



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

**Release 7.1.1**

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## Document Change Record

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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
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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.

<b>Role Name</b>	<b>Role Description</b>
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:

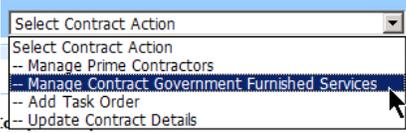
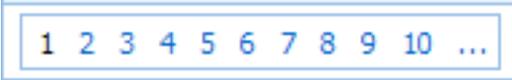
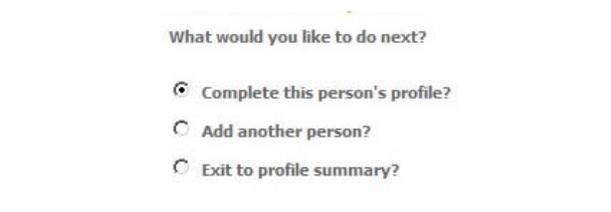
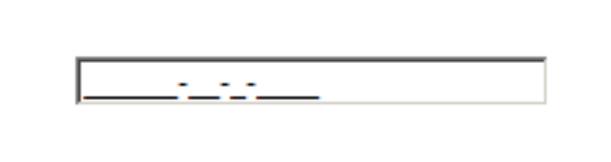
Table 2: SPOT Icons and Symbols	
Icon/Symbol	Name and Description
	<b>Asterisk (Red):</b> Any field labeled with an asterisk is a Required Field.
	<b>Binoculars Icon:</b> Indicates that a Search function is available.
	<b>Calendar Icon:</b> Opens a calendar for selecting a date.
	<b>Checkbox:</b> A data field that can be selected by clicking the box to put an “X” in it.
	<b>Drop-Down List:</b> 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.
	<b>Go Button:</b> Will appear next to a data field. The button adds the value from the field to the data table.
	<b>Help (?) Button:</b> Opens a popup window with additional information specific to the adjacent field.
	<b>Number Links:</b> 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.
	<b>Pencil Button:</b> Opens a search window or a list of values that will allow you to find and select the desired data.
	<b>Plus Icon:</b> Indicates that an Add function is available.

Table 2: SPOT Icons and Symbols

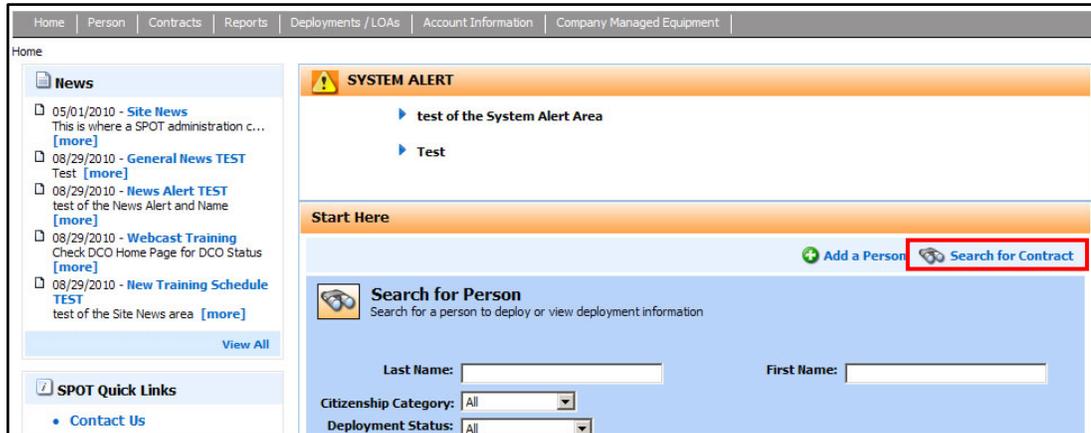
Icon/Symbol	Name and Description
 <p>What would you like to do next?</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Complete this person's profile?</li> <li><input type="radio"/> Add another person?</li> <li><input type="radio"/> Exit to profile summary?</li> </ul>	<p><b>Radio Buttons:</b> Indicate a Yes/No or Either/Or-type question where only one of the options may be selected.</p>
	<p><b>Text Field:</b> A data entry field that allows the user to enter data as free text.</p>
	<p><b>Text Field Mask:</b> 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.</p>
	<p><b>Wait Icon and Message:</b> Indicates that the system is busy processing data and that no inputs can be accepted during this time.</p>
	<p><b>SPOT Logo:</b> Clicking the SPOT logo refreshes and displays the home page.</p>

### 1.3 Searching in SPOT

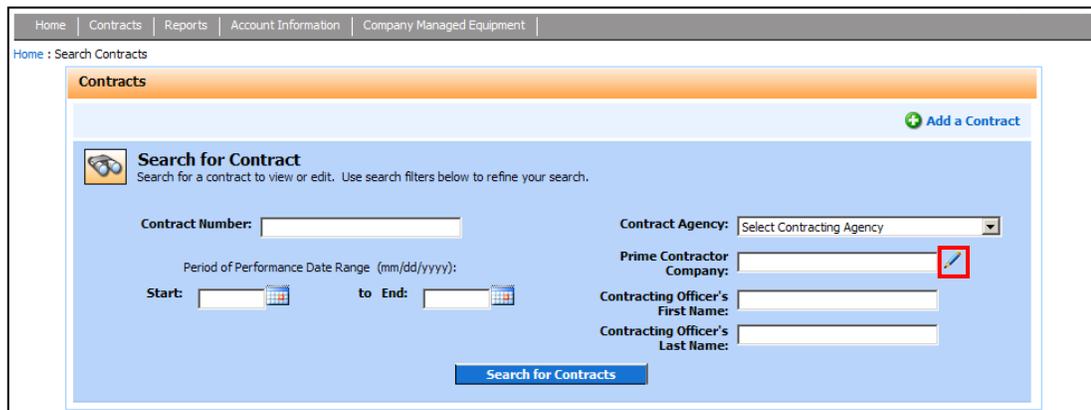
In SPOT, there are many users making changes to a common database. For this reason, it is important to search before data entry to ensure that the information you are about to enter has not already been entered by someone else, whether you are entering a company name, person's name, contract, task order,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

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

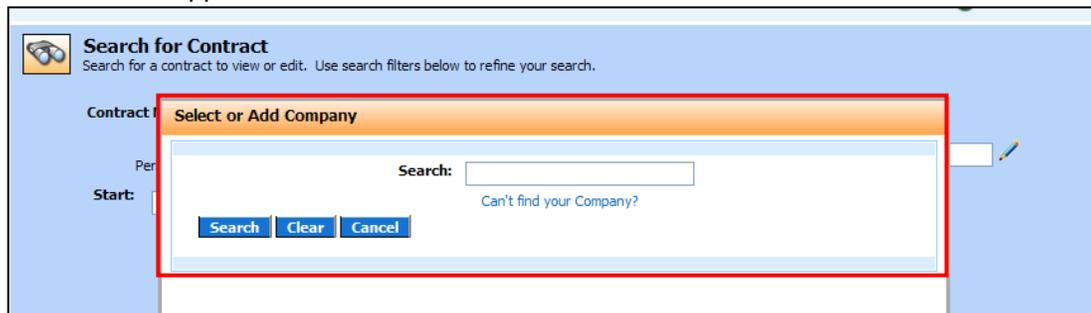
1. Click a **Search** link...



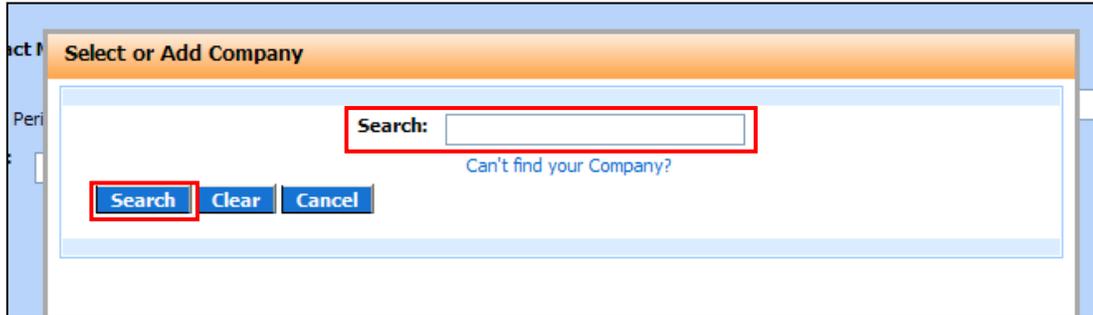
...or click a **Pencil** button.



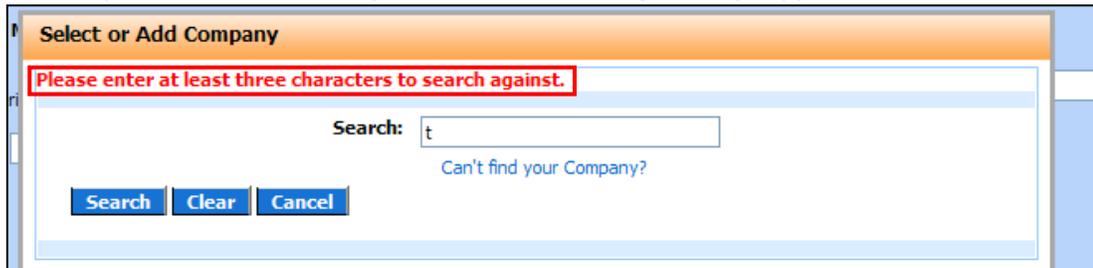
A Search field appears.



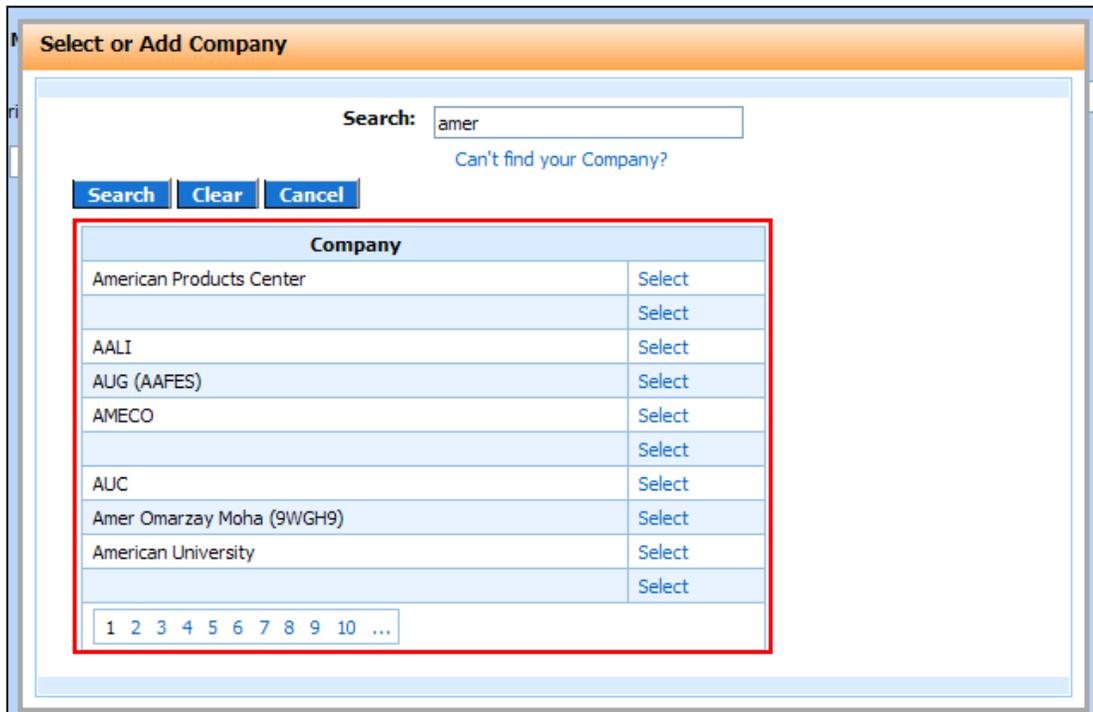
2. Enter two or three letters of the desired information (name, number, etc.) in the Search field, then click **Search**.



**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.

**Select or Add Company**

Search: amer

Can't find your Company?

[Search](#) [Clear](#) [Cancel](#)

Company	
American Products Center	Select
	Select
AALI	Select
AUG (AAFES)	Select
AMECO	Select
	Select
AUC	Select
Amer Omarzay Moha (9WGH9)	Select
American University	Select
	Select

1 2 3 4 5 6 7 8 9 10 ...

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.

**Select or Add Company**

Search: amer

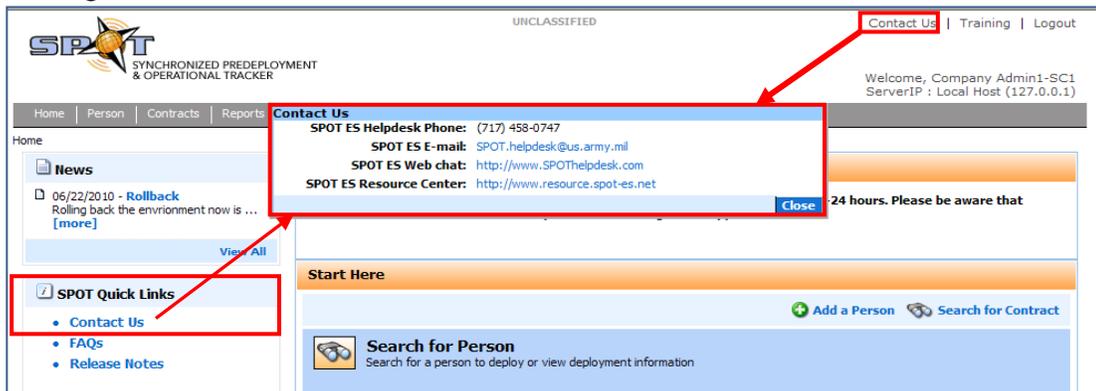
Can't find your Company?

[Search](#) [Clear](#) [Cancel](#)

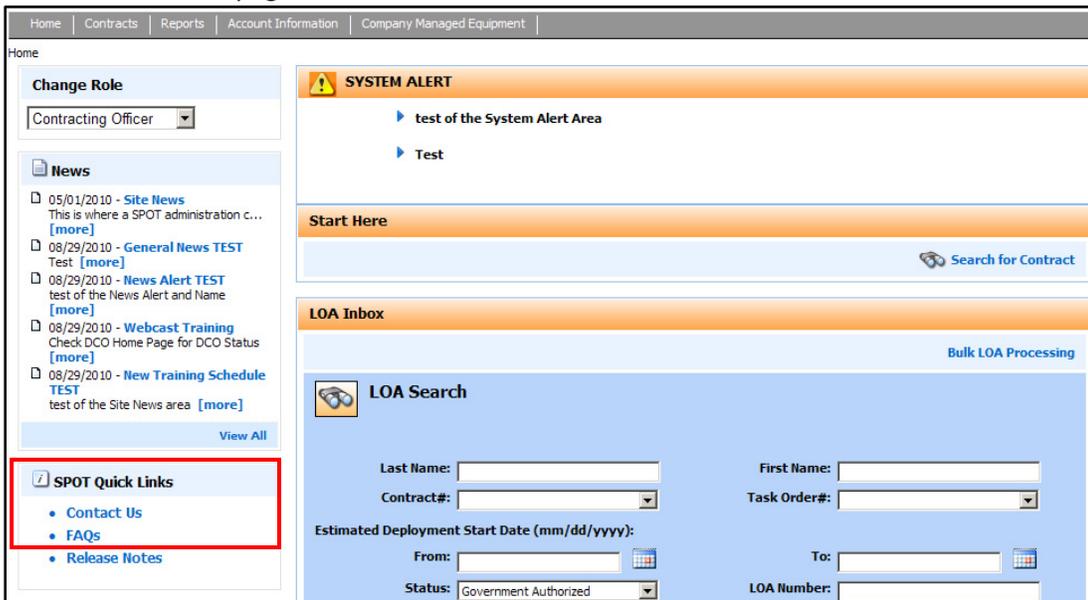
## 1.4 Getting Help with SPOT

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](mailto: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>

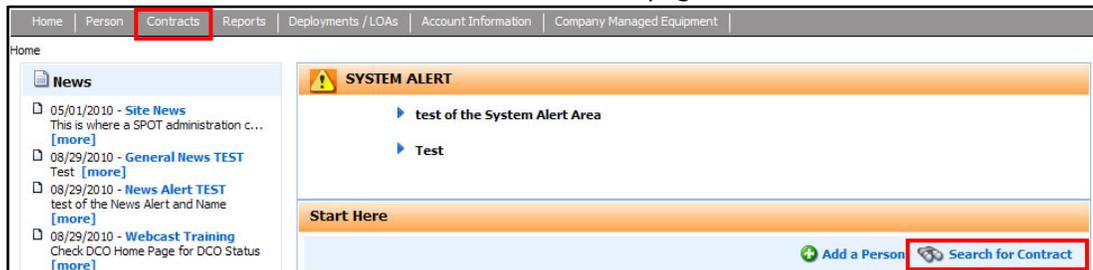
## Chapter 2: Managing Contracts

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.

**Contracts**

[Manage Contractor Count](#) [+ Add a Contract](#)

**Search for Contract**  
Search for a contract to view or edit. Use search filters below to refine your search.

Contract Number:

Contract Agency:

Period of Performance Date Range (mm/dd/yyyy):  
Start:  to End:

Prime Contractor Company:

Contracting Officer's First Name:

Contracting Officer's Last Name:

[Search for Contracts](#)

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

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

**Contracts**

[Manage Contractor Count](#) [+ Add a Contract](#)

**Search for Contract**  
Search for a contract to view or edit. Use search filters below to refine your search.

Contract Number:

Contract Agency:

Period of Performance Date Range (mm/dd/yyyy):  
Start:  to End:

Prime Contractor Company:

Contracting Officer's First Name:

Contracting Officer's Last Name:

[Search for Contracts](#)

Contract Number	Agency	Start Date	End Date	Contracting Officer
<a href="#">KAME0001</a>	Dept. of the Army	09/15/2010	09/19/2010	John, Kamenelis
<a href="#">KAME01-11-D-0001</a>	Dept. of the Army	02/01/2011	08/01/2011	Kamenelis, John

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

**Manage Contracts**

**Contract Information**

<p><b>Contract Number:</b> KAME01-11-D-0001</p> <p><b>Contract Category:</b> 334220 - Radio and Television Broadcasting and Wireless Communications Equipment Manufacturing; 334419 - Other Electronic Component Manufacturing; 334511 - Navigational, Measuring, Electromedical, and Control Instruments Manufacturing</p> <p><b>Period of Performance:</b> 2/1/2011 to 8/1/2011</p> <p><b>Contract Description:</b> Detailed description of the contract here. <input type="text"/></p> <p><b>Places of Performance:</b> Afghanistan; Iraq</p>	<p><b>Awarded Competitively?</b> Yes</p> <p><b>Theater Business Clearance Required?</b> Yes</p> <p><b>Theater Business Clearance Number:</b> KAME-TBC-001</p> <p><b>Contracting Officer:</b> Kamenelis, John 571-379-6501 KO1_Spot@yahoo.com</p> <p><b>Contracting Officer's Representative (COR):</b> Eagle, Sam 202-555-1357 seagle@email.gov</p> <p><b>Contracting Agency:</b> Dept. of the Army</p> <p><b>Contracting Office:</b> ACQ</p>
--	---

**Contract Government Furnished Services**

<input type="checkbox"/> APO/FPO/MPO/Postal Services	<input type="checkbox"/> CAC/ID Card	<input type="checkbox"/> Excess Baggage	<input type="checkbox"/> Mil Clothing	<input type="checkbox"/> MWR
<input type="checkbox"/> Authorized Weapon	<input type="checkbox"/> Commissary	<input type="checkbox"/> Fuel Authorized	<input type="checkbox"/> Mil Exchange	<input type="checkbox"/> None
<input type="checkbox"/> Billeting	<input type="checkbox"/> Dependents Authorized	<input type="checkbox"/> Govt Furnished Meals	<input type="checkbox"/> Mil Issued Equip	<input type="checkbox"/> Resuscitative Care
<input type="checkbox"/> CAAF	<input type="checkbox"/> DFACs	<input type="checkbox"/> Mil Banking	<input type="checkbox"/> Milair	<input type="checkbox"/> Transportation

**Prime Contractor Company**

Northrop Grumman Corp.

Return to Search

**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.

The screenshot shows the 'Manage Contracts' page. At the top right, there is a 'Select Contract Action' dropdown menu with a green arrow icon. Below this is the 'Contract Information' section. On the left, the following details are listed: Contract Number: Army 02182005; Contract Category: Administrative Management Services; Period of Performance: 2/18/2009 to 2/17/2010; Contract Description: (empty text area). On the right, the following details are listed: Awarded Competitively? Yes; Contracting Officer: Adams, Abigail (202 998 8394, abigailadams.spot@yahoo.com); Contracting Officer's Representative (COR): No COR associated.; Contracting Agency: Dept. of the Army; Contracting Office: AMC. A red rectangular box highlights the text 'No associated Task Order(s)' next to the Contract Number.

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.

The screenshot shows the 'Manage Contracts' page with a dropdown menu open. The dropdown menu is titled 'Select Task Order' and contains two options: 'Select Task Order' and 'KAME01-11-D-0001.1'. A red rectangular box highlights the dropdown menu. The 'Contract Information' section on the left shows: Contract Number: KAME01-11-D-0001; Contract Category: 334220 - Radio and Television Broadcasting and Wireless Communications Equipment Manufacturing; 334419 - Other Electronic Component Manufacturing; 334511 - Navigational, Measuring, Electromedical, and Control Instruments Manufacturing; Period of Performance: 2/1/2011 to 8/1/2011; Contract Description: Detailed description of the contract here. (empty text area); Places of Performance: Afghanistan; Iraq. The right side of the page shows: Awarded Competitively? Yes; Theater Business Clearance Required? Yes; Theater Business Clearance Number: KAME-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 Agency: Dept. of the Army; Contracting Office: ACQ.

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 description of the contract here.

---

**Task Order Information**

<b>Task Order Number:</b> KAME01-11-D-0001.1	<b>Awarded Competitively?</b> Yes
<b>Task Order Category:</b> 334220 - Radio and Television Broadcasting and Wireless Communications Equipment Manufacturing	<b>Theater Business Clearance Required?</b> Yes
<b>Period of Performance:</b> 2/1/2011 to 8/1/2011	<b>Theater Business Clearance Number:</b> KAM-TBC-001
<b>Task Order Description:</b> Detailed description of task order here.	<b>Contracting Officer:</b> Kamenelis, John 571-379-6501 KO1_Spot@yahoo.com
<b>Places of Performance:</b> Afghanistan; Iraq	<b>Contracting Officer's Representative (COR):</b> Eagle, Sam 202-555-1357 seagle@email.gov
	<b>Contracting Office:</b> ACQ

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**Contractor Information**

**Prime Contractor Company:** Northrop Grumman Corp.

SubContractor(s)
SAIC

[Return to Manage Contracts](#)

## 2.3 Add a Contract

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

The screenshot shows the 'Contracts' page with a navigation bar at the top containing links for Home, Person, Contracts, Reports, Deployments / LOAs, Account Information, and Company Managed Equipment. Below the navigation bar is a 'Home : Search Contracts' header. The main content area is titled 'Contracts' and features a red-bordered button labeled 'Add a Contract' with a green plus icon. Below this is a 'Search for Contract' section with a search icon and the text 'Search for a contract to view or edit. Use search filters below to refine your search.' The search filters include: 'Contract Number:' with a text input field; 'Contract Agency:' with a dropdown menu showing 'Select Contracting Agency'; 'Period of Performance Date Range (mm/dd/yyyy):' with 'Start:' and 'End:' date pickers; 'Prime Contractor Company:' with a text input field and a pencil icon; 'Contracting Officer's First Name:' with a text input field; and 'Contracting Officer's Last Name:' with a text input field. A blue 'Search for Contracts' button is located at the bottom of the search filters.

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

This screenshot is identical to the previous one, but the 'Manage Contractor Count' link is now visible to the left of the 'Add a Contract' button and is highlighted with a red border.

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

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

The screenshot shows the 'Add/Update Contract Details' page. The main section is titled 'Contract Information' and contains three required fields: '\* Contracting Agency:' with a dropdown menu showing 'Dept. of the Army' (highlighted with a red border); '\* Contract Number:' with a text input field containing 'KAME00-10-D-0001' and a help icon (?); and '\* Contract Category:' with a dropdown menu showing 'Select a Contract Category' and an 'Add Category' button with a green plus icon.

- 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.

**Add/Update Contract Details**

**Contract Information**

\* Contracting Agency: Dept. of the Army

\* Contract Number: KAME00-10-D-0001

\* Contract Category: Select a Contract Category ➔ Add Category

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

**Contract Number Help**

DoD Contract numbers (xxxxxx-nn-a-xxxx) must adhere to the following format:

Position	Description
1 - 6	6 uppercase alpha-numeric DoDAAC code. Letters I and O not accepted.
7 - 8	2 digit/numeric year
9	1 uppercase character; Procurement type: A C D E F G H K L M P S V W X Z, other letters not acceptable.
10 - 13	4 uppercase alpha-numeric Serial Number. Letters I and O not accepted.

