BY ORDER OF THE
SECRETARY OF THE AIR FORCE

DEPARTMENT OF THE AIR FORCE
MANUAL 36-3026

11 JANUARY 2022

Personnel

AIR FORCE TRUSTED ASSOCIATE
SPONSORSHIP SYSTEM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This manual implements Air Force Policy Directive (AFPD) 36-30, *Military Entitlements,* Air Force Instruction (AFI) 36-3026, Volume 1 (V1), *Identification Cards for Members of the Uniformed Services, Their Eligible Family Members and Other Eligible Personnel,* and AFI 36-3026, Volume 2 (V2), *Common Access Card (CAC).* This manual *s*pecifically provides guidance based on Department of Defense Instruction (DoDI) 1000.13, *Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals*; Department of Defense Manual (DoDM) 1000.13, V1, *DoD Identification (ID) Cards: ID Card Life-Cycle*; DoDM 1000.13, V2, *DoD Identification (ID) Cards: Benefits for Members of the Uniformed Services, Their Dependents, and Other Eligible Members*; regarding background vetting and suitability to qualify for enrollment in the Defense Enrollment Eligibility Reporting System (DEERS) via the Trusted Associate Sponsorship System (TASS) program. In collaboration with the Chief of Air Force Reserve (AF/RE), the Director of the Air National Guard (NGB/CF), and the Deputy Chief of Space Operations for Human Capital (SF/S1), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops personnel policy for the Air Force TASS. This publication applies to all civilian employees, contactors, and uniformed members of the Regular Air Force, the Air Force Reserve, the Air National Guard and the United States Space Force. This Manual requires the collection and or maintenance of information protected by the Privacy Act of 1972 authorized by DoDI 5400.11, *DoD Privacy and Civil Liberties Programs*. **(T-1)**. The applicable System of Records Notice (SORNs) are available at **http://dpclo.defense.gov/Privacy/SORNs.aspx**. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program,* and are disposed in accordance with the Air

Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publications*; route AF Form 847 from the field through the appropriate functional chain of command. This publication may not be supplemented. The authorities to waive wing or unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, and T-3") number following the compliance statement. See Department of the Air Force Instruction 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor's commander for non-tiered compliance items. Waivers must be approved by AF/A1PP. Waiver requests will be submitted using the AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*, or via e-mail or memorandum if the form is unavailable. Additional information can be found within the *AF TASS Standard Operating Procedures (SOP)*, which is continually refined and revised to ensure the TASS program changes are accurate and up-to-date. Compliance with **Attachment 2** in this publication is mandatory.

Chapter 1

TASS INTRODUCTION

1.1. Purpose.

1.1.1. Overview. The Trusted Associate Sponsorship System (TASS) will be used to register applicants, administer, and manage personnel under contract, volunteer, internship, or other support for base missions. **(T-0)**. TASS primarily automates the verification and re-verification of employment sponsorship or affiliation, collection of personal information, and the TASS applicant enrollment in the Defense Enrollment Eligibility Reporting System (DEERS). In this instance, the DEERS program supports Common Access Card (CAC), Volunteer Logical Access Credential (VoLAC), NiPRNet (Non-classified Internet Protocol Router Network) Enterprise Alternative Token System (NEATS), and Uniformed Services Identification (USID) card issuances at Real-time Automated Personnel Identification System (RAPIDS) site locations.

1.1.2. Background. Guidance published in the DoDM1000.13, V1, provides the minimum roles, responsibilities, and actions that must be accomplished in the workplace for TASS administration and management. **(T-1)**. Refer to AFPC TASS SharePoint® for guidance information: **https://usaf.dps.mil/sites/afpc-home/DP3/DEERS/SitePages/Home.aspx**, or contact **AFPC.DP3.AFDEERSRAPIDSTASS@US.AF.MIL**.

1.1.3. TASS Command and Installation Point of Contact (IPOC). Major Command (MAJCOM), Field Command (FLDCOM), Field Operating Agency or Direct Reporting Unit deputies must appoint in writing, a headquarters-level TASS administrator. **(T-1)**. Installation commanders must appoint an IPOC in writing. **(T-1)**. Refer to **Chapter 2**, Roles and Responsibilities. **(T-1)**.

1.2. Variances, Exemptions, Exceptions to Policy (ETP). The effected work center shall process a request for variance, exemption, or ETP when it is impossible to meet DoD guidance due to operational needs, mission impact or technical reasons. **(T-1)**. When requesting a variance or exemption, or ETP, the work center leadership must provide the following. **(T-1)**.

