

**SPOT-ES**  
**OMB Control Number**  
**0704-0460 Package**

**AGENCY DISCLOSURE**  
**EXPIRATION DATE**  
**XX/XX/XXXX**

**SPOT-ES**

Synchronized Predeployment and Operational Tracker — Enterprise Suite

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**OMB CONTROL NUMBER: 0704-0460****OMB EXPIRATION DATE: XX/XX/XXXX****Agency Disclosure Notice**

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**SPOT-ES**  
**OMB Control Number**  
**0704-0460 Package**

**ADD PERSON**  
**SCREENSHOTS with DROPDOWNS**

Please enter the passport information.

What is the person's passport number? 

When does the passport expire?



What country issued the passport?

Please enter the next of kin information.

\* First Name:

Middle Name:

\* Last Name:

\* Phone Number:

Alternate Phone Number:

\* Relationship:

\* Language Spoken:

Save and Continue

Cancel

## EXAMPLE RESPONSE TO “SUFFIX”

SPOT JAMMS Reports Resource Center Setup

Home: Add / Edit Person

**Add / Edit Person**

Is this person a:

☐ U.S. Citizen ☐ Foreign

**Select a Suffix**

- I
- II
- III
- IV
- Jr.
- Sr.
- V

\* First Name:

Middle Name:

\* Last Name:

Suffix: **Select a Suffix** ▼

\* Date of Birth:

\* required  
\*\* required for LOAs

# EXAMPLE RESPONSE TO “PERSONNEL CATEGORY”

SPOT-ES

Synchronized Predeployment and Operational Tracker — Enterprise Suite

SPOT

Reports

Resource Center

Setup

Home: Add / Edit Person

Add / Edit Person

Is this person a:

U.S. Citizen

Foreign National

\* First Name:

Middle Name:

\* Last Name:

Suffix:

Select a Suffix

\* Date of Birth:

\* Sex:

Select a Sex

Please enter the person information


Place of Birth:

Address 1:

\* required

+ required for LOAs

## EXAMPLE RESPONSES TO “PERSONNEL CATEGORY”

 **Search for Person**

---

Search for a person to deploy or deployment information

Filter by Person Details:

Last Name:

First Name:

Citizenship Category:

Deployment Status: 

All

Active


Open

Active, Staged

Open, Staged

U.S. Military

☒ SSN ☐ FIN ☐ DoD-ID

SSN:  -  -  

☒ All ☐ Released Only ☐ Affiliated Only

Personnel Category:

☐ Company Contractor Personnel

☐ U.S. Government Personnel

☐ U.S. Military Personnel

## EXAMPLE RESPONSES TO “STATE”

Address 1:

Address 2:

Country:

State:

City:

Zip:

Home Phone:

Work Phone:

\* Primary Email:

[Contact the Defense Manager](#)

data prior to

Alabama  
Alaska  
American Samoa  
Arizona  
Arkansas  
Armed Forces Africa  
Armed Forces Americas  
Armed Forces Canada  
Armed Forces Europe  
Armed Forces Middle East  
Armed Forces Pacific  
California  
Colorado  
Connecticut  
Delaware  
District of Columbia  
Federated States of Micronesia  
Florida  
Georgia  
Guam  
Hawaii  
Idaho  
Illinois  
Indiana  
Iowa  
Kansas  
Kentucky  
Louisiana



# EXAMPLE REPSONSE TO “CITIZENSHIP AND COUNTRY”

Edit - Personal Information

1. Personal Info

2. Passport

3. Next of Kin

4. Clearance

Please enter the person information.