The format for non-DoD contract numbers is alphanumeric.

**Close**

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.

**Add/Update Contract Details**

**Contract Information**

\* Contracting Agency: Dept. of the Army

\* Contract Number: KAME00-10-D-0001

\* Contract Category: Select a Contract Category ➔ Add Category

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.

A screenshot of a form field labeled "Awarded Competitively?". It contains two radio buttons: "Yes" (which is selected) and "No".

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**.

A screenshot of a form section for Theater Business Clearance. It includes the following fields and options:

- Awarded Competitively?**: Yes (selected) / No
- \* Theater Business Clearance Required?**: Yes (selected) / No. This label and its radio buttons are highlighted with a red box.
- Theater Business Clearance Number:** KAME-TBC001
- \* Contracting Office:** ACQ
- Contracting Officer:** John, Kamenelis (with contact info: 571-379-6501, KO\_Spot@yahoo.com)
- \* Will you be adding a NEW Task Order?**: Yes (selected) / No

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

A screenshot of a help window titled "Theater Business Clearance" overlaid on a "Contract Information" form. The help window contains the following text:

**Theater Business Clearance**  
 DPAP Theater Business Clearance (TBC) Policy and DFARS PGI 225.7401 require Contracting Officers to obtain TBC for contracts or task orders that require performance in or delivering of material into the CENTCOM AOR.  
 TBC ensures:

- Advance notice and in-theater visibility of contractor personnel and materials arriving in theater.
- Planned work meets command requirements.
- Solicitations and contracts contain appropriate terms and conditions.
- Oversight of contractors in designated area(s) of operation is established.
- Any Government Furnished Support requirements are properly addressed in the contract terms and conditions.

Please find TBC Policy and TBC Request Forms [click here](#). Upon TBC approval, the Contracting Officer will receive a TBC Number confirming that the contract or task order has been cleared and is compliant with TBC rules and regulations.

A "Close" button is located at the bottom right of the help window.

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.

A screenshot of a web form titled 'Add/Update Contract Details'. The form contains several fields and radio buttons. The 'Contracting Office' dropdown menu is set to 'ACQ' and the 'Contracting Officer' dropdown menu is set to 'John, Kamenelis'. Below the dropdowns, the contact information for the selected officer is displayed: '571-379-6501' and 'KO\_Spot@yahoo.com'. A red box highlights the two dropdown menus.

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.)

A screenshot of the same web form as above. The 'Contracting Office' and 'Contracting Officer' dropdowns are still set to 'ACQ' and 'John, Kamenelis' respectively. A red box highlights the 'Will you be adding a NEW Task Order?' section, which has 'Yes' selected.

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**.

A screenshot of the 'Contracting Officer's Representative (COR)' section of the web form. It contains four input fields: 'First Name', 'Last Name', 'Work Phone', and 'Email'. A red box highlights these four input fields. At the bottom right of the form, there are two buttons: 'Cancel' and 'Save Contract Information', with the latter highlighted by a red box.

**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**.

**Prime Contractor(s)**

\* Prime Contractor Company:

The following prime contractors will be added:

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:

**Manage Contracts**

**Contract Information**

**Contract Number:** KAME01-11-D-0001

**Contract Category:** 334220 - Radio and Television Broadcasting and Wireless Communications Equipment Manufacturing; 334419 - Other Electronic Component Manufacturing; 334511 - Navigational, Measuring, Electromedical, and Control Instruments Manufacturing

**Period of Performance:** 2/1/2011 to 8/1/2011

**Contract Description:** Detailed description of the contract here.

**Places of Performance:** Afghanistan; Iraq

**Awarded Competitively?** Yes

**Theater Business Clearance Required?** Yes

**Theater Business Clearance Number:** KAME-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 Agency:** Dept. of the Army

**Contracting Office:** ACQ

**Contract Government Furnished Services**

APO/FPO/MPO/Postal Services  CAC/ID Card  Excess Baggage  Mil Clothing  MWR

Authorized Weapon  Commissary  Fuel Authorized  Mil Exchange  None

Billeting  Dependents Authorized  Govt Furnished Meals  Mil Issued Equip  Resuscitative Care

CAAF  DFACs  Mil Banking  Milair  Transportation

**Prime Contractor Company**

## 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.

The screenshot shows the 'Manage Contracts' page. At the top, there is a 'Select Task Order' dropdown and a 'Go' button. Below this is a 'Select Contract Action' dropdown menu, which is open and shows the following options: 'Select Contract Action', '-- Manage Prime Contractors', '-- Manage Contract Government Furnished Services', '-- Add Task Order' (highlighted with a red arrow), and '-- Update Contract Details'. Below the dropdown, the 'Contract Information' section displays: 'Contract Number: KAME01-11-D-0001', 'Contract Category: 334220 - Radio and Television Broadcasting and Theater Business', and 'Awarded Competitively? Yes'.

**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.

The screenshot shows the 'Add Task Order Details' page. The 'Contract Information' section displays: 'Contract Number: KAME01-11-D-0001', 'Period of Performance: 02/01/2011 to 08/01/2011', and 'Contract Description: Detailed description of the contract here.'. The 'Task Order Information' section has a red box around the '\* Task Order Number:' field, which is currently empty.

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**.

The screenshot shows the 'Add Task Order Details' page. The 'Contract Information' section displays: 'Contract Number: KAME01-11-D-0001', 'Period of Performance: 02/01/2011 to 08/01/2011', and 'Contract Description: Detailed description of the contract here.'. The 'Task Order Information' section has a red box around the '\* Task Order Category:' field, which is a dropdown menu with the text 'Select a Contract Category' and an 'Add Category' button. Below the dropdown, it says 'No categories are yet selected.'.

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.

**Add Task Order Details**

**Contract Information**

**Contract Number:** KAME01-11-D-0001  
**Period of Performance:** 02/01/2011 to 08/01/2011  
**Contract Description:** Detailed description of the contract here.

**Task Order Information**

\* **Task Order Number:**

\* **Task Order Category:**    
 No categories are yet selected.

**Period of Performance**

\* **Start:**

\* **End:**

**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**.

\* **Places of Performance:**

**Select Countries from List to Add**

- Afghanistan
- Akrotiri
- Albania
- Algeria
- American Samoa
- Antarctica
- Antigua and Barbuda
- Argentina

**Selected Countries**

- 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.

Awarded Competitively?	Yes <input type="radio"/>	No <input type="radio"/>
------------------------	---------------------------	--------------------------

**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**.

<p>* Theater Business Clearance Required?  Yes <input checked="" type="radio"/> No <input type="radio"/></p> <p>Theater Business Clearance Number: <input type="text" value="KAME-TBC001"/></p>
--

**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.

**Theater Business Clearance**

DPAP Theater Business Clearance (TBC) Policy and DFARS PGI 225.7401 require Contracting Officers to obtain TBC for contracts or task orders that require performance in or delivering of material into the CENTCOM AOR.

TBC ensures:

- Advance notice and in-theater visibility of contractor personnel and materials arriving in theater.
- Planned work meets command requirements.
- Solicitations and contracts contain appropriate terms and conditions.
- Oversight of contractors in designated area(s) of operation is established.
- Any Government Furnished Support requirements are properly addressed in the contract terms and conditions.

Please find TBC Policy and TBC Request Forms [click here](#). Upon TBC approval, the Contracting Officer will receive a TBC Number confirming that the contract or task order has been cleared and is compliant with TBC rules and regulations.

**Close**

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.

<p>* Contracting Office: <input type="text" value="ACQ"/></p> <p>Contracting Officer: <input type="text" value="John, Kamenelis"/> 571-379-6501 KO_Spot@yahoo.com</p>
---

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

**Contracting Officer's Representative (COR)**

First Name:   
 Last Name:   
 Work Phone:   
 Email:

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.

**Prime and Sub Contractor** Select or Add Company

Search:

Can't find your Company?

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.

**Prime and Sub Contractor** Select or Add Company

Search:

Can't find your Company?

Organization	
MEP	Select
<b>AEGIS, Inc.</b>	<b>Select</b>
Aegis Defense Services Lt	Select

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.”

**Prime and Sub Contractor(s)**

\* Prime Contractor Company:

Sub Contractor:

The following sub contractors will be added:

## 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.

The screenshot shows the 'Manage Contracts' page. At the top, there is a 'Select Task Order' dropdown. Below it, the 'Contract Information' section displays details for contract MACK0001, including its category and performance period. On the right, the 'Contracting Officer' information is shown. A red box highlights the 'Select Contract Action' dropdown menu, which is open and shows the following options: 'Select Contract Action', 'Manage Prime Contractors', 'Manage Contract Government Furnished Services', 'Add Task Order', and 'Update Contract Details'. The 'Update Contract Details' option is selected and highlighted in blue.

**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.”**

The screenshot shows the 'Contracting Officer's Representative (COR)' form. It contains four input fields: 'First Name', 'Last Name', 'Work Phone', and 'Email'. At the bottom right of the form, there are two buttons: 'Cancel' and 'Save Contract Information'. The 'Save Contract Information' button is highlighted with a red box.

**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.

The screenshot shows the 'Manage Contracts' page. At the top right, there is a 'Select Task Order' dropdown menu with a green arrow button next to it. The dropdown menu is open, showing 'Select Task Order' and '1.1'. Below the dropdown, the 'Contract Information' section is visible, containing fields for Contract Number, Contract Category, Period of Performance, Contract Description, and Places of Performance. To the right of the contract information, there is a section for 'Awarded Competitively?' and 'Contracting Officer' details.

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.

The screenshot shows the 'Manage Task Order' page. At the top right, there is a 'Select Task Order Action' dropdown menu with a green arrow button next to it. The dropdown menu is open, showing 'Select Task Order Action', '-- Manage Task Order Subcontractors', '-- Update Task Order', and '-- View/Add Contractor Count'. Below the dropdown, the 'Contract Information' section is visible, containing fields for Contract Number, Period of Performance, and Contract Description.

**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."**

Add Task Order Details

**Contract Information**

Contract Number: DTBP11-11-A-0001  
 Period of Performance: 1/1/2011 to 1/1/2016  
 Contract Description:

**Task Order Details**

\* Task Order Number:

\* Task Order Category:  Add Category

Category Name	Remove
237310 - Highway, Street, and Bridge Construction	Remove

**Period of Performance**

\* Start:  (mm/dd/yyyy)

\* End:  (mm/dd/yyyy)

Task Order Description:  (Char Count) Max=255

\* Places of Performance:

Akrotiri  
Albania  
Algeria  
American Samoa  
Angola  
Anguilla  
Armenia  
Andorra

Selected Countries

Afghanistan  
Andorra

Awarded Competitively? Yes  No

\* Theater Business Clearance Required? Yes  No

\* Contracting Office:

Contracting Officer:

**Contracting Officer's Representative (COR)**

First Name:

Last Name:

Work Phone:

Email:

**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**

<b>Task Order Number:</b> 1.1	<b>Awarded Competitively?</b> Yes
<b>Task Order Category:</b> 237310 - Highway, Street, and Bridge Construction	<b>Theater Business Clearance Required?</b> Yes
<b>Period of Performance:</b> 1/1/2011 to 1/1/2012	<b>Theater Business Clearance Number:</b> 1234567890
<b>Task Order Description:</b> To repair the streets in Kabul.	<b>Contracting Officer:</b> Admin, Spot 1 spotadmin
<b>Places of Performance:</b> Afghanistan	<b>Contracting Officer's Representative (COR):</b> King, Samuel 202-555-1212 samuel.king@us.army.mil
	<b>Contracting Office:</b> 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.

The screenshot shows the 'Manage Task Order' page. The 'Contract Information' section displays: Contract Number: MACK0001, Period of Performance: 10/25/2010 to 10/24/2011, and Contract Description. A dropdown menu titled 'Select Task Order Action' is open, showing options: 'Select Task Order Action', '-- Manage Task Order Subcontractors', and '-- Update Task Order'. A red box highlights the dropdown menu, and a green arrow points to the 'Go' button next to it.

**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.

The screenshot shows the 'Manage Task Order Sub Contractors' page. It displays contract information: Contract Number: 1234\_training\_workbook, Task Order: 1234\_training\_workbook\_task\_order, and Subcontractor: (empty field). Below the field is an 'Add' button and a pencil icon. A red box highlights the pencil icon. Below the field is a list of subcontractors, with 'AEGIS, Inc.' listed. A 'Return to Manage Task Orders' button is at the bottom right.

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

The screenshot shows the 'Manage Task Order Sub Contractors' page with a search overlay. The search field contains '3dI'. Below the field are 'Search', 'Clear', and 'Cancel' buttons. A red box highlights the search field, and another red box highlights the 'Search' button.

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.

The screenshot shows the 'Manage Task Order Sub Contractors' page with search results. The search field contains '3dI'. Below the field are 'Search', 'Clear', and 'Cancel' buttons. A message says 'Can't find your Company?'. Below the message is a table with two rows: '3DI, Inc.' and '3DI Technologies'. The '3DI, Inc.' row has a 'Select' link next to it, which is highlighted with a red box.

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

Manage Task Order Sub Contractors

Contract Number: 1234\_training\_workbook  
Task Order: 1234\_training\_workbook\_task\_order  
Subcontractor: 3DI, Inc.

**Add**

Subcontractor(s)
AEGIS, Inc.

[Return to Manage Task Orders](#)

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.

Manage Task Order Sub Contractors

Contract Number: 1234\_training\_workbook  
Task Order: 1234\_training\_workbook\_task\_order  
Subcontractor:

**Add**

Subcontractor(s)
3DI, Inc.
AEGIS, Inc.

[Return to Manage Task Orders](#)

## **2.8 Remove a Company from a Contract or Task Order**

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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.

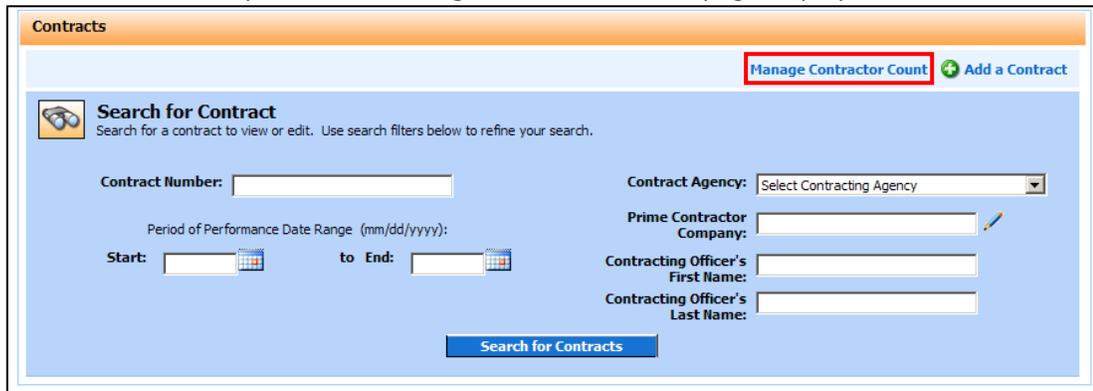
## 2.9 Manage Contractor Counts **New!**

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.



The screenshot shows the 'Contracts' page interface. At the top right, there are two links: 'Manage Contractor Count' (highlighted with a red box) and 'Add a Contract'. Below these is the 'Search for Contract' panel, which includes a search icon and the text 'Search for a contract to view or edit. Use search filters below to refine your search.' The search filters include: 'Contract Number:' with a text input field; 'Contract Agency:' with a dropdown menu showing 'Select Contracting Agency'; 'Period of Performance Date Range (mm/dd/yyyy):' with 'Start:' and 'End:' text input fields and calendar icons; 'Prime Contractor Company:' with a text input field and a pencil icon; 'Contracting Officer's First Name:' with a text input field; and 'Contracting Officer's Last Name:' with a text input field. A 'Search for Contracts' button is located at the bottom center of the search panel.

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 <input type="radio"/> All <input checked="" type="radio"/>											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	
<a href="#">DAAB07-99-C-E003</a>	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	
<a href="#">W15P7T08DP414</a>	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	
<a href="#">W909MY-06-F-0022</a>	0	0	0	0			06/01/2006	06/02/2011	WISDOM RUSSELL, WISDOM RUSSELL	ACQ	

**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.

The screenshot shows the 'Manage Contractor Count' page with a table of data. The 'Mine' radio button is selected and highlighted with a red box. The table has the following columns: Contract Number, U.S. Citizens, Third Country Nationals, Local Nationals, Total, Last Updated By, Last Updated On, Start Date, End Date, Contracting Officer, and Contracting Office. A single row is visible with the following data: + KAME01-11-D-0001, 0, 0, 0, 0, (blank), (blank), 02/01/2011, 08/01/2011, Kamenelis, John, ACQ. A 'Close' button is located at the bottom right of the table area.

**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.

This screenshot is identical to the previous one, but a red box highlights the plus sign (+) in the first column of the table row for contract KAME01-11-D-0001.

**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**.

The screenshot shows a separate window titled 'Contract Number: KAME01-11-D-0001'. It contains a table with the same columns as the previous screenshot. The first row is highlighted with a red box, showing the task order number 'KAME01-11-D-0001.i' and its corresponding counts: 0 U.S. Citizens, 0 Third Country Nationals, 0 Local Nationals, and 0 Total. A 'Close' button is highlighted with a red box at the bottom right.

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

The screenshot shows the 'Contracts' page with a search form. The form includes fields for 'Contract Number', 'Contract Agency' (a dropdown menu), 'Prime Contractor Company', 'Contracting Officer's First Name', and 'Contracting Officer's Last Name'. There is also a 'Period of Performance Date Range' section with 'Start' and 'End' date pickers. A 'Search for Contracts' button is located at the bottom of the form.

### Adding the Contractor Counts

- 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.

The screenshot shows the 'Manage Contracts' page with a dropdown menu open for 'Select Contract Action'. The menu options are: 'Select Contract Action', '-- Manage Prime Contractors', '-- Add Task Order', '-- Update Contract Details', and '-- View/Add Contractor Count'. A red box highlights the 'View/Add Contractor Count' option. A green arrow icon is visible in the top right corner of the page.

- 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.

View/Add Contractor Count

Contract Number: DTBP11-11-A-0001      Contract PoP: 01/01/2011 to 01/01/2016  
 Task Order Number: 1.1      Task Order PoP: 01/01/2011 to 01/01/2012

Place of Performance	U.S. Citizens		Third Country Nationals		Local Nationals		Subtotal		Last Updated By	Last Updated On
	Count	SPOT	Count	SPOT	Count	SPOT	Count	SPOT		
Afghanistan	2	0	3	0	4	0	9	0	Pugh, Terrie	03/01/2011
Albania	4	0	3	0	2	0	9	0	Pugh, Terrie	03/01/2011
<b>Total</b>	<b>6</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>18</b>	<b>0</b>		

View Contractor Count: As of

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.

View/Add Contractor Count

Contract Number: DTBP11-11-A-0001      Contract PoP: 01/01/2011 to 01/01/2016  
 Task Order Number: 1.1      Task Order PoP: 01/01/2011 to 01/01/2012

Place of Performance	U.S. Citizens		Third Country Nationals		Local Nationals		Subtotal		Last Updated By	Last Updated On
	Count	SPOT	Count	SPOT	Count	SPOT	Count	SPOT		
Afghanistan	2	0	3	0	4	0	9	0	Pugh, Terrie	03/01/2011
Albania	4	0	3	0	2	0	9	0	Pugh, Terrie	03/01/2011
<b>Total</b>	<b>6</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>18</b>	<b>0</b>		

View Contractor Count: As of

- 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**.

**View/Add Contractor Count**

Contract Number: DTBP11-11-A-0001      Contract PoP: 01/01/2011 to 01/01/2016  
 Task Order Number: 1.1      Task Order PoP: 01/01/2011 to 01/01/2012

Place of Performance	U.S. Citizens		Third Country Nationals		Local Nationals		Subtotal		Last Updated By	Last Updated On
	Count	SPOT	Count	SPOT	Count	SPOT	Count	SPOT		
Afghanistan	2	0	3	0	4	0	9	0	Pugh, Terrie	03/01/2011
Albania	4	0	3	0	2	0	9	0	Pugh, Terrie	03/01/2011
<b>Total</b>	<b>6</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>18</b>	<b>0</b>		

View Contractor Count: As of  **GO**

**Save Save & Exit Cancel**

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.

View Contractor Count: As of  **GO**

**Save Save & Exit Cancel**

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

**View/Add Contractor Count**

Contract Number: DTBP11-11-A-0001      Contract PoP: 01/01/2011 to 01/01/2016  
 Task Order Number: 1.1      Task Order PoP: 01/01/2011 to 01/01/2012

**Contractor Count as of: 2/27/2011**

Contract Number: DTBP11-11-A-0001      Contract PoP: 01/01/2011 to 01/01/2016  
 Task Order Number: 1.1      Task Order PoP: 01/01/2011 to 01/01/2012

No Contractor Counts were previously entered for the Contract / Task Order as of the date specified. No history is available.

**Close**

View Contractor Count: As of  **GO**

**Save Save & Exit Cancel**

When there is history, it displays.

**View/Add Contractor Count**

Contract Number: DTBP11-11-A-0001      Contract PoP: 01/01/2011 to 01/01/2016  
 Task Order Number: 1.1      Task Order PoP: 01/01/2011 to 01/01/2012

**Contractor Count as of: 3/1/2011**

Contract Number: DTBP11-11-A-0001      Contract PoP: 01/01/2011 to 01/01/2016  
 Task Order Number: 1.1      Task Order PoP: 01/01/2011 to 01/01/2012

Place of Performance	U.S. Citizens	Third Country Nationals	Local Nationals	Contractor Subtotal	Last Updated By	Last Updated On
Afghanistan	2	3	4	9	Pugh, Terrie	03/01/2011
Albania	4	3	2	9	Pugh, Terrie	03/01/2011
<b>Total</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>18</b>		

**Close**

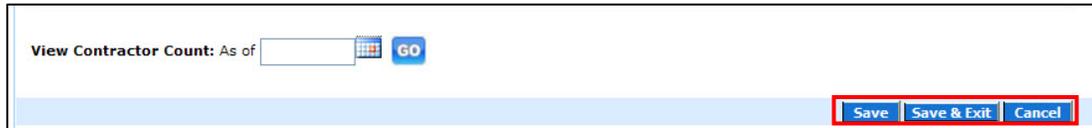
View Contractor Count: As of  **GO**

**Save Save & Exit Cancel**

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**.



View Contractor Count: As of   

**Save** **Save & Exit** **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)

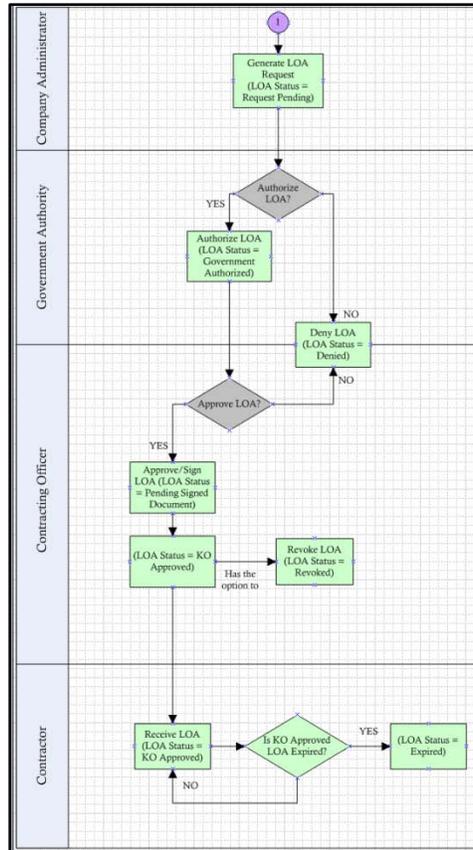


Figure 1. LOA Workflow

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			DATE OF REQUEST
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
EMAIL jphillips@email.com		DEPLOYMENT PERIOD START 12/1/2010	DEPLOYMENT PERIOD END 2/28/2011
CLEARANCE LEVEL w/ AGENCY Top Secret//SI - DIA	CLEARANCE DATE (MM/DD/YYYY) 2/19/2014	JOB TITLE Electronics Maintenance Technician	THEATER EMAIL jphillips@emth.com
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 WAKM20-10-D-0001-WAKM20-10-D-0001.01	CONTRACT / TO START DATE 1/1/2010	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 Kamenets A John	ASSIGNED KO TELEPHONE 571-379-6501
IN-THEATER CONTACT Elliott, Sam	CONTACT'S PHONE 01-811-960-br549	CONTACT'S EMAIL sellett@emth.com	
COUNTRIES TO BE VISITED Afghanistan, Iraq, Kuwait	GOVERNMENT FURNISHED SERVICES <input type="checkbox"/> Airfare/InPostar Services <input type="checkbox"/> Authorized Weapon <input type="checkbox"/> Chitling <input checked="" type="checkbox"/> CAF <input type="checkbox"/> Commissary <input checked="" type="checkbox"/> CAC/ID Card <input checked="" type="checkbox"/> DFACs <input type="checkbox"/> Dependents Authorized <input checked="" type="checkbox"/> Fuel Authorized <input type="checkbox"/> Excises/Baggage <input type="checkbox"/> Govt Furnished Meals <input type="checkbox"/> Govt Furnished Meals <input type="checkbox"/> MI Banking <input type="checkbox"/> MI Clothing <input type="checkbox"/> MI Exchange <input type="checkbox"/> MI Issued Equip <input checked="" type="checkbox"/> Mail <input type="checkbox"/> NWS <input type="checkbox"/> None <input checked="" type="checkbox"/> Resuscitative Care <input checked="" type="checkbox"/> Transportation		
PURPOSE Training and maintenance of electronic equipment operators and assigned equipment.	DBA INSURANCE INFORMATION Company Name: Acme Insurance Co. Policy Number: WC407023 POC Phone Number: 900-555-7319		
FUND CITE w/ BILLING ADDRESS 12304020874 1800 Pine Street, Washington, District of Columbia - 20222 United States			

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.