1.2.1. Identify the operational needs, mission impact, or technical reasons. **(T-1)**.

1.2.2. Implementation plan for interim control measures to reduce the degree of risk associated in order to protect personnel and property, equipment and systems, and physical and logical accesses. **(T-1)**. The process for requesting a variance, exemption, or ETP is provided within this DAFMAN, refer to **Attachment 2**.

1.3. Applying Standards. This DAFMAN establishes the minimum standards for incorporating parts of the DoDI 1000.13; DoDM 1000.13, V1 & V2; and AFI 36-3026, V1 and V2 related to Air Force TASS operations.

1.4. How to Use This DAFMAN. TASS officials and representatives must comply with all applicable DoD Instructions, Manuals, and Guides for the TASS program, **(Attachment 1)** including the AF TASS SOP guidance during Air Force and U.S. Space Force operations. **(T-0)**. For compliance, this manual is supported by the Management Internal Control Toolset (MICT) as an Air Force standard. The MICT contains checklist items important to overall TASS

administration success.   Refer the AF TASS SharePoint®: **https://usaf.dps.mil/sites/afpc-home/DP3/DEERS/SitePages/Home.aspx** for MICT checklist items.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. General Information. This chapter provides general TASS work center procedures and personnel roles assigned within TASS. Each role requires individuals be a government employee, military or DoD civilian, be a US citizen, and must possess a valid security clearance and CAC. **(T-0)**.

2.2. MAJCOM/FLDCOM/CC or designee: The role of the TASS Administrator. The MAJCOM/FLDCOM appointment of a TASS Administrator is made in writing by the MAJCOM/FLDCOM Commander or designee and ensures there is an Installation Commander or designee identified for establishing the TASS administration and management across each installation operating the TASS program.

2.3. Installation Commander. The role of the Installation commander. Installation commanders are responsible for identifying an Installation Point of Contact (IPOC) for establishing the TASS administration and management. The TASS administration and management is role-based assigned by the Defense Manpower Data Center (DMDC). TASS roles include the Trusted Agent Security Manager (TASM) and Trusted Agent (TA). This role-base establishes a TASS hierarchal standard for responsiveness, and provides uniform guidance, which the IPOC, TASM, and TA may supplement to meet more stringent local mission requirements. **(T-1)**.

2.4. Installation Point of Contact (IPOC). The role of the IPOC. The IPOC is identified in writing by the Installation Commander or designee for establishing the TASS administration and management. **(T-1)**.

2.4.1. The IPOC will ensure TASM meets requirements for appointment as stated above. **(T-1)**. Refer to AF TASS SOP for submitting a Department of Defense (DD) Form 2875, *System Authorization Access Request* to the AF TASS Service Point of Contact (SPOC).

2.4.2. The TASM will be appointed by the IPOC in writing, documented on the DD Form 2875. **(T-1)**.

2.4.3. IPOC will add or remove TASMs as a result of Permanent Change of Station (PCS), Temporary Duty (TDY) when impacting TASS duties, separation, retirement, etc. **(T-1)**.

2.5. Trusted Agent Security Manager (TASM).

2.5.1. The role of the TASM. TASM will upload appointed Trusted Agents (TA) into the TASS via DMDC Enterprise Monitoring Management of Accounts application (refer to AF TASS SOP for submitting a DD Form 2875). **(T-1)**.

2.5.2. The TASM will conduct site visit verification of the appointed TA when necessary to ensure local mission requirements are met to satisfy TASS administration support to eligible contractor, volunteer, intern and other eligible populations. **(T-1)**.

2.5.3. The TASM will add or remove TAs as required due to PCS, separation, etc. **(T-1)**.

2.5.4. The TASM will administer semi-annual or refresher training at any time to address TA deficiency. **(T-1)**.

2.6. Trusted Agent (TA). The role of the TA. The TA will be appointed by letter from the unit of responsibility (refer to AF TASS SOP for submitting a DD Form 2875 to respective TASM). **(T-1)**. The TA will:

2.6.1. Add or remove contractors, volunteers, interns, and other eligible populations in TASS. **(T-1)**.

2.6.2. Ensure contractors and other eligible populations meet security requirements according to the AFPC TASS Form 1 (refer to AF TASS SOP). **(T-0)**.

