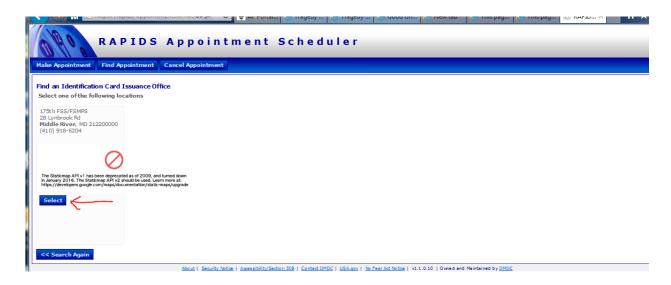
INSTRUCTIONS/INFORMATION FOR SCHEDULING APPTS FOR DEERS UPDATES AND ID CARDS 175TH WING, FORCE SUPPORT SQUADRON, MPF CUSTOMER SERVICE ADDRESS: 28 LYNBROOK ROAD, MIDDLE RIVER, MD 21220

STEP-BY-STEP INSTRUCTIONS FOR SCHEDULING YOUR APPOINTMENT: (Please schedule one appointment per person, if you are planning to getting ID's for more than one family member)

- Go to the RAPIDS Appointment Scheduler Website by clicking on Link below, or by going to www.Google.Com
 then typing: RAPIDS Appointment Scheduler in the search box.
 https://rapids-appointments.dmdc.osd.mil
- 2. Click on "Make Appointment (Top left-hand corner)
- 3. In the Building or Site Name Block (2nd Block Down), Type: 175th FSS/FSMPS

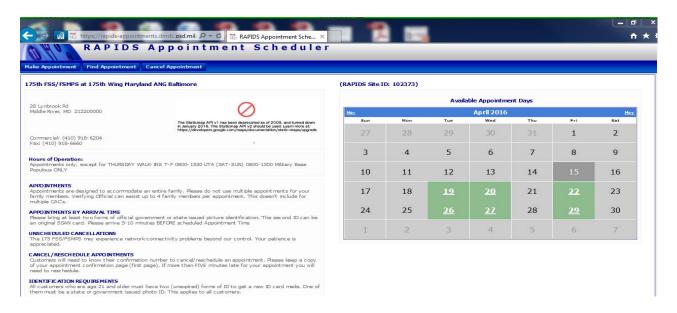


4. On the next screen, Click Select



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5. Click on the preferred date (on the calendar), as seen below:



6. Click on the preferred **Time**, as seen below:



7. Type the requested information into the blocks, as seen below, then Click Submit



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8. An email confirmation will be sent to the email address you provided, and that email will come from: RAS.support@osd.pentagon.mil

Please read that email as it will provide details to include what documents you and/or your family member must bring, and how to cancel or reschedule your appointment.

If you have any questions, please email the 175th MPF at: <u>usaf.md.175-wg.list.mpf@mail.mil</u> or call our customer service section at: 410-918-6204, or DSN 243-6204.

ADDITIONAL (HELPFUL) INFORMATION:

**PLEASE NOTE: If your current military ID is expired, it CANNOT be used as one of the two forms of required identification in order to be issued a new ID Card.

We are located in the Wing Headquarters Building, after passing through the front gate; make a left into the parking lot directly across the street from the 1st building you see. The Customer Service Entrance is on the opposite end of this building. Follow the sidewalk down, past the main entrance, and our door is just around the corner on the far end.

Hours of Operation:

Tuesday: 0800 – 1600 (4pm) by appointment only Wednesday: 0800-1600 (4pm) by appointment only Thursday: 0800-1600, (4pm) by appointment only Friday: 0800-1600 (4pm) by appointment only

Effective 12 Feb 2018, there are no walk ins! The last appointment will be taking at 1530 (3:30).

Please understand that we occasionally close for training, wing events, or to support out-processing/in-processing requirements for deploying Airman. On those rare occasions, we will block out appointment times on the day these events occur. Please understand there may also be times when the system is goes down, or equipment fails, and this will prevent us from being able to assist. Please call ahead of time. We make every effort possible to notify customers in advance of their arrival if this occurs but appreciate your patience and understanding when this happens without notice.

FOR Tricare Information, please visit their website at: http://tricare.mil/Plans/Eligibility/DEERS/RequiredDocuments.aspx

FOR a Pre-Arrival Checklist (for your appt), and additional Information on DEERS enrollment and Military ID Cards, please visit the following website:

http://www.cac.mil/