



Division of Commissioned Corps  
Personnel and Readiness  
Office of the Surgeon General  
1101 Wootton Parkway, Plaza Level, Suite 100  
Rockville, MD 20852

## USPHS COMMISSIONED CORPS OFFICER DEERS ENROLLMENT/ID CARD ISSUANCE INSTRUCTIONS

**NOTE:** These instructions are meant **EXCLUSIVELY** for members of the United States Public Health Service Commissioned Corps (PHS) **only**. All other Service members should contact their service specific DEERS/RAPIDS project office or the local service specific DEERS/RAPIDS ID card office for further guidance. Non-PHS requests will not be answered.

### TO ENROLL DEPENDENTS INTO DEERS:

You must visit an ID card office in person in order to enroll your dependents into DEERS. You must present the following documents:

Photo identification (driver’s license or passport) is required in addition to the documentation listed below in all instances (except for children under 20 years of age) **Documents must be originals or certified true copies:**

<u>Dependent</u>	<u>Source Documents</u>
Spouse	Marriage License, social security card, and birth certificate.
Newborn	Birth certificate or certificate of live birth from the hospital and social security card (if available) or letter from the Social Security Administration showing the social security number. If the social security card is not available, the child will be enrolled with a system-generated Temporary ID Number (TIN) and the social security card must be presented to DEERS/RAPIDS within 90 days or TRICARE benefits will be suspended. Sponsors are encouraged to contact the <a href="#">Social Security Administration</a> or call 1-800-772-1213 to request a new or duplicate Social Security Card.
Child	Birth certificate and social security card.
Child Age 21-23	Must be full-time students. Birth certificate, social security card, photo ID, and a letter from the college or university registrar’s office stating 1) that the child is a full-time student and 2) the expected date of graduation. The child must be unmarried and dependent on the sponsor for at least 51% of his or her support.
Stepchild	Parent’s marriage certificate, child’s birth certificate, and social security card.
Adopted Child	Child’s birth certificate, final adoption decree, and social security card.

- Pre-Adoptive Child Document from the placement agency in the United States or a U.S. territory. For adoptions from all other locations please contact the PHS DEERS Project Office (**PHS Members Only**).
- Ward/Foster Child Child's birth certificate, legal decree from a U.S. court of competent jurisdiction that establishes legal custody for no less than 12 consecutive months and an approved dependency determination (**Must be completed by the sponsor's parent Service**). **PHS officers please contact the PHS DEERS Project Office.**

For the nearest military facility check the [Rapids Site Locator](#).

### **FULL-TIME STUDENT BETWEEN THE AGES OF 21 – 23:**

For ID card issuance to a full-time student over the age of 21, you must complete the DD Form 1172-2 and you must write the following statement in Block #21, "My child [Insert Child's Name] remains dependent on me for at least 51% of his/her support."

Benefits can continue until the child's 23rd birthday or graduation date, whichever occurs first, provided that the child is:

- Unmarried and between 21 and 23 years of age;
- Enrolled **full-time** in an accredited institution of higher learning; and
- Dependent on the sponsor for over 50 percent of his or her support (or was at the time of the sponsor's death.)

You must provide a letter from the Office of the Registrar, **on the institution's letterhead**, indicating that the child is a full-time student. The letter should also state the expected date of graduation.

**Note:** Most colleges and universities contract with third parties such as the National Student Clearinghouse, to verify student enrollment. Such documentation shall be accepted in lieu of a letter from an institution's registrar's office.

**Note:** Students enrolled less than full-time in two or more institutions of higher learning may **not** combine hours to qualify as full-time students. Title 10, Section 1072 is specific in that the child must be enrolled in a full-time course of study at *an institution* of higher learning versus *institutions*.

You should check the [Rapids Site Locator](#) for the nearest military facility.

### **TRICARE YOUNG ADULT PROGRAM (TYA):**

TRICARE Young Adult allows qualified adult children to purchase TRICARE coverage after eligibility for "regular" TRICARE coverage ends at age 21 (or 23 for full-time college students). TRICARE Young Adult is an option for unmarried, adult children who have "aged out" of regular TRICARE coverage.

