



Fort Leavenworth

Online DD 1172 Guide for all Services

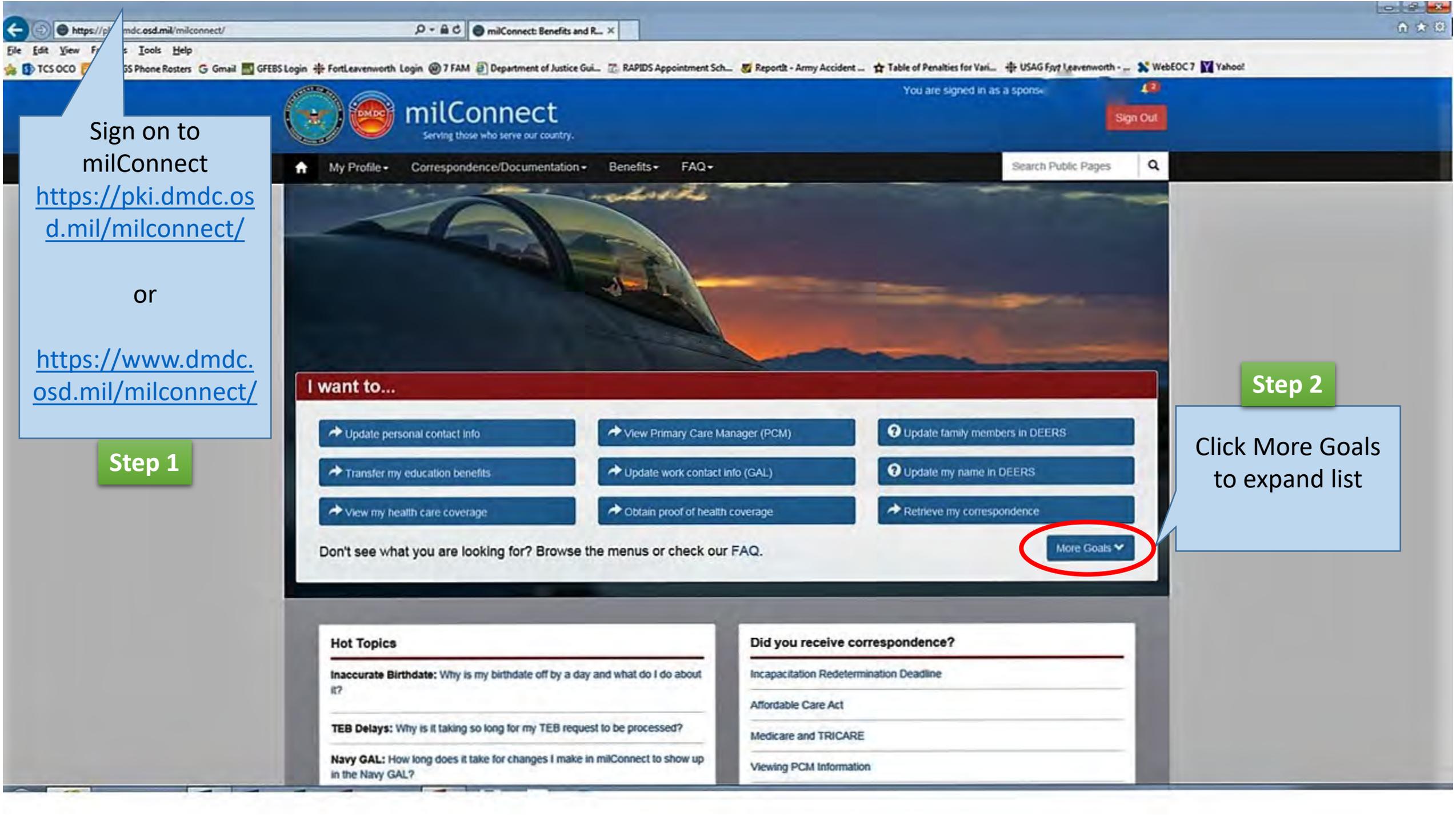
ONLY WORKS WITH A CAC (CHIPPED) CARD

&

**If an ID Card has been issued previously
(will not work for initial ID Cards)**

The Best Hometown in the Army



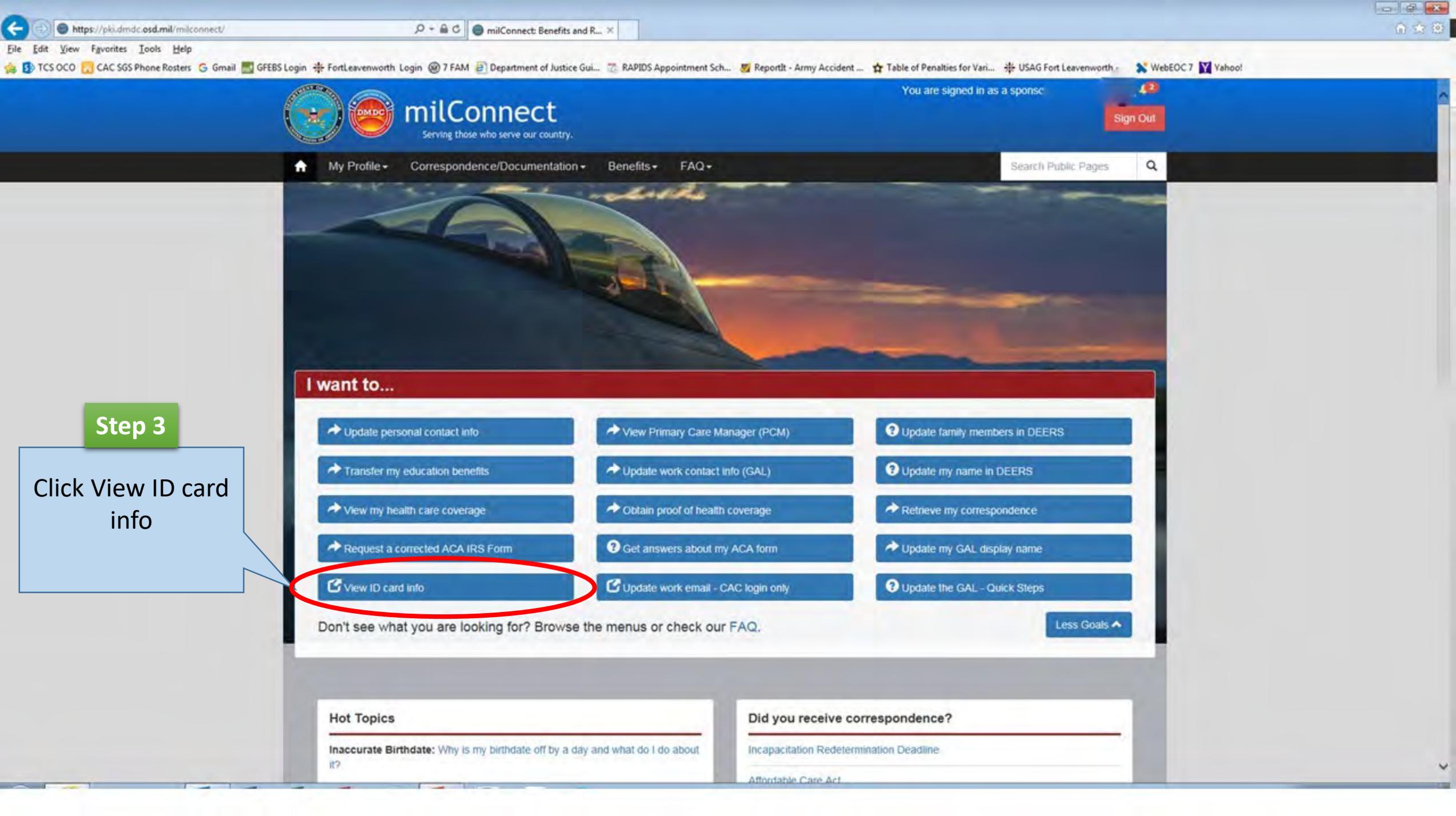


Sign on to milConnect
<https://pki.dmdc.osd.mil/milconnect/>
or
<https://www.dmdc.osd.mil/milconnect/>

Step 1

Step 2

Click More Goals to expand list



I want to...

- [Update personal contact info](#)
- [View Primary Care Manager \(PCM\)](#)
- [Update family members in DEERS](#)
- [Transfer my education benefits](#)
- [Update work contact info \(GAL\)](#)
- [Update my name in DEERS](#)
- [View my health care coverage](#)
- [Obtain proof of health coverage](#)
- [Retrieve my correspondence](#)
- [Request a corrected ACA IRS Form](#)
- [Get answers about my ACA form](#)
- [Update my GAL display name](#)
- [View ID card info](#)
- [Update work email - CAC login only](#)
- [Update the GAL - Quick Steps](#)

Don't see what you are looking for? Browse the menus or check our [FAQ](#).

[Less Goals](#)

Hot Topics

Inaccurate Birthdate: Why is my birthdate off by a day and what do I do about it?

Did you receive correspondence?

Incapacitation Redetermination Deadline
Affordable Care Act

Step 3

Click View ID card info

Self-Service Consent to Monitor

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG beneficiary self-service-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- While all personal identifying information (PII) data stored on this IS is protected under the Privacy Act of 1974, all communications using this IS, and the data captured to support this IS, are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Contact DMDC || Accessibility/Section 508 || USA.gov || No Fear Act Notice

OK

Step 3a

If you get this screen click OK

Step 3b

DON'T use "email certificate"

The screenshot shows the My Access Center login page. At the top, there is a navigation bar with the site logo and a 'Help Center' link. Below the navigation bar, there is a warning message: 'Be advised: If you receive a P6 error, retry using your DoD ID number, which is the 10-digit number found on your DoD or VA card.' The main content area is divided into three columns: 'DS LOGON Department of Defense Self-Service', 'CAC Common Access Card', and 'DFAS myPay Password Defense Finance and Accounting Service'. Each column has input fields for username and password, and a 'Login' button. A red circle highlights a warning message in the CAC column: 'Do NOT select the DoD EMAIL-CA-XX certificate if promoted for all certificates...'