2.6.3. Ensure contractors and other eligible populations have a requirement to access DoD computers to accomplish duties before creating a TASS application enrollment for DEERS, authorizing issuance of the CAC. **(T-1)**.

2.6.4. Enroll contractors and other eligible populations into TASS after verifying contract number and start and expiration date. **(T-1)**.

2.6.5. Verify contractors, maintain a roster of personnel authorized CACs, and re-verify contractor status every 6 months or 180-days in TASS. **(T-1)**.

2.6.6. Delete and remove personnel at the end of contract or at the end of the contractors' employment or termination, and recover CACs issued to contractors and other eligible populations according to AFPC TASS Form 2 (refer to AF TASS SOP). **(T-0)**.

2.6.7. Report to respective Contracting Officer Representative (COR) or OPR when contractors and other eligible populations do not turn in their CACs. **(T-1)**.

2.6.8. Return terminated CACs to the Force Support Squadron (FSS), Customer Service office or nearest RAPIDS facility for return to the Defense Manpower Data Center (DMDC). **(T-1)**.

2.7. TASS User Role – General Information. The TASS user roles are hierarchal functions and based on a DoD enterprise approach for managing contractor and other eligible populations within the TASS program. In this instance, the user role correlates to the military or civilian TASS Trusted Agent (TA) and the government sponsor who is requesting the contractor or other eligible populations for enrollment within the TASS program.

2.7.1. The CAC, VolAC, USID, and NEATS card issuances are based on the TASS TA actions to create an application on behalf of an eligible person, and approve the person for DEERS enrollment, and for the person to receive the appropriate type card from a RAPIDS site (ID card issuance facility).

2.7.2. Further details of the TASS user roles are listed at paragraphs **3.5 through 3.5.5**, TASS Service User Role Description.

Chapter 3

TASS AUTHORITIES AND RESPONSIBILITIES

3.1. TASS Authorities. This chapter provides additional information of TASS authorities supporting the establishment and administration of the TASS program.

3.1.1. The Air Force authority to administer the TASS program is derived from the DoDM 1000.13, V1.

3.1.2. TASS is the DoD uniformed services and agency DEERS registration platform for enrolling qualifying contractors, volunteers, interns, and others according to DoDM 1000.13, V1. TASS shall serve as the sponsorship and DEERS data registration tool for CAC-eligible DoD contractors and other populations as determined by the Director, Defense Human Resources Activity (DHRA). **(T-0)**. TASS employs an automated version of the DD Form 1172-2, *Application for Identification Card/DEERS Enrollment*, to collect information necessary for DEERS enrollment. Organizations that use TASS shall adhere to the following guidelines on user roles in accordance with DoDM 1000.13, V1. **(T-0)**:

3.1.3. The Service Point of Contact (SPOC) shall be appointed by a DoD Component that utilizes TASS for management and operation. **(T-0)**. The SPOC shall coordinate with the DMDC to establish a site with TASS capability. **(T-0)**. The SPOC shall create policies, operating procedures, and other supporting documentation in support of the Service or agency-specific implementation. **(T-0)**. The SPOC will oversee TASM registration, and provide any other required field support. **(T-0)**.

3.1.4. The Air Force TASS SPOC duties and responsibilities are supported by the Air Force project officer. **(T-0)**. The Air Force project officer is appointed in accordance with DoDI 1341.02, *DEERS Program and Procedures*.

3.2. AF TASS Guidance. AF TASS guidance is contained within this manual and in the Air Force TASS Standard Operation Policy and Procedures (SOP) guidance. The AF TASS SOP is a document published by the AF TASS (SPOC). The AF TASS SOP directly supports TASS site operations, including TASM and TA administration processes and procedures according to DoDM 1000.13, V1. The SOP is subject to change without notice and must be checked often at the AF TASS SharePoint®: **https://usaf.dps.mil/sites/afpc-home/DP3/DEERS/SitePages/Home.aspx**. **(T-1)**.

3.3. TASS System of Record. The TASS program is recognized as a system of record within the DMDC program enterprise to sponsor contractors, volunteers, interns, and other eligible populations for DEERS enrollment, including CAC and USID card issuances. This authority is derived from the DoDM 1000.13, V1.