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  
c:\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



Figure 2. Sample LOA

### 3.1 Search for LOAs by Status or Search Criteria

- 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.

- 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
<a href="#">Aldir, Shyam</a>	TERRIE PUGH	TERRIE PUGH	CONT0028	TASK0028.1	04/01/2010	08/31/2010	KO Approved	ALDIR01011970
<a href="#">Andrews, Christopher, Jr.</a>	TERRIE PUGH	TERRIE PUGH	CONT0028	TASK0028.1	04/01/2010	08/31/2010	KO Approved	xxx-xx-2284
<a href="#">Antoinette, Marie</a>	William Penn	KIP CORDERO	Zsample_10292008_jr	TO0033	01/01/2009	12/09/2009	KO Approved	xxx-xx-7778
<a href="#">A'hernton, Alex</a>	John Kamenelis	TERRIE PUGH	CONT0031	TASK0031.1	10/06/2010	10/31/2010	KO Approved	xxx-xx-0047

Home : LOA

### LOA Details

**Name:** Atherton, Alex  
**Date Submitted:** 10/6/2010

**LOA Number:** BMAPTJ  
**Status:** KO Approved

Deployment Information		Profile Information				
<b>Deployment Dates:</b> Start: 10/6/2010 End: 10/31/2010		<b>Primary Email:</b> athers90@hotmail.com				
<b>Countries to be Visited:</b>		<b>SSN/FIN:</b> xxx-xx-0047				
	<table border="1"> <thead> <tr> <th>Country Name</th> </tr> </thead> <tbody> <tr> <td>Afghanistan</td> </tr> <tr> <td>Blueland</td> </tr> </tbody> </table>	Country Name	Afghanistan	Blueland	<b>Date of Birth:</b> 5/3/1976	
Country Name						
Afghanistan						
Blueland						
<b>Purpose:</b> Details		<b>Place of Birth:</b> Harrogate				
<b>Supporting Organization:</b> CECOM		<b>Gender:</b> Male				
<b>PH/Office:</b> ACQ		<b>Name of Company:</b> Northrop Grumman Corp.				
<b>PdM/Branch:</b>		<b>Home Address:</b> 123 State St, , Washington DC, ,				
<b>Contract Information:</b> Start: 3/1/2010 End: 8/31/2010		<b>Passport #/ Expiration:</b> 123456789 - 10/14/2010				
<b>Contract Number:</b> CONT0031		<b>Clearance Level w/ Agency:</b> Secret - CCF				
<b>Task Order:</b> TASK0031.1		<b>Clearance Expiration Date (mm/dd/yyyy):</b> 10/13/2010				
<b>Contract Issuing Agency:</b> Dept. of the Army						
<b>Theater Duty Station:</b> Bagram AFB, AF						
<b>Job Title:</b> Construction Manager						
<b>Supervisor/Non-Supervisor:</b> Supervisor						
<b>Deployment Contact Information</b>		<b>Company Contact Information</b>				
		<b>Company Name:</b> Northrop Grumman Corp.				
		<b>POC:</b> Mann, Lou				
		<b>Phone:</b> 123456789				
		<b>Email:</b> athers90@hotmail.com				

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**.

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

### Authorization

Reason/Comments

[View Person Summary](#)
[View LOA](#)
[Back](#)

- 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

- 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.

Home : LOA Search

**LOA Search Results**

Selected Search Criteria — Contract#: CONT0001; Status: Government Authorized; KO Assigned: Contracting Officer

Search Results: Show per page

Name	Government Authority Assigned	KO Assigned	Contract #	Task Order #	Estimated Deployment Start	Estimated Deployment End	Status	SSN
<a href="#">Eason, James</a>	Government Authority	Contracting Officer	CONT0001	TASK0001.1	04/01/2010	06/30/2010	Government Authorized	xxx-xx-4
<a href="#">Escriche, Manuel</a>	Government Authority	Contracting Officer	CONT0001	TASK0001.1	04/01/2010	06/30/2010	Government Authorized	xxx-xx-4

- Update details, if necessary.

Date Submitted: 7/8/2010 Status: KO Approved

<p><b>Deployment Information</b></p> <p><b>Deployment Dates:</b> Start: 7/7/2010 End: 7/7/2011</p> <p><b>Countries to be Visited:</b></p> <table border="1"> <tr> <th>Country Name</th> </tr> <tr> <td>Afghanistan</td> </tr> </table> <p><b>Purpose:</b> To repair streets in Afghanistan.</p> <p><b>Supporting Organization:</b> CECOM</p> <p><b>PM/Office:</b> ACQ</p> <p><b>PdM/Branch:</b></p> <p><b>Contract Information:</b> Start: 7/7/2010 End: 7/7/2011</p> <p><b>Contract Number:</b> WTBP10-10-A-0005</p> <p><b>Task Order:</b> TBP0005-1</p> <p><b>Contract Issuing Agency:</b> Dept. of the Army</p> <p><b>Theater Duty Station:</b> Bamian, AF</p> <p><b>Job Title:</b> Repair Technician</p> <p><b>Supervisor/Non-Supervisor:</b> Non-Supervisor</p> <p><b>Deployment Contact Information</b></p> <p><b>In Theater Email:</b> group@email.com</p> <p>Next of Kin (NOK)</p> <p><b>Name (last, First, MI):</b> Brown, Henry</p> <p><b>Relationship:</b> Spouse</p> <p><b>Phone:</b> 757-555-1212</p> <p><b>Alternate Phone:</b></p> <p>In-Theater Contact</p> <p><b>Name (Last, First, MI):</b> Mayes, Susan</p> <p><b>Phone:</b> 011 23 12 345 6789</p> <p><b>Email:</b> susan.mayes@email.com</p>	Country Name	Afghanistan	<p><b>Profile Information</b></p> <p><b>Primary Email:</b> shirley.brown@ngc.com</p> <p><b>SSN/FIN:</b> xxx-xx-2306</p> <p><b>Date of Birth:</b> 1/1/1970</p> <p><b>Place of Birth:</b> Portsmouth, VA</p> <p><b>Gender:</b> Female</p> <p><b>Name of Company:</b> Northrop Grumman Corp.</p> <p><b>Home Address:</b> 1217 Tazewell Street, , Portsmouth, VA, 23701</p> <p><b>Passport # / Expiration:</b> PASS0001 - 12/31/2011</p> <p><b>Clearance Level w/ Agency:</b> None</p> <p><b>Clearance Expiration Date (mm/dd/yyyy):</b></p> <p><b>Company Contact Information</b></p> <p><b>Company Name:</b> Northrop Grumman Corp.</p> <p><b>POC:</b> Robertson, Nathan</p> <p><b>Phone:</b> 505-555-1212</p> <p><b>Email:</b> nathan.robertson@ngc.com</p> <p><b>Government Contact Information</b></p> <p><b>Government Agency:</b> CECOM</p> <p><b>Supporting Mission:</b></p> <p><b>POC First Name:</b> James</p> <p><b>POC Last Name:</b> Wright</p> <p><b>Phone:</b> 202-555-1212</p> <p><b>Email:</b> james.wright@us.army.mil</p> <p><b>DBA Insurance</b></p> <p><b>Company Name:</b> Health Insurance</p> <p><b>Policy Number:</b> 123791782</p> <p><b>Phone Number:</b> 202-555-1212</p>
Country Name			
Afghanistan			

<input type="checkbox"/> Billeting	<input type="checkbox"/> Fuel Authorized	<input type="checkbox"/> MWR
<input checked="" type="checkbox"/> CAAF	<input type="checkbox"/> Govt Furnished Meals	<input type="checkbox"/> None
<input type="checkbox"/> CAC/ID Card	<input type="checkbox"/> MI Banking	<input type="checkbox"/> Resuscitative Care
<input type="checkbox"/> Commissary	<input type="checkbox"/> MI Clothing	<input type="checkbox"/> Transportation
<input type="checkbox"/> Dependents Authorized	<input checked="" type="checkbox"/> MI Exchange	

**Fund Cite:** 573 3400 3036444 564300 01 592 526400 VA  
**Fund Cite Address:**  
**Address 1:** 1 Pennsylvania Ave.  
**Address 2:**  
**City:** Washington  
**State:** District of Columbia  
**Zip:** 20066  
**Country:** United States

**LOA Remarks**

Government Authority/Contracting Officer Remarks for LOA

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

**LOA History**

Date	Status	Reason/Comments	User
7/8/2010	Pending		TERRIE PUGH
7/8/2010	Government Authorized	KO, please approve this LOA.	TERRIE PUGH
7/8/2010	LOA Pending Signed Document		TERRIE PUGH
7/8/2010	KO Approved		TERRIE PUGH

**Authorization**

Reason/Comments

**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.

**LOA Remarks**

Government Authority/Contracting Officer Remarks for LOA

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

**LOA History**

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**.

**Authorization**

I have reviewed this LOA and acknowledge that the information is accurate

If "Authorized Weapon" is selected, I confirm that the authority to carry a weapon is compliant with DoDI 3020.41 and DoDI 3020.pp and explicit terms and conditions found in the contract.

Reason/Comments

**Approve** **Deny LOA**

**Back**

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

Home | Contracts | Reports | Account Information | Company Managed Equipment

Home : Bulk LOA Signing

**Bulk LOA Processing**

**Bulk LOA Signing Agreement**

Contract #: CONT0001; KO Assigned: Contracting Officer

Name	LOA Request Date	LOA #	Task Order #	Country	Deployment Date	SS
Eason, James	02/01/2010	78RFGG	TASK0001.1	Afghanistan	4/1/2010 - 6/30/2010	xxx-xx-00

**Continue To Signing** **Cancel**

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

**Bulk LOA Signing Agreement**

By agreeing to the conditions at the bottom of this page, you are confirming your review and approval and digitally signing LOA requests for all personnel listed.

You are approving (1) requests.  
 Contract #: KAME00-10-D-0001  
 Bulk LOA ID: UNSMZ5

Name	LOA Request Date	LOA #	Contract #	Task Order #	Countries to be Visited	Deployment Date
Phillips, John	11/09/2010	7BTJYR	KAME00-10-D-0001	KAME00-10-D-0001.01	Afghanistan, Iraq, Kuwait	12/1/2010 - 2/28/2011

I, Kamenelis John, confirm I have reviewed each of the listed Letters of Authorization above for completeness and accuracy. I hereby authorize the SPOT system to digitally sign these documents on my behalf.

**Signature**

November 9, 2010 11:10 AM

**Submit** **Cancel**

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.

**Bulk LOA Signing Agreement**

By agreeing to the conditions at the bottom of this page, you are confirming your review and approval and digitally signing LOA requests for all personnel listed.

You are approving (1) requests.  
 Contract #: KAME00-10-D-0001  
 Bulk LOA ID: UNSMZ5

Name	LOA Request Date	LOA #	Contract #	Task Order #	Countries to be Visited	Deployment Date
Phillips, John	11/09/2010	7BTJYR	KAME00-10-D-0001	KAME00-10-D-0001.01	Afghanistan, Iraq, Kuwait	12/1/2010 - 2/28/2011

I, Kamenelis John, confirm I have reviewed each of the listed Letters of Authorization above for completeness and accuracy. I hereby authorize the SPOT system to digitally sign these documents on my behalf.

**Signature**

**John.Kamenelis.ASC.Mil**  
 Digitally signed by John.Kamenelis.ASC.Mil  
 DN: C=US, O=U.S. Government, OU=DoD, OU=PKI, OU=OTHER,  
 CN=John.Kamenelis.ASC.Mil  
 Date: 11.09.2010 11:10:46 -05:00

November 9, 2010 11:10 AM

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

Home : Bulk LOA Processing

**Bulk LOA Processing**

**Confirmation**

Congratulations! You have successfully approved LOA requests. The LOAs will begin to be processed within the next 5 minutes and you will be notified via email when they are ready.

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.

**LOA Inbox**

[Bulk LOA Processing](#)

**LOA Search**

Last Name:  First Name:

Contract#:  Task Order#:

LOA Estimated Deployment Start Date: (mm/dd/yyyy)

From:  To:

Status:  LOA ID#:

Government Authority Assigned:  KO Assigned:

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

Home : LOA

**Bulk LOA Processing**

**Search for LOA requests to process**

\*Contract Number:  WTBP10-10-A-0012

Task Order Number:

\*Action:

Authorize

Deny

Estimated Deployment Start Date (mm/dd/yyyy):

From:  To:

Show All Requests for My Organization(s)  Government Authority Assigned

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

Home : LOA

**Bulk LOA Processing**

**Search for LOA requests to process**

\*Contract Number:  WTBP10-10-A-0012

Task Order Number:

\*Action:

Authorize

Deny

Estimated Deployment Start Date (mm/dd/yyyy):

From:  To:

Show All Requests for My Organization(s)  Government Authority Assigned

- 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**.

- 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.

- 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**.

Selected Search Criteria — Contract#: WTBP10-10-A-0012; All Requests for my organization

Search Results: Show per page: 50

<input checked="" type="checkbox"/> All	Name	KO Assigned	Contract #	Task Order #	Country	Estimated Deployment Date	SSN/FIN	Remarks/Comments
<input checked="" type="checkbox"/>	Bouton, Bouton	PUGH, TERRIE	WTBP10-10-A-0012	TO1	Afghanistan	05/01/2010 - 08/31/2010	xxx-xx-6774	VIEW
<input checked="" type="checkbox"/>	Cain, Cain	PUGH, TERRIE	WTBP10-10-A-0012	TO1	Afghanistan	05/01/2010 - 08/31/2010	xxx-xx-8081	VIEW
<input checked="" type="checkbox"/>	Clark, Clark	PUGH, TERRIE	WTBP10-10-A-0012	TO1	Afghanistan	05/01/2010 - 08/31/2010	xxx-xx-1890	VIEW
<input checked="" type="checkbox"/>	Four, Fifty	PUGH, TERRIE	WTBP10-10-A-0012	TO1	Afghanistan	05/01/2010 - 08/31/2010	xxx-xx-0054	VIEW
<input checked="" type="checkbox"/>	Franks, Franks	PUGH, TERRIE	WTBP10-10-A-0012	TO1	Afghanistan	05/01/2010 - 08/31/2010	xxx-xx-1834	VIEW

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

Remarks

Reason/Comments

[Return to Bulk LOA Search](#)
Authorize

- Click **OK**.

Home : Bulk LOA Processing

**Bulk LOA Processing**

**Confirmation**

You successfully authorized 5 LOA requests.

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.

Home : LOA

### Bulk LOA Processing

**Search for LOA requests to process**

\*Contract Number:

Task Order Number:

Estimated Deployment Start Date (mm/dd/yyyy):  
From:  To:

Show All Requests for My Organization(s)  KO Assigned

**Action:**  
 Approve  
 Deny  
 Revoke

[Return to LOA Search](#)

- 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.

Home : LOA

**Bulk LOA Processing**

Search Requests to Deny

Selected Search Criteria — Contract#: CONT0001; KO Assigned: Contracting Officer

Search Results: Show per page: 50

<input type="checkbox"/> All	Name	KO Assigned	Contract #	Task Order #	Country	Estimated Deployment Date	SSN/FIN	Remarks/Comments
<input checked="" type="checkbox"/>	Eason, James	Officer, Contracting	CONT0001	TASK0001.1	Afghanistan	04/01/2010 - 06/30/2010	xxx-xx-0029	VIEW
<input checked="" type="checkbox"/>	Esriche, Manuel	Officer, Contracting	CONT0001	TASK0001.1	Afghanistan	04/01/2010 - 06/30/2010	xxx-xx-0032	VIEW
<input type="checkbox"/>	Halsey, Karla	Officer, Contracting	CONT0001	TASK0001.1	Afghanistan	04/01/2010 - 06/30/2010	xxx-xx-0031	VIEW

Page 1 of 1  
[\[First Page\]](#) [\[Previous Page\]](#) [\[Next Page\]](#) [\[Last Page\]](#)

Remarks

\* Reason/Comments

[Return to Bulk LOA Search](#) [Deny](#)

**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.

Remarks

Reason/Comments

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.

Home : LOA

### Bulk LOA Processing

**Search for LOA requests to process**

\*Contract Number: CONT0001

Task Order Number:

Estimated Deployment Start Date (mm/dd/yyyy):

From: To:

Show All Requests for My Organization(s)  KO Assigned Contracting Officer

Action:

- Approve
- Deny
- Revoke

[Return to LOA Search](#) [Search](#)

- 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.

The screenshot shows the 'Bulk LOA Processing' interface. At the top, there is a search bar with 'Selected Search Criteria' set to 'Contract#: CONT0001; KO Assigned: TERRIE PUGH'. Below this is a 'Search Results' section with a table of results. The table has columns for Name, KO Assigned, Contract #, Task Order #, Country, Estimated Deployment Date, SSN/FIN, and Remarks/Comments. Four rows are visible, each with a checkbox in the first column. The 'All' checkbox is highlighted with a red box. Below the table, there are two text input fields: 'Remarks' and '\* Reason/Comments'. The 'Reason/Comments' field contains the text 'Needed to add some additional GFS items to their LOAs for the current deployment.' and is also highlighted with a red box. At the bottom right, there are two buttons: 'Return to Bulk LOA Search' and 'Revoke', with the 'Revoke' button highlighted in red.

<input type="checkbox"/> All	Name	KO Assigned	Contract #	Task Order #	Country	Estimated Deployment Date	SSN/FIN	Remarks/Comments
<input type="checkbox"/>	Epps, Sonya	PUGH, TERRIE	CONT0001	TASK0001	Afghanistan	01/01/2010 - 07/31/2010	xxx-xx-0007	VIEW
<input type="checkbox"/>	James, Sarah	PUGH, TERRIE	CONT0001	TASK0001	Afghanistan	01/01/2010 - 07/31/2010	xxx-xx-0005	VIEW
<input type="checkbox"/>	McCall, David	PUGH, TERRIE	CONT0001	TASK0001	Afghanistan	01/01/2010 - 07/31/2010	xxx-xx-0003	VIEW
<input type="checkbox"/>	Parker, Sandy	PUGH, TERRIE	CONT0001	TASK0001	Afghanistan	12/31/2009 - 06/30/2010	xxx-xx-0002	VIEW

**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.

This close-up screenshot shows two text input fields. The 'Remarks' field contains the text '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.' and is highlighted with a red box. The 'Reason/Comments' field is currently empty.

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.

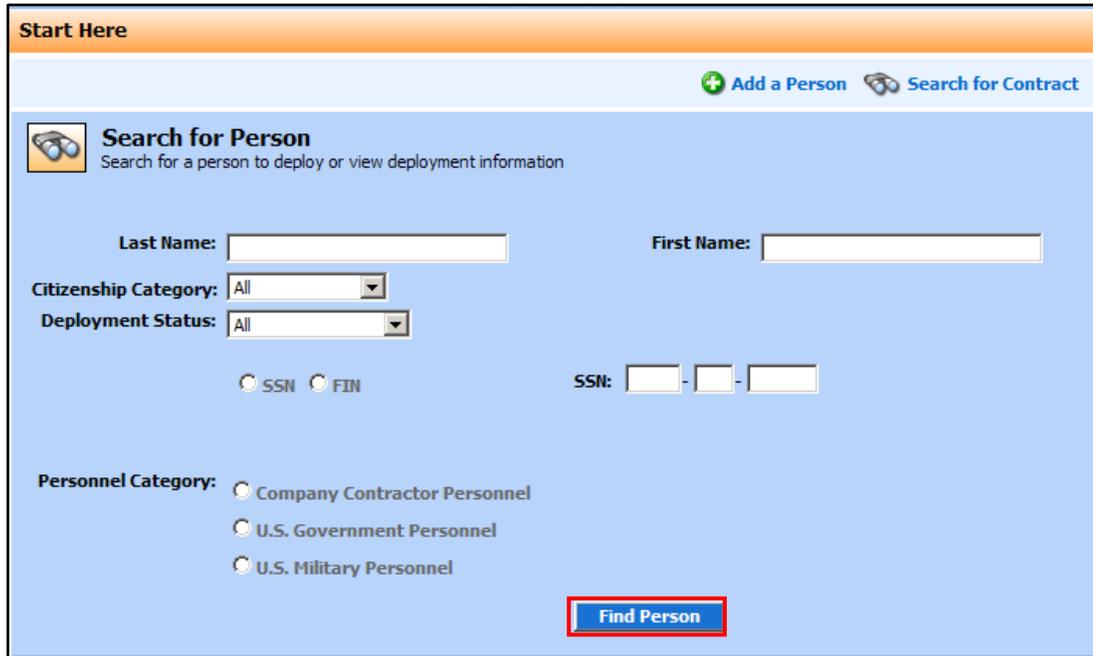


## Chapter 4: Manage Persons

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.



The screenshot shows the 'Start Here' section of the SPOT-ES interface. At the top right, there are two links: 'Add a Person' (with a plus icon) and 'Search for Contract' (with a magnifying glass icon). Below these is the 'Search for Person' section, which includes a magnifying glass icon and the text 'Search for a person to deploy or view deployment information'. The form contains the following fields and options:

- Last Name:** A text input field.
- First Name:** A text input field.
- Citizenship Category:** A dropdown menu with 'All' selected.
- Deployment Status:** A dropdown menu with 'All' selected.
- SSN:** Three separate text input fields for the Social Security Number, with hyphens between them.
- Personnel Category:** Three radio button options: 'Company Contractor Personnel', 'U.S. Government Personnel', and 'U.S. Military Personnel'.
- Find Person:** A blue button with white text, highlighted with a red border.

- 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.

Home : Person Search Results

**Person Search Results**

Selected Search Criteria — Citizenship Category: US Citizen; Deployment Status: Currently Deployed

**Search Results:** Show per page: 50

Name	Citizenship Category	Status	SSN/FIN	Company/Organization
Demus, Demus E	US Citizen	Currently Deployed	XXX-XX-2335	Dept. of the Army
Fields, Paul L	US Citizen	Currently Deployed	XXX-XX-2300	Northrop Grumman Corp.
Grimaldi, Grimaldi J	US Citizen	Currently Deployed	XXX-XX-6825	Dept. of the Army
Hynes, Rita	US Citizen	Currently Deployed	XXX-XX-0101	Northrop Grumman Corp.
Hynes, Robert	US Citizen	Currently Deployed	XXX-XX-0100	Northrop Grumman Corp.
Jones, Samuel	US Citizen	Currently Deployed	XXX-XX-0020	NGC
Lewis, Ramsey	US Citizen	Currently Deployed	XXX-XX-2292	Northrop Grumman Corp.

