

**COPY 2**

*replacement copy*

**Army Regulation 600-8-14**

*by 1 March 1998*

**Personnel—General**

# **Identification Cards, Tags, and Badges**

Pentagon Library (ANR-PL)  
ATTN: Military Documents Section  
Room 1A516 Pentagon  
Washington, DC 20310-0000

Headquarters  
Department of the Army  
Washington, DC  
15 July 1992

**Unclassified**

# **SUMMARY of CHANGE**

AR 600-8-14  
Identification Cards, Tags, and Badges

This new regulation--

- o Replaces AR 640-3.
- o Replaces DA Form 428 with DD Form 1172.
- o Replaces DA Form 5431 with DD Form 1173-1.
- o Obsoletes DD Form 2335.
- o Changes all references from MILPERCEN to PERSCOM as appropriate.
- o Changes the acronym MILPO to MPD, PSD, or PSC.
- o Allows issuance of ID cards under the cross-servicing agreement to eligible family members to include former spouses (para 1-16).
- o Changes the requirement to issue DD Form 2A to Guard/Reserve personnel called to active duty during mobilization from 30 days to 180 days (para 3-1).
- o Changes the requirement to issue DD Form 1173 to Guard/Reserve family members whose sponsor was called to active duty during mobilization from 30 days to 180 days (para 6-1).
- o Allows DD Form 1173 to be reissued to show a change of grade of the sponsor (sergeant and above) ; upon reenlistment ; when the sponsor is on assignment instructions to a remote location where ID issuing facilities are not available ; when the sponsor is on assignment instructions to a family member restricted tour and the family member's ID card will expire before the sponsor's DEROS and when a hardship exists as determined by the ID card verification officer (para 6-1).
- o Allows DD Form 1173 to be issued to family members under 10 years of age in the case of sole parents or if both parents are members of the uniformed services (joint service marriage) (para 6-1).
- o Changes the requirement to issue DD Form 1173 to family members whose sponsor is in confinement from 90 days to 1 year (para 6-2).
- o Changes the requirement to issue DD Form 1173 to family members over 21 years of age but less than 23 years of age enrolled full-time in an institution of higher learning from 1 to 2 years (para 6-13).
- o Deletes the requirement for military members in uniform to have their photo taken with headgear.
- o Adds information on DOD Guard/Reserve Family Member ID Card (chap 7).
- o Allows DD Form 1173-1 to be issued to family members under age 10 if they are residing with sole parent or joint service/Army married couple (para 7 1).

- o Allows DD Form 1173-1 to be issued to family members until age 23 if they are attending an accredited institution above the high school level full-time leading to a degree (para 7-2).
- o Deletes the requirement for fingerprints on DA Form 1602 (Civilian ID Card) (para 9-7).
- o Allows commanders or their designated representative to request ID tags for soldiers in bulk (para 11-3).
- o Adds chapters on Defense Enrollment Eligibility Reporting System (DEERS), Real-Time Automated Personnel Identification System (RAPIDS), and Mobilization (chaps 12, 13, and 15).
- o Adds appendix on moving RAPIDS computer equipment (app G).

Effective 15 August 1992

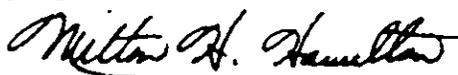
Personnel—General

Identification Cards, Tags, and Badges

By Order of the Secretary of the Army:

GORDON R. SULLIVAN  
General, United States Army  
Chief of Staff

Official:



MILTON H. HAMILTON  
Administrative Assistant to the  
Secretary of the Army

**History.** This UPDATE printing publishes a new Army regulation.

**Summary.** This regulation updates policy and guidance on the issuance of ID cards and the protection of benefits. It implements DODI 1000.13, appendix 6, the Uniformed Services Former Spouse's Protection Act of 1983, Public Law 97-252, and provides current guidance on the Defense Enrollment Eligibility Reporting System.

**Applicability.** This regulation applies to the Active Army, the Army National Guard,

and the U.S. Army Reserve, and their eligible family members. It also applies to—

a. Retired military personnel and their eligible family members.

b. Civilian employees of the Department of the Army and their eligible family members.

c. Honorably discharged veterans with 100 percent service-connected disabilities and their eligible family members.

d. Medal of Honor recipients and their eligible family members.

e. Other persons authorized to use both appropriated fund and nonappropriated fund facilities as provided in AR 30-19, AR 40-3, AR 60-20, and international and host country agreements.

**Internal control systems.** This regulation is subject to the requirements of AR 11-2. It contains internal control provisions but does not contain checklists for conducting internal control reviews. These checklists appear in DA Circular 600 series.

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior

approval from HQDA (DAPE-MBB), WASH DC 20310-0300.

**Interim changes.** Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates, unless sooner superseded or rescinded.

**Suggested improvements.** The proponent agency of this regulation 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, U.S. Total Army Personnel Command, ATTN: TAPC-PDO-IP, Alexandria, VA 22332-0474.

**Distribution.** Distribution of this publication is made in accordance with the requirements on DA Form 12-09-E, block number 2270, intended for all command levels for Active Army, Army National Guard, and U.S. Army Reserve.

**Contents** (Listed by paragraph and page number)

**Chapter 1**  
**Introduction, page 9**

**Section I**  
**Overview, page 9**  
Purpose • 1-1, page 9  
References • 1-2, page 9  
Explanation of abbreviations and terms • 1-3, page 9

**Section II**  
**Responsibilities, page 9**  
The Deputy Chief of Staff for Personnel (DCSPER) • 1-4, page 9  
The Chief, National Guard Bureau (CNGB) • 1-5, page 9  
The Chief, Army Reserve (CAR) • 1-6, page 9  
The Commanding General, U.S. Total Army Personnel Command • 1-7, page 9  
Commanders of major Army commands (MACOMs) • 1-8, page 9  
Commanders of installations • 1-9, page 9  
The Commandant, Adjutant General School (AG School) • 1-10, page 9  
Director, Defense Finance and Accounting Service-Indianapolis Center (Dir, DFAS-IN) • 1-11, page 9  
Recipients of ID cards • 1-12, page 9

Installation RAPIDS/DEERS project officer • 1-13, page 9

**Section III**  
**Administrative, page 9**  
Application form • 1-14, page 9  
Reproduction of cards • 1-15, page 9  
International standardization agreements • 1-16, page 9  
Cross-servicing agreement • 1-17, page 9  
Principles of support • 1-18, page 10  
Standards of service • 1-19, page 10

**Section IV**  
**Manpower, page 10**  
Manpower resources • 1-20, page 10  
Levels of work • 1-21, page 10

**Chapter 2**  
**Standard Work Center Operations, page 10**  
Verifying and issuing officials • 2-1, page 10  
Photographing • 2-2, page 11  
Fingerprinting • 2-3, page 11  
Authentication • 2-4, page 11  
Laminating • 2-5, page 11  
Accountability • 2-6, page 11

\*This regulation supersedes AR 640-3, 17 August 1964.

**Contents—Continued**

**Chapter 3**

**Active Duty Identification Card, page 12**

*Section I*

*Administrative Concerns, page 12*

Processing application for issue of DD Form 2A (Active) • 3-1, page 12

Policies • 3-2, page 12

*Section II*

*Task: Verify Eligibility for DD Form 2 (Active), page 12*

Rules for verifying eligibility for DD Form 2 (Active) • 3-3, page 12

Steps for verifying eligibility for DD Form 2 (Active) • 3-4, page 12

*Section III*

*Task: Process Application for DD Form 2A (Active), page 12*

Rules for processing application for issue of DD Form 2A (Active) • 3-5, page 12

Steps for processing application for issue of DD Form 2A (Active) • 3-6, page 12

*Section IV*

*Task: Issue ID Cards for DD Form 2A (Active), page 13*

Rules for issuing DD Form 2A (Active) • 3-7, page 13

Steps for issuing DD Form 2A (Active) • 3-8, page 13

**Chapter 4**

**Reserve Component Identification Card, page 14**

*Section I*

*Administrative Concerns, page 14*

Processing application for issue of DD Form 2A (Reserve) • 4-1, page 14

Policies • 4-2, page 14

*Section II*

*Task: Verify Eligibility for DD Form 2A (Reserve), page 14*

Rules for verifying eligibility for DD Form 2A (Reserve) • 4-3, page 14

Steps for verifying eligibility for DD Form 2A (Reserve) • 4-4, page 14

*Section III*

*Task: Process Application for Issue of DD Form 2A (Reserve), page 14*

Rules for processing application for issue of DD Form 2A (Reserve) • 4-5, page 14

Steps for processing application for issue of DD Form 2A (Reserve) • 4-6, page 14

*Section IV*

*Task: Issue ID Cards for DD Form 2A (Reserve), page 15*

Rules for issuing DD Form 2A (Reserve) • 4-7, page 15

Steps for issuing DD Form 2A (Reserve) • 4-8, page 15

**Chapter 5**

**Retired Identification Cards, page 16**

*Section I*

*Administrative Concerns, page 16*

General issuance policy • 5-1, page 16

Reissue • 5-2, page 16

*Section II*

*Task: Verify Eligibility for DD Form 2 (Retired), page 16*

Rules for verifying eligibility for DD Form 2 (retired) • 5-3, page 16

Steps for verifying eligibility for DD Form 2 (Retired) • 5-4, page 16

*Section III*

*Task: Process Application for DD Form 2 (Retired), page 16*

Rules for processing application for issue of DD Form 2 (Retired) • 5-5, page 16

Steps for processing application for issue of DD Form 2 (Retired) • 5-6, page 17

*Section IV*

*Task: Issue ID Cards for DD Form 2 (Retired), page 17*

Rules for issuing DD Form 2 (Retired) • 5-7, page 17

Steps for issuing DD Form 2 (Retired) • 5-8, page 17

**Chapter 6**

**Uniformed Services Identification and Privilege Card, page 18**

*Section I*

*General Issuance Policy, page 18*

Processing application for issue of DD Form 1173 (family member ID card) • 6-1, page 18

How a change in the status of a member or family member affects eligibility for DD Form 1173 • 6-2, page 18

*Section II*

*Eligible Family Members of Military Members or Former Members, page 19*

Eligibility and administrative concerns • 6-3, page 19

Special provisions • 6-4, page 19

*Section III*

*Task: Verify Eligibility for Issue of DD Form 1173 (Family Members), page 20*

Rules for verifying eligibility for issue of DD Form 1173 (family members) • 6-5, page 20

Steps for verifying eligibility for issue of DD Form 1173 (family members) • 6-6, page 20

*Section IV*

*Task: Process Application for Issue of DD Form 1173 (Family Member), page 20*

Rules for processing application for issue of DD Form 1173 (Family Member) • 6-7, page 20

Steps for processing application for issue of DD Form 1173 (Family Member) • 6-8, page 20

*Section V*

*Task: Issue ID Cards (DD Form 1173 (Family Member)), page 20*

Rules for issuing DD Form 1173 (Family Member) • 6-9, page 20

Steps for issuing DD Form 1173 (Family Member) • 6-10, page 20

*Section VI*

*Dependency Determinations, page 20*

General policy for processing applications for dependency determinations for issue of DD Form 1173 • 6-11, page 20

## Contents—Continued

Processing dependency determinations • 6-12, page 21

### Section VII

Task: Process Application, page 21

Rules for processing the application for issue of DD Form 1173 (Family Member) • 6-13, page 21

Steps for processing application for issue of DD Form 1173 (family member requiring dependency determination) • 6-14, page 21

### Section VIII

Foreign Military Personnel, page 22

General issuance policy • 6-15, page 22

Exclusions • 6-16, page 22

### Section IX

Task: Verify Eligibility for Issue of DD Form 1173 for Foreign Military Personnel and their Family Members, page 22

Rules for verifying eligibility for issue of DD Form 1173 for foreign military personnel and their family members • 6-17, page 22

Steps for verifying eligibility for issue of DD Form 1173 for foreign military personnel and their family members. • 6-18, page 22

### Section X

Task: Process Application for Issue of DD Form 1173 (Foreign Military and their Family Members), page 22

Rules for processing application for issue of DD Form 1173 (foreign military and family member) • 6-19, page 22

Steps for processing application for issue of DD Form 1173 (foreign military and family member) • 6-20, page 22

### Section XI

Task: Issue ID Cards (DD Form 1173 (Foreign Military and Family Member)), page 22

Rules for issuing DD Form 1173 (foreign military and family member) • 6-21, page 22

Steps for issuing DD Form 1173 (foreign military and family member) • 6-22, page 23

### Section XII

Unremarried Former Spouses, page 23

General issuance policy • 6-23, page 23

Applications • 6-24, page 23

### Section XIII

Task: Verify Eligibility for Former Spouses, page 23

Rules for verifying eligibility for former spouses • 6-25, page 23

Steps for verifying eligibility for former spouses • 6-26, page 23

### Section XIV

Task: Process Application for Former Spouse, page 24

Rules for processing application for issue of DD Form 1173 (unremarried former spouse) • 6-27, page 24

Steps for processing application for issue of DD Form 1173 (unremarried former spouse) • 6-28, page 24

### Section XV

Task: Issue ID Card (DD Form 1173 (Unremarried Former Spouse)), page 24

Rules for issuing DD Form 1173 (unremarried former spouse) • 6-29, page 24

Steps for issuing DD Form 1173 (unremarried former spouse) • 6-30, page 24

### Section XVI

DD Form 1173 for Civilians, page 24

General policy • 6-31, page 24

Issuance • 6-32, page 24

### Section XVII

Task: Verify Eligibility for Issue of DD Form 1173 (Civilians), page 24

Rules for verifying eligibility for issuing DD Form 1173 (civilians) • 6-33, page 24

Steps for verifying eligibility for issuing DD Form 1173 (civilian) • 6-34, page 25

### Section XVIII

Task: Process Application for Issue of DD Form 1173 (civilian), page 25

Rules for processing application for issue of DD Form 1173 (civilian) • 6-35, page 25

Steps for processing application for issue of DD Form 1173 (civilian) • 6-36, page 25

### Section XIX

Task: Issue ID Card (DD Form 1173 (civilian)), page 25

Rules for issuing DD Form 1173 (civilian) • 6-37, page 25

Steps for issuing DD Form 1173 (civilian) • 6-38, page 25

## Chapter 7

DOD Guard/Reserve Family Member ID Card, page 26

### Section I

Administrative Concerns, page 26

General issuance policy • 7-1, page 26

Expiration date • 7-2, page 26

### Section II

Task: Verify Eligibility for DD Form 1173-1 (DOD Guard/Reserve Family Member ID Card), page 27

Rules for verifying eligibility for DD Form 1173-1 (DOD Guard/Reserve Family Member ID Card) • 7-3, page 27

Steps for verifying eligibility for DD Form 1173-1 (DOD Guard/Reserve Family Member ID Card) • 7-4, page 27

### Section III

Task: Process Application for DD Form 1173-1 (DOD Guard/Reserve Family Member ID Card), page 27

Rules for processing application for issue of DD Form 1173-1 (DOD Guard/Reserve Family Member ID Card) • 7-5, page 27

Steps for processing application for issue of DD Form 1173-1 (DOD Guard/Reserve Family Member ID Card) • 7-6, page 27

### Section IV

Task: Issue ID Cards (DD Form 1173-1 (DOD Guard/Reserve Family Member)), page 27

Rules for issuing DD Form 1173-1 (DOD Guard/Reserve Family Member ID Card) • 7-7, page 27

Steps for issuing DD Form 1173-1 (DOD Guard/Reserve Family Member ID Card) • 7-8, page 27

## Chapter 8

Geneva Conventions Identity Cards, page 28

### Section I

Administrative Concerns, page 28

General issuance policy • 8-1, page 28

Military-civilian grade relationships • 8-2, page 29

### Section II

DD Form 489 (Geneva Conventions Identity Card for Persons who Accompany the Armed Forces), page 29

Issuance policy for DD Form 489 • 8-3, page 29

## Contents—Continued

Reissue • 8-4, page 29

### Section III

Task: Process Application for DD Form 489, page 29

Rules for processing application for issue of DD Form 489 • 8-5, page 29

Steps for processing application for issue of DD Form 489 • 8-6, page 29

### Section IV

Task: Issue Geneva Convention Card (DD Form 489), page 29

Rules for issuing the Geneva convention card (DD Form 489) • 8-7, page 29

Steps for issuing the Geneva convention card (DD Form 489) • 8-8, page 29

### Section V

DD Form 1934 (Geneva Conventions Identity Card for Medical and Religious Personnel who Serve in or Accompany the Armed Forces), page 29

Issuance policy for DD Form 1934 • 8-9, page 29

Reissue • 8-10, page 30

### Section VI

Task: Process Application for DD Form 1934, page 30

Rules for processing application for issue of DD Form 1934 • 8-11, page 30

Steps for processing application for issue of DD Form 1934 • 8-12, page 30

### Section VII

Task: Issue ID Cards (DD Form 1934), page 30

Rules for issuing DD Form 1934 • 8-13, page 30

Steps for issuing the DD Form 1934 • 8-14, page 30

## Chapter 9

**Civilian Identification Card, page 34**

### Section I

Administrative Concerns, page 34

General issuance policy • 9-1, page 34

Expiration date • 9-2, page 35

### Section II

Task: Verify Eligibility for Civilian ID Card (DA Form 1602), page 35

Rules for verifying eligibility for civilian ID card (DA Form 1602) • 9-3, page 35

Steps for verifying eligibility for civilian ID card (DA Form 1602) • 9-4, page 35

### Section III

Task: Process Application for Civilian ID Card (DA Form 1602), page 35

Rules for processing application for issue of civilian ID card (DA Form 1602) • 9-5, page 35

Steps for processing application for issue of civilian ID card (DA Form 1602) • 9-6, page 35

### Section IV

Task: Issue ID Card, page 35

Rules for issuing DA Form 1602 (civilian) • 9-7, page 35

Steps for issuing DA Form 1602 (civilian) • 9-8, page 35

## Chapter 10

**Security Identification Cards and Badges, page 36**

### Section I

Administrative Concerns, page 36

General issuance policy • 10-1, page 36

Security features • 10-2, page 36

### Section II

Task: Security Identification Cards and Badges, page 36

Specifications for security identification cards and badges • 10-3, page 36

Design • 10-4, page 36

### Section III

Task: Control, Storage, and Classification, page 37

Rules for control, storage, and classification • 10-5, page 37

Steps for control, storage, and classification • 10-6, page 37

### Section IV

Task: Verify Eligibility for Security ID Cards and Badges, page 37

Rules for verifying eligibility for security ID cards and badges • 10-7, page 37

Steps for verifying eligibility for security ID cards and badges • 10-8, page 37

### Section V

Task: Process Application for Security ID Cards and Badges, page 37

Rules for processing application for security ID cards and badges • 10-9, page 37

Steps for processing application for security ID cards and badges • 10-10, page 37

### Section VI

Task: Issue Security ID Card or Badge, page 37

Rules for issuing security ID cards or badges • 10-11, page 37

Steps for issuing security ID cards or badges • 10-12, page 37

## Chapter 11

**Identification Tags, page 37**

### Section I

Administrative Concerns, page 37

General issuance policy • 11-1, page 37

Requirements • 11-2, page 38

### Section II

Task: Process Application for ID Tags, page 38

Rules for processing application for ID tags • 11-3, page 38

Steps for processing application for ID tags • 11-4, page 38

Steps for issuing ID tags • 11-5, page 38

## Chapter 12

**Defense Enrollment Eligibility Reporting System, page 38**

### Section I

Administrative Concerns, page 38

General policy • 12-1, page 38

Enrollment for the Reserve Component personnel • 12-2, page 39

### Section II

Task: Process Application for Enrollment, page 39

Rules for manual processing enrollment • 12-3, page 39

Steps for manual processing enrollment • 12-4, page 39

Rules for automated enrollment • 12-5, page 40

Steps for automated enrollment • 12-6, page 40

## Contents—Continued

### Chapter 13

#### Real-Time Automated Personnel Identification System, page 43

##### Section I

*Administrative Concerns, page 43*

General policy • 13-1, page 43

DEERS enrollment • 13-2, page 43

##### Section II

*Task: Process Verification Status, page 43*

Rules for processing verification for enrollment • 13-3, page 43

Steps for processing verification for enrollment • 13-4, page 43

##### Section III

*Task: Process and Transmit Changes, page 43*

Rules for processing and transmitting changes • 13-5, page 43

Steps for processing and transmitting changes • 13-6, page 43

### Chapter 14

#### Abuse Control Program, page 43

##### Section I

*Administrative Concerns, page 43*

General policy • 14-1, page 43

Installation program management • 14-2, page 44

Abuse control • 14-3, page 44

##### Section II

*Task: Process Cases Involving Abuse of Privileges, page 44*

Rules for processing cases involving abuse of privileges • 14-4,  
page 44

Steps for processing cases involving abuse of privileges (AD mem-  
bers) • 14-5, page 44

Steps for processing cases involving abuse of privileges (Army family  
members) • 14-6, page 45

Steps for processing cases involving abuse of privileges (other Ser-  
vices) • 14-7, page 45

##### Section III

*Task: Over-stamping of ID Cards, page 45*

Rules for over-stamping ID cards • 14-8, page 45

Steps for over-stamping ID cards • 14-9, page 45

##### Section IV

*Task: Confiscating ID Cards, page 45*

Rules for confiscating ID cards • 14-10, page 45

Steps for confiscating ID cards • 14-11, page 45

### Chapter 15

#### Mobilization, page 46

##### Section I

*Administrative Concerns, page 46*

General issuance policy • 15-1, page 46

DEERS enrollment • 15-2, page 46

##### Section II

*Task: Manpower Mobilization Procedures, page 46*

Rules for processing identification cards for RC family mem-  
bers • 15-3, page 46

Identification card application rules during premobilization (DD  
Form 1173-1) • 15-4, page 46

Identification card application rules during premobilization (DD  
Form 1173) • 15-5, page 46

Identification card issuance rules during mobilization • 15-6,  
page 46

Identification card issuance rules during postmobilization • 15-7,  
page 46

Steps for processing identification cards for RC family mem-  
bers • 15-8, page 46

## Appendixes

A. References, page 47

B. DD Form 1173 and DD Form 1173-1 Entitlement guide is Ex-  
tracted from DODI 1000.13., page 48

C. DD Form 1173 Expiration Date and MC effective Date Guide-  
lines are Extracted from DODI 1000.13., page 73

D. Documentation Required to Establish Eligibility, page 86

E. Individuals Entitled to a DD Form 1173, page 87

F. Uniformed Services Personnel Information Address Listings,  
page 88

G. Movement of RAPIDS Computer Equipment, page 88

H. Restrictions on Issue of DD Form 1173, page 89

I. Instructions for Completing the DD Form 1172 are extracted  
from DODI 1000.13., page 90

J. DD Form 2 Expiration Date Guidelines are Extracted from  
DODI 1000.13., page 113

## Table List

Table 3-1: Verifying eligibility for DD Form 2A (Active), page 12

Table 3-2: Processing application for issue of DD Form 2A (Ac-  
tive), page 12

Table 3-3: Steps for issuing of DD Form 2A (Active), page 13

Table 4-1: Verifying eligibility for DD Form 2A (Reserve), page 14

Table 4-2: Processing application for issue of DD Form 2A (Re-  
serve), page 14

Table 4-3: Steps for issuing DD Form 2A (Reserve), page 15

Table 5-1: Verifying eligibility for DD Form 2 (retired), page 16

Table 5-2: Processing application for issue of DD Form 2 (Retired),  
page 17

Table 5-3: Steps for issuing DD Form 2 (Retired), page 17

Table 6-1: Verifying eligibility for DD Form 1173 (Family Mem-  
ber), page 20

Table 6-2: Processing application for issue of DD Form 1173 (fam-  
ily member), page 20

Table 6-3: Steps for issuing DD Form 1173 (family member),  
page 20

Table 6-4: Process application for issue of DD Form 1173 (family  
member requiring dependency determination), page 21

Table 6-5: Verifying eligibility for issue of DD Form 1173 for for-  
eign military personnel and their family members, page 22

Table 6-6: Processing application for issue of DD Form 1173 (for-  
eign military and family member), page 22

Table 6-7: Steps for issuing DD Form 1173 for foreign military and  
their family members, page 23

Table 6-8: Verifying eligibility for DD Form 1173 (former spouse),  
page 23

Table 6-9: Processing application for DD Form 1173 (unremarried  
former spouse), page 24

Table 6-10: Steps for issuing DD Form 1173 (unremarried former  
spouse), page 24

Table 6-11: Verifying eligibility for DD Form 1173 (civilians),  
page 25

Table 6-12: Processing application for DD Form 1173 (civilian),  
page 25

Table 6-13: Steps for issuing DD Form 1173 (civilian), page 25

Table 6-14: Instructions for verifying DD Form 1172 for foreign  
sponsors, page 25

## Contents—Continued

- Table 7-1: Verifying eligibility for DD Form 1173-1 (DOD Guard/Reserve Family Member ID Card), page 27
- Table 7-2: Processing application for DD Form 1173-1 (DOD Guard/Reserve Family Member ID Card), page 27
- Table 7-3: Steps for issuing DD Form 1173-1 (DOD Guard/Reserve Family Member ID Card), page 27
- Table 8-1: Processing application for issue of DD Form 489 (Geneva Convention ID Card for civilians), page 29
- Table 8-2: Steps for issuing the Geneva convention card (DD Form 489), page 29
- Table 8-3: Processing application for issue of DD Form 1934 (Geneva Convention ID Card for military), page 30
- Table 8-4: Steps for issuing DD Form 1934 (Geneva convention ID card for military), page 30
- Table 8-5: Military Equivalent Grades for Prisoner of War Identification (See note), page 33
- Table 8-6: Civilian Equivalent Grades for Prisoner of War Identification (See note), page 34
- Table 8-7: Geneva Convention categories or special classes of civilian noncombatant personnel, page 30
- Table 9-1: Verifying eligibility for civilian ID card (DA Form 1602), page 35
- Table 9-2: Processing application for civilian ID card (DA Form 1602), page 35
- Table 9-3: Steps for issuing DA Form 1602 (civilian), page 35
- Table 10-1: Verifying eligibility for security ID card and badges, page 37
- Table 10-2: Process application for security ID cards and badges, page 37
- Table 10-3: Steps for issuing security ID cards and badges, page 37
- Table 11-1: Steps for issuing ID tags, page 38
- Table 12-1: Steps for manual enrollment of DEERS, page 39
- Table 12-2: Steps for automated enrollment of DEERS, page 40
- Table 13-1: Processing verification for enrollment, page 43
- Table 13-2: Transmitting changes, page 43
- Table 14-1: Processing cases involving abuse of privileges, page 44
- Table 14-2: Processing cases Army family members, page 45
- Table 14-3: Processing cases involving abuse of privileges for other Services, page 45
- Table 14-4: Over-stamping ID cards, page 45
- Table 14-5: Confiscating ID cards, page 45
- Table 15-1: Processing ID cards during mobilization, page 46

## Figure List

- Figure 3-1. Sample of a completed DD Form 2A (Active), page 13
- Figure 4-1. Sample of a completed DD Form 2A (Reserve), page 15
- Figure 5-1. Sample of a completed DD Form 2 (Retired), page 17
- Figure 6-1. Sample of a completed DD Form 1173, page 26
- Figure 7-1. Sample of a completed DD Form 1173-1, page 28
- Figure 8-1. Sample of a completed DD Form 489, page 31
- Figure 8-2. Sample of a completed DD Form 1934, page 32
- Figure 9-1. Sample of a completed DA Form 1602, page 36
- Figure 11-1. ID tags, page 38
- Figure 12-1. Sample of a completed DD Form 2268, page 41
- Figure 12-1. Sample of a completed DD Form 2268—continued, page 42
- Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.13, page 49
- Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.13—Continued, page 50
- Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.13—Continued, page 51
- Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.13—Continued, page 52
- Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.13—Continued, page 53
- Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.13—Continued, page 54
- Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.13—Continued, page 55
- Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.13—Continued, page 56
- Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.13—Continued, page 57
- Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.13—Continued, page 58
- Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.13—Continued, page 59
- Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.13—Continued, page 60
- Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.13—Continued, page 61
- Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.13—Continued, page 62
- Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.13—Continued, page 63
- Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.13—Continued, page 64
- Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.13—Continued, page 65
- Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.13—Continued, page 66
- Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.13—Continued, page 67
- Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.13—Continued, page 68
- Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.13—Continued, page 69
- Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.13—Continued, page 70
- Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.13—Continued, page 71
- Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.13—Continued, page 72
- Figure C-1. DD Form Expiration Date and MC Effective Date Guidelines extracted from DODI 1000.13, page 74
- Figure C-1. DD Form Expiration Date and MC Effective Date Guidelines extracted from DODI 1000.13—Continued, page 75
- Figure C-1. DD Form Expiration Date and MC Effective Date Guidelines extracted from DODI 1000.13—Continued, page 76
- Figure C-1. DD Form Expiration Date and MC Effective Date Guidelines extracted from DODI 1000.13—Continued, page 77
- Figure C-1. DD Form Expiration Date and MC Effective Date Guidelines extracted from DODI 1000.13—Continued, page 78
- Figure C-1. DD Form Expiration Date and MC Effective Date Guidelines extracted from DODI 1000.13—Continued, page 79
- Figure C-1. DD Form Expiration Date and MC Effective Date Guidelines extracted from DODI 1000.13—Continued, page 80
- Figure C-1. DD Form Expiration Date and MC Effective Date Guidelines extracted from DODI 1000.13—Continued, page 81
- Figure C-1. DD Form Expiration Date and MC Effective Date Guidelines extracted from DODI 1000.13—Continued, page 82
- Figure C-1. DD Form Expiration Date and MC Effective Date Guidelines extracted from DODI 1000.13—Continued, page 83
- Figure C-1. DD Form Expiration Date and MC Effective Date Guidelines extracted from DODI 1000.13—Continued, page 84
- Figure C-1. DD Form Expiration Date and MC Effective Date Guidelines extracted from DODI 1000.13—Continued, page 85
- Figure I-1. Instructions for Completing the DD Form 1172 extracted from DODI 1000.13, page 91
- Figure I-1. Instructions for Completing the DD Form 1172 extracted from DODI 1000.13—Continued, page 92
- Figure I-1. Instructions for Completing the DD Form 1172 extracted from DODI 1000.13—Continued, page 93

## Contents—Continued

- Figure I-1. Instructions for Completing the DD Form 1172 extracted from DODI 1000.13—Continued, *page 94*
- Figure I-1. Instructions for Completing the DD Form 1172 extracted from DODI 1000.13—Continued, *page 95*
- Figure I-1. Instructions for Completing the DD Form 1172 extracted from DODI 1000.13—Continued, *page 96*
- Figure I-1. Instructions for Completing the DD Form 1172 extracted from DODI 1000.13—Continued, *page 97*
- Figure I-1. Instructions for Completing the DD Form 1172 extracted from DODI 1000.13—Continued, *page 98*
- Figure I-1. Instructions for Completing the DD Form 1172 extracted from DODI 1000.13—Continued, *page 99*
- Figure I-1. Instructions for Completing the DD Form 1172 extracted from DODI 1000.13—Continued, *page 100*
- Figure I-1. Instructions for Completing the DD Form 1172 extracted from DODI 1000.13—Continued, *page 101*
- Figure I-1. Instructions for Completing the DD Form 1172 extracted from DODI 1000.13—Continued, *page 102*
- Figure I-1. Instructions for Completing the DD Form 1172 extracted from DODI 1000.13—Continued, *page 103*
- Figure I-1. Instructions for Completing the DD Form 1172 extracted from DODI 1000.13—Continued, *page 104*
- Figure I-1. Instructions for Completing the DD Form 1172 extracted from DODI 1000.13—Continued, *page 105*
- Figure I-1. Instructions for Completing the DD Form 1172 extracted from DODI 1000.13—Continued, *page 106*
- Figure I-1. Instructions for Completing the DD Form 1172 extracted from DODI 1000.13—Continued, *page 107*
- Figure I-1. Instructions for Completing the DD Form 1172 extracted from DODI 1000.13—Continued, *page 108*
- Figure I-1. Instructions for Completing the DD Form 1172 extracted from DODI 1000.13—Continued, *page 109*
- Figure I-1. Instructions for Completing the DD Form 1172 extracted from DODI 1000.13—Continued, *page 110*
- Figure I-1. Instructions for Completing the DD Form 1172 extracted from DODI 1000.13—Continued, *page 111*
- Figure I-1. Instructions for Completing the DD Form 1172 extracted from DODI 1000.13—Continued, *page 112*
- Figure J-1. DD Form 2 Expiration Date Guidelines extracted from DODI 1000.13, *page 114*
- Figure J-1. DD Form 2 Expiration Date Guidelines extracted from DODI 1000.13—Continued, *page 115*

## Glossary

## Index

**RESERVED**

**AR 600-8-14 • UPDATE**

## Chapter 1 Introduction

### Section I Overview

#### 1-1. Purpose

This regulation prescribes policies, responsibilities, and procedures for the following:

- a. Use, preparation, accountability, turning in, and disposition of identification documents, as well as security identification (ID) cards and badges used in controlling access to Army installations and activities.
- b. Defense Enrollment Eligibility Reporting System (DEERS).
- c. Real-Time Automated Personnel Identification System (RAPIDS).

#### 1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

#### 1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

### Section II Responsibilities

#### 1-4. The Deputy Chief of Staff for Personnel (DCSPER)

a. The DCSPER has the authority to approve exceptions to this regulation 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.

b. The DCSPER will establish personnel policies relating to the ID card program.

#### 1-5. The Chief, National Guard Bureau (CNGB)

The CNGB will recommend Army National Guard (ARNG) policy changes to include mobilization to the DCSPER regarding the ID card program.

#### 1-6. The Chief, Army Reserve (CAR)

The CAR will recommend reserve policy changes to include mobilization to the DCSPER regarding the ID card program.

#### 1-7. The Commanding General, U.S. Total Army Personnel Command

(CG, PERSCOM) The CG, PERSCOM, will establish standards and mandated operating tasks of the ID card program.

#### 1-8. Commanders of major Army commands (MACOMs)

Commanders of MACOMs will monitor and assist in the administration of the ID card program to ensure compliance with the policies and operating tasks established by this regulation.

#### 1-9. Commanders of installations

Commanders of each installation will establish, resource, and operate an identification program which accomplishes the requirements established by this regulation. They or their designated representative will designate in writing a RAPIDS/DEERS project officer for each installation having RAPIDS equipment. The project officer is normally the supervisor of the ID card work center.

#### 1-10. The Commandant, Adjutant General School (AG School)

The Commandant, AG school (ATSG-AG), will ensure lesson programs of instruction incorporate the provisions of this regulation.

#### 1-11. Director, Defense Finance and Accounting Service-Indianapolis Center (Dir, DFAS-IN)

The Dir, DFAS-IN, will establish certain family members' eligibility (outlined in chap 6) 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 reissuance.

#### 1-12. Recipients of ID cards

All persons issued DD Form 2A (ACT) (Active Duty Military ID Card) (Active) or DD Form 2A (RES) (Armed Forces of the United States Identification Card (Reserve)), DD Form 2 (RET) (United States Uniformed Services Identification Card (Retired)), DD Form 1173 (Uniformed Services Identification and Privilege Card) (family member), or DD Form 1173-1 (Department of Defense Guard and Reserve Family Member Identification Card) (Reserve Component family member) are individually and personally responsible for ensuring that the card is in their possession at all times, as appropriate. If required by military authority, it will be surrendered for identification investigation, or as collateral for a short period while visiting a controlled or restricted area.

#### 1-13. Installation RAPIDS/DEERS project officer

The installation RAPIDS/DEERS project officer will—

- a. Maintain security users' IDs and passwords, submitting changes, additions, and deletions of users in a timely manner.
- b. Coordinate all equipment moves and maintain all RAPIDS/DEERS briefs, and ensure that all briefs and training materials are accessible to all users of the system.
- c. Appoint verifying, issuing, and approving authorities in writing.

### Section III Administrative

#### 1-14. Application form

DD Form 1172 will be used to apply for all ID cards. DA Form 4187 (Personnel Action) will be used to apply for ID tags.

#### 1-15. Reproduction of cards

Unauthorized reproduction of ID cards is prohibited by section 701, title 18, United States Code, except as follows:

- a. Photocopy is authorized when required by a medical facility to confirm eligibility.
- b. Photocopy is authorized when required by merchants and financial institutions when cashing a check for military members and their family members.
- c. Any person willfully altering, damaging, lending, counterfeiting, or using these cards in any unauthorized manner is subject to fine or imprisonment or both as prescribed by sections 499, 506, 509, 701, 1001, title 18, United States Code.

#### 1-16. International standardization agreements

Issue of military ID cards are subject to international standardization agreements, North Atlantic Treaty Organization (NATO).

#### 1-17. Cross-servicing agreement

a. The Army, Air Force, Navy, Coast Guard, Marine Corps, National Oceanic and Atmospheric Administration, and Public Health Service have agreed to assist each other in verifying DD Form 1172 and in the issue of DD Form 1173.

b. Under the uniformed services cross-servicing agreement, any authorized uniformed service personnel office or ID card-issuing facility will verify and issue the DD Form 2 to Retired members, and issue the DD Form 1173 to eligible beneficiaries in the following categories upon presentation of required documentation and/or on the DEERS database:

- (1) Family members and survivors of retired members.
  - (2) Survivors and family members of AD members.
  - (3) Unremarried and unmarried former spouses who have been previously enrolled in the DEERS.
  - (4) Medal of Honor recipients, their family members and survivors.
  - (5) 100 percent disabled veterans (100% DAV), their family members, and survivors.
  - (6) When eligibility can be verified through DEERS, presentation of documentation will not be required.
- c. The agreement, however, restricts verification of the DD Form 1172 to the parent uniformed service for the following categories:
- (1) Incapacitated individuals 21 years and older.
  - (2) Secondary family members (that is, parents and parents-in-law) who require a dependency determination.
  - (3) Illegitimate child of a male sponsor whose paternity has not been judicially determined.
  - (4) Retirees and their family members not enrolled in DEERS.
  - (5) Unremarried and unmarried former spouses applying for their initial issuance of an ID card.
  - (6) When presenting a properly verified DD Form 1172 from the parent uniformed services, any uniformed service may issue the DD Form 1173 for the categories of beneficiaries listed in (1) through (5) above.

#### 1-18. Principles of support

The military personnel system will direct a function to—

- a. Issue ID cards to persons likely to become prisoners of war so as to comply with the Articles of the Geneva Convention of 1949.
- b. Issue ID cards to military personnel and their family members.
- c. Support the Army's personnel life-cycle function of sustainment.

#### 1-19. Standards of service

- a. The identification process—
  - (1) Is a wartime military personnel function.
  - (2) Is defined in tables of distribution and allowances (TDA) linkage for Retirees and family members.
  - (3) Is defined in the table of organizational and equipment (TOE) Personnel Service Company (PSC) for the tactical force.
  - (4) Deploys with the tactical force.
  - (5) Is the functional responsibility of the Personnel Actions Work Center and its tactical counterpart.
- b. Installations and communities operate central identification document facilities.
- c. ID card customers should not wait longer than an average of 30 minutes for service.
- d. Wartime standards: personnel service companies will replace ID cards and tags for soldiers and noncombatants on the battlefield within 24 hours of the request.

### Section IV Manpower

#### 1-20. Manpower resources

Manpower Staffing Standards System (MS3) includes the military personnel function of ID cards, tags, and badges. The manpower authorizations will be determined using the number of actual end-of-month count of military and family member ID cards and tags issued plus the number of DEERS enrollments/updates for which no ID card was issued. Do not count any destroyed cards. The count

should include all services; U.S. Army, U.S. Army Reserve (USAR), ARNG, and Retired personnel.

#### 1-21. Levels of work

Most personnel work in the field is performed at three primary levels: unit, battalion, and installation (or some equivalent in the tactical force). The focus of the guidance in this regulation is on the Installation Military Personnel Division. This regulation will prescribe the work center required to perform the work.

