



S-1, 5th Ranger Training Battalion
Standing Operating Procedure

DEERS/RAPIDS SYSTEM



ATSH-RBE-F

6 February 2012

MEMORANDUM FOR RECORD

SUBJECT: Policies and Guidelines for Camp Frank D. Merrill ID Cards Center

1. Hours of Operation are Tuesday and Thursday from 1300 to 1600, closed on most Training Holidays and all Federal Holidays.
2. Appointments are strongly encouraged, though walk-ins will be taken on a space available basis.
 - a. Appointments can be made by going to the following link: <https://rapids-appointments.dmdc.osd.mil/appointment/building.aspx?BuildingId=564>.
 - b. If you arrive more than 15 minutes late to your appointment, and have not contacted the ID Card Section you will be considered a walk in.
 - c. For multiple members of the same family, make separate appointments for each family member.
 - d. Customers will need to know their confirmation number to cancel/reschedule their appointment and should print off their confirmation page.
3. The Camp Frank D. Merrill ID Cards section will require all personnel to bring two forms of identification before any service is rendered.
 - a. Acceptable forms of identification can be found in AFI 36-3026 IP (AR 600-8-14), Para 2.4, or the I-9 List of Acceptable Documents.
 - b. One form of identification must be a photo ID issued by a government agency (i.e. drivers licenses, DoD issued ID card).
 - c. When a SSN is required for verification, a social security card or other official documentation showing the SSN (i.e. Tax ID form, letter from the Social Security Administration showing the SSN) must be presented.
4. All court documentation must be state or county certified with a legible file number. All foreign documents must be original with and translated in English. Please contact the Department of Foreign Ministry Affairs in the country of issuance or web search "Apostille certification & country" to obtain guidance.
5. The following procedures and documents are required to receive a replacement ID Card for all lost or stolen ID cards; two (2) acceptable forms of ID (Refer to I-9 List of Acceptable Documents).
 - a. A Memorandum or Counseling Statement (DA 4856) from the service members' Company CDR or 1SG describing the date, place and circumstances of the loss or theft.
 - i. Service members must be in approved duty uniform to receive a new ID card and be within their services' guidelines for grooming standards.
 - b. DoD or Department of the Army Civilian Contractors and DoD Contractor personnel must also have a statement or a memorandum from the employee's HR department or supervisor describing the date, place and circumstance of the loss or theft.

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i. Additionally, A Synchronized Predeployment & Operational Tracker Letter of Authorization (SPOT LOA) must be presented at the time of service.

c. Family members (Dependents) should have their sponsor present. If the sponsor is not present then a DD Form 1172 (ID Card Application) and an original unexpired Power of Attorney to the Family member, authorizing them to conduct all matters relating to ID cards will be required.

6. Eligibility requirements are prescribed as follows:

a. Military members requiring a change or update to their ID card must bring official documentation (i.e. Promotion Orders, Name Change Memorandum, etc) along with two (2) valid forms of identification.

b. DoD Contractors must be previously vetted and verified through the Contractor Verification System (CVS). If going overseas, a SPOT LOA is required and must have two (2) valid forms of unexpired identification.

c. DoD Civilians must be previously vetted through Civilian Personnel Advisory Center (CPAC), have an SF 50 completed and two (2) valid unexpired forms of identification.

d. Active duty retirees must have their retirement orders and DD Form 214 (Copy 4). Reserve/National Guard Retirees must have their orders/Letter transferring to the retired list and authorizing retired pay. If Medicare eligible, the customer must present their Medicare card.

e. 100% Disabled Veterans must have the letter from the Department of Veterans Affairs showing them as a honorably discharged veteran rated as 100% disabled and service connected, authorizing commissary store and exchange privileges, DD Form 214, Drivers license, Social Security card.

i. If adding family members, an original marriage certificate, social security card and birth certificate for each member must be presented.

f. Full time students must be between the ages of 21 and 23, must have a letter of admission from an accredited institution, the sponsor must be providing over 50% support and (2) valid unexpired forms of identification. The begin date of eligibility will be the date the sponsor updates DEERS to extend the eligibility, not the date the child enrolled in college. If the student falls below full-time status, the ID card must be turned in to the local DEERS/ID office.

