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

AIR FORCE INSTRUCTION 36-3026(I)
ARMY REGULATION 600-8-14
****BUPERS INSTRUCTION 1750.10A, CHANGE 2***
****MARINE CORPS ORDER P5512.11B, CHANGE 2***
COMMANDANT INSTRUCTION M5512.1
COMMISSIONED CORPS PERSONNEL MANUAL 29.2, INSTRUCTIONS 1 AND 2,
****NOAA CORPS REGULATIONS, CHAPTER 1, PART 4***

29 JULY 1999

Personnel

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at: http://afpubs.hq.af.mil. If you lack access, contact your Publishing Distribution Office (PDO).

OPR: HQ AFPC/DPSFR
(Mrs. Lynn M. Tidwell)

Supersedes AFI 36-3026(I), 14 July 1998,
Army Regulation 600-8-14
BUPERS Instruction 1750.10A,
CHANGE 1
Marine Corps Order P5512.1B,
CHANGE 1
Commandant Instruction M5512.1
Commissioned Corps Personnel
Manual 29.2, Instructions 1 and 2.
NOAA Corps Regulations,
Chapter 1, Part 4

Certified by: HQ AFPC/DPS
(Col Charles A Cotter)
Pages: 277
Distribution: F

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 2, 1982; and DOD Directive 1341.1, *Defense Enrollment Eligibility Reporting System (DEERS)*, October 14, 1981. 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 Oce-

anic and Atmospheric Administration, the United States Public Health Service and U.S. Armed Forces Reserve and National Guard. Use this instruction to prepare, issue, use, account for, and dispose of ID cards the Uniformed Services issue.

The Privacy Act of 1974 affects this publication. The authorities to collect and maintain the data in this system of records are Title 10, United States Code (U.S.C.), 3013, 5013, 8013 and Executive Order 9397; Title 33 U.S.C., 857a, Executive Order No. 11023, May 28, 1962. Privacy Act System of Records Notice DEERS Enrollment Eligibility Reporting System, S322.50, DMDC, October 29, 1997, applies. See **Attachment 1** for references, abbreviations, acronyms, and terms. Process supplements that affect any military personnel function as shown in AFI 37-160, volume 1, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications*, table 3.2. Coordinate all supplements to this instruction through HQ AFPC/DPSFR.

SUMMARY OF REVISIONS

This change incorporates interim change (IC) 99-1 which adds two new civilian identification cards, DD Form 2764, **United States DoD/Uniformed Services Civilian Geneva Conventions Identification Card,** paragraph **1.3.9.** and DD Form 2765, **Department of Defense/Uniformed Services Identification and Privilege Card,** paragraph **1.3.10.** It revises paragraphs **1.3.4.1.**, **1.3.4.8.**, **1.3.4.9.**, **1.3.4.12.1.**, **1.3.4.13.**, **1.3.4.14.**, **1.3.4.15.** and **1.3.4.16.** to include sponsor's eligibility to the DD Form 2765. Changes paragraph **1.3.8.**, adds reference to DD Form 2765 in paragraph **1.3.8.4.**, updates paragraphs **1.3.8.7.** and **1.3.8.8.** Deletes paragraph **1.3.8.10.** The change also makes it mandatory for beneficiaries eligible for Uniformed Services health care system to provide a Social Security Number (SSN) for enrollment into the Defense Enrollment Eligibility Reporting System (DEERS), paragraph **1.9.** The change provides information concerning assignment of a Temporary Identification Number (TIN) for those without SSNs. Adds paragraph **1.10.**, concerning Foreign Identification Numbers (FINs); adds paragraph **2.5.5.**, updates paragraphs **2.5.5.1.** and **2.5.5.2.** to include additional information concerning TINs; adds paragraph **3.1.6.** under Sponsor's Responsibilities. Provides information concerning DD Form 2765 to paragraph **6.6.4.2.** Adds 6.6.4.3.1 to restrict overstamping of "OVERSEAS ONLY" on the DD Form 2764; adds DD Forms 2764 and 2765 to paragraphs **6.6.7.1.2.** and **6.6.7.1.3.** Adds criteria for mandatory collection of SSNs paragraph **6.17.1.1.** Revises paragraphs **6.18.**, **6.19.** and **6.20.** to include the DD Form 2765. Adds information concerning TINs to paragraphs **6.17.1.**, **6.18.1.** and **6.26.4.** Adds **Section 6I**, DD Form 2764, **United States DoD/Uniformed Services Civilian Geneva Conventions Identification Card (Machine-readable Card)** and **Section 6J**, DD Form 2765, **Department of Defense/Uniformed Services Identification and Privilege Card (Machine-readable Card)**. Adds paragraphs **6.27.**, **6.28.**, **6.29.**, **6.30.**, **6.31.**, **6.32.**, **7.5.2.7.** and 7.19.1.6; revises paragraph **7.19.3.** to include the DD Form 2764 and paragraph **9.2.** to include the DD Form 2764 and 2765. Adds additional references and acronyms in **Attachment 1**, Glossary of References and Supporting Information; revises **Attachment 2**, Charts of Entitlement to include DD Form 2765 and adds DD Form 2765 to **Attachment 4**, Expiration Date and MC Effective Date Guidelines. The complete IC has been incorporated into the publication. A bar (|) indicates revision from the previous edition.

Chapter 1

ISSUING AND USING ID CARDS-GENERAL GUIDELINES

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

1.2. Cross-Servicing Agreement. The Uniformed Services established this agreement 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:

1.2.1. With on-line connection to the DEERS or RAPIDS, Uniformed Services' issuing activities (see **Attachment 1**, Terms) shall verify eligibility, enroll individual in DEERS, and issue ID card upon presentation of proper documentation for:

1.2.1.1. Former members having reached age 60 and in receipt of retired pay for nonregular service, and their eligible dependents.

1.2.1.2. Dependents of military sponsors on active duty for more than 30 consecutive days.

1.2.1.3. Dependents of retirees (with pay) and all surviving dependents.

1.2.1.4. Unremarried or unmarried former spouses previously enrolled in the DEERS.

1.2.1.5. Medal of Honor recipients, their dependents, and survivors.

1.2.1.6. One hundred percent disabled veterans (DAV), their dependents, and survivors.

1.2.1.7. Survivors of Reserve members on active or inactive duty.

1.2.1.8. Survivors of active duty members.

1.2.1.9. Active duty retired members and members of the Retired Reserve who have reached their 60th birthday.

1.2.1.10. Dependents of Ready and Standby Reservists.

1.2.1.11. Dependents of Retired Reservists who have qualified for retired pay at age 60, yet have not reached age 60.

1.2.1.12. Survivors of retirement-eligible reservists who died prior to transfer to the Retired Reserve (a Reservist who was still participating).

1.2.2. Do **not** cross-service the following categories:

1.2.2.1. Ready Reserve and Standby Reserve members. ***EXCEPTION:*** Automated sites verify and issue the DD Form 2, **Armed Forces of the United States Geneva Conventions Identification Card (Reserve)**, (Machine-readable card) to members of the Ready Reserve and Standby Reserve.

1.2.2.2. Active-duty members. ***EXCEPTION:*** Automated sites verify and issue the DD Form 2, **Armed Forces of the United States Geneva Conventions Identification Card (Active)**, (Machine-readable card) to active duty members.

1.2.2.3. Initial verification for unremarried or unmarried former spouses.

1.2.2.4. Initial verification for incapacitated children.

1.2.2.5. Other individuals who need dependency determinations.

1.2.2.6. Retirees from other Services not currently enrolled in the DEERS (see **Attachment 1**, Terms, Honorary Retiree).

Reserve retirees entitled to retirement pay at age 60, but who are not yet age 60. ***EXCEPTION:*** Automated sites verify and issue the DD Form 2, **United States Uniformed Services Identification Card (Reserve Retired)** (Machine-readable card).

1.2.2.7. Illegitimate child of male sponsor, when the sponsor belongs to another service, paternity has not been judicially determined and child does not reside in the household with sponsor.

1.2.2.8. Illegitimate child of sponsor's spouse, when the sponsor is a member of another service.

1.2.3. All active, National Guard, or Reserve ID card-issuing activities with on-line access to DEERS will issue all DD forms authorized by this instruction for eligible beneficiaries when a properly verified DD Form 1172, **Application for Uniformed Services Identification Card DEERS-Enrollment**, from the sponsor's parent Uniformed Service is presented.

1.2.4. The verifying official must:

1.2.4.1. Refer applicants listed in paragraph **1.2.2.** to the sponsor's parent service military personnel office for verification of entitlement.

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

1.2.4.3. Use the eligibility date in the DEERS or appropriate documents for verifying and issuing ID cards to dependents.

1.2.4.4. Refer the applicant to the nearest military installation issuing activity of the sponsor's parent service when the sponsor is unwilling to sign DD Form 1172 for issue of a permanent ID card. If the applicant is not enrolled in DEERS, contact the parent service personnel project office (see paragraph **9.1.**). Issue of a 90-day temporary ID card is authorized if the dependent is enrolled in DEERS.

1.3. Types of ID Cards and Who Can Carry Them:

1.3.1. DD Form 2, **Armed Forces of the United States Identification Card** (Active) (Manually-prepared Card) and DD Form 2, **Armed Forces of the United States Geneva Conventions Identification Card (Active)** (Machine-readable card). The DD Form 2 (Active) is green. Issue the appropriate card to members of the Uniformed Services on active duty for more than 30 consecutive days and to United States Service Academies cadets, midshipmen, and Coast Guard cadets.

1.3.2. DD Form 2, **United States Uniformed Services Identification Card (Retired)** (Manually-prepared Card) and DD Form 2, **United States Uniformed Services Identification Card (Retired)** (Machine-readable card). The DD Form 2 (Retired) is blue. Issue the appropriate card to eligible military personnel entitled to retired pay and to members on the temporary disability retired list (TDRL) or the permanent disability retired list (PDRL). *NOTE:* Members entitled to retired pay

and rated 100-percent disabled by the Department of Veterans' Affairs (VA) remain eligible for the ID card even if they waive retired pay to receive VA compensation.

1.3.3. DD Form 2, **Armed Forces of the United States Geneva Conventions Identification Card (Reserve)** (Manually-prepared Card); DD Form 2, **Armed Forces of the United States Geneva Conventions Identification Card (Reserve)** (Machine-readable card); and DD Form 2, **United States Uniformed Services Identification Card (Reserve Retired).** The DD Forms 2 (Reserve) (Manually-prepared Card) and (Reserve Retired) cards are red. The DD Form 2 (Reserve) (Machine-readable card) is red or green (after June 1998). The cards authorize exchange and certain morale, welfare, and recreation privileges as described in DoDI 1015.10, *Programs for Military Morale, Welfare, and Recreation (MWR*), November 3, 1995, with Change 1. These cards authorize the member's eligibility for commissary privileges when accompanied by a commissary card, DD Form 2529, **Commissary Privilege Card**. Commissary cards are not governed by this instruction. Contact the appropriate Guard or Reserve Project Office for information (see paragraph **9.1.**). The DD Form 2 (Reserve) authorizes medical benefits when accompanied by orders; the DD Form 2 (Reserve Retired) does not authorize medical benefits. Issue the DD Forms 2 (Reserve) to:

1.3.3.1. Ready Reserve or Standby Reserve members not on active duty or full time National Guard duty in excess of 30 days.

1.3.3.2. Members being released from active duty with a military service obligation (MSO). *NOTE:* Members departing on terminal or transitional leave with an MSO may use the DD Form 2 (Reserve) along with their separation orders to obtain active duty benefits until their separation date. (*EXCEPTION:* See paragraph **6.13.8.**).

1.3.3.3. Reserve Officers' Training Corps (ROTC) students in their last 2 years of training.

1.3.3.4. ROTC students who receive a full-service scholarship leading to a commission in a Regular component of a Uniformed Service.

1.3.3.5. ROTC graduates appointed as members of a Reserve Component not on active duty for more than 30 consecutive days.

1.3.3.6. Members involuntarily separating from the Selected Reserve and transferring to the Individual Ready Reserve or Retired Reserve awaiting pay at age 60 who are eligible for benefits under the Selected Reserve Transition Program. ***NOTE:*** Do **not** issue the DD Form 2 (Reserve) to Honorary Retirees (see **Attachment 1**, Terms).

1.3.3.7. Issue the DD Form 2 (Reserve Retired) to members of the Retired Reserve who have qualified for retired pay at age 60, but are not yet 60:

1.3.3.7.1. The DD Forms 2 (Reserve) and DD Forms 2 (Retired Reserve) are not passes.

1.3.4. 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). The DD Form 1173 is tan. Issue to:

1.3.4.1. Eligible dependents of former members. Issue dependents of former members the DD Form 1173 authorizing medical care when the member reaches age 60 and is in receipt of retired pay. See **Table A2.1.** Do not authorize commissary, exchange and theater privileges. Do not issue the DD Form 2 (Reserve) to former members or DD Form 1173-1, Department of Defense Guard and Reserve Family Member Identification Card (Manually-prepared card), or DD Form

1173-1, United States Uniformed Services Identification and Privilege Card (Machine-readable card) to dependents. For further guidance on verification and issue of DD Forms 1173 to these beneficiaries, contact the appropriate Uniformed Services Guard and Reserve project offices if required (see paragraph **9.1.**).

1.3.4.2. Dependents of active duty personnel and dependents of personnel entitled to retired pay.

1.3.4.3. Dependents of members entitled to retired pay, whose retired pay was terminated and who were discharged due to dependent abuse (see paragraph **2.32.**).

1.3.4.4. Dependents of members of the Armed Forces who have been on active duty for 31 consecutive days or more and who on or after 30 November l993 were separated from active duty under a court-martial sentence resulting from a dependent abuse offense; administratively separated from active duty if the basis for separation includes a dependent-abuse offense; or, sentenced to forfeiture of all pay and allowances by a court-martial which has convicted the member of a dependent-abuse offense (see paragraph **2.37.**).

1.3.4.5. Issue a DD Form 1173 to a military member's child who is also another military member's stepchild and who lives with the stepparent. Issue the card with either member as sponsor:

1.3.4.5.1. Dependents of Reserve component members not on active duty in excess of 30 days in the categories of spouse, child, stepchild, ward, dependent child 21 years of age or older if incapacitated or a student, parents, parents-in-law, stepparents, and parents-by-adoption.

1.3.4.5.2. If the military members cannot agree and a court has ordered or identified one member as being responsible for providing medical care for the child, then enroll the child under such member.

1.3.4.5.3. If there is no such court order but a court has awarded primary physical custody to one of the members or to the former spouse who remarries another military member, enroll the child under the member where the child resides.

1.3.4.5.4. If none of the above has occurred, inform the members that no change in sponsorship can occur until there is a court order which designates the primary member for sponsorship or the two can agree to a change.

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

1.3.4.5.6. Notify the parties involved when you move the dependent from one sponsor's file to another.

1.3.4.6. Children Under 10. Issue an ID card if:

1.3.4.6.1. 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.

1.3.4.6.2. The sponsor is serving an unaccompanied tour.

1.3.4.6.3. The sponsor is assigned to duties or locations that do not allow children (such as basic military training and officer training school).

1.3.4.6.4. The children temporarily reside away from the sponsor while attending school. Authorize ID card benefits and privileges as **Attachment 2** specifies.

1.3.4.6.5. Children are of a joint service couple or a single parent.

1.3.4.6.6. The child's physical appearance causes him or her to look older than 10. The Personnel Chief or designated representative approves or disapproves request.

1.3.4.6.7. The child does not reside in the household of an eligible dependent.

1.3.4.7. Unremarried or unmarried former spouses.

1.3.4.8. Dependents of 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). ***NOTE:*** Sponsors will be issued a DD Form 1173 if RAPIDS 5.X is not available. (See Terms for definition of 5.X.).

1.3.4.9. Dependents of Medal of Honor recipients not on active duty. ***NOTE:*** Sponsors will be issued a DD Form 1173 if RAPIDS 5.X is not available.

1.3.4.10. Military personnel assigned as special agents (see **Attachment 1**, Terms).

1.3.4.11. Eligible surviving dependents (see **Attachment 2**).

1.3.4.12. Surviving dependents and/or eligible former spouses of Retired Reserve members or former members who were entitled to pay at age 60 but died before attaining that age. Eligibility begins at the time the member would have reached his or her 60th birth date:

1.3.4.12.1. Surviving dependents of former members are issued a DD Form 1173 reflecting medical care only (see **Attachment 2**, **Table A2.10.**) at the time the member would have been age 60.

1.3.4.13. Dependents of foreign personnel in certain instances (see **Attachment 2**). NOTE: Sponsors will be issued a DD Form 1173 if RAPIDS 5.X is not available.

1.3.4.14. Dependents of civilian personnel in certain instances (see **Attachment 2**). NOTE: Sponsors will be issued a DD Form 1173 if RAPIDS 5.X is not available.

1.3.4.15. Dependents of eligible involuntarily separated members under the Transition Assistance for Military Personnel (TAMP). ***NOTE:*** Reserve Transition Benefits (RTB) pertain to eligible dependents of Coast Guard members. ***NOTE:*** Sponsors will be issued a DD Form 1173 if RAPIDS 5.X is not available.

1.3.4.16. Dependents of eligible voluntarily separated members under the Special Separation Benefits (SSB) and Voluntary Separation Incentive (VSI) programs. ***NOTE:*** Reserve Transition Benefits (RTB) pertain to eligible dependents of Coast Guard members. ***NOTE:*** Sponsors will be issued a DD Form 1173 if RAPIDS 5.X is not available.

1.3.4.16.1. The Coast Guard transition programs are called Reserve Transition Benefits (RTB).

1.3.4.17. Eligible surviving dependents of Philippine Scouts who have applied for retirement and have been placed on the retired list. Although these dependents are not listed in **Attachment 2**, they may be eligible for a DD Form 1173 if certain requirements are met. Contact your Uniformed Service Personnel project office (active, Guard, or Reserve as appropriate) for assistance (see paragraph **9.1.**).

1.3.4.18. Any person not specifically listed in **Attachment 2** as eligible for benefits is *normally* not entitled to DD Form 1173 (i.e., brothers, sisters, aunts, uncles, grandparents, etc.,) unless they are approved as a ward.

1.3.4.19. The DD Form 1173 is not a pass.

1.3.5. DD Form 1173-1, **Department of Defense Guard and Reserve Dependent Identification Card** (Manually-prepared Card) or DD Form 1173-1, **United States Uniformed Services Identification and Privilege Card** (Machine-readable card). These cards are red. Unlike other ID cards, these cards do not authorize eligibility for medical benefits and commissary privileges. *EXCEPTION:* See **Section 2O**. The cards do authorize exchange and certain morale, welfare and recreation privileges as described in DoDI 1015.10, *Programs for Military Morale, Welfare, and Recreation (MWR)*. Issue the DD Form 1173-1 to:

1.3.5.1. Dependents of Reserve component members not on active duty in excess of 30 days in the categories of spouse, child, stepchild, ward, dependent child 21 years of age or older if incapacitated or a student, parents, parents-in-law, stepparents, and parents-by-adoption.

1.3.5.2. Dependents of Reserve retirees entitled to retired pay at age 60 who have not reached age 60, in the categories of spouse, child, stepchild, ward, and dependent child 21 years of age or older if incapacitated or a student.

1.3.5.3. Dependents of Ready Reserve and Standby members and Gray Area retirees as part of the Guard and/or Reserve DEERS Enrollment Program.

1.3.5.4. Unremarried surviving spouses 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:*** Surviving dependents of former members are not authorized the DD Form 1173-1.

1.3.5.5. Qualified dependents under 10 years of age if:

1.3.5.5.1. The child does not reside in the household of an eligible adult dependent.

1.3.5.5.2. The child is of a joint service married couple.

1.3.5.5.3. The child is a child of a single parent.

1.3.5.5.4. The child's physical appearance warrants issue.

1.3.5.6. Surviving dependents of Reserve members who have earned 20 qualifying years for retirement and are in receipt of their Notice of Eligibility for Retirement Pay at age 60, who have not reached age 60, and have not transferred to the Retired Reserve, and who died prior to reaching age 60, but after 1 October 1978.

1.3.5.7. 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 30 September 1999 and eligible dependents.

1.3.5.8. Members involuntarily separating from the Selected Reserve eligible for Selected Reserve Transition Program benefits and transferring to the Individual Ready Reserve or Retired Reserve awaiting pay at age 60, on or after 23 October 1992 but before 30 September 1999 and eligible dependents.

NOTE:

Do not issue the DD Form 1173-1 to dependents of Honorary Retirees (see **Attachment 1**, Terms).

1.3.5.9. The DD Form 1173-1 is not a pass.

1.3.6. DD Form 489, **Geneva Conventions Identity Card for Civilians Who Accompany the Armed Forces.** Issue to civilian noncombatants authorized to accompany the US military forces. Issue only to those who enter war regions and who are liable to become prisoners of war. Issue the credential before the individual leaves the United States (see paragraph **6.21.**).

1.3.7. DD Form 1934, **Geneva Conventions Identity Card for Medical and Religious Personnel Who Serve in or Accompany the Armed Forces.** Issue to medical, religious, and auxiliary medical personnel who serve in or accompany the military forces of the United States in regions of combat and who are liable to capture and detention by the enemy as prisoners of war (see paragraph **6.21.**).

1.3.8. Number of Cards to Each Person. Multiple identification cards are authorized and can be issued on RAPIDS 5.X systems. If using an earlier version of RAPIDS, a person may be issued only one sponsor ID card, with the following exceptions:

1.3.8.1. DD Form 2 (Active), and DD Form 1173 to active duty members serving as special agents.

1.3.8.2. DD Form 2 (Active), and DD Form 2 (Reserve) to Reserve members entering active duty for more than 30 consecutive days.

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

1.3.8.4. DD Form 2 (Retired) and a DD Form 1173 to members retired with pay who also meet the criteria of a dependent of a civilian employee stationed or employed in a foreign country. Issue DD Form 2 (Retired) and DD Form 2765, to members retired with pay when the US Government employs them overseas as civilians and they qualify for certain benefits because of their civilian employment. ***NOTE:*** Sponsors will be issued a DD Form 1173 if RAPIDS 5.X is not available.

1.3.8.5. DD Form 2 (Reserve) and DD Form 1173 to Guard and Reserve members not on active duty who are dependents of active duty or retired members.

1.3.8.6. DD Form 2 (Reserve) and DD Form 1173-1 to Guard and Reserve members not on active duty serving as special agents.

1.3.8.7. DD Form 2765 overstamped TA and DD Form 2 (Reserve) to members who are separating under the SSB, VSI, TAMP or RTB programs and have a Guard or Reserve commitment. ***NOTE:*** Sponsors will be issued a DD Form 1173 if RAPIDS 5.X is not available. Member's eligible dependents are authorized one DD Form 1173 overstamped TA and one DD Form 1173-1.

1.3.8.8. Three cards to SSB, VSI, or TAMP separatees who are also Ready Reserve members, and dependents of an active duty member: Issue one DD Form 2765 overstamped TA, (or a DD Form 1173 overstamped TA if not at a RAPIDS 5.X site), a DD Form 2 Reserve, and one DD Form 1173 as a dependent. Issue one DD Form 2 (Reserve) and DD Form 1173-1 overstamped TA to members of the Selected Reserve who are separated and transferred to the Individual Ready Reserve (IRR) and subsequently discharged. Issue a DD Form 1173-1 to eligible dependents with the sponsor's discharge date as expiration date and a DD Form 1173-1 overstamped TA beginning the

day after the member's discharge date to expire at the end of the original 2-year Reserve commissary and exchange entitlement period.

1.3.8.9. In a marriage where both spouses are entitled to the DD Form 2 Ret, one of the two retirees may be DEERS enrolled under the other's Social Security Number (SSN) and issued a DD Form 1173. This will preclude the retirees from paying double deductibles under CHAMPUS. A copy of the marriage certificate is required for enrollment as a dependent. The CHAMPUS effective date will be the date the member retired and end eligibility date in DEERS will be 4 years from date of enrollment. CHAMPUS claims should only be filed under the SSN that reflects the retiree as a dependent.

1.3.8.10. DELETED.

1.3.8.11. Air Force issuing activities issue an AF Form 354 to employees who are otherwise eligible if the employees have one or more of DD Forms: DD Form 2 (Retired), DD Form 2 (Reserve), DD Form 1173, or DD Form 1173-1 (see paragraph **7.19.**).

1.3.9. DD Form 2764, **United States DoD/Uniformed Services Civilian Geneva Conventions Identification Card.** The DD Form 2764 is an automated ID card. There is no manual DD Form 2764. The DD Form 2764 is a sponsor card only. Eligible dependents are issued the DD Form 1173. ***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 and will continue to be issued to the recipients listed below where the new Real Time Automated Personnel Identification System 5.X software has not been fielded. Issue to:

1.3.9.1. Emergency-Essential employees as defined in DoD Directive 1404.10, **Emergency Essential (E-E) DoD U.S. Citizen Civilian Employees**.

1.3.9.2. Essential contractor personnel when employed in regions of combat who are subject to capture and detention by the enemy as prisoners of war.

1.3.9.3. Civilian noncombatant personnel who have been authorized to accompany military forces of the United States in regions of conflict, combat, and contingency operations and who are liable to capture and detention by the enemy as prisoners of war.

1.3.10. DD Form 2765, **Department of Defense/Uniformed Services Identification and Privilege Card.** The DD Form 2765 is an automated ID card. There is no manual DD Form 2765. The DD Form 2765 is a sponsor card only and is issued at RAPIDS 5.X sites. The DD Form 1173, **Uniformed Services Identification and Privilege Card** will continue to be issued to recipients listed below where the RAPIDS 5.X software has not been fielded. Eligible dependents are issued the DD Form 1173. Issue the DD Form 2765 to:

1.3.10.1. 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).

1.3.10.2. 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.

1.3.10.3. Foreign personnel in the following categories:

1.3.10.3.1. Active duty officers and enlisted personnel of the North Atlantic Treaty Organization (NATO) or the Partnership for Peace (PFP) countries serving in the United States under the sponsorship or invitation of the Department of Defense or a Military Service.

1.3.10.3.2. 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.

1.3.10.3.3. 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.

1.3.10.3.4. 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.

1.3.10.3.5. 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.

1.3.10.4. Civilian personnel in the following categories:

1.3.10.4.1. 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.

1.3.10.4.2. 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.

1.3.10.4.3. 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.

1.3.10.4.4. Contract surgeons overseas during the period of their contract.

1.3.10.4.5. 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.

1.3.10.4.6. Uniformed and non-uniformed full-time paid personnel of the Red Cross assigned to duty with the Uniformed Services in foreign countries.

1.3.10.4.7. Area executives, center directors, and assistant directors of the United Service Organization (USO), when serving in foreign countries.

1.3.10.4.8. United Seaman’s Service (USS) personnel in foreign countries.

1.3.10.4.9. Military Sealift Command (MSC) civil service marine personnel deployed to foreign countries on MSC-owned and operated vessels.

1.3.10.4.10. Ship's officers (civilian employees, not commissioned officers) and members of the crews of vessels of the NOAA (33 U.S.C. 857-4).

1.3.10.4.11. Officers and crews of vessels, lighthouse keepers, and depot keepers of the former Lighthouse Service.

1.3.10.4.12. Individuals eligible for Transition Assistance for Military Personnel (TAMP) benefits (Chapter 58 of 10 U.S.C.). 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.

1.3.10.4.13. 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, 1999 (10 U.S.C. 1174a and 1175). Those individuals shall be issued an overstamped DD Form 2765 showing expiration date for each benefit, as shown on the reverse of the card.

1.4. Surrendering ID Cards:

1.4.1. ID cardholders must surrender their card when:

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

1.4.1.2. Member, civilian, or dependents lose their entitlements (because of early release from active duty, for example).

1.4.1.3. It expires.

1.4.1.4. The military member is in confinement (sponsor only) as sentenced by a judiciary body (courts-martial).

1.4.1.5. The civilian employee resigns, retires, is removed, or is otherwise separated.

1.4.1.6. A civilian employee leaves permanent change of station (PCS) from an overseas station on separation travel or on renewal agreement travel and there is a possibility that the sponsor or one or more dependents will not return to the overseas station. The employee surrenders DD Form 1173 to a representative of Civilian Personnel.

1.4.1.7. The Guard or Reserve member changes status.

1.4.1.8. The sponsor dies, retires, divorces, is discharged, or is released to inactive duty.

1.4.1.9. The sponsor is officially placed in deserter status.

1.4.1.10. A change in the dependent's status ends or changes entitlement to any card benefit (i.e., divorce, marriage).

1.4.1.11. A former spouse remarries or enrolls in an employer-sponsored health plan.

1.4.1.12. A widow or widower remarries.

1.4.2. Exceptions to Surrendering ID Cards:

1.4.2.1. An eligible dependent of a member entitled to retired pay but whose eligibility to retired pay was terminated and member was discharged due to dependent abuse remains eligible to receive an ID card (see paragraph **2.32.**).

1.4.2.2. 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 was administratively separated from active duty due to dependent abuse on or after 30 November 1993 (see paragraph **2.37.**) remains eligible to an ID card as long as they are receiving an annuity.

1.4.2.3. Medical, auxiliary medical personnel, and chaplain commissioned officers stationed overseas do not surrender their DD Form 489 or DD Form 1934 on return to the CONUS if they are assigned against a mobility position.

1.4.2.4. A Guard or Reserve member entering active duty for more than 30 consecutive days may maintain their DD Form 2 (Reserve).

1.5. Confiscating ID Cards. ID cards are government property. Any commissioned or noncommissioned officer or military police member may confiscate an ID card that has expired, is being fraudulently used, or is presented by a person not entitled to its use:

1.5.1. In shoplifting cases, the senior installation official establishes when to confiscate an ID card. Senior installation officials, installation security authorities, and installation legal staffs establish written base policy for confiscating ID cards because of shoplifting cases. (See **Attachment 1**, Terms).

1.5.2. Civilian employees (appropriated and nonappropriated fund) of benefits and privileges activities (such as exchange or commissary) must confiscate ID cards from active duty members or from retirees or dependents of members of any service if the cards are:

1.5.2.1. Mutilated so that their use as a credential is questionable.

1.5.2.2. Expired.

1.5.2.3. Obviously altered.

1.5.2.4. Presented by an ineligible person.

1.5.3. After confiscating the ID card or if involved in a situation requiring confiscation, notify the installation security authority immediately.

1.5.4. 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:

1.5.4.1. When the confiscated card belongs to a member of another service, the installation security authority provides the parent service the required information pertaining to the situation and unresolved reports.

1.5.4.2. When you confiscate an ID card, give a receipt to the cardholder. ***EXCEPTION:*** When ID cards are confiscated on a naval installation, refer the applicant to the closest ID card issuing activity.

1.5.4.3. For cases involving fraud, misuse, or abuse of an ID card, prepare DD Form 1569, **Incident/Complaint Report:**

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

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

1.6. Reissuing Confiscated ID Cards. The ID card issuing activity prepares the revised DD Form 1172 with appropriate benefits and privileges. Do not withdraw medical care benefits. The issuing activity issues the ID card until the suspension is over. ***NOTE:*** When an ID card is confiscated due to expiration, it is not a surrendered ID card.

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

1.7.1. 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.

1.8. Briefing ID Cardholders on Their Responsibilities. The issuing activity advises ID cardholders to:

1.8.1. Carry their ID card at all times.

1.8.2. Surrender the card when a military authority requires it for identification or investigation or when in confinement.

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

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

1.9. Mandatory Collection 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. Failure to disclose a SSN when enrolling in DEERS will result in loss of eligibility for medical care benefits in Military Treatment Facilities.

1.9.1. A Temporary Identification Number (TIN) will be assigned and automatically generated by the RAPIDS 5.X for categories of beneficiaries who do not yet have SSNs, such as newborns and foreign spouses, who do not have SSNs. 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.

1.9.2. Issue of a machine-readable ID card is required. There are no provisions to issue a manually-prepared ID card when a family member requires a TIN.

1.10. Foreign Identification Number (FIN). A FIN will be assigned and automatically generated by RAPIDS 5.X to allow DEERS enrollment of eligible foreign military and foreign nationals who are not under the Social Security Administration System and will not receive a Social Security Number (SSN). A foreign national who is a *spouse* of a U.S. citizen will not be issued a FIN (see paragraph **1.9.1.**).

1.10.1. A FIN is assigned as 900-00-0000F and up and will be assigned to categories of NATO and non-NATO foreign military members and their family members, and for foreign nationals employed in positions overseas that result in DoD benefits and entitlements.

1.10.1.1. Issue of a machine-readable ID card is required. There are no provisions to issue a manually-prepared ID card when FIN is required.

1.10.1.2. A FIN is permanently assigned for the duration of the individual's enrollment in DEERS.

Chapter 2

VERIFYING ELIGIBILITY FOR ID CARDS

Section 2A—Who Verifies Eligibility for ID Cards

2.1. Verifying Officials:

2.1.1. Uniformed Services Issuing Activities. Uniformed Services issuing activities with on-line update capability (DEERS or RAPIDS), verify eligibility for all categories of eligible individuals except those described in paragraph **1.2.2.** This provision remains in effect until all uniformed services have gone to the new automated ID card concept.

2.1.2. Foreign Nationals approved by the chief of the issuing activity are authorized verifying officials within the issuing facilities.

2.1.3. HQ Reserve Officers Training Corps. Detachment commanders verify or designate responsible persons to verify eligibility for DD Form 2 (Reserve) for:

2.1.3.1. ROTC students in their last 2 years of training.

2.1.3.2. ROTC graduates appointed as Reserve members not on active duty for more than 30 consecutive days.

2.1.3.3. Students who receive a full-service scholarship leading to a commission in an armed service.

2.1.4. Service Academies. The Director of Cadet and Midshipmen Personnel verifies eligibility for DD Form 2 (Active) for Service academy cadets.

2.1.5. Special Investigation Offices. Field commanders verify or designate responsible persons to verify and issue DD Forms 1173 for Special Agents.

2.1.6. Contractors, the installation contracting officer.

2.1.7. Red Cross personnel, an American Red Cross official.

2.1.8. Nonappropriated fund personnel, the human resource officer.

2.1.9. Basic military trainees and their eligible dependents:

2.1.9.1. Army - Reception battalions at Forts Jackson, Benning, Leonard Wood, Knox, Sill, and McClellan.

2.1.9.2. Navy - Personnel Support Detachment, Recruit Training Command, Great Lakes IL.

2.1.9.3. Air Force - 319th Training Squadron, Lackland Air Force Base.

2.1.9.4. Marine Corps - Marine Corps Recruit Depots at Parris Island and San Diego.

2.1.9.5. Coast Guard - Training Center, Cape May.

2.1.10. Contract teachers and Department of Defense Dependent School (DODDS) employees - the DODDS Education Service Office.

2.1.11. Other Agencies. Other officials designated to verify eligibility are:

2.1.11.1. Army. Heads of HQ DA agencies and Major Army Commands (MACOM) decide who will be issued a DD Form 1602 (**Civilian Identification Card**):

2.1.11.1.1. Army Reserve Personnel Center (ARPERCEN) verifies eligibility for Army Reserve retirements under Title 10, U.S.C., Section 12731 (retired with pay at age 60).

2.1.11.2. Navy. NPRC Code N-5 and Code N-233 verifies eligibility for Navy Individual Reserve members.

2.1.11.3. Air Force:

2.1.11.3.1. Military Personnel Flight. The customer service element verifies eligibility for military personnel and their dependents for Air Force members.

2.1.11.3.2. Civilian Personnel Flight (CPF). The affirmative employment office verifies eligibility for civilian employees and dependents, including retired employees and their dependents for Air Force employees and dependents.

2.1.11.3.3. Air Reserve Personnel Center (HQ ARPC). HQ ARPC verifies eligibility for:

2.1.11.3.3.1. Air Force Reserve retirements under Title 10, U.S.C., Section 12731 (retired with pay at age 60) (HQ ARPC/DPAR).

2.1.11.3.3.2. Surviving dependents of Air Force Reserve members who were entitled to retired pay at age 60 who died before age 60 (HQ ARPC/DSMH).

2.1.11.3.3.3. Former spouses of retirement-eligible Air Force members (HQ ARPC/DPAR).

2.1.11.3.3.4. Air Force Individual Reservists (HQ ARPC/DPMPS).

2.1.11.3.4. Air Force Security Force Center (HQ AFSFC). HQ AFSFC/SFCI verifies and authorizes preparation of ID card applications for Air Force inmates who are assigned to DoD Regional Corrections Facility:

2.1.11.3.4.1. HQ AFSFC/SFCI maintains the prisoner's military personnel records and verifies DD Form 1172 for sponsors and eligible dependents.

2.1.11.3.5. The Defense Language Institute, English Language Center (DLIELC), Lackland Air Force Base TX. DLIELC officials verify DD Forms 1172 for foreign military personnel (students) and their dependents.

2.1.11.4. Marine Corps. Marine Forces Reserve (MARFORRES) verifies eligibility for Marine Corps Individual Reserve members (see paragraph **9.1.**).

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:

2.2.1. Other activities may send waiver requests for ID card-issuing equipment to their Uniformed Service Personnel project office (active, Guard, or Reserve, as appropriate) when unique circumstances exist (see paragraph **9.1.**). 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 a unit 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:

2.3.1. Once you establish basic entitlement, use **Attachment 2** to determine the benefits and privileges authorized; use **Attachment 4** to determine the MC (CHAMPUS) effective date and the DD Form 1173 expiration date:

2.3.1.1. RAPIDS 5.0 will determine benefits, privileges, and MC effective dates. When installed, this new system will automate entitlement policy specified in public law and implementing regulations and directives (see paragraph **5.1.**).

2.3.2. Review supporting documents (**Attachment 5**) or the DEERS database or both. Annotate which documents were reviewed in item 89 on the DD Form 1172 or enter "DEERS Verified" if applicant is properly enrolled in DEERS. Return the supporting documents to the owner after they have served their purpose:

2.3.2.1. Do not use an existing card--expired or unexpired--as proof of further entitlement to another card.

2.3.2.2. If you do not have access to the DEERS database, use a previously verified DD Form 1172 that lists specific legal documentation. You may also call the DEERS Eligibility Center at 1-800-336-0289 or DSN 837-6299 for verification.

2.3.2.3. 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, Subchapter XVIII of 42 U.S.C. If entitled to insurance benefits under Subchapter XVIII of 42 U.S.C., the individual is ineligible for medical care under CHAMPUS/TRICARE unless the military sponsor is on active duty except as provided in paragraph **2.25.** Spouses and children of active duty sponsors do not lose entitlement to the CHAMPUS/TRICARE because of entitlement to insurance benefits under Subchapter XVIII of 42 U.S.C. 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 Subchapter XVIII of 42 U.S.C. 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. 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, Subchapter XVIII of 42 U.S.C. The verifying official shall cite the documentation presented in DD Form 1172, section III, item 89, in addition to all other required documentation.

2.3.3. Nonautomated sites prepare DD Form 1172 according to **Attachment 3**. Type or print legibly all manually prepared application forms in black ball-point pen. Complete section IV to verify the application. Initial all corrections on the application form.

2.3.4. Give the original copy to the applicant and use additional copies as necessary (***EXAMPLE:*** if suspensing for dependency determinations, etc.). Advise the applicant that DD Forms 1172 are valid for only 90 days after the verifying official signs. Applications held longer are void.

2.3.5. Update the information on the DD Form 1172 by the RAPIDS or DEERS on-line systems. For those sites that do not have the RAPIDS on-line system, forward a floppy disk (paragraph **5.6.**) to the DEERS Enrollment Processing Center (DEPC) using a DD Form 2268, **DEERS Batch Transmittal**. The address is 400 Gigling Road, Seaside, California 93955-6771.

2.3.6. The issuing activity forwards all DD Forms 1172 that issue permanent cards to family members to the DEERS Support Office by batch processing weekly using a DD Form 2268, **DEERS Batch Transmittal.** Do not forward 1172s for sponsors. The DEERS Support Office will scan all DD Forms 1172, eliminating filing at each issuing activity (see paragraph **7.29.** for exception). Forward to the DEERS Support Office, 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. ***NOTE:*** The Air Force issuing activity for the purpose of this paragraph is the MPF.

2.3.6.1. Forward one copy of the DD Form 1172 to the parent service when renewing ID cards for permanently incapacitated children of Navy, Marine Corps, NOAA and PHS members. See paragraph **9.1.** for addresses.

2.3.7. Automated ID card sites verify and issue ID cards following guidance contained in this instruction and file DD Forms 1172 according to paragraph **2.3.6.**

2.3.8. Ensure that you prominently display a copy of the Privacy Act statement and have applicant read before signing the DD Form 1172.

2.3.9. Accept datafaxed DD Forms 1172 if received from another verifying official. Contact verifying official to confirm eligibility if dependent brings in datafaxed DD Form 1172.

2.4. Documentation Required. Refer to **Attachment 5** to determine the basic documentation required. When the DEERS data-base can verify eligibility, you do not need documentation:

2.4.1. Include English translations with foreign documents.

2.4.2. 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 documentation if validity of documents provided is in question:

2.4.2.1. 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. The sponsor or spouse must prove to the satisfaction of the local legal authority that the relationship is valid:

2.4.2.1.1. Marine Corps members must send documents to establish a common law marriage, an Indian tribal marriage or foreign divorce to MHP-20, or MMSR-6 as appropriate (see paragraphs **2.8.1.4.** and **9.1.**). A copy of the original complaint should be provided in all cases involving a final decree of annulment.

2.4.3. Do not accept a passport by itself when a person is applying for issue or reissue of ID cards. ***EXCEPTION:*** You may accept passports for dependents of foreign military personnel, because such dependents normally need legal documents in order to accompany the member to the United States.

2.4.4. The sponsor provides the documentation necessary to terminate DEERS for dependents no longer eligible for benefits and privileges (for example, final divorce decree, child's marriage certificate, etc.).

2.4.5. Send foreign divorce decrees submitted as supporting documents for ID card termination to the servicing installation legal office for review. ***EXCEPTION:*** For Marine Corps, see paragraph **2.4.2.1.1.** Service installation legal authorities coordinate with the appropriate office:

2.4.5.1. Army - The local Judge Advocate makes the final decision.

2.4.5.2. Navy - The local Judge Advocate makes the final decision.

2.4.5.3. Air Force - HQ AFPC/JA, (210) 652-6691 or DSN: 487-6691.

2.4.5.4. Marine Corps - CMC(MHP-20/MMSR-6).

2.4.5.5. Coast Guard - Human Resources Service and Information Center (HRSIC)(LGL) - (913) 357-3594.

2.4.5.6. National Oceanic and Atmospheric Administration - (301) 713-3453, ext 109.

2.4.5.7. United States Public Health Service - (301) 594-3384.

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

2.4.5.9. 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.

2.5. Issuing Temporary DD Forms 1173. (Verifying Activity). If you are reasonably convinced that dependents are entitled to a card and they are enrolled in DEERS, you may issue a temporary card for up to 90 days until the applicants can obtain legal documentation or the sponsor's signature. If not enrolled in DEERS, you may issue a temporary ID card if legal documentation is presented, until the sponsor's signature can be obtained. The Uniformed Services Personnel Project Offices may also approve a temporary card:

2.5.1. Prepare DD Form 1172 and update the DEERS or send a floppy disk to the DEPC (paragraph **5.6.**). File the form according to paragraph **2.3.6.**

2.5.2. If the sponsor does not bring in documentation to apply for a permanent card by the date the temporary card expires, start the retrieval procedures prescribed in paragraph **4.1.** and update the DEERS to reflect ineligibility for the period that the temporary card covers. ***NOTE***: See **Section 2M**, paragraph **2.27.** for procedures if sponsor is unable or unwilling to sign.

2.5.3. Follow normal verifying and issuing procedures when the sponsor presents adequate documentation for a permanent DD Form 1173 or a sponsor-signed DD Form 1172.

2.5.4. Do not issue a temporary card to a dependent who requires a dependency determination, unless renewing an ID card and expiration of the ID card would interrupt medical care. Have sponsor 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 the expiration of the ID card if the dependency determination is disapproved.

2.5.5. Issue a 120-day temporary ID card reflecting a TIN to beneficiaries who do not yet have a SSN (i.e., newborns, if appropriate, foreign spouses) and enroll beneficiary in DEERS. Place DD Form 1172 in suspense. Reissue the ID card upon receipt of SSN.

2.5.5.1. SSN must be reflected on SSN card or other official government document. Consult your local legal staff if you have questions concerning other official government documents.

2.5.5.2. Issue an ID card with a TIN reflecting appropriate benefits and privileges if the family member refuses to provide his or her SSN. Medical care in Military Treatment Facilities (MTFs) is not authorized (paragraph **1.9.**).

2.6. Overseas Limitations. Do not use treaties, status of forces agreements, military bases' agreements, or other restrictions to determine benefits and privileges authorized on the DD Form 1173. Restrictions to benefits and 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.

Section 2B—Former Spouses

2.7. Basic Eligibility Criteria. (To qualify for a military ID card under the Uniformed Services Former Spouses'' Protection Act) an unremarried former spouse:

2.7.1. On the date of final divorce, dissolution, or annulment, the former spouse must have been married to the military member for at least 20 years. ***EXCEPTION:*** See paragraphs **2.32.** and **2.37.**

2.7.2. The military member must have performed at least 20 years of service which is creditable in determining eligibility to retired pay.

2.7.3. Atleast15-yearsofmarriagemusthavebeenduringtheperiodthememberperformedservice

2.7.3.1. The date of divorce determines the expiration date for those former spouses with a 15-year overlap marriage and military member's service, but not 20 years (see **Attachment 6**).

2.7.4. The former spouse must not have remarried.

2.7.5. The former spouse may not receive medical benefits if he or she has medical coverage under an employer-sponsored health plan. ***NOTE:*** Reinstate medical benefits to a former spouse who is no longer enrolled in an employer-sponsored health plan. The former spouse signs a statement to include date of disenrollment from the plan.

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

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

2.7.8. Qualifying former spouses of Guard or Reserve Component members meeting the above requirement as of the date of divorce are eligible on the date the member becomes entitled to retired pay at age 60. (If the member dies, use the date the member would have turned age 60.) ***EXCEPTION:*** 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 duty. Contact the appropriate Uniformed Service Guard or Reserve project

office for further guidance (see paragraph **9.1.**). ***EXCEPTION:*** For Marine Corps, contact the CMC (MMSR-6) (see paragraph **2.8.5.4.**).

2.7.9. An unremarried former spouse loses ID card entitlement if he or she remarries. If the former spouse becomes unmarried through a final decree of annulment, he or she may be eligible for reinstatement of ID card entitlement.

2.7.10. An unremarried former spouse who at the time of divorce was married to a military member for at least 20 years; during which period the sponsor performed at least 20 years of service which is creditable in determining eligibility to retired pay; marriage and service overlapped at least 20 years (20-20-20), who remarries, and becomes unmarried through death or divorce of the subsequent spouse, is eligible for reinstatement of commissary, exchange, and theater privileges only. Medical care cannot be restored as an unmarried former spouse. (See **Attachment 2**, **Table A2.2.**)

2.7.11. 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.)

2.7.12. 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.

2.8. Verification Procedures:

2.8.1. Initial verification of former spouses *must* be accomplished by the parent service. Advise applicants to submit a copy of a certified marriage certificate, final divorce decree, a written statement or enter a statement in block 89 of the DD Form 1172 that he or she has not remarried and is not enrolled in an employer-sponsored health plan to:

2.8.1.1. Army - The nearest Army issuing activity.

2.8.1.2. Navy - Bureau of Naval Personnel (Pers-334C), 2 Navy Annex, Washington, DC 20370-3340 (see paragraph **7.14.** for Navy verification procedures).

2.8.1.3. Air Force - The nearest Air Force issuing activity.

2.8.1.4. Marine Corps - Commandant of the Marine Corps, (CMC) (MMSR-6), 2 Navy Annex, Washington DC 20380-1775 (see paragraph **7.36.** for Marine Corps procedures).

2.8.1.5. Coast Guard - Commanding Officer (RAS), Coast Guard Human Resources Service and Information Center (HRSIC), 444 S.E. Quincy Street, Topeka, Kansas 66683-3591.

2.8.1.6. National Oceanic and Atmospheric Administration -Commissioned Personnel Center CPCI, Office of NOAA Corps Operations, East-West Highway, Room 12100, Silver Springs, Maryland 20910.

2.8.1.7. United States Public Health Service - Personnel Services Branch, DCP, Parklawn Building, Room 4-35, 5600 Fishers Lane, Rockville, Maryland 20857.

2.8.2. Officials in the ID card issuing activity or parent Uniformed Service Personnel project office review a marriage certificate and final decree of divorce, 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 **2.32.** and **2.37.**

2.8.3. Verify the member's status (active duty, retired, or deceased).

2.8.4. If the member is active duty, each uniformed service issuing activity or appropriate office should request the dates of inclusive service from the office that maintains their member's records by message or letter.

