return showing parent claimed as a dependent, if available.	HRSIC (RAS)

NOTE: Documentation requirements for adopted, illegitimate, or stepchildren are listed on CG HRSIC 2020.

Attachment 20

DEPENDENCY WORKSHEET FOR COAST GUARD MEMBERS

PURPOSE: Use this form to add/delete DEERS eligible dependents(s)

DEERS: When reporting dependency changes you must also complete a DD Form 1172 at your servicing ID card issuing facility to update the DEERS database. When adding dependents, failure to update DEERS will result in denial of medical/dental benefits. When deleting dependents, failure to update DEERS could result in continued deductions of premiums for the Family Member Dental Plan (FMDP) or medical/dental benefits being provided to a person who is no longer eligible.

Add dependent, (see documentation requirements on reverse side)
Delete dependent, (attach copy of final divorce/annulment decree or death certificate if applicable)
Reason: _____
Name (Last, First, MI): SSN:
Address (Street, City, State, Zip Code):
Home Phone , AC Work Phone , AC Relationship:

Date of Birth: Dependency Date: Date of Marriage:

If spouse is in the service provide SSN Branch: Duty Station:

If the dependent child does not reside with you: Provide amount of support $_____

Name of Custodian_____
Method of Support _____

Add dependent, (see documentation requirements on reverse side)
Delete dependent, (attach copy of final divorce/annulment decree or death certificate if applicable)
Reason:

Name (Last, First, MI): SSN:

Address (Street, City, State, Zip Code):
Home Phone , AC Work Phone , AC Relationship:

Date of Birth: Dependency Date: Date of Marriage:

If spouse is in the service provide SSN Branch: Duty Station:

If the dependent child does not reside with you: Provide amount of support $_____

Name of Custodian _____

Method of Support _____

PRIVACY ACT STATEMENT

In accordance with 5 USC Section 522 (e)(3), the following information is provided to you when supplying personal information to the U. S. Coast Guard.

Authority - 37 USC Section 403, Principal Purpose(s) - Used to indicate start or change dependency status. Routine uses - Same. Disclosure - Disclosure of this information is voluntary, but without disclosure inaccuracies may occur with member's current dependent status, which in turn may effect the member's entitlement.

Member's Signature Date:

Command Approval Date:

Attachment 21

DEPENDENCY DOCUMENTATION REQUIREMENTS FOR COAST GUARD MEMBERS

RULES: The member must furnish documentary proof of dependency. Unless otherwise specified, legible photostatic copies or properly notarized legible copies of original documents are acceptable. Costs associated with obtaining, certifying or translating documents are the responsibility of the member. Documents will be returned to the member. To delete a dependent submit divorce or annulment decree, death certificate, etc. To add a dependent, submit the appropriate documentation as indicated below.

Relationship	And	Documentation to be submitted
SPOUSE	U. S. MARRIAGE	Marriage certificate
	*FOREIGN MARRIAGE	Translated marriage certificate
	*COMMON LAW	Affidavit
	PREVIOUSLY MARRIED	Final divorce/annulment decree
LEGITIMATE CHILD		Birth Certificate
ADOPTED CHIILD		Amended birth certificate and adoption decree (final or interlocutory)
CHILD PLACED FOR ADOPTION		Birth certificate, court order, and documents from placement agency
STEPCHILD		Birth certificate, marriage Certificate and spouse's divorce decree
ILLEGITIMATE CHILD	MEMBER-MOTHER HAS CUSTODY	Birth certificate
	MEMBER-FATHER HAS CUSTODY	Birth certificate and proof of parentage
	*MEMBER-MOTHER DOES NOT HAVE CUSTODY	Birth certificate and Support Statement
	*MEMBER-FATHER DOES NOT HAVE CUSTODY	Birth certificate, proof of parentage and Support Statement

Relationship	And	Documentation to be submitted
WARD	*DEPENDENT ON THE MEMBER FOR OVER ½ OF SUPPORT	Birth certificate, court order, and Support Statement
CHILD OVER AGE 21	*INCAPACITATED	Doctor's statement, birth certificate Support Statement, and court order or adoption decree
LEGITIMATE, ILLEGITIMATE, ADOPTED, STEPCHILD, OR WARD	FULL TIME STUDENT	Birth certificate, Support Statement
	OVER AGE 23	Support Statement for full time student, proof of full-time student status, and court order or adoption decree
PARENT, PARENT-IN-LAW, PARENT IN LOCO LOCO PARENTIS, STEPPARENT, PARENT BY ADOPTION	*DEPENDENT ON THE MEMBER FOR OVER ½ OF SUPPORT	Support Statement and statement showing member's financial contributions for the past six months.

NOTE: For all children, proof of support is also required if the child is not in the custody of the member.

(*): Send claims to HRSIC for dependency determination.