7. When adding family members, all documents must be originals or a true certified copy.

a. All foreign documents must have an Apostille and English translation. Please contact the Department of Foreign Ministry Affairs in the country of issuance or web search "Apostille Certification & Country" for guidance.

b. To add or remove a spouse, present a marriage certificate/license, birth certificate, social security card, photo ID from state or local government and original divorce decree, annulment or death certificate from previous marriage.

i. The spouses' last name may only be change if the spouse provides at least one form of ID such as a social security card or drivers license reflecting the name change.

c. To add a child, present a Birth Certificate and social security card if received. (If parents are not married, see illegitimate child section below).

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- d. To add a stepchild, present a marriage certificate/license, birth certificate and social security card.
 - e. To add an adopted child, present a final adoption decree or documentation from authorized placement agency under the Department of Human Services, birth certificate and social security card with sponsor's last name.
 - f. To add a ward, present a court order granting custody to the sponsor. The court order must stipulate that the child will be in the care of the sponsor for no less than twelve (12) consecutive months, as well as a birth certificate and social security card.
 - g. To add an illegitimate child, present a Birth Certificate, social security card, and one of the following: Voluntary Acknowledgement of Paternity from the State in which the child was born or Court Order establishing paternity.
8. The ID card section does not approve DFAS Dependency requests. Forms can be picked up at our office. Once completed, an appointment can be made to ensure the packet is filled out correctly. Once completed you must mail your packet to DFAS Indianapolis. All packets must be re-certified every 4 years.
 9. Only ID cards that are within 30 days of expiration will be re-issued.
 10. ID card issuers are the authority on the serviceability of any card.
 - a. In accordance with AR 600-8-14, Para 1.14, Camp Frank D. Merrill security personnel have the authority to confiscate any unserviceable ID card. A signed statement from the security personnel must be given to the individual at the time of confiscation, to be taken to their local ID cards issuing facility. The statement must have the persons standard name line, DTG, location, and reason of the confiscation.
 - b. Any DoD Service member who does not have this statement will be considered as a lost ID card, and will be required to provide the proper documentation for a lost ID card (see section 5).
 11. On occasion, verification of dependents is necessary in order to maintain accurate information in DEERS. Refer to sections 5, 6 and 7 for documentation requirements.
 12. The ID cards section does not support CAC registration on DoD service websites (i.e. AKO, MOL, NKO).
 13. POC for this memorandum is SSG Fabian, Michael or SPC Young, Benjamin at 706-864-3367 ext. 210/211.

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2 Encls

I-9 Acceptable Identity Documentation
Privacy Act Statement



ROBERT A. O'BRIEN IV
LTC, IN
COMMANDING

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Cdr, B CO, 5TH RTBn

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LISTS OF ACCEPTABLE DOCUMENTS

LIST A	OR	LIST B	AND	LIST C
Documents that Establish Both Identity and Employment Eligibility		Documents that Establish Identity		Documents that Establish Employment Eligibility
1. U.S. Passport (unexpired or expired)		1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address		1. U.S. social security card issued by the Social Security Administration (<i>other than a card stating it is not valid for employment</i>)
2. Certificate of U.S. Citizenship (<i>Form N-560 or N-561</i>)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address		2. Certification of Birth Abroad issued by the Department of State (<i>Form FS-545 or Form DS-1350</i>)
3. Certificate of Naturalization (<i>Form N-550 or N-570</i>)		3. School ID card with a photograph		3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. Unexpired foreign passport, with <i>I-551 stamp</i> or attached <i>Form I-94</i> indicating unexpired employment authorization		4. Voter's registration card		
5. Permanent Resident Card or Alien Registration Receipt Card with photograph (<i>Form I-151 or I-551</i>)		5. U.S. Military card or draft record		
6. Unexpired Temporary Resident Card (<i>Form I-688</i>)		6. Military dependent's ID card		4. Native American tribal document
7. Unexpired Employment Authorization Card (<i>Form I-688A</i>)		7. U.S. Coast Guard Merchant Mariner Card		5. U.S. Citizen ID Card (<i>Form I-197</i>)
8. Unexpired Reentry Permit (<i>Form I-327</i>)		8. Native American tribal document		6. ID Card for use of Resident Citizen in the United States (<i>Form I-179</i>)
9. Unexpired Refugee Travel Document (<i>Form I-571</i>)		9. Driver's license issued by a Canadian government authority		7. Unexpired employment authorization document issued by DHS (<i>other than those listed under List A</i>)
10. Unexpired Employment Authorization Document issued by DHS that contains a photograph (<i>Form I-688B</i>)		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor or hospital record		
		12. Day-care or nursery school record		

