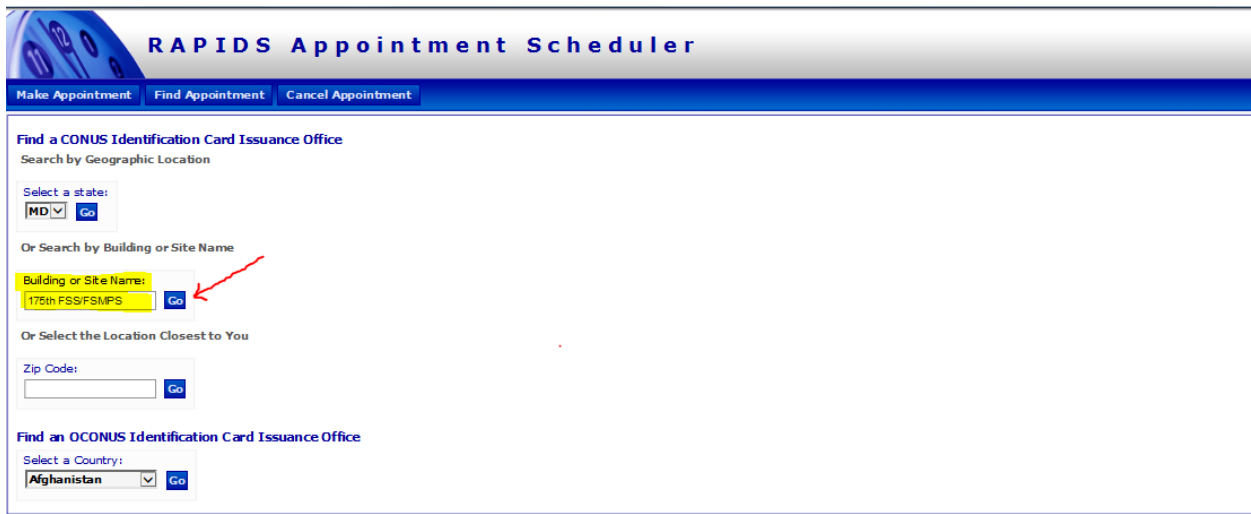


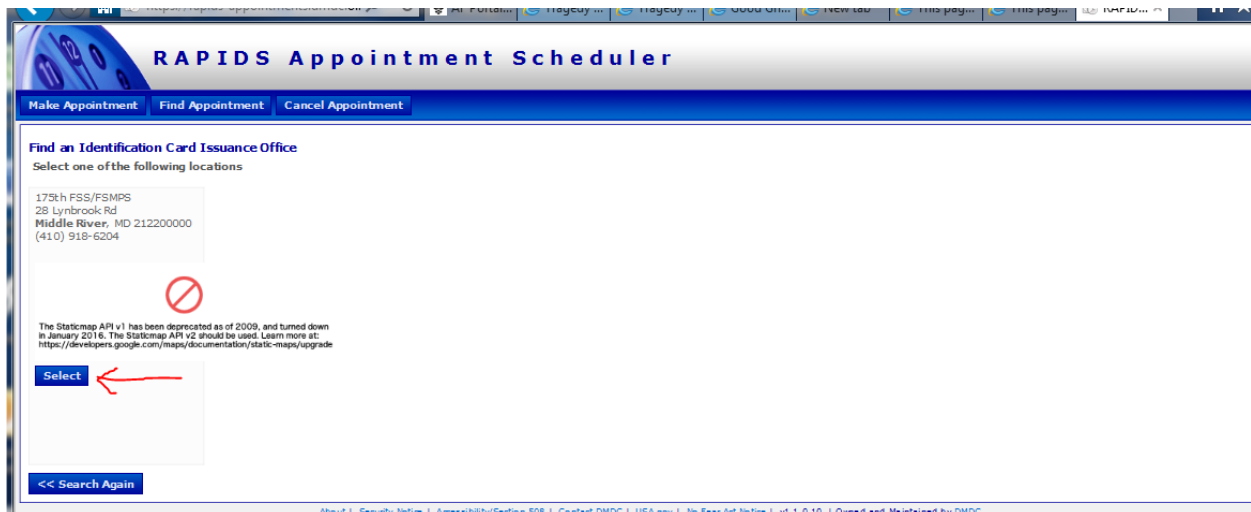
INSTRUCTIONS TO SCHEDULE APPTS FOR ID CARDS AND/OR DEERS UPDATES
MDANG, 175TH WING, FORCE SUPPORT SQUADRON, MPF CUSTOMER SERVICE, WARFIELD ANG BASE
ADDRESS: 28 LYNBROOK ROAD, MIDDLE RIVER, MD 21220

