

# HRO BULLETIN

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## INSTALLATION ACCESS FOR DoD CIVILIAN RETIREE ID CARDHOLDERS

Commander, Navy Region Southwest has issued COMNAVREGSWINST 5560.3 to establish guidelines for authorizing Department of Defense (DoD) civilian retiree ID card holders access to Navy Region Southwest (NRSW) installations, for the purpose of patronizing Morale, Welfare and Recreation (MWR) activities.

BUPERSINST 1710.11C authorizes specifically identified personnel limited use of MWR activities, at the discretion of the Installation Commanding Officer (ICO).

DoD civilian retiree ID cardholders are authorized to access installations in the NRSW area of responsibility for the purpose of patronizing MWR facilities, attending MWR-sponsored events, or attending other venues such as luncheons, retirement ceremonies / changes of command by invitation, and religious services at installation chapels.

This authority may be suspended by the ICO based upon circumstances such as increased Force Protection Conditions, operational requirements such as ammunition movements, etc.

In order to receive your DoD civilian retiree ID card, you will need to provide two forms of identification, i.e. current employee ID card (you'll need to turn this in upon your retirement), driver's license, Social Security card, etc. at the local RAPIDS office. Most RAPIDS office locations are in conjunction with your local PSD. For a list of RAPIDS locations, please visit:

<http://www.dmdc.osd.mil/rsl/owa/home>

The various offices may have different walk-in/appointment times. Please be sure to call ahead before proceeding to a location.

DoD civilian retiree ID cardholders are eligible to receive a DoD vehicle decal in order to satisfy installation access requirements.

In order to receive your DoD vehicle decal you will need to provide your DoD civilian retiree ID card, valid driver's license, registration, and proof of insurance to the Installation Pass & ID Office.

Civilian retiree ID Cards and DoD vehicle decals will be valid for a period of 4 years.

If you have questions, please contact the Navy Region Southwest Human Resources Office at (619) 532-4221.