

A0715-9 DCS, G-4 DoD

System name:

Synchronized Predeployment and Operational Tracker (SPOT) Records (July 29, 2008, 73 FR 43918).

System location:

U.S. Army Acquisition, Logistics and Technology Enterprise Systems and Services (ALTESS), ATTN: SFAE-PS-ALT-SI, P.O. Box 4, Building 450, RFAAP, Radford, VA 24143-0004 or similar certified Defense / Federal Network Enclave facility.

Categories of individuals covered by the system:

Military and civilian employees, dependents, contractors and non-governmental organization personnel, volunteers, partner agencies personnel and members of the public who are supporting planned, ongoing, and historical contingency operations.

Categories of records in the system:

Records include an individual profile containing: full name of the individual; Social Security Number or federal / foreign identification number; home, office, and deployed telephone numbers; home address and deployed address; home, office, and deployed e-mail addresses; emergency contact name and telephone numbers; contract number, contract capabilities and contractor organization name, along with employer's contact name, address, and telephone number; next of kin name, phone and address; air travel itineraries and movements in theater of operations; passport and/or visa; common access or identification card user identification; clearance level; trip information (e.g., destinations, reservation information); travel authorization documentation (e.g., Government orders or letters of authorization); trip dates; predeployment processing information including training completed certifications, medical and dental screenings, blood type; location and duty station; and other official deployment-related information.

Records reflecting work experience, educational level achieved, and specialized education or training obtained outside of Federal service.

Records reflecting Federal service and documenting work experience and specialized education received while employed. Such records contain information about past and present positions held; grades, salaries, duty station locations; and notices of all personnel actions, such as appointments, transfers, reassignments, details, promotions, demotions, reductions-in-force, resignations, separations, suspensions, office approval of disability retirement applications, retirement, and removals.

Authority for maintenance of the system:

10 U.S.C. 3013; National Defense Appropriations Acts (NDAA) 2008, Section 861; Secretary of Defense; DoD Instruction 3020.41, Contractor Personnel Authorized to Accompany the U.S. Armed Forces; Army Regulation 715-9, Contractors Accompanying the Force and E.O. 9397.

Purpose(s):

Information will be used to plan, manage, account for, monitor and report on contracts, their capabilities, contractors and other individuals supporting the Federal Government (including civilian and military) during planning and operation of any contingency activity. This information will be used to analyze and correlate relationships between requirements and planned actions. Information will also be used to support Department of Defense, Department of State, other federal agencies and the private sector.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

To Federal, State, and local agencies, federal contractors and applicable civilian organizations to account for personnel located in a contingency area to determine status of processing and deployment documentation, current and historical locations, organizations they work for and contact information.

The DoD 'Blanket Routine Uses' set forth at the beginning of the Army's compilation of systems of records notices also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**Storage:**

Electronic storage media

Retrievability:

Name and Social Security Number (SSN).

Safeguards:

Computerized records are maintained in a controlled area accessible only to authorized personnel. Entry to these areas is restricted to those personnel with a valid requirement and authorization to enter. Physical entry is restricted by the use of lock, guards, and administrative procedures. Access to any specific record is based on the need-to-know and the specific level of authorization granted to the user. Physical and electronic access is restricted to designated individuals having a need-to-know in the performance of official duties. Access to personal information is further restricted by the use of login / password authorization. Information is accessible only by authorized personnel with appropriate clearance/access in the performance of their duties. Records retrieved from SPOT only portray the last four digits of the Social Security Number (SSN).

Retention and disposal:

Permanent. Keep until individual's final deployment is terminated and then retire to the Army Electronic Archives (AEA). The AEA will transfer to the National Archives when the record is 25 years old.

System manager(s) and address:

Commander, U.S. Army Materiel Command, Plans & Operations Division, AMCOPS-CP, 9301 Chapek Road, Ft. Belvoir, VA 22060

Notification procedure:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the system manager.

Requests should contain the individual's full name, social security number (SSN), current address, telephone number, when and where they were assigned during the contingency and signature.

Record access procedures:

Individuals seeking access to information about themselves contained in this system should address written inquiries to their employer or to the System Manager.

Requests should contain the individual's full name, Social Security Number (SSN), current address, telephone number, when and where they were assigned during the contingency and signature.

Contesting record procedures:

The Army's rules for accessing records, and for contesting contents and appealing initial agency determinations are contained in Army Regulation 340-21; 32 CFR part 505.

Record source categories:

Records and reports of contingency contracts, contingency support, contractors authorized to accompany the U.S. Armed Forces, and known locations in a Joint Operational Area.

Exemptions claimed for the system:

None.