

SPOT-ES

**OMB Control Number
0704-0460 Package**

AGENCY DISCLOSURE

~

**SCREENSHOT with
2022 EXPIRATION DATE**



SPOT-ES

Synchronized Predeployment and Operational Tracker — Enterprise Suite

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OMB CONTROL NUMBER: 0704-0460
OMB EXPIRATION DATE: 09/30/2022

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SPOT-ES

**OMB Control Number
0704-0460 Package**

ADD PERSON

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SCREENS with DROPDOWNS

ADD PERSON SCREENS (1 of 2)

Add Person

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

Step 1 Step 2 Step 3 Step 4

Is this person a:

U.S. Citizen

Foreign National

Cancel Save and Continue

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:


Middle Name:

* Last Name:

Suffix:

* SSN: - -

* Re-enter SSN: - -

* Date of Birth:  (mm/dd/yyyy)

* Gender:

* Personnel Category:

Cancel Back Validate and Continue

ADD PERSON SCREENS (2 of 2)

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:	Address 1:
Middle Name:	Address 2:
Last Name:	City:
Suffix:	State: <input type="text" value="Select a State"/>
SSN:	Zip:
Date of Birth:	Country: <input type="text" value="Select a Country"/>
Gender:	Home Phone:
Personnel Category: Company Contractor Personnel	Work Phone:
Place of Birth: <input type="text"/>	* Primary Email: <input type="text"/>
CAC Expiration:	

Cancel Save and Continue

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

Does the person work for your company or a subcontractor? Subcontractor Company

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

Cancel Back Save and Add Person

EXAMPLE RESPONSES TO "SUFFIX"

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:

Middle Name:

* Last Name:

Suffix:

* SSN: - -

* Re-enter SSN: - -

* Date of Birth: (mm/dd/yyyy)

* Gender:

* Personnel Category:

Cancel Back Validate and Continue

EXAMPLE RESPONSES TO "GENDER"

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:

Middle Name:

* Last Name:

Suffix:

* SSN: - -

* Re-enter SSN: - -

* Date of Birth: (mm/dd/yyyy)

* Gender:

* Personnel Category: category

Cancel Back Validate and Continue

EXAMPLE RESPONSES TO "PERSONNEL CATEGORY"

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:

Middle Name:

* Last Name:

Suffix:

* SSN: - -

* Re-enter SSN: - -

* Date of Birth: (mm/dd/yyyy)

* Gender:

* Personnel Category:

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

Cancel Back Validate and Continue

EXAMPLE RESPONSES TO “STATE”

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: David

Middle Name:

Last Name: Smith

Suffix:

SSN: xxx-xx-0021

Date of Birth: 06/01/1977

Gender: Male

Personnel Category: Company Contractor Personnel

Place of Birth:

CAC Expiration:

Address 1:

Select a State

Address 2: Alabama

City: Alaska

State: American Samoa

Zip: Arizona

Country: Arkansas

Home Phone: Armed Forces Africa

Work Phone: Armed Forces Americas

*** Primary Email:** Armed Forces Canada

Armed Forces Europe

Armed Forces Middle East

Armed Forces Pacific

California

Colorado

Connecticut

Delaware

District of Columbia

Federated States of Micronesia

Florida

Georgia

Guam

Hawaii

Idaho

Illinois

Indiana

Iowa

Kansas

Kentucky

Louisiana

and Continue

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SPOT Version 8.6.0.9

EXAMPLE RESPONSES TO “COUNTRY”

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: David

Middle Name:

Last Name: Smith

Suffix:

SSN: xxx-xx-0021

Date of Birth: 06/01/1977

Gender: Male

Personnel Category: Company Contractor Personnel

Place of Birth:

CAC Expiration:

Address 1:

Select a Country

Address 2: Afghanistan

City: Akrotiri

State: Albania

Zip: Algeria

Country: American Samoa

Home Phone: Andorra

Work Phone: Angola

*** Primary Email:** Anguilla

Antarctica

Antigua and Barbuda

Argentina

Armenia

Aruba

Ashmore and Cartier Islands

Australia

Austria

Azerbaijan

Bahamas

Bahrain

Baker Island

Bangladesh

Barbados

Bassas Da India

Belarus

Belgium

Belize

Benin

Bermuda

Security Notice | Privacy Statement | Accessibility Statement
6.0.9

SPOT-ES

**OMB Control Number
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EDIT PERSON

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SCREENS with DROPDOWNS

EDIT PERSON SCREENS (1 of 3)

Edit - Personal Information

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

Please enter the person information.