2.8.5. If the member is retired, and the former spouse does not have a Statement of Service or a complete set of DD Forms 214, each uniformed service issuing activity, appropriate office, or applicant should request the DD Forms 214 or Statement of Service to reflect total creditable service in determining eligibility to retired pay to the following addresses:

2.8.5.1. Army - U.S. ARPERCEN, Statement of Service for Former Spouses, ATTN: ARPC-SFB, 9700 Page Avenue, St. Louis, Missouri 63132-5200.

2.8.5.2. Navy - National Personnel Records Center, 9700 Page Avenue, St Louis, Missouri 63132, or contact Pers 334C (see paragraph **9.1.**).

2.8.5.3. Air Force - NPRC/NRPMF, 9700 Page Avenue, St Louis, Missouri 63132-5100 (see **Attachment 7** and **Attachment 8**).

2.8.5.4. Marine Corps - CMC(MMSR-6), 2 Navy Annex, Washington, DC 20380-1775. Telephone: 1-800-336-4649.

2.8.5.5. Coast Guard - Commanding Officer (RAS) Coast Guard Human Resources Service and Information Center, 444 S.E. Quincy Street, Topeka, Kansas 66683-3591.

2.8.5.6. National Oceanic and Atmospheric Administration - Commissioned Personnel Center CPCI, Office of NOAA Corps Operations, East-West Highway, Room 12100, Silver Springs, Maryland 20910.

2.8.5.7. United States Public Health Service - Personnel Services Branch, DCP, Parklawn Building, Room 4-35, 5600 Fishers Lane, Rockville, Maryland 20857.

2.8.6. If you do not receive the documents within 90 days, start tracer action. A complete set of DD Forms 214 may be used to verify the overlap of member's creditable service and marriage.

2.8.7. If the member is deceased, contact your parent Uniformed Service Personnel project office to confirm the member's status at the time of death (see paragraph **9.1.**).

2.8.8. While waiting for confirmation of the member's status, and the former spouse appears to be conditionally eligible, a temporary ID card may be issued with the following expiration dates:

2.8.8.1. 120 days for a retired member's former spouse.

2.8.8.2. 30 days for an active duty member's former spouse.

2.8.8.3. Have the former spouse sign a statement in item 89 on the DD Form 1172 that he or she has not remarried and he or she is not enrolled in an employer-sponsored health plan.

2.8.8.4. Have the former spouse sign a statement in item 89 on the DD Form 1172 that he or she will be responsible for any medical care received during this period if found not to be eligible for an ID card.

2.8.8.5. File the completed DD Form 1172 in a suspense file.

2.8.9. On receiving the statement of service or a complete set of DD Forms 214, the ID card issuing activity or appropriate office takes the following steps:

2.8.9.1. Compares service dates with inclusive dates of marriage and divorce.

2.8.9.2. If documentation confirms eligibility, retrieve the temporary card and issue the permanent card. See **Attachment 2** for specific entitlements and **Attachment 4** for guidelines on expiration dates and MC (CHAMPUS) effective dates.

2.8.9.3. State on DD Form 1172, block 89, that the former spouse has not remarried since the divorce from the member and does not have medical coverage under an employer-sponsored health plan. The former spouse initials this statement.

2.8.9.4. The former spouse signs DD Form 1172, block 90.

2.8.9.5. File DD Form 1172 (for temporary and permanent ID cards) according to paragraph **2.3.6.**

2.8.9.6. Retrieve the temporary ID card according to paragraph **4.1.** and terminate eligibility in DEERS if former spouse does not qualify.

2.8.10. Renewal Processing Procedures for Former Spouses (Cross-servicing is authorized, if enrolled in DEERS):

2.8.10.1. Require a decree of divorce from a former spouse when renewing an ID card, if the date of divorce is not updated in DEERS:

2.8.10.1.1. Advise a former spouse who does not have the divorce decree when renewing the 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.

2.8.10.1.2. 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.

2.8.10.2. Advise 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.

2.8.10.3. Place the DD Form 1172 in suspense for 30 days.

2.8.10.4. Follow procedures in paragraphs **2.8.9.2.**, **2.8.9.3.**, **2.8.9.4.**, and **2.8.9.5.** for issue of a permanent ID card when divorce decree is received:

2.8.10.4.1. A letter of approval from the Bureau of Naval Personnel is also required for Navy former spouses. If the applicant does not have a letter, contact Pers 334C (see paragraph **9.1.**).

2.8.10.5. Forward the suspensed DD Form 1172 to the Uniformed Service Personnel project office (active, Guard, or Reserve, as appropriate) and request a unauthorized issue (UIS) if former spouse fails to provide the divorce decree (see paragraph **9.1.**).

Section 2C—Students Over Age 21

2.9. Eligibility Criteria. Refer to **Attachment 5** to determine the documentation needed and to **Attachment 4** to determine the CHAMPUS effective date:

2.9.1. Students are eligible for an ID card if they meet the following criteria:

2.9.1.1. Unmarried children of 21 or 22 years of age (have not attained the age of 23).

2.9.1.2. Enrolled full time in an accredited institution of higher learning. ***EXCEPTION:*** Students in their final term, semester, or quarter may carry less than a full time load if that is the remainder needed for graduation.

2.9.1.2.1. Students enrolled less than full time in two institutions of higher learning may **not** combine hours to qualify as full time students.

NOTE: Consult with the installation education office to resolve difficulties in determining approved accredited institutions of higher learning.

2.9.1.2.2. 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.

2.9.1.3. Dependent on the sponsor for over 50 percent of their support (or were at the time of the sponsor's death).

2.9.2. Students remain eligible for ID card benefits and privileges until age 23 or graduation, whichever occurs first.

2.9.3. If students need an ID card during summer break, ask the sponsor to provide a letter from the school registrar certifying the following:

2.9.3.1. Full-time enrollment during the semester or session immediately before the break.

2.9.3.2. Acceptance or pre-enrollment as a full time student for the semester or session immediately after the break.

EXCEPTION: See paragraph **2.9.1.2.**

2.9.3.3. Graduate students and students awarded an Associates Degree:

2.9.3.4. Issue a temporary 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.

2.9.3.5. Advise sponsor to present a letter of acceptance of enrollment signed by an authorized officer of the college or university (see **Attachment 9**).

2.9.3.6. Issue an ID card until graduation or age 23, whichever occurs first when a letter certifying full-time enrollment is presented.

Section 2D—Incapacitated Children Over Age 21

2.10. Eligibility Criteria:

2.10.1. The child must be unmarried.

2.10.2. 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 the condition occurred after 23 October 1992 (see paragraph **2.18.**).

2.10.3. 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.

2.11. Documents Required for Initial Application:

2.11.1. A current physician's statement (dated within 90 days).

2.11.2. Statement from the Social Security Administration (SSA) certifying non-eligibility to Medicare, Part A, to continue eligibility for CHAMPUS benefits. ***NOTE:*** Do not require a statement from active duty dependents and those individuals listed in paragraph **2.25.** as they remain eligible for CHAMPUS as secondary payer.

2.11.3. Birth certificate (if not enrolled in DEERS).

2.11.4. Parent's marriage certificate (if not enrolled in DEERS).

2.12. ID Card Processing Procedures. Process *initial* applications for all incapacitated children through the parent service (cross-servicing is not authorized). See **Chapter 7** for Service-specific processing procedures.

2.13. Renewal Processing Procedures for Permanently Incapacitated Children:

2.13.1. Process *renewal* applications for permanently incapacitated children as follows (cross-servicing is authorized):

2.13.1.1. 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 **2.25.**).

2.13.1.2. Advise applicant to present a copy of the initial approved dependency determination letter that includes the statement that medical sufficiency was established from:

2.13.1.2.1. Army - DFAS-Indianapolis Center for Army dependents.

2.13.1.2.2. Navy - A letter of approval from the Bureau of Naval Personnel for Navy dependents (see paragraph **9.1.**).

2.13.1.2.3. Air Force - A copy of the initial approved dependency determination letter from DFAS-DE/FJPD for Air Force dependents.

2.13.1.2.4. Marine Corps - A letter of approval from the Bureau of Naval Personnel for Marine Corps dependents (see paragraph **9.1.**).

2.13.1.2.5. Coast Guard - A letter of approval from the Human Resources Service and Information Center (HRSIC) (see paragraph **9.1.**).

2.13.1.2.6. National Oceanic and Atmospheric Administration - A letter of approval issued by the Uniformed Service Personnel project office (see paragraph **9.1.**).

2.13.1.2.7. United States Public Health Service - A letter of approval issued by the Uniformed Service Personnel project office (see paragraph **9.1.**).

2.13.1.2.8. Contact DFAS-DE/FJPD at (303) 676-7907 or DSN 926-7907 to obtain information when an Air Force sponsor does not have DFAS letter. Hard copies of dependency and residency letters are filed at a repository outside of DFAS for 6 years before being destroyed. The sponsor may request a copy by writing to DFAS-DE/FJPD, 6760 E. Irvington Place, Denver, Colorado 80279-3000.

2.13.1.3. Annotate the documents used to verify relationship to sponsor in block 89 of the DD Form 1172 or "DEERS VERIFIED". Annotate date of initial approved dependency determination letter and date of current letter from SSA.

2.13.1.4. 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." Complete verification and issue process.

2.13.1.5. 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 PHS sponsors, after the ID card has been issued. See paragraph **9.1.**

2.13.1.6. Follow procedures in paragraph **2.11.** when verifying and issuing ID cards to children with a "temporary" incapacitation. Cross-servicing is not authorized.

2.13.1.7. 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 and privileges to the Services financial offices. ***EXCEPTION:*** Navy sponsors should report any change to Pers 334C. Marine Corps sponsors should report to CMC (MHP-20 or MMSR-6, as appropriate [see paragraphs **2.8.5.4.** and **9.1.**]).

2.13.2. 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 7**.

Section 2E—Illegitimate Children Under Age 21

2.14. Eligibility Criteria. Unmarried illegitimate children under 21 may be entitled to ID card benefits and privileges when (refer to **Attachment 5** for complete documentation requirements and **Attachment 2**, **Table A2.1.** for entitlements):

2.14.1. A male sponsor presents a court order that establishes his paternity or;

2.14.2. A child of a male sponsor resides in the sponsor's household and sponsor certifies residency and dependency in block 89 of the DD Form 1172 or;

2.14.3. The male sponsor presents an approved dependency determination.

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

2.14.5. 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.

2.15. ID Card Processing Procedures. Advise a male sponsor to initiate a dependency and residency determination if there is no court order that establishes paternity, the parents have not married, or the child

does not reside in the sponsor's household. (See paragraph **7.40.** for Marine Corps processing procedures.)

Section 2F—Parents/Parents-In-Law, Stepparents and Parents-by-Adoption

2.16. Eligibility Criteria. Parents/Parents-in-law, stepparents, and parents-by-adoption are entitled to ID cards if certain requirements are met (refer to **Attachment 5** for documentation requirements and **Attachment 2**, **Table A2.1.** for entitlements):

2.16.1. The parent (father, mother, father-in-law, mother-in-law, stepparent, or parent-by-adoption) must be dependent on an authorized sponsor for over half of his or her support, or was at the time of the sponsor's death.

2.16.2. The parent must also be living in a household with the sponsor or one maintained by the sponsor to qualify for full benefits and privileges.

2.17. ID Card Processing Procedures. All initial and renewal applications must be accomplished by the parent service. See **Chapter 7** for service-specific processing procedures.

Section 2G—Incapacitated Students Over Age 21

2.18. Eligibility Criteria:

2.18.1. The child must be unmarried.

2.18.2. The incapacitation must have occurred after the 21st birthday while enrolled as a full-time student in an accredited institution of higher learning, but before the 23rd birthday.

2.18.3. The sponsor must be providing over 50 percent support.

2.19. ID Card Processing Procedures:

2.19.1. Sponsor presents a physician's statement indicating that the incapacitation occurred after the 21st birthday but before the 23rd birthday.

2.19.2. Sponsor presents a letter from the school registrar showing that the dependent was enrolled as a full-time student in an accreditated institution of higher learning when the incapacitation occurred.

2.19.3. Sponsor certifies in block 89 on the DD Form 1172 that he or she is providing over 50 percent of the child's support.

2.19.4. Issue an ID card to students who become temporarily incapacitated during the school year or between semesters, making them unable to continue school for 6 months after the disability is removed or the 23rd birthday, whichever occurs first.

Section 2H—Children Adopted After Age 21 Who Were Incapacitated Before Adoption

2.20. Eligibility Criteria. Have the sponsor submit a request to the ID card issuing activity to include the following documentation:

2.20.1. Applicant's birth certificate.

Copy of the final adoption decree.

A physician's statement endorsed by a Uniformed Services Medical Treatment Facility.

Written justification from the sponsor to justify a bona fide parent-child relationship exists.

2.20.2. A bona fide parent-child relationship is defined as follows:

2.20.2.1. The person adopted was a close blood relative before the adoption.

2.20.2.2. The member controls the care and support of the person adopted as well as the person's legal, financial, and other affairs.

2.20.2.3. The person adopted has lived with the member for at least 1 year before the card issue date and continues to live with the member.

2.21. ID Card Processing Procedures. Forward the case file to the installation legal office for review to determine whether a bona fide parent-child relationship exists and then to the senior installation personnel officer for approval:

2.21.1. The senior installation personnel officer returns the case file to the initiating ID card issuing activity with the final determination.

2.21.2. Once eligibility is determined, follow the instructions in paragraphs **2.3.3.**, **2.3.4.**, **2.3.5.**, **2.3.6.**, and **Attachment 5**. Issue DD Form 1173 reflecting commissary, exchange, and theater privileges only. Do **not** authorize medical care.

Section 2I—Separatees Under the Transition Assistance Management Program (TAMP) or Coast Guard Reserve Transition Benefits (RTB)

2.22. Eligibility Criteria. Issue DD Form 1173 with extended entitlements to members of the 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 l993; or, in the case of the Coast Guard, 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 1990 through 30 September 1999, or in the case of a Coast Guard member, on or after 1 October 1994 through 30 September 1999, and their eligible dependents. These members must also meet the following eligibility criteria:

2.22.1. If members have fewer than 6 years' active service (using total active Federal military service date (TAFMSD) at the date of involuntary separation), the sponsor and eligible dependents are eligible for medical care (CHAMPUS and direct care in MTF) for 60 days beginning the day after date of separation and 2 years of commissary, exchange, and theater privileges, beginning the date of separation.

2.22.2. If members have 6 or more years of active service: Sponsor and dependents are eligible for medical care (CHAMPUS and direct care in MTFs) for 120 days beginning the day after date of separation and 2 years of commissary, exchange, and theater privileges beginning the day of separation.

2.23. ID Card Processing Procedures:

2.23.1. Verify sponsor's TAMP status by one of two methods:

Ensure Block 4 of the DEERS database of the RAPIDS systems reflects TA-60 or TA-120.

2.23.2. Have the sponsor present a DD Form 214 (November 1988 edition) that specifies in block 26 one of the separation program designators (SPDs) approved by DoD (see **Attachment 10**).

2.23.3. Verify dependent's status in the DEERS database of the RAPIDS system:

2.23.3.1. If the DEERS database of the RAPIDS system does not show the dependent's status, use the legal documentation presented or a previous DD Form 1172 that lists specific legal documentation.

2.23.3.2. Indicate in block 89 whether this is the original issue of the TAMP ID card for the member and the dependent, or whether it is a replacement for a lost card.

2.23.3.3. Enter the period of medical care (60 or 120 days from day after date of separation).

2.23.3.4. Enter the period of commissary, exchange, and theater privileges as 2 years from date of separation.

2.23.3.5. See paragraph **6.18.** for ID card preparation and paragraph **2.3.6.** for DD Form 1172 filing instructions. *EXCEPTION:* For Coast Guard members and their dependents, forward a copy of the DD Form 1172 to the United States Coast Guard DEERS/RAPIDS Project Office after issue of ID card (see paragraph **9.1.** for address).

2.23.3.6. If the DEERS database of the RAPIDS system shows the sponsor's status, apply the terms of the cross-servicing agreement (paragraph **1.2.**) to members and dependents.

2.23.3.7. Verify the dependent's relationship status by DEERS or, if not in DEERS, from legal documentation presented, or a previous DD Form 1172 that lists specific legal documentation.

2.23.4. Issue DD Form 1173 to TAMP sponsors and eligible dependents before they depart on terminal leave. Advise members to use a copy of their separation order to obtain active duty benefits until their date of separation.

Section 2J—Special Separation Benefit (SSB) and Voluntary Separation Incentive (VSI) Participants

2.24. Entitlements. Sponsors taking SSB or VSI and their eligible dependents are entitled to a DD Form 1173 reflecting the following benefits and privileges:

2.24.1. Sponsors receive 120 days of medical care (CHAMPUS and direct care in MTFs) beginning the day after date of separation and 2 years of commissary, exchange, and theater privileges beginning on date of separation.

2.24.2. Sponsors receive DD Form 2 (Reserve) and their dependents DD Form 1173-1. See paragraph **6.14.** for preparation of DD Form 2 (Reserve) and paragraph **6.26.** for DD Form 1173-1 expiration dates.

Section 2K—CHAMPUS Eligibility for Members, Retirees, and Dependents Entitled to Medicare Under Age 65

2.25. Eligibility Criteria. Refer to **Attachment 5** to determine the documentation. Beneficiaries must be:

2.25.1. Under age 65.

2.25.2. Entitled to Medicare, part A, as a result of a disability or end-stage renal (kidney) disease and enrolled in Medicare, part B.

2.25.3. Retirees and eligible spouses or children of living retirees:

2.25.3.1. Restore CHAMPUS effective 1 October 1991, if enrolled in Medicare, Part B, on or before 1 October 1991.

2.25.3.2. Retain original CHAMPUS 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.

2.25.3.3. Restore CHAMPUS to beneficiaries who became enrolled in Medicare, Part B after effective dates listed above, as of the date of enrollment in Medicare, Part B.

2.25.4. Unremarried former spouses, survivors of retired, active duty and Guard and Reserve-deceased members:

2.25.4.1. Restore CHAMPUS effective 5 December 1991, if enrolled in Medicare, Part B, before 5 December 1991.

2.25.4.2. Retain original CHAMPUS 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.

2.25.4.3. Restore CHAMPUS to beneficiaries who became enrolled in Medicare, Part B after effective dates listed above, as of the date of enrollment in Medicare, Part B.

Section 2L—Dependents of Guard and Reserve Members on Active Duty for More than 30 Consecutive Days

2.26. ID Card Processing Procedures for Dependents Who Meet Dependency and Residency Requirements:

2.26.1. Issue DD Form 1173 if the dependent is enrolled in the DEERS:

2.26.1.1. 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 or dependency determination.

2.26.1.2. Reissue the DD Form 1173 with an expiration date of 4 years from the date of the letter unless the letter approves a shorter time.

2.26.2. Comply with paragraphs **2.9.** or **2.10.** if the child is not enrolled in DEERS.

2.26.3. Advise Reserve dependents whose sponsor has been called to active duty under 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. Issue the DD Form 1173 to dependents whose sponsors serve beyond 270 days. The 270 day provision may be extended by the Department of Defense as required.

2.26.4. 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.

Section 2M—Dependents Whose Sponsor is Unable or Unwilling to Sign DD Form 1172

2.27. ID Card Processing Procedures for Eligible Dependents:

2.27.1. Send a letter by certified mail to the sponsor, enclosing a DD Form 1172 for the sponsor's signature and return (see **Attachment 11**).

2.27.1.1. If the sponsor does not respond in 30 days, verify DD Form 1172 and state in block 89, "The member is unwilling (or unable) to apply." Cite this paragraph as authority for issuing the ID cards.

2.27.1.2. Extend benefits and privileges according to **Attachment 2**.

2.27.1.3. Extend privileges according to paragraph **1.3.5.** and **Section 6H** to family members of Guard and Reserve members who are unwilling or unable to apply. Cite this paragraph as authority for issuing the ID cards.

2.27.1.4. Sign DD Form 1172 in block 90. Cite this paragraph in block 89 when all efforts to obtain the sponsor's signature fail.

2.27.1.5. Update 1172 in DEERS or send a floppy disk to DEPC (see paragraph **5.6.**).

2.27.2. 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 the Marine Corps dependent to the CMC (MHP-20 or MMSR-6, as appropriate).

Section 2N—Sponsors and Dependents During Mobilization or Wartime

2.28. ID Card Processing Procedures. If the sponsor is deployed or mobilized for 31consecutive days or more and unavailable to sign a DD Form 1172, observe the following procedures:

2.28.1. Verify dependents' eligibility from the DEERS database. If DEERS does not show eligibility, use legal documentation or a previous DD Form 1172 that lists specific legal documentation.

2.28.1.1. Verify sponsor's status and duration of deployment or recall the information from one of various sources:

2.28.1.1.1. The DEERS database.

2.28.1.1.2. The personnel data system.

2.28.1.1.3. A special order.

2.28.1.1.4. A telegram.

2.28.1.1.5. A letter.

2.28.1.1.6. A telephone call to the sponsor's servicing personnel office.

2.28.1.2. Use **Attachment 2** for benefits authorized and **Attachment 4** for DD Form 1173 expiration and Medical CHAMPUS (MC) effective dates.

2.28.1.3. Sign DD Form 1172 in block 90 and explain in block 89:

What documentation was used to verify the sponsor and dependent status.

That the sponsor is unable to sign due to deployment or mobilization. ***Example:*** Sponsor not available--deployed in support of Desert Storm.

2.28.1.4. Issue DD Form 1173 for a 90-day period to dependents who require dependency determinations.

2.28.1.5. You 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 when they return to their assigned stations. ***NOTE:*** See paragraph **7.31.** for Air National Guard approval authority.

2.28.1.6. Update dependents in the DEERS database. ***NOTE:*** See paragraph **7.31.** for Air Force-specific processing procedures.

Section 2O—Selected Reserve Transition Program

2.29. Selected Reserve Members Discharged to Civilian Life Under the Selected Reserve Transition Program and Eligible Dependents. Issue the DD Form 1173-1 overstamped TA to Selected Reserve members discharged to civilian life and their eligible dependents. The DD Form 1173-1 will reflect eligibility to commissary and exchange privileges for 2 years from the date of the member's discharge. See **Attachment 5** for documentation requirements.

2.30. Selected Reserve Members Separating Under the Selected Reserve Transition Program and Transferrin to the Individual Ready Reserve (IRR) and Eligible Dependents. Issue the DD Form 2 (Reserve) and DD Form 1173-1 to members of the Selected Reserve separating under the Selected Reserve Transition Program, transferring to the IRR with subsequent discharge to civilian status on or after 23 October l992 to on or before 30 September l999, prior to the end of the 2-year Reserve commissary and exchange privileges period. See **Attachment 5** for documentation requirements:

2.30.1. Issue the DD Form 1173-1 to eligible dependents. Expiration date will be date of member's discharge.

2.30.2. 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.

2.31. Reserve Points of Contact. For further guidance, contact the following individuals:

2.31.1. Army - Chief of Army Reserve, DSN 226-6127; FORSCOM, Comm (404) 464-6252.

2.31.2. US Army Reserve Command (USARC), - Comm (404) 629-8473.

2.31.3. Navy - Commander, Naval Reserve Forces, Comm (504) 678-5067 and Naval Reserve Personnel Center, 1-800-535-2699.

2.31.4. Air Force - HQ USAF/REPP, DSN 227-3481; Comm (703) 714-3481.

2.31.5. Marine Corps - Commander, MARFORRES, Comm (504) 678-1547 or 1548.

2.31.6. Coast Guard - Commandant (G-WTR-1) Comm (202) 267-0629.

Section 2P—Dependents of Retirement Eligible Members Who are Separated Due to Dependent Abuse on or after 23 October 1992

2.32. Eligibility Criteria. Issue a DD Form 1173 to a dependent of a military member who was retirement eligible, whose eligibility to retired pay was terminated, and who was separated due to misconduct involving dependent abuse if the following criteria are met:

2.32.1. Spouse or Former Spouse. 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:

2.32.1.1. He or she was the victim of abuse and was married to the member or former member at the time of abuse.

2.32.1.2. Is the natural or adopted parent of a dependent child who was the victim of abuse committed by the member or former member.

2.32.1.3. Has applied for or is receiving an annuity from the member's disposable pay.

2.32.2. Child. An unmarried child, including an adopted child or stepchild, who was a member of the household of the member or former member at the time of abuse and:

2.32.2.1. Is under 18 years of age.

2.32.2.2. Is 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 former member for over one-half of his or her support at the time of abuse.

2.32.2.3. Is enrolled full time in an institution of higher learning, is under age 23, and is or was dependent on the member or former member for over one-half of his or her support at the time of abuse.

2.32.2.4. Is not eligible or entitled to benefits and privileges under any other provision of law.

2.32.3. Documents required:

2.32.3.1. Spouse/Former Spouse. Marriage certificate, divorce decree (if applicable), and proof of application to receive portion of member's retired pay or proof of receipt of retired pay.

2.32.3.2. Unmarried Child Under 18. Birth certificate, parent's marriage certificate, adoption decree (if appropriate) and proof of application to receive portion of member's retired pay or proof of receipt of retired pay.

2.32.3.3. Unmarried Incapacitated Child 18 Years or Older. Birth certificate, parent's marriage certificate, and medical sufficiency letter. A dependency determination is not required.

2.32.3.4. Unmarried Child 18 Years or Older but Less than 23. 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 or proof of receipt of retired pay.

2.32.4. Verify Status. Datafax proof of application to receive a portion of member's retired pay for dependents applying under paragraph **2.32.** or proof of receipt of retired pay and appropriate legal documents to the Uniformed Service Personnel project office (active, Guard, or Reserve, as appropriate [(see paragraph **9.1.**]). ***NOTE:*** For Marine Corps, refer to the active duty address only.

2.32.4.1. 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.

2.32.4.2. The verifying official will sign block 90 of the DD Form 1172 in lieu of the sponsor and cite AFI 36-3026(I), paragraph **2.27.** in block 89, and issue the ID card:

Datafax a copy of verified DD Form 1172 to the Uniformed Service Personnel project office immediately after issue of the ID card (see **Chapter 9**). File one copy of DD Form 1172 according to paragraph **2.3.6.**

2.32.4.3. 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 **Table A2.29.**).

Section 2Q—Wards

2.33. Basic Eligibility Criteria for Legal Custody Wards:

2.33.1. Issue a DD Form 1173 to a ward if the following criteria is met:

2.33.1.1. The ward has not attained age 21.

2.33.1.2. Has not attained age 23 and is enrolled full time in an institution of higher learning approved by the administering Secretary.

2.33.1.3. Is incapable of self-support due to a mental or physical incapacity that occurred while the person was considered a dependent of the member or former member and before attaining the age 21 or 23 if enrolled full time in an institution of higher learning approved by the administering Secretary.

2.33.1.4. Is dependent on the member or former member for over one-half of his or her support.

2.33.1.5. 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.

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

2.33.2. 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.

2.34. Wards Who Have Been Placed in Legal Custody of a Military Member Through a Placement Agency or by a Legal Decree With No Intent to Adopt:

2.34.1. Issue a DD Form 1173 to a ward placed in legal custody of a military member through a placement agency or legal decree (see Terms), *with no intent to adopt* (i.e., foster child), if criteria in paragraph **2.33.** are met. This category of ward is entitled to commissary, exchange and theater privileges only. Medical care is ***not*** authorized.

2.35. Pre-Adoptive Wards:

2.35.1. Issue a DD Form 1173 to include medical care to a pre-adoptive ward who on or after 5 October 1994:

2.35.1.1. Has been placed in the home of the member or former member by a placement agency (recognized by the Secretary of Defense) in the United States and/or US territories licensed for the purpose of adoption by the state or territory, in which, the adoption procedures will be completed in anticipation of legal adoption of the person and who:

2.35.1.1.1. Has not attained age 21.

2.35.1.1.2. 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's or former member's death, dependent on the member or former member for over one-half of the child's support or,

2.35.1.1.3. 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.

2.35.2. Children placed in the home of a member or former member by a placement agency in any other location than listed above, must submit a request for recognition through the Service issuing activity. Request will be forwarded through appropriate 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.

2.36. ID Card Processing Procedures:

2.36.1. Refer to **Attachment 2** for entitlements, **Attachment 4** for MC effective date, and expiration date, and **Attachment 5** for required documentation. *EXCEPTION:* Wards in paragraph **2.34.** are not entitled to medical care; consequently they have no MC effective date. *NOTE:* See paragraph **7.35.** for processing procedures for wards of Marine Corps members.

Section 2R—Dependents of Active Duty Members (Over 30 Days) Separated Due to Dependent Abuse and Eligible for Transitional Privileges on or after 30 November 1993

2.37. Eligibility Criteria. Issue a DD Form 1173 reflecting eligibility to commissary, exchange, and theater privileges only (no medical care) to a dependent of a member of the Armed Forces who has been on active duty for 31 consecutive days or more and who on or after 30 November 1993:

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

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

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

2.37.4. Spouse or Former Spouse. The spouse or former spouse was married to the member at the time of abuse, resulting in the member's or former member's separation and the following criteria are all met:

2.37.4.1. Spouse or former spouse is receiving transitional compensation.

2.37.4.2. Spouse or former spouse is not eligible or entitled to use commissary and exchange stores under another provision of law.

2.37.4.3. Member or former member does not reside in the same household as the spouse or former spouse after the punitive or other adverse action is executed.

2.37.5. Child. An unmarried child, including an adopted child or stepchild, who was residing with the member or former member at the time of the abuse offense resulting in the member's or former member's separation and is:

2.37.5.1. Under 18 years of age.

2.37.5.2. 18 years or older and is incapable of self-support because of a mental or physical incapacity that existed before the age of 18 and who is (or, at the time a punitive or other adverse action was executed) dependent on the member or former member for over one-half of his or her support.

2.37.5.3. 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 former member for over one-half of his or her support.

2.37.5.4. Not eligible or entitled to use commissary and exchange stores under another provision of law; and

2.37.5.5. Not residing in the same household as the member or former member after the punitive or other adverse action is executed.

2.37.6. An abused dependent eligible under paragraph **2.37.** is not entitled to medical care through DEERS or the ID card; however, they may request medical care for problems an injury or illness resulting from the abuse from the Secretary of the military department concerned.

2.38. ID Card Processing Procedures. Documents required:

2.38.1. Spouse/Former Spouse. Marriage certificate, divorce decree (if applicable), and an approved DD Form 2698, **Application for Transitional Compensation**.

2.38.1.1. Unmarried Child Under 18. Birth certificate, parent's marriage certificate, adoption decree, an approved DD Form 2698.

2.38.1.2. Unmarried Incapacitated Child 18 Years or Older. Birth certificate, parent's marriage certificate, an approved DD Form 2698, medical sufficiency letter (no dependency determination is required).

2.38.1.3. Unmarried Child 18 Years or Older but Less Than 23. Birth certificate, parent's marriage certificate, letter from school registrar indicating full time enrollment, expected date of graduation, an approved DD Form 2698. (See **Attachment 2**, table A.2.30 for entitlements.)

2.38.2. Verify Status. For dependents applying under paragraph **2.37.**, 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) (see paragraph **9.1.**). ***NOTE:*** Follow procedures contained in paragraph **7.38.** for Marine Corps dependents.

2.38.3. Uniformed Service Personnel project offices will update DEERS while the customer is waiting and advise the issuing activity to prepare the DD Form 1172.

2.38.4. 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.

2.38.5. The verifying official cites "AFI 36-3026(I), paragraph **2.27.** in block 89 of the DD Form 1172.

2.38.6. The verifying official signs in block 90 of the DD Form 1172 in lieu of the sponsor and issues the ID card.

2.38.7. Datafax a copy of verified DD Form 1172 to the Uniformed Service Personnel project office immediately following issue of ID card.

2.38.8. File copy of DD Form 1172 according to paragraph **2.3.6.**

Chapter 3

TERMINATING OR REVOKING DEPENDENTS' ELIGIBILITY FOR ID CARDS

Section 3A—Sponsor Responsibilities

3.1. Sponsor Responsibilities:

3.1.1. Active, Retired, Guard, and Reserve sponsors should advise the nearest uniformed service issuing activity about any changes to dependent data that affect eligibility to a DD Form 1173 or DD Form 1173-1.

3.1.2. Provide documentation to update the DEERS for dependents no longer entitled to benefits and privileges (for example, final divorce decree, child's marriage certificate, etc.).

3.1.3. Retrieve ID cards from dependents no longer eligible and surrender the cards to the nearest ID card issuing activity.

3.1.4. May not deny or revoke benefits and privileges for an eligible dependent:

3.1.4.1. A child of a member on active duty for more than 30 consecutive days or child of a member entitled to retired pay is entitled to medical care by law until age 21 (Title 10, United States Code, Section 1072) unless the child marries, joins the military service, or the sponsor relinquishes parental rights through a court order.

3.1.4.2. A child under age 21 is entitled to exchange and theater privileges if the sponsor is providing over 50 percent of the child's support. Certify in item 89 on the DD Form 1172 whether the 50 percent support requirement is met.

3.1.4.3. A child under age 21 is entitled to commissary privileges if the child resides in the household with the sponsor, or in one maintained by the sponsor and the sponsor, is providing over 50 percent of the child's support or if residing with a valid military ID card holder, i.e., a qualified former spouse. (***NOTE:*** See **Attachment 2**, Charts of Entitlement for exception and complete information.)

3.1.5. Ensure all addresses are kept current in DEERS. 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 within 30 days of a residential move. Members in CONUS residing on military installations in dormitories will provide their building and room number as their residential address. For Service members permanently assigned overseas, to a vessel, or to a routinely deployable unit, or whose residential address the Service Secretary determines should not be disclosed due to national security or safety concerns, a duty address is to be provided.

3.1.6. Provide family members' SSN when enrolling in DEERS.

Section 3B—Who Loses Eligibility

3.2. Who Loses Eligibility. Verifying officials terminate eligibility for the following:

3.2.1. A spouse when a final divorce, dissolution, or annulment occurs. ***EXCEPTION:*** Do not terminate eligibility for spouse when an interlocutory divorce or legal separation occurs (see **Attachment 1**, Terms).

3.2.2. A stepchild when a military stepparent and nonmilitary parent divorce.

3.2.3. A parent-in-law when a military member and nonmilitary spouse divorce.

3.2.4. A single parent of a deceased military member who remarries after the sponsor's death.

3.2.5. A living active-duty or retired (with pay) member's child adopted by a nonmilitary member. ***NOTE:*** A deceased active duty or retired (with pay) member's child adopted by a nonmilitary member remains eligible for medical care only.

3.2.6. A dependent child who marries. ***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.

3.2.7. A dependent of a sponsor released from active duty, discharged, or officially placed in a desertion status. ***EXCEPTION:*** Do not terminate eligibility for a qualified, unremarried or unmarried former spouse as paragraph **2.7.** defines and for those individuals in paragraphs **2.22.**, **2.24.**, **2.29.**, **2.30.**, **2.32.** and **2.37.**

3.2.8. A student no longer enrolled full time in an accredited institution of higher learning.

3.2.9. A former spouse who remarries. ***NOTE:*** A former spouse who acquires an employer-sponsored health plan after issue of an ID card is no longer eligible to medical care through the Uniformed Services.

3.2.10. Incapacitated children who become self-supporting or marry.

3.2.11. A widow or widower who remarries.

3.2.12. A child when a court order terminates the sponsor's parental rights, duties, and obligations. (***NOTE:*** *Emancipation* 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.)

Chapter 4

RETRIEVING AND REPLACING ID CARDS

Section 4A—General Procedures for Retrieving and Replacing ID Cards

4.1. General Procedures. Take the following measures when you learn that an individual is no longer entitled to an ID card:

4.1.1. Terminate eligibility in the DEERS through on-line system or send a floppy disk to the DEPC (paragraph **5.6.**).

4.1.2. Recover the card after notifying the sponsor or the unit commander.

4.1.3. Destroy the DD Form 1172 or if the DD Form 1172 has more than one name, note the date of retrieval once you recover the DD Form 1173.

4.1.4. 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 if unable to retrieve voluntarily.

4.1.4.1. 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, sponsor's name, grade, branch of service, organization, and last known address.

4.1.4.2. Send a copy of letter or message to all benefits and privileges facilities on that base.

4.1.4.3. File the DD Form 1172 along with retrieval documentation in the unit office files.

4.1.4.4. Destroy the DD Form 1172 and documentation 1 year after card expires.

Section 4B—Special Procedures for Retrieving and Replacing ID Cards

4.2. Special Procedures:

4.2.1. Administrative and Judicial Actions. When a unit commander starts an administrative or judicial discharge action, the commander or designee retrieves ID cards from the member and dependents. Unit commanders must notify dependents, in writing, that when they do not live with the sponsor, they are no longer entitled to permanent DD Form 1173 and request the cards be returned to the issuing activity. Destroy the cards and reissue temporary cards to the member and dependents to expire within 90 days of the start of administrative or judicial action. (Reissue the cards for an additional 90 days if necessary.)

4.2.2. Courts-Martialed Members and Eligible Dependents. Issue ID cards for member and dependents in 1-year increments and 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.

4.2.3. Civilian or 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:

4.2.3.1. Army -Correctional facility personnel retrieve and store prisoner's ID card with personal effects.

4.2.3.2. Navy and Marine Corps - Correctional facility personnel retrieve and store prisoner's ID card with personal effects.

4.2.3.3. Air Force - HQ AFSFC retrieves and destroys prisoner's ID card:

4.2.3.3.1. HQ AFSFC/SFCI accomplishes this for post trial members.

4.2.4. Parole and Excess Leave. For members approved for release on parole by the parent service, issue ID cards to members on appellate leave or parole and their eligible dependents in 1-year increments, or less, as appropriate:

4.2.4.1. Army - Contact the confinement facility where the individual was confined to determine length of issue for ID card.

4.2.4.2. 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 (see paragraph **9.1.**):

4.2.4.2.1. Enter the control number in block 89 of DD Form 1172.

4.2.4.2.2. Verify the appellate leave address.

4.2.4.2.3. Forward a copy of the DD 1172 to NAMALA for each issuance or reissuance. Their address is Washington Navy Yard, Bldg 111, 901 M Street SE, Washington DC 20374-5083.

4.2.4.3. 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 approved for release 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 on appellate leave or parole and their eligible dependents in 1-year increments, or less, as appropriate:

4.2.4.3.1. 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.

4.2.4.3.2. 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.

4.2.4.4. Navy and Marine Corps - See paragraph **4.2.4.2.**

4.2.4.5. Coast Guard - The CO will ensure both the member and dependents surrender their ID cards and provide them replacement ID cards with a 1-year expiration date. Reissue ID cards on a semi-annual basis for as long as the member is on appellate leave.

Chapter 5

RAPIDS AND DEERS PROCEDURES

Section 5A—RAPIDS

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

5.1.1. Takes the entitlement decision-making process out of the hands of local verifying officials.

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

5.1.3. Furnishes robust help screens and helps eliminate the voluminous paper documentation now necessary to support day-to-day customer service operations.

5.2. Specialized Applications and Platforms For RAPIDS:

5.2.1. HIGH VOLUME is a system used at recruit training centers requiring high volume ID card issuance in a restricted time-frame. This system will also be used at Service academies sometime in the future.

5.2.2. RAPIDS Increased Capacity (RIC) sites are other sites with a high volume of transactions. They have the duplex option for the printer for convenience versus a software interface like High Volume.

5.2.3. DEPLOYABLE is a stand alone system to support contingency operations in austere operating environments. This system is currently in development.

5.2.4. PORTABLE is a system designed to be utilized where communications are available outside the normal ID card issuing facility. This system is currently in development.

5.2.5. SHIPBOARD is designed for use aboard Naval ships. This system is currently in development.

5.3. 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 the DEERS contractor provides to the issuing activities.

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

5.4.1. RAPIDS SVOs at servers should:

5.4.1.1. Archive audit trail reports on 1st duty day of the month before beginning of business.

5.4.1.2. Notify remote sites if audit trail is archived other than 1st day of the month to enable remote sites to print their reports prior to being removed from server system.

5.4.1.3. Use a separate floppy disk to archive each audit trail report; maintain for 6 months, then recycle.

5.4.1.4. Consult your RAPIDS SVO User Guide or User Manual for RAPIDS 5.0, as appropriate, for the proper archiving and printing procedures.

5.4.2. Remote sites should print their audit trail reports the last duty day of the month at the close of business.

5.5. RAPIDS Equipment Move Policy. The DoD Executive Agent, DMDC/DRPO, Arlington, VA, provides specific guidelines in the system user documentation for moving RAPIDS equipment:

5.5.1. Only authorized RAPIDS contractors may move the RAPIDS equipment. A self-help relocation may be approved by the DRPO. The RAPIDS Users Guide or User Manual for RAPIDS 5.0, as appropriate, provides a form to be submitted with the initial request. Requests for relocation must be submitted to the Uniformed Service Personnel Project Office (active, Guard, or Reserve, as appropriate) for coordination and approval. The Project Office will then forward approved requests to the DRPO for action.

5.5.2. The user (issuing activity) will reimburse the DRPO for any damage or repairs incurred by an unauthorized move. The user is responsible for any damages to the equipment during a self-help relocation. Active duty issuing activities must coordinate all moves through their Uniformed Service Personnel project office (active, Guard, or Reserve, as appropriate) before submitting requests to DRPO for approval.

5.6. Floppy Disk Application. Installations that do not have on-line update capability use this application:

5.6.1. Contact the appropriate Uniformed Service Personnel project office to apply.

5.6.2. Send the floppy disk to the DEPC (see paragraph **2.3.5.**).

5.7. Unauthorized Issue (UIS) Termination Code. The Uniformed Service Personnel project office (active, Guard, or Reserve, as appropriate) terminates their beneficiaries in the DEERS when it determines UIS (see paragraph **9.1.**):

5.7.1. The issuing activity sends a letter of justification with DD Form 1172, signed by the sponsor or verifying official, and pertinent supporting documents to the Uniformed Service Personnel project office (active, Guard, or Reserve, as appropriate).

5.7.2. The Uniformed Service Personnel project office (active, Guard, or Reserve, as appropriate) updates the UIS code for beneficiaries it determines to be UIS. If it disapproves UIS, it returns the case to the issuing activity.

5.7.3. The Uniformed Service Personnel project office (active, Guard, or Reserve, as appropriate) justifies the removal of the UIS code.

5.8. 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) for assistance.

5.9. Purging Records. The Uniformed Service Personnel project office (active, Guard, or Reserve, as appropriate), purges records from the DEERS database for their sponsors and dependents (see paragraph **9.1.**):

5.9.1. The issuing activity contacts their Uniformed Service Personnel service project office (active, Guard, or Reserve, as appropriate) requesting a purge because of a duplicate entry.

5.9.2. In all other cases, 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 their Uniformed Service Personnel project office (active, Guard, or Reserve, as appropriate).

5.9.3. The verifying official places a statement in block 89 to justify the purge action.

5.10. Off-line processing. When communications fail between the server and DEERS, make every effort to process ID cards off-line. Refer to the RAPIDS Verifying Official User Guide for processing instructions.

5.11. Memorandum of Understanding. RAPIDS server and remote sites will establish written procedures to identify RAPIDS responsibilities:

5.11.1. Server site will:

5.11.1.1. Coordinate with remote site or sites on operating schedules and planned system disruptions.

5.11.1.2. Notify remote site or sites when unscheduled disruptions occur and work with them to reestablish processing and communications links.

5.11.1.3. Download RAPIDS software and notify the remote site or sites of the upgrade.

5.11.1.4. Ensure remote site or sites receives new users guides and DEERS/RAPIDS briefs.

5.11.1.5. Notify remote site or sites before audit trails are archived.

5.11.1.6. Notify remote site or sites before office is closed due to official functions.

5.11.2. Remote site or sites will:

5.11.2.1. Coordinate workstation operating schedules with server site.

5.11.2.2. Inform server site when ID card production will not be in use.

5.11.2.3. Initiate a Utility Software only when communications fail, before contacting the server site for assistance.

5.11.3. Server and remote site or sites can include additional responsibilities, if both parties are in agreement.

Section 5B—Hardware and Software Problem Centers

5.12. RAPIDS Hardware and Software Problem Centers. The DEERS/RAPIDS Assistance Center (DRAC) and RAPIDS Support Centers (RCS) provide CONUS and overseas users a single point of contact for hardware or software RAPIDS problems:

5.12.1. 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.

5.12.2. European Users. Call for assistance 0800-1700, Central European Time, Monday through Friday. Sites within Germany should call DSN 486-7365 or commercial 06371-92-1824. Sites outside Germany should call DSN 486-7365 or commercial Country Code 49-6371-92-1824.

5.12.3. Western Pacific Users. Call the RCS-Western Pacific for assistance 0800-1700, Korea time, Monday through Friday, DSN 724-6195 or commercial 822-7914-6195/6/7/8.

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

Section 5C—Adding Verifying Officials and Super Verifying Officials In RAPIDS

5.13. Adding Verifying Officials and Super Verifying Officials in RAPIDS. RAPIDS 5.0 will prompt SVOs adding a VO to the system asking whether the VO has a valid SSN or are they a VO without an SSN (foreign national). The system will randomly assign VOs who do not have a SSN a VO identifier (pseudo SSN) and then responds back advising what that identifier is. Do not create a bogus SSN for VOs.

Chapter 6

ISSUING, REISSUING, AND RENEWING ID CARDS

Section 6A—Administrative Procedures for Verification and Issuing Authority for Machine-readable ID Cards

6.1. Chief, Issuing Activity Responsibilities:

6.1.1. Designate verifying and issuing officials following the grade restriction guidelines in **Attachment 1**.

6.2. 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.

6.3. Storage and Destruction. Maintain Machine-readable ID card stock 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.

6.4. Logs. Issuing activities for Machine-readable ID 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 data base; although it is not visible to the user. NOTE: See paragraph **7.11.** for forms accountability for manually prepared ID card for the Army, paragraph **7.28.** for the Air Force and paragraph **7.39.** for Marine Corps and Navy. Pass and Registration is the issuing activity for manually prepared ID cards for the Air Force (see paragraph **7.25.**).

Section 6B—Issuing Procedures for Machine-readable and Manually Prepared ID Cards

6.5. Verification. After receiving DD Form 1172, ask for personal identification reflecting a photograph, such as a driver's permit, pictured credit card, etc., to verify the applicant's identity. The verifying official will:

6.5.1. Contact the activity verifying the DD Form 1172 for questions regarding an applicant's status.

6.5.2. Return any DD Form 1172 verified more than 90 days before presentation to the verifying activity.

6.5.3. Correct obvious errors on DD Forms 1172 concerning eye color, hair color, weight, and height.

6.5.4. Resolve all other questionable data with the verifying official.

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

6.6.1. Retrieve any superseded ID card before issuing a new one. Document destruction of Manually-prepared Cards.

6.6.2. Complete all entries on the ID card by typewriter or automatic data processing (ADP) equipment. Use applicable codes and abbreviations; do not use erasures and strikeovers.

6.6.3. Block out any preprinted privileges the cardholder is not entitled to according to this instruction.

6.6.4. Overstamp to show restrictions:

6.6.4.1. *TA* to identify TAMP eligible beneficiaries.

6.6.4.2. OVERSEAS ONLY when issuing the DD Form 1173 or DD Form 2765 to the following:

6.6.4.2.1. Civilian personnel of the DoD, the Uniformed Services, and other government agencies and civilian personnel under contract to DoD or a Uniformed Service stationed or employed overseas, and their dependents.

6.6.4.2.2. Uniformed and nonuniformed 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.

6.6.4.2.3. NATO and non-NATO active duty and enlisted personnel and eligible dependents when serving outside the United States and their own country when under the sponsorship or invitation of DoD or a military service.

6.6.4.2.4. USS personnel in foreign countries and their accompanying dependents when residing in the same household.

6.6.4.2.5. 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.

6.6.4.3. Overtype *OVERSEAS ONLY* on manually prepared ID cards to identify privileges allowed while the beneficiary is overseas.

6.6.4.3.1. Do not overstamp OVERSEAS ONLY on the DD Form 2764. Eligible individuals who are permanently assigned overseas will have the word “OVERSEAS” printed within the Authorized Patronage block of the identification card. The Authorized Patronage block for eligible individuals assigned within the CONUS will be blank. Travel orders authorize access for these individuals while en route to the deployment site.

6.6.4.4. *DUAL STATUS* when issuing DD Forms 1173 to civilians stationed or employed overseas and eligible under **Attachment 2**, and the persons are also dependents of an active duty or retired member.

6.6.4.5. Do not overstamp or overtype except for the conditions in this paragraph. *No waivers authorized*.

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

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

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

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

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

6.6.5. Attach a passport-type photograph (1 by 1 1/4 inches) to the manually prepared ID card. Use digital camera when taking photograph for the automated ID card:

6.6.5.1. Military personnel may be photographed in uniform or civilian clothing.

6.6.5.2. Active duty and members of the Selected Reserve and participating IRR must comply with Service dress and grooming standards.

6.6.5.3. Nonparticipating Reserve members (IRR, Standby and Retired Reserve awaiting pay at age 60) do not have to be within Service dress and grooming standards.

6.6.5.4. 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.

6.6.5.4.1. For manually prepared ID cards, a title board must cover the clothing when issuing ID cards to military personnel:

6.6.5.4.2. The title board must note only the subject's last name, first name, and middle initial.

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

6.6.6. For Machine-readable ID cards, no title board is used:

6.6.6.1. Position the applicant between 3 and 5 feet from the camera.

6.6.6.1.1. Optimal distance is 4 feet.

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

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

6.6.6.1.4. Have the applicant sign the card and DD Form 1172:

6.6.6.1.4.1. If unable to sign, enter "INCAP", "INFANT" or "UNABLE TO SIGN" as appropriate.

6.6.7. Advise the recipient that:

6.6.7.1. Any person altering, damaging, lending, counterfeiting or using ID cards in an unauthorized manner is subject to fine, or imprisonment, or both according to Title 18, U.S.C., Section 499 or 701.

6.6.7.1.1. Title 18, U.S.C., Section 701 prohibits photographing, or otherwise reproducing, or possessing Uniformed Services identification cards in an unauthorized manner under penalty of fine, or imprisonment, or both.

6.6.7.1.2. The cardholder may photocopy DD Form 2 (Active), DD Form 2 (Retired), DD Form 1173, DD Form 2764, or DD Form 2765 to facilitate medical care processing, check cashing, or to administer other Uniformed Services benefits to eligible beneficiaries.

6.6.7.1.3. Use of the card to obtain benefits and privileges to which the bearer is not entitled constitutes unauthorized or fraudulent use of DD Form 2 (Active), DD Form 2 (Retired), DD Form 2 (Reserve), DD Form 1173, DD Form 1173-1, DD Form 2764, or DD Form 2765.

6.6.8. Manually-prepared Cards only. When the card shows all required data, the issuing official signs the card:

6.6.8.1. You may use a stamped signature element, but do not use facsimile signature stamps.

6.6.9. Laminate the card between two sheets of plastic:

6.6.9.1. Do not relaminate ID cards. When a paper-laminate ID 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.

6.6.10. Complete DD Form 1172, section V, to show issue of the card.

6.6.11. 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 the sponsor and verifying official. (***EXAMPLE:*** On AF Form 335, **Issuance Record - Accountability Identification Card**; CG 3133, **Record of Identification Cards Issued)**.

6.7. Issuing Procedures for Applicants Who Cannot Report In Person--Machine-readable ID Card. Verification of circumstances may be required. Persons who cannot report to the place of issue include people who:

6.7.1. Live far from a military facility.

6.7.2. Are physically handicapped.

6.7.3. Have no means of transportation.

6.7.4. Are hospitalized or sick.

6.7.5. Advise applicant to provide an 8”x10” portrait photograph that is notarized on the back, along with physical characteristics (i.e., eyes, hair, weight, height):

6.7.5.1. Use RAPIDS camera to record proper size photograph upon receipt. Complete all entries on ID card, except applicant’s signature.

6.7.6. Use Postal Service Form 3811 and send ID card to applicant by certified mail for signature.

6.7.7. Advise applicant to sign the proper block on the ID card:

6.7.7.1. When the applicant returns the ID card, laminate the card and return to the applicant by certified mail using Postal Service Form 3811.

6.7.8. Establish local procedures to ensure completed ID card has been received by the applicant.

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

NOTE:

For Navy members: If dependent lives in the Philippines and wishes to obtain an ID card by mail, forward photograph as paragraph **6.6.5.** prescribes to the Naval Reserve Personnel Center, Code 413, 4400 Dauphine Street, New Orleans, Louisiana 70149-7800. The phone number is (504) 678-0106 or 1-800-535-2699.

948-5501. Marine Corps sponsors should contact CMC (MMSR-6), 2 Navy Annex, Washington , DC 20380-1775.

Section 6C—DD Form 2, Armed Forces of the United States Geneva Convention Identification Card (Active)(Machine-readable Card) and DD Form 2, U.S. Armed Forces Identification Card (Manually-prepared Card)

6.8. When to Issue, Reissue, or Renew. 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 midshipmen. Reissue to:

6.8.1. To show a change in expiration date. ***EXCEPTION:*** See paragraph **6.8.8.**

6.8.2. To replace an ID card for a separated person going on terminal leave and possessing an ID card valid beyond the DOS.

6.8.3. To show a change in grade on promotion to or demotion from any grade above E-4.

6.8.4. To replace a lost, stolen, mutilated, or destroyed card.

6.8.5. To correct an error.

6.8.6. To show a name change.

6.8.7. To show a significant change in facial features.

6.8.8. Do not issue new ID cards to show a change in expiration dates to members who sign an extension to their current enlistments unless their terms of service expire 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.

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.

6.9. How to Prepare. Automated sites use RAPIDS to prepare the ID card. Nonautomated sites prepare the manual ID card according to this paragraph:

6.9.1. Photograph. See paragraph **6.6.5.**

6.9.2. Grade. Enter the official grade and rank in grade block as **Attachment 6**, paragraph **A3.3.7.** reflects:

6.9.2.1. Enter the official rank for all enlisted members except enter the following for those in grades E-1 through E-3:

6.9.2.1.1. Army - Enter the official rank.

6.9.2.1.2. Navy - “NON-PO”.

6.9.2.1.3. Air Force - “AMN”.

6.9.2.1.4. Marine Corps - “NON-NCO”.

6.9.2.1.5. Coast Guard - “NON-PO”.

6.9.2.1.6. National Oceanic and Atmospheric Administration (NOAA) - not applicable.

6.9.2.1.7. United States Public Health Service - not applicable.

6.9.2.2. Enter the following ranks in the grade block for second and first lieutenants:

6.9.2.2.1. “LT” for all first and second lieutenants for Air Force lieutenants. Enter exact grade and rank for Army, Navy, Marine Corps, Coast Guard and NOAA members.

6.9.3. Expiration Date. Enter:

6.9.3.1. "Indefinite" for all officers except those on specified active duty (AD) tours (expiration date is the termination date AD orders show).

6.9.3.2. The term of service expiration date for enlisted members.

6.9.3.3. The date specified on AD for Guard or Reserve personnel.

6.9.3.4. 4 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**.)

6.9.4. Social Security Number (SSN). Enter SSN hyphenated between the third and fourth and between the fifth and sixth digits. Do not enter the service or component code.

6.9.5. Blood type. Include RH factor.

6.9.6. 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."

Section 6D—DD Form 2, United States Uniformed Services Identification Card (Retired) (Machine-readable Card) or DD Form 2, United States Uniformed Services Identification Card (Retired) (Manually-prepared Card)

6.10. When to Issue, Reissue, or Renew. Issue DD Form 2 (Retired) when a member of the Uniformed Services temporarily or permanently retires:

6.10.1. Issue the DD Form 2 (Retired) and retrieve the DD Form 2 (Active) no earlier than 30 days before the retirement date if members are not taking terminal leave.

6.10.2. A retiree going on terminal leave may request issue of DD Form 2 (Retired) up to 7 days before final out processing. ***NOTE:*** At this time, the RAPIDS software will not accommodate update of the DD Form 2 (Retired) earlier than 90 days prior to date of retirement. Consequently, a manual ID card will have to be issued, the DD Form 1172 placed in suspense, and then updated at the 90-day point.

6.10.3. Do **not** issue DD Form 2 (Retired) to Honorary Retirees (see **Attachment 1**, Terms).

6.11. When to Reissue. Reissue DD Form 2 (Retired):

6.11.1. To show a status change from *TDRL* to *PDRL*.

6.11.2. When 30-month TDRL status expires, to reverify continued CHAMPUS coverage (see **Attachment 12**, note 4).

6.11.3. To replace a lost, stolen, mutilated, or destroyed card.

6.11.4. To show advancement to a higher grade on the retired list.

6.11.5. To show entitlement to CHAMPUS when the applicant presents a Notice of Disallowance for Medicare, Part A, from the Social Security Administration.

6.11.6. To show ineligibility for CHAMPUS if the applicant is eligible for Medicare, Part A.

6.11.7. To show a significant change in facial features.

6.12. How to Prepare. Automated sites use RAPIDS to prepare the ID card. Nonautomated sites prepare the manual ID card according to this paragraph:

6.12.1. Photograph. See paragraph **6.6.5.**

6.12.2. Grade. Enter the official grade and rank in grade block in which the member is entitled to retired pay except:

6.12.2.1. Enter the official rank for all enlisted members except enter the following for those in grades E-1 through E-3:

6.12.2.1.1. Army - Enter the official rank.

6.12.2.1.2. Navy - “NON-PO”.

6.12.2.1.3. Air Force - “AMN”.

6.12.2.1.4. Marine Corps - Enter the official rank.

6.12.2.1.5. Coast Guard - “NON-PO”.

6.12.2.1.6. NOAA - not applicable.

6.12.2.1.7. U.S. P.H.S. - not applicable.

6.12.2.2. Enter the following ranks in the grade block for first and second lieutenants:

6.12.2.2.1. Enter “LT” for first and second lieutenants for Army and Air Force lieutenants. Enter exact grade and rank for Navy, Marine Corps, Coast Guard and NOAA members.

6.12.3. Service. Enter the appropriate abbreviation for the branch of service:

6.12.3.1. USAF (Air Force).

6.12.3.2. USA (Army).

6.12.3.3. USN (Navy).

6.12.3.4. USMC (Marine Corps).

6.12.3.5. USCG (Coast Guard).

6.12.4. Expiration Date:

6.12.4.1. For members on the TDRL, enter 30 months from the date they were placed on TDRL.

6.12.4.2. For retirees not on TDRL, enter Indefinite see also **Attachment 12**.

6.12.5. Social Security Number. Enter the SSN hyphenated between the third and fourth and between the fifth and sixth digits. Do not enter the service number or component code.

6.12.6. Signature. If the person cannot write because of a physical or mental incapacity, enter INCAP.

6.12.7. Medicare Procedures:

6.12.7.1. If the retiree is under age 65 and is not eligible for Medicare, Part A, enter the last day of the month preceding the 65th birthday in the space after NO CIV MED CARE AUTHORIZED AFTER block.

6.12.7.2. If the retiree is under age 65 and entitled to Medicare, Part A, enter the date the retiree became eligible for that benefit.

6.12.7.3. 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 that benefit.

6.12.7.4. If the retiree is eligible for Medicare, Part A, after age 65, delete the word AFTER in the space provided in the medical block.

6.12.7.5. If the retiree is not eligible for Medicare, Part A, after age 65, delete the words NO and AFTER in the medical block.

Section 6E—DD Form 2 , Armed Forces of the United States Geneva Conventions Identification Card (Reserve) (Machine-readable Card) and DD Form 2 , Armed Forces of the United States Geneva Convention Card (Reserve) (Manually-prepared Card) and DD Form 2, United States Uniformed Services Identification Card (Reserve Retired)(Machine-readable Card).

6.13. When to Issue, Reissue, or Renew. Issue, reissue, or renew the DD Form 2 (Reserve):

6.13.1. 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 above E-3 for enlisted or 0-1 for officers.

6.13.2. To members being discharged or released from active duty and transferred to an inactive reserve component. ***NOTE:*** Members may keep their DD Form 2 (Active) until day of departure and obtain a DD Form 2 (Reserve) before finishing processing.

6.13.3. To show a change in expiration date. ***EXCEPTION:*** See paragraph **6.13.8.**

6.13.4. To replace a lost, stolen, mutilated, or destroyed card.

6.13.5. To correct an error.

6.13.6. To change data that reduces the card's identification value.

6.13.7. Do **not** issue DD Form 2 (Reserve) to Honorary Retirees (see **Attachment 1**, Terms).

6.13.8. Do not issue new ID cards to show a change in expiration dates to members who sign an extension to their current enlistments unless their terms of service expire and they enter the extension.

EXCEPTION: The issuing authority may issue new ID cards to members whose extensions would take effect while the members are on TDY involving contingency operations.

6.13.9. Issue the DD Form 2 (Reserve Retired) to Retired Reservists eligible for retired pay at age 60, but not yet age 60.

6.14. How to Prepare. Automated sites use RAPIDS to prepare the ID card. Nonautomated sites prepare the ID card according to this paragraph:

6.14.1. Photograph. See paragraph **6.6.5.** ***NOTE:*** Nonparticipating Reserve members (IRR, Standby, and Retired Reserve awaiting pay at age 60) do not have to be within Service grooming standards.

6.14.2. Grade. Enter the official grade and rank in grade block except:

6.14.2.1. Rank. Enter the official rank for all enlisted members, except enter the following for those in grades E-1 through E-3:

6.14.2.1.1. Army - Enter the official rank.

6.14.2.1.2. Navy - “NON-PO” members.

6.14.2.1.3. Air Force - “AMN”.

6.14.2.1.4. Marine Corps - “NON NCO”.

6.14.2.1.5. Coast Guard - “NON-PO”.

6.14.2.1.6. NOAA - not applicable.

6.14.2.2. Enter the following ranks in the grade block for second and first lieutenants:

6.14.2.2.1. “LT” for first and second lieutenants Air Force lieutenants. Enter exact grade for Army, Navy, Marine Corps, Coast Guard, and NOAA members:

6.14.2.2.2. “ROTC Cadet" for a student in the last 2 years of training or for an ROTC student in receipt of a full-service scholarship.

6.14.2.2.3. "RESRET" after the grade (for example, MAJ/RESRET for retired Reserve members awaiting pay at age 60).

6.14.2.3. Ensure the card shows the grade in which the member transferred to the retired Reserve.

6.14.3. Expiration Date. Enter:

6.14.3.1. The date the term of service expires or obligated service ends (whichever is later).

6.14.3.2. The date the member completes MSO for members released from AD and transferred to the IRR.

6.14.3.3. INDEFINITE for Guard or Reserve officers and warrant officers.

6.14.3.4. The day before the 60th birthday for retired Reserve members who will be eligible for retired pay at age 60.

6.14.3.5. The expected graduation date for ROTC students (see also **Attachment 12**).

6.14.3.6. Completion of annuity for VSI members. ***NOTE:*** DEERS/RAPIDS will not accept an expiration date beyond 10 years. Advise member to return for reissue of ID card if still receiving an annuity beyond 10 years.

6.14.4. 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.

6.14.5. Blood Type. Include RH factor.

6.14.6. Geneva Conventions Category (see **Attachment 13**).

Section 6F—DD Form 1173, United States Identification and Privilege Card (Machine-readable Card) and DD Form 1173, Uniformed Services Identification and Privilege Card (Manually-prepared Card)

6.15. When to Issue, Reissue or Renew. Issue, reissue or renew the DD Form 1173:

6.15.1. On the sponsor's entry on AD or active duty for training (ADT) for more than 30 consecutive days.

6.15.2. When the sponsor reenlists or enters an extension.

6.15.3. To show a change in dependency status.

6.15.4. To show a change in the sponsor's status (such as retirement or death).

6.15.5. When the card expires.

6.15.6. To a child who will become 10 years of age.

6.15.7. To replace a lost, stolen, mutilated, or destroyed card.

6.15.8. To correct an error.

6.15.9. To show a significant change of facial features.

6.15.10. When a retiree going on terminal leave requests issue of a DD Form 2 (Retired) within 90 days of their actual retirement date.

6.15.11. Dependents of Members on TDY or PCS. Reissue DD Form 1173 to dependents whose sponsor goes on TDY or PCS to an unaccompanied overseas area and is not expected to return until after the card expires.

6.15.12. Dependents of Members on Terminal Leave. Issue DD Form 1173 to dependents of a member going on terminal leave to show the member's retired status:

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

6.15.12.2. Tell the member and the dependents to keep a copy of the retirement order readily available to verify their current military status during terminal leave.

6.15.12.3. If the old form is valid beyond the date of separation, give dependents temporary cards to expire on the date of separation.

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

6.15.13.1. 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 **2.9.**

6.15.14. Renewal for SSB, VSI, or TAMP Cardholders. Issue a renewal card with the same expiration date as the previous card to a sponsor or dependent who had eligibility under the SSB, VSI, or TAMP programs and whose card was lost or stolen before the end eligibility date expired:

6.15.14.1. 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. (See paragraphs **2.22.**, **2.23.**, and **2.24.**)

6.16. When Not to Issue. Do not issue, reissue, or renew:

6.16.1. When the eligibility or use of the card is for 30 calendar days or less (initial issue only).

6.16.2. To children under 10 years of age. ***EXCEPTION:*** See paragraph **1.3.4.6.**

6.16.3. To individuals whose eligibility for privileges is based on TDY, except, emergency essential personnel required to support the Uniformed Services in support of a Congressional decree or Presidential commitment. (Presentation of travel orders constitutes acceptable ID.)

6.16.4. To dependents when the sponsor is in a deserter status. ***EXCEPTION:*** Qualified former spouses remain eligible for ID card benefits even if the sponsor is in a deserter status.

6.16.5. To individuals who stand in loco parentis (a person who has stood as a parent by assuming parental duties and responsibilities).

6.16.6. To active duty military personnel except Special Agents (see paragraph **1.3.8.1.**).

6.16.7. To dependents because of a sponsor's change of grade unless a change in status occurred (***EXAMPLE:*** airman to officer and vice versa).

6.16.8. To children adopted after age 21 (see paragraph **2.20.** for exception).

6.16.9. To children who had 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.

6.17. How to Prepare. Automated sites use RAPIDS to prepare the ID card. Nonautomated sites prepare the manual ID card according to this paragraph:

6.17.1. Photograph. See paragraph **6.6.5.** Enter the card holder's SSN under the photograph. RAPIDS will generate a TIN number on machine-readable ID cards when no SSN is available. A manually-prepared ID card cannot be prepared with a TIN.

6.17.1.1. The following table provides the criteria for mandatory collection of SSNs and applies to issue of the DD Form 1173 to family members:

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 (TIN will appear on ID card)

6.17.2. Item 2. Enter all dates in the 4-digit year, 3-character month, and 2-digit day format (YYYYMMMDD).

6.17.3. Item 3. See **Attachment 4**.

6.17.4. Item 4. Enter the relationship code as **Attachment 3**, block 35, specifies.

6.17.5. Item 9. If special circumstances make children over 21 years of age eligible for medical care and other privileges, enter:

6.17.5.1. INCAP, or UNABLE TO SIGN, as appropriate.

6.17.5.2. INFANT, as appropriate.

6.17.6. Item 10:

6.17.6.1. If you are issuing the card to someone other than a dependent, line out "and name of sponsor."

6.17.6.2. For a military member assigned as a special agent and his or her dependents, enter "SA (MIL)."

6.17.6.3. Do not enter an assimilated grade for civilian personnel affiliated with the Air Force.

6.17.7. Item 11. Enter the sponsor's present status as **Attachment 3**, block 4, specifies.

6.17.8. Item 12:

6.17.8.1. Enter the SSN.

6.17.8.2. If the member died and did not have an SSN, enter the uniformed service number and SSN: NONE.

6.17.8.3. If you are issuing the card to someone other than a dependent, line out "of sponsor."

6.17.9. Item 13:

6.17.9.1. Enter the privileges specified on the verified DD Form 1172.

6.17.9.2. Block out privileges not authorized.

6.17.9.3. For privileges allowed only while the bearer is overseas, check the item and add OS ONLY.

6.17.10. Item 14:

6.17.10.1. Have the applicant sign.

6.17.10.2. Enter INFANT when the individual is too young to sign.

6.17.10.3. Enter INCAP when the individual cannot sign because of a mental or physical incapacity.

6.17.10.3.1. Use INCAP or INFANT on automated ID card when appropriate.

6.17.11. Item 15a:

6.17.11.1. Enter "Yes" if the person is entitled to medical care in Uniformed Services facilities.

6.17.11.2. Enter "No" if medical care is not authorized.

6.17.12. Item 15b:

6.17.12.1. If the person is entitled to MC (CHAMPUS), enter "Yes" and the MC effective date as the verified DD Form 1172 specifies.

6.17.12.2. If the person is not eligible for MC, enter NOT ELIGIBLE or XXXXXX.

6.17.12.3. For dependents of retirees:

6.17.12.3.1. Enter October 1991 if the beneficiary enrolled in Medicare, Part B, before 1 October 1991.

6.17.12.3.2. Enter the date of enrollment in Medicare, Part B, if the beneficiary enrolled after 1 October 1991.

6.17.12.4. 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):

6.17.12.4.1. Enter 5 December 1991 if the beneficiary enrolled in Medicare, Part B, before 5 December l991.

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

6.17.13. After preparation. Laminate the card.

6.18. How to Prepare DD Form 1173 or DD Form 2765 for a Member Who Was Involuntarily Separated and Eligible Under TAMP from 1 October 1990 to 30 September 1999, or in the Case of the Coast Guard, 1 October 1994 to 30 September 1999. Eligible Dependents are Issued the DD Form 1173. Automated RAPIDS 5.0 sites will prepare DD Forms 1173 until software is upgraded to produce DD Forms 2765. The DD Form 2765 is issued to sponsors only. Dependents will be issued the DD Form 1173.

6.18.1. Photograph. See paragraphs **6.6.5.** and **6.6.6.** For dependents, enter the card holder's SSN under the photograph. RAPIDS 5.X will generate a TIN number on machine-readable ID cards when no SSN is available. A manually-prepared ID card cannot be prepared with a TIN.

6.18.2. Date. Enter all dates in the 4-digit year, 3-character month, and 2-digit day format (YYYYMMMDD).

6.18.3. Item 3. Enter "See Reverse."

6.18.4. Item 4. Enter the relationship code for dependents as **Attachment 3**, block 35, specifies. Enter "self" for sponsors.

6.18.5. Item 9. Enter the date of birth the same as for paragraph **6.18.2.**

6.18.6. Item 11. Enter USAF/TAMP, USCG/TAMP, or other appropriate status. *NOTE:* USCG/TAMP can only be used when issuing the paper-laminate card. RAPIDS software will not accept USCG as a valid TAMP code at this time.

6.18.7. Item 13. Line out "Exchange Limited."

6.18.8. Item 15A. Enter "yes" if applicable.

6.18.9. Item 15B. Enter "yes" if applicable. (Enter "no" when Medicare, Part A, applies.) The MC effective date for the sponsor is the day following the involuntary separation; the MC effective date for dependents does not change.

6.18.10. Item 16:

6.18.10.1. On the right side, enter the individual dates of expiration for medical care, commissary, and exchange privileges.

6.18.10.2. Enter 60 or 120 days for medical care benefits (see paragraph **2.22.**) beginning day after separation.

6.18.10.3. Authorize 2 years of commissary, exchange, and theater privileges beginning on date of separation.

6.18.11. After Preparation:

6.18.11.1. Overstamp TA on the front of the card with red ink. The stamp should be in outline letters, 1 inch tall by 1/4 inch wide for paper-laminate ID cards. Automated sites use overstamp contained in RAPIDS.

6.18.11.2. Laminate the card.

6.19. How to Prepare DD Form 1173 or DD Form 2765 for a Member Who Was Voluntarily Separated and Approved for Payment of a SSB. Eligible Dependents are Issued the DD Form 1173. Automated RAPIDS 5.0 sites will prepare DD Forms 1173 until software is upgraded to produce DD Forms 2765. The DD Form 2765 is issued to sponsors only. Dependents will continue to be issued the DD Form 1173.

6.19.1. Item 11. Enter USAF/SSB, USA/SSB, or other appropriate status.

6.19.2. Item 16. The right side contains dates of expiration for medical care, commissary, and exchange privileges. Authorize 120 days of medical care benefits beginning day after the member separated and 2 years of commissary, exchange, and theater privileges effective the date of separation.

6.19.3. After Preparation:

6.19.3.1. Overstamp TA on the front of the card with red ink. The stamp should be in outline letters, 1 inch tall by 1/4 inch wide for paper-laminate ID cards. Automated sites use overstamp contained in RAPIDS.

6.19.3.2. Laminate the card.

6.20. How to Prepare a DD Form 1173 or DD Form 2765 for a Member Who Was Voluntarily Separated on or after 1 December 1992 but before 30 September 1999, and Approved for an Annual Annuity Payment Under the VSI Program. Eligible Dependents are Issued the DD Form 1173. Automated RAPIDS 5.0 sites will prepare DD Forms 1173 until software is upgraded to produce DD Forms 2765. The DD Form 2765 is issued to sponsors only. Dependents will continue to be issued the DD Form 1173.

6.20.1. Item 11. Enter USAF/VSI, USA/VSI, or other appropriate status.

Section 6G—DD Forms 489 and 1934, Geneva Conventions Card

6.21. When to Issue, Reissue, or Renew:

6.21.1. Issue DD Form 1934:

6.21.1.1. To medical, religious and auxiliary medical personnel in addition to the DD Form 2.

6.21.1.2. Upon members' assignment to a mobility position or upon members' selection for PCS or TDY to an overseas location.

6.21.1.3. To civilian medical, religious, and auxiliary medical noncombatant personnel who accompany the US military forces in regions of war.

NOTE:

The director of installation medical services identifies, in writing, medical personnel authorized the DD Form 1934.

6.21.2. Issue DD Form 489:

6.21.2.1. To other civilian noncombatants similarly authorized to accompany the US military forces in regions of war.

6.21.3. Issue, reissue, or renew both DD Forms 489 and 1934:

6.21.3.1. To replace a lost, stolen, or mutilated card.

6.21.3.2. To correct an error.

6.21.3.3. On reclassification and placement in a different Geneva Conventions category.

6.21.3.4. To show a change in grade (on promotion to, or demotion from, any grade above E-4).

6.21.3.5. To change a name.

6.22. How to Prepare DD Form 489:

6.22.1. Photograph. See paragraph **6.6.5.**

6.22.2. Name. Enter the person's last name, first name, and middle initial. Enter "IO" if he or she uses initial only for first name.

6.22.3. Position Title. Enter the job title (*EXAMPLE:* Clerk, Supply Technician, Aircraft Mechanic).

6.22.4. 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).

6.22.5. Fingerprints. If the person's index finger is missing, note that fact and substitute next finger's print.

6.22.6. Rest of Form. Enter remaining information.

6.23. How to Prepare DD Form 1934:

6.23.1. Photograph. See paragraph **6.6.5.**

6.23.2. 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 as the name on DD Form 2 (Active), DD Form 2 (Reserve). Issue either card or both so the names will be the same.

6.23.3. Capacity:

6.23.3.1. For military personnel, enter capacity (***EXAMPLE:*** US Air Force Chaplain, or US Army Medical).

6.23.3.2. For civilian personnel, enter the name of the voluntary aid society and the skill (***EXAMPLE:*** American Red Cross Medical).

6.23.4. Grade. Enter the official grade in the rank block:

6.23.4.1. Enter the official rank for all enlisted members, except enter the following for those in grades E-1 through E-3:

6.23.4.1.1. Army - Enter the official rank.

6.23.4.1.2. Navy - "NON-PO".

6.23.4.1.3. Air Force - "AMN".

6.23.4.1.4. Marine Corps - "NON-NCO".

6.23.4.1.5. Coast Guard - "NON-PO".

6.23.4.1.6. U.S. Public Health Service - Not applicable.

6.23.4.1.7. National Oceanic and Atmospheric Administration (NOAA) - Not applicable.

6.23.4.2. Enter the following ranks in the grade block for second and first lieutenants:

6.23.4.2.1. "LT" for all first and second lieutenant for Army and Air Force lieutenants. Enter the exact grade and rank for Navy, Marine Corps, Coast Guard and NOAA members.

6.23.5. Civilian Personnel. Enter the abbreviation of the equivalent grade in **Attachment 13**, column 1 (for example, "NCO II," "OFF IV").

6.23.6. SSN. Enter SSN, hyphenated between the third and fourth digits and between the fifth and sixth digits. Do not enter the service or component code.

6.23.7. Fingerprints. If person's index finger is missing, note that fact and substitute the next finger's print.

6.23.8. Rest of Form. Enter remaining information.

Section 6H—DD Form 1173-1, United States Uniformed Services Identification and Privilege Card (Machine-readable Card), DD Form 1173-1, DoD Guard and Reserve Dependent Identification Card (Manually-prepared Card).

6.24. When to Issue, Reissue, or Renew. Issue DD Form 1173-1:

6.24.1. To replace an expired card.

6.24.2. To replace a lost, mutilated, stolen, or destroyed card.

6.24.3. To correct an error.

6.24.4. To change data that makes the old card obsolete as a means of identification.

6.25. Restrictions. Do not issue, reissue, or renew DD Form 1173-1 to:

6.25.1. Children under 10 years of age. ***EXCEPTION:*** See paragraph **1.3.4.6.**

6.25.2. Dependents whose sponsor is on active duty for more than 30 consecutive days and who qualify for issue of DD Form 1173.

6.25.3. Former spouses.

6.25.4. Reserve personnel, except Special Agents (see paragraph **1.3.8.1.**).

6.25.5. DELETED.

6.26. How to Prepare. Automated sites use RAPIDS to prepare the ID card. Nonautomated sites prepare the card according to this paragraph:

6.26.1. Photograph. See paragraph **6.6.5.**

6.26.2. Dates. Enter all dates in the 4-digit year, 3-digit month, and 2-digit day format (YYYYMMMDD).

6.26.3. Block 1. Enter the applicant's name. Enter the relationship code as **Attachment 3**, paragraph **A3.4.** specifies.

6.26.4. Block 6. Enter the card holder's SSN under the photograph. RAPIDS will generate a TIN number on machine-readable ID cards when no SSN is available. A manually-prepared ID card cannot be prepared with a TIN.

6.26.5. Block 7. 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:

6.26.5.1. Type or print INCAP, INCT, or SCH as appropriate when issuing an automated ID card. RAPIDS software will not accommodate INCAP, INCT, or SCH at this time.

6.26.6. Block 8. The expiration dates are 4 years from date of verification, sponsor's ETS, or dependent child's 21st birthday, whichever is earlier:

6.26.6.1. For Reserve retirees 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.

6.26.6.2. For students or incapacitated children over 21 years old, see **Attachment 3**.

6.26.7. Blocks 10c and d. Enter status and service as directed by **Attachment 3**, paragraph **A3.3.**

Section 6I—DDForm 2764, United States DoD/Uniformed Services Civilian Geneva Conventions Identification Card (Machine-readable Card).

6.27. When to Issue, Reissue, or Renew. Issue the DD Form 2764:

6.27.1. To an employee who becomes eligible.

6.27.2. To replace an expired card.

6.27.3. To replace a lost, mutilated, stolen, or destroyed card.

6.27.4. To correct an error.

6.27.5. To change data that makes the old card obsolete as a means of identification.

6.28. Restrictions. Do not issue the DD Form 2764 to dependents of eligible sponsors (paragraph **1.3.9.**). Eligible dependents are entitled to the DD Form 1173.

6.29. How to Prepare. RAPIDS 5.X sites prepare the ID card. The DD Form 2764 is only available as a machine-readable card. There is no manually-prepared version of this form.

6.29.1. The DD Form 2764 is not to be overstamped "OVERSEAS ONLY." The word "OVERSEAS" will be printed within the Authorized Patronage block of the identification card.

6.29.1.1. 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.

6.29.1.2. During a conflict, combat, or contingency operation, all individuals with a DD Form 2764 will be granted all commissary, exchange, MWR, and medical privileges available at the site of the deployment, regardless of the statements on the ID card.

6.29.1.3. The medical block on this card will contain a statement, "When TAD/TDY or stationed overseas on a space-available fully reimbursable basis."

6.29.1.3.1. Civilian employees and contractual services employees providing support when forward deployed during a conflict, combat or contingency operation are treated in accordance with the ASD(HA) memorandum of January 8, 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 rendered by forward deployed medical

units. 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.

Section 6J—DD Form 2765, Department of Defense /Uniformed Services Identification and Privilege Card

6.30. When to Issue, Reissue, or Renew. Issue the DD Form 2765:

6.30.1. To replace an expired card.

6.30.2. To replace a lost, mutilated, stolen, or destroyed card.

6.30.3. To correct an error.

6.30.4. To change data that makes the old card obsolete as a means of identification.

6.31. Restrictions. Do not issue the DD Form 2765 to dependents of eligible sponsors (paragraph **1.3.9.**). Eligible dependents are entitled to the DD Form 1173.

6.32. How to Prepare. RAPIDS 5.X sites prepare the ID card. The DD Form 2765 is only available as a machine-readable card. There is no manually-prepared version of this form.

6.32.1. The DD Form 2765 may be overstamped “OVERSEAS ONLY” when appropriate.

Chapter 7

UNIFORMED SERVICES UNIQUE REQUIREMENTS

Section 7A—Army

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

7.2. 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.

7.3. Responsibilities. The Deputy Chief of Staff for Personnel (DCSPER) 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:

7.3.1. The DCSPER will establish personnel policies relating to the ID card program.

7.3.2. The Chief, National Guard Bureau (CNGB) will recommend Army National Guard (ARNG) policy changes to include mobilization to the DCSPER regarding the ID card program.

7.3.3. The Chief, Army Reserve (CAR) will recommend reserve policy changes to include mobilization to the DCSPER regarding the ID card program.

7.3.4. The Commanding General, US Total Army Personnel Command (CG, PERSCOM) will establish standards and mandated operating tasks of the ID card program.

7.3.5. Commanders of major Army commands (MACOM) will monitor and assist in the administration of the ID card program to ensure compliance with the policies and operating tasks established by this instruction.

7.3.6. Commanders of installations will establish, resource, and operate 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.

7.3.7. The Commandant, Adjutant General School (ATSG-AG), will ensure lesson programs of instruction incorporate the provisions of this instruction.

7.3.8. The Director, Defense Finance and Accounting Service-Indianapolis Center (Dir, DFAS-IN) will establish certain dependent's eligibility for benefits, initially, and will update the dependency determination for each subsequent DD Form 1172, **Application for Uniformed Services Identification Card DEERS Enrollment**, submitted for an ID card issuance.

7.3.9. DELETED.

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

7.5. 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 continental United States (CONUS) and overseas (OCONUS):

7.5.1. 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.

7.5.2. Issue, Reissue or Renew. Issue the DA Form 1602 to:

7.5.2.1. Civilians employed by the Army, including nonappropriated fund employees and civilian marine personnel on duty on Army vessels.

7.5.2.2. Civilian industrial contractor's employees working on projects and contracts for the Army.

7.5.2.3. Civilians of other than government agencies who must identify themselves before entering Army installations, facilities, or activities.

7.5.2.4. Dependents of civilian employees overseas.

7.5.2.5. Red Cross personnel serving with the Armed Forces of the United States.

7.5.2.6. 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.

7.5.2.7. Civilian employees who are otherwise eligible if the employees have one or more of the DD Forms: DD Form 2 (Retired), DD Form 2 (Reserve), DD Form 1173, DD Form 1173-1, or DD Form 2765.

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

7.5.3.1. 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.

7.5.4. When to Surrender:

7.5.4.1. Upon expiration.

7.5.4.2. When individual's service is terminated.

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

7.5.4.4. 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.

7.5.5. How to Prepare:

7.5.5.1. Photograph. See paragraph **6.6.5.**

7.5.5.2. Place of Employment. Enter the office of employment, command, or installation.

7.5.5.3. Employment Status. Type the status using black ribbon. Enter one or more of the following:

7.5.5.3.1. 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."

7.5.5.3.2. Civilian employee of another government agency. "Civilian Employee" and the name of the agency or office of employment.

7.5.5.3.3. Industrial or contractor employee. "Manufacturer's Representative," "Consultant." The name of the employer may also be entered. ***EXAMPLES:*** "Manufacturer's Representative, "General Electric Co.," "Consultant, University of Alabama."

7.5.5.3.4. Employee of welfare and recreational agencies. Title of job and name of agency. ***EXAMPLES:*** "Assistant Field Director, American National Red Cross," "Hostess, United States Organizations."

7.5.5.3.5. Dependent. "Dependent of," followed by information identifying one of the principals above. ***EXAMPLES:*** "Dependent of Civilian Employee," "Dependent of Manufacturer's Representative."

7.5.5.4. Expiration Date. Enter the expiration date as follows:

7.5.5.4.1. Indefinite for full-time employees as determined by the installation commander or civilian personnel office.

7.5.5.4.2. For all other employees, enter 4 years or termination date, whichever is sooner. Expiration dates less than 4 years may be used at the discretion of the civilian personnel office or installation commander. Shorter expiration dates are normally used for part-time or new employees.

7.6. Army Security Identification Cards and Badges:

7.6.1. General Issuance Policy:

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

7.6.2. Issue (in addition to other required ID cards) to the following individuals:

7.6.2.1. Military Personnel.

7.6.2.2. Civilian Employees.

7.6.2.3. Contractor Employees.

7.6.2.4. Visitors.

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

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

7.6.3.1. 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.

7.6.3.2. 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.

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

7.6.4. Security Features:

7.6.4.1. Commanders may add security features such as access delineation, restriction information, or other information necessary to attain a desired level of security.

7.6.4.2. Heads of HQDA agencies and MACOMs may design their own format and specify color and shape according to the specifications contained in paragraphs **7.6.5.** and **7.6.6.**

7.6.4.3. Commanders may add other security features that may fit certain needs.

7.6.4.4. Heads of HQDA agencies and MACOMs may 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 paragraph **7.6.5.** and **7.6.6.** are met.

7.6.5. Specification for Security Identification Cards and Badges:

7.6.5.1. Cards and badges *must* identify the name of the installation or activity for which the card or badge is valid.

7.6.5.2. Show the name of the person to whom issued. Visitor cards and badges may show "VISITOR" in place of name.

7.6.5.3. Cards and badges must contain a serial number or sequence number to aid control and accountability.

7.6.5.4. Cards and badges *will* show an expiration date.

7.6.5.5. Cards and badges will identify the areas for which the card or badge is valid.

7.6.5.6. 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.

7.6.5.7. 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 MACOM before use.

7.6.6. Design of Cards and Badges:

7.6.6.1. The photograph should measure 1-inch wide and 1 5/16 inches in height when used. The photograph would eliminate the necessity to state descriptive data.

7.6.6.2. Physical features which aid in identification may be listed. For example, height, weight, hair color, eyes, sex, date of birth, and fingerprints.

7.6.6.3. The card may show the name, grade, title, and signature of the authorizing official.

7.6.6.4. If the card or badge has paper elements, the paper may be uniquely constructed, may portray a unique design, or distinctive water mark, or other features that make duplication or alteration difficult.

7.6.6.5. The card or badge may contain special inks or dyes that would be noticeably erased or bleed when altered.

7.6.6.6. The card or badge may contain design features difficult to duplicate such as visible cross threads or wires, fluorescent inks, and so forth.

7.6.7. Control, Storage, and Classification:

7.6.7.1. The installation or activity concerned will establish local procedures for controlling the issue, turn-in, recovery, or expiration of the specific security ID cards and badges.

7.6.7.2. Procedures will also be established for handling and storing engraved plates and all printed or coded parts of the cards and badges.

7.6.7.3. Engraved plates and all printed or coded parts of the cards and badges, although unclassified will be handled and stored in a manner to preclude access to and use by unauthorized persons.

7.6.7.4. Mutilated or defective cards and badges and those of discharged or transferred personnel or civilians whose employment has been terminated will be treated as CONFIDENTIAL material and will be destroyed (AR 380-5, *Department of the Army Information Security Programs*). Lost badges will be invalidated promptly.

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

7.7. Army Identification Tags:

7.7.1. General Issuance Policy. ID tags are issued to the following military personnel of the Army and to civilians overseas. Issue to:

7.7.1.1. Military personnel of the Army:

7.7.1.1.1. 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.

7.7.1.2. US Citizens.

7.7.1.3. Dependents of US Army personnel.

7.7.1.4. Other U.S. nationals under the jurisdiction of overseas commanders.

7.7.1.5. Dependents who are not citizens may be furnished ID tags upon request. The phrase “Depn of US Natl” will be shown on the tags.

7.7.1.6. The issuance of Medical Warning Tags, which serve as a means of rapid recognition of selected health programs is covered under AR 40-15, *Medical Warning Tag and Emergency Medical Identification Symbol*.

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

7.7.2.1. In a field environment.

7.7.2.2. Traveling in an aircraft:

7.7.2.3. OCONUS.

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

7.7.3. 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 Theaters 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.*

7.7.4. Processing Applications for ID Tags:

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

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

7.8. Frocking:

7.8.1. 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.

7.8.2. 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 member's family as a result of being frocked.

7.8.3. 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*, 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.

7.9. Incapacitated Children Over Age 21 (Initial Application):

7.9.1. The ID card work center provides the sponsor or applicant with a DD Form 1172 and advises what documentation is required to apply (see paragraph **2.11.**):

7.9.1.1. Provide the sponsor or applicant with the appropriate DFAS-IN form for dependency determination for medical care.

7.9.1.2. Assist the sponsor or applicant with preparing the form as appropriate.

7.9.1.3. Advise the sponsor or applicant to forward the documentation listed in paragraph **2.11.**, 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.

7.9.1.3.1. 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.

7.10. Parents/Parents-in-Law, Stepparents, and Parents-by-Adoption (Initial and Renewal Application):

7.10.1. Process initial and renewal applications for parents/parents in-law, stepparents and parents-by-adoption as follows:

7.10.2. 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 Assist Division, Dependency/Garnishment, 8899 East 56th Street, Indianapolis, Indiana 46249-0855:

7.10.3. 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.

7.11. Accountability of Forms:

7.11.1. 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.

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

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

7.11.4. The following are accountable forms:

7.11.4.1. DD Forms 2A (Active) (Manually-prepared Card).

7.11.4.2. DD Form 2 (Manually-prepared Card).

7.11.4.3. DD Form 1173 (Manually-prepared Card).

7.11.4.4. DD Form 1934 (Manually-prepared Card).

7.11.4.5. DD Form 489 (Manually-prepared Card).

7.11.4.6. DA Form 1602 (Manually-prepared Card).

7.11.4.7. DD Form 1173-1 (Manually-prepared Card).

7.11.4.8. Security ID cards and badges.

7.11.5. Establish controls for processing and handling of ID cards to ensure unauthorized individuals do not obtain them.

7.11.6. 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:

7.11.6.1. Reason cards cannot be accounted for.

7.11.6.2. Serial numbers of missing cards.

7.11.6.3. Corrective action taken.

7.11.6.4. Disciplinary action taken, if warranted.

7.11.7. Notify all installation benefit and privilege facilities of missing cards by serial number.

7.11.8. Maintain a log of the final disposition of each card according to AR 35-400-2 to provide an audit trail:

7.11.8.1. The log will include, but is not limited to, the installation name, ID card serial number, the name of the individual to whom the card was issued, SSN, and the name and SSN of the sponsor.

7.11.9. 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.

7.11.10. Conduct a semi-annual (at a minimum) inventory of blank cards or upon change of accountability officer.

Section 7B—Navy

7.12. Designation of Agent for Commissary and Exchange Purchases:

7.12.1. 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 only. 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:

7.12.1.1. Military members are assigned overseas, deployed, or otherwise unable to shop for their dependent child.

7.12.1.2. The person is unable to shop due to a disability.

7.12.1.3. The spouse is unable to shop due to sickness.

7.12.2. Documentation required:

7.12.2.1. A valid ID card for the authorized patron.

7.12.2.2. A letter from a physician which provides diagnosis and duration of the disability:

7.12.2.3. Blind or severely disabled eligible patrons may have a separate letter written for them. See **Attachment 14** for sample letter.

7.12.3. 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 15** for sample letter:

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

7.12.4. Issue of a DD 1173 to a nondependent agent is not authorized.

7.13. Incapacitated Children Over Age 21 (Initial Application):

7.13.1. Mail the following information to the Bureau of Naval Personnel, PERS-334E, 2 Navy Annex, Washington, DC 20370-3340:

7.13.1.1. Physician 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:

7.13.1.1.1. The evaluation must state the age of onset.

7.13.1.1.2. Provide in detail the past medical history of the condition, physical examinations and laboratory studies.

7.13.1.1.3. 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.

7.13.1.2. For mental conditions. The evaluation must state the age of onset:

7.13.1.2.1. Provide in detail the past psychiatric history of the condition.

7.13.1.2.2. 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.

7.13.1.2.3. 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:

7.13.1.2.3.1. Medical histories can be accomplished by a parent or guardian 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.).

7.13.1.3. 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.

7.13.1.4. Notarized statement listing child's income, expenses, and all support provided by sponsor.

7.13.1.5. If the child was married and subsequently divorced, the marriage certificate and divorce decree must be provided. (See paragraph **2.13.** for renewal procedures.)

7.14. Unremarried Former Spouses (Initial Application):

7.14.1. Mail the following documentation to the Bureau of Naval Personnel, Pers 334C, 2 Navy Annex, Washington DC 20370-3340:

7.14.1.1. Original or State certified copy of marriage certificate (no photocopies).

7.14.1.2. Court-certified copy of divorce decree (no photocopies).

7.14.1.3. Spousal ID card (if already surrendered to sponsor or ID issuing facility, state where and when).

7.14.1.4. Notarized statement indicating if former spouse has or has not remarried since divorce from the military sponsor.

7.14.1.5. Notarized statement signed by the applicant that the applicant is or is not covered under an employer-sponsored health care insurance (this is any health insurance obtained through applicant's employer, regardless who pays the premium).

7.14.1.6. Proof of Naval Service (if available).

7.14.1.7. Active duty sponsor. Statement of Service performed by service record holder, signed by a commissioned officer, showing enlistment or commissioned periods of creditable service and indicating any periods of broken service:

7.14.1.7.1. Retired from Active Duty Sponsor: Copy of DD Form 214, **Certificate of Release or Discharge from Active Duty**, showing Fleet Reserve or Retired Status).

7.14.1.7.2. Retired Reservist (with pay): Copy of drill card showing each year of military service and number of annual points received.

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

7.14.2.1. Supply documentation required for unmarried former spouse.

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

7.15. Parents/Parents-In-Law, Stepparents and Parents-by-Adoption (Initial and Renewal Application.) Process as follows:

7.15.1. Military Pay Directorate Dependent Claims Division, DFAS-CL/FMC, verifies dependency status for parents/parents-in-law, stepparents and parents-by-adoption.

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

7.15.3. Temporary ID cards are not authorized.

7.16. Frocking . Issue ID cards to frocked sponsors and their dependents:

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

7.16.2. 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.

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

7.17.1. 0102-LF-019-1700 = DD 2S(ACT)/0102-LF-019-1700 = DD2S(RES).

7.17.2. 0102-LF-019-1800 = DD 1173S(PRIV).

7.17.3. 0102-LF-019-1500 = DD 2S(RET).

7.17.4. 0102-LF-019-1600 = DD 2S(RES RET)/0102-LF-019-1600= DD1173-1S(PRIV).

7.17.5. 0102-LF-019-1951 = Reserve Retired (Red) DD 1173-1S (Res Dep).

7.17.6. 0102-LF-019-1900 = Reserve Dependent (Red).

7.18. Distribution. SNDL, parts 1 and 2.

Section 7C—Air Force

7.19. AF Form 354, **Civilian Identification Card**:

7.19.1. Issue to: Air Force civilian employees and other designated civilians for entry into Air Force activities and installations and for other official Air Force business.

7.19.1.1. Air Force employees appointed for more than 1 year (see **Attachment 1** for definition of Air Force employee).

7.19.1.2. Air Force employees appointed for 1 year or less, if required and authorized by the wing commander, or equivalent.

7.19.1.3. 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.

7.19.1.4. Retired Air Force civilian employees.

7.19.1.5. Family members age 10 or older of both current and retired Air Force civilian employee (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).

7.19.1.6. Issue an AF Form 354 to Air Force civilian employees who are eligible for one or more of the following forms: DD Form 2(Retired), DD Form 2 (Reserve), DD Form 1173, DD Form 1173-1 or DD Form 2765.

7.19.2. The wing commander (or equivalent) may authorize issue to other DoD civilian employees to meet short-term installation unique needs.

7.19.3. AF Form 354 does not replace special identification required for entry into security areas or for designated emergency-essential personnel who are issued the DD Form 489, **Geneva Conventions Identity Card** or the DD Form 2764, **United States DoD/Uniformed Services Civilian Geneva Conventions Identification Card**.

7.19.4. AF Form 354 and the official TDY orders identify civilian employees as TDY in connection with their employment when living in government quarters. These employees may use exchange and morale, welfare, and recreation facilities. For guidance on policy concerning AF Form 354, contact the major command (MAJCOM) civilian personnel office. MAJCOM civilian personnel offices contact Air Force Personnel Operation's Agency (AFPOA/DPW), 1040 Air Force Pentagon, Washington DC 20330-1040.

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

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

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

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

7.21. When to Surrender:

7.21.1. It is replaced or expires.

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

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

7.22. How to Prepare:

7.22.1. Photograph. See paragraph **6.6.5.**

7.22.2. Status. Type the status using black ribbon. Enter one or more of the following:

7.22.2.1. For 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.

7.22.2.2. For executive pay schedule, enter the title and the appropriate precedence priority code (EXAMPLE: SAF/DV).

7.22.2.3. For senior executive service members, enter SES and the appropriate precedence priority code (EXAMPLE: SES/DV-6, SES/DV-5).

7.22.2.4. For 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).

7.22.2.5. For dependents, enter the sponsor's component or status (EXAMPLE: FM/USAF/CIV, FM/USAF/RET-CIV).

7.22.2.6. For Red Cross personnel, enter RC/USAF/CIV:

7.22.2.6.1. If status is not one of the above items, enter the status determined locally or by the MAJCOM.

7.22.2.7. 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.