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

Home : View Person - Hynes, Rita (Company Contractor Personnel)

**Person Data**

<b>Full Name:</b> Hynes, Rita	<b>Deployment Status:</b> Deployed
<b>Email:</b> rita.hynes@ngc.com	<b>Gender:</b> Female
<b>Company:</b> Northrop Grumman Corp.	<b>Citizenship:</b> United States
<b>SSN:</b> xxx-xx-0101	<b>DMDC Verified:</b> No
<b>Date of Birth:</b> 01/01/1970	<b>CAC Expiration Date:</b> Unknown

**Last Update:** 06/23/2010

[Edit Person](#)

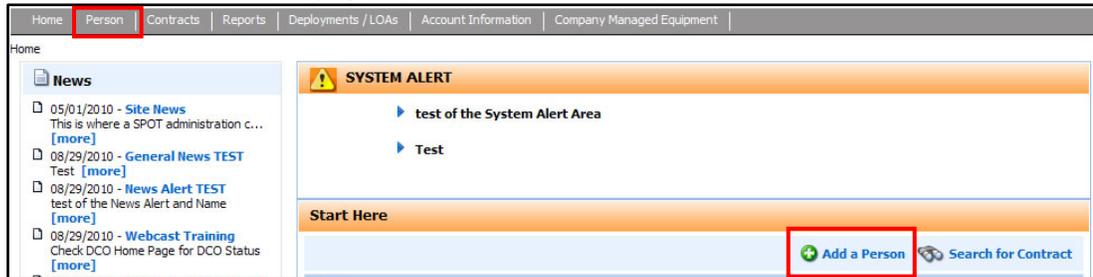
**Deployment Information** No previous deployments exist for this person [Deployment Actions](#)

Current Deployment	Pre-Deployment
<b>Person Status:</b> Active	<input checked="" type="checkbox"/> Create Deployment <span style="float: right;">Complete</span>
<b>Arrived:</b> Has arrived	<input type="checkbox"/> Request LOA <span style="float: right;">LOA Not Requested</span>
<b>Actual Arrival Date:</b> 06/23/2010	<input type="checkbox"/> Eligibility Requirements <span style="float: right;">Incomplete</span>
<b>Estimated Deployment:</b> 06/24/2010 - 06/24/2011	<input type="checkbox"/> Deployment Itinerary <span style="float: right;">Incomplete</span>
<b>Countries to be Visited:</b> Afghanistan, Germany	
<b>Government Organization:</b> CECOM	
<b>PM/Office:</b> ACQ	
<b>PdM/Branch:</b> None selected	
<b>Contract Number:</b> WTBP10-10-A-0001	<b>Deployment</b>
<b>Task Order:</b> TBP0001	<input checked="" type="checkbox"/> In-Theater Arrival <span style="float: right;">Complete</span>
<b>Deployment Purpose:</b> To repair streets.	<input checked="" type="checkbox"/> Duty Station Check In <span style="float: right;">Complete</span>
<b>Current Duty Station</b> <a href="#">View Duty Station History</a>	<b>Re-Deployment</b>
<b>Location:</b> Bamian, AF	<input type="checkbox"/> Plan Re-Deployment <span style="float: right;">Incomplete</span>
<b>Arrival Date:</b> 06/23/2010	<input type="checkbox"/> Closeout Deployment <span style="float: right;">Incomplete</span>
<b>Operation:</b> Global War on Terrorism (GWOT)	
<b>System Supported:</b>	

[View Most Recent \(5\) Movements](#)

## 4.2 Add U.S. Person

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



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

The screenshot shows the 'Add Person' page, Step 1. The page title is 'Add Person'. A note states: 'NOTE: Step 1 through 4 MUST be completed consecutively to complete the add person process'. Below the note, there are four tabs: 'Step 1', 'Step 2', 'Step 3', and 'Step 4'. The 'Step 1' tab is active. The main content area asks 'Is this person a:' and has two radio buttons: 'U.S. Citizen' (selected and highlighted with a red box) and 'Foreign National'. At the bottom right, there are two buttons: 'Cancel' and 'Save and Continue' (highlighted with a red box).

- 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.

The screenshot shows the 'Add Person - Search and Validate' page, Step 2. The page title is 'Add Person - Search and Validate'. A note states: 'NOTE: Step 1 through 4 MUST be completed consecutively to complete the add person process'. Below the note, there are four tabs: 'Step 1', 'Step 2', 'Step 3', and 'Step 4'. The 'Step 2' tab is active. The main content area contains a form with the following fields: '\* First Name:', 'Middle Initial:', '\* Last Name:', 'Suffix: Select a Suffix', '\* SSN:', '\* Re-enter SSN:', '\* Date of Birth: (mm/dd/yyyy)', '\* Gender: Select a Gender', and '\* Personnel Category: Select a Personnel Category'. All these fields are highlighted with a red box. At the bottom right, there are three buttons: 'Cancel', 'Back', and 'Validate and Continue' (highlighted with a red box).

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.

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

Home: Add Person

**Add Person - Organization Affiliation**

NOTE: Step 1 through 4 MUST be completed consecutively to complete the add person process

Step 1 Step 2 Step 3 **Step 4**

Note: When selecting Subcontractor Company only Contracts that contain Task Orders will be available.

Personnel Category: Company Contractor Personnel

Does the person work for your company or a subcontractor?  Northrop Grumman Corp.  Subcontractor Company

\* What contract will the person be working on? **Select a Contract**

\* What task order will the person be working on?

\* What company does the person work for?

Supervisor/Non-Supervisor:  Supervisor/Manager  Non-Supervisor/Non-Manager

cancel Back Save and Add Person

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

Home: Add Person

**Add Person - Organization Affiliation**

NOTE: Step 1 through 4 MUST be completed consecutively to complete the add person process

Step 1 Step 2 Step 3 **Step 4**

Note: When selecting Subcontractor Company only Contracts that contain Task Orders will be available.

Personnel Category: Company Contractor Personnel

Does the person work for your company or a subcontractor?  Northrop Grumman Corp.  Subcontractor Company

\* What contract will the person be working on? CONT0028

\* What task order will the person be working on? **Select a Task Order**

\* What company does the person work for?

Supervisor/Non-Supervisor:  Supervisor/Manager  Non-Supervisor/Non-Manager

Cancel Back Save and Add Person

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

Home: Add Person

**Add Person - Organization Affiliation**

NOTE: Step 1 through 4 MUST be completed consecutively to complete the add person process

Step 1 Step 2 Step 3 **Step 4**

Note: When selecting Subcontractor Company only Contracts that contain Task Orders will be available.

Personnel Category: Company Contractor Personnel

Does the person work for your company or a subcontractor?  Northrop Grumman Corp.  Subcontractor Company

\* What contract will the person be working on? CONT0028

\* What task order will the person be working on? TASK0028.1

\* What company does the person work for? **Select a Subcontractor**

Supervisor/Non-Supervisor:  Supervisor/Manager  Non-Supervisor/Non-Manager

Cancel Back Save and Add Person

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.

Home: Add Person

### Add Person - Organization Affiliation

NOTE: Step 1 through 4 MUST be completed consecutively to complete the add person process

Step 1 Step 2 Step 3 **Step 4**

**Note: When selecting Subcontractor Company only Contracts that contain Task Orders will be available.**

**Personnel Category:** Company Contractor Personnel

Does the person work for your company or a subcontractor?  Northrop Grumman Corp.  Subcontractor Company

\* What contract will the person be working on? CONT0028

\* What task order will the person be working on? TASK0028.1

\* What company does the person work for? Select a Subcontractor

Supervisor/Non-Supervisor:  Supervisor/Manager  Non-Supervisor/Non-Manager

Cancel Back **Save and Add Person**

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

Home: Add Person

### Add Person

**Person was successfully added.**

What would you like to do next?

Complete this person's profile?

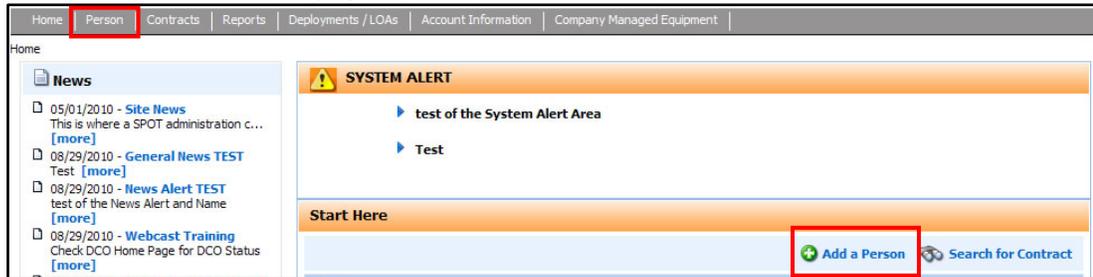
Add another person?

Exit to profile summary?

**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.

Home: Add Person

**Add Person - Search and Validate**

NOTE: Step 1 through 4 MUST be completed consecutively to complete the add person process

Step 1 Step 2 **Step 3** Step 4

First Name: Kelly  
 Middle Initial:  
 Last Name: O'Hare  
 Suffix:  
 FIIN:  
 Date of Birth: 10/19/1970  
 Gender: Male  
 Personnel Category: Company Contractor Personnel  
 Place of Birth:  
 \* Citizenship: Ireland  
 CAC Expiration:

Address 1:  
 Address 2:  
 City:  
 State: Select a State  
 Zip:  
 Country: Select a Country  
 Home Phone:  
 Work Phone:  
 \* Primary Email: ohare@ng.com

Cancel Save and Continue

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.

Home: Add Person

**Add Person - Organization Affiliation**

NOTE: Step 1 through 4 MUST be completed consecutively to complete the add person process

Step 1 Step 2 Step 3 **Step 4**

Personnel Category: Company Contractor Personnel

\* What company does the person work for?

Supervisor/Non-Supervisor:

Supervisor/Manager

Non-Supervisor/Non-Manager

\* What is the person's passport number?

\* When does the passport expire? (mm/dd/yyyy)

\* What country issued the passport? Select the Issuing Country

Cancel Back Save and Add Person

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

The screenshot shows a window titled "Add Person - Organization" with a sub-dialog "Select or Add Company". A search box contains the text "nor" and a message below it says "Can't find your Company?". The "Search" button is highlighted with a red box. Other buttons "Clear" and "Cancel" are also visible.

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.

The screenshot shows the same "Select or Add Company" dialog. Below the search box, a table of results is displayed:

Company	Select
NG	Select
Northrop Grumman Corp.	Select
EKONOR, S.A.	Select
Northrop Grumman Tech Svc	Select
Northern Taiga Ventures,	Select

The "Select" button next to "NG" is highlighted with a red 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.

The screenshot shows the "Add Person - Organization Affiliation" window at Step 4. The "Personnel Category" is "Company Contractor Personnel". The "What company does the person work for?" field contains "NGMS". The "Supervisor/Non-Supervisor" section is highlighted with a red box, showing "Supervisor/Manager" and "Non-Supervisor/Non-Manager" (selected). The "Save and Add Person" button at the bottom right is also highlighted with a red box.

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

The screenshot shows the "Add Person" window with a notification: "Person was successfully added." Below the notification, a question asks "What would you like to do next?" with three radio button options: "Complete this person's profile?" (selected), "Add another person?", and "Exit to profile summary?". The "Continue" button at the bottom right is highlighted with a red box.

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.

**Add Person - Organization Affiliation**

NOTE: Step 1 through 4 MUST be completed consecutively to complete the add person process

Step 1 Step 2 Step 3 **Step 4**

\* What is the person's passport number?

\* When does the passport expire?  (mm/dd/yyyy)

\* What country issued the passport? Select the Issuing Country

\* **Government Organization:**

PM / Office:

PdM / Branch:

Pay Grade: Select a Pay Grade

Cancel Back Save and Add Person

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

**Add Person - Organization Affiliation**

NOTE: Step 1 through 4 MUST be completed consecutively to complete the add person process

Step 1 Step 2

**Select or Add Company**

Search:

Can't find your Company?

Search Clear Cancel

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.

**Add Person - Organization Affiliation**

NOTE: Step 1 through 4 MUST be completed consecutively to complete the add person process

Step 1 Step 2

**Select or Add Company**

Search:

Can't find your Company?

Search Clear Cancel

Company	Select
NG	Select
Northrop Grumman Corp.	Select
EKONOR, S.A.	Select
Northrop Grumman Tech Svc	Select
Northern Taiga Ventures,	Select

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.

**Add Person - Organization Affiliation**

NOTE: Step 1 through 4 MUST be completed consecutively to complete the add person process

Step 1 Step 2 Step 3 **Step 4**

\* What is the person's passport number?

\* When does the passport expire?  (mm/dd/yyyy)

\* What country issued the passport? Select the Issuing Country

\* Government Organization:

PM / Office:

PdM / Branch:

**Pay Grade:**

Cancel Back **Save and Add Person**

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

Home: Add Person

**Add Person**

Person was successfully added.

What would you like to do next?

Complete this person's profile?

Add another person?

Exit to profile summary?

**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.

**Add Person - Organization Affiliation**  
 NOTE: Step 1 through 4 MUST be completed consecutively to complete the add person process

Step 1 Step 2 Step 3 **Step 4**

\* What is the person's passport number?

\* When does the passport expire?  (mm/dd/yyyy)

\* What country issued the passport? Select the Issuing Country

\* **Government Organization:**

PM / Office:

PdM / Branch:

Pay Grade: Select a Pay Grade

Title: Select a Title

Cancel Back Save and Add Person

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

**Add Person - Organization Affiliation**  
 NOTE: Step 1 through 4 MUST be completed consecutively to complete the add person process

Step 1 Step 2

**Select or Add Company**

Search:

Can't find your Company?

Search Clear Cancel

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.

**Add Person - Organization Affiliation**  
 NOTE: Step 1 through 4 MUST be completed consecutively to complete the add person process

Step 1 Step 2

**Select or Add Company**

Search:

Can't find your Company?

Search Clear Cancel

Company	
NG	Select
Northrop Grumman Corp.	Select
EKONOR, S.A.	Select
Northrop Grumman Tech Svc	Select
Northern Taiga Ventures,	Select

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

**Add Person - Organization Affiliation**

NOTE: Step 1 through 4 MUST be completed consecutively to complete the add person process

Step 1 Step 2 Step 3 **Step 4**

\* What is the person's passport number?

\* When does the passport expire?  (mm/dd/yyyy)

\* What country issued the passport? Select the Issuing Country

\* Government Organization: PEO C3T

PM / Office: NRRC

PdM / Branch:

**Pay Grade:** E3

Title: Chief Petty Officer

Cancel Back **Save and Add Person**

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.

**Add Person - Organization Affiliation**

NOTE: Step 1 through 4 MUST be completed consecutively to complete the add person process

Step 1 Step 2 Step 3 **Step 4**

\* What is the person's passport number?

\* When does the passport expire?  (mm/dd/yyyy)

\* What country issued the passport? Select the Issuing Country

\* Government Organization: PEO C3T

PM / Office: NRRC

PdM / Branch:

Pay Grade: E3

**Title:** Chief Petty Officer

Cancel Back **Save and Add Person**

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

Home: Add Person

**Add Person**

Person was successfully added.  
What would you like to do next?

Complete this person's profile?

Add another person?

Exit to profile summary?

**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.

**Start Here**

[+ Add a Person](#) [Search for Contract](#)

**Search for Person**  
Search for a person to deploy or view deployment information

Last Name:  First Name:

Citizenship Category:

Deployment Status:

SSN  FIN SSN:  -  -

Personnel Category:  Company Contractor Personnel  
 U.S. Government Personnel  
 U.S. Military Personnel

**Find Person**

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

Home : Person Search Results

**Person Search Results**

Selected Search Criteria — Last Name: Jones; First Name: Samuel

Search Results: Show per page:

Name	Citizenship Category	Status	SSN/FIN	Company/Organization
Jones, Samuel	US Citizen	Currently Deployed	XXX-XX-0020	NGC

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

[Return to Person Search](#)

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.

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

**Person Data**

If the person data is edited, the person's current LOA will not reflect the changes. In order to update the person data on the LOA, the current LOA must be revoked and a new LOA request must be initiated.

<b>Full Name:</b> Jones, Samuel	<b>Deployment Status:</b> Deployed
<b>Email:</b> sam.jones@email.com	<b>Gender:</b> Male
<b>Company:</b> NGC	<b>Citizenship:</b> United States
<b>SSN:</b> xxx-xx-0020	<b>DMDC Verified:</b> No
<b>Date of Birth:</b> 08/25/1977	<b>CAC Expiration Date:</b> Unknown

**Last Update:** 08/09/2010

**Edit Person**

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.

Home : View Person : Edit Personal Information

**Edit - Personal Information**

1. Personal Info   2. Passport   3. Next of Kin   4. Clearance

Person data edited on this screen will not be reflected on the person's current LOA. To update person data on the LOA, the current LOA must be revoked and a new LOA request must be initiated.

Please enter the person information.

* <b>First Name:</b> Samuel	<b>Address 1:</b> 123 Main St
<b>Middle Initial:</b>	<b>Address 2:</b>
* <b>Last Name:</b> Jones	<b>Country:</b> United States
<b>Suffix:</b> Select a Suffix	<b>State:</b> Texas
* <b>SSN:</b> xxx-xx-0020	<b>City:</b> Dallas
* <b>Re-enter SSN:</b> xxx-xx-0020	<b>Zip:</b> 34562
* <b>Date of Birth:</b> 08/25/1977	<b>Home Phone:</b> 800-555-9876
* <b>Gender:</b> Male	<b>Work Phone:</b>
<b>Personnel Category:</b> Company Contractor Personnel	* <b>Primary Email:</b> sam.jones@email.com (AKO preferred)
<b>Place of Birth:</b> Springfield, TX	
* <b>Citizenship:</b> United States	

Some fields on this page may be non-editable. If data in these fields is incorrect, please contact the [Defense Manpower Data Center](#) to update this data prior to calling the SPOT Help Desk.

**Cancel**   **Skip to Next Step**   **Save**   **Save and Continue**

**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.

The screenshot displays the 'View Person' page for Bridget Jones, a Company Contractor Personnel member. The page is divided into two main sections: 'Person Data' and 'Deployment Information'.

**Person Data:**

<b>Full Name:</b> Jones, Bridget	<b>Deployment Status:</b> Not Deployed
<b>Email:</b> jones_bridget@saic.com	<b>Gender:</b> Female
<b>Company:</b> SAIC	<b>Citizenship:</b> United States
<b>SSN:</b> xxx-xx-1357	<b>DMDC Verified:</b> No
<b>Date of Birth:</b> 01/22/1973	<b>CAC Expiration Date:</b> Unknown

**Deployment Information:**

No previous deployments exist for this person

There is no current deployment for this person

**Create New Deployment**

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.

Person : Step 2 - Deployment Contract

Create New Deployment

1. Deployment Details 2. Contract 3. Government Organization 4. In Theater 5. Confirm

Selected Contract and Task Order from LOA Request:

\* Contract Number CONT0001  
Task Order TASK0001.1

Supervisor/Non-Supervisor:

Supervisor/Manager  
 Non-Supervisor/Non-Manager

What is the person's Defense Base Act (DBA) Insurance Information?

Does Not Apply

\* DBA Insurance Company Name   
\* DBA Insurance Policy Number   
\* DBA Insurance Phone Number

What is the 24/7 company point of contact info?

\* First Name   
Middle Initial   
\* Last Name   
Home Phone   
\* Office Phone   
Mobile Phone   
\* Email

Back Continue

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

Person : Step 3 - Government Organization

**Create New Deployment**

1. Deployment Details   2. Contract   **3. Government Organization**   4. In Theater   5. Confirm

**What is the person's Supporting Government Organization?**

\* Primary Supporting Organization

PM/Office

PdM/Branch

**What is the person's government point of contact (POC)?**

First Name

Middle Initial

Last Name

Home Phone

Office Phone

Mobile Phone

Email

**What is the person's home station?**

[Back](#) [Continue](#)

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

Person : Step 4 - In Theater

**Create New Deployment**

1. Deployment Details   2. Contract   3. Government Organization   **4. In Theater**   5. Confirm

\* What is the person's e-mail to be used in-theater?

**What is this person's in-theater point of contact (POC) information?**

First Name

Middle Initial

Last Name

Home Phone

Office Phone

Mobile Phone

Email

[Back](#) [Continue](#)

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

View Person : Step 5 - Confirm Deployment

**Create New Deployment**

1. Deployment Details   2. Contract   3. Government Organization   4. In Theater   **5. Confirm**

Please confirm the summary information below as valid, then submit the deployment request.

**Step 1 - Details**

<b>Estimated Dates</b>	06/25/2007 - 06/25/2008
<b>Countries to be Visited</b>	Afghanistan, Iraq
<b>Duty Station</b>	Baghdad, IZ
<b>Purpose</b>	Manage Equipment Fixes

**Step 2 - Contract**

<b>Contract Number</b>	JENN222
<b>Task Order Number</b>	0022

**Step 3 - Government Organization**

<b>Primary Organization</b>	TACOM
<b>PM / Branch</b>	PM AMS
<b>PdM / Office</b>	

**Step 4 - In-Theater**

<b>In-Theater Email</b>	skip.tangerino@us.army.mil
-------------------------	----------------------------

By submitting this deployment, you are certifying the following:

"I certify that this person has met or will meet all Combatant Command (COCOM) qualifications and requirements including training, screening, and assessments prior to this deployment."

Home | Person | Contracts | Reports | Account Information

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

### Person Data

<b>Full Name:</b> Jones, Bridget	<b>Deployment Status:</b> Not Deployed
<b>Email:</b> jones_bridget@saic.com	<b>Gender:</b> Female
<b>Company:</b> SAIC	<b>Citizenship:</b> United States
<b>SSN:</b> xxx-xx-1357	<b>DMDC Verified:</b> No
<b>Date of Birth:</b> 01/22/1973	<b>CAC Expiration Date:</b> Unknown

### Sub-Contractor Details

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

[Edit Person](#)

### Deployment Information

No previous deployments exist for this person  [Deployment Actions](#)

<b>Current Deployment</b>		<b>Pre-Deployment</b>	
<b>Person Status:</b> Active		<input checked="" type="checkbox"/> <a href="#">Create Deployment</a>	Complete
<b>Arrived:</b> Not yet arrived		<input type="checkbox"/> <a href="#">Request LOA</a>	LOA Not Requested
<b>Actual Arrival Date:</b> Not yet arrived		<input type="checkbox"/> <a href="#">Eligibility Requirements</a>	Incomplete
<b>Estimated Deployment:</b> 10/16/2007 - 12/31/2007		<input type="checkbox"/> <a href="#">Deployment Itinerary</a>	Incomplete
<b>Countries to be Visited:</b> Afghanistan		<b>Deployment</b>	
<b>Government Organization:</b> AMC		<input type="checkbox"/> <a href="#">In-Theater Arrival</a>	Incomplete
<b>PM/Branch:</b> SDDC		<input type="checkbox"/> <a href="#">Duty Station Check In</a>	Incomplete
<b>PdM/Office:</b> None selected		<b>Re-Deployment</b>	
<b>Contract Number:</b> CONTRACT#0001		<input type="checkbox"/> <a href="#">Plan Re-Deployment</a>	Incomplete
<b>Task Order:</b> C0001-Task001		<input type="checkbox"/> <a href="#">Closeout Deployment</a>	Incomplete
<b>Deployment Purpose:</b> fighting terrorists	<a href="#">View Duty Station History</a>		
<b>Current Duty Station</b>			
<b>Location:</b> Andkhvoy, AF			
<b>Arrival Date:</b> Not yet arrived			
<b>Operation:</b> Army Battle Command and Enablers System of Systems Test (IOTE)			
<b>System Supported:</b> Bradley			
<b>Deployment Movements</b>			
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

- 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.

View Person - Tangerino, Skip (Company Contractor Personnel)

Person Data	
<b>Full Name:</b> Tangerino, Skip	<b>Deployment Status:</b> Not Deployed
<b>Email:</b> s.tangerino@us.army.mil	<b>Gender:</b> Male
<b>Company:</b> BAH	<b>Citizenship:</b> United States
<b>SSN:</b> xxx-xx-6666	<b>DMDC Verified:</b> No
<b>Date of Birth:</b> 09/08/1982	<b>CAC Expiration Date:</b> Unknown

[Edit Person](#)

**Deployment Information** | No previous deployments exist for this person | [Deployment Actions](#)

Current Deployment	Pre-Deployment						
<b>Person Status:</b> Active <b>Arrived:</b> Not yet arrived <b>Actual Arrival Date:</b> Not yet arrived <b>Estimated Deployment:</b> 06/25/2007 - 06/25/2008 <b>Countries to be Visited:</b> Afghanistan, Iraq	<table border="1"> <tr> <td><input checked="" type="checkbox"/> Create Deployment</td> <td>Complete</td> </tr> <tr> <td><input checked="" type="checkbox"/> <b>Request LOA</b></td> <td>LOA Not Requested</td> </tr> <tr> <td><input checked="" type="checkbox"/> Eligibility Requirements</td> <td>Incomplete</td> </tr> </table>	<input checked="" type="checkbox"/> Create Deployment	Complete	<input checked="" type="checkbox"/> <b>Request LOA</b>	LOA Not Requested	<input checked="" type="checkbox"/> Eligibility Requirements	Incomplete
<input checked="" type="checkbox"/> Create Deployment	Complete						
<input checked="" type="checkbox"/> <b>Request LOA</b>	LOA Not Requested						
<input checked="" type="checkbox"/> Eligibility Requirements	Incomplete						

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

Person : Request LOA

**Request LOA - Government Authority**

1. Government Authority | 2. Contract | 3. Personal Info | 4. Passport | 5. Next of Kin | 6. Clearance

Users were successfully populated from the selected government organization(s).

