Defense Manpower Data Center (DMDC)

Trusted Associate Sponsorship System (TASS)

Applicant User Guide

Version 4.00
March 2013

Prepared by:
Defense Manpower Data Center

Document History

Version	Date	Author	Comments
1	04/21/10	DMDC	Original
1	07/08/10	DMDC	Updated sections 4.5 and 4.7.1
2	04/15/11	DMDC	Updated current through TASS version 3.06
3	09/2012	DMDC	Updated current through TASS version 3.08
4	03/21/13	DMDC	Updated current through TASS version 4.00

Table of Contents

Table of Tables 6
1 Introduction 7
1.1 Overview of Changes 7
1.2 Purpose of TASS 7
1.3 CAC Program Background 8
2 Definition of Terms 9
2.1 Applicants and Contractors 9
2.2 Navigational References 9
3 TASS Roles and Responsibilities 10
3.1 Participating Organizations 10
3.2 Defense Manpower Data Center (DMDC) 10
3.3 Service or Agency Point of Contact (SPOC) 10
3.4 Trusted Agent Security Manager (TASM) 10
3.5 Trusted Agent (TA) 11
3.6 Applicant 11
4 TASS Business Process Overview 12
4.1 TASS Site Creation and TASM Registration 12
4.2 TA Registration 12
4.3 SPOC/TASM/TA TASS Training 12
4.4 Applicant Requires CAC 12
4.5 TA Submits Applicant Application 12
4.6 Applicant Logs in and Submits Application 13
4.7 Verification 13
4.7.1 Letter of Authorization 14
4.7.2 Status-of-Forces Agreement (SOFA) 14
4.8 Card Issuance 14
4.9 DEERS Updates 15
4.10 Applicant Reverification 15
4.11 Card Expiration 15
4.12 Applicant Revocation 15
4.13 TA Sponsorship Transfer 16
5 Timeline to Complete Key TASS Business Process Procedures 16
Table 1. Timeline for TASS Procedures 16

6 Applicant Step-by-Step Process in TASS 18
6.1 Logging in as an Applicant 18
6.1.1 Prerequisites 18
6.1.2 Applicant Login 18
6.2 Applicant Homepage 23
6.2.1 Quick Links 23
6.2.2 Dashboard 24
6.2.3 General News 24
6.3 Viewing an Application 24
6.4 Completing and Saving an Application 27
6.4.1 Completing an Application 27
6.4.2 Saving an Application 33
6.5 Editing a Saved Application 34
6.6 Editing a Returned Application 35
6.7 Rejected Application 36
6.8 Contractor Account Disabled 37
6.9 Editing Your Profile Information 37
6.9.1 Changing Your Contact Email Address 37
6.9.2 Changing Your Password 38
7 TASS Application Features 40
7.1 Help Menu 40
7.1.1 Help 40
7.1.2 Frequently Asked Questions (FAQs) 41
7.1.3 Contact Us 42
7.2 Logging Off 42
Appendix A DD Form 1172-2 44
Appendix B DD Form 1172-2 Instructions 45
Appendix C Acronyms, Abbreviations, and Terms 56
Appendix D Alphanumeric Character Translations 57

Table of Figures

Figure 1. Applicant Homepage Screen 9
Figure 2. TASS Consent to Monitor Screen 19
Figure 3. TASS Login Screen 19
Figure 4. TASS Applicant Login Screen 20
Figure 5. Contractor Change Password Screen 21
Figure 6. Password Change Success Screen 21
Figure 7. Privacy Act Statement Screen 22
Figure 8. Applicant Homepage Screen 23
Figure 9. Application Status Screen—Viewing your Application 25
Figure 10. View Application Screen 26
Figure 11. Application Status Screen—Completing your Application 27
Figure 12. Person Identifier Verification Failure Notice Screen 28
Figure 13. Complete/Edit Application Screen 29
Figure 14. Place of Birth Screen 30
Figure 15. Application Confirm Screen 30
Figure 16. Terms and Conditions 31
Figure 17. Application Confirm Screen—Active Confirm Button 32
Figure 18. Application Sent for Approval Screen 33
Figure 19. Application Status Screen 34
Figure 20. Application Returned Screen 35
Figure 21. Application Rejected Screen 37
Figure 22. Contractor Account Disabled Screen 37
Figure 23. My Profile Screen 38
Figure 24. Help Screen 41
Figure 25. Frequently Asked Questions (FAQs) Screen 42
Figure 26. Log Off Successful Screen 43

Table of Tables

Table 1. Timeline for TASS Procedures 16

1 Introduction

This Applicant User Guide includes a description of the Trusted Associate Sponsorship System (TASS) application version 4.00 for those who are applying for a DoD government credential. This section presents an overview of the changes to the TASS application and the purpose and background of the Common Access Card (CAC) program.

1.1 Overview of Changes

This section describes the functional changes made to versions 3.09 and 4.00 of the TASS application.

The changes to the TASS that affect those applying for a government credential are as follows:

- Various label changes to the TASS application fields
- Improved identification of Applicant status and access requirements through expanded Personnel Categories
- Updated TASS System Requirements
- Email notifications sent to Applicants when an approved application is disabled or when an issued application is revoked
- Temporary passwords will include a literal description of characters
- The DD Form 1172-2 has been updated as of April 2012
- The CAC Login screen has been updated and the Consent to Monitor notification now appears on a separate screen
- TASS now verifies contract numbers through Personal Identification Verification System (PIVS)

1.2 Purpose of TASS

The TASS application, initially designed in 2003 as the Contractor Verification System (CVS), was designed to replace the paper application process using DD Form 1172-2, *Application for Department of Defense (DoD) Common Access Card DEERS Enrollment*; see **Appendix A** and **Appendix B** for copies of DD Form 1172-2 and DD Form 1172-2 Instructions. As a web-based system, TASS allows Affiliated Volunteers (requiring DoD Network access), DoD and Uniformed Service Contractors, Foreign Affiliates, Non-DoD Civil Service Employees, Non-Federal Agency Civilian Associates, Non-US Non-Appropriated Fund (NAF) Employees, OCONUS Hires, Other Federal Agency Contractors to apply for a Common Access Card (CAC) or other government credential electronically through the Internet. Government sponsors approve the applications to receive government credentials.

1.3 CAC Program Background

The DoD began issuing advanced identification (ID) cards for Active Duty Military, Selected Reserves, DoD civilians, and "inside the wall" contractors in October 2000. The CAC is a personalized smart card—a plastic card the size of a credit card with an embedded integrated circuit chip (ICC) for storing and processing data. Incorporated with public key infrastructure (PKI) security, the CAC consolidates multiple credentials into one card and may be used for various applications, including network security and secure email communication.

TASS also supports other types of government credentials besides the CAC, such as the Volunteer Logical Access credential and the Uniformed Services ID (USID) card.

The original CAC contained protected data about the card holder, such as personal identification number (PIN) and personal demographics, benefits information, digital certificates, and card management and security applets.

The new technology allows the card holder to digitally sign documents, encrypt data for transmission or storage, and establish secure web sessions to access and update information via the Internet. The new CAC has increased memory that allows for the creation of more complex and functional applets in support of business processes.

The Defense Manpower Data Center (DMDC) Identity Services Division and Identity Programs Branch Program Management and Development organizations sponsor the CAC program.

2 Definition of Terms

The following section defines the terms used in the text within the document.

2.1 Applicants and Contractors

This Applicant User Guide and the TASS application use the terms "Applicant" and "Contractor" to refer to a Contractor, a Volunteer, or a Federal Agency employee (other than a DoD employee) who is applying for a government credential.

2.2 Navigational References

This guide refers to "tab" as one of three tabs navigational references (Homepage, My Application, and My Profile) highlighted on the *Applicant Homepage* screen (see Figure 1). Click these tabs to navigate through the various screens in TASS.

Figure 1. Applicant Homepage Screen

3 TASS Roles and Responsibilities

This section describes each role within TASS and discusses the responsibilities of the individuals assigned to each role.

3.1 Participating Organizations

Since the release of TASS version 2.0, organizations seeking to use TASS no longer need to submit a Memorandum of Agreement (MOA) to implement TASS service. The TASS application has become a DoD Application and no longer requires every entity to possess an individual MOA with DMDC.

3.2 Defense Manpower Data Center (DMDC)

DMDC, as the administrator of Defense Eligibility Enrollment Reporting System (DEERS) and Real-Time Automated Personnel Identification System (RAPIDS), operates and maintains the TASS infrastructure.

3.3 Service or Agency Point of Contact (SPOC)

SPOCs handle the day-to-day TASS management and operation. SPOCs have the following responsibilities:

- Manage TASS for their service or agency
- Coordinate with DMDC
- Establish sites with TASS capability
- Oversee Trusted Agent Security Manager (TASM) registration
- Ensure assigned TASM and Trusted Agent (TA) personnel have met all requirements for their roles
- Provide documented policies and guidelines for successful management of the TASS program for their service or agency
- Remain current with the required annual TASS Certification Training

3.4 Trusted Agent Security Manager (TASM)

SPOCs appoint TASMs for each site. TASMs manage TAs and administration for their specific site. Each site usually has two TASMs: a primary and an alternate.

TASMs have the following responsibilities:

- Act as a TA

- Manage TASM and TA users for their site
- Appoint and authorize TAs through the DEERS Security Online system
- Ensure positive identification of all site TAs
- Remain current with the required annual TASS Certification Training

3.5 Trusted Agent (TA)

TASMs identify and approve nominated TAs, and then register them in TASS through the DEERS Security Online application.

TAs have the following responsibilities:

- Establish sponsorship of Applicants applying for government credentials with the TA's service or agency
- Initiate the application process in TASS for registration of a government credential
- Verify the Applicant's need for logical and physical access to either a DoD network or facility, both initially and ongoing for semiannual reverifications
- Notify the TASM or SPOC of TASS outages
- Remain current with the required annual TASS Certification Training

3.6 Applicant

Applicants have the following responsibilities:

- Submit an initial request for a CAC or government credential to the TA
- Log in to TASS to complete and submit the online application for government credentials

Note: To enroll in TASS as a Contractor, you cannot be enrolled in TASS as a TASM or TA.

4 TASS Business Process Overview

The following section describes the TASS Business Process.

4.1 TASS Site Creation and TASM Registration

The SPOC first creates a TASS site and registers a TASM to use TASS.

4.2 TA Registration

After the SPOC sets up a TASS site and registers a TASM, the TASM can register a TA in TASS using the DEERS Security Online application.

4.3 SPOC/TASM/TA TASS Training

All SPOCs, TASMs, and TAs must successfully complete the TASS Certification Training via the DMDC Learning Site before beginning their respective roles, and they must recertify annually.

Applicants have an option to complete the following TASS training:

- *TASS Overview* (accessible from the Quick Links menu)

4.4 Applicant Requires CAC

The sponsoring DoD Agency provides the Applicant with the necessary information and appropriate paperwork required for obtaining a government credential.

The Applicant's employer then vets the Applicant using the DoD approved process. Once the Applicant, Contracting Agency, and Sponsoring Agency provide the necessary information, the Applicant submits the required information to the TA.

Note: Under no circumstances can a Contractor also be enrolled in TASS as a TASM or TA.

4.5 TA Submits Applicant Application

The TA must verify that the employer organization has vetted the Applicant and establish the affiliation of the Applicant with the service or agency.

Note: For more information about the vetting process, contact your TA.

Once the TA confirms the vetting and ensures all other requirements have been satisfied, he or she creates an application in TASS for submission, provided the TA has the following information about the Applicant:

- First name
- Last name
- Middle name (optional)

Note: Leave this field blank if the applicant does not have a middle name. TASS will not recognize entries of "No Middle Name (NMN)."

- Person Identifier (e.g., Social Security Number [SSN])
- Date of birth
- Primary Email (use Applicant's work email address, if available)
- Personnel category
- Organization
- Eligibility expiration date (card expiration date)
- Contract information (number and end date), if the Applicant is a DoD Contractor or Other Federal Agency Contractor

4.6 Applicant Logs in and Submits Application

Once the TA submits a new application for an Applicant, the TA provides the Applicant (via secure means) the TASS weblink or URL and his or her user ID and temporary password. The Applicant then logs in to TASS to complete and submit the application. Once the TA submits the application, the Applicant has seven days to complete an initial log in to TASS and begin the application process, or TASS automatically disables the Applicant's application.

Note: See **Section 6 (Applicant Step-by-Step Process in TASS)** for detailed instructions about how to navigate through TASS to submit an application.

4.7 Verification

When the TA receives notification that the Applicant has submitted an application, the TA logs in to TASS and reviews the application. Upon review, the TA can reset the password, approve the application, return it to the Applicant for changes, reject, or disable it. Before approving an application, the TA must establish an Applicant's need for logical or physical access to either a DoD network or facility (may not be required for Non-Federal Agency Civilian Associates), verify the Applicant's vetting, and verify the Applicant's affiliation with the service or agency.

Note: An applicant may have a valid credential issued directly from a RAPIDS Issuing Facility (not through TASS) prior to the implementation of a newly added TASS personnel category. If the contract end date, if applicable, does not need to be

extended, the TA can enter the Applicant's information in TASS and accept sponsorship of the existing CAC.

Once the TA approves the application, the Applicant needs to obtain a card at a RAPIDS Issuing Facility within 90 days; otherwise, the system automatically disables the application; see **Section 5 (Timeline to Complete Key TASS Business Process Procedures)**.

If the TA rejects or disables the application, the system notifies the Applicant and the appropriate status appears on the Applicant's record. If the TA approves the application, the system updates DEERS with the Applicant information, and TASS reflects the status change in the Applicant's record; see **Section 4.9 (DEERS Updates)**.