. Below the login buttons, there is a 'More DS Logon Options' button and a 'Phishing Alert' section with a warning icon and text: 'Phishing Alert: We do not initiate contact with beneficiaries via email or telephone to request private personal (Name, SSN, DOB) or sensitive DS Logon account information (username, password, challenge questions). If you think you provided personal or account information in response to a fraudulent email, website or phone call, be sure to change your password and challenge questions immediately.'

CAC Maintenance

Email	Affiliation	Agency/Department	Card Expires	Card Pairing Code
	Retired	Army	2035May31	
	Civil Service (DoD and Uniformed Service)	Army	2020Jul13	

Buttons: Change CAC Email, Activate PIV certificate, Download Applications, Add PCC on UPN, Print Family List

Sponsor's Contact Information

[Edit Contact Information](#)

Residential Address
LEAVENWORTH KS 66048 9201
United States

Mailing Address
Same as Residential

Telephone
(913) (Home)
(913) (Mobile)

Personal Email Address
You have consented to have the DoD or VA send email notifications to you regarding your benefits.

Family Members' Contact Information & ID Cards

[Add a Family Member](#)

Sponsor's Category
Retired

Personnel Condition
None

Relationship Condition
None

Card Issued	Card Expires
2017Mar02	2021Mar01

Card Type
DD FORM 1173

[Replace ID Card](#)

Step 4

Click Replace ID Card to start DD1172 process

Refer to title page note (can't use for initial requests)

Family Members | **Replace/Renew ID Card**

System Check | Privacy Act | Acknowledgment | Confirmation

Spouse
Card type: DD FORM 1173
Expiration Date: 2021Mar01

Step 5
Click Proceed for system verification

Verifying System Configuration

Your system configuration must be checked to ensure components required to complete this process are in place:

- ActivClient (32-bit)
- Java Runtime Environment (JRE) (32-bit)
- a 32-bit web browser (such as Firefox, Chrome or Internet Explorer 32-bit)

Each software component must be 32-bit.