STEP-BY-STEP INSTRUCTIONS FOR SCHEDULING YOUR APPOINTMENT: (Please schedule one appointment per person if you getting ID Cards or requesting DEERS updates for more than one family member)

1. 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:

175th FSS/FSMPS at 175th Wing Maryland ANG Baltimore

28 Lynbrook Rd
Middle River, MD 212200000

Commercial: (410) 918-6204
Fax: (410) 918-6660

Hours of Operation:
Appointments only, except for THURSDAY WALK-INS T-F 0800-1530 UTA (SAT-SUN) 0800-1300 Military Base Populous ONLY

APPOINTMENTS
Appointments are designed to accommodate an entire family. Please do not use multiple appointments for your family members. Verifying Official can assist up to 4 family members per appointment. This doesn't include for multiple CACs.

APPOINTMENTS BY ARRIVAL TIME
Please bring at least two forms of official government or state issued picture identification. The second ID can be an original SSN card. Please arrive 5-10 minutes BEFORE scheduled Appointment Time

UNSCHEDULED CANCELLATIONS
The 175 FSS/FSMPS may experience network connectivity problems beyond our control. Your patience is appreciated.

CANCEL/RESCHEDULE APPOINTMENTS
Customers will need to know their confirmation number to cancel/reschedule an appointment. Please keep a copy of your appointment confirmation page (first page). If more than FIVE minutes late for your appointment you will need to reschedule.

IDENTIFICATION REQUIREMENTS
All customers who are age 21 and older must have two (unexpired) forms of ID to get a new ID card made. One of them must be a state or government issued photo ID. This applies to all customers.

(RAPIDS Site ID: 102373)

Available Appointment Days

Mar	April 2016					May
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

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

Available Appointment Times for 175th FSS/FSMPS at 175th Wing Maryland ANG Baltimore

Date: 4/19/2016 Day: Tuesday Available Times: 8:20, 8:40, 9:00, 9:20, 9:40, 10:40, 11:00, 11:20, 12:00, 12:20, 12:40, 13:20, 13:40, 14:00, 14:20, 14:40, 15:00, 15:20 and 15:40

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

Your Selected Appointment

Site: 175th Wing Maryland ANG Baltimore Building: 175th FSS/FSMPS Date: 4/19/2016 Day: Tuesday Time: 8:20

Instructions

- Complete the form below to reserve your appointment.
- Enter your email address to receive a confirmation with your appointment date and time.

Your Information

First Name: Last Name: Initial: Telephone: (in format: ###-###-####) Email: Personnel Type: Retired Branch of Service: Air National Guard

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INSTRUCTIONS TO SCHEDULE APPTS FOR ID CARDS AND/OR DEERS UPDATES
MDANG, 175TH WING, FORCE SUPPORT SQUADRON, MPF CUSTOMER SERVICE, WARFIELD ANG BASE
ADDRESS: 28 LYNBROOK ROAD, MIDDLE RIVER, MD 21220

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: usaf.md.175-wg.list.mpf@mail.mil 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 by appointment only

Thursday: 0800-1600, Walk-ins only

Friday: 0800-1600 by appointment only

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 goes down, or equipment fails, and this will prevent us from being able to assist. 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/>