### Chapter 2 Standard Work Center Operations

#### 2-1. Verifying and issuing officials

a. Verifying and approving authorities will be designated in the paygrades of E5/GS-5 or above in writing. Issuing authorities will be designated in writing at the paygrades of E4/GS-4 or above. Request for exceptions to policy must be made in writing with justification through command channels to HQDA (TAPC-PDO-IP), Alexandria, VA 22332-0474. Family members rules and guidelines are indicated in appendixes B through E. Addresses for all project officers are listed in appendix F.

b. Each installation, State area command, and Major U.S. Army Reserve Command will designate a DEERS and a RAPIDS project/security officer in writing. This function is normally delegated to the ID card work center supervisor or noncommissioned officer in charge (NCOIC) as applicable.

c. For those installations, State area commands, and Major U.S. Army Reserve Commands which have RAPIDS and/or DEERS equipment, the DEERS/RAPIDS site project/security officer ensures that the equipment is not moved before submitting a request for movement of equipment (in writing) through the proper channels. Appendix G outlines the requirements.

d. Enrollment on the DEERS database of eligible family members is normally accomplished at the ID card work center. It is the function of the verifying official (VO) to accomplish enrollment. However, if it is later determined that the VO did not accomplish enrollment, it is then incumbent upon the issuing officer to ensure proper enrollment of the eligible family member. (See chaps 12 and 13.)

e. It is incumbent upon the ID card work center supervisor to ensure each person designated to verify applications and issue ID cards be given individual training instructions before receiving on-the-job training. Training will include a complete familiarization of AR 600-8-14, DEERS program manual and at automated RAPIDS sites, the RAPIDS program manual and RAPIDS training manual. Each individual using RAPIDS equipment will be required to complete computer-based instructions (CBI) before using the RAPIDS equipment.

f. The supervisor/NCOIC of the ID card work center ensures that a DD Form 577 (Signature Card) is prepared for each approving authority and verifying officer assigned to the installation. This form is for use by the issuing officer in verifying signatures on the DD Form 1172. No individual should be designated as a verifying or issuing official unless they have knowledge of this regulation and "how to prepare" a DD Form 1172 correctly.

g. Each ID card work center will (as applicable) assist authorized family members of sponsors unwilling or unable to prepare the DD Form 1172 to include obtaining the sponsor's signature and/or necessary legal documentation required.

h. The ID card work center, on receipt of properly verified applications, is authorized to issue any ID card, tag, or badge listed in this regulation.

i. The ID card work center will keep current copies of all applicable publications, to include but not limited to AR 600-8-14, AR 30-19, AR 60-20, AR 40-3, the DEERS and RAPIDS program manuals and the RAPIDS training manual.

j. On occasions that it is necessary to process ID cards by mail (when applicant cannot report in person to the issuing activity) the following functions will be performed at the ID card work center:

(1) Send a partially processed card (never a blank card) to the applicant by certified mail after the application has been verified. Complete as many items on the card as possible.

(2) Include with the card, instructions for the applicant to have fingerprint (if required) and a photograph made and to sign his or her name in the proper block of the card.

(3) When the applicant returns the card, the following functions will be performed at the ID card work center:

(a) Expiration date and photograph will be added to the card and signed by the issuing official.

(b) Laminate the card and return it to the applicant by certified mail.

(c) Enter "Forwarded by mail on (date)" in the remarks section of DD Form 1172.

## 2-2. Photographing

a. *Equipment.* Standard identification camera equipment will be used for taking identification photographs in Army ID card work centers. If this equipment is not available, a substitute camera may be used, but the image size of the final print must meet standards in b below.

b. *Photographs.* All DD Forms 2A (Active and Reserve), DD Form 2 (Retired), DD Form 1173 (Family Member) and the DD Form 1173-1 (Guard and Reserve Family Member) will have a passport-type, full-face photograph of the bearer affixed to the front of the card. Photographs may be in black and white or in color. Group photographs are not authorized for any ID card.

(1) Military members may be photographed in uniform, without hat. They may also be photographed in civilian apparel; however, appearance must be neat and well groomed (clean shaven and regulation hair cut required).

(2) Photographs for military family members, retired officer and enlisted personnel, members of ARNG and USAR and civilian employees will be furnished without cost by military installations having facilities.

(3) Photographs may be obtained commercially at the individual expense.

(4) The finished picture will be 1 by 1-1/4 inches. The individual's head and the information on the title board must fit within these dimensions.

c. *Title board.* The title board bearing the subject's name must be shown in the photograph affixed to each ID card (except those processed by mail).

(1) Letters will start 1 inch from the top of the board.

(2) The individual's last name appears on the top line.

(3) The first name and middle initial on the second line.

(4) At least 1 inch of black space will be left on each edge of the board.

(5) No other information will be entered on the title board.

(6) The title board will usually be in line with the lower collar tip of the individual. Depending on the height of the person, this may vary to achieve the image size.

d. *Posing the individual.* The individual will look into the camera lens when the exposure is made to avoid squinting as much as possible. If eyeglasses are worn, the photographer ensures that the lenses do not reflect into the camera lens. If necessary, the individual may remove eyeglasses.

## 2-3. Fingerprinting

a. When required, only the fingerprints of the left and right index fingers will be used.

b. If either or both of these fingers are missing, a notation of this will be made in the space provided on the card, and a print will be made of the next finger or fingers.

c. The fingerprints must be legible. If the imprints are smudged or spotted because of temporary scar tissue or other temporary conditions and if time permits, the person should return within 3 weeks

for re-fingerprinting. If time does not permit, a notation will be made on the card that suitable fingerprints could not be made.

d. The card will be reissued when the fingers are in condition for fingerprinting.

## 2-4. Authentication

a. Do not accept applications more than 90 days old. Return them to the verifying office.

b. The ID card work center may correct obvious errors on the application, such as color of eyes and hair, weight, and height. Other erroneous data must be resolved with the verifying officer before issuance of ID card.

c. All entries on the ID card will be completed by typewriter. Alterations, erasures, or strikeovers are not permitted on any ID card. Any card having them is void and will be confiscated.

d. Stamped facsimile signatures are not permitted on ID cards or application forms.

e. Signatures will be the same as the typed name. Others cannot 'sign for' the verifying or issuing official.

## 2-5. Laminating

a. All ID cards will be laminated between two sheets of plastic, using the heat-process method.

b. The photograph is centered so that the edges are parallel to the edges of the card.

c. The margin of at least 1/16th of an inch is left around the card. A lesser margin may cause the mechanical corner rounder to break the seal.

## 2-6. Accountability

a. 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.

b. All requisitioning documents submitted for ID cards will be maintained according to AR 25-400-2.

c. Procedures for storing and destroying accountable forms are the same as for CONFIDENTIAL material (AR 380-5).

d. The following forms are accountable forms:

(1) DD Forms 2A.

(2) DD Form 2.

(3) DD Form 1173.

(4) DD Form 1934 (Geneva Convention Identity Card for Medical and Religious Personnel Who Serve in or Accompany the Armed Forces).

(5) DD Form 489 (Geneva Conventions Identity Card for Persons who Accompany the Armed Forces).

(6) DA Form 1602 (Civilian Identification).

(7) DD Form 1173-1.

(8) Security ID cards and badges.

e. Controls for processing and handling of ID cards will be established to ensure that unauthorized individuals do not obtain them.

f. When blank cards cannot be accounted for, a report will be made to the installation commander or his or her representative. The following information is required in this report:

(1) Reason cards cannot be accounted for.

(2) Serial numbers of missing cards.

(3) Corrective action taken.

(4) Disciplinary action taken, if warranted.

g. Notify all installation benefit and privilege facilities of missing cards by serial number.

h. A log of the final disposition of each card will be maintained according to AR 25-400-2 to provide an audit trail. 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, social security number (SSN), and the name and SSN of the sponsor.

i. Verification of destruction for previously issued ID cards. Destruction will be recorded on the accountable receipt for the ID cards authorized by AR 380-5 or a separate form may be used. All previously issued ID cards will be destroyed by mutilation to preclude further use when no longer required.

Conduct, at a minimum, a semi-annual inventory of blank cards or upon change of accountability officer.

## Chapter 3 Active Duty Identification Card

### Section I Administrative Concerns

#### 3-1. Processing application for issue of DD Form 2A (Active)

a. The DD Form 1172 will be used to apply for the DD Form 2A (Active). Use tables 3-1 through 3-3 for issuing DD Form 2A (Active).

b. DD Form 2A (Active) will be issued to all military personnel on extended AD for periods of 31 days or more, including protected personnel. (A sample of a completed DD Form 2A (Active) is in fig 3-1; followed by instructions for completing it. The DD Form 2 (Active) does not need to be issued to Reserve Component members for the first 180 days of AD as a result of congressional decree or Presidential call-up under the provisions of section 673, title 10, United States Code. (See para 4-1b.) An individual in excess leave status pending final discharge is considered on AD until final discharge.

c. The ID card will not be issued when an individual is carried beyond ordered AD period in a patient status. The provisions of AR 40-3 and AR 135-200 apply.

d. Cadets of the U.S. Military Academy.

e. The DD Form 2A (Active) will serve as soldier's Geneva Convention identification card for purposes of Article 17 of the Geneva Convention. The card, which is the property of the U.S. Government will be in the personal custody of the member at all times; however, if required by military authority, it will be surrendered for ID or investigation, or while the member is in military confinement. If the member is captured as a prisoner of war, the DD Form 2 (Active) will be shown to the capturing authorities, but may not be surrendered.

#### 3-2. Policies

a. *Issue.* DD Form 2A (Active) will be issued as soon as possible after—

(1) A member's entry on AD for periods of more than 31 days. Reserve Component members on tours of AD of 31 or more days must have their DEERS record changed from enrolled to eligible effective the first day of AD.

(2) A member's initial appointment, enlistment, or reenlistment (if there is a break in service of more than 24 hours).

(3) DD Form 2A card will not be issued to members of the Armed Forces Health Professions Scholarship Program ordered to active duty for training (ADT) for 45 days.

(4) DD Form 2A (Active) will not be issued to replacement stream personnel being processed through military entrance processing stations or recruiting battalions. ID cards will be issued at reception stations if the 3-day processing schedule (AR 612-201) is not adversely affected.

b. *Reissue.* The DD Form 2A (Active) will be reissued—

(1) On reenlistment.

(2) On promotion to the grade of sergeant and above, or to any warrant or commissioned officer rank.

(3) On demotion.

(4) On loss, theft, mutilation, or to correct an error.

(5) Upon significant change in facial features (weight gain/loss grow/shave/mustache) which clearly affects recognition of bearer.

(6) To show a legal name change.

c. *Limitations.* A soldier may not hold two DD Forms 2 (Active).

### Section II

#### Task: Verify Eligibility for DD Form 2 (Active)

#### 3-3. Rules for verifying eligibility for DD Form 2 (Active)

a. The AD sponsor status should be verified by the sponsor's personnel service center by checking official records.

b. Verbal verification may be obtained from the soldier's personnel service center when he or she is located in a remote area.

#### 3-4. Steps for verifying eligibility for DD Form 2 (Active)

The steps required for verifying eligibility are shown in table 3-1.

Table 3-1  
Verifying eligibility for DD Form 2A (Active)

Step	Work center	Required action
1	PSS(IDD)	Prepare application for DD Form 2A (Active) ID card.
2	PSS(IDD)	Designated verifying official reviews and authenticates application.
3	PSS(IDD)	Have soldier review and sign application.

### Section III

#### Task: Process Application for DD Form 2A (Active)

#### 3-5. Rules for processing application for issue of DD Form 2A (Active)

a. When an application (DD Form 1172) is received, the issuing officer will ensure that the application has been properly verified.

b. Ensure that the applicant is a bonafide recipient.

c. If applicant's status is questionable (such as a member on temporary duty (TDY) or en route to another permanent duty station), contact the verifying officer.

d. Return the original DD Form 1172 to the custodian of the individual's Military Personnel Records Jacket, U.S. Army (MPRJ) for filing when ID card is issued, unless the facility must batch and mail. The original goes to DEERS Enrollment Processing Center, Post Office Box 1328, Santa Barbara, California 93101.

e. Issuing facility will retain a copy on file for 1 year.

#### 3-6. Steps for processing application for issue of DD Form 2A (Active)

The steps for processing application for issue of DD Form 2A (Active) are in table 3-2.

Table 3-2  
Processing application for issue of DD Form 2A (Active)

Step	Work center	Required action
1	PS(IDD)	Designated issuing official reviews application.
2	PS(IDD)	Have soldier review and sign the application.
3	PS(IDD)	Record ID card number on application.

**Section IV**

**Task: Issue ID Cards for DD Form 2A (Active)**

**3-7. Rules for Issuing DD Form 2A (Active)**

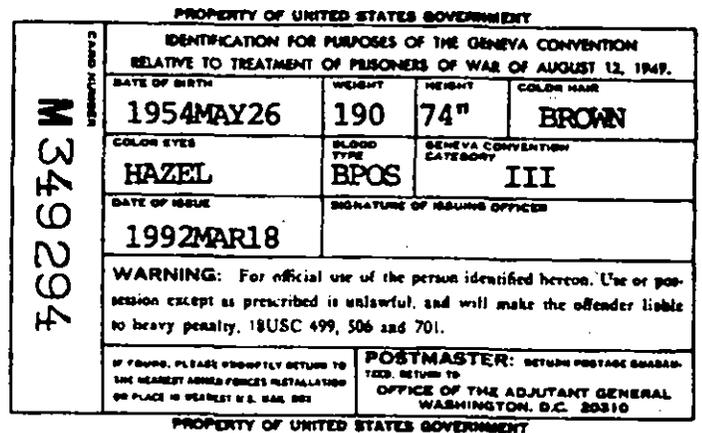
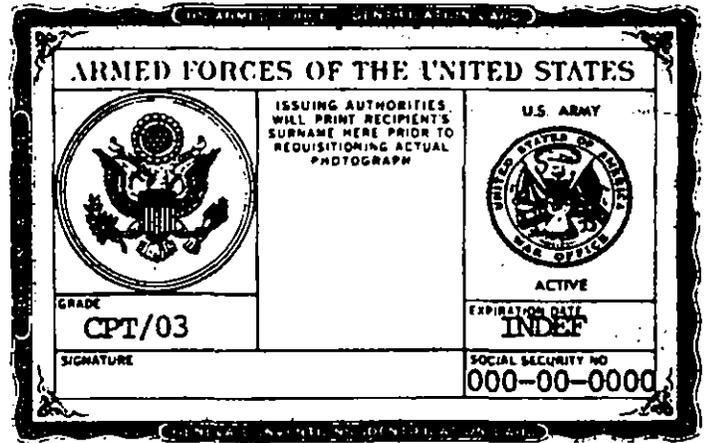
- a. Complete, by typewriter, all entries on the ID card. Alterations, erasures, or strikeouts are not permitted on any ID card. Any card having them is void and will be confiscated.
- b. Whenever possible, recover old ID card from soldier and destroy, as applicable.

**3-8. Steps for Issuing DD Form 2A (Active)**

The steps for issuing DD Form 2A (Active) are in table 3-3.

**Table 3-3**  
**Steps for Issuing of DD Form 2A (Active)**

Step	Work center	Required action
1	PS(IDD)	Prepare DD Form 2A (Active). (See fig 3-1.)
2	PS(IDD)	Require soldier to check DD Form 2A (Active) for accuracy and sign.
3	PS(IDD)	Issuing official checks ID card against application for accuracy and signs.
4	PS(IDD)	Record ID card number on application.
5	PS(IDD)	Record ID card issue in accountable forms control log.
6	PS(IDD)	Present new ID card and have soldier acknowledge receipt by annotating application.



**Figure 3-1. Sample of a completed DD Form 2A (Active)**

**Legend:**

*instructions for completing DD Form 2A (Active)*

1. Photograph: Affix 1-by 1¼-inch photograph. Include title board under picture. Show last name on first line, and first name and middle initial on second line.
2. Grade: Enter the active duty, initial active duty for training (IADT), or ADT abbreviated grade and rank. Examples: "MAJ/04," "LTC/05," "SGM/E9," "SSG/E6."
3. Expiration date: See expiration guide below.
4. Social security number: Enter SSN only. Hyphenate if possible. Example: 000-00-0000.
5. Blood type: Enter blood group and type. Record blood group as "A," "B," or "O," follow by "Pos" or "Neg." Do not use plus (+) or minus (-) signs to record the blood type. (This fulfills NATO STANAG 2939.)
6. Geneva Conventions Category: Enter one of the categories from column 1, table 5-1. Example: If the member is a major or lieutenant colonel, show category "IV."
7. Regular Component Officers  
Expiration Date: Indefinite
8. Enlisted Personnel  
Expiration Date: Expiration term of service (ETS)
9. Reserve Personnel on AD for more than 30 days (officer and enlisted)  
Expiration Date: Date of expiration of AD commitment.

10. Service Academy Cadets  
 Expiration Date: Expected date of graduation

**Chapter 4**  
**Reserve Component Identification Card**

**Section I**  
**Administrative Concerns**

**4-1. Processing application for issue of DD Form 2A (Reserve)**

a. The DD Form 1172 will be used to apply for the DD Form 2A (Reserve).

b. DD Form 2A will be issued to members of the Ready Reserve who are not otherwise entitled to either DD Form 2 (Active or Retired); Standby Reserves, Reserves who are entitled to receive retired pay at age 60; Reserve Officers' Training Corps (ROTC) College Program students in their last 2 years of training, and ROTC students in receipt of a full-service scholarship leading to a commission in a regular component of a uniformed service.

c. When accompanied by a set of valid AD orders, this card will be used to authorize benefits for a period not to exceed 180 days in the event the member is called or ordered to AD under the provisions of section 673, title 10, United States Code.

d. The DD Form 2A (Reserve) will serve as the soldier's Geneva Convention Identification Card. Soldiers taken as prisoners of war will use their DD Form 2A (Reserve) or DD Form 2A (Active) (if issued) to identify themselves. The card, which is the property of the U.S. Government, will be in the personal custody of the member at all times; however, if required by military authority, it will be surrendered for ID or investigation, or while the member is in military confinement. If the member is captured as a prisoner of war, the DD Form 2A (Active or Reserve) will be shown to the capturing authorities, but may not be surrendered.

**4-2. Policies**

a. The DD Form 2A (Reserve) will be issued to all Reserve Component members not on AD as soon as possible after—

(1) A member's transfer from the Active Component to the Reserve Component.

(2) A member's initial appointment, enlistment, or reenlistment (if there is a break in service of more than 24 hours) into the Ready Reserve.

(3) Upon transfer to the Retired Reserve upon qualifying for retirement at age 60, but not yet reaching age 60 (gray area retiree).

b. The DD Form 2A (Reserve) will be reissued—

(1) On reenlistment.

(2) On promotion, a new card will be issued when promoted to the grade of sergeant and above, or to any warrant or commissioned officer rank.

(3) On demotion.

(4) On loss, theft, mutilation, or to correct an error.

(5) Upon significant change in facial features (weight, gain or loss, grow or shave mustache) which clearly affects recognition of bearer.

(6) To show a name change.

c. The Reserve soldier may only hold one DD Form 2A (Reserve).

d. Applications for DD Form (Reserve) may be made at any active component installation, Army National Guard State area command, or Major U.S. Army Reserve Center. Individuals who are assigned to Troop Program Units should apply through their unit.

Members of the Individual Ready Reserve, and gray area retirees who are not located near an Army installation, National Guard or Reserve Center may apply by writing the U.S. Army Reserve Personnel Center, 9700 Page Boulevard, St. Louis, Missouri 63132. Eligible ROTC cadets should apply through their Professor of Military Science.

**Section II**  
**Task: Verify Eligibility for DD Form 2A (Reserve)**

**4-3. Rules for verifying eligibility for DD Form 2A (Reserve)**

a. The Reserve Component soldier's status will be verified by the personnel service center by checking official records.

b. Eligibility will be verified by applying as indicated in paragraph 4-1b.

**4-4. Steps for verifying eligibility for DD Form 2A (Reserve)**

The steps required for verifying eligibility are shown in table 4-1.

**Table 4-1**  
**Verifying eligibility for DD Form 2A (Reserve)**

Step	Work center	Required action
1	Soldier	Request application for DD Form 2A (Reserve).
2	See paragraph 4-1 b.	Prepare and verify application using soldier's official personnel records.

**Section III**  
**Task: Process Application for Issue of DD Form 2A (Reserve)**

**4-5. Rules for processing application for issue of DD Form 2A (Reserve)**

a. Review application to ensure applicant is a bonafide recipient and that the application has been properly verified.

b. A duplicate copy of the application will be retained by the issuing office and filed in alphabetical or numeric order.

c. The original application will be returned to the custodian of the individual's MPRJ for filing.

**4-6. Steps for processing application for issue of DD Form 2A (Reserve)**

The steps for processing application are in table 4-2.

**Table 4-2**  
**Processing application for issue of DD Form 2A (Reserve)**

Step	Work center	Required action
1	PS(IDD) or Unit	Review application.
2	PS(IDD)	Have soldier review and sign the application.
3	PS(IDD)	Retain a copy of application for office files.
4	PS(IDD)	Forward original of application to individual's MPRJ for filing.

**Section IV**

**Task: Issue ID Cards for DD Form 2A (Reserve)**

**4-7. Rules for issuing DD Form 2A (Reserve)**

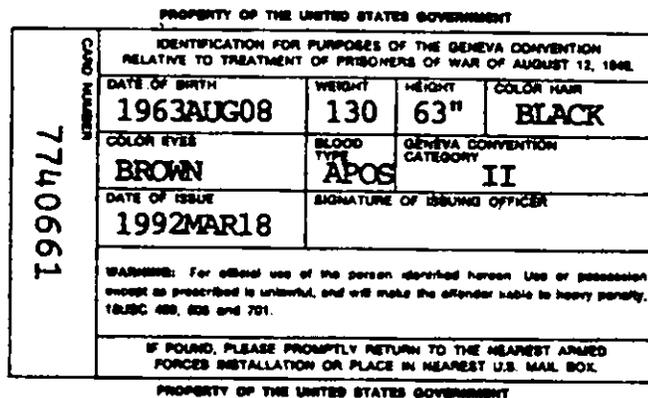
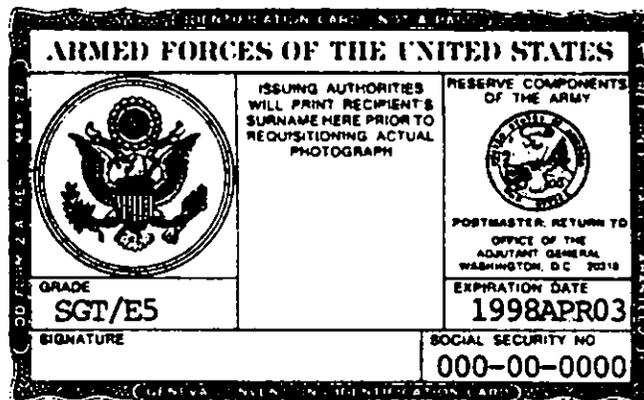
- a. Complete, by typewriter, all entries on the ID card. Alterations, erasures, or strikeovers are not permitted on any ID card. Any card having them is void and will be confiscated.
- b. Whenever possible recover old ID card from soldier and destroy, as applicable.

**4-8. Steps for issuing DD Form 2A (Reserve)**

The steps for issuing DD Form 2A (Reserve) are in table 4-3. (A sample of a completed DD Form 2A (Reserve) is in fig 4-1, followed by instructions for completing it.)

**Table 4-3  
Steps for Issuing DD Form 2A (Reserve)**

Step	Work center	Required action
1	PS(IDD)	Prepare DD Form 2A (Reserve). (See fig 4-1.)
2	PS(IDD)	Require soldier to check DD Form 2A (Reserve) for accuracy and sign.
3	PS(IDD)	Issuing official will check ID card against application for accuracy and sign.
4	PS(IDD)	Record ID card number on application.
5	PS(IDD)	Record ID card issue in accountable forms control log.
6	PS(IDD)	Present new ID card and have soldier acknowledge receipt by annotating application.



**Figure 4-1. Sample of a completed DD Form 2A (Reserve)**

**Legend:**

*instructions for completing DD Form 2A (Reserve)*

1. Photograph: Affix 1-by 1 1/4-inch photograph. Include title board under picture. Show last name on first line, and first name and middle initial on second line.
2. Grade: Enter official abbreviation for grade and rank the member holds in the ARNG or USAR. Examples: "ARNG," "CPT/03 USAR," "PFC/E3 ARNG," "PFC/E3 USAR." Enter grade or rank for members transferred to the retired Reserve. Examples: "LT/02 RES RET" or "MAJ/04 RES RET." For ROTC cadets, enter "ROTC Cadet."
3. Expiration date: See expiration guide below.
4. Social security number: Enter SSN only. Hyphenate between third and fourth digits and between fifth and sixth digits. Example: 000-00-0000.
5. Blood type: Enter blood group and type. Record blood group as "A," "B," or "O," follow by "Pos" or "Neg." Do not use plus (+) or minus (-) signs to record the blood type. (This fulfills NATO STANAG 2839.)
6. Geneva Conventions Category: Enter one of the categories from column 1, table 5-1. Example: If the member is a PVT or PFC, show category "I." For ROTC cadets, enter "NA."
7. Reserve Officer.  
Expiration Date: Expiration of obligated service.
8. Reservist Retired Eligible for retired pay upon reaching age 60.  
Expiration Date: 60th Birthday

**Legend for Figure 4-1—Continued**

9. ROTC College Program student in last 2 years of obligated service training and ROTC students in receipt of scholarship leading to a commission in the regular component of the Uniformed Services.  
Expiration Date: Expected date of graduation

**Chapter 5  
Retired Identification Cards**

**Section I  
Administrative Concerns**

**5-1. General issuance policy**

a. Application will be made by completing DD Form 1172.  
b. DD Form 2 (Retired) is issued to retired personnel of the uniformed services who are entitled to retirement pay, even though they may have waived their retired pay.

c. The DD Form 2 (Retired) is also issued to persons who are—  
(1) On the Emergency Officers Retired List (EORL).  
(2) Retired from ARNG or USAR at age 60 after completing Federal Service under section 1331, title 10, United States Code.  
(3) Permanently retired for physical disability regardless of length of service when placed on the Permanent Disability Retired List (PDRL).

(4) Disability retirees who are additionally rated by the Department of Veterans' Affairs (VA) as 100 percent disabled because of service connected disabilities are eligible as retirees and should not be denied their retired status even though they may have waived retired pay to accept VA compensation.

(5) On the Temporary Disability Retired List (TDRL). Individuals are placed on the TDRL for periods not to exceed 5 years.

d. Members transferred to the Retired Reserve are not entitled to DD Form 2 (Retired) without certification of entitlement to retired pay. Members who waive retired pay for any reason must provide proof of entitlement to retired pay.

e. Members being retired will apply in person to the commander of the retirement processing installation.

f. Retired members may apply in person at any military installation when their ID cards are lost, mutilated, worn out, or incorrect. This includes retired members of the other Services.

g. DD Form 2 (retired) will be issued at the time—  
(1) A member is temporarily or permanently retired.  
(2) An AD member leaves an installation on transition leave before retirement. The DD Form 2A (Active) will be retrieved and destroyed. Member must keep a copy of his or her retirement orders available for clarification of their status. The date of issue on the ID card will not be post-dated with exception of overseas commands where NATO and Status of Forces Agreements (SOFA) would preclude privileges.

**5-2. Reissue**

a. DD Form 2 (retired) will be reissued—  
(1) On loss or theft.  
(2) To correct an error.  
(3) To reflect SSN if old card did not.  
(4) To replace a mutilated card.  
(5) To show a legal name change.  
(6) To show advancement to a higher grade on the retired list.  
(7) On change of entitlement to civilian medical care (MEDICARE) at age 65 or at any age should individual become eligible for MEDICARE coverage for any reason.  
(8) Upon significant change in facial features (weight gain or loss, grow or cut mustache or beard).

b. The retired member may only hold one DD Form 2 (retired).

**Section II  
Task: Verify Eligibility for DD Form 2 (Retired)**

**5-3. Rules for verifying eligibility for DD Form 2 (retired)**

a. Documents required to establish eligibility or methods that must be used to establish eligibility are as follows:

(1) A copy of retirement orders or DD Form 214 (Certificate of Release or Discharge from Active Duty).

(2) Entitlement for retired pay must be verified. For example, member's name appearing in the U.S. Army Register, verification of retired pay status from Finance Center, Joint Uniform Military Pay System (JUMPS) retired pay statement, or DEERS Database Inquiry.

b. MEDICARE guidelines are as follows:

(1) Personal identification showing the date of birth to establish eligibility date for MEDICARE must be included.

(2) The verifying official determines if the retired member is entitled to MEDICARE Part A, Hospital Insurance Benefits under Public Law 89-97, regardless of the age or disability status of the retiree. If entitled to MEDICARE, Part A, Hospital Insurance Benefits, the retiree is ineligible for medical care under the Civilian Health and Medical Program of the Uniformed Services (CHAMPUS), and the DD Form 2 (Retired) will be issued to reflect that the member is not authorized civilian health benefits. Retirees are not authorized CHAMPUS beyond attainment of age 65, unless they present a formal statement of eligibility for MEDICARE Part A benefits from the Social Security Administration certifying they are not entitled to hospital insurance benefits. If the retiree is entitled to hospital insurance benefits, the word "after" in the medical block on the form will be deleted. Should the retiree show satisfactory evidence (formal determination from the Social Security Administration) indicating the member is not entitled to MEDICARE Part A, Hospital Insurance Benefits, the words "no" and "after" in the medical block will be deleted. If the retiree is under age 65 and not eligible for MEDICARE Part A benefits, enter the date the retiree will attain age 65.

**5-4. Steps for verifying eligibility for DD Form 2 (Retired)**

The steps required for verifying eligibility for DD Form 2 (Retired) are shown in table 5-1.

**Table 5-1  
Verifying eligibility for DD Form 2 (retired)**

Step	Work center	Required action
1	PS(IDD)	Review documents required to establish eligibility. (See para 5-3.)
2	PS(IDD)	Prepare and verify application using appropriate documentation. (See app D.)

**Section III  
Task: Process Application for DD Form 2 (Retired)**

**5-5. Rules for processing application for issue of DD Form 2 (Retired)**

a. Review the application to ensure the applicant is a bonafide recipient and that the application has been properly verified.

b. Expiration and effective date guides are at appendix J.

c. A duplicate copy of the application will be retained by the issuing office and filed in alphabetical or numeric order.

### 5-6. Steps for processing application for issue of DD Form 2 (Retired)

The steps for processing the application are in table 5-2.

**Table 5-2**  
Processing application for issue of DD Form 2 (Retired)

Step	Work center	Required action
1	PS(IDD)	Review application for accuracy.
2	PS(IDD)	Have retiree review and sign application.
3	PS(IDD)	Retain a copy of application for office files.

### Section IV

#### Task: Issue ID Cards for DD Form 2 (Retired)

### 5-7. Rules for issuing DD Form 2 (Retired)

a. Complete, by typewriter, all entries on the ID card. Alterations, erasures, or strikeouts are not permitted on any ID card. Any card having them is void and will be confiscated.

b. Whenever possible, recover the old ID card from the retiree and destroy, as applicable.

c. A sample DD Form 2 (Retired) is in figure 5-1, and instructions for completing items that are not self-explanatory follow it. Procedures for taking photographs and laminating cards are in chapter 2.

### 5-8. Steps for issuing DD Form 2 (Retired)

The steps for issuing DD Form 2 (Retired) are in table 5-3.

**Table 5-3**  
Steps for issuing DD Form 2 (Retired)

Step	Work center	Required action
1	PS(IDD)	Prepare DD Form 2 (Retired). (See fig 5-1.)
2	PS(IDD)	Require applicant to check DD Form 2 (Retired) for accuracy and sign.
3	PS(IDD)	Issuing official checks ID card for accuracy and sign.
4	PS(IDD)	Record ID card number on application.
5	PS(IDD)	Record ID card issue in accountable forms control log.
6	PS(IDD)	Present new ID card and have applicant acknowledge receipt by annotating application.

Figure 5-1. Sample of a completed DD Form 2 (Retired)

#### Legend:

instructions for completing DD Form 2 (Retired)

1. Photograph: Affix 1-by 1¼-inch photograph. Include title board under picture. Show last name, first name, and as much of the middle name as space permits.
2. Grade: Enter highest grade and rank for which the member is entitled to receive retired pay as shown on retirement orders. Abbreviate grade. Examples: "COL/06," "SGT/E5."
3. Service: Enter U.S. Army, U.S. Navy, USMC, SAF, USCG, USPHS, or NOAA.
4. Social security number: Enter SSN only. If possible Hyphenate between third and fourth digits and between fifth and sixth digits. Example: 000-00-0000.
5. Expiration date: See expiration guide below.
6. Signature: Enter "INCP" or "INCT" for incompetency or physical incapacity that prevents the cardholder from signing.
7. Emergency officers retired list: For members on the EORL, type or overprint "EORL" across the shield.
8. Medical: For permanently retired under age 65, the last day of the month just preceding the month the member will reach 65 unless not entitled because of medicare entitlement. For members on the TDRL, enter date 5 years from the date placed on TDRL. For members 65 or older who present a statement from the Social Security Administration indicating non-eligibility for hospital insurance benefits under Title 1, Social Security Amendments of 1965, issue a new form and delete the word "NO" and enter the last day of the month just preceding the month the member will reach 65 in the space provided. For members 65 years of age or older who are entitled to hospital insurance benefits, delete the word "After" and the line.
9. Retiree Under Age 65 Not Eligible for MEDICARE. Expiration Date: The day prior to member's 65th birthday.

Legend for Figure 5-1—Continued

10. Eligible for MEDICARE.  
Expiration Date: Indefinite

11. Retiree Over Age 65.  
Expiration Date: Indefinite

12. Retiree Placed on TDRL Under Age 65.  
Expiration Date: 5 Years from date placed on TDRL or the last day of the month just preceding the month the member will reach age 65.

## Chapter 6 Uniformed Services Identification and Privilege Card

### Section I General Issuance Policy

#### 6-1. Processing application for issue of DD Form 1173 (family member ID card)

a. When issuing DD Form 1173, use tables 6-1 through 6-13. The DD Form 1173 will be issued throughout the Department of Defense to identify persons, other than AD or retired members, who are eligible for benefits and privileges offered by the Armed Forces. (A sample of a completed DD Form 1173 is in fig 6-1, and instructions for completing it follow. AD members may not receive a DD Form 1173 (even if in a dual status); however, a retiree with dual entitlements may receive a DD Form 1173 in addition to their DD Form 2 (Retired). Use tables 6-1 through 6-14 when issuing DD Form 1172 and DD Form 1173.

b. An entitlement guide is at appendix B which reflects benefits authorized by law to all eligible beneficiaries. Those individuals not specifically listed such as brothers, sisters, aunts, uncles, and grandchildren are not entitled.

c. Appendix C reflects the expiration and effective dates for the DD Form 1173.

d. Documentation required to establish eligibility is at appendix D. This requirement can be satisfied if the family member is enrolled in the DEERS database and a DEERS inquiry is made verifying eligibility.

e. Individuals entitled to a DD Form 1173 are described in appendix E.

f. No individual will possess or be issued more than one DD Form 1173.

g. Employees of exchange services in CONUS, Alaska, or Hawaii will not be issued a DD Form 1173 unless otherwise eligible.

h. A spouse may be issued a DD Form 1173 in the legal name by which she is known, such as a maiden name.

i. A DD Form 1173 will be issued to eligible beneficiaries when the soldier—

(1) Enters on extended AD for 31 consecutive days or more except for a period of time not to exceed 180 days in the event the member is called or ordered to AD under the provisions of section 673, title 10, United States Code. In these cases, the individual will continue to use the DD Form 1173-1 along with a copy of the orders ordering the sponsor to AD.

(2) Reenlists.

(3) Retires.

(4) Has a change of sponsor status from living to deceased.

j. An individual eligible for privileges while on TDY will not be issued a DD Form 1173. Travel orders are sufficient.

k. DD Form 1173 will be reissued only to—

(1) Replace lost, stolen, destroyed, or expired cards. Expiring ID cards may be replaced not earlier than 90 days before expiration date, unless indicated in (2) through (11) below. When a hardship exists (as determined by the ID card verification officer), a new card may be reissued at any time regardless of current expiration date.

(2) Correct an error.

(3) Replace a mutilated card.

(4) Show a change in a family member's eligibility for privileges.

(5) Change data that make the identity of the card holder questionable.

(6) Suspend a privilege.

(7) Change current rank or grade of sponsor (SGT and above).

(8) Replace card after immediate reenlistment.

(9) A family member when the sponsor is on assignment instructions to a remote location where ID issuing facilities are not available.

(10) A family member when the sponsor is on assignment instructions to a family member restricted tour, and the family member's ID card will expire prior to the soldier's date eligible from return from overseas (DEROS).

l. DD Form 1173 will not be issued to an individual who is less than 10 years of age, except when circumstances require such issue (that is, child resides outside sponsor's household or in the case of sole parent or both parents are members of the uniformed service, joint service marriage).

m. All initial applications for family members and all applications for family members status changes will be verified through presentation of legal documentation, regardless of the sponsor's grade.

n. The application will be signed by the sponsor, if the sponsor is living. A power of attorney document is acceptable.

o. When a sponsor cannot appear personally before verifying officer, the sponsor's signature must be notarized by a notary public or witnessed by a commissioned officer.

p. When all efforts to obtain the sponsor's signature fail; that is, the sponsor cannot or refuses to sign the application, the verifying official will sign the DD Form 1172. This paragraph will be cited in the remarks section of the application as authority.

q. In the case of eligible former spouses, the former spouse signs as the sponsor.

r. Regardless of the individual's age or incapacity status, the verifying official will determine if the individual is entitled to hospital insurance benefits. If entitled to insurance benefits, the individual is ineligible for medical care under CHAMPUS unless the military sponsor is on AD. When the military sponsor is on AD, medical benefits under CHAMPUS are not lost because of entitlement to insurance benefits. To determine CHAMPUS eligibility for permanently incapacitated children over the age of 21, a formal determination of eligibility for MEDICARE Part A benefits must be obtained from the Social Security Administration and presented to the verifying official. Individuals eligible for social security disability benefits for 24 consecutive months are entitled to MEDICARE Part A, hospital insurance benefits.

s. All applicants must be asked if they are receiving Social Security disability benefits and when did the benefits begin to determine CHAMPUS eligibility. If social security disability benefits have been received for more than 24 months, CHAMPUS benefits will be disallowed. Individuals are not authorized CHAMPUS beyond attainment of age 65, unless the sponsor or applicant presents a statement from the Social Security Administration certifying that the individual is not entitled to MEDICARE Part A, hospital insurance benefits.

t. The verifying official cites this documentation on the application in the remarks section (sec III, block 89), in addition to all other required documentation prescribed in appendix D.

#### 6-2. How a change in the status of a member or family member affects eligibility for DD Form 1173

a. *Legal separation, interlocutory divorce, or final divorce decree.*

(1) A spouse does not lose eligibility for a DD Form 1173 when a legal separation or an interlocutory divorce is granted, even if the

court has approved a property settlement releasing the member from responsibility for support.

(2) A spouse stays eligible for a DD Form 1173 as long as the relationship of husband and wife does not end by final decree of divorce.

(3) A person divorced from a soldier, who is on AD or retired with pay, loses eligibility for DD Form 1173 on the date the divorce becomes final. As an exception, certain former spouses as defined in the entitlement guide (app B) remain eligible.

(4) Medical care benefits of an unmarried natural or adopted child are not affected by divorce; however, commissary, exchange and theater privileges may be affected (see entitlement guide (app B)).

(5) A parent-in-law or stepparent-in-law of a military member loses eligibility for all benefits and privileges if the member and non-military spouse are divorced since divorce ends the relationship with the member.

*b. Adoption.*

(1) The law makes no distinction between a legally adopted child and a natural child, so the benefits and privileges are exactly the same for both categories of children.

(2) If the sponsor dies, and the surviving spouse adopts a child (who had no previous eligibility for benefits at the time of the sponsor's death) then this child is not eligible for military benefits and privileges.

*c. Civil or military confinement of military member.*

(1) The spouse and children of an AD member in civilian or military confinement remain eligible for benefits and privileges until the member's discharge from the military is executed.

(2) Family members of soldiers on excess leave, who are pending appellate review of their discharge, remain eligible until the discharge is executed.

(3) The issuing facility will determine the correct length of time the ID cards will be issued depending, as appropriate; however, will not exceed 1 year. Temporary cards may be issued for 30 days, 60 days, or 90 days as appropriate.

*d. Stepchildren.*

(1) When the military stepparent and nonmilitary parent divorce, a stepchild loses eligibility for all benefits and privileges on the date of the final divorce decree. No exceptions.

(2) Children of a spouse not attributable to current marriage (stepchildren). They qualify as a stepchild for ID card with entitlements and benefits so long as they meet conditions specified in the entitlement guide (appendix B).

(3) The stepchild's eligibility continues after the death of the nonmilitary spouse.

(4) If the military stepparent remarries, eligibility will also be presumed if all the facts indicate the relationship with the member continued after the death of the nonmilitary parent.

*e. Revocation or denial of privileges.* A sponsor may not revoke or deny privileges, including commissary and exchange, for an eligible family member, if they remain otherwise eligible. Medical benefits are extended by law, sections 1071-1104, title 10, United States Code, and will not be denied to eligible beneficiaries. (See app B.)

*f. Other reasons for a dependent's eligibility to end.* A family member loses eligibility for a DD Form 1173 when the sponsor is released from AD, discharged, or officially placed in a desertion status (after 30 days, dropped from the roll).

*g. CHAMPUS benefits.*

(1) Retirees and all other CHAMPUS eligible persons except family members of AD soldiers lose their eligibility for CHAMPUS if, upon reaching the age of 65 years or because of disability or chronic renal disease, they become entitled to hospital insurance benefits (part A) of MEDICARE.

(2) This is true even though the persons attaining such status live outside the United States where MEDICARE benefits are not available.

(3) This is true if these persons elect not to use the Hospital Insurance Benefits (part A) of MEDICARE.

(4) This is also true of a person who continues to work beyond age 65 and has not applied for security benefits.

## Section II

### Eligible Family Members of Military Members or Former Members

#### 6-3. Eligibility and administrative concerns

a. Eligibility for privileges depends on the status of the sponsor, normal separation date of the sponsor, relationship of family member to the sponsor, and the date dependency changes.

b. The DD Form 1172 will be used to apply for the issue of an ID card for eligible family members.

c. Instructions for processing a dependency determination for issue of DD Form 1173 is in section III of this chapter.

d. Instructions for completing the application (DD Form 1172) for issue of the DD Form 1173 are in appendix I.

e. Documentation required to establish eligibility is at appendix D.

f. Individuals eligible for the DD Form 1173 are at appendix E.

g. The ID card work center will assist the applicant with obtaining a signed and verified application when a military member either refuses or cannot sign an application.

h. The ID card work center will contact the AD sponsor's military personnel office with control over the member's MPRJ file. The application will be verified using the member's MPRJ file and supporting documentation.

i. When the sponsor cannot or refuses to sign the application, it may be signed by the verifying officer. (See para 6-1p.)

j. Separated spouses (awaiting final divorce decree) will not be issued an ID card for more than 1 year.

k. The ID card work center will attempt to contact the retired sponsor when eligible family members are unable to obtain the retired sponsor's signature on the DD Form 1172.

l. The ID card work center will send a letter to the sponsor, enclosing a copy of the DD Form 1172 for his or her signature and requesting documentation (as appropriate).

m. If the sponsor does not reply within 3 weeks, the ID card work center will advise with a second letter that a permanent ID card will be issued.

n. If no reply is received, a permanent ID card will be issued.

o. The verifying or issuing official will explain to the individual receiving the ID card that he or she will turn in the ID card immediately if it is later determined that the family member in question does not qualify.

p. A temporary DD Form 1173 may be issued to primary family members for up to 90 days when—

(1) Primary family member has furnished sufficient proof of eligibility and is awaiting a verified application from sponsor.

(2) The individual is currently on the DEERS database and awaiting a verified application from sponsor.

#### 6-4. Special provisions

a. When a member is frocked, the following provisions apply:

(1) Frocking is the wearing of the insignia of a grade higher than the grade to which a person has been appointed or promoted.

(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. ID cards are not reissued to a member or family members being frocked until the individual is promoted. (See AR 624-100, para 2-12.)

(3) Exceptions may be granted in the case of a general officer when issuing DD Form 2A. The Office of the Chief of Staff, Army (DACS-GOM) is authority for granting an exception in the case where a member is frocked to the rank of general officer.

b. A ward who is appointed by court order to a military member and who is also a child of an AD or retired member may only be issued one ID card. The primary sponsor will normally be the member from whom medical benefits are authorized. Commissary, exchange, and theater privileges may also be authorized, if otherwise eligible. The remarks section of the DD Form 1172 will contain a statement explaining dependency status.

c. An eligible family member may be reissued a DD Form 1173 when an AD duty member leaves an installation on transition leave before retirement.

(1) The eligible family member will be informed to keep a copy of the member's retirement orders available as proof of the sponsor's current status.

(2) Currently the DEERS database cannot be updated until the effective date of retirement. Suspend the DD Form 1172 and upon the appropriate date (official retirement date) update the DEERS database to reflect the sponsor's status as retired.

### Section III

#### Task: Verify Eligibility for issue of DD Form 1173 (Family Members)

#### 6-5. Rules for verifying eligibility for issue of DD Form 1173 (family members)

a. All initial applications for family members and all applications for family members' status changes will be verified through presentation of legal documentation, regardless of the sponsor's grade. (See app D.)

b. Eligibility for reissue of DD Form 1173 may be verified using the DEERS database. If the individual is on the DEERS database, annotate the remarks section of the application as follows: "Eligibility verified via DEERS check on (date)."

c. The sponsor must always sign the application, with the exceptions noted in section I (General Issue Policy, paras 6-1, m, n, and o).

d. The DD Form 1172 will be used to apply for the issue of an ID card for eligible family members.

#### 6-6. Steps for verifying eligibility for issue of DD Form 1173 (family members)

The steps required for verifying eligibility are shown in table 6-1.

**Table 6-1**  
Verifying eligibility for DD Form 1173 (Family Member)

Step	Work center	Required action
1	PS(IDD)	Review documents required to establish eligibility. (See app D.)
2	PS(IDD)	Prepare or assist with preparing application (as appropriate). Instructions for completing application are at appendix I.
3	PS(IDD)	Verify application. Sign application in block 99.

### Section IV

#### Task: Process Application for issue of DD Form 1173 (Family Member)

#### 6-7. Rules for processing application for issue of DD Form 1173 (Family Member)

a. Review the application to ensure the applicant is a bonafide recipient and that the application has been properly verified.

b. Expiration and effective date guides are at appendix B.

c. A duplicate copy of the application will be retained by the issuing office and filed in alphabetical or numeric order.

#### 6-8. Steps for processing application for issue of DD Form 1173 (Family Member)

The steps for processing the application are in table 6-2.

**Table 6-2**  
Processing application for issue of DD Form 1173 (family member)

Step	Work center	Required action
1	PS(IDD)	Review application for accuracy.
2	PS(IDD)	Have applicant review and sign application.
3	PS(IDD)	Retain a copy of application for office files.

### Section V

#### Task: Issue ID Cards (DD Form 1173 (Family Member))

#### 6-9. Rules for issuing DD Form 1173 (Family Member)

a. Complete, by typewriter, all entries on the ID card. Alterations, erasures, or strikeovers are not permitted on any ID card. Any card having them is void and will be confiscated.

b. Whenever possible, recover old ID card from applicant and destroy, as applicable.

c. Whenever possible, request the social security number of applicant.

d. Procedures for taking photographs and laminating cards are in chapter 2.

#### 6-10. Steps for issuing DD Form 1173 (Family Member)

The steps for issuing DD Form 1173 (Family Member) are in table 6-3.

**Table 6-3**  
Steps for issuing DD Form 1173 (family member)

Step	Work center	Required action
1	PS(IDD)	Prepare DD Form 1173. (See fig 6-1.)
2	PS(IDD)	Require applicant to check DD Form 1173 for accuracy and sign the card.
3	PS(IDD)	Issuing official will check ID card against application for accuracy and sign ID card.
4	PS(IDD)	Record ID card number of application.
5	PS(IDD)	Record ID card issue in accountable form control log.
6	PS(IDD)	Present new ID and have applicant acknowledge receipt by annotating application.

### Section VI

#### Dependency Determinations

#### 6-11. General policy for processing applications for dependency determinations for issue of DD Form 1173

a. Eligibility for privileges depends on the status of the sponsor normal separation date of the sponsor, relationship of family member to the sponsor, and the date dependency changes.

b. There are two types of dependency determinations: those which may be determined at the ID card work center and those which must be forwarded to the Defense Finance and Accounting Service—Indianapolis Center, Indianapolis, Indiana 46249-0851.

c. For spouse, legitimate children, legitimate stepchildren, adopted children under age 21 and unmarried, no degree of dependency is required to establish eligibility for medical care. The mere existence of the relationship establishes eligibility for these family members.

## 6-12. Processing dependency determinations

a. Request for DD Form 1173 by the sponsor for any of the following types of family members require a dependency determination and must be forwarded to the Defense Finance and Accounting Service—Indianapolis Center, Indianapolis, Indiana 46249-0855, for determination of eligibility according to sections 1071-1104, title 10, United States Code.

- (1) Parents.
- (2) Adoptive parents (parents who adopted sponsor before the sponsor's 21st birthday).
- (3) Parents-in-law.
- (4) Adoptive parents-in-law (parents-in-law who adopted sponsor's spouse before the spouse's 21st birthday).
- (5) Children over 21 years of age who are mentally or physically incapacitated and whose incapacitation began before their 21st birthday.
- (6) Illegitimate children whose paternity has not been judicially determined unless child resides in member's household.
- (7) A common-law spouse or when there is a divorce granted in a foreign country.
- (8) An adopted child for whom there are no properly certified court adoption papers.
- (9) An illegitimate child of the male spouse of a female member.
- (10) An illegitimate stepchild (illegitimate child of spouse of sponsor) only if the child is not a member of the household maintained by or for an authorized sponsor and dependent on that sponsor for over 50 percent of his or her support.

b. Dependency implies an existing condition. Dependency during a prior period or the possibility of future dependency does not determine current dependency.

c. The family member must live in sponsor's household or a household maintained by sponsor. Example, the sponsor must be responsible either by cash contribution or by value of services given, such as room and board or more than 50 percent of the family member's support.

d. The family member's monetary income from all sources other than the sponsor must be less than 50 percent of the monthly expenses.

e. The sponsor will obtain all the required forms from the Personnel Service Center (ID Card Work Center). The sponsor will then be able to obtain all required documentation from their family members before the request is forwarded to DFAS-IN.

f. The individual requesting action will forward the request/application (completed DD Form 1172 and other required documents) to Defense Finance and Accounting Service, Indianapolis Center, ATTN: Dept 15, Indianapolis, Indiana 46249-0855.

g. Upon approval by DFAS-IN, the ID card work center will issue the ID card and enroll the family member in the DEERS database.

h. All subsequent applications for an ID card except an illegitimate child identified in paragraph 6-12a(6) must be forwarded to DFAS-IN for another review and determination and indicate in remarks section of DD Form 1172, "A previous determination was made on (enter date)."

i. A temporary ID card, valid for up to 90 days may be issued to replace a lost or expired card based on a previous dependency determination made by DFAS-IN, if the sponsor certifies that—

- (1) The family member does, in fact, depend upon sponsor for more than 50 percent of his or her support.
- (2) There has been no material change in family member's circumstances since previous dependency was established.
- (3) Sponsor will return the ID card immediately if it is later determined that the family member does not qualify.

## Section VII

### Task: Process Application

## 6-13. Rules for processing the application for issue of DD Form 1173 (Family Member)

a. The work center will maintain copies of all required dependency determination forms.

b. Upon request, provide sponsor with information and forms necessary to complete a dependency determination, at the time request is made.

c. Upon request, assist the soldier with preparing all required forms (as appropriate).

d. Request for DD Form 1173 for any of the following individuals may be determined at the ID card work center:

(1) Illegitimate children of a male member when paternity has been judicially established. Entitlement to medical care is automatic. Other privileges may be extended based upon support provided by the sponsor and/or residency in a household maintained by or for the sponsor.

(2) Children over age 21 (legitimate children, stepchildren, and adopted children) enrolled full-time in an institution of higher learning between the ages of 21 and 23, are eligible as long as they remain unmarried and enrolled as a full-time student.

(a) ID cards will be issued to full-time students for a period of 2 years or expected graduation date not to exceed the 23rd birthday.

(b) Graduate degree students: A letter of acceptance of enrollment in a graduate degree program signed by an authorized officer of the college or university for a student over the age of 21 is acceptable for issuance of a temporary ID card after graduation (to ensure summer medical coverage and benefits). This temporary ID card will be issued for a period not to exceed a 30 September expiration date in order for the student to complete enrollment procedures at the college or university in a graduate study program. After registration is complete, the ID card will be issued for the entire graduate work program as determined by the college or university not to exceed the 23rd birthday. Use this procedure. Appendix C, paragraph A, note 5 does not apply.

## 6-14. Steps for processing application for issue of DD Form 1173 (family member requiring dependency determination)

The steps for processing application are in table 6-4.

**Table 6-4**  
Process application for issue of DD Form 1173 (family member requiring dependency determination)

Step	Work center	Required action
1	Applicant	Request DD Form 1173 for family member requiring a dependency determination from DFAS-IN.
2	PS(IDD)	Provide soldier or applicant with DD Form 1172 (Application for Uniformed Services Identification and Privilege Card).
3	PS(IDD)	Determine type of dependency determination required (that is, parent, incapacitated child over 21 years of age, and so forth).
4	PS(IDD)	Provide soldier or applicant with appropriate DFAS-IN forms for determination.
5	PS(IDD)	Assist applicant with preparing necessary forms, as appropriate.
6	PS(IDD)	Have applicant forward application to DFAS.
7	PS(IDD)	Upon approval by DFAS, issue a DD Form 1173, as appropriate.
8	PS(IDD)	Enroll the family member on the DEERS database.

**Section VIII**  
**Foreign Military Personnel**

**6-15. General issuance policy**

Foreign personnel in the following categories are eligible to receive DD Form 1173, but are not enrolled in DEERS:

- a. AD officer and enlisted personnel of NATO countries serving in the United States under the sponsorship of invitation of the Department of Defense (DOD) or a Military Service and their accompanying family members living in the sponsor's U.S. household.
- b. AD officer and enlisted personnel of non-NATO countries serving in the United States under the sponsorship or invitation of DOD or a Military Service and their accompanying family members living in the sponsor's U.S. household.
- c. AD 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 DOD or a Military Service and their accompanying family members living in the sponsor's U.S. household.

d. AD 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 DOD or a Military Service or when it is determined by the major overseas commander that the granting of such privileges is in the best interest 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 family members living with the sponsor.

**6-16. Exclusions**

- a. In the event a foreign sponsor has more than one family member spouse, each spouse specifically named on the invitational orders may have an ID card.
- b. Excluded are officer and enlisted personnel of foreign nations who are members of purchasing missions not accorded official U.S. recognition.
- c. Excluded are members of foreign military services retired or on leave in the United States.
- d. Excluded are foreign military who are attending U.S. schools, but not under orders published by any of the Services.
- e. Excluded are those whose eligibility to use the card is expected to last 30 days or less.
- f. Also excluded are members of the household staff; for example, maids, nurses, and so forth.
- g. When in the interest of U.S. policy, diplomatic personnel in certain billets may be excluded from issuance of ID cards.

**Section IX**

**Task: Verify Eligibility for Issue of DD Form 1173 for Foreign Military Personnel and their Family Members**

**6-17. Rules for verifying eligibility for issue of DD Form 1173 for foreign military personnel and their family members**

- a. See appendix D for documentation required to establish eligibility.
- b. See appendix B for the entitlement guide and appendix C for DD Form 1173 expiration and medical care effective date guidelines.
- c. See table 6-14 for who verifies application for foreign sponsors and their family members.

**6-18. Steps for verifying eligibility for issue of DD Form 1173 for foreign military personnel and their family members.**

The steps required for verifying eligibility are shown in table 6-5.

**Table 6-5**  
**Verifying eligibility for issue of DD Form 1173 for foreign military personnel and their family members**

Step	Work center	Required action
1	PS(IDD)	Review documents required to establish eligibility. (See app D.)
2	PS(IDD)	Prepare or assist with preparing application (as appropriate).
3	PS(IDD)	Verify application. Sign application in block 99.

**Section X**

**Task: Process Application for Issue of DD Form 1173 (Foreign Military and their Family Members)**

**6-19. Rules for processing application for issue of DD Form 1173 (foreign military and family member)**

- a. Review the application to ensure the applicant is a bonafide recipient and the application has been properly verified.
- b. Expiration and effective date guides are at appendix C.
- c. A duplicate copy of the application will be retained by the issuing office and filed in alphabetical or numeric order.

**6-20. Steps for processing application for issue of DD Form 1173 (foreign military and family member)**

The steps for processing the application are in table 6-6.

**Table 6-6**  
**Processing application for issue of DD Form 1173 (foreign military and family member)**

Step	Work center	Required action
1	PS(IDD)	Review application for accuracy.
2	PS(IDD)	Have applicant review and sign application.
3	PS(IDD)	Retain a copy of application for office files.

**Section XI**

**Task: Issue ID Card (DD Form 1173 (Foreign Military and Family Member))**

**6-21. Rules for issuing DD Form 1173 (foreign military and family member)**

- a. Complete, by typewriter, all entries on the ID card. Alterations, erasures, or strikeovers are not permitted on any ID card. Any card having them is void and will be confiscated.
- b. Whenever possible, recover old ID card from applicant and destroy, as applicable.
- c. Procedures for taking photographs and laminating cards are in chapter 2.

## 6-22. Steps for issuing DD Form 1173 (foreign military and family member)

The steps for issuing DD Form 1173 are in table 6-7.

**Table 6-7**  
Steps for Issuing DD Form 1173 for foreign military and their family members

Step	Work center	Required action
1	PS(IDD)	Prepare DD Form 1173. (See fig 6-3.)
2	PS(IDD)	Require application to check DD Form 1173 for accuracy and sign the card.
3	PS(IDD)	Record ID card number on application.
4	PS(IDD)	Present new ID and have applicant acknowledge receipt by annotating application.

## Section XII Unremarried Former Spouses

### 6-23. General issuance policy

a. Application will be made by completing DD Form 1172. Instructions for completing the application are in appendix I.

b. An entitlement guide is at appendix B which reflects benefits authorized by law to all eligible former spouses.

c. There are categories of the Unremarried Former Spouse (URFS), which are authorized benefits and privileges under the Uniformed Services Former Spouses Protection Act (USFSPA)

- (1) The URFS 03/20/20/15 (Divorced before 1 April 1985).
- (2) The URFS/03-20/20/15 (Divorced before 1 April 1985).
- (3) The URFS/04-20/20/15 (Divorced on or after 1 April 1985).
- (4) The UMFS (Unmarried Former Spouse) 20/20/20 (reinstated URFS, NO MEDICAL, C/T/E ONLY).
- (5) The URFS 20/20/15 (Divorced on or after 29 September 1988).

d. Benefits are authorized only if—

- (1) The marriage lasted at least 20 years.
- (2) The member served at least 20 years service creditable for retired pay, and the marriage and service overlapped by at least 15 years. The number of years overlap in marriage and service determines the extent of benefits authorized as follows—

(a) 20/20/20 (URFS/02). If the marriage and service overlapped by at least 20 years, full privileges (commissary, exchange, theater, medical care) are authorized, regardless of the date of divorce. Benefits are terminated upon the former spouse's remarriage. All benefits are terminated upon the former spouse's remarriage. All benefits except medical are reinstated if the remarriage ends in death or divorce.

(b) 20/20/15 (URFS/03) (Divorced before 1 April 1985). If the marriage and service overlapped by at least 15 but less than 20 years, and the divorce was finalized before 1 April 1985, medical care only is authorized for an indefinite period. Medical benefits terminate upon remarriage and may not be reinstated if the remarriage ends in death or divorce.

(c) 20/20/15 (URFS/04) (Divorced after 1 April 1985 but before 29 September 1988). If the marriage and service overlapped by at least 15 years but less than 20 years, and the divorce was finalized on or after 1 April 1985, medical care only is authorized and only for a 2-year period from the date of the divorce. At the end of the 2-year period, the former spouse will have the option of enrolling in the DOD-sponsored private group health plan, the Uniformed Services Voluntary Insurance Program (USVIP).

(d) 20/20/15 (Divorced after 29 September 1988). If the marriage and service overlapped by at least 15 years but less than 20 years, and the divorce was finalized on or after 29 September 1988, medical care only is authorized and only for a 1-year period from the date of the divorce. At the end of the 1-year period, the former spouse

will have the option of enrolling in the DOD-sponsored private group health plan, the USVIP. Medical benefits terminate upon remarriage and may not be reinstated even if the remarriage ends in death or divorce. Note: Medical benefits (to include CHAMPUS) are not authorized for any former spouse who is enrolled in an employer-sponsored health care plan. CHAMPUS benefits terminate when the former spouse turns age 65 and becomes eligible for Social Security Medicare (part A).

e. If the soldier is affiliated with Army or Air Force, the former spouse may apply at an installation or base ID card issuing facility. However, Army must apply at an Army installation, only. Air Force must apply at an Air Force Base, only. All others must apply directly to their Service headquarters listed in appendix F. There is no cross-servicing agreement for the initial verification of the former spouse eligibility under the USFSPA. However, the ID card issuing facility of another Service may issue the ID card once the parent service has verified and approved the former spouse's DD Form 1172 (application).

### 6-24. Applications

a. The following must be furnished when applying for a former spouse ID card—

- (1) The soldier's full name and SSN.
- (2) The soldier's status (AD or retired). A statement of service is required.
- (3) Marriage certificate.
- (4) Final decree of divorce or dissolution of marriage.
- (5) A statement certifying that the former spouse is not enrolled in an employer-sponsored health care plan.
- (6) A statement by the former spouse certifying marital status.

b. When the former spouse does not have a statement of service or a complete set of DD Forms 214 to verify the soldier's service creditable for retired pay, the ID card issuing facility will assist (as applicable) in these cases to acquire a statement of service from the appropriate Service agency.

## Section XIII

### Task: Verify Eligibility for Former Spouses

### 6-25. Rules for verifying eligibility for former spouses

a. All initial applications for the former spouses must be verified by the parent Service, no cross-service agreement exist.

b. Eligibility for reissue of the DD Form 1173 may be verified using the DEERS database, if the applicant is properly enrolled and properly coded on the DEERS database (as a former spouse).

c. See appendix F for listing of the other Services verifying offices.

d. In the case of former spouses, the sponsor's signature is not required on the application. The former spouse may sign as the applicant.

e. The DD Form 1172 will be used to apply for the ID card. (See app I for instructions on completing the application.)

f. The entitlement guide at appendix B reflects benefits authorized by law to all eligible former spouses.

g. Appendix D lists the documentation required to establish the former spouse's eligibility.

### 6-26. Steps for verifying eligibility for former spouses

The steps required for verifying eligibility are shown in table 6-8.

**Table 6-8**  
Verifying eligibility for DD Form 1173 (former spouse)

Step	Work center	Required action
1	PS(IDD)	Review documents required to establish eligibility. (See app D.)
2	PS(IDD)	Prepare or assist with preparing application (as appropriate). Instructions for completing application are at appendix I.

**Table 6-8**  
**Verifying eligibility for DD Form 1173 (former spouse)—Continued**

Step	Work center	Required action
3	PS(IDD)	Verify application (as appropriate).

**Section XIV**

**Task: Process Application for Former Spouse**

**6-27. Rules for processing application for issue of DD Form 1173 (unremarried former spouse)**

- a. Review the application to ensure the applicant is a bonafide recipient and that the application has been properly verified.
- b. Ensure that all appropriate statements regarding health insurance and marital status are listed in remarks.
- c. Expiration and effective date guides are at appendix C.
- d. A duplicate copy of the application will be retained by the issuing office and filed in alphabetical or numeric order.
- e. For former spouses of other than the Army and Air Force, return a copy of the application to parent Service. (See app F). The Army and Air Force do not centrally manage former spouses, the other Services do.

**6-28. Steps for processing application for issue of DD Form 1173 (unremarried former spouse)**

The steps for processing the application are in table 6-9.

**Table 6-9**  
**Processing application for DD Form 1173 (unremarried former spouse)**

Step	Work center	Required action
1	PS(IDD)	Review application for accuracy.
2	PS(IDD)	Have applicant review and sign application.
3	PS(IDD)	Retain a copy of the application for office files.
4	PS(IDD)	Return a copy of the application to parent Service as indicated in paragraph 6-27 e, above.

**Section XV**

**Task: Issue ID Card (DD Form 1173 (Unremarried Former Spouse))**

**6-29. Rules for issuing DD Form 1173 (unremarried former spouse)**

- a. Complete, by typewriter, all entries on the ID card. Alteration, erasures, or strikeouts are not permitted on any ID card. Any card having them is void and will be confiscated.
- b. Recover old ID card from applicant and destroy, as applicable.
- c. Always request the SSN of the applicant. Procedures for taking photographs and laminating cards are in chapter 2.

**6-30. Steps for issuing DD Form 1173 (unremarried former spouse)**

The steps for issuing DD Form 1173 are in table 6-10.

**Table 6-10**  
**Steps for issuing DD Form 1173 (unremarried former spouse)**

Step	Work center	Required action
1	PS(IDD)	Prepare DD Form 1173. (See fig 6-1.)

**Table 6-10**  
**Steps for issuing DD Form 1173 (unremarried former spouse)—Continued**

Step	Work center	Required action
2	PS(IDD)	Require applicant to check DD Form 1173 for accuracy and sign card.
3	PS(IDD)	Issuing official will check ID card against application for accuracy and sign the ID card.
4	PS(IDD)	Record ID card number of application.
5	PS(IDD)	Record ID card issue in accountable forms control.
6	PS(IDD)	Present new ID and have applicant acknowledge receipt by annotating application.
7	PS(IDD)	Ensure the DEERS database is correctly updated.

**Section XVI**

**DD Form 1173 for Civilians**

**6-31. General policy**

- a. Certain U.S. citizen civilian employees of the DOD and the Uniformed Services and their accompanying family members are authorized issue of a DD Form 1173 when required to reside in a household on a military installation within continental United States (CONUS), Hawaii, Alaska, and Puerto Rico.
- b. U.S. citizen civilian employees of the DOD, the Uniformed Services and other Government agencies and U.S. citizen civilian employees of firms under contract to the DOD or a Uniformed Service, when stationed or employed in foreign countries, and their family members when residing in the same household.

**6-32. Issuance**

- a. Application will be made by completing DD Form 1172. Instructions for completing the application is at appendix I.
- b. An entitlement guide is at appendix B which reflects benefits authorized to all eligible civilians.
- c. At appendix E are the categories of civilian individuals eligible for the DD Form 1173.
- d. Restrictions on issue of DD Form 1173 is at appendix H.
- e. Application for the DD Form 1173 will be made upon arrival overseas.

**Section XVII**

**Task: Verify Eligibility for Issue of DD Form 1173 (Civilians)**

**6-33. Rules for verifying eligibility for issuing DD Form 1173 (civilians)**

- a. See appendix D for documentation required to establish eligibility.
- b. See Appendix B for the entitlement guide, DD Form 1173 expiration, and medical care effective date guide.
- c. The sponsor's appropriate personnel office should verify the application.

**6-34. Steps for verifying eligibility for issuing DD Form 1173 (civilian)**

The steps required for verifying eligibility are shown in table 6-11.

**Table 6-11**  
Verifying eligibility for DD Form 1173 (civilians)

Step	Work center	Required action
1	Appropriate personnel office or PS(IDD).	Review documents required to establish eligibility.
2	Appropriate personnel office or PS(IDD).	Prepare or assist with preparing application (as appropriate).
3	Appropriate personnel office or PS(IDD).	Verify application.

**Section XVIII**

**Task: Process Application for Issue of DD Form 1173 (civilian)**

**6-35. Rules for processing application for issue of DD Form 1173 (civilian)**

- a. Review the application to ensure the applicant is a bonafide recipient and the application has been properly verified.
- b. Expiration and effective date guides are at appendix B.
- c. A duplicate copy of the application will be retained by the issuing office and filed in alphabetical or numeric order.

**6-36. Steps for processing application for issue of DD Form 1173 (civilian)**

The steps for processing the application are in table 6-12.

**Table 6-12**  
Processing application for DD Form 1173 (civilian)

Step	Work center	Required action
1	PS(IDD)	Review application for accuracy.

**Table 6-14**  
Instructions for verifying DD Form 1172 for foreign sponsors

	Army	Navy	Air Force	Marine Corps	Coast Guard	NOAA
North Atlantic Treaty Organization (NATO) foreign military personnel stationed in the United States and their dependents.	1	4	5	6	8	9
Members of the Inter-American Defense Board, Members of the faculty and student body of the Inter-American Defense College and their dependents.	1	4	5	6	8	9
Other foreign military personnel such as liaison, exchange and integrated officers and their dependents stationed in CONUS and those personnel on official duty at U.S. installations serving at the invitation of the U.S. Government.	1	4	5	6	8	9
Foreign military personnel training under U.S. sponsorship at an overseas installation outside their own country.	3	3	3	3	3	3
A military foreign trainee participating in the security Assistance Program (other than NATO) and dependents living in CONUS or stationed in an installation of one of the Uniformed Services.	2	2	2	2	2	2
Foreign military personnel serving in CONUS who are in certain diplomatic or embassy staff billets and their dependents.	7	7	7	7	8	9

**Table 6-12**  
Processing application for DD Form 1173 (civilian)—Continued

Step	Work center	Required action
2	PS(IDD)	Have applicant review and sign application.
3	PS(IDD)	Retain a copy of application for office files.

**Section XIX**

**Task: Issue ID Card (DD Form 1173 (civilian))**

**6-37. Rules for issuing DD Form 1173 (civilian)**

- a. Complete, by typewriter, all entries on the ID card. Alterations, erasures, or strikeovers are not permitted on any ID card. Any card having them is void and will be confiscated.
- b. Whenever possible, recover old ID card from applicant and destroy, as applicable.
- c. Procedures for taking photographs and laminating cards are in chapter 2.

**6-38. Steps for issuing DD Form 1173 (civilian)**

The steps for issuing DD Form 1173 (civilian) are in table 6-13.

**Table 6-13**  
Steps for issuing DD Form 1173 (civilian)

Step	Work center	Required action
1	PS(IDD)	Prepare DD Form 1173. (See fig 6-1.)
2	PS(IDD)	Require applicant to check DD Form 1173 for accuracy and sign the card.
3	PS(IDD)	Record ID card number on the application.
4	PS(IDD)	Present new ID card and have applicant acknowledge receipt by annotating application.

**Table 6-14**  
**Instructions for verifying DD Form 1172 for foreign sponsors—Continued**

	Army	Navy	Air Force	Marine Corps	Coast Guard	NOAA
Defense attaches not accredited to any of the uniformed services.	7	7	7	7	7	7

**Notes:**

- Office of the Deputy Chief of Staff for Intelligence, HQs, Dept of the Army, Foreign Liaison Directorate, ATTN DAMI-FLC, Washington, DC 20310-1001.
- Installation commander or unit commander to which assigned.
- Major overseas commander or designated representative.
- Chief of Naval Operations, OP-009L, Washington, DC 20350.
- Office of the Vice Chief of Staff, International Affairs Division AF/CVA/A
- Commandant of the Marine Corps (Code MSPA-3), Headquarters, U.S. Marine Corps, WASH, DC 20380.
- Defense Intelligence Agency, Foreign Liaison Division, ATTN: DI 4A, Washington, DC 20301.
- Commandant (G-PS-1), U.S. Coast Guard, Washington, DC 20583.
- Commissioned Personnel Division, NOAA, ATTN: NC1, Rockville, MD 20852.

**Chapter 7**  
**DOD Guard/Reserve Family Member ID Card**

**Section I**  
**Administrative Concerns**

**7-1. General issuance policy**

a. DD Form 1173-1 will be issued to family members of Ready Reserve members and Reserve retirees entitled to retired pay at age 60 in the categories of spouse, child, stepchild, and ward. DD Form 1173-1 will also be issued to the unremarried surviving spouse of Reserve retirees entitled to pay at age 60, when the sponsor dies before reaching age 60. Eligible family members in the categories of child, stepchild, and ward will also be issued DD Form 1173-1. Surviving family members of Reserve retirees enrolled in the Reserve Component Survivor Benefit Plan, will be issued the DD Form 1173 instead of the DD Form 1173-1 upon the sponsor's 60th birthday. Surviving eligible family members who are not enrolled in the Reserve Component Survivor Benefit Plan will continue being issued DD Form 1173-1.

b. All ID card issuing facilities will order and stock the DD Form 1173-1 and issue the card upon request from an eligible Reserve Component (RC) family member.

c. The DD Form 1173-1 is used to provide identification and privileges to RC family members.

d. The DD Form 1173-1 will be used in conjunction with AD orders when called to AD under section 673, title 10, United States Code, to give bearer access to specifically authorized benefits.

e. The DD Form 1173-1 will be issued upon request of the RC to all eligible primary family members age 10 and above (under 10 years if residing with a sole parent or Joint Service/Army married couple), except those who require a dependency determination from DFAS. (See chap 6, sec III.)

f. The DD Form 1172 will be used to apply for DD Form 1173-1 and will be verified by the member's Guard/Reserve unit verifying officer. However, when a Guard/Reserve unit is located on an active installation, the application may be verified by the servicing personnel office.

g. Soldiers of the Individual Ready Reserve (IRR) and soldiers who are Individual Mobilization Augmentees (IMA) do not have a unit; therefore, application may be verified at the ID card work center where application is made. The IRR or IMA must provide the issuing facility with valid proof of marriage, birth certificates, and other legal documents which demonstrate that the applicant is a legal family member of the RC soldier.

h. The same policy and procedures apply for issue of the DD Form 1173-1 as with the DD Form 1173. (See chap 6.)

i. DEERS enrollment or update will be accomplished whenever the DD Form 1173-1 is issued or reissued.

**7-2. Expiration date**

The expiration date for DD Form 1173-1 will be either 4 years from date of DD Form 1172 verification, the sponsor's expiration of service commitment, or the child's 21st birthday (23rd birthday, if the

The image shows a sample of a completed DD Form 1173 (family member). The form is titled 'UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD'. It contains the following information:

- 1. CARD NUMBER:** PE 02, 338 A
- 2. ISSUE DATE:** 1992MAR18
- 3. EXPIRATION DATE:** 1996MAR17
- 4. ISSUED TO:** DOE, JANE E. (W)
- 5. COLOR EYES:** GREEN
- 6. COLOR HAIR:** BROWN
- 7. HEIGHT:** 63"
- 8. WEIGHT:** 120
- 9. DATE OF BIRTH OF BEARER:** 1951JUN05
- 10. GRADE AND NAME OF SPONSOR:** SFC DOE, JOHN M.
- 11. SERVICE & STATUS OF SPONSOR:** USA/AD
- 12. SERVICE NO. OF SPONSOR:** 000-00-0000
- 13. AUTHORIZED PATRONSAGE:** UNLIMITED
- 14. SIGNATURE:** JANE M SMITH, GS06, DAC
- 15. MEDICAL CARE FACILITY'S AUTHORITY:** YES
- 16. PLACE OF ISSUE:** FT BELVOIR VA 22060
- 17. CIVILIAN OF RECORD:** YES 1971MAR28

**Figure 6-1. Sample of a completed DD Form 1173**

**Legend:**  
**instructions for completing DD Form 1173 (family member)**

- Photograph: Affix 1-by 1 1/4-inch photograph. Include title board under picture. Show person's last name, first name, and middle initial.
- Sponsor's social security number. Enter sponsor's SSN in block 12.
- Recipient's social security number: Enter recipient's SSN in block 14. Allow sufficient space for the signature. If possible, hyphenate between third and fourth digits and between fifth and sixth digits.
- Civilian medical care. See paragraph 6-1.

child is attending an accredited institution above the high school level full-time leading to a degree), whichever is earlier. For Reserve retirees entitled to pay at age 60, enter maximum 4 years from date of verification of DD Form 1172, child's birthday, or sponsor's 60th birthday, whichever is earlier.

## Section II

**Task: Verify Eligibility for DD Form 1173-1 (DOD Guard/Reserve Family Member ID Card)**

### 7-3. Rules for verifying eligibility for DD Form 1173-1 (DOD Guard/Reserve Family Member ID Card)

a. The DD Form 1172 will be used when applying for DD Form 1173-1 and will normally be verified by the soldier's Guard/Reserve unit verifying officer.

b. When a Guard/Reserve unit is located on an AD installation, the application may be verified by the servicing personnel service center.

c. The IRR and IMA soldier must provide the issuing facility with valid proof of marriage, birth certificates, and other legal documents which demonstrate and validate that the applicant is a legal family member of the RC soldier.

### 7-4. Steps for verifying eligibility for DD Form 1173-1 (DOD Guard/Reserve Family Member ID Card)

The steps required for verifying eligibility are shown in table 7-1.

**Table 7-1**  
Verifying eligibility for DD Form 1173-1 (DOD Guard/Reserve Family Member ID Card)

Step	Work center	Required action
1	As applicable	Review documents required to establish eligibility. (See app D and para 7-3 above.)
2	As applicable	Prepare or assist with preparing application (as appropriate).
3	As applicable	Verify application. Sign application.
4	As applicable	Retain a copy of the application for files.

## Section III

**Task: Process Application for DD Form 1173-1 (DOD Guard/Reserve Family Member ID Card)**

### 7-5. Rules for processing application for issue of DD Form 1173-1 (DOD Guard/Reserve Family Member ID Card)

a. Review the application to ensure the applicant is a bonafide recipient and that the application has been properly verified.

b. The original and one copy will be retained in the soldier's MPRI. The original will be used to pre-enroll eligible family members in DEERS.

c. A duplicate copy of the application will be retained by the issuing office and filed in alphabetical or numeric order.

d. The privileges authorized section of the DD Form 1172 will be appropriately annotated. The Medical Care (MC) effective date will be left blank.

e. The expiration date of the card will be 4 years from the date of issue, or the RC soldier's ETS, whichever date is earliest.

### 7-6. Steps for processing application for issue of DD Form 1173-1 (DOD Guard/Reserve Family Member ID Card)

The steps for processing the application are in table 7-2.

**Table 7-2**  
Processing application for DD Form 1173-1 (DOD Guard/Reserve Family Member ID Card)

Step	Work center	Required action
1	PS(IDD)	Review application for accuracy.
2	PS(IDD)	Have applicant review and sign application.
3	PS(IDD)	Update DEERS.
4	PS(IDD)	Retain a copy of the application for office files.

## Section IV

**Task: Issue ID Cards (DD Form 1173-1 (DOD Guard/Reserve Family Member))**

### 7-7. Rules for issuing DD Form 1173-1 (DOD Guard/Reserve Family Member ID Card)

a. Complete by typewriter all entries on ID card. Alterations, erasures, or strikeovers are not permitted on any ID card. Any card having them is void and will be confiscated.

b. Recover the old ID card from applicant and destroy, as applicable.

c. Request the SSN of the applicant.

d. A sample DD Form 1173-1 is in figure 7-1, and instructions for completing items that are not self-explanatory follow. Procedures for taking photographs and eliminating cards are in chapter 2.

### 7-8. Steps for issuing DD Form 1173-1 (DOD Guard/Reserve Family Member ID Card)

The steps for issuing DD form 1173-1 are in table 7-3.

**Table 7-3**  
Steps for issuing DD Form 1173-1 (DOD Guard/Reserve Family Member ID Card)

Step	Work center	Required action
1	PS(IDD)	Prepare DD Form 1173-1. (See fig 7-1.)
2	PS(IDD)	Require applicant to check DD Form 1173-1 for accuracy and sign the card.
3	PS(IDD)	Issuing official will check ID card against application for accuracy and sign the ID card.
4	PS(IDD)	Record ID card number on application.
5	PS(IDD)	Record ID card issue in accountable forms control log.
6	PS(IDD)	Present new ID card and have applicant acknowledge receipt by annotating application.