3.3.1. Service Point of Contact (SPOC). A DoD Component that utilizes TASS shall appoint a SPOC for TASS management and operation. **(T-0)**. The SPOC shall coordinate with the DMDC to establish a site with TASS capability. **(T-0)**. The SPOC shall create policies, operating procedures, and other supporting documentation in support of the Service or agency-specific implementation. **(T-0)**. The SPOC will oversee TASM registration, and provide any other required field support. **(T-0)**. The TASS SPOC:

3.3.1.1. Must be a U.S. citizen. **(T-0)**.

(1) Must be a uniformed services member, civilian employee working for the sponsoring organization, or a DoD contractor providing management support to the service or agency implementing TASS (a contractor cannot perform the TA or TASM role). **(T-0)**.

3.3.1.2. Must be capable of sending and receiving digitally signed and encrypted e-mail. **(T-0)**.

3.3.1.3. Must be a CAC holder. **(T-0)**.

3.3.1.4. Shall complete the training provided by DMDC for the TASM and TA roles. **(T-0)**.

3.3.2. The TASM will act as a TA and oversee the activity for TASS site TAs. **(T-0)**. A TASS TASM:

3.3.2.1. Must be a U.S. citizen. **(T-0)**.

3.3.2.2. Must be a uniformed services member or a DoD civilian employee working for the sponsoring organization. **(T-0)**.

3.3.2.3. Must be capable of sending and receiving digitally signed and encrypted e-mail.

3.3.2.4. Must be a CAC holder. **(T-0)**.

3.3.2.5. Shall complete the training provided by DMDC for the TASM role. **(T-0)**.

3.3.3. TA. TAs shall be sponsors for eligible populations within TASS and will utilize TASS to register data for the DD Form 1172-2, re-verify CAC, VoLAC, NEATS, or USID card holder affiliation, and revoke credentials, e.g., CACs in accordance with this Manual and the TASS (formerly CVS) TASM/TA and Applicant User Guide. **(T-0)**. Sponsoring an applicant is a multi-step process which includes establishing the individual's eligibility and verifying the individual has the necessary background investigation completed to be issued a CAC. **(T-0)**. A TASS TA:

3.3.3.1. Must be a U.S. citizen. **(T-0)**.

3.3.3.2. Must be a uniformed services member, a DoD civilian employee working for the sponsoring organization, or a non DoD Federal agency employee approved by DHRA. **(T-0)**.

3.3.3.3. Must be capable of sending and receiving digitally signed and encrypted e-mail. **(T-0)**.

3.3.3.4. Must be a CAC holder. **(T-0)**.

3.3.3.5. Shall complete the training provided by DMDC for the TA role. **(T-0)**.

3.3.3.6. Shall manage no more than 100 active contractors at any given time within TASS. **(T-0)**. Exceptions to this limit can be authorized by the DoD Component concerned to address specific contract requirements that substantiate a need for a larger contractor-to-TA ratio. The DoD Component SPOC shall document any authorized exceptions to the 100-contractors limit and shall, at a minimum, conduct annual audits on the oversight functions of these specific TAs. **(T-0)**.

3.3.3.7. Shall coordinate with their contracting personnel when establishing the contractor's initial and continued affiliation with DoD and need for CACs in accordance with agency or Component-level procedures. **(T-0)**.

3.3.3.8. Shall coordinate with their contracting, human resources, or personnel security organizations to confirm that the appropriate background check has been completed for CAC applicants. **(T-0)**.

3.3.3.9. Shall re-verify a CAC, VoLAC, NEATS, or USID card holder's need for a CAC every 6 months (180 days) within TASS. **(T-0)**.

3.3.3.10. Shall revoke the CAC, VoLAC, NEATS, or USID card within the TASS upon termination of employment or completion of affiliation with the DoD. **(T-0)**.

3.3.3.11. Shall ensure that the CAC, VoLAC, NEATS, or USID card is retrieved upon the CAC holder's termination of employment or completion of affiliation with the DoD. **(T-0)**.

3.4. TASS Service User Compliance. TASS user roles authority is derived from DoDI 1341.02. TASS is the sponsorship and DEERS registration tool for eligible DoD contractors and other affiliated populations as determined by the Director, DoDHRA. TASS collects eligibility and enrollment information and serves as the authoritative source for DoD contractors and other affiliated populations as determined by the Director, DoDHRA. Organizations that use TASS must adhere to requirements and guidelines on user roles outlined in DoDI 1341.02. **(T-0)**.

