



Department of Defense INSTRUCTION

NUMBER 1341.2

March 19, 1999

USD(P&R)

SUBJECT: Defense Enrollment Eligibility Reporting System (DEERS) Procedures

- References:
- (a) [DoD Directive 1341.1](#), "Defense Enrollment Eligibility Reporting System," October 14, 1981
 - (b) DoD Instruction 1341.2, "Defense Enrollment Eligibility Reporting System Procedures," March 2, 1982 (hereby canceled)
 - (c) DoD 1341.1-M, "DEERS Program Manual," dated May 1982 (hereby canceled)
 - (d) [DoD Instruction 1000.13](#), "Identification Cards (ID) for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals," December 5, 1997
 - (e) through (m), see enclosure 1

1. REISSUANCE AND PURPOSE

This Instruction implements the policy in reference (a), reissues reference (b), and cancels publication of reference (c).

2. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense (OSD); the Military Departments (including the U.S. Coast Guard when operating as a Military Service in the Navy); the Defense Agencies (hereafter referred to collectively as "DoD Components"); the U.S. Coast Guard when not operating as a Military Service in the Navy by agreement with the Department of Transportation (DoT); the Commissioned Officers Corps of the U.S. Public Health Service (USPHS) and the Commissioned Officers Corps of the National Oceanic and Atmospheric Administration (NOAA) under agreements with the Departments of Health and Human Services (DHHS) and

Commerce (DoC). The term "Uniformed Services" refers to the Army, the Navy, the Marine Corps, the Air Force, the Coast Guard, their respective National Guard and Reserve components, the Commissioned Corps of the USPHS, and NOAA.

3. DEFINITION

3.1. DEERS Interfacing Client System. For the purpose of this Instruction, a DEERS interfacing client system is defined as an automated information system that communicates with the DEERS database via a DEERS standard interface to either: (1) pull data from the DEERS to be downloaded and reformatted or translated by the requesting automated information system's software application; or (2) pass data from the client system to the DEERS database so that updates may occur.

4. POLICY

The DoD is responsible for the distribution of authorized benefits and entitlements as prescribed in DoD Instruction 1000.13, DoD Directive 1322.16, DoD Instruction 1322.17, Chapter 55 of 10 U.S.C., and DoD Directive 1341.3 (references (d), (e), (f), (g), and (h)). The DEERS is the designated automated information system designed to provide timely and accurate information on those eligible for these benefits and entitlements and to prevent and detect fraud and abuse in the distribution of these benefits and entitlements. The DEERS serves as the centralized personnel data repository that supports and maintains this policy in a uniform fashion. The scope of the DEERS includes the capability to interact with and support other DoD systems and programs. The DEERS system collects and maintains such additional data on individuals, as needed, to ensure the efficient administration of DoD missions to include benefit and entitlement programs. The DEERS personnel data repository is maintained in accordance with Section 552a of 5 U.S.C. (reference (i)).

4.1. The scope of DEERS shall include the capability of DEERS to:

4.1.1. Provide and receive updates of enrollment and eligibility verification data from existing DEERS client applications and interfacing client systems, as well as from other DoD, Uniformed Service, and non-DoD information systems in accordance with DoD Directive 8000.1 (reference (j)).

4.1.2. Provide information for generating Uniformed Services' sponsor and family member identification (ID) cards.

4.1.3. Provide statistical and demographic data to support DoD and Uniformed Services' peacetime and wartime missions.

4.1.4. Maintain casualty identification data on members of the Uniformed Services, and other personnel as designated by the DoD, to ensure positive identification of those personnel when deceased, and to support verification of entitlement eligibility of surviving family members of those deceased personnel.

4.1.5. Maintain information that facilitates the effective and efficient administration of the Military Health System (MHS) and other benefit and entitlement systems that derive basic eligibility information from DEERS.

4.1.6. Provide and maintain medical and personnel readiness information on Uniformed Services members and other such personnel as designated by DoD.