\* First Name:

David

Middle Name:

\* Last Name:

Select a Citizenship

Suffix:

\* SSN:

\* Re-enter SSN:

\* Date of Birth:

Address 1:

Address 2:

Country:

Select a Country

State:

City:

Zip:

Home Phone:

Work Phone:

\* Primary Email:

Please contact the [Defense Man](#)

Cancel

Select a Citizenship

Afghanistan

Akrotiri

Albania

Algeria

American Samoa

Andorra

Angola

Anguilla

Antarctica

Select a Country

Afghanistan

Akrotiri

Albania

Algeria

American Samoa

Andorra

Angola

Anguilla

Antarctica

Antigua and Barbuda

Argentina

Armenia

Aruba

Ashmore and Cartier Islands

Australia

Austria

Azerbaijan

Bahamas

Bahrain

Baker Island

Bangladesh

Barbados

Bassas Da India

Belarus

Belgium

Belize

Benin

Bermuda

Bhutan

## EXAMPLE RESPONSES TO “WHAT COUNTRY ISSUED THE PASSPORT”

The screenshot shows a web form titled "Edit - Passport Information" with four tabs: "1. Personal Info", "2. Passport", "3. Next of Kin", and "4. Clearance". The "2. Passport" tab is active. Inside the form, there is a section titled "Please enter the passport information." with three required fields:

- \* What is the passport number?
- \* When does the passport expire?
- \* What country issued the passport?

A dropdown menu is open for the "What country issued the passport?" field, displaying a list of countries. The list starts with "Afghanistan" and ends with "Bhutan". The text "Select an Issuing Country" is at the top of the dropdown. At the bottom of the form, there are links for "Security Notice", "Privacy Statement", and "Accessibility Statement". A green bar with the text "UNCI" is visible. On the right side, there are buttons for "Skip to Next Step", "Save", and "Save".

**Select an Issuing Country**

- Afghanistan
- Akrotiri
- Albania
- Algeria
- American Samoa
- Andorra
- Angola
- Anguilla
- Antarctica
- Antigua and Barbuda
- Argentina
- Armenia
- Aruba
- Ashmore and Cartier Islands
- Australia
- Austria
- Azerbaijan
- Bahamas
- Bahrain
- Baker Island
- Bangladesh
- Barbados
- Bassas Da India
- Belarus
- Belgium
- Belize
- Benin
- Bermuda
- Bhutan

Security Notice | Privacy Statement | Accessibility Statement

UNCI

Skip to Next Step Save Save

## EXAMPLE RESPONSES TO “RELATIONSHIP”

The screenshot displays a web form titled "Edit - Next of Kin Information". At the top, there are four tabs: "1. Personal Info", "2. Passport", "3. Next of Kin" (which is active), and "4. Clearance". Below the tabs, a message box says "Please enter the next of kin information." The form contains several input fields: "First Name:", "Middle Name:", "Last Name:", "Phone Number:", "Alternate Phone Number:", "Relationship:", "Language Spoken:", and "Nearest Duty Station:". The "Relationship:" field has a dropdown menu open, showing a list of relationships: "Select a Relationship", "Aunt", "Brother", "Daughter", "Father", "Fiance", "Mother", "Other", "Parents", "Sister", "Son", "Spouse", and "Uncle". The "Language Spoken:" field has a small dropdown arrow. The "Nearest Duty Station:" field is a text input box. At the bottom right, there are five buttons: "Cancel", "Back", "Skip to Next Step", "Save", and "Save and Continue".

**Edit - Next of Kin Information**

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

Please enter the next of kin information.

\* First Name:

Middle Name:

\* Last Name:

\* Phone Number:

Alternate Phone Number:

\* Relationship:

\* Language Spoken:

Nearest Duty Station:

Cancel Back Skip to Next Step Save Save and Continue

## EXAMPLE RESPONSES TO “LANGUAGES SPOKEN”

Edit - Next of Kin Information

1. Personal Info

2. Passport

3. Next of Kin

4. Clearance

Please enter the next of kin information.