3.5. TASS Service User Role Description. The AF TASS Service user roles and responsibilities are derived from DoDM 1000.13, V1; stating the user:

3.5.1. Shall coordinate with their contracting personnel when establishing the contractor's initial and continued affiliation with DoD and need for CACs in accordance with agency or component level procedures. **(T-0)**. **Example:** The TA will obtain a completed AFPC/DP3SA TASS Form 1, *CAC Application* from the government sponsor and verify that the government sponsor has completely filled out Section II certifying that the applicant requires access to multiple DoD facilities or access to multiple non-DoD Federal facilities on behalf of the sponsoring government organization for a period of 6-months or more (applicable to DoD contractors only) and if the applicant requires access to both DoD facilities and logon access to DoD Networks on site or remotely. **(T-0)**. (A typical government sponsor is a Contracting Officer Representative (COR) with authority to provide oversight of the contract personnel as they conduct business in accordance with the performance work statement).

3.5.2. Shall coordinate with their contracting, human resources, or personnel security organizations to confirm the appropriate background check has been completed for CAC applicants in accordance with the AFPC/DP3SA TASS Form 2.1, *Contractor CAC Reverification/Retrieval.* **(T-0)**. **Example:** The TA will verify the AFPC/DP3SA TASS Form 1 from the government sponsor is signed in Section III by a Security Manager verifying the applicant meets the vetting criteria. **(T-0)**.

3.5.3. Shall re-verify a CAC holder's need for a CAC every 6 months (180 days) within TASS. **(T-0)**. **Example:** The TA will request an AFPC/DP3SA *TASS Form 2.1* from the government sponsor ensuring that section I and II are filled out properly. **(T-0)**. If the form is filled out properly, TA will login to TASS and re-verify the applicant. **(T-0)**.

3.5.4. Shall revoke the CAC within TASS upon termination of employment or completion of affiliation with the DoD. **(T-0)**. **Example:** The TA will be notified by the government sponsor that a contractor has been terminated or is no longer affiliated with the DoD by providing the TA an AFPC/DP3SA TASS Form 2.1, with Section I and II filled out. **(T-0)**. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322 and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System, refer to Table 33 and Rule 42R 10.00. **(T-1)**.

3.5.5. Shall ensure that the CAC is retrieved upon the CAC holder's termination of employment or completion of affiliation with the DoD. **(T-0)**. **Example:** The TA will be notified by the government sponsor that a contractor or volunteer has been terminated or is no longer affiliated with the DoD by providing the TA an AFPC/DP3SA TASS Form 2.1, with Section I filled out. **(T-0)**. Section III of AFPC/DP3SA TASS Form 2.1 contains blocks to enter the date the CAC/VOLAC was revoked, retrieved, and given to the RAPIDS/DEERS (ID Card Facility) site in the lower portion of the section. A TA or TASM must enter their name, date, and electronically sign this portion of the form to complete the CAC/VOLAC retrieval process after the TA/TASM has verified with the local COR that the CAC/VOLAC was retrieved and given to the nearest DEERS/RAPIDS site. **(T-0)**.

JOHN A. FEDRIGO
Acting Assistant Secretary
(Manpower and Reserve Affairs)

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Title 5 USC §2105, *Employee*

Title 5 USC §3111, *Acceptance of volunteer service*

Title 10 USC §1588, *Authority to accept certain voluntary services*

Title 32 USC §316, *Detail of members of Army National Guard for rifle instruction of civilians*
Title 32 USC §502, *Required drills and field exercises*

Title 32 USC §503, *Participation in field exercises*

Title 32 USC §504, *National Guard schools and small arms competitions*

Title 32 USC §505, *Army and Air Force schools and field exercises*

DoDI 1000.13, *Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals*, 23 January 2014

DoDI 1341.02, *Defense Enrollment Eligibility Reporting System (DEERS) Program and Procedures*, 18 August 2016

DoDM 1000.13, V1, *DoD Identification (ID) Cards*: *ID Card Life-Cycle,* 23 January 2014

DoDI 1100.21, *Voluntary Services in the Department of Defense,* 27 March 2019

DoDM 1000.13, V2, *DoD Identification (ID) Cards: Benefits for Members of the Uniformed Services, Their Dependents, and Other Eligible Members,* 23 January 2014

Air Force Policy Directive (AFPD) 36-30, *Military Entitlements,* 11 April 2019

AFI 36-3026, V1, *Identification Cards For Members Of The Uniformed Services, Their Eligible Family Members And Other Eligible Personnel,* 4 August 2017

