



TASS Update

Trusted Associate Sponsorship System

(formerly “Contractor Verification System”)

DOCPER Site ID# 760739 (CNRE)

April 2017



TASS #1

Mr. Adams,

I've had a few other TAs with this issue. The only way I found to resolve was to call JKO - 312.668.5186 during standard business hours (8-5 central std time) and discuss with an actual help desk technician. If they are unable to assist let us know. Thanks,

Hello,

I would like my TASS certificates re-pushed. The TASS representative has spoken with me and that my certificates have not been pushed through JKO. Certificates are posted within the system and are available per request.

Good morning Andrew,

I had a call from a TA this morning from a TASS site who needs assistance since he now cannot login to TASS since it states that his training is out of date. However, the TA completed his training in October and has his certificates available when he logs in JKO in his completed tab.

I recommended that he email JKO per our documentation in hopes of getting his certificates repushed through the system, however, this individual has been attempting previously to handle the situation and JKO was not responding to him. The TA also had contacted the TASS helpdesk who had referred him to JKO due to the issue being a certificate issue.

If he continues to have trouble what more can we do to assist him? He has multiple applicants awaiting CACs that he cannot approve since he cannot login to the TASS system.



UNCLASSIFIED

TASS #2

All,

I guess the new version of TASS has some interesting changes. Don't know if you've seen this...I received this "Warning" on a recent application for a person with a CAC under another contract:

WARNING - Applicant (Name Redacted) has an existing sponsorship under a different Organization name (e.g., existing Issued or Completed application Organization name of Department Of Defense and this new application being created or approved for Army) for the same Personnel Category (e.g., DoD and Uniformed Service Contractor). Proceeding with application creation under a different Organization name will REVOKE (disable) the existing Issued or Completed TASS application sponsorship and TERMINATE any associated issued card in DEERS, if the new application is Approved.

Since the individual is TDY on the other contract, I cancelled the application and am coordinating with the contractor PM office for a "no joke" date.

Kathleen



UNCLASSIFIED

TASS #3

- Armand/Ki,
-
- Looks like TASS has a new url - make sure to update your email template.
-
- Secure:
- Old: <https://www.dmdc.osd.mil/tass>
- New: <https://tass.dmdc.osd.mil/tass>
-
- Secure CAC/PIV:
- Old: <https://pki.dmdc.osd.mil/tass>
- New: <https://tass-pki.dmdc.osd.mil/tass>
-
-
- Mr. Thompson,
-
- Just received word that the new training website is
- <http://learning.dmdc.osd.mil/>. Please see attached "TASS Training
- Information-Aug2017" attachment for instructions.
-
- If you have issues with the new page - please let us know asap.
-
-
- The URL to the TASS online training courses has changed. Below are two ways to get to the new training website.
-
- #1: Google 'DMDC Atlas 2' and select the first returned results which should be "Defense Manpower Data Center - JKO".
-
- #2: Paste the following URL into your browser: <https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf?ORG=DMDC>
-



TASS #4

ERROR: Birth Country Does Not Match

Cause of Error:

A TA will get this error when they attempt to approve an application for someone whose birth country is listed differently in DEERS than what has been entered in the new application. Most often the applicant will have been born in Puerto Rico, Guam, US Virgin Islands or Northern Mariana 'or' the birth country block in the DEERS record is empty.

The Solution:

The TA needs to submit a request to DMDC requesting they update the applicant's DEERS record to reflect the correct country of birth. It is better for the TA to submit the request vice the applicant because DMDC will process requests from TAs much faster than requests from an applicant.

How to do it:

1. The TA needs to log into TASS and get to the TA Homepage.
2. Next, click on the tab labeled 'My Profile' at the far right.
3. Under that tab they need to scroll down and on the right side of the page will be several links in blue. The link titled, "Correction – Place of Birth_Citizenship" needs to be opened and saved to the local hard drive. It is a form the TA can use to fill in and submit to DMDC.
4. The form needs to be completed by the TA. The TA needs to obtain a copy of the applicant's birth certificate or Passport as a proof document validating the place of birth of the applicant.
5. Both the completed form and proof document must be faxed in to DMDC (sorry, no emailing). The fax number to use is listed in the TO: line in the form.
6. DMDC has up to five (5) business days to complete the record update (vice 20 business days when a request is submit by an applicant). After the record has been updated DMDC will phone the TA to let them know it is done. At that point the TA should be able to approve the application in TASS.

Special Note:

If the applicant is a Reservist then the record in the reserves database must be updated before completing the above steps to update the DEERS record. This is required because the reserves database periodically downloads data into DEERS and if that data isn't updated first, any corrected data in the DEERS record will be overwritten with bad data during the download. This will result in the same error occurring again when a new application is entered into TASS.



FINS #1

Armand,

FIN is issued to all foreigners that require DoD credentials.

This statement: "RAPIDS only issues FINS to local nationals that work directly for the Government." Is incorrect. Anyone receiving DOD credentials and does not have a SSAN is issued a DEERS generated FIN. FIN abbreviation:

1.27. Foreign Identification Number (FIN). A FIN (a system-generated number assigned as F900-00-0000 and up) is automatically generated and assigned by DEERS to allow enrollment of eligible foreign military, foreign nationals and respective family members. If sponsor or family members possess a SSN or ITIN, it is used in lieu of a FIN.

Can a non-German EU citizen not obtain a computer use only CAC in Germany? If so, how do they go about doing so?

So, the man from Holland would be considered a Local National (LN). It is your discretion as to whether you sponsor him in TASS. If he has been properly vetted, then you should have no problems. First, he needs to go to RAPIDS to get a FIN (Foreign Identification Number). He then brings the number to you. You create a TASS application and you use the FIN instead of a SSN. After you have approved his TASS application, he goes to the RAPIDS facility to obtain a Computer Use Only CAC.

VETTING FOR FNs??



