

## DETAILED INSPECTION CHECKLIST

### FA SC STMT TEXT

- 067 IDENTIFICATION CARDS  
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Date Last Revised: 6 March 2012
- 067 00 NO SUBCAT FOR THESE STATEMENTS
- 067 00 001 Does the Real-time Automated Personnel Identification System (RAPIDS) Verifying Official (VO) comply with the cross-servicing agreement by assisting military members/dependents who belong to another service and who are covered under the terms of the agreement?  
Reference  
MCO 5512.11D, PAR 1.3
- 067 00 002 Does the RAPIDS VO ensure that he or she does not cross-service those categories of individuals who are not covered under the provisions of the cross-servicing agreement?  
Reference  
MCO 5512.11D, PAR 1.3.3.2
- 067 00 003 Does the verifying official determine if the applicant is entitled to hospital insurance benefits under Medicare, Part A?  
Reference  
MCO 5512.11D, PAR 1.5.6
- 067 00 004 Does the RAPIDS site maintain an adequate supply of the Geneva Conventions Identity Card, DD Form 1934, for eligible civilian medical, auxiliary medical, and religious non-combatant personnel who may accompany the U.S. military forces in areas of war and who are liable to capture?  
Reference  
MCO 5512.11DC, TABLE 1.11, PAR 17.3 AND 17.4
- 067 00 005 Does the RAPIDS VO brief the ID card holder on their responsibilities?  
Reference  
MCO 5512.11D, PAR 1.19
- 067 00 006 Does the RAPIDS VO view the basic documentation required to verify an individual's eligibility when it cannot be verified through the Defense Enrollment Eligibility Reporting System (DEERS) database?  
Reference  
MCO 5512.11D, PAR 2.3, 2.4, AND ATTACHMENT 5

- 067 00 007 Does the issuing activity prominently display a copy of the Privacy Act statement and have applicants read the statement before signing the DD Form 1172?  
Reference  
MCO 5512.11D, PAR 2.3, TABLE 2.2., NOTE 10 AND PAR 10.5
- 067 00 008 Does the RAPIDS VO obtain HQMC approval before issuing a former spouse his or her initial ID card?  
Reference  
MCO 5512.11D, PAR 3.1, 3.4, 22.7 AND 22.8
- 067 00 009 Does the RAPIDS VO ensure that no dependent child possesses more than one DD Form 1173 at a time and that the child is not receiving benefits from more than one sponsor at a time?  
Reference  
MCO 5512.11D, 4.2
- 067 00 010 If military members cannot agree on which one will sponsor the child for an ID card (if appropriate) and DEERS enrollment, does the RAPIDS VO verify legal documentation to determine who shall sponsor the child?  
Reference  
MCO 5512.11D, 4.2.1 AND TABLE 4.1
- 067 00 011 Does the RAPIDS VO obtain HQMC approval before issuing an ID card to an incapacitated child?  
Reference  
MCO 5512.11D, PAR 4.6, 4.7, 4.8, 4.11, 4.12 AND 22.4
- 067 00 012 Does the RAPIDS VO obtain HQMC approval before issuing an ID card to a ward?  
Reference  
MCO 5512.11D, PAR 4.13, 4.14 AND 22.6
- 067 00 013 Are local procedures in place to ensure that the reporting units report deserters to the RAPIDS site, in a timely manner, so that the VO can update the DEERS to reflect the sponsors' deserter status and terminate the dependents' eligibility in DEERS?  
Reference  
MCO 5512.11D, PAR 8.4, 9.2, 15.5 AND 15.6
- 067 00 014 Does the RAPIDS VO understand that only authorized RAPIDS contractors may move the RAPIDS equipment unless a self-help relocation is approved by DRPO?  
Reference  
MCO 5512.11D, PAR 10.5.1 AND 10.5.2

- 067 00 015 Does the RAPIDS VO contact the appropriate DEERS/RAPIDS Assistance Center (DRAC)/RAPIDS Support Centers (DRCS) for their area when they encounter RAPIDS hardware or software problems?  
Reference  
MCO 5512.11D, PAR 10.9
- 067 00 016 Is the RAPIDS VO/Issuing Official designated following the grade restriction guidelines provided?  
Reference  
MCO 5512.11D, PAR 11.1
- 067 00 017 Does the RAPIDS site secure the automated ID card stock under lock when it is not in use or when the office is closed?  
Reference  
MCO 5512.11D, PAR 11.3
- 067 00 018 Is the RAPIDS VO properly photographing the applicants?  
Reference  
MCO 5512.11D, PAR 11.7 AND 11.8
- 067 00 019 Does the RAPIDS VO obtain HQMC approval before issuing an ID card to a Parent, Parent-in-law, Step-Parent, or Parent-by-Adoption?  
Reference  
MCO 5512.11D, PAR 22.5
- 067 00 020 Once the RAPIDS VO verifies an individual's eligibility does he or she refer to the entitlement guide as well as the effective date guidelines to ensure that the individual is assigned the correct benefits and privileges and issued a DD Form 1173 (if appropriate) with the correct expiration date?  
Reference  
MCO 5512.11D, ATTACHMENTS 2 AND 4