

As of 1 September 2023, all Retired DoD Civilian IDs will no longer be valid for use for installation access to any DoD installation worldwide (*See attached MFR from USDP&R for more information*). In an effort to ensure the right audience has been made aware of the change, our Defenders have been ensuring all who will be affected is aware as they have transited through our Installation's gates over the past several months. Additionally, our Military Personnel Flight and Civilian Personnel Office has been notifying those who will be affected as they retire from Civil Service.

In accordance with DoDM5200.08V3\_DAFMAN31-101 V3, *Installation Perimeter Access Control*, Enclosures 2 & 3, DoD Civilian Retiree personnel and ESGR Field Committee Volunteer personnel requesting access may enroll their REAL ID Act-compliant driver's license or be issued a local access credential [Defense Biometric Identification System (DBIDS) card or pass] for use at installation access control points to facilitate installation access.

Due to the USD guidance, any DoD Civilian Retirees will need to register for installation access at each DoD installation's Visitor Control Center that they wish to gain access to. The process will generally be the same, however below is the process specific to Hanscom AFB...

- DoD Civilian Retiree goes to the Visitor Control Center (VCC) with their proof of identification (Government Issued ID) and their Standard Form-50 (SF-50), *Notification of Personnel Action*, as proof of retirement.
- VCC verifies documentation and does a background check (i.e. "establishing their fitness for entry") to ensure there are no disqualifying factors for installation access in the requestor's criminal history.
- If fitness has been successfully established, a DBIDS profile will be created for the DoD Civilian Retiree to access to Hanscom AFB only (this process would need to be repeated at all other DoD Installations the retiree wishes to access as other installation protocols may be different).
  - If DoD Civilian Retiree **HAS** a REAL ID Act-compliant driver's license/ID card, access to the installation will be granted via their REAL ID. ID card's barcode will be scanned with a DBIDS scanner at Hanscom AFB Installation Access Control Points and access granted via their DBIDS profile.
    - Their DBIDS profile for installation access will have the same expiration date as their REAL ID Act-compliant driver's license/ID card.
    - If DoD Civilian Retiree gets a new REAL ID Act-compliant driver's license/ID card, the Retiree will need to register their new ID with the VCC.
  - If DoD Civilian Retiree **DOES NOT HAVE** a REAL ID Act-compliant driver's license/ID card, the DoD Civilian Retiree will be issued a 1-year DBIDS Access Card at the VCC to use for installation access.
    - Card will be issued for no more than 1-year as all US Citizens will be required to gain a REAL ID Act-compliant driver's license/ID card no later than 7 May 2025 via the REAL ID Act of 2005.

Additional information concerning this change can be found at the following article published by our Team Hanscom Public Affairs Team: <https://www.hanscom.af.mil/News/Article-Display/Article/3376270/dod-civilian-retiree-access-moves-to-real-id/>