**What is the person's Supporting Government Organization?**

\* Primary Supporting Organization  [✎](#)

PM/Office

PdM/Branch

**What is the government authorizing user for this deployment?**

\* Authorizing User

[Cancel LOA Request](#) | [Continue](#)

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

Person : Request LOA

**Request LOA - Government Authority**

1. Government Authority | **2. Contract** | 3. Personal Info | 4. Passport | 5. Next of Kin | 6. Clearance

Primary Company: BAH

\* Contract Number: JENNZ22

\* Contract KO: STONE, JENNIFER

\* Task Order: 0022

\* Task Order KO: EUSAEUR, KO

Back | Cancel LOA Request | Cancel Deployment Request | **Continue**

**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.

Person : Request LOA

**Request LOA - Verify Profile**

1. Government Authority | 2. Contract | **3. Personal Info** | 4. Passport | 5. Next of Kin | 6. Clearance

First Name: Skip

Middle Initial:

Last Name: Tangerino

Suffix:

SSN: xxx-xx-6666

Date of Birth: 09/08/1982 (mm/dd/yyyy)

Gender: Male

Personnel Category: Company Contractor Personnel

\* Place of Birth:

\* Citizenship: United States

\* Address 1:

Address 2:

\* Country: Select a Country

State: Select a State

\* City:

Zip:

\* Home Phone:

Work Phone:

\* Primary Email: s.tangerino@us.army.mil (AKO preferred)

Back | Save | **Save and Continue**

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.

Person : Request LOA

**Request LOA - Verify Passport**

1. Government Authority | 2. Contract | 3. Personal Info | **4. Passport** | 5. Next of Kin | 6. Clearance

**Passport**

\* What is the **passport** number?

\* When does the **passport** expire? (mm/dd/yyyy)

\* What **country** issued the passport? Select an Issuing Country

Back | Save | **Save and Continue**

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.

Pre-Deployment		
✓	Create Deployment	Complete
✓	Request LOA	KO Approved
✓	Eligibility Requirements	Complete
✓	Deployment Itinerary	Complete
Deployment		
✓	In-Theater Arrival	Complete
✓	Duty Station Check In	Complete
Re-Deployment		
⊘	Plan Re-Deployment	Incomplete
⊘	Closeout Deployment	Incomplete

### How to Search for LOAs by Status or Search Criteria

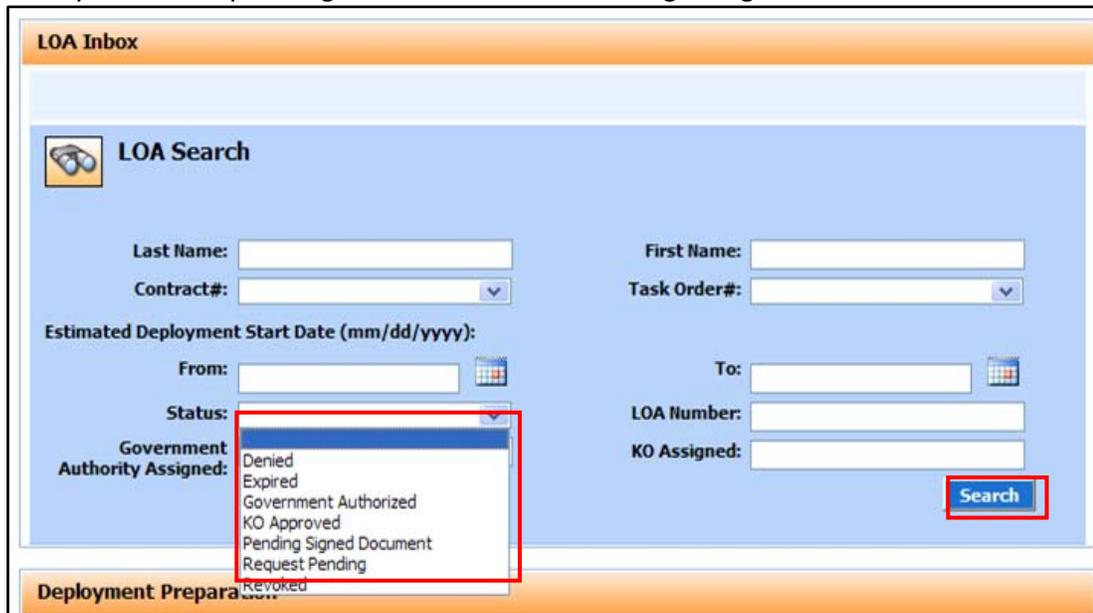
LOAs may be searched for by entering specific criteria or using the LOA Inbox **Status** drop-down list. The status option provides the Government Authority the opportunity to filter the list of LOAs currently in the LOA process, denied, approved, or revoked. Only approved LOAs may be viewed in their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

Table 3: LOA Status Definitions	
Status	Definition
<b>Denied</b>	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.
<b>Expired</b>	LOAs have a Deployment End Date that precedes the current date.
<b>Government Authorized</b>	LOAs that have been authorized by the Government Authority and are waiting for the Contracting Officer to review and submit action.
<b>KO Approved</b>	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.
<b>Pending Signed Document</b>	LOAs that have been signed by the Contracting Officer and are waiting for Adobe Acrobat to generate the final approved LOA.
<b>Pending Request</b>	LOA that is in the Government Authority Inbox, but has not been processed.
<b>Revoked</b>	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.



The screenshot displays the "LOA Search" form within the "LOA Inbox" section. The form includes several input fields: "Last Name:", "First Name:", "Contract#:", "Task Order#:", "Estimated Deployment Start Date (mm/dd/yyyy):" (with "From:" and "To:" sub-fields), "Status:", "Government Authority Assigned:", "LOA Number:", and "KO Assigned:". A red box highlights the "Status:" dropdown menu, which is open and shows the following options: Denied, Expired, Government Authorized, KO Approved, Pending Signed Document, Request Pending, and Revoked. Another red box highlights the "Search" button. The bottom of the form shows the text "Deployment Preparation".

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
<a href="#">Aaron, Aaron</a>	DUNCAN DUNCAN	SMITH SMITH	W9113M-07-D-0007	0020	09/26/2008	09/25/2009	KO Approved
<a href="#">Adams, Adams</a>	HERTEL HERTEL	SMITH SMITH	W9113M-07-D-0007	0020	02/01/2009	08/25/2009	KO Approved
<a href="#">Adams, Adams</a>	DUNCAN DUNCAN	SMITH SMITH	W9113M-07-D-0007	0020	09/26/2008	09/25/2009	KO Approved

Home : LOA

LOA Details				
<b>Name:</b> Atherton, Alex	<b>LOA Number:</b> BMAPTJ			
<b>Date Submitted:</b> 10/6/2010	<b>Status:</b> KO Approved			
<b>Deployment Information</b>	<b>Profile Information</b>			
<b>Deployment Dates:</b> Start: 10/6/2010 End: 10/31/2010 <b>Countries to be Visited:</b> <table border="1"> <thead> <tr> <th>Country Name</th> </tr> </thead> <tbody> <tr> <td>Afghanistan</td> </tr> <tr> <td>Blueland</td> </tr> </tbody> </table>	Country Name	Afghanistan	Blueland	<b>Primary Email:</b> others90@hotmail.com <b>SSN/FIN:</b> xxx-xx-0047 <b>Date of Birth:</b> 5/3/1976 <b>Place of Birth:</b> Harrogate <b>Gender:</b> Male <b>Name of Company:</b> Northrop Grumman Corp. <b>Home Address:</b> 123 State St, , Washington DC, , <b>Passport # / Expiration:</b> 123456789 - 10/14/2010 <b>Clearance Level w/ Agency:</b> Secret - CCF <b>Clearance Expiration Date (mm/dd/yyyy):</b> 10/13/2010
Country Name				
Afghanistan				
Blueland				
<b>Purpose:</b> Details <b>Supporting Organization:</b> CECOM <b>PM/Office:</b> ACQ <b>PdM/Branch:</b> <b>Contract Information:</b> Start: 3/1/2010 End: 8/31/2010 <b>Contract Number:</b> CONT0031 <b>Task Order:</b> TASK0031.1 <b>Contract Issuing Agency:</b> Dept. of the Army <b>Theater Duty Station:</b> Bagram AFB, AF <b>Job Title:</b> Construction Manager <b>Supervisor/Non-Supervisor:</b> Supervisor	<b>Company Contact Information</b> <b>Company Name:</b> Northrop Grumman Corp. <b>POC:</b> Mann, Lou <b>Phone:</b> 123456789 <b>Email:</b> others90@hotmail.com			
<b>Deployment Contact Information</b> <b>In Theater Email:</b> kbr@hgs.com <b>Next of Kin (NOK)</b> <b>Name (last, First, MI):</b> Atherton, Bob	<b>Government Contact Information</b> <b>Government Agency:</b> CECOM <b>Supporting Mission:</b>			

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.



The screenshot shows a web interface titled "Authorization". At the top, there is a blue header bar with the word "Authorization" in white. Below the header, there is a large white area with a text input field labeled "Reason/Comments". Below the input field, there are two blue buttons: "View Person Summary" and "View LOA". The "View LOA" button is highlighted with a red rectangular box. In the bottom right corner of the page, there is a small blue button labeled "Back".

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.

Home | Person | Contracts | Reports | Account Information | Company Managed Equipment

Home : LOA Search

**LOA Search Results**

Selected Search Criteria — Status: Request Pending; Government Authority Assigned: Government Authority

Search Results: Show per page: 50

Name	Government Authority Assigned	KO Assigned	Contract #	Task Order #	Estimated Deployment Start	Estimated Deployment End	Status	SSN/FIN
<a href="#">Eason, James</a>	Government Authority	Contracting Officer	CONT0001	TASK0001.1	04/01/2010	06/30/2010	Request Pending	xxx-xx-0029
<a href="#">Escriché, Manuel</a>	Government Authority	Contracting Officer	CONT0001	TASK0001.1	04/01/2010	06/30/2010	Request Pending	xxx-xx-0032
<a href="#">Halsev, Karla</a>	Government Authority	Contracting Officer	CONT0001	TASK0001.1	04/01/2010	06/30/2010	Request Pending	xxx-xx-0031
<a href="#">Levba, Denise</a>	Government Authority	Contracting Officer	CONT0001	TASK0001.1	04/01/2010	06/30/2010	Request Pending	xxx-xx-0030

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[Return to LOA Search](#)

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.

The screenshot shows the 'LOA Inbox' page. In the top right corner, there is a link labeled 'Bulk LOA Processing' which is highlighted with a red rectangular box. Below this link is the 'LOA Search' section, which includes a search icon and several input fields: 'Last Name:', 'First Name:', 'Contract#:', and 'Task Order#:'.

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.

The screenshot shows the 'Bulk LOA Processing' search page. The 'Contract Number' dropdown menu is set to 'CONT0001' and the 'Task Order Number' dropdown menu is also highlighted with a red box. Below these are date pickers for 'Estimated Deployment Start Date (mm/dd/yyyy)'. To the right, under '\*Action:', the 'Authorize' radio button is selected. At the bottom right, there are 'Return to LOA Search' and 'Search' buttons.

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.

This screenshot is similar to the previous one, showing the 'Bulk LOA Processing' search page. In this view, the 'Search' button at the bottom right is highlighted with a red box. The 'Contract Number' and 'Task Order Number' dropdowns are still visible, and the 'Authorize' radio button under '\*Action:' is selected.

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).

The screenshot shows a web interface with two text input fields. The left field is labeled "Remarks" and contains the text: "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". The right field is labeled "Reason/Comments" and is empty. Below the fields are two buttons: "Return to Bulk LOA Search" and "Authorize".

- 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.

**Search Requests to Authorize**

**\* Government Furnished Services**  
 No government furnished services have been assigned.

<input type="checkbox"/> APO/FPO/MPO/Postal Services	<input type="checkbox"/> DFACs	<input type="checkbox"/> Mil Issued Equip
<input type="checkbox"/> Authorized Weapon	<input type="checkbox"/> Excess Baggage	<input type="checkbox"/> Milair
<input type="checkbox"/> Billeting	<input type="checkbox"/> Fuel Authorized	<input type="checkbox"/> MWR
<input type="checkbox"/> CAAF	<input type="checkbox"/> Govt Furnished Meals	<input type="checkbox"/> None
<input type="checkbox"/> CAC/ID Card	<input type="checkbox"/> Mil Banking	<input type="checkbox"/> Resuscitative Care
<input type="checkbox"/> Commissary	<input type="checkbox"/> Mil Clothing	<input type="checkbox"/> Transportation
<input type="checkbox"/> Dependents Authorized	<input type="checkbox"/> Mil Exchange	

Selected Search Criteria — Contract#: CONT0001; Government Authority Assigned: Government Authority

**Search Results:** Show per page: 50

<input type="checkbox"/> All	Name	KO Assigned	Contract #	Task Order #	Country	Estimated Deployment Date	SSN/FIN	Remarks/Comments
<input checked="" type="checkbox"/>	Escriche, Manuel	Officer, Contracting	CONT0001	TASK0001.1	Afghanistan	04/01/2010 - 06/30/2010	xxx-xx-0032	VIEW
<input checked="" type="checkbox"/>	Halsey, Karla	Officer, Contracting	CONT0001	TASK0001.1	Afghanistan	04/01/2010 - 06/30/2010	xxx-xx-0031	VIEW
<input type="checkbox"/>	Leyba, Denise	Officer, Contracting	CONT0001	TASK0001.1	Afghanistan	04/01/2010 - 06/30/2010	xxx-xx-0030	VIEW

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<p><b>Remarks</b></p> <div style="border: 1px solid #0070c0; padding: 2px;"> <p>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.</p> </div>	<p><b>Reason/Comments</b></p> <div style="border: 1px solid #0070c0; height: 30px; width: 100%;"></div>
--	---

[Return to Bulk LOA Search](#)
**Authorize**

## 5.6 Deny Bulk LOAs

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

LOA Inbox

**Bulk LOA Processing**

**LOA Search**

Last Name:

First Name:

Contract#:

Task Order#:

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.

Home : LOA

**Bulk LOA Processing**

**Search for LOA requests to process**

\*Contract Number:

Task Order Number:

Estimated Deployment Start Date (mm/dd/yyyy):  
From:  To:

Show All Requests for My Organization(s)  Government Authority Assigned

\*Action:  
 Authorize  
 Deny

[Return to LOA Search](#) [Search](#)

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.

Home : LOA

**Bulk LOA Processing**

**Search for LOA requests to process**

\*Contract Number:

Task Order Number:

Estimated Deployment Start Date (mm/dd/yyyy):  
From:  To:

Show All Requests for My Organization(s)  Government Authority Assigned

\*Action:  
 Authorize  
 Deny

[Return to LOA Search](#) [Search](#)

**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.

Home : LOA

### Bulk LOA Processing

#### Search Requests to Deny

Selected Search Criteria — Contract#: CONT0001; Government Authority Assigned: Government Authority

Search Results: Show per page: 50

<input checked="" type="checkbox"/> All	Name	KO Assigned	Contract #	Task Order #	Country	Estimated Deployment Date	SSN/FIN	Remarks/Comments
<input checked="" type="checkbox"/>	Leyba, Denise	Officer, Contracting	CONT0001	TASK0001.1	Afghanistan	04/01/2010 - 06/30/2010	xxx-xx-0030	VIEW
<input checked="" type="checkbox"/>	Moses, Phillip	Officer, Contracting	CONT0001	TASK0001.1	Afghanistan	04/01/2010 - 06/30/2010	xxx-xx-0033	VIEW

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Remarks

\* Reason/Comments Will have to deny the LOA request for misconduct during a previous deployment.

[Return to Bulk LOA Search](#)

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.

Message from webpage

? You are about to deny the LOAs you have selected. Press OK to continue. Press Cancel to remain on 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

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

View Person - Jones, Bridget (Company Contractor Personnel)

Person Data	
<b>Full Name:</b> Jones, Bridget	<b>Deployment Status:</b> Not Deployed
<b>Email:</b> jones_bridget@saic.com	<b>Gender:</b> Female
<b>Company:</b> SAIC	<b>Citizenship:</b> United States
<b>SSN:</b> xxx-xx-1357	<b>DMDC Verified:</b> No
<b>Date of Birth:</b> 01/22/1973	<b>CAC Expiration Date:</b> Unknown

Sub-Contractor Details	
<b>Primary Company:</b> BAH	<b>Task Order Number:</b> C0001-Task001
<b>Contract Number:</b> CONTRACT#0001	<b>Task Order Dates:</b> 08/01/2007 - 07/31/2009
<b>Contract Dates:</b> 08/01/2007 - 07/31/2012	

[Edit Person](#)

Deployment Information	
No previous deployments exist for this person	<a href="#">Deployment Actions</a>

Current Deployment	Pre-Deployment
<b>Person Status:</b> Active	<input checked="" type="checkbox"/> Create Deployment   Complete
<b>Arrived:</b> Not yet arrived	<input type="checkbox"/> Request LOA   LOA Not Requested
<b>Actual Arrival Date:</b> Not yet arrived	<input checked="" type="checkbox"/> Eligibility Requirements   Incomplete
<b>Estimated Deployment:</b> 10/16/2007 - 12/31/2007	<input type="checkbox"/> Deployment Itinerary   Incomplete
<b>Countries to be Visited:</b> Afghanistan	
<b>Government:</b> AMC	

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

View Person : Edit Eligibility Requirements

Edit Eligibility Requirements	
<b>1. Training</b>	2. Health
3. Visa	4. Equipment
5. Clearance	6. Forms

1. Is this person exempt from the training requirement?  No  Yes [Add Training](#)

If No, enter the Company Training Center Information:

No Company Training Center Information found.

- 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.

View Person : Edit Eligibility Requirements

**Edit Eligibility Requirements**

1. Training 2. Health 3. Visa 4. Equipment 5. Clearance 6. Forms

Enter the Company Training Center Information:

\* Training Type: Select a Training Type

\* Date: (mm/dd/yyyy)

\* Location: 

**Add** **Close**

- 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.

**Site Search**

Enter or select the desired country code along with any additional search criteria, then click 'Search'. You should include US State if you are searching for the US. Please note: Guam, Puerto Rico, and American Samoa are considered states of the US.

\* Country Code: **Select Country**

(US only) State Code: **Select a State**

City:

**Search**

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

View Person : Edit Eligibility Requirements

**Edit Eligibility Requirements**

1. Training 2. Health 3. Visa 4. Equipment 5. Clearance 6. Forms

Enter the Company Training Center Information:

\* Training Type: CRC

\* Date: 10/01/2007 (mm/dd/yyyy)

\* Location: Andkhvoy, AF 

**Add** **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.

View Person : Edit Eligibility Requirements

**Edit Eligibility Requirements**

1. Training 2. Health 3. Visa 4. Equipment 5. Clearance 6. Forms

1. Is this person exempt from the training requirement?  No  Yes [Add Training](#)

If No, enter the Company Training Center Information:

Type	Date	Location	Edit	Delete
CRC	10/01/2007	Andkhvoy		

2. Has this person received Personnel Recovery Training?  No  Yes

[Cancel](#) [Save](#) [Save and Continue](#)

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

View Person : Edit Eligibility Requirements

**Edit Eligibility Requirements**

1. Training 2. Health 3. Visa 4. Equipment 5. Clearance 6. Forms

1. Is this person exempt from the training requirement?  No  Yes [Add Training](#)

If No, enter the Company Training Center Information:

Type	Date	Location	Edit	Delete
CRC	10/01/2007	Andkhvoy		

2. Has this person received Personnel Recovery Training?  No  Yes

[Cancel](#) [Save](#) [Save and Continue](#)

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

View Person : Edit Eligibility Requirements

**Edit Eligibility Requirements**

1. Training 2. Health 3. Visa 4. Equipment 5. Clearance 6. Forms

Enter Medical Information:

\* 1. What is the person's blood type?

2. Is the person's DNA on file?  Yes  No

3. Is the person's Panograph on file?  Yes  No

[Cancel](#) [Back](#) [Save](#) [Save and Continue](#)

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

View Person : Edit Eligibility Requirements

**Edit Eligibility Requirements**

1. Training 2. Health **3. Visa** 4. Equipment 5. Clearance 6. Forms

Select edit to update a country's visa information:

CountryDesc	Visa Number	Expiration Date	Sponsor Name	Edit
Afghanistan	Not Entered	Not Entered	Not Entered	
Iraq	Not Entered	Not Entered	Not Entered	

Cancel Back Continue

- 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**.

**Edit Eligibility Requirements**

1. Training 2. Health **3. Visa** 4. Equipment 5. Clearance 6. Forms

Eligibility Visa has been saved successfully.

Enter the selected Country's Visa Information:

Country: Afghanistan

Visa Number:

Expiration Date:  (mm/dd/yyyy)

Sponsor Name:

Update Close

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

View Person : Edit Eligibility Requirements

**Edit Eligibility Requirements**

1. Training 2. Health **3. Visa** 4. Equipment 5. Clearance 6. Forms

Select edit to update a country's visa information:

CountryDesc	Visa Number	Expiration Date	Sponsor Name	Edit
Afghanistan	Not Entered	Not Entered	Not Entered	
Iraq	Not Entered	Not Entered	Not Entered	

Cancel Back Continue

- 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.

**Edit Eligibility Requirements**

1. Training 2. Health 3. Visa **4. Equipment** 5. Clearance 6. Forms

Enter Equipment Information:

1. Has the person received government issued OCIE?  Yes  No

2. Has the person been issued Two Sets of ID Tags?  Yes  No

This person has not been authorized to carry a weapon:

3. Has this person been issued a weapon?  Yes  No

Buttons: Cancel Back Save **Save and Continue**

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

<b>PM/Office:</b> None selected	<b>Deployment</b>	
<b>PdM/Branch:</b> None selected	<input checked="" type="checkbox"/> Identify Issued Weapon	Incomplete
<b>Contract Number:</b> AUTOMATION_MAIN	<input checked="" type="checkbox"/> In-Theater Arrival	Populated by Movement Scan Date
<b>Task Order:</b> 0001	<input checked="" type="checkbox"/> Duty Station Check In	Incomplete
<b>Deployment Purpose:</b> AUTOMATION TEST		
<b>Current Duty Station</b> <a href="#">View Duty Station History</a>		

- 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.

**Edit Eligibility Requirements**

1. Training 2. Health 3. Visa **4. Equipment** 5. Clearance 6. Forms

Enter Equipment Information:

1. Has the person received government issued OCIE?  Yes  No

2. Has the person been issued Two Sets of ID Tags?  Yes  No

This person has been authorized to carry a weapon(s):

**3. Has this person been issued a weapon?**  Yes  No

Buttons: Cancel Back Save **Save and Continue**

- 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.”

**Edit Eligibility Requirements**

1. Training 2. Health 3. Visa 4. Equipment 5. Clearance 6. Forms

Enter Equipment Information:

1. Has the person received government issued OCIE?  Yes  No

2. Has the person been issued Two Sets of ID Tags?  Yes  No

This person has been authorized to carry a weapon(s):

3. Has this person been issued a weapon?  Yes  No

4. What type of weapon(s) is the person carrying? Machine Gun (5.56mm Generic)

5. What is the serial number of the weapon(s)?  
 \* Machine Gun (5.56mm Generic)  Source: Select a Source

Select a Source  
 Company Furnished Equipment  
 Government Furnished Equipment

- 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.

View Person : Edit Eligibility Requirements

**Edit Eligibility Requirements**

1. Training 2. Health 3. Visa 4. Equipment 5. Clearance 6. Forms

Enter Security Information:

1. Has the person received Country Clearance?  Yes  No

2. Has the person received a Theater Clearance?  Yes  No

- 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.”

View Person : Edit Eligibility Requirements

**Edit Eligibility Requirements**

1. Training 2. Health 3. Visa 4. Equipment 5. Clearance **6. Forms**

Which Forms has the person completed?