* First Name:	Address 1:
Middle Name:	Address 2:
Last Name:	Country: United States
Suffix: Select a Suffix	State:
SSN:	City:
Date of Birth:	Zip:
Gender:	Home Phone:
Personnel Category: Company Contractor Personnel	Work Phone:
Place of Birth:	* Primary Email:
* Citizenship: United States	

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Re-verify Cancel Skip to Next Step Save Save and Continue

Edit - Passport Information

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

Please enter the passport information.

* What is the passport number?	
* When does the passport expire?	(mm/dd/yyyy)
* What country issued the passport?	

Cancel Back Skip to Next Step Save Save and Continue

EDIT PERSON SCREENS (2 of 3)

Edit - Next of Kin Information

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

Please enter the next of kin information.

* First Name:

Middle Name:

* Last Name:

* Phone Number:

Alternate Phone Number:

* Relationship:

* Language Spoken:

Nearest Duty Station:

Country

City

Cancel Back Skip to Next Step Save Save and Continue

Edit - Clearance Information

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

Please enter the security clearance information.

Security Clearance:

Clearance Expiration: (mm/dd/yyyy)

Security Clearance Issuing Agency:

Cancel Back Skip to View Person Save Save and Exit

Edit Eligibility Requirements

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

1. Is this person exempt from the training requirement? No Yes

If No, enter the Company Training Center Information:

No Company Training Center Information found.

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

Cancel Save Save and Continue

Edit Eligibility Requirements

1. Training 2. Health 3. Visa 4. Personal 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

EDIT PERSON SCREENS (3 of 3)

Edit Eligibility Requirements

1. Training2. Health3. Visa4. Personal Equipment5. Clearance6. Forms

Select edit to update a country's visa information:

CountryDesc	Visa Number	Expiration Date	Visa Remarks	Edit
	Not Entered	Not Entered	Not Entered	
			Not Entered	
	Not Entered	Not Entered	Not Entered	

Cancel Back Continue

Edit Eligibility Requirements

1. Training2. Health3. Visa4. Personal Equipment5. Clearance6. Forms

Enter Personal 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 contractually authorized to carry a weapon:
(Prior to weapon issuance, final authorization is required from the Combatant Commander (CCDR) IAW FAR Clause 52.225-26).

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

Cancel Back Save Save and Continue

Edit Eligibility Requirements

1. Training2. Health3. Visa4. Personal Equipment5. Clearance6. Forms

Enter Security Information:

1. Has the person received Country Clearance? Yes No

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

Cancel Back Save Save and Continue

Edit Eligibility Requirements

1. Training2. Health3. Visa4. Personal Equipment5. Clearance6. Forms

Which Forms has the person completed?

1. ISO Prep Form Yes No

2. DD Form 93 Yes No

3. TA-50 (if Supporting Unit) Yes No

4. Added to Unit TPFDD (if Supporting Unit) Yes No

5. DD Form 2764 (if Supporting Unit) Yes No

Cancel Back Save Save and Exit

EXAMPLE RESPONSES TO “SUFFIX”

Edit - Personal Information

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

Please enter the person information.

