



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS, JOINT BASE ELMENDORF-RICHARDSON
JOINT BASE ELMENDORF-RICHARDSON, ALASKA**

26 July 2023

MEMORANDUM FOR DOD CIVILIAN RETIREES

FROM: JBER INSTALLATION COMMANDER

SUBJECT: Authorization for DoD Civilian Retirees to access Joint Base Elmendorf-Richardson

- References: (a) Office of the Under Secretary of Defense for Personnel and Readiness Memorandum, 17 February 2023, *Department of Defense Civilian Retiree Identification Card Termination*.
- (b) DoDM 5200.08 Volume 3, 02 January 2019, Incorporating Change 18 September 2020, *Physical Security Program: Access to DoD Installations*.
- (c) DoDI 1015.10, 06 July 2009, Incorporating Change 06 May 2011, *Military Morale, Welfare, and Recreation (MWR) Programs*.

1. The purpose of this memorandum is to update and standardize the Joint Base Elmendorf-Richardson (JBER) policy regarding civilian retiree access and facility use. In accordance with the Department of Defense Manual (DoDM) 5200.08, Vol. 3, *Physical Security Program: Access to DoD Installations* and the DoD Instruction 1015.10, *Military Morale, Welfare, and Recreation (MWR) Programs*, all DoD civilian retirees are authorized base access when presenting acceptable credentials.
2. All retired DoD civilians will be required to visit either the Boniface Visitor Control Center or the Richardson Visitor Control Center to obtain a Defense Biometric Information Data System Identification (DBIDS ID) card. Retired DoD civilians must present their retirement Standard Form 50, *Notification of Personnel Action*, or expired civilian ID at one of the visitor control centers to serve as proof of eligibility for the DBIDS retiree ID. The DBIDS retiree ID will remain valid for 3 years from the date of issuance, at which time the retiree must renew their ID card to maintain access. This access allows retired DoD civilians to utilize our Non-Appropriated Funded Activities, Medical Facilities, and Military Personnel Flight. All eligible retirees with a valid and current DBIDS ID may sponsor up to 9 persons for a period of 60 days.
3. Effective immediately, all DoD civilian retirees are authorized installation access and facility use with a valid DBIDS ID card.

DAVID J. WILSON, Colonel, USAF
Commander