7.22.3. Expiration Date. Enter the expiration date as follows:

7.22.3.1. For all permanently employed personnel, spouses, and parents, enter "Indefinite."

7.22.3.2. For all other employees, enter an expiration date of 5 years or the employment termination date, whichever is sooner.

7.22.3.3. Use a shorter expiration date for nonappropriated fund (NAF) employees, basing it on local experience.

7.22.3.4. MAJCOMs may establish a shorter expiration date because of command-unique situations.

7.22.3.5. For children, enter the date they will no longer meet the family member criteria.

7.22.3.6. 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.

7.23. Incapacitated Children Over Age 21 (Initial Processing):

7.23.1. ID Card Processing Procedures. Complete DD Form 1172, sections I and II (except blocks 58, 59, 86, and 87, as appropriate); and section III, block 89:

7.23.1.1. Annotate the documents used to verify relationship to sponsor in block 89 (see **Attachment 5**) or "DEERS VERIFIED" if dependent is current in DEERS. Complete section IV, blocks 94 and 98.

7.23.1.2. Require a physician's statement and annotate information in block 89.

7.23.1.3. Require a statement from the Social Security Administration (SSA) certifying noneligibility to Medicare, Part A, to continue eligibility for CHAMPUS benefits. *EXCEPTION*: The statement is not required for dependents of active duty members or those individuals listed in paragraph **2.25.** Annotate information in block 89.

7.23.1.4. Give a copy of the DD Form 1172 to the member and file one copy in suspense.

7.23.1.5. Advise customer to take the physician's statement (dated within 90 days of application) and the copy of the DD Form 1172 to a Uniformed Service medical treatment facility (MTF) for an endorsed medical sufficiency statement (AFI 41-115, *Authorized Health Care and Health Care Benefits in the Military Health Services System (MHS*S)).

7.23.1.6. Refer the member to the local Financial Services Office (FSO) to initiate a dependency determination if medical sufficiency is established (DFAS-DE Manual 177-373, volume I, *Defense Joint Military Pay System-Active Component (DJMS-AC) FSO Procedures).*

7.23.1.6.1. If medical sufficiency is not established, the MTF refers member back to the ID card issuing activity. ID card issuing activity destroys the DD Form 1172 in suspense file.

7.23.2. 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.

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

7.23.4. Review results of dependency and residency tests presented in dependency determination letter from DFAS-DE/FJPD and authorize specific privileges, if any, and complete DD Form 1172, section II, blocks 58, 59, 86, and 87, as appropriate.

7.23.5. If the child was married and subsequently divorces, submit copies of the marriage certificate and divorce decree.

7.23.6. File the DD Form 1172 according to paragraph **2.3.6.** (See paragraph **2.13.** for renewal procedures.)

7.24. Parents/Parents-in-Law, Stepparents or Parents-by-Adoption:

7.24.1. ID Card Processing Procedures. Complete DD Form 1172, sections I and II (except blocks 58, 59, 86, and 87, as appropriate), and section III, block 89:

7.24.1.1. Annotate the documents used to verify relationship to sponsor in block 89 (see **Attachment 5**). Complete section IV, blocks 94 and 98.

7.24.1.2. Hold a copy of the DD Form 1172 in suspense. Give a copy to the customer.

7.24.1.3. Have member initiate a dependency determination.

7.24.1.4. Review results of dependency and residency tests presented in dependency determination letter from DFAS-DE/FJPD. Authorize specific privileges, if any, and complete application process.

7.24.1.5. File the DD Form 1172 according to paragraph **2.3.6.**

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

7.25.1. Commissioned officers.

7.25.2. Warrant officers.

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

7.25.4. Civilians General Schedule 4 and above.

7.25.5. Further, the base CSP 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 police commanders may appoint, by letter, a full time employee to issue and authenticate ID cards.

7.26. Administrative Procedures for Pass and Registration - Manually-Prepared ID Cards. The Chief, Security Police:

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

7.26.2. Designates one primary issuing official and one or more alternates following the grade restriction guidelines in paragraph **7.25.**

7.26.3. 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.

7.26.4. Issues DD Forms 489, 1934 according to this instruction and overseas wing commander (or equivalent) policies. Issues the AF Form 354 according to this instruction.

7.26.5. Appoints, in writing, a person assigned within the unit, but not within the issuing activity to conduct the inventory required under paragraph **7.28.4.**

7.27. Forms Supply. The issuing official is the authorized customer account representative (CAR) for requesting blank ID cards, including emergency requirements, through the Publications Distribution Office (PDO). See AFI 37-161, *Distribution Management*.

7.28. 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:

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

7.28.2. 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.

7.28.3. Forms Log. Issuing officials account for blank forms as follows:

7.28.3.1. Record the disposition of each accountable ID card on AF Form 335, **Issuance Record - Accountability Identification Card**.

7.28.3.2. Maintain a separate AF Form 335 for each type of card.

7.28.3.3. File AF Form 335 with related AF Form 213, **Receipt for Accountable Form.** Dispose of both according to AFMAN 37-139, table 36-2, *Records Disposition Schedule*. ***NOTE:*** Mark AF Form 335 FOR OFFICIAL USE ONLY if this phrase is not already printed on the form.

7.28.3.4. Enter each card's serial number on the AF Form 335.

7.28.3.5. Mark AF Form 335 to show which forms were voided because of processing errors.

7.28.3.6. Destroy the ID cards at the end of each day and initial AF Form 335.

7.28.3.7. Destroy any ID cards unsuitable for issue upon receipt after typing the serial number on AF Form 335.

7.28.4. Inventory Procedures:

7.28.4.1. Conduct an inventory every 12 months when the issuing official is relieved or as the installation commander directs.

7.28.4.2. Physically count and verify each card by serial number.

7.28.4.3. Verify the number of controlled forms issued against PDO records.

7.28.4.4. 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.

7.28.4.5. Make local modifications to the form if necessary.

7.28.4.6. When the inventory is complete, attach the balance sheet to the issue logs and maintain them according to AFMAN 37-139, table 36.2.

7.28.4.7. Dispose of AF Form 335 according to AFMAN 37-139, table 36.2.

7.28.5. 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.)

7.28.6. 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.)

7.29. Unique Filing Instructions: In addition to the batch processing instructions contained in paragraph **2.3.6.**, the following is required:

7.29.1. 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.

7.29.2. Courts-Martialed Members and Eligible Dependents. File a copy of DD Form 1172 in member's UPRG before mailing to HQ AFSFC/SFCI.

7.29.3. Members being transferred to DoD Regional Corrections Facility. File a copy of DD Form 1172 in the member's Unit Personnel Records Group before mailing to HQ AFSFC/SFCI.

7.29.4. Air National Guard units must file all 1172s in a three ring binder by the last name of the sponsor.

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

7.30.1. If a placement agency is outside of the United States or a United States territory, a request for recognition of the placement agency through the Service Secretary is required prior to enrolling the child in DEERS with medical care benefits:

7.30.1.1. The military member presents documents from the placement agency and the child's birth certificate to the nearest Air Force issuing activity, Customer Service Element.

7.30.1.2. The installation Judge Advocate reviews for documentation for legal sufficiency and forwards through command legal channels for endorsement.

7.30.1.3. Documents with endorsements are forwarded to the following MAJCOM offices for processing:

7.30.1.3.1. HQ PACAF/DPPFS, 25 E Street, Suite D208, Hickam AFB Hawaii 96853-5411.

7.30.1.3.2. HQ USAFE/DPPFP, Unit 3050, Box 25, APO AE 09094-5025.

7.31. ID Card Processing Procedures for Sponsors and Dependents During Mobilization or Wartime. Air Force Personnel and security police 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 police 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 advanced personnel data system (APDS).

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

Section 7D—Marine Corps

7.32. Designation of Agent for Commissary and Exchange Purchases(see paragraph **7.12.**).

7.33. Incapacitated Children Over Age 21 (Initial Processing Procedures):

7.33.1. Documents Required. Obtain 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:

7.33.1.1. The physician's statement must contain:

7.33.1.1.1. A recent (4 months or less) medical or psychiatric evaluation.

7.33.1.1.2. A complete, detailed medical summary of illness, to include the date and child's age at onset of incapacity.

7.33.1.1.3. A diagnosis.

7.33.1.1.4. Current treatment being rendered and prognosis for recovery as well as the ability to become self-supporting.

7.33.1.1.5. A DSM-III diagnosis in all cases of mental retardation.

7.33.1.2. A Social Security Statement of Disallowance (not applicable for dependents of active duty members or those applicants applying under paragraph **2.25.**).

7.33.1.3. A statement as to whether or not the child has ever been married.

7.33.1.4. A Child's Dependency Affidavit Form completed by the child's custodian and signed in the presence of a notary.

7.33.2. Submit the original copy of the physician's statement, statement of disallowance or evidence of child's eligibility to Part A and/or Part B of Medicare (incapacitated child of a retired member) and the completed DD Form 1172 to CMC (MHP-20) if the sponsor is active duty or (MMSR-6) if the

sponsor is retired for determination of eligibility. If child is classified as permanently disabled, and incapable of self-support, submission of current documentation to reestablish eligibility will not be required when renewing ID cards (see paragraph **2.13.**).

7.33.3. The Chief, Bureau of Medicine and Surgery (BUMED) will provide the CMC with an evaluation of the applicant's medical condition, status, and prognosis.

7.33.4. File a copy of the authorization letter in the member's service record book for active duty and reserve personnel.

7.33.5. Provide a copy of the authorization letter to retired members for their personal files:

7.33.5.1. Advise sponsor they should safeguard the letter to present as evidence of future entitlement.

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

7.34.1. ID Card Processing Procedures. A parent/parent-in-law, stepparent, or parent-by-adoption eligible under paragraph **2.16.** requires a dependency determination:

7.34.1.1. Active duty sponsor's will comply with MCO P1751.3, *The Basic Allowance for Quarters (BAQ) for Marines with Dependents*, when making application in behalf of a dependent parent.

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

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

7.34.1.4. 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.

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

7.34.3. The approving authority will be entered on the DD Form 1172, block 89 (NAVMC 11165 certified by the CMC [MHP-20], current DVA letter, etc.).

7.35. Wards. A ward eligible under paragraph **2.33.** requires a dependency determination:

7.35.1. Active duty personnel will complete a Child's Dependency Affidavit and forward it to the CMC (MHP-20) in accordance with MCO P1751.3. ***EXCEPTION:*** The commanding officer may approve pre-adoptive wards:

7.35.1.1. Retired personnel will complete a Child's Dependency Affidavit, have it notarized, and send to the CMC (MMSR-6) along with a copy of the legal document that placed the child in their care.

7.35.2. Temporary ID cards are not authorized pending CMC approval, except as noted above.

7.36. Unremarried Former Spouses (Initial Application):

7.36.1. Mail the following documentation to the Commandant of the Marine Corps (MMSR-6), 2 Navy Annex, Washington, DC 20380-1775, along with any DD Forms 214 or statements of service that may be readily available:

7.36.1.1. Original or State certified copy of married certificate (no photocopies).

7.36.1.2. Court certified copy of divorce decree (no photocopies).

7.36.1.3. Spousal ID card (if already surrendered provide a statement regarding where and when).

7.36.1.4. Former spouse statement at **Attachment 17**, completed, and notarized.

7.36.2. Unmarried Former Spouse.

7.36.2.1. Supply documentation required for unmarried former spouse.

7.36.2.2. Court certified marriage certificate for each subsequent marriage.

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

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

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

7.37. Disapproval for BAQ and Transportation . Disapproval by the CMC (MHP-20) 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 who 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.

7.38. Dependents of Active Duty Members (Over 30 Days) Separated Due toDependent Abuse and Eligible for Transitional Priviledges on or After 30 November 1993:

7.38.1. 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 CMC (MHF-20) will review applicant eligibility and forward approved forms to DFAS and coordinate issuance of ID cards with the CMC (MHP-20).

7.39. Security and Accountability:

7.39.1. Accountable forms include DD Forms:

7.39.1.1. 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.

7.39.2. Maintain strict accountability for unissued ID cards.

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

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

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

7.39.3.3. The issuing officer or agent:

7.39.3.3.1. Prepares requisitions for the CO's approval.

7.39.3.3.2. Maintains stock.

7.39.3.3.3. Provides security of unissued ID cards and maintains the permanent log of issued or unissued and recovered or destroyed ID cards.

7.39.3.3.4. Retains a copy of shipping list for 5 years.

7.39.4. COs are responsible for:

7.39.4.1. Approving requisitions.

7.39.4.2. Verifying serial numbers (if appropriate).

7.39.4.3. Verifying total number of cards received as shown on the shipping list.

7.39.4.4. Furnishing adequate storage.

7.39.4.5. Verifying the permanent log by conducting a joint inventory with the ID card-issuing officer or agent when appropriate:

7.39.4.5.1. The CO may designate, in writing, a responsible officer (supply, S-4, material) to approve and sign requisitions for ID cards.

7.39.4.5.2. The officer may not be assigned to additional duties as the ID card issuing officer or agent.

7.39.4.5.3. A copy of the letter of designation must be maintained in the issuing officer's or agent's permanent log.

7.40. Illegitimate Children Under Age 21. A child eligible under paragraph **2.14.** requires a dependency determination:

7.40.1. ID Card Processing Procedures. Active duty personnel will comply with MCO P1751.3., *Basic Allowance for Quarters for Marines With Dependents*.

7.40.2. Retired personnel will have the child's custodian complete a NAVMC 11165, *Child's Dependency Affidavit*, have it notarized, and send it to the CMC (MMSR-6) along with a copy of the child's birth certificate. If paternity was judicially determined, a copy of legal documents evidencing this fact must also be provided.

7.41. Local Reproduction of Forms. The Child's Dependency Affidavit Form and the *Parent's Dependency Affidavit* (NAVMC 11165) are included in MCO P1751.3 and may be reproduced locally.

7.42. Distribution. The following distribution requirements apply:

7.42.1. Distribution: 10208570302.

7.42.1.1. Copy to: 7000110 (55).

7.42.1.2. 7000126 (50).

7.42.1.3. 8145005 (2).

7.42.1.4. 7000099 (1).

Section 7E—Coast Guard

7.43. Incapacitated Children Over Age 21 (Initial Processing):

7.43.1. Coast Guard field units assist sponsors and other applicants when processing initial applications for incapacitated children.

7.43.2. Sponsor or applicant presents a current physician's statement to include a general statement of the nature and extent of the disability, date the disability occurred, and a positive statement that the disability renders the child incapable of self-support. If disability is not permanent, an estimated date when recovery could be expected.

7.43.3. A letter from the Social Security Administration stating child is not entitled to Medicare Part A.

7.43.4. A copy of the most recent Federal Income Tax return with the incapacitated child listed on the form.

7.43.5. A birth certificate or adoption certificate if the child is not enrolled in DEERS.

7.43.6. Field unit forwards package to the Commanding Officer (RAS), Human Resources Service and Information Center (HRSIC), 444 S. E. Quincy Street, Topeka, Kansas 66683-3591:

7.43.6.1. If approved by HRSIC, process ID cards for dependents of retired members.

7.43.6.2. Forwards package back to the field unit for active duty dependents for issue of the ID card.

Chapter 8

GENERAL INFORMATION

Section 8A—Members Entitled to Retired Pay Versus Honorably Discharged Veterans Rated 100-Percent Disabled by the Department of Veterans Affairs

8.1. 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 Department of Veterans Affairs for *compensation* purposes. The key to the member's status is the fact that the member is ***entitled to retired pay:***

8.1.1. 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:

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

8.1.1.2. Their eligible dependents are issued the DD Form 1173 reflecting eligibility to Civilian Health and Medical Program of the Uniformed Services (CHAMPUS), medical care in Uniformed Services Medical Treatment Facilities and commissary, exchange, and theater privileges.

8.1.2. 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 retired status (entitled to retired pay), entitlement to CHAMPUS prevails.

8.2. Honorably "Discharged" Veterans Rated 100-percent Disabled by the Department of Veterans Affairs (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 1173 reflecting eligibility to commissary, exchange and MWR privileges *only*. These individuals are not entitled to medical care through the Uniformed Services. They receive their medical benefits through the DVA:

8.2.1. 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:

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

8.2.1.2. Letters from the DVA that indicate the veteran has been awarded 100-percent disability compensation based upon *unemployability* are *NOT* acceptable.

8.2.2. The member is enrolled in DEERS as a DAVTMP or DAVPRM based on the letter from the DVA.

Section 8B—Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) and Medicare

8.3. General. Both the Civilian Health and Medical Program of the Uniformed Services and the Social Security Administration's Medicare Part A Hospital Insurance are government-sponsored health benefits programs identified by federal law. An individual may not receive both benefits unless they are disabled, under age 65, and enrolled in Part A and Part B of Medicare or are an active duty dependent over age 65.

8.4. CHAMPUS. CHAMPUS Eligibility for Active Duty Dependents. Section 1079, Title 10, United States Code, authorizes an insurance plan through which care could be obtained through civilian sources. This section of law permits continuation of CHAMPUS when an active duty spouse or child is entitled to benefits under Medicare, Part A Hospital insurance, regardless of age:

8.4.1. CHAMPUS is the secondary payer. Medicare is the primary payer. This means that after Medicare pays, CHAMPUS could cover any allowable portion that is not covered by Medicare. It does not mean that the same benefits may be paid by both programs.

8.4.2. CHAMPUS Eligibility for Retired Members (over age 65), Their Dependents and Surviving Dependents. Section l086, Title l0, United States Code, provides comparable civilian health care for retired Uniformed Service members and their eligible dependents as well as surviving dependents of deceased members. Section 1086 states "a person who is entitled to hospital insurance benefits under Part A of Title XVIII of the Social Security Act (42 USC) is not eligible for health benefits under this section:"

8.4.2.1. CHAMPUS terminates for individuals over age 65 who become entitled to Medicare Part A hospital insurance:

8.4.2.1.1. There is no co-insurance relationship between CHAMPUS and Medicare for non-active duty spouses and children. The only way these individuals can be reinstated for CHAMPUS coverage is by presenting a Notice of Disallowance from the Social Security Administration indicating that they are *not* eligible for Part A of Medicare under either the sponsor's, their own, or their spouse's social security number.

8.4.3. 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 due to eligibility for Medicare as a result of disability to retain CHAMPUS 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 can be restored if Medicare Part B is purchased. See paragraph **2.25.**

8.5. Medicare. Title 13, Health Insurance for the Aged and Disabled, of the Social Security Act is the basic authority for the Medicare Program. Medicare is administered by the Health Care Financing Administration 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:

8.5.1. Medicare Part A. When CHAMPUS 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 pay:

8.5.1.1. When to file for Medicare. CHAMPUS beneficiaries should file for a formal determination of entitlement for Medicare Part A Hospital Insurance benefits through the Social Security Administration when they attain age 65 or they are disabled, regardless of age.

8.5.1.2. 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.

8.5.2. If under age 65 and disabled, ensure the sponsor is aware that CHAMPUS 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 and Medicare.

8.5.3. 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:

8.5.3.1. 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 entitlement. This will ensure there is no lapse in the retiree's insurance coverage.

8.5.3.2. 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 Social Security Administration.

8.5.4. Additional Information. 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:

8.5.4.1. Purchased Medicare Part A Hospital Insurance Benefits *does not* disqualify an individual for CHAMPUS; however, CHAMPUS becomes the secondary payer.

8.5.4.2. 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.

8.5.4.3. 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 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. Beneficiaries should contact their local Social Security Office for complete information on Medicare Parts A and B.

8.5.5. Penalties for Late Election of Medicare Part B. Advise beneficiaries if Medicare Part B Medical Insurance is not elected at the time they become eligible for Part A, the individual will have to pay penalties for late election. There is a general enrollment period from 1 January through 31 March each year. Coverage would not begin until 1 July of the year of enrollment. The monthly premium will be 10 percent higher than the basic premium for each 12-month period the person could have had medical insurance but was not enrolled.

8.5.6. 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 beneficiary qualifying for this reason would no longer be eligible for CHAMPUS unless they are under age 65 and are receiving benefits under Part A and Part B due to a disability. In this case, CHAMPUS would become the secondary payer.

8.5.7. The laws that govern CHAMPUS and Medicare are very complex. Whenever there is any question about Medicare entitlement, beneficiaries should be advised to consult their local Social Security Office.

Section 8C—Medicare Penalties and Equitable Relief

8.6. Medicare Penalties. 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.

8.7. 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.

8.8. Applying for Equitable Relief. Refer the beneficiary to the DEERS Support Office when you believe that a beneficiary's entitlement to Medicare Part A or Medicare Part B has been misrepresented by an agent of DoD. 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. The DSO does not attempt to assign blame, only to assist the beneficiary in receiving the proper entitlement:

8.8.1. Beneficiaries will be asked to write the circumstances regarding their non-election during their original entitlement period to the DSO.

8.8.2. DSO in coordination with Health Care Financing Administration (HCFA), 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:

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

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

8.8.3. If beneficiaries are interested in Equitable Relief, they may contact the DEERS Beneficiary Telephone Center, Monday-Friday, from 0600-1530 (Pacific Time) at: 1-800-334-4162 (California only); 1-800-527-5602 (Alaska and Hawaii only); and 1-800-538-9522 (all other states).

Chapter 9

UNIFORMED SERVICES DEERS/RAPIDS PROJECT OFFICES AND FORMS PRESCRIBED

Section 9A—DEERS/RAPIDS Project Offices

9.1. Uniformed Services DEERS/RAPIDS Project Offices:

9.1.1. *ACTIVE 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 or DSN 221-4525. Datafax: (703) 325-4532.

9.1.1.1. *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.

9.1.1.2. *ARMY RESERVE* -Office of the Chief, Army Reserve, Attn: Personnel Division, 2400 Army Pentagon, Washingrton DC 20310-2400, (703) 696-6127 or DSN 226-6127 and USARC, (404) 629-8473. Datafax: (404) 629-8490.

9.1.2. *ACTIVE NAVY* - DEPARTMENT OF THE NAVY, Bureau of Naval Personnel, Pers Code 334, 2 Navy Annex, Room 2603, Washington DC 20370-3340, (703) 614-8188 or DSN 224-8188. Datafax (703) 614-0359.

9.1.2.1. *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.

9.1.3. *ACTIVE AIR FORCE* - DEPARTMENT OF THE AIR FORCE, HQ AFPC/DPSFR, 550 C Street West, Suite 37, Randolph Air Force Base, Texas 78150-4739, (210) 652-2089/2467 or DSN 487-2089/2467; Datafax: DSN 487-5982.

9.1.3.1. *AIR NATIONAL GUARD* - ANG/MPPU, 3500 Fetchet Avenue, Andrews AFB, Maryand 20762-5157, (301) 836-7500 or DSN 278-7500. Datafax: DSN: 278-8864/7433

9.1.3.2. *AIR FORCE RESERVE* - HQ USAF/REPP, 1150 Air Force, The Pentagon, Washington DC 20330-5440, (703) 614-3481 or DSN 227-3481. Datafax: (703) 614-8249.

9.1.3.3. *AIR RESERVE PERSONNEL CENTER* - HQ ARPC/DRSA/B, Customer Service Branch, 6760 East Irvington Place, #3800, Denver, Colorado 80280-3800. DRSA - DSN: 926-6528; DRSB - DSN: 926-6730 or toll free 1-800-525-0102, ext 388.

9.1.3.4. *AIR FORCE PERSONNEL CENTER CUSTOMER CALL CENTER* - DSN: 487-7849, 1-800-558-1404.

9.1.3.5. *AIR FORCE PERSONNEL CENTER DEERS/RAPIDS WORLDWIDE WEB PAGE*- http://www.afpc.af.mil/deers/

9.1.4. *ACTIVE MARINE CORPS* - UNITED STATES MARINE CORPS, Commandant of the Marine Corps, Headquarters Marine Corps, MHP-20, 2 Navy Annex, Washington DC 20380-1755, (703) 696-2036 or DSN: 426-2036. Datafax: (703) 696-2075.

9.1.4.1. *MARINE CORPS RESERVE* - Commander, MARFORRES, Code 7AA, 4400 Dauphine Street, New Orleans Louisiana 70146-5440, (504) 678-1547/1548. Datafax: (504) 678-1549.

9.1.5. *ACTIVE 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.

9.1.5.1. *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.

9.1.5.2. *COAST GUARD* - Human Resources Service and Information Center (HRSIC)(LGL), 444 S.E. Quincy Street, Topeka, Kansas 66683-3591, (913) 357-3594.

9.1.6. *NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION* - Commissioned Personnel Center CPC1, Office of NOAA Corps Operations, East-West Highway, Room 12100, Silver Spring, Maryland 20910, (301) 713-3453, Extension 102. Datafax: (301) 713-4140.

9.1.7. *UNITED STATES PUBLIC HEALTH SERVICE* - Personnel Services Branch, DCP, Parklawn Building, Room 4-35, 5600 Fishers Lane, Rockville, Maryland 20857, (301) 594-3384. Datafax: (301) 443-6730.

Section 9B—Forms Prescribed

9.2. Forms Prescribed. The following list of forms includes the form numbers for the Manually prepared ID cards and the Machine-readable ID cards. AF Form 335, **Issuance Record-Accountability Identification Card**; AF Form 354, **Civilian Identification Card** (Accountable); 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 Dependent 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**; DD Form 2268, **DEERS Batch Transmittal**; DD Form 2764, **United States DoD/Uniformed Services Civilian Geneva Conventions Identification Card** (Tan)(Storage Safeguard), DD Form 2765, **Department of Defense/Uniformed Services Identification and Privilege Card** (Tan) (Storage Safeguard), and DA Form 1602, **Civilian Identification Card** (Accountable Form).

DONALD L. PETERSON, Lt. General, USAF
DCS/Personnel

LOUIS CALDERA, Secretary of the Army

W. R. SCHMIDT, VADM, USN
Deputy Chief of Naval Personnel

J.W. KLIMP, Lt General, USMC
Deputy Chief of Staff for M&RA

R.C. OLSEN, RADM, USCG
Director of Personnel Management

WILLIAM L. STUBBLEFIELD, RADM
Director, NOAA Corps Operations

R. MICHAEL DAVIDSON, CAPT
Director, Publication Technologies Branch
United States Public Health Service

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoD Instructions 1000.1, *Identity Cards Required by the Geneva Convention,* January 30, 1974 with Changes 1 and 2

DoD Instruction 1000.13, *Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals* December 5, 1997

DoD Instruction 1341.2, *Defense Enrollment Eligibility Reporting System Procedures* March 2, 1982

DoD1015.10, *Programs for Military Morale, Welfare, and Recreation (MWR),* November 3, 1995 with Change 1

DoD Directive 1341.1, *Defense Enrollment Eligibility Reporting System (DEERS),* October 14, 1981

DoD Instruction 1342.24, *Transitional Compensation for Abused Dependents*, May 23, 1995

Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons,* November 22, 1943

Section 552a, Title 5, United States Code

Section 2105a(a), Title 5, United States Code

Sections 133, 273, 672, 674, Title 10, United States Code

Sections 1072(2)(F) and (H), Title 10, United States Code "Definitions"

Section 1074(a), Title 10, United States Code, "Medical and Dental Care"

Section 1076(a) and 1086(c)(2), Title 10, United States Code, "Medical and Dental Care"

Section 1078a, Title 10, United States Code, "Continued Health Benefits Coverage"

Sections 1174a and 1175, Title 10, United States Code, "Separation"

Section 1408(h), Title 10, United States Code, "Benefits for Dependents who are Victims of Abuse by Members Losing Right to Retired Pay"

Section 1408, Title 10, United States Code, "Payment of Retired or Retainer Pay in Compliance with Court Orders"

Chapter 1223 of Title 10, United States Code, "Retired Pay for Non-Regular Service"

Section 8013, Title 10, United States Code, "Secretary of the Air Force"

Section 3013, Title 10, United States Code, "Secretary of the Army"

Section 5013, Title 10, United States Code, "Secretary of the Navy"

Public Law 102-484, National Defense Authorization Act, 23 October 1992

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

ARNG. United States Army National Guard

ARPC. Air Reserve Personnel Center

ARPERCEN. Army Reserve Personnel Center

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

CSP. Chief of Security Police

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 Switch 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

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. United States Total Army Personnel Command

PIRR. Participating Individual Ready Reserve

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

SSB. Special Separation Benefit

SSN. Social Security Number

SVO. Super Verifying Official

TAFMSD. Total Active Federal Military Service Date

TAG. The Adjutant General

TAMP. Transition Assistance Management Program

TDRL. Temporary Disability Retired List

TDY. Temporary Duty

UIS. Unauthorized Issue

UPRG. Unit Personnel Record Group

USAF. United States Air Force

USAFA. United States Air Force Academy

USAFR. United States Air Force Reserve

USA. United States Army

USAR. United States Army Reserve

USCG. United States Coast Guard

USCGR. United States Coast Guard Reserve

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 Annulmen—An annulment granted by a court of competent jurisdiction which holds that a marriage had never existed, thus permitting a person to retain all benefits.

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 (10 U.S.C., Section 1408 [(h)]); 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 (10 U.S.C., Section 1059).

Active Duty—Full-time duty in the active military service (10 U.S.C. 101[d][1]) 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.

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. Surviving children adopted by a non-military member after the death of the sponsor remain eligible for medical care only.

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 2105a, 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 [MC] effective date.)

Armed Forces of the United States—A term used to denote collectively all components of theArmy, Navy, Air Force, Marine Corps, and Coast Guard (see 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.

Child—A sponsor's currently unmarried legitimate child, adopted child, legitimate stepchild, or illegitimate child (see definition below). Children may receive benefits if they:

Are younger than 21 years old.

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 enrolled in a full-time course of education.

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, Uniformed Service, or other military department. 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 instruction, 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, 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. Extend benefits according to **Attachment 2**.

Determination Activity—-The Service entity that determines residency and dependency for dependents as required by paragraphs **2.10.**, **2.14.**, and **2.16.** The VO verifies, issues, denies, or retrieves cards based on the determination.

Documentation—(See Attachment 5.)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; 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.

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 102-484, Section 4403, from 23 October 1992 through 30 September 1999, 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.

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:

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 in receipt of retired pay for non-Regular service under Title 10, U.S.C. 1223, but who has been discharged from the Service and maintains no military affiliation. These former members and their eligible dependents are entitled to medical care only. They are not entitled to commissary, exchange, or morale, welfare, and recreation privileges. These former members and their eligible dependents will be issued the DD Form 1173. Installations with 5.X or later version issue the DD Form 2765 to the members.

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—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.

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 Chapters 15 and 1209 Title 10, U.S.C. 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 Police; 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 **1.3.** ***NOTE:*** Pass and Registration is the issuing activity for Manually prepared Cards for the Air Force. See paragraph **7.28.**

Issuing/Verifying Official—A person who is a US military member, DoD civilian (appropriated or nonappropriated fund--supported), or equivalent civilian personnel employed by the National Guard of the United States, or a foreign national responsible for issuing. 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, and 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:

Commisioned 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

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 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.

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.

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, either active duty, Reserve, active duty retired or Retired Reserve. Members in a retired status are not former members. See term, former member.

North Atlantic Treaty Organization (NATO) Countries—Belgium, Canada, Denmark, France, Federal Republic of Germany, Greece, Iceland, Italy, Luxembourg, the Netherlands, Norway, 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.

Placement Agency—A placement agency (recognized by the Secretary of Defense) in the United States and 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, 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.

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—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 who either has not attained the age of 21 OR 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-half of the child's support; OR is incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member or former member AND is, or was at the time of the member's death, in fact dependent on the member or former member for over one-half of the child's support. For the purpose of DEERS enrollment, a pre-adoptive child is considered to be a ward of the member.

Ready Reserve—The Selected Reserve, Individual Ready Reserve, and Inactive National Guard liable for active duty as prescribed by law (US Code, title 10, 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 update of dependent information to the DEERS database.

Real Time Automated Personnel Identification System (RAPIDS) 5.X—RAPIDS software upgrades since RAPIDS 5.0.

Remarried Parent—A dependent parent of a deceased military member who loses dependency-based eligibility for benefits on remarriage.

Reserve Components of the Armed Forces of the United States are:

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 the instruction, a Reserve Component (not of the Armed Forces) also includes The Reserve Corps of the Public Health Service

Residence—-The location where the child lives most of the year. According to this instruction, the child of a noncustodial parent who, according to a custody decree, is a visitor to that parent even though the military member is the child's natural parent. "Visitors" do not qualify for additional benefits.

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

Retired Reserve Entitled to Pay at Age 60—(Gray Area Retirees)-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 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 participation in the Guard and Reserve DEERS Enrollment Program are mandatory.

Selected Reserve Transition Program—The Selected Reserve Transition Program established by Public Law 102-484 (1992) consists of the following programs:

Table A1.1. Selected Reserve Transition Program.

Separation Pay	A lump-sum payment authorized from 23 October 1992 through 30 September 1999 (until 1 October 1999) 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 30 September 1999 (until 1 October 1999), to an enlisted 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 30 September 1999 (until 1 October 1999) to an enlisted member of the Selected Reserve who has qualified for retirement upon reaching age 60, but who is not yet 60, and is involuntarily transferred to the Individual Ready Reserve, will qualify for Special Separation Pay upon voluntarily transfer to the Retired Reserve
Active Duty Early Retirement	Members of the Selected Reserve who are in an active duty status and qualify for Active Duty Early Retirement (ER), the Special Separation Benefit (SSB), or the Voluntary Separation Incentive (VSI).
NOTE: Those members and their eligible dependents will be issued the DD Forms 2 (Reserve) and DD Forms 1173-1 as appropriate and are entitled to Reserve commissary and exchange privileges.	

Senior Installation Official—For the purpose of this instruction, the following defines the senior installation personnel official for the seven Uniformed Services:

Table A1.2. Senior Installation Officials.

Army	Installation Commander
Navy	Commanding Officer
Air Force	Support Group Commander
Marine Corps	Commanding Officer
Coast Guard	Commanding Officer
National Oceanic and Atmospheric Administration	Commanding Officer
United States Public Health Service	Officer in Charge

Senior Personnel Official—For the purpose of this instruction, the following defines the senior personnel official for the seven Uniformed Services:

Army	Adjutant General/Office in Charge/Battalion Commander as appropriate
Navy	Officer in Charge, Personnel Support Activity Detachment
Air Force	Military Flight Commander or Military Flight Chief
Marine Corps	Commanding Officer/Officer in Charge, 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 in excess of 30 days or more or a retiree entitled to retired or retainer pay.

Special Agent—A person, either United States military or civilian, who is a specialist in military security or the collection of intelligence or counterintelligence information. 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, and have not completed 20 years of active service at the time of separation. Title 10, U.S.C. 1174a and 1175 authorizes this program until 30 September 1999, although termination dates for each Military Service may be sooner. This incentive entitles certain individuals a lump sum payment, benefits and entitlements. DD Form 1173 identification cards will be issued to these individuals and their eligible dependents. It provides 2 years of exchange and commissary privileges and 120 days of medical benefits (CHAMPUS and MTF). Assistant Secretary of Defense for Force Management and Personnel guidance memorandum, dated 3 January l992, implemented the SSB program.

Sponsor—A military member or civilian employee 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 US Code, Title 10, 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.

Super Verifying Official (SVO)—-A person who serves as the RAPIDS Site Security Manager. The SVO keeps the RAPIDS system security functioning properly. The SVO also enters each verifying official's LOGON ID onto the system security file so that each user may perform RAPIDS processing.

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) or (TA) Member—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 30 September 1999. To qualify for these benefits, individuals must be separated involuntarily with service characterized as honorable or general under honorable conditions. For enlisted Service members, not for reasons of misconduct, discharge instead of court-martial or other reasons for which service normally is characterized as under other than honorable conditions. For officers, not for resignation instead of trial by court-martial, or misconduct or moral or professional dereliction if the discharge could be characterized as under other than honorable conditions. DD Form 1173 identification cards will be issued to these individuals and their dependents. It provides 2 years of exchange and commissary privileges and medical (CHAMPUS 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. Individuals entering on active duty after 1 October 1990 and separated through 29 November 1993 were not eligible for TAMP benefits. Refer to **Attachment 10** for approved TA codes.

-The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration, and Public Health Service.—Uniformed Services

Unmarried—A widow or widower, who remarried and that marriage was terminated by death or divorce, or a former spouse, whose subsequent remarriage ended 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 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 paragraphs **2.32.** and **2.38.**

US Installation—A US installation is a base, post, yard, camp or station for which a local US commander of a uniformed service is responsible.

Ward—An unmarried person who is placed in the legal custody of the member or former member (including children for whom a managing conservator has been designated) 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 either:

a. Has not attained the age of 21

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; or

c. Is 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

d. Is dependent on the member or former member for over one-half of the person's support

e. 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;

f. Is not a dependent of a member or a former member under any other subparagraph.

NOTE: When documents do not appear to establish a ward relationship, refer the applicant to the base legal office.

Attachment 2
DD FORMS 1173 AND 2765 ENTITLEMENT GUIDE

Abbreviations and Acronyms

MC medical care in civilian facilities

MS medical care in Uniformed Service facilities

C commissary privileges

MWR MWR 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 10 U.S.C. and their eligible dependents. (DD Form 1173 may be issued to a spouse in the legal name by which the spouse is known, such as a maiden name.)

	MC	MS	C	MWR	E	FORM
Former Member (Self)	1	Yes	6	6	6	2765
Lawful Spouse	2	Yes	Yes&6	Yes&6	Yes&6	1173
Children, Unmarried, Under 21 Years						
Legitimate, adopted, stepchild, illegitimate child of record of female member, or illegitimate child of male member, whose paternity has been judicially determined	2	Yes	3&6	4&6	4&6	1173
Illegitimate child of male member, whose paternity has not been judicially determined or illegitimate child of spouse	2&3	3	3&6	4&6	4&6	1173
Ward	2&3	3	3&6	4&6	4&6	1173
Preadoptive Child	2&7		3&6	4&6	4&6	1173
Children, Unmarried, 21 Years and Over (If entitled above)	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. a. Yes, if the former member is not entitled to Medicare Part A hospital insurance, or

b. No, if under 65 years of age, entitled to Medicare Part A hospital insurance, and not 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. Except a retired member's dependent is not entitled to MC if under 65 years of age, entitled to Medicare Part A hospital insurance, and not 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. 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, or the dependent is entitled to privileges as a result of sponsor abuse per 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. Has not passed his or her twenty-third birthday 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 (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements); or

c. Is incapable of self-support because of a mental or physical incapacitation that existed while a dependent and while enrolled in a full-time course of study in an institution of higher learning approved by the Secretary of Education before attaining the age of 23 (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).

6. Former members who have reached age 60 and who are in receipt of retired pay for non-Regular service and their eligible dependents receive medical only; no commissary, exchange, or morale, welfare, and recreation.

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. Has not attained the age of 21;

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 in fact dependent on the member or former member for over one-half 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 under clause a. or b. and is, or was, at the time of the member's death, in fact dependent on the member for over one-half of the child's support.

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, 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 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, 10 U.S.C. 1408(h).

	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. Except is not entitled to MC if under 65 years of age, entitled to Medicare Part A hospital insurance, and not 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. Has not passed his or her twenty-third birthday and is enrolled in a full-time course of study in an institution of higher learning as approved by the Secretary of Defense.
   b. Is incapable of self-support because of a mental or physical incapacity that existed while a dependent and prior to age 18 (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements); or
   c. Is incapable of self-support because of a mental or physical incapacitation that existed while a dependent and while enrolled in a full-time course of study in an institution of higher learning approved by the Secretary of Defense prior to attaining the age of 23 (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).

A2.2.2. 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. See **Table A2.3.** for entitlements.

Table A2.3. Entitlements for 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, 10 U.S.C. 1408(h).

	MC	MS	C	T	E	FORM
Lawful Spouse	No	1	2,6	2,6	2,6	1173
Former Spouse	No	1	3,6	3,6	3,6	1173
Children, Unmarried, Under 18 Years Legitimate, adopted, and stepchild.	No	1	2,6	2,6	2,6	1173
Children, Unmarried, 18 Years and Over (If entitled above)	No	1	2,4,5,6	2,4,5,6	2,4,5,6	1173

NOTES:

1. No. However, the abused dependent may request from the Secretary of the military department concerned medical or dental care for an injury or illness resulting from the abuse.
2. Yes, if residing with the member at the time of the dependent-abuse offense and while receiving transitional compensation for abused dependents.
3. Yes, if married to and residing with the member at the time of the dependent-abuse offense and while receiving transitional compensation for abused dependents.
4. Yes, if eighteen years of age or older and is incapable of self-support because of a mental or physical incapacity that existed before the age of 18 and who is (or, when a punitive or other adverse action was carried out on the member, was) dependent on the member for over one-half of the child's support.
5. Yes, if eighteen years of age or older, but less than 23 years of age, is enrolled in a full-time course of study in an institution of higher learning approved by the Secretary of Defense and who is (or, when a punitive or other adverse action was carried out on the member, was) dependent on the member for over one-half of the child's support.
6. Provided the member does not reside in the same household as the spouse or dependent child.

A2.3. Former Spouses:

A2.3.1. Twenty-Twenty-Twenty 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 (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 Twenty-Twenty-Twenty 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.
2. Yes, except an individual is not entitled to MC if the individual is:
   a. Entitled to Medicare Part A; or
   b. Under 65 years of age, entitled to Medicare Part A hospital insurance, and not enrolled in Medicare Part B supplemental medical insurance.

A2.3.2. Twenty-Twenty-Fifteen Former Spouse. Unremarried former spouse described in subsection B.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 Twenty-Twenty-Fifteen Former Spouse.

	MC	MS	C	MWR	E	FORM
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, except an individual is not entitled to MC if the individual is:
   a. Entitled to Medicare Part A; or
   b. Under 65 years of age, entitled to Medicare Part A hospital insurance, and not 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 (10 U.S.C. 1076, and 1072[2][H]).

A2.3.3. Ten-Twenty-Ten 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 (10 U.S.C. 1408[h]). See **Table A2.6.** for entitlements.

Table A2.6. Entitlements for Ten-Twenty-Ten 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, except an individual is not entitled to MC if the individual is:
   a. Entitled to Medicare Part A; or
   b. Under 65 years of age, entitled to Medicare Part A hospital insurance, and not 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, Step-parent, or Parent by Adoption	No	2	2	3	3	1173

NOTES:

1. Yes, except a dependent is not entitled to MC if the dependent is:
   a. Entitled to Medicare Part A; or
   b. Under 65 years of age, entitled to Medicare Part A hospital insurance, and not enrolled in Medicare Part B supplemental medical insurance.
2. 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, 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. Has not passed his or her twenty-third birthday 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 (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements); or

c. Is incapable of self-support because of a mental or physical incapacitation that existed while a dependent and while enrolled in a full-time course of study in an institution of higher learning approved by the Secretary of Education before attaining the age of 23 (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).

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. Has not attained the age of 21;

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 was at the time of the member's or death, in fact dependent on the member for over one-half 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 under clause a. or b. and is, or was at the time of the member's death, in fact dependent on the member for over one-half of the child's support.

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 (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 (10 U.S.C. 1076[a] and 1086[c] [2]).

	MC	MS	C	MWR	E	FORM
Widow or Widower						
Unremarried	1,5&6	5&6	Yes	Yes	Yes	1173
Remarried	No No	No	No	No	No	
Unmarried		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&6	5&6	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 &6	2,5&6	2&5	3&5	3&5	1173
Ward	1,2,5,6 &7	7	2&5	3&5	3&5	1173
Preadoptive Child	1,5,6&8	8	2&5	3&5	3&5	1173
Children, Unmarried, 21 Years and Over (If entitled to above)	1,3,45& 6	3,4,5& 6	2&4	3&4	3&4	1173
Father, Mother, Father-in-Law, Mother-in Law, Stepparent, or Parent by Adoption	No	2,5&6	2	3	3	1173

NOTES:

1. Yes, except a dependent is not entitled to MC if the dependent is:
   a. Entitled to Medicare Part A; or
   b. Under 65 years of age, entitled to Medicare Part A hospital insurance, and not enrolled in Medicare Part B supplemental medical insurance.
2. 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, 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. Has not passed his or her twenty-third birthday 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 (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements); or
   c. Is incapable of self-support because of a mental or physical incapacitation that existed while a dependent and while enrolled in a full-time course of study in an institution of higher learning approved by the Secretary of Education before attaining the age of 23 (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).
5. Yes, if death occurred after September 30, 1985.
6. No medical, if death occurred on or before September 30, 1985.
7. Yes, if at the sponsor's death, dependency and residency were met effective on or after July 1, 1994, for legal custody wards.
8. 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. Has not attained the age of 21;
   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-half 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 under clause a. or b. 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-half of the child's support.

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 (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 (10 U.S.C. 1074[a]).

	MC	MS	C	MWR	E	FORM
Widow or Widower						
Unremarried	1,5&6	5&6	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&6	5&6	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&6	2&5	3&5	3&5	1173
Ward	1,2,5,6&7	7	2&5	3&5	3&5	1173
Preadoptive Child	1,5,6&8	8	2&5	3&5	3&5	1173
Children, Unmarried, 21 Years and Over (If entitled to above)	1,3,4 5,6	3,4,5&6	2&4	3&4	3&4	1173
Father, Mother, Father-in-Law, Mother-in Law, Step-parent, or Parent by Adoption	No	2,5&6	2	3	3	1173

NOTES:

1. Yes, except a dependent is not entitled to MC if the dependent is:
   a. Entitled to Medicare Part A; or
   b. Under 65 years of age, entitled to Medicare Part A hospital insurance, and not enrolled in Medicare Part B supplemental medical insurance.
2. 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, 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. Has not passed his or her twenty-third birthday 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 (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements); or
   c. Is incapable of self-support because of a mental or physical incapacitation that existed while a dependent and while enrolled in a full-time course of study in an institution of higher learning approved by the Secretary of Education before attaining the age of 23 (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).
5. Yes, if death occurred after November 14, 1986.
6. No medical if death occurred on or before November 14, 1986.
7. Yes, if at the sponsor's death, dependency and residency were met effective on or after July 1, 1994 for legal custody wards.
8. 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. Has not attained the age of 21;
   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-half 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 under clause a. or b. 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-half of the child's support.

A2.4.4. 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). See**Table A2.10.** for entitlements.

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, except a dependent is not entitled to MC if the dependent is:
   a. Entitled to Medicare Part A; or
   b. Under 65 years of age, entitled to Medicare Part A hospital insurance, and not enrolled in Medicare Part B supplemental medical insurance.
2. 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, 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. Has not passed his or her twenty-third birthday 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 (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements); or
   c. Is incapable of self-support because of a mental or physical incapacitation that existed while a dependent and while enrolled in a full-time course of study in an institution of higher learning approved by the Secretary of Education before attaining the age of 23 (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).
5. For dependents of former members, medical only; no commissary, exchange, or morale, welfare, and recreation.
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. Has not attained the age of 21;
   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-half 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 under clause a. or b. 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-half of the child's support.

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, and Medal of Honor recipients and their 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, and Medal of Honor Recipients and Their Dependents.

	MC	MS	C	MWR	E	FORM
Self	No	No	Yes	Yes	Yes	2765
Lawful Spouse	No	No	Yes	Yes	Yes	1173
Children, Unmarried, Under 21 Years Legitimate, adopted, stepchild, illegitimate child of member, illegitimate child of spouse, or ward.	No	No	1	2	2	1173
Children, Unmarried, 21 Years and Over (If entitled to above)	No	No	1&3	2&3	2&3	1173
Father, Mother, Father-in-Law, Mother-in-Law, Stepparent, or Parent-by-Adoption	No	No	1	2	2	1173

NOTES:

1. Yes, if a member of a household maintained by or for an authorized sponsor and dependent on that sponsor for over 50 percent of his or her support. Children residing in the household of a separated spouse continue to be eligible for commissary privileges until there is a final divorce decree. In the case of a divorce, children residing in the household of a former spouse are not considered to be members of the authorized sponsor's household for commissary privileges.
2. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.
3. Yes, if the child:
   a. Has not passed his or her twenty-third birthday 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 (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements); or
   c. Is incapable of self-support because of a mental or physical incapacitation that existed while a dependent and while enrolled in a full-time course of study in an institution of higher learning approved by the Secretary of Education before attaining the age of 23 (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).

A2.6. Surviving dependents of Medal of Honor Recipients and Surviving Dependents of Honorably Discharged Veterans Rated by the VA as 100 Percent Disabled from a Uniformed Service-connected Injury or Disease at the Time of His or Her Death. See **Table A2.12.** for entitlements.

Table A2.12. Entitlements for Surviving dependents of Medal of Honor recipients and surviving dependents of honorable discharged veterans rated by the VA as 100 percent disabled from a Uniformed Service-connected injury or disease at the time of his or her death.