<p>* First Name: <input type="text" value="David"/></p> <p>Middle Name: <input type="text"/></p> <p>* Last Name: <input type="text" value="Smith"/></p> <p>Suffix: Select a Suffix</p> <p>* SSN: <input type="text" value="xx-xx-0021"/></p> <p>* Re-enter SSN: <input type="text" value="xx-xx-0021"/></p> <p>* Date of Birth: <input type="text" value="06/01/1977"/></p> <p>* Gender: <input type="text" value="Male"/></p> <p>Personnel Category: Company Contractor Personnel</p> <p>Place of Birth: <input type="text"/></p> <p>* Citizenship: <input type="text" value="United States"/></p>	<p>Address 1: <input type="text"/></p> <p>Address 2: <input type="text"/></p> <p>Country: <input type="text" value="Select a Country"/></p> <p>State: <input type="text" value="Select a State"/></p> <p>City: <input type="text"/></p> <p>Zip: <input type="text"/></p> <p>Home Phone: <input type="text"/></p> <p>Work Phone: <input type="text"/></p> <p>* Primary Email: <input type="text" value="dsmith@email.com"/></p>
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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

EXAMPLE RESPONSES TO “GENDER”

Edit - Personal Information

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

Please enter the person information.

<p>* First Name: <input type="text" value="David"/></p> <p>Middle Name: <input type="text"/></p> <p>* Last Name: <input type="text" value="Smith"/></p> <p>Suffix: <input type="text" value="Select a Suffix"/></p> <p>* SSN: <input type="text" value="xxx-xx-0021"/></p> <p>* Re-enter SSN: <input type="text" value="xxx-xx-0021"/></p> <p>* Date of Birth: <input type="text" value="06/01/1977"/></p> <p>* Gender: Select a Gender</p> <p>Personnel Category: <input type="text" value="Female"/> Personnel</p> <p>Place of Birth: <input type="text"/></p> <p>* Citizenship: <input type="text" value="United States"/></p>	<p>Address 1: <input type="text"/></p> <p>Address 2: <input type="text"/></p> <p>Country: <input type="text" value="Select a Country"/></p> <p>State: <input type="text" value="Select a State"/></p> <p>City: <input type="text"/></p> <p>Zip: <input type="text"/></p> <p>Home Phone: <input type="text"/></p> <p>Work Phone: <input type="text"/></p> <p>* Primary Email: <input type="text" value="dsmith@email.com"/></p>
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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

EXAMPLE RESPONSES TO "CITIZENSHIP"

Edit - Personal Information

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

Please enter the person information.

*** First Name:**

Middle Name:

*** Last Name:** Select a Citizenship

Suffix:

*** SSN:**

*** Re-enter SSN:**

*** Date of Birth:**

*** Gender:**

Personnel Category:

Place of Birth:

*** Citizenship:**

Address 1:

Address 2:

Country:

State:

City:

Zip:

Home Phone:

Work Phone:

*** Primary Email:**

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

EXAMPLE RESPONSES TO "COUNTRY"

Edit - Personal Information

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

Please enter the person information.

*** First Name:**

Middle Name:

*** Last Name:**

Suffix:

*** SSN:**

*** Re-enter SSN:**

*** Date of Birth:**

*** Gender:**

Personnel Category:

Place of Birth:

*** Citizenship:**

Address 1:

Address 2:

Country:

State:

City:

Zip:

Home Phone:

Work Phone:

*** Primary Email:**

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

EXAMPLE RESPONSES TO “RELATIONSHIP”

Edit - Next of Kin Information

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

Please enter the next of kin information.

* First Name:

Middle Name:

* Last Name:

* Phone Number:

Alternate Phone Number:

* Relationship:

Select a Relationship

- Aunt
- Brother
- Daughter
- Father
- Fiance
- Mother
- Other
- Parents
- Sister
- Son
- Spouse
- Uncle

* Language Spoken:

Nearest Duty Station:

Cancel Back Skip to Next Step Save Save and Continue

EXAMPLE RESPONSES TO “LANGUAGE SPOKEN”

Edit - Next of Kin Information

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

Please enter the next of kin information.