Attachment 22

COAST GUARD STATEMENT OF FORMER SPOUSE

PURPOSE: To accompany request for an ID card for a former spouse

Part I: Information relative to sponsor

SSN	Name (Last, First, MI)	Rank
Current Unit or Date of Retirement		

Part II: Information relative to former spouse

Name (Last, First, MI)	
Home address, city, state and zip code	Employer name, address, city, state and zip code
Home area code and phone number	Employer area code and phone number

Part III: Information relative to marriage

Date of Marriage to sponsor	Date marriage was terminated
(divorce, dissolution, annulment)	Reason (divorce, dissolution, annulment)

Part IV: Declaration

I am the former spouse of the sponsor named above. To the best of my knowledge our marriage lasted at least 20 years, my spouse served at least 20 years of service creditable in determining eligibility for retired pay, and there was an overlap of at least 15 years between marriage and military service period.

(Circle your answer)

Have you remarried since date of divorce from sponsor?	**YES**	**NO**
Are you presently employed?	**YES**	**NO**
Do you have medical coverage under an employer sponsored health plan.	**YES**	**NO**

I certify that to the best of my knowledge the above information is true and correct.

I understand that in the event this information is false, my ID card will be retrieved and I am liable to reimburse the government for medical care and other benefits received. I will immediately notify Commanding Officer (RAS) U. S. Coast Guard Human Resources Service. Information Center, 444 S. E. Quincy Street, Topeka, KS 66683-3591, if any changes in the above statement occur. I understand that making a false, fictitious, or fraudulent claim is a violation of 18 USC Section 287 the penalty for which is a fine up to $10,000 and imprisonment for up to 10 years.

_____ _____

Signature of former spouse **Date**

PRIVACY ACT STATEMENT

In accordance with 5 USC Section 522a(e)(3), the following information is provided to you when supplying personal information to the U. S. Coast Guard: Authority - 10 USC 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 23

COAST GUARD STATEMENT OF SUPPORT FOR FULL-TIME STUDENT

SSN	Name (Last, First, MI)	Rank
Unit		Date

PURPOSE: To accompany request for dependency in the case of a child over age 21 and under age 23. Use this form in conjunction with the Support Statement to prove dependency exists.

DEFINITION OF INSTITUTION OF HIGHER EDUCATION (from DODI 1000.13)

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 shall include a hospital offering education programs at the post secondary level regardless of whether the hospital grants a post secondary degree. The term also shall include an educational institution that is not located in a State, that offers a course leading to a standard college degree, or the equivalent, and that is recognized as such by the Secretary of Education (or comparable official) of the country, or other jurisdiction, in which the institution is located.

ENROLLMENT REQUIREMENTS To qualify as a full-time student, enrollment must be for at least

12 semester hours at the undergraduate level

or

9 semester hours at the postgraduate level.

DECLARATION

I certify that _____*(enter child's full name)*

is enrolled at _____(*enter name of institution*) as a full-time student and, in-fact, dependent upon me for over one-half of his/her support.

Support has been determined by expenses for shelter, education, health care, food and clothing. My support determination is not based on expenses for recreation, insurance, and/or savings. I understand that incidental and luxury items for a child that improves a child's standard of living are not part of necessary living expenses.

_____ _____

Signature of Member Signature of Witness

Attachments

_____Statement from the registrar's office attesting to the full-time student status of the dependent and anticipated graduation date or a receipt showing tuition has been paid to the school.

_____If dependency has not been previously established, attach a copy of the birth certificate.

PRIVACY ACT STATEMENT

In accordance with 5 USC Section 522a(e)(3), the following information is provided to you when supplying information to the U. S. Coast Guard. Authority - 37 USC Section 403. Principal Purpose(s) - Used to indicate start or change in dependency. Routine uses - Same. Disclosure - Disclosure of this information is voluntary, but without disclosure inaccuracies may occur with member's current dependent status.

Attachment 24

SAMPLE MEMORANDUM OF UNDERSTANDING

BETWEEN

_____

AND

_____

1. PURPOSE AND SCOPE.

The purpose and scope of this Memorandum of Understanding (MOU) is to establish procedures for the Real Time Automated Personnel Identification System (RAPIDS) host and remote responsibilities. For the purpose of this MOU, _____is identified as the host and _____, as the remote.

2. BACKGROUND.

Host and remote workstations communicate with the Defense Enrollment Eligibility Reporting System (DEERS) through the Defense Data Network/Defense Information Systems Network (DDN/DISN). Workstations are connected to hosts via a wide range of methods to include dial-up and dedicated phone lines and through base local area networks. RAPIDS workstations update the DEERS database and where applicable are utilized for the production of the machine-readable ID card. If RAPIDS communication goes down between the host and DEERS, the workstations have to process information in an off-line mode. Since processing in an off-line mode is more time consuming than on-line processing, it is very important that the host site immediately reports communication and equipment problems to the DEERS/RAPIDS Assistance Center (DRAC) and their remote sites.

It is important to establish an effective and amicable working relationship between the host site and its remotes. This ensures that problems are resolved quickly and customers are provided with the best possible service.

