



**DoD Business Rules for the
Synchronized Predeployment and
Operational Tracker (SPOT)**

09/22/2025

DoD Business Rules for the Synchronized Predeployment and Operational Tracker (SPOT)

AMENDMENT HISTORY

Document Version	Approval Date	Modified By	Section, Pages(s); Text Revised
1.0	1/21/2014	N/A	Original
2.0	11/21/2014	SPOT-ES PMO	<ul style="list-style-type: none"> • Compliance, 3/4; Updated publication dates and removed rescinded DFARS Clause 252.225-7039 • Updated Government Furnished Services (GFS) to Authorized Government Services (AGS) throughout the document • KO Business Rules / Approve and Sign the LOA, 12; Added a requirement for a review and approve or denial of an LOA • CA Business Rules, 13; Modified the requirements for creating a Foreign Identification Number (FIN) • CA Business Rules / Deployment Dates, 13; Added a requirement to modify the estimated start date or cancel the deployment in certain circumstances • CA Business Rules / Countries to be Visited, 13; Changed the rule for Countries to be Visited • CA Business Rules / Complete Eligibility Requirements and Establish Deployment Itinerary, 15; Added a requirement to update weapon information • Appendix 1: Abbreviations, 19; Updated Abbreviations as necessary • Appendix 2: Definitions, 22; Removed Dependents Authorized and Fuel Authorized • Appendix 3: Sample LOA, 26; Replaced
3.0	2/2/2015	SPOT-ES PMO	<ul style="list-style-type: none"> • CA Business Rules/ 12; Added new FIN rules procedure
4.0	2/20/2015	SPOT-ES PMO	<ul style="list-style-type: none"> • Compliance/ Updated with updated CENTCOM Class Deviation 2015-O0009 / pg. 4 • CA Business Rules/ Inserted new mandatory guidance for the visa
4.1	2/25/2016	SPOT-ES PMO	<ul style="list-style-type: none"> • NOTE on USAFRICOM Class Deviation 2016- O0006 20160222 pg. 9

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4.2	1/1/2017	SPOT-ES PMO	<ul style="list-style-type: none"> • Policy and Web link updates
4.3	9/27/17	SPOT-ES PMO	<ul style="list-style-type: none"> • Release of Deviation 2017-O004, supersedes Class Deviation 2015-O0009
4.4	2/5/18	SPOT-ES PMO	<ul style="list-style-type: none"> • Update to include the new GUID (replaces the FIN on LN/TCN deployments) requirement Update to reference the DD-2875 requirement for all Contractors requesting a Government role, pg. 16.
4.5	5/10/18	SPOT-ES PMO	<ul style="list-style-type: none"> • Amend the SPOT Business Rules to reflect the USFOR-A requirement that SPOT data for Afghanistan deployments be affirmed in SPOT by Company Admins every 30 calendar days, pg. 17 & pg. 19.
4.6	9/25/19	SPOT-ES PMO	<ul style="list-style-type: none"> • Updated the SPOT Business Rules to reflect the requirement for Company Admins to update Duty Station Check In Dates within 1 day of employee arriving at new duty station, pg. 18 & pg. 21. Added Class Deviation 2018-O0019, "Class Deviation: Contractor Personnel Performing in Japan", pg. 7.
4.7	8/24/2020	SPOT-ES PMO	<ul style="list-style-type: none"> • Updated hyperlinks in the SPOT Business Rules to access updated website page, pg. 11, pg. 14, & pg. 20.
4.8	6/22/2022	SPOT-ES PMO	<ul style="list-style-type: none"> • Updated hyperlinks in the SPOT Business Rules to access updated website page, pg. 7, pg. 11, pg. 14, pg. 15, pg. 20, & pg. 21.
4.9	12/21/2022	SPOT-ES PMO	<ul style="list-style-type: none"> • Changed classification marking to UNCLASSIFIED.
5.0	3/2/2023	SPOT-ES PMO	<ul style="list-style-type: none"> • Updated for incorporation of GAO recommendations and other required updates to maintain currency.
5.1	7/29/2024	SPOT-ES PMO	<ul style="list-style-type: none"> • Updated for incorporation of GAO recommendations to ensure operation name accuracy in SPOT-ES and other required updates to maintain currency. • Added a list of key metrics/ deadlines in Appendix 5.

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5.2	02/02/2025	SPOT-ES PMO	<ul style="list-style-type: none">• Updated “gender” to “sex”.
5.3	07/07/2025	SPOT-ES PMO	<ul style="list-style-type: none">• Revised guidance for inputting Private Security Contractor (PSC) job titles into the system and updated broken links.
5.4	09/22/2025	SPOT-ES PMO	<ul style="list-style-type: none">• Corrected Private Security Contractor job titles.• Clarified that DOB for employee must reflect age of 18 or older.• Removed JAMMS and TOPSS applicable references due to JAMMS and TOPSS sunseting in December 2025.• Introduced new SPOT Tier 3 report role and recommended Government Users request role as a replacement for TOPSS reporting.• Clarified SPOT training requirements for inactivated SPOT accounts.

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PURPOSE

This document facilitates the implementation of the Synchronized Predeployment and Operational Tracker (SPOT) as the federal government database for the tracking and accountability of contractor personnel authorized to accompany the force (CAAF), other contractor personnel as required by combatant commanders, and associated equipment during contingencies and other applicable operations, by defining the SPOT procedures and policies (“who” does “what” and “why”) for all Department of Defense (DoD) SPOT users.¹ This document provides an overview of the compliance requirements for SPOT, defines the roles, responsibilities and business rules for using the system, and the requirements to input and update information within the system. Instructions on how to operate the system and a system overview are contained in the applicable SPOT user manuals located on the Resource Center in SPOT at <https://spot.dmdc.mil>.

VALUE OF SPOT

SPOT is the central authoritative repository for applicable DoD contracts, contractor personnel, and company-owned equipment as defined by the Congressional Acts and DoD regulations listed in the Compliance section below. SPOT delivers a standardized, collaborative method for the management, tracking and visibility of contractor personnel and contracts in support of applicable operations including contingencies, humanitarian assistance, disaster recovery operations, and other military operations or military exercises, when designated by the Combatant Commander (CCDR). It provides a centralized means to highlight the Department’s reliance and dependence on contracted capabilities. Additionally, SPOT offers fidelity and visibility of existing and previously contracted support, so that planners and others may consider current and historical data when developing future total force structure requirements as well as logistics and operational plans across all phases of operations.

Current systems receiving data from SPOT:

- The Joint Personnel Accountability Reconciliation and Reporting System (JPARR) receives SPOT-ES data daily on DoD contractors actively deployed worldwide and uses SPOT-ES data to deconflict duty location of deployed contractors.
- Deployed Theater Accountability System (DTAS) receives SPOT data five calendar days a week on DoD contractors deployed to USCENTCOM.
- Contractor Debt System (CDS) receives SPOT data monthly from AFCENT, which is provided Excel reports generated by SPOT, on the number of meals consumed at Dining Facilities (DFAC) in the USCENTCOM AOR.

¹ DOS follows their own SPOT Business Rules. Those USG agencies that are not directed by policy to use SPOT are highly encouraged to use these Business Rules or develop their own, as applicable.

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- Theater Medical Data Store (TMDS) receives SPOT data quarterly and upon request from the Defense Finance and Accounting Service (DFAS), which is provided Excel reports generated by SPOT, on the contractors who have received treatment at military medical facilities.

In addition to providing the foundation for operational contract support planning, SPOT enables functional oversight and integration of all contracted capabilities by:

- Facilitating collaboration between diverse, geographically separated communities— requiring activities, theater and Joint Task Force (JTF) staffs, Contracting Officer’s Representatives (CORs), contracting offices, and contractor companies—in collecting and sharing information.
- Promoting synchronization and integration among all government partners.
- Providing awareness, visibility and accountability of individual contingency contractor personnel and contracted capabilities.

Data from SPOT can also be used to locate individuals for routine or emergency situations, support audits and congressional inquiries, and inform planning for future requirements.

COMPLIANCE (REQUIREMENTS FOR SPOT)

Due to the increased awareness that contracted support is a force multiplier in contingencies, Congress has passed legislation, and the DoD has developed regulations, policies and directives, to ensure that all personnel supporting contingencies (from the Combatant Command [CCMD] inclusive to the company administrator personnel) enter and maintain proper data in SPOT. On 25 January 2007, the Office of the Secretary of Defense designated SPOT as the central repository for information on Contractors Authorized to Accompany United States Forces (CAAF) in a memo titled, “Designation of SPOT as Central Repository for Information on Contractors Deploying with the Force.” Subsequently, the following legislation and DoD guidance has been issued (see a complete list of legislative, regulatory, and policy references in Appendix 4):

Section 862 of the FY2008 National Defense Authorization Act: Requires the DoD and DOS to establish a process for registering, processing and accounting of personnel performing private security functions in an area of combat operations; authorizing and accounting for weapons to be carried by personnel performing private security functions in an area of combat operations; and a process for registering and identifying armored vehicles, helicopters and other military vehicles operated by contractors performing private security functions in an area of combat operations.

DoD Instruction 3020.50, 13 October 2022, *Private Security Contractors Operating in Contingency Operations, Humanitarian or Peace Operations, or Other Military Operations or Exercises*: Requires that geographic Combatant Commanders publish guidance and procedures for the registration and identification of PSC personnel, weapons, armored vehicles, helicopters, and other vehicles operated by private security personnel in SPOT.

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CJCSM 3150.13C, 10 March 2010, *Joint Reporting Structure – Personnel Manual*: Identifies SPOT as the central repository for all DoD funded contractors (United States, local national, host nation, and third-country national) data and identifies it as the source of DoD- funded contractor Joint Personnel Status Report (JPERSTAT)- type information for a geographical combatant commander.

DoD Instruction 3020.41, 27 November 2024, *Operational Contract Support (OCS) Outside the United States*: Requires that in applicable operations, contractor visibility and accountability shall be maintained through a common joint database, i.e., SPOT or its successor. Additionally, it requires that all mandatory data must be entered into SPOT or its successor before a contractor employee is permitted to deploy to or enter a military theater of operations. Contracting Officers, through the terms of the contracts, shall require contractors to enter by-name data before an employee’s deployment and to maintain and update the information in SPOT or its successor.

