Defense Health Agency (DHA) Contractor Common Access Card (CAC) Request Process

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REVISION HISTORY

Revision	Date	Type Change	Created/Revised By	Change Summary
0.1	02/13/2017	A	J. Kotowski	Baseline Document.
0.2	02/21/2017	U	J. Kotowski	Edits based on review by Y. Scott.
1.0	02/24/2017	U	J. Kotowski	Final version.
1.1	04/11/2017	U	J. Kotowski	
1.2	04/24/2017	U	J. Kotowski	Updated Country Code from 'US' to 'USA'
2.0	12/19/2017	U	J. Kotowski	Updated Columns AF and AL; Added Column AR
2.1	01/08/2018	U	J. Kotowski	Updated the information re: inputting the Subject's Social Security Number

Type Change: A – Addition, D – Deletion, M – Moved, U – Updated

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1.0 Introduction

The Defense Manpower Data Center (DMDC) created a tool, known as the High-Volume Data Feed (HVDF) Batch Processing Tool, which can process high-volume Trusted Associate Sponsorship System (TASS) applications that will significantly reduce the turn-around time for approving and processing TASS applications. As a web-based system, TASS allows the following populations to apply for a Common Access Card (CAC) or other governmental credential electronically through an approved DoD web application:

- Affiliated Volunteers (requiring DoD Network access)
- DoD and Uniformed Service Contractor
- Foreign Affiliate
- Non-DoD Civil Service Employee
- Non-DoD Presidential Appointee
- Non-Federal Agency Civilian Associate
- Non-US Non-Appropriated Fun (NAF) Employee
- OCONUS Hire
- Other Federal Agency Contractor

Notes:

- With the implementation of the High-Volume Data Feed (HVDF) Batch Processing Tool, DHA Standard Form 33 will become obsolete and Facility Security Officers (FSOs) will be required to accurately complete and securely submit the Batch Processing Tool Spreadsheet [**DMDC_TASS_ApplicationForCAC.xls**] to dha.tass@mail.mil.
    - ***Exceptions to this requirement will be granted by a TA on a case-by-case basis***.
- After approving the individual applications, the Applicant will receive an email with instructions to obtain his or her CAC. The Applicant must report to the nearest RAPIDS Issuing Facility within 89 days or the TASS Application Process will need to be reinitiated.

2.0 About the Batch Processing Tool

- The HVDF Batch Processing Tool is a Microsoft Excel spreadsheet that consists of 50 possible data entry fields per Applicant.
- Up to 25 Applicants can be listed in one spreadsheet. Each Applicant should be listed on separate rows.
- While completing the spreadsheet, do NOT attempt to edit the first or second rows of the spreadsheet – the upload will fail if this data is altered in any way.
- The FSO is responsible for entering the Applicant(s) data in the correct format as outlined in this user manual. If the file fails to upload into TASS, the spreadsheet will be returned to the FSO for corrective action.

- The HVDF Batch processing tool will also be used to initiate CAC renewals.

3.0 Completing the Batch Processing Tool

The FSO will prepare the Applicant(s) data using the **DMDC_TASS_ApplicationForCAC.xls** spreadsheet as received from his or her respective TA. As previously stated, do NOT attempt to modify or alter the text in Rows 1 and 2, as these fields map to metadata fields in the TASS application.

4.0 Example Data

4.1 Column A through Column I

	A	B	C	D	E	F	G	H	I
1	$$header	$batchid	201712140001;$date	2017-12-14T15:00:00-07:00	Rossb;				
2	$id	$idtype	$txn	$foreignNationalCountry	$foreignNationalIdNumber	$last	$first	$middle	$cadency
3	858635301	SSN	submit	IND	1234567890123	Ant	Angela	A	
4	858635302	SSN	submit			Doe	Jonathon	J	II

Column A: Enter the Applicant(s) **9-digit ID Number** without any hyphens. *Note: If the ID Number begins with '0', the spreadsheet will automatically hide the '0; however, it will still be recognized during the upload.*

Column B: Enter the Applicant(s) type of ID in a **3-letter** abbreviation

Column C: Enter "**submit**" for each Applicant

Column D: If the Applicant(s) is a Foreign National, enter the Country's ISO Code in a 3-letter abbreviation. If the Applicant(s) is not a Foreign National, the cell can be left blank.

