



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

FEB 3 2014

MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION
COMMAND (ATTN: ACQUISITION EXECUTIVE)
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION AND PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING)
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: SPOT Non-Compliance for Contracts Executing in Afghanistan

- References: (a) Director, Defense Procurement and Acquisition Policy Class Deviation (2013-0015), Contractor Personnel Supporting U.S. Armed Forces Deployed Outside the United States, dated June 27, 2013
(b) Synchronized Pre-Deployment and Operational Tracker (SPOT) Business Rules, [<http://www.acq.osd.mil/log/PS/spot.html>]

This memorandum requests your assistance to bring your agency's contracts into compliance with SPOT Business Rules within 30 days of the date of this memorandum.

There are a significant number of current contractor personnel deployments that do not have the In-Theater Arrival Date (ITAD) set in SPOT. Setting these dates is a contractor responsibility. Requirements for SPOT maintenance in the CENTCOM AOR are set forth in reference (a) and further specified in reference (b).

The ITAD is a mandatory field for all nationalities—U.S., Third Country Nationals, and Local Nationals (LN). The ITAD should always reflect the current period of performance. Although LNs do not “arrive” in country, the date must be set to indicate the individual's deployment is active. Contractor's currently performing in theater but performing under a new or follow-on contract must include a new ITAD reflecting their new performance period.

In October 2012, the SPOT team found 1,017 companies showing 38,229 employees on contracts performing in Afghanistan in SPOT without an ITAD. By July 2013, they had contacted all the companies and reduced the number of blank ITADs to less than 3,000. By August 12, 2013, the number of blank ITADs had again risen to 11,017 from 608 companies, 40% being repeat offenders. As of December 3, 2013, the number of blank ITADs for Afghanistan deployments was reduced to 8,534, though it is still 13,211 worldwide.

Non-compliance is a serious issue as the USCENTCOM Commander needs to maintain situational awareness of all contracts and contractor personnel in Afghanistan, particularly while supporting drawdown efforts. Contracting officers must ensure their contractors are aware of and comply with all SPOT requirements. Contracting Officers must take appropriate action with contractors (i.e. consider using one of the delinquency notices identified at FAR 49.607) to document performance deficiencies and require SPOT compliance consistent with the terms of their contract.

To gain visibility of the discrepant records within your area of responsibility, please request a Total Operational Picture Support System (TOPSS) account, take the scheduled training, and run an OPL-09 Operations Visibility Report. The attached documents provide TOPSS access instructions and related SPOT training and contact information.

Within 30 days of the date of this memorandum, report on your component's completion of this tasking to the SPOT Program Manager, Ms. Sandra Taylor, 571-372-0995, Sandra.e.taylor16.civ@mail.mil and provide an information copy to my POC, Mr. Bill Reich, 571-256-7009, william.f.reich2.civ@mail.mil.

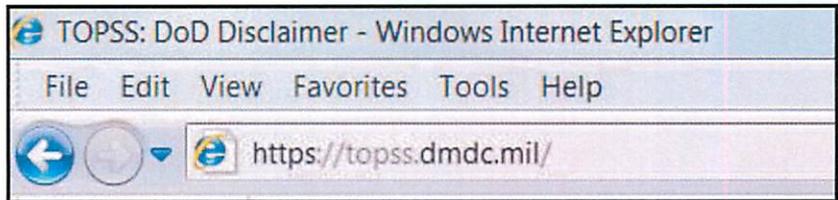

Richard Ginman
Director, Defense Procurement
and Acquisition Policy

Attachments:
As stated

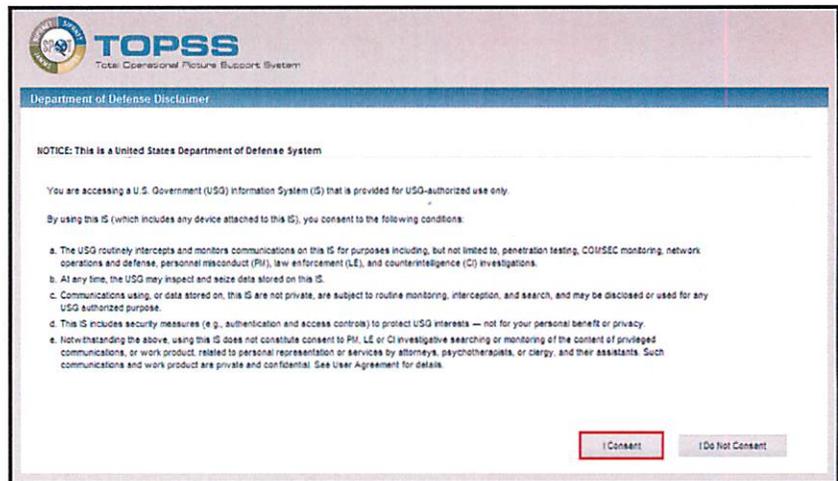


This Quick Reference Guide gives instructions on how to register for an account in TOPSS using a Public Key Infrastructure (PKI) Certificate.

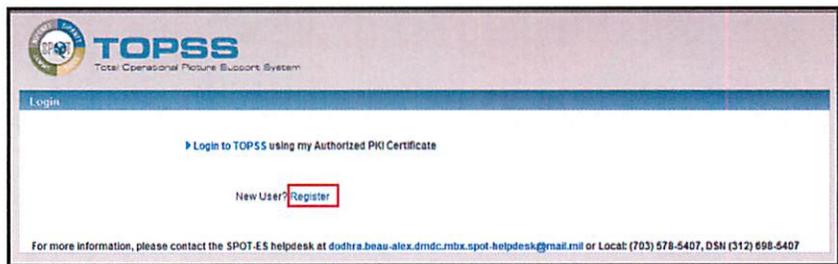
1 Launch a web browser and enter the TOPSS NIPRNet website URL (<https://topss.dmdc.mil>) into the browser address window.



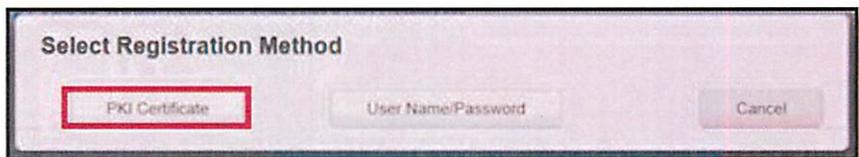
2 Review the Department of Defense Disclaimer and click the **I Consent** button if you wish to proceed. The TOPSS Login page will appear.



3 Select the **Register** link on the TOPSS Login Page.



4 When the **Select Registration Method** pop-up appears, click the **PKI Certificate** button.



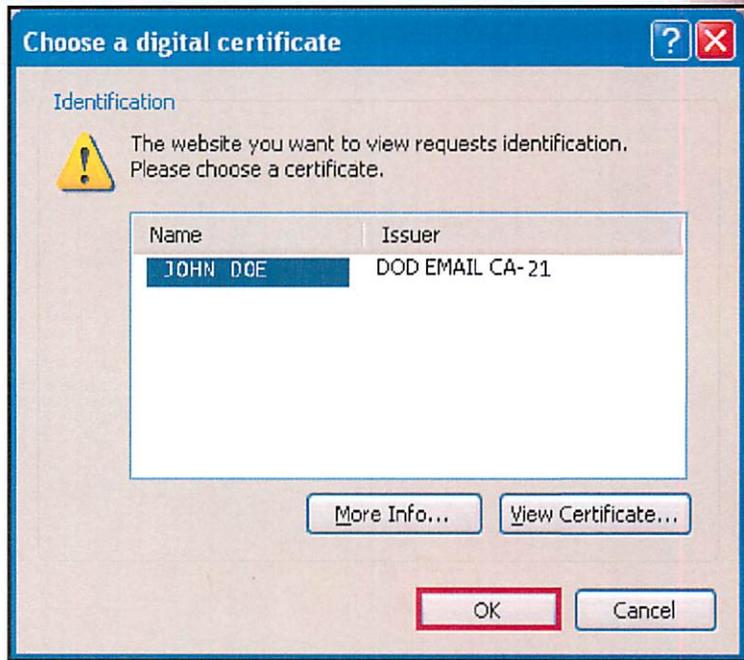
Note: This pop-up will only appear when the system is configured to allow both User Name and Password registration and PKI certificate registration.

PKI Certificate Registration

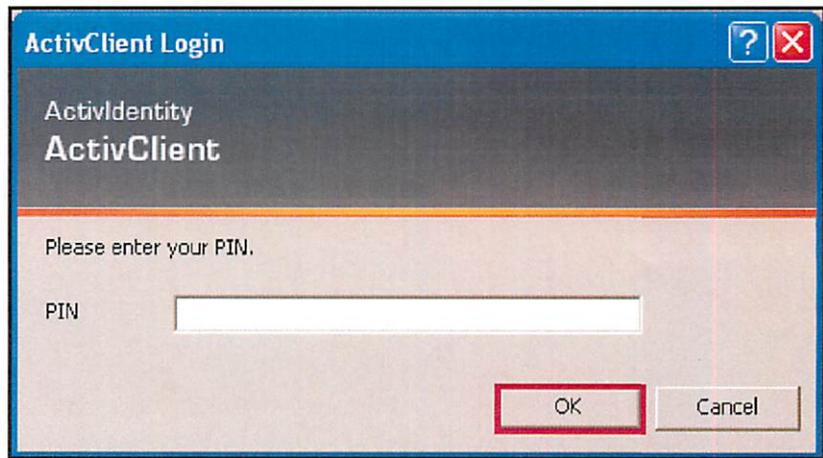


5 A **Choose a digital certificate** pop-up window will display when digital certificates are recognized. Select the appropriate **Digital Certificate** and click the **OK** button.

Note: Ensure the CAC is inserted in the card reader.



6 Depending on the certificate type, the user may be required to enter a Personal Identification Number (PIN). If so, enter the **PIN** and then click the **OK** button.





7 Enter the personal and organizational information, and click the **Next** button.

Note:

- The name associated with the PKI Certificate will automatically populate the **First Name** and **Last Name** fields, but can be edited.
- Required fields are denoted with a red asterisk (*).
- To select an organization, either begin typing the organization name or acronym into the **Organization Field** or click the **Search Organization** icon to search for the organization. The **Search Organization** feature will display additional details about the organization such as its organizational hierarchy.

8 A **Registration Confirmation** pop-up window will display. Verify the information is correct and then click the **Confirm** button. The **Account Pending Registration** page will appear.

9 Review the message and click the **Close** button.

PKI Certificate Registration



9a An automated email notification will immediately be sent to the Sponsor(s) associated to the Organization selected during registration. Upon review, a Sponsor will approve or deny the registration, and the TOPSS system will automatically send an email notification to the requestor.

If an email notification regarding the registration status is not received within three (3) business days, please contact the SPOT-ES Help Desk Email: dodhra.beau-alex.dmdc.mbx.spot-helpdesk@mail.mil.



SPOT-ES Training Schedule

January 2014 – June 2014

Training Delivery

To meet different learner needs, the SPOT-ES training team offers a number of ways to receive SPOT-ES training. The SPOT-ES Training Organization offers Instructor-led training (ILT). The ILT offerings include traditional classroom sessions, virtual training sessions using a webcast forum, or a combination of both. The webcast sessions are delivered through Defense Connect Online (DCO), a Department of Defense (DoD) security-approved medium.

Training Support

On-site classroom training may be accommodated on a case-by-case basis to support national exercises, special pre-deployment requirements, or funding approvals by the SPOT-ES Program Management Office (PMO).

Webcast training for OCONUS audiences shall be coordinated to best accommodate learners participating in geographically-dispersed regions and time zones.

Training Session Commitments

To effectively manage training costs while meeting end-user training requirements:

- **Classroom** delivery will only be conducted when a minimum of five (5) learners have registered and committed to attending the classroom session. A maximum of twelve (12) learners per classroom-delivered training session will be accommodated to provide the most effective instructor-to-learner ratio.
- **Webcast** sessions will only be conducted when a minimum of three (3) learners have registered and committed to attending the webcast session. A maximum of fifteen (15) learners per Webcast-delivered training session will be accommodated to provide the most effective instructor-to-learner ratio.
- **Scheduling** - Class registrations will close at 4:00 pm EST/EDT the Friday before classes are held for the following week. *Rescheduling – registered students will be contacted by Email with an alternative date and time for next available class.*

Training Schedule

Training is scheduled for Tuesdays, Wednesdays, and Thursdays to best accommodate trainer and learner travel for classroom or on-site delivered courses.

Special training sessions for the SPOT-ES project, Customer Management Center, JAMMS, and TOPSS staff may be scheduled outside the normally scheduled (Tuesday, Wednesday, Thursday) sessions to align with system pre-releases, FRAGO releases, etc. These sessions will be coordinated directly with the SPOT-ES training team.

The [Webcast Training Schedule](#) is projected and updated on a “rolling” 6-month forecast with monthly updates or as special training requirements are identified. All training times are based on Eastern Standard Time (EST) or Daylight Savings Time (EDT).



SPOT-ES Training Schedule

Course Descriptions

Training courses are offered in the following categories as they relate to the SPOT-ES end-user functions (roles) performed. The following Training courses are offered:

- **Company Administrators Training** – This core training is for contractors with the Company Administrator role. It covers how to search/add/update a contract and task order, personnel and deployment information, and how to submit an individual Letter of Authorization (LOA) request. It also shows how to reassign personnel information to another company when changing employers.
User role in SPOT: Company Administrator
Class length: 2.5 hours

- **Government Authorities/Administrators Training** – This core training is for users with the Government Authority or Government Administrator role. It covers how to search/add/update a contract and task order, personnel and deployment information, and how to submit an individual Letter of Authorization (LOA) request. It also shows how the Government Authority role will authorize or deny a single (or bulk) LOA request(s).
 - Contractors, military, or Government persons with rights to administer and manage organization/employee profiles, initiate deployment/LOA requests, and authorize deployment/LOA requests.
User role in SPOT: Government Authority or Government Administrator
Class length: 2.5 hours

- **Contracting Officers/Administrators Training** - This core training is for users with the Contracting Officer or Contracting Administrator role. It covers how to search/add/update contract and task order information. It shows the Contracting Officer (KO) how to set the Government Furnished Service (GFS) options and how to change the Primary Contractor Company on the contract. It also shows how to enter contractor counts on a specific contract and/or task order, and how to approve, deny, or revoke a single (or bulk) LOA request(s).
 - Military or Government persons with rights to administer and manage contracts and/or to update Government Furnished Services (GFS) and approve LOAs.
User role in SPOT: Contracting Officer (KO) and Contracting Administrator
Class length: 1 hour

- **Modifying and Resubmitting of a Revoked/Denied LOA** – This session focuses on the process for updating/modifying the request of a revoked LOA and resubmitting it for review, authorization, and approval.
User role in SPOT: Company Administrator, Government Authority, Government Administrator
Class length: 30 Minutes

- **Total Operation Picture Support System (TOPSS)** – This session focuses on the reporting and analysis component of the SPOT-ES
User role in TOPSS: Analyst-Limited, analyst, and Super-User
Class length: 2 hours



SPOT-ES Training Schedule

Course Registration

To register for a course, send an email to spot.training@us.army.mil and provide the following information:

1. First and last name
2. Sponsoring organization and/or company name
3. Job Title/Role
4. The role you will play in SPOT or TOPSS (if known)
5. E-mail address
6. Phone number
7. Course name you are registering for
8. Requested training date and time

Once that information is received by the SPOT-ES Training Registrar, a confirmation e-mail with additional instructions will be sent to the e-mail address you provided to confirm your registration.

Webcast Training Schedule

January 2014		
Tuesday – 7 th	9 – 11:30 AM	Company Administrators Training
	12 – 12:30 PM	Modifying and Resubmitting LOA Training
Wednesday – 8 th	9 – 11:30 AM	Government Authority/Government Administrator Training
	12 – 1 PM	Contracting Officer/Contracting Administrator Training
Tuesday – 14 th	9 – 11:30 AM	Company Administrators Training
	12 – 12:30 PM	Modifying and Resubmitting LOA Training
Wednesday – 15 th	9 – 11:30 AM	Government Authority/Government Administrator Training
	1 – 1:30 PM	Contracting Officer/Contracting Administrator Training
Thursday – 16 th	9 – 11 AM	TOPSS Training
February 2014		
Tuesday – 4 th	9 – 11:30 AM	Company Administrators Training
	12 – 12:30 PM	Modifying and Resubmitting LOA Training
Wednesday – 5 th	9 – 11:30 AM	Government Authority/Government Administrator Training
	12 – 1 PM	Contracting Officer/Contracting Administrator Training
Thursday – 13 th	9 – 11 AM	TOPSS Training
Tuesday – 18 th	9 – 11:30 AM	Company Administrators Training
	12 – 12:30 PM	Modifying and Resubmitting LOA Training
Wednesday – 19 th	9 – 11:30 AM	Government Authority/Government Administrator Training
	12 – 1 PM	Contracting Officer/Contracting Administrator Training
March 2014		
Tuesday – 4 th	9 – 11:30 AM	Company Administrators Training
	12 – 12:30 PM	Modifying and Resubmitting LOA Training
Wednesday – 5 th	9 – 11:30 AM	Government Authority/Government Administrator Training
	12 – 1 PM	Contracting Officer/Contracting Administrator Training
Thursday – 13 th	9 – 11 AM	TOPSS Training
Tuesday – 18 th	9 – 11:30 AM	Company Administrators Training
	12 – 12:30 PM	Modifying and Resubmitting LOA Training
Wednesday – 19 th	9 – 11:30 AM	Government Authority/Government Administrator Training
	12 – 1 PM	Contracting Officer/Contracting Administrator Training



SPOT-ES Training Schedule

April 2014		
Tuesday – 8 th	9 – 11:30 AM	Company Administrators Training
	12 – 12:30 PM	Modifying and Resubmitting LOA Training
Wednesday – 9 th	9 – 11:30 AM	Government Authority/Government Administrator Training
	12 – 1 PM	Contracting Officer/Contracting Administrator Training
Thursday – 17 th	9 – 11 AM	TOPSS Training
Tuesday – 22 th	9 – 11:30 AM	Company Administrators Training
	12 – 12:30 PM	Modifying and Resubmitting LOA Training
Wednesday – 23 th	9 – 11:30 AM	Government Authority/Government Administrator Training
	12 – 1 PM	Contracting Officer/Contracting Administrator Training
May 2014		
Tuesday – 6 th	9 – 11:30 AM	Company Administrators Training
	12 – 12:30 PM	Modifying and Resubmitting LOA Training
Wednesday – 7 th	9 – 11:30 AM	Government Authority/Government Administrator Training
	12 – 1 PM	Contracting Officer/Contracting Administrator Training
Thursday – 15 th	9 – 11 AM	TOPSS Training
Tuesday – 20 th	9 – 11:30 AM	Company Administrators Training
	12 – 12:30 PM	Modifying and Resubmitting LOA Training
Wednesday – 21 st	9 – 11:30 AM	Government Authority/Government Administrator Training
	12 – 1 PM	Contracting Officer/Contracting Administrator Training
June 2014		
Tuesday – 3 rd	9 – 11:30 AM	Company Administrators Training
	12 – 12:30 PM	Modifying and Resubmitting LOA Training
Wednesday – 4 th	9 – 11:30 AM	Government Authority/Government Administrator Training
	12 – 1 PM	Contracting Officer/Contracting Administrator Training
Thursday – 12 th	9 – 11 AM	TOPSS Training
Tuesday – 17 th	9 – 11:30 AM	Company Administrators Training
	12 – 12:30 PM	Modifying and Resubmitting LOA Training
Wednesday – 18 th	9 – 11:30 AM	Government Authority/Government Administrator Training
	12 – 1 PM	Contracting Officer/Contracting Administrator Training
	2:30 – 3 PM	Sub-contractor Processing



SPOT-ES Training Schedule

Occasional Issues with Defense Connect Online (DCO)

Some users of DCO have experienced log-on issues when following the link provided by the SPOT-ES Training Registrar to join a confirmed Webcast (DCO) training session.

If you experience login issues, please contact the **DCO Help Desk**:

Email NCES@csd.disa.mil
DSN 312-850-3136
Commercial 614-692-3136
Toll Free 1-800-447-2457

Comments/Concerns

If you have comments or concerns, please feel free to contact:

- SPOT-ES Customer Management Center (CMC) Help Desk
Phone: (703) 578-5407 DSN: (312) 698-5407
E-mail: dodhra.beau-alex.dmdc.mbx.spot-helpdesk@mail.mil
Web Chat: <https://connect.dco.dod.mil/spothelpdesk>

- SPOT-ES Training Registrar, spot.training@us.army.mil