

**Business Rules  
for the  
Synchronized Predeployment  
and Operational Tracker**



**4th Qtr. FY2010**



# Business Rules for the Synchronized Predeployment and Operational Tracker

## PURPOSE

This document facilitates use of Synchronized Predeployment and Operational Tracker (SPOT) by

- ◆ identifying [who must use SPOT](#) and
- ◆ defining the [process](#) and timeline for coordination between actors.

## COMPLIANCE

Use of SPOT is required by [U.S. Public Law and policy](#). Department of Defense (DoD), Department of State (DoS), and the U.S. Agency for International Development (USAID) signed an agreement to use SPOT as the central repository for information about

- ◆ contracts over the simplified acquisition threshold (currently \$100,000) and
- ◆ contractor personnel deployed for more than 30 days.

U.S. government and contractor companies will use SPOT to enter and maintain data about contractors deploying in support of contingency operations, humanitarian or peacekeeping operations, or military exercises designated by the Combatant Commander (CCDR).

## ACTORS

Three primary actors must input data in SPOT:

- ◆ **Contracting Officer (KO)**. Warranted individuals who sign contracts and approve contractor access to [government furnished services \(GFS\)](#) via a [letter of authorization \(LOA\)](#).
- ◆ Government Authority (GA). U.S. government individuals (military or civilian) with responsibility for interacting with contractors. This category includes three subcategories of actors; each has the same user role within SPOT, but they perform different functions:
  - ▶ **Requiring Activity and Contracting Officer's Representative (RA/COR)**. Requiring activities generate and manage requirements. RAs nominate CORs to aid the KO in oversight of contractors assigned to RA requirements.
  - ▶ **Geographic Combatant Command Theater and Joint Task Force (Theater/JTF)**. Commanders and their staff at the theater and JTF level must oversee and govern the use of contract support in their area of responsibility (AOR) and joint operational area (JOA), respectively.
  - ▶ **Designated Reception Site (DRS)**. Individuals (usually government or military) designated or stood up to facilitate entry of personnel into an AOR/JOA.
- ◆ **Company Contractor (CC)**. Private entities (individuals or companies) contracted by U.S. government organizations to provide contractor personnel and equipment to support a contingency.

# SYSTEM DESCRIPTION

SPOT is a web-based system (see Figure 1 for user interface screen) that tracks contractor personnel and equipment movement. SPOT captures the status and reporting of contingency contracts, contractor personnel, and contract equipment. SPOT also generates [LOAs](#) and approves contractor deployments. The SPOT website is accessible at <https://spot.altess.army.mil/privacy.aspx>.

Figure 1. SPOT User Interface



Home | Person | Contracts | Reports

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

**Person Data**

|                                  |  |
|----------------------------------|--|
| <b>Full Name:</b> Doe, John      | <b>Deployment Status:</b> Not Deployed |
| <b>Email:</b> test@bah.com       | <b>Gender:</b> Male                    |
| <b>Company:</b> SAIC             | <b>Citizenship:</b> United States      |
| <b>SSN:</b> xxx-xx-3333          | <b>DMDC Verified:</b> No               |
| <b>Date of Birth:</b> 01/01/1970 | <b>CAC Expiration Date:</b> Unknown    |

[Edit Person](#)

**Deployment Information**

No previous deployments exist for this person
Deployment Actions

|  |  |                                     |                   |                 |                                     |             |                        |                          |                          |                   |                          |                      |                   |                          |                    |                   |                          |                       |                   |                          |                    |                   |                          |                     |                   |
|--|--|-------------------------------------|-------------------|-----------------|-------------------------------------|-------------|------------------------|--------------------------|--------------------------|-------------------|--------------------------|----------------------|-------------------|--------------------------|--------------------|-------------------|--------------------------|-----------------------|-------------------|--------------------------|--------------------|-------------------|--------------------------|---------------------|-------------------|
| <div style="background-color: #e6f2ff; padding: 5px; margin-bottom: 5px;"><b>Current Deployment</b></div> <p><b>Person Status:</b> Active<br/> <b>Arrived:</b> Not yet arrived<br/> <b>Actual Arrival Date:</b> Not yet arrived<br/> <b>Estimated Deployment:</b> 01/01/2008 - 01/01/2009<br/> <b>Countries to be Visited:</b> Afghanistan, Algeria<br/> <b>Government Organization:</b> TACOM<br/> <b>PM/Branch:</b> PM AMS<br/> <b>PdM/Office:</b> None selected<br/> <b>Contract Number:</b> W-1234-1234<br/> <b>Task Order:</b> T-1234-1234<br/> <b>Deployment Purpose:</b> Deployment Purpose</p> <div style="background-color: #e6f2ff; padding: 5px; margin-bottom: 5px;"><b>Current Duty Station</b> <a href="#">View Duty Station History</a></div> <p><b>Location:</b> Andkhvoy, AF<br/> <b>Arrival Date:</b> Not yet arrived<br/> <b>Operation:</b> Katrina Hurricane Relief<br/> <b>System Supported:</b></p> <div style="background-color: #e6f2ff; padding: 5px; margin-bottom: 5px;"><b>Deployment Movements</b></div> <p>No Movements are available for this person 14 days prior to 14 days after the deployment dates.</p> | <div style="background-color: #e6f2ff; padding: 5px; margin-bottom: 5px;"><b>Pre-Deployment</b></div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Create Deployment</td> <td style="text-align: center;"><b>Complete</b></td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Request LOA</td> <td style="text-align: center;"><b>Request Pending</b></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Eligibility Requirements</td> <td style="text-align: center;"><b>Incomplete</b></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Deployment Itinerary</td> <td style="text-align: center;"><b>Incomplete</b></td> </tr> </table> <div style="background-color: #e6f2ff; padding: 5px; margin-bottom: 5px;"><b>Deployment</b></div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>In-Theater Arrival</td> <td style="text-align: center;"><b>Incomplete</b></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Duty Station Check In</td> <td style="text-align: center;"><b>Incomplete</b></td> </tr> </table> <div style="background-color: #e6f2ff; padding: 5px; margin-bottom: 5px;"><b>Re-Deployment</b></div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Plan Re-Deployment</td> <td style="text-align: center;"><b>Incomplete</b></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Closeout Deployment</td> <td style="text-align: center;"><b>Incomplete</b></td> </tr> </table> | <input checked="" type="checkbox"/> | Create Deployment | <b>Complete</b> | <input checked="" type="checkbox"/> | Request LOA | <b>Request Pending</b> | <input type="checkbox"/> | Eligibility Requirements | <b>Incomplete</b> | <input type="checkbox"/> | Deployment Itinerary | <b>Incomplete</b> | <input type="checkbox"/> | In-Theater Arrival | <b>Incomplete</b> | <input type="checkbox"/> | Duty Station Check In | <b>Incomplete</b> | <input type="checkbox"/> | Plan Re-Deployment | <b>Incomplete</b> | <input type="checkbox"/> | Closeout Deployment | <b>Incomplete</b> |
| <input checked="" type="checkbox"/>  | Create Deployment  | <b>Complete</b>                     |                   |                 |                                     |             |                        |                          |                          |                   |                          |                      |                   |                          |                    |                   |                          |                       |                   |                          |                    |                   |                          |                     |                   |
| <input checked="" type="checkbox"/>  | Request LOA  | <b>Request Pending</b>              |                   |                 |                                     |             |                        |                          |                          |                   |                          |                      |                   |                          |                    |                   |                          |                       |                   |                          |                    |                   |                          |                     |                   |
| <input type="checkbox"/>   | Eligibility Requirements   | <b>Incomplete</b>                   |                   |                 |                                     |             |                        |                          |                          |                   |                          |                      |                   |                          |                    |                   |                          |                       |                   |                          |                    |                   |                          |                     |                   |
| <input type="checkbox"/>   | Deployment Itinerary   | <b>Incomplete</b>                   |                   |                 |                                     |             |                        |                          |                          |                   |                          |                      |                   |                          |                    |                   |                          |                       |                   |                          |                    |                   |                          |                     |                   |
| <input type="checkbox"/>   | In-Theater Arrival   | <b>Incomplete</b>                   |                   |                 |                                     |             |                        |                          |                          |                   |                          |                      |                   |                          |                    |                   |                          |                       |                   |                          |                    |                   |                          |                     |                   |
| <input type="checkbox"/>   | Duty Station Check In  | <b>Incomplete</b>                   |                   |                 |                                     |             |                        |                          |                          |                   |                          |                      |                   |                          |                    |                   |                          |                       |                   |                          |                    |                   |                          |                     |                   |
| <input type="checkbox"/>   | Plan Re-Deployment   | <b>Incomplete</b>                   |                   |                 |                                     |             |                        |                          |                          |                   |                          |                      |                   |                          |                    |                   |                          |                       |                   |                          |                    |                   |                          |                     |                   |
| <input type="checkbox"/>   | Closeout Deployment  | <b>Incomplete</b>                   |                   |                 |                                     |             |                        |                          |                          |                   |                          |                      |                   |                          |                    |                   |                          |                       |                   |                          |                    |                   |                          |                     |                   |

Joint Asset Movement Management System (JAMMS) is a component of the SPOT enterprise suite (ES) that tracks personnel and equipment movement within an AOR. Contractors must scan the LOA, common access card (CAC), and Defense Biometric Identification System (DBIDS) card barcodes at JAMMS terminals (laptops with scanners).

Government authorities determine where to deploy JAMMS terminals:

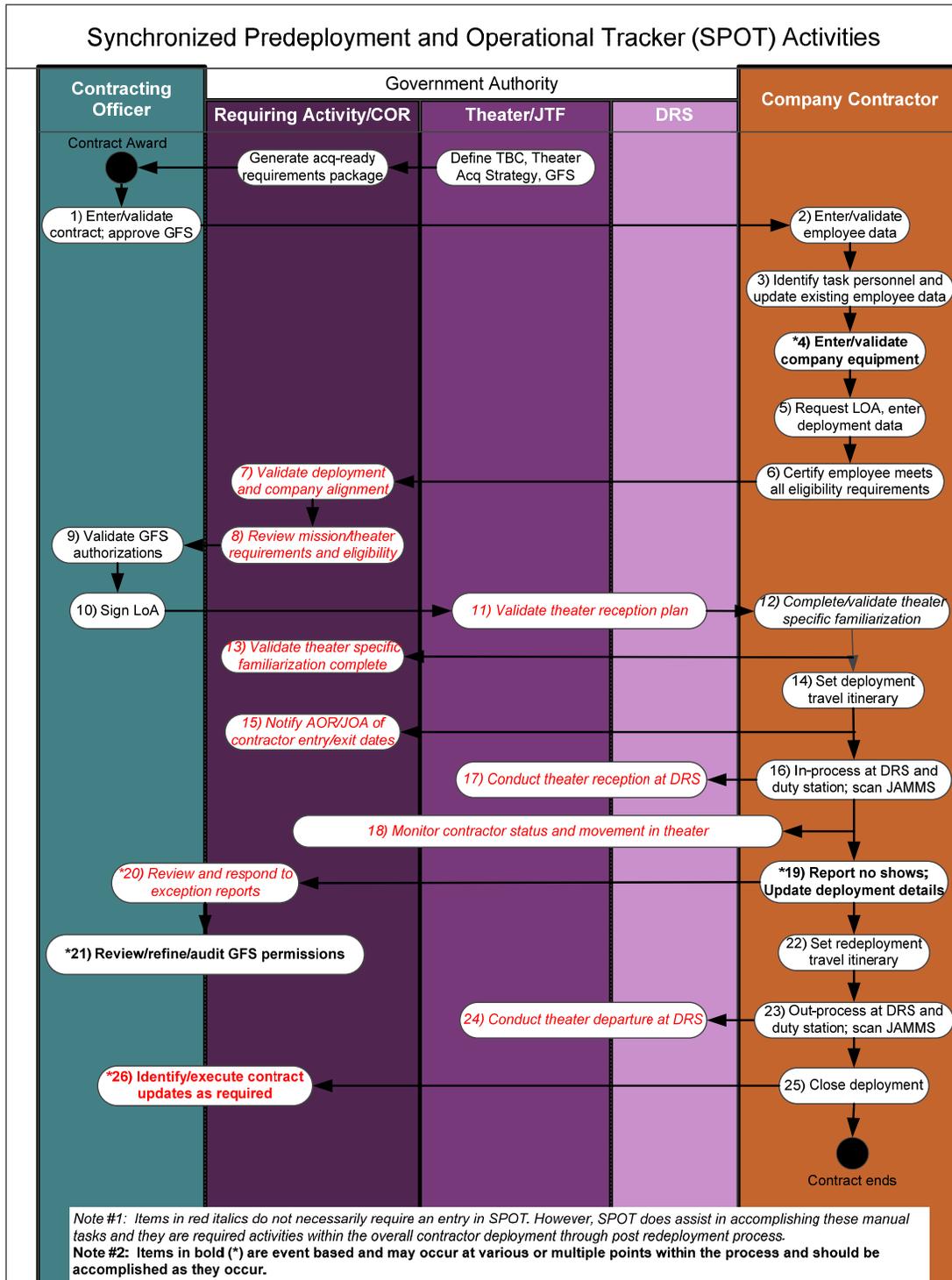
- ◆ Aerial ports of debarkation (APODs)
- ◆ Central issue facilities (CIFs)
- ◆ Dining facilities (DFACs)
- ◆ Military treatment facilities (MTFs)
- ◆ Billeting
- ◆ Morale, welfare and recreation (MWR) locations
- ◆ Fuel points
- ◆ Mail facilities
- ◆ Designated reception sites (DRS)
- ◆ Convey points
- ◆ Contingency deployment centers
- ◆ Embassies.

