

TASS REQUEST FORM

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

AGENCY DISCLOSURE NOTICE

The public reporting burden for this collection of information is estimated to average 40 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.

PLEASE DO NOT RETURN YOUR RESPONSE TO THE ABOVE ADDRESS.

Responses should be sent to the Exchange CS-FP at 3911 South Walton Walker Blvd., Dallas, TX 75236-1598.

PRIVACY ACT STATEMENT
AUTHORITY: Title 10, U.S.C. 3013, Secretary of the Army; Title 10 U.S.C. 8013, Secretary of the Air Force; Army Regulation 215-8/Air Force Instruction 34-211(I), Army and Air Force Exchange Service Operations; Army Regulation 380.67, Personnel Security Program; Air Force Instruction 31-501, Personnel Security Program Management; Department of Defense 5200.02-R, DoD Personnel Security Program (PSP); Air Force Instruction 31-401, Information Security Program; E.O. 13526, Classified National Security; E.O. 10450, Security Requirements for Government Employment; Homeland Security Presidential Directive (HSPD)-12; 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 a sensitive position.
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://dpcld.defense.gov/Privacy/SORNIndex/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.

INSTRUCTIONS
1. Complete only sections I and II of the form.
2. Attached the required documents listed in item number II if needed or required.
3. Return form to your Exchange Contracting Officer.

I. APPLICATION DATA

(Full Name) LAST: FIRST: MIDDLE: PHONE #
DATE OF BIRTH: (DD/MMM/YYYY) SOCIAL SECURITY # (or FIN - FOREIGN INFORMATION #) E-Mail Address:
CONTRACT #: CONTRACT END DATE (DD/MMM/YYYY)

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 [ ] Local Police Check [ ] OF 306

III. EXCHANGE CONTRACTING OFFICER ONLY

Exchange POC Name: Phone #: Facility #:
Contractor's POC Name: Phone #: E-mail Address:
Contractor's Company Name: Company Address\*

Comments:

IV. EXCHANGE CS-FP ONLY

In Process
[ ] JPAS Date Updated: Investigation Type:
[ ] e-QIP Date Initiated: TASSTA:
[ ] Routing Number:

Out Process
[ ] JPAS Date Updated: TASSTA:

Comments: