

DEERS/ ID CARD SECTION

FT. LEONARD WOOD U.S. ARMY GARRISON,
DEPARTMENT OF HUMAN RESOURCES, MILITARY PERSONNEL
DIVISION, HUMAN RESOURCE SERVICES BRANCH



RM 2101

Hours of Operation

0800-1530 (Mon, Tues, Wed, and Fri)

0800-1200 (Thurs)

****Note: Tuesdays are reserved for Student/Trainee population only.**

****Note: Closed every Thursday 1200-1600 for staff training and internal administrative activities.**

****Note: On training Holidays this office will close at 1500 and will be closed on all federal holidays.**

POCs

DEERS/ ID Lead: Mr. Crail

596-6206

Supervisor: Mr. Baker

596-8128

Branch Chief: Mr. Wilson

596-0136



Fort Leonard Wood DEERS/ID Center Dependent Enrollments

All Documents must Be Original or Certified Copies, **No Photo or Digital Copies Are Accepted**
Any Documents That Are Not in English, Please Ensure All Have a Translated Certified Copy
Sponsor is Required to Accompany all Dependents during DEERS Appointments OR A Power of Attorney or DD Form 1172-2 (Sponsor's Signature Requires a Digital Signature or Notarized Wet Signature) can be presented in lieu of the Sponsor.



Adding Spouse:

- Marriage Certificate (Recorded or Filed Copy)
- Spouse's Birth Certificate
- Spouse's State or Government Issued Photo Id
- Spouse's Social Security Card

If Dual Military Spouse:

- Marriage Certificate (Recorded or Filed Copy)
- Spouse's Common Access Card (CAC)

Please Note: Both Sponsor's Need to Enroll Each Other

Adding Secondary Dependent (Parent, Parent-In-Law, Etc.):

- Current Dependency Determination
- Sponsor's Or Spouse's Birth Certificate Reflecting Parent's Name
- Parent's Birth Certificate
- Parent's State or Government Issued Photo ID
- Parent's Social Security Card

For Questions Regarding Dependency Determination, Please Contact DFAS at 1 (888) 332-7411

Adding OR Updating Child:

- Child's Birth Certificate
- Child's Social Security Card
- Additional Documents for Child Are Needed for The Following:

Stepchild

- Marriage Certificate

Child Born Out of Wedlock

- Court Order Showing Paternity Was Judicially Determined or Appropriate Documentation (Voluntary Acknowledgement of Paternity) Through the State with Jurisdiction (Where Mother and Child Currently Reside)

Adopted Child

- Final Adoption Decree or Court Order

Ward

- Court Documentation Naming Sponsor Guardian For At Least Of 12 Consecutive Months

Dependent Child Over Age 21 (College Student)

- Letter From an Accredited School Through the School Registrar Office That States the Child is Enrolled in School Full-Time, Anticipated Graduation Date, And Degree Plan on An Official School Letter Head
- Child's State or Government Issued Photo ID

Dependent Child Over Age 21 (Incapacitated)

- Current Dependency Determination
- Medical Sufficiency Statement
- Child's State or Government Issued Photo ID

For Questions Regarding Dependency Determination, Please Contact DFAS 1 888-332-7411

100% Disabled American Veteran Update:

- 100% Benefits Summary Letter
 - DD 214 (Honorable and Under Honorable Conditions Only)
 - State or Government Issued Photo ID
 - Secondary Government Issued ID
- Qualifying Conditions Include: 100% VA Disability OR 70% - 90% VA Disability AND Unemployable Due to Service-Connected Disability

Retirement Update:

- Retirement Orders
 - DD 214
 - State or Government Issued Photo ID
 - Secondary Government Issued ID
- Army Only: Update As Early As 10 Days of Retirement List Date

Contact Fort Leonard Wood DEERS/ID Center for any further questions

Phone: 573-596-0744

Website: <https://idco.dmdc.osd.mil/idco/locator>

Location:

Building 470, Suite 2101
13486 Replacement Ave
Fort Leonard Wood Mo 65473



Calculation of 20/20/20 or 20/20/15

Things to know before you begin

Qualifying dates for 20/20/20 or 20/20/15

Begin Date {either marriage date or Active Duty {AD} date, whichever is latest}

End Date (Divorce or retirement date, whichever is earliest)

NOTE: If the service member has any reserve time, more than one DD214, or a break in service, **STOP** and forward to Army Project Office {APO}.