DEPARTMENT OF DEFENSE GUARD AND RESERVE FAMILY MEMBER IDENTIFICATION CARD				
(Attach 1" x 1½" photograph here)	For identification only. NOT a pass to restricted or controlled areas.			
	1. ISSUED TO: NAME (Last, First, MI) AND RELATIONSHIP DOE JANE F (W)			
	2. HEIGHT 63"	3. WEIGHT 115	4. EYE COLOR GREEN	5. HAIR COLOR AUBURN
	6. SOCIAL SECURITY NO. 000-00-0000		7. DATE OF BIRTH (YYYYMMDD) 1964MARI7	
8. EXPIRATION DATE 1996MARI7	9. SIGNATURE			

DD Form 1173-1, JUL 89

124:187

POSTMASTER: If found, please return to place of issue (Item 11).	
10. SPONSOR: a. GRADE AND NAME (Last, First, MI) SSG DOE JOHN K	b. SOCIAL SECURITY NO 000-00-0000
c. SERVICE US ARMY	d. STATUS RES
11. PLACE OF ISSUE FORT BELVOIR, VA 22060	
12. DATE OF ISSUE (YYYYMMDD) 1992MARI8	13. SIGNATURE OF ISSUING OFFICER
WARNING: For official use of the person identified hereon. Use or possession except as prescribed is unlawful and will make the offender liable to a heavy penalty. (18 USC 499, 509, 1001)	
14. CARD NUMBER CG . 055, 078	

DD Form 1173-1 Reverse, JUL 89

Figure 7-1. Sample of a completed DD Form 1173-1

## Legend:

instructions for completing DD Form 1173-1

1. Issued to—Enter last name-first and middle initial and the relationship code of the sponsor. Block 35 or Block 63 of DD Form 1172 contain this information. Example: Jones, G.A., and SP for spouse.
2. Height—Enter the family member's height in inches. The valid range is 00-96 inches. Blocks 54 or 82 of DD Form 1172 apply.
3. Weight—Enter the family member's weight in pounds as prescribed in block 55 or 83 of DD Form 1172.
4. Eye color—Enter the family member's correct eye color as prescribed in block 52 or 80 of DD Form 1172. Example: Brown Eyes-BR.
5. Hair color—Enter the family member's correct hair color as prescribed in block 53 or 81 of DD Form 1172. Example: Brown Hair-BR.
6. Social security number—Enter the family member's SSN as prescribed in block 36 or 64 of DD Form 1172. Example: 000-00-0000.
7. Date of birth—Enter the family member's date of birth as prescribed in block 47 or 75 of DD Form 1172. Use 4-digit year, 3-character month, 2-digit format (YYYYMMDD). Use no more than 9 characters. Example: 1944SEP01.
8. Expiration date—Enter the maximum of 4 years from the date of verification of the DD Form 1172, the Reserve sponsor's expiration of service date, or the family member's 21st birthday or 23rd birthday if a full-time student, whichever occurs first. Use a 4-digit year, 3-character month, 2-digit day format (YYYYMMDD). Use no more than nine characters.

9. Signature—Each recipient must sign this block. If any recipient is incapable of signing, incapacitation permanent (incp) or incapacitating temporary (inct) should be indicated in this block.

10a. Sponsor grade and name—Enter the correct pay grade, as prescribed in block 6, and sponsor's last, first, MI.

10b. Sponsor social security number—Enter the sponsor's SSN as prescribed in block 3 of DD Form 1172. Example: 000-00-0000.

10c. Sponsor service—Enter the correct organization the sponsor is affiliated with from the valid abbreviations listed in block 5 of DD Form 1172.

10d. Sponsor status—Enter the correct abbreviation for the status of the sponsor listed in block 4 of DD Form 1172. Example: RES for all Reserve categories.

11. Place of issue—Enter issuing facility, city, and State.

12. Date of issue—Enter year, month, date using 4-digit year, 3-character month, 2-digit day format (YYYYMMDD). Use no more than nine characters.

13. Signature of issuing officer—The verifying official must sign this block. No other individual will sign for the verifying official.

14. Card number—The serial number assigned by the initial issuing activity has been printed on the card in this block. No additional information is required.

## Chapter 8 Geneva Conventions Identity Cards

### Section I Administrative Concerns

#### 8-1. General issuance policy

a. Articles of the Geneva Conventions of 1949 require that ID cards be issued to persons likely to become prisoners of war.

b. If captured, the prisoner must give his or her name, rank, SSN, and date of birth to the capturing authority.

c. Identity cards required by the Geneva Conventions, prisoners of war, in the sense of the present conventions, are persons belonging to one of the following categories, who have fallen into the power of the enemy:

- (1) Members of the Armed Forces.
- (2) Personnel who accompany the Armed Forces provided they have received authorization.
- (3) Medical personnel exclusively engaged in the search for, or the collection, transport, or treatment of the wounded or sick, or in the prevention of disease, staff exclusively engaged in the administration of medical units and establishments, as well as chaplains attached to the Armed Forces, will be respected and protected in all circumstances.
- (4) Members especially trained as hospital orderlies, nurses or auxiliary stretcher bearers, in search for or the collection, transport, or treatment of the wounded and sick, will likewise be respected and protected if they are carrying out these duties at the time they come into contact with the enemy or fall into his or her hands. Note: U.S. Army does not have any personnel who fall into this category.
- (5) The religious, medical, and hospital personnel of hospital ships and their crews will be respected and protected; they may not be captured during the time they are in the service of the hospital ship, whether or not there are wounded and sick on board.
- (6) The religious, medical, and hospital personnel assigned to the medical or spiritual care of members of the Armed Forces and other persons who are at sea and who are wounded, sick, or shipwrecked (including forced landings at sea by or from aircraft).

(7) The staff of the National Red Cross Societies and that of Voluntary Aid Societies, duly recognized and authorized by their governments, who may be employed and are placed on the same footings as such personnel, provided that the staffs of such societies are subject to military laws and regulations.

(8) Steps and rules for processing applications for Geneva Convention cards are located in tables 8-1 through 8-4.

### 8-2. Military-civilian grade relationships

a. The rank equivalencies do not convey that civilian personnel have rank or authority over military personnel. It is not the intent to require the use of those grade relationships for any other purpose; however, the table is coordinated with similar tables for precedence, housing entitlement, and other purposes to seek consistency to the extent possible.

b. See table 8-5 of Military Equivalent Grades for Prisoner of War Identification-by Service required by Articles 43 and 60 of the Geneva Conventions relative to the Treatment of Prisoners of War of August 12, 1949.

c. See table 8-6 of Civilian Equivalent Grades for Prisoner of War Identification required by articles 43 and 60 of the Geneva Conventions relative to the treatment of prisoners of war of August 12, 1949. See table 8-7 for Geneva Conventions Categories for special classes of civilian noncombatant personnel.

## Section II

### DD Form 489 (Geneva Conventions Identity Card for Persons who Accompany the Armed Forces)

#### 8-3. Issuance policy for DD Form 489

a. The DD Form 489 will be issued to the following:

- (1) Army civil service employees.
- (2) Other noncombatant civilians. (See table 8-7.)
- (3) Other personnel in overseas commands at the discretion of the overseas commander.

b. The card does not authorize or certify eligibility for any military benefits, privileges, or logistical support from DOD. The purpose of the DD Form 489 is for identification of civilian noncombatant personnel who have been authorized to accompany military forces of the United States in regions of combat and who are subject to capture and detention by the enemy as prisoners of war.

c. A duplicate card will be prepared for 'other' civilian noncombatant and retained by the issuing facilities. (See table 8-7.)

d. For DOD civilian employees, duplicate identification cards need not be prepared.

#### 8-4. Reissue

a. The DD Form 489 will be reissued to—

- (1) Replace a lost or stolen card.
- (2) Correct an error.
- (3) Individuals reclassified and placed in a different Geneva Convention category.

b. A sample DD Form 489 is shown in figure 8-1, and instructions for completing it follow.

## Section III

### Task: Process Application for DD Form 489

#### 8-5. Rules for processing application for issue of DD Form 489

a. The application used to apply for the DD Form 489 is the DD Form 1172. The DD Form 489 does not extend eligibility for military benefits, privileges, or logistical support from DOD.

b. The application will be prepared by the appropriate servicing personnel office of the individual requesting the Geneva Convention card.

c. The application will be reviewed to ensure applicant is a bona fide recipient and that the application has been properly verified.

d. A duplicate copy of the application will be retained by the issuing office and filed in alphabetical or numeric order.

e. A copy of the application will be returned to the servicing personnel office.

#### 8-6. Steps for processing application for issue of DD Form 489

The steps for processing application for issue of DD Form 489 (Geneva Convention ID card for civilians) are in table 8-1.

**Table 8-1**  
Processing application for issue of DD Form 489 (Geneva Convention ID Card for civilians)

Step	Work center	Required action
1	PS(IDD)	Review application for accuracy.
2	PS(IDD)	Require applicant to review and sign application.
3	PS(IDD)	Retain a copy of application for office files.

## Section IV

### Task: Issue Geneva Convention Card (DD Form 489)

#### 8-7. Rules for issuing the Geneva convention card (DD Form 489)

a. Complete by typewriter all entries on the DD Form 489. Alterations, erasures, or strikeovers are not permitted on any ID card. Any card having them is void and will be confiscated.

b. Whenever possible, recover the old ID card from the applicant and destroy, as applicable.

c. Procedures for taking photographs and laminating cards are in chapter 2.

d. Prepare a duplicate DD Form 489 for 'other' civilian noncombatant and retain at the issuing facility. (See table 8-7.)

#### 8-8. Steps for issuing the Geneva convention card (DD Form 489)

The steps for issuing Geneva convention card are in table 8-2.

**Table 8-2**  
Steps for issuing the Geneva convention card (DD Form 489)

Step	Work center	Required action
1	PS(IDD)	Prepare DD Form 489. (See fig 8-1.)
2	PS(IDD)	Require applicant to check DD Form 489 for accuracy and sign the card.
3	PS(IDD)	Issuing official will check ID card against application for accuracy and sign the ID card.
4	PS(IDD)	Record ID card number of application.
5	PS(IDD)	Record ID card issue in accountable forms control log.
6	PS(IDD)	Present new ID card and have applicant acknowledge receipt by annotating application.

## Section V

### DD Form 1934 (Geneva Conventions Identity Card for Medical and Religious Personnel who Serve in or Accompany the Armed Forces)

#### 8-9. Issuance policy for DD Form 1934

a. The DD Form 1934 will be issued to the following:

- (1) Army protected military medical and religious personnel.
- (2) Protected civilian medical and religious personnel.

b. The DD Form 1934 does not authorize or certify eligibility for any military benefits, privileges, or logistical support from DOD.

c. Soldiers taken as prisoners of war will use their DD Form 2A (Active or Reserve) to identify themselves. The DD Form 1934 will be used by protected personnel in addition to the DD Form 2A.

d. Military and civilian equivalent grades for prisoners of war are provided in tables 8-5 and 8-6.

#### 8-10. Reissue

a. The DD Form 1934 will be reissued to—

(1) Replace a lost or stolen card.

(2) Correct an error.

(3) Individuals reclassified and placed in a different Geneva Convention category.

b. A sample DD Form 1934 is in figure 8-2, and instructions for completing it follow.

c. The application used to apply for the DD Form 1934 is the DD Form 1172.

### Section VI

#### Task: Process Application for DD Form 1934

#### 8-11. Rules for processing application for issue of DD Form 1934

a. The application used to apply for the DD Form 1934 is the DD Form 1172. The DD Form 1934 does not extend eligibility for military benefits, privileges, or logistical support from DOD.

b. The application will be prepared by the appropriate servicing personnel office of the individual requesting the Geneva Convention card.

c. The application will be reviewed to ensure applicant is a bona fide recipient and that the application has been properly verified.

d. A duplicate copy of the application will be retained by the issuing office and filed in alphabetical or numeric order.

e. A copy of the application will be returned to the servicing personnel office.

#### 8-12. Steps for processing application for issue of DD Form 1934

The steps for processing application are in table 8-3.

**Table 8-3**  
Processing application for issue of DD Form 1934 (Geneva Convention ID Card for military)

Step	Work center	Required action
1	PS(IDD)	Review application for accuracy.
2	PS(IDD)	Require applicant to review and sign application.
3	PS(IDD)	Retain a copy of application for office files.

### Section VII

#### Task: Issue ID Cards (DD Form 1934)

#### 8-13. Rules for issuing DD Form 1934

a. Complete, by typewriter, all entries on the DD Form 1934. Alterations, erasures, or strikeovers are not permitted on any ID card. Any card having them is void and will be confiscated.

b. In the case of military medical and religious personnel, this card is in addition to the DD Form 2A (Active and Reserve). A duplicate card need not be issued, since documentation of their status is readily available in the personnel management systems of the military services.

c. In the case of DOD civilian employees, a duplicate card need not be issued.

d. For 'other' civilian personnel, a duplicate card will be delivered to the society to which the individual belongs (for example: Red Cross Personnel). See table 8-7.

e. Procedures for taking photographs and laminating cards are in chapter 2.

f. Whenever possible, recover old ID card from applicant and destroy, as applicable.

#### 8-14. Steps for issuing the DD Form 1934

The steps for issuing DD Form 1934 are in table 8-4.

**Table 8-4**  
Steps for issuing DD Form 1934 (Geneva convention ID card for military)

Step	Work center	Required action
1	PS(IDD)	Prepare DD Form 1934. (See fig 8-3.)
2	PS(IDD)	Require applicant to check DD Form 1934 for accuracy and sign the card.
3	PS(IDD)	Issuing official will check ID card against application for accuracy and sign the ID card.
4	PS(IDD)	Record ID card number of application.
5	PS(IDD)	Record ID card issue in accountable forms control log.
6	PS(IDD)	Present new ID card and have applicant acknowledge receipt by annotating application.

**Table 8-7**  
Geneva Convention categories or special classes of civilian noncombatant personnel

#### Item: 1

**Civilian Group:** Experts, consultants, and similar persons employed by the Federal Government.

**Category:** I through IV.

**Basis:** Salary or grade comparisons with the GS Classification (cols 5 through 7, and table 8-6.)

#### Item: 2

**Civilian Group:** Foreign Service personnel (GS, FSO, FSR, and FSS salary scales).

**Category:** Determined by the approving authority.

**Basis:** Direct salary comparisons with the GS classification (col 5, table 8-6).

#### Item: 3

**Civilian Group:** Nonappropriated fund employees.

**Category:** Determined by the approving authority.

**Basis:** GS equivalent (GSE), nonappropriated fund (NAF), AAFES salary (USP), wage (NA), or hourly (HPP) classification.

#### Item: 4

**Civilian Group:** Nonclassified nonappropriated fund employees.

**Category:** I through IV.

**Basis:** Grade comparison with civilian employees (cols 5 through 7, table 8-6).

#### Item: 5

**Civilian Group:** Advisors, observers, contractor representatives, employees, and members of religious organizations, and similar non-Federal personnel.

**Category:** I through IV.

**Basis:** Individual's standing in his or her profession, line of work, difficulty and responsibility of his or her duties.

#### Item: 6

**Civilian Group:** Employees of service organizations (such as United Service Organizations, Young Men's Christian Associations, Salvation Army).

**Category:** III and IV (col 9, table 8-6).

**Basis:** Salary or grade comparison with civilian employees (col 5 through 7, table 8-6).

**Table 8-7**  
**Geneva Convention categories or special classes of civilian**  
**noncombatant personnel—Continued**

**Item: 7**  
**Civilian Group:** Professional entertainers.  
**Category:** Determined by DA (acting for DOD) with recommendation of USO. Normally determined from col 9, table 8-6.  
**Basis:** Professional standing in the entertainment field.

**Item: 8**  
**Civilian Group:** American Red Cross personnel serving with the Armed Forces. (Army, acting for DOD, issues DD Form 489 or DD Form 1934 to Red Cross Staff members).  
**Category:** Determined by major overseas commander within whose jurisdiction they are permanently assigned.  
**Basis:** Comparable GS grade authorized for travel or housing (col 8, table 8-6).

**Item: 9**  
**Civilian Group:** Accredited news media representatives.  
**Category:** IV, Field grade officer.  
**Basis:** A specific rank equivalency is not required.

**Item: 10**  
**Civilian Group:** Aliens locally hired in foreign areas.  
**Category:** I through IV.  
**Basis:** As determined by military commander.

PHOTOGRAPH		UNITED STATES OF AMERICA DEPARTMENT OF DEFENSE WASHINGTON, D.C.	
		 GENEVA CONVENTIONS IDENTITY CARD For Citizens who accompany the Armed Forces	
LAST NAME - FIRST NAME - MIDDLE NAME <b>SMITH JOHN WILLIAM</b>		POSITION TITLE <b>REC SPECIALIST</b>	
CLASS NUMBER <b>A173272</b>	DATE ISSUED <b>1992MAR18</b>	EQUIVALENT RANK <b>MAJ/GS12</b>	SERVICE <b>US ARMY</b>
SIGNATURE OF MEMBER		SIGNATURE OF ISSUER	

PHOTOGRAPH	HEIGHT <b>70"</b>	WEIGHT <b>190</b>	COLOR HAIR <b>BROWN</b>	COLOR EYES <b>HAZEL</b>
	RELIGION <b>BAPT</b>	BLOOD TYPE <b>ANEG</b>	DATE OF BIRTH <b>1958APR03</b>	
NOTICE: THE PERSON WHOSE SIGNATURE, PHOTOGRAPH AND FINGERPRINTS APPEAR HEREON IS A PERSON ACCOMPANYING THE ARMED FORCES OF THE UNITED STATES, BUT NOT A PART OF THEM. THE CARD MUST BE CARRIED AT ALL TIMES BY THE PERSON TO WHOM IT IS ISSUED. IF TAKEN PRISONER HE SHALL AT ONCE SHOW THIS CARD TO THE DETAINING AUTHORITY TO ASSIST IN HIS IDENTIFICATION. HE IS ENTITLED TO BE GIVEN THE SAME TREATMENT, AND AFFORDED THE SAME PRIVILEGES AS A MEMBER OF THE ARMED FORCES IN THE RANK CATEGORY SHOWN.				
POSTMASTER: POSTAGE GUARANTEED RETURN CARD TO OFFICE OF THE ASSISTANT SECRETARY WASHINGTON, D.C. 20315			<b>000-00-0000</b> If Amed, please promptly return to nearest Armed Forces Installation or Office or place to C. E. Matthews.	

**Figure 8-1. Sample of a completed DD Form 489**

**Legend:**  
 instructions for completing DD Form 489

1. Photograph: Attach 1-by 1¼-inch photograph.
2. Name: Enter Person's last name, first name, and middle initial.
3. Position title: Enter job title (for example, "clerk," "entertainer," "Administrative Assistant")
4. Equivalent Rank: Enter military grade equivalent shown in table 8-5 (for example, III Company Grade Officer). For accredited news media representative, show "IV Field Grade Officer."
5. Service: Enter U.S. Army.
6. Fingerprints: If person's index finger is missing, substitute print of next finger. Note this on the card.
7. Blood type: Enter the blood group and type. Record the blood group as "A," "B," "AB," or "O," followed by "Pos" or "Neg." Do not use plus (+) or minus (-) signs to record the blood type.

PHOTOGRAPH	UNITED STATES OF AMERICA <b>DEPARTMENT OF DEFENSE</b> WASHINGTON, D.C.	
	<b>GENEVA CONVENTIONS IDENTITY CARD</b> For Medical and Religious Personnel Who Serve in or Accompany the Armed Forces	
	LAST NAME - FIRST NAME - MIDDLE NAME <b>DOE JANE SUE</b>	
	CAPACITY <b>US MEDICAL</b>	
ARMED SERVICES	RANK <b>SPC/E4</b>	SOCIAL SECURITY NO. <b>000-00-0000</b>
SIGNATURE OF BEARER		

PHOTOGRAPH	HEIGHT	WEIGHT	COLOR HAIR	COLOR EYES
	65"	130	BLACK	BROWN
	RELIGION	BLOOD TYPE	DATE OF BIRTH	
	PROT	BPOS	1962OCT20	
	CARD SERIAL NO.	DATE ISSUED		
	A575204	1992MAR18		
NOTICE: THE PERSON WHOSE SIGNATURE, PHOTOGRAPH AND FINGERPRINTS APPEAR HEREON IS PROTECTED BY THE GENEVA CONVENTIONS FOR THE AMELIORATION OF THE CONDITION OF WOUNDED AND SICK IN THE ARMED FORCES IN THE FIELD AND AT SEA OF AUGUST 12, 1949. IF THE BEARER SHALL FALL INTO THE HANDS OF AN ENEMY OF THE UNITED STATES HE SHALL AT ONCE SHOW THIS CARD TO THE DETAINING AUTHORITIES TO ASSIST IN HIS IDENTIFICATION. WHILE RETAINED HE IS ENTITLED AS A MINIMUM TO THE BENEFITS AND PROTECTIONS EXTENDED TO PRISONERS OF WAR OF EQUIVALENT RANK.				
If Armed Forces will promptly return to the nearest Armed Forces hospital or place in a U.S. Mailbox.				
ADDRESS: (SEE 2) OFFICE OF THE ASSISTANT SECRETARY WASHINGTON, D.C. 20304				

Figure 8-2. Sample of a completed DD Form 1934

**Legend:**

*Instructions for completing DD Form 1934*

1. **Photograph:** Attach 1-by 1½-inch photograph. Military member must wear his or her uniform.
2. **Name:** Enter person's last name, first name, and middle name. Data on DD Form 1934 must be same as on DD Form 2A (green). Either or both cards may be reissued to show identical data.
3. **Capacity:** For military members, enter "U.S. Army Chaplain," "U.S. Army Medical," and so forth. For civilians, enter the name of the voluntary aid society and the skill (for example, American Red Cross Medical).
4. **Rank:** For military members, enter grade (for example, COL, SGM).
5. **Social security number:** Enter SSN. Hyphenate between third and fourth digits and between fifth and sixth digits.
6. **Fingerprints:** If member's index finger is missing, substitute print of next finger. Note this on the card.
7. **Blood type:** Enter the blood group and type. Record the blood group as "A," "B," "AB," or "O," followed by "Pos" or "Neg." Do not use plus (+) or minus (-) signs to record the blood type.

**Table 8-5**  
**Military Equivalent Grades for Prisoner of War Identification (See note)**

Geneva Convention Category	Military Grade Group	Navy, Coast Guard, National Oceanographic and Atmospheric Administration			
		Army	Air Force	Marine Corps	
1	2	3A	3B	3C	3D
General Officers, Prisoners of War of Equivalent Rank	O-10	General	Admiral	General	General
	O-9	Lieutenant General	Vice Admiral	Lieutenant General	Lieutenant General
	O-8	Major General	Rear Admiral (upper half)	Major General	Major General
	O-7	Brigadier General	Rear Admiral (lower half) Commodore	Brigadier General	Brigadier General
Majors, Lt Colonels, Colonels, Prisoners of War of Equivalent Rank	O-6	Colonel	Captain	Colonel	Colonel
	O-5	Lt Colonel	Commander	Lt Colonel	Lt Colonel
	O-4	Major	Lt Commander	Major	Major
	O-3	Lieutenant	Lieutenant	Captain	Captain
Warrant Officers, Commissioned Officers Below Major, and Prisoners of War of Equivalent Rank	O-2	1st Lieutenant	Lieutenant (J.G.)	1st Lieutenant	1st Lieutenant
	O-1	2d Lieutenant	Ensign	2d Lieutenant	2d Lieutenant
	W-4	Chief Warrant	Chief Warrant	Chief Warrant	Chief Warrant
	W-3	Chief Warrant	Chief Warrant	Chief Warrant	Chief Warrant
Sergeants and Other Non-Commissioned Officers, Prisoners of War of Equivalent Rank	W-2	Chief Warrant	Chief Warrant	Chief Warrant	Chief Warrant
	W-1	Warrant Officer	Warrant Officer	Warrant Officer	Warrant Officer
	E-9	Command Sgt Maj Sergeant Major	Master Chief Petty Officer	Chief Master Sgt	Sergeant Major Master Gunnery Sergeant
	E-8	First Sergeant M/Sgt	Senior Chief Petty Officer	Senior Master Sgt	First Sergeant Master Sergeant
	E-7	Sergeant 1/c	Chief Petty Officer	Master Sergeant	Gunnery Sergeant
	E-6	Staff Sergeant	Petty Officer 1/c	Tech Sergeant	Staff Sergeant
Prisoners Ranking Below Sergeant	E-5	Sergeant	Petty Officer 2/c	Staff Sergeant	Sergeant
	E-4	Corporal Specialist	Petty Officer 3/c	Sergeant	Corporal
	E-3	Private 1/c	Seaman	Airman 1/c	Lance Corporal
	E-2	Private	Seaman Apprentice	Airman	Private First Class
	E-1	Private	Seaman Recruit	Airman Basic	Private

Note: This table was extracted from DODI 1000.1

**Table 8-6**  
**Civilian Equivalent Grades for Prisoner of War Identification (See note)**

Geneva Convention Category	Military Grade Group	Army Others on Reverse	Public Health Service	Civilian Grade Groups			American Red Cross	USO	Civilian ID Cards
				General Schedule	Federal Wage System	Teachers			
1	2	3	4	5	6	7	8	9	10
V General Officers, Prisoners of War of Equivalent Rank	0-10, 0-9	General, Lt General	—	—	—	—	—	—	V
	0-8	Major General	Surgeon General	GS-16 thru GS-18	—	—	—	—	General Officer
	0-7	Brigadier General	Deputy Surgeon General	—	—	—	—	—	Executive Directors
	0-6	Colonel	Assistant Surgeon General	GS-15	—	—	68	—	—
IV Majors, Lt Colonels, Colonels, Prisoners of War of Equivalent Rank	0-5	Lt Colonel	Medical Director	GS-14, GS-13	Ships Pilots, WS-14 thru WS-19, WL-15, and production Support Equivalents	—	64, 65	—	IV Field Grade Officer
	0-4	Major	Senior Surgeon	GS-12	—	—	60-63	—	
	0-3	Captain	Surgeon	GS-11, GS-10	—	—	60-63	—	
III Warrant Officers, Commissioned Officers Below Major, and Prisoners of War of Equivalent Rank	0-2	1st Lieutenant	Assistant Surgeon	GS-9	WS-8 thru WS-13 WL-6 thru WL-14 WO-12 thru WO-15 WP-17, 18 and Production Support Equivalents	Class I, steps 3-5 15 II, III	—	—	III Company Grade Officer
	W-4	Chief Warrant Officer	—	GS-8					
	W-3	Chief Warrant Officers, W4, W3	—	—					
	0-1	2d Lieutenant	Jr Asst Surgeon	—					
	W-2	Chief Warrant Officer	—	GS-7					
	W-1	W2, Warrant Officer	—	—					
II Sergeants and Other Non-Commissioned Officers, Prisoners of War of Equivalent Rank	E-9, E-8	Sergeant Major Master Sergeant	—	GS-6	WS-1 thru WS-7 WL-1 thru WL-5 WC-9 thru WC-11 WP-16	—	51-53	—	II Non-Com
	E-7	Sergeant First Class	—	—					
	E-6	Staff Sergeant	—	—					
	E-5	Sergeant	—	GS-5					
	E-4	Corporal	—	GS-4					
I Prisoners Ranking Below Sergeant	E-1	—	—	GS-3	WC-1 thru WC-8 W-4 thru WP-10	—	—	—	I Enlisted
	E-3	Other Enlisted	—	thru GS-4					

Note: This table was extracted from DODI 1000.1

## Chapter 9 Civilian Identification Card

### Section I Administrative Concerns

#### 9-1. General issuance policy

a. The DA Form 1602 (Civilian Identification Card) 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 continental United States (CONUS) and overseas.

b. Heads of HQDA agencies and MACOMs decide who needs a card. This authority may be delegated.

c. The DA Form 1602 will be turned in upon expiration or when the individual's service is terminated.

d. Persons overseas will turn in cards to the overseas commander before returning to the United States unless the commander decides there is a further need for the card.

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

f. The DA Form 1602 may be issued to—

(1) Civilians employed by the Army, including nonappropriated fund employees and civilian marine personnel on duty on Army vessels.

(2) Civilian industrial contractor's employees working on projects and contracts for the Army.

(3) Civilians of other than Government agencies who must identify themselves before entering Army installations, facilities, or activities.

(4) Family members of civilian employees overseas.

(5) Red Cross personnel serving with the Armed Forces of the United States.

(6) Other individuals for whom there is a need for identification as determined by the issuing authority, in keeping with the intent of the ID card.

g. The ID card will not be issued to 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.

**9-2. Expiration date**

The expiration date for DA Form 1602 will be no longer than 4 years from the date of issue. This is normally for full-time civilian employees. Any period of time up to 4 years may be used at the discretion of the civilian personnel office or installation commander. Shorter periods are normally used for part-time or new employees.

**Section II**

**Task: Verify Eligibility for Civilian ID Card (DA Form 1602)**

**9-3. Rules for verifying eligibility for civilian ID card (DA Form 1602)**

a. Eligibility or need for the DA Form 1602 is decided by heads of HQDA agencies and MACOMs. This authority may be delegated.

b. Upon request by the appropriate delegated authority, the ID card work center may initiate the application and verify eligibility.

**9-4. Steps for verifying eligibility for civilian ID card (DA Form 1602)**

The steps required for verifying eligibility are in table 9-1.

**Table 9-1**  
**Verifying eligibility for civilian ID card (DA Form 1602)**

Step	Work center	Required action
1	PS(IDD)	Review request from the appropriate authority.
2	PS(IDD)	Prepare and verify application using the request from the appropriate authority.

**Section III**

**Task: Process Application for Civilian ID Card (DA Form 1602)**

**9-5. Rules for processing application for issue of civilian ID card (DA Form 1602)**

a. Review the application to ensure the applicant is a bona fide recipient and that the application has been properly verified.

b. A duplicate copy of the application will be retained by the issuing office and filed in alphabetical or numeric order.

**9-6. Steps for processing application for issue of civilian ID card (DA Form 1602)**

The steps for processing application are in table 9-2.

**Table 9-2**  
**Processing application for civilian ID card (DA Form 1602)**

Step	Work center	Required action
1	PS(IDD)	Review application for accuracy.
2	PS(IDD)	Have applicant review and sign the application.
3	PS(IDD)	Retain a copy of the application for office files.
4	PS(IDD)	Return a copy of the application to the requesting authority for file.

**Section IV**

**Task: Issue ID Card**

**9-7. Rules for issuing DA Form 1602 (civilian)**

a. Complete, by typewriter, all entries on the ID card. Alterations, erasures, or strikeouts are not permitted on any ID card. Any card having them is void and will be confiscated. Fingerprints are not necessary or required.

b. Recover the old ID card from individual and destroy, as applicable.

c. A sample of a completed DA Form 1602 is in figure 9-1, and instructions for completing the form follow. Procedures for taking photographs and laminating cards are in chapter 2.

**9-8. Steps for issuing DA Form 1602 (civilian)**

The steps for issuing DA Form 1602 are in table 9-3.

**Table 9-3**  
**Steps for issuing DA Form 1602 (civilian)**

Step	Work center	Required action
1	PS(IDD)	Prepare DA Form 1602. (See fig 9-1.)
2	PS(IDD)	Require the applicant to check DA Form 1602 for accuracy and sign.
3	PS(IDD)	Issuing official reviews for accuracy and sign.
4	PS(IDD)	Record ID card number in control log.
5	PS(IDD)	File one copy of the application and return one copy to the applicant.

## Chapter 10 Security Identification Cards and Badges

### Section I Administrative Concerns

#### 10-1. General issuance policy

- a. Security ID cards and badges may be used to control access to installations and activities.
- b. They will be issued (in addition to other required ID cards) to the following:
  - (1) Military personnel.
  - (2) Civilian employees.
  - (3) Contractor employees.
  - (4) Visitors.
- c. The cards and badges may be used by the above for entering installations, activities, or restricted areas as determined by the commander concerned.
- d. Heads of HQDA agencies and MACOMs determine when security ID cards or badges are needed, withdrawn, or reissued.
- e. The installation or agencies concerned procure (except DD or DA Forms), prepares, issues, and uses cards and badges, as well as budgets and provides funds for them.
- f. 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.
- g. The card or badge may have attachments that permit fastening to clothing or suspension around the bearer's neck.

#### 10-2. Security features

- a. Commanders may add security features such as access delineation or restriction information or other information necessary to attain a desired level of security.
- b. According to the specification below, heads of HQDA agencies and MACOMs may design their own format and specify color and shape.
- c. Commanders may add other security features that may be desired to fit certain needs.
- d. If these specifications are met, 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.

### Section II

#### Task: Security Identification Cards and Badges

#### 10-3. Specifications for security identification cards and badges

- a. Cards and badges must identify the name of the installation or activity for which the card or badge is valid.
- b. Cards and badges must show the name of the person to whom issued. Visitors cards and badges may show "VISITOR" in place of name.
- c. Cards and badges must contain a card or badge serial number or sequence number to aid control and accountability.
- d. Cards and badges will show an expiration date.
- e. Cards and badges will identify the areas for which the card or badge is valid.
- f. 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.
- g. 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.

#### 10-4. Design

- a. 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.

FOR IDENTIFICATION ONLY

DEPARTMENT OF THE ARMY CIVILIAN IDENTIFICATION	
PHOTOGRAPH	INSTALLATION OR COMMAND AND ADDRESS <b>FORT BELVOIR, VA 22060</b>
	NAME <b>DOE JOHN F</b>
	STATUS <b>CIV/GS09</b>
EXPIRATION DATE <b>1994MAR17</b>	UNIT, SECTION, BRANCH OR ACTIVITY <b>DPCA, FT BELVOIR, VA</b>
SOCIAL SECURITY NUMBER <b>000-00-0000</b>	SIGNATURE

IF FOUND DROP IN NEAREST U.S. MAIL BOX

LJHJWVBAOD SJVAIS GELJMI SML AD ALJEMOM

DATE OF BIRTH <b>1959APR13</b>	WEIGHT <b>168</b>	HEIGHT <b>67"</b>	COLOR HAIR <b>BLOND</b>
COLOR EYES <b>BLUE</b>	SEX <b>M</b>	DATE OF ISSUE <b>1992MAR18</b>	
SIGNATURE OF ISSUING OFFICER			
WARNING <small>ISSUED FOR OFFICIAL USE OF THE HOLDER DESIGNATED HEREON USE OR POSSESSION EXCEPT AS PRESCRIBED IS UNLAWFUL AND WILL MAKE THE OFFENDER LIABLE TO HEAVY PENALTY. 18 U S C 490, 500 AND 701.</small>		POSTMASTER <small>POSTAGE GUARANTEED RETURN TO THE ADJUTANT GENERAL DEPARTMENT OF THE ARMY WASHINGTON 25 D C</small>	
CARD NUMBER <b>2170660</b>			

PROPERTY OF THE UNITED STATES GOVERNMENT

Figure 9-1. Sample of a completed DA Form 1602

#### Legend:

#### Instructions for completing DA Form 1602

1. Place of employment. Name of office of employment, command or installation.
2. Employment status.
  - a. 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." Example of duties: "Food Inspector," "Building Inspector."
  - b. Civilian employee of another Government agency. "Civilian Employee" and the name of the agency or office of employment.
  - c. 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."
  - d. 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."
  - e. Family member. "Family Member of," followed by information identifying one of the principals above. Examples: "Family Member of Civilian Employee," "Family Member of Manufacturer's Representative."
3. Expiration date. The date will not be more than 4 years from the date of issue as determined by the installation commander or civilian personnel office. Shorter periods are normally used for part-time, new, and temporary employees.
4. Unit, section. Enter unit, section, branch activity if card is used as a building pass. If used for other reasons, enter "Not Applicable."

b. Physical features which aid in identification may be listed. For example, height, weight, color hair, eyes, sex, date of birth, and fingerprints.

c. The card or badge may show the name, grade, title, and signature of the authorizing official.

d. 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.

e. The card or badge may contain special inks or dyes that would be noticeably erased or bleed when altered.

f. The card or badge may contain design features difficult to duplicate such as visible cross threads or wires, fluorescent inks, and so forth.

### Section III

#### Task: Control, Storage, and Classification

##### 10-5. Rules for control, storage, and classification

a. The installation or activity concerned will establish local procedures for controlling the issue, turn-in, recovery, or expiration of their specific security ID cards and badges.

b. Procedures will also be established for handling and storing engraved plates and all printed or coded parts of the cards and badges.

##### 10-6. Steps for control, storage, and classification

a. 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.

b. 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). Lost badges will be invalidated promptly.

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

### Section IV

#### Task: Verify Eligibility for Security ID Cards and Badges

##### 10-7. Rules for verifying eligibility for security ID cards and badges

a. Eligibility or need for an installation-specific security ID card or badge is determined by the commander at the local level or his or her designee.

b. Upon request by the appropriate delegated authority, the ID card work center may initiate the application and verify eligibility.

##### 10-8. Steps for verifying eligibility for security ID cards and badges

The steps required for verifying eligibility are in table 10-1.

Table 10-1

#### Verifying eligibility for security ID card and badges

Step	Work center	Required action
1	PS(IDD)	Review request from the appropriate local authority.
2	PS(IDD)	Prepare and verify application using the request from the appropriate authority as eligibility verification.

### Section V

#### Task: Process Application for Security ID Cards and Badges

##### 10-9. Rules for processing application for security ID cards and badges

a. Application will be made in writing for the security ID card or badge.

b. A duplicate copy of the request will be retained by the issuing office.

##### 10-10. Steps for processing application for security ID cards and badges

The steps for processing applications are in table 10-2.

Table 10-2

#### Process application for security ID cards and badges

Step	Work center	Required action
1	PS(IDD)	Review application for accuracy.
2	PS(IDD)	Have applicant review and sign application.
3	PS(IDD)	Retain a copy of the application for office files.
4	PS(IDD)	Return a copy of the application to the requesting authority for file.

### Section VI

#### Task: Issue Security ID Card or Badge

##### 10-11. Rules for issuing security ID cards or badges

a. Complete, by typewriter, all entries on the ID card. Alterations, erasures, or strikeovers are not permitted on any ID card. Any card having them is void and will be confiscated.

b. When possible, recover old ID cards from individual and destroy, as applicable.

##### 10-12. Steps for issuing security ID cards or badges

The steps for issuing security ID cards or badges are in table 10-3.

Table 10-3

#### Steps for issuing security ID cards and badges

Step	Work center	Required action
1	PS(IDD)	Prepare card or badge.
2	PS(IDD)	Require applicant to review for accuracy.
3	PS(IDD)	Issuing official reviews for accuracy.
4	PS(IDD)	Record ID card number in control log.
5	PS(IDD)	File one copy of the application and return one copy to the applicant.

## Chapter 11 Identification Tags

### Section I

#### Administrative Concerns

##### 11-1. General issuance policy

a. ID tags are issued to the following military personnel of the Army and to civilians overseas:

(1) Military personnel of the Army. 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.

- (2) U.S. civilian employees.
- (3) Family members of U.S. Army personnel.
- (4) Other U.S. nationals under the jurisdiction of overseas commanders.

Family members who are not citizens may be furnished ID tags on request. The phrase "Depn of U.S. Natl" will be shown on the tags.

b. The issuance of Medical Warning Tags which serve as a means of rapid recognition of selected health problems is covered under AR 40-15.

#### 11-2. Requirements

a. Military personnel will wear their tags at all times when—

- (1) In a field environment.
- (2) Traveling in aircraft.
- (3) OCONUS.

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

c. 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 for temporary burials overseas. The tags will be placed on the remains when prepared for final burial AR 600-8-1.

### Section II

#### Task: Process Application for ID Tags

#### 11-3. Rules for processing application for ID tags

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

b. Ensure that the applicant is a bona fide recipient.

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

#### 11-4. Steps for processing application for ID tags

a. Prepare ID tags per figure 11-1, according to instructions provided.

b. Tags will be prepared in duplicate.

#### 11-5. Steps for issuing ID tags

The steps for issuing ID tags are in table 11-1, followed by instructions for preparing them.

Table 11-1  
Steps for issuing ID tags

Step	Work center	Required action
1	PS(IDD)	Review application for accuracy.
2	PS(IDD)	Have applicant review and sign application.
3	PS(IDD)	Prepare set of tags. (See fig 11-1.)
4	PS(IDD)	Review tags for accuracy.
5	PS(IDD)	Have applicant review tags for accuracy.
6	PS(IDD)	Present tags to applicant.

