TASS Request Checklist

Using a **DD Form 1172-2**, use the checklist below to submit a TASS request for **CAC** or **VOLAC** issuance.

[ ] Block #1, input the applicants name.

[ ] Block #3, input the applicant's SSN, DoD ID # or Foreign Identification Number (FIN).

[ ] Block #5 (optional), Applicable only if Personnel Category is equal to Non-DoD Civil Service Employee.

[ ] Block #9, input the applicant's Date of Birth.

[ ] Block #16, Input the applicant's Primary (work) E-mail address.

[ ] Block #25, (contractors only), Input the contract number the contractor is working under.

[ ] Block #33, Input the date (mm/dd/yyyy) the new ID card is to expire.

[ ] Block #38, Government Sponsor inputs their signature approving the issuance of an ID card.

[ ] Block #39, Input the date the Government Sponsor signed approving ID card issuance.

Input the following data in **Block #21**:

Note: At the top of the Remarks section input "**TASS Enrollment Only**" so ID card offices will know not to process it if they receive it.

[ ] *Contract End Date* (*contractors only*): Input the end date (mm/dd/yyyy) of the contract.

[ ] *Personnel Category:* { From the below options select the category the applicant belongs to }:

      (a). **D**oD **C**ontractor   (d). **O**CONUS **H**ire   (g). **N**on-U.S. **NAF E**mployee

      (b). **V**olunteer   (e). **N**on-**D**oD **C**ivil **S**ervice **E**mployee

      (c).   **F**oreign **A**ffiliate   (f). **N**on-**F**ederal **A**gency **C**ivilian **A**ssociate

[ ] *CAC Eligibility:* { Select one of the below options as proof for needing an ID card }:

    (a). Applicant needs to access a DoD facility <u>and</u> logon access to a DoD network.

    (b). Applicant needs remote access to a DoD network that only accepts a CAC for logon.

    (c). Applicant needs to access 2 or more bases/facilities on a recurring basis for 6 months or more.

    (d). Applicant needs to log in to a government website that only accepts the CAC for login.

    (e). Applicant is a *Volunteer* needing an ID card to logon to a DoD network.

[ ] *Background Vetting:* { Select one of the below options as proof of proper background vetting for ID card issuance }:

    (a). Applicant has a National Agency Check with Inquiries (NACI) *(list investigation type)*.

    (b). Applicant has a DoD-determined NACI equivalent investigation *(list investigation type)*.

    (c). Applicant has the return of favorable fingerprint result from an FBI check <u>and</u> a submitted investigation.

    (d). Applicant is a *Volunteer* and has a NAC or higher background investigation *(list investigation type)*.