# EMPLOYEE INFORMATION SHEET
CIVILIAN RETIREE IDENTIFICATION

Introduction
In December of 2008, the Department of Defense (DoD) began the issuance of retiree identification cards (ID) for DoD civilian retirees. 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.
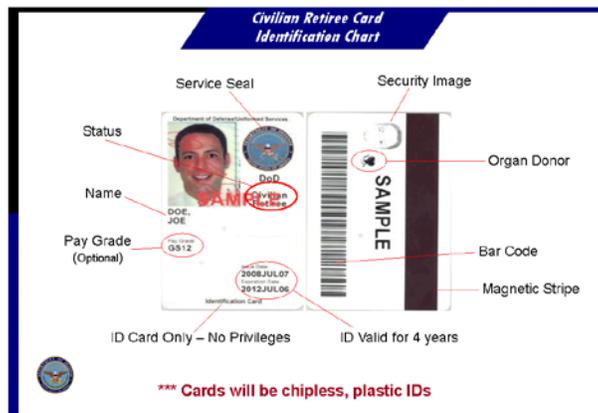
Eligibility
The DoD civilian retiree ID card may only be issued to civilian retirees retiring from DoD agencies. There are exceptions. Deferred annuitants are ineligible. Civilian retirees who are employed by DoD as a reemployed annuitant are ineligible until they have ended their employment with DoD in that capacity.

Obtaining the ID
The civilian retiree ID is issued through Real-Time Automated Personnel Identification System (RAPIDS) sites. Once you receive the Standard Form 50 (SF-50), Notification of Personnel Action which documents your retirement from a DoD agency, you may contact the local RAPIDS site to set up an appointment. At the time of appointment, the RAPIDS site will verify your retirement using the Defense Enrollment Eligibility Reporting System (DEERS) and the following documentation provided by the retiree:

- A Federal or state issued picture ID;

- A SF-50 documenting retirement from a DoD agency; and
- Another form of ID approved from the Department of Homeland Security, U.S. Citizenship and Immigration I-9 document.

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 site 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) to Field Advisory Services, Benefits and Entitlements Branch.

Obtaining a SF-50
To obtain a copy of the SF-50, you must submit a signed and dated written request 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(s) of Federal employing agency(s); and
- Approximate dates of Federal employment, to include beginning and ending dates of service.

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
Civilian Personnel Records
111 Winnebago Street
St. Louis, Missouri   63118

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

Frequently Asked Questions

Question: What is DEERS?

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

Question: I am not in DEERS?

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

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

Answer: To verify whether or not you are in DEERS you must go to a RAPIDS site with a federal or state issued photo identification, another form of identification from the Department of Homeland Security, U.S. Citizenship and Immigration I-9 document list and an SF-50 showing that you retired from a DoD agency.

Question: What is a RAPIDS site?

Answer: The Real-Time Automated Personnel Identification system (RAPIDS) site is also known as a 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 retirees of the Department of Defense are eligible for the DoD Civilian Retiree ID card.

Question: I am a separated reemployed annuitant. Would I be eligible to obtain a DoD Civilian Retiree ID card?

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.