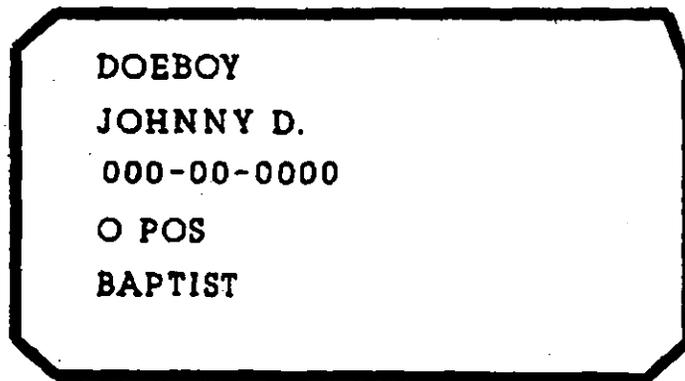


Figure 11-1. ID tags

#### Legend:

##### Instructions for preparing ID tags

**Line 1** Enter last name, first name, middle initial of wearer. Example: Smith, John Z. If the full name cannot be embossed on the first line, put the last name on line 1, the first name and middle initial on line 2. Advance each remaining line. If a U.S. National, the name will be the same as shown on passport or ID card.

**Line 2** Enter social security number.

Hyphenate between the third and fourth digits and between the fifth and sixth. Example: 000-00-0000.

**Line 3** Blood group and type. Record as "A," "B," "AB," or "O," followed by "POS" OR "NEG." Do not use plus (+) or minus (-) signs to record the blood type. (This fulfills para 10, NATO STANAG 2939).

**Line 4** See item 1.

**Line 5** Religious preference. Spell out when possible. Examples: Assembly of God, House of David, Baptist, Jewish, Buddhist, Church of God, Moslem, Eastern Orthodox, Protestant, Roman Catholic, and so forth. Use contractions or abbreviations when the name exceeds 18 spaces. Examples: American Evangelical Christian Church—Amer Evang Church, United Free Will Baptist—U Free Bapt, Christ Unity Science Church—Chr Unity Sci Ch, African Methodist Episcopal Church—Af Meth Episc Ch, Conservative Amish Mennonite Con Amish Mennon

"No preference" if a person does not wish to designate a religious preference or make no statement of religious belief. Religious belief may be changed on tags at any time the soldier desires.

## Chapter 12

### Defense Enrollment Eligibility Reporting System

#### Section I

##### Administrative Concerns

#### 12-1. General policy

a. DEERS is a congressionally mandated program established to improve the control and distribution of available uniformed services benefits and privileges, to improve the projection and allocation of costs for existing and future benefits programs, and to minimize the fraudulent use of benefits by unauthorized persons.

b. DEERS was established initially to provide both Congress and DOD a single source of entitlement and demographic information on the uniformed services beneficiary population. The program serves the Army, Navy, Air Force, Marine Corps, Coast Guard, the Public Health Service, and the National Oceanic and Atmospheric Administration and Veterans' Affairs.

c. Enrollment in DEERS is mandatory for persons entitled to receive uniformed services benefits and privileges and Veterans' Affairs benefits.

d. The information contained on the DEERS database is protected by the Privacy Act of 1974. Users are cautioned that release of DEERS data to unauthorized individuals may result in prosecution. DEERS data are for official use only.

e. Enrollment into the DEERS database is normally accomplished at the ID card work center by the verifying official (either manually or automated) for initial enrollment of family members. However, if it is later determined that the verifying official did not accomplish enrollment, it then is incumbent upon the issuing officer to enroll the eligible family member (either manually or automated).

f. The DEERS Enrollment System is managed and maintained by the DEERS Database System Division (DBSD). The Enrollment System combines sponsor data with family member data to create family records for all persons eligible for uniformed services benefits.

g. The DBSD maintains history and cross reference records, as well as address and other auxiliary files, for research and reporting requirements.

h. Segments of the Enrollment System database are transmitted regularly to the Eligibility System database, which is accessible in an on-line mode for uniformed services personnel offices, health treatment facilities, and CHAMPUS Fiscal Intermediaries (FIS).

i. Sponsors or family members may initiate changes to telephone numbers and addresses on-line through any of the DEERS applications without submission of a new sponsor-signed DD Form 1172.

j. DEERS enrollment is a partnership among the sponsor, the verifying and issuing officials, and DEERS. Each partner has specific functions.

(1) Sponsors initially enroll their family members; report all changes in their eligible family members' status; for example, births, death, marriages, divorces; and provide certified official documents verifying the status of their eligible family members.

(2) Verifying and issuing officials check the sponsor's legal documentation; determine appropriate benefits and their termination; ensure that only entitled beneficiaries are enrolled in DEERS; ensure the completeness, accuracy, and timeliness of the enrollment process (manual or automated).

(3) DEERS receives and processes DEERS enrollment and provides feedback reports to verifying and issuing officials and authorized Government agencies.

k. The following listings and reports are available from DBSD:

(1) *AD enrollment listings.* Enrollment listings provide an extract from DEERS for each AD sponsor assigned to an activity or matched with a provided tape roster, to show the family member data on the DEERS Database.

(2) *Demographic and statistical reports.* Demographic and statistical reports are also available for authorized users. Reports by Service, status or sex, relationship and seven categories of age are available for population groups based on five-digit ZIP Code. The reports can be furnished at the five-digit ZIP Code or total by Service.

l. A 100 percent eligibility check is required on any individual requesting DEERS enrollment or ID card issue.

m. Uniformed services treatment facilities are required to verify the eligibility of the patients seeking routine medical care. Individuals not on the DEERS database will be denied care. Also, CHAMPUS claims will be denied when individuals are not enrolled in DEERS database.

n. Exceptions to denial policy are as follows:

(1) Family members of sponsors assigned OCONUS. If a sponsor is on the DEERS Database but is assigned OCONUS, his or her family members who are not enrolled in DEERS may be treated upon presentation of a valid DD Form 1173 (the DD Form 1173 of the parent or guardian may be used for children under 10 years old).

(2) Retired Guard/Reserve personnel recently eligible to receive retired pay and their eligible family members. The Guard/Reserve sponsor must have a copy of his or her orders that describe the period of AD, which must be in excess of 30 days. The beginning of the AD period must be within the previous 120 days.

(3) Foreign military sponsors or family members will not be enrolled on the DEERS Database.

(4) Service secretary designees are not enrolled on DEERS, but are authorized treatment as indicated on the Letter of Designation. No ID card is issued.

## 12-2. Enrollment for the Reserve Component personnel

a. The RC members enroll their family members by submission of a properly completed DD Form 1172. The DD Forms 1172 are submitted, normally in batches of 50 or less, to the DEERS Enrollment Processing Center (DEPC). These individuals are enrolled through the On Line Guard/Reserve (OLGR) application, not on eligibility file.

b. The accuracy of the DEERS Guard/Reserve sponsor file is governed by the accuracy of each service component's monthly submission into the Reserve Components Common Personnel Data System (RCCPDS).

c. After processing the DD Form 1172 information against the sponsor file, Database Systems Division (DBSD) produces an acceptance report which reflects the acceptance or rejection of each DD Form 1172 submitted in a Guard/Reserve batch.

d. Verifying officials responsible for submitting DD Forms 1172 must batch RC enrollment DD Forms 1172 separately from other enrollment DD Forms 1172 for eligible beneficiaries before forwarding the documents to DEPC. DEPC processes these batches separately to produce separate acceptance reports.

## Section II

### Task: Process Application for Enrollment

#### 12-3. Rules for manual processing enrollment

a. Sponsors who are not automatically enrolled must be enrolled through the DD Form 1172 process.

b. A sponsor who retired from AD before 1972 and waived retired pay to receive VA disability compensation.

c. Certain Guard/Reserve sponsors must be enrolled manually because RCCPDS records do not reflect short-term (31 to 179 days) assignments.

d. An enrollment check of Title III Retirees will be completed 90 days before they become eligible on their 60th birthday by Service Finance Centers of Reserve Retirees.

e. Also, sponsors may be added when the verifying official is required to add the record to issue ID cards where a sponsor does not yet exist on the database.

f. Enrollment for all family members must be accomplished by submitting a verified DD Form 1172 signed by both the sponsor and an authorized verifying official.

g. For locations not having an on-line (automated) update capability, the DD Form 1172 must be completed, verified, and submitted to DEPC as described in table 12-1 and figure 12-1.

#### 12-4. Steps for manual processing enrollment

The steps for manually processing enrollment are shown in table 12-1.

**Table 12-1**  
**Steps for manual enrollment of DEERS**

Step	Work center	Required action
1	PS(1DD)	Review the DD Form 1172 for accuracy.
2	PS(1DD)	Have applicant review and sign application.
3	PS(1DD)	Retain a copy of the application for office files.
4	PS(1DD)	Forward the original copy of the application to DEPC. (See fig 12-1, sample of completed DD Form 2268 (Defense Enrollment Eligibility Reporting System (DEERS) Batch Transmittal)).

**12-5. Rules for automated enrollment**

- a. Enrollment will be accomplished by submitting a verified DD Form 1172 signed by both the sponsor and an authorized verifying official.
- b. The data contained on the DD Form 1172 may be entered on-line using the OLPU/OLGR/RAPIDS applications.
- c. Even when no ID card is issued but DEERS enrollment is required (example: children under the age of 10) proper and relevant legal documentation is required for all initial enrollments.
- d. Sponsors or family members may initiate changes to telephone numbers and addresses on-line through any of the DEERS/RAPIDS applications without submitting a new sponsor-signed DD Form 1172.
- e. Enrollment should be accomplished on-line with the applicant present.

**12-6. Steps for automated enrollment**

The steps required for automated enrollment are shown in table 12-2.

**Table 12-2**  
**Steps for automated enrollment of DEERS**

Step	Work center	Required action
1	PS(IDD)	Review application for accuracy.
2	PS(IDD)	Have applicant review and sign application.
3	PS(IDD)	Retain a copy of the application for office files.
4	PS(IDD)	Present a copy of the application to the applicant.
5	PS(IDD)	Forward a copy of the application to the AD members unit for file in the MPRL.

## DEFENSE ENROLLMENT ELIGIBILITY REPORTING SYSTEM (DEERS) BATCH TRANSMITTAL

<b>1. FROM</b> a. NAME OF ORGANIZATION (27 Characters)  PERSCOM b. ORIGINATING OFFICE / CODE (27 Characters)  ATTN: TAPC-PDO-IP	<b>2. TO</b>  DEERS Enrollment Processing Center Post Office Box 16008 Monterey, CA 93942-6008																																					
<b>c. MAILING ADDRESS (Include Street Address, City, State, ZIP Code) (2 Lines, 29 Characters each)</b> 200 Stovall St. Alexandria, VA 22332																																						
<b>3. NUMBER OF DOCUMENTS ENCLOSED</b>																																						
<b>4. TRANSMITTAL NUMBER</b>  <table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="border: none;">A</td> <td style="border: none;">/</td> <td style="border: none;">P</td> <td style="border: none;">C</td> <td style="border: none;">W</td> <td style="border: none;">4</td> <td style="border: none;">M</td> <td style="border: none;">O</td> <td style="border: none;">A</td> <td style="border: none;">A</td> <td style="border: none;">/</td> <td style="border: none;">1</td> <td style="border: none;">6</td> <td style="border: none;">8</td> <td style="border: none;">/</td> <td style="border: none;">1</td> <td style="border: none;">2</td> <td style="border: none;">3</td> </tr> <tr> <td style="border: none; font-size: small;">Branch of Service</td> <td style="border: none;"></td> <td style="border: none; font-size: small;">Command Code (Army &amp; Navy)</td> <td style="border: none;"></td> <td style="border: none; font-size: small;">UIC/PAS Code/RUC-MCC/OPFAC</td> <td style="border: none;"></td> <td style="border: none; font-size: small;">Day of Year</td> <td style="border: none;"></td> <td style="border: none; font-size: small;">Batch Number</td> <td style="border: none;"></td> </tr> </table>		A	/	P	C	W	4	M	O	A	A	/	1	6	8	/	1	2	3	Branch of Service		Command Code (Army & Navy)		UIC/PAS Code/RUC-MCC/OPFAC		Day of Year		Batch Number										
A	/	P	C	W	4	M	O	A	A	/	1	6	8	/	1	2	3																					
Branch of Service		Command Code (Army & Navy)		UIC/PAS Code/RUC-MCC/OPFAC		Day of Year		Batch Number																														
<b>5. INDIVIDUAL FORWARDING BATCH</b>																																						
a. SIGNATURE  	b. PHONE NUMBERS (1) Autovon 221-1111 (2) Commercial 703 325-1111	c. DATE SIGNED (YYMMDD)  910611																																				

### INSTRUCTIONS

This form shall be used when mailing manual DD Forms 1172 to DEERS. Do not mail automated DD Forms T-1172-1 or 1172-1 prepared on RAPIDS or DEERS on-line systems. To process enrollment transactions that can not be accomplished on-line, users must use the September 1979 version of the manual DD Form 1172. Additional instructions are contained in the DEERS Program Manual, DoD 1341-M, or in applicable Uniformed Service regulations.

**BLOCK 1:**

- a. Give complete name of submitting activity. Abbreviate as necessary. Use no more than 27 characters. Example: Abbreviate Fighter Squadron Three Zero One as FITRON 301.
- b. Give internal routing indicator, office code, Base PO Box, as appropriate. Use no more than 27 characters. Example: ATTN: AFZT-AG-P.
- c. Give complete street address or base name and city, state, and ZIP code. Spell out the city for CONUS addresses. Use 2 lines with no more than 29 characters each.

Example: 2100 L St., Naval Air Station  
Jacksonville, FL 32212

**BLOCK 2:** Self-explanatory.

**BLOCK 3:** Enter number of DD Forms 1172 enclosed. Batch documents in numbers not to exceed fifty (50) per transmittal form.

**BLOCK 4:** Branch of Service of submitting office:

- |                  |   |
|------------------|---|
| A - Army         | P - Coast Guard                                     |
| M - Navy         | E - Public Health Service                           |
| N - Marine Corps | I - National Oceanic and Atmospheric Administration |
| F - Air Force    | O - Other   |

**Command Code (Army and Navy):** Enter appropriate two character code for your organization's major command. (See additional instructions on reverse.)

**UIC/PAS Code/RUC-MCC/OPFAC:** Enter 8-character (6-character for Army and 5-character for Navy) unique identifier. If appropriate identifier code for your organization is less than 6-8 characters, precede it with zeros.

**Day of Year:** Enter 3-digit Julian date code. Example: March 9, 1986 is 068.

**Batch Number:** Enter 3-digit batch sequence number (001-000). For the first batch of each new day of year, begin with 001.

**BLOCK 5a:** Enter signature of individual forwarding batch.

**BLOCK 5b:** Enter both commercial and autovon phone numbers of individual signing in Block 5a.

**BLOCK 5c:** Enter 6-digit date in year, month, day order. Example: March 9, 1986 is 860309.

### SPECIAL CODING INSTRUCTIONS

Use O for letter O  
Use 0 for number zero

Use I for letter I  
Use 1 for number one  
Use L for letter L

Use Z for letter Z  
Use 2 for number two

Figure 12-1. Sample of a completed DD Form 2268

### ADDITIONAL INSTRUCTIONS FOR ARMY

Select major command code from one of the following. If major command code is unknown, seek assistance from higher headquarters.

AM	- US Army Material Command-AMC	HS	- US Army Health Services Command-HSC
AS	- US Army Intelligence and Security Command-INSCOM	JA	- US Army Readiness Command-REDCOM
CB	- US Army Criminal Investigation Command-CID	JA	- US Army European Command-EUCOM
CC	- US Army Information Systems Command-ISC	JA	- US Army Joint and Special Activities incl JUSMAG, MAAG, JCS, SHAPE, AFSOUTH, ALFSEE, AFNORTH)
CE	- US Army Corps of Engineers-CE	MT	- Military Traffic Management Command-MTMC
DF	- Defense Activities (i.e., DCA, DSA, DMA, DIA)	MW	- US Army Military District of Washington-MDW
EB thru E9	- US Army Europe and Seventh Army-USAREUR	P1	- US Army Western Command-WESTCOM
FC	- US Army Forces Command-FORSCOM	P3	- US Army Japan-USARJ
GB	- National Guard Bureau-NGB	P8	- Eighth US Army-EUSA
		RC	- US Army Recruiting Command-USAREC
		TC	- US Army Training and Doctrine Command-TRADOC

### ADDITIONAL INSTRUCTIONS FOR NAVY

Enter one of the following two character codes as appropriate:

(1) Fleet Units:

AL	- AIRLANT activities	AP	- AIRPAC activities
LT	- SURFLANT activities	PC	- SURFPAC activities
SL	- SUBLANT activities	SP	- SUBPAC activities
		LP	- LOGPAC NMCB activities

(2) Personnel Support Activity Detachments (PERSUPPACTs/PSDs)

CH	- PERSUPPACT Charleston	NP	- PERSUPPACT Newport
CL	- PERSUPPACT Cleveland	NF	- PERSUPPACT Norfolk
CC	- PERSUPPACT Corpus Christi	NT	- PERSUPPACT NTC San Diego
FE	- PERSUPPACT Far East	OR	- PERSUPPACT Orlando
GL	- PERSUPPACT Great Lakes	PN	- PERSUPPACT Pensacola
GU	- PERSUPPACT Guam	PL	- PERSUPPACT Philadelphia
HI	- PERSUPPACT Hawaii	PP	- PERSUPPACT Philippines
JV	- PERSUPPACT Jacksonville	PS	- PERSUPPACT Puget Sound
LB	- PERSUPPACT Long Beach	SD	- PERSUPPACT San Diego
MD	- PERSUPPACT Mediterranean	SF	- PERSUPPACT San Francisco
MM	- PERSUPPACT Memphis	UK	- PERSUPPACT UK/NOREUR
NL	- PERSUPPACT New London	WA	- PERSUPPACT Washington
NO	- PERSUPPACT New Orleans		

(3) Naval Reserve Readiness Commands (NAVRESREDCOMs) and reserve centers, enter the two digit REGION Number (e.g., NAVRESREDCOM REG FIVE or Naval Reserve Center Altoona, enter "05").

(4) Naval Reserve Officers Training Corps (NROTC) Units, enter "RC."

(5) Navy Recruiting Districts, enter "A1" through "A8" for Navy Recruiting Areas One Through Eight, as appropriate (e.g. Navy Recruiting District Kansas City, enter "A5").

(6) All other activities enter "00."

DD Form 2268 Reverse, JUN 87

Figure 12-1. Sample of a completed DD Form 2268—continued

## Chapter 13 Real-Time Automated Personnel Identification System

### Section I Administrative Concerns

#### 13-1. General policy

a. RAPIDS was established to streamline the process of ID card issuance and to improve the timeliness of information into the DEERS database.

b. The RAPIDS equipment provided three main work modes: on-line, off-line, and manual. In the on-line mode, a formatted screen similar to the DD Form 1172 prompts users for personnel status information. There are built-in safeguards to flag errors immediately and prevent them from being entered into the database.

c. Should electronic communications lines to the DEERS database be unavailable, RAPIDS functions equally well in the off-line mode. All updating takes place at the local level.

d. Information contained on the DEERS database is protected by the Privacy Act of 1974. Users are cautioned that release of DEERS data to unauthorized individuals may result in prosecution. The DEERS database is for official use only.

#### 13-2. DEERS enrollment

a. Enrollment on the DEERS database of family members is normally accomplished at the ID card work centers. Normally the verifying official enrolls the family member in DEERS. However, if it is later determined that the verifying official did not enroll the family member, the issuing officer ensures the family member is enrolled in DEERS.

b. The installation RAPIDS/DEERS project officer maintains security user IDs and passwords, submitting changes, additions, and deletions of users in a timely manner.

c. See appendix G for RAPIDS equipment move policy. At no time will the RAPIDS equipment be moved before coordinating with the Army project office for DEERS/RAPIDS.

d. Maintain all DEERS/RAPIDS briefs and ensure that all briefs are accessible to all users of the system.

e. Ensure that all users of the RAPIDS equipment complete the Computer-Based Instruction (CBI) before to using the RAPIDS equipment to maintain the DEERS database. CBI provides hands-on experience on RAPIDS equipment at the user's location. The instruction is self-paced, allowing progress at the user's own rate. Sustainment training can be accomplished as personnel needs require.

f. Maintain both the users guides and the RAPIDS training manual, ensuring that the users guides and the training manual are accessible to all users of the system.

g. All installations that have RAPIDS equipment must comply with the guidelines and requirements contained in the RAPIDS training manual and the RAPIDS users guide. These documents are developed and distributed by the DMDC as the Department of Defense Executive Agent for the RAPIDS program.

h. The DEERS/RAPIDS briefs are distributed periodically and contain additional guidelines which must be followed.

i. The RAPIDS CBI must be completed by super verifying officials (SVO) and VOs within 30 days of being assigned to such duties.

j. With each future software release, all SVOs and VOs must complete the CBI within 30 days of receiving the new CBI.

### Section II

#### Task: Process Verification Status

#### 13-3. Rules for processing verification for enrollment

The policy and procedures for processing individuals using the RAPIDS equipment remain the same as outlined in all chapters of this regulation.

#### 13-4. Steps for processing verification for enrollment

The steps required for processing verification are in table 13-1.

**Table 13-1**  
Processing verification for enrollment

Step	Work center	Required action
1	PS(IDD)	Review application for accuracy.
2	PS(IDD)	Have applicant review and sign application.
3	PS(IDD)	Retain a copy of the application for office files.
4	PS(IDD)	Enroll individual on the DEERS database, as applicable.

### Section III

#### Task: Process and Transmit Changes

#### 13-5. Rules for processing and transmitting changes

a. The rules and procedures for processing and transmitting changes and updates to the DEERS database via the RAPIDS equipment is in the RAPIDS training manual and RAPIDS user's guide.

b. Policy guidance for updating the DEERS database remains the same as outlined in all chapters of this regulation.

#### 13-6. Steps for processing and transmitting changes

The steps for processing and transmitting changes are in table 13-2.

**Table 13-2**  
Transmitting changes

Step	Work center	Required action
1	PS(IDD)	Review application for accuracy.
2	PS(IDD)	Have applicant review and sign application.
3	PS(IDD)	Retain a copy of the application for office files.
4	PS(IDD)	Present a copy of the application to the applicant.

## Chapter 14 Abuse Control Program

### Section I Administrative Concerns

#### 14-1. General policy

a. All DD Forms 2, DD Forms 1173, and other ID documents issued to uniformed service members and their family members may be confiscated and over-stamped for abuse of privileges in Army facilities.

b. Suspension of medical benefits is not authorized.

c. The abuse of military postal services by AD military personnel is not governed by this regulation.

d. Major overseas commanders may adjust the procedures in this chapter to meet the requirements of their commands. Adjustment, however, must be in keeping with the general purpose of this regulation.

e. The suspension procedures in this chapter do not preclude appropriate action under the Uniformed Code of Military Justice against any military member who knowingly abuses privileges in an Army activity.

f. Abuse of privileges includes, but is not limited to (in keeping with the general purpose), the following:

(1) Unauthorized resale of commodities bought in Army activities to unauthorized persons (customary personal gifts are permissible).

(2) Shoplifting.

(3) Unauthorized access to activities.

(4) Misuse of privilege (such as allowing an unauthorized person to use an otherwise valid ID card to gain access to a facility).

(5) Issuing dishonored checks in Army facilities. Check-cashing violations at an activity of the Army and Air Force Exchange Service (AAFES) are governed by AR 60-20 and AAFES manuals and bulletins supplementing AR 60-20. AR 210-60 governs all other check-cashing violations.

#### 14-2. Installation program management

a. Maintain a program to control abuse of privileges in all appropriated and nonappropriated fund activities on each installation.

b. Ensure that directives are prepared and issued to make all eligible persons aware of their responsibilities when using the privilege card in Army activities and of the consequences for confirmed misuse of privileges.

c. Maintain a record for all inquiries of violations or misuse of privileges and confiscated ID cards. This includes handling inquiries about abuse of privileges by Army personnel or their family members in facilities of other Services.

d. Ensure coordination among privilege activity managers, law enforcement personnel, and the installation commander's representative.

e. Provide adequate appeal procedures for the annual review of indefinite suspensions.

#### 14-3. Abuse control

a. Reports of abuse will be processed in the following order of priority:

(1) Reports on AD duty Army members and their family members.

(2) Reports involving expired ID cards.

(3) Reports on members and family members of the other Services.

(4) Reports on non-active duty members.

b. All individuals (other than those indicated in a above) who are authorized use of Army activities and who abuse privileges are subject to applicable civilian laws.

c. Reported abuses may be referred to civil law enforcement authorities, or if applicable, under local procedures in the United States, to a U.S. magistrate (AR 190-29).

d. Patrons who have abused a privilege will be given a chance to present evidence in their behalf.

e. Facility patrons may appeal suspension actions in writing if they believe an error was made, and can substantiate it.

### Section II

#### Task: Process Cases Involving Abuse of Privileges

#### 14-4. Rules for processing cases involving abuse of privileges

a. Penalties of abuse of privileges in an appropriated or nonappropriated fund facility are warning letter, temporary suspension of privileges, and indefinite suspension of privileges.

b. All penalties will be processed according to this regulation, the regulation governing use of the facility, and law enforcement regulation.

c. Penalties prescribed for abuse of privileges do not preclude legal sanctions prescribed by military law or civil statutes.

d. Commanders will take prompt and effective appropriate action. This may include revocation or suspension of privileges or a warning letter. A 6-month revocation of privileges is mandatory for shoplifting, employee pilferage, and intentional presentation of dishonored checks. (See AR 60-20, para 2-15d.)

e. Privileges may be suspended temporarily.

f. Privileges will not be suspended to avoid disciplinary action or criminal prosecution.

g. Misconduct in one facility does not necessarily mean that a person is suspended from using other facilities.

h. A suspension may be enforced at only one installation or in similar facilities on all installations.

i. Personnel authorized to use Army activities may have their privileges suspended indefinitely if they display a chronic attitude of personal and financial irresponsibility.

j. A person whose privileges have been suspended, has been issued an over-stamped ID card, and is found using an unstamped ID card in a facility during the suspension period, may have his or her privileges suspended indefinitely.

k. Review annually all indefinite suspensions to decide whether privileges should or should not be reinstated.

l. When a person is transferred, records on the suspension of certain privileges at a geographic location will be forwarded to the gaining installation commander. The new commander conducts the mandatory review thereafter.

m. Officials of law enforcement agencies reports all violations to the installation commander or his or her representative.

n. When an unexpired ID card is confiscated from an AD duty member or family member the confiscated ID card should be turned over to the ID card issuing facility for destruction.

o. Use of DOD ID cards by unauthorized personnel to obtain goods or services is fraud against the U.S. Government, and will be investigated as a criminal offense.

p. When DOD ID cards or documents authorizing privileges are confiscated from personnel who are not authorized privileges, the cards will be turned over to the local provost marshal, who will conduct a preliminary investigation to determine if—

(1) A significant dollar loss to the U.S. Government has resulted from unauthorized use of the card in medical care through CHAMPUS or a military medical facility.

(2) Fraud by AD personnel or current civilian employee was involved in the unauthorized person obtaining the card.

(3) If neither condition above is present, the provost marshal will determine whether action under section 1028, title 18, United States Code, is required. If not, destroy the card and terminate the investigation.

(4) When either condition listed above is present, the case will be referred to the local office of the U.S. Army Criminal Investigation Command (CID).

q. Upon completion of the CID investigation, the report of investigation (ROI) will be forwarded to the appropriate commander, or in the case of civilians (including retirees) to the U.S. Attorney General for action. In addition, a copy of the ROI will be forwarded to the local staff judge advocate who will, when appropriate, refer the case to the Litigation Division, Office of The Judge Advocate General.

#### 14-5. Steps for processing cases involving abuse of privileges (AD members)

The steps required for verifying eligibility are shown in table 14-1.

Table 14-1  
Processing cases involving abuse of privileges

Step	Work center	Required action
1	Commanders representative	Send a warning letter direct to the member of his or her first abuse.
2	Commanders representative	Notify the member, by letter, through his or her unit commander, when his or her entitlement to use a facility may be suspended.
3	Commanders representative	If a privilege is being suspended, ensure that the unit commander—

**Table 14-1**  
Processing cases involving abuse of privileges—Continued

Step	Work center	Required action
4	Commanders representative	Prepares and submits a DD Form 1172 and annotates the privilege suspended and the period of suspension.
5	Commanders representative	Inform offender of right to appeal.

**14-6. Steps for processing cases involving abuse of privileges (Army family members)**

The steps required for verifying eligibility are in table 14-2.

**Table 14-2**  
Processing cases Army family members

Step	Work center	Required action
1	Commanders representative	Send a warning letter immediately.
2	Commanders representative	Send a suspension letter to the sponsor, through unit commander.
3	Commanders representative	Ensure a DD form 1172 is submitted to obtain an over-stamped ID card for the family member.
4	Commanders representative	Inform the sponsor of the family members' right to appeal.

**14-7. Steps for processing cases involving abuse of privileges (other Services)**

The steps required for processing cases involving abuse of privileges are in table 14-3.

**Table 14-3**  
Processing cases involving abuse of privileges for other Services

Step	Work center	Required action
1	Commanders representative	Destroy expired ID card and furnish the parent Service a copy of the certificate of destruction.
2	Commanders representative	Confiscate unexpired ID cards of members and family members. When circumstances warrant the immediate confiscation of ID card, send the card to the Service concerned.
3	Commanders representative	Send a full report on the circumstances of the confiscation and copies of all correspondence related to the abuse.

**Section III**

**Task: Over-stamping of ID Cards**

**14-8. Rules for over-stamping ID cards**

a. Upon receipt of application, notification of suspension, issue an ID card over-stamped, as appropriate.

b. The original ID card or property receipt will be destroyed when the over-stamped ID card is issued.

c. Require persons who allege that they have lost their ID cards to write in the remarks section of the application the circumstances of the loss and to sign the following statements: 'I understand that my privileges could be suspended indefinitely if I recover and use my lost card or apply for another card without informing the issuing authority of any privileges withdrawn or if I use my card during my suspension to enter any activity where privileges are suspended.'

d. When the original ID card expires before the date suspension terminates, make sure the date on the over-stamped card is the same as that shown on the original ID card. Under the privileges suspended, enter 'until (date suspension ends.)'

e. Issue a new card to persons who present an expired over-stamped ID card and a properly authenticated application form. If suspension has not ended and ID card has expired, issue another over-stamped card.

f. Ensure that the expiration date on an over-stamped card is the date the suspension ends.

**14-9. Steps for over-stamping ID cards**

The steps required for over-stamping ID cards are in table 14-4.

**Table 14-4**  
Over-stamping ID cards

Step	Work center	Required action
1	Commander or Representative	Prepare application for over-stamped ID card.
2	PS(IDD)	Review application for accuracy.
3	PS(IDD)	Have applicant review and sign application.
4	PS(IDD)	Destroy original ID card, as appropriate.
5	PS(IDD)	Prepare over-stamped ID card. Ensure that the expiration date on the over-stamped card is the date the suspension ends.
6	PS(IDD)	Issuing official will check the ID card against the application for accuracy and sign the ID card.
7	PS(IDD)	Record ID card number on the application.
8	PS(IDD)	Record ID card issue in accountable forms control log.
9	PS(IDD)	Present the new ID card and have the applicant acknowledge receipt by annotating the application.

**Section IV**

**Task: Confiscating ID Cards**

**14-10. Rules for confiscating ID cards**

a. When ID cards are confiscated, the individual will be given a property receipt with the reason for confiscation indicated on the receipt.

b. The confiscated ID card will be turned over to the ID card issuing facility for destruction.

c. When an ID card is confiscated for reasons of abuse, the installation commander or his or her representative will be notified.

**14-11. Steps for confiscating ID cards**

The steps required for confiscating ID cards are in table 14-5.

**Table 14-5**  
Confiscating ID cards

Step	Work center	Required action
1	As appropriate	Confiscate the ID card.
2	As appropriate	Prepare property receipt indicating reason for confiscation.
3	As appropriate	Instruct the individual to initiate a new application for reissue of ID card, as appropriate.
4	As appropriate	If abuse is involved, notify the commander or his or her representative.

## Chapter 15 Mobilization

### Section I Administrative Concerns

#### 15-1. General issuance policy

a. In an effort to rapidly and efficiently provide ID cards to eligible family members of RC personnel mobilized during a period of emergency, RC unit personnel files will contain a partially completed DD Form 1172, supporting documentation, and ID card sized pictures of eligible family members.

b. The DD Form 1172 could then be verified and processed for ID card issue at mobilization.

c. If a unit does not have the capability to issue an ID card, or the capability does not exist in another unit within a reasonable geographic distance, the family members will be provided a copy of the verified DD Form 1172 and a copy of the member's mobilization order to serve as a "temporary 90-day ID card." This will allow the family member military benefits and privileges until the proper DD Form 1173 can be obtained.

d. The DD Form 1172 must be kept current by the RC member. The member must report all family member status changes in a timely manner to ensure that family members are not denied benefits and privileges in the event of sponsor mobilization.

e. In the event that the member is an IRR or IMA (no unit), the family members may be issued a "temporary 90-day ID card" upon presentation of mobilization orders, personal identification (such as a drivers license) and other legal documents (such as marriage certificate, birth certificate, and so forth, until the proper DD Form 1172 (application) can be obtained, signed, and verified.

#### 15-2. DEERS enrollment

Upon mobilization, ensure proper DEERS enrollment for sponsor and eligible family members.

### Section II

#### Task: Manpower Mobilization Procedures

#### 15-3. Rules for processing identification cards for RC family members

a. RC personnel who are ordered to AD for periods of 31 to 180 days must be enrolled by the personnel office by preparing the DD Form 1172 (see app I, instructions for completing DD Form 1172) for recipients of DD Form 1173.

b. See appendix B for the entitlement guide and MC effective date guidelines.

c. See appendix D for documentation required to establish eligibility.

d. See appendix E for individuals entitled to a DD Form 1173.

#### 15-4. Identification card application rules during pre-mobilization (DD Form 1173-1)

a. Same as above when RC personnel are ordered to AD for periods of 31 to 180 days.

b. See chapter 7 for issue of the DD Form 1173-1. DD Form 1173-1 will be issued throughout the Department of the Army to identify eligible family members of the U.S. Army National Guard and the U.S. Army Reserve.

c. The DD Form 1173-1 is used in conjunction with ADT orders or mobilization orders will give bearer access to specifically authorized benefits and privilege facilities.

#### 15-5. Identification card application rules during pre-mobilization (DD Form 1173)

a. See chapter 6 for policy, rules, and procedures for issuing of the DD Form 1173.

b. See chapter 7 for policy, rules, and procedures for issuing of the DD Form 1173-1.

#### 15-6. Identification card issuance rules during mobilization

a. The RC unit personnel files will contain a partially completed DD Form 1172, supporting documentation and ID sized pictures of eligible family members.

b. The family members will upon mobilization be provided a copy of the preverified DD Form 1172 and a copy of the member's mobilization order to serve as a "temporary 90-day ID card" until the proper DD Form 1172 and DD Form 1173 can be obtained.

c. In the event the family member does not have the preverified DD Form 1172, the following will be required in order to obtain a "temporary 90-day ID card":

(1) A copy of the mobilization orders.

(2) Personal ID, such as drivers license.

(3) Legal documentation, such as State or county certified marriage certificate and birth certificate.

#### 15-7. Identification card issuance rules during post-mobilization

The same rules will apply during post mobilization as applies during pre-mobilization.

#### 15-8. Steps for processing identification cards for RC family members

The steps for processing identification cards for RC members are shown in table 15-1.

Table 15-1  
Processing ID cards during mobilization

Step	Work center	Required action
1	As appropriate	Review the documentation presented and determine the type of ID card individual is eligible for (DD Form 1173 or DD Form 1173-1.)
2	As appropriate	Prepare DD Form or assist in the preparation, as required.
3	PS(IDD)	Review the application for accuracy.
4	PS(IDD)	Have the applicant review and sign the application.
5	PS(IDD)	Retain a copy of the application for office files.
6	PS(IDD)	Prepare the appropriate ID card (either DD Form 1173 or DD Form 1173-1).
7	PS(IDD)	Issuing official will check ID card against application for accuracy and sign the ID card.
8	PS(IDD)	Require the applicant to check the ID card and sign.
9	PS(IDD)	Record the ID card number on the application.
10	PS(IDD)	Record ID card issue in accountable forms control log.
11	PS(IDD)	Present the new ID card and have the applicant acknowledge receipt by annotating the application.

## **Appendix A References**

### **Section I Required Publications**

This section contains no entries.

### **Section II Related Publications**

A related publication is merely a source of additional information. The user does not have to read it to understand this publication.

#### **AR 25-400-2**

The Modern Army Record Keeping System (MARKS)

#### **AR 30-19**

Army Commissary Store Operating Policies

#### **AR 37-104-3**

Military Pay and Allowance Procedures, Joint Uniform Military Pay System-Army (JUMPS-ARMY)

#### **AR 40-3**

Medical, Dental, and Veterinary Care

#### **AR 40-15**

Medical Warning Tag and Emergency Medical Identification Symbol

#### **AR 40-121**

Uniformed Services Health Benefits Program

#### **AR 60-20**

Army and Air Force (AAFES) Exchange Service Operating Policies

#### **AR 135-200**

Active Duty for Training, Annual Training and Active Duty Special Work of Individual Soldiers

#### **AR 190-29**

Misdemeanor and Uniform Violation Notices Referred to U.S. Magistrates or District Courts

#### **AR 210-60**

Personnel Check Cashing Control and Abuse Prevention

#### **AR 380-5**

Department of the Army Information Security Programs

#### **AR 600-8-1**

Army Casualty and Memorial Affairs and Line of Duty Investigations

#### **AR 612-201**

Processing, Control, and Distribution of Personnel at U.S. Army Reception Battalions and Training Centers

#### **AR 624-100**

Promotions of Officers on Active Duty

#### **DOD Instruction 1000.13**

Identification Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals

#### **DOD Instruction 1000.1**

Identity Cards Required by the Geneva Conventions

#### **DOD 5025.1M**

Department of Defense Directives System Procedures

#### **DOD Directive 1330.9**

Armed Services Exchange Regulation

#### **DOD Directive 1330.17**

Armed Services Commissary Store Regulation

#### **DOD Directive 6010.4**

Dependents' Medical Care

#### **DOD 1341.1M**

Defense Enrollment Eligibility Reporting System (DEERS) Program Manual

#### **DOD Instruction 1341.2**

Defense Enrollment Eligibility Reporting System

#### **DOD Directive 6310.7**

Medical Care for Foreign Personnel Subject to the North Atlantic Treaty Organization (NATO) Status of Forces Agreement (SOFA)

#### **FM 10-63**

Handling of Deceased Personnel in Theaters of Operations

Title 10, United States Code, Section 1071 ET SEQ (Public Law 89-614)

Title 10, United States Code, Section 1331

Title 10, United States Code, Chapter 39, Sections 671A, 671B, 672, 673, and 673B

Title 18, United States Code, Sections 499, 506, 509, 701, 1001, and 1071 - 1104.