OR

- ActivClient (64-bit)
- Java Runtime Environment (JRE) (64-bit)
- a 64-bit web browser (such as Internet Explorer 64-bit)

Each software component must be 64-bit.

See the [RSS-IDCO SYSTEM REQUIREMENTS Help page](#) for additional information.

[skip check](#)

Family Members Replace/Renew ID Card

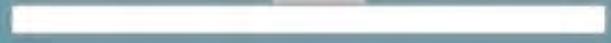
System Check Privacy Act Acknowledgments Confirmation

Card type: DD FORM 1173
Expiration Date: 2021Mar01

Verifying System Configuration

Your system configuration must be checked to ensure components required to complete this process are in place:
ActivClient (32-bit)
Java Runtime Environment (JRE) (32-bit)
a 32-bit web browser (such as Firefox, Chrome or Internet Explorer 32-bit)
Each software component must be 32-bit.
OR
ActivClient (64-bit)
Java Runtime Environment (JRE) (64-bit)
a 64-bit web browser (such as Internet Explorer 64-bit)
Each software component must be 64-bit.
See the [RSS-IDCO_SYSTEM_REQUIREMENTS Help](#).

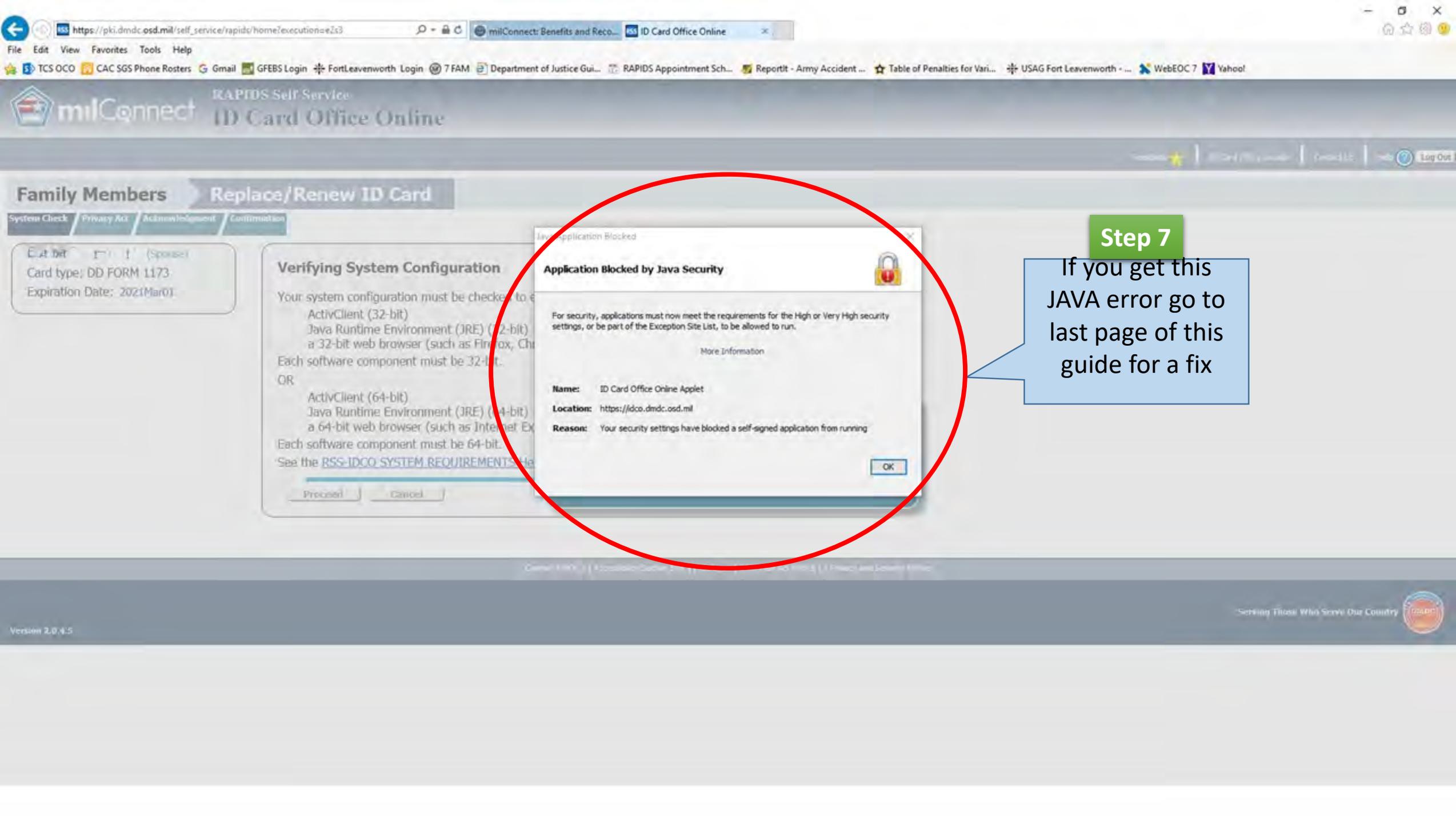
Loading Applet 0%



Buttons: Proceed, Cancel

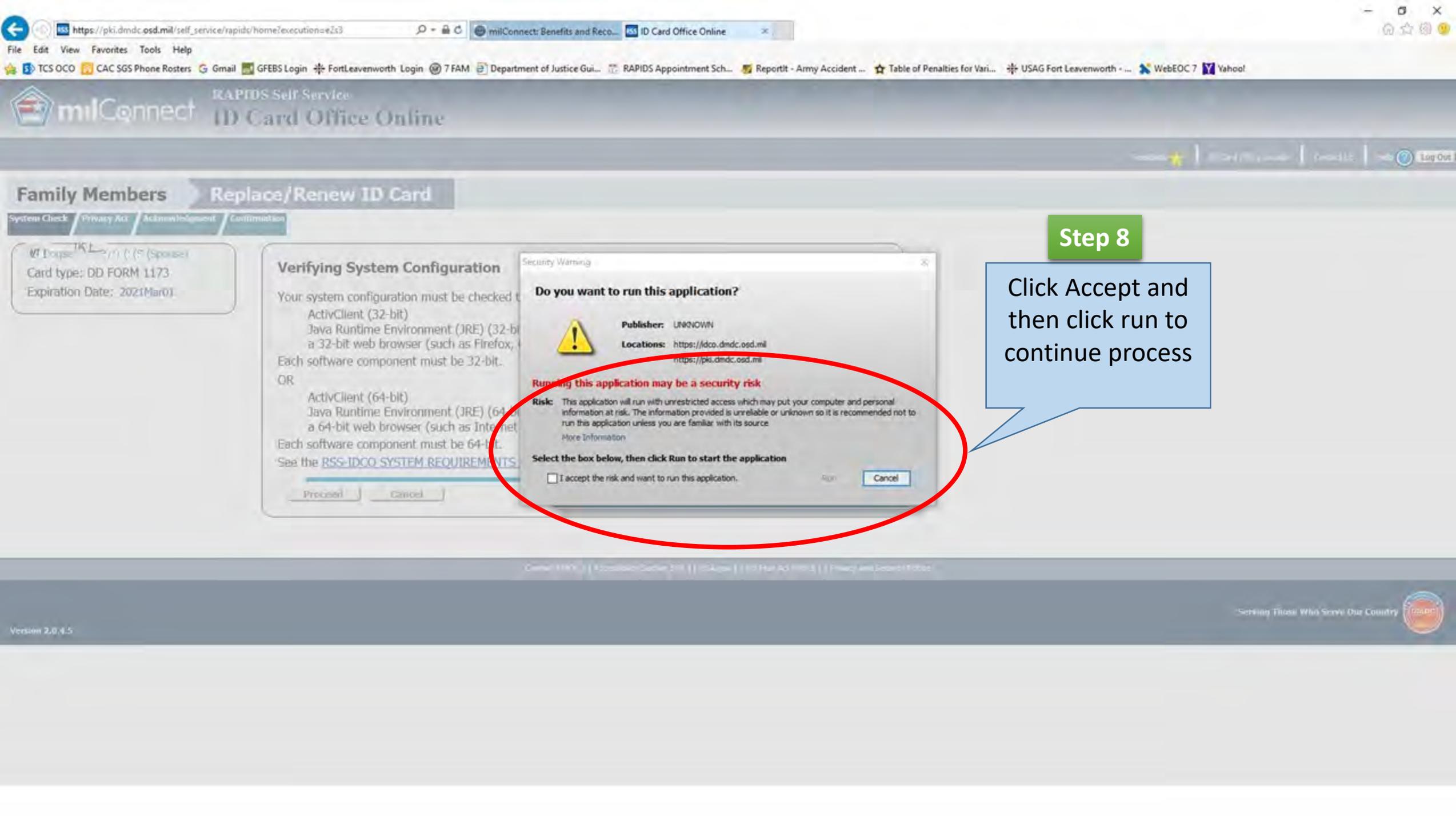
Step 6

JAVA Applet will start



Step 7

If you get this JAVA error go to last page of this guide for a fix



Step 8

Click Accept and then click run to continue process

Verifying System Configuration

Your system configuration must be checked to ensure that the following software components are installed and configured correctly:
- ActivClient (32-bit)
- Java Runtime Environment (JRE) (32-bit)
- a 32-bit web browser (such as Firefox, Internet Explorer, or Google Chrome)
Each software component must be 32-bit.
OR
- ActivClient (64-bit)
- Java Runtime Environment (JRE) (64-bit)
- a 64-bit web browser (such as Internet Explorer, Google Chrome, or Firefox)
Each software component must be 64-bit.
See the [RSS-IDCO SYSTEM REQUIREMENTS](#) for more information.
[Proceed] [Cancel]

Security Warning

Do you want to run this application?

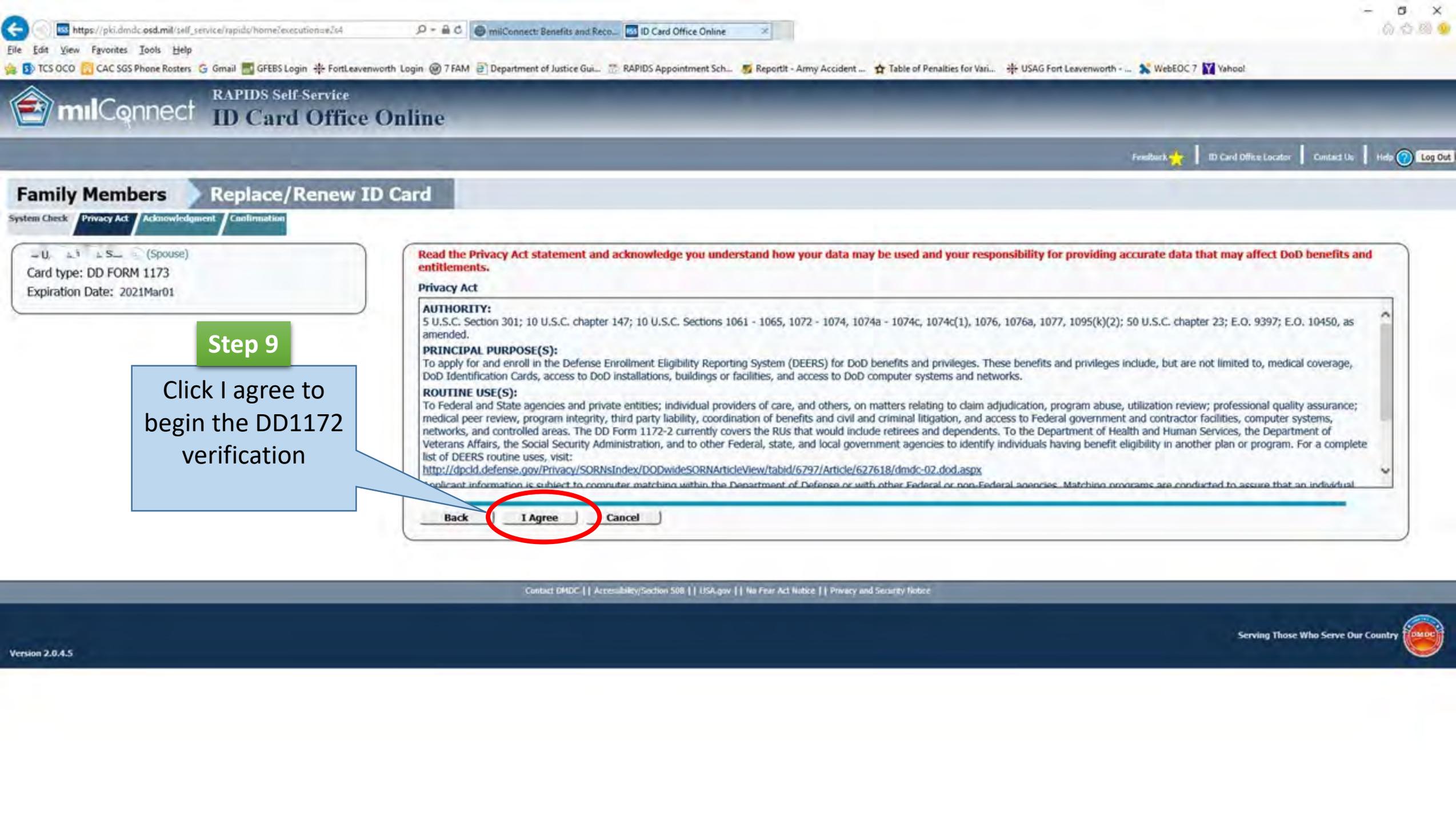
 **Publisher:** UNKNOWN
Locations: https://idco.dmdc.osd.mil
https://pki.dmdc.osd.mil

Running this application may be a security risk

Risk: This application will run with unrestricted access which may put your computer and personal information at risk. The information provided is unreliable or unknown so it is recommended not to run this application unless you are familiar with its source.
[More Information](#)

Select the box below, then click Run to start the application

I accept the risk and want to run this application. [Run] [Cancel]



Step 9

Click I agree to begin the DD1172 verification

Card type: DD FORM 1173
Expiration Date: 2021Mar01

Read the Privacy Act statement and acknowledge you understand how your data may be used and your responsibility for providing accurate data that may affect DoD benefits and entitlements.

Privacy Act

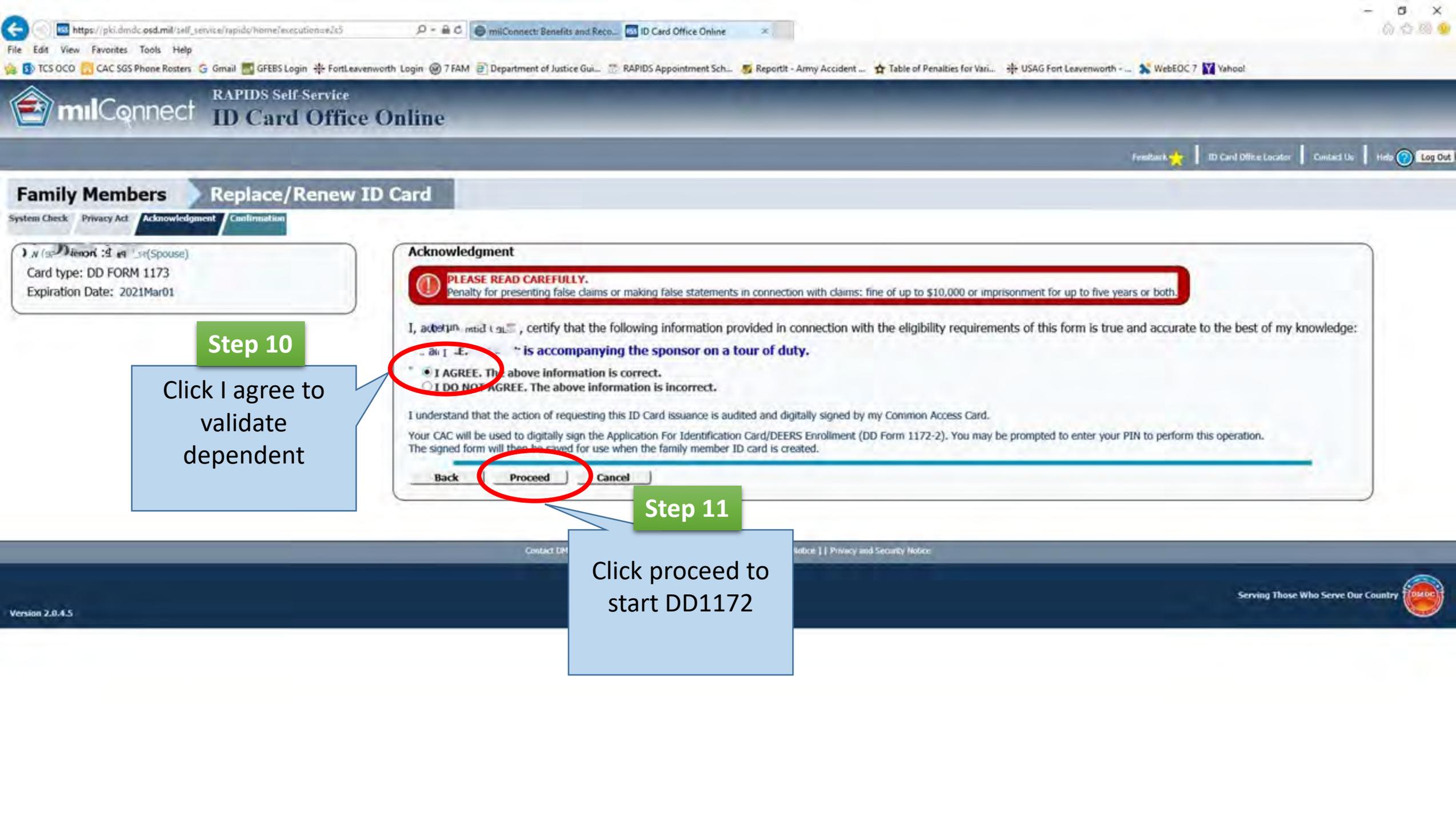
AUTHORITY:
5 U.S.C. Section 301; 10 U.S.C. chapter 147; 10 U.S.C. Sections 1061 - 1065, 1072 - 1074, 1074a - 1074c, 1074c(1), 1076, 1076a, 1077, 1095(k)(2); 50 U.S.C. chapter 23; E.O. 9397; E.O. 10450, as amended.