Column E: If the Applicant(s) is a Foreign National, enter the Applicant(s) unique Foreign National ID Number. If the Applicant is not a Foreign National, the cell can be left blank.

Column F: Enter the Applicant(s) **last name**

Column G: Enter the Applicant(s) **first name**

Column H: Enter the Applicant(s) **middle initial**

Column I: Enter the Applicant(s) cadency. If the Applicant(s) does not have relatives with the same name, the cell can be left blank.

	J	K	L	M	N	O	P	Q
1								
2	$gender	$bdate	$bstatecode	$bcountrycode	$bcountry	$ctzcountrycode	$ctzcountry	$personnelcategory
3	F	1975-01-01	IA	USA	United States	USA	United States	DoD and Uniformed Service Contractor
4	M	1975-02-09	MN	USA	United States	USA	United States	DoD and Uniformed Service Contractor

Column J: Enter the Applicant(s) gender in a **1-letter** format.

Column K: Enter the Applicant(s) Date of Birth in a **YYYY-MM-DD** format.

Column L: Enter the Applicant(s) **State Code/Abbreviation** of Place of Birth in a **2-letter format.** If the Applicant(s) was not born in the United States, enter **XX**.

Column M: Enter the Applicant(s) **Country Code/Abbreviation** of Place of Birth

Column N: Enter the Applicant(s) **Full Name** of Country of Place of Birth

Column O: Enter the Applicant(s) **Country Code/Abbreviation** of Citizenship

Column P: Enter the Applicant(s) **Full Name** of Country of Citizenship

Column Q: Enter the Applicant(s) personnel category. **You must select one of the nine options listed in Section 1.0.**

4.3 Column R through Column AB

	R	S	T	U	V	W	X	Y	Z	AA	AB
1											
2	$cardenddate	$email	$hphone	$hstreet1	$hstreet2	$hcity	$hstatecode	$hstate	$hzipcode	$hcountrycode	$hcountry
3	2018-08-01	test@test.com	2343143332	1111 Adam Drive		Des Moines	IA	Iowa	36345-0000	USA	United States
4	2018-08-01	jonjdoe@mail.com	2343143330	1112 Adam Drive		Rock Island	IL	Illinois	12345-1112	USA	United States

Column R: Enter the Applicant(s) **Contract Expiration Date** in the **YYYY-MM-DD** format. *This Cell will be the same information as **Cell AU***.

Column S: Enter the Applicant(s) **email address**.

Column T: Enter the Applicant(s) primary phone number entered in a **10-digit** (**##########**) format. *Do not use spaces, hyphens or parenthesis*.

Column U: Enter the Applicant(s) **Company Street Address** (line 1).

Column V: Enter the Applicant(s) **Company Street Address** (line 2).

Column W: Enter the Applicant(s) **Full Name of City** of Company Street Address.

Column X: Enter the Applicant(s) **State Code/Abbreviation** of Company Street Address in a **2-letter format**.

Column Y: Enter the Applicant(s) **Full Name of State** of Company Street Address.

Column Z: Enter the Applicant(s) **Zip Code** of Company Street Address in the **ZIP+4 format**. *If the "+4" digits are not known, enter "0000" (i.e. 23455-0000)*.

Column AA: Enter the Applicant(s) **Country Code/Abbreviation** of Company Address.

Column AB: Enter the Applicant(s) **Full Name of Country** of Company Address.