AFI 36-3026, V2, *Common Access Card,* 17 May 2018

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

DAFI 33-360, *Publications and Forms Management,* 1 December 2015

Air Force TASS Standard Operation Policy and Procedures (SOP)

Assistant Secretary of the Air Force Manpower and Reserve Affairs (SAF/MR), *Appointment of Headquarters and Installation Trusted Associate Sponsorship System Administrator and Installation Point of Contact (IPOC),* 12 January 2021

Prescribed Forms

None

Adopted Forms

AFPC/DP3SA TASS Form 1*, CAC Application*

AFPC/DP3SA TASS Form 2.1*, Contractor CAC Reverification/Retrieval*

AF Form 679, Air Force Publication Compliance Item Waiver Request/Approval

AF Form 847, Recommendation for Change of Publications

DD Form 1172-2, Application for Identification Card/DEERS Enrollment

DD Form 2875, System Authorization Access Request

SF 85, *Questionnaire for Non-sensitive Positions*

SF 85-P, *Questionnaire for Public Trust Positions*

SF-86, *Questionnaire for National Security Positions*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFR—Air Force Reserve

ANG—Air National Guard

CAC—Common Access Card (smart-card)

COR—Contracting Officer Representative

CVS—Contractor Verification System

DAF—Department of the Air Force

DAFMAN—Department of the Air Force Manual

DEERS—Defense Enrollment Eligibility Reporting System

DD—Department of Defense

DHRA—Defense Human Resources Activity

DMDC—Defense Manpower Data Center

DODI—Department of Defense Instruction

DODM—Department of Defense Manual

ETP—Exception to Policy

FLDCOM—Field Command

ID—Identification

IP—Internet Protocol

IPOC—Installation Point of Contact (for TASS)

JS—Joint Services

MAJCOM—Major Command

MICT—Management Internal Control Toolset

NGB—National Guard Bureau

NEATS—NIPRNet Enterprise Alternative Token System

NiPRNet—Non-classified Internet Protocol Router Network

OPR—Office of Primary Responsibility

OSD—Office of the Secretary of Defense

PCS—Permanent Change of Station

PIRR—Participating Individual Ready Reserve

RAPIDS—Real-time Automated Personnel Identification System

SAF/MR—Secretary of the Air Force, Manpower and Reserve Affairs

SF—Standard Form

SJA—Staff Judge Advocate

SOP—Standard Operating Procedures

SORN—System of Records Notice

SPOC—Service Point of Contact

SSN—Social Security Number

TASS—Trusted Associate Sponsorship System

TA—Trusted Agent (for TASS/DEERS enrollment)

TASM—Trusted Agent Security Manager (for TASS/DEERS enrollment)

TCP—Transmission Control Protocol

TDY—Temporary Duty

USID—Uniformed Services Identification Card (non smart-card)

USSF—U.S. Space Force

VoLAC—Volunteer Logical Access Credential (smart-card)

V1—Volume 1

V2—Volume 2

Terms

Common Access Card—Smart card-based technology and systems used to transform and improve security in DoD processes and mission performance, thereby, enhancing readiness while also improving business processes. The standard ID card for AD uniformed services personnel (to include the Selected Reserve), Participating Individual Ready Reserve (PIRR), DoD civilian employees, eligible contractor personnel, and eligible foreign nationals. The Department's primary platform for the public key infrastructure authentication token used to access DoD computer networks and systems in the unclassified environment and, where authorized by governing security directives, the classified environment. It is the principal card enabling physical access to buildings, facilities, installations, and controlled spaces. See AFI 36-3026, V2.

Contractor—A non-government employee under contract or working for a firm under contract with the DoD, or Uniformed Services. For purposes of ID card entitlement, the contract or other document that the verifier may refer to the Staff Judge Advocate (SJA) for legal determination of sufficiency specifically establishes the contract employee relationship. In overseas bases, documentation also establishes the contract's assignment to the particular installation. Legal documents (marriage certificate, birth certificate) establish dependent relationship.

Defense Enrollment Eligibility Reporting System (DEERS)—A computer-based enrollment and eligibility system that the DoD established to support, implement, and maintain its efforts to improve planning and distributing military benefits, including military health care, and to eliminate waste and fraud in the use of benefits and privileges. DEERS can interact with and support systems and programs within DoD and the military departments.

