



## Employee Benefits Handout

### Department of Defense Retirement Identification Cards



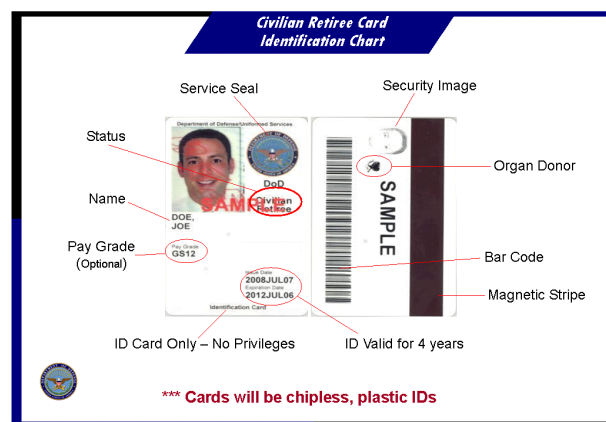
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Benefits, Wage & Non-Appropriated Funds Line of Business  
Benefits & Work Life Programs Division  
4800 Mark Center Drive, Suite 05G21  
Alexandria, VA 22350-1100

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(703) 882-5197 or DSN 381-5197 FAX: (571) 372-1661

## Introduction

In December of 2008, the Department of Defense (DoD) began the issuance of retiree identification cards (ID) for DoD civilian retirees retiring on an immediate annuity. The ID cards do not afford any privileges or benefits. They are for identification purpose only. However, individual installation commanders may authorize these cards to be used to access the base or installation.

The identification card (pictured below) is a white, plastic, chipless, Common Access Card (CAC). The front of the card will have the cardholder's picture, first and last name, as well the expiration date of the ID. There is also an option to display the last pay grade. The back of the card has a security image of the cardholder, a barcode, and magnetic strip.



## Eligibility

The DoD civilian retiree ID card may only be issued to civilian retirees retiring from DoD agencies on an immediate annuity. There are exceptions. Deferred annuitants are ineligible. Civilian retirees who are employed by DoD as a reemployed annuitant are ineligible until they have ended their employment with DoD.

## Obtaining the ID

After receiving the Standard Form 50 (SF-50) upon retirement from a DoD agency, which documents your retirement, you may contact the local Real-Time Automated Personnel Identification System (RAPIDS) facility to set up an appointment. The civilian retiree ID is issued at RAPID facilities located throughout the United States. At the time of appointment, the RAPIDS facility will verify your retirement using Defense Enrollment Eligibility Reporting System (DEERS) and the following documentation provided by the retiree:

- A SF-50 documenting retirement from a DoD agency;
- A Federal or state issued picture ID; and

- An additional ID approved from the Department of Homeland Security, U.S. Citizenship and Immigration Form I-9

Visit the U.S. Immigrations and Customs Enforcement or U.S. Citizenship and Immigration Services website, <http://www.uscis.gov/files/form/i-9.pdf> for more information on acceptable forms of identification. For information on RAPIDS facility locations, the Defense Manpower Data Center (DMDC) website has a facility locator at <http://www.dmdc.osd.mil/rsl/>.

\*Note to Disability Retirees: In addition to the documentation noted above you must also provide a current verification of annuity from the Office of Personnel Management (OPM) and send a request to Defense Civilian Personnel Advisory Service (DCPAS):

Defense Civilian Personnel Advisory Service  
Benefits and Work Life Programs Division  
Benefits and Entitlements Branch  
4800 Mark Center, Suite 05G21  
Alexandria, VA 22350

## **Obtaining a SF-50**

If you need to obtain a copy of the SF-50, you must submit a written request signed in cursive and dated to the National Personnel Records Center (NPRC). If requesting an SF-50 on behalf of a retiree, written authorization of the person of record is required.

Civilian personnel records are normally transferred to the NPRC within 120 days after an employee's separation from Federal employment. If less than 120 days have elapsed since separation, write to your last employing office. All requests after 120 days should be sent to the NPRC. Include in the letter, the following information pertaining to the record sought.

- Full name used during employment;
- Social Security Number;
- Date of Birth;
- Name and location of Federal employing agency;
- Approximate dates of Federal employment, to include beginning and ending dates of service; and
- Complete return mailing address and/or authorized return fax number

In addition, please state the information being requested. For example, state that you are requesting a copy of the SF-50 documenting retirement from a specific DoD agency and the effective date.

The request should be mailed to:  
National Personnel Records Center, Annex  
1411 Boulder Boulevard  
Valmeyer, IL 62295

Fax: (618) 935-3014

For more information, visit the National Personnel Records center website at <http://www.archives.gov/st-louis/civilian-personnel>.

## Frequently Asked Questions

**Question:** What is DEERS?

**Answer:** The Defense Enrollment Eligibility Reporting System (DEERS) is a database used to establish eligibility for DoD retirees prior to issuing a DoD Retiree ID card. The status in the system must reflect that the employee has retired.

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

**Answer:** Call the Defense Manpower Data Center (DMDC), Human Resources Support Office at 1-800-538-9552 (TTY/TDD 1-866- 363-2883). When calling, identify yourself as a DoD civilian retiree needing assistance with a DEERS profile.

**Question:** How do I verify whether or not I am in DEERS?

**Answer:** To verify whether or not you appear in DEERS, you must go to a RAPIDS facility with a Federal or state issued photo identification, an additional ID approved from the Department of Homeland Security, U.S. Citizenship and Immigration Form I-9 showing that you retired from a DoD agency.

**Question:** What is a RAPIDS facility?

**Answer:** The Real-Time Automated Personnel Identification System (RAPIDS) facility is also the Pass and ID Office. It is usually located where identification cards, passports, and other forms of agency identification are issued.

**Question:** Is my spouse or dependents eligible to obtain a DoD Retiree ID card?

**Answer:** No. Only civilian retirees of the Department of Defense who retired on an immediate annuity are eligible for the DoD Retiree ID card.

**Question:** Would I be eligible to obtain a civilian DoD Retiree ID card if I am a separated reemployed annuitant?

**Answer:** Yes. In addition to your SF-50 documenting that you are retired, you must also provide a SF-50 documenting your separation from your reemployed appointment.

**Question:** Does the DoD Retiree ID card expire?

**Answer:** Yes. It is renewable every four years.

**Question:** If I already have a Retiree ID card from my DoD Service Component or Agency, do I need this card?

**Answer:** No. It does not convey any additional privileges.

**Question:** Is the DoD Retiree ID card optional?

**Answer:** Yes. This is an optional card that can be issued for civilian retirees that use installation Morale and Welfare Recreational (MWR) facilities. The installation commander retains the authority to restrict access to MWR facilities for reasons such as local demand, facility capacity, and security concerns.