4.1.7. Maintain information on Uniformed Services members, discharged members, and retirees that facilitates verification of their eligibility for Government educational programs in accordance with DoD Directive 1322.15 and DoD instruction 1322.17 (references (e) and (f)).

4.1.8. Improve the awareness of the Uniformed Services members and their family members about their DoD benefits and entitlements that are verified through DEERS.

4.1.9. Improve the timeliness of providing benefits and entitlements to Uniformed Services members and their family members.

4.1.10. Serve as the DoD's centralized personnel locator service in accordance with Section 113 of 10 U.S.C. note (reference (k)), by maintaining the current residential or duty address of members of the Armed Forces to be made available upon request to the Federal Parent Locator Service, a division of the Department of Health and Human Service, Office of Child Support Enforcement.

4.1.11. Maintain the right index fingerprint of all eligible individuals in a pay or annuity status, to include Uniformed Services active duty, National Guard, and Reserve personnel, retirees, survivors receiving annuity payments, and civilian employees who are issued identification cards through the Real-Time Automated Personnel Identification System (RAPIDS), to be used by the Office of the Under Secretary of Defense for Comptroller (OUSDC) to verify eligibility for pay or annuity.

4.1.12. Support other requirements as determined by the Overarching Integrated Product Team (OIPT).

5. RESPONSIBILITIES

5.1. The Under Secretary of Defense for Personnel and Readiness (USD(P&R)) shall:

5.1.1. Serve as the Principal Staff Assistant (PSA) for the DEERS in accordance with DoD Directive 5000.1 and DoD 5000.2-R (references (l) and (m)).

5.1.2. Coordinate with the Assistant Secretary of Defense for Command, Control, Communications, and Intelligence (ASD(C3I)) and the Under Secretary of Defense for Comptroller (USD(C)) for DEERS acquisition, communications, and funding.

5.1.3. Organize the OIPT under the designated chairmanship of the Deputy Under Secretary of Defense for Program Integration (DUSD(PI)) with standing membership of the Assistant Secretary of Defense for Force Management Policy (ASD(FMP)), the Assistant Secretary of Defense for Health Affairs (ASD(HA)), and the Assistant Secretary of Defense for Reserve Affairs (ASD(RA)).

5.2. The Deputy Under Secretary of Defense for Program Integration (DUSD(PI)) under the Under Secretary of Defense (Personnel and Readiness), shall:

5.2.1. Serve as the Milestone Decision Authority (MDA) for DEERS in accordance with DoD Directive 5000.1 and DoD 5000.2-R (references (l) and (m)).

5.2.2. Chair the OIPT.

5.2.3. Assign the Defense Manpower Data Center (DMDC) as the responsible Agency for the technical and acquisition management and the functional management of the DEERS program.

5.2.4. Establish overall functional policies and procedures for the oversight, funding, personnel staffing, direction, and functional management of the DEERS.

5.2.5. Oversee the Joint Uniformed Services Personnel Advisory Committee (JUSPAC), the Joint Uniformed Services Medical Advisory Committee (JUSMAC),

and the Joint Uniformed Services Dental Advisory Committee (JUSDAC) to advise DoD staff on recommended changes to the DEERS and its interfaces supporting client systems.

5.2.6. Coordinate with the ASD(FMP), the ASD(HA), and the ASD(RA) to:

5.2.6.1. Establish DEERS enrollment and eligibility policy guidance and procedures pertaining to personnel, medical, and dental issues that impact on the DEERS.

5.2.6.2. Establish policies and procedures to support the functional requirements of DEERS and the DEERS client applications and interfacing client systems.

5.3. The Assistant Secretary of Defense for Force Management Policy, under the Under Secretary of Defense (Personnel and Readiness), shall participate in and support the OIPT and, in coordination with the DUSD(PI), ASD(HA), and ASD(RA), establish guidance and procedures pertaining to personnel policies that impact on the DEERS.

