

**System User Manual (SUM) for:**

**Synchronized Predeployment & Operational Tracker -  
Enterprise Suite (SPOT-ES): Contractor Company User**

**Release 8.10**



**Version 40.1**

**January 2019**

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**AMENDMENT HISTORY**

<b>Document Version</b>	<b>Date</b>	<b>Revision Description</b>
1.0	August 2007	Initial Draft
2.0	November 2007	Revised version per the system's dot releases and overall edits
3.0	March 2008	Incorporated functionality changes for SPOT 6.1 Release
4.0	June 2008	Incorporated Contractor Release and Company Change
5.0	January 2009	Incorporated functionality changes for SPOT 6.1.11 and 6.1.15 Releases
6.0	March 2009	Incorporated functionality changes for SPOT 6.1.16 Release
7.0	August 2009	Incorporated functionality changes for SPOT 6.1.20 Release
8.0	September 2009	Incorporated functionality changes for SPOT 6.1.21 Release
9.0	October 2009	Incorporated functionality changes for SPOT 6.1.22 Release
10.0	November 2009	CENTCOM FRAGO 09-1451 MOD 2 Contractor Theater Entrance Requirements 31 Oct 09 – clarifies requirements for SPOT use and Letters of Authorizations (LOAs)
11.0	March 2010	Incorporated functionality changes for SPOT 6.1.23 Release
12.0	September 2010	Incorporated functionality changes for SPOT 7.0 Release
13.0	November 2010	Incorporated functionality changes for SPOT 7.1 Release
14.0	February 2011	Incorporated functionality changes for SPOT 7.1.1 Release
15.0	August 2011	Incorporated functionality changes for SPOT 7.2 Release
16.0	November 2011	Incorporated functionality changes for SPOT 7.3 Release
17.0	March 2012	Incorporated functionality changes for SPOT 7.3.1 Release
18.0	April 2012	Incorporated functionality changes for SPOT 7.3.2 Release
19.0	August 2012	Incorporated functionality changes for SPOT 8.0 Release
20.0	October 2014	Incorporated functionality changes for SPOT 8.1 Release
21.0	November 2014	Incorporated functionality changes for SPOT 8.2 Release
22.0	March 2015	Incorporated functionality changes for SPOT 8.3 Release
23.0	August 2015	Incorporated functionality changes for SPOT 8.3.1, 8.3.3, and 8.3.4 Release
24.0	September 2015	Incorporated functionality changes for SPOT 8.3.5 Release
25.0	November 2015	Incorporated functionality changes for SPOT 8.4 Release
26.0	February 2016	Incorporated functionality changes for SPOT 8.5 Release
27.0	May 2016	Incorporated changes for SPOT 8.6 Release; removed Help Desk DSN in text and Contact Us screen print
27.1	August 2016	Added Self-help video link and button to Table 2, Section 1.4
28.0	August 2016	Removed Help Desk DSN in Login screen print
29.0	September 2016	Incorporated changes for SPOT 8.7.0 Release; added Self-help video button to screen prints
30.0	November 2016	Incorporated additional changes for SPOT 8.7.0 Release; added Steps 2-4 Self-help video buttons to screen prints
31.0	November 2016	Incorporated changes for SPOT 8.7.2 Release
32.0	March 2017	Updated SIPRNet URL

<b>Document Version</b>	<b>Date</b>	<b>Revision Description</b>
32.1	May 2017	Updated DoD task order number format help for SPOT 8.7.3.1.5 Release
33.0	November 2017	Updated for SPOT 8.8 Release, including updated JAMMS population of ITAD
34.0	December 2017	Updated for PACOM SOFA
35.0	February 2018	Updated to remove +/-14 day limit and add SOFA Step 2 auto refresh
36.0	April 2018	Updated for additional SPOT Release 8.8 changes: TBC warning message, contract/task order number Help and DOS format, verification checkbox, company name approval, CAC expiration date, and SPOT last login.
37.0	July 2018	Updated for SPOT Release 8.9: Help Desk phone number, blank ITAD email, person status, Operations Visibility Report, and SOFA page/LOA.
38.0	August 2018	Added "Employee Gender" column to SPOT Operations Visibility Report and updated LOA remarks note. Updated company name on title page.
39.0	September 2018	Updated for SPOT Release 8.10 changes for multi-TBC country support.
40.0	December 2018	Updated for SPOT Release 8.10 changes for SOFA dependents, DMDC verification, SOFA OVR Report, and OCSIC Affirmation Report. Updated Help Desk phone number.
40.1	January 2019	Updated to gray security clearance fields.

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# 1 Introduction

## 1.1 Purpose

This document provides Company Administrators with the information required to enter and maintain contract and deployment data for contractor personnel, as well as to create reports pertaining to deployments of company personnel in the Synchronized Predeployment and Operational Tracker (SPOT) application.

## 1.2 Background

The Synchronized Predeployment and Operational Tracker – Enterprise Suite (SPOT-ES) is the joint enterprise suite of systems employed for the management, tracking, and visibility of contracted capabilities and contractors authorized to accompany U.S. forces overseas. SPOT-ES captures data relating to logistics, operations, planning, and reporting of contractor status, and makes it available to government agency stakeholders.

SPOT-ES consists of three applications: Synchronized Predeployment and Operational Tracker (SPOT), Total Operational Picture Support System (TOPSS), and Joint Asset Movement Management System (JAMMS). JAMMS systems are standalone systems placed in military installations that are currently non-networked. SPOT and TOPSS are hosted on both Non-secure Internet Protocol Router Network (NIPRNet) and Secure Internet Protocol Route Network (SIPRNet) environments.

### Notes:

- For information about supported browsers, click the **Which browsers can I use with SPOT?** link on the SPOT “Login” page.
- Contract and task order number formats that display depend on the contracting agency selected for the contract. Note that some examples in this document for Department of Defense (DoD) agencies may use 4-character task order numbers, but the 13-character format is preferred.

### SPOT

SPOT was designated by the Office of the Secretary of Defense (OSD) as the system of record, in accordance with Department of Defense Instructions (DoDI) 3020.41. It is a single, joint enterprise system employed for the management, tracking, and visibility of contractors accompanying U.S. armed forces overseas. It has a standardized front-end user interface for use by defense contractors, government agencies, and the military. SPOT tracks information about contracts and task orders, persons supporting those contracts and task orders, and deployments of those persons. SPOT also produces the Letter of Authorization (LOA) for deployed contractor personnel.

### JAMMS

JAMMS is an information technology application developed to capture movement and location information about operating forces, government civil servants, and government contractors in specified operational theaters.

## TOPSS

TOPSS is the reporting and analysis component of SPOT-ES for use by Government employees. As an ad hoc business intelligence reporting system, TOPSS puts information in the hands of analysts so they can make immediate and effective decisions.

A key benefit of SPOT is its technology integration. SPOT integrates with existing system-of-record applications to provide up-to-date information related to contracts and contractors. For example, SPOT tracks contractor movements through its interface with JAMMS, and validates contractor identity (for U.S. citizens) by interfacing with the Defense Manpower Data Center (DMDC) Defense Enrollment Eligibility Reporting System (DEERS). SPOT also features a graphical user interface (GUI) with intuitive business flows based on user roles.

The following sections provide basic information about SPOT and how it works.

### 1.3 User Roles

Because SPOT limits access to certain data and functions based on your role, an important part of obtaining a SPOT account is getting the proper role for the work you have to perform. Table 1 lists all user roles available in SPOT and their key distinctions. An asterisk identifies those roles available for assignment to contractor company personnel (\*).

**Note:** Many of the roles identified by an asterisk (\*) are limited to being assigned to those support contractor personnel in government offices/agencies.

The focus of this user manual is for the Company Administrator role. Therefore, throughout this document, screenshots are from the perspective of that role, even though contractor personnel may have other roles besides Company Administrator assigned to them.

**Note:** Available data and functions are based on user roles and the user's affiliated organizations.

**Table 1. SPOT User Roles and Descriptions**

Role Name	Role Description
Basic Report User *	Generates SPOT standard reports for the company or organization with which the user is registered.
Company Administrator *	<ul style="list-style-type: none"> <li>• Manages information (such as personnel and deployment) for contractor company employees.</li> <li>• Able to create and maintain deployments for persons associated with the company and subcontractor companies through contract or task order relationships.</li> <li>• Able to request and recall (to a limited extent) LOAs for persons associated with the company and subcontractor companies through contract or task order relationships.</li> <li>• Able to add and edit Private Security Contractor (PSC) and Contractor-Owned Contractor- Operated (COCO) equipment.</li> </ul>
Company Employee (Self Tracker) *	Contractor company employee with the privilege to enter and view the individual's own basic personal information in SPOT.

<b>Role Name</b>	<b>Role Description</b>
Contracting Administrator *	<ul style="list-style-type: none"> <li>• Government or military employee who creates and manages contract and task order information in SPOT.</li> <li>• Able to search, add, and update contracts and task orders within the Contracting Offices with which this user is registered or associated.</li> </ul>
Contracting Officer (KO)	<ul style="list-style-type: none"> <li>• Government or military employee who creates and manages contract and task order information in SPOT.</li> <li>• Only role that can assign Authorized Government Services (AGS) and Company billing information to contracts, task orders, and LOAs.</li> <li>• Able to search, add, and update all contracts and task orders related to this user's Contracting Office.</li> <li>• Able to search, review, deny, revoke, recall, and approve LOAs.</li> <li>• Able to add and update contractor counts</li> </ul>
Contractor Accountability	Government or military administrator who monitors and provides oversight for deployed contractors.
Equipment Manager	Able to search, view, and update equipment for any company or contract.
Global Report User	Able to create custom reports within SPOT for the organization with which the user is registered.
Government Administrator *	<ul style="list-style-type: none"> <li>• Government or military employee who manages deployment and LOA information in SPOT.</li> <li>• Able to search, add, and update any person by full Social Security Number (SSN) or Foreign Identification Number (FIN).</li> <li>• Able to search, add, and update all contracts and task orders with which the user is registered or associated.</li> <li>• Able to create and maintain deployments for any persons related to the organization(s) with which the user is registered or associated.</li> <li>• Able to request LOAs.</li> </ul>
Government Administrator with Global Report User	Same permissions as Government Administrator, as well as the ability to create custom reports within SPOT for the organization with which this user is registered or associated.
Government Authority (GA)	<ul style="list-style-type: none"> <li>• Government or military employee who manages deployment and LOA information in SPOT.</li> <li>• Able to search, request, review, deny, recall, and authorize LOAs.</li> <li>• Able to search, update, and edit any person by full SSN or FIN.</li> <li>• Able to search, update, and edit all contracts and task orders related to the organization(s) with which the role is associated.</li> </ul>





Role Name	Role Description
	<ul style="list-style-type: none"> <li>• Able to create and maintain deployments.</li> </ul>
Government Authority with Global Report User	Same permissions as Government Authority, as well as ability to create custom reports within SPOT for the organization with which this user is associated.
JAMMS Administrator *	Responsible for uploading JAMMS files into SPOT.
JAMMS Report User *	Accesses JAMMS reports in SPOT only.
Sponsor **	<ul style="list-style-type: none"> <li>• DoD policy requires a Sponsor to approve and validate the need for users to access the SPOT-ES applications.</li> <li>• For Contractor Company users, the users should enter their supervisor or someone from their Human Resources (HR) department when registering to access SPOT.</li> <li>• For the Government and Military user community, the users must enter their Government or Military Supervisor information when registering to access SPOT.</li> <li>• For individuals requesting a SPOT User Name and Password account, the user must have a Government or Military Sponsor with an active SPOT account to submit the User Name Password Account form and request a SPOT proxy account. All User Name and Password accounts must be approved by the SPOT Program Management Office (PMO).</li> <li>• Sponsors for SPOT Secure Internet Protocol Router (SIPR) and Total Operational Picture Support System (TOPSS) users must be either U.S. Government or U.S. Military personnel.</li> </ul>

\*\*A Sponsor plays an important role in the SPOT registration process; however, Sponsor is not an actual role in SPOT.



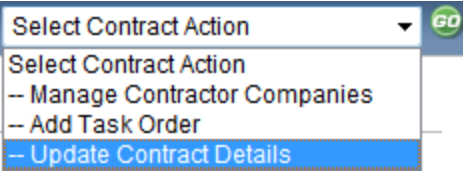








### 1.4 Icons, Symbols, and Controls in SPOT














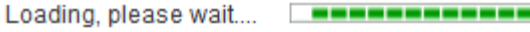

The SPOT GUI uses several standard symbols, icons, buttons, and field types. The following table lists the icons and symbols in SPOT, as well as a description of what each icon or symbol means.

**Table 2. Icons and Symbols in SPOT**

Icon/Symbol	Name and Description
	<b>Add:</b> Indicates that an “Add” function is available.
	<b>Asterisk (Red):</b> Indicates that a field is required.
	<b>Bookmark:</b> Indicates that the person list or deployment template is bookmarked.
	<b>Calendar:</b> Opens a calendar for selecting a date.



Icon/Symbol	Name and Description
	<p><b>Checkbox:</b> Click to select the checkbox; a check mark appears. Click again to clear the checkbox.</p>
	<p><b>Collapse:</b> Use to collapse an expanded section.</p>
	<p><b>Drop-Down List:</b> A pre-set list of data entries. Click the down arrow on the right side of a drop-down list field to open the drop-down list.</p>
	<p><b>Expand:</b> Use to expand a collapsed section.</p>
	<p><b>Go:</b> A button next to a data field that adds value(s) from the field to the data table or brings up a page to execute selected functions.</p>
	<p><b>Green Circle:</b> Indicates you can proceed to the next step of the deployment/LOA process because the required person(s) and batch information have been provided.</p>
	<p><b>Green Circle with Tools:</b> Indicates deployment contract/task order does not match the contract/task order assigned when the prime company added the person to SPOT. Continuing will modify the previous prime company and contract/task order relationship when this deployment is created.</p>
	<p><b>Help (?):</b> Opens a pop-up window with additional information specific to the adjacent field.</p>
	<p><b>Number Links:</b> At the bottom of a data table, number links indicate there is more data than is displayed on the page at one time. Clicking a number will change the view to that page of the data.</p>
	<p><b>Organization Hierarchy:</b> Opens a pop-up window that displays an organization hierarchy from which you can find and select the desired data.</p>
	<p><b>Pencil:</b> Opens a search window or a list of values from which you can find and select the desired data.</p>
<p>What would you like to do next?</p> <p><input checked="" type="radio"/> Complete this person's profile?</p> <p><input type="radio"/> Add another person?</p> <p><input type="radio"/> Exit to profile summary?</p>	<p><b>Radio Buttons:</b> Indicates a Yes/No or Either/Or-type question where you may select only one of the options.</p>

Icon/Symbol	Name and Description
	<b>Ready for Deployment:</b> The deployment template, person list, or person is ready for deployment.
	<b>Ready for Deployment/LOA:</b> The deployment template, person list, or person is ready for deployment and LOA.
	<b>Ready for LOA:</b> The deployment template, person list, or person is ready for LOA.
	<b>Red Octagon:</b> Indicates you cannot proceed to the next step of the deployment/LOA process.
	<b>Refresh or Reload:</b> Refreshes the data on the page.
	<b>Remove:</b> Indicates a “Remove” function is available.
	<b>Required field</b> for deployment
	<b>Required field</b> for LOA request
	<b>Search:</b> Indicates a “Search” function is available. Opens a search window from which you can find and select the desired data.
	<b>Self-help video:</b> Launches a how-to video for the workflow where the link/button is located.
	<b>SPOT-ES Logo:</b> Takes you to the “Home” page.
	<b>Text Field:</b> A data entry field that allows you to enter data as free text.
	<b>Text Field Mask:</b> A set of underlines, dashes, or other special characters appearing in a text field. Indicates you must enter data in the field in a specific format.
	<b>Please wait:</b> Indicates the system is busy processing data and no inputs can be accepted during this time.
	<b>Yellow Triangle:</b> Indicates you need to complete required information to proceed to the next step of the deployment/LOA process.

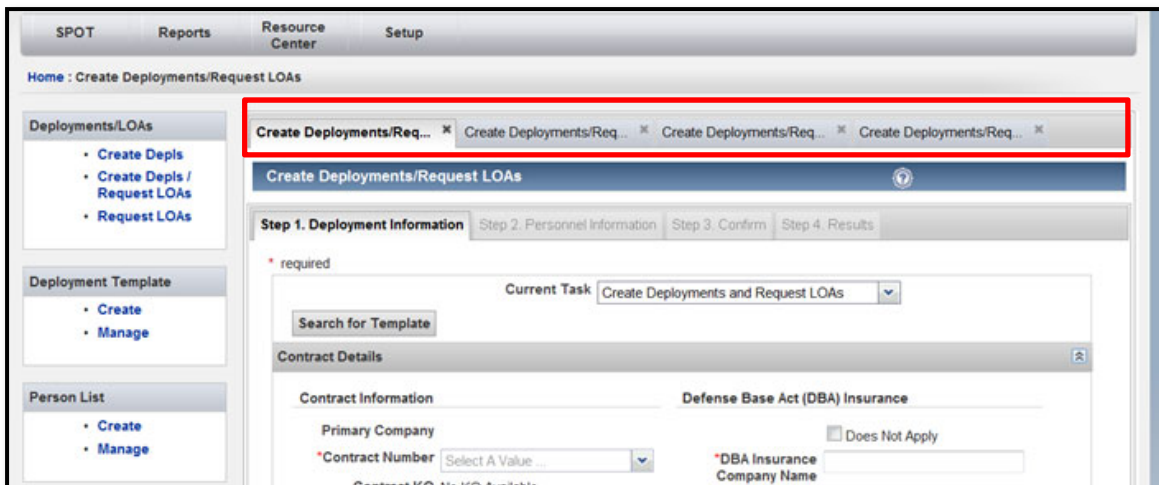
## 1.5 Tabs

Throughout SPOT, tabs appear in workflows that require multiple steps, such as Add Person and Eligibility Requirements.

In addition, the “Tab” feature lets you open another occurrence of a workflow or task. The “Tab” feature is available in areas such as Deployment/LOA, Deployment Template, Person List, and Resource Center.

The “Tab” feature has the following characteristics:

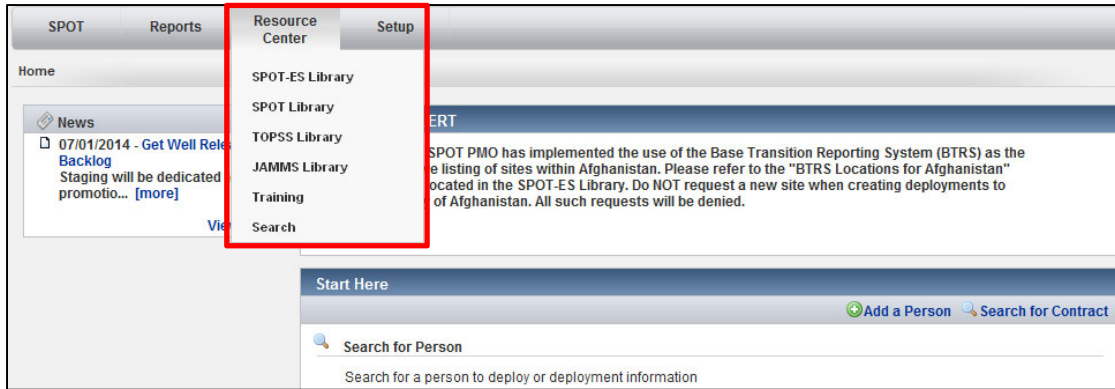
- Currently, SPOT is configured so you can open a maximum of five tabs at one time.
- If you try to open more than five tabs, a message will appear and no additional tabs will open.
- The tab width is fixed and displays the first 25 characters of the tab title. Tabs are left justified. If a tab’s title is more than 25 characters, the first 22 characters of the tab title followed by “...” will be displayed. If you hover over the title, the system will display the complete tab title.



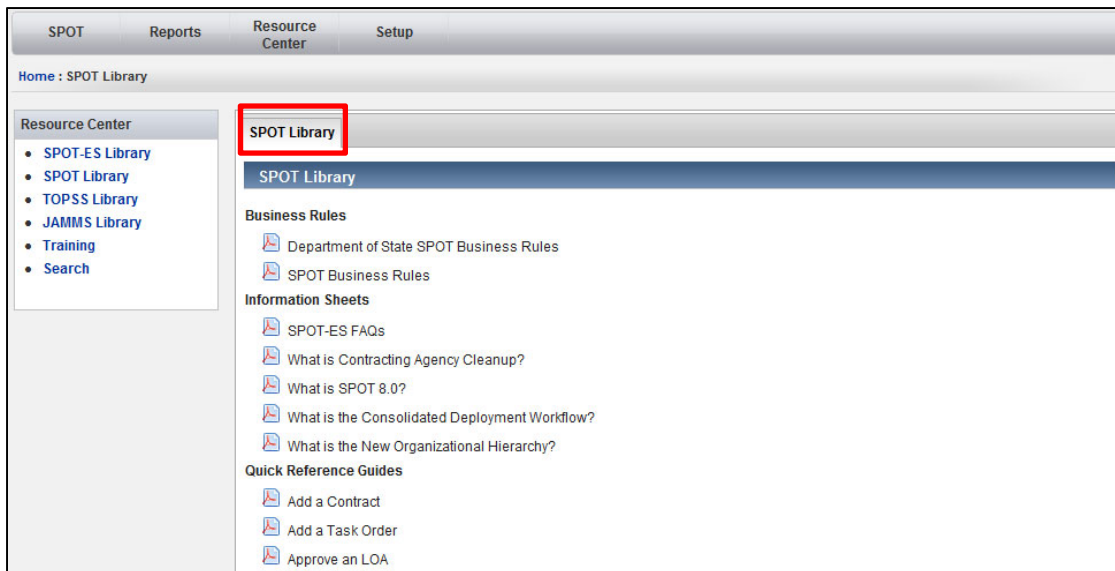
## 1.6 Getting Help with SPOT

If you need assistance in accessing or using SPOT, there are several resources available. These resources include:

- **SPOT-ES Resource Center** – The **Resource Center** option in the menu bar links to several libraries and information regarding the SPOT application and the SPOT Enterprise Suite. Each library contains user manuals, quick reference guides, information sheets, and other reference documentation. You can search for and view documents based on keyword searches. The search will take into account document title, filename, and document content.



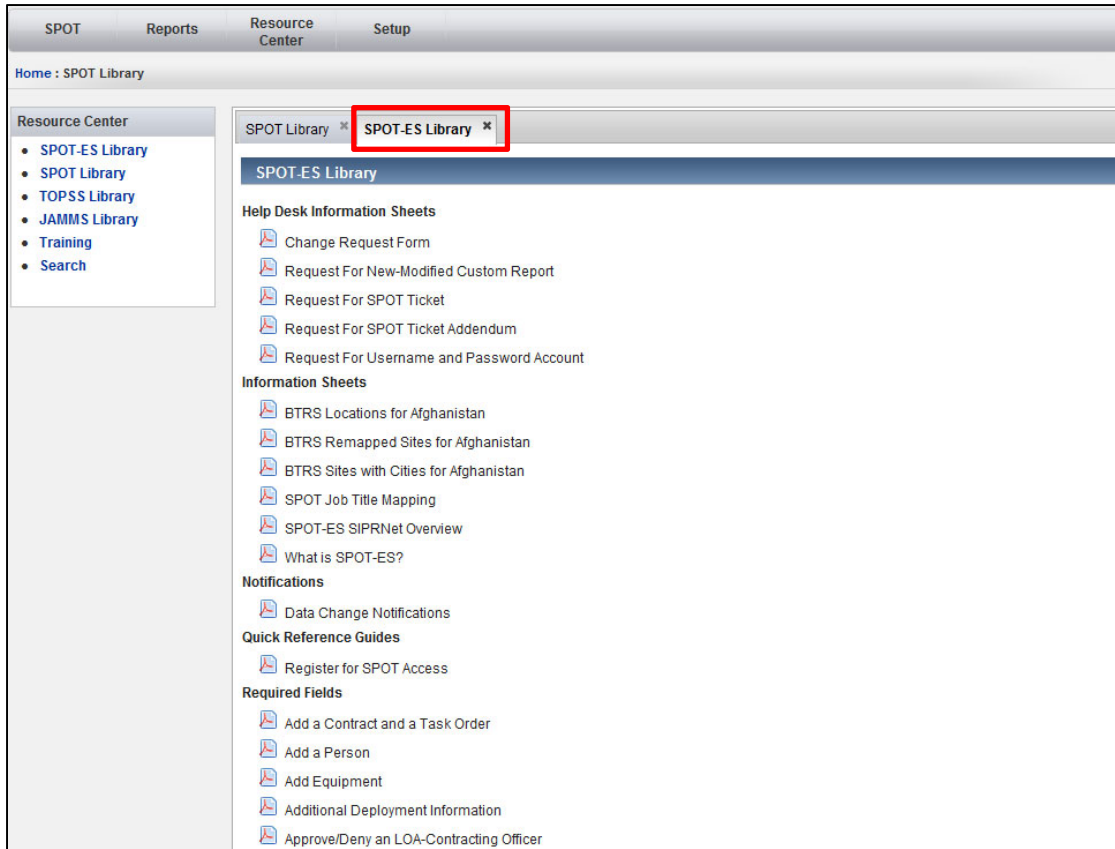
Each library displays the relevant documents for user reference. For example, to access documentation related to the SPOT application, hover the mouse over the **Resource Center** option in the menu bar and click the **SPOT Library** link. The “SPOT Library” page will display, listing documents specific to SPOT. The left navigation menu contains the same options as the menu bar.



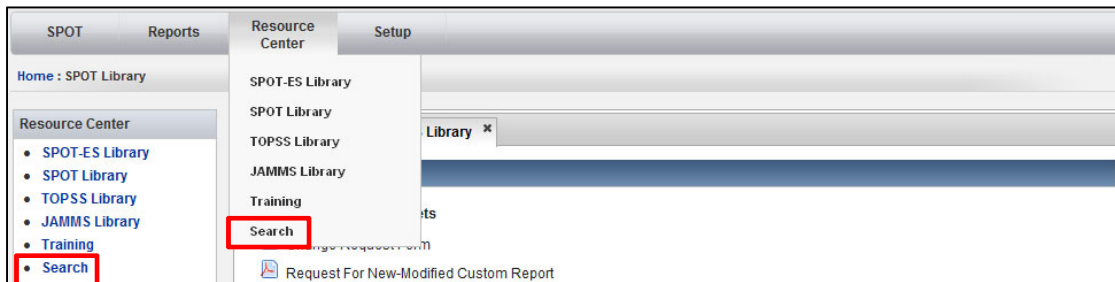
When a library page is open, you can open another library from either the menu bar or the left navigation menu. For example, click the **SPOT-ES Library** link to access documentation related to the SPOT Enterprise Suite.



The “SPOT-ES Library” page will display, listing documents for the SPOT Enterprise Suite.

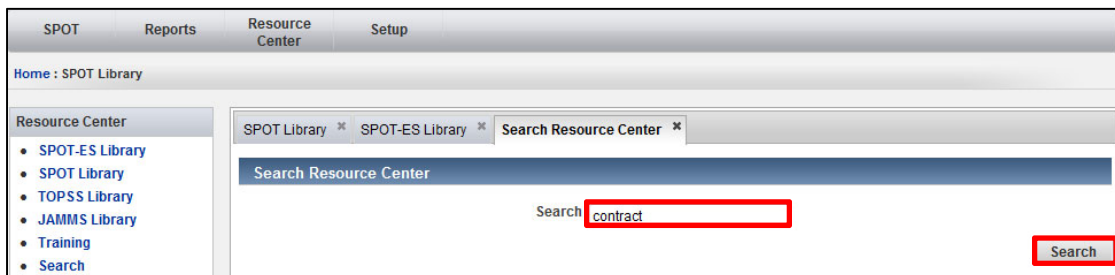


When a library page is open, you can search for documents by clicking the **Search** link from the **Resource Center** option in the menu bar or from the left navigation menu. The “Search Resource Center” page will display.



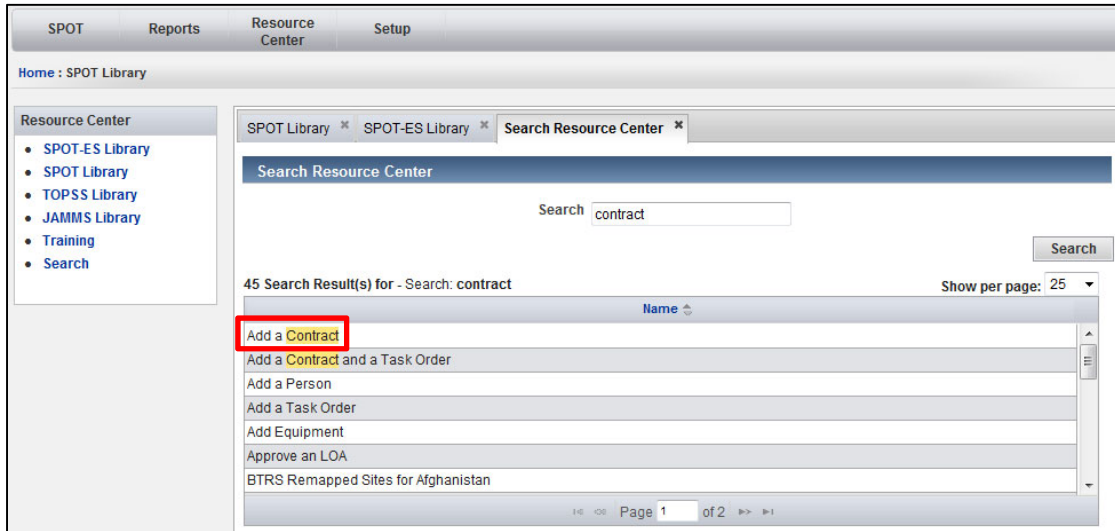
Enter a keyword in the search field and click **Search**. The search takes into account document title, filename, and document content. The search results will display.

**Note:** The search returns whole word matches and not partial matches.

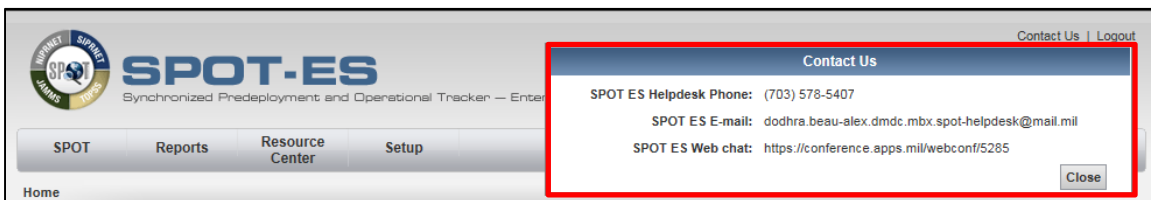


From the search results, select a document to view or save to your local machine.

**Note:** By default, the “Search Resource Center” returns results in pages containing 25 documents. You can use the drop-down list above the search results to change the maximum number of documents per page to display 10, 25, 50, 100, 250, or 500 documents. The pagination feature at the bottom of the page allows you to scroll forward and backward between pages.



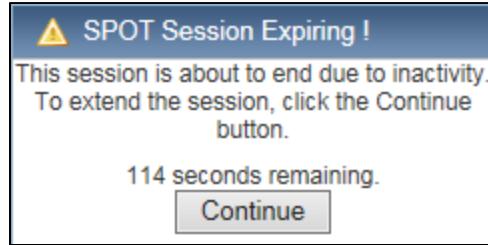
- A **Contact Us** link is located in the upper-right hand corner and is available on every screen in the application. When you click the link, the “Contact Us” pop-up window opens and displays the SPOT-ES Help Desk information. This allows you to easily describe your issue to the help desk and quickly obtain a solution. To move the “Contact Us” pop-up window, hold down the left mouse button and move the mouse to drag the window.



- SPOT-ES Help Desk is staffed 24x7 by technical support specialists:
  - **Phone:** (703) 578-5407
  - **Email:** [dodhra.beau-alex.dmdc.mbx.spot-helpdesk@mail.mil](mailto:dodhra.beau-alex.dmdc.mbx.spot-helpdesk@mail.mil)
  - **Chat:** <https://conference.apps.mil/webconf/5285>

## 1.7 Managing Connection Timeouts

For security purposes, SPOT is configured to terminate user sessions after 15 minutes of inactivity. Prior to terminating a session, SPOT displays a warning message indicating your session is going to expire.



If you do not click **Continue** to extend your session, the session will terminate. When this occurs, the system will require you to log in again. You may also need to reenter your Certificate PIN to access the system.

## 2 Common Features

This section describes search features that are common to the entire SPOT system, including search for duty station, job title, company, and organization. In addition, this section also includes how to submit a new site request, request a new company, and view and explore an organization hierarchy.

**Note:** Search features that belong to a specific module, such as search for LOA, person, or contract/task order, are described with their specific module.

### 2.1 Searching for a Duty Station

The “Search for Duty Station” capability is available when you need to perform a task such as creating a deployment, updating a duty station, creating a deployment template, completing a person’s next of kin information, or entering a person’s duty station check-in date.

1. On any page that displays the “Search for Duty Station” capability, click the **Search** icon (🔍). A “Duty Station” window will display.

The following example displays the “Search for Duty Station” capability on the “Step 1. Deployment Information” tab of the “Create Deployment s/Request LOAs” page.



- Enter the search criteria. If you know the name of the site, enter the name in the **Site** field. If you do not know the name of the site, enter/select **Country** and then **City** and **Site**.

**Notes:**

- A duty station location in SPOT is the combination of country, state (if USA), city, and site. A duty station location contains at least a country and a city, and a specific site if base access is required. For city only deployments, choose a location where the site is a dash “-“. This applies to contractors who do not need base access or contractors deployed to a city where there is no nearby base, station, fort, or airport.
- The **State** field is displayed only when the country selected is the United States.
- As you type, the window automatically displays values that match the search criteria and begins filtering the result set to match the entered data. Click the desired value from the drop-down list and the subsequent data fields will populate.

- Example 1 – Use if you are unsure of the site name or the site is not available. Begin to type and then select a **Country** name and a list of available sites within the county will display.

Country	City	Site
Kuwait (KWT)	Abi Huleifa	-
Kuwait (KWT)	Abrag Khitan	-
Kuwait (KWT)	Abrak Khetan	-
Kuwait (KWT)	Abraq Haytan	-
Kuwait (KWT)	Abraq Khaitan	-
Kuwait (KWT)	Abraq Khaytan	-
Kuwait (KWT)	Abraq Khetan	-



Begin to type and then select a **City** name and a list of available sites within the city will display.

The screenshot shows the 'Primary Deployed Duty Station' form. The 'Country' dropdown is set to 'Kuwait (KWT)'. The 'City' text input field contains 'Kuwait City' and is highlighted with a red box. The 'Site' text input field is empty. Below the form, there are 'Clear' and 'Cancel' buttons. A search results section displays '16 Search Result(s) for - Country: Kuwait (KWT); City: Kuwait City'. The results are shown in a table with columns for Country, City, and Site.

Country	City	Site
Kuwait (KWT)	Kuwait City	-
Kuwait (KWT)	Kuwait City	Al Mubarak
Kuwait (KWT)	Kuwait City	Al Udeid Air Base
Kuwait (KWT)	Kuwait City	AL WAZZAN
Kuwait (KWT)	Kuwait City	Camp Arifjan
Kuwait (KWT)	Kuwait City	Camp Doha
Kuwait (KWT)	Kuwait City	Camp New Jersey

Page 1 of 1

Begin to type and then select a **Site** name and a list of sites that match your entry will display.

The screenshot shows the 'Primary Deployed Duty Station' form. The 'Country' dropdown is set to 'Kuwait (KWT)'. The 'City' text input field contains 'Kuwait City'. The 'Site' text input field contains 'Camp Arifjan' and is highlighted with a red box. Below the form, there are 'Clear' and 'Cancel' buttons. A search results section displays '1 Search Result(s) for - Country: Kuwait (KWT); City: Kuwait City; Site: Camp Arifjan'. The results are shown in a table with columns for Country, City, and Site.

Country	City	Site
Kuwait (KWT)	Kuwait City	Camp Arifjan

Page 1 of 1

Select the site from the populated list. If the site you need is not available, see Section 2.2, Submitting a New Site.

**Notes:**

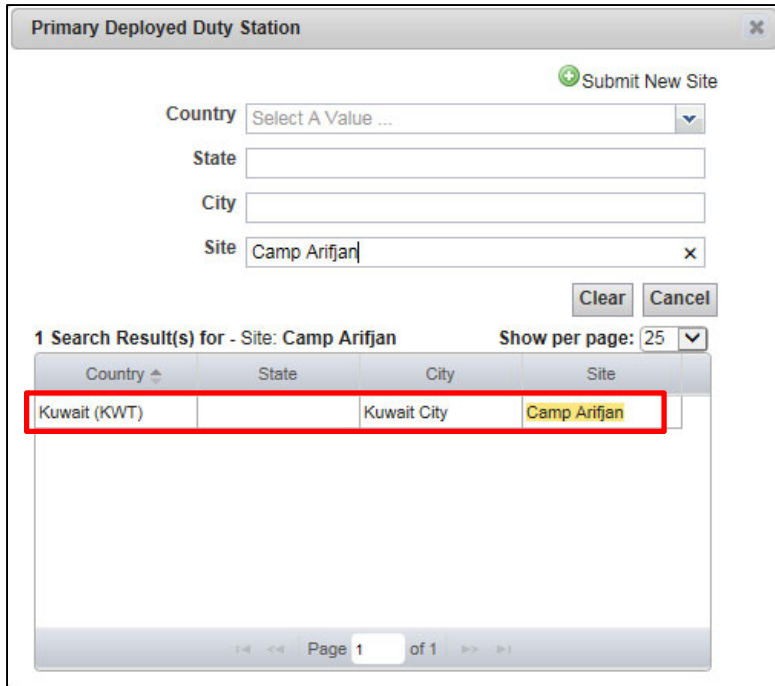
- Although you can scroll down, sort, or page through the list of available sites within a county until the desired site is located, it is better to continue to enter **City** and **Site** search criteria until you find the correct location.
  - By default, the search returns results in pages containing 25 records. You can use the drop-down list above the search results to change the maximum number of records per page to display 10, 50, 100, 250, or 500 records. The pagination feature at the bottom of the page allows you to scroll forward and backward between pages.
  - The search results are listed in alphabetical order by state (if USA) or by city. To sort by a different column, click in the column heading. Click again to toggle between ascending and descending order.
- Example 2 – Use to search directly for a site or city.

Enter either the **Site** name or the **City** name. For example, the easiest way to search for **Camp Arifjan** is to begin typing **Arifjan** directly in the **Site** field. After you type the first three characters, SPOT displays options that match your entry. As you continue to type, SPOT refines the available options. For example, **Camp Arifjan** becomes available as a selection.

If the desired site or city does not populate, verify the correct spelling of the name. Click **Clear** to clear your entries or click **Cancel** or the **Close** icon (**X**) to close the search window; then conduct the search again.

The screenshot shows a search window titled "Primary Deployed Duty Station". It contains several input fields: "Country" (a dropdown menu with "Select A Value ..." selected), "State", "City", and "Site". The "Site" field contains the text "arif" and has a dropdown menu open below it. The dropdown menu lists three options: "BTRS - ZARIFKHEL (COP)", "BTRS - MAZAR-E-SHARIF (MES)/MARMAL (DEU)", and "Camp Arifjan". The "Camp Arifjan" option is highlighted with a red rectangular box. To the right of the "Site" field is a small "x" icon. Below the "Site" field is a checkbox labeled "\*Supporting" which is currently unchecked. In the top right corner of the window, there is a green plus icon followed by the text "Submit New Site".

Select the site or city from the populated list. For example, select **Camp Arifjan**, which is located in the city of Kuwait City, Kuwait, as the deployment site. SPOT will populate the **Primary Deployed Duty Station** field with your selection, such as **Camp Arifjan, Kuwait City, Kuwait**.



- When the desired duty station location is displayed, click it to select the location. The window closes and fields for the selected duty station are populated on the original page.

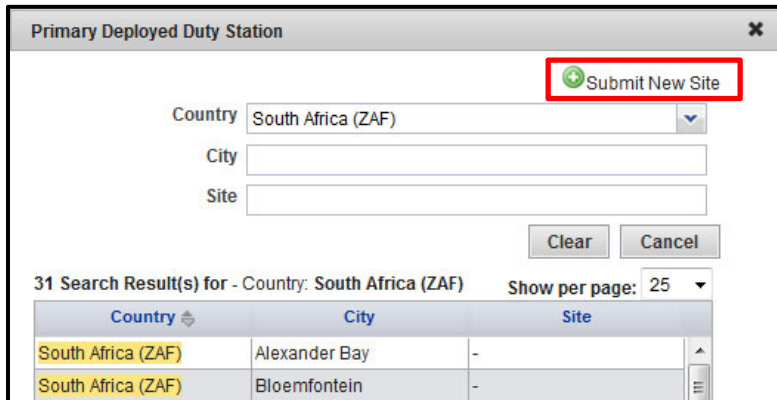


## 2.2 Submitting a New Site Request

If you cannot find the required site through a search, you can request that a new site be added.

**Note:** Submitting a new site for Afghanistan is no longer available.

- Click the **Add** icon (+) for the "Submit New Site" option. The "Submit New Site" window will display.



- If you previously attempted to search for a duty station, the information will be populated with the previous selections. If the city was not selected before, enter the city name. A table will automatically display the list of cities that match the data entered. When the desired city is displayed, click the city to populate the **City** field.

- Enter the name for the new site in the **Site** field and click **Submit**.

A pop-up window opens with a message stating the new site will be reviewed and approved before use.

- Click **OK** to return to the “Primary Deployed Duty Station” search window. Until the newly added site is approved, you will need to select the desired duty station location with only the city selected.

If the new site is approved, you will need to update the duty station for all deployments created when requesting the new site because all those deployments are ***only*** at the city level.

### 2.3 Searching for a Job Title/Entering a Job Title

The “Search for Job Title” capability is available when you need to perform tasks such as creating a deployment, updating deployment information, or creating a person list.

- On a page that displays the “Search for Job Title” capability, do one of the following:
  - To enter the job title for a person, click the **Search** icon (🔍) associated with the person.
  - To enter the job title for multiple persons in the person list, click one or more checkboxes to select the person(s) and click the **Bulk Job Title** link.

A “Job Title” window will display.


The following example displays the “Search for Job Title” capability on the “Step 2. Personnel Information” tab of the “Create Deployment s/Request LOAs” page.

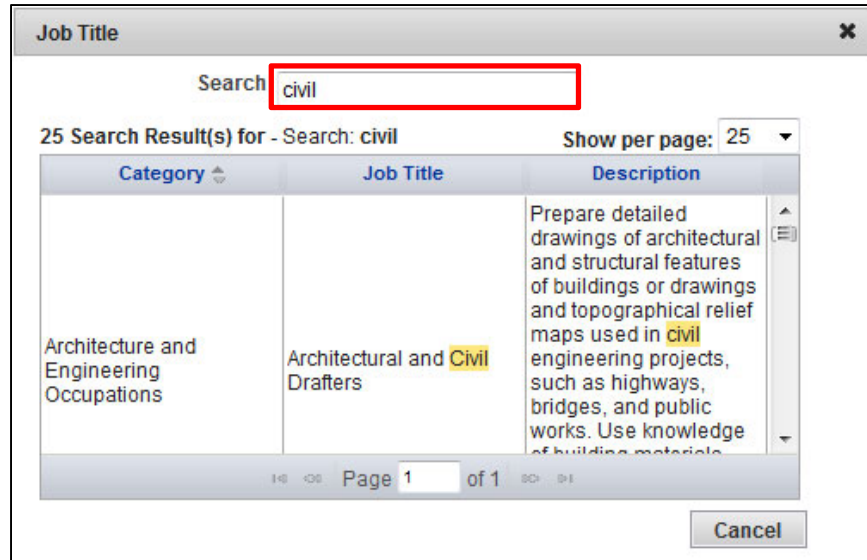
The screenshot shows the 'Create Deployments/Request LOAs' page in the SPOT-ES 8.10 Contractor Company User Manual. The page is in 'Step 2. Personnel Information' and displays a table of personnel information. A search field for job titles is highlighted with a red box, and a search result for 'Bailey, Benjamin Bart' is also highlighted with a red box. The table columns include Name, SSN/FIN, Job Title, In-Theater Email, and Company/Govt Org. The current task is 'Create Deployments and Request LOAs' and the number of persons is 1.

Name	SSN/FIN	* Job Title	* In-Theater Email	Company/Govt Org
Bailey, Benjamin Bart	XXX-XX-0331			HP

2. Enter the name of the job title in the **Search** field. The table will automatically display job titles that match the entered data.

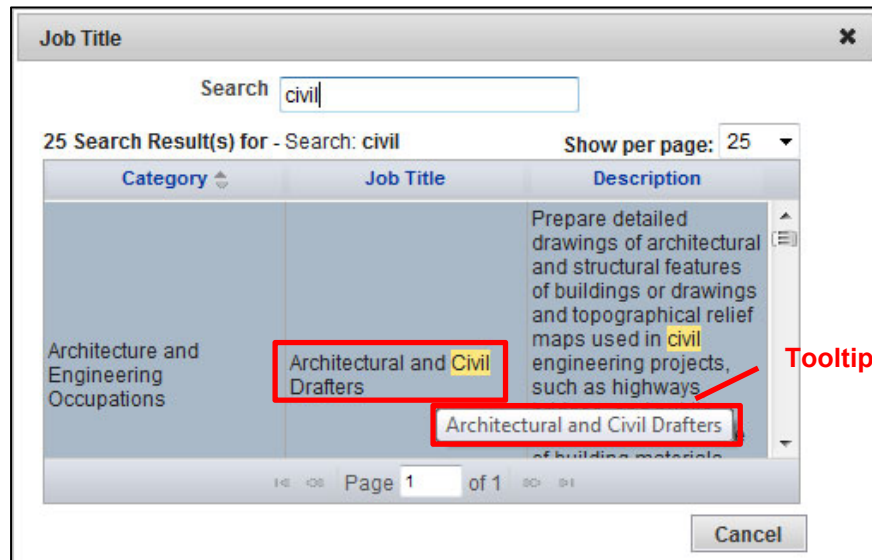
#### Notes:

- SPOT uses Department of Labor standardized job titles, as defined in O\*NET  data.
- For **Private Security Contractors**, you *must* select one of the following three job titles:
  - **First-Line Supervisors of Police and Detectives**
  - **Police Patrol Officers**
  - **Security Guards**
- By default, the search returns results in pages containing 25 records. You can use the drop-down list above the search results to change the maximum number of records per page to display 10, 50, 100, 250, or 500 records. The pagination feature at the bottom of the page allows you to scroll forward and backward between pages.
- The search results are listed in alphabetical order by category. To sort by a different column, click in the column heading. Click again to toggle between ascending and descending order.



- When the desired job title is displayed, click the desired row to select it. The window closes and the selected job title is populated on the original page.

**Note:** If you hover over a job title, a tooltip will display the complete text of the job title.



## 2.4 Searching for a Company

The “Search for Company” capability is available when you need to perform tasks such as adding a task order or managing contractor companies.

**Note:** You can also search for a company from the SPOT menu bar (see Section 3.1).

- On any page that displays the “Search for Company” capability, depending on the page, click the **Search** icon (🔍) or the **Add** icon (+) for the “Add Contractor Company” option. The “Search for Company” window will display.

The following example displays the “Search for Company” capability with the **Add** icon (+) on the “Add Task Order Details” page.

Manage Contractor Companies			
			<a href="#">+ Add Contractor Company</a>
Prime	Name	Acronym	
✓	Hewlett Packard	HP	

- Enter search criteria for at least one field. For the **Company Name** field, enter at least three characters in order to search. Click **Search**. The search results display companies that match the entered search criteria.

**Notes:**

- By default, the search returns results in pages containing 10 records. You can use the drop-down list above the search results to change the maximum number of records per page to display 10, 50, 100, 250, or 500 records. The pagination feature at the bottom of the page allows you to scroll forward and backward between pages.
- The search results are listed in alphabetical order by company name. To sort by a different column, click in the column heading. Click again to toggle between ascending and descending order.

**Search for Company**

Company Name:

Company Acronym:

Can't find your Company?

23 Search Result(s) for - Company Name: northrop Show per page: 10

Company	Acronym	
Northrop Grumman	NGIT	<a href="#">Select</a>
Northrop Grumman Aerospace	NGAS	<a href="#">Select</a>
Northrop Grumman Corp.	Northrop Grumman Corp.	<a href="#">Select</a>
Northrop Grumman Corporation	NGC	<a href="#">Select</a>
Northrop Grumman Electronic Systems	Northrop Grumman Elec Sys	<a href="#">Select</a>
Northrop Grumman Enterprise Management Corporation	NGEMSC	<a href="#">Select</a>
Northrop Grumman Guidance and Electronics Company, Inc.	NSD	<a href="#">Select</a>
Northrop Grumman Information Systems	NG- IF	<a href="#">Select</a>

- Click **Select** next to the company you wish to select. The window closes and the selected company is populated on the original page.

**Note:** The search results section displays both the **Company Name** and **Company Acronym** fields, regardless of whether you enter search criteria in one or both fields.



Search for Company

Company Name:

Company Acronym:

[Can't find your Company?](#)

23 Search Result(s) for - Company Name: northrop Show per page: 10

Company	Acronym	
Northrop Grumman	NGIT	Select
Northrop Grumman Aerospace	NGAS	Select
Northrop Grumman Corp.	Northrop Grumman Corp.	Select
Northrop Grumman Corporation	NGC	Select
Northrop Grumman Electronic Systems	Northrop Grumman Elec Sys	Select

## 2.5 Requesting a New Company

If the required company is not found through a search during a task, you have the ability to request that a new company be added to SPOT's list of selectable companies.

**Note:** The ability to request a new company is not available when company contractor personnel try to register for SPOT. If persons trying to register cannot find their company name in SPOT, they must contact the SPOT-ES Help Desk at [dodhra.beau-alex.dmdc.mbx.spot-helpdesk@mail.mil](mailto:dodhra.beau-alex.dmdc.mbx.spot-helpdesk@mail.mil) or (703) 578-5407.

1. Click the **Can't find your Company?** link. The "Request New Company" window will display.

Search for Company

Company Name:

Company Acronym:

[Can't find your Company?](#)

33 Search Result(s) for - Company Name: northrop Show per page: 10

Company	Acronym	
Northrop Grumman	NGIS	Select
Northrop Grumman	NGTS	Select
NORTHROP GRUMMAN	NGC	Select
Northrop Grumman	NGES	Select

2. Enter the company information and click **Submit**.

Request New Company

\* Company Name:

\* Company Acronym:

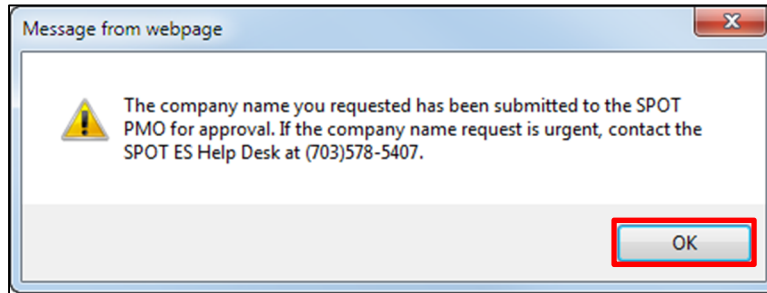
Company Description:

(Char Count) Max=500

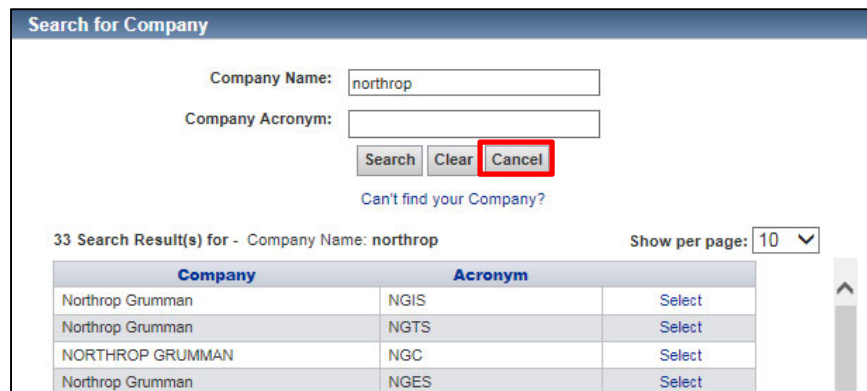


A pop-up window will display a message to indicate the company name has been submitted for approval.

3. Click **OK** to return to the “Search for Company” window.

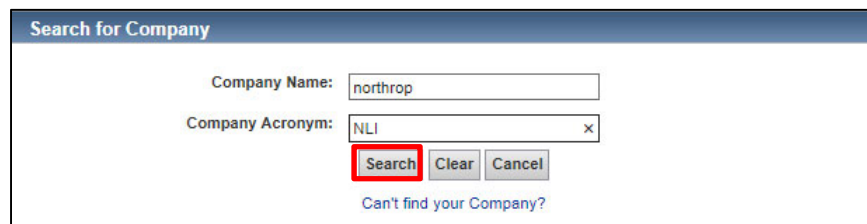


4. Click **Cancel** to close the “Search for Company” window and return to the original page.



You will receive an email to notify you if the requested company name is approved, approved with comments, approved with changes and comments, or denied with comments.

5. If the company name is approved (or approved with comments/changes), perform the search again for the newly created company. The company will display in the search results. If necessary, click the page number button at the bottom of the window until you locate the new company name.



6. Click **Select** next to the company you wish to select. The window closes and the selected company is populated on the original page.

**Search for Company**

Company Name:

Company Acronym:

[Can't find your Company?](#)

38 Search Result(s) for - Company Name: northrop; Acronym: NLI      Show per page: 10

Company	Acronym	
Northrop Grumman Technical Services	NG Technical Services	Select
Northrop Grumman Technical Services	NGTS	Select
Northrop Grumman Technical Services	NGTS	Select
northrop grumman technical services, inc.	NGTSI	Select
Northrop Grumman, Aerospace Systems	NGC - AS	Select
Northrop Landscaping, Inc.	NLI	Select
Online Processing, Inc.	Online Processing, Inc.	Select
Sunlight Construction Com	Sunlight Construction Com	Select

1 2 3 4

## 2.6 Searching for a Government Organization

The “Search for Government Organization” capability is available when you need to perform tasks such as creating a deployment, requesting an LOA, or creating a deployment template. The search provides an option for you to select an organization by viewing the organizational hierarchy first. This will allow you to browse and drill down through organizations in the application to ensure you select the appropriate organization.

1. On any page that displays the “Search for Organization” capability, click the **Search** icon (🔍). The “Supporting Government Organization” window will display.

The following example displays the “Search for Organization” capability on the “Step 1. Deployment Information” tab of the “Create Deployments/Request LOAs” page.

Deployments/LOAs

- Create Depts
- Create Depts / Request LOAs
- Request LOAs

Deployment Template

- Create
- Manage

Person List

- Create
- Manage

Create Deployments/Req...

**Create Deployments/Request LOAs**

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

\* required      [Self-help video](#)

Current Task: Create Deployments and Request LOAs

**Contract Details**

Deployment Details

Contract / Task Order

Period of Performance

\*Deployment Start Date:

\*Deployment End Date:

\*Primary Deployed Duty Station

Country:

City:

\*Operation:

System Supported:

\*Purpose of Deployment:

Remaining Characters: 400

\*Supporting Government Organization:

\*Countries to be Visited

Select Countries from List to Add

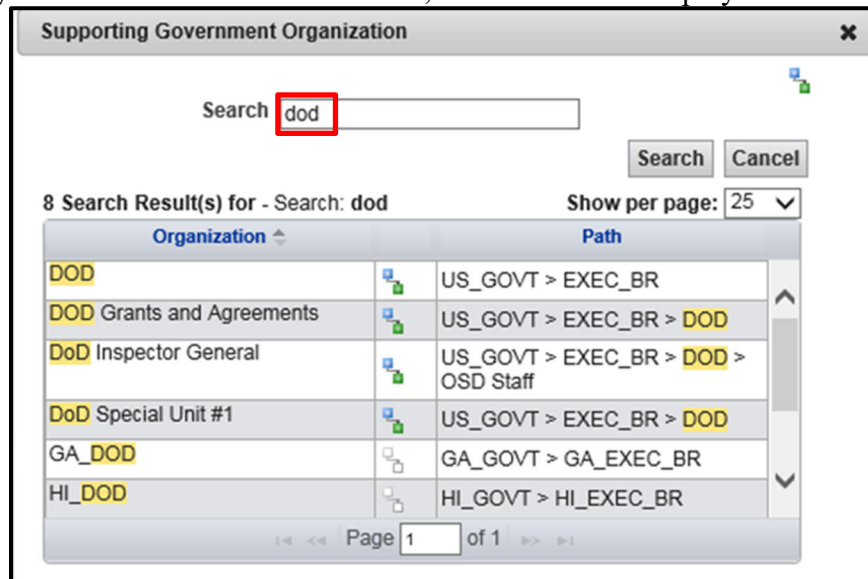
- Afghanistan
- Akrotiri
- Albania
- Algeria

Selected Countries:

- Enter the name of the organization in the **Search** field. When the desired organization is displayed, click the appropriate row to select the organization. The window closes and the selected organization is populated on the original page.



**Notes:**

- If you enter three or more characters, the matching search results will be displayed automatically.
- If you enter two or fewer characters, click **Search** to display the search results.



## 2.7 Viewing and Exploring an Organization Hierarchy

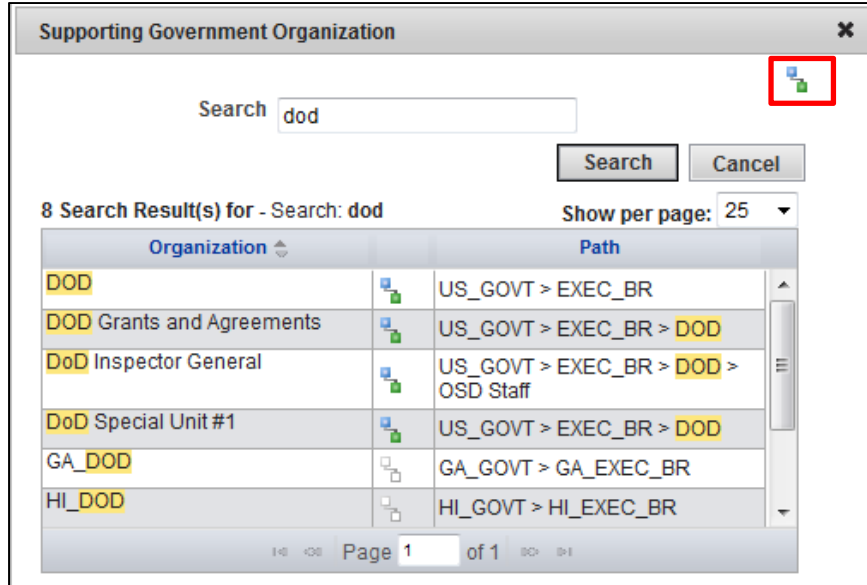
At any time during the organization search, click an **Organization Hierarchy** icon to view the organization hierarchy. The “Organization Tree View” provides a high-level view or you can drill down to view a specific organization’s hierarchy. Within a specific organization’s hierarchy, you can select subordinate organizations.

**Note:** Organizations that have a blue and green colored hierarchy icon (  ) are selectable as supporting organizations. Organizations that have a white colored hierarchy icon (  ) are ***not*** selectable as supporting organizations

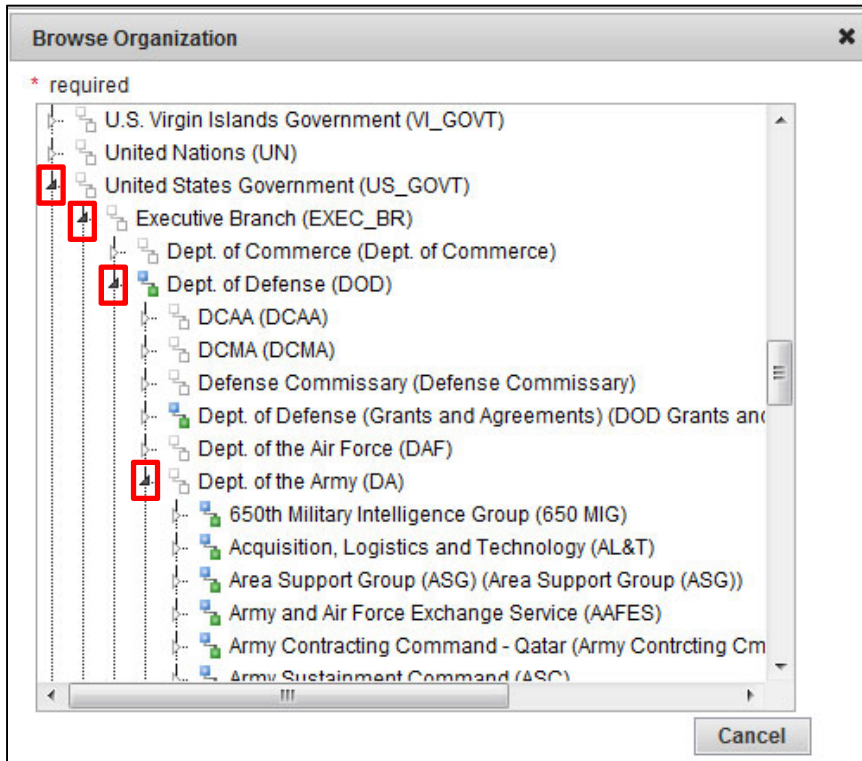
### 2.7.1 Viewing an Organization Tree

To view an organization tree:

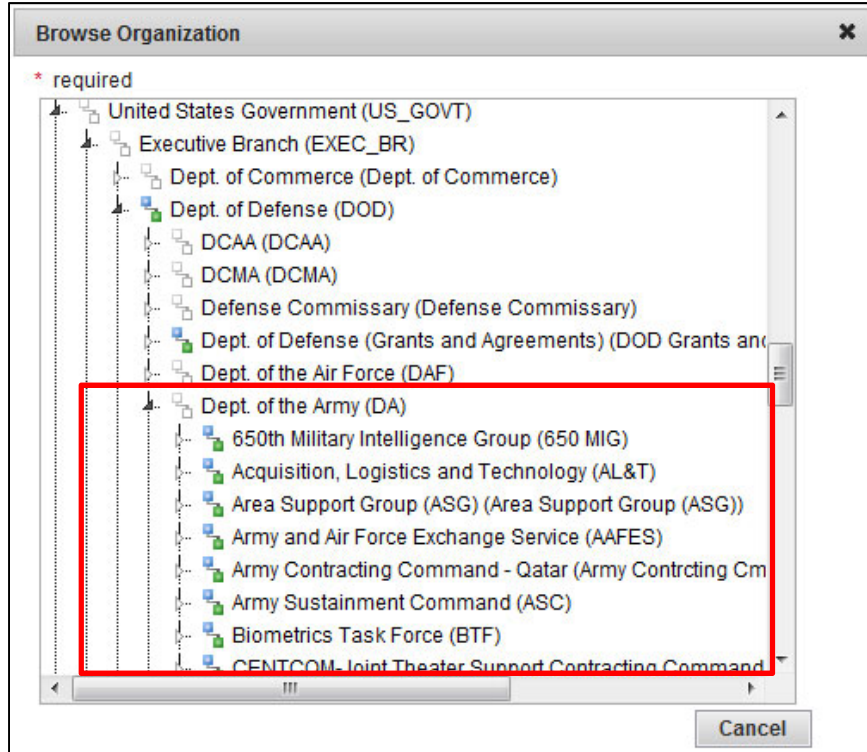
- Click the **Organization Hierarchy** icon in the upper right hand corner. The “Organization Tree View” window will display. This is a high-level view, showing the tier 1 organizations. None of these tier 1 organizations can be selected as a supporting organization.



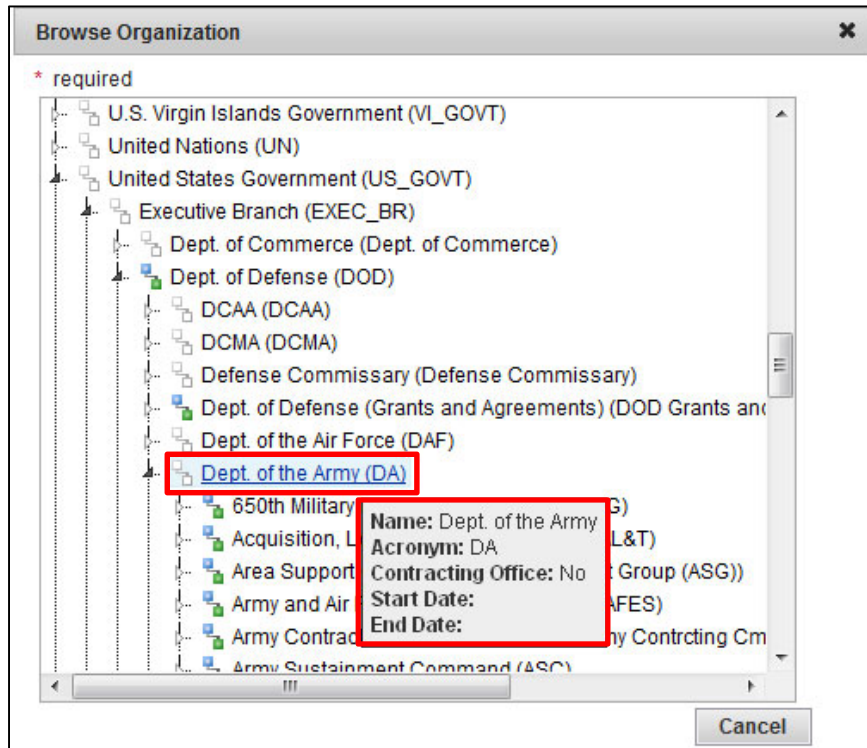
- To view the children of an organization, click the triangle icon associated with the organization.



The selected organization will display its children.

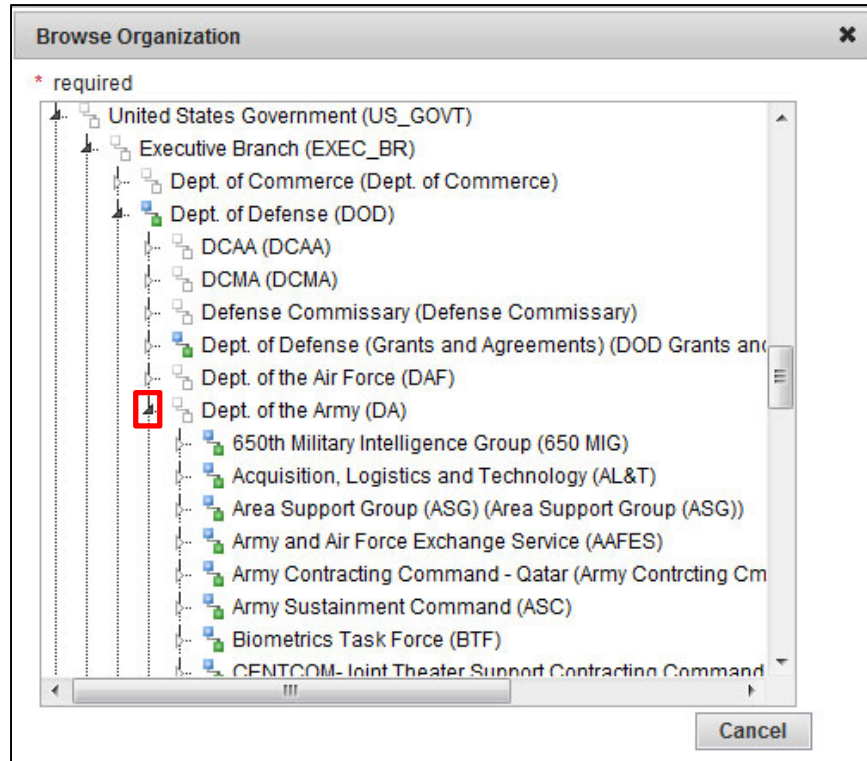


3. To view more information, hover over an organization and a small pop-up window displays details, including the long name, acronym, whether the organization is also a contracting office in SPOT.

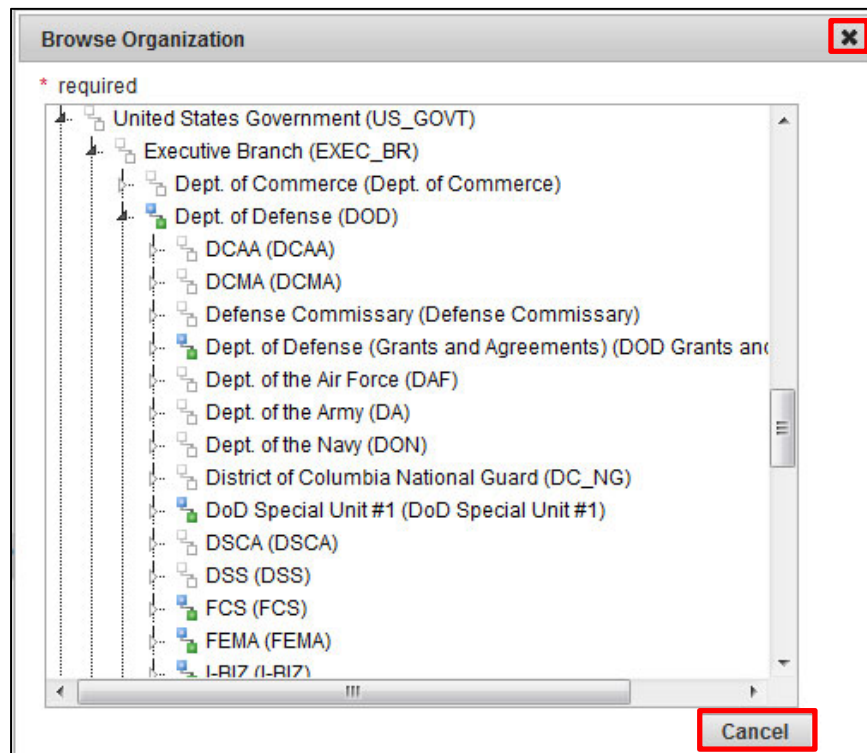


4. To hide the children of an expanded organization, click the highlighted triangle.





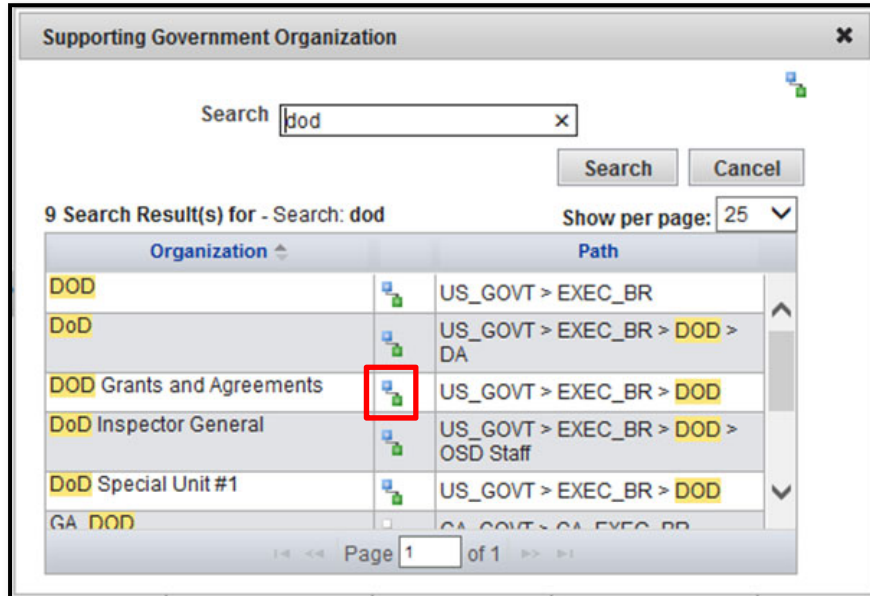
5. To exit the view, click **Cancel** or the **Close** icon (X).



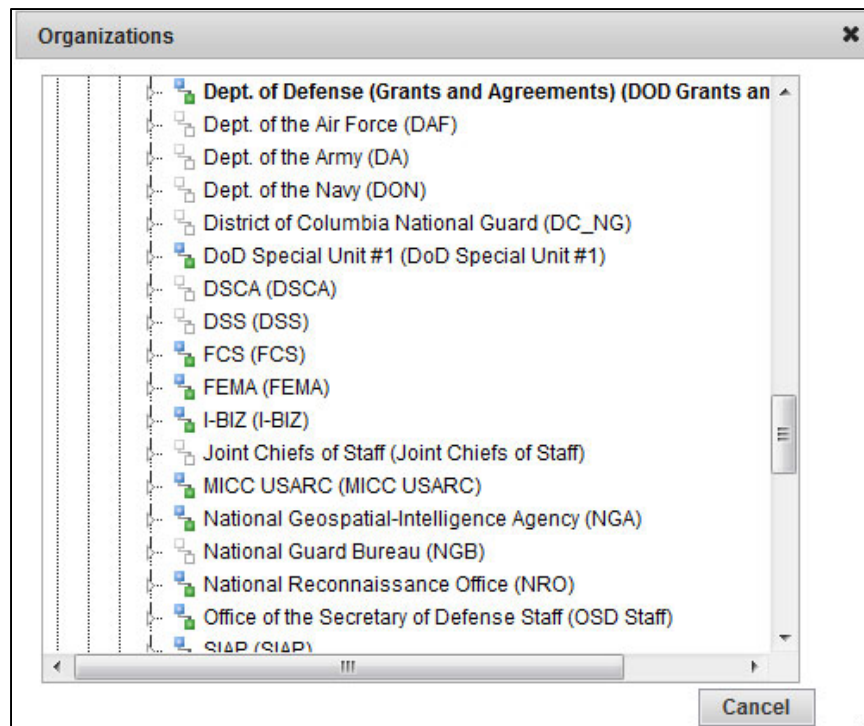
## 2.7.2 Viewing a Specific Organization Hierarchy

To view an organization hierarchy:

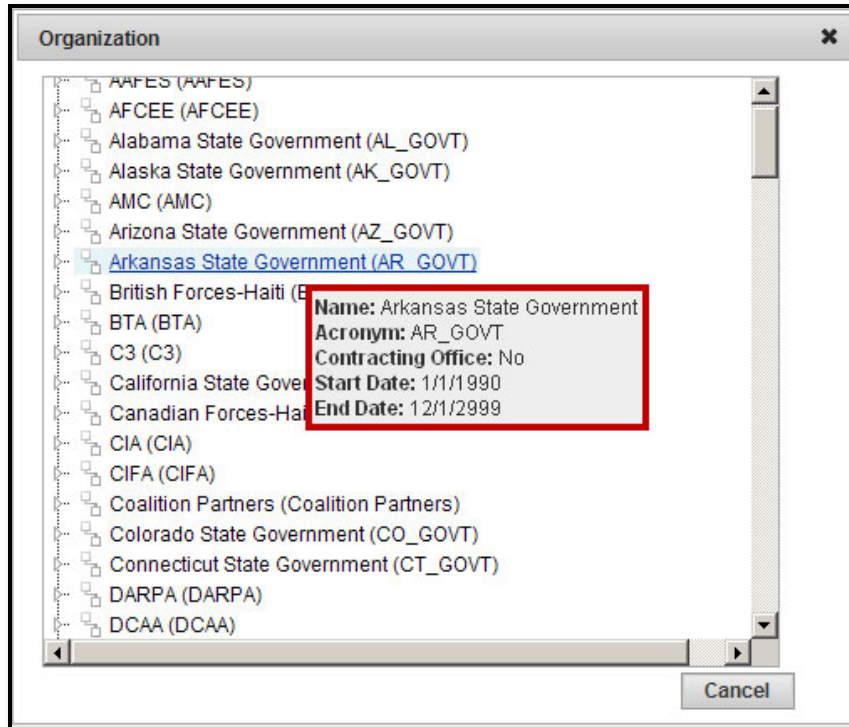
1. Click the **Organization Hierarchy** icon associated with an organization in the search results.



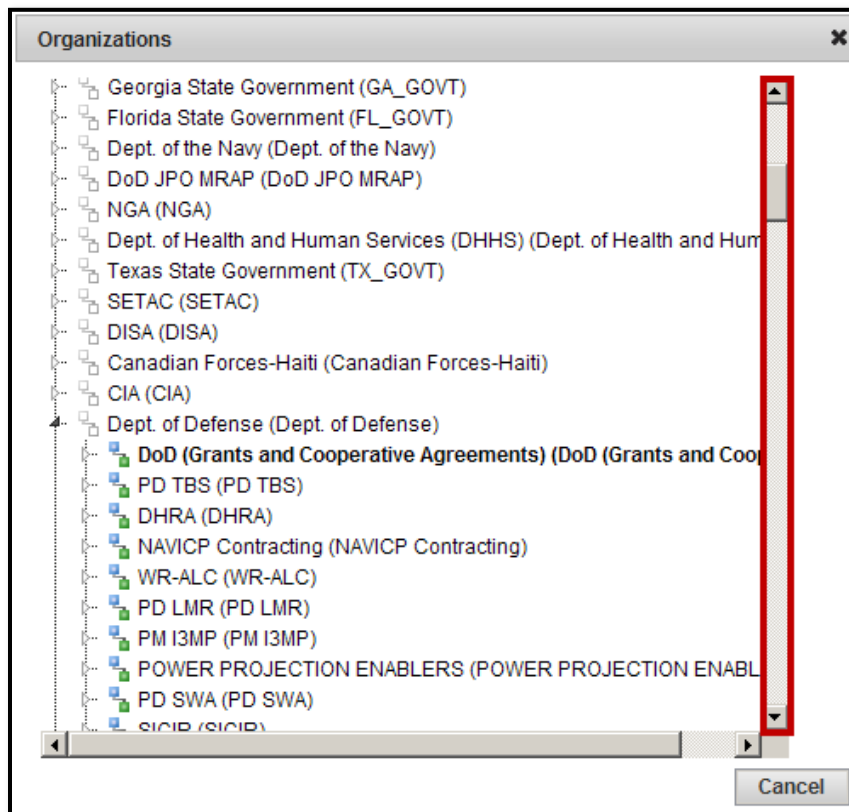
From this view, you can perform different actions. See the following steps for options.



2. To view more information, hover over an organization and a small pop-up window will display details.

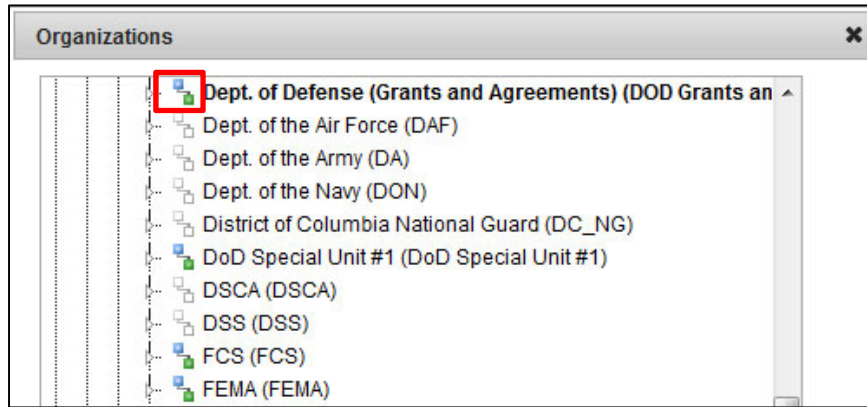


3. To view other high-level organizations, use the scroll bar on the right.

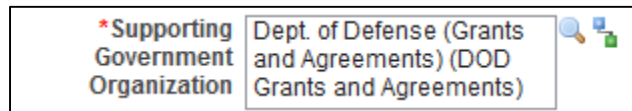




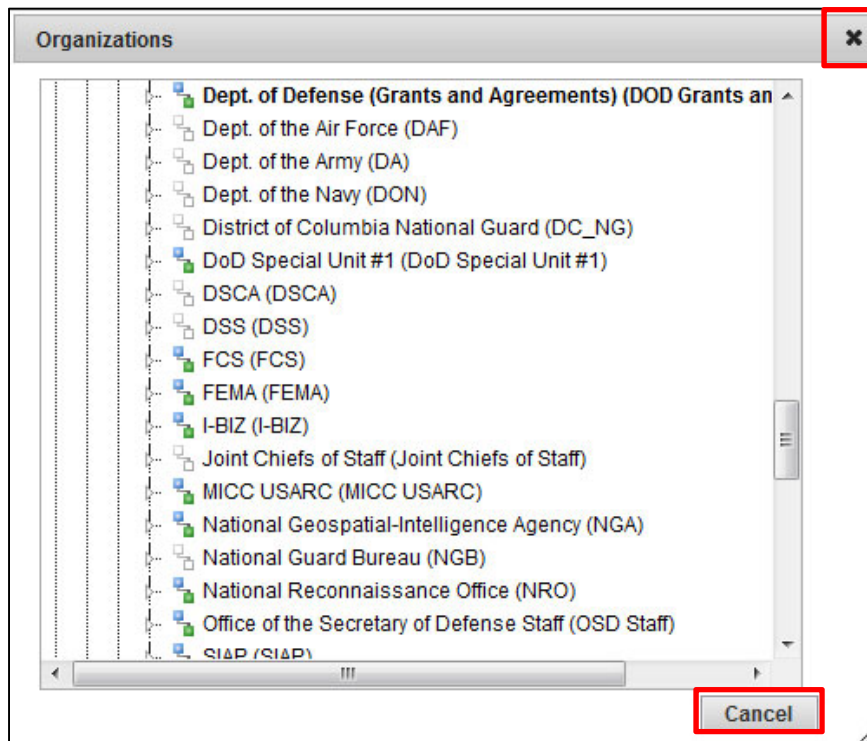
- To select an organization at a specific level, click an active, selectable **Organization Hierarchy** icon; the icon must be green and blue, not white. For organizations with white icons, drill down to a selectable subordinate organization.



You will return to the original page where you launched the organization search. The selected organization will be populated in the **Supporting Government Organization** field.



- To exit the view without selecting an organization, click **Cancel** or the **Close** icon (X).



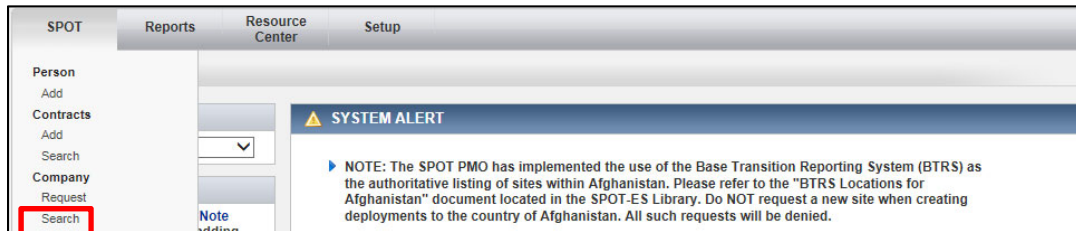
### 3 Companies

The “Company Administration” feature is available to the Company Contractor and Government user communities. This section provides instructions on searching for a company and requesting a new company.

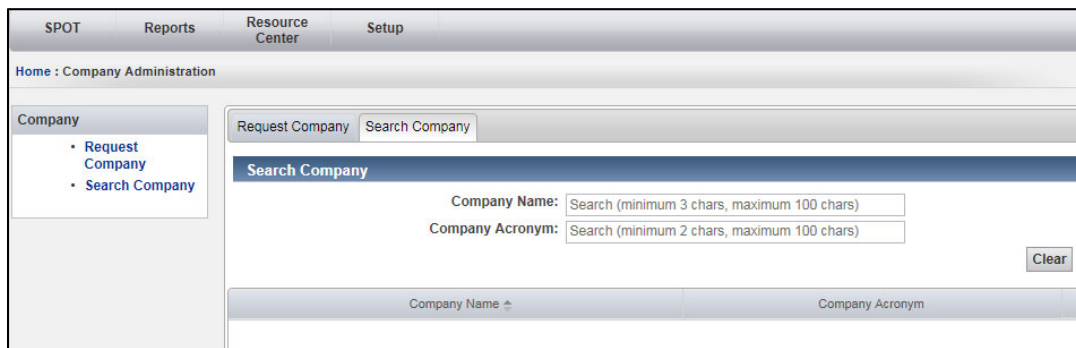
#### 3.1 Searching for a Company

Before attempting a task that requires you to select a company, search to see if the company is in SPOT’s list of selectable companies.

1. From the SPOT menu bar, hover the cursor over **SPOT** and a drop-down menu will display. Under “Company”, click the **Search** link.



The “Search Company” tab will display on the “Company Administration” page.

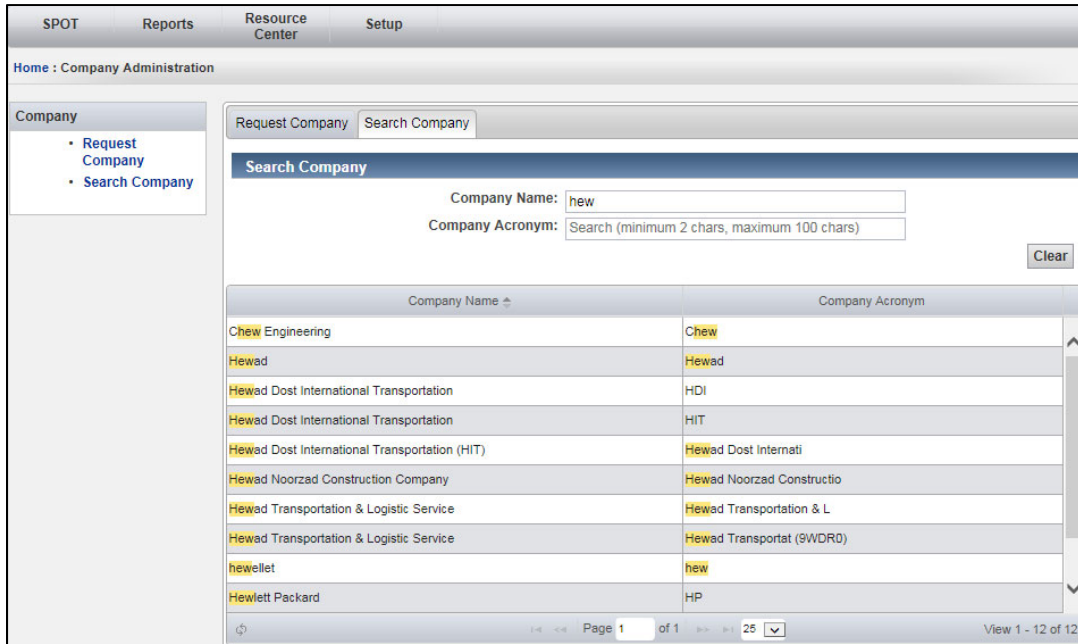


2. Enter search criteria for at least one field. To clear entries and search again, click **Clear**.
  - For the **Search Company Name** field, enter at least three characters.
  - For the **Search Company Acronym** field, enter at least two characters.

