Synchronized Predeployment & Operational Tracker–Enterprise Suite (SPOT-ES) Government/Military Users Training Workbook

Release 7.1.1

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Prepared for:
US Army Materiel Command
LTC Richard Faulkner
9310 Chapek Road
Fort Belvoir, VA 22060

Document Change Record

Version Number	Date	Description
1.0	August 2007	Initial Draft
2.0	November 2007	Revised version per the system’s dot releases and overall edits
3.0	March 2008	Incorporated functionality changes for SPOT 6.1 Release
4.0	June 2008	Incorporated Contractor Release and Company Change
5.0	January 2009	Incorporated functionality changes for SPOT 6.1.11 and 6.1.15 Releases
6.0	March 2009	Incorporated functionality changes for SPOT 6.1.16 Release
7.0	August 2009	Incorporated functionality changes for SPOT 6.1.20 Release
8.0	September 2009	Incorporated functionality changes for SPOT 6.1.21 Release
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10.0	November 2009	CENTCOM FRAGO 09-1451 MOD 2 Contractor Theater Entrance Requirements 31 Oct 09 - clarifies requirements for SPOT use and LOAs.
11.0	March 2010	Incorporated functionality changes for SPOT 6.1.23 Release
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13.0	November 2010	Incorporated functionality changes for SPOT 7.1 Release
14.1	February 2011	Incorporated functionality changes for SPOT 7.1.1 Release

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Chapter 1: Introduction

The Department of Defense (DoD) has implemented the Synchronized Predeployment & Operational Tracker (SPOT) as the single source to track deployed contractor personnel supporting DoD military operations worldwide. SPOT is a scalable, net-centric, Web-based application that provides the capability to maintain accountability and report status for deployed personnel across the military, civilian, and contractor communities.

A key benefit of SPOT is its technology integration. SPOT integrates with existing system-of-record applications to provide up-to-date information related to contracts and contractors. For example, SPOT tracks contractor movement through its interface with the Joint Asset Movement Management System (JAMMS) and validates contractor identity by interfacing with the Defense Manpower Data Center (DMDC) system. SPOT also features a graphical user interface (GUI) with intuitive business flows based on user roles.

This chapter provides some basic information on SPOT and how it works.

1.1 User Roles

An important part of obtaining a SPOT account is getting the proper role for the work you will perform, because SPOT limits access to certain functions based on the user role. Table 1 (below) lists the SPOT user roles and their key distinctions.

Table 1: SPOT User Roles and Descriptions

Role Name	Role Description
Basic User	Person interested in registering for access to SPOT reports only
Company Administrator	Manages the deployment information for persons employed by a contractor company
Company Employee (Self Tracker)	Contractor company personnel who needs to enter personal information
Contracting Administrator	Government or military employee who manages contract information in SPOT for the government organization he/she supports; a contractor company employee may be assigned to fulfill this role for the government organization
Contracting Officer (KO)	Reviews and approves letters of authorization; manages a contract's government furnished services
Contractor Accountability	A government or military administrator who monitors and provides oversight for deployed contractors
Government Administrator	Government or military employee who enters and manages deployment information for a government organization; a contractor company employee may be assigned to fulfill this role for a government organization
Government Authority	Government or military employee who manages deployment information and authorizes letters of authorization prior to submission to the KO for approval
JAMMS Administrator	Person responsible for uploading JAMMS files into SPOT
JAMMS User	Person interested in registering for access to SPOT JAMMS reports only

1.2 Icons and Symbols in SPOT

The SPOT GUI uses several standard symbols, icons, buttons, and field types. Table 2 (below) lists the icons and symbols used in the SPOT GUI along with a description of what the icon or symbol means:

Table 2: SPOT Icons and Symbols

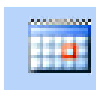
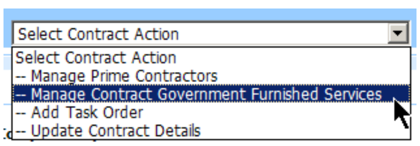
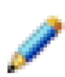
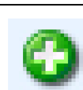
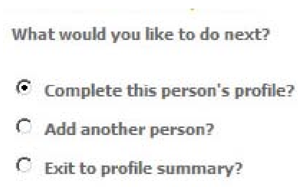
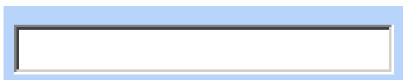
Icon/Symbol	Name and Description
*	**Asterisk (Red)**: Any field labeled with an asterisk is a Required Field.
	**Binoculars Icon**: Indicates that a Search function is available.
	**Calendar Icon**: Opens a calendar for selecting a date.
	**Checkbox**: A data field that can be selected by clicking the box to put an "X" in it.
	**Drop-Down List**: A pre-set list of data entries. Click the down arrow on the right side of a drop-down list field to open the drop-down list.
	**Go Button**: Will appear next to a data field. The button adds the value from the field to the data table.
	**Help (?) Button**: Opens a popup window with additional information specific to the adjacent field.
	**Number Links:** At the bottom of a data table, Number links indicate that there is more data than can display on the screen at one time. Clicking a number will change the view to that page of the data.
	**Pencil Button:** Opens a search window or a list of values that will allow you to find and select the desired data.
	**Plus Icon**: Indicates that an Add function is available.

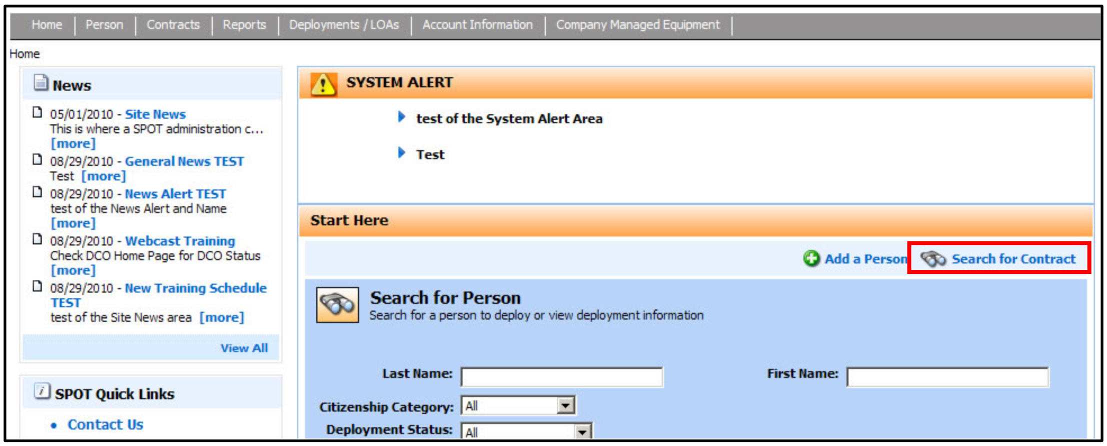
Table 2: SPOT Icons and Symbols	
Icon/Symbol	**Name and Description**
	**Radio Buttons**: Indicate a Yes/No or Either/Or-type question where only one of the options may be selected.
	**Text Field:** A data entry field that allows the user to enter data as free text.
	**Text Field Mask:** A set of underlines, dashes, or other special characters that appear in a text field. Indicates that the field must be filled out in a specific manner.
	**Wait Icon and Message**: Indicates that the system is busy processing data and that no inputs can be accepted during this time.
SPOT SYNCHRONIZED PREDEPLOYMENT & OPERATIONAL TRACKER	**SPOT Logo:** Clicking the SPOT logo refreshes and displays the home page.

1.3 Searching in SPOT

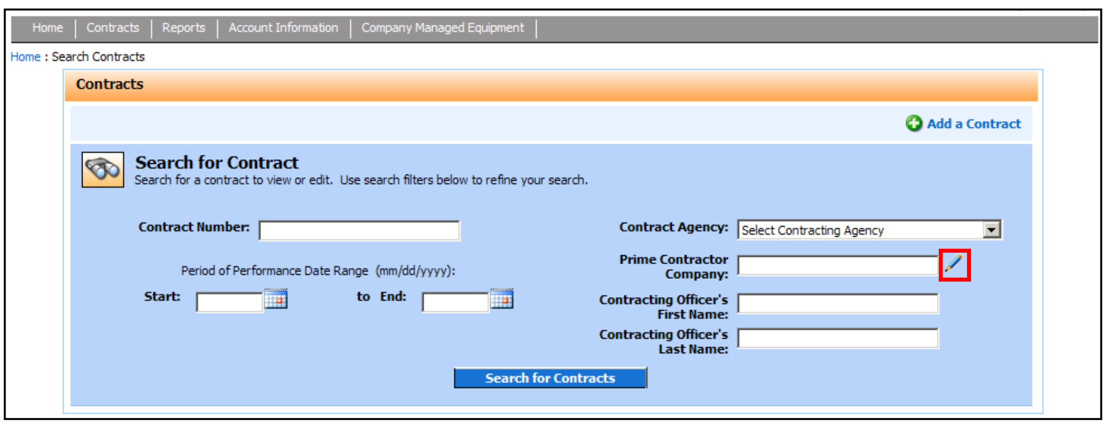
In SPOT, there are many users making changes to a common database. For this reason, it is important to search before data entry to ensure that the information you are about to enter has not already been entered by someone else, whether you are entering a company name, person's name, contract, task order, etc. This helps to prevent duplicate entries and to increase data accuracy.

The following steps describe the basics of performing a search in SPOT:

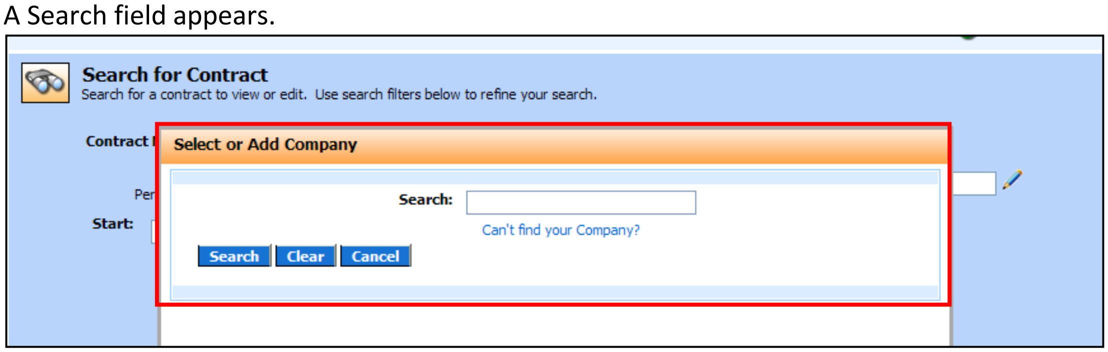
1. Click a **Search** link…



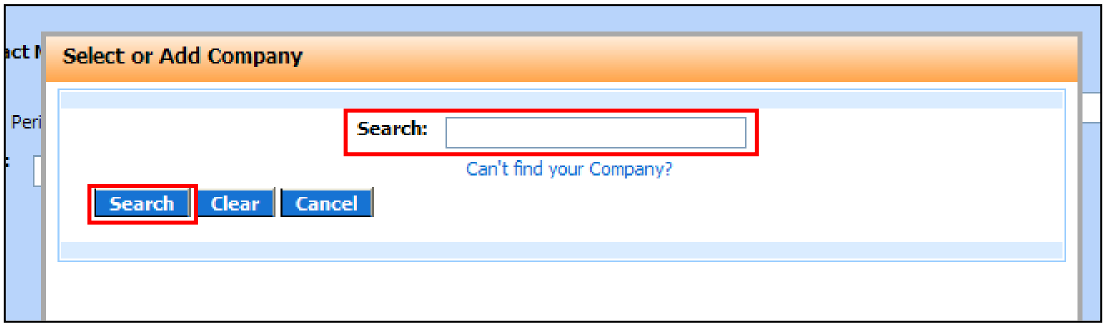
…or click a **Pencil** button.



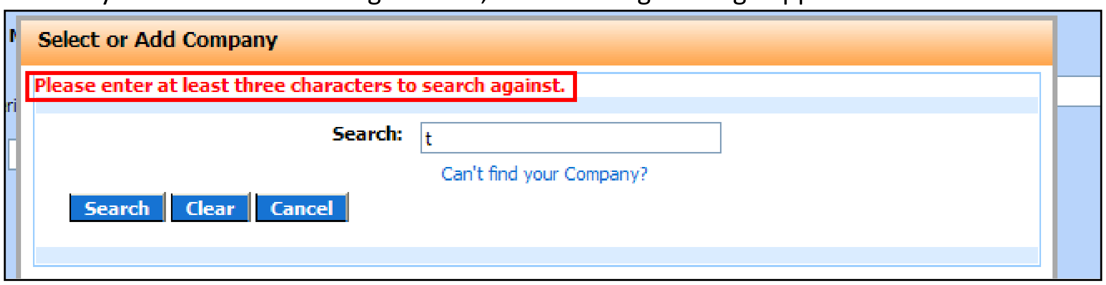
A Search field appears.



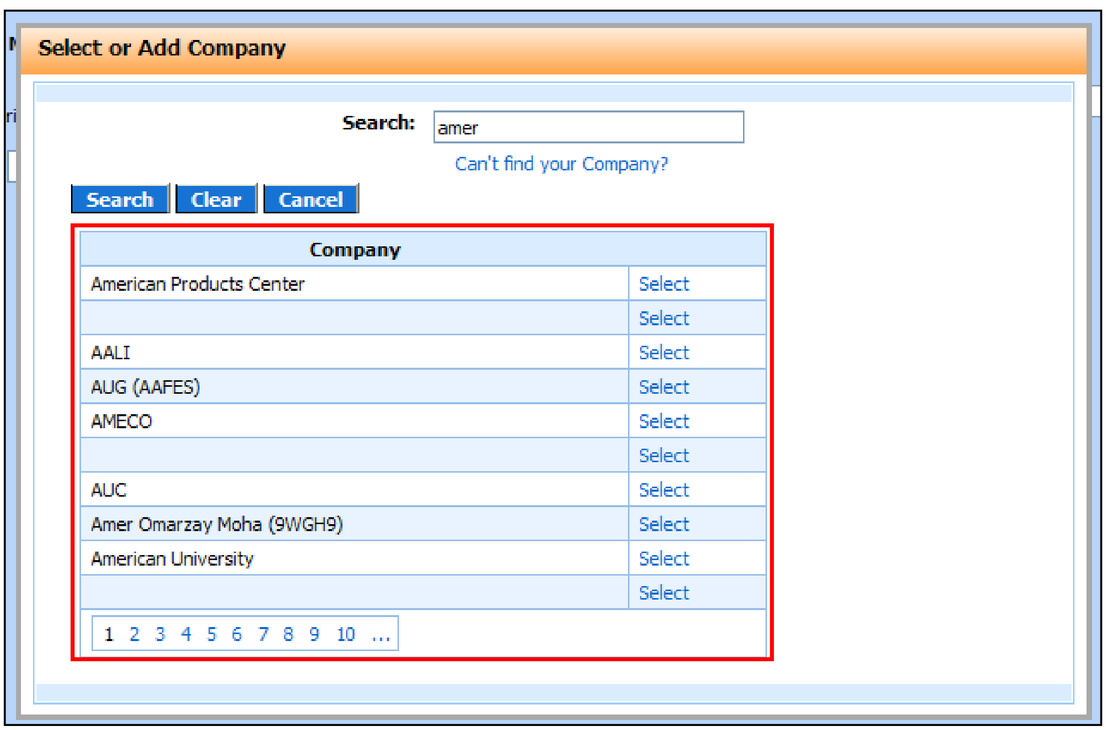
2. Enter two or three letters of the desired information (name, number, etc.) in the Search field, then click **Search**.



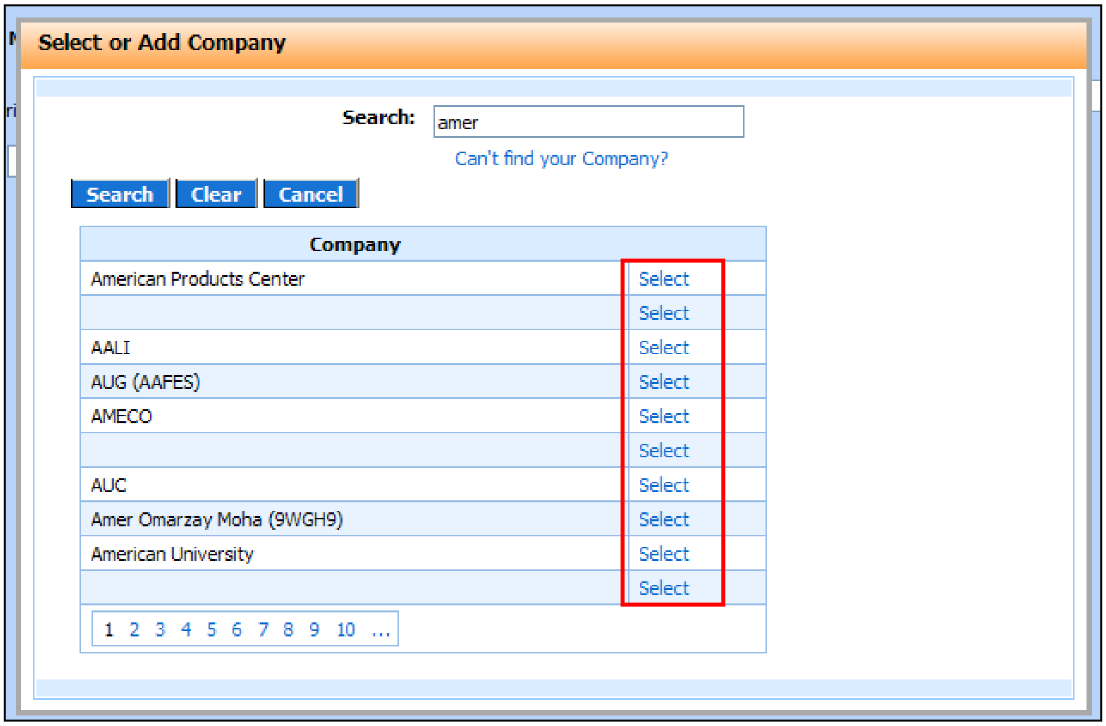
Note: If you do not enter enough letters, the following message appears:



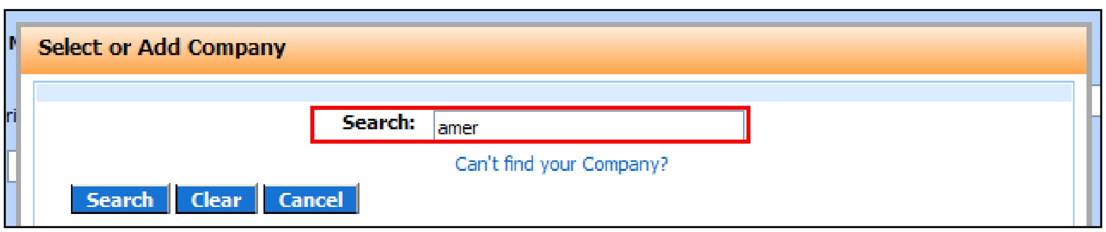
The **Search** window refreshes. The search results are shown in a table on the **Search** window.



3. To select an item from the Search Results table, click the **Select** link on that row.



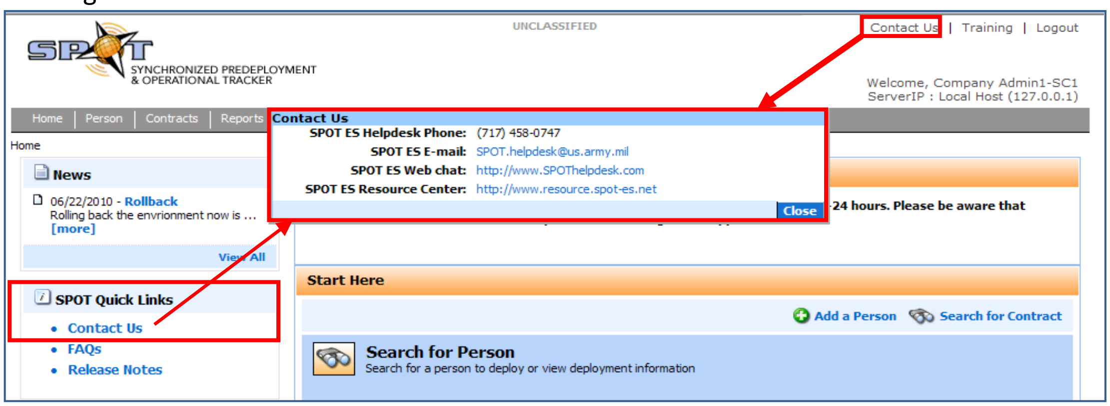
4. If the desired information (name, number, etc.) was not found, click the **Can't Find** link. An **Add** page (**Add Company**, **Add Contract**, etc.) will appear so that you can enter the new information into SPOT.



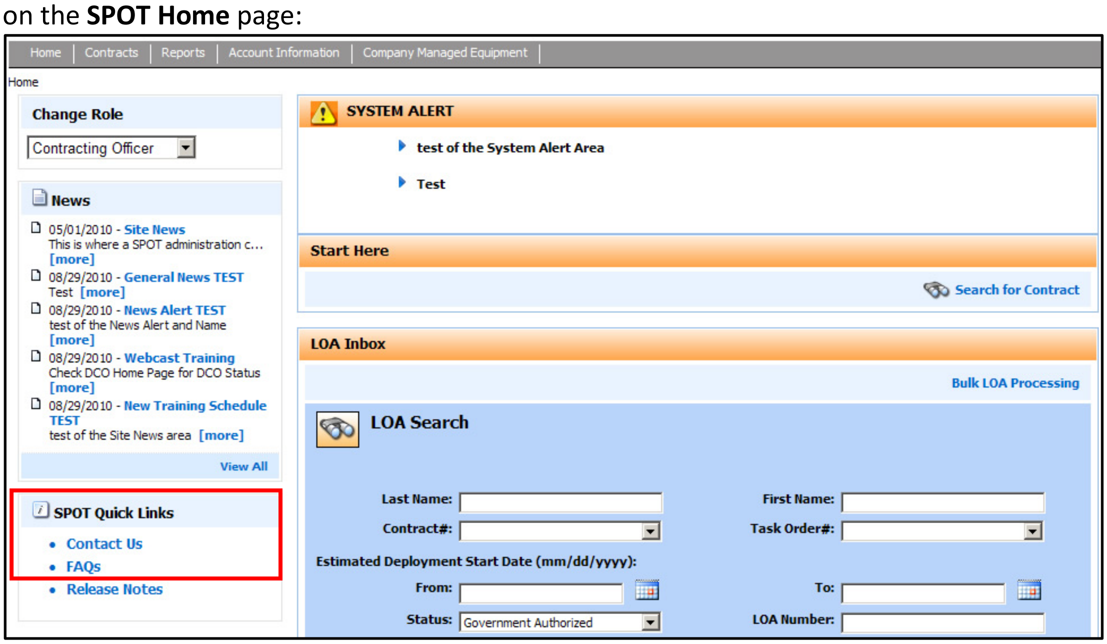
1.4 Getting Help with SPOT

If you require assistance in accessing or using SPOT, there are several resources available. These resources include:

1. There is a **Contact Us** link located in the **Quick Links** box of the **SPOT Home** page and another **Contact Us** link located in the upper-right corner of the **SPOT Home** page. The latter link is visible on every screen in the application. When either link is clicked, a message box opens and displays the Help Desk information without changing the screen on which you are currently working:



2. The **SPOT Frequently Asked Questions (FAQs)** section, located in the **Quick Links** box (Figure 1) on the **SPOT Home** page:



3. SPOT Help Desk, which is staffed 24x7 by technical support specialists:
   a. Email: SPOT.helpdesk@us.army.mil

b. Phone: 717-458-0747
c. Web chat: http://www.SPOThelpdesk.com

4. SPOT-ES Resource Center, a Web site containing FAQs, Quick Guides, and other information regarding the SPOT application and training: http://www.resource.spot-es.net

Chapter 2: Managing Contracts

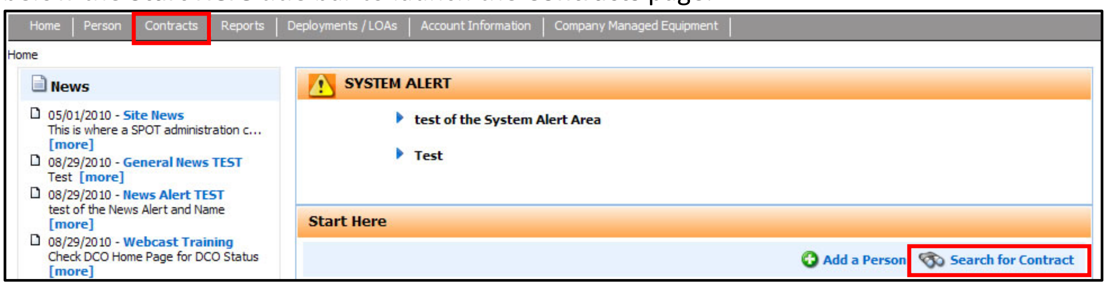
The Manage Contracts feature is available to the Contractor Company, Government Organization, and Contracting Community user groups. SPOT allows these users to enter basic contract data and information about related task orders. Users can also define the relationships between contractor companies serving as prime and subcontractors for the contract/task order.

In this chapter you will learn how to search for a contract and task order, add a new contract and task order, and manage the details of a contract and task order.

2.1 Search for a Contract

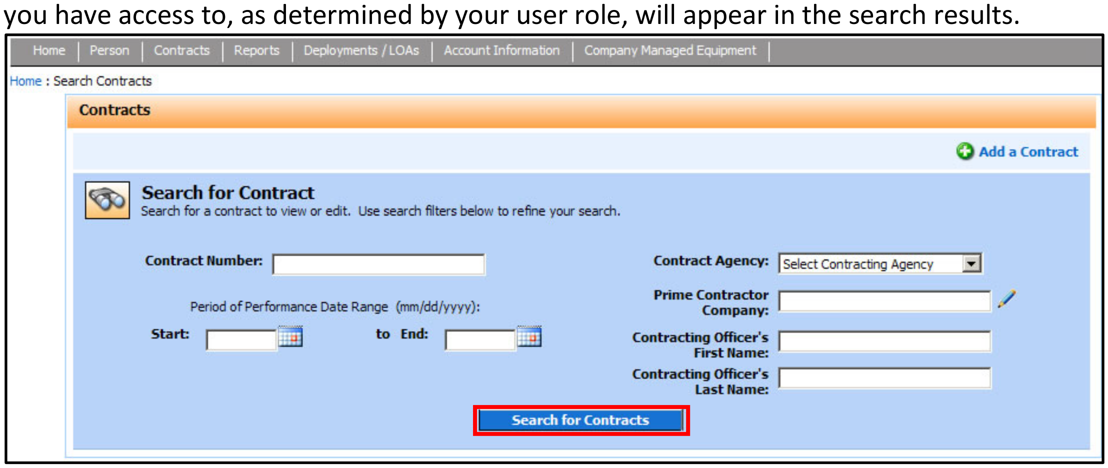
1. Search for the contract to determine whether it already exists in the system.

2. From the **Home** page, click **Contracts** on the navigation bar or **Search for Contract** located below the **Start Here** title bar to launch the **Contracts** page.

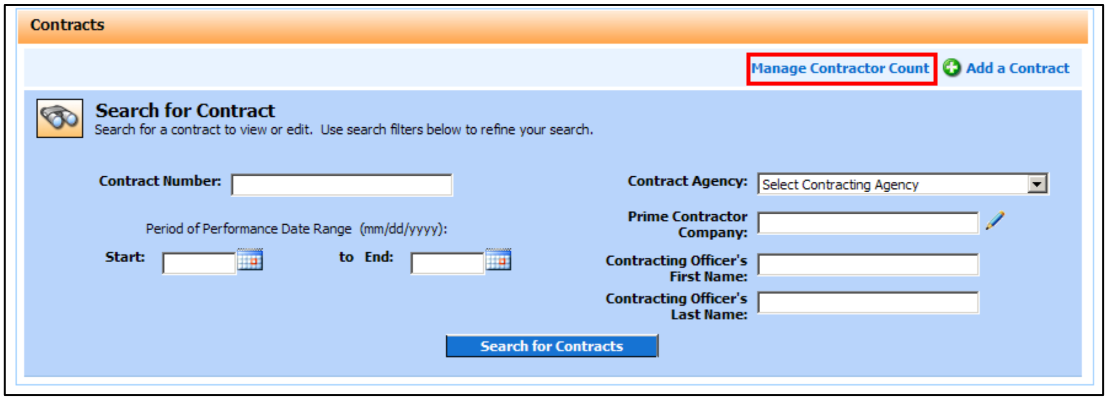


3. Input desired search criteria. Click **Search for Contracts**. The **Contracts** page displays with a list of contracts.

   Note: When you execute a contract search without entering search criteria, all contracts you have access to, as determined by your user role, will appear in the search results.

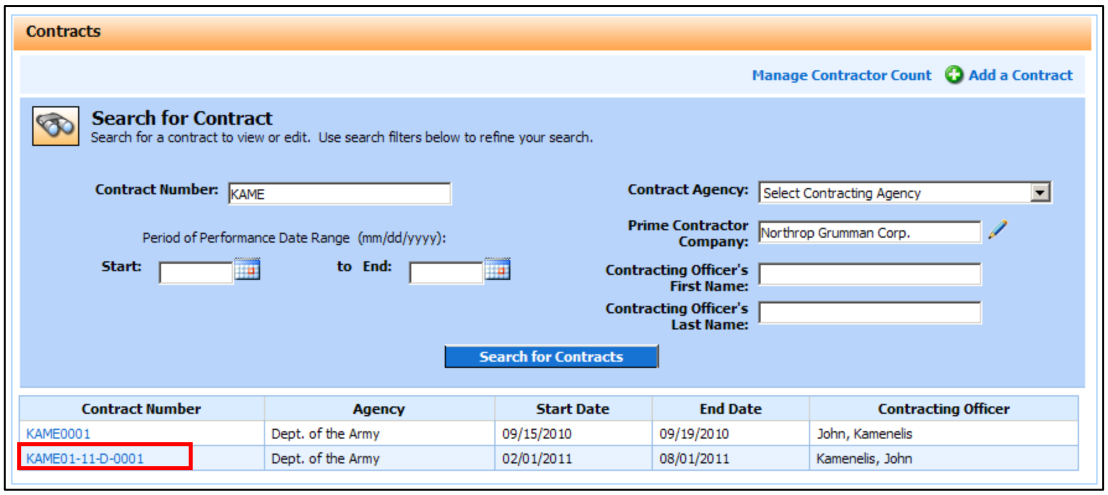


If you are a Contracting Officer, a **Manage Contractor Count** link will appear to the left of the **Add a Contract** link.

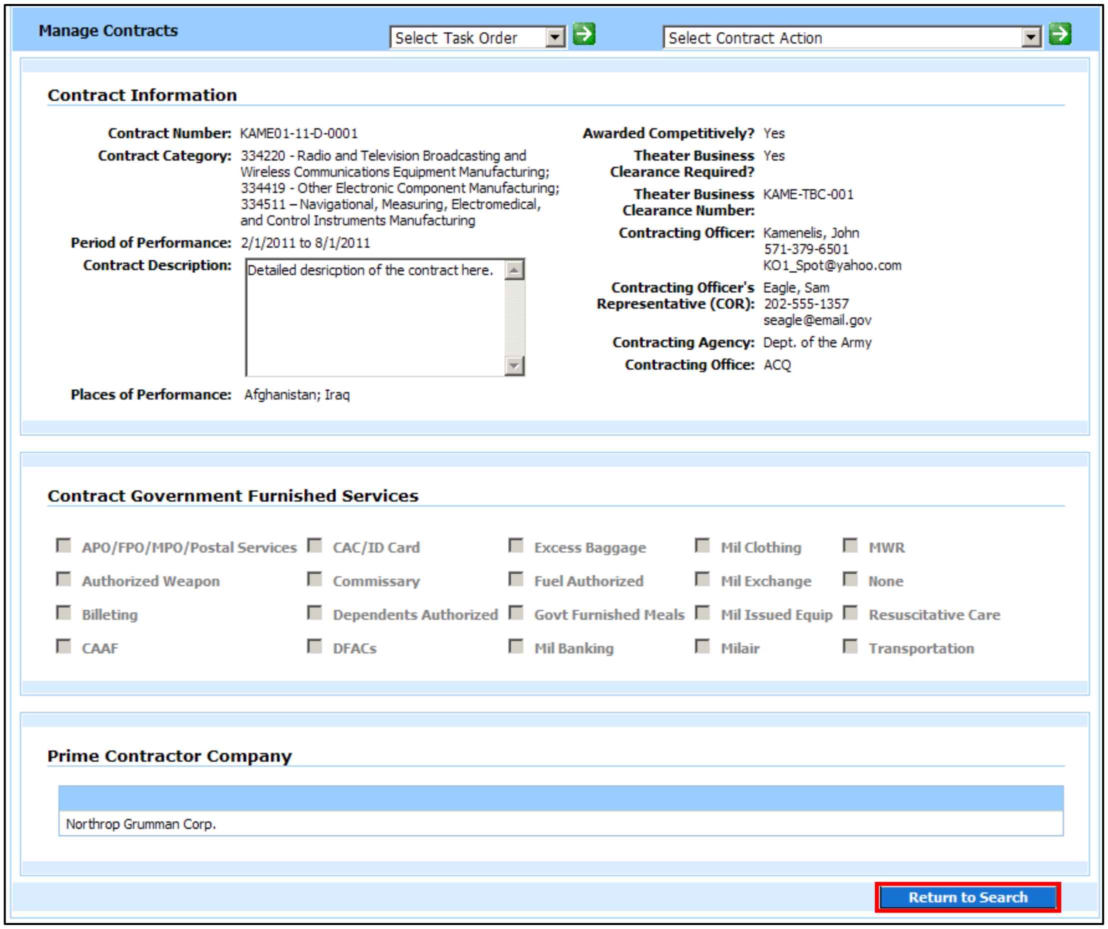


Note: Go to the section called **Manage Contractor Count** for more information.

4. Click the desired contract number link in the **Contract Number** column. The **Manage Contracts** page displays.



5. Click **Return to Search**. The **Search Contracts** page displays.

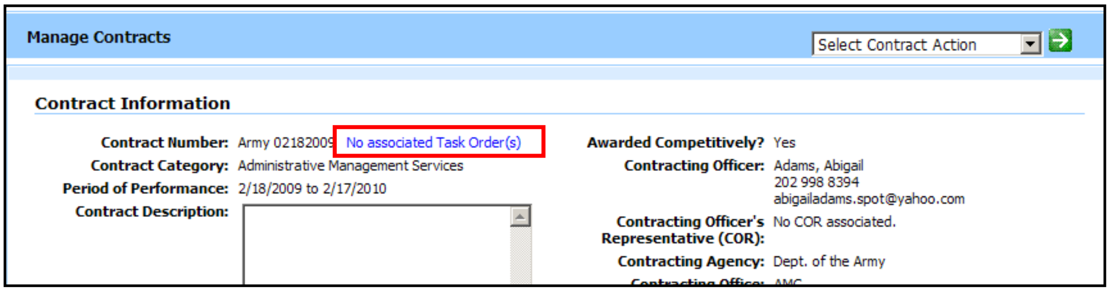


Note: The **Return to Search** button navigates back to the **Search Contracts** page; however, the contract search fields will not display the previously entered search criteria or generated search results. To return to the previously generated search results, you will need to use the Web browser's back navigation button.

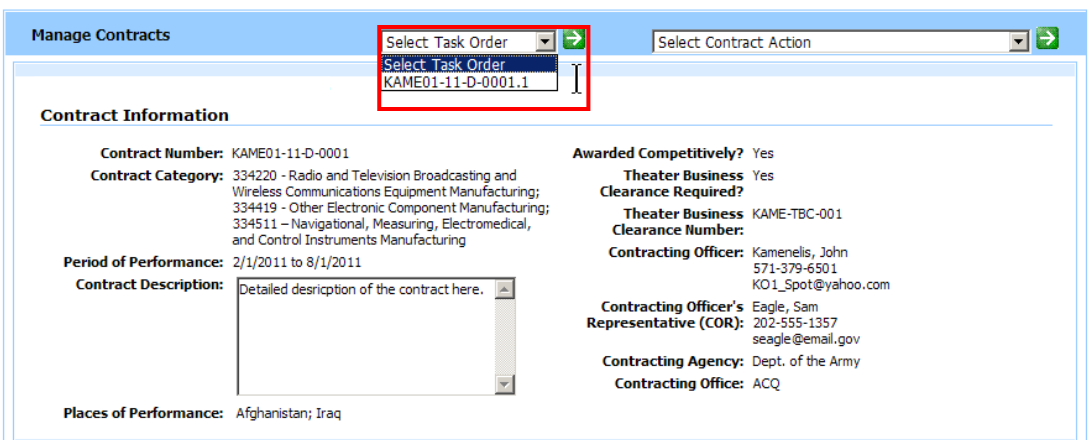
2.2 Search for a Task Order

1. Search for the contract associated with the desired task order and click on its name in the search results. The **Manage Contracts** page displays.

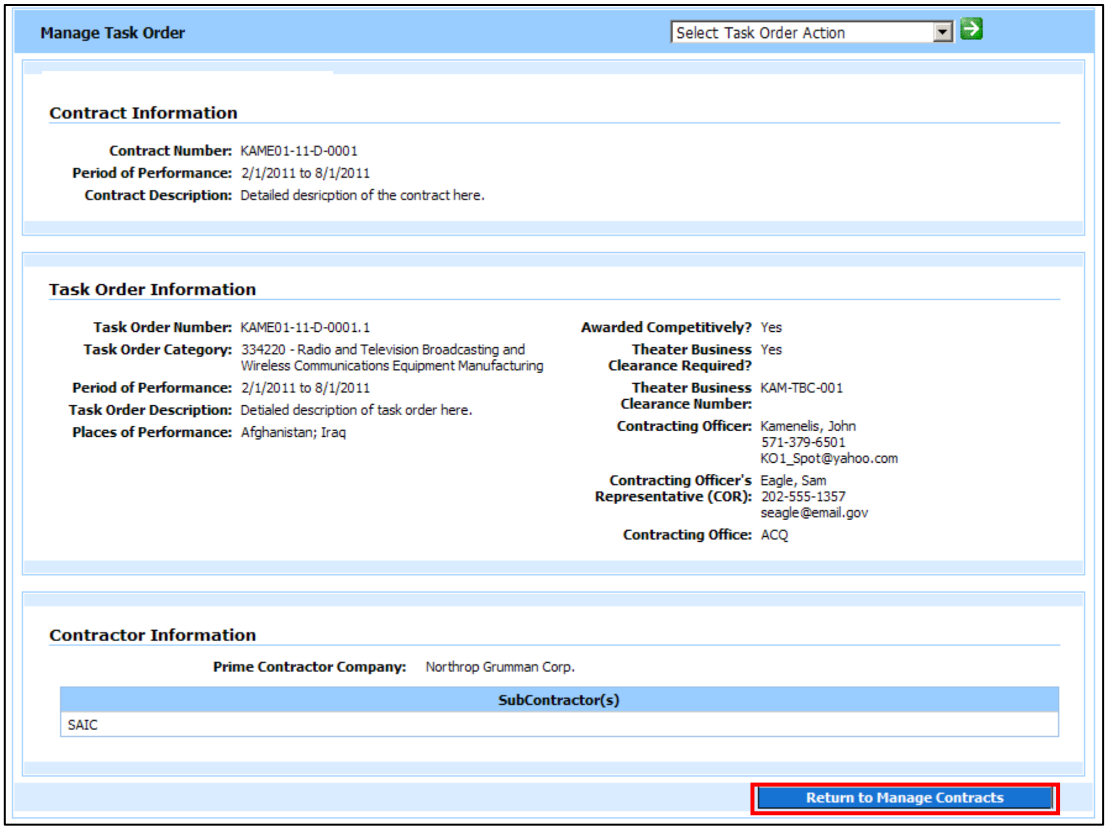
   Note: Not all contracts have task orders. The **Manage Contracts** page displays a drop-down menu allowing you to select a task order if one is associated with the contract. The absence of a drop-down menu as well as a blue message indicates there are no associated task orders.



2. On the **Manage Contracts** page, click the down arrow adjacent to the **Select Task Order** drop-down menu and select the desired task order. Click the **Go** button. The **Manage Task Order** page displays.

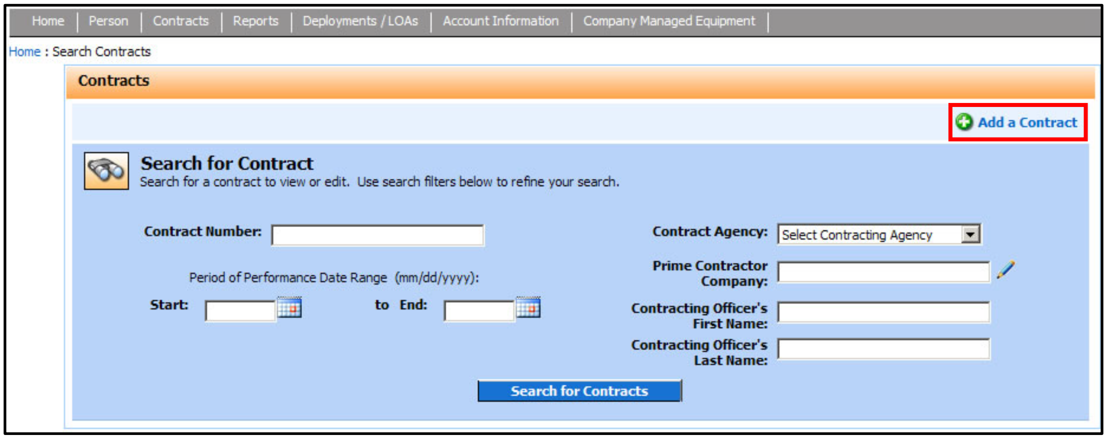


3. To return to the **Manage Contracts** page, click **Return to Manage Contracts**.

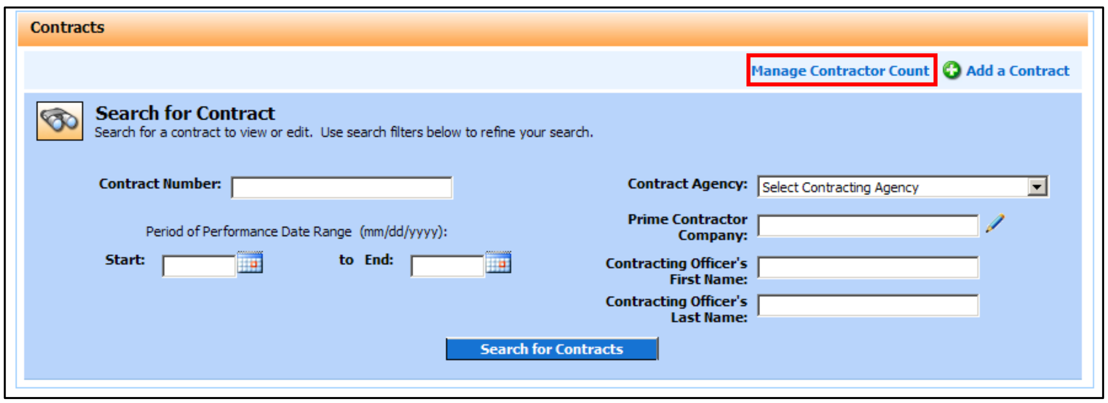

Manage Task Order
Select Task Order Action
Contract Information
Contract Number: KAME01-11-D-0001
Period of Performance: 2/1/2011 to 8/1/2011
Contract Description: Detailed desricption of the contract here.
Task Order Information
Task Order Number: KAME01-11-D-0001.1
Task Order Category: 334220 - Radio and Television Broadcasting and Wireless Communications Equipment Manufacturing
Period of Performance: 2/1/2011 to 8/1/2011
Task Order Description: Detialed description of task order here.
Places of Performance: Afghanistan; Iraq
Awarded Competitively? Yes
Theater Business Clearance Required? Yes
Theater Business Clearance Number: KAM-TBC-001
Contracting Officer: Kamenelis, John 571-379-6501 KO1_Spot@yahoo.com
Contracting Officer's Representative (COR): Eagle, Sam 202-555-1357 seagle@email.gov
Contracting Office: ACQ
Contractor Information
Prime Contractor Company: Northrop Grumman Corp.
SubContractor(s)
SAIC
Return to Manage Contracts

2.3 Add a Contract

1. From the **Contracts** page, click **Add a Contract**. The **Add/Update Contract Details** page displays.

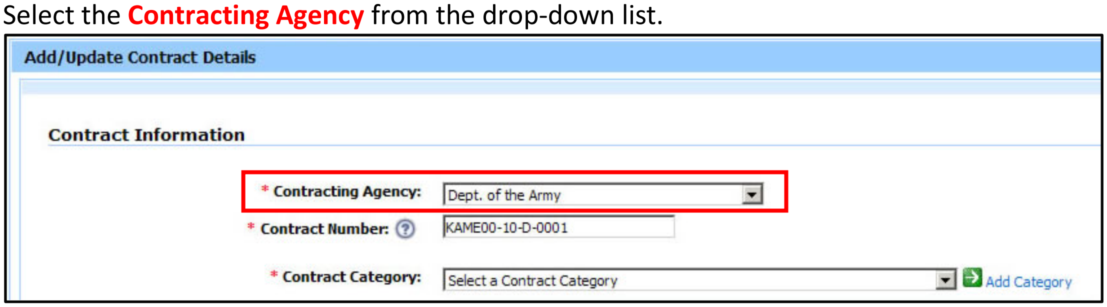


If you are a Contracting Officer, a **Manage Contractor Count** link will appear to the left of the **Add a Contract** link.

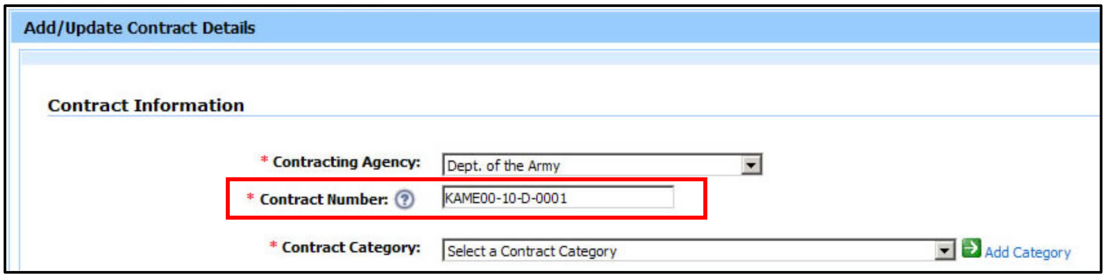


Note: Go to the section called **Manage Contractor Count** for more information.

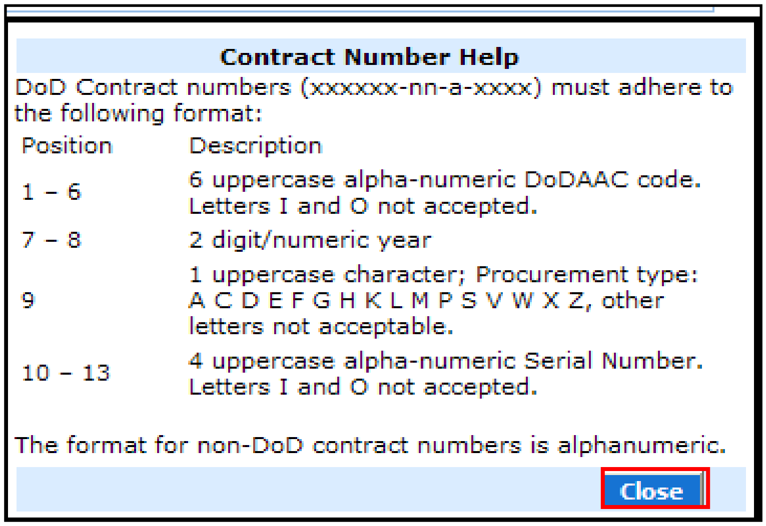
2. Select the **Contracting Agency** from the drop-down list.



3. Enter the contract number into **Contract Number** field. If a DoD agency was selected for the Contracting Agency, you will notice that a mask on the Contract Number field appears along with a **Help (?)** button that allows you to get more information.

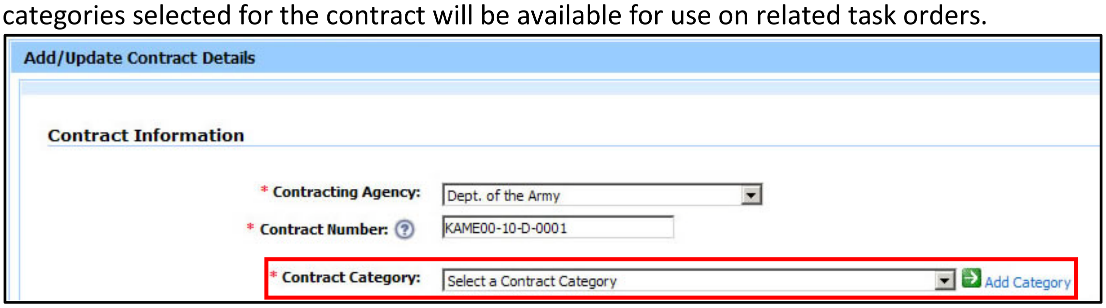


4. If you click the **Help (?)** button, the following Help window displays. Click **Close** when you are finished reading the format for DoD contracts.



5. Select at least one contract category (you may select multiple categories) from the **Contract Category** drop-down list and click the **Go** button or **Add Category**.

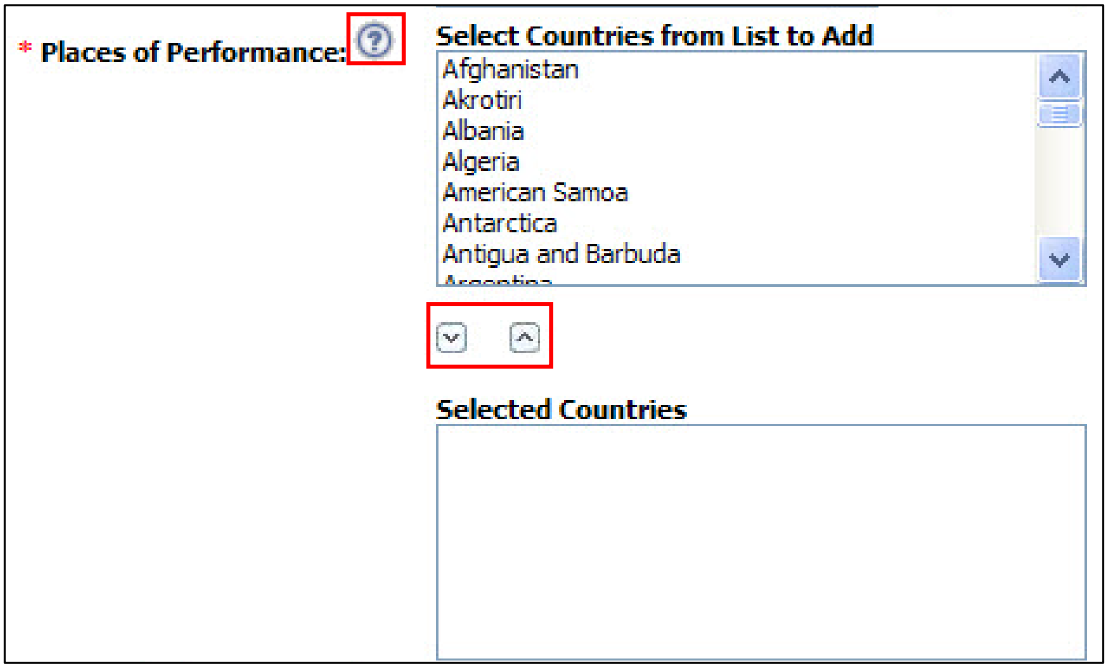
   Note: Contract categories are required for DoD contracting and are used for reporting purposes. When selecting contract categories, select the task order categories as well. Only categories selected for the contract will be available for use on related task orders.



6. Select the **Start** and **End** dates for the contract funded **Period of Performance**, either by typing them in the correct format (MM/DD/YYYY) or by selecting the dates from the calendar icons provided. **Note:** Only the dates for the currently funded and approved contract **Period of Performance** should be entered. Dates covering possible contract extensions or option years should not be entered until funded.

   Note: If desired, you may provide a **Contract Description**.

7. Select each country that the contractor will perform work for this contract including the Duty Station location from the **Select Countries from List to Add** for the **Places of Performance**.



- For help, click the **Help (?)** button (to the right of the field label, **Places of Performance**) and a movable window displays. Click **Close** when you're finished with the window.

- To select a single country, click the country's name and click the down (**v**) arrow to move your selection to the **Selected Countries** list. To undo a choice, click the country in the **Selected Countries** list, and click the up (**^**) arrow.

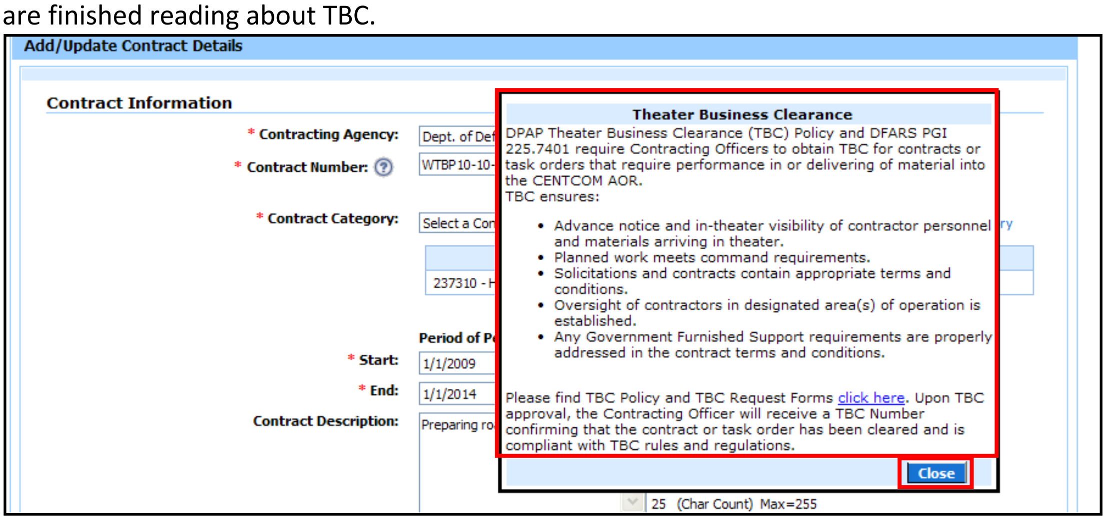
- To select consecutive countries (those listed next to each other), hold down the **SHIFT** key, click the first country of the group, scroll if needed, and click the last country of the group, release the **SHIFT** key, and click the down (**v**) arrow to move them to the **Selected Countries** list. To undo multiple consecutive choices, hold down the **SHIFT** key, click the first country of the group in the **Selected Countries** list, scroll if needed, and click the last country of the group, release the **SHIFT** key, and click the up (**^**) arrow to move the countries back to the **Select Countries from List to Add** list.

- To select non-consecutive multiple countries, hold down the **CTRL** key and click each country's name, release **CTRL** after selecting all countries, and click the down (**v**) arrow to move to the **Selected Countries** list. To undo multiple non-consecutive choices, hold down the **SHIFT** key, click the first country of the group in the **Selected Countries** list, scroll if needed, and click the last country of the group, release the **SHIFT** key, and click the up (**^**) arrow to move the countries back to the **Select Countries from List to Add** list.

8. Also, you may indicate whether the contract was **Awarded Competitively** by clicking the appropriate **Yes** or **No** radio button.

9. Indicate whether Theater Business Clearance (TBC) is required by selecting the appropriate **Yes** or **No** radio button next to the label **Theater Business Clearance Required?**. If **Yes**, enter **Theater Business Clearance Number**.

10. If you click the **Help (?)** button, the following Help window displays. Click **Close** when you are finished reading about TBC.

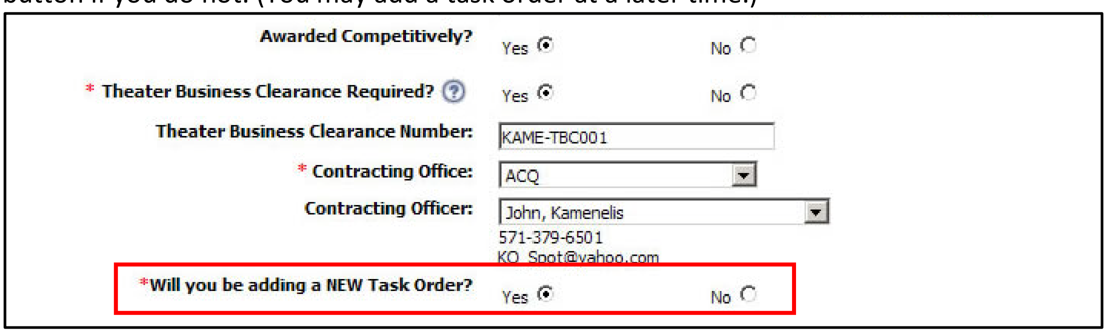


11. Select the **Contracting Office** from the drop-down list. Select the **Contracting Officer** from the drop-down list.

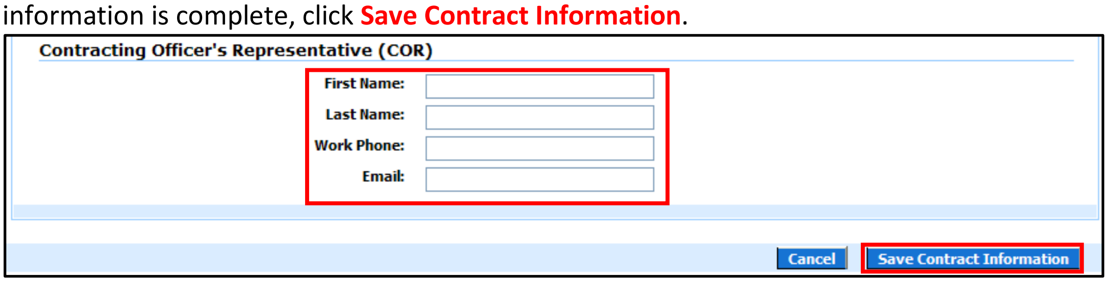
Note: During initial entry of the contract information, it is not required to specify the Contracting Officer. However, in order for SPOT to send an LOA request to the correct Contracting Officer for approval and a digital signature, that Contracting Officer must be specified. If multiple Contracting Officers are set up in SPOT for the same office, they can approve LOAs in another's absence.

Contact information for the Contracting Officer will automatically appear after the Contracting Officer has been selected on the **Add/Update Contract Details** page.

12. Select the **Yes** radio button if you want to add a task order at this time. Select the **No** radio button if you do not. (You may add a task order at a later time.)

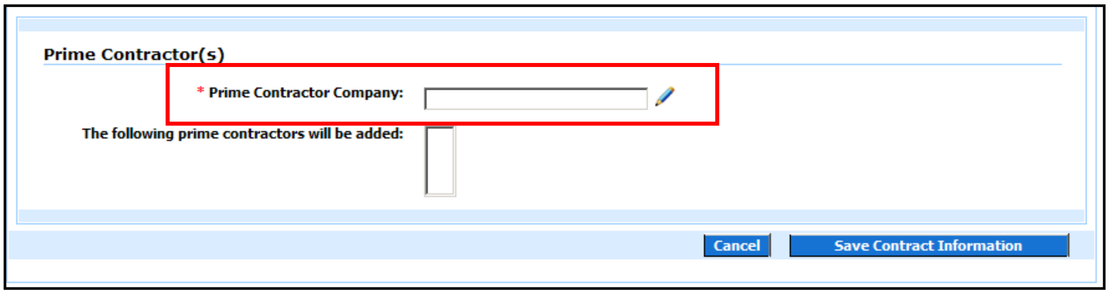


13. If the Contracting Officer has a representative, you may enter that person's contact information in the **Contracting Officer's Representative (COR)** fields. When the contract information is complete, click **Save Contract Information**.

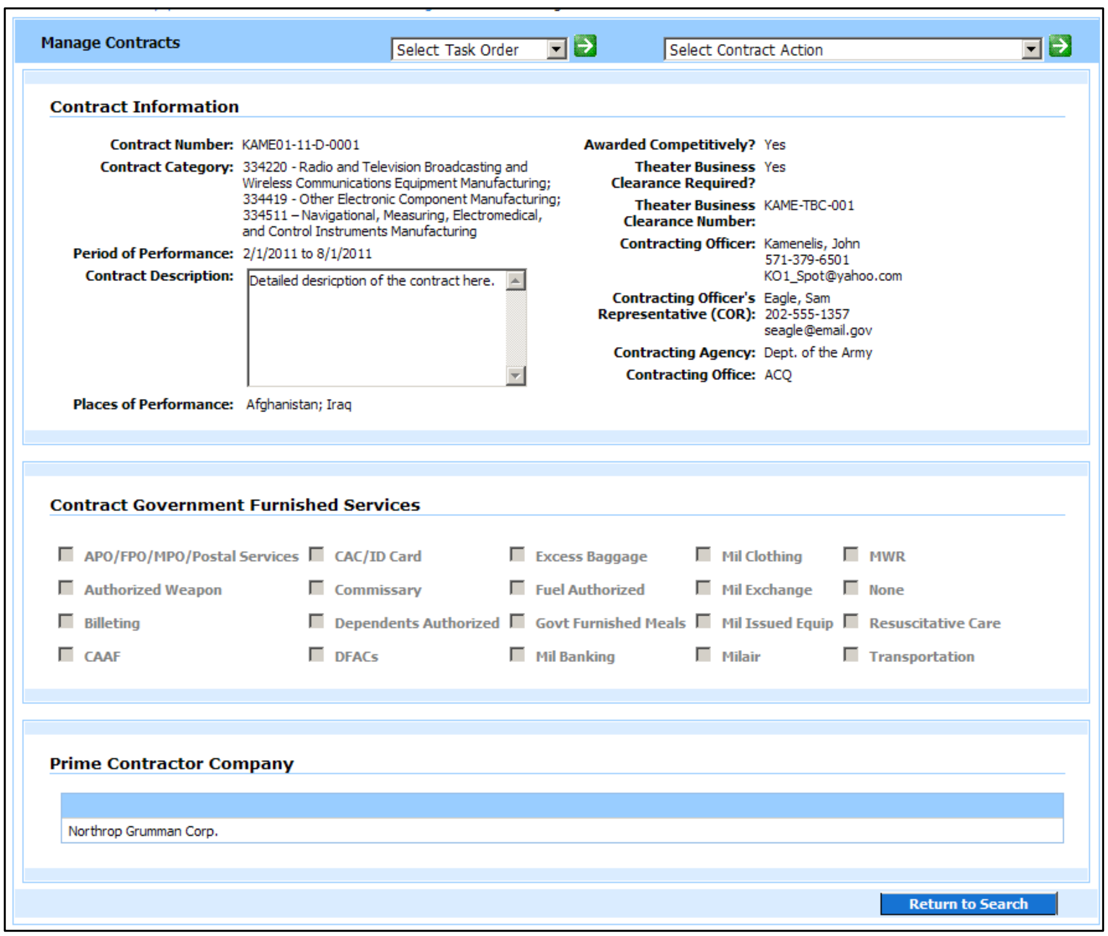


Note: When a Company Administrator adds a contract to SPOT, the Prime Contractor Company selection defaults to that person's registered company in SPOT and it cannot be changed. Other users who are authorized to add contracts will need to perform a search for the desired company name.

14. A Government Administrator, Government Authority, Contracting Administrator, and Contracting Officer roles are able to select the Prime Contractor Company from a Search window. Click the **pencil** icon and select the **Prime Contractor Company**. Click **Save Contract Information**.



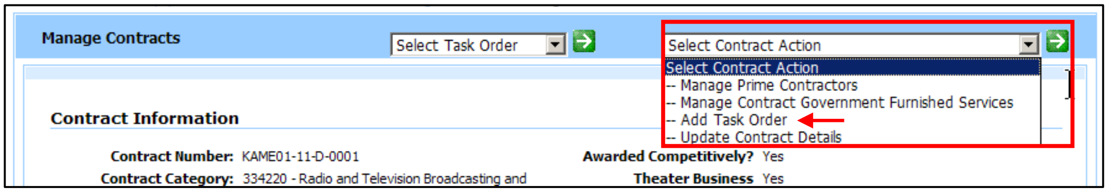
15. The page displayed next is dependent on the answer provided in step 12. If you indicated that a task order will be added, the **Add/Update Task Order Details** (refer to the section called **Add a Task Order**) page displays. If not, the **Manage Contracts** page displays as follows:



2.4 Add a Task Order

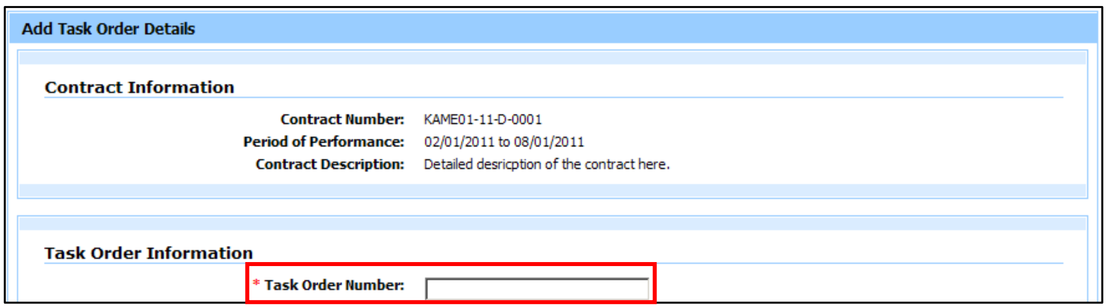
1. On the **Manage Contracts** page, select **Add Task Order** from the drop-down menu and click the **Go** button. The **Add Task Order Details** page displays.

   Note: A Contract Category must be assigned to this contract to add a task order.