1. ISO Prep Form	<input type="radio"/> Yes	<input checked="" type="radio"/> No
2. DD Form 93	<input type="radio"/> Yes	<input checked="" type="radio"/> No
3. TA-50 (if Supporting Unit)	<input type="radio"/> Yes	<input checked="" type="radio"/> No
4. Added to Unit TPFDD (if Supporting Unit)	<input type="radio"/> Yes	<input checked="" type="radio"/> No
5. DD Form 2764 (if Supporting Unit)	<input type="radio"/> Yes	<input checked="" type="radio"/> No

Cancel Back Save **Save and Exit**

## 5.8 Add a Deployment Itinerary

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

View Person - Jones, Bridget (Company Contractor Personnel)

**Person Data**

<b>Full Name:</b> Jones, Bridget	<b>Deployment Status:</b> Not Deployed
<b>Email:</b> jones_bridget@saic.com	<b>Gender:</b> Female
<b>Company:</b> SAIC	<b>Citizenship:</b> United States
<b>SSN:</b> xxx-xx-1357	<b>DMDC Verified:</b> No
<b>Date of Birth:</b> 01/22/1973	<b>CAC Expiration Date:</b> Unknown

**Sub-Contractor Details**

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

[Edit Person](#)

**Deployment Information**

No previous deployments exist for this person [Deployment Actions](#)

<div style="background-color: #e6f2ff; padding: 2px;"><b>Current Deployment</b></div> <p><b>Person Status:</b> Active  <b>Arrived:</b> Not yet arrived  <b>Actual Arrival Date:</b> Not yet arrived  <b>Estimated Deployment:</b> 10/16/2007 - 12/31/2007  <b>Countries to be Visited:</b> Afghanistan  <b>Government Organization:</b> AMC  <b>PM/Branch:</b> SDDC</p>	<div style="background-color: #e6f2ff; padding: 2px;"><b>Pre-Deployment</b></div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">✓</td> <td>Create Deployment</td> <td>Complete</td> </tr> <tr> <td style="text-align: center;">✗</td> <td>Request LOA</td> <td>LOA Not Requested</td> </tr> <tr> <td style="text-align: center;">✓</td> <td>Eligibility Requirements</td> <td>Complete</td> </tr> <tr style="border: 2px solid red;"> <td style="text-align: center;">✗</td> <td>Deployment Itinerary</td> <td>Incomplete</td> </tr> </table>	✓	Create Deployment	Complete	✗	Request LOA	LOA Not Requested	✓	Eligibility Requirements	Complete	✗	Deployment Itinerary	Incomplete
✓	Create Deployment	Complete											
✗	Request LOA	LOA Not Requested											
✓	Eligibility Requirements	Complete											
✗	Deployment Itinerary	Incomplete											

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

View Person : Edit Deployment Itinerary

**Deployment Itinerary**

<b>* Mode of Transportation:</b>	Commercial Air
<b>Carrier:</b>	Please select a Carrier...
<b>Flight Number:</b>	<input type="text"/>
<b>* Arrival Date (mm/dd/yyyy):</b>	<input type="text"/>
<b>Time of Arrival</b>	12:00 Midnight
<b>* Port of Arrival</b>	<input type="text"/>

[Back](#)
[Save and Continue](#)

## 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

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

View Person - Jones, Bridget (Company Contractor Personnel)

**Person Data**

<b>Full Name:</b> Jones, Bridget	<b>Deployment Status:</b> Not Deployed
<b>Email:</b> jones_bridget@saic.com	<b>Gender:</b> Female
<b>Company:</b> SAIC	<b>Citizenship:</b> United States
<b>SSN:</b> xxx-xx-1234	<b>DMDC Verified:</b> No
<b>Date of Birth:</b> 01/22/1973	<b>CAC Expiration Date:</b> Unknown

**Sub-Contractor Details**

<b>Primary Company:</b> BAH	<b>Task Order Number:</b> 5777754443322458
<b>Contract Number:</b> 10142008	<b>Task Order Dates:</b> 10/14/2008 - 10/11/2009
<b>Contract Dates:</b> 10/14/2008 - 10/14/2015	

[Edit Person](#)

**Deployment Information**

No previous deployments exist for this person

**Current Deployment**

**Person Status:** Active  
**Arrived:** Not yet arrived  
**Actual Arrival Date:** Not yet arrived  
**Estimated Deployment:** 10/14/2007 - 10/14/2009  
**Countries to be Visited:** Afghanistan  
**Government Organization:** U.S. Air Force  
**PM/Branch:** None selected  
**PdM/Office:** None selected  
**Contract Number:** 10142008  
**Task Order:** 5777754443322458  
**Deployment Purpose:** support the warfighter

**Pre-Deployment**

<input checked="" type="checkbox"/>	Create Deployment	Complete
<input checked="" type="checkbox"/>	Request LOA	Pending
<input type="checkbox"/>	Eligibility Requirements	Incomplete
<input type="checkbox"/>	Deployment Itinerary	Incomplete

**Deployment**

<input type="checkbox"/>	In-Theater Arrival	Incomplete
<input type="checkbox"/>	Duty Station Check In	Incomplete

- 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.

Person : In-Theater Arrival

**In-Theater Arrival**

**\*When did the person arrive in-theater (mm/dd/yyyy)?**

10/29/2007

[Cancel](#)
[Save and Continue](#)

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**.)

**Person Data**

If the person data is edited, the person's current LOA will not reflect the changes. In order to update the person data on the LOA, the current LOA must be revoked and a new LOA request must be initiated.

<b>Full Name:</b> Testing, AutoPop	<b>Deployment Status:</b> Deployed
<b>Email:</b> auto@bah.com	<b>Gender:</b> Male
<b>Company:</b> BAH	<b>Citizenship:</b> United States
<b>SSN:</b> xxx-xx-2222	<b>DMDC Verified:</b> Yes
<b>Date of Birth:</b> 05/11/1984	<b>CAC Expiration Date:</b> Unknown

Last Update: 09/02/2009

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**Sub-Contractor Details**

<b>Primary Company:</b> BAE	<b>Task Order Number:</b> 0001
<b>Contract Number:</b> AUTOMATION_MAIN	<b>Task Order Dates:</b> 03/24/2009 - 03/23/2015
<b>Contract Dates:</b> 03/24/2009 - 03/24/2020	

[Edit Person](#)

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**Deployment Information**

No previous deployments exist for this person [Deployment Actions](#)

<div style="background-color: #e6f2ff; padding: 2px;"><b>Current Deployment</b></div> <p style="text-align: right; font-size: small;"><a href="#">View / Print LOA</a></p> <p><b>Person Status:</b> Active</p> <p><b>Arrived:</b> Has arrived</p> <p><b>Actual Arrival Date:</b> 09/01/2009 - <span style="border: 1px solid red; padding: 2px;">Populated by Movement Scan Date</span></p> <p><b>Estimated Deployment:</b> 09/02/2009 - 01/01/2020</p> <p><b>Countries to be Visited:</b> United States</p> <p><b>Government Organization:</b> AMC</p> <p><b>PM/Office:</b> None selected</p> <p><b>PdM/Branch:</b> None selected</p> <p><b>Contract Number:</b> AUTOMATION_MAIN</p> <p><b>Task Order:</b> 0001</p> <p><b>Deployment Purpose:</b> AUTOMATION TEST</p> <div style="background-color: #e6f2ff; padding: 2px;"><b>Current Duty Station</b></div> <p style="text-align: right; font-size: small;"><a href="#">View Duty Station History</a></p> <p><b>Location:</b> Herndon, VA</p> <p><b>Arrival Date:</b> Not yet arrived</p> <p><b>Operation:</b> General Officer Area of Interest</p> <p><b>System Supported:</b></p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="background-color: #e6f2ff; padding: 2px;"><b>Pre-Deployment</b></td> </tr> <tr> <td style="text-align: center;">✓</td> <td>Create Deployment <span style="float: right;">Complete</span></td> </tr> <tr> <td style="text-align: center;">✓</td> <td>Request LOA <span style="float: right;">KO Approved</span></td> </tr> <tr> <td style="text-align: center;">✗</td> <td>Eligibility Requirements <span style="float: right;">Incomplete</span></td> </tr> <tr> <td style="text-align: center;">✗</td> <td>Deployment Itinerary <span style="float: right;">Incomplete</span></td> </tr> <tr> <td colspan="2" style="background-color: #e6f2ff; padding: 2px;"><b>Deployment</b></td> </tr> <tr> <td style="text-align: center;">✗</td> <td>Identify Issued Weapon <span style="float: right;">Incomplete</span></td> </tr> <tr> <td style="text-align: center;">✓</td> <td>In-Theater Arrival <span style="float: right; border: 1px solid red; padding: 2px;">Populated by Movement Scan Date</span></td> </tr> <tr> <td style="text-align: center;">✗</td> <td>Duty Station Check In <span style="float: right;">Incomplete</span></td> </tr> <tr> <td colspan="2" style="background-color: #e6f2ff; padding: 2px;"><b>Re-Deployment</b></td> </tr> <tr> <td style="text-align: center;">✗</td> <td>Plan Re-Deployment <span style="float: right;">Incomplete</span></td> </tr> <tr> <td style="text-align: center;">✗</td> <td>Closeout Deployment <span style="float: right;">Incomplete</span></td> </tr> </table>	<b>Pre-Deployment</b>		✓	Create Deployment <span style="float: right;">Complete</span>	✓	Request LOA <span style="float: right;">KO Approved</span>	✗	Eligibility Requirements <span style="float: right;">Incomplete</span>	✗	Deployment Itinerary <span style="float: right;">Incomplete</span>	<b>Deployment</b>		✗	Identify Issued Weapon <span style="float: right;">Incomplete</span>	✓	In-Theater Arrival <span style="float: right; border: 1px solid red; padding: 2px;">Populated by Movement Scan Date</span>	✗	Duty Station Check In <span style="float: right;">Incomplete</span>	<b>Re-Deployment</b>		✗	Plan Re-Deployment <span style="float: right;">Incomplete</span>	✗	Closeout Deployment <span style="float: right;">Incomplete</span>
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✗	Plan Re-Deployment <span style="float: right;">Incomplete</span>																								
✗	Closeout Deployment <span style="float: right;">Incomplete</span>																								

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**Deployment Movements**

[View Most Recent \(5\) Movements](#)

- 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**.

Person : In-Theater Arrival

**In-Theater Arrival**

The In-Theatre Arrival date has been auto-populated by SPOT using the person's first movement scan. Please verify the date, adjust as needed, and click "Save and Continue" in order to save the changes in SPOT.

\*When did the person arrive in-theater (mm/dd/yyyy)?

09/01/2009

Cancel Save and Continue

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

Deployment Information No previous deployments exist for this person Deployment Actions

Current Deployment	View / Print LOA	Pre-Deployment	
<b>Person Status:</b> Active		✓ Create Deployment	Complete
<b>Arrived:</b> Has arrived		✓ Request LOA	KO Approved
<b>Actual Arrival Date:</b> 08/10/2009		✗ Eligibility Requirements	Incomplete
<b>Estimated Deployment:</b> 07/30/2009 - 12/31/2009		✗ Deployment Itinerary	Incomplete
<b>Countries to be Visited:</b> Iraq, Kuwait		<b>Deployment</b>	
<b>Government Organization:</b> Army Research Lab		✗ Identify Issued Weapon	Incomplete
<b>PM/Office:</b> None selected		✓ In-Theater Arrival	Complete
<b>PdM/Branch:</b> None selected		✗ Duty Station Check In	Incomplete
<b>Contract Number:</b> W911QX-07-D-0012			
<b>Task Order:</b> W911QX-07-D-0012-0002			
<b>Deployment Purpose:</b> This GS-14 equivalent Contractor for the Legacy program is considered as "Mission Essential, Government Civilian" accompanying U.S. forces in connection with "Security and Stability Operations".			

## 6.2 Enter Person's Duty Station Check-In Date

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

View Person - Jones, Bridget (Company Contractor Personnel)

**Person Data**

<b>Full Name:</b> Jones, Bridget	<b>Deployment Status:</b> Not Deployed
<b>Email:</b> jones_bridget@saic.com	<b>Gender:</b> Female
<b>Company:</b> SAIC	<b>Citizenship:</b> United States
<b>SSN:</b> xxx-xx-1234	<b>DMDC Verified:</b> No
<b>Date of Birth:</b> 01/22/1973	<b>CAC Expiration Date:</b> Unknown

**Sub-Contractor Details**

<b>Primary Company:</b> BAH	<b>Task Order Number:</b> 5777754443322458
<b>Contract Number:</b> 10142008	<b>Task Order Dates:</b> 10/14/2008 - 10/11/2009
<b>Contract Dates:</b> 10/14/2008 - 10/14/2015	

[Edit Person](#)

**Deployment Information**

No previous deployments exist for this person Deployment Actions

Current Deployment	Pre-Deployment
<b>Person Status:</b> Active	<input checked="" type="checkbox"/> Create Deployment <span style="float: right;">Complete</span>
<b>Arrived:</b> Not yet arrived	<input checked="" type="checkbox"/> Request LOA <span style="float: right;">Pending</span>
<b>Actual Arrival Date:</b> Not yet arrived	<input type="checkbox"/> Eligibility Requirements <span style="float: right;">Incomplete</span>
<b>Estimated Deployment:</b> 10/14/2007 - 10/14/2009	<input type="checkbox"/> Deployment Itinerary <span style="float: right;">Incomplete</span>
<b>Countries to be Visited:</b> Afghanistan	
<b>Government Organization:</b> U.S. Air Force	
<b>PM/Branch:</b> None selected	
<b>PdM/Office:</b> None selected	
<b>Contract Number:</b> 10142008	<input type="checkbox"/> In-Theater Arrival <span style="float: right;">Incomplete</span>
<b>Task Order:</b> 5777754443322458	<input checked="" type="checkbox"/> <b>Duty Station Check In</b> <span style="float: right;">Incomplete</span>
<b>Deployment Purpose:</b> support the warfighter	

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

View Person : Update Deployment Duty Station

**Deployment Duty Station**

<b>* Duty Station Location:</b>	Andkhvoy, AF
<b>* Date Arrived (mm/dd/yyyy):</b>	10/29/2007
<b>* Operation:</b>	Army Battle Command and Enablers System of Systems Test (IOTE)
<b>System Supported</b>	Bradley

[Cancel](#) [Save and Exit](#)

## 6.3 Update Deployment Information

- 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.

View Person - Jones, Bridget (Company Contractor Personnel)

**Person Data**

<b>Full Name:</b> Jones, Bridget	<b>Deployment Status:</b> Not Deployed
<b>Email:</b> jones_bridget@saic.com	<b>Gender:</b> Female
<b>Company:</b> SAIC	<b>Citizenship:</b> United States
<b>SSN:</b> xxx-xx-1357	<b>DMDC Verified:</b> No
<b>Date of Birth:</b> 01/22/1973	<b>CAC Expiration Date:</b> Unknown

---

**Sub-Contractor Details**

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

[Edit Person](#)

**Deployment Information**

No previous deployments exist for this person 
[Update Deployment Information](#)

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

View Person : Update Deployment

**Update Deployment**

**What are the *estimated* start and end dates for this deployment (mm/dd/yyyy)?**

\* Estimated Start Date

\* Estimated End Date

**Which countries are being visited?**

\* Selected Countries

Country Name	Remove
Afghanistan	<a href="#">Remove</a>

[Add Country](#)

\* What is the purpose of this deployment?

fighting terrorists

\* What is the person's status?

\* What is the person's job title?

\* What is the in-theater email for this deployment?

[Update Deployment](#) [Cancel](#)

## 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.

View Person - Jones, Bridget (Company Contractor Personnel)

**Person Data**

<b>Full Name:</b> Jones, Bridget	<b>Deployment Status:</b> Not Deployed
<b>Email:</b> jones_bridget@saic.com	<b>Gender:</b> Female
<b>Company:</b> SAIC	<b>Citizenship:</b> United States
<b>SSN:</b> xxx-xx-1357	<b>DMDC Verified:</b> No
<b>Date of Birth:</b> 01/22/1973	<b>CAC Expiration Date:</b> Unknown

**Sub-Contractor Details**

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

[Edit Person](#)

**Deployment Information**

No previous deployments exist for this person  

**Update POCs**  

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.

The screenshot shows a web form titled "Update Point of Contact" with three distinct sections. Each section contains a set of input fields for contact information. The first section, "What is the 24/7 company point of contact info?", has the following values: First Name: Daniel, Middle Initial: (empty), Last Name: Cleaver, Home Phone: (empty), Office Phone: 111-222-9876, Mobile Phone: (empty), and Email: cleaver\_daniel@saic.com. The "Save" button for this section is highlighted with a red box. The second section, "What is the in-theater point of contact info?", and the third section, "What is the government point of contact info?", both have empty input fields. Each section also has a "Close" button next to its "Save" button.

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

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

The screenshot shows the "View Person : Update Point of Contact" page. At the top, a green message reads "Company POC Successfully updated." Below this is the same contact information form as in the previous screenshot. The "Save" button for the 24/7 company section is now disabled, and the "Close" button next to it is highlighted with a red box.

## 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.

View Person - Jones, Bridget (Company Contractor Personnel)

**Person Data**

<b>Full Name:</b> Jones, Bridget	<b>Deployment Status:</b> Not Deployed
<b>Email:</b> jones_bridget@saic.com	<b>Gender:</b> Female
<b>Company:</b> SAIC	<b>Citizenship:</b> United States
<b>SSN:</b> xxx-xx-1357	<b>DMDC Verified:</b> No
<b>Date of Birth:</b> 01/22/1973	<b>CAC Expiration Date:</b> Unknown

**Sub-Contractor Details**

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

[Edit Person](#)

**Deployment Information**

No previous deployments exist for this person [Change Deployment Duty Station](#) [Go](#)

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.

View Person : Update Deployment Duty Station

**Deployment Duty Station**

<b>* Duty Station Location:</b>	<input type="text" value="Andkhvoy, AF"/>
<b>* Date Arrived (mm/dd/yyyy):</b>	<input type="text" value="10/30/2007"/>
<b>* Operation:</b>	<input type="text" value="Army Battle Command and Enablers System of Systems Test (IOTE)"/>
<b>System Supported</b>	<input type="text" value="Bradley"/>

[Cancel](#) [Save and Exit](#)

## 6.6 Cancel a Deployment

- 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.

View Person - Jones, Bridget (Company Contractor Personnel)

Person Data	
<b>Full Name:</b> Jones, Bridget	<b>Deployment Status:</b> Not Deployed
<b>Email:</b> jones_bridget@saic.com	<b>Gender:</b> Female
<b>Company:</b> SAIC	<b>Citizenship:</b> United States
<b>SSN:</b> xxx-xx-1357	<b>DMDV Verified:</b> No
<b>Date of Birth:</b> 01/22/1973	<b>CAC Expiration Date:</b> Unknown

Sub-Contractor Details	
<b>Primary Company:</b> BAH	<b>Task Order Number:</b> C0001-Task001
<b>Contract Number:</b> CONTRACT#0001	<b>Task Order Dates:</b> 08/01/2007 - 07/31/2009
<b>Contract Dates:</b> 08/01/2007 - 07/31/2012	

[Edit Person](#)

**Deployment Information** No previous deployments exist for this person [Cancel Deployment](#) [Go](#)

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

View Person : Cancel Deployment

Cancel Deployment	
<b>Person Status:</b> Incomplete	<b>Supporting Government:</b> AMC
<b>Arrived:</b> Not yet arrived	<b>Organization:</b>
<b>Actual Arrival Date:</b>	<b>PM / Branch:</b> SDOC
<b>Estimated Deployment:</b> 10/16/2007 - 12/31/2007	<b>PdM / Office:</b>
<b>Countries to be Visited:</b> Afghanistan	<b>Contract Number:</b> CONTRACT#0001
	<b>Task Order:</b> C0001-Task001
	<b>Deployment Purpose:</b> fighting terrorists

\* Please enter the reason to cancel the above deployment:

cancelled due to weather

[Continue](#) [Return to View Person](#)

- 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.

View Person : Cancel Deployment

**Cancel Deployment**

<b>Person Status:</b> Incomplete	<b>Supporting Government:</b> AMC
<b>Arrived:</b> Not yet arrived	<b>Organization:</b>
<b>Actual Arrival Date:</b>	<b>PM / Branch:</b> SDDC
<b>Estimated Deployment:</b> 10/16/2007 - 12/31/2007	<b>PdM / Office:</b>
<b>Countries to be Visited:</b> Afghanistan	<b>Contract Number:</b> CONTRACT#0001
	<b>Task Order:</b> C0001-Task001
	<b>Deployment Purpose:</b> fighting terrorists

**\* Please confirm the explanation below:**

cancelled due to weather

**Back** **Cancel Deployment** **Return to View Person**

- 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.

Home | Person | Contracts | Reports | Deployments / LOAs | Account Information | Company Managed Equipment

Home : View Person : Cancel Deployment

**Cancel Deployment**

The cancellation of this Deployment will result in automatic cancellation of the associated LOA.

<b>Person Status:</b> Incomplete	<b>Supporting Government:</b> Organization_B2
<b>Arrived:</b> Not yet arrived	<b>Organization:</b>
<b>Actual Arrival Date:</b>	<b>PM / Branch:</b>
<b>Estimated Deployment:</b> 10/10/2010 - 10/20/2010	<b>PdM / Office:</b>
<b>Countries to be Visited:</b> Afghanistan	<b>Contract Number:</b> Contract_B2
	<b>Task Order:</b> Task Order_B2
	<b>Deployment Purpose:</b> adfsd

**\* Please enter the reason to cancel the above deployment:**

**Continue** **Return to View Person**

## 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.

View Person - Jones, Bridget (Company Contractor Personnel)

Person Data	
<b>Full Name:</b> Jones, Bridget	<b>Deployment Status:</b> Not Deployed
<b>Email:</b> jones_bridget@saic.com	<b>Gender:</b> Female
<b>Company:</b> SAIC	<b>Citizenship:</b> United States
<b>SSN:</b> xxx-xx-1357	<b>DMDC Verified:</b> No
<b>Date of Birth:</b> 01/22/1973	<b>CAC Expiration Date:</b> Unknown

Sub-Contractor Details	
<b>Primary Company:</b> BAH	<b>Task Order Number:</b> C0001-Task001
<b>Contract Number:</b> CONTRACT#0001	<b>Task Order Dates:</b> 08/01/2007 - 07/31/2009
<b>Contract Dates:</b> 08/01/2007 - 07/31/2012	

[Edit Person](#)

Deployment Information
10/23/2007 - 10/23/2007 <input type="button" value="Go"/>

There is no current deployment for this person

[Create New Deployment](#)

## 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 after 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

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

Home : View Person - Lipcomb, Thomas (Company Contractor Personnel)

**Person Data**

<b>Full Name:</b> Lipcomb, Thomas	<b>Deployment Status:</b> Deployed
<b>Email:</b> thomas.lipcomb@us.army.mil	<b>Gender:</b> Male
<b>Company:</b> Northrop Grumman Corp.	<b>Citizenship:</b> United States
<b>SSN:</b> xxx-xx-0006	<b>DMDC Verified:</b> No
<b>Date of Birth:</b> 01/01/1970	<b>CAC Expiration Date:</b> Unknown

Last Update: 12/30/2009

[Edit Person](#)

**Deployment Information**

No previous deployments exist for this person [Deployment Actions](#)

<div style="background-color: #e6f2ff; padding: 2px;"><b>Current Deployment</b></div> <p><b>Person Status:</b> Active  <b>Arrived:</b> Has arrived  <b>Actual Arrival Date:</b> 12/30/2009  <b>Estimated Deployment:</b> 01/01/2010 - 07/31/2010  <b>Countries to be Visited:</b> Afghanistan  <b>Government Organization:</b> CECOM  <b>PM/Office:</b> ACQ  <b>PdM/Branch:</b> None selected  <b>Contract Number:</b> CONT0001  <b>Task Order:</b> TASK0001  <b>Deployment Purpose:</b> To support the military mission in Afghanistan.</p> <div style="background-color: #e6f2ff; padding: 2px;"><b>Current Duty Station</b></div> <p><b>Location:</b> Bamian, AF  <b>Arrival Date:</b> Not yet arrived  <b>Operation:</b> Global War on Terrorism (GWOT)  <b>System Supported:</b></p> <p style="text-align: right;"><a href="#">View Duty Station History</a></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="background-color: #e6f2ff;">Pre-Deployment</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Create Deployment</td> <td>Complete</td> </tr> <tr> <td><input checked="" type="checkbox"/> Request LOA</td> <td>Revoked</td> </tr> <tr> <td><input type="checkbox"/> Eligibility Requirements</td> <td>Incomplete</td> </tr> <tr> <td><input type="checkbox"/> Deployment Itinerary</td> <td>Incomplete</td> </tr> <tr> <th colspan="2" style="background-color: #e6f2ff;">Deployment</th> </tr> <tr> <td><input checked="" type="checkbox"/> In-Theater Arrival</td> <td>Complete</td> </tr> <tr> <td><input type="checkbox"/> Duty Station Check In</td> <td>Incomplete</td> </tr> <tr> <th colspan="2" style="background-color: #e6f2ff;">Re-Deployment</th> </tr> <tr> <td><input checked="" type="checkbox"/> Plan Re-Deployment</td> <td>Incomplete</td> </tr> <tr> <td><input type="checkbox"/> Closeout Deployment</td> <td>Incomplete</td> </tr> </tbody> </table>	Pre-Deployment		<input checked="" type="checkbox"/> Create Deployment	Complete	<input checked="" type="checkbox"/> Request LOA	Revoked	<input type="checkbox"/> Eligibility Requirements	Incomplete	<input type="checkbox"/> Deployment Itinerary	Incomplete	Deployment		<input checked="" type="checkbox"/> In-Theater Arrival	Complete	<input type="checkbox"/> Duty Station Check In	Incomplete	Re-Deployment		<input checked="" type="checkbox"/> Plan Re-Deployment	Incomplete	<input type="checkbox"/> Closeout Deployment	Incomplete
Pre-Deployment																							
<input checked="" type="checkbox"/> Create Deployment	Complete																						
<input checked="" type="checkbox"/> Request LOA	Revoked																						
<input type="checkbox"/> Eligibility Requirements	Incomplete																						
<input type="checkbox"/> Deployment Itinerary	Incomplete																						
Deployment																							
<input checked="" type="checkbox"/> In-Theater Arrival	Complete																						
<input type="checkbox"/> Duty Station Check In	Incomplete																						
Re-Deployment																							
<input checked="" type="checkbox"/> Plan Re-Deployment	Incomplete																						
<input type="checkbox"/> Closeout Deployment	Incomplete																						

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

View Person : Plan Re-Deployment

**Plan Re-Deployment**

**Method of Transportation:** Military Air

**Anticipated Departure Date from AOR:** 04/03/2009

Cancel
Save & Continue

## 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.

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

<b>Estimated Deployment:</b> 03/03/2009 - 04/03/2009 <b>Countries to be Visited:</b> Afghanistan <b>Government:</b> AMC <b>Organization:</b> <b>PM/Branch:</b> None selected <b>PdM/Office:</b> None selected <b>Contract Number:</b> Sample_03052009_RV <b>Task Order:</b> Task_Order_1 <b>Deployment Purpose:</b> Evacuation <b>Current Duty Station:</b> <a href="#">View Duty Station History</a> <b>Location:</b> Bagram AFB, AF <b>Arrival Date:</b> 03/06/2009 <b>Operation:</b> OCONUS Field Support <b>System Supported:</b> Combat Support	<table border="1"> <tr> <td><input checked="" type="checkbox"/></td> <td>Eligibility Requirements</td> <td>Complete</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Deployment Itinerary</td> <td>Complete</td> </tr> <tr> <td colspan="3"><b>Deployment</b></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>In-Theater Arrival</td> <td>Complete</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Duty Station Check In</td> <td>Complete</td> </tr> <tr> <td colspan="3"><b>Re-Deployment</b></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Plan Re-Deployment</td> <td>Complete</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Closeout Deployment</td> <td>Incomplete</td> </tr> </table>	<input checked="" type="checkbox"/>	Eligibility Requirements	Complete	<input checked="" type="checkbox"/>	Deployment Itinerary	Complete	<b>Deployment</b>			<input checked="" type="checkbox"/>	In-Theater Arrival	Complete	<input checked="" type="checkbox"/>	Duty Station Check In	Complete	<b>Re-Deployment</b>			<input checked="" type="checkbox"/>	Plan Re-Deployment	Complete	<input type="checkbox"/>	Closeout Deployment	Incomplete
<input checked="" type="checkbox"/>	Eligibility Requirements	Complete																							
<input checked="" type="checkbox"/>	Deployment Itinerary	Complete																							
<b>Deployment</b>																									
<input checked="" type="checkbox"/>	In-Theater Arrival	Complete																							
<input checked="" type="checkbox"/>	Duty Station Check In	Complete																							
<b>Re-Deployment</b>																									
<input checked="" type="checkbox"/>	Plan Re-Deployment	Complete																							
<input type="checkbox"/>	Closeout Deployment	Incomplete																							

- 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.