4.7.1 Letter of Authorization

Some Applicants may require a CAC with a Geneva Convention condition because of the nature of their work. In accordance with the Department of Defense Instruction (DoDI) 3020.41, "Contractor Personnel Authorized to Accompany the U.S. Armed Forces," if the Applicant plans to work overseas, he or she may need to obtain a Synchronized Predeployment & Operational Tracker (SPOT) Letter of Authorization (LOA) for CAC issuance, in addition to the required identification and eligibility documents.

Note: For more information on the SPOT LOA, contact your TA.

4.7.2 Status-of-Forces Agreement (SOFA)

Applicants who work overseas (such as those who accompany and support military forces) may require Geneva Convention CACs and may need to provide documentation of the appropriate Status-of-Forces Agreement (SOFA).

SOFAs are usually an integral part of overall military base agreements that allow U.S. military forces to operate within a foreign host country. Each SOFA is negotiated separately with the individual host country and deals with particular circumstances unique to that country. SOFAs deal not only with issues necessary for day-to-day business, but also with civil and criminal jurisdiction. They are a means for the DoD to protect U.S. personnel who may be subject to foreign criminal investigation, prosecution, and imprisonment.

4.8 Card Issuance

Once your TA approves your application, you have 90 days to obtain your government credential from a RAPIDS Issuing Facility. A RAPIDS operator verifies and updates applicable DEERS data within the RAPIDS application with your data and status of the card.

4.9 DEERS Updates

A TASS offline background process scheduled to run nightly obtains updates from the DEERS database regarding government credentials and card statuses. When the process runs after the RAPIDS Issuing Facility has issued a card, the TASS application status changes from 'Approved' to 'Issued.'

4.10 Applicant Reverification

TASS requires TAs to reverify or revoke active Applicant records every 6 months (180 days). In addition to confirming the Applicant's personal information and continued affiliation with the DoD for reverification, the TA must confirm that the Applicant has a continued need for a government credential. TASS notifies TAs and Applicants by email when reverification is due. During the review process, a TA may also revoke an Applicant's government credential.

Note: The Applicant email reverification notification is considered a courtesy notice.

4.11 Card Expiration

Government credentials typically expire after 3 years. As the expiration date approaches, an Applicant must contact the TA, if a continued card requirement exists, and apply for a new card.

Before the TA initiates the application process for a new card, the TA must verify the Applicant's valid requirement for a new card according to known policies and procedures, and the Applicant's continued employment under contract to the DoD.

4.12 Applicant Revocation

The TA can have the Applicant's current card revoked at any time. The TA performs the revocation process within TASS. You and your TA must coordinate to ensure that your revoked government credential gets returned to a RAPIDS Issuing Facility in accordance with established policies, guidelines, and procedures.

Note: You will receive an email notification when your approved government credential has been disabled and when your issued card has been revoked.

If you are a Contractor, you must return your government credential to the issuing agency as soon as one of the following occurs, unless otherwise determined by the agency:

- When no longer needed for contract performance
- Upon completion of your employment
- Upon contract completion or termination

The contracting officer may delay final payment under the contract if you fail to comply with these requirements.

4.13 TA Sponsorship Transfer

For their assigned site only, TASMs can transfer Applicant sponsorship between TAs. A TASM might need to transfer sponsorship because the TA is sick, the TA no longer works in a TA capacity, or the TA has an unmanageable number of Applicants. SPOCs can transfer Applicant sponsorship between TAs for any site within their assigned service or agency. SPOCs and TASMs use the TASS application to perform Applicant transfers. The system notifies the TASMs, TAs, and affected Applicants of the TA reassignments by email.

5 Timeline to Complete Key TASS Business Process Procedures

In order for Applicants to gain approval for their applications, SPOCs, TASMs, TAs, and Applicants must complete their respective Business Process tasks within TASS in a timely and accurate manner.

Table 1 shows the length of time allotted to complete TASS procedures for each phase of application submission and approval in the TASS Business Process.

Table 1. Timeline for TASS Procedures

Procedure	Role	Description
First login	Applicant	Once a TA creates and submits an application, an Applicant has seven days to perform an initial login to TASS and begin the application process before TASS automatically disables the application.
Time to review application	Applicant	After the Applicant performs the initial login, the Applicant has up to 30 days to complete the application before TASS automatically disables the application.
Time to review application	TA	Once an Applicant submits an application, a TA has 30 days to review the application before TASS automatically disables the application.
Time to have CAC issued	Applicant	Once a TA approves an application, an Applicant has 90 days to visit the RAPIDS Issuing Facility to have a card issued before TASS automatically disables the application.

Procedure	Role	Description
Time to reverify Applicant account	TA	Every six months (180 days) after the issuance of a valid card, the TA will need to either reverify or revoke the application. TASS sends the TA and Applicant an email notification reminding the TA to review the application in intervals of 30, 20, and 10 days before the reverification due date. If the TA fails to reverify or revoke the application, the TA and Applicant receive an email notification that TASS has revoked the application. If the TA revokes the application, the TA and Applicant receive an email notification that TASS has revoked the application. If the TA revokes the application, the TA and Applicant receive an email notification that TASS has revoked the application. If a TA has reverified an application, he or she will need to reverify the record again in six months, providing the card remains valid.
TASS Certification Training	SPOCs/TASMs/TAs	SPOCs, TASMs, and TAs must complete the TASS Certification Training every year (365 days). Failure to comply within the 365-day requirement will result in user lockout from the TASS application.

6 Applicant Step-by-Step Process in TASS

The following section describes the tasks that Applicants must perform within TASS.

6.1 Logging in as an Applicant

Use the information in this section to log in to the TASS application as an Applicant.

6.1.1 Prerequisites

Before you can log in to TASS, you must receive the following information from your TA:

- TASS weblink or Uniform Resource Locator (URL)
- TASS user ID
- Initial temporary password (with a literal description of characters)

Note: Your account deactivates if you fail to conduct an initial login and change the temporary password within seven consecutive days from the time that the TA created and approved the application and provided you with your login information.

You cannot log in to TASS as an Applicant if you are enrolled in TASS as a TASM or TA.

6.1.2 Applicant Login

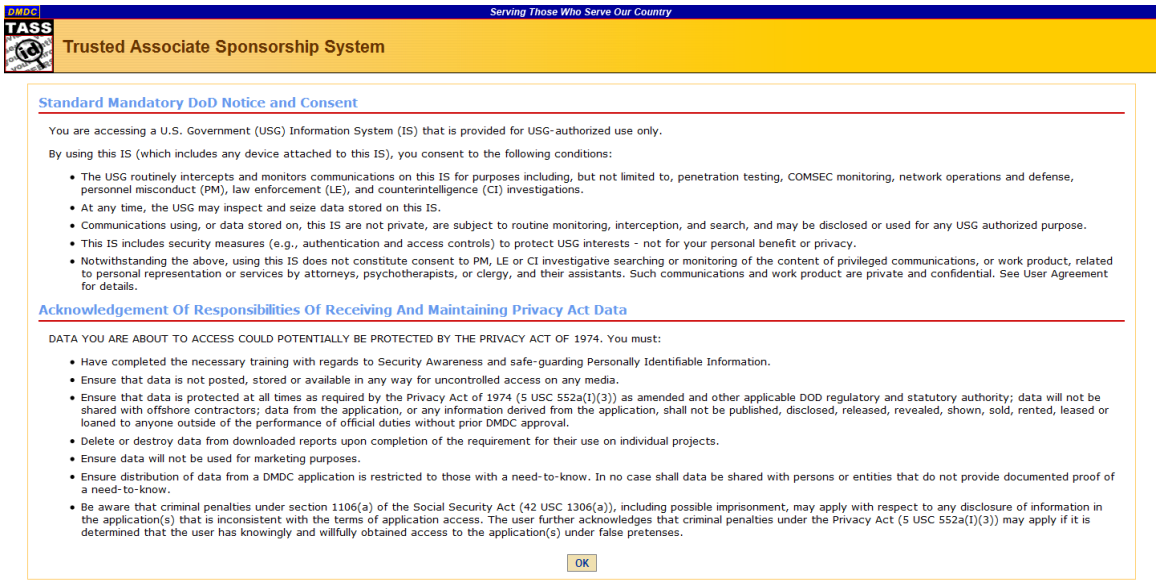
To log in to TASS, perform the following steps:

1. Open a web browser (such as Internet Explorer).
2. Navigate to the TASS application (https://www.dmdc.osd.mil/tass).

➢ Result: The *Consent to Monitor* screen appears (see Figure 2).

Note: You may receive a security notice in a new window before the *Consent to Monitor* screen displays. If so, click **Yes** to continue to the *Consent to Monitor* screen.

Figure 2. TASS Consent to Monitor Screen



3. Click **OK**.

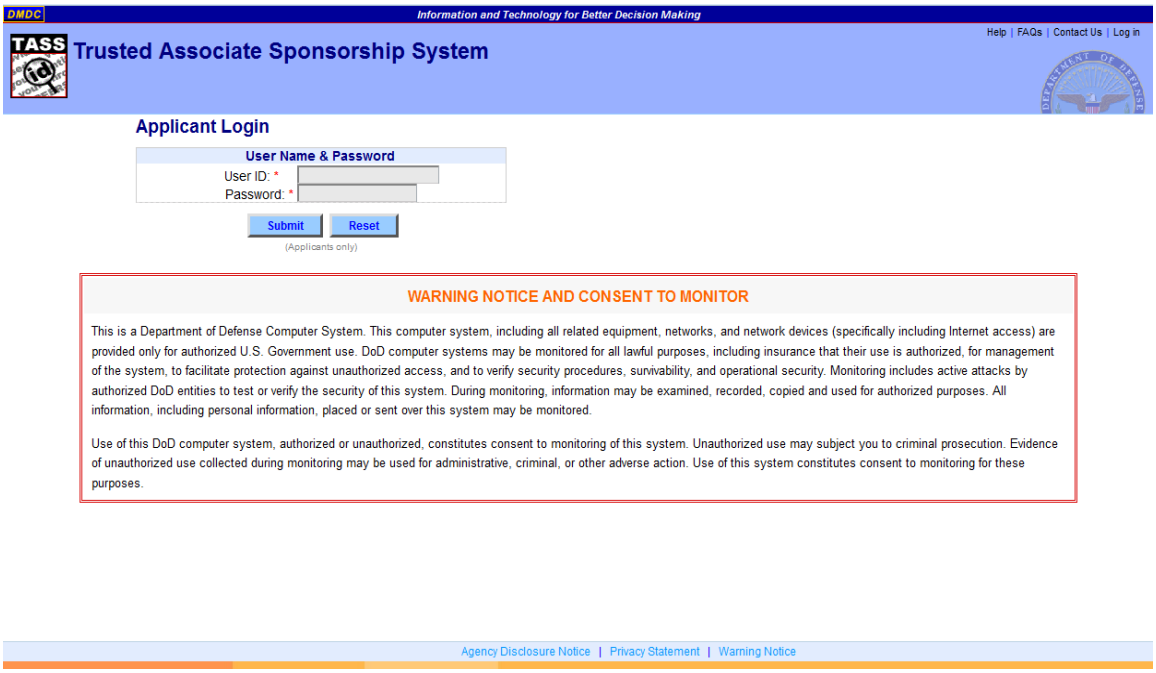
   ➢ The TASS *Login* screen appears (see Figure 3).

Figure 3. TASS Login Screen

4. Click **Applicant Login**.

   ➢ The TASS Applicant Login screen appears (see Figure 4).

Figure 4. TASS Applicant Login Screen



➢ The *Contractor Change Password* screen appears (see Figure 5).

5. Enter your user ID and password. If this is your first time logging in, enter the user ID and password that your TA provided you.

Note: You have seven consecutive days, from the time your TA submits your application and provides you with your login credentials, to perform a first time log in to TASS. If you fail to log in within the required timeframe, the system disables the application. You must contact your TA to request that he or she creates a new TASS application, provided a valid requirement still exists.

If you perform a first time log in within the seven consecutive days and then save your application upon exiting TASS, you have 30 days to complete and submit your application before it disables.

6. Click **Submit**.

➢ Result: The first time you log in, the *Contractor Change Password* screen appears (see Figure 5), and you must change your password.

Note: If you have logged in previously and have already changed your password, go to Step 12, where the *Privacy Act Statement* screen appears (see Figure 7).

Figure 5. Contractor Change Password Screen

7. Enter the temporary password that your TA provided in the Enter Your **Old Password** field.

8. Choose and type a new password in the Choose a **New Password** field.

Note: Follow the established password format shown in the *Password Requirement* section highlighted in Figure 5.

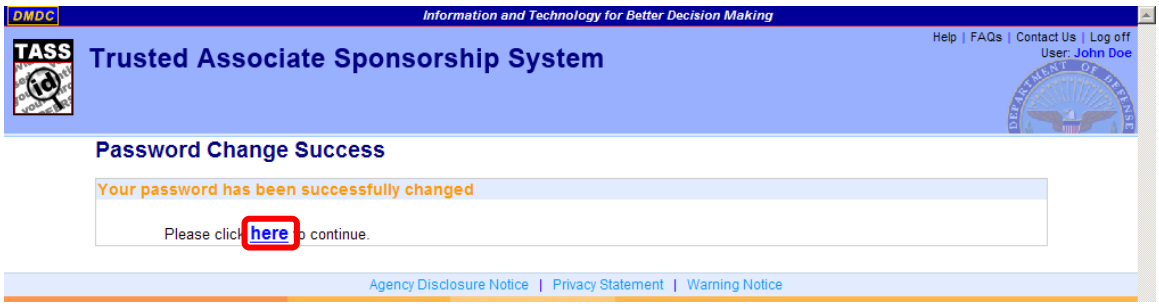
9. Re-type the new password in the Confirm **New Password** field.

Note: You may request a password change from a TA at any time before you submit the application, unless the TA returns the application to you.