3. HOST AND REMOTE SITE RESPONSIBILITIES.

HOST SITE:

a. Assist remote site in obtaining communication connectivity.

b. Notify remote site prior to software upgrade so off-line records can be processed and audit trail reports can be printed.

c. Upgrade or upload RAPIDS software and notify the remote site of the upgrade completion.

d. Establish with remote site a date for completing monthly audit reports. Notify remote site when host diverts from the suggested time table as contained in the Audit Trail Procedures approved by the DEERS/RAPIDS Program Office (DRPO) and DEERS/RAPIDS Service Personnel Project Officers.

e. Notify remote site when unscheduled disruptions occur. Work with remote site to reestablish processing and communication link.

f. Ensure the RAPIDS host system is operational outside the normal working hours. Notify the remote site if no one will be available to assist because of an office engagement or function. If not available, a host representative will call in periodically to the remote site to ensure on-line communications.

g. Work with the remote site when communication problems are encountered. This responsibility includes checking modem status and using the utility software application. If the problem cannot be resolved locally, the host will call the DRAC for help.

REMOTE SITE:

a. Obtain and fund for communication connectivity to the host.

b. Coordinate workstation operating schedules with host site.

c. Coordinate with the host to establish Audit Trail procedures and schedules.

4. This MOU may be revised upon the agreement of all parties.

5. **EFFECTIVE DATE.**_____

_____	_____
(OFFICER IN CHARGE, HOST SITE)	(DATE)
_____	_____
(OFFICER IN CHARGE, REMOTE SITE)	(DATE)

Attachment 25

MARINE CORPS CHILD'S DEPENDENCY AFFIDAVIT

INSTRUCTIONS - Answer the following questions fully: if it does not apply, write "NONE" in the space provided. Do not include your income or expenses on this form, only those of the child(ren). After this form is completed and notarized, mail it to the Headquarters, United States Marine Corps (MRP-1 or MMSR-6, as appropriate), 3280 Russell Road, Quantico, Virginia 22134-5103.

1. Child's Name, Birthday _____ Child's Name, Birthday _____

   Child's Name, Birthday _____ Child's Name, Birthday _____

2. Is the natural parent (other than you or the Marine) a service member?_____

   If yes, give name, social security number, branch of service and whether currently on active duty._____

3. Is/are child(ren) residing in the Marine's household? _____. If yes, list the date residence began_____

4. ABOVE CHILD(REN) ONLY

INCOME

Item	Monthly	Yearly
Wages or salary of child		
Income from property, stocks, bonds, investments, savings, or trust funds		
Support payments from natural parent (NOTE)		
Social Security, VA, private pensions or insurance annuities		

EXPENSES

Item	Monthly	Yearly
Rent (pro rate)		
Food (pro rate)		
Utilities (pro rate)		
Clothing		
School Expenses		
Medical		
Dental		
Miscellaneous (Specify)		

NOTE: If the child(ren) is/are illegitimate, the questions pertain to funds provided by the Marine parent. If the child(ren) is/are ward(s) of the court, then the questions pertain to the funds provided by the natural parent or income other than the Marine and his/her spouse.

5. _____

(MARINE'S LAST NAME) (FIRST) (MIDDLE) (SSN) (GRADE)

6. I hereby swear or affirm that all of the foregoing statements are true. _____

(SIGNATURE OF PHYSICAL CUSTODIAN) (RELATIONSHIP TO CHILD)

7. Subscribed and duly sworn to (or affirmed) before me according to law by the above named affiant this _____

Day of ____20___ at City (or town) of _____County of _____and State of _____

My commission expires: _____

(SIGNATURE OF NOTARY)

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. Marine Corps: 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 26

MEDICAL SUFFICIENCY LETTER

Place on Letter Head

OFFICE SYMBOL DATE

MEMORANDUM FOR

SUBJECT: Medical Sufficiency Statement for **NAME**

1. This memorandum is in support of the request for dependency determination for ***name , sponsor's SSN***. After reviewing his/her medical records, it was determined that his/her medical condition existed prior to his/her 21st/23rd birthday. The following information is submitted in accordance with service regulatory guidance, Army Regulation 40-400, Patient Administration, Air Force Instruction, AFI 41-115, Authorized Health Care and Health Care Benefits in the Military Health Services System (MHSS), Navy and Marine Corps Regulation NAVMEDCOMINST 6320.3B, Coast Guard, U.S. Coast Guard Pay Manual, COMDTINST M7220.29 (Series), Chapter 3, etc:

a. Diagnosis:

b. Brief summary of patient's condition.

c. Describe level of incapacitation. State whether the condition is permanent or temporary. If the condition is temporary, state the anticipated time period that the condition might be resolved.

d. Onset of condition. If not congenital, at what age was the condition diagnosed?

e. State whether or not patient is capable of self-support.

2. If additional information is required, contact the administrator at (name of military treatment facility).

SIGNATURE BLOCK

Administrator

Enclosure

To be completed by a physician

Medical Summary

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?

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Address

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