

How to Find a DoD ID Number / Electronic Data Interchange Personnel Identifier (EDIPI) / Common Access Card (CAC) Number

Security Cooperation Workforce Development-Database (SCWD-D) users are required to enter the 10-digit DoD ID number/EDIPI/CAC ID for personnel they enter in an SC positions/billet maintained in the SCWD-D. Often, SCWD-D users will not know this number for personnel filling SCWD-D positions.

There are three primary ways for SCWD-D users to find the DoD ID/EDIPI for DoD personnel:

- Look for the 10-digit “DoD ID Number” printed on the back of the personnel’s Common Access Card (CAC).
- Add the person to Outlook Contacts from the Global Address List (GAL) and view their signing certificate.
- Use the DoD “White Pages” (<https://www.whitepages.mil/>) to look up a person’s digital certificate in the DoD Global Directory Service (GDS).

If the person you are entering into the SCWD-D is physically present with their CAC, look for the 10-digit DoD ID Number printed on the back of their CAC. This is the EDIPI number you need to enter in the SCWD-D.

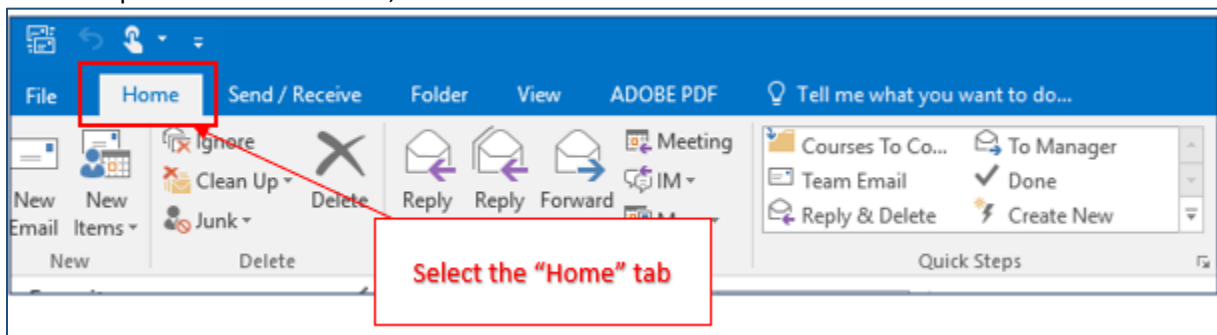
What is the DoD ID Number?

The DoD ID Number is a unique number assigned to all U.S. Department of Defense (DoD) Civilian, U.S. Military, and DoD Contract personnel with a Common Access Card (CAC). For these personnel, their DoD ID number is synonymous with their Electronic Data Interchange Personnel Identifier (EDIPI). The purpose of the EDIPI is provide a unique record identifier to link data from different systems across the DoD.

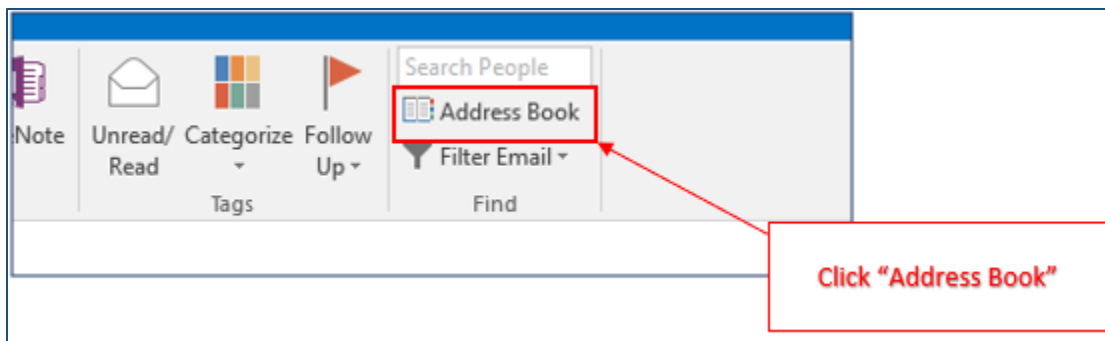
The Security Cooperation Workforce Development-Database (SCWD-D) has successfully implemented EDIPIs to link training records and other DoD personnel data to members of the SC Workforce who are in the SCWD-D.