* First Name:

Middle Name:

* Last Name:

* Phone Number:

Alternate Phone Number:

* Relationship:

* Language Spoken:

Select a Language

- Afrikaans
- Alurian
- Arabic
- Arkian
- Assyrian
- Asturian
- Basque Language-Euskara
- Bengali
- Berber
- Bhojpuri
- Brazilian Portugese
- Buhl
- Bulgarian
- Catalan
- Chichewa
- Chinese
- Church Slavonic
- Degaspregos
- Dongxiang
- Dutch
- English
- Estonian
- Farsi
- French
- German
- Greek
- Gujarati
- Hausa
- Hawaiian

Nearest Duty Station:

Cancel Back Skip to Next Step Save Save and Continue

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SPOT Version 8.6.0.9

UNCLASSIFIED
FOR OFFICIAL USE ONLY

EXAMPLE RESPONSES TO "SECURITY CLEARANCE"

Edit - Clearance Information

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

Please enter the security clearance information.

Security Clearance: **Select a Clearance Type**

Clearance Expiration: (mm/dd/yyyy)

Security Clearance Issuing Agency:

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Select a Clearance Type

- Confidential
- Ineligible
- Interim Confidential
- Interim Secret
- Interim Top Secret
- Interim Top Secret/Interim SCI
- NACI
- NATO - Confidential
- NATO - Secret
- NATO - Top Secret
- None
- Secret
- Top Secret
- Top Secret/Interim SCI
- Top Secret/SCI

EXAMPLE RESPONSES TO "SECURITY CLEARANCE ISSUING AGENCY"

Edit - Clearance Information

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

Please enter the security clearance information.

Security Clearance: **Select a Clearance Type**

Clearance Expiration: (mm/dd/yyyy)

Security Clearance Issuing Agency: **Select an Issuing Agency**

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Select an Issuing Agency

- AFCAF
- Canadian International Development Agency
- CCF
- CCS
- DIA
- DISCO
- DOD Central Adjudication Facility (DOD CAF)
- DoNCAF
- DSS
- NATO
- NSA
- OPM
- State Department
- US Agency for International Development (USAID)

EXAMPLE RESPONSES TO "BLOOD TYPE"

Edit Eligibility Requirements

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

Enter Medical Information:

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

2. Is the person's DNA on file?

3. Is the person's Panograph on file?

Select a Blood Type

- A+
- A-
- AB+
- AB-
- B+
- B-
- Not Provided
- O+
- O-

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 ▼

Contract Details
⌵

Contract Information

Primary Company _____

*Contract Number ▼

Contract KO No KO Available

Task Order Number ▼

Task Order KO No KO Available

Defense Base Act (DBA) Insurance

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

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

*Government Authority ▼

*Countries to be Visited **Select Countries from List to Add**

Afghanistan
Akrotiri
Albania
Algeria

▼ ▲

Selected Countries

Points of Contact
⌵

24/7 Company Point of Contact	Government Point of Contact	In-Theater Point of Contact
*First Name <input type="text"/>	First Name <input type="text"/>	*First Name <input type="text"/>
Middle Name <input type="text"/>	Middle Name <input type="text"/>	Middle Name <input type="text"/>
*Last Name <input type="text"/>	Last Name <input type="text"/>	*Last Name <input type="text"/>
Home Phone <input type="text"/>	Home Phone <input type="text"/>	Home Phone <input type="text"/>
*Office Phone <input type="text"/>	Office Phone <input type="text"/>	*Office Phone <input type="text"/>
Mobile Phone <input type="text"/>	Mobile Phone <input type="text"/>	Mobile Phone <input type="text"/>
*Email <input type="text"/>	Email <input type="text"/>	*Email <input type="text"/>

