OFFICE OF THE UNDER SECRETARY OF DEFENSE
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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.

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.

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