Take the following steps if the person you are entering in the SCWD-D is not physically present with their CAC and you are working on your DoD workstation where you have access to the desktop (client) version of Outlook:

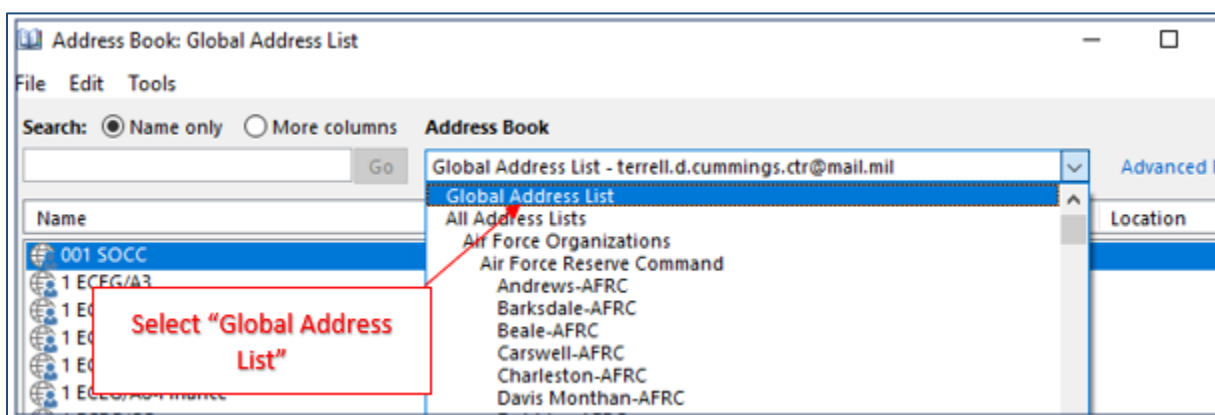
1. Open Microsoft Outlook, and select the “Home” tab.



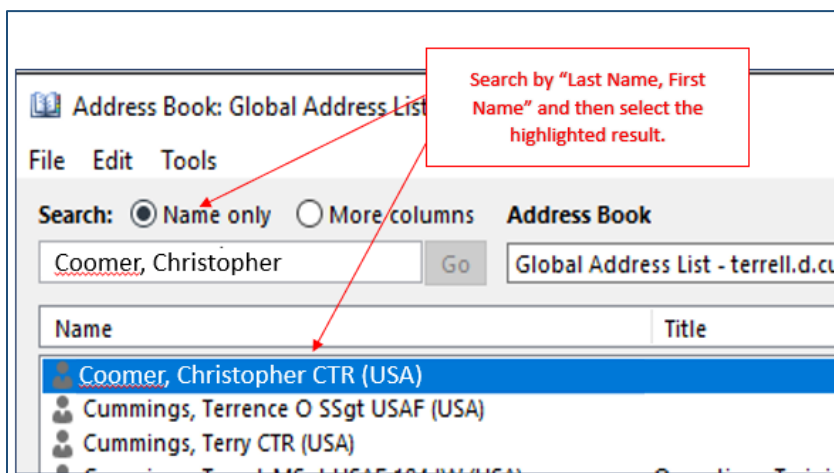
2. Select **“Address Book”** on the Quick Access Toolbar.