DoD Beneficiary—A person who receives benefits from the DoD based on a prior association, condition, or authorization (see unremarried widow and unremarried former spouse). DoD Beneficiary prior association, condition, or authorization does not allow for extending DEERS eligibility to other populations for the purposes of qualifying for benefits or privileges associated with the ID card.

DoD Identification Number—Replaces the SSN with a 10-digit DoD number to every person with a direct relationship with the DoD.

ID Card Office Online Portal—(formerly RAPIDS Self-Service [RSS] Portal). ID Card Office Online Portal provides DoD sponsors the ability to update DEERS contact or complete an ID card application (DD Form 1172-2) for ID card issuance. Although not required, the sponsor can also print a digitally signed copy of the DD Form 1172-2 application for the family member for submission to the RAPIDS ID card issuance facility.

InAD Training—A period of training on active duty which includes not only that time between muster and dismissal, but also includes travel to or from such drills.

Installation Point of Contact (IPOC)—Installation commanders are responsible for identifying an IPOC for establishing the TASS administration and management.

Installation Security Authority—Army - Military Police; Navy - Military Police; Air Force - Security Forces (includes U.S. Space Force); Marine Corps - Provost Marshal.

Internet—The Internet is a global system of interconnected computer networks using Standard Internet Protocol (IP) suite, Transmission Control Protocol (TCP/IP) to connect and exchange information.

Issuing/Verifying Activity—An authorized facility that issues computer generated ID cards from RAPIDS or verifies ID card recipient DEERS eligibility as described in AFI 36-3026, V1, paragraph 2.1. See RAPIDS User Guide and RAPIDS Security SOP for expanded roles.

Issuing/Verifying Official—The issuing official (IO) and the verifying official (VO) roles and computer logon privileges to the RAPIDS are distinct and are not the same. A qualified person may perform both the IO and VO roles at RAPIDS facilities.

The IO and VO are US citizens, military members, DoD civilians (appropriated or non—appropriated fund--supported), DoD contractors or equivalent civilian personnel employed by the National Guard of the United States. The VO is responsible for validating eligibility of bona fide beneficiaries to receive benefits and entitlements as listed on DD Form 1172-2 (formerly DD Form

1172) and is the only person authorized to sign block number 43. See RAPIDS User Guide and RAPIDS Security SOP for expanded roles & responsibilities. **Note**: The senior personnel official may appoint in writing, other responsible military personnel, federal civilian and contractor personnel, regardless of rank or pay grade to verify and issue ID cards if the mission requires it.

Public Key Infrastructure (PKI)—A support service to the Personal Identity Verification (PIV) system that provides the cryptographic keys needed to perform digital signature-based identity verification and to protect communications and storage of sensitive verification system data within identity cards and the verification system.

Senior Installation Official—For the purpose of this DAFMAN, the following defines the senior installation official for the seven Uniformed Services:

Army - Installation Commander
Navy - Commanding Officer
Air Force - Support Group Commander (includes U.S. Space Force)
Marine Corps - Commanding General, Commanding Officer (as appropriate)
Coast Guard - Commanding Officer
National Oceanic and Atmospheric Administration - Commanding Officer
United States Public Health Service - Officer in Charge
Senior Personnel Official—For the purpose of this DAFMAN, the following defines the senior personnel official for the seven Uniformed Services:
Army - Adjutant General/Officer in Charge/Battalion Commander (as appropriate)
Navy - Officer in Charge, Personnel Support Activity Detachment
Air Force - MPF Commander (includes U.S. Space Force)
Marine Corps - Commanding Officer, Inspector-Instructor, Officer In Charge, or Senior
Personnel Officer (as appropriate)
Coast Guard - Commanding Officer
National Oceanic and Atmospheric Administration - Commanding Officer
United States Public Health Service - Officer in Charge

Service Member—A member of the United States Uniformed Services on AD for more than 30 days or a retiree entitled to retired or retainer pay

Sponsor—Eligible beneficiary (see AFI 36-3026, V1, Attachment 2) with dependents. The prime beneficiary who derives his or her eligibility based on individual status rather than dependence upon another person. This beneficiary receives benefits based on his or her direct affiliation to the DoD.

Staff Judge Advocate (SJA)—Staff Judge Advocate or other judge advocate or civilian attorney in the servicing Office of the Staff Judge Advocate.