\* First Name:

Middle Name:

\* Last Name:

\* Phone Number:

Alternate Phone Number:

\* Relationship:

\* Language Spoken:

Nearest Duty Station:

Select a Language

Amkaans

Alurian

Arabic

Arkian

Assyrian

Asturian

Basque Language-Euskara

Bengali

Berber

Bhojpuri

Brazilian Portugese

Buhl

Bulgarian

Catalan

Chichewa

Chinese

Church Slavonic

Degaspregos

Dongxiang

Dutch

English

Estonian

Farsi

French

German

Greek

Gujarati

Hausa

Hawaiian

Cancel

Back

Skip to Next Step

Save

Save

Security Notice | Privacy Statement | Accessibility Statement

UNCLASSIFIED

FOR OFFICIAL USE ONLY

# EXAMPLE RESPONSES TO “SECURITY CLEARANCE” AND “SECURITY CLEARANCE AGENCY”

The image displays two screenshots of a web form titled "Edit - Clearance Information". The form has four tabs: "1. Personal Info", "2. Passport", "3. Next of Kin", and "4. Clearance". The "4. Clearance" tab is active. Below the tabs, there is a instruction: "Please enter the security clearance information.".

The form contains three main input fields:

- Security Clearance:** A dropdown menu with the following options: Confidential, Ineligible, Interim Confidential, Interim Secret, Interim Top Secret, Interim Top Secret/Interim SCI, NACI, NATO - Confidential, NATO - Secret, NATO - Top Secret, None, Secret, Top Secret, Top Secret/Interim SCI, and Top Secret/SCI.
- Clearance Expiration:** A text input field with a calendar icon and a placeholder "(mm/dd/yyyy)".
- Security Clearance Issuing Agency:** A dropdown menu with the following options: AFCAF, Canadian International Development Agency, CCF, CCS, DIA, DiSCO, DOD Central Adjudication Facility (DOD CAF), DoNCAF, DSS, NATO, NSA, OPM, and State Department.

At the bottom of the form, there are four buttons: "Cancel", "Back", "Skip to View Person", and "Save".

The form also includes a footer with links: "Security Notice", "Privacy Statement", and "Accessibility Statement".

The form is divided into two sections by a horizontal line. The top section shows the "Security Clearance" dropdown menu open, displaying the list of options. The bottom section shows the "Security Clearance Issuing Agency" dropdown menu open, displaying the list of options.

## EXAMPLE RESPONSES TO “BLOOD TYPE”

### Edit Eligibility Requirements

1. Training

2. Health

3. Visa

4. Personal Equipment

5. Clearance

6. Forms

Enter Medical Information:

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

2. Is the person's DNA on file?

3. Is the person's Panograph on file?

Select a Blood Type

A+

A-

AB+

AB-

B+

B-

Not Provided

O+

O-

Cancel

Back

Save

Save and Continue

# CREATE DEPLOYMENTS / REQUEST LOA SCREEN

Create Deployments/Request LOAs

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

\* required

Current Task Create Deployments and Request LOAs

Search for Template

Contract Details

Contract Information

Primary Company

\*Contract Number Select A Value ...

Contract KO No KO Available

Task Order Number No associated Task Order

Task Order KO No KO Available

Additionally Supported Contracts

No Additional Supported Contracts have been selected

Defense Base Act (DBA) Insurance

☐ Does Not Apply

\*DBA Insurance Company Name

\*DBA Insurance Policy Number

\*DBA Insurance POC Phone Number

Deployment Details

Contract / Task Order

Period of Performance

\*Deployment Start Date

\*Deployment End Date

\*Primary Deployed Duty Station

Country City

\*Operation Select A Value ...

System Supported Select A Value ...

\*Purpose of Deployment

Remaining Characters: 400

\*Countries to be Visited

Select Countries from List to Add

Afghanistan Akrotiri Albania Algeria

Selected Countries

\*Supporting Government Organization

\*Government Authority There is no organization yet set

Points of Contact

24/7 Company Point of Contact

\*First Name

Middle Name

\*Last Name

Home Phone

\*Office Phone

Mobile Phone

\*Email

Government Point of Contact

First Name

Middle Name

Last Name

Home Phone

Office Phone

Mobile Phone

Email

In-Theater Point of Contact

\*First Name

Middle Name

\*Last Name

Home Phone

\*Office Phone

Mobile Phone

\*Email

Save as Template Continue

## EXAMPLE RESPONSE TO “CURRENT TASK”

Create Deployments/Request LOAs

Step 1. Deployment Information

Step 2. Personnel Information

Step 3. Confirm

Step 4. Results

\* required

Self-help video

Current Task

Search for Template

Deployment Details

Create Deployments for Government and/or Military

Create Deployments for Government and/or Military

Create Deployments for Contractors

Create Deployments and Request LOAs for Contractors

Request LOAs for Contractors (with existing deployments)



# EXAMPLE RESPONSES TO “CONTRACT NUMBER”

Contract Details

Contract Information

Defense Base Act (DBA) Insurance

Primary Company

\*Contract Number

Contract KO

Task Order Number

Task Order KO

Additionally Supported

No Additional Supported C

KAM|

KAME01-15-D-0001

KAME01-15-D-0002

KAME01-15-D-0003

KAME01-15-D-0004

KAME01-16-D-0001

KAME01-16-D-0002

KAME01-16-D-0003

☐ Does Not Apply

\*DBA Insurance Company Name

\*DBA Insurance Policy Number

\*DBA Insurance POC Phone Number

## EXAMPLE RESPONSES TO “TASK ORDER NUMBER”

Contract Details	
<b>Contract Information</b>	<b>Defense Base Act (DBA) Insurance</b>
Primary Company Hewlett Packard	<input type="checkbox"/> Does Not Apply
*Contract Number KAME01-16-D-0002	*DBA Insurance Company Name
Contract KO Padden, LuAnn	*DBA Insurance Policy Number
Task Order Number Select A Value ...	*DBA Insurance POC Phone Number
Task Order KO Select A Value ...	
KAME02-16-D-T001	
<b>Additionally Supported Contracts</b>	
No Additional Supported Contracts have been selected	

## EXAMPLE RESPONSES TO “OPERATION”

Deployment Details	
Contract / Task Order	*Countries to be Visited
Period of Performance	Select Countries from List to Add
*Deployment Start Date	Afghanistan Akrotiri Albania Algeria
*Deployment End Date	
*Primary Deployed Duty Station	
*Operation	
System Supported	
*Purpose of Deployment	
*Supporting Government Organization	
Points of Contact	

## EXAMPLE RESPONSES TO “SYSTEM SUPPORTED”

Deployment Details	
Contract / Task Order	*Countries to be Visited
Period of Performance	Select Countries from List to Add
*Deployment Start Date	Afghanistan Akrotiri Albania Algeria
*Deployment End Date	▼ ▲
*Primary Deployed Duty Station	Selected Countries
*Operation	
System Supported	
*Purpose of Deployment	
*Supporting Government Organization	

# EXAMPLE RESPONSES TO “SUPPORTING GOVERNMENT ORGANIZATION”

Deployment Details

Contract / Task Order

Period of Performance

\*Deployment Start Date

\*Deployment End Date

\*Primary Deployed Duty Station

Country City

\*Countries to be Visited

Select Countries from List to Add

Afghanistan  
Akrotiri  
Albania  
Algeria

Selected Countries

Supporting Government Organization

Search

Search Cancel

\*Supporting Government Organization

Deployment Details

Contract / Task Order

Period of Performance

\*Deployment Start Date

\*Deployment End Date

\*Primary Deployed Duty Station

Country City

\*Countries to be Visited

Select Countries from List to Add

Afghanistan  
Akrotiri  
Albania  
Algeria

Selected Countries

Supporting Government Organization

Search ACQ

Search Cancel

\*Supporting Government Organization

## EXAMPLE RESPONSES TO “SUPPORTING GOVERNMENT ORGANIZATIONS

Deployment Details

Contract / Task Order

Period of Performance

\*Deployment Start Date

\*Deployment End Date

\*Countries to be Visited

Select Countries from List to Add

Afghanistan  
Akrotiri  
Albania  
Algeria

Selected Countries

Supporting Government Organization

Search ACQ

Search Cancel

61 Search Result(s) for - Search: ACQ Show per page: 25

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

Page 2 of 3

Deployment Details

Contract / Task Order

Period of Performance

\*Deployment Start Date

\*Deployment End Date

\*Countries to be Visited

Select Countries from List to Add

Afghanistan  
Akrotiri  
Albania  
Algeria

Selected Countries

Supporting Government Organization

Search ACQ

Search Cancel

61 Search Result(s) for - Search: ACQ Show per page: 25

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

Page 2 of 3

## EXAMPLE RESPONSES TO “SUPPORTING GOVERNMENT ORGANIZATIONS”

Deployment Details

Contract / Task Order

Period of Performance

\*Deployment Start Date

\*Deployment End Date

\*Primary Deployed Duty Station

Country  
City

\*Operation Select A Value ...

System Supported Select A Value ...

\*Purpose of Deployment

Remaining Characters: 400

\*Supporting Government Organization Acquisition (ACQ)

\*Countries to be Visited

Select Countries from List to Add

Afghanistan  
Akrotiri  
Albania  
Algeria


Selected Countries

## EXAMPLE RESPONSES TO “GOVERNMENT AUTHORITY”

*Purpose of Deployment	<div></div>	Remaining Characters: 400
*Supporting Government Organization	Acquisition (ACQ)	
*Government Authority	Select a Value ... Select a Value ... 01, Student 02, Student 03, student 04, student 05, student CHONG, MIMI Kamenelis, John KAMENELIS, JOHN Laska, Gregg	
Points of Contact		
24/7 Company Point of Contact	Point of Contact	In-Theater Point of Contact
*First Name	ne	*First Name
Middle Name	ne	Middle Name
*Last Name	ne	*Last Name
Home Phone	ne	Home Phone
*Office Phone	ne	*Office Phone
Mobile Phone	Mobile Phone	Mobile Phone
*Email	Email	*Email



# HOME, SEARCH, LOA INBOX SCREEN



## SPOT-ES

Synchronized Predeployment and Operational Tracker — Enterprise Suite

[Contact Us](#) | [Logout](#)

Last Login: 4/17/2025 3:42:21 PM  
Welcome, KAVEH ARDALAN(Host: ENV2)

SPOT

JAMMS

Reports

Resource Center

Setup

Home

Change Role

SPOT Administrator ▼

News

07/19/2024 - .  
[more]

04/12/2022 - .  
[more]

View All

SYSTEM ALERT

▶ The latest SPOT Business Rules, approved 7/29/2024, have been posted in SPOT Library in SPOT Resource Center. This version includes clarification on responsibilities for selecting and maintaining accurate Operation Names for deployments.

Start Here

[Add / Edit 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:

All ▼

Deployment Status:

All  
Active  
Open  
Active, Staged

☒ SSN ☐ FIN ☐ DoD-ID

SSN:

☒ All ☐ Released Only ☐ Affiliated Only

Personnel Category:

☐ Company Contractor Personnel

☐ U.S. Government Personnel

☐ U.S. Military Personnel







Find Person







### JAMMS Movement Upload

To upload a JAMMS Movements XML file, click to go to the [JAMMS File Upload](#) page.

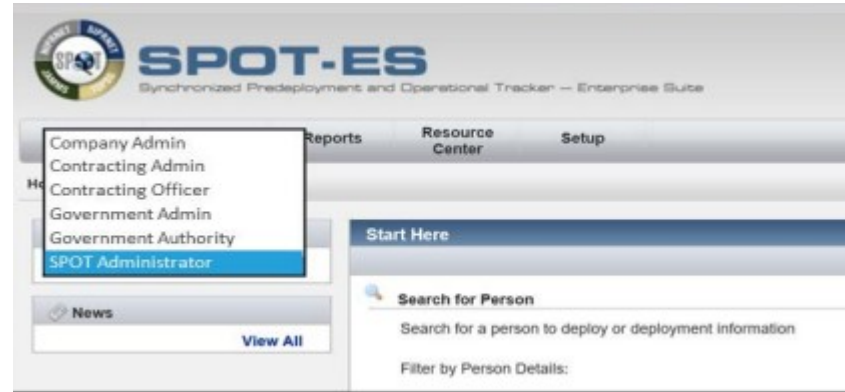
### Deployment Preparation

[View All](#) [+ Add File](#)

Effective Date	Type	Name	Size (KB)	Description/Instructions	Edit	Delete
12/10/2024	pdf	DoDI 3020_41 - November_27_2024	581.32	DoDI 3020.41, Operational Contract Support Outside the United States		
1/3/2024	pdf	64-100 USFJI Revised 18 Oct 19 Final	209.10	This Instruction provides policies and procedures for the documentation, recognition, and accountability of contractor employees performing services in Japan and requirement to complete SOFA status in SPOT.		
		MOD17-TAB D THEATER REQUIREMENTS FOR MEDICAL CHEMICAL		THIS TAB SETS MCDM		

5/9/2023	pdf	BIOLOGICAL RADIOLOGICAL NUCLEAR (CBRN) DEFENSE MATERIEL [MCDM]	88.50	REQUIREMENTS FOR THE USCENTCOM THEATER.		
5/9/2023	pdf	MOD17-TAB C MEDICAL WAIVER REQUEST FORM	264.91	This TAB C accompanies MOD 17, Section 15.C.3 and is an editable medical waiver form for individuals		
5/9/2023	pdf	MOD17-TAB A AMPLIFICATION OF THE MINIMAL STANDARDS OF FITNESS FOR DEPLOYMENT TO THE CENTCOM AOR	326.97	This TAB A accompanies MOD 17, Section 15.C. and provides amplification of the minimal standards of fitness for deployment to the CENTCOM area of responsibility (AOR).		
<div>1 2 3 4 5 6</div>						

## EXAMPLE RESPONSES TO “CHANGE ROLE”



## EXAMPLE RESPONSES TO “CITIZENSHIP CATEGORY”

Start Here

Add a Person

Search for Contract

Search for Person

Search for a person to deploy or deployment information

Last Name:

First Name:

Citizenship Category:

All  
US Citizen  
Foreign National

Deployment Status:

Foreign National

☒ SSN ☐ FIN ☐ DoD-ID

SSN: --

Personnel Category:

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

Find Person

## EXAMPLE RESPONSES TO “DEPLOYMENT STATUS”

Start Here

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

Search for Person

Search for a person to deploy or deployment information

Last Name:

First Name:

Citizenship Category:

Deployment Status: 

All  
Currently Deployed  
Not Deployed

☒ SSN ☐ FIN ☐ DoD-ID

SSN: --

## EXAMPLE RESPONSES TO “CONTRACT NUMBER”

Contract Details	
Contract Information	Defense Base Act (DBA) Insurance
Primary Company	<input type="checkbox"/> Does Not Apply
*Contract Number	<input type="text" value="KAM"/>
Contract KO	*DBA Insurance Company Name <input type="text"/>
Task Order Number	*DBA Insurance Policy Number <input type="text"/>
Task Order KO	*DBA Insurance POC Phone Number <input type="text"/>
Additionally Supported	<input type="text"/>
No Additional Supported C	

## EXAMPLE RESPONSES TO “TASK ORDER NUMBER”

Contract Details	
<div><div>Contract Information</div><div>Defense Base Act (DBA) Insurance</div></div>	
Primary Company Hewlett Packard	
*Contract Number	KAME01-16-D-0002
Contract KO Padden, LuAnn	
Task Order Number	Select A Value ...
Task Order KO	KAME02-16-D-T001
<div>*DBA Insurance Company Name</div> <div>*DBA Insurance Policy Number</div> <div>*DBA Insurance POC Phone Number</div> <div><input type="checkbox"/> Does Not Apply</div>	
Additionally Supported Contracts	
No Additional Supported Contracts have been selected	



## EXAMPLE RESPONSES TO “STATUS (LOA INBOX)”

LOA Inbox

Bulk LOA Recall

LOA Search

Last Name:

First Name:

Contract#:

Task Order#:

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

From:

To:

Status:

Cancelled

Denied

Expired

Government Authorized

KO Approved

Recalled

Pending Signed Document

Request Pending

Revoked

Government Authority Assigned:

LOA Number:

KO Assigned:

Search