PRINCIPAL PURPOSE(S):
To apply for and enroll in the Defense Enrollment Eligibility Reporting System (DEERS) for DoD benefits and privileges. These benefits and privileges include, but are not limited to, medical coverage, DoD Identification Cards, access to DoD installations, buildings or facilities, and access to DoD computer systems and networks.

ROUTINE USE(S):
To Federal and State agencies and private entities; individual providers of care, and others, on matters relating to claim adjudication, program abuse, utilization review; professional quality assurance; medical peer review, program integrity, third party liability, coordination of benefits and civil and criminal litigation, and access to Federal government and contractor facilities, computer systems, networks, and controlled areas. The DD Form 1172-2 currently covers the RUs that would include retirees and dependents. To the Department of Health and Human Services, the Department of Veterans Affairs, the Social Security Administration, and to other Federal, state, and local government agencies to identify individuals having benefit eligibility in another plan or program. For a complete list of DEERS routine uses, visit:
<http://dpclid.defense.gov/Privacy/SORNSIndex/DODwideSORNArticleView/tabid/6797/Article/627618/dmdc-02.dod.aspx>

Applicant information is subject to computer matching within the Department of Defense or with other Federal or non-Federal agencies. Matching programs are conducted to assure that an individual

Back I Agree Cancel



Family Members Replace/Renew ID Card

System Check Privacy Act Acknowledgment Confirmation

Card type: DD FORM 1173
Expiration Date: 2021Mar01

Acknowledgment

PLEASE READ CAREFULLY.
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.

I, **[Name]**, certify that the following information provided in connection with the eligibility requirements of this form is true and accurate to the best of my knowledge:

[Name] is accompanying the sponsor on a tour of duty.

I AGREE. The above information is correct.
 I DO NOT AGREE. The above information is incorrect.

I understand that the action of requesting this ID Card issuance is audited and digitally signed by my Common Access Card.
Your CAC will be used to digitally sign the Application For Identification Card/DEERS Enrollment (DD Form 1172-2). You may be prompted to enter your PIN to perform this operation.
The signed form will then be saved for use when the family member ID card is created.