System of Records Notice (SORN)—*A formal notice to the public published in the Federal Register that identifies the purpose for which Personally Identifiable Information (PII) is collected, from whom, what type, how information is shared, and how to access and correct information maintained by the agency.*

Tier Definitions—Tiers 0, 1, 2, and 3 applies as approved by the Air Force Inspector General Advisory Board to AD, ANG and Air Force Reserve (AFR) units using RAPIDS in identifying Tier waiver authorities (T-0, T-1, and T-2).

Tier Security Investigations—The DoD CAF, in alignment with DoDM 5200.02 - Procedures for the DoD Personnel Security Program and DoDI 5220.6 - Defense Industrial Personnel Security Clearance, is standardizing the process for adjudicating Personnel Security Investigations for eligibility and access to classified information. Reference Defense Counter Intelligence and Security Agency. See Tier levels below.

Tier 1—uses the Standard Form (SF) 85, Questionnaire for Non-sensitive Positions) and is the investigation for positions designated as low-risk, non-sensitive. It is also the minimum level of investigation for a final credentialing determination for physical and logical access. Tier 1 investigations are requested using the SF 85.
Tier 2—(uses the SF-85P, Questionnaire for Public Trust Positions) and is the investigation for non-sensitive positions designated as moderate risk public trust positions. Tier 2 investigations are requested using the SF 85P. (**Note**: Tier 2 security investigation applies to TASS TASM, TA, and CAC/VoLAC eligible populations.)
Tier 3—(uses the SF-86, Questionnaire for National Security Positions) and the investigation (T3) formerly National Agency Check with Local Agency Check and Credit designed as the initial investigation for contractors at the Confidential and Secret national security access levels.
Tier 4—(uses the SF-85P form) for non-sensitive High Risk (Public Trust) positions.
Tier 5—(uses the SF-86 form), formerly Single Scope Background Investigation, this is the government-wide investigation required of those who need access to Top Secret classified national security information.

Uniformed Services—The Army, Navy, Air Force, Space Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration, and United States Public Health Service, and U.S. Space Force.

Uniformed Services Identification (USID) Card—Non smart card, identification leading to installation access and or benefits, and privileges.

Verified Record—A record data occurrence within a system from the uniformed Services or DoD Agencies (includes personnel, finance, medical data, etc.), and the data is transmitted electronically to the DEERS database (known as an authoritative data feed), resulting in a verified record in DEERS.

Volunteer Logical Access Credential (VoLAC)—Reference USD P&R Memorandum, Logical Access Credentials for DoD Volunteers (Pilot Program), August 14, 2008; establishes the DEERS/RAPIDS programs as the source for issuing a logical access credentials to qualifying volunteers. Volunteer enrollment occurs within the Contractor Verification System (CVS) or TASS to the DEERS database. RAPIDS is the platform for issuing the credential for volunteers authorized by either 10 U.S.C. § 1588 or 5. U.S.C. § 3111. This credential has DoD PKI certificates used for authentication to DoD networks. See DoDI 1100.21, *Voluntary Services in the Department of Defense.*

Attachment 2

VARIANCES, EXEMPTION, EXCEPTION TO POLICY (ETP) – SAMPLE EMAIL

A2.1. Sample Email: Variances, Exemption, Exception to Policy (ETP). The effected work center shall process a request for variance, exemption, or ETP when it is impossible to meet DoD guidance due to operational needs, mission impact or technical reasons. **(T-1)**. When requesting a variance or exemption, or ETP, the work center leadership must provide the following:

Identify the operational needs, mission impact, or technical reasons.
Implementation plan for interim control measures to reduce the degree of risk associated in order to protect personnel and property, equipment and systems, and physical and logical accesses. **(T-1)**. Refer to **Figure A2.1**. **Email to AF TASS SPOC** below:

Figure A2.1. Email to AF TASS SPOC.

To: AF TASS SPOC, AF DEERS RAPIDS TASS Tier 3
AFPC.DP3.AFDEERSRAPIDSTASS@us.af.mil

Subject: TASS Site ID (123456-Base Location) - Variances, Exemption, Exception to Policy (ETP)

We are unable to meet the DoD guidance (DoDM 1000.13, Volume 1 or DoDM 5200.46) due to operational needs, mission impact, or technical reasons (explain in detail).

The following Operational Need(s) is provided:
The following Mission Impact(s) is provided:
The following Technical Reason(s) is provided:

The following Implementation Plan for interim control measures to reduce the degree of risk associated in order to protect personnel/property, equipment/system, and physical/logical accesses is provided:

Signed by: TASS Installation Point of Contact (IPOC) or Designated TASS Representative.