

DOD CIVILIAN RETIREE IDENTIFICATION CARD

Department of Defense (DoD) civilian retirees (except non-appropriated fund and INTEL employees) are eligible for a retiree identification card. Since many retired DoD civilians have no way of identifying their association with DoD, this card provides them with a trusted credential to establish their identity and affiliation. This card does not guarantee civilian retirees access to DoD bases or facilities within the United States nor its territories or possessions. The installation commander retains the authority to restrict access to MWR facilities for reasons such as local demand, facility capacity, and security concerns.

You can apply for a DoD civilian retiree identification card at your nearest [RAPIDS](#) site office once you have been retired 60 days. You must bring two forms of identification from the [OMB I-9 document list](#). One must be a Federal- or State-issued photo ID. You must also bring proof of your pay grade at retirement. A copy of your SF 50, Notification of Personnel Action that documents your retirement, will satisfy this requirement.

If you do not have a copy of your SF 50 documenting your retirement, you may request one from the National Personnel Records Center. Your request must be in writing, signed, and include:

- Full name used during Federal employment
- Social Security number
- Date of birth
- Name(s) of Federal employing agency(s)
- Approximate dates of Federal employment

Mail your request to:

National Personnel Records Center
Civilian Personnel Records
111 Winnebago Street
St. Louis, MO 63118

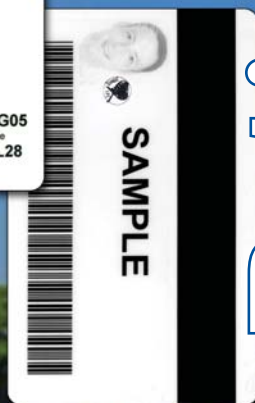
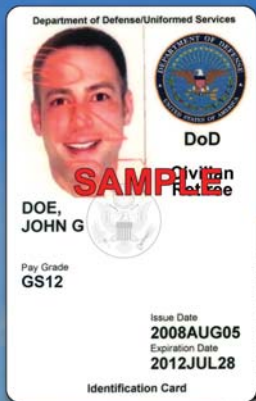
If the RAPIDS site office indicates that you are not in DEERS, you should provide the following information to the DoD Field Advisory Service (FAS) by fax (703-696-4705) or e-mail (benefits@cpms.osd.mil):

- First name, last name, middle initial
- Date of inquiry
- Civil Service Annuity number (CSA #)
- Contact number
- E-mail address
- Social Security number
- Date of retirement
- Agency
- RAPIDS site and telephone number
- Reason why you were unable to obtain a DoD civilian retiree ID
- Copy of SF 50, Notification of Personnel Action that documents your retirement

FAS will request that you be added to DEERS. Resolution may take several months. FAS will notify you when you have been added to DEERS.

Additional information about civilian retiree ID cards is available from the [Defense Manpower Data Center](#).

DoD Civilian Retiree Card



Civilian Retiree



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.

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.

When can I get this card?

When you are in receipt of your DoD retirement pay.

Where can I go to get the card?

Contact your nearest RAPIDS site (www.dmdc.osd.mil/rsl/owa/home). Customer service hours vary.

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 <http://www.uscis.gov/files/form/i-9.pdf> for more information. Also bring proof of pay grade at retirement.

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.

Is this card optional?

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

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

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 or by phone at (703) 696-6301.

For more information regarding the DoD Civilian Retiree card, visit www.dmdc.osd.mil/smartcard

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

LIST A

Documents that Establish Both
Identity and Employment
Authorization

LIST B

Documents that Establish
Identity

LIST C

Documents that Establish
Employment Authorization

OR

AND

1. U.S. Passport or U.S. Passport Card	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. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	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 (Form FS-545)
4. Employment Authorization Document that contains a photograph (Form I-766)	3. School ID card with a photograph	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form	4. Voter's registration card	
	5. U.S. Military card or draft record	
	6. Military dependent's ID card	5. Native American tribal document
	7. U.S. Coast Guard Merchant Mariner Card	
	8. Native American tribal document	6. U.S. Citizen ID Card (Form I-197)
	9. Driver's license issued by a Canadian government authority	
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	For persons under age 18 who are unable to present a document listed above:	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	10. School record or report card	8. Employment authorization document issued by the Department of Homeland Security
	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)