



Trusted Associate Sponsorship System (TASS)

Best Practices for Creating an Application

The following list describes the best practices for creating an application:

1. Before you begin the application creation process, ensure proper vetting. To ensure proper vetting, note the following:
 - National Agency Check with Inquiries (NACI) and a favorable completion of Federal Bureau of Investigation (FBI) fingerprint check, or a DoD determined equivalent investigation, or a higher level security clearance.
 - As an exception, Affiliated Volunteers requiring network access are only required to have an initiated National Agency Check (NAC) and a favorable completion of an automated FBI National Criminal History Check (fingerprint check).
 - American Red Cross Employees assigned overseas and Intergovernmental Personnel Act employees, by policy, are CAC eligible and must be vetted to the HSPD-12 mandated NACI standard. National Guard State Employees and United Services Organization (USO) personnel, by policy, are only eligible for the DD Form 2765 (Uniform Service ID Card) and do not require background vetting.
2. Accuracy is key.
 - You cannot change the Last Name, First Name, Person Identifier, Secondary Identifier (if applicable), Date of Birth (DoB), or Personnel Category once you submit the application to the Applicant.
 - To change any of the above Applicant information after submitting the application, you must disable the application and create a new one.
3. Use secure communications to provide Applicant account information.
 - Provide the information in a sealed envelope
 - Communicate information verbally in a secure manner
 - Send information in an encrypted email, if applicable
4. Ensure Applicants know the time frame to submit applications.
 - Applicants have 7 consecutive days from the time you submit the application to log in and change his or her password.
 - Applicants have 30 days to complete and submit the application. If Applicants do not complete tasks within these timelines, TASS disables the account. If TASS disables the account, you must create a new application and start the application process all over.



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5. Ensure the Applicant knows the difference between **Saving** and **Submitting** an application.
 - The Save without Submitting option saves the Applicant's application and allows him or her to log in and complete the application later (up to 30 days).
 - The Submit for Approval option submits the application to you for review. TASS sends you an email notification to let you know that the application has been submitted by the Applicant. Once the Applicant submits the application, he or she can no longer make changes unless you return the application back to the Applicant. The Applicant will still be able to view the application after he or she has submitted it.
6. Notify the Applicant of the timeframe to be issued a government credential.
 - When applications are approved by a TA, the applicant has 90 days to obtain his or her government credential.
 - If 90 days has lapsed without a credential being issued, TASS will automatically disable the application.
7. Ensure Applicants have your contact information.
 - To avoid unnecessary calls to the DMDC Support Center (DSC) Help Desk, ensure Applicants have your contact information and understand that you are their first point of contact for assistance.
 - As a second contact, provide Applicants with your TASM's contact information. Your site TASM(s) can assist the Applicant if you are unavailable.