TASS Topics

- **TASS Overview**
- **DOCPER as a TASM**
- **TASS and NATO SOFA Status**
- **Being a TA**
- **Timelines**
- **Troubleshooting**
- **What's New in TASS**
- **Applicant Categories**
- **Contract Numbers**

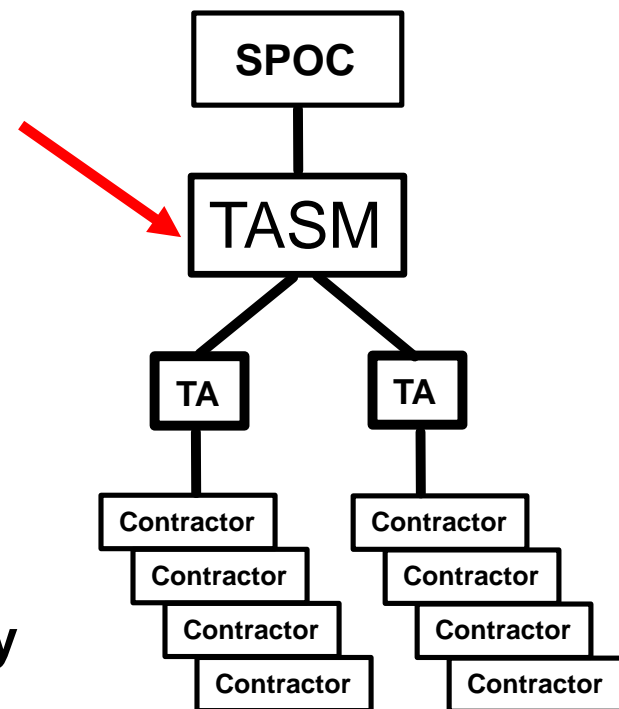


What is TASS, and Why?

- **WHAT:** TASS is a Defense Manpower Data Center (DMDC) sponsored and supported secure web-based application:
 - Automates the DD Form 1172-2 process
 - Verifies eligibility for issuance of Common Access Cards (CAC) to DoD Contractors
 - Authoritative data-feed for the Defense Enrollment Eligibility Reporting System (DEERS)
- **WHY:** Required by Homeland Security Presidential Directive – 12 (HSPD-12) (2004) **But not in Germany nor Italy**
 - Eliminate paper forms (the DD 1172-2 !)
 - Better integrity & accuracy of the DEERS/RAPIDS data base
 - Streamlined issuance process at DEERS/RAPIDS
 - A uniform way to account for DoD Contractors
 - Better Identity Protection & Management

Structure of a TASS Site

- TASS site: “a logical collection of TASS users under the organizational control of a Trusted Associate Security Manager (TASM)”
- DOCPER is the TASM for Commander, Naval Region Europe (CNRE)
 - DOCPER’s main TASM Function: To appoint as Trusted Associates (TAs) Contracting Officer’s Representatives (CORs) who work with DOCPER
 - Secondary Function: Appoint TAs for any military organization in the AOR that can demonstrate a need for -- and can offer a qualified individual to be -- a TA



Why Navy? They asked first.



Players involved in TASS

Roles	Responsibilities
Service Point of Contact (SPOC)	<ul style="list-style-type: none">■ Appoints TASMs, oversees all department sites
Trusted Associate Security Manager (TASM) <i>(DOCPER)</i>	<ul style="list-style-type: none">■ Assigns & registers Trusted Agents (TA)■ Transfer contractor sponsorship between TAs■ Remove TAs
Trusted Associate (TA)	<ul style="list-style-type: none">■ Create new contractor account in TASS■ Approve, reject, or return contractor application■ Re-verify contractor CAC requirement
Facility Security Officer (FSO)	<p><i>(N/A FOR DOCPER CONTRACTOR EMPLOYEES)</i></p> <ul style="list-style-type: none">■ Notify TA to initiate a contractor CAC request■ Enter/edit contractor information in TASS■ Submit completed application■ Maintain records of contractor's approved/rejected application
Contractors	<ul style="list-style-type: none">■ Apply to TA for CAC■ Get CAC at DEERS/RAPIDS ID terminal if approved■ Return CAC to COR upon departure or dismissal



DOCPER's TASM Role

- **DOCPER TASS site:**
 - Site is called “CNRE”, site #760739
 - Over 325 active Trusted Agents (TAs), who have about 4000 contractors under them
 - **DOCPER is one of the few “all component” TASS sites**
 - Most TASS sites (Army, Navy, Air Force) deal only with their own contractors
 - **Why is DOCPER a TASM?**
 - “One-stop-shopping” for CORs
 - To get PRIV CAC, contractors need both a TASS entry and a DD 1172-2
 - If a contractor employee shows up at ID card facility with a DOCPER-issued DD 1172-2, and no TASS entry, *NO CAC can be issued*
- If we were not a TASM, we could offer no help



TASS and NATO SOFA Status

- **Role of DD 1172-2s:**
 - DD Form 1172-2 is still required (*in Germany and Italy*)
 - Why?
 - *TASS fields do not address type of card (PRIV, CIV, etc.)*
 - ID card facility needs to know what kind of card to issue
- **IMPORTANT: TASS card expiration date must = DD 1172 expiration date (and DD 1172-2 date governs)**
- **What documents does the contractor employee need?**
 1. TASS entry = plain CAC
 2. TASS entry + DOCPER-issued DD 1172-2 = PRIV CAC
 3. TASS entry + DOCPER-issued DD 1172-2 + SOFA ID request = SOFA ID form

[NOTE: In Italy, the DOCPER-issued Letter of Accreditation gets the contractor the “missione soggiorno”, the equivalent of the Germany SOFA ID card]



How Do You Get to Be a TA?

- **Rules on designating a TA:**
 - **Must be DoD GS or Military (thus, in DEERS)**
 - **If a COR working with DOCPER, we appoint directly**
 - **DOCPER-designated TA's generally serve accredited TESA/TR contractors (Germany and Italy)**
 - **If not a COR working with DOCPER, we (the TASMs) send TA Appointment form**
 - **Prospective TA's supervisor must verify**
- **Process:**
 - **We no longer need your SSN**
 - **We use your DoD ID**
 - **[Formerly, Electronic Data Interchange Personal Identifier]**
 - **We'll email you with links to the training sites and other info**
 - **You do the training**
 - **You then log in to TASS (could take up to 36 hours for DMDC to update servers)**