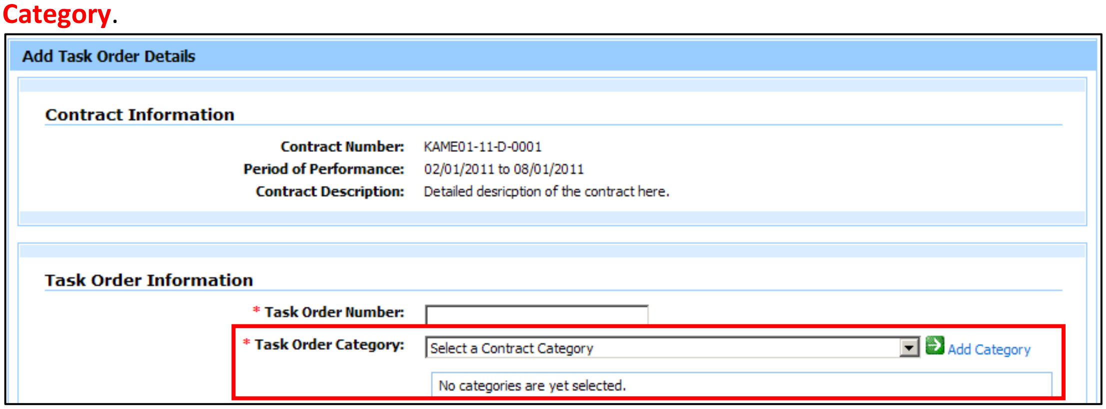


   Note: View/Add Contractor Count option is only available on the **Select Contract Action** drop-down menu when you are using the Contracting Officer role.

2. Enter the **Task Order Number**. Each task order for the same contract must have a different task order number.

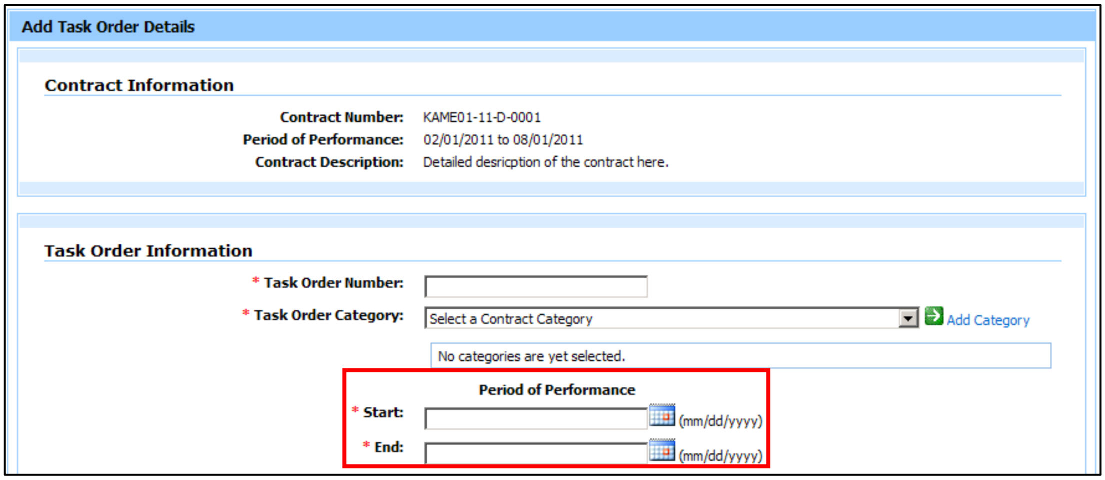


3. Select at least one **Task Order Category** from the drop-down list. This list is restricted to those categories established at the parent contract level. Click the **Go** button or **Add Category**.



   To select additional categories, click the dropdown list, select a category, click **Go** or **Add Category.**

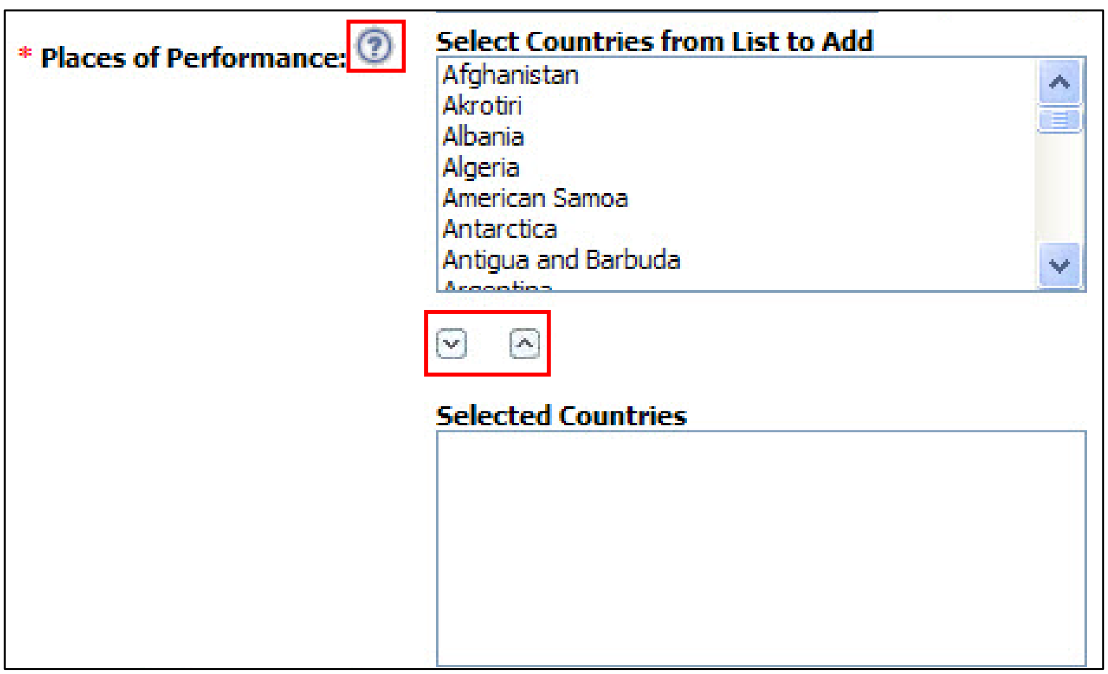
4. Enter the task order's **Period of Performance**. You may directly enter the **Start** and **End** dates for the task order, or you may select the dates using the calendar widgets.



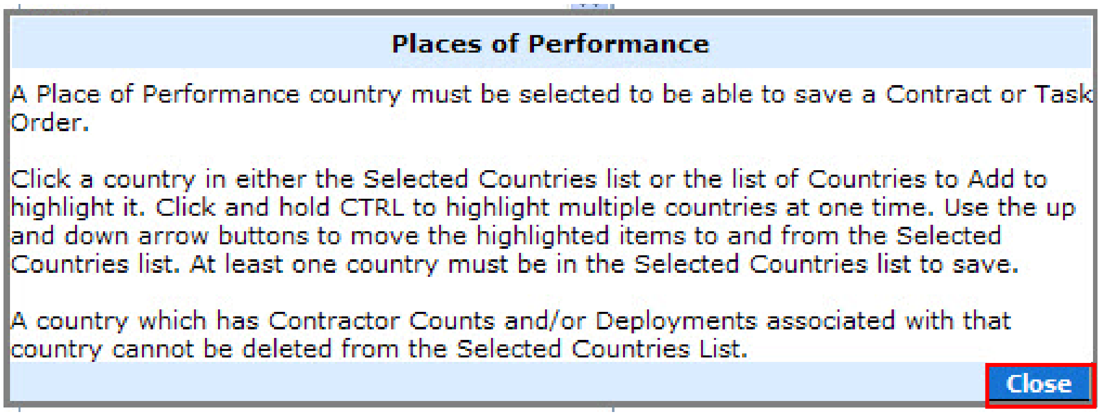
Note: SPOT requires that the task order start and end dates fall within the prime contract's **Period of Performance** (POP), which is identified at the top of the **Add Task Order Details** page.

If desired, you may provide a **Task Order Description**.

5. Select each country that the contractor will perform work for this task order including the Duty Station location from the **Select Countries from List to Add** for the **Places of Performance**.



- For help, click the **Help (?)** button (to the right of the field label, **Places of Performance**) and a movable window displays. Click **Close** when you're finished with the window.

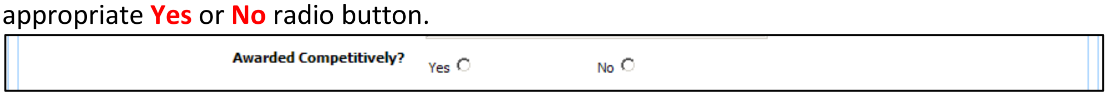


- To select a single country, click the country's name and click the down (**v**) arrow to move your selection to the **Selected Countries** list. To undo a choice, click the country in the **Selected Countries** list and click the up (**^**) arrow.

- To select consecutive countries (those listed next to each other), hold down the **SHIFT** key, click the first country of the group, scroll if needed, and click the last country of the group, release the **SHIFT** key, and click the down (**v**) arrow to move them to the **Selected Countries** list. To undo multiple consecutive choices, hold down the **SHIFT** key, click the first country of the group in the **Selected Countries** list, scroll if needed, and click the last country of the group, release the **SHIFT** key, and click the up (**^**) arrow to move the countries back to the **Select Countries from List to Add** list.

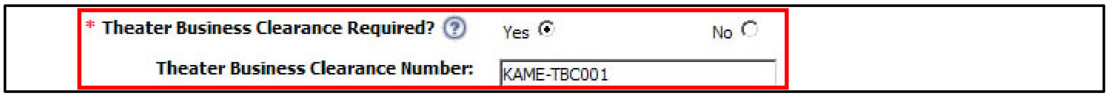
- To select non-consecutive multiple countries, hold down the **CTRL** key and click each country's name, release **CTRL** after selecting all countries, and click the down (**v**) arrow to move to the **Selected Countries** list. To undo multiple non-consecutive choices, hold down the **SHIFT** key, click the first country of the group in the **Selected Countries** list, scroll if needed, and click the last country of the group, release the **SHIFT** key, and click the up (**^**) arrow to move the countries back to the **Select Countries from List to Add** list.

6. Also, you may indicate whether the task order was **Awarded Competitively** by clicking the appropriate **Yes** or **No** radio button.



Note: When adding a task order, you will need to select the Contracting Office, then the Contracting Officer. The names appearing in the **Contracting Officer** drop-down list will be restricted to those individuals who are registered SPOT users.

7. Indicate whether Theater Business Clearance (TBC) is required by selecting **Yes** or **No** next to the label **Theater Business Clearance Required?**. If Yes, enter the **Theater Business Clearance Number**.



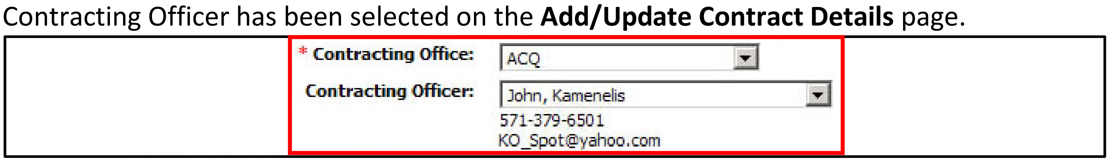
Note: If you need additional information about the TBC Number, click the **Help (?)** button and a movable window appears. Click **Close** to remove the window.

8. Select the **Contracting Office** from the drop-down list. Your Contracting Office selection determines the list of Contracting Officers that appear in the **Contracting Officer** dropdown list.

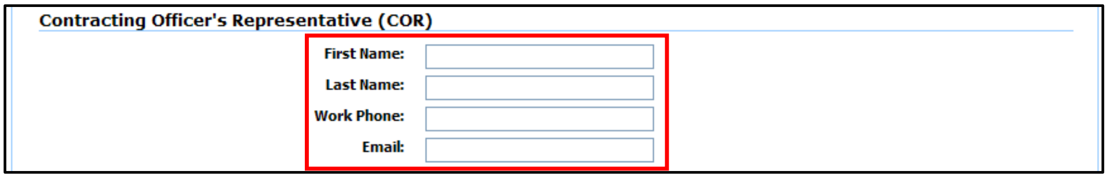
   Select the **Contracting Officer** from the drop-down list.

   Note: During initial entry of the task order information, it is not required to specify the Contracting Officer. However, in order for SPOT to send an LOA request to the correct Contracting Officer for approval and a digital signature, that Contracting Officer must be specified. If multiple Contracting Officers are set up in SPOT for the same office, they can approve LOAs in one another's absence.

   Contact information for the Contracting Officer will automatically appear after the Contracting Officer has been selected on the **Add/Update Contract Details** page.



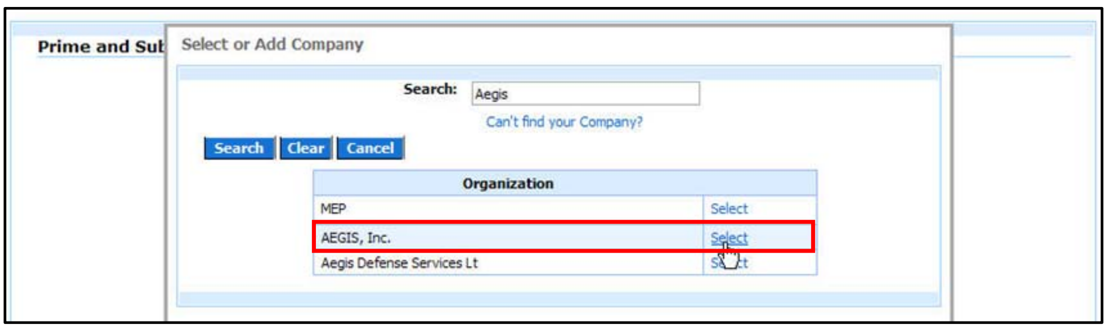
9. If the Contracting Officer has a representative, you may enter that person's contact information in the **Contracting Officer's Representative (COR)** fields.



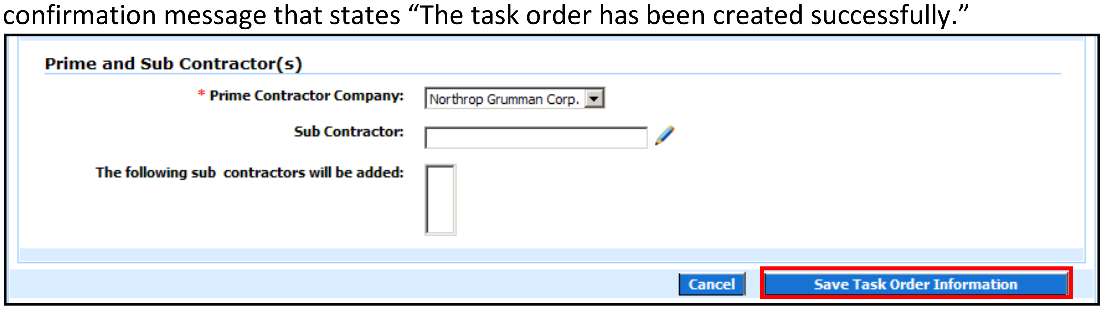
10. Select the **Prime Contractor Company** from the dropdown list.

11. Type at least the first three letters of the company name or acronym in the **Search** box.

12. When the search results appear, click the **Select** link that corresponds with the name of the **Sub Contractor** company. The name of the subcontractor company will appear in the **Sub Contractor** box.



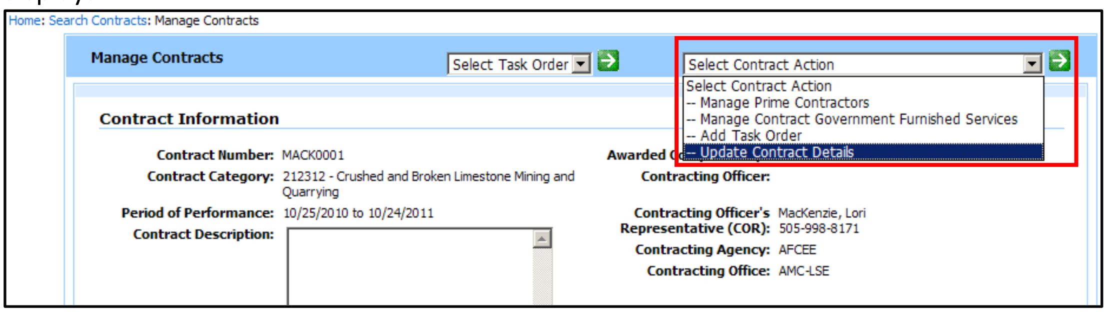
13. Click **Save Task Order Information**. The **Manage Task Order** page displays featuring a confirmation message that states "The task order has been created successfully."



2.5 Update Contract Details

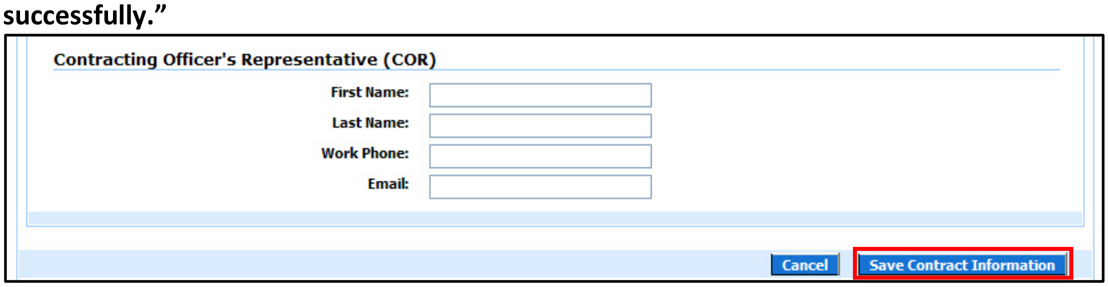
From the **Manage Contracts** page, you can update the contract information including Contract PoP and other contract details. Remember that Government Furnished Services (GFS) for persons deploying in support of a contract can only be entered and managed by the Contracting Officer appointed to manage the contract. Also, the Contract Category field must have a value in it before the contract details can be modified (some contracts were created in SPOT before the field was required). Task orders must also have this field entered before changes can be made.

1. On the **Manage Contracts** page, select **Update Contract Details** from the **Select Contract Action** drop-down menu and click the **Go** button. The **Add/Update Contract Details** page displays.



Note: View/Add Contractor Count option is only available on the **Select Contract Action** drop-down menu when you are using the Contracting Officer role and when there are no task orders on the contract.

2. Update the contract details, as required. Click **Save Contract Information**. The **Manage Contracts** page displays featuring the message **"The Contract has been updated successfully."**



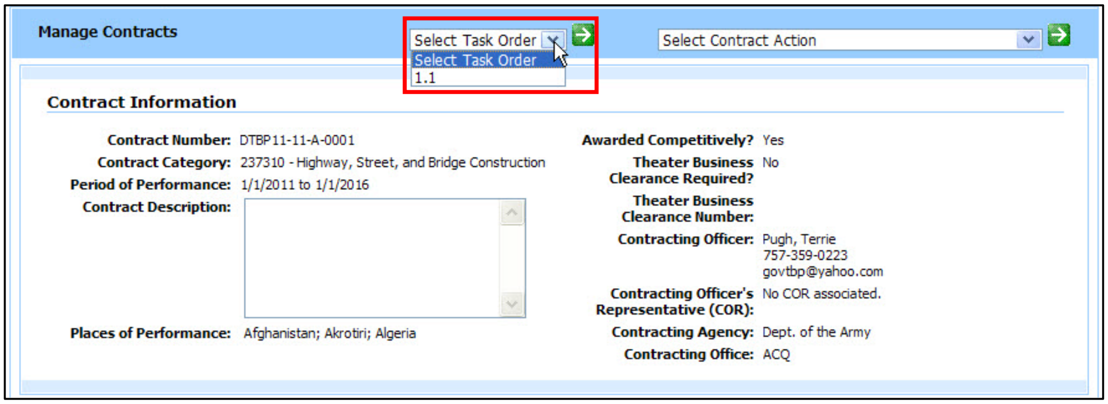
Note: The **Contract Number** and **Contracting Agency** cannot be updated after the contract is initially saved. If you need to change either of these fields, contact the Help Desk.

Updating the contract's POP does **not** automatically update the task order's POP. Procedures for updating task order details, including the task order's POP, are featured in the next section.

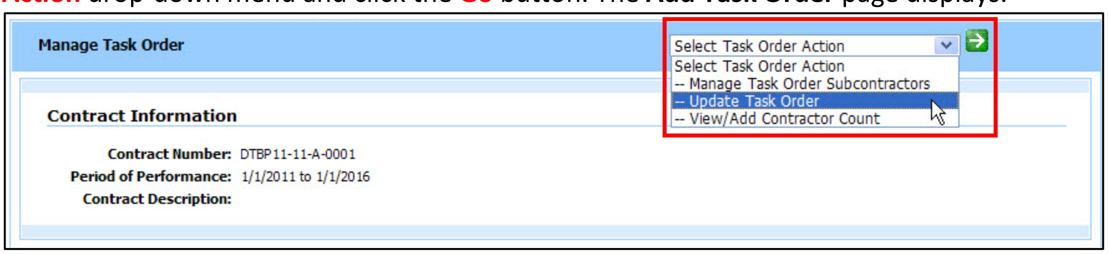
2.6 Update Task Order Details

From the **Task Order Details** page, you can update information about the task order itself and the list of associated subcontractors. You can select the appropriate task order action from the **Select Task Order Action** drop-down list.

1. On the **Manage Contracts** page, select the desired task order from the **Select Task Order** drop-down menu and click the **Go** button. The **Manage Task Order** page displays.

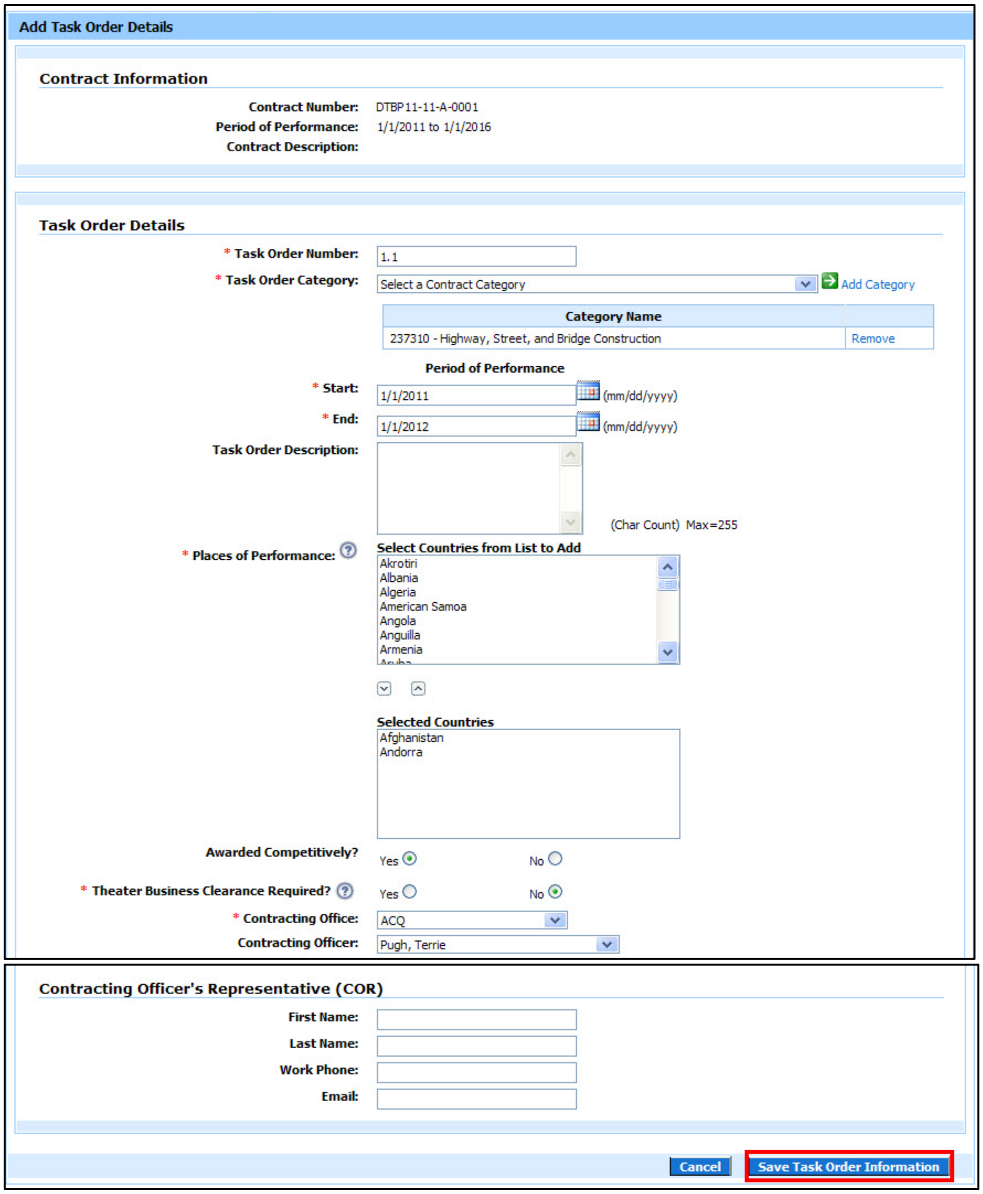


2. On the **Manage Task Order** page, select **Update Task Order** from the **Select Task Order Action** drop-down menu and click the **Go** button. The **Add Task Order** page displays.



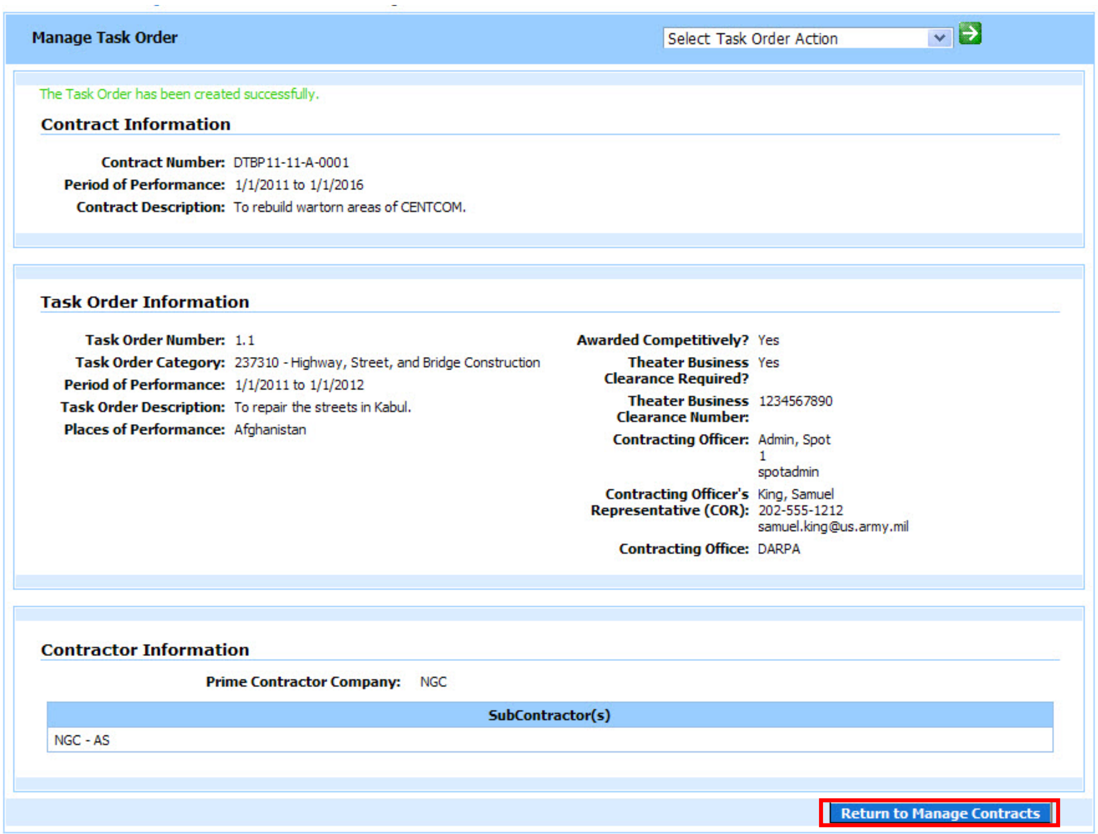
Note: View/Add Contractor Count option is only available on the **Select Task Order Action** drop-down menu when you are using the Contracting Officer role.

3. Update the task order details, as required. Click **Save Task Order Information**. The **Manage Task Order** page displays featuring the message **"The Task Order has been updated successfully."**



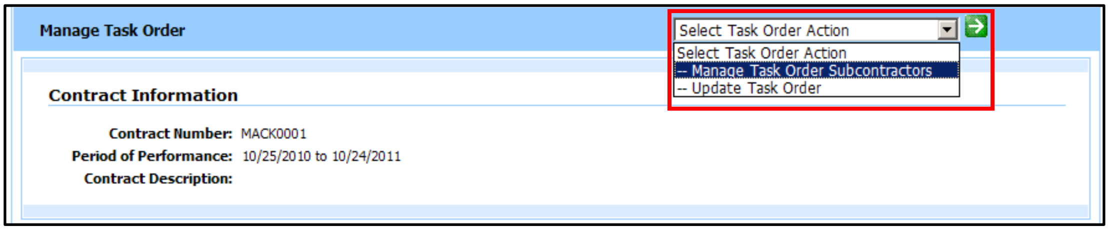
Note: The **Contracting Agency** for the task order cannot be changed after the contract and task order are initially saved. Updating the task order's POP does **not** automatically update the contract's POP. SPOT requires that the task order start and end dates fall within the contract's POP. SPOT allows authorized users the ability to associate multiple subcontractors to a task order.

4. Click **Return to Manage Contracts** to view the summary of the contract's details.


Manage Task Order
Select Task Order Action
The Task Order has been created successfully.
Contract Information
Contract Number: DTBP11-11-A-0001
Period of Performance: 1/1/2011 to 1/1/2016
Contract Description: To rebuild wartorn areas of CENTCOM.
Task Order Information
Task Order Number: 1.1
Task Order Category: 237310 - Highway, Street, and Bridge Construction
Period of Performance: 1/1/2011 to 1/1/2012
Task Order Description: To repair the streets in Kabul.
Places of Performance: Afghanistan
Awarded Competitively? Yes
Theater Business Clearance Required? Yes
Theater Business Clearance Number: 1234567890
Contracting Officer: Admin, Spot
1
spotadmin
Contracting Officer's Representative (COR): King, Samuel
202-555-1212
samuel.king@us.army.mil
Contracting Office: DARPA
Contractor Information
Prime Contractor Company: NGC
SubContractor(s)
NGC - AS
Return to Manage Contracts

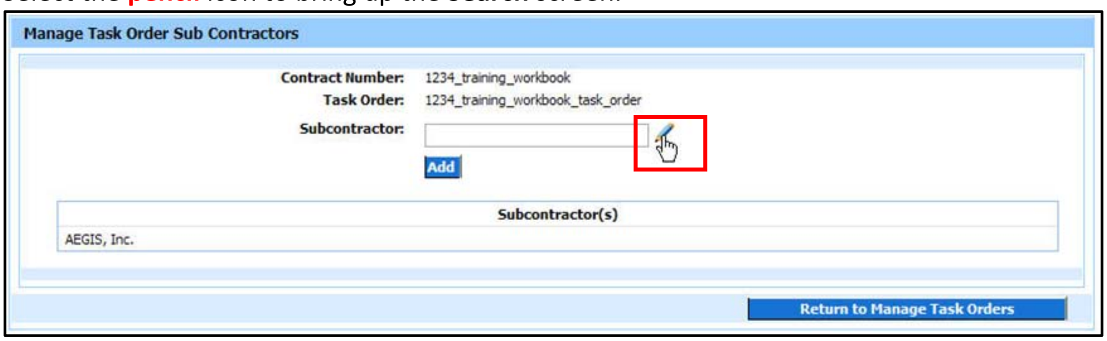
2.7 Add a Subcontractor to a Task Order

1. On the **Manage Task Order** page, select **Manage Task Order Subcontractors** from the **Select Task Order Action** drop-down menu and click the **Go** button. The **Manage Task Order Sub Contractors** page displays.

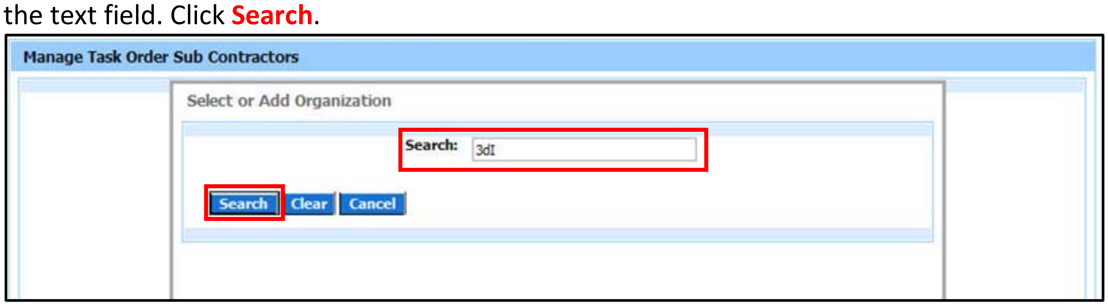


Note: View/Add Contractor Count option is only available on the **Select Task Order Action** drop-down menu when you are using the Contracting Officer role.

2. Select the **pencil** icon to bring up the **Search** screen.

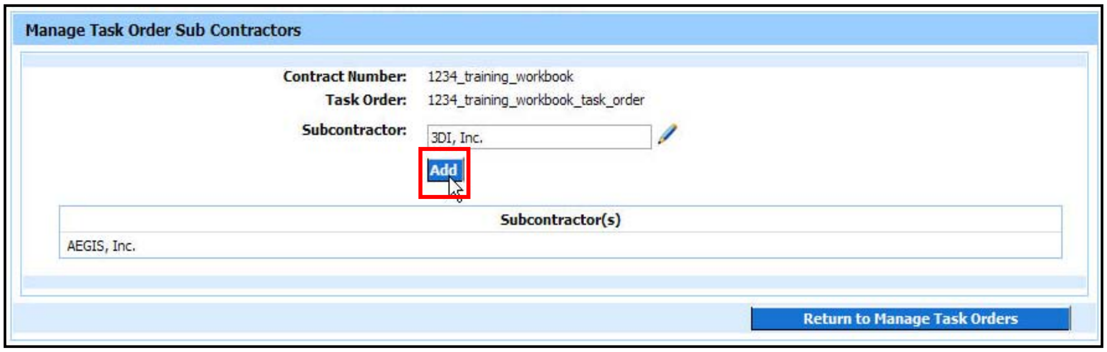


3. Type at least the first three characters of the company name or the company acronym in the text field. Click **Search**.



4. When the search results appear, click the **Select** link that corresponds with the name of the subcontractor company. The subcontractor company will populate in the subcontractor field.

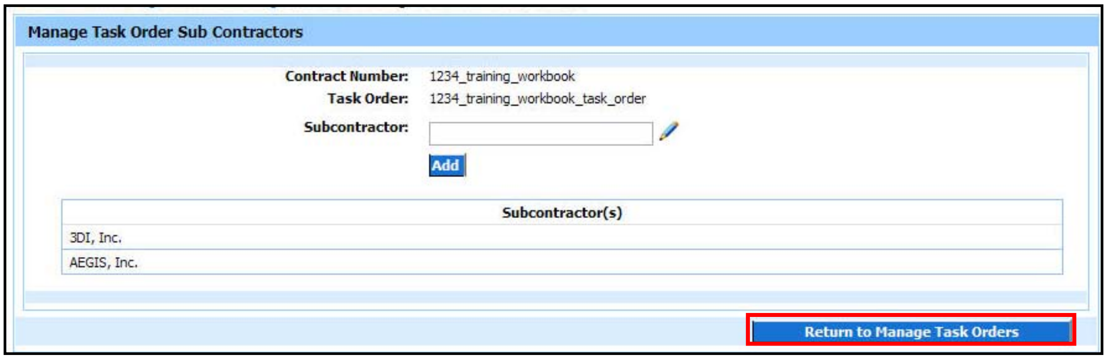
5. Click **Add**. The subcontractor company will be added to the subcontractors list in the table displayed.



6. Repeat the select-add process as needed to select companies affiliated with the task order.

Note: If the contractor company does not appear on the pre-populated list, you may add the company to SPOT by clicking on the **Can't Find Your Company?** link on the company search pop-up or submit a request through the SPOT Help Desk.

7. Click **Return to Manage Task Orders** once you have successfully added the desired subcontractor(s). The contractor company will be added to the subcontractors list in the table display.



2.8 Remove a Company from a Contract or Task Order

SPOT users do not have the capability to remove a company from a contract or a task order. When this is necessary, the authorized user will need to submit a request to the SPOT Help Desk.

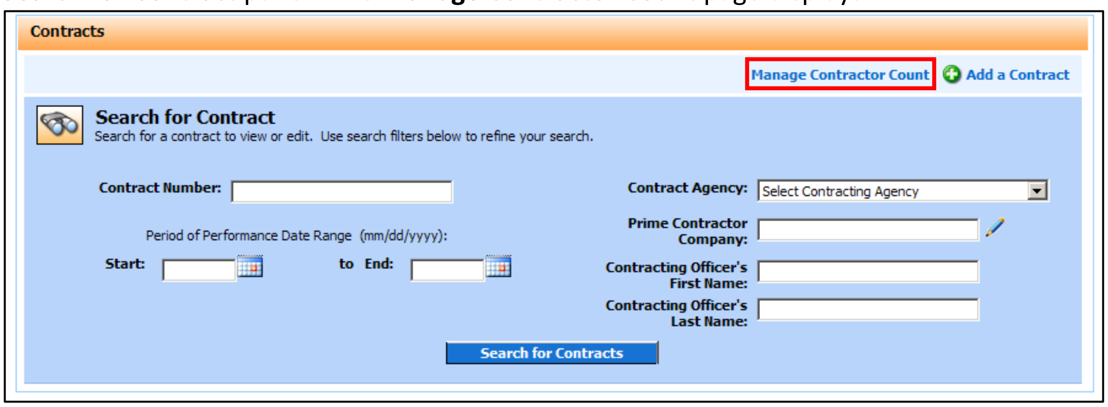
2.9 Manage Contractor Counts *New!*

Synchronized Predeployment & Operational Tracker (SPOT) provides the Contracting Officer role a way to easily enter a count of deployed contractors that reflects the contractor's citizenship and places of performance for each contract or task order**.** The View/Add Contractor Count screen displays a single table containing both existing deployment data in SPOT and fields for entering the counts. This screen also makes it possible to review previous updates from any specified date.

This feature satisfies the NDAA Memorandum of Understanding (MOU) section 861 reporting requirement to report the total number of personnel employed on contracts in Iraq and Afghanistan.

Viewing the Contractor Counts

1. On the **Contracts** page, select **Manage Contractor Count** in the upper-right corner of the **Search for Contract** panel. The **Manage Contractor Count** page displays.



2. The **Manage Contractor Count** page displays all contracts belonging to the organization(s) in which you are a Contracting Officer. This page also provides various features to make it easy to navigate.

Manage Contractor Count

Mine ○ All ◉ Show per page: 25

Contract Number ▲	U.S. Citizens	Third Country Nationals	Local Nationals	Total	Last Updated By	Last Updated On	Start Date	End Date	Contracting Officer	Contracting Office
+ DAAB07-02-D-P002	0	0	0	**0**			03/15/2004	09/28/2011	APPLEGATE, APPLEGATE	ACQ
DAAB07-99-C-E003	0	0	0	**0**			09/14/1999	12/31/2012	HERSCH, HERSCH	ACQ
+ GS10F0255M	0	0	0	**0**			10/01/2006	04/30/2011	LUCY, LUCY	ACQ
+ KAME01-11-D-0001	0	0	0	**0**			02/01/2011	08/01/2011	Kamenelis, John	ACQ
+ W15P7T-06-D-E401	0	0	0	**0**			03/02/2006	04/24/2011	APPLEGATE, APPLEGATE	ACQ
+ W15P7T-06-D-E402	0	0	0	**0**			03/02/2006	03/01/2011	APPLEGATE, APPLEGATE	ACQ
+ W15P7T-06-D-E404	0	0	0	**0**			04/01/2006	04/01/2012	APPLEGATE, APPLEGATE	ACQ
+ W15P7T-06-D-E405	0	0	0	**0**			09/25/2006	03/01/2012	WISDOM RUSSELL, WISDOM RUSSELL	ACQ
+ W15P7T-08-D-P416	0	0	0	**0**			06/16/2008	06/15/2013	DELLOMO, DELLOMO	ACQ
+ W15P7T06DE405	0	0	0	**0**			09/08/2006	07/17/2011	NOSTRANT, NOSTRANT	ACQ
+ W15P7T06DE406	0	0	0	**0**			03/02/2006	03/01/2016	APPLEGATE, APPLEGATE	ACQ
W15P7T08DP414	0	0	0	**0**			06/16/2008	06/15/2013	DELLOMO, DELLOMO	ACQ
+ W15P7T08DP417	0	0	0	**0**			08/06/2008	08/05/2013	DELLOMO, DELLOMO	ACQ
W909MY-06-F-0022	0	0	0	**0**			06/01/2006	06/02/2011	WISDOM RUSSELL, WISDOM RUSSELL	ACQ

Close

Note: Contracts with no associated task orders display their contract numbers as blue active links. Contracts with associated task orders display their contract numbers in black text preceded with a **plus (+) sign**.

- Click **Help (?)** button to open a movable message box with more details about the page. Click **Close** when you're finished with the window.

Manage Contractor Counts

Contractor Counts are collected and reported for Contracts and Task Orders by Place of Performance and Citizenship Category. Citizenship Categories are U.S. Citizen, Third Country Nationals, and Local Nationals. The Counts shown here are the sums of the Counts stored for the individual Places of Performance.

Contract or Task Order View / Add Contractor Counts pages provide viewing and editing of Counts.

Initially only those Contracts where you are the assigned Contracting Officer on either the Contract or any Task Order on the Contract are displayed. If the 'All' radio button is selected, the page displays Contracts for which the Contract's Contracting Office or any of the Task Orders' Contracting Office matches any of your Contracting Offices. Selecting the 'Mine' radio button reverts to the initial display.

A Contract displaying a plus (+) sign next to a contract number has at least one Task Order. Click the plus sign to view the Task Order(s). Then click the specific Task Order Number to navigate to the View / Add Contractor Counts page.

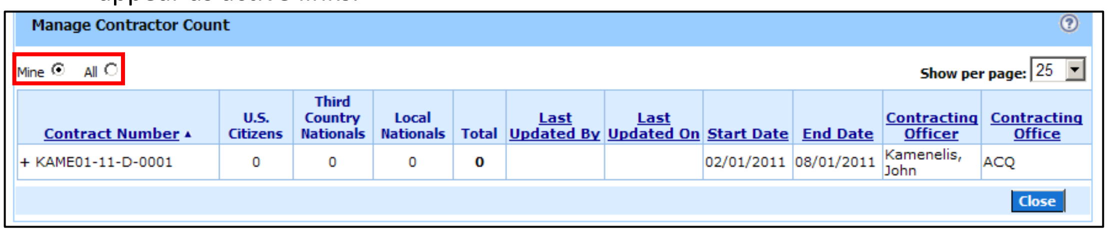
Click the Contract Number to navigate to the View / Add Contractor Counts page for a Contract without any Task Orders.

Click here for more detailed information about Contractor Counts.

Close

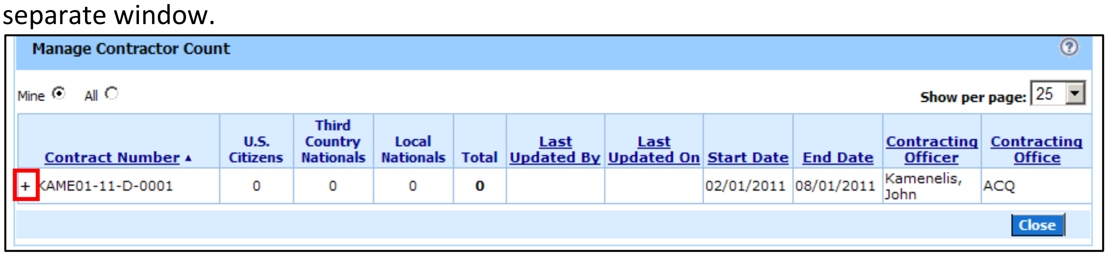
- Select the **Show per page** drop-down list to choose the number of contracts to display on a page. It defaults to 25 rows per page.

- Select **All** and all contracts belonging to your organization(s) in which you are a Contracting Officer display. If **Mine** is selected (the default), the contracts that you are the Contracting Officer for display. If there are any task orders for those contracts, they will appear as well. In addition, if you are not a Contracting Officer on the contract, but you are the Contracting Officer on one or more of the associated task orders, you will be able to see the contract and its task orders as well. Only the contracts and/or task orders to which you are the assigned Contracting Officer or in the same office with the assigned Contracting Officer will appear as active links.



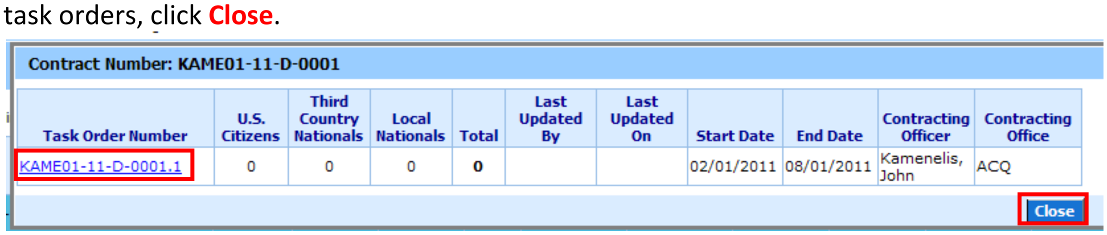
Note: The results in the **Manage Contractor Count** page can be sorted by clicking on the column header if it is an active link. Click once for ascending order; click a second time for descending order.

3. Click the plus (**+**) sign to view the associated task orders and their contractor counts in a separate window.

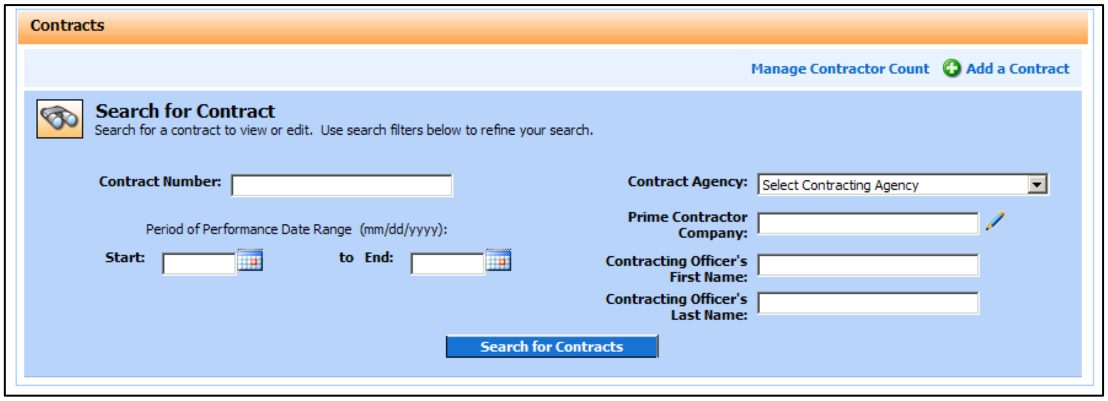


Note: The values displayed in the Citizenship Categories are cumulative values of a contract's task orders.

4. Click the active **Task Order Number** link to view the task order's counts. When you have finished viewing the counts, click **Cancel**. When you have finished viewing the window of task orders, click **Close**.

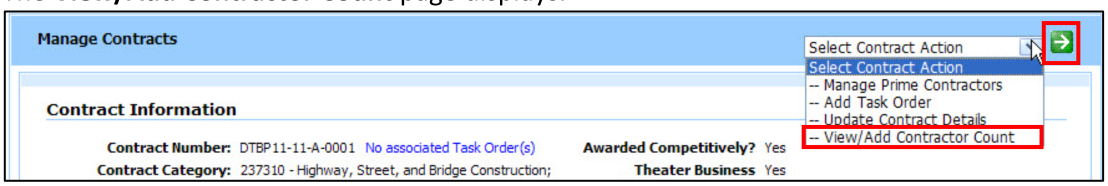


When you have finished viewing the **Manage Contractor Count** page, click **Close** and the **Contracts** page displays.



Adding the Contractor Counts

1. From the **Manage Contracts** page (or the **Manage Task Order** page), select **View/Add Contractor Count** from the **Select Contract Action** drop-down menu. Click the **Go** button. The **View/Add Contractor Count** page displays.



2. Enter new or update existing contractor counts in the **Count** column under each applicable citizenship category, i.e. **U.S. Citizens**, **Third Country Nationals**, and **Local Nationals** for each applicable **Place of Performance**.

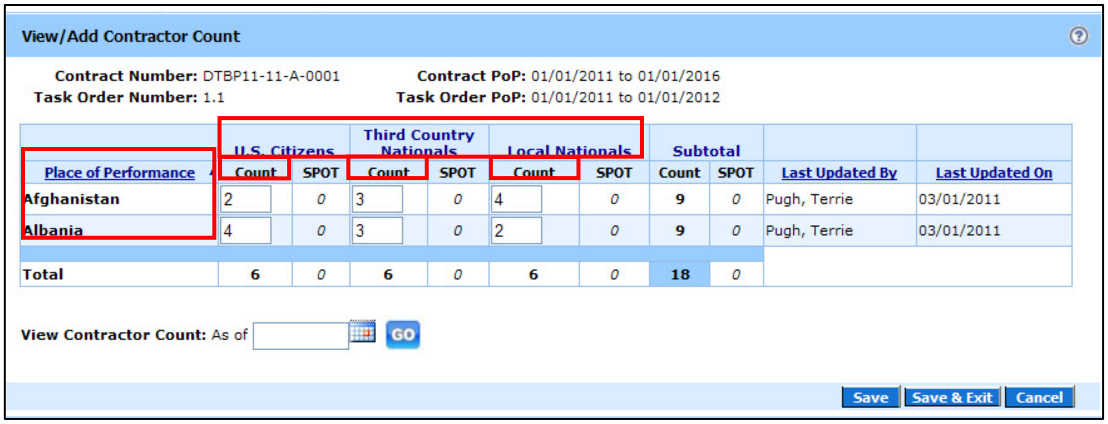
   - U.S. Citizens – A U.S. Citizen is identified as a person born in the United States, naturalized, or a person who has been issued a Certificate of US Citizenship. The value you enter represents the number of U.S. Citizen contractors that are deployed.

Note: A person with a green card is identified as a Foreign National, and is categorized either as a TCN or LN based on the person's citizenship.

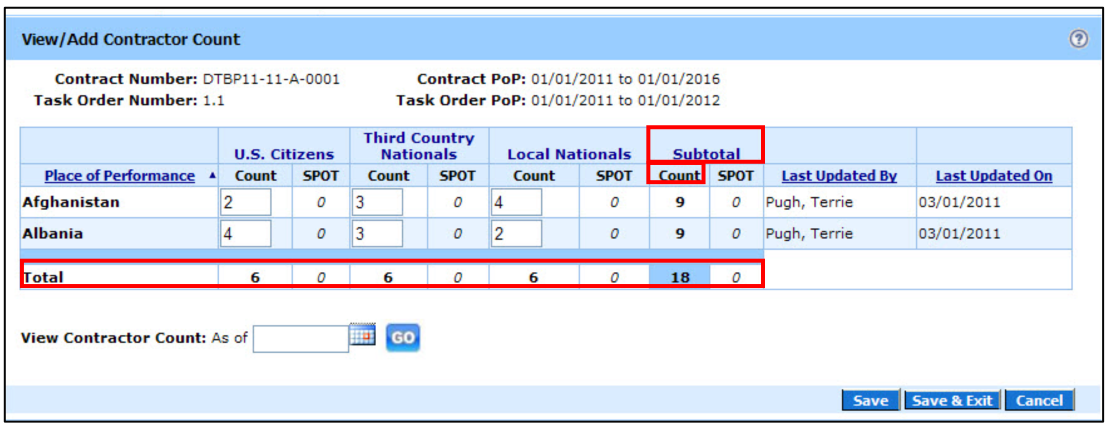
   - Third Country Nationals – Third Country Nationals are contractors who are neither U.S. Citizens nor citizens of the country where their Duty Station is located. The value you enter represents the number of Third Country National contractors that are deployed.

   - Local Nationals – Local Nationals are contractors who are citizens of the country where their Duty Station is located and are not U.S. citizens. The value you enter represents the number of Local National contractors that are deployed.

Note: Countries displayed in the **Places of Performance** column were selected on the contract or task order. Additional countries may be added by editing the contract or task order and cannot be added here. In addition, the values displayed in the **SPOT** column represent active deployments within SPOT for each Citizenship Category. These values cannot be changed.



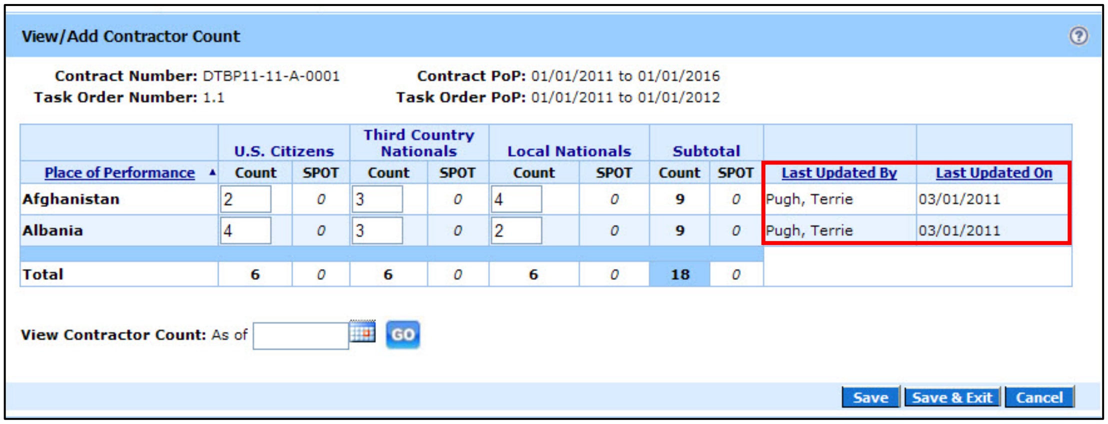
Also notice that the values in the **Subtotal > Count** column and the totals in the **Total** row automatically update, which represents the sum of all U.S. Citizen, Third Country Nationals, and Local Nationals for the contract.



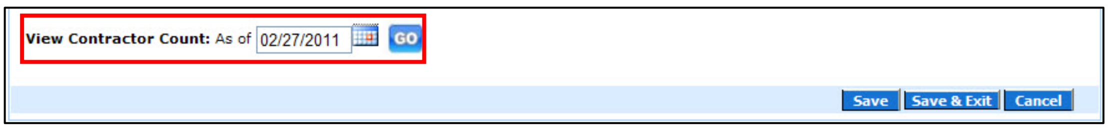
- U.S. Citizens – the sum of all U.S. Citizens for all countries.
- Third Country Nationals – the sum of all Third Country Nationals for all countries.
- Local Nationals – the sum of all Local Nationals for all countries (not including the United States).

A record of *who* and *when* the counts were updated by are displayed as well, which appear once you **Save and Exit** the page and then return to the page.

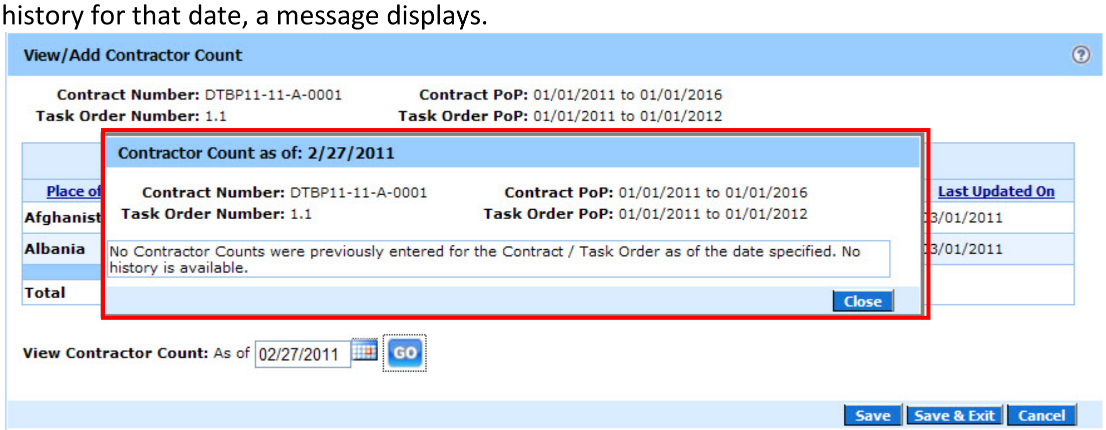
3. If you want to view contractor counts on a particular date, then enter a date in the **As of** field or use the calendar icon to help with data entry. Click **Go**.



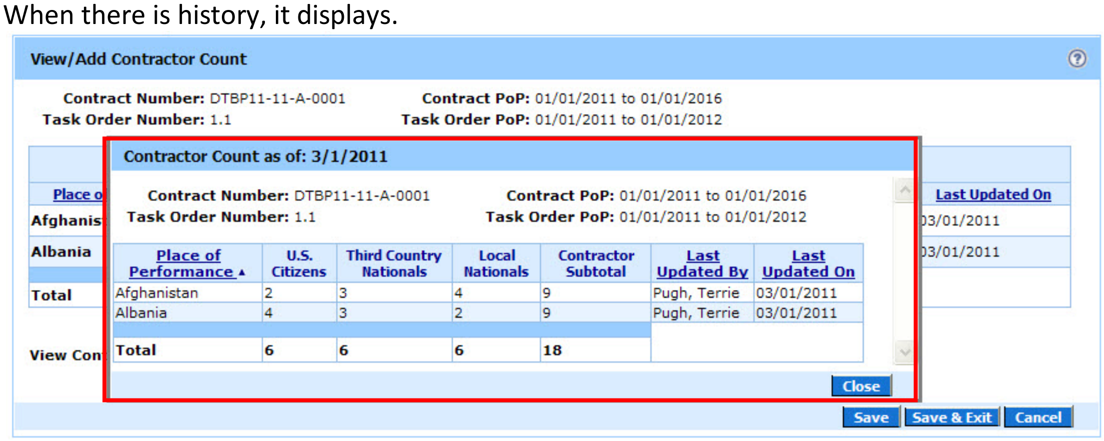
A date was entered to view the counts entered on that date. The last changes to the counts made on that date are displayed and the person(s) who made the changes is displayed as well.



When **Go** is clicked, a history window (**Contractor Count as of:**) appears. If there is no history for that date, a message displays.



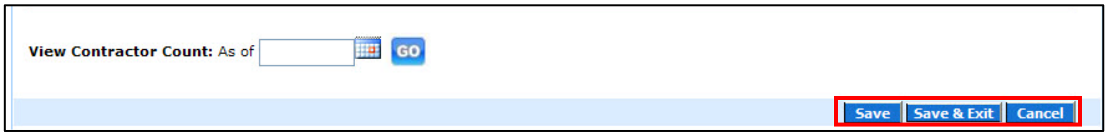
When there is history, it displays.



The **Contractor Count as of:** window displays the **Contract Number**, **Task Order Number**,

Contract PoP, and the **Task Order PoP**. You can see for each **Place of Performance** the counts per citizenship category, the person who last entered/changed the counts and the date the changes were made. Click **Close** when you have finished viewing the historical counts.

4. Click the action you want to perform next—**Save**, **Save and Exit**, or **Cancel**.



- **Save** – saves your changes to the SPOT database.
- **Save and Exit** – saves your changes to the SPOT database and returns you to the **Manage Contracts** page.
- **Cancel** – discards all changes and returns you to the **Manage Contracts** page.

Chapter 3: Letter of Authorization

A letter of authorization (LOA) serves as an official Government document authorizing a person to be deployed under a specified contract or Government mission. SPOT has a built-in business process (work) flow capable of generating LOAs. The process enables seamless communication and processing of LOA requests across approval channels, and automated production of the document. Each LOA generated by SPOT features a unique identifier (barcode) and an authorized signature. The barcode can be used to verify the LOA's authenticity upon the deployed person's arrival at the duty station or area of responsibility (AOR), verify privileges authorized for the person, and track the person's movement(s).

SPOT System-Generated LOA

A SPOT system-generated LOA can be requested when a deployment is created as a step in the create deployment process. The LOA request is also an optional action that can be completed separately at anytime during the pre-deployment phase of the deployment work flow.

Generation of an LOA through SPOT follows the process flow shown below and illustrated in Figure 2:

- Submission of a request by an authorized SPOT user (i.e., Company Administrator or Government Administrator/Authority)
- Review and authorization of the LOA request by a Government Authority user
- Review and approval of the LOA request by the Contracting Officer user
- Digitally signing of the approved LOA through SPOT by the Contracting Officer user
- Generation of the read-only portable document file (PDF)

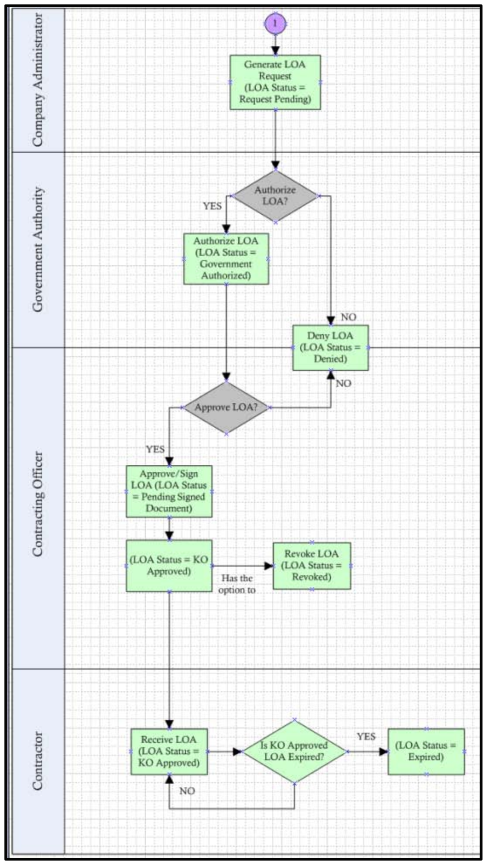
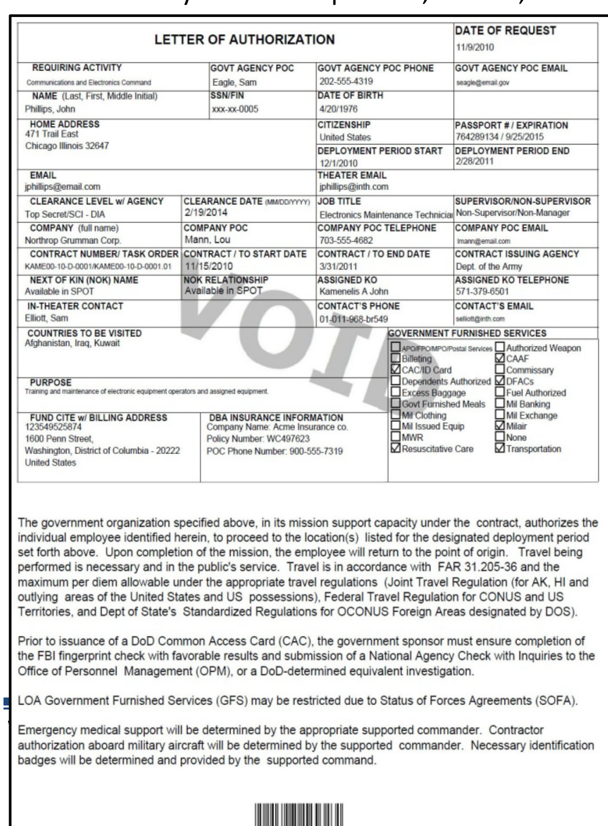


Figure 1. LOA Workflow

LOAs (Figure 3) may be searched for by entering specific criteria or by using the LOA Inbox **Status** drop-down list. The status option provides the Government Authority the opportunity to filter the list of LOAs either currently in the LOA process, denied, or after they have been approved or revoked. Only approved LOAs may be viewed in their final PDF form. Refer to Table 3: LOA Status Definitions for status descriptions. **Note**: When performing an LOA search, you can search on changes only.



LETTER OF AUTHORIZATION

LETTER OF AUTHORIZATION			DATE OF REQUEST 11/9/2010
REQUIRING ACTIVITY Communications and Electronics Command	GOVT AGENCY POC Eagle, Sam	GOVT AGENCY POC PHONE 202-555-4319	GOVT AGENCY POC EMAIL seagle@email.gov
NAME (Last, First, Middle Initial) Phillips, John	SSN/FIN xxx-xx-0005	DATE OF BIRTH 4/20/1976	
HOME ADDRESS 471 Trail East Chicago Illinois 32647		CITIZENSHIP United States	PASSPORT # / EXPIRATION 764289134 / 9/25/2015
		DEPLOYMENT PERIOD START 12/1/2010	DEPLOYMENT PERIOD END 2/28/2011
EMAIL jphillips@email.com		THEATER EMAIL jphillips@inth.com	
CLEARANCE LEVEL w/ AGENCY Top Secret/SCI - DIA	CLEARANCE DATE (MM/DD/YYYY) 2/19/2014	JOB TITLE Electronics Maintenance Technicia	SUPERVISOR/NON-SUPERVISOR Non-Supervisor/Non-Manager
COMPANY (full name) Northrop Grumman Corp.	COMPANY POC Mann, Lou	COMPANY POC TELEPHONE 703-555-4682	COMPANY POC EMAIL lmann@email.com
CONTRACT NUMBER/ TASK ORDER KAME00-10-D-0001/KAME00-10-D-0001.01	CONTRACT / TO START DATE 11/15/2010	CONTRACT / TO END DATE 3/31/2011	CONTRACT ISSUING AGENCY Dept. of the Army
NEXT OF KIN (NOK) NAME Available in SPOT	NOK RELATIONSHIP Available in SPOT	ASSIGNED KO Kamenelis A John	ASSIGNED KO TELEPHONE 571-379-6501
IN-THEATER CONTACT Elliott, Sam		CONTACT'S PHONE 01-011-968-br549	CONTACT'S EMAIL selliott@inth.com

COUNTRIES TO BE VISITED
Afghanistan, Iraq, Kuwait

PURPOSE
Training and maintenance of electronic equipment operators and assigned equipment.