As you enter the minimum required search criteria, search results display companies that match your entries.

#### Notes:

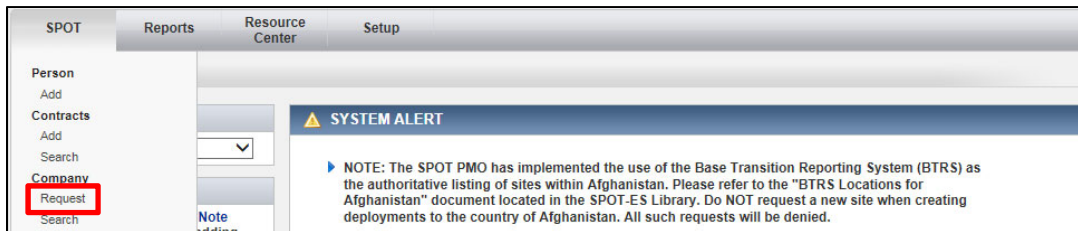
- The search results displays both the **Company Name** and **Company Acronym** fields regardless of whether you enter search criteria in one or both fields.
- By default, the search returns results in pages containing 25 records. The pagination feature at the bottom of the page allows you to scroll forward and backward between pages.
- The search results are listed in alphabetical order by company name. To sort by a different column, click in the column heading. Click again to toggle between ascending and descending order.



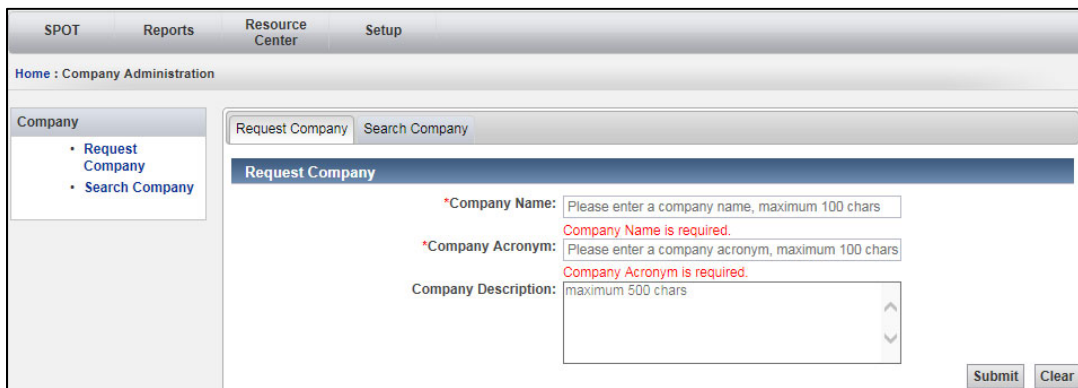
### 3.2 Requesting a New Company

If the required company is not found through a search, you have the ability to request that a new company be added to SPOT’s list of selectable companies.

1. From the SPOT menu bar, hover the cursor over **SPOT** and a drop-down menu will display. Under “Company”, click the **Request** link.



The “Request Company” tab will display on the “Company Administration” page.



2. Enter the company information. **Company Name** and **Company Acronym** are required. Click **Submit**.

A pop-up window will display a message to indicate the company name has been submitted for approval.

**Notes:**

- If the request is urgent, contact the SPOT-ES Help Desk to expedite the approval process.
- If the requested company already exists or you have already submitted a request for this company, the message indicates this in the pop-up window.

3. Click **OK** to return to the “Request Company” tab.

You will receive an email to notify you if the requested company name is approved, approved with comments, approved with changes and comments, or denied with comments.

After the company name is approved (or approved with comments/changes), you can perform a task that requires you to select this company.

## 4 Contracts and Task Orders

The “Manage Contracts and Task Orders” feature is available to the Company Contractor and Government user communities. SPOT allows these users to enter basic contract data and information about related task orders. Users will also establish the relationship between a contractor company serving as the prime contractor and those serving as subcontractors for the contract and task order.

This section provides instructions on searching for a contract or task order, adding a new contract or task order, and managing the details of a contract or task order.

**Note:** These functions are normally performed by government personnel or contractor personnel, although SPOT currently permits Company Administrators to enter pertinent contract information.

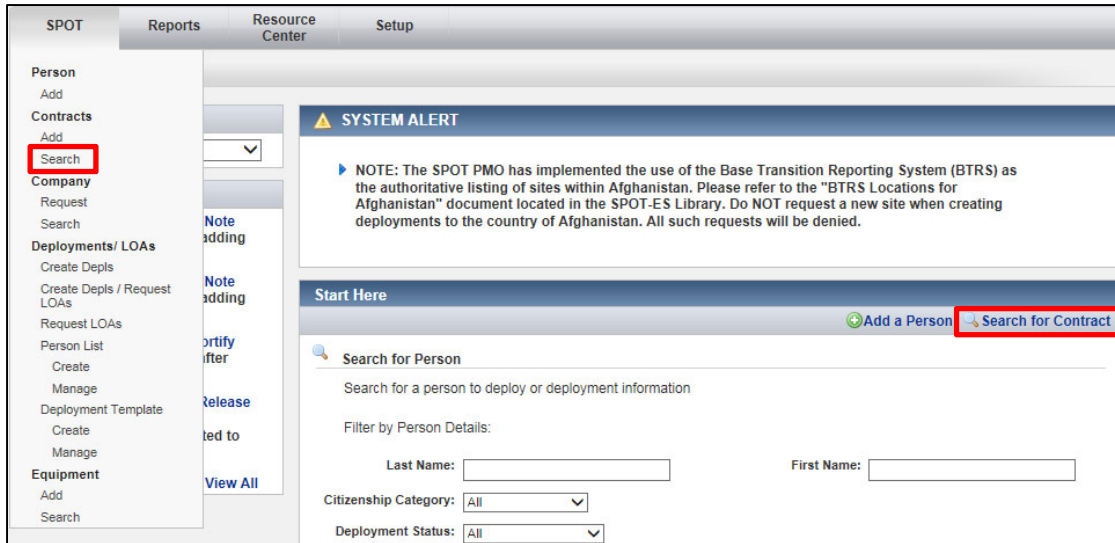
### 4.1 Searching for a Contract

Before attempting to add a new contract into the SPOT system, perform a search to ensure that the contract does not exist in the system. This will maintain data integrity in the system. You should also perform a search for a contract if you need to update an existing contract.

1. Use one of two ways to search for a contract:
  - From the SPOT menu bar, hover the cursor over **SPOT** and a drop-down menu will display. Under “Contracts”, click the **Search** link.
  - From the “Start Here” section of the “Home” page, click the **Search for Contract** link.

The “Search for Contract” page will display.

**Note:** The drop down menu displayed under the **SPOT** menu will be determined by the role in which you are currently using. As previously mentioned, the screenshots apply to the role of Company Administrator. If you are using other roles such as Contracting Administrator, you will not see the **Add a Person** or **Search for Person** options on the “Home” page and the menu bar drop-down menu.



2. Enter the search criteria and click **Search for Contracts**. The “Search for Contract” page will display a list of contracts that match the search criteria. The search disregards non-alphanumeric characters and embedded spaces, and is not case-sensitive. This means you do not need to know the exact format of the contract number in order to search for it.

#### Notes:

- Your role and company will determine which contracts are available to view. Your company must be the prime on the contract/task order in order for you to see it as a Company Administrator.
- If you click **Search for Contracts** without entering search criteria, all accessible contracts will display.
- The search results include all contract numbers containing the characters in the **Contract Number** field, whether the alphanumeric characters appear at the beginning, in the middle, or at the end of the contract number. For example, if you enter *abc* in the **Contract Number** field, one of the results can be *poh12abcre*.
- When you enter at least three alphanumeric characters in the **Contract Number** field, a drop-down list automatically lists the top five matching contract numbers that begin with the alphanumeric characters entered in the field. If you click to select a contract in the drop-down list, the contract number populates in the **Contract Number** field.

SPOT Reports Resource Center Setup

Home : Search for Contract

Contracts + Add a Contract

**Search for Contract**

Search for a contract to view or edit. Use search filters below to refine your search.

Contract Number:  x

Contracting Agency:

Period of Performance:

Start:

Prime Contractor Company:

Contracting Officer's First Name:

Contracting Officer's Last Name:

- In the **Contract Number** column of the search results, click the desired contract to view contract details. The “Manage Contracts” page will display.

SPOT Reports Resource Center Setup

Home : Search for Contract

Contracts + Add a Contract

**Search for Contract**

Search for a contract to view or edit. Use search filters below to refine your search.

Contract Number:

Contracting Agency:

Period of Performance Date Range (mm/dd/yyyy):

Start:  to End:

Prime Contractor Company:

Contracting Officer's First Name:

Contracting Officer's Last Name:

Contract Number	Agency	Start Date	End Date	Contracting Officer
<a href="#">123456-18-A-1234</a>	Dept. of Defense	09/06/2018	09/05/2019	Padden, LuAnn
<a href="#">123456-18-A-1235</a>	Dept. of Defense	05/18/2018	05/16/2019	Kamenelis, John
<a href="#">123456-18-A-1236</a>	Dept. of Defense	09/07/2018	09/05/2019	Padden, LuAnn

- To return to the “Search for Contract” page, click **Return to Search**. The “Search for Contract” page will display; however, the contract search fields will not display the previously entered search criteria or generated search results.



SPOT Reports Resource Center Setup

Home : Add/Update Contract : Task Order Details : Manage Task Order : Manage Contract

**Manage Contracts** Select Task Order Select Contract Action

---

**Contract Information**

Contract Number: 123456-18-A-1234      Awarded Competitively? Yes

Contract Category: 212312 - Crushed and Broken Limestone Mining and Quarrying; 212313 - Crushed and Broken Granite Mining and Quarrying      Contracting Officer: Padden, LuAnn 609-999-9999 luann.paddenn@email.gov

Period of Performance: 9/6/2018 to 9/5/2019      Contracting Agency: Dept. of Defense

Contract Description: Build schools      Contracting Office: ACQ

Places of Performance: Afghanistan

*Is TBC Required?	Country	TBC Number	Reason For TBC Exemption	Status
<input checked="" type="radio"/> Yes <input type="radio"/> No	Afghanistan	TBCW1234C180001AFG		✓

---

**Contract Authorized Government Services**

CAAF    NON-CAAF

WEAPON                       MILITARY ISSUED CLOTHING

BILLETING                       MILITARY ISSUED EQUIPMENT

CAC                                 MWR FACILITIES

LOCAL ACCESS BADGE         MILITARY EXCHANGE

DINING FACILITY (DFAC)       COMMISSARY

GOV'T FURNISHED MEALS (GFM)  MILITARY BANKING

APO/FPO/POSTAL SERVICES    EXCESS BAGGAGE

DIPLOMATIC POST OFFICE (DPO)  MILAIR

PRIMARY CARE                  TRANSPORTATION (other than MILAIR)

OTHER (SEE REMARKS FIELD)    NONE

NUMBER of AGS ITEMS CHECKED: 0

---

**Contracting Officer's Representative (COR)**

Show per page: 10

Last Name	First Name MN.	Work Phone	Email	Start Date	End Date
Eagle	Sam James	609-555-1234	seagle@mail.gov	09/06/2018	09/05/2019

---

**Contractor Companies**

Prime: HP Enterprise Services (HP Enterprise Services)

Sub: [No associated Subcontractor Companies](#)

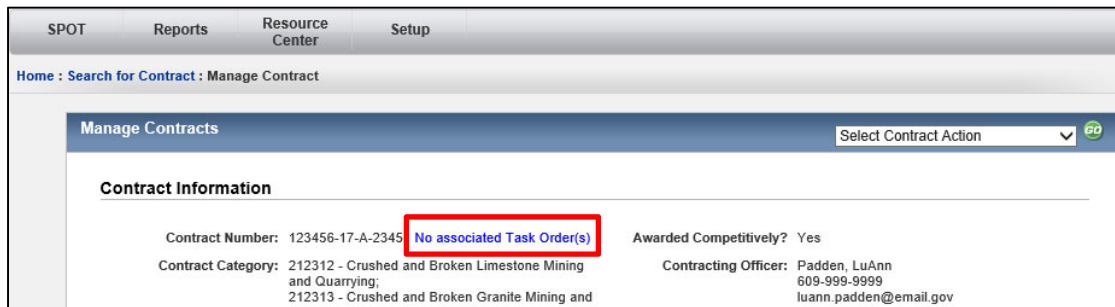
[Return to Search](#)



## 4.2 Searching for a Task Order

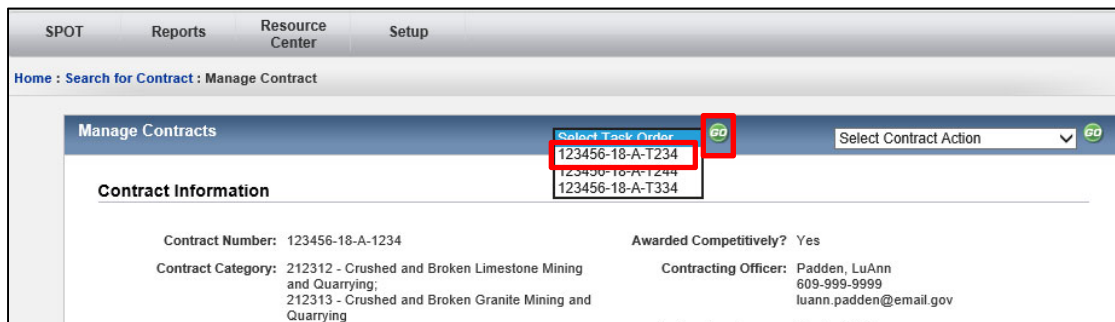
From the “Manage Contracts” page, you can select and view the details of a task order associated with a contract.

Not all contracts have task orders. The “Manage Contracts” page displays a drop-down list allowing you to select a task order if one is associated with the contract. When there are no associated task orders, the **Select Task Order** drop-down list is not displayed and the “No associated Task Order(s)” message indicates that there are no associated task orders.



To search for a task order, complete the following steps:

1. Search for and select a contract. The “Manage Contracts” page will display.
2. On the “Manage Contracts” page, select the desired task order from the **Select Task Order** drop-down list and click **Go** (GO). The “Manage Task Order” page will display.



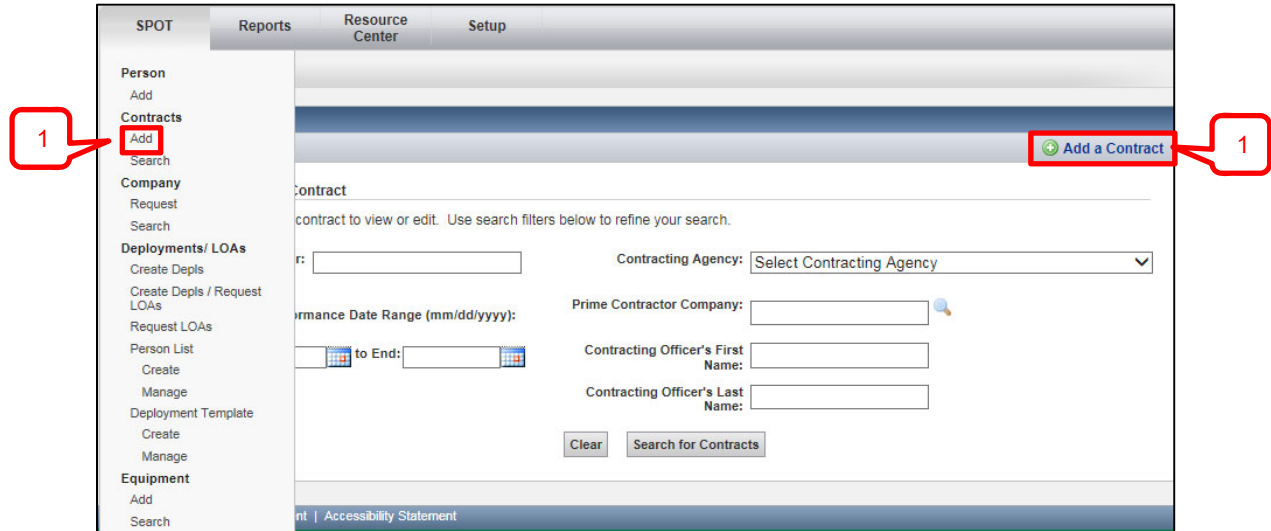
3. To perform an action on a task order, select a task order action from the **Select Task Order Action** drop-down list. Click **Go** (GO).
4. To return to the “Manage Contracts” page, click **Return to Manage Contracts**.



### 4.3 Adding a Contract

1. Use one of two ways to add a contract:

- From the SPOT menu bar, hover the cursor over **SPOT** and a drop-down menu will display. Under “Contracts”, click the **Add** link.
- From the “Search for Contract” page, click the **Add a Contract** link.



The “Add/Update Contract Details” page will display.

SPOT    Reports    Resource Center    Setup

Home : Add/Update Contract

**Add/Update Contract Details**

**Manage Contractor Companies**

[+ Add Contractor Company](#) 2

Prime	Name	Acronym
✓	HP Enterprise Services	HP Enterprise Services

**Contract Information**

3 \* Contracting Agency:

4 \* Contract Number:

5 \* Contract Category:  [+ Add Category](#)

No categories are yet selected.

6 **Period of Performance**

\* Start:  (mm/dd/yyyy)

\* End:  (mm/dd/yyyy)

7 Contract Description:

(Char Count) Max=255

8 \* Places of Performance: [?](#) **Select Countries from List to Add**

Afghanistan  
 Akrotiri  
 Albania  
 Algeria  
 American Samoa  
 Andorra  
 Angola  
 Antigua and Barbuda

Selected Countries

9 (TBC)

10 \* Awarded Competitively?    Yes     No

\* Contracting Office:  11

Contracting Officer:  12

13 \* Will you be adding a NEW Task Order?    Yes     No

**Contracting Officer's Representative (COR)**

[+ Add a COR](#) 14

No CORs found

    15



2. In the “Manage Contractor Companies” section, select subcontractor companies, if applicable. The prime contractor company is automatically populated for the Company Administrator and can only be changed by a Contracting Officer.


**Notes:**





- Only one prime contractor company is assigned to a contract.
- The prime contractor company defaults to the company associated with your account that is registered in SPOT.
- If you select **Yes** in step 13 for adding a new task order, adding subcontractor companies is not allowed at the contract level.
- If you select **No** in step 13, adding subcontractor companies is allowed at the contract level; however, if one or more task orders are added later, functionalities (such as deployments and LOAs) must be performed at the task order level. Therefore, subcontractor companies should be entered at the contract level only if the contract has no associated task orders.

To add a subcontractor company at the contract level, complete the following steps:

- a. In the “Manage Contractor Companies” section, click the **Add Contractor Company** link. The “Search for Company” window will display.

Manage Contractor Companies			
			 <a href="#">Add Contractor Company</a>
Prime	Name	Acronym	
	HP Enterprise Services	HP Enterprise Services	

- b. Perform a search and select the company. For instructions on searching for a company or requesting that a new company name be added to SPOT, see Sections 2.4, 2.5, and/or Section 3, Companies. The selected company will be added to the list of subcontractor companies.
- c. To add multiple subcontractor companies, repeat step 2a and 2b.
- d. To remove a subcontractor company, click the **Remove** icon (). The company will be removed from the list.

Manage Contractor Companies			
			 <a href="#">Add Contractor Company</a>
Prime	Name	Acronym	
	HP Enterprise Services	HP Enterprise Services	
	Northrop Grumman Corporation	NGC	
	Lockheed Martin Corporation	LMCO	

3. In the “Contract Information” section, select the appropriate contracting agency from the **Contracting Agency** drop-down list.

**Note:** The contracting agency is the agency that provides the ultimate warranting authority to the contracting office. In most cases, it will be the service, such as **Dept. of the Army, Dept. of the Air Force, or Dept. of the Navy**. Only if the Contracting Officer works for a contracting office that reports directly under the DoD, should **Dept. of**

**Defense** be selected as the contracting agency. For a grant or agreement, select **Dept. of Defense (Grants and Agreements)** as the contracting agency.

\* Contracting Agency:

4. Enter the **Contract Number**.

**Notes:** The selected **Contracting Agency** determines the **Contract Number** format and field length. After you select the **Contracting Agency**, a **Help** button ( ? ) will appear next to the **Contract Number** label. For information about the contract number format, click the **Help** button ( ? ). A “Help” pop-up window displays. The “Help” window will be specific to the agency selected. Click **Close** when you are finished.

- For DoD agency contracts, a text field input mask will display on the **Contract Number** field to indicate the proper input format. For information on the format of DoD agency contract numbers, click the **Help** button ( ? ).

**Dept. of Defense Example**

\* Contracting Agency:

\* Contract Number:

\* Contracting Agency:

\* Contract Number:

**Contract Number Help**

DoD Contract numbers (xxxxxx-nn-x-xxxx) must adhere to the following format:

Position	Description
1 – 6	6 uppercase alpha-numeric DoDAAC code. Letters I and O not accepted.
7 – 8	2 digit/numeric year
9	1 uppercase character; Procurement type: A C D E F G H K L M P S V W X Z, other letters not acceptable. OR the number 9.
10 – 13	4 uppercase alpha-numeric Serial Number. Letters I and O not accepted.

Close

- For DoD (Grants and Agreements) contracts, no input mask will display on the **Contract Number** field to indicate the input format. For information on the format of DoD (Grants and Agreements) contract numbers, click the **Help** button ( ? ).

**Dept. of Defense (Grants and Agreements) Example**

\* Contracting Agency:

\* Contract Number:

\* Contracting Agency:

\* Contract Number:

**Contract Number Help**

Starting 10/01/2016, DoD Grants and Agreements (xxxxxx-nn-n-xxxx) must adhere to the following format:

Position	Description
1 – 6	6 uppercase alpha-numeric DoDAAC code. Letters I and O not accepted.
7 – 8	2 digit/numeric year
9	1 number: "1", "2", or "3".
10 – 13	4 uppercase alpha-numeric Serial Number. Letters I and O not accepted.

DoD Grants and Agreements Contracts between 4 and 50 alpha-numeric characters are considered valid.

Close

- For Dept. of State (DoS) contracts, the **Contract Number** field will be prepopulated with a contract number beginning with the digits **19**. The **Contract Number** field will require you to input a proper contract or grant/agreement number. For information on the format of DoS contract numbers, click the **Help** button ( ? ).

### Dept. of State Example

\* Contracting Agency:  ▼  
 \* Contract Number:  ?

\* Contracting Agency:  ▼  
 \* Contract Number:  ?

**Contract Number Help**

**Old Format: Effective 09/30/2017 and prior**  
 Dept of State Contract Numbers start with "S" and are 13 positions in total (Sxxxxnnxnnnn).  
 Example: SAQMMA14F0001

Position	Description
1	"S"
2 - 6	5 position uppercase alpha-numeric characters for the DoS office that originates the contract.
7 - 8	2 digit numeric year. Fiscal year that the instrument is awarded in.
9	1 character uppercase alpha value designating the instrument type.
10 - 13	4 position uppercase alpha-numeric characters generated by GFMS.

**New Format: Effective 10/01/2017**  
 Dept of State Contract Numbers start with "19" and are 13 positions in total (19xxxxnnxnnnn).  
 Example: 19QMMA18F0001

Position	Description
1 - 6	6 uppercase alpha-numeric acquisition activity code (AAC). First 2 digits MUST be "19".
7 - 8	2 digit numeric year.
9	1 uppercase alpha character. Any character from A thru Z.
10 - 13	4 position uppercase alpha-numeric serial number.

Close

- For Dept. of State (Grants and Agreements) contracts, the **Contract Number** field will be prepopulated with a contract number beginning with the letter S. The **Contract Number** field will require you to input a proper contract or grant/agreement number. For information on the format of DoS (Grants and Agreements) contract numbers, click the **Help** button ( ? ).

### Dept. of State (Grants and Agreements) Example

\* Contracting Agency:  ▼  
 \* Contract Number:  ?

\* Contracting Agency:  ▼  
 \* Contract Number:  ?

**Contract Number Help**

All DoS Grants and Agreements start with "S" and are 14 positions in total (Sxxxxnnxnnnn).  
 Example: SLMAQM14GR0001


Position	Description
1	"S"
2 - 6	5 position uppercase alpha-numeric characters for the DoS office that originates the instrument.
7 - 8	2 digit numeric fiscal year that the instrument is awarded in.
9 - 10	"GR" for grant; "CA" for cooperative agreement; "VC" for voluntary contribution; "AC" for assessed contribution.
11 - 14	4 position uppercase assigned alpha-numeric character.

Close

- For contracts for agencies other than DoD, DoD (Grants and Agreements), DoS, and DoS (Grants and Agreements), no text field input mask will display on the **Contract Number** field to indicate the input format. For information on the format of these contract numbers, click the **Help** button ( ? ).

### Other Agencies Example

\* Contracting Agency: USAID


\* Contract Number: 

**Contract Number Help**

The format for non-DoD contract numbers is alphanumeric, with between 4 and 50 characters.

[Close](#)


\* Contracting Agency: USAID

\* Contract Number:  123456789001

- Select at least one contract category (selection of multiple categories allowed) from the **Contract Category** drop-down list. To add a contract category, click **Go** (→) or click the **Add Category** link. The contract category is the North American Industry Classification System (NAICS) code.

#### Notes:

- Contract categories are required for DoD contracting and are used for reporting purposes. If the contract has task orders, the task order categories should be selected at this time as well. Only categories selected for the contract will be available for selection on related task orders. Later, if a task order with new categories needs to be added, the contract must be updated with the new categories before the task order is added.
- Every added Contract Category is appended to the **Category Name** list. If you add a Contract Category in error, click the **Remove** link and the **Category Name** list will be updated accordingly.
- If the contractor will be performing any **private security requirements**, the contracting officer must also enter the NAICS code of either 561621, 561612, or 922120, regardless of whether it is the primary NAICS code for the contract, or not.


\* Contract Category: Select a Contract Category 


Category Name	
212312 - Crushed and Broken Limestone Mining and Quarrying	<a href="#">Remove</a>
212313 - Crushed and Broken Granite Mining and Quarrying	<a href="#">Remove</a>

- Enter the **Start** and **End** dates for the contract-funded period of performance (PoP). Enter the dates using MM/DD/YYYY format, including forward slashes, or select the dates using the calendar controls.

**Note:** Enter only the dates for the currently funded and approved contract PoP. Do not enter dates covering possible contract extensions or option years until they are funded. If the contract's PoP is greater than one year in the future, a warning message will appear when you save. Ensure dates are in compliance with SPOT business rules and reflect only the funded PoP. Click **OK** to continue adding the contract.

**Period of Performance**

\* Start: 09/06/2018  (mm/dd/yyyy)

\* End: 09/05/2019  (mm/dd/yyyy)



7. If desired, enter a description of the contract in the **Contract Description** field.

**Note:** SPOT provides a count of the maximum characters available.

Contract Description: Build schools (Char Count) Max=255

8. **Places of Performance** should reflect all countries that contractor personnel will be performing work, as stipulated in the contract. If it is a worldwide contract, select from the entire list, as applicable. From **Select Countries from List to Add**, select each country where contractors deployed in support of this contract will perform work, including the primary duty station country.

**Notes:**

- **Single country** – To select a single country, click the country’s name and click the down arrow button (▼) to move your selection to the **Selected Countries** list. To undo a selection, click the country in the **Selected Countries** list and click the up arrow button (▲).
- **Multiple countries** – Use the Shift (consecutive choices) or CTRL (non-consecutive choices) keys to select multiple countries and click the down arrow button (▼) to move them to the **Selected Countries** list. To undo multiple selections, use the Shift (consecutive choices) or CTRL (non-consecutive choices) keys to select multiple countries and click the up arrow button (▲) to move the countries back to the **Select Countries from List to Add** list.

\* Places of Performance: ?

Select Countries from List to Add

- Akrotiri
- Albania
- Algeria
- American Samoa
- Andorra
- Angola
- Anguilla
- Antigua

▼ ▲

Selected Countries

- Afghanistan
- Kuwait

For more information, click the **Help** button (?) at the right of the **Places of Performance** field label. A pop-up window will display and provide information on how to populate the **Places of Performance** field, as well as how to avoid possible errors. To move this window on the screen, hold down the left mouse button and move the mouse to drag the window. Click **Close** when finished.



**Places of Performance**

A Place of Performance country must be selected to be able to save a Contract or Task Order.

Click a country in either the Selected Countries list or the list of Countries to Add to highlight it. Click and hold CTRL to highlight multiple countries at one time. Use the up and down arrow buttons to move the highlighted items to and from the Selected Countries list. At least one country must be in the Selected Countries list to save.

A country which has Contractor Counts and/or Deployments associated with that country cannot be deleted from the Selected Countries List.

9. If any Theater Business Clearance (TBC) countries are selected for **Places of Performance**, a table displays a row for each TBC country (currently only Afghanistan). For each TBC country, click **Yes** or **No** to indicate whether a TBC is required and enter the **TBC Number** or **Reason for TBC Exemption**.

* Is TBC Required 	Country	TBC Number 	Reason For TBC Exemption 	Status
<input type="radio"/> Yes <input type="radio"/> No	Afghanistan	<input type="text"/>	<input type="text"/>	



If you need help, click the **Is TBC Required Help** button (). Click **Close** when finished.


**Theater Business Clearance**

For Theater Business Clearance (TBC) Policy and Guidance, please copy and paste the following website address in your browser:  
<https://www.jccs.gov/olvr/quicklinks.aspx>

**Notes:**

- If you select **Yes**, you must enter the **TBC Number** for this contract.



* Is TBC Required 	Country	TBC Number 	Reason For TBC Exemption 	Status
<input checked="" type="radio"/> Yes <input type="radio"/> No	Afghanistan	TBCW1234C180001AFG	<input type="text"/>	

If you do not know the TBC number, click the **TBC Number Help** button () for additional guidance. Click **Close** when finished.

**TBC Number Help**

Please enter the Theater Business Clearance (TBC) number associated with this TBC Country selected from the Place of Performance Countries list box. For TBC policy guidance, please copy and paste the following website address in your browser: <https://www.jccs.gov/olvr/quicklinks.aspx>

- If you select **No**, you must enter a **Reason for TBC Exemption**. If you select **No**, and a TBC is normally required for the country(ies) selected for **Places of Performance**, a warning message will appear when you click the **Save Contract Information** button. Click **OK** to acknowledge the message and continue.

* Is TBC Required 	Country	TBC Number 	Reason For TBC Exemption 	Status
<input type="radio"/> Yes <input checked="" type="radio"/> No	Afghanistan	<input type="text"/>	Reason TBC number was not obtained or is not required	

If you have questions about TBC exemptions, click the **Reason for TBC Exemption Help** button ( ? ). Click **Close** when finished.

- TBC information can also be received from the Joint Contracting and Expeditionary Services (JCXS) via Web Service. As JCXS information is provided to SPOT, an automated process updates or adds the TBC information for contracts and task orders, as required.

10. Click **Yes** or **No** to indicate whether the contract was awarded competitively, as reflected in the Federal Procurement Data System – Next Generation (FPDS-NG).

11. Select the **Contracting Office** from the drop-down list. The Contracting Office selection determines the list of Contracting Officers that display in the **Contracting Officer** drop-down list.

12. Select the assigned Contracting Officer from the **Contracting Officer** drop-down list. The contact information for the Contracting Officer is populated once you select the Contracting Officer.

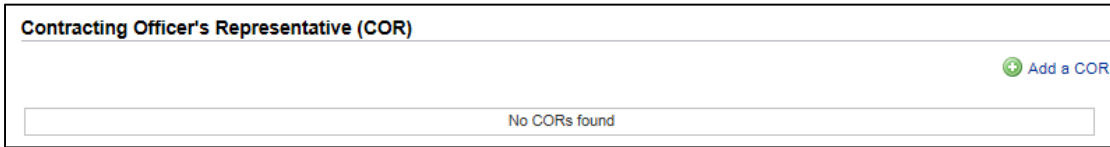
**Note:** When you initially enter contract information, the **Contracting Officer** field is not required. However, to issue an LOA against the contract, the Contracting Officer must be specified so that SPOT can send the LOA request to the correct Contracting Officer for approval and a digital signature. If multiple Contracting Officers are set up in SPOT for the same office, any of them can approve LOAs under contracts that are associated with that Contracting Office.

13. Click **Yes** or **No** to indicate whether to add a new task order at this time. You may add task orders at a later time.

**Note:** You cannot add a task order to a contract with subcontractor companies. Either remove any subcontractor companies from the contract (see step 2d) or select **No** for the **Will you be adding a NEW Task Order?** field.

14. Enter one or more Contracting Officer's Representatives (CORs).

- a. In the “Contracting Officer’s Representative (COR)” section, click the **Add a COR** link.



The “Contracting Officer’s Representative” window will display.

- b. Enter data in the COR fields and click **Add**.

The screenshot shows a form titled "Contracting Officer's Representative (COR)". The fields are as follows:

- \* First Name: Joe
- Middle Name: (empty)
- \* Last Name: Doe
- \* Work Phone: 609-555-1234
- \* Email: jdoe@email.gov
- Start Date: 07/05/2016
- \* End Date: 07/03/2018

At the bottom right, there are "Add" and "Cancel" buttons.

The window closes and the COR is added to the COR list.

The screenshot shows a window titled "Contracting Officer's Representative (COR)". It includes a "Show per page:" dropdown set to "10" and a table with the following data:

Last Name	First Name MN.	Work Phone	Email	Start Date	End Date
Doe	Joe	609-555-1234	jdoe@email.gov	07/05/2016	07/03/2018

**Note:** Sort the COR list by clicking the active links in the column header. Click once to sort the data in ascending order; click a second time to sort the data in descending order. By default, the list is sorted by the **Last Name** column.

- c. If necessary, repeat steps 13a and 13b to add another COR.
- d. To edit the details of a COR, select the COR’s **Last Name** link. The “Contracting Officer’s Representative” detail window will display.
- e. Make any necessary updates and click **Update**. The window closes and the COR list will update accordingly.

15. Click **Save Contract Information**.

The next page displayed depends on your answer to “Will you be adding a NEW task order?” (see step 13). If **Yes** was selected, the “Add/Update Task Order Details” page displays. For more information, see Section 4.4, Adding a Task Order. If **No** was selected, the “Manage Contracts” page will display.

#### 4.4 Adding a Task Order

To add a task order for an existing contract:

1. On the “Manage Contracts” page, select **Add Task Order** from the **Select Contract Action** drop-down list and click **Go** (GO).

**Notes:**

- A task order can also be added during the process of adding a contract.
- A Contract Category must be assigned to this contract to add a task order.
- A Prime Contractor Company must be selected on the contract to add a task order.

The “Add Task Order Details” page will display. The basic contract information appears at the top of the page.

SPOT    Reports    Resource Center    Setup

Home : Add/Update Contract : Task Order Details

---

**Add Task Order Details**

**Contract Information**

Contract Number: 123456-18-A-1234  
 Period of Performance: 9/8/2018 to 9/5/2019  
 Contract Description: Build schools

---

**Add Task Order Details**

\* Task Order Number:

\* Task Order Category: Select a Contract Category

No categories are yet selected.

**Period of Performance**

\* Start:  (mm/dd/yyyy)  
 \* End:  (mm/dd/yyyy)

\* Task Order Description:  (Char Count) Max=255

\* Places of Performance: Select Countries from List to Add

- Afghanistan
- Akrotiri
- Albania
- Algeria
- American Samoa
- Andorra
- Angola
- Ascension

Selected Countries

\* Awarded Competitively? Yes  No

\* Contracting Office: Select a Contracting Office

Contracting Officer: Select a Contracting Officer

---

**Contracting Officer's Representative (COR)**

No CORs found

---

**Manage Contractor Companies**

Prime	Name	Acronym
<input checked="" type="checkbox"/>	HP Enterprise Services	HP Enterprise Services

2. Enter the **Task Order Number**. Each task order for the same contract must have a unique task order number.

**Notes:** The agency selected for the associated contract determines the **Task Order Number** format and field length. A **Help** button ( ? ) will appear next to the **Task Order Number** label. For information about the task order number format, click the **Help** button ( ? ). A “Help” pop-up window displays. The “Help” window will be specific to the agency associated with the contract. Click **Close** when you are finished.

- For DoD agency contracts, no text field input mask will display on the **Task Order Number** field to indicate the input format. For information on the format of DoD agency task order numbers, click the **Help** button ( ? ). The 13-character task order numbers are preferred. Note that some examples in this document may use 4-character task order numbers.

**Dept. of Defense Example**

\* Task Order Number: ?

\* Task Order Number: ?

**Task Order Number Help**

DoD Task Order numbers must adhere to one of the following formats:

Position	Description
1 – 2	2 uppercase alpha-numeric characters. Letters I and O not accepted.
3 – 4	2 uppercase alpha-numeric characters.
<b>Position</b>	
1 – 6	6 uppercase alpha-numeric DoDAAC code. Letters I and O not accepted.
7 – 8	2 digit/numeric year
9	1 uppercase character; Procurement type: A C D E F G H K L M P S V W X Z, other letters not acceptable. OR the numbers 1, 2, 3, or 9.
10 – 13	4 uppercase alpha-numeric Serial Number. Letters I and O not accepted.

The Task Order Number '0000' is not valid.  
The 13 digit Task Order number is preferred.

[Close](#)

- For DoD (Grants and Agreements) contracts, no text field input mask will display on the **Task Order Number** field. For information on the format of DoD (Grants and Agreements) task order numbers, click the **Help** button ( ? ).**Dept. of Defense (Grants and Agreements) Example**

\* Task Order Number: ?

\* Task Order Number: ?

**Task Order Number Help**

Starting 10/01/2016, DoD Grants and Agreements Task Orders must adhere to the following format:

Position	Description
1 – 6	6 uppercase alpha-numeric DoDAAC code. Letters I and O not accepted.
7 – 8	2 digit/numeric year
9	1 uppercase character; Procurement type: A C D E F G H K L M P S V W X Z, other letters not acceptable. OR the numbers 1, 2, 3, or 9.
10 – 13	4 uppercase alpha-numeric Serial Number. Letters I and O not accepted.

DoD Grants and Agreements Task Orders between 4 and 50 alpha-numeric characters are considered valid.

[Close](#)

- For Dept. of State (DoS) contracts, the **Task Order Number** field will be prepopulated with a task order number beginning with the 1 digits **19**. The **Task Order Number** field will require you to input a proper task order number. For information on the format of DoS task order numbers, click the **Help** button ( ? ).

**Dept. of State Example**

\* Task Order Number:  19 \_\_\_\_\_

\* Task Order Number:  19AQMM18AT0012345

**Task Order Number Help**

**Old Format: Effective 09/30/2017 and prior**  
 Dept of State Task Order Numbers start with "S" and are 13 positions in total (Sxxxxnnxxxxnn).  
 Example: SAQMMA14F0001

Position	Description
1	"S"
2 - 6	5 position uppercase alpha-numeric characters for the DoS office that originates the contract.
7 - 8	2 digit numeric year. Fiscal year that the instrument is awarded in.
9	1 character uppercase alpha value designating the instrument type.
10 - 13	4 position uppercase alpha-numeric characters generated by GFMS.

**New Format: Effective 10/01/2017**  
 Dept of State Task Order Numbers start with "19" and are 17 positions in total (19xxxxnnxxxxnnxxx).  
 Example: 19QMMA18F0001aaaa


Position	Description
1 - 6	6 uppercase alpha-numeric acquisition activity code (AAC). First 2 digits MUST be "19".
7 - 8	2 digit numeric year.
9	1 uppercase alpha character. Any character from A thru Z.
10 - 13	4 position uppercase alpha-numeric serial number.
14 - 17	4 position alpha-numeric serial number for the supplemental number.

[Close](#)

- For Dept. of State (Grants and Agreements) contracts, the **Task Order Number** field will be prepopulated with a task order number beginning with the letter **S**. The **Task Order Number** field will require you to input a proper task order number. For information on the format of DoS (Grants and Agreements) task order numbers, click the **Help** button ( ? ).

**Dept. of State (Grants and Agreements) Example**

\* Task Order Number:  S \_\_\_\_\_

\* Task Order Number:  SLMAQM16GR0002

**Task Order Number Help**

All DoS Grants and Agreements Task Orders start with "S" and are 14 positions in total (Sxxxxnnxxxxnnn).  
 Example: SLMAQM14GR0001


Position	Description
1	"S"
2 - 6	5 position uppercase alpha-numeric characters for the DoS office that originates the instrument.
7 - 8	2 digit numeric fiscal year that the instrument is awarded in.
9 - 10	"GR" for grant; "CA" for cooperative agreement; "VC" for voluntary contribution; "AC" for assessed contribution.
11 - 14	4 position uppercase assigned alpha-numeric character.

[Close](#)



- For contracts for agencies other than DoD, DoD (Grants and Agreements), DoS, and DoS (Grants and Agreements), no text field input mask will display on the **Task Order Number** field. For information on the format of these task order numbers, click the **Help** button ( ? ).

**Other Agencies Example**

\* Task Order Number: 


**Task Order Number Help**

The format for non-DoD task order numbers is alphanumeric, with between 4 and 50 characters. The Task Order Number '0000' is also not valid.

\* Task Order Number: 

- Select at least one **Task Order Category** from the drop-down list. This list is restricted to those categories established at the contract level. Click **Go** ( → ) or the **Add Category** link.

To select additional categories, click the drop-down list, select a category, and click **Go** ( → ) or the **Add Category** link.

\* Task Order Category:  


Category Name	
212312 - Crushed and Broken Limestone Mining and Quarrying	<input type="button" value="Remove"/>


- Enter the **Start** and **End** dates for the task order’s period of performance (PoP). Enter the dates (in MM/DD/YYYY format, including forward slashes), or select the dates using the calendar controls.

**Notes:**

- SPOT requires that the task order start date fall within the contract’s POP, which is identified at the top of the “Add/Update Task Order Details” page. However, the task order end date can extend up to one year beyond the end date of the contract. If the task order end date is beyond the contract end date, a warning message will appear when you save. Click **OK** to continue adding the task order.
- If the task order’s PoP is greater than one year in the future, a warning message will appear when you save. Ensure dates are in compliance with SPOT business rules and reflect only the funded PoP. Click **OK** to continue adding the task order.

**Period of Performance**

\* Start:   (mm/dd/yyyy)

\* End:   (mm/dd/yyyy)

- Optionally, enter a **Task Order Description**.

**Note:** SPOT provides a count of the maximum characters available.

Task Order Description:

(Char Count) Max=255

6. **Places of Performance** should reflect all countries that contractor personnel will be performing work to satisfy the task order, as stipulated in the contract. From **Select Countries from List to Add**, select each country where contractors deployed in support of this task order will perform work, including the primary duty station country.


**Notes:**

- **Single country** – To select a single country, click the country’s name and click the down arrow (▼) to move your selection to the **Selected Countries** list. To undo a selection, click the country in the **Selected Countries** list, and click the up arrow (▲).
- **Multiple countries** – Use the SHIFT (consecutive choices) or CTRL (non-consecutive choices) keys to select multiple countries and click the down arrow (▼) to move them to the **Selected Countries** list. To undo multiple selections, use the SHIFT (consecutive choices) or CTRL (non-consecutive choices) keys to select multiple countries and click the up arrow (▲) to move the countries back to the **Select Countries from List to Add** list.
- For contracts that have worldwide execution, select all the countries in the list.

For more information, click the **Help** button ( ? ) at the right of the **Places of Performance** field label. A pop-up window displays and provides information on how to populate the **Places of Performance** field, as well as how to avoid possible errors. To move the window on the screen, hold down the left mouse button and move the mouse to drag the window. Click **Close** when finished.

7. If any Theater Business Clearance (TBC) countries are selected for **Places of Performance**, a table displays a row for each TBC country (currently only Afghanistan). For each TBC country, click **Yes** or **No** to indicate whether a TBC is required and enter the **TBC Number** or **Reason for TBC Exemption**.

* Is TBC Required 	Country	TBC Number 	Reason For TBC Exemption 	Status
<input type="radio"/> Yes <input type="radio"/> No	Afghanistan			

If you need help, click the **Is TBC Required Help** button (  ). Click **Close** when finished.


**Theater Business Clearance**

For Theater Business Clearance (TBC) Policy and Guidance, please copy and paste the following website address in your browser:  
<https://www.jccs.gov/olvr/quicklinks.aspx>

**Notes:**

- If you select **Yes**, you must enter the **TBC Number** for this task order.

* Is TBC Required 	Country	TBC Number 	Reason For TBC Exemption 	Status
<input checked="" type="radio"/> Yes <input type="radio"/> No	Afghanistan	TBCW1234T180001AFG		


If you do not know the TBC number, click the **TBC Number Help** button (  ) for additional guidance. Click **Close** when finished.

**TBC Number Help**

Please enter the Theater Business Clearance (TBC) number associated with this TBC Country selected from the Place of Performance Countries list box. For TBC policy guidance, please copy and paste the following website address in your browser: <https://www.jccs.gov/olvr/quicklinks.aspx>

- If you select **No**, you must enter a **Reason for TBC Exemption**. If you select **No** and a TBC is normally required for the country(ies) selected for **Places of Performance**, a warning message will appear when you click the **Save Task Order Information** button. Click **OK** to acknowledge the message and continue.

* Is TBC Required 	Country	TBC Number 	Reason For TBC Exemption 	Status
<input type="radio"/> Yes <input checked="" type="radio"/> No	Afghanistan		Reason TBC number was not obtained or is not required	

If you have questions about TBC exemptions, click the **Reason for TBC Exemption Help** button (  ). Click **Close** when finished.

**TBC Exemption Help**

Please provide the reason why there is no TBC number for this selected TBC Country, up to 150 characters. For TBC policy guidance, please copy and paste the following website address in your browser: <https://www.jccs.gov/olvr/quicklinks.aspx>

- TBC information can also be received from the Joint Contracting and Expeditionary Services (JCXS) via Web Service. As JCXS information is provided to SPOT, an automated process updates or adds the TBC information for contracts and task orders, as required.

8. Click **Yes** or **No** to indicate whether the task order was awarded competitively, as reflected in FPDS-NG.

\* Awarded Competitively? Yes  No

9. Select the Contracting Office from the **Contracting Office** drop-down list. The Contracting Office selection determines the list of Contracting Officers that display in the **Contracting Officer** drop-down list.

\* Contracting Office: ACQ

10. Select the assigned Contracting Officer from the **Contracting Officer** drop-down list. The contact information for the Contracting Officer is populated once you select the Contracting Officer.

**Note:** When you initially enter task order information, the **Contracting Officer** field is not required. However, to issue an LOA against the task order, the Contracting Officer must be specified so that SPOT can send the LOA request to the correct Contracting Officer for approval and a digital signature. If multiple Contracting Officers are set up in SPOT for the same office, any of them can approve LOAs under contracts and task orders that are associated with that Contracting Office.

Contracting Officer: Kamenelis, John  
999-999-9999  
john.kamenelis3@hp.com

11. Enter one or more Contracting Officer’s Representatives (CORs).

- In the “Contracting Officer’s Representative (COR)” section, click the **Add a COR** link.

Contracting Officer's Representative (COR)

[Add a COR](#)

No CORs found

The “Contracting Officer’s Representative” detail window will display.

- Enter data in the COR fields and click **Add**.

The window closes and the COR is added to the COR list.

Last Name	First Name MN.	Work Phone	Email	Start Date	End Date
Doe	Joe	609-555-1234	jdoe@email.gov	09/06/2018	09/05/2019

**Note:** Sort the COR list by clicking the active links in the column headings. Click once to sort the data in ascending order; click a second time to sort the data in descending order. By default, the list is sorted by the **Last Name** column.

- c. If necessary, repeat steps 11a and 11b to add another COR.
- d. To edit the details of a COR, click the COR’s **Last Name** link. The “Contracting Officer’s Representative” detail window will display.
- e. Make any necessary updates and click **Update**. The window closes and the COR list will update accordingly.

- 12. In the “Manage Contractor Companies” section, select subcontractor companies. The prime contractor company information is populated for the task order because task orders inherit prime contractor company information from their associated contract.

**Note:** Only one prime contractor company is associated with each contract and task order and is indicated by a green check mark (✓) in the **Prime** column. The prime contractor company cannot be changed at the task order level. However, you can add subcontractor

companies for a task order. Only the Contracting Officer can change the prime contractor company at the contract level.

To add a subcontractor company, complete the following steps:

- a. In the “Manage Contractor Companies” section, click the **Add Contractor Company** link. The “Search for Company” window will display.

The screenshot shows a window titled "Manage Contractor Companies". In the top right corner, there is a green plus icon followed by the text "Add Contractor Company". Below this is a table with the following structure:

Prime	Name	Acronym	
✓	HP Enterprise Services	HP Enterprise Services	

At the bottom right of the window, there are two buttons: "Cancel" and "Save Task Order Information".

- b. Perform a search and select the subcontractor company. For instructions on searching for company or requesting that a new company name be added to SPOT, see Sections 2.4, 2.5 and Section 3, Companies. The selected company will be added to the list of subcontractor companies.
- c. To add multiple subcontractor companies, repeat steps 12a and 12b.

The screenshot shows the same "Manage Contractor Companies" window. The table now contains two rows:

Prime	Name	Acronym	
✓	HP Enterprise Services	HP Enterprise Services	
	Northrop Grumman Corp.	Northrop Grumman Corp.	✗

The buttons "Cancel" and "Save Task Order Information" remain at the bottom right.

**13. Click Save Task Order Information.**

The “Manage Task Order” page will display with the confirmation message “The Task Order has been created successfully”.



## 4.5 Updating Contract Details

From the “Manage Contracts” page, you can update the contract information, including PoP and other contract details. Only the Contracting Officer appointed to manage a contract can enter and manage Authorized Government Services (AGS) for persons deploying against the contract. In addition, the **Contract Category** field must have a value in it before you can save the contract details. (Some contracts were created in SPOT before this field became required).

1. Search for and select a contract. The “Manage Contracts” page will display.
2. On the “Manage Contracts” page, from the **Select Contract Action** drop-down list, select **Update Contract Details** and click **Go** (GO).

SPOT Reports Resource Center Setup

Home : Search for Contract : Manage Contract

Manage Contracts Select Task Order GO

Select Contract Action GO

- Manage Contractor Companies
- Add Task Order
- Update Contract Details

**Contract Information**

Contract Number: 123456-18-A-1234

Contract Category: 212312 - Crushed and Broken Limestone Mining and Quarrying;  
212313 - Crushed and Broken Granite Mining and Quarrying

Awarded Competitively? Yes

Contracting Officer: Padden, LuAnn  
609-999-9999  
luann.padden@email.gov

Contracting Agency: Dept. of Defense

The “Add/Update Contract Details” page will display.



SPOT    Reports    Resource Center    Setup

Home : Search for Contract : Manage Contract : Add/Update Contract

### Add/Update Contract Details

**Manage Contractor Companies**

Prime: HP Enterprise Services (HP Enterprise Services)  
 Sub: [No associated Subcontractor Companies](#)

**Contract Information**

\* Contracting Agency: Dept. of Defense

\* Contract Number: 123456-18-A-1234

\* Contract Category: Select a Contract Category [Add Category](#)

Category Name	
212312 - Crushed and Broken Limestone Mining and Quarrying	Remove
212313 - Crushed and Broken Granite Mining and Quarrying	Remove

**Period of Performance**

\* Start: 9/6/2018 (mm/dd/yyyy)

\* End: 9/5/2019 (mm/dd/yyyy)

Contract Description: Build schools (Char Count) Max=255

\* Places of Performance: Select Countries from List to Add

- Akrotiri
- Albania
- Algeria
- American Samoa
- Andorra
- Angola
- Anguilla
- Antarctica

Selected Countries: Afghanistan

* Is TBC Required	Country	TBC Number	Reason For TBC Exemption	Status
<input checked="" type="radio"/> Yes <input type="radio"/> No	Afghanistan	TBCW1234C180001AFG		✓

\* Awarded Competitively? Yes  No

\* Contracting Office: ACQ

Contracting Officer: Padden, LuAnn  
 808-888-8888  
 luann.paddenn@email.gov

**Contracting Officer's Representative (COR)** [Add a COR](#)

Show per page: 10

Last Name	First Name MN.	Work Phone	Email	Start Date	End Date
Eagle	Sam James	609-555-1234	seagle@mail.gov	09/06/2018	09/05/2019

[Cancel](#) [Save Contract Information](#)

3. Update the contract details as required.

**Notes:**

- You cannot update the **Contract Number** or the **Contracting Agency** after the contract is initially saved. If you need to change either of these fields, contact the SPOT-ES Help Desk.
- Updating the contract’s PoP does not automatically update the task order’s PoP. For instructions on updating task order details, including the task order’s PoP, see Section 4.6, Updating Task Order Details.
- All required fields, which are indicated by a red asterisk (\*), must be completed before you can save the contract information.
- If the contract’s PoP is greater than one year in the future, a warning message will appear when you save. Ensure dates are in compliance with SPOT business rules and reflect only the funded PoP. Click **OK** to continue updating the contract.
- If any Theater Business Clearance (TBC) countries are selected for **Places of Performance**, a table displays a row for each TBC country (currently only Afghanistan). In the **Status** column, a green check mark (✓) displays if required TBC fields are complete and a red “X” (✗) displays for legacy data if required TBC fields are incomplete. Hover over the status icons and a tooltip message displays. To update TBC information, click **Yes** or **No** to indicate whether a TBC is required and enter the **TBC Number** or **Reason for TBC Exemption**.

* Is TBC Required ?	Country	TBC Number ?	Reason For TBC Exemption ?	Status
<input checked="" type="radio"/> Yes <input type="radio"/> No	Afghanistan	TBCW1234C180001AFG		✓
<input type="radio"/> Yes <input checked="" type="radio"/> No	Afghanistan		Reason TBC was not obtained or is not required	✓

3. Once the updates are complete, click **Save Contract Information**. If you selected **No** for **Is TBC Required**, and a TBC is normally required for the country(ies) selected for **Places of Performance**, a warning message will appear. Click **OK** to acknowledge the message and continue.

The “Manage Contracts” page will display with a message that the contract has been updated successfully.

Home : Search for Contract : Manage Contract

---

**Manage Contracts** Select Task Order Select Contract Action

**The Contract has been updated successfully.**

**Contract Information**

Contract Number: 123456-18-A-1234      Awarded Competitively? Yes

Contract Category: 212312 - Crushed and Broken Limestone Mining and Quarrying  
 212313 - Crushed and Broken Granite Mining and Quarrying      Contracting Officer: Padden, LuAnn  
 609-555-9999  
 luann.paddenn@email.gov

Period of Performance: 9/6/2018 to 9/5/2019      Contracting Agency: Dept. of Defense

Contract Description: Build schools      Contracting Office: ACQ

Places of Performance: Afghanistan

Is TBC Required	Country	TBC Number	Reason For TBC Exemption	Status
<input checked="" type="radio"/> Yes <input type="radio"/> No	Afghanistan	TBCW1234C180001AFG		✓

**Contract Authorized Government Services**

CAAF    NON-CAAF

WEAPON       MILITARY ISSUED CLOTHING

BILLETING       MILITARY ISSUED EQUIPMENT

CAC       MWR FACILITIES

LOCAL ACCESS BADGE       MILITARY EXCHANGE

DINING FACILITY (DFAC)       COMMISSARY

GOVT FURNISHED MEALS (GFM)       MILITARY BANKING

APO/FPO/POSTAL SERVICES       EXCESS BAGGAGE

DIPLOMATIC POST OFFICE (DPO)       MILAIR

PRIMARY CARE       TRANSPORTATION (other than MILAIR)

OTHER (SEE REMARKS FIELD)       NONE

NUMBER of AGS ITEMS CHECKED: 0

**Contracting Officer's Representative (COR)**

Show per page: 10

Last Name	First Name MN.	Work Phone	Email	Start Date	End Date
Eagle	Sam James	609-555-1234	seagle@mail.gov	09/06/2018	09/05/2019

**Contractor Companies**

Prime: HP Enterprise Services (HP Enterprise Services)

Sub: [No associated Subcontractor Companies](#)

[Return to Search](#)

## 4.6 Updating Task Order Details

From the “Task Order Details” page, you can update information about the task order and the list of associated subcontractors.

1. Search for and select a contract. The “Manage Contracts” page will display.
2. On the “Manage Contracts” page, select the desired task order from the **Select Task Order** drop-down list and click **Go** (GO). The “Manage Task Order” page displays.

SPOT Reports Resource Center Setup

Home : Search for Contract : Manage Contract

Manage Contracts

Select Task Order: 123456-18-A-T234

Select Contract Action

**Contract Information**

Contract Number: 123456-18-A-1234      Awarded Competitively? Yes

Contract Category: 212312 - Crushed and Broken Limestone Mining and Quarrying; 212313 - Crushed and Broken Granite Mining and Quarrying      Contracting Officer: Padden, LuAnn 609-999-9999 luann.padden@email.gov

3. On the “Manage Task Order” page, select **Update Task Order** from the **Select Task Order Action** drop-down list and click **Go** (GO).

SPOT Reports Resource Center Setup

Home : Search for Contract : Manage Contract : Manage Task Order

Manage Task Order

Select Task Order Action: Update Task Order

**Contract Information**

Contract Number: 123456-18-A-1234

Period of Performance: 9/6/2018 to 9/5/2019

Contract Description: Build schools

**Task Order Information**

Task Order Number: 123456-18-A-T234      Awarded Competitively? Yes

Task Order Category: 212312 - Crushed and Broken Limestone Mining and Quarrying; 212313 - Crushed and Broken Granite Mining and Quarrying      Contracting Officer: Padden, LuAnn 609-999-9999 luann.padden@email.gov

The “Add Task Order Details” page displays.

**Add Task Order Details**

---

**Contract Information**

Contract Number: 123456-18-A-1234  
 Period of Performance: 9/6/2018 to 9/5/2019  
 Contract Description: Build schools

---

**Task Order Details**

\* Task Order Number:

\* Task Order Category:  ➤ Add Category

Category Name	Remove
212312 - Crushed and Broken Limestone Mining and Quarrying	Remove
212313 - Crushed and Broken Granite Mining and Quarrying	Remove

**Period of Performance**

\* start:  (mm/dd/yyyy)  
 \* End:  (mm/dd/yyyy)

Task Order Description:  (Char Count) Max=255

\* Places of Performance: ? Select Countries from List to Add

Akrotiri  
 Albania  
 Algeria  
 American Samoa  
 Andorra  
 Angola  
 Anguilla  
 Antigua

Selected Countries

Afghanistan

---

* Is TBC Required <span style="color: blue;">?</span>	Country	TBC Number <span style="color: blue;">?</span>	Reason For TBC Exemption <span style="color: blue;">?</span>	Status
<input checked="" type="radio"/> Yes <input type="radio"/> No	Afghanistan	TBCW1234T180001AFG		✔

\* Awarded Competitively? Yes  No

\* Contracting Office:   
 Contracting Officer:

---

**Contracting Officer's Representative (COR)** ➤ Add a COR

Show per page:

Last Name	First Name MN.	Work Phone	Email	Start Date	End Date
Bird	John	609-555-2345	jbird@mail.gov	09/06/2018	09/05/2019

---

**Manage Contractor Companies**

Prime: HP Enterprise Services (HP Enterprise Services)  
 Sub: Northrop Grumman Corp. (Northrop Grumman Corp.)

4. Update the task order details, as required.

**Notes:**

- You cannot change the **Task Order Number** or **Contracting Agency** for the task order after the contract and task order are initially saved.
- Updating the task order’s PoP does not automatically update the contract’s PoP. SPOT requires that the task order start date fall within the contract’s PoP, but the task order end date can exceed the contract’s PoP end date by 365 days (1 year). If the task order end date is beyond the contract end date, a warning message will appear when you save. Click **OK** to continue updating the task order.
- If the task order’s PoP is greater than one year in the future, a warning message will appear when you save. Ensure dates are in compliance with SPOT business rules and reflect only the funded PoP. Click **OK** to continue updating the task order.
- If any Theater Business Clearance (TBC) countries are selected for **Places of Performance**, a table displays a row for each TBC country (currently only Afghanistan). In the **Status** column, a green check mark (✓) displays if required TBC fields are complete and a red “X” (✗) displays for legacy data if required TBC fields are incomplete. Hover over the status icons and a tooltip message displays. To update TBC information, click **Yes** or **No** to indicate whether a TBC is required and enter the **TBC Number** or **Reason for TBC Exemption**.

* Is TBC Required ?	Country	TBC Number ?	Reason For TBC Exemption ?	Status
<input checked="" type="radio"/> Yes <input type="radio"/> No	Afghanistan	TBCW1234T180001AFG		✓
<input type="radio"/> Yes <input checked="" type="radio"/> No	Afghanistan		Reason TBC was not obtained or is not required	✓

5. Once the updates are complete, click **Save Task Order Information**. If you selected **No** for **Is TBC Required**, and a TBC is normally required for the country(ies) selected for **Places of Performance**, a warning message will appear. Click **OK** to acknowledge the message and continue.

The “Manage Task Order” page will display with a message that the task order has been updated successfully.

SPOT    Reports    Resource Center    Setup

Home : Search for Contract : Manage Contract : Manage Task Order

**Manage Task Order**    Select Task Order Action   

**The Task Order has been updated successfully.**

**Contract Information**

Contract Number: 123456-18-A-1234  
 Period of Performance: 9/8/2018 to 9/5/2019  
 Contract Description: Build schools

**Task Order Information**

Task Order Number: 123456-18-A-T234    Awarded Competitively? Yes  
 Task Order Category: 212312 - Crushed and Broken Limestone Mining and Quarrying; 212313 - Crushed and Broken Granite Mining and Quarrying    Contracting Officer: Padden, LuAnn  
 609-999-9999  
 luann.paddenn@email.gov  
 Contracting Office: ACQ  
 Period of Performance: 9/8/2018 to 9/5/2019  
 Task Order Description: Build schools  
 Places of Performance: Afghanistan

*Is TBC Required?	Country	TBC Number	Reason For TBC Exemption	Status
<input checked="" type="radio"/> Yes <input type="radio"/> No	Afghanistan	TBCW1234T180001AFG		

**Contracting Officer's Representative (COR)**

Show per page: 10

Last Name	First Name MN.	Work Phone	Email	Start Date	End Date
Bird	John	609-555-2345	jbird@mail.gov	09/06/2018	09/05/2019

**Contractor Companies**

Prime: HP Enterprise Services (HP Enterprise Services)  
 Sub: Northrop Grumman Corp. (Northrop Grumman Corp.)

[Return to Manage Contracts](#)

## 4.7 Managing Contractor Companies

You can manage Contractor Companies for your contracts and task orders from the “Manage Contractor Companies” page. For contracts with one or more task orders, you must perform functions such as deployments and LOAs at the task order level. As a result, subcontractor companies added at the contract level will not be used for these cases. Therefore, you should

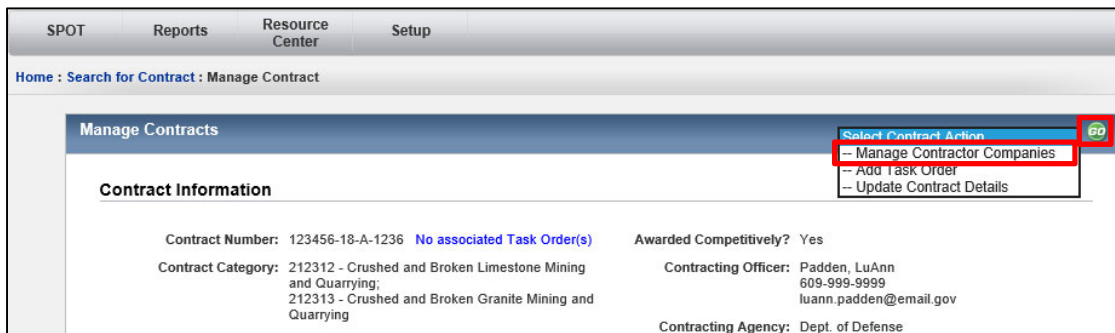
enter contractor companies at the contract level **only** when the contract has **no** associated task orders.

The following limitations apply to managing contractor companies:

- Only a Contracting Officer can change the prime contractor company, but only if there are no open or active deployments associated with a contract.
- If there are open or active deployments for contracts/task orders, all roles (Company Administrator, Government Authority/Administrator and Contracting Officer/Administrator) can add additional subcontractor companies, but **not** remove subcontractor companies.
- If a contract is associated with open or active deployments, Letters of Authorization (LOAs), deployment templates, subcontractor persons, or equipment, and the Contracting Officer needs to change the prime contractor company, **contact the SPOT-ES Help Desk to request changes.**

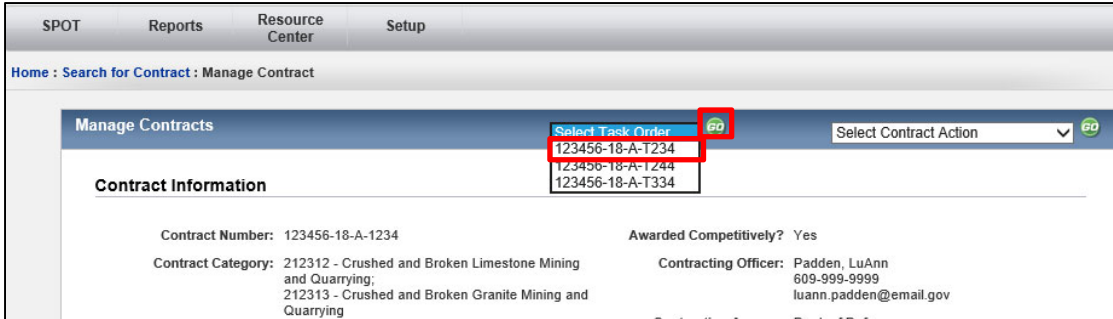
To manage contractor companies:

1. Search for a contract. For instructions, see Section 4.1, Searching for a Contract. The “Manage Contracts” page will display
2. Depending on whether you are managing companies for contracts or task orders, complete one of the following steps:
  - To manage contractor companies for a contract with no task orders, select **Manage Contractor Companies** from the **Select Contract Action** drop-down list. Click **Go** (GO). The “Manage Contractor Companies” page will display.

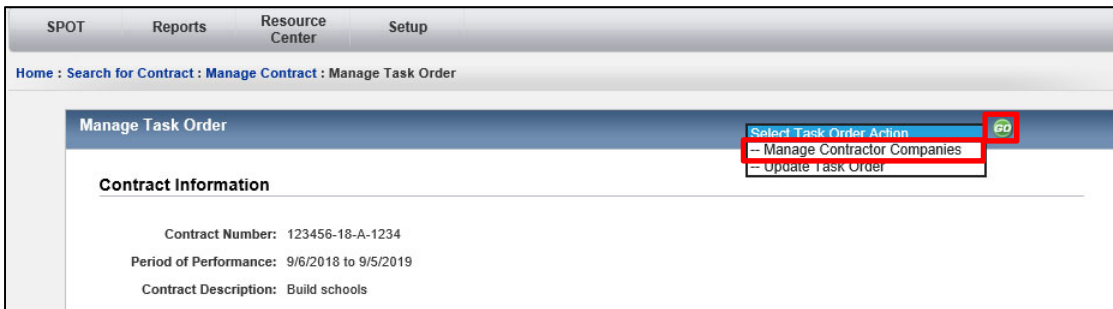


- To manage contractor companies for a task order, select the task order from the **Select Task Order** drop-down list. Click **Go** (GO). The “Manage Task Order” page will display.



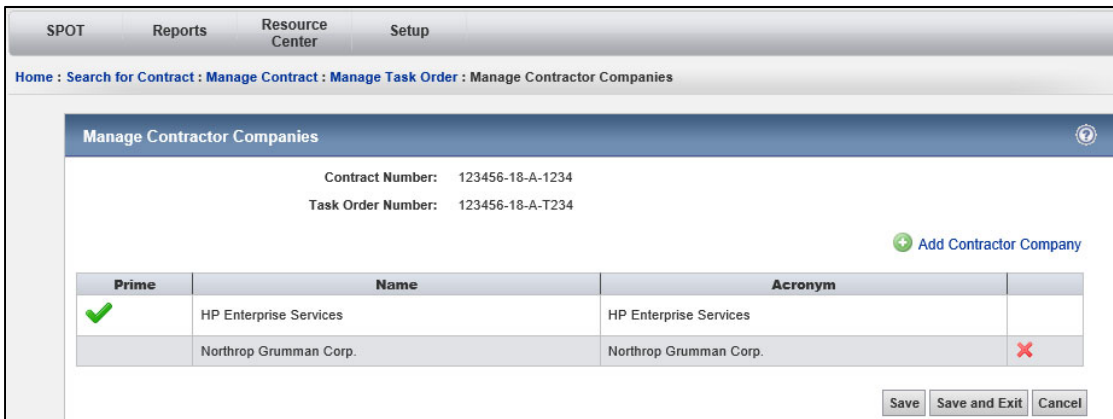


On the “Manage Task Order” page, select **Manage Contractor Companies** from the **Select Task Order Action** drop-down list. Click Go (GO). The “Manage Contractor Companies” page will display.

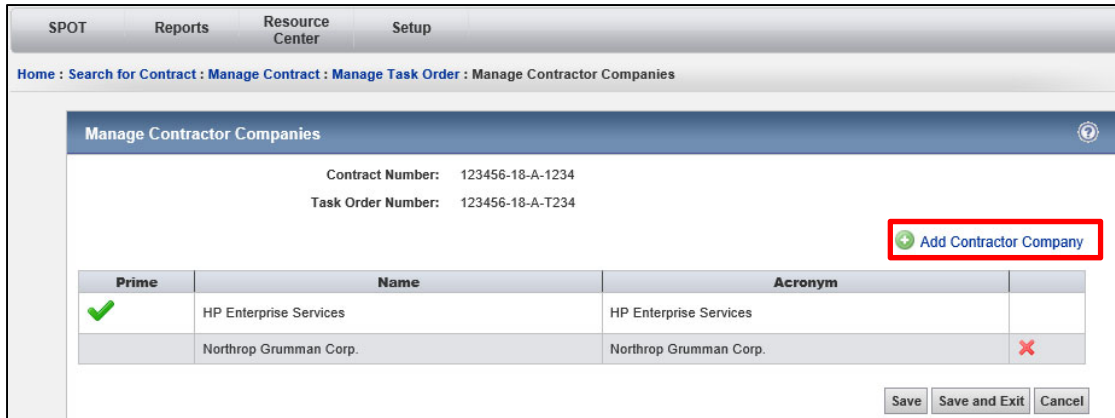


From the “Manage Contractor Companies” page, you can add subcontractor companies. If the contract/task order is *not* associated with open or active deployments, a **Remove** icon (X) appears and you can remove subcontractor companies. For add and remove instructions, see steps 3 and 4.

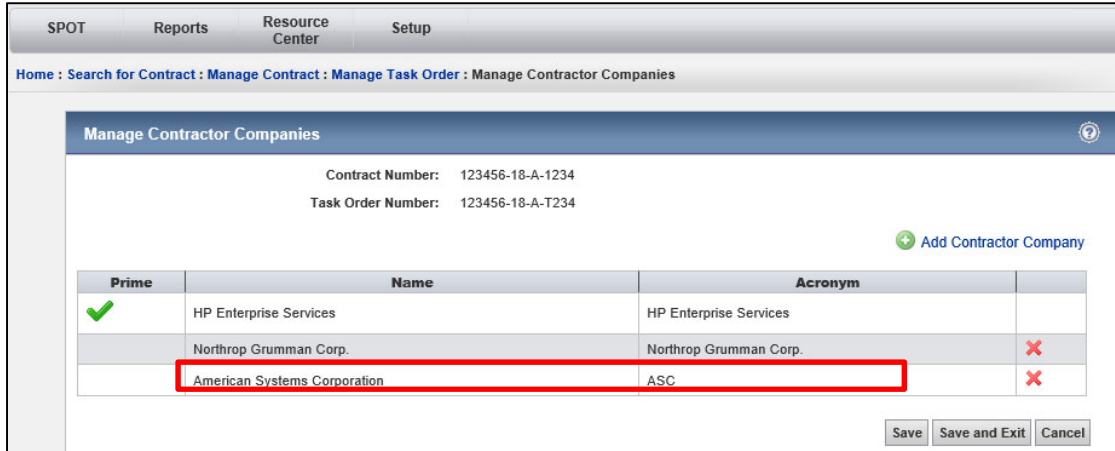
**Note:** Only Contracting Officers can change the prime contractor company at the contract level.



3. To add a subcontractor company to the selected contract or task order, complete the following steps:
  - a. Click the **Add Contractor Company** link. The “Search for Company” window will display.

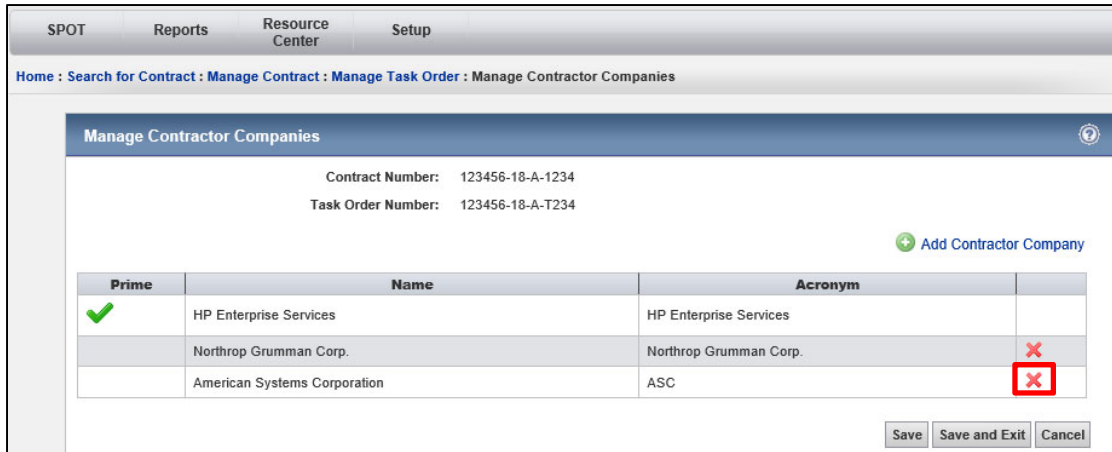


- b. Search for and select the company. For instructions on searching for a company or requesting that a new company name be added to SPOT, see Sections 2.4, 2.5, and Section 3, Companies. The selected company will be added to the “Manage Contractor Companies” page.

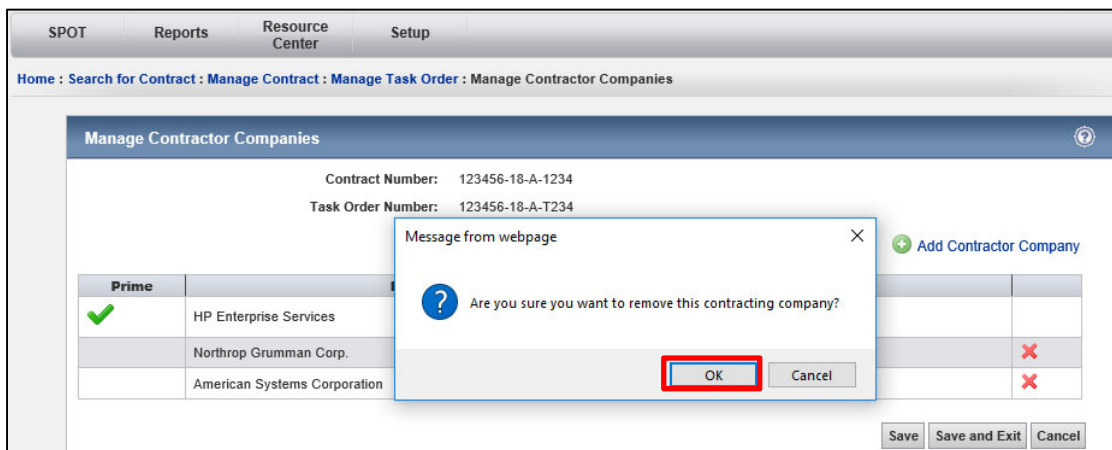


- c. To add another subcontractor company, repeat steps 3a and 3b.
4. To remove a current subcontractor from the list, complete the following steps :
  - a. Click the **Remove** icon (✗) associated with the selected subcontractor. A confirmation message window will display.

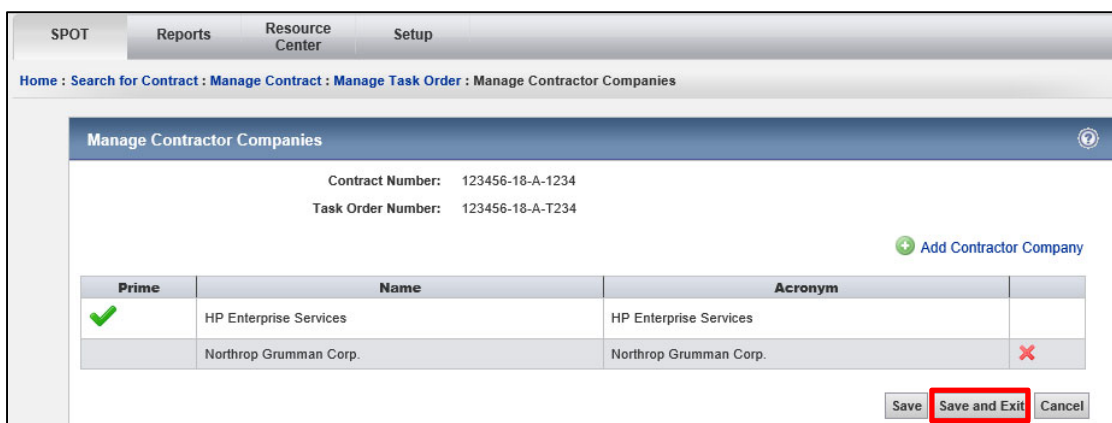
**Note:** You can remove a subcontractor company only if the contract or task order has no associated open or active deployments.



- b. Click **OK** to confirm the removal. The “Manage Contractor Companies” page will display and the selected subcontractor will be removed from the list.



5. Click **Save and Exit** when finished. The page from which you started (in step 1) will display.



## 5 Persons

Currently, SPOT identifies a person as being either a U.S. Citizen or Foreign National. Identification of a Third Country National (TCN) or Local National (LN) can be derived by leveraging the Foreign National, duty station, and citizenship values.

- **U.S. Citizens** – A U.S. Citizen is identified as a person born in the United States, naturalized, or a person who has been issued a Certificate of U.S. Citizenship.
- **Foreign Nationals** – Within SPOT, a Foreign National is anyone who is not a U.S. Citizen. Green Card holders are also identified as Foreign Nationals. A Foreign National is categorized as either a TCN or an LN, based on the person's citizenship and duty station location.
  - **Third Country Nationals (TCNs)** – TCNs are Foreign Nationals who are not citizens of the country where their duty station is located. For example, a German citizen deployed to a duty station in Korea is a TCN.
  - **Local Nationals (LNs)** – LNs are Foreign Nationals who are citizens of the country where their duty station is located. For example, a German citizen with a duty station located in Germany is an LN.

The “Manage Persons” functionality in SPOT is restricted to Contractor Company and Government Organization user roles. This section provides instructions on how to search for a person, add a person, edit a person’s profile, release a person, and change a person’s company affiliation via the SPOT GUI interface.

### 5.1 Searching for a Person

To search for a person:

1. From the “Start Here” section of the “Home” page, enter the search criteria in one or more fields. Click **Find Person**. The “Person Search Results” page will display. The person(s) found must match all the search criteria entered.

The screenshot displays the SPOT-ES Contractor Company User Manual interface. At the top, there are navigation tabs for SPOT, Reports, Resource Center, and Setup. Below these is a 'Home' section with a 'Change Role' dropdown menu set to 'Company Admin' and a 'News' section with a link to '07/01/2014 - Get Well Release Backlog'. A 'SYSTEM ALERT' banner is visible, stating that the SPOT PMO has implemented the use of the Base Transition Reporting System (BTRS) as the authoritative listing of sites within Afghanistan. Below the alert is a 'Start Here' section with links for 'Add a Person' and 'Search for Contract'. The main content area is titled 'Search for Person' and contains a search form with the following fields and options:

- Search for a person to deploy or deployment information
- Filter by Person Details:
  - Last Name:
  - First Name:
  - Citizenship Category:
  - Deployment Status:
  - SSN:    (with SSN: --)
- Filter by Deployed Contract and Task Order:
  - Contract #:
  - Task Order #:

A red box highlights the 'Find Person' button at the bottom right of the search form.

### Notes:

- To search for a person added by your company, use the fields under the “Filter by Person Details” heading. This could be a person who works for your company or who works for a subcontractor company and was added by your Company Administrator.
  - To search for a specific person, enter the full Social Security Number (SSN), Foreign Identification Number (FIN), or 10-digit Department of Defense Identification Number (DoD ID) associated with the person’s Common Access Card (CAC), either alone or in conjunction with the person’s name. The DoD ID was formerly referred to as the Electronic Data Interchange Personal Identifier (EDIPI).
  - If you do not enter any search criteria and click **Find Person**, a message displays that indicates the search will return all persons. If you click **OK**, the search results will list records for all employees who are currently employed by the company that the Company Administrator is associated with in SPOT or who are employed by a subcontractor company and were added to SPOT by the Company Administrator’s company.

Filter by Person Details:

Last Name:  First Name:

Citizenship Category:

Deployment Status:

SSN  FIN  DoD-ID SSN: --

- To search for a person with a deployment associated with your company, use the **Contract #** and/or **Task Order #** fields under the “Filter by Deployed Contract and Task Order” heading. The search results will display all contractor and subcontractor persons with an open or active deployment against the selected contract/task order, regardless of who added the persons to the SPOT system.
  - Only search by **Contract #** and/or **Task Order #** if the persons you wish to find are associated with a deployment/LOA request.
  - “(Prime)” is displayed next to the number in the **Contract #** and **Task Order #** drop-down list if the Company Administrator’s company is the prime on a contract/task order.
  - If a selected **Contract #** does not have an associated task order, the **Task Order #**, drop-down list displays “No associated Task Order” and is not selectable.
  - If you do *not* select **Contract #** and/or **Task Order #** as search criteria, the search results display only those persons who work for the Company Administrator’s company or work for a subcontractor company and were added to SPOT by the Company Administrator’s company.

Filter by Deployed Contract and Task Order:

Contract #:  Task Order #:

Filter by Deployed Contract and Task Order:

Contract #:  Task Order #:

- To search for a person added by your company that is also associated with a deployment, the person must match all the search criteria that you enter. If you add a subcontractor employee but have not requested a deployment/LOA for that person, you will *not* find that person if your search criteria includes a **Contract #** and/or **Task Order #**.
2. Click a link in the **Name** column to select the person. The “View Person” page will display.

**Notes:**

- The **Company/Organization** column indicates the person’s employer. This could be your own company or a subcontractor company if your company added the subcontractor personnel to SPOT.
- By default, the person search returns results in pages containing 50 records. You can use the drop-down list above the search results to change the maximum number of records per page to display 50, 100, 250, or 500 records. The

pagination feature at the bottom of the page allows you to scroll forward and backward between pages.

- You can sort the search results by clicking the active links in the column headings. Click once to sort the data in ascending order; click a second time to sort the data in descending order. By default, the list is sorted by the **Last Name** column.

The “View Person” page displays information for the selected person. The information displayed and the options available depend on whether the person has a current deployment, the deployment status, and the LOA status (if requested).

**Note:** In the “Person Data” section, the “Person Status” field indicates the person’s latest status, such as Active, R & R, Injured, or Deceased. When a new person is added to SPOT, the “Person Status” is Active.

### “View Person” Page – No Deployment Example

**“View Person” Page – Current Deployment Example (KO Approved with Weapon and SOFA Requirements in SPOT)**

**Person Data**

If the person data is edited, the person's current LOA will not reflect the changes. In order to update the person data on the LOA, the current LOA must be revoked and a new LOA request must be initiated.

Full Name: Oliver, Olive O      Deployment Status: Not Deployed  
 Email: ooliver@email.com      Gender: Female  
 Company: HP Enterprise Services      Citizenship: United States  
 SSN: xxx-xx-0016      DMDC Verified: No  
 Date of Birth: 11/11/1981      CAC Expiration Date: Unknown  
 Person Status: Active      Last Update: 6/4/2018

**Deployment Information**

Current Deployment: View / Print LOA

Arrived: Not yet arrived  
 Actual Arrival Date: Not yet arrived  
 Estimated Deployment: 06/04/2018 - 11/19/2018  
 Countries to be Visited: Japan  
 Government Organization: ACQ  
 Contract Number: 123456-17-A-1235  
 Task Order: 123456-17-A-T235  
 Deployment Purpose: Build schools

**Current Duty Station** View Duty Station History

Primary Duty Station: Country Japan, City Tokyo, Site Japan Ground Staff Office (GSO)  
 Arrival Date: Not yet arrived  
 Operation: Operation Enduring Freedom  
 System Supported:

Pre-Deployment	
✓ Create Deployment	Complete
✓ Request LOA	KO Approved
✗ Eligibility Requirements	Incomplete
✗ Deployment Itinerary	Incomplete
Deployment	
✗ Identify Issued Weapon	Incomplete
✗ In-Theater Arrival	Incomplete
✗ Duty Station Check In	Incomplete
✓ SOFA	Complete
Re-Deployment	
✗ Plan Re-Deployment	Incomplete
✗ Closeout Deployment	Incomplete

By clicking this check box I affirm that I have validated that the current deployment information is accurate, especially Duty Station Location Site, City, Country, Person Status, Duty Station Arrival Date, In-Theater Arrival Date, and 24/7 company POC, Government POC, In theater POC are correct.

Deployment Movements [View Most Recent \(5\) Movements](#)

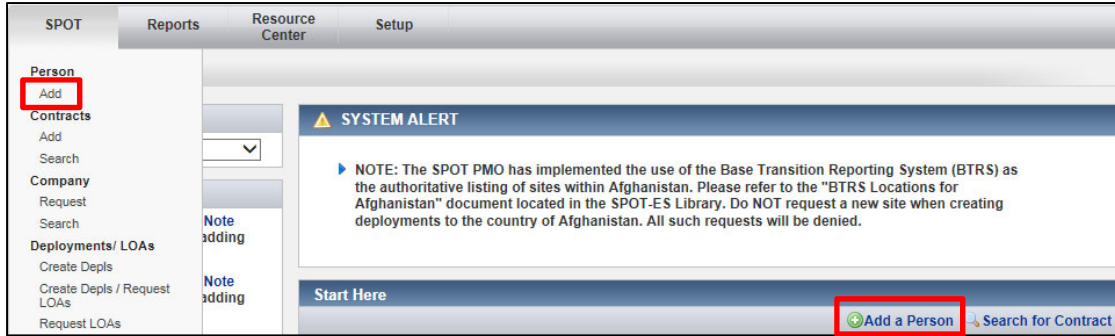
**5.2 Adding a Person (U.S. Citizen)**

To add a person as a U.S. citizen in SPOT:

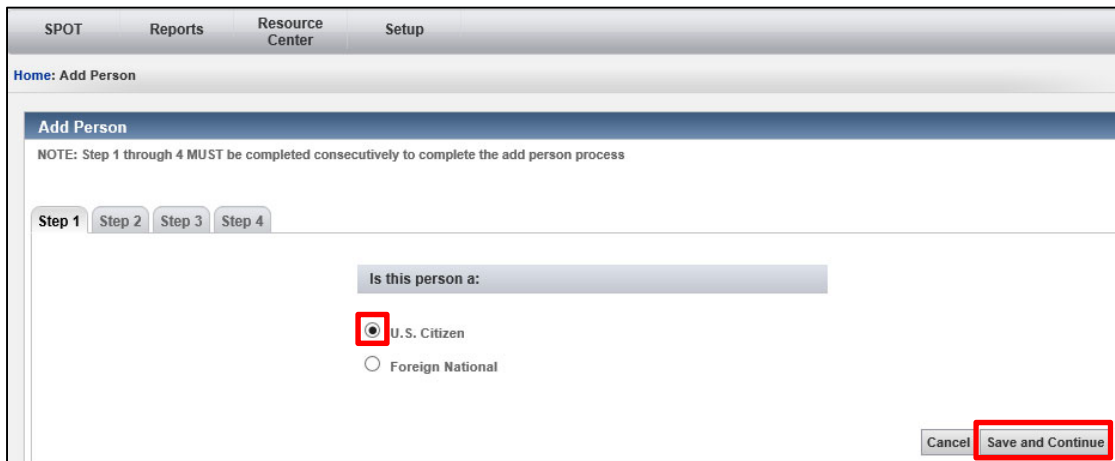
- Use one of the following ways to navigate to the “Add Person” page:
  - From the SPOT menu bar, hover the cursor over **SPOT** and a drop down menu will display. Under “Person”, select the **Add** link.
  - From the Start Here” section of the “Home” page, click the **Add a Person** link.

The “Step 1” tab of the “Add Person” page will display.





2. On the “Step 1” tab, keep the **U.S. Citizen** selection and click **Save and Continue**. The “Step 2” tab of the “Add Person” workflow will display.



3. Enter the requested personal information. Click **Validate and Continue**. The “Step 3” tab of the “Add Person” workflow will display.

**Notes:**

- Initial Verification
  - For U.S. citizens, SPOT validates contractor identity by interfacing with the Defense Manpower Data Center (DMDC) Defense Enrollment Eligibility Reporting System (DEERS). SPOT sends the following data elements to DEERS (the authoritative source) for verification: Last Name, SSN, and Date of Birth.
  - If a match is found in DMDC DEERS, validation occurs and the person’s data is synchronized with DEERS. On successful verification, the following data elements are updated in SPOT if they do not match DEERS based on the person’s SSN: First Name, Middle Name, Gender, DoD ID (EDIPI), and Common Access Card (CAC) Expiration Date. A message indicates what fields were updated in SPOT to match DEERS. You can continue to add the person.
  - Upon successful validation, validated data fields are locked and are not editable in SPOT. If changes are needed, the contractor or government/military personnel must contact DMDC to make the changes in DEERS.
  - If a match is not found in DMDC DEERS, the person’s record is unverified and a message will display. If a partial data match with conflicting information is found in DMDC DEERS during the validation process, a message will display. The

following table summarizes no match and conflicting information conditions. Ensure that all the data entries are accurate. If that does not resolve the problem, contact the nearest RAPIDS/DEERS office.

Verification Conditions	Result	DMDC Verified?	Continue to Add Person?
No match in DEERS.	Message indicates person could not be verified. Continue to add the person.	No	Yes
Match in DEERS but Gender in DEERS is unknown or other than Male or Female.	Message indicates record was verified and no updates were made. SPOT maintains the Gender that was entered in SPOT. Continue to add the person.	Yes	Yes
Match in DEERS but no valid Date of Birth or Last Name in DEERS.	Message indicates data that could not be verified. Continue to add the person.	No	Yes
Mismatch between SPOT and DEERS (such as Last Name, SSN, and Date of Birth).	Message indicates there is a discrepancy and what fields to correct. Cannot continue to add the person in SPOT until the corrected data is entered in SPOT and verified with DMDC DEERS.	No	No

- Only U.S. citizens are validated against DMDC DEERS. Foreign Nationals are not validated.
- Verification After Unsuccessful Initial Verification
  - SPOT continues to run a nightly job to try to verify unverified records or records with expired CACs for up to 45 days from the date the record was added.
  - After 45 days have elapsed without a successful match, the person record remains in SPOT as unverified. This has no impact on deployments. If you update the person’s record (see Section 5.4), the verification date changes and the 45-day period continues from the update date.
- Re-verification
  - Once a person’s record had been verified (see the previous Initial Verification item), SPOT prevents updates of the verified data. Data changes to these fields must be made through DMDC. In previous releases, First Name and Middle Name could be changed after verification, but this is no longer possible.
  - To retrieve changes made in DMDC DEERS and update this information in SPOT, a **Re-verify** button is available in SPOT for those with verified records.
  - When you click the **Re-verify** button, the DoD ID is sent to DMDC DEERS and synchronizes the following data elements with SPOT: First Name, Middle Name, Last Name, SSN, Date of Birth, Gender (if Male or Female and if different from the SPOT data record), and Common Access Card (CAC) Expiration Date. A message indicates if fields were updated in SPOT to match DEERS.

SPOT Reports Resource Center Setup

Home: Add Person

**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: John

Middle Name: Allen

\* Last Name: Doe

Suffix: Select a Suffix

\* SSN: xxx-xx-3456

\* Re-enter SSN: xxx-xx-3456

\* Date of Birth: 12/16/1975 (mm/dd/yyyy)

\* Gender: Male

\* Personnel Category: Company Contractor Personnel

Cancel Back **Validate and Continue**

4. Enter the requested personal information. Click **Save and Continue**. The “Step 4” tab of the “Add Person” workflow will display.

**Note:** Although the **Place of Birth** and **Home Phone** fields are not required on this page to add the person record, they are required to request an LOA. Complete these fields now if this information is available. Otherwise, you will have to edit the person’s record (see Section 5.4) so you can request the LOA.

SPOT Reports Resource Center Setup

Home: Add Person

**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

Person could not be verified with DMDC DEERS.

First Name: John

Middle Name: Allen

Last Name: Doe

Suffix:

SSN: xxx-xx-3456

Date of Birth: 12/16/1975

Gender: Male

Personnel Category: Company Contractor Personnel

Place of Birth: Columbia, GA, USA

CAC Expiration:

Address 1: 6400 Main Street

Address 2:

City: Columbia

State: Georgia

Zip: 31909

Country: United States

Home Phone: 706-555-1234

Work Phone: 706-555-3456

\* Primary Email: jdoe@email.com

Cancel **Save and Continue**

5. If the person works for your company, select your company’s radio button and continue to step 10. If the person works for a subcontractor company, continue to step 6.

In step 4 of the Add Person workflow, the relationship between a contractor and a company is established. Depending on your role, the system will prompt you to select the contractor's company to be the same as your company or a valid subcontractor company.

- To add a person who works for a subcontractor company, select the **Subcontractor Company** radio button.

- Select the contract from the **Select a Contract** drop-down list.

**Notes:**

- To add a person who works for a subcontractor company, the Company Administrator for the prime contractor company must affiliate the subcontractor person with the contract/task order to which the subcontractor company is associated. To release a subcontractor employee from a contract/task order, see Section 5.6, Releasing a Person from a Contract/Task Order.
- If the prime Company Administrator adds a person who works for a subcontractor company, the prime Company Administrator can only deploy the person for the

contract/task order specified when the person is added. This restriction does not apply when Company Administrators add and deploy persons who work for their own company.

SPOT Reports Resource Center Setup

Home: Add Person

**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?  HP Enterprise Services  Subcontractor Company

\* What contract will the person be working on? 123456-18-A-1235

\* What task order will the person be working on? Select a Task Order

\* What company does the person work for?

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

Cancel Back Save and Add Person

- If applicable, select the associated task order from the **Select a Task Order** drop-down list.

**Note:** A subcontractor person can be added to a contract instead of a task order if subcontractor companies exist on the contract level and there are no task orders.

- Select the company that the subcontractor works for from the **Select a Subcontractor** drop-down list.

SPOT Reports Resource Center Setup

Home: Add Person

**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?  HP Enterprise Services  Subcontractor Company

\* What contract will the person be working on? 123456-18-A-1235

\* What task order will the person be working on? 123456-18-A-T235

\* What company does the person work for? Northrop Grumman Corp.

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

Cancel Back Save and Add Person

- Select whether the person is a supervisor or a non-supervisor. Click **Save and Add Person**. A message will display, stating that the person has been added successfully.

SPOT Reports Resource Center Setup

Home: Add Person

**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?  HP Enterprise Services  Subcontractor Company

\* What contract will the person be working on? 123456-18-A-1235

\* What task order will the person be working on? 123456-18-A-T235

\* What company does the person work for? Northrop Grumman Corp.

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

Cancel Back **Save and Add Person**

11. Select the next action you would like to perform. Click **Continue**.

- If you select **Complete this person’s profile?**, the “Edit -Personal Information” page will display where you can update and add more information for the person, such as Passport, and Next of Kin.
- If you select **Add another person?**, the “Add Person” page will display where you can add another person.
- If you select **Exit to profile summary?**, the “View Person” page will display where you can view a summary of the person’s details.

SPOT Reports Resource Center Setup

Home: Add Person

**Add Person**

**Person was successfully added.**

What would you like to do next?

Complete this person's profile?

Add another person?

Exit to profile summary?

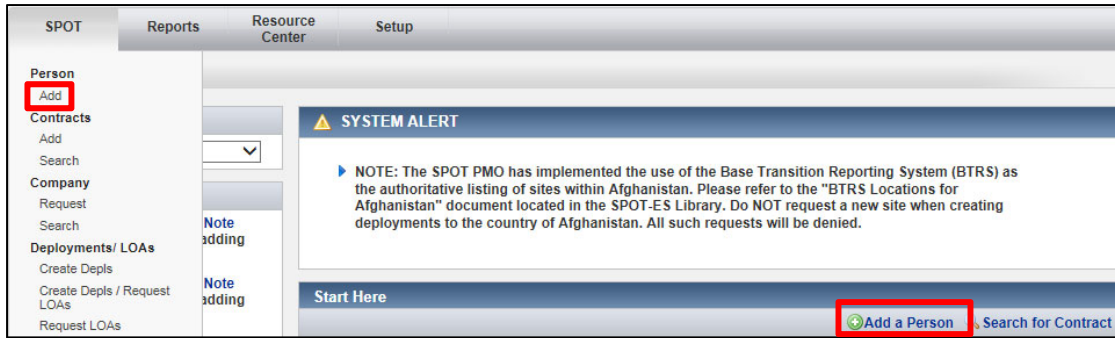
**Continue**

### 5.3 Adding a Person (Foreign National)

To add a person as a Foreign National in SPOT:

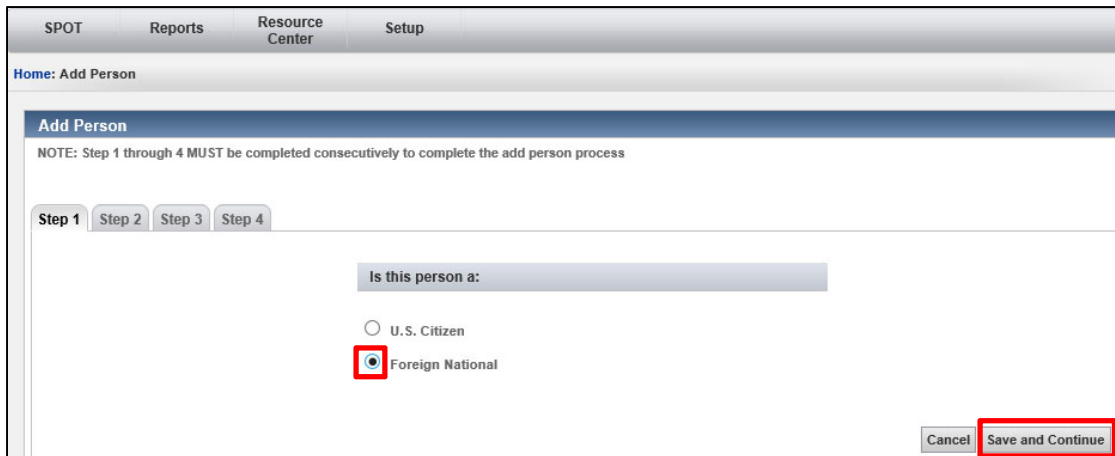
1. Use one of the following ways to navigate to the “Add Person” page:
  - From the SPOT menu bar, hover the cursor over **SPOT** and a drop down menu will display. Under “Person”, click the **Add** link.
  - From the “Start Here” section of the “Home” page, click the **Add a Person** link.

The “Step 1” tab of the “Add Person” page will display.



2. On the “Step 1” tab, select **Foreign National**. Click **Save and Continue**. The “Step 2” tab of the “Add Person” workflow will display.

**Note:** You must add a contractor in SPOT as a Foreign National if the person is ***not*** a citizen of the U.S. Green Card Holders, even with those with Social Security Numbers, are only residents of the U.S. and are not considered citizens.



3. Enter the requested personal information. Click **Validate and Continue**. The “Step 3” tab of the “Add Person” workflow will display.

**Notes:**

- Once data is saved by clicking **Validate and Continue**, the **Personnel Category** field is read only. The other fields are editable if they have not been validated by the DMDC verification process.
- Foreign Nationals are not DMDC validated. Therefore, for Foreign Nationals, the value of the **DMDC Validated** field on the “View Person” page will always be **No**.
- When the letters in the name of an individual do not exist in the English alphabet, use what the translated letter to English would be, or use the closest English letter.
- If the Foreign National has only one name, enter the one name in both the **First Name** and **Last Name** fields, on the condition the Foreign National has a unique Foreign Identification Number (FIN) and/or birthdate.
- When adding a Foreign National, if the person has a DMDC DEERS issued FIN, enter this FIN in the **FIN** field. Otherwise, follow these guidelines:

- For privacy reasons, if a Foreign National has an SSN, do **not** enter this number in the **FIN** field, because unlike SSN, a FIN is not masked when it is displayed.
- If the Foreign National will be getting a CAC, the FIN will be issued by DMDC. A Foreign National can obtain a DMDC FIN by visiting a DMDC Real-Time Automated Personnel Identification System (RAPIDS) location. The nearest RAPIDS location may be found at <http://www.dmdc.osd.mil/rs1/> or contacting the Defense Manpower Data Center Support Office (DSO) at 1-800-538-9552. At least two (2) original proof of identity documents that include document/identity numbers, issue/expiration dates and country/state/province/county/city of issuance are required. In addition, the Foreign National will need to provide the sponsoring Service Branch/Agency, home/mailling address, work address, email address, phone numbers, gender, marital status, date of birth, organ donor status, and blood type. The Foreign National's photo and fingerprint will be captured during the DMDC FIN issuance process.
- If a DMDC FIN is not available:
  - Use the FN's National Issued ID Card number preceded by the three-digit ISO country code (e.g., AFG1234 for a foreign national from Afghanistan).
  - If a National ID Card is not available, use the Passport Number preceded by the three digit ISO country code.
  - If none of the above is available, create a FIN that is up to 18 characters long. (Record the FIN for future deployment management and informational purposes.):
    - Enter the first five letters of the last name. If the last name is less than five letters, enter the entire last name. If the last name is not known, enter the first name.
    - Enter the eight-character date of birth (MMDDYYYY). If the date of birth is unknown, use today's date.
    - If SPOT says that the FIN is already in use, contact the SPOT-ES Help Desk to determine if the contractor has already been added to SPOT and ensure that the contractor is not added to SPOT multiple times. If the FIN that you are creating is already associated with a different person, append the above with up to five random alphanumeric characters until a unique FIN is created.



## Add Foreign National (FN) – No FIN Entered

SPOT Reports Resource Center Setup

Home: Add Person

**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: Jane

Middle Name:

\* Last Name: Doe

Suffix: Select a Suffix

**FIN:**

\* Date of Birth: 06/16/1975 (mm/dd/yyyy)

\* Gender: Female

\* Personnel Category: Company Contractor Personnel

Cancel Back **Validate and Continue**

## Add Foreign National (FN) – FIN Entered

SPOT Reports Resource Center Setup

Home: Add Person

**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: Jane

Middle Name:

\* Last Name: Doe

Suffix: Select a Suffix

**FIN:** DOE06161975

\* Date of Birth: 06/16/1975 (mm/dd/yyyy)

\* Gender: Female

\* Personnel Category: Company Contractor Personnel

Cancel Back **Validate and Continue**

- Enter personal information. Select the person's country from the **Citizenship** field.  
**Note:** If the person's citizenship is unknown or should not be disclosed for security reasons, select **Unknown**. This should be done **only** on very **rare** occasions, as it will result in those individuals being identified as TCNs regardless of the country to which they are deployed.
- Click **Save and Continue**. The "Step 4" tab of the "Add Person" workflow will display.

- If the person works for your company, select your company’s radio button and continue to step 11. If the person works for a subcontractor company, continue to step 7.

In the “Step 4” tab of the Add Person workflow, the relationship between a contractor and a company is established. Depending on your role, the system will prompt you to select the contractor’s company to be the same as your company or an applicable subcontractor company.

### Add FN Company Employee and No FIN Entered; Passport Fields Required

## Add FN Company Employee and FIN Entered; No Passport Fields

SPOT Reports Resource Center Setup

Home: Add Person

**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?  HP Enterprise Services  Subcontractor Company

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

Cancel Back Save and Add Person

- To add a person who works for a subcontractor company, select the **Subcontractor Company** radio button.

### Notes:

- To add a person who works for a subcontractor company, the Company Administrator for the prime contractor company must affiliate the subcontractor person with the contract/task order to which the subcontractor company is associated. To release a subcontractor employee from a contract/task order, see Section 5.6, Releasing a Person from a Contract/Task Order.
- If the prime Company Administrator adds a person who works for a subcontractor company, the prime Company Administrator can only deploy the person for the contract/task order specified when the person is added. This restriction does not apply when Company Administrators add and deploy persons who work for their own company.

## Add FN Subcontractor and No FIN Entered; Passport Fields Required

SPOT Reports Resource Center Setup

Home: Add Person

**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?  HP Enterprise Services  Subcontractor Company

\* What contract will the person be working on? Select a Contract

\* What task order will the person be working on?

\* What company does the person work for?

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

\* What is the person's passport number?

\* When does the passport expire? (mm/dd/yyyy)

\* What country issued the passport? Select the Issuing Country

Cancel Back Save and Add Person

## Add FN Subcontractor and FIN Entered; No Passport Fields

SPOT Reports Resource Center Setup

Home: Add Person

**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?  HP Enterprise Services  Subcontractor Company

\* What contract will the person be working on? Select a Contract

\* What task order will the person be working on?

\* What company does the person work for?

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

Cancel Back Save and Add Person

8. Select the contract from the **Select a Contract** drop-down list.

## Add FN Subcontractor and No FIN Entered; Passport Fields Required

SPOT Reports Resource Center Setup

Home: Add Person

**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?  HP Enterprise Services  Subcontractor Company

\* What contract will the person be working on? 123456-18-A-1235

\* What task order will the person be working on? Select a Task Order

\* What company does the person work for?

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

\* What is the person's passport number?

\* When does the passport expire? (mm/dd/yyyy)

\* What country issued the passport? Select the Issuing Country

Cancel Back Save and Add Person

## Add FN Subcontractor and FIN Entered; No Passport Fields

SPOT Reports Resource Center Setup

Home: Add Person

**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?  HP Enterprise Services  Subcontractor Company

\* What contract will the person be working on? 123456-18-A-1235

\* What task order will the person be working on? Select a Task Order

\* What company does the person work for?

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

Cancel Back Save and Add Person

- If applicable, select the associated task order from the **Select a Task Order** drop-down list.

**Note:** A subcontractor person can be added to a contract instead of a task order if subcontractor companies exist on the contract level and there are no task orders.

### Add FN Subcontractor and No FIN Entered; Passport Fields Required

SPOT Reports Resource Center Setup

Home: Add Person

**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?  HP Enterprise Services  Subcontractor Company

\* What contract will the person be working on? 123456-18-A-1235

\* What task order will the person be working on? **123456-18-A-T235**

\* What company does the person work for? Select a Subcontractor

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

\* What is the person's passport number?

\* When does the passport expire?  (mm/dd/yyyy)

\* What country issued the passport? Select the Issuing Country

Cancel Back Save and Add Person

### Add FN Subcontractor and FIN Entered; No Passport Fields

SPOT Reports Resource Center Setup

Home: Add Person

**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?  HP Enterprise Services  Subcontractor Company

\* What contract will the person be working on? 123456-18-A-1235

\* What task order will the person be working on? **123456-18-A-T235**

\* What company does the person work for? Select a Subcontractor

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

\* What is the person's passport number?

\* When does the passport expire?  (mm/dd/yyyy)

\* What country issued the passport? Select the Issuing Country

Cancel Back Save and Add Person

10. Select the company that the subcontractor works for from the **Select a Subcontractor** drop-down list.

## Add FN Subcontractor and No FIN Entered; Passport Fields Required

SPOT Reports Resource Center Setup

Home: Add Person

**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?  HP Enterprise Services  Subcontractor Company

\* What contract will the person be working on? 123456-18-A-1235

\* What task order will the person be working on? 123456-18-A-T235

\* What company does the person work for? Northrop Grumman Corp.

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

\* What is the person's passport number?

\* When does the passport expire?  (mm/dd/yyyy)

\* What country issued the passport? Select the Issuing Country

Cancel Back Save and Add Person

## Add FN Subcontractor and FIN Entered; No Passport Fields

SPOT Reports Resource Center Setup

Home: Add Person

**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?  HP Enterprise Services  Subcontractor Company

\* What contract will the person be working on? 123456-18-A-1235

\* What task order will the person be working on? 123456-18-A-T235

\* What company does the person work for? Northrop Grumman Corp.

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

\* What country issued the passport? Select the Issuing Country

Cancel Back Save and Add Person

11. Select whether the person is a supervisor or a non-supervisor.
12. **Note:** If the FIN was not documented on the “Step 2” tab of the “Add Person” workflow, complete the passport information to complete “Step 4”.
13. Click **Save and Add Person**. An on-screen notification will display, stating that the person has been added successfully.

## Add FN Subcontractor and No FIN Entered; Passport Fields Required

SPOT Reports Resource Center Setup

Home: Add Person

**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?  HP Enterprise Services  Subcontractor Company

\* What contract will the person be working on? 123456-18-A-1235

\* What task order will the person be working on? 123456-18-A-T235

\* What company does the person work for? Northrop Grumman Corp.

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

\* What is the person's passport number? 123456789

\* When does the passport expire? 05/22/2020 (mm/dd/yyyy)

\* What country issued the passport? Germany

Cancel Back **Save and Add Person**

## Add FN Subcontractor and FIN Entered; No Passport Fields

SPOT Reports Resource Center Setup

Home: Add Person

**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?  HP Enterprise Services  Subcontractor Company

\* What contract will the person be working on? 123456-18-A-1235

\* What task order will the person be working on? 123456-18-A-T235

\* What company does the person work for? Northrop Grumman Corp.

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

Cancel Back **Save and Add Person**

14. Select the next action you would like to perform. Click **Continue**.

- If you select **Complete this person's profile?**, the "Edit -Personal Information" page will display where you can update and add more information for the person, such as Passport, and Next of Kin.
- If you select **Add another person?**, the "Add Person" page will display where you can add another person.



- If you select **Exit to profile summary?**, the “View Person” page will display where you can view the summary of the person details.

The screenshot shows the SPOT-ES interface with a navigation bar containing 'SPOT', 'Reports', 'Resource Center', and 'Setup'. Below the navigation bar, the breadcrumb 'Home: Add Person' is visible. The main content area is titled 'Add Person' and displays a success message: 'Person was successfully added.' Below this message is a question: 'What would you like to do next?' with three radio button options: 'Complete this person's profile?' (selected), 'Add another person?', and 'Exit to profile summary?'. A 'Continue' button is located in the bottom right corner of the form area.

#### 5.4 Editing a Person’s Profile

In the “Edit Person” workflow, you can add or edit personal information about a person who already exists in SPOT. SPOT will present groupings of related personal information across four tabs. You can select one of the following actions on each tab:

- **Re-verify** – Retrieves person data from DMDC DEERS and updates this information in SPOT. This button is available only for a verified person’s record.
- **Cancel** – Discards all changes and takes you to the “View Person” page.
- **Skip to Next Step** – Allows you to bypass entering information in fields that are marked as required. You can view the information and skip to the next tab.
- **Save** – Saves the data and refreshes the current page.
- **Save and Continue** – Saves the data and takes you to the next step in the “Edit Person” workflow.

To edit a person’s profile:

1. From the “Start Here” section of the “Home” page, enter search criteria in one or more fields. Click **Find Person**. The “Person Search Results” page will display.

2. Click a link in the **Name** column to select the person. The “View Person” page will display.

Name	Citizenship Category	Status	SSN/FIN	DoD-ID	Company/Organization
Doe, John	US Citizen	Not Deployed	XXX-XX-0038		HP Enterprise Services

3. Click **Edit Person**. The “1. Personal Info” tab of the “Edit-Personal Information” page will display.

**Note:** SPOT will allow you to edit data if the person has a current LOA, regardless of the LOA status. However, the modified data will *not* appear on the LOA. A message will display on the “View Person” page indicating that modified data will not appear on the LOA.

SPOT Reports Resource Center Setup

Home : View Person - Doe, John (Company Contractor Personnel)

**Person Data**

Full Name: Doe, John	Deployment Status: Not Deployed
Email: jd@email.com	Gender: Male
Company: HP Enterprise Services	Citizenship: United States
SSN: xxx-xx-0038	DMDC Verified: No
Date of Birth: 06/16/1980	CAC Expiration Date: Unknown
Person Status: Active	

Last Update: 5/31/2018

Release Person Edit Person

**Deployment Information** No previous deployments exist for this person

There is no current deployment for this person

Create New Deployment

- On the “1. Personal Info” tab, update or change personal information, if needed.

**Notes:**

- Once data is saved, the **Personnel Category** field is read only. The other fields are editable if they have not been validated by the DMDC verification process. Foreign nationals are not validated, so all other fields are editable for foreign nationals.
- DMDC DEERS is the authoritative source of identity for U.S. citizen contractor personnel. SPOT sends the following data elements to DEERS (the authoritative source) for initial verification: Last Name, SSN, and Date of Birth. On successful verification, the following data elements are updated in SPOT if they do not match DEERS based on the person’s SSN: First Name, Middle Name, Gender, DoD ID (EDIPI), and Common Access Card (CAC) Expiration Date. A message indicates what fields were updated in SPOT to match DEERS.
- Upon successful validation, validated data fields are locked and are not editable in SPOT. If changes are needed, the contractor or government/military personnel must contact DMDC to make the changes in DEERS.
- A **Re-verify** button is available for those with verified records. If changes are made in DMDC DEERS, when you click the **Re-verify** button, the DoD ID is sent to DMDC DEERS and synchronizes the following data elements with SPOT: First Name, Middle Name, Last Name, SSN, Date of Birth, Gender (if Male or Female and if different from the SPOT data record), and Common Access Card (CAC) Expiration Date. A message indicates if fields were updated in SPOT to match DEERS.
- If the person’s nationality is unknown, or should not be disclosed for security reasons, the value **Unknown** is an option on the **Citizenship** drop-down list.
- If a FIN was entered when the foreign national was added, the **FIN** field is required instead of the **SSN** and **Re-enter SSN** fields. However, if a FIN was not entered (passport information was entered instead), then the **FIN** field is optional.

## Unverified Person Record – Data fields can still be edited

SPOT Reports Resource Center Setup

Home : View Person : Edit Personal Information

**Edit - Personal Information**

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

Effective Date is required.

Please enter the person information.

\* First Name: John Address 1: 123 Nassau St  
 Middle Name: Address 2:  
 \* Last Name: Doe Country: United States  
 Suffix: Select a Suffix State: New Jersey  
 \* SSN: xxx-xx-0038 City: Princeton  
 \* Re-enter SSN: xxx-xx-0038 Zip: 08540  
 \* Date of Birth: 06/16/1980 \*Person Status: Active  
 \* Gender: Male \*Effective Date: 06/05/2018  
 Personnel Category: Company Contractor Personnel Home Phone: 609-555-1234  
 Place of Birth: Trenton, NJ Work Phone:  
 \* Citizenship: United States \* Primary Email: jd@email.com

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

## Verified Person Record – Some data fields are locked

SPOT JAMMS Reports Resource Center Setup

Home : View Person : Edit Personal Information

**Edit - Personal Information**

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

Please enter the person information.

\* First Name: Ahmed Address 1: address\_1  
 Middle Name: Address 2: address\_2  
 Last Name: A ABDULRASULL Country: United States  
 Suffix: Select a Suffix State: Michigan  
 SSN: xxx-xx-5813 City: city\_1  
 Date of Birth: 07/04/1950 Zip: 12345  
 Gender: Male \*Person Status: Active  
 Personnel Category: Company Contractor Personnel \*Effective Date: 06/07/2018  
 Place of Birth: Undisclosed Home Phone: 123-456-7890  
 \* Citizenship: United States Work Phone: 987-654-3210  
 \* Primary Email: Person19545185@email.com

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.

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

- If the person’s status is not correct or has changed, select the **Person Status** from the drop-down list.

**Notes:**

- When the page displays, the person’s latest status appears in the **Person Status** field. When you add a person to SPOT, the **Person Status** is **Active**.
- If you change the status, this will be the status used for the person’s next deployment. This change does not alter the **Person Status** on previous deployments.
- See the SPOT Business Rules if you have questions about the terms in the **Person Status** drop-down list.

*Person Status:	Select a Status
	Active
*Effective Date:	AWOL
	Injured -Injured as a result of Hostile Action
	Injured -Injured as a result of Non-Hostile Action
Home Phone:	Medical Quarantine
	Missing
Work Phone:	Prisoner of War (POW)
	R & R

**Note:** If the person is deceased, the **Person Status** field is read only and cannot be changed.

*Person Status:	Deceased - Killed as a result of Hostile Action
*Effective Date:	6/10/2018

- If the **Effective Date** is blank or you update the **Person Status**, enter the date of the status change in the **Effective Date** field. The date must be the current date or a prior date. Type the date (in MM/DD/YYYY format, including forward slashes) or use the calendar control to select the date.

**Notes:**

- When you add a person to SPOT, the **Effective Date** is blank. If there is no status change, enter the current date.
- If you create a deployment and this date field is blank, the date the deployment was created will be populated as the **Effective Date**.

*Person Status:	Active
*Effective Date:	06/05/2018

- Click **Save and Continue**. If you do not update or edit data, click **Skip to Next Step**. The “2. Passport” tab will display.
- Update passport information, if needed. Click **Save and Continue**. If you do not update or edit data, click **Skip to Next Step**. The “3. Next of Kin” tab will display.

**Note:** If a FIN was entered for a foreign national, passport information is not required. However, if passport information was entered instead of a FIN when the foreign national was added, then passport information is prepopulated on this screen and these fields are required.

- Update next-of-kin information, if needed. Click **Save and Continue**. If you do not update or edit data, click **Skip to Next Step**. The “4. Clearance” tab will display.

- Security clearance information is no longer required in SPOT, so the fields on this tab are gray and disabled. Click **Skip to View Person** or **Save and Exit**. The “View Person” page will display.

## 5.5 Releasing a Person from a Company

Contractor company personnel in SPOT work for exactly one employer company. A person can be added to SPOT in one of two ways (see Sections 5.2 and 5.3):

- The employer adds a person, or
- The prime company adds a person who works for a subcontractor company and assigns the person to a contract/task order

Either the employer or prime Company Administrator can then view and manage person information. If a subcontractor employee is added by the prime company, the “View Person” page displays information for the employer and the prime company and assigned contract/task order.

When a person no longer works for the employer company, either the employer or prime Company Administrator must release the person so a Company Administrator from a new employer can assign the person to a new company.

This section provides instructions on how to release a person from a company. A person can only be released from a company if that person does *not* have a current open or active deployment. If there is an open or active deployment, that deployment must be cancelled or closed before the person can be released (see Sections 9.9 and 10.2). To release a subcontractor employee from a contract/task order, see Section 5.6, Releasing a Person from a Contract/Task Order.

To release a person from a company:

1. From the “Home” page, search for the person. From the search results, click on the contractor’s name. The “View Person” page displays. Click **Release Person**. The “Release Confirmation” page will display.

**Note:** The **Release Person** button is only available if no open or active deployment exists.

### View Person Page (Not a Subcontractor)

The screenshot shows the 'View Person' page for Charles Chad Conners. The page is titled 'Home : View Person - Conners, Charles Chad (Company Contractor Personnel)'. The main content area is titled 'Person Data' and contains the following information:

Full Name: Conners, Charles Chad	Deployment Status: Not Deployed
Email: cconners@email.com	Gender: Male
Company: HP	Citizenship: United States
SSN: xxx-xx-0003	DMDC Verified: No
Date of Birth: 11/12/1982	CAC Expiration Date: Unknown
Person Status: Active	Last Update: 7/29/2016

A red arrow points to the 'Company: HP' field, which is labeled 'Employer Company'. The 'Release Person' button is highlighted with a red box.

### View Person Page (Subcontractor Employee Added by Prime)

SPOT Reports Resource Center Setup

Home : View Person - Dunn, Donald Dexter (Company Contractor Personnel)

**Person Data**

Full Name: Dunn, Donald Dexter      Deployment Status: Not Deployed  
 Email: ddunn@email.com      Gender: Male  
 Company: Northrop Grumman Corp.      Citizenship: United States  
 SSN: xxx-xx-0004      DMDC Verified: No  
 Date of Birth: 07/07/1985      CAC Expiration Date: Unknown  
 Person Status: Active      Last Update: 10/21/2016

**Sub-Contractor Details**

Primary Company: HP  
 Contract Number: 123456-16-A-1235      Task Order Number: 123456-16-A-T235  
 Contract Dates: 07/05/2016 - 07/03/2018      Task Order Dates: 07/05/2016 - 07/03/2018

Release Person Edit Person

*Employer Company* (points to Company field)

*Prime Company and Assigned Contract/Task Order* (points to Sub-Contractor Details section)

2. Leave the **Company** radio button selected.
3. Enter the person’s release date.
4. Click **Confirm**.

### Release from Company (Not a Subcontractor)

**Release Confirmation**

Release this person from his/her:  Company

If you know the person's release date, please enter it here:

Cancel Confirm

### Release from Company (Subcontractor Employee Added by Prime)

**Release Confirmation**

Release this person from his/her:  Company  Contract/Task Order

If you know the person's release date, please enter it here:

Cancel Confirm

The “View Person” page appears and displays “Released” instead of the employer company (or any prime company information if applicable). After leaving the “View Person” page, Company Administrator(s) will no longer be able to search for and view information about the released employee.



## View Person Page After Release (Not a Subcontractor)

SPOT	Reports	Resource Center	Setup
Home : View Person - Conners, Charles Chad (Company Contractor Personnel)			
<b>Person Data</b>			
Full Name: Conners, Charles Chad	Deployment Status: Not Deployed		
Email: cconners@email.com	Gender: Male		
Company: Released	Citizenship: United States		
SSN: xxx-xx-0003	DMDC Verified: No		
Date of Birth: 11/12/1982	CAC Expiration Date: Unknown		
Person Status: Active	Last Update: 10/19/2016		
<a href="#">Edit Person</a>			
<b>Deployment Information</b>			
			Select a Previous Deployment <input type="button" value="GO"/>
There is no current deployment for this person			

## View Person Page After Release (Subcontractor Employee Added by Prime)

SPOT	Reports	Resource Center	Setup
Home : View Person - Dunn, Donald Dexter (Company Contractor Personnel)			
<b>Person Data</b>			
Full Name: Dunn, Donald Dexter	Deployment Status: Not Deployed		
Email: ddunn@email.com	Gender: Male		
Company: Released	Citizenship: United States		
SSN: xxx-xx-0004	DMDC Verified: No		
Date of Birth: 07/07/1985	CAC Expiration Date: Unknown		
Person Status: Active	Last Update: 10/21/2016		
<a href="#">Edit Person</a>			
<b>Deployment Information</b>			
			No previous deployments exist for this person <input type="button" value="GO"/>
There is no current deployment for this person			

### 5.6 Releasing a Person from a Contract/Task Order

When the prime company's Company Administrator adds subcontractor company personnel in SPOT, these persons are assigned to a contract/task order. When a person no longer works on the assigned contract/task order, either the employer or the prime Company Administrator can release the person from the assigned contract/task order and the prime company.

- **Release Only** – Release the person from the assigned contract/task order and the prime company. The person is still assigned to the employer. The employer can then deploy the person on another contract/task order that is not associated with the prime company.
- **Release and Reassign** – Release the person from the assigned contract/task order and reassign the person to another contract/task order that is associated with the prime company or the employer subcontractor company. Release and reassign maintains the person's relationship as a subcontractor company employee.

This section provides instructions on how to release a person from a contract/task order. A person can only be released from a company if that person does **not** have a current open or active deployment. If there is an open or active deployment, that deployment must be cancelled or closed before the person can be released. To release a subcontractor employee from a company, see Section 5.5, Releasing a Person from a Company.

### 5.6.1 Release Only

To release a person from a contract/task order:

1. From the “Home” page, search for the person. From the search results, click on the contractor’s name. The “View Person” page displays. Click **Release Person**. The “Release Confirmation” page will display.

**Note:** The **Release Person** button is only available if no open or active deployment exists.

#### View Person Page (Subcontractor Employee Added by Prime)

The screenshot displays the 'View Person' page for Frank Friendly. The page is divided into two main sections: 'Person Data' and 'Sub-Contractor Details'. The 'Person Data' section includes fields for Full Name, Email, Company, SSN, Date of Birth, Person Status, Deployment Status, Gender, Citizenship, DMDC Verified, CAC Expiration Date, and Last Update. The 'Sub-Contractor Details' section includes fields for Primary Company, Contract Number, Contract Dates, Task Order Number, and Task Order Dates. The 'Release Person' button is highlighted with a red box.

Person Data	
Full Name: Friendly, Frank	Deployment Status: Not Deployed
Email: ffriendly@email.com	Gender: Male
Company: SPS	Citizenship: United States
SSN: xxx-xx-0012	DMDC Verified: No
Date of Birth: 08/12/1981	CAC Expiration Date: Unknown
Person Status: Active	Last Update: 10/21/2016

Sub-Contractor Details	
Primary Company: HP	Task Order Number: LP1234-16-A-T234
Contract Number: LP1234-16-A-1234	Task Order Dates: 08/12/2016 - 08/10/2017
Contract Dates: 08/12/2016 - 08/10/2017	

2. Click to select the **Contract/Task Order** radio button.
3. Enter the person’s release date.
4. For the question **Would you like to be assigned to a new Contract/Task Order?**, leave the **No** radio button selected to release from a contract/task order without reassigning to another contract/task order.
5. Click **Confirm**.

**Release Confirmation**

Release this person from his/her:  Company  Contract/Task Order

If you know the person's release date, please enter it here:

Would you like to be assigned to a new Contract/Task Order?  Yes  No

The “View Person” page displays. Only the employer company information now displays on the “View Person” page. No prime company information displays. After leaving the “View Person” page, the prime Company Administrator will no longer be able to search for and view information about the released employee.

**Notes:** Once released from the contract/task order, the prime Company Administrator will *not* see the previous deployments listed in the **Select a Previous Deployment** drop-down list because the prime/subcontractor relationship no longer exists with the person whose record is being viewed.

### View Person Page After Release of Subcontractor Employee Added by Prime

SPOT Reports Resource Center Setup

Home : View Person - Friendly, Frank (Company Contractor Personnel)

**Person Data**

Full Name: Friendly, Frank      Deployment Status: Not Deployed

Email: ffriendly@email.com      Gender: Male

Company: SPS      Citizenship: United States

SSN: xxx-xx-0012      DMDC Verified: No

Date of Birth: 08/12/1981      CAC Expiration Date: Unknown

Person Status: Active      Last Update: 10/21/2016

**Deployment Information**      No previous deployments exist for this person

There is no current deployment for this person

*Employer Company* (red text with arrow pointing to 'Company: SPS')

## 5.6.2 Release and Reassign

To release a person from a contract/task order and reassign to another contract/task order:

1. From the “Home” page, search for the person. From the search results, click on the contractor’s name. The “View Person” page displays. Click **Release Person**. The “Release Confirmation” page will display.

**Note:** The **Release Person** button is only available if no open or active deployment exists.

## View Person Page (Subcontractor Employee Added by Prime)

SPOT Reports Resource Center Setup

Home : View Person - Friendly, Frank (Company Contractor Personnel)

**Person Data**

Full Name: Friendly, Frank      Deployment Status: Not Deployed  
 Email: ffriendly@email.com      Gender: Male  
 Company: SPS      Citizenship: United States  
 SSN: xxx-xx-0012      DMDC Verified: No  
 Date of Birth: 08/12/1981      CAC Expiration Date: Unknown  
 Person Status: Active      Last Update: 10/21/2016

**Sub-Contractor Details**

Primary Company: HP      Task Order Number: LP1234-16-A-T234  
 Contract Number: LP1234-16-A-1234      Task Order Dates: 08/12/2016 - 08/10/2017  
 Contract Dates: 08/12/2016 - 08/10/2017

Release Person Edit Person

- Click to select the **Contract/Task Order** radio button.
- Enter the person's release date.
- For the question **Would you like to be assigned to a new Contract/Task Order?**, click the **Yes** radio button to release from a contract/task order and reassign to another contract/task order that is associated with the prime company or the employer subcontractor company. The **Contract** and **Task Order** fields will display.

**Release Confirmation**

Release this person from his/her:  Company  Contract/Task Order

If you know the person's release date, please enter it here:

Would you like to be assigned to a new Contract/Task Order?  Yes  No

\*Contract:

\*Task Order:

Cancel Confirm

- Select the **Contract** and **Task Order** (if applicable).

**Note:** The **Contract** and **Task Order** drop-down lists display only contracts and task orders that are valid for the logged in Company Administrator. Prime Company Administrators are limited to contracts/task orders where their company is prime and the person's employer is the subcontractor. Subcontractor Company Administrators are able to select from contracts/task orders where the person's employer is the subcontractor, no matter which company is the prime.

- Click **Confirm**.

**Release Confirmation**

Release this person from his/her:  Company  Contract/Task Order

If you know the person's release date, please enter it here:

Would you like to be assigned to a new Contract/Task Order?  Yes  No

\*Contract:

\*Task Order:

The “View Person” page displays. The person’s relationship as a subcontractor company employee is maintained and the new contract/task order numbers appear in the “Sub-Contractor Details” section.

### View Person Page After Release and Reassign of Subcontractor Employee Added by Prime

SPOT Reports Resource Center Setup

Home : View Person - Friendly, Frank (Company Contractor Personnel)

**Person Data**

Full Name: Friendly, Frank      Deployment Status: Not Deployed

Email: ffriendly@email.com      Gender: Male

Company: SPS      Citizenship: United States

SSN: xxx-xx-0012      DMDC Verified: No

Date of Birth: 08/12/1981      CAC Expiration Date: Unknown

Person Status: Active      Last Update: 11/18/2016

**Sub-Contractor Details**

Primary Company: HP

Contract Number: LP4680-16-A-4680      Task Order Number: LP4680-16-A-T680

Contract Dates: 08/16/2016 - 08/14/2017      Task Order Dates: 08/16/2016 - 08/14/2017

**Deployment Information**      No previous deployments exist for this person

There is no current deployment for this person

*Employer Company* (points to Company: SPS)

*Prime Company and Reassigned Contract/Task Order* (points to Primary Company: HP)

## 5.7 Affiliating a Person

Contractor company personnel in SPOT work for exactly one employer company. A person can be added to SPOT in one of two ways (see Sections 5.2 and 5.3):

- The employer adds a person, or
- The prime company adds a person who works for a subcontractor company and assigns the person to a contract/task order

When a person no longer works for the employer company, either the employer or prime Company Administrator must release the person so a Company Administrator from a new employer can affiliate the person with a new company. If a person is not released from a

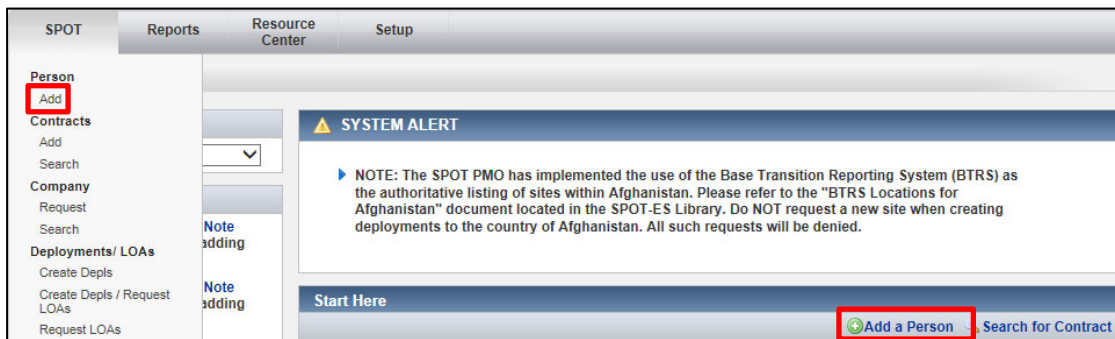
previous employer, the Company Administrator of a new company can still affiliate them with the new company, as long as the person does not have an open or active deployment. If the person has an open or active deployment, the new Company Administrator must contact the SPOT-ES Help Desk.

This section provides instructions on how to affiliate a person who does not have an open or active deployment, regardless of whether the person has been released from the previous company.

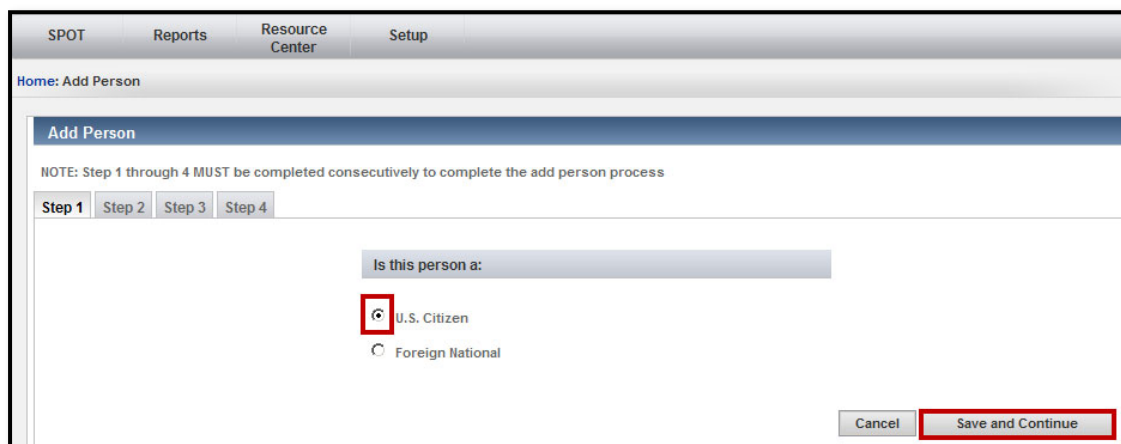
**Note:** Once a person is affiliated with a new company, the old company will no longer be able to find the person when doing a person search (see Section 5.1).

1. To affiliate a person, the first step is to add the person. Use one of the following ways to navigate to the “Add Person” page:
  - From the SPOT menu bar, hover the cursor over **SPOT** and a drop-down menu will display. Under “Person”, click the **Add** link.
  - From the “Start Here” section of the “Home” page, click the **Add a Person** link.

The “Step 1” tab of the “Add Person” page will display.



2. On the “Step 1” tab, select the person’s citizenship. Click **Save and Continue**. The “Step 2” tab of the “Add Person” workflow will display.



3. Enter the required personal information. Click **Validate and Continue**. The “Step 3” tab of the “Add Person” workflow will display.

SPOT Reports Resource Center Setup

Home: Add Person

**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 Initial:

\* Last Name:

Suffix:

\* SSN:  -  -

\* Re-enter SSN:  -  -

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

\* Gender:

\* Personnel Category:

Cancel Back **Validate and Continue**

4. A message displays to indicate the person's status. Select the person's current employer and role (Supervisor/Non-Supervisor). Click **Save and Add Person**. A message will display stating the person has been added.
  - If the person has been released from the previous employer, the message states that the person has been released by the former company.

SPOT Reports Resource Center Setup

Home: Add Person

**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

The Person you are trying to add already exists in the SPOT application but has been released from his or her company. Please answer the questions below to assign this person to your company.

Personnel Category:

Does the person work for your company or a subcontractor?  American Systems (ASC)  Subcontractor Company

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

Cancel Back **Save and Add Person**

- If the person has not been released from the previous employer, the message states that the person already exists in SPOT and is affiliated with a different company. The message is the same whether or not the person has an active or open deployment.



The screenshot shows the 'Add Person - Organization Affiliation' form in the SPOT application. At the top, there are navigation tabs for 'SPOT', 'Reports', 'Resource Center', and 'Setup'. Below the tabs, the breadcrumb 'Home: Add Person' is visible. The main heading is 'Add Person - Organization Affiliation'. A note states: 'NOTE: Step 1 through 4 MUST be completed consecutively to complete the add person process'. There are four step indicators: 'Step 1', 'Step 2', 'Step 3', and 'Step 4', with 'Step 4' being the active step. A red box highlights an error message: 'The person you are trying to add already exists in the SPOT application and is affiliated to a different company. Please answer the questions below to complete the process.' Below the message, the form fields are: 'Personnel Category: Company Contractor Personnel', 'Does the person work for your company or a subcontractor?' with radio buttons for 'HP' (selected) and 'Subcontractor Company', and 'Supervisor/Non-Supervisor:' with radio buttons for 'Supervisor/Manager' and 'Non-Supervisor/Non-Manager' (selected). At the bottom right, there are three buttons: 'Cancel', 'Back', and 'Save and Add Person', with the last one highlighted by a red box.

**Note:** To affiliate the person to a subcontractor company, select the **Subcontractor Company** radio button. Identify the contract and task order, if applicable, to which the person will be assigned and the person’s current employer.

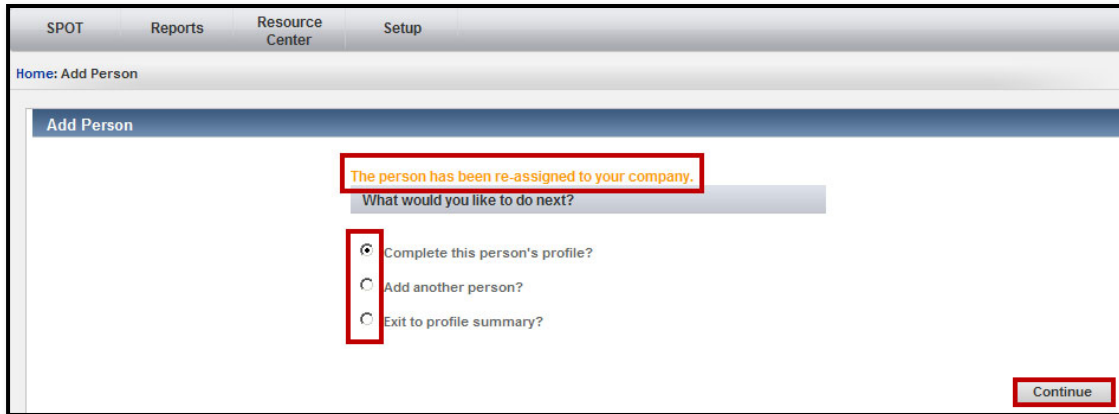
The screenshot shows the 'Add Person - Organization Affiliation' form in the SPOT application. At the top, there are navigation tabs for 'SPOT', 'Reports', 'Resource Center', and 'Setup'. Below the tabs, the breadcrumb 'Home: Add Person' is visible. The main heading is 'Add Person - Organization Affiliation'. A note states: 'NOTE: Step 1 through 4 MUST be completed consecutively to complete the add person process'. There are four step indicators: 'Step 1', 'Step 2', 'Step 3', and 'Step 4', with 'Step 4' being the active step. The form fields are: 'Personnel Category: Company Contractor Personnel', 'Does the person work for your company or a subcontractor?' with radio buttons for 'American Systems (ASC)' and 'Subcontractor Company' (selected), 'What contract will the person be working on?' with a dropdown menu showing '123456-12-A-1234', 'What task order will the person be working on?' with a dropdown menu showing '1234', and 'What company does the person work for?' with a dropdown menu showing 'Spring and Summer'. Below these, the 'Supervisor/Non-Supervisor:' radio buttons are 'Supervisor/Manager' and 'Non-Supervisor/Non-Manager' (selected). At the bottom right, there are three buttons: 'Cancel', 'Back', and 'Save and Add Person'.

5. Select the next action you would like to perform. Click **Continue**.

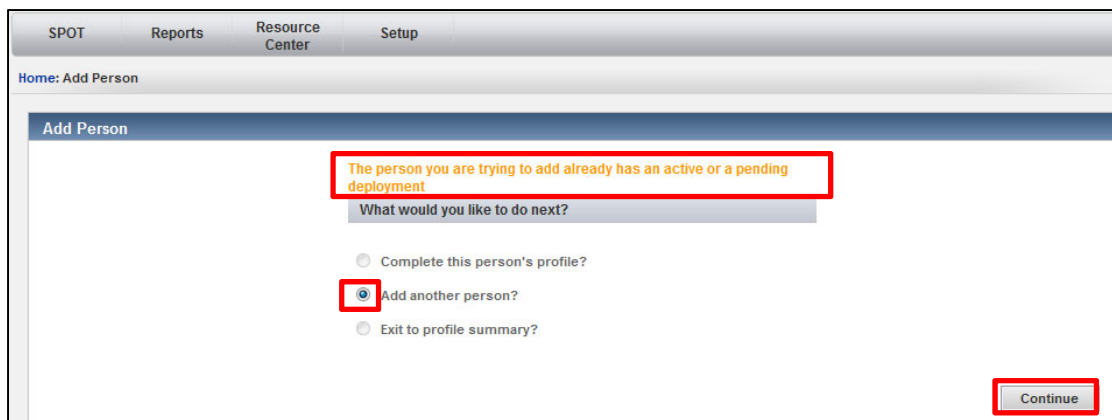
**Notes:**

- If you select **Complete this person’s profile?**, the “Edit -Personal Information” page will display where you can update and add more information for the person such as Passport, and Next of Kin.
- If you select **Add another person?**, the “Add Person” page will display where you can add another person.
- If you select **Exit to profile summary?**, the “View Person” page will display where you can view a summary of the person’s details.





**Note:** If a person has an active or pending deployment, a message appears and the only action available is to add another person. The person you attempted to add was *not* added to your company because that person has an open or active deployment with another company. The open or active deployment must be cancelled or closed and any associated LOAs must be revoked or cancelled before the person can be reassigned.



## 6 Predeployments

This section provides instructions on how to create deployments, request LOAs, document deployment eligibility requirements, and identify a deployment itinerary. Before a person deploys, you must enter in SPOT information about the deployment and evidence of completion of all predeployment criteria. The deployment creation workflow is a multi-step process in which you provide contract and logistical information. Tasks on the predeployment checklist include request an LOA, provide evidence of eligibility requirements, and identify the deployment itinerary. As a final step, you confirm the accuracy of essential information.

### 6.1 SPOT System-Generated LOA

You can request a SPOT system-generated LOA as an integral step in the create deployment process. It is also an optional action that you can complete separately at any time during the predeployment phase of the deployment workflow.

The built-in SPOT workflow enables authorized users to select and process one or more LOA requests at a time. The actions that you can perform on LOAs depend on your role and the current state of the LOAs. Generation of an LOA through SPOT follows this workflow:

1. An authorized SPOT user submits an LOA request. Typically, a Company Administrator will perform this task, but other roles such as a Government Administrator or a Government Authority can also submit an LOA request.
2. A Government Authority user reviews and authorizes the LOA request.
3. A Contracting Officer user reviews and approves the LOA.
4. A Contracting Officer user digitally signs the approved LOA through SPOT.

After the LOA is approved and signed by the Contracting Officer, you can view, save, and print the LOA as a read-only portable document format (PDF).

**Note:** Throughout the LOA workflow, SPOT sends automated emails to associated users to inform them of LOA statuses and/or ask them to take actions.

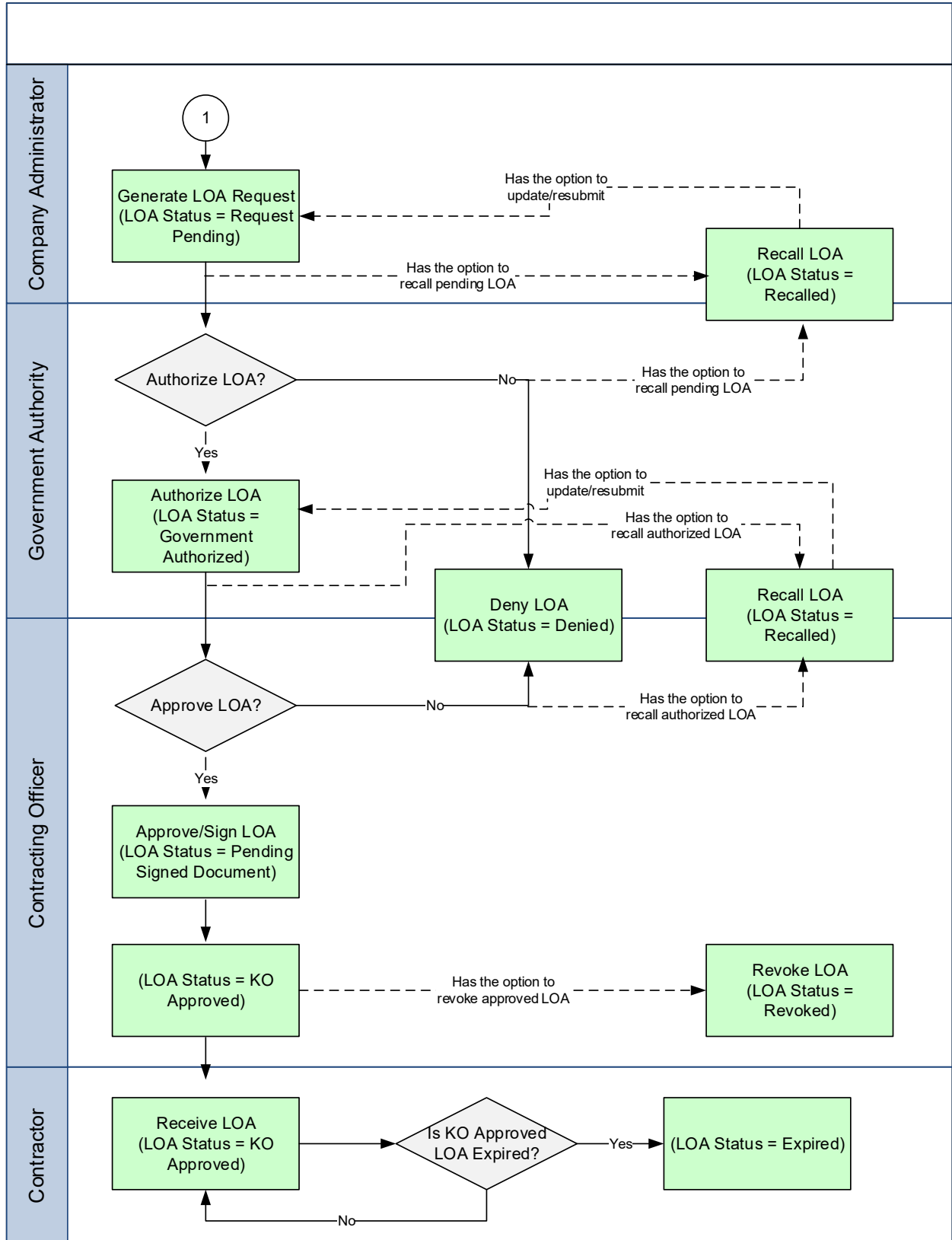


Figure 1: LOA Workflow

The two-page, read-only PDF version of the LOA is embedded in the deployment record of the deployable person in SPOT. The PDF remains active and accessible in SPOT (unless revoked) until the deployment is closed or cancelled.

**Notes:**

- On page 1 of the LOA, the **ASSIGNED KO** section displays information about the person who is listed on the contract as the Contracting Officer.
- On page 2 of the LOA, the **Contracting Officer** section displays the information about the actual Contracting Officer who signed the LOA.
- The assigned Contracting Officer and the actual Contracting Officer can be the same person or different, as long as they belong to the same organization.
- The actual LOAs have watermarks based on the identified Supporting Government Organization for the deployment (such as Department of Defense, Department of State, or U.S. Agency for International Development).
- At the bottom of both pages of the LOA, a QR code appears on the right and an LOA barcode appears on the left. These codes contain information about the LOA and can be scanned and read by an imaging device.
- For deployments that require SOFA information in SPOT, the SOFA questions and responses will be printed at the top of the “LOA REMARKS” section on the second page of the LOA. If remarks are also added by the Government Authority (during authorization) and the Contracting Officer (during approval) so that the total of all SOFA questions/responses and remarks exceed the maximum field length (currently 2,000 characters), the remarks printed in the “LOA REMARKS” section of the LOA will be truncated.
- The number of qualified dependents prints on the LOA, not the dependent information that was entered in SPOT. To see SOFA information and dependent details:
  - Display the SPOT “View Person” page for the contractor employee. In the “Deployment” section, click the **SOFA** link (see Section 9.3) or click the **Eligibility Requirements** link and continue to the “7. SOFA” tab (see Section 6.6.7).
  - Run the Status of Forces Agreement (SOFA) Report (see Section 13.6).

**LOA REMARKS**

1. The contractor employee is essential to the mission of the United States armed forces and has a high degree of skill or knowledge for the accomplishment of mission requirements by fulfilling one of the following: (Must select only one from the following) \*1.2 Possessing a security clearance recognized by the United States to perform his or her duties; or; 2. Employee affirmed to Contracting Officer's satisfaction that he/she does not have a residency permit/visa for Japan. \*yes; 3. Qualified dependents as defined in SOFA Art. I.c., accompanying employee. \*no; Number of qualifying dependents \*0; 4. SOFA Expiration Date \*05/14/2019; 5. Japan Specific Authorized Government Service (AGS): Laundry and dry cleaning; Open mess (club) membership, as determined by each respective club; Casualty assistance (mortuary services) on a reimbursable basis; Routine medical care on a reimbursable basis for U.S. citizens and emergency medical care on a reimbursable basis for non-U.S. citizens; Dental care, limited to relief of emergencies on a reimbursable basis; Department of Defense Dependent Schools on a space-available and tuition paying basis; Issuance of U.S. Forces, Japan Operator's Permit; Issuance of vehicle license plates \*yes;


LETTER OF AUTHORIZATION NOT VALID WITHOUT PHOTO ID			DATE OF REQUEST
REQUIRING ACTIVITY DoD Special Unit #1			2/15/2018
NAME (Last, First, Middle) Doe, John D	GOVT AUTHORITY POC Peter H Piper	GOVT AUTHORITY POC PHONE 609-123-5678	GOVT AUTHORITY POC EMAIL peter.h.piper@mail.mil
EMAIL john.d.doe@mail.mil	SSN/DODID xxx-xx-0053	FINUID	DATE OF BIRTH 11/11/1981
THEATER EMAIL john.d.doe@mail.mil	CITIZENSHIP United States	DEPLOYMENT PERIOD START 2/15/2018	PASSPORT # / EXPIRATION 987654321 / 11/11/2025
COMPANY (full name)/Prime or Subcontractor 77 Construction Company / Prime			
COMPANY POC Roe, Jane	COMPANY POC TELEPHONE 202-555-1235	COMPANY POC EMAIL jane.roe@email.com	
CONTRACT NUMBER/ TASK ORDER PADN02-18-D-0001/None	CONTRACT START/END DATE 2/1/2018 - 1/31/2019	CONTRACT ISSUING AGENCY Dept. of Defense	
ASSIGNED KO Kris H Kringle	ASSIGNED KO TELEPHONE 555-555-5555	ASSIGNED KO EMAIL kris.kringle@mail.mil	
IN-THEATER CONTACT Public, John	CONTACT'S PHONE 202-555-3456	CONTACT'S EMAIL john.g.public@mail.mil	
COUNTRIES TO BE VISITED Afghanistan	<b>CONTRACTOR STATUS</b> <input checked="" type="checkbox"/> CAAF <input type="checkbox"/> NON-CAAF <b>AUTHORIZED GOVERNMENT SERVICES*</b>		
PURPOSE Sample LOA for SPOT Business Rules	<input type="checkbox"/> WEAPON** <input checked="" type="checkbox"/> BILLETING <input checked="" type="checkbox"/> CAC <input checked="" type="checkbox"/> LOCAL ACCESS BADGE <input checked="" type="checkbox"/> DINING FACILITY (DFAC) <input checked="" type="checkbox"/> GOVT FURNISHED MEALS (GFM) <input checked="" type="checkbox"/> APO/FPQ/POSTAL SERVICES <input type="checkbox"/> DIPLOMATIC POST OFFICE (DPO) <input type="checkbox"/> PRIMARY CARE*** <input checked="" type="checkbox"/> OTHER (SEE REMARKS FIELD)		
COMPANY BILLING ADDRESS 123 State Street, Trenton, New Jersey - 08601 United States	<input type="checkbox"/> MILITARY ISSUED CLOTHING <input checked="" type="checkbox"/> MILITARY ISSUED EQUIPMENT <input checked="" type="checkbox"/> MWR FACILITIES <input checked="" type="checkbox"/> MILITARY EXCHANGE <input checked="" type="checkbox"/> COMMISSARY <input checked="" type="checkbox"/> MILITARY BANKING <input checked="" type="checkbox"/> EXCESS BAGGAGE <input checked="" type="checkbox"/> MILAIR <input checked="" type="checkbox"/> TRANSPORTATION (other than MILAIR) <input type="checkbox"/> NONE <b>NUMBER OF AGS ITEMS CHECKED: 15</b>		

\*Authorized Government Services does not necessarily mean that the Government provides these services to contractors on a non-reimbursable basis. For certain categories of authorized services, the contractor may be required to reimburse the government IAW applicable Federal, DOD or COCOM regulations/policies and/or the contract terms and conditions. The indicated Authorized Government Services on this LOA are only applicable for the designated countries to be visited during the deployment; however, if the services vary between countries, the contracting officer shall specify which services may be authorized in each country. **If the country to be visited has a Status of Forces Agreement (SOFA) in place that governs the categories of services to be authorized, then the terms of the SOFA take precedence over the terms of this LOA.**

\*\*Combatant Commander (CCDR) authorization is required IAW FAR Clause 52.225-28 in order for a contractor to be authorized to carry a weapon.

\*\*\*Resuscitative/Emergency Care is the default level of care. Unless specifically negotiated in the contract, ALL medical care is reimbursable to the U.S. Government.

The government organization specified above, in its mission support capacity under the contract, authorizes the individual employee identified herein, to proceed to the location(s) listed for the designated deployment period set forth above. Upon completion of the mission, the employee will return to the point of origin.



QPXJUP


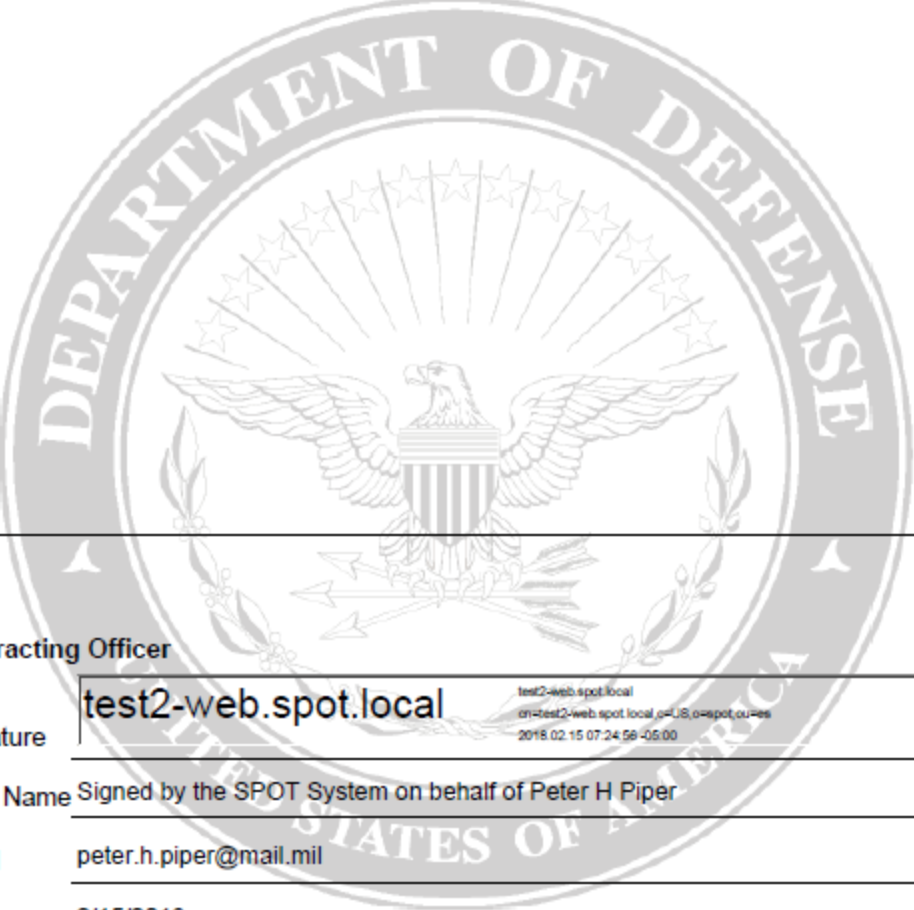


Figure 2: Page 1 of Sample LOA

Name: Doe, John D SSN/DODID: xxx-xx-0053

**LOA REMARKS**  
Fuel and Laundry authorized.



DEPARTMENT OF DEFENSE

UNITED STATES OF AMERICA

**Contracting Officer** \_\_\_\_\_


**Signature** test2-web.spot.local test2-web.spot.local  
on=test2-web.spot.local o=US.o=spot.ou=es  
2018.02.15 07:24:56 -05:00

**Print Name** Signed by the SPOT System on behalf of Peter H Piper

**Email** peter.h.piper@mail.mil

**Date** 2/15/2018

**Phone** 609-123-5678



QPXJUP




Figure 3: Page 2 of Sample LOA

## 6.2 Creating Deployments and Requesting LOAs

The following table indicates whether a field is required, optional, or not applicable (N/A) for each situation. Fields marked as N/A do not appear on the screen for that situation.

Field	Deployment	Deployment /LOA	LOA Only
Contract Number	Required	Required	N/A
Task Order Number	Required	Optional – Select if contract has task order(s)	N/A
Defense Base Act (DBA) Insurance			
Does Not Apply	Optional	Optional	N/A
DBA Insurance Company Name	Required <sup>1</sup>	Required <sup>1</sup>	N/A
DBA Insurance Policy Number	Required <sup>1</sup>	Required <sup>1</sup>	N/A
DBA Insurance Phone Number	Required <sup>1</sup>	Required <sup>1</sup>	N/A
Additionally Supported Contracts	Optional	Optional	N/A
Deployment Start Date	Required	Required	N/A
Deployment End Date	Required	Required	N/A
Countries to be Visited	Required	Required	N/A
Primary Deployed Duty Station	Required	Required	N/A
Operation	Required	Required	N/A
System Supported	Optional	Optional	N/A
Purpose of Deployment	Required	Required	N/A
Supporting Government Organization	Required	Required	Required
Government Authority	N/A	Required	Required
24/7 Company Point of Contact			
First Name	Optional <sup>2</sup>	Required	Required <sup>3</sup>
Middle Name	Optional	Optional	Optional
Last Name	Optional <sup>2</sup>	Required	Required <sup>3</sup>
Home Phone	Optional	Optional	Optional
Office Phone	Optional <sup>2</sup>	Required	Required <sup>3</sup>
Mobile Phone	Optional	Optional	Optional
Email	Optional <sup>2</sup>	Required	Required <sup>3</sup>
Government Point of Contact			
First Name	Optional	Optional	Optional
Middle Name	Optional	Optional	Optional
Last Name	Optional	Optional	Optional
Home Phone	Optional	Optional	Optional
Office Phone	Optional	Optional	Optional
Mobile Phone	Optional	Optional	Optional
Email	Optional	Optional	Optional
In-Theater Point of Contact			
First Name	Optional <sup>2</sup>	Required	Required <sup>3</sup>
Middle Name	Optional	Optional	Optional
Last Name	Optional <sup>2</sup>	Required	Required <sup>3</sup>
Home Phone	Optional	Optional	Optional

Field	Deployment	Deployment /LOA	LOA Only
Office Phone	Optional <sup>2</sup>	Required	Required <sup>3</sup>
Mobile Phone	Optional	Optional	Optional
Email	Optional <sup>2</sup>	Required	Required <sup>3</sup>

<sup>1</sup> Required unless Does Not Apply is selected for DBA Insurance

<sup>2</sup> Must enter Point of Contact information if will need to request an LOA for this deployment in the future

<sup>3</sup> Required field on this screen, but system will use Point of Contact information previously entered when the deployment was created

## 6.2.1 Creating Deployments and Requesting LOAs

This section explains how to create deployments and request LOAs for contractors.

### 6.2.1.1 Start Deployment/LOA Workflow

- Use one of the following four ways to start the workflow for creating a deployment and requesting an LOA:
  - Search for a person and select the person from the search results. For instructions, see Section 5.1. Searching for a Person. From the “View Person” page, click **Create New Deployment**.

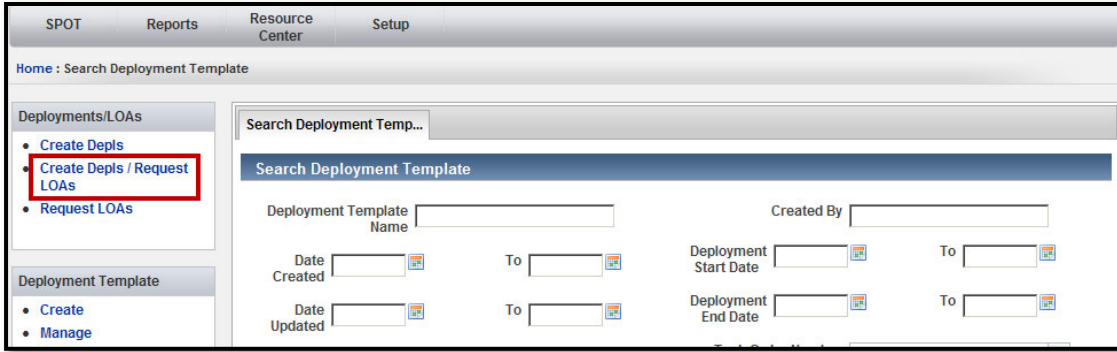
The screenshot shows the 'View Person' page for Tanya Davis. The page is divided into two main sections: 'Person Data' and 'Deployment Information'. The 'Person Data' section contains the following information:

- Full Name: Davis, Tanya
- Deployment Status: Not Deployed
- Email: tdavis@email.com
- Gender: Female
- Company: HP
- Citizenship: United States
- SSN: xxx-xx-0314
- DMDC Verified: No
- Date of Birth: 11/11/1981
- CAC Expiration Date: Unknown
- Last Update: 3/28/2016

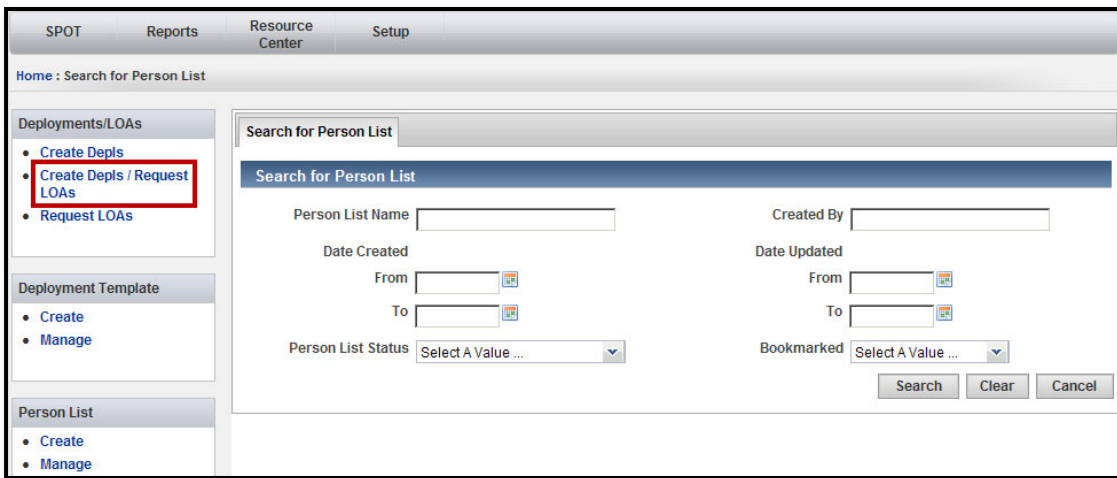
At the bottom of the 'Person Data' section, there are two buttons: 'Release Person' and 'Edit Person'. The 'Deployment Information' section shows 'No previous deployments exist for this person' and 'There is no current deployment for this person'. A 'Create New Deployment' button is highlighted with a red box.

- From the left navigation menu on a “Deployment Template” page, click the **Create Depls/Request LOAs** link. For more information, see Section 8, Deployment Templates.

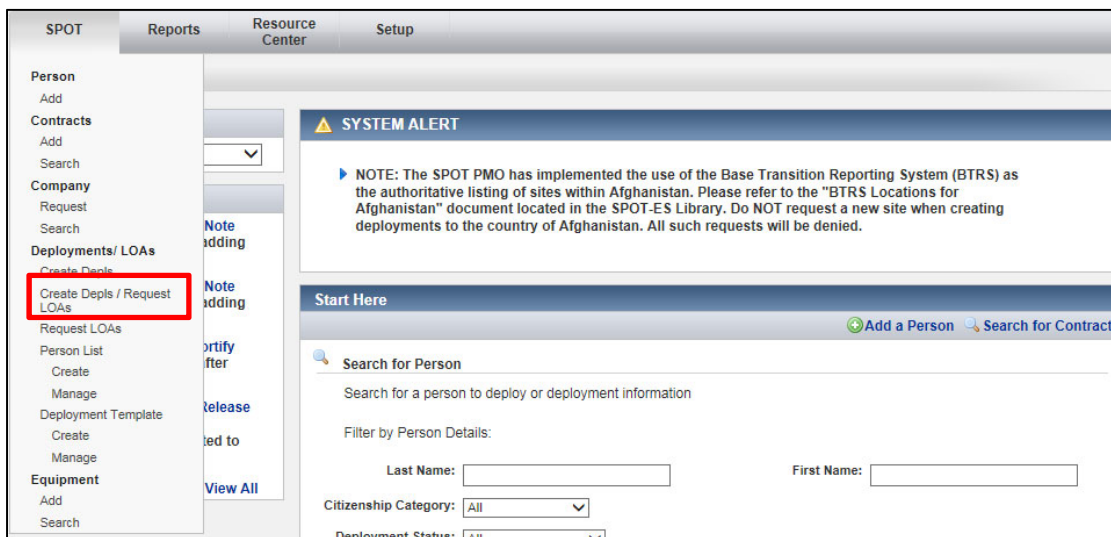




- From the left navigation menu on a “Person List” page, click the **Create Depls/Request LOAs** link. For more information, see Section 7, Person Lists.



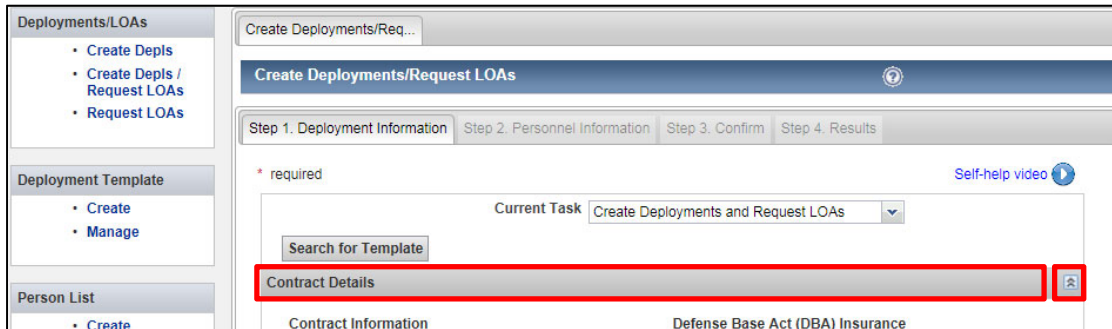
- From the SPOT menu bar, hover the cursor over **SPOT** and a drop-down menu will display. Under “Deployments/LOAs”, click the **Create Depls/Request LOAs** link.



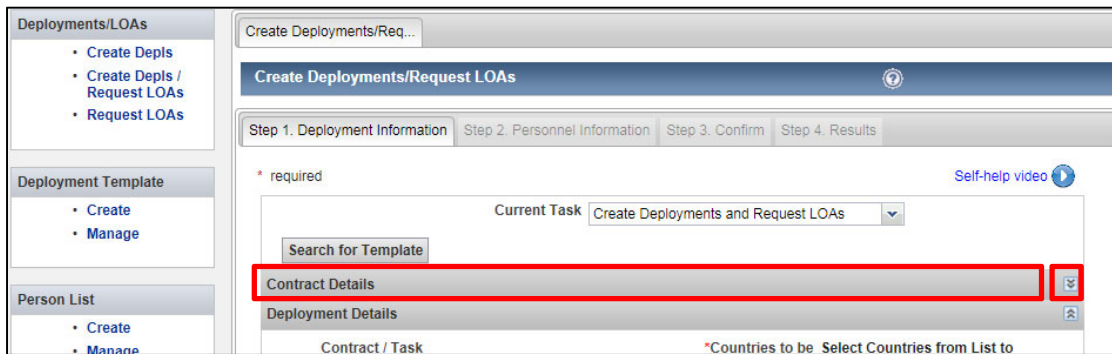
After you start the deployment and LOA workflow, the “Create Deployments/Request LOAs” page will display, with the first tab, “Step 1. Deployment Information” displayed.

**Notes:**

- To collapse an expanded section, click the **Collapse** button (⌵) or click anywhere in the section header bar.



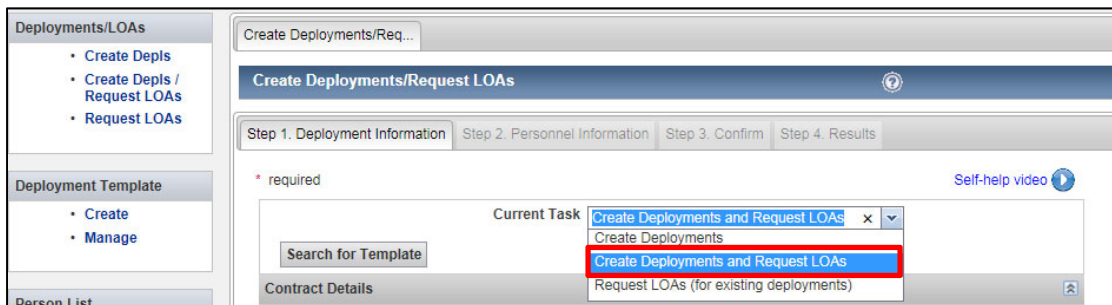
- To expand a collapsed section, click on the **Expand** button (⌴) or click anywhere in the section header bar.



- From the **Current Task** drop-down list, select the task you wish to perform.

**Notes:**

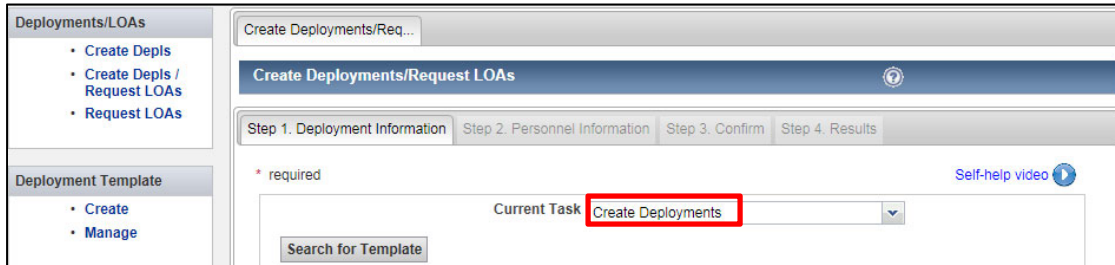
- For “Create Deployments and Request LOAs” tasks, make sure the selected **Current Task** is **Create Deployments and Request LOAs**.
- Status of Forces Agreement (SOFA) country deployments must have LOAs.
- If you want to select a different task, see Sections 6.2.2 through 6.2.3 for details.



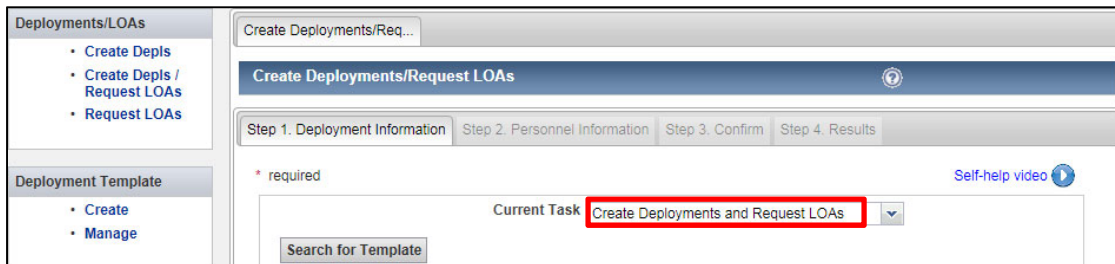
**Notes:**

- The **Current Task** information displays on every page in the workflow. However, you can change the **Current Task** only on the “Step 1. Deployment Information” tab.

- If you launched the process by searching for and selecting a person and then clicking **Create New Deployment** on the “View Person” page, the selected **Current Task** is **Create Deployments**. If you want to create a deployment and LOA, make sure you select **Create Deployments and Request LOAs**.



- If you launched the process by clicking **Create Depls/Request LOA** from the left navigation menu on a “Deployment Template” page, the selected **Current Task** is **Create Deployments and Request LOAs**.



### 6.2.1.2 Step 1 – Deployment Information

Complete the steps in this section to enter personnel on the “Step 1. Deployment Information” tab. For help, click the **Self-help video** link or button (📺).

The screenshot shows the 'Create Deployments/Request LOAs' form in the SPOT-ES system. The form is divided into several sections, with 15 numbered callouts (1-15) pointing to specific elements:

- 1:** Search for Template button
- 2:** Primary Company field
- 3:** Defense Base Act (DBA) Insurance section
- 4:** Task Order Number field
- 5:** Deployment Start Date field
- 6:** Countries to be Visited list
- 7:** Primary Deployed Duty Station (Country and City) fields
- 8:** Operation field
- 9:** System Supported field
- 10:** Purpose of Deployment text area
- 11:** Supporting Government Organization field
- 12:** Government Authority dropdown
- 13:** Points of Contact section header
- 14:** Save as Template button
- 15:** Continue button

The form includes a 'Self-help video' button (📺) in the top right corner. The 'Contract Details' section includes fields for Contract Number, Task Order Number, and DBA Insurance information. The 'Deployment Details' section includes fields for Deployment Start/End Dates, Primary Deployed Duty Station, Operation, System Supported, Purpose of Deployment, Supporting Government Organization, and Government Authority. The 'Points of Contact' section is divided into three columns: 24/7 Company Point of Contact, Government Point of Contact, and In-Theater Point of Contact, each with fields for First Name, Middle Name, Last Name, Home Phone, Office Phone, Mobile Phone, and Email.

1. To use a previously created deployment template, click **Search for Template**.

The “Search for Template” feature allows you to populate deployment information from an existing deployment template. For more information, see Section 8, Deployment Templates.

**Note:** This section assumes you do not have an existing deployment template, so that you must complete all steps to enter data for the deployment.

2. Click in the **Contract Number** field and enter the contract number. If the contract has task orders, select a task order from the **Task Order Number** drop down menu.

**Notes:**

- After you enter at least three characters in the **Contract Number** field, SPOT displays contract numbers that match your entry and are available to select. As you continue to type, SPOT narrows down the options displayed. Scroll through the results as necessary to find the correct contract number. Click to select the contract number.
- You may create deployments for only active or pending contracts and tasks orders. Contracts and task orders that have passed their period of performance (PoP) are not available for selection. However, expired contracts with active task orders will still be available. This pertains to the selection of the deployment contract and task order, not additionally supported contracts or task orders.
- If you select a template associated with an expired contract/task order, an error message appears when you click **Continue**.
- When you select a contract and a task order, if applicable, SPOT populates the applicable names in the **Primary Company**, **Contract KO**, and **Task Order KO** fields.

The screenshot shows a window titled "Contract Details" with a section for "Contract Information". The fields are populated as follows:

Primary Company	Hewlett Packard
*Contract Number	123456-16-A-1234
Contract KO	Kamenelis, John
Task Order Number	123456-16-A-T234
Task Order KO	Kamenelis, John

3. Enter the **Defense Base Act (DBA) Insurance** information in the appropriate fields, if applicable. Deployments for contractors overseas require DBA insurance information.

**Notes:**

- DBA insurance information displays on the “LOA Details” page and prints on the LOA. This allows contingency contracting authorities to contact a specific contractor’s insurance policy holder to clarify insurance coverage information or submit a claim while the contractor is in-theater. Each deployment entered for a contractor requires re-entry of DBA insurance information.
- If the contractor does not have **DBA insurance**, select the **Does Not Apply** checkbox.

**Defense Base Act (DBA) Insurance**

Does Not Apply

\*DBA Insurance Company Name

\*DBA Insurance Policy Number

\*DBA Insurance POC Phone Number

**Defense Base Act (DBA) Insurance**

Does Not Apply

DBA Insurance Company Name

DBA Insurance Policy Number

DBA Insurance POC Phone Number

- To reference additional contracts or task orders contracts or task orders that the contractor is supporting in-theater, click the **Add** icon (+) in the “Additionally Supported Contracts” section.

**Additionally Supported Contracts**

Add

No Additional Supported Contracts have been selected

The “Additionally Supported Contracts” window will display.

**Additionally Supported Contracts**

Contract / Task Order 123456-16-A-1234 / 123456-16-A-T234

Period of Performance 02/24/2016 - 01/10/2017

\*Contract Number

Task Order Number

Start Date

End Date

- Enter the information in the “Additionally Supported Contracts” window. Click **Add**.

**Notes:**

- The **Start Date** and **End Date** fields are not required. However, if you enter a date in one field, both fields are required and have a red asterisk (\*).
- The **Start Date** and **End Date** field entries must fall within the additionally supported contract/task order period of performance. If it does not or if one of the dates is not entered, error messages appear.

**Additionally Supported Contracts**

Contract / Task Order 123456-16-A-1234 / 123456-16-A-T234

Period of Performance 02/24/2016 - 01/10/2017

\*Contract Number

Contract KO Padden, LuAnn

Task Order Number

Task Order KO Padden, LuAnn

Period of Performance 03/01/2016 - 02/01/2018

\*Start Date

\*End Date

**Additionally Supported Contracts**

The specified date range does not fall within the Additionally Supported Contract/Task Order Period of Performance.

Contract / Task Order 123456-16-A-1234 / 123456-16-A-T234

Period of Performance 02/24/2016 - 01/10/2017

\*Contract Number

Contract KO Padden, LuAnn

Task Order Number

Task Order KO Padden, LuAnn

Period of Performance 03/01/2016 - 02/01/2018

\*Start Date

\*End Date

Both the Start and End Date must be entered.

After you click **Add**, the window closes and additional contract information populates in the “Additionally Supported Contracts” section.





Additionally Supported Contracts				
Add				
Contract Number	Task Order Number	Start Date	End Date	
PADN03-16-D-0001	PADN03-16-D-T001	03/24/2016	02/01/2018	✘

- b. To remove an entry from the list in the “Additionally Supported Contract and Task Order” section, click the **Remove** icon (✘). The list will be updated.
5. In the “Deployment Details” section, enter the **Deployment Start Date** and the **Deployment End Date**. Enter the dates (in MM/DD/YYYY format, including forward slashes), or select the dates using the calendar controls.

**Notes:**

- For convenience, SPOT displays the period of performance details for the contract, and if applicable, the task order.
- Deployment start dates must fall within the referenced contract or task order’s period of performance. Deployment end dates may extend up to 30 days beyond the contract or task order’s end date to allow for close out.
- The deployment start date cannot be earlier than the current date. If a deployment start date is in the past, an error message will appear and you cannot proceed until you enter a valid date. You cannot enter an estimated deployment date in the past. If a person is staying in theater on back-to-back deployments and remains in theater when a contract is extended or an option period is exercised, you must create a new deployment with an estimated start date that must be the day *after* the previous deployment is closed out.
- For deployments that do not require SOFA information in SPOT, if the deployment period is greater than one year, a warning message will appear when you click **Continue**. Ensure dates are in compliance with SPOT business rules and reflect only the funded portion of the contract/task order PoP. Click **OK** to continue creating the deployment.
- For deployments that require SOFA information in SPOT, if the deployment period is greater than one year, an error message will appear when you click **Continue**. You cannot proceed until the deployment period is one year or less.

Deployment Details	
Contract / Task Order	123456-16-A-1234 / 123456-16-A-T234
Period of Performance	09/13/2016 - 09/11/2017
*Deployment Start Date	09/13/2016 
*Deployment End Date	09/11/2017 

6. For **Countries to be Visited**, select one or more countries from the list and click the **Down Arrow** button (▼) to move the selection(s) to the **Selected Countries** list.

**Note:** If you need to remove a country from the **Selected Countries** list, select one or more countries and click the **Up Arrow** button (▲).

**Note:** If you select a country to be visited that requires SOFA information in SPOT, a warning message about additional SOFA requirements will appear when you click **Continue**. Click **OK** to continue creating the deployment.

- To select the **Primary Deployed Duty Station**, click the **Search** icon (🔍). A “Duty Station” window will display. For more instructions, see Section 2.1, Searching for a Duty Station.

When you select the duty station, the “Duty Station” window closes and the selected primary deployed duty station will display on the original page.

**Note:** If you select a duty station in a country that requires SOFA information in SPOT, a warning message about additional SOFA requirements will appear when you click **Continue**. Click **OK** to continue creating the deployment.

- Select the **Operation** from the drop-down list.

**Note:** Only unexpired operations are available for selection.

- Select the **System Supported** from the drop-down list, if applicable.



System Supported

Select A Value ...

Select A Value ...

113 Add on Armor

Abrams

ACE/L

Advanced Field Artillery Tactics

AEPDS

AH-64 Apache

Air and Missile Defense Works

Air Defense Systems Integrator

Airborne Reconnaissance Low

10. Enter the **Purpose of Deployment**.

**Note:** As you type, SPOT provides a count of the remaining characters available. The maximum available is 400 characters.

\*Purpose of Deployment

Build schools

Remaining Characters: 387

11. To select the **Supporting Government Organization**, click either the **Search** icon (🔍) or the **Browse** icon (📁). A “Supporting Government Organization” window will display. For more instructions, see Section 2.6, Searching for a Government Organization for more details.

**Note:** This is the organization that has the contract requirement and where the Government Authority who will authorize an LOA is assigned.

\*Supporting Government Organization

When you select the organization, the “Supporting Government Organization” window closes and the selected organization will display on the original page.

\*Supporting Government Organization

Acquisition (ACQ)

12. Select the **Government Authority** from the drop-down list.

**Note:** The list of Government Authority persons available for selection depends on the selected **Supporting Government Organization**. If the **Current Task** does not include requesting an LOA, the option to select a **Government Authority** is not available.

13. In the “Points of Contact” section, enter the enter the **24/7 Company** and **In-Theater** points of contact if requesting LOAs for contractors.

**Note:** If requesting LOAs for contractors, the 24/7 company and in-theater points of contact are required, but you can leave the government point of contact fields blank. The assigned Government Authority will populate on the “LOA Details” page and print on the LOA. If you are creating deployments only, you have the option to enter **Government Point of Contact** information.

14. Optional: Click **Save as Template** to save the entered data as a template for later use. The “Save Deployment Template” window will display.

Enter a **Name** and **Description**. You can overwrite an existing template. If desired, select the **Bookmark** checkbox. Click **Save**.

**Notes:**

- Deployment start dates must fall within the referenced contract or task order’s period of performance. Deployment end dates may extend up to 30 days beyond the contract or task order’s end date to allow for close out.
- The deployment start date cannot be earlier than the current date. If a deployment start date is in the past, an error message will appear when you try to save the template and you cannot proceed until you enter a valid date. You cannot enter an estimated deployment date in the past. If a person is staying in theater on back-to-

back deployments and remains in theater when a contract is extended or an option period is exercised, you must create a new deployment with an estimated start date that must be the day *after* the previous deployment is closed out.

- If the deployment period is greater than one year, a warning message will appear when you save. Ensure dates are in compliance with SPOT business rules and reflect only the funded portion of the contract/task order PoP. Click **OK** to continue saving the template.

When you click **Save**, the deployment and LOA information will be saved as a template. If the **Bookmark** checkbox is checked, the template will also display a check mark in the **Bookmark** column. For more information on bookmarks, see Section 8.5, Managing Bookmarks for Deployment Templates.

15. Click **Continue**. The “Step 2. Personnel Information” tab will display.

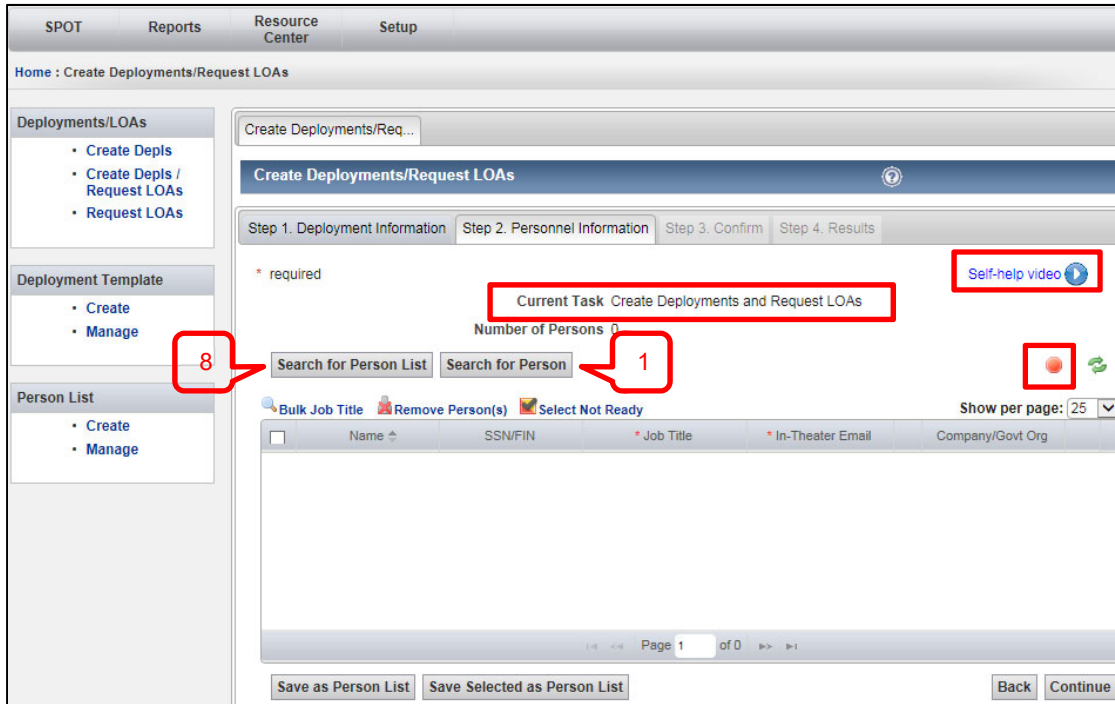
### 6.2.1.3 Step 2 – Personnel Information

Complete the steps in this section to enter deployment information on the “Step 2. Personnel Information” tab. If necessary, search for a person or a previously created person list to add to the batch. Company Administrators can see only persons who work for their company or are subcontractors for contracts to which their company is the prime. SPOT allows you to deploy a maximum of 500 persons for a batch. For help, click the **Self-help video** link or button (🔍). For additional help for deployments that require SOFA information in SPOT, click the **SOFA Self-help video** link or button (🔍).

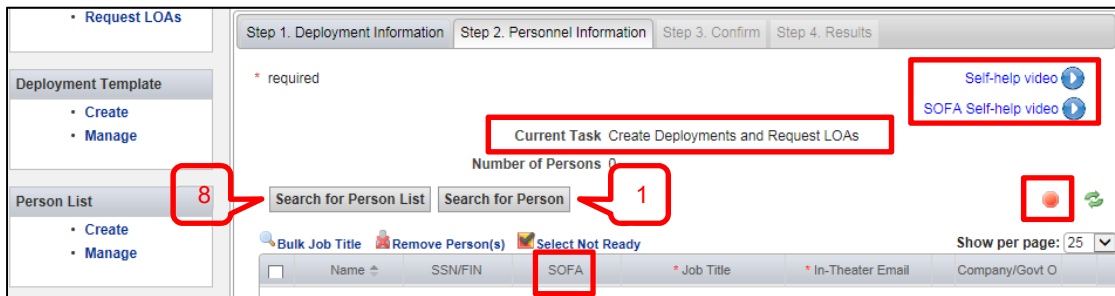
#### Notes:

- If you started the deployment and LOA workflow by searching for and selecting a person and then clicking **Create New Deployment** on the person’s “View Person” page, that person is included in the batch when the “Step 2” tab appears. Otherwise, no persons are in the batch when the tab appears and the batch status is a Red Octagon (🔴).
- From the “Step 2. Personnel Information” tab through the end of the workflow, the **Current Task** information displays as read-only. If you need to change the **Current Task**, click the **Back** button until you return to the “Step 1” tab.
- Company Administrators can create a person list from the SPOT menu bar (see Section 7) or by clicking either the **Save as Person List** button or the **Save Selected as Person List** button on the “Step 2” tab (see Section 6.2.1.3, step 21).

- For deployments that require SOFA information in SPOT, a **SOFA** column will display to indicate the status of SOFA requirements.



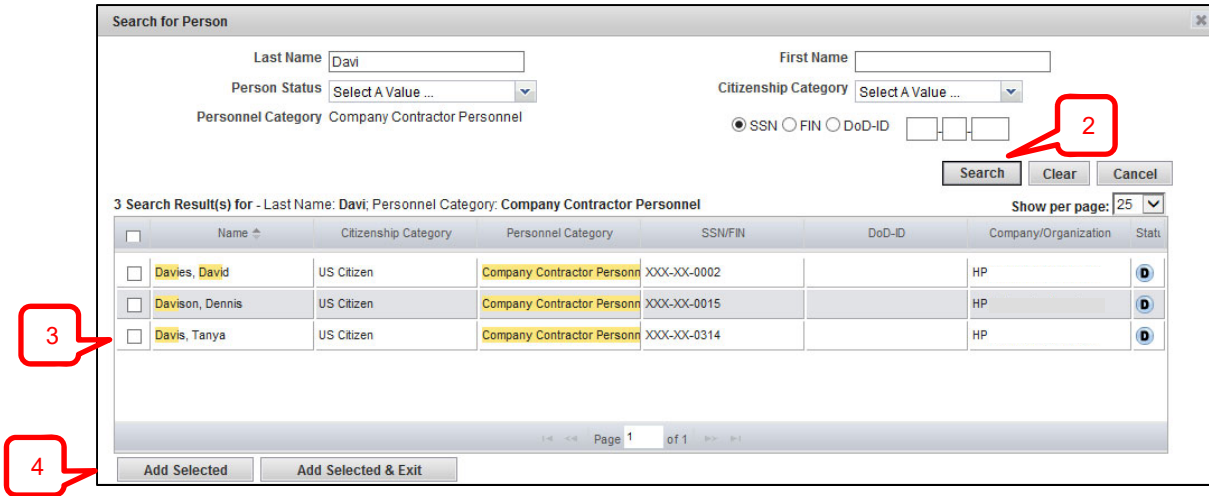
### SOFA Country SPOT Requirements Example



- To search for a person to add to the batch, click **Search for Person**. The “Search for Person” window will display.

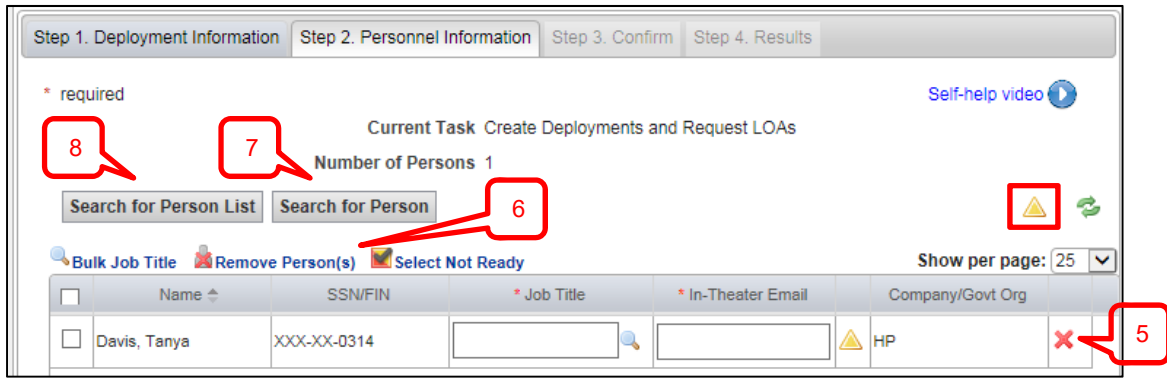


- Enter search criteria and click **Search**. The search results, if any, will display.



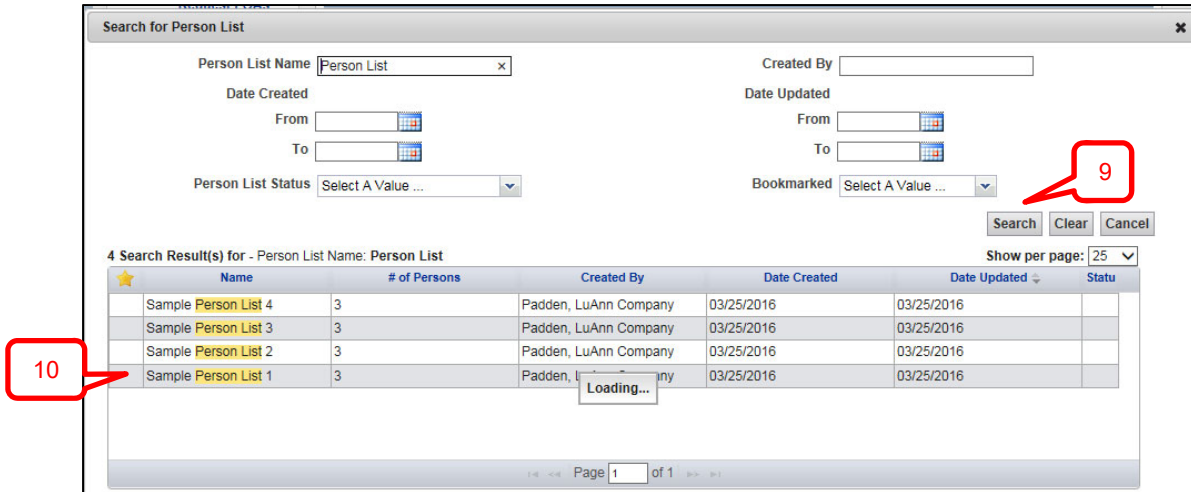
- Click one or more checkboxes to select the person(s) to include in the batch.
- Click **Add Selected**. When done with adding persons, click **Add Selected & Exit** to add the persons and exit the search page.

The selected person(s) are populated in the batch. The batch status updates based on the person(s) added (see step 11 for details). In the following example, the batch status changes to a Yellow Triangle (▲).



- To remove a single person from the batch, select the **Remove** icon (✖) for the selected person.
- To remove multiple persons from the batch, click one or more checkboxes to select the person(s) to remove and click **Remove Person(s)**.
- To add more persons, click **Search for Person** and repeat the steps.
- To search for a person list to add to the batch, click **Search for Person List**. The “Search for Person List” window will display.

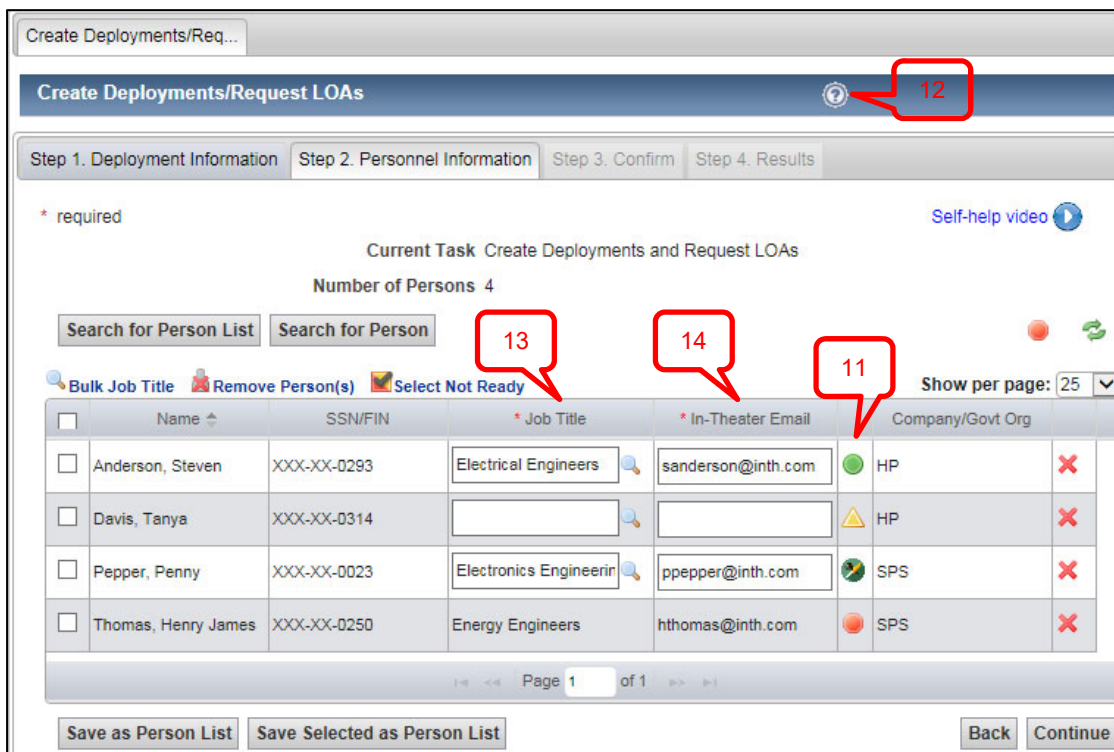
**Note:** If you previously created a person list (see Section 7 or step 21), you can this list instead of searching for an individual person.



9. Enter the search criteria and click **Search**. The search results will display.

10. Click a person list name to select the person list to include in the batch.

The selected person list is populated in the batch. The batch status updates based on the person(s) added (see step 11 for details). In the following example, the batch status changes to a Red Octagon (●).



11. Verify the status for each person in the batch, as well as the overall batch status.

**Notes:**

- To see the reason(s) why a person has a certain status, hover over the status icon and the tooltip displays the reason(s). See Table 3 for tooltip examples and status icon descriptions.
- The overall batch status is determined by the least complete individual status in the batch. For example, the batch status is a Red Octagon (🔴) if at least one person in the batch has the Red Octagon (🔴) status. A Green Circle (🟢) or Green Circle with Tools (🟢🔧) batch status indicates you can proceed with the batch.
- For deployments that require SOFA information in SPOT, if SOFA requirements are complete for a person, a green check mark (✅) appears in the **SOFA** column. If SOFA requirements are not complete for a person, a red “X” (❌) appears in the **SOFA** column and the person’s status is a Yellow Triangle (🟡) (see Table 3) to indicate missing information. Hover over the red “X” (❌) and the tooltip displays the message “Incomplete SOFA”. To enter or update SOFA requirements, see step 19.















Bulk Job Title Remove Person(s) Select Not Ready						Show per page: 25
<input type="checkbox"/>	Name	SSN/FIN	SOFA	* Job Title	* In-Theater Email	Company/Govt O
<input type="checkbox"/>	Garrison, Gabe G	XXX-XX-0050	✅	Electrical Engineering	ggarrison@inth.com	🟢 HP Enterprise Services ❌
<input type="checkbox"/>	Higgins, Harry H	XXX-XX-0051	❌	Electrical Engineering	hhiggins@inth.com	🟡 HP Enterprise Services ❌

Incomplete SOFA

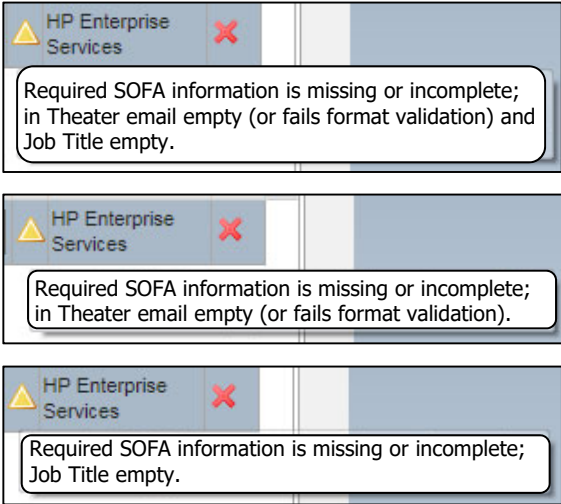
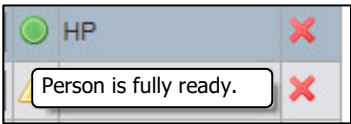
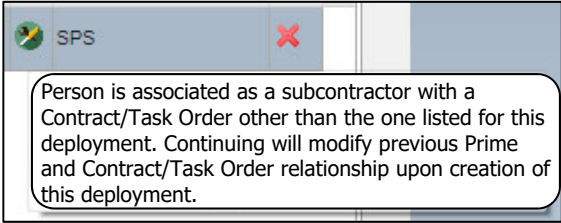
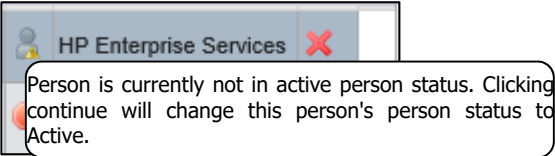
**Table 3: Deployment Status Icons**

Status Icon	Description/Tooltip Example
Red Octagon (🔴)	<p>Cannot proceed due to one or more reasons such as the following:</p> <ul style="list-style-type: none"> <li>• Deployment Only or Deployment/LOA – Open or active deployment exists or this new deployment overlaps with a previously closed deployment.</li> </ul> <p>To request a new deployment, all previous deployments must be closed out, and the actual end date of all previously closed deployments must be prior to the estimated start date of this new deployment. You cannot enter an estimated deployment date in the past. If a person is staying in theater on back-to-back deployments and remains in theater when a contract is extended or an option period is exercised, you must create a new deployment with an estimated start date that must be the day after the previous deployment is closed out. This change was implemented to prevent overlapping deployments. Example:</p>



Status Icon	Description/Tooltip Example
	<div data-bbox="820 247 1299 394" style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;">  HP  <p>Open or Active Deployment exists; Or create overlapping deployment dates</p> </div> <ul style="list-style-type: none"> <li>Deployment Only or Deployment/LOA – Person is currently in a non-deployable person status such as Deceased. Example:                     <div data-bbox="820 506 1299 653" style="border: 1px solid gray; padding: 5px; margin-top: 10px;">  HP  <p>Person is currently in a non deployable person status. Please contact the Help Desk.</p> </div> </li> <li>LOA Only – No open or active deployment exists or deployment’s contract/task order does not have a Contracting Officer selected.</li> </ul>
<p>Yellow Triangle (▲)</p>	<p>Cannot proceed because required information is missing. This can include a missing <b>Job Title</b> or <b>In-Theater Email</b> or missing information on the person record that is required for an LOA such as place of birth and home phone number. Examples:</p> <div data-bbox="781 963 1338 1110" style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;">  HP Enterprise Services  <p>In Theater email empty (or fails format validation) and Job Title empty.</p> </div> <div data-bbox="781 1125 1338 1251" style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;">  HP Enterprise Services  <p>In Theater email empty (or fails format validation).</p> </div> <div data-bbox="875 1268 1243 1377" style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;">  HP Enterprise Services  <p>Job Title empty.</p> </div> <div data-bbox="781 1398 1338 1593" style="border: 1px solid gray; padding: 5px;">  HP  <p>Person information is insufficient or person is incompatible with the selected Contract/Task Order or KO is Inactive/Not Available or no current deployment exists.</p> </div>
<p>Yellow Triangle (▲) for SOFA Information Required in SPOT</p>	<p>Cannot proceed because required information is missing. This can include missing or incomplete required SOFA information or a missing <b>Job Title</b> or <b>In-Theater Email</b>. Examples:</p> <div data-bbox="781 1743 1338 1864" style="border: 1px solid gray; padding: 5px;">  HP Enterprise Services  <p>Required SOFA information is missing or incomplete.</p> </div>



Status Icon	Description/Tooltip Example
	 <p>HP Enterprise Services [Red X]</p> <p>Required SOFA information is missing or incomplete; in Theater email empty (or fails format validation) and Job Title empty.</p> <p>HP Enterprise Services [Red X]</p> <p>Required SOFA information is missing or incomplete; in Theater email empty (or fails format validation).</p> <p>HP Enterprise Services [Red X]</p> <p>Required SOFA information is missing or incomplete; Job Title empty.</p>
<p>Green Circle (🟢)</p>	<p>Person information is complete/valid and person is ready to deploy. Example:</p>  <p>HP [Green Circle] [Red X]</p> <p>Person is fully ready. [Red X]</p>
<p>Green Circle with Tools (🟢🛠️)</p>	<p>Deployment contract/task order does not match the contract/task order assigned when the prime company added the person to SPOT. Continuing will modify the previous prime company and contract/task order relationship when this deployment is created. Example:</p>  <p>SPS [Green Circle with Tools] [Red X]</p> <p>Person is associated as a subcontractor with a Contract/Task Order other than the one listed for this deployment. Continuing will modify previous Prime and Contract/Task Order relationship upon creation of this deployment.</p>
<p>Person (👤)</p>	<p>Person is currently not in Active person status. This would occur if a person has a status other than Active or Deceased/non-deployable. Continuing will change the person status to Active when the deployment is created. Example:</p>  <p>HP Enterprise Services [Person Icon] [Red X]</p> <p>Person is currently not in active person status. Clicking continue will change this person's person status to Active.</p>

12. To get information about the status icons, click the **Help** button ( ? ) in the blue bar. A “Create Deployments/Request LOAs: Help” pop-up window displays. When you are finished, click the **Close** button ( ✕ ) in the top right corner of the pop-up window.

**Create Deployments/Request LOAs: Help** ✕

The Deployments/LOAs workflow allows users to create Deployments and/or Request LOAs for one or more Persons. The Current Task selections are:

- Step 1: Deployment Information - provide Deployment details
- Step 2: Personnel Information - select Persons to deploy
- Step 3: Confirm - confirm and submit Deployments and/or LOA Requests
- Step 4: Results

The information required for the workflow is based on the selected Current Task in Step 1. The Current Task selections are:

- Create Deployments
- Create Deployments / Request LOAs
- Request LOAs
- Create Deployments (Government and/or Military)

The Current Task will already be selected based on the entry point into the workflow. The workflow can be entered from the View Person Summary page, Person List (Company Administrators only) or Deployment Template, in addition to the SPOT Menu.

**Note:** **Step 2: Personnel Information**

**Legend**

In this Step, users will add Person(s) to the workflow to apply the selected Task. Some information may be pre-entered if the workflow was entered from the View Person Summary page or from a Person List Users may search for and add Persons to this batch or add a Person List to the batch. Users may also save the Persons as a Person List.

In this Step, the Persons' **Job Title** and **In-Theater Email** must be provided for Deployment or Deployment/LOA Request tasks. For LOA Request task, the Person(s) must already have a Deployment, therefore the Job Title and In-Theater Email would already be populated from their Deployment record and it will not be editable.

Readiness indicators within this Step informs users on whether a particular user is ready for the Current Task (selected in Step 1).

- indicates the Person has all the information to proceed.
- indicates the Person has all the information to proceed, but is subject to one of the following conditions:
  - Person is associated as a subcontractor with a Contract/Task Order other than the one listed for this deployment. Continuing will modify the previous Prime and Contract/Task Order upon creation of this deployment.
- indicates SOFA is incomplete. Person is associated with SOFA deployment but SOFA requirements are incomplete.
- indicates person is associated with SOFA deployment and SOFA requirements are complete.
- indicates that a Person's information is incomplete, but the user can complete the Person's information from within the workflow. Examples of the issues/resolution include:
  - **Issue:** The task is Create Deployments / Request LOAs or Request LOAs and a Person does not have passport information.  
**Resolution:** Select the Person and add this information in Step 2.
  - **Issue:** The task is Create Deployments and a Person does not have a Job Title.  
**Resolution:** Enter Job Title on Step 2.
  - **Issue:** The task is Create Deployment or Create Deployments / Request LOAs and a Person does not have In-Theater Email.  
**Resolution:** Enter In-Theater Email on Step 2.
  - **Issue:** Issue: The task is Create Deployment or Create Deployments / Request LOAs and a Person's In-Theater Email is not a valid email address format.  
**Resolution:** Update In-Theater Email on Step 2.
  - **Issue:** The task is Request LOAs and a Person does not have 24/7 Company, Government, and/or In-Theater POC.  
**Resolution:** Enter this information on Step 1.
  - **Issue:** The task is Create Deployments / Request LOAs and the required SOFA information on SOFA page is not completed.  
**Resolution:** Click on link and complete SOFA requirements on SOFA page.
- indicates that there are issues with the Person's ability to be deployed or receive an LOA that must be corrected outside of the workflow. Examples of the issues include:
  - The task is Create Deployments and a Person is not employed by the prime or subcontracting company on the Contract/Task Order selected in Step 1.
  - The task is Create Deployments / Request LOAs and the Person already has a Deployment and LOA.
  - The task is Create Deployments and the Person has a previously closed deployment that overlaps with the new deployment.
  - The task is Request LOA and the Contract/Task Order selected in Step 1 does not have an Assigned Contracting Officer.
  - The task is Request LOA and the Government Authority selected in Step 1 cannot authorize the LOA as it does not support the Supporting Government Organization in Person's Deployment record.

When searching for Persons or a Person List (Company Administrators only), the users will be able to search by the following Status options:

- Ready for Depl (D) which indicates the Person's profile or the Person List is complete for the creation of Deployments
- Ready for Depl/LOA (DL) which indicates the Person's profile or the Person List is complete enough for the creation of Deployments and LOA Requests
- Ready for LOA (L) which indicates the Person's profile or the Person List is complete enough for LOA Requests

**Step 1** are also used as indicators for the entire batch of Persons to indicate the readiness of the batch. If one Person in the batch has and/or , the batch status will reflect the same readiness status. All Persons on a batch must be or in order to proceed to Step 3.

**Select not Ready** auto-selects all Persons on screen that are not ready (including can be made ready ) and cannot be made ready for the Current Task. **Helpful Hint:** Change the Show Per Page setting to increase the number of Persons on the current page.

To remove multiple Persons, select the checkbox by Persons or select **Select not Ready** and select **Remove Person**.

Company Administrators can select **Select not Ready**, then select **Save Selected as Person List** followed by selecting **Remove Person** to make the batch ready. Also, they can save Persons on Step 2 as Person List by utilizing **Save as Person List**.

To enter the same Job Title, select the checkbox by Persons and select **Bulk Job Title**.

As updates made on Step 2, select to refresh the Status.

**Step 3: Confirm**

This Step allows users to review the information they have provided in Steps 1 and 2. If any of the information is found to be incorrect, the user may go back to the previous Steps and correct any mistakes. If all the information is correct, the user should review the certification statement and submit the task for processing.

**Step 4: Results**

This Step indicates the success and/or failure of Deployments and/or LOA Requests. If there were any issues and system was not able to create Deployments and/or Request LOAs for any Persons in the batch due to a change in their status, this Step will list those Persons and allow returning to Step 2 of the workflow. There user can take corrective actions, if required.

13. Enter or update the **Job Title** for each person in the batch.

- To enter or update the **Job Title** for a person, click the **Search** icon (🔍) associated with that person.
- To enter or update the **Job Title** multiple persons in the batch, click one or more checkboxes to select the person(s) and click the **Bulk Job Title** link.

For more information, see Section 2.3, Searching for a Job Title.

**Note:** For Private Security Contractors, you *must* select one of the following three job titles:

- First-Line Supervisors of Police and Detectives
- Police Patrol Officers
- Security Guards

14. Enter or update the **In-Theater Email** for each person.

The screenshot shows a web interface for managing contractor data. At the top, there are search buttons: "Search for Person List" and "Search for Person". Below these are action links: "Bulk Job Title", "Remove Person(s)", and "Select Not Ready". A "Show per page: 25" dropdown is also present. The main table has the following data:

<input type="checkbox"/>	Name	SSN/FIN	* Job Title	* In-Theater Email	Company/Govt Org	
<input type="checkbox"/>	Anderson, Steven	XXX-XX-0293	Electrical Engineers 🔍	sanderson@inth.com	HP	✗
<input type="checkbox"/>	Davis, Tanya	XXX-XX-0314	Electrical Engineers 🔍	tdavis@inth.com ✗ ⚠️	HP	✗
<input type="checkbox"/>	Pepper, Penny	XXX-XX-0023	Electronics Engineerin 🔍	ppepper@inth.com	SPS	✗
<input type="checkbox"/>	Thomas, Henry James	XXX-XX-0250	Energy Engineers	hthomas@inth.com	SPS	✗

At the bottom of the table, there are navigation controls: "Page 1 of 1" and "Back Continue" buttons. Below the table are two save buttons: "Save as Person List" and "Save Selected as Person List".

15. After adding job titles and in-theater email addresses for all persons in the batch, click the **Refresh** button (🔄) to refresh the data on the page.

**Note:** If a person still has a Yellow Triangle (⚠️) status, that person is missing information that is required for an LOA.

16. To update or enter missing required person information, click the person's name in the **Name** column. The "Verify/Edit Person" page will display.

**Note:** Security clearance information is no longer required in SPOT, so these fields are gray and disabled.

SPOT Reports Resource Center Setup

Home : View Person : Create Deployments/Request LOAs

Deployments/LOAs

- Create Depls
- Create Depls / Request LOAs
- Request LOAs

Deployment Template

- Create
- Manage

Person List

- Create
- Manage

Create Deployments/Req... x Verify/Edit Person x

**Verify/Edit Person**

\* required  
 \*\* required for LOA Requests

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.

Person data edited on this screen will not be reflected on the person's current LOA. To update person data on the LOA, the current LOA must be revoked and a new LOA must be initiated.

**Personal Information**

First Name Tanya  
 Middle Name  
 Last Name Davis  
 Suffix Select A Value ...  
 \*SSN XXX-XX-0314  
 \*Date of Birth 11/11/1981  
 \*Gender Female  
 \*\*Place of Birth  
 \*Citizenship United States  
 \*\*Address1 123 Nassau St  
 Address2  
 \*\*Country United States  
 State New Jersey  
 \*\*City Princeton  
 ZIP 08540  
 \*Person Status Active  
 \*Effective Date 11/29/2018  
 \*\*Home Phone  
 Work Phone  
 \*Primary Email tdavis@email.com  
 Company/Govt Org HP Enterprise Services  
 Personnel Category Company Contractor Personnel  
 \*Supervisor No

**Clearance Information**

Security Clearance  
 Expiration Date  
 Issuing Agency

**Passport Information**

\*\*Passport Number 1234567890  
 \*\*Expiration Date 11/11/2020  
 \*\*Issuing Country United States

**Next of Kin Information**

\*\*First Name Todd  
 Middle Name  
 \*\*Last Name Davis  
 \*\*Phone Number 609-555-1234  
 Alt. Phone Number  
 \*\*Relationship Spouse  
 \*\*Language Spoken English  
 Nearest Duty Station  
 Country  
 City

17

18 Save and Exit Save Cancel

17. Enter updates. A ++ symbol indicates information required for an LOA.

18. Click **Save and Exit**. The information for this person will be updated and you return to the “Step 2. Personnel Information” tab.

<input type="checkbox"/>	Name	SSN/FIN	* Job Title	* In-Theater Email	Company/Govt Org	
<input type="checkbox"/>	Anderson, Steven	XXX-XX-0293	Electrical Engineers	sanderson@inth.com	HP	✗
<input type="checkbox"/>	Davis, Tanya	XXX-XX-0314	Electrical Engineers	tdavis@inth.com	HP	✗
<input type="checkbox"/>	Pepper, Penny	XXX-XX-0023	Electronics Engineerin	ppepper@inth.com	SPS	✗
<input type="checkbox"/>	Thomas, Henry James	XXX-XX-0250	Energy Engineers	hthomas@inth.com	SPS	✗

19. To enter or update SOFA requirements for a SOFA deployment, click the green check mark (✓) or the red “X” (✗) in the **SOFA** column.

<input type="checkbox"/>	Name	SSN/FIN	SOFA	* Job Title	* In-Theater Email	Company/Govt O	
<input type="checkbox"/>	FranksSub, FrancisHP HPCA	XXX-XX-0049	✓	Electrical Engineering	ffrankssub@inth.com	Northrop Grumman Corp.	✗
<input type="checkbox"/>	Garrison, Gabe G	XXX-XX-0050	✓	Electrical Engineering	ggarrison@inth.com	HP Enterprise Services	✗
<input type="checkbox"/>	Higgins, Harry H	XXX-XX-0051	✗	Electrical Engineering	hhiggins@inth.com	HP Enterprise Services	✗

The “SOFA Page” will display. Answer all questions on the “SOFA Page”.

**Notes:**

- If necessary, select the **SOFA Country** from the drop-down list.
- Question 1 – Select one response for fulfilling the mission requirements.
- Question 2 – Indicates if deployed person does not have a residency permit or visa. Radio buttons are gray and disabled. Defaults to **Yes** if Question 1 is **1.1** through **1.5**. Defaults to **No** if Question 1 is **1.6 No SOFA Status**.
- Question 3 – Indicate if qualified dependents will accompany the deployed person. If you select **Yes**, you must select the number of qualifying dependents and enter required information for those dependents in the table that appears on the screen. If you select **No**, the **Number of qualifying dependents** field is gray and disabled. When adding dependents:
  - The table displays a row for each of the number of qualified dependents.
  - In the “Status” column, a red “X” (✗) appears until the row is complete and the data is saved. A green check mark (✓) appears after the row is complete and saved.
  - Click the trash can (🗑️) to remove a dependent’s row from the table and update the number of qualified dependents.
  - You must enter dependent information for each qualified dependent quantity indicated.
- Question 4 – Enter or select the SOFA expiration date. If Question 1 is **1.6 No SOFA Status**, then this date field is gray and disabled and you cannot enter a

date. If you enter a date outside the contract/task order PoP, a warning message will appear when you click the **Save and Exit** button. Click **OK** to continue or **Cancel** to remain on the “SOFA Page”. Ensure dates are in compliance with SOFA requirements, normally not to exceed one year.

- Questions 5 – Indicate if the SOFA-specific AGS apply. Defaults to **No** and is gray and disabled if Question 1 is **1.6 No SOFA Status**.
- If all required fields are not complete when you click **Save and Exit**, an error message appears and you remain on the “SOFA Page”.

Click **Save and Exit** to save your entries and exit.

**SOFA Page**

SOFA Country:  Name: Higgins, Harry SSN: xxx-xx-0051

1. The contractor employee is essential to the mission of the United States armed forces and has a high degree of skill or knowledge for the accomplishment of mission requirements by fulfilling one of the following (Must select only one from the following)

1.2 Possessing a security clearance recognized by the United States to perform his or her duties; or

2. Employee affirmed to Contracting Officer's satisfaction that he/she does not have a residency permit/visa for Japan.

Yes  No

3. Qualified dependents as defined in SOFA Art. I.c., accompanying employee.

Yes  No

Number of qualifying dependents

* Dependents Name	* Date of Birth	* Dependent Family Relationship	* Sponsoring Family Member	* Passport Number	* Passport Country	Status
Hallie Higgins	11/12/1982	Spouse	Higgins, Harry	US456987123	United States	<span style="color: red;">✗</span>
Hank Higgins	12/01/2016	Child	Higgins, Harry	US123456789	United States	<span style="color: red;">✗</span>

4. SOFA Expiration Date  (mm/dd/yyyy)  
*(Ordinarily SOFA Status will not exceed the period of performance of the base or option year of the contract, normally NTE one year.)*

5. Japan Specific Authorized Government Service (AGS): Laundry and dry cleaning; Open mess(club) membership, as determined by each respective club; Casualty assistance (mortuary services) on a reimbursable basis; Routine medical care on a reimbursable basis for U.S. citizens and emergency medical care on a reimbursable basis for non- U.S. citizens; Dental care, limited to relief of emergencies on a reimbursable basis; Department of Defense Dependent Schools on a space-available and tuition paying basis; Issuance of U.S. Forces, Japan Operator's Permit; Issuance of vehicle license plates.

Yes  No

Click **Yes** in the pop-up window to close the tab and return to the “Step 2. Personnel Information” tab.

When SOFA requirements are complete, the **SOFA** column refreshes automatically and the red “X” (✗) changes to a green check mark (✓). If all required information for the deployment and LOA are entered, the person status also refreshes automatically to a Green Circle (●), Green Circle with Tools (🛠️), or Person (👤).

<input type="checkbox"/>	Name	SSN/FIN	SOFA	* Job Title	* In-Theater Email	Company/Govt O	<input type="checkbox"/>
<input type="checkbox"/>	Franks Sub, Francis HP HPCA	XXX-XX-0049	✓	Electrical Engineering	ffrankssub@inth.com	Northrop Grumman Corp.	<span style="color: red;">✗</span>
<input type="checkbox"/>	Garrison, Gabe G	XXX-XX-0050	✓	Electrical Engineering	ggarrison@inth.com	HP Enterprise Services	<span style="color: red;">✗</span>
<input type="checkbox"/>	Higgins, Harry H	XXX-XX-0051	✓	Electrical Engineering	hhiggins@inth.com	HP Enterprise Services	<span style="color: red;">✗</span>

20. Click the **Refresh** button (🔄) to display recent updates.



When all required information for a person's deployment and LOA is entered, the person's status changes to a Green Circle (●), Green Circle with Tools (●), or Person (👤).

The screenshot displays a web interface for managing a person list. At the top, there are search buttons: "Search for Person List" and "Search for Person" (labeled 6). Below the search buttons are action links: "Bulk Job Title", "Remove Person(s)", and "Select Not Ready". A "Show per page: 25" dropdown is also present. The main area is a table with the following data:

<input type="checkbox"/>	Name	SSN/FIN	* Job Title	* In-Theater Email	Company/Govt Org	
<input type="checkbox"/>	Anderson, Steven	XXX-XX-0293	Electrical Engineers	sanderson@inth.com	HP	●
<input type="checkbox"/>	Davis, Tanya	XXX-XX-0314	Electrical Engineers	tdavis@inth.com	HP	●
<input type="checkbox"/>	Pepper, Penny	XXX-XX-0023	Electronics Engineerin	ppepper@inth.com	SPS	●
<input type="checkbox"/>	Thomas, Henry James	XXX-XX-0250	Energy Engineers	hthomas@inth.com	SPS	●

At the bottom of the table, there are buttons: "Save as Person List", "Save Selected as Person List", "Back", and "Continue". The page number "Page 1 of 1" is displayed at the bottom center.

21. Make necessary updates until the batch's status changes to a Green Circle (●) or Green Circle with Tools (●). This might include any of the following options:

- Update information for any person with a Yellow Triangle (▲) status and click the **Refresh** button (🔄) (see steps 13 through 20).
- Click **Save as Person List** to save all persons in the batch to a person list for reuse later.
- Click the checkbox next to a name to select a person who does not have a Green Circle (●), Green Circle with Tools (●), or Person (👤) status (or click the **Select Not Ready** link). Then click **Save Selected as Person List** to save the selected persons to a person list for reuse later.
- Remove any person with a Red Octagon (●) status from the batch (see steps 5 and 6).

**Note:** To continue with the workflow, the batch's status must be a Green Circle (●) or Green Circle with Tools (●), and that requires that every person in the batch have the Green Circle (●), Green Circle with Tools (●), or Person (👤) status.

Search for Person List Search for Person

Bulk Job Title Remove Person(s) Select Not Ready Show per page: 25

<input type="checkbox"/>	Name	SSN/FIN	* Job Title	* In-Theater Email	Company/Govt Org	
<input type="checkbox"/>	Anderson, Steven	XXX-XX-0293	Electrical Engineers	sanderson@inth.com	HP	✘
<input type="checkbox"/>	Davis, Tanya	XXX-XX-0314	Electrical Engineers	tdavis@inth.com	HP	✘

Page 1 of 1

Save as Person List Save Selected as Person List

22 Back Continue 23

22. If necessary, click **Back** to go back to the “Step 1. Deployment Information” tab to review and edit or change the **Current Task**.

23. When the batch’s status is a Green Circle (●) or Green Circle with Tools (🔧) and all the necessary actions are done, click **Continue**. The “Step 3. Confirm” tab will display.

#### 6.2.1.4 Step 3 – Confirm

When the “Step 3. Confirm” tab appears, review all information to ensure it is correct. For help, click the **Self-help video** link or button (▶).



SPOT Reports Resource Center Setup

Home : Create Deployments/Request LOAs

Deployments/LOAs

- Create Depls
- Create Depls / Request LOAs
- Request LOAs

Deployment Template

- Create
- Manage

Person List

- Create
- Manage

Create Deployments/Req...

Create Deployments/Request LOAs

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

Self-help video

Current Task Create Deployments and Request LOAs

Contract Details

Contract Information

Contract Number 123456-16-A-1235

Contract KO Kamenelis, John

Task Order Number 123456-16-A-T235

Task Order KO Kamenelis, John

Defense Base Act (DBA) Insurance

Does Apply

DBA Insurance Acme Insurance Co

Company Name

DBA Insurance AC-0987654321

Policy Number

DBA Insurance POC 800-555-1234

Phone Number

Note: Any additionally supported contracts that conflict with an individual person's contract will be removed from the person's deployment data.

Deployment Details

Deployment Start 10/07/2016

Date

Deployment End 08/10/2017

Date

Duty Station BTRS - BAGRAM AIRFIELD (BAF), Bagram , Afghanistan

Operation Operation Enduring Freedom

System Supported

Purpose Build schools

Supporting Acquisition (ACQ)

Government Organization

Points of Contact

24/7 Company Point of Contact	Government Point of Contact	In-Theater Point of Contact
First Name Bea	First Name	First Name Arthur
Middle Name A	Middle Name	Middle Name
Last Name Ware	Last Name	Last Name Major
Home Phone	Home Phone	Home Phone
Office Phone 609-555-1235	Office Phone	Office Phone 609-555-4567
Mobile Phone	Mobile Phone	Mobile Phone
Email baware@email.com	Email	Email amajor@inth.com

Persons

Number of Persons 2

Show per page: 25

Name	SSN/FIN	Job Title	In-Theater Email
Anderson, Steven	XXX-XX-0293	Electrical Engineers	sanderson@inth.com
Davis, Tanya	XXX-XX-0314	Electrical Engineers	tdavis@inth.com

Page 1 of 1

Certification Statement

By submitting this deployment, you are certifying the following:

"I certify that all personnel included in this deployment have or will meet all DODI 3020.41 and Combatant Command (COCOM) qualifications and requirements including training, medical, and dental screenings and assessments prior to this deployment"

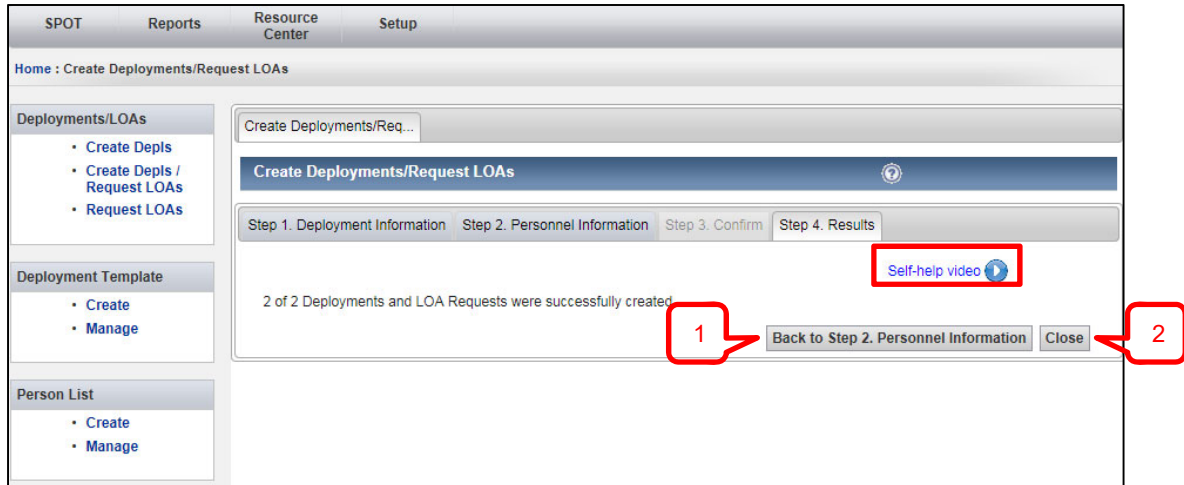
1 Back Submit 2

1. If necessary, click **Back** to go back to a previous tab to review and edit or change the **Current Task**
2. After verifying all information, click **Submit**. The “Step 4. Results” tab will display.

### 6.2.1.5 Step 4 – Results

The “Step 4. Results” tab will display a message to indicate the deployments and LOA requests were successful created.

SPOT sends an email to notify the assigned Government Authority that there are pending LOA request(s).



1. If necessary, click **Back to Step 2. Personnel Information** to go back to the “Step 2. Personnel Information” tab and add more persons for deployments and LOAs. For help, click the **Self-help video** link or button (📺).

#### Notes:

- If a submission is unsuccessful for any reason, you see a list of the persons who were not successfully submitted. You have the option to go back to the “Step 2” tab to reprocess these persons or save them to a person list.
  - If you click **Back to Step 2. Personnel Information**, the “Step 2. Personnel Information” tab will display. For example, in the first batch you might process employees for the prime company, and then go back to “Step 2” to process employees for a subcontractor company. Click **Search for Person List** or **Search for Person** to add more persons for deployments and LOAs and then process these persons.
  - For successful submissions, SPOT sends an automated email to the Government Authority selected on the “Step 1” tab.
2. Click **Close** to end the workflow and return to the “Home” page.

### 6.2.2 Creating Deployments Only

Some deployed personnel do not require SPOT-generated LOAs. This is because the contractor does not require Authorized Government Services or is based on the DFARS and COCOM requirements. SPOT lets you create a deployment without an LOA. The steps are similar to those in Section 6.2.1, Creating Deployments and Requesting LOAs. However, in this case, only deployments are created. Later, if LOAs are needed for these persons, you can request LOAs for them.

#### Notes:

- The **Current Task** will display **Create Deployments**.
- SOFA country deployments must have LOAs. If the country to be visited or deployment duty station is a country that requires SOFA information in SPOT and the **Current Task** is **Create Deployments**, when you click **Continue** at the bottom of the page, an error message will appear and you cannot proceed until you select **Create Deployments and Request LOAs for Contractors** as the **Current Task**.

The screenshot shows the 'Create Deployments/Request LOAs' page in the SPOT-ES system. The page has a breadcrumb trail 'Home : Create Deployments/Request LOAs'. On the left, there are two navigation menus: 'Deployments/LOAs' with options 'Create Depls', 'Create Depls / Request LOAs', and 'Request LOAs'; and 'Deployment Template' with options 'Create' and 'Manage'. The main content area has a title 'Create Deployments/Request LOAs' and a progress bar with four steps: 'Step 1. Deployment Information', 'Step 2. Personnel Information', 'Step 3. Confirm', and 'Step 4. Results'. Below the progress bar, there is a 'required' label and a 'Self-help video' link. The 'Current Task' dropdown menu is set to 'Create Deployments' and is highlighted with a red box. There is also a 'Search for Template' button.

### 6.2.3 Requesting LOAs Only

To request only LOAs, the deployments for the persons must already exist. The steps are similar to those in Section 6.2.1, Creating Deployments and Requesting LOAs.

**Note:** The **Current Task** field will display **Request LOAs (for existing deployments)**.

The screenshot shows the 'Create Deployments/Request LOAs' page in the SPOT-ES system, similar to the previous one. The breadcrumb trail is 'Home : Create Deployments/Request LOAs'. The left navigation menus are the same. The main content area has the same title and progress bar. The 'Current Task' dropdown menu is now set to 'Request LOAs (for existing deployments)' and is highlighted with a red box. There is also a 'Search for Template' button.

### 6.3 Searching for LOAs

You may search for LOAs in the Company Administrator’s “LOA Inbox” using several different criteria, which are displayed in the following “LOA Inbox” example. The LOA status search criteria are described in the following table. If no criteria are entered in the “LOA Search” section, then all LOA records (not the LOA PDFs) that the Company Administrator has access to see will be returned.

**Note:** Only LOAs with a “KO Approved” status are available to view in their final PDF form.

**Table 4: LOA Status and Definitions**

<b>Status</b>	<b>Definition</b>
<b>Cancelled</b>	LOAs that have been cancelled.
<b>Denied</b>	LOAs that were denied by the Government Authority or the Contracting Officer.
<b>Expired</b>	LOAs that have a deployment end date that precedes the current date.
<b>Government Authorized</b>	LOAs that have been authorized by the Government Authority and are waiting for the Contracting Officer to review and submit action.
<b>KO Approved</b>	LOAs that have been approved by the Contracting Officer. Requests with a “KO Approved” status remain in the “LOA Inbox” while they are considered active, that is, until the actual departure date from the Area of Responsibility (AOR) is entered.
<b>Pending Signed Document</b>	LOAs that have been signed by the Contracting Officer and are waiting for Adobe Acrobat to generate the final approved LOA.
<b>Recalled</b>	LOAs that have been recalled after submission in one of the following instances: <ul style="list-style-type: none"> <li>• A requested LOA has been recalled by a Company Administrator or authorized government user prior to Government Authority authorization.</li> <li>• An authorized LOA has been recalled by a Government Authority or a Contracting Officer prior to approval by a Contracting Officer.</li> </ul>
<b>Request Pending</b>	LOAs that are in the Government Authority “LOA Inbox” but have not been processed.
<b>Revoked</b>	LOAs that were approved and later revoked.

To search for LOAs:

1. From the “LOA Inbox” section of the “Home” page, enter search criteria in one or more of the data fields. You can also search by LOA status using the **Status** drop-down list.

The screenshot shows the "LOA Search" form. It includes fields for Last Name, First Name, Contract#, Task Order#, Estimated Deployment Start Date (From/To), Status, Government Authority Assigned, LOA Number, and KO Assigned. A dropdown menu is open for the Status field, showing options like Cancelled, Denied, Expired, Government Authorized, KO Approved, Recalled, Pending Signed Document, Request Pending, and Revoked. A "Search" button is located at the bottom right. Red callout boxes with numbers 1 and 2 are present: callout 1 points to the search icon, and callout 2 points to the Search button.

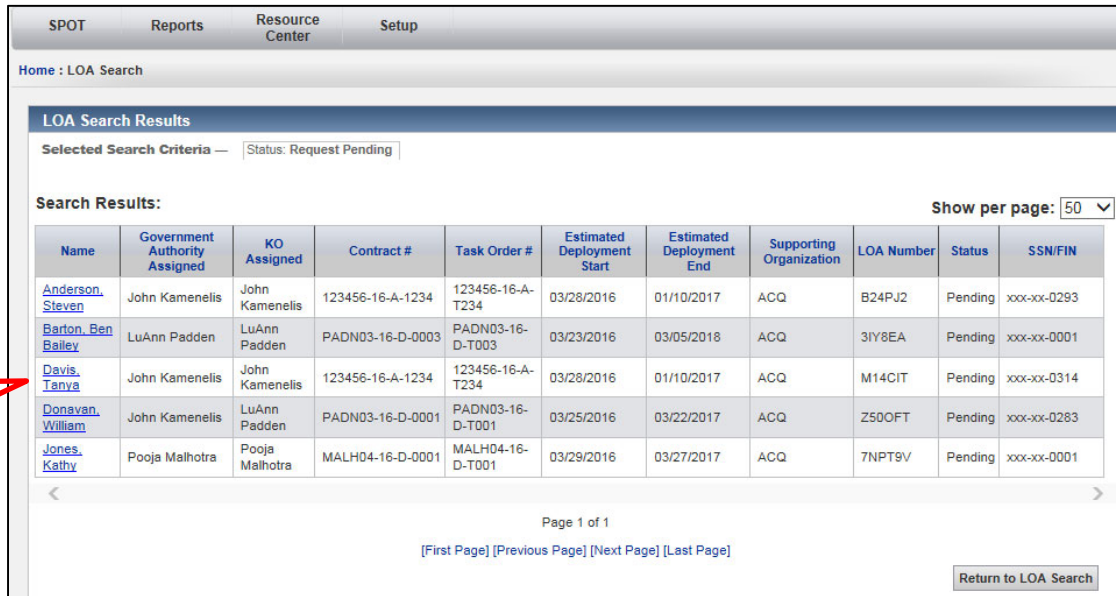
2. Click **Search**. The “LOA Search Results” page will display.

**KO Approved Status Search Results Example:**

The screenshot shows the "LOA Search Results" page. It displays a table of search results for the status "KO Approved". The table has columns for Name, Government Authority Assigned, KO Assigned, Contract #, Task Order #, Estimated Deployment Start, Estimated Deployment End, Supporting Organization, LOA Number, Status, SSN/FIN, and a "View LOA" button. Red callout boxes with numbers 1, 2, and 3 are present: callout 1 points to the search icon in the previous screenshot, callout 2 points to the Search button, and callout 3 points to a "View LOA" button in the table.

Name	Government Authority Assigned	KO Assigned	Contract #	Task Order #	Estimated Deployment Start	Estimated Deployment End	Supporting Organization	LOA Number	Status	SSN/FIN	
<a href="#">Anderson, Steven</a>	JOHN KAMENELIS	John Kamenelis	KAME08-15-D-0001	0001	08/16/2015	08/07/2016	ACQ	3RBU06	KO Approved	xxx-xx-0293	<a href="#">View LOA</a>
<a href="#">Bob, Billy J</a>	JOHN KAMENELIS	John Kamenelis	KAME08-15-D-0001	0001	08/16/2015	08/07/2016	ACQ	N86M9R	KO Approved	xxx-xx-0255	<a href="#">View LOA</a>
<a href="#">Edwards, Erin Emma</a>	John Kamenelis	John Kamenelis	123456-16-A-1234	123456-16-A-T234	04/04/2016	01/10/2017	ACQ	H9AOFK	KO Approved	xxx-xx-0004	<a href="#">View LOA</a>

## Request Pending Status Search Results Example:



SPOT Reports Resource Center Setup

Home : LOA Search

LOA Search Results

Selected Search Criteria — Status: Request Pending

Search Results: Show per page: 50

Name	Government Authority Assigned	KO Assigned	Contract #	Task Order #	Estimated Deployment Start	Estimated Deployment End	Supporting Organization	LOA Number	Status	SSN/FIN
<a href="#">Anderson, Steven</a>	John Kamenelis	John Kamenelis	123456-16-A-1234	123456-16-A-T234	03/28/2016	01/10/2017	ACQ	B24PJ2	Pending	xxx-xx-0293
<a href="#">Barton, Ben Bailey</a>	LuAnn Padden	LuAnn Padden	PADN03-16-D-0003	PADN03-16-D-T003	03/23/2016	03/05/2018	ACQ	3IY8EA	Pending	xxx-xx-0001
<a href="#">Davis, Tanva</a>	John Kamenelis	John Kamenelis	123456-16-A-1234	123456-16-A-T234	03/28/2016	01/10/2017	ACQ	M14CIT	Pending	xxx-xx-0314
<a href="#">Donavan, William</a>	John Kamenelis	LuAnn Padden	PADN03-16-D-0001	PADN03-16-D-T001	03/25/2016	03/22/2017	ACQ	Z50OFT	Pending	xxx-xx-0283
<a href="#">Jones, Kathy</a>	Pooja Malhotra	Pooja Malhotra	MALH04-16-D-0001	MALH04-16-D-T001	03/29/2016	03/27/2017	ACQ	7NPT9V	Pending	xxx-xx-0001

Page 1 of 1  
[First Page] [Previous Page] [Next Page] [Last Page]

Return to LOA Search

- If you searched for an LOA with a “KO Approved” status, click **View LOA** to view the LOA. Open the read-only PDF document. Optionally, print or save the LOA. When finished, close Adobe® Reader™ to return to the “LOA Search Results” page.

**Note:** The **View LOA** button is available for only LOAs with a “KO Approved” status.

- To view LOA details for a person, click the person’s name in the **Name** column. The “LOA Details” page will display.

**Note:** The status of the LOA determines the buttons that are displayed on the “LOA Details” page. For more information, see Section 6.4, Recalling an LOA.

**KO Approved LOA Example:**

**LOA Details**

Name: Edwards, Erin Emma  
Date Submitted: 4/5/2016

LOA Number: S8A7YT  
Status: KO Approved

**Deployment Information**

**Profile Information**

Deployment Dates: Start: 4/5/2016 End: 3/5/2016

Countries to be Visited:

Country Name
Afghanistan
Kuwait

Purpose: Power distribution

Supporting Organization: ACQ

Contract Information: Start: 4/2/2016 End: 4/1/2016  
Contract Number: PADND4-16-D-0001  
Task Order: PADND4-16-D-T001

Contract Issuing Agency: Dept. of the Army  
Theater Duty Station: BTRS - BAGRAM AIRFIELD (BAF)  
Job Title: Electrical Engineers  
Supervisor/Non-Supervisor: Non-Supervisor

Primary Email: eedwards@email.com  
SSN/DODID/FIN: xxx-xx-0004  
Date of Birth: 11/11/1989  
Place of Birth: Trenton, NJ  
Gender: Female  
Name of Company: HP (Prime)  
Home Address: 123 Nassau St., Princeton, NJ, 08540  
Passport #/Expiration: 0987654321 - 11/11/2020  
Clearance Level w/ Agency:  
Clearance Expiration Date (mm/dd/yyyy):

**Deployment Contact Information**

**Company Contact Information**

In Theater Email: eedwards@inrh.com

**Next of Kin (NOK)**

Name (Last, First, Middle): Edwards, Earle  
Relationship: Spouse  
Phone: 809-555-1234  
Alternate Phone:

**In-Theater Contact**

Name (Last, First, Middle): Major, Arthur  
Phone: 011-565-br-542  
Email: amajor@inrh.gov

**Government Contact Information**

**DBA Insurance**

Company Name: Acme Insurance Co  
Policy Number: AC-0987654321  
Phone Number: 800-555-9876

**Authorized Government Services**

\* Select one option.

CAAF  NON-CAAF

---

\* Select at least one option.

<input checked="" type="checkbox"/> WEAPON	<input type="checkbox"/> MILITARY ISSUED CLOTHING
<input checked="" type="checkbox"/> BILLETING	<input type="checkbox"/> MILITARY ISSUED EQUIPMENT
<input checked="" type="checkbox"/> CAC	<input type="checkbox"/> MWR FACILITIES
<input checked="" type="checkbox"/> LOCAL ACCESS BADGE	<input type="checkbox"/> MILITARY EXCHANGE
<input checked="" type="checkbox"/> DINING FACILITY (DFAC)	<input type="checkbox"/> COMMISSARY
<input checked="" type="checkbox"/> GOVT FURNISHED MEALS (GFM)	<input type="checkbox"/> MILITARY BANKING
<input checked="" type="checkbox"/> APO/FPO/POSTAL SERVICES	<input type="checkbox"/> EXCESS BAGGAGE
<input type="checkbox"/> DIPLOMATIC POST OFFICE (DPO)	<input checked="" type="checkbox"/> MILAIR
<input type="checkbox"/> PRIMARY CARE	<input checked="" type="checkbox"/> TRANSPORTATION (other than MILAIR)
<input type="checkbox"/> OTHER (SEE REMARKS FIELD)	<input type="checkbox"/> NONE

**NUMBER of AGS ITEMS CHECKED: 9**

**Company Billing Address:**

Address 1: 456 Wall St  
Address 2:  
City: Princeton  
State: New Jersey  
Zip: 08540  
Country: United States

**LOA Remarks**

Government Authority/Contracting Officer Remarks for LOA

API.3.17.1. U.S.-owned contractors providing goods or services in direct support of DoD activities for contract-related mail only, their U.S. citizen

**LOA History**

Date	Status	Reason/Comments	User
4/5/2016	Pending		LuAnn Padden
4/5/2016	Government Authorized		LuAnn Padden
4/5/2016	LOA Pending Signed Document		LuAnn Padden
4/5/2016	KO Approved		LuAnn Padden

**Authorization**

Reason/Comments

6

View Person Summary

View LOA

5

Back

7

- If you searched for an LOA with a “KO Approved” status, click **View LOA** to view the LOA. Open the read-only PDF document. Optionally, print or save the LOA. When finished, close Adobe® Reader™ to return to the “LOA Details” page.  
**Note:** The **View LOA** button is available for only LOAs with a “KO Approved” status.
- To go to the “View Person” page, click **View Person Summary**.
- Click **Back** to return to the “LOA Search Results” page, or select **Home** in the navigation breadcrumbs (under the menu bar) to return to the “Home” page.

**Note:** To view and print an LOA, you can also search for and select a person (see Section 5.1). On the “View Person” page, click the **View/Print LOA** button.

The screenshot shows the 'Deployment Information' page. At the top, there are two dropdown menus: 'Select a Previous Deployment' and 'Deployment Actions'. Below this, the 'Current Deployment' section displays 'Person Status: Active' and 'Last Person Status Update Date: 8/10/2015'. A red box highlights the 'View / Print LOA' button. To the right, the 'Pre-Deployment' section contains a table with two rows: 'Create Deployment' (status: Complete) and 'Request LOA' (status: KO Approved).

Current Deployment		Pre-Deployment	
Person Status:	Active	✓ Create Deployment	Complete
Last Person Status Update Date:	8/10/2015	✓ Request LOA	KO Approved

## 6.4 Recalling an LOA

An authorized user can recall LOAs. The workflow is as follows:

- After an LOA is requested and its status is “Request Pending”, a Company Administrator or authorized Government user can recall the LOA before it is authorized by a Government Authority. The LOA status changes to “Recalled”. A Company Administrator can then update the recalled LOA and resubmit it. Once a Government Authority authorizes an LOA, the Company Administrator can no longer recall the LOA.
- After a Government Authority authorizes an LOA and its status is “Government Authorized”, a Government Authority or a Contracting Officer can recall the LOA prior to approval by a Contracting Officer. The LOA status changes to “Recalled”. A Company Administrator cannot update a recalled LOA. Once the Contracting Officer approves an LOA, the LOA can no longer be recalled.

### 6.4.1 Recalling a Single LOA

To recall a single LOA:

- Search for an LOA (see Section 6.3) with a status of “Request Pending”.
- In the search results, click the person’s name. The “LOA Details” page will display.

The screenshot shows the 'LOA History' table with one entry: Date: 11/12/2013, Status: Pending, Reason/Comments: (empty), User: Student 011. Below the table is the 'Authorization' section, which contains a 'Reason/Comments' text area with the text 'Documentation'. A red box with the number '3' points to this text area. At the bottom right, there are two buttons: 'Recall LOA' and 'Back'. A red box with the number '4' points to the 'Recall LOA' button.

Date	Status	Reason/Comments	User
11/12/2013	Pending		Student 011

Reason/Comments: Documentation

Recall LOA Back



3. Enter a reason for recalling the LOA in the **Reason/Comments** field. A comment is required when recalling an LOA.
4. Click **Recall LOA**.

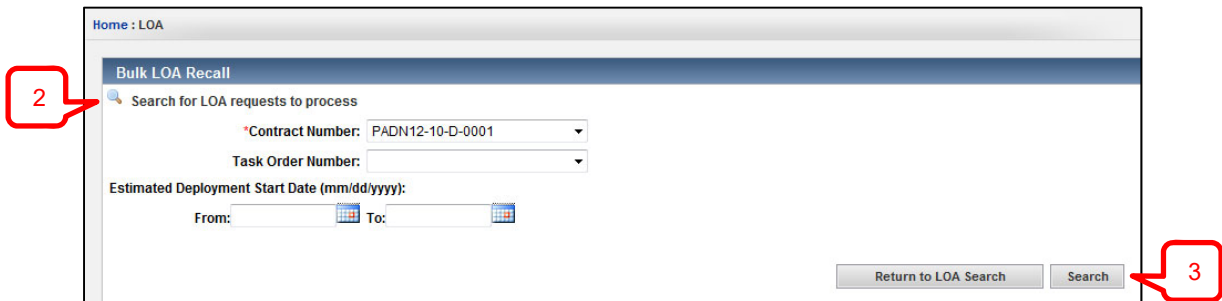
### 6.4.2 Bulk Recalling LOAs

To recall multiple LOAs:

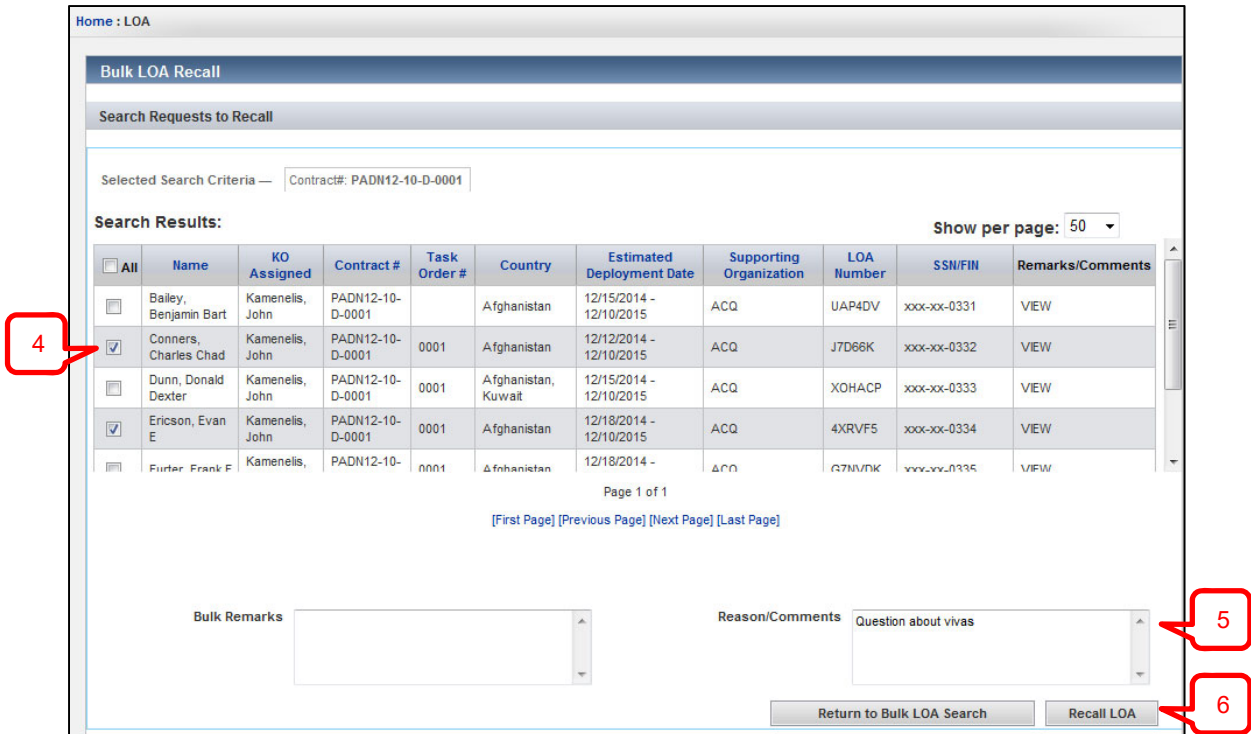
1. From the “LOA Inbox” section of the “Home” page, click the **Bulk LOA Recall** link.



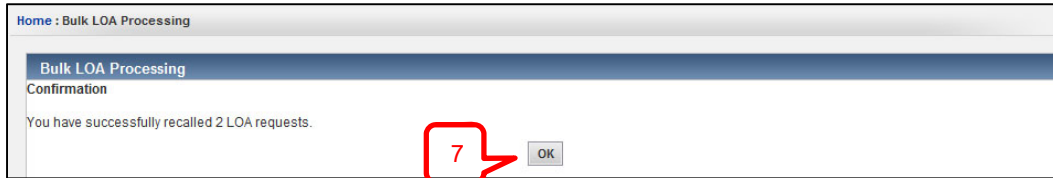
The “Bulk LOA Recall” page will display.



2. Enter search criteria in one or more of the data fields. **Contract Number** is required.
3. Click **Search**. The “Search Requests to Recall” page will display with the LOAs that meet the specified criteria.



4. Click the checkbox next to each name to select the individuals whose LOAs will be recalled, or click the **All** checkbox to select all names on the page.
5. Enter the reason for the recall in the **Reasons/Comments** field.
6. Click **Recall LOA**. A confirmation message will display.



7. Click **OK** to return to the “Home” page.

### 6.4.3 Resubmitting a Recalled LOA

To resubmit a recalled LOA:

1. Search for an LOA (see Section 6.3) with a status of “Recalled”.
2. In the search results, click the person’s name. The “LOA Details” page will display.
3. On the “LOA Details” page, edit the available fields as necessary. For more information, see Section 6.2.1, Creating Deployments and Requesting LOAs.

#### Notes:

- Deployment start dates must fall within the referenced contract or task order’s period of performance. Deployment end dates may extend up to 30 days beyond the contract or task order’s end date to allow for close out.
- The deployment start date cannot be earlier than the current date. If a deployment start date is in the past, an error message will appear and you cannot proceed until you enter a valid date. You cannot enter an estimated deployment date in the past. If a person is staying in theater on back-to-back deployments and remains in theater when a contract is extended or an option period is exercised, you must create a new deployment with an estimated start date that must be the day *after* the previous deployment is closed out.
- If a new deployment overlaps with a previously closed deployment, an error message appears and you cannot proceed until you enter a valid date. The estimated start date of a new deployment must be after the actual end date of all previously closed deployments. This change was implemented to prevent overlapping deployments.

Home: LOA

### LOA Details

Name: Conners, Charles Chad  
Date Submitted: 12/19/2014

LOA Number: J7D66K  
Status: Recalled

Deployment Information		Profile Information					
* Deployment Dates:	Start: 12/12/2014 End: 12/10/2015	* Primary Email:	cconners@email.com				
* Countries to be Visited:	<table border="1"> <thead> <tr> <th>Country Name</th> <th></th> </tr> </thead> <tbody> <tr> <td>Afghanistan</td> <td>Remove</td> </tr> </tbody> </table>	Country Name		Afghanistan	Remove	SSN/DODID/FIN:	xxx-xx-0332
Country Name							
Afghanistan	Remove						
	Select Country from List to Add	Date of Birth:	12/15/1981				
		Place of Birth:	Trenton, NJ, USA				
		Gender:	Male				

### LOA Remarks

Government Authority/Contracting Officer Remarks for LOA

### LOA History

Date	Status	Reason/Comments	User
12/19/2014	Request Pending		LuAnn Padden
12/19/2014	Recalled	Question about vivas	LuAnn Padden

### Authorization

Reason/Comments

4

Submit Back

- Click **Submit**. The “LOA Search Results” will display.” The resubmitted LOA is removed from the list of LOAs with a “Recalled” status.

## 6.5 LOAs with Revoked Status

SPOT system-generated LOAs may be revoked, and declared null and void, after they have been approved by a Contracting Officer. Only a Contracting Officer can revoke an LOA. An LOA may be revoked for different reasons. The following are examples of reasons for revoking an LOA:

- The deployable contractor’s employer changes
- The deployable contractor’s name changes
- The deployable contractor’s deployment has been terminated involuntarily (removed for cause)

When an LOA is revoked, email notifications are automatically sent to the following individuals:

- The user who initiated the LOA request
- The assigned Government Authority (regardless of the person who actually authorized the LOA)

Once an LOA is flagged as “Revoked”, the PDF version is no longer valid and can no longer be viewed or retrieved from SPOT by the Company Administrator. It will be stored in the archive records of the system, along with other historical documents for deployable persons.

## **6.6 Updating Eligibility Requirements**

The Company Administrator (or other authorized user) must document deployment eligibility information as a prerequisite to the person’s departure for the AOR. To enter eligibility information in SPOT, use the “Eligibility Requirements” workflow. The “Eligibility Requirements” workflow consists of the following six steps: Training, Health, Visa, Personal Equipment, Clearance, and Forms. If a contractor’s country to be visited or deployment duty station country requires SOFA information in SPOT, a seventh tab is include in the eligibility requirements so you can update the SOFA requirements entered when the deployment was requested.

Once the eligibility information has been entered and submitted, the “View Person” page will be updated and the “Pre-Deployment” section of the page will indicate that the **Eligibility Requirements** have a status of “Complete”.

To update eligibility requirements:

1. Search for and select a person (see Section 5.1). The “View Person” page will display.

**Note:** The information displayed and the options available on the “View Person” page depend on the deployment status and the LOA status (if requested). In the “Deployment” section of the table:

- An **Identify Issued Weapon** link appears only if the Contracting Officer has authorized a weapon and approved the contractor’s LOA in SPOT.
- A **SOFA** link appears only if the contractor’s country to be visited or deployment duty station country requires SOFA information in SPOT. The **SOFA** task has a green check mark (✓) and the status “Complete” if SOFA requirements were completed when the deployment and LOA were requested. If SOFA requirements are not complete, the **SOFA** task has a red “X” (✗) and the status “Incomplete”.

“View Person” Page – KO Approved Example with Weapon

SPOT Reports Resource Center Setup

Home : View Person - Davis, Tanya (Company Contractor Personnel)

**Person Data**

If the person data is edited, the person's current LOA will not reflect the changes. In order to update the person data on the LOA, the current LOA must be revoked and a new LOA request must be initiated.