Role of the TA

- **Provide contractor access to TASS**
 - Use the DOCPER-provided TASS Registration Request Form to register contractors to put into TASS
 - Retain completed forms for an audit trail
- **TASS Registration Request:**
 - Verify the contractor's need for a CAC
 - Ensure background vetting
- **Review completed electronic applications**
- **Approve or reject the application**
- **Re-verify contractors every 6 months by confirming the contractor's continued affiliation with the DoD**
- **Retrieve/capture ID cards as necessary**
 - At expiration
 - When damaged or compromised
 - When the card holder no longer affiliated with the DoD or no longer meets the eligibility requirements for the card



TASS Certification Training

- Training must be done annually

- Training involves passing

- DMDC “locks out” TASM if you haven't passed the training

- DMDC tracks training elements

- But you may want to print

- Training Sites:

- <https://learning4.dmdc.osd.mil/Atlas2/>

- <https://learning7.dmdc.osd.mil/Atlas2/faces/page/login/Login.seam?cid=341>

- <https://learning8.dmdc.osd.mil/Atlas2/faces/page/login/Login.seam?cid=341>

- <https://learning9.dmdc.osd.mil/Atlas2/faces/page/login/Login.seam?cid=341>

- <https://learning10.dmdc.osd.mil/Atlas2/faces/page/login/Login.seam?cid=341>

- <https://learning11.dmdc.osd.mil/Atlas2/faces/page/login/Login.seam?cid=341>

The numbers after “Learning” keep changing... we update as we find out what's working.

If you continue to have problems contact the helpdesk at DSN-TASS Helpdesk (open 24/7): (CONUS) 800-372-7437, DSN 312-878-2856 and ask for the training helpdesk



TASS / CVS Registration -- Eligibility

Since May 2010, we have asked TA's to use the TASS Registration request that we have provided to all TA's.

CVS REGISTRATION REQUEST

Print Form Reset Form

Section I: Applicant Data

This form is for (select only one) -----> Initial Issuance: Reissuance: 6 Month Reverification:

Last Name: First Name: Middle Name: Cadency Name:

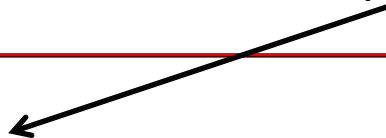
S S N: Date of Birth: E-mail Address:
(mm/dd/yyyy)

Personnel Category -----> DoD Contractor Volunteer Other Federal Agency (specify):

Card Expiration Date: (Include option years. Date not to exceed 3 years or the Contract End Date)
(mm/dd/yyyy)

Contract Number: Contract End Date: (Include option years)
(mm/dd/yyyy)

The form is a “fillable PDF”. One of the key provisions pertains to eligibility requirements...



Section II: Eligibility Requirements
(Select all that apply)

- The applicant requires access to multiple DoD facilities or access to multiple non-DoD Federal facilities on behalf of the Department on a recurring basis for a period of 6 months or more (this requirement is applicable to DoD contractors only).
- The applicant requires both access to a DoD facility and logon access to DoD networks on site or remotely.
- The applicant requires remote access to DoD networks that use only the CAC logon for user authentication.
- The applicant requires frequent access to a DoD network to perform volunteer duties. **[NOTE: TAs for site 760739 do NOT need to process volunteers].**

Note: A requirement for access to a CAC enabled DoD website, without also meeting as least one of the above eligibility requirements, does not qualify a DoD contractor to be issued a CAC.

TASS / CVS Registration -- Vetting

Contractors & other eligible

- The applicant has completed the required background check with the Office of Personnel Management.
- The applicant possesses a valid U.S. passport.
- The applicant possesses a valid U.S. driver's license.

background check (NACI) has been submitted to the

on here } ----->

Another critical step in the vetting process is the contractor's self-declaration. The vetting generalist will review the contractor's self-declaration and determine if the contractor is eligible to be sponsored for a credential.

Note the response to the contractor's self-declaration.



and Vetting.”
It uses the

In other words,
it's not YOUR
job

- I (the Sponsor) understand the contractor's self-declaration and agree to sponsor the contractor for a credential.
- I will notify the assigned CVR of the contractor's self-declaration and sponsor them for a credential.
- I will notify the assigned CVR of the contractor's self-declaration and sponsor them for a credential.
- If the applicant leaves, is terminated, or is no longer employed by the contractor, I will notify the assigned CVR and the RAPIDS ID card issuance facility.

for being eligible to retain the credential I am sponsoring for the contractor's organization.
If the contractor is terminated, I will properly dispose of it by returning it to a



The New Form ... A DD 1172-2

APPLICATION FOR IDENTIFICATION CARD/DEERS ENROLLMENT				OMB No. 0704-0415 OMB approval expires March 31, 2020		
Please read Agency Disclosure Notice, Privacy Act Statement, and Instructions prior to completing this form.						
SECTION I - SPONSOR/EMPLOYEE INFORMATION						
1. NAME (Last, First, Middle) Doe, John David		2. GENDER	3. SSN OR DOD ID NO. 123-45-6789	4. STATUS	5. ORGANIZATION	
6. PAY GRADE	7. GEN. CAT	8. CITIZENSHIP	9. DATE OF BIRTH	10. PLACE OF BIRTH		
<p>What's old is new again... Navy wants the TA's to use a DD 1172-2 to register TA's</p>						
26. SPONSORING OFFICE ADDRESS (Street, City, State, ZIP Code)				27. SPONSORING OFFICE TELEPHONE NUMBER (include Area Code/DSN)	28. OFFICE EMAIL ADDRESS	29. OVERSEAS ASSIGNMENT (Country) X00099-XX-0001
30. OVERSEAS ASSIGNMENT BEGIN DATE (YYYYMMDD)	31. OVERSEAS ASSIGNMENT END DATE (YYYYMMDD)	32. ELIGIBILITY EFFECTIVE DATE (YYYYMMDD)	33. ELIGIBILITY EXPIRATION DATE (YYYYMMDD) 2019JAN31			
I certify the individual identified above, based on personal knowledge and available documentation, is in a status eligible for and requires an identification card in the performance of their duties with the DoD or Uniformed Services.						
34. SPONSORING OFFICIAL NAME (Last, First, Middle)			35. UNIT/ORGANIZATION NAME			
36. TITLE	37. PAY GRADE	38. SIGNATURE Digital Signature of Gov't Sponsor Here		39. DATE VERIFIED (YYYYMMDD) 2016APR28		
SECTION IV - VERIFIED BY						



TA Process in Brief

- TA receives notification that the contractor application has been submitted
 - TA logs in to TASS reviews the application
 - TA has 30 days from time contractor submits application (or TASS automatically disables)
- TA may:
 - Approve the application
 - TA verifies contractor's need for logical/physical access to either a DoD network or facility
 - Verify that employer organization has vetted the contractor
 - *"The contractor requesting a card is vetted by the employer organization using a DoD approved process."*
 - If approved, system updates DEERS with contractor info, directs contractor by email to go to an ID card facility to get the CAC
 - Return it to the contractor for corrections
 - Reject it
- Once approved, contractor has 90 days to get the CAC
 - Otherwise the application will automatically disable.