4.4 Column AC through AG

	AC	AD	AE	AF	AG
1					
2	$pnlcategory	$agency	$sphone	$sponsor	$semail
3	DoD and Uniformed Service Contractor	Department Of Defense	7036817055	Department Of Defense	sponsor1@email.com
4	DoD and Uniformed Service Contractor	Department Of Defense	7036817055	Department Of Defense	sponsor2@email.com

Column AC: Enter the Applicant(s) personnel category. *Columns Q and AC should be the same*.

Column AD: Enter the Applicant(s) Sponsor Agency. **This will always be Department of Defense**.

Column AE: Enter the Applicant(s) Sponsor's or TA's phone number in a **10-digit** (**##########**) format.

Column AF: Enter the Applicant(s) Sponsoring Office. **This will always be Department Of Defense.**

Column AG: Enter the Applicant(s) Sponsor's or TA's **email address**.

4.5 Column AH through Column AO

	AH	AI	AJ	AK	AL	AM	AN	AO
1								
2	$sstreet1	$sstreet2	$scity	$sstatecode	$sstate	$szipcode	$scountrycode	$govagency
3	7700 Arlington Boulevard		Falls Church	VA	VIRGINIA	22042-0000	USA	Defense Health Agency
4	7700 Arlington Boulevard		Falls Church	VA	VIRGINIA	22042-0000	USA	Defense Health Agency

Column AH: Enter the Applicant(s) Sponsoring Office **Street Address** (line 1). **This will always be 7700 Arlington Boulevard**.

Column AI: Enter the Applicant(s) Sponsoring Office Street Address (line 2). *Not applicable for DHA.*

Column AJ: Enter the Applicant(s) **Full Name of City** of Sponsoring Office Street Address. **This will always be Falls Church**.

Column AK: Enter the Applicant(s) **State Code/Abbreviation** of Sponsoring Office Street Address in a **2-letter** format. **This will always be VA**.

Column AL: Enter the Applicant(s) **Full Name of State** of Sponsoring Office Street Address. **This will always be VIRGINIA** *(must be all capitalized).*

Column AM: Enter the Applicant(s) **Zip Code** of Sponsoring Office Street Address in the **ZIP+4** format. **This will always be 22042-0000**.

Column AN: Enter the Applicant(s) **Country Code/Abbreviation** of Sponsoring Office Street Address. **This will always be USA**.

Column AO: Enter the Applicant(s) Government Agency. **This will always be Defense Health Agency.**

4.6 Column AP through Column AX

	AP	AQ	AR	AS	AT	AU	AV	AW	AX
1									
2	$volunteertypecd	$foreignaffiliatetypecd	$personnelVettingStatus	$contractortypecd	$contractnum	$contractend	$dutycity	$dutystatecode	$dutycountrycode
3					DODAAC12A1111	2018-08-01	Dallas	TX	USA
4					DODAAC12A1111	2018-08-01	Dallas	TX	USA

Column AP: *Not applicable. This cell can be left blank.*

Column AQ: *Not applicable. This cell can be left blank.*

Column AR: *Not applicable. This cell can be left blank.*

Column AS: *Not applicable. This cell can be left blank.*

Column AT: Enter the Applicant(s) **13-digit Contract Number** that he or she is associated with. *Do not use hyphens*.

Column AU: Enter the Applicant(s) **Contract Expiration Date** associated with the Contract Number entered in a **YYYY-MM-DD** format

Column AV: Enter the Applicant(s)/Contract Primary Work Location – **Full Name of City**

Column AW: Enter the Applicant(s)/Contract Primary Work Location – **State Code/Abbreviation** entered in a **2-letter** format

Column AX: Enter the Applicant(s)/Contract Primary Work Location – **Country Code/Abbreviation**.