Full Name: Davis, Tanya      Deployment Status: Not Deployed  
 Email: tdavis@email.com      Gender: Female  
 Company: HP Enterprise Services      Citizenship: United States  
 SSN: xxx-xx-0314      DMDC Verified: No  
 Date of Birth: 11/11/1981      CAC Expiration Date: Unknown  
 Person Status: Active

Last Update: 7/18/2018

Edit Person

**Deployment Information**      Select a Previous Deployment      Deployment Actions

Current Deployment	View / Print LOA	Pre-Deployment	
Arrived: Not yet arrived		<input checked="" type="checkbox"/> Create Deployment	Complete
Actual Arrival Date: Not yet arrived		<input checked="" type="checkbox"/> Request LOA	KO Approved
Estimated Deployment: 07/18/2018 - 05/14/2019		<input type="checkbox"/> Eligibility Requirements	Incomplete
Countries to be Visited: Afghanistan, Kuwait		<input type="checkbox"/> Deployment Itinerary	Incomplete
Government Organization: ACQ		<b>Deployment</b>	
Contract Number: 123456-18-A-1235		<input type="checkbox"/> Identify Issued Weapon	Incomplete
Task Order: 123456-18-A-T235		<input type="checkbox"/> In-Theater Arrival	Incomplete
Deployment Purpose: Support services		<input type="checkbox"/> Duty Station Check In	Incomplete
<b>Current Duty Station</b> View Duty Station History			
Primary Duty Station      Country Afghanistan			

“View Person” Page – Request Pending Example with SOFA Requirements in SPOT

**Deployment Information**      No previous deployments exist for this person      Deployment Actions

Current Deployment	View / Print LOA	Pre-Deployment	
Arrived: Not yet arrived		<input checked="" type="checkbox"/> Create Deployment	Complete
Actual Arrival Date: Not yet arrived		<input checked="" type="checkbox"/> Request LOA	Request Pending
Estimated Deployment: 07/18/2018 - 05/14/2019		<input type="checkbox"/> Eligibility Requirements	Incomplete
Countries to be Visited: Japan		<input type="checkbox"/> Deployment Itinerary	Incomplete
Government Organization: ACQ		<b>Deployment</b>	
Contract Number: 123456-18-A-1236		<input type="checkbox"/> In-Theater Arrival	Incomplete
Task Order: 123456-18-A-T236		<input type="checkbox"/> Duty Station Check In	Incomplete
Deployment Purpose: Support services		<input checked="" type="checkbox"/> SOFA	Complete
<b>Current Duty Station</b> View Duty Station History			
Primary Duty Station      Country Japan			
City Tokyo			

- From the “Pre-Deployment” section of the “View Person” page, click the **Eligibility Requirements** link. The “1. Training” tab will display.

**Note:** If the contractor’s country to be visited or deployment duty station country requires SOFA information in SPOT, the **Skip to Next Tab** button is active on tabs 1 through 6. For non-SOFA country deployments, this button is gray and disabled on tabs 1 through 5.

## 6.6.1 Training Information

On the “1. Training” tab:

1. Click the appropriate radio button to answer question 1.
  - If you do not need to add training, select **Yes** for question 1 and go to step 8.
  - If you need to add training, keep the default answer **No** for question 1 and click **Add Training** to enter information about the required training received.

**Note:** If you answer **Yes** to question 1, you cannot click **Add Training**.

The “Training Details” page will display. Complete steps 2 through 7 to enter all the required training information for question 1 before going to step 8 to answer question 2.

2. Select the type of training from the **Training Type** drop-down list. The following are examples of types of training:
  - CRC – Conus Replacement Center
  - FDC – Federal Deployment Center
  - NDC – National Deployment Center
  - SRP – Soldier Readiness Processing
3. Enter the training date. Enter the date (in MM/DD/YYYY format, including forward slashes) or select the date using the calendar control.
4. Click the **Search** icon (🔍) to search for and select the training location. The training location search is similar to the duty station search. For more information, see Section 2.1, Searching for a Duty Station.

The selected training location will display.

Home : View Person : Edit Eligibility Requirements

Edit Eligibility Requirements

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

Enter the Company Training Center Information:

\* Training Type: CRC

\* Date: 01/22/2016 (mm/dd/yyyy)

Location: Country United States, State Texas, City El Paso, Site Fort Bliss

5 Add Close

5. Click **Add** to add the training.

**Note:** If you click **Close**, your training information entries are not saved.

The “1. Training” tab displays the success message and the training that you just entered.

Home : View Person : Edit Eligibility Requirements

Edit Eligibility Requirements

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

Eligibility Training has been saved successfully.

1. Is this person exempt from the training requirement?  No  Yes Add Training 7

If No, enter the Company Training Center Information:

Type	Date	Location	Edit	Delete
CRC	01/26/2016	Fort Bliss, TX		6

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

Skip to Next Tab Cancel Save Save and Continue

6. If necessary, click the magnifying glass icon () to edit or the **Delete** icon () to delete the training.
7. To add more training, click **Add Training** and repeat the steps to document the person’s training.

Home : View Person : Edit Eligibility Requirements

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 Add Training

If No, enter the Company Training Center Information:

Type	Date	Location	Edit	Delete
CRC	01/26/2016	Fort Bliss, TX	8	

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

\* Date: 02/01/2016 (mm/dd/yyyy) 9

Skip to Next Tab Cancel Save Save and Continue 10

8. Click the appropriate radio button to answer question 2.



9. If you select **Yes** for question 2, enter the date the training was completed.
10. Click **Save and Continue**. The “2. Health” tab will display.

### 6.6.2 Health Information

On the “2. Health” tab:

1. Select the person’s blood type from the drop-down list.

**Note:** Blood type is required. However, if you do not have this information, select **Not Provided**. Then return to this screen later and enter the correct blood type.

2. Click the appropriate radio button to answer questions 2 and 3.

**Note:** A panograph is a type of dental x-ray that provides a complete view of the mouth.

3. Click **Save and Continue**. The “3. Visa” tab will display.

### 6.6.3 Visa Information

On the “3. Visa” tab:

1. Click the **Edit** icon (✎) to edit the visa information.

**Note:** SPOT creates a set of visa information rows for each of the countries listed as countries to be visited in the deployment.

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

The “Visa Details” page will display.



Home : View Person : Edit Eligibility Requirements

**Edit Eligibility Requirements**

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

Enter the selected Country's Visa Information:

Country: Afghanistan

Visa Number:

Expiration Date:  (mm/dd/yyyy)

Visa Remarks:

2. Enter the visa number, expiration date, and any optional visa remarks.

3. Click **Update** to save your entries.

**Note:** If you click **Close** without first clicking **Update**, your entries are not saved.

A confirmation message appears indicating your entries were saved successfully.

Home : View Person : Edit Eligibility Requirements

**Edit Eligibility Requirements**

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

Eligibility Visa has been saved successfully.

Enter the selected Country's Visa Information:

Country: Afghanistan

Visa Number: AFG1234567890

Expiration Date: 06/20/2018 (mm/dd/yyyy)

Visa Remarks: Remark details

4. Click **Close**. The “3. Visa” tab will display with the visa information that you just entered.

Home : View Person : Edit Eligibility Requirements

**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
Afghanistan	AFG1234567890	06/20/2018	Remark details	

5. To add or update visa information for any other countries, click the **Edit** icon and repeat the steps to document visa information.

6. Click **Continue**. The “4. Personal Equipment” tab will display.

### 6.6.4 Personal Equipment/Weapons

On the “4. Personal Equipment” tab:

1. Click the appropriate radio button to answer questions 1 and 2. If question 3 is disabled, go to step 3.

**Note:** Question 3 becomes unlocked if the Contracting Officer has authorized a weapon and approved the contractor’s LOA in SPOT.

Home : View Person : Edit Eligibility Requirements

**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 **1**

2. Has the person been issued Two Sets of ID Tags?  Yes  No

This person has been contractually authorized to carry a weapon(s):  
(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 **2**

Skip to Next Tab Cancel Back Save Save and Continue **3**

2. If the contractor is not issued a weapon, click **No**. If the contractor is issued a weapon, go to step 3.

**Note:** When the “WEAPON” checkbox is selected in the “AUTHORIZED GOVERNMENT SERVICES” section of a Contracting Officer approved LOA, this only indicates the employee is contractually able to carry a weapon. Other training and certification requirements imposed by the contract or COCOM also need to be satisfied prior to the contractor being issued a weapon. It is possible that a contractor is authorized to carry weapons, but the contractor is never actually issued a weapon.

3. Click **Save and Continue** to display the “5. Clearance” tab (see Section 6.6.5).
4. If the contractor is issued a weapon, select **Yes** for question 3. Question 4 will display.

Home : View Person : Edit Eligibility Requirements

**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 been contractually authorized to carry a weapon(s):  
(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 **4**

4. What type of weapon(s) is the person carrying? Select a Weapon Type ...  **5**

Skip to Next Tab Cancel Back Save Save and Continue

5. For question 4, select the **Weapon Type** from the drop-down list. Click **Go** (➔) or the **Add Weapon** link. Question 5 will display.

6. Enter the **Serial Number** in the text field. A serial number is required. This field cannot be empty/blank or contain invalid characters, all spaces, or the value **Unknown** (in uppercase, lowercase, or mixed case). Valid characters are letters (a-z or A-Z), numbers (0-9), and a dash (-).
7. Select the source of the weapon from the **Source** drop-down list.
8. Repeat the steps to add all weapons associated with this person, up to a maximum of ten.

9. Click **Save and Continue**. The “5. Clearance” tab will display.

**Note:** You can add or update issued weapon information during the deployment phase by clicking the **Identify Issued Weapon** link in the “Deployment” section of the “View Person” page (see Section 9.2). This link is available after an LOA with **Weapon** selected as an Authorized Government Service is approved by a Contracting Officer.

### 6.6.5 Clearance Information

On the “5. Clearance” tab:

1. Click the appropriate radio button to answer questions 1 and 2.

If you answer **Yes**, date fields will display.

2. Enter the dates the clearances were received.
3. Click **Save and Continue**. The “6. Forms” tab will display.

### 6.6.6 Forms

On the “6. Forms” tab:

1. Click the appropriate radio button to answer questions 1 through 5.

2. Click **Save and Exit** when complete. For non-SOFA country deployments, the “View Person” page will display. For deployments that require SOFA information in SPOT, see Section 6.6.7.

On the “View Person” page, the “Pre-Deployment” section is updated. The **Eligibility Requirements** task will have a green check mark and the status “Complete”.

**Note:** If weapon information was entered, the **Identify Issued Weapon** task in the “Deployment” section will also have a green check mark and the status “Complete”.

Deployment Information		Select a Previous Deployment	Deployment Actions
<b>Current Deployment</b> <a href="#">View / Print LOA</a> Arrived: Not yet arrived Actual Arrival Date: Not yet arrived Estimated Deployment: 07/18/2018 - 05/14/2019 Countries to be Visited: Afghanistan, Kuwait Government Organization: ACQ Contract Number: 123456-18-A-1235 Task Order: 123456-18-A-T235 Deployment Purpose: Support services Current Duty Station <a href="#">View Duty Station History</a>		<b>Pre-Deployment</b> <input checked="" type="checkbox"/> Create Deployment Complete <input checked="" type="checkbox"/> Request LOA KO Approved <input checked="" type="checkbox"/> <b>Eligibility Requirements</b> Complete <input type="checkbox"/> Deployment Itinerary Incomplete <b>Deployment</b> <input checked="" type="checkbox"/> Identify Issued Weapon Complete <input type="checkbox"/> In-Theater Arrival Incomplete	

### 6.6.7 SOFA

If a contractor's country to be visited or deployment duty station country requires SOFA information in SPOT, a "7. SOFA" tab is included in the eligibility requirements. From this tab you can update the SOFA requirements entered when the deployment and LOA was requested.

To update a contractor's SOFA requirements:

1. From the "6. Forms" tab, click **Save and Continue**, or from any eligibility requirements tab, click **Skip to Next Tab** as many times as necessary to skip to the seventh tab without saving. The "7. SOFA" tab will display." It is prepopulated with the SOFA requirements that were previously entered for this deployment.
2. Update the selections on the "7. SOFA" tab.

#### Notes:

- If necessary, select the **SOFA Country** from the drop-down list.
- Question 1 – Select one response for fulfilling the mission requirements.
- Question 2 – Indicates if deployed person does not have a residency permit or visa. Radio buttons are gray and disabled. Defaults to **Yes** if Question 1 is **1.1** through **1.5**. Defaults to **No** if Question 1 is **1.6 No SOFA Status**.
- Question 3 – Indicate if qualified dependents will accompany the deployed person. If you select **Yes**, you must select the number of qualifying dependents and enter required information for those dependents in the table that appears on the screen. If you select **No**, the **Number of qualifying dependents** field is gray and disabled. When adding dependents:
  - The table displays a row for each of the number of qualified dependents.
  - In the "Status" column, a red "X" (✗) appears until the row is complete and the data is saved. A green check mark (✓) appears after the row is complete and saved.
  - Click the trash can (🗑) to remove a dependent's row from the table and update the number of qualified dependents.
  - You must enter dependent information for each qualified dependent quantity indicated.
- Question 4 – Enter or select the SOFA expiration date. If Question 1 is **1.6 No SOFA Status**, then this date field is gray and disabled and you cannot enter a date. If you enter a date outside the contract/task order PoP, a warning message

will appear when you click the **Save and Exit** button. Click **OK** to continue or **Cancel** to remain on the “SOFA Page”. Ensure dates are in compliance with SOFA requirements, normally not to exceed one year.

- Questions 5 – Indicate if the SOFA-specific AGS apply. Defaults to **No** and is gray and disabled if Question 1 is **1.6 No SOFA Status**.
- If all required fields are not complete when you click **Save and Exit**, an error message appears and you remain on the “SOFA Page”.

**Edit Eligibility Requirements**

1. Training 2. Health 3. Visa 4. Personal Equipment 5. Clearance 6. Forms 7. SOFA

SOFA Country:  Name: Higgins, Harry SSN: xxx-xx-0051

1. The contractor employee is essential to the mission of the United States armed forces and has a high degree of skill or knowledge for the accomplishment of mission requirements by fulfilling one of the following: (Must select only one from the following)

2. Employee affirmed to Contracting Officer's satisfaction that he/she does not have a residency permit/visa for Japan.  
 Yes  No

3. Qualified dependents as defined in SOFA Art. I.c., accompanying employee.  
 Yes  No

Number of qualifying dependents

* Dependents Name	* Date of Birth	* Dependent Family Relationship	* Sponsoring Family Member	* Passport Number	* Passport Country	Status
Hallie Higgins	11/12/1982	Spouse	Higgins, Harry	US456987123	United States	✓
Hank Higgins	12/01/2016	Child	Higgins, Harry	US123456789	United States	✓

4. SOFA Expiration Date  (mm/dd/yyyy)  
*(Ordinarily SOFA Status will not exceed the period of performance of the base or option year of the contract, normally NTE one year.)*

5. Japan Specific Authorized Government Service (AGS): Laundry and dry cleaning; Open mess(club) membership, as determined by each respective club; Casualty assistance (mortality services) on a reimbursable basis; Routine medical care on a reimbursable basis for U.S. citizens and emergency medical care on a reimbursable basis for non- U.S. citizens; Dental care, limited to relief of emergencies on a reimbursable basis; Department of Defense Dependent Schools on a space-available and tuition paying basis; Issuance of U.S. Forces, Japan Operator's Permit; Issuance of vehicle license plates.  
 Yes  No

3. Click **Save and Exit** to save your changes and return to the “View Person” page.

## 6.7 Adding a Deployment Itinerary

To add a deployment itinerary:

1. Search for and select a person (see Section 5.1). The “View Person” page will display.

SPOT Reports Resource Center Setup

Home : View Person - Davis, Tanya (Company Contractor Personnel)

**Person Data**

If the person data is edited, the person's current LOA will not reflect the changes. In order to update the person data on the LOA, the current LOA must be revoked and a new LOA request must be initiated.

Full Name: Davis, Tanya      Deployment Status: Not Deployed  
 Email: tdavis@email.com      Gender: Female  
 Company: HP      Citizenship: United States  
 SSN: xxx-xx-0314      DMDC Verified: No  
 Date of Birth: 11/11/1981      CAC Expiration Date: Unknown

Last Update: 3/28/2016

[Edit Person](#)

**Deployment Information**      No previous deployments exist for this person      Deployment Actions

**Current Deployment**      [View / Print LOA](#)

Person Status: Active  
 Last Person Status Update Date: 3/25/2016  
 Arrived: Not yet arrived  
 Actual Arrival Date: Not yet arrived  
 Estimated Deployment: 04/08/2016 - 01/10/2017  
 Countries to be Visited: Afghanistan  
 Government Organization: ACQ  
 Contract Number: 123456-16-A-1234

**Pre-Deployment**

✓ Create Deployment	Complete
✓ Request LOA	KO Approved
✓ Eligibility Requirements	Complete
✗ Deployment Itinerary	Incomplete

**Deployment**

✓ Identify Issued Weapon	Complete
--------------------------	----------

- From the “Pre-Deployment” section of the “View Person” page, click the **Deployment Itinerary** link. The “Deployment Itinerary” page will display.

SPOT Reports Resource Center Setup

Home : View Person : Edit Deployment Itinerary

**Deployment Itinerary**

\* Mode of Transportation: Commercial Air      **3**

Carrier: Please select a Carrier...  
 Flight Number:

\* Arrival Date (mm/dd/yyyy):

Time of Arrival: 12:00 Midnight

\* Port of Arrival:       **4**

Country  
 City

[Back](#)      [Save and Continue](#)

- Enter the requested information in the itinerary fields.

**Notes:**

- If you select an option other than **Commercial Air**, the **Carrier** and **Flight Number** fields are disabled.
  - If the contractor was in theater on a previous deployment, select **Remain in Theater** from the **Mode of Transportation** drop-down list.
- Click the **Search** icon (🔍) to search for and select the **Port of Arrival**. For more information, see Section 2.1, Searching for a Duty Station.



5. Click **Save and Continue**. The “View Person” page will display.

On the “View Person” page, the “Pre-Deployment” section is updated. The **Deployment Itinerary** task will have a green check mark and the status “Complete”.

Pre-Deployment	
✓ Create Deployment	Complete
✓ Request LOA	KO Approved
✓ Eligibility Requirements	Complete
✓ <b>Deployment Itinerary</b>	<b>Complete</b>

## 7 Person Lists

A person list consists of persons that are intended to be deployed to the same contract, and if applicable, task order.

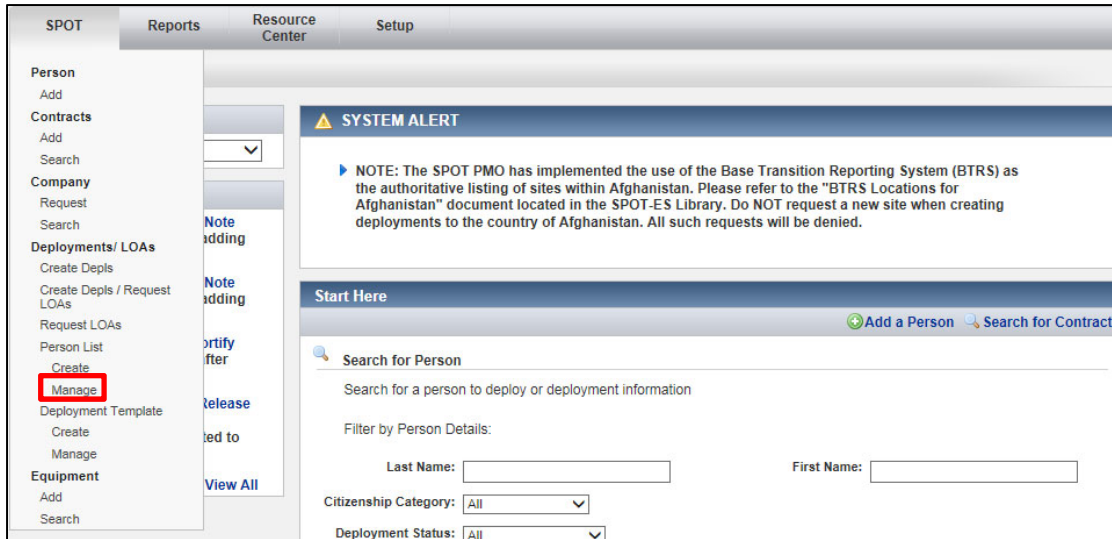
SPOT streamlines the task of creating deployments and LOAs (see Section 6.2, Creating Deployments and Requesting LOAs) by providing one consolidated deployment/LOA workflow, regardless of whether the deployment/LOA task is for one or several persons deploying to the same location at the same time. You can use one or more person lists while performing the deployment/LOA task.

### 7.1 Searching for a Person List

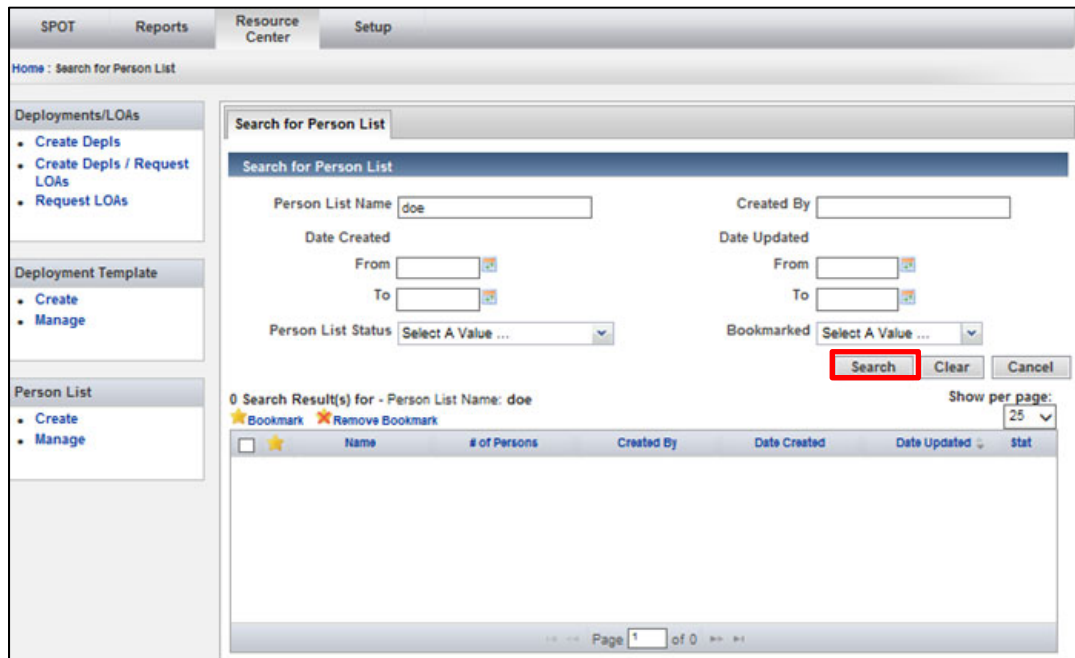
To search for a person list:

1. From the SPOT menu bar, hover the cursor over **SPOT** and a drop-down menu will appear. Under “Person List”, click the **Manage** link. The “Search for Person List” page will display.



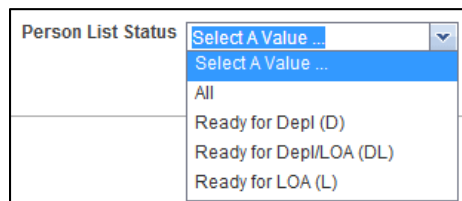


2. Enter the search criteria and click **Search**. The search results will display the person lists that match your search criteria.



**Notes:**

- The **Person List Status** field lets you search by the person list status, which is essentially an aggregated value derived from all the statuses of the individual persons in the person list.



- The **Person List Status** drop-down list contains the following values:
    - **Ready for Depl (D)** – All persons in the list have values in the fields required for creating a new deployment.
    - **Ready for Depl/LOA (DL)** – All contractors in the list have values in the fields required for creating a new deployment with an associated LOA request.
    - **Ready for LOA (L)** – All contractors in the list have values in the fields required for creating a LOA Request for an existing deployment.
    - **All** – All person lists, including those that do not have one of the previous three statuses.
  - For a person list to have a “Ready for LOA (L)” status, all persons on the person list must be “Ready for LOA” and the contract or contract/task order combination selection must have an Assigned Contracting Officer.
  - If a person list is not ready for deployments or LOAs, it might be due to one of the following reasons:
    - Not all persons in the list have the required fields populated.
    - The persons are assigned to different task orders/contracts.
3. Click on a person list name to view its details. The “Manage Person List” page will display.

SPOT Reports Resource Center Setup

Home : Search for Person List

Deployments/LOAs

- Create Depls
- Create Depls / Request LOAs
- Request LOAs

Deployment Template

- Create
- Manage

Person List

- Create
- Manage

Search for Person List Manage Person List

**Manage Person List**

Name June 25th Training

Description

Number of Persons 2

Status Not Ready for Deployments or LOAs

Show per page: 25

<input type="checkbox"/>	Name	SSN/FIN	Job Title	In-Theater Email	Stat	Company/Govt Org
<input type="checkbox"/>	Bach, Lulu	XXX-XX-1032			L	HP
<input type="checkbox"/>	klein, den	XXX-XX-5678			DL	HP

Page 1 of 1

Use Person List for Depl/LOA Copy Cancel

4. On the “Manage Person List” page, perform any necessary actions. You have the option to click one of the following buttons:
- **Use Person List for Depl/LOA** – The “Deployment/LOA” page will display and you can create deployments and request LOAs.
  - **Copy** – The person list will be copied.
  - **Cancel** – Cancel the action and the person list will not be updated and you will be returned to the “Search for Person List” page.
5. To view or edit a person’s data, click on the name in the **Name** column. The “Verify/Edit Person” page will display. On the “Verify/Edit Person” page, perform any necessary actions. You have the option to click one of the following buttons:

- **Save and Exit** – The changes will be saved and you will be returned to the “Manage Person List” page.
- **Save** – The changes will be saved and you will remain on the “Verify/Edit Person” page.
- **Cancel** – Cancel the action and the person’s data will not be updated and you will be returned to the “Manage Person List” page.

SPOT Reports Resource Center Setup

Home : Search for Person List

Search for Person List x Manage Person List x Verify/Edit Person x

**Verify/Edit Person**

\* required  
 \*\* required for LOA Requests

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.  
 Person data edited on this screen will not be reflected on the person's current LOA. To update person data on the LOA, the current LOA must be revoked and a new LOA must be initiated.

**Personal Information**

\*First Name John  
 Middle Name W  
 \*Last Name James  
 Suffix Select A Value ...  
 \*SSN XXX - XX - 1234  
 \*Re-enter SSN XXX - XX - 1234  
 \*Date of Birth 05/22/1960  
 \*Gender Male  
 \*\*Place of Birth  
 \*Citizenship United States  
 \*\*Address1 13600 EDS Drive  
 Address2  
 \*\*Country United States  
 State Virginia  
 \*\*City Herndon  
 ZIP 20171  
 \*\*Home Phone 410-980-2399  
 Work Phone 703-980-2399  
 \*Primary Email acme@gmail.com  
 Company/Govt Org HP  
 Personnel Category Company Contractor Personnel  
 \*Supervisor No

**Clearance Information**

Security Clearance Select A Value ...  
 Expiration Date  
 Issuing Agency Select A Value ...

**Passport Information**

\*\*Passport Number  
 \*\*Expiration Date  
 \*\*Issuing Country Select A Value ...

**Next of Kin Information**

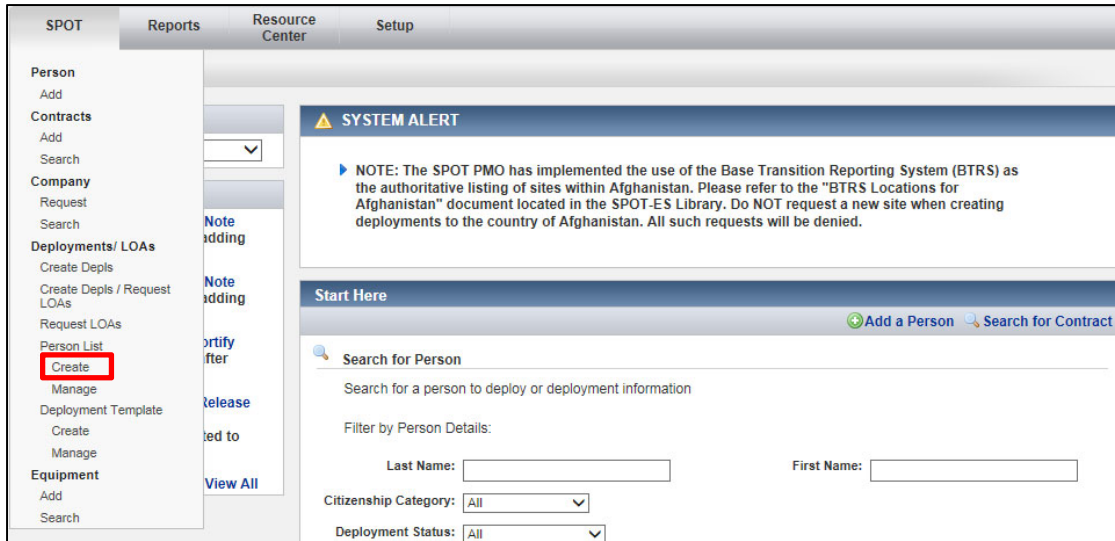
\*\*First Name  
 Middle Name  
 \*\*Last Name  
 \*\*Phone Number  
 Alt. Phone Number  
 \*\*Relationship Select A Value ...  
 \*\*Language Spoken Select A Value ...  
 Nearest Duty Station  
 Country  
 City

Save and Exit Save Cancel

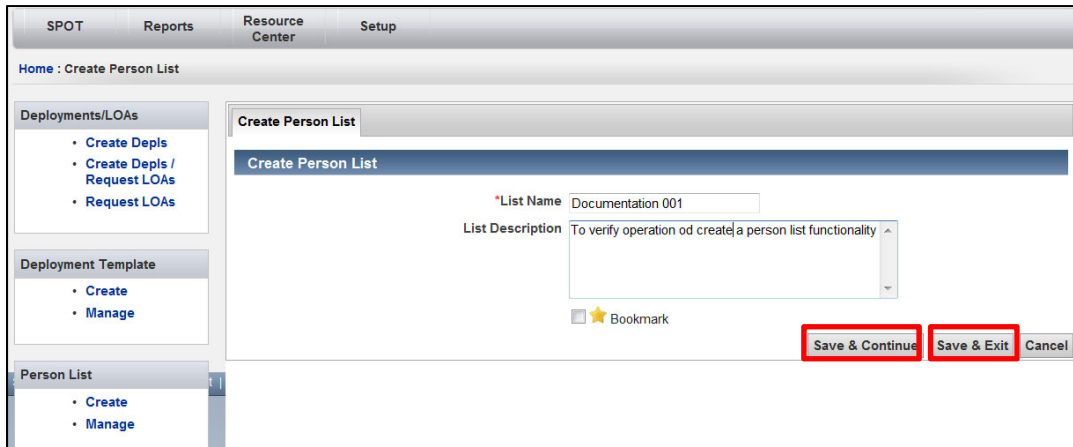
## 7.2 Creating a Person List

To create a person list:

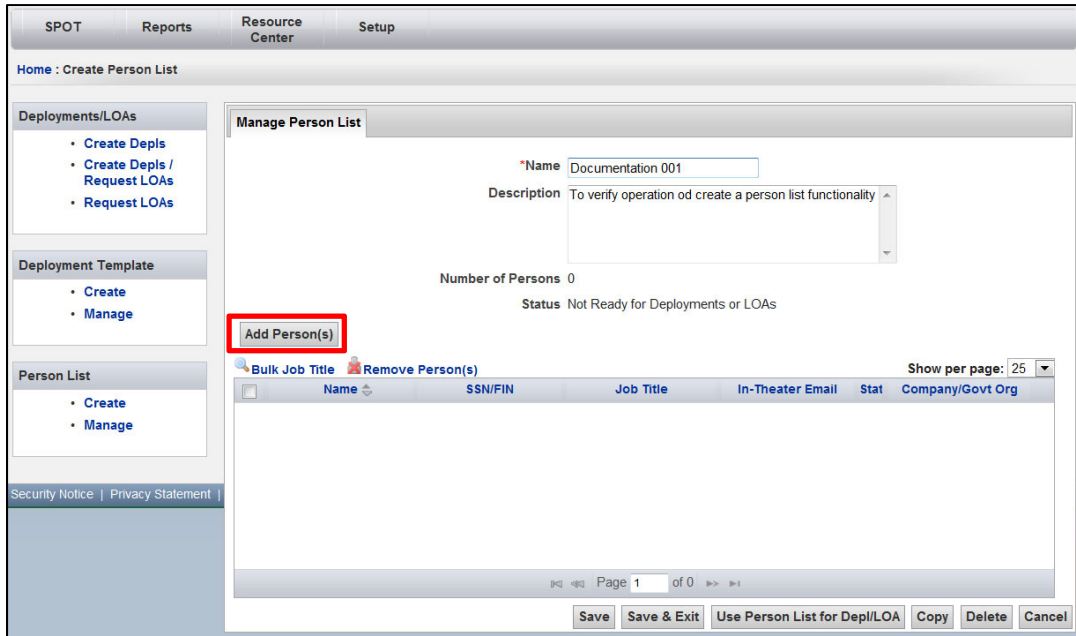
1. From the SPOT menu bar, hover the cursor over **SPOT** and a drop-down menu will display. Under “Person List”, click the **Create** link. The “Create Person List” page will display.



2. Enter the **List Name** and an optional **List Description**. A **List Name** must be unique for the user’s company.
3. If desired, select the **Bookmark** checkbox to bookmark the person list.
4. Click **Save & Continue** to add persons to the person list (see the following steps) or click **Save & Exit** to create a person list and return to the “Home” page.



5. If you clicked **Save & Continue** to add persons to the list, the “Manage Person List” page will display. Click **Add Person(s)**. The “Search for Person” page will display.

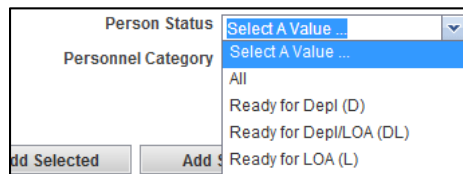


- On the “Search for Person” page, enter the search criteria. Click **Search**. The search results, if any, will display.



**Notes:**

- When searching for a person to add to a new or existing person list, the **Person Status** field on the “Search for Person” page lets you search for persons by status.



- The person status applies to a specific person. This status is based on the person’s information that has been entered and stored in SPOT. A person’s information is divided into the following three categories:
  - Personal Information** – Includes personal identifiable information data, such as the person’s name, SSN for US citizens, FIN for foreign nationals (if available), 10-digit DoD ID associated with the person’s CAC, and date of birth. To be ready for deployments, passport information is required for both US citizens and foreign nationals who do not have a FIN.
  - Security Information** – Includes clearance information, address, passport, place of birth, phone numbers, and next of kin.
  - Deployment Information** – Includes contract, task order, and LOA.

- The following table lists the person status values and the corresponding definitions:

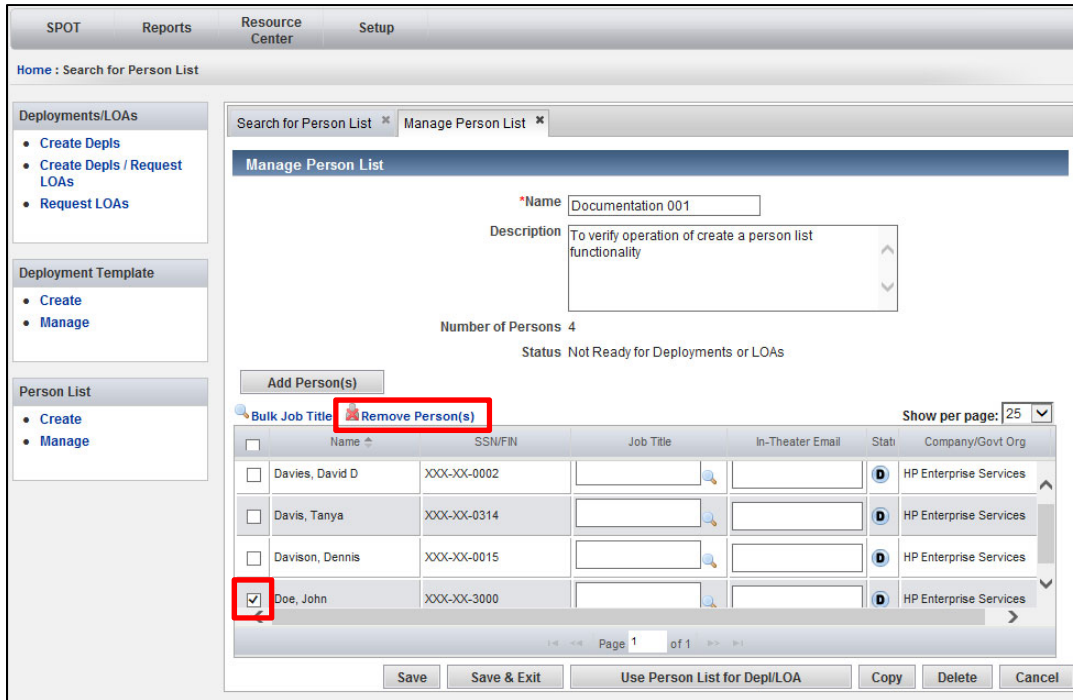
Status	Definition
<b>Ready for Depl (D)</b>	<ul style="list-style-type: none"> <li>Person does not have a current deployment, and</li> <li>All person data required for creating a deployment (+) is populated</li> </ul>
<b>Ready for Depl/LOA (DL)</b>	<ul style="list-style-type: none"> <li>Person does not have a current deployment, and</li> <li>All person data required for creating a deployment (+) and requesting an LOA (++) is populated</li> </ul>
<b>Ready for LOA (L)</b>	<ul style="list-style-type: none"> <li>Person has a current deployment in which contract and task order (when applicable) have an assigned Contracting Officer, and</li> <li>Person does not have a current LOA, and</li> <li>All person data required for requesting an LOA (++) is populated</li> </ul>
<b>All</b>	<ul style="list-style-type: none"> <li>Person is not ready for either a deployment or LOA, or</li> <li>Person has one of the previous three statuses</li> </ul>

- Select the desired names by clicking the checkbox to the left of each person’s name. Click **Add Selected & Exit**. The selected persons will populate in the “Manage Person List” page.

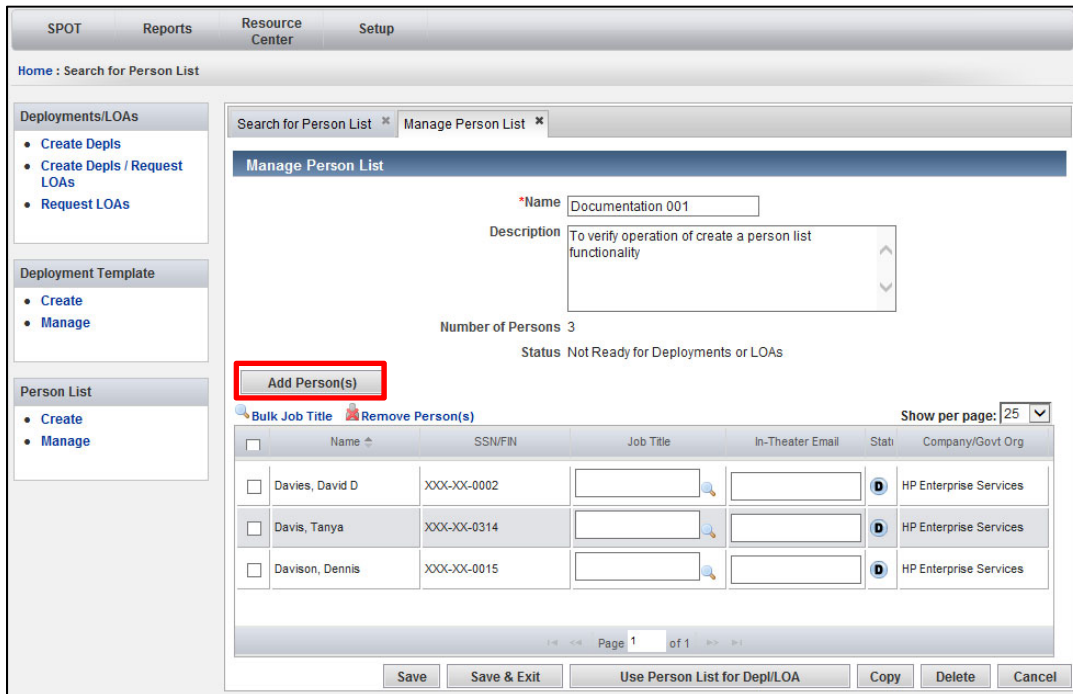
The screenshot shows a web application window titled "Search for Person". It contains search filters for Last Name, First Name, Person Status (set to "Ready for Depl (D)"), Citizenship Category, and Personnel Category (set to "Company Contractor Personnel"). There are also radio buttons for SSN, FIN, and DoD-ID. Search, Clear, and Cancel buttons are present. Below the filters, it displays "76 Search Result(s) for - Person Status: Ready for Depl (D); Personnel Category: Company Contractor Personnel". A table lists search results with columns for Name, Citizenship Category, Personnel Category, SSN/FIN, DoD-ID, Company/Organization, and Status. The first four rows are checked. At the bottom, there are "Add Selected" and "Add Selected & Exit" buttons, with the latter highlighted by a red box.

Name	Citizenship Category	Personnel Category	SSN/FIN	DoD-ID	Company/Organization	Status
<input checked="" type="checkbox"/> Davies, David D	US Citizen	Company Contractor Personn	XXX-XX-0002		HP Enterprise Services	
<input checked="" type="checkbox"/> Davison, Dennis	US Citizen	Company Contractor Personn	XXX-XX-0015		HP Enterprise Services	
<input checked="" type="checkbox"/> Davis, Tanya	US Citizen	Company Contractor Personn	XXX-XX-0314		HP Enterprise Services	
<input checked="" type="checkbox"/> Doe, John	US Citizen	Company Contractor Personn	XXX-XX-3000		HP Enterprise Services	
<input type="checkbox"/> Doe, John	US Citizen	Company Contractor Personn	XXX-XX-3008		HP Enterprise Services	

- If you need to remove persons from the person list, click one or more checkboxes to select the person(s) and click the **Remove Person(s)** link.



The selected persons are removed from the person list. To add more persons, select **Add Person(s)** and repeat steps 6 and 7.



9. Enter a **Job Title** for each person on the person list. Although **Job Title** is not required for a person list, it is required for requesting an LOA.

- To enter a **Job Title** for a person, click the **Search** icon (🔍) associated with the person.



- To enter a **Job Title** for multiple persons in the person list, click one or more checkboxes to select the person(s) and click the **Bulk Job Title** link.

For more information, see Section 2.3, Searching for a Job Title.

SPOT Reports Resource Center Setup

Home : Search for Person List

Deployments/LOAs

- Create Depls
- Create Depls / Request LOAs
- Request LOAs

Deployment Template

- Create
- Manage

Person List

- Create
- Manage

Search for Person List Manage Person List

Manage Person List

Name Documentation 001

Description To verify operation of create a person list functionality

Number of Persons 3

Status Not Ready for Deployments or LOAs

Add Person(s)

Bulk Job Title Remove Person(s)

Show per page: 25

<input type="checkbox"/>	Name	SSN/FIN	Job Title	In-Theater Email	Stati	Company/Govt Org
<input checked="" type="checkbox"/>	Davies, David D	XXX-XX-0002			D	HP Enterprise Services
<input checked="" type="checkbox"/>	Davis, Tanya	XXX-XX-0314			D	HP Enterprise Services
<input type="checkbox"/>	Davison, Dennis	XXX-XX-0015			D	HP Enterprise Services

Page 1 of 1

Save Save & Exit Use Person List for Depl/LOA Copy Delete Cancel

The selected job titles will populate on the person list.

Home : Search for Person List

Deployments/LOAs

- Create Depls
- Create Depls / Request LOAs
- Request LOAs

Deployment Template

- Create
- Manage

Person List

- Create
- Manage

Search for Person List Manage Person List

Manage Person List

Name Documentation 001

Description To verify operation of create a person list functionality

Number of Persons 3

Status Not Ready for Deployments or LOAs

Add Person(s)

Bulk Job Title Remove Person(s)

Show per page: 25

<input type="checkbox"/>	Name	SSN/FIN	Job Title	In-Theater Email	Stati	Company/Govt Org
<input checked="" type="checkbox"/>	Davies, David D	XXX-XX-0002	Electrical Engineers		D	HP Enterprise Services
<input checked="" type="checkbox"/>	Davis, Tanya	XXX-XX-0314	Electrical Engineers		D	HP Enterprise Services
<input type="checkbox"/>	Davison, Dennis	XXX-XX-0015	Business Operations S		D	HP Enterprise Services

Page 1 of 1

Save Save & Exit Use Person List for Depl/LOA Copy Delete Cancel

- Enter the **In-Theater Email** for each person on the person list. Although **In-Theater Email** is not required for a person list, it is required for requesting an LOA.



SPOT Reports Resource Center Setup

Home : Search for Person List

Search for Person List x Manage Person List x

**Manage Person List**

Name: Documentation 001

Description: To verify operation of create a person list functionality

Number of Persons: 3

Status: Not Ready for Deployments or LOAs

Add Person(s)

Bulk Job Title Remove Person(s) Show per page: 25

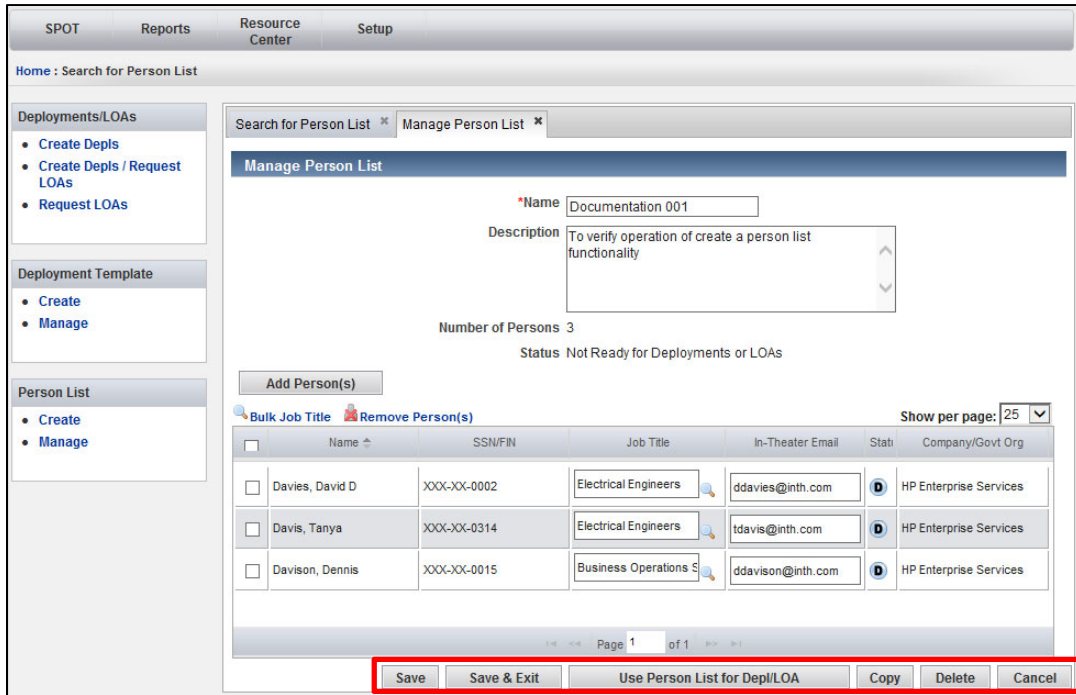
	Name	SSN/FIN	Job Title	In-Theater Email	Stat	Company/Govt Org
<input type="checkbox"/>	Davies, David D	XXX-XX-0002	Electrical Engineers	ddavies@inlh.com	D	HP Enterprise Services
<input type="checkbox"/>	Davis, Tanya	XXX-XX-0314	Electrical Engineers	tdavis@inlh.com	D	HP Enterprise Services
<input type="checkbox"/>	Davison, Dennis	XXX-XX-0015	Business Operations S	ddavison@inlh.com	D	HP Enterprise Services

Page 1 of 1

Save Save & Exit Use Person List for Depl/LOA Copy Delete Cancel

11. Click one of the following buttons:

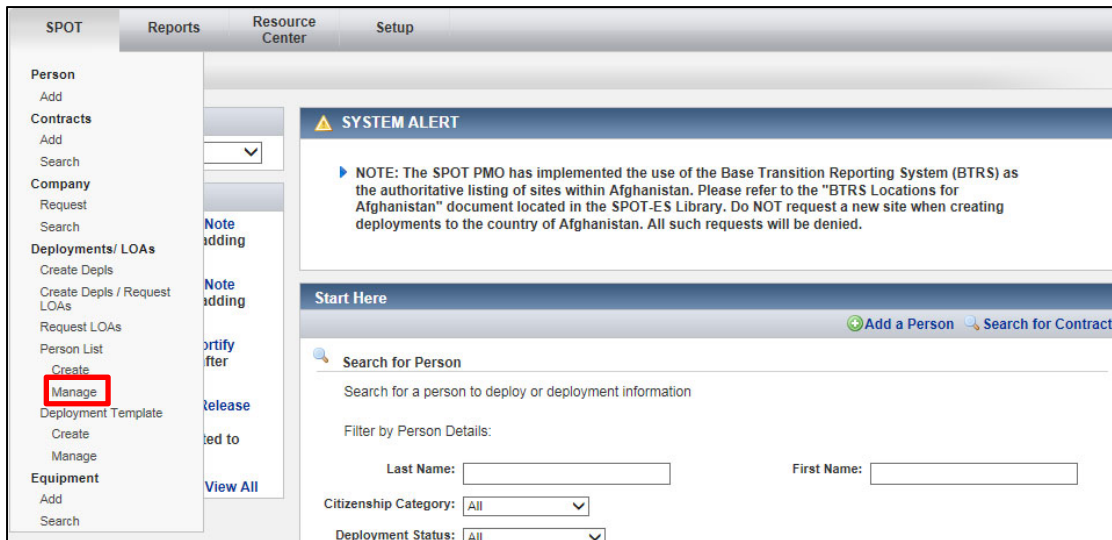
- **Save** – Saves the person list and you remain on the current page.
- **Save & Exit** – Saves the person list and the “Home” page will display, or if multiple tabs are open, the adjacent tab will display.
- **Use Person List for Depl/LOA** – Displays the “Create Deployments/Request LOAs” page. For more information, see Section 6.2, Creating Deployments and Requesting LOAs.
- **Copy** – Copies the person list.
- **Delete** – Deletes the person list.
- **Cancel** – Does not save the person list and the “Home” page will display, or if multiple tabs are open, the adjacent tab will display.



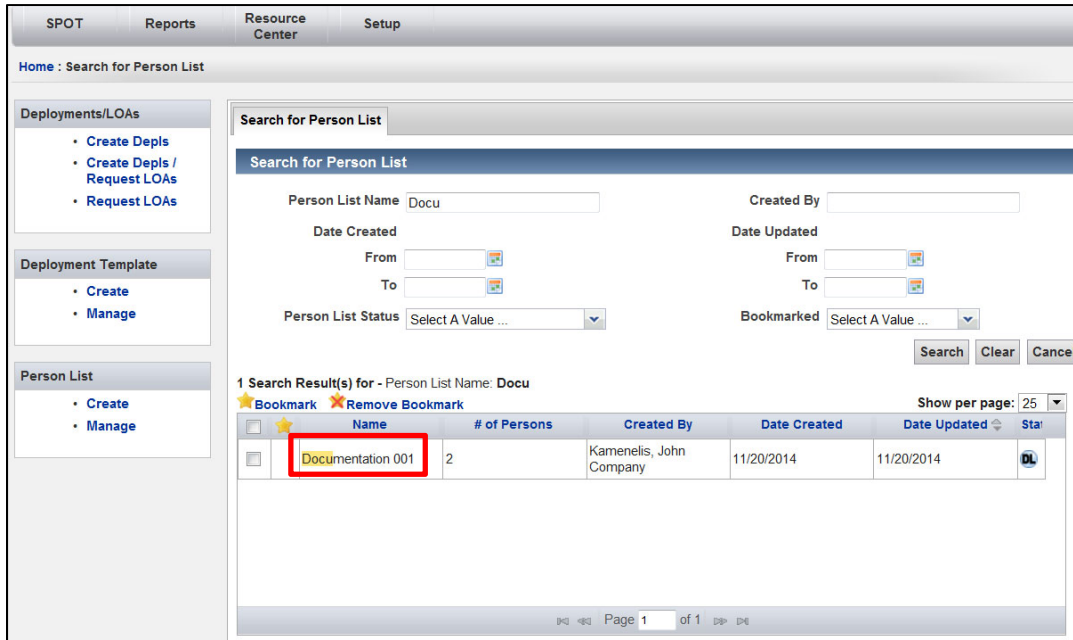
### 7.3 Managing a Person List

To manage a person list:

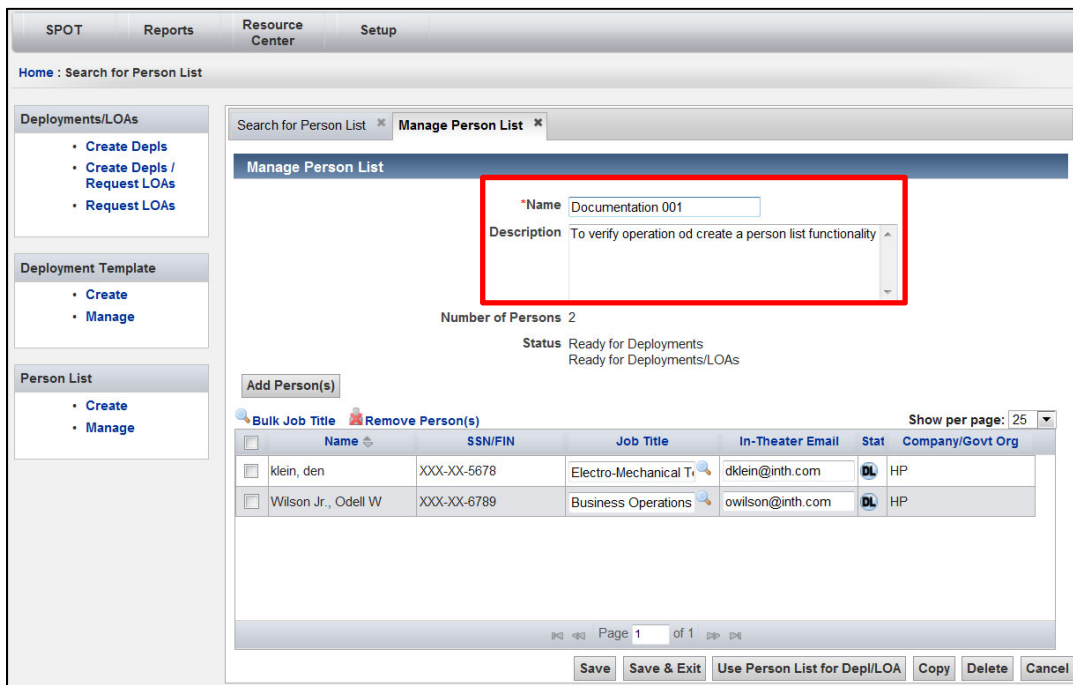
1. From the SPOT menu bar, hover the cursor over **SPOT** and a drop-down menu will display. Under “Person List”, click the **Manage** link. The “Search for Person List” page will display.



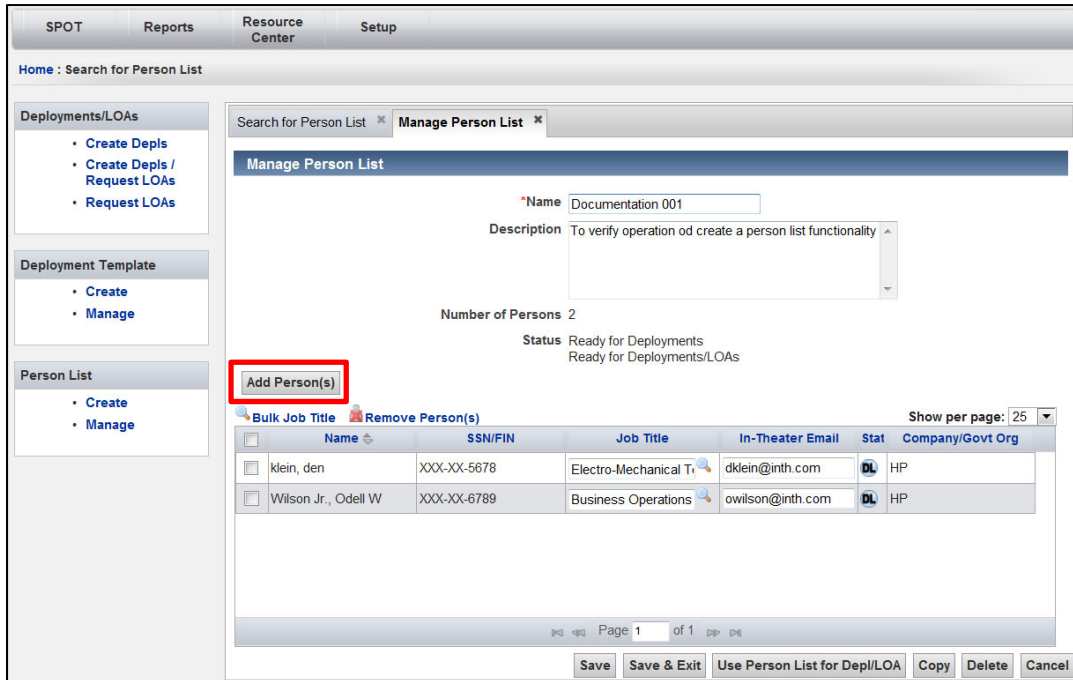
2. Enter the search criteria and click **Search**. The search results will display the person lists that match your search criteria.
3. Click on a person list name to view its details. The “Manage Person List” page will display.



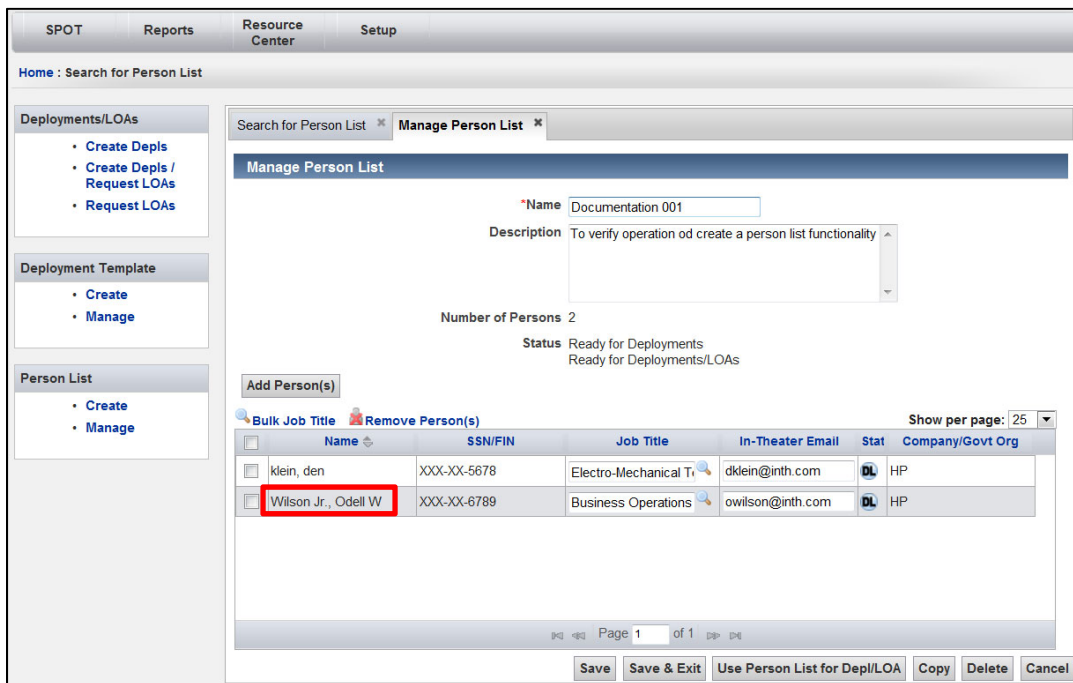
- On the “Manage Person List” page, update the **Name** and **Description** if necessary.



- To add more persons into the person list, click **Add Person(s)**. The “Search for Person” window will display. Perform a search and select and add one or more persons from the search results. For more information, see Section 7.2, Creating a Person List. The list will be updated with the selected person(s).



6. To update the information for a person, click the person's name.



7. If necessary, update the person's **Job Title** or **In-Theater Email**. Although **Job Title** and **In-Theater Email** are not required to create a person list, they are required for requesting an LOA.

Home : Search for Person List

Deployments/LOAs

- Create Depls
- Create Depls / Request LOAs
- Request LOAs

Deployment Template

- Create
- Manage

Person List

- Create
- Manage

Search for Person List x Manage Person List x

Manage Person List

\*Name Documentation 001

Description To verify operation od create a person list functionality

Number of Persons 2

Status Ready for Deployments  
Ready for Deployments/LOAs

Add Person(s)

Bulk Job Title Remove Person(s)

Show per page: 25

	Name	SSN/FIN	Job Title	In-Theater Email	Stat	Company/Govt Org
<input type="checkbox"/>	klein, den	XXX-XX-5678	Electro-Mechanical Tr	dklein@inth.com	DL	HP
<input type="checkbox"/>	Wilson Jr., Odell W	XXX-XX-6789	Business Operations	owilson@inth.com	DL	HP

Page 1 of 1

Save Save & Exit Use Person List for Depl/LOA Copy Delete Cancel

An icon indicates each person's status for deployment and LOA.

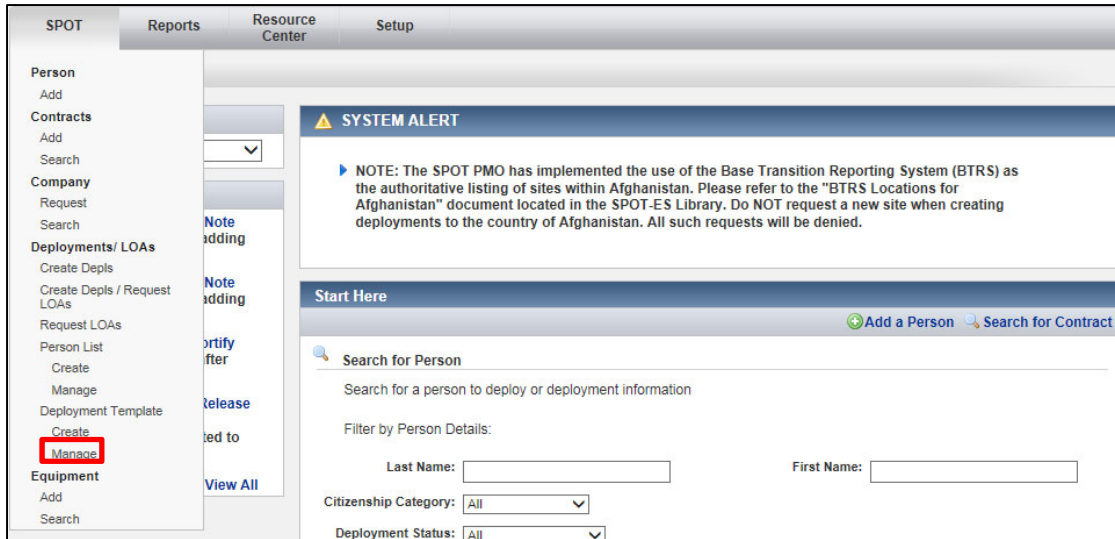
8. Click one of the following buttons:

- **Save** – The person list will be saved.
- **Save & Exit** – The list will be saved and the “Home page” will display, or if multiple tabs are open, the adjacent tab will display.
- **Use Person List for Depl/LOA** – The “Create Deployments/Request LOAs” page will display and to let you create deployments and request LOAs. For more information, see Section 6.2, Creating Deployments and Requesting LOAs.
- **Copy** – The person list will be copied.
- **Delete** – The person list will be deleted.
- **Cancel** – The person list will not be saved and the “Home” page will display, or if multiple tabs are open, the adjacent tab will display.

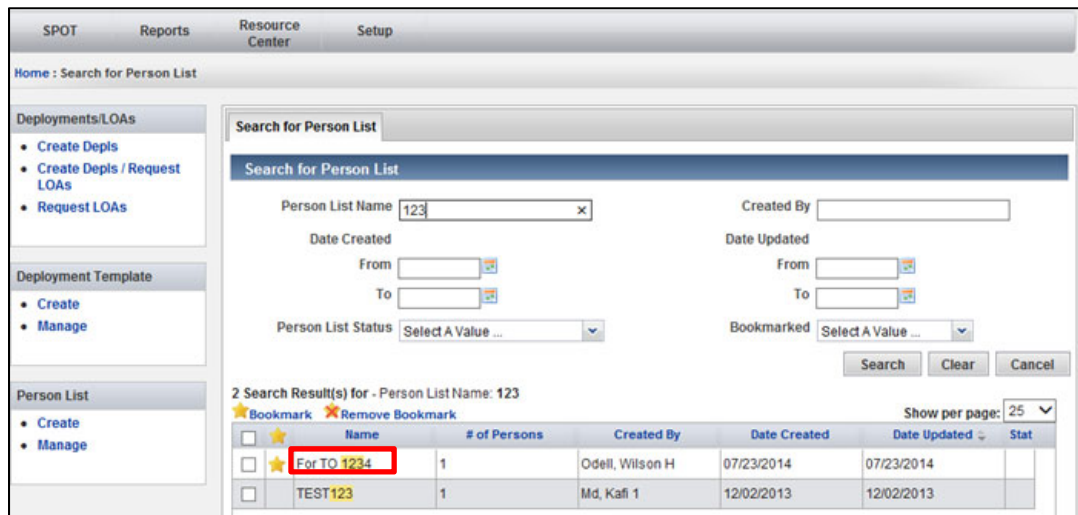
## 7.4 Copying and Reusing a Person List

To copy and reuse a person list:

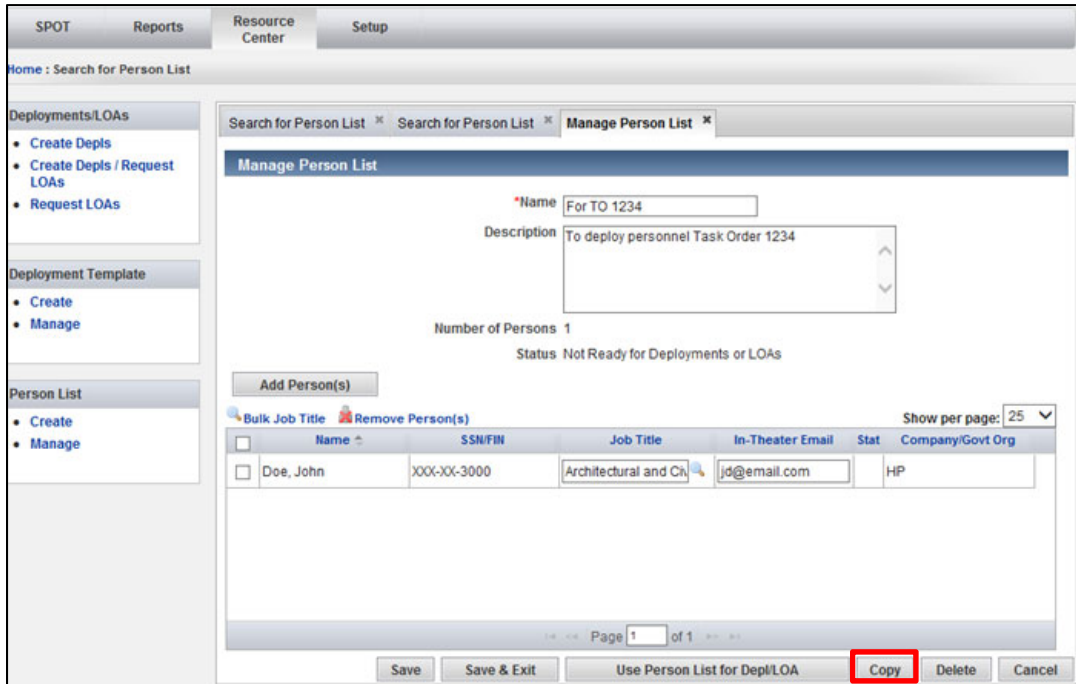
1. From the SPOT menu bar, hover the cursor over **SPOT** and a drop-down menu will display. Under “Person List”, click the **Manage** link. The “Search for Person List” page will display.



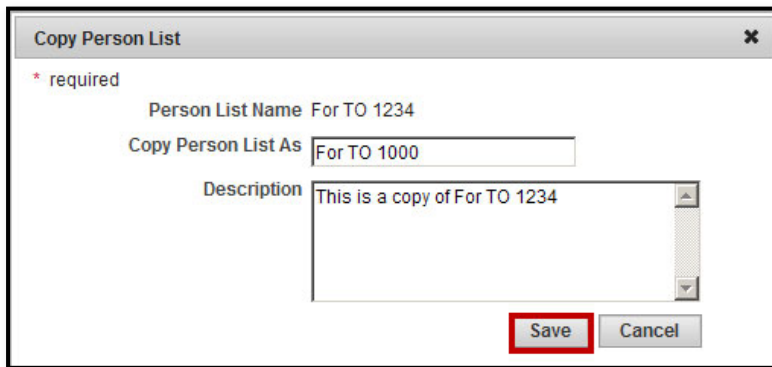
2. Enter the search criteria and click **Search**. The search results will display the person lists that match your search criteria.
3. Click on a person list name to view its details. The “Manage Person List” page will display.



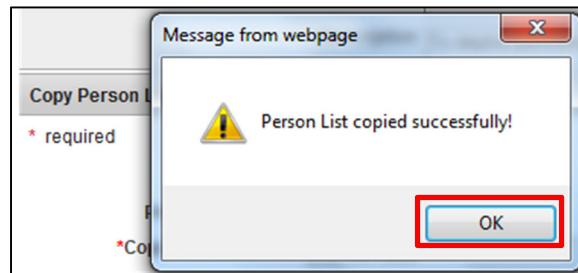
4. Click **Copy**. The “Copy Person List” window will display.



5. Enter the requested information and click **Save**. The pop-up window will display a success message.

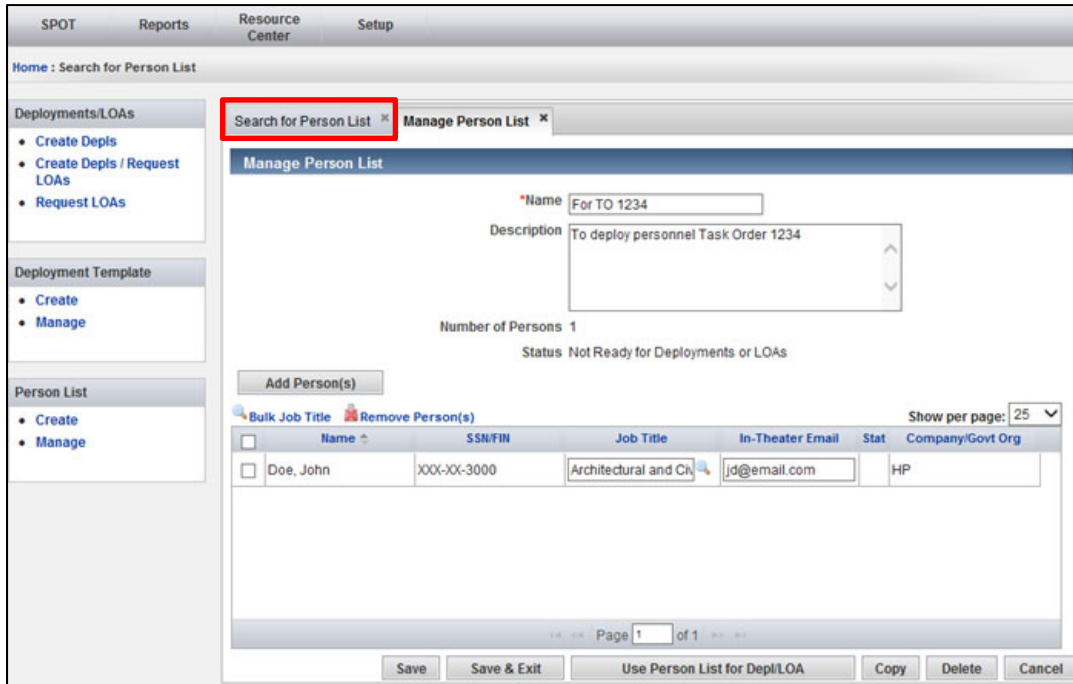


6. Click **OK**. The “Manage Person List” page will display.

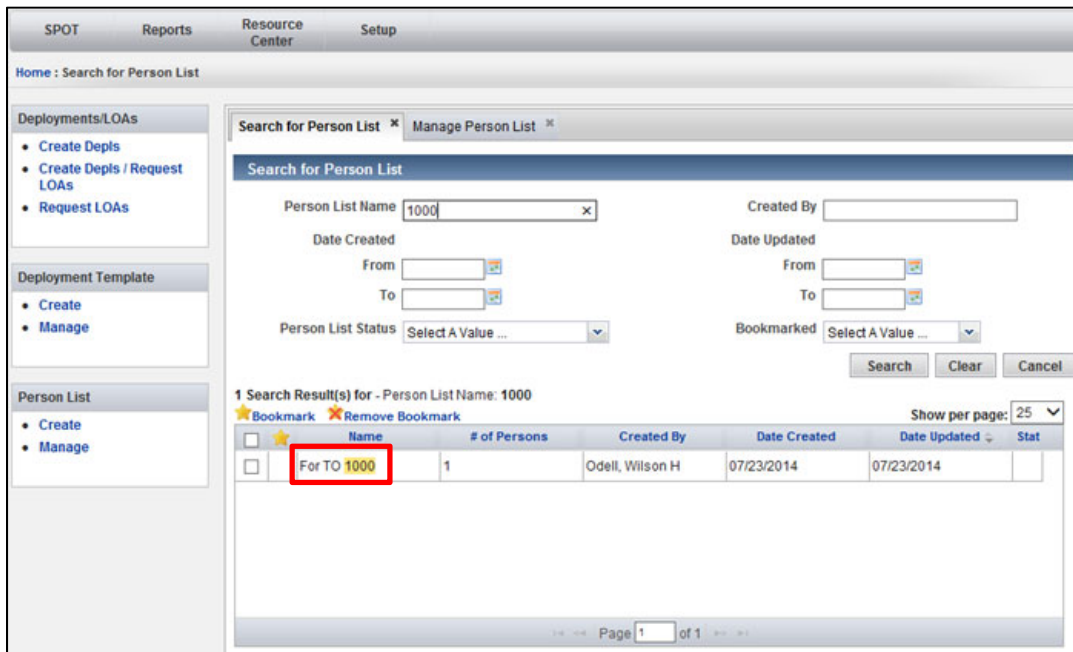


7. If necessary, click the **Search for Person List** tab to verify the list was copied.





8. If necessary, search for the person list that was copied. The person list displays in the search results.

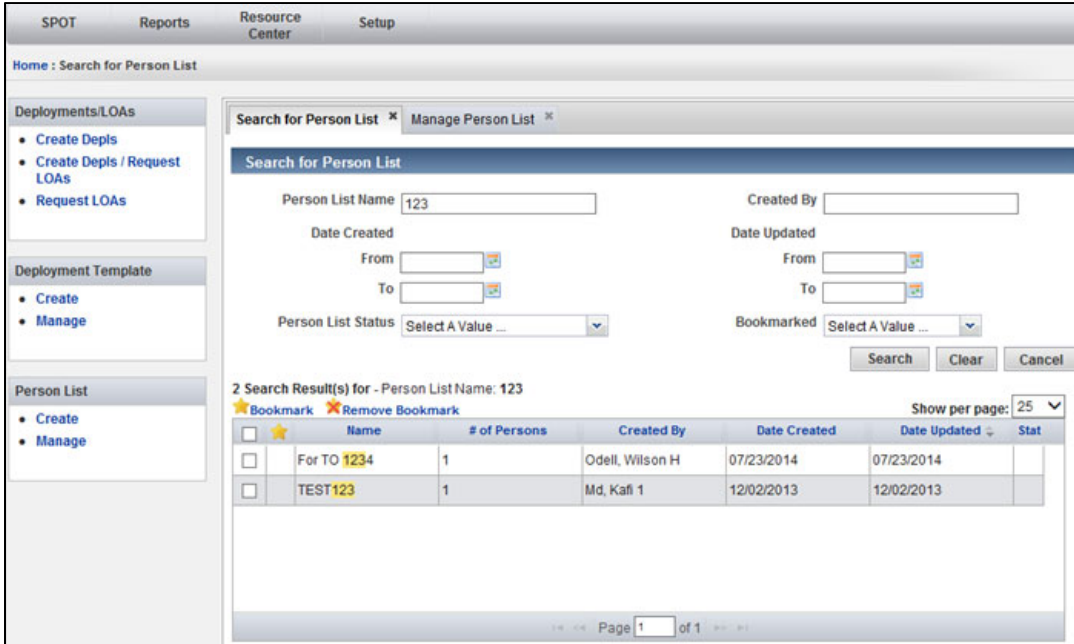


## 7.5 Managing Bookmarks for Person Lists

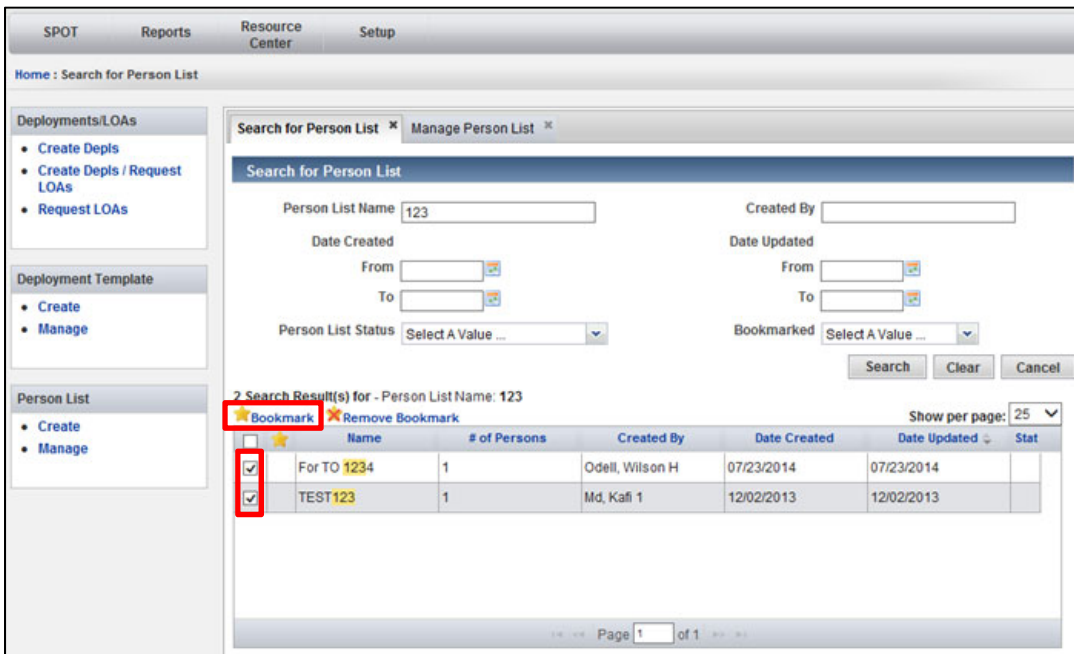
To manage bookmarks for person lists:

1. Search for person lists. The search results will display the person lists that match the entered search criteria.

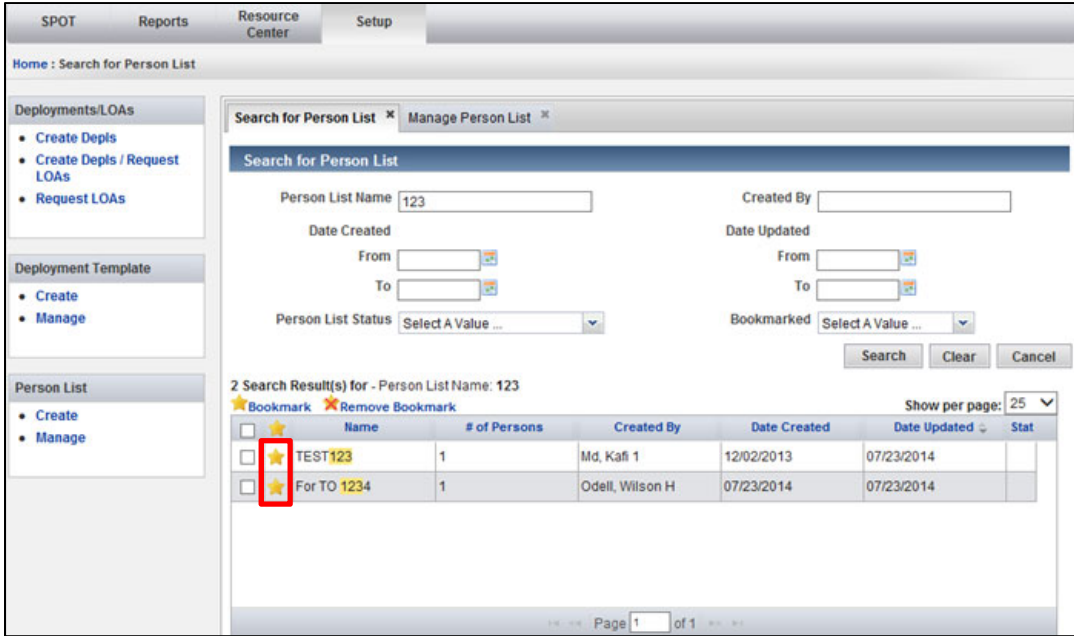




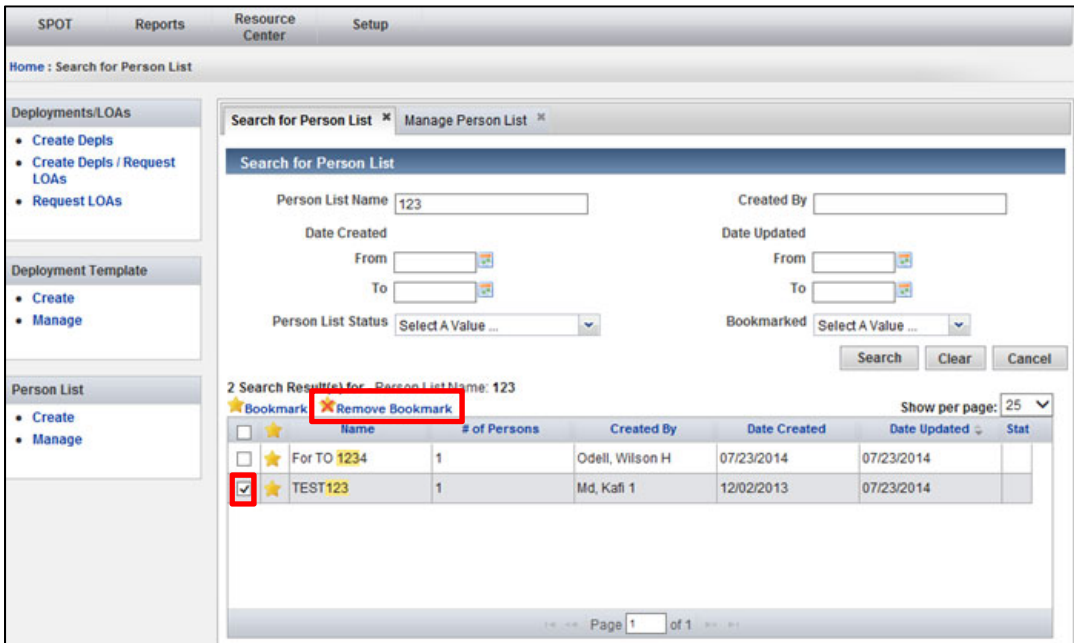
- Click one or more checkboxes next to each person list. Click the **Bookmark** link. The selected person lists will be bookmarked.



A Yellow Star (★) displays next to each bookmarked person list.



- To remove bookmarks from person lists, check one or more checkboxes next to each bookmarked person list and click the **Remove Bookmark** link. The bookmarks will be removed from the selected person lists.



The Yellow Star (★) is removed for each of the selected person lists and the person lists are no longer bookmarked.

Home : Search for Person List

Search for Person List x Manage Person List x

Search for Person List

Person List Name: 123 Created By: \_\_\_\_\_

Date Created: From: \_\_\_\_\_ To: \_\_\_\_\_ Date Updated: From: \_\_\_\_\_ To: \_\_\_\_\_

Person List Status: Select A Value ... Bookmarked: Select A Value ...

Search Clear Cancel

2 Search Result(s) for - Person List Name: 123

★ Bookmark ✖ Remove Bookmark Show per page: 25

<input type="checkbox"/>	★	Name	# of Persons	Created By	Date Created	Date Updated	Stat
<input type="checkbox"/>	★	For TO 1234	1	Odell, Wilson H	07/23/2014	07/23/2014	
<input type="checkbox"/>		TEST123	1	Md, Kafi 1	12/02/2013	12/02/2013	

Page 1 of 1

## 8 Deployment Templates

A deployment template contains the data that is common among all contractors being deployed against the same contract/task order.