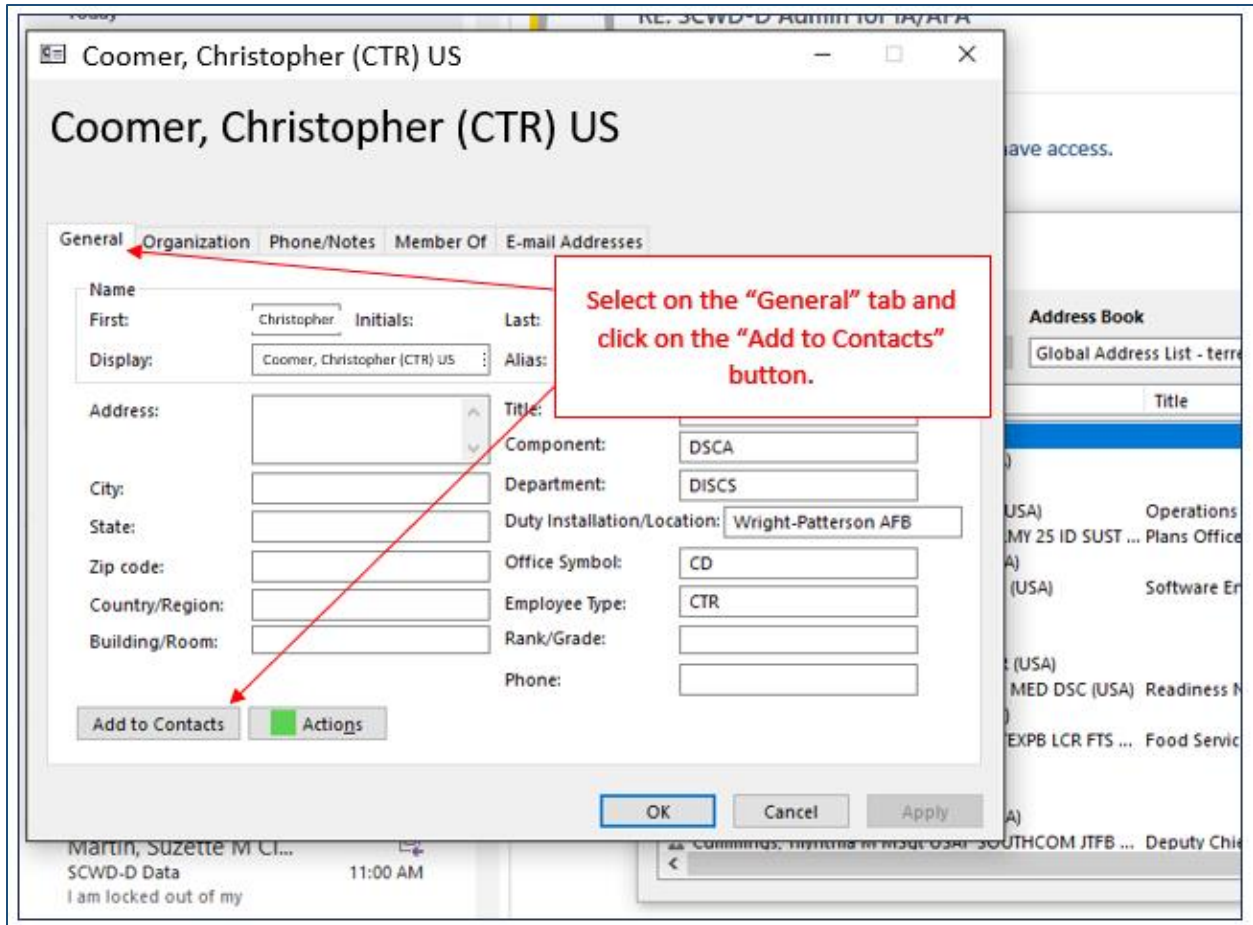
3. Select **“Global Address List”** from the **“Address Book”** drop-down menu.