FUND CITE w/ BILLING ADDRESS
123549525874
1600 Penn Street,
Washington, District of Columbia - 20222
United States

DBA INSURANCE INFORMATION
Company Name: Acme Insurance co.
Policy Number: WC497623
POC Phone Number: 900-555-7319

GOVERNMENT FURNISHED SERVICES
- ☐ APO/FPO/MPO/Postal Services
- ☐ Billeting
- ☑ CAC/ID Card
- ☐ Dependents Authorized
- ☐ Excess Baggage
- ☐ Govt Furnished Meals
- ☐ Mil Clothing
- ☐ Mil Issued Equip
- ☐ MWR
- ☑ Resuscitative Care
- ☐ Authorized Weapon
- ☑ CAAF
- ☐ Commissary
- ☑ DFACs
- ☐ Fuel Authorized
- ☐ Mil Banking
- ☐ Mil Exchange
- ☑ Milair
- ☐ None
- ☑ Transportation

VOID

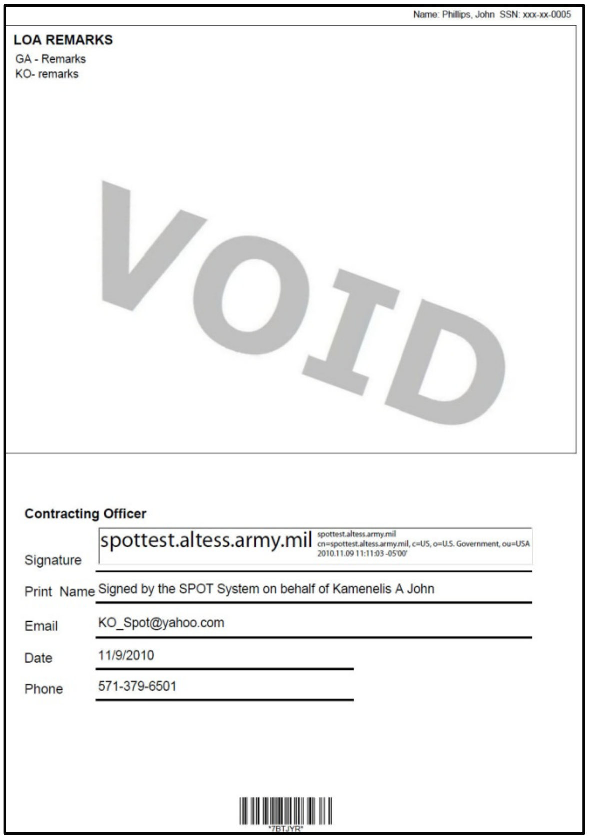
The government organization specified above, in its mission support capacity under the contract, authorizes the individual employee identified herein, to proceed to the location(s) listed for the designated deployment period set forth above. Upon completion of the mission, the employee will return to the point of origin. Travel being performed is necessary and in the public's service. Travel is in accordance with FAR 31.205-36 and the maximum per diem allowable under the appropriate travel regulations (Joint Travel Regulation (for AK, HI and outlying areas of the United States and US possessions), Federal Travel Regulation for CONUS and US Territories, and Dept of State's Standardized Regulations for OCONUS Foreign Areas designated by DOS).

Prior to issuance of a DoD Common Access Card (CAC), the government sponsor must ensure completion of the FBI fingerprint check with favorable results and submission of a National Agency Check with Inquiries to the Office of Personnel Management (OPM), or a DoD-determined equivalent investigation.

LOA Government Furnished Services (GFS) may be restricted due to Status of Forces Agreements (SOFA).

Emergency medical support will be determined by the appropriate supported commander. Contractor authorization aboard military aircraft will be determined by the supported commander. Necessary identification badges will be determined and provided by the supported command.

7BTJYR


Name: Phillips, John SSN: xxx-xx-0005

LOA REMARKS

GA - Remarks
KO- remarks

VOID

Contracting Officer

Signature: spottest.altess.army.mil spottest.altess.army.mil cn=spottest.altess.army.mil, c=US, o=U.S. Government, ou=USA 2010.11.09 11:11:03 -05'00'

Print Name: Signed by the SPOT System on behalf of Kamenelis A John

Email: KO_Spot@yahoo.com

Date: 11/9/2010

Phone: 571-379-6501

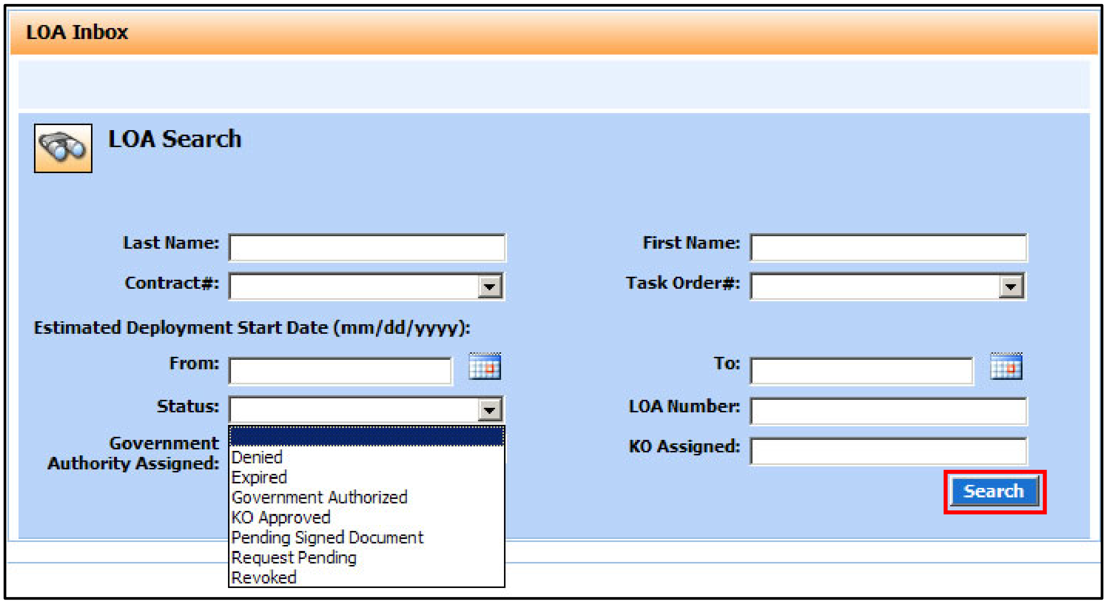
"7BTJYR"

Figure 2. Sample LOA

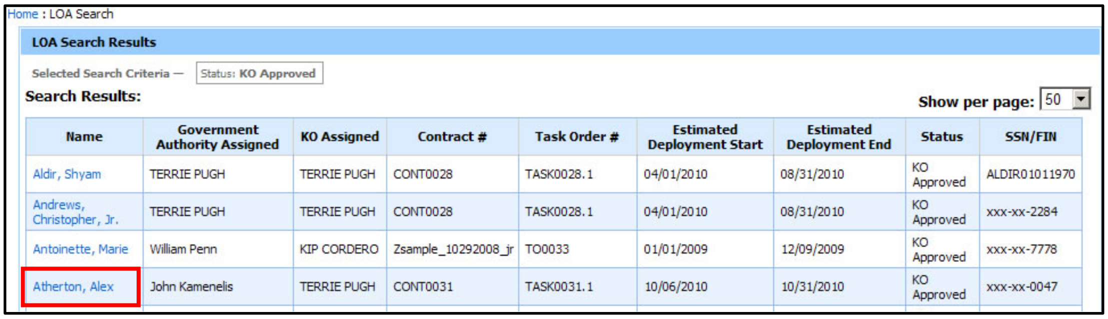
3.1 Search for LOAs by Status or Search Criteria

1. From the **Home** Page, use one or more of the data fields to search for an LOA. Click **Search**. The **LOA Search Results** page displays.

   Note: The LOA Inbox automatically populates the "Request Pending" value in the status field and the name of the Government Authority user in the Government Authority Assigned field. You can delete the pre-populated data in both fields and tailor the search to meet your needs by clicking inside each field and making changes.



2. Click the name of the person to access the individual's LOA. The person's **LOA Details** page displays.

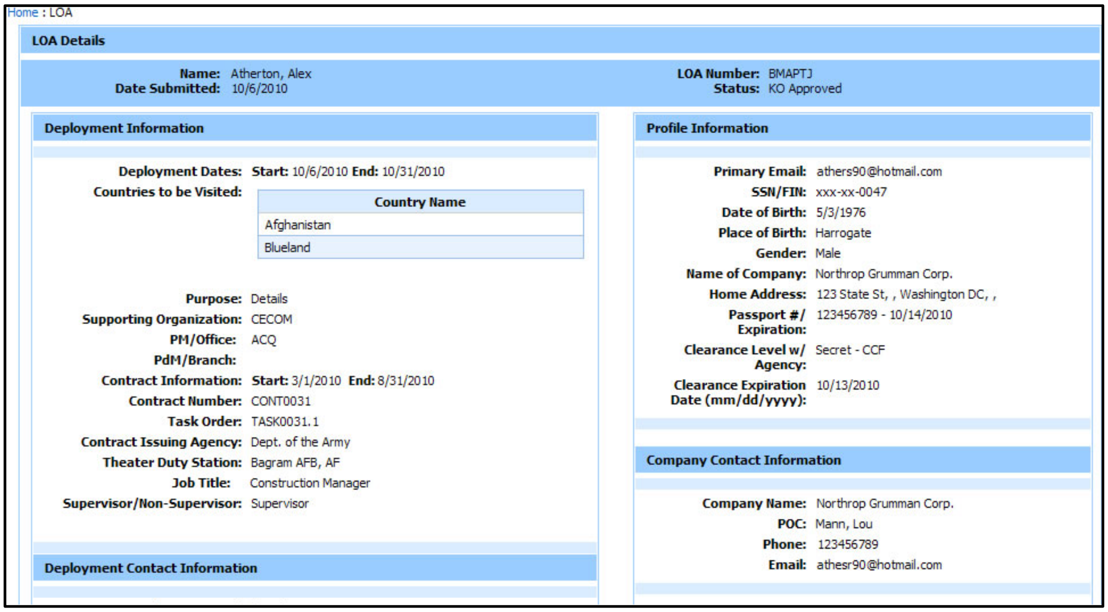

Home : LOA Search

LOA Search Results

Selected Search Criteria — Status: KO Approved

Search Results: Show per page: 50

Name	Government Authority Assigned	KO Assigned	Contract #	Task Order #	Estimated Deployment Start	Estimated Deployment End	Status	SSN/FIN
Aldir, Shyam	TERRIE PUGH	TERRIE PUGH	CONT0028	TASK0028.1	04/01/2010	08/31/2010	KO Approved	ALDIR01011970
Andrews, Christopher, Jr.	TERRIE PUGH	TERRIE PUGH	CONT0028	TASK0028.1	04/01/2010	08/31/2010	KO Approved	xxx-xx-2284
Antoinette, Marie	William Penn	KIP CORDERO	Zsample_10292008_jr	TO0033	01/01/2009	12/09/2009	KO Approved	xxx-xx-7778
Atherton, Alex	John Kamenelis	TERRIE PUGH	CONT0031	TASK0031.1	10/06/2010	10/31/2010	KO Approved	xxx-xx-0047



For all statuses except KO Approved, use the **Back** button on the bottom of the **LOA Details** page to return to the **Home** page.

If an LOA with a status of KO Approved is selected, the PDF version of the LOA can be viewed by selecting **View LOA**.

3. Click **View LOA** to open the read-only version of the LOA. The read-only PDF document displays.

4. Close Adobe® Reader™ to return to the **LOA Details** page. Select the **Home** tab in the navigation bar.

SPOT SIGNER is displayed in the signature block on page two along with the statement that the document was "signed by SPOT on behalf of" the named Contracting Officer. The date the LOA was approved and contact information for the Contracting Officer is also displayed.

The two-page, read-only PDF version of the LOA is also embedded in the deployment record of the deployable person in SPOT. It remains active and accessible (unless cancelled, revoked, or expired) for the term of the deployment.

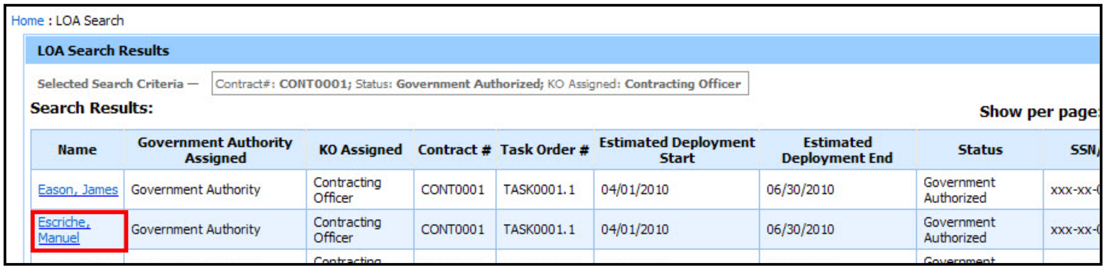
How to Manage LOA requests

The built-in process flow featured in SPOT enables authorized users to select and process one or more LOA requests at a time. The actions that can be performed are dependent on the authorized user's role and the current state of the LOAs. An authorized user affiliated with the contracting community may change deployment information, approve, deny or revoke LOAs for deployable persons.

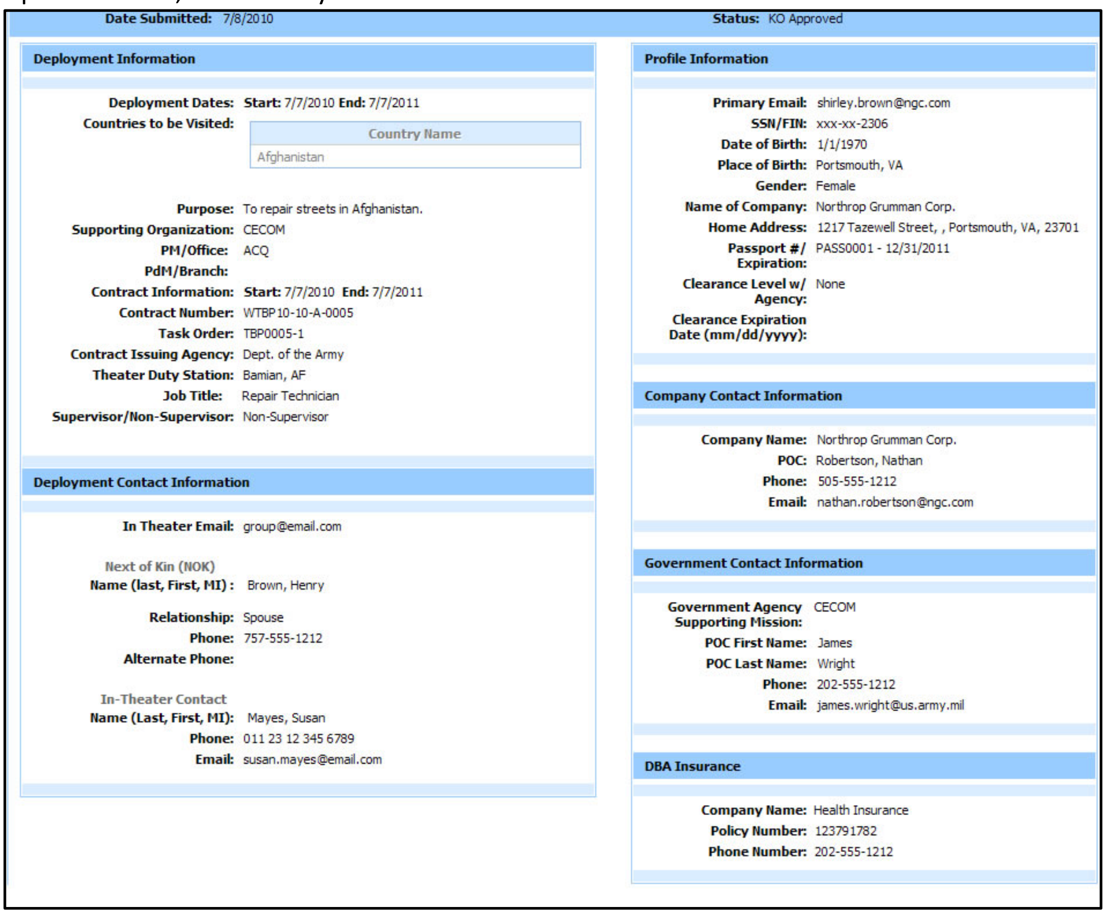
The LOA Inbox featured on the Contracting Community Home Page allows you to search for all LOA requests associated to your Contracting Office, including those awaiting action. After executing an LOA search, the Contracting Officer user may click on a person's name, which will open the LOA form containing detailed information about the deployment for the individual. At this point, details of the deployment can be changed as needed; in addition, the LOA request for the person can be reviewed and approved. Only Contracting Officers who have been authenticated to access SPOT with a PKI certificate or CAC can digitally sign an LOA. The bulk signing process is used for signing both single and bulk LOA requests.

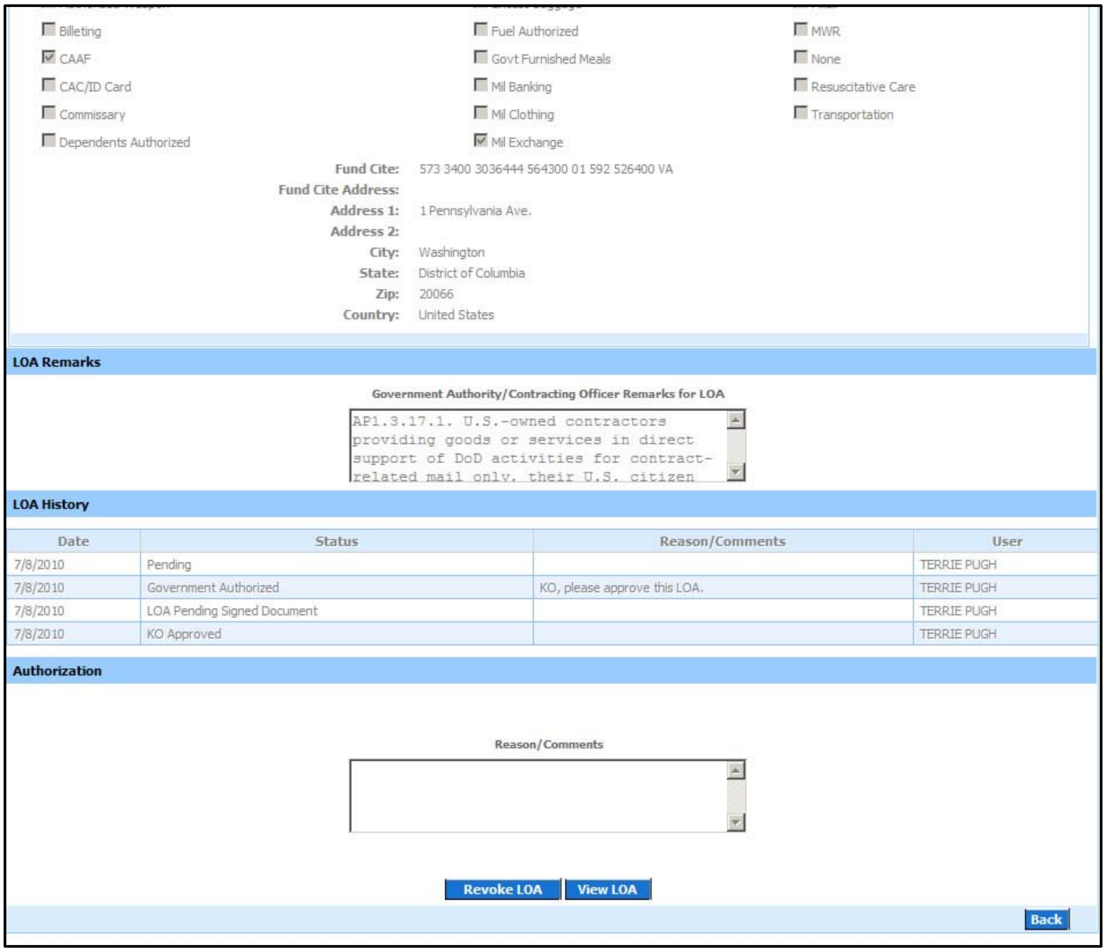
3.2 Approve a Single LOA

1. From the **LOA Search Results** page click the name of the person to access the individual's LOA. The person's **LOA Details** page will display.



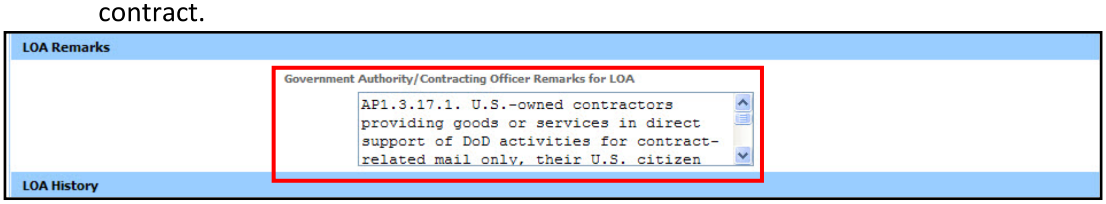
2. Update details, if necessary.





Note: Contracting Officers (in CENTCOM COCOM) will populate the **LOA Remarks** field if the Government Authority did not with the following:

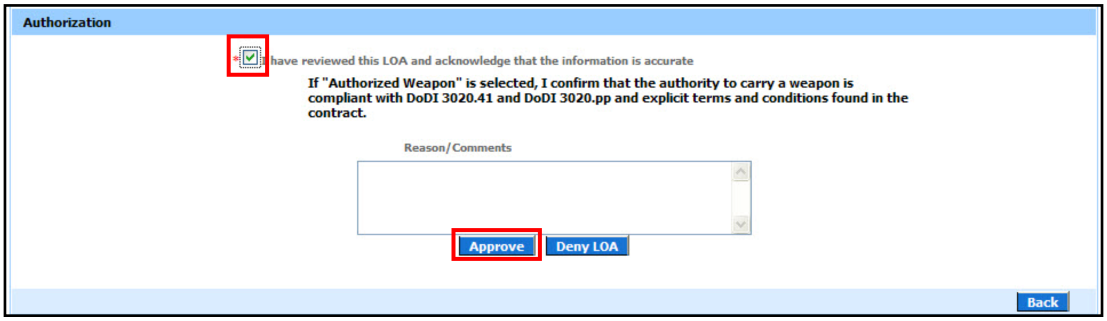
> AP1.3.17.1. U.S.-owned contractors providing goods or services in direct support of DoD activities for contract-related mail only, their U.S. citizen employees and sponsored family members may be authorized personal mail. Postal support will be limited to the country in which the contractor is performing and providing there is no host-country prohibition. The extent of the postal support will be set forth in the contract. The provisions for postal support in such contracts shall be reviewed and approved by the applicable Combatant Commander (or his designated representative) and the Military Department concerned prior to execution of the contract.



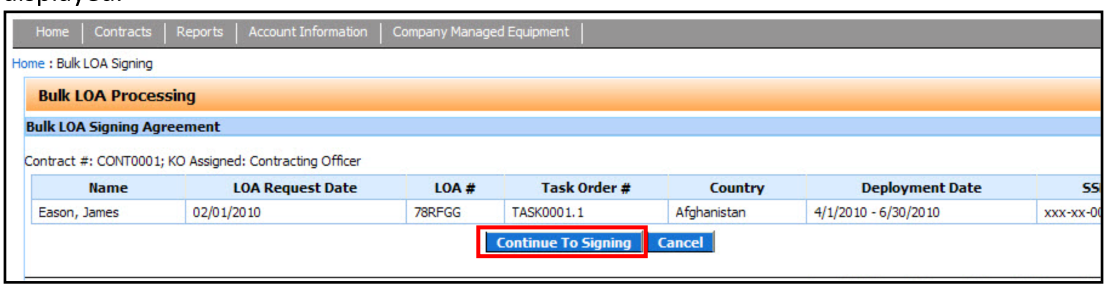
Notes included in the **Remarks** field will be printed on the LOA. Notes included in the **Reason/Comments** field will **not** be printed on the LOA. Both fields are available during individual and bulk processing (i.e., approvals, denials, and revocations).

The **Reason/Comments** field is used to communicate information between the Government Authority and the Contracting Officer. A reason **must be** provided by the Contracting Officer if denying or revoking the LOA.

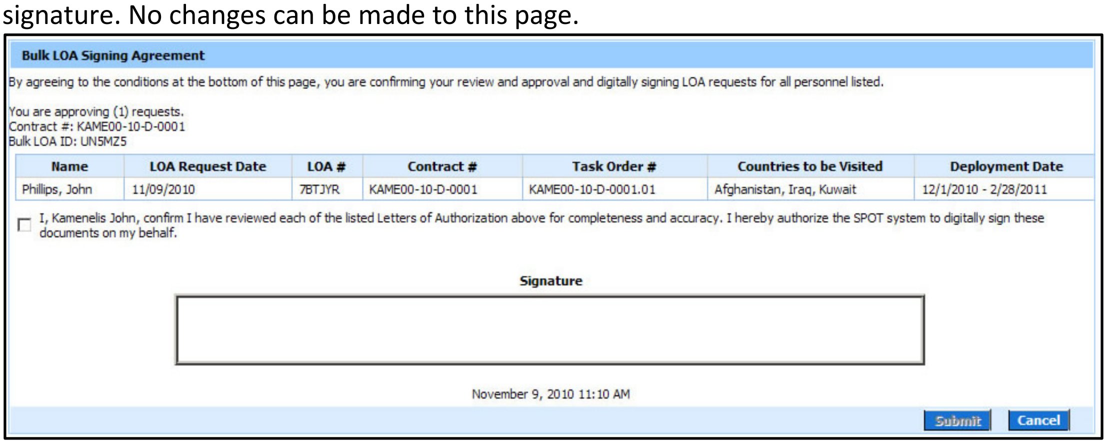
3. Check the box to acknowledge that the information is accurate. Click **Approve**.



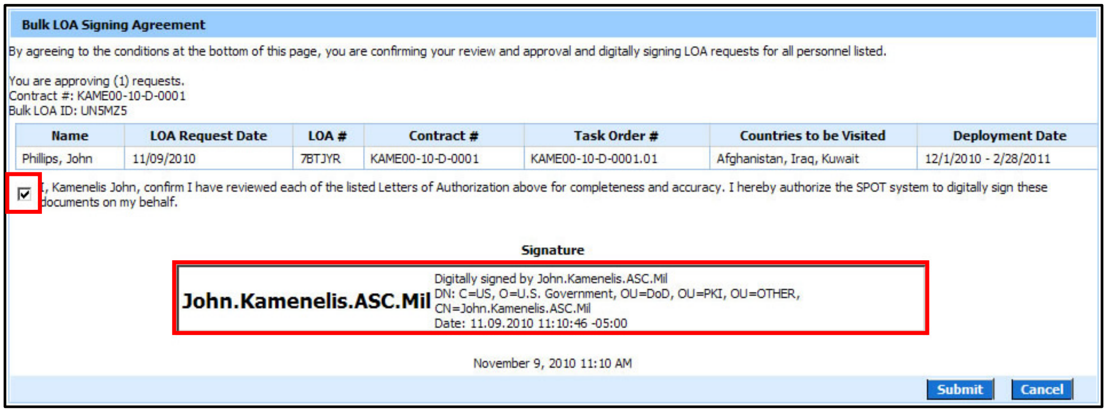
4. Select **Continue to Signing**. The **Bulk LOA Signing Agreement** in Adobe® Reader™ will be displayed.



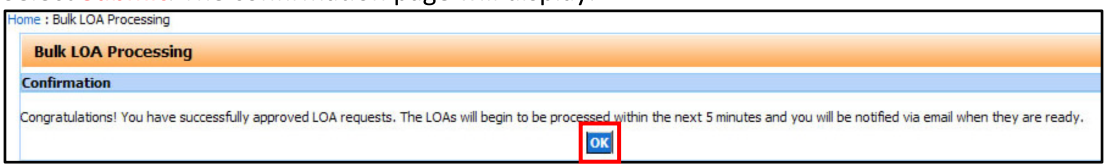
5. The **Bulk LOA Signing Agreement** lists the person(s) names that require an electronic signature. No changes can be made to this page.



6. Check the box agreeing that you have reviewed the request for accuracy. The signature will automatically populate using the digital certificate you used to log into the system.



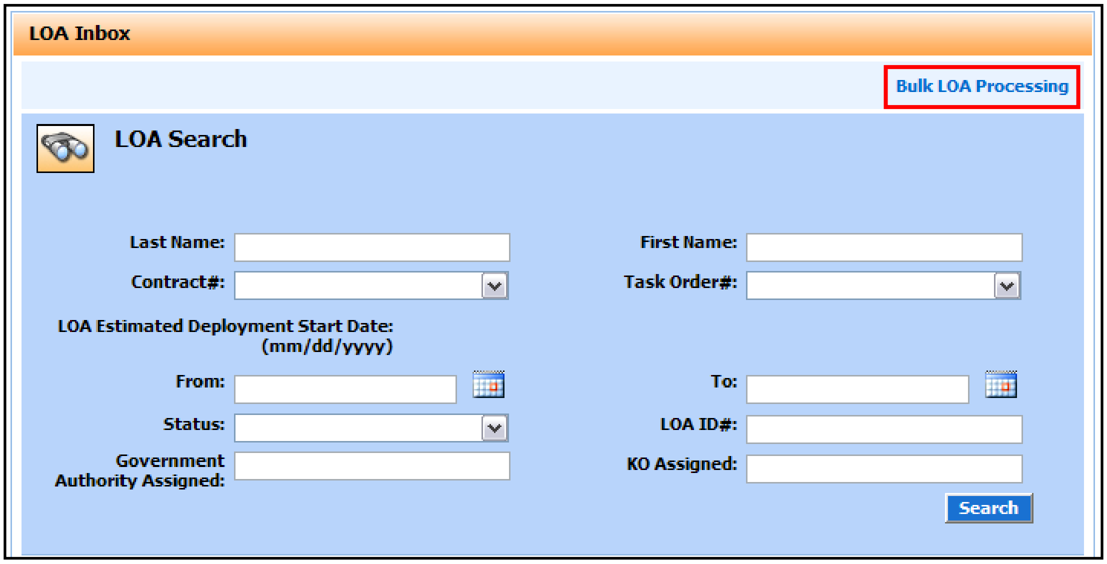
7. Select **Submit**. The confirmation page will display.



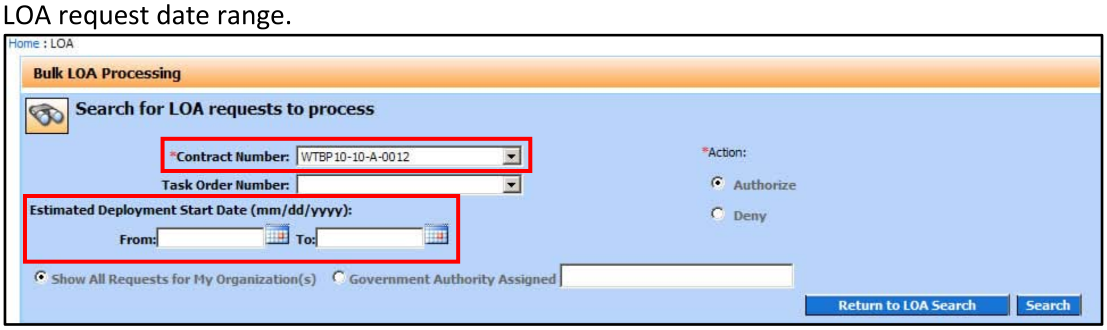
The Bulk LOA Process gives the Contracting Officer the ability to take action on one, two, or more LOA requests at the same time. The Bulk LOA Processing feature can be used by the Contracting Officer to approve, deny, or revoke LOAs but it cannot be used to change deployment information. The Bulk LOA Processing link is located in the upper right section of the LOA Inbox.

3.3 Authorize Bulk LOAs

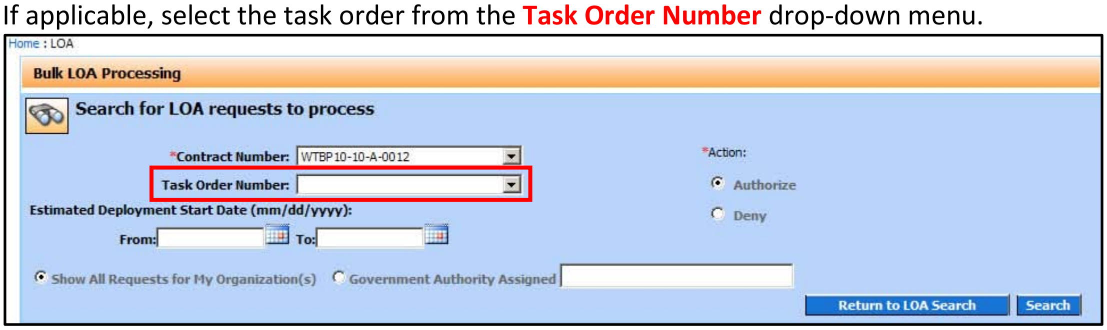
1. On the **LOA Inbox** page click **Bulk LOA Processing**. The **Bulk LOA Processing** search page will display.



2. Select the contract from the **Contract Number** drop-down menu. You may also enter the LOA request date range.



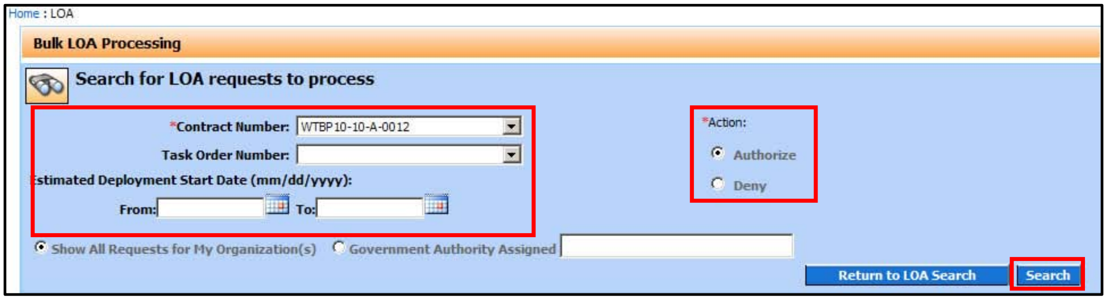
3. If applicable, select the task order from the **Task Order Number** drop-down menu.



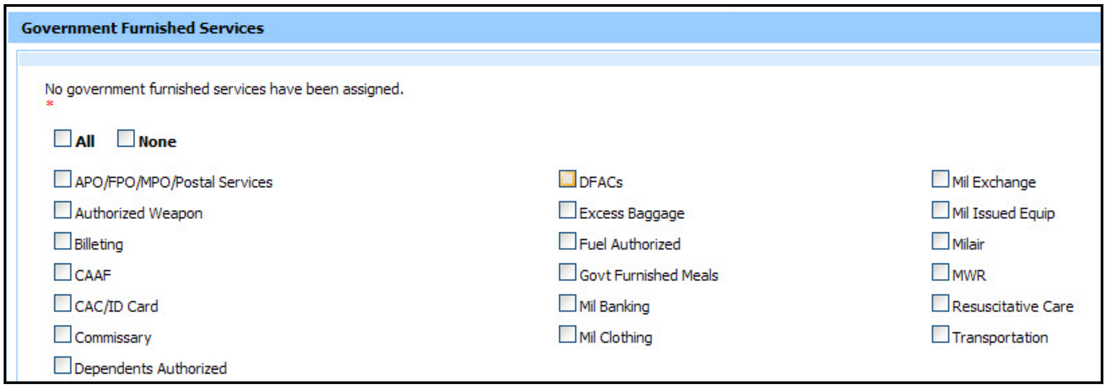
4. Select an **Action**. Click **Search**. The **Bulk LOA Processing** search results page will display all the LOAs that meet the specified search criteria.

   Note: By default, the system will search for LOA requests that have been assigned to you. To see outstanding LOA requests assigned to all Contracting Officers in your government organization(s) or Contracting Office(s) for a specific contract and task order (if applicable), click the **Show All Requests for My Organization(s)** radio button before clicking **Search**.

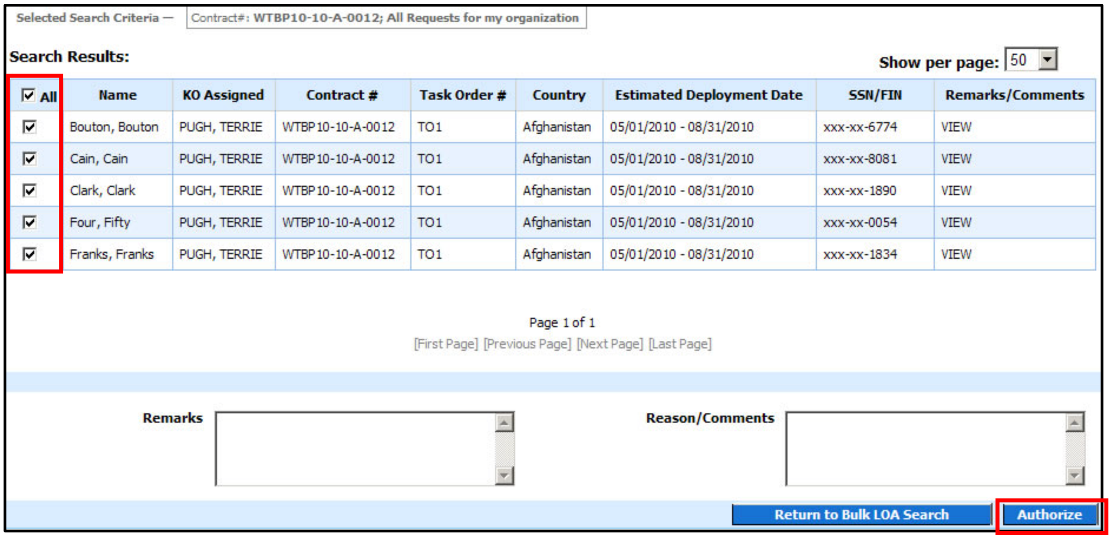
   To see LOA requests that have been assigned to another contracting officer user, type his/her name in the **KO Assigned** text box before clicking **Search**.



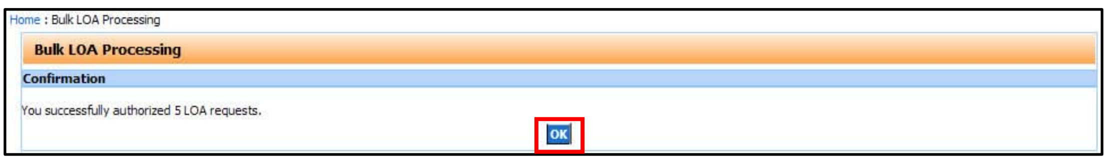
5. Select or deselect the **Government Furnished Services** to be provided. SPOT requires that at least one GFS must be selected. Click **All** if all apply and **None** if government-furnished services are not required.



6. Select the individuals to be included in the batch by clicking on the box next to their names. Selecting **All** will highlight all the names on the page. Click **Authorize**.

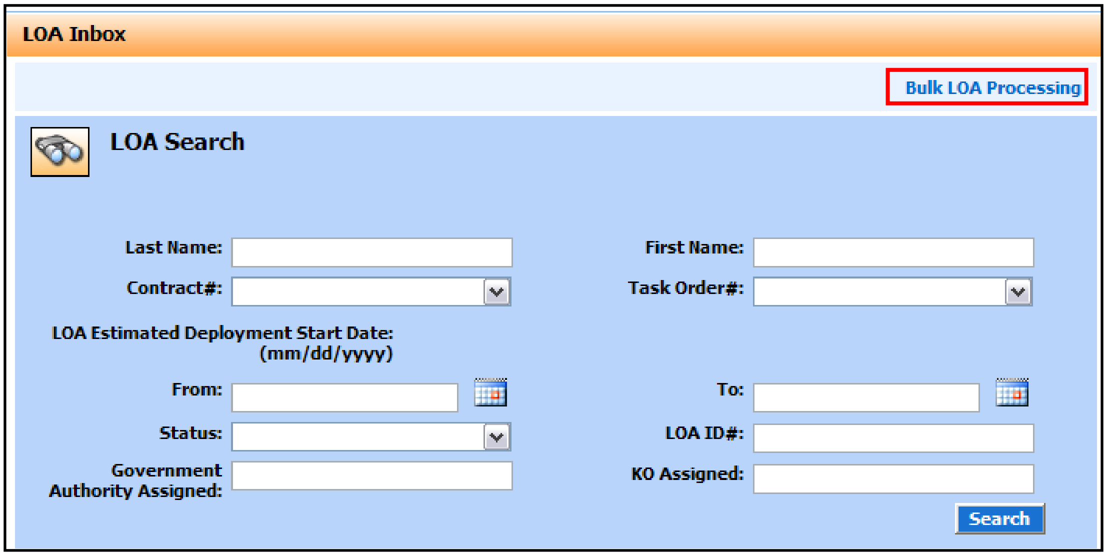


7. Click **OK**.

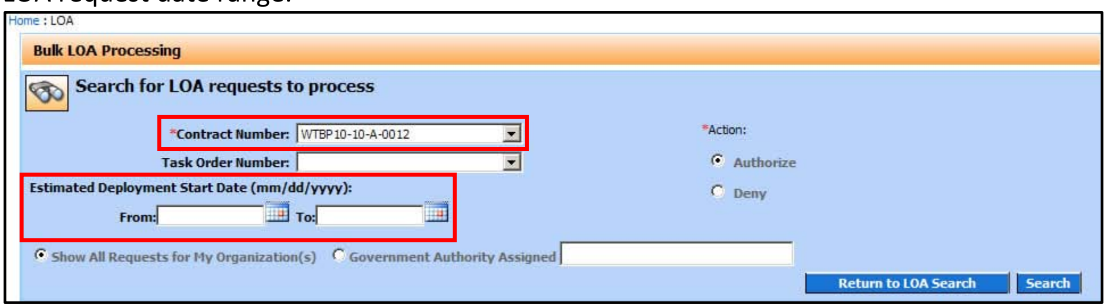


3.4 Deny Bulk LOAs

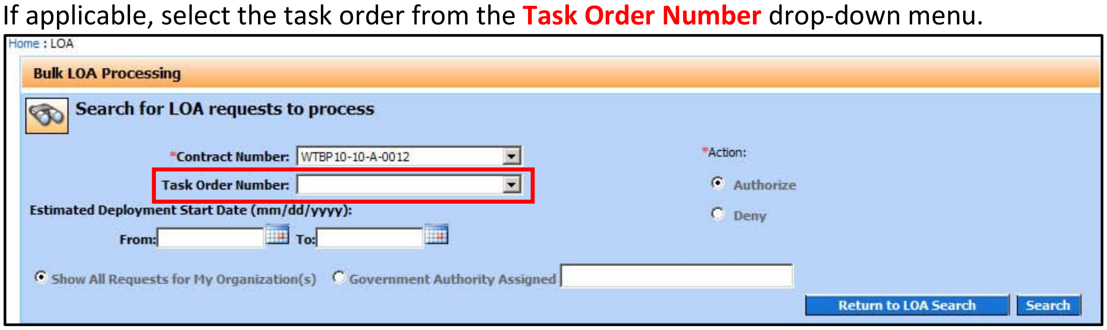
1. Click **Bulk LOA Processing**. The **Bulk LOA Processing** search page will display.



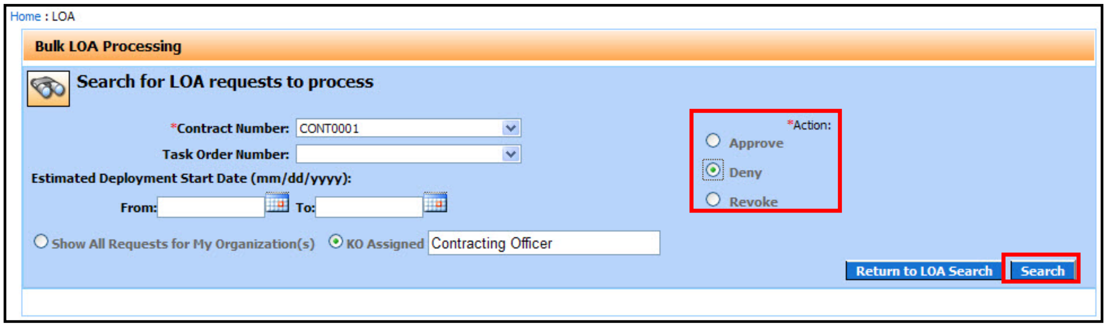
2. Select the contract from the **Contract Number** drop-down menu. You may also enter the LOA request date range.



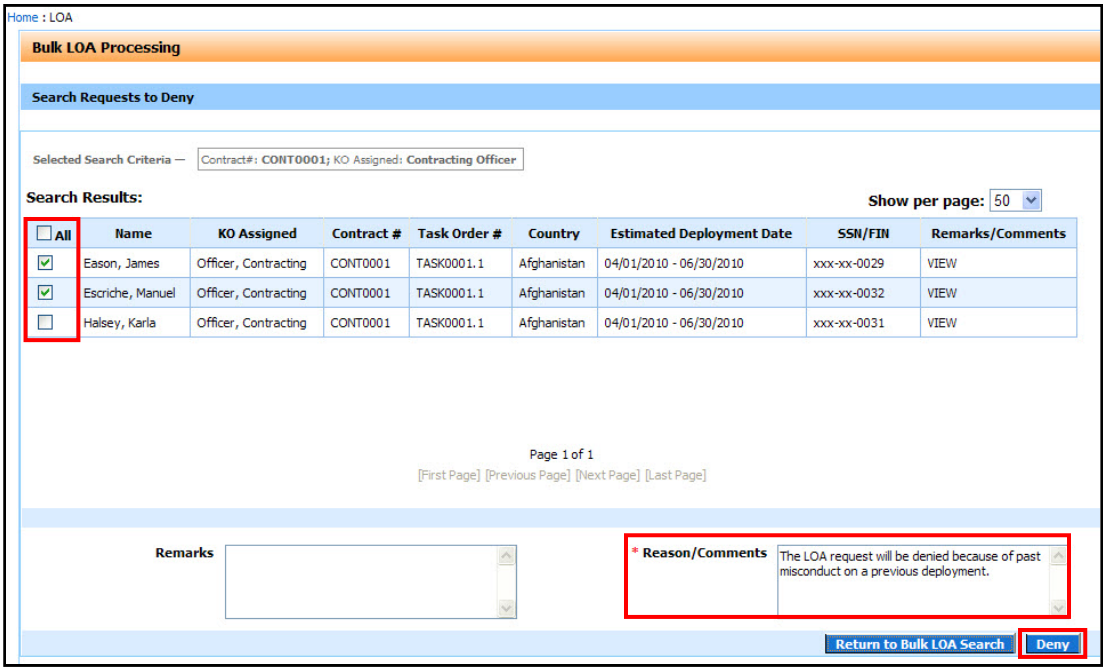
3. If applicable, select the task order from the **Task Order Number** drop-down menu.



4. Select an **Action**. Click **Search**. The **Bulk LOA Processing** search results page will display all the LOAs that meet the specified search criteria.



5. Select the individuals to be included in the batch by clicking on the box next to their names. Selecting **All** will highlight all the names on the page. Enter the reason for denial then click **Deny**. A confirmation question is displayed.

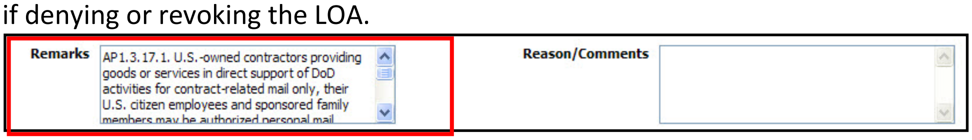


Note: Contracting Officers (in CENTCOM COCOM) will populate the Remarks field with the following:

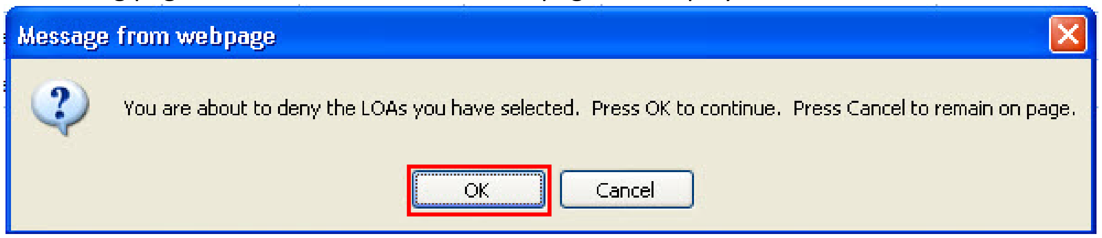
> AP1.3.17.1. U.S.-owned contractors providing goods or services in direct support of DoD activities for contract-related mail only, their U.S. citizen employees and sponsored family members may be authorized personal mail. Postal support will be limited to the country in which the contractor is performing and providing there is no host-country prohibition. The extent of the postal support will be set forth in the contract. The provisions for postal support in such contracts shall be reviewed and approved by the applicable Combatant Commander (or his designated representative) and the Military Department concerned prior to execution of the contract.

Notes included in the **Remarks** field will be printed on each LOA that is being bulk processed. Notes included in the **Reason/Comments** field will **not** be printed on any of the LOAs being bulk processed. Both fields are available during individual and bulk processing (i.e., approvals, denials, and revocations).

The **Reason/Comments** field is used to communicate information between the Government Authority and the Contracting Officer. A reason **must be** provided by the Contracting Officer if denying or revoking the LOA.



6. Click **OK** to confirm that records will be denied or **Cancel** to return to the Bulk LOA Processing page. The **Bulk LOA Confirmation** page will display.



Revoked LOAs

When a deployment is closed out by the contractor Company Administrator or Government Authority/Administrator, the SPOT system-generated LOA for the deployed person is automatically null and void. An LOA may also be revoked for one of the following reasons and may only be revoked by the Contracting Officer:

- The deployable person's employer changes
- The deployable person's name changes

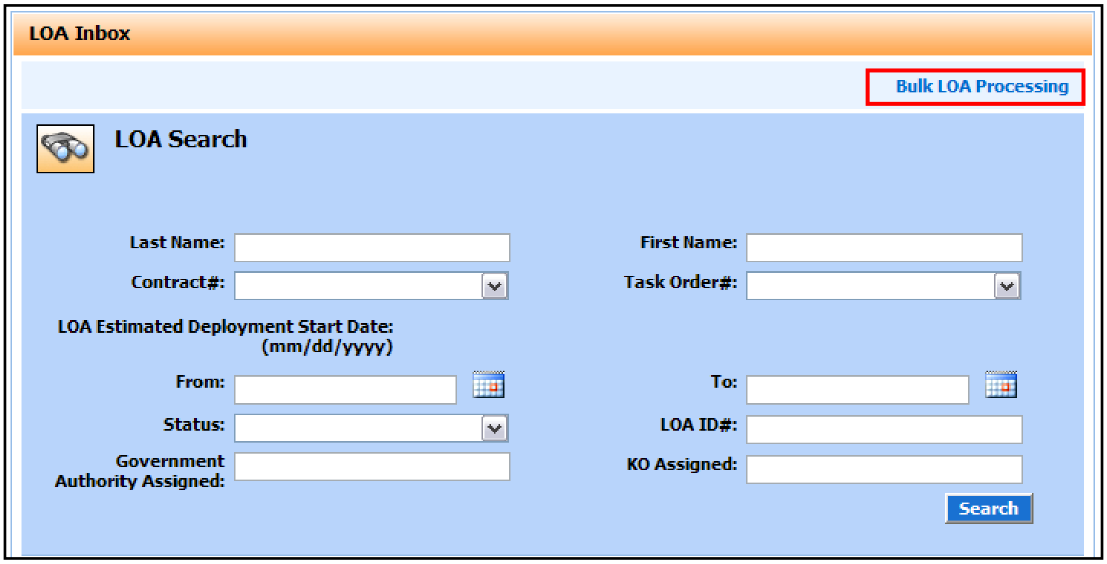
SPOT system-generated LOAs may be revoked, declared null and void, after they have been approved by a Contracting Officer (KO). When an LOA is revoked, email notifications are automatically sent to the following individuals:

- The user who initiated the LOA request
- The deployable person for whom the LOA was submitted
- The company to which the deployable person belongs
- The contract issuing authority (the Government organization that issued the contract associated with the revoked LOA)

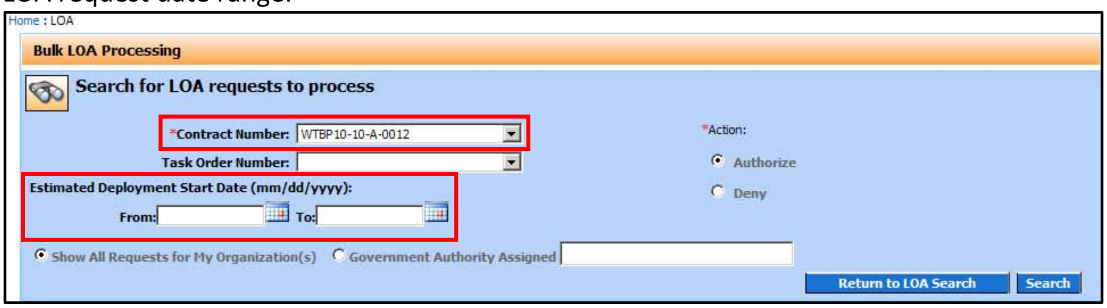
Once an LOA is flagged as "revoked" it is no longer valid and can no longer be viewed/retrieved from SPOT. The LOA will be stored in the system's archive records along with other historical documents for deployable persons.

3.5 Revoke Bulk LOAs

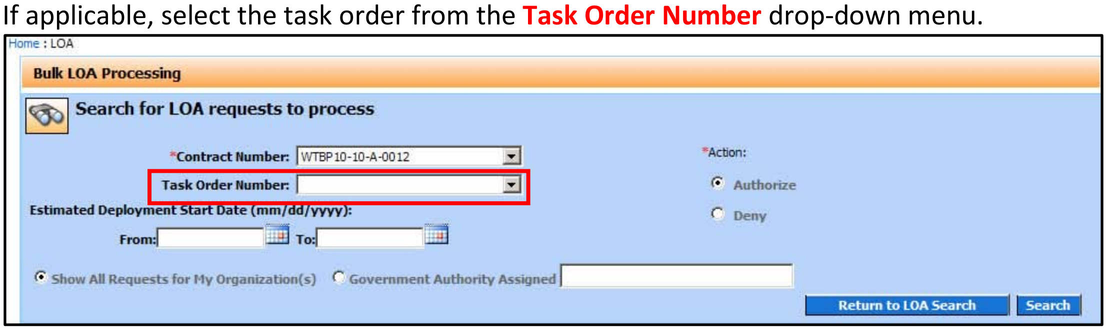
1. Click **Bulk LOA Processing** link. The **Bulk LOA Processing** search page will display.



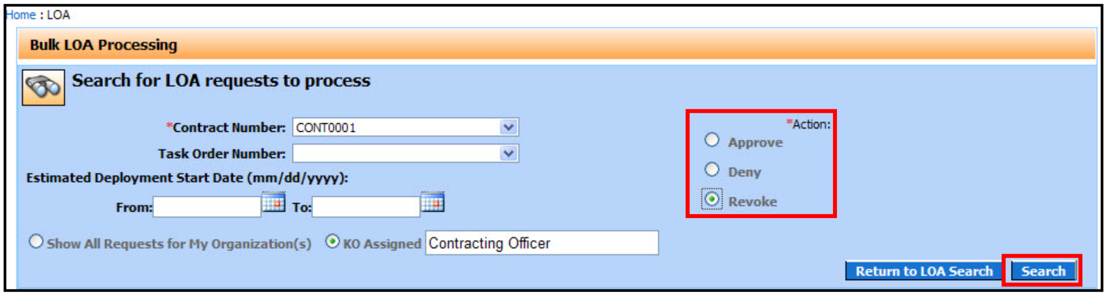
2. Select the contract from the **Contract Number** drop-down menu. You may also enter the LOA request date range.



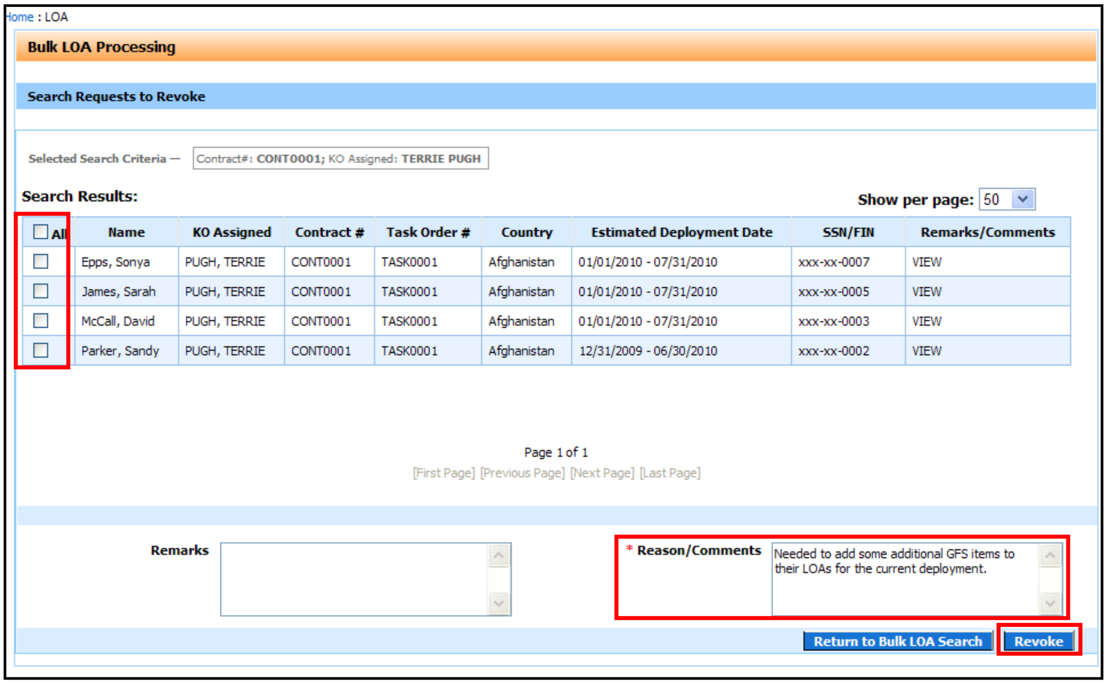
3. If applicable, select the task order from the **Task Order Number** drop-down menu.



4. Select an **Action**. Click **Search**. The **Bulk LOA Processing** search results page will display all the LOAs that meet the specified search criteria.



5. Select the individuals to be included in the batch by clicking on the box next to their names. Selecting **All** will highlight all the names on the page. Enter the reason for revoking the selected LOAs then click **Revoke**. A verification question will display.

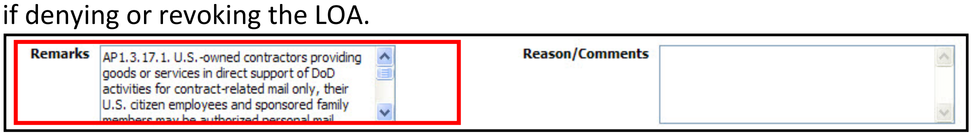


Note: Contracting Officers (in CENTCOM COCOM) will populate the Remarks field with the following:

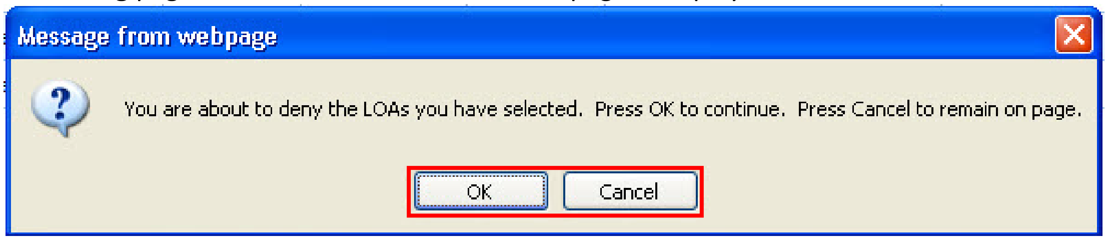
> AP1.3.17.1. U.S.-owned contractors providing goods or services in direct support of DoD activities for contract-related mail only, their U.S. citizen employees and sponsored family members may be authorized personal mail. Postal support will be limited to the country in which the contractor is performing and providing there is no host-country prohibition. The extent of the postal support will be set forth in the contract. The provisions for postal support in such contracts shall be reviewed and approved by the applicable Combatant Commander (or his designated representative) and the Military Department concerned prior to execution of the contract.

Notes included in the **Remarks** field will be printed on each LOA that is being bulk processed. Notes included in the **Reason/Comments** field will **not** be printed on any of the LOAs being bulk processed. Both fields are available during individual and bulk processing (i.e., approvals, denials, and revocations).

The **Reason/Comments** field is used to communicate information between the Government Authority and the Contracting Officer. A reason **must be** provided by the Contracting Officer if denying or revoking the LOA.



6. Click **OK** to confirm that records will be denied or **Cancel** to return to the **Bulk LOA Processing** page. The **Revocation Confirmation** page is displayed.

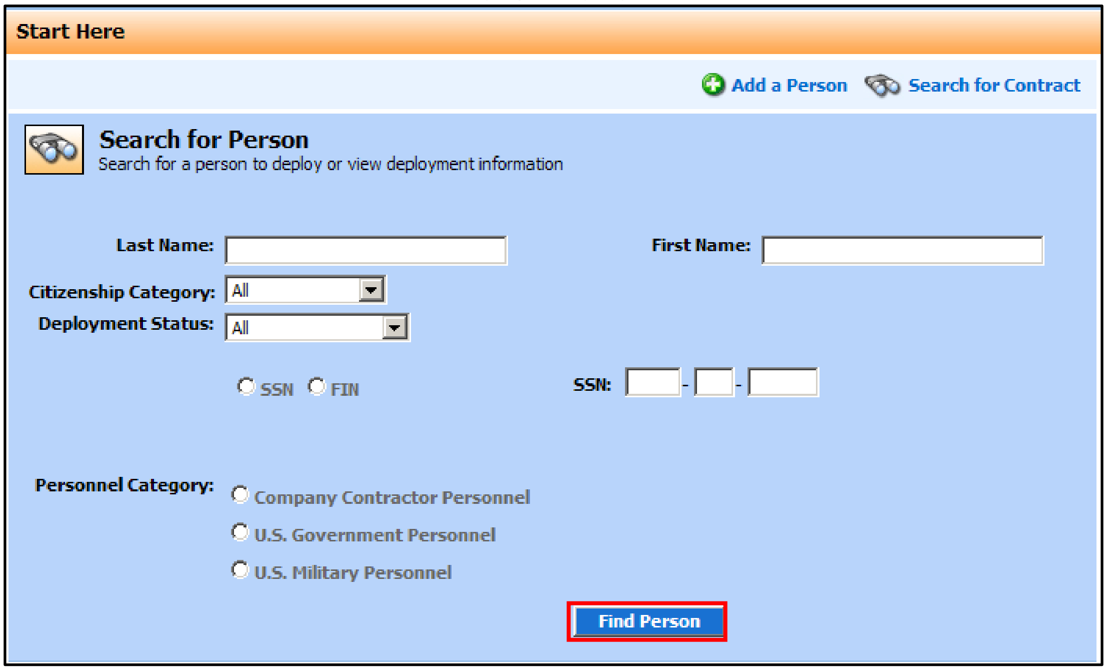


Chapter 4: Manage Persons

The Manage Persons functionality in SPOT is restricted to Contractor Company and Government Organization user roles. In this chapter you will learn how to search for a person, add a person, edit a person's profile, and release and change a person's company affiliation.

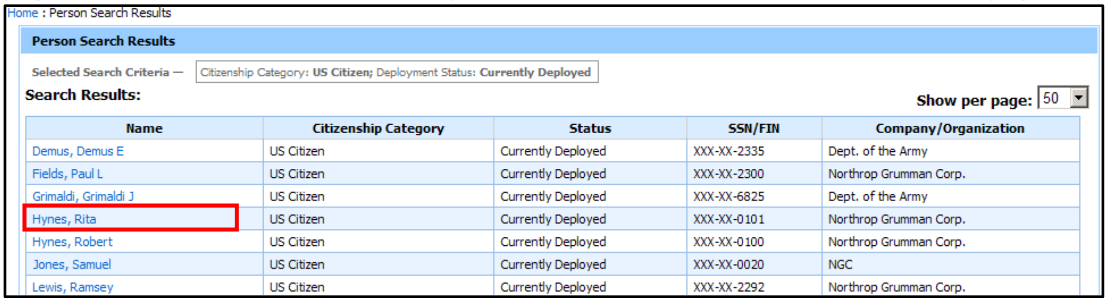
4.1 Search for A Person

1. On the **Home** page in the **Start Here** section, enter information in one or more fields. Click **Find Person**. The **Person Search Results** page displays.