The plan provides comprehensive medical and pharmacy benefits through two different health plan options. You should review all of your health plan options (military or commercial) before deciding if TRICARE Young Adult is the right plan for you. Please visit the [TRICARE Young Adult](#) web site for more information.

Once you have purchased coverage through TRICARE, you should report to the nearest ID card office to request a new ID card. The ID card will only reflect the medical benefit.

You should check the [Rapids Site Locator](#) for the nearest military facility.

## **INCAPACITATED CHILDREN OVER THE AGE OF 21:**

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For DEERS enrollment of or for ID card issuance to an **incapacitated child over the age of 21**, you must complete and return the following forms which are available at the Commissioned Corps Management Information System (CCMIS) Web site [http://dcp.psc.gov/CCMIS/cc\\_forms.aspx](http://dcp.psc.gov/CCMIS/cc_forms.aspx), under *Payroll Forms* (PHS-1637-1 and DD Form 137-5) and *Links to Frequently Asked Non-PHS Forms* (DD Form 1172-2).

To qualify as an incapacitated child, the child must meet the following eligibility requirements:

- Be unmarried;
- Incapable of self-support because of a mental or physical incapacity that existed before the child's 21<sup>st</sup> birthday or 23<sup>rd</sup> if enrolled as a fulltime student; and
- Dependent on the sponsor for over one-half at least (51%) of his or her support or had been at the time of the sponsor's death.

The incapacitated child determination is a two-part process. First, Medical Affairs must review the child's medical record to determine if the child is incapable of self-support and to determine if the condition is temporary or permanent. Second, the PHS DEERS Project Office must review the DD form 173-5, to determine if the child is dependent on the sponsor for over 50% of his/her support.

Medical Affairs requires the following:

1. A physician statement describing:
  - Each dependent's diagnosis,
  - Past and present treatment for each diagnosis
  - Prognosis for each diagnosed condition, and
  - Whether the dependent will ever be able to live independently in spite of the condition(s).
2. This statement must be sent directly from the physician, not the dependent's parents. The physician must specialize in the medical area pertaining to the dependent's specified condition ( e.g. a psychiatrist for any mental health condition; a neurologist for a paralyzed dependent; etc).

3. A copy of medical records which would pertain to the specified condition, extending over the most recent three (3) years at minimum, sent directly to Medical Affairs from the healthcare facility (not from the dependent's parents).
4. School transcripts sent directly from the most recent school matriculated.
5. A brief narrative sent by the parents describing the daily activities performed by the dependent.

These documents serve as the basis upon which a medical recommendation may be made and have been identified as the *minimum* data needed for the medical review according to TRICARE. However, additional documentation and/or evaluation(s) may also be requested by Medical Affairs personnel during the review of the dependent's package.

The complete package should be mailed to Medical Affairs at the following address (depending on method of delivery):

**Mailing Address (for US Postal Service):**

Division of Commissioned Corps Personnel and  
Readiness  
Medical Affairs (DCCPR/MAB)  
ATTN: Medical Evaluations Officer  
5600 Fishers Lane, Room 4C-04  
Rockville, MD 20857

**Address for Fed-Ex/UPS Courier Delivers:**

Division of Commissioned Corps Personnel and  
Readiness  
Medical Affairs (DCCPR/MAB)  
ATTN: Medical Evaluations Officer  
8455 Colesville Road, Room 910  
Silver Spring, MD 20910

The PHS DEERS Project Office requires the following forms:

1. Form [PHS-1637-1](#), "Public Health Service Commissioned Officer's Request for Dependency Determination;"
2. [DD Form 137-5](#), "Dependency Statement – Incapacitated Child Over Age 21;" and
3. [DD Form 1172-2](#), "Application for Identification Card/DEERS Enrollment."
4. The child's proof of income;
5. A copy of the first page of the tax return to show who claims the child, or the child's own tax return;
6. Supporting documentation for ALL claimed expenses; and
7. A copy of the brief narrative (provided to the MA) from the parents describing the daily activities performed by the dependent.