	MC	MS	C	MWR	E	FORM
Widow or Widower Unremarried, or unmarried Remarried	 No No	 No No	 Yes No	 Yes No	 Yes No	 1173
Children, Unmarried, or Under 21 Years (Including Orphans) Legitimate, adopted, stepchild, or illegitimate child of record of member, widow, widower, or ward.	No	No	1	2	2	1173
Children, Unmarried, 21 Years and Over (If entitled to above)	No	No	1&3	2&3	2&3	1173
Father, Mother, Father-in-Law, Mother-in Law, Step-parent, or Parent by Adoption	No	No	1	2	2	1173

NOTES:

1. 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, but not the household of the sponsor's former spouse, are entitled to commissary privileges.
2. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support at the time of the sponsor's death.
3. Yes, if the child:
   a. Has not passed his or her twenty-third birthday 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 (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements); or
   c. Is incapable of self-support because of a mental or physical incapacitation that existed while a dependent and while enrolled in a full-time course of study in an institution of higher learning approved by the Secretary of Education before attaining the age of 23 (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).

A2.7. 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:

A2.7.1. Sponsored NATO and 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:

Table A2.13. Entitlements for 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:

	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, Step-parent, or Parent by Adoption	No	No	1	1	1	1173

NOTES:

1. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.
2. Yes, if the child:
   a. Has not passed his or her twenty-third birthday 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 (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements); or
   c. Is incapable of self-support because of a mental or physical incapacitation that existed while a dependent and while enrolled in a full-time course of study in an institution of higher learning approved by the Secretary of Education before attaining the age of 23 (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).

3. Yes, for outpatient care only.
4. Yes, for outpatient care no charge and for inpatient care at full reimbursable rate.

A2.7.2. 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 A2.14.** for entitlements.

Table A2.14. Entitlements for Active duty Officer and Enlisted Personnel of Non-NATO Countries Serving in the United States Under the Sponsorship or Invitation of the Department of Defense or a Military Service and Their Accompanying Dependents Living in the Sponsor's U.S. Household.

	MC	MS	C	MWR	E	FORM
Self	No	3	Yes	Yes	Yes	2765
Lawful Spouse	No	3	Yes	Yes	Yes	1173
Children, Unmarried, Under 21 Years						
Legitimate, adopted, stepchild, illegitimate child of member, or illegitimate child of spouse.	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. Has not passed his or her twenty-third birthday 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 (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements); or
   c. Is incapable of self-support because of a mental or physical incapacitation that existed while a dependent and while enrolled in a full-time course of study in an institution of higher learning approved by the Secretary of Education before attaining the age of 23 (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).
3. Yes, for outpatient care only on a reimbursable basis.

A2.7.3. 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 A2.15.** for entitlements.

Table A2.15. 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	4	No	5	6	2765
Lawful Spouse	3	4	No	No	No	1173
Children, Unmarried, Under 21 Years Legitimate, adopted, stepchild, illegitimate child of member, or illegitimate child of spouse. Ward	 1&3 No	 1&4 No	 No No	 No No	 No No	 1173
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. Has not passed his or her twenty-third birthday 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 (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements); or
   c. Is incapable of self-support because of a mental or physical incapacitation that existed while a dependent and while enrolled in a full-time course of study in an institution of higher learning approved by the Secretary of Education before attaining the age of 23 (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).
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.

A2.7.4. 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 A2.16.** for entitlements.

Table A2.16. Entitlements for Active Duty Officer and Enlisted Personnel of NATO and Non-NATO Countries When Serving Outside the United States and Outside Their Own Country Under the Sponsorship or Invitation of the Department of Defense or a Military Service, or When it is Determined by the Major Overseas Commander that the Granting of such Privileges is in the Best Interests of the United States and such Personnel are Connected with, or their activities are related to, the performance of functions of the U.S. military establishment, and their accompanying dependents living with the sponsor.

	MC	MS	C	MWR	E	FORM
Self	No	3	Yes	Yes	Yes	2765
Lawful Spouse	No	3	Yes	Yes	Yes	1173
Children, Unmarried, Under 21 Years						
Legitimate, adopted, stepchild, illegitimate child of member, or illegitimate child of spouse.	No	1&3	1	1	1	1173
Ward	No	No	1	1	1	1173
Children, Unmarried, 21 Years and Over (If entitled to above)	No	1,2&3	1&2	1&2	1&2	1173
Father, Mother, Father-in-Law, Mother-in Law, Stepparent, or Parent by Adoption	No	No	1	1	1	1173

NOTES:

1. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.
2. Yes, if the child:
   a. Has not passed his or her twenty-third birthday 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 (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements); or
   c. Is incapable of self-support because of a mental or physical incapacitation that existed while a dependent and while enrolled in a full-time course of study in an institution of higher learning approved by the Secretary of Education before attaining the age of 23

(incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).

3. Yes, for outpatient care only on a reimbursable basis.

A2.8. 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.

A2.8.1. 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, and Alaska. See **Table A2.17.** for entitlements.

Table A2.17. Civilian Personnel of the Department of Defense and the Uniformed Services and Their Accompanying Dependents, When Required to Reside in a Household on a Military Installation Within the CONUS, Hawaii, and 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. Has not passed his or her twenty-third birthday 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 (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements); or

c. Is incapable of self-support because of a mental or physical incapacitation that existed while a dependent and while enrolled in a full-time course of study in an institution of higher learning approved by the Secretary of Education prior to attaining the age of 23 (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).

A2.8.2. 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 are not authorized a DD Form 1173**.** ***EXCEPTION:*** See paragraph **6.16.** See **Table A2.18.** for entitlements.

Table A2.18. Civilian Personnel of the Department of Defense, the Uniformed Services, and Other Government Agencies and Civilian Personnel Under Private Contract to the Department of Defense or a Uniformed Service, When Stationed or Employed in Foreign Countries, and Their Dependents, When Residing in the Same Household.

	MC	MS	C	MWR	E	FORM
Self	No	3	Yes	Yes	Yes	2765
Lawful Spouse	No	3	Yes	Yes	Yes	1173
Children, Unmarried, Under 21 Years						
Legitimate, adopted, stepchild, illegitimate child of employee, or illegitimate child of spouse.	No	1&3	1	1	1	1173
Ward	No	No	1	1	1	1173
Children, Unmarried, 21 Years and Over (If entitled to above)	No	1,2&3	1&2	1&2	1&2	1173
Father, Mother, Father-in-Law, Mother-in Law, Stepparent, or Parent-by-Adoption	No	1&3	1	1	1	1173

NOTES:

1. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.
2. Yes, if the child:
   a. Has not passed his or her twenty-third birthday 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 (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements); or

c. Is incapable of self-support because of a mental or physical incapacitation that existed while a dependent and while enrolled in a full-time course of study in an institution of higher learning approved by the Secretary of Education before attaining the age of 23 (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).

3. Yes, on a space-available, fully reimbursable basis.

A2.8.3. 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 A2.19.** for entitlements.

Table A2.19. Entitlements for Civilian Personnel of the Department of Defense and the Uniformed Services, and Other Government Agencies and Civilian Personnel Under Private Contract to the Department of Defense or a Uniformed Service When Stationed or Employed in Puerto Rico or Guam, and Their Accompanying Dependents, When Residing in the Same Household.

	MC	MS	C	MWR	E	FORM
Self	No	1	2	Yes	3	2765
Lawful Spouse	No	1	2	Yes	3	1173
Children, Unmarried, Under 21 Years						
Legitimate, adopted, stepchild, illegitimate child of employee, or illegitimate child of spouse.	No	1&4	2&4	4	3&4	1173
Ward	No	No	2&4	4	3&4	1173
Children, Unmarried, 21 Years and Over (If entitled to above)	No	1,4 &5	2,4&5	4&5	3,4& 5	1173
Father, Mother, Father-in-Law, Mother-in Law, Stepparent, or Parent-by-Adoption	No	1&4	2&4	4	3&4	1173

NOTES:

1. Yes, on a space-available, fully reimbursable basis only if residing in a household on a military installation.
2. 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. Has not passed his or her twenty-third birthday 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 (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements); or

c. Is incapable of self-support because of a mental or physical incapacitation that existed while a dependent and while enrolled in a full-time course of study in an institution of higher learning approved by the Secretary of Education before attaining the age of 23 (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).

A2.9. Contract Surgeons During the Period of Their Contract. See **Table A2.20.** for entitlements.

Table A2.20. Entitlements for Contract Surgeons During the Period of Their Contract.

	MC	MS	C	MWR	E	FORM
Self	No	No	No	Yes	Yes	2765

A2.10. 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 and Their Accompanying Dependents, When Required to Reside in the Same Household on a Military Installation. 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 Within the CONUS, Hawaii, Alaska, Puerto Rico and Guam and Their Accompanying Dependents, When Required to Reside in the Same Household on a Military Installation.

	MC	MS	C	MWR	E	FORM
Self	No	No	Yes	Yes	1	2765
Lawful Spouse	No	No	Yes	Yes	1	1173
Children, Unmarried, Under 21 Years Legitimate, adopted, stepchild, illegitimate child of employee, illegitimate child of spouse, or ward.	No	No	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. Has not passed his or her twenty-third birthday 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 (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements); or

c. Is incapable of self-support because of a mental or physical incapacitation that existed while a dependent and while enrolled in a full-time course of study in an institution of higher learning approved by the Secretary of Education before attaining the age of 23 (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).

A2.11. 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 A2.22.** for entitlements.

Table A2.22. Entitlements for Uniformed and Non-uniformed Full-time Paid Personnel of the Red Cross Assigned to Duty With the Uniformed Services in Foreign Countries and Their Accompanying Dependents, When Residing in the Same Household.

	MC	MS	C	MWR	E	FORM
Self	No	3	Yes	Yes	Yes	2765
Lawful Spouse	No	3	Yes	Yes	Yes	1173
Children, Unmarried, Under 21 Years						
Legitimate, adopted, stepchild, illegitimate child of employee, or illegitimate child of spouse.	No	1&3	1	1	1	1173
Ward	No	No	1	1	1	1173
Children, Unmarried, 21 Years and Over (If entitled to above)	No	1,2&3	1&2	1&2	1&2	1173
Father, Mother, Father-in-Law, Mother-in Law, Stepparent, or Parent-by-Adoption	No	1&3	1	1	1	1173

NOTES:

1. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.
2. Yes, if the child:

   a. Has not passed his or her twenty-third birthday 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 (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements); or

c. Is incapable of self-support because of a mental or physical incapacitation that existed while a dependent and while enrolled in a full-time course of study in an institution of higher learning approved by the Secretary of Education before attaining the age of 23 (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).

3. Yes, on a space-available basis at rates specified in Uniformed Services instructions.

A2.12. 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 A2.23.** for entitlements.

Table A2.23. Entitlements for Area Executives, Center Directors, and Assistant Directors of the USO When Serving in Foreign Countries, and Their Accompanying Dependents, When Residing in the Same Household.

	MC	MS	C	MWR	E	FORM
Self	No	3	Yes	Yes	Yes	2765
Lawful Spouse	No	3	Yes	Yes	Yes	1173
Children, Unmarried, Under 21 Years						
Legitimate, adopted, stepchild, illegitimate child of employee, or illegitimate child of spouse.	No	1&3	1	1	1	1173
Ward	No	No	1	1	1	1173
Children, Unmarried, 21 Years and Over (If entitled to above)	No	1,2&3	1&2	1&2	1&2	1173
Father, Mother, Father-in-Law, Mother-in Law, Stepparent, or Parent-by-Adoption	No	1&3	1	1	1	1173

NOTES:

1. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.
2. Yes, if the child:
   a. Has not passed his or her twenty-third birthday 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 (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements); or
   c. Is incapable of self-support because of a mental or physical incapacitation that existed while a dependent and while enrolled in a full-time course of study in an institution of higher learning approved by the Secretary of Education before attaining the age of 23 (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of

spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).

3. Yes, on a space-available, fully reimbursable basis.

A2.13. USS Personnel in Foreign Countries and Their Accompanying Dependents, When Residing in the Same Household. See **Table A2.24.** for entitlements.

Table A2.24. Entitlements for USS Personnel in Foreign Countries and Their Accompanying Dependents, When Residing in the Same Household.

	MC	MS	C	MWR	E	FORM
Self	No	3	Yes	Yes	Yes	2765
Lawful Spouse	No	3	Yes	Yes	Yes	1173
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. Has not passed his or her twenty-third birthday 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 (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements); or
   c. Is incapable of self-support because of a mental or physical incapacitation that existed while a dependent and while enrolled in a full-time course of study in an institution of higher learning approved by the Secretary of Education before attaining the age of 23 (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).
3. Yes, on a space-available, fully reimbursable basis.

A2.14. MSC Civil Service Marine Personnel Deployed to Foreign Countries on MSC-owned and Operated Vessels. See **Table A2.25.** for entitlements.

Table A2.25. Entitlements for MSC Civil Service Marine Personnel Deployed to Foreign Countries on MSC-owned and Operated Vessels.

	MC	MS	C	MWR	E	FORM
Self	No	2	Yes	Yes	1	2765

NOTES:

1. Entitled to limited exchange privileges, which include purchase of all items except distinctive uniform items and State tax-free items.
2. Yes, on a space-available, fully reimbursable basis.

A2.15. Ship's Officers and Members of the Crews of Vessels of the NOAA (33 U.S.C. 857-4. (Ship's Officers Are Not Commissioned Officers; They are Civilian Employees of the NOAA.). See **Table A2.26.** for entitlements.

Table A2.26. Entitlements for Ship's Officers and Members of the Crews of Vessels of the NOAA (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.

A2.16. Officers and Crews of Vessels, Lighthouse Keepers, and Depot Keepers of the Former Lighthouse Service. See **Table A2.27.** for entitlements.

Table A2.27. Entitlements for Officers and Crews of Vessels, Lighthouse Keepers, and Depot Keepers of the Former Lighthouse Service.

	MC	MS	C	MWR	E	FORM
Self	No	No	Yes	Yes	Yes	2765

A2.17. Involuntarily Separated Members Under TAMP. 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, and involuntarily separated from active duty on or after October 1, 1990, through September 30, 1999 (until October 1, 1999), and their dependents, including dependents acquired after the member's separation (Chapter 58 of 10 U.S.C). Individuals entering on active duty on or after October 1, 1990, are not eligible for TAMP benefits. See **Table A2.28.** for entitlements.

Table A2.28. Entitlements for Involuntarily Separated Members.

	MC	MS	C	MWR	E	FORM
Involuntarily Separated Member	1	1	3	3	3	2765
Lawful Spouse	1	1	3	3	3	1173
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, except an individual is not entitled to MC if the individual is:
   a. Entitled to Medicare Part A; or
   b. Under 65 years of age, entitled to Medicare Part A hospital insurance, and not 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 continues 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 October 1, 1999, 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. Has not passed his or her twenty-third birthday 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 (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements); or
   c. Is incapable of self-support because of a mental or physical incapacitation that existed while a dependent and while enrolled in a full-time course of study in an institution of higher learning approved by the Secretary of Education before attaining the age of 23 (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).
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. Has not attained the age of 21;
   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-half 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 under clause a. or b. 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-half of the child's support.

A2.18. 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 September 30, 1999, and their dependents; including those dependents acquired after the member's separation (10 U.S.C. 1174a and 1175, and Public Law 102-484 [1992]). See **Table A2.29.** for entitlements.

Table A2.29. Entitlements for Voluntarily Separated Members Under SSB or VSI.

	MC	MS	C	MWR	E	FORM
Voluntarily Separated Member	1	1	3	3	3	2765
Lawful Spouse	1	1	3	3	3	1173
Children, Unmarried, Under 21 Years						
Legitimate, adopted, stepchild, illegitimate child of record of female member, or illegitimate child of male member, whose paternity has been judicially determined.	1	1	2&3	3&4	3&4	1173
Illegitimate child of male member, whose paternity has not been judicially determined, or illegitimate child of spouse.	1&2	1&2	2&3	3&4	3&4	1173
Ward	1&2	1&2	2&3	3&4	3&4	1173
Children, Unmarried, 21 Years and Over (If entitled to above)	1,4&5	1,4&5	2,3,&5	3,4&5	3,4&5	1173
Father, Mother, Father-in-Law, Mother-in Law, Stepparent, or Parent-by-Adoption	No	1&2	2&3	3&4	3&4	1173

NOTES:

1. Yes, entitlement shall be for 120 days when a member is separated with 6 or more years of active service beginning on the date after the member separated, except an individual is not entitled to MC if the individual is:
   a. Entitled to Medicare Part A; or
   b. Under 65 years of age, entitled to Medicare Part A hospital insurance, and not 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, 1999; 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. Has not passed his or her twenty-third birthday 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 (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements); or
   c. Is incapable of self-support because of a mental or physical incapacitation that existed while a dependent and while enrolled in a full-time course of study in an institution of higher learning approved by the Secretary of Education before attaining the age of 23 (incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits.

Attachment 3

COMPLETING DD FORM 1172, APPLICATION FOR UNIFORMED SERVICES IDENTIFICATION CARD-DEERS ENROLLMENT

A3.1. General Instructions:

A3.1.1. Use DD Form 1172 to apply for all ID cards that this instruction refers to. Also use it to enroll or update eligible individuals into the DEERS database.

A3.1.2. Retain and dispose of DD Form 1172 according to paragraph **2.3.6.**

A3.1.3. If manually preparing the form, type or print legibly using black ball-point pen.

A3.1.4. When 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.

A3.1.5. Complete a manual DD Form 1172 and do not update the DEERS or RAPIDS when issuing DD Forms 1173 to foreign personnel or OSI agents, or DD Forms 1173-1 for Reserve OSI Agents, or when issuing DD Forms 489 and 1934 and AF Form 354 (see notes 1 and 2 of this attachment). ***EXCEPTION:*** Use the automated ID card system when creating a DD Form 1172 for British foreign personnel who are already entered in DEERS.

A3.1.6. Enroll ROTC cadets in RAPIDS On-Line Guard/Reserve (ROGR) file.

A3.2. DEERS Enrollment:

A3.2.1. A sponsor with dependents must enroll in DEERS:

All eligible dependents.

Any other beneficiary not issued an ID card for whom the sponsor claims dependent status for medical benefits.

A3.2.2. Provide this information in section II, and include 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.

A3.2.3. If an eligibility inquiry through DEERS or a previously verified DD Form 1172 confirms eligibility, you do not need to duplicate this action.

A3.3. Section I. Sponsor Information:

A3.3.1. Block 1. Name. Enter the sponsor's last name first, first name, and middle initial or full middle name. (Use no more than 27 characters.) ***NOTE:*** The name field may include a designation of JR, SR, ESQ, or the Roman numerals I through X. To include this designation, enter the appropriate data after the middle initial. The name may not contain any special characters or punctuation.

A3.3.2. Block 2. Sex. Enter the sex of the sponsor, using the valid abbreviations listed in the left column below. (Use one character:)

M Male

F Female

A3.3.3. Block 3. SSN. Enter the sponsor's SSN. If the sponsor does not have an SSN, enter the sponsor's service serial number. Add left justified zeros when the service number contains less than nine digits; for example, enter serial number "12345" as "000012345." (Use nine characters.) ***NOTE:*** If the DEERS database reflects the same SSN or service serial number for another individual, stop processing and verify the number. If verification confirms that the Social Security Administration has duplicated the SSN, continue processing and the system will automatically generate a duplicate control number for the additional sponsor.

A3.3.4. Block 4. Status. Enter the person's status, using the valid abbreviations listed in the left column below. (Use no more than six characters.)

ACADMY	--	Service Academy Cadet
AD	--	Active duty (excluding Guard and Reserve on extended active duty for 31 days or more)
AD-DEC	--	Active duty deceased
CIV	--	Civilian
DAVDEC	--	100-percent disabled veteran (disability), deceased (TMP) or permanent (PRM)
DAVPRM	--	100-percent disabled veteran, permanent disability
DAVTMP	--	100-percent disabled veteran, temporary disability
FM	--	Foreign military personnel
FRMMR	--	Former member who receives retired pay but has been discharged and maintains no military affiliation (See **Attachment 1**, section C, for definition.)
FRMDEC	--	Former member who qualified for retired pay at age 60 but died while receiving retired pay or died before the 60th birthday
GRD	--	National Guard (all categories of Guard members not on active duty)
GRDDEC	--	National Guard deceased
GRD-AD	--	National Guard on extended active duty for 31 days or more
MH	--	Medal of Honor recipient
MH-DEC	--	Medal of Honor recipient deceased
PDRL	--	Retired member on the permanent disability retired list (PDRL)
PR-APL	--	Prisoner or appellate leave
RCL-AD	--	Recall to active duty
RES	--	Reserve (all categories of selected Reserve not on active duty)

RES-AD	--	Reserve members on extended active duty for 31 days or more
RESDEC	--	Reserve deceased
RESRET	--	Guard and Reserve members who retire but are not entitled to retired pay until age 60 (gray-area retiree)
RET	--	Retired member entitled to retired pay
RETDEC	--	Deceased retired member entitled to retired pay at time of death. (Includes active duty retired, Reserve retired beginning on his or her 60th birthday, TDRL, and PDRL)
SSB	--	Voluntarily separated member approved for a special separation benefit (SSB) and entitled to 120 days of medical benefits
TDRL	--	Retired member, on the temporary disability retired list (TDRL)
Title 3	--	Title III Retiree
TA-30	--	Transition Assistance 30 Days
TA-60	--	Involuntarily separated member with 60 days of medical benefits
TA-RES	--	Selected Reserve Transition Program
TA-120	--	Involuntarily separated member with 120 days of medical benefits
UNKN	--	Not Elsewhere Classified
VSI	--	Voluntary separation incentive.

A3.3.5. Block 5. Branch of Service. Enter the sponsor's organization, using the valid abbreviations listed in the left column below. (Use no more than five characters.)

USA	--	US Army
USAF	--	US Air Force
USN	--	US Navy
USMC	--	US Marine Corps
USCG	--	US Coast Guard
PHS	--	Public Health Service
NOAA	--	National Oceanic and Atmospheric Administration
OTHER	--	Use when the sponsor is not affiliated with one of the Uniformed Services listed above
NA	--	Not applicable

A3.3.6. Block 6. Pay Grade. Enter the sponsor's pay grade using the valid abbreviations listed in the left column below. (Use no more than four characters.)

E1-E9	--	Enlisted pay grades 1 through 9
W1-W5	--	Warrant officer pay grades 1 through 5
STDT	--	Academy or Navy OCS Student
001-01-010	--	Officer pay grades 1 through 10
GS01-GS18	--	Federal employees with General Schedule pay grades
N/A	--	Not applicable. Use this code with the block 4 status codes "FRMBR" or "FRMDEC"

NOTE: For AFOSI special agents, enter AFOSI-SA

A3.3.7. Block 7. Rank. Enter the uniformed service sponsor's rank, using one of the valid abbreviations listed below. This block is left blank for all other sponsors. For NOAA and PHS sponsors, follow the Navy or Coast Guard officer ranks. Pay grade 011 is reserved. (Use no more than six characters.)

Pay Grade	Army Rank	Air Force Rank	Marine Corps Rank	Navy or Coast Guard Rank
010	GEN	GEN	GEN	ADM
009	LTG	LTGEN	LTGEN	VADM
008	MG	MAJGEN	MAJGEN	RADM
007	BG	BGEN	BGEN	RADM
006	COL	COL	COL	CAPT
005	LTC	LTCOL	LTCOL	CDR
004	MAJ	MAJ	MAJ	LCDR
003	CPT	CAPT	CAPT	LT
002	1LT	1STLT	1STLT	LTJG
001	2LT	2NDLT	2NDLT	ENS
W5	CW5		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	W01	WO	WO	WO-1
E9	SMA	CMSAF	SMOFMC	MCPON/MCPOCG
E9	CSM	CMSGT	SGTMAJ	MCPO
E9	SGM		MGYSGT	
E8	1SG	SMSGT	1STSGT	SCPO

Pay Grade	Army Rank	Air Force Rank	Marine Corps Rank	Navy or Coast Guard Rank
E8	MSG		MSGT	
E7	SFC	MSGT	GYSGT	CPO
E7				
E6	SSG	TSGT	SSGT	P01
E5	SGT	SSGT	SGT	P02
E5		SSgt	SGT	PO2
E4	CPL	SGT	CPL	P03
E4	SPC	SRA		
E3	PFC	A1C	LCPL	NON-PO
E2	PVT	AMN	PFC	NON-PO
E1	PV1	AB	PVT	NON-PO
STDT	CADET	CADET	PLC	MIDSHIP/CADET
STDT	OC	OC	PLC	OC
STDT	ROTC	ROTC	PLC	ROTC
STDT	ROTC	AOC	PLC	ROTC
UNK	FM	UNK	FM	FM

NOTE: For special agents, enter SA

A3.3.8. Block 8. GEN CAT (Geneva Convention Category). Enter the sponsor's appropriate Geneva Convention Category using one of the valid abbreviations listed in the left column below. (Use no more than three characters.)

I	--	Category I (pay grades E1 through E4)
II	--	Category II (pay grades E5 through E9)
III	--	Category III (pay grades W1 through 003, cadets, or midshipmen)
IV	--	Category IV (pay grades 004 through 006)
V	--	Category V (pay grades 007 through 011)
N/A	--	Not applicable (nonprotected personnel)

NOTE: For special agents, enter UNK.

A3.3.9. Block 9. Type of Card Issued. If the transaction results in issue or reissue of the sponsor's identification card, enter the appropriate abbreviation from the left column below to indicate which card was issued to the sponsor. (Use up to six characters.)

2ACT	--	DD Form 2ACT (Green)
2RET	--	DD Form 2Ret (Blue)
2RES	--	DD Form 2RES (Red)
1173	--	DD Form 1173 (Tan)
1173-1	--	DD Form 1173 -1(Red)
489	--	Geneva Conventions
1934	--	Geneva Conventions
354	--	Air Force Civilian (Blue)
1602		Army Civilian

NOTE: Manually prepare DD Form 1172 when issuing to foreign personnel and OSI agents or DD Forms 489 and 1934 and AF Form 354. Do not update the DEERS database via on-line terminals or floppy disk application for these cards.

A3.3.10. Block 10. ID No. (Identification Card Number). Enter the serial number of the DD Form 2 or DD Form 1173 you are issuing to the sponsor. No ID card number is required for automated sites. If you are terminating eligibility for entitlements, do not update this block except to identify a card that may be in the possession of an individual no longer entitled to it. Retrieve such cards for destruction.

A3.3.11. Block 11. Last Update. No action required. This date is generated automatically by DEERS and indicates the date of the last on-line transaction or DD Form 1172 submitted for the sponsor.

A3.3.12. Block 12. V/I (Verify/Issue). Enter the action abbreviation to show the reason you are preparing DD Form 1172. 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 a new record on DEERS.
C	--	To indicate a change or update transaction (rather than a card issue)
T	--	To terminate eligibility for benefits and privileges. Use a termination only when the sponsor is no longer eligible for benefits (for example, in the case of discharge, death, or unauthorized issue of an ID card).
I	--	To indicate the issue of an ID card.
E	--	Exit will not update a record.
U	--	To indicate a sponsor and or dependent's address update only.
R	--	Reissue ID card or Form 1172.

NOTE: Issue an ID card if block 12 indicates A, I, or R.

A3.3.13. Block 13. Current Residence Address. Enter the number and street of the sponsor's residence address. When disclosure of the residence address would violate the Privacy Act and the sponsor is an active duty or a Reserve member, enter the sponsor's military mailing address. If the sponsor

is deceased or if the address is unknown, leave blank. (Use no more than 27 characters.) ***NOTE*:** Blocks 13 through 18 and 20. Leave blank when you send DD Form 1172 to the member for signature (see paragraph **2.24.**), unless the applicant provides this information.

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. You may leave this field blank. (Use no more than 20 characters.)

A3.3.15. Block 15. City. Enter the sponsor's current city of residence. If the sponsor's address is an AA, AE, or AP, enter the designation AA, AE, or AP. If the sponsor is deceased or the city is unknown, leave blank. (Use no more than 18 characters.)

A3.3.16. Block 16. State. Enter the US postal abbreviation for the state of the sponsor's residence using one of the valid abbreviations listed below. If the sponsor's address is an AA, AE, or AP, enter the AA, AE, or AP 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 address is unknown, leave blank. For values that reflect the new state codes for AA, AE, and AP addresses, use AA for units in the Americas, other than the United States and Canada; AE for units in Europe, the Middle East, Africa, and Canada; and AP for units destined to the Pacific. (Use two characters.)

Alabama	AL	Guam	GU
Alaska	AK	Hawaii	HI
American Samoa	AS	Idaho	ID
Arizona	AZ	Illinois	IL
Arkansas	AR	Indiana	IN
California	CA	Iowa	IA
Colorado	CO	Kansas	KS
Connecticut	CT	Kentucky	KY
Delaware	DE	Louisiana	LA
District of Columbia	DC	Maine	ME
Florida	FL	Maryland	MD
Georgia	GA	Massachusetts	MA
Michigan	MI	Puerto Rico	PR
Minnesota	MN	Rhode Island	RI
Mississippi	MS	South Carolina	SC
Missouri	MO	South Dakota	SD
Montana	MT	Tennessee	TN
Nebraska	NE	Federated States of	
Nevada	NV	Marshall Islands, Palau	TT
New Hampshire	NH	Texas	TX

New Jersey	NJ	Utah	UT
New Mexico	NM	Vermont	VT
New York	NY	Virginia	VA
North Carolina	NC	Virgin Islands	VI
North Dakota	ND	Washington	WA
Ohio	OH	West Virginia	WV
Oklahoma	OK	Wisconsin	WI
Oregon	OR	Wyoming	WY
Pennsylvania	PA		

A3.3.17. Block 17. ZIP Code. Enter the nine-digit ZIP Code of the sponsor's current residence address in nine characters. Example: 123456789. If the last four digits are unknown, enter four zeros (0000). For example, enter 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 the address is unknown, leave blank. (Use no more than nine characters.)

A3.3.18. Block 18. Country. Enter the sponsor's country of residence using one of the valid abbreviations listed below. If the sponsor's address is an APO or FPO, enter US. If the sponsor is deceased or if the country is unknown, leave blank. (Use two characters.)

Afghanistan	AF	Botswana	BC
Albania	AL	Bouvet Island	BV
Algeria	AG	Brazil	BR
American Samoa	AQ	British Indian Ocean Territory	IO
Andorra	AN	British Virgin Islands	VI
Angola	AO	Brunei	BX
Anguilla	AV	Bulgaria	BU
Antarctica	AY	Burkina-Faso	UV
Antigua and Barbuda	AC	Burma	BM
Argentina	AR	Burundi	BY
Aruba	AA	Cambodia Formerly Kampuchea	CB
Ashmore and Cartier Islands	AT	Cameroon	CM
Australia	AS	Canada	CA
Austria	AU	Cape Verde	CV
Bahamas, The	BF	Cayman Islands	CJ
Bahrain	BA	Central African Empire, formerly Central African Republic	CT
Baker Island	PQ	Chad	CD

Bangladesh	BG	Chile	CI
Barbados	BB	China	CH
Bassas Da India	BS	Christmas Island	KT
Belgium	BE	Clipperton Islands	IP
Belize, formerly British Honduras	BH	Cocos (Keeling) Islands	CK
Benin	BN	Columbia	CO
Bermuda	BD	Comoros, formerly Comoro Island	CN
Bhutan	BT	Congo	CF
Bolivia	BL	Cook Islands	CW
Coral Sea Islands	CR	Jamaica	JM
Costa Rica	CS	Jan Mayen	JN
Cuba	CU	Japan	JA
Cyprus	CY	Jarvis Island	DQ
Czechoslovakia	CZ	Jersey	JE
Denmark	DA	Johnston Atoll	JQ
Djibouti, formerly French Somaliland	DJ	Jordan	JO
Dominica	DO	Juan De Nova Island	JU
Dominican Republic	DR	Kenya	KE
Ecuador	EC	Kingman Reef	KQ
Egypt	EG	Kiribati	KR
El Salvador	ES	Korea, Democratic Peoples Republic of	KN
Equatorial Guinea	EK	Korea, Republic of	KS
Ethiopia	ET	Kuwait	KU
Europa Island	EU	Laos	LA
Falkland Islands	FA	Lebanon	LE
Faroe Islands, formerly Faeroe Islands	FO	Lesotho	LT
Fiji	FJ	Liberia	LI
Finland	FI	Libya	LY
France	FR	Liechtenstein	LS
French Guyana	FG	Luxembourg	LU
French Polynesia	FP	Macau	MC
French Southern and Antarctica Lands	FS	Madagascar	MA

Gabon	GB	Malawi	MI
Gambia, The	GA	Malaysia	MY
Gaza Strip	GZ	Maldives	MV
Germany	GM	Mali	ML
Ghana	GH	Malta	MT
Gibraltar	GI	Man, Isle of	IM
Glorioso Islands	GO	Martinique	MB
Greece	GR	Mauritania	MR
Greenland	GL	Mauritius	MP
Grenada	GJ	Mayotte	MF
Guadeloupe	GP	Midway Islands	MQ
Guam	GQ	Mexico	MX
Guatemala	GT	Monaco	MN
Guernsey	GK	Mongolia	MG
Guinea	GV	Montserrat	MH
Guinea-Bissau	PU	Morocco	MO
Guyana	GY	Mozambique	MZ
Haiti	HA	Namibia	WA
Heard Island and McDonald Island	HM	Nauru	NR
Honduras	HO	Navassa Island	BQ
Hong Kong	HK	Nepal	NP
Howland Island	HQ	Netherlands	NL
Hungary	HU	Netherlands Antilles	NA
Iceland	IC	New Caledonia	NC
India	IN	New Zealand	NZ
Indonesia	ID	Nicaragua	NU
Iran	IR	Niger	NG
Iraq	IZ	Nigeria	NI
Iraq Saudi Arabia Neutral Zone	IY	Niue	NE
Ireland	EI	Norfolk Island	NF
Israel	IS	Northern Mariana Islands	CQ
Italy	IT	Norway	NO
Ivory Coast	IV	Oman	MU
Pakistan	PK	Sweden	SW
Palmyra Atoll	LQ	Switzerland	SZ

Panama	PM	Syria	SY
Papua New Guinea	PP	Taiwan	TW
Paracel Islands	PF	Tanzania, United Republic of	TZ
Paraguay	PA	Thailand	TH
Peru	PE	Togo	TO
Philippines	RP	Tokelau	TL
Pitcairn Island	PC	Tonga	TN
Poland	PL	Trinidad and Tobago	TD
Portugal	PO	Tromelin Island	TE
Puerto Rico	RQ	Trust Territory of the Pacific Islands	NQ
Qatar	QA	Tunisia	TS
Reunion	RE	Turkey	TU
Romania	RO	Turks and Caicos Islands	TK
Russia	RS	Tuvalu	TV
Rwanda	RW	Uganda	UG
St Christopher and Nevis	SC	United Arab Emirates	TC
St Helena	SH	United Kingdom	UK
St Lucia	ST	United States	US
St Pierre and Miquelon	SB	United States Virgin Islands	VQ
St Vincent and the Grenadines	VC	Uruguay	UY
San Marino	SM	Vanuatu	NH
Sao Tome and Principe	TP	Vatican City	VT
Saudi Arabia	SA	Venezuela	VE
Senegal	SG	Vietnam	VM
Seychelles	SE	Virgin Islands	VQ
Sierra Leone	SL	Wake Islands	WQ
Singapore	SN	Wallis and Futuna	WF
Solomon Islands	BP	West Bank	WE
Somalia	SO	Western Sahara	WI
South Africa	SF	Western Samoa	WS
Spain	SP	Yemen (Aden)	YS
Spratly Islands	PG	Yemen (Sanaa)	YE
Sri Lanka	CE	Yugoslavia	YO
Sudan	SU	Zaire	CG
Surinam	NS	Zambia	ZA
Svalbard	SV	Zimbabwe	ZI

Swaziland	WZ

A3.3.19. Block 19. Unit Identification Code (UIC). No action required. Leave this block blank. This is an eight character (Air Force), six character (Army) and 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 a punctuation to separate area code, prefix, and basic number. Leave this block 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-character month, and two-digit day format (YYYYMMMDD). (Use nine characters.)

A3.3.22. Block 22. Blood Type. Enter the sponsor's blood type, using one of the abbreviations listed in the left column below. You may leave this block 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
UNK	--	Unknown

A3.3.23. Block 23. Color Eyes. Enter the sponsor's correct eye color using one of the valid abbreviations listed in the left column below. If the sponsor is deceased or if you do not know his or her eye color, enter UN. (Use two characters.)

BR	--	Brown
GR	--	Green
BL	--	Blue
HZ	--	Hazel
BK	--	Black
GY	--	Gray
OT	--	Other
UN	--	Unknown

A3.3.24. Block 24. Color Hair. Enter the sponsor's correct hair color using one of the valid abbreviations listed in the left column below. If the sponsor is deceased or if you do not know his or her hair color, leave blank. (Use two characters.)

BR	--	Brown
GY	--	Gray
RD	--	Red
AU	--	Auburn
BK	--	Black
BN	--	Blonde
OT	--	Other
BD	--	Bald

A3.3.25. Block 25. Height. Enter the sponsor's height in inches. The valid range is 48 through 96 inches. If the sponsor is deceased or if you do not know the height, leave blank. (Use two characters.)

A3.3.26. Block 26. Weight. Enter the sponsor's weight in pounds. The valid range is 0 through 999. If the sponsor is deceased or if you do not know the weight, 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. (Use one character.)

D	--	Dual entitlement to Medicare and CHAMPUS.
Q	--	Eligible, under age 65. Medicare starts before sponsor reaches age 65.
E	--	Eligible, over age 65. Medicare starts on or after sponsor's 65th birthday.
N	--	Not eligible, has not attained age 65.
S	--	Not eligible, over age 65. Not eligible for medicare; CHAMPUS entitled.
P	--	Other insurance purchased (either Medicare or non-Medicare).
O	--	Over age 65. Eligibility for Medicare, Part A, hospital insurance started after age 65.
L	--	Under age 65: Eligible for Medicare due to end stage renal disease.

NOTE: If a beneficiary is within 90 days of age 65, you may issue the ID card to expire past the 65th birthday. This option is available whether or not the beneficiaries are eligible for Medicare, Part A, at age 65. When preparing DD Form 1172, update the Medicare field with codes E or S, whichever applies.

A3.3.28. Block 28. Marital Status. Enter the sponsor's marital status using one of 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
WID	--	Widow or Widower
OTH	--	Other
UNK	--	Unknown

A3.3.29. Block 29. ELIG ST/MC EFF DATE (eligibility start date or civilian health care effective date or Medicare, Part A, hospital insurance, start date, and Guard or Reserve start date). Enter the sponsor's eligibility start date in four-digit year, three-character month, and two-digit day format (YYYYMMMDD). (Use nine characters.)

A3.3.29.1. For active duty sponsors enter the date the sponsor started 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, FM, 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 reaching age 65, enter the Medicare, Part A, start date and a Q in block 27.

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 reaching age 65, enter the Medicare, Part A, start date and enter a "Q" in block 27. If eligibility occurred after age 65, enter the Medicare, Part A, hospital insurance start date and enter an "O" in block 27.

A3.3.29.4. For CIV, DAVTMP, DAVPRM, or MH, enter the date the sponsor's qualifying status began.

A3.3.29.5. For Ready Reserve members enter the date the sponsor started his or her current Reserve commitment. For Reserve retirees entitled to pay at age 60, enter the date Reserve retirement began.

A3.3.30. Block 30. CARD EX/ELIG END DATE (card expiration date or eligibility end date, Guard or Reserve end date). Enter the effective end date for DD Form 2 as **Attachment 12** prescribes; or for DD Form 1173 as **Attachment 4** prescribes. Enter the sponsor's card ex/elig end date in four-digit year, three-character month, and two-digit day format (YYYYMMMDD). (Use nine characters.)

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 Civilian Health and Medical Program of the Uniformed Services (CHAMPUS), enter C. If the sponsor is not entitled to CHAMPUS, enter N.
MS	--	If the sponsor is authorized health care 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 C. If the sponsor is not authorized commissary privileges, enter N.
T	--	If the sponsor is authorized theater privileges, enter T. If the sponsor is not authorized theater privileges, enter N.
EU	--	If the sponsor is authorized unlimited exchange privileges, enter Y. If the sponsor is not authorized unlimited exchange privileges, enter N.
EL	--	If the sponsor is authorized limited exchange privileges, enter Y. If the sponsor is not authorized limited exchange privileges, enter N.

NOTE: Leave blank for Ready Reserve members and Reserve retirees who are entitled to pay at age 60 but have not reached their 60th birthday.

A3.3.32. Block 32. END ELIG REASON (end eligibility reason). If you are terminating the sponsor's eligibility for benefits and privileges, enter the reason using one of the abbreviations in the left column below. When terminating eligibility, you must also enter a T in block 12. (Use three characters.)

DTH	--	Death
UIS	--	Unauthorized issue (use only for individuals who were never eligible) (see paragraph **5.5.**)
EEN	--	End of entitlement
DEA	--	Deactivate Guard/Reserve
DES	--	Deserter

A3.4. Section II. Dependent Information:

A3.4.1. Block 33. Name. Enter the dependent's name in the manner that block 1 prescribes. ***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 JA 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 dependent's sex in the manner that block 2 prescribes.

A3.4.3. Block 35. Relationship. Enter the dependent's relationship to the sponsor using one of the valid abbreviations listed in the left column below: (Use no more than 6 characters.)

CH	--	Child
SC	--	Stepchild
URW	--	Unremarried widow or widower (never remarried)
UMW	--	Unmarried widow or widower
PL	--	Parent-in-law
SPL	--	Stepparent-in-law
PAR	--	Parent
STP	--	Stepparent
SP	--	Spouse
WARD	--	Legal ward
URFSO2	--	Unremarried former spouse (meets 20-20-20 criteria)
URFSO3	--	Unremarried former spouse (meets 20-20-15 criteria and marriage terminated before 1 April 1985)
URFSO4	--	Unremarried former spouse (meets 20-20-15 criteria and marriage terminated on or after 29 September 1988)
UMFS	--	Unmarried former spouse (meets 20-20- 20 criteria and remarriage terminated by death or divorce)

NOTE: For Ready Reserve members and Reserve retirees entitled to pay at age 60, use only codes SP, CH, SC, or WARD.

A3.4.4. Block 36. SSN. Enter the dependent's SSN. Enter all zeros if dependent has no SSN. (Use nine characters.)

A3.4.5. Block 37. ID No. If you are issuing DD Form 1173 or DD Form 1173-1, enter the serial number in this block on paper-laminate ID card. If you are terminating eligibility to entitlements, do not update this block except to identify a card that may be in the possession of an individual no longer entitled to it. Retrieve the card for destruction. (Use no more than ten characters.)

A3.4.6. Block 38. Last Update. Take no action. Refer to block 11.

A3.4.7. Block 39. V/I (Verify/Issue). Enter the action as block 12 prescribes. 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. For all other Ready 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 the dependent is deceased or if you do not know the address, leave blank. (Use no more than 27 characters.)

A3.4.9. Block 41. Supplemental Address Information. Enter supplemental address information as block 14 prescribes.

A3.4.10. Block 42. City. Enter the dependent's current city of residence as block 15 prescribes.

A3.4.11. Block 43. State. Enter the postal abbreviation for the dependent as block 16 prescribes.

A3.4.12. Block 44. ZIP Code. Enter the nine-digit ZIP Code of the dependent's current residence address in the manner that block 17 prescribes.

A3.4.13. Block 45. Country. Enter the dependent's country of residence as block 18 prescribes.

A3.4.14. Block 46. Home Telephone Number. Enter the dependent's current residence telephone number in the manner that block 20 prescribes.

A3.4.15. Block 47. Date of Birth. Enter the dependent's date of birth in the manner that block 21 prescribes.

A3.4.16. Block 48. MBI (Multiple Birth Indicator). Enter the applicable value to identify dependents whose dates of birth are within 304 days of each other. Y: Yes, there are multiple births. N: No, there are no multiple births. Enter this value even when those dependents are not twins, triplets, etc. (Use one character.)

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. (Use one character.)

A3.4.18. Block 50. INCAP (Incapacitated Status). Make an entry in this block for each child over 21 years of age who is entitled to benefits and privileges as an incapacitated child. Enter the appropriate value from the left column below: (Use one character.)

N	--	Not Incapacitated
P	--	Permanently Incapacitated (will not be resolved in the foreseeable future)
T	--	Temporarily Incapacitated (will be resolved within a specific period of time)

NOTE: Reestablish eligibility for each subsequent renewal or replacement of ID cards for this category of dependent. (For exceptions, see paragraph **2.11.2.**)

A3.4.19. Block 51. Medicare. Enter the dependent's entitlement status for Medicare, Part A, hospital insurance through the Social Security Administration in the manner that block 27 prescribes. ***NOTE:*** For dependents of Ready Reserve retirees entitled to pay at age 60 who have DD Form 1173-1, leave this block blank.

A3.4.20. Block 52. Color Eyes. Enter the dependent's correct eye color as block 23 prescribes.

A3.4.21. Block 53. Color Hair. Enter the dependent's correct hair color as block 24 prescribes.

A3.4.22. Block 54. Height. Enter the dependent's height in inches as block 25 prescribes. The valid range is 00 through 96 inches. (Use two characters.)

A3.4.23. Block 55. Weight. Enter the dependent's weight in pounds as block 26 prescribes.

A3.4.24. Block 56. Date of Marriage (YYYYMMMDD). If the dependent's relationship is SP, URW, UMW, URFSO2, URFSO3, URFSO4, or UMFS, enter the date of marriage. (Use nine characters.)

A3.4.25. Block 57. ELIG ST/MC EFF DATE. Enter the effective start date of the dependent's eligibility for benefits and privileges as **Attachment 4** prescribes: (Use nine characters):

A3.4.25.1. For dependents eligible for Medicare, Part A, before age 65, enter the date Medicare eligibility began. Enter a Q 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 O in block 51, above, or block 79 below, if applicable to dependent listed.

A3.4.25.2. For Ready Reserve dependents and dependents of Reserve retirees entitled to pay at age 60 who are issued DD Form 1173-1, leave blank.

A3.4.25.3. For 20-20-20 former spouses not entitled to medical benefits because of enrollment in employer-sponsored health plans, enter the date that eligibility for the 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 eligible until age 65, enter the date the beneficiary becomes entitled to CHAMPUS (see **Attachment 4** for MC effective dates). Enter AD in block 51 (or block 79, if applicable to second dependent listed), and indicate Y in the MC block.

A3.4.25.5. Wards of active duty members 5 October l994 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 l July l994; however, they did not become eligible for CHAMPUS until 5 October 1994.

A3.4.26. Block 58. CARD EX/ELIG END DATE. Enter the eligibility end date or card expiration date as **Attachment 4** prescribes. (Use nine characters.) ***NOTE:*** If you are not issuing a card to a newborn child, end eligibility date is 10 years, 6 months from date of birth. For Ready Reserve, enter a maximum of 4 years from verification date on DD Form 1172, sponsor's expiration of service date, or dependent's 21st birthday, whichever occurs first. For Reserve retirees entitled to pay at age 60, enter a maximum of 4 years from date of verification of DD Form 1172, dependent's 21st birthday, or sponsor's 60th birthday, whichever occurs first. For students or incapacitated children, see **Attachment 4**. Enter the card ex/elig end date in 4-digit year, 3-character month, 2-digit day format (YYYYMMMDD). (Use 9 characters.)

A3.4.27. Block 59. Privileges Authorized. Enter the dependent's benefits and privileges as block 31 prescribes.

A3.4.28. Block 60. END ELIG REASON. If you are terminating the dependent's eligibility for benefits and privileges, enter the reason, using one of the abbreviations listed in the left column below. Enter a T in block 39 or block 67 when terminating eligibility. (Use three characters.) Enter date of divorce if you are using termination code DIV.

ACD	--	Dependent on active duty
DIV	--	Divorce from sponsor
DMG	--	Dependent child married
DTH	--	Death
EEN	--	End of entitlement
ESS	--	End of student status
ETI	--	End of temporary incapacitation
TWF	--	Twenty-first birthday
UIS	--	Unauthorized issue

For Guard and Reserve DEERS Enrollment Program dependents, use only codes ACD, DIV, DMG, and DTH.

A3.4.29. Block 61 through 88. Enter in the manner that blocks 33 through 60 prescribe.

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. (Do not state "appropriate documents reviewed." Rather, list each document for every dependent separately.) (This block contains up to four typed lines of information.)

A3.5.1.2. State 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. If the dependent child is a student over age 21, the sponsor and child have different addresses, or applicant is receiving DD Form 1173- 1, indicate whether the sponsor provides more than 50 percent of the child's support.

A3.5.1.4. Indicate whether the sponsor is unavailable to sign or will not sign.

A3.5.1.5. For a member who is involuntarily separated and eligible under TAMP, include a statement that the sponsor and dependents qualify for benefits under TAMP 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 reissuing or 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. ***EXCEPTIONS:*** The military sponsor is on active duty, or dependents qualify under paragraph **2.25.** (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 SSA in block 89.

A3.5.1.10. When member is an AFOSI special agent, enter "Member is an AFOSI special agent and is not authorized CHAMPUS."

A3.5.1.11. For illegitimate children residing in the sponsor's household, enter a statement certifying that residency and dependency are met. The sponsor must initial this statement. If the sponsor is a male Marine, cite approvaed Child's Dependency Affidavit from the command.

A3.5.1.12. For wards, certify that residency and dependency are met.

A3.5.1.13. For wards, sponsor certifies that he or she has had legal custody for 12 consecutive months or will have in the future, if court order does not specify.

A3.5.2. Block 90. Signature. The sponsor's signature certifies acknowledgment of conditions and responsibilities under which benefits and privileges are authorized for eligible dependents. Therefore, the sponsor must sign block 90 with the following exceptions:

A3.5.2.1. When the ID card application is for an unremarried or unmarried former spouse.

A3.5.2.2. When the sponsor is deceased, the surviving spouse signs the DD Form 1172.

A3.5.2.3. When the sponsor is deceased and there is no surviving spouse, children over 18 years old may sign the form.

A3.5.2.4. When there is no surviving spouse and the unmarried child is under 18 years old, the parent or guardian signs the form.

A3.5.2.5. When the sponsor is unable or unwilling to sign as paragraph **2.27.** specifies, the verifying official signs and indicate in block 89 the reason the sponsor did not sign.

A3.5.2.6. When a temporary ID card may be issued according to paragraph **2.5.**

A3.5.2.7. When the DD Form 1172 is prepared for the purpose of terminating eligibility and the verifying official has viewed the appropriate documentation, the verifying official may sign.

A3.5.2.8. When a valid power of attorney is presented.

NOTE:

The sponsor must sign DD Form 1172 in the presence of the verifier. DD Forms 1172 that have not been verified and that are presented to the ID card issuing office by someone other than the person authorized to sign block 90 must have a notarized signature. Place the notary seal and signature in the right margin of section III.

A3.5.3. Block 91. Date Signed (YYYYMMMDD). Enter the date the sponsor signed 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.)

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/Command Name. Enter the unit or command name for the verifying official. (Use no more than 26 characters.)

A3.6.4. Block 95. Title. Enter the verifying official's title. (Use no more than 24 characters.)

A3.6.5. Block 96. UIC (Unit Identification Code). Enter the unique identifier (UIC, PAS Code, RUC-MCC, OPFAC) for the verifying office in the manner that block 19 prescribes.

A3.6.6. Block 97. Duty Phone Number. Enter the verifying official's duty telephone number. (Use no more than 14 characters.)

A3.6.7. Block 98. Unit/Command Address (Street, City, State, and ZIP Code). Enter the mailing address for the verifying official. (Use no more than 28 characters.)

A3.6.8. Block 99. Signature. The verifying official must sign in this block.

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 manner that section IV prescribes.

A3.8. Section VI. Recipient's Acknowledgment:

A3.8.1. Block 110. Recipient's Signature. Each recipient must sign in this block. Indicate in this block if any recipient is incapable of signing or is an infant. This block may contain multiple signatures.

A3.8.2. Block 111. Date Signed (YYYYMMMDD). Enter the date of the recipient's acknowledgment. (Use nine characters.)

NOTES:

1. DD Form 489. 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.
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 FORM 1173 AND DD FORM 2765 EXPIRATION DATE AND MC EFFECTIVE DATE GUIDELINES

A4.1. DD Form 1173 and DD Form 2765 Expiration Date:

A4.1.1. When there appears to be a choice of two or more expiration dates, always choose the earliest date.

A4.1.2. 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.

NOTES:

1. The date that sponsor's term of active service expires.
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 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 evaluation (temporary incapacitation)
9. Five years from the date the sponsor is placed on TDRL.
10. Indefinite.
11. Three years from the date that 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 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.
16. For medical benefits, 120 days from day after separation for members approved for SSB or VSI. For commissary and exchange privileges, 2 years from day after separation.

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 as for 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 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, 23rd birthday or stop payment date in block 21 on DD Form 2698, whichever occurs first.

A4.2. MC (CHAMPUS) Effective Date:

A4.2.1. The MC effective date is the date that the beneficiary first becomes eligible for CHAMPUS coverage. Once assigned, an MC effective date is permanent for as long as CHAMPUS 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). 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 eligibility resumes (according to these guidelines) is the MC effective date.

NOTES:

1. A. Date of sponsor's entry on active duty or 7 December 1956 (the initial date active duty dependents became eligible for CHAMPUS), 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.)
2. B. 1 January 1967, if the sponsor retired or died on or before that date.
3. C. Date of marriage.
4. D. Date of birth.
5. E. Date of final adoption.

6. 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).
7. 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).
8. 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.
9. I. Date member entered United States.
10. J. Date child's dependency on sponsor was established.
11. 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.
12. 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.
13. M. If Reserve member's death occurred after 30 September 1985, date Reserve member died.
14. N. If Reserve member's death occurred after 14 November 1986, date Reserve member died.
15. O. Day after member was involuntarily separated (TAMP) 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.
16. P. If unmarried former spouse's, widow's, or widower's remarriage was legally annulled, reinstatement of benefits is the day following the annulment.
17. Q. Retirees and the eligible spouse or children of living retirees who are Medicare eligible under age 65 have their CHAMPUS 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 as of the date of enrollment in Medicare, Part B.
18. 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 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 as of the date of enrollment in Medicare, Part B.
19. 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, the date of the law or date dependent became a student again, whichever is later.

20. T. Abused spouses, former spouses and eligible children. Set the MC effective date at 23 October 1992, the date of law or date dependents became eligible, whichever is later.
21. U. Wards of retired members and wards of deceased active duty members or deceased Reserved members. Set MC effective date 1 July 1994, or date dependency and residency is established, whichever is later.
22. V. Wards of active duty members, including pre-adoptive wards, set MC effective date 5 October 1994, or date dependency and residency is established, whichever is later.
23. 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.
24. X. 10 February 1996 or date Reserve member or former member would have become age 60 had he or she survived, whichever is later.

Table A4.1. DD Form 1173 and DD Form 2765 Expiration Date and MC Effective Date Guidelines.

Categories	Expiration Date	MC (CHAMPUS) Effective Date
1. Dependents and survivors of active duty members, retirees, former members, and Reserve members who retired without pay and died before reaching age 60:		
Spouse: Under age 65 Over age 65	1, 2, 3 1, 2	A, B, C, H, Q, X A, B, C, H, X
Unremarried widow or widower: Under age 65 Over age 65	 2, 3 2	 A, B, C, H, R A, B, C, H
Unmarried widow or widower:	2	None (see P for annulment)
Unremarried former spouse: Under age 65 Over age 65	 2, 3, 14 2, 14	 K, L, R K, L
Unmarried Former Spouse:	2	None (see P for annulment)
Child (legitimate, adopted, stepchild): Under age 21 Over age 21: Student Incapacitated	 1, 2, 4 5, 6, 7 8	 A, B, C, D E, H, Q, R, X A, B, C, D, E, H, S, X A, B, C, D, E, H, Q, R, S, X
Ward: Under age 21 Over age 21: Student Incapacitated	 1, 2, 4 5, 6, 7 8	 U, V, X U, V, X U, V, X

Categories	Expiration Date	MC (CHAMPUS) Effective Date
Illegitimate child of male member whose paternity has not been judicially determined; or illegitimate child of spouse:		
Under age 21	1, 2, 4	A, C, D, G, H, J, Q, R
Over age 21: Student	5, 6, 7	A, C, D, G, H, J, S, X
Incapacitated	8	A, C, D, G, H, J, Q, R, S
Illegitimate child of male member whose paternity has been judicially determined; or illegitimate child of record of female member; or illegitimate child of a male member who lives in member's household and member certifies residency and dependency in item 89 of the DD Form 1172:		
Under age 21	1, 2, 4	A, D, F, Q, R, X
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
Unremarried former spouse:		
Under age 65	2, 3, 14	A, B, C, R
Over age 65	2, 14	A, B, C
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

Categories	Expiration Date	MC (CHAMPUS) Effective Date
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, S
Incapacitated	8	A, C, D, G, J, Q, R, S
Illegitimate child of male member whose paternity has been judicially determined; or illegitimate child of record of female member; or illegitimate child of a male member who lives in member's household and member certifies residency and dependency in item 89 of the DD Form 1172:		
Under age 21	4, 9	A, D, F, Q, R
Over age 21: Student	5, 6, 7	A, D, F, S
Incapacitated	8	A, D, F, Q, R, S
Parent, parent-in-law, stepparent, parent-by-adoption:	2	None
3. Surviving dependents of Reserve members who died after 30 September 1985 of service-connected causes while on active duty for 30 days or less, active duty for training, inactive duty, or while traveling to or from the place of such duty or training:		
Unremarried widow or widower:		
Under age 65	2, 3	M, R
Over age 65	2	M
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, S
Incapacitated	8	M, R
Ward:		
Under age 21	2, 4	U
Over age 21: Student	5, 6, 7	U, S
Incapacitated	8	U

Categories	Expiration Date	MC (CHAMPUS) Effective Date
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, S
Incapacitated	8	M, R
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, S
Incapacitated	8	M, R
Parent, parent-in-law, stepparent, parent-by-adoption:	2	None
4. Surviving dependents of Reserve members who died after 14 November 1986 of service-connected causes while on active duty for 30 days or less, active duty for training, inactive duty, or while traveling to or from the place of such duty or training:		
Unremarried widow or widower:		
Under age 65	2, 3	N, R
Over age 65	2	N
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, S
Incapacitated	8	N, R
Ward:		
Under age 21	2, 4	U
Over age 21: Student	5, 6, 7	U, S
Incapacitated	8	U
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) 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,
Incapacitated	8	N, R
Parent, parent-in-law, stepparent, parent-by-adoption:	2	None
5. Medal of Honor recipients, 100-percent disabled veterans, and their dependents and survivors:		
Medal of Honor recipient:	10	None
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. 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
Parent, parent-in-law, stepparent, parent-by-adoption:	11, 12	None
7. Civilians and their eligible dependents:		
Authorized civilian:	2, 13	None

Categories	Expiration Date	MC (CHAMPUS) Effective Date
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
8. Contract surgeons during the period of their contract:	2, 13	None
9. 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
10. 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

Categories	Expiration Date	MC (CHAMPUS) Effective Date
11. Involuntarily separated members and their dependents:		
Member:	15	O
Spouse:		
Under age 65	15	C, O
Over age 65	15	C, O
Child (legitimate, adopted, or stepchild):		
Under age 21	15	C, D, E, O
Over age 21: Student	15	C, D, E, O
Incapacitated	15	C, D, E, O
Child (legitimate, adopted, or stepchild):		
Under age 21	15	C, D, E, O
Over age 21: Student	15	C, D, E, O
Incapacitated	15	C, D, E, O
Ward:		
Under age 21	15	V
Over age 21: Student	15	V
Incapacitated	15	V
Illegitimate child of male member whose paternity has not been judicially determined; or illegitimate child of spouse:		
Under age 21	15	C, D, G, J, O
Over age 21: Student	15	C, D, G, J, O
Incapacitated	15	C, D, G, J, O
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, O
Parent, parent-in-law, stepparent, or parent-by-adoption:	15	None
12. Voluntarily separated members approved for SSB and their dependents:		
Member:	16	O

Categories	Expiration Date	MC (CHAMPUS) Effective Date
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	A, C, D, E, O
Ward:		
Under age 21	16	V
Over age 21: Student	16	V
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	4, 6,7, 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; or illegitimate child of a male member who lives in member's household and member certifies residency and dependency in item 89 of the DD Form 1172:		
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, or parent-by-adoption:	16	None
13. Voluntarily separated members approved for VSI and their dependents who separated on or after 1 December 1992 but before 1 October 1999:		
Member:	16	O
Spouse:		
Under age 65	16	C, O
Over age 65	16	C, O

Categories	Expiration Date	MC (CHAMPUS) Effective Date
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:		C, D, G, J, O
Under age 21	16	C, D, G, J, O
Over age 21: Student	16	C, D, G, J, O
Incapacitated	16	
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 the DD Form 1172:		
Under age 21		
Over age 21: Student	16	D, F, O
Incapacitated	16	D, F, O
	16	D, F, O
Parent, parent-in-law, stepparent, or parent-by-adoption:	16	None
14. Students who become incapacitated after their 21st birthday but before their 23rd 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) Effective Date
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 the DD Form 1172:		
Under age 21	1, 2, 4	A, D, F
Over age 21: Student	5, 6, 7	A, D, F,S
Incapacitated	8	A, D, F
15. Prisoners. For dependents of prisoners, issue card 1 year from date DD Form 1172 is verified unless earlier expiration date is appropriate (paragraph **1.8.**):		A, B, C, D, E, F, G, J, K, L.
16. Area executives, center directors, and assistant directors of the USO in foreign countries and 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, or parent-by-adoption:	2, 13	None
17. 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, or parent-by-adoption:	2, 13	None

Categories	Expiration Date	MC (CHAMPUS) Effective Date
18. MSC civil service marine personnel in Foreign Countries on MSC-owned and operated vessels:	2, 13	None
19. Ship's officers and crew members of the NOAA:	2, 13	None
20. Vessel officers and crews, lightkeepers, and depot keepers of the former lighthouse service:	2, 13	None
21. 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
22. 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	N/A
Over age 65	21	N/A
Unremarried Former Spouse:		
Under age 65	20	N/A
Over age 65	20	N/A
Unmarried Former Spouse	20	N/A
Child (legitimate, adopted, stepchild):		
Under age 18	21	N/A
Over age 18: Student	22	N/A
Incapacitated	22	N/A

Attachment 5

BASIC DOCUMENTATION REQUIRED TO DETERMINE ELIGIBILITY

Table A5.1.

RULE	A If the status is	B 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 (see note 1).
3	Individual Reservists	enlistment contracts, assignments commissioning oaths, orders (see note 2).
4	Service Academy Cadets, Midshipmen and Coast Guard Cadets	the Cadet or Midshipman's Personnel Office.
5	Retired with pay	a retirement order or DD Form 214 (see note 3).
6	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.)
7	Medal of Honor recipient	a departmental order or citation.
8	Red Cross employee	a document that the American Red Cross or CCPF confirms.
9	Civilian employees, including retired USAF civilian	an SF Form 50, **Notification of Personnel Action**; **Supervisors Employee Brief**; or any official document that shows retirement from an appropriated or nonappropriated fund agency.
10	Civilian contractor	the document establishing the contract employee relationship and the contractor's assignment to the particular overseas installation.

RULE	A If the status is	B then eligibility is verified by
11	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).
12	Lawful spouse, including common law, widow, or widower	a photo ID, a marriage certificate or SJA statement certifying common-law marriage, a death certificate or DD Form 1300, **Report of Casualty** (see notes 4 and 7). A widow or widower of a Reserve member who was eligible to receive retired pay at age 60 (gray-area retiree) must present a marriage certificate, a 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. A spouse or widow of a Philippine Scout must present 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, DD Form 2698, **Application for Transitional Compensation.**
13	Former spouse: a. Unremarried 20-20-20 and 20-20-15 (See paragraph **2.29.** for additional requirements for 10-20-10.)	a marriage certificate (or statement from the SJA certifying common-law marriage) and divorce decree (see note 7). 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.), DD Form 2698, **Application for Transitional Compensation.**
	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 paragraph **2.32.**).

RULE	A If the status is	B then eligibility is verified by
14	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).
	d. 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	child's birth certificate and legal documents showing paternity was judicially determined. (see note 7).
	(2) Whose paternity has not been judicially determined and who does not live in the sponsor's household	child's birth certificate and favorable dependency determination (see notes 5 and 7).
	(3) Who lives in the sponsor's household and depends on the sponsor for more than 50 percent support	child's birth certificate and statement of dependency and residency in Item 89 of DD Form 1172 (see note 7).
	(4) 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 (1) Entrusted to Sponsor Through Court Order (see paragraph **2.31.**)	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 12 consecutive months or will have custody for at least 12 consecutive months. The sponsor must also certify in item 89 on DD Form 1172 that dependency and residency is met.
	(2) Placed in Legal Custody through a Placement Agency (see paragraph **2.33.**)	child's birth certificate and document from Placement Agency with no intent to adopt (i.e., foster child).

RULE	A If the status is	B then eligibility is verified by
	(3) Pre-Adoptive Wards (see paragraph **2.34.**)	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 complete, 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; Child's birth certificate.
15	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). 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**, paragraph **A2.5.** and paragraph **A2.6.**).
	b. 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. 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).

RULE	A If the status is	B then eligibility is verified by
	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). 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**, paragraph **A2.5.** and paragraph **A2.6.**).
16	Father, mother, father-in-law, mother-in-law, stepparent, parent-by-adoption	the sponsor's or spouse's birth certificate (as applicable), a favor-able dependency determination, and a personal ID each time an ID card is issued (see note 5). ***NOTE:*** 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**, paragraph **A2.5.** and paragraph **A2.6.**).
17	In loco parentis	None. People in this status do not receive ID cards. See Terms.
18	Involuntarily separated member (TAMP); voluntarily separated member (SSB or VSI)	a DD Form 214 that specifies an approved SPD code (see paragraphs **2.22.** and **2.24.**).
19	CHAMPUS-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 **2.25.**).
20	Involuntary separated member under the Selected Reserve Transition Program.	the sponsor's reassignment order (see paragraphs **2.29.** and **2.30.**).

NOTES:

1. A retired Reserve member awaiting pay at age 60 (gray-area retiree) must present either a notification of eligibility for retired pay (20-year letter) or an order that assigns him or her to the retired Reserve. The order must reflect the member's eligibility for retired pay at age 60.
2. Refer questions to parent service (see paragraph **9.1.**).
3. For a member on TDRL who is receiving the second 30-month blue card to receive CHAMPUS entitlement, DD Form 1172, block 89, must contain a statement that the member is not receiving Medicare, Part A. (***EXCEPTION:*** see paragraph **2.25.**). Reserve retired members who retire at age 60 must present a letter from the appropriate Reserve Center or a retired pay order showing they are retired with pay on their 60th birthday or later. Former members are entitled to the DD Form 1173 and must present a discharge order relieving them from assignment from the Reserve 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 you issue a card.
6. *Permanent Incapacitation.* Do not require a current medical sufficiency statement or physician's statement when renewing an ID card for a permanently incapacitated child. Do not require a current dependency determination. The initial letter issued by the appropriate Service Finance Center that established dependency and residency may be used provided sponsor certifies in block 89 of the DD Form 1172 that dependency and residency are still met, by using the following statement: I certify that I am providing over 50 percent support for the person who is, by virtue of this application, receiving an ID card. I understand that I am financially responsible for any medical care or other benefits which this person receives, effective the date of ID card issue, if it is subsequently determined that I was not providing over 50% support to this person. ***NOTE:*** A letter of approval from the Bureau of Naval Personnel is required when renewing ID cards for Navy or Marine dependents. *Temporary Incapacitation.* 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). 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.

   7.2. All but children require photo ID.

Attachment 6

UNREMARRIED (URFS) AND UNMARRIED FORMER SPOUSE (UMFS) REQUIREMENTS

Table A6.1. Unremarried (URFS) and Unmarried Former Spouse (UMFS) Requirements (see note 1).

RULE	If the status of URFS at the time of divorce is	A 20-20-20	B 20-20-15 Divorced Prior to 1 Apr 85	C 20-20-15 Divorced on or after 29 Sep 88	D 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, BX, theater	medical only (MS/MC) see notes 2 and 3	medical only (MS/MC) see notes 2 and 3	commissary, BX, and theater

NOTES:

1. A former spouse who meets the 20-20-15 requirements but whose divorce occurred on or after 1 April 1985 and before 29 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 if the applicant is eligible for Medicare, Part A. ***EXCEPTION:*** Active duty members and dependents entitled to Medicare, Part A, are eligible for CHAMPUS if they meet the requirements that paragraph **2.25.** describes.
3. Do not authorize medical care benefits (MS/MC) if the former spouse is covered by an employer-sponsored health plan.

NOTE: See paragraph **2.32.** for eligibility requirements for abused former spouses (10-20-10).

Attachment 7

Sample Request for Statement of Service for Retired Members Except
FOR AIR FORCE MEMBERS ONLY
Sample Request for Statement 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 Statement of Service

Please send this office an official statement of service 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 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/DPSRP, 550 C Street West, Suite 19, Randolph AFB TX 78150-4721 (or HQ ARPC/DPAR, 6760 E. Irvington Place #1900. Denver CO 80280-1900, if the member retired under provisions of Title 10, U.S.C., Section 1331), 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 Statement of Service for General Officers and Members on TDRL

MEMORANDUM FOR HQ AFPC/DPSRP (date)

550 C Street West, Suite 19

Randolph AFB TX 78150-4721

REPLY TO

ATTENTION OF: Functional Address Symbol (FAS)

SUBJECT: Request for Statement of Service for General Officer or Member on TDRL

Please send this office an official statement of service 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 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 SPECIAL PROGRAM DESIGNATORS

The following SPD codes are the only valid SPD codes for members separating under the Transition Assistance Management 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			

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 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 Instruction 36-3026(I).

Sincerely

(signature)

(typed name, grade),

(Issuing Activity)

Attachment 12

DD FORM 2 EXPIRATION DATE GUIDELINES

When there appears to be a choice of two or more dates, always choose the earliest date.

1. Indefinite.

2. Date of expiration of term of service.

3. Expected date of graduation.

4. Thirty months from the date the member was placed on the temporary disability retired list (TDRL). After initial 30-month issue period, reissue card for 30 months. If member is not eligible for Medicare, Part A at the end of the first 30-month period, reissue the card at 1-year intervals for a maximum of 5 years from the date the member was placed on the TDRL.

5. Expiration of enlistment contract.

6. Sixtieth birthday.

Table A12.1. Expiration Date Guidelines.

DD Form 2	Expiration Date
DD Form 2 (Active) (Green) (See note.)	
Regular component officers	1
Enlisted personnel	2
Reserve members on active duty for 31 days or more (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	1
Enlisted	5
Retired Reserve members eligible for retired pay upon reaching age 60	6
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	3
ROTC graduates appointed in a Reserve Component not on active duty for 31 days or more.	1

NOTE:

Paragraph **4.2.** gives expiration date guidelines for members in confinement, court-martialed members, and members on appellate leave or parole.

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 Convention Category	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-4 W-3 W-2 W-1	Captain 1st Lieutenant 2nd Lieutenant 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

Geneva Convention Category	Military Grade Group	Army	Navy, Coast Guard NOAA	Air Force	Marine Corps
1	**2**	**3A**	**3B**	**3C**	**3D**
II Sergeants and Other Noncommissioned Officers, Prisoners of War of Equivalent Rank	E-9 E-8 E-7 E-6 E-5	Command Sgt Maj, Sgt Maj FirstSergeant Master Sergeant Sergeant First Class Specialist 7 Staff Sergeant Specialist 6 Sergeant Specialist 5	Master Chief Petty Officer Senior Chief Petty Officer Chief Petty Officer Petty Officer First Class Petty Officer Second Class	Chief Master Sergeant Senior Master Sergeant Master Sergeant Tech Sergeant Staff Sergeant	Sergeant Major Master Gunnery Sgt First Sergeant Master Sergeant Gunnery Sergeant Staff Sergeant Sergeant
I Prisoners Ranking below Sergeant	E-4 E-3 E-2 E-1	Corporal & Specialist 4 Private First Class Private Private	Petty Officer 3/c Seaman Seaman Apprentice Seaman Recruit	Sergeant Airman First Class Airman Airman Basic	Corporal Lance Corporal Private First Class Private

Geneva Convention Category	Military Grade Group	Army Other On Reverse	Public Health Service	Civilian Grade Groups			ARC	USO	Civilian ID Cards
				GS	Federal Wage System	Teachers			
1	2	3	4	5	6	7	8	9	10
V General Officers, POWs Of Equivalent Rank	O-10 O-9	General Lt Gen							
	O-8	Maj Gen	SG Deputy SG	GS-16 Thru GS-18					
	O-7	Brig Gen	Asst SG				31	Exec Dirs	
IV Majors, Lt Cols, Colonels, POWs Of Equivalent Rank	O-6	Colonel	Medical Director	GS-15	Ships Pilots WS-14 thru WS-19, WL-15, and Production and Support Equivalents		28, 29	USO Staff Exec; Ap-propi-ate Equiva-lent Rank	IV Field Grade Officer
	O-5	Lt Colonel	Senior Surgeon	GS-14 GS-13			25-27		

Geneva Convention Category	Military Grade Group	Army Other On Reverse	Public Health Service	Civilian Grade Groups			ARC	USO	Civilian ID Cards
				GS	Federal Wage System	Teachers			
1	2	3	4	5	6	7	8	9	10
	O-4	Major	Surgeon	GS-12		Class IV, V	24		
III Warrant Officers, Com-mis-sioned Officers, POWs of Equivalent Rank	O-3	Captain	Senior Assis-tant Surgeon	GS-11 GS-10		Class I, steps 5-15; II, III	21-23		III Company Grade Officers
	O-2	First Lieuten-ant	Assis-tant Surgeon	GS-9 GS-8	WS-8 thru WS-13 WL-6 thru WL-14; WG-12 thru WG-15; WP-17, 18 and Produc-tion Equiva-lents	Class I, steps 3, 4	20, 19		

Geneva Convention Category	Military Grade Group	Army Other On Reverse	Public Health Service	Civilian Grade Groups			ARC	USO	Civilian ID Cards
				GS	Federal Wage System	Teachers			
1	2	3	4	5	6	7	8	9	10
	W-4, W-3	Chief Warrant Officer							
	O-1	Second Lieuten-ant	Jr Asst Surgeon	GS-7		Class I, steps 1, 2	18		
	W-2, W-1	CWO, W2, WO							
II Sergeants and other noncommis-sioned officers, POWs of Equivalent Rank	E-9, E-8	Sergeant Major; Master Sergeant		GS-6			17-15		II Non-Comm
	E-7	Sergeant First Class			WS-1 thru WS-7; WL-1 thru WL-5; WG-9 thru WG-11; WP-11 thru WP-16				
	E-6	Staff Sergeant		GS-5					

Geneva Convention Category	Military Grade Group	Army Other On Reverse	Public Health Service	Civilian Grade Groups			ARC	USO	Civilian ID Cards
				GS	Federal Wage System	Teachers			
1	2	3	4	5	6	7	8	9	10
	E-5	Sergeant							
I Prisoners Ranking below Sergeant	E-4	Cpl		GS-4	WG-1 thru WG-8; WP-4 thru WP-10				I Enlisted
	E-1 thru E-3	Other Enlisted Ranks		GS-3 thru GS-1					

Attachment 14

FOR NAVY AND MARINE CORPS MEMBERS ONLY SAMPLE LETTER FOR DESIGNATION OF AN AGENT FOR COMMISSARY OR EXCHANGE PURCHASES FOR BLIND OR SEVERELY DISABLED PATRONS

"The bearer of Uniformed Services Identification and Privileges Card (DD Form 1173); or Armed Forces of the United States Identification Card, DD Form 2 Retired; is authorized to be accompanied by a person of his/her choice while shopping in the military commissary store and/or exchange."

/s/ Cognizant Commander

Tel# of sponsor/family member:

Attachment 15

FOR OFFICIAL USE ONLY FOR NAVY AND MARINE CORPS MEMBERS ONLY SAMPLE "AUTHORITY TO ASSIST LETTER"

FROM: Cognizant Commander

TO: _____

(Name) (Address)

Subj: Authority to Assist _____in Making Exchange and Commissary Purchases

Reference paragraphs **7.16.** and **7.33.**

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)	Yes			
B	DD Form 1173		Yes		
C	DD Form 489 or 1934			Yes	
D	AF Form 354, or DD Form 1173-1				Yes
	then				
E	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	replace ID cards by issuing a new card.	X	X	X	X

NOTE:

If yes applies under rules 1 through 4, follow procedures marked under each rule.

Attachment 17

FORMER SPOUSE STATEMENT FOR MARINE CORP 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, _____, BORN _____

(NAME OF ID CARD APPLICANT) (DATE OF BIRTH)

AM THE FORMER _____OF _____,

(WIFE/HUSBAND) (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 _____and was terminated by reason of_____.

(DATE) (DIVORCE/DISSOLUTION/ANNULMENT)

3. I have/have not (circle one) remarried since the date marriage has terminated.

4. I am/am not (circle one) presently employed.

5. I do/do not (circle one) have medical coverage under an employer-sponsored health plan. To verify this statement you may write my employment office at

_____

(EMPLOYER'S NAME/COMPLETE MAILING ADDRESS)

or call _____.

AREA CODE/PHONE NUMBER)

"I certify that to the best of my knowledge the above information is true and correct. I understand that making a false statement in connection with this application is a violation of a federal criminal law which carries a maximum penalty of a $10,000 fine and 5 years imprisonment. I understand that if the information contained in this application is determined to be false, any ID card issued will be retrieved, and I will be liable for reimbursement to the government for the cost of unauthorized medical care and other bene-

fits received. I understand that I am required to immediately notify the Commandant of the Marine Corps (MMSR-6), Headquarters, US Marine Corps, 2 Navy Annex, Washington DC 20380-1775 of any change in my present marital status or if I should obtain medical coverage under an employer -sponsored health plan. I also understand that if I remarry or fail to notify the Marine Corps as required above and then obtain medical care or other benefits, I will be in violation of a federal criminal law which carries a maximum penalty of a $10,000 fine and 5 years imprisonment. I further certify that I have read and understand my obligation not to make any false statements in connection with this application and to immediately notify the Marine Corps of any changes in my present unremarried status or if I obtain medical coverage under an employer-sponsored health benefit plan."

_____ _____

(SIGNATURE) (DATE)

_____

(HOME ADDRESS)

_____

_____

_____

(AREA CODE/HOME PHONE)

Attachment 18

IC 98-1 TO AFI 36-3026(I), IDENTIFICATION CARDS FOR MEMBERS OF THE UNIFORMED SERVICES, THEIR FAMILY MEMBERS, AND OTHER ELIGIBLE PERSONNEL

14 JULY 1998

SUMMARY OF REVISIONS

This change incorporates interim change (IC) 98-1 which corrects Marine Corps publication number on title page, identifies Marine Corps publication and Navy publication as Change 1; incorporates changes from DODI 1000.13, *Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals,* 5 December 1997. The IC provides guidance in paragraph **1.3.3.** for the issue of the DD Form 2 Reserve (Green) (Machine-readable card) to members of the Selected Reserve, the Individual Ready Reserve, and Standby Reserve members who currently hold a DD Form 2 Reserve (Red) ID card effective June 1998; removes reference to color of Reserve ID card in paragraphs **1.3.3.2.** and **1.3.4.1.** Adds parents, parents-in-law, stepparents and parents-by-adoption to paragraph **1.3.5.1.** as eligible family members for the DD Form 1173-1. Adds paragraph **2.3.2.3.** concerning additional verifying official's responsibilities. It also includes changes to paragraph **3.1.** to ensure all addresses are kept current in DEERS; adds paragraphs **6.6.4.8.**, **6.6.4.9.**, and **6.6.4.10.**; deletes paragraph **6.25.5.** and **7.3.9.** It adjusts forms management numbers in paragraph **7.17.**; adds AF Form 354 to paragraph **7.26.4.**, adds DD Form 2 Reserve (Green) ID card to paragraph **9.2.**; deletes term, The Chief of the Customer Support Element, replaces paragraph **A2.8.2. Table A2.16.**, adds paragraph A2.22 and table A2.31 and corrects administrative errors. See the last attachment of the publication, IC 98-1, for the complete IC. A (|) indicates revisions from the previous edition.

AIR FORCE INSTRUCTION 36-3026(I)

ARMY REGULATION 600-8-14

BUPERS INSTRUCTION 1750.10A, Change 1

MCO P5512.11B, Change 1

COMMANDANT INSTRUCTION M5512.1

COMMISSIONED CORPS PERSONNEL MANUAL 29.2, INSTRUCTIONS 1 and 2

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 2, 1982; and DOD Directive 1341.1, *Defense Enrollment Eligibility Reporting System (DEERS*), October 14, 1981. 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, the United States Public Health Service and U.S. Armed Forces Reserve and National Guard. Use this instruction to prepare, issue, use, account for, and dispose of ID cards the Uniformed Services issue.

The Privacy Act of 1974 affects this publication. The authorities to collect and maintain the data in this system of records are Title 10, United States Code (U.S.C.), 3013, 5013, 8013 and Executive Order 9397;

Title 33 U.S.C., 857a, Executive Order No. 11023, May 28, 1962. Privacy Act System of Records Notice DEERS Enrollment Eligibility Reporting System, S322.50, DMDC, October 29, 1997, applies. See **Attachment 1** for references, abbreviations, acronyms, and terms. Process supplements that affect any military personnel function as shown in AFI 37-160, volume 1, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications*, table 3.2. Coordinate all supplements to this instruction through HQ AFPC/DPSFR.

1.3.3. DD Form 2, **Armed Forces of the United States Geneva Conventions Identification Card** (Reserve) (Manually-prepared Card); DD Form 2, **Armed Forces of the United States Geneva Conventions Identification Card** (Reserve) (Machine-readable card); and DD Form 2, **United States Uniformed Services Identification Card** (Reserve Retired). The DD Forms 2 (Reserve) (Manually-prepared Card) and (Reserve Retired) cards are red. The DD Form 2 (Reserve) (Machine-readable card) is red or green (after June 1998). The cards authorize exchange and certain morale, welfare, and recreation privileges as described in DoDI 1015.10, *Programs for Military Morale, Welfare, and Recreation (MWR*), November 3, 1995, with Change 1. These cards authorize the member's eligibility for commissary privileges when accompanied by a commissary card, DD Form 2529, Commissary Privilege Card. Commissary cards are not governed by this instruction. Contact the appropriate Guard or Reserve Project Office for information (see paragraph **9.1.**). The DD Form 2 (Reserve) authorizes medical benefits when accompanied by orders; the DD Form 2 (Reserve Retired) does not authorize medical benefits. Issue the DD Forms 2 (Reserve) to:

1.3.3.2. Members being released from active duty with a military service obligation (MSO). *NOTE:* Members departing on terminal or transitional leave with an MSO may use the DD Form 2 (Reserve) along with their separation orders to obtain active duty benefits until their separation date. (*EXCEPTION:* See paragraph **6.13.8.**)

1.3.4.1. Former members and eligible dependents. Issue former members and their eligible dependents a DD Form 1173 authorizing medical care when the member reaches age 60 and is in receipt of retired pay. See **Table A2.23.** Do not authorize commissary, exchange, and theater privileges. Do not issue the DD Form 2 (Reserve) to former members or DD Form 1173-1, **Department of Defense Guard and Reserve Family Member Identification Card** (Manually-prepared Card), or DD Form 1173-1, **United States Uniformed Services Identification and Privilege Card** (Machine-readable card), to dependents. For further guidance on the verification and issue of DD Forms 1173 to these beneficiaries, contact the appropriate Uniformed Services Guard and Reserve project offices if required (see paragraph **9.1.**).

1.3.5.1. Dependents of Reserve component members not on active duty in excess of 30 days in the categories of spouse, child, stepchild, ward, dependent child 21 years of age or older if incapacitated or a student, parents, parents-in-law, stepparents, and parents-by-adoption.

2.3.2.3. 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, Subchapter XVIII of 42 U.S.C. If entitled to insurance benefits under Subchapter XVIII of 42 U.S.C., the individual is ineligible for medical care under CHAMPUS/TRICARE unless the military sponsor is on active duty except as provided in paragraph **2.25.** Spouses and children of active duty sponsors do not lose entitlement to the CHAMPUS/TRICARE because of entitlement to insurance benefits under Subchapter XVIII of 42 U.S.C. 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 Subchapter XVIII

of 42 U.S.C. 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. 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, Subchapter XVIII of 42 U.S.C. The verifying official shall cite the documentation presented in DD Form 1172, section III, item 89, in addition to all other required documentation.

2.3.7. Automated ID card sites verify and issue ID cards following guidance contained in this instruction and file DD Forms 1172 according to paragraph **2.3.6.**

2.25.2. Entitled to Medicare, part A, as a result of a disability or end-stage renal (kidney) disease and enrolled in Medicare, part B.

2.32.3.1. Spouse/Former Spouse. Marriage certificate, divorce decree (if applicable), and proof of application to receive portion of member's retired pay or proof of receipt of retired pay.

3.1.5. Ensure all addresses are kept current in DEERS. 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 within 30 days of a residential move. Members in CONUS residing on military installations in dormitories will provide their building and room number as their residential address. For Service members permanently assigned overseas, to a vessel, or to a routinely deployable unit, or whose residential address the Service Secretary determines should not be disclosed due to national security or safety concerns, a duty address is to be provided.

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

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

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

6.25.5. **DELETED**.

7.3.9. **DELETED**.

7.17.1. 0102-LF-019-1700 = DD 2S(ACT)/0102-LF-019-1700 = DD2S(RES)

7.17.2. 0102-LF-019-1800 = DD 1173S(PRIV)

7.17.3. 0102-LF-019-1500 = DD 2S(RET)

7.17.4. 0102-LF-019-1600 = DD 2S(RES RET)/0102-LF-019-1600= DD1173-1S(PRIV)

7.26.4. Issues DD Forms 489, 1934 according to this instruction and overseas wing commander (or equivalent) policies. Issues the AF Form 354 according to this instruction.

7.42.1. Distribution: 10208570301.

9.1.6. *NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION* - Commissioned Personnel Center CPC1, Office of NOAA Corps Operations, East-West Highway, Room 12100, Silver Spring, Maryland 20910, (301) 713-3453, Extension 102. Datafax: (301) 713-4140.

9.2. Forms Prescribed. The following list of forms include the form numbers for the Manually-prepared ID cards and the Machine-readable ID cards. AF Form 335, **Issuance Record-Accountability Identification Card**; AF Form 354, **Civilian Identification Card**; DD Form 2ACT, **Armed Forces of the United States Geneva Convention Card** (Active) (Accountable); DD Form 2SACT, **Armed Forces of the United States Geneva Convention Card** (Active) (Green) (Storage Safeguard); DD Form 2RET **United States Uniformed Services Identification Card** (Accountable Form); 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) (Red) (Accountable); DD Form 2SRES, **Armed Forces of the United States Geneva Convention Identification Card** (Reserve) (Green effective June 1998) (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**; DD Form 2268, **DEERS Batch Transmittal**; and DA Form 1602, **Civilian Identification Card** (Accountable Form).

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoD Instructions 1000.1, *Identity Cards Required by the Geneva Convention*, January 30, 1974 with Changes 1 and 2

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 2, 1982, and

1015.10, *Programs for Military Morale, Welfare, and Recreation (MWR)*, November 3, 1995 with Change 1

DoD Directive 1341.1, *Defense Enrollment Eligibility Reporting System (DEERS)*, October 14, 1981

Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons*, November 22, 1943

Title 5, United States Code, Section 2105(a)

Title 10, United States Code, 133, 273, 672, 674, 8013, 3013 and 5013

Public Law 102-484, National Defense Authorization Act, 23 October 1992

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

ARNG--United States Army National Guard

ARPC--Air Reserve Personnel Center

ARPERCEN--Army Reserve Personnel Center

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

CSP--Chief of Security Police

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 Switch Network

DSO--DEERS Support Office

DVA--Department of Veterans Affairs

EAD--Extended Active Duty

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

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--United States Total Army Personnel Command

PIRR--Participating Individual Ready Reserve

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

SSB--Special Separation Benefit

SSN--Social Security Number

SVO--Super Verifying Official

TAFMSD--Total Active Federal Military Service Date

TAG--The Adjutant General

TAMP--Transition Assistance Management Program

TDRL--Temporary Disability Retired List

TDY--Temporary Duty

UIS--Unauthorized Issue

UPRG--Unit Personnel Record Group

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.GR--United States Coast Guard Reserve

USMC--United States Marine Corps

USMCR--United States Marine Corps Reserve

USN--United States Navy

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, thus permitting a person to retain all benefits.

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 (10 U.S.C., Section 1408 [(h)]); 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 (10 U.S.C., Section 1059).

Active Duty--Full-time duty in the active military service (10 U.S.C. 101(d)(1) 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.

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. Surviving children adopted by a non-military member after the death of the sponsor remain eligible for medical care only.

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 2105a, 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 [(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 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.

Child--A sponsor's currently unmarried legitimate child, adopted child, legitimate stepchild, or illegitimate child (see definition below). Children may receive benefits if they:

Are younger than 21 years old.

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 enrolled in a full-time course of education.

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, US Air Force, or other military department. 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, 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. Extend benefits according to **Attachment 2**.

Determination Activity--The Service entity that determines residency and dependency for dependents as required by paragraphs **2.10.**, **2.14.**, and **2.16.** The VO 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; 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.

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 102-484, Section 4403, from 23 October 1992 through 30 September 1999, 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.

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:

Financial Services Office--Local installation finance office.

Former Member--An individual who is in receipt of retired pay for non-Regular service under Title 10, U.S.C. 1223, but who has been discharged from the Service and maintains no military affiliation. These former members and their eligible dependents are entitled to medical care only. They are not entitled to commissary, exchange, or morale, welfare, and recreation privileges. These former members and their eligible dependents will be issued the DD Form 1173.

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--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.

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 23rd 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 Chapters 15 and 1209 Title 10, U.S.C. 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 Police; 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 **1.3.** ***NOTE:*** Pass and Registration is the issuing activity for Manually-prepared Cards for the Air Force. See paragraph **7.28.**

Issuing/Verifying Official--A person who is a US military member, DoD civilian (appropriated or nonappropriated fund--supported), or equivalent civilian personnel employed by the National Guard of the United States, or a foreign national responsible for issuing. 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, and 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:

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 militarypersonnel and civilian employees, regardless of rank, to verify and issue ID cards if the mission requires it

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 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.

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.

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, either active duty, Reserve, active duty retired or Retired Reserve. Members in a retired status are not former members. See term, former member.

North Atlantic Treaty Organization (NATO) Countries--Belgium, Canada, Denmark, France, Federal Republic of Germany, Greece, Iceland, Italy, Luxembourg, the Netherlands, Norway, 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.

Placement Agency--A placement agency (recognized by the Secretary of Defense) in the United States and 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, 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.

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--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 who either has not attained the age of 21 OR 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-half of the child's support; OR is incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member or former member AND is, or was at the time of the member's death, in fact dependent on the member or former member for over one-half of the child's support. For the purpose of DEERS enrollment, a pre-adoptive child is considered to be a ward of the member.

Ready Reserve--The Selected Reserve, Individual Ready Reserve, and Inactive National Guard liable for active duty as prescribed by law (US Code, title 10, 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 update of dependent information to the DEERS database.

Remarried Paren*t*--A dependent parent of a deceased military member who loses dependency-based eligibility for benefits on remarriage.

Reserve Components of the Armed Forces of the United States are:

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--The location where the child lives most of the year. According to this instruction, the child of a noncustodial parent who, according to a custody decree, is a visitor to that parent even though the military member is the child's natural parent. "Visitors" do not qualify for additional benefits.

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

Retired Reserve Entitled to Pay at Age 60 (Gray Area Retirees)--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 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 participation in the Guard and Reserve DEERS Enrollment Program are mandatory.

Selected Reserve Transition Program--The Selected Reserve Transition Program established by Public Law 102-484 (1992) consists of the following programs:

Separation Pay	A lump-sum payment authorized from 23 October 1992 through 30 September 1999 (until 1 October 1999) 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 30 Septem ber 1999 (until 1 October 1999), to an enlisted 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 30 September 1999 (until 1 October 1999) to an enlisted member of the Selected Reserve who has qualified for retirement upon reaching age 60, but who is not yet 60, and is involuntarily transferred to the Individual Ready Reserve, will qualify for Special Separation Pay upon voluntarily transfer to the Retired Reserve
Active Duty Early Retirement	Members of the Selected Reserve who are in an active duty status and qualify for Active Duty Early Retirement (ER), the Special Separation Benefit (SSB), or the Voluntary Separation Incentive (VSI).

NOTE: Those members and their eligible dependents will be issued the DD Forms 2 (Reserve) and DD Forms 1173-1 as appropriate and are entitled to Reserve commissary and exchange privileges.

Senior Installation Official--For the purpose of this instruction, the following defines the senior installation personnel official for the seven Uniformed Services:

Army	Installation Commander
Navy	Commanding Officer
Air Force	Support Group Commander
Marine Corps	Commanding Officer
Coast Guard	Commanding Officer

National Oceanic and Atmospheric Administration	Commanding Officer
United States Public Health Service	Officer in Charge

Senior Personnel Official--For the purpose of this instruction, the following defines the senior personnel official for the seven Uniformed Services:

Army	AdjutantGeneral/Officer In Charge/Battalion Commander, as appropriate
Navy	Officer In Charge, Personnel Support Activity Detachment
Air Force	Military Flight Commander or Military Flight Chief
Marine Corps	Commanding Officer/Officer In Charge, 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 in excess of 30 days or more or a retiree entitled to retired or retainer pay.

Special Agent--A person, either United States military or civilian, who is a specialist in military security or the collection of intelligence or counterintelligence information. 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, and have not completed 20 years of active service at the time of separation. Title 10, U.S.C. 1174a and 1175 authorizes this program until 30 September 1999, although termination dates for each Military Service may be sooner. This incentive entitles certain individuals a lump sum payment, benefits and entitlements. DD Form 1173 identification cards will be issued to these individuals and their eligible dependents. It provides 2 years of exchange and commissary privileges and 120 days of medical benefits (CHAMPUS and MTF). Assistant Secretary of Defense for Force Management and Personnel guidance memorandum, dated 3 January l992, implemented the SSB program.

Sponsor--A military member or civilian employee 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 US Code, Title 10, 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.

Super Verifying Official (SVO)--A person who serves as the RAPIDS Site Security Manager. The SVO keeps the RAPIDS system security functioning properly. The SVO also enters each verifying official's LOGON ID onto the system security file so that each user may perform RAPIDS processing.

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) or (TA) Member--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 30 September 1999. To qualify for these benefits, individuals must be separated involuntarily with service characterized as honorable or general under honorable conditions. For enlisted Service members, not for reasons of misconduct, discharge instead of court-martial or other reasons for which service normally is characterized as under other than honorable conditions. For officers, not for resignation instead of trial by court-martial, or misconduct or moral or professional dereliction if the discharge could be characterized as under other than honorable conditions. DD Form 1173 identification cards will be issued to these individuals and their dependents. It provides 2 years of exchange and commissary privileges and medical (CHAMPUS 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. Individuals entering on active duty after 1 October 1990 and separated through 29 November 1993 were not eligible for TAMP benefits. Refer to **Attachment 10** for approved TA codes.

Uniformed Services--The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration, and Public Health Service.

Unmarried--A widow or widower, who remarried and that marriage was terminated by death or divorce, or a former spouse, whose subsequent remarriage ended 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 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 paragraphs **2.32.** and **2.38.**

US Installation--A US installation is 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 years of service, and have not completed 20 years of active service at time of separation. Title 10, U.S.C. 1174a and 1175 authorizes this program until 30 September 1999, although termination dates for each Military Service may be sooner. This incentive entitles certain individuals an annual annuity payment based on the number of years of active service. In accordance with the provisions contained in Public Law 102-484, a DD Form 1173 identification card will be issued to these individuals and eligible dependents. It provides 2 years of exchange and commissary privileges and 120 days of medical benefits (CHAMPUS and (MTF). Assistant Secretary of Defense for Force Management and Personnel guidance memorandum, dated 3 January 1992, implemented the VSI program.

Ward--An unmarried person who is placed in the legal custody of the member or former member (including children for whom a managing conservator has been designated) 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 either:

Has not attained the age of 21

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; or

Is 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

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 not a dependent of a member or a former member under any other subparagraph.

NOTE: When documents do not appear to establish a ward relationship, refer the applicant to the base legal office.

Attachment 2

DD FORM 1173 ENTITLEMENT GUIDE

A2.1. Key to Abbreviations. All **Attachment 2** tables use abbreviations for entitlements:

A2.1.1. MC: Medical care in civilian facilities (CHAMPUS).

A2.1.2. MS: Medical care in uniformed service medical treatment facilities.

A2.1.3. C: Commissary privileges.

A2.1.4. T: Theater privileges.

A2.1.5. E: Exchange privileges.

A2.2. Dependents of Active Duty Members or Members Entitled to Retired Pay. See **Table A2.1.** for entitlements.

Table A2.1. Entitlements for Dependents of Active-Duty Members or Members Entitled to Retired Pay.

