



Termination of the DOD Civilian Retiree Identification Card

Background

The Defense Department has stopped issuing and accepting the DOD Civilian Retiree identification cards. Advancements in installation security access control systems and procedures and the implementation of the REAL ID Act have eliminated the need for this separate card. The termination of the DOD Civilian Retiree ID card does not take away any statutory or policy-based privileges earned as a retired DOD civilian.

Highlights

DOD policy continues to authorize DOD civilian retirees limited MWR facility privileges when authorized by the installation commander.

All personnel seeking installation access, including DOD civilian retirees, must follow the installation access control process shown on the reverse side of this document. This process requires you to establish your identity, fitness and purpose. Your REAL ID Act-compliant driver's license will establish your identity in lieu of the DOD Civilian Retiree ID card. At installations where the commander has authorized retired DOD civilians to use MWR services — which serves as your purpose — DOD will electronically verify your status as a retired DOD civilian. You will be required to pass an on-the-spot background (criminal records and terrorism) check to establish your fitness. Once your REAL ID is enrolled at an installation, DOD civilian retirees can proceed directly to the installation gate at future visits and present the same enrolled REAL ID.

Enrollment is required at each installation because not all installations make MWR services available to DOD civilian retirees. Some installations do not have sufficient MWR capacity to serve their primary statutory customers — active-duty personnel and their dependents — as well as other patrons, which may result in you being denied MWR services at those locations. Because of these same resourcing and capacity constraints, DOD does not extend this privilege to retirees of non-DOD departments and agencies.

Once on base and utilizing authorized MWR facilities, eligibility will be verified at the point of sale by presenting a retirement document (either Standard Form-50, Notification of Personnel Action or other official DOD agency civilian employee retirement document) and your REAL ID.

DOD Installation Access Guidelines

Your visit to a DOD installation starts at the Visitor Control Center (sometimes called a Pass and ID Office). Many DOD installations have multiple gates, and not all gates have a VCC. Follow signs for visitors. If you have a specific point of contact on the installation that you are visiting, that contact can help facilitate your visit.

There are generally two types of access to DOD installations: escorted and unescorted. To gain unescorted access to a DOD installation, all individuals must establish their identity, fitness and purpose to VCC personnel:



Key Takeaways

- DOD Civilian Retiree ID cards are no longer issued or accepted.
- DOD Civilian Retirees will continue to have limited MWR privileges at the discretion of the installation commander.
- DOD Civilian Retirees will now use a REAL ID to access installations for utilizing authorized MWR facilities.
- Retirement paperwork along with a REAL ID will be used to verify eligibility at the MWR point of sale.
- As with all other individuals seeking installation access, civilian retirees are subject to a one-time background check (e.g., criminal records, terrorism) before being granted access.
- After initial enrollment, retirees can bypass the visitor center and go directly to the gate and scan their REAL ID.
- Enrollment is necessary at each individual installation.
- Enrollment is valid for three years or one year after the last visit to the installation. If a retiree's REAL ID expires, the retiree will need to reenroll with a new REAL ID.
- DOD ID cards issued to retired service members and their family members are not affected by this change.

Additional Information

Visit your state's driver's licensing agency website to find out what documentation is required to obtain a REAL ID.

- **Identity** – “who” the person is
- **Fitness** – a determination, based on a review of historic and current information, that the person is likely not a risk to the safety, security or efficiency of the installation or its occupants
- **Purpose** – the person’s acceptable reason for seeking access to the installation at that point in time

An individual who meets all three criteria and anticipates future visits to DOD installations may voluntarily enroll their identity and credential in DOD’s systems to facilitate future unescorted access.

Individuals who do not meet the three criteria for unescorted access but who are visiting for an official (i.e., DOD-requested) purpose may be escorted on the installation. Escorts must be provided by the organization the individual is visiting. Non-DOD personnel cannot escort others onto the installation.

Establishing Identity

You will generally need to bring valid (unexpired) government-issued photo identification (a “credential”) to establish your identity. A credential associates a specific person with their identity information (e.g., name, date of birth, address), typically by means of a photograph or other biometric information. Examples include REAL ID-compliant driver’s licenses and passports.

A document without a photograph but that contains identity information, such as a birth certificate, is not a credential — anyone presenting it could claim to be that person.

Establishing Fitness

Fitness is typically established through an on-the-spot background check of criminal and terrorism databases. You may be asked for more information or to fill out a form in order to complete this fitness check. An individual is typically fit if he or she has no outstanding warrants, terrorism connections, convictions for disqualifying offenses or other disqualifying conditions (e.g., previous barment).

There are two types of disqualifying convictions: term and lifetime. Conviction for any felony will result in a term disqualification (typically seven years), as will repeated misdemeanor convictions. Conviction for certain more serious felonies (e.g., homicide, sexual assault) results in lifetime disqualification from unescorted access.

Presently, each service, the Defense Logistics Agency and the Pentagon have their own standard for fitness, so it is possible to be fit at an installation in one but not at an installation in another. DOD is working to establish a DOD-wide fitness standard. Additionally, a small number of DOD installations require U.S. citizenship to be fit for unescorted access.

Establishing Purpose

Acceptable purposes vary by installation, conditions and even time. One installation may allow non-DOD personnel access to visit a public museum, while another may be highly restricted, and a purpose acceptable during business hours may not be acceptable overnight.

Enrollment

Enrollment allows DOD to maintain a record of an individual’s established fitness and continuously update that fitness to simplify future access. Enrollment adds an individual’s identity, fitness and credential information to the installation’s Electronic Physical Access Control System. Once enrolled, you can go right to the gate, without having to revisit the VCC, and present your enrolled credential. Enrollment is valid for a certain duration depending on your established purpose, the expiration date on your credential and the frequency of your visits to the installation. When your enrollment expires, you will need to reenroll the same way you did on your first visit through the VCC.

Reciprocity

Purpose is not reciprocally accepted and must be established at each installation. So, being granted access at one installation does not automatically provide access at other installations. Fitness determinations made at one installation are reciprocally accepted at other installations within the same service. An individual who has been granted unescorted access to, and enrolled at, one installation in a particular service might not be granted access to another installation in:

- The same or different service if:
 - That new installation requires U.S. citizenship, and he or she has not established it.
 - His or her purpose is not valid at that new installation or at that particular time.
- A different service if:
 - He or she does not meet the new service’s fitness criteria.

Redress and Appeal

An individual who is determined to be unfit for unescorted access may seek redress or appeal, depending on the circumstances.

Redress occurs when the disqualifying information relates to another person with whom the individual is frequently or easily mistaken (such as two individuals with similar names, one with a criminal history and one without). Redress is a process for an individual to deconflict his or her identity with that of the other by providing additional biographic or biometric information and allowing the proper identity to be evaluated for fitness.

Appeal occurs when the disqualifying information is accurately associated with the individual seeking access, but the individual believes he or she has extenuating or mitigating circumstances that the installation commander may determine warrant being granted access anyway.

For questions or concerns regarding access to a particular installation, contact that installation’s commander through the installation security office.