**Closeout Deployment**

\* Have the terms of deployment been fulfilled?  Yes  No

Person Status:

Method of Transportation:

\*Actual Departure Date from AOR:

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

**Closeout Deployment**

\* Have the terms of deployment been fulfilled?  Yes  No

\* Reason for leaving mission?  Voluntary (early)  
 Involuntary (removed for cause)

Person Status:

Method of Transportation:

\*Actual Departure Date from AOR:

---

Has the government issued OCIE been returned?  Yes  No

Has medical screened been administered?  Yes  No

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.

The screenshot shows the 'Closeout Deployment' form with the following fields and options:

- \* Have the terms of deployment been fulfilled?**  Yes  No
- \* Reason for leaving mission?**  Voluntary (early)  Involuntary (removed for cause)
- \* Identify Reason:** A dropdown menu is open, showing the following options: Select Reason, Due to Negligence, Other, Performance problems, Personal reasons, Prosecutorial review, Requested by mission to depart, and Rule of force violation.
- Person Status:** (Label only)
- Method of Transportation:** (Label only)
- \* Actual Departure Date from AOR:** (Label only)
- Has the government issued OCIE been returned?**  Yes  No
- Has medical screened been administered?**  Yes  No

Buttons at the bottom: Cancel, Save & Continue

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

The screenshot shows the 'Closeout Deployment' form with the following fields and options:

- \* Have the terms of deployment been fulfilled?**  Yes  No
- Person Status:** A dropdown menu is open, showing the following options: Active, Select Status, Active, AWOL, Injured, KIA, MIA, and POW.
- Method of Transportation:** (Label only)
- \* Actual Departure Date from AOR:** (Label only)
- Has the government issued OCIE been returned?**  Yes  No
- Has medical screened been administered?**  Yes  No

Buttons at the bottom: Cancel, Save & Continue

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**.

**Closeout Deployment**

\* Have the terms of deployment been fulfilled?  Yes  No

Person Status: Active

Method of Transportation: Military Air

\* Actual Departure Date from AOR: 04/03/2009

Has the government issued OCIE been returned?  Yes  No

Has medical screened been administered?  Yes  No

Cancel 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.

Home | Person | Contracts | Reports | Deployments / LOAs | Account Information | Company Managed Equipment

Home : View Person : Closeout Deployment

**Closeout Deployment**

The closeout of this Deployment will result in automatic expiration of the associated LOA.

\* Have the terms of deployment been fulfilled?  Yes  No

Person Status: Active

Method of Transportation: Select Transportation

\* Actual Departure Date from AOR:

Has the government issued OCIE been returned?  Yes  No

Has a medical screening been administered?  Yes  No

Cancel Save & Continue

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

**Closeout Deployment**

The Actual Departure Date has been entered. Continuing will close-out this deployment. To make changes, click Cancel. Otherwise, click Closeout to commit the below information and close the deployment.

\* Have the terms of deployment been fulfilled?  Yes  No

Person Status:

Method of Transportation:

\* Actual Departure Date from AOR:

Has the government issued OCIE been returned?  Yes  No

Has medical screened been administered?  Yes  No

## Chapter 8: Reports

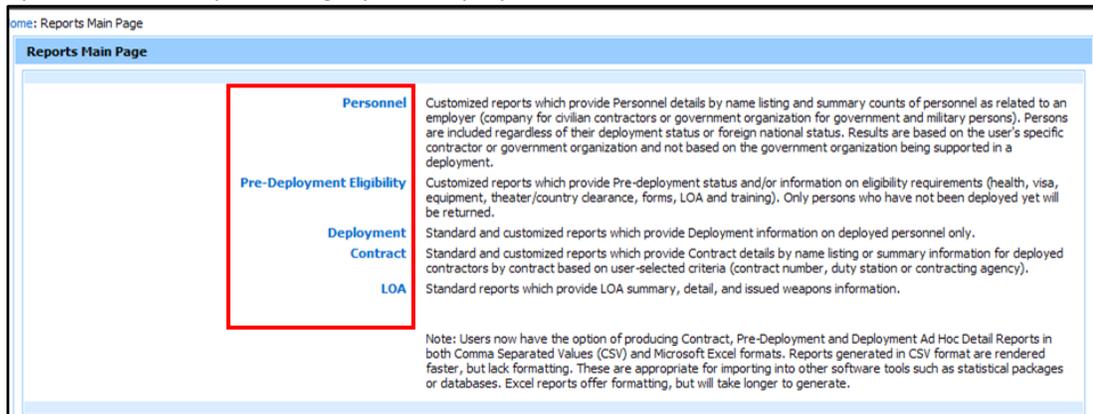
SPOT reports provide insight and information about personnel and personnel deployment activity. Contractor Company SPOT users can access five report categories from the Reports tab: Personnel, Pre-Deployment Eligibility, Deployment, Contract, and LOA. SPOT provides standard (predefined) reports and allows 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](mailto: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/>

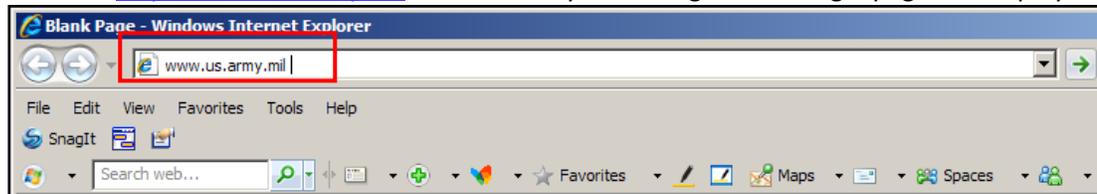
**DoD PKI Help Desk** DoD PKI Help Desk operates around-the-clock (24x7) and services any DoD user/RA/LRA experiencing problems with their PKI credential. For assistance, call 1-800-490-1643 or send an e-mail to [disa-esmost@okc.disa.mil](mailto:disa-esmost@okc.disa.mil).

## A.2 Access SPOT with an Army Knowledge Online Account

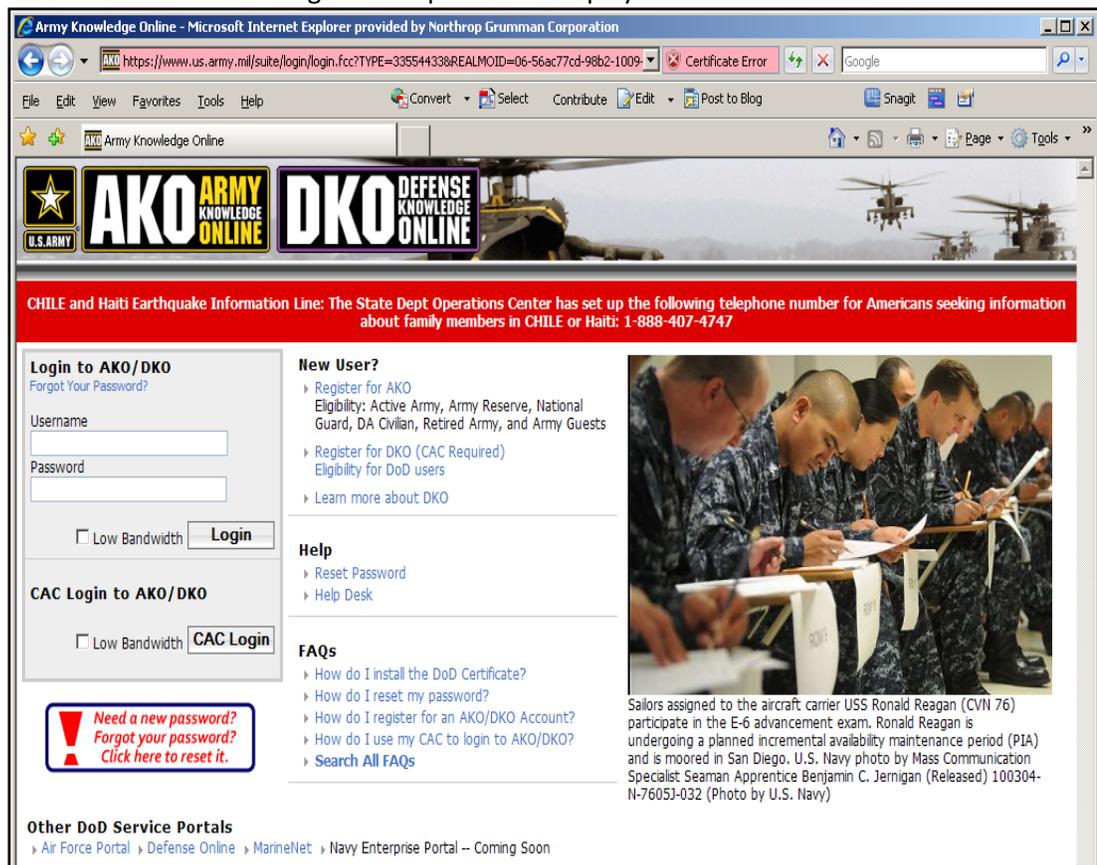
Army contractors who do not have an approved DoD PKI certificate can submit a request for an AKO account to access SPOT. The request must be submitted through a government sponsor, e.g., a contracting officer (KO).

### 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.

**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 Un-sponsored 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

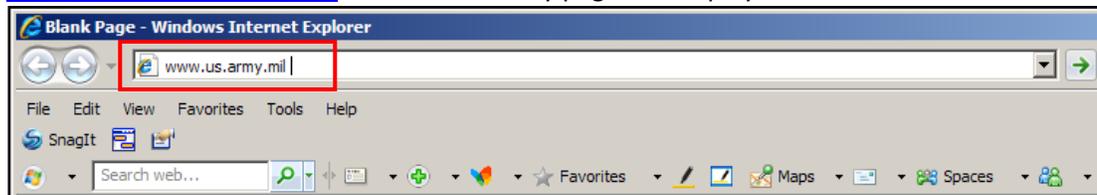
### A.3 SPOT Registration

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.

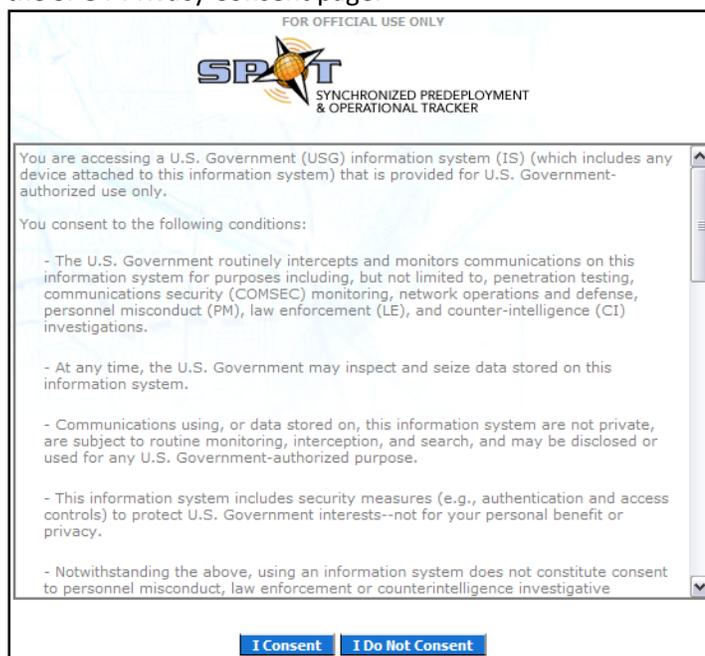
#### To register for access to SPOT, perform the following steps

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.

**SPOT**  
SYNCHRONIZED PREDEPLOYMENT  
& OPERATIONAL TRACKER

**Login to SPOT 7.1**

- ▶ Login to SPOT using my AKO
- ▶ Login to SPOT using my SPOT Approved Digital Certificate
- ▶ Login to SPOT using my user name and password

New User? **Register**

**Registration is required to access SPOT. REGISTRATION CANNOT BE COMPLETED UNTIL A DESIGNATED ORGANIZATIONAL SPONSOR SENDS AN APPROVAL MAIL TO SPOT.REGISTRATION@US.ARMY.MIL.**

For information on SPOT registration and contractor personnel Letters of Authorization (LOAs), please visit <https://www.us.army.mil/suite/kc/12559209>.

**FAQs**

- [How do I register for an AKO Account?](#)
- [How do I register for a SPOT Approved Digital Certificate?](#)
- [How do I obtain a SPOT username and password?](#)

For more information, please contact the SPOT helpdesk at or (888) 458-0747

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

Please select your affiliation.

I am:

- Company Contractor Personnel
- U.S. Government Personnel
- U.S. Military Personnel

**Continue** **Exit**

- 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.

Please select the option that best describes you.

I am:

- Company Administrator who will manage the deployment information for the personnel of my company.
- Company Employee who needs to enter personal deployment information.
- Contractor working as a Government Administrator who will manage personnel deployment information on behalf of his/her supporting government organization.
- Contractor who will only manage the contract data in SPOT on behalf of his/her supporting government organization.
- Only interested in viewing reports for my Company.

Back Continue Exit

- 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.

Please select how would you like to register with SPOT.

- With my AKO login
- With a DoD Approved PKI Identity Certificate

**Privacy Act Statement:**  
 DODI 1400.32, is the authority for gathering this data. The principal purpose of this form is to collect information on where deployed civilians are physically located for their benefits as well as Army's. It is in your best interest to furnish all necessary information to receive appropriate credit, although it is not mandatory to do so. Disclosure of your SSN is mandatory to obtain associated benefits related to deployment. The SSN is used as an identifier throughout deployments. The use of SSN is made necessary due to the large number of deployed personnel who may have identical names. The information gathered through the use of the SSN will be used only when necessary in personnel administration processes carried out in accordance with established regulations and published notices of systems of records.

I have read and understood the privacy policy

Back Continue Exit

- 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.

User Registration - Profile Information

Enter your profile information.

First Name: Thomas  
 Middle Initial:  
 Last Name: Jefferson  
 \* Office Phone: 703 223 45556  
 Office Ext:  
 DSN:  
 \* Primary Email: thomas.jefferson@us.army.mil  
 \* Alternate E-mail: thomas.jefferson@us.army.mil

Continue Exit

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.

**User Registration - Organization Affiliation**  
Enter your Organization and Sponsor Contact Information.

\* Company:

Please enter Sponsoring Point of Contact

\* POC First Name:

\* POC Last Name:

\* POC Office Phone:

\* POC Primary Email:

[Back](#) [Register](#) [Exit](#)

- 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.

**Select or Add Company**

Search:

[Search](#) [Clear](#) [Cancel](#)

[Can't find your Company?](#)

- 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.

**Select or Add Company**

Search:

[Search](#) [Clear](#) [Cancel](#)

[Can't find your Company?](#)

Organization	
Science Applications Intl	<a href="#">Select</a>

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

**User Registration - Organization Affiliation**

Enter your Organization and Sponsor Contact Information.

\* Company: Science Applications Intl

**Please enter Sponsoring Point of Contact**

\* POC First Name: John

\* POC Last Name: Jones

\* POC Office Phone: 703 222 4444

\* POC Primary Email: jones\_john@saic.com

Back Register Exit

**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 log on 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.



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SYNCHRONIZED PREDEPLOYMENT  
& OPERATIONAL TRACKER

You are accessing a U.S. Government (USG) information system (IS) (which includes any device attached to this information system) that is provided for U.S. Government-authorized use only.

You consent to the following conditions:

- The U.S. Government routinely intercepts and monitors communications on this information system for purposes including, but not limited to, penetration testing, communications security (COMSEC) monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counter-intelligence (CI) investigations.
- At any time, the U.S. Government may inspect and seize data stored on this information system.
- Communications using, or data stored on, this information system are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any U.S. Government-authorized purpose.
- This information system includes security measures (e.g., authentication and access controls) to protect U.S. Government interests--not for your personal benefit or privacy.
- Notwithstanding the above, using an information system does not constitute consent to personnel misconduct, law enforcement or counterintelligence investigative

**I Consent** **I Do Not Consent**

## 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.

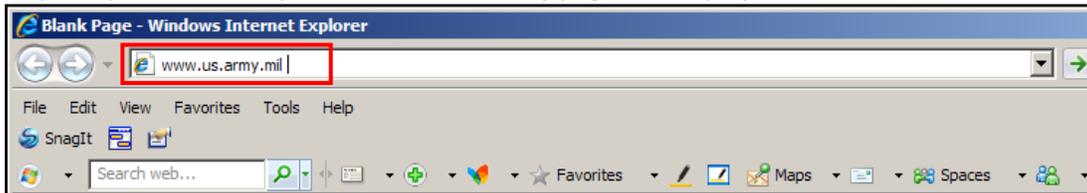
The system-generated user name cannot be changed. The assigned password, however, is temporary and must be changed when the user first logs into the system. SPOT allows password account holders to change their passwords as needed and requires a password update every 120 days. The system will display 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.

**SPOT**  
SYNCHRONIZED PREDEPLOYMENT  
& OPERATIONAL TRACKER

**Login to SPOT 7.1**

- ▶ Login to SPOT using my AKO
- ▶ Login to SPOT using my SPOT Approved Digital Certificate
- ▶ **Login to SPOT using my user name and password**

New User? [Register](#)

**Registration is required to access SPOT. REGISTRATION CANNOT BE COMPLETED UNTIL A DESIGNATED ORGANIZATIONAL SPONSOR SENDS AN APPROVAL MAIL TO SPOT.REGISTRATION@US.ARMY.MIL.**

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**FAQs**

- [How do I register for an AKO Account?](#)
- [How do I register for a SPOT Approved Digital Certificate?](#)
- [How do I obtain a SPOT username and password?](#)

For more information, please contact the SPOT helpdesk at or (888) 458-0747

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

**User name & Password Login**

Please enter your user name and password. [Having trouble Logging In?](#)

Passwords must be between 8 and 14 characters in length.  
They must contain at least one uppercase and one lower case letter,  
one digit and one special character. (e.g. Pw2!@1ab)

User name:  [Forgot my user name](#)

Password:  [Forgot my password](#)

[Cancel](#) [Login](#)

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.

**Change Password**

Please change your temporary password.  
Please enter your password.

Password must be between 8 and 14 characters in length.  
It must contain at least one uppercase and one lower case letter,  
one digit and one special character. (e.g. Pw2!@1ab)

User name: yvette.rogers.4735  
\*Password:

Create new password.  
\*Enter new password:   
\*Confirm New Password:   
\*Secret Question: Please select a secret question   
\*Answer:

Cancel Continue

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

Home | Person | Contracts | Reports | Account Information

**Password Change Confirmation**

Your password has been successfully changed.

OK

## 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

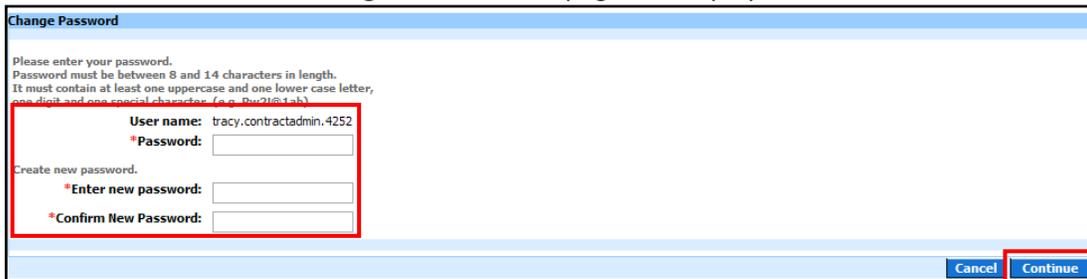
1. Click **Account Information**. The **Account Information** page will display.



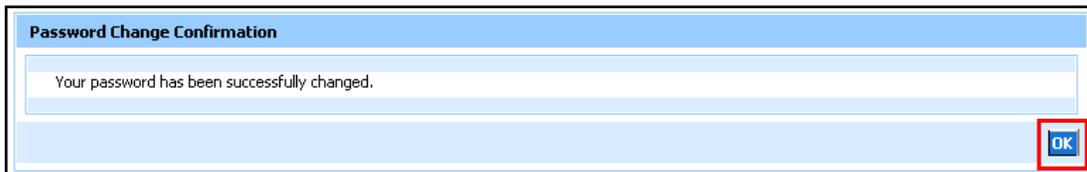
2. Click **Change Password**. The **Change Password** page will display.



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

A screenshot of the 'Change Password' form. The title 'Change Password' is at the top. Below it is a message: 'Please enter your password. Password must be between 8 and 14 characters in length. It must contain at least one uppercase and one lower case letter, one digit and one special character. (e.g. Pw21@!ab)'. The form contains the following fields: 'User name: tracy.contractadmin.4252', '\*Password: [text box]', 'Create new password.', '\*Enter new password: [text box]', and '\*Confirm New Password: [text box]'. The 'Continue' button at the bottom right is highlighted with a red rectangular box.

4. Click **OK**.



## A.8 View User Information

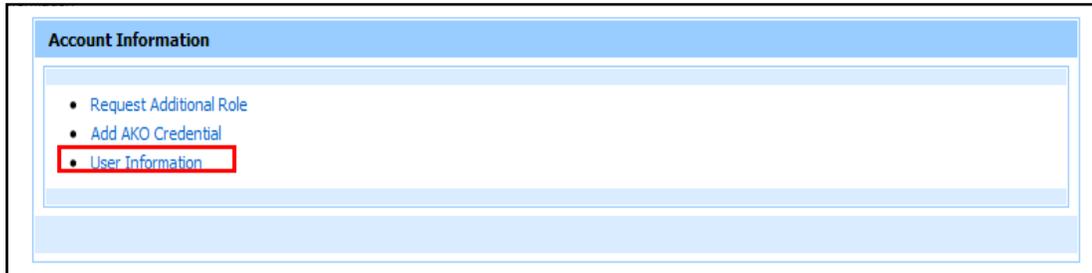
You can view basic information about your SPOT user account including your name, personnel category, email address, and the role(s) and the respective company and organization(s) associated to your role(s).

### 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.



## 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.

<b>Role Name</b>	<b>Role Description</b>
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 be 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.

