

SPOT-ES

**OMB Control Number
0704-0460 Package**

**CREATE DEPLOYMENTS /
REQUEST LOAs**

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SCREENS with DROPDOWNS

CREATE DEPLOYMENTS / REQUEST LOAS SCREEN

Create Deployments/Req...

Create Deployments/Request LOAs
?

Step 1. Deployment Information
Step 2. Personnel Information
Step 3. Confirm
Step 4. Results

* required

Current Task Create Deployments and Request LOAs ▼

Search for Template

Contract Details
⊕

Contract Information	Defense Base Act (DBA) Insurance
Primary Company *Contract Number Select A Value ... ▼ Contract KO No KO Available Task Order Number No associated Task Order ▼ Task Order KO No KO Available	<input type="checkbox"/> Does Not Apply *DBA Insurance Company Name *DBA Insurance Policy Number *DBA Insurance POC Phone Number
Additionally Supported Contracts No Additional Supported Contracts have been selected	

Deployment Details
⊕

Contract / Task Order	*Countries to be Visited
Period of Performance *Deployment Start Date *Deployment End Date *Primary Deployed Duty Station Country City *Operation Select A Value ... ▼ System Supported Select A Value ... ▼ *Purpose of Deployment Remaining Characters: 400 *Supporting Government Organization *Government Authority There is no organization yet se ▼	Select Countries from List to Add <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"> Afghanistan Akrotiri Albania Algeria </div> <input type="checkbox"/> <input type="checkbox"/> Selected Countries <div style="border: 1px solid gray; width: 150px; height: 30px;"></div>

Points of Contact
⊕

24/7 Company Point of Contact	Government Point of Contact	In-Theater Point of Contact
*First Name 	First Name 	*First Name
Middle Name 	Middle Name 	Middle Name
*Last Name 	Last Name 	*Last Name
Home Phone 	Home Phone 	Home Phone
*Office Phone 	Office Phone 	*Office Phone
Mobile Phone 	Mobile Phone 	Mobile Phone
*Email 	Email 	*Email

Save as Template
Continue

EXAMPLE RESPONSES TO "CURRENT TASK"

The screenshot shows the 'Create Deployments/Request LOAs' form with a progress bar at the top indicating 'Step 1. Deployment Information' is active. A 'Self-help video' link is visible. The 'Current Task' dropdown menu is open, showing several options: 'Create Deployments for Government and/or Military' (highlighted), 'Create Deployments for Government and/or Military', 'Create Deployments for Contractors', 'Create Deployments and Request LOAs for Contractors', and 'Request LOAs for Contractors (with existing deployments)'. A 'Search for Template' button is also present.

EXAMPLE RESPONSES TO "CONTRACT NUMBER"

Start typing required Contract Number, and available matches display.

The screenshot shows the 'Contract Details' form. The 'Contract Information' section includes 'Primary Company' (Hewlett Packard), '*Contract Number' (KAM|), 'Contract KO' (KAME01-15-D-0001), 'Task Order Number' (KAME01-15-D-0002), and 'Task Order KO' (KAME01-15-D-0003). A dropdown menu is open for the '*Contract Number' field, displaying a list of contract numbers: KAME01-15-D-0001, KAME01-15-D-0002, KAME01-15-D-0003, KAME01-15-D-0004, KAME01-16-D-0001, KAME01-16-D-0002, and KAME01-16-D-0003. The 'Defense Base Act (DBA) Insurance' section includes a 'Does Not Apply' checkbox and three input fields for 'DBA Insurance Company Name', 'DBA Insurance Policy Number', and 'DBA Insurance POC Phone Number'. The 'Additionally Supported Contracts' section shows 'No Additional Supported Contracts have been selected'.

EXAMPLE RESPONSES TO "TASK ORDER NUMBER"

Once desired Contract Number is selected, the available Task Orders display.

The screenshot shows the 'Contract Details' form with the '*Contract Number' field highlighted in red and set to 'KAME01-16-D-0002'. The 'Task Order Number' dropdown menu is open, showing 'Select A Value ...' (highlighted) and 'Select A Value ...'. The 'Task Order KO' field is set to 'KAME02-16-D-T001'. The 'Defense Base Act (DBA) Insurance' section includes a 'Does Not Apply' checkbox and three input fields for 'DBA Insurance Company Name', 'DBA Insurance Policy Number', and 'DBA Insurance POC Phone Number'. The 'Additionally Supported Contracts' section shows 'No Additional Supported Contracts have been selected'.