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. 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 showing 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 showing a list of task order numbers: 'Select A Value ...' (highlighted) 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>Contract / Task Order</p> <p>Period of Performance</p> <p>*Deployment Start Date <input type="text"/></p> <p>*Deployment End Date <input type="text"/></p> <p>*Primary Deployed Duty Station <input type="text"/></p> <p>*Operation <input type="text" value="Select A Value ..."/></p> <p>System Supported <input type="text" value="Select A Value ..."/></p> <p>*Purpose of Deployment <input type="text" value="Select A Value ..."/></p> <p>*Supporting Government Organization <input type="text" value="113 Add on Armor"/></p> <p>Points of Contact <input type="text" value="Abrams"/></p>	<p>*Countries to be Visited <input type="text" value="Select Countries from List to Add"/></p> <div style="border: 1px solid gray; padding: 2px;"> <p>Afghanistan</p> <p>Akrotiri</p> <p>Albania</p> <p>Algeria</p> </div> <p><input type="checkbox"/> <input type="checkbox"/></p> <p>Selected Countries <input type="text"/></p>
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EXAMPLE RESPONSES TO “SYSTEM SUPPORTED”

Deployment Details

<p>Contract / Task Order</p> <p>Period of Performance</p> <p>*Deployment Start Date <input type="text"/></p> <p>*Deployment End Date <input type="text"/></p> <p>*Primary Deployed Duty Station <input type="text"/></p> <p>*Operation <input type="text" value="Select A Value ..."/></p> <p>System Supported <input type="text" value="Select A Value ..."/></p> <p>*Purpose of Deployment <input type="text" value="AC09"/></p> <p>*Supporting Government Organization <input type="text" value="AC10"/></p> <p>Points of Contact <input type="text" value="Atlantic Sentry"/></p>	<p>*Countries to be Visited <input type="text" value="Select Countries from List to Add"/></p> <div style="border: 1px solid gray; padding: 2px;"> <p>Afghanistan</p> <p>Akrotiri</p> <p>Albania</p> <p>Algeria</p> </div> <p><input type="checkbox"/> <input type="checkbox"/></p> <p>Selected Countries <input type="text"/></p>
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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" input field and "Search" and "Cancel" buttons. 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 previous 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 left, there are fields for 'Contract / Task Order', 'Period of Performance', '*Deployment Start Date', and '*Deployment End Date'. On the right, there is a section for '*Countries to be Visited' with a dropdown menu showing 'Afghanistan', 'Akrotiri', 'Albania', and 'Algeria'. Below this is a 'Selected Countries' field. In the center, a dialog box titled 'Supporting Government Organization' is open, containing a search bar with 'ACQ' and a search button. Below the search bar, it displays '61 Search Result(s) for - Search: ACQ' and 'Show per page: 25'. A table of results is shown with two columns: 'Organization' and 'Path'. The table is highlighted with a red border. The table content is as follows:

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

At the bottom of the dialog, it shows 'Page 2 of 3'.

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
- Laska, Gregg

Points of Contact

24/7 Company 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

SPOT-ES

**OMB Control Number
0704-0460 Package**

**HOME, SEARCH PERSON &
LOA INBOX**

~

SCREENS with DROPDOWNS

HOME, SEARCH PERSON, LOA INBOX SCREEN

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SPOT-ES

Synchronized Predeployment and Operational Tracker — Enterprise Suite

Contact Us | Logout

Welcome, JOHN KAMENELIS (Host: ENV2)

[SPOT](#) |
 [Reports](#) |
 [Resource Center](#) |
 [Setup](#)

Home

Change Role
 Company Admin ▼

News [View All](#)

Start Here

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

Search for Person

Search for a person to deploy or deployment information

Last Name: First Name:
 Citizenship Category:
 Deployment Status:
 SSN FIN DoD-ID SSN: --

LOA Inbox

[Bulk LOA Recall](#)

LOA Search

Last Name: First Name:
 Contract#: Task Order#:
 Estimated Deployment Start Date (mm/dd/yyyy):
 From: To:
 Status:
 Government Authority Assigned: KO Assigned:

Deployment Preparation

[View All](#)