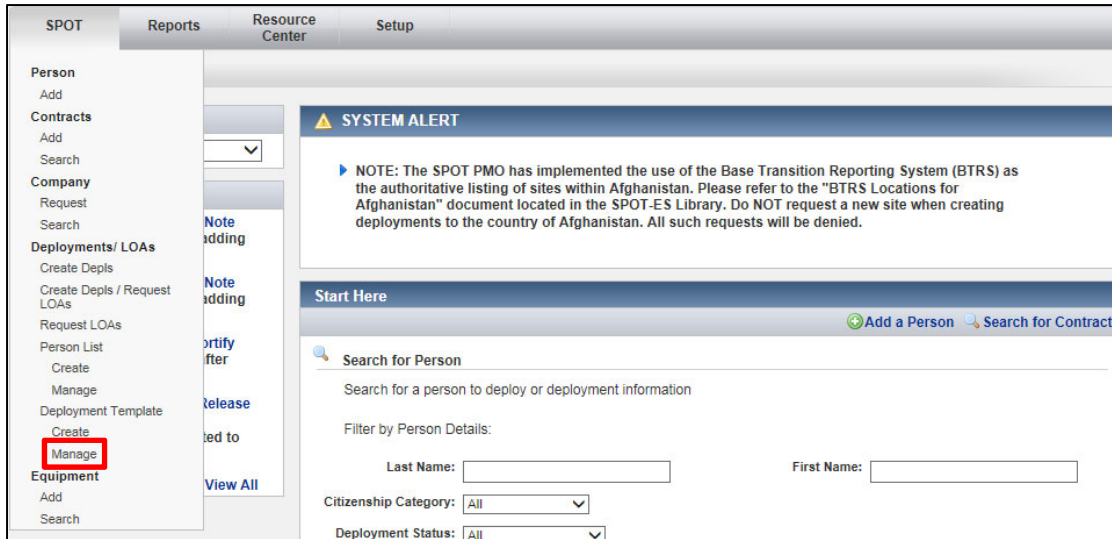
Deployment templates collect deployment-specific data to streamline the process of creating deployments and LOAs (see Section 6.2, Creating Deployments and Requesting LOAs) for multiple personnel being deployed to the same area. However, if personnel have different deployment sites or contract/task order combinations, you will need to create a different deployment template for each deployment site.

**Note:** If a template's country to be visited or deployment duty station country requires SOFA information in SPOT, additional SOFA requirements must be completed if the template is selected to request a deployment and LOA (see Section 6.2.1).

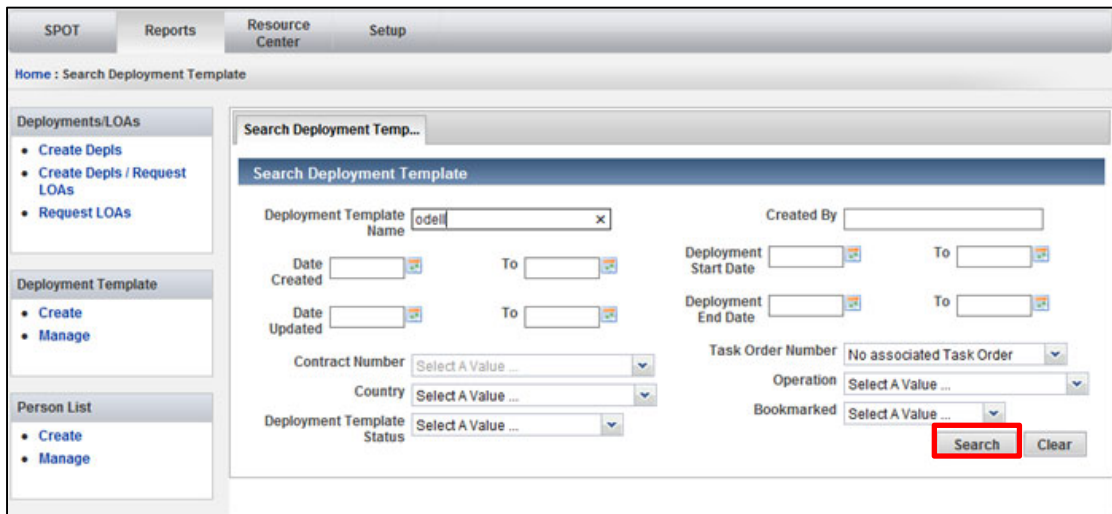
### 8.1 Searching for a Deployment Template

To search for a deployment template:

1. From the SPOT menu bar, hover the cursor over **SPOT** and a drop-down menu will display. Under "Deployment Template", click the **Manage** link. The "Search Deployment Template" page will display.

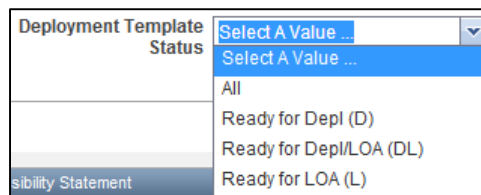


2. Enter the search criteria and click **Search**. The results will display a list of deployment templates.



**Notes:**

- The **Deployment Template Status** field lets you search for a template by status.



- The following template status values are based on the deployment template information that has been entered and stored in SPOT:
  - **Ready for Depl (D)** – All fields necessary for creating deployments are populated.
  - **Ready for Depl/LOA (DL)** – All fields necessary for creating deployments and LOA requests are populated.

- **Ready for LOA (L)** – All fields necessary for creating LOA requests for existing deployments are populated.
  - **All** – All deployment templates, including those that do not have one of the three statuses above.
  - If a deployment template is not ready for deployments or LOAs, it might be because the fields necessary for creating deployments and/or LOA requests have not been populated.
3. Click on a deployment template to view its details. The “Manage Deployment Template” page will display.

23 Search Result(s) for - Deployment Template Name: training

Name	Created By	Contract #	Task Order #	Date Created	Date Updated	St
October 21st Training	011, Student	KAME10-14-D-0004	0001	10/27/2014	10/27/2014	DL
Oct 21st Training	011, Student	KAME10-14-D-0004	0001	10/21/2014	10/21/2014	L
Oct 7th training	Kamenelis, John Company	KAME10-14-D-0001	0001	10/07/2014	10/07/2014	DL
Sept 23rd Training	011, Student	KAME09-14-D-0004	0001	09/23/2014	09/23/2014	DL
August 19th Training	011, Student	KAME08-14-D-0004	0001	08/19/2014	09/18/2014	DL

4. On the “Manage Deployment Template” page, perform any necessary actions. Click one of the following buttons:
- **Save** – The deployment template will be saved and you remain on the current page.
  - **Save & Exit** – The template will be saved and the “Home page” will display, or if multiple tabs are open, the adjacent tab will display.
  - **Use Template for Depl/LOA** – The “Create Deployment/Request LOAs” page will display and you can create deployments and request LOAs.
  - **Copy** – The deployment template will be copied.
  - **Delete** – The deployment template will be deleted.
  - **Cancel** – The deployment template will not be saved and the “Home” page will display, or if multiple tabs are open, the adjacent tab will display.

SPOT
Reports
Resource Center
Setup

Home : Search for Person List

**Deployments/LOAs**

- Create Depls
- Create Depls / Request LOAs
- Request LOAs

**Deployment Template**

- Create
- Manage

**Person List**

- Create
- Manage

Search Deployment Temp...
Manage Deployment Temp...

**Manage Deployment Template**

\* required

+ required For Deployments

\*\* required For LOA Requests

**Deployment Template Details**

\*Name

Description

**Contract Information**

+ Contract Number

Contract KO

Contract POP

Task Order Number

Task Order KO

Task Order POP

Additionally Supported Contracts

+ Add

**Deployment Details**

+ Deployment Start Date

+ Deployment End Date

+ Countries to be Visited

Baker Island

Bangladesh

Barbados

Bassas Da India

Selected Countries

Afghanistan

Kuwait

+ Primary Duty Station

City Bagram

Site BTRS - BAGRAM AIRFIELD (BAF)

+ Operation

System Supported

+ Purpose of Deployment

Remaining Characters: 373

**Defense Base Act (DBA) Insurance Information**

Does Not Apply

+ DBA Insurance Company Name

+ DBA Insurance Policy Number

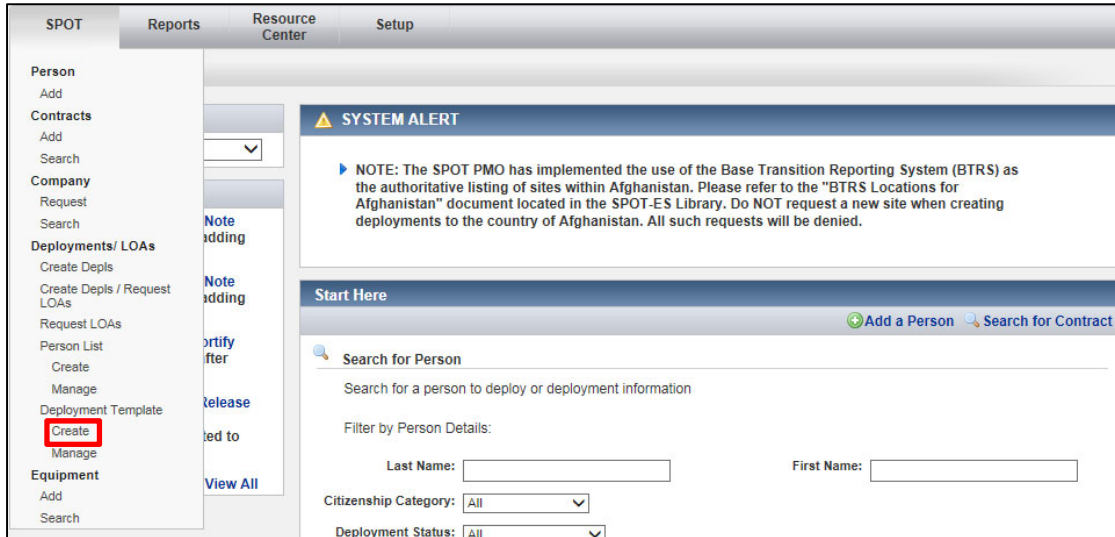
+ DBA Insurance POC Phone Number



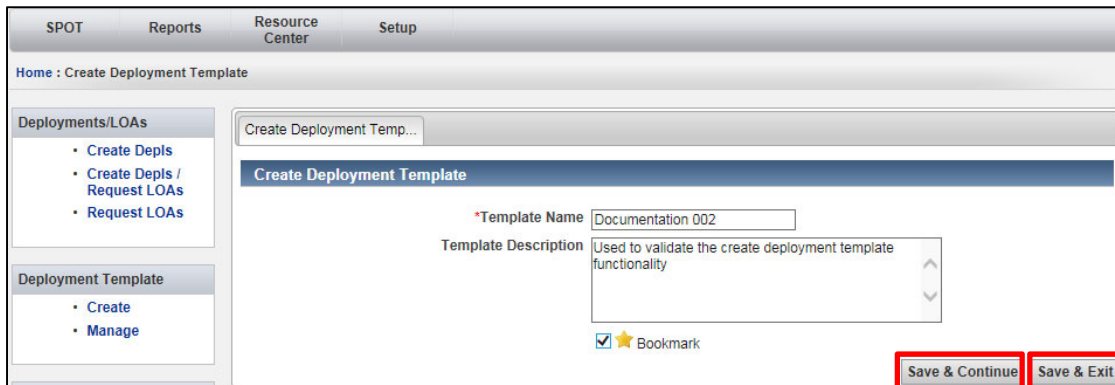
## 8.2 Creating a Deployment Template

To create a deployment template:

1. From the SPOT menu bar, hover the cursor over **SPOT** and a drop-down menu will display. Under “Deployment Template”, and click **Create**.




2. Enter the **Template Name** and optional **Template Description**.
3. If desired, select the **Bookmark** checkbox to bookmark the template.
4. Click **Save & Continue** to go to the “Manage Deployment Template” page (see the following steps), or click **Save & Exit** to create the template and display the “Home” page, or if multiple tabs are open, the adjacent tab will display.



5. If you clicked **Save & Continue**, the “Manage Deployment Template” page will display. Populate the deployment fields on the deployment template. Click **Save & Exit**. The template is saved and the “Home” page will display, or if multiple tabs are open, the adjacent tab will display.



**Notes:**

- To manage additional supported contracts or task orders, select the **Add** icon (  ) next to the **Additionally Supported Contracts** field.
- You may create deployments for only active or pending contracts and tasks orders. Contracts and task orders that have passed their period of performance (PoP) are not available for selection when you create a template. However, expired contracts with active task orders are still available. This pertains to the selection of the deployment contract and task order, not additionally supported contracts or task orders.
- Deployment start dates must fall within the referenced contract or task order's period of performance. Deployment end dates may extend up to 30 days beyond the contract or task order's end date to allow for close out.
- The deployment start date cannot be earlier than the current date. If a deployment start date is in the past, an error message will appear and you cannot proceed until you enter a valid date. You cannot enter an estimated deployment date in the past. If a person is staying in theater on back-to-back deployments and remains in theater when a contract is extended or an option period is exercised, you must create a new deployment with an estimated start date that must be the day *after* the previous deployment is closed out.
- If the deployment period is greater than one year, a warning message will appear when you save. Ensure dates are in compliance with SPOT business rules and reflect only the funded portion of the contract/task order PoP. Click **OK** to continue creating the deployment template.
- Only operations that are not expired are available for selection.
- The following buttons are also available to select:
  - **Save** – The deployment template will be saved and you remain on the current page.
  - **Save & Exit** – The template will be saved and the “Home page” will display, or if multiple tabs are open, the adjacent tab will display.
  - **Use Template for Depl/LOA** – The “Create Deployment/Request LOAs” page will display and you can create deployments and request LOAs.
  - **Copy** – The deployment template will be copied.
  - **Delete** – The deployment template will be deleted.

SPOT
Reports
Resource Center
Setup

Home : Create Deployment Template

**Deployments/LOAs**

- Create Depls
- Create Depls / Request LOAs
- Request LOAs

**Deployment Template**

- Create
- Manage

**Person List**

- Create
- Manage

**Manage Deployment Temp...**

\* required  
 \* required For Deployments  
 \*\* required For LOA Requests

---

**Deployment Template Details**

\*Name

Description

---

**Contract Information**

\* Contract Number

Task Order Number

**Additionally Supported Contracts**  
 No Additional Supported Contracts have been selected

---

**Deployment Details**

\* Deployment Start Date

\* Deployment End Date

\* Countries to be Visited   
 Afghanistan  
 Akrotiri  
 Albania  
 Algeria

**Selected Countries**

\* Primary Duty Station

\* Operation

System Supported

\* Purpose of Deployment

Remaining Characters: 400

---

**Defense Base Act (DBA) Insurance Information**

Does Not Apply

\* DBA Insurance Company Name

\* DBA Insurance Policy Number

\* DBA Insurance POC Phone Number

---

**In-Theater Contact Information**

\*\* First Name

Middle Name

\*\* Last Name

Home Phone

\*\* Office Phone

Mobile Phone

\*\* Email

---

**Government Contact Information**

Primary Supporting Organization

Government Authority

First Name

Middle Name

Last Name

Home Phone

Office Phone

Mobile Phone

Email

---

**24/7 Company POC Information**

\*\* First Name

Middle Name

\*\* Last Name

Home Phone

\*\* Office Phone

Mobile Phone

\*\* Email

---

### 8.3 Modifying a Deployment Template

To modify a deployment template:

1. Search for a template. For instructions, see Section 8.1, Searching for a Deployment Template.
2. From the search results, click in the **Name** column to select a template to modify. The “Manage Deployment Template” page will display.

The screenshot shows the 'Search Deployment Template' page in the SPOT-ES system. The search criteria are as follows:

- Deployment Template Name: doc
- Created By: (empty)
- Deployment Start Date: (empty) To: (empty)
- Deployment End Date: (empty) To: (empty)
- Task Order Number: No associated Task Order
- Operation: Select A Value ...
- Bookmarked: Select A Value ...
- Contract Number: Select A Value ...
- Country: Select A Value ...
- Deployment Template Status: Select A Value ...

Search Results (3 results for - Deployment Template Name: doc):

Name	Created By	Contract #	Task Order #	Date Created	Date Updated	Sta
<b>Documentation 001</b>	Padden, LuAnn Company	123456-18-A-1234	123456-18-A-T456	04/02/2018	04/02/2018	D
Documentation	Padden, LuAnn Company			04/02/2018	04/02/2018	
Documentation 002	Padden, LuAnn Company			04/02/2018	04/02/2018	

**Note:** SPOT allows you to search for, view, and use all deployment templates that are created by a member of your company. You can only modify or delete deployment templates that you have created.

3. Edit the necessary data. Click **Save & Exit**. The “Search Deployment Template” page will display.

**Note:** For notes on entering deployment data, see Section 8.2, Creating a Deployment Template. The following buttons are also available to select:

- **Save** – The deployment template will be saved and you remain on the current page.
- **Save & Exit** – The template will be saved and the “Home page” will display, or if multiple tabs are open, the adjacent tab will display.
- **Use Template for Depl/LOA** – The “Create Deployment/Request LOAs” page will display and you can use the template to create deployments and request LOAs.
- **Copy** – The deployment template will be copied.
- **Delete** – The deployment template will be deleted.

- **Cancel** – Cancel the action and the template will not be updated.

SPOT Reports Resource Center Setup

Home : Search Deployment Template

Search Deployment Temp... x Manage Deployment Temp... x

### Manage Deployment Template

\* required  
 \* required For Deployments  
 \*\* required For LOA Requests

**Deployment Template Details**

\*Name Documentation 001 x  
 Description Test template

**Contract Information**

+ Contract Number 123456-18-A-1234  
 Contract KO Kamenelis, John  
 Contract POP 03/28/2018 - 03/27/2019  
 Task Order Number 123456-18-A-T456  
 Task Order KO Kamenelis, John  
 Task Order POP 03/28/2018 - 03/26/2020

**Additionally Supported Contracts**

+ Add  
 No Additional Supported Contracts have been selected

**Deployment Details**

+ Deployment Start Date 04/02/2018  
 + Deployment End Date 04/01/2019

+ Countries to be Visited  
 Select Countries from List to Add  
 Akrotiri  
 Albania  
 Algeria  
 American Samoa  
 Selected Countries  
 Afghanistan

+ Primary Duty Station  
 Country Afghanistan  
 City Bagram  
 Site BTRS - BAGRAM AIRFIELD (BAF)

+ Operation Operation Enduring Freedom

System Supported Select A Value ...

+ Purpose of Deployment  
 Build schools  
 Remaining Characters: 387

**Defense Base Act (DBA) Insurance Information**

Does Not Apply  
 + DBA Insurance Company Name Acme Insurance Co  
 + DBA Insurance Policy Number AC-098765432  
 + DBA Insurance POC Phone Number 800-555-9876

**In-Theater Contact Information**

\*\* First Name Arthur  
 Middle Name  
 \*\* Last Name Major  
 Home Phone  
 \*\* Office Phone 609-555-2468  
 Mobile Phone  
 \*\* Email amajor@inth.com

**Government Contact Information**

Primary Supporting Organization Acquisition (ACQ)  
 Government Authority Kamenelis, John  
 First Name  
 Middle Name  
 Last Name  
 Home Phone  
 Office Phone  
 Mobile Phone  
 Email

**24/7 Company POC Information**

\*\* First Name Bea  
 Middle Name A  
 \*\* Last Name Ware  
 Home Phone  
 \*\* Office Phone 609-555-1235  
 Mobile Phone  
 \*\* Email baware@email.com

Save Save & Exit Use Template for Depl/LOA Copy Delete Cancel

## 8.4 Copying and Reusing an Existing Deployment Template

To copy and reuse a deployment template:

1. Search for a template. For instructions, see Section 8.1, Searching for a Deployment Template.
2. From the search results, click in the **Name** column to select a template to copy. The “Manage Deployment Template” page will display.

The screenshot shows the 'Search Deployment Template' page in the SPOT-ES system. The page includes a search bar and various filters. The search results table is as follows:

3 Search Result(s) for - Deployment Template Name: doc						
	Name	Created By	Contract #	Task Order #	Date Created	Date Updated
<input type="checkbox"/>	Documentation 001	Padden, LuAnn Company	123456-18-A-1234	123456-18-A-T456	04/02/2018	04/02/2018
<input type="checkbox"/>	Documentation	Padden, LuAnn Company			04/02/2018	04/02/2018
<input type="checkbox"/>	Documentation 002	Padden, LuAnn Company			04/02/2018	04/02/2018

3. Edit the necessary data. Select **Copy**. The “Copy Deployment Template” will display.  
**Note:** For notes on entering deployment data, see Section 8.2, Creating a Deployment Template.

4. Enter the information in the **Copy Deployment Template As** and **Description** fields. Click **Save**. A pop-up window will display a success message.

**Copy Deployment Template**

\* required

Deployment Template Name Documentation 001

\*Copy Deployment Template As Documentation 003

Description Copy of template

Save Cancel

5. Click **OK**. The “Manage Deployment Template” page will display.

Message from webpage

Deployment Template copied successfully!

OK

6. To view the copied template, click the **Search Deployment Template** tab. Enter the template name and click **Search**. The new deployment template will display in the search results.

SPOT Reports Resource Center Setup

Home : Search Deployment Template

Search Deployment Temp... Manage Deployment Temp... Search Deployment Temp...

**Search Deployment Template**

Deployment Template Name doc

Created By

Date Created To

Date Updated To

Deployment Start Date To

Deployment End Date To

Contract Number Select A Value ...

Country Select A Value ...

Task Order Number No associated Task Order

Operation Select A Value ...

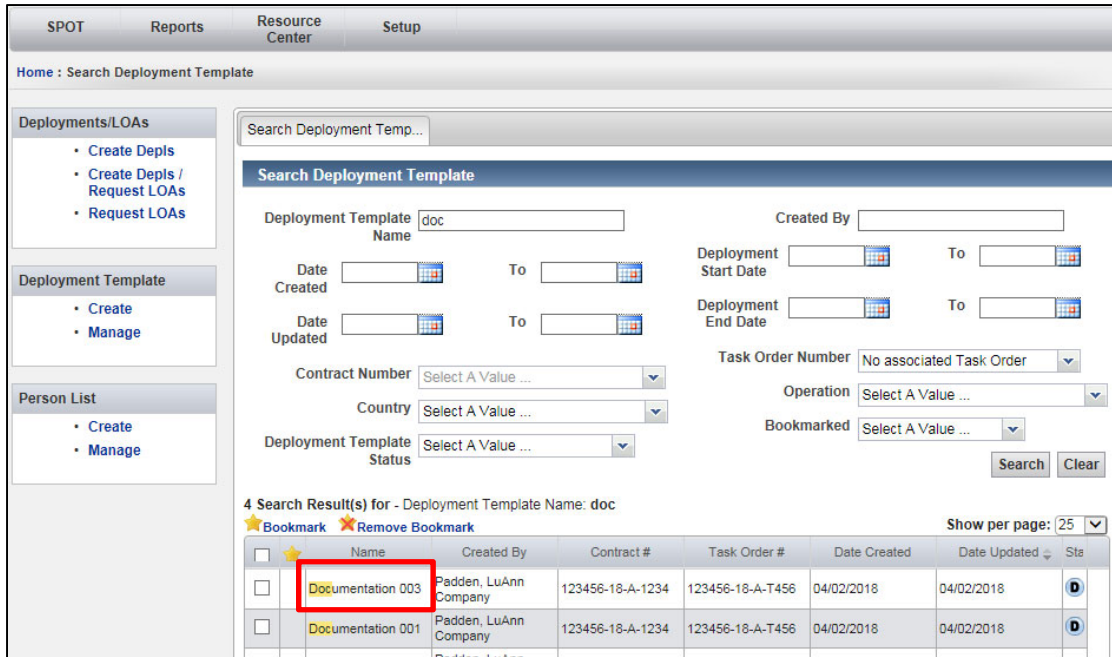
Deployment Template Status Select A Value ...

Bookmarked Select A Value ...

Search Clear Cancel

7. Click the link in the **Name** column. The template will display.



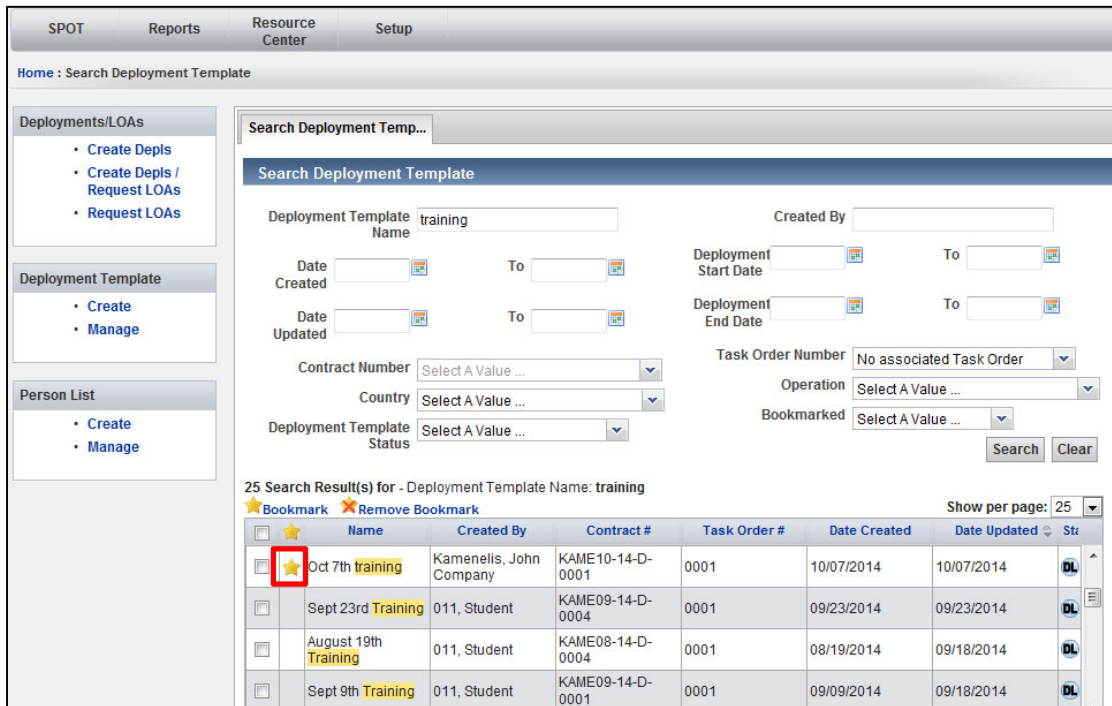


## 8.5 Managing Bookmarks for Deployment Templates

To manage bookmarks for deployment templates:

1. Search for deployment templates. For instructions, see Section 8.1, Searching for a Deployment Template.

In the search results, a Yellow Star (★) next to a template indicates the template is bookmarked.



- To bookmark templates, click one or more checkboxes next to each template and click the **Bookmark** link. The selected templates will be bookmarked.

SPOT Reports Resource Center Setup

Home : Search Deployment Template

Deployments/LOAs

- Create Depls
- Create Depls / Request LOAs
- Request LOAs

Deployment Template

- Create
- Manage

Person List

- Create
- Manage

Search Deployment Temp...

Search Deployment Template

Deployment Template Name: training

Created By: \_\_\_\_\_

Date Created: \_\_\_\_\_ To: \_\_\_\_\_

Date Updated: \_\_\_\_\_ To: \_\_\_\_\_

Deployment Start Date: \_\_\_\_\_ To: \_\_\_\_\_

Deployment End Date: \_\_\_\_\_ To: \_\_\_\_\_

Contract Number: Select A Value ...

Country: Select A Value ...

Deployment Template Status: Select A Value ...

Task Order Number: No associated Task Order

Operation: Select A Value ...

Bookmarked: Select A Value ...

Search Clear

25 Search Result(s) for - Deployment Template Name: training

Bookmark Remove Bookmark

Show per page: 25

<input type="checkbox"/>	Name	Created By	Contract #	Task Order #	Date Created	Date Updated	St
<input type="checkbox"/>	Oct 7th training	Kamenelis, John Company	KAME10-14-D-0001	0001	10/07/2014	10/07/2014	DL
<input checked="" type="checkbox"/>	Sept 23rd Training	011, Student	KAME09-14-D-0004	0001	09/23/2014	09/23/2014	DL
<input type="checkbox"/>	August 19th Training	011, Student	KAME08-14-D-0004	0001	08/19/2014	09/18/2014	DL
<input checked="" type="checkbox"/>	Sept 9th Training	011, Student	KAME09-14-D-0001	0001	09/09/2014	09/18/2014	DL
<input type="checkbox"/>	August 5th		KAME08-14-D-				

Page 1 of 1

A Yellow Star (★) will display next to each bookmarked template.

SPOT Reports Resource Center Setup

Home : Search Deployment Template

Deployments/LOAs

- Create Depls
- Create Depls / Request LOAs
- Request LOAs

Deployment Template

- Create
- Manage

Person List

- Create
- Manage

Search Deployment Temp...

Search Deployment Template

Deployment Template Name: training

Created By: \_\_\_\_\_

Date Created: \_\_\_\_\_ To: \_\_\_\_\_

Date Updated: \_\_\_\_\_ To: \_\_\_\_\_

Deployment Start Date: \_\_\_\_\_ To: \_\_\_\_\_

Deployment End Date: \_\_\_\_\_ To: \_\_\_\_\_

Contract Number: Select A Value ...

Country: Select A Value ...

Deployment Template Status: Select A Value ...

Task Order Number: No associated Task Order

Operation: Select A Value ...

Bookmarked: Select A Value ...

Search Clear

25 Search Result(s) for - Deployment Template Name: training

Bookmark Remove Bookmark

Show per page: 25

<input type="checkbox"/>	Name	Created By	Contract #	Task Order #	Date Created	Date Updated	St
<input type="checkbox"/>	Oct 7th training	Kamenelis, John Company	KAME10-14-D-0001	0001	10/07/2014	10/07/2014	DL
<input checked="" type="checkbox"/>	Sept 23rd Training	011, Student	KAME09-14-D-0004	0001	09/23/2014	09/23/2014	DL
<input type="checkbox"/>	August 19th Training	011, Student	KAME08-14-D-0004	0001	08/19/2014	09/18/2014	DL
<input checked="" type="checkbox"/>	Sept 9th Training	011, Student	KAME09-14-D-0001	0001	09/09/2014	09/18/2014	DL
<input type="checkbox"/>	August 5th		KAME08-14-D-				

Page 1 of 1

- To remove bookmarks, click one or more checkboxes next to the bookmarked templates and click the **Remove Bookmark** link. The bookmarks will be removed from the selected templates.

Home : Search Deployment Template

Search Deployment Temp...

Search Deployment Template

Deployment Template Name: training

Created By: [ ]

Date Created: [ ] To [ ]

Date Updated: [ ] To [ ]

Contract Number: Select A Value ...

Country: Select A Value ...

Deployment Template Status: Select A Value ...

Deployment Start Date: [ ] To [ ]

Deployment End Date: [ ] To [ ]

Task Order Number: No associated Task Order

Operation: Select A Value ...

Bookmarked: Select A Value ...

Search Clear

25 Search Result(s) for - Deployment Template Name: training

Bookmark Remove Bookmark Show per page: 25

<input type="checkbox"/>	★	Name	Created By	Contract #	Task Order #	Date Created	Date Updated	St
<input type="checkbox"/>	★	Oct 7th training	Kamenelis, John Company	KAME10-14-D-0001	0001	10/07/2014	10/07/2014	DL
<input checked="" type="checkbox"/>	★	Sept 23rd Training	011, Student	KAME09-14-D-0004	0001	09/23/2014	09/23/2014	DL
<input type="checkbox"/>	★	August 19th Training	011, Student	KAME08-14-D-0004	0001	08/19/2014	09/18/2014	DL
<input checked="" type="checkbox"/>	★	Sept 9th Training	011, Student	KAME09-14-D-0001	0001	09/09/2014	09/18/2014	DL
<input type="checkbox"/>	★	August 5th		KAME08-14-D-				

Page 1 of 1

The Yellow Star (★) is removed for each of the selected templates and the templates are no longer bookmarked.

Home : Search Deployment Template

Search Deployment Temp...

Search Deployment Template

Deployment Template Name: training

Created By: [ ]

Date Created: [ ] To [ ]

Date Updated: [ ] To [ ]

Contract Number: Select A Value ...

Country: Select A Value ...

Deployment Template Status: Select A Value ...

Deployment Start Date: [ ] To [ ]

Deployment End Date: [ ] To [ ]

Task Order Number: No associated Task Order

Operation: Select A Value ...

Bookmarked: Select A Value ...

Search Clear

25 Search Result(s) for - Deployment Template Name: training

Bookmark Remove Bookmark Show per page: 25

<input type="checkbox"/>		Name	Created By	Contract #	Task Order #	Date Created	Date Updated	St
<input type="checkbox"/>		Oct 7th training	Kamenelis, John Company	KAME10-14-D-0001	0001	10/07/2014	10/07/2014	DL
<input checked="" type="checkbox"/>		Sept 23rd Training	011, Student	KAME09-14-D-0004	0001	09/23/2014	09/23/2014	DL
<input type="checkbox"/>		August 19th Training	011, Student	KAME08-14-D-0004	0001	08/19/2014	09/18/2014	DL
<input checked="" type="checkbox"/>		Sept 9th Training	011, Student	KAME09-14-D-0001	0001	09/09/2014	09/18/2014	DL

## 9 Deployments

This section provides instructions on how to manage a deployment by performing tasks such as entering issued weapon information, updating deployment information, entering a person's in-theater arrival date (ITAD), entering a duty station check-in date, updating points of contact, updating duty station information, and if an LOA does not exist, cancelling a deployment. Cancelling a person's deployment removes the deployment data and cancels the LOA request.

After you have successfully created a person's deployment, you have the ability to update the person's deployment information. Deployment updates should be made any time the information relating to the deployment undergoes a change, such as the estimated start date, estimated end date, countries being visited, deployment purpose, person's status, person's job title, and the person's in-theater email during the deployment.

**Note:** If the person data is edited, the person's current LOA will not reflect the changes. In order to update the person data on the LOA, the current LOA must be revoked and a new LOA must be initiated.

**“View Person” Page – Current Deployment Example (KO Approved with Weapon and SOFA Requirements in SPOT)**

SPOT Reports Resource Center Setup

Home : View Person - Davis, Tanya (Company Contractor Personnel)

**Person Data**

If the person data is edited, the person's current LOA will not reflect the changes. In order to update the person data on the LOA, the current LOA must be revoked and a new LOA request must be initiated.

Full Name: Davis, Tanya Deployment Status: Not Deployed  
 Email: tdavis@email.com Gender: Female  
 Company: HP Enterprise Services Citizenship: United States  
 SSN: xxx-xx-0314 DMDC Verified: No  
 Date of Birth: 11/11/1981 CAC Expiration Date: Unknown  
 Last Update: 1/17/2018

[Edit Person](#)

**Deployment Information** No previous deployments exist for this person [Deployment Actions](#)

**Current Deployment** [View / Print LOA](#)

Person Status: Active  
 Last Person Status Update Date: 1/17/2018  
 Arrived: Not yet arrived  
 Actual Arrival Date: Not yet arrived  
 Estimated Deployment: 03/21/2018 - 03/20/2019  
 Countries to be Visited: Afghanistan, Japan  
 Government Organization: ACQ  
 Contract Number: 123456-17-A-1236  
 Task Order: 123456-17-A-T236  
 Deployment Purpose: Power generation

**Current Duty Station** [View Duty Station History](#)

Primary Duty Station  
 Country Japan  
 City Tokyo  
 Site Tokyo Narita

Arrival Date: Not yet arrived  
 Operation: Operation Enduring Freedom  
 System Supported:

**Pre-Deployment**

✓ Create Deployment	Complete
✓ Request LOA	KO Approved
✓ Eligibility Requirements	Complete
✓ Deployment Itinerary	Complete

**Deployment**

✗ Identify Issued Weapon	Incomplete
✗ In-Theater Arrival	Incomplete
✗ Duty Station Check In	Incomplete
✓ SOFA	Complete

**Re-Deployment**

✗ Plan Re-Deployment	Incomplete
✗ Closeout Deployment	Incomplete

By clicking this check box, I affirm that I have validated that the current deployment information is accurate, especially Duty Station Location Site, City, and Country, Person Status, Duty Station Arrival Date, In-Theater Arrival Date, 24/7 Company POC, Government POC and In-Theater POC are correct. [Submit](#)

Deployment Movements [View Most Recent \(5\) Movements](#)

Affirm Current Deployment Information is Accurate for Afghanistan Deployments Only

Only if KO Approved and Weapon Authorized

Only if SOFA Information Required in SPOT

If you request a SPOT system-generated LOA or the person deploys (i.e., an ITAD has been entered in SPOT), you are no longer able to update deployment information; the update deployment information option is removed from the **Deployment Action** drop-down list.

**Note:** After you enter deployment information, the **Deployment Actions** drop-down list lets you go directly to a page to update deployment data instead of going through multiple pages in a workflow. The options available in the **Deployment Action** drop-down list depend on whether an LOA has been requested or an ITAD is populated.



**Example: LOA Requested/ITAD Entered**

Deployment Actions
Update POCs
Manage Additionally Supported Contracts
Update Person Status
Change Deployment Duty Station
Update Visa

**Example: LOA Revoked/No ITAD Entered**

Deployment Actions
Update POCs
Update Deployment Information
Manage Additionally Supported Contracts
Cancel Deployment
Update Person Status
Change Deployment Duty Station
Update Visa

If a person’s point of contact changes at any time, you have the ability to update the person’s company, government, and in-theater points of contact. You can also update a person’s deployment duty station information if it changes before or after the person deploys.

Entering a person’s ITAD will set the person’s deployment status to “Currently Deployed” in SPOT. This date is entered after the person has arrived in-theater and cannot be a future date. Until an ITAD has been entered in SPOT, the person will be listed as “Not Deployed”. You should diligently enter the ITAD as soon as you find out the person is “boots-on-the-ground” and has arrived in-theater. In some cases, the ITAD can be automatically populated (see Section 9.4.2). Once the person arrives at his or her duty station, you should also enter the person’s duty station check-in date.

The following table summarizes the deployment states, which are defined by two dates: ITAD and actual departure date from AOR.

**Table 5: SPOT Deployment States**

Deployment State	ITAD	Actual Departure Date from AOR	Person’s Deployment Status
Open	Not Populated	Not Populated	Not Deployed
Active	Populated	Not Populated	Deployed
Closed	Populated	Populated	Not Deployed
Cancelled	Irrelevant	Irrelevant	Not Deployed

**9.1 Affirming Deployment Information**

For deployments where the deployment duty station country is Afghanistan, every 30 days, click the checkbox at the bottom of the “Deployment Information” section on the “View Person” page to affirm that the current deployment information is accurate, especially Primary Duty Station Site, City, and Country, Person Status, Duty Station Arrival Date, In Theater Arrival Date, 24/7 Company Point of Contact (POC), Government POC, and In-Theater POC. Update information as required prior to clicking the checkbox.

By clicking this check box, I affirm that I have validated that the current deployment information is accurate, especially Duty Station Location Site, City, and Country, Person Status, Duty Station Arrival Date, In-Theater Arrival Date, 24/7 Company POC, Government POC and In-Theater POC are correct. Submit  
 Date Last Verified:

For prior verifications, the latest date verified is saved and displayed. The checkbox is reset to blank for the next verification.

By clicking this check box, I affirm that I have validated that the current deployment information is accurate, especially Duty Station Location Site, City, and Country, Person Status, Duty Station Arrival Date, In-Theater Arrival Date, 24/7 Company POC, Government POC and In-Theater POC are correct. Submit  
 Date Last Verified: 3/28/2018

## 9.2 Identifying an Issued Weapon

If a contractor is authorized to carry weapons, you can identify issued weapons during the predeployment phase by updating the eligibility requirements. However, in some cases, you may not have the information during the predeployment phase because the contractor may not actually be issued weapons until the person is in-theater. For these cases, add or update issued weapons during the deployment phase by clicking the **Identify Issued Weapon** link in the “Deployment” section of the “View Person” page. This link is available after an LOA with **Weapon** selected as an Authorized Government Service is approved by a Contracting Officer.

To identify weapons issued to a contractor:

1. Search for and select a person. The “View Person” page will display.
2. From the “Deployment” section of the “View Person” page, click the **Identify Issued Weapon** link. The “The “4. Personal Equipment” tab will display.”

The screenshot shows the 'View Person' page with the following sections:

- Deployment Information:** No previous deployments exist for this person. Deployment Actions dropdown.
- Current Deployment:** View / Print LOA button.
  - Person Status: Active
  - Last Person Status Update Date: 10/7/2016
  - Arrived: Not yet arrived
  - Actual Arrival Date: Not yet arrived
  - Estimated Deployment: 11/21/2016 - 08/10/2017
  - Countries to be Visited: Afghanistan
  - Government Organization: ACQ
  - Contract Number: LP1234-16-A-1234
  - Task Order: LP1234-16-A-T234
  - Deployment Purpose: Build schools
  - Current Duty Station: View Duty Station History
- Pre-Deployment:**

✓ Create Deployment	Complete
✓ Request LOA	KO Approved
✓ Eligibility Requirements	Complete
✓ Deployment Itinerary	Complete
- Deployment:**

☐ Identify Issued Weapon	Incomplete
☐ In-Theater Arrival	Incomplete
☐ Duty Station Check In	Incomplete

3. If the contractor is not issued a weapon, click **No**. If the contractor is issued a weapon, go to step 5.

**Note:** A selected “WEAPON” checkbox in the “AUTHORIZED GOVERNMENT SERVICES” section of a Contracting Officer approved LOA indicates only that the employee is contractually able to carry a weapon. Other training and certification requirements imposed by the contract or COCOM also need to be satisfied prior to the contractor being issued a weapon. It is possible for a contractor to be authorized to carry weapons, but the contractor is never actually issued a weapon.

4. Click **Save and Continue** to display the “5. Clearance” tab (see Section 6.6.5).
5. If the contractor is issued a weapon, select **Yes** for question 3. Question 4 will display.



- For question 4, select the **Weapon Type** from the drop-down list. Click **Go** (→) or the **Add Weapon** link. Question 5 will display.

- Enter the **Serial Number** in the text field. A serial number is required. This field cannot be empty/blank or contain invalid characters, all spaces, or the value **Unknown** (in uppercase, lowercase, or mixed case). Valid characters are letters (a-z or A-Z), numbers (0-9), and a dash (-).
- Select the source of the weapon from the **Source** drop-down list.
- Repeat the steps to add all weapons associated with this person, up to a maximum of ten.

- Click **Save and Continue**. The “5. Clearance” tab will display (see Section 6.6.5). Click **Cancel** to return to the “View Person” page.

On the “View Person” page, the “Deployment” section is updated. The **Eligibility Requirements** task will have a green check mark and the status “Complete”.

Deployment Information		No previous deployments exist for this person		Deployment Actions	
<b>Current Deployment</b> <a href="#">View / Print LOA</a>			<b>Pre-Deployment</b>		
Person Status:	Active	<input checked="" type="checkbox"/>	Create Deployment		Complete
Last Person Status Update Date:	10/7/2016	<input checked="" type="checkbox"/>	Request LOA		KO Approved
Arrived:	Not yet arrived	<input checked="" type="checkbox"/>	Eligibility Requirements		Complete
Actual Arrival Date:	Not yet arrived	<input checked="" type="checkbox"/>	Deployment Itinerary		Complete
Estimated Deployment:	11/21/2016 - 08/10/2017				
Countries to be Visited:	Afghanistan				
Government Organization:	ACQ				
Contract Number:	LP1234-16-A-1234				
<b>Deployment</b>			<input checked="" type="checkbox"/>	Identify Issued Weapon	Complete

### 9.3 Updating SOFA Requirements

If a contractor’s country to be visited or deployment duty station country requires SOFA information in SPOT, a **SOFA** link appears in the “Deployment” section of the “View Person” page. Use this **SOFA** link if you have to update the SOFA requirements entered when the deployment was requested.

To update a contractor’s SOFA requirements:

1. Search for and select a person. The “View Person” page will display.
2. From the “Deployment” section of the “View Person” page, click the **SOFA** link. The “The “7. SOFA” tab will display. It is prepopulated with the SOFA requirements that were previously entered for this deployment.

Deployment Information		No previous deployments exist for this person		Deployment Actions	
<b>Current Deployment</b>			<b>Pre-Deployment</b>		
Person Status:	Active	<input checked="" type="checkbox"/>	Create Deployment		Complete
Last Person Status Update Date:	11/20/2017	<input checked="" type="checkbox"/>	Request LOA		Request Pending
Arrived:	Not yet arrived	<input type="checkbox"/>	Eligibility Requirements		Incomplete
Actual Arrival Date:	Not yet arrived	<input type="checkbox"/>	Deployment Itinerary		Incomplete
Estimated Deployment:	11/21/2017 - 11/19/2018				
Countries to be Visited:	Japan				
Government Organization:	ACQ				
Contract Number:	123456-17-A-1235				
Task Order:	123456-17-A-T235				
Deployment Purpose:	Build schools				
<b>Current Duty Station</b> <a href="#">View Duty Station History</a>			<b>Deployment</b>		
Primary Duty Station	Country Japan	<input type="checkbox"/>	In-Theater Arrival		Incomplete
	City Tokyo	<input type="checkbox"/>	Duty Station Check In		Incomplete
	Site Japan Ground Staff Office (GSO)	<input checked="" type="checkbox"/>	SOFA		Complete
<b>Re-Deployment</b>			<input type="checkbox"/>	Plan Re-Deployment	Incomplete

3. Update the selections on the “7. SOFA” tab.

**Notes:**

- If necessary, select the **SOFA Country** from the drop-down list.
- Question 1 – Select one response for fulfilling the mission requirements.
- Question 2 – Indicates if deployed person does not have a residency permit or visa. Radio buttons are gray and disabled. Defaults to **Yes** if Question 1 is **1.1** through **1.5**. Defaults to **No** if Question 1 is **1.6 No SOFA Status**.
- Question 3 – Indicate if qualified dependents will accompany the deployed person. If you select **Yes**, you must select the number of qualifying dependents

and enter required information for those dependents in the table that appears on the screen. If you select **No**, the **Number of qualifying dependents** field is gray and disabled. When adding dependents:

- The table displays a row for each of the number of qualified dependents.
  - In the “Status” column, a red “X” (✗) appears until the row is complete and the data is saved. A green check mark (✓) appears after the row is complete and saved.
  - Click the trash can (🗑️) to remove a dependent’s row from the table and update the number of qualified dependents.
  - You must enter dependent information for each qualified dependent quantity indicated.
- Question 4 – Enter or select the SOFA expiration date. If Question 1 is **1.6 No SOFA Status**, then this date field is gray and disabled and you cannot enter a date. If you enter a date outside the contract/task order PoP, a warning message will appear when you click the **Save and Exit** button. Click **OK** to continue or **Cancel** to remain on the “SOFA Page”. Ensure dates are in compliance with SOFA requirements, normally not to exceed one year.
  - Questions 5 – Indicate if the SOFA-specific AGS apply. Defaults to **No** and is gray and disabled if Question 1 is **1.6 No SOFA Status**.
  - If all required fields are not complete when you click **Save and Exit**, an error message appears and you remain on the “SOFA Page”.

**Edit Eligibility Requirements**

1. Training 2. Health 3. Visa 4. Personal Equipment 5. Clearance 6. Forms 7. SOFA

SOFA Country: JAPAN Name: Higgins, Harry SSN: xxx-xx-0051

1. The contractor employee is essential to the mission of the United States armed forces and has a high degree of skill or knowledge for the accomplishment of mission requirements by fulfilling one of the following: (Must select only one from the following)

1.2 Possessing a security clearance recognized by the United States to perform his or her duties; or

2. Employee affirmed to Contracting Officer's satisfaction that he/she does not have a residency permit/visa for Japan.

Yes  No

3. Qualified dependents as defined in SOFA Art. I.c., accompanying employee.

Yes  No

Number of qualifying dependents 2

* Dependents Name	* Date of Birth	* Dependent Family Relationship	* Sponsoring Family Member	* Passport Number	* Passport Country	Status
Hallie Higgins	11/12/1982	Spouse	Higgins, Harry	US456987123	United States	✓
Hank Higgins	12/01/2016	Child	Higgins, Harry	US123456789	United States	✓

4. SOFA Expiration Date 05/04/2019 (mm/dd/yyyy)  
*(Ordinarily SOFA Status will not exceed the period of performance of the base or option year of the contract, normally NTE one year.)*

5. Japan Specific Authorized Government Service (AGS): Laundry and dry cleaning; Open mess (club) membership, as determined by each respective club; Casualty assistance (mortuary services) on a reimbursable basis; Routine medical care on a reimbursable basis for U.S. citizens and emergency medical care on a reimbursable basis for non- U.S. citizens; Dental care, limited to relief of emergencies on a reimbursable basis; Department of Defense Dependent Schools on a space-available and tuition paying basis; Issuance of U.S. Forces, Japan Operator's Permit; Issuance of vehicle license plates.

Yes  No

Save and Exit Cancel

4. Click **Save and Exit** to save your changes and return to the “View Person” page.

## 9.4 Entering a Person’s In-Theater Arrival Date (ITAD)

There are three ways that a person's ITAD can be entered into the system. You can manually enter the date, or there are two situations when SPOT automatically populates this field. For the system-populated date, company personnel (or other authorized users) are required to validate, and if necessary, manually change the date.

**Note:** An email is sent to the contract assigned SPOT Contracting Officer, Government Authority, and Company Administrator if the ITAD is not entered in SPOT within 15 days after the estimated deployment start date.

Entering the ITAD (through the manual or automatic process), changes the person's status to "Deployed" and the deployment status changes from "Open" to "Active".

### 9.4.1 Manually Entering the ITAD

To enter the ITAD manually:

1. Search for and select a person. The "View Person" page will display.
2. From the "Deployment" section of the "View Person" page, click the **In-Theater Arrival** link.

Deployment Information		Deployment Actions	
No previous deployments exist for this person			
<b>Current Deployment</b> Person Status: Active Last Person Status Update Date: 10/7/2016 Arrived: Not yet arrived Actual Arrival Date: Not yet arrived Estimated Deployment: 11/21/2016 - 08/10/2017 Countries to be Visited: Afghanistan Government Organization: ACQ Contract Number: LP1234-16-A-1234 Task Order: LP1234-16-A-T234 Deployment Purpose: Build schools Current Duty Station <a href="#">View Duty Station History</a>		<b>Pre-Deployment</b> <input checked="" type="checkbox"/> Create Deployment Complete <input checked="" type="checkbox"/> Request LOA KO Approved <input checked="" type="checkbox"/> Eligibility Requirements Complete <input checked="" type="checkbox"/> Deployment Itinerary Complete <b>Deployment</b> <input checked="" type="checkbox"/> Identify Issued Weapon Complete <input type="checkbox"/> In-Theater Arrival Incomplete <input type="checkbox"/> Duty Station Check In Incomplete	

The "In-Theater Arrival" page will display.

Home : Person : In-Theater Arrival

**In-Theater Arrival**

\*When did the person arrive in-theater (mm/dd/yyyy)?

11/20/2016

Cancel Save and Continue

3. Enter the date the person arrived in-theater. Enter the date (in MM/DD/YYYY format, including forward slashes) or select the date using the calendar control.

#### Notes:

- You cannot enter future dates (dates later than the current date); you must enter the date that truly reflects the person's in-theater arrival.
- The ITAD may or may not be the same as the duty station check-in date, but it cannot be after the duty station check-in date.

- The ITAD cannot be more than 30 days (including the 30<sup>th</sup> day) before the estimated deployment start date. For example, if the estimated deployment start date is November 30, the ITAD can be from November 1 to November 30.
- The ITAD cannot be outside the period of performance of the current contract/task order.
- The ITAD cannot overlap with a previously closed deployment. The ITAD must be after the actual end date of all previously closed deployments. The ITAD cannot be “back-dated” to reflect the original ITAD date of a contractor who has remained in theater and is issued back-to-back LOAs when a contract is extended or an option period is exercised. This change was implemented to prevent overlapping deployments.

4. Click **Save and Continue**.

The updated “View Person” page will display. The **In-Theater Arrival** task will have a green check mark and the status “Complete”, and the person’s deployment status changes to “Deployed”.

**Note:** In the “Current Deployment” section, the **Arrived** field will display “Has arrived” and the **Actual Arrival Date** field will display the date entered for the ITAD.

**Person Data**

If the person data is edited, the person's current LOA will not reflect the changes. In order to update the person data on the LOA, the current LOA must be revoked and a new LOA request must be initiated.

Full Name: Davis, Tanya  
 Email: tdavis@email.com  
 Company: HP  
 SSN: xxx-xx-0314  
 Date of Birth: 10/07/1981

Deployment Status: **Deployed**  
 Gender: Female  
 Citizenship: United States  
 DMDC Verified: No  
 CAC Expiration Date: Unknown

Last Update: 10/7/2016

[Edit Person](#)

---

**Deployment Information** | No previous deployments exist for this person | [Deployment Actions](#)

**Current Deployment** | [View / Print LOA](#)

Person Status: Active  
 Last Person Status Update Date: 10/7/2016  
**Arrived: Has arrived**  
**Actual Arrival Date: 11/20/2016**  
 Estimated Deployment: 11/21/2016 - 08/10/2017  
 Countries to be Visited: Afghanistan  
 Government Organization: ACQ  
 Contract Number: LP1234-16-A-1234  
 Task Order: LP1234-16-A-T234  
 Deployment Purpose: Build schools

**Pre-Deployment**

✓ Create Deployment	Complete
✓ Request LOA	KO Approved
✓ Eligibility Requirements	Complete
✓ Deployment Itinerary	Complete

**Deployment**

✓ Identify Issued Weapon	Complete
✓ <b>In-Theater Arrival</b>	<b>Complete</b>
✓ Duty Station Check In	Incomplete

Current Duty Station | [View Duty Station History](#)

### 9.4.2 Automatically Populating the ITAD

There are two ways that SPOT will automatically populate the ITAD:

1. If the ITAD is **not** recorded in SPOT and you enter the duty station check-in date, SPOT will automatically populate the ITAD with the arrival date at the duty station. While the

ITAD can be automatically populated, the duty station check-in date cannot. Therefore, you need to enter the duty station check-in date.

- If the ITAD is **not** recorded in SPOT and the person scans a Common Access Card (CAC) or LOA at a JAMMS location in-theater (i.e., OCONUS), once the scans have been uploaded via the JAMMS upload process, SPOT compares the date of the scan to the deployment start date. If the scan date is on or after the estimated deployment start date but **not** after the estimated deployment end date, SPOT automatically populates the ITAD with the date of the scan, as long as the deployment has not been cancelled or closed. In this case, the “View Person” page will display the text “Populated by Movement Scan Date” next to the **In-Theater Arrival** task and the **Actual Arrival Date** field. A JAMMS scan before the SPOT estimated deployment start date **or** after the estimated deployment end date does not populate the ITAD.

#### Notes:

- For a CAC scan to populate the ITAD, the person record in SPOT must be DMDC verified in order for the scan to associate with the person record via the DoDID.
- Automated population of the ITAD changes the person’s status to “Deployed”. It also sets the **Arrived** field to “Has arrived” and sets the **Actual Arrival Date** field to the date entered for the in-theater arrival.
- In the past, the JAMMS upload process may have caused an overlapping deployment of up to 14 days if the automatically populated ITAD was before the actual end date of all previously closed deployments. This exception will appear on reports that contain deployment and JAMMS scan information. You can correct an overlapping deployment when you validate the ITAD (see Section 9.4.3).

Deployment Information		No previous deployments exist for this person		Deployment Actions	
<b>Current Deployment</b> <a href="#">View / Print LOA</a>			<b>Pre-Deployment</b>		
Person Status:	Active	✓	Create Deployment	Complete	
Last Person Status Update Date:	10/7/2016	✓	Request LOA	KO Approved	
Arrived:	Has arrived	✓	Eligibility Requirements	Complete	
Actual Arrival Date:	11/20/2016	Populated by Movement Scan Date	✓	Deployment Itinerary	Complete
Estimated Deployment:	11/21/2016 - 08/10/2017		<b>Deployment</b>		
Countries to be Visited:	Afghanistan	✓	Identify Issued Weapon	Complete	
Government Organization:	ACQ		✓	In-Theater Arrival	Populated by Movement Scan Date
Contract Number:	LP1234-16-A-1234		✓	Duty Station Check In	Incomplete
Task Order:	LP1234-16-A-T234				
Deployment Purpose:	Build schools				
Current Duty Station	<a href="#">View Duty Station History</a>				

### 9.4.3 Validating or Changing the Automatically Populated ITAD

When SPOT automatically populates the ITAD, the Company Administrator (or other authorized users) **must** validate, and if necessary, change the date to make sure it reflects the actual date that the person arrived in-theater.

To validate or change the ITAD:

- Search for and select a person. The “View Person” page will display.



- From the “Deployment” section of the “View Person” page, click the **In-Theater Arrival** link.

The “In-Theater Arrival” page will display.

- Verify the ITAD or change it to reflect the correct date.

**Notes:**

- You cannot enter future dates (dates later than the current date); you must enter the date that truly reflects the person’s in-theater arrival.
- The ITAD may or may not be the same as the duty station check-in date, but it cannot be after the duty station check-in date.
- The ITAD cannot be more than 30 days (including the 30<sup>th</sup> day) before the estimated deployment start date. For example, if the estimated deployment start date is November 30, the ITAD can be from November 1 to November 30.
- The ITAD cannot be outside the period of performance of the current contract/task order.
- The ITAD cannot overlap with a previously closed deployment. The ITAD must be after the actual end date of all previously closed deployments. You cannot “back-date” the ITAD to reflect the original ITAD date of a contractor who has remained in theater and is issued back-to-back LOAs when a contract is extended or an option period is exercised. This change was implemented to prevent overlapping deployments.

- Click **Save and Continue**.

The “View Person” page will display. In the “Deployment” section, the **In-Theater Arrival** task will have a green check mark and the status “Complete”.



**Person Data**

If the person data is edited, the person's current LOA will not reflect the changes. In order to update the person data on the LOA, the current LOA must be revoked and a new LOA request must be initiated.

Full Name: Davis, Tanya	Deployment Status: <span style="border: 1px solid red; padding: 2px;">Deployed</span>
Email: tdavis@email.com	Gender: Female
Company: HP	Citizenship: United States
SSN: xxx-xx-0314	DMDC Verified: No
Date of Birth: 10/07/1981	CAC Expiration Date: Unknown

Last Update: 10/7/2016

[Edit Person](#)

**Deployment Information**

No previous deployments exist for this person Deployment Actions

<div style="background-color: #f2f2f2; padding: 2px;"><b>Current Deployment</b></div> <p style="text-align: right;"><a href="#">View / Print LOA</a></p> <p>Person Status: Active</p> <p>Last Person Status Update Date: 10/7/2016</p> <p>Arrived: Has arrived</p> <p>Actual Arrival Date: 11/20/2016</p> <p>Estimated Deployment: 11/21/2016 - 08/10/2017</p> <p>Countries to be Visited: Afghanistan</p> <p>Government Organization: ACQ</p> <p>Contract Number: LP1234-16-A-1234</p> <p>Task Order: LP1234-16-A-T234</p> <p>Deployment Purpose: Build schools</p> <p>Current Duty Station <a href="#">View Duty Station History</a></p>	<div style="background-color: #f2f2f2; padding: 2px;"><b>Pre-Deployment</b></div> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">✓</td><td>Create Deployment</td><td>Complete</td></tr> <tr><td style="text-align: center;">✓</td><td>Request LOA</td><td>KO Approved</td></tr> <tr><td style="text-align: center;">✓</td><td>Eligibility Requirements</td><td>Complete</td></tr> <tr><td style="text-align: center;">✓</td><td>Deployment Itinerary</td><td>Complete</td></tr> </table> <div style="background-color: #f2f2f2; padding: 2px;"><b>Deployment</b></div> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">✓</td><td>Identify Issued Weapon</td><td>Complete</td></tr> <tr><td style="text-align: center;">✓</td><td>In-Theater Arrival</td><td>Complete</td></tr> <tr><td style="text-align: center;">✓</td><td>Duty Station Check In</td><td>Incomplete</td></tr> </table>	✓	Create Deployment	Complete	✓	Request LOA	KO Approved	✓	Eligibility Requirements	Complete	✓	Deployment Itinerary	Complete	✓	Identify Issued Weapon	Complete	✓	In-Theater Arrival	Complete	✓	Duty Station Check In	Incomplete
✓	Create Deployment	Complete																				
✓	Request LOA	KO Approved																				
✓	Eligibility Requirements	Complete																				
✓	Deployment Itinerary	Complete																				
✓	Identify Issued Weapon	Complete																				
✓	In-Theater Arrival	Complete																				
✓	Duty Station Check In	Incomplete																				

## 9.5 Entering a Person’s Duty Station Check-in Date

To enter the duty station check-in date:

1. Search for and select a person. The “View Person” page will display.
2. From the “Deployment” section of the “View Person” page, click the **Duty Station Check In** link.

The screenshot shows the 'View Person' page with the following sections:

- Deployment Information:** No previous deployments exist for this person. Deployment Actions dropdown.
- Current Deployment:**
  - Person Status: Active
  - Last Person Status Update Date: 10/7/2016
  - Arrived: Has arrived
  - Actual Arrival Date: 11/20/2016
  - Estimated Deployment: 11/21/2016 - 08/10/2017
  - Countries to be Visited: Afghanistan
  - Government Organization: ACQ
  - Contract Number: LP1234-16-A-1234
  - Task Order: LP1234-16-A-T234
  - Deployment Purpose: Build schools
- Current Duty Station:**
  - Primary Duty Station: Country Afghanistan, City Bagram, Site BTRS - BAGRAM AIRFIELD (BAF)
  - Arrival Date: Not yet arrived
- Pre-Deployment Checklist:**
  - Create Deployment: Complete
  - Request LOA: KO Approved
  - Eligibility Requirements: Complete
  - Deployment Itinerary: Complete
- Deployment Checklist:**
  - Identify Issued Weapon: Complete
  - In-Theater Arrival: Complete
  - Duty Station Check In: Incomplete
- Re-Deployment Checklist:**
  - Plan Re-Deployment: Incomplete
  - Closeout Deployment: Incomplete

A red box with the number '2' highlights the 'View Duty Station History' link.

The “Update Deployment Duty Station” page will display.

The screenshot shows the 'Update Deployment Duty Station' page with the following fields:

- Duty Station Location:** Country Afghanistan, City Bagram, Site BTRS - BAGRAM AIRFIELD (BAF)
- Date Arrived (mm/dd/yyyy):** 11/20/2016 (Callout 3)
- Operation:** Operation Enduring Freedom (Callout 4)
- System Supported:** Enterprise Architecture
- Buttons:** Cancel, Save and Exit (Callout 5)

3. Enter the duty station check-in date in the **Date Arrived** field. Enter the date (in MM/DD/YYYY format, including forward slashes) or select the date using the calendar control.

### Notes:

- You cannot enter future dates (dates later than the current date); you must enter the date that truly reflects the person’s duty station check-in.
- The duty station check-in date can be the same as or later than the ITAD. You cannot enter a date that is earlier than the ITAD.
- If the duty station/ITAD overlaps with a previously closed deployment, an error message appears and you cannot proceed until you enter a valid date. The duty station check-in date and ITAD must be after the actual end date of all previously

closed deployments. You cannot “back-date” the duty station check-in date to reflect the original duty station check-in date of a contractor who has remained in theater and is issued back-to-back LOAs when a contract is extended or an option period is exercised. This change was implemented to prevent overlapping deployments.

- If you change the duty station country to a country that requires SOFA information in SPOT and no LOA was requested for the deployment, when you click **Save and Exit**, an error message will display that indicates an LOA is required. The message instructs you to cancel or close the current deployment and create a new deployment and LOA. Click **Cancel** to exit the page without saving.
- If you change the duty station country to a country that requires SOFA information in SPOT and an LOA was requested for the deployment, when you click **Save and Exit**, a pop-up window will display to inform you about additional SOFA requirements.
  - If you click **OK** in the pop-up window, the “SOFA Page” will display.
    - Complete the SOFA requirements on the “SOFA Page” (see the [Notes](#) in Section 9.3), ensuring the expiration date is in compliance with SOFA requirements and the deployment period is not greater than one year. Click **Save and Exit** to return to the “Deployment Duty Station” page. Click **Save and Exit** to save your duty station location changes and return to the “View Person” page.
    - If you enter an expiration date on the “SOFA Page” for a current deployment period that is greater than one year, a pop-up warning message will display when you click **Save and Exit**. Because SOFA deployments are limited to one year, you should cancel or close the current deployment and request a new deployment of one year or less. Click **Cancel** to close the pop-up window and click **Cancel** on the “SOFA Page”.
    - If you do not complete the SOFA requirements on the “SOFA Page” and click **Cancel**, you return to the “Deployment Duty Station” page and a pop-up window indicates that the SOFA country is removed from the **Duty Station Location** field. Click **OK** to close the pop-up window. The **Duty Station Location** is not changed to a SOFA country until SOFA requirements are complete. Click **Cancel** to exit the “Deployment Duty Station” page without saving and return to the “View Person” page.
  - If you click **Cancel** in the pop-up window, the pop-up window closes, you remain on the “Deployment Duty Station” page, and the **Duty Station Location** is not changed to a SOFA country. Click **Cancel** to exit the “Deployment Duty Station” page without saving and return to the “View Person” page.

4. If necessary, update the other fields.

**Notes:**

- Operations that are expired are not available for selection from the **Operation** drop-down list.

- If the previously selected **Operation** is expired, a message will display and you need to select an **Operation** from the drop-down list. In the following example, the previously selected **Operation** value “CBRNE” is expired.

5. Click **Save and Exit**.

The “View Person” page will display. In the “Deployment” section, the **Duty Station Check In** task will have a green check mark and the status “Complete”.

**Notes:**

- In the “Current Duty Station” section, the **Actual Arrival Date** field will display the duty station check-in date.
- If the ITAD is *not* recorded in SPOT for the current deployment before the duty station check-in date is populated, SPOT will automatically populate the ITAD with the arrival date at the duty station. As a result, the **In-Theater Arrival** task is also marked as “Complete” and the person’s deployment status is changed to “Deployed”. In addition, the **Arrived** field will display “Has arrived” and the **Actual Arrival Date** field will display the date entered for the ITAD.

Deployment Actions	
✓ Create Deployment	Complete
✓ Request LOA	KO Approved
✓ Eligibility Requirements	Complete
✓ Deployment Itinerary	Complete
<b>Deployment</b>	
✓ Identify Issued Weapon	Complete
✓ In-Theater Arrival	Complete
✓ Duty Station Check In	Complete
<b>Re-Deployment</b>	
✗ Plan Re-Deployment	Incomplete
✗ Closeout Deployment	Incomplete

## 9.6 Updating Points of Contact

Points of Contact (POC) information can be updated at any time, whether the person is actively deployed or not. The updated information will be visible on the person's "LOA Details" page in SPOT. However, the LOA will not reflect those updates if the PDF file has already been produced. For the LOA in its PDF form to reflect those updates, it needs to be revoked and reissued.

1. Search for and select a person. The "View Person" page will display.
2. From the "Deployment Information" section of the "View Person" page, select **Update POCs** from the **Deployment Actions** drop-down list. Click **Go** (GO).

The screenshot displays the 'Person Data' section for Tanya Davis, including fields for Full Name, Email, Company, SSN, Date of Birth, Deployment Status, Gender, Citizenship, DMDC Verified, and CAC Expiration Date. The 'Deployment Information' section shows 'No previous deployments exist for this person'. A dropdown menu for 'Deployment Actions' is open, listing options: Update POCs, Manage Additionally Supported Contracts, Update Person Status, Change Deployment Duty Station, and Update Visa. The 'Update POCs' option is highlighted. A red box with the number '2' is positioned over the dropdown arrow. Below the dropdown, there are buttons for 'View / Print LOA', 'Create Deployment', and 'Complete'.

The "Update Point of Contact" page will display.

Home : View Person : Update Point of Contact

### Update Point of Contact

Company POC Successfully updated.

**Who is the 24/7 company point of contact?**

3 \*First Name

Middle Name

\*Last Name

Home Phone

\*Office Phone

Mobile Phone

\*Email

4 Save Close 5

**Who is the government point of contact?**

3 First Name

Middle Name

Last Name

Home Phone

Office Phone

Mobile Phone

Email

4 Save Close 5

**Who is the in-theater point of contact?**

3 \*First Name

Middle Name

\*Last Name

Home Phone

\*Office Phone

Mobile Phone

\*Email

4 Save Close 5

3. Add or update any of the POC information, as needed.

**Note:** The 24/7 company and in-theater points of contact are required. The government contact is optional. If not entered, this contact will be populated on the LOA with information for the assigned Government Authority.

4. Click **Save** for each POC that you add or update. A message confirming the successful updates will display.

- Click any one of the three **Close** buttons. The “View Person” page will display.

**Note:** The **Save** button only saves updates to the section that contains the button. However, any one of the three **Close** buttons will close the entire “Update Point of Contact” page.

## 9.7 Updating Deployment Information

To update the deployment dates, countries to visited, purpose of deployment, job title, or in-theater email address:

- Search for and select a person. The “View Person” page will display.
- From the “Deployment Information” section of the “View Person” page, select **Update Deployment Information** from the **Deployment Actions** drop-down list. Click **Go** (GO).

**Note:** The **Update Deployment Information** option is *not* available if the ITAD is populated or an LOA has been requested. To update deployment information when an LOA has been requested, an authorized user may recall or revoke an LOA. For more information about recalling LOAs, see Section 6.4, Recalling an LOA. To have an LOA revoked, contact the Contracting Officer.

The screenshot shows the 'Person Data' section with the following information:

Full Name: Aadmi, Aam A	Deployment Status: Not Deployed
Email: test@mail.com	Gender: Male
Company: HP	Citizenship: United States
SSN: xxx-xx-9666	DMDM Verified: No
Date of Birth: 10/01/1989	CAC Expiration Date: Unknown

Last Update: 10/28/2014

Deployment Information: No previous deployments exist for this person

Current Deployment:

Person Status: Active
Last Person Status Update Date: 10/28/2014
Arrived: Not yet arrived

Deployment Actions:

- Deployment Actions
- Update POCs
- Update Deployment Information
- Manage Additionally Supported Contracts
- Cancel Deployment
- Update Person Status
- Change Deployment Duty Station
- Update Visa

Pre-Deployment 2

✓ Create Deployment	Incomplete
✓ Request LOA	
✓ Eligibility Requirements	

The “Update Deployment” page will display.



Home : View Person : Update Deployment - Aadmi, Aam A (Company Contractor Personnel)

Update Deployment - Aadmi, Aam A (Company Contractor Personnel)

Contract / Task Order SADOID15DD432 / SAD3

Period of Performance 10/01/2014 - 10/31/2023

What are the estimated start and end dates for this deployment (mm/dd/yyyy)?

\*Estimated Start Date 10/01/2014

\*Estimated End Date 10/31/2021

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

Akrotiri  
Albania  
Algeria  
American Samoa

Selected Countries  
Afghanistan

\*What is the purpose of this deployment? Mission Reporting

Remaining Characters: 383

\*What is the person's job title? Reporters and Correspondents

\*What is the person's e-mail to be used in-theater? test@gmail.com

Save Cancel

3. Edit the **Estimated Start Date** and the **Estimated End Date**, if necessary. Enter the dates (in MM/DD/YYYY format, including forward slashes) or select the dates using the calendar controls.

#### Notes:

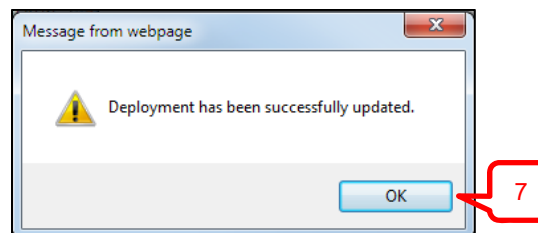
- Deployment start dates must fall within the referenced contract or task order's period of performance. Deployment end dates may extend up to 30 days beyond the contract or task order's end date to allow for close out.
- The deployment start date cannot be earlier than the current date. If a deployment start date is in the past, an error message will appear and you cannot proceed until you enter a valid date. You cannot enter an estimated deployment date in the past. If a person is staying in theater on back-to-back deployments and remains in theater when a contract is extended or an option period is exercised, you must create a new deployment with an estimated start date that must be the day after the previous deployment is closed out.
- If a new deployment overlaps with a previously closed deployment, an error message appears and you cannot proceed until you enter a valid date. The estimated start date of a new deployment must be after the actual end date of all previously closed deployments. This change was implemented to prevent overlapping deployments.
- For deployments that do not require SOFA information in SPOT, if the deployment period is greater than one year, a warning message will appear when you click **Save**. Ensure dates are in compliance with SPOT business rules and reflect only the funded portion of the contract/task order PoP. Click **OK** to continue updating the deployment.
- For deployments that require SOFA information in SPOT, if the deployment period is greater than one year, an error message will appear when you click **Save**.

To update deployment dates, you might have to cancel the current deployment and request a new deployment of one year or less.

4. Edit **Countries to be Visited**, if necessary. To add **Countries to be Visited**, select one or more countries from the list and click the **Down Arrow** button to move the selection(s) to the box of **Selected Countries**.

**Notes:**

- If you need to remove countries from the **Selected Countries** list, select one or more countries and click the **Up Arrow** button.
  - After you select the correct countries, you can update visa information as needed for the selected countries. For more information, see Sections 9.12, Updating Visa Information.
  - If you attempt to add a country to the **Selected Countries** list that requires SOFA information in SPOT and no LOA was requested for the deployment, when you click the **Down Arrow** button, a pop-up window will display that instructs you to cancel or close the current deployment and create a new deployment and LOA.
  - If you attempt to add a country to the **Selected Countries** list that requires SOFA information in SPOT and the LOA for the deployment was recalled, denied, revoked, or in a pending signed state, when you click the **Down Arrow** button, a pop-up window will display to inform you about additional SOFA requirements.
    - If you click **OK** in the pop-up window, the “SOFA Page” will display.
      - Complete the SOFA requirements on the “SOFA Page” (see the [Notes](#) in Section 9.3), ensuring the expiration date is in compliance with SOFA requirements. Click **Save and Exit** to return to the “Update Deployment” page. The SOFA country is added to the **Selected Countries** list.
      - If you do not complete the SOFA requirements on the “SOFA Page” and click **Cancel**, you return to the “Update Deployment” page and a pop-up window indicates that the SOFA country is removed from the **Selected Countries** list. Click **OK** to close the pop-up window. A SOFA country is not added to the **Selected Countries** list until SOFA requirements are complete.
    - If you click **Cancel** in the pop-up window, the pop-up window closes, you remain on the “Update Deployment” page, and the SOFA country is not added to the **Selected Countries** list.
5. Edit the purpose of this deployment, job title, and in-theater email address, if necessary.
  6. Click **Save**. A pop-up window will display to confirm the successful updates.



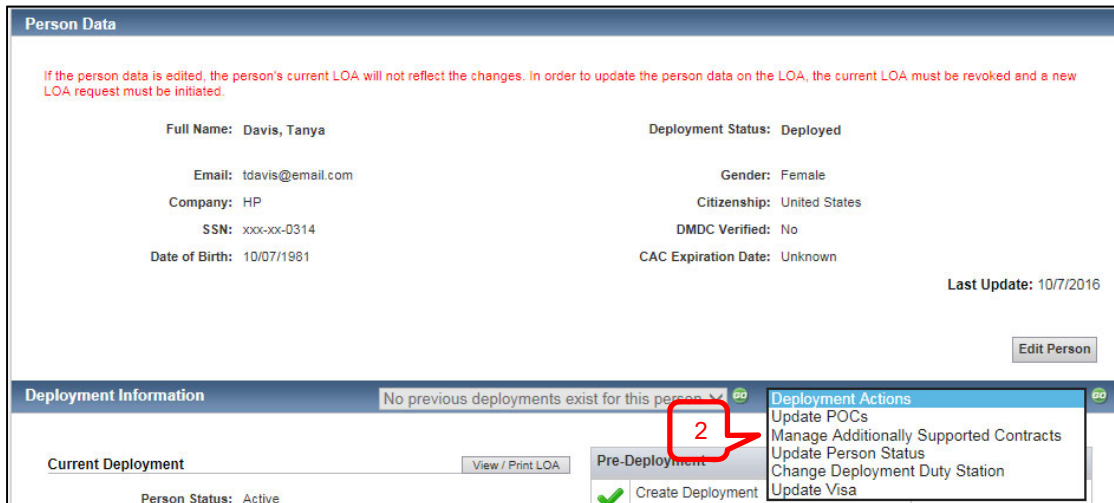
- Click **OK**. The “Update Deployment” page displays a success message. Then the “View Person” page will display.



### 9.8 Referencing Additionally Supported Contracts or Task Orders

SPOT allows Company Administrators to reference additional contracts or task orders that a person is supporting in-theater. Note that additional contracts or task orders are listed for reference purposes only, as the LOA will only reflect the primary contract/ task order identified when the LOA request was approved.

- Search for and select a person. The “View Person” page will display.
- From the “Deployment Information” section of the “View Person” page, select **Manage Additionally Supported Contracts** from the **Deployment Actions** drop-down list. Click **Go** (GO).




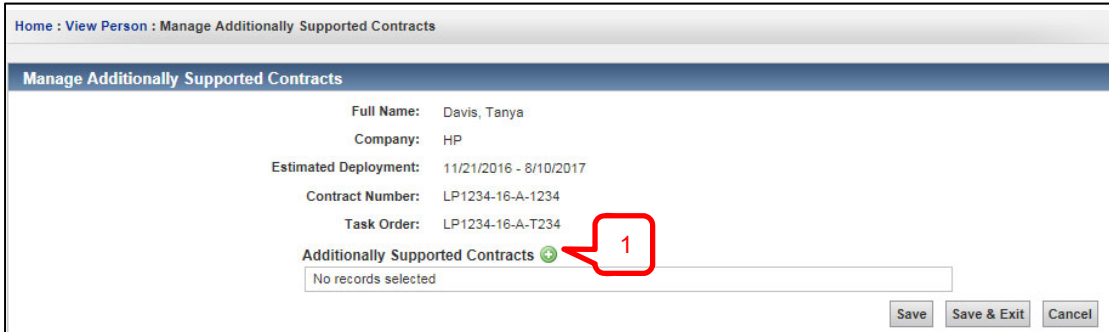
The “Manage Additionally Supported Contracts” page will display.

- Add, update, or remove additionally supported contracts or task orders that the contractor is supporting. For instructions, see Sections 9.8.1 through 9.8.3.
- When done with all the updates, click **Save & Exit** to return to the “View Person” page.

### 9.8.1 Adding Additionally Supported Contracts or Task Orders

To add an additionally supported contract or task order:

1. Select the **Add** icon (  ) next to “Additionally Supported Contracts”.



The “Add Additionally Supported Contracts” window will display.



2. Select a contract from the **Contract Number** drop-down list. SPOT will display information in the **Contract KO**, **Contract POP**, and **Task Order** fields for the selected contract.
3. If the selected contract has task orders, select a task order from the **Task Order** drop-down list. After you select a task order, SPOT will display information in the **Task Order KO** and **Task Order PoP** fields for the selected task order.
4. Enter or update the dates that the contractor will be supporting the additional Contract or Task Order, if necessary.

**Add Additionally Supported Contracts**

Contract / Task Order: LP1234-16-A-1234/LP1234-16-A-T234

Period of Performance: 8/12/2016 - 8/10/2017

\* Contract Number: 123456-16-A-1235 2

Contract KO: Kamenelis, John

Contract POP: 7/5/2016 - 7/3/2018

\* Task Order: 123456-16-A-T235 3

Task Order KO: Kamenelis, John

Task Order POP: 7/5/2016 - 7/3/2018

Period of Performance: 7/5/2016 - 7/3/2018

Start: 11/21/2016 4

End: 08/10/2017 5

5. Click **Add**.

The “Manage Additionally Supported Contracts” page will display. The “Additionally Supported Contracts” table displays the newly added contract/task order that the person supports.

Home : View Person : Manage Additionally Supported Contracts

**Manage Additionally Supported Contracts**

Full Name: Davis, Tanya

Company: HP

Estimated Deployment: 11/21/2016 - 8/10/2017

Contract Number: LP1234-16-A-1234

Task Order: LP1234-16-A-T234

Additionally Supported Contracts +

Contract/Task Order Number	Start	End	
123456-16-A-1235/123456-16-A-T235	11/21/2016	08/10/2017	✖ <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">6</span>

6. When done with all the updates, click **Save & Exit** to return to the “View Person” page.

### 9.8.2 Updating Additionally Supported Contracts or Task Orders

To update an additionally supported contract or task order:

1. Click the desired link in the **Contract/Task Order** column.

Home : View Person : Manage Additionally Supported Contracts

**Manage Additionally Supported Contracts**

Full Name: Davis, Tanya

Company: HP

Estimated Deployment: 11/21/2016 - 8/10/2017

Contract Number: LP1234-16-A-1234

Task Order: LP1234-16-A-T234

Additionally Supported Contracts +

Contract/Task Order Number	Start	End	
123456-16-A-1235/123456-16-A-T235	11/21/2016	08/10/2017	✖ <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">1</span>

The “Edit Additionally Supported Contracts” window will display.

**Edit Additionally Supported Contract**

Contract / Task Order: LP1234-16-A-1234/LP1234-16-A-T234

Period of Performance: 8/12/2016 - 8/10/2017

\* Contract Number 123456-16-A-1235

Contract KO Kamenelis, John

Contract POP 7/5/2016 - 7/3/2018

\* Task Order 123456-16-A-T235

Task Order KO Kamenelis, John

Task Order POP 7/5/2016 - 7/3/2018

Start: 11/21/2016

End: 07/15/2017

Update Cancel

2. Enter or update the dates that the contractor will be supporting the additional contract/task order, if necessary.

**Note:** Other fields cannot be changed.

3. Click **Update**.

The “Manage Additionally Supported Contracts” page will display with the updated dates in the “Additionally Supported Contracts” table.

Home : View Person : Manage Additionally Supported Contracts

**Manage Additionally Supported Contracts**

Full Name: Davis, Tanya

Company: HP

Estimated Deployment: 11/21/2016 - 8/10/2017

Contract Number: LP1234-16-A-1234

Task Order: LP1234-16-A-T234

Additionally Supported Contracts

Contract/Task Order Number	Start	End	
123456-16-A-1235/123456-16-A-T235	11/21/2016	07/15/2017	

Save Save & Exit Cancel

4. When done with all the updates, click **Save & Exit** to return to the “View Person” page.

### 9.8.3 Removing Additionally Supported Contracts or Task Orders

To remove an additionally supported contract or task order:

1. Click the **Remove** icon () associated with the contract/task order to be removed.

The “Additionally Supported Contracts” table will update accordingly.

- When done with all the updates, click Save & Exit to return to the “View Person” page.

### 9.9 Cancelling a Deployment

Both the deployment status and the status of an associated LOA determine if the **Cancel Deployment** option is available in the **Deployment Actions** drop-down list on the “View Person” page.

- If there is an associated LOA, you can cancel a deployment if the LOA status is one of the following, as long as the ITAD has *not* been populated:

LOA Status When Cancel Deployment is Available	LOA Status After Deployment is Cancelled
LOA Not Requested (no associated LOA)	N/A
Request Pending	Cancelled
Denied	Denied
Recalled	Cancelled
Revoked	Revoked

The **Cancel Deployment** option is not available if the LOA status is “Government Authorized”, “Pending Signed Document”, or “KO Approved”.

By cancelling a deployment, the LOA status is automatically changed (see table above). In the LOA Inbox, you can search for an LOA by status and view LOA details. However, you can only view the LOA PDF file for an LOA with a “KO Approved” status.



- You can cancel an open deployment, but not an active deployment. After an ITAD is entered, the deployment is active and the **Cancel Deployment** option is not available.

To cancel a deployment:

- Search for and select a person. The “View Person” page will display.
- From the “Deployment Information” section of the “View Person” page, select **Cancel Deployment** from the **Deployment Actions** drop-down list. Click **Go** (GO).

The screenshot shows the 'View Person' page for a person named Aadmi, Aam A. The 'Deployment Information' section indicates 'No previous deployments exist for this person'. The 'Deployment Actions' dropdown menu is open, showing options like 'Create Deployment', 'Request LOA', and 'Eligibility Requirements'. The 'Cancel Deployment' option is highlighted with a red box and a callout '2'. A 'Go' button is visible next to the dropdown.

The “Cancel Deployment” page will display.

The screenshot shows the 'Cancel Deployment' page. It displays various deployment details such as 'Person Status: Incomplete', 'Arrived: Not yet arrived', and 'Contract Number: 123456-12-A-1234'. A text input field is present with the prompt '\* Please enter the reason to cancel the above deployment:' and the text 'Mission Cancelled' entered. A red box with the number '3' points to this field. Below the field is a 'Continue' button, which is also pointed to by a red box with the number '4'.

- Enter the reason the deployment is being cancelled.
- Click **Continue**.

The confirmation page with the **Cancel Deployment** button will appear.

Home : View Person : Cancel Deployment

**Cancel Deployment**

Person Status: Incomplete  
 Arrived: Not yet arrived  
 Actual Arrival Date:  
 Estimated Deployment: 12/22/2014 - 12/21/2015  
 Countries to be Visited: Afghanistan, Andorra

Supporting Government: ACQ  
 Organization:  
 Contract Number: 123456-12-A-1234  
 Task Order: 1234  
 Deployment Purpose: Build schools

\* Please confirm the explanation below:  
 Mission Cancelled

Back Cancel Deployment Return to View Person

**Note:** Records of cancelled deployments are *not* accessible to users. If the cancelled deployment has an LOA associated with it, a warning message of “The cancellation of this Deployment will result in automatic cancellation of the associated LOA.” will display at the top of the page because the LOA will also be cancelled and users can no longer view or print it.

5. Click **Cancel Deployment**.

The “View Person” page will display. The “Deployment Information” section indicates the person has no current deployment. The **Create New Deployment** button is available.

Person Data

Full Name: Aadmi, Aam A  
 Email: aaadmi@email.com  
 Company: HP  
 SSN: xxx-xx-8765  
 Date of Birth: 12/29/1989

Deployment Status: Not Deployed  
 Gender: Male  
 Citizenship: United States  
 DMDC Verified: No  
 CAC Expiration Date: Unknown

Last Update: 12/29/2014

Release Person Edit Person

Deployment Information  
 No previous deployments exist for this person

There is no current deployment for this person

Create New Deployment

**9.10 Updating a Person’s Status for a Deployed Person**

When you request a deployment, the person’s status is **Active**. You can change a person’s status without closing out the deployment or the LOA. For example, if a person goes on R&R, change the status to **R&R**. Then when the person returns, repeat these steps to change the status back to **Active**.