	MC	**MS**	**C**	**T**	**E**
Lawful spouse	See note 1	Yes	Yes	Yes	Yes
Children, unmarried and 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	See note 1	Yes	See note 2	See note 3	See note 3

	MC	MS	C	T	E
Illegitimate child of male member who lives in member's household, when member certifies residency and dependency in item 89 on the DD Form 1172, or illegitimate child of sponsor's spouse (sponsor's stepchild)	See note 1	Yes	Yes	Yes	Yes
Illegitimate child of male member whose paternity has not been judicially determined who does not live in sponsor's household, or illegitimate child of spouse (sponsor's stepchild) who does not live in sponsor's household (a dependency determination is required)	See notes 1 and 2	See note 2	See note 2	See note 3	See note 3
Wards: Legal Custody Ward Pre-Adoptive Ward	See notes 1 and 5	See note 6	See note 2	See note 3	See note 3
Placement Agency Ward	No	No	See note 2	See note 3	See note 3
Children, unmarried and 21 years and older (if entitled above)	See notes 1, 3, and 4	See notes 3 and 4	See notes 2 and 4	See notes 3 and 4	See notes 3 and 4
Father, mother, father-in-law, mother-in-law, stepparent, or parent-by-adoption	No	See note 2	See note 2	See note 3	See note 3

NOTES:

1. Yes, if the sponsor is on active duty. A retired member's dependent is not eligible for MC if he or she is eligible for Medicare, Part A, unless the dependent is eligible for Medicare, Part A, and enrolled in Medicare, Part B.

2. Yes, if the person lives in the sponsor's household or in one maintained by the sponsor and depends on that sponsor for more than 50 percent of his or her support. Authorize commissary privileges if the sponsor provides over 50 percent support, the child lived in the sponsor's household before the sponsor's separation (unaccompanied assignment, etc.) and the sponsor meets this requirement when the assignment or school is over. Children living 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 living in the household of a former spouse are not considered members of the authorized sponsor's household for

commissary privileges, except children who live with a former spouse meeting 20-20-20 requirements. (See **Table A2.2.**)

3. Yes, if dependent on an authorized sponsor for more than 50 percent of his or her support.

4. Yes, if the child meets one of certain criteria:

4.1. Is incapable of self-support because of a mental or physical incapacity that existed before age 21.

4.1.1. Has not passed his or her 23rd birthday and is enrolled full-time in an institution of higher learning approved by the Secretary of Education.

4.1.2. Is incapable of self-support because of a mental or physical incapacity that occurred at age 21 or 22, if during that time the child was enrolled full-time in an institution of higher learning approved by the Secretary of Education.

NOTE: Incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may again be eligible for ID card benefits and privileges as long as they meet all other requirements.

5. Wards of retired members are entitled if dependency and residency are met on or after 1 July 1994. Wards of active duty members are entitled if dependency and residency are met on or after 5 October 1994. Pre-adoptive wards are eligible effective on or after 5 October 1994.

6. Yes, if dependency and residency are met on or after 1 July 1994 for wards of retirees and active duty members. Pre-adoptive wards are entitled if residency is met on or after 5 October 1994.

A2.3. Former Spouses:

A2.3.1. Twenty-Twenty-Twenty (20-20-20). This designation refers to an unremarried former spouse who was married to the member for at least 20 years; during which period the member performed at least 20 years of creditable service in determining eligibility to retired or retainer pay; and the marriage and the member's creditable service overlapped at least 20 years. See **Table A2.2.** for entitlements:

A2.3.1.1. In the case of former spouses of Reserve members who are under age 60 and qualified for retired pay, do not issue DD Form 1173 until the date the former member attains, or would have attained, age 60.

A2.3.1.2. In the case of former spouses of Reserve members or recalled to active duty Reserve retired members under age 60, issue DD Form 1173 only if the Reserve member or recalled Reserve retired member is on active duty for 31 days or more.

Table A2.2. Entitlements for Former Spouses (20-20-20).

	MC	**MS**	**C**	**T**	**E**
Former spouse					
Unremarried	See notes 1 and 2	See note 1	Yes	Yes	Yes
Remarried	No	No	No	No	No
Unmarried	No	No	Yes	Yes	Yes

NOTES:

1. Yes, if the former spouse certifies in writing that he or she has no medical coverage under an employer-sponsored health plan.

2. Yes, unless the former spouse meets one of two criteria:

2.1. Is entitled to Medicare, Part A.

2.2. Is under 65 years of age; entitled to Medicare, Part A; and not enrolled in Medicare, Part B.

A2.3.2. Twenty-Twenty-Fifteen (20-20-15). This designation is the same as 20-20-20, except that the overlap of marriage and member's creditable service was 15 to 19 years. See **Table A2.3.**

Table A2.3. Entitlements for Former Spouses (20-20-15).

Former spouse	**MC**	**MS**	**C**	**T**	**E**
Unremarried	See notes 1, 2, and 3	See notes 1 and 3	No	No	No
Remarried	No	No	No	No	No
Unmarried	No	No	No	No	No

NOTES:

1. Yes, if the former spouse certifies in writing that he or she has no medical coverage under an employer-sponsored health plan.

2. Yes, unless the former spouse meets one of two criteria:

2.1. Is entitled to Medicare, Part A.

2.2. Is under 65 years of age; entitled to Medicare, Part A; and not enrolled in Medicare, Part B.

3. Yes, if the final decree of divorce, dissolution, or annulment of the marriage was before 1 April 1985. If the marriage ended on or after 29 September 1988, entitlements will exist for 1 year from the date of the divorce, dissolution, or annulment. See **Attachment 6**, **Table A6.1.**

A2.4. Surviving Dependents:

A2.4.1. If members died while on active duty under orders that specified a period of 31 days or more or members died while in a retired-with-pay status, authorize entitlements to their surviving dependents as directed in **Table A2.4.**

Table A2.4. Entitlements for Surviving Dependents of Members Who Died While on Active Duty for 31 Days or More or While Retired with Pay.

	MC	**MS**	**C**	**T**	**E**
Widow or Widower					
Unremarried	See note 1	Yes	Yes	Yes	Yes

	MC	MS	C	T	E
Remarried	No	No	No	No	No
Unmarried	No	No	Yes	Yes	Yes
Children, unmarried and 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	See note 1	Yes	See note 2	See note 3	See note 3
Illegitimate child of male member whose paternity has not been judicially determined, or illegitimate child of widow or widower	See notes 1 and 2	See note 2	See note 2	See note 3	See note 3
Ward: Legal Custody Ward Pre-Adoptive Ward	See notes 1, 5 and 6	See notes 5 and 6	See note 2	See note 3	See note 3
Placement Agency Ward No Intent to Adopt	No	No	See note 2	See note 3	See note 3
Children, unmarried and 21 years and older (if entitled, above)	See notes 1, 3 and 4	See notes 3 and 4	See notes 2 and 4	See notes 3 and 4	See notes 3 and 4
Father, mother, father-in-law, mother-in-law, stepparent, or parent-by-adoption	No	See note 2	See note 2	See note 3	See note 3

NOTES:

1. Yes, unless the dependent meets one of two criteria:

1.1. Is entitled to Medicare, Part A.

1.2. Is under 65 years of age; entitled to Medicare, Part A; and not enrolled in Medicare Part B.

2. Yes, if at the time of death, the person was living in the sponsor's household or in one maintained by the sponsor and depended on the sponsor for more than 50 percent of his or her support. Children residing in the household of the authorized sponsor at time of death, but not the household of the sponsor's former spouse, are entitled to commissary privileges.

3. Yes, if the person depended on the sponsor for more than 50 percent of his or her support at the sponsor's death.

4. Yes, if the child meets one of three criteria:

4.1. Is incapable of self-support because of a mental or physical incapacity that existed before age 21.

4.2. Is 21 or 22 years old and enrolled full-time in an institution of higher learning approved by the Secretary of Education.

4.3. Is incapable of self-support because of a mental or physical incapacity that occurred between the ages of 21 and 23 if during that time the child was enrolled full-time in an institution of higher learning approved by the Secretary of Education. ***NOTE:*** Incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may again be eligible for ID card benefits and privileges as long as they meet all other requirements.

5. Yes, if dependency and residency were met at the time of the sponsor's death effective on or after 1 July 1994 for legal custody wards. Pre-adoptive wards are entitled on or after 5 October 1994 if residency is met.

6. Yes, if at the death of the sponsor residency was met on or after 1 July 1994 for wards of retirees and active duty members; and on or after 5 October 1994 if residency is met for preadoptive wards.

A2.4.2. If Reserve members died of a service-connected cause while on active duty for 30 days or less and the death occurred on or before 30 September 1985, authorize entitlements to their surviving dependents as directed in **Table A2.5.** This category includes members who died while serving on active duty for training and those who died from an injury occurring while on inactive duty for training (such as drills, weekend meetings, or additional flying training).

Table A2.5. Entitlements for Surviving Dependents of Reserve Members Who Died While on Active Duty for 30 Days or Less and Whose Death Occurred On or Before 30 September 1985.

	MC	MS	C	T	E
Widow or Widower					
Unremarried	No	No	Yes	Yes	Yes
Remarried	No	No	No	No	No
Unmarried	No	No	Yes	Yes	Yes
Children, unmarried and under 21 years (including orphans)					

	MC	MS	C	T	E
Legitimate, adopted, stepchild; illegitimate child of record of female member, or illegitimate child of male member whose paternity has been judicially determined	No	No	See note 1	See note 2	See note 2
Illegitimate child of male member whose paternity has not been judicially determined or illegitimate child of widow or widower	No	No	See note 1	See note 2	See note 2
Ward	No	No	See note 1	See note 2	See note 2
Children, unmarried and 21 years and older (if entitled above)	No	No	See notes 1 and 3	See notes 2 and 3	See notes 2 and 3
Father, mother, father-in-law, mother-in-law, stepparent, or parent-by- adoption	No	No	See note 1	See note 2	See note 2

NOTES:

1. Yes, if at the sponsor's death the person was living in a home provided by or for an authorized sponsor and depended on the sponsor for more than 50 percent of his or her support. Children living in the sponsor's household at the sponsor's death, but not the household of the sponsor's former spouse, are entitled to commissary privileges.

2. Yes, if the person depended on the sponsor for more than 50 percent of his or her support at the sponsor's death.

3. Yes, if the child met one of three criteria:

3.1. Is incapable of self-support because of a mental or physical incapacity that existed before age 21.

3.2. Is 21 or 22 years old and enrolled full-time in an institution of higher learning approved by the Secretary of Education.

3.3. Is incapable of self-support because of a mental or physical incapacity that occurred between the ages of 21 and 23, if during that time the child was enrolled full-time in an institution of higher learning approved by the Secretary of Education. ***NOTE*:** Incapacitated children who marry and who subse-

quently become unmarried through divorce, annulment, or death of spouse may again be eligible for ID card benefits and privileges as long as they meet all other requirements.

A2.4.3. If Reserve members died after 30 September 1985 of a service-connected cause while on active duty for 30 days or less, on active duty for training, on inactive duty for training; or while traveling to or from the place of such duty or training, authorize entitlements to surviving dependents as directed in **Table A2.6.**

Table A2.6. Entitlements for Surviving Dependents of Reserve Members Who Died While on Active Duty for 30 Days or Less and Whose Death Occurred After 30 September 1985.

Widow or Widower	**MC**	**MS**	**C**	**T**	**E**
Unremarried	See note 1	Yes	Yes	Yes	Yes
Remarried	No	No	No	No	No
Unmarried	No	No	Yes	Yes	Yes
Children, unmarried and 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	See note 1	Yes	See note 2	See note 3	See note 3
Illegitimate child of male member whose paternity has not been judicially determined or illegitimate child of widow or widower	See notes 1 and 2	See note 2	See note 2	See note 3	See note 3
Ward: Legal Custody Ward Pre-Adoptive Ward	See notes 1 and 5	See note 5	See note 2	See note 3	See note 3
Placement Agency Ward No Intent to Adopt	No	No	See note 2	See note 3	See note 3
Children, unmarried and 21 years and older (if entitled above)	See notes 1, 3, and 4	See notes 3 and 4	See notes 2 and 4	See notes 3 and 4	See notes 3 and 4
Father, mother, father-in-law, mother-in-law, stepparent, or parent-by-adoption	No	See note 2	See note 2	See note 3	See note 3

NOTES:

1. Yes, unless the dependent meets one of two criteria:

Is entitled to Medicare, Part A.

Is under 65 years of age; entitled to Medicare, Part A and not enrolled in Medicare, Part B.

2. Yes, if at the sponsor's death the person was living in a home provided by or for an authorized sponsor and depended on the sponsor for more than 50 percent of his or her support. Children living in the sponsor's household at the sponsor's death, but not the household of the sponsor's former spouse, are entitled to commissary privileges.

3. Yes, if the person depended on a sponsor for more than 50 percent of his or her support at the sponsor's death.

4. Yes, if the child meets one of three criteria:

4.1. Is incapable of self-support because of a mental or physical incapacity that existed before age 21.

4.2. Is 21 or 22 years old and enrolled full-time in an institution of higher learning approved by the Secretary of Education.

4.3. Is incapable of self-support because of a mental or physical incapacity that occurred between the ages of 21 and 23, if during that time the child was enrolled full-time in an institution of higher learning approved by the Secretary of Education. ***NOTE:*** Incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may again be eligible for ID card benefits and privileges as long as they meet all other requirements.

5. Yes, if at the sponsor's death dependency and residency were met effective on or after 1 July 1994 for legal custody wards and on or after 5 October l994 if residency is met for preadoptive wards.

A2.4.4. If Reserve members died after 14 November 1986 of a service-connected cause while on active duty for 30 days or less, on active duty for training, on inactive duty for training, or while traveling to or from the place of such duty or training, authorize entitlements to surviving dependents as directed in **Table A2.7.**

Table A2.7. Entitlements for Surviving Dependents of Reserve Members Who Died While on Active Duty for 30 Days or Less and Whose Death Occurred After 14 November 1986.

	MC	**MS**	**C**	**T**	**E**
Widow or Widower					
Unremarried	See note 1	Yes	Yes	Yes	Yes
Remarried	No	No	No	No	No
Unmarried	No	No	Yes	Yes	Yes
Children, unmarried and under 21 years (including orphans)					

	MC	MS	C	T	E
Legitimate, adopted, stepchild; illegitimate child of record of female member, or illegitimate child of male member whose paternity has been judicially determined	See note 1	Yes	See note 2	See note 3	See note 3
Illegitimate child of male member whose paternity has not been judicially determined or illegitimate child of widow or widower	See notes 1 and 2	See note 2	See note 2	See note 3	See note 3
Wards: Legal Custody Ward Pre-Adoptive Ward	See notes 1 and 5	See note 5	See note 2	See note 3	See note 3
Placement Agency Ward No Intent to Adopt	No	No	See note 2	See note 3	See note 3
Children, unmarried and 21 years and older (if entitled above)	See notes 1, 3 and 4	See notes 3 and 4	See notes 2 and 4	See notes 3 and 4	See notes 3 and 4
Father, mother, father-in-law, mother-in-law, stepparent, or parent-by-adoption	No	See note 2	See note 2	See note 3	See note 3

NOTES:

1. Yes, unless the dependent meets one of two criteria:

1.1. Is entitled to Medicare, Part A.

1.2. Is under 65 years of age; entitled to Medicare, Part A and not enrolled in Medicare, Part B.

2. Yes, if at the sponsor's death the person was living in a home provided by or for an authorized sponsor and depended on the sponsor for more than 50 percent of his or her support. Children living in the sponsor's household at the sponsor's death, but not in the household of the sponsor's former spouse, are entitled to commissary privileges.

3. Yes, if the person depended on the sponsor for more than 50 percent of his or her support at the sponsor's death.

4. Yes, if the child meets one of three criteria:

4.1. Is incapable of self-support because of a mental or physical incapacity that existed before age 21.

4.2. Is 21 or 22 years old and enrolled full-time in an institution of higher learning approved by the Secretary of Education.

4.3. Is incapable of self-support because of a mental or physical incapacity that occurred between the ages of 21 and 23, if during that time the child was enrolled full-time in an institution of higher learning approved by the Secretary of Education. ***NOTE:*** Incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may again be eligible for ID card benefits and privileges as long as they meet all other requirements.

5. Yes, if dependency and residency were met at the time of the sponsor's death effective on or after 1 July 1994 for legal custody wards and on or after 5 October 1994 if residency is met for preadoptive wards.

A2.4.5. Authorize entitlements as directed in **Table A2.8.** to surviving dependents of Reserve members and former members who retired without pay, who met time-in service requirements, and died before reaching age 60. (Issue DD Form 1173 on or after the date on which the member would have attained age 60 had he or she survived).

Table A2.8. Entitlements for Surviving Dependents of Reserve Members Who Retired Without Pay and Former Members Who Met Time-in-Service Requirements, Who Died Before Reaching Age 60 (***NOTE***: Surviving dependents of Former members are entitled to medical care only)

	MC	**MS**	**C**	**T**	**E**
Widow or Widower					
Unremarried	See notes 1 and 6	Yes	Yes and note 5	Yes and see note 5	Yes and see note 5
Remarried	No	No	No	No	No
Unmarried	No	No	Yes and note 5	Yes and see note 5	Yes and see note 5
Children, unmarried and 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	See note 1	Yes	See notes 2 and 5	See notes 3 and 5	See notes 3 and 5

	MC	MS	C	T	E
Illegitimate child of male member whose paternity has not been judicially determined or illegitimate child of widow or widower	See notes 1 and 2	See note 2	See notes 2 and 5	See notes 3 and 5	See notes 3 and 5
Ward	See notes 1 and 7	Yes	See notes 2 and 5	See notes 3 and 5	See notes 3 and 5
Pre-Adoptive	See notes 1 and 8	See notes 1 and 8	See notes 2 and 5	See notes 3 and 5	See notes 3 and 5
Children, unmarried and 21 years and older (if entitled above)	See notes 1, 3 and 4	See notes 3 and 4	See notes 2, 4 and 5	See notes 3, 4 and 5	See notes 3, 4 and 5
Father, mother, father-in-law, mother-in-law, stepparent, or parent-by- adoption	No	See note 2	See notes 2 and 5	See notes 3 and 5	See notes 3 and 5

NOTES:

1. Yes, unless the dependent meets one of two criteria:

1.1. Is entitled to Medicare, Part A.

1.2. Is under 65 years of age; entitled to Medicare, Part A and not enrolled in Medicare, Part B.

2. Yes, if at the sponsor's death the person was living in a home provided by or for an authorized sponsor and depended on the sponsor for more than 50 percent of his or her support. Children living in the sponsor's household at the sponsor's death, but not in the household of the sponsor's former spouse, are entitled to commissary privileges.

3. Yes, if the person depended on the sponsor for more than 50 percent of his or her support at the sponsor's death.

4. Yes, if the child meets one of three criteria:

4.1. Is incapable of self-support because of a mental or physical incapacity that existed before age 21.

4.2. Is 21 or 22 years old and enrolled full-time in an institution of higher learning approved by the Secretary of Education.

4.3. Is incapable of self-support because of a mental or physical incapacity that occurred between the ages of 21 and 23, if during that time the child was enrolled full-time in an institution of higher learning approved by the Secretary of Education. ***NOTE:*** Incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may again be eligible for ID card benefits and privileges as long as they meet all other requirements.

5. Surviving dependents of former members are entitled to medical benefits only. Commissary, exchange and theater privileges are not authorized.

6. Prior to 10 February l996, surviving dependents of Reserve members who did not elect to participate in the Reserve Component Survivor Benefit Plan, who died before attaining age 60, were only eligible for a DD Form 1173-1. Since implementation of Public Law 104-106, these surviving dependents are now eligible for the DD Form 1173. The eligibility start date for these dependents is 10 February l996 or on or after the date on which the member would have attained age 60, had he or she survived, whichever is later.

7. Yes, with respect to determinations of dependency made on or after 1 July 1994.

8. Yes, with respect to determinations of dependency made on or after 5 October 1994.

A2.5. Veterans and Medal of Honor Recipients and Their Dependents. Honorably discharged veterans rated by the VA as 100-percent disabled from a uniformed service-connected injury or disease and Medal of Honor recipients and their dependents are entitled to the benefits specified in **Table A2.9.**

Table A2.9. Entitlements for Veterans and Medal of Honor Recipients and Their Dependents.

	MC	**MS**	**C**	**T**	**E**
Self	No	No	Yes	Yes	Yes
Lawful spouse	No	No	Yes	Yes	Yes
Children, unmarried and under 21 years					
Legitimate, adopted, stepchild; illegitimate child of member, illegitimate child of spouse	No	No	See note 1	See note 2	See note 2
Ward	No	No	See note 1	See note 2	See note 2
Children, unmarried and 21 years and older (if entitled above)	No	No	See notes 1 and 3	See notes 2 and 3	See notes 2 and 3
Father, mother, father-in-law, mother-in-law, stepparent, parent-by-adoption	No	No	See note 1	See note 2	See note 2

NOTES:

1. Yes, if the person lives in the sponsor's household or in one maintained by the sponsor and depends on that sponsor for more than 50 percent of his or her support. Children living 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 living in the former spouse's household are not considered members of the authorized sponsor's household for commissary privileges.

2. Yes, if the person depends on the sponsor for more than 50 percent of his or her support.

3. Yes, if the child meets one of three criteria:

3.1. Is incapable of self-support because of a mental or physical incapacity that existed before age 21.

3.2. Is 21 or 22 years old and enrolled full-time in an institution of higher learning approved by the Secretary of Education.

3.3. Is incapable of self-support because of a mental or physical incapacity that occurred between the ages of 21 and 23, if during that time the child was enrolled full-time in an institution of higher learning approved by the Secretary of Education. ***NOTE:*** Incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may again be eligible for ID card benefits and privileges as long as they meet all other requirements.

3.4. A dependency determination is not required for incapacitated children over age 21 as no medical care is authorized. The sponsor certifies in block 89 he or she is providing over 50 percent of the child's support.

A2.6. Surviving Dependents. Surviving dependents of Medal of Honor recipients and surviving dependents of honorably discharged veterans rated by the VA as 100-percent disabled who died of a service-connected cause receive entitlements as directed in **Table A2.10.**

Table A2.10. Entitlements for Surviving Dependents of Veterans and Medal of Honor Recipients.

	MC	**MS**	**C**	**T**	**E**
Widow or Widower					
Unremarried	No	No	Yes	Yes	Yes
Unmarried	No	No	Yes	Yes	Yes
Remarried	No	No	No	No	No
Children, unmarried and under 21 years (including orphans)					
Legitimate, adopted, stepchild; or illegitimate child of member, widow, widower, or ward	No	No	See note 1	See note 2	See note 2
Children, unmarried and 21 years and older (if entitled above)	No	No	See notes 1 and 3	See notes 2 and 3	See notes 2 and 3
Father, mother, father-in-law, mother-in-law, stepparent, parent-by-adoption	No	No	See note 1	See note 2	See note 2

NOTES:

1. Yes, if at the time of death of the sponsor, the person was living in the sponsor's household or in one maintained by the sponsor and depended on the sponsor for over 50 percent of his or her support. Children living 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.

2. Yes, if the person depended on sponsor for more than 50 percent of his or her support at the time of the sponsor's death.

3. Yes, if the child meets one of three criteria:

3.1. Is incapable of self-support because of a mental or physical incapacity that existed before age 21.

3.2. Is 21 or 22 years old and enrolled full-time in an institution of higher learning as approved by the Secretary of Education.

3.3. Is incapable of self-support because of a mental or physical incapacity that occurred between the ages of 21 and 23, if during that time the child was enrolled full-time in an institution of higher learning approved by the Secretary of Education. Incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be again eligible for ID card benefits and privileges as long as they meet all other requirements.

NOTE: A dependency determination is not required as no medical care is authorized. The surviving spouse, guardian, or child (over 18) certifies in block 89 that the time of the sponsor's death, he or she was providing over 50 percent support.

A2.7. Foreign Personnel. Do not issue DD Form 1173 to:

Representatives of the People's Republic of China (PRC).

Foreign personnel, on active duty or retired, and their dependents, who are on leave attending school in the United States at their own or their government's convenience.

Foreign personnel and their dependents who are in the United States in connection with the purchase of US 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.

NOTE: Foreign liaison personnel are eligible for ID cards if present in the United States for official duties of a mutual defense interest. They must be here at the invitation of the US government. DO NOT ENROLL FOREIGN MILITARY IN DEERS.

A2.7.1. Sponsored NATO Personnel in the United States. NATO active duty officers and enlisted personnel serving in the United States under the sponsorship or invitation of the DoD or a Military Service and their accompanying dependents living in the sponsor's US household receive entitlements as specified in **Table A2.11.**

Table A2.11. Entitlements for Sponsored NATO Personnel in the United States and Their Accompanying Dependents.

	MC	**MS**	**C**	**T**	**E**
Self	No	See note 4	Yes	Yes	Yes
Lawful spouse	See note 3	See note 4	Yes	Yes	Yes
Children, unmarried and under 21 years					

	MC	MS	C	T	E
Legitimate, adopted, stepchild; illegitimate child of member, or illegitimate child of spouse	See notes 1 and 3	See notes 1 and 4	See note 1	See note 1	See note 1
Ward	No	No	See note 1	See note 1	See note 1
Children, unmarried and 21 years and older (if entitled above)	See notes 1, 2, and 3	See notes 1, 2, and 4	See notes 1 and 2	See notes 1 and 2	See notes 1 and 2
Father, mother, father-in-law, mother-in-law, stepparent, parent-by-adoption	No	No	See note 1	See note 1	See note 1

NOTES:

1. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.

2. Yes, if the child meets one of three criteria:

2.1. Is incapable of self-support because of a mental or physical incapacity that existed before age 21.

2.2. Is 21 or 22 years old and enrolled full-time in an institution of higher learning approved by the Secretary of Education.

2.3. Is incapable of self-support because of a mental or physical incapacity that occurred between the ages of 21 and 23, if during that time the child was enrolled full-time in an institution of higher learning approved by the Secretary of Education. ***NOTE:*** Incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may again be eligible 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 inpatient care at full reimbursable rate.

A2.7.2. Sponsored Non-NATO Personnel in the United States. Active-duty officer and enlisted personnel of non-NATO countries serving in the United States under DoD or Military Service sponsorship and their accompanying dependents living in the sponsor's US household receive entitlements as specified in **Table A2.12.**

Table A2.12. Entitlements for Sponsored Non-NATO Personnel in the United States and Their Accompanying Dependents.

	MC	MS	C	T	E
Self	No	See note 3	Yes	Yes	Yes
Lawful spouse	No	See note 3	Yes	Yes	Yes
Children, unmarried and under 21 years					

	MC	MS	C	T	E
Legitimate, adopted, stepchild; illegitimate child of member, or illegitimate child of spouse	No	See notes 1 and 3	See note 1	See note 1	See note 1
Ward	No	No	See note 1	See note 1	See note 1
Children, unmarried and 21 years and older (if entitled above)	No	See notes 1, 2, and 3	See notes 1 and 2	See notes 1 and 2	See notes 1 and 2
Father, mother, father-in-law, mother-in-law, stepparent, parent-by-adoption	No	No	See note 1	See note 1	See note 1

Table A2.13. Entitlements for Nonsponsored NATO Personnel in the United States and Their Accompanying Dependents.

	MC	MS	C	T	E
Self	No	See note 4	No	See note 5	See note 6
Lawful spouse	See note 3	See note 4	No	No	No
Children, unmarried and under 21 years					
Legitimate, adopted, stepchild; illegitimate child of member, or illegitimate child of spouse	See notes 1 and 3	See notes 1 and 4	No	No	No
Ward	No	No	No	No	No
Children, unmarried and 21 years and older (if entitled above)	See notes 1, 2, and 3	See notes 1, 2, and 4	No	No	No
Father, mother, father-in-law, mother-in-law, stepparent, parent-by-adoption	No	No	No	No	No

NOTES:

1. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.

2. Yes, if the child meets one of three criteria:

2.1. Is incapable of self-support because of a mental or physical incapacity that existed before age 21.

2.2. Is 21 or 22 years old and enrolled full-time in an institution of higher learning approved by the Secretary of Education.

2.3. Is incapable of self-support because of a mental or physical incapacity that occurred between the ages of 21 and 23, if during that time the child was enrolled full time in an institution of higher learning approved by the Secretary of Education. ***NOTE:*** Incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may again be eligible for ID card benefits and privileges as long as they meet all other requirements.

3. Yes, for outpatient care only.

4. Yes, for outpatient and inpatient care at full reimbursable rate.

5. Yes, if exchange privileges are authorized.

6. Yes, if living on a US military installation and purchases are for personal use only.

A2.7.4. NATO and Non-NATO Personnel Outside the United States. Active duty officer and enlisted personnel of NATO and non-NATO countries who serve outside the United States or outside their own country and their accompanying dependents living in the sponsor's household, receive entitlements when the personnel meet one of two criteria:

They serve under DoD or Military Service sponsorship.

They serve in connection with the US military establishment and their overseas major commander determines that the granting of such privileges serves the best interests of the United States. See **Table A2.14.**

Table A2.14. Entitlements for Sponsored Personnel Outside the United States and Their Accompanying Dependents.

	MC	**MS**	**C**	**T**	**E**
Self	No	See note 3	Yes	Yes	Yes
Lawful spouse	No	See note 3	Yes	Yes	Yes
Children, unmarried and under 21 years					
Legitimate, adopted, stepchild; illegitimate child of member, or illegitimate child of spouse	No	See notes 1 and 3	See note 1	See note 1	See note 1
Ward	No	No	See note 1	See note 1	See note 1
Children, unmarried and 21 years and older (if entitled above)	No	See notes 1, 2, and 3	See notes 1 and 2	See notes 1 and 2	See notes 1 and 2
Father, mother, father-in-law, mother- in- law, stepparent, parent-by-adoption	No	No	See note 1	See note 1	See note 1

NOTES:

1. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.

2. Yes, if the child meets one of three criteria:

2.1. Is incapable of self-support because of a mental or physical incapacity that existed before age 21.

2.2. Is 21 or 22 years old enrolled full-time in an institution of higher learning approved by the Secretary of Education.

2.3. Is incapable of self-support because of a mental or physical incapacity that occurred between the ages of 21 and 23, if during that time the child was enrolled full-time in an institution of higher learning approved by the Secretary of Education. ***NOTE:*** Incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may again be eligible for ID card benefits and privileges as long as they meet all other requirements.

3. Yes, for outpatient care only on a reimbursable basis.

A2.8. Civilian Personnel. Overseas commanders may authorize commissary, theater, and exchange privileges to persons that this attachment designates when:

Such individuals are serving the Military Services exclusively.

Base support facilities can accommodate the extra burden.

Doing so will not impair the military mission.

(Overseas commanders may authorize medical care in Air Force medical treatment facilities according to AFI 41-115.)

A2.8.1. Civilian Personnel and Their Dependents in CONUS, Hawaii, Alaska, Puerto Rico, and Guam. Civilian personnel of the DoD and the Uniformed Services and their accompanying dependents, when required to live in the same household on a military installation within the CONUS, Hawaii, Alaska, Puerto Rico and Guam, receive the entitlements specified in **Table A2.15.**

Table A2.15. Entitlements for Civilian Personnel and Their Dependents in CONUS, Hawaii, and Alaska.

	MC	**MS**	**C**	**T**	**E**
Self	No	See note 4	See note 1	Yes	See note 1
Lawful spouse	No	See note 4	See note 1	Yes	See note 1
Children, unmarried and under 21 years					
Legitimate, adopted, step-child; illegitimate child of member, or illegitimate child of spouse	No	See notes 2 and 4	See notes 1 and 2	See note 2	See notes 1 and 2
Ward	No	No	See notes 1 and 2	See note 2	See notes 1 and 2
Children, unmarried and 21 years and older (if entitled above)	No	See notes 2, 3, and 4	See notes 1, 2, and 3	See notes 2 and 3	See notes 1, 2, and 3

	MC	MS	C	T	E
Father, mother, father-in-law, mother-in-law, stepparent, parent-by-adoption	No	See notes 2 and 4	See notes 1 and 2	See note 2	See notes 1 and 2

NOTES:

1. For purposes of commissary and exchange privileges:

Commissary privileges do not cover the purchase of tobacco products in States, including the District of Columbia, that impose a tax on such products.

1.1. The person has limited exchange privileges, which include purchase of all items except articles of uniform and State tax-free items.

2. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.

3. Yes, if the child meets one of three criteria:

3.1. Is incapable of self-support because of a mental or physical incapacity that existed before age 21.

3.2. Is 21 or 22 years old and enrolled full-time in an institution of higher learning approved by the Secretary of Education.

3.3. Is incapable of self-support because of a mental or physical incapacity that occurred between the ages of 21 and 23, if during that time the child was enrolled full time in an institution of higher learning approved by the Secretary of Education. ***NOTE:*** Incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may again be eligible for ID card benefits and privileges as long as they meet all other requirements.

4. Yes, on a space-available, fully reimbursable basis only in Puerto Rico and Guam.

A2.8.2. 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 receive entitlements as specified in **Table A2.16.** (The privileges apply only to the overseas area.) Individuals in a TDY status except Emergency Essential personnel required to support the Uniformed Services in support of a Congressional decree or Presidential commitment are not entitled to the DD Form 1173.

Table A2.16. Entitlements for Civilian Personnel and Their Dependents in Foreign Countries.

	MC	MS	C	T	E
Self	No	See note 3	Yes	Yes	Yes
Lawful spouse	No	See note 3	Yes	Yes	Yes
Children, unmarried, under 21					

Legitimate, adopted, stepchild; illegitimate child of member, or illegitimate child of spouse	No	See notes 1 and 3	See note 1	See note 1	See note 1
Ward	No	No	See note 1	See note 1	See note 1
Children, unmarried, 21 years and older (if entitled above)	No	See notes 1, 2, and 3	See notes 1 and 2	See notes 1 and 2	See notes 1 and 2
Father, mother, father-in-law, mother-in-law, step-parent, parent-by-adoption	No	See notes 1 and 3	See note 1	See note 1	See note 1

NOTES:

1. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.

2. Yes, if the child meets one of three criteria:

2.1. Is incapable of self-support because of a mental or physical incapacity that existed before age 21.

2.2. Is 21 or 22 years old and enrolled full-time in an institution of higher learning as approved by the Secretary of Education.

2.3. Is incapable of self-support because of a mental or physical incapacity that occurred between the ages of 21 and 23, if during that time the child was enrolled full-time in an institution of higher learning approved by the Secretary of Education. ***NOTE:*** incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may again be eligible for ID card benefits and privileges as long as they meet all other requirements.

3. Yes, on a space-available, fully reimbursable basis only if residing in the household with the member.

A2.9. Red Cross Personnel:

A2.9.1. Red Cross Personnel and Accompanying Dependents in the CONUS, Hawaii, Alaska, and Puerto Rico. Uniformed and nonuniformed 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 live in the same household on a military installation, receive the entitlements specified in **Table A2.17.**

Table A2.17. Entitlements for Red Cross Personnel and Accompanying Dependents in the CONUS, Hawaii, Alaska, and Puerto Rico.

	MC	**MS**	**C**	**T**	**E**
Self	No	No	Yes	Yes	See note 1
Lawful spouse	No	No	Yes	Yes	See note 1
Children, unmarried, under 21					

	MC	MS	C	T	E
Legitimate, adopted, stepchild; illegitimate child of member, or illegitimate child of spouse	No	No	See note 2	See note 2	See notes 1 and 2
Children, unmarried, 21 years and older (if entitled above)	No	No	See notes 2 and 3	See notes 2 and 3	See notes 1, 2, and 3
Father, mother, father-in-law, mother-in-law, step-parent, parent-by-adoption	No	No	See note 2	See note 2	See notes 1 and 2

NOTES:

1. Entitled to limited exchange privileges, which include purchase of all items except articles of uniform and State tax-free items.

2. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.

3. Yes, if the child meets one of three criteria:

3.1. Is incapable of self-support because of a mental or physical incapacity that existed before age 21.

3.2. Is 21 or 22 years old and is enrolled full-time in an institution of higher learning approved by the Secretary of Education.

3.3. Is incapable of self-support because of a mental or physical incapacity that occurred between the ages of 21 and 23, if during that time the child was enrolled full-time in an institution of higher learning approved by the Secretary of Education. ***NOTE:*** Incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may again be eligible for ID card benefits and privileges as long as they meet all other requirements.

A2.9.2. Red Cross Personnel and Accompanying Dependents in Foreign Countries. 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 living in the same household, receive the entitlements specified in **Table A2.18.**

Tabke A2.18. Entitlements for Red Cross Personnel and Accompanying Dependents in Foreign Countries.

	MC	MS	C	T	E
Self	No	See note 3	Yes	Yes	Yes
Lawful spouse	No	See note 3	Yes	Yes	Yes
Children, unmarried, under 21					

	MC	MS	C	T	E
Legitimate, adopted, stepchild; illegitimate child of member, or illegitimate child of spouse	No	See notes 1 and 3	See note 1	See note 1	See note 1
Ward	No	No	See note 1	See note 1	See note 1
Children, unmarried, 21 years and older (if entitled above)	No	See notes 1, 2, and 3	See notes 1 and 2	See notes 1 and 2	See notes 1 and 2
Father, mother, father-in-law, mother-in-law stepparent, or parent-by-adoption	No	See notes 1 and 3	See note 1	See note 1	See note 1

NOTES:

1. Yes, if the person lives in the sponsor's household or in one maintained by the sponsor and depends on that sponsor for more than 50 percent of his or her support.

2. Yes, if the child meets one of three criteria:

2.1. Is incapable of self-support because of a mental or physical incapacity that existed before age 21.

2.2. Is 21 or 22 years old and is enrolled full-time in an institution of higher learning approved by the Secretary of Education.

2.3. Is incapable of self-support because of a mental or physical incapacity that occurred between the ages of 21 and 23, if during that time the child was enrolled full-time in an institution of higher learning approved by the Secretary of Education.

NOTE: Incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may again be eligible for ID card benefits and privileges as long as they meet all other requirements.

3. Yes, on a space-available basis at the rate that AFI 41-115 specifies.

A2.10. Transition Assistance Management Program (TAMP):

A2.10.1. TAMP beneficiaries (see **Attachment 1** for definition) and their dependents (including dependents acquired after the member's separation) receive the entitlements specified in **Table A2.19.**

Table A2.19. Entitlements for TAMP Members and Their Dependents.

	MC	MS	C	T	E
Involuntarily Separated Member	See note 1	See note 1	See note 3	See note 3	See note 3
Lawful spouse	See note 1	See note 1	See note 3	See note 3	See note 3
Children, unmarried, under 21					
Legitimate, adopted, stepchild; illegitimate child of record of female member, or illegitimate child of male member whose paternity has been judicially determined; or illegitimate child of male member or illegitimate child of spouse who lives in member's household	See note 1	See note 1	See notes 2 and 3	See notes 3 and 4	See notes 3 and 4
Illegitimate child of male member, whose paternity has not been judicially determined, or illegitimate child of spouse	See notes 1 and 2	See notes 1 and 2	See notes 2 and 3	See notes 3 and 4	See notes 3 and 4
Wards: Legal Custody Ward Pre-Adoptive Ward	See notes 1 and 6	See notes 1 and 6	See notes 2 and 3	See notes 3 and 4	See notes 3 and 4
Placement Agency Ward No Intent to Adopt	No	No	See notes 2 and 3	See notes 3 and 4	See notes 3 and 4
Children, unmarried, 21 years and older (if entitled above)	See notes 1, 4, and 5	See notes 1, 4, and 5	See notes 2, 3, and 5	See notes 3, 4, and 5	See notes 3, 4, and 5
Father, mother, father-in-law, mother-in-law, stepparent, or parent-by- adoption	No	See notes 1 and 2	See notes 2 and 3	See notes 3 and 4	See notes 3 and 4

NOTES:

1. Yes, if the military member (except Coast Guard) separated during the period from 1 October 1990 through 30 September 1999. Yes, if Coast Guard members were on active duty after 30 September 1994 and separated on or after 1 October 1994 through 30 September 1999. Individuals entering on active duty after on or after 1 October 1990 and separated through 29 November 1993 were not eligible. Authorize 60-day privileges for members separated with fewer than 6 years of active service and 120-day privileges for members separated with 6 or more years of active service. Entitlements begin on the day after the member's date of separation. Do not authorize MC if the individual is:

1.1. Entitled to Medicare Part A.

1.2. Under 65 years of age, entitled to Medicare Part A and not enrolled in Medicare Part B.

2. Yes, if a member of a household maintained by or for an authorized sponsor and depended on that sponsor for more than 50 percent of his or her support. Children living 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 living in the former spouse's household are not authorized commissary privileges.

3. Yes, if the military member (except Coast Guard) was separated during the period from 1 October 1990 through 30 September 1999. Yes, if Coast Guard members were on active duty after 30 September 1994 and separated on or after 1 October 1994 through 30 September 1999. Authorize privileges for 2 years, beginning on the date member separated.

4. Yes, if dependent on the authorized sponsor for over 50 percent of his or her support.

5. Yes, if the child meets one of three criteria:

5.1. Is incapable of self-support because of a mental or physical incapacity that existed before age 21.

5.2. Is 21 or 22 years old and enrolled full-time in an institution of higher learning approved by the Secretary of Education.

5.3. Is incapable of self-support because of a mental or physical incapacity that occurred between the ages of 21 and 23, if during that time the child was enrolled full-time in an institution of higher learning approved by the Secretary of Education. Eligibility ends on the child's 23d birthday or the date TAMP benefits expire, whichever is earliest.

NOTE: Incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may again be reinstated for ID card benefits and privileges as long as they meet all other requirements.

6. Yes, if dependency and residency were met on or after 5 October 1994, for legal custody wards and on or after 5 October 1994 if residency is met for pre-adoptive wards.

A2.11. Surviving Dependents of Members Involuntarily Separated and Eligible Under TAMP:

A2.11.1. Surviving dependents of TAMP members (including dependents acquired after the member's separation) receive the entitlements specified in **Table A2.20.**

A2.11.2. Authorize TAMP benefits to surviving dependents of individuals who separated on or after 1 October 1990 through 30 September 1999. Surviving dependents of Coast Guard members who were on active duty after 30 September l994 and separated on or after 1 October 1994 through 30 September 1999 are authorized TAMP benefits.

Table A2.20. Entitlements for Surviving Dependents of TAMP Members.

	MC	**MS**	**C**	**T**	**E**
Widow or Widower					
Unremarried	See note 1	See note 1	See note 3	See note 3	See note 3
Remarried	No	No	No	No	No
Unmarried	No	No	See note 3	See note 3	See note 3
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	See note 1	See note 1	See notes 2 and 3	See notes 3 and 4	See notes 3 and 4
Illegitimate child of male member, whose paternity has not been judicially determined, or illegitimate child of widow or widower	See notes 1 and 2	See notes 1 and 2	See notes 2 and 3	See notes 3 and 4	See notes 3 and 4
Wards: Legal Custody Ward Pre-Adoptive Ward	See notes 1 and 6	See notes 1 and 6	See notes 2, 3 and 6	See notes 3, 4 and 6	See notes 3 and 6
Placement Agency Ward No Intent to Adopt	No	No	See notes 2 and 3	See notes 3 and 4	See notes 3 and 4
Children, unmarried, 21 years and older (if entitled above)	See notes 1, 4 and 5	See notes 1, 4 and 5	See notes 2, 3 and 5	See notes 3, 4 and 5	See notes 3, 4 and 5
Father, mother, father-in-law, mother-in-law, stepparent, or parent-by- adoption	No	See notes 1 and 2	See notes 2 and 3	See notes 3 and 4	See notes 3 and 4

NOTES:

1. Yes, if the military member (except Coast Guard) separated during the period from 1 October 1990 through 30 September 1999. Yes, if a Coast Guard member was on active duty after 30 September 1994 and separated on or after 1 October 1994 through 30 September 1999. Authorize 60-day privileges for members separated with fewer than 6 years of active service and 120-day privileges for members separated with 6 or more years of active service. Entitlements begin the day after the member's date of separation. Do not authorize MC if the individual is:

1.1. Entitled to Medicare part A.

Under 65 years of age, entitled to Medicare Part A and not enrolled in Medicare Part B.

1.2. Yes, if at the time of death of the sponsor, the person was living in the sponsor's household or in one maintained by the sponsor and depended on the sponsor for more than 50 percent of his or her support. Children living in the household of the sponsor at time of death, but not the household of the sponsor's former spouse, are entitled to commissary privileges.

3. Yes, if at the time of death, the military member (except Coast Guard) was separated beginning on 1 October 1990, but before 1 October 1999, entitlement shall be for 2 years, beginning the date of separation. Yes, if a Coast Guard member was on active duty after 30 September 1994 and separated after 1 October 1994 but before 1 October 1999.

4. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support at the time of the sponsor's death.

5. Yes, if the child meets one of three criteria:

5.1. Is incapable of self-support because of a mental or physical incapacity that existed before age 21.

5.2. Is 21 or 22 years and enrolled full-time in an institution of higher learning approved by the Secretary of Education.

5.3. Is incapable of self-support because of a mental or physical incapacity that occurred between the ages of 21 and 23, if during that time the child was enrolled full-time in an institution of higher learning approved by the Secretary of Education. Eligibility ends on the child's 23rd birthday or the date TAMP benefits expire, whichever is earliest. ***NOTE:*** Incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may again be eligible for ID card benefits and privileges as long as they meet all other requirements.

6. Yes, if at the death of the sponsor, dependency and residency were met effective on or after 5 October l994 for legal custody wards, or on or after 5 October 1994 if residency is met for pre-adoptive wards.

A2.12. Separated Members and Eligible Dependents Under SSB and VSI. To receive the entitlements specified in **Table A2.21.**, members must have been on active duty for more than 6 years and served at least 5 years of continuous active duty immediately before the date of separation. The members' dates of separation are on or before 30 September 1999. Their dependents, including those dependents acquired after the members' separation are also eligible.

Table A2.21. Entitlements for Separated Members and Eligible Dependents Under SSB and VSI.

	MC	MS	C	T	E
Voluntarily Separated Member	See note 1	See note 1	See note 3	See note 3	See note 3
Lawful Spouse	See note 1	See note 1	See note 3	See note 3	See note 3
Children, unmarried, under 21					
Legitimate, adopted, stepchild; illegitimate child of female member, or illegitimate child of male member whose paternity has been judicially determined	See note 1	See note 1	See notes 2 and 3	See notes 3 and 4	See notes 3 and 4
Illegitimate child of male member, whose paternity has not been judicially determined, or illegitimate child of spouse	See notes 1 and 2	See notes 1 and 2	See notes 2 and 3	See notes 3 and 4	See notes 3 and 4
Wards: Legal custody Ward Pre-Adoptive Ward	See notes 1 and 6	See notes 1 and 6	See notes 2 and 3	See notes 3 and 4	See notes 3 and 4
Placement Agency Ward No Intent to Adopt	No	No	See notes 2 and 3	See notes 3 and 4	See notes 3 and 4
Children, unmarried, 21 years and older (if entitled above)	See notes 1, 4, and 5	See notes 1, 4, and 5	See notes 2, 3, and 5	See notes 3, 4, and 5	See notes 3, 4, and 5
Father, mother, father-in-law, mother-in-law, stepparent, or parent-by- adoption	No	See notes 1 and 2	See notes 2 and 3	See notes 3 and 4	See notes 3 and 4

NOTES:

1. Yes, for 120 days beginning on the date after the member separated. Do not authorize MC if the individual is:

1.1. Entitled to Medicare Part A; or

1.2. Under 65 years of age, entitled to Medicare Part A and not enrolled in Medicare Part B.

2. Yes, if the person lives in the sponsor's household or in one maintained by the sponsor and depends on that sponsor for more than 50 percent of his or her support. Children living in the household of a sepa-

rated spouse continue to be eligible for commissary privileges until there is a final divorce decree. In the case of a divorce, children living in the household of a former spouse are not authorized commissary privileges.

3. Yes, for 2 years beginning on the date member separated if the member:

3.1. Was separated on or before 30 September 1999.

3.2. Has been on active duty for more than 6 years.

3.3. Has served at least 5 years of continuous active duty immediately before 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 meets one of three criteria:

5.1. Is incapable of self-support because of a mental or physical incapacity that existed before age 21.

5.2. Is 21 or 22 years old and enrolled full-time in an institution of higher learning approved by the Secretary of Education.

5.3. Is incapable of self-support because of a mental or physical incapacity that occurred between the ages of 21 and 23, if during that time the child was enrolled full-time in an institution of higher learning approved by the Secretary of Education. Incapacitation entitlement ends on the child's 23d birthday or the date TAMP benefits expire, whichever is earliest.

NOTE: Incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may again be eligible for ID card benefits and privileges as long as they meet all other requirements.

6. Yes, if dependency and residency are met effective on or after 5 October 1994 for legal custody wards and residency is met effective on or after 5 October 1994 for pre-adoptive wards.

A2.13. Surviving Dependents of Separated Members Under SSB and VSI. Members must have:

Been on active duty for more than 6 years.

Served at least 5 years of continuous active duty immediately before the date of separation.

Separated on or before 30 September 1999.

A2.13.1. Eligible dependents include dependents acquired after the member's separation. See **Table A2.22.** for entitlements.

Table A2.22. Entitlements for Surviving Dependents of Separated Members Under SSB and VSI.