Documents required:-

____ DD214/statement of service (If more than one 214 or a break in service send to APO).

• ____ Marriage Certificate

• ____ Divorce Decree

____ Statement from DoDB that he/she has not employer sponsored health insurance and has not remarried (this will also be put in the Remarks section of the DO1172-2 and the applicant **must** initial)

____ Two forms of ID

Determine Service Time

Active Duty (AD) time via statement of service or DD214 _____

RES Time (SEE.BELOW) _____

NOTE: If there is any RES time or more than one DD214s STOP and send case to Army Project Office. If all AD time follow the steps below.

Step one - Determine length of marriage

Date of Marriage _____ Date of Divorce _____ • Years Months Days

_____ = / /

Step two - Determine length of service

Date of Entry _____ Date of Retirement _____ Years.Months Days

_____ = / /

Step three - Determine Overlapping time for qualification of 20/20/20 or 20/20/15

Begin Date Marriage or Service (latest)	End Date Overlap Divorce or Retirement (earliest)	Years Months Days Eligi_bility Criteria
--	---	--

_____ /_____/

If your site has access to the internet, please use the following link to calculate time:

<http://www.timeanddate.com/date/duration.html>



ONE APPOINTMENT PER FAMILY MEMBER

To reduce waiting times, we are only able to accommodate one family member per scheduled time slot. If additional family members require service, please schedule accordingly.

REQUIRED FOR ISSUE OF DAV/RETIRED/DEPENDENT ID

-COMMON ACCESS CARDS (CACs) ARE NO LONGER ACCEPTED AS A FORM OF ID

Please Provide Two Other Forms of ID During Appointment Besides the CAC.

-ALL DOCUMENTS NEED TO BE ORIGINAL OR CERTIFIED HARD COPIES.

No Digital Copies or Photocopies of IDs are Valid for All DEERS Procedures.

-TWO FORMS OF ID REQUIRED TO BE PRESENTED DURING THE APPOINTMENT (CHILDREN UNDER 18 ARE NOT REQUIRED).

Customers aged 18 and over must present TWO valid forms of identification and required documentation at the scheduled appointment. Visit the link to see acceptable forms of ID:

https://www.cac.mil/Portals/53/Documents/List_of_Acceptable_Documents.pdf.

-SPONSORS ARE REQUIRED TO ACCOMPANY THEIR DEPENDENTS DURING APPOINTMENT. IF SPONSOR CANNOT BE PRESENT DURING THEIR APPOINTMENT.

This facility does accept power of attorney in the absence of the Sponsor,

OR

A DD Form 1172-2 that is generated by a DEERS/ID Cards Facility or online by visiting: <https://idco.dmdc.osd.mil/idco/> under FAMILY ID CARDS. Follow the steps to generate a DD Form 1172-2. If sponsor is unable to sign online, an 1172-2 will be accepted with a wet signature if notarized.



DEERS/ ID CARD SECTION

FT. LEONARD WOOD U.S. ARMY GARRISON,
DEPARTMENT OF HUMAN RESOURCES, MILITARY PERSONNEL
DIVISION, HUMAN RESOURCE SERVICES BRANCH



RM 2101

Hours of Operation

0800-1530 (Mon, Tues, Wed, and Fri)

0800-1200 (Thurs)

****Note: Tuesdays are reserved for Student/Trainee population only.**

****Note: Closed every Thursday 1200-1600 for staff training and internal administrative activities.**

****Note: On training Holidays this office will close at 1500 and will be closed on all federal holidays.**

POCs

DEERs/ ID Lead: Mr. Crail

596-6206

Supervisor: Mr. Baker

596-8128

Branch Chief: Mr. Wilson

596-0136



100% DISABLED AMERICAN VETERAN (DAV)

Provide Two Forms of ID, 100% Benefits Summary Letter/ Award Letter, DD 214 (Honorable Conditions and Honorable are Elidable Discharges Accepted)

INITIAL RETIREMENT ID

Two Forms of ID, DD 214, retirement orders. Please note, we can retire ARMY 10 days prior, but all other branches need to wait until their retirement has been populated in DEERS.

INDIVIDUAL READY RESERVES (IRR)

Two Forms of ID, please allow up to 30-90 Days for DEERS to reflect Individual Ready Reserves before we can issue an ID.

LOST CAC

All individuals requesting a replacement for a lost or stolen Common Access Cards (CACs) are required to present a counseling statement or a lost memorandum on their official organizational letter head from their chain of command, stating that the CAC is lost or stolen. The individual will still be required to produce TWO forms of ID from the List of Acceptable Identity Documents to acquire a new CAC.