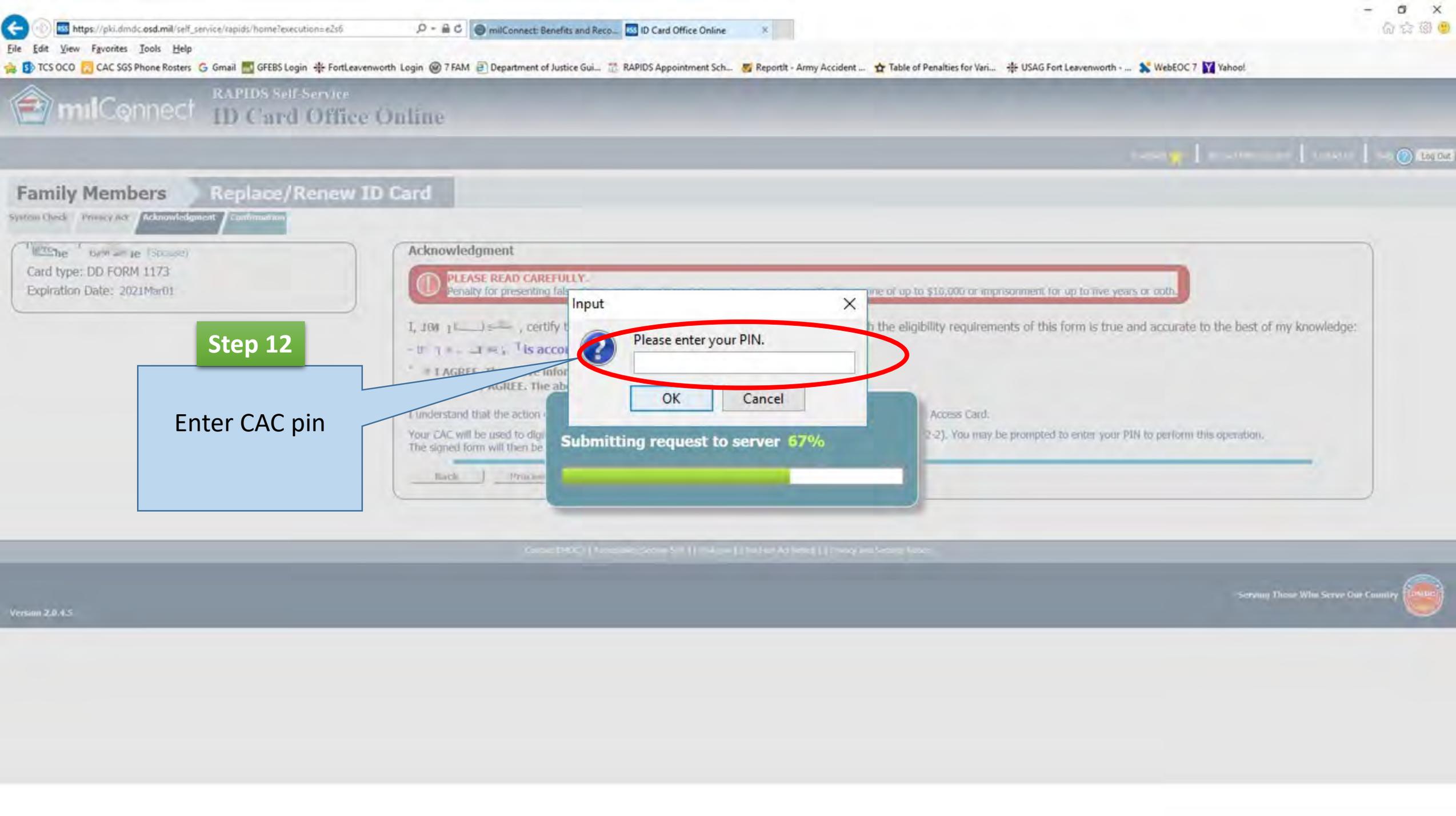
Back Proceed Cancel

Step 10

Click I agree to validate dependent

Step 11

Click proceed to start DD1172



Step 12

Enter CAC pin

Input

Please enter your PIN.

OK Cancel

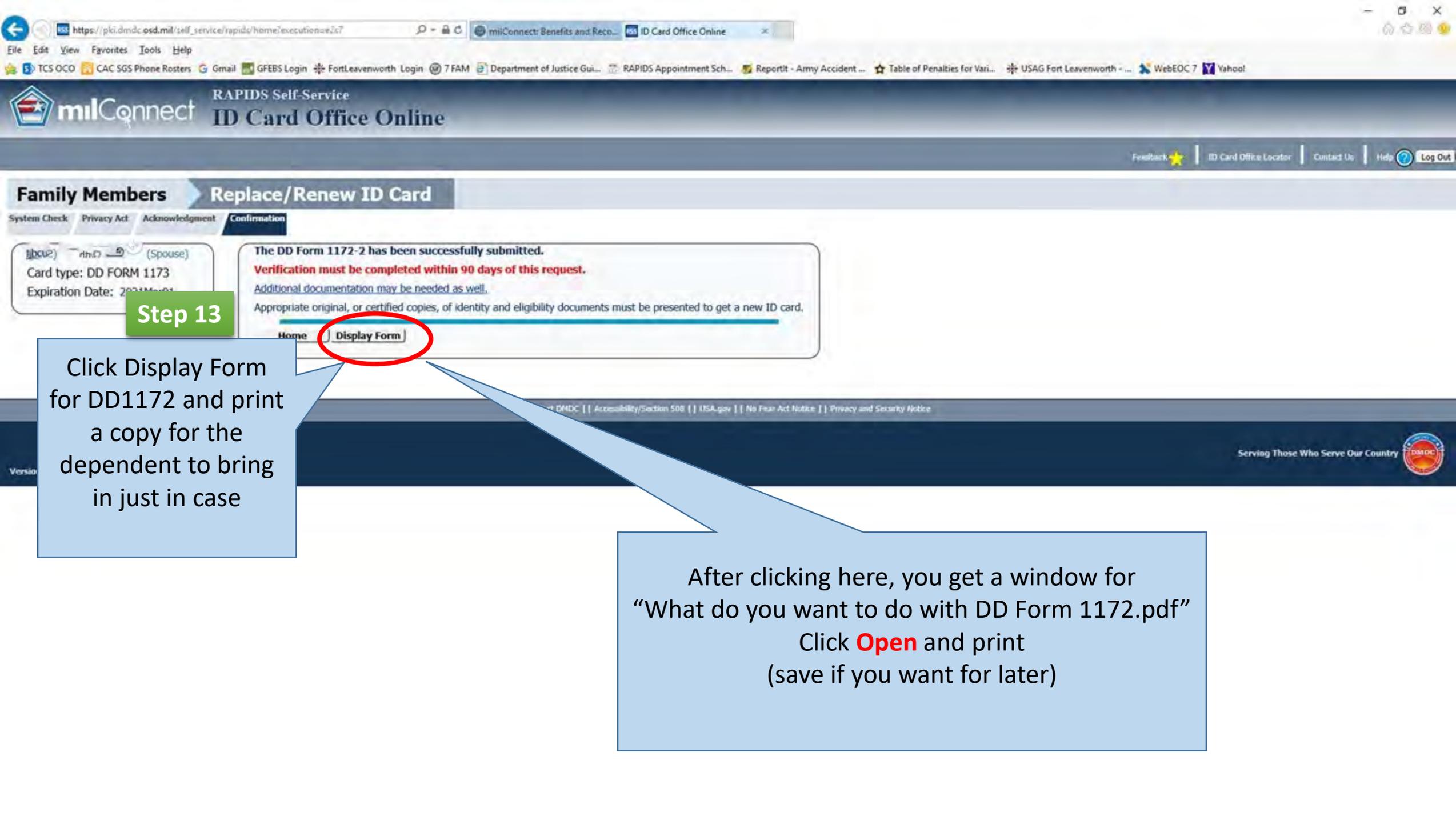
Submitting request to server 67%

PLEASE READ CAREFULLY.
Penalty for presenting false information is a fine of up to \$10,000 or imprisonment for up to five years or both.

I, [Name], certify that the information provided on this application is true and accurate to the best of my knowledge.

I AGREE that the information provided is true and accurate to the best of my knowledge.

I understand that the action of applying for an Access Card. (2-2). You may be prompted to enter your PIN to perform this operation.



Step 13

Click Display Form for DD1172 and print a copy for the dependent to bring in just in case

After clicking here, you get a window for “What do you want to do with DD Form 1172.pdf”
Click **Open** and print
(save if you want for later)

APPLICATION FOR IDENTIFICATION CARD/DEERS ENROLLMENT
 Please read Agency Disclosure Notice, Privacy Act Statement, and Instructions prior to completing this form.