DFARS Clause 252.225-7040, Contractor Personnel Supporting U.S. Armed Forces Deployed Outside the United States: Requires contractor companies to use SPOT in applicable operations to enter all applicable data on contracted personnel by name before deployment and maintain data for all contractor personnel that are authorized to accompany U.S. Armed Forces. It further requires contractor personnel to have a SPOT-generated Letter of Authorization (LOA) signed by the Contracting Officer in order to process through a deployment center or to travel to, from, or within the designated operational area. The LOA identifies authorizations, privileges, or Government support that contractor personnel are entitled to under the specific contract for which they are deployed.

DFARS Class Deviation 2017-O0004, 15 September 2017, Contractor Personnel Performing in the United States Central Command Area of Responsibility: Requires all contractor personnel who travel to, from or within the USCENCOM AOR to have a SPOT-generated LOA. Provides guidance that all contractors use SPOT to account for all CAAF and Non-CAAF within the USCENCOM AOR. Requires contractors populate the in-theater arrival date (ITAD) and closeout date, changes to status and duty location in accordance with the SPOT Business Rules. Provides instructions on how to register for SPOT. This class deviation rescinds and supersedes Class Deviation 2015-O0009.

Joint Publication 1-0, Joint Personnel Support, 20 September 2024: Appendix F. para 3. a. through e. Contractor Personnel Processing: For contractors authorized to accompany the force (CAAF), the link to the deployment is established by a government contracting officer (or designee) issued Letters of Authorizations (LOA) generated through SPOT. The LOA is required for CAAF to process through; to travel to, from, and within the AOR/JOR; and to identify any additional authorizations, privileges, or government support entitled under the contract. The J-1 should coordinate with component personnel officers and the J-4 to ensure that contract LOAs meet theater-specific entrance requirements. Chapter I, paragraph 5.b.(3): Contractors are required to comply with Host Nation or destination country laws and regulations regarding visa and passport requirements. U.S. citizens and third- country national contractors entering the AOR will have this information documented in SPOT as required.

Appendix G, Section 3.d: All CAAF personnel are required to carry a barcoded LOA, issued through SPOT, which allows them access to, travel within, and departure from the AOR outside the US.

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DFARS Class Deviation 2016-O0008, Contractor Personnel Performing in United States Africa Command Area of Responsibility 22 February 2016: The USAFRICOM Commander has identified a need to utilize SPOT to identify contractors employed under all contracts performed in their area of responsibility, regardless of length of performance or contract value, during all operational phases (including Phase 0), and not limited to contracts in support of declared contingency operations. This clause facilitates enforcement of the USAFRICOM Commander's requirement.

DFARS Class Deviation 2021-O0004, Requirements for Contractor Personnel Performing in the United States Southern Command Area of Responsibility 18 February 2021: U.S. citizen and third-country national (TCN) contractor personnel must have a SPOT generated LOA signed by the contracting officer in order to travel to, from or within the USSOUTHCOM AOR. The LOA also will identify any additional authorizations, privileges, or Government support to which contractor personnel are entitled under this contract.

DPCAP Memorandum Contracts with Performance in designated countries in the United States European Command Area of Responsibility 20 February 2022: Required DFARS Clause 252.225-7040 be inserted into in solicitations and contracts, including those using Federal Acquisition Regulation (FAR) part 12 procedures for the acquisition of commercial items, with performance in a country east of Sweden, Germany, Austria, and Italy within the United States European Command (USEUCOM) area of responsibility (AOR) (designated countries). The memo expanded requirements for SPOT data entry for contractors deployed in USEUCOM designated countries.

DFARS Class Deviation 2018-O0019, Class Deviation – Contractor Personnel Performing in Japan 30 August 2018: The deviation clause requires DoD contractors to account for contractor personnel and dependents in the SPOT, in order for the contractor personnel and dependents to be eligible for coverage under the Status of Forces Agreement (SOFA).

DFARS Clause 252.225-7039, Defense Contractors Performing Private Security Functions Outside the United States: Requires contractor companies to register personnel and equipment in SPOT.

32 CFR 158, Operational Contract Support Outside the United States, 1 May 2023: Mirrors requirements in DoDI 3020.41 for maintaining contractor visibility and accountability in SPOT as well as responsibilities for government and contractors.

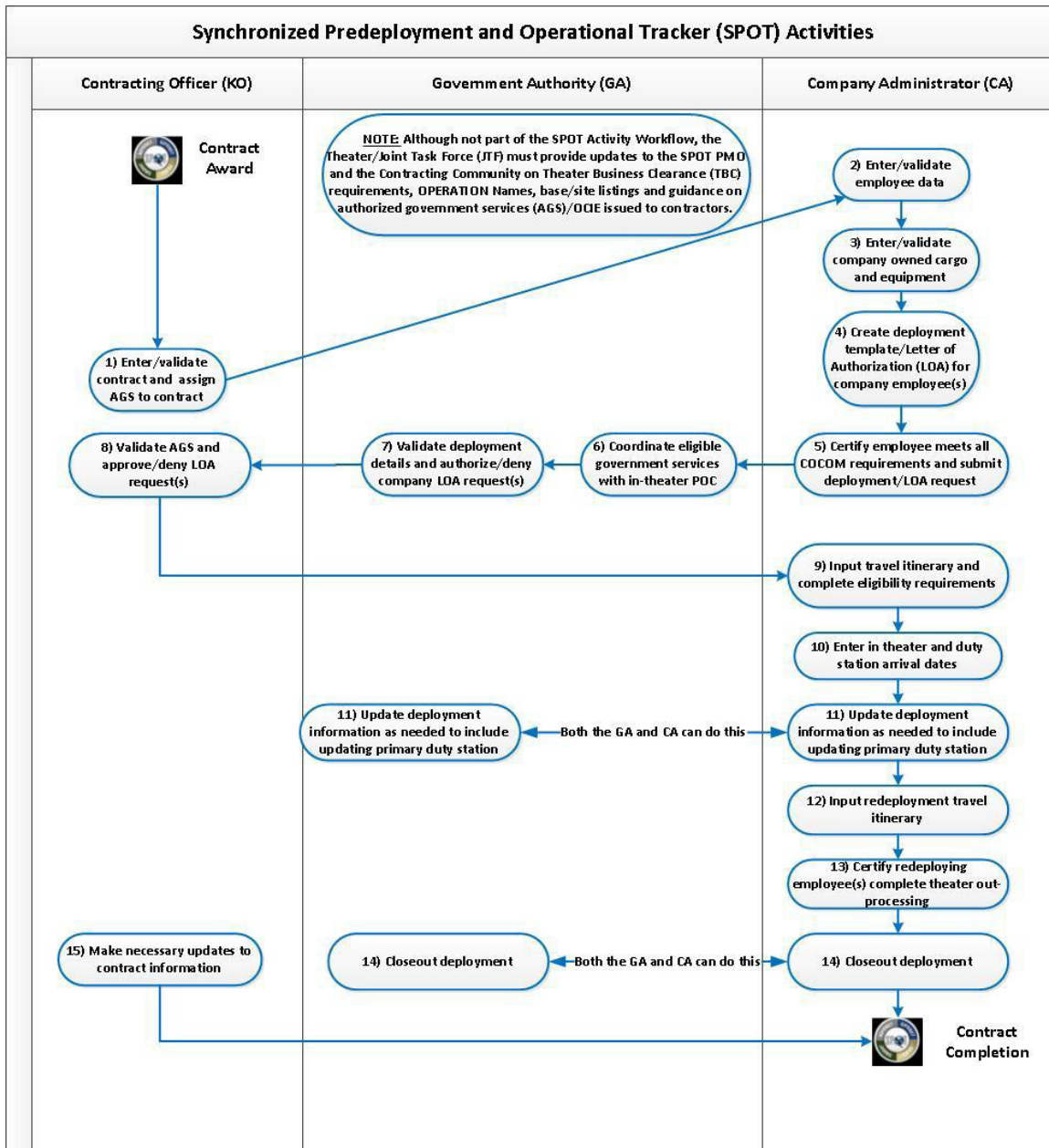
32 CFR 159, Private Security Contractors (PSCs) Operating in Contingency Operations, Humanitarian or Peace Operations, or Other Military Operations or Exercises, 9 September 2022: Mirrors requirements in DoDI 3020.50 for the registration and accounting of PSC personnel and equipment.

For further details on these policy references as well as CCMD-specific policy requirements on the use of SPOT and Personnel Location Accountability Check Online (PLACO) within their AOR, go to https://www.acq.osd.mil/asds/log/policy_vault_issuances.html or <https://www.acq.osd.mil/dpap/policy/index.html>.

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SPOT ACTIVITY FLOW

Figure 1 illustrates the activity flows and the activity owners responsible for executing each SPOT activity. The activities are described in detail below (for ease of understanding, the activities are grouped under predeployment, deployment, and redeployment corresponding to the SPOT system functionality).



PREDEPLOYMENT

The Theater/Joint Task Force (JTF) must identify any Theater Business Clearance requirements, operations (by name, if applicable) and authoritative base/site listings to the

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SPOT Program Management Office (PMO) and to the contracting community as soon as possible to ensure data integrity is as accurate as possible, as well as provide updates to that information throughout the applicable operation.

Furthermore, the Theater/JTF Commander must issue guidance on which authorized government services (AGS), including Organizational Clothing and Individual Equipment (OCIE), if any, will be issued or provided to contractors. If not already fielded, the Theater/JTF Commander will direct placement and use of the SPOT provided PLACO terminals to appropriate choke points (such as Dining Facilities, Aerial Port of Debarkation (APODs), Billeting, Morale, Welfare, and Recreation, etc.) for contractors to scan their Letters of Authorization (LOAs).