New Federal Investigative Standards and TASS

INVESTIGATION			REINVESTIGATION			TASS
NEW	OLD	POSITION REQUIREMENT	NEW	OLD	FORM	TASS
Tier 1	NACI	Low Risk, Non-Sensitive, including HSPD-12 Credentialing	None	None	SF85	
Tier 2	MBI	Moderate Risk Public Trust (MRPT)	Tier 2R	NACLCL	SF85P	
Tier 3	NACLCL & ANACI	Non-Critical Sensitive National Security, including Secret & "L" access eligibility	Tier 3R	NACLCL	SF86	Tier 3 and Tier 3R
Tier 4	BI	High Risk Public Trust (HRPT)	Tier 4R	PRI	SF85P	
Tier 5	SSBI	Critical Sensitive and Special Sensitive National Security, including Top Secret, SCI, and "Q" access eligibility	Tier 5R	SSBI-PR & PPR	SF86	



Approval

Before Approval, TA is asked to “Accept and Agree” regarding the rules for turning in CACs

I Accept And Agree

The government issued credential is the property of the U.S. Government and shall not be retained by the cardholder upon expiration, replacement, or when the DoD affiliation of the employee has been terminated. The Contractor and TA have the responsibility to ensure the government issued credential is retrieved in accordance with local command or installation procedures. Unauthorized possession of an official credential, like a CAC, can be prosecuted criminally under [section 701, title 18, United States Code](#).

When the contractor is terminated, TA is supposed to capture the CAC



TASS Timelines

- **First login (Contractor or Applicant)**
 - 7 days once a TA creates and approves an application
 - TA *MUST* securely provide the TASS website link, user ID and temporary Password information to the contractor directly.
- **Time to complete application (Contractor)**
 - 30 days to complete the application, providing the save button is selected before exiting the application
 - Once the contractor submits an application, he/she may no longer change it unless it is returned for corrections by the TA.
- **Time to review application (TA)**
 - 30 days to review the application before TASS automatically disables it
- **Time to have CAC issued (Contractor)**
 - 90 days to have a card issued to him/her once a TA approves an application before TASS automatically disables it
- **Time to reverify contractor account (TA)**
 - Six (6) months after card issued
 - TASS sends email notification reminders in intervals of 30, 20, and 10 days before reverification due date.



Troubleshooting TASS Issues--1

- **Rule #1: If TASS doesn't stop you from doing something, just keep on moving**
 - TASS gives you lots of warnings, rarely stops you
- **If another TA owns a contractor, sometimes you can “wrangle” the contractor away**
 - If not, write the other TA and ask them to revoke contractor
- **“Data collision”**: If a contractor says the RAPIDS facility can't issue because of a “data collision”, TA or TASM cannot fix. Call Help Desk 312-878-2856.
 - **DMDC-Europe (at Landstuhl) will get the ticket and resolve**
- **Mismatches: DD 1172-2 <> TASS entry**
 - TA MUST use DOCPER DD 1172-2 *end date (start date optional)*
[NOTE: ID card facility will turn applicant away]
- **TASS “glitch”**: CAC has been issued, but emails tell applicant to go to RAPIDS ID card office for new CAC.



Troubleshooting TASS Issues-- 2

- **HELP! Where are my contractors?**
 - From the Homepage, select "Manage Applicants" tab
 - Under Search Criteria, click "Select All"
 - Press "Search Applicants" button
 - NOTE: Don't enter a name
- **Changing a Contract Number:**
 - You can change the contract number in TASS, and it will write to the TASS database (but not to DEERS, since only a new application would transmit it to DEERS).
- **Changing CAC expiration date:**
 - Not allowed
 - Requires a new application
 - Even if one could change it in TASS, the physical CAC still has the same date



Troubleshooting TASS Issues-- 3

- **Account and Password rules:**
 - If TA has not logged in in 45 days, account suspended. New password needed.
 - TA call DMDC Support Center, provide TASS Site ID: 760739 and SSN or the TA User Account Code to remove the suspension from your TA account.
 - If account suspended/deactivated (after 60 days).
 - TA call DMDC Support Center, provide TASS Site ID: 760739 or the TA User Account Code to remove the suspension from your TA account.
- **DMDC Support Center, at: 800-372-7437 or DSN: 312-878-2856**
 - Voice-mail speed-dial: option #1 for English, option #3 for TASS, option #2 for “all others”, option #1 (for password reset) or option #5 (for all others)).
 - “Our menu options may have changed”



Troubleshooting TASS Issues-- 4

- **Reverification Issue and Interim Solution**
 - There is a known TASS issue when a TA attempts to “Reverify” on the same day the application is due for reverification.
 - **Example:**
 - Application is due for reverification on 21 Mar 2016
 - TA attempts to “Reverify” on the Reverification due date of 21 Mar 2016
 - The applicant record does not display on the “Reverifications - CACs for Reverification” screen
- **Interim solution:**
 - **CHANGE THE DATE** to one or more days prior to the “Reverify” due date.
 - In the example above, enter date of 20 Mar 2016 (one day prior to “Reverify” due date)
 - Click the Search button to display and “Reverify” the applicant



Troubleshooting TASS Issues –5

- What can you do to fix problems?
- Click **Maintenance** from the Links column
- Buttons at the bottom of Maintenance screen reflect possible TA actions
- Actions available depend on application's status.

