



PERSONNEL AND  
READINESS

**UNDER SECRETARY OF DEFENSE**  
4000 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-4000

**FEB 17 2023**

MEMORANDUM FOR SENIOR PENTAGON LEADERSHIP  
COMMANDERS OF THE COMBATANT COMMANDS  
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

SUBJECT: Department of Defense Civilian Retiree Identification Card Termination

Reference: Office of the Under Secretary of Defense for Personnel and Readiness  
Memorandum, "Department of Defense (DoD) Civilian Retiree Identification (ID)  
Cards," August 26, 2009 (copy attached)

Advancements in installation physical access control systems and procedures, and the implementation of the REAL ID Act, have eliminated the requirement for the Department of Defense (DoD) Civilian Retiree Identification (ID) Card authorized by the referenced memorandum. This memorandum cancels the referenced memorandum. Issuance of new DoD Civilian Retiree ID Cards will be terminated immediately. Previously issued DoD Civilian Retiree ID Cards will remain valid through August 31, 2023, and will not be reissued.

Procedures for access to DoD installations are established in Department of Defense Manual (DoDM) 5200.08, Volume 3, "Physical Security Program: Access to DoD Installations," and require all persons seeking such access to establish their identity, fitness, and purpose. In situations where an installation commander authorizes DoD civilian retirees limited use of morale, welfare, and recreation activities, as defined by Department of Defense Instruction 1015.10, "Military Morale, Welfare, and Recreation (MWR) Programs," that authorized use may provide the required purpose. DoD civilian retirees must present an acceptable credential, such as a REAL ID Act-compliant driver's license, and establish their fitness as described in DoDM 5200.08. Also as described in DoDM 5200.08, DoD civilian retirees making such authorized use, when they are in receipt of their retirement Standard Form-50, "Notification of Personnel Action" may enroll their REAL ID Act-compliant driver's license for future use at the installation Visitor Control Center to facilitate future visits to the installation.

The limited use of morale, welfare and recreation activities by DoD civilian retirees will remain at the discretion of the installation commander, subject to the DoD civilian retiree meeting the above-discussed identity, fitness, and purpose requirements for installation access.

Gilbert R. Cisneros, Jr.

Attachment:  
As stated

cc:

Commandant of the Coast Guard

Director, National Oceanic and Atmospheric  
Administration Commissioned Officer Corps

Director, Commissioned Corps Headquarters,  
United States Public Health Service



OFFICE OF THE UNDER SECRETARY OF DEFENSE  
4000 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-4000

Attachment

PERSONNEL AND  
READINESS

AUG 26 2009

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Department of Defense (DoD) Civilian Retiree Identification (ID) Cards

I am very pleased to announce that the Department has begun the initial issuance of the civilian retiree identification (ID) cards. Retirees can now obtain the card from one of the 1,500 Real-Time Automated Personnel Identification System (RAPIDS) facilities worldwide.

This trusted credential for civilian retirees can be used at Department of Defense (DoD) base installations at the discretion of installation commanders. Although it is DoD policy to issue the ID cards to retirees, installation commanders retain the authority to deny access to base installations. The ID card is a white, plastic, chipless Common Access Card (CAC) that must be renewed every four years. The front of the card has the cardholder's picture, first and last name, as well as the expiration date of the ID. There is also an option to display the last pay grade. The back of the card has a security image of the cardholder, a barcode, and magnetic strip. Technical support for the Civilian Retiree ID program is provided by the Defense Manpower Data Center (DMDC). The Defense Enrollment Eligibility Reporting System (DEERS) is used to establish eligibility for retirees.

Retirees are advised that when they are in receipt of their retirement Standard Form 50 (SF-50), Notification of Personnel Action, they may contact their local RAPIDS site to be issued an ID card. A federal or state issued picture ID and another form of ID from the Department of Homeland Security, U.S. Citizenship and Immigration I-9 document list as well as a retirement SF-50 are required for issuance. Visit <http://www.uscis.gov/files/form/i-9.pdf> for more information on acceptable forms of identification.

To locate the nearest RAPIDS facility and the hours of operation, retirees should be referred to the DMDC website <http://www.dmdc.osd.mil/rsl/owa/home>. For information on specific base access, retirees must contact the base or installation commander.



If a retiree is not listed in DEERS, he/she should contact Field Advisory Services (FAS) Division, Benefits & Entitlements (B&E) Branch at (703) 696-6301, Option 1 for B&E or DSN 426-6301 or email, [benefits@cpms.osd.mil](mailto:benefits@cpms.osd.mil).

If you have any questions please feel free to contact Ms. Pat Nabinett, at 703-696-1239 or via email at [Patricia.Nabinett@cpms.osd.mil](mailto:Patricia.Nabinett@cpms.osd.mil).



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