



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

MAR 19 2007

ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

In reply refer to  
DAR Tracking Number: 2007-O0004

MEMORANDUM FOR DIRECTORS OF DEFENSE AGENCIES  
DEPUTY ASSISTANT SECRETARY OF THE ARMY,  
(POLICY AND PROCUREMENT), ASA(ALT)  
DEPUTY ASSISTANT SECRETARY OF THE NAVY  
(ACQUISITION MANAGEMENT), ASN(RDA)  
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE  
(CONTRACTING), SAF/AQC  
EXECUTIVE DIRECTOR, ACQUISITION, TECHNOLOGY  
AND SUPPLY DIRECTORATE (DLA)

SUBJECT: Class Deviation—Synchronized Predeployment and Operational Tracker

This class deviation provides a new paragraph (g) for use in DFARS clause 252.225-7040, Contractor Personnel Authorized to Accompany U.S. Armed Forces Deployed outside the United States (Atch 1). It implements the Office of the Secretary of Defense memo of January 25, 2007, Designation of Synchronized Predeployment and Operational Tracker (SPOT) as Central Repository for Information on Contractors Deploying with the Forces (CDF) (Atch 2).

Contracting officers shall use the clause with the attached paragraph (g) in new solicitations and contracts in accordance with the clause prescription at DFARS 225.7402-4(a).

In addition, for contracts already containing the clause DFARS 252.225-7040 (either the June 2005 or the June 2006 version), contracting officers shall inform the contractors that SPOT is the appropriate automated system to use for the required list of contractor personnel.

This class deviation is effective upon signature, and remains in effect until incorporated in DFARS, or until otherwise rescinded. My point of contact is Ms. Amy Williams, and she can be reached on (703) 602-0328, or amy.williams@osd.mil.

Shay D. Assad  
Director, Defense Procurement  
and Acquisition Policy

Attachments:  
As stated

cc:  
DSMC, Ft. Belvoir



2007-00004

**Class Deviation—Synchronized Predeployment and Operational Tracker**

**252.225-7040 Contractor Personnel Authorized to Accompany U.S. Armed Forces Deployed Outside the United States.**

CONTRACTOR PERSONNEL AUTHORIZED TO ACCOMPANY U.S. ARMED FORCES  
DEPLOYED OUTSIDE THE UNITED STATES (JUN 2006) (DEVIATION)

\* \* \* \* \*

(g) *Personnel data.*

(1) In accordance with DoD Instruction 3020.41, Contractor Personnel Authorized to Accompany the U.S. Armed Forces, the Contractor shall **enter before deployment, or if already in the designated operational area, enter upon becoming an employee under the contract, and maintain current data, including departure data, for all Contractor personnel that are authorized to accompany U.S. Armed Forces deployed outside the United States** as specified in paragraph (b)(1) of this clause. The automated **web-based** system to use for this effort **is the Synchronized Predeployment and Operational Tracker (SPOT)** (For information on how to register and enter data into this system, go to <http://www.dod.mil/bta/products/spot.html>).

(2) The Contractor shall ensure that all employees in the **database** have a current DD Form 93, Record of Emergency Data Card, on file with both the Contractor and the designated Government official. **The Contracting Officer will inform the Contractor of the Government official designated to receive this data card.**

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OFFICE OF THE SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301

January 25, 2007

MEMORANDUM FOR ASSISTANT SECRETARY OF THE ARMY (ACQUISITION,  
LOGISTICS AND TECHNOLOGY)  
ASSISTANT SECRETARY OF THE NAVY (RESEARCH,  
DEVELOPMENT AND ACQUISITION)  
ASSISTANT SECRETARY OF THE AIR FORCE (ACQUISITION)  
DIRECTOR OF THE JOINT STAFF

SUBJECT: Designation of Synchronized Predeployment and Operational Tracker (SPOT) as  
Central Repository for Information on Contractors Deploying with the Force (CDF)

DoD Instruction 3020.41 "*Contractor Personnel Authorized to Accompany the U.S. Armed Forces*," (DoDI 3020.41) requires the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), in coordination with the Under Secretary of Defense for Acquisition, Technology and Logistics (USD(AT&L)), to designate or develop a joint web-based database and procedures for its use, as the central repository for information on all CDF personnel.

On November 30, 2006, the Defense Business Systems Management Committee, chaired by the Deputy Secretary of Defense, approved SPOT as an enterprise program to enable broader visibility of contractors and contracts in theater. Accordingly, SPOT is hereby designated as the database to serve as the central repository for information on all CDF personnel and contract capability information as required by DoDI 3020.41. Data elements in this database will be in accordance with DoDI 3020.41 and be approved by the USD(P&R). The official archive of these data will be maintained at the Defense Manpower Data Center (DMDC). A data feed to this official archive must be established in accordance with the interfaces proved by DMDC. Procedures for using SPOT are at <http://www.dod.mil/bta/products/spot.html>.

Jack Bell  
Deputy Under Secretary of Defense  
(Logistics and Materiel Readiness)

Jeanne B. Fites  
Deputy Under Secretary of Defense  
(Program Integration)

cc:

Assistant Secretary of the Army (Manpower and Reserve Affairs)  
Assistant Secretary of the Navy (Manpower and Reserve Affairs)  
Assistant Secretary of the Air Force (Manpower and Reserve Affairs)  
Commanding General, Army Materiel Command  
Director, Defense Contract Audit Agency  
Director, Defense Contract Management Agency  
Director, Defense Logistics Agency