1. Contracting Officer (KO) enters newly awarded contracts and task order(s), and assigns AGS to each contract, or validates and updates, if necessary, the information on contracts/task orders already entered in SPOT.
2. Company Administrator (CA) enters new employee data or validates and updates, if necessary, previously entered employee data.
3. For all locations, CA enters company-owned equipment, or any weapons, armored vehicles, helicopters, or other military vehicles operated by private security contractors. For USCENCOM only, CA also enters every company-owned piece of inbound cargo and equipment.
4. CA creates deployment templates and Letter(s) of Authorization (LOA), if required, for company employee(s).
5. CA certifies in SPOT that the employee has or will meet all CCMD eligibility requirements, will complete all CCMD training and processing requirements, to include theater specific familiarization, and submits the request for an LOA to the cognizant Government Authority (GA), affiliated with the correct Supporting Organization in SPOT.
6. GA reviews theater requirements and ensures eligible government services are coordinated with in-theater points of contact.
7. GA validates deployment details in SPOT against the contract and if correct, authorizes the LOA. If deployment details are incorrect, the GA will deny the request for LOA and provide the reasons for denial back to the CA.
8. KO validates that the government services have been coordinated in theater and meet the terms and conditions of the contract. KO makes any changes necessary to the authorized government services so long as these changes were communicated in the contract, and approves or denies the requested LOA, as applicable. If approved, the KO digitally signs the LOA.
9. CA inputs the employee deployment travel itinerary in SPOT and completes the

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Eligibility Requirements tab in SPOT.

DEPLOYMENT

10. CA ensures contractor personnel arrive, in-process through combatant command reception centers (including PLACO scans, if available) and updates SPOT with In-theater Arrival Date and Duty Station Arrival Date (Check In Date), confirming the duty site location.
11. GA and CA monitor contractor movements in theater from deployment to redeployment, and update the primary duty station, if necessary. CA reports no-shows or changes to the deployment schedule to the GA and updates the deployment details, to include updating the person status when changes occur (e.g., Rest & Recuperation, missing, captured).
12. CA and GA inform or ensure that the employing company informs all deploying contractors that they must carry their LOA with them at all times and scan them at all PLACO workstations. Common Access Cards (CACs) are not to be scanned by contractors when processing through PLACO when applicable.

REDEPLOYMENT

(Redeployment is the transfer or rotation of forces and materiel to support another commander's operational requirements, or to return personnel, equipment, and materiel to the home and/or demobilization stations for reintegration and/or out-processing per the DoD Dictionary. Redeployment does NOT include contractors going on rest and relaxation [R&R]/leave, or temporary duty [TDY] with the intent of continuing the deployment after the R&R/leave or TDY is complete).

13. CA inputs individual employee redeployment travel itinerary into SPOT.
14. CA certifies in SPOT redeploying employee(s) have completed all theater out-processing requirements, to include return of any OCIE.
15. CA closes each employee deployment in SPOT and indicates whether mission was successfully completed or not. Namely, the contractor left the site, and the contract was completed without adverse conditions. CA updates SPOT to include whether the contractor was injured or killed during the deployment if applicable.
16. GA and KO identify and update SPOT with changes to the contract information.

SPOT BUSINESS RULES BY ROLE

The business rules below are listed by role (KO, CA and GA) responsibilities in SPOT, to include the maximum expected timeline for accomplishing each activity. These activities shall be accomplished within the prescribed timeframes to coincide with all personnel deployments. When contractors deploy faster than the timelines noted, activities shall track with the accelerated movement of the individuals. The activity flow and timelines are flexible enough to accommodate various circumstances.

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Contracting Officer (KO)

A KO is a military or government civilian with the warranted authority to enter into, administer, and/or terminate contracts and make related determinations and findings on behalf of the United States Government. The KO makes decisions on behalf of the federal government and is responsible for ensuring performance of all necessary actions for effective contracting, ensuring compliance with the terms of the contract, and safeguarding the interests of the United States in its contractual relationships. Types of KOs include procuring contracting officers (PCOs), contingency contracting officers (CCOs), senior contracting officials (SCOs), and administrative contracting officers (ACOs).

The KO role in SPOT is an inherently governmental function and is the only SPOT role that can approve an LOA. An individual requesting this role in SPOT must either be a warranted contracting officer or have a delegated authority from a warranted contracting officer to have this role. **The KO must ensure that contracts include appropriate FAR and DFARS provisions and clauses, to include provisions and clauses in active class deviations, requiring use of SPOT in certain locations. Active deviations can be found at https://www.acq.osd.mil/dpap/dars/class_deviations.html.**

KOs are also responsible for ensuring that CAs meet terms and conditions of the contract related to SPOT. This includes directing the CAs to tie each deployment to an applicable operation name in SPOT and coordinate with the KO/COR as necessary to ensure operation name accuracy. If the KO finds that CAs are not maintaining data properly, they should take appropriate action to enforce the contract terms.

Contracting Officer Business Rules

- SPOT Registration: Prior to registering in SPOT, the KO must take as a minimum the SPOT training for Contracting Officers. The schedule and instructions on how to sign up for training can be found at <https://www.acq.osd.mil/asds/log/cso/ocs/spot.html>. If SPOT account is inactivated for any reason, and last training is older than a year, user is required to take training prior to reactivation. KO should request addition of a SPOT Tier 3 role after SPOT Contracting Officer role is approved in order to access more robust Government reporting of SPOT data to assist with oversight of contractor deployments. This role provides reporting similar to the reports that TOPSS used to provide.
- To register in SPOT, the KO must have a sponsor, who can be any other Government civilian or Military employee (self-sponsorship is not allowed) in the KO's chain of command. The sponsor does not have to be a SPOT user. Once a registration request within SPOT is made, SPOT will send an automated email to the sponsor requesting approval. The KO must register with a Public Key Infrastructure (PKI) certificate or CAC and must register with the contracting office as the KO's organization. If the contracting office is not in the SPOT organizational hierarchy, contact the SPOT Helpdesk at: dodhra.beau-alex.dmdc.mbx.spot-helpdesk@mail.mil or (703) 578-5407. In order for the KO SPOT account to be approved, the KO must submit a DD-2875

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signed by the KO and the KO's sponsor to the Helpdesk.

- Add / Maintain Contract Information: (Figure 1, Activity 1 and 15): The KO must enter the contract data in SPOT as soon as possible, but **NLT 7 calendar days after contract award, or update the contract data NLT 7 calendar days after a contract modification or contract closeout**. If a **Task Order (TO)** is required at any time during the contract performance period, under the awarded parent contract, the KO must enter the TO data **in SPOT NLT 7 calendar days** after award of the task order. Additionally, SPOT requirements also apply to Foreign Military Sales (FMS) contracts, grants and agreements and these rules shall be followed accordingly.
- Coordinate Operation Name and Supporting Organization: Coordinate with GA/COR to ensure Company is directed to use the correct Operation Name(s) and Supporting Organization(s) with identified Government Authority individual(s) for each deployment. Ensure operation name accuracy is maintained through required updates, as necessary, throughout the deployment. **Note:** For indefinite delivery vehicles, only call orders (for Blanket Purchase Agreements) or task orders (for Indefinite Delivery Indefinite Quantity (IDIQ)) may be entered in SPOT. **The parent contract information should match the contract information in SPOT**. If changes are made to the contract data in SPOT, the KO must update the contract details on the basic contract and vice versa. Task order format and details should be consistent with the data entered in the Electronic Document Access (EDA) and Federal Procurement Data System-Next Generation (FPDS).

The KO must enter and maintain the following contract and task order details into SPOT as follows:

- Contracting Agency: This is the agency that provides the ultimate warranting authority to the contracting office. In most cases, it will be the Service such as Dept. of the Army, Dept. of the Air Force or Dept. of the Navy. Dept. of Defense should not be used as the Contracting Agency, unless the Contracting Agency for the Task Order is different than the Contracting Agency for the Base Contract in FPDS and the base contract is a DoD contract. For a grant or agreement, the KO must select "DoD Grants and Agreements" as the contracting agency.
- Contract Number: This is the basic contract number listed on the contract, and it must follow the appropriate format for the issuing agency.
- Contract Category: The KO must put in the North American Industry Classification System (NAICS) code(s) that is on the contract. If the contractor will be performing any **private security requirements**, the KO must also enter the NAICS code of either 561621, 561612, or 922120 regardless of whether it is the primary NAICS code for the contract or not.

Period of Performance: The KO must only put the **funded period of performance**, or the period of performance of the base year in firm fixed price contracts, **NOT including option years**. **If options are exercised**, the KO must then update the period of performance end date to reflect that option period. The KO may not approve an LOA

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that extends beyond the funded period of performance (e.g., incrementally funded contracts) for any contractor deployed. Issuing an LOA for period longer than the funded period of performance puts the contractor and the government at risk.

- **Places of Performance:** These are the countries stipulated in the contract. If it is a worldwide contract, then the KO can select the appropriate place of performance for the respective deployment from the entire list, as applicable. Countries of performance for deployments are determined by countries listed as places of performance. Therefore, it is imperative that places of performance on the contract are accurately added when contract is entered in SPOT.
- **Awarded Competitively:** The KO must put “yes” or “no” based on what was input into FPDS and the acquisition strategy used.
- **Contracting Office:** This is the office under which the KO is registered in SPOT. If the contracting office is not in the SPOT organizational hierarchy, contact the SPOT Helpdesk at: dodhra.beau-alex.dmdc.mbx.spot-helpdesk@mail.mil or (703) 578-5407. DoD should not be used as a Contracting Office unless there are special circumstances.
- **Contracting Officer’s Representative:** The KO should add the Contracting Officer’s Representative (COR) information **and update it when the COR changes**. If there is no appointed COR on the contract, the KO may enter the POC data of the government representative from the requiring activity or leave this field blank. If the KO is acting as COR, they can also put their own name. KOs should place the responsibility on CORs to have SPOT accounts before authorizing LOAs and direct companies to select the appropriate government organization for each deployment.
- **Contractor Company:** The KO must select the same version and spelling of the company name that is on the contract. Only one Prime Company can be associated with each contract/task order. Subcontractors are to be identified so that their CAs are able to provide the information to build SPOT records and enter associated deployment information for their own employees.

Note: The Contractor Count Function in SPOT is used by DOS. The only DoD exception is Local National employees performing in the USAFRICOM AOR per current USAFRICOM policy. For the USAFRICOM AOR only, it is the Contracting Officers’ responsibility to provide and maintain the aggregate count in SPOT. **All other DoD CCMDs are prohibited from inputting any contractor counts into SPOT by aggregate number.**

- **Enter the Authorized Government Services (AGS) on the contract (Figure 1, Activity 1 or 8):** The KO can either enter the AGS data upfront on the contract in SPOT, or when approving the LOA. AGS entered upfront will be the default set of AGS for the contract and all associated task orders. KOs can amend the AGS for each individual at the time of approving their LOA. Coordination between the requiring activity, applicable installation, and the KO is necessary to validate availability of AGS prior to contract award. Available AGS will be specific to the operation, location, and requirement, and included in the solicitation and contract. Selecting an AGS does not imply that it is

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provided as a non-reimbursable service to the contractor. The contractor may have to reimburse the government for the service based on DoD, CCMD and/or Service policy. If the contractor will be performing in multiple countries, the AGS assigned will be assumed to be applicable to all countries listed on the LOA, unless the KO cites any exceptions in the remark's column of the LOA. An example might be that Government Furnished Meals (GFM) and Dining Facility (DFAC) are checked on the LOA that had both Afghanistan and Qatar listed as countries to be visited. Both GFM and DFAC would be authorized in Afghanistan, but if it was not applicable to Qatar, then the KO would have to state in the Remarks Block, "GFM and DFAC are not authorized in Qatar."

- If the contractor is contractually authorized to carry a weapon, the KO must check "Authorized Weapon" on the LOA; however, the contractor must comply with all Combatant Command requirements before the contractor is authorized to carry a weapon in theater.
- KOs must determine if the contractor is CAAF or Non-CAAF and select it on the LOA.
- **The KO must update any changes to AGS permissions in SPOT NLT 7 calendar days after being notified of the change.** This will require any affected LOAs to be revoked and reissued, along with the current deployments closed out and new deployment created. The AGS authorized on the LOA is only applicable while the contractor is in the performance of their contract and will not be authorized outside the parameters of the LOA and contract, for example, use of the dining facility is not authorized while a contractor is on R&R or leave. Appendix 2 defines each AGS contained on the LOA and Appendix 3 provides a sample LOA.
- Approve and Sign the LOA (Figure 1, Activity 8): The KO role is the only role that can review, approve, and digitally sign the LOA. Before approving the LOA, the KO must validate that the deployment start and end dates are the same funded period of performance as cited on the contract, that the countries to be visited only include those locations where performance is required per the contract and that the contractor's company has entered the Defense Base Act (DBA) information, if applicable, for contractors going overseas. **The KO must review this data and approve or deny the LOA NLT 3 calendar days after the LOA request is submitted from the GA for approval.**
- Revoke the LOA: The KO must revoke the LOA **within 24 hours** of being notified by the CA that a contractor is a "no show", or if there is any significant change to the deployment information, such as deployment end date (contractor returning early), changes to the AGS, changes to the countries to be visited, or changes to the contract number or contract company.

Company Administrator (CA)

Company Administrator (CA) is an individual who works for the company that is under contract to provide supplies or services to the DoD. **A CA is required to update and maintain personal information on all deployed personnel throughout their deployment or TDY.** This includes the duty status, permanent duty location and closing out all

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deployments or TDYs. It is the Company Administrator's duty to ensure that appropriate communication channels are established with deployed personnel to maintain this information in an accurate and timely manner.

Prime contractors are responsible for ensuring that their subcontractors at all tiers also comply with the activities below:

Company Administrator Business Rules

- **SPOT Registration:** Prior to registering in SPOT, the CA must take as a minimum the SPOT training for Company Administrators. The schedule and instructions on how to sign up for training can be found at <https://www.acq.osd.mil/asds/log/cso/ocs/spot.html>. If SPOT account is inactivated for any reason, and last training is older than a year, user is required to take training prior to reactivation. To register in SPOT, the CA must have a sponsor, who can be any other person (self- sponsorship is not allowed) within the company or a government representative. The sponsor does not have to be a SPOT user. Once a registration request is made, SPOT will send an automated email to the sponsor requesting approval. **The CA cannot register with more than one company.** The CA must register with a PKI certificate or CAC unless they fall under the exception to this policy that allows a CA to register with a User Name and Password (see the SPOT FAQs). **If a CA does register with a User Name and Password, they must have a government sponsor.** The CA must register with the same spelling and version of their company name that is on the contract which their personnel will be supporting. If the company name is not in SPOT, the responsible contracting officer will have to add it to SPOT under the respective contract number, ensuring that the company name is consistent with the name input into any contract writing systems.
- **Enter Employee Data** (Figure 1, Activity 2): The CA must add new or update existing personnel information on previously entered employee data into **SPOT NLT 15 calendar days prior** to the estimated deployment start date. **NOTE:** SPOT applies to Foreign Military Sales (FMS) contractors if the contract and/or deployed contractors otherwise meet DFARS 225.7300 and CCMD requirements for use of SPOT. In most cases, FMS contractors will not need an LOA and should not be receiving U.S. AGS, but they still need to be deployed in SPOT without an LOA. Subcontractors may have access to SPOT as Company Administrators to enter their own personnel's data. However, the responsibility of accuracy and data management remains with the Prime Contractor. The CA must enter the following employee details as follows:
 - When the letters in the name of an individual do not exist in the English alphabet, then either use what the translated letter to English would be or use the closest English letter.
 - A contractor must be designated a Foreign National if they are not a citizen of the U.S. (Green Card Holders, even with Social Security numbers, are only residents of the U.S. and are not considered citizens. Therefore, they are

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considered Foreign Nationals [FN] in SPOT.) If the Foreign National only has one name, enter the one name in both the first name and last name fields in SPOT on the condition each Foreign National has a unique Foreign Identification Number (FIN) and/or birthdate.

- If the contractor does not have a Defense Manpower Data Center (DMDC) Defense Enrollment Eligibility Reporting Systems (DEERS) issued FIN, the CA must follow the below steps or the steps in the SPOT User Guide on how to create a FIN. **Do not use the Social Security Number as the Foreign Identification Number.**
- **Steps to establishing a FIN:**
 - If the FN will be getting a CAC, the FIN will be assigned by the DMDC. A foreign national can obtain a DMDC FIN by visiting a DMDC Real-Time Automated Personnel Identification System (RAPIDS) location. The nearest RAPIDS location may be found at: <https://idco.dmdc.osd.mil/idco/>. At least two (2) original proof of identity documents that include document/identity numbers, issue/expiration dates and country/state/province/county/city of issuance are required. In addition, the FN will need to provide the sponsoring Service Branch/Agency, home/ mailing address, work address, email addresses, phone numbers, sex, marital status, date of birth, organ donor status and blood type. The FN's photo and fingerprint will be captured during the DMDC FIN issuance process.
 - If a DMDC FIN is not available, generate the FIN using the FN's National Issued ID Card number preceded by the 3-digit Geopolitical Entities, Names, and Codes (GENC) country code (e.g., AFG1234).
 - If a National Issued ID Card is not available, use the FN's Passport Number preceded by the 3-digit ISO country code.
 - If the FN has none of the above, the CA will create a FIN by entering up to 18 characters using the following format guidance. The CA will record the FIN in their company records for future deployment management and informational purposes:
 - Enter the first five letters of the last name. If the last name is not known, use the first name. If the last name is less than 5 letters, enter the entire last name.
 - Enter the 8-character date of birth (mmddyyyy) as reflected in the person's record. NOTE: Date of birth for employee must reflect age of 18 or older when entering date of birth for person record in SPOT.
 - If after the CA enters the FIN, SPOT indicates that the FIN is already in use, contact the SPOT Helpdesk to determine if the contractor has already been added to SPOT to ensure the contractor is not added to SPOT multiple times. If the FIN is already associated with a different person, append the above FIN with up to 5 random alphanumeric characters until a unique FIN is established.

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- Enter Company Equipment (Figure 1, Activity 3): IAW USCENCOM Clause 5152.247-5900, the **CA must enter and validate Contractor Owned / Contractor Operated (COCO) equipment that will be used in theater valued at greater than \$50,000 NLT 7 calendar days after the contract is registered in SPOT.** For all locations, the CA must also register weapons, armored vehicles, helicopters, and other military vehicles operated by deployed private security contractors in SPOT. Company equipment will be added and deleted, as necessary, throughout the contract period of performance.
- Request Deployments/LOAs (Figure 1, Activity 4): The CA must request deployments/LOAs for company employees **NLT 10 calendar days prior to the estimated deployment start date.** Although Local Nationals (LN) do not “deploy” (since they are residents of the host nation) and rarely receive AGS or require a LOA, they still must be deployed in SPOT (without a LOA). The CA must enter the following deployment details as follows:
 - Deployment Dates: The CA must only enter the dates that the company employee will be in theater for that specific mission, or for LNs, the deployment dates are the dates the LN is actively working on the contract. If the employee will travel in and out of country several times throughout the year, the CA must input the dates for each deployment separately. However, the deployment dates can include the time that the company employee will spend on R&R/leave or TDY with the intent of continuing the deployment after the R&R or TDY is complete. If the deployment start date changes after the estimated start date, **the CA needs to either modify the estimated start date or cancel the deployment NLT than 15 calendar days after the change in deployment start date.**
 - Countries to be visited: The CA should enter all countries that the company employee will perform in, as designated in the contract.
 - Passport Information: The passport field is a mandatory field. However, many Local Nationals will not have a passport. In this instance, enter the following in SPOT:
 - Passport Number: “Not Required”
 - Expiration Date: Insert any future date that is greater than the deployment end date.
 - Issuing Country: Select the country that the contractor is a citizen of.
- Selecting the Primary Supporting Organization: This is the requiring activity or the organization that the COR/GA belongs to. It should not be the same as the contracting office.

DBA Insurance: Congress enacted the DBA of 1941 to provide workers compensation protection to employees of government contractors working under U.S. contracts overseas. Under the DBA, contractors working overseas, including all levels of subcontractors, are required to obtain DBA insurance for all employees, including foreign nationals unless a waiver is on file pursuant to FAR 28.305. The LOA should

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reflect the policy number that the contractor has been issued. If the prime is requesting a deployment/LOA for the subcontractor and the subcontractor has their own policy, then that policy number should be entered. The prime contractor is responsible for ensuring the subcontractors have the proper insurance.

- **In-Theater Point of Contact:** This should be the government representative at the deployed site who will be either overseeing the contract or coordinating logistical support for the contractor employee. The in-theater government representative should be located as close to the deployed employee as possible. This may vary by operation and deployment, in some cases the representative may be at the same installation, or in the same country, or the same operational theater as the deployed contractor personnel. If this government representative has not yet been identified, then the CA must input information for a company POC (e.g., the country manager or contractor site lead), physically located in same country as deployed contractor employee. **The In-Theater Point of Contact must be added/updated as soon as the government person is identified.**
- **Selecting a Job Title:** The job titles in SPOT are consistent with the Department of Labor O*NET Online authoritative source (www.onetonline.org). **It is critical the job title best fits functions the company employee will be doing on the contract.** If the company employee will be performing as a **private security contractor (PSC)**, the CA must select from the list of PSC job titles listed in Appendix 7: “Private Security Contractor Job Titles.”
- **Selecting appropriate operation name in SPOT:** The CA must ensure that each deployment is tied to an accurate operation name. CA’s must coordinate with the KO, COR, and/or GA to ensure operation name accuracy is maintained through required deployment updates, as necessary, throughout the deployment.
- **When submitting an LOA to the government for authorization:** The CA must check a certification statement that the individual has or will meet all DoDI 3020.41 and CCMD qualifications and requirements including training, medical, and dental screenings and assessments prior to this deployment (Figure 1, Activity 5).
- **Complete Eligibility Requirements and Establish Deployment Itinerary (Figure 1, Activity 9):** The CA must complete the Eligibility Requirements tab in SPOT, and enter the employee deployment full travel itinerary details (e.g., flight number, time of arrival) **NLT 10 calendar days prior to the scheduled departure date.** This will facilitate proper planning by the Deployment Reception Site (DRS).
- CA will ensure all employees process through the DRS, if available, with required documentation (e.g., LOA and/or CAC), and report to the government in-theater POC upon arrival. CA will ensure that all CAAF-designated employees and others who are authorized government services via an LOA know that they are required to carry their LOAs with them at all times and use it to scan at any PLACO workstation.
- If a contractor employee is issued a weapon(s) after they have been deployed, the CA must go back into the Eligibility Requirements Tab and list the weapons type(s) and

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serial numbers under Tab 4, “Personal Equipment” for each weapon issued specifically to that individual **NLT 3 calendar days after receipt of weapon information.**

- Update Deployment Details (Figure 1, Activity 10 and 11): The CA must enter the in-theater arrival date (ITAD) and the duty station arrival date in SPOT **NLT 1 calendar day after the company employee has entered the theater and arrived at the Primary Duty Station, respectively.** For LNs, the CA must use the date the LN started work in both the “In-theater Arrival Date” and the “Duty Station Check-In Date” blocks. If a contractor’s deployed duty station is a ship, then the in-theater arrival/duty station check-in dates equal the date the ship disembarks the U.S. The CA will report the contractor employee as a “no show” to the KO if the company employee has not arrived at their primary duty site **within 3 calendar days of their estimated arrival date.** The CA will track company employees throughout the deployment process and must **update changes to the Primary Duty Station in SPOT NLT 1 calendar day after the company employee arrives at a new Primary Duty Station.** A Primary Duty Station is where the company employee will reside a majority of the time. Therefore, if the company employee is traveling to another duty station on a temporary basis and intends on returning to the Primary Duty station, then no update in SPOT is required. This also applies to company employees going on R&R/leave or TDY status. **The CA must also update the Person Status in SPOT (e.g., R&R, missing, or injured, but intends to return to duty/work) for an employee NLT than 1 calendar day after the change in employee status.**
- Complete Visa detail information: In countries that require a work visa, it is mandatory for the CA to enter the Visa number and Expiration Date of the work visa where the company employee will perform work. Visa remarks can be entered in the Visa Remarks block. It is possible to enter multiple work visas for different countries to be visited in SPOT for each company employee. It is not necessary to enter transit visas for countries through which the company employee passes on his/her way to the primary duty station. It is not necessary to enter tourist visas for countries that the employee visits while on R&R.
- Plan Redeployment (Figure 1, Activity 12): The CA must enter the redeployment travel itinerary **NLT 10 calendar days prior to the estimated deployment end date or return date, if company employee is redeploying prior to the deployment end date in SPOT.** This estimated date shall be used to coordinate departure and redeployment planning activities in theater and back at the home station.
- CA will certify redeploying personnel have completed all unit/requiring activity and theater out-processing requirements prior to departure (Figure 1, Activity 13), (e.g., return of OCIE if required).
- Closeout Deployment (Figure 1, Activity 14): The CA must close out the deployment in SPOT **NLT 3 calendar days** after the company employee redeploys. The CA must also closeout the deployment in SPOT if the company **employee is killed; injured to the point that he/she is unable to return to duty; or missing/captured for more than 30 calendar days** (See Appendix 2 for further explanations of these terms). The CA will

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update contractor status in SPOT upon departure from the country/theater 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 the AOR, and validate when OCIE was returned. The CA must ensure that all employee **LOAs are returned to the company or their GA, or have been destroyed NLT 3 calendar days after the redeployment and that the deployment has been closed** to prevent fraudulent use of the LOA and to protect personal information that is on the LOA.

- The CA must also **release the employee in SPOT NLT than 3 calendar days after the employee's employment with that company is terminated** to accommodate entry of that contractor in SPOT by another contract company.

Note: Redeployment does not include contractors going on R&R/leave or TDY with the intent of continuing the deployment after the R&R or TDY is complete. If an option year is being exercised, the CA will have to close out the current deployment and then create a new deployment, with new LOA request, if applicable, for the deployment in the new option year.

Government Authority (GA)

Government Authorities (GAs) can be either military or government civilian personnel, and includes multiple subcategories, such as requiring activities (RA), Contracting Officer's Representatives (CORs), theater and JTF commanders and staffs, deployment reception sites (DRS), base operating support (BOS) personnel, quality assurance representatives, and property administrators. GAs both provide and use the information maintained in or accessed through SPOT.

Note: There is also a Government Administrator role in SPOT, which allows the same functionality as the Government Authority role, except with respect to LOAs. The Government Administrator is able to request LOAs while the Government Authority is able to request, review, deny, recall and authorize LOAs.

Government Authority Business Rules

- SPOT Registration. Prior to registering in SPOT, the GA must take as a minimum the SPOT training for Government Administrators/Authorities. The schedule and instructions on how to sign up for training can be found at <https://www.acq.osd.mil/asds/log/cso/ocs/spot.html>. If SPOT account is inactivated for any reason, and last training is older than a year, user is required to take training prior to reactivation. To register in SPOT, the GA's sponsor must be a government civilian or military employee (self- sponsorship is not allowed) within the GA's organization. The sponsor does not have to be a SPOT user. Once a registration request is made, SPOT will send an automated email to the sponsor.
- Requesting approval. The GA must register with a PKI certificate or CAC and must register with their organization. If that organization is not in SPOT, contact the SPOT Helpdesk at: dodhra.beau-alex.dmdc.mbx.spot-helpdesk@mail.mil or 703-578-5407. A

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Government Authority may request additional organizations to their role if necessary; however, they must obtain approval from a military or Government civilian employee from each requested organization. Contractors requesting a Government role in SPOT are required to submit DD-2875, System Authorization Access Request (SAAR) that is digitally signed by both the user and the sponsor. It's important to note that a government role in SPOT-ES does not mean that the contractor is a warranted authority; they may simply have an admin role to perform actions that requires a government account. In addition to the DD-2875, the contractor that is registering for a government role (Government Admin or Contracting Admin) must have a government email address and the Government sponsor must have a signed Non-Disclosure Agreement (NDA) from the contractor. GA should request addition of a SPOT Tier 3 role after Government Authority role is approved in order to access more robust Government reporting of SPOT data to assist with oversight of contractor deployments. This role provides reporting similar to the reports that TOPSS used to provide.

Note: The SPOT system is designed to allow the GA to perform the CA Activities from Figure 1 in cases where the CA would be an employee of a foreign company or a small business that would have trouble accessing the system. If this is the case, refer to the CA Business Rules for these activities.

- Coordinate mission/country requirements (Figure 1, Activity 6 & 7): The GA must review mission and contractor theater requirements at website <https://www.acq.osd.mil/asda/dpc/cp/cc/aor.html> prior to validating the CA deployment data in SPOT. The GA is responsible for coordinating with the CA and KO to ensure type and levels of AGS authorized in the contract are available at the designated location to accommodate number of personnel during the period of the deployment. The GA will inform the CA that deployed contractor personnel must scan with their LOA at PLACO locations as opposed to using their CAC to ensure that the government service being accesses is authorized. **For, LOA requests, the GA must validate the deployment data entered in SPOT by the CA to ensure it meets contractual and mission requirements. The GA must authorize or deny the LOA NLT 3 calendar days after the LOA request is submitted to the GA for authorization.**
- Coordinate Operation Name and Supporting Organization (Figure 1, Activity 7): Coordinate with KO and/ or COR to ensure Company is directed to use the correct Operation Name(s) and Supporting Organization(s) with identified Government Authority individual(s) for each deployment. Ensure operation name accuracy is maintained through required updates, as necessary, throughout the deployment.
- Monitor and Update Deployment Details (Figure 1, Activity 11): The GA and/or COR must ensure the Contractor maintains SPOT data for its employees and sub-contractors throughout the performance on the contract/task order. GA's and/or CORs should incorporate SPOT compliance metrics in the Performance Requirements Summary (PRS) and/or the Quality Assurance Surveillance Plans when appropriate and required by the

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contract. If the PRS in an active contract does not already contain this metric, only the KO can add it. The GA (in concert with the CA) must monitor contractor movement and status in theater from deployment to redeployment. Changes to a Contractor's Primary Duty Station must be in SPOT by the GA or CA **NLT 1 calendar day of the company's employee arriving at a new Primary Duty Station**. A Primary Duty Station is defined as the location in which a company employee will primarily reside. If a company employee temporarily travels to another duty station, no update in SPOT is required. This also applies to company employees going on R&R/leave or TDY status. The GA must notify the KO of any changes to AGS permissions **NLT 3 calendar days after the change** to ensure that the KO can revoke the LOA and direct the CA to update and submit a new LOA request. If a contractor is terminated or vacates the country/theater prior to the estimated departure date in SPOT, the deployment must be closed by either the GA, or CA, and KOs must revoke all LOAs **NLT 3 calendar days after** redeployment. If a company employee goes on R&R/leave or TDY, the deployment may remain open.

CCDR or Theater/Joint Task Force (JTF) SPOT Responsibilities

The CCDR and Theater/JTF Commander is responsible for approving information provided to the SPOT PMO and the Contracting community through the Defense Pricing & Contracting website at: <https://www.acq.osd.mil/asda/dpc/cp/cc/aor.html>.

- The information should be entered by a lower-level SPOT user when appropriate to reduce CCDR responsibility. OPERATION NAME(S): Any official names given to contingencies, such as OPERATION ENDURING FREEDOM (OEF), must contain an official start and end date. **This information is a mandatory input field when creating a deployment and requesting an LOA in SPOT. JTF Personnel should coordinate with the SPOT CCB to ensure operation names are properly represented in SPOT-ES.** For any general questions regarding active operation names, please email the ODASD(Log) OCS mailbox: osd.mc-alex.ousd-a-s.mbx.ocs-dig@mail.mil.
- Theater Business Clearance Requirements (TBC): If TBC is required, a CCMD TBC policy must be established and implemented via contracting requirements and guidance (e.g., local provisions/clauses, statement of work requirements, contract data requirements list (CDRL) and validation of AGS, etc.). For example, OEF USCENTCOM established a TBC requirement for specific countries that all contracts receive USCENTCOM TBC approval prior to solicitation and award, and issued a specific TBC number that was input into SPOT. The CCDR is responsible for coordinating with SPOT-ES PMO to configure SPOT system so that required countries require TBC as part of data entry in SPOT. The default is that all countries do NOT require TBC data entry in SPOT.
- Authoritative Base/Site Listings: All proper location names, spellings and associated geo-spatial location data in the AOR.
- Authorized Government Services/OCIE: Policy or guidance from the Service Components on which services in the AOR (e.g., billeting, medical, MILAIR) will be available to

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contractors, and whether that service will be provided at no cost or if it will be a reimbursable expense for the contractor. Additionally, policy or guidance on which OCIE, if any, will be issued to contractors is to be posted. This information is required for the contracting officer to properly populate the permissions on the LOA.

- **Personnel Location Accountability Check Online (PLACO):** Identify appropriate contractor choke points (e.g., DFACs, APODs, billeting) and submit requests for fielding of PLACO workstations and PLACO operator training to the SPOT PMO, including identification of designated operators for PLACO along with their contact information. The CCDR is responsible for requesting PLACO systems and locations in coordination with the SPOT-ES PMO. The CCDR is responsible for manning and operation of the individual PLACO systems. The SPOT-ES PMO can provide training, initial set up and helpdesk support of the systems and applications. The SPOT-ES PMO has systems available for hand receipt by CCDR organizations.

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Appendix 1: Abbreviations

ACO	Administrative Contracting Officer
AGS	Authorized Government Services
AOR	Area of Responsibility
APOD	Aerial Port of Debarkation
AWOL	Absent Without Leave
BOS	Base Operating Support
BX	Base Exchange
CA	Company Administrator
CAAF	Contractors Authorized to Accompany the Force
CAC	Common Access Card
CBRN	Chemical, Biological, Radiological and Nuclear
CC	Contractor Company
CCDR	Combatant Commander
CCO	Contingency Contracting Officer
COCO	Contractor Owned Contractor Operated
CCMD	Combatant Command
CONUS	Continental United States
CORs	Contracting Officer's Representative
DBA	Database Administrator
DBA	Defense Base Act
DEERS	Defense Enrollment Eligibility Reporting System
DFAC	Dining Facilities Administration Center
DFARS	Defense Federal Acquisition Regulations Supplement
DMDC	Defense Manpower Data Center
DoD	Department of Defense
DoDI	DoD Instruction
DOS	Department of State
DPO	Diplomatic Post Office
DRS	Deployment Reception Site
DSN	Defense Switched Network
DTM	Directive-Type Memorandum
FAQ	Frequently Asked Questions
FAR	Federal Acquisition Regulation
FIN	Foreign Identification Number
FMS	Foreign Military Sales
FN	Foreign National
FPDS	Federal Procurement Data System
GA	Government Authority / Government Administrator
GFM	Government Furnished Meals
IAW	In Accordance With
SCO	Senior Contracting Official
ITAD	In-Theater Arrival Date

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JPERSTAT	Joint Personnel Status Report
JTF	Joint Task Force
KO	Contracting Officer
LN	Local National
LOA	Letter of Authorization
MIA	Missing in Action
MOU	Memorandum Of Understanding
MRE	Meal, Ready to Eat
MTF	Military Treatment Facility
MWR	Morale Welfare Recreation
NACI	National Agency Check with Inquiries
NAIC	North American Industry Classification
NEX	Navy Exchange
NOK	Next of Kin
OCIE	Organizational Clothing & Individual Equipment
OCONUS	Outside the Continental United States
OEF	Operation Enduring Freedom
OGA	Other Government Agency
OPM	Office of Personnel Management
PKI	Public Key Infrastructure
PLACO	Personnel Location Accountability Check Online
PMO	Program Management Office
POC	Point of Contact
PoP	Period of Performance
POW	Prisoner of War
PSC	Private Security Contractor
PX	Post Exchange
R&R	Rest and Relaxation
SOFA	Status of Forces Agreement
SPOT	Synchronized Predeployment and Operational Tracker
SPOT-ES	Synchronized Predeployment and Operational Tracker - Enterprise Suite
SSN	Social Security Number
TBC	Theater Business Clearance
TCN	Third Country National
TDY	Temporary Duty
TO	Task Order
TOPSS	Total Operational Picture Support System
USAID	United States Agency for International Development
USAFRICOM	United States Africa Command
USCENTCOM	United States Central Command

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Appendix 2: Definitions

Active (In the SPOT Person Status): The contractor is in a status (i.e., not AWOL, deceased, injured, missing, or captured) to continue performance on the current or subsequent contract, if necessary.

Active Deployment (in SPOT): A deployment in the SPOT system which has an actual In Theater Arrival Date entered. Represents a deployment where the contractor employee has arrived in theater. See also Open Deployment (in SPOT).

Applicable Operations: Contingency operations, humanitarian assistance, or peace operations conducted outside the United States and other activities, including operations and exercises outside the United States as determined by a combatant commander (CCDR) or as directed by the Secretary of Defense.

Applicable Operation Name (SPOT): Required field in SPOT for all deployments which is either a named operation or description of the applicable operation that the deployment is supporting. These names or descriptions are directed by the Government and could change over the course of the deployment.

Army Post Office/Fleet Post Office/ Military Post Office (APO/FPO/MPO): Military mail service for Military and Civilian Members of the U.S. Armed Forces. IAW DODI 3020.41, in operations where no reliable or local mail service is available, CAAF who are U.S. citizens will be authorized postal support IAW DoD 4525.6-M. CAAF who are not U.S. citizens will be afforded occasional mail service necessary to mail their pay checks back to their homes of record. Contractors supporting FMS cases are not normally authorized APO/FPO/MPO privileges.

Authorized Weapon: Indicates contractual approval for specified contractor personnel to possess or carry firearms, ammunition, or non-lethal weapons. Final approval resides with the CCDR.

AWOL: Absent Without Leave.

Billeting: Provides the ability to utilize government lodging facilities or government quarters. The billeting standards for CAAF will be commensurate with standards being applied to deployed DoD civilian employees at the same location. CAAF standard grade equivalents are GS-14 for supervisors and GS-11 for non-supervisors. Billeting may or may not be charged to the contractor.

CAC (Common Access Card): IAW DTM 08-003 Change 3, issuance to contractors is based on the DoD government sponsor's determination of the type and frequency of access required to DoD facilities or networks that will effectively support the mission. To be eligible for a CAC the access requirement must meet one of the following criteria:

- (a) The individual requires access to multiple DoD facilities or access to multiple non-DoD Federal facilities on behalf of the Department on a recurring basis for six months or more.

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- (b) The individual requires both access to a DoD facility and access to DoD networks on site or remotely.
- (c) The individual requires remote access to DoD networks that use only the CAC logon for user authentication.

Refer to para 3.a. (3) of the DTM for additional eligibility criteria for non-U.S. persons. As a minimum, a favorable adjudication of a National Agency Check with Inquiries (NACI) and an FBI fingerprint check is required in order to obtain a CAC.

Contractors Authorized to Accompany the Force (CAAF): Contractor personnel, including all tiers of subcontractor personnel, who are authorized to accompany the force in applicable operations, to include but not limited to contingency operations, and have been afforded CAAF status through the LOA. CAAF generally includes all U.S. citizen and 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 are co-located with U.S. forces (especially in non-permissive environments). Personnel co-located with U.S. forces shall be afforded CAAF status through an LOA. In some cases, CCDR subordinate commanders may designate mission essential LN contractor employees (e.g., interpreters) as CAAF. CAAF status does not apply to contractor personnel in support of contingencies within the boundaries and territories of the United States.

Commissary: Firms under contract to the DoD, and their employees (and dependents of their household) stationed outside of the United States, and outside the U.S. Territories and Possessions may be authorized commissary store support on a reimbursable basis, provided that such agencies and individuals are serving the U.S. Armed Services exclusively; it has been determined that the granting of the privilege would be in the best interest of the United States; and when failure to grant such privilege would impair the efficient operation of the Department of Defense. This determination is made by the cognizant military service (DoDI 1330.17, Enclosure 2).

Deceased-Killed as the result of Hostile Action: A person who is the victim of a terrorist activity or who becomes a casualty “in action.” “In action” characterizes the casualty as having been a direct result of hostile actions, sustained in combat or relating thereto, or sustained going to or returning from a combat mission provided that the occurrence was directly related to hostile action. Included are persons killed mistakenly or accidentally by friendly fire directed at a hostile force or what is thought to be a hostile force (Ref: DoDI 1300.18).

Deceased-Died as a result of Non-Hostile Action: A person who has died due to circumstances not directly attributable to hostile action or terrorist activity, but as the result of illness or injuries due to the elements, accidents, homicide, self-inflicted wounds, combat fatigue, and except in unusual cases, wounds or death inflicted by a friendly force while the individual is an AWOL, deserter, or dropped-from-rolls status or is voluntarily absent without authority from a place of duty (Ref: DoDI 1300.18).

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Deployment (SPOT): The period of time a contractor spends performing on a specific contract or task order in the authorized place(s) of performance. A deployment may be specific to a single contractor personnel performing and may or may not be the same as the period of performance for the full contract, although a deployment must fall within the contract period of performance. This definition applies even if the contractor did not have to physically deploy from a different location or country to perform on the contract (for example, local national contractor personnel).

DFACs (Dining Facilities): Contractors that have access to DFACs may or may not be charged for meals depending on the location, how austere the environment is, and the policy of the Service operating the DFAC. If the contractor is going to be authorized access to the DFAC at no cost, then GFM must also be checked on the LOA.

DPO (Diplomatic Post Office): The Department of State approved limited access to the Diplomatic Post Office mail system for U.S. Government contractors who are U.S. citizens serving overseas in Iraq. This limited access is defined as mail not to exceed two pounds per piece incoming or outgoing.

Excess Baggage: Government authorization to carry more baggage than what MILAIR or the commercial airlines typically authorize. The contractor may be charged additional fees by commercial airlines based on their cognizant policies.

Government Furnished Meals (GFM): Government provided meals at no cost to the contractor (e.g., MREs or meals at the DFACs). If the contractor will be provided GFM from the DFAC, both GFM and DFAC must be checked on the LOA.

Injured: A person whose illness or injury requires medical attention, and may or may not require hospitalization, but will be unable to complete the TDY/deployment (Ref: DoDI 1300.18). SPOT has two injured statuses: Injured – Injured as a result of hostile actions. Injured – Injured as a result of non-hostile action.

Local Access Badge: A credential issued to contractors to gain access to a military or government base, camp, or specific facility.

MILAIR: Authorization to travel inter and intra-theater on military aircraft. Unless a waiver is in place for contractors, this is a reimbursable expense to the government. Please refer to DoDI 4515.13, Air Transportation Eligibility, for additional details on eligibility of passengers on DoD aircraft.

Military Banking: Approved use of military finance offices to either obtain an Eagle Cash Card, which functions like an ATM debit card, or to cash checks.

Military Exchange: Military exchange services (i.e., Navy Exchange or NEX, Base Exchange or BX, and Post Exchange or PX) may be authorized for CAAF who are U.S. citizens. CAAF who are not U.S. citizens and non-CAAF are not authorized exchange services (Ref: DoDI 3020.41).

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Military Issued Clothing: Contractors shall not be issued military clothing or military look- alike uniforms, unless authorized for operational reasons by the Combatant Commander or subordinate Joint Force Commander. This authorization must be in writing and must be maintained in the possession of the contractor at all times (Ref: DoDI 3020.41). This does not include military issued equipment.

Military Issued Equipment: CCDRs, when necessary, may authorize CAAF and selected Non-CAAF to be issued military individual protective equipment (e.g., CBRN protective ensemble, body armor, ballistic helmet) (Ref: DoDI 3020.41).

Missing: Definition for person status in SPOT; requirement to closeout deployment if missing for over 30 calendar days.

MWR Facilities: Morale, welfare, and recreation services will be authorized for CAAF who are U.S. citizens. CAAF who are not U.S. citizens and non-CAAF are not authorized MWR services (Ref: DoDI 3020.41).

Non-CAAF: Personnel who are not designated as CAAF, such as Local National (LN) employees and non-LN employees who are permanent residents in the operational area or TCNs not routinely residing with US 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. Government-furnished support 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 (Ref: DoDI 3020.41).

Open Deployment (in SPOT): A deployment in the SPOT system which does NOT have an actual In Theater Arrival Date entered. Represents a deployment where the contractor employee has not yet arrived in theater or when the contractor has not input the information into SPOT in a timely manner. See also Active Deployment (in SPOT).

Primary Care: Primary care includes routine inpatient and outpatient services, non-emergency evacuation, pharmaceutical support, dental services, and other medical support as determined by appropriate medical authorities based on recommendations from the joint force command surgeon and on the existing capabilities of the forward-deployed Military Treatment Facilities (MTF).

Primary medical or dental care normally will not be authorized or provided to CAAF by MTF, unless specifically approved by the CCDR or subordinate Joint Force Commander.

Primary Care is not authorized for non-CAAF employees. All medical care received by contractors in the AOR is reimbursable to the Government (Ref: DoDI 3020.41).

POW (Prisoner of War): The international legal status of military and certain other personnel captured during an armed conflict between two countries and that status entitles those captured to humanitarian treatment under the Third Geneva Convention, “Geneva Convention Relative to the Treatment of Prisoners of War.” The international status of

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POW is automatic when personnel “have fallen into the power of the enemy.”

Private Security Contractors (PSC): A company contracted by the USG to perform private security functions under a covered contract.



Requiring Activity: A military or other designated government organization that identifies contract requirements and receives such contracted support during military operations. Sometimes referred to as Supported Organization.

Staged Deployment (in SPOT): A future deployment in SPOT for a contractor that also has either a current Active or Open deployment.

Transportation (other than MILAIR): Authorization for the use of government-owned or leased vehicles, such as vehicles obtained from a motor pool.

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Appendix 3: Sample LOA

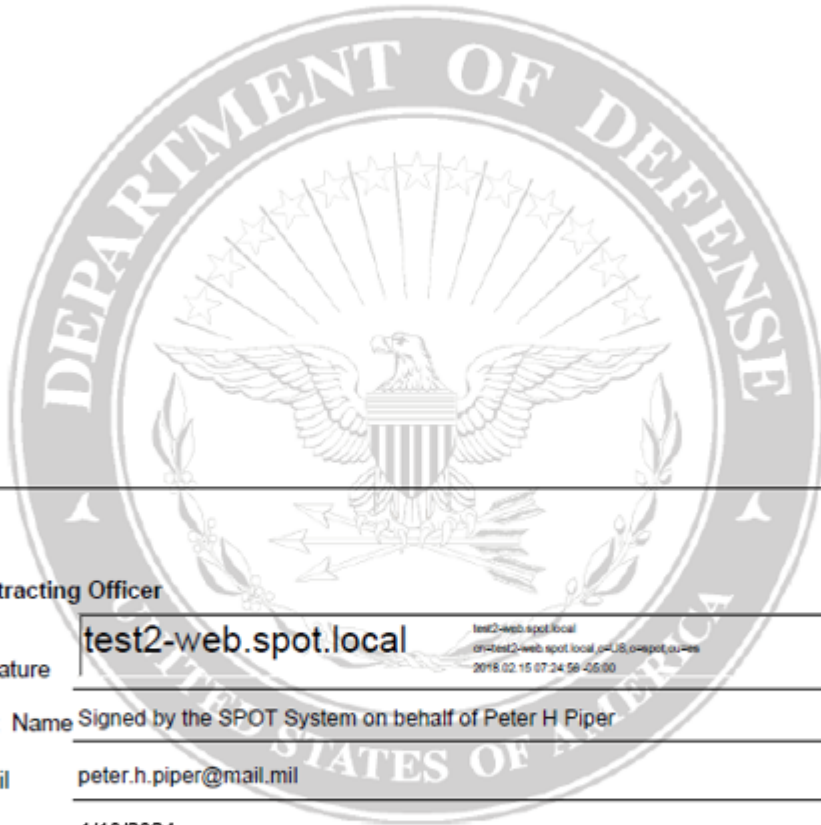
LETTER OF AUTHORIZATION NOT VALID WITHOUT PHOTO ID			DATE OF REQUEST
REQUIRING ACTIVITY <small>DoD Special Unit #1</small>			1/10/2024
NAME (Last, First, Middle) Doe, John D	GOVT AUTHORITY POC Peter H Piper	GOVT AUTHORITY POC PHONE 609-123-5678	GOVT AUTHORITY POC EMAIL peter.h.piper@mail.mil
EMAIL john.d.doe@mail.mil	SSN/DOID xxx-xx-0053	FIN/UID	DATE OF BIRTH 11/11/1981
THEATER EMAIL john.d.doe@mail.mil	CITIZENSHIP United States	DEPLOYMENT PERIOD START 1/10/2024	PASSPORT # / EXPIRATION 987654321 / 11/11/2025
COMPANY (full name) Prime or Subcontractor 77 Construction Company / Prime			
COMPANY POC Roe, Jane	COMPANY POC TELEPHONE 202-555-1235	COMPANY POC EMAIL jane.roe@email.com	
CONTRACT NUMBER/ TASK ORDER PADND2-16-D-0001/None	CONTRACT START/END DATE 1/10/2024 - 1/8/2025	CONTRACT ISSUING AGENCY Dept. of Defense	
ASSIGNED KO Kris H Kringle	ASSIGNED KO TELEPHONE 555-555-5655	ASSIGNED KO EMAIL kris.kringle@mail.mil	
IN-THEATER CONTACT Public, John	CONTACT'S PHONE 202-555-3456	CONTACT'S EMAIL john.d.public@mail.mil	
COUNTRIES TO BE VISITED SLV, IRQ, JPN	CONTRACTOR STATUS <input checked="" type="checkbox"/> CAAF <input type="checkbox"/> NON-CAAF AUTHORIZED GOVERNMENT SERVICES*		
PURPOSE <small>Sample LOA for SPOT Business Rules</small>	<input type="checkbox"/> WEAPON** <input checked="" type="checkbox"/> BILLETING <input checked="" type="checkbox"/> CAC <input checked="" type="checkbox"/> LOCAL ACCESS BADGE <input checked="" type="checkbox"/> DINING FACILITY (DFAC) <input checked="" type="checkbox"/> GOVT FURNISHED MEALS (GFM) <input checked="" type="checkbox"/> APO/FPO/POSTAL SERVICES <input type="checkbox"/> DIPLOMATIC POST OFFICE (DPO) <input type="checkbox"/> PRIMARY CARE*** <input checked="" type="checkbox"/> OTHER (SEE REMARKS FIELD)		
COMPANY BILLING ADDRESS 123 State Street, Trenton, New Jersey - 08601 United States	<input type="checkbox"/> MILITARY ISSUED CLOTHING <input checked="" type="checkbox"/> MILITARY ISSUED EQUIPMENT <input checked="" type="checkbox"/> MWR FACILITIES <input checked="" type="checkbox"/> MILITARY EXCHANGE <input checked="" type="checkbox"/> COMMISSARY <input checked="" type="checkbox"/> MILITARY BANKING <input checked="" type="checkbox"/> EXCESS BAGGAGE <input checked="" type="checkbox"/> MILAIR <input checked="" type="checkbox"/> TRANSPORTATION (other than MILAIR) <input type="checkbox"/> NONE		
NUMBER OF AGS ITEMS CHECKED: 15			
<p>*Authorized Government Services does not necessarily mean that the Government provides these services to contractors on a non-reimbursable basis. For certain categories of authorized services, the contractor may be required to reimburse the government IAW applicable Federal, DOD or COCOM regulations/policies and/or the contract terms and conditions. The indicated Authorized Government Services on this LOA are only applicable for the designated countries to be visited during the deployment; however, if the services vary between countries, the contracting officer shall specify which services may be authorized in each country. If the country to be visited has a Status of Forces Agreement (SOFA) in place that governs the categories of services to be authorized, then the terms of the SOFA take precedence over the terms of this LOA.</p> <p>**Combatant Commander (CCDR) authorization is required IAW FAR Clause 52.225-26 in order for a contractor to be authorized to carry a weapon.</p> <p>***Resuscitative/Emergency Care is the default level of care. Unless specifically negotiated in the contract, ALL medical care is reimbursable to the U.S. Government.</p> <p>The government organization specified above, in its mission support capacity under the contract, authorizes the individual employee identified herein, to proceed to the location(s) listed for the designated deployment period set forth above. Upon completion of the mission, the employee will return to the point of origin.</p>			
			