10. Click **Change Password**.

➢ Result: If your password meets the password requirements, the *Password Change Success* screen appears (see Figure 6).

Figure 6. Password Change Success Screen



11. Click **here** on the *Password Change Success* screen to continue.

➢ Result: The *Privacy Act Statement* screen appears (see Figure 7), which displays the Privacy Act statement.

Figure 7. Privacy Act Statement Screen

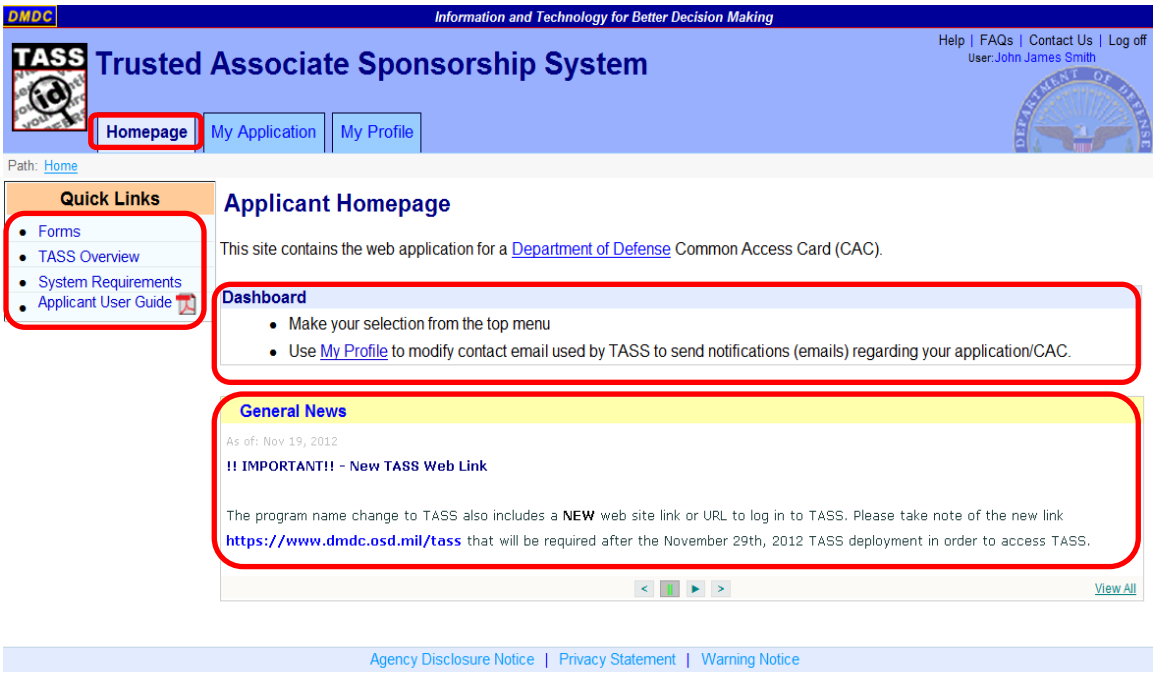
12. Read the *Privacy Act Statement* and if you agree, then click **I Agree**.

Note: Click **I Do Not Agree** if you do not want to proceed.

➢ Result: The *Applicant Homepage* screen appears (see Figure 8).

Note: If you have multiple applications pending, an interim screen appears and requires you to select your current application to proceed.

Figure 8. Applicant Homepage Screen



6.2 Applicant Homepage

After you successfully log in, the *Applicant Homepage* screen appears (see Figure 8). You can access it at any time in the TASS application by clicking the **Homepage** tab.

This section discusses the various areas on the *Applicant Homepage*. The *Applicant Homepage* has the following sections:

- **Quick Links**
- **Dashboard**
- **General News**

6.2.1 Quick Links

You can access the *Quick Links* menu on the left side of various TASS screens (see Figure 8).

6.2.1.1 *Applicant Homepage* Quick Links:

The *Applicant Homepage* contains various links that open additional screens as popup windows. You can access the following information from the *Quick Links* menu on the *Applicant Homepage*:

- **Forms**—Click to access Forms DD1172-2 and DD-2842

- **TASS Overview**—Click to access an optional Web-based Training (WBT) course that provides an overview of TASS

- **System Requirements**—Click to open a popup window that contains the technical requirements needed for running TASS from your computer

- **Applicant User Guide**—Click to access the Applicant User Guide

6.2.1.2 *Application Status* Screen Quick Links:

The **My Application** tab will open the *Application Status* screen. On this screen, you can find Quick Links related to your Application. The *Application Status* screen Quick Links include:

- **View Application**—Click to view your application

- **Complete/Edit Application**—Click to complete or edit an existing application

6.2.1.3 Additional Quick Links:

As you view the details of your application in TASS, you may see a **Your Trusted Agent** link in the *Quick Links* menu. Click this link to access the contact information within the application about your TA (also known as a Sponsor) or you can click on the TA name link to send your TA an email concerning questions about your application.

6.2.2 Dashboard

The *Dashboard* section of the *Applicant Homepage* contains basic instructions on how to navigate throughout TASS.

6.2.3 General News

The *General News* section of the *Applicant Homepage* contains TASS news.

6.3 Viewing an Application

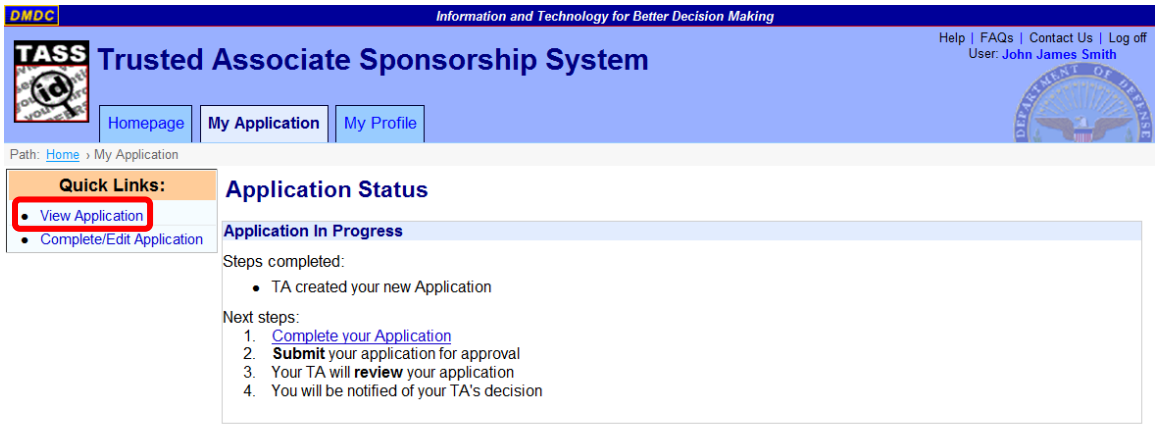
This section contains instructions about how to access your pending application.

To view an application, perform the following steps:

1. Log in to TASS; see **Section 6.1 (Logging in as an Applicant)**.
2. Click the **My Application** tab.

➢ Result: The *Application Status* screen displays (see Figure 9).

Figure 9. Application Status Screen—Viewing your Application



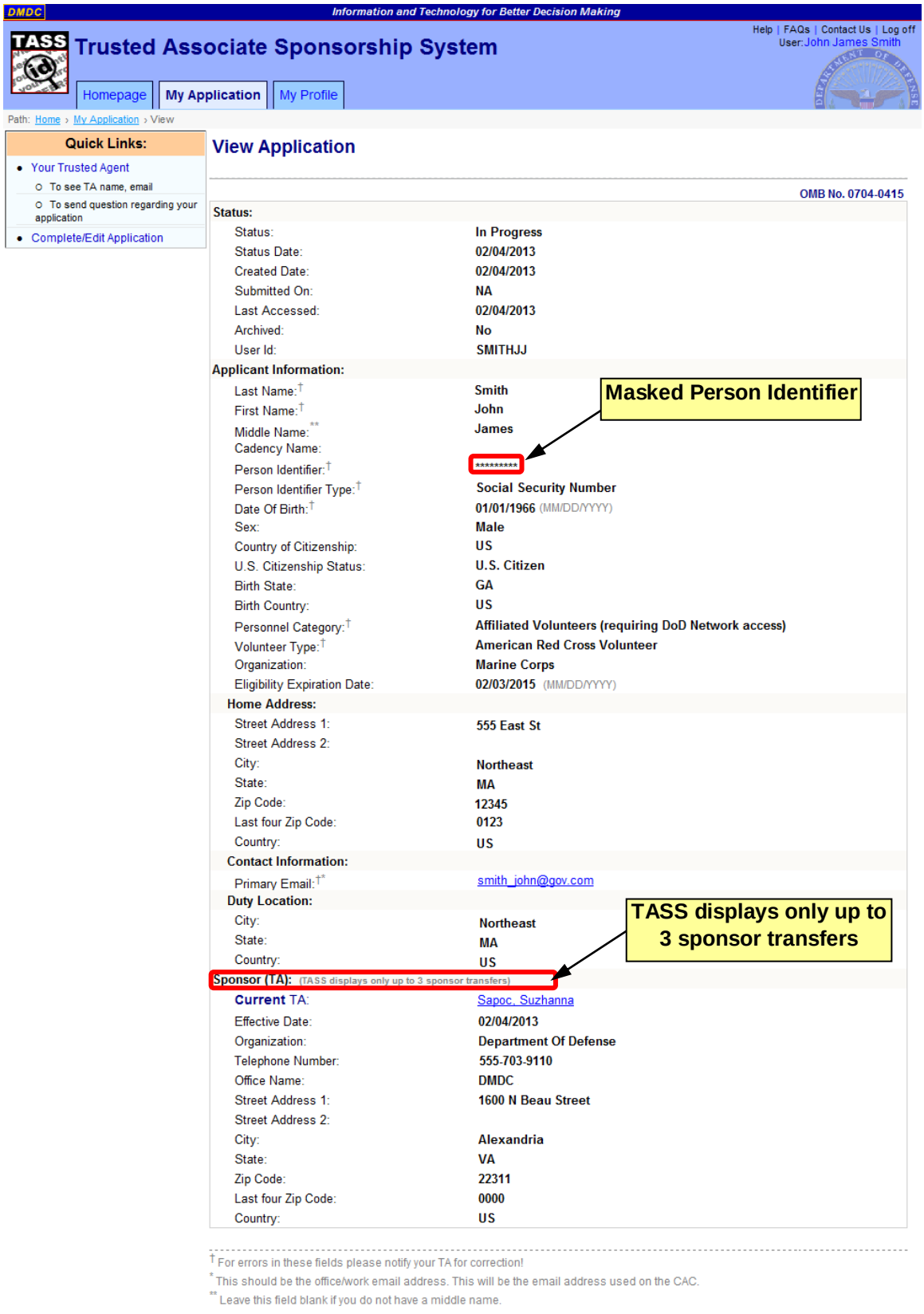
3. Click **View Application** found in the *Application Quick Links* menu.

➢ Result: The *View Application* screen displays (see Figure 10).

Note: The Person Identifier field remains masked while the application remains in an "In Progress" status.

Note: TASS tracks all TAs associated to a given Applicant record. However, TASS will only display the information of up to three TAs, if applicable. The current TA assigned to the Applicant's record will be able to view the information of the TA that created the initial or original application, the TA information that possessed the record directly before them, and the present TA (their own) information.

Figure 10. View Application Screen



6.4 Completing and Saving an Application

The following section describes how to complete and save an application.

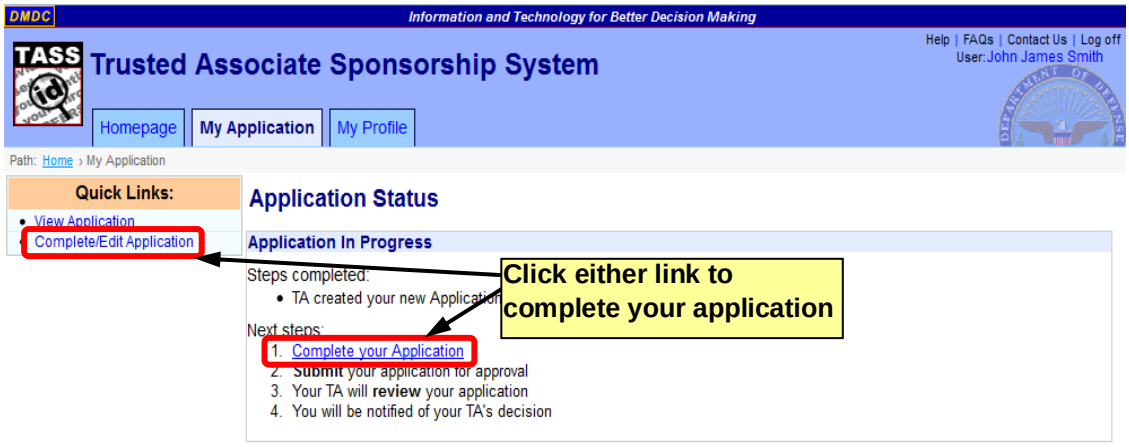
6.4.1 Completing an Application

To complete your application, perform the following steps:

1. Log in to TASS; see **Section 6.1 (Logging in as an Applicant)**.
2. Click the **My Application** tab.

➢ Result: The *Application Status* screen appears (see Figure 11).

Figure 11. Application Status Screen—Completing your Application



Note: The *Application Status* screen shows the status of your application, including the steps completed and the next steps required for completing your application.