Title 33, United States Code, Section 857-4

Title 38, United States Code, Chapter 34, Section 1661 and Chapter 35, Section 1701

Public Law 89-97, MEDICARE Part A, Hospital Insurance Benefits

Public Law 95-397, Uniformed Services Survivors' Benefits Amendments of 1978

Public Law 97-252, Department of Defense Authorization Act, 1983 (Uniformed Services Former Spouses' Protection Act)

Public Law 98-525

Public Law 99-661

Public Law 100-271

Public Law 100-456

### **Section III**

#### **Prescribed Forms**

#### **DA Form 1602**

Department of the Army Civilian Identification Card

#### **DD Form 2 (Retired)**

United States Uniformed Services Identification Card (Retired)

#### **DD Form 2A**

U.S. Armed Forces Identification Card

**DD Form 2A (Res)**  
U.S. Armed Forces Identification Card (Reserve)

**DD Form 448**  
Military Interdepartmental Purchase Request

**DD Form 1172**  
Application for Uniformed Services Identification Card DEERS  
Enrollment

**DD Form 1173**  
Uniformed Services Identification and Privilege Card

**DD Form 1173-1**  
DOD Guard/Reserve Family Member Identification and Privilege  
Card

**Section IV**  
**Referenced Forms**

**DA Form 4187**  
Personnel Action

**DD Form 2A**  
U.S. Armed Forces Identification Card

**DD Form 2A (Res)**  
U.S. Armed Forces Identification Card (Reserve)

**DD Form 214**  
Certificate of Release or Discharge from Active Duty

**DD Form 489**  
Geneva Conventions Identity Card for Persons who Accompany  
the Armed Forces

**DD Form 577**  
Signature Card

**DD Form 1300**  
Report of Casualty

**DD Form 1934**  
Geneva Convention Identity Card for Medical and Religious  
Personnel who serve in or Accompany the Armed Forces

**DD Form 2268**  
Defense Enrollment Eligibility Reporting System (DEERS) Batch  
Transmittal

**Appendix B**  
**DD Form 1173 and DD Form 1173-1 Entitlement**  
**guide is Extracted from DODI 1000.13.**

DD FORM 1173 ENTITLEMENT GUIDE

THE ABBREVIATION "MC" REFLECTS MEDICAL CARE IN CIVILIAN FACILITIES; "MS" REFLECTS MEDICAL CARE IN UNIFORMED SERVICE FACILITIES; "C" REFLECTS COMMISSARY PRIVILEGES; "T" REFLECTS THEATER PRIVILEGES; AND "E" REFLECTS EXCHANGE PRIVILEGES.

**A. DEPENDENTS OF ACTIVE DUTY MEMBERS OR MEMBERS ENTITLED TO RETIRED PAY:**

	<u>MC</u>	<u>MS</u>	<u>C</u>	<u>T</u>	<u>E</u>
<u>Lawful Spouse</u>	1	Yes	Yes	Yes	Yes
<u>Children, Unmarried, Under 21 Years</u>					
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&5	3&5	3&5
Illegitimate child of male member, whose paternity has not been judicially determined or illegitimate child of spouse	1&2	2	2&5	3&5	3&5
Ward	No	No	2&5	3&5	3&5
<u>Children, Unmarried, 21 Years and Over</u>					
(If entitled, above)	1&3&4	3&4	2&4&5	3&4&5	3&4&5
<u>Father, Mother, Father-in-Law, Mother-in-Law, Stepparent, or Parent-by-Adoption</u>	No	2	2	3	3

**NOTES:** 1. 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.

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

4-1-1

Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.13

---

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 former member performed 20 years of service.

3. Yes, if dependent on an authorized sponsor over 50 percent of his or her support. Children of a former spouse meeting requirements for exchange privileges based on 20 years of marriage during a period the member or former member performed 20 years of service are authorized exchange privileges if the child was dependent on an authorized sponsor for over 50 percent of his or her support before the divorce.

4. Yes, if the child:

a. Is incapable of self-support because of a mental or physical incapacity that existed before age 21; or

b. 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.

c. Or, yes, if the child is a student between the ages of 21 and 23, and becomes temporarily incapacitated and cannot resume full-time student status. Incapacitation entitlement terminates either six months after the incapacitation period ends or the child's twenty-third birthday, whichever is earliest.

5. Yes, if a child of an active duty or retired member residing in a household of another active duty or retired member.

#### B. BENEFITS AUTHORIZED FOR FORMER SPOUSES:

1. Twenty-Twenty-Twenty Former Spouse. Unremarried former spouse of a member or former member, married to the member or former member for a period of at least 20 years, during which period the member or former member performed at least 20 years of service that is creditable in determining the member's or former member's eligibility for retired or retainer pay, or equivalent pay (Pub. L. 97-252 and Pub. L. 98-525, references (l) and (m)). (In the case of former spouses of Reserve members, who have not yet attained age 60 and qualified for retired pay, the DD Form 1173 may be issued only on the date the former member attains, or would have attained, age 60.):

4-1-2

Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.13—Continued

---

	MC	MS	C	T	E
<u>Former Spouse</u>					
Unremarried	1&2	1	Yes	Yes	Yes
Remarried	No	No	No	No	No
Unmarried	No	No	Yes	Yes	Yes

**NOTES:** 1. Yes, only if former spouse certifies in writing that he or she has no medical coverage under an employer-sponsored health plan.

2. Yes, if not entitled to Medicare Part A hospital insurance through the Social Security Administration.

2. Twenty-Twenty-Fifteen. Unremarried former spouse described in subsection B.1., except that the period of overlap of marriage and the member's creditable service was at least 15 years, but less than 20 years:

	MC	MS	C	T	E
<u>Former Spouse</u>					
Unremarried	1&2&3	1&3	No	No	No
Unmarried	No	No	No	No	No
Remarried	No	No	No	No	No

**NOTES:** 1. Yes, only if former spouse certifies in writing that he or she has no medical coverage under an employer-sponsored health plan.

2. Yes, if not entitled to Medicare Part A hospital insurance through the Social Security Administration.

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 (Pub. L. 100-456 and Pub. L. 101-189, references (p) and (q)).

**C. 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:**

4-1-3

Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.13—Continued

	<u>MC</u>	<u>MS</u>	<u>C</u>	<u>T</u>	<u>E</u>
<u>Widow or Widower</u>					
Unremarried	1	Yes	Yes	Yes	Yes
Remarried	No	No	No	No	No
Unmarried	No	No	Yes	Yes	Yes
<u>Children, Unmarried, or Under 21 Years (Including Orphans)</u>					
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
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
Ward	No	No	2	3	3
<u>Children, Unmarried, 21 Years and Over (If entitled, above)</u>					
	1&3&4	3&4	2&4	3&4	3&4
<u>Father, Mother, Father-in-Law, Mother-in-Law, Stepparent, or Parent-by-Adoption</u>					
	No	2	2	3	3

**NOTES:** 1. Yes, if the dependent is not entitled to Medicare Part A hospital insurance through the Social Security Administration.

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. Is incapable of self-support because of a mental or physical incapacity that existed before age 21; or

4-1-4.

Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.13—Continued

b. 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.

c. Or, yes, if the child is a student between the ages of 21 and 23, and becomes temporarily incapacitated and cannot resume full-time student status. Incapacitation entitlement terminate either six months after the incapacitation period ends or the child's twenty-third birthday, whichever is earliest.

D. 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 (PUB. L. 99-145, REFERENCE (R)):

	MC	MS	C	I	E
<u>Widow or Widower</u>					
Unremarried	1&5	5	Yes	Yes	Yes
Remarried	No	No	No	No	No
Unmarried	No	No	Yes	Yes	Yes
<u>Children, Unmarried, Under 21 Years (Including Orphans)</u>					
Legitimate, adopted, stepchild, illegitimate child of record of female member, or illegitimate child of male member, whose paternity has been judicially determined	1&5	5	2	3	3
Illegitimate child of male member, whose paternity has not been judicially determined, or illegitimate child of widow or widower	1&2&5	2&5	2	3	3
Ward	No	No	2	3	3
<u>Children, Unmarried, 21 Years and Over (If entitled, above)</u>					
	1&3&4&5	3&4 &5	2&4	3&4	3&4

4-1-5

Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.13—Continued

	<u>MC</u>	<u>MS</u>	<u>C</u>	<u>T</u>	<u>E</u>
<u>Father, Mother, Father-in-Law, Mother-in-Law, Stepparent, or Parent-by-Adoption</u>	No	2&5	2	3	3

**NOTES:** 1. Yes, if the dependent is not entitled to Medicare Part A hospital insurance through the Social Security Administration.

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. Is incapable of self-support because of a mental or physical incapacity that existed before age 21; or

b. 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.

c. Or, yes, if the child is a student between the ages of 21 and 23, and becomes temporarily incapacitated and cannot resume full-time student status. Incapacitation entitlement terminates either six months after the incapacitation period ends or the child's twenty-third birthday, whichever is earliest.

5. Yes, if death occurred after September 30, 1985.

**E. 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, OR ACTIVE DUTY FOR TRAINING, OR INACTIVE DUTY TRAINING FOR A PERIOD OF 30 DAYS OR LESS (PUB. L. 99-661, REFERENCE (N)):**

	<u>MC</u>	<u>MS</u>	<u>C</u>	<u>T</u>	<u>E</u>
<u>Widow or Widower</u>					
Unremarried	1&5	5	Yes	Yes	Yes
Remarried	No	No	No	No	No
Unmarried	No	No	Yes	Yes	Yes

4-1-6

Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.13—Continued

	<u>MC</u>	<u>MS</u>	<u>C</u>	<u>T</u>	<u>E</u>
<u>Children, Unmarried, Under 21 Years</u> <u>(Including Orphans)</u>					
Legitimate, adopted, stepchild, illegitimate child of record of female member, or illegitimate child of male member, whose paternity has been judicially determined	1&5	5	2	3	3
Illegitimate child of male member, whose paternity has not been judicially determined, or illegitimate child of widow or widower	1&2&5	2&5	2	3	3
Ward	No	No	2	3	3
<u>Children, Unmarried, 21 Years and Over</u> <u>(If entitled, above)</u>					
	1&3&4&5	3&4&5	2&4	3&4	3&4
<u>Father, Mother, Father-in-Law, Mother-in-Law, Stepparent, or Parent-by-Adoption</u>					
	No	2&5	2	3	3

**NOTES:** 1. Yes, if the dependent is not entitled to Medicare Part A hospital insurance through the Social Security Administration.

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. Is incapable of self-support because of a mental or physical incapacity that existed before age 21; or

b. 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.

4-1-7

Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.13—Continued

c. Or, yes, if the child is a student between the ages of 21 and 23, and becomes temporarily incapacitated and cannot resume full-time student status. Incapacitation entitlement terminate either six months after the incapacitation period ends or the child's twenty-third birthday, whichever is earliest.

5. Yes, if death occurred after November 14, 1986.

F. SURVIVING DEPENDENTS OF RESERVE MEMBERS WHO RETIRED WITHOUT PAY, HAD MET TIMES-IN-SERVICE REQUIREMENTS, HAD ELECTED TO PARTICIPATE IN THE RESERVE COMPONENTS-SURVIVOR BENEFIT PLAN, AND DIED BEFORE REACHING AGE 60, BUT AFTER OCTOBER 1, 1978 (PUB. L. 95-397, REFERENCE (S)). (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.):

	<u>MC</u>	<u>MS</u>	<u>C</u>	<u>T</u>	<u>E</u>
<u>Widow or Widower</u>					
Unremarried	1	Yes	Yes	Yes	Yes
Remarried	No	No	No	No	No
Unmarried	No	No	Yes	Yes	Yes
<u>Children, Unmarried, Under 21 Years (Including Orphans)</u>					
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
Illegitimate child of male member, whose paternity has not been judicially determined, illegitimate child of widow or widower	1&2	2	2	3	3
Ward	No	No	2	3	3
<u>Children, Unmarried, 21 Years and Over (If entitled, above)</u>					
	1&3&4	3&4	2&4	3&4	3&4
<u>Father, Mother, Father-in-Law, Mother-in-Law, Stepparent, or Parent-by-Adoption</u>					
	No	2	2	3	3

NOTES: 1. Yes, if the dependent is not entitled to Medicare Part A hospital insurance through the Social Security Administration.

4-1-8

Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.13—Continued

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. Is incapable of self-support because of a mental or physical incapacity that existed before age 21; or

b. 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.

c. Or, yes, if the child is a student between the ages of 21 and 23, and becomes temporarily incapacitated and cannot resume full-time student status. Incapacitation entitlement terminate either six months after the incapacitation period ends or the child's twenty-third birthday, whichever is earliest.

**G. 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:**

	<u>MC</u>	<u>MS</u>	<u>C</u>	<u>T</u>	<u>E</u>
<u>Self</u>	No	No	Yes	Yes	Yes
<u>Lawful Spouse</u>	No	No	Yes	Yes	Yes
<u>Children, Unmarried, Under 21 Years</u>					
Legitimate, adopted, stepchild, illegitimate child of member, illegitimate child of spouse, or ward	No	No	1	2	2
<u>Children, Unmarried, 21 Years and Over</u> (If entitled, above)					
	No	No	1&3	2&3	2&3
<u>Father, Mother, Father-in-Law, Mother-in-Law, Stepparent, or Parent-by-Adoption</u>					
	No	No	1	2	2

4-1-9

Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.13—Continued

**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. Is incapable of self-support because of a mental or physical incapacity that existed before age 21; or

b. 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.

c. Or, yes, if the child is a student between the ages of 21 and 23, and becomes temporarily incapacitated and cannot resume full-time student status. Incapacitation entitlement terminate either six months after the incapacitation period ends or the child's twenty-third birthday, whichever is earliest.

**H. 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:**

	<u>MC</u>	<u>MS</u>	<u>C</u>	<u>T</u>	<u>E</u>
<u>Widow or Widower</u>					
Unremarried, or unmarried	No	No	Yes	Yes	Yes
Remarried	No	No	No	No	No
<u>Children, Unmarried, Under 21 Years (Including Orphans)</u>					
Legitimate, adopted, stepchild, or illegitimate child of member, widow, widower, or ward	No	No	1	2	2
<u>Children, Unmarried, 21 Years and Over (If entitled, above)</u>					
	No	No	1&3	2&3	2&3
<u>Father, Mother, Father-in-Law,</u>					

4-1-10

Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.12—Continued

MC MS C T E

Mother-in-Law, Stepparent, or  
Parent-by-Adoption

No No 1 2 2

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. Is incapable of self-support because of a mental or physical incapacity that existed before age 21; or

b. 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.

I. 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 coverage may vary annually, and some restrictions may apply. However, for the purpose of this Entitlement Guide, (MC) shall be shown, as indicated below:

1. Sponsored NATO Personnel in the United States. Active duty officer and enlisted personnel of 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 T E

Self

No 4 Yes Yes Yes

4-1-11

Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.13—Continued.

	<u>MC</u>	<u>MS</u>	<u>C</u>	<u>T</u>	<u>E</u>
<u>Lawful Spouse</u>	3	4	Yes	Yes	Yes
<u>Children, Unmarried, Under 21 Years</u>					
Legitimate, adopted, stepchild, illegitimate child of member, or illegitimate child of spouse	1&3	1&4	1	1	1
Ward	No	No	1	1	1
<u>Children, Unmarried, 21 Years and Over</u> (If entitled, above)					
	1&2&3	1&2 &4	1&2	1&2	1&2
<u>Father, Mother, Father-in-Law, Mother-in-Law, Stepparent, or Parent-by-Adoption</u>					
	No	No	1	1	1

**NOTES:** 1. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.

2. Yes, if the child:

a. Is incapable of self-support because of a mental or physical incapacity that existed before age 21; or

b. 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.

c. Or, yes, if the child is a student between the ages of 21 and 23, and becomes temporarily incapacitated and cannot resume full-time student status. Incapacitation entitlement terminate either six months after the incapacitation period ends or the child's twenty-third birthday, whichever is earliest.

3. Yes, for outpatient care only.

4. Yes, for outpatient care and for inpatient care at full reimbursable rate.

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:

<u>MC</u>	<u>MS</u>	<u>C</u>	<u>T</u>	<u>E</u>
-----------	-----------	----------	----------	----------

4-1-12

Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.13—Continued

<u>Self</u>	No	3	Yes	Yes	Yes
<u>Lawful Spouse</u>	No	3	Yes	Yes	Yes
<u>Children, Unmarried, Under 21 Years</u>					
Legitimate, adopted, stepchild, illegitimate child of member, or illegitimate child of spouse	No	1&3	1	1	1
Ward	No	No	1	1	1
<u>Children, Unmarried, 21 Years and Over (If entitled, above)</u>					
	No	1&2	&3 1&2	1&2	1&2
<u>Father, Mother, Father-in-Law, Mother-in-Law, Stepparent, or Parent-by-Adoption</u>					
	No	No	1	1	1

**NOTES:** 1. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.

2. Yes, if the child:

a. Is incapable of self-support because of a mental or physical incapacity that existed before age 21; or

b. 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.

c. Or, yes, if the child is a student between the ages of 21 and 23, and becomes temporarily incapacitated and cannot resume full-time student status. Incapacitation entitlement terminate either six months after the incapacitation period ends or the child's twenty-third birthday, whichever is earliest.

3. Yes, for outpatient care only on a reimbursable basis.

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 accompany dependents living in the sponsor's U.S. household:

4-1-13

Figure B-1. DD Form 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.13—Continued

	<u>MC</u>	<u>MS</u>	<u>C</u>	<u>T</u>	<u>E</u>
<u>Self</u>	No	4	No	5	6
<u>Lawful Spouse</u>	3	4	No	No	No
<u>Children, Unmarried, Under 21 Years</u>					
Legitimate, adopted, stepchild, illegitimate child of member, or illegitimate child of spouse	1&3	1&4	No	No	No
Ward	No	No	No	No	No
<u>Children, Unmarried, 21 Years and Over</u>					
(If entitled, above)	1&2&3	1&2 &4	No	No	No
<u>Father, Mother, Father-in-Law, Mother-in-Law, Stepparent, or Parent-by-Adoption</u>					
	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:

a. Is incapable of self-support because of a mental or physical incapacity that existed before age 21; or

b. 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.

c. Or, yes, if the child is a student between the ages of 21 and 23, and becomes temporarily incapacitated and cannot resume full-time student status. Incapacitation entitlement terminate either six months after the incapacitation period ends or the child's twenty-third birthday, whichever is earliest.

3. Yes, for outpatient care only.

4. Yes, for outpatient care 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.

4-1-14

Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.13—Continued

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:

	<u>MC</u>	<u>MS</u>	<u>C</u>	<u>T</u>	<u>E</u>
<u>Self</u>	No	3	Yes	Yes	Yes
<u>Lawful Spouse</u>	No	3	Yes	Yes	Yes
<u>Children, Unmarried, Under 21 Years</u>					
Legitimate, adopted, stepchild, illegitimate child of member, or illegitimate child of spouse	No	1&3	1	1	1
Ward	No	No	1	1	1
<u>Children, Unmarried, 21 Years and Over</u> (If entitled, above)					
	No	1&2 &3	1&2	1&2	1&2
<u>Father, Mother, Father-in-Law, Mother-in-Law, Stepparent, or Parent-by-Adoption</u>					
	No	No	1	1	1

NOTES: 1. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.

2. Yes, if the child:

a. Is incapable of self-support because of a mental or physical incapacity that existed before age 21; or

b. 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.

c. Or, yes, if the child is a student between the ages of 21 and 23, and becomes temporarily incapacitated and cannot resume full-time student status. Incapacitation entitlement terminate either six months after the incapacitation period ends or the child's twenty-third birthday, whichever is earliest.

4-1-15

Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.13—Continued

3. Yes, for outpatient care only on a reimbursable basis.

J. BENEFITS AUTHORIZED FOR CIVILIAN PERSONNEL:

Commissary, theater, and exchange privileges may be authorized by overseas commanders to persons designed in this "Entitlement Guide," when such individuals are serving the Military Services exclusively, when it is within the capability of the facilities and shall not impair the military mission. Overseas commanders never may 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 Service instructions.

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, Alaska, Puerto Rico, and Guam:

	MC	MS	C	T	E
<u>Self</u>	No	4	1	Yes	1
<u>Lawful Spouse</u>	No	4	1	Yes	1
<u>Children, Unmarried, Under 21 Years</u>					
Legitimate, adopted, stepchild, illegitimate child of employee, or illegitimate child of spouse	No	2&4	1&2	2	1&2
Ward	No	No	1&2	2	1&2
<u>Children, Unmarried, 21 Years and Over</u> (If entitled, above)					
	No	2&3 &4	1&2&3	2&3	1&2&3
<u>Father, Mother, Father-in-Law, Mother-in-Law, Stepparent, or Parent-by-Adoption</u>					
	No	2&4	1&2	2	1&2

NOTES: 1. For purposes of commissary privileges:

a. 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.

4-1-16

Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.13--Continued

b. Not included are the purchase of tobacco products in those States, including the District of Columbia, that impose a tax on such products.

c. Are 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:

a. Is incapable of self-support because of a mental or physical incapacity that existed before age 21; or

b. 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.

c. Or, yes, if the child is a student between the ages of 21 and 23, and becomes temporarily incapacitated and cannot resume full-time student status. Incapacitation entitlement terminate either six months after the incapacitation period ends or the child's twenty-third birthday, whichever is earliest.

4. Yes, on a space-available, fully reimbursable basis only in Puerto Rico and Guam.

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:

	<u>MC</u>	<u>MS</u>	<u>C</u>	<u>T</u>	<u>E</u>
<u>Self</u>	No	3	Yes	Yes	Yes
<u>Lawful Spouse</u>	No	3	Yes	Yes	Yes
<u>Children, Unmarried, Under 21 Years</u>					
Legitimate, adopted, stepchild, illegitimate child of employee, or illegitimate child of spouse	No	1&3	1	1	1
	<u>MC</u>	<u>MS</u>	<u>C</u>	<u>T</u>	<u>E</u>
Ward	No	No	1	1	1

4-1-17

Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.13—Continued

	<u>MC</u>	<u>MS</u>	<u>C</u>	<u>T</u>	<u>E</u>
<u>Children, Unmarried, 21 Years and Over</u> (If entitled, above)	No	1&2 &3	1&2	1&2	1&2

	<u>MC</u>	<u>MS</u>	<u>C</u>	<u>T</u>	<u>E</u>
<u>Father, Mother, Father-in-Law,</u> <u>Mother-in-Law, Stepparent, or</u> <u>Parent-by-Adoption</u>	No	1&3	1	1	1

**NOTES:** 1. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support. For commissary privileges, Puerto Rico and Guam are considered overseas for those employees hired in the CONUS under a transportation agreement.

2. Yes, if the child:

a. Is incapable of self-support because of a mental or physical incapacity that existed before age 21; or

b. 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.

c. Or, yes, if the child is a student between the ages of 21 and 23, and becomes temporarily incapacitated and cannot resume full-time student status. Incapacitation entitlement terminate either six months after the incapacitation period ends or the child's twenty-third birthday, whichever is earliest.

3. Yes, on a space-available, fully reimbursable basis.

**K. CONTRACT SURGEONS DURING THE PERIOD OF THEIR CONTRACT:**

	<u>MC</u>	<u>MS</u>	<u>C</u>	<u>T</u>	<u>E</u>
<u>Self</u>	No	No	No	Yes	Yes

**L. 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 RESIDE IN THE SAME HOUSEHOLD ON A MILITARY INSTALLATION:**

	<u>MC</u>	<u>MS</u>	<u>C</u>	<u>T</u>	<u>E</u>
<u>Self</u>	No	No	Yes	Yes	1
	<u>MC</u>	<u>MS</u>	<u>C</u>	<u>T</u>	<u>E</u>
<u>Lawful Spouse</u>	No	No	Yes	Yes	1

4-1-18

Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.13-Continued

	MC	MS	C	T	E
<u>Children, Unmarried, Under 21 Years</u>					
Legitimate, adopted, stepchild, illegitimate child of employee, illegitimate child of spouse, or ward	No	No	2	2	1&2
<u>Children, Unmarried, 21 Years and Over</u> (If entitled, above)	No	No	2&3	2&3	1&2&3
<u>Father, Mother, Father-in-Law, Mother-in-Law, Stepparent, or Parent-by-Adoption</u>	No	No	2	2	1&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:

a. Is incapable of self-support because of a mental or physical incapacity that existed before age 21; or

b. 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.

c. Or, yes, if the child is a student between the ages of 21 and 23, and becomes temporarily incapacitated and cannot resume full-time student status. Incapacitation entitlement terminate either six months after the incapacitation period ends or the child's twenty-third birthday, whichever is earliest.

**M. 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:**

	MC	MS	C	T	E
<u>Self</u>	No	3	Yes	Yes	Yes
<u>Lawful Spouse</u>	No	3	Yes	Yes	Yes

4-1-19

Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.13—Continued

	<u>MC</u>	<u>MS</u>	<u>C</u>	<u>I</u>	<u>E</u>
<u>Children, Unmarried, Under 21 Years</u>					
Legitimate, adopted, stepchild, illegitimate child of employee, or illegitimate child of spouse	No	1&3	1	1	1
Ward	No	No	1	1	1
<u>Children, Unmarried, 21 Years and Over</u> (If entitled, above)					
	No	1&2 & 3	1&2	1&2	1&2
<u>Father, Mother, Father-in-Law, Mother-in-Law, Stepparent, or Parent-by-Adoption</u>					
	No	1&3	1	1	1

NOTES: 1. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.

2. Yes, if the child:

a. Is incapable of self-support because of a mental or physical incapacity that existed before age 21; or

b. 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.

c. Or, yes, if the child is a student between the ages of 21 and 23, and becomes temporarily incapacitated and cannot resume full-time student status. Incapacitation entitlement terminate either six months after the incapacitation period ends or the child's twenty-third birthday, whichever is earliest.

3. Yes, on a space-available basis at rates specified in Uniformed Services instructions.

N. 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:

	<u>MC</u>	<u>MS</u>	<u>C</u>	<u>I</u>	<u>E</u>
<u>Self</u>	No	3	Yes	Yes	Yes
<u>Lawful Spouse</u>	No	3	Yes	Yes	Yes

4-1-20

Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DQDI 1000.13—Continued

	<u>MC</u>	<u>MS</u>	<u>C</u>	<u>T</u>	<u>E</u>
<u>Children, Unmarried, Under 21 Years</u>					
Legitimate, adopted, stepchild, illegitimate child of employee, or illegitimate child of spouse	No	1&3	1	1	1
Ward	No	No	1	1	1
<u>Children, Unmarried, 21 Years and Over</u> (If entitled, above)					
	No	1&2&3	1&2	1&2	1&2
<u>Father, Mother, Father-in-Law, Mother-in-Law, Stepparent, or Parent-by-Adoption</u>					
	No	1&3	1	1	1

NOTES: 1. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.

2. Yes, if the child:

a. Is incapable of self-support because of a mental or physical incapacity that existed before age 21; or

b. 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.

c. Or, yes, if the child is a student between the ages of 21 and 23, and becomes temporarily incapacitated and cannot resume full-time student status. Incapacitation entitlement terminate either six months after the incapacitation period ends or the child's twenty-third birthday, whichever is earliest.

3. Yes, on a space-available, fully reimbursable basis.

O. USS PERSONNEL IN FOREIGN COUNTRIES AND THEIR ACCOMPANYING DEPENDENTS WHEN RESIDING IN THE SAME HOUSEHOLD:

	<u>MC</u>	<u>MS</u>	<u>C</u>	<u>T</u>	<u>E</u>
<u>Self</u>	No	3	Yes	Yes	Yes
<u>Lawful Spouse</u>	No	3	Yes	Yes	Yes

Children, Unmarried, Under 21 Years

Legitimate, adopted, stepchild,

4-1-21

Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.13—Continued

	<u>MC</u>	<u>MS</u>	<u>C</u>	<u>T</u>	<u>E</u>
illegitimate child of employee, or illegitimate child of spouse	No	1&3	1	1	1
Ward	No	No	1	1	1
<u>Children, Unmarried, 21 Years and Over</u> (If entitled, above)	No	1&2&3	1&2	1&2	1&2
<u>Father, Mother, Father-in-Law,</u> <u>Mother-in-Law, Stepparent, or</u> <u>Parent-by-Adoption</u>	No	1&3	1	1	1

**NOTES:** 1. Yes, if dependent on an authorized sponsor for over 50 percent of his or her support.

2. Yes, if the child:

a. Is incapable of self-support because of a mental or physical incapacity that existed before age 21; or

b. 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.

c. Or, yes, if the child is a student between the ages of 21 and 23, and becomes temporarily incapacitated and cannot resume full-time student status. Incapacitation entitlement terminate either six months after the incapacitation period ends or the child's twenty-third birthday, whichever is earliest.

3. Yes, on a space-available, fully reimbursable basis.

**P. MSC CIVIL SERVICE MARINE PERSONNEL DEPLOYED TO FOREIGN COUNTRIES ON MSC-OWNED AND -OPERATED VESSELS:**

	<u>MC</u>	<u>MS</u>	<u>C</u>	<u>T</u>	<u>E</u>
<u>Self</u>	No	2	Yes	Yes	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.

**Q. SHIP'S OFFICERS AND MEMBERS OF THE CREWS OF VESSELS OF THE NOAA (33 U.S.C. 857-4, REFERENCE (T)). (SHIP'S OFFICERS ARE NOT COMMISSIONED OFFICERS; THEY ARE CIVILIAN EMPLOYEES OF THE NOAA):**

4-1-22

Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.13—Continued

	<u>MC</u>	<u>MS</u>	<u>C</u>	<u>T</u>	<u>E</u>
<u>Self</u>	No	No	Yes	1	1

NOTES: 1. Privileges extend to ship's officers only.

R. OFFICERS AND CREWS OF VESSELS, LIGHTKEEPERS, AND DEPOT KEEPERS OF THE FORMER LIGHTHOUSE SERVICE:

	<u>MC</u>	<u>MS</u>	<u>C</u>	<u>T</u>	<u>E</u>
<u>Self</u>	No	No	Yes	Yes	Yes

S. INVOLUNTARILY SEPARATED MEMBERS OF THE ARMY, THE NAVY, THE AIR FORCE, OR THE MARINE CORPS ON ACTIVE DUTY OR FULL-TIME NATIONAL GUARD DUTY ON SEPTEMBER 30, 1990, BUT BEFORE OCTOBER 1, 1995, AND THEIR DEPENDENTS (PUB.L. 101-510, REFERENCE (U)):

	<u>MC</u>	<u>MS</u>	<u>C</u>	<u>T</u>	<u>E</u>
<u>Involuntarily Separated Member</u>	1	1	3	3	3
<u>Lawful Spouse</u>	1	1	3	3	3
<u>Children, Unmarried, Under 21 Years</u>					
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
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
Ward	No	No	2&3	3&4	3&4
<u>Children, Unmarried, 21 Years and Over</u> (If entitled, above)					
	1&4&5	1&4&5	2&3&5	3&4&5	3&4&5
<u>Father, Mother, Father-in-Law, Mother-in-Law, Stepparent, or Parent-by-Adoption</u>					
	No	1&2	2&3	3&4	3&4

NOTES: 1. Yes, if the member:

4-1-23

Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.13—Continued

---

a. Was separated beginning on October 1, 1990, but before October 1, 1995, entitlement shall be for 60 days for members separated with less than 6 years of active service and 120 days for members separated with 6, or more, years of active service beginning on the date the member separated; or

b. And the dependent, is not entitled to Medicare Part A hospital insurance through the Social Security Administration.

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 at the time of the member's separation.

3. Yes, if the member was separated beginning on October 1, 1990, but before October 1, 1995, 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 at the time of the member's separation.

5. Yes, if the child:

a. Is incapable of self-support because of a mental or physical incapacity, that existed before age 21; or

b. 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.

c. Or, yes, if the child is a student between the ages of 21 and 23, and becomes temporarily incapacitated and cannot resume full-time student status. Incapacitation entitlement terminate either six months after the incapacitation period ends or the child's twenty-third birthday, whichever is earliest.

4-1-24

Figure B-1. DD Forms 1173 and 1173-1 Entitlement Guide extracted from DODI 1000.13—Continued

**Appendix C**  
**DD Form 1173 Expiration Date and MC effective Date**  
**Guidelines are Extracted from DODI 1000.13.**

---

DD FORM 1173 EXPIRATION DATE AND MC EFFECTIVE DATE GUIDELINES

A. EXPIRATION DATE NOTES

When the member and his or her spouse are residing apart due to a legal separation or interlocutory decree of divorce, the expiration date shall be 1 year from date of issue or the date on which the divorce becomes final.

When a dependent child will be residing apart from the sponsor due to enrollment in a full-time course of study in an institution of higher learning, the DD Form 1173 may be reissued at any time, regardless of whether or not the current card has expired. The expiration date of the reissued card shall be, as indicated below:

When there appears to be a choice of two or more expiration dates, always choose the earliest date.

- 1 - Date of expiration of sponsor's term of active service.
- 2 - Four years from date DD Form 1172 is verified.
- 3 - Last day of month preceding the sixty-fifth birthday, unless entitled to Medicare Part A at time of ID card issue.
- 4 - Twenty-first birthday (if full-time student documentation is provided, refer to 5, 6, or 7, below).
- 5 - Two years from date DD Form 1172 is verified.
- 6 - Twenty-third birthday.
- 7 - Expected date of graduation.
- 8 - If over age 21 and incapacitation determination has been made by the parent Uniformed Service:
  - INCP - Four years from date DD Form 1172 is verified.
  - INCT - Date of anticipated evaluation.
- 9 - Five years from date placed on the TDRL.
- 10 - Indefinite.
- 11 - Three years from date that DD Form 1172 is verified.
- 12 - Date of expiration of sponsor's tour at the invitation or sponsorship of the United States.

4-2-1

Figure C-1. DD Form Expiration Date and MC Effective Date Guidelines extracted from DODI 1000.13

- 13 - Date of termination of sponsor's entitlement to benefits.
- 14 - If the marriage terminated on or after September 29, 1988, one year after divorce, dissolution or annulment.
- 15 - For medical benefits, 60 days from separation for members with less than 6 years of active service and 120 days for members separated with 6, or more years of active service. For commissary and exchange privileges, 2 years from member's separation date.

**B. MC (CHAMPUS) EFFECTIVE DATE NOTES**

The MC effective date is the date the beneficiary first became eligible for CHAMPUS coverage. Once assigned, an MC effective date is permanent for as long as the beneficiary is continually covered by the CHAMPUS. The MC effective date does not change on the sponsor's retirement or death, unless the retirement or death occurred before January 1, 1967 (the initial date retirees and their dependents became eligible for the CHAMPUS). In this case, and in other instances not covered above, when there appears to be a choice of two or more eligibility dates, always choose the latest date. If there is a break in eligibility, the date CHAMPUS eligibility resumes (using those guidelines to determine that date) shall be the MC effective date.

- A - Date of sponsor's entry on active duty or December 7, 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.)
- B - January 1, 1967, if the sponsor retired or died on, or before, that date.
- C - Date of marriage.
- D - Date of birth.
- E - Date of final adoption.
- F - August 31, 1972 (date illegitimate child of male member whose paternity has been judicially determined, or illegitimate child of a female member became eligible for the CHAMPUS).
- G - January 1, 1969 (date illegitimate child of a male member, whose paternity has not been judicially determined, or illegitimate child of spouse became eligible for the CHAMPUS)

4-2-2

Figure C-1. DD Form Expiration Date and MC Effective Date Guidelines extracted from DODI 1000.13—Continued

- H - Date Reserve member becomes, or would have become, eligible for retired pay (usually member's sixtieth birthday).
- I - Date entered the United States.
- J - Date child's dependency on sponsor was established.
- K - Refer to A, B, C, or H, above, if meeting 20-20-20 criteria and divorced on, or after, February 1, 1983, or if meeting 20-20-15 criteria and divorced on, or after, April 1, 1985. If former spouse had an employer-sponsored health plan, use date canceled plan.
- L - January 1, 1985, if meeting 20-20-20 criteria and divorced before February 1, 1983, or if meeting 20-20-15 criteria and divorced before April 1, 1985. If former spouse had an employer-sponsored health plan, use date canceled plan.
- M - If Reserve member's death occurred after September 30, 1985, date Reserve member died.
- N - If Reserve member's death occurred after November 14, 1986, date Reserve member died.
- O - Date member was involuntarily separated.

<u>EXPIRATION</u>	<u>MC (CHAMPUS)</u>
<u>DATE</u>	<u>EFFECTIVE DATE</u>

C. DD FORM 1173

1. Dependents, Former Spouses, and Survivors of Active Duty Members, Retirees, and Reserve Members Who Retired Without Pay, Who Had Elected to Participate in the Reserve Component-Survivor Benefit Plan, and Who Died Before Reaching Age 60, But After October 1, 1978:

<u>Spouse:</u> Under age 65	1, 2&3	A, B, C&H
Over age 65	1&2	A, B, C&H

Unremarried Widow or Widower:

Under age 65	2&3	A, B, C&H
Over age 65	2	A, B, C&H

<u>Unmarried Widow or Widower:</u>	2	None
------------------------------------	---	------

4-2-3

Figure C-1. DD Form Expiration Date and MC Effective Date Guidelines extracted from DODI 1000.13—Continued

	<u>EXPIRATION DATE</u>	<u>MC (CHAMPUS) EFFECTIVE DATE</u>
<u>Unremarried Former Spouse:</u>		
Under age 65	2, 3&14	K&L
Over age 65	2&14	K&L
<u>Child (Legitimate, Adopted, Stepchild, Former Stepchild):</u>		
Under age 21	1, 2&4	A, B, C, D, E&H
Over age 21: student	5, 6&7	A, B, C, D, E&H
incapacitated	8	A, B, C, D, E&H
<u>Ward:</u>		
Under age 21	1, 2&4	None
Over age 21: student	5, 6&7	None
incapacitated	8	None
<u>Illegitimate Child of Male Member Whose Paternity Has Not Been Judicially Determined, or Illegitimate Child of Spouse, Illegitimate Child of Former Spouse:</u>		
Under age 21	1, 2&4	A, C, D, G, H&J
Over age 21: student	5, 6&7	A, C, D, G, H&J
incapacitated	8	A, C, D, G, H&J
<u>Illegitimate Child of Male Member, Whose Paternity Has Been Judicially Determined or Illegitimate Child of Record of Female Member:</u>		
Under age 21	1, 2&4	A, D&F
Over age 21: student	5, 6&7	A, D&F
incapacitated	8	A, D&F
<u>Parent, Parent-in-Law, Stepparent, or Parent-by-Adoption:</u>		
	1&2	None
<u>2. Dependents of Members on the TDRL. Expiration Dates Cannot Exceed 5 Years From Date Member is Placed on the TDRL:</u>		
<u>Spouse:</u> Under age 65	3&9	A, B&C
Over age 65	9	A, B&C

4-2-4

Figure C-1. DD Form Expiration Date and MC Effective Date Guidelines extracted from DODI 1000.13—Continued.

	<u>EXPIRATION DATE</u>	<u>MC (CHAMPUS) EFFECTIVE DATE</u>
<u>Unremarried Former Spouse:</u>		
Under age 65	2, 3&14	A, B&C
Over age 65	2&14	A, B&C
<u>Child (Legitimate, Adopted, or Stepchild):</u>		
Under age 21	4&9	A, B, C, D&E
Over age 21: student	5, 6&7	A, B, C, D&E
incapacitated	8	A, B, C, D&E
<u>Ward:</u>		
Under age 21	4&9	None
Over age 21: student	5, 6&7	None
incapacitated	8	None
<u>Illegitimate Child of Male Member, Whose Paternity Has Not Been Judicially Determined or Illegitimate Child of Spouse, Illegitimate Child of Former Spouse:</u>		
Under age 21	4&9	A, C, D, G&J
Over age 21: student	5, 6&7	A, C, D, G&J
incapacitated	8	A, C, D, G&J
<u>Illegitimate Child of Male Member, Whose Paternity Has Been Judicially Determined or Illegitimate Child of Record of Female Member:</u>		
Under age 21	4&9	A, D&F
Over age 21: student	5, 6&7	A, D&F
incapacitated	8	A, D&F
<u>Parent, Parent-in-Law, Stepparent, or Parent by Adoption:</u>		
	2	None

3. Surviving Dependents of Reserve Members Whose Death Occurred After September 30, 1985, 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.

	<u>EXPIRATION DATE</u>	<u>MC (CHAMPUS) EFFECTIVE DATE</u>
<u>Such Active Duty, Active Duty for Training, or Inactive Duty Training:</u>		
<u>Unremarried Widow or Widower:</u> Under age 65	2&3	M
Over age 65	2	M
<u>Unmarried Widow or Widower:</u>	2	None
<u>Child (Legitimate, Adopted, or Stepchild):</u>		
Under age 21:	2&4	M
Over age 21: student	5, 6&7	M
incapacitated	8	M
<u>Ward:</u> Under age 21	2&4	None
Over age 21: student	5, 6&7	None
incapacitated	8	None
<u>Illegitimate Child of Male Member Whose Paternity Has Not Been Judicially Determined or Illegitimate Child of Spouse:</u>		
Under age 21	2&4	M
Over age 21: student	5, 6&7	M
incapacitated	8	M
<u>Illegitimate Child of Male Member, Whose Paternity Has Been Judicially Determined or Illegitimate Child of Record of Female Member:</u>		
Under age 21	2&4	M
Over age 21: student	5, 6&7	M
incapacitated	8	M
<u>Parent, Parent-in-Law, Stepparent, or Parent-by-Adoption:</u>	2	None

4. Surviving Dependents of Reserve Members Whose Death Occurred After November 14, 1986, From an Injury, Illness, or Disease Incurred or

4-2-6

Figure C-1. DD Form Expiration Date and MC Effective Date Guidelines extracted from DODI 1000.13—Continued

	<u>EXPIRATION DATE</u>	<u>MC (CHAMPUS) EFFECTIVE DATE</u>
<u>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:</u>		
<u>Unremarried Widow or Widower:</u> Under age 65	2&3	N
Over age 65	2	N
<u>Unmarried Widow or Widower:</u>	2	None
<u>Child (Legitimate, Adopted, or Stepchild):</u>		
Under age 21:	2&4	N
Over age 21: student	5, 6&7	N
incapacitated	8	N
<u>Ward:</u> Under age 21	2&4	None
Over age 21: student	5, 6&7	None
incapacitated	8	None
<u>Illegitimate Child of Male Member, Whose Paternity Has Not Been Judicially Determined or Illegitimate Child of Spouse:</u>		
Under age 21	2&4	N
Over age 21: student	5, 6&7	N
incapacitated	8	N
<u>Illegitimate Child of Male Member, Whose Paternity Has Been Judicially Determined or Illegitimate Child of Record of Female Member:</u>		
Under age 21	2&4	N
Over age 21: student	5, 6&7	N
incapacitated	8	N
<u>Parent, Parent-in-Law, Stepparent, or Parent-by-Adoption:</u>	2	None
<u>5. Medal of Honor Recipients, 100-Percent Disabled Veterans, and Their</u>		

4-2-7

Figure C-1. DD Form Expiration Date and MC Effective Date Guidelines extracted from DODI 1000.13—Continued

	<u>EXPIRATION DATE</u>	<u>MC (CHAMPUS) EFFECTIVE DATE</u>
<u>Dependents and Survivors:</u>		
<u>Medal of Honor Recipient:</u>	10	None
<u>100-Percent Disabled Veteran:</u>	permanent 10 temporary 2	None None
<u>Spouse:</u>	2	None
<u>Unremarried Widow or Widower:</u>	2	None
<u>Unmarried Widow or Widower:</u>	2	None
<u>Child (Legitimate, Adopted, Stepchild, Ward, or Illegitimate):</u>		
Under age 21	2&4	None
Over age 21: student	5, 6&7	None
incapacitated	8	None
<u>Parent, Parent-in-Law, Stepparent, or Parent-by-Adoption:</u>	2	None
<u>6. Foreign Personnel and Eligible Dependents:</u>		
<u>Foreign member:</u>	11&12	None
<u>Spouse:</u>	11&12	I
<u>Child (Legitimate, Adopted, Stepchild, Ward, or Illegitimate):</u>		
Under age 21	4, 11&12	I
Over age 21: student	5, 6, 7&12	I
incapacitated	8&12	I
<u>Parent, Parent-in-Law, Stepparent, or Parent-by-Adoption:</u>	11&12	None
<u>7. Civilians and Their Eligible Dependents:</u>		
<u>Authorized Civilian:</u>	2&13	None
<u>Spouse:</u>	2&13	None

4-2-8

Figure C-1. DD Form Expiration Date and MC Effective Date Guidelines extracted from DODI 1000.13—Continued

	<u>EXPIRATION DATE</u>	<u>MC (CHAMPUS) EFFECTIVE DATE</u>
<u>Child (Legitimate, Adopted, Stepchild, Ward, or Illegitimate):</u>		
Under age 21	2, 4&13	None
Over age 21: student	5, 6, 7&13	None
incapacitated	8&13	None
<u>Parent, Parent-in-Law, Stepparent, or Parent-by-Adoption:</u>	2&13	None
8. <u>Contract Surgeons During the Period of Their Contract:</u>	2&13	None
9. <u>Uniformed and Nonuniformed Full-Time Paid Personnel of the Red Cross Within the CONUS, Hawaii, Alaska, and Puerto Rico, and Their Dependents, When Required to Reside in the Same Household on a Military Installation:</u>		
<u>Authorized Employee:</u>	2&13	None
<u>Spouse:</u>	2&13	None
<u>Child (Legitimate, Adopted, Stepchild, Ward, or Illegitimate):</u>		
Under age 21	2, 4&13	None
Over age 21: student	5, 6, 7&13	None
incapacitated	8&13	None
<u>Parent, Parent-in-Law, Stepparent, or Parent-by-Adoption:</u>	2&13	None
10. <u>Uniformed and Nonuniformed Full-Time Paid Personnel of the Red Cross Assigned To Duty with the Uniformed Services in Foreign Countries Accompanied with Dependents in the Same Household:</u>		
<u>Authorized Employee:</u>	2&13	None
<u>Spouse:</u>	2&13	none
<u>Child (Legitimate, Adopted, Stepchild,</u>		

4-2-9

Figure C-1. DD Form Expiration Date and MC Effective Date Guidelines extracted from DODI 1000.13—Continued

	<u>EXPIRATION DATE</u>	<u>MC (CHAMPUS) EFFECTIVE DATE</u>
<u>Ward, or Illegitimate).</u>		
Under age 21	2, 4&13	None
Over age 21: student	5, 6, 7&13	None
incapacitated	8&13	None
<u>Parent, Parent-in-Law, Stepparent, or Parent-by-Adoption:</u>	2&13	None
11. <u>Area Executives, Center Directors, and Assistant Directors of the USO, When Serving in Foreign Countries and Their Accompanying Dependents in the Same Household:</u>		
<u>Authorized Civilian:</u>	2&13	None
<u>Spouse:</u>	2&13	None
<u>Child (Legitimate, Adopted, Stepchild, Ward, or Illegitimate):</u>		
Under age 21	2, 4&13	None
Over age 21: student	5, 6, 7&13	None
incapacitated	8&13	None
<u>Parent, Parent-in-Law, Stepparent, or Parent-by-Adoption:</u>	2&13	None
12. <u>USS Personnel in Foreign Countries and Their Accompanying Dependents in the Same Household:</u>		
<u>Authorized Civilian:</u>	2&13	None
<u>Spouse:</u>	2&13	None
<u>Child (Legitimate, Adopted, Stepchild, Ward or Illegitimate):</u>		
Under age 21	2, 4&13	None
Over age 21: student	5, 6, 7&13	None
incapacitated	8&13	None

4-2-10

Figure C-1. DD Form Expiration Date and MC Effective Date Guidelines extracted from DODI 1000.13—Continued

	<u>EXPIRATION DATE</u>	<u>MC (CHAMPUS) EFFECTIVE DATE</u>
<u>Parent, Parent-in-Law, Stepparent, or Parent-by-Adoption:</u>	2&13	None
<u>13. MSC Civil Service Marine Personnel Deployed to Foreign Countries on MSC-Owned and-Operated Vessels:</u>	2&13	None
<u>14. Ship's Officers and Members of the Crews of Vessels of the NOAA:</u>	2&13	None
<u>15. Officers and Crews of Vessels, Lightkeepers, and Depot Keepers of the Former Lighthouse Service:</u>	2&13	None
<u>16. Involuntarily Separated Members of the Army, the Navy, the Air Force, or the Marine Corps on Active Duty or Full-Time National Guard Duty on September 30, 1990, but Before October 1, 1995, and Their Dependents:</u>		
<u>Involuntarily Separated Member:</u>	15	0
<u>Spouse:</u> Under age 65	15	A&C
Over age 65	15	A&C
<u>Child (Legitimate, Adopted, or Stepchild):</u>		
Under age 21	15	A, C, D&E
Over age 21: student	15	A, C, D&E
incapacitated	15	A, C, D&E
<u>Ward:</u> Under age 21	15	None
Over age 21: student	15	None
incapacitated	15	None
<u>Illegitimate Child of Male Member Whose Paternity Has Not Been Judicially Determined or Illegitimate Child of Spouse:</u>		
Under age 21	15	A, C, D, G&J
Over age 21: student	15	A, C, D, G&J
incapacitated	15	A, C, D, G&J
<u>Illegitimate Child of Male Member, Whose Paternity Has Been Judicially</u>		

4-2-11

Figure C-1. DD Form Expiration Date and MC Effective Date Guidelines extracted from BODI 1000.13—Continued

	<u>EXPIRATION DATE</u>	<u>MC (CHAMPUS) EFFECTIVE DATE</u>
<u>Determined or Illegitimate Child of Record of Female Member:</u>		
Under age 21	15	A, D&F
Over age 21: student	15	A, D&F
incapacitated	15	A, D&F
<u>Parent, Parent-in-Law, Stepparent, or Parent-by-Adoption:</u>		
	15	None

4-2-12

Figure C-1. DD Form Expiration Date and MC Effective Date Guidelines extracted from DODI 1000.13—Continued

## Appendix D

### Documentation Required to Establish Eligibility

#### D-1. Sponsor documentation

a. The AD sponsor status must be verified by the sponsor military personnel office by checking official records. No other method will suffice.

b. The deceased AD sponsor status is verified by DD Form 1300 (Report of Casualty). Official telegram notifying of AD death of sponsor or other similar official notification of death is acceptable. The AD death may also be verified telephonically through contact with official Government offices, such as Casualty, Memorial Affairs, or the National Personnel Records Center in St. Louis, Missouri, (DSN phone number 699-7261).

c. The retired sponsor status must be verified by retirement orders, DD Form 214, the Army register, the Army retired pay (DSN: 699-2900), Army Jumps Retired Pay statement, or by obtaining documentation from the local or regional Veterans Administration Office. Members transferred to the Retired Reserve must be entitled to retired pay from the uniformed service to be eligible for benefits and privileges as a retiree. Also, members who waive retired pay for any reason must provide proof of entitlement to retired pay.

d. The deceased retired sponsor is verified as in c above and by the civil death certificate.

e. The 100 percent disabled veteran (100% DAV) status must be verified by a copy of DD Form 214 along with a Veterans Administration letter specifically indicating eligibility for commissary and exchange privileges. The letter must not be more than 4 years old. The computer-generated form may be used instead of the above letters.

f. The 100 percent deceased disabled veteran must be verified by letter from the Veterans Administration stating that the individual was 100 percent disabled at the time of death, giving the date of death of the veteran and providing the name and relationship of the applicant for an ID card.

g. Medal of Honor recipients must have a copy of award certificate or other documentation establishing receipt of award; telephonic verification can also be obtained through PERSCOM, Awards Branch, DSN: 221-8698.

h. Medal of Honor recipients—deceased must be verified as in g above and by the death certificate.

i. Reservists who retired without pay, had met time-in-service requirements, had elected to participate in Reserve Component Survivor Benefit Plan, and who died before reaching age 60, but after 1 October 1978 must be verified by presenting a letter from parent Service verifying sponsor's date of birth (so that beginning date of eligibility can be established).

j. Foreign sponsors must present personal identification reflecting the persons AD military status (that is member's own Service ID card) and one of the following:

(1) Diplomats—name in current Diplomat List (Blue).

(2) Embassy Employees of Diplomatic Mission (White) published by the Department of State.

(3) Non-Diplomatic military personnel of NATO nations in the United States—Presentation of Official NATO Travel Orders issued by a U.S. Uniformed Service of the Department of Defense.

(4) Excluded are officer and enlisted personnel of foreign nations who are members of purchasing missions not accorded official U.S. recognition, members of foreign military services retired or on leave in the United States, but not under orders published by any of the Services.

(5) Also, excluded are those whose eligibility to use the card is expected to last 30 days or less.

(6) When in the interest of U.S. policy, diplomatic personnel in certain billets may be excluded from issuance of cards.

#### D-2. Dependent documentation

a. All documentation must be State or county certified.

b. The lawful spouse—marriage certificate; if either party was previously married, copy of divorce decree, decree of annulment or death certificate terminating any previous marriages.

c. The common-law spouse—dependency determination by DFAS-IN; if either party previously married, copy of divorce decree, of annulment of death certificate terminating and previous marriages.

d. The unremarried widow or widower—marriage certificate.

e. The unmarried widow or widower—marriage certificate, divorce decree, of annulment, or death certificate terminating that marriage.

f. Unmarried legitimate child, adopted child, stepchild, under 21 years of age—birth certificate and marriage certificate, court order for adoption.

Note. Surviving child who is adopted after death of sponsor continues eligibility.

g. Unmarried illegitimate child of female member—birth certificate.

h. Unmarried illegitimate child of male member whose paternity has been established by court order, or legal ward, and under 21 years of age—birth certificate, copy of court order establishing paternity or directing support court decree appointing guardianship.

i. Unmarried illegitimate child under 21 years of age whose relationship to the military sponsor has not been judicially determined, NOT residing in sponsor's household—birth certificate and determination of dependency required.

j. Unmarried illegitimate child of male member under 21 years of age whose relationship to the military sponsor has not been judicially determined, residing in sponsor's household—birth certificate and statement from sponsor that child is the child of the sponsor, residing in the sponsors household.

k. Unmarried children as listed in f through j above who are over 21 years of age, and under 23 years of age enrolled in an approved institution as a full-time student—documentation as above and a letter from the school's registrar or other school official indicating whether a full-time (normally 12 credit hours per semester for undergraduate, 9 credit hours per semester for graduate) student, the expected date of graduation and if school accreditation statement must be required from the school. Additionally, the sponsor must certify on the application (DD Form 1172) that the family member does in fact receive over 50 percent of his or her support from the sponsor. The college or university will determine full-time status.

l. Unmarried children as listed in f through j above who are 21 years of age and who are incapable of self-support because of a mental or physical incapacity that existed before age 21, and who in fact depend on the sponsor for over 50 percent of their support—documentation as required for children in f through j above and a statement from a licensed physical or medical officer certifying medical condition rendering incapacity which existed prior to the family member's 21st birthday. The statement must also advise whether the condition is temporary or permanent. If the condition is temporary, the physical should estimate the expected length of incapacity. The application must be forwarded to DFAS-IN, ATTN: Dept 15, Indianapolis, Indiana, 46249, for a dependency determination.

m. Parent, parent-in-law, step-parent, or adoptive parent birth certificate sponsor or spouse (to verify relationship). All applications must be forwarded to DFAS-IN. Determination for eligibility for all benefits require that the military sponsor provide at least 50 percent of the parent's support and that the parent resides in a household maintained by or for the military sponsor.

n. Orphan—documents as listed in f through l above, and death certificates for one or both parents as appropriate.

### **D-3. Administrative concerns**

a. Documentation required must be State or county certified. However, in the case of a new born child under the age of one, a certificate of live birth with at least one parent listed or a statement from the hospital is adequate for DEERS enrollment.

b. Documentation will be returned to the sponsor or applicant after verification.

c. When the family member being verified is age 65 or older and not eligible for Medicare, Part A, a letter of Disallowance for Medicare, Part A, from the Social Security Administration is required, prior to extending 'MC.'

d. When family members, except AD family members, become eligible for Medicare, Part A, at any age, entitlement to MC terminates.

### **D-4. Exceptions to the requirements for legal documentation**

a. A certified statement from the sponsor and reasonable supporting evidence will be accepted when legal documents cannot be obtained because of nonexistence of records.

b. Verifying officer will ensure that a reasonable effort was made by the sponsor to obtain documents before a certified statement is accepted.

c. When accepting a certified statement from a sponsor in place of legal documentation, the personnel officer will make an effort to verify the information contained in the certificate with the data in the sponsor's personnel and finance records.

## **Appendix E Individuals Entitled to a DD Form 1173**

### **E-1. Spouse**

a. Lawful spouse.

b. Common-law spouse for whom a DFAS-IN determination has been obtained.

### **E-2. Unremarried former spouses**

a. Unremarried former spouse of a member or former member, married to the member or former member for a period of at least 20 years of service that is creditable in determining the member's or former member's eligibility for retired or retainer pay, or equivalent pay, and the eligible family members of such former spouse (P.L. 97-252 and P.L. 98-525).

b. Unremarried former spouse described 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, and the final decree of divorce, dissolution, or annulment of the marriage was before 1 April 1985. If the marriage ended on or after 1 April 1985, then entitlements will exist for 2 years after the divorce, dissolution or annulment, or entitlements will exist for 2 years after the divorce, dissolution or annulment, or 31 December 1988, whichever is later (P.L. 98-525, P.L. 99-661, and P.L. 100-271). If the marriage ended on or after September 30, 1988, entitlements will exist for 1 year after the divorce, dissolution, or annulment (P.L. 100-456).

c. Unremarried former spouse described above, whose subsequent remarriage ended in death or divorce. A spouse in this category is considered to be unmarried.

### **E-3. Children**

a. Legitimate children, legitimated children, adopted children, legitimate step-children, and wards, who are 10 years of age but under 21 year of age, and unmarried. (Children under 21 years of age who have married but who are presently unmarried because of divorce, death, or annulment may resume eligibility).

b. Children under 10 years of age who reside with a guardian, divorced parent, or other person not eligible for medical care or other privileges or those who, because of special circumstances (that is children of sole parents or both parents are members of the uniformed services (joint service marriage).

c. Adopted children, legitimate children, legitimated children, stepchildren, or wards, who are 21 years of age or over and unmarried, are dependent for over half of their support from the sponsor, and one of the following:

(1) Incapable of self-support because of a mental or physical handicap that existed before their 21st birthday.

(2) Have not passed their 23rd birthday and are enrolled in and attending class in a full-time course of study at an approved institution of higher learning. (See glos.)

(3) Illegitimate children and illegitimate stepchildren.

### **E-4. Other family members**

a. Parents, including fathers, mother, fathers-in-law, mother-in-law, step-parents, and parents by adoption who are dependent on the sponsor for over half their support and who reside in a household maintained by or for the military sponsor.

b. Surviving family members of members who died while on AD under orders that specified a period of more than 30 days or members who died while in a retired-with-pay status.

c. Surviving family members of Reserve members whose death occurred after 30 September 1985, from an injury or illness incurred or aggravated while on AD under a call or order to AD of 30 days or less, on AD 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 AD, AD for training; or inactive duty training (P.L. 99-145).

d. Surviving family members of Reserve members whose death occurred after 14 November 1986, from an injury, illness, or disease incurred or aggravated while performing, or while traveling to or from performing, AD for a period of 30 days or less, or inactive duty training (P.L. 99-661).

e. Surviving family members of Reserve members who retired without pay, had met time-in-service requirements, had elected to participate in the Reserve Component-Survivor Benefit Plan, and died before reaching age 60, but after 1 October 1978 (P.L. 95-397). The DD Form 1173 may be issued only on or after the date in which the member would have been age 60 had he or she survived.

f. 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 family members.

g. Surviving family members of Medal of Honor recipients and surviving family members 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.

### **E-5. Foreign personnel**

a. AD officer and enlisted personnel of the North Atlantic Treaty Organization (NATO) countries serving in the United States under the sponsorship or invitation of the Department of Defense or a Military Service and their accompanying family members living in the sponsor's U.S. household.

b. AD 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 family members living in the sponsor's U.S. household.

c. AD 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 family members living in the sponsor's U.S. Household.

d. AD 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 family members living with the sponsor.

## **E-6. Civilian personnel**

a. Civilian personnel of the Department of Defense and the uniformed services and their accompanying family members when required to reside in a household on a military installation within the continental United States (CONUS), Hawaii, Alaska, and Puerto Rico, and Guam.

b. 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 family members when residing in the same household.

## **E-7. Other personnel**

a. Contract surgeons during the period of their contract.

b. Uniformed and non-uniformed full-time paid personnel of the Red Cross assigned to duty with the uniformed services within CONUS, Hawaii, Alaska, and Puerto Rico and their accompanying family members when required to reside in the same household on a military installation.

c. 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 family members when residing in the same household.

d. Area executives, center directors, and assistant directors of the United Service Organization (USO) when serving in foreign countries and their accompanying family members when residing in the same household.

e. United Seaman's Service (USS) personnel in foreign countries and their accompanying family members when residing in the same household.

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

g. Ship's officers and members of the crews of vessels of NOAA (33 U.S.C. 857-4).

h. Officers and crews of vessels, lightkeepers, and depot keepers of the former Lighthouse Service.

## **Appendix F Uniformed Services Personnel Information Address Listings**

### **F-1. Uniformed Services Personnel Project Offices**

a. Department of the Army, U.S. Total Army Personnel Command, ATTN: TAPC-PDO-IP, 200 Stovall Street, Alexandria, VA 22332-0474.

b. Headquarters, U.S. Air Force, AFMPC/DPMDOP, 9584 I H North, San Antonio, TX 78233-6636.

c. U.S. Navy, Naval Military Personnel Center, ATTN: NMPC-641E, Washington, DC 20370-5641.

d. Marine Corps, Commandant of the Marine Corps, ATTN: Code MPH-20, Washington, DC 20380-0001.

e. Public Health Service, Officer Development Branch, DCP Parklawn Building, Room 4A-18, 5600 Fishers Lane, Rockville, MD 20857.

f. Coast Guard, Commandant, ATTN: G-PS-5, Military Retired Benefits, and Decedents Affairs Branch, Washington, DC 20593-0001.

g. National Oceanic and Atmospheric Administration, Commissioned Personnel Division, NOAA (NC1), 11400 Rockville Pike, Rockville, MD 20852.

### **F-2. Uniformed Services Personnel Project Offices (Guard/Reserve)**

a. National Guard Bureau, ATTN: NGB-ARP-CS, 4501 Ford Avenue, Alexandria, VA 22302-1450.

b. Headquarters, Marine Corps, ATTN: MHP-20, Washington, DC 20380.

c. Air National Guard, Mail Stop 18, Andrews AFB, MD, 20331-6008.

d. Air Reserve, HQ, USAF/REPPA, Room BF655, The Pentagon, Washington, DC 20330-5400.

e. Commandant (G-RSM-1), U.S. Coast Guard, 2100 Second Street SW., Washington, DC 20593-0001.

f. Director, Naval Reserve, ATTN: OP095, Room 4E433, The Pentagon, Washington, DC 20350-2000.

g. Office, Chief Army Reserve, ATTN: DAAR-PE, Washington, DC 20310-1405.

h. Commander, FORSCOM, ATTN: FCAG-IS-P, Fort McPherson, GA 30330-6000.

## **F-3. Former spouse information**

a. Department of the Army, Commander, U.S. Army Reserve Personnel Center, ATTN: DARP-PAS-EVC, 9700 Page Blvd, St. Louis, MO 63132-5200.

b. Headquarters, U.S. Air Force, AFMPC/DPMDOP, 9594 I H 35 North, San Antonio, TX 78233-6636.

c. U.S. Navy, Naval Military Personnel Center, ATTN: NMPC-641-E, Washington, DC 20370-5641.

d. Marine Corps, Commandant of the Marine Corps, ATTN: Code MPH-20, Washington, DC 20380-0001.

e. Public Health Service, Officer Development Branch, DCP, Parklawn Building, Room 4A-18, 5600 Fishers Lane, Rockville, MD 20857.

f. Coast Guard, Military Retired, Benefits and Decedents Affairs Branch, Commandant (G-PS-5), U.S. Coast Guard, Washington, DC 20593-0001.

## **Appendix G Movement of RAPIDS Computer Equipment**

### **G-1. Procedures**

a. The RAPIDS computer equipment has been provided to various military installations for automating the ID card issuing process. It presently accesses the DEERS database to update and maintain family members' and sponsors' records so they may receive military benefits and privileges they are entitled to.

b. It is imperative that the utmost care be given this equipment. The computer equipment was installed under the supervision of the RAPIDS Program Office (RPO) at no cost to the receiving unit, except for local communication lines. When an activity finds it necessary to relocate or move the equipment (for any reason), specific procedures must be followed, and permission MUST be obtained from HQDA and the RPO before any move or relocation is made. The equipment is under a monthly maintenance agreement, and if damage is incurred due to an unauthorized move/relocation, the contractor is not responsible and the activity will be responsible for paying for the repairs.

c. When you have formally requested a move or relocation through the proper channels and the move is approved, RPO will task the Government contractor with moving the equipment.

d. Procedures to request a move of equipment are as follows:  
(1) Complete the "Request for Move" form. Complete all information on the form as the form will be returned if incomplete.  
(2) Funding documentation must be included with the written name and relocation request when it is forwarded. Funds must be operations and maintenance funds. Travel funds are not acceptable. Delivery orders for a move will not be processed without the necessary funding documents. The activity's billing office address and point of contact should be included on the form so that the RPO can forward a copy of the delivery order to the site.

(3) Funds for equipment move or relocation must be a direct citation of funds, which should include accounting information and the exact amount to be transmitted.

(4) Funds for telecommunications relocation must be funded on a cost-reimbursable basis.

(5) The installation communications office should be contacted for coordination of the communications line move (if applicable) and installation resource management (billing) office for funding documents required. Complete the relocation request and forward the funding documents and the relocation request to HQDA service project office (address in app F).

e. RAPIDS relocation/move cost estimate list (CONUS sites only) are as follows:

(1) *Move/relocation.* Multiple RAPIDS Work Station (MRWS) and/or Terminal RAPIDS Work Station (TRWS) less than 50 feet from MRWS. The cost includes relocation of a MRWS/Single RAPIDS Work Station (SRWS), or relocation of a MRWS and a hard-wired TRWS. If a TRWS is located greater than 50 feet from its MRWS, the extended distance relocation cost should be used. Cost for FY 1992 is \$959.93.

(2) *Extended distance relocation.* If the TRWS is located greater than 50 feet from its MRWS, additional personnel are required to complete the relocation. This also includes relocation of the line drivers or modems that connect the TRWS to the MRWS. Cost for FY 1992 is \$3070.37.

(3) *Additional systems.* If more than one system is being relocated, this cost should be multiplied by the number of additional systems moving and added to the cost determined from paragraphs a and b above. If any system moving is extended distance, the extended distance relocation cost must be the initial cost. You can not use the hard-wired relocation cost if any of the additional systems are extended distance. This cost is the same for additional systems, whether they are hard-wired or extended distance. Cost for FY 1992 is \$168.03.

(4) *Telecommunication relocation charges.* Estimated cost per each telecommunication line moved. If the line move is delayed more than 30 days, an additional charge will be incurred. If the line move is canceled, the cancellation cost can be as high as \$1,000, depending on how close to the actual move date it was canceled. If a line move is delayed beyond 30 days, and a second delay is needed, the relocation request must be canceled and resubmitted, and cancellation charges will be applied. These figures are subject to change at the direction of the Federal Tariff Board. Cost for a move within the same building is \$250 and from one building to another is \$600.

(5) *Site survey.* A site survey is required if the equipment is to be moved to a different building or to a different room in the same building, and the new location has never been surveyed for RAPIDS equipment. Cost for FY 1992 is \$1,850.77.

(6) *Miscellaneous charges.* Purchase of a 50-foot cable is \$40.16 and extended distance cable greater than 50 feet is \$100.47.

(7) *Configuration changes.* Movement of equipment that causes change to the configuration. "Configuration" refers to the way the system is set up; that is, is the TRWS connected to the MRWS with cables or with modems, does any cabling run through the ceiling, walls or floor, and so forth. Changing the configuration will generate additional costs that will be estimated by the RPO during preliminary planning.

(8) *Transportation charges.* If equipment is being moved to another base, and is to be shipped to the new location, the site must also bear the shipping costs. These costs will be provided by the RPO during the preliminary planning.

f. Your Army Personnel Project Office for DEERS/RAPIDS is: Commander, PERSCOM, ATTN: TAPC-PDO-IP, Alexandria, Virginia 22332-0474, DSN: 221-9590 or commercial: (703) 325-9590.

g. Activities assigned to USAREUR must forward their request to Commander, 1st Personnel Command, Personnel Service Support Directorate, ATTN: AEUPE-PSSD-PSB, APO NY 09081-5604.

## G-2. Instructions

a. Complete the RAPIDS computer equipment relocation request and DD Form 448 (Military Interdepartmental Purchase Request) (MIPR).

b. Monies for movement of equipment must be forwarded before any movement of equipment will take place.

c. Monies must be forwarded on a DD Form 448. There are usually two MIPRs involved, one for movement of equipment and another for movement of the telecommunication lines.

d. The RAPIDS equipment (main terminals) have a direct dedicated communication line; normally, only the telephone company can move this line. For assistance regarding your telephone communications line, coordinate with the installation Director of Information Management (DOIM). There are times when the communications office can move the lines, depending on where the phone company dropped the line.

e. Your installation resource management office will prepare the DD Form 448. You must coordinate with your resource management office.

f. The DD Form 448 for movement of the equipment will be addressed to Defense Supply Services Washington, C/O RAPIDS, ATTN: Defense Manpower Data Center, 1600 Wilson Boulevard, Suite 400, Arlington, VA 22209-2593.

g. All of the required forms must be sent as one package to PERSCOM as enclosures to a cover memorandum of forwarding. The mailing address is Commander, PERSCOM, ATTN: TAPC-PDO-IP, Alexandria, VA 22332-0474. For questions, you should always contact your MACOM POC before calling PERSCOM. Your memorandum forwarding this move request normally goes through your MACOM to PERSCOM.

## Appendix H

### Restrictions on Issue of DD Form 1173

#### H-1. DD Form 1173 will not be issued to the following:

a. Individuals when eligibility for, or usage of, the card for periods of 30 days or less is indicated.

b. Family members under 10 years old, unless they do not reside in the household of an eligible family member. See appendix E for exceptions.

c. AD military personnel, except on an individual basis when the secretary of the military department concerned, or a designee, considers the issuance to be in the department's best interest.

d. Employees of nonappropriated fund instrumentalities in the United States, unless otherwise eligible.

e. Individuals whose eligibility for privileges is based on temporary duty (TDY). Presentation of travel orders constitutes acceptable identification.

f. Family members when the member is in a deserter status or dropped from the rolls of the Service.

g. Individuals who stand in loco parentis (in the place of a parent charged factitiously with a parent's duties and responsibilities).

h. The DD Form 1173 will not be reissued when a sponsor is "frocked" to show the "frocked grade." See paragraph 6-4a(3) for exceptions on general officers.

i. The abused family member of a sponsor receiving a dishonorable or bad-conduct discharge or dismissed from the Service as a result of a court-martial conviction for an offense involving abuse of the family member will not be issued DD Form 1173, even though the abused family member may be entitled to receive limited military medical or dental care for a injury or illness resulting from the abuse.

#### H-2. Overseas limitations

a. Treaties, status of forces agreements, or military bases agreements in overseas areas may place further limitations on the logistical support that otherwise might be available to eligible personnel.

b. Status of forces agreements with foreign countries preclude the use of commissary or exchange facilities by persons who are not stationed within the host country under official orders in support of the mutual defense mission.

**Appendix I**  
**Instructions for Completing the DD Form 1172 are**  
**extracted from DODI 1000.13.**

**INSTRUCTIONS FOR COMPLETION OF DD FORM 1172, "APPLICATION FOR UNIFORMED SERVICES IDENTIFICATION CARD-DEERS ENROLLMENT"**

The DD Form 1172 shall be used to apply for issuance of DD Forms 2 (Active, Reserve, and Retired), DD Form 1173, DD Form 1173-1, and for enrollment or update of eligible individuals into the DEERS data base. For Guard and/or Reserve DEERS Enrollment Program personnel, ensure that the Guard and Reserve enrollment block in the upper left-hand corner of DD Form 1172 is noticeably blacked out. Retention and disposition of the DD Form 1172 shall be in accordance with the Uniformed Services' regulatory instructions.

**SECTION I - SPONSOR INFORMATION**

**Block 1. Name.** Enter the sponsor's LAST name first, enter the FIRST name, and then enter the MIDDLE INITIAL or the full MIDDLE NAME. (Use no more than 27 characters.)

**NOTE:** The name field can include a designation of JR, SR, ESQ, or the Roman numerals I through X. To include that designation, enter the appropriate data after the middle initial. The name cannot contain any special characters nor is any punctuation permitted.

**Block 2. Sex.** Enter the sex of the sponsor from the valid abbreviations listed in the left column, below: (Use one character.)

M - Male  
F - Female

**Block 3. Social Security Number (SSN).** Enter the sponsor's SSN. In cases where the sponsor does not have an SSN, enter the sponsor's Service Serial Number with the addition of left-justified zeros, when the service number contains less than nine digits. For example, serial number "12345" would be entered as "000012345." (Use nine characters.)

**NOTE:** If the SSN or Service Serial Number is already registered on the DEERS data base for another individual, STOP processing and verify the number. If verification confirms duplication of the SSN by the Social Security Administration, continue processing and the system shall automatically generate a duplicate control number for the additional sponsor.

**Block 4. Status.** Enter the correct abbreviation for the status of the sponsor from the valid abbreviations listed in the left column, below: (Use no more than six characters.)

- AD - Active duty (excluding Guard and Reserve on extended active duty for more than 30 days)
- RCL-AD - Recalled to active duty
- RES - Reserve (all categories)
- RESEAD - Reserve members on extended active duty for more than 30 days
- RESRET - National Guard and Reserve members who retire, but are not entitled to retired pay until age 60
  
- GRD - National Guard (all categories)
- GRDEAD - National Guard on extended active duty for more than 30 days
- MH - Medal of Honor recipient
  
- ACADMY - Academy or Navy Officer Candidate School (OCS) Student
- DAVTMP - 100-percent disabled veteran, temporary disability
- DAVPRM - 100-percent disabled veteran, permanent disability
- RET - Former member entitled to retired pay
- TDRL - Former member, on the TDRL
- PDRL - Former member, on the Permanent Disability Retired List (PDRL)
- CIV - Civilian
- AD-DEC - Active duty deceased
- RESDEC - Reserve deceased
- GRDDEC - Guard deceased
- RETDEC - Former member, entitled to retired pay deceased (either regular, the TDRL, or the PDRL)
- MH-DEC - Medal of Honor recipient deceased
- DAVDEC - 100-percent disabled veteran deceased (either temporary (TMP) or permanent (PRM))
- OTHER - Non-DoD eligible beneficiaries (including credit union employees, or contractor personnel, and other civilians employed in support of U.S. forces overseas, who are authorized benefits and privileges)
- FP - Foreign military personnel
- TAMP - Involuntarily separated members of the Army, the Navy, the Air Force, or the Marine Corps on active duty or full-time National Guard duty on September 30, 1990

**Block 5. Branch of Service.** Enter the correct organization with which the sponsor is affiliated from the valid abbreviations listed in the left column, below: (Use no more than five characters.)

- USA - the U.S. Army
- USAF - the U.S. Air Force
- USN - the U.S. Navy
- USMC - the U.S. Marine Corps
- USCG - the U.S. Coast Guard
- PHS - the Public Health Service
- NOAA - the National Oceanic and Atmospheric Administration
- OTHER - used when the sponsor is not affiliated with one of the Uniformed Services listed, above

**Block 6. Pay Grade.** Enter the correct sponsor pay grade from the valid abbreviations listed in the left column, below. (Use no more than four characters.)

- E1-E9 - Enlisted pay grades 1 through 9
- W1-W4 - Warrant officer pay grades 1 through 4
- STDT - Academy and/or Navy OCS student
- 001-011 - Officer pay grades 1 through 11 (011 is reserved)
- GS01-GS18 - Federal employees with General Schedule pay grades
- OTHR - Other (non-Uniformed Service) pay grades not defined, above
- N/A - Not applicable

**Block 7. Rank.** Enter the Uniformed Service sponsor's correct rank from the valid abbreviations listed, below. That block is left blank for all other sponsors. For NOAA and PHS sponsors, follow the Navy and/or Coast Guard officer ranks. Pay grade 011 is reserved. (Use no more than six characters.)

<u>Pay Grade</u>	<u>Army Rank</u>	<u>Air Force Rank</u>	<u>Marine Corps Rank</u>	<u>Navy and/or Coast Guard Rank</u>
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
W4	CW4	CWO-4	CWO4	CWO-4
W3	CW3	CWO-3	CWO3	CWO-3
W2	CW2	CWO-2	CWO2	CWO-2
W1	WO1	WO	WO	WO-1
E9	CSM	CMSGT	SGTMAJ	MCPO
E9	SGM	-	MGYSGT	-
E8	1SG	SMSGT	1STSMT	SCPO
E8	MSG	-	MSGT	-
E7	SFC	MSGT	GYSMT	CPO
E7	PSG	-	-	-
E6	SSG	TSGT	SSGT	PO1
E5	SGT	SSGT	SGT	PO2
E4	CPL	SGT	CPL	PO3
E4	SPC	SRA	-	-
E3	PFC	A1C	LCPL	NON-PO
E2	PVT	AMN	PFC	NON-PO
E1	PV1	AB	PVT	NON-PO
STDT	CADET	CADET	PLC	MIDSHIP/CADET
STDT	OCS	OCS	-	OCS
STDT	ROTC	ROTC	-	ROTC
STDT	-	AOC	-	ROC

**Block 8. GEN CAT (Geneva Convention Category).** Enter the sponsor's appropriate Geneva Convention Category from the valid abbreviations listed in the left column, below. That block is automatically generated for online systems. (Use no more than three characters.)

- I - Category I (pay grades E1 through E4)
- II - Category II (pay grades E5 through E9)
- III - Category III (pay grades W1 through 003 and/or Cadets and/or Midshipmen)
- IV - Category IV (pay grades 004 through 006)
- V - Category V (pay grades 007 through 011)
- N/A - Not applicable (nonprotected personnel)

---

**Block 9. Type of Card Issued.** If the transaction being performed results in issue or reissue of the sponsor's Uniformed Services' ID card, enter the appropriate abbreviation from the left column, below, to indicate which DD Form was issued to the sponsor. (Use four characters.)

2ACT - DD Form 2, Active (Green)  
2RET - DD Form 2, Retired (Blue)  
2RES - DD Form 2, Reserve (Red)  
1173 - DD Form 1173

**Block 10. ID No. (ID Card Number).** If the transaction is to issue or reissue an ID card to the sponsor, enter the serial number of the DD Form 2 or DD Form 1173. That block may be left blank. (Use no more than nine characters.)

**Block 11. Last Update.** No action required. That date is generated automatically by the DEERS and indicates the date of the last online transaction or DD Form 1172 submitted for that sponsor.

**Block 12. V/I (Verify and/or Issue).** Enter the correct action abbreviation to show the reason that the DD Form 1172 is being prepared. Select from the valid values listed in the left column, below. For Ready Reserve members and Reserve retirees entitled to pay at age 60, leave blank. (Use one character.)

A - To indicate the addition of a new record on the DEERS.  
C - To indicate a change or update transaction, when an ID card shall not be issued.  
I - To indicate the issue OR reissue of an ID card.  
J - To indicate a sponsor and/or dependent(s) address update only if the address update is for dependents addresses only, proceed to block 33., below.

**Block 13. Current Residence Address.** Enter the number and street of the sponsor's current residence address. When disclosure of the residence address would violate the "Privacy Act" (Pub.L. 93-579, (reference (aa))), and the sponsor is an active duty or a Reserve member, enter the sponsor's military mailing address. If sponsor is deceased or if address is unknown, leave blank. (Use no more than 27 characters.)

**Block 14. Supplemental Address Information.** Enter supplemental address information, such as an apartment number. Do not enter a duty address in combination with a residence address. That field may be left blank. (Use no more than 20 characters.)

**Block 15. City.** Enter the sponsor's current city of resident. If the sponsor's address is an Army Post Office (APO) or a Fleet Post Office (FPO), enter the designation APO or FPO. If the sponsor is deceased or city is unknown, leave blank. (Use no more than 18 characters.)

**Block 16. State.** Enter the correct U.S. postal abbreviation for the State of the sponsor's residence from the valid abbreviations listed, below. If the sponsor's address is an APO or FPO, enter the correct APO or FPO State. If the sponsor lives outside of the 50 United States, the District of Columbia, or one of the listed trust territories, enter a default value of "XX." If the sponsor is deceased or if state is unknown, leave blank. (Use two characters.)

