

TASS REQUEST FORM

Trusted Associate Sponsorship System (formerly CVS Contract Verification System)
This form must be submitted to Exchange EG-FP by the Exchange Contracting Officer only.

AGENCY DISCLOSURE NOTICE

The public reporting burden for this collection of information, 0702-0135, is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. §7103, "Secretary of the Army"; 10 U.S.C. §9013, "Secretary of the Air Force;" United States Presidential Executive Order (E.O.) 13526, "Classified National Security;" E.O. 10450, "Security Requirements for Government Employment;" Department of Defense Instruction (DoDI) 5200.01, "DoD Information Security Program and Protection of Sensitive Compartmental Information;" DoDI 5200.02, "DoD Personnel Security Program (PSP);" Army Regulation (AR) 380-67, "Personnel Security Program;" Air Force Instruction (AFI) 31-501, "Personnel Security Program Management;" AFI 31-401, "Information Security Program Management;" AR 215-8/AFI 34-211(i), "Army and Air Force Exchange Service Operations;" and E.O. 9397, (SSN), as amended.

PRINCIPAL PURPOSES: To assist in the processing of personnel security clearance actions; to record security clearances issued or denied, and to verify for access to classified information or assignment to sensitive positions.
ROUTINE USES: Records may be disclosed outside of DoD pursuant to Title 5 U.S.C. §552a(b)(3) regarding DoD "Blanket Routine Uses" published at <http://dpcl.d.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx>. Information may be released to Federal agencies based on formal accreditation as specified in official directives; regulations; to Federal, State, Local, and Foreign Law Enforcement, Intelligence, or Security agencies in connection with a lawful investigation under their jurisdiction.

DISCLOSURE: Voluntary, however, failure to provide information may result in denial of a Common Access Card; non-enrollment in the Defense Enrollment Eligibility Reporting System (DEERS); refusal to grant access to DoD installations, buildings, facilities, computer systems and networks; and denial of DoD benefits if otherwise authorized.

A copy of the **Privacy Impact Assessment (PIA)** for the collection of information may be located at <https://www.aafescom/about-exchange/public-affairs/FOIA/assessments.htm>.

SYSTEM OF RECORDS NOTICE (SORN): 1703.03, "Personnel Security Clearance Case Files;" <https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-Component-Notices/Army-Article-List/>

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INSTRUCTIONS

1. Before continuing, please read the Agency Disclosure Notice and the Privacy Act Statement on page one.
2. Information you provide will be used by an approved Exchange Trusted TASS Agency for input into the Defense Manpower Data Center (DMDC) official electronic TASS system. The TASS system will provide you sponsorship into the Defense Enrollment and Eligibility Reporting System (DEERS).
3. Provide personal information in Section I "Application Data".
4. If you have been notified that a background investigation must be completed, submit the information in Section II. Your Exchange Contract Official or local Services Business Manager (SMB) will provide directions on what attachments should be included.
5. Information will be verified by your Contract Official or SBM.
6. The rest of the information on this form will be completed by your Contract Official or SBM.
7. Send the completed form to your Contract Official or SBM.
8. Your Contract Official or SBM will forward the completed form to the Exchange Force Protection for verification in the Joint Personnel Adjudication System (JPAS).

Date of Request: (ex: 25 Jul 2015) _____

I. APPLICANT'S INFORMATION*

(Full Name) Last:	First:	Middle:	Gender: Male <input type="checkbox"/>
			Female <input type="checkbox"/>
Date of Birth: (DD/MMM/YYYY)	Social Security # (or FIN - Foreign Information #):	Place of Birth: (City, State) or (City, Country, overseas only)	
Email Address:		Phone #:	
Choose One: Provide Military/Federal Agency/Federal Contractor (within 24 months) _____			
<input type="checkbox"/> No <input type="checkbox"/> Yes From: (Month/Year) _____ To: (Month/Year) _____			

II. REQUIRED DOCUMENT*

Must attach one of the following documents with this form (select document)

LOA (Letter of Authorization) LOI (Letter of Intent)

These items are required only if a current investigation is needed.
 Fingerprints National Background Check [OF 306](#)

III. EXCHANGE CONTRACTING OFFICIAL ONLY*

Exchange POC Name	Phone #	Facility #
Contractor's POC Name	Phone #	Email Address
Contractor's Company Name	Company Address	
Contract #:	Contract End Date: (DD/MMM/YYYY)	
Comments:		

IV. EXCHANGE EG-FP ONLY*

In Process

JPAS Date Updated: _____ Investigation Type: _____
 e-QIP Date Initiated: _____ TASS TA: _____
 e-QIP OPM Submission Date _____

Out Process

JPAS Date Updated: _____ TASS TA: _____

Comments:

*(Application will not be processed without the required documents.)

EXCHANGE FORM 3900-002 (JAN 19)