



OFFICE OF THE UNDER SECRETARY OF DEFENSE  
4000 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-4000

PERSONNEL AND  
READINESS

AUG 26 2009

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Department of Defense (DoD) Civilian Retiree Identification (ID) Cards

I am very pleased to announce that the Department has begun the initial issuance of the civilian retiree identification (ID) cards. Retirees can now obtain the card from one of the 1,500 Real-Time Automated Personnel Identification System (RAPIDS) facilities worldwide.

This trusted credential for civilian retirees can be used at Department of Defense (DoD) base installations at the discretion of installation commanders. Although it is DoD policy to issue the ID cards to retirees, installation commanders retain the authority to deny access to base installations. The ID card is a white, plastic, chipless Common Access Card (CAC) that must be renewed every four years. The front of the card has the cardholder's picture, first and last name, as well as the expiration date of the ID. There is also an option to display the last pay grade. The back of the card has a security image of the cardholder, a barcode, and magnetic strip. Technical support for the Civilian Retiree ID program is provided by the Defense Manpower Data Center (DMDC). The Defense Enrollment Eligibility Reporting System (DEERS) is used to establish eligibility for retirees.

Retirees are advised that when they are in receipt of their retirement Standard Form 50 (SF-50), Notification of Personnel Action, they may contact their local RAPIDS site to be issued an ID card. A federal or state issued picture ID and another form of ID from the Department of Homeland Security, U.S. Citizenship and Immigration I-9 document list as well as a retirement SF-50 are required for issuance. Visit <http://www.uscis.gov/files/form/i-9.pdf> for more information on acceptable forms of identification.

To locate the nearest RAPIDS facility and the hours of operation, retirees should be referred to the DMDC website <http://www.dmdc.osd.mil/rsl/owa/home>. For information on specific base access, retirees must contact the base or installation commander.



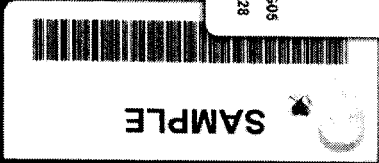
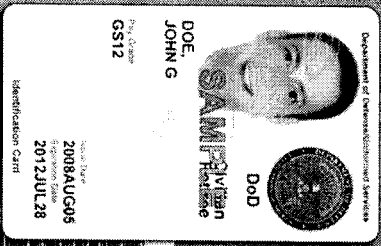
If a retiree is not listed in DEERS, he/she should contact Field Advisory Services (FAS) Division, Benefits & Entitlements (B&E) Branch at (703) 696-6301, Option 1 for B&E or DSN 426-6301 or email, [benefits@cpms.osd.mil](mailto:benefits@cpms.osd.mil).

If you have any questions please feel free to contact Ms. Pat Nabinett, at 703-696-1239 or via email at [Patricia.Nabinett@cpms.osd.mil](mailto:Patricia.Nabinett@cpms.osd.mil).



Gail H. McGinn  
Deputy Under Secretary of Defense (Plans)  
Performing the Duties of the  
Under Secretary of Defense  
(Personnel and Readiness)

# DOD Civilian Retiree Card



# Civilian Retiree



[www.dmdc.osd.mil/smartcard](http://www.dmdc.osd.mil/smartcard)

## DOD Civilian Retiree Card Frequently Asked Questions



.....

### **What is the purpose of the card?**

Since many retired DoD civilians have no way of identifying their association with the Department of Defense, this card provides them with a trusted credential to establish their identity and affiliation. Some, but not all, military installations allow retired civilians access to MWR facilities with proper identification.

.....

### **Does the card expire?**

Yes. It is renewable every four years.

.....

### **If I already have a retiree card from my DoD Service Component or Agency, do I need this card?**

No. It does not convey any additional privileges.

.....

### **Who is eligible to receive the card?**

Civilians who have retired from any DoD Service Component or Agency. Civilian retirees from other Federal agencies are not eligible.

.....

### **Is this card optional?**

Yes. This is an optional card that can be issued for civilian retirees that use base MWR facilities.

.....

### **When can I get this card?**

When you are in receipt of your DoD retirement pay.

.....

### **Who may I contact if my retirement record does not show in DEERS?**

The installation commander retains the authority to restrict access to MWR facilities for reasons such as local demand, facility capacity, and security concerns.

.....