Alabama	AL
Alaska	AK
American Samoa	AS
Arizona	AZ
Arkansas	AR
California	CA
Colorado	CO
Connecticut	CT
Delaware	DE
District of Columbia	DC
Florida	FL
Georgia	GA
Guam	GU
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS
Kentucky	KY
Louisiana	LA
Maine	ME
Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN
Mississippi	MS
Missouri	MO
Montana	MT
Nebraska	NE
Nevada	NV
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY

North Carolina	NC
North Dakota	ND
Ohio	OH
Oklahoma	OK
Oregon	OR
Pennsylvania	PA
Puerto Rico	PR
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN
Federated States of Marshall Islands, Palau	TT
Texas	TX
Utah	UT
Vermont	VT
Virginia	VA
Virgin Islands	VI
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY

**Block 17. ZIP Code.** Enter the correct nine-digit ZIP Code of the sponsor's current residence address in the following format: "123456789." If the last four digits are unknown, enter four zeros (0000); e.g., "123450000." If the sponsor does not reside in one of the 50 United States, the District of Columbia, or one of the listed trust territories, enter the applicable foreign ZIP Code, or APO or FPO number. If the sponsor is deceased or if ZIP Code is unknown, leave blank. (Use no more than nine characters.)

**Block 18. Country.** Enter the sponsor's correct country of residence from the valid abbreviations listed, below. If the sponsor's address is an APO or FPO, the country must be "US." If the sponsor is deceased or if country is unknown, leave blank. (Use two characters.)

Afghanistan	AF
Albania	AL
Algeria	AG
America Samoa	AQ
Andorra	AN
Angola	AO
Anguilla	AV
Antarctica	AY
Antigua and Barbuda	AC
Argentina	AR

Aruba	AA
Ashmore and Cartier Islands	AT
Australia	AS
Austria	AU
Bahamas, The	BF
Bahrain	BA
Baker Island	PQ
Bangladesh	BG
Barbados	BB
Bassas Da India	BS
Belgium	BE
Belize - Formerly, British Honduras	BH
Benin	BN
Bermuda	BD
Bhutan	BT
Bolivia	BL
Botswana	BC
Bouvet Island	BV
Brazil	BR
British Indian Ocean Territory	IO
British Virgin Islands	VI
Brunei	BX
Bulgaria	BU
Burkina-Faso	UV
Burma	BM
Burundi	BY
Cambodia - Formerly, Kampuchea	CB
Cameroon	CM
Canada	CA
Cape Verde	CV
Cayman Islands	CJ
Central African Empire - Formerly, Central Africa Republic	CT
Chad	CD
Chile	CI
China	CH
Christmas Island	KT
Clipperton Islands	IP
Cocos (Keeling) Islands	CK
Colombia	CO
Comoros - Formerly, Comoro Island	CN
Congo	CF
Cook Islands	CW
Coral Sea Islands	CR
Costa Rica	CS
Cuba	CU
Cyprus	CY
Czechoslovakia	CZ
Denmark	DA
Djibouti - Formerly, French Somaliland	DJ

5-8

Figure I-1. Instructions for Completing the DD Form 1172 extracted from DODI 1000.13—Continued

Dominica	DO
Dominican Republic	DR
Ecuador	EC
Egypt	EG
El Salvador	ES
Equatorial Guinea	EK
Ethiopia	ET
Europa Island	EU
Falkland Islands	FA
Faroe Islands - Formerly, Faeroe Islands	FO
Fiji	FJ
Finland	FI
France	FR
French Guiana	FG
French Polynesia	FP
French Southern and Antarctic Lands	FS
Gabon	GB
Gambia, The	GA
Gaza Strip	GZ
German Democratic Republic	GC
Germany, Berlin	BZ
Germany, Federal Republic of	GE
Ghana	GH
Gibraltar	GI
Glorioso Islands	GO
Greece	GR
Greenland	GL
Grenada	GJ
Guadeloupe	GP
Guam	GQ
Guatemala	GT
Guernsey	GK
Guinea	GV
Guinea-Bissau	PU
Guyana	GY
Haiti	HA
Heard Island and McDonald Island	HM
Honduras	HO
Hong Kong	HK
Howland Island	HQ
Hungary	HU
Iceland	IC
India	IN
Indonesia	ID
Iran	IR
Iraq	IZ
Iraq - Saudia Arabia Neutral Zone	IY
Ireland	EI
Israel	IS
Italy	IT

5-9

Figure I-1. Instructions for Completing the DD Form 1172 extracted from DODI 1000.13—Continued

Ivory Coast	IV
Jamaica	JM
Jan Mayen	JN
Japan	JA
Jarvis Island	DQ
Jersey	JE
Johnston Atoll	JQ
Jordan	JO
Juan De Nova Island	JU
Kenya	KE
Kingman Reef	KQ
Kiribati	KR
Korea, Democratic Peoples Republic of	KN
Korea, Republic of	KS
Kuwait	KU
Laos	LA
Lebanon	LE
Lesotho	LT
Liberia	LI
Libya	LY
Liechtenstein	LS
Luxembourg	LU
Macau	MC
Madagascar	MA
Malawi	MI
Malaysia	MY
Maldives	MV
Mali	ML
Malta	MT
Man, Isle of	IM
Martinique	MB
Mauritania	MR
Mauritius	MP
Mayotte	MF
Mexico	MX
Midway Islands	MQ
Monaco	MN
Mongolia	MG
Montserrat	MH
Morocco	MO
Mozambique	MZ
Namibia	WA
Nauru	NR
Navassa Island	BQ
Nepal	NP
Netherlands	NL
Netherlands Antilles	NA
New Caledonia	NC
New Zealand	NZ
Nicaragua	NU

5-10

Figure I-1. Instructions for Completing the DD Form 1172 extracted from DODI 1000.13—Continued

Niger	NG
Nigeria	NI
Niue	NE
Norfolk Island	NF
Northern Mariana Islands	CQ
Norway	NO
Oman	MU
Pakistan	PK
Palmyra Atoll	LQ
Panama	PM
Papua New Guinea	PP
Paracel Islands	PF
Paraguay	PA
Peru	PE
Philippines	RP
Pitcairn Islands	PC
Poland	PL
Portugal	PO
Puerto Rico	RQ
Qatar	QA
Reunion	RE
Romania	RO
Rwanda	RW
St. Christopher and Nevis	SC
St. Helena	SH
St. Lucia	ST
St. Pierre and Miquelon	SB
St. Vincent and the Grenadines	VC
San Marino	SM
Sao Tome and Principe	TP
Saudi Arabia	SA
Senegal	SG
Seychelles	SE
Sierra Leone	SL
Singapore	SN
Solomon Islands	BP
Somalia	SO
South Africa	SF
Spain	SP
Spratly Islands	PG
Sri Lanka	CE
Sudan	SU
Surinam	NS
Svalbard	SV
Swaziland	WZ
Sweden	SW
Switzerland	SZ
Syria	SY
Taiwan	TW
Tanzania, United Republic of	TZ

5-11

Figure I-1. Instructions for Completing the DD Form 1172 extracted from DODI 1000.13—Continued

Thailand	TH
Togo	TO
Tokelau	TL
Tonga	TN
Trinidad and Tobago	TD
Tromelin Island	TE
Trust Territory of the Pacific Islands	NQ
Tunisia	TS
Turkey	TU
Turks and Caicos Islands	TK
Tuvalu	TV
Uganda	UG
Union of Soviet Socialist Republics	UR
United Arab Emirates	TC
United Kingdom	UK
United States	US
United States Virgin Islands	VQ
Uruguay	UY
Vanuatu	NH
Vatican City	VT
Venezuela	VE
Vietnam	VM
Virgin Islands	VQ
Wake Island	WQ
Wallis and Futuna	WF
West Bank	WE
Western Sahara	WI
Western Samoa	WS
Yemen (Aden)	YS
Yemen (Sanaa)	YE
Yugoslavia	YO
Zaire	CG
Zambia	ZA
Zimbabwe	ZI

**Block 19. UIC (Unit Identification Code).** Enter eight character (six characters for the Army and five characters for the Navy) unique identifier of the Uniformed Service sponsor's unit organization. UIC equals PAS code for the Air Force, RUC-MCC for the Marine Corps, or OPFAC for Coast Guard personnel. If appropriate identifier code for the sponsor's organization is less than eight characters, begin entering at the left of field and do not add zeros to fill extra spaces. That block may be left blank for other than AD, RCL-AD, ACADMY, GRD, or RES sponsors. (Use no more than eight characters.)

**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. That block may be left blank. (Use no more than 10 characters.)

Block 21. Date of Birth. Enter the sponsor's date of birth in four-digit year, three alpha-character month, and two-digit day format (YYYYMMDD). Date of birth must also be entered, when using "J" code (block 12.) for off-line entry. (Use nine characters.)

Block 22. Blood Type. Enter the sponsor's blood type from the valid list of abbreviations listed in the left column, below. That block may be left blank for other than AD, RCL-AD, ACADMY, GRD, or RES sponsors. (Use no more than three characters.)

A+	-	A Positive
A-	-	A Negative
B+	-	B Positive
B-	-	B Negative
AB+	-	AB Positive
AB-	-	AB Negative
O+	-	O Positive
O-	-	O Negative

Block 23. Color Eyes. Enter the sponsor's correct eye color from the valid abbreviations listed in the left column, below. If sponsor is deceased, or if eye color is unknown, leave blank. (Use two characters.)

BR	-	Brown
GR	-	Green
BL	-	Blue
HZ	-	Hazel
BK	-	Black
GY	-	Gray
OT	-	Other

Block 24. Color Hair. Enter the sponsor's correct hair color from the valid abbreviations listed in the left column, below. If sponsor is deceased, or if hair color is unknown, leave blank. (Use two characters.)

BR	-	Brown
GY	-	Gray
RD	-	Red
AU	-	Auburn
BK	-	Black
BN	-	Blonde
OT	-	Other
BD	-	Bald

Block 25. Height. Enter the sponsor's height in inches. The valid range is 48 to 96 inches. If the sponsor is deceased, or if height is unknown, leave blank. (Use two characters.)

Block 26. Weight. Enter the sponsor's weight in pounds. The valid range is 0 to 999. If the sponsor is deceased, or if weight is unknown, leave blank. (Use up to three characters.)

Block 27. Medicare. Enter the sponsor's entitlement status for Medicare Part A hospital insurance through the Social Security Administration. For Ready Reserve members and Reserve retirees, who are entitled to pay at age 60, leave blank. (Use one character.)

- Q - Eligible, under age 65. Medicare start date before attainment of age 65.
- E - Eligible, over age 65. Medicare start date is on, or after, attainment of age 65.
- N - Not eligible, has not attained age 65.
- S - Not eligible, has attained age 65.
- P - Other insurance purchased (either medicare or nonmedicare).
- O - Over age 65. Eligibility for Medicare Part A hospital insurance started after age 65.

Block 28. Marital Status. Enter the sponsor's marital status from the valid abbreviations listed in the left column, below. (Use three characters.)

- ANL - Annulled
- DIV - Divorced
- INT - Interlocutory decree
- JSM - Joint-Service marriage
- LSP - Legally separated
- MAR - Married
- SGL - Single (never been married)
- WID - Widow or widower

Block 29. ELIG ST/MC EFF DATE (Eligibility Start Date and/or Civilian Health Care Effective Date or Medicare Part A Hospital Insurance Start Date and/or Guard and/or Reserve-Start Date). (Use nine characters.)

For active duty sponsors, enter the date that the sponsor commenced active duty. A break in Service that lasted more than 24 hours results in a new eligibility start date.

For RET, 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 bene-

---

fits before attaining age 65, enter the Medicare Part A start date and a "Q" in block 27, above.

For Reserve component RET sponsors qualifying for retired pay at age 60, enter the sponsor's sixtieth birthday. If the sponsor became eligible for Medicare Part A hospital insurance after age 60, but before attaining age 65, enter the Medicare Part A start date and enter a "Q" in block 27, above. After attaining age 65, enter the Medicare Part A hospital insurance start date and enter an "O" in block 27, above.

For Ready Reserve members enter the date the sponsor commenced his or her current Reserve commitment. For Reserve retirees entitled to pay at age 60, enter the date Reserve retirement began.

For CIV, DAVTMP, DAVPRM, or MH enter the date the sponsor's qualifying status began.

**Block 30. CARD EX/ELIG END DATE (Card Expiration Date and/or Eligibility End Date and/or Guard and/or Reserve End Date).**

Enter the appropriate sponsor effective end date for DD Form 2, as prescribed in enclosure 3, attachment 2; or for DD Form 1173, as prescribed in enclosure 4, attachment 2.

**Block 31. Privileges Authorized.** In the spaces provided, enter the correct abbreviation to show the benefits and privileges that the sponsor is authorized to receive. (Use one character for each privilege category.)

- MC - If the sponsor is entitled to medical care under the CHAMPUS, enter "C." If the sponsor is not entitled to the CHAMPUS, enter "N."
- MS - If the sponsor is authorized healthcare at Uniformed Services facilities (MS), enter "Y." If the sponsor is not authorized MS, enter "N."
- C - If the sponsor is authorized commissary privileges, enter "Y." If the sponsor is not authorized commissary privileges, enter "N."
- T - If the sponsor is authorized theater privileges, enter "Y." 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."

Leave blank for Ready Reserve members and Reserve retirees entitled to pay at age 60, but who have not reached their sixtieth birthday.

Block 32. END ELIG REASON (End Eligibility Reason). No longer used.

## SECTION II - DEPENDENT INFORMATION

Block 33. Name. Enter the dependent's name, as prescribed in block 1, above.

NOTE: A spouse may be issued an ID card in the legal name by which the spouse is known, such as a maiden name.

Block 34. Sex. Enter the sex of the dependent, as prescribed in block 2, above.

Block 35. Relationship. Enter the correct abbreviation to show the dependent's relationship to the sponsor from the valid abbreviations listed in the left column, below: (Use no more than six characters.)

CH	-	Child
SC	-	Stepchild
URW	-	Unremarried widow(er) (never remarried)
UMW	-	Unmarried widow(er)
PL	-	Parent-in-law
SPL	-	Stepparent-in-law
PAR	-	Parent
STP	-	Stepparent
SP	-	Spouse
WARD	-	Legal ward
URFS02	-	Unremarried former spouse (meets 20-20-20 criteria)
URFS03	-	Unremarried former spouse (meets 20-20-15 criteria and marriage terminated before April 1, 1985)
URFS04	-	Unremarried former spouse (meets 20-20-15 criteria and marriage terminated on or after April 1, 1985)
UMFS	-	Unmarried former spouse (meets 20-20-20 criteria and remarriage terminated by death or divorce)

For Ready Reserve members and Reserve retirees entitled to pay at age 60, only codes SP, CH, SC, or WARD shall be used. Dependent categories that require dependency determinations.

---

shall not be entered at that time. On mobilization of the Guard or Reserve sponsor, a dependency determination must be made by the sponsor's parent Uniformed Service to establish eligibility based on level of support that the sponsor is providing at the time.

**Block 36. SSN (Social Security Number).** Enter the dependent's SSN. In cases where the dependent does not have a SSN, that block may be left blank. (Use nine characters.)

**Block 37. ID No. (ID Card Number).** If a DD Form 1173 or a DD Form 1173-1 is being issued to the dependent, enter the serial number in that block. If the transaction being performed is to terminate the dependent's(s') eligibility, that block need not be updated except to identify a card that may be in the possession of an individual no longer entitled to the card. Such card should be retrieved for destruction. (Use no more than nine characters.)

**Block 38. Last Update.** No action required. Refer to block 11., above.

**Block 39. V/I (Verify and/or Issue).** Enter the correct action, as prescribed in block 12., above. For dependents of active duty sponsors who are no longer eligible for benefits or for Guard and/or 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 block 60., below. For all other Ready Reserve members and Reserve retirees entitled to pay at age 60, leave blank.

**Block 40. Current Residence Address.** Enter the number and street of the dependent's residence address. If address is unknown, leave blank. (Use no more than 27 characters.)

**Block 41. Supplemental Address Information.** Enter supplemental address information, as prescribed in block 14., above.

**Block 42. City.** Enter the dependent's current city of residence, as prescribed in block 15., above.

**Block 43. State.** Enter the correct postal abbreviation for the dependent, as prescribed in block 16., above.

**Block 44. ZIP Code.** Enter the correct 9-digit ZIP Code of the dependent's current residence address, as prescribed in block 17., above.

**Block 45. Country.** Enter the dependent's correct country of residence, as prescribed in block 18., above.

5-17

Figure 1-1. Instructions for Completing the DD Form 1172 extracted from DODI 1000.13—Continued

---

**Block 46. Home Telephone Number.** Enter the dependent's current residence telephone number, as prescribed in block 20., above.

**Block 47. Date of Birth.** Enter the dependent's date of birth, as prescribed in block 21., above.

**Block 48. MBI (Multiple Birth Indicator).** Enter the applicable value to identify dependents, whose dates of birth are within 10 months of each other. That value is required even when those dependents are not twins, triplets, etc. (Use one character.)

- Y - Yes, there are multiple birth dependents.
- N - No, there are no multiple birth dependents.

**Block 49. STU (Student).** If the dependent child is 21 or 22 years of age and meets the criteria for entitlement as a full-time student, enter "Y." If the dependent child is 21 or 22 years of age and is not a student, enter "N" and make the necessary entry in block 50., below. (Use one character.)

For Ready Reserve members and Reserve retirees entitled to pay at age 60, that block shall be left blank. Dependent children over the age of 21 and attending school full-time shall not be entered at this time. On mobilization of the sponsor, a dependency review must be made by the sponsor's parent Service to establish eligibility based on the level of support that the sponsor is providing at that time.

**Block 50. INCAP (Incapacitation Status).** An entry must be made in that block for each child over 21 years of age, who has been determined by the sponsor's parent Uniformed Service to be entitled to benefits and privileges as an incapacitated dependent. Enter the appropriate value from the left column, below: (Use one character.)

- N - Not incapacitated
- P - Permanently incapacitated
- T - Temporarily incapacitated

**NOTE:** Verification of entitlement must be reestablished by the sponsor's parent Service for each subsequent renewal or replacement of ID cards for that category of dependent.

For Ready Reserve members and Reserve retirees entitled to pay at age 60, that block shall be left blank. Dependent children over the age of 21 and incapable of self-support shall not be entered at that time. On mobilization of the sponsor, a dependency determination must be made by the sponsor's parent Uniformed

---

Service to establish eligibility based on the level of support that the sponsor is providing at the time.

**Block 51. Medicare.** Enter the dependent's entitlement status for Medicare Part A hospital insurance through the Social Security Administration, as prescribed in block 27., above.

Dependents of Ready Reserve retirees, entitled to pay at age 60 and issued DD Form 1173-1, are not entitled to Medicare. That block shall be left blank.

**Block 52. Color Eyes.** Enter the dependent's correct eye color, as prescribed in block 23., above.

**Block 53. Color Hair.** Enter the dependent's correct hair color, as prescribed in block 24., above.

**Block 54. Height.** Enter the dependent's height in inches. The valid range is 00 to 96 inches. (Use two characters.)

**Block 55. Weight.** Enter the dependent's weight in pounds, as prescribed in block 26., above.

**Block 56. Marital Status Date (YYYYMMDD).** If the dependent's relationship is SP, URW, UMW, URFS02, URFS03, URFS04, or UMFS, enter the date of marriage or marital status change, e.g., date of divorce. (Use nine characters.)

**Block 57. ELIG ST/MC EFF DATE (Eligibility Start Date and/or Civilian Health Care Effective Date or Medicare Part A Hospital Insurance Start Date).** Enter the effective start date of the dependent's eligibility for benefits and privileges, as prescribed in enclosure 4, attachment 2. For dependents eligible for Medicare Part A, before age 65, enter the date Medicare eligibility began. A "Q" must be entered in block 5., above., or block 79., below, if applicable to second dependent listed. (Use nine characters.) After attaining 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. For 20-20-20 former spouse not entitled to medical benefits because of enrollment in employer sponsored health plan, enter date that eligibility for health plan began and indicate "N" in the MC block.

For Ready Reserve dependents and dependents of Reserve retirees entitled to pay at age 60, who are issued Reserve dependent ID cards, that block shall be left blank.

**Block 58. CARD EX/ELIG END DATE (Card Expiration Date and/or Eligibility End Date).** Enter the correct eligibility end date or

card expiration date, as prescribed in enclosure 4, attachment 2. (Use nine characters.)

For Ready Reserves, enter maximum 4 years from date of verification of DD Form 1172, sponsor's expiration of service date, or dependent's twenty-first birthday, whichever is earliest. For Reserve retirees entitled to pay at age 60, enter maximum 4 years from date of verification of DD Form 1172, dependent's twenty-first birthday, or sponsor's sixtieth birthday, whichever is earlier.

**NOTE:** If card is not being issued to a newborn child, and eligibility date is 10-1/2 year birthday.

**Block 59. Privileges Authorized.** Enter the dependent's correct benefits and privileges, as prescribed in block 31., above.

**Block 60. END ELIG REASON (End Eligibility Reason).** If the dependent's eligibility for benefits and privileges is to be terminated, enter the most appropriate end eligibility reason abbreviation from the list in the left column, below. When terminating eligibility, a "T" must also be entered in block 39., or block 67., below. (Use three characters.)

ACD	-	Dependent entered active duty
DIV	-	Divorce and/or annulment
DMG	-	Dependent married
DTH	-	Death
EEN	-	Active duty separation and/or discharge and/or premature loss and/or deserter and/or end-of-entitlement and/or Reserve affiliation for Reserve members
ESS	-	End of student status
ETI	-	Temporary incapacitation ends
TWF	-	Twenty-first birthday (used with online system)
TWT	-	Twenty-third birthday (used with online system)
UIS	-	Unauthorized issue

For Guard and/or Reserve DEERS Enrollment Program dependents, only codes ACD, DIV, DMG, and DTH apply.

**Blocks 61 through 88.** Enter, as prescribed in blocks 33. through 60., above.

### **SECTION III - SPONSOR DECLARATION AND REMARKS**

**Block 89. Remarks.** Enter the method of verification and further explanation of entitlement status, such as marriage certificate, birth certificate, or court order for adoption. For issuance of DD Form 1173-1 to Reserve family member, include a statement that this is for issuance of DD Form 1173-1, only. Indicate other

---

appropriate comments, such as sponsor provides over 50-percent support, sponsor shall not sign, or sponsor unavailable to sign. (That block may contain up to five typed lines of information.)

**Block 90. Signature.** That block must contain the sponsor's signature, with the following exceptions: (Signature is required.)

a. Unmarried or unremarried former spouses shall sign for themselves.

b. When the sponsor is deceased the survivors shall sign for themselves.

c. When the military sponsor is unavailable for signature the verifying official shall ensure that the dependency between the sponsor and family member exists. Verifying official shall follow the guidance in the applicable Uniformed Service regulation.

d. When the DD Form 1172 is prepared for terminating eligibility and the verifying official has viewed the appropriate documentation, the verifying official may sign.

e. When issuing DD Form 1173-1, that block **MUST** contain the sponsor's signature.

**NOTE:** When the DD Form 1172 is not signed in the presence of the verifying official, the signature must be notarized. The notary seal and signature should be placed in the right margin of section III., above.

**Block 91. Date Signed (YYYYMMDD).** Enter the date that the sponsor signed the DD Form 1172.

**SECTION IV - VERIFIED BY**

**Block 92. Type Name (Last, First, Middle).** Enter the information pertaining to the verifying official. (Use no more than 27 characters.)

**Block 93. Pay Grade.** Enter the pay grade of the verifying official. (Use no more than four characters.)

**Block 94. Unit and/or Command Name.** Enter the unit and/or command name for the verifying official. (Use no more than 26 characters.)

**Block 95. Title.** Enter the verifying official's title. (Use no more than 24 characters.)

Block 96. UIC (Unit Identification Code). Enter the unique identifier (UIC, PAS code, RUC-MCC, or OPFAC) for the verifying office, as prescribed in block 19., above.

Block 97. Duty Phone Number. Enter the verifying official's duty telephone number. (Use no more than 14 characters.)

Block 98. Unit and/or Command Address (Street, City, State, and ZIP Code). Enter the mailing address for the verifying official. (Use no more than 28 characters.)

Block 99. Signature. The verifying official must sign in that block. (That block must contain the verifying official's signature.)

Block 100. Date Verified (YYYYMMDD). Enter the date of verification. (Use nine characters.)

#### SECTION V - ISSUED BY

Blocks 10. through 109. Enter in the same manner as the verifying official, as prescribed in section IV., above.

#### SECTION VI - RECIPIENT'S ACKNOWLEDGMENT

Block 110. Recipient's Signature. Each recipient must sign in that block. If any recipient is incapable of signing or is an infant, the condition must be indicated in that block. That block may contain multiple signatures.

Block 111. Date Signed (YYYYMMDD). Enter the date of recipient's acknowledgment. (Use nine characters.)

#### Attachment

DD Form 1172, "Application for Uniformed Services Identification Card - DEERS Enrollment."

**Appendix J**  
**DD Form 2 Expiration Date Guidelines are Extracted**  
**from DODI 1000.13.**

---

**DD FORM 2 EXPIRATION DATE GUIDELINES**

**EXPIRATION DATE NOTES**

When there appears to be a choice of two or more dates, always choose the earliest date.

- 1 - Indefinite
- 2 - Date of expiration of term of active service
- 3 - Expected date of graduation
- 4 - Thirty months from date placed on the Temporary Disability Retired List (TDRL) for initial issue. After initial 30 months issuance period, reissue card for 30 months. If the individual is not entitled to Medicare Part A at the end of the first 30 month period, reissue the card at one year intervals not to exceed 5 years from the date the individual was placed on the TDRL.
- 5 - Expiration of enlistment contract
- 6 - Sixtieth birthday

**EXPIRATION  
DATE**

**DD FORM 2 (ACTIVE)**

Regular component officers	1
Enlisted personnel	2
Reserve members on active duty for more than 30 days (officer and enlisted)	2
Service academy cadets and midshipmen	3

**DD FORM 2 (RETIRED)**

Retiree not on the TDRL	1
Retiree placed on the TDRL	4

**DD FORM 2 (RESERVE)**

Officer personnel	1
Enlisted	5
Retired Reserve members entitled to retired pay on reaching age 60	6

3-2-1

Figure J-1. DD Form 2 Expiration Date Guidelines extracted from DODI 1000.18

---

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 students in receipt of a scholarship leading to a commission in a Regular component of a Uniformed Service 3

3-2-2

Figure J-1. DD Form 2 Expiration Date Guidelines extracted from DODI 1000.13—Continued

---

## Glossary

### Section I Abbreviations

#### AD

active duty

#### ADT

active duty for training

#### AGR

Active Duty Guard/Reserve

#### ARNG

Army National Guard

#### ASROTC

Advanced Senior ROTC

#### AT

annual training status

#### C

commissary privileges

#### CBI

computer-based instructions

#### CHAMPUS

Civilian Health and Medical Program of the Uniformed Services

#### CID

U.S. Army Criminal Investigation Command

#### DAV

disabled veteran

#### DBSD

DEERS Database System Division

#### DEERS

Defense Enrollment Eligibility Reporting System

#### DEPC

DEERS Enrollment Processing Center

#### DFAS-IN

Defense Finance and Accounting Service—Indianapolis Center

#### DOIM

Director of Information Management

#### EL

Post Exchange limited privileges

#### EORL

Emergency Officer Retired List

#### ETS

expiration term of service

#### FIS

Fiscal Intermediaries

#### FTTD

full-time training duty status

#### HQDA

Headquarters Department of the Army

#### IADT

initial active duty for training

#### IDT

inactive duty training status

#### IMA

Individual Mobilization Augmentees

#### INCP

permanently incapacitated

#### INCT

temporarily incapacitated

#### IRR

Individual Ready Reserve

#### MACOMs

major Army commands

#### MEDICARE

medical care

#### MC

Medical Care under the Civilian Health and Medical Program of the Uniformed Services (CHAMPUS)

#### MILPO

military personnel office

#### MIPR

Military Interdepartmental Purchase Request

#### MS

Medical Care in Uniformed Service Facility

#### MSC

Military Sealift Command

#### MS3

Manpower Staffing Standards System

#### NATO STANAG

North Atlantic Treaty Organization International Standardization Agreement

#### NCOIC

noncommissioned officer in charge

#### OCONUS

outside the continental United States

#### OLGR

on line Guard/Reserve

#### PDRL

Permanent Disabled Retired List

#### PERSCOM

U.S. Total Army Personnel Command

#### PSC

Personnel Service Company

#### RAPIDS

Real Time Automated Personnel Identification System

#### RCCPDS

Reserve Component Common Personnel Division System

#### ROTC

Reserve Officers' Training Corps

#### RPO

RAPIDS Program Office

#### SADT

Special Active Duty Training Status

#### SSN

social security number

#### SVO

super verifying official

#### T

Post theater privileges

#### TDA

table of distribution and allowances

#### TDRL

Temporary Disabled Retired List

#### TOE

table of organization and equipment

#### UMFS

unmarried former spouse

#### URFS

unremarried former spouse

#### USAR

U.S. Army Reserve

#### USFSPA

Uniformed Services Former Spouses Protection Act

#### USO

United Service Organization

#### USS

United Seaman's Service

#### USVIP

Uniformed Service Voluntary Insurance Program

#### VA

Department of Veterans' Affairs

#### VO

verifying officials

## Section II Terms

### Active duty

Full-time duty by both Regular and Reserve members in the Uniformed Services of the United States. It includes duty on the active list, full-time training duty, annual training duty, and attendance while in the active military service, at a school by law or by the Secretary of the Army.

### Active duty for training

Active duty performed in the active military service by a member of the Reserve Components under orders by competent authority for specified period which provides for automatic reversion to inactive duty when the specified period of active duty is completed. Includes not only the period of time from reporting to the time of release, but also the time of travel to and from the duty station, not in excess of the allowable constructive travel time.

### Adopted child

Individual whose adoption has been legally completed before the child's 21st birthday. A child for whom the member has a final decree of adoption.

### Adoption, third party

The adoption of a living person's child. The adoption of a living sponsor's child by a third party not entitled to military benefits, terminates that child's eligibility to benefits. However, if the child is a surviving dependent of an active duty or retired member and is adopted by another party after the member's death, the child remains eligible for military benefits.

### Adoptive parent

A person who has a final decree of adoption of the military member or the member's spouse.

### Annulment

The status of an individual whose marriage has been declared annulled by a court of competent jurisdiction. This restores unremarried status to a widow, widower, or former spouse for purposes of reinstatement of benefits and privileges.

### Approving authority

An official designated by the head of a HDQA agency or commander concerned to verify that all entries on the application for identification cards are accurate.

### Attainment of age 65

The first day of the month of the anniversary of the 65th birthday, unless the birthday falls on the first of the month. If the birthday is the first of the month, attainment of age 65 occurs on the first day of the month.

### Defense Enrollment Eligibility Reporting System (DEERS)

An automated database system that provides a way of confirming who is eligible for military benefits, such as medical care in a DOD health care facility, the Civilian Health and Medical Program of the Uniformed Services, commissaries, exchanges, and so forth. Data on all soldiers, retired and other sponsors, and their eligible family members, is maintained on DEERS.

### Dependent or family member

Individuals whose relationship to the sponsor leads to entitlements to benefits.

### Diplomatic billet

A diplomatic billet (for ID card purposes) is limited to active duty military serving as an attaché, or on the attaché staff, and their family members, who are carried on the current Diplomatic Missions (White) published by the Department of State.

### documentation

Properly certified birth certificate (of live birth) which includes the names of both parents or certificate of live birth with the name of at least one parent issued from the hospital (for infants to be enrolled in DEERS); marriage certification; includes the names of both parents; marriage certification; final decree of divorce dissolution, or annulment of marriage; court order for adoption or guardianship; statement of incapacity from physician; letter from school register; retirement orders (providing entitlement to retired pay is established) or DD Form 214, DD Form 1300, (Report of Casualty), certification from the Veterans Affairs of 100 percent disabled status; order 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.

### Dual Status

A person who is entitled to privileges from two sources; for example, a retired-with-pay member, if employed overseas as a civilian by the U.S. Government or the family member of a civilian employed overseas and qualified for logistical support because of this civilian employment; a Reserve Component who is an eligible family member of another military sponsor; the child of a military sponsor who becomes the ward of another member. Active duty member who is also the family member of another active duty member is not considered eligible for the purposes of issuing a family member ID card, unless there are exceptional reasons.

### Emergency officer's retired list (EDRL)

A list of officers, other than Regular Army officers who incurred physical disabilities in line of duty while in the service of the United States during World War I and who are entitled to pay from the Veterans Affairs.

### Former member

Individuals who have met service and age requirements prior to separation from the Service. Reserves under honorable conditions, who are entitled, upon application, to retired pay according to section 1331, title 10, United States Code. Even if in receipt of retired pay, these persons are retired, but rather have been discharged, and are thus not eligible for DD Form 2 (retired).

### Full-time course education

Enrollment in an accredited institution above high school that offers courses of college-level studies, leading to a degree. Twelve or more semester hours or equivalent academic load (must be determined by the institution) must be maintained during the main term. Summer period may be included whether student is taking summer classes or not, so long as he or she is pursuing a degree as a full-time student during the main term.

### Inactive duty training (Drill)

A period of training on inactive duty which includes only that time between muster and dismissal. Does not include travel to or from such drills.

### Institution of higher learning

The term "institution of higher learning" means 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. Such term will also include a hospital offering educational programs at the post-secondary level without regard to whether the hospital grants a post-secondary degree. Such term will also include an educational institution not located in a State, which offers a course leading to a standard college degree, or the equivalent, and which 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 authority/officer

A person authorized to issue ID cards, tags, and badges. This person may not be delegated below the grade of SPC/GS-4.

### Loco parentis

This means in the place of or instead of a parent charged factitiously with a parent's duties and responsibilities. No military benefits and entitlements even though such may be an approved family member for basic allowance for quarters purposes.

#### **NATO countries**

Belgium, Italy, Luxembourg, the Netherlands, Norway, Portugal, Spain, Turkey, United Kingdom, and the United States.

#### **Noncombatant personnel**

Civilian personnel other than protected personnel who accompany the Armed Forces in areas of combat.

#### **Orphan**

Surviving unmarried child that otherwise fits the definition of family member child at the time of death of the parent or parents. (See definition for Primary Family Members.) For the purpose of using the entitlement guide, the relationship to the sponsor remains "child."

#### **Other family members**

Grandchildren, grandparent, sisters, brother, nieces, nephews, uncles, aunts, and cousins are not authorized ID cards or benefits even though they reside in the sponsor's household and depend on the sponsor for over 50 percent of their support.

#### **Protected personnel**

a. Military and civilian medical personnel exclusively engaged in the search for, or the collection, transport, or treatment of the wounded or sick, or in the prevention of disease.

b. Staff exclusively engaged in the administration of medical units and establishments (includes office staff, drivers, cooks, cleaners, and so forth). Army Medical Department (AMEDD) personnel assigned to non-medical units, such as support battalions or support commands, who perform non-medical duties are not protected personnel. They will not be issued DD Form 1934.

c. Chaplains attached to the Armed Forces.

d. Staff of the American Red Cross and that of other voluntary aid societies, duly recognized and authorized by the United States Government, who may be employed on the duties listed in *a* and *b* above, provided that they are subject to military law and regulations.

#### **Reserve Components**

The Army National Guard, Air National Guard, Army Reserve, Naval Reserve, Air Force Reserve, Marine Corps, Reserve, and Coast Guard Reserve.

#### **Sponsor**

A person who is independently eligible for an ID card upon whom another person's eligibility for an ID card is based; that is, active duty soldiers, retired members. Sponsorship passes to the surviving spouse, with certain restrictions, upon the death of the Service sponsor. The widow or widower acts on behalf of the Service sponsor when applying for ID cards and his or her status affects the granting of commissary and other benefits for other members of household. The surviving

widow or widower may not sponsor persons unless they are entitled to benefits based upon their relationship to the Service sponsor. The widow or widower loses sponsorship upon remarriage and does not regain sponsorship until/unless the subsequent marriage is terminated by divorce, death, or annulment. Reinstatement of medical benefits is not authorized by law.

#### **Temporary Disability Retired List (TDRL)**

A list of officers and enlisted persons released from active Service because of a permanent disability which has not stabilized. Persons listed are required to undergo periodic medical examinations at intervals of 18 months or less. They are entitled to receive retired pay for 5 years, if not sooner removed from the list.

#### **Uniformed Services**

Army, Navy, Air Force, Marine, Corps, Coast Guard, Commissioned Corps of the Public Health Service, and Commissioned Corps of the National Oceanic and Atmospheric Administration.

#### **Unmarried widow or widower (UMW)**

A widow or widower who has remarried after the death of the sponsor and has had that remarriage terminated by death, divorce, or annulment.

#### **Unremarried widow or widower (URW)**

A widow or widower who has never remarried or never legally remarried, as in the case of an "ab initio" annulment.

#### **Verifying officer or official**

The head of a HQDA agency, a commander of an Army installation, or a commander of an NG or a USAR activity who verifies DD Form 1172 (Application for Uniformed Services Identification and Privilege Card). He or she may delegate this authority to a commissioned officer, a warrant officer, a non-commissioned officer, or a civilian employee. However, this authority will not be delegated below SGT/GS-5 level.

#### **Ward**

A child whose care and physical custody has been entrusted to a military sponsor by a legal decree or other instrument issued by a court of law or placement agency. A ward must be dependent upon the sponsor for 50 percent of his or her support. This includes pre-adoptive children.

### **Section III**

#### **Special Abbreviations and Terms**

This section contains no entries.

## Index

This index is organized alphabetically by topic and by subtopic within a topic. Topics and subtopics are identified by paragraph number or appendix.

Abbreviations and terms, 1-3

Abuse control, 14-1  
active soldiers, 14-5  
family members, 14-6  
other services, 14-7  
processing cases, 14-4

Accountability, 2-6

Application form, 1-14

Authentication, 2-4

Confiscating, 14-10

Cross-servicing agreement, 1-17

Effective date, appendix C

Eligibility documentation, appendix D

Entitlement guide, appendix B

Equipment movement, appendix G

Expiration date, appendixes C, J

Fingerprinting, 2-3

Internal standardization agreements, 1-16

Instructions for completing DD Form 1172,  
appendix I

### Issuance

Active, 3-7, 3-8  
Civilians, 6-28, 6-31, 6-32, 9-1, 9-6, 9-7  
Family member, 6-8, 6-9  
Foreign military personnel, 6-15, 6-18,  
6-19  
Geneva convention, 8-1, 8-5, 8-6  
Guard, Reserve family member, 7-6, 7-7  
Mobilization, 15-6  
Pre-mobilization, 15-4, 15-5  
Reserve, 4-6, 4-7  
Retired, 5-6, 5-7  
Security, 10-1, 10-9, 10-10  
Tags, 11-1, 11-3, 11-5  
Unremarried former spouse, 6-23, 6-25,  
6-27, 6-28

Laminating, 2-5

Levels of work, 1-20

Manpower resources, 1-19

Mobilization, 15-1

Overstamping, 14-8, 14-9

Photographing, 2-2

Principals of support, 1-17

### Processing application

Active, 3-1, 3-5, 3-6  
Active family member, 6-1, 6-6, 6-7  
Civilians, 6-30, 6-31, 9-4, 9-5  
Decrs, 12-2, 12-3, 12-4, 12-5  
Dependency determinations, 6-11  
Foreign military personnel, 6-11, 6-12  
Geneva conventions, 8-3, 8-4, 8-8  
Guard/Reserve family member, 7-4, 7-5  
Mobilization, 15-7  
Reserve, 4-4, 4-5

Retired, 5-4, 5-5, 5-6

Security, 10-7, 10-8

Tags, 11-2

Unremarried former spouses, 6-27, 6-28

Project officer, appendix F

Purpose, 1-1

References, 1-2

Reproduction of ID cards, 1-15

Restrictions on DD Form 1173, appendix H

Responsibilities, 1-4, 1-5, 1-6, 1-7, 1-8,  
1-9, 1-10, 1-11, 1-12, 1-13

Standards of service, 1-19

### Verifying eligibility

Active, 3-3, 3-4, 3-5  
Active family member, 6-5, 6-6  
Civilians, 9-3  
Foreign military personnel, 6-15  
Guard/Reserve family member, 7-2, 7-3  
Reserve, 4-2, 4-3  
Retired, 5-3, 5-4  
Security, 10-5, 10-6  
Unremarried former spouses, 6-27, 6-28



0001157012