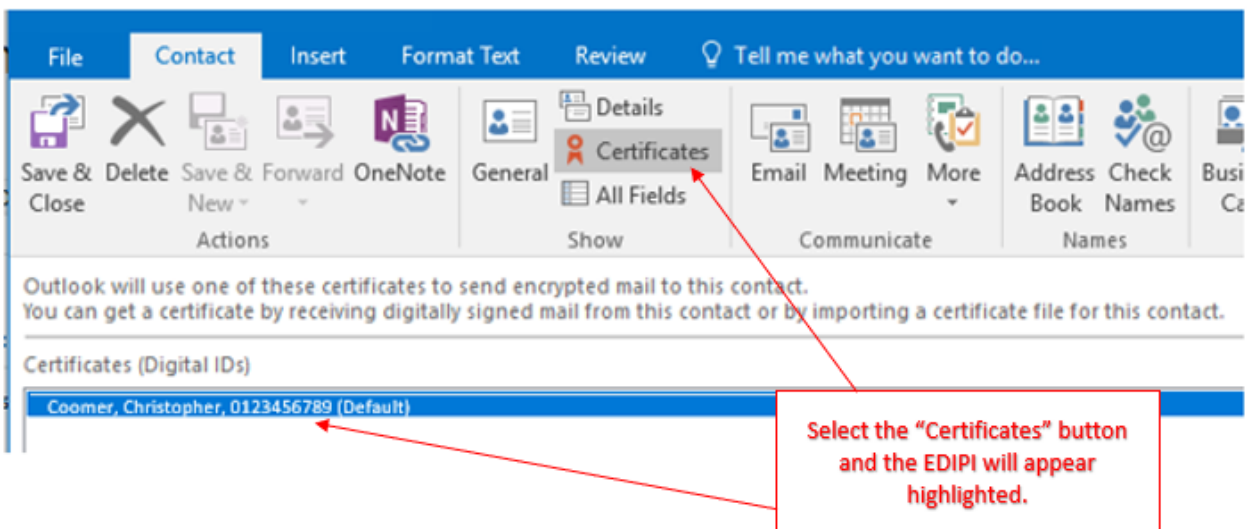
4. Select the **“Name Only”** radio button, and enter the name of the person (last name, first name) for which you need to find the DoD ID number.
5. Double-click the correct person to show their contact information.



6. Select the **“General”** tab, and click the **“Add to Contacts”** button to open the **“Contact”** window.



7. Select "Certificates" to show the person's name followed by the DoD ID Number.



Take the following steps if the person you are entering in the SCWD-D is not physically present with their CAC and you do not have access to the desktop (client) version of Outlook:

1. Go to DoD “White Pages” (<https://www.whitepages.mil/>).
NOTE: You must have an active DoD CAC to log into the DoD White Pages.
2. Enter the email address of the person for which you seeking a DoD ID number, and click the “Search” button.

DoD Global Directory Service
For Official Use Only

First name is

Email address is christopher.c.coomer x

Search Clear Help IASE FAQ

Enter known email address for the individual

Click “Search”

3. Click the person’s last name to open their contact information.

Last Name	First Name	Middle Initial	Suffix	C/S/A	E-mail
Coomer	Christopher			CONTRACTOR	Christopher.coomer.ctr@mail.mil

There are 1 matching entries. Click on the Last Name to download certificate.

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Click on the individual's "Last Name" to download the certificate

4. Click the “Download Certificate(s) as .cer file (Non-Outlook Users)” link under.

Contact Information			
First Name:	CHRISTOPHER	Suffix:	
Middle Initial:		E-Mail Address:	Christopher.coomer.ctr@mail.mil
Last Name:	COOMER	Last Modified:	Jun 11, 2018 1:18:38 PM

Certificate Download Options

[Download Certificate\(s\) as vCard \(Outlook & Internet Explorer or Netscape\)](#)

[Download Certificate\(s\) as .cer file \(Non-Outlook Users\)](#)

[Download Certificate\(s\) into your Netscape 4.x client](#)

Click on this link to download the certificate

5. Click the “Hex Serial Number...” link under the “Select a certificate from the available certificates for .cer download” table to open the “Certificate” window.



6. Select the “General” tab, and locate the DoD ID/EDIPI after the person’s name.