### **Where can I go to get the card?**

Contact your nearest RAPIDS site ([www.dmdc.osd.mil/rs/owa/home](http://www.dmdc.osd.mil/rs/owa/home)). Customer service hours vary.

.....

### **Who may I contact if my retirement record does not show in DEERS?**

You may contact the Civilian Benefits Information Line by email at [benefits@cpms.osd.mil](mailto:benefits@cpms.osd.mil) or by phone at (703) 696-6301.

.....

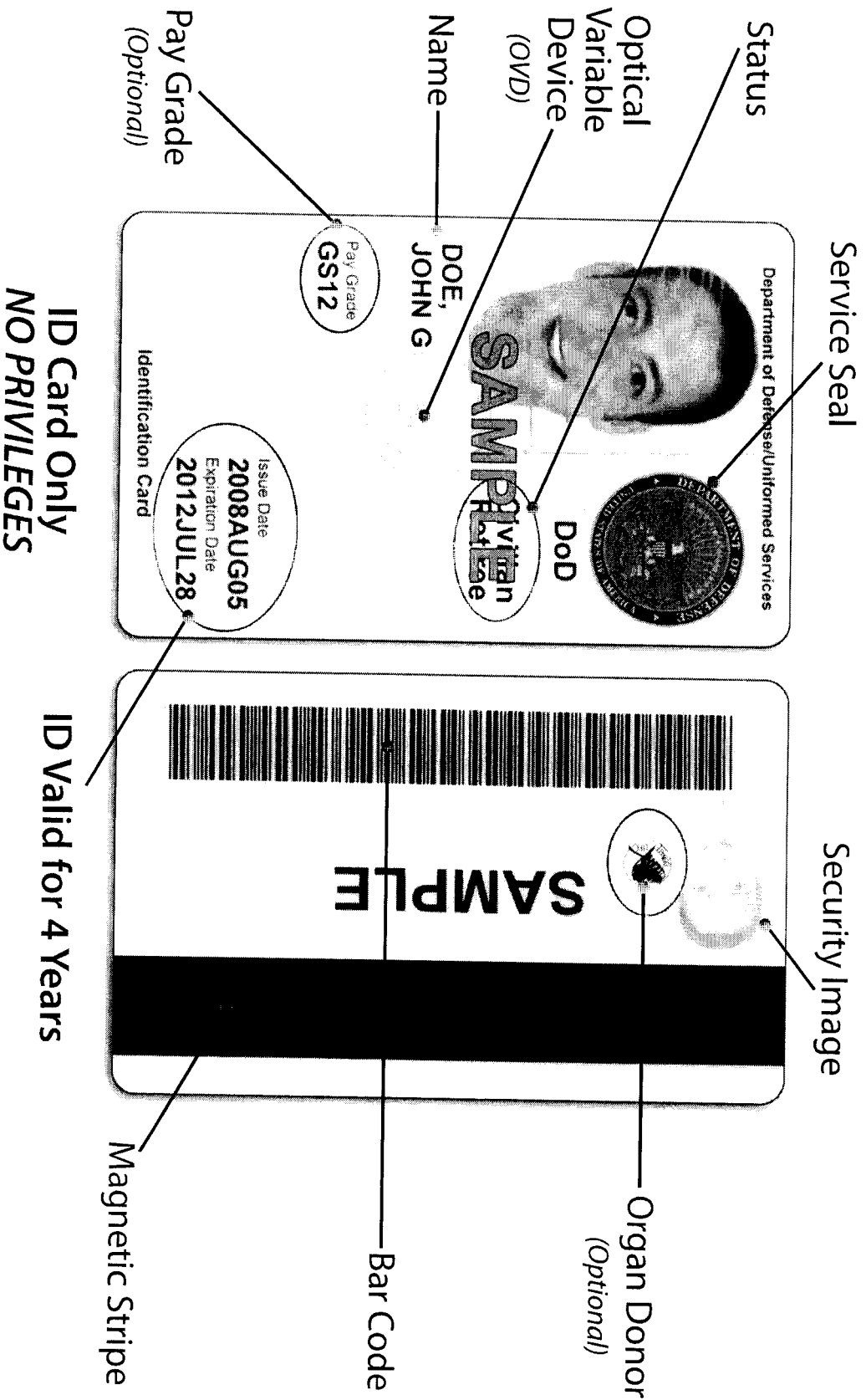
### **What do I need to bring with me?**

Two forms of ID from the OMB I-9 document list. One must be a federal or state issued picture ID. Visit [www.formi9.com](http://www.formi9.com) for more information. Also bring proof of pay grade at retirement.