TA has approved applicant

Applicant has not submitted to TA

Applicant has submitted to TA

Figure 2. Actions Available According to Application Status

		Status of the Application						
		In Progress	Approved	Submitted	Returned	Rejected	Issued	Expired
Buttons/Actions	Disable	Yes	Yes	Yes	Yes	No	No	No
	Approve	No	No	Yes	No	No	No	No
	Return	No	No	Yes	No	No	No	No
	Reject	No	No	Yes	No	No	No	No
	Reuse	No	No	No	No	No	Yes	Yes
	Reset Password	Yes	Yes	Yes	Yes	No	No	No



Troubleshooting TASS Issues-- 6

- **Recent (April 2017) issue**
 - “ERROR: Revoke Action Failed”
 - Error occurs when TA attempts to revoke an application
- **No fix yet (that we know of)**
 - TAs are to email a request to DMDC to have them execute the revoke action for them
 - Temporary fix to address this problem while DMDC works to fix the overall issue

What else is new in TASS?



Trusted Associate Sponsorship System

Homepage **Manage Applicants** Resources My Profile

Create Application | Browse Applicants | Reverify Applicants

Path: [Home](#) > [Applications](#) > Create New

Create New Application Account

Applicant Information

Personnel Category

Application

Last Name: [†]	<input type="text"/>
First Name: [†]	<input type="text"/>
Middle Name: ^{**}	<input type="text"/>
Cadency Name:	None <input checked="" type="checkbox"/> Foreign Identification Number (FIN) Individual Taxpayer ID Number (ITIN) Social Security Number (SSN)
Person Identifier: [†]	<input type="text"/>
Date Of Birth: [†]	<input type="text"/> <input type="checkbox"/> (MM/DD/YYYY)
Primary Email: ^{†*}	<input type="text"/>

Can now use “DoD ID” (formerly, the Electronic Data Interchange (EDI) number) to create an application in addition to the existing Person Identifiers SSN, FIN, ITIN.

Categories – Foreign Affiliate

DMDC Information and Technology for Better Decision Making

CVS Contractor Verification System

Help | FAQs | Contact Us | Log off
User: XXX XXX Site: #####

Homepage | Applications | CACs | Reverifications | My Profile

Create Application | Browse Applications | Batch Processing

Path: Home > Applications > Create New

Create New Application Account

[Instructions](#) (Help with this form) OMB No. 0704-0415

Application Data

Applicant Information:

Last Name:† Gablehauser
First Name:† Eric
Middle Name:***
Cadency Name: None
Person Identifier:† 858788709 Social Security Number
Date Of Birth:† 02/15/1978
Primary Email:† [REDACTED]

Personnel Category:†

- Affiliated Volunteers (requiring DoD Network access)
- DoD and Uniformed Service Contractor
- Foreign Affiliate
- Non-DoD Civil Service Employee
- Non-Federal Agency Civilian Associate
- Non-US Non-Appropriated Fund (NAF) Employee
- OCONUS Hire
- Other Federal Agency Contractor
- Presidential Appointee

Foreign Affiliate Type:† Select Foreign Affiliate Type
Organization: Select Foreign Affiliate Type
Eligibility Expiration Date: Civilian
Contractor
Military

Sponsor (TA):

Organization: Department Of Defense
Telephone Number: 1234567890 (e.g. 8003727437)
Office Name: KBR

“Foreign Affiliate” could be a civilian, military or contractor



Vetting for LNs

- **USAREUR G2 contacted DA G2 to resolve issues of background vetting for LNs**
 - **Germany - the existing Local National Screening Program (LNSP) is sufficient - no fingerprint check (FP) required**
 - **But U.S. Citizens working as “LNs” need a fingerprint check, NACI, and LNSP**
 - **Italy - the existing Carabinieri background check is sufficient - no FP check required**
 - **Romania - the existing Romanian government background check is sufficient - no FP check required**
 - **BENELUX - the existing NATO background check is sufficient - no FP check required**
 - **Kosovo – TBD**
- **Foreign National Contractors: Same rules hold**



Categories – OCONUS Hire

- A non-US citizen needs a Foreign Identification Number (FIN).
- FIN ~ SSN
- Gets it at the ID card facility.

Create New Application

Application Data

Applicant Information:

Last Name:†

First Name:†

Middle Name: **

Cadency Name: None

Person Identifier:† Foreign Identification Number

Date Of Birth:† MM/DD/YYYY

Primary Email:†*

Personnel Category:†

- Affiliated Volunteers (requiring DoD Network access)
- DoD and Uniformed Service Contractor
- Foreign Affiliate
- Non-DoD Civil Service Employee
- Non-Federal Agency Civilian Associate
- Non-US Non-Appropriated Fund (NAF) Employee
- OCONUS Hire
- Other Federal Agency Contractor
- Presidential Appointee

Organization: Select an Organization

Eligibility Expiration Date: Select an Organization

Sponsor (TA):

Organization: Air Force

Telephone Number: Department of Defense (727437)

Office Name: Army

Street Address 1: Coast Guard

Department of Defense

Marine Corps

Navy

NOAA

Public Health Service

OCONUS Hire” = Refers to LN employees hired by USF

No “LOCKDOWN” yet. LNs still using DD 1172-2 to get CACs.

TAs under our site will NOT be required by us to enter LNs.



Categories -- Volunteers

Primary Email: †*

Personnel Category: †

Volunteer Type: †

Organization:

Eligibility Expiration Date:

Sponsor (TA):

Organization:

Telephone Number:

Office Name:

Street Address 1:

Street Address 2:

City:

State:

Zip Code:

Last four Zip Code:

Country:

Affiliated Volunteers (requiring DoD Network access)

DoD and Uniformed Service Contractor

Foreign Affiliate

Non-DoD Civil Service Employee

Non-Federal Agency Civilian Associate

Non-US Non-Appropriated Fund (NAF) Employee

OCONUS Hire

Other Federal Agency Contractor

Presidential Appointee

Select Volunteer Type

Select Volunteer Type

American Red Cross Volunteer

Army Non-Paid Work Experience Program (NPWE) Member

Army State Defense Force (SDF) Member

Boy Scout Affiliate

Civil Air Patrol (CAP)

Education

ESGR Field Committee Volunteer

Family Support

Girl Scout Affiliate

Legal Assistance

Military Treatment Facility (MTF) Volunteer

MTF Medical Intern

Religious

Retired Affairs Office (RAO)

Student Intern

U.S. Army Corps of Engineers Volunteer

U.S. Coast Guard Auxiliary

United States

“Affiliated Volunteers” could be anybody in the drop-down box.