OMB No. 0704-0415
 OMB approval expires
 Jan 31, 2017

SECTION I - SPONSOR/EMPLOYEE INFORMATION

1. NAME (Last, First, Middle) [Th...]		2. GENDER M	3. SSN OR DOD ID NO. DoD# [...]	4. STATUS RET	5. ORGANIZATION USA	
6. PAY GRADE [...]	7. GEN. CAT with	8. CITIZENSHIP USA		9. DATE OF BIRTH [...]	10. PLACE OF BIRTH	
11. CURRENT HOME ADDRESS [...]			12. CITY LEAVENWORTH	13. STATE KS	14. ZIP CODE 660489201	15. COUNTRY USA
16. PRIMARY E-MAIL ADDRESS [...]		<input checked="" type="checkbox"/> Permission to use for benefits notifications	17. TELEPHONE NUMBER [...]	18. CITY OF DUTY LOCATION	19. STATE OF DUTY LOCATION	20. COUNTRY OF DUTY LOCATION

Step 15

Please ensure your digital signature took

SECTION II - SPONSOR/EMPLOYEE DECLARATION AND REMARKS

21. REMARKS (Cite legal documentation, as applicable.)
 I understand that the action of making this request is audited and digitally signed by my Commanding Officer. I certify that the following information provided in connection with the eligibility requirements of this form is true and accurate to the best of my knowledge.
 The sponsor is accompanying the sponsor on a tour of duty.

NOTARY SIGNATURE AND SEAL

Step 14

Check that this portion is completed

I certify the information provided in connection with the eligibility requirements of this form is true and accurate to the best of my knowledge. (If not signed in the presence of the authorizing authority, the signature must be notarized.)

22. SPONSOR/EMPLOYEE SIGNATURE
 [Digitally signed by: ... on Thu Aug 31 19:54:49 GMT 2017]

23. DATE SIGNED (YYYYMMDD)
 2017AUG31

SECTION III - AUTHORIZED BY

24. SPONSORING OFFICE NAME		25. CONTRACT NUMBER	
26. SPONSORING OFFICE ADDRESS (Street, City, State, ZIP Code)		27. SPONSORING OFFICE TELEPHONE NUMBER (Include Area Code/DSN)	28. OFFICE EMAIL ADDRESS
29. OVERSEAS ASSIGNMENT (Country)		30. OVERSEAS ASSIGNMENT BEGIN DATE (YYYYMMDD)	
31. OVERSEAS ASSIGNMENT END DATE (YYYYMMDD)		32. ELIGIBILITY EFFECTIVE DATE (YYYYMMDD)	33. ELIGIBILITY EXPIRATION DATE (YYYYMMDD)
I certify the individual identified above, based on personal knowledge and available documentation, is in a status eligible for and requires an identification card in the performance of their duties with the DoD or Uniformed Services.			
34. SPONSORING OFFICIAL NAME (Last, First, Middle)		35. UNIT/ORGANIZATION NAME	
36. TITLE	37. PAY GRADE	38. SIGNATURE	39. DATE VERIFIED (YYYYMMDD)

SECTION IV - VERIFIED BY

40. VERIFYING OFFICIAL NAME (Last, First, Middle initial)	41. SITE IDENTIFICATION	42. TELEPHONE NUMBER (Include Area Code/DSN)	43. SIGNATURE
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SECTION V - DEPENDENT INFORMATION (Attach additional pages if necessary)

A	44. NAME (Last, First, Middle) DXXX, IRXX		45. GENDER M	46. DATE OF BIRTH (YYYYMMDD) 1 XXX	47. RELATIONSHIP SP	48. SSN OR DOD ID NO. DoD# 2 A1s0 1hA	
	49. CURRENT HOME ADDRESS JEN4 W 0400				50. PRIMARY E-MAIL ADDRESS USUNT@66008A21D10A oAd1	51. TELEPHONE NUMBER (Include Area Code/DSN) - d2n.	
	52. CITY LEAVENWORTH	53. STATE KS	54. ZIP CODE 660489201	55. COUNTRY USA		56. ELIGIBILITY EFFECTIVE DATE (YYYYMMDD) 2009JUL31	57. ELIGIBILITY EXPIRATION DATE (YYYYMMDD) 2021AUG30
B	58. NAME (Last, First, Middle) AND NO OTHERS		59. GENDER X	60. DATE OF BIRTH (YYYYMMDD) XXXXXXXXXX	61. RELATIONSHIP XXXXXXXXXXXXXXXXXX		62. SSN OR DOD ID NO. XXXXXXXXXXXXXXXXXX
	63. CURRENT HOME ADDRESS XX				64. PRIMARY E-MAIL ADDRESS XX	65. TELEPHONE NUMBER (Include Area Code/DSN) XXXXXXXXXXXX	
	66. CITY XXXXXXXXXXXXXXXXXXXX	67. STATE XXX	68. ZIP CODE XXXXXXXXXX	69. COUNTRY XXXXXXXXXXXXXXXXXX		70. ELIGIBILITY EFFECTIVE DATE (YYYYMMDD) XXXXXXXXXX	71. ELIGIBILITY EXPIRATION DATE (YYYYMMDD) XXXXXXXXXX

Step 17

Check that this is the correct dependent you are requesting a new card for

Receipt of new card is acknowledged.

72. SIGNATURE	73. DATE ISSUED (YYYYMMDD)
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If you have JAVA issues try this first before going to your IMO or IT Specialist

- 1) Open Control Panel
- 2) Select JAVA
- 3) Click the Security Tab
- 4) Edit Site List and add <https://idco.dmdc.osd.mil>
- 5) Click Ok twice to close JAVA
- 6) Go to Tools in Internet Explorer and select Internet Options
- 7) Select the Content Tab
- 8) Click Clear SSL State
- 9) Close and restart Internet Explorer
- 10) Try accessing MilConnect again

Error Step

DON'T hit the back button at any time. Close the program and start all over.