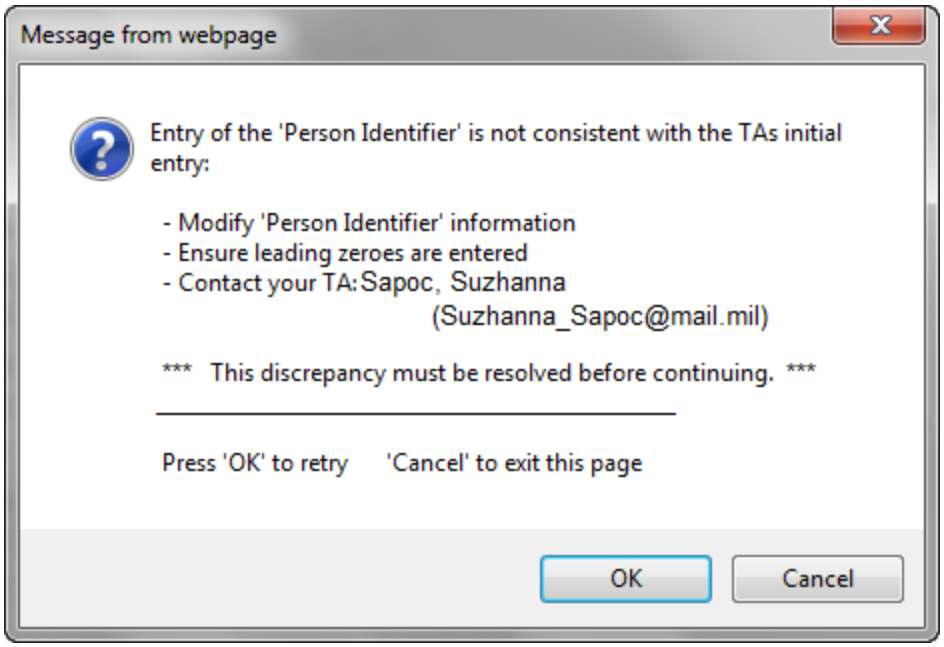
3. Click **Complete your Application** under the *Next Steps* heading or click **Complete/Edit Application** from the *Application Quick Links* menu (see Figure 11).

➢ Result: The *Complete/Edit Application* screen appears (see Figure 13).

The **Person Identifier** field appears blank when you access your application for the first time. You must enter the correct information in this field before you can proceed with the completion of the application. TASS verifies the person identifier you enter against the identifier entered by the TA during the application creation process. If the **Person Identifier** you enter does not match with the SSN

(or other identifier) that the TA entered, a popup message displays alerting you to resolve this discrepancy with your TA before you can proceed (see Figure 12).

Figure 12. Person Identifier Verification Failure Notice Screen

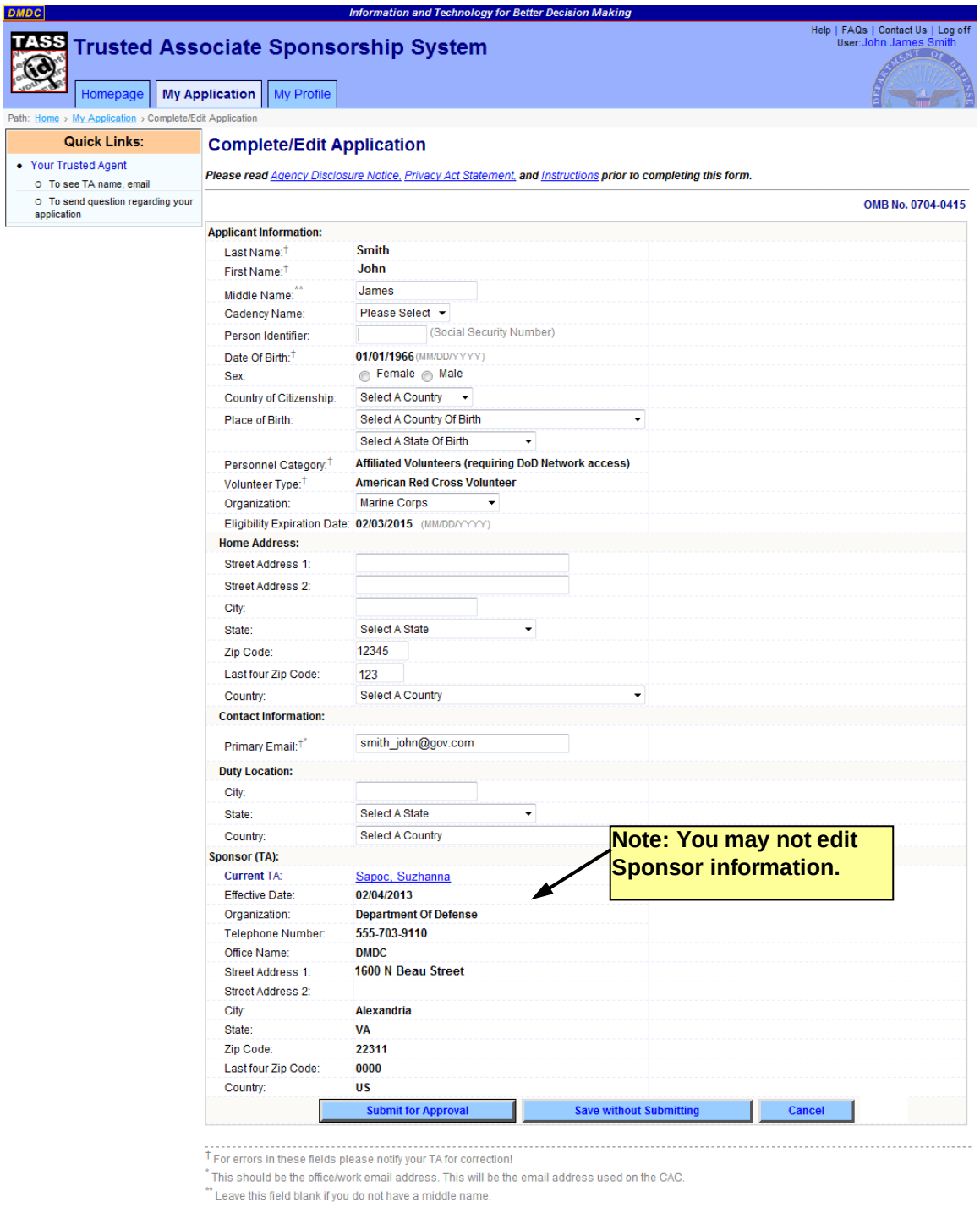


Note: If you entered your Person Identifier correctly and still receive a discrepancy error message, contact your TA for assistance. If the TA entered an incorrect Person Identifier, the TA may need to disable the existing application and create a new one with the correct Person Identifier.

4. Click **OK** to retry and enter the corrected Person Identifier.

➢ Result: The *Complete/Edit Application* screen appears (see Figure 13).

Figure 13. Complete/Edit Application Screen

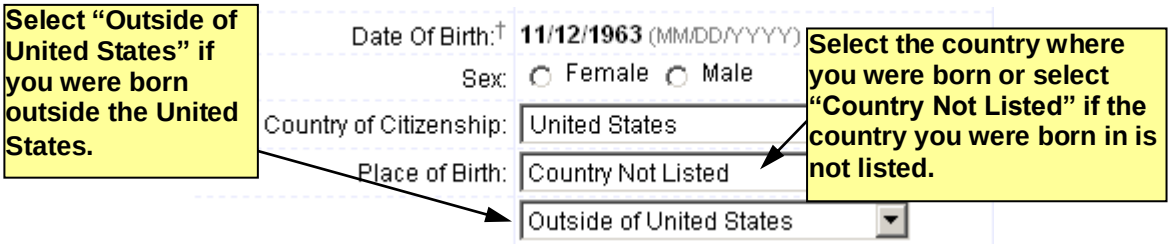


5. Enter your personal identifier (frequently your SSN) in the **Person Identifier** field.

6. Accurately complete all the fields on the form, as applicable.

Note: You must select the country in which you were born from the drop-down menu located next to the *Place of Birth* field (see Figure 14). Select the **Country Not Listed** option if the country is not listed. Select the state in which you were born in the field beneath the *Place of Birth* field or, if you were born outside the United States, select **Outside of United States.**

Figure 14. Place of Birth Screen



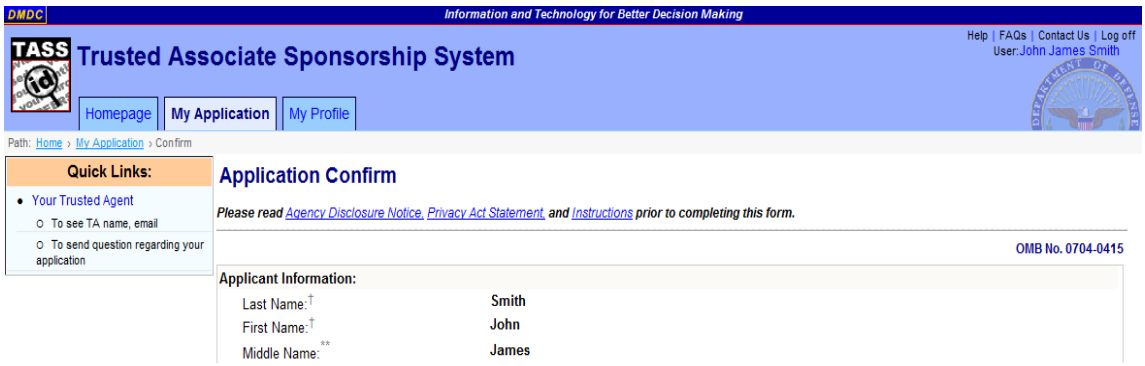
Note: Applicants with a Personnel Category of "DoD and Uniformed Service Contractor" will see a warning message next to the **Email**: field alerting you that your email address should contain .CTR before submitting the application for approval. TASS will allow you to continue even if a .CTR has not been entered as part of the email address.

7. Click **Submit for Approval**. To save your application and return at a later time select the **Save without Submitting** option; see **Section 6.4.2 (Saving an Application)**.

➢ Result: When you have submitted a correct and complete application, the *Application Confirm* screen appears (see Figure 15).

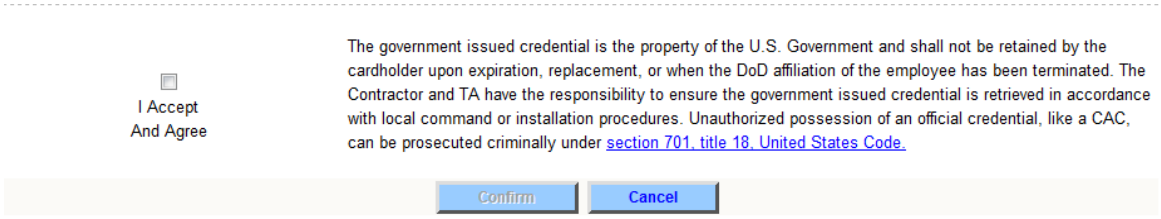
Note: TASS checks the form for missing or incorrect information. If TASS detects any errors or omissions in the form fields, TASS will generate an error page that prompts you to make the necessary corrections to complete the application. The system generates error pages until you enter the requested information correctly.

Figure 15. Application Confirm Screen



8. Confirm the accuracy of the information on your application.
9. Scroll to the bottom of the screen and read the Terms and Conditions (see Figure 16).

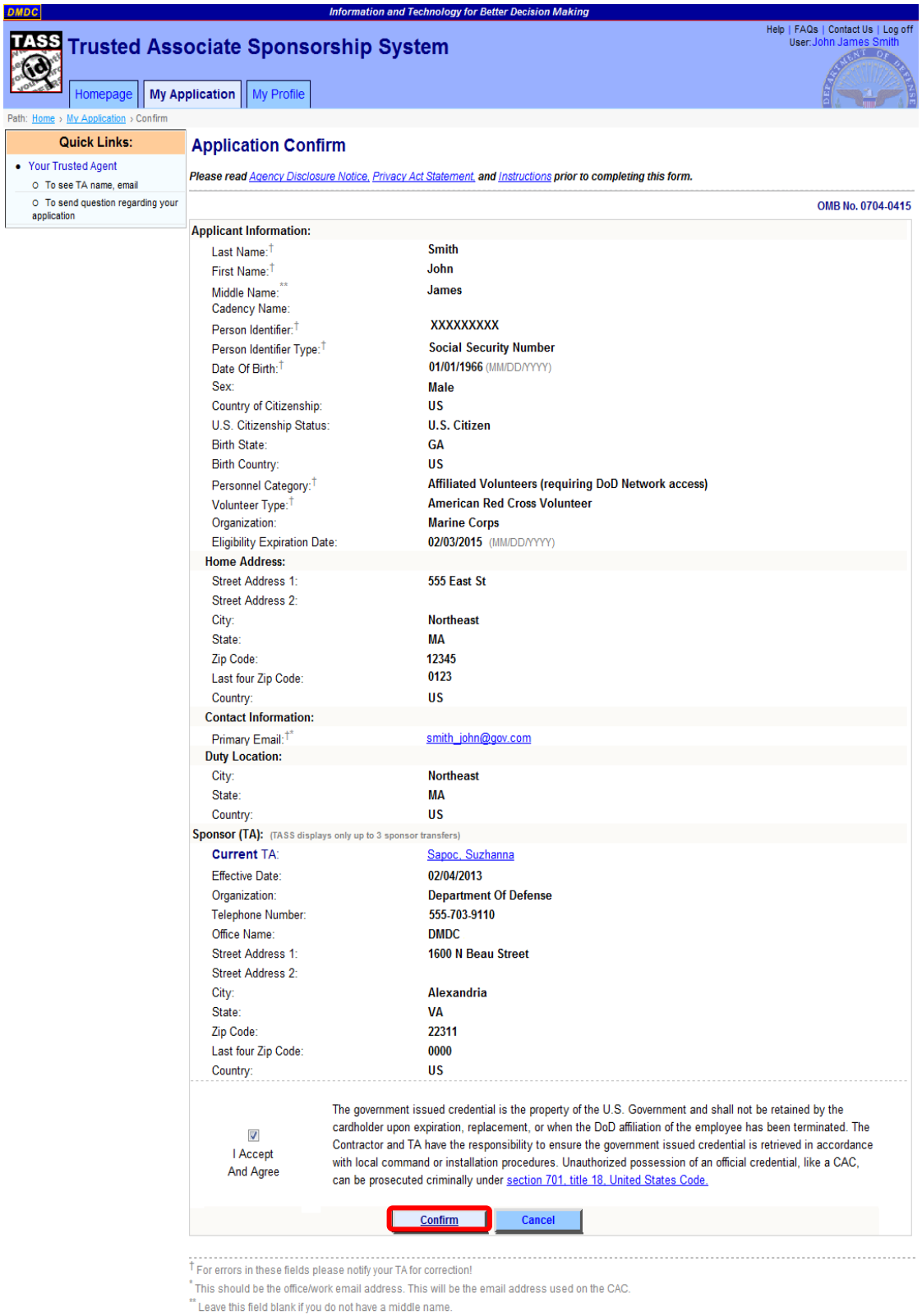
Figure 16. Terms and Conditions



10. If you agree, click the **I Accept and Agree** checkbox to the left of the Terms and Conditions.

➢ Result: The **Confirm** button becomes active (see Figure 17).

