



OFFICE OF THE UNDER SECRETARY OF DEFENSE
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MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
DIRECTOR, DEFENSE LOGISTICS AGENCY

SUBJECT: Access to DoD Installations by Civilian Retirees for Limited Morale, Welfare, and Recreation Purposes

Reference: (a) Under Secretary of Defense for Personnel and Readiness Memorandum, "Department of Defense (DoD) Civilian Retiree Identification (ID) Card Termination" February 17, 2023
(b) Department of Defense Instruction 1015.10, "Military Morale, Welfare, and Recreation (MWR) Programs," July 6, 2009
(c) Department of Defense Manual 5200.08, Volume 3, "Physical Security Program: Access to DoD Installations," January 2, 2019 (cited hereafter Volume 3)

Reference (b) allows commanders of Department of Defense (DoD) installations to authorize civilian retirees limited use of Morale, Welfare, and Recreation (MWR) activities. As noted in reference (a), the termination of the DoD Civilian Retiree ID Cards did not change or eliminate any benefits for which civilian retirees may be eligible, to include limited MWR use at the commander's discretion. A commander's authorization for civilian retirees to use limited MWR activities on a DoD installation pursuant to reference (b) also constitutes a determination that such use is an acceptable "purpose" for access to that installation as required by reference (c). Individuals can verify their status as civilian retirees by presenting a retirement Standard Form 50 or another form listed in the attachment (e.g., a NAF-Equivalent Retirement Form), which DoD can verify against authoritative databases.

As required by reference (c), when a commander has authorized such limited MWR use, installation security personnel will enroll civilian retirees who meet the identity and fitness requirements for recurring installation access using their existing enrollable acceptable credential. Also as required by reference (c), installation security personnel may issue a local or regional credential for DoD civilian retirees seeking installation access only when they do not already possess an existing enrollable acceptable credential.

Nothing in this memorandum constitutes a change to reference (c) or eliminates the requirement that all individuals over the age of 18 establish identity, fitness, and purpose to be granted unescorted access to a DoD installation. Further, nothing in this memorandum changes or eliminates any benefit to which civilian retirees may be eligible. My point of contact is Mr. Thomas Hurley at (703) 693-2522 or thomas.a.hurley3.civ@mail.mil.

A handwritten signature in blue ink, appearing to read "John P. Dixson".

John P. Dixson
Director for Defense Intelligence
Counterintelligence, Law Enforcement
& Security

Attachment:
Civilian Retiree Forms Acceptable to Establish Purpose at MWR-Authorized Installations

Attachment – Civilian Retiree Forms Acceptable to Establish Purpose at MWR-Authorized Installations

Department of Defense	DD Form 2574	Armed Forces Exchange Services Identification and Privilege Card
U.S. Office of Personnel Management	Standard Form (SF)-50	Notification of Personnel Action
Department of the Army	DA Form 3434	Notification of Personnel Action Nonappropriated Fund Employee
Department of the Air Force	AF 2545	“NAFI Notification of Personnel Action.” The AF 2545 prints from the information provided in the electronic form AF 2548, “NAFI Request for Personnel Action.”
U.S. Marine Corps	NAF-MCCS 500	Personnel Action Form 500
Commander, Naval Installation Command	Personnel Action Report	Bottom right-hand side of the form states “SF-50 equivalent”
Navy Exchange Service Command	NX-129	PeopleSoft report
Army and Air Force Exchange Service	Exchange Form 1200-100 (Rev Feb 13)	AAFES Personnel Request electronic form. It is the form that is placed in the employee’s OPF.