The complete package should be mailed to this office at the following address:

Division of Commissioned Corps Personnel and Readiness  
ATTN: DEERS  
1101 Wootton Parkway, Plaza Level, Suite 100  
Rockville, MD 20852

**DEPENDENT PARENTS REQUEST:**

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If you are applying for enrollment or an ID card for a **dependent parent**, you must complete and return the following forms which are available at the Commissioned Corps Management Information System (CCMIS) Website [http://dcp.psc.gov/CCMIS/cc\\_forms.aspx](http://dcp.psc.gov/CCMIS/cc_forms.aspx), under *Payroll Forms* (PHS-1637-1 and DD Form 137-3) and *Links to Frequently Asked Non-PHS Forms* (DD Form 1172-2).

1. Form [PHS-1637-1](#), "Public Health Service Commissioned Officer's Request for Dependency Determination;"
2. [DD Form 137-3](#), "Dependency Statement - Parent" (View [instructions](#) for DD Form 137-3); and
3. [DD Form 1172-2](#), "Application for Uniformed Services Identification Card/DEERS Enrollment."
4. Parent's proof of income;
5. A copy of the parent's tax return; and
6. Supporting documentation for ALL claimed expenses.

You must complete the request and your parent must complete the dependent statement. Please ensure that **all** items on the **parent's statement** are completed and that the form is **notarized** before returning it to this office. To qualify as a dependent, the parent must meet the following four eligibility requirements:

1. The parent's monthly income, not counting the member's contribution, **must be less** than one-half (50%) of the parent's monthly living expenses;
2. The member's contribution **must be more** than the parent's income from all sources;
3. The member's contribution **must be more** than one-half the parent's monthly living expenses; and
4. **The parent must reside in the sponsor's household or a household maintained for or by the sponsor.**

You have the burden of proving that your parent is a bona fide dependent. This is accomplished by providing documentation of your parent's expenses (i.e., copies of receipts) and by documenting your contributions (e.g., copies of canceled checks/money orders made payable to your parent and/or specifically state they were written to pay for expenses incurred by your parent). **Stating that you gave cash is not acceptable** in determining the amount you contributed to his/her support.

You should also document (where applicable) the method used to determine fair rental value of that portion of your home that your parent occupies. Poor record keeping, by either you or your may be reason for your dependency request to be disapproved. **Incomplete packets without supporting documentation will be returned to the sponsor without action.**

The complete package should be mailed to this office at the following address:

Division of Commissioned Corps Personnel and Readiness  
ATTN: DEERS  
1101 Wootton Parkway, PL, Suite 100  
Rockville, MD 20852

**PHS commissioned officers** may forward any questions to the PHS DEERS Project Office via email at [phsdeersgibill@hhs.gov](mailto:phsdeersgibill@hhs.gov) or by phone at 240-453-6131.

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**Service specific points-of-contact:**

Branch of Service	Contact Information
Air Force	Air Force Personnel Center HQ AFPC/DPSFR 550 C Street W., Suite 37 Randolph AFB, TX 78150-4739 Toll Free phone: (800) 525-0102
Army	Army Project Office ATTN: AHRC-PDP-P 1600 Spearhead Division Avenue Dept. 480 Fort Knox, NY 40122-5408 Toll Free phone: (888) 276-9472
Coast Guard	USCG, Personnel Service Center 4200 Wilson Blvd Suite 1100 Arlington, VA 20598-7200
Marine Corps	Marine Corps Personnel Project Office 3280 Russell Road Code MRP1 Quantico, VA 22134
Navy	Navy Personnel Command (NPC) BUPERS 26 5720 Integrity Drive Millington, TN 30855-3320 Toll Free phone: (866) 827-5672 DSN: 882-3462
National Oceanic and Atmospheric Administration	NOAA 1315 East West Highway SSMC #3 Room 12100 Silver Spring, MD 20910