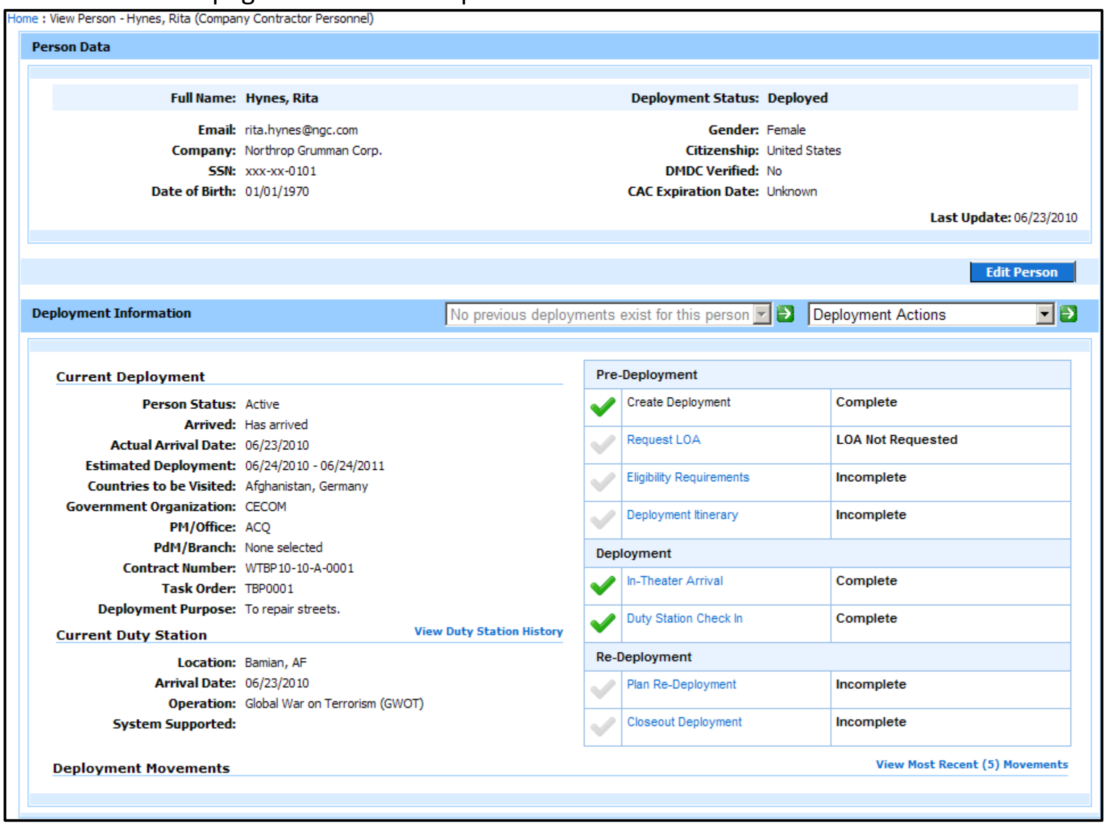


2. Select the person's name. The **View Person** page displays.

Note: The Person Search returns 50 records by default, with the option to select an additional number of records to display per page (i.e., 50, 100, 250, 500). The page features pagination at the bottom that allows you to scroll forward and backward between pages.

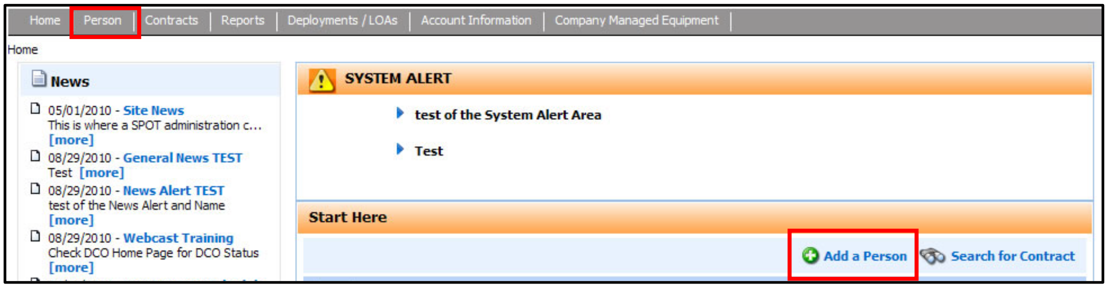


The **View Person** page of the selected person.

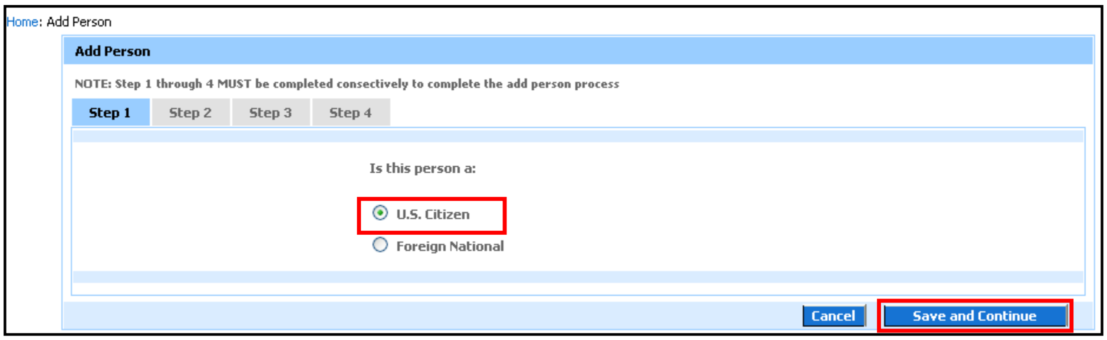


4.2 Add U.S. Person

1. From the **Home** page, click **Person** on the navigation bar or **Add a Person** in the main body to launch the **Add Person** page.

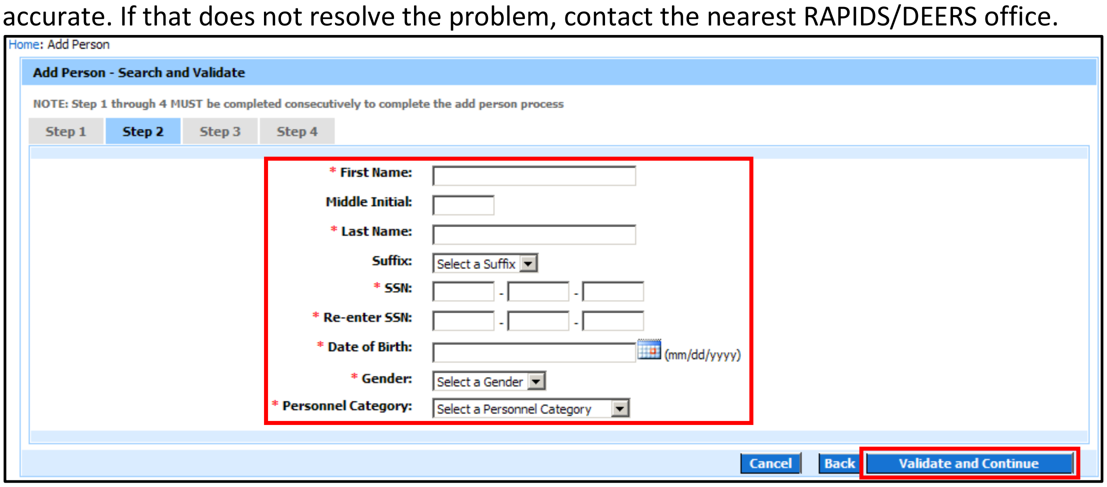


2. Select U.S. Citizen. Click **Save and Continue**. Step 2 of the add person work flow displays.

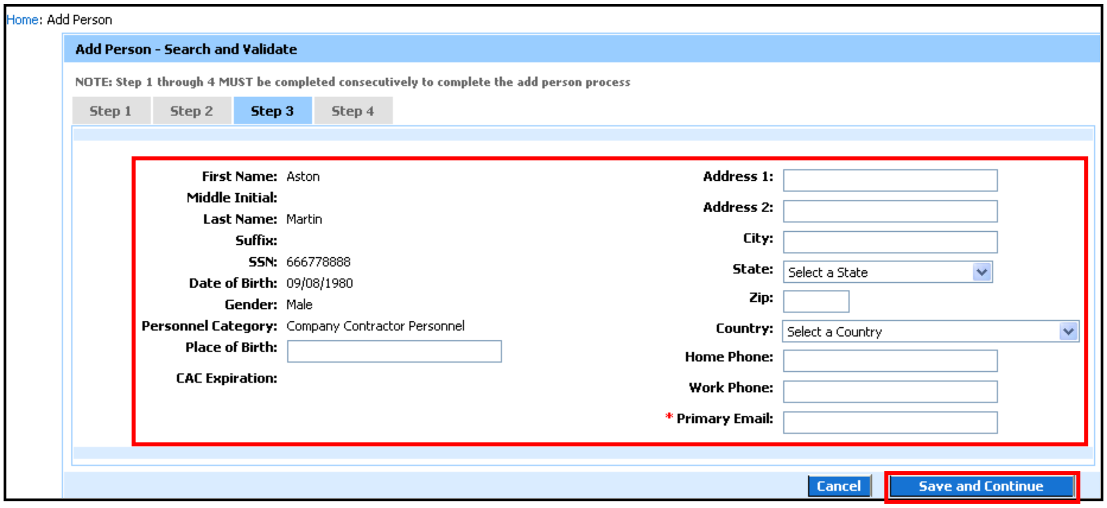


3. Enter the requested personal information. Click **Validate and Continue**. Step 3 of the add person work flow displays.

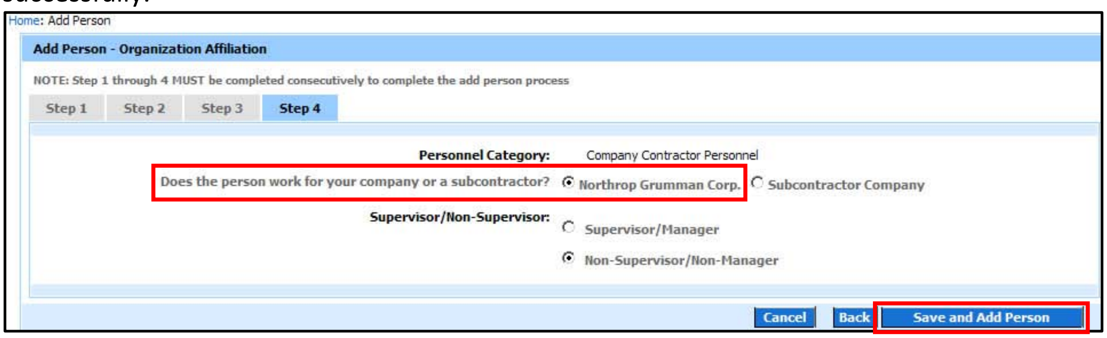
   Note: If a person's data is not in DMDC, no validation will occur. If a partial data match is found during the validation process, you will receive an error message; e.g., that the social security number does not match the last name. Ensure that all your data entries are accurate. If that does not resolve the problem, contact the nearest RAPIDS/DEERS office.



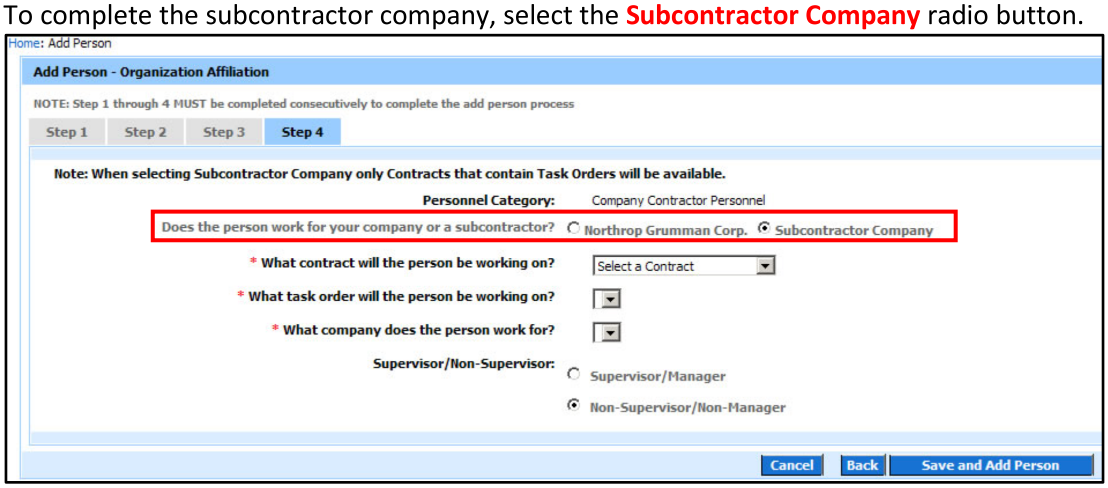
4. Enter the requested personal information. Click **Save and Continue**. Step 4 of the add person work flow displays.



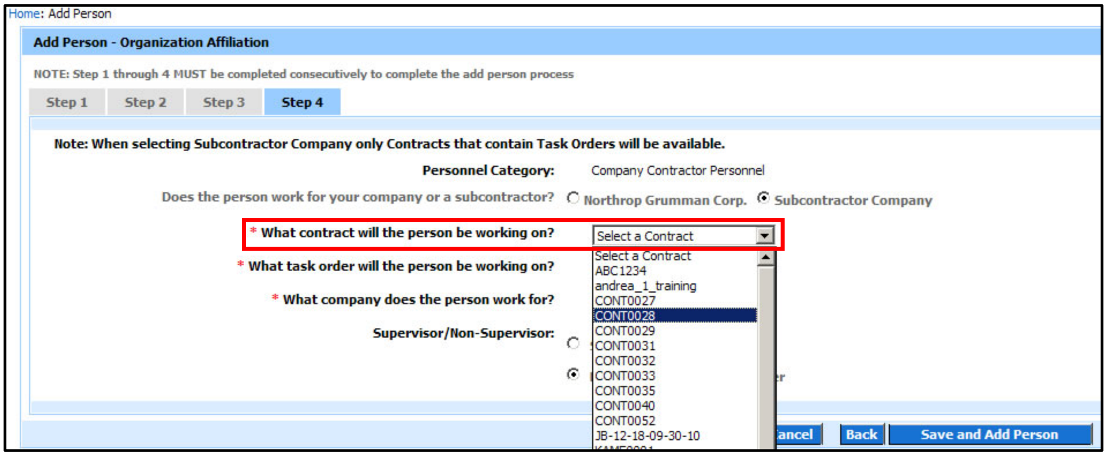
5. If the person works for your company, select your company's radio button. Click **Save and Add Person**. An on-screen notification displays, stating that the person has been added successfully.



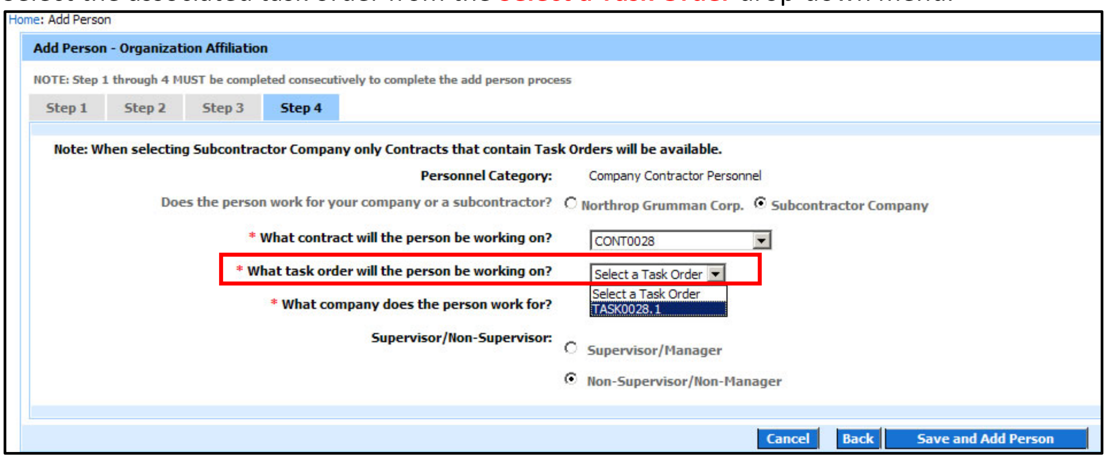
6. To complete the subcontractor company, select the **Subcontractor Company** radio button.



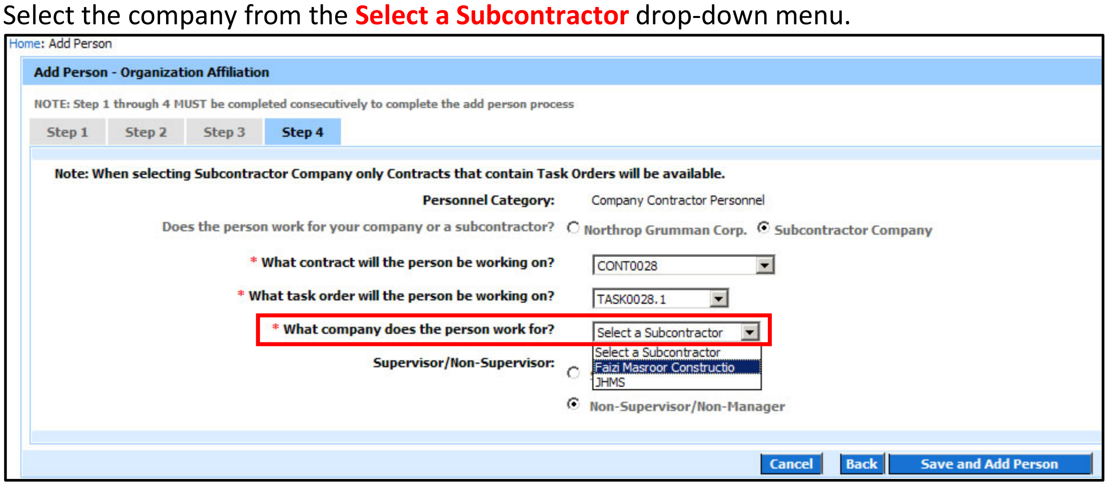
7. Select the contract from the **Select a Contract** drop-down menu.



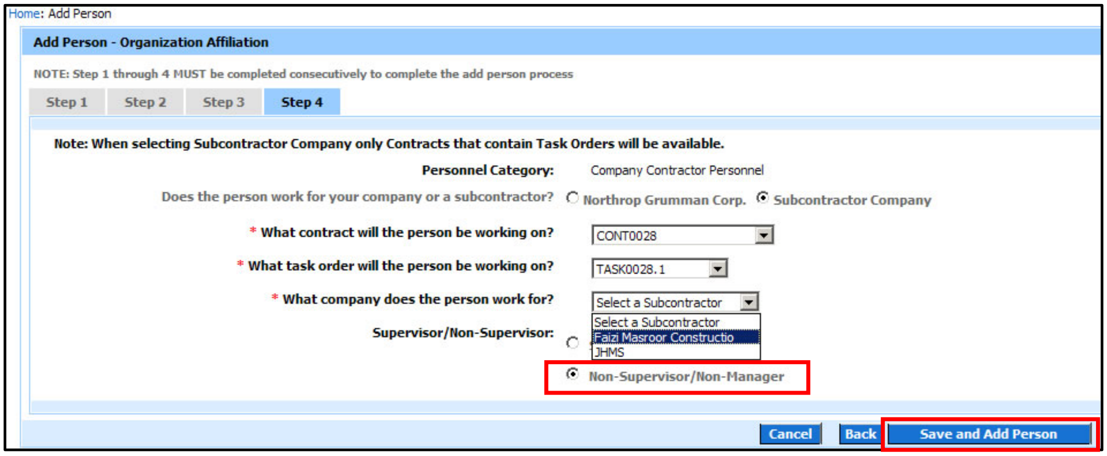
8. Select the associated task order from the **Select a Task Order** drop-down menu.



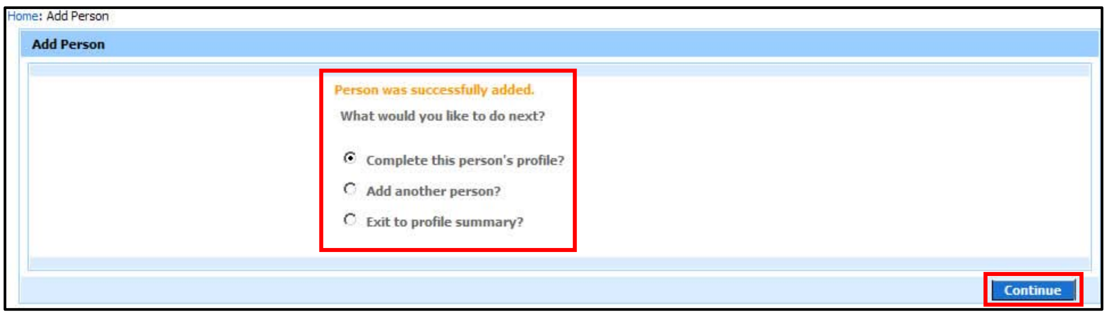
9. Select the company from the **Select a Subcontractor** drop-down menu.



10. Select whether the person is a supervisor or a non-supervisor. Click **Save and Add Person**. An on-screen notification displays, stating that the person has been added successfully.

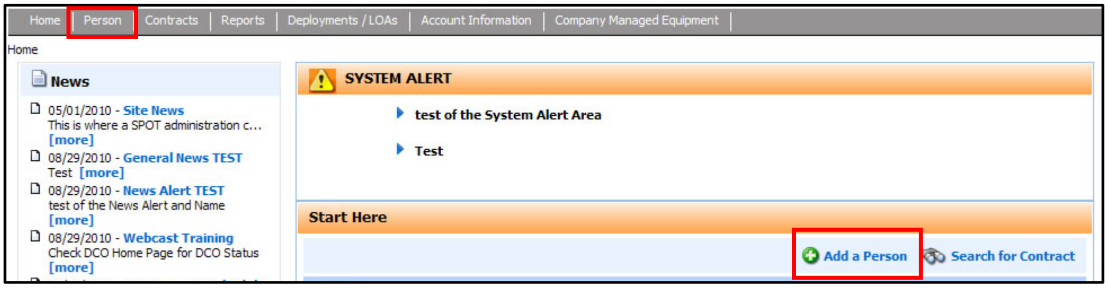


11. Select the next action you would like to perform. Click **Continue**.

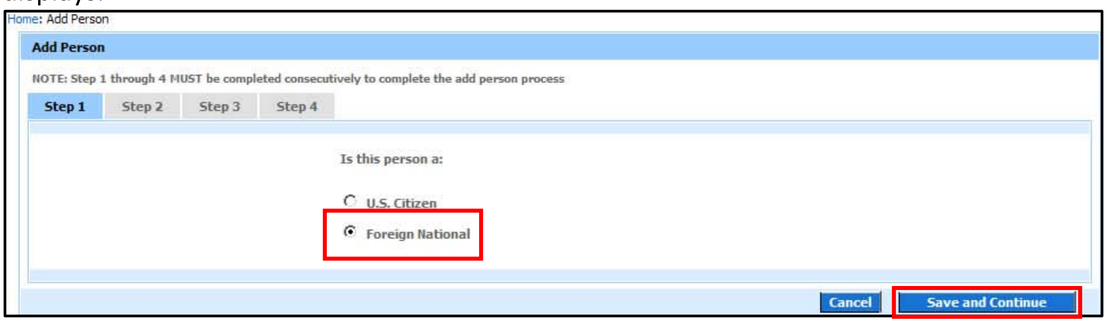


4.3 Add a Foreign National

1. From the **Home** page, click **Person** on the navigation bar or **Add a Person** in the main body to launch the **Add Person** page.

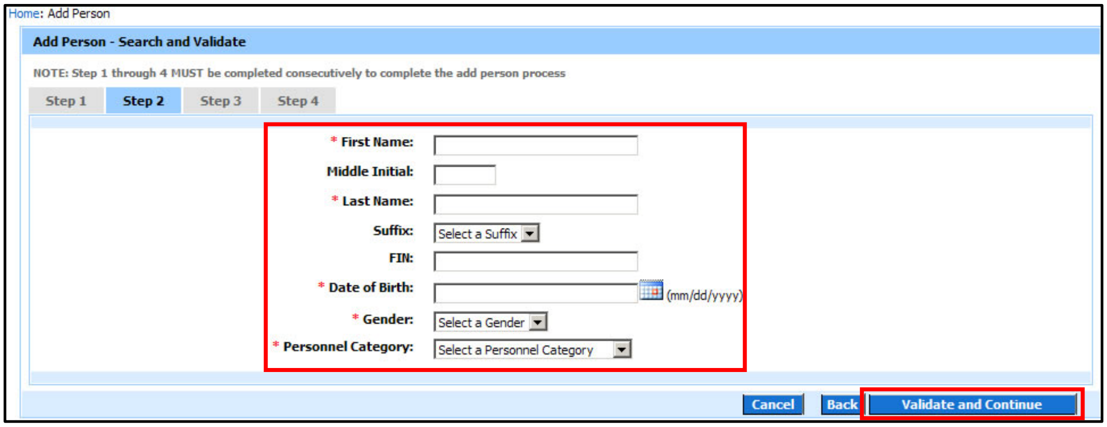


2. Select **Foreign National**. Click **Save and Continue**. Step 2 of the add person work flow displays.



3. Enter the requested personal information. Click **Validate and Continue**. Step 3 of the **Add Person** work flow displays.

   Note: If a person's data is not in DMDC, no validation will occur. If a partial data match is found during the validation process, you will receive an error message; e.g., that the social security number does not match the last name. Ensure that all your data entries are accurate. If that does not resolve the problem, contact the nearest RAPIDS/DEERS office.

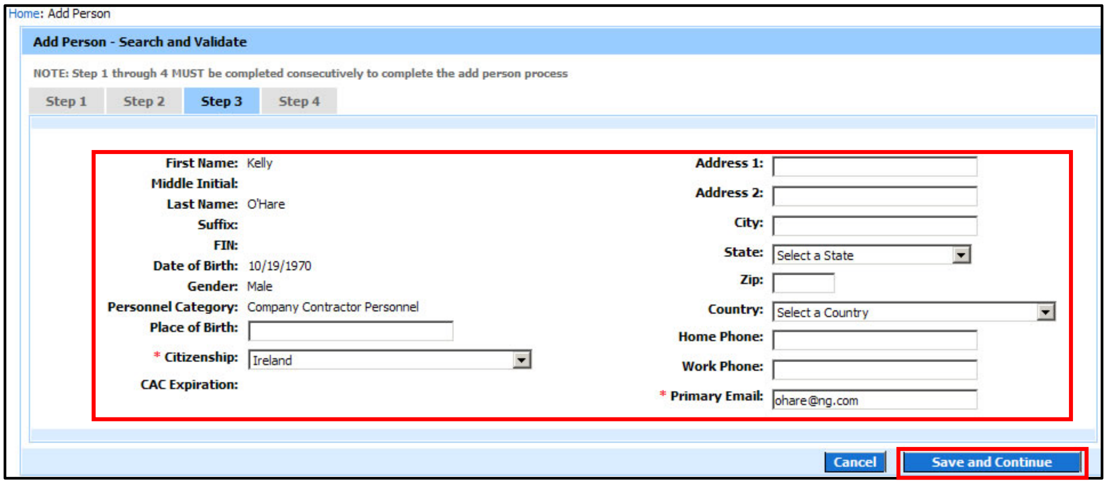


Note: You can add the person's foreign identification number (FIN) in the FIN field in Step 2. If the person does not have a FIN, use the following guidelines:

1. A foreign national can obtain a FIN by visiting their local uniformed services personnel office (http://www.dmdc.osd.mil/rsl/) or contacting the Defense Manpower Data Center Support Office at 1-800-538-9552.
2. For USCENTCOM only.
   a. Iraqi citizens are provided an ID number; precede the ID number by the country code to use as the FIN. (Example: IR12345.)
   b. For Afghani or other non-Iraqi citizens: Use the first five letters of the last name plus the date of birth (mmddyyyy). (Example: Faulk01031965.)

If a FIN does not exist, you will need to enter the person's passport information in the last step.

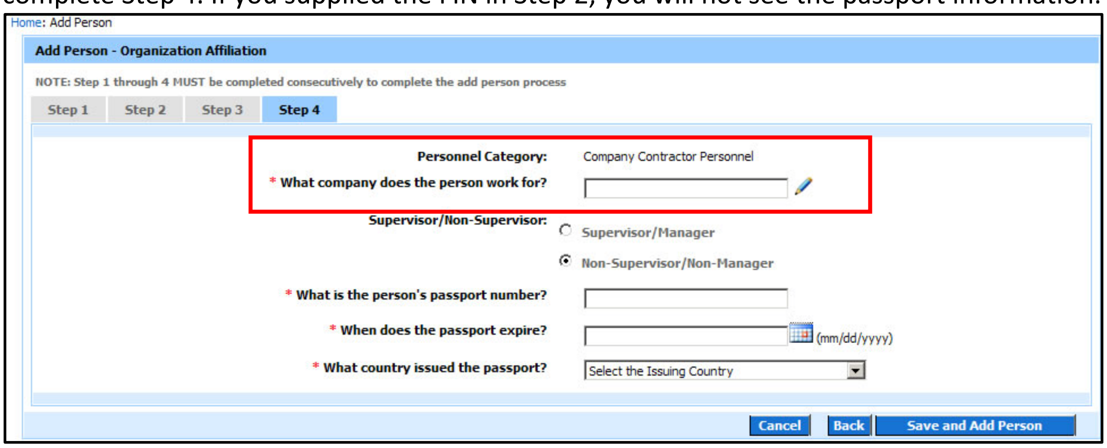
4. Enter personal information. Select the person’s country from the **Citizenship:** field. If the person’s citizenship is unknown or should not be disclosed for security reasons, select “Unknown.” Click **Save and Continue**. Step 4 of the add person work flow displays.



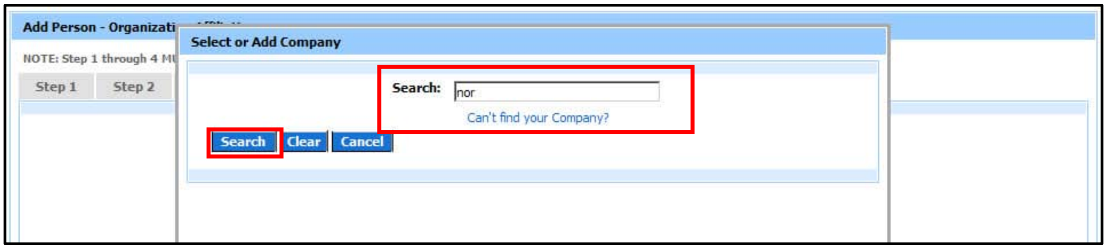
5. Complete the requested information. Different screens will appear depending on which Personnel Category was chosen in Step 2.
   - Company Contractor Personnel–Go to step 6.
   - U.S. Government Personnel–Go to step 11.
   - U.S. Military Personnel–Go to step 16.

6. **Company Contractor Personnel**
   Select the company from the **What company does the person work for?** drop-down list. Click the **pencil** icon.

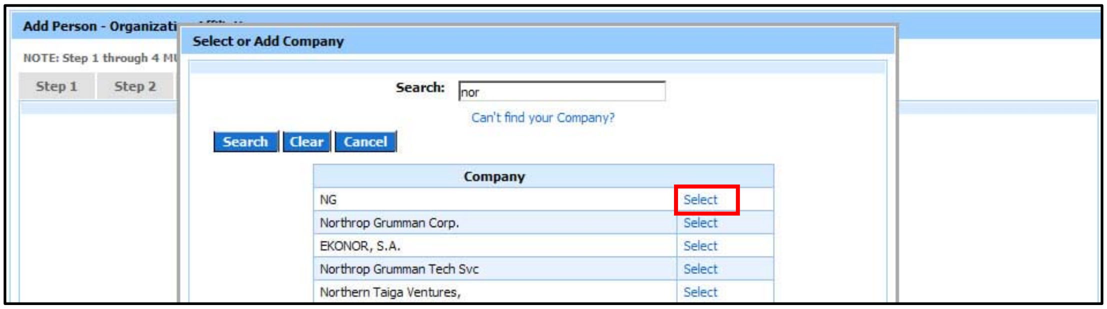
   Note: If the FIN was not documented in Step 2, you must fill in the passport information to complete Step 4. If you supplied the FIN in Step 2, you will not see the passport information.



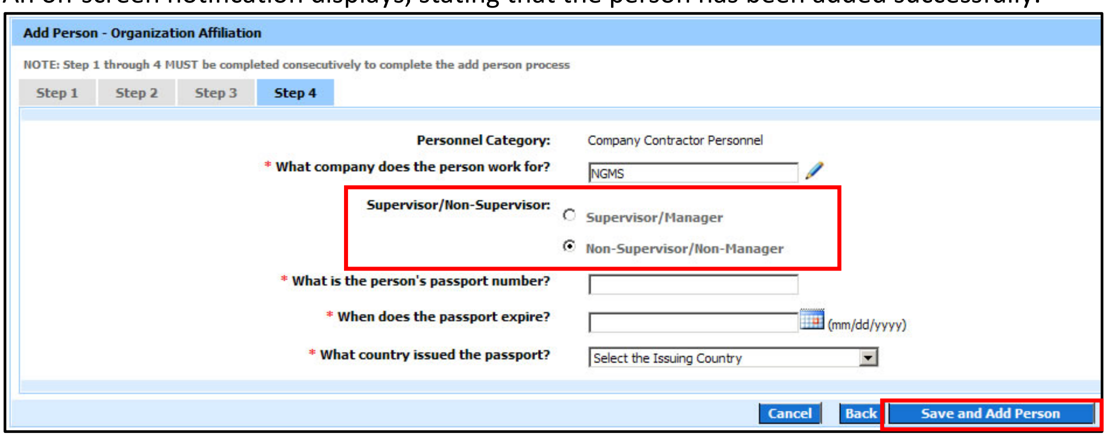
7. Type at least the first three letters of the company name or acronym in the **Search** box. Click **Search**.



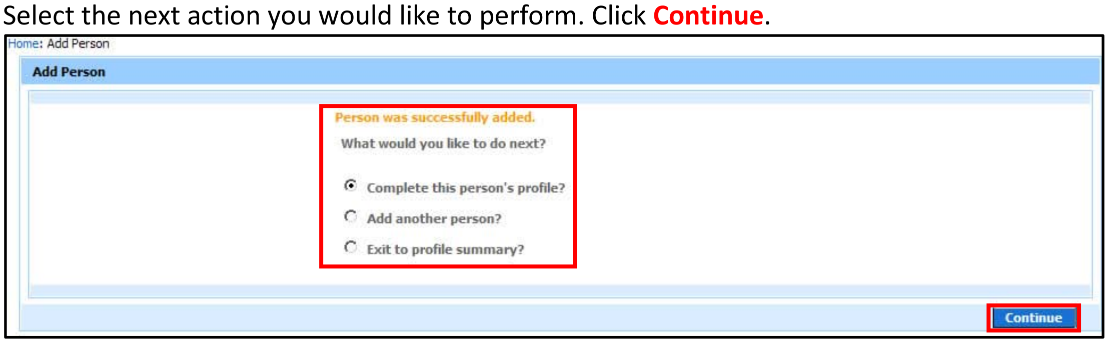
8. When the search results appear, click the **Select** link that corresponds with the name of the company. The name of the company will appear in the **What company does the person work for?** box.



9. Select whether the person is a supervisor or a non-supervisor. Click **Save and Add Person**. An on-screen notification displays, stating that the person has been added successfully.

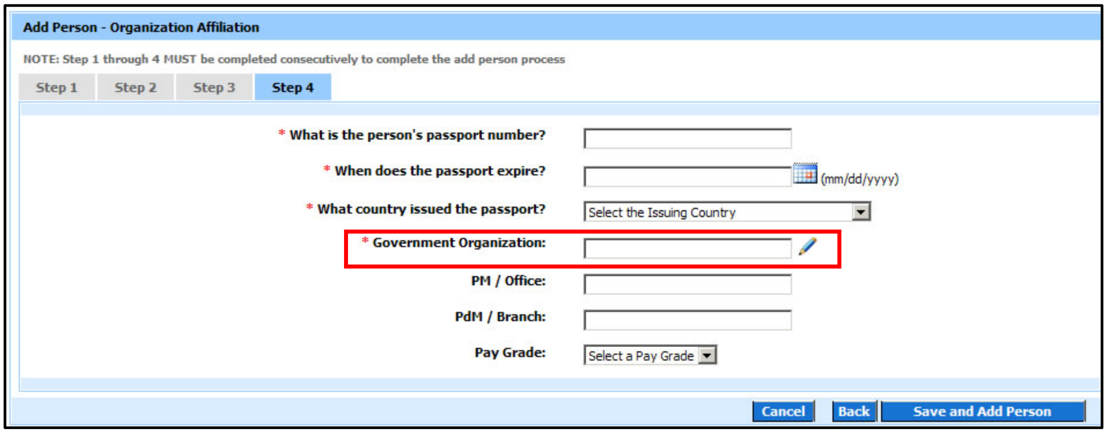


10. Select the next action you would like to perform. Click **Continue**.

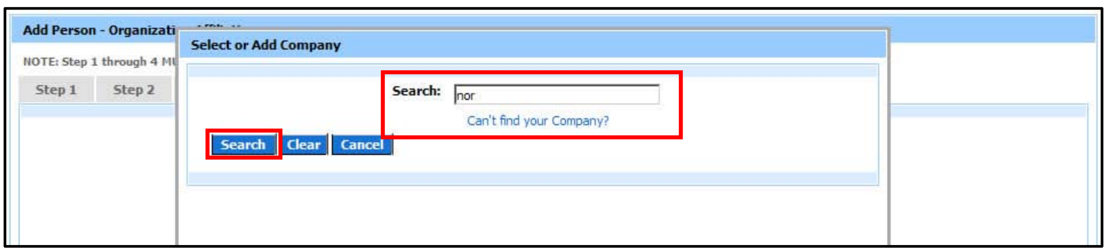


11. **U.S. Government Personnel**
Select the government organization from the **Government Organization** drop-down list. Click the **pencil** icon.

Note: If the FIN was not documented in Step 2, you must fill in the passport information to complete Step 4. If you supplied the FIN in Step 2, you will not see the passport information.



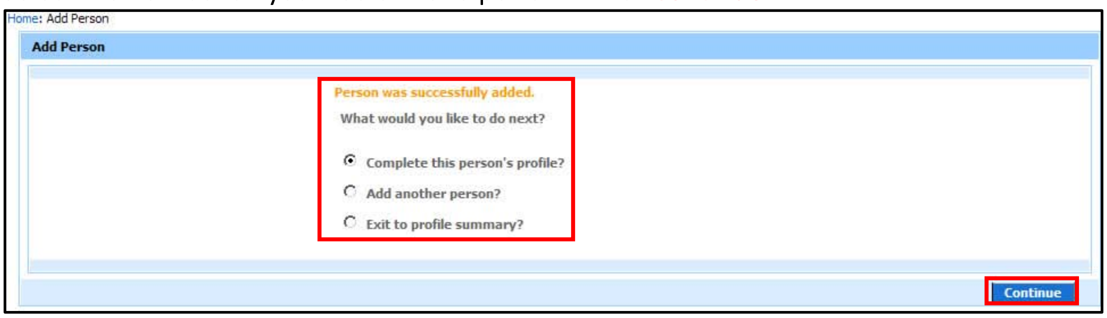
12. Type at least the first three letters of the company name or acronym in the **Search** box. Click **Search**.



13. When the search results appear, click the **Select** link that corresponds with the name of the company. The name of the company will appear in the **Government Organization** box.

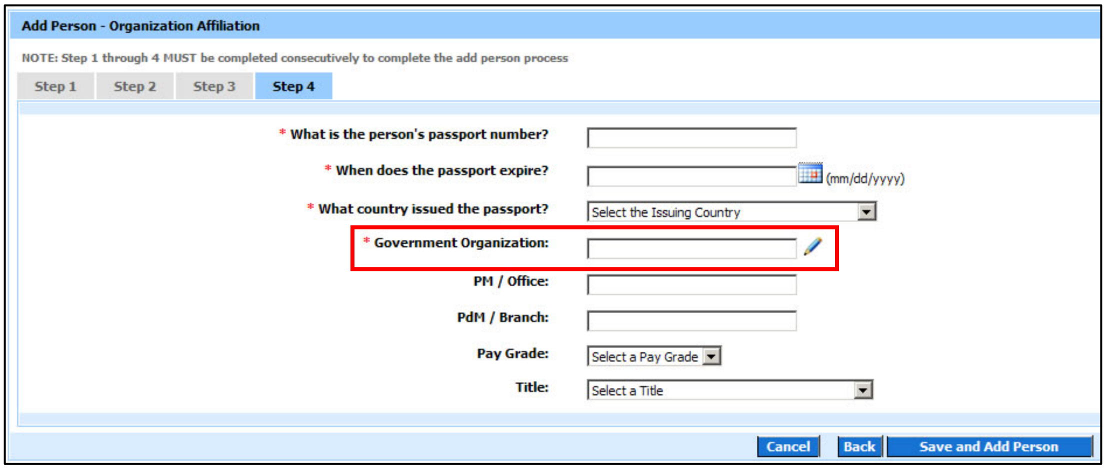
14. Select the pay grade from the **Pay Grade** drop-down menu. Click **Save and Add Person**. An on-screen notification displays, stating that the person has been added successfully.

15. Select the next action you would like to perform. Click **Continue**.

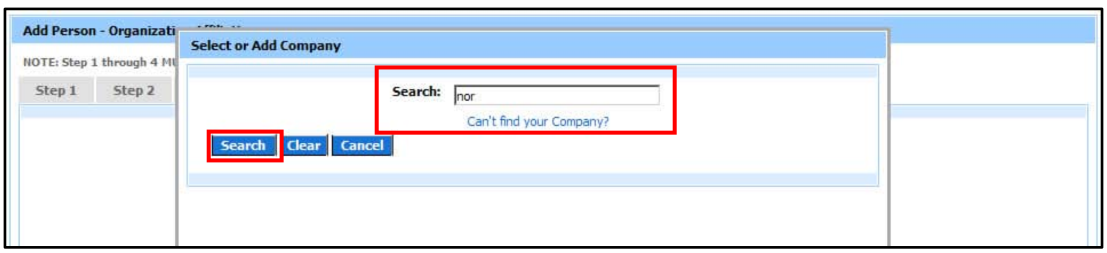


16. **U.S. Military Personnel**
Select the government organization from the **Government Organization** drop-down list. Click the **pencil** icon.

Note: If the FIN was not documented in Step 2, you must fill in the passport information to complete Step 4. If you supplied the FIN in Step 2, you will not see the passport information.

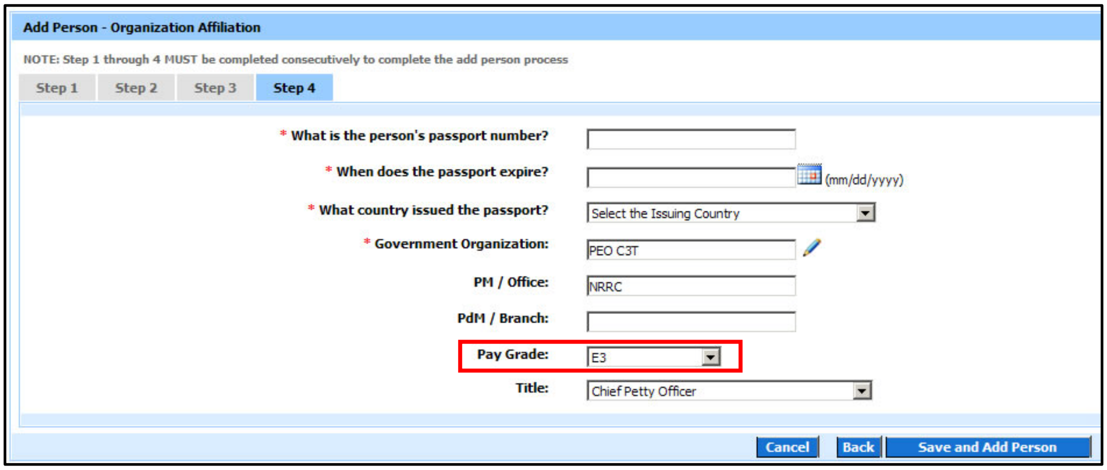


17. Type at least the first three letters of the company name or acronym in the **Search** box. Click **Search**.

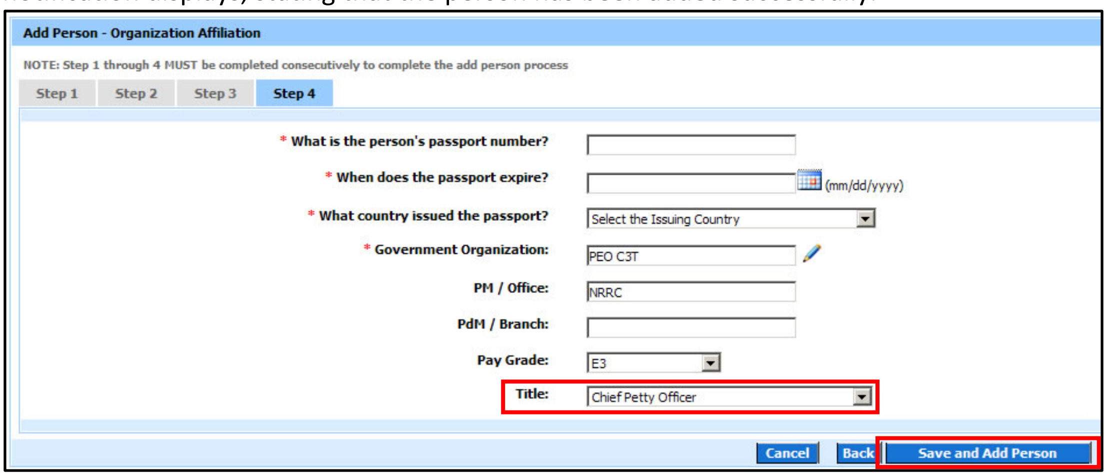


18. When the search results appear, click the **Select** link that corresponds with the name of the company. The name of the company will appear in the **Government Organization** box.

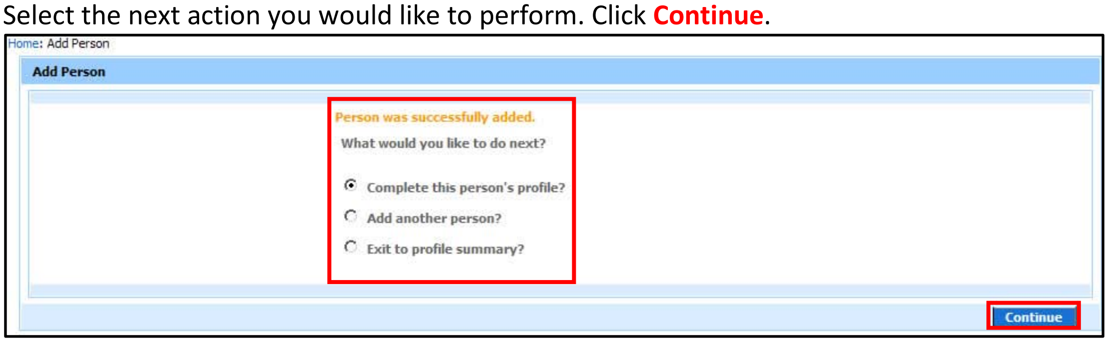
19. Select the pay grade from the **Pay Grade** drop-down menu.



20. Select the title from the **Title** drop-down menu. Click **Save and Add Person**. An on-screen notification displays, stating that the person has been added successfully.



21. Select the next action you would like to perform. Click **Continue**.

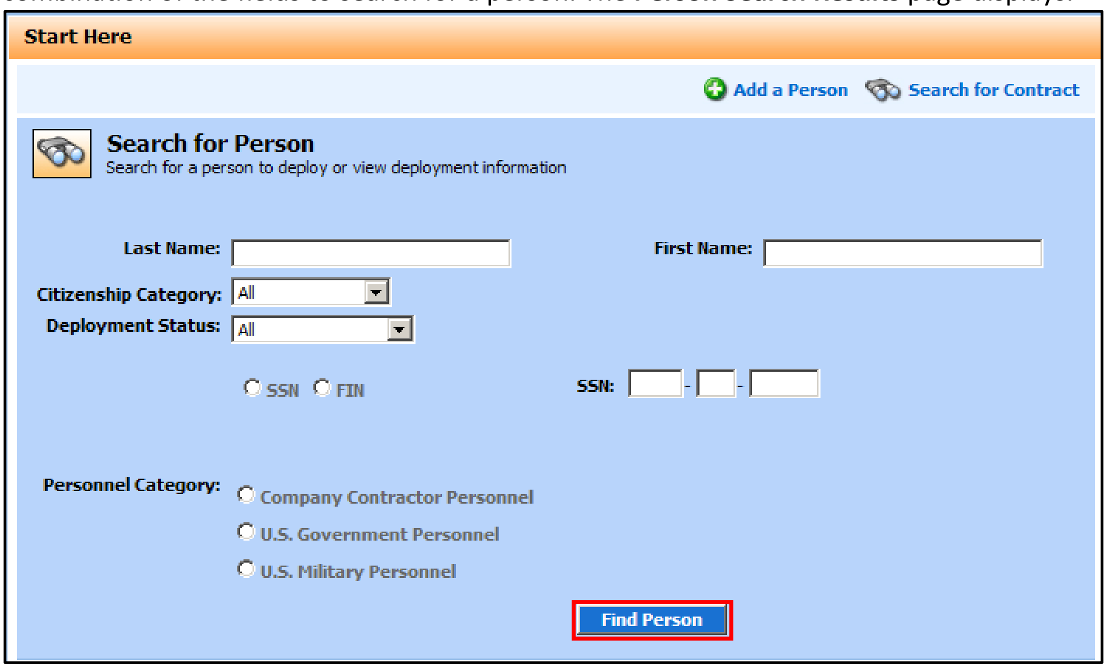


4.4 Edit a Person's Profile

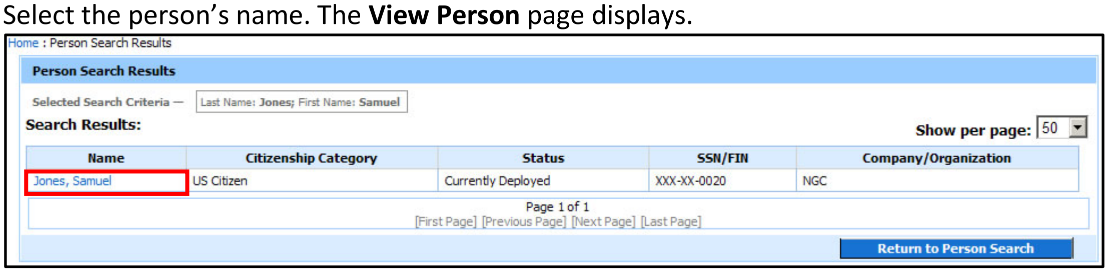
In the edit person work flow you can add or edit personal information for an employee. SPOT will present groupings of related personal information across four tabs. You can select one of the following actions on each tab:

- **Cancel**: Redirects you to the **Person Data** page.
- **Skip to Next Step**: Allows you to bypass entering information in fields that are marked with a red asterisk. You simply view the information and skip to the next tab.
- **Save**: Saves the data and refreshes the current page.
- **Save and Continue**: Saves the data and takes you to the next step in the edit person work flow.

1. From the **Home** page, click **Find Person** in the **Start Here** section. You may use one field or a combination of the fields to search for a person. The **Person Search Results** page displays.

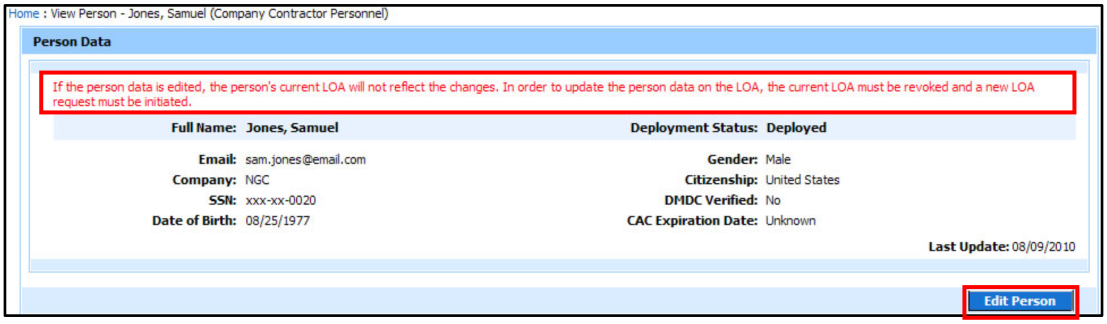


2. Select the person's name. The **View Person** page displays.

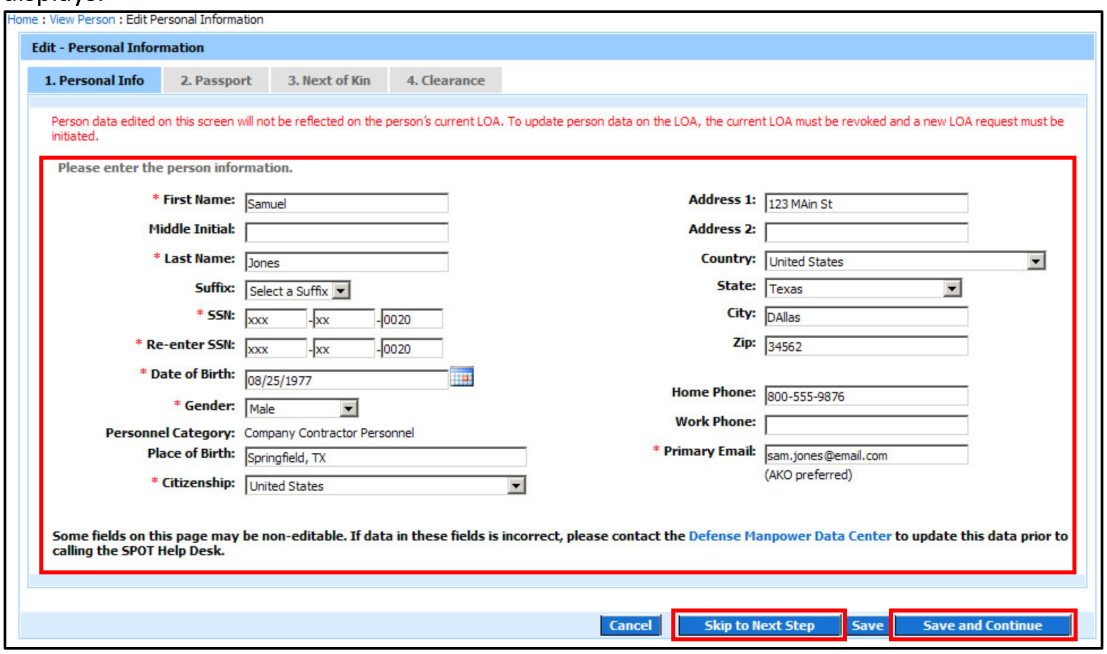


3. Click **Edit Person**. The **Edit-Personal Information** page displays.

Note: If the person has an active LOA, a message will appear on the **Person Data** page indicating that modified data will not appear on the LOA.



4. Update or change personal information, if needed. Click **Save and Continue**. If no update or edit is performed, click **Skip to Next Step**. Tab **2. Passport** of the edit person work flow displays.

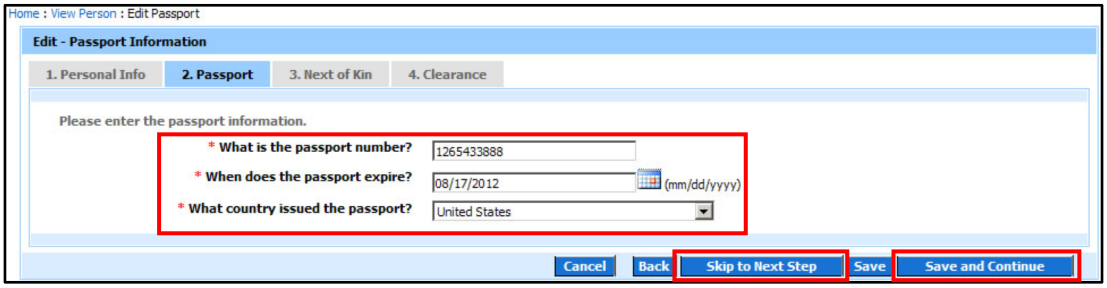


Note: Once you save data, you cannot update the **Personnel Category** field. The other fields are editable if they have not been validated by the DMDC verification process.

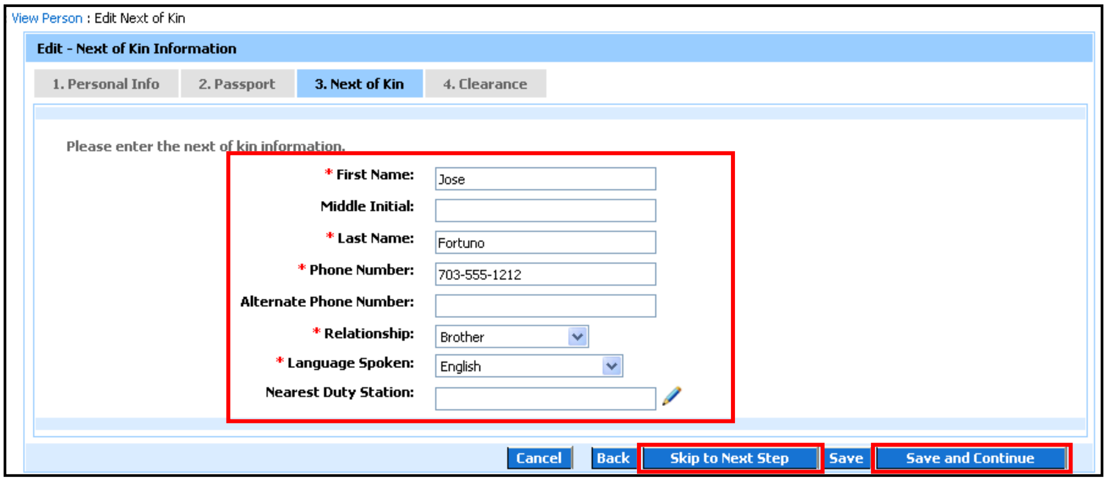
DMDC is the authoritative source of identity for U.S. citizen contractor personnel. Four SPOT data elements, **Last Name**, **SSN**, **Date of Birth**, and **Gender** are validated against the DMDC database when these fields are entered or updated in SPOT. Once validation has occurred, these fields cannot be edited.

If the person's nationality is unknown or should not be disclosed for security reasons, the value "Unknown" is an option on the Citizenship drop-down list.

5. Update passport information, if needed. Click **Save and Continue**. If no update or edit is performed, click **Skip to Next Step**. Tab **3. Next of Kin** of the edit person work flow displays.



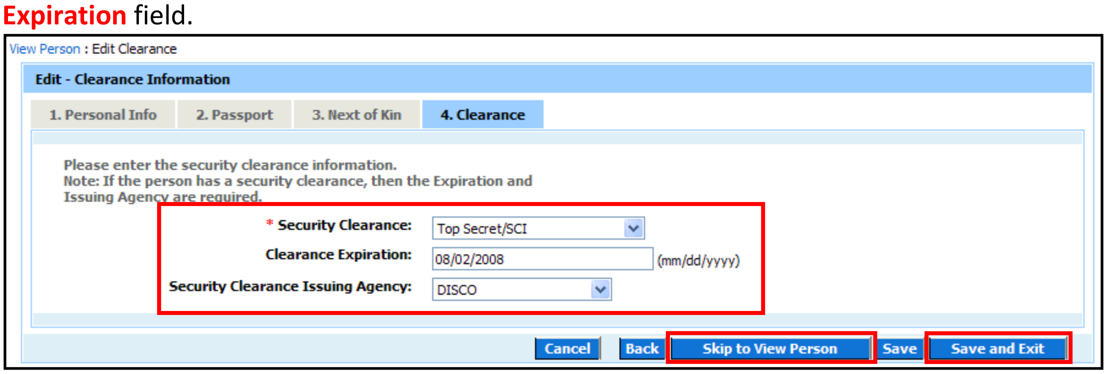
6. Update next-of-kin information, if needed. Click **Save and Continue**. If no update or edit is performed, click **Skip to Next Step**. Tab **4. Clearance** of the edit person work flow displays.



7. Update clearance information, if needed. Click **Save and Exit**. If no update or edit is performed, click **Skip to View Person**. The person's summary page displays.

Note: If you indicate that the person has a clearance (by selecting a Security Clearance value other than "none" or "ineligible" from the drop-down list), SPOT requires you to enter a **Clearance Expiration Date** and **Clearance Issuing Agency**.

If the person has a clearance, enter the clearance re-investigation date in the **Clearance Expiration** field.

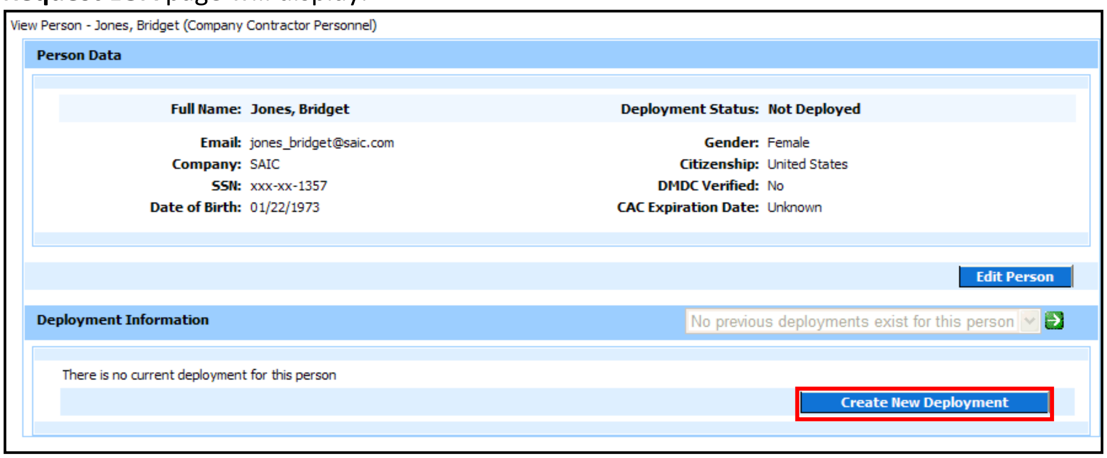


Chapter 5: Manage Pre-deployment

In this chapter you will learn how to create a deployment, request an LOA, and document deployment eligibility requirements. Before a person deploys, information about the deployment and evidence of completion for all pre-deployment criteria must be entered into SPOT. The deployment creation work flow is a five-step process. In the first four steps, you provide contract and logistical information. For the fifth and final step you confirm the accuracy of essential information. Other tasks included on the pre-deployment checklist are request for an LOA, evidence of eligibility requirements, and identification of the deployment itinerary.

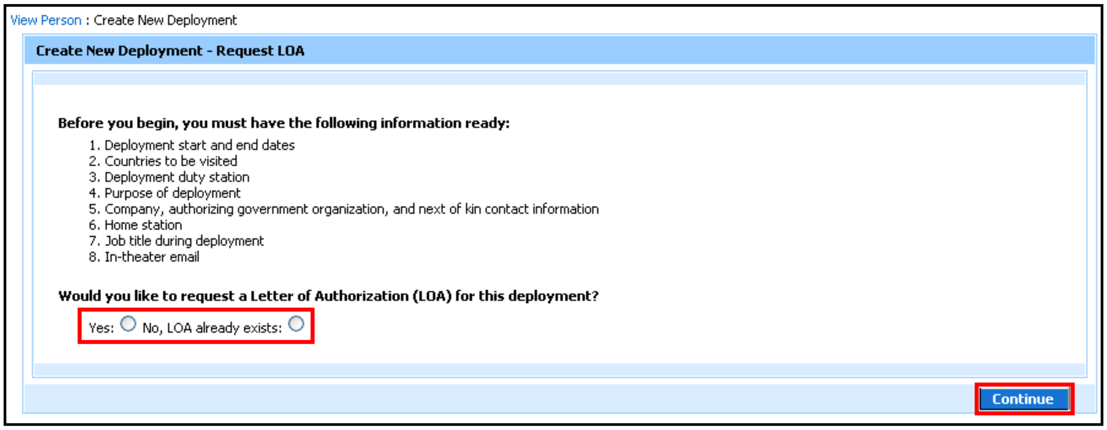
5.1 How to Create a New Deployment for a Person

1. From the **View Person** page, click **Create New Deployment**. The **Create New Deployment–Request LOA** page will display.



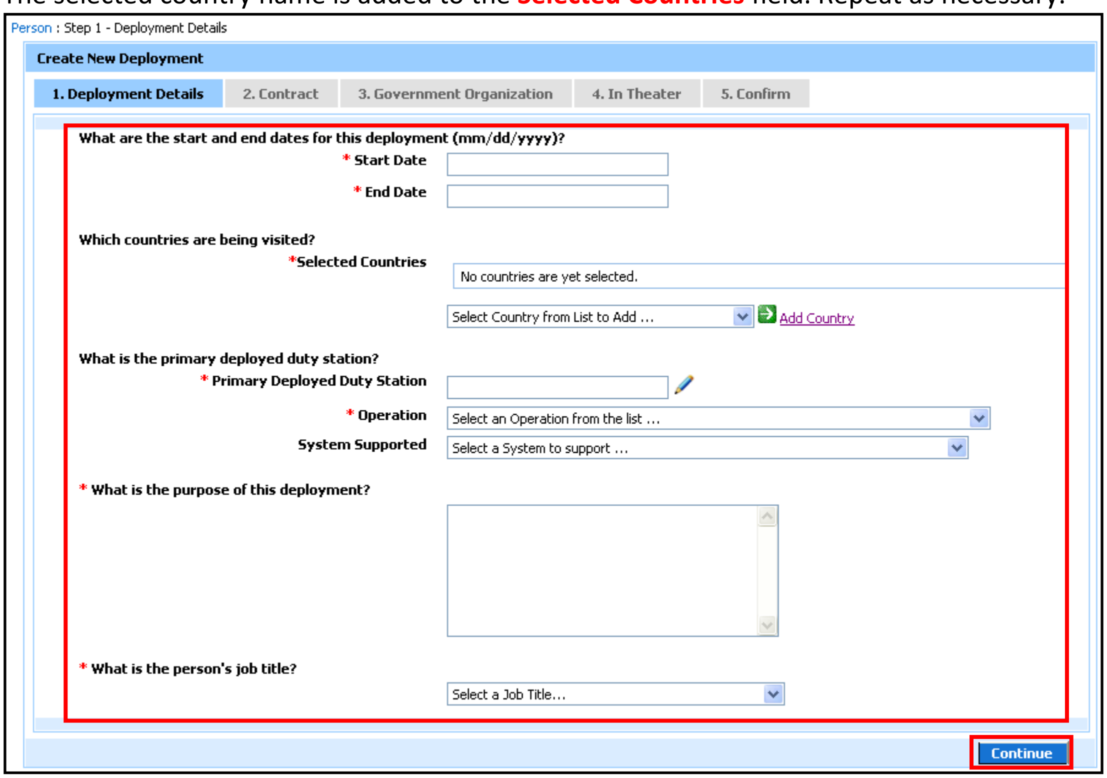
2. Selecting **Yes** will send you to the request LOA work flow. (See Section 5.2) Once the request LOA work flow is completed, you will automatically continue to the pre-deployment work flow. Some of the information requested throughout the pre-deployment work flow will be pre-populated based on the information that was entered and saved during the request LOA work flow. Click **Continue**.