We (Site ID# 760739) never signed up to enter volunteers in TASS. Your call as TA whether to enter them into TASS or not.

And same holds for LNs, when “Lockdown” comes

Contract Number Validation

- TASS tries to verify Contract Number matches an Agency
- If no match, message below is displayed
 - Correct contract number, if entry is incorrect
 - If correct, **MOVE ON**

Warnings/Messages

Please notice messages below and view existing data using provided link(s).

- **CONTRACT NUMBER VALIDATION SERVICE:** The contract number you entered could not be matched to an agency. Please ensure your contract number is correct before continuing.
- An application already exists with this Person Identifier with 'Expired' status. (This is not the CAC status)
- This person exists in DEERS.
- Please review their DEERS records.

Contract Number Validation--2

Contract Information:

Contract Number: FAAAAA-00-B-1111
Contract End Date: 08/30/2013 (MM/DD/YYYY)

Sponsor (TA):

TA (Trusted Agent): [Parikh, Aseem](#)
Organization: Department Of Defense
Telephone Number: 8005551111
Office Name: Beauregard
Street Address 1: 123 Fake St
Street Address 2:
City: Alexandria
State: VA
Zip Code: 22311
Last four Zip Code: 0000
Country: US

- If contract number matches an agency:
 - TASS returns contract end date
 - If date returned is later than date entered, TASS displays message below
 - TA can use either date supplied by system, or the date the TA entered

Warnings/Messages

Please notice messages below and view existing data using provided link(s).

- **CONTRACT NUMBER VALIDATION SERVICE:** The service returned a *Contract End Date* of "08/30/2015" different than the one entered. To accept this date [click here](#) or simply ignore this date to continue.
- An application already exists with this Person Identifier with "Expired" status. [This is not the CAC status]
- This person exists in DEERS.
- Please review their DEERS records.



TASMs and TASS Web Site

TASMs for Site #760739:

Armand Lepage

Kim Willard

Ki McInnis

TASS Website:

<https://www.dmdc.osd.mil/tass>



UNCLASSIFIED

?

QUESTIONS



FY16 TASS - My Outlook Data File(3) - Outlook

Search People
Address Book
Filter Email
Find

Address Book (Ctrl+Shift+B)
Open the Address Book to look for names, phone numbers, and e-mail addresses.

Reply Reply All
Wed 3/16/2016
Knapp, Maj Kaymarie <skaymarie.Knapp@dodiis.mil>
FW: Signed TASS form

To Willard, Kimberly A CIV USARMY USAREUR (US)
Cc Vives, Deborah SSgt NMN

Follow up. Completed on Wednesday, March 16, 2016.
You replied to this message on 3/16/2016 3:23 PM.

Message TASS TA Appointment Form.pdf (442 KB)

Ms. Willard, attached is Sgt Vives appointment letter. Thanks!

Respectfully,
Kaymarie Knapp

Knapp, Maj Kaymarie

Connect to social networks to show profile photos and activity updates of your colleagues in Office. Click here to add networks.

There are no items to show in this view.

ALL
WHAT'S NEW
MAIL
ATTACHMENTS
MEETINGS

HOW TO GET DoD ID# FROM OUTLOOK FOR APPOINTMENT IN EMMA:

- Step 1: New TA Appointment Required
- Step 2: Look up individual in Address book
- Step 3: Right click on individual and click, "add to contacts"

Address Book: Global Address List

Search: Name only More columns: Address Book

Name	Title	Business Phone	Location	Department	E-mail Address	Company	Alias
Vives Alvarez, Eugenio J	USAF				eugenio.vives_alvarez2@us.af.mil	USAF	eugenio.vivesali...
Vives, Agustín A	USN	(202) 871-5237			agustin.vives@navy.mil	USN	agustin.a.vives.mil
Vives, Anthony PFC	USARMY (US)		NA	Amy-Basic	anthony.vives.mil@mail.mil	USA	anthony.vives.mil
Vives, Brian D	NAF (US)				brian.vives@okinawa.usmc-mccs.org	USMC	brian.d.vives.naf
Vives, Carlos SSgt	USAF (US)	(802) 895-8765			carlos.vives@us.af.mil	USAF	carlos.vives2.mil
Vives, Daniel J	SN USN (US)				daniel.vives@navy.mil	USN	daniel.j.vives.mil
Vives, Deborah SSgt	USAF STDA - Budget Analyst		ICAB	JFCC IGR	deborah.vives.mil@mail.mil	SIPATCCM	deborah.vives.mil
Vives, Edgardo O	SFC USARMY (US)		NA	Amy Basic	edgardo.o.vives.mil@mail.mil	USA	edgardo.o.vives...
Vives, Francisco A	SN USCG (US)				francisco.a.vives@uscg.mil	USCG	francisco.a.vives...
Vives, Hilton D	CTR (US)		AWD	AKO	vives_hilton@bah.com	DoD	hilton.d.vives.cdr
Vives, Jonathan M	LCpl USMC (US)				jonathan.vives@usmc.mil	USMC	jonathan.m.vives...
Vives, Juan P	LT USN COMNAVSTA - Weapons Officer				vivesjp@dodg@navy.mil	USN	juan.p.vives.mil
Vives, Luis Sr	CTR (US)				luis.vives.cdr@usoc.mil	USN	luis.vives.cdr
Vives, Marta C	LTC USARMY (US)	(800) 432-2737	Tripler Medical	MEDCOM TAMC	marta.e.vives.mil@mail.mil	USARMY	marta.e.vives.mil
Vives, Michael R	LTIG USCG MIF...	(510) 437-3750	D11	MIFC PAC	michael.r.vives@uscg.mil	USCG	michael.r.vives.mil
Vives, Oscar CIV	USARMY USAREUR - SUPPLY SPECIALIST	(514) 537-6149	Baden-Wuerttemberg	USAREUR	oscar.vives.civ@mail.mil	USARMY	oscar.vives.civ
Vives, Osvaldo J	SSG USARMY (US)		Pt Bragg	82 ABN Div 3 BCT	osvaldo.j.vives.mil@mail.mil	USA	osvaldo.j.vives.mil
Vives, Pedro J	CIV USARMY (US) - Supervisor Logistics Mana...	(502) 626-1583	Pt Knox	USAREC	pedro.j.vives.civ@mail.mil	USARMY	pedro.j.vives.civ