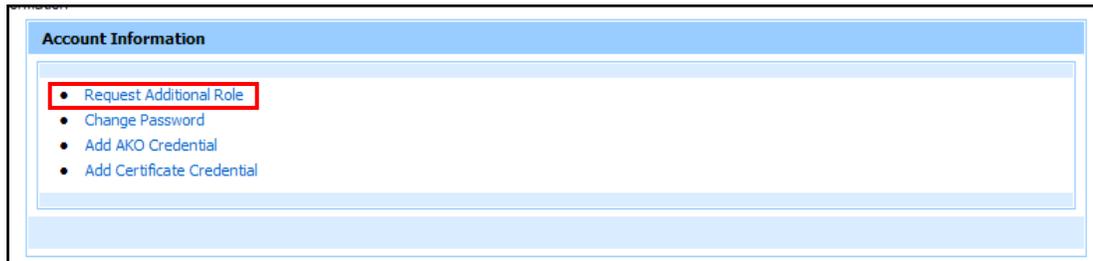
**Note:** After the Sponsoring POC(s) and SPOT Customer Support Team approve the request for an additional role, the user receives an email confirming that the additional role has been added. Once a role is added to your user account, that role will no longer appear in the list of roles available for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

## How to Request an Additional Role

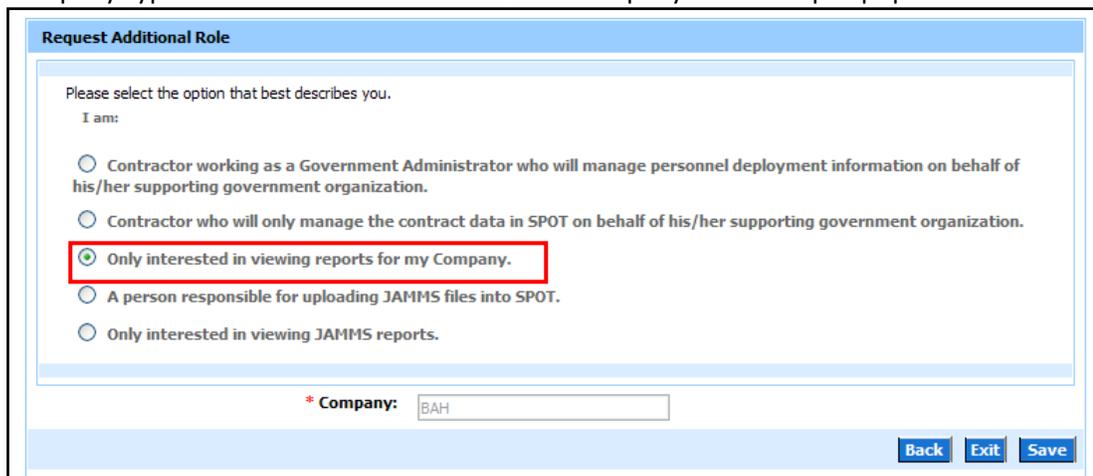
1. Click on the **Account Information** tab. The **Account Information** page will display.



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.

A screenshot of the 'Request Additional Role' page. It contains a form with the following elements:

- Text: "Please select the option that best describes you."
- Text: "I am:"
- Five radio button options:
  - Contractor working as a Government Administrator who will manage personnel deployment information on behalf of his/her supporting government organization.
  - Contractor who will only manage the contract data in SPOT on behalf of his/her supporting government organization.
  - Only interested in viewing reports for my Company. (This option is highlighted with a red border.)
  - A person responsible for uploading JAMMS files into SPOT.
  - Only interested in viewing JAMMS reports.
- Text: "\* Company:" followed by a text input field containing "BAH".
- Buttons: "Back", "Exit", and "Save".

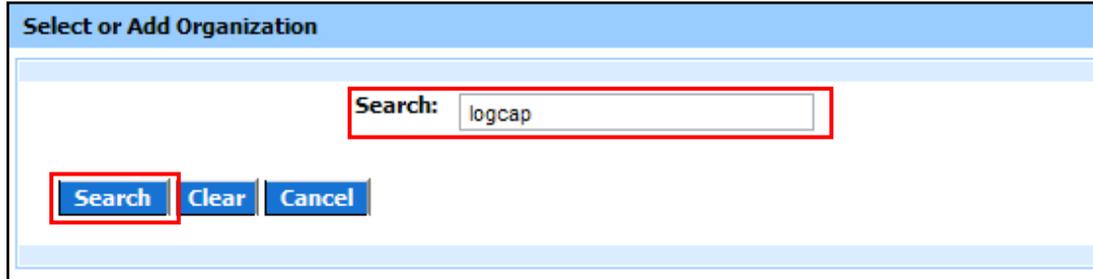
- 3b. Select the role that best describes you and click **Continue**. Based on your role selection, the **Company or Government Organization** affiliation section of the page will appear. In this example, a Government-type role was selected, and the user must search for and select the Government Organization.

The screenshot shows the 'Request Additional Role' form. At the top, it says 'Please select the option that best describes you. I am:'. There are five radio button options. The second option, 'Contractor who will only manage the contract data in SPOT on behalf of his/her supporting government organization.', is selected and highlighted with a red box. Below the options are three text input fields labeled 'Organization:', 'PM:', and 'PdM:'. The 'Organization:' field has a pencil icon to its right. Below these fields is a blue 'Add to List' button. At the bottom, there is a section for 'Organizations to Add or Keep:' with a list box and a 'Remove selected organization' button. At the very bottom right are 'Back', 'Exit', and 'Save' buttons.

- 3b. 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.

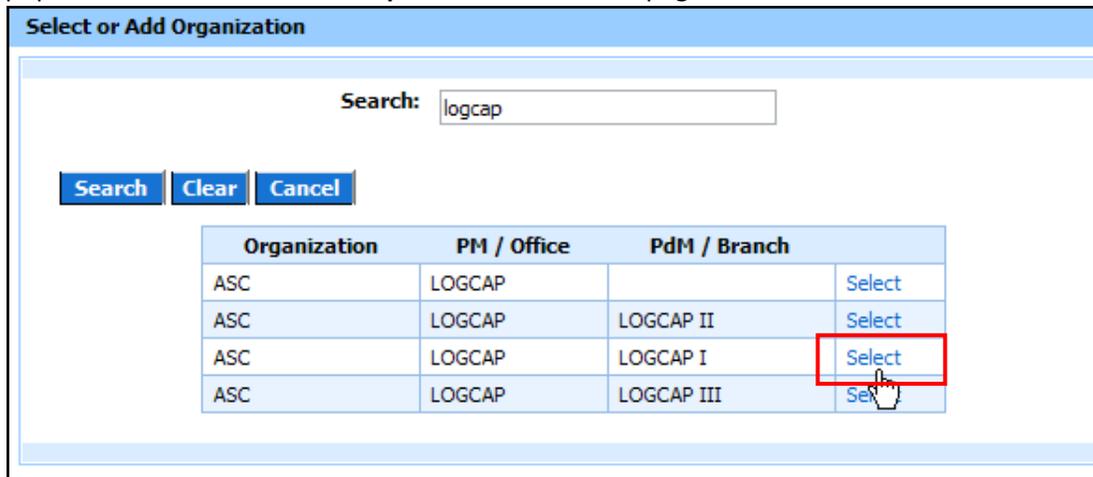
This screenshot is identical to the previous one, but the 'Organization:' text input field is highlighted with a red box, and the pencil icon to its right is also highlighted, indicating the next step in the process.

- 3b. 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.



The screenshot shows a search interface titled "Select or Add Organization". At the top, there is a search box with the text "Search:" followed by an input field containing "logcap". Below the search box are three buttons: "Search", "Clear", and "Cancel". The "Search" button is highlighted with a red rectangular box.

- 3b. Click on the **Select** link next to your sponsoring Government organization's name. (Contact the SPOT Help Desk at [SPOT.helpdesk@us.army.mil](mailto: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.



The screenshot shows the "Select or Add Organization" results page. At the top, there is a search box with the text "Search:" followed by an input field containing "logcap". Below the search box are three buttons: "Search", "Clear", and "Cancel". Below the buttons is a table with the following data:

Organization	PM / Office	PdM / Branch	
ASC	LOGCAP		Select
ASC	LOGCAP	LOGCAP II	Select
ASC	LOGCAP	LOGCAP I	Select
ASC	LOGCAP	LOGCAP III	Select

The "Select" link in the third row of the table is highlighted with a red rectangular box. A mouse cursor is pointing at the "Select" link in the third row.

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

### Request Additional Role

Please select the option that best describes you.

I am:

- Contractor working as a Government Administrator who will manage personnel deployment information on behalf of his/her supporting government organization.
- Contractor who will only manage the contract data in SPOT on behalf of his/her supporting government organization.
- Only interested in viewing reports for my Company.
- A person responsible for uploading JAMMS files into SPOT.
- Only interested in viewing JAMMS reports.

**Organization:**  

**PM:**

**PdM:**

**Organizations to Add or Keep:**

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

For Company-type roles:

**Request Additional Role**

Please select the option that best describes you.

I am:

- Contractor working as a Government Administrator who will manage personnel deployment information on behalf of his/her supporting government organization.
- Contractor who will only manage the contract data in SPOT on behalf of his/her supporting government organization.
- Only interested in viewing reports for my Company.
- A person responsible for uploading JAMMS files into SPOT.
- Only interested in viewing JAMMS reports.

**\* Company:**

For Government-type roles:

**Request Additional Role**

Please select the option that best describes you.

I am:

- Contractor working as a Government Administrator who will manage personnel deployment information on behalf of his/her supporting government organization.
- Contractor who will only manage the contract data in SPOT on behalf of his/her supporting government organization.
- Only interested in viewing reports for my Company.
- A person responsible for uploading JAMMS files into SPOT.
- Only interested in viewing JAMMS reports.

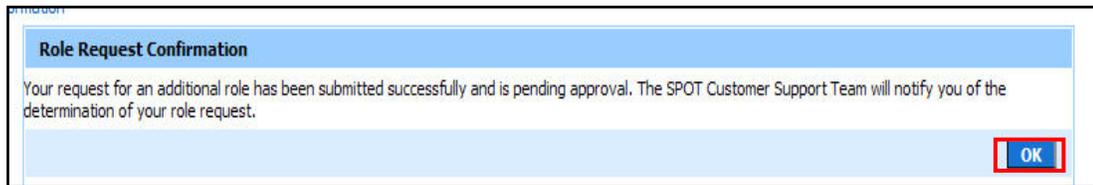
**Organization:**

**PM:**

**PdM:**

**Organizations to Add or Keep:**

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

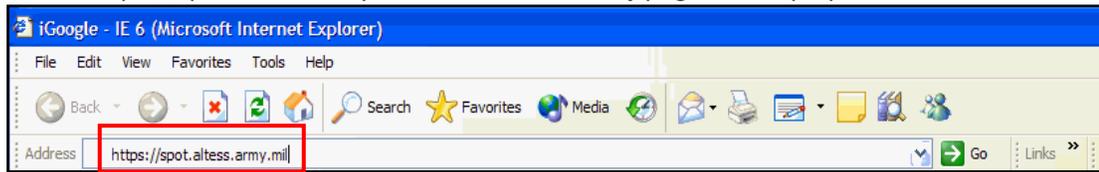


Every time you login to SPOT, the system will recognize the “default” role and organization you selected during initial registration. After the additional role(s) you requested has been approved, you will be able to switch your view of SPOT from your default role to any other role associated to your 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.

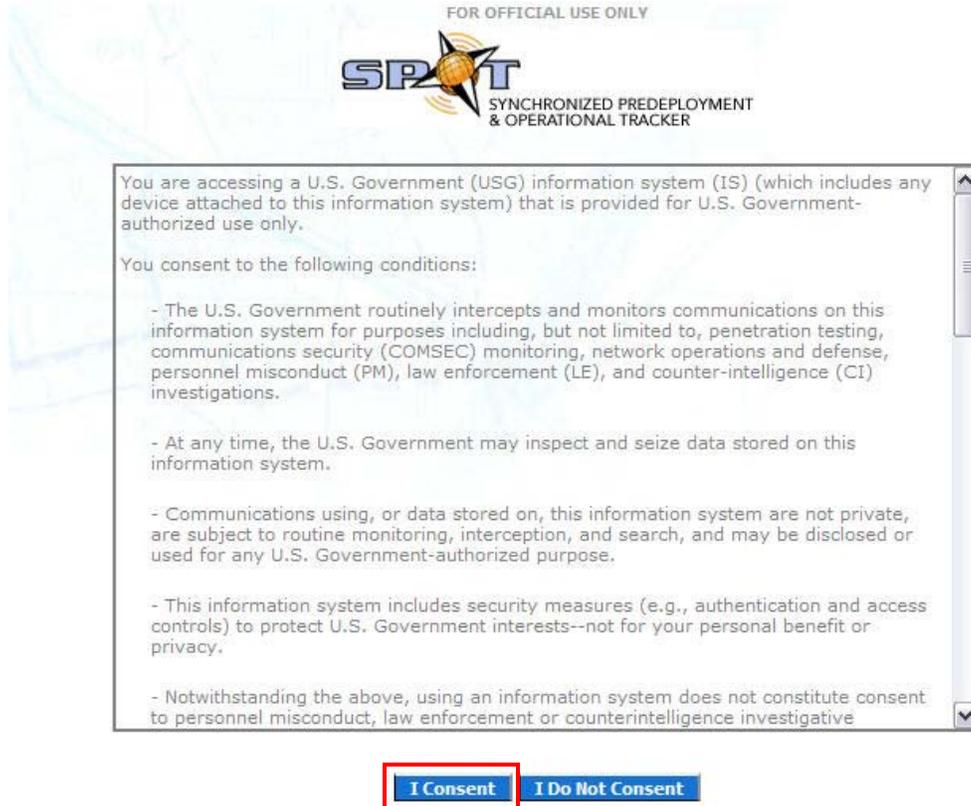
**Note:** Changing your role-context will update your view of SPOT according to the role you selected. Your view of data in SPOT including contract search results, person search results, and report data (for applicable reports) will also update to reflect the organization(s) affiliated with the selected 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.

**SPOT**  
SYNCHRONIZED PREDEPLOYMENT  
& OPERATIONAL TRACKER

 **Login to SPOT 7.1**

- ▶ **Login to SPOT using my AKO**
- ▶ **Login to SPOT using my SPOT Approved Digital Certificate**
- ▶ **Login to SPOT using my user name and password**

New User? [Register](#)

**Registration is required to access SPOT. REGISTRATION CANNOT BE COMPLETED UNTIL A DESIGNATED ORGANIZATIONAL SPONSOR SENDS AN APPROVAL MAIL TO SPOT.REGISTRATION@US.ARMY.MIL.**

For information on SPOT registration and contractor personnel Letters of Authorization (LOAs), please visit <https://www.us.army.mil/suite/kc/12559209>.

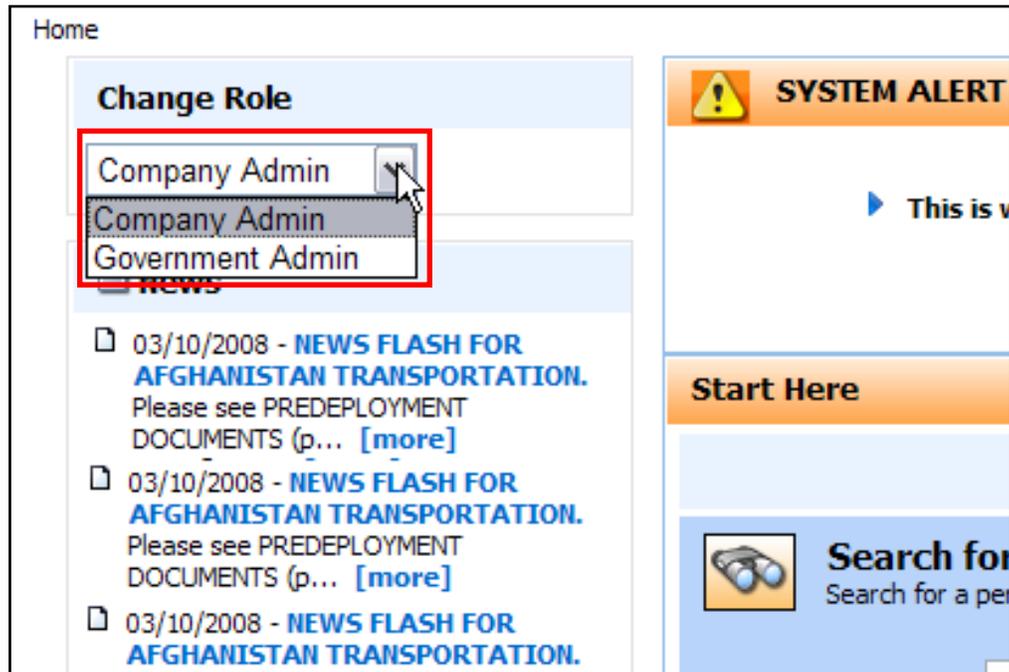
**FAQs**

- [How do I register for an AKO Account?](#)
- [How do I register for a SPOT Approved Digital Certificate?](#)
- [How do I obtain a SPOT username and password?](#)

For more information, please contact the SPOT helpdesk at or (888) 458-0747

7.1.0.5

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.

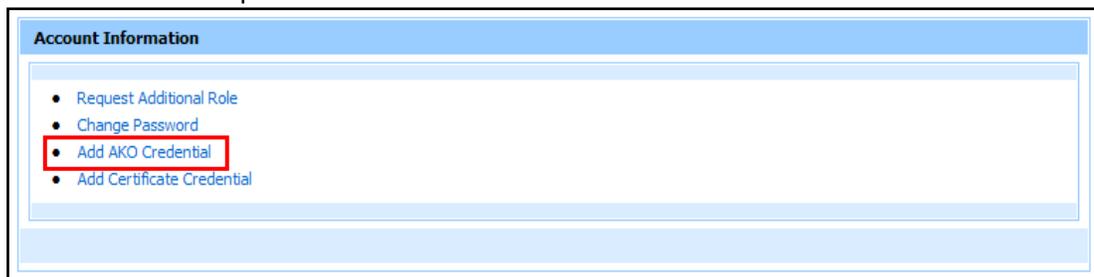
**Note:** After adding an AKO or Certificate credential to your account, the type of credential you added will no longer appear in the list of credentials that you can add.

### How to Add an AKO Credential

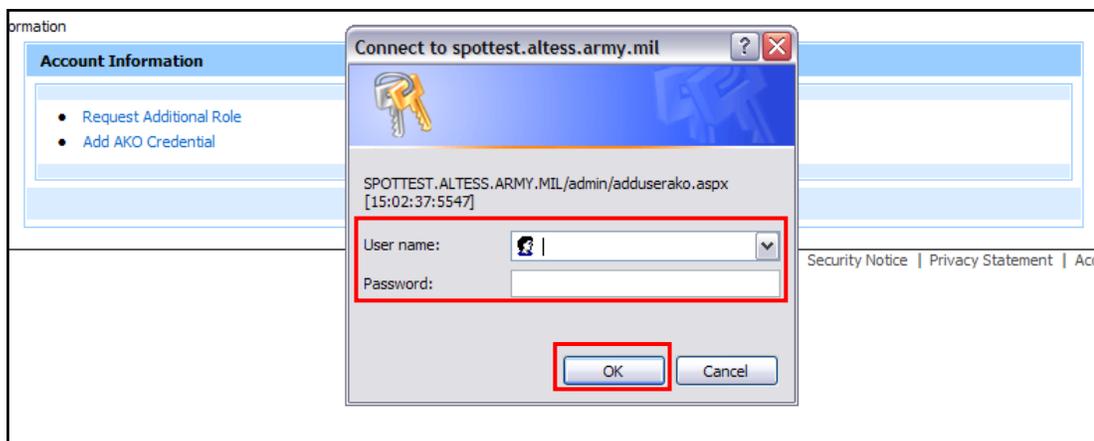
1. Click on the **Account Information** tab. The **Account Information** page will display.



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**

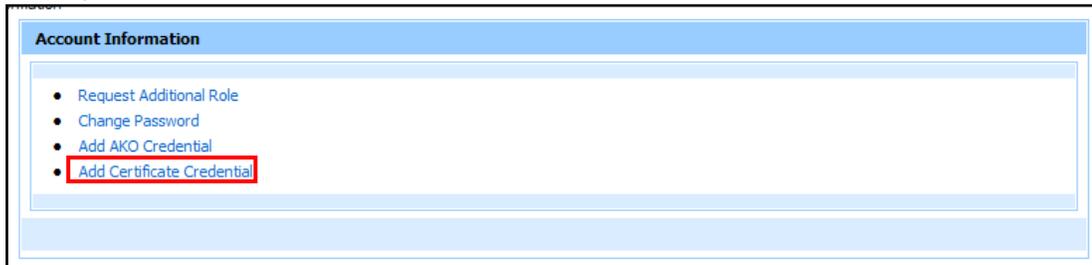
- Request Additional Role
- Request Account on User's behalf

## How to Add a Certificate Credential

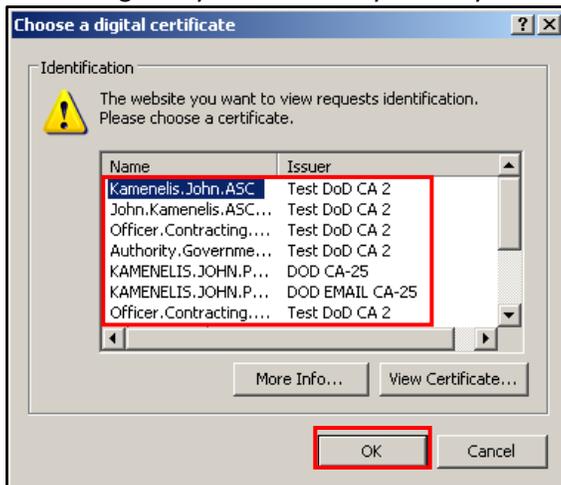
1. Click on the **Account Information** tab. The **Account Information** page will display.



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.

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

## 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.

**Edit Equipment Record**

SPOT Equipment Number SEM45315887      Date Record Added 10/16/2009      Date Last Modified

\* Description Armored Truck

\* Serial Number/VIN 1203884

\* Owned By BAH

\* Contract FA2517-06-D-9000

\* Task Order 0005

\* Assigned Location Bagram AFB, AF

\* Condition FMC - FULLY MISSION CAPABLE

\* Standard Equipment Type NON-TACTICAL EQUIPMENT - GROUND - TRUCKS

Company Asset Number BAH00234

License Number/Other Identifier

\* Status DUE IN

**Save and Return**      **Cancel and Return**

## How to Add an Equipment Record

- 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**

**Add New Equipment Record**

This action will create the following SPOT Equipment Record ID: SEN34626617

\* Description

\* Serial Number/VIN

\* Owned By BAH

\* Contract

\* Task Order

\* Assigned Location

\* Condition

\* Standard Equipment Type

Company Asset Number

License Number/Other Identifier

\* Status

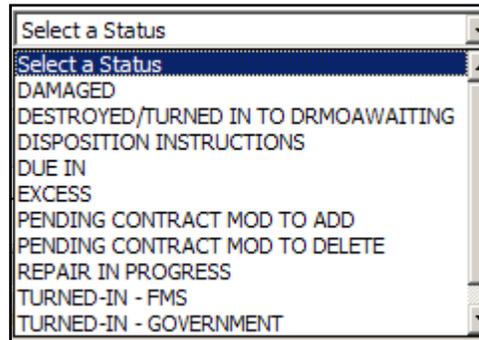
**Save and Add Another Record** **Save and Return** **Cancel**

- 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**.

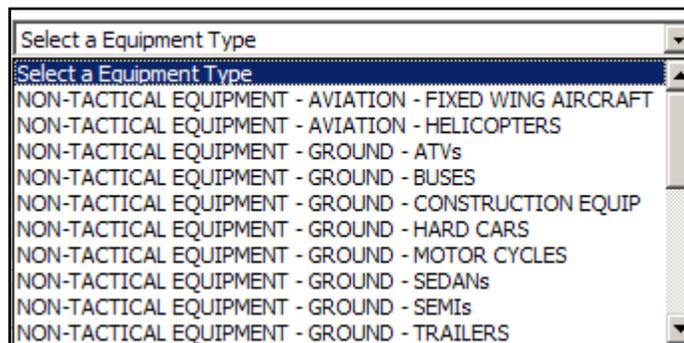
The **Add New Equipment Record** provides the following required fields of entry:

- 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.

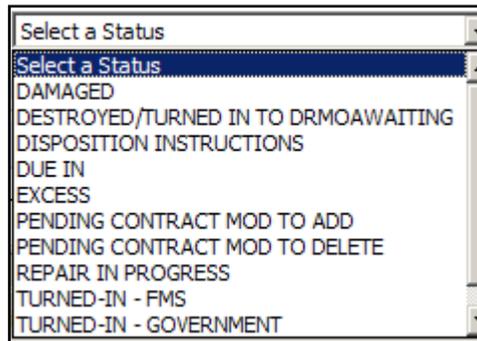
- **Task Order:** Only task orders related to the contract you selected will appear in the drop-down menu. If there are one or more task orders on the selected contract, you must choose the appropriate task order.
- **Assigned location:** You must perform a database search to find and select the country 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.

<b>Acronym</b>	<b>Description</b>
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

<b>Acronym</b>	<b>Description</b>
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