Figure 17. Application Confirm Screen—Active Confirm Button



11. Click **Confirm**.

➢ Result: The *Application Sent for Approval* screen appears (see Figure 18), and the system automatically notifies the TA via email that your application is ready for review.

Note: Click **Cancel** if you need to edit any information or do not wish to proceed.

The system does not send the application to the TA for review until you click **Confirm**.

After the initial login, you have 30 days to complete and submit an application providing you selected the **Save without Submitting** button when exiting the TASS application. If you do not submit the completed application for approval within the 30 days, TASS will automatically disable the application and will require the TA to create a new application if you still require a government credential.

After you submit the application you can view the application, but you can no longer make any changes unless the TA returns the application to you for correction; see **Section 6.6 (Editing a Returned Application)**.

Figure 18. Application Sent for Approval Screen

12. Click **Log off** (see Figure 18).

➢ Result: A *Log off Successful* message appears.

13. Close the browser window.

6.4.2 Saving an Application

During the process of editing an application, you can save the entries you have made without submitting them.

To save an application without submitting it, perform the following steps:

1. Complete Steps 1–5 of **Section 6.4.1 (Completing an Application)**.
2. Click the **Save without Submitting** button at the bottom of the screen (see Figure 13).

➢ Result: The *Application Saved* screen displays to confirm the successful save request.

Note: See **Section 6.5 (Editing a Saved Application)** to access and complete the application at a later time.

6.5 Editing a Saved Application

To edit and submit a saved application, perform the following steps:

1. Open a browser window and navigate to the TASS weblink.
2. Log in to TASS with your TASS user ID and password as described in **Section 6.1.2 (Applicant Login)**.

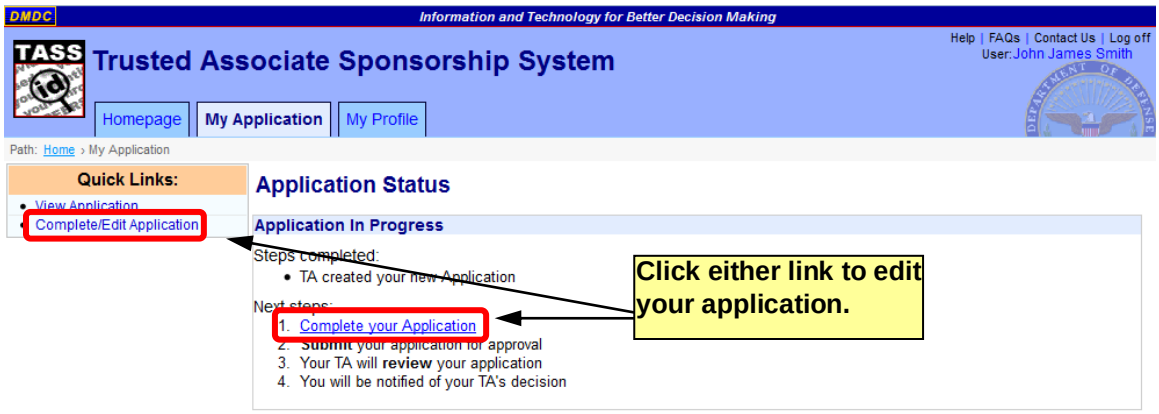
➢ Result: The *Applicant Homepage* screen displays (see Figure 8).

Note: See your TA to reset your password if you have forgotten it.

3. Click the **My Application** tab.

➢ Result: The *Application Status* screen displays (see Figure 19).

Figure 19. Application Status Screen



4. Click **Complete your Application** or **Complete/Edit Application** (see Figure 19).

➢ Result: The *Complete/Edit Application* screen appears.

5. Edit the form.
6. Continue with Step 6 in **Section 6.4.1 (Completing an Application)**.

6.6 Editing a Returned Application

After you submit your application, the TA reviews your application. The TA may need to return the application to you for corrections. The TA may return an application for any of the following reasons:

- You apply for a government credential as a full-time Contractor, but are also a full-time Active Duty service member; you cannot be a full-time Contractor and Active Duty service member simultaneously.
- You apply for a government credential for an inactive or unauthorized business or contract.
- Incorrect information exists on your application.

If a TA returns your application, TASS sends you an email requesting that you edit and resubmit your application.

To edit a returned application, perform the following steps:

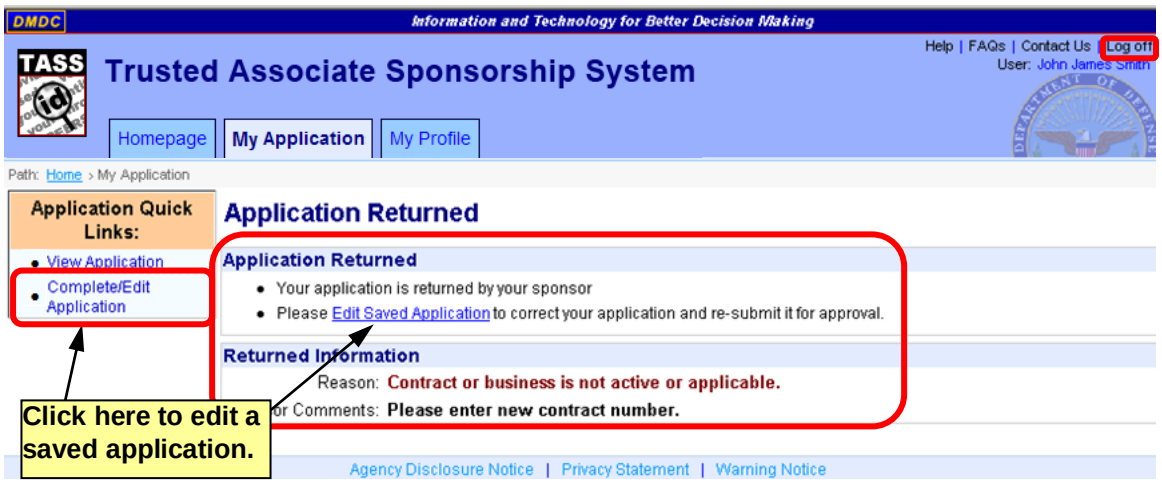
1. Log in to TASS; see **Section 6.1 (Logging in as an Applicant)**.

➢ Result: The *Applicant Homepage* screen displays (see Figure 8).

2. Click the **My Application** tab.

➢ Result: The *Application Returned* screen appears (see Figure 20).

Figure 20. Application Returned Screen



3. Read the reason the TA returned the application and any comments that the TA (also known as a Sponsor) may have provided in the *Returned Information* section of the screen.

4. Click **Edit Saved Application** to make any necessary changes to complete the application (see Figure 20).

➢ Result: The *Complete/Edit Application* screen displays (see Figure 13).

5. Edit the application and click **Submit for Approval**.

➢ Result: The *Application Confirm* screen displays (see Figure 15).

6. Scroll to the bottom of the screen and read the Terms and Conditions (see Figure 16).

7. If you agree, click the **I Accept and Agree** checkbox to the left of the Terms and Conditions.

➢ Result: The **Confirm** button becomes active (see Figure 17).

8. Click **Confirm**.

➢ Result: The *Application Sent for Approval* screen displays (see Figure 18).

9. Click **Log off**.

➢ Result: A *Log off Successful* message appears.

10. Close the browser window.

6.7 Rejected Application

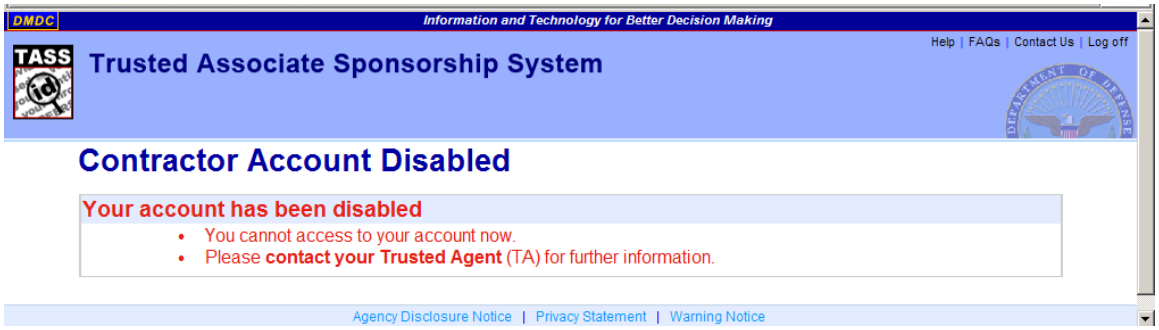
If your TA rejects your application, you receive an email notifying you of the rejection. To see the reason the TA rejected the application, log in to TASS and click the **My Application** tab, the *Application Rejected* screen displays (see Figure 21). Once your TA rejects your application, you can no longer make changes to that application. Contact your TA for further information.

Figure 21. Application Rejected Screen

6.8 Contractor Account Disabled

If your TA disables your account, the *Contractor Account Disabled* screen appears when you attempt to log in (see Figure 22). Contact your TA for further information.

Figure 22. Contractor Account Disabled Screen



6.9 Editing Your Profile Information

The **My Profile** tab allows you to update your current contact information and password.

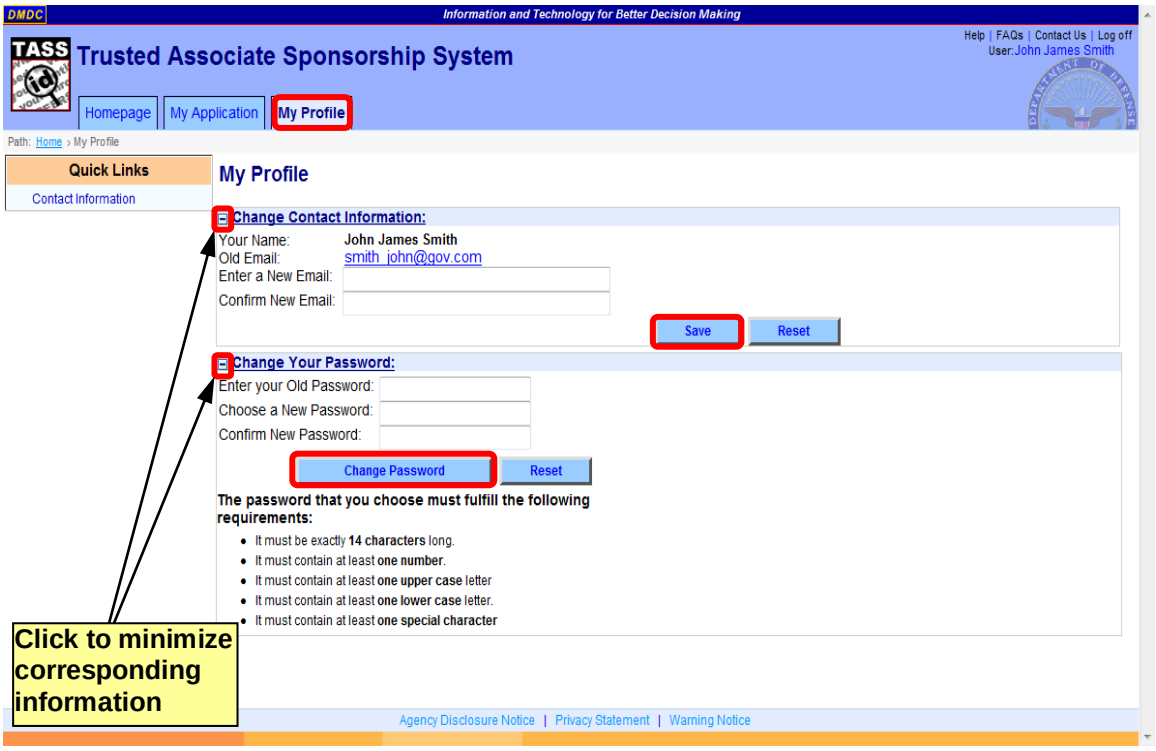
6.9.1 Changing Your Contact Email Address

To edit your contact email address, perform the following steps:

1. Log in to TASS; see **Section 6.1.2 (Applicant Login)**.
2. Click the **My Profile** tab.

➢ Result: The *My Profile* screen appears (see Figure 23).

Figure 23. My Profile Screen



3. Click the plus sign next to *Change Contact Information* to display the contact information fields.

Note: Once the fields display, the plus signs turn into minus sign; you can click the minus sign to hide the corresponding information (see Figure 23).