	MC	**MS**	**C**	**T**	**E**
Widow or Widower					
Unremarried	See note 1	See note 1	See note 3	See note 3	See note 3
Remarried	No	No	No	No	No
Unmarried	No	No	See note 3	See note 3	See note 3

	MC	MS	C	T	E
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	See note 1	See note 1	See notes 2 and 3	See notes 3 and 4	See notes 3 and 4
Illegitimate child of male member, whose paternity has not been judicially determined, or illegitimate child of widow or widower	See notes 1 and 2	See notes 1 and 2	See notes 2 and 3	See notes 3 and 4	See notes 3 and 4
Wards: Legal Custody Ward Pre-Adoptive Ward	See notes 1 and 6	See notes 1 and 6	See notes 2 and 3	See notes 3 and 4	See notes 3 and 4
Placement Agency Ward No Intent to Adopt	No	No	See notes 2 and 3	See notes 3 and 4	See notes 3 and 4
Children, unmarried, 21 years and older (if entitled above)	See notes 1 and 5	See notes 1 and 5	See notes 2, 3, and 5	See notes 3, 4, and 5	See notes 3, 4, and 5

NOTES:

1. Yes, for 120 days beginning the date after the member separated. Do not authorize MC if the individual is:

1.1. Entitled to Medicare Part A.

1.2. Under 65 years of age, entitled to Medicare Part A, and not enrolled in Medicare Part A and not enrolled in Medicare Part B.

2. Yes, if at the death of the sponsor the person was living in the sponsor's household or in one maintained by the sponsor and depended on the sponsor for more than 50 percent of his or her support. Children living 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 at the time of death, the member was separated on or before 30 September 1999, entitlement will be for 2 years, beginning the date the member separated.

4. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support at the time of the sponsor's death.

5. Yes, if the child meets one of three criteria:

5.1. Is incapable of self-support because of a mental or physical incapacity that existed before age 21.

5.2. Is 21 or 22 years old and enrolled full-time in an institution of higher learning approved by the Secretary of Education.

5.3. Is incapable of self-support because of a mental or physical incapacity that occurred between the ages of 21 and 23, if during that time the child was enrolled full-time in an institution of higher learning approved by the Secretary of Education. Eligibility ends on the child's 23rd birthday or on the date TAMP benefits expire, whichever is earliest. ***NOTE:*** Incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may again be eligible for ID card benefits and privileges as long as they meet all other requirements.

6. Yes, if dependency and residency are met effective on or after 5 October 1994 for legal custody wards and residency is met effective on or after 5 October 1994 for pre-adoptive wards.

A2.14. Former Members Discharged from the Uniformed Services. Issue DD Forms 1173 authorizing medical care only to former members (see **Attachment 1** for a definition) and their eligible dependents when the member reaches 60. See **Table A2.23.** for entitlements.

Table A2.23. Entitlements for Former Members Discharged from the Uniformed Services and Subsequently Approved Reserve Retirement at Age 60.

	MC	**MS**	**C**	**T**	**E**
Former Member	See note 1	Yes	No	No	No
Lawful Spouse	See note 1	Yes	No	No	No
Children, unmarried, or under 21 years (including orphans)	See note 1	Yes	No	No	No
Legitimate, adopted, stepchild; illegitimate child of record of female member or illegitimate child of male member, whose paternity has been judicially determined	See note 1	Yes	No	No	No

	MC	MS	C	T	E
Illegitimate child of male member who lives in member's household and member certifies dependency and residency in item 89 on the DD Form 1172; or illegitimate child of sponsor's spouse. (sponsor's stepchild).	See note 1	Yes	No	No	No
Illegitimate child of male member, whose paternity has not been judicially determined who does not reside in sponsor's household, or illegitimate child of spouse (sponsor's stepchild) who does not live in sponsor's household	See notes 1 and 2	See note 2	No	No	No
Wards: Legal Custody Ward Pre-Adoptive Ward	See notes 1 and 5	See note 5	No	No	No
Placement Agency Ward No Intent to Adopt	No	No	No	No	No
Children, unmarried, 21 years and older (if entitled above)	See notes 1, 3, and 4	See notes 3 and 4	No	No	No
Father, mother, father-in-law, mother-in-law, stepparent, or parent-by- adoption	No	See note 2	No	No	No

NOTES:

1. Do not authorize MC if the individual is:

1.1. Entitled to Medicare Part A; or

1.2. Under 65 years of age, entitled to Medicare Part A and not enrolled in Medicare Part B.

2. Yes, if the person lives in the sponsor's household or in one maintained by the sponsor and depends on that sponsor for more than 50 percent of his or her support.

3. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.

4. Yes, if the child meets one of three criteria:

4.1. Is incapable of self-support because of a mental or physical incapacity that existed before age 21.

4.2. Is 21 or 22 years old and enrolled full-time in an institution of higher learning approved by the Secretary of Education.

4.3. Is incapable of self-support because of a mental or physical incapacity that occurred between the ages of 21 and 23 if during that time the child was enrolled full-time in an institution of higher learning approved by the Secretary of Education.

NOTE: Incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may again be eligible for ID card benefits and privileges as long as they meet all other requirements.

5. Yes, if residency and dependency are met effective on or after 1 July 1994 for legal custody wards and on or after 5 October 1994 for pre-adoptive wards.

A2.15. USO Executives and Directors and Accompanying Dependents in Foreign Countries. Area executives, center directors, and assistant directors of the USO serving in foreign countries, and any accompanying dependents living in the same household receive the entitlements specified in **Table A2.24.**

Table A2.24. Entitlements for USO Executives and Directors and Accompanying Dependents in Foreign Countries.

	MC	**MS**	**C**	**T**	**E**
Self	No	See note 3	Yes	Yes	Yes
Lawful Spouse	No	See note 3	Yes	Yes	Yes
Children, unmarried, or under 21 years legitimate, adopted, stepchild; illegitimate child of employee, or illegitimate child of spouse	No	See notes 1, and 3	See note 1	See note 1	See note 1
Ward	No	No	See note 1	See note 1	See note 1
Children, unmarried, 21 years and older (if entitled above)	No	See notes 1, 2 and 3	See notes 1 and 2	See notes 1 and 2	See notes 1 and 2
Father, mother, father-in-law, mother-in-law, step-parent, parent-by-adoption	No	See notes 1 and 3	See note 1	See note 1	See note 1

NOTES:

1. Yes, if the person lives in the sponsor's household or in one maintained by the sponsor and depends on that sponsor for more than 50 percent of his or her support.

2. Yes, if the child meets one of three criteria:

2.1. Is 21 or 22 years old and enrolled full-time in an institution of higher learning approved by the Secretary of Education.

2.2. Is incapable of self-support because of a mental or physical incapacity that existed while a dependent and before age 21.

2.3. Is incapable of self-support because of a mental or physical incapacitation that existed while a dependent and enrolled full-time in an institution of higher learning approved by the Secretary of Education before attaining the age of 23.

NOTE: Incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may by reinstated for ID card benefits and privileges as long as they meet all other requirements.

3. Yes, on a space-available, fully reimbursable basis.

A2.16. United Seaman's Service (USS) Personnel and Accompanying Dependents in Foreign Countries. USS personnel serving in foreign countries, and any accompanying dependents living in the same household receive the entitlements specified in **Table A2.25.**

Table A2.25. Entitlements for USS Personnel and Accompanying Dependents in Foreign Countries.

	MC	**MS**	**C**	**T**	**E**
Self	No	See note 3	Yes	Yes	Yes
Lawful Spouse	No	See note 3	Yes	Yes	Yes
Children, unmarried, or under 21 years					
Legitimate, adopted, stepchild; illegitimate child of employee, or illegitimate child of spouse	No	See notes 1 and 3	See note 1	See note 1	See note 1
Ward	No	No	See note 1	See note 1	See note 1
Children, unmarried, 21 years and older (if entitled above)	No	See notes 1, 2, and 3	See notes 1 and 2	See notes 1 and 2	See notes 1 and 2
Father, mother, father-in-law, mother-in-law, stepparent, or parent-by- adoption	No	See notes 1 and 3	See note 1	See note 1	See note 1

NOTES:

1. Yes, if the child lives in the sponsor's household or in one maintained by the sponsor and depends on that sponsor for more than 50 percent of his or her support.

2. Yes, if the child meets one of three criteria:

2.1. Is 21 or 22 years old and enrolled full-time in an institution of higher learning approved by the Secretary of Education.

2.2. Is incapable of self-support because of a mental or physical incapacity that existed while a dependent and before age 21.

2.3. Is incapable of self-support because of a mental or physical incapacitation that existed while a dependent and while enrolled full-time in an institution of higher learning approved by the Secretary of Education before attaining the age of 23.

NOTE: Incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may again be eligible for ID card benefits and privileges as long as they meet all other requirements.

3. Yes, on a space-available, fully reimbursable basis.

A2.17. Military Sealift Command (MSC) Civil Service Marine Personnel Deployed to Foreign Countries on MSC-Owned and Operated Vessels. See **Table A2.26.** for entitlements.

Table A2.26. Entitlements for MSC Civil Service Marine Personnel in Foreign Countries on MSC-Owned and Operated Vessels.

	MC	**MS**	**C**	**T**	**E**
Self	No	See note 2	Yes	Yes	See note 1

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.

A2.18. Ship's Officers and Crew Members of the NOAA. See Title 33, U.S.C., Section 857-4, reference S. Ship's officers are not commissioned officers; they are civilian employees of the National Oceanic and Atmospheric Administration (NOAA). See **Table A2.27.** for entitlements.

Table A2.27. Entitlements for Ship's Officers and Crew Members of the NOAA.

	MC	**MS**	**C**	**T**	**E**
Self	No	No	Yes	See note	See note

NOTE: Privileges extend to ship's officers only.

A2.19. Vessel Officers and Crews, Lightkeepers, and Depot Keepers of the Former Lighthouse Service. See **Table A2.28.** for entitlements.

Table A2.28. Entitlements for Vessel Officers and Crews, Lightkeepers, and Depot Keepers of the Former Lighthouse Service.

	MC	**MS**	**C**	**T**	**E**
Self	No	No	Yes	Yes	Yes

A2.20. Dependents of Retirement Eligible Sponsors Whose Retired Pay was Terminated and Member was Discharged Due to Dependent Abuse on or after 23 October 1992 (see paragraph 2.29.).

Table A2.29. Entitlements for Abused Dependents.

	MC	**MS**	**C**	**T**	**E**
Lawful Spouse	See notes 2 and 3	See note 3	See note 3	See note 3	See note 3
Former Spouse (10-20-10)					
Unremarried	See notes 1, 2, and 3	See notes 1 and 3	See note 3	See note 3	See note 3
Remarried	No	No	No	No	No
Unmarried	See notes 1, 2, and 3	See note 1 and 3	See note 3	See note 3	See note 3
Children, unmarried under 18 years:					
Legitimate, adopted, stepchild	See notes 4 and 6	See note 6	See note 5	See note 5	See note 5
Children, unmarried and 18 years or older (if entitled above)	See notes 4, 6 and 7	See notes 6 and 7	See note 5	See note 5	See note 5

NOTES:

1. Yes, if the former spouse certifies in writing that he or she has no medical coverage under an employer-sponsored health plan.

2. Yes, unless the spouse or former spouse meets one of two criteria:

2.1. Is entitled to Medicare, Part A.

2.2. Is under 65 years of age; entitled; to Medicare, Part A; and not enrolled in Medicare, Part B.

3. Yes, if:

3.1. Spouse or former spouse has applied for or is receiving an annuity from DFAS and;

3.2. The final decree of divorce, dissolution, or annulment of the marriage was on or after 23 October 1992.

4. Yes, unless the child meets one of two criteria:

4.1. Is entitled to Medicare, Part A.

4.2. Is under 65 years of age; entitled to Medicare, Part A; and not enrolled in Medicare, Part B.

5. Yes, if the person resided in the household at the time of abuse and was dependent on the sponsor for more than 50 percent of his or her support at the time of the abuse, which must have occurred on or after 23 October 1992.

6. Yes, if the person resided in the household at the time of abuse, effective 23 October 1992 or later.

7. Yes, if the child is or was dependent on the member or former member for over one-half of his or her support at the time of the abuse and meets one of the following criteria:

7.1. Is incapable of self-support because of a mental or physical incapacitation that existed prior to age 18 or;

7.2. Has not passed his or her 23rd birthday and is enrolled full-time in an institution of higher learning.

A2.21. Entitlements for Abused Dependents of Active Duty Members on Active Duty (Over 30 Days) and Separated on or after 30 November 1993. Dependents of members of the Armed Forces who have been on active duty for more than 30 days and who on or after 30 November 1993, who separated from active duty under a court-marital sentence resulting from a dependent-abuse offense; administratively separated from active duty if the basis for separation includes a dependent-abuse offense; or, sentenced to forfeiture of all pay and allowances by a court-martial which has convicted the member of a dependent-abuse offense.

Table A2.30. Entitlements for Abused Dependents of Active Duty Members on Active Duty (Over 30 Days) and Separated on or after 30 November 1993.

	MC	**MS**	**C**	**T**	**E**
Lawful Spouse	No	No	See notes 1 and 5	See notes 1 and 5	See notes 1 and 5
Former spouse	No	No	See notes 2 and 5	See notes 2 and 5	See notes 2 and 5
Children, Unmarried, Under 18 Years including legitimate, adopted, and stepchild	No	No	See notes 1 and 5	See notes 1 and 5	See notes 1 and 5
Children, Unmarried, 18 Years and Over (if entitled above)	No	No	See notes 1, 3, 4, and 5	See notes 1, 3, 4, and 5	See notes 1, 3, 4, and 5

(Notes to table on next page)

NOTES:

1. Yes, if residing with the member at the time of the dependent-abuse offense; and currently receiving transitional compensation for abused dependents.

2. Yes, if married to and residing with the member at the time of the dependent-abuse offense; and currently receiving transitional compensation for abused dependents.

3. Yes, if 18 years or older and is incapable of self-support because of a mental or physical incapacity that existed before age 18 and who is (or, when a punitive or other adverse action was carried out on the member) was dependent on the member for over one-half of the child's support.

4. Yes, if 18 years of age or older, but less than 23 years of age, is enrolled in a full-time course of study at an institution of higher learning approved by the Secretary of Defense and who is (or, at the time a punitive or other adverse action was carried out on the member), was dependent on the member for over one-half of the child's support.

5. Yes, provided the member does not reside in the same household as the spouse or dependent child. ***NOTE:*** Medical care through DEERS or the ID card is not authorized; however, applicant may request medical care for problems associated with the abuse from the Secretary of the military department concerned (see paragraph **2.38.3.**).

A2.22. Entitlements for Contract Surgeons Overseas During Period of Their Contract: Contract surgeons are entitled to exchange and MWR privileges according to Table A2.31:

Table A2.31. Entitlements for Contract Surgeons Overseas During Period of Their Contract.

	MC	**MS**	**C**	**T**	**E**
Self	No	No	No	Yes	Yes

Attachment 3

COMPLETING DD FORM 1172, APPLICATION FOR UNIFORMED SERVICES IDENTIFICATION CARD-DEERS ENROLLMENT

A3.1. General Instructions:

A3.1.1. Use DD Form 1172 to apply for all ID cards that this instruction refers to. Also use it to enroll or update eligible individuals into the DEERS database.

A3.1.2. Retain and dispose of DD Form 1172 according to paragraph **2.3.6.**

A3.1.3. If manually preparing the form, type or print legibly using black ball-point pen.

A3.1.4. When 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.

A3.1.5. Complete a manual DD Form 1172 and do not update the DEERS or RAPIDS when issuing DD Forms 1173 to foreign personnel or OSI agents, or DD Forms 1173-1 for Reserve OSI Agents, or when issuing DD Forms 489 and 1934 and AF Form 354 (see notes 1 and 2 of this attachment). ***EXCEPTION:*** Use the automated ID card system when creating a DD Form 1172 for British foreign personnel who are already entered in DEERS.

A3.1.6. Enroll ROTC cadets in RAPIDS On-Line Guard/Reserve (ROGR) file.

A3.2. DEERS Enrollment:

A3.2.1. A sponsor with dependents must enroll in DEERS:

All eligible dependents.

Any other beneficiary not issued an ID card for whom the sponsor claims dependent status for medical benefits.

A3.2.2. Provide this information in section II, and include the dependent's:

Name.

Date of birth.

Relationship to the sponsor.

SSN.

Address, if different from that of the sponsor or applicant.

A3.2.3. If an eligibility inquiry through DEERS or a previously verified DD Form 1172 confirms eligibility, you do not need to duplicate this action.

A3.3. Section I. Sponsor Information:

A3.3.1. Block 1. Name. Enter the sponsor's last name first, first name, and middle initial or full middle name. (Use no more than 27 characters.) ***NOTE:*** The name field may include a designation of JR, SR, ESQ, or the Roman numerals I through X. To include this designation, enter the appropriate data after the middle initial. The name may not contain any special characters or punctuation.

A3.3.2. Block 2. Sex. Enter the sex of the sponsor, using the valid abbreviations listed in the left column below. (Use one character:)

M Male

F Female

A3.3.3. Block 3. SSN. Enter the sponsor's SSN. If the sponsor does not have an SSN, enter the sponsor's service serial number. Add left justified zeros when the service number contains less than nine digits; for example, enter serial number "12345" as "000012345." (Use nine characters.) ***NOTE:*** If the DEERS database reflects the same SSN or service serial number for another individual, stop processing and verify the number. If verification confirms that the Social Security Administration has duplicated the SSN, continue processing and the system will automatically generate a duplicate control number for the additional sponsor.

A3.3.4. Block 4. Status. Enter the person's status, using the valid abbreviations listed in the left column below. (Use no more than six characters.)

ACADMY	--	Service Academy Cadet
AD	--	Active duty (excluding Guard and Reserve on extended active duty for 31 days or more)
AD-DEC	--	Active duty deceased
CIV	--	Civilian
DAVDEC	--	100-percent disabled veteran (disability), deceased (TMP) or permanent (PRM)
DAVPRM	--	100-percent disabled veteran, permanent disability

DAVTMP	--	100-percent disabled veteran, temporary disability
FM	--	Foreign military personnel
FRMMR	--	Former member who receives retired pay but has been discharged and maintains no military affiliation (See **Attachment 1**, section C, for definition.)
FRMDEC	--	Former member who qualified for retired pay at age 60 but died while receiving retired pay or died before the 60th birthday
GRD	--	National Guard (all categories of Guard members not on active duty)
GRDDEC	--	National Guard deceased
GRD-AD	--	National Guard on extended active duty for 31 days or more
MH	--	Medal of Honor recipient
MH-DEC	--	Medal of Honor recipient deceased
PDRL	--	Retired member on the permanent disability retired list (PDRL)
PR-APL	--	Prisoner or appellate leave
RCL-AD	--	Recall to active duty
RES	--	Reserve (all categories of selected Reserve not on active duty)
RES-AD	--	Reserve members on extended active duty for 31 days or more
RESDEC	--	Reserve deceased
RESRET	--	Guard and Reserve members who retire but are not entitled to retired pay until age 60 (gray-area retiree)
RET	--	Retired member entitled to retired pay
RETDEC	--	Deceased retired member entitled to retired pay at time of death. (Includes active duty retired, Reserve retired beginning on his or her 60th birthday, TDRL, and PDRL)
SSB	--	Voluntarily separated member approved for a special separation benefit (SSB) and entitled to 120 days of medical benefits
TDRL	--	Retired member, on the temporary disability retired list (TDRL)
Title 3	--	Title III Retiree
TA-30	--	Transition Assistance 30 Days
TA-60	--	Involuntarily separated member with 60 days of medical benefits
TA-RES	--	Selected Reserve Transition Program
TA-120	--	Involuntarily separated member with 120 days of medical benefits
UNKN	--	Not Elsewhere Classified
VSI	--	Voluntary separation incentive.

A3.3.5. Block 5. Branch of Service. Enter the sponsor's organization, using the valid abbreviations listed in the left column below. (Use no more than five characters.)

USA	--	US Army
USAF	--	US Air Force
USN	--	US Navy
USMC	--	US Marine Corps
USCG	--	US Coast Guard
PHS	--	Public Health Service
NOAA	--	National Oceanic and Atmospheric Administration
OTHER	--	Use when the sponsor is not affiliated with one of the Uniformed Services listed above
NA	--	Not applicable

A3.3.6. Block 6. Pay Grade. Enter the sponsor's pay grade using the valid abbreviations listed in the left column below. (Use no more than four characters.)

E1-E9	--	Enlisted pay grades 1 through 9
W1-W5	--	Warrant officer pay grades 1 through 5
STDT	--	Academy or Navy OCS Student
001-01-010	--	Officer pay grades 1 through 10
GS01-GS18	--	Federal employees with General Schedule pay grades
N/A	--	Not applicable. Use this code with the block 4 status codes "FRMBR" or "FRMDEC"

NOTE: For AFOSI special agents, enter AFOSI-SA

A3.3.7. Block 7. Rank. Enter the uniformed service sponsor's rank, using one of the valid abbreviations listed below. This block is left blank for all other sponsors. For NOAA and PHS sponsors, follow the Navy or Coast Guard officer ranks. Pay grade 011 is reserved. (Use no more than six characters.)

Pay Grade	Army Rank	Air Force Rank	Marine Corps Rank	Navy or Coast Guard Rank
010	GEN	GEN	GEN	ADM
009	LTG	LTGEN	LTGEN	VADM
008	MG	MAJGEN	MAJGEN	RADM
007	BG	BGEN	BGEN	RADM
006	COL	COL	COL	CAPT
005	LTC	LTCOL	LTCOL	CDR

Pay Grade	Army Rank	Air Force Rank	Marine Corps Rank	Navy or Coast Guard Rank
004	MAJ	MAJ	MAJ	LCDR
003	CPT	CAPT	CAPT	LT
002	1LT	1STLT	1STLT	LTJG
001	2LT	2NDLT	2NDLT	ENS
W5	CW5		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	W01	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
E7				
E6	SSG	TSGT	SSGT	P01
E5	SGT	SSGT	SGT	P02
E5		SSgt	SGT	PO2
E4	CPL	SGT	CPL	P03
E4	SPC	SRA		
E3	PFC	A1C	LCPL	NON-PO
E2	PVT	AMN	PFC	NON-PO
E1	PV1	AB	PVT	NON-PO
STDT	CADET	CADET	PLC	MIDSHIP/CADET
STDT	OC	OC	PLC	OC
STDT	ROTC	ROTC	PLC	ROTC
STDT	ROTC	AOC	PLC	ROTC
UNK	FM	UNK	FM	FM

NOTE: For special agents, enter SA

A3.3.8. Block 8. GEN CAT (Geneva Convention Category). Enter the sponsor's appropriate Geneva Convention Category using one of the valid abbreviations listed in the left column below. (Use no more than three characters.)

I	--	Category I (pay grades E1 through E4)
II	--	Category II (pay grades E5 through E9)
III	--	Category III (pay grades W1 through 003, cadets, or midshipmen)
IV	--	Category IV (pay grades 004 through 006)
V	--	Category V (pay grades 007 through 011)
N/A	--	Not applicable (nonprotected personnel)

NOTE: For special agents, enter UNK.

A3.3.9. Block 9. Type of Card Issued. If the transaction results in issue or reissue of the sponsor's identification card, enter the appropriate abbreviation from the left column below to indicate which card was issued to the sponsor. (Use up to six characters.)

2ACT	--	DD Form 2ACT (Green)
2RET	--	DD Form 2Ret (Blue)
2RES	--	DD Form 2RES (Red)
1173	--	DD Form 1173 (Tan)
1173-1	--	DD Form 1173 -1(Red)
489	--	Geneva Conventions
1934	--	Geneva Conventions
354	--	Air Force Civilian (Blue)
1602		Army Civilian

***NOTE*:** Manually prepare DD Form 1172 when issuing to foreign personnel and OSI agents or DD Forms 489 and 1934 and AF Form 354. Do not update the DEERS database via on-line terminals or floppy disk application for these cards.

A3.3.10. Block 10. ID No. (Identification Card Number). Enter the serial number of the DD Form 2 or DD Form 1173 you are issuing to the sponsor. No ID card number is required for automated sites. If you are terminating eligibility for entitlements, do not update this block except to identify a card that may be in the possession of an individual no longer entitled to it. Retrieve such cards for destruction.

A3.3.11. Block 11. Last Update. No action required. This date is generated automatically by DEERS and indicates the date of the last on-line transaction or DD Form 1172 submitted for the sponsor.

A3.3.12. Block 12. V/I (Verify/Issue). Enter the action abbreviation to show the reason you are preparing DD Form 1172. 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 a new record on DEERS.

C -- To indicate a change or update transaction (rather than a card issue)

T -- To terminate eligibility for benefits and privileges. Use a termination only when the sponsor is no longer eligible for benefits (for example, in the case of discharge, death, or unauthorized issue of an ID card).

I -- To indicate the issue of an ID card.

E -- Exit will not update a record.

U -- To indicate a sponsor and or dependent's address update only.

R -- Reissue ID card or Form 1172.

NOTE: Issue an ID card if block 12 indicates A, I, or R.

A3.3.13. Block 13. Current Residence Address. Enter the number and street of the sponsor's residence address. When disclosure of the residence address would violate the Privacy Act and the sponsor is an active duty or a Reserve member, enter the sponsor's military mailing address. If the sponsor is deceased or if the address is unknown, leave blank. (Use no more than 27 characters.) ***NOTE*:** Blocks 13 through 18 and 20. Leave blank when you send DD Form 1172 to the member for signature (see paragraph **2.24.**), unless the applicant provides this information.

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. You may leave this field blank. (Use no more than 20 characters.)

A3.3.15. Block 15. City. Enter the sponsor's current city of residence. If the sponsor's address is an AA, AE, or AP, enter the designation AA, AE, or AP. If the sponsor is deceased or the city is unknown, leave blank. (Use no more than 18 characters.)

A3.3.16. Block 16. State. Enter the US postal abbreviation for the state of the sponsor's residence using one of the valid abbreviations listed below. If the sponsor's address is an AA, AE, or AP, enter the AA, AE, or AP 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 address is unknown, leave blank. For values that reflect the new state codes for AA, AE, and AP addresses, use AA for units in the Americas, other than the United States and Canada; AE for units in Europe, the Middle East, Africa, and Canada; and AP for units destined to the Pacific. (Use two characters.)

Alabama	AL	Guam	GU
Alaska	AK	Hawaii	HI
American Samoa	AS	Idaho	ID
Arizona	AZ	Illinois	IL
Arkansas	AR	Indiana	IN
California	CA	Iowa	IA
Colorado	CO	Kansas	KS
Connecticut	CT	Kentucky	KY

Delaware	DE	Louisiana	LA
District of Columbia	DC	Maine	ME
Florida	FL	Maryland	MD
Georgia	GA	Massachusetts	MA
Michigan	MI	Puerto Rico	PR
Minnesota	MN	Rhode Island	RI
Mississippi	MS	South Carolina	SC
Missouri	MO	South Dakota	SD
Montana	MT	Tennessee	TN
Nebraska	NE	Federated States of	
Nevada	NV	Marshall Islands, Palau	TT
New Hampshire	NH	Texas	TX
New Jersey	NJ	Utah	UT
New Mexico	NM	Vermont	VT
New York	NY	Virginia	VA
North Carolina	NC	Virgin Islands	VI
North Dakota	ND	Washington	WA
Ohio	OH	West Virginia	WV
Oklahoma	OK	Wisconsin	WI
Oregon	OR	Wyoming	WY
Pennsylvania	PA		

A3.3.17. Block 17. ZIP Code. Enter the nine-digit ZIP Code of the sponsor's current residence address in nine characters. Example: 123456789. If the last four digits are unknown, enter four zeros (0000). For example, enter 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 the address is unknown, leave blank. (Use no more than nine characters.)

A3.3.18. Block 18. Country. Enter the sponsor's country of residence using one of the valid abbreviations listed below. If the sponsor's address is an APO or FPO, enter US. If the sponsor is deceased or if the country is unknown, leave blank. (Use two characters.)

Afghanistan	AF	Botswana	BC
Albania	AL	Bouvet Island	BV
Algeria	AG	Brazil	BR
American Samoa	AQ	British Indian Ocean Territory	IO
Andorra	AN	British Virgin Islands	VI
Angola	AO	Brunei	BX

Anguilla	AV	Bulgaria	BU
Antarctica	AY	Burkina-Faso	UV
Antigua and Barbuda	AC	Burma	BM
Argentina	AR	Burundi	BY
Aruba	AA	Cambodia Formerly Kampu-chea	CB
Ashmore and Cartier Islands	AT	Cameroon	CM
Australia	AS	Canada	CA
Austria	AU	Cape Verde	CV
Bahamas, The	BF	Cayman Islands	CJ
Bahrain	BA	Central African Empire, for-merly	
		Central African Republic	CT
Baker Island	PQ	Chad	CD
Bangladesh	BG	Chile	CI
Barbados	BB	China	CH
Bassas Da India	BS	Christmas Island	KT
Belgium	BE	Clipperton Islands	IP
Belize, formerly British Hon-durasBH	Cocos (Keeling) Islands	CK	
Benin	BN	Columbia	CO
Bermuda	BD	Comoros, formerly Comoro Island	CN
Bhutan	BT	Congo	CF
Bolivia	BL	Cook Islands	CW
Coral Sea Islands	CR	Jamaica	JM
Costa Rica	CS	Jan Mayen	JN
Cuba	CU	Japan	JA
Cyprus	CY	Jarvis Island	DQ
Czechoslovakia	CZ	Jersey	JE
Denmark	DA	Johnston Atoll	JQ
Djibouti, formerly French SomalilandDJ	Jordan	JO	
Dominica	DO	Juan De Nova Island	JU
Dominican Republic	DR	Kenya	KE
Ecuador	EC	Kingman Reef	KQ
Egypt	EG	Kiribati	KR

El Salvador	ES	Korea, Democratic Peoples Republic of	KN
Equatorial Guinea	EK	Korea, Republic of	KS
Ethiopia	ET	Kuwait	KU
Europa Island	EU	Laos	LA
Falkland Islands	FA	Lebanon	LE
Faroe Islands, formerly Faeroe IslandsFO	Lesotho	LT	
Fiji	FJ	Liberia	LI
Finland	FI	Libya	LY
France	FR	Liechtenstein	LS
French Guyana	FG	Luxembourg	LU
French Polynesia	FP	Macau	MC
French Southern and Antarctica LandsFS	Madagascar	MA	
Gabon	GB	Malawi	MI
Gambia, The	GA	Malaysia	MY
Gaza Strip	GZ	Maldives	MV
Germany	GM	Mali	ML
Ghana	GH	Malta	MT
Gibraltar	GI	Man, Isle of	IM
Glorioso Islands	GO	Martinique	MB
Greece	GR	Mauritania	MR
Greenland	GL	Mauritius	MP
Grenada	GJ	Mayotte	MF
Guadeloupe	GP	Midway Islands	MQ
Guam	GQ	Mexico	MX
Guatemala	GT	Monaco	MN
Guernsey	GK	Mongolia	MG
Guinea	GV	Montserrat	MH
Guinea-Bissau	PU	Morocco	MO
Guyana	GY	Mozambique	MZ
Haiti	HA	Namibia	WA
Heard Island and McDonald IslandHM	Nauru	NR	
Honduras	HO	Navassa Island	BQ

Hong Kong	HK	Nepal	NP
Howland Island	HQ	Netherlands	NL
Hungary	HU	Netherlands Antilles	NA
Iceland	IC	New Caledonia	NC
India	IN	New Zealand	NZ
Indonesia	ID	Nicaragua	NU
Iran	IR	Niger	NG
Iraq	IZ	Nigeria	NI
Iraq Saudi Arabia Neutral Zone	IY	Niue	NE
Ireland	EI	Norfolk Island	NF
Israel	IS	Northern Mariana Islands	CQ
Italy	IT	Norway	NO
Ivory Coast	IV	Oman	MU
Pakistan	PK	Sweden	SW
Palmyra Atoll	LQ	Switzerland	SZ
Panama	PM	Syria	SY
Papua New Guinea	PP	Taiwan	TW
Paracel Islands	PF	Tanzania, United Republic of	TZ
Paraguay	PA	Thailand	TH
Peru	PE	Togo	TO
Philippines	RP	Tokelau	TL
Pitcairn Island	PC	Tonga	TN
Poland	PL	Trinidad and Tobago	TD
Portugal	PO	Tromelin Island	TE
Puerto Rico	RQ	Trust Territory of the Pacific Islands	NQ
Qatar	QA	Tunisia	TS
Reunion	RE	Turkey	TU
Romania	RO	Turks and Caicos Islands	TK
Russia	RS	Tuvalu	TV
Rwanda	RW	Uganda	UG
St Christopher and Nevis	SC	United Arab Emirates	TC
St Helena	SH	United Kingdom	UK
St Lucia	ST	United States	US
St Pierre and Miquelon	SB	United States Virgin Islands	VQ
St Vincent and the Grenadines	VC	Uruguay	UY

San Marino	SM	Vanuatu	NH
Sao Tome and Principe	TP	Vatican City	VT
Saudi Arabia	SA	Venezuela	VE
Senegal	SG	Vietnam	VM
Seychelles	SE	Virgin Islands	VQ
Sierra Leone	SL	Wake Islands	WQ
Singapore	SN	Wallis and Futuna	WF
Solomon Islands	BP	West Bank	WE
Somalia	SO	Western Sahara	WI
South Africa	SF	Western Samoa	WS
Spain	SP	Yemen (Aden)	YS
Spratly Islands	PG	Yemen (Sanaa)	YE
Sri Lanka	CE	Yugoslavia	YO
Sudan	SU	Zaire	CG
Surinam	NS	Zambia	ZA
Svalbard	SV	Zimbabwe	ZI
Swaziland	WZ		

A3.3.19. Block 19. Unit Identification Code (UIC). No action required. Leave this block blank. This is an eight character (Air Force), six character (Army) and 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 a punctuation to separate area code, prefix, and basic number. Leave this block 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-character month, and two-digit day format (YYYYMMMDD). (Use nine characters.)

A3.3.22. Block 22. Blood Type. Enter the sponsor's blood type, using one of the abbreviations listed in the left column below. You may leave this block 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
UNK	--	Unknown

BR	--	Brown
GR	--	Green
BL	--	Blue
HZ	--	Hazel
BK	--	Black
GY	--	Gray
OT	--	Other
UN	--	Unknown

A3.3.24. Block 24. Color Hair. Enter the sponsor's correct hair color using one of the valid abbreviations listed in the left column below. If the sponsor is deceased or if you do not know his or her hair color, leave blank. (Use two characters.)

BR	--	Brown
GY	--	Gray
RD	--	Red
AU	--	Auburn
BK	--	Black
BN	--	Blonde
OT	--	Other
BD	--	Bald

A3.3.25. Block 25. Height. Enter the sponsor's height in inches. The valid range is 48 through 96 inches. If the sponsor is deceased or if you do not know the height, leave blank. (Use two characters.)

A3.3.26. Block 26. Weight. Enter the sponsor's weight in pounds. The valid range is 0 through 999. If the sponsor is deceased or if you do not know the weight, 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. (Use one character.)

D	--	Dual entitlement to Medicare and CHAMPUS.
Q	--	Eligible, under age 65. Medicare starts before sponsor reaches age 65.
E	--	Eligible, over age 65. Medicare starts on or after sponsor's 65th birthday.
N	--	Not eligible, has not attained age 65.
S	--	Not eligible, over age 65. Not eligible for medicare; CHAMPUS entitled.

P -- Other insurance purchased (either Medicare or non-Medicare).

O -- Over age 65. Eligibility for Medicare, Part A, hospital insurance started after age 65.

L -- Under age 65: Eligible for Medicare due to end stage renal disease.

NOTE: If a beneficiary is within 90 days of age 65, you may issue the ID card to expire past the 65th birthday. This option is available whether or not the beneficiaries are eligible for Medicare, Part A, at age 65. When preparing DD Form 1172, update the Medicare field with codes E or S, whichever applies.

A3.3.28. Block 28. Marital Status. Enter the sponsor's marital status using one of 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

WID -- Widow or Widower

OTH -- Other

UNK -- Unknown

A3.3.29. Block 29. ELIG ST/MC EFF DATE (eligibility start date or civilian health care effective date or Medicare, Part A, hospital insurance, start date, and Guard or Reserve start date). Enter the sponsor's eligibility start date in four-digit year, three-character month, and two-digit day format (YYYYMMMDD). (Use nine characters.)

A3.3.29.1. For active duty sponsors enter the date the sponsor started 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, FM, 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 reaching age 65, enter the Medicare, Part A, start date and a Q in block 27.

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 reaching age 65, enter the Medicare, Part A, start date and enter a "Q" in block 27. If eligibility occurred after age 65, enter the Medicare, Part A, hospital insurance start date and enter an "O" in block 27.

A3.3.29.4. For CIV, DAVTMP, DAVPRM, or MH, enter the date the sponsor's qualifying status began.

A3.3.29.5. For Ready Reserve members enter the date the sponsor started his or her current Reserve commitment. For Reserve retirees entitled to pay at age 60, enter the date Reserve retirement began.

A3.3.30. Block 30. CARD EX/ELIG END DATE (card expiration date or eligibility end date, Guard or Reserve end date). Enter the effective end date for DD Form 2 as **Attachment 12** prescribes; or for DD

Form 1173 as **Attachment 4** prescribes. Enter the sponsor's card ex/elig end date in four-digit year, three-character month, and two-digit day format (YYYYMMMDD). (Use nine characters.)

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 Civilian Health and Medical Program of the Uniformed Services (CHAMPUS/TRICARE), enter C. If the sponsor is not entitled to CHAMPUS/TRICARE, enter N.

MS -- If the sponsor is authorized health care 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 C. If the sponsor is not authorized commissary privileges, enter N.

T -- If the sponsor is authorized theater privileges, enter T. If the sponsor is not authorized theater privileges, enter N.

EU -- If the sponsor is authorized unlimited exchange privileges, enter Y. If the sponsor is not authorized unlimited exchange privileges, enter N.

EL -- If the sponsor is authorized limited exchange privileges, enter Y. If the sponsor is not authorized limited exchange privileges, enter N.

***NOTE*:** Leave blank for Ready Reserve members and Reserve retirees who are entitled to pay at age 60 but have not reached their 60th birthday.

A3.4. Section II. Dependent Information:

A3.4.1. Block 33. Name. Enter the dependent's name in the manner that block 1 prescribes. ***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 JA 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 dependent's sex in the manner that block 2 prescribes.

A3.4.3. Block 35. Relationship. Enter the dependent's relationship to the sponsor using one of the valid abbreviations listed in the left column below: (Use no more than 6 characters.)

CH -- Child

SC -- Stepchild

URW -- Unremarried widow or widower (never remarried)

UMW -- Unmarried widow or widower

PL -- Parent-in-law

SPL -- Stepparent-in-law

PAR	--	Parent
STP	--	Stepparent
SP	--	Spouse
WARD	--	Legal ward
URFSO2	--	Unremarried former spouse (meets 20-20-20 criteria)
URFSO3	--	Unremarried former spouse (meets 20-20-15 criteria and marriage terminated before 1 April 1985)
URFSO4	--	Unremarried former spouse (meets 20-20-15 criteria and marriage terminated on or after 29 September 1988)
UMFS	--	Unmarried former spouse (meets 20-20- 20 criteria and remarriage terminated by death or divorce)

NOTE: For Ready Reserve members and Reserve retirees entitled to pay at age 60, use only codes SP, CH, SC, or WARD.

A3.4.4. Block 36. SSN. Enter the dependent's SSN. Enter all zeros if dependent has no SSN. (Use nine characters.)

A3.4.5. Block 37. ID No. If you are issuing DD Form 1173 or DD Form 1173-1, enter the serial number in this block on paper-laminate ID card. If you are terminating eligibility to entitlements, do not update this block except to identify a card that may be in the possession of an individual no longer entitled to it. Retrieve the card for destruction. (Use no more than ten characters.)

A3.4.6. Block 38. Last Update. Take no action. Refer to block 11.

A3.4.7. Block 39. V/I (Verify/Issue). Enter the action as block 12 prescribes. 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. For all other Ready 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 the dependent is deceased or if you do not know the address, leave blank. (Use no more than 27 characters.)

A3.4.9. Block 41. Supplemental Address Information. Enter supplemental address information as block 14 prescribes.

A3.4.10. Block 42. City. Enter the dependent's current city of residence as block 15 prescribes.

A3.4.11. Block 43. State. Enter the postal abbreviation for the dependent as block 16 prescribes.

A3.4.12. Block 44. ZIP Code. Enter the nine-digit ZIP Code of the dependent's current residence address in the manner that block 17 prescribes.

A3.4.13. Block 45. Country. Enter the dependent's country of residence as block 18 prescribes.

A3.4.14. Block 46. Home Telephone Number. Enter the dependent's current residence telephone number in the manner that block 20 prescribes.

A3.4.15. Block 47. Date of Birth. Enter the dependent's date of birth in the manner that block 21 prescribes.

A3.4.16. Block 48. MBI (Multiple Birth Indicator). Enter the applicable value to identify dependents whose dates of birth are within 304 days of each other. Y: Yes, there are multiple births. N: No, there are no multiple births. Enter this value even when those dependents are not twins, triplets, etc. (Use one character.)

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. (Use one character.)

A3.4.18. Block 50. INCAP (Incapacitated Status). Make an entry in this block for each child over 21 years of age who is entitled to benefits and privileges as an incapacitated child. Enter the appropriate value from the left column below: (Use one character.)

N -- Not Incapacitated

P -- Permanently Incapacitated (will not be resolved in the foreseeable future)

T -- Temporarily Incapacitated (will be resolved within a specific period of time)

NOTE: Reestablish eligibility for each subsequent renewal or replacement of ID cards for this category of dependent. (For exceptions, see paragraph **2.11.2.**)

A3.4.19. Block 51. Medicare. Enter the dependent's entitlement status for Medicare, Part A, hospital insurance through the Social Security Administration in the manner that block 27 prescribes. ***NOTE:*** For dependents of Ready Reserve retirees entitled to pay at age 60 who have DD Form 1173-1, leave this block blank.

A3.4.20. Block 52. Color Eyes. Enter the dependent's correct eye color as block 23 prescribes.

A3.4.21. Block 53. Color Hair. Enter the dependent's correct hair color as block 24 prescribes.

A3.4.22. Block 54. Height. Enter the dependent's height in inches as block 25 prescribes. The valid range is 00 through 96 inches. (Use two characters.)

A3.4.23. Block 55. Weight. Enter the dependent's weight in pounds as block 26 prescribes.

A3.4.24. Block 56. Date of Marriage (YYYYMMMDD). If the dependent's relationship is SP, URW, UMW, URFSO2, URFSO3, URFSO4, or UMFS, enter the date of marriage. (Use nine characters.)

A3.4.25. Block 57. ELIG ST/MC EFF DATE. Enter the effective start date of the dependent's eligibility for benefits and privileges as **Attachment 4** prescribes: (Use nine characters):

A3.4.25.1. For dependents eligible for Medicare, Part A, before age 65, enter the date Medicare eligibility began. Enter a Q 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 O in block 51, above, or block 79 below, if applicable to dependent listed.

A3.4.25.2. For Ready Reserve dependents and dependents of Reserve retirees entitled to pay at age 60 who are issued DD Form 1173-1, leave blank.

A3.4.25.3. For 20-20-20 former spouses not entitled to medical benefits because of enrollment in employer-sponsored health plans, enter the date that eligibility for the 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 eligible until age 65, enter the date the beneficiary becomes entitled to CHAMPUS (see **Attachment 4** for MC effective dates). Enter AD in block 51 (or block 79, if applicable to second dependent listed), and indicate Y in the MC block.

A3.4.25.5. Wards of active duty members 5 October l994 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 l July l994; however, they did not become eligible for CHAMPUS until 5 October 1994.

A3.4.26. Block 58. CARD EX/ELIG END DATE. Enter the eligibility end date or card expiration date as **Attachment 4** prescribes. (Use nine characters.) ***NOTE:*** If you are not issuing a card to a newborn child, end eligibility date is 10 years, 6 months from date of birth. For Ready Reserve, enter a maximum of 4 years from verification date on DD Form 1172, sponsor's expiration of service date, or dependent's 21st birthday, whichever occurs first. For Reserve retirees entitled to pay at age 60, enter a maximum of 4 years from date of verification of DD Form 1172, dependent's 21st birthday, or sponsor's 60th birthday, whichever occurs first. For students or incapacitated children, see **Attachment 4**. Enter the card ex/elig end date in 4-digit year, 3-character month, 2-digit day format (YYYYMMMDD). (Use 9 characters.)

A3.4.27. Block 59. Privileges Authorized. Enter the dependent's benefits and privileges as block 31 prescribes.

A3.4.28. Block 60. END ELIG REASON. If you are terminating the dependent's eligibility for benefits and privileges, enter the reason, using one of the abbreviations listed in the left column below. Enter a T in block 39 or block 67 when terminating eligibility. (Use three characters.) Enter date of divorce if you are using termination code DIV.

ACD	--	Dependent on active duty
DIV	--	Divorce from sponsor
DMG	--	Dependent child married
DTH	--	Death
EEN	--	End of entitlement
ESS	--	End of student status
ETI	--	End of temporary incapacitation
TWF	--	Twenty-first birthday
UIS	--	Unauthorized issue

For Guard and Reserve DEERS Enrollment Program dependents, use only codes ACD, DIV, DMG, and DTH.

A3.4.29. Block 61 through 88. Enter in the manner that blocks 33 through 60 prescribe.

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. (Do not state "appropriate documents reviewed." Rather, list each document for every dependent separately.) (This block contains up to four typed lines of information.)

A3.5.1.2. State 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. If the dependent child is a student over age 21, the sponsor and child have different addresses, or applicant is receiving DD Form 1173- 1, indicate whether the sponsor provides more than 50 percent of the child's support.

A3.5.1.4. Indicate whether the sponsor is unavailable to sign or will not sign.

A3.5.1.5. For a member who is involuntarily separated and eligible under TAMP, include a statement that the sponsor and dependents qualify for benefits under TAMP 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 reissuing or 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. ***EXCEPTIONS:*** The military sponsor is on active duty, or dependents qualify under paragraph **2.25.** (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 SSA in block 89.

A3.5.1.10. When member is an AFOSI special agent, enter "Member is an AFOSI special agent and is not authorized CHAMPUS."

A3.5.1.11. For illegitimate children residing in the sponsor's household, enter a statement certifying that residency and dependency are met. The sponsor must initial this statement. If the sponsor is a male Marine, cite approved Child's Dependency Affidavit from the command.

A3.5.1.12. For wards, certify that residency and dependency are met.

A3.5.1.13. For wards, sponsor certifies that he or she has had legal custody for 12 consecutive months or will have in the future, if court order does not specify.

A3.5.2. Block 90. Signature. The sponsor's signature certifies acknowledgment of conditions and responsibilities under which benefits and privileges are authorized for eligible dependents. Therefore, the sponsor must sign block 90 with the following exceptions:

A3.5.2.1. When the ID card application is for an unremarried or unmarried former spouse.

A3.5.2.2. When the sponsor is deceased, the surviving spouse signs the DD Form 1172.

A3.5.2.3. When the sponsor is deceased and there is no surviving spouse, children over 18 years old may sign the form.

A3.5.2.4. When there is no surviving spouse and the unmarried child is under 18 years old, the parent or guardian signs the form.

A3.5.2.5. When the sponsor is unable or unwilling to sign as paragraph **2.27.** specifies, the verifying official signs and indicate in block 89 the reason the sponsor did not sign.

A3.5.2.6. When a temporary ID card may be issued according to paragraph **2.5.**

A3.5.2.7. When the DD Form 1172 is prepared for the purpose of terminating eligibility and the verifying official has viewed the appropriate documentation, the verifying official may sign.

A3.5.2.8. When a valid power of attorney is presented.

***NOTE*:** The sponsor must sign DD Form 1172 in the presence of the verifier. DD Forms 1172 that have not been verified and that are presented to the ID card issuing office by someone other than the person authorized to sign block 90 must have a notarized signature. Place the notary seal and signature in the right margin of section III.

A3.5.3. Block 91. Date Signed (YYYYMMMDD). Enter the date the sponsor signed 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.)

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/Command Name. Enter the unit or command name for the verifying official. (Use no more than 26 characters.)

A3.6.4. Block 95. Title. Enter the verifying official's title. (Use no more than 24 characters.)

A3.6.5. Block 96. UIC (Unit Identification Code). Enter the unique identifier (UIC, PAS Code, RUC-MCC, OPFAC) for the verifying office in the manner that block 19 prescribes.

A3.6.6. Block 97. Duty Phone Number. Enter the verifying official's duty telephone number. (Use no more than 14 characters.)

A3.6.7. Block 98. Unit/Command Address (Street, City, State, and ZIP Code). Enter the mailing address for the verifying official. (Use no more than 28 characters.)

A3.6.8. Block 99. Signature. The verifying official must sign in this block.

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 manner that section IV prescribes.

A3.8. Section VI. Recipient's Acknowledgment:

A3.8.1. Block 110. Recipient's Signature. Each recipient must sign in this block. Indicate in this block if any recipient is incapable of signing or is an infant. This block may contain multiple signatures.

A3.8.2. Block 111. Date Signed (YYYYMMMDD). Enter the date of the recipient's acknowledgment. (Use nine characters.)

NOTES:

1. DD Form 489. 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.

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.