Department of Defense List of Acceptable Identity Documents:

https://www.cac.mil/Portals/53/Documents/List_of_Acceptable_Documents.pdf.

If we experience RAPIDS system issues or severe weather that will affect your appointment, we'll contact you to reschedule your appointment.



REQUIRED FOR ISSUE OF CAC

Obtaining a CAC must present two forms of identification.

Any Name Change or Promotions are performed by Unit Level (S1) and Human Resources Department. We cannot make changes to Sponsor's Accounts. New Photo ID and Social Security Card are required for reissue if Name Changed.

Additional Documents needed for the following:

ACTIVE DUTY, RESERVE, NATIONAL GUARD

Service Member Need to be

CONTRACTORS

Must be verified in TASS (every time a card is issued), MP-ICAM will notify Sponsor when CAC is Ready for Issue

GS/WG CIVILIANS

Current or Most Recent SF 50

NAF/AFFES CIVILIANS

DD Form 1172-2 from your Human Resource Office



DEERS/ ID CARD SECTION

FT. LEONARD WOOD U.S. ARMY GARRISON,
DEPARTMENT OF HUMAN RESOURCES, MILITARY PERSONNEL
DIVISION, HUMAN RESOURCE SERVICES BRANCH



RM 2101

Hours of Operation

0800-1530 (Mon, Tues, Wed, and Fri)

0800-1200 (Thurs)

****Note: Tuesdays are reserved for Student/Trainee population only.**

****Note: Closed every Thursday 1200-1600 for staff training and internal administrative activities.**

****Note: On training Holidays this office will close at 1500 and will be closed on all federal holidays.**

POCs

DEERs/ ID Lead: Mr. Crail

596-6206

Supervisor: Mr. Baker

596-8128

Branch Chief: Mr. Wilson

596-0136



REQUIREMENTS FOR DEPENDENT ENROLLMENT

ALL DOCUMENTS NEED TO BE ORIGINAL OR CERTIFIED HARD COPIES.

NO PHOTO COPIES OR PICTURES OF DOCUMENTS WILL BE VALID FOR ENROLLMENT

- **Adding Spouse** - Marriage Certificate, Birth Certificate, State or Government Issued Valid Photo ID, and Social Security Card.

- **Dual Military Spouse** - Marriage Certificate and Common Access Card (CAC). Please note: Both Sponsor's Need to Enroll each other

- **Adding Child** - Birth Certificate and Social Security Card.

Additional Documents needed for the following:

- **Stepchild** - Marriage Certificate.

- **Child Born out of Wedlock**- Court Order showing paternity was judicially determined or appropriate documentation (Voluntary Acknowledgement of Paternity) through the state with jurisdiction (where mother and child currently reside).

- **Adopted Child** - Final Adoption Decree or Court Order

- **Ward** - Court documentation naming sponsor guardian for at least 12 consecutive months.

- **Dependent Child over age 21 (College Student)** - Letter from an accredited school through the School Registrar Office that states the child is enrolled in school full-time, anticipated graduation date, and degree plan on an official school letter head.

- **Dependent Child over age 21 (Incapacitated)** - Current Dependency Determination, Medical Sufficiency Statement.

Please note for Child over age 21, sponsor must also be providing over 50 percent support.





- **Adding Secondary Dependent (Parent, Parent-in-Law, etc.)** - Current Dependency Determination, Sponsor's or Spouse's Birth Certificate reflecting parent's name, State or Government Issued Valid Photo ID, and Social Security Card.

- **Un-Remarried Former Spouse (20-20-20) or (20-20-15)** - Marriage Certificate, Divorce Decree, Complete Set of DD Form 214's or statement of service, State or Government Issued Photo ID, and a secondary form of ID (Social Security Card, Birth Certificate, etc.). Please note, Documents will have to be submitted for approval through the DEERs office of the Branch of Service that the previous sponsor is currently serving in or retired from. This process can take up to 30 to 90 Days for approval.

WAYS TO VERIFY AND UPDATE DEERS

ID CARD OFFICE ONLINE: <https://idco-pki.dmdc.osd.mil/idco> under MY PROFILE to Update Contact Information and GAL Information

This site is linked directly to the DEERS database, so when you update your information via this portal, it updates DEERS. (MUST have a CAC or DS Logon)

BY PHONE: Call the Defense Manpower Data Center Support Office at 1-800-538-9552 to update your addresses, email address, and phone number. (TTY/TDD for the deaf: 1-866-363-2883)