Deborah Vives - Contact

FILE CONTACT INSERT FORMAT TEXT REVIEW

Save & Delete Close, Save & Forward, OneNote, General, Certificates, Meeting, More, Address Book, Check Names, Business Picture Card, Categorize, Follow Up, Private, Update, Zoom

Full Name... Deborah Vives
Company STRATCOM
Job title Budget Analyst
File as Vives, Deborah
Internet E-mail... deborah.vives.mil@mail.mil
Display as Vives, Deborah SSgt USAF STRATCOM JFCC ISR (US) (deborah.vives.mil@mail.mil)
Web page address
IM address
Phone numbers
Business...
Home...
Business Fax...
Mobile...
Addresses
Business... OL ISRO US STRATEGIC CMD JQ FF 200 MACDILL BLVD BOLLING, DC 20340-0002
 This is the mailing address
Map It

Deborah Vives
STRATCOM
Budget Analyst
JFCC ISR
deborah.vives.mil@mail.mil
OL ISRO US STRATEGIC CMD JQ FF
200 MACDILL BLVD
BOLLING, DC 20340-0002

Notes

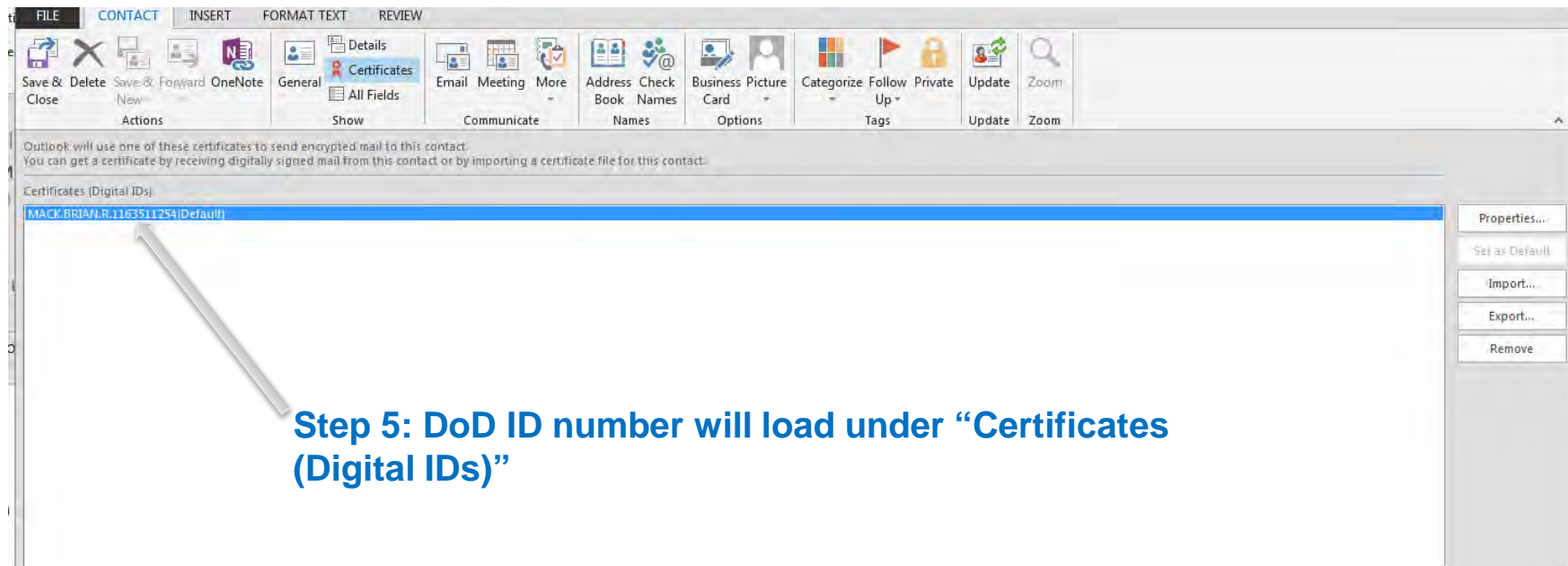
Step 4: This screen will pop up, on the Tool Ribbon, click on "Certificates"

Vives, Deborah SSgt USAF STRATCOM JFCC ISR (US) (deborah.vives.mil@mail.mil)

Connect to social networks to show profile photos and activity updates of your colleagues in Office. Click here to add networks.

There are no items to show in this view.

ALL
WHAT'S NEW
MAIL
ATTACHMENTS
MEETINGS



FILE CONTACT INSERT FORMAT TEXT REVIEW

Save & Delete Save & Forward OneNote General Certificates Details Email Meeting More Address Check Business Picture Categorize Follow Private Update Zoom
Close New Actions Show Communicate Names Options Tags Update Zoom