Effective Date	Type	Name	Size (KB)	Description/Instructions
3/2/2016	pdf	2014-O00016 SOUTHCOM	1,643.70	SOUTHCOM Policy
2/24/2016	pdf	AFRICOM Theater Entry Summary from website 20160224	507.19	AFRICOM Theater Entry Summary
2/24/2016	pdf	2016-O0006 20160222 USAFRICOM USA006501-16-DPAP	2,244.16	AFRICOM DFARS SPOT Deviation
2/17/2016	pdf	DFARS 252_225_7040	97.97	DFARS 252.225-7040: Contractors Deployed OCONUS Oct 2015
2/4/2016	pdf	HQDA EXORD 171-14 CONUS Replacement Center (CRC) Consolidation at Ft Bliss	233.22	Conus Replacement Center Consolidation at Ft Bliss

1 2 3 4

EXAMPLE RESPONSES TO "CHANGE ROLE"

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SPOT-ES
Synchronized Predeployment and Operational Tracker — Enterprise Suite

Reports Resource Center Setup

Company Admin
Contracting Admin
Contracting Officer
Government Admin
Government Authority
SPOT Administrator

News [View All](#)

Start Here

Search for Person
Search for a person to deploy or deployment information
Filter by Person Details:

EXAMPLE RESPONSES TO "CITIZENSHIP CATEGORY"

Start Here [Add a Person](#) [Search for Contract](#)

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

Last Name: First Name:

Citizenship Category: **All**
US Citizen
Foreign National

Deployment Status: SSN FIN DoD-ID SSN: --

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

[Find Person](#)

EXAMPLE RESPONSES TO "DEPLOYMENT STATUS"

Start Here [Add a Person](#) [Search for Contract](#)

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

Last Name: First Name:

Citizenship Category: All

Deployment Status: **All**
Currently Deployed
Not Deployed

SSN FIN DoD-ID SSN: --

EXAMPLE RESPONSES TO "CONTRACT NUMBER"

Start typing required Contract Number, and available matches display.

The screenshot shows a web form titled "Contract Details" with two main sections: "Contract Information" and "Defense Base Act (DBA) Insurance".

- Contract Information:**
 - Primary Company:** A text field containing "Hewlett Packard".
 - *Contract Number:** A dropdown menu with "KAM|" entered. A list of suggestions is displayed: 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.
 - Contract KO:** A text field containing "KAME01-15-D-0001".
 - Task Order Number:** A text field containing "KAME01-15-D-0002".
 - Task Order KO:** A text field containing "KAME01-15-D-0003".
 - Additionally Supported:** A text field containing "No Additional Supported C".
- Defense Base Act (DBA) Insurance:**
 - Does Not Apply
 - *DBA Insurance Company Name:** An empty text field.
 - *DBA Insurance Policy Number:** An empty text field.
 - *DBA Insurance POC Phone Number:** An empty text field.

EXAMPLE RESPONSES TO "TASK ORDER NUMBER"


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

The screenshot shows the same "Contract Details" form, but with different data and a new dropdown menu.

- Contract Information:**
 - Primary Company:** "Hewlett Packard".
 - *Contract Number:** A dropdown menu with "KAME01-16-D-0002" selected. This field is highlighted with a red border.
 - Contract KO:** "Padden, LuAnn".
 - Task Order Number:** A dropdown menu with "Select A Value ..." selected.
 - Task Order KO:** A dropdown menu with "Select A Value ..." selected. A list of suggestions is displayed: KAME02-16-D-T001.
 - Additionally Supported Contracts:** A text field containing "No Additional Supported Contracts have been selected".
- Defense Base Act (DBA) Insurance:**
 - Does Not Apply
 - *DBA Insurance Company Name:** An empty text field.
 - *DBA Insurance Policy Number:** An empty text field.
 - *DBA Insurance POC Phone Number:** An empty text field.

EXAMPLE RESPONSES TO "STATUS (LOA INBOX)"

LOA Inbox [Bulk LOA Recall](#)

 **LOA Search**

Last Name: First Name:
Contract#: Task Order#:

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

Status:

- Cancelled
- Denied
- Expired
- Government Authorized
- KO Approved
- Recalled
- Pending Signed Document
- Request Pending
- Revoked

Government Authority Assigned: LOA Number:
KO Assigned: