

## Contractor Accountability and Visibility Basics

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Accurate visibility of the contracted workforce and the associated burden for their support is essential for full integration of contractors into the total deployed force.

Policy requires the use of the Synchronized Predeployment and Operational Tracker (SPOT), a web-based database, for contractor personnel accountability in contingency operations. **Requiring activities** ensure contractors enter employee data and maintain by-name accountability of designated contractor personnel (US citizen and non-US citizen) in SPOT. SPOT sends this data daily to the Joint Personnel Accountability Reconciliation and Reporting (JPARR) system which in turn feeds the Joint Personnel Status Report (JPERSTAT). **The J-1** is responsible for accessing this information to report contractor personnel numbers. **The OCSIC** can access TOPSS (the SPOT reporting tool) and uses this information to maintain visibility of contractors in the operational area.

**Achieving the full spectrum of accountability is a partnership between the OCSIC, the J-1, the requiring activities, and contractors.**

Contractors Authorized to Accompany the Force (CAAF) and any other contractors receiving authorized government services (AGS) are required to have a SPOT-generated Letter of Authorization (LOA) which provides information on the individual, the contract, and types of government support allowed.

An important supporting capability, Joint Asset Movement Management System (JAMMS) terminals (which read information from identity cards), can be placed at targeted locations (dining facilities, APODs) to verify credentials and authorized services, and track movement of personnel.

**Contractor Accountability and Visibility Considerations**

Considerations	Characteristic	Measurement	Responsible for System data	Frequency	Mechanism
Individual Accountability / Number of Contractors in JOA	Identity	Name / ID Number	Employer	Initially	SPOT / JPARR
Daily Accountability of Contractor Employees	Duty Status	Present / Not-Present For Duty	Employer	Daily	Employee HR system
Commander responsibility for support (e.g. personnel recovery)/ID card issuance	Legal Status	CAAF / Non-CAAF	Government	Initially	SPOT LOA
Required Support of Contractors/ Authorization for services at point of receipt	AGS Burden	Services Authorized	Government	Initially and when validating ID and AGS in JAMMS NG	Contract / SPOT LOA / JAMMS NG
Assessing Operational Effects/ Risk Assessment for Use of Contractors	Mission Category	Types of Services Being Performed	Employer	Initially	SPOT / TOPSS
Tracking contractor status	Contractor Death or Injury	Dead or Injured	Employer	Upon Event	SPOT
Tracking qualifications of armed contractors	Armed Contractors	Weapon Authorized by Commander	Government	Initially, when authorized	Local Command Database
Contractor Base Access / Force Protection Requirements	Contractors Employed on US Bases	Number and Location of DoD Contractors	Employer	Daily	SPOT and/or Employee HR system