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

LOA REMARKS

Fuel and Laundry authorized.



Contracting Officer

Signature test2-web.spot.local
test2-web.spot.local
cn=test2-web.spot.local, o=US, o=spot, ou=us
2018.02.15 07:24:59 -0500

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

Email peter.h.piper@mail.mil

Date 1/10/2024

Phone 609-123-5678



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Appendix 4: Iraq and Afghanistan Statutes

Section 861 of the FY2008 National Defense Authorization Act: Requires the DoD, Department of State (DOS), and United States Agency for International Development (USAID) to identify a common database to serve as a repository of information on contracts and contractor personnel in Iraq and Afghanistan. In July 2008, DoD, DOS, and USAID signed a Memorandum of Understanding (MOU), updated in February 2010, in which they agreed to use SPOT as the repository for information on all contracts valued over \$100,000 and contractor personnel deployed for more than 30 calendar days.

Section 813 of the FY2010 National Defense Authorization Act: Revises the definitions of contracts in Iraq and Afghanistan to include Grants and Cooperative Agreements.

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Appendix 5: Summary of Metrics in SPOT-ES Business Rules

Page	Requirement	Metric	Responsible Party
12	Add Contract/ TO	NLT 7 calendar days after award, modified or closeout	KO
13	Update COR info	When changes	KO
14	Update contract/TO Authorized Government Services	Within 7 calendar days of being notified of changes	KO
14	Approve or deny LOA	Within 3 calendar days of Government Authority authorization	KO
14	Revoke LOA	Within 24 hours of notification from company that the contractor is a no show	KO
15	Enter employee data or update data	Within 15 calendar days of employee deployment	CA
17	Enter required company equipment in SPOT	NLT 7 calendar days after contract registered in SPOT	CA
17	Request employee LOA in SPOT	NLT 10 calendar days prior to estimated deployment start date	CA
17	Modify estimated start date or cancel deployment	NLT 15 calendar days after the change in deployment start date is known	CA
18	Update In Theater POC	As soon as known	CA
18	Complete Eligibility Requirements and itinerary in SPOT	NLT 10 calendar days prior to scheduled departure date	CA
19	Enter employee weapon information	NLT 3 calendar days after receipt of weapon information	CA
19	Enter In Theater Arrival Date and Duty Station Check In Date	NLT 1 calendar day after arrival in	CA

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		theater/ arrival at duty station	
19	Report contractor as no show to KO if employee has not reported at the duty station site within 3 days of estimated arrival date	After 3 calendar days	CA
19	Update changes to the duty station site	Within 1 calendar day of arriving at new duty station	CA
20	Update changes to employee person status (i.e. R&R, MIA, WIA, KIA)	Within 1 calendar day of change in person status	CA
20	Enter redeployment data for employee	NLT 10 calendar days prior to estimated end date or return date	CA
20	Enter closeout deployment data	NLT 3 calendar days after employee redeploys or deployment terminated	CA
20	Ensure all LOAs returned to company or Government authority or have been destroyed	NLT 3 calendar days after redeployment	CA
20	Release employee in SPOT once employee no longer employed	NLT 3 calendar days after employment terminated	CA
21	Validate LOA deployment data and authorize or deny LOA	NLT 3 calendar days after LOA submitted to GA for authorization	GA
22	Ensure Company updates arrival dates in SPOT within 1 day of arrival/change in duty station	GA frequently monitors status	GA
22	Notify KO of any changes to AGS permissions	Within 3 calendar days of change	GA
22	Revoke LOA if deployment terminated early	NLT 3 calendar days after early redeployment	KO

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Appendix 7: Private Security Contractor Job Titles

NOTE: The following job titles will be displayed in SPOT-ES with the prefix “PSC” to denote that these job titles should only be selected for contractor personnel performing work that qualifies as private security job functions.

PSC Job Title	Description
<u>PSC - Personnel Screening Guard</u>	Conduct screening of passengers, baggage, or cargo to ensure compliance with Transportation Security Administration (TSA) regulations. Apply procedures to prevent unauthorized entry and screen persons or articles entering a secured area. May operate basic security equipment such as x-ray machines and hand wands at screening checkpoints.
<u>PSC - Security Escort</u>	Transport military and civilian personnel conducting administrative duties, contracted services, site inspections, base to base movements, and official liaison missions. Contractor services shall include all protective/defensive actions required to deter, detect, and respond to threats to designated personnel through threat analysis, operations security (OPSEC), responsive communications, and integrated team support using armed vehicle escorts as necessary. Shall be able to protect sustainment and retrograde cargo from attack and other unlawful activities while in transit between Forward Operating Bases (FOBs) and to multiple points of destination within the borders of any country.
<u>PSC - Mobile Guard</u>	Patrol a wide area by foot or vehicle to maintain a visible presence and deter crime. Responsibilities include incident response, access control, monitoring for suspicious activity, and reporting.
<u>PSC – Operations Center Security</u>	Identify potential crisis incidents that could impact a client's assets; support the client's incident management process; respond to any incidents or crises; monitor relevant developments both internally and externally; provide the required personnel at Access Control Points (ACPs) to detect, identify, report, and guard against entry of unauthorized personnel and contraband.
<u>PSC - Special Reconnaissance Team (SRT) Guard</u>	Provision of project site reconnaissance and reporting.
<u>PSC - Protective Service Detail (PSD)</u>	Provide a continuous, responsive, uninterrupted, and highly skilled protective security services program to safeguard dignitaries, senior government officials, senior military leadership, and other designated personnel using specialized, tailored security teams and associated equipment. PSDs are not, under any circumstances, to be involved in or engage in offensive operations or use tactics that provide the appearance of offensive operations.
<u>PSC - Canine Handler</u>	Responsible for daily detection, training, canine health, equipment maintenance, canine-related policy adherence, emergency preparations, supervision under handler, and maintaining professional appearances, as well as aiding in security.

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PSC Job Title	Description
<u>PSC - Fixed Guard</u>	Fixed site security is intended to deter hostile elements from conducting illegal activities against DoD resources. Private security, as part of installation security, protects DoD service members, civilians, contractors, facilities, information, and materiel resources against criminal trespass, terrorism, and other unlawful activities.
<u>PSC - Security Management Specialist</u>	Direct an organization's security functions and assessments, including the physical security of personnel, facilities, and assets, safety of employees, and information protection.
<u>PSC - Static Security Guard – Dept of State Use Only</u>	Provide guard services for the security of the U.S. Government’s owned/leased/controlled facilities, buildings, property, and areas, as well as all U.S. Government employees and other Diplomatic Security (DS)/Regional Security Office (RSO)-designated persons. Personnel may be required to serve as a member of an Emergency Response Team (ERT) as assigned.
<u>PSC - Movement Security – Dept of State Use Only</u>	Provide protective services for the personal protection and movement of DS/RSO-designated principals, venue protection, and any other mission essential tasks directed by DS/RSO. Personnel may be required to fill static positions and as a member of a Quick Response Force (QRF) as assigned.
<u>PSC - Support – Dept of State Use Only</u>	Provide administrative, logistical, or training support functions.