5.4. The Assistant Secretary of Defense for Health Affairs, under the Under Secretary of Defense (Personnel and Readiness), shall participate in and support the OIPT and, in coordination with the DUSD(PI), ASD(FMP), and ASD(RA), establish guidance and procedures pertaining to healthcare policies that impact on the DEERS.

5.5. The Assistant Secretary of Defense for Reserve Affairs, under the Under Secretary of Defense (Personnel and Readiness), shall participate in and support the OIPT and, in coordination with the DUSD(PI), ASD(FMP), and ASD(HA), establish guidance and procedures pertaining to National Guard and Reserve policies that impact on the DEERS.

5.6. The Uniformed Services shall:

5.6.1. Appoint Project Officers from a level that represents the Service position of the active, National Guard, and Reserve components for personnel, medical, and dental policy to serve on the Joint Uniformed Services Advisory Committees.

5.6.2. Comply with the provisions of this Instruction and other related policy and procedural guidance from the DoD.

5.7. The Heads of the DoD Components shall comply with the provisions of this Instruction and other related policy and procedural guidance from the DoD, and provide timely and accurate support to the provisions of this Instruction.

6. PROCEDURES

6.1. The OIPT shall:

6.1.1. Meet, as deemed necessary, to review the status of the DEERS and its interfaces supporting client systems.

6.1.2. Approve systems enhancements and changes impacting on the DEERS that are submitted for approval.

6.1.3. Provide to the USD(P&R) business updates as deemed necessary.

6.2. The Joint Uniformed Services Personnel Advisory Committee, Joint Uniformed Services Medical Advisory Committee and Joint Uniformed Services Dental Advisory Committee each shall:

6.2.1. Be comprised of representatives of the Uniformed Services active, National Guard, and Reserve components who serve as committee Project Officers for their Uniformed Service component and have the authority to speak for their Uniformed Service component.

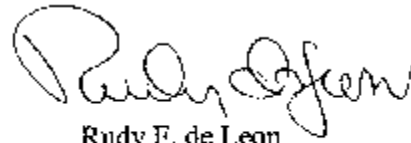
6.2.2. Meet semi-annually or more often as needed.

6.2.3. Advise the DoD staff on Service policy issues pertaining to their functional areas and coordinate on policies that impact on another Committee's functional area.

6.2.4. Coordinate with the DoD staff on those functional area policy changes that will require changes or enhancements to DEERS and/or its interfaces supporting client systems, to ensure DEERS capabilities are provided to support the functional area policy.

7. EFFECTIVE DATE

This Instruction is effective immediately.

A handwritten signature in black ink, appearing to read "Rudy de Leon". The signature is fluid and cursive, with a large initial "R" and "L".

Rudy F. de Leon
Under Secretary of Defense
(Personnel and Readiness)

Enclosures - 1

E1. References, continued

E1. ENCLOSURE 1

REFERENCES, continued

- (e) [DoD Directive 1322.16](#), "Montgomery GI Bill (MGIB) Program," May 11, 1994
- (f) [DoD Instruction 1322.17](#), "Montgomery GI Bill (MGIB) for the Selected Reserve," November 21, 1991
- (g) Chapter 55 of title 10, United States Code
- (h) [DoD Directive 1341.3](#), "Servicemen's Group Life Insurance (SGLI)," August 16, 1984
- (i) Section 552a of title 5, United States Code
- (j) [DoD Directive 8000.1](#), "Defense Information Management (IM) Program," October 27, 1992
- (k) Section 113 note of title 10, United States Code
- (l) [DoD Directive 5000.1](#), "Defense Acquisition," March 15, 1996
- (m) DoD 5000.2-R, "Mandatory Procedures for Major Defense Acquisition Programs (MDAPs) and Major Automated Information System (MAIS) Acquisition Programs," March 15, 1996