   Selecting **No** will allow you to bypass the request LOA work flow and enter directly into the pre-deployment work flow. To view the procedures for requesting an LOA during the request LOA work flow, see Section 5.4. Click **Continue**.



3. Enter the deployment details. Click **Continue**. Tab **2. Contract** of the pre-deployment work flow will display.

   Note: You must first select a country from the country drop-down list. Click **Add Country**. The selected country name is added to the **Selected Countries** field. Repeat as necessary.

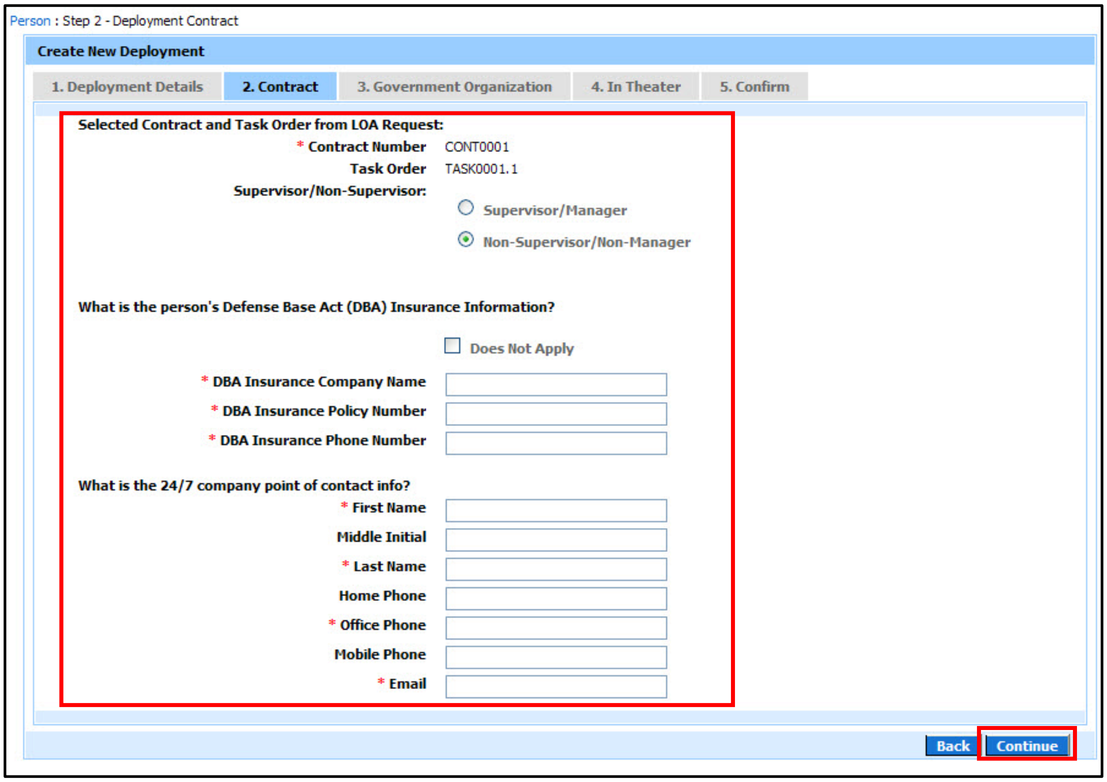


4. Enter the contract information. Click **Continue**. Tab **3. Government Organization** of the pre-deployment work flow will display.

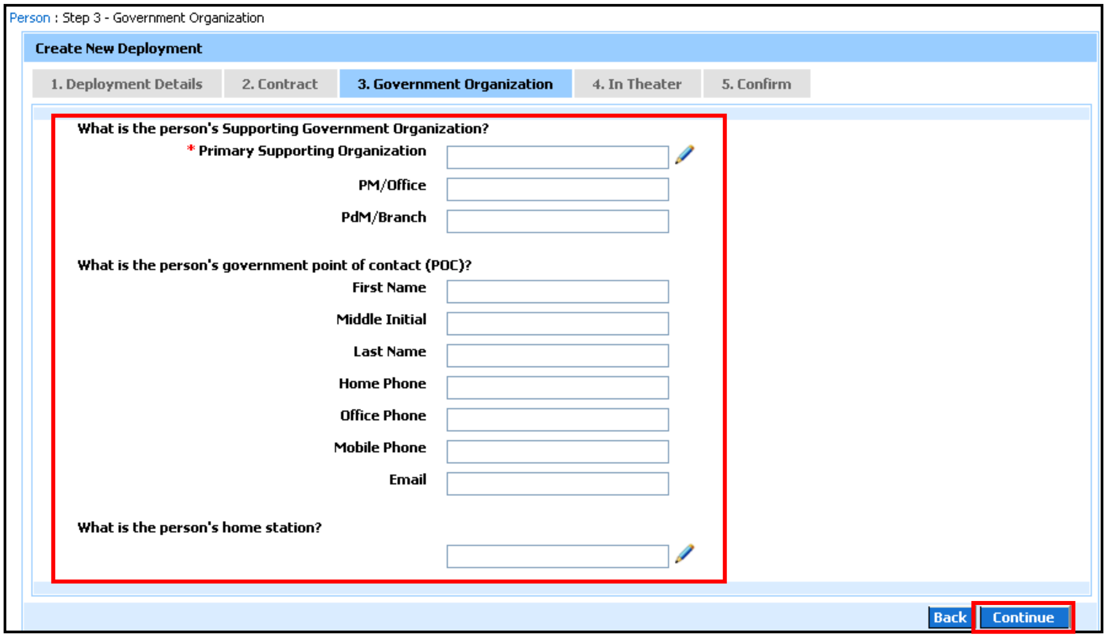
   Note: The Company Administrator can now enter Defense Base Act (DBA) Insurance information into SPOT. This information will also be viewable on the LOA Details screen and printed on the LOA. This information will allow contingency contracting authorities to contact a specific contractor's insurance policy holder to submit a claim while the contractor is in theater or to clarify insurance coverage information. Each deployment entered for a contractor requires re-entry of DBA insurance information.

   If the contractor does not have DBA insurance, the **"Does Not Apply"** checkbox should be checked.

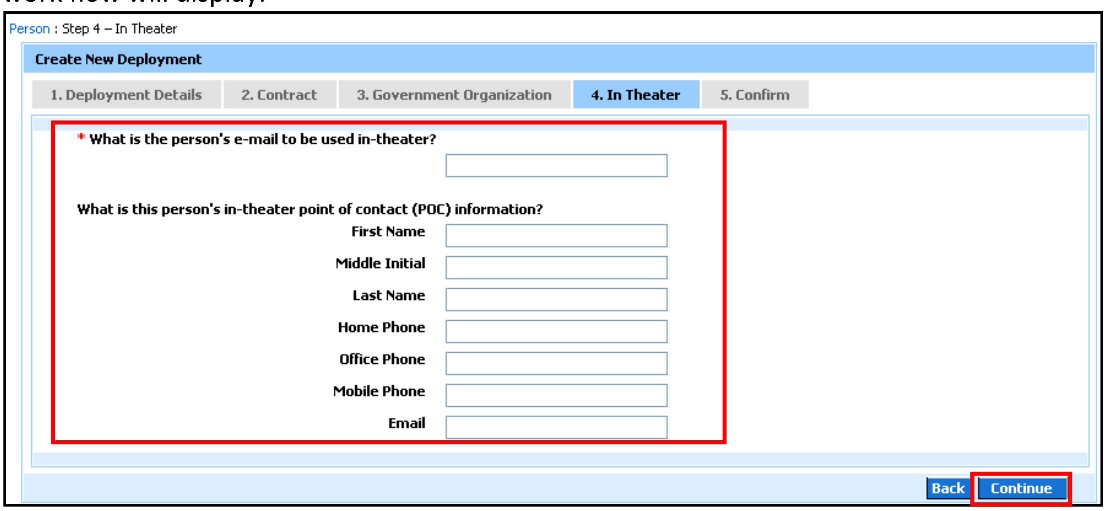
   Note: Check **"Does Not Apply"** for U.S. Military, U.S. Government Civilians, and foreign national employees. For current, closed, or canceled deployments, **"Does Not Apply"** will be displayed.



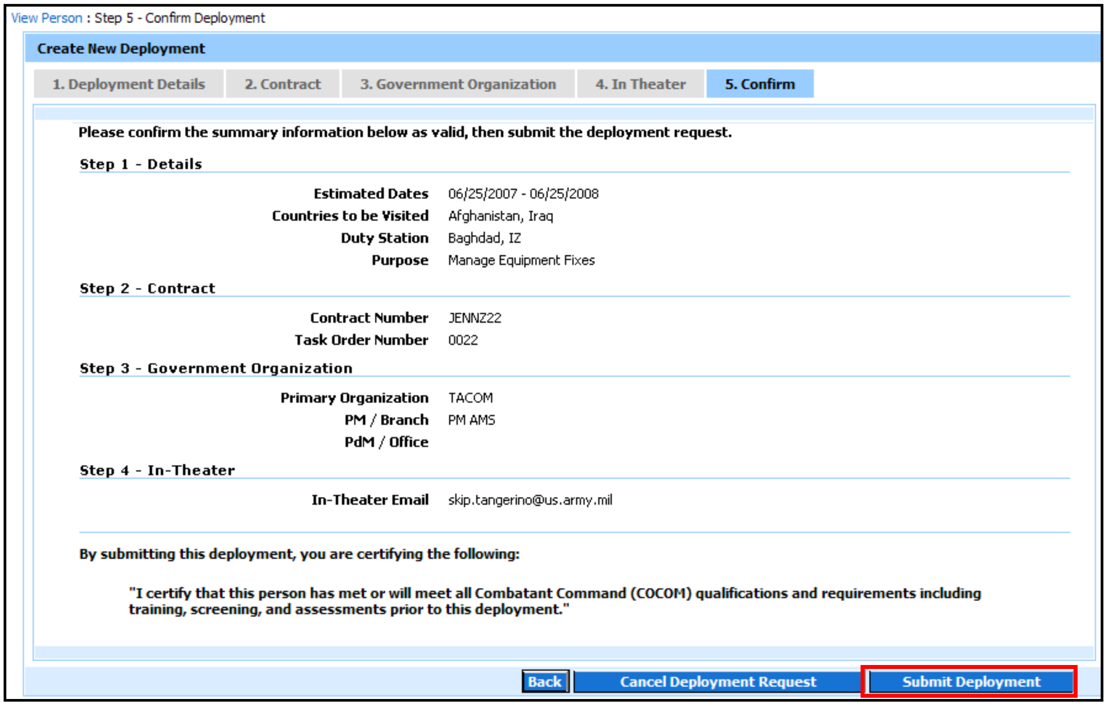
5. Enter the Government organization information. Click **Continue**. Tab **4. In Theater** of the pre-deployment work flow will display.

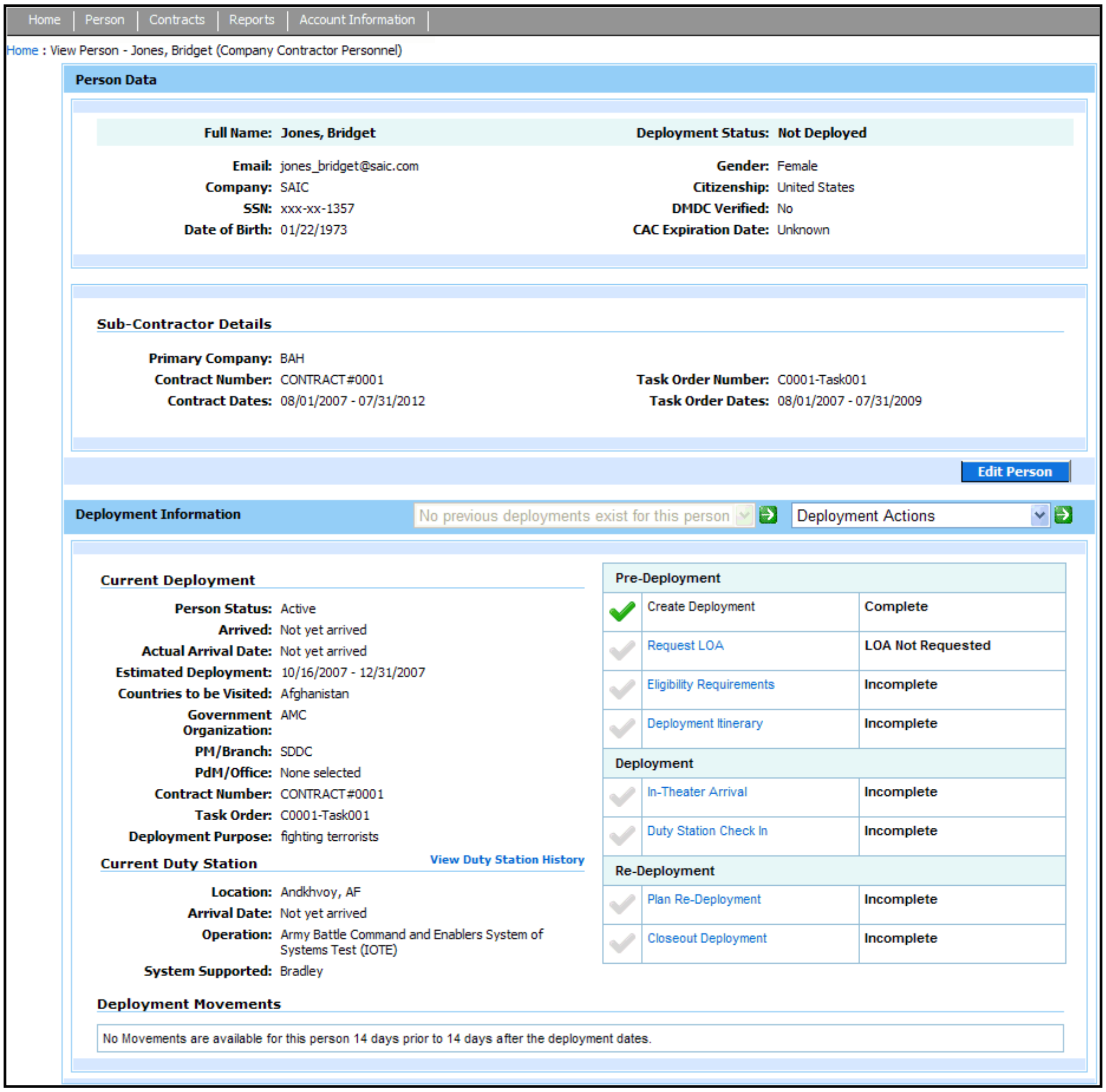


6. Enter the in-theater information. Click **Continue**. Tab **5. Confirm** of the pre-deployment work flow will display.



7. Review the deployment details for accuracy. Click **Submit Deployment**. The deployable person's **Person Data** page will display (next page).





Home | Person | Contracts | Reports | Account Information

Home : View Person - Jones, Bridget (Company Contractor Personnel)

Person Data

Full Name: Jones, Bridget
Deployment Status: Not Deployed

Email: jones_bridget@saic.com
Company: SAIC
SSN: xxx-xx-1357
Date of Birth: 01/22/1973
Gender: Female
Citizenship: United States
DMDC Verified: No
CAC Expiration Date: Unknown

Sub-Contractor Details

Primary Company: BAH
Contract Number: CONTRACT#0001
Contract Dates: 08/01/2007 - 07/31/2012
Task Order Number: C0001-Task001
Task Order Dates: 08/01/2007 - 07/31/2009

Edit Person

Deployment Information

No previous deployments exist for this person

Deployment Actions

Current Deployment

Person Status: Active
Arrived: Not yet arrived
Actual Arrival Date: Not yet arrived
Estimated Deployment: 10/16/2007 - 12/31/2007
Countries to be Visited: Afghanistan
Government Organization: AMC
PM/Branch: SDDC
PdM/Office: None selected
Contract Number: CONTRACT#0001
Task Order: C0001-Task001
Deployment Purpose: fighting terrorists

Current Duty Station

View Duty Station History

Location: Andkhvoy, AF
Arrival Date: Not yet arrived
Operation: Army Battle Command and Enablers System of Systems Test (IOTE)
System Supported: Bradley

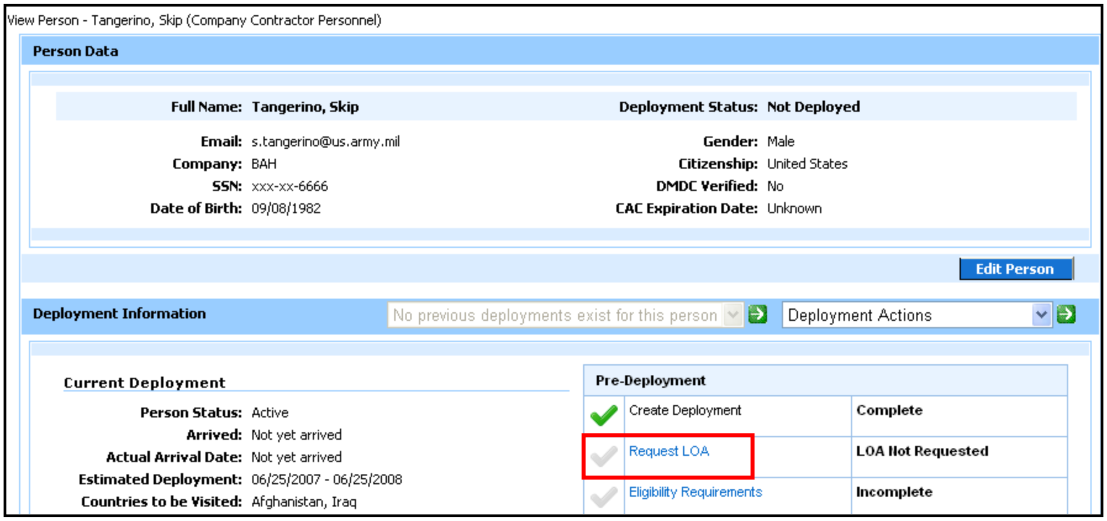
Pre-Deployment		
✔	Create Deployment	Complete
	Request LOA	LOA Not Requested
	Eligibility Requirements	Incomplete
	Deployment Itinerary	Incomplete
Deployment		
	In-Theater Arrival	Incomplete
	Duty Station Check In	Incomplete
Re-Deployment		
	Plan Re-Deployment	Incomplete
	Closeout Deployment	Incomplete

Deployment Movements

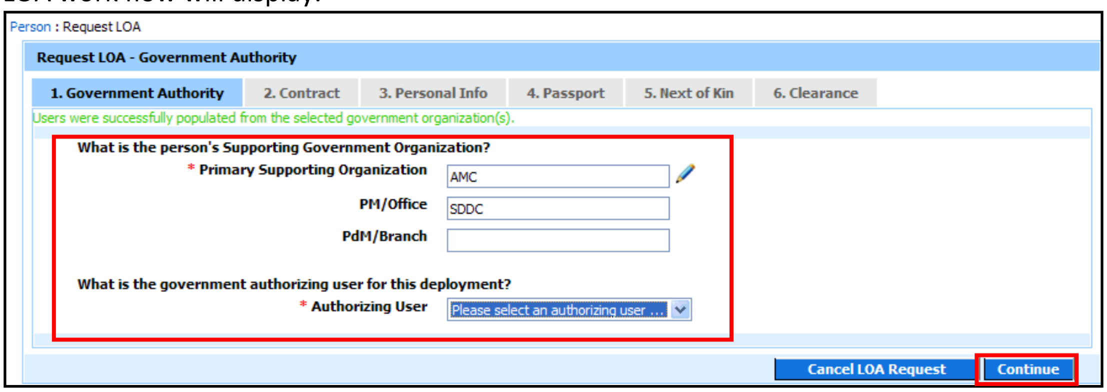
No Movements are available for this person 14 days prior to 14 days after the deployment dates.

5.2 Request an LOA during the Pre-Deployment Phase

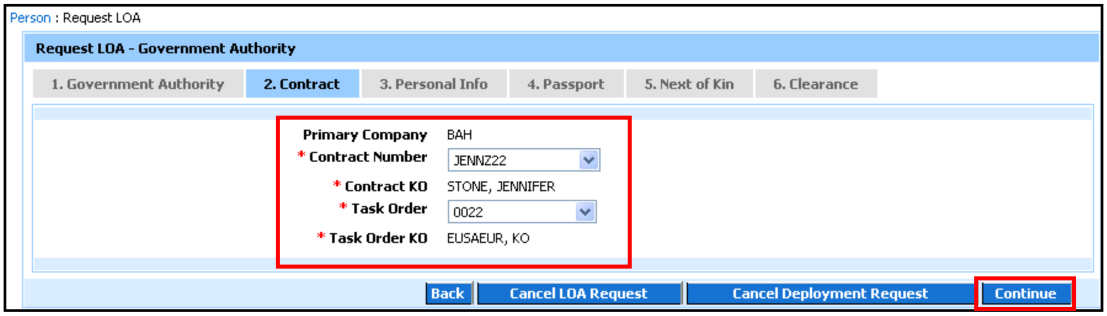
1. From the **View Person** page, click **Request LOA** found in the pre-deployment check list. Step **1. Government Authority** of the request LOA work flow will display.



2. Enter the government authority information. Click **Continue**. Step **2. Contract** of the request LOA work flow will display.



3. Add or update the contract information, as needed. Click **Continue**. Step **3. Personal Info** of the request LOA work flow will display.

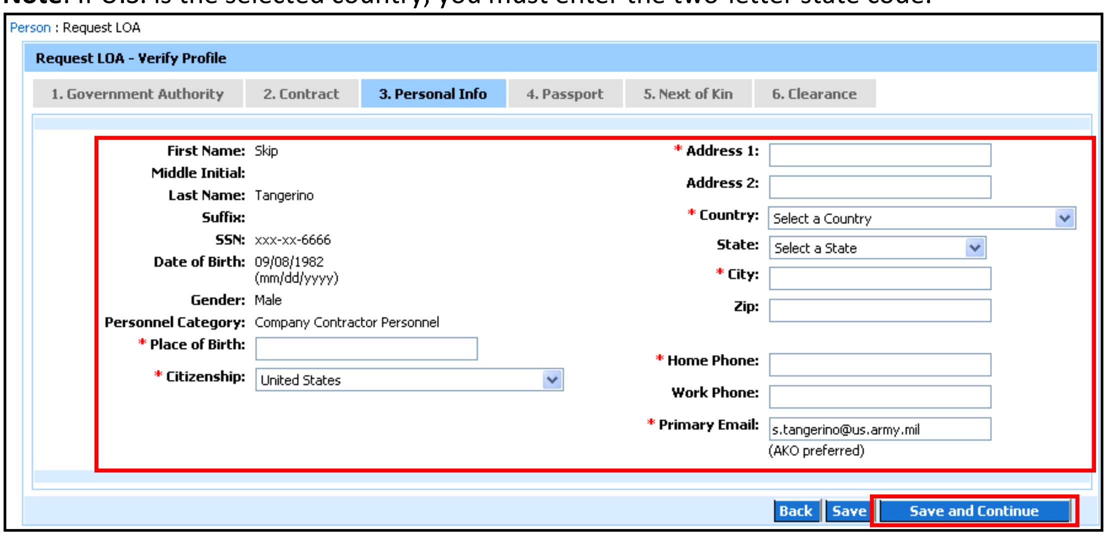


Note: If there is an existing subcontractor relationship associated to the contract, you will be asked to select one of the two following methods for deploying the person:

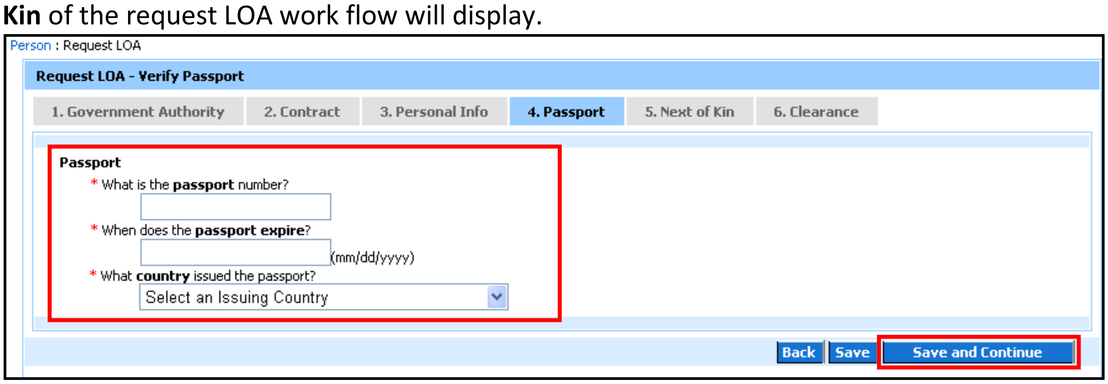
- Deploy person for a specific contract and task order.
- Deploy person for his/her existing subcontractor relationship.

4. Add or update personal information, as needed. Click **Save and Continue**. Step **4. Passport** of the request LOA work flow will display.

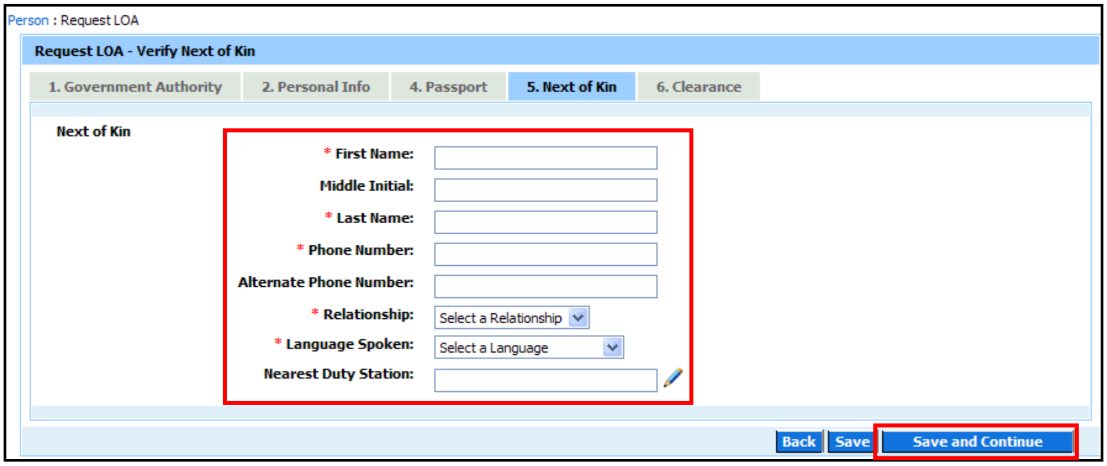
Note: If U.S. is the selected country, you must enter the two-letter state code.



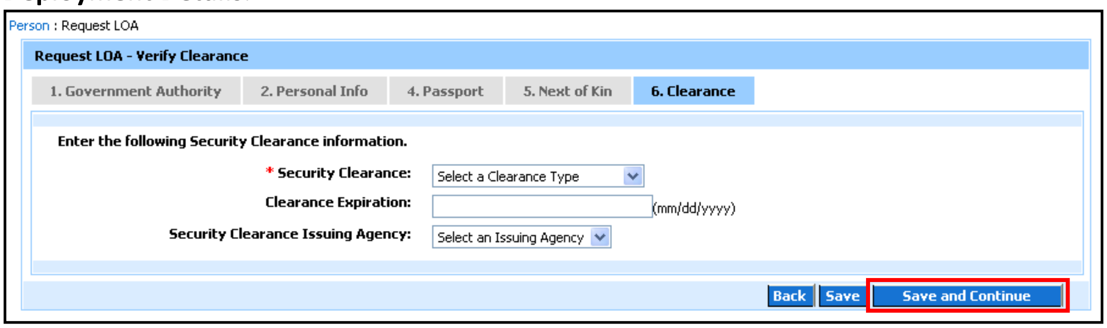
5. Add or update passport information, as needed. Click **Save and Continue**. Step **5. Next of Kin** of the request LOA work flow will display.



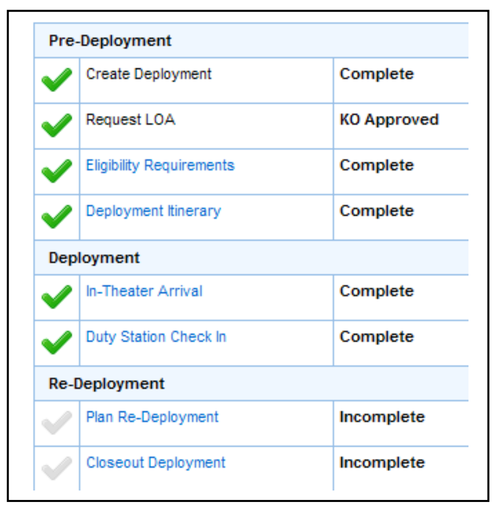
6. Add or update next-of-kin information, as needed. Click **Save and Continue**. Step **6. Clearance** of the request LOA work flow will display.



7. Add or update security clearance information, as needed. Click **Save and Continue**. The system redirects you to create new deployment work flow beginning with Tab 1. **Deployment Details**.



Once you have entered and saved the LOA request information, SPOT cycles through the create deployment work flow. Any data supplied in the LOA request is automatically pre-populated in the Create Deployment tabs. However, you may find that SPOT has flagged a few additional data fields that you will need to populate with information.



Look for the red asterisk as you pass through the four tabs in the create deployment work flow. This is the final opportunity you will have to update information previously entered. At Tab 5, confirm the basic details for the deployment and then select the **Continue with the LOA submission request** radio button. To complete the LOA request process, click **Submit Deployment Request**.

To track the progress of an LOA that has been requested for a deployable person, navigate to the person's View Person page and view the status of the requested LOA displayed in the Deployment Information section.

How to Search for LOAs by Status or Search Criteria

LOAs may be searched for by entering specific criteria or using the LOA Inbox **Status** drop-down list. The status option provides the Government Authority the opportunity to filter the list of LOAs currently in the LOA process, denied, approved, or revoked. Only approved LOAs may be viewed in their final PDF form. Refer to Table 3: LOA Status Definitions for status descriptions.

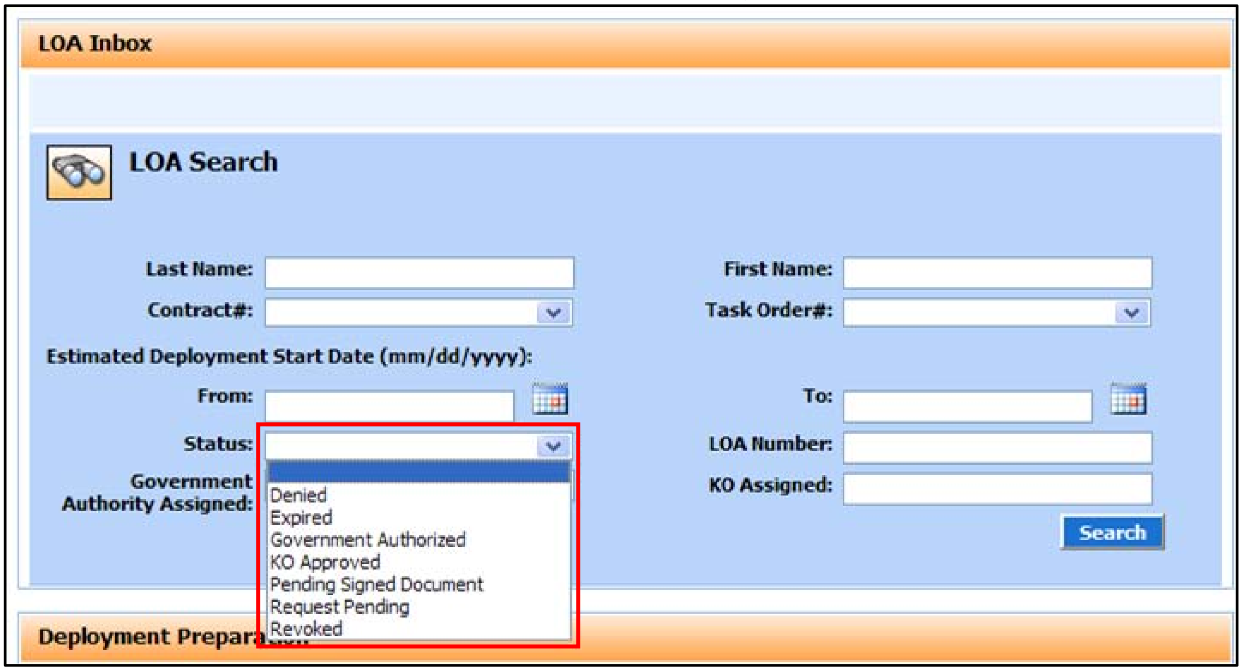


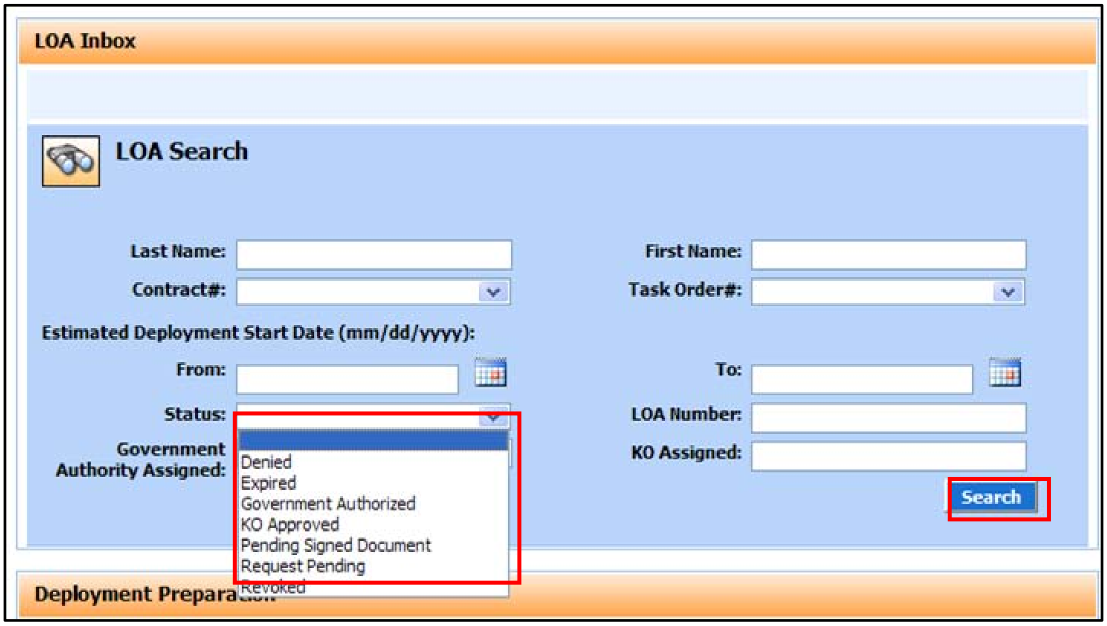
Table 3: LOA Status Definitions

Status	Definition
Denied	LOAs that were denied by the Government Authority or the Contracting Officer. Denied requests will appear in the Inbox for 90 days, based on the date the request was set.
Expired	LOAs have a Deployment End Date that precedes the current date.
Government Authorized	LOAs that have been authorized by the Government Authority and are waiting for the Contracting Officer to review and submit action.
KO Approved	LOAs that have been approved by the Contracting Officer. Requests with a status of “KO Approved” appear in the inbox for 60 days, based on the date the status of the request was set to “KO Approved.” Additionally, requests with a status of “KO Approved” only remain in the inbox while they are considered active, that is, the In Theater Arrival Date has been entered, but the Actual Departure Date from AOR has not been entered.
Pending Signed Document	LOAs that have been signed by the Contracting Officer and are waiting for Adobe Acrobat to generate the final approved LOA.
Pending Request	LOA that is in the Government Authority Inbox, but has not been processed.
Revoked	LOAs that were approved and later revoked. Revoked requests will appear in the Inbox for 90 days, based on the date the request was submitted.

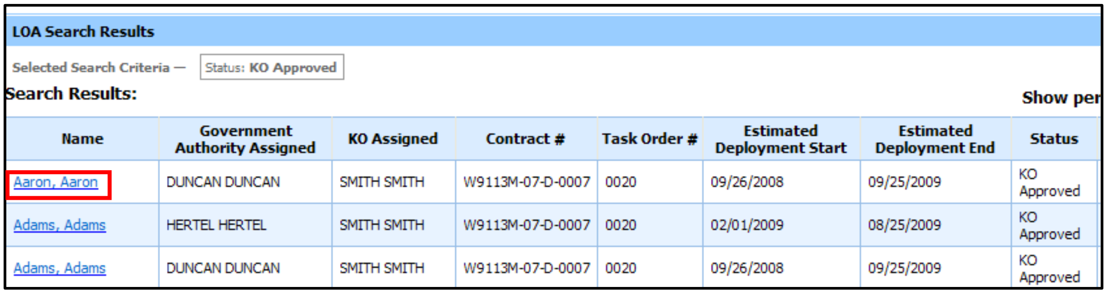
5.3 Search for an LOA by Status

1. From the **Home** Page, use one or more of the data fields to search for an LOA. Click **Search**. The **LOA Search Results** page displays.

   Note: The LOA Inbox automatically populates the "Request Pending" value in the status field and the name of the Government Authority user in the Government Authority Assigned field. You can delete the pre-populated data in both fields and tailor the search to meet your needs by clicking inside each field and making changes.



2. Click the name of the person to access the individual's LOA. The person's **LOA Details** page will display.



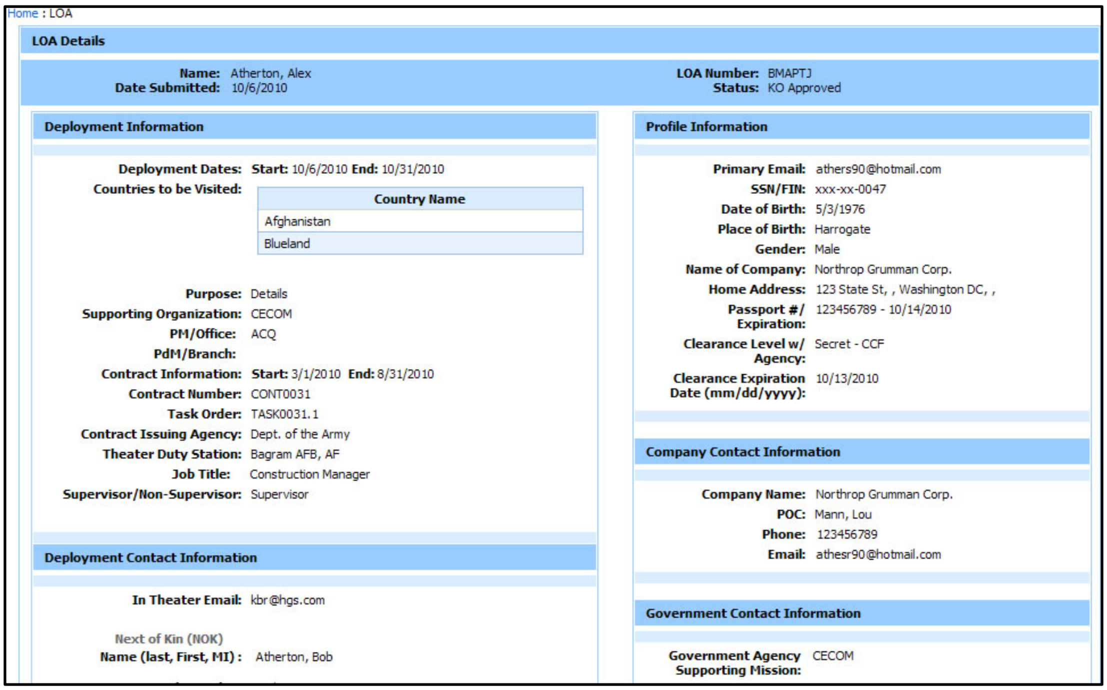
LOA Search Results

Selected Search Criteria — Status: KO Approved

Search Results:

Show per

Name	Government Authority Assigned	KO Assigned	Contract #	Task Order #	Estimated Deployment Start	Estimated Deployment End	Status
Aaron, Aaron	DUNCAN DUNCAN	SMITH SMITH	W9113M-07-D-0007	0020	09/26/2008	09/25/2009	KO Approved
Adams, Adams	HERTEL HERTEL	SMITH SMITH	W9113M-07-D-0007	0020	02/01/2009	08/25/2009	KO Approved
Adams, Adams	DUNCAN DUNCAN	SMITH SMITH	W9113M-07-D-0007	0020	09/26/2008	09/25/2009	KO Approved



Home : LOA

LOA Details

Name: Atherton, Alex
Date Submitted: 10/6/2010
LOA Number: BMAPTJ
Status: KO Approved

Deployment Information

Deployment Dates: Start: 10/6/2010 End: 10/31/2010
Countries to be Visited:

Country Name
Afghanistan
Blueland

Purpose: Details
Supporting Organization: CECOM
PM/Office: ACQ
PdM/Branch:
Contract Information: Start: 3/1/2010 End: 8/31/2010
Contract Number: CONT0031
Task Order: TASK0031.1
Contract Issuing Agency: Dept. of the Army
Theater Duty Station: Bagram AFB, AF
Job Title: Construction Manager
Supervisor/Non-Supervisor: Supervisor

Deployment Contact Information

In Theater Email: kbr@hgs.com
Next of Kin (NOK)
Name (last, First, MI) : Atherton, Bob

Profile Information

Primary Email: athers90@hotmail.com
SSN/FIN: xxx-xx-0047
Date of Birth: 5/3/1976
Place of Birth: Harrogate
Gender: Male
Name of Company: Northrop Grumman Corp.
Home Address: 123 State St, , Washington DC, ,
Passport #/ Expiration: 123456789 - 10/14/2010
Clearance Level w/ Agency: Secret - CCF
Clearance Expiration Date (mm/dd/yyyy): 10/13/2010

Company Contact Information

Company Name: Northrop Grumman Corp.
POC: Mann, Lou
Phone: 123456789
Email: athesr90@hotmail.com

Government Contact Information

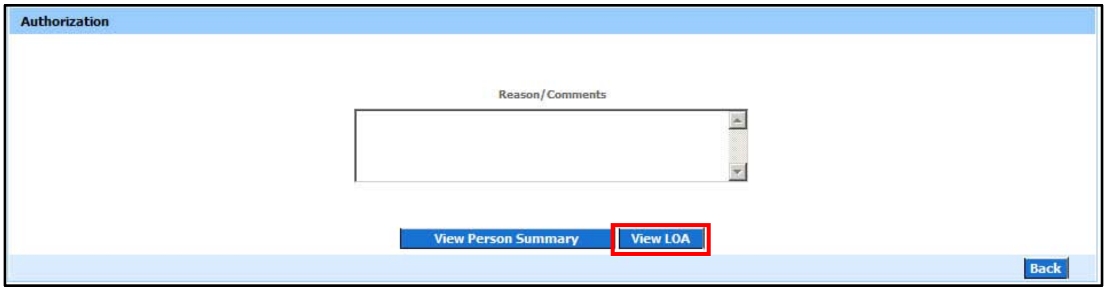
Government Agency Supporting Mission: CECOM

For all statuses except KO Approved, use the **Back** button on the bottom of the **LOA Details** page.

For all statuses except KO Approved, use the **Back** button on the bottom of the **LOA Details** page to return to the **Home** page.

If an LOA with a status of "KO Approved" is selected, the PDF version of the LOA may be viewed by selecting **View LOA**.

3. Click **View LOA** to open the read-only version of the LOA. The read-only PDF document will display.



4. Close Adobe® Reader™ to return to the **LOA Details** page. Select the Home tab in the navigation bar.

How to Manage LOA Requests

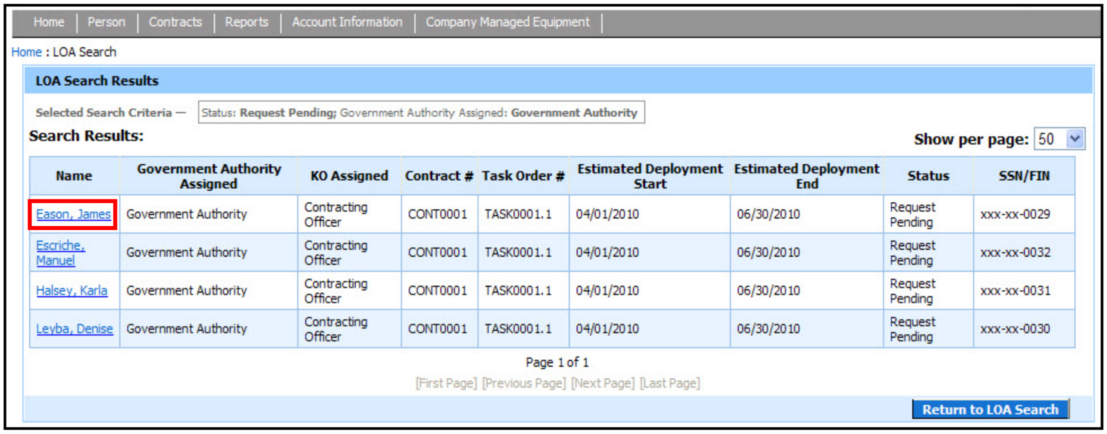
The built-in process flow featured in SPOT enables authorized users to select and process one or more LOA requests at a time (that is, to bulk process LOAs). The actions that can be performed are dependent on the authorized user's role and the current state of the LOAs. An authorized user affiliated with the Government Organization may change deployment information and authorize or deny LOAs for deployable persons.

The LOA inbox featured on the Government Organization Home Page contains all LOA requests awaiting action (if there are LOAs pending) from the Government Authority.

Note: Only Government Authority users have the ability to authorize LOAs.

5.4 Authorizing a Single LOA

1. Perform an LOA search using the LOA inbox. Select the LOA by clicking the person's name in the search results. The **LOA Details** page for the deployable person will display.



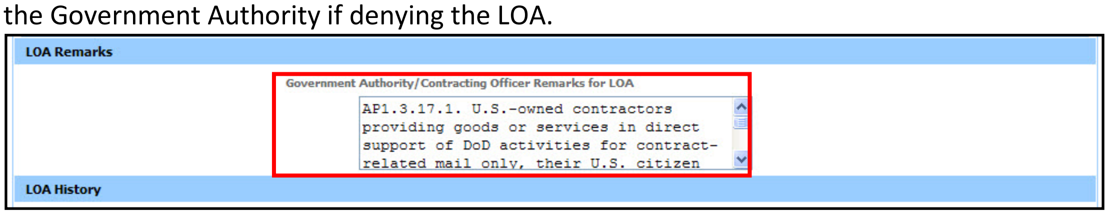
2. Make necessary updates to the details of the deployment. Check the box to acknowledge that the information is accurate. Click **Authorize**. The **Home** page featuring the updated LOA inbox will display.

Note: Government Authorities (in CENTCOM COCOM) will populate the **Remarks** field with the following:

> AP1.3.17.1. U.S.-owned contractors providing goods or services in direct support of DoD activities for contract-related mail only, their U.S. citizen employees and sponsored family members may be authorized personal mail. Postal support will be limited to the country in which the contractor is performing and providing there is no host-country prohibition. The extent of the postal support will be set forth in the contract. The provisions for postal support in such contracts shall be reviewed and approved by the applicable Combatant Commander (or his designated representative) and the Military Department concerned prior to execution of the contract.

Notes included in the **Remarks** field will be printed on the LOA. Notes included in the **Reason/Comments** field will **not** be printed on the LOA. Both fields are available during individual and bulk processing (i.e., authorizations and denials).

The **Reason/Comments** field is used to communicate information between the Government Authority and the Contracting and the Contracting Officer. A reason **must be** provided by the Government Authority if denying the LOA.

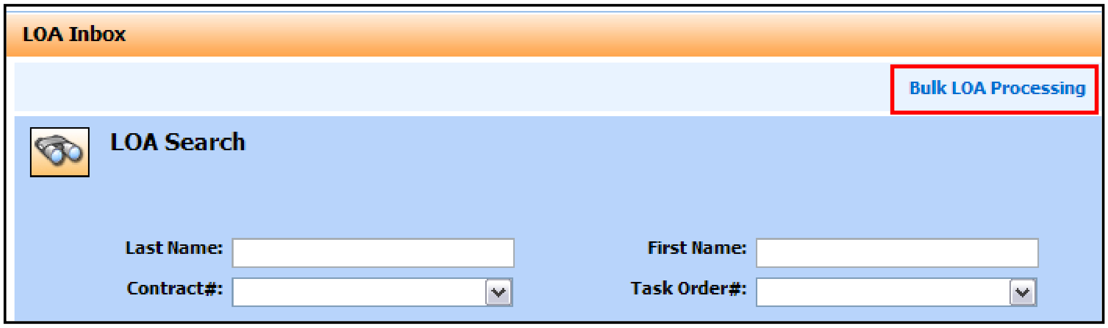


Authorizing Multiple LOAs (Bulk Process)

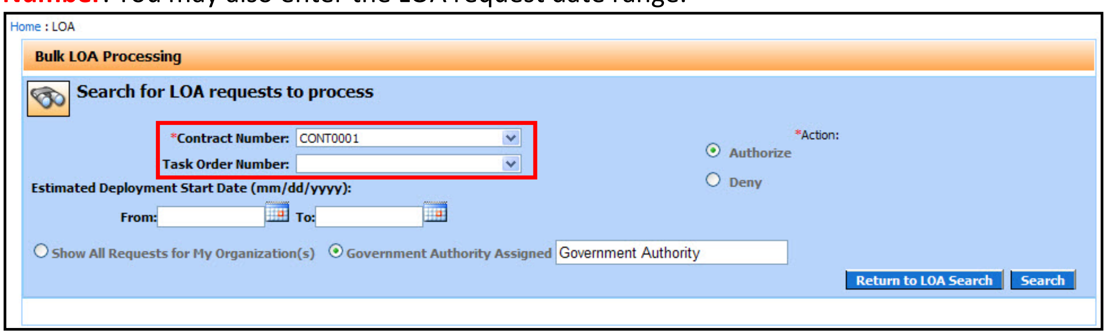
The Bulk LOA Process gives the Government Authority the ability to take action on two or more LOA requests at the same time. The Bulk LOA Processing feature can be used by the Government Authority to approve or deny two or more LOAs, but it cannot be used to change deployment information. The Bulk LOA Processing link is located in the upper right section of the LOA Inbox.

5.5 Authorizing Multiple LOAs (Bulk Process)

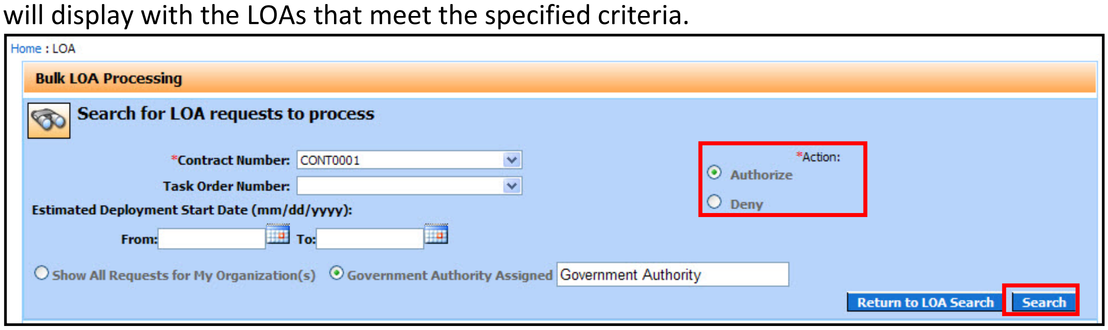
1. Click **Bulk LOA Processing**. The **Bulk LOA Processing Search** page will display.



2. Select the contract from **Contract Number** and the task order, if applicable, from **Task Order Number**. You may also enter the LOA request date range.



3. Select the action to be taken. Click **Search**. The **Bulk LOA Processing Search Results** page will display with the LOAs that meet the specified criteria.



You can specify whether you are searching for LOA requests that have been assigned specifically to you or another Government Authority user or you can search for all outstanding LOA requests across your organization for a specific contract and task order (if applicable).

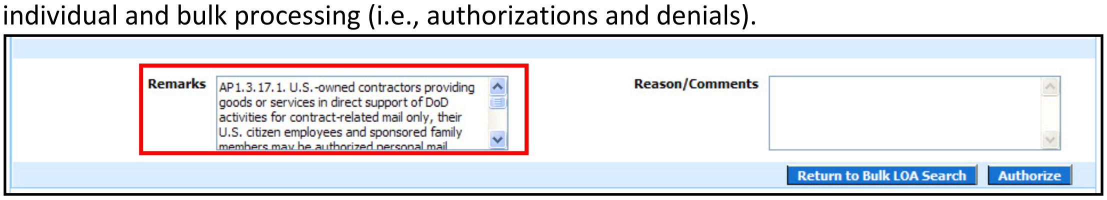
By default, the system will search for LOA requests that have been assigned to you. If you

would like to see the LOA requests that have been assigned to another Government Authority user, type his/her name in the Government Authority Assigned test box before clicking **Find**. If you would like to see the outstanding LOA requests that have been assigned to all Government Authority users in your government organization(s) for a specific contract and task order (if applicable), click inside the Show All Requests for My Organization(s) radio button before clicking **Find**.
If persons eligible for deployment exceed the number you can view on a single page, you can toggle between pages by clicking on the hyperlinked page numbers (or the back and forward links) appearing at the bottom left corner of the name list. SPOT tracks the selections across the pages and reports the number of LOAs selected. On the last page of search results, the Continue button will change to the appropriate action button.

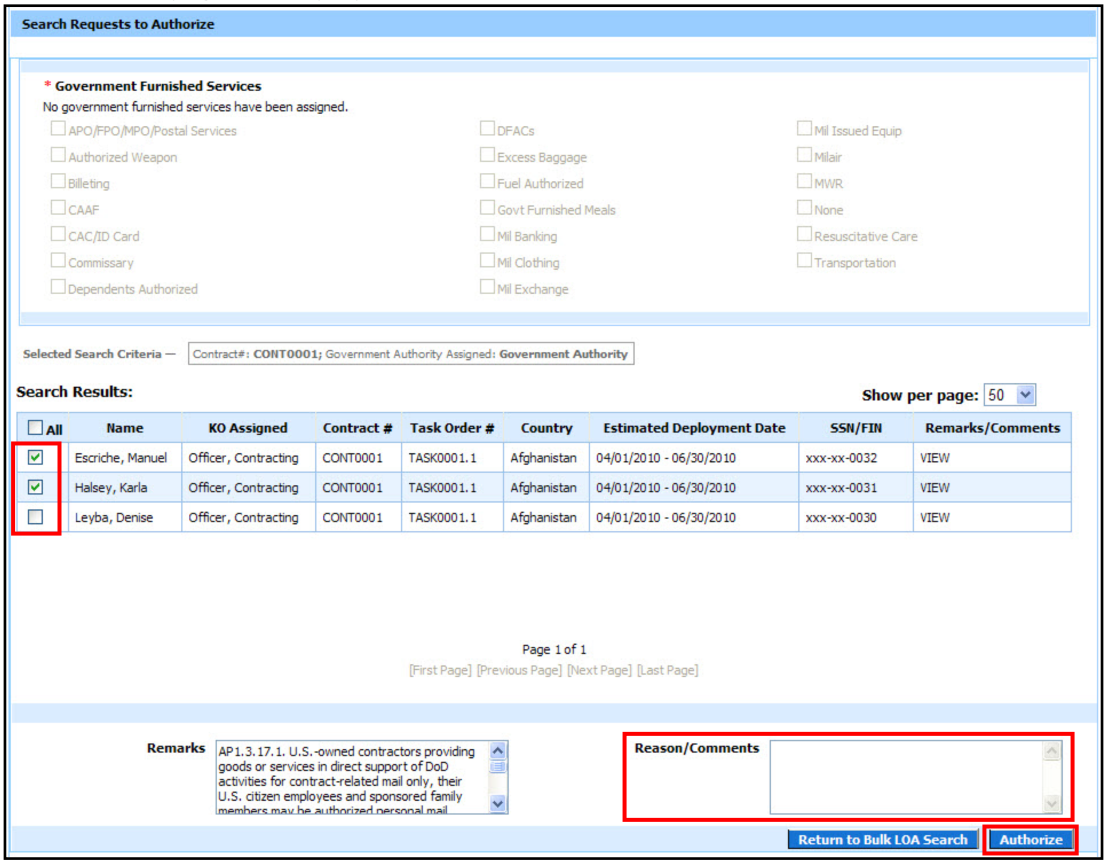
Only LOAs that are eligible for the selected action in Step 2 are returned on the search results page.
Note: Government Authorities (in CENTCOM COCOM) will populate the **Remarks** field with the following:

> AP1.3.17.1. U.S.-owned contractors providing goods or services in direct support of DoD activities for contract-related mail only, their U.S. citizen employees and sponsored family members may be authorized personal mail. Postal support will be limited to the country in which the contractor is performing and providing there is no host-country prohibition. The extent of the postal support will be set forth in the contract. The provisions for postal support in such contracts shall be reviewed and approved by the applicable Combatant Commander (or his designated representative) and the Military Department concerned prior to execution of the contract.

Notes included in the **Remarks** field will be printed on the LOA. Notes included in the **Reason/Comments** field will **not** be printed on the LOA. Both fields are available during individual and bulk processing (i.e., authorizations and denials).

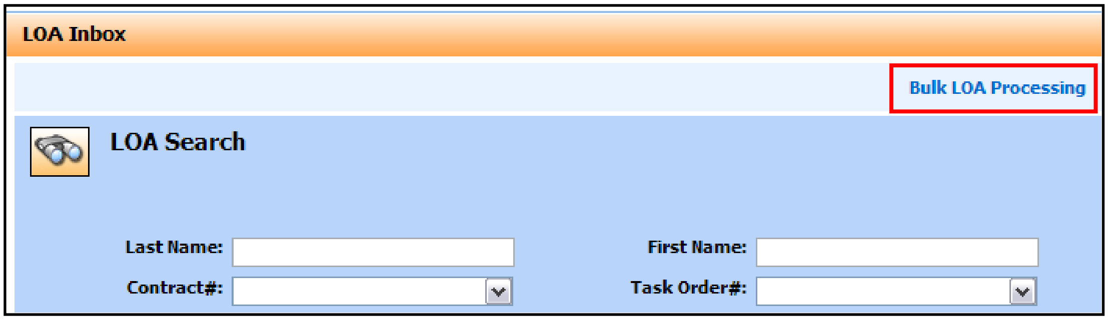


4. Select the individuals to be included in the bulk LOA batch by clicking the box next to their names. Selecting **ALL** will highlight all the names on the page. Review the names of persons for whom the LOA requests are being authorized. Enter information required for the select LOAs into the **Remarks** and/or **Reason/Comments** boxes. Click **Authorize**. The **Bulk LOA Confirmation** page will display.

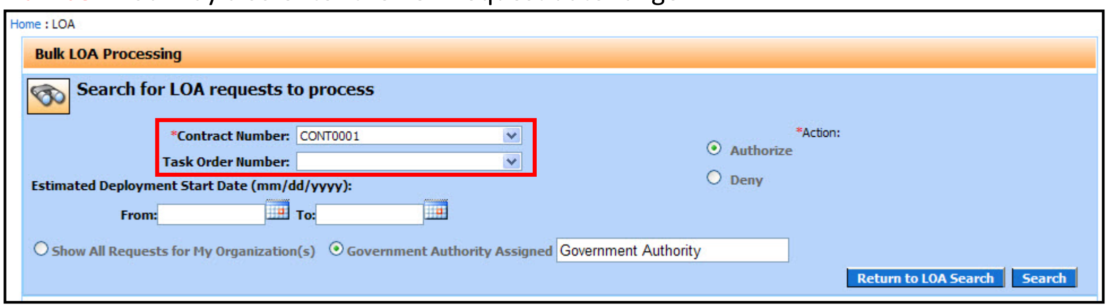


5.6 Deny Bulk LOAs

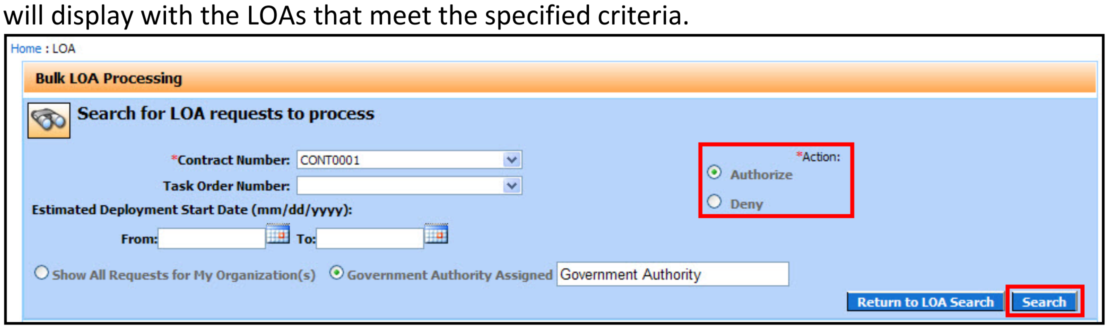
1. Click **Bulk LOA Processing**. The **Bulk LOA Processing** page will display.



2. Select the contract from **Contract Number** and the task order, if applicable, from **Task Order Number**. You may also enter the LOA request date range.

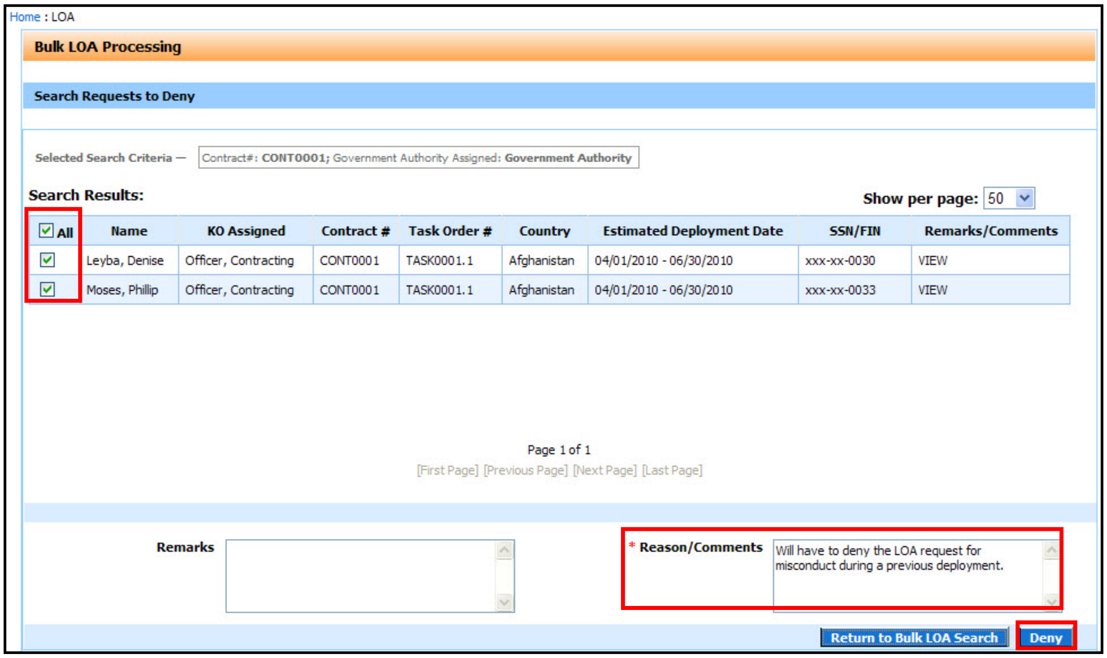


3. Select the action to be taken. Click **Search**. The **Bulk LOA Processing Search Results** page will display with the LOAs that meet the specified criteria.



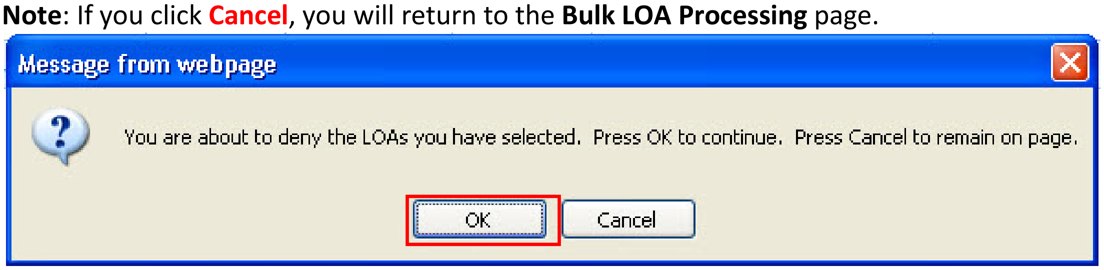
Note: If persons eligible for deployment exceed the number you can view on a single page, you can toggle between pages by clicking on the hyperlinked page numbers (or the back and forward links) appearing at the bottom left corner of the name list. SPOT tracks the selections across the pages and reports the number of LOAs selected. On the last page of search results, the Continue button will change to the appropriate action button.

4. Select the individuals to be included in the bulk LOA batch by clicking on the box next to their names. Selecting **ALL** will highlight all the names on the page. Enter the reason for denial. Click **Deny**. A confirmation question is displayed.



5. Click **OK** to confirm that records will be denied. The **Bulk LOA Confirmation** page will be displayed.

Note: If you click **Cancel**, you will return to the **Bulk LOA Processing** page.



Deployment Eligibility Requirements

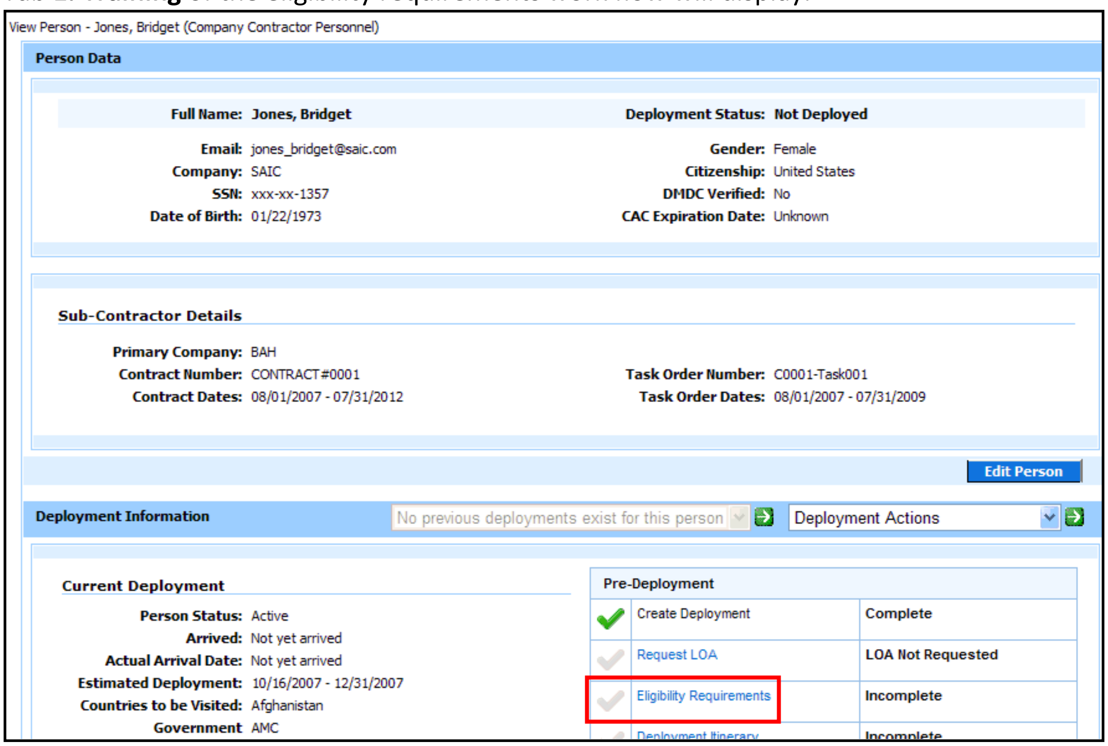
Deployment eligibility information must be documented as a prerequisite to the person's departure for the AOR. To enter eligibility information in SPOT, you must navigate to the eligibility requirements work flow. You can access this work flow by selecting the Eligibility Requirements link located in the pre-deployment section of the View Person page.

The eligibility requirements work flow consists of the following six steps: training, health, Visa, equipment, clearance, and forms.

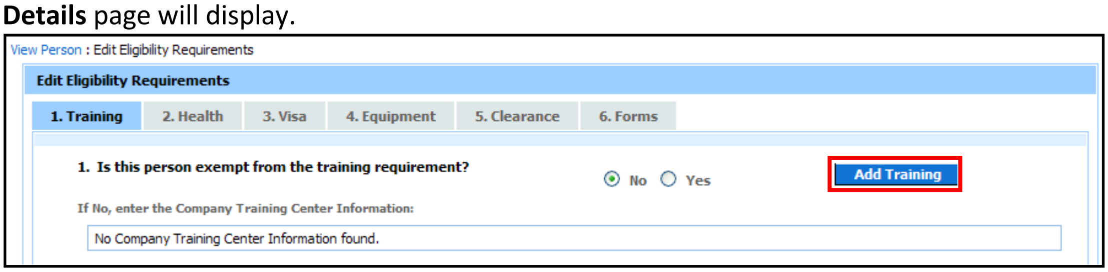
Once the eligibility information has been entered and submitted, the person's Summary page will be updated and the pre-deployment section of the page will indicate that the Eligibility Requirements have a status of "Complete."

5.7 Update Eligibility Requirements

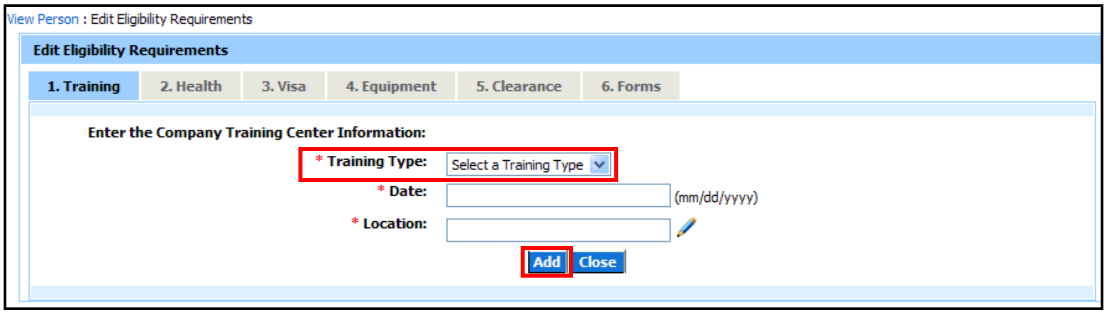
1. From the **View Person** page, click **Eligibility Requirements** to enter eligibility information. Tab **1. Training** of the eligibility requirements work flow will display.



2. Click **Add Training** to enter information about the training requirements. The **Training Details** page will display.

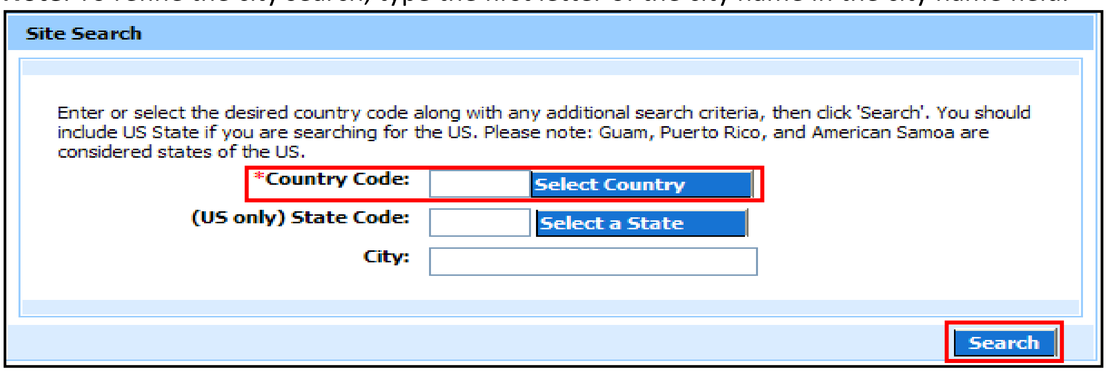


3. Select the appropriate training type from the **Training Type** drop-down list, enter the training date, and click the **pencil** icon to search for and select the training location. Click **Add**. The training information is added.

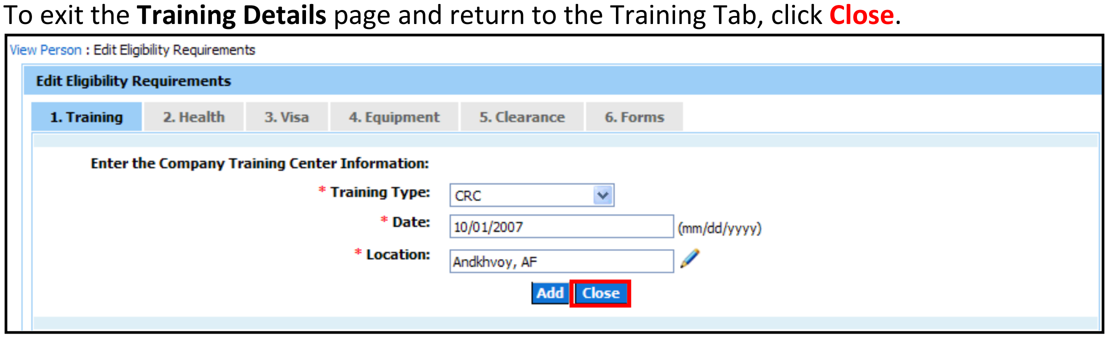


4. Click **Select Country** to display the list of countries. Select the desired country and it will appear in the Country Code field. If U.S. is the selected country, you must enter the two-letter state code. Click **Search**.

Note: To refine the city search, type the first letter of the city name in the city name field.

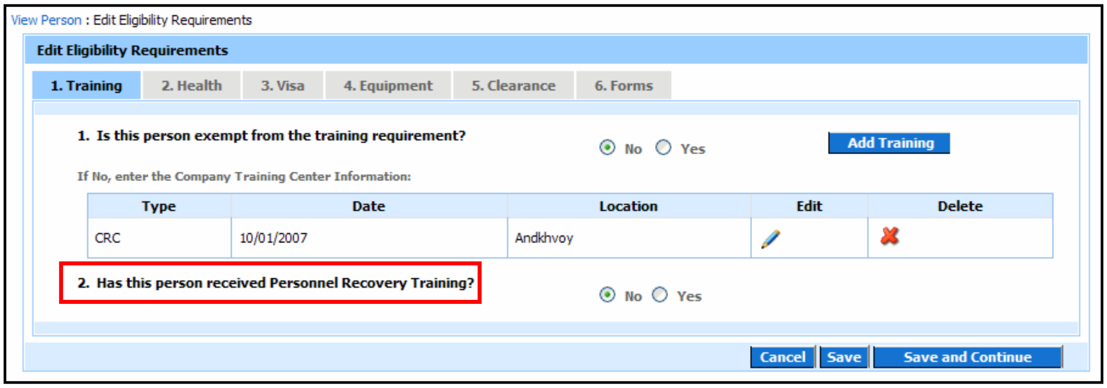


5. To exit the **Training Details** page and return to the Training Tab, click **Close**.

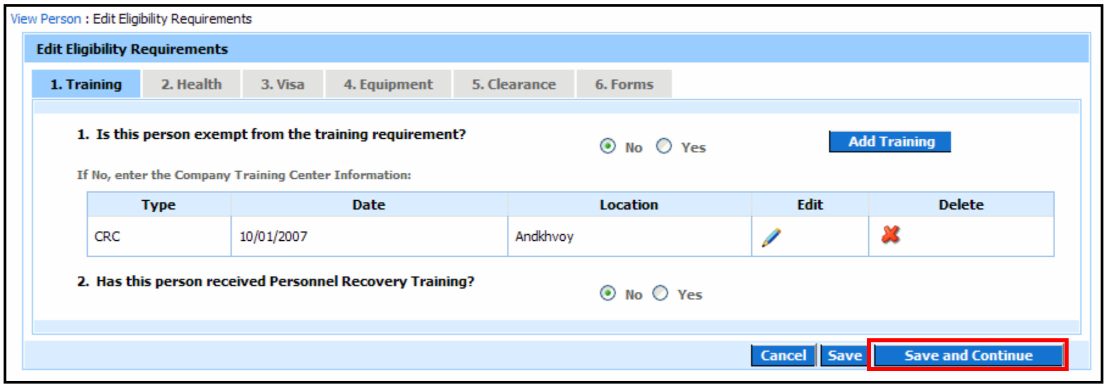


6. Repeat steps 1–3 (as needed) to document the person's training, then answer the question about Personnel Recovery Training.

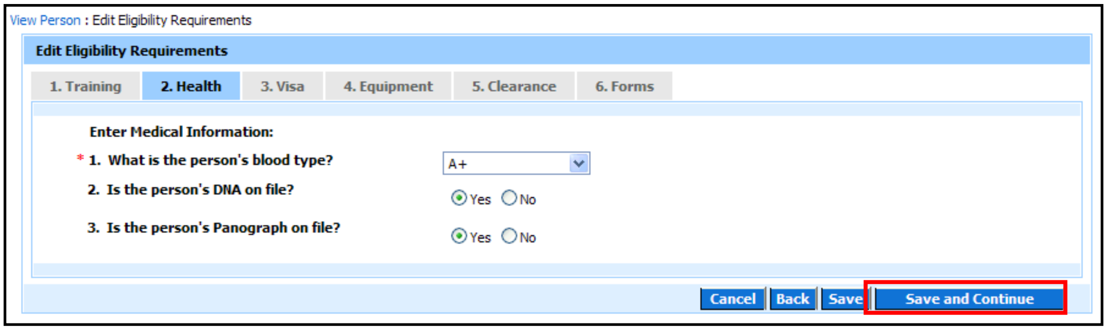
   Note: When you select the **Yes** radio button in response to Question 2 "Has this person received Personnel Recovery Training?" the system will display a Date field. You must enter the date on which the training was completed.



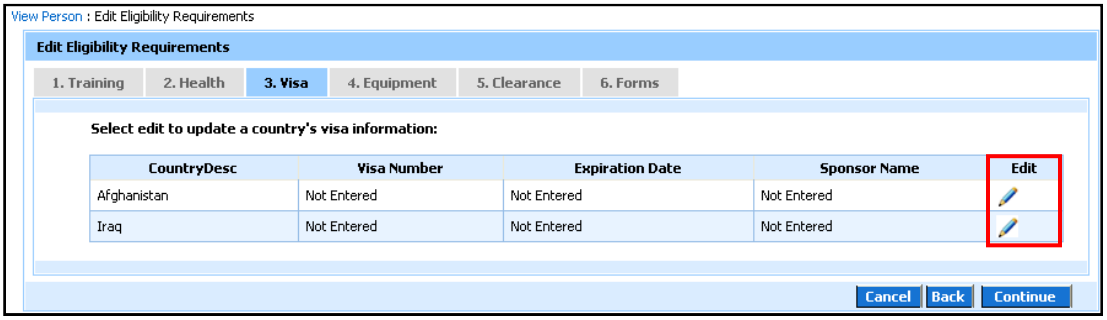
7. Click **Save and Continue** once you have answered questions 1 and 2. Tab **2. Health** of the eligibility requirements work flow will display.



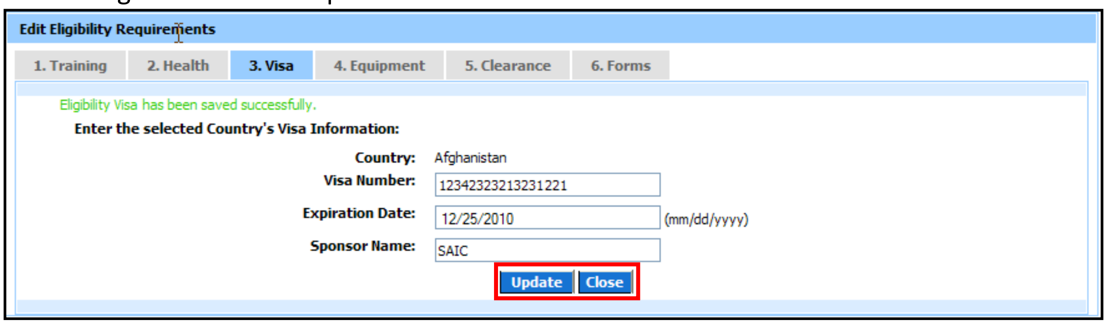
8. Enter the requested health information. Click **Save and Continue**. Tab **3. Visa** of the eligibility requirements work flow will display.



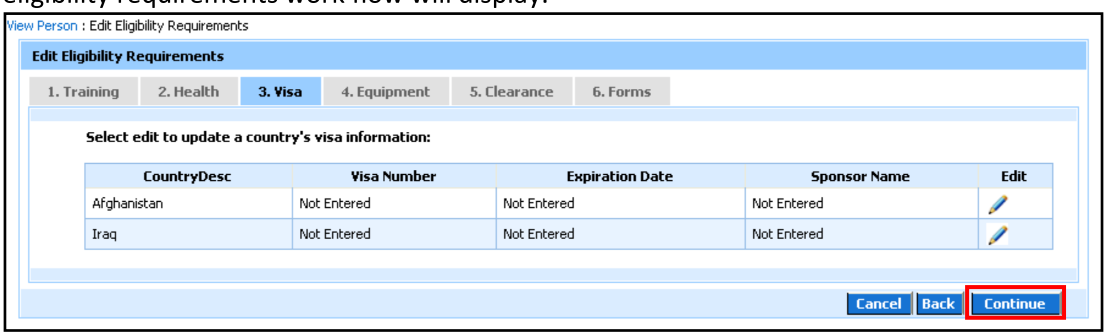
9. Click the **pencil** icon(s) to access the visa information data fields. The data fields will open for editing.



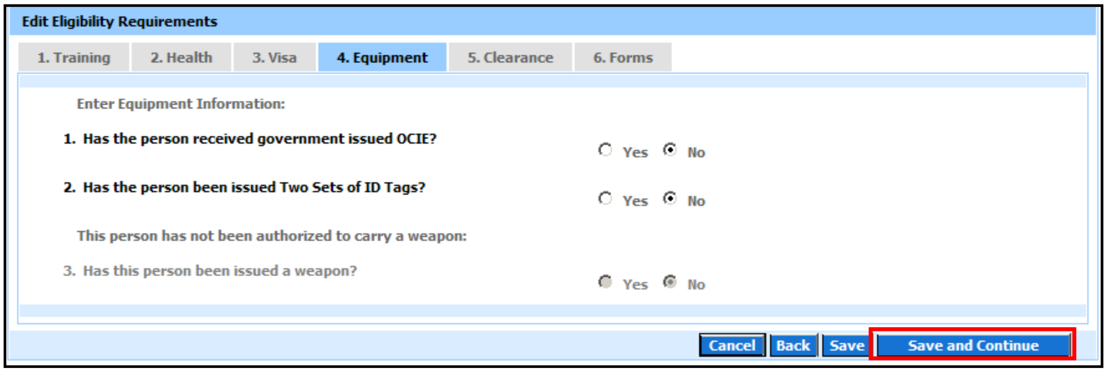
10. After entering the visa information, click **Update**. You will see a confirmation message confirming the successful update. Click **Close** to return to the Tab **3. Visa**.



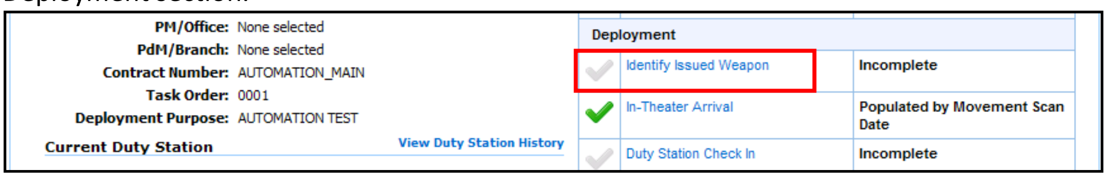
11. After entering the required Visa information, click **Continue**. Tab **4. Equipment** of the eligibility requirements work flow will display.



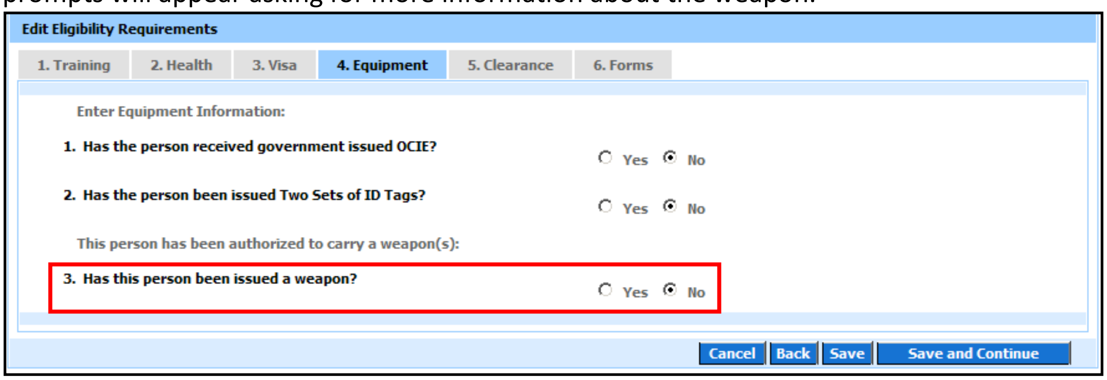
12. Answer the first two questions appearing on the Equipment Tab. Note that the third question is not active. Click **Save and Continue**. Tab **5. Clearance** of the eligibility work flow will display.



13. Navigate to the contractor's **View Person** page and select **Identify Issued Weapon** in the Deployment section.

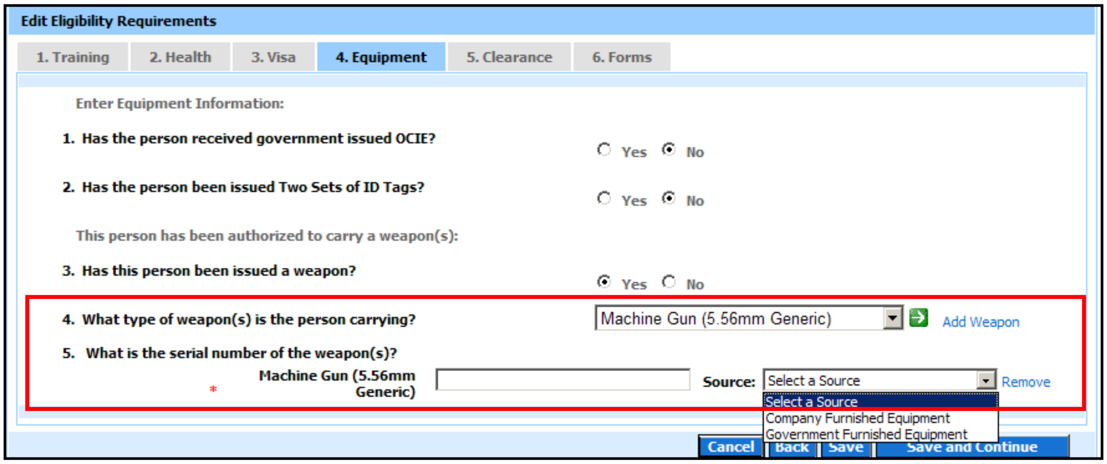


14. If you select **Yes** to question 3, "**Has the person been issued a weapon?**," additional prompts will appear asking for more information about the weapon.

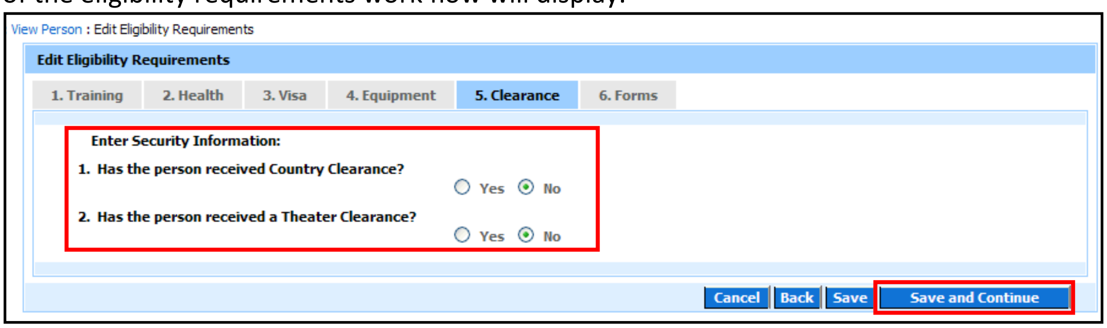


15. At question 4, select the weapon type from a drop-down list and click the **Go** button or **Add Weapon** to record the weapon type selected. Repeat this action for additional weapons. Each weapon type selected from the drop-down list will display under question 5.

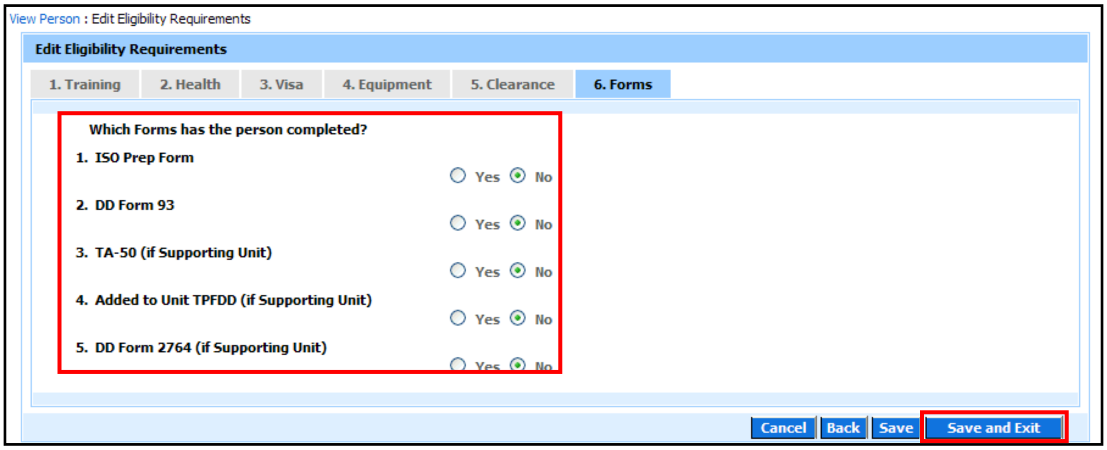
    Enter the weapon's serial number in the free text field and the source of issue. If you do not know the serial number, type "Unknown" or "TBD."



16. Answer the two security questions on the Clearance Tab. When you select **Yes** as the answer, a Received Date field will appear. Enter the date that the person received the clearance. After you have answered both questions, click **Save and Continue**. Tab **6. Forms** of the eligibility requirements work flow will display.

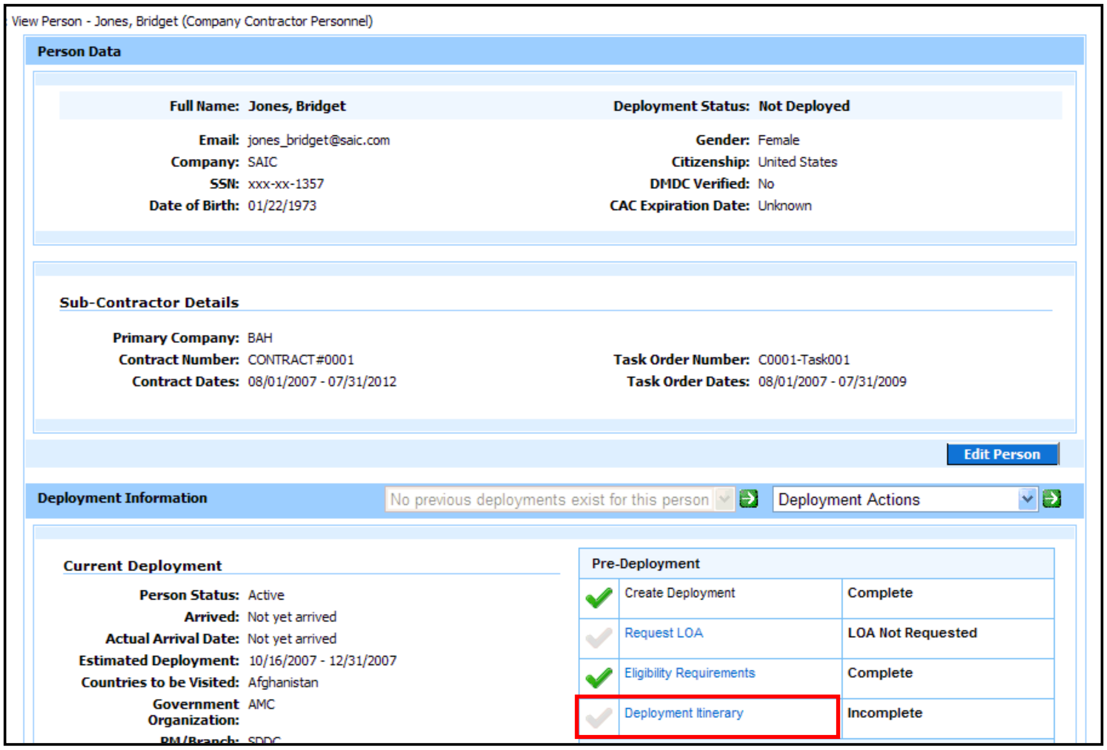


17. Enter information about the person's completed forms. Click **Save and Exit**. The person's updated **View Person** page will display and the Eligibility Requirements will have a status of "Complete."

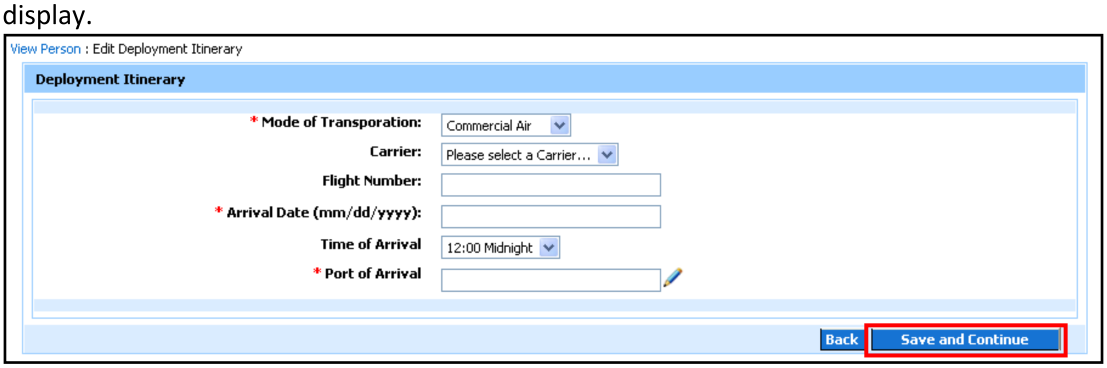


5.8 Add a Deployment Itinerary

1. From the **View Person** page, select **Deployment Itinerary**. The **Deployment Itinerary** page will display.



2. Enter the requested data. Click **Save and Continue**. The updated **View Person** page will display.



Chapter 6: Manage Deployment

In this chapter you will learn how to update deployment information, enter a person's in-theater arrival date, enter a duty station check-in date, update points of contact, update duty station information, and cancel a deployment. After you have successfully created a person's deployment, you have the ability to update the person's deployment information. Deployment updates should be made any time the information relating to the deployment undergoes a change, such as estimated start date, estimated end date, countries being visited, purpose of the deployment, person's status, person's job title, and the person's in-theater email during the deployment. If you request a SPOT system-generated LOA or once the person deploys (i.e., has arrived in-theater) you are no longer able to update deployment information; the update deployment information option is removed from the Deployment Action drop-down list.

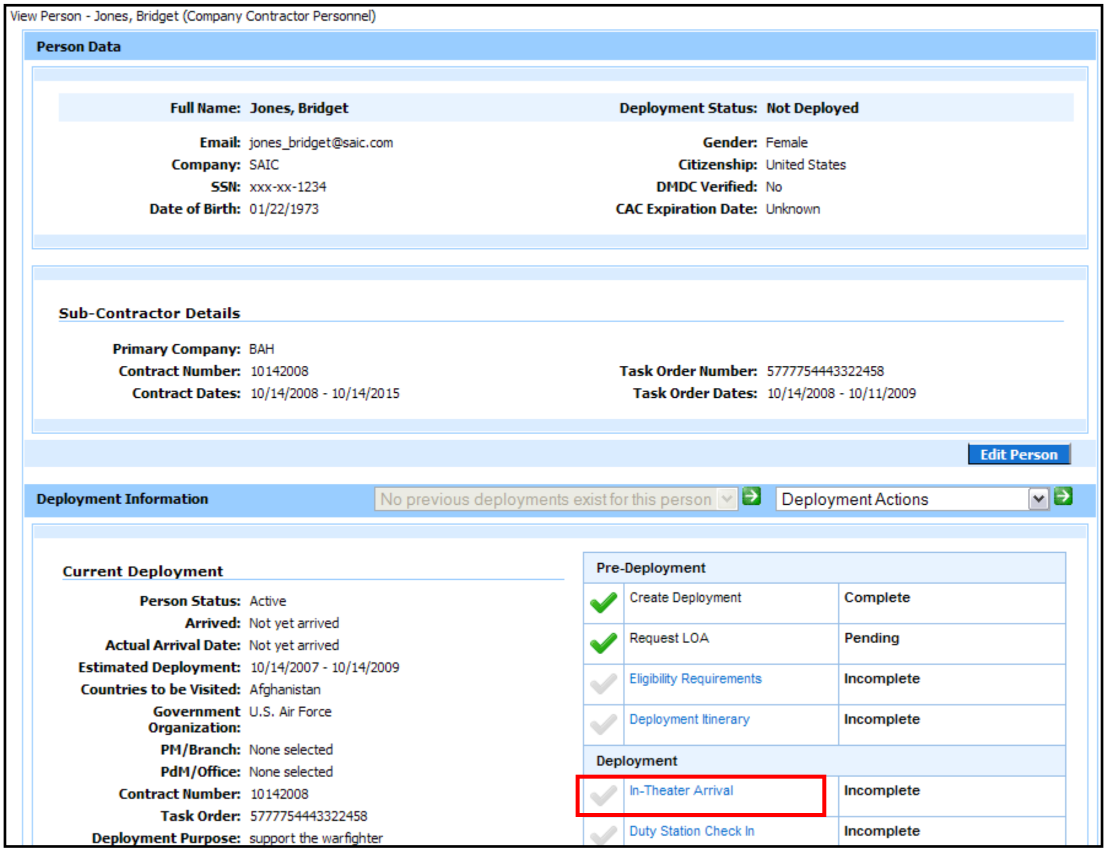
Entering a person's in-theater arrival date will set the person's deployment status to "currently deployed" in SPOT. Until an in-theater arrival date has been entered in SPOT, the person will be listed as "not deployed." You should diligently enter an in-theater arrival date as soon as you find out the person is "boots on-the-ground" and has arrived in-theater. Once the person arrives at his or her duty station, you should also enter the person's duty station arrival date.

If a person's points of contact change at any time, you have the ability to update the person's company, government, and in-theater points of contact. You can also update a person's deployment duty station information if it changes before or after the person deploys.

A person's deployment can be cancelled if the person has not yet deployed and the LOA has not received government authorization. Cancelling a person's deployment will remove the deployment data and cancel the LOA request.

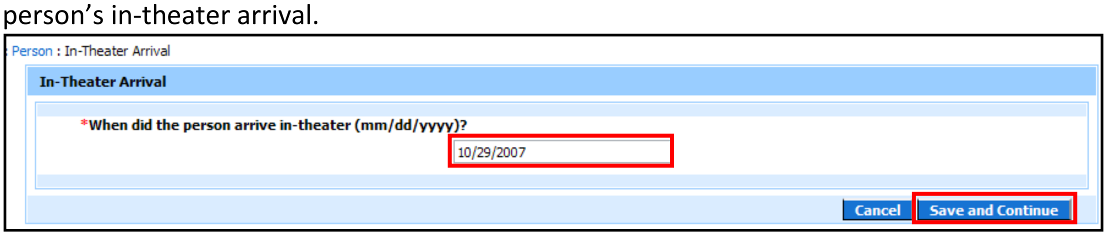
6.1 How to Enter a Person's In-Theater Arrival Date

1. From the Deployment section of the **View Person** page, select **In-Theater Arrival**. The **In-Theater Arrival** page will display.

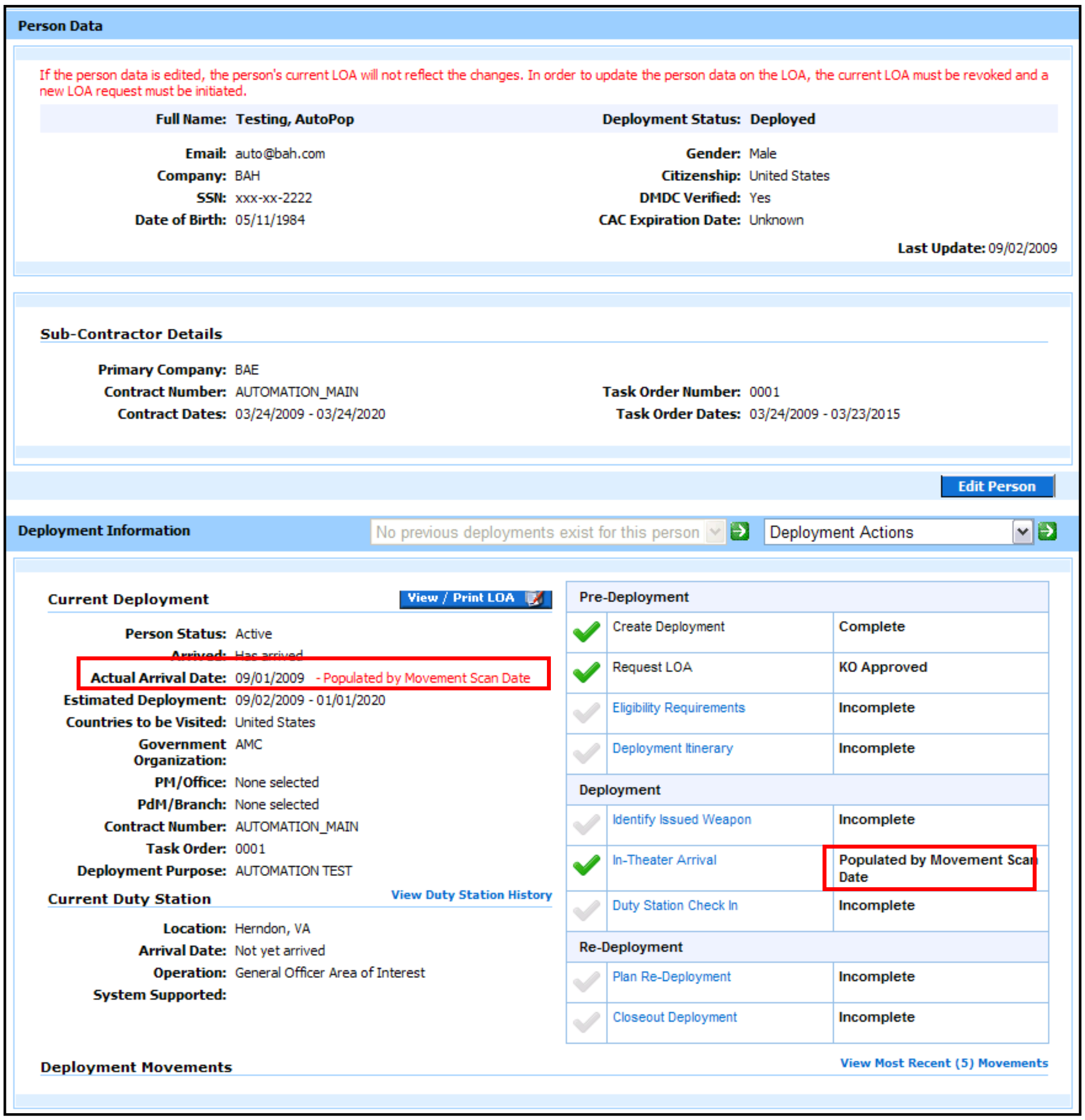


2. Enter the date the person arrived in-theater. Click **Save and Continue**. The updated **View Person** page will display.

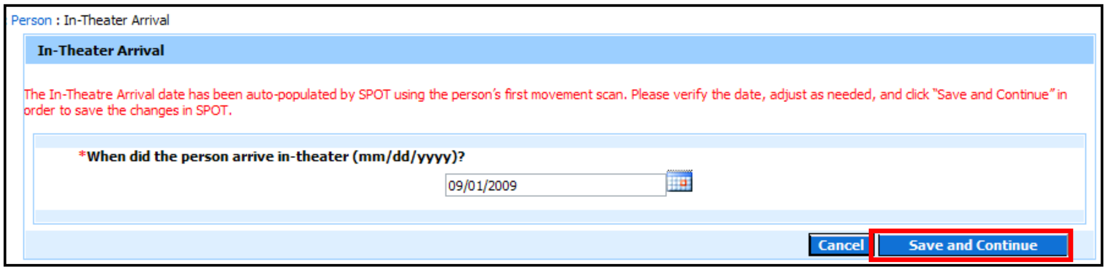
   Note: Future dates cannot be entered; you must enter the date that truly reflects the person's in-theater arrival.



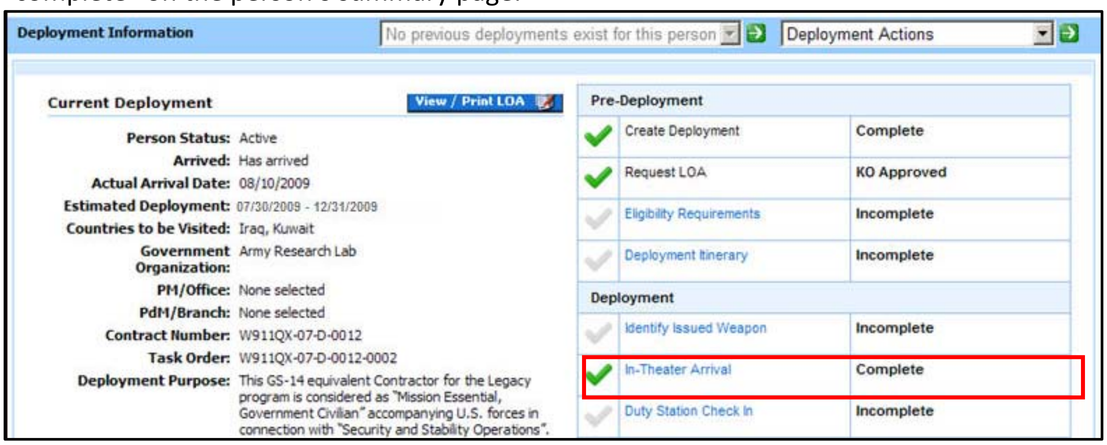
3. There are two ways that SPOT will automatically populate this field:
    1. First, if the **In-Theater Arrival** field is blank when the **Duty Station Check In** is filled in, SPOT will automatically populate **In-Theater Arrival** field.
    2. Second, if the **In-Theater Arrival** date is not recorded in SPOT before a deployed person uses his or her SPOT LOA, CAC, DBIDS, or BISA credentials to scan movements at a JAMMS location in-theater, the SPOT system will automatically populate the **In Theater Arrival Date** with the date of the first scan. The **Contractor's Summary** page will display the following text next to the In-Theater Arrival task: **Populated by Movement Scan Date**. Please note that this only occurs if the JAMMS scan happens within close range of the estimated deployment dates listed in SPOT. (Automated population of the **In-Theater Arrival** field also has the effect of changing the person's status to **Deployed**.)



4. Users who are maintaining the person’s deployment status, such as Company Administrators, Government Administrators, and Government Authority users, should validate or change the date listed as the in-theater arrival date by clicking the **In-Theater Arrival** task and either accepting the JAMMS-generated date or changing the date to accurately reflect the actual arrival. Once the in-theater arrival date is validated or changed, click **Save and Continue**.

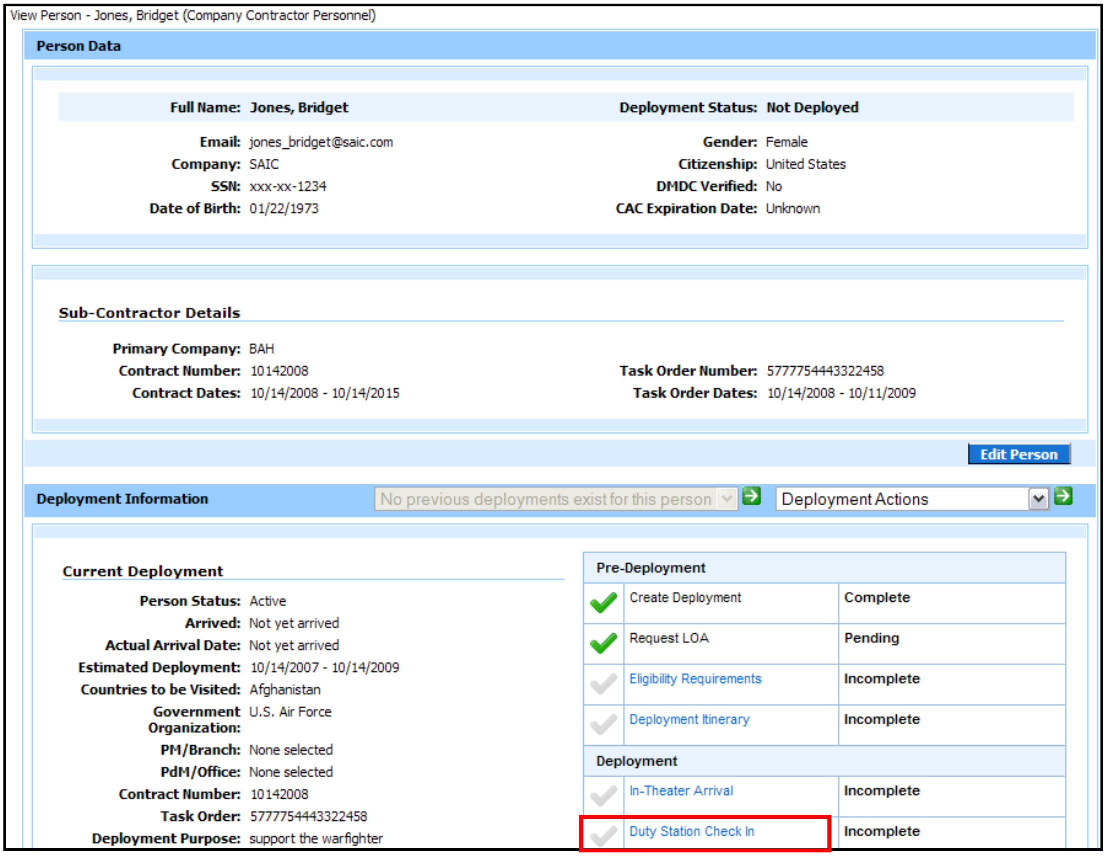


5. After a user validates or changes the in-theater arrival date, the task will be marked as “complete” on the person’s summary page.

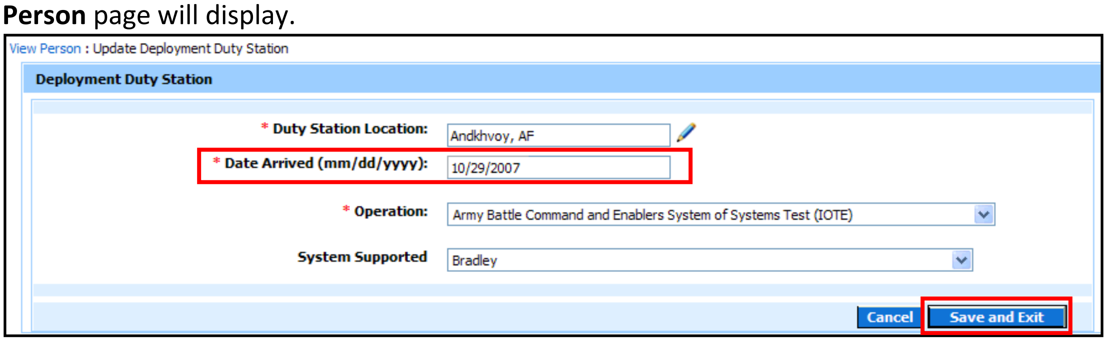


6.2 Enter Person's Duty Station Check-In Date

1. From the Deployment section of the **View Person** page, select **Duty Station Check In**. The **Update Deployment Duty Station** page will display.

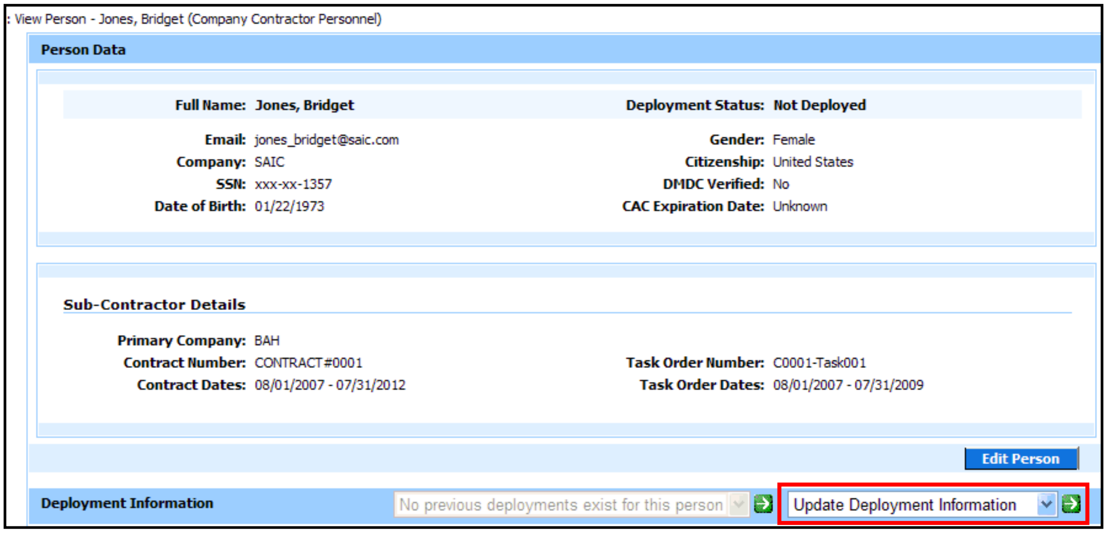


2. Enter the duty station check-in date in **Date Arrived**. Click **Save and Exit**. The updated **View Person** page will display.

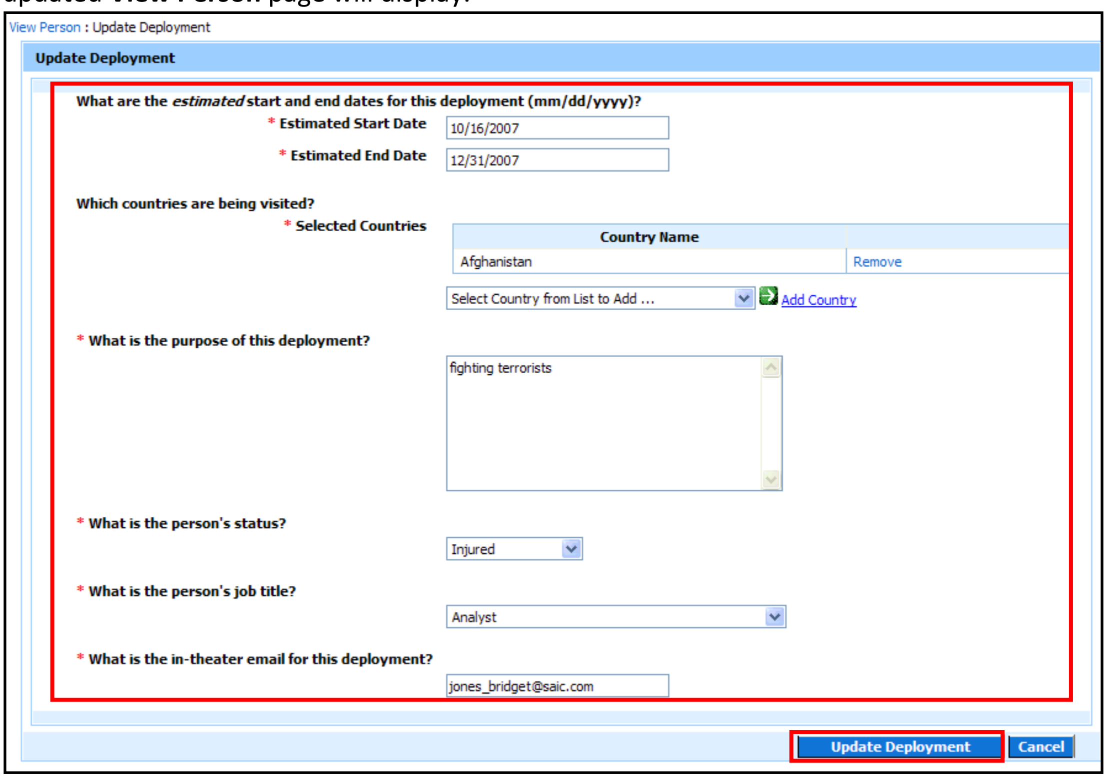


6.3 Update Deployment Information

1. From the **View Person** page, select Update Deployment Information from the **Deployment Actions** drop-down list and click the **Go** button. The **Update Deployment** page will display.

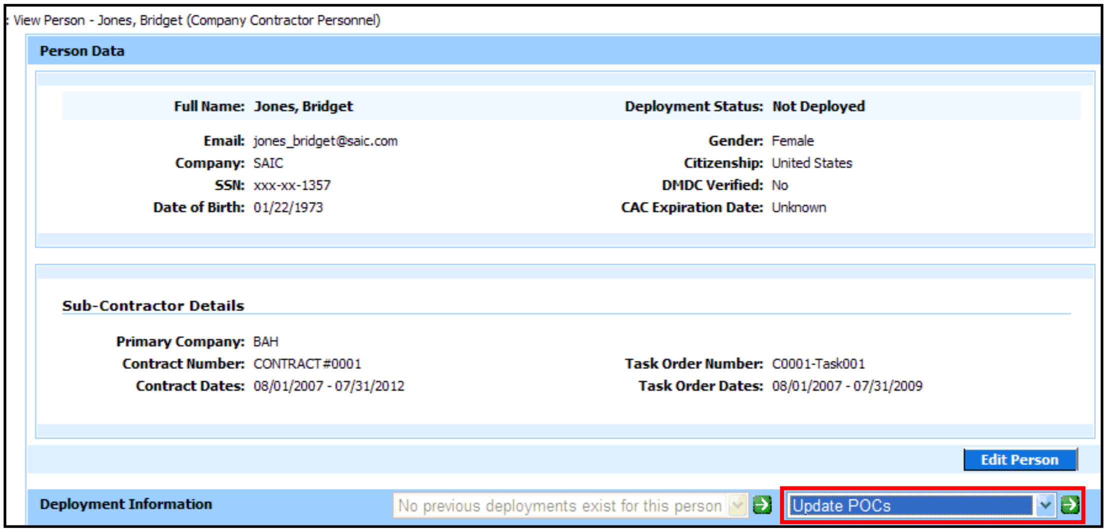


2. Edit the data on the **Update Deployment** page, as needed. Click **Update Deployment**. The updated **View Person** page will display.



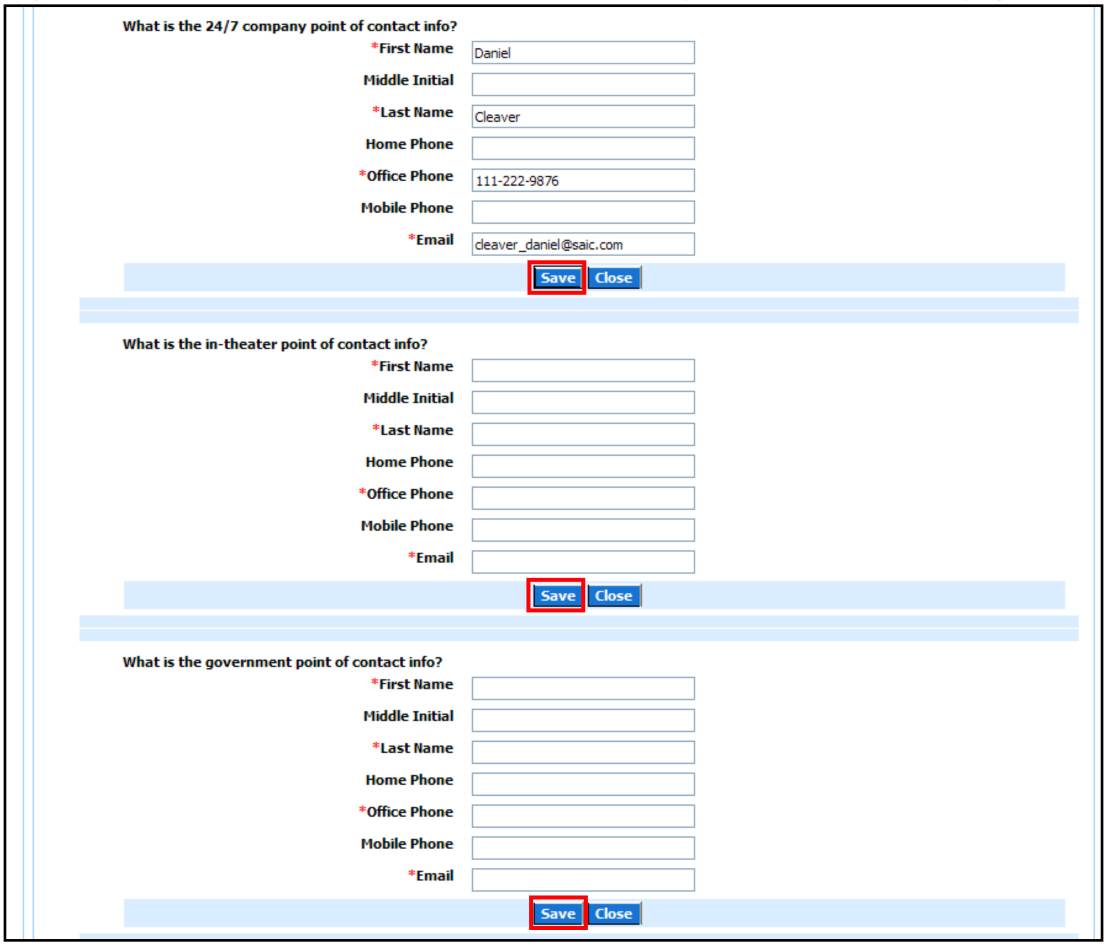
6.4 Update Points of Contact

1. From the **View Person** page, select Update POCs from the **Deployment Actions** drop-down list and click the **Go** button. The **Update Point of Contact** page will display.



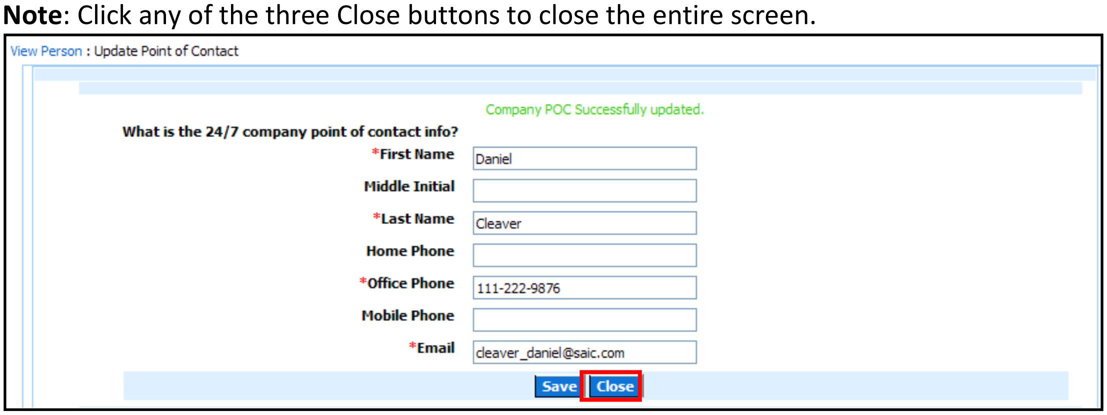
2. Add or update any of the POC information, as needed. Click **Save** for each respective POC that was added or updated. A message confirming the successful update(s) will display.

   Note: The **Save** button only saves additions/updates to the section that is associated with it, any one of the three **Close** buttons will close the entire **Update Point of Contact** page.



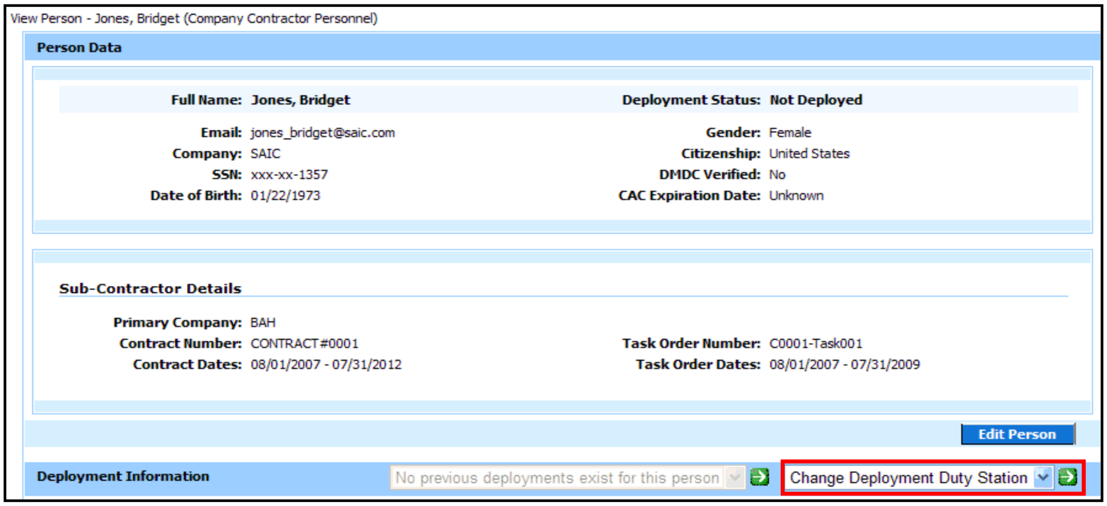
3. Click **Close**. The **View Person** page will display.

   Note: Click any of the three Close buttons to close the entire screen.

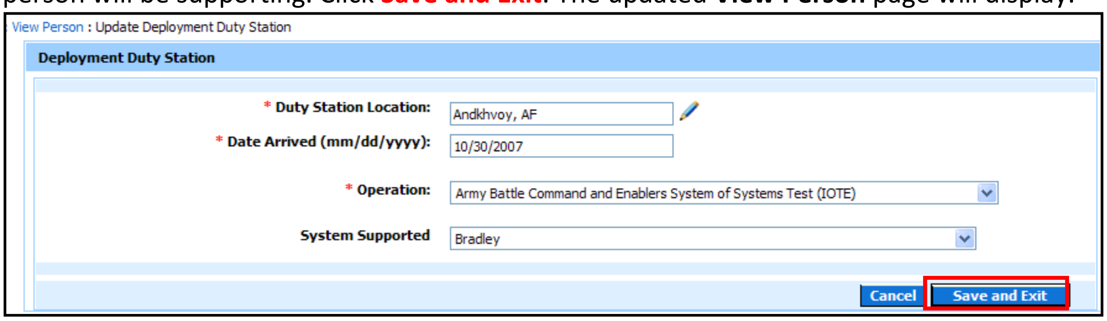


6.5 Update Duty Station

1. From the **View Person** page, select Change Deployment Duty Station from the **Deployment Actions** drop-down list then click the **Go** button. The **Update Deployment Duty Station** page will display.

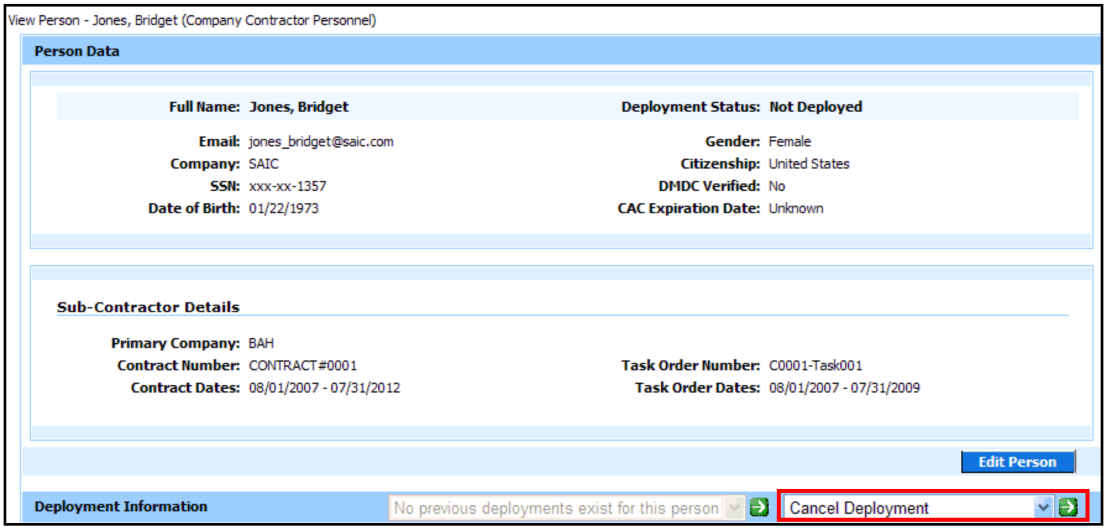


2. Specify the arrival date and, as needed, update the duty station location and operations the person will be supporting. Click **Save and Exit**. The updated **View Person** page will display.

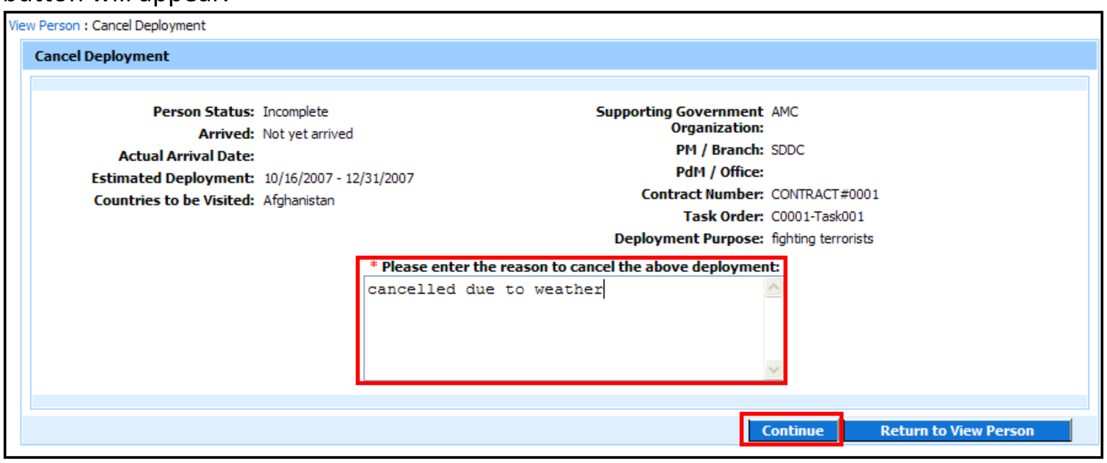


6.6 Cancel a Deployment

1. From the **View Person** page, select Cancel Deployment from the **Deployment Actions** drop-down list then click the **Go** button. The **Cancel Deployment** page will display.

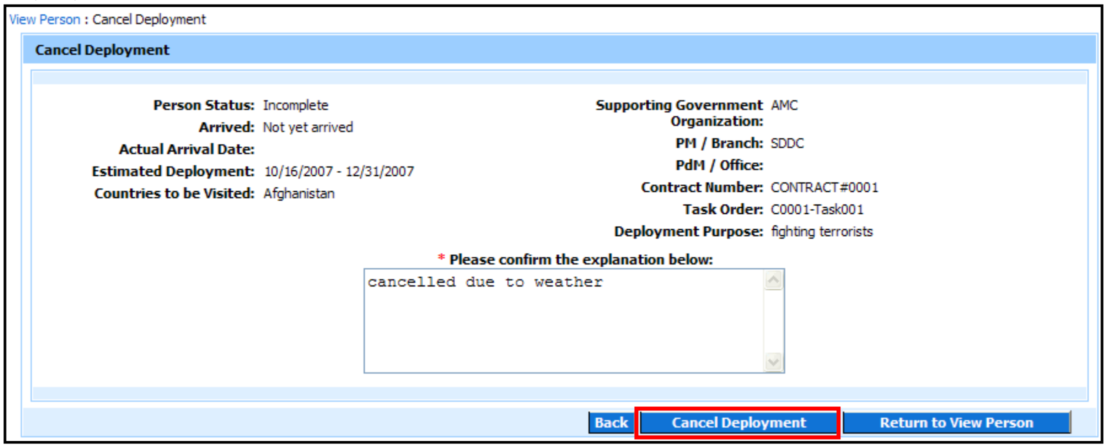


2. Enter the reason the deployment is being cancelled. Click **Continue**. The **Cancel Deployment** button will appear.

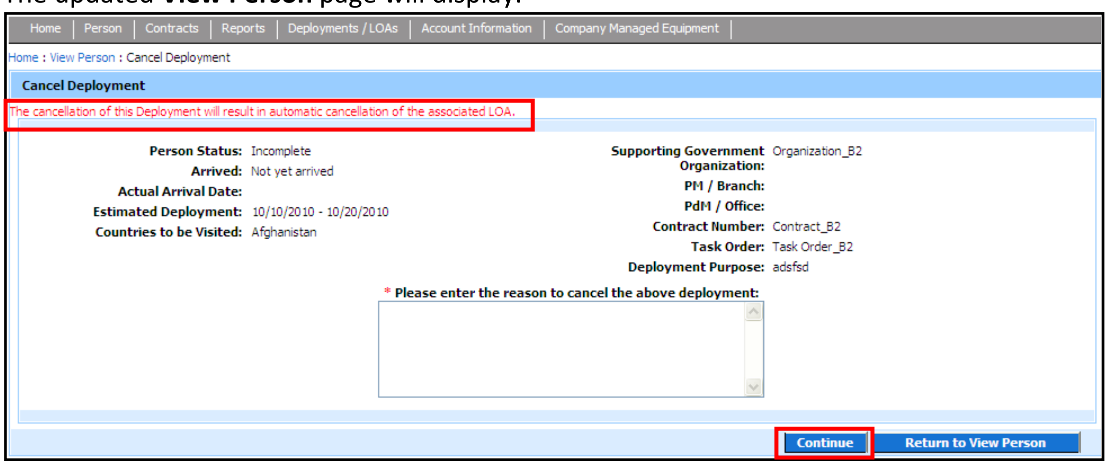


3. Click **Cancel Deployment**. The updated **View Person** page will display.

Note: Records of cancelled deployments cannot be viewed. When a deployment is cancelled it is removed entirely from the system as is any LOA associated to the cancelled deployment.

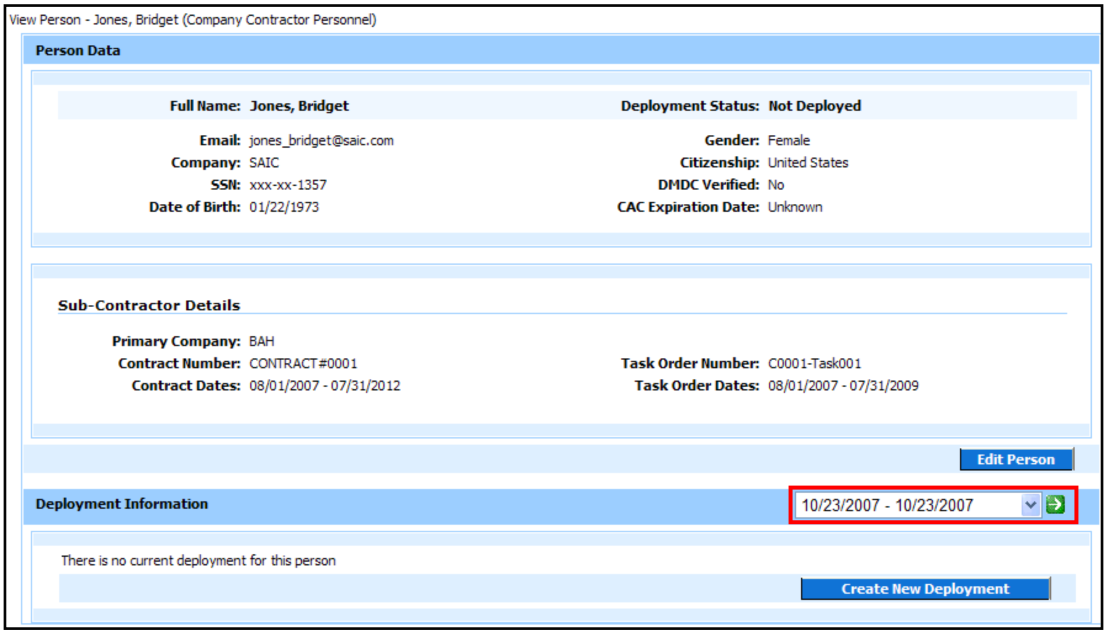


4. SPOT will display a warning message: The cancellation of this Deployment will result in automatic cancellation of the associated LOA. Click **Continue** to close out the deployment. The updated **View Person** page will display.



6.7 View Deployment History

1. From the **View Person** page, click on the **Select A Previous Deployment** drop-down list, then select the POP for the desired deployment record. Click the **Go** button. The **Deployment History** page for the selected deployment will display.



Chapter 7: Manage Re-Deployment

In this chapter you will learn how to plan a re-deployment, closeout a deployment, and view a person's deployment history after his or her previous deployment has been closed out.

How to Plan a Re-Deployment

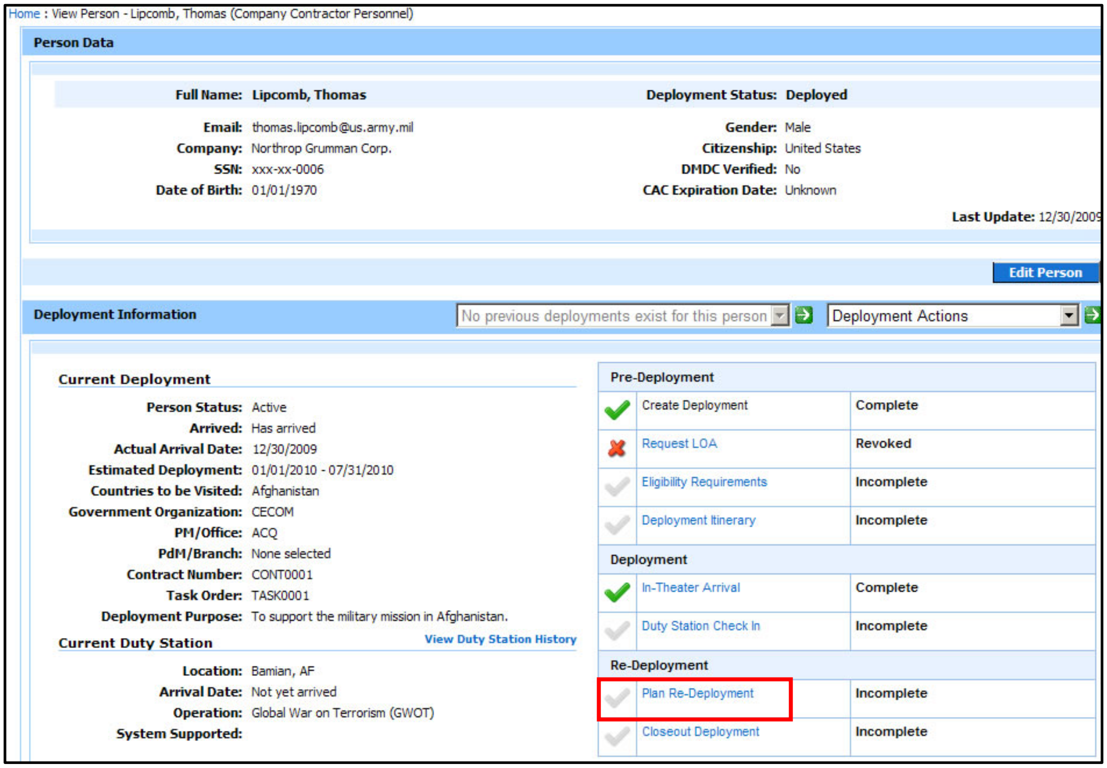
Re-deployment occurs when a person's deployment ends, and the individual returns home and/or to the demobilization station. There are two work flows associated with managing a person's re-deployment: planning a re-deployment and closing-out the deployment. Completing both work flows helps contractor companies prepare and plan for the utilization of their personnel.

The re-deployment section of the View Person page provides links to the plan re-deployment and closeout deployment work flow. Planning a person's re-deployment involves completing the Re-deployment Itinerary. The Anticipated Departure Date from AOR is the target date for the person to depart from the AOR. The Actual Departure Date is entered only <u>after</u> the person has departed.

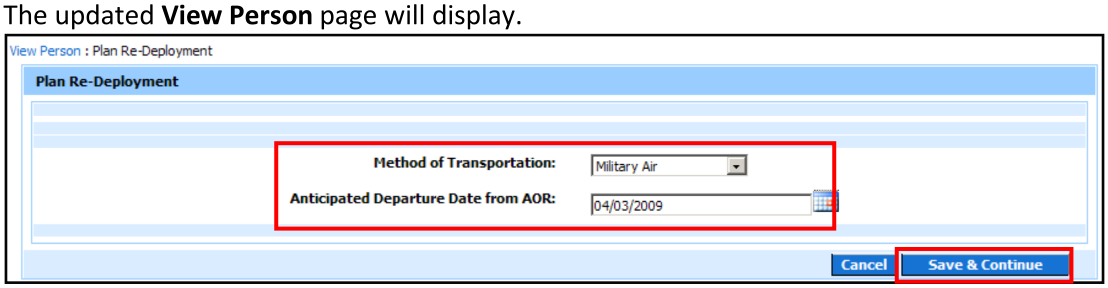
To close out a person's deployment, enter the Actual Departure Date from AOR in the "Actual Departure Date" data field. Once the actual departure date is entered and saved, the deployment record becomes part of the permanent historical record set for the person. All of the data fields are locked; you can no longer add/update information. However, you are able to view the deployment details by selecting the period of performance from the previous deployments drop-down list. The previous deployments drop-down list allows you to view the details that relate to a person's previous deployment(s).

7.1 Plan a Re-deployment

1. From the **View Person** page, select **Plan Re-deployment**. The **Re-deployment Itinerary** page will display.



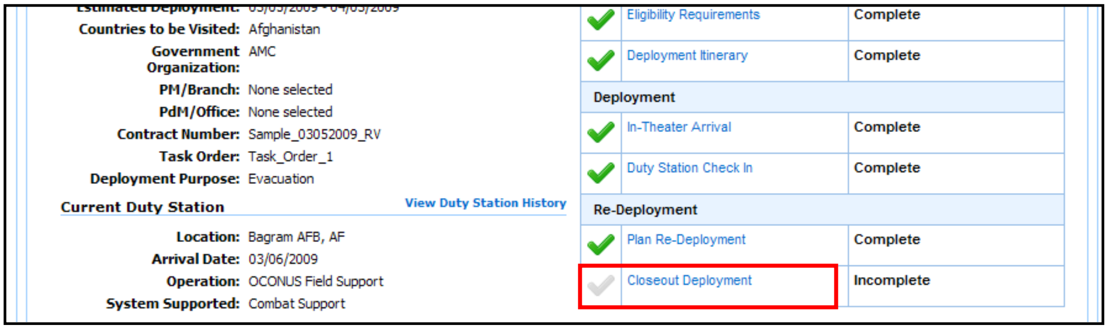
2. Enter the method of transportation and anticipated departure date. Click **Save & Continue**. The updated **View Person** page will display.



7.2 Close Out a Deployment

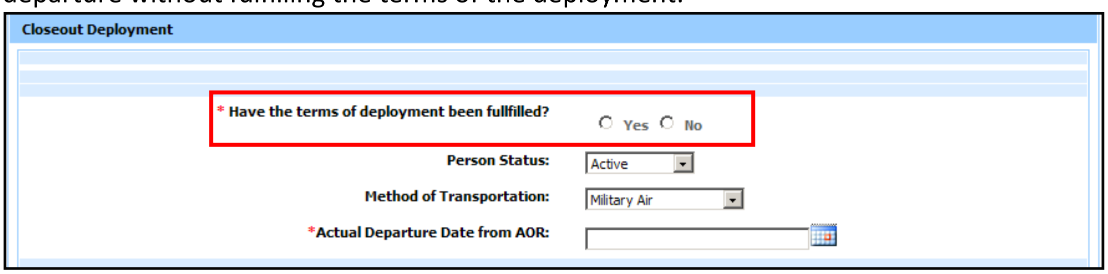
A deployment must be closed out in SPOT after the person has left the AOR. Entering the actual departure date will lock the deployment record. No further edits can be made to a deployment once the actual departure date has been entered.

1. From the **Person Data** page, select **Closeout Deployment**. The **Plan Re-deployment** page will display.

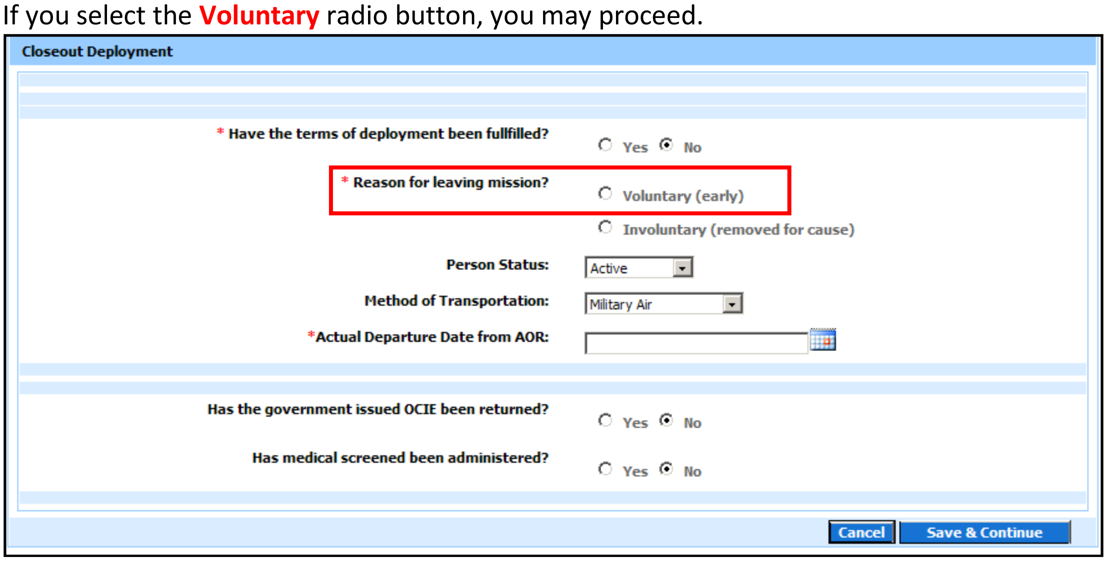


2. If you select **Yes** to "Have the terms of the deployment been fulfilled?" you will be able to proceed to the rest of the screen.

   If you select **No**, an additional prompt will appear asking the reason for the person's departure without fulfilling the terms of the deployment.

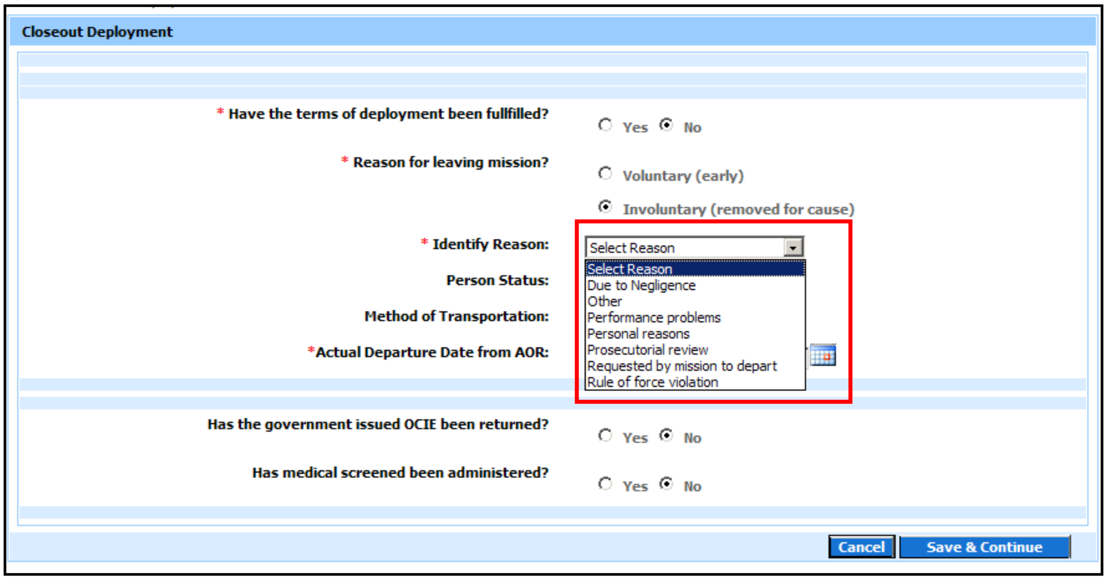


3. If you select the **Voluntary** radio button, you may proceed.

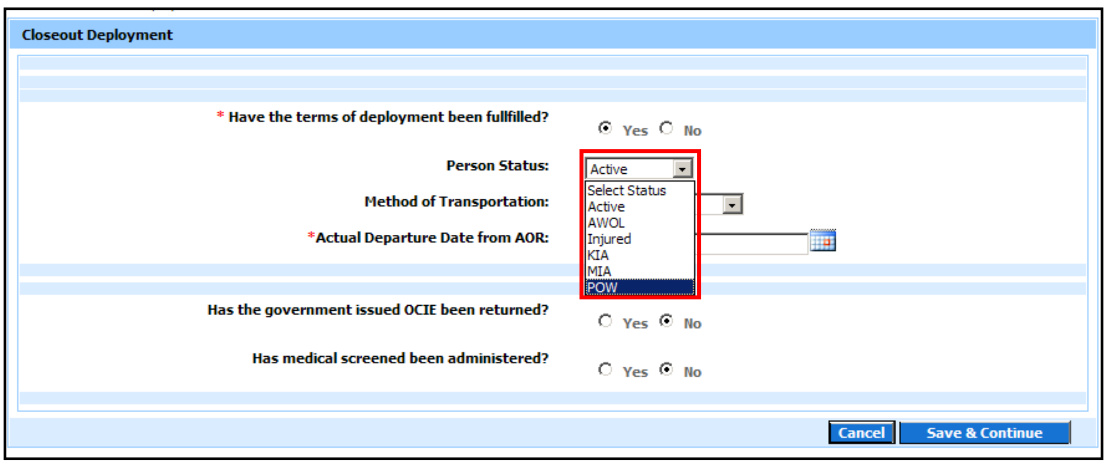


4. If you select **Involuntary**, another prompt appears requiring you to select a reason from a drop-down menu for the involuntary departure.

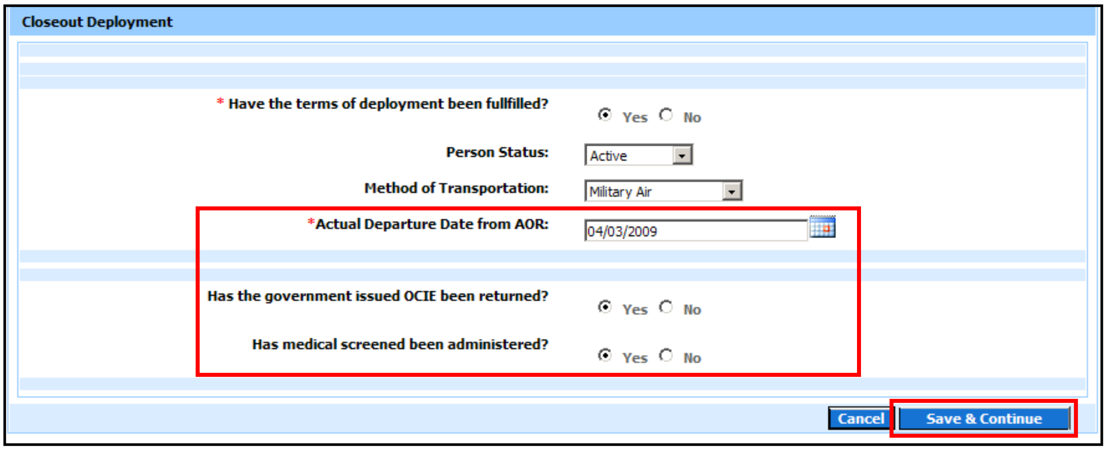
   Note: If you select **Other** from the drop-down list, a free text field will appear for you to type in a reason.



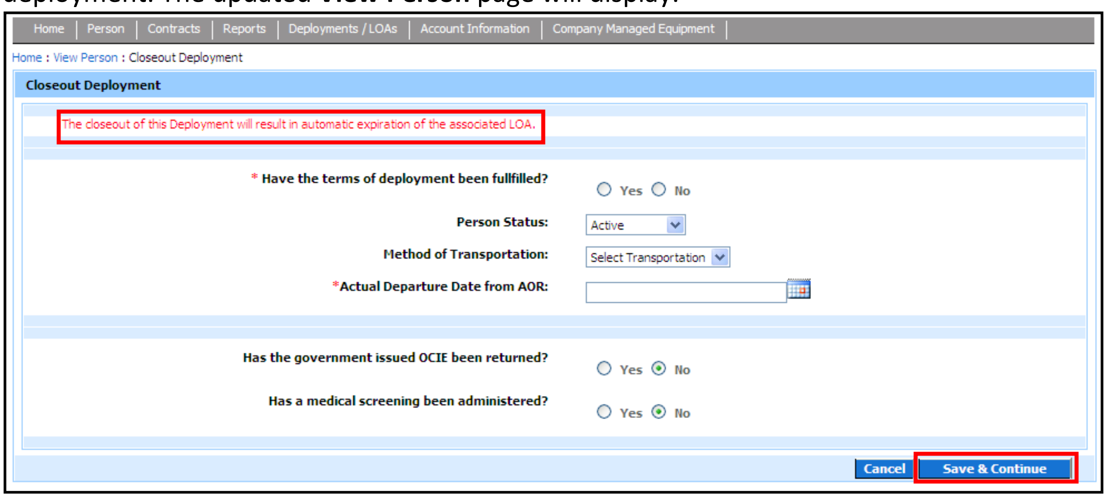
5. The next prompt is optional. It allows you to select **Person Status** from a drop-down menu.



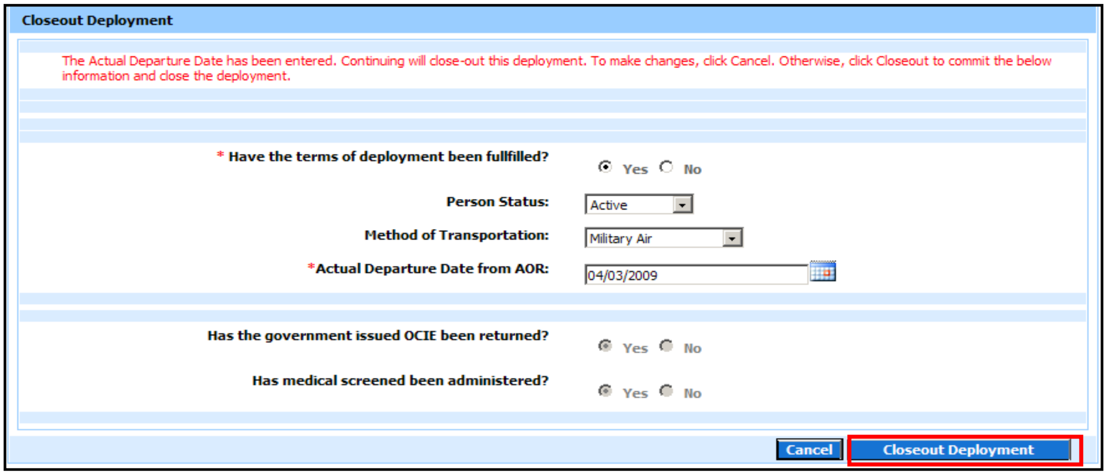
6. Enter the **Actual Departure Date from AOR** (required). Select the applicable check boxes next to "Has the government issued OCIE been returned?" and "Has medical screened been administered?" Click **Save & Continue**.



7. SPOT will display a warning message: "The closeout of this Deployment will result in automatic expiration of the associated LOA." Click **Save & Continue** to close out the deployment. The updated **View Person** page will display.



8. Click **Closeout Deployment**. (This action will render the associated SPOT system-generated LOA no longer valid.) The updated **View Person** page will display.



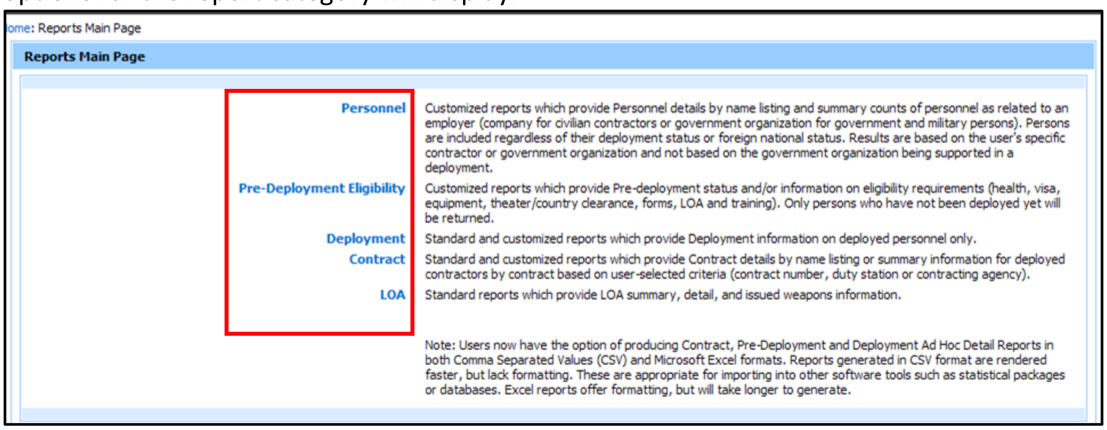
Chapter 8: Reports

SPOT reports provide insight and information about personnel and personnel deployment activity. Contractor Company SPOT users can access five report categories from the Reports tab: Personnel, Pre-Deployment Eligibility, Deployment, Contract, and LOA. SPOT provides standard (predefined) reports and allows users to customize (define) reports to meet specific reporting needs. Reports generated by SPOT can be downloaded into a variety of formats.

8.1 Select a Report

1. From the **Home** page, click **Reports**. The **Reports Main Page** will display.

2. Click the Report Category name for the type of report you want to generate. The menu options for the report category will display.



3. Choose the additional data elements (if any) to be included in the report. Click **Continue**. SPOT will generate and display the report.

   Note: If the available report options in a report category do not allow you to generate the kind of report needed, you can request a customized report through the SPOT Help Desk.

APPENDIX A GETTING STARTED IN SPOT

Access to SPOT is restricted to authorized, registered users. Users must have a SPOT-generated password account, common access card (CAC), Army Knowledge Online (AKO) account, DoD certification or other approved credential (software certification) to access the system.

This chapter provides general information about how to obtain and authenticate a credential or obtain a SPOT-generated password account, how to view your user account information, request an additional role, and add a credential. It also identifies resources for additional guidance, presents step-by-step instructions for SPOT online registration, and provides an overview of the Contractor Company user SPOT Home page.

A.1 Access SPOT with a Department of Defense PKI Certificate

The CAC card is the most widely used Public Key Infrastructure (PKI) certificate within DoD when there is a requirement to control and restrict access to buildings, computer networks, and other infrastructure. DoD policy dictates that an authorizing official sponsors contractor personnel and approves issuance of the CAC. Approval is verified through the Contractor Verification System (CVS). A smart card reader and middleware are required accessories for any computer used to access restricted computer networks using a CAC PKI certificate. Eligible contractors must provide their Trusted Agent (TA) with information required by the Contractor Verification Service prior to visiting a DEERS/RAPIDS office.

Locked CAC? There may be a CAC PIN Reset (CPR) workstation in or near your facility. Contact your local Help Desk to find out. You may also visit a DEERS/RAPIDS workstation to unlock your CAC and reset your CAC PIN. To locate a CPR workstation near you, use the site locator found at http://www.dmdc.osd.mil/rsl/.

Other forms of software certificates are issued by a local registration authority (LRA). Below are the current links to several LRAs; note that this information may be subject to change.

Air Force Users https://afpki.lackland.af.mil/html/lracontacts.asp

Army Users Contact the US Army Registration Authority at (703) 892-7414, or send an e-mail to army.ra@us.army.mil.

Navy/Marine Corps Users https://infosec.navy.mil/PKI/lramain.html

The Web site is restricted to .mil and .gov domains. You are able to search for both military authorized (NMCI LRA) and non-military (Non-NMCI LRA) locators.

External Certification Authority http://iase.disa.mil/pki/eca/

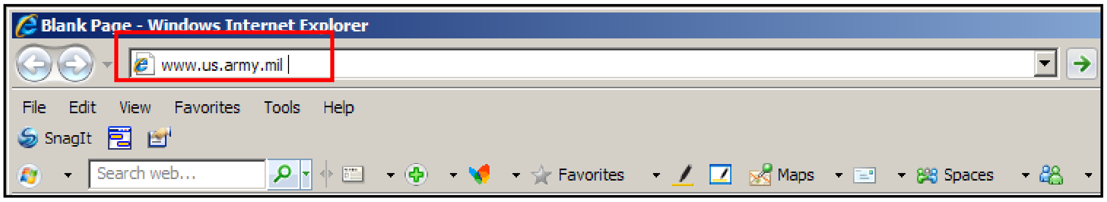
DoD PKI Help Desk DoD PKI Help Desk operates around-the-clock (24x7) and services any DoD user/RA/LRA experiencing problems with their PKI credential. For assistance, call 1-800-490-1643 or send an e-mail to disa-esmost@okc.disa.mil.

A.2 Access SPOT with an Army Knowledge Online Account

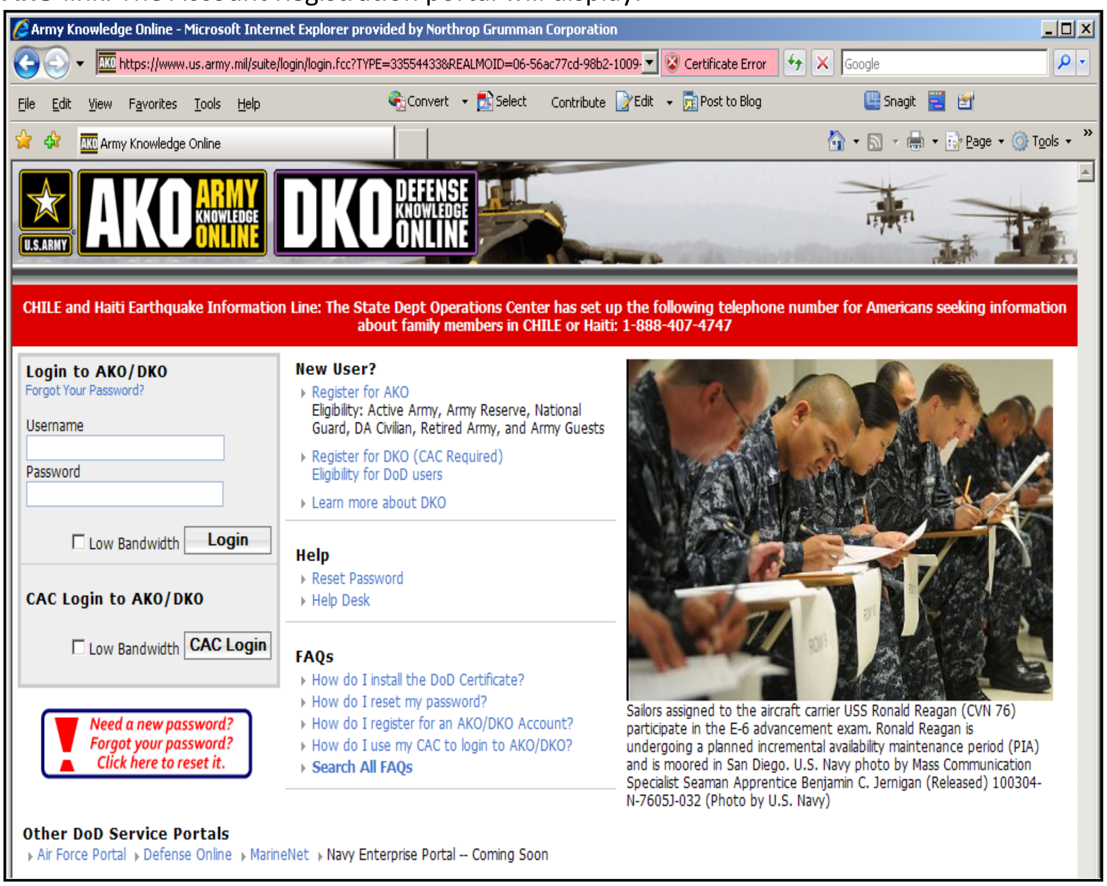
Army contractors who do not have an approved DoD PKI certificate can submit a request for an AKO account to access SPOT. The request must be submitted through a government sponsor, e.g., a contracting officer (KO).

To obtain an AKO Account, perform the following steps

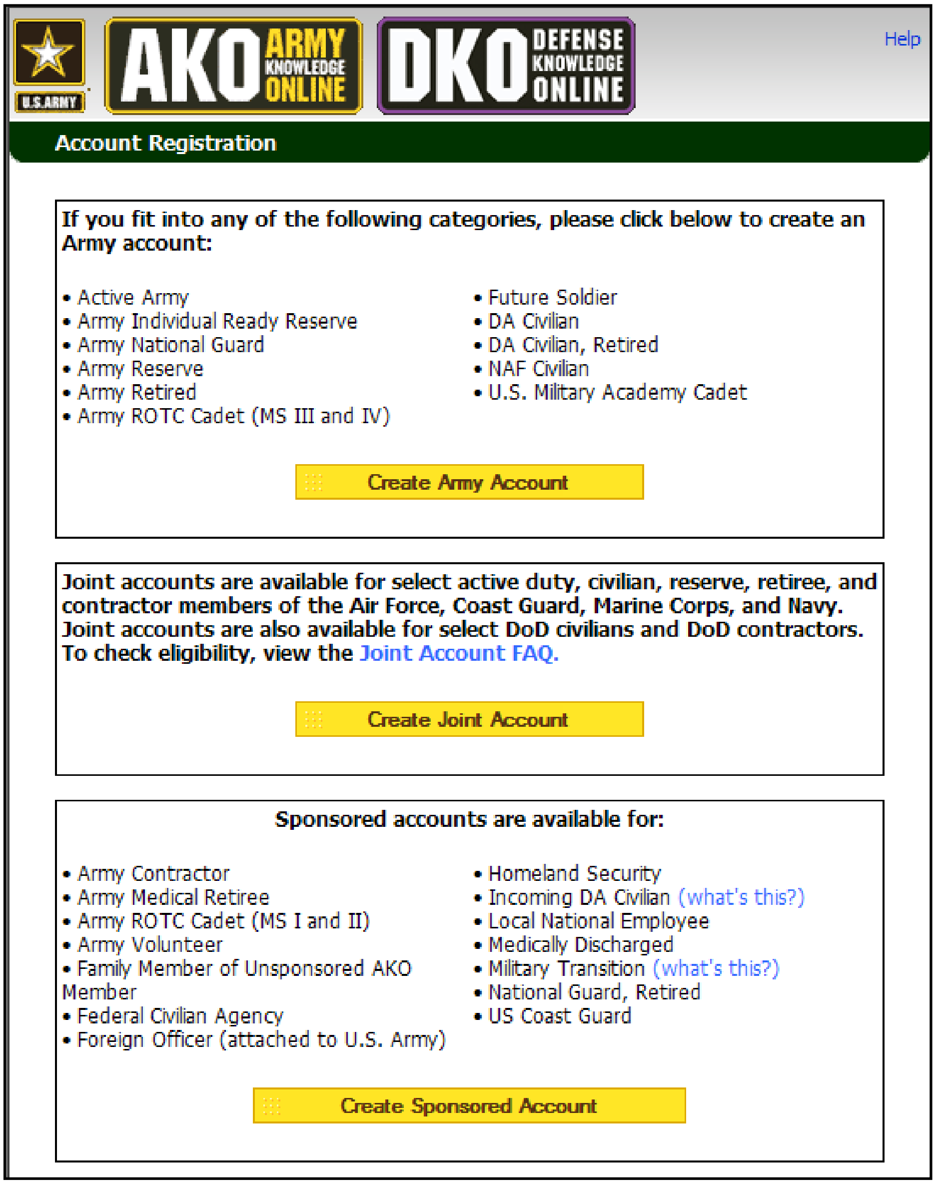
1. Launch a Web browser and enter the US Army Web site URL into the browser address window: http://www.us.army.mil . The US Army Knowledge Online login page will display.



2. Click the **I Accept** button and Locate the “New User?” Section, then click on the **Register for AKO** link. The Account Registration portal will display.



3. Click **Create Sponsored Account**. The Account Registration page will display.


Help

Account Registration

If you fit into any of the following categories, please click below to create an Army account:

- Active Army
- Army Individual Ready Reserve
- Army National Guard
- Army Reserve
- Army Retired
- Army ROTC Cadet (MS III and IV)
- Future Soldier
- DA Civilian
- DA Civilian, Retired
- NAF Civilian
- U.S. Military Academy Cadet

Create Army Account

Joint accounts are available for select active duty, civilian, reserve, retiree, and contractor members of the Air Force, Coast Guard, Marine Corps, and Navy. Joint accounts are also available for select DoD civilians and DoD contractors. To check eligibility, view the Joint Account FAQ.

Create Joint Account

Sponsored accounts are available for:

- Army Contractor
- Army Medical Retiree
- Army ROTC Cadet (MS I and II)
- Army Volunteer
- Family Member of Unsponsored AKO Member
- Federal Civilian Agency
- Foreign Officer (attached to U.S. Army)
- Homeland Security
- Incoming DA Civilian (what's this?)
- Local National Employee
- Medically Discharged
- Military Transition (what's this?)
- National Guard, Retired
- US Coast Guard

Create Sponsored Account

Note: Some important data elements you will need to register include:

- Sponsor Information (including the person's AKO username)
- Personal Information

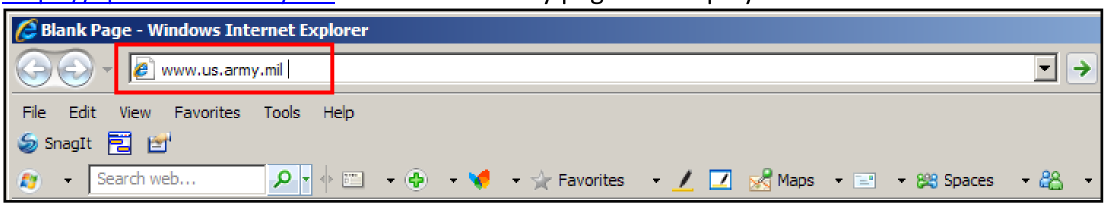
A.3 SPOT Registration

SPOT provides easy-to-use online registration, available anytime from an Internet-connected computer. SPOT registration is accessed through the SPOT login screen. All registration requests are reviewed and validated by a SPOT system administrator. Notification of approved access is sent to the e-mail address supplied by the user during the registration process.

To register for SPOT access using a Password Account, you must submit a request through an authorized SPOT user, who is a person assigned a government organization or contracting community user role and who is already registered in SPOT.

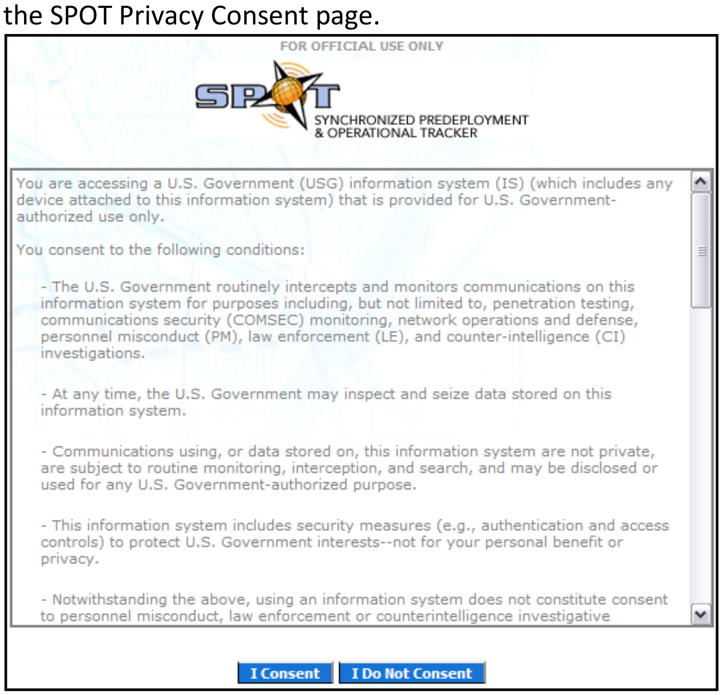
To register for access to SPOT, perform the following steps

1. Launch a Web browser and enter the SPOT Web site URL into the browser address window: https://spot.altess.army.mil. The SPOT Privacy page will display.



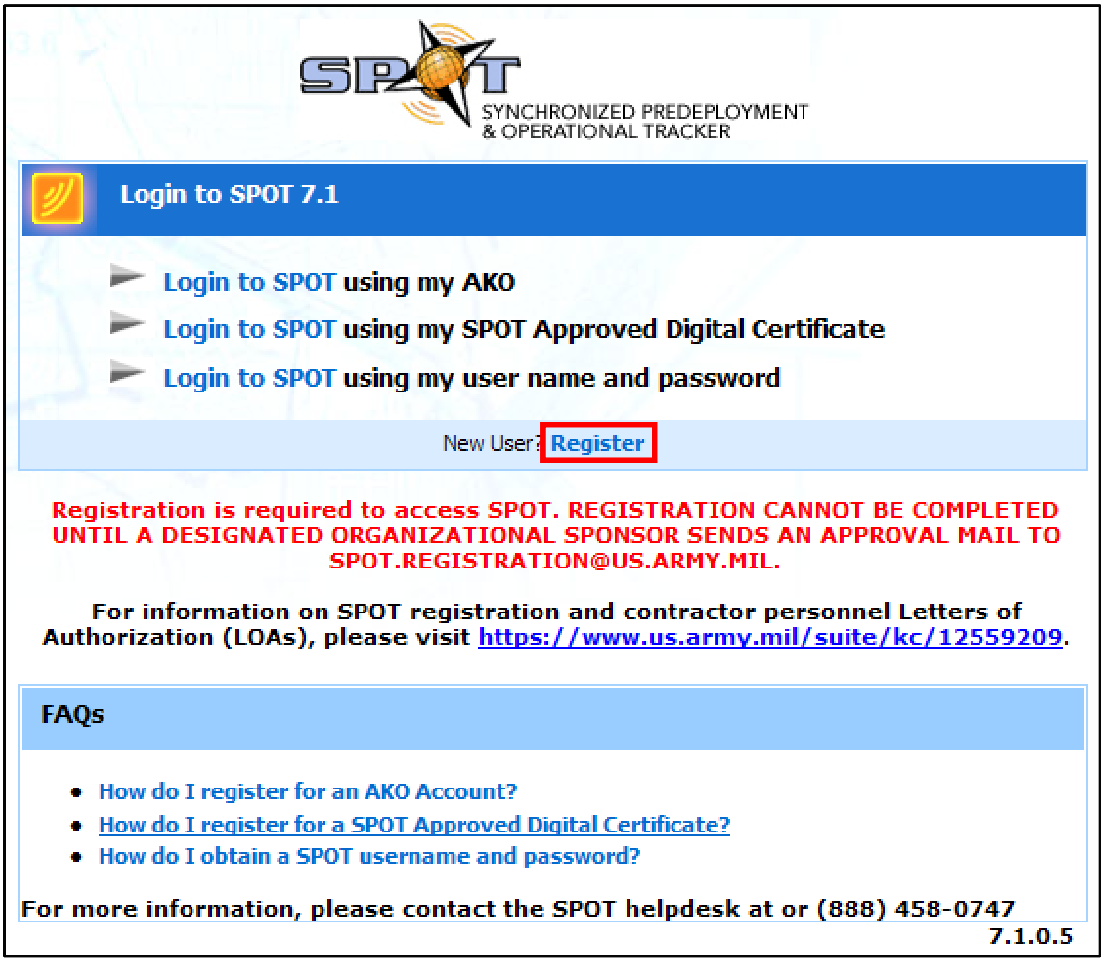
2. Review the Privacy Consent policy and click **I Consent**. The SPOT system login page will display.

   Note: You will be directed to the Non-Consent page if you select **I Do Not Consent**; your access to the SPOT system will be blocked. To release the block, you will need to close the entire browser associated with the Non-Consent page and open a new browser to re-launch the SPOT Privacy Consent page.

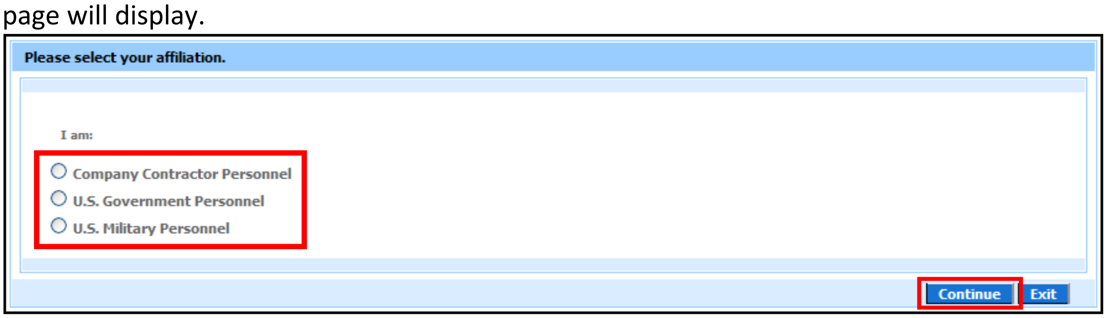


3. Click **Register**. The online user registration process will begin.

Note: The Frequently Asked Questions (FAQs) section on the login page provides links to additional information about each credential that can be used to register and access SPOT.

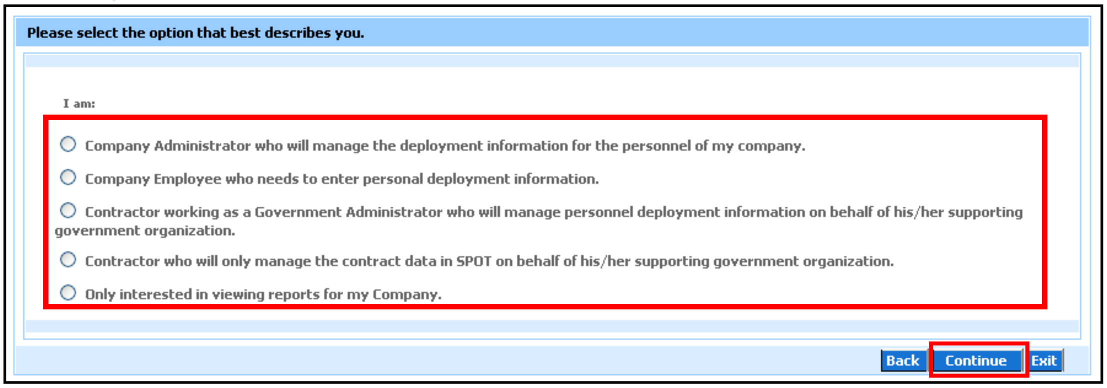


4. Select the affiliation option that best describes you. Click **Continue**. The role description page will display.



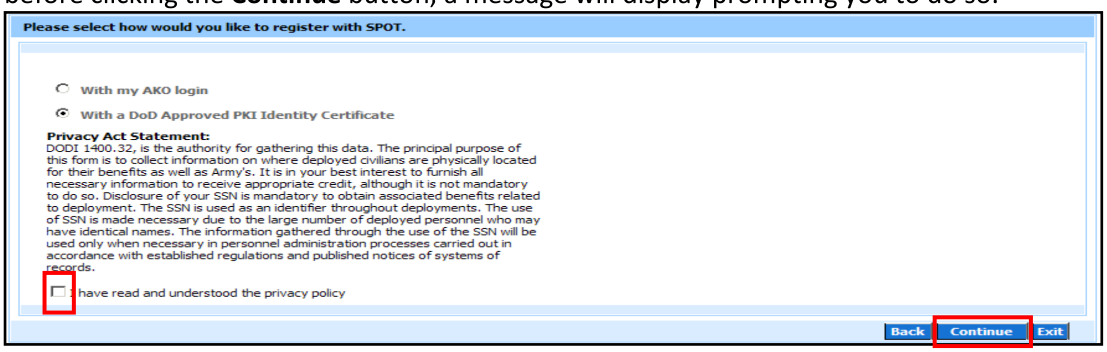
5. Select the role that best describes you. Click **Continue**. The registration method selection and privacy act statement will display.

   Note: If you are not sure which statement best describes your role, contact the SPOT Help Desk for guidance.



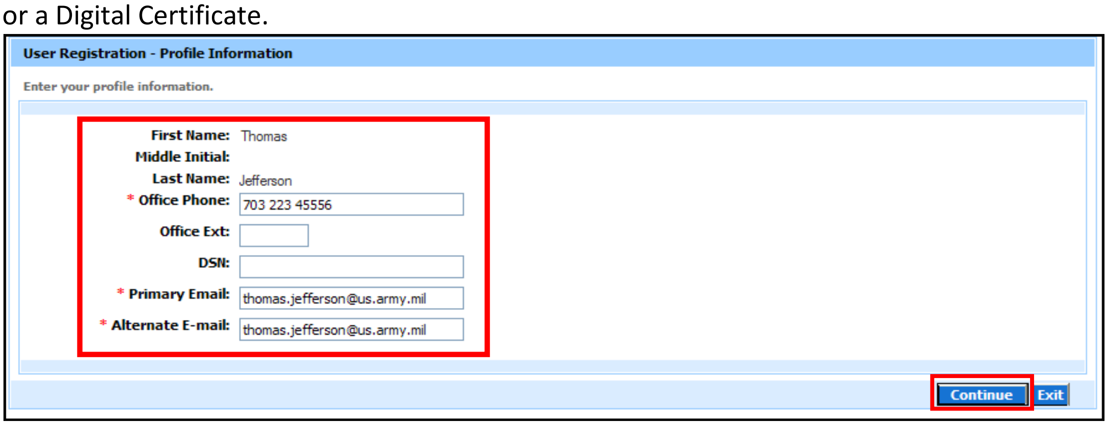
6. Select the method you are using to register with SPOT. Check the box stating "I have read and understood the privacy policy." Click **Continue**. The profile information page displays.

   Note: If you forget to check the box stating you have read and understand the privacy policy before clicking the **Continue** button, a message will display prompting you to do so.



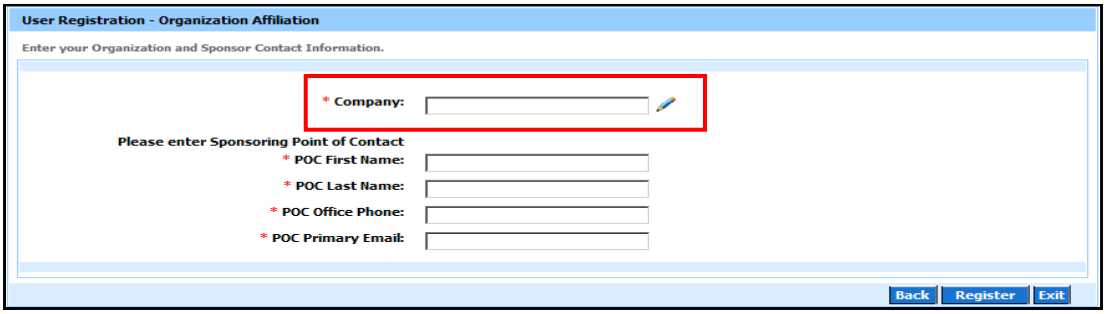
7. Enter profile information. Click **Continue**. All fields marked with a red asterisk* need to be populated to continue to the next step. The organization affiliation search page will display.

   Note: Depending on your response in Step 6, you will be prompted for either your AKO login or a Digital Certificate.

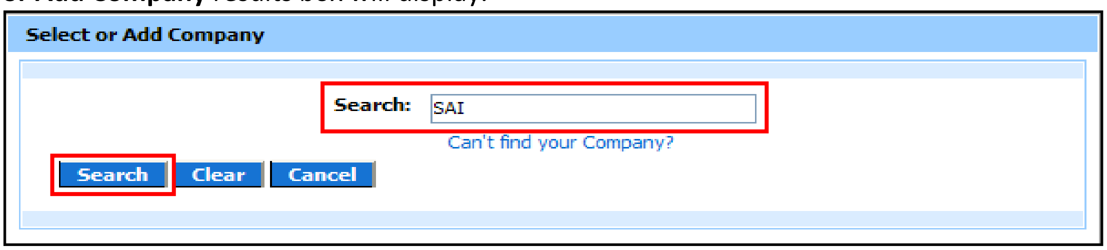


In the next step of the online registration, you are asked to provide details about your company affiliation, the company itself, and the person authorizing your access to the SPOT system. Instructions on completing this phase of the online registration are presented below as a four-step process.

8a. Find your company's name on the pre-populated list by clicking on the **pencil** to launch the Search Window. The **Select or Add Company** search box will appear.



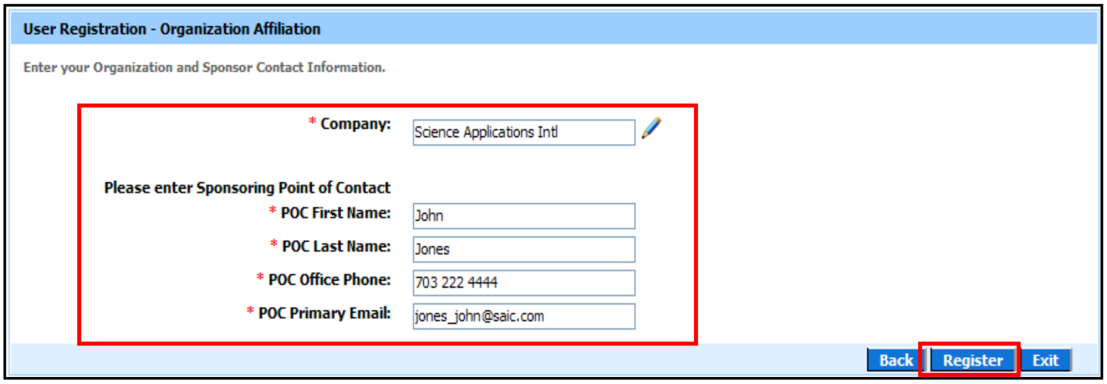
8b. Enter the first three letters of the company's name or acronym and click **Search**. The **Select or Add Company** results box will display.



8c. Click **Select** in the row across from your company's name. Result: The company's name will be populated into the fields on the User Registration–Organization Affiliation page of the online registration.

Note: If your company's name is not found on the pre-populated company list, you may add your company's name by clicking on the Can't find your Company? link.

8d. Enter Sponsoring Point of Contact information. Click **Register**. An on-screen notification will display stating that your registration request has been successfully submitted.

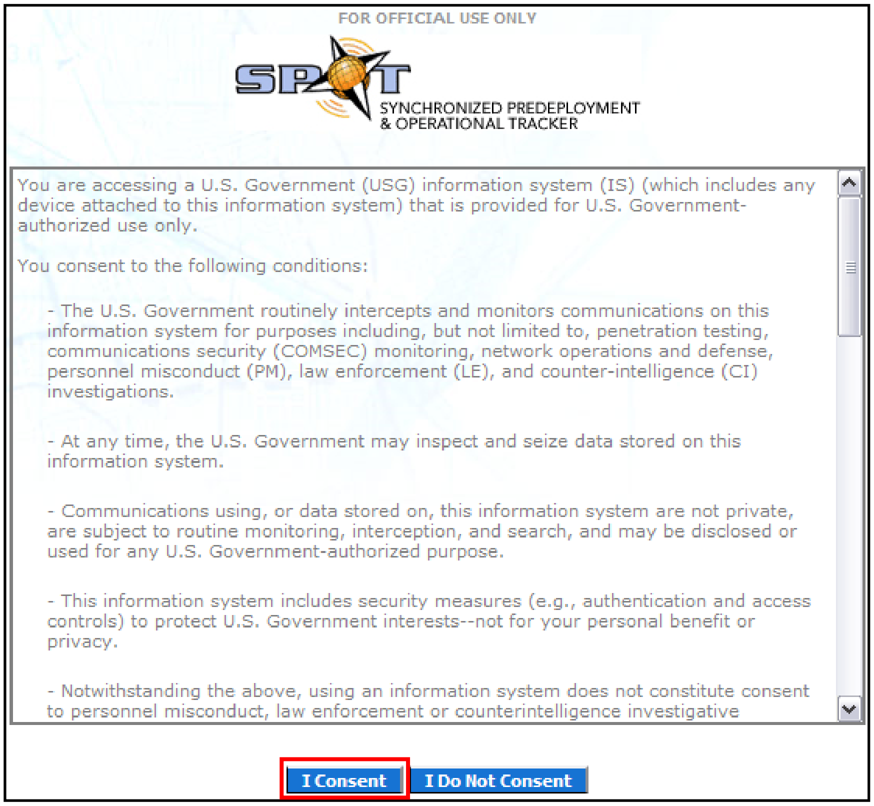


Note: Immediately after submitting your registration, SPOT automatically sends an e-mail notification to the Sponsoring Point of Contact you listed in step 8 D above. The e-mail notification instructs your sponsor to send a reply providing his/her approval or denial of your registration. The reply is automatically routed to the SPOT Help Desk. The SPOT Help Desk cannot process your registration until they receive your sponsor's approval. If you enter your sponsor's e-mail address incorrectly during registration, approval of your account will be delayed or in some cases denied. To ensure the SPOT Help Desk receives your sponsor's approval, your sponsor can send an approval e-mail to the SPOT Help Desk's registration team at SPOT.registration@us.army.mil.

A.4 Rules of Behavior

1. When you logon to SPOT initially after registering, a screen will appear requiring you to consent to the rules of behavior listed on the screen. Click **I Consent**.

   NOTE: This page will appear each time you enter the web address but will not appear with the red text unless something changes with the rules of behavior.



A.5 SPOT Password Accounts

Unregistered company users requiring access to SPOT who are not able to obtain a government-sponsored PKI or other form of soft credential, (e.g., AKO or CAC), can apply for a SPOT password account. Unregistered users are required to submit a request in writing (e-mail, letter, fax, etc.) to the supporting Government Authority/Administrator or Contracting Officer/Administrator with the following information:

- First name
- Last name
- Office phone
- Primary e-mail
- Alternate e-mail
- Company
- Government Organization
- Sponsoring POC first name
- Sponsoring POC last name
- Sponsoring POC office phone
- Sponsoring POC primary e-mail

The Sponsoring POC for an unregistered user requesting access as a Company Administrator is the unregistered user’s company supervisor or Human Resources (HR) representative who can validate the unregistered user’s need to access SPOT.

The Sponsoring POC for an unregistered user requesting access as a Government or Contract Administrator is the unregistered user’s Government supervisor who can validate the unregistered user’s need to access SPOT.

Using the information received, the Government Authority/Administrator or Contracting Officer/Administrator will complete the registration process for the unregistered company user. SPOT will automatically generate an e-mail informing the unregistered company user that a user name and password account has been requested. When the account is validated by the SPOT Customer Support team, a user name and password is forwarded to the unregistered company user.

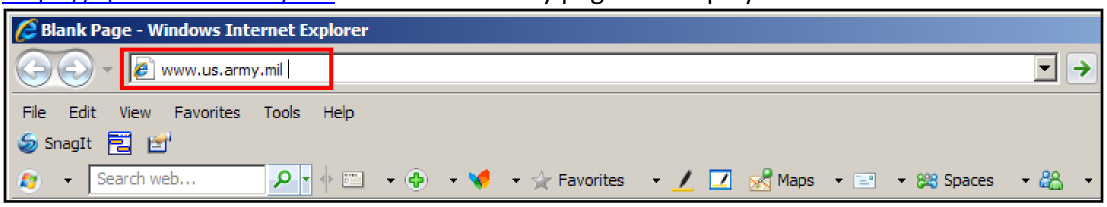
The system-generated user name cannot be changed. The assigned password, however, is temporary and must be changed when the user first logs into the system. SPOT allows password account holders to change their passwords as needed and requires a password update every 120 days. The system will display a password expiration date reminder on the Home page view starting 30 days prior to the password’s expiration date.

A.6 Login Using a SPOT Password Account

Login authentication with a SPOT password account requires users to enter the assigned user name and associated password. The SPOT system-generated e-mail notifying the user of the newly assigned SPOT password account will contain the assigned user name and a temporary password. The user will be asked to change the password on initial login to the system. The user- created password must adhere to the Individual Identification and Authentication Password Policy.

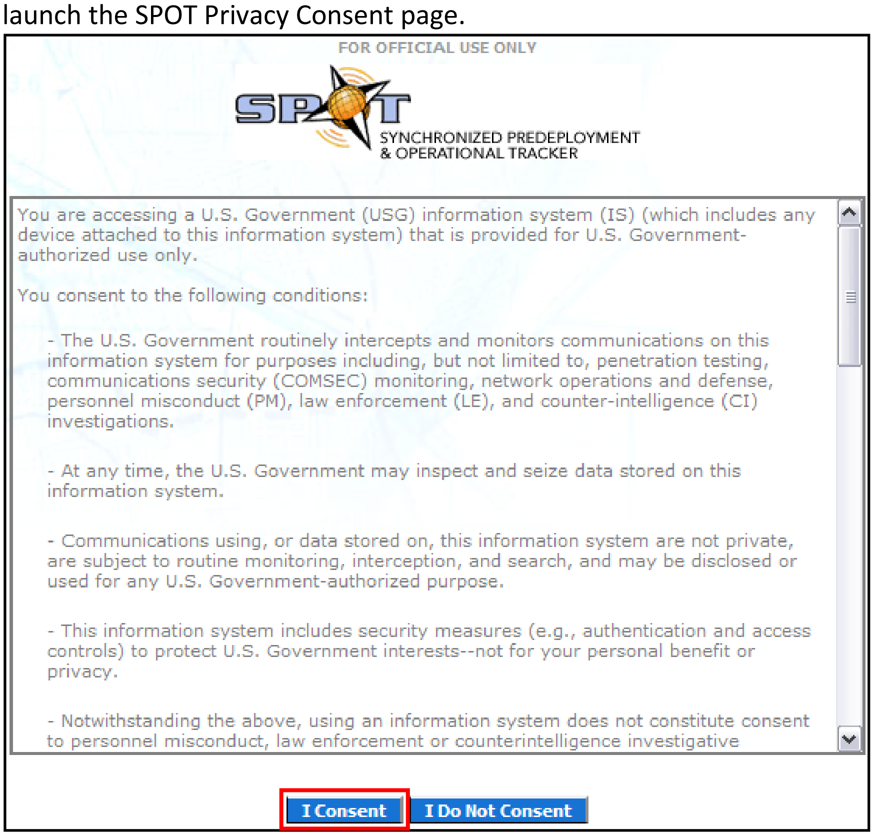
How to Login for the First Time Using A SPOT Password Account

1. Click the URL included in the SPOT system-generated e-mail notification or go to: https://spot.altess.army.mil. The SPOT Privacy page will display.

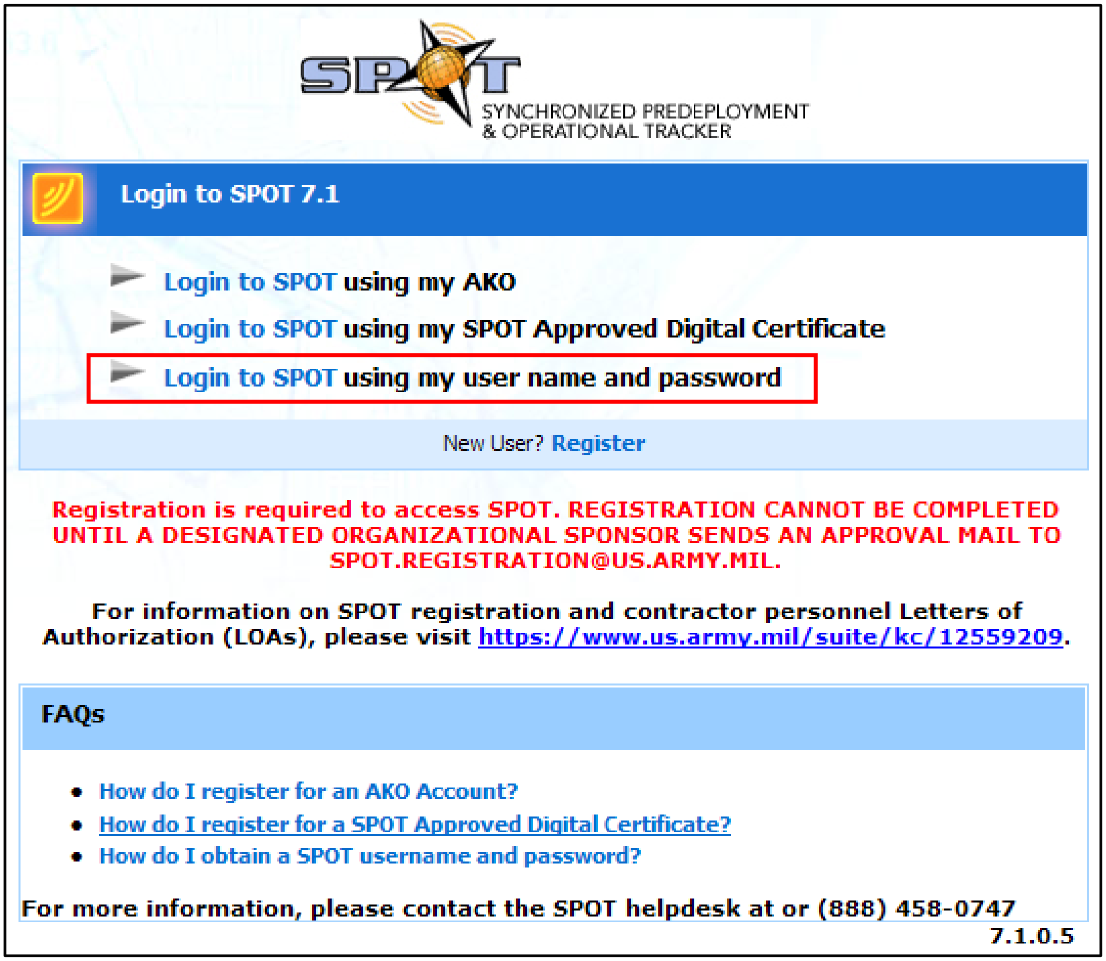


2. Review the Privacy Consent policy and click **I Consent**. The SPOT Login page will display.

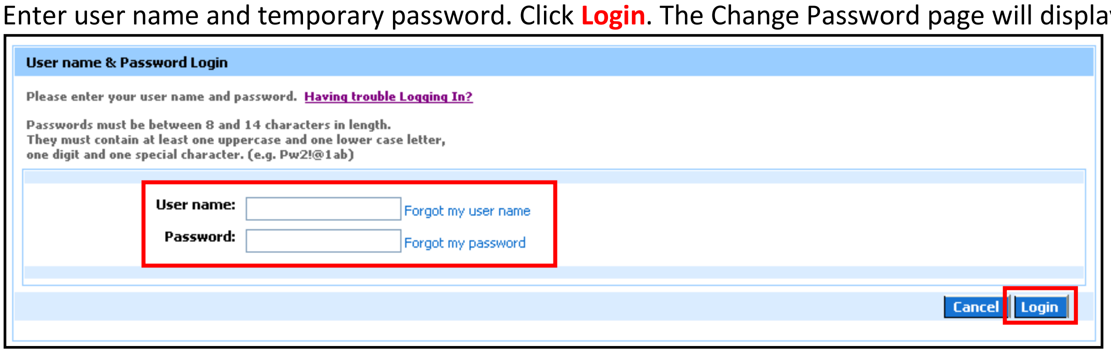
You will be directed to the Non-Consent page if you select the **I Do Not Consent** button; and your access to the SPOT system will be blocked. To release the block, you will need to close the entire browser associated with the Non-Consent page and open a new browser to re-launch the SPOT Privacy Consent page.



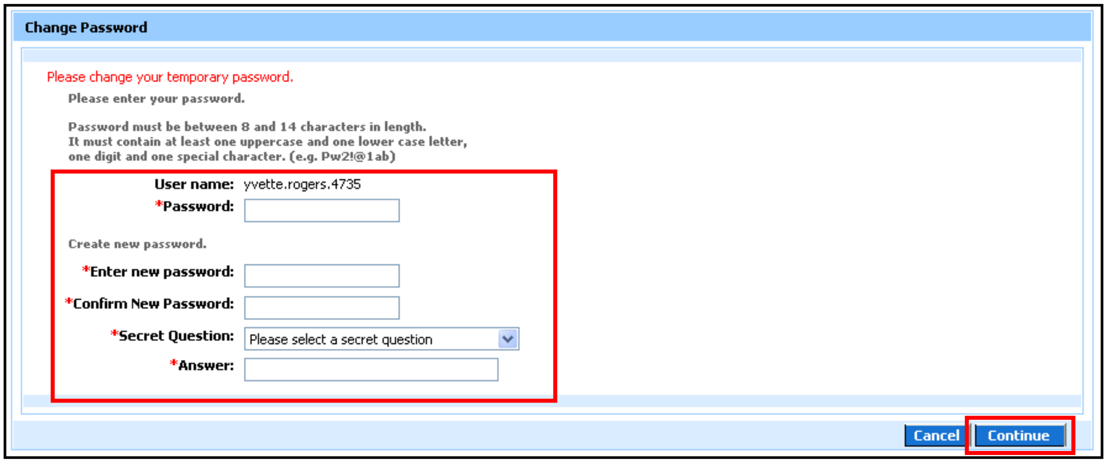
3. Click **Login to SPOT using my user name and password**. The SPOT User Name and Password Login page will display.



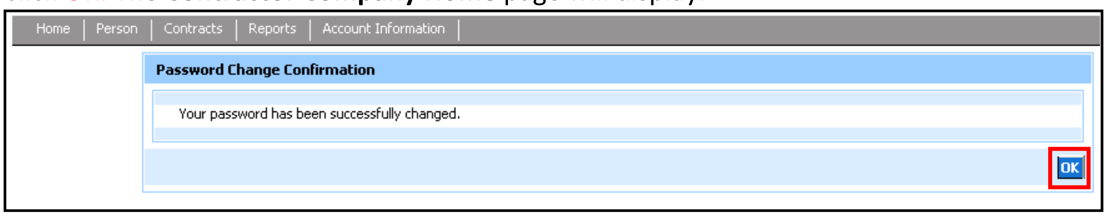
4. Enter user name and temporary password. Click **Login**. The Change Password page will display.



5. Enter your temporary password then enter and confirm a new password. Select a secret question and answer. Click **Continue**. The Password Change Confirmation page will display.



6. Click **OK**. The **Contractor Company Home** page will display.



A.7 SPOT Password Account Management

A user with a SPOT password account has the requirement to change his/her password at regular intervals. Passwords must be changed every 120 days but no more frequently than every seven (7) days. Thirty days (30) prior to a user's password expiration date, SPOT displays a password expiration date reminder on the user's Home page. If the user attempts to log into SPOT and his/her password has expired, the system displays the Change Password page with an error message at the top and displays fields for the user to create a new password. If the password account has been deactivated or locked, contact the SPOT Help Desk for assistance.

A temporary password is generated by SPOT upon registration or if the user requests a password reset.

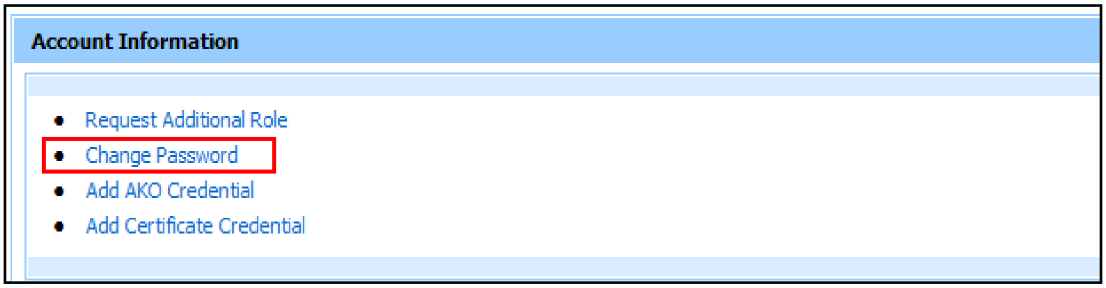
Following is a list of the password creation guidelines:

- Passwords must be between eight (8) and fourteen (14) characters.
- Passwords must contain a case-sensitive mixture of letters -- (at least one (1) uppercase and one (1) lowercase), digits (at least one (1) number), and special characters (at least one (1) special character), e.g., punctuation marks, etc.
- Temporary passwords expire after five (5) days.
- A new password cannot be the same as any of the user's last ten (10) passwords.

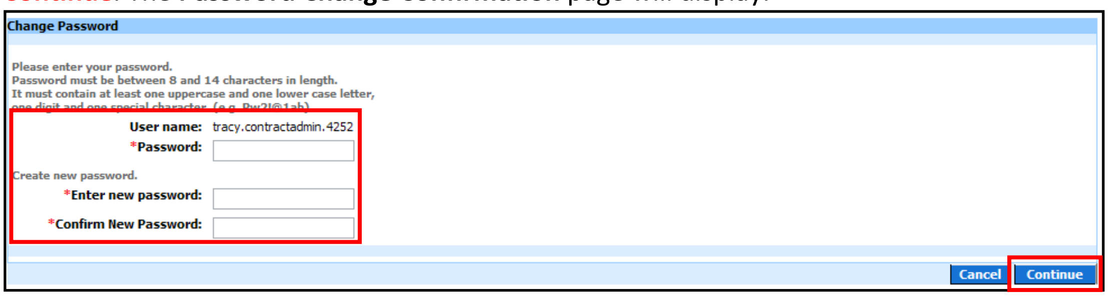
How to Change the Password for a SPOT Password Account

1. Click **Account Information**. The **Account Information** page will display.

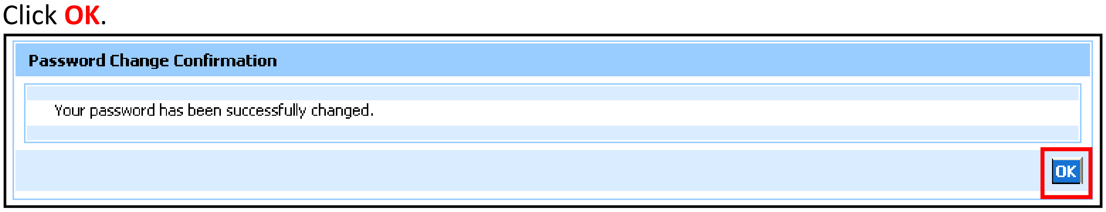
2. Click **Change Password**. The **Change Password** page will display.



3. Enter user name and current password, new password, and confirm the password. Click **Continue**. The **Password Change Confirmation** page will display.



4. Click **OK**.



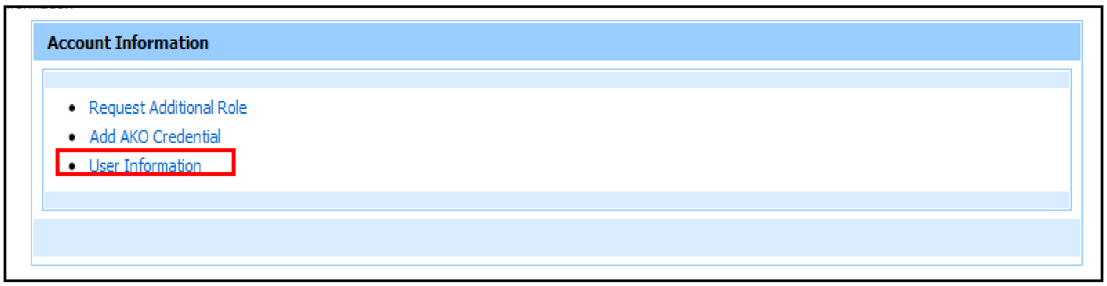
A.8 View User Information

You can view basic information about your SPOT user account including your name, personnel category, email address, and the role(s) and the respective company and organization(s) associated to your role(s).

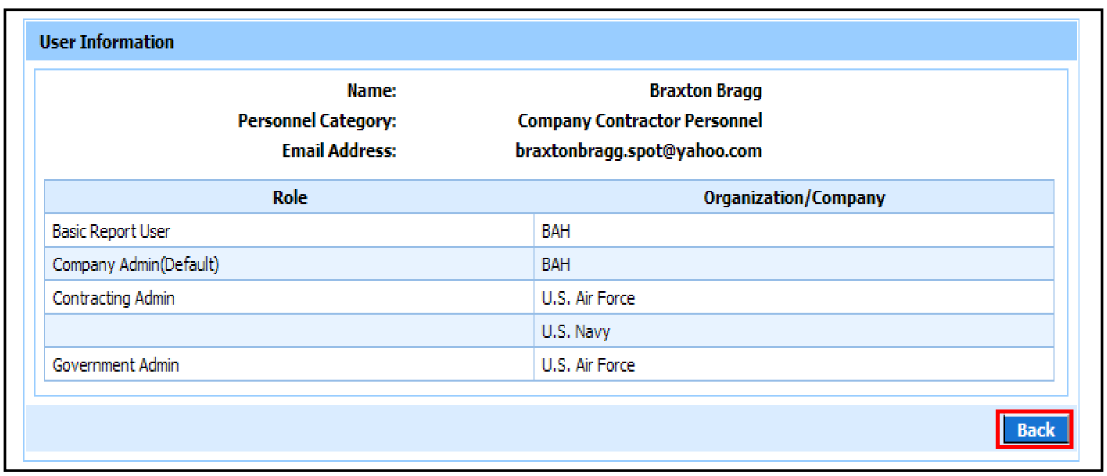
How to View User Information

1. Click on the **Account Information** tab. The **Account Information** page will display.

2. Click on the **User Information** link. The **User Information** page will display.



3. Click **Back**. The **Account Information** page will display.



User Information

Name: Braxton Bragg
Personnel Category: Company Contractor Personnel
Email Address: braxtonbragg.spot@yahoo.com

Role	Organization/Company
Basic Report User	BAH
Company Admin(Default)	BAH
Contracting Admin	U.S. Air Force
	U.S. Navy
Government Admin	U.S. Air Force

Back

A.9 Requesting an Additional Role

After initially registering and logging into SPOT, you may request one or multiple additional roles. Contractor company users are only eligible for a specific set of additional roles.
The table below lists the additional SPOT user roles that you may request.

Table 4: Additional Roles Available to Contractor Company Users

Role Name	Role Description
Basic User	Person interested in registering for access to SPOT reports only
Contracting Administrator	Contractor company employee who manages contract information in SPOT for the government organization he/she supports
Government Organization Administrator	Government or military employee who manages deployment information for a government organization; a contractor company employee may been assigned to fulfill this role for a government organization
JAMMS Administrator	Person responsible for uploading JAMMS files into SPOT
JAMMS User	Person interested in registering for access to SPOT JAMMS reports only

The additional roles available are determined based on the role and company assigned to your user account during initial registration. To request an additional role, you must select the role, then supply the following information:

- Company (only if the role requested is a company-type role, such as Basic User for the Company name associated to the existing role; the company name will pre-populate and cannot be edited)
- Government Organization(s) (only if role requested is a Government-type role, such as Contracting Administrator for the supporting Government organization or Government Organization Administrator)

Once you complete and submit your request for an additional role, SPOT will automatically generate an email informing your original Sponsoring POC that an additional role has been requested.

Note: Your original Sponsoring POC may not be able to sponsor your new request if the role you are requesting is for a different organization.

- If you requested a company-type additional role, your original Sponsoring POC must reply to the email notification and provide his/her approval or denial of the request.
- If you are requesting a role for a new organization (such as for a government-type additional role), you must identify a new organizational sponsor for EACH new organization added. This sponsor will need to email the SPOT Customer Support Team at SPOT.registration@us.army.mil. The email should include the following information:
    - The organization that the sponsor represents
    - Your name
    - The names of the role(s) for which you are approved

Note: The Sponsoring POC for an additional, company-type role of Basic User, JAMMS Administrator, or JAMMS User is your company supervisor or Human Resources (HR) representative who can validate your need to acquire the additional role.

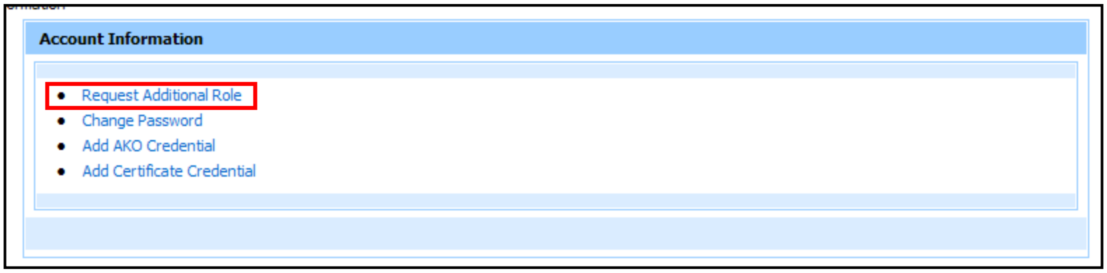
Note: The Sponsoring POC for a government-type additional role of Government Organization Administrator or Contracting Administrator is your Government supervisor who can validate your need to acquire the additional role.

Note: After the Sponsoring POC(s) and SPOT Customer Support Team approve the request for an additional role, the user receives an email confirming that the additional role has been added. Once a role is added to your user account, that role will no longer appear in the list of roles available for you to submit an additional role request.

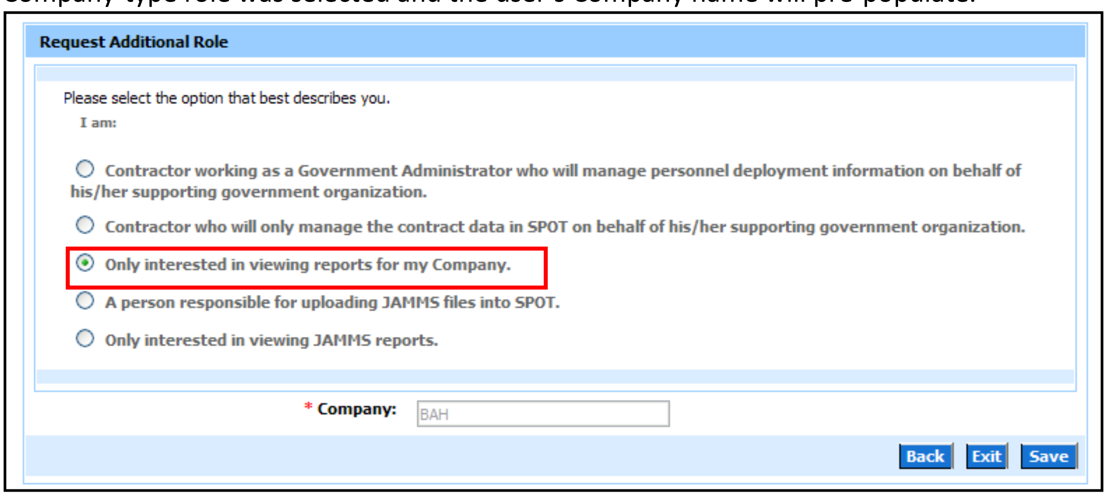
How to Request an Additional Role

1. Click on the **Account Information** tab. The **Account Information** page will display.

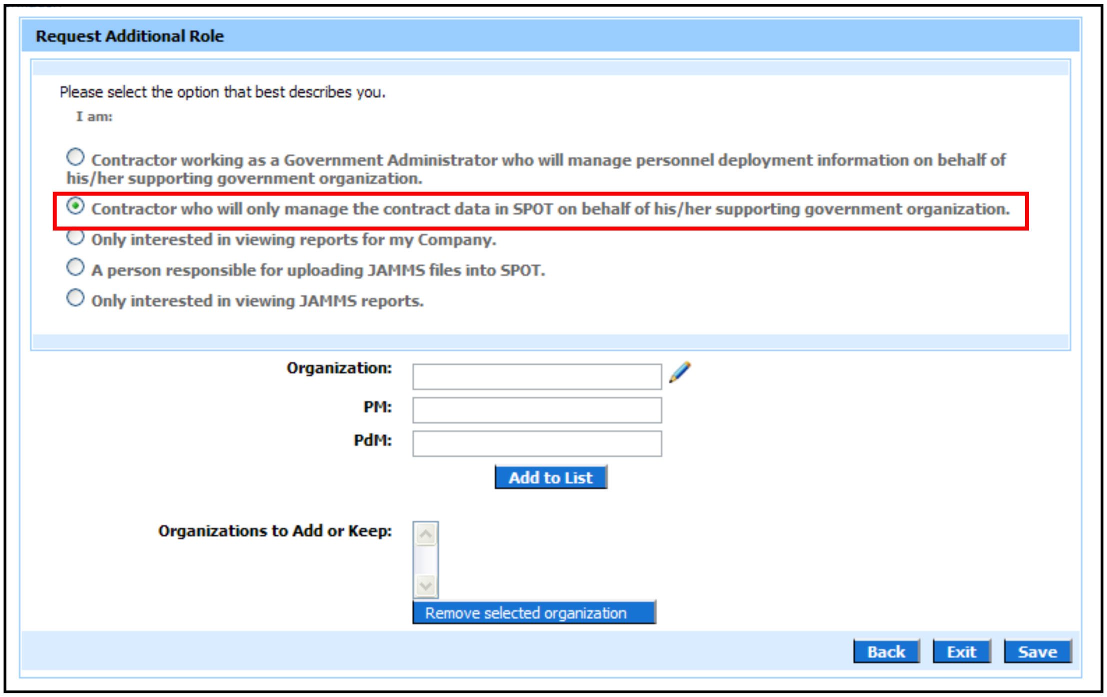
2. Click on the **Request Additional Role** link. The **Request Additional Role** page will display.



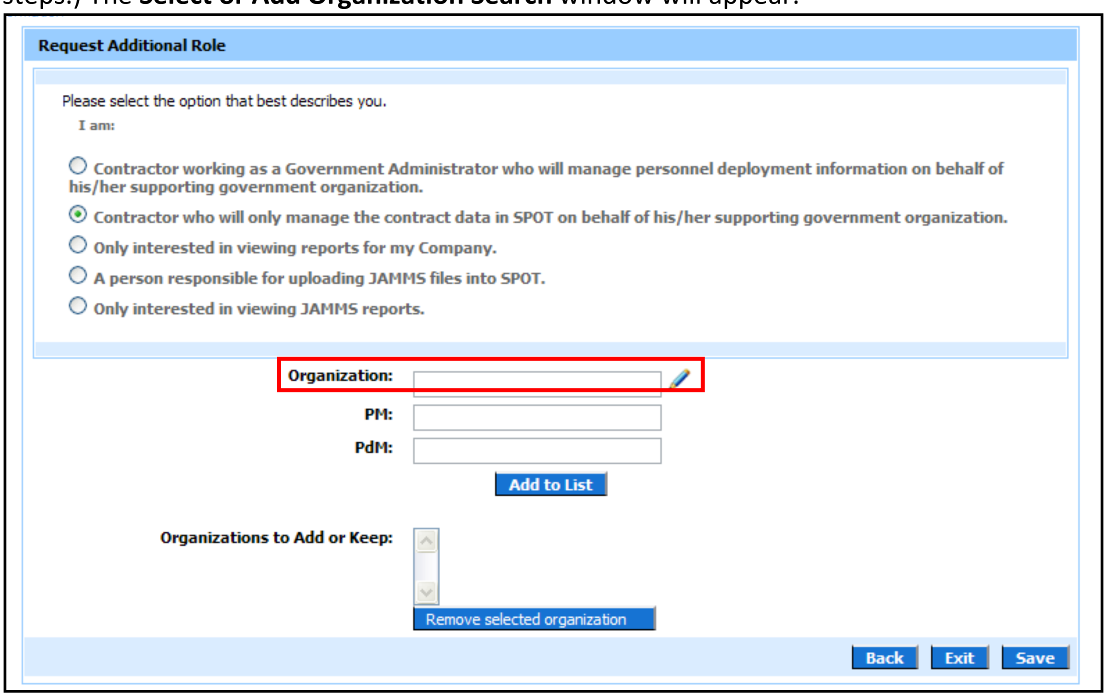
3a. Select the role that best describes you. Based on your role selection, the **Company or Government Organization** affiliation section of the page will appear. In this example, a Company-type role was selected and the user's Company name will pre-populate.



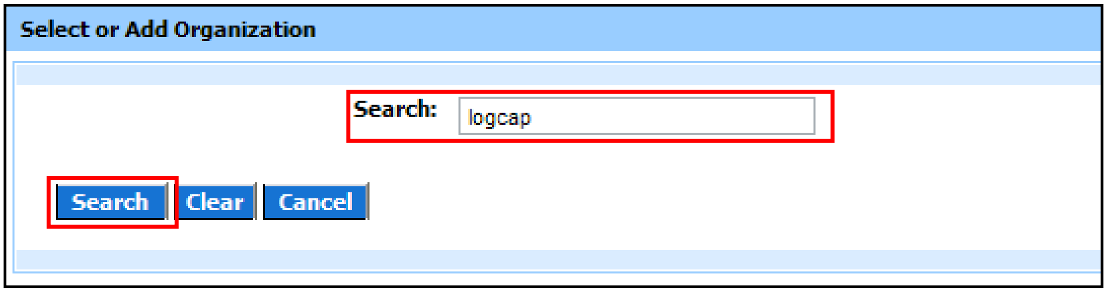
3b. Select the role that best describes you and click **Continue**. Based on your role selection, the **Company or Government Organization** affiliation section of the page will appear. In this example, a Government-type role was selected, and the user must search for and select the Government Organization.



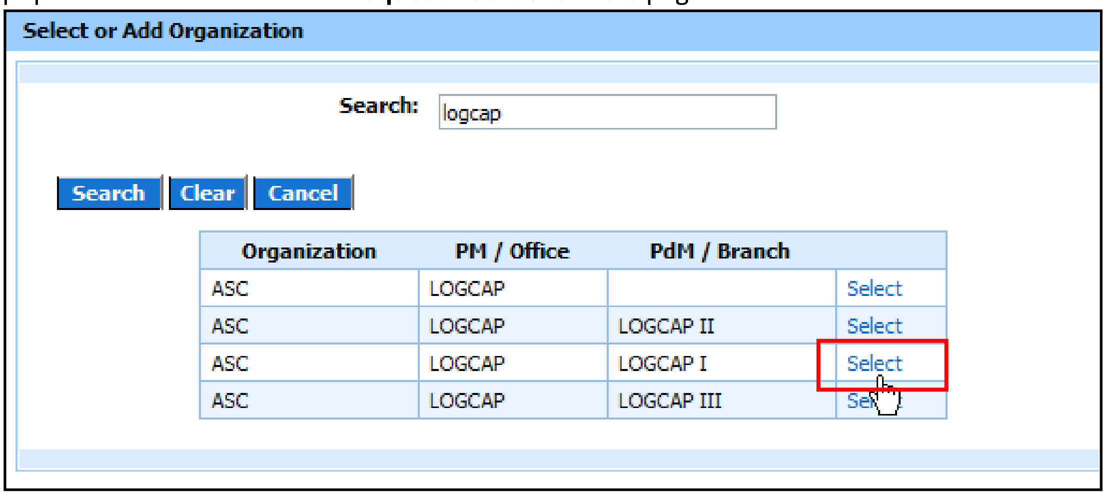
3b.1 Search for your Sponsoring Government Organization by clicking on the pencil icon to launch the **Search** option. (The organization search is presented in the following three steps.) The **Select or Add Organization Search** window will appear.



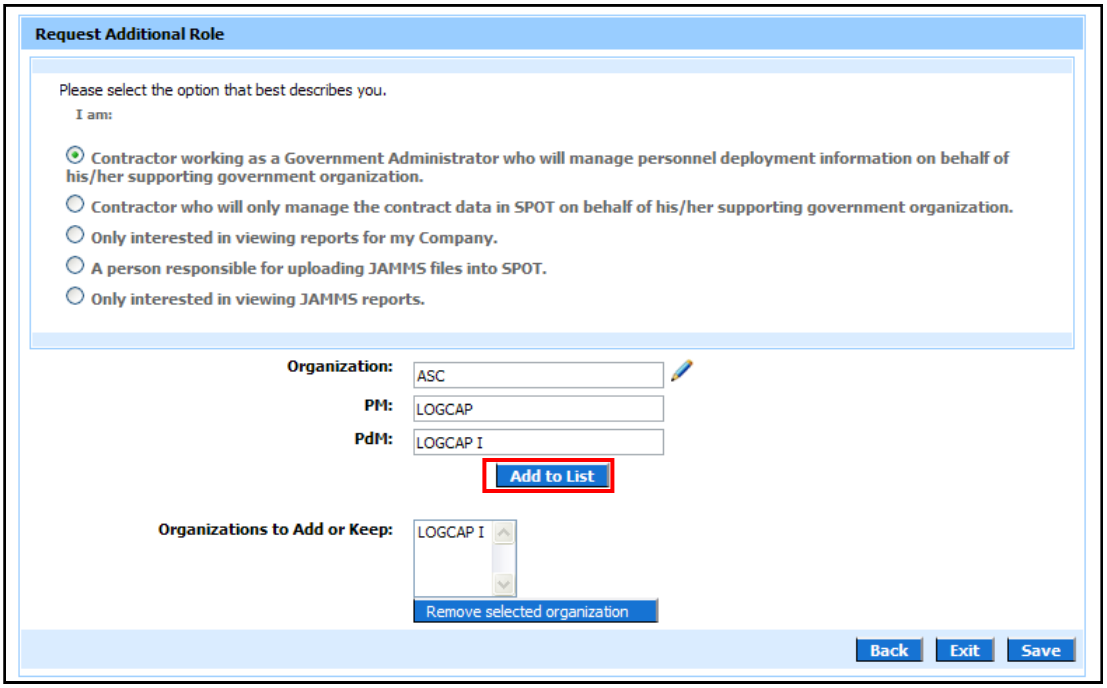
3b.2 Enter at least the first three letters of the sponsoring Government organization's name or acronym and click **Search**. The **Select or Add Organization** results box will display.



3b.3 Click on the **Select** link next to your sponsoring Government organization's name. (Contact the SPOT Help Desk at SPOT.helpdesk@us.army.mil if your sponsoring organization is not listed.) The Government organization name and any other available information will populate in the fields on the **Request Additional Role** page.

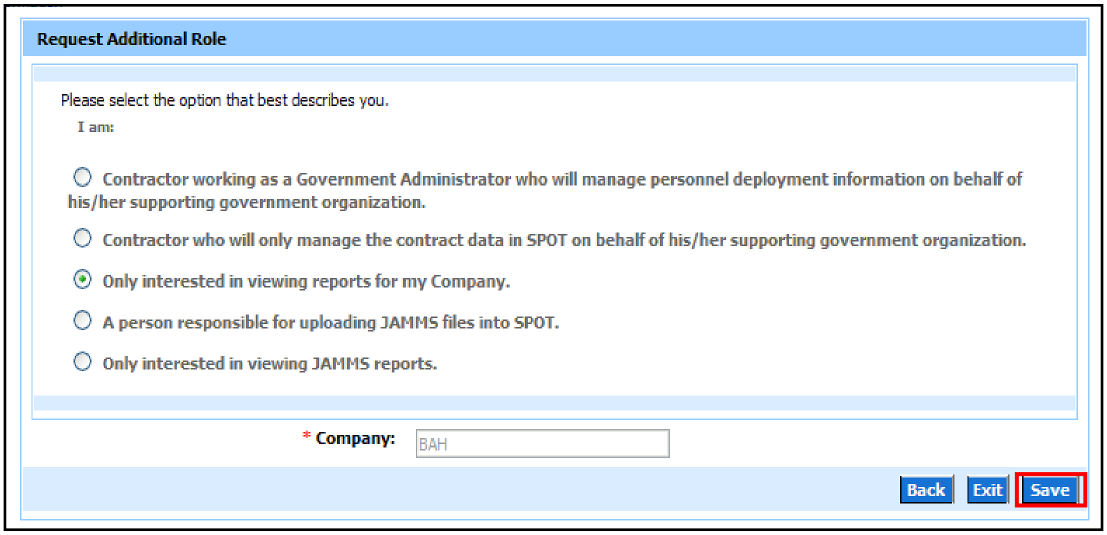


3B. 4 Click **Add to List**. The Government organization name will populate in the list of **Organizations to Add or Keep**. The Government organization(s) listed here will be associated to the additional role.

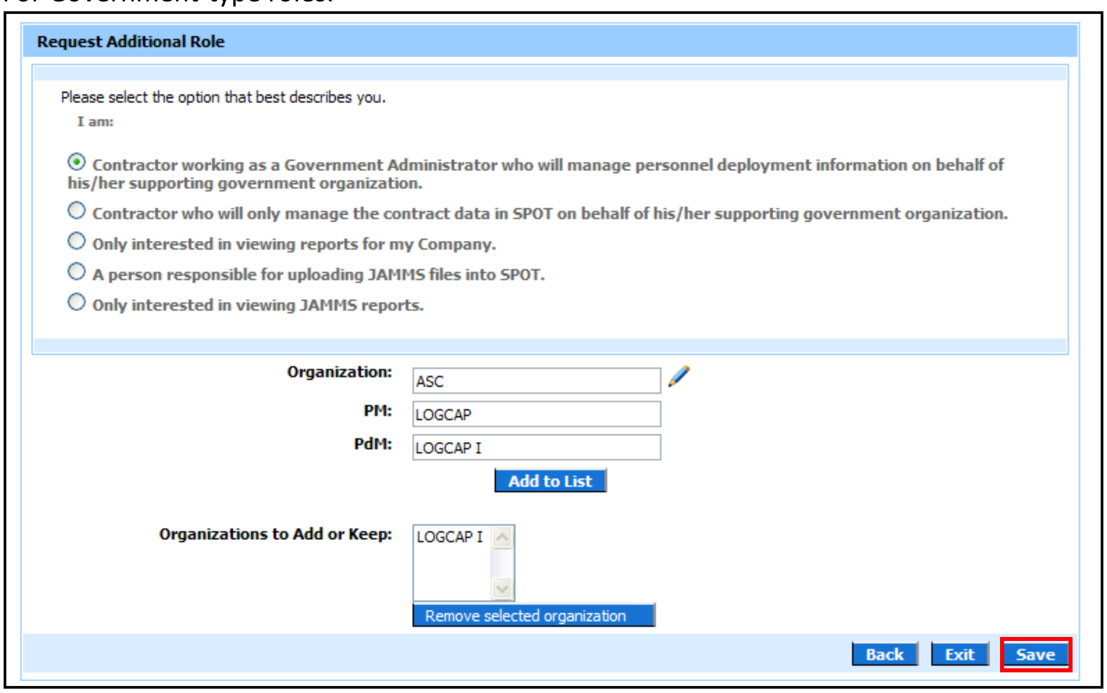


4. Click **Save**. An on-screen notification will display stating that your request for an additional role has been successfully submitted.

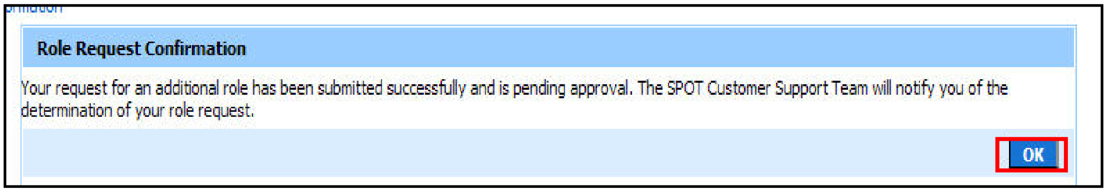
For Company-type roles:

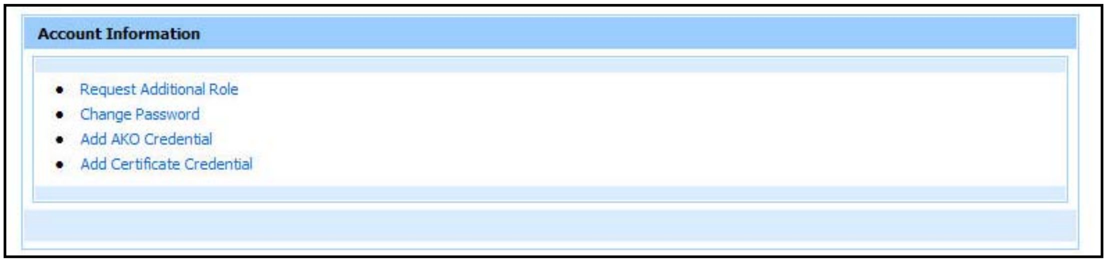


For Government-type roles:



5. Click **OK**. The **Account Information** page will display.



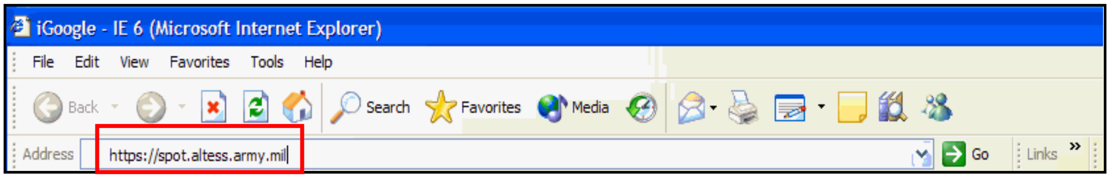


Every time you login to SPOT, the system will recognize the "default" role and organization you selected during initial registration. After the additional role(s) you requested has been approved, you will be able to switch your view of SPOT from your default role to any other role associated to your account. Changing your view of SPOT by switching from one role to another is referred to as "changing your role-context." Clicking the Change Role drop-down menu on the Home page will allow you to change your role-context.

Note: Changing your role-context will update your view of SPOT according to the role you selected. Your view of data in SPOT including contract search results, person search results, and report data (for applicable reports) will also update to reflect the organization(s) affiliated with the selected role. The data you can view encompasses information from all the organizations associated to each of your respective user roles.

How to Change Your Role-Context

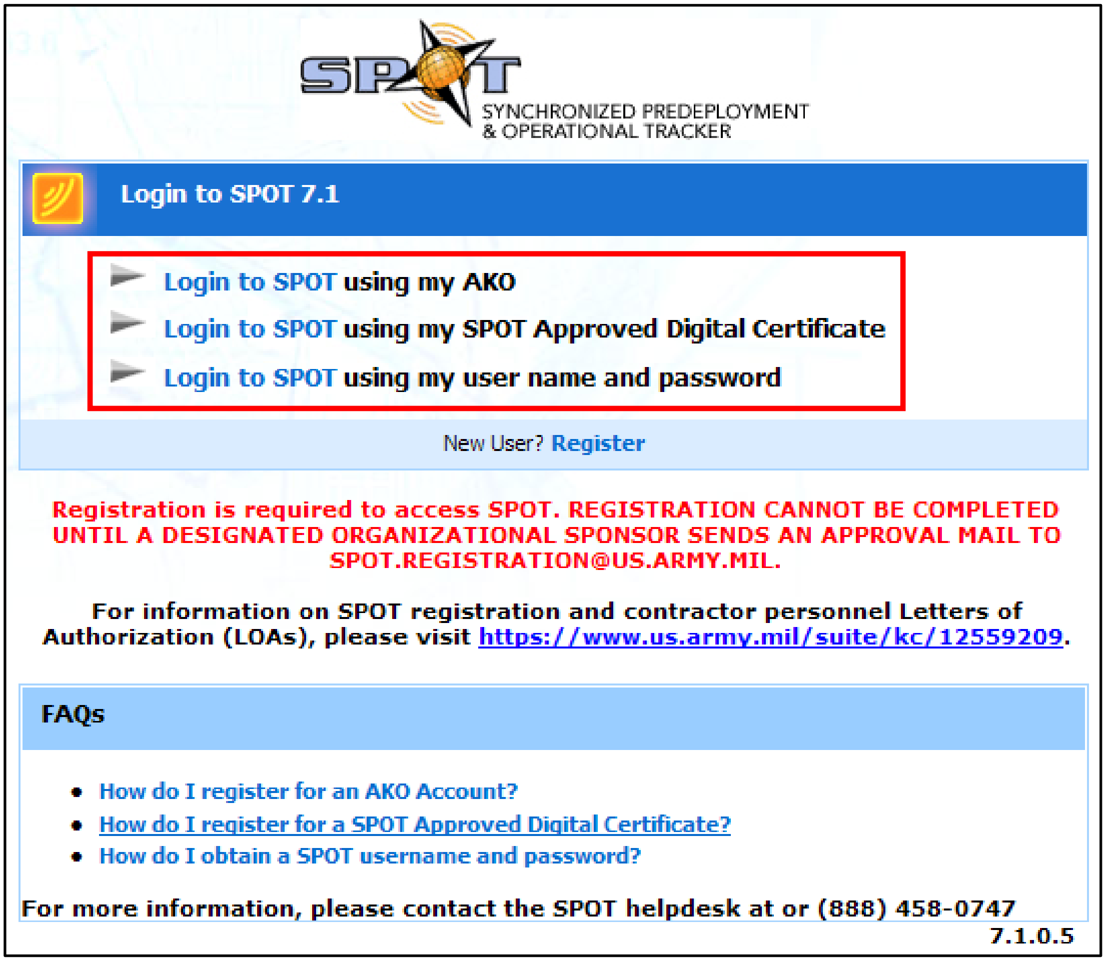
1. Go to: https://spot.altess.army.mil. The **SPOT Privacy** page will display.



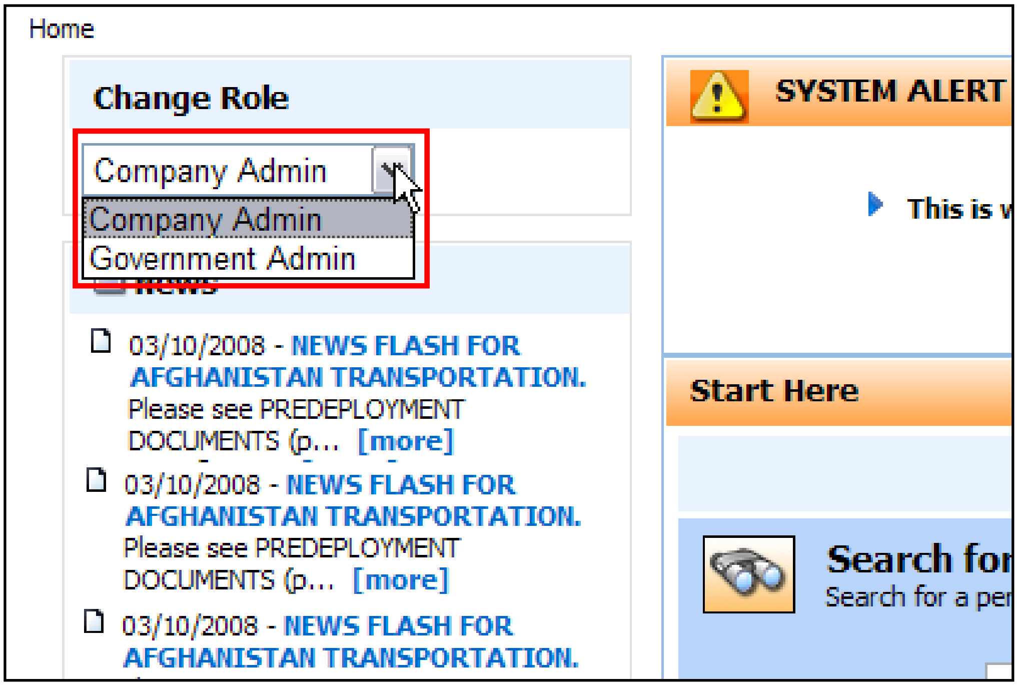
2. Review the Privacy Consent policy and click **I Consent**. The **SPOT Login** page will display.

Note: You will be directed to the **Non-Consent** page if **I Do Not Consent** is chosen and your access to the SPOT system will be blocked. To release the block, you will need to close the entire browser associated with the Non-Consent page and open a new browser to re-launch the **SPOT Privacy Consent** page.

3. Click the **Login to SPOT** link that reflects the credential you used to register in SPOT. The **Contractor Company Home** page will display.



4. Click the **Change Role** drop-down menu and select the role you would like to use when viewing SPOT. The appropriate view of the **Home** page will display; this view is based on the role-context selected.



A.10 Adding a Credential

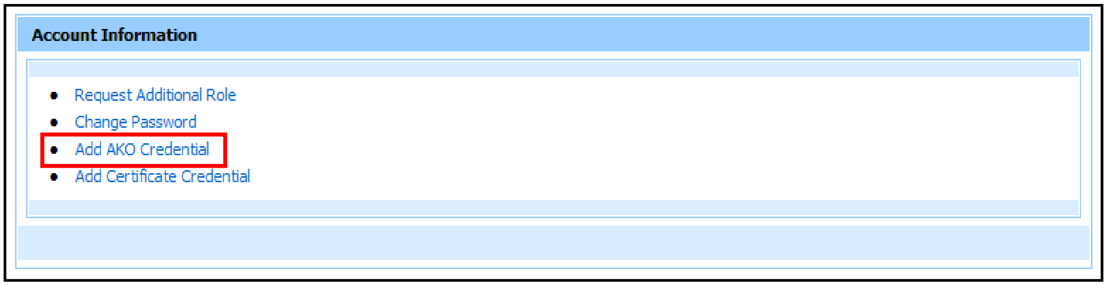
After registering and logging into SPOT, you may add a credential to your user account to create multiple means for SPOT authentication. If you initially registered in SPOT using an AKO account, you may add a certificate credential (DoD-approved certificate) to your SPOT user account. If you initially registered in SPOT using a DoD-approved certificate, you may add an AKO credential to your SPOT user account. Users who hold only a SPOT-generated password account may add both an AKO credential and DoD-approved certificate to their accounts.

Note: After adding an AKO or Certificate credential to your account, the type of credential you added will no longer appear in the list of credentials that you can add.

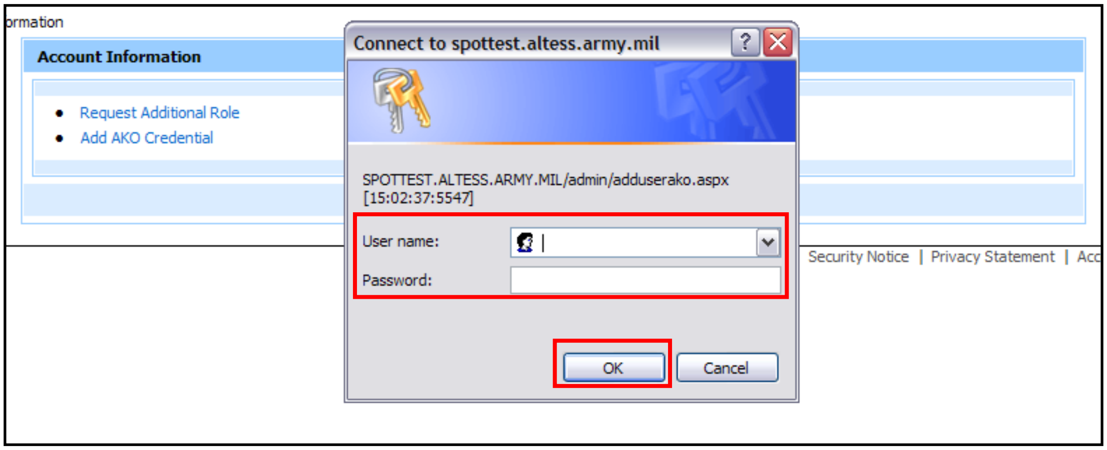
How to Add an AKO Credential

1. Click on the **Account Information** tab. The **Account Information** page will display.

2. Click on the **Add AKO Credential** link. A window will display prompting you to enter your AKO username and password.



3. Enter your AKO username and password. Click **OK**.



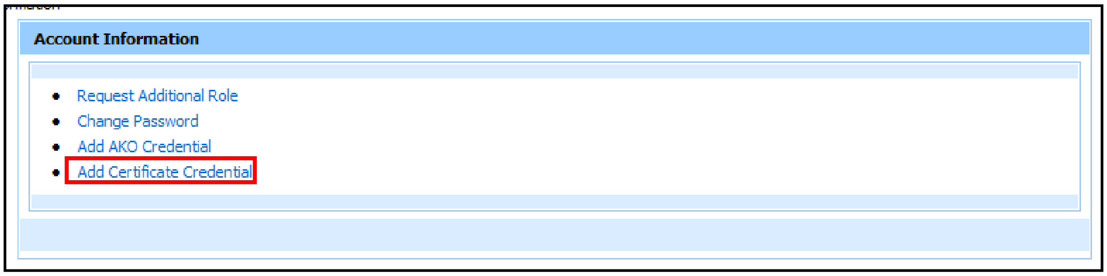
4. You will be returned to the **Account Information** page. An on-screen notification will appear, confirming that you successfully added your AKO credential.


Your AKO login information has been added to your profile.
Account Information
Request Additional Role
Request Account on User's behalf

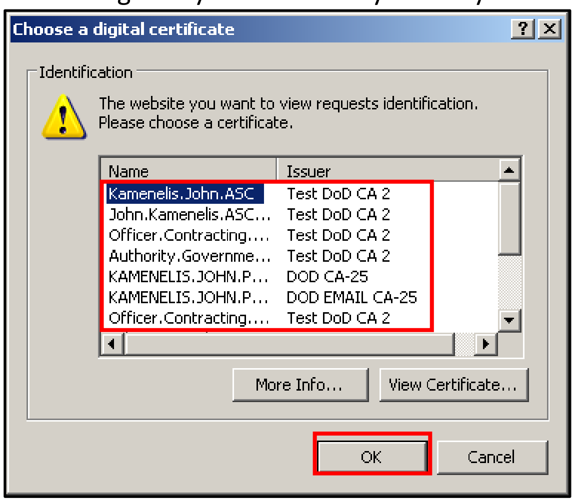
How to Add a Certificate Credential

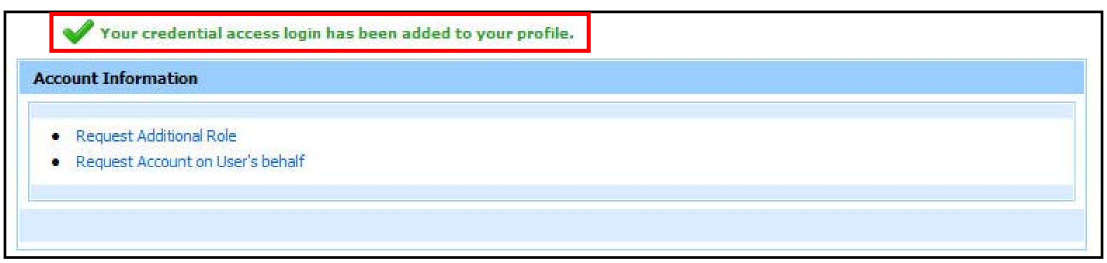
1. Click on the **Account Information** tab. The **Account Information** page will display.

2. Click on the **Add Certificate Credential** link. A pop-up window will display, prompting you to select your certificate.



3. Select your certificate credential and click **OK**. An on-screen notification will appear, confirming that you successfully added your certificate credential.



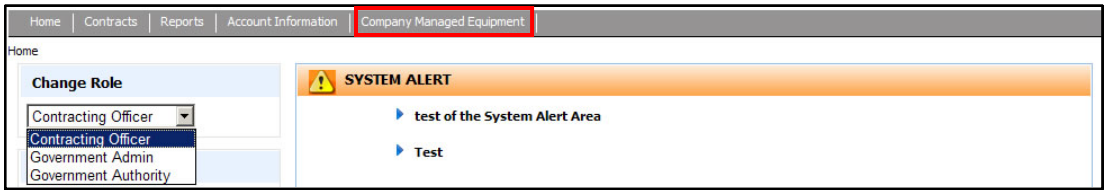


A.11 Track Company Equipment

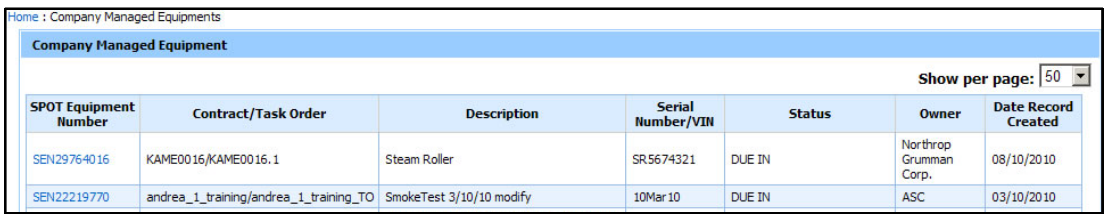
The last option on the gray navigation bar is **Company Managed Equipment**. This option allows companies to track equipment operated by Private Security Contractor (PSC) personnel. You can access a table listing of equipment from the **Company Managed Equipment** link, which allows you to view, add, and edit equipment information for your company. (Government Administrator, Government Authority, Contracting Officer, Contracting Administrator, and Contract Accountability users can only view company managed equipment information.)

How to View the Company Managed Equipment Table

1. Click on the **Company Managed Equipment** tab.

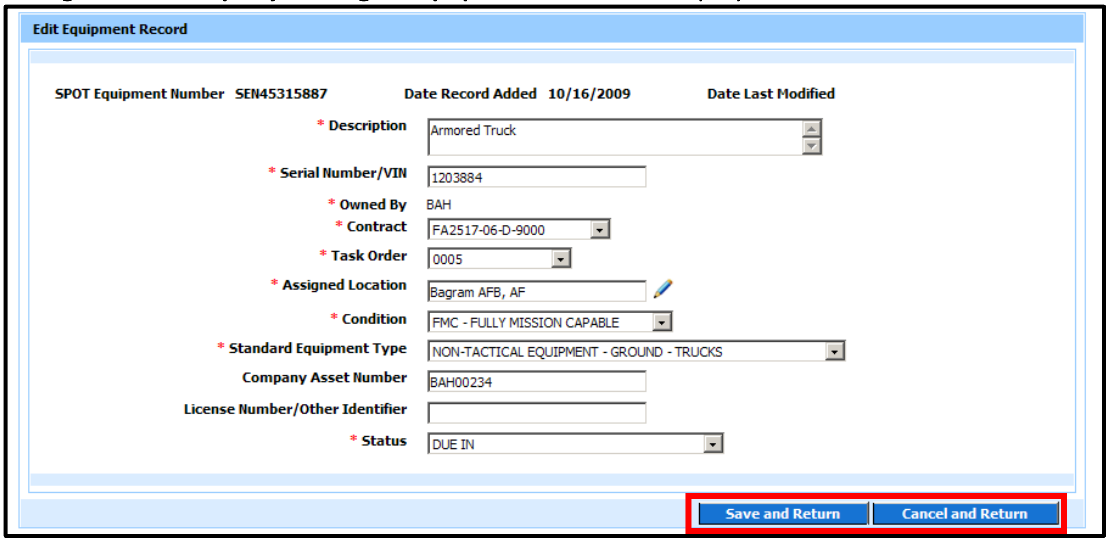


2. The **Company Managed Equipment** table will display.



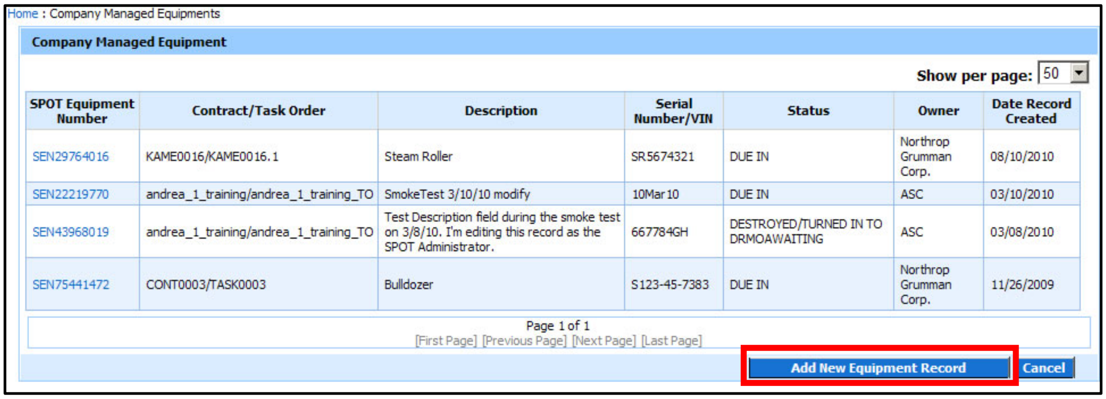
How to View an Equipment Record

2. Click a link in the SPOT equipment number column. The **Edit Equipment Record** page will display. You may edit any field on this page.
3. To exit the **Edit Equipment Record** page, click on one of the two buttons at the bottom: **Save and Return** if you made any changes; or **Cancel and Return** if you did not make changes. The **Company Managed Equipment** table will display.



How to Add an Equipment Record

1. At the bottom of the **Company Managed Equipment** table click the **Add New Equipment Record** button. The **Add New Equipment** page will display.



Home : Company Managed Equipments

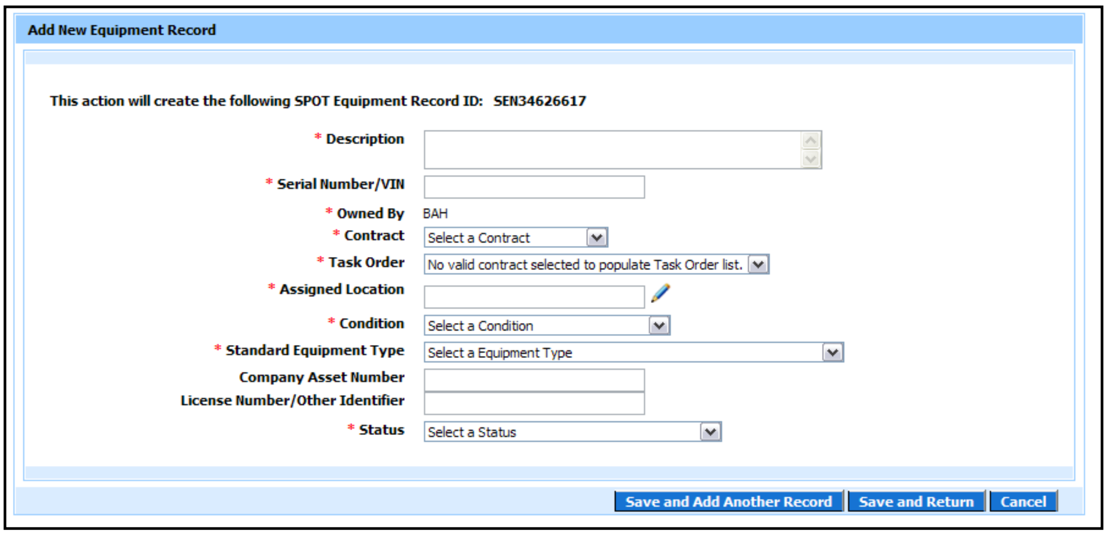
Company Managed Equipment

Show per page: 50

SPOT Equipment Number	Contract/Task Order	Description	Serial Number/VIN	Status	Owner	Date Record Created
SEN29764016	KAME0016/KAME0016.1	Steam Roller	SR5674321	DUE IN	Northrop Grumman Corp.	08/10/2010
SEN22219770	andrea_1_training/andrea_1_training_TO	SmokeTest 3/10/10 modify	10Mar10	DUE IN	ASC	03/10/2010
SEN43968019	andrea_1_training/andrea_1_training_TO	Test Description field during the smoke test on 3/8/10. I'm editing this record as the SPOT Administrator.	667784GH	DESTROYED/TURNED IN TO DRMOAWAITING	ASC	03/08/2010
SEN75441472	CONT0003/TASK0003	Bulldozer	S123-45-7383	DUE IN	Northrop Grumman Corp.	11/26/2009

Page 1 of 1
[First Page] [Previous Page] [Next Page] [Last Page]

Add New Equipment Record | Cancel

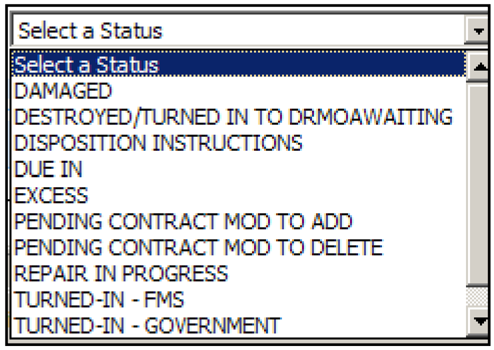


2. Fill out each of the required equipment information fields (required fields are marked by a *) then click the **Save and Add Another Record** or click **Save and Return**. An explanation of each equipment record field is below. The **Add New Equipment** page will display if you chose to **Save and Add Another Record** or the **Company Managed Equipment** table will display if you chose to **Save and Return**.

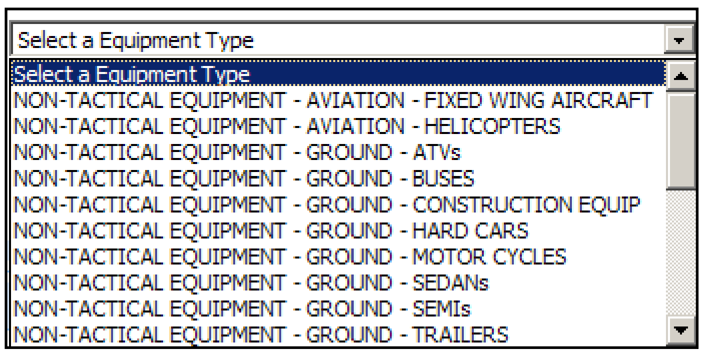
   The **Add New Equipment Record** provides the following required fields of entry:

   - **Description**: This is a free text field that requires you to enter a description of the equipment; you may enter several lines of data. The arrow buttons allow you to scroll through the text you enter.
   - **Serial Number**: This free text field requires you to enter the serial number or vehicle identification number (VIN). If the serial number or VIN is unknown, you can enter *TBD* or *Unknown*.
   - **Contract**: You must select the Contract Number from the drop-down menu. Only contracts for your company will appear.

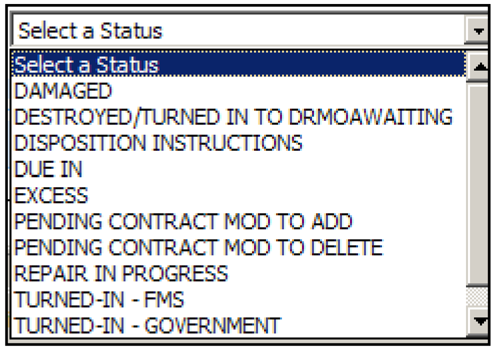
- **Task Order**: Only task orders related to the contract you selected will appear in the drop-down menu. If there are one or more task orders on the selected contract, you must choose the appropriate task order.
- **Assigned location**: You must perform a database search to find and select the country and in-theater duty station where the equipment is assigned.
- **Condition**: Here, you will choose the physical condition of the equipment from the following drop-down list:



- **Standard Equipment Type** is also selected from a menu listing all the types available:



- **Status** requires an indication of where the vehicle is in the equipment life cycle. Choices are listed in the drop-down menu below:



There are also two non-required, free-text fields on the menu: **Company asset number** where you can indicate your own company's identification number, if available, and/or a **License No. or other identifier**.

A.12 Automated Processes

To ensure data quality in SPOT, Automated Processes are run daily on a scheduled basis. These processes will close or cancel appropriate deployments and correspondingly set the status of associated LOA.

- If an open deployment did not materialize as intended, SPOT will cancel the deployment and cancel any associated LOA. An open deployment is recognized in SPOT as a deployment record that does NOT have an In-Theater Arrival Date.
- If an active deployment exceeds its planned end date, SPOT will close the deployment and expire the associated LOA, provided the LOA has not been REVOKED or DENIED. (i.e., If an active deployment's Estimated Deployment End Date has passed, SPOT will close the deployment and set the LOA's Status to EXPIRED for any associated LOAs that are not already REVOKED or DENIED.) An active deployment is recognized in SPOT as a deployment record that does have an In-Theater Arrival Date.
- If a deployment is manually closed in SPOT, the system will automatically expire the associated LOA, provided the LOA has not been REVOKED or DENIED.
- If an LOA is manually REVOKED in SPOT, the system will wait 72 hours for a new LOA to be requested for the associated deployment. If no such LOA is requested, SPOT will close the deployment if it is active or cancel the deployment if it is open. The LOA will remain in a REVOKED status.

Apart from confirming that the deployments and LOAs have correct states/statuses, these processes ensure that the users work with current and correct data.

APPENDIX B ACRONYMS AND ABBREVIATIONS

The following is a list of acronyms used within this document.

Acronym	Description
24x7	24 hours a day, 7 days a week
AKO	Army Knowledge Online
AOR	Area of Responsibility
APO	Army Post Office
APOD	Aerial Port of Debarkation
CAC	Common Access Card
CENTCOM /USCENTCOM	United States Central Command
COMSEC	Communications Security
CONUS	Continental United States
COR	Contracting Office Representative
CPR	CAC Pin Reset
CRC	CONUS Replacement Center
CVS	Contractor Verification System
DBA	Defense Base Act
DBIDS	Defense Biometric Identification System
DFAC	Dining Facilities
DMDC	Defense Manpower Data Center
DOB	Date of Birth
DoD	Department of Defense
DSN	Defense Switched Network
ECA	External Certification Authority
IECA	Interim External Certification Authority
FAQ	Frequently Asked Questions
FAR	Federal Acquisition Regulation
FIN	Foreign Identification Number
FPO	Fleet Post Office
GFS	Government Furnished Services
GUI	Graphical User Interface
GUID	Globally Unique Identifier
ID	Identification
IS	Information System
IT	In Theater
JAMMS	Joint Asset Movement Management System
KO	Contracting Officer

Acronym	Description
LOA	Letter of Authorization
LRA	Local Registration Authority
MACOM	Major Command
MIL	Military
MILAIR	Military Air
MWR	Morale Welfare Recreation
NOK	Next of Kin
OCIE	Occupational Clothing & Individual Equipment
OCONUS	Outside the Continental United States
PDF	Portable Document Format
PKI	Public Key Infrastructure
POC	Point of Contact
PoP	Period of Performance
RA	Registration Authority
SA	System Administrator
SPOT	Synchronized Predeployment & Operational Tracker
SSN	Social Security Number
TCN	Third Country National
URL	Uniform Resource Locator
USG	United States Government
VIN	Vehicle Identification Number