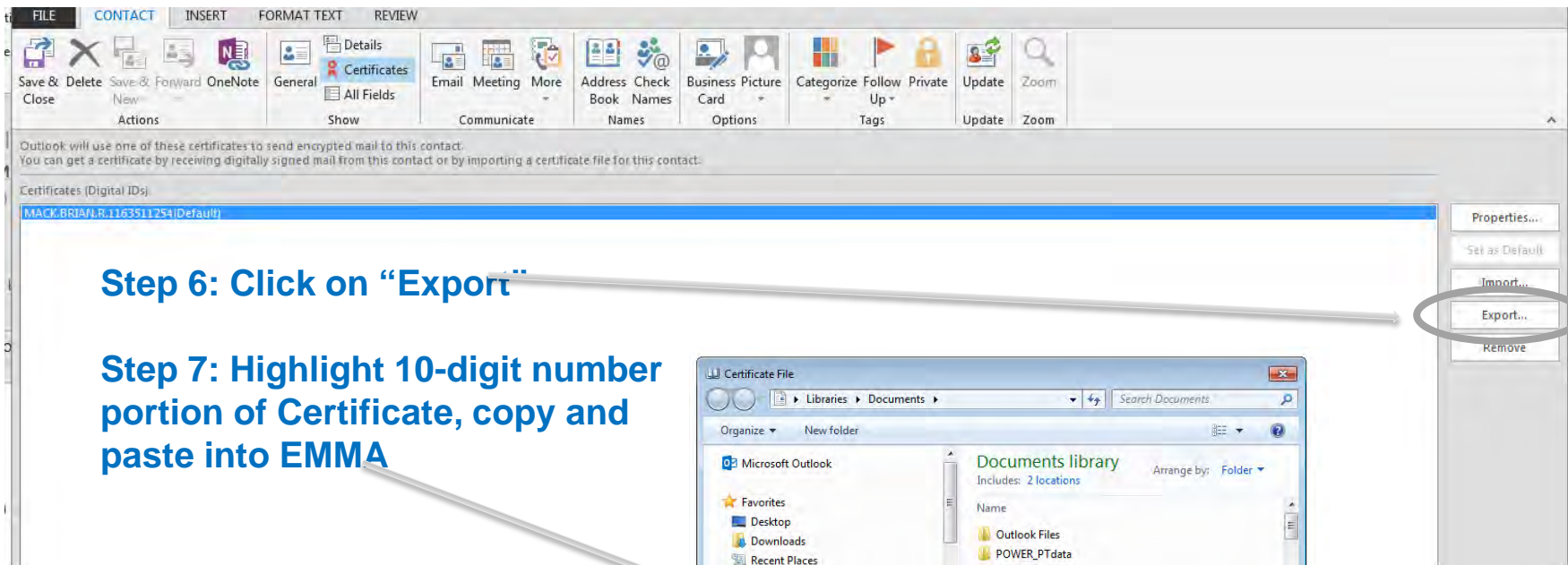
Outlook will use one of these certificates to send encrypted mail to this contact.
You can get a certificate by receiving digitally signed mail from this contact or by importing a certificate file for this contact.

Certificates (Digital IDs)

MACK, BRIAN, R. 1163511254 (Default)

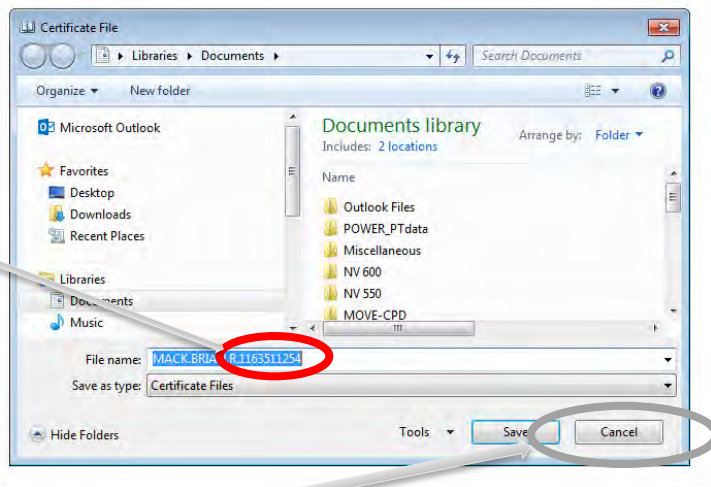
Properties...
Set as Default
Import...
Export...
Remove

Step 5: DoD ID number will load under “Certificates (Digital IDs)”



Step 6: Click on "Export"

Step 7: Highlight 10-digit number portion of Certificate, copy and paste into EMMA



Step 8: Cancel (no need to save in "Contacts")



In December 2012 OPM and DNI approved yet another new FIS. The new FIS consist of five tiers of investigations. Tier 2 to Tier 5 each has a separate reinvestigation requirement (i.e. Tier 2R, Tier 3R, Tier 4R, and Tier 5R). Initially the new FIS were to be implemented within 180 days; however a less aggressive phased implementation plan was later approved. It wasn't until October 2014 that OPM rolled out Tier 1 and Tier 2 investigations and October 2015 when OPM implemented Tier 3 investigations.

Neither the new 2012 FIS nor its implementation plan has been made public. However, according to the 3rd Quarter FY2015 "Cross Agency Priority Goals for Insider Threat and Security Clearance Reform," the Initial Operating Capability (IOC) for Tier 4 and Tier 5 investigations is expected by October 2016, and Full Operating Capability (FOC) for all Tier level investigations is expected by September 2017. The difference between IOC and FOC is not clear, but FOC probably includes the change to a five-year reinvestigation interval for Tier 3 and implementation of new Continuous Evaluation requirements for Tier 5. It may also include the new requirements that "Queries be conducted against the most complete criminal history repository of the law enforcement agency(s) for any jurisdiction. . . ." and that "When appropriate, statements shall be taken from the Subject and signed pursuant to 28 U.S.C. 1746."

The 'more correct' way of saying it is... "have an investigation submitted to OPM and have the return of favorable fingerprint results from an FBI check."

The submitted investigation must be one of the valid investigations that are listed in the list of 'Table: Favorably Adjudicated Investigations Acceptable for CAC Issuance' that was in the PowerPoint slide.

Milton -- Just to be clear, the new TASS vetting standard is now "FBI-approved fingerprints and OPM Tier3 (or Tier3 R) started." Correct?

Armand



How to check whether someone has been reverified.



What else is new in TASS-1?

- **Updating your “Work Information” profile in TASS:**
 - Need to use MilConnect (URL given in TASS “Profile” tab)
- **Bulk Transfers**
 - When a TASM does a bulk transfer of applications (several or hundreds of applications at one time), each applicant gets an email
 - Applicant: “What’s this all about?”
 - When a SPOC does a bulk transfer
 - No emails are sent to the applicants and
 - Only the two TAs and their TASMs are copied on the email
 - The email will list the names of all the applicants that were transferred.



What else is new in TASS-2?

- **TA can update Citizenship field in DEERS:**
 - TASS used to give error when the Citizenship data was incorrect in DEERS
 - TA could not approve application until DMDC updated DEERS with the correct data
 - Now TA can approve (TASS will still display warning message, but not stop approval)
 - DMDC Helpdesk no longer accepting Citizenship update letters requesting fix to the Citizenship field
- **TA can now use “DoD ID” (formerly, Electronic Data Interchange (EDI)) as a Person Identifier (PI) to “Create New Application Account”**
 - Person Identifiers now include: SSN or FIN or ITIN or DOD ID