EXAMPLE RESPONSES TO "OPERATION"

Deployment Details
⌵

<p>Contract / Task Order</p> <p>Period of Performance</p> <p>*Deployment Start Date <input style="width: 100px;" type="text"/> </p> <p>*Deployment End Date <input style="width: 100px;" type="text"/> </p> <p>*Primary Deployed Duty Station <input style="width: 100%; border: 1px solid gray;" type="text" value="Country"/> <input style="width: 100%; border: 1px solid gray;" type="text" value="City"/></p> <p>*Operation <input style="width: 100%; border: 1px solid gray;" type="text" value="Select A Value ..."/></p> <p>System Supported <input style="width: 100%; border: 1px solid gray;" type="text" value="Select A Value ..."/> x</p> <p>*Purpose of Deployment <input style="width: 100%; border: 1px solid gray;" type="text" value="Select A Value ..."/></p> <p>*Supporting Government Organization <input style="width: 100%; border: 1px solid gray;" type="text" value="113 Add on Armor"/></p> <p><input style="width: 100%; border: 1px solid gray;" type="text" value="Abrams"/></p> <p><input style="width: 100%; border: 1px solid gray;" type="text" value="ACE/L"/></p> <p><input style="width: 100%; border: 1px solid gray;" type="text" value="Advanced Field Artillery Tactics"/></p> <p><input style="width: 100%; border: 1px solid gray;" type="text" value="AEPDS"/></p> <p><input style="width: 100%; border: 1px solid gray;" type="text" value="AH-64 Apache"/></p> <p><input style="width: 100%; border: 1px solid gray;" type="text" value="Air and Missile Defense Works"/></p> <p><input style="width: 100%; border: 1px solid gray;" type="text" value="Air Defense Systems Integratio"/></p> <p><input style="width: 100%; border: 1px solid gray;" type="text" value="Airborne Reconnaissance Low"/></p>	<p>*Countries to be Visited <input style="width: 100%; border: 1px solid gray;" type="text" value="Select Countries from List to Add"/></p> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"> Afghanistan Akrotiri Albania Algeria </div> <p style="text-align: center;">⌵</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p>Selected Countries</p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div>
Points of Contact ⌵	

EXAMPLE RESPONSES TO "SYSTEM SUPPORTED"

Deployment Details
⌵

<p>Contract / Task Order</p> <p>Period of Performance</p> <p>*Deployment Start Date <input style="width: 100px;" type="text"/> </p> <p>*Deployment End Date <input style="width: 100px;" type="text"/> </p> <p>*Primary Deployed Duty Station <input style="width: 100%; border: 1px solid gray;" type="text" value="Country"/> <input style="width: 100%; border: 1px solid gray;" type="text" value="City"/></p> <p>*Operation <input style="width: 100%; border: 1px solid gray;" type="text" value="Select A Value ..."/> x</p> <p>System Supported <input style="width: 100%; border: 1px solid gray;" type="text" value="Select A Value ..."/></p> <p>*Purpose of Deployment <input style="width: 100%; border: 1px solid gray;" type="text" value="AC09"/></p> <p><input style="width: 100%; border: 1px solid gray;" type="text" value="AC10"/></p> <p><input style="width: 100%; border: 1px solid gray;" type="text" value="Atlantic Sentry"/></p> <p><input style="width: 100%; border: 1px solid gray;" type="text" value="AUSTERE CHALLENGE 2008"/></p> <p><input style="width: 100%; border: 1px solid gray;" type="text" value="Aviation Logistics Support"/></p> <p><input style="width: 100%; border: 1px solid gray;" type="text" value="Border Service of the Kyrgyz R"/></p> <p><input style="width: 100%; border: 1px solid gray;" type="text" value="BUDD LIGHT (LIDAR exploitat"/></p> <p><input style="width: 100%; border: 1px solid gray;" type="text" value="Chief of Mission Support"/></p> <p><input style="width: 100%; border: 1px solid gray;" type="text" value="Combined Joint Task Force - I"/></p>	<p>*Countries to be Visited <input style="width: 100%; border: 1px solid gray;" type="text" value="Select Countries from List to Add"/></p> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"> Afghanistan Akrotiri Albania Algeria </div> <p style="text-align: center;">⌵</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p>Selected Countries</p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div>
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EXAMPLE RESPONSES TO “SUPPORTING GOVERNMENT ORGANIZATION”

Step 1 – Click the magnifying glass icon to bring up the *Supporting Government Organization* window.

