

SPOT-ES

**OMB Control Number
0704-0460 Package**

AGENCY DISCLOSURE

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**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

and Continue

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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

and Continue

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SPOT-ES

**OMB Control Number
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EDIT PERSON

~

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:

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:

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

Cancel Back Save Save and Continue

Edit Eligibility Requirements

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

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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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: **Select a 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:

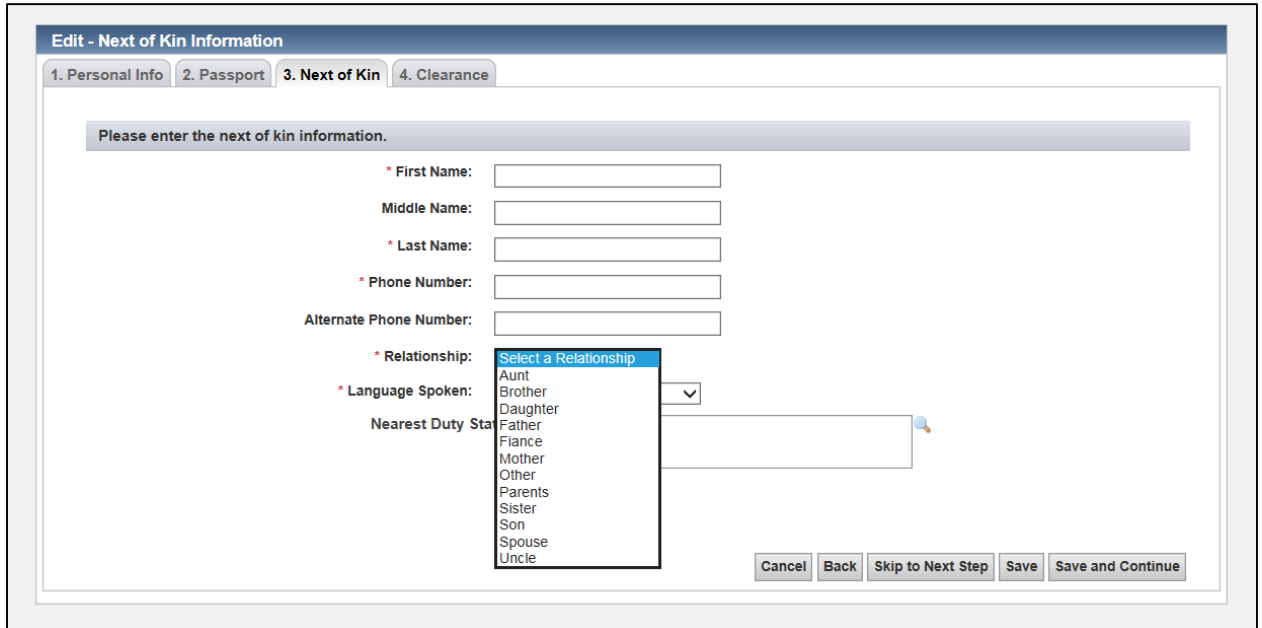
Alternate Phone Number:

* Relationship:

* 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:

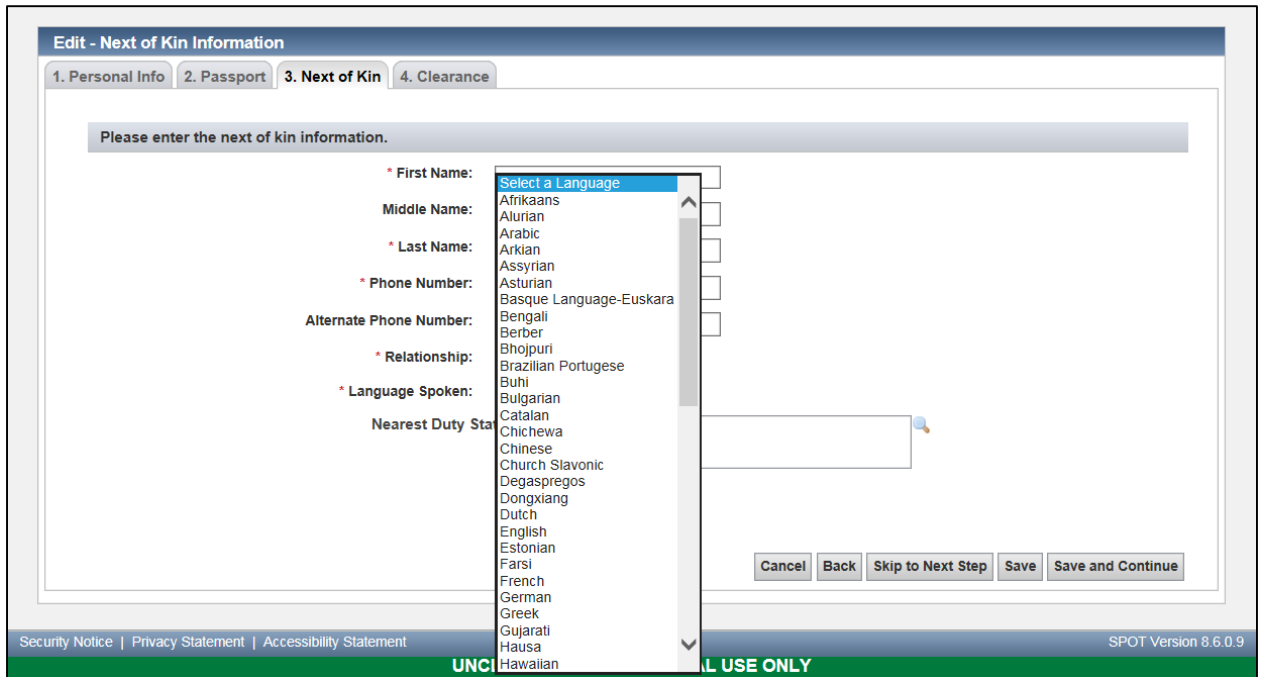
* Language Spoken:

Nearest Duty Station:

Cancel Back Skip to Next Step Save Save and Continue

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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:

Security Clearance Issuing Agency:

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UNCL
USE ONLY

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:

Clearance Expiration:

Security Clearance Issuing Agency: Select an Issuing Agency

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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? Select a Blood Type

2. Is the person's DNA on file?

3. Is the person's Panograph on file?

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

Deployment Details
⌵

<p>Contract / Task Order _____</p> <p>Period of Performance _____</p> <p>*Deployment Start Date <input type="text" value=""/> <input type="button" value="Calendar"/></p> <p>*Deployment End Date <input type="text" value=""/> <input type="button" value="Calendar"/></p> <p>*Primary Deployed Duty Station <input type="text" value="Country City"/> <input type="button" value="Search"/></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 style="height: 40px;" type="text"/></p> <p style="text-align: right; font-size: 0.8em;">Remaining Characters: 400</p> <p>*Supporting Government Organization <input type="text" value=""/></p> <p>*Government Authority <input type="text" value="There is no organization yet se"/> ▼</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; margin-bottom: 5px;"> Afghanistan Akrotiri Albania Algeria </div> <p style="text-align: center; font-size: 0.8em;">▼ ▲</p> <p>Selected Countries</p> <input style="width: 100%; height: 30px;" type="text"/>
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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' form with four steps: Step 1. Deployment Information, Step 2. Personnel Information, Step 3. Confirm, and Step 4. Results. A red asterisk indicates required fields. A 'Self-help video' link is present. The 'Current Task' dropdown menu is open, showing the following 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
- Request LOAs for Contractors (with existing deployments)

EXAMPLE RESPONSES TO “CONTRACT NUMBER”

Start typing required Contract Number, and available matches display.

The screenshot shows the 'Contract Details' form with two main sections: 'Contract Information' and 'Defense Base Act (DBA) Insurance'. The 'Contract Information' section includes:

- Primary Company
- *Contract Number: KAM| (dropdown menu open)
- Contract KO: KAME01-15-D-0001
- Task Order Number: KAME01-15-D-0002
- Task Order KO: KAME01-15-D-0003
- Additionally Supported: KAME01-16-D-0001
- No Additional Supported C: KAME01-16-D-0002
- KAME01-16-D-0003

The 'Defense Base Act (DBA) Insurance' section includes:

- Does Not Apply
- *DBA Insurance Company Name
- *DBA Insurance Policy Number
- *DBA Insurance POC Phone Number

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 selected (KAME01-16-D-0002). The 'Task Order Number' dropdown menu is open, showing the following options:

- Select A Value ... (highlighted)
- Select A Value ...
- KAME02-16-D-T001

The 'Contract Information' section now includes:

- Primary Company: Hewlett Packard
- *Contract Number: KAME01-16-D-0002
- Contract KO: Padden, LuAnn
- Task Order KO: KAME02-16-D-T001

The 'Defense Base Act (DBA) Insurance' section remains the same as in the previous screenshot.

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" value="Country"/> <input type="text" value="City"/></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="113 Add on Armor"/> <input type="text" value="Abrams"/> <input type="text" value="ACE/L"/> <input type="text" value="Advanced Field Artillery Tactics"/> <input type="text" value="AEPDS"/> <input type="text" value="AH-64 Apache"/> <input type="text" value="Air and Missile Defense Works"/> <input type="text" value="Air Defense Systems Integrator"/> <input type="text" value="Airborne Reconnaissance Low"/></p> <p>*Supporting Government Organization</p> <p>Points of Contact</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</p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div>
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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" value="Country"/> <input type="text" value="City"/></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"/> <input type="text" value="AC10"/> <input type="text" value="Atlantic Sentry"/> <input type="text" value="AUSTERE CHALLENGE 2008"/> <input type="text" value="Aviation Logistics Support"/> <input type="text" value="Border Service of the Kyrgyz Republic"/> <input type="text" value="BUDD LIGHT (LIDAR exploitation)"/> <input type="text" value="Chief of Mission Support"/> <input type="text" value="Combined Joint Task Force - I"/></p> <p>*Supporting Government Organization</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</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 with the following fields and controls:

- Contract / Task Order**
- Period of Performance**
- *Deployment Start Date** (calendar icon)
- *Deployment End Date** (calendar icon)
- *Primary Deployed Duty Station** (Country, City) (magnifying glass icon)
- *Countries to be Visited** (Select Countries from List to Add)
 - Affghanistan
 - Akrotiri
 - Albania
 - Algeria
- Selected Countries** (empty list)
- *Supporting Government Organization** (magnifying glass icon)

The **Supporting Government Organization** dialog box is highlighted with a red border and contains:

- Search** (text input field)
- Search** (button)
- Cancel** (button)

A red arrow points to the magnifying glass icon next to the ***Supporting Government Organization** field.

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

The screenshot shows the 'Deployment Details' window with the following fields and controls:

- Contract / Task Order**
- Period of Performance**
- *Deployment Start Date** (calendar icon)
- *Deployment End Date** (calendar icon)
- *Primary Deployed Duty Station** (Country, City) (magnifying glass icon)
- *Countries to be Visited** (Select Countries from List to Add)
 - Affghanistan
 - Akrotiri
 - Albania
 - Algeria
- Selected Countries** (empty list)
- *Supporting Government Organization** (magnifying glass icon)

The **Supporting Government Organization** dialog box is shown with:

- Search** (text input field containing "ACQ")
- Search** (button, highlighted with a red border)
- Cancel** (button)

A red arrow points to the "ACQ" text in the search field.

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 'Select Countries from List to Add' dropdown menu containing Afghanistan, Akrotiri, Albania, and Algeria. Below it is a 'Selected Countries' field. In the center, a 'Supporting Government Organization' dialog box is open, featuring a search bar with 'ACQ' entered and 'Search' and 'Cancel' buttons. 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

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

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 dropdown menu with "KAME01-15-D-0002" selected.
 - 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 as above, 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: