

Steps to become a Trusted Agent – Site ID 760739

Step 1: Meet the Requirements

A TA must meet the following requirements:

- Be a U.S. citizen
- Be a DoD uniformed service member or DoD Civilian working for the service or agency
- Have had an FBI fingerprint check with favorable results
- Have had, at minimum, a NACI background investigation performed
- Be a CAC holder
- Be capable of sending and receiving digitally signed and encrypted email
- Have completed the required annual TASS Certification Training
- Have not been convicted of a felony offense
- Have not knowingly been denied a security clearance or had a security clearance revoked
- Not enrolled in TASS as a Contractor
- Be trustworthy

NOTE 1: TAs may not be Contractors. If a TA who is also a Contractor attempts to log in to TASS as a TA, TASS will lock him or her out of the system and send an email notification to his or her SPOC, TASM, and TA

NOTE 2: Currently our office is only sponsoring Trust Agents (TA) who fall under the below criteria:

1. TAs who sponsor contractors with NATO SOFA Status (obtained through DOCPER for Germany, Italy)
2. TAs who sponsor contractors affiliated with the Navy (in Europe)

Step 2: Provide Proper Documentation

Provide your DD2875 to the below TASS TASM Organizational Inbox for Site ID 760739. We will add you to the system using your DoD ID number and then

TASS TASM Organizational Inbox for Site ID 760739 -- usarmy.wiesbaden.usareur.mbx.g1-tass@mail.mil

Step 3: Complete Training

Complete the following courses on JKO only **AFTER** you have been added to TASS by your TASM:

DMDC-US1406-TASS

DMDC-US1407-TASS

DMDC-US1424-TASS

JKO Training Websites: <http://learning.dmdc.osd.mil/> or (Alternate) <https://jkodirect.jten.mil>

JKO Help Desk: 312-668-5186

NOTE: DO NOT complete the training before DOCPER has added you to the system – this will cause problems with your account! Also - this training is an annual requirement.

Step 4: Login to TASS

TASS Website - <https://tass.dmdc.osd.mil/tass>

Ensure that you have access to TASS. Sometimes this can take up to 24 hours after completing training.

Step 5: Get Going!

If you have access, you may now begin to create applications. Let us know if you need specific individuals transferred to you within the system.

**Additional resources and guidance can be found on under the “Resources” tab in TASS.