RA personnel operate JAMMS terminals and assemble data (e.g., country, location type and name, time and date information) daily by creating a batch file and uploading it to SPOT.

# SPOT ACTIVITIES

Figure 2 shows the sequence of activities within SPOT and the actors responsible for executing each activity. The symbols in the diagram are defined [here](#).

Figure 2. SPOT Activity Flow



The activities are grouped under the pre-deployment, deployment, and re-deployment categories corresponding to the SPOT system (as depicted in Figure 1).

### **PRE-DEPLOYMENT**

1. KO enters and validates new and previously awarded theater contingency contracts and task orders and approves government-furnished services.
2. CC enters and validates new and previously entered employee data. CC validates KO contract information.
3. CC identifies task personnel and updates existing employee data.
4. CC enters and validates company-provided equipment.
5. CC requests LOA for deploying company employee. CC updates employee deployment details.
6. CC certifies deploying employee meets all eligibility requirements.
7. RA validates deployment and company alignment.
8. RA reviews mission and theater requirements and individual's deployment eligibility.
9. KO validates and approves GFS for the deploying contractor. GFS are coordinated among the RA, supporting theater, and KO; the level of support is described in the statement of work (SOW) during the contract solicitation process.
10. KO signs the LOA.
11. DRS and theater/JTF validate theater reception plan.
12. CC validates deploying individual has completed all contingency readiness center (CRC) processing requirements, including theater-specific familiarization.
13. RA reviews and validates deploying employee's familiarization is complete.
14. CC sets employee deployment travel itinerary.
15. RA notifies AOR/JOA personnel (DRS) of entry or exit request of deploying contract employee.

## **DEPLOYMENT**

1. CC ensures deploying individuals arrive, in-process (to include JAMMS scan), and update SPOT (i.e., arrival date, status, location).
2. DRS and theater/JTF personnel conduct theater reception and in-process contract employees. DRS conduct a visual inspection of the LOA to verify contractor's access to theater and initial entry in SPOT.
3. GA and CC monitor contractor movement in theater from deployment to re-deployment, aided by use of JAMMS terminals to scan employee access to GFS.
4. CC reports no-shows and updates deployment details to maintain current, accurate information in SPOT.
5. KO and GA review and respond to exception reports.
6. KO and GA review, refine, and audit GFS permissions.

## **RE-DEPLOYMENT**

1. CC sets employee's redeployment travel itinerary.
2. CC certifies redeploying individuals have completed all theater out-processing requirements prior to departure.
3. DRS and theater/JTF personnel conduct theater out-processing of contract employees.
4. CC closes employee deployments in SPOT.
5. RA and KO identify and execute contract updates.

In the following section, the activities are listed by actor. Although these activities include the **maximum timeline** allowed for each activity, they must be completed in conjunction with personnel deployment. ***When contractors deploy faster than the timelines noted, activities must track with the accelerated movement of the individuals.*** The activity flow and timelines are conservative enough to accommodate various circumstances.

## CONTRACTING OFFICER (KO)

A contracting officer (KO) is a military or government civilian with authority and responsibility for managing contracts on behalf of the U.S. government. It refers to federal entities responsible for managing contingency contracts. KOs can come from various organizations:

- ◆ Military departments
- ◆ DoD agencies
- ◆ Joint theater contracting commands or centers (JTCC)
- ◆ non-DoD federal agencies (e.g., DoS, USAID).

They may serve a number of different roles:

- ◆ Procurement contracting officers (PCOs)
- ◆ Contingency contracting officers (CCOs)
- ◆ Senior contracting officials (SCOs)
- ◆ Administrative contracting officers (ACOs).

KOs perform the following activities in support of SPOT and the operational contract support (OCS) mission.

### ***KO Pre-Contract Registration Activities***

Contracting organizations must assign individuals who are trained on SPOT to oversee contract execution in accordance with [SPOT registration process](#).

KOs review requirements packages to ensure they are acquisition-ready. KOs will ensure a trained, qualified contracting officer's representative (COR) is nominated and the level and types of GFS the government provides to the contractor are identified (for consideration in cost negotiations). KOs will coordinate with requiring activities and theater personnel to overcome information shortfalls.

KOs also incorporate [contingency clauses](#) into the contract and monitor contract compliance.

## **KO SPOT Activities**

**Activity 1** : Upon award of a contingency contract, the KO must enter and validate contract data in SPOT no later than (NLT) **5 working days** after contract award. If a task order (TO) is required at any time during the contract period of performance, the KO must enter and validate TO award data in SPOT NLT **5 working days** after TO award.

[return to SPOT Activity Flow](#)

**Activity 9** : KO validates and approves deploying contractor access to GFS NLT **5 working days** after company and deployment data are validated (ref. **Activity 7**). Availability of GFS is determined by the RA and theater/JTF staff specific to that contingency, location, and requirement. The level of support is described in the statement of work, which is generated during the requirements development process. If the contractor is authorized to carry a weapon, the KO (or the KO's designee) will validate weapons familiarization, qualifications, and briefings regarding the rules for the use of force (RUF) to the contingency contractor personnel are completed in accordance with CCDR policies. Coordination between the requiring activity, CCDR, and the contracting office is necessary to validate theater and country clearance and availability of GFS. This must be completed before the KO can issue an LOA.

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**Activity 10** : KO digitally signs the LOA to approve contractor deployment preparation NLT **5 working days** after approving individual's access to GFS. Provision of GFS is limited to contractors directly and actively supporting contingencies. KOs will ensure contractor's use of GFS is monitored for compliance.

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**Activity 20** : KO (and COR delegated responsibility for contingency contract administration services [CCAS]) reviews and responds to exception reports as required. Reports may be accessed concerning personnel (status), pre-deployment eligibility, deployment, contract, or LOAs, as applicable. Accounting for missing persons will be conducted in accordance with [DoD Directive 2310.07E](#). Reintegration and support assistance after recovery of contingency contractor personnel will be accomplished in accordance with [DoD Instruction 2310.4](#). Contingency contractor personnel casualties must be reported according to [Joint Publication \(JP\) 1-0](#).

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**Activity 21** : KO reviews, refines, and audits GFS permissions as required. Changes to GFS permissions must be updated in SPOT and may require KOs to revoke and perhaps reissue LOAs. Audits of contractor use of GFS may require contractor reimbursement for services obtained outside the parameters of the LOA and contract, such as a contractor on rest and relaxation (R&R) using the dining facility.

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**Activity 26** : KO identifies and executes contract updates as required (e.g., if duty location or GFS permission changes are required for follow-on, modified, or extended contracts). New contracts, changes to existing contracts, or cancellation of contracts require KO review and action and will likely require changes to SPOT contract or TO information, LOAs, and GFS permissions.

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## GOVERNMENT AUTHORITY (GA)

A government authority (GAs) is either a military or government civilian. The category of GA includes multiple subcategories of actors, including the requiring activities (RA), theater and JTF commanders and staffs, and designated reception sites (DRS). GAs can come from various organizations:

- ◆ Office of the Secretary of Defense (OSD)
- ◆ DoD agencies
- ◆ Service components
- ◆ Geographic Combatant Command (GCC)
- ◆ JTF
- ◆ Non-DoD federal agencies.

They may serve a number of different roles:

- ◆ Contracting officer's representatives
- ◆ Commanders
- ◆ Staff
- ◆ Subject matter experts
- ◆ Base operating support (BOS) personnel and mayors
- ◆ Quality assurance representatives
- ◆ Property administrators.

GAs will perform the following activities in support of SPOT and the OCS mission.

### ***Requiring Activity and their Contracting Officer's Representative***

Requiring activities define acquisition-ready requirements, nominate CORs to oversee contractor performance as delegated by the KO (and aided by SPOT), and may provide GFS to contractor personnel at levels authorized by the contract.

## **Pre-Contract Registration Activities**

RAs identify personnel trained on SPOT (ref. <http://www.dod.mil/bta/products/spot.html>) to manage requirements such that contractors deliver supplies and services as required to meet commander's intent.

RAs can utilize SPOT as an historic repository to aid in contingency planning and to generate ad hoc requirements. SPOT also provides some business intelligence and market research data.

RAs generate acquisition-ready requirements packages that clearly identify the requirements, potential sources, approvals or required waivers, and current, qualified points of contact. Acquisition-ready requirements include a performance work statement (PWS) or item description, task order change documents, sole source justifications (if applicable), funding documents, independent government estimates (IGEs), government-furnished property and services, and the nomination and qualification certification of the COR or designation of a receiving official.

RAs nominate trained CORs to oversee contractor performance, and provide and use information in SPOT to assist in the management and accountability of contractors from pre-deployment through redeployment.

## **Requiring Activity SPOT Activities**

**Activity 7** : RA validates deployment and company alignment of data to ensure deployment information provided by the CC satisfies contract requirements. RA coordinates updates with CC NLT **5 working days** after deployment details are identified. CC responds to RA inquiries as requested, and updates personnel and contract data to finalize any missing or incorrect information. However, it is the responsibility of the CC to maintain current and accurate data at all times.

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**Activity 8** : RA reviews mission and theater requirements (IAW [Combatant Command website](#) ) and contractor eligibility. NLT **5 working days** after company and deployment data are validated, the RA must coordinate with the CC and KO to ensure type and levels of GFS authorized in the contract are available at the designated location to accommodate the number of personnel during the period of the deployment.

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**Activity 13** : RA reviews and validates individual "deployee" data eligibility requirements and ensures deployee has completed theater-specific familiarization training. This must occur NLT **5 days** after completing pre-deployment preparation. RAs, in coordination with KOs and deployment centers, review eligibility requirements before contractor deployment and issuance of a CAC. Review verifies all CCDR policy directives and requirements are reviewed and understood, weapons training is complete (provide proof of weapons familiarization and qualifications), and the deployee has received required briefings regarding RUF in the contingency AOR. Coordination between the requiring activity, theater, and contracting office is necessary to validate theater and country clearance and availability of GFS.

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**Activity 15** : RA notifies AOR/JOA personnel (DRS) of contractor entry or exit requests NLT **5 days** after validating completion of deployment preparations. RA validates theater and country clearance approvals and ensures that they are entered in SPOT according to the date approved.

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**Activity 18** : RA (in concert with the CC) monitors contractor movement and status in theater from deployment to re-deployment. SPOT facilitates the COR in monitoring contractor performance and compliance with contract requirements, limitations, and constraints by capturing JAMMS scans when a contractor accesses GFS. Contractors who are released from their company, have their LOAs revoked, or have a reason for leaving the theater (e.g., R&R), may not access GFS. In these cases, the deployment must be closed out (ref. **Activity 25**). SPOT also provides an historic reference for locating missing personnel by identifying their last known location and the time of their last JAMMS terminal scan.

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**Activity 20** : COR (as delegated responsibility for CCAS by the KO) reviews and responds to exception reports as required. Reports may be accessed concerning: personnel (status), pre-deployment eligibility, deployment, contract information, and LOAs as applicable. Accounting for missing persons will be conducted in accordance with [DoD Directive 2310.07E](#). Reintegration and support assistance after recovery of contingency contractor personnel will be accomplished in accordance with [DoD Instruction 2310.4](#). Contingency contractor personnel casualties shall be reported according to [JP 1-0](#).

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**Activity 21** : RA assists the KO in the review, refinement, and audit of GFS permissions when required. RA identifies changes to GFS permissions and approves changes for the KO to authorize. Changes in operational conditions, contractor location, or contractor status may necessitate RA coordination with CC and KO to revoke or revise an LOA. Changes to GFS permissions must be updated in SPOT and may require LOAs to be revoked and reissued. Audits of contractor use of GFS may require reimbursement for services obtained outside the parameters of the LOA and contract (e.g., contractor on R&R using the dining facility).

return to SPOT Activity Flow

**Activity 23** : RA (in support of CC task to out-process duty station) ensures departing contractors complete out-processing before redeploying from the DRS. This may include debriefs, return of organizational clothing and individual equipment (OCIE), turn-in of issued weapons, medical checks, etc.

return to SPOT Activity Flow

**Activity 26** : COR identifies and assists the KO in executing contract updates or modifications when required. RAs are responsible for requirements from generation through delivery of contract support to include ensuring that contracts meet operational requirements. CORs monitoring contractor performance in meeting operational requirements must be sensitive to changes in need, time, and environment. For example, changes in operational conditions may fall outside the scope of the contract; thus, requiring the COR to work with the KO to cancel or issue a modification to the contract. Unavoidable delays caused by natural or man-made events may also dictate changes in the contract's period of performance; or, in the case of an increase or decrease in hostilities, changes may be required in RUF and weapons authorizations or GFS permission changes. RAs must work with KO to ensure contracts are delivering required

solutions that support the mission and that appropriate GFS permissions are authorized to contractors.

return to SPOT Activity Flow

## **Geographic Combatant Command Theater and Joint Task Force**

Theater/JTF commanders approve contractor “entry” into the AOR/JOA, establish deployment requirements, and provide GFS to contractor personnel as authorized by the individual LOA.

### **Theater/JTF Pre-Contract Registration Activities**

Commanders assign individuals who are trained on SPOT to input and review information in SPOT.

Commanders, or their designees, identify theater business clearance requirements, determine levels and types of GFS, and post relevant information, which is accessible on the web at [http://www.acq.osd.mil/dpap/pacc/cc/areas\\_of\\_responsibility.html](http://www.acq.osd.mil/dpap/pacc/cc/areas_of_responsibility.html).

### **Theater/JTF SPOT Activities**

**Activity 11**: Theater/JTF staff and personnel plan theater reception, staging, onward movement, and integration (RSOI) activities as required for personnel deployed to their AOR/JOA based on predeployment reports. SPOT provides information to theater planners about the number of contractor personnel both in-theater and deploying to theater. SPOT provides CCDRs visibility of number, location, and types of contractors in theater to assist in theater planning issues, like force protection, resourcing for GFS, maintaining services, etc.

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**Activity 17**: Theater/JTF personnel (in conjunction with DRS) conduct theater reception as required. Contractors deploy from deployment centers to the DRS, where a visual inspection of the LOA verifies contractors are entered into SPOT. Additional theater requirements may be completed upon arrival at the DRS or duty station, such as licensing and issuance of weapons.

return to SPOT Activity Flow

**Activity 24**: Theater/JTF personnel (in conjunction with DRS) conduct theater departure as required. Contractors depart to a deployment/redeployment center to complete redeployment requirements (e.g., return OCIE). Theater requirements must be completed before leaving theater and may include such activities as the turn-in of issued weapons.

return to SPOT Activity Flow

### **Designated Reception Site**

All contractors authorized to accompany the force (CAAF) and selected non-CAAF as designated by the JFC shall be processed into the designated operational area through a DRS. A DRS is responsible for the reception, staging, and onward movement of contractors deploying during a contingency. A DRS can be operated by the theater (military or civilian contractor) or by KO directing CC to establish a company processing center to support the contractor population deploying/re-deploying through the DRS. DRSs use SPOT data to plan reception resources and activities, ensure only authorized contractors enter the theater (by visually inspecting LOAs), and initiate tracking of contractors in theater through operation of JAMMS terminals.

### **DRS Pre-Contract Registration Activities**

DRS will advise RAs, JTF, GCC, and KOs of changes to specific AOR/JOA entrance requirements and GFS permissions, as required (e.g., limitations on billeting, contractor and equipment force flow, etc). Requirements and/or constraints should be identified and revised in theater entrance requirements posted at

[http://www.acq.osd.mil/dpap/pacc/cc/areas\\_of\\_responsibility.html](http://www.acq.osd.mil/dpap/pacc/cc/areas_of_responsibility.html).

To facilitate advance visibility of contract personnel and equipment force flow into theater, DRS will assign personnel who are trained on SPOT to monitor travel itineraries and plan appropriate reception activities.

### **DRS SPOT Activities**

**Activity 11**: The DRS plans and coordinates, as required, with KO and RA to conduct theater RSOI activities for deployment of personnel based on contractor deployment and redeployment itineraries. Contractor travel itineraries should be available in SPOT **30 days** in advance. The DRS uses information in SPOT to project resources to accommodate the reception of inbound contractor personnel. SPOT provides the DRS visibility into the number, location, and types of contractors flowing in, through, and out of theater to assist in planning for contractor support issues, such as contractor movement, force protection, resourcing for GFS, etc. return to SPOT Activity Flow

**Activity 17**: The DRS conducts theater reception as required. All CAAF must be processed into the designated operational area through a designated reception site. The designated reception site will verify, based on a visual inspection of the LOA, that contractor personnel are entered into SPOT and personnel meet theater-specific entrance requirements. Contractor personnel already in the designated operational area when a contingency is declared must report to the appropriate DRS as soon as that site is operational. If any CAAF does not have the proper documentation, the contractor will be denied theater entry. The KO instructs the CC to either take action to obtain the proper authorization for entry into that area, or the contractor must be sent back to their point of departure or returned to the service component command or defense agency that is responsible for that contract for theater entrance processing. return to SPOT Activity Flow

**Activity 24**: The DRS conducts theater departures as required. Contractors go to a deployment/redeployment center to complete redeployment actions (e.g., return OCIE). All contractor equipment deployed to the theater must go through appropriate dispositioning (e.g., sold, transferred, redeployed out of country/theater). return to SPOT Activity Flow

## COMPANY CONTRACTOR (CC)

Company contractors (CCs) include entities (individuals or companies) hired by U.S. federal organizations to provide contingency contractor personnel and/or equipment. CCs provide information into SPOT that assists the GA, KO, and CC in maintaining visibility and awareness.

CCs must perform the following contract-mandated activities, operate in good faith to meet all terms and conditions of contracts, and ensure compliance of subcontractors with the activities below.

### **CC Pre-Contract Registration Activity**

Companies must ensure their personnel (including the designated administrators) are trained on SPOT to ensure timely, accurate inputs and maintenance of information in SPOT. SPOT registration process is available at <http://www.dod.mil/bta/products/spot.html>.

Companies must designate mission-essential employees (as applicable) similar to the designation of DoD civilian employees as emergency-essential. Essential contractor employees occupy positions in an overseas contingency operation that are critical to its success and will use all means at their disposal to continue to provide such services.

At all times throughout the predeployment, deployment, redeployment, and post-deployment process, companies must ensure good order and discipline of its employees (and subcontractors) and take any necessary administrative disciplinary actions. Companies must remove and replace (at their own cost) personnel who fail to comply with or violate applicable requirements. Specifically, companies will ensure the following:

- ◆ Company personnel comply with U.S., host country, and third country national laws; treaties, international agreements, and applicable status of forces agreements (SOFAs); and U.S. regulations, directives, instructions, policies, and procedures.
- ◆ CAAF employees (and non-CAAF employees requiring base access) adhere to all local command directives, including force protection measures and other general orders (e.g., equipment, security, health, safety, or relations and interaction with locals) established by the area or local base commanders.
- ◆ Compliance with rules for the use of force, which generally limit the use of deadly force except in self-defense. Personnel authorized to carry weapons (IAW [18 U.S.C. 922](#)) must be adequately trained and adhere to all guidance and orders regarding registration, authorization, possession, use, safety, and accountability of weapons and ammunition.

## CC SPOT Activities

**Activity 2** : CC enters or validates new “potential deployees” and previously entered employee data. Validates contract information. CC enters data for initial deployees into SPOT NLT **5 days** after notification of contract registration. The CC or his assigned administrator must ensure accurate, timely data inputs and maintenance of information in SPOT.

[return to SPOT Activity Flow](#)

**Activity 3** : CC identifies and assigns personnel to support contract NLT **5 days** after contract registration. If key personnel (i.e., advanced party) are identified, assignment of some contingency contractors may occur at contract award. CC updates employee details in SPOT as required. CC loads in SPOT only deployment-eligible personnel. Current information must be updated in SPOT NLT **5 days** after any change occurs. CC is responsible for updating employee details in SPOT; as changes occur, the CC will ensure contractor personnel profile information is accurate, current, and complete to ensure readiness of individual to deploy. The CC is responsible for maintaining visibility, currency, and accuracy of all individual profile data throughout the process, including close out and completion of post-redeployment activities. Although there may be changes to contract details at any point, the initial data entry for deployment must be completed as task personnel are identified and as deployment details are entered. As new personnel are identified to deploy (e.g., to replace existing personnel or as new personnel are assigned to a new task order) they must be entered into SPOT NLT **5 days** after notification.

[return to SPOT Activity Flow](#)

**Activity 4** : CC enters and validates company provided equipment, NLT **5 days** after contract registration. Company equipment is added and deleted, as necessary, during the contract period of performance. CC registers and identifies armored and military vehicles operated by deployed contractors and subcontractors.

[return to SPOT Activity Flow](#)

**Activity 5** : CC requests LOA for deploying company employee and updates employee deployment details. CC finalizes deploying employee details NLT **5 days** after notice of decision to deploy. CC must ensure employees are properly vetted per DoD and local command policy to work on applicable government contracts. This generally includes security and background checks, passports, visas, entry permits, country clearance, theater clearance, and registration for U.S. contractors with the embassy or consulate.

[return to SPOT Activity Flow](#)

**Activity 6** : CC certifies employees meet all CCDD qualifications and deployment eligibility requirements including training, screening, and assessments NLT **5 days** after notice of decision to deploy. CC must ensure, in coordination with the RA and KO, that all CAAF employees meet the requisite medical (fitness and vaccination), training (e.g., safety, security, survival, law of war), and equipment theater entrance requirements.

[return to SPOT Activity Flow](#)

**Activity 12** : CC validates deploying individuals have completed all CRC processing requirements, including theater-specific familiarization training. Deployees' completion of familiarization and theater-specific requirements is contingent upon KO approval of LOA (ref. **Activity 10**). Contractors are responsible for ensuring they comply with theater and country entrance (clearance) requirements. Familiarization will be completed at deployment (replacement) centers prior to deployment to the JOA/AOR.

[return to SPOT Activity Flow](#)

**Activity 14** : CC sets employee deployment travel itinerary as required, normally **30 days** prior to scheduled arrival or departure. Full deployment itinerary is updated when details (e.g., flight number, time of arrival) become available; this facilitates proper planning by the DRS.

[return to SPOT Activity Flow](#)

**Activity 16** : CC ensures all employees entering the JOA in-process through the DRS, with required documentation (e.g., LOA and common access card, or CAC), and report to the DRS and RA personnel upon arrival. Deployed employees will in-process at the DRS and duty station upon arrival in theater. In-processing requires the deployee notify government personnel of arrival and complete scanning of the LOA barcode using a JAMMS terminal. CC then updates deployment arrival date, personnel status, and location in SPOT.

[return to SPOT Activity Flow](#)

**Activity 19** : CC reports contractor employee no shows and updates deployment details **within 72 hours** of any changes. CC will track company employees during the deployment process and report individuals with delayed arrivals or no shows. At a minimum, personnel status (e.g., missing, killed) must be updated in SPOT **every 72 hours**. Companies will provide logistical and security support for their employees, except for mandatory evacuations and personnel recovery instances, or as otherwise defined in the contract. Companies will also report any incident of weapons discharge, death or injury of personnel, and destruction of property. Companies and their deployed contractors and subcontractors must cooperate with the investigation of incidents by providing access to their personnel and relevant information. If an employee dies, requires evacuation due to an injury, or is isolated, missing, detained, captured, or abducted, companies will notify deployee-designated next of kin and the U.S. consul responsible for the area in which the event occurred, and return personal effects. Companies will also coordinate mortuary affairs IAW [DoD Directive 1300.22](#) and with [10 U.S.C. 1486](#).

[return to SPOT Activity Flow](#)

**Activity 22** : CC sets the redeployment travel itinerary **30 days** before scheduled departure. This estimated date must be used to coordinate departure and redeployment planning activities in theater and back at home station.

[return to SPOT Activity Flow](#)

**Activity 23** : CC certifies redeploying personnel have completed all unit or requiring activity and theater out-processing requirements prior to departure. Deployed contractors will redeploy via a DRS back to a deployment/redeployment center to complete redeployment requirements (e.g., return of OCIE if required). Contractors must complete DD Form 2796 to identify medical referral follow-up.

[return to SPOT Activity Flow](#)

**Activity 25** : CC will close deployment in SPOT upon redeployment. Contractors will return government furnished equipment (GFE) and contractor acquired government owned (CAGO) items and aid in disposition of equipment, and complete a post deployment health re-assessment (DD Form 2900) 3 to 6 months following redeployment. Terminated employees shall be released in SPOT to accommodate entry of that contractor in SPOT by another contract company. Companies will coordination with the KO on administrative close out-procedures. CC will update contractor status in SPOT upon departure from AOR/JOA to include identifying whether the terms of the deployment have been fulfilled, the reason for leaving the mission, person status, mode and date of departure from AOR, and validate when OCIE was returned and medical screening administered.

[return to SPOT Activity Flow](#)

## GOVERNMENT FURNISHED SERVICES

The Requiring Activity defines government furnished services (GFS) to be provided to a contract company during requirements generation. The KO uses the RA-defined GFS in developing and negotiating the contract with the contractor. SPOT recognizes the following “common” GFS:

- ◆ Army Post Office / Fleet Post Office / Military Post Office (APO/FPO/MPO) Postal Services – government provided postal services
- ◆ Billeting – access to government lodging facilities
- ◆ Commissary – access to government grocery services
- ◆ DFACS – access to government dining facilities (at contractor expense)
- ◆ Excess Baggage – government authorization for additional baggage
- ◆ Gov’t Furnished Meals – government provided meals
- ◆ Mil Clothing – access to government clothing facilities
- ◆ Mil Issued Equipment – authorization for use of OCIE
- ◆ Morale, welfare and recreation (MWR) – access to government provided MWR services
- ◆ Transportation – authorization for use of government provided transport
- ◆ Authorized Weapon – approval to carry a weapon
- ◆ CAC/ID Card – authorized issuance of a CAC for facility and computer access
- ◆ Dependents Authorized – permission for dependents to accompany
- ◆ Contractors Authorized to Accompany the Force (CAAF) – grants protected status in accordance with international conventions ([Geneva and Hague conventions](#)); allows routine/recurrent access to U.S. controlled facilities as primary duty location; generally recognizes contractor is subject to the rights and restrictions of U.S. law (particularly regarding matters/orders related to force protection, security, safety, and general welfare)
- ◆ Fuel Authorized – access to government provided fueling facilities
- ◆ Mil Banking – access to government provided banking facilities

- ◆ Mil Exchange – access to government provided exchange facilities
- ◆ Milair – authorization to travel on government aircraft
- ◆ None – no GFE authorized, contractor is responsible for all care and feeding
- ◆ Resuscitative Care – government provided resuscitative care (if required)

## REFERENCES

The references below provide additional information on requirements for using SPOT.

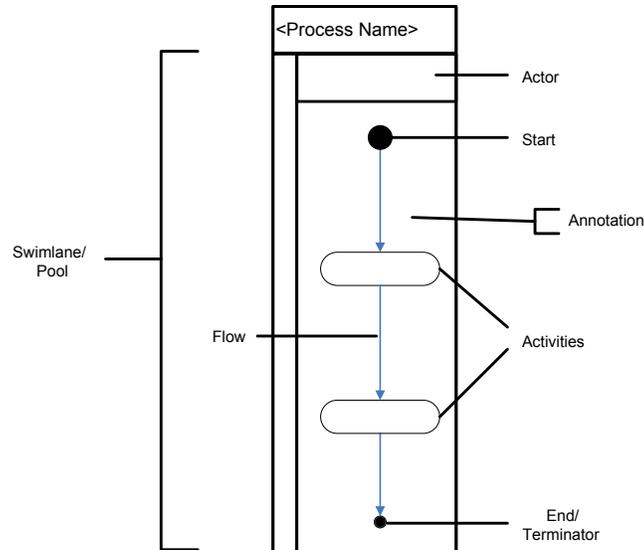
- ◆ [Geneva Convention of 1949](#) (III, Article 4.A.(4)) recognizes contractors accompany an armed force (who issues them an ID card) that fall into enemy power are prisoners of war.
- ◆ [Hague Convention of 1907](#) (IV, article 13) entitles contractors accompany a military force to be treated as prisoners of war if they carry a certificate from the military authorities.
- ◆ [NDAA FY 08](#) (Section 861) establishes reporting requirements for contingency contracts.
- ◆ [NDAA FY 08](#) (Section 862) establishes requirements for private security contractors.
- ◆ [NDAA FY09](#) (Sections 853 and 854) establish additional reporting requirements in SPOT.
- ◆ [FAR Subpart 25.3](#) (Contracts Performed Outside the United States) identifies clauses to be inserted into contingency contracts.
- ◆ [FAR 52.225-19](#) (Contractor Personnel in a Designated Operational Area or Supporting a Diplomatic or Consular Mission Outside the United States) identifies requirements for contractors supporting contingencies.
- ◆ [DFARS PGI 225.74](#) (Defense Contractors Outside the United States) identifies requirements for contracts and contractors that support contingencies.
- ◆ [DoD Instruction 3020.41](#) defines the process for deploying contractors which the SPOT system supports.
- ◆ [DoD Instruction 3020.50](#) regulates the selection, training, equipping, accounting for, and conduct of all private security contractors (PSCs) in an area of combat operations and requires incident reporting for instances of PSC involvement where persons are killed or injured, or property is destroyed.
- ◆ [10 July 2008 memorandum of understanding \(MOU\)](#) between the DoS, DoD, and USAID established reporting requirements in SPOT.
- ◆ [20 April 2010 MOU](#) between the DoS, DoD, and USAID established reporting requirements in SPOT.

- ◆ [SPOT Registration and Log-in Guide](#) provides assistance to obtain access to SPOT.
- ◆ SPOT [Frequently Asked Questions \(FAQs\)](#) to address new functionality and known issues, are posted on the SPOT homepage
- ◆ [SPOT required fields](#) are identified by task on the SPOT website.
- ◆ Training guides for the three actors are available online:
  - ▶ [SPOT Training Workbook for Contracting Community Users](#) aid KOs in registering and use of SPOT system.
  - ▶ [SPOT Training Workbook for Government Organization Users](#) aid GAs in registering and use of SPOT system.
  - ▶ [SPOT Training Workbook for Company Contractor Users](#) aid CCs in registering and use of SPOT system.
- ◆ SPOT-ES Help desk is available (24/7) via
  - ▶ Phone: (717) 458-0747
  - ▶ Email: [SPOT.helpdesk@us.army.mil](mailto:SPOT.helpdesk@us.army.mil)
  - ▶ Web: <http://www.spothelpdesk.com/>

## NOTATION

This document incorporates Unified Modeling Language (UML) notation. The activity diagram illustrates actions, actors, and a sequence flow. The symbols used in the activity diagram are depicted in Figure 3. The vertical swim lanes are “pools” of activity for a single actor, who is identified at the top of the pool. All symbols within a swim lane illustrate the responsibilities for that actor.

*Figure 3. Activity Notation*



The Start symbol defines the initial state for the flow to begin. The End, or terminator, describes the state when all activities are completed. The blue connecting lines with arrows illustrate the flow of activities from the start of activities to their end.

Annotations are illustrated by the black bracket and lines. Annotated text provides comments, assumptions, and constraints on the activities and process flow.

# LETTER OF AUTHORIZATION

Below is a sample letter of authorization.

| LETTER OF AUTHORIZATION            |   |                         | DATE OF REQUEST           |
|------------------------------------|---|-------------------------|---------------------------|
| REQUIRING ACTIVITY                 | GOVT AGENCY POC   | GOVT AGENCY POC PHONE   | GOVT AGENCY POC EMAIL     |
| NAME (Last, First, Middle Initial) | SSN/FIN   | DATE OF BIRTH           |                           |
| HOME ADDRESS                       | CITIZENSHIP   | PASSPORT # / EXPIRATION |                           |
|                                    | DEPLOYMENT PERIOD START   | DEPLOYMENT PERIOD END   |                           |
| EMAIL                              | THEATER EMAIL   |                         |                           |
| CLEARANCE LEVEL w/ AGENCY          | CLEARANCE DATE (mm/dd/yyyy)   | JOB TITLE               | SUPERVISOR/NON-SUPERVISOR |
| COMPANY (full name)                | COMPANY POC   | COMPANY POC TELEPHONE   | COMPANY POC EMAIL         |
| CONTRACT NUMBER/ TASK ORDER        | CONTRACT / TO START DATE  | CONTRACT / TO END DATE  | CONTRACT ISSUING AGENCY   |
| NEXT OF KIN (NOK) NAME             | NOK RELATIONSHIP  | ASSIGNED KO             | ASSIGNED KO TELEPHONE     |
| IN-THEATER CONTACT                 | CONTACT'S PHONE   |                         | CONTACT'S EMAIL           |
| COUNTRIES TO BE VISITED            | <b>GOVERNMENT FURNISHED SERVICES</b><br><input type="checkbox"/> APO/PO/POB<br><input type="checkbox"/> Postal Services<br><input type="checkbox"/> Billing<br><input type="checkbox"/> Commissary<br><input type="checkbox"/> DFACs<br><input type="checkbox"/> Excess Baggage<br><input type="checkbox"/> Govt. Furnished Meals<br><input type="checkbox"/> MI Clothing<br><input type="checkbox"/> MI Issued Equip<br><input type="checkbox"/> MWR<br><input type="checkbox"/> Transportation<br><input type="checkbox"/> Authorized Weapon<br><input type="checkbox"/> CAC/ID Card<br><input type="checkbox"/> Dependents Authorized<br><input type="checkbox"/> CAAF<br><input type="checkbox"/> Fuel Authorized<br><input type="checkbox"/> MI Banking<br><input type="checkbox"/> MI Exchange<br><input type="checkbox"/> Milair<br><input type="checkbox"/> None<br><input type="checkbox"/> Resuscitative Care |                         |                           |
| PURPOSE                            |   |                         |                           |
| FUND CITE w/ BILLING ADDRESS       | DBA INSURANCE INFORMATION   |                         |                           |

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. Travel being performed is necessary and in the public's service. Travel is in accordance with FAR 31.205-36 and the maximum per diem allowable under the appropriate travel regulations (Joint Travel Regulation (for AK, HI and outlying areas of the United States and US possessions), Federal Travel Regulation for CONUS and US Territories, and Dept of State's Standardized Regulations for OCONUS Foreign Areas designated by DOS).

Prior to Issuance of a DoD Common Access Card (CAC), the government sponsor must ensure completion of the FBI fingerprint check with favorable results and submission of a National Agency Check with Inquiries to the Office of Personnel Management (OPM), or a DoD-determined equivalent investigation.

Emergency medical support will be determined by the appropriate supported commander. Contractor authorization aboard military aircraft will be determined by the supported commander. Necessary identification badges will be determined and provided by the supported command.



\*XXXXXX\*

Name:

SSN:

**LOA REMARKS**

AP1.3.17.1. U.S.-owned contractors providing goods or services in direct support of DoD activities for contract-related mail only, their U.S. citizen employees and sponsored family members may be authorized personal mail. Postal support will be limited to the country in which the contractor is performing and providing there is no host-country prohibition. The extent of the postal support will be set forth in the contract. The provisions for postal support in such contracts shall be reviewed and approved by the applicable Combatant Commander (or his designated representative) and the Military Department concerned prior to execution of the contract.

VOID

**Contracting Officer**

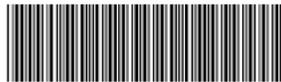
Signature

Print Name

Email

Date

Phone



\*XXXXXX\*

## **ABBREVIATIONS**

|             |   |
|-------------|---|
| ACO         | administrative contracting officer                          |
| AOR         | area of responsibility                                      |
| APO/FPO/MPO | Army Post Office / Fleet Post Office / Military Post Office |
| APOD        | aerial ports of debarkation                                 |
| BOS         | base operating support                                      |
| CAAF        | contractors authorized to accompany the force               |
| CAC         | common access card  |
| CAGO        | contractor acquired government owned                        |
| CC          | contractor company  |
| CCAS        | contingency contract administration services                |
| CCDR        | Combatant Commander   |
| CCO         | contingency contracting officer                             |
| CIF         | central issue facilities                                    |
| COCOM       | Combatant Command   |
| CONUS       | continental United States                                   |
| COR         | contracting officer's representative                        |
| CRC         | contingency readiness center                                |
| DBIDS       | Defense Biometric Identification System                     |
| DFAC        | dining facility   |
| DoD         | Department of Defense                                       |
| DoS         | Department of State   |
| DRS         | designated reception site                                   |
| ES          | enterprise suite  |

|       |  |
|-------|--|
| FAQ   | frequently asked question                        |
| GA    | government authority                             |
| GCC   | geographic combatant command                     |
| GFE   | government furnished equipment                   |
| GFS   | government-furnished services                    |
| HN    | host nation                                      |
| IAW   | in accordance with                               |
| ID    | identification                                   |
| IGE   | independent government estimate                  |
| JAMMS | Joint Asset Movement Management System           |
| JOA   | joint operations area                            |
| JP    | Joint Publication                                |
| JRC   | joint reception centers                          |
| JTCC  | joint theater contracting command/center         |
| JTF   | Joint Task Force                                 |
| KO    | contracting officer                              |
| LN    | local national                                   |
| LOA   | letter of authorization                          |
| MOU   | memorandum of understanding                      |
| MTF   | medical treatment facility                       |
| MWR   | morale, welfare and recreation                   |
| NLT   | no later than                                    |
| OCIE  | organizational clothing and individual equipment |
| OCS   | operational contract support                     |

|        |  |
|--------|--|
| OSD    | Office of the Secretary of Defense                   |
| PCO    | procurement contracting officer                      |
| POW    | prisoners of war                                     |
| PSC    | private security contractor                          |
| PWS    | performance work statement                           |
| R&R    | rest and relaxation                                  |
| RA     | requiring activity                                   |
| RSOI   | reception, staging, onward movement, and integration |
| RUF    | rules for the use of force                           |
| SCO    | senior contracting official                          |
| SOFA   | status of forces agreement                           |
| SOW    | statement of work                                    |
| SPOT   | Synchronized Predeployment and Operational Tracker   |
| TCN    | third country national                               |
| TO     | task order   |
| U.S.   | United States  |
| U.S.C. | United States Code                                   |
| USAID  | United States Agency for International Development   |

## DEFINITIONS

Contractors Authorized to Accompany the Force (CAAF). Contingency contractor personnel, including all tiers of subcontractor personnel, who are authorized to accompany the force and have protected status in accordance with international conventions. CAAF generally include all U.S. citizen and third country national (TCN) employees not normally residing within the operational area whose area of performance is in the direct vicinity of U.S. forces and who routinely reside with U.S. forces (especially in non-permissive environments). Personnel residing with U.S. forces shall be afforded CAAF status via a LOA. In some cases, CCDR subordinate commanders may designate mission essential host nation (HN) or local national (LN) contractor employees (e.g., interpreters) as CAAF.

Designated Reception Site (DRS). The organization responsible for the reception, staging, integration, and onward movement of contractors deploying during a contingency. The designated reception site includes assigned joint reception centers and other designated reception sites.

Letter Of Authorization (LOA). A document issued by the procuring contracting officer or designee that authorizes contractor personnel authorized to accompany the force to travel to, from, and within the operational area; and outlines GFS authorizations within the operational area, as agreed to under the terms and conditions of the contract.

Local National (LN). An individual who is a permanent resident of the nation in which the United States is conducting contingency operations.

Non-CAAF. Non-CAAF normally include personnel who do not satisfy all the requirements for designation as CAAF and are otherwise not so designated, such as LN employees and non-LN employees who are permanent residents in the operational area or TCNs not routinely residing with U.S. forces (and TCN expatriates who are permanent residents in the operational area) who perform support functions away from the close proximity of, and do not reside with, U.S. forces. GFS to non-CAAF is typically limited to force protection, emergency medical care, and basic human needs (e.g., bottled water, latrine facilities, security, and food when necessary) when performing their jobs in the direct vicinity of U.S. forces.

Operational Contract Support (OCS). The ability to orchestrate and synchronize the provision of integrated contract support and management of contractor personnel providing support to the joint force within a designated operational area.

Requiring Activity (RA). A military or other designated organization that identifies and receives contracted support during military operations. See also supported unit.

Supported Unit. As related to contracted support, the organization that is the recipient, but not necessarily the requester of, contractor-provided support. See also requiring activity.