To update a person’s status:

1. Search for and select a person. The “View Person” page will display.
2. From the “Deployment Information” section of the “View Person” page, select **Update Person Status** from the **Deployment Actions** drop-down list. Click **Go** (GO).

**Person Data**

If the person data is edited, the person's current LOA will not reflect the changes. In order to update the person data on the LOA, the current LOA must be revoked and a new LOA request must be initiated.

Full Name: Davis, Tanya      Deployment Status: Deployed  
 Email: tdavis@email.com      Gender: Female  
 Company: HP Enterprise Services      Citizenship: United States  
 SSN: xxx-xx-0314      DMDC Verified: No  
 Date of Birth: 11/11/1981      CAC Expiration Date: Unknown  
**Person Status: Active**      Last Update: 1/17/2018

**Deployment Information**      No previous deployments exist for this person

**Current Deployment**      View / Print LOA      Pre-Deployment      Create Deployment

**Deployment Actions**  
 Update POCs  
 Manage Additionally Supported Contracts  
 Update Person Status  
 Change Deployment Duty Station  
 Update Visa

The “Update Person Status” page will display.

Home : View Person : Update Person Status

**Update Person Status**

\*Person Status: Active  
 \*Effective Date: [Calendar Icon]

Update Person Status      Cancel

3. Select the **Person Status** from the drop-down list.

**Note:** See the SPOT Business Rules if you have questions about the terms in the **Person Status** drop-down list.

Select a Status

- Active
- AWOL
- Injured -Injured as a result of Hostile Action
- Injured -Injured as a result of Non-Hostile Action
- Medical Quarantine
- Missing
- Prisoner of War (POW)
- R & R

4. Enter the **Effective Date** of the person status change. The date must be the current date or a prior date. Type the date (in MM/DD/YYYY format, including forward slashes) or use the calendar control to select the date.

Home : View Person : Update Person Status

**Update Person Status**

\*Person Status: R & R  
 \*Effective Date: 06/02/2018

Update Person Status      Cancel

5. Click **Update Person Status**.

The “View Person” page will display. In the “Person Data” section, the **Person Status** field will display the selected status.

**Person Data**

If the person data is edited, the person's current LOA will not reflect the changes. In order to update the person data on the LOA, the current LOA must be revoked and a new LOA request must be initiated.

Full Name: Davis, Tanya      Deployment Status: Deployed  
 Email: tdavis@email.com      Gender: Female  
 Company: HP Enterprise Services      Citizenship: United States  
 SSN: xxx-xx-0314      DMDC Verified: No  
 Date of Birth: 11/11/1981      CAC Expiration Date: Unknown

**Person Status: R & R**

Last Update: 6/7/2018

Edit Person

**Deployment Information**      No previous deployments exist for this person      Deployment Actions

**Current Deployment**      View / Print LOA      Pre-Deployment

Arrived: Has arrived      Create Deployment      Complete

### 9.11 Changing a Deployment Duty Station

To change a deployment duty station:

1. Search for and select a person. The “View Person” page will display.
2. From the “Deployment Information” section of the “View Person” page, select **Change Deployment Duty Station** from the **Deployment Actions** drop-down list. Click Go (GO).

**Person Data**

Full Name: Doe, Jane      Deployment Status: Not Deployed  
 Email: janedoe@email.com      Gender: Female  
 Company: HP      Citizenship: Afghanistan  
 FIN: DOE06161975      DMDC Verified: No  
 Date of Birth: 06/16/1975      CAC Expiration Date: Unknown

Last Update: 12/29/2014

Edit Person

**Deployment Information**      No previous deployments exist for this person      Deployment Actions

**Current Deployment**      View / Print LOA      Pre-Deployment

Person Status: Active      Create Deployment      Complete  
 Last Person Status Update Date: 12/29/2014      Request LOA  
 Arrived: Not yet arrived      Eligibility Requirements      Incomplete

Deployment Actions  
 Update POCs  
 Manage Additionally Supported Contracts  
 Cancel Deployment  
 Update Person Status  
**Change Deployment Duty Station**  
 Update Visa

The “Update Deployment Duty Station” page will display.

3. Update the duty station information, as needed.

**Notes:**

- Operations that are expired are not available for selection from the **Operation** drop-down list.
- If the previously selected **Operation** is expired, select a valid **Operation** from the drop-down list to proceed.
- You cannot enter future dates (dates later than the current date); you must enter the date that truly reflects the person's duty station check-in.
- The duty station check-in date can be the same as or later than the ITAD. You cannot enter a date that is earlier than the ITAD.
- If the duty station/ITAD overlaps with a previously closed deployment, an error message appears and you cannot proceed until you enter a valid date. You cannot "back-date" the duty station check-in date to reflect the original duty station check-in date of a contractor who has remained in theater and is issued back-to-back LOAs when a contract is extended or an option period is exercised. This change was implemented to prevent overlapping deployments.
- If you change the duty station country to a country that requires SOFA information in SPOT and no LOA was requested for the deployment, when you click **Save and Exit**, an error message will display that indicates an LOA is required. The message instructs you to cancel or close the current deployment and create a new deployment and LOA. Click **Cancel** to exit the page without saving.
- If you change the duty station country to a country that requires SOFA information in SPOT and an LOA was requested for the deployment, when you click **Save and Exit**, a pop-up window will display to inform you about additional SOFA requirements.
  - If you click **OK** in the pop-up window, the "SOFA Page" will display.
    - Complete the SOFA requirements on the "SOFA Page" (see the [Notes](#) in Section 9.3), ensuring the expiration date is in compliance with SOFA requirements and the deployment period is not greater than one year. Click **Save and Exit** to return to the "Deployment Duty Station" page. Click **Save and Exit** to save your duty station location changes and return to the "View Person" page.

- If you enter an expiration date on the “SOFA Page” for a current deployment period that is greater than one year, a pop-up warning message will display when you click **Save and Exit**. Because SOFA deployments are limited to one year, you should cancel or close the current deployment and request a new deployment of one year or less. Click **Cancel** to close the pop-up window and click **Cancel** on the “SOFA Page”.
- If you do not complete the SOFA requirements on the “SOFA Page” and click **Cancel**, you return to the “Deployment Duty Station” page and a pop-up window indicates that the SOFA country is removed from the **Duty Station Location** field. Click **OK** to close the pop-up window. The **Duty Station Location** is not changed to a SOFA country until SOFA requirements are complete. Click **Cancel** to exit the “Deployment Duty Station” page without saving and return to the “View Person” page.
  - If you click **Cancel** in the pop-up window, the pop-up window closes, you remain on the “Deployment Duty Station” page, and the **Duty Station Location** is not changed to a SOFA country. Click **Cancel** to exit the “Deployment Duty Station” page without saving and return to the “View Person” page.

4. Click **Save and Exit**. The “View Person” page will display.

## 9.12 Updating Visa Information

To update visa information:

1. Search for and select a person. The “View Person” page will display.
2. From the “Deployment Information” section of the “View Person” page, select **Update Visa** from the **Deployment Actions** drop-down list. Click **Go** (GO).

The screenshot shows the 'Person Data' section with the following information:

Full Name: Aadmi, Aam A	Deployment Status: Not Deployed
Email: test@mail.com	Gender: Male
Company: HP	Citizenship: United States
SSN: xxx-xx-9666	DMDC Verified: No
Date of Birth: 10/01/1989	CAC Expiration Date: Unknown

Last Update: 10/28/2014

Deployment Information: No previous deployments exist for this person

Deployment Actions dropdown menu:

- Deployment Actions
- Update POCs
- Update Deployment Information
- Manage Additionally Supported Contracts
- Cancel Deployment
- Update Person Status
- Change Deployment Duty Station
- Update Visa

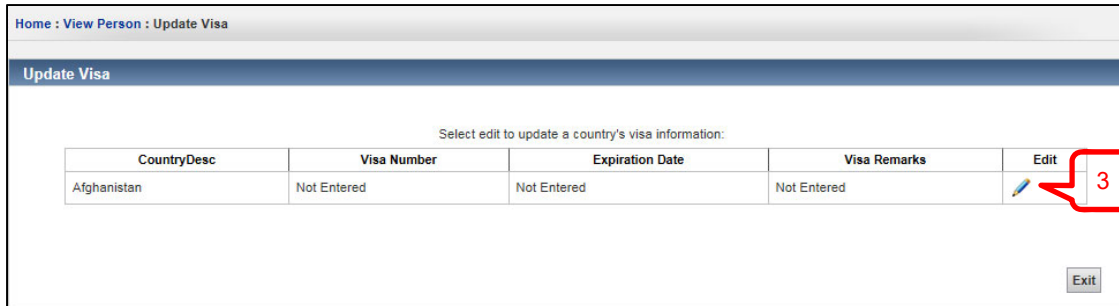
Pre-Deployment section:


- ✓ Create Deployment
- ✓ Request LOA
- ✓ Eligibility Requirements

Current Deployment section:

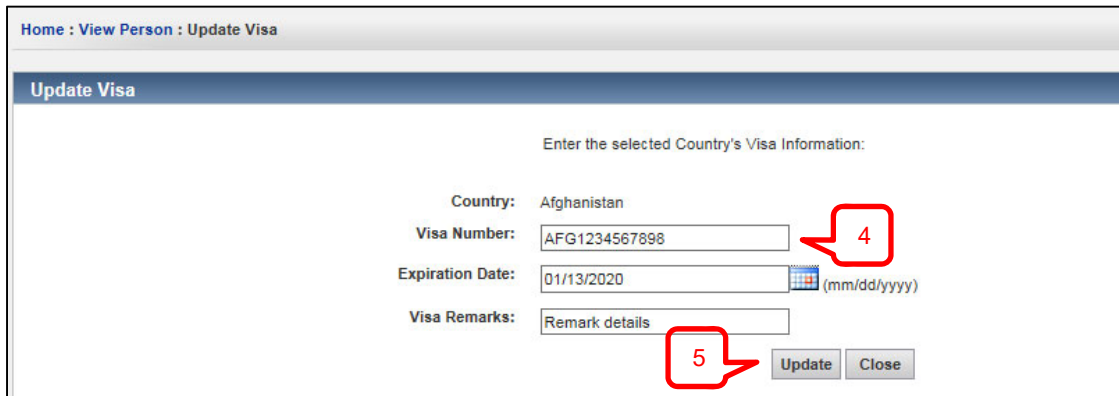
- Person Status: Active
- Last Person Status Update Date: 10/28/2014
- Arrived: Not yet arrived

The “Update Visa” page will display.

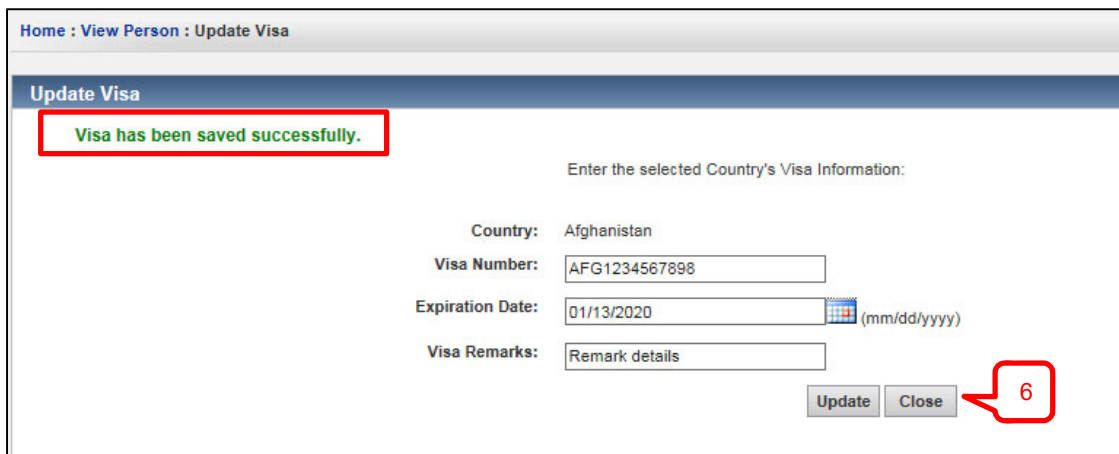


3. Click the **Edit** icon () to update the visa information.

The “Update Visa” page will display with fields for updating the selected visa.



4. Update the visa number, expiration date, and any optional visa remarks.
5. Click **Update**. A confirmation message will display.



6. Click **Close** to return to the “Update Visa” page.

The “Update Visa” page displays the updated visa information.



Home : View Person : Update Visa

Update Visa

Select edit to update a country's visa information:

CountryDesc	Visa Number	Expiration Date	Visa Remarks	Edit
Afghanistan	AFG1234567898	01/13/2020	Remark details	

Exit

7. Click **Exit** to return to the “View Person” page.

## 10 Redeployments

This section provides instructions on how to plan a redeployment, close out a deployment, and view a person’s deployment history after their previous deployment has been closed out.

SPOT uses the term *redeployment* in the military context. In SPOT, the term redeployment is defined as “returning from deployment”. The term does not refer to deploying again or returning to deployment.

Redeployment occurs when a person’s deployment ends and the individual returns home and/or to the demobilization station (point of origin). The following two workflows are associated with managing a person’s redeployment:

1. Planning redeployment (i.e., planning to return home and/or to the demobilization station), and
2. Closing out the deployment.

Completing the two workflows helps organizations prepare and plan for the utilization of their personnel.

The “Redeployment” section of the “View Person” page provides links to the redeployment and close out deployment workflows. Planning a person’s redeployment involves completing the redeployment itinerary. The anticipated departure date from AOR is the target date for the person to depart from the AOR. The actual departure date is entered only after the person has departed.

To close out a person’s deployment, enter the departure date in the **Actual Departure Date from AOR** field. Once the actual departure date is entered and saved, the deployment record becomes part of the permanent historical record set for the person. All of the data fields are locked; you can no longer add or update information. However, you can view the deployment details by selecting the PoP from the **Previous Deployments** drop-down list. The **Previous Deployments** drop-down list allows you to view the details that relate to a person’s previous deployment(s) affiliated with your company.

### 10.1 Planning a Redeployment

To plan a redeployment:

1. Search for and select a person. The “View Person” page will display.

SPOT Reports Resource Center Setup

Home : View Person - Thomas, Henry James (Company Contractor Personnel)

**Person Data**

If the person data is edited, the person's current LOA will not reflect the changes. In order to update the person data on the LOA, the current LOA must be revoked and a new LOA request must be initiated.

Full Name: Thomas, Henry James      Deployment Status: Deployed  
 Email: hthomas@email.com      Gender: Male  
 Company: HP      Citizenship: United States  
 SSN: xxx-xx-0250      DMDC Verified: No  
 Date of Birth: 07/15/1981      CAC Expiration Date: Unknown

Last Update: 10/17/2016

[Edit Person](#)

**Deployment Information**      No previous deployments exist for this person      Deployment Actions

**Current Deployment**      [View / Print LOA](#)

Person Status: Active  
 Last Person Status Update Date: 10/17/2016  
 Arrived: Has arrived  
 Actual Arrival Date: 10/17/2016  
 Estimated Deployment: 10/17/2016 - 08/10/2017  
 Countries to be Visited: Afghanistan  
 Government Organization: ACQ  
 Contract Number: LP1234-16-A-1234  
 Task Order: LP1234-16-A-T234  
 Deployment Purpose: Build schools

**Current Duty Station**      [View Duty Station History](#)

Primary Duty Station  
 Country Afghanistan  
 City Bagram  
 Site BTRS - BAGRAM AIRFIELD (BTR)

Arrival Date: 10/17/2016

Pre-Deployment	
✓ Create Deployment	Complete
✓ Request LOA	KO Approved
✓ Eligibility Requirements	Complete
✓ Deployment Itinerary	Complete
Deployment	
✗ Identify Issued Weapon	Incomplete
✓ In-Theater Arrival	Complete
✓ Duty Station Check In	Complete
Re-Deployment	
✗ Plan Re-Deployment	Incomplete
✗ Closeout Deployment	Incomplete

- From the “Re-Deployment” section of the “View Person” page, click the **Plan Re-Deployment** link. The “Plan Redeployment” page will display.

Home : View Person : Plan Re-Deployment

**Plan Re-Deployment**

Method of Transportation:  (3)

Anticipated Departure Date from AOR:  (4)

(5)

- Select the **Method of Transportation** from the drop-down list.

Method of Transportation:

Anticipated Departure Date from AOR:

- Commercial Air
- Commercial Land
- Military Air
- Military Land
- Military Ship
- Remain in Theater

- Enter the **Actual Departure Date from AOR** (in MM/DD/YYYY format, including forward slashes), or use the calendar control to select the date.

Method of Transportation:	Remain in Theater
Anticipated Departure Date from AOR:	10/18/2016

5. Click **Save & Continue**. The “View Person” page will display.

On the “View Person” page, the **Plan Re-Deployment** task will have a green check mark and the status “Complete”.

The screenshot displays the 'View Person' page in SPOT-ES. The page is divided into several sections:

- Deployment Information:** Includes a dropdown menu for 'No previous deployments exist for this person' and 'Deployment Actions'.
- Current Deployment:** Shows details such as Person Status (Active), Last Person Status Update Date (10/17/2016), Arrived (Has arrived), Actual Arrival Date (10/17/2016), Estimated Deployment (10/17/2016 - 08/10/2017), Countries to be Visited (Afghanistan), Government Organization (ACQ), Contract Number (LP1234-16-A-1234), Task Order (LP1234-16-A-T234), and Deployment Purpose (Build schools).
- Current Duty Station:** Shows Primary Duty Station details: Country (Afghanistan), City (Bagram), Site (BTRS - BAGRAM AIRFIELD (BAF)), and Arrival Date (10/17/2016).
- Checklist:** A table of tasks with their completion status:
 

Pre-Deployment		
✓	Create Deployment	Complete
✓	Request LOA	KO Approved
✓	Eligibility Requirements	Complete
✓	Deployment Itinerary	Complete
Deployment		
✗	Identify Issued Weapon	Incomplete
✓	In-Theater Arrival	Complete
✓	Duty Station Check In	Complete
Re-Deployment		
✓	Plan Re-Deployment	Complete
✗	Closeout Deployment	Incomplete

## 10.2 Closing Out a Deployment

A deployment must be closed out in SPOT *after* the person has left the Area of Responsibility (AOR). No further edits can be made to the deployment once the **Actual Departure Date from AOR** has been entered and the deployment has been closed out. You can only close out a deployment if the ITAD has been entered.

To ensure data quality in SPOT, automated processes are run daily on a scheduled basis. These processes will close or cancel appropriate deployments and correspondingly set the status of associated LOAs. For more information, see the Automated Processes section in Appendix A: Getting Started in SPOT.

To close out a deployment:

1. Search for and select a person. The “View Person” page will display.

SPOT Reports Resource Center Setup

Home : View Person - Thomas, Harry James (Company Contractor Personnel)

**Person Data**

If the person data is edited, the person's current LOA will not reflect the changes. In order to update the person data on the LOA, the current LOA must be revoked and a new LOA request must be initiated.

Full Name: Thomas, Harry James      Deployment Status: Deployed  
 Email: hthomas@email.com      Gender: Male  
 Company: SPS      Citizenship: United States  
 SSN: xxx-xx-0252      DMDC Verified: No  
 Date of Birth: 11/11/1981      CAC Expiration Date: Unknown  
 Person Status: Active

Last Update: 6/7/2018

**Sub-Contractor Details**

Primary Company: HP Enterprise Services      Task Order Number: 123456-18-A-T235  
 Contract Number: 123456-18-A-1235      Task Order Dates: 05/15/2018 - 05/14/2019  
 Contract Dates: 05/15/2018 - 05/14/2019

[Edit Person](#)

**Deployment Information**      No previous deployments exist for this person      Deployment Actions

Current Deployment	View / Print LOA	Pre-Deployment
Arrived: Has arrived		<input checked="" type="checkbox"/> Create Deployment      Complete
Actual Arrival Date: 06/05/2018		<input checked="" type="checkbox"/> Request LOA      KO Approved
Estimated Deployment: 06/07/2018 - 05/14/2019		<input checked="" type="checkbox"/> Eligibility Requirements      Complete
Countries to be Visited: Afghanistan		<input checked="" type="checkbox"/> Deployment Itinerary      Complete
Government Organization: ACQ		
Contract Number: 123456-18-A-1235		<b>Deployment</b>
Task Order: 123456-18-A-T235		<input type="checkbox"/> Identify Issued Weapon      Incomplete
Deployment Purpose: Build schools		<input checked="" type="checkbox"/> In-Theater Arrival      Complete
		<input checked="" type="checkbox"/> Duty Station Check In      Complete
<b>Current Duty Station</b> <a href="#">View Duty Station History</a>		<b>Re-Deployment</b>
Primary Duty Station	Country Afghanistan City Bagram Site BTRS - BAGRAM AIRFIELD (BAF)	<input checked="" type="checkbox"/> Plan Re-Deployment      Complete
Arrival Date: 06/05/2018		<input type="checkbox"/> Closeout Deployment      Incomplete
Operation: Operation Enduring Freedom		
System Supported:		

2. From the “Re-Deployment” section of the “View Person” page, click the **Closeout Deployment** link. The “Closeout Deployment” page will display.

**Notes:**

- The ITAD must be entered before closing a deployment. For information on entering the date, see Section 9.4.
- If an LOA is associated with the deployment, SPOT will display a warning message: “The closeout of this Deployment will result in automatic expiration of the associated LOA.”

3. Click the appropriate **Yes** or **No** radio button to answer the question **Have the terms of deployment been fulfilled?**

- If you select **Yes**, skip steps 4 and 5 and go to step 6 to complete the rest of the screen.

- If you select **No**, an additional question will appear asking the reason for the person’s departure without fulfilling the terms of the deployment. Continue with step 3.

4. Click the appropriate radio button to answer the question **Reason for leaving mission?**

- If you select **Voluntary (early)**, skip step 5 and go to step 6.

- If you select **Involuntary (removed for cause)**, the **Identify Reason** drop-down list will display.

- From the **Identify Reason** drop-down list, select the reason for the involuntary departure.

**Note:** See the SPOT Business Rules if you have questions about the terms in the **Identify Reason** drop-down list.

**Note:** If you select **Other** from the **Identify Reason** drop-down list, a text field will display for you to enter a reason. This field is required.

- Select the **Person Status** from the drop-down list.

**Notes:**

- See the SPOT Business Rules if you have questions about the terms in the **Person Status** drop-down list.
- If the person is remaining active, select **Active** from the **Person Status** drop-down list.

- Enter the date of the status change in the **Person Status Effective Date** field. The date must be the current date or a prior date. Type the date (in MM/DD/YYYY format, including forward slashes) or use the calendar control to select the date.

- If necessary, select the **Method of Transportation** from the drop-down list.

**Note:** If the person is remaining in theater, select **Remain in Theater**.

- Enter the **Actual Departure Date from AOR**. Type the date (in MM/DD/YYYY format, including forward slashes) or use the calendar control to select the date.

**Note:** You should not enter a future departure date (date later than the current date).

- Click the appropriate **Yes** or **No** radio button to answer the next two questions regarding Organization Clothing Individual Equipment (OCIE) and medical screening.

- Click the appropriate **Yes** or **No** radio button to release the person from his/her company.

**Note:** Releasing a person from a company allows the person to become available in SPOT for a new employer.

- If you select **No**, go to step 12.

- If you select **Yes**, an additional question will appear asking the date of the release from company. Enter the release date (in MM/DD/YYYY format, including forward slashes), or use the calendar control. Then go to step 13.

- If available, click the appropriate **Yes** or **No** radio button to release a subcontractor from the prime company and previously assigned contract/task order.

**Note:** This question is available only if the person whose deployment is being closed is a subcontractor employee who was added to SPOT by the prime company. Releasing a person from a contract/task order releases the person from an assigned contract/task order and the prime company. The person is still assigned to the employer. This allows the person to work on another contract/task order for the employer.

- If you select **No**, go to step 13.



- If you select **Yes**, an additional question will appear asking the date of the release from contract/task order. Enter the release date (in MM/DD/YYYY format, including forward slashes), or use the calendar control. Then go to step 13.

Would you like to release the person from his/her contract and task order?  Yes  No

If you know the person's release date, please enter it here:

13. Click **Save & Continue**.

SPOT displays a warning message: “The Actual Departure Date has been entered. Continuing will close out this deployment. To make changes, click Cancel. Otherwise, click Closeout to commit the below information and close the deployment.”

Home : View Person : Closeout Deployment

**Closeout Deployment**

The Actual Departure Date has been entered. Continuing will close-out this deployment. To make changes, click Cancel. Otherwise, click Closeout to commit the below information and close the deployment.

\* Have the terms of deployment been fulfilled?  Yes  No

Current Person Status: Active

\*Person Status:

\*Person Status Effective Date:

Method of Transportation:

\*Actual Departure Date from AOR:

Has the government issued OCIE been returned?  Yes  No

Has a medical screening been administered?  Yes  No

Would you like to release the person from his/her company?  Yes  No

Would you like to release the person from his/her contract and task order?  Yes  No

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14. Click **Closeout Deployment** to close out the deployment.

**Note:** If the ITAD has *not* been entered, you cannot close out the deployment and an error message appears. Enter the ITAD (see Section 9.1) and then close out the deployment.

After you click **Closeout Deployment**, the deployment is closed out and the “View Person” page will display. The person’s status changes to “Not Deployed” and the “View Person” page indicates there are no current deployments. The **Create New Deployment** button is available to create another deployment, unless the person was released from his/her company. Previous deployments are listed in the **Select a Previous Deployment** drop-down list.

**Notes:**

- The **Company** field displays “Released” if the person was released from the company, or the employer name if the person was released from the contract/task order.
- The view is different if you are the Company Administrator for the prime company and you release the person from a contract and/or task order. In this scenario, the prime Company Administrator will *not* see the previous deployments listed in the **Select a Previous Deployment** drop-down list because the prime/subcontractor relationship no longer exists with the person whose record is being viewed.
- After leaving the “View Person” page, you will no longer be able to search for and view information about the released person if your company’s relationship with this person no longer exists

**View Person Page After Close (No Release)**

Home : View Person - Thomas, Henry James (Company Contractor Personnel)

**Person Data**

Full Name: Thomas, Henry James	Deployment Status: Not Deployed
Email: hthomas@email.com	Gender: Male
Company: SAIC	Citizenship: United States
SSN: xxx-xx-0250	DMDC Verified: No
Date of Birth: 11/11/1981	CAC Expiration Date: Unknown
Person Status: Active	


Last Update: 7/5/2018

**Sub-Contractor Details**

Primary Company: HP Enterprise Services	Task Order Number: 123456-18-A-T235
Contract Number: 123456-18-A-1235	Task Order Dates: 05/18/2018 - 05/16/2019
Contract Dates: 05/18/2018 - 05/16/2019	

Release Person   Edit Person

**Deployment Information**

Select a Previous Deployment ▼ 

There is no current deployment for this person

Create New Deployment

### View Person Page After Close (Release from Company)

Home : View Person - Thomas, Henry James (Company Contractor Personnel)

**Person Data**

Full Name: Thomas, Henry James	Deployment Status: Not Deployed
Email: hthomas@email.com	Gender: Male
Company: Released	Citizenship: United States
SSN: xxx-xx-0254	DMDC Verified: No
Date of Birth: 11/11/1981	CAC Expiration Date: Unknown
Person Status: Active	

Last Update: 6/11/2018

[Edit Person](#)

---

**Deployment Information**

Select a Previous Deployment

There is no current deployment for this person

### View Person Page After Close (Release from Contract/Task Order by Prime and Viewed by Prime Company Administrator)

Home : View Person - Thomas, Harry James (Company Contractor Personnel)

**Person Data**

Full Name: Thomas, Harry James	Deployment Status: Not Deployed
Email: hthomas@email.com	Gender: Male
Company: SAIC	Citizenship: United States
SSN: xxx-xx-0252	DMDC Verified: No
Date of Birth: 11/11/1981	CAC Expiration Date: Unknown
Person Status: Active	

Last Update: 6/11/2018

[Release Person](#) [Edit Person](#)

---

**Deployment Information**

No previous deployments exist for this person

There is no current deployment for this person

[Create New Deployment](#)

## View Person Page After Close (Release from Contract/Task Order by Subcontractor and Viewed by Subcontractor Company Administrator)

Home : View Person - Thomas, Harold James (Company Contractor Personnel)

Person Data

<p>Full Name: Thomas, Harold James</p> <p>Email: hthomas@email.com</p> <p><b>Company: SPS</b></p> <p>SSN: xxx-xx-0253</p> <p>Date of Birth: 11/11/1981</p> <p>Person Status: Active</p>	<p><b>Deployment Status: Not Deployed</b></p> <p>Gender: Male</p> <p>Citizenship: United States</p> <p>DMDC Verified: No</p> <p>CAC Expiration Date: Unknown</p>
---	--

Last Update: 7/6/2018


Deployment Information

There is no current deployment for this person

## 11 Deployment History and LOAs

### 11.1 Viewing Deployment History

The **Select a Previous Deployment** drop-down list appears after a person's deployment is closed out. The list allows you to view the details that relate to the person's previous deployment(s) affiliated with your company. The list is organized by previous deployment date range.

1. Search for and select a person. The "View Person" page will display.
2. From the "Deployment Information" section of the "View Person" page, click the **Select a Previous Deployment** drop-down list and select the PoP for the desired deployment record. Click **Go** (). The "Deployment History" page for the selected deployment will display.

SPOT Reports Resource Center Setup

Home : View Person - Doe, John (Company Contractor Personnel)

**Person Data**

Full Name: Doe Jr., John	Deployment Status: Not Deployed
Email: JJ@email.com	Gender: Male
Company: HP	Citizenship: United States
SSN: xxx-xx-4444	DMDC Verified: No
Date of Birth: 05/22/1960	CAC Expiration Date: Unknown

Last Update: 7/24/2014

Release Person Edit Person

**Deployment Information** Select a Previous Deployment

There is no current deployment for this person

Create New Deployment

The “Deployment History” page is read-only because you cannot make edits to deployments that are closed out.

3. Click **Back** to return to the “View Person” page.

SPOT	Reports	Resource Center	Setup
Home : View Person : Deployment History			
<b>Person Data</b>			
Full Name: Doe Jr., John		Deployment Status: Not Deployed	
Email: JJ@email.com		Gender: Male	
Company: HP		Citizenship: United States	
SSN: xxx-xx-4444		DMDC Verified: No	
Date of Birth: 05/22/1980		CAC Expiration Date: Unknown	
Last Update: 7/24/2014			
<b>Deployment Details</b>			
Estimated Dates: 2/1/2014 - 2/1/2018		Actual Dates: 7/24/2014 - 7/24/2014	
Employing Company at Time of Deployment: HP		Contract Number: RANAN1-00-A-1000	
Countries Visited: Afghanistan, Bahrain, Germany		Contract Dates: 01/20/2000 - 01/20/2030	
Purpose: Support Mission		Task Order Number: 1001	
Job Title: Architectural and Civil Drafters		Task Order Dates: 01/20/2000 - 01/20/2030	
Supporting Organization: DoD Special Unit #1		Contract Issuing Agency: Dept. of Defense	
<b>Deployment Contact Information</b>			
In Theater Email: jdj@mail.com			
<b>Next of Kin (NOK) Contact Information</b>		<b>Company Contact Information</b>	
Name: Doe, amy		Company Name: HP	
Relationship: Aunt		POC: Wilson, Odell	
Phone: 458-258-1212		Phone: 455-231-1212	
Alternate Phone:		Email: ow@email.com	
<b>In-Theater Contact Information</b>		<b>Government Contact Information</b>	
Name: Resnlok, John		Government Agency: DoD Special Unit #1	
Phone: 301-987-1231		Supporting Mission:	
Email: jr@email.com		POC: Faye, Shelia	
		Phone: 703-258-1212	
		Email: sf@email.com	
<a href="#">Back</a>			

## 11.2 Viewing Duty Station History

To view duty station history for a deployment:

1. Search for and select a person. The “View Person” page will display.
2. From the “Deployment Information” section of the “View Person” page, click the **View Duty Station History** link. The “Duty Station History” page will display.

Deployment Information No previous deployments exist for this person Deployment Actions

**Current Deployment** View / Print LOA

Person Status: Active  
 Last Person Status Update Date: 12/12/2014  
 Arrived: Has arrived  
 Actual Arrival Date: 03/09/2015  
 Estimated Deployment: 12/12/2014 - 12/10/2015  
 Countries to be Visited: Afghanistan  
 Government Organization: ACQ  
 Contract Number: PADN12-10-D-0001  
 Task Order: 0001  
 Deployment Purpose: Power generation and distribution

**Current Duty Station** View Duty Station History

Arrival Date: 03/09/2015

**Pre-Deployment**

✓ Create Deployment	Complete
✓ Request LOA	KO Approved
✓ Eligibility Requirements	Complete
✓ Deployment Itinerary	Complete

**Deployment**

✓ In-Theater Arrival	Complete
✓ Duty Station Check In	Complete

**Re-Deployment**

✗ Plan Re-Deployment	Incomplete
✗ Closeout Deployment	Incomplete

3. Click **Exit** to return to the “View Person” page.

SPOT Reports Resource Center Setup

Home : View Person : Duty Station History

**Duty Station History**

Date	Location	Operation	System
03/09/2015	BTRS - BAGRAM AIRFIELD (BAF), AFG	Operation Enduring Freedom	
03/09/2015	BTRS - BAGRAM AIRFIELD (BAF), AFG	Operation Enduring Freedom	

Exit



### 11.3 Viewing JAMMS Movements

To view the most recent and Joint Asset Movement Management System (JAMMS) movements for a deployment:

1. Search for and select a person. The “View Person” page will display.
2. From the “Deployment Information” section of the “View Person” page, click the **View Most Recent (5) Movements** link.

**Deployment Information** No previous deployments exist for this person Deployment Actions

**Current Deployment** [View / Print LOA](#)

Person Status: Active  
 Last Person Status Update Date: 7/13/2017  
 Arrived: Has arrived  
 Actual Arrival Date: 07/17/2017  
 Estimated Deployment: 07/13/2017 - 07/04/2018  
 Countries to be Visited: Afghanistan, Iraq, Kuwait  
 Government Organization: ACQ  
 Contract Number: PADN07-17-D-CTR1  
 Task Order: None  
 Deployment Purpose: Construction

**Current Duty Station** [View Duty Station History](#)

Primary Duty Station  
 Country Afghanistan  
 City Bagram  
 Site BTRS - BAGRAM AIRFIELD (BAF)

Arrival Date: 07/17/2017  
 Operation: Operation Enduring Freedom  
 System Supported:

By clicking this check box, I affirm that I have validated that the current deployment information is accurate, especially Duty Station Location Site, City, and Country, Person Status, Duty Station Arrival Date, In-Theater Arrival Date, 24/7 Company POC, Government POC and In-Theater POC are correct. [Submit](#)  
 Date Last Verified: 4/3/2018

**Pre-Deployment**

✓ Create Deployment	Complete
✓ Request LOA	KO Approved
✓ Eligibility Requirements	Complete
✓ Deployment Itinerary	Complete

**Deployment**

✓ Identify Issued Weapon	Incomplete
✓ In-Theater Arrival	Complete
✓ Duty Station Check In	Complete

**Re-Deployment**

✓ Plan Re-Deployment	Incomplete
✓ Closeout Deployment	Incomplete

**Deployment Movements** [View Most Recent \(5\) Movements](#)

The five most recent JAMMS scans that have been uploaded into SPOT will display.

Deployment Movements		<a href="#">View Most Recent (5) Movements</a>
Movement Date	Location	Movement Type
03/14/2013	Afghanistan (Kabul KIA Terminal (AF-APOD022))	Arrival
03/12/2013	Afghanistan (FOB Shindand (AF-DFAC058))	Arrival
03/11/2013	Afghanistan (FOB Shindand (AF-DFAC058))	Arrival
03/10/2013	Afghanistan (FOB Shindand (AF-DFAC058))	Arrival
03/09/2013	Afghanistan (FOB Shindand (AF-DFAC058))	Arrival

**Note:** If JAMMS movements are not uploaded into SPOT via the JAMMS upload process, the “View Person” page will display a message to indicate that no movements are available for this person for the current deployment dates.

## 11.4 Viewing and Printing LOAs

After an LOA is approved and signed by the Contracting Officer, you can view and print the LOA as a read-only portable document format (PDF). You can access an LOA from the “LOA Inbox” section of the “Home” page (see Section 6.3) or from the “View Person” page.

**Note:** LOA PDFs are only available for LOAs with a “KO Approved” status.

To view and print an LOA from the “View Person” page:

1. Search for and select a person. The “View Person” page will display.
2. From the “Deployment Information” section of the “View Person” page, click the **View / Print LOA** button. The LOA will display.



**Note:** The **View / Print LOA** button only appears for an LOA with a “KO Approved” status.

Deployment Information		No previous deployments exist for this person		Deployment Actions							
<b>Current Deployment</b>			<input type="button" value="View / Print LOA"/>								
Person Status: Active Last Person Status Update Date: 2/14/2018 Arrived: Not yet arrived Actual Arrival Date: Not yet arrived Estimated Deployment: 03/15/2018 - 02/16/2019 Countries to be Visited: Afghanistan Government Organization: DoD Special Unit #1 Contract Number: PADN02-18-D-0001 Task Order: None Deployment Purpose: Sample LOA for SPOT Business Rules											
<b>Current Duty Station</b>			<a href="#">View Duty Station History</a>								
Primary Duty Station		<table border="1"> <tr> <td>Country</td> <td>Afghanistan</td> </tr> <tr> <td>City</td> <td>Bagram</td> </tr> <tr> <td>Site</td> <td>BTRS - BAGRAM AIRFIELD (BAF)</td> </tr> </table>				Country	Afghanistan	City	Bagram	Site	BTRS - BAGRAM AIRFIELD (BAF)
Country	Afghanistan										
City	Bagram										
Site	BTRS - BAGRAM AIRFIELD (BAF)										
Arrival Date: Not yet arrived											
<b>Pre-Deployment</b>											
✓	Create Deployment	Complete									
✓	Request LOA	KO Approved									
✓	Eligibility Requirements	Complete									
✓	Deployment Itinerary	Complete									
<b>Deployment</b>											
✓	In-Theater Arrival	Incomplete									
✓	Duty Station Check In	Incomplete									
<b>Re-Deployment</b>											
✓	Plan Re-Deployment	Incomplete									
✓	Closeout Deployment	Incomplete									

3. Click **Open** to display the read-only PDF document.

**Note:** Optionally, you can click **Save** or **Cancel** instead of opening the PDF document.


The LOA displays as a PDF document. The actual LOA will have a watermark, based on the identified Supporting Government Organization for the deployment (such as Department of Defense, Department of State, or U.S. Agency for International Development).

LETTER OF AUTHORIZATION NOT VALID WITHOUT PHOTO ID			DATE OF REQUEST
REQUIRING ACTIVITY DoD Special Unit #1			2/15/2018
NAME (Last, First, Middle) Doe, John D	GOVT AUTHORITY POC Peter H Piper SSN/DODID xxx-xx-0053	GOVT AUTHORITY POC PHONE 609-123-5678 FINUID	GOVT AUTHORITY POC EMAIL peter.h.piper@mail.mil DATE OF BIRTH 11/11/1981
EMAIL john.d.doe@mail.mil	CITIZENSHIP United States		PASSPORT # / EXPIRATION 987654321 / 11/11/2025
THEATER EMAIL john.d.doe@mail.mil	DEPLOYMENT PERIOD START 2/15/2018		DEPLOYMENT PERIOD END 2/16/2018
COMPANY (full name) Prime or Subcontractor 77 Construction Company / Prime			
COMPANY POC Roe, Jane	COMPANY POC TELEPHONE 202-555-1235	COMPANY POC EMAIL jane.roe@email.com	
CONTRACT NUMBER/ TASK ORDER PADND2-16-D-0001/None		CONTRACT START/END DATE 2/1/2018 - 1/31/2019	CONTRACT ISSUING AGENCY Dept. of Defense
ASSIGNED KO Kris H Kringle	ASSIGNED KO TELEPHONE 555-555-5655	ASSIGNED KO EMAIL kris.kringle@mail.mil	
IN-THEATER CONTACT Public, John	CONTACT'S PHONE 202-555-3456	CONTACT'S EMAIL john.q.public@mail.mil	
COUNTRIES TO BE VISITED Afghanistan	<b>CONTRACTOR STATUS</b> <input checked="" type="checkbox"/> CAAF <input type="checkbox"/> NON-CAAF <b>AUTHORIZED GOVERNMENT SERVICES*</b>		
PURPOSE Sample LOA for SPOT Business Rules	<input type="checkbox"/> WEAPON** <input checked="" type="checkbox"/> BILLETING <input checked="" type="checkbox"/> CAC <input checked="" type="checkbox"/> LOCAL ACCESS BADGE <input checked="" type="checkbox"/> DINING FACILITY (DFAC) <input checked="" type="checkbox"/> GOVT FURNISHED MEALS (GFM) <input checked="" type="checkbox"/> APO/FPO/POSTAL SERVICES <input type="checkbox"/> DIPLOMATIC POST OFFICE (DPO) <input type="checkbox"/> PRIMARY CARE*** <input checked="" type="checkbox"/> OTHER (SEE REMARKS FIELD) <input type="checkbox"/> MILITARY ISSUED CLOTHING <input checked="" type="checkbox"/> MILITARY ISSUED EQUIPMENT <input checked="" type="checkbox"/> MWR FACILITIES <input checked="" type="checkbox"/> MILITARY EXCHANGE <input checked="" type="checkbox"/> COMMISSARY <input checked="" type="checkbox"/> MILITARY BANKING <input checked="" type="checkbox"/> EXCESS BAGGAGE <input checked="" type="checkbox"/> MILAIR <input checked="" type="checkbox"/> TRANSPORTATION (other than MILAIR) <input type="checkbox"/> NONE		
COMPANY BILLING ADDRESS 123 State Street, Trenton, New Jersey - 08601 United States	NUMBER OF AGS ITEMS CHECKED: 15		
<p>*Authorized Government Services does not necessarily mean that the Government provides these services to contractors on a non-reimbursable basis. For certain categories of authorized services, the contractor may be required to reimburse the government IAW applicable Federal, DOD or COCOM regulations/policies and/or the contract terms and conditions. The indicated Authorized Government Services on this LOA are only applicable for the designated countries to be visited during the deployment; however, if the services vary between countries, the contracting officer shall specify which services may be authorized in each country. If the country to be visited has a Status of Forces Agreement (SOFA) in place that governs the categories of services to be authorized, then the terms of the SOFA take precedence over the terms of this LOA.</p> <p>**Combatant Commander (CCDR) authorization is required IAW FAR Clause 52.225-26 in order for a contractor to be authorized to carry a weapon.</p> <p>***Resuscitative/Emergency Care is the default level of care. Unless specifically negotiated in the contract, ALL medical care is reimbursable to the U.S. Government.</p> <p>The government organization specified above, in its mission support capacity under the contract, authorizes the individual employee identified herein, to proceed to the location(s) listed for the designated deployment period set forth above. Upon completion of the mission, the employee will return to the point of origin.</p>			
 *GPXJUP			

**Notes:**

- For deployments that require SOFA information in SPOT, the SOFA questions and responses are printed at the top of the “LOA REMARKS” section on the second page of the LOA.
- The number of qualified dependents prints on the LOA, not the dependent information that was entered in SPOT. To see SOFA information and dependent details:
  - Display the SPOT “View Person” page for the contractor employee. In the “Deployment” section, click the **SOFA** link (see Section 9.3) or click the **Eligibility Requirements** link and continue to the “7. SOFA” tab (see Section 6.6.7).
  - Run the Status of Forces Agreement (SOFA) Report (see Section 13.6).

<b>LOA REMARKS</b>
<p>1. The contractor employee is essential to the mission of the United States armed forces and has a high degree of skill or knowledge for the accomplishment of mission requirements by fulfilling one of the following:(Must select only one from the following) *1.2 Possessing a security clearance recognized by the United States to perform his or her duties; or; 2. Employee affirmed to Contracting Officer’s satisfaction that he/she does not have a residency permit/visa for Japan. *yes; 3. Qualified dependents as defined in SOFA Art. I.c., accompanying employee. *no; Number of qualifying dependents *0; 4. SOFA Expiration Date *05/14/2019; 5. Japan Specific Authorized Government Service (AGS):Laundry and dry cleaning; Open mess(club) membership, as determined by each respective club; Casualty assistance (mortuary services) on a reimbursable basis; Routine medical care on a reimbursable basis for U.S. citizens and emergency medical care on a reimbursable basis for non-U.S. citizens; Dental care, limited to relief of emergencies on a reimbursable basis; Department of Defense Dependent Schools on a space-available and tuition paying basis; Issuance of U.S. Forces, Japan Operator’s Permit; Issuance of vehicle license plates *yes;</p>

4. To print the LOA, click the **Print** icon (). Select print options and click **Print**.
5. Close Adobe® Reader™ to return to the “View Person” page.

## 12 Equipment

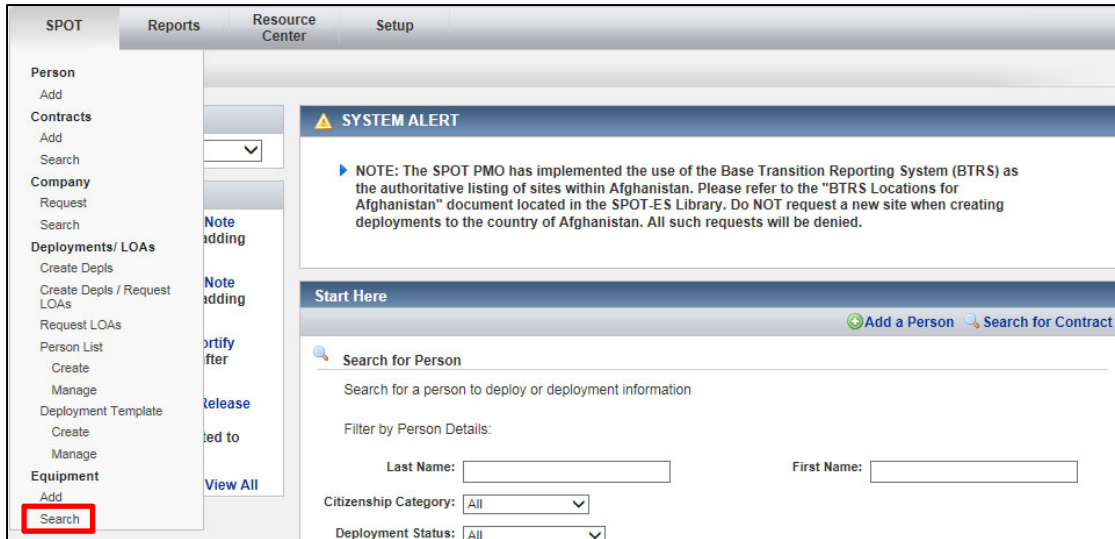
The “Equipment” option allows companies to track the following types of equipment:

- Equipment operated by Private Security Contractor (PSC) personnel to be compliant with the DoD Instruction DODI 3020.50
- Contractor-Owned Contractor-Operated Equipment (COCO) equipment

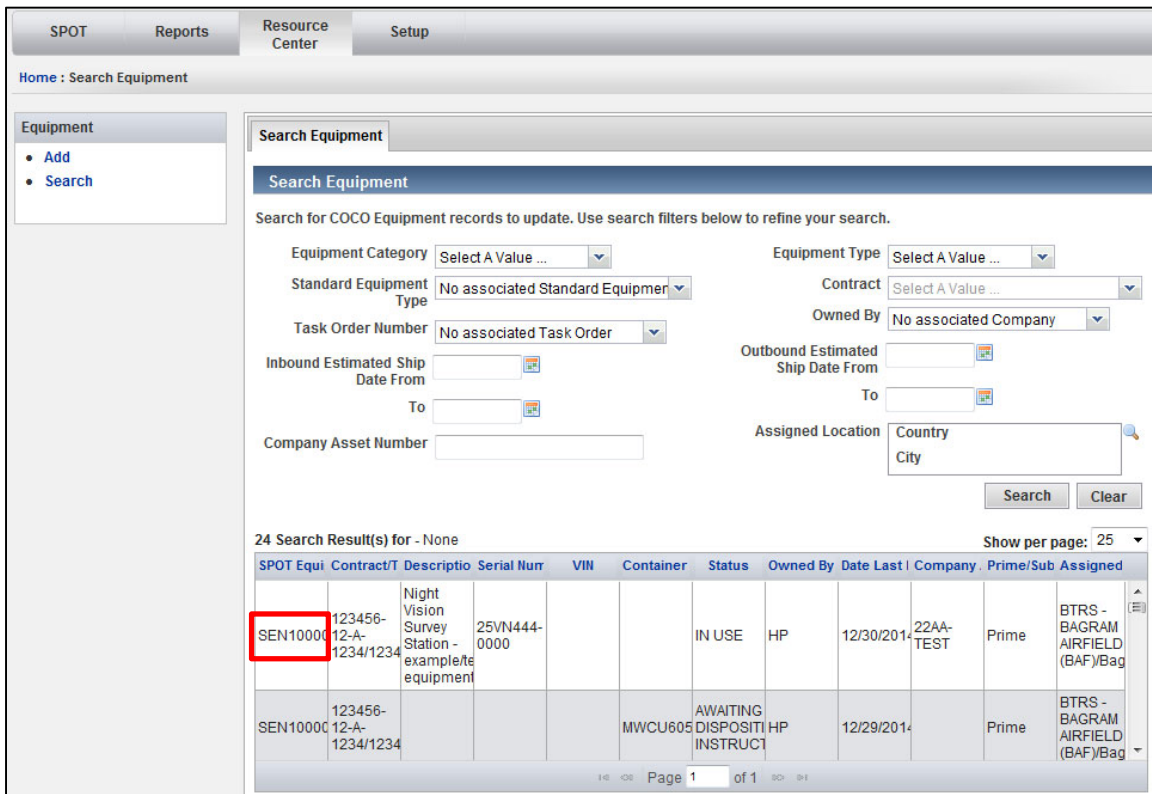
Company Administrators and Equipment Managers can add, search, and update equipment information for a company. Contracting Officer, Contracting Administrator, and Contract Accountability users can only view equipment information. This section is limited to the functions available to the Company Administrators.

### 12.1 Searching for Equipment

1. From the SPOT menu bar, hover the cursor over **SPOT** and a drop-down menu will display. Click the **Search** link and the “Search Equipment” page will display.
2. Enter the search criteria and click **Search**. The search results display.



3. In the **SPOT Equipment Number** column, click an equipment number. The “Update Equipment” page will display.



4. View the equipment details. Click **Save and Exit** or **Cancel** to exit. The “Search Equipment” page will display.

Search Equipment ✕
Update Equipment ✕

Update Equipment
?

SPOT Equipment Record ID: SEN100002593

\*Equipment Type

\*Equipment Category

\*Standard Equipment Type

Description

\* Vehicle Identification Number or Serial Number is mandatory.

Vehicle Identification Number

Serial Number

\*Equipment Make  + Add

Model

Part Number

Fit in Container  Yes  No

Company Asset Number

\*Condition

\*Status

\*Assigned Location

\*Contract

\*Task Order

\*Owned By

Inbound Estimated Ship Date

\*Outbound Estimated Ship Date

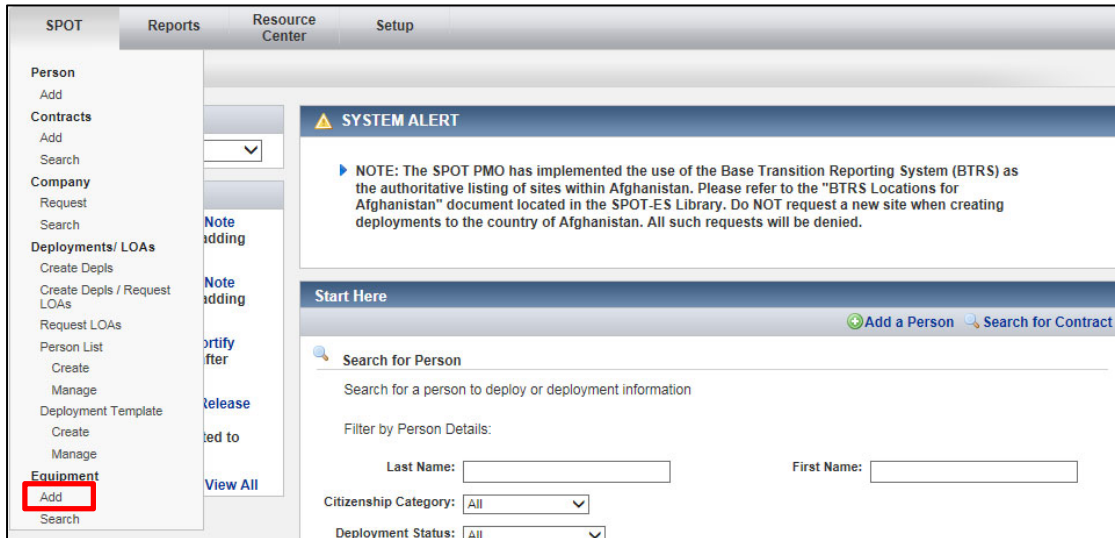
Disposition Date

Remarks



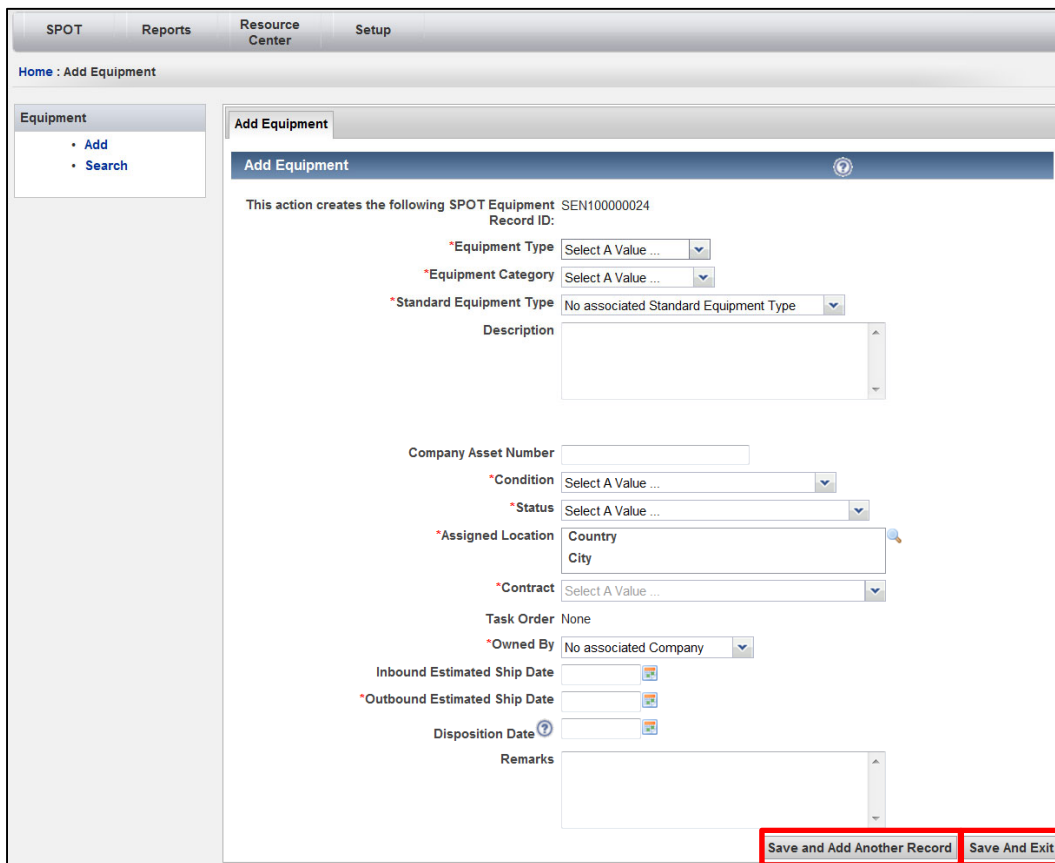
## 12.2 Adding Equipment

1. From the SPOT menu bar, hover the cursor over **SPOT** and a drop-down menu will display. Click the **Add** link the “Add Equipment” page will display.



2. Enter equipment information in the required and optional fields.

**Note:** *The following screens are examples. The actual fields visible/available/required will vary/change based on selections made while entering data!*





## 3. Select one of the following options:

- Click **Save and Add Another Record** to save the changes and add another record. The “Add Equipment” page displays for you to add another record.
- Click **Save and Exit** to save the changes but do not add another record. The “Home” page displays with the updates.

SPOT Reports Resource Center Setup

Home : Add Equipment

Equipment

- Add
- Search

**Add Equipment**

This action creates the following SPOT Equipment Record ID: SEN100002591

\*Equipment Type: COCO

\*Equipment Category: Container

\*Standard Equipment Type: Containers, Boxes, Drums, and Cans

Description

\*Container Number: MWCU6059784

Company Asset Number

\*Condition: FMC - FULLY MISSION CAPABLE

\*Status: AWAITING DISPOSITION INSTRUCTIONS

\*Assigned Location: Country Afghanistan, City Bagram, Site BTRS - BAGRAM AIRFIELD (BAF)

\*Contract: 123456-12-A-1234

\*Task Order: 1234

\*Owned By: Hewlett Packard

Inbound Estimated Ship Date

\*Outbound Estimated Ship Date: 12/29/2014

Disposition Date

Remarks

**Save and Add Another Record** **Save And Exit**

## 13 Reports

SPOT reports provide insight and information about personnel and personnel deployment activity. Contractor Company SPOT users can access five report categories from the **Reports** option: Personnel, Pre-Deployment Eligibility, Deployment, Contract, and LOA. SPOT provides standard (predefined) reports and allows users to customize (define) reports to meet specific reporting needs. The Operations Visibility Report is automatically exported to a Microsoft Excel™ formatted file. All other reports are generated in SPOT and can be downloaded and saved in various formats such as PDF and Microsoft Excel.

### 13.1 Types of SPOT Reports

The following types of standard and customized (ad hoc) reports are available in SPOT for the Company Administrator role. With the addition of the Operations Visibility Report, some older reports were removed from SPOT.

Category	Report Name	Type	Report Description
Personnel	Personnel Detail	Ad Hoc	By name listing based on selected user criteria (personnel category, deployment status, citizenship, and organization/company).
	DMDC Reverify Failed Log	Standard	Summary of all unverified person records from DMDC verification. Reasons explain the data mismatch during DMDC verification.
Pre-Deployment Eligibility	Predeployment Detail	Ad Hoc	Returns the status and/or information on eligibility requirements (health, visa, equipment, theater/country clearance, forms, LOA, and training) for persons who have not yet been updated as deployed in SPOT.
Deployment	OCSIC Affirmation Report	Ad Hoc	Displays details for company contractor personnel supporting all government organizations in SPOT (except Department of State and USAID orgs) having open and active deployments in Afghanistan. The report displays deployment details such as duty station site, city and country, person status, duty station arrival date, in-theatre arrival date, 24/7 company POC, government POC and in-theatre POC. It also provides the POC information for the person who last affirmed the data was correct and the date affirmed. Deployments having LOAs that have not been requested will show blank in the LOA Number and LOA Status columns in this report.
	Operations Visibility Report	Ad Hoc	Displays all company contractor personnel in SPOT having open, active and future deployments. The report displays deployment details such as contract, task order, contracting office (office responsible for deployment), duty station city/country, LOA information (if applicable), and last scanned information.
	Status of Forces Agreement (SOFA) Report	Ad Hoc	Displays data based on your SPOT user based permissions and report filter selections for all company contractor personnel in SPOT having open, active, and future deployments with either a current primary deployed duty station country or a country to be visited that requires SOFA information in SPOT. The report displays SOFA data entered in SPOT for the contract/task order selected. The report displays deployment details such as contract,

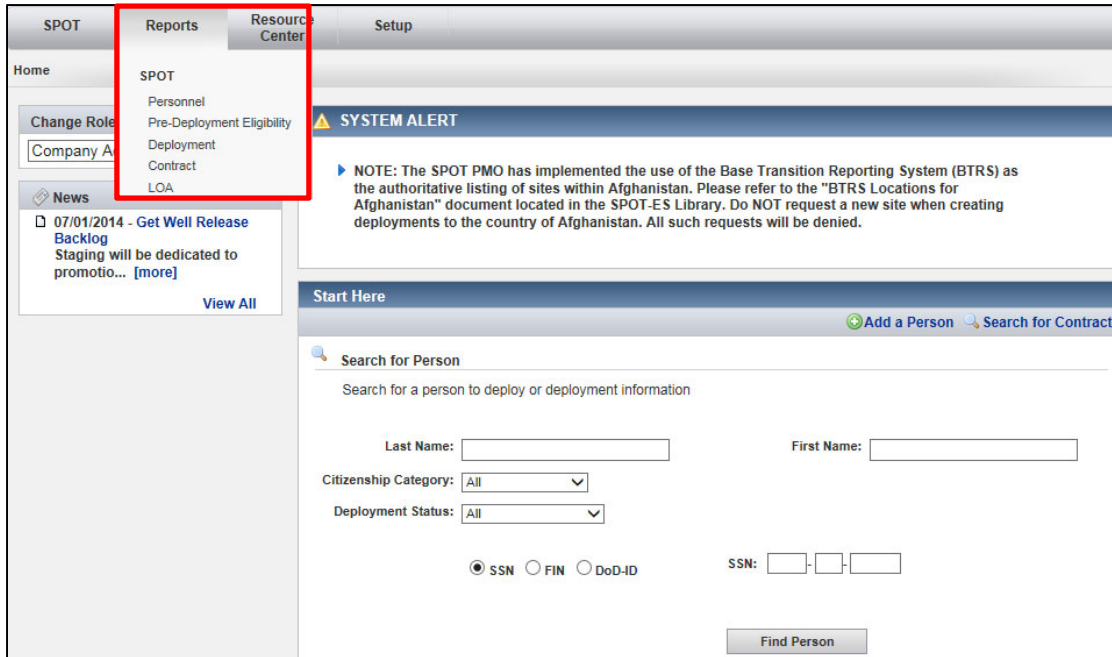
Category	Report Name	Type	Report Description
			task order, current duty station site/city/country, LOA information (if applicable), and SOFA data.
Contract	Company Equipment by Contract/Task Order	Standard	Listing of company managed equipment by contract and task order.
LOA	LOA Status	Standard	Summary report that presents aggregated counts of all active and historical LOAs based on LOA status. This report links to an “LOA Detail” report that provides detailed information (such as person name, contract/task order information, relevant LOA dates, and KO/GA names) regarding the LOAs based on the user selected status from the “LOA Status” report.
	Weapons Summary	Standard	Summary report that presents aggregated counts of personnel authorized and issued weapons by company and country. This report links to a detailed report providing specific information (such as person name, contract/task order, citizenship category, job title, and supporting org) about personnel authorized to carry a weapon and the specific weapon they are issued.

**Notes:**

- Ad hoc reports tend to have a slower response time than standard reports.
- The Operations Visibility Report, OCSIC Affirmation Report, and Status of Forces Agreement (SOFA) Report are automatically exported to Excel. These reports provide information about contractor personnel with open, active, and future deployments.
  - An open deployment is a deployment record that does not have an ITAD populated.
  - An active deployment is a deployment record that has an ITAD populated and the estimated deployment end date is still in the future.
  - A future deployment is an open deployment that has an estimated start date that is greater than today's date.

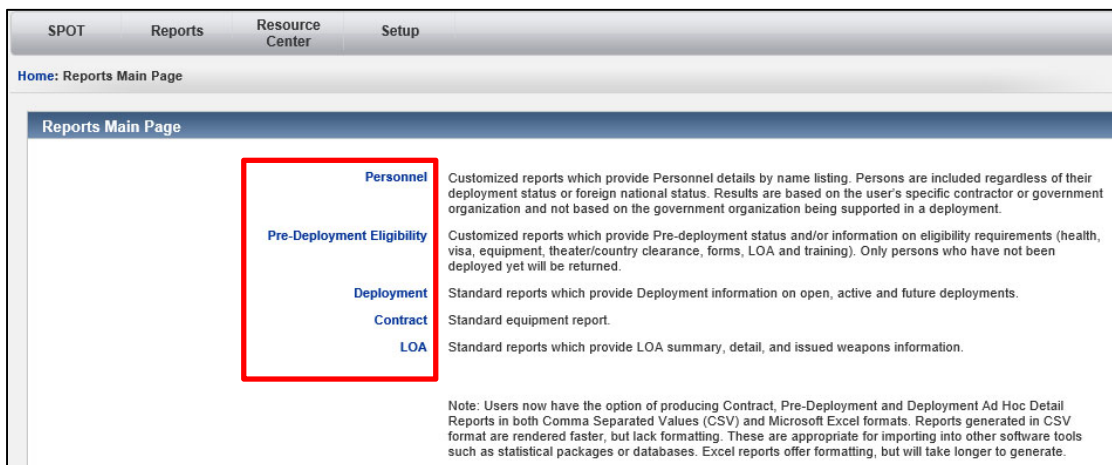
**13.2 Accessing SPOT Reports**

1. From the SPOT menu bar, hover the cursor over **Reports** and a drop-down menu will display. Click the **SPOT** link to go to the “Reports Main” page, or click any report category link below **SPOT** to go directly to that specific report page. The report categories listed depend on your role.



2. If you clicked **SPOT**, the SPOT “Reports Main” page will display. Click the “Report Category” name for the type of report you want to generate. The menu options for the report category will display.

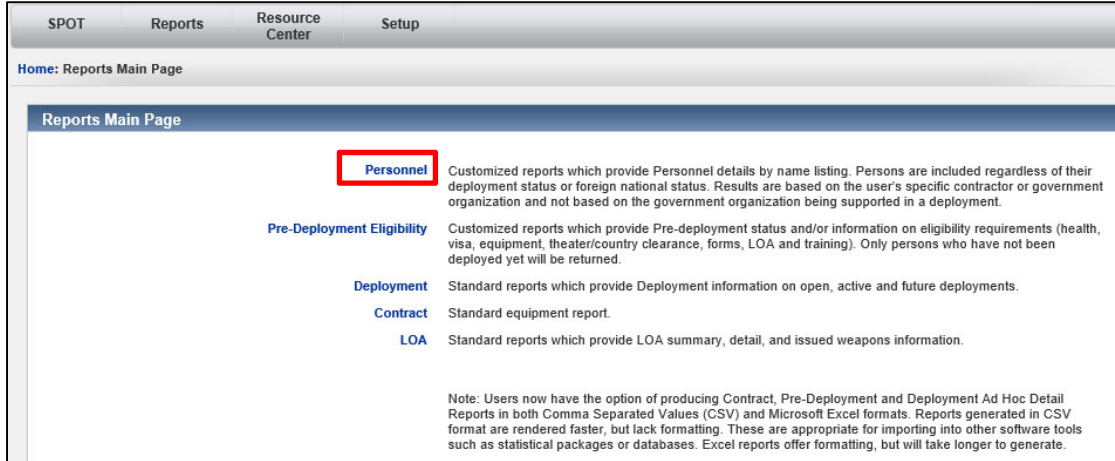
**Note:** If the available report options in a report category do not allow you to generate the kind of report needed, you can request a customized report through the SPOT-ES Help Desk.



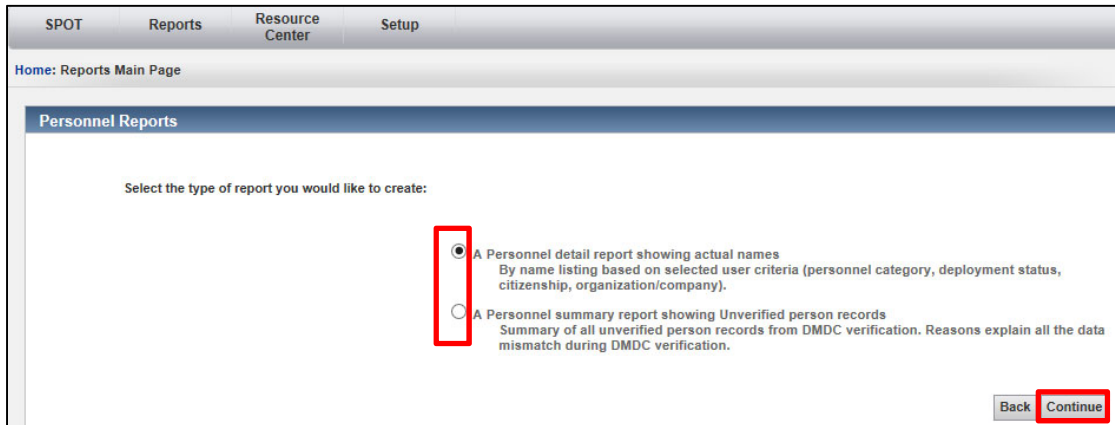
### 13.3 Accessing a Sample Report Generated in SPOT

Complete the following steps to generate a sample personnel report:

1. From the “Reports Main” page, click the **Personnel** report category. The “Personnel Reports” page will display.



2. Click the radio button to select **A Personnel detail report showing actual names**. Click **Continue**. The “Reports – Personnel Detail” page will display.



3. Click the checkboxes to select the data and filter criteria to include in the report. Click **Continue**. The “Personnel Detail Report” page will display.

SPOT Reports Resource Center Setup

Home: Personnel Detail

Reports - Personnel Detail

Select the data to include:

<input checked="" type="checkbox"/> Full Name	<input type="checkbox"/> Personnel Category
<input checked="" type="checkbox"/> Gender	<input type="checkbox"/> Company
<input checked="" type="checkbox"/> Date of Birth	<input type="checkbox"/> Government Organization
<input checked="" type="checkbox"/> Foreign National Status	<input type="checkbox"/> Deployment Status
<input checked="" type="checkbox"/> Last 4 digits of SSN or FIN	<input type="checkbox"/> Personal Contact Info

Select criteria to filter by:

Personnel Category	Deployment Eligibility	Citizenship
<input checked="" type="checkbox"/> Company Employee	<input checked="" type="checkbox"/> Currently Deployed	<input checked="" type="checkbox"/> US Citizens
<input checked="" type="checkbox"/> Government Employee	<input checked="" type="checkbox"/> Currently not Deployed	<input checked="" type="checkbox"/> Foreign/Third Country Nationals
<input checked="" type="checkbox"/> Military Personnel		

Back Continue

4. From this page, perform the following actions for the report:

- To print the report, click the **Print** icon.
- To save the report, click the **Save** icon and select the desired format.

**Sample Personnel Report:**

The screenshot shows a web application interface with a navigation bar containing 'SPOT', 'Reports', 'Resource Center', and 'Setup'. Below the navigation bar is a breadcrumb trail: 'Home : Reports Main Page'. A toolbar includes navigation icons, a page indicator '1 of 3', a zoom level of '100%', and search options. The main content area is titled 'FOR OFFICIAL USE ONLY' and 'Personnel Detail Report', generated on Nov 20 2014 22:11 GMT. It states 'Total records returned: 79'. A table lists personnel details, and a dropdown menu is open, showing export options: XML file with report data, CSV (comma delimited), PDF, MHTML (web archive), Excel (highlighted), TIFF file, and Word.

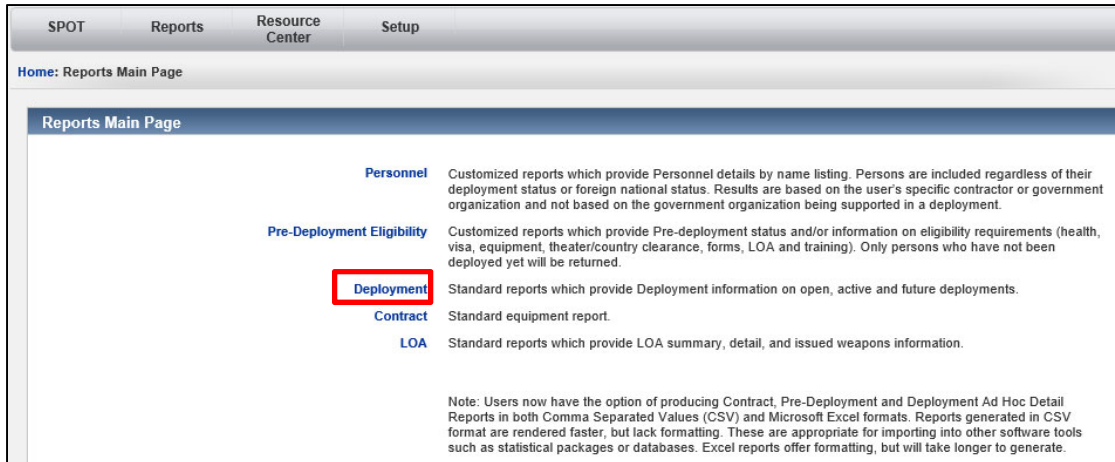
Full Name	Gender	Date of Birth	Status	
Testing, IAVA	Male	7/15/1981	No	0301
Wilson, Odell W	Male	5/22/1960	No	6789
Roberts, Tommy J	Male	7/15/1981	No	0332
Don, Joe	Male	1/23/1976	No	1234
Starkey, Lou	Male	4/19/1980	No	0300
Davis, Lou	Male	6/2/1977	No	0284
Louis, Sam	Male	6/2/1977	No	0285
Anderson, Steven	Male	4/19/1980	No	0293
James, Samuel D	Male	6/2/1977	No	0333
DOUGHNUT, JOE T	Male	8/28/1996	No	0413
Jones, Robert H	Male	4/19/1980	No	0334

**13.4 Accessing the Operations Visibility Report**

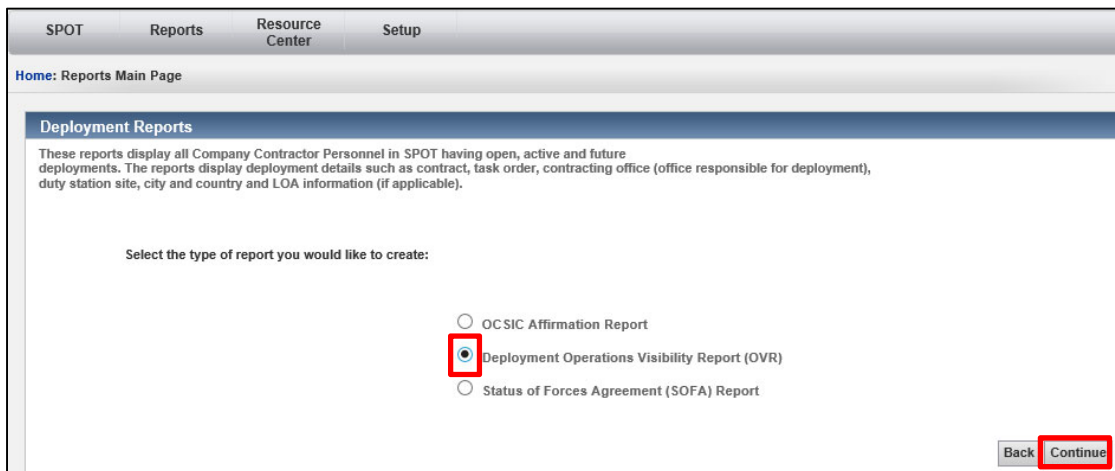
Complete the following steps to generate the Operations Visibility Report.

1. From the “Reports Main” page, click the **Deployment** report category. The “Deployment Reports” page will display.





- Click the radio button to select **Deployment Operations Visibility Report (OVR)**. Click **Continue**. The “Reports – Operations Visibility” page will display.



- Select the desired parameter values to filter the report.

#### Notes:

- The **Contract** field lists contracts associated with your company.
- Task Order** field lists task orders associated with the selected contract(s). If there are no task orders associated with the selected contract(s), the **Task Order** field displays “No Task Order”.
- For **Contract**, **Task Order**, **COCOM**, and **Operation/Exercise**, you can select a single value, multiple values, or **All** to select all values in the list. To select multiple values, hold the **SHIFT** key (for consecutive choices) or the **CTRL** key (for non-consecutive choices) and click.
- By default, the **As of Date** parameter value is set to the current date. This parameter is configured to allow you to select only the current or a prior date.

SPOT Reports Resource Center Setup

Home: Operations Visibility

Reports - Operations Visibility

Select criteria to filter by:

Contract:

All  
123456-17-A-1236  
123456-18-A-1235  
123456-18-A-1236

Task Order:

All  
123456-18-A-T235  
123456-18-A-T255

COCOM:

USNORTHCOM  
USEUCOM  
USAFRICOM  
USCENTCOM

Operation/Exercise:

Operation ARMADA SWEEP  
Operation Bright Star  
Operation Enduring Freedom  
Operation Fast Eagle

As of Date:

12/6/2018 (mm/dd/yyyy)

Back Continue

4. Click **Continue**. SPOT will automatically export the report to a Microsoft Excel format file.

**Note:** The duration to generate a report is dependent upon a number of conditions, including the number of filters applied and the size of the result set.

5. If prompted, click **Open** to open the “Operations Visibility Report”.
6. Use the features available in Excel to view, print, or save the data in the report.

**Note:** If the combination of selected parameters does not return any data, a “No data found for the selected criteria” message will display in the report. Return to the “Reports – Operations Visibility” page so you can select different parameters and run the report again.

**Sample Operations Visibility Report:**

<b>FOR OFFICIAL USE ONLY</b>									
<b>Operations Visibility Report</b>									
<b>Generated On:</b>		2018-12-06 07:12:50							
<b>Company:</b>		Hewlett Packard							
<b>Contract:</b>		123456-18-A-1235							
<b>Task Order:</b>		123456-18-A-T235							
<b>COCOM:</b>		USCENTCOM							
<b>Operation/Exercise:</b>		Operation Enduring Freedom							
<b>As Of Date:</b>		2018-12-06							
<b>Description:</b>		This report displays all Company Contractor Personnel in SPOT having open, active and future deployments. The report displays deployment details such as contract, task order, contracting office (office responsible for deployment), duty station city/country, LOA information (if applicable), and last scanned information.							
<b>Contract Number</b>	<b>Task Order Number</b>	<b>Prime Contractor Company</b>	<b>Contracting Agency</b>	<b>Contracting Office (Office responsible for deployment)</b>	<b>Contracting Officer Name</b>	<b>Task Order Contracting Officer Name</b>	<b>Current 24/7 Company POC</b>	<b>Current Government POC</b>	<b>Current In-Theater POC</b>
123456-18-A-1235	123456-18-A-T235	Hewlett Packard (HP)	DOD [Dept. of Defense]	ACQ [Acquisition]	Hunt, Anne	Hunter, Andrew	Lou Mann, lmann@email.com, 703-555-9876	Gary Gregg, gary.gregg@email.com, 609-999-9999	Sam Ellis, sjellis@inth.com, 318-555-1234
123456-18-A-1235	123456-18-A-T235	Hewlett Packard (HP)	DOD [Dept. of Defense]	ACQ [Acquisition]	Hunt, Anne	Hunter, Andrew	Lou Mann, lmann@email.com, 703-555-9876	Gary Gregg, gary.gregg@email.com, 609-999-9999	Sam Ellis, sjellis@inth.com, 318-555-1234
123456-18-A-1235	123456-18-A-T235	Hewlett Packard (HP)	DOD [Dept. of Defense]	ACQ [Acquisition]	Hunt, Anne	Hunter, Andrew	Lou Mann, lmann@email.com, 703-555-9876	Gary Gregg, gary.gregg@email.com, 609-999-9999	Sam Ellis, sjellis@inth.com, 318-555-1234
123456-18-A-1235	123456-18-A-T235	Hewlett Packard (HP)	DOD [Dept. of Defense]	ACQ [Acquisition]	Hunt, Anne	Hunter, Andrew	Lou Mann, lmann@email.com, 703-555-9876	Gary Gregg, gary.gregg@email.com, 609-999-9999	Sam Ellis, sjellis@inth.com, 318-555-1234
123456-18-A-1235	123456-18-A-T235	Hewlett Packard (HP)	DOD [Dept. of Defense]	ACQ [Acquisition]	Hunt, Anne	Hunter, Andrew	Lou Mann, lmann@email.com, 703-555-9876	Gary Gregg, gary.gregg@email.com, 609-999-9999	Sam Ellis, sjellis@inth.com, 318-555-1234

**Sample Operations Visibility Report (continued):**

<b>Employee Last Name</b>	<b>Employee First Name</b>	<b>Employee Middle Name</b>	<b>Employee Gender</b>	<b>Employee Company Name</b>	<b>Employee Citizenship Country</b>	<b>Citizen ship Category</b>	<b>Job Title</b>	<b>Deployment Status</b>	<b>Actual In-Theater Arrival Date</b>	<b>Estimated Deployment Start Date</b>	<b>Estimated Deployment End Date</b>
Ailey	Alvin	Adam	Male	Hewlett Packard (HP)	United States (USA)	US	Electrical Engineers	ACTIVE	2018-05-29	2018-05-29	2019-05-16
Ali	Abdul	A	Male	Hewlett Packard (HP)	Afghanistan (AFG)	LN	Electrical Engineers	ACTIVE	2018-05-29	2018-05-30	2019-05-16
Cane	Candy	Carol	Female	Hewlett Packard (HP)	United States (USA)	US	Electrical Engineers	ACTIVE	2018-05-31	2018-05-31	2019-05-16
Downer	David	Daniel	Male	Hewlett Packard (HP)	United States (USA)	US	Electrical Engineers	OPEN		2018-05-29	2019-05-16
Garcia	Juan	Carlos	Male	SPS (SPS)	Colombia (COL)	TCN	Electrical Engineers	ACTIVE	2018-05-29	2018-05-30	2019-05-16

## Sample Operations Visibility Report (continued):

Supporting Government Organization	LOA Requested?	LOA Approval Date	LOA Number	LOA Status	Duty Station Arrival Date	Duty Station Site	Duty Station City	Duty Station Country	Duty Station Country Visa Number	Duty Station Country Visa Expiration Date
ACQ [Acquisition]	YES	2018-05-29	42CBH2	KO Approved	2018-05-29	BTRS - BAGRAM AIRFIELD (BAF)	Bagram	Afghanistan (AFG)	AFG0998776554	2020-05-19
ACQ [Acquisition]	YES	2018-05-30	NSPJJR	KO Approved	2018-05-29	BTRS - BAGRAM AIRFIELD (BAF)	Bagram	Afghanistan (AFG)		
ACQ [Acquisition]	YES	2018-05-29	HOSRM0	KO Approved	2018-05-31	BTRS - BAGRAM AIRFIELD (BAF)	Bagram	Afghanistan (AFG)	AFG0998776555	2020-05-18
ACQ [Acquisition]	YES		WV9JT6	Request Pending		BTRS - BAGRAM AIRFIELD (BAF)	Bagram	Afghanistan (AFG)		
ACQ [Acquisition]	YES	2018-05-30	DD16TK	KO Approved	2018-05-29	BTRS - BAGRAM AIRFIELD (BAF)	Bagram	Afghanistan (AFG)	AFG0998776666	2020-05-01

**Sample Operations Visibility Report (continued):**

<b>Duty Station Country Visa Remarks</b>	<b>Operation Name</b>	<b>Person Status</b>	<b>Last Scan Date</b>	<b>Last Scan Site</b>	<b>Last Scan City</b>	<b>Last Scan Country</b>	<b>Last Verified By</b>	<b>Date Last Verified</b>
Expires on 5/19/2020	Operation Enduring Freedom	Active	2018-05-29	BTRS - BAGRAM AIRFIELD (BAF)	Bagram	Afghanistan (AFG)	Peters, Paul	2018-05-29
	Operation Enduring Freedom	Active	2018-05-29	BTRS - BAGRAM AIRFIELD (BAF)	Bagram	Afghanistan (AFG)	Peters, Paul	2018-05-29
Visa obtained	Operation Enduring Freedom	Active	2018-05-29	BTRS - BAGRAM AIRFIELD (BAF)	Bagram	Afghanistan (AFG)	Peters, Paul	2018-05-31
	Operation Enduring Freedom	Active						
	Operation Enduring Freedom	Active	2018-05-29	BTRS - BAGRAM AIRFIELD (BAF)	Bagram	Afghanistan (AFG)	Peters, Paul	2018-05-29

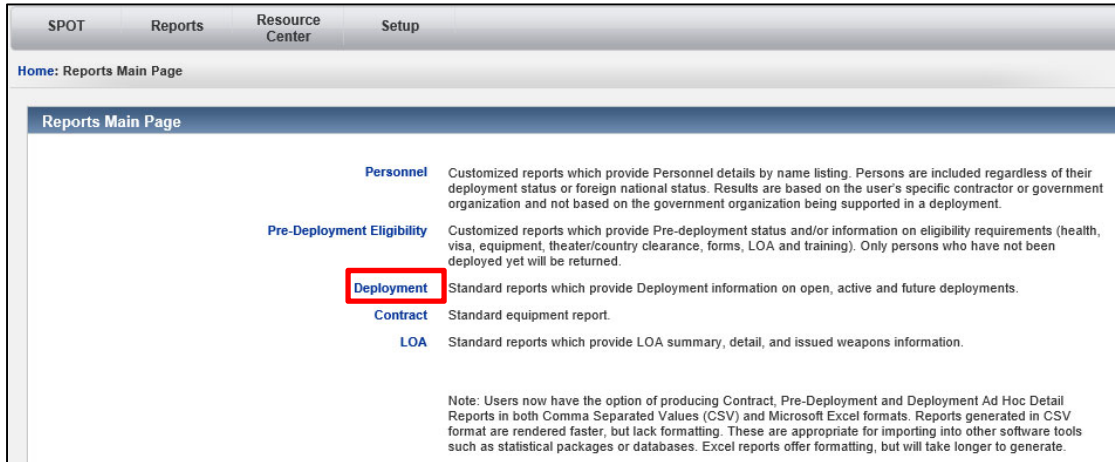
**Notes:**

- In the “Contracting Office (Office responsible for deployment)” column, if the contract has task orders, the responsible office is the Task Order Contracting Office. If the contract does not have task orders, the responsible office is the Contract Contracting Office.
- “Duty Station Country Visa” columns display visa information entered in SPOT for the deployment country to be visited. If no visa information has been entered or the current duty station country is not a country to be visited, these columns are blank.
- The “Last Verified By” and “Date Last Verified” columns indicate who/when last clicked the checkbox at the bottom of the “Deployment Information” section on the “View Person” page to affirm that the current deployment information is accurate, especially Primary Duty Station Site, City, and Country, Person Status, Duty Station Arrival Date, In Theater Arrival Date, 24/7 Company Point of Contact (POC), Government POC, and In-Theater POC. This is required every 30 days for deployments where the deployment duty station country is Afghanistan.

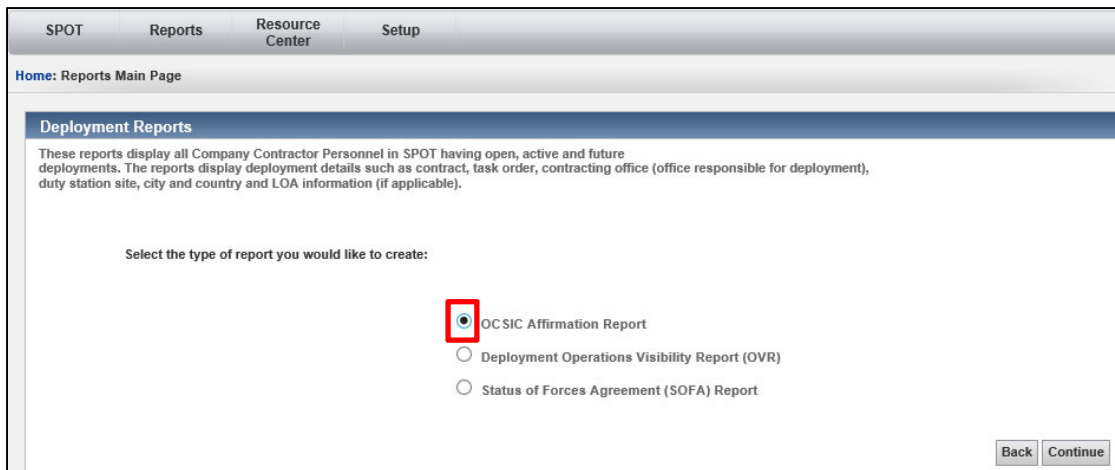
### 13.5 Accessing the OCSIC Affirmation Report

Complete the following steps to generate the OCSIC Affirmation Report. This report provides the date and point of contact information for the person who last clicked the checkbox at the bottom of the “Deployment Information” section on the “View Person” page to affirm (see Section 9.1) that the current deployment information is accurate. This action is required every 30 days for deployments where the deployment duty station country is Afghanistan.

1. From the “Reports Main” page, click the **Deployment** report category. The “Deployment Reports” page will display.



2. Click the radio button to select **OCSIC Affirmation Report**. Click **Continue**. The “Reports – OCSIC Affirmation Report” page will display.



3. Select the desired parameter values to filter the report.

#### Notes:

- If there are no task orders associated with the selected contract(s), the **Task Order** field displays “No Task Order”.
- For **Contract** and **Task Order** you can select a single value, multiple values, or **All** to select all values in the list. To select multiple values, hold the **SHIFT** key



(for consecutive choices) or the **CTRL** key (for non-consecutive choices) and click.

- **COCOM** defaults to **CENTCOM** and **Duty Station Country** defaults to **Afghanistan**.

4. Click **Continue**. SPOT will automatically export the report to a Microsoft Excel format file.

**Note:** The duration to generate a report is dependent upon a number of conditions, including the number of filters applied and the size of the result set.

5. If prompted, click **Open** to open the “OCSIC Affirmation Report”.
6. Use the features available in Excel to view, print, or save the data in the report.

**Note:** If the combination of selected parameters does not return any data, a “No data found for the selected criteria” message will display in the report. Return to the “Reports – OCSIC Affirmation Report” page so you can select different parameters and run the report again.

**Sample OCSIC Affirmation Report:**

<b>FOR OFFICIAL USE ONLY</b>									
<b>OCSIC Affirmation Report</b>									
<b>Generated On:</b>		2018-12-12 10:12:02							
<b>Company:</b>		HP Enterprise Services							
<b>Contract:</b>		123456-18-A-1235							
<b>Task Order:</b>		123456-18-A-T235							
<b>COCOM:</b>		USCENTCOM							
<b>Duty Station Country:</b>		Afghanistan							
<b>Description:</b>		<p>This report displays all verified person details for Company Contractor Personnel supporting all Supporting Government Orgs (except Department of State and USAID orgs) in SPOT having open and active deployments in Afghanistan. The report displays deployment details such as duty station site, city and country, person status, duty station arrival date, in-theatre arrival date, 24/7 company POC, government POC and in-theatre POC. It also provides the POC information of who affirmed the data was correct last and on what date. Deployments having LOAs that have not been requested will show blank in the LOA Number and LOA Status columns in this report.</p>							
<b>Contract Number</b>	<b>Task Order Number</b>	<b>Prime Contractor Company</b>	<b>Contracting Agency</b>	<b>Contract/Task Order Contracting Office</b>	<b>Contract/Task Order Contracting Officer POC Info</b>	<b>Current 24/7 Company POC (Name, Email, Phone)</b>	<b>Current Government POC (Name, Email, Phone)</b>	<b>Current In Theater POC (Name, Email, Phone)</b>	<b>SPOT Person Record Number ID</b>
123456-18-A-1235	123456-18-A-T235	Hewlett Packard (HP)	DOD [Dept. of Defense]	ACQ [Acquisition]	Anne Hunt, anne.hunt@email.com, 609.555.9999	Bea Ware, baware@email.com, 609-555-1235	Gary Gregg, gary.gregg@email.com, 609.555.1234	Arthur Major, amajor@inthe.gov, 609-555-2468	FDA26938-5C43-4553-A073-356FB705F6F1
123456-18-A-1235	123456-18-A-T235	Hewlett Packard (HP)	DOD [Dept. of Defense]	ACQ [Acquisition]	Anne Hunt, anne.hunt@email.com, 609.555.9999	Bea Ware, baware@email.com, 609-555-1235	Gary Gregg, gary.gregg@email.com, 609.555.1234	Arthur Major, amajor@inthe.gov, 609-555-2468	46D177C4-B2D1-47F9-9E15-8046AC25D625
123456-18-A-1235	123456-18-A-T235	Hewlett Packard (HP)	DOD [Dept. of Defense]	ACQ [Acquisition]	Anne Hunt, anne.hunt@email.com, 609.555.9999	Bea Ware, baware@email.com, 609-555-1235	Gary Gregg, gary.gregg@email.com, 609.555.1234	Arthur Major, amajor@inthe.gov, 609-555-2468	F820841E-D405-418A-BFF9-BC7794162AB5
123456-18-A-1235	123456-18-A-T235	Hewlett Packard (HP)	DOD [Dept. of Defense]	ACQ [Acquisition]	Anne Hunt, anne.hunt@email.com, 609.555.9999	Bea Ware, baware@email.com, 609-555-1235	Gary Gregg, gary.gregg@email.com, 609.555.1234	Arthur Major, amajor@inthe.gov, 609-555-2468	B9C156EC-C2AD-46E1-B1C6-4D236BE60A1B

**Sample OCSIC Affirmation Report (continued):**

Employee Last Name	Employee First Name	Employee Middle Name	Employee Company Name	Employee Citizenship Country	Citizenship Category	FIN	Deployment Status	Actual In-Theater Arrival Date	Estimated Deployment Start Date	Estimated Deployment End Date
Downer	David	Daniel	Hewlett Packard (HP)	United States (USA)	US		ACTIVE	2018-12-05	2018-12-05	2019-05-04
Gilbert	Gary	Greg	Hewlett Packard (HP)	United States (USA)	US		ACTIVE	2018-12-05	2018-12-05	2019-05-04
Hendricks	Hank	Henry	Hewlett Packard (HP)	United States (USA)	US		OPEN		2018-12-05	2019-05-04
Oliver	Olive	O	Hewlett Packard (HP)	United States (USA)	US		OPEN		2018-12-05	2019-05-04

**Sample OCSIC Affirmation Report (continued):**

Supporting Government Organization Hierarchy	Supporting Government Organization	LOA Number	LOA Status	Duty Station Arrival Date	Duty Station Site	Duty Station City	Duty Station Country	Person Status
US_GOVT > EXEC_BR > DOD > DA > Army_Cmds > AMC > CECOM > ACQ	ACQ [Acquisition]	3SJFTE	KO Approved	2018-12-05	BTRS - BAGRAM AIRFIELD (BAF)	Bagram	Afghanistan (AFG)	Active
US_GOVT > EXEC_BR > DOD > DA > Army_Cmds > AMC > CECOM > ACQ	ACQ [Acquisition]	PH36MP	KO Approved	2018-12-05	BTRS - BAGRAM AIRFIELD (BAF)	Bagram	Afghanistan (AFG)	Active
US_GOVT > EXEC_BR > DOD > DA > Army_Cmds > AMC > CECOM > ACQ	ACQ [Acquisition]	SXQHJ6	KO Approved		BTRS - BAGRAM AIRFIELD (BAF)	Bagram	Afghanistan (AFG)	Active
US_GOVT > EXEC_BR > DOD > DA > Army_Cmds > AMC > CECOM > ACQ	ACQ [Acquisition]	IUHSS	KO Approved		-	Ab Bala	Afghanistan (AFG)	Active

**Sample OCSIC Affirmation Report (continued):**

<b>Last Scan Date</b>	<b>Last Scan Site</b>	<b>Last Scan City</b>	<b>Last Scan Country</b>	<b>POC Info for Last Person Affirming Data</b>	<b>Date Last Verified</b>
2018-12-05	BTRS - BAGRAM AIRFIELD (BAF)	Bagram	Afghanistan (AFG)	Peters, Paul	2018-12-07
2018-12-05	BTRS - BAGRAM AIRFIELD (BAF)	Bagram	Afghanistan (AFG)	Peters, Paul	2018-12-07
				Peters, Paul	2018-12-05
				Peters, Paul	2018-12-05

## 13.6 Accessing the SOFA Operations Visibility Report

Complete the following steps to generate the Status of Forces Agreement (SOFA) Report.

1. From the “Reports Main” page, click the **Deployment** report category. The “Deployment Reports” page will display.

The screenshot shows the 'Reports Main Page' with a navigation bar at the top containing 'SPOT', 'Reports', 'Resource Center', and 'Setup'. Below the navigation bar, there is a 'Home: Reports Main Page' link. The main content area is titled 'Reports Main Page' and lists several report categories: 'Personnel', 'Pre-Deployment Eligibility', 'Deployment', 'Contract', and 'LOA'. The 'Deployment' link is highlighted with a red rectangular box. Below the list, there is a note: 'Note: Users now have the option of producing Contract, Pre-Deployment and Deployment Ad Hoc Detail Reports in both Comma Separated Values (CSV) and Microsoft Excel formats. Reports generated in CSV format are rendered faster, but lack formatting. These are appropriate for importing into other software tools such as statistical packages or databases. Excel reports offer formatting, but will take longer to generate.'

2. Click the radio button to select **Status of Forces Agreement (SOFA) Report**. Click **Continue**. The “Reports – Status of Forces Agreement (SOFA)” page will display.

The screenshot shows the 'Deployment Reports' page. At the top, there is a navigation bar with 'SPOT', 'Reports', 'Resource Center', and 'Setup'. Below the navigation bar, there is a 'Home: Reports Main Page' link. The main content area is titled 'Deployment Reports' and contains the following text: 'These reports display all Company Contractor Personnel in SPOT having open, active and future deployments. The reports display deployment details such as contract, task order, contracting office (office responsible for deployment), duty station site, city and country and LOA information (if applicable)'. Below this text, there is a prompt: 'Select the type of report you would like to create:'. There are three radio button options: 'OC SIC Affirmation Report', 'Deployment Operations Visibility Report (OVR)', and 'Status of Forces Agreement (SOFA) Report'. The 'Status of Forces Agreement (SOFA) Report' radio button is selected and highlighted with a red rectangular box. At the bottom right, there are 'Back' and 'Continue' buttons.

3. Select the desired parameter values to filter the report.

### Notes:

- **SOFA Country** currently defaults to **Japan**.
- The **Contract** field lists contracts associated with a SOFA country to be visited or duty station country (currently Japan).
- **Task Order** field lists task orders for the selected contract(s) that are associated with a SOFA country to be visited or duty station country (currently Japan). If there are no associated task orders, the **Task Order** field displays “No Task Order”.
- For **Contract**, **Task Order**, **Duty Station** (country), and **SOFA Status**, you can select a single value, multiple values, or **All** to select all values in the list. To

select multiple values, hold the **SHIFT** key (for consecutive choices) or the **CTRL** key (for non-consecutive choices) and click.

The screenshot shows the 'Reports - Status of Forces Agreement (SOFA)' page. Under 'Select criteria to filter by:', the following filters are applied:

- SOFA Country:** JAPAN
- Contract:** 123456-18-A-1235
- Task Order:** 123456-18-A-T235
- Deployment Status:** All
- Duty Station:** Japan
- SOFA Status:** 1.1 Acquiring the skill and knowledge through a process of higher education or specialized training and experience; 1.2 Possessing a security clearance recognized by the United States to perform his or her duties; or

At the bottom right, there are 'Back' and 'Continue' buttons. The 'Continue' button is highlighted with a red box.

4. Click **Continue**. SPOT will automatically export the report to a Microsoft Excel format file.

**Note:** The duration to generate a report is dependent upon a number of conditions, including the number of filters applied and the size of the result set.

5. If prompted, click **Open** to open the “Status of Forces Agreement (SOFA) Report”.
6. Use the features available in Excel to view, print, or save the data in the report.

**Note:** If the combination of selected parameters does not return any data, a “No data found for the selected criteria” message will display in the report. Return to the “Reports – Status of Forces Agreement (SOFA)” page so you can select different parameters and run the report again.

**Sample Status of Forces Agreement (SOFA) Report:**

<b>FOR OFFICIAL USE ONLY</b>							
<b>Status of Forces Agreement (SOFA) Report</b>							
<b>Generated On:</b>		2018-12-12 11:12:33					
<b>Company:</b>		HP Enterprise Services					
<b>SOFA Country:</b>		JAPAN					
<b>Contract:</b>		123456-18-A-1235					
<b>Task Order:</b>		123456-18-A-T235					
<b>Deployment Status:</b>		All					
<b>Duty Station Country:</b>		Japan					
<b>SOFA Status:</b>		All					
<b>Description:</b>		This report displays data based on your SPOT User Based Permissions and report filter selections for all Company Contractor Personnel in SPOT having open, active, and future deployments with either a current Primary Deployed Duty Station Country (SOFA Country) or a SOFA country listed as a Country to be Visited for the deployment. The report displays any SOFA data entered into SPOT for the contract/task order selected. The report displays deployment details such as contract, task order, current duty station city/country, LOA information (if applicable), and SOFA data.					
<b>Employee Last Name</b>	<b>Employee First Name</b>	<b>Employee Middle Name</b>	<b>Employee Company Name</b>	<b>Employee Citizenship Country</b>	<b>Citizenship Category</b>	<b>Job Title</b>	<b>Countries to be Visited</b>
Friendly	Franklin	Fred	Hewlett Packard (HP)	United States (USA)	US	Training and Development Specialists	Japan (JPN )
Gilbert	Gary	Greg	Hewlett Packard (HP)	United States (USA)	US	Logisticians	Japan (JPN )
Hendricks	Hank	Henry	Hewlett Packard (HP)	United States (USA)	US	Electrical Engineers	Japan (JPN )
Rabbitt	Rodger	R	Hewlett Packard (HP)	United States (USA)	US	Storage and Distribution Managers	Japan (JPN )

**Note:** The “Countries to be Visited” column includes the duty station country if the duty station is not in the countries to be visited that was selected in SPOT.



**Sample Status of Forces Agreement (SOFA) Report (continued):**

<b>Duty Station Site</b>	<b>Duty Station City</b>	<b>Duty Station Country</b>	<b>SOFA Status/ Justification</b>	<b>Affirm NO Residency permit/visa for (Japan)</b>	<b>Qualified Dependents</b>	<b># of Dependents</b>	<b>Dependent Information</b>
-	Okinawa	Japan (JPN)	1.1 Acquiring the skill and knowledge through a process of higher education or specialized training and experience;	yes	no	0	
Camp Zama	Zama	Japan (JPN)	1.3 Possessing a license or certification issued by a U.S. Federal Department or Agency, U.S. State, U.S. Territory, or the District of Columbia to perform his or her duties; or	yes	no	0	
Marine Corps Air Station Iwakuni	Iwakuni	Japan (JPN)	1.2 Possessing a security clearance recognized by the United States to perform his or her duties; or	yes	yes	3	Harry Hendricks; 05/07/2016; Child; US123456789; United States (USA) Annie Hendricks; 07/08/1960; Parent; CAN569874125; Canada (CAN) Hailey Hendricks; 12/31/1981; Spouse; US456987123; United States (USA)
Marine Corps Air Station Iwakuni	Iwakuni	Japan (JPN)	1.5 Specifically authorized by the Joint Committee (to include Article XIV contractors); or	yes	yes	2	Riley Rabbitt; 03/02/2019; Child; US852963741; United States (USA) Rose Rabbitt; 12/03/1980; Spouse; US456987123; United States (USA)

**Sample Status of Forces Agreement (SOFA) Report (continued):**

SOFA Status Expiration Date	Japan Specific Authorized Government Service (AGS)	Contract Number	Task Order Number	Prime Contractor Company	Contracting Agency Name	Contract/Task Order Contracting Office	Contract/Task Order Contracting Officer Name, Phone, Email
2019-05-04	yes	123456-18-A-1235	123456-18-A-T235	Hewlett Packard (HP)	DOD (Dept. of Defense)	OSD Staff [Office of the Secretary of Defense Staff]	John Kay, 850-555-1234, john.kay@email.com
2019-05-04	yes	123456-18-A-1235	123456-18-A-T235	Hewlett Packard (HP)	DOD (Dept. of Defense)	OSD Staff [Office of the Secretary of Defense Staff]	John Kay, 850-555-1234, john.kay@email.com
2019-05-04	yes	123456-18-A-1235	123456-18-A-T235	Hewlett Packard (HP)	DOD (Dept. of Defense)	OSD Staff [Office of the Secretary of Defense Staff]	John Kay, 850-555-1234, john.kay@email.com
2019-05-04	yes	123456-18-A-1235	123456-18-A-T235	Hewlett Packard (HP)	DOD (Dept. of Defense)	OSD Staff [Office of the Secretary of Defense Staff]	John Kay, 850-555-1234, john.kay@email.com

**Sample Status of Forces Agreement (SOFA) Report (continued):**

In Theater Point of Contact Name, Phone, Email	Operation/ Exercise Name	Deployment Status	Estimated Deployment Start Date	Estimated Deployment End Date	Actual In-Theater Arrival Date	Supporting Government Organization	LOA Approval Date	LOA Number	LOA Status
Arthur Major, 609-555-2468, amajor@inth.gov	OCONUS Field Support	OPEN	2018-12-05	2019-05-04		ACQ (Acquisition)	2018-12-01	2MBAVR	KO Approved
Arthur Major, 609-555-2468, amajor@inth.gov	OCONUS Field Support	OPEN	2018-12-05	2019-05-04		ACQ (Acquisition)	2018-12-01	PH36MP	KO Approved
Arthur Major, 609-555-2468, amajor@inth.gov	OCONUS Field Support	ACTIVE	2018-12-04	2019-05-04	2018-12-05	ACQ (Acquisition)	2018-12-01	SXQHJ6	KO Approved
Arthur Major, 609-555-2468, amajor@inth.gov	OCONUS Field Support	ACTIVE	2018-12-05	2019-05-04	2018-12-05	ACQ (Acquisition)	2018-12-01	ELKK55	KO Approved

## 14 Account Information

This section provides instructions on actions you can take based on your account. Specifically, you can do the following:

- Request additional roles to accomplish your job tasks.
- View your account information, including your name, personnel category, email address, and the role(s) and the respective company and organization(s) associated with your role(s).

If you request additional roles, SPOT will generate automatic emails to send to authorized users to notify them of the request status and/or ask them to take actions accordingly.

**Notes:** Effective June 1, 2012, a SPOT authorized Public Key Infrastructure (PKI) certificate credential is required for SPOT login. This results in several changes effective June 1, 2012:

- AKO accounts are no longer supported.
- Functionalities such as adding an AKO credential are no longer available.

For more information regarding the PKI certificate login requirement for SPOT-ES, review the FAQs links on the “Login” page, or once you log in, view related documents available under the **Resource Center** menu.

**Notes:**

- If you are a registered SPOT user and your first name, last name, or middle name/initial changes on your CAC, you should still be able to access SPOT if your new DoD-issued CAC certificate matches the DoD ID stored in the system for your account. Upon successful verification, SPOT will automatically update your login. For other changes to your SPOT user profile information (such as email address or company), contact the SPOT-ES Help Desk.
- If you do not log into SPOT for a system-specified number of days, you receive a warning email that your account will be deactivated due to inactivity. To keep your account active, log into SPOT on a regular basis.

### 14.1 Requesting Additional Roles

After initially registering and logging into SPOT, you can request one or more additional roles. Company Administrator users are eligible for only a specific set of additional roles. Table 5 lists the additional SPOT user roles that you may request.

**Table 6: SPOT Company Administrator Additional Roles**

Role Name	Role Description
Basic Report User	Generates SPOT standard reports for the company or organization with which the user is registered.
Contracting Administrator	Contractor company employee who manages contract and task order information in SPOT for the government organization the user supports.
Government Administrator	Government or military employee who manages deployment and LOA information for a government organization. A

Role Name	Role Description
	contractor company employee may be assigned to fulfill this role for a government organization.
JAMMS Administrator	Responsible for uploading JAMMS files into SPOT
JAMMS User	Accesses JAMMS reports in SPOT only.

The additional roles available to you are based on your role and the “Personnel Category” assigned to your user account during initial registration. To request an additional role, you must select the role then supply the following information:

- **Company** – This applies if the role requested is a company-type role, such as a Basic Report User for the company associated with your existing role. The company name will prepopulate and cannot be edited.
- **Government Organization(s)** – This applies if the role requested is a government-type role, such as a Contracting Administrator for the supporting government organization or Government Organization Administrator. If a desired government organization is not available, or the organization hierarchy is not as expected, please contact the SPOT-ES Help Desk.

Once you complete and submit your request for an additional role, SPOT will automatically generate an email to you with instructions. You need to ask your sponsor to send an approval email to the SPOT Registration Team as detailed in the email with the instructions. Your original Sponsoring POC may not be able to sponsor your new request if the role you are requesting is for a different organization.

If you are requesting a company-type additional role, your original Sponsoring POC must reply to the SPOT Registration Team and indicate approval or denial of the request.

If you are requesting a role for a new organization (such as for a government-type additional role), you must identify a new organizational sponsor for *each* new organization added. This sponsor will need to email the SPOT Registration Team at [SPOT.registration@us.army.mil](mailto:SPOT.registration@us.army.mil). The email should include the following information:

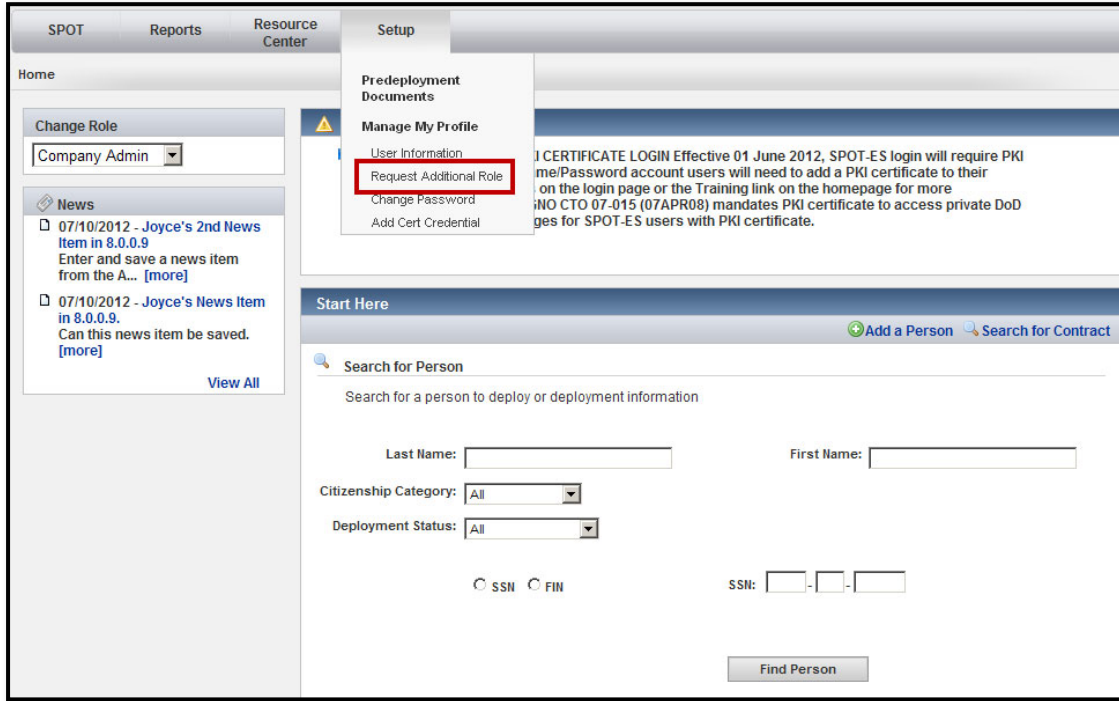
- The organization that the sponsor represents
- Your name
- The name(s) of the role(s) for which the sponsor approves access

**Notes:**

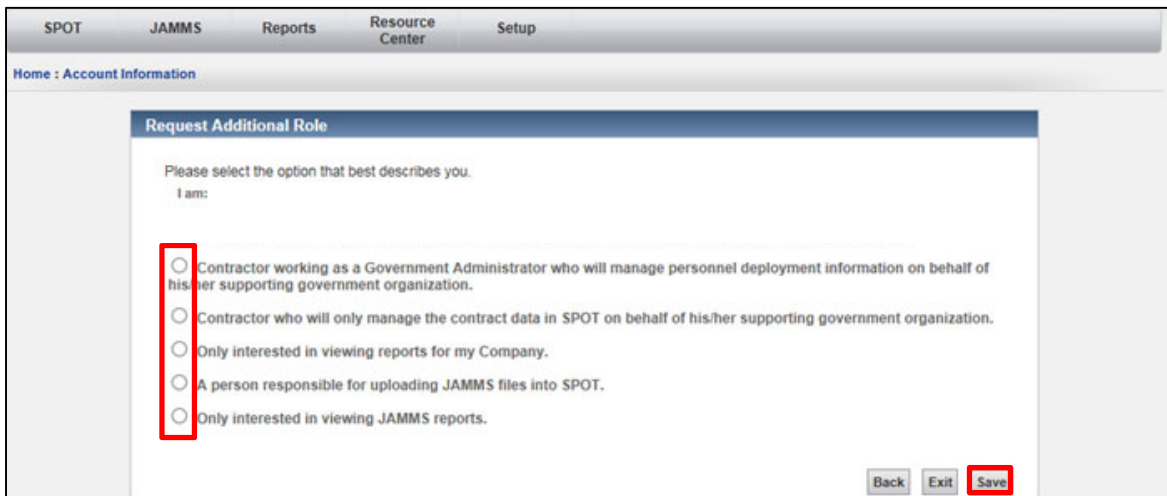
- The Sponsoring POC for an additional, company-type role of Basic Report User is your company supervisor or Human Resources (HR) representative who can validate your need for the additional role.
- The Sponsoring POC for a government-type additional role of Government Administrator, JAMMS Administrator, JAMMS User, or Contracting Administrator is your government supervisor who can validate your need for the additional role.
- After the Sponsoring POC(s) and SPOT Registration approve the request for an additional role, you will receive an email confirming that the additional role has been added. Once a role is added to your user account, that role will no longer appear in the list of roles available for you to submit an additional role request.

To request an additional role:

1. From the SPOT menu bar, hover over the cursor over **Setup** and a drop-down menu will display. Click the **Request Additional Role** link and the “Request Additional Role” page will display.



2. Select the appropriate radio button next to the role description that best describes your additional role.



3. If you choose one of the last two selections (company-type roles), skip steps 4 through 6 and go to step 7.

If you choose the second or third selections (government-type roles), you need to enter the organization information.

- To search for the sponsoring government organization, click on the **Search** icon (🔍) next to the **Organization** field. For more information, see Section 2.6, Searching for a Government Organization. The selected government organization will display in the **Organization** field. Continue with steps 4 through 6 and skip step 7.

SPOT JAMMS Reports Resource Center Setup

Home : Account Information

### Request Additional Role

Please select the option that best describes you.

I am:

- Contractor working as a Government Administrator who will manage personnel deployment information on behalf of his/her supporting government organization.
- Contractor who will only manage the contract data in SPOT on behalf of his/her supporting government organization.
- Only interested in viewing reports for my Company.
- A person responsible for uploading JAMMS files into SPOT.
- Only interested in viewing JAMMS reports.

Organization  🔍

Add to List

Organizations to Add or Keep:

Remove selected organization

Back Exit Save

- Click **Add to List**. The government organization name will display in the list of **Organizations to Add or Keep**. The government organization(s) listed here will be associated with the additional role.

SPOT JAMMS Reports Resource Center Setup

Home : Account Information

**Request Additional Role**

Please select the option that best describes you.  
I am:

- Contractor working as a Government Administrator who will manage personnel deployment information on behalf of his/her supporting government organization.
- Contractor who will only manage the contract data in SPOT on behalf of his/her supporting government organization.
- Only interested in viewing reports for my Company.
- A person responsible for uploading JAMMS files into SPOT.
- Only interested in viewing JAMMS reports.

Organization: Dept. of Defense (Grants and Agreements) (DOD Grants and Agreements)

**Add to List**

Organizations to Add or Keep:

Remove selected organization

Back Exit Save

6. Click **Save**. The “Role Request Confirmation” page will display.

SPOT JAMMS Reports Resource Center Setup

Home : Account Information

**Request Additional Role**

Please select the option that best describes you.  
I am:

- Contractor working as a Government Administrator who will manage personnel deployment information on behalf of his/her supporting government organization.
- Contractor who will only manage the contract data in SPOT on behalf of his/her supporting government organization.
- Only interested in viewing reports for my Company.
- A person responsible for uploading JAMMS files into SPOT.
- Only interested in viewing JAMMS reports.

Organization: Dept. of Defense (Grants and Agreements) (DOD Grants and Agreements)

Add to List

Organizations to Add or Keep: Dept. of Defense (Grants and Agreements) (DOD Grants and Agreements)

Remove selected organization

Back Exit **Save**

**Note:** If you need to remove the organization’s name, select the organization in the **Organizations to Add or Keep** list and click **Remove selected organization**.

SPOT JAMMS Reports Resource Center Setup

Home : Account Information

**Request Additional Role**

Please select the option that best describes you.  
I am:

Contractor working as a Government Administrator who will manage personnel deployment information on behalf of his/her supporting government organization.

Contractor who will only manage the contract data in SPOT on behalf of his/her supporting government organization.

Only interested in viewing reports for my Company.

A person responsible for uploading JAMMS files into SPOT.

Only interested in viewing JAMMS reports.

Organization: Dept. of Defense (Grants and Agreements) (DOD Grants and Agreements)

Add to List

Organizations to Add or Keep: Dept. of Defense (Grants and Agreements) (DOD Grants and Agreements)

Remove selected organization

Back Exit Save

7. If you choose one of the last two selections (company-type roles), click **Save**. The “Role Request Confirmation” page will display.

**Note:** The additional role will be associated with the company with which you are associated.

SPOT JAMMS Reports Resource Center Setup

Home : Account Information

**Request Additional Role**

Please select the option that best describes you.  
I am:

Contractor working as a Government Administrator who will manage personnel deployment information on behalf of his/her supporting government organization.

Contractor who will only manage the contract data in SPOT on behalf of his/her supporting government organization.

Only interested in viewing reports for my Company.

A person responsible for uploading JAMMS files into SPOT.

Only interested in viewing JAMMS reports.

\* Company: HP Enterprise Services

Back Exit Save

8. Notification confirmation message displays, stating that your request for an additional role is pending. Click **OK**. The “Account Information” page will display.

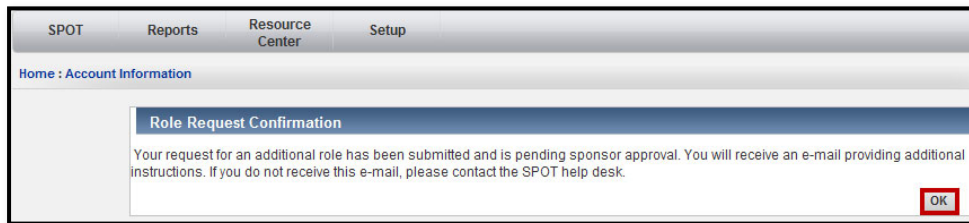
Notes:

- Every time you log into SPOT, the system will recognize the “default” role and organization you selected during initial registration. After the additional role(s)



are approved and added to your account, you will be able to switch your view of SPOT from your default role to any other role associated with your account. For more information, see the Role Context section in Appendix A: Getting Started in SPOT.

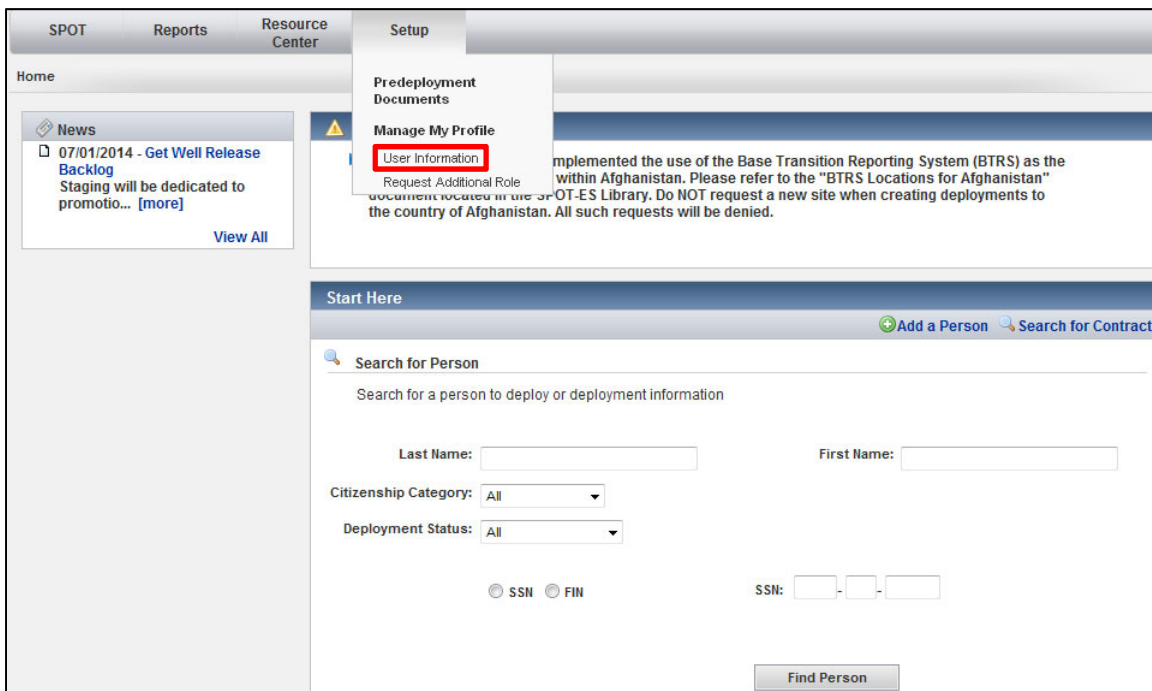
- Changing your role context will update your view of SPOT according to the role you selected. Your view of data in SPOT, including contract search results, person search results, and report data (for applicable reports) will also update to reflect the organization(s) affiliated with the selected role. The data you can view encompasses information from all the organizations associated with each of your respective user roles.



## 14.2 Viewing User Information

You can view basic information about your SPOT user account including your name, personnel category, email address, role(s) and the respective company and organization(s) associated with your role(s).

1. From the SPOT menu bar, hover over **Setup** and a drop-down menu will display. Select the **User Information** link. The “User Information” page will display.



2. Click **Back** to go to the “Account Information” page.

Role	Organization/Company
Company Admin (Default)	HP

### 14.3 Changing a Password

Effective 1 June, 2012, most company users of SPOT are required to have an authorized Public Key Infrastructure (PKI) certificate to login to SPOT. There are still a small number of company users that are authorized user name and passwords, however, as such, a user with a SPOT user name and password account is required to change the password at regular intervals. You must change your password every 120 days, but no more than once every seven (7) days. If you attempt to log into SPOT and your password has expired, the system displays the “Change Password” page with an error message at the top, and fields for you to create a new password. If your user name and password account has been deactivated or locked, contact the SPOT-ES Help Desk for assistance.

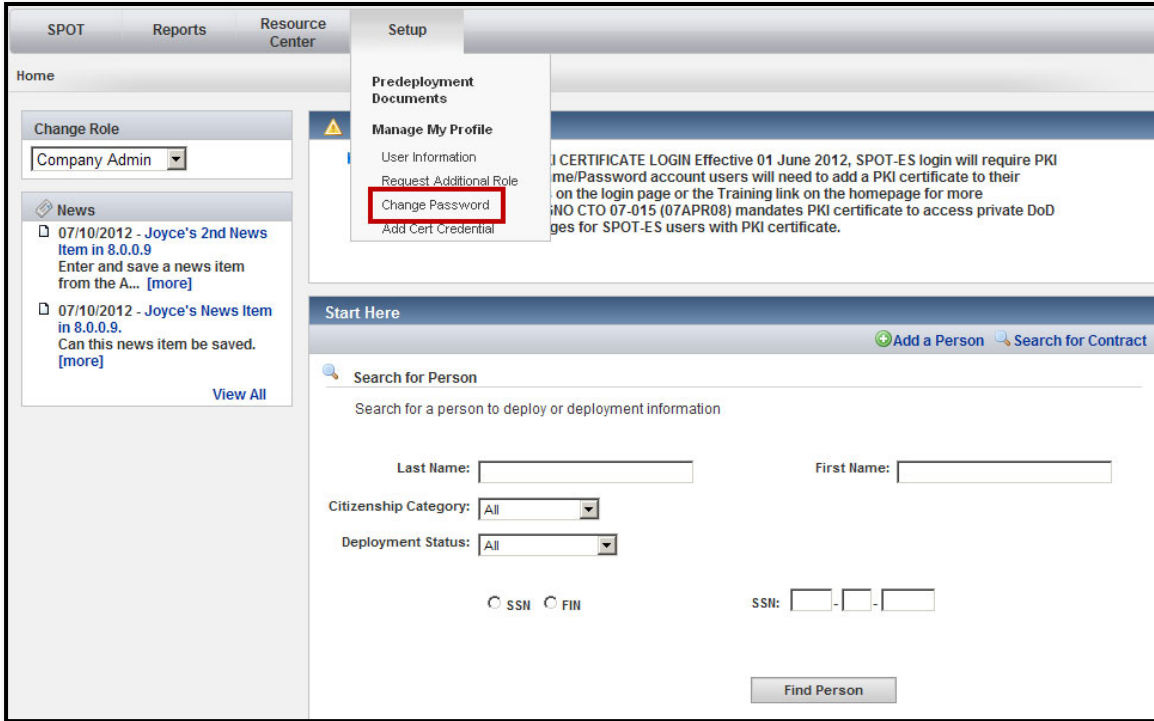
SPOT generates a temporary password when you register or if you request a password reset.

The following is a list of the password creation guidelines:

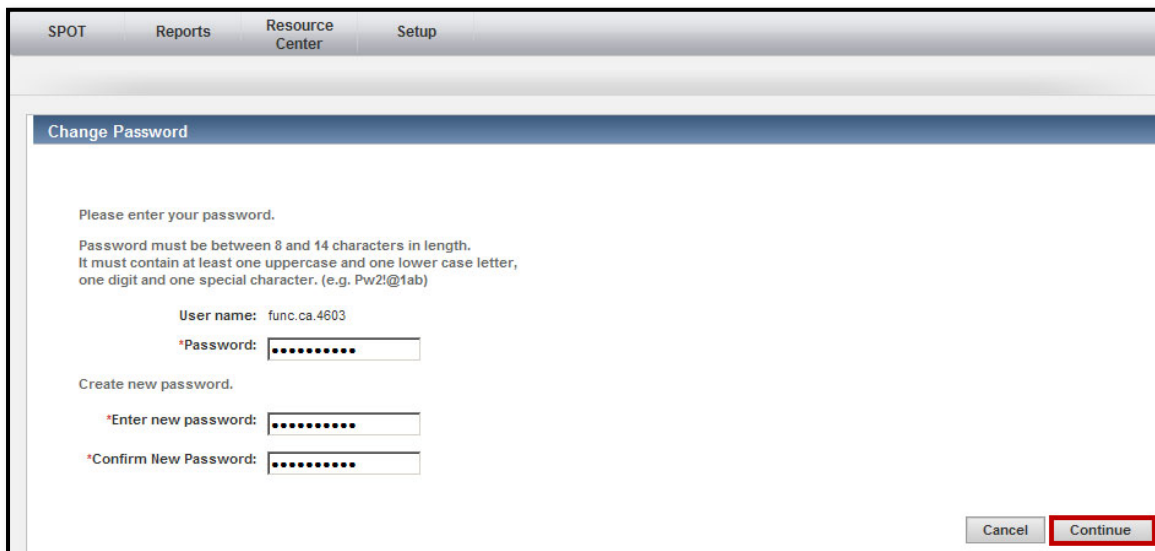
- Passwords must be between eight (8) and fourteen (14) characters.
- Passwords must contain a case-sensitive mixture of the following:
  - Letters – At least one (1) uppercase and one (1) lowercase,
  - Digits – At least one (1) number, and
  - Special characters – At least one (1) special character, such as a punctuation mark.
- Temporary passwords expire after five (5) days.
- A new password cannot be the same as any of your last ten (10) passwords.

To change your password:

1. From the SPOT menu bar, hover over **Setup** and a drop-down menu will display. Click **Change Password**. The “Change Password” page will display.



2. Enter the current password, new password, and new password confirmation. Click **Continue**. The “Password Change Confirmation” page will display.



3. Click **OK**. The “Home” page will display.

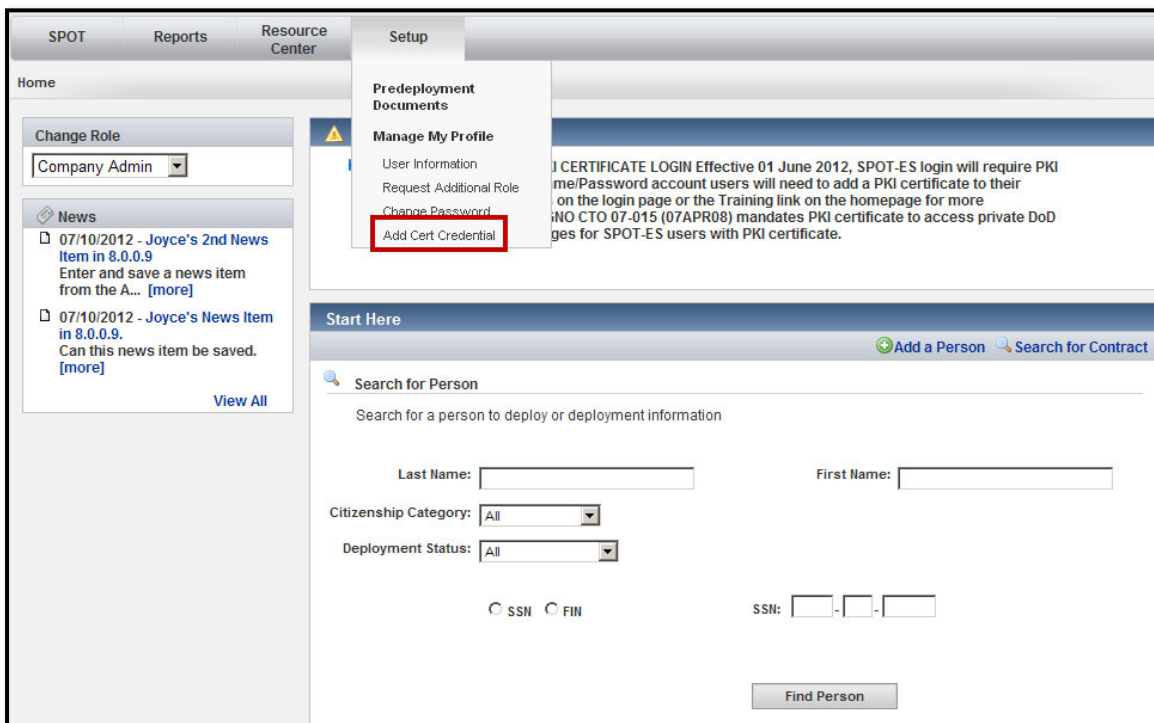


## 14.4 Adding a Certificate Credential

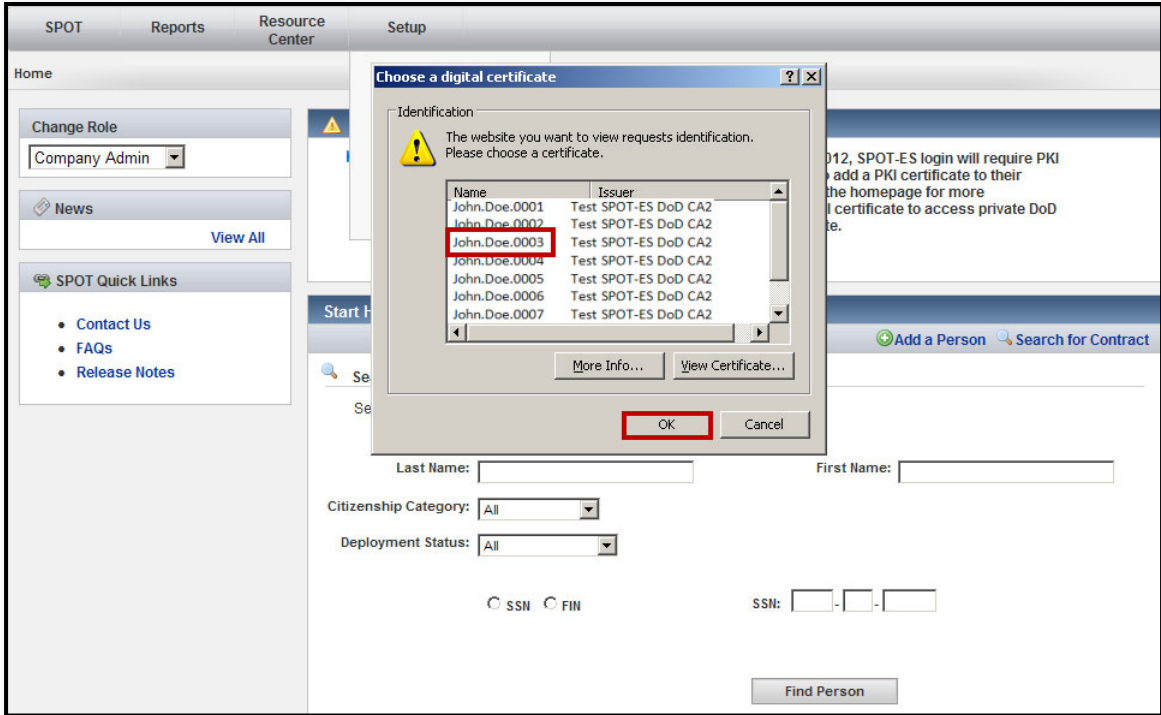
You can add a SPOT Authorized PKI credential to your user name and password account. After you add a PKI credential to your user name and password account, you can log in only using the credential because the user name and password login will no longer be available.

**Note:** After you add a certificate credential to your account, the **Add Certificate Credential** option will no longer appear in the list of credentials that you can add.

1. From the SPOT menu bar, hover over **Setup** and a drop-down menu will display. Click the **Add Cert Credential** link. A pop-up window displays, prompting you to select your certificate.



2. Select the certificate credential. Click **OK**. The certificate will be added to your account and the **Add Certificate Credential** link will no longer be available. You will be asked to log out and log back in with the new certificate.



## Appendix A: Getting Started in SPOT

Access to SPOT is restricted to authorized and registered users. Effective June 1, 2012, access to SPOT will only be granted by PKI certificate or User Name/Password login. This means users can only log into SPOT using SPOT Authorized Digital Certificates or User Name/Password.

A government issued Common Access Card (CAC) is one of SPOT Authorized PKI Certificates. It is the most widely used PKI certificate within DoD when there is a requirement to control and restrict access to buildings, computer networks, and other infrastructure. DoD policy dictates that an authorizing official sponsors contractor personnel and approves issuance of the CAC.

Approval is verified through the Contractor Verification System (CVS). A smart card reader and middleware are required accessories for any computer used to access restricted computer networks using a CAC PKI certificate. Eligible contractors must provide their Trusted Agent (TA) with information required by the CVS prior to visiting a DEERS/RAPIDS office.

### SPOT Registration

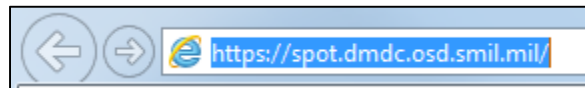
Access to the SPOT application requires a submitted and approved registration with a SPOT Authorized PKI Certificate. You can register for SPOT online from the SPOT “Login” page. To complete and submit the online registration, you are required to enter your company name and information about the sponsor who is authorizing your access to the SPOT system.

This section provides instructions on how to register for SPOT access with a SPOT Authorized PKI Certificate.

1. Launch a web browser and enter the SPOT website URL into the browser address window. The SPOT “DoD Disclaimer” page will display.
  - For Non-secure Internet Protocol Router Network (NIPRNet):  
<https://spot.dmdc.mil>



- For Secure Internet Protocol Router Network (SIPRNet):  
<https://spot.dmdc.osd.smil.mil>



2. Review the “DoD Disclaimer” page and click **I Consent**. The SPOT “Login” page will display.

**Note:** If you select **I Do Not Consent**, the “Non-Consent” page will display and your access to the SPOT system will be blocked. To release the block, you must close the web browser and launch a new browser session by entering the SPOT URL.



**SPOT-ES**  
Synchronized Predeployment and Operational Tracker — Enterprise Suite

**DoD Disclaimer**

**NOTICE: This is a United States Department of Defense System**

**Standard Mandatory DoD Notice and Consent**

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests ? not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

**Acknowledgement of Responsibilities of Receiving and Maintaining Privacy Act Data**

Data You Are About to Access Could Potentially be Protected by the Privacy Act of 1974. You must:

- Have completed the necessary training with regards to Security Awareness and safe-guarding Personally Identifiable Information.
- Ensure that data is not posted, stored or available in any way for uncontrolled access on any media.
- Ensure that data is protected at all times as required by the Privacy Act of 1974 (5 USC 552a(1)(3)) as amended and other applicable DoD regulatory and statutory authority; data will not be shared with offshore contractors; data from the application, or any information derived from the application, shall not be published, disclosed, released, revealed, shown, sold, rented, leased or loaned to anyone outside of the performance of official duties without prior DMDC approval.
- Delete or destroy data from downloaded reports upon completion of the requirement for their use on individual projects.
- Ensure data will not be used for marketing purposes.
- Ensure distribution of data from a DMDC application is restricted to those with a need-to-know. In no case shall data be shared with persons or entities that do not provide documented proof of a need-to-know.
- Be aware that criminal penalties under section 1106(a) of the Social Security Act (42 USC 1306(a)), including possible imprisonment, may apply with respect to any disclosure of information in the application(s) that is inconsistent with the terms of application access. The user further acknowledges that criminal penalties under the Privacy Act (5 USC 552a(1)(3)) may apply if it is determined that the user has knowingly and willfully obtained access to the application(s) under false pretenses.

- On the SPOT “Login” page, click the **Register** link. The online user registration process will begin. For help, click the **Registration Self-help video** link or button (📺).

**SPOT-ES**  
Synchronized Predeployment and Operational Tracker — Enterprise Suite

OMB CONTROL NUMBER: 0704-0460  
OMB EXPIRATION DATE: 12/31/2019

**Login to SPOT 8.8**

▶ New User? **Register** [Registration Self-help video](#) 📺

▶ [Login to SPOT using my SPOT Authorized PKI Certificate](#)

▶ [Login to SPOT using my user name and password](#)

▶ [Request SPOT Training](#)

**Registration is required to access SPOT. REGISTRATION CANNOT BE COMPLETED UNTIL A DESIGNATED ORGANIZATIONAL SPONSOR SENDS AN APPROVAL MAIL TO dodhra.beau-alex.dmdc.mbx.spot-helpdesk@mail.mil.**

**FAQs**

- How do I comply with SPOT Authorized PKI Certificate login requirement?
- How do I obtain a SPOT username and password?
- How do I access SPOT chat services?
- What are the system requirements for SPOT chat services?
- Which browsers can I use with SPOT?

For more information, please contact the SPOT helpdesk at [dodhra.beau-alex.dmdc.mbx.spot-helpdesk@mail.mil](mailto:dodhra.beau-alex.dmdc.mbx.spot-helpdesk@mail.mil) or (703) 578-5407

**Note:** For information about supported browsers, click the **Which browsers can I use with SPOT?** link. The “Browser Compatibility with SPOT” page will display. Click the **Back** link to return to the SPOT “Login” page.

- Select the **Company Contractor Personnel** radio button. Click **Continue**. The role description page will display.

**Notes:**

- The affiliation should indicate your employer. If you are a contractor who supports a government organization, select **Company Contractor Personnel**.
- For each affiliation, there will be different roles available for selection.

Please select your affiliation.

I am:

Company Contractor Personnel

U.S. Government Personnel

U.S. Military Personnel

- Click the radio button next to the description which best describes your need for SPOT access. Click **Continue**. The “Privacy Act Statement” will display.

**Notes:**

- Contractors requesting government roles require SPOT Program Management Office (PMO) approval and are approved on a case-by-case basis.
- If you are not sure which statement best describes your role, contact the SPOT-ES Help Desk for guidance.

Please select the option that best describes you.

I am:

Company Administrator who will manage the deployment information for the personnel of my company.

Company Employee who needs to enter personal deployment information.

Contractor working as a Government Administrator who will manage personnel deployment information on behalf of his/her supporting government organization.

Contractor who will only manage the contract data in SPOT on behalf of his/her supporting government organization.

Only interested in viewing reports for my Company.

A person responsible for uploading JAMMS files into SPOT.

- Read the “Privacy Act Statement”. Click to select the checkbox stating “I have read and understood the privacy policy.” You cannot proceed until you select this checkbox. Click **Continue**. You will be prompted to select the appropriate SPOT Authorized PKI Certificate Credential.



Please verify that you have read and understood the Privacy Act Statement.

**Acknowledgement of Responsibilities of Receiving and Maintaining Privacy Act Data**

Data You Are About to Access Could Potentially be Protected by the Privacy Act of 1974. You must:

- Have completed the necessary training with regards to Security Awareness and safe-guarding Personally Identifiable Information.
- Ensure that data is not posted, stored or available in any way for uncontrolled access on any media.
- Ensure that data is protected at all times as required by the Privacy Act of 1974 (5 USC 552a(1)(3)) as amended and other applicable DoD regulatory and statutory authority; data will not be shared with offshore contractors; data from the application, or any information derived from the application, shall not be published, disclosed, released, revealed, shown, sold, rented, leased or loaned to anyone outside of the performance of official duties without prior DMDC approval.
- Delete or destroy data from downloaded reports upon completion of the requirement for their use on individual projects.
- Ensure data will not be used for marketing purposes.
- Ensure distribution of data from a DMDC application is restricted to those with a need-to-know. In no case shall data be shared with persons or entities that do not provide documented proof of a need-to-know.
- Be aware that criminal penalties under section 1106(a) of the Social Security Act (42 USC 1306(a)), including possible imprisonment, may apply with respect to any disclosure of information in the application(s) that is inconsistent with the terms of application access. The user further acknowledges that criminal penalties under the Privacy Act (5 USC 552a(1)(3)) may apply if it is determined that the user has knowingly and willfully obtained access to the application(s) under false pretenses.

I have read and understood the privacy policy

Back Continue Exit

- Select your identity (not email) digital certificate (appears as “DOD-ID CA-XX” or “DoD CA-XX”) and click **OK**.

**Note:** Ensure your Common Access Card (CAC) is inserted in the card reader or your third-party PKI certificate is properly loaded onto your workstation. If a pop-up window does not display, it is possible that SPOT does not recognize your certificate. For assistance, contact the SPOT-ES Helpdesk at [dodhra.beau-alex.dmdc.mbx.spot-helpdesk@mail.mil](mailto:dodhra.beau-alex.dmdc.mbx.spot-helpdesk@mail.mil) or (703) 578-5407. If you select the wrong certificate in the pop-up window, close your browser and try again or click **Tools > Internet options > Content > Clear SSL state** to clear your SSL cache.

- If the selected certificate requires a Personal Identification Number (PIN), enter your **PIN** at the prompt and click **OK**. The “User Registration - Profile Information” page will display.
- Enter your profile information (telephone number and primary and alternate email addresses). The email addresses must be NIPRNet or unclassified email accounts. If a contractor is supporting a government organization and requires a SPOT governmental role, the primary email address must be a government or “.mil” email account. Click **Continue**. The “User Registration - Organization Affiliation” page will display.

**User Registration - Profile Information**  
Enter your profile information.


First Name: John  
Middle Initial:  
Last Name: Doe  
\* Office Phone: 1234567890  
Office Ext:   
DSN:   
\* Primary Email: testing@email.com  
\* Alternate Email: testing@email.com

**Continue** **Exit**

10. To enter the company name, click the **Search** icon () next to the **Company** field. A search window will display.

**User Registration - Organization Affiliation**  
Enter your Organization and Sponsor Contact Information.

If you cannot find your company, contact the help desk: SPOT ES Help Desk Phone Number: (703) 578-5407.

Company:  

Please enter Sponsoring Point of Contact

\* POC First Name:   
\* POC Last Name:   
\* POC Office Phone:   
\* POC Primary Email:

Note: Self-sponsoring is not authorized.

**Back** **Register** **Exit**

11. Search for a company. For instructions, see Section 2.4. The selected company will be displayed in the **Company** field.

**Note:** The ability to request a new company is not available when company contractor personnel try to register for SPOT. If you cannot find your company, contact the SPOT-ES Help Desk at [dodhra.beau-alex.dmdc.mbx.spot-helpdesk@mail.mil](mailto:dodhra.beau-alex.dmdc.mbx.spot-helpdesk@mail.mil) or (703) 578-5407.

12. Enter contact information in the **Sponsoring Point of Contact** fields. The **Sponsoring Point of Contact** should be a supervisor within your organization or company who can validate your need to access SPOT. Click **Register**. The “User Registration – Complete” page will display.

**Notes:**

- A sponsor does not need to be a registered SPOT user.
- To ensure your sponsor receives the SPOT registration request for approval, verify the sponsor's email address is correct.
- For a Company Administrator role in SPOT, your sponsor should be a supervisor within your company who can validate your need to access SPOT.
- If a contractor is supporting a government organization and requires a SPOT governmental role, the sponsor must be a government official and not a company supervisor. The government sponsor must submit the following requirements to the Program Management Office (PMO) for the contractor requesting a governmental role:
  - Government or ".mil" email address
  - Completed and digitally signed (by both sponsor and person registering) System Authorization Access Request (SAAR) – DD Form 2875

The DD Form 2875 must indicate the date the following required training was completed:

- Information Assurance (IA) training or equivalent (<http://iatraining.disa.mil/eta/piiv2/launchPage.htm>)
- Non-Disclosure Agreement (NDA) Form
- Self-sponsoring is not authorized.

**User Registration - Organization Affiliation**

Enter your Organization and Sponsor Contact Information.

If you cannot find your company, contact the help desk: SPOT ES Help Desk Phone Number: (703) 578-5407.

Company:

Please enter Sponsoring Point of Contact

\* POC First Name:

\* POC Last Name:

\* POC Office Phone:

\* POC Primary Email:

Note: Self-sponsoring is not authorized.

An on-screen notification will display stating that your registration request has been successfully submitted.

**User Registration - Complete**

Congratulations, your registration request has been submitted successfully. Your request to access the SPOT system is pending approval. The SPOT Customer Service Team will contact you upon verification of your registration information.

**Note:** Immediately after submitting your registration, SPOT automatically sends an email notification to the **Sponsoring Point of Contact**. The email notification instructs your Sponsor to respond to approve or deny your registration. Your SPOT registration cannot be processed without your Sponsor's response.

If you do not get an email notification regarding your registration status within three business days, contact the SPOT-ES Help Desk's registration team at [dodhra.beau-alex.dmdc.mbx.spot-helpdesk@mail.mil](mailto:dodhra.beau-alex.dmdc.mbx.spot-helpdesk@mail.mil) or (703) 578-5407.

## Rules of Behavior

When you initially log into SPOT after registering, a page will appear requiring you to consent to the rules of behavior listed on the page. Click **I Consent**.

**Note:** You need to consent to this page only once, which is the first time after registration. If something changes with the rules of behavior, you will be required to consent to the updated rules.



## SPOT Log in With an Authorized PKI Certificate

Once registration has been approved, you can log into the SPOT application. To log into SPOT using your SPOT Authorized PKI Certificate:

1. Click the URL included in the SPOT system-generated e-mail notification or go to: <https://spot.dmdc.mil>. The "DoD Disclaimer" page will display.



2. Review the "DoD Disclaimer" page and click **I Consent**. The SPOT "Login" page will display. This is the same page that displayed when you registered for SPOT.

**Note:** If you select **I Do Not Consent**, the “Non-Consent” page will display and your access to the SPOT system will be blocked. To release the block, you must close the web browser associated with the “Non-Consent” page and launch a new browser session by entering the SPOT URL.

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**DoD Disclaimer**

**NOTICE: This is a United States Department of Defense System**

**Standard Mandatory DoD Notice and Consent**

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests ? not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

**Acknowledgement of Responsibilities of Receiving and Maintaining Privacy Act Data**

Data You Are About to Access Could Potentially be Protected by the Privacy Act of 1974. You must:

- Have completed the necessary training with regards to Security Awareness and safe-guarding Personally Identifiable Information.
- Ensure that data is not posted, stored or available in any way for uncontrolled access on any media.
- Ensure that data is protected at all times as required by the Privacy Act of 1974 (5 USC 552a(1)(3)) as amended and other applicable DoD regulatory and statutory authority; data will not be shared with offshore contractors; data from the application, or any information derived from the application, shall not be published, disclosed, released, revealed, shown, sold, rented, leased or loaned to anyone outside of the performance of official duties without prior DMDC approval.
- Delete or destroy data from downloaded reports upon completion of the requirement for their use on individual projects.
- Ensure data will not be used for marketing purposes.
- Ensure distribution of data from a DMDC application is restricted to those with a need-to-know. In no case shall data be shared with persons or entities that do not provide documented proof of a need-to-know.
- Be aware that criminal penalties under section 1106(a) of the Social Security Act (42 USC 1306(a)), including possible imprisonment, may apply with respect to any disclosure of information in the application(s) that is inconsistent with the terms of application access. The user further acknowledges that criminal penalties under the Privacy Act (5 USC 552a(1)(3)) may apply if it is determined that the user has knowingly and willfully obtained access to the application(s) under false pretenses.

- Click **Login to SPOT using my SPOT Authorized PKI Certificate**. You will be prompted to select the appropriate SPOT PKI Certificate Credential.

**Note:** Ensure your Common Access Card (CAC) is inserted in the card reader or your third-party PKI certificate is properly loaded onto your workstation. A pop-up window will display for certificate selection. If a pop-up window does not display, it is possible that your certificate is not recognized by SPOT. For assistance, contact the SPOT-ES Helpdesk at [dodhra.beau-alex.dmdc.mbx.spot-helpdesk@mail.mil](mailto:dodhra.beau-alex.dmdc.mbx.spot-helpdesk@mail.mil) or (703) 578-5407. If you select the wrong certificate in the pop-up window, close your browser and try again.

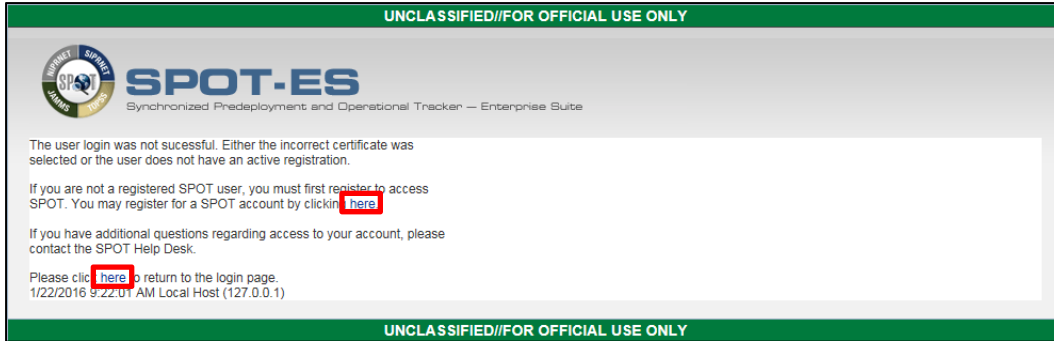


**Note:** For information about supported browsers, click the **Which browsers can I use with SPOT?** link. The “Browser Compatibility with SPOT” page will display. Click the **Back** link to return to the SPOT “Login” page.

4. Select your identity (not email) digital certificate (appears as “DOD-ID CA-XX” or “DoD CA-XX”) and click **OK**.
5. If the selected certificate requires a Personal Identification Number (PIN) to access the system, enter your PIN at the prompt and click **OK**. The SPOT “Home” page will display.

**Note:** If your login was not successful, an error message appears indicating that you might have selected an incorrect certificate or might not have an active registration.

- If you selected an incorrect certificate:
  - Close and then reopen your browser and log in again, or
  - Click the link to return to the “Login” page. For Internet Explorer, select **Tools > Internet** options from the browser’s menu bar. In the “Internet Options” window, click on the **Content** tab and click the **Clear SSL state** button. Click **OK** to acknowledge the pop-up window and **OK** to close the “Internet Options” window. Log in again.
- If you are not a registered SPOT user, click the link to register.
- If your account is no longer active, contact the SPOT Help Desk. Accounts deactivate automatically after 90 days of inactivity. To keep your account active, log into SPOT on a regular basis.



## SPOT User Name and Password Accounts

A company user who requires access to SPOT, and is not able to obtain a SPOT Authorized PKI Certificate account, can apply for a SPOT user name and password account.

**Note:** Effective 1 June 2012, all SPOT-ES users who are citizens of one of the 5i partner nations (United States, United Kingdom, Australia, New Zealand, and Canada) must use a PKI certificate to access SPOT. Only individuals who are *not* citizens of the 5i partner nations are permitted to obtain a SPOT User Name and Password account.

Users are required to submit a request in writing (e-mail, letter, fax, etc.) to the supporting Government Authority/Administrator or Contracting Officer/Administrator with the following information:

- First name
- Last name
- Office phone
- Primary e-mail
- Alternate e-mail
- Company
- Government Organization
- Sponsoring POC first name
- Sponsoring POC last name
- Sponsoring POC office phone
- Sponsoring POC primary e-mail

### Note:



The Sponsoring POC for a person requesting a SPOT account as a Company Administrator is the user's company supervisor or Human Resources (HR) representative who can validate the user's need to access SPOT.



The Sponsoring POC for a person requesting a SPOT account as a Government or Contract Administrator is the user's Government supervisor who has a SPOT account and can validate the user's need to access SPOT.

Using the information received, the Government Authority/Administrator or Contracting Officer/Administrator will complete the registration process for the company user. SPOT will automatically generate an e-mail informing the company user that a user name and password

account has been requested. When the account is validated by the SPOT Registration, a user name and password is forwarded to the company user.

The system-generated user name cannot be changed. The assigned password, however, is temporary and must be changed when the user first logs into the system. SPOT allows user name and password account holders to change their passwords as needed and requires a password update every 120 days. The system will display a password expiration date reminder on the “Home” page view starting 30 days prior to the password’s expiration date.

### SPOT Log in With a User Name and Password Account

If you are logging in with a SPOT user name and password account, login authentication requires you to enter the assigned user name and associated password. The SPOT system-generated e-mail notifying you of the newly assigned SPOT user name and password account will contain the assigned user name and a temporary password. The first time you log in, you will be asked to change the password. Your user-created password must adhere to the Individual Identification and Authentication Password Policy.

To log into SPOT for the first time with a user name and password account:

1. Click the URL included in the SPOT system-generated e-mail notification or go to: <https://spot.dmdc.mil>. The “DoD Disclaimer” page will display.



2. Review the “DoD Disclaimer” page and click **I Consent**. The SPOT “Login” page will display. This is the same page that displayed when you registered for SPOT.

**Note:** If you select **I Do Not Consent**, the “Non-Consent” page will display and your access to the SPOT system will be blocked. To release the block, you must close the web browser associated with the “Non-Consent” page and launch a new browser session by entering the SPOT URL.



**SPOT-ES**  
Synchronized Predeployment and Operational Tracker — Enterprise Suite

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- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests ? not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

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- Ensure that data is protected at all times as required by the Privacy Act of 1974 (5 USC 552a(1)(3)) as amended and other applicable DoD regulatory and statutory authority; data will not be shared with offshore contractors; data from the application, or any information derived from the application, shall not be published, disclosed, released, revealed, shown, sold, rented, leased or loaned to anyone outside of the performance of official duties without prior DMDC approval.
- Delete or destroy data from downloaded reports upon completion of the requirement for their use on individual projects.
- Ensure data will not be used for marketing purposes.
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- Click **Login to SPOT using my user name and password**. The “User name & Password Login” page will display.

**SPOT-ES**  
Synchronized Predeployment and Operational Tracker — Enterprise Suite

OMB CONTROL NUMBER: 0704-0460  
OMB EXPIRATION DATE: 12/31/2019

**Login to SPOT 8.8**

- [New User? Register](#) [Registration Self-help video](#)
- [Login to SPOT using my SPOT Authorized PKI Certificate](#)
- [Login to SPOT using my user name and password](#)
- [Request SPOT Training](#)

Registration is required to access SPOT. REGISTRATION CANNOT BE COMPLETED UNTIL A DESIGNATED ORGANIZATIONAL SPONSOR SENDS AN APPROVAL MAIL TO dodhra.beau-alex.dmdc.mbx.spot-helpdesk@mail.mil.

**FAQs**

- How do I comply with SPOT Authorized PKI Certificate login requirement?
- How do I obtain a SPOT username and password?
- How do I access SPOT chat services?
- What are the system requirements for SPOT chat services?
- Which browsers can I use with SPOT?

For more information, please contact the SPOT helpdesk at dodhra.beau-alex.dmdc.mbx.spot-helpdesk@mail.mil or (703) 578-5407

**Note:** For information about supported browsers, click the **Which browsers can I use with SPOT?** link. The “Browser Compatibility with SPOT” page will display. Click the **Back** link to return to the SPOT “Login” page.

4. Enter your user name and temporary password. Click **Login**. The “Change Password” page will display.

**User name & Password Login**

Please enter your user name and password. [Having trouble Logging In?](#)

Passwords must be between 8 and 14 characters in length.  
They must contain at least one uppercase and one lower case letter,  
one digit and one special character. (e.g. Pw2!@1ab)

User name:  [Forgot my user name](#)

Password:  [Forgot my password](#)

5. Enter your temporary password then enter and confirm a new password. Select a secret question and answer. Click **Continue**. The “Password Change Confirmation” page will display.

SPOT Reports Resource Center Setup

**Change Password**

Please change your temporary password.

Please enter your password.

Password must be between 8 and 14 characters in length.  
It must contain at least one uppercase and one lower case letter,  
one digit and one special character. (e.g. Pw2!@1ab)

User name: func.ca.4603

\*Password:

Create new password.

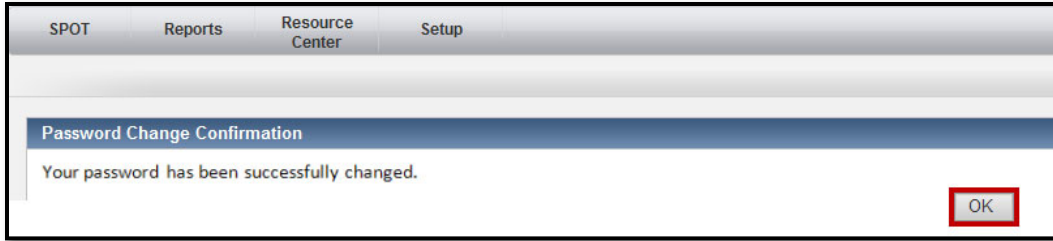
\*Enter new password:

\*Confirm New Password:

\*Secret Question:

\*Answer:

6. Click **OK**. The “Home” page will display.



## Home Page

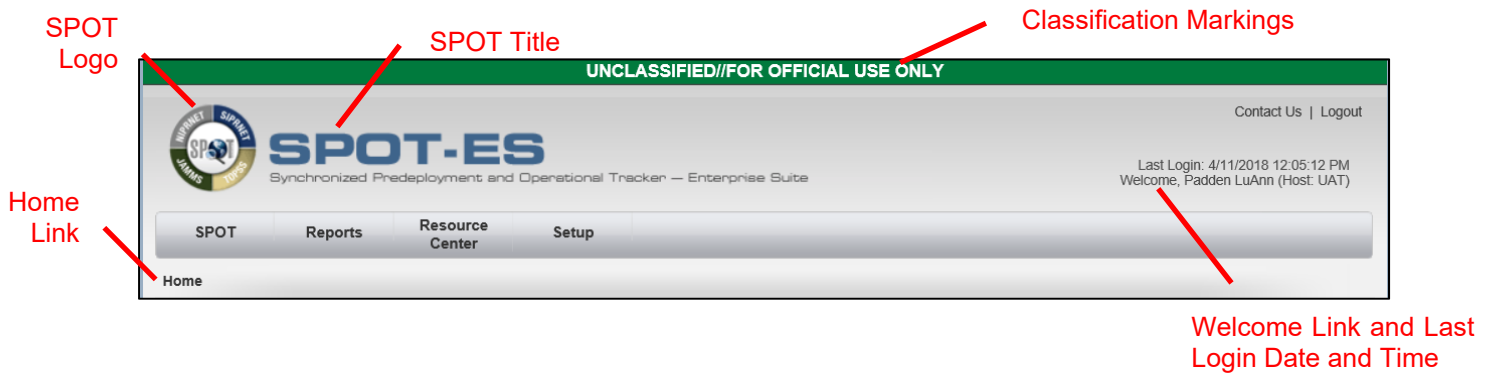
The SPOT “Home” page is accessible from anywhere within the application. To go to the SPOT “Home” page, click any of the following:

- SPOT Title and Logo
- **Home** link found within the breadcrumbs

Header and footer information is located at the top and bottom of every page within SPOT to provide classification markings and links to useful information.

- SPOT NIPRNet classification markings appear within a green banner and will read: UNCLASSIFIED//FOR OFFICIAL USE ONLY
- SPOT SIPRNet classification markings appear within a red banner and will read: CLASSIFIED//SECRET

In the upper-right corner of every page, SPOT displays a **Welcome** link and the last date and time you logged in, displayed as the webserver local date and time.



The “Home” page consists of the following six sections:

1. Change Role (only displayed if you have multiple roles)
2. News
3. System Alerts (displays any system alerts)
4. Start Here
5. LOA Inbox
6. Deployment Preparation

Home Link

Menu Bar

**Change Role**  
Company Admin

**News**

- 02/18/2011 - TRAINING SPOT System Maintenance  
SPOT Training will be unavailable fro... [more]
- 03/06/2013 - Test 8.0 Alert Test 8.0 Alert [more]
- 08/29/2010 - General News TEST Test [more]
- 08/29/2010 - News Alert TEST test of the News Alert and Name [more]
- 08/29/2010 - Webcast Training Class  
Check DCO Home Page for DCO Status [more]

[View All](#)

**SYSTEM ALERT**

- ▶ For prime contractors that do not have in-house medical staff, subcontract agreements are required for support of in-theater contractor medical care. In-theater private medical clinics may only see patients who work for prime contractors with whom they have a direct subcontract relationship. Potential contractors should account for this when determining how to provide medical care for their employees prior to arrival in Afghanistan. If you have questions, please contact your COR or KO.
- ▶ ONLY for deployments to Afghanistan: Per Afghanistan law, ALL contracted personnel are REQUIRED to obtain a VISA ENTRY stamp upon entrance into AFG. Those WITHOUT an ENTRY stamp will NOT be permitted an EXIT stamp to leave country. There have been numerous instances where contractors have NOT been permitted to leave for R&R or Emergency Leave due to this issue.

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

**Search for Person**

Search for a person to deploy or deployment information

Filter by Person Details:

Last Name:  First Name:

Citizenship Category:

Deployment Status:

SSN  FIN  DoD-ID SSN: --

Filter by Current Contract and Task Order:

Contract #:  Task Order #:

[Find Person](#)

**LOA Inbox** [Bulk LOA Recall](#)

**LOA Search**

Last Name:  First Name:

Contract#:  Task Order#:

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

From:  To:

Status:  LOA Number:

Government Authority Assigned:  KO Assigned:

[Search](#)

**Deployment Preparation** [View All](#)

Effective Date	Type	Name	Size (KB)	Description/It
5/5/2010	pdf	Joint_Contracting_Command_Contractors_Entry_Exit_procedures_for_Iraq	41.55	Feb 2010_Jc Contracting C message; ref Contractors & Exit procedu
5/5/2010	pdf	DFARS_252_225-7040_July_2009	113.11	DFARS 242: CONTRACTI PERSONNE AUTHORIZE ACCOMPAN ARMED FOE

Figure 4: Contractor Company User Home Page View

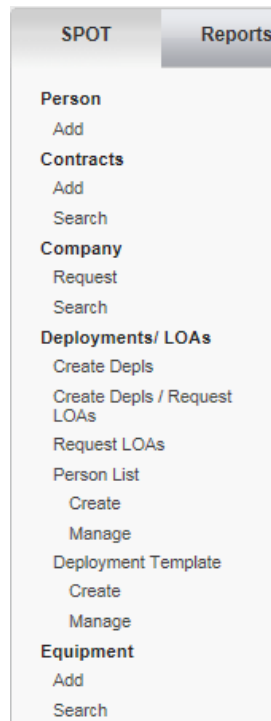
From any place within the SPOT application, you can select the **Home** link in the upper left corner of the page to navigate to the SPOT “Home” page.

The following functionality is available from the “Home” page:

- News, System Alert, and Deployment Preparation.
- From the “Start Here” section, the “Search for Contract”, “Add Person”, and “Search for Person” functions are available.
- From the “LOA Inbox” section, the “LOA Search” and “Bulk LOA Recall” functions are available.

## Menu Bar

The SPOT menu bar is located in the upper left area of every Web page and features four options: **SPOT**, **Reports**, **Resource Center**, and **Setup**. By hovering over these options, you can view links to different sections of the system you are authorized to use.



The following menu options are available.

**SPOT** – The **SPOT** option may include the following based on your user role:

- **Person** – Under the “Person” category, the **Add** option links to the “Add Person” page where you can add, edit, and view personnel data.
- **Contracts** – Under the “Contracts” category, the following links are available:
  - The **Add** option links to the “Add/Update Contract Details” where you can add a contract.
  - The **Search** option links to the main “Search for Contract” page where you can search for, add, and manage basic contract data.

- **Company** – Under the “Company” category, the following links are available:
  - The **Request** option links to the “Request Company” where you can add SPOT’s list of selectable companies.
  - The **Search** option links to the main “Search Company” page where you can search for company to see if it has been added to SPOT.
- **Deployments/LOAs** – Under the “Deployments/LOAs” category, links are available to the Deployments/LOAs pages where you can manage deployments/LOA processing.
- **Equipment** – Under the “Equipment” category, add and search links are available to pages where you can add, update, and view equipment records.

**Reports** – The **Reports** option links to the “Reports Main” page where you can view and generate reports. You can also click one of the links below **SPOT** to go directly to that report page.

**Resource Center** – The **Resource Center** option links to SPOT-ES libraries and Training. You will be able to search for and return documents based on keyword searches. The search will take into account document title and content.

**Setup** – The **Setup** option has the following options:

- **Predeployment Documents** – The **Predeployment Documents** option links to a page that provides you with pertinent information and policy documents that are needed in order to maintain compliance.
- **Manage My Profile** – The **Manage My Profile** option links to the “Account Information” page, which provides features such as requesting additional roles and viewing user information. You can also click one of the links below **Manage My Profile** to go directly to that account information page.

## Role Context Change

The role context change functionality is only available if you have several roles assigned to your account. In this case, every time you log into SPOT, the system will recognize the “default” role and organization you selected during initial registration. You will be able to switch your view of SPOT from your default role to any other role associated with your account. Changing your view of SPOT by switching from one role to another is referred to as “changing your role context.”

**Note:** Changing your role context will update your view of SPOT according to the role you selected. Your view of data in SPOT, including contract search results, person search results, and report data (for applicable reports), will also update to reflect the organization(s) affiliated with the selected role. The data you can view encompasses information from all the organizations associated with each of your respective user roles.

To change your role context, from the SPOT “Home” page, click the **Change Role** drop-down list and select the role you would like to use. The appropriate view of the “Home” page will display. This view is based on the role context selected.

## Automated Processes

To ensure data quality in SPOT, automated processes are run daily on a scheduled basis. These processes will close or cancel appropriate deployments and correspondingly set the status of associated LOAs.

- If the ITAD is **not** recorded in SPOT and the person scans a Common Access Card (CAC) or LOA at a JAMMS location in-theater (i.e., OCONUS), once the scans have been uploaded via the JAMMS upload process, SPOT compares the date of the scan to the deployment start date. If the scan date is on or after the estimated deployment start date but **not** after the estimated deployment end date, SPOT automatically populates the ITAD with the date of the scan, as long as the deployment has not been cancelled or closed. In this case, the “View Person” page will display the text “Populated by Movement Scan Date” next to the **In-Theater Arrival** task and the **Actual Arrival Date** field. A JAMMS scan before the SPOT estimated deployment start date **or** after the estimated deployment end date does not populate the ITAD.

### Notes:

- For a CAC scan to populate the ITAD, the person record in SPOT must be DMDC verified in order for the scan to associate with the person record via the DoDID.
- Automated population of the ITAD changes the person’s status to “Deployed” and the deployment status from “Open” to “Active”. It also sets the **Arrived** field with “Has arrived” and sets the **Actual Arrival Date** field to the date entered for the in-theater arrival.



- In the past, the JAMMS upload process may have caused an overlapping deployment of up to 14 days if the automatically populated ITAD was before the actual end date of all previously closed deployments. This exception will appear on reports that contain deployment and JAMMS scan information. You can correct an overlapping deployment when you validate the ITAD (see Section 9.4.3).

**Warning:** If a JAMMS scan does not occur on or after the SPOT estimated deployment start date through the SPOT estimated deployment end date, SPOT does not automatically populate the ITAD. This means a person could be in-theater without being marked as “Deployed” in SPOT. Therefore, it is very important that the Company Administrator (or other authorized user) validate and enter or update the ITAD if it is not populated.

- If an open deployment’s estimated deployment end date has passed and an ITAD was not populated, SPOT will automatically cancel the deployment and cancel any associated LOA. An open deployment is recognized in SPOT as a deployment record that does ***not*** have an ITAD.
- If an active deployment’s estimated deployment end date has passed, SPOT will close the deployment and set the LOA’s status to “Expired” for any associated LOAs that are not already “Revoked” or “Denied”. An active deployment is recognized in SPOT as a deployment record that has an ITAD and estimated deployment end date is still in the future.
- If a deployment is manually closed in SPOT, the system will automatically make the associated LOA “Expired”, provided the LOA has not been “Revoked” or “Denied”.
- If an LOA is manually “Revoked” in SPOT, the system will wait 72 hours for a new LOA to be requested for the associated deployment. If no such LOA is requested, SPOT will close the deployment if it is active or cancel the deployment if it is open. The LOA will remain in a “Revoked” status.
- If an LOA is denied, SPOT will cancel the deployment. The LOA will remain in a “Denied” status.

Apart from confirming that deployments and LOAs have correct states/statuses, these processes ensure that you work with current and correct data. Authorized users will receive relevant emails that notify them when these processes are executed.

## Appendix B: Acronyms and Abbreviations

The following is a list of acronyms used within this document.

Acronym	Description
24x7	24 hours a day, 7 days a week
AKO	Army Knowledge Online
AOR	Area of Responsibility
CAC	Common Access Card
CENTCOM (USCENTCOM)	United States Central Command
CENTCOM FRAGO	United States Central Command Fragmentary Order
COCOM	Combatant Command
CONUS	Contiguous or Continental United States
COR	Contracting Office Representative
CPR	CAC Pin Reset
CVS	Contractor Verification System
DBA	Defense Base Act
DEERS	Defense Enrollment Eligibility Reporting System
DMDC	Defense Manpower Data Center
DoD	Department of Defense
DoD ID	Department of Defense Identification Number (formerly referred to as EDIPI)
EDIPI	Electronic Data Interchange Personal Identifier
FAQ	Frequently Asked Questions
FIN	Foreign Identification Number
FPDS-NG	Federal Procurement Data System – Next Generation
GA	Government Authority
AGS	Authorized Government Services
GUI	Graphical User Interface
HR	Human Resources
ID	Identification
JAMMS	Joint Asset Movement Management System
KO	Contracting Officer
LOA	Letter of Authorization
LRA	Local Registration Authority
MOD	Modified
NAICS	North American Industry Classification System
NDAA	National Defense Authorization Act
OCONUS	Outside Contiguous or Continental United States
PDF	Portable Document Format
PKI	Public Key Infrastructure
PMO	Program Management Office
POC	Point of Contact
PoP	Period of Performance
SIPR	Secure Internet Protocol Router
SOFA	Status of Forces Agreement
SPOT	Synchronized Predeployment & Operational Tracker
SPOT-ES	Synchronized Predeployment & Operational Tracker - Enterprise Suite
SSN	Social Security Number

<b>Acronym</b>	<b>Description</b>
TBC	Theater Business Clearance
TCN	Third Country National
TOPSS	Total Operational Picture Support System
URL	Uniform Resource Locator