



# Trusted Associate Sponsorship System (TASS)

## TASS Business Process

1. TA(s), TASM(s), and SPOC(s) complete required annual TASS Certification Training using the DMDC Learning Management Site (LMS).

<https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf?ORG=DMDC>

2. SPOC(s) create or remove Site ID(s) and register or remove site TASMS(s).

- SPOC uses the Enterprise Monitoring and Management of Accounts (EMMA) application to create Site ID(s) and register a minimum of two TASM(s) per site.

**Notes:**

- The TASM's TASS account is automatically activated. The TASM can log into TASS but will be prompted to complete his or her TASS Certification Training.

- If the TASM elected to participate in the Position Acceptance Process, he or she will receive an email with instructions for accepting or denying his or her provisioned role.

3. TASM registers TA.

- TASM creates TA account using the EMMA application.

**Notes:**

- The TA's TASS account is automatically activated. The TA can log into TASS but will be prompted to complete his or her TASS Certification Training.

- If the TA elected to participate in the Position Acceptance Process, he or she will receive an email with instructions for accepting or denying his or her provisioned role.

4. Applicant requires government credential.

- Applicant's employer vets Applicant.
- Applicant's employer provides TA with Applicant information.
- Applicant provides TA with proper identification.
- TA verifies Applicant vetting and identification.

5. TA creates and submits Applicant application.

- TA creates, confirms, and submits the application in TASS.
- Applicant receives a TASS email notification to coordinate with TA concerning the receipt of username and password.
- TA provides Applicant with TASS login information (username and password).

6. Applicant logs in, completes, and submits the application.



## Trusted Associate Sponsorship System (TASS)

- Applicant must initially log in to TASS within 7 days of receiving login information from the TA, otherwise the application disables.
- Applicant completes and submits TASS application within 30 days of initial login.

### 7. TA verifies and processes the application.

- TA establishes need for logical or physical access to a DoD network or facility and determines the Applicant's affiliation with the service or agency.
- TA can return, approve, or reject the application in TASS.

### 8. RAPIDS operator issues government credential.

- Applicant visits a RAPIDS Issuing Facility to obtain a card within 90 days of application approval, otherwise the application disables.
- RAPIDS updates DEERS with the appropriate Applicant and card information

### 9. TASS offline process updates TASS with appropriate Applicant information from DEERS.

- A TASS offline process synchronizes the DEERS updates to the TASS database.

### 10. TA manages records by either reverifying, revoking, or extending the government credential.

- TA reverifies the active record every 6 months (180 days) or marks the record for revocation if the government credential is no longer required.
- TA can revoke an active Applicant record at any time.
- TA can extend affiliations (applications) for Applicants rather than require a new application for sponsorship when certain conditions are met.

Note: TASS automatically disables applications if there is a failure to complete steps 6-8 and step 10, of the TASS Business Process within the given deadlines.