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:

<table>
<thead>
<tr>
<th>Dependent</th>
<th>Source Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spouse</td>
<td>Marriage License, social security card, and birth certificate.</td>
</tr>
<tr>
<td>Newborn</td>
<td>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 Social Security Administration or call 1-800-772-1213 to request a new or duplicate Social Security Card.</td>
</tr>
<tr>
<td>Child</td>
<td>Birth certificate and social security card.</td>
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<tr>
<td>Child Age 21-23</td>
<td>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.</td>
</tr>
<tr>
<td>Stepchild</td>
<td>Parent’s marriage certificate, child’s birth certificate, and social security card.</td>
</tr>
<tr>
<td>Adopted Child</td>
<td>Child’s birth certificate, final adoption decree, and social security card.</td>
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</tbody>
</table>
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, 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 21st birthday or 23rd 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
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:**

*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.*

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
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:

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Division of Commissioned Corps Personnel and Readiness
ATTN: DEERS
1101 Wootton Parkway, PL, Suite 100
Rockville, MD 20852
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PHS commissioned officers may forward any questions to the PHS DEERS Project Office via email at phsdeersgibill@hhs.gov or by phone at 240-453-6131.

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Service specific points-of-contact:

<table>
<thead>
<tr>
<th>Branch of Service</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| 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        |