



Trusted Associate Sponsorship System (TASS)

Timeline to Complete Key TASS Procedures

Days	Procedure	Role	Description
7	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. 30
30	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. 30
30	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.
90	Time to have CAC issued	Applicant	Once a TA approves an application, an Applicant has 90 days to have a card issued before TASS automatically disables the application.
180	Time to reverify Applicant account	TA	Every six months (180 days) after the issuance of a valid card, the TA must 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 a TA has reverified an application, he or she must reverify the record again in six months, providing the card remains valid.
365	TASS Certification Training	TA, TASM, SPOC	SPOC(s), TASM(s), and TA(s) must complete the TASS Certification Training every year (365 days). Failure to comply within the 365-day requirement results in user lockout from the TASS application.