

7.3 Implementation

Effective 22 October 2008

ACCEPTABLE PROOF OF IDENTITY DOCUMENTATION

Documents that properly establish identity are broken into two groups: Primary proof of Identity and Secondary proof of Identity. Primary documents include valid State or Federal government issued picture identification (ID). One primary document must be captured. After a Primary proof of Identity is chosen, a second document must be presented that comes from either the Primary or Secondary group, so long as it is different from the one initially captured. All Primary (Group A) and Secondary (Group B) Proof of Identity must be scanned into DMDC.

| Group A | Group B |
|---|---|
| U. S. Military Card | Certificate of U. S. Citizenship (INS Form N-560 or N-561) |
| Military dependents ID Card | Certificate of Naturalization (INS Form N-550 or N-570) |
| Driver's license or ID Card issued by a state or outlying Possession of the U. S. provided it contains a photograph | Foreign Passport |
| Unexpired reentry Permits (INS Form 1-327) or entities provided it contains a photograph | ID Card issued by federal, state or local government agencies |
| U. S. Passport | Unexpired Refugee Travel Document (INS Form 1-571) |
| U. S. Coast Guard, Merchant Mariner Card | School ID with a photograph |
| Permanent Resident Card or Alien Registration Receipt Card with Photograph (INS Form 1-151 or 1-551) | Voter's registration card |
| Unexpired Temporary resident card (INS Form 1-688A) | Native American tribal document |
| Unexpired Employment Authorization Card (INS Form 1-688A) | Drivers license issued by a Canadian government authority |
| Unexpired Employment Authorization Document issued by the INS which contains photograph (INS Form 1-688B) | U. S. social security card issued by the Social Security Admin |
| | Certificate of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350) |
| | Original or certified copy of a birth certificate issued by a state, County, municipal authority or outlying possession of the U. S. Bearing an official seal |
| | U. S. Citizen ID Card (INS Form I-197) |
| | ID Card for use of resident Citizen in the U. S. (INS Form I-179) |
| | Unexpired employment authorization document issued by the INS |

Current Required Documents

All must have two forms of ID

- Active Duty- Old ID or If lost for E5 and below, a signed lost statement by the company ISG or Commander
- E6 and above just lost statement
- CIV/DOD Employee- Recent SF50 from CPAC
- Contractor must be in the Contractor verification System (CVS)
- NAF and PX employees need a signed 1172-2

• Dependent ID Cards- If Sponsor isn't present then must have signed 1172 by the Sponsor or Power Of Attorney

DOCUMENTS REQUIRED TO INPUT/REMOVAL OF FAMILY MEMBERS IN DEERS

- Certified Birth Certificate, SSN Card except newborns
- Certified Filed Marriage Certificate
- Copy/Original SSAN card or Tax Statement (not self filed)

DIVORCE

- Final Decree-Filed and Signed by the Judge
- Military: Name changes memorandum approved by the MPD Chief or designated representative

WARDS OF THE STATE

- Court Documents Signed by Judge and Filed
- Certified Birth Certificate
- Copy/Original SSAN Card

CHILD OUT OF WEDLOCK

- Notarized Acknowledgement of Paternity
- #### **COLLEGE STUDENTS**
- Letter from accredited College/University stating full time enrollment leading to an associate degree or higher and anticipated graduation date. Sponsor must be present when issuing card or signed DD 1172 prior to students visit.

MEDICAID/MEDICARE

- Bring in the card for verification
- If card lost, letter for SSN stating Medicare started/purchased.

Hours of Operation

Administration

Monday - Friday 0600-1500

ID Card Appointments, 596-7797

Monday - Friday 0830-1130 and 1230-1500

CAC Resets (Bldg 470, Room 2123)

Monday - Friday 0730-1630 596-1642

Frequent Visitor Passes, (Bldg 470, Room 2103)

Monday - Friday 0730-1130 and 1230-1630

Visit our website to see required documents and to learn more about the DEERS:

www.wood.army.mil

Leadership

Commanding General

MG Gregg F. Martin

Garrison Commander

COL John J. Megnia

Deputy Garrison Commander

Ms. Susan S. Halter

Director of Human Resources/AG

Mr. Jesse J. French

ID Facility

140 Replacement Avenue, Bldg. 470

Fort Leonard Wood, MO 65473-8934

Phone (573) 596-0744

DSN 581-0744

FAX (573) 596-0714

General

Army Regulation 600-8-14, Identification Cards for Members of the Uniformed services, Their Eligible Family Members, and Other Eligible Personnel, provides the principal guidance for issuing ID Cards.



Army Knowledge On-Line (AKO) :

With the exception of the personnel indicated below, the Army Knowledge On-Line (AKO) email address is the only email address to be used from Soldiers, Department of the Army Civilians, and Army Contractor personnel.

(1) The requirement for the AKO email address does not apply to the other branches of the military, i.e., Air Force, Navy, etc. This includes military, DoD Civilians and contractors assigned to DoD agencies such as Office of the Secretary of Defense (OSD), the Defense Logistics Agency (DLA), Defense Intelligence Agency (DIA) and Army & Air Forces Exchange Service (AAFES) employees.

(2) Department of the Army civilian employees who do not require access to government computers and/or networks will not be required to obtain AKO email addresses.

(3) Contractors deploying in support of Operations Iraqi Freedom and Enduring freedom who will not require access to government computers and/or networks will also not be required to have an AKO email

Fort Leonard Wood

**Directorate of
Human
Resources**

**Military Personnel
Division
ID Card Facility**

Common Access Cards (CAC)

Retiree ID Cards

Dependent ID Cards

Disabled Veterans (DAV)

Widows

Geneva Convention ID Cards

Transitional Assistance Cards

Frequent Visitor Pass (FVP)