For more information regarding the DoD Civilian Retiree card, visit [www.dmdc.osd.mil/smartcard](http://www.dmdc.osd.mil/smartcard)

# Civilian Retiree

## Cards Will Be Chipless, Plastic IDs



## Civilian Retiree Card Identification Chart

For more information regarding the SSN Reduction Plan, please visit [www.dmdc.osd.mil/smartcard](http://www.dmdc.osd.mil/smartcard)

## LISTS OF ACCEPTABLE DOCUMENTS

<b>LIST A</b> <b>Documents that Establish Both Identity and Employment Eligibility</b>	<b>LIST B</b> <b>Documents that Establish Identity</b>	<b>LIST C</b> <b>Documents that Establish Employment Eligibility</b>
<b>OR</b>		<b>AND</b>
1. U.S. Passport (unexpired or expired)	1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	1. U.S. Social Security card issued by the Social Security Administration <i>(other than a card stating it is not valid for employment)</i>
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	2. Certification of Birth Abroad issued by the Department of State <i>(Form FS-545 or Form DS-1350)</i>
3. An unexpired foreign passport with a temporary I-551 stamp	3. School ID card with a photograph	3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)	4. Voter's registration card	4. Native American tribal document
5. An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer	5. U.S. Military card or draft record	5. U.S. Citizen ID Card <i>(Form I-197)</i>
	6. Military dependent's ID card	6. ID Card for use of Resident Citizen in the United States <i>(Form I-179)</i>
	7. U.S. Coast Guard Merchant Mariner Card	
	8. Native American tribal document	7. Unexpired employment authorization document issued by DHS <i>(other than those listed under List A)</i>
9. Driver's license issued by a Canadian government authority	<b>For persons under age 18 who are unable to present a document listed above:</b>	
	10. School record or report card	
	11. Clinic, doctor or hospital record	
	12. Day-care or nursery school record	

**Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)**

**Information Paper**  
**On**  
**Department of Defense (DoD) Civilian Retiree Card**

**Issue:** Have there Been any Changes or New Developments on Identification Cards for Retired Teachers

**Background:** On December 30, 2005, the Under Secretary of Defense (Personnel and Readiness) authorized the issuance of a Civilian Retiree Card to DoD civilian employees. This authorization stated the retiree card would be produced by RAPIDS ID Card Facilities. The RAPID Card Facilities were instructed to begin issuing the Retiree Card in late 2008. This card is a trusted credential used to establish identity and affiliation to the DoD and provides retired DoD civilians with a "Uniform" DoD identification card that is easily recognized at any DoD base of facility within the United States, its territories, or possessions.

Since many retired DoD civilians have no way of identifying their association with the DoD, this card provides them with a trusted credential to establish their identity and affiliation. *Some, but not all*, military installations allow retired civilians access to Morale, Welfare, and Recreation (MWR) facilities with proper identification.

**Recommendation:** Civilian employees who retire from any DoD Service Component or Agency are eligible to receive the retiree card after they begin receiving their retirement pay. Civilian retirees can contact their local RAPID facility to request a retiree card. Retirees can locate the nearest RAPIDS site by visiting the following Web site: [www.dmdc.osd.mil/rsl/owa/home](http://www.dmdc.osd.mil/rsl/owa/home). When visiting the RAPIDS site, retirees must bring two forms of identification from the OMB I-9 document list (attached). One must be a federal or state issued picture identification card. Retirees must also have proof of pay grade at retirement. A list of acceptable documents can be obtained at [www.formi9.com](http://www.formi9.com). The Retiree Card must be renewed every 4 years. The retiree card is an optional card that can be issued to civilian retiree who use base Morale Welfare and Recreational (MWR) facilities. *The Installation Commander retains the authority to restrict access to MWR facilities for reasons that include local demand, facility capacity, and security concerns.* Civilian retirees may contact the Civilian Benefits Information Line by email at [benefits@cpms.osd.mil](mailto:benefits@cpms.osd.mil) or by telephone at (703) 696-6301.

Prepared by: DoDEA HR, 703.588.3800, February 20, 2009