4. Update your contact email address and click **Save** or **Reset** to clear.

Note: TASS uses this email address to send you notifications.

➢ Result: A screen confirming the successful change appears.

6.9.2 Changing Your Password

To change your password, perform the following steps:

1. Log in to TASS; see **Section 6.1 (Logging in as an Applicant**).
2. Click the **My Profile** tab.

- Result: The *My Profile* screen appears.

3. Click the plus sign next to *Change Your Password* (see Figure 23) to display the password change fields.

Note: Once the fields display, the plus sign turns into minus sign; you can click the minus sign to hide the corresponding information.

4. Enter your old password.
5. Type a new password based on the password requirements listed on the right-hand side of the *My Profile* screen.
6. Confirm your new password.
7. Update your password and click **Change Password** or **Reset** to clear.

- Result: A screen confirming the successful change appears.

7 TASS Application Features

This section describes some of the features available to help you successfully maneuver in the TASS application.

7.1 Help Menu

See the *Help* menu in the upper right corner of TASS application screens. It consists of three links that access screens with additional information:

- **Help**
- **FAQs**
- **Contact Us**

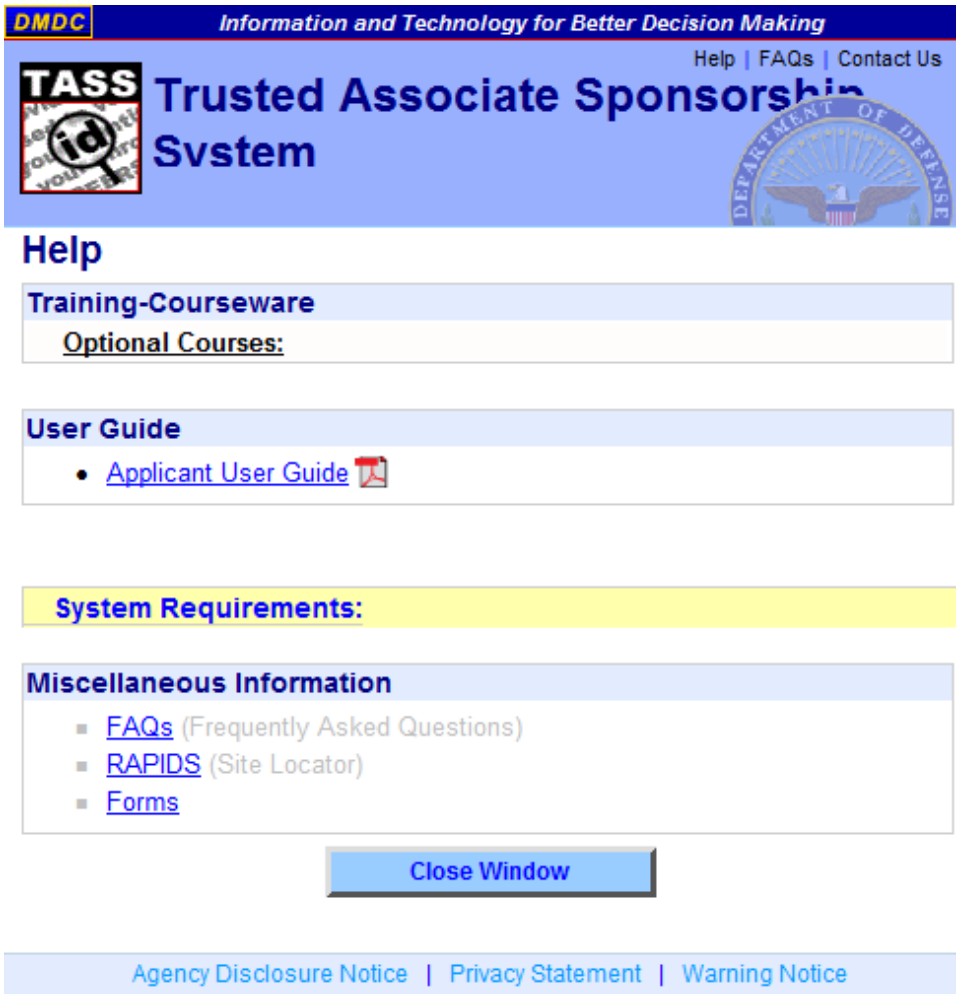
7.1.1 Help

The *Help* screen includes important links to information regarding training, user documentation, and system requirements. You can access this page from the upper right hand corner of every screen in the TASS application.

Note: The *Help* screen opens as a separate window (see Figure 24).

You must be logged in to TASS to access the TASS Overview course and Applicant User Guide.

Figure 24. Help Screen



7.1.2 Frequently Asked Questions (FAQs)

The TASS *Frequently Asked Questions* (FAQs) screen (see Figure 25) contains answers to role-specific FAQs and a list of TASS Acronyms. You can access this screen from the upper right hand corner of every screen in the TASS application.

Note: The FAQs open as a separate window.

Figure 25. Frequently Asked Questions (FAQs) Screen

7.1.3 Contact Us

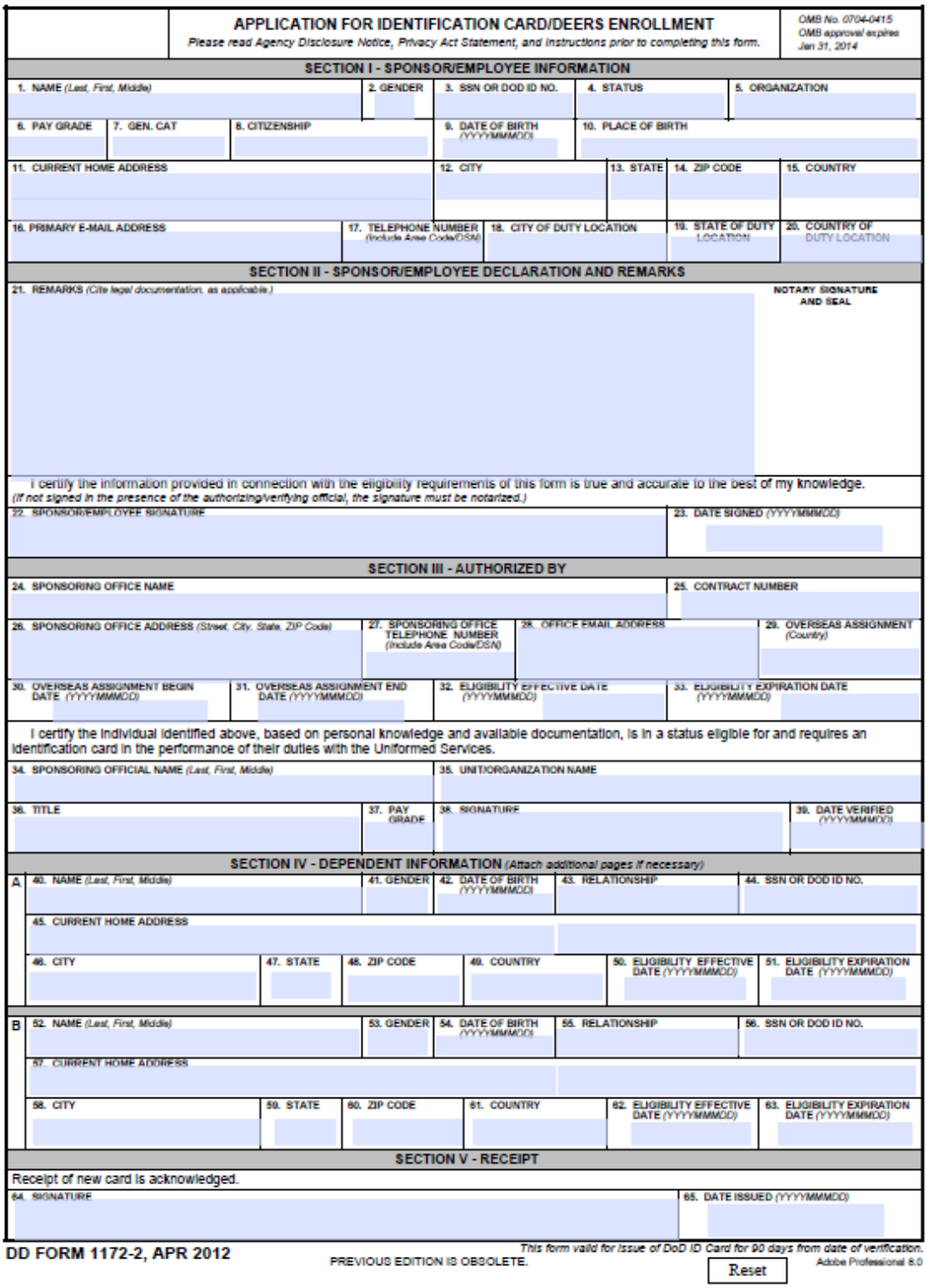
The TASS *Contact Us* screen provides information about who to contact if you need assistance. You can access this page from every screen in the TASS application.

7.2 Logging Off

Use the **Log off** link at the top right corner of the screen to log off of the TASS application. After you click the **Log off** link, the TASS application generates the *Log Off Successful* screen (see Figure 26). To secure your information, close the browser window and any other open TASS windows.

Figure 26. Log Off Successful Screen

Appendix A DD Form 1172-2



APPLICATION FOR IDENTIFICATION CARD/DEERS ENROLLMENT

Please read Agency Disclosure Notice, Privacy Act Statement, and instructions prior to completing this form.

OMB No. 0704-0415
OMB approval expires Jan 31, 2014

SECTION I - SPONSOR/EMPLOYEE INFORMATION

1. NAME (Last, First, Middle) | 2. GENDER | 3. SSN OR DOD ID NO. | 4. STATUS | 5. ORGANIZATION

6. PAY GRADE | 7. GEN. CAT | 8. CITIZENSHIP | 9. DATE OF BIRTH (YYYYMMMDD) | 10. PLACE OF BIRTH

11. CURRENT HOME ADDRESS | 12. CITY | 13. STATE | 14. ZIP CODE | 15. COUNTRY

16. PRIMARY E-MAIL ADDRESS | 17. TELEPHONE NUMBER (Include Area Code/DSN) | 18. CITY OF DUTY LOCATION | 19. STATE OF DUTY LOCATION | 20. COUNTRY OF DUTY LOCATION

SECTION II - SPONSOR/EMPLOYEE DECLARATION AND REMARKS

21. REMARKS (Cite legal documentation, as applicable.)

NOTARY SIGNATURE AND SEAL

I certify the information provided in connection with the eligibility requirements of this form is true and accurate to the best of my knowledge.
(If not signed in the presence of the authorizing/verifying official, the signature must be notarized.)

22. SPONSOR/EMPLOYEE SIGNATURE | 23. DATE SIGNED (YYYYMMMDD)

SECTION III - AUTHORIZED BY

24. SPONSORING OFFICE NAME | 25. CONTRACT NUMBER

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)

30. OVERSEAS ASSIGNMENT BEGIN DATE (YYYYMMMDD) | 31. OVERSEAS ASSIGNMENT END DATE (YYYYMMMDD) | 32. ELIGIBILITY EFFECTIVE DATE (YYYYMMMDD) | 33. ELIGIBILITY EXPIRATION DATE (YYYYMMMDD)

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 Uniformed Services.

34. SPONSORING OFFICIAL NAME (Last, First, Middle) | 35. UNIT/ORGANIZATION NAME

36. TITLE | 37. PAY GRADE | 38. SIGNATURE | 39. DATE VERIFIED (YYYYMMMDD)

SECTION IV - DEPENDENT INFORMATION *(Attach additional pages if necessary)*

A
40. NAME (Last, First, Middle) | 41. GENDER | 42. DATE OF BIRTH (YYYYMMMDD) | 43. RELATIONSHIP | 44. SSN OR DOD ID NO.

45. CURRENT HOME ADDRESS

46. CITY | 47. STATE | 48. ZIP CODE | 49. COUNTRY | 50. ELIGIBILITY EFFECTIVE DATE (YYYYMMMDD) | 51. ELIGIBILITY EXPIRATION DATE (YYYYMMMDD)

B
52. NAME (Last, First, Middle) | 53. GENDER | 54. DATE OF BIRTH (YYYYMMMDD) | 55. RELATIONSHIP | 56. SSN OR DOD ID NO.

57. CURRENT HOME ADDRESS

58. CITY | 59. STATE | 60. ZIP CODE | 61. COUNTRY | 62. ELIGIBILITY EFFECTIVE DATE (YYYYMMMDD) | 63. ELIGIBILITY EXPIRATION DATE (YYYYMMMDD)

SECTION V - RECEIPT

Receipt of new card is acknowledged.

64. SIGNATURE | 65. DATE ISSUED (YYYYMMMDD)

DD FORM 1172-2, APR 2012

PREVIOUS EDITION IS OBSOLETE.

This form valid for issue of DoD ID Card for 90 days from date of verification.

Reset

Adobe Professional 8.0

Appendix B DD Form 1172-2 Instructions

INSTRUCTIONS FOR COMPLETION OF DD FORM 1172-2, "APPLICATION FOR DEPARTMENT OF DEFENSE COMMON ACCESS CARD – DEERS ENROLLMENT", August 2011 Version

The DD Form 1172-2 shall be used to apply for issuance of DD Forms 2 (Active, Reserve, Retired, and Reserve Retired), DD Form 1173, DD Form 1173-1, DD Form 2764, DD Form 2765, individuals eligible for a Common Access Card (CAC) who are not enrolled in DEERS, and for enrollment or update of eligible individuals into the DEERS data base. Retention and disposition of the DD Form 1172-2 shall be in accordance with uniformed services' regulatory instructions.

