

# **SPOT-ES**

**OMB Control Number  
0704-0460 Package**

**CREATE DEPLOYMENTS /  
REQUEST LOAs**

~

**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
⊕

<b>Contract Information</b>	<b>Defense Base Act (DBA) Insurance</b>
Primary Company *Contract Number <span style="border: 1px solid gray; padding: 2px;">Select A Value ...</span> ▼ Contract KO No KO Available Task Order Number <span style="border: 1px solid gray; padding: 2px;">No associated Task Order</span> ▼ Task Order KO No KO Available	<input type="checkbox"/> Does Not Apply *DBA Insurance Company Name <span style="border: 1px solid gray; width: 150px; height: 15px;"></span> *DBA Insurance Policy Number <span style="border: 1px solid gray; width: 150px; height: 15px;"></span> *DBA Insurance POC Phone Number <span style="border: 1px solid gray; width: 150px; height: 15px;"></span>
<b>Additionally Supported Contracts</b> No Additional Supported Contracts have been selected	

Deployment Details
⊕

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

Points of Contact
⊕

24/7 Company Point of Contact	Government Point of Contact	In-Theater Point of Contact
*First Name <span style="border: 1px solid gray; padding: 2px;"></span>	First Name <span style="border: 1px solid gray; padding: 2px;"></span>	*First Name <span style="border: 1px solid gray; padding: 2px;"></span>
Middle Name <span style="border: 1px solid gray; padding: 2px;"></span>	Middle Name <span style="border: 1px solid gray; padding: 2px;"></span>	Middle Name <span style="border: 1px solid gray; padding: 2px;"></span>
*Last Name <span style="border: 1px solid gray; padding: 2px;"></span>	Last Name <span style="border: 1px solid gray; padding: 2px;"></span>	*Last Name <span style="border: 1px solid gray; padding: 2px;"></span>
Home Phone <span style="border: 1px solid gray; padding: 2px;"></span>	Home Phone <span style="border: 1px solid gray; padding: 2px;"></span>	Home Phone <span style="border: 1px solid gray; padding: 2px;"></span>
*Office Phone <span style="border: 1px solid gray; padding: 2px;"></span>	Office Phone <span style="border: 1px solid gray; padding: 2px;"></span>	*Office Phone <span style="border: 1px solid gray; padding: 2px;"></span>
Mobile Phone <span style="border: 1px solid gray; padding: 2px;"></span>	Mobile Phone <span style="border: 1px solid gray; padding: 2px;"></span>	Mobile Phone <span style="border: 1px solid gray; padding: 2px;"></span>
*Email <span style="border: 1px solid gray; padding: 2px;"></span>	Email <span style="border: 1px solid gray; padding: 2px;"></span>	*Email <span style="border: 1px solid gray; padding: 2px;"></span>

Save as Template
Continue

## EXAMPLE RESPONSES TO “CURRENT TASK”

The screenshot shows the 'Create Deployments/Request LOAs' application interface. At the top, there are four steps: Step 1. Deployment Information (selected), Step 2. Personnel Information, Step 3. Confirm, and Step 4. Results. A 'Self-help video' link is visible on the right. 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 visible.

## EXAMPLE RESPONSES TO “CONTRACT NUMBER”

*Start typing required Contract Number, and available matches display.*

The screenshot shows the 'Contract Details' application interface. The 'Contract Information' section is active, showing 'Primary Company' as Hewlett Packard. The '\*Contract Number' field contains 'KAM|', and a dropdown menu is open, 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 is also visible, with fields for 'DBA Insurance Company Name', 'DBA Insurance Policy Number', and 'DBA Insurance POC Phone Number'. A 'Does Not Apply' checkbox is present.

## EXAMPLE RESPONSES TO “TASK ORDER NUMBER”

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

The screenshot shows the 'Contract Details' application interface. The 'Contract Information' section is active, showing 'Primary Company' as Hewlett Packard. The '\*Contract Number' field is highlighted with a red box and contains 'KAME01-16-D-0002'. The 'Task Order Number' field contains 'Select A Value ...', and a dropdown menu is open, displaying a list of task order numbers: 'Select A Value ...' and 'KAME02-16-D-T001'. The 'Defense Base Act (DBA) Insurance' section is also visible, with fields for 'DBA Insurance Company Name', 'DBA Insurance Policy Number', and 'DBA Insurance POC Phone Number'. A 'Does Not Apply' checkbox is present. The 'Additionally Supported Contracts' section shows 'No Additional Supported Contracts have been selected'.

## EXAMPLE RESPONSES TO "OPERATION"

**Deployment Details**
⌵

<p><b>Contract / Task Order</b></p> <p><b>Period of Performance</b></p> <p>*Deployment Start Date <input style="width: 80px;" type="text"/> </p> <p>*Deployment End Date <input style="width: 80px;" 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 ..."/> <span style="float: right; font-size: 0.8em;">x</span></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><b>Selected Countries</b></p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div>
<b>Points of Contact</b> <span style="float: right; font-size: 0.8em;">⌵</span>	

## EXAMPLE RESPONSES TO "SYSTEM SUPPORTED"

**Deployment Details**
⌵

<p><b>Contract / Task Order</b></p> <p><b>Period of Performance</b></p> <p>*Deployment Start Date <input style="width: 80px;" type="text"/> </p> <p>*Deployment End Date <input style="width: 80px;" 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 ..."/> <span style="float: right; font-size: 0.8em;">x</span></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><b>Selected Countries</b></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 in the dialog box.

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 bar with 'ACQ' entered. Below the search bar 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 row is 'A Buy' with path '> Army\_Cmnds > ARCENT > 1 Cav > 41 FA Bde > HHB'. The second row is 'ACQ' with path 'US\_GOVT > EXEC\_BR > DOD > DA > Army\_Cmnds > AMC > CECOM'. The third row is 'ACQ AGENCY' with path 'US\_GOVT > EXEC\_BR > DOD > DA > HQDA > ARSTAFF > OTSG > MEDCOM > HHC'. The fourth row is 'Acq., Technical & Supply' with 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_Cmnds > ARCENT > 1 Cav > 41 FA Bde > HHB
ACQ	US_GOVT > EXEC_BR > DOD > DA > Army_Cmnds > 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 table, indicating the selection step.

Organization	Path
A Buy	> Army_Cmnds > ARCENT > 1 Cav > 41 FA Bde > HHB
ACQ	US_GOVT > EXEC_BR > DOD > DA > Army_Cmnds > 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