5.0 Submitting the Batch Processing Tool for Processing

- Prior to completing the Excel spreadsheet, the FSO will ensure the Applicant(s) has an initiated or current investigation with his or her respective DHA e-QIP Point of Contact (POC).
- Once the DHA e-QIP POC verifies the status of the investigation and takes ownership of the Applicant(s) in JPAS, the DHA e-QIP POC will notify the FSO that the Applicant(s) can be submitted for a CAC.
- The FSO will then complete the Excel spreadsheet with the Applicant(s) data and send it via the Safe Access File Exchange (SAFE) application (safe.amrdec.army.mil/safe) to the DHA TASS Mailbox (dha.tass@mail.mil) for processing.
- Applicant(s) will be notified only after the TA approves or denies their applications.

6.0 Validation Rules and Description

Column	Column Header	Validation Rule	Example
A	**$id**	Enter the Applicant(s) **9-digit** ID number without hyphens *Note: If the ID Number begins with '0', the spreadsheet will automatically hide the '0; however, it will still be recognized during the upload.*	**858651301**
B	**$idtype**	Enter the **3-letter** abbreviation for the type of ID used	**SSN** (Social Security Number) **FIN** (Federal Identification Number)
C	**$txn**	This cell will always be "**submit**" in order to submit the request into TASS	**submit**
D	**$foreignNationalCountry**	If the Applicant(s) is not a foreign national, this cell can be left blank. If the Applicant(s) is a foreign national, enter the **3-letter** ISO Country Code. https://countrycode.org/	**IND** (Indonesia)
E	**$foreignNationalIdNumber**	If the Applicant(s) is not a foreign national, this cell can be left blank. If the Applicant(s) is a foreign national, enter the Applicant(s) unique Foreign National ID Number.	**PPRRSSDDMMYYXXXX (**IND has a unique 16-digit number for each citizen)
F	**$last**	Applicant(s) full last name	**Doe**
G	**$first**	Applicant(s) full first name	**Jonathon**
H	**$middle**	Applicant(s) middle initial	**J**
I	**$cadency**	Applicant(s) order of birth if a relative has the same name. **Enter as a numeral.** Leave blank if not applicable to Applicant(s).	**I** or **II** or **III**
J	**$gender**	Applicant(s) gender in **one-letter** format.	**M** (Male) **F** (Female)

Column	Column Header	Validation Rule	Example
K	**$bdate**	Applicant(s) birth date entered in **YYYY-MM-DD** format	**1975-02-09**
L	**$bstatecode**	State Code/Abbreviation of Applicant(s) Place of Birth. If the Applicant(s) was not born in the United States, enter **XX**.	**MN**
M	**$bcountrycode**	Country Code of Applicant(s) Place of Birth https://countrycode.org/	**USA**
N	**$bcountry**	Full Name of Country of Applicant(s) Place of Birth	**United States**
O	**$ctzcountrycode**	Country Code of Applicant(s) Citizenship https://countrycode.org/	**USA**
P	**$ctzcountry**	Full Name of Country of Applicant(s) Citizenship	**United States**
Q	**$personnelcategory**	Enter one of the following nine personnel options: • Affiliated Volunteers (requiring DoD Network access) • DoD and Uniformed Service Contractor • Foreign Affiliate • Non-DoD Civil Service Employee • Non-DoD Presidential Appointee • Non-Federal Agency Civilian Associate • Non-US Non-Appropriated Fun (NAF) Employee • OCONUS Hire • Other Federal Agency Contractor	**DoD and Uniformed Service Contractor**
R	**$cardenddate**	Applicant(s) associated Contract	**2018-08-01**

