

## Chapter 8

### SPONSOR RESPONSIBILITIES, AND TERMINATING OR REVOKING DEPENDENTS' ELIGIBILITY FOR ID CARDS

**8.1. Sponsor Responsibilities.** Table 8.1 lists the sponsor's responsibilities concerning issue of their family member's ID cards, requirements for DEERS termination, retrieval requirements, and DEERS enrollment. **Note:** Joint Service Marriage (JSM) Sponsor. Military members are sponsors in their own right, and have the responsibility to report within 30 days any family member additions or changes to DEERS. This also includes the DEERS enrollment of a military spouse, active, National Guard, and reserve.

**Table 8.1. Active, Retired, Guard and Reserve Sponsors' Responsibilities.**

ITEM	RESPONSIBILITIES
1	Advise the nearest Uniformed Service issuing facility about any dependent additions or changes to dependent data that affect DEERS enrollment and eligibility to a DD Form 1173 or DD Form 1173-1 within 30 days of the addition or change. Sponsor will sign DD Form 1172 application relating to DD Forms 1173 or 1173-1 to verify continued eligibility for dependents upon ID card reissuance. <b>Exception:</b> When a family member is age 75 or older the DD Form 1173, will reflect an "indefinite" card expiration date. <b>Note:</b> VOs need to be aware of situations where beneficiaries may not qualify for continuation of an ID card due to divorce or remarriage of widow, widower, or unremarried former spouse (DB). Though not all inclusive, current and future beneficiaries must still meet eligibility requirements as listed within this instruction.
2	Provide documentation to update the DEERS for dependents no longer entitled to benefits and privileges within 30 days of the change, (for example, final divorce decree, child's marriage certificate.). <b>Note:</b> If the sponsor fails to terminate an ineligible dependent, and the dependent presents legal documentation, a termination shall be accomplished.
3	Retrieve ID cards from dependents no longer eligible and surrendering the cards to the nearest ID card issuing activity within 30 days of the loss of eligibility.
4	Ensure all addresses are kept current in DEERS. It is mandatory that all active duty, Guard, and Reserve personnel update their residential address in DEERS within 30 days of a residential move. (Reference USD(P&R) memorandum, 10 October 1997, Implementing Section 363 of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996). <b>Note:</b> Members in CONUS residing on military installations in dormitories will provide their building number and room number as their residential address. Service members, permanently assigned overseas, to a vessel, or to routinely deployable units, or whose residential address the Service Secretary determines should not be disclosed due to national security or safety concerns, provide a duty address.
5	Provide family members' SSN when enrolling in DEERS (see paragraphs 1.21. and 15.9).

8.1.1. Active, Retired, Guard and Reserve Sponsors responsibilities:

8.1.2. Sponsor may not deny or revoke benefits and privileges, or issuance of an ID for an eligible dependent without appropriate legal documentation as listed in Attachment 5.

8.1.2.1. Emancipation of a dependent child under age 21 has no effect on the child's entitlement to ID card benefits and privileges, if he or she is otherwise entitled. Refer to Chapter 4. **Note:** Emancipation is a legal status conferring adulthood on a minor through a judicial decree (see Attachment 1, Terms).

**8.2. Sponsors Unable or Unwilling to Sign the DD Form 1172.** When a sponsor is unable or unwilling to sign the DD Form 1172, follow the steps reflected in Table 8.2 when processing eligible dependents:

**Table 8.2. Processing Procedures when Sponsor is Unable or Unwilling to Sign the DD Form 1172.**

STEP	ACTION
1	Verify eligibility within DEERS or documentation and issue temporary ID card(s) for 30 days with appropriate benefits. Cross reference paragraphs 1.5.4, 2.4, and Attachment 5.
2	Send a letter to the sponsor; enclosing a DD Form 1172 for the sponsor's signature and return (see Attachment 11).
3	Verify the DD Form 1172 and state in block 89, "The member is unwilling or unable to sign," if the sponsor does not respond in 30 days issue ID card with a new expiration date per Attachment 4. Cite paragraph 8.2, to include legal documentation DD form 1172, block 89 as authority for enrolling or issuing the ID card(s) for eligible family member(s). For legal documentation, e.g., court-order of paternity (see Attachment 5).
4	Extend benefits and privileges according to Attachment 2.
5	Extend privileges according to paragraph 16.1 to family members of Guard and Reserve members who are unwilling or unable to sign. Cite paragraph 8.2 in block 89 as authority for issuing the ID cards.
6	Sign DD Form 1172 in block 90. Cite paragraph 8.2 in block 89 for issuing the ID cards.
7	Update 1172 in DEERS
8	Batch process the DD Form 1172 to DSO according to paragraph 1.12.

**8.3. Processing Procedures for Dependents Who's Eligibility is in Question .** Do not verify DD Form 1172. Refer the applicant to the installation legal office for clarification or resolution. **Exception:** Refer Marine Corps dependents to the HQMC MRP-1 or MMSR-6, as appropriate.

**8.4. Terminating or Revoking Dependents' Eligibility for ID Cards.** Table 8.3 reflects categories of individuals who lose eligibility and when verifying officials should terminate eligibility in DEERS:

**Table 8.3. When to Terminate or Revoke a Dependents' Eligibility for ID Cards.**

CATEGORY	WHEN
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