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

The public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters services, Directorate for Information Operations and Reports (0704-0020), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMD control number.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THIS ADDRESS.
RETURN COMPLETED FORM TO THE UNIFORMED SERVICE ID CARD ISSUING FACILITY.

SECTION VII - PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. sections 1061 - 1065, 1072, 1074, 1074a - 1074c, 1076, 1077, 1095(k)(2), E.O. 9397.

PRINCIPAL PURPOSE(S): To apply for the Uniformed Services Identification card and/or DEERS Enrollment.

ROUTINE USE(S): To appropriate business entities, individual providers of care, and others, on matters relating to claims adjudication, program abuse, utilization review, professional quality assurance, medical peer review, program integrity, third party liability, coordination of benefits, and civil and criminal litigation.

To the Department of Health and Human Services, the Department of Veterans Affairs, the Social Security Administration, and other Federal, state, and local government agencies to identify individuals having benefit eligibility in another plan or program. Applicant information is subject to computer matching within the Department of Defense or with any other Federal or non-Federal agencies. Matching programs are conducted to assure that an individual eligible under a Federal program is not improperly receiving duplicate benefits from another program. A beneficiary or former beneficiary who has applied for privileges of a Federal Benefit Program and has received concurrent assistance under another plan will be subject to adjustment or recovery of any improper payments made or delinquent debts owed.

DISCLOSURE: Voluntary; however, failure to provide information may result in denial of a Uniformed Services Identification Card and/or non-enrollment in the Defense Enrollment Eligibility Reporting System. Failure to provide a beneficiary's Social Security Number renders that beneficiary ineligible for health care services in Military Treatment Facilities. However, emergency health care services will be provided to the extent furnished members of the general public.

SECTION VIII - CONDITIONS APPLICABLE TO SPONSOR OR APPLICANT

I understand that the actions of the recipient(s) of "Uniformed Services Identification Card" issued as a result of this application are my responsibility insofar as proper use of the card for benefits and privileges authorized; i.e., medical and dental care, exchange, commissary, and morale, welfare, and recreation programs. I will cause the recipient to surrender the card immediately upon call to do so or when appropriate under applicable regulations, and will notify an agency designated to grant authorization for privileges and facilities in event of any change in status affecting a recipient's eligibility therefore.

I am aware that medical care furnished in uniformed services facilities is subject to availability of space, facilities, and the capabilities of the medical staff to provide such care. Determinations made by the medical officer or contract surgeon, or his/her designee, as to availability of space, facilities, and the capabilities of the medical staff shall be conclusive.

Reimbursement shall be required for any unauthorized medical care furnished at government expense. Copies of regulations concerning eligibility requirements are available in the Service Personnel Offices.

By signing this document, the sponsor or applicant certifies that he/she is aware that eligibility for benefits under the Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) terminates for all beneficiaries, except spouses and children of active duty members, and certain disabled beneficiaries under 65, when the beneficiary becomes eligible for Medicare Part A, Hospital Insurance, through the Social Security Administration.

PENALTY FOR PRESENTING FALSE CLAIMS OR MAKING FALSE STATEMENTS IN CONNECTION WITH CLAIMS: FINE OF UP TO \$10,000 OR IMPRISONMENT FOR UP TO FIVE YEARS OR BOTH.