Note:

- DoD Sponsors enrolling their dependents in DEERS should complete Sections I, II, and IV.
- DoD Sponsors updating their own status or adding a personnel condition impacting benefits (e.g., overseas assignment) should complete Sections I and II.
- Eligible employees applying for a CAC should complete Sections I and II (and Section IV if a Foreign Affiliate on orders to the U.S. with authorized Dependents). The DD Form 1172-2 should then be provided to a DoD Sponsor for authorization and completion of Section III.
- DoD Sponsors authorizing a CAC for an employee should complete Section III.
- For certain populations a paper form will not be required. (Populations entered into RAPIDS via Contractor Verification System)
- For CAC applicants using a paper form, a DD Form 577 (Signature card) must be on file at the issuing site.
- This form shall be used only for its intended purpose, DEERS enrollment/updates.

SECTION I – SPONSOR/EMPLOYEE INFORMATION.

Block 1. Name. Enter the sponsor/employee's LAST name first, enter the FIRST name, and then enter the MIDDLE INITIAL or the full MIDDLE NAME. (Use no more than 51 characters.) The name field can include a designation of JR, SR, ESQ, or the Roman numerals I through X. To include that designation, enter the appropriate data after the middle initial. The name cannot contain any special characters nor is any punctuation permitted.

Block 2. Gender. Enter the sponsor/employee's gender from the valid codes listed in Table 1: (Use one character.)

Table 1. DD Form 1172-2 Block 2. Gender

CODE.	SEX
M	Male
F	Female

Block 3. Social Security Number (SSN) or DoD ID Number. Enter the sponsor/employees' SSN or DoD ID Number. In cases where an employee has not been issued an SSN or DoD ID Number, an ITIN can be provided. If neither number is available, a Foreign Identification Number (FIN) will be generated by the system. A FIN (assigned as 900-00-0000F and up) will be assigned and automatically generated for eligible foreign military and foreign nationals who do not have an SSN. A SSN or ITIN is the preferred identifier for initial enrollment. Only in cases where neither is available should an alternate be used.

For Verifying Officials: If a SSN or DoD ID Number is already registered in DEERS for another individual, STOP processing and verify the number. If verification confirms duplication of the SSN by the Social Security Administration, continue processing and the system shall automatically generate a duplicate control number for the additional sponsor.

Block 4. Status. Enter the sponsor/employee status from the valid codes listed in Table 2. If unsure of status, leave blank. (Use no more than six characters.)

Table 2. DD Form 1172-2 Block 4. Status

CODE	STATUS
ACADMY	Academy or Navy Officer Candidate School (OCS) Student
AD	Active duty (excluding Guard and Reserve on extended active duty for more than 30 days)
AD-DEC	Active duty deceased
CIV	Civilian
CONTR	Contractor
DAVDEC	100-percent disabled veteran deceased (either temporary (TMP) or permanent (PRM)
DAVPRM	100-percent disabled veteran, permanent disability
DAVTMP	100-percent disabled veteran, temporary disability
FP	Foreign military personnel
FMRMR	Former member who is in receipt of retired pay for non-regular service but who has been discharged from the Service and maintains no military affiliation
FMRDEC	A former member who qualified for retired pay for non-regular service at his or her sixtieth birthday, before his or her discharge from the Service, but died while in receipt of retired pay
GRD	National Guard (all categories)
GRDDEC	National Guard deceased
GRD-AD	Guard on extended active duty for more than 30 days
MH	Medal of Honor recipient
MH-DEC	Medal of Honor recipient deceased
OTHER	Non-DoD eligible beneficiaries (including credit union employees, and other civilians employed in support of U.S. forces overseas, who are authorized benefits and privileges)
PDRL	Retired member, on the Permanent Disability Retired List (PDRL)

PR-APL	Prisoner or Appellate leave
RCL-AD	Recalled to active duty
RES	Reserve (all categories)
RES-AD	National Guard and Reserve members who retire, but are not entitled to retired pay until age 60
RESDEC	Reserve deceased
RESRET	National Guard and Reserve members who retire, but are not entitled to retired pay until age 60
RET	Retired member entitled to retired pay
RETDEC	Deceased retired member entitled to retired pay. Code applies to active duty retired, Retired Reserve beginning on their 60th birthday, the TDRL, and the PDRL.
SSB	Special Separation Benefits (SSB) recipient member with 120 days medical benefits (CHAMPUS/TRICARE and MTF)
TDRL	Retired member, on the TDRL
TA-RES	Selected Reserve Transition Assistance Management Program members and their eligible dependents
TA-30	Involuntarily separated member of Reserve or Guard Component entitled to 30 days medical benefits (CHAMPUS/TRICARE and MTF)
TA-60	Involuntarily separated member with 60 days medical benefits (CHAMPUS/TRICARE and MTF)
TA-120	Involuntarily separated member with 120 days medical benefits (CHAMPUS/TRICARE and MTF)
VSI	Voluntary Separation Incentive (VSI) recipient with 120 days medical benefits (CHAMPUS/TRICARE and MTF)

Block 5. Organization. Enter the sponsor/employee's organization or branch or service from the valid codes listed in Table 3. (Use no more than five characters.)

Table 3. DD Form 1172-2 Block 5. Organization

CODE	ORGANIZATION
USA	U.S. Army
USAF	U.S. Air Force
USN	U.S. Navy
USMC	U.S. Marine Corps
USCG	U.S. Coast Guard
USPHS	U.S. Public Health Service
NOAA	National Oceanic and Atmospheric Administration
DoD	Department of Defense
FED	Employee of an Agency other than DoD
OTHER	Used when the sponsor is not affiliated with one of the uniformed services listed above

Block 6. Pay Grade. Enter the sponsor/employee pay grade from the valid codes listed in Table 4. (Use no more than four characters.)

Table 4. DD Form 1172-2 Block 6. Pay Grade

CODE	BRANCH OF SERVICE
El-E9	Enlisted pay grades 1 through 9
W1-W5	Warrant officer pay grades 1 through 5
STDT	Academy and/or Navy OCS student (ENTER PAY GRADE IF

	STDT RECEIVING PAY)
001-011	Officer pay grades 1 through 11 (011 is reserved)
GS01-GS18	Federal employees with General Schedule pay grades
NF1-NF6	Federal employees with Nonappropriated Fund pay grades
OTHER	Other (non-uniformed service) pay grades not defined above to include all contractors
N/A	Not applicable. Use this code with the Block 4 status codes of "FMRMR" or FMRDEC"

Block 7. GEN CAT (Geneva Convention Category). N/A. This block is automatically generated by DEERS/RAPIDS with the valid codes listed in Table 5.

Table 5. DD Form 1172-2 Block 7. GEN CAT

CODE	GEN CAT
I	Category I (pay grades E1 through E4)
II	Category II (pay grades E5 through E9)
III	Category III (pay grades W1 through 003 and/or Cadets and/or Midshipmen)
IV	Category IV (pay grades 004 through 006)
V	Category V (pay grades 007 through 011)
N/A	Not applicable (non-protected personnel)

Block 8. Citizenship. Enter the sponsor/employee's appropriate country of citizenship. (Use two characters.)

Table 6. DD Form 1172-2 Block 8. Citizenship

COUNTRY	CODE	COUNTRY	CODE	COUNTRY	CODE
Afghanistan	AF	Germany	GM	Nigeria	NI
Albania	AL	Ghana	GH	Niue	NE
Algeria	AG	Gibraltar	GI	Norfolk Island	NF
America Samoa	AQ	Glorioiso Islands	GO	Northern Mariana Islands	CQ
Andorra	AN	Greece	GR	Norway	NO
Angola	AO	Greenland	GL	Oman	MU
Anguilla	AV	Grenada	GJ	Pakistan	PK
Antarctica	AY	Guadeloupe	GP	Palmyra Atoll	LQ
Antigua and Barbuda	AC	Guam	GQ	Panama	PM
Argentina	AR	Guatemala	GT	Papua New Guinea	PP
Armenia	AM	Guernsey	GK	Paracel Islands	PF
Aruba	AA	Guinea	GV	Paraguay	PA
Ashmore and Cartier Islands	AT	Guinea-Bissau	PU	Peru	PE
Australia	AS	Guyana	GY	Philippines	RP
Austria	AU	Haiti	HA	Pitcairn Islands	PC
Azerbaijan	AJ	Heard Island and McDonald Islands	HM	Poland	PL

Bahamas, The	BF	Honduras	HO	Portugal	PO
Bahrain	BA	Hong Kong	HK	Puerto Rico	RQ
Baker Island	FQ	Howland Island	HQ	Qatar	QA
Bangladesh	BG	Hungary	HU	Reunion	RE
Barbados	BB	Iceland	IC	Romania	RO
Bassas Da India	BS	India	IN	Russia	RS
Belarus	BO	Indonesia	ID	Rwanda	RW
Belgium	BE	Iran	IR	St. Kitts and Nevis	SC
Belize	BH	Iraq	IZ	St. Helena	SH
Benin	BN	Ireland	EI	St. Lucia	ST
Bermuda	BD	Israel	IS	St. Pierre and Miquelon	SB
Bhutan	BT	Italy	IT	St. Vincent and the Grenadines	VC
Bolivia	BL	Ivory Coast	IV	San Marino	SM
Bosnia and Herzegovina	BO	Jamaica	JM	Sao Tome and Principe	TP
Botswana	BC	Jan Mayen	JN	Saudi Arabia	SA
Bouvet Island	BV	Japan	JA	Senegal	SG
Brazil	BR	Jarvis Island	DQ	Serbia	SR
British Indian Ocean Territory	IO	Jersey	JE	Seychelles	SE
British Virgin Islands	VI	Johnston Atoll	JQ	Sierra Leone	SL
Brunei	BX	Jordan	JO	Singapore	SN
Bulgaria	BU	Juan De Nova Island	JU	Slovakia	LO
Burkina	UV	Kazakhstan	KZ	Slovenia	SI
Burma	BM	Kenya	KE	Solomon Islands	BP
Burundi	BY	Kingman Reef	KQ	Somalia	SO
Cambodia	CB	Kiribati	KR	South Africa	SF
Cameroon	CM	Korea, Democratic	KN	South Georgia and the South Sandwich Islands	SX
Canada	CA	Korea, Republic of	KS	Spain	SP
Cape Verde	CV	Kuwait	KU	Spratly Islands	PG
Cayman Islands	CJ	Kyrgyzstan	KG	Sri Lanka	CE
Central African Republic	CT	Laos	LA	Sudan	SU
Chad	CD	Latvia	LG	Surinam	NS
Chile	CI	Lebanon	LE	Svalbard	SV
China	CH	Lesotho	LT	Swaziland	WZ
Christmas Island	KT	Liberia	LI	Sweden	SW
Clipperton Islands	IP	Libya	LY	Switzerland	SZ
Cocos (Keeling) Islands	CK	Liechtenstein	LS	Syria	SY
Colombia	CO	Lithuania	LH	Taiwan	TW
Comoros	CN	Luxembourg	LU	Tajikstan	TI
Cook Islands	CW	Macau	MC	Tanzania	TZ
Coral Sea Islands	CR	Macedonia	MK	Thailand	TH
Costa Rica	CS	Madagascar	MA	Togo	TO
Cote Dtvoire	IV	Malawi	MI	Tokelau	TL
Croatia	HR	Malaysia	MY	Tonga	TN
Cuba	CU	Maldives	MV	Trinidad and Tobago	TD
Cyprus	CY	Mali	ML	Tromelin Island	TE
Czech Republic	EZ	Malta	MT	Trust Territory of the Pacific Islands (Palau)	PS

Denmark	DA	Man, Isle of	IM	Tunisia	TS
Djibouti	DJ	Marshall Islands	RM	Turkey	TU
Dominica	DO	Martinique	MB	Turkmenistan	TX
Dominican Republic	DR	Mauritania	MR	Turks and Caicos Islands	TK
Ecuador	EC	Mauritius	MP	Tuvalu	TV
Egypt	EG	Mayotte	MF	Uganda	UG
El Salvador	ES	Mexico	MX	Ukraine	UP
Equatorial Guinea	EK	Midway Islands	MQ	United Arab Emirates	TC
Eritrea	ER	Moldova	MD	United Kingdom	UK
Estonia	EN	Monaco	MN	United States	US
Ethiopia	ET	Mongolia	MG	Uruguay	UY
Europa Island	EU	Montenegro	MW	Uzbekistan	UZ
Falkland Islands (Islas Malvinas)	FK	Montserrat	MH	Vanuatu	NH
Faroe Islands	FO	Morocco	MO	Vatican City	VT
Federated States of Micronesia	FM	Mozambique	MZ	Venezuela	VE
Fiji	FJ	Namibia	WA	Vietnam	VM
Finland	FI	Nauru	NR	Virgin Islands	VQ
France	FR	Navassa Island	BQ	Wake Island	WQ
French Guiana	FG	Nepal	NP	Wallis and Futuna	WF
French Polynesia	FP	Netherlands	NL	West Bank	WE
French Southern and Antarctic Lands	FS	Netherlands Antilles	NA	Western Sahara	WI
Gabon	GB	New Caledonia	NC	Western Samoa	WS
Gambia, The	GA	New Zealand	NZ	Yemen (Aden)	YM
Gaza Strip	GZ	Nicaragua	NU	Zambia	ZA
Georgia	GG	Niger	NG	Zimbabwe	ZI

Block 9. Date of Birth. Enter the sponsor/employee's date of birth in four-digit year, three alpha-character month, and two-digit day format (YYYYMMMDD). (Use nine characters.)

Block 10. Place of Birth. Enter the sponsor/employee's place of birth (City, State, and Country, if outside the United States). Use State abbreviations provided in Table 7. If place of birth is a foreign country, use the appropriate abbreviation from Table 6.

Table 7. DD Form 1172-2 Block 10. Place of Birth

STATE	CODE	STATE	CODE	STATE	CODE
Europe & Canada	AE	Kansas	KS	Ohio	OH
Alabama	AL	Kentucky	KY	Oklahoma	OK
Pacific	AP	Louisiana	LA	Oregon	OR
Alaska	AK	Maine	ME	Pennsylvania	PA
American Samoa	AS	Maryland	MD	Puerto Rico	PR
Arizona	AZ	Massachusetts	MA	Rhode Island	RI
Arkansas	AR	Michigan	MI	South and Central America	AA
California	CA	Minnesota	MN	South Carolina	SC
Colorado	CO	Mississippi	MS	South Dakota	SD
Connecticut	CT	Missouri	MO	Tennessee	TN
Delaware	DE	Montana	MT	Federated States of Marshall	TT

				Islands, Palau	
District of Columbia	DC	Nebraska	NE	Texas	TX
Florida	FL	Nevada	NV	Utah	UT
Georgia	GA	New Hampshire	NH	Vermont	VT
Guam	GU	New Jersey	NJ	Virginia	VA
Hawaii	HI	New Mexico	NM	Virgin Islands	VI
Idaho	ID	New York	NY	Washington	WA
Illinois	IL	North Carolina	NC	West Virginia	WV
Indiana	IN	North Dakota	ND	Wisconsin	WI
Iowa	IA	Ohio	OH	Wyoming	WY

Block 11. Current Home Address. Enter the number and street of the sponsor/employee's current residence address. If sponsor is deceased or if address is unknown, leave blank. (Use no more than 27 characters.)

Block 12. City. Enter the sponsor/employee's current city of residence. If the sponsor's address is an Army Post Office (APO) or a Fleet Post Office (FPO), enter the designation APO or FPO. If the sponsor is deceased or city is unknown, leave blank. (Use no more than 18 characters.)

Block 13. State. Enter the correct U.S. postal code for the State of the sponsor/employee's residence from the valid codes listed in Table 7. If the sponsor's address is an APO or FPO, enter the correct APO or FPO State. If the sponsor lives outside of the 50 United States, the District of Columbia, or one of the listed trust territories, enter a default value of "XX." (Use two characters.) If the sponsor is deceased or if State is unknown, leave blank.

Block 14. ZIP Code. Enter the correct nine-digit ZIP Code of the sponsor's current residence address in the following format: "123456789." If the last four digits are unknown, enter four zeros (0000); e.g., "123450000." If the sponsor does not reside in one of the 50 United States, the District of Columbia, or one of the listed trust territories, enter the applicable foreign ZIP Code, or APO or FPO number. If the sponsor is deceased or if ZIP Code is unknown, leave blank. (Use no more than nine characters.)

Block 15. Country. Enter the employee's correct country of residence from the valid abbreviations listed in Table 6. If the sponsor/employee's address is an APO or FPO, the country must be "US" (use two characters). If country is unknown, leave blank.

Block 16. Primary e-mail address. Enter the sponsor/employee's office/work e-mail address as applicable. This block may be left blank.

Block 17. Telephone Number. Enter the sponsor's current residence, duty, or business telephone number beginning with the area code. Do not use punctuation to separate area code, prefix, and basic number. This block may be left blank. (Use no more than 10 characters.)

Block 18. City of Duty Location. Enter the city of the sponsor/employee's duty location.

Block 19. State of Duty Location. Enter the correct U.S. postal code for the State of the sponsor/employee's duty location from the valid codes listed in Table 7. If the sponsor's address is an APO or FPO, enter the correct APO or FPO State. If the sponsor lives outside of the 50 United States, the District of Columbia, or one of the listed trust territories, enter a default value of "XX." (Use two characters.) If the sponsor is deceased or if State is unknown, leave blank.

Block 20. Country of Duty Location. Enter the correct Country of the sponsor/employee's duty location from the valid codes listed in Table 6 (use two characters.) If the country is not listed, leave blank.

SECTION II – SPONSOR/EMPLOYEE DECLARATION AND REMARKS.

Block 21. Remarks. Enter the method of verification and further explanation of qualifying status, such as SF 52, sponsoring agency, and period of DEERS enrollment. Indicate other appropriate comments, such as particular work assignment. This section may be left blank, or prepopulated by the Verifying Official.

Block 22. Sponsor/Employee Signature. Block must contain the sponsor/employee's signature, with the following exceptions:

1. Unremarried or Unmarried former spouses shall sign for themselves.
2. When the sponsor is deceased the survivors shall sign for themselves.
3. When the sponsor is unavailable for signature, the verifying official shall ensure that the dependency between the sponsor and family member exists. Verifying official shall follow the guidance provided in the applicable Uniformed Service regulation.

When the DD Form 1172-2 is not signed in the presence of the authorizing or verifying official at the time of DEERS enrollment, the signature must be notarized. The notary seal and signature should be placed in the right margin of Block 21, above.

Block 23. Date Signed. Enter the date four-digit year, three alpha-character month, and two-digit day format (YYYYMMMDD) that block 22 was signed on the DD Form 1172-2.

SECTION III – AUTHORIZED BY (DoD CAC Sponsors Only).

Block 24. Sponsoring Office Name. Enter the name of the organization the employee works for or is assigned to.

Block 25. Contract Number. Enter the contract number for the purposes of entry into the Contractor Verification System (CVS).

Block 26. Sponsoring Office Address. Enter the number and street, city, state, zip code, and country code (see Table 6 for country codes) of the employee's sponsoring office address.

Block 27. Sponsoring Office Telephone Number. Enter the sponsoring office telephone number beginning with the area code. Do not use punctuation to separate area code, prefix, and basic number. (Use no more than 14 characters.)

Block 28. Office Email Address. Enter the sponsor's office e-mail address as applicable..

Block 29. Overseas Assignment. Enter the employee's country of assignment from the valid list of abbreviations in Table 6.

Block 30. Overseas Assignment Begin Date. Enter the appropriate employee's effective begin date four-digit year, three alpha-character month, and two-digit day format (YYYYMMMDD) for their overseas assignment. Obtain this information from the employee's personnel documents authorizing their employment overseas.

Block 31. Overseas Assignment End Date. Enter the appropriate employee's effective end date four-digit year, three alpha-character month, and two-digit day format (YYYYMMMDD) of their overseas assignment. The period of employment may be obtained from the employee's orders authorizing their employment overseas.

Block 32. Eligibility Effective Date. Enter the date four digit year, three alpha-character month, and two-digit day format (YYYYMMMDD) the employee's qualifying status began.

Block 33. Eligibility Expiration Date. Enter the appropriate employee effective end date, not to exceed three years. Use four-digit year, three alpha-character month, and two-digit day format (YYYYMMMDD).

Block 34. Sponsoring Official Name. Enter the name of the sponsoring official. (Use no more than 51 characters.)

Block 35. Unit/Organization Name. Enter the unit and/or command name for the sponsoring official. (Use no more than 26 characters.)

Block 36. Title. Enter the sponsoring official's title. (Use no more than 24 characters.)

Block 37. Pay Grade. Enter the pay grade of the sponsoring official (Use no more than four characters.)

Block 38. Signature. The sponsoring official must sign in that block. The DoD sponsoring official shall be a uniformed service member, or civilian employee working for the sponsoring civilian organization.

Block 39. Date Verified. Enter the date four-digit year, three alpha-character month, and two-digit day format (YYYYMMMDD) that block 38 was signed on the DD Form 1172-2.

SECTION IV – DEPENDENT INFORMATION

Section A (Block 40-51)

Block 40. Name. Enter the dependent's LAST name first, enter the FIRST name, and then enter the MIDDLE INITIAL or the full MIDDLE NAME. (Use no more than 51 characters.) The name field can include a designation of JR, SR, ESQ, or the Roman numerals I through X. To include that designation, enter the appropriate data after the middle initial. The name cannot contain any special characters nor is any punctuation permitted.

Block 41. Gender. Enter the dependent's gender from the valid codes listed in Table 1 (Use one character.)

Block 42. Date of Birth. Enter the dependent's date of birth in four-digit year, three alpha character month, and two-digit day format (YYYYMMMDD).

Block 43. Relationship. Enter the correct abbreviation to show the dependent's relationship to the sponsor from the valid abbreviations listed in Table 9.

Table 9. DD Form 1172 Block 43. Relationship

CODE	RELATIONSHIP STATUS
CH	Child
SC	Stepchild
URW	Unremarried Widow(er)
UMW	Unmarried Widow(er)
PL	Parent-in-law
SPL	Stepparent-in-law
PAR	Parent
STP	Stepparent
SP	Spouse
WARD	Legal Ward
DB	Designated Beneficiary

Block 44. SSN or DoD ID No. Enter the dependent's SSN, DoD ID number, ITIN or temporary identification number (TIN). A TIN will automatically be assigned and automatically generated by RAPIDS for categories of beneficiaries who do not yet have SSNs, such as newborns and foreign spouses, awaiting a SSN, or for those who do not have and are not eligible for a SSN. Medical benefits may be suspended if a SSN is not provided within 270 days. For initial enrollment a SSN, ITIN or TIN is preferred, and an alternate should not be used unless the SSN, ITIN or TIN is unavailable.

Block 45. Current Home Address. Enter the number and street of the dependent's current residence address.

Block 46. City. Enter the dependent's current city of residence. If the dependent's address is an Army Post Office (APO) or a Fleet Post Office (FPO), enter the designation APO or FPO.

Block 47. State. Enter the correct U.S. postal code for the State of the dependent's residence from the valid codes listed in for block 10.

Block 48. Zip Code. Enter the correct nine-digit ZIP Code of the dependent's current residence address in the following format: "123456789." If the last four digits are unknown, enter four zeros (0000); e.g., "123450000." If the dependent does not reside in one of the 50
United States, the District of Columbia, or one of the listed trust territories, enter the applicable foreign ZIP Code, or APO or FPO number.

Block 49. Country. Enter the dependent's correct country of residence from the valid abbreviations listed in the instructions for Block 8. If the dependent's address is an APO or FPO, the country must be "US" (use two characters). If country is unknown, leave blank.

Block 50. Eligibility Effective Date. Enter the date four digit year, three alpha-character month, and two-digit day format (YYYYMMMDD) the dependent's qualifying status began.

Block 51. Eligibility Expiration Date. Leave blank

Section B. Enter information following the instructions of Section A.

SECTION V

Block 64. Signature. Recipient must sign in that block. If the recipient is incapable of signing, the condition must be indicated in that block.

Block 65. Date Issued. Enter the date four-digit year, three alpha-character month, and two- digit day format (YYYYMMMDD) of recipient's acknowledgment. (Use nine characters.)

Appendix C Acronyms, Abbreviations, and Terms

Acronym	Description
BAH	Booz Allen Hamilton
CAC	Common Access Card
CVS	Contractor Verification System
DEERS	Defense Enrollment & Eligibility Reporting System
DMDC	Defense Manpower Data Center
DoD	Department of Defense
DSO	DMDC Support Office
FAQ	Frequently Asked Question
Government Sponsor	Active Duty member or Civil Servant who approves contractor CAC request
ID	Identification
LMS	Learning Management System
LOA	Letter of Authorization
MOA	Memorandum of Agreement
PIN	Personal Identification Number
PIPS	Personnel Identity Protection Solutions
PIV	Personal Identity Verification
PKI	Public Key Infrastructure
POC	Point of Contact
RAPIDS	Real-time Automated Personnel Identification System
SOFA	Status-of-Forces Agreement
SPOC	Service or Agency Point of Contact
SPOT	Synchronized Predeployment & Operational Tracker
SSN	Social Security Number
TA	Trusted Agent
TASM	Trusted Agent Security Manager
TASS	Trusted Associate Sponsorship System
URL	Uniform Resource Locator
USID	Uniformed Services ID
WBT	Web-based Training

Appendix D Alphanumeric Character Translations

TAs must communicate Applicant's password information clearly and securely. The following translations follow the military standard for communication of alphanumeric data and help TAs to communicate password characters that may be difficult to understand.

Letters	Translation
a	Lower case Alpha
A	Upper case Alpha
b	Lower case Bravo
B	Upper case Bravo
c	Lower case Charlie
C	Upper case Charlie
d	Lower case Delta
D	Upper case Delta
e	Lower case Echo
E	Upper case Echo
f	Lower case Foxtrot
F	Upper case Foxtrot
g	Lower case Golf
G	Upper case Golf
h	Lower case Hotel
H	Upper case Hotel
i	Lower case India
I	Upper case India
j	Lower case Juliett
J	Upper case Juliett
k	Lower case Kilo
K	Upper case Kilo
l	Lower case Lima
L	Upper case Lima
m	Lower case Mike
M	Upper case Mike
n	Lower case November
N	Upper case November
o	Lower case Oscar
O	Upper case Oscar
p	Lower case Papa
P	Upper case Papa
q	Lower case Quebec
Q	Upper case Quebec
r	Lower case Romeo
R	Upper case Romeo
s	Lower case Sierra
S	Upper case Sierra

t	Lower case Tango
T	Upper case Tango
u	Lower case Uniform
U	Upper case Uniform
v	Lower case Victor
V	Upper case Victor
w	Lower case Whiskey
W	Upper case Whiskey
x	Lower case X-ray
X	Upper case X-ray
y	Lower case Yankee
Y	Upper case Yankee
z	Lower case Zulu
Z	Upper case Zulu

Numbers	**Translation**
1	Number One
2	Number Two
3	Number Three
4	Number Four
5	Number Five
6	Number Six
7	Number Seven
8	Number Eight
9	Number Nine
0	Number Zero

Special Characters	**Translation**
(	Left parenthesis
)	Right parenthesis
-	Dash
!	Exclamation Point
<	Left carat or Less-than sign
>	Right carat or More-than sign
#	Pound sign or Hash mark
$	Dollar sign
%	Percent sign
&	Ampersand sign
*	Asterisk or Star
?	Question mark