The screenshot shows the "Deployment Details" window. On the left, there are fields for "Contract / Task Order", "Period of Performance", "*Deployment Start Date", "*Deployment End Date", and "*Primary Deployed Duty Station" with sub-fields for "Country" and "City". On the right, there is a section for "*Countries to be Visited" with a "Select Countries from List to Add" list containing Afghanistan, Akrotiri, Albania, and Algeria. Below this is a "Selected Countries" list. A red box highlights a "Supporting Government Organization" dialog box that is open. This dialog box has a "Search" text input field, a "Search" button, and a "Cancel" button. A red arrow points to a magnifying glass icon next to the "*Supporting Government Organization" field in the main window.

Step 2 – Enter desired information in *Search* field. Click the **Search** button.

This screenshot is similar to the first one, but the "Supporting Government Organization" dialog box now has the text "ACQ" entered in the "Search" field. A red arrow points to the "ACQ" text in the search field, and another red arrow points to the "Search" button, which is also highlighted with a red box. The rest of the "Deployment Details" window remains the same as in the previous screenshot.

Step 3 – A table of results is displayed based on your query.

The screenshot shows the 'Deployment Details' application interface. On the right, there is a 'Countries to be Visited' section with a list of countries: Afghanistan, Akrotiri, Albania, and Algeria. Below this is a 'Selected Countries' section. In the center, a 'Supporting Government Organization' dialog box is open, containing a search field with 'ACQ' entered. Below the search field are 'Search' and 'Cancel' buttons. The search results are displayed in a table with 61 results for 'ACQ'. The table has two columns: 'Organization' and 'Path'. The first three rows are highlighted in yellow. The first row is 'ACQ' with the path 'US_GOVT > EXEC_BR > DOD > DA > Army_Cmds > AMC > CECOM'. The second row is 'ACQ AGENCY' with the path 'US_GOVT > EXEC_BR > DOD > DA > HQDA > ARSTAFF > OTSG > MEDCOM > HHC'. The third row is 'Acq., Technical & Supply' with the path 'US_GOVT > EXEC_BR > DOD > OSD Staff > DLA'. The dialog also shows 'Page 2 of 3' at the bottom.

Organization	Path
A Buy	> Army_Cmds > ARCENT > 1 Cav > 41 FA Bde > HHB
ACQ	US_GOVT > EXEC_BR > DOD > DA > Army_Cmds > AMC > CECOM
ACQ AGENCY	US_GOVT > EXEC_BR > DOD > DA > HQDA > ARSTAFF > OTSG > MEDCOM > HHC
Acq., Technical & Supply	US_GOVT > EXEC_BR > DOD > OSD Staff > DLA

Step 4 - Make your selection from the options provided.

This screenshot is identical to the one in Step 3, showing the 'Supporting Government Organization' dialog with search results for 'ACQ'. A red arrow points to the 'ACQ' row in the search results table, indicating the selection step.

Organization	Path
A Buy	> Army_Cmds > ARCENT > 1 Cav > 41 FA Bde > HHB
ACQ	US_GOVT > EXEC_BR > DOD > DA > Army_Cmds > AMC > CECOM
ACQ AGENCY	US_GOVT > EXEC_BR > DOD > DA > HQDA > ARSTAFF > OTSG > MEDCOM > HHC
Acq., Technical & Supply	US_GOVT > EXEC_BR > DOD > OSD Staff > DLA

Step 5 – Once you make a selection, data populates in *Supporting Government Organization* section.

Deployment Details

Contract / Task Order

Period of Performance

*Deployment Start Date

*Deployment End Date

*Primary Deployed Duty Station

*Operation

System Supported

*Purpose of Deployment

Remaining Characters: 400

*Supporting Government Organization: Acquisition (ACQ)

*Countries to be Visited

Select Countries from List to Add

- Afghanistan
- Akrotiri
- Albania
- Algeria

Selected Countries

EXAMPLE RESPONSES TO “GOVERNMENT AUTHORITY”

Names of the Government Authorities for this organization are displayed. These names are from the Training Database.

*Purpose of Deployment

Remaining Characters: 400

*Supporting Government Organization: Acquisition (ACQ)

*Government Authority

Select a Value ...

- Select a Value ...
- 01, Student
- 02, Student
- 03, student
- 04, student
- 05, student
- CHONG, MIMI
- Kamenelis, John
- KAMENELIS, JOHN
- Laska, Gregg

Points of Contact

24/7 Company Point of Contact

*First Name

Middle Name

*Last Name

Home Phone

*Office Phone

Mobile Phone

*Email

Point of Contact

First Name

Middle Name

Last Name

Home Phone

Office Phone

Mobile Phone

Email

In-Theater Point of Contact

*First Name

Middle Name

*Last Name

Home Phone

*Office Phone

Mobile Phone

*Email

Save as Template

Continue