Column	Column Header	Validation Rule	Example
		Expiration Date entered in **YYYY-MM-DD** format. **This will always match the information in Cell AU.**	
S	**$email**	Applicant(s) primary email address	**jonjdoe@email.com**
T	**$hphone**	Applicant(s) primary phone number entered in a **10-digit** (**##########**) format (numbers only)	**2343143330**
U	**$hstreet1**	Applicant(s) Company Street Address (line 1)	**1112 Adam Drive**
V	**$hstreet2**	Applicant(s) Company Street Address (line 2) - if there is not a second line, leave blank.	**Apt 31**
W	**$hcity**	City of Applicant(s) Company Address	**Rock Island**
X	**$hstatecode**	State Code/Abbreviation of Applicant(s) Company Address	**IL**
Y	**$hstate**	Full Name of State of Applicant(s) Company Address	**Illinois**
Z	**$hzipcode**	Zip Code of Applicant(s) Company Address entered in **ZIP+4** format.	**12345-1112**
		If you are unsure of the final four numbers of the extended zip code, enter four zeros at the end.	**12345-0000**
AA	**$hcountrycode**	Country Code of Applicant(s) Company Address	**USA**
AB	**$hcountry**	Full Name of Country of Applicant(s) Company Address	**United States**
AC		Enter one of the following nine personnel options: **(*Must match what was entered in Column Q)** • Affiliated Volunteers (requiring DoD Network access)	**DoD and Uniformed Service Contractor**

Column	Column Header	Validation Rule	Example
		• DoD and Uniformed Service Contractor • Foreign Affiliate • Non-DoD Civil Service Employee • Non-DoD Presidential Appointee • Non-Federal Agency Civilian Associate • Non-US Non-Appropriated Fun (NAF) Employee • OCONUS Hire • Other Federal Agency Contractor	
AD	**$agency**	This column will always be "**Department Of Defense**"	**Department Of Defense**
AE	**$sphone**	Phone Number of the FSO's TA or Sponsor entered in a **10-digit** (**##########**) format (numbers only)	**2345678902**
AF	**$sponsor**	Name of the Sponsoring Office. This column will always be "**Defense Health Agency**"	**Defense Health Agency**
AG	**$semail**	Email address of the FSO's TA or Sponsor	**Sponsor2@email.com**
AH	**$sstreet1**	Sponsoring Office Street Address (line 1). This will always be "**7700 Arlington Boulevard**"	**7700 Arlington Boulevard**
AI	**$sstreet2**	Sponsoring Office Street Address (line 2) – if there is not a second line, leave blank.	
AJ	**$scity**	City of Sponsoring Office. This will always be "**Falls Church**"	**Falls Church**
AK	**$sstatecode**	State Code/Abbreviation of Sponsoring	**VA**

Column	Column Header	Validation Rule	Example
		Office entered in a **2-letter** format. This will always be "**VA**".	
AL	**$sstate**	Full Name of State of Sponsoring Office. This will always be "**VIRGINIA**". ***IT MUST BE ALL CAPITALIZED***.	**VIRGINIA**
AM	**$szipcode**	Zip Code of Sponsoring Office entered in **ZIP+4** format. If you do not know the **+4** code, **ZIP+0000.** This will always be "**22042-0000**".	**22042-0000**
AN	**$scountrycode**	Country Code of Sponsoring Office. This will always be "**USA**".	**USA**
AO	**$govagency**	This column will always be "**Defense Health Agency**"	**Defense Health Agency**
AP	**$volunteertypecd**	**Not Applicable – leave blank.**	
AQ	**$foreignaffiliatetypecd**	**Not Applicable – leave blank.**	
AR	**$personnelVettingStatus**	**Not Required – leave blank.**	
AS	**$contractortypecd**	**Not Required – leave blank.**	
AT	**$contractnum**	Contract Number associated with the Applicant(s) entered in a **13-digit** format	**DODAAC12A1111**
AU	**$contractend**	Contract Expiration Date associated with the Contract Number entered in a **YYYY-MM-DD** format	**2018-08-01**
AV	**$dutycity**	Applicant(s)/Contract Primary Work Location – Full Name of City	**Dallas**
AW	**$dutystatecode**	Applicant(s)/Contract Primary Work Location – State Code/Abbreviation entered in a **2-letter** format	**TX**
AX	**$dutycountrycode**	Applicant(s)/Contract Primary Work Location – Country Code	**USA**