



SPOT-ES Training Schedule

December 2023 – June 2024

Training Delivery

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

Note: Even if you have accessed Microsoft Teams before, we recommend that after you register for SPOT training, you try to access Microsoft Teams **several days** before your training is scheduled. If you have technical problems, that will give you time to resolve the problem. There are tips for attending the Microsoft Teams session in the training confirmation that you will receive. Please read them carefully before trying to attend a session. The tips are also listed near the end of this document.

Training Support

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

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

Training Session Commitments

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

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

Training Schedule

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

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



SPOT-ES Training Schedule

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

Course Descriptions

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

- **Company Administrators Training (SPOT)** – This core training is for contractors with the SPOT Company Administrator role. It covers how to search, add, and update contracts and task orders, personnel, and deployment information. It also covers how to submit a Letter of Authorization (LOA) request, recall an LOA, enter eligibility requirements, enter in-theater arrival and duty station check-in dates, close out deployments, enter equipment, run SPOT reports, and release a person from a company or contract/task order when changing employers or contracts/task orders.
User role in SPOT: *Company Administrator*
Class length: **2.5 hours**
- **Government Authorities/Administrators Training (SPOT)** – This core training is for SPOT users with the Government Authority or Government Administrator role. It covers how to search, add, and update contracts and task orders, personnel, and deployment information. It also covers how to submit a Letter of Authorization (LOA) request. How the Government Authority role can authorize, deny, or recall a single (or bulk) LOA request(s), and how to enter eligibility requirements, enter in-theater arrival and duty station check-in dates, close out deployments, enter equipment, and run SPOT reports.
Note: Contracting Officer Representatives (CORs) normally will have the Government Authority role.
Attendees: Contractors, military, or Government persons with rights to administer and manage organization/employee profiles, initiate deployment/LOA requests, and authorize deployment/LOA requests.
User role in SPOT: *Government Authority or Government Administrator*
Class length: **2.5 hours**
- **Contracting Officers/Administrators Training (SPOT)** - This core training is for SPOT users with the Contracting Officer or Contracting Administrator role. It covers how to search, add, and update contracts and task orders. It also covers how the Contracting Officer (KO) can set the Authorized Government Services (AGS) options, change the Primary Contractor Company on a contract, and approve, deny, revoke, or recall a single (or bulk) Letter of Authorization (LOA) request(s). In addition, it shows how the KO can enter contractor counts on a specific contract and/or task order, search for equipment, and run SPOT reports.
Attendees: Military or Government persons with rights to administer and manage contracts and/or to update Authorized Government Services (AGS) and approve LOAs.
User role in SPOT: *Contracting Officer (KO) and Contracting Administrator*
Class length: **2 hours**
- **Modifying and Resubmitting of a Revoked/Denied LOA (SPOT)** – This session focuses on the SPOT process for updating and modifying data for a revoked, denied, or recalled Letter of Authorization (LOA) and resubmitting the LOA for review, authorization, and approval.



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User role in SPOT: Company Administrator, Government Authority, Government Administrator
Class length: 1 Hour

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

Course Registration

To register for a course, send an email (one e-mail may request multiple classes) to dodhra.beau-alex.dmdc.mbx.spot-es.training@mail.mil and provide the following information:

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

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

Webcast Training Schedule

Day	Time (EST)	December 2023 Classes
Tuesday – 12 th	9 – 11:30 AM	Company Administrators Training (SPOT)
	12:30 – 1:30 PM	Modifying and Resubmitting LOA Training (SPOT)
Wednesday – 13 th	9 – 11:30 AM	Government Authority/Government Administrator Training (SPOT)
	12:30 – 2:30 PM	Contracting Officer/Contracting Administrator Training (SPOT)
Thursday – 14 th	9 – 11 AM	TOPSS Training
Tuesday – 19 th	9 – 11:30 AM	Company Administrators Training (SPOT)
	12:30 – 1:30 PM	Modifying and Resubmitting LOA Training (SPOT)
Wednesday – 20 th	9 – 11:30 AM	Government Authority/Government Administrator Training (SPOT)
	12:30 – 2:30 PM	Contracting Officer/Contracting Administrator Training (SPOT)

Day	Time (EST)	January 2024 Classes
Wednesday – 3 rd	9 – 11:30 AM	Company Administrators Training (SPOT)
	12:30 – 1:30 PM	Modifying and Resubmitting LOA Training (SPOT)
Thursday – 4 th	9 – 11:30 AM	Government Authority/Government Administrator Training (SPOT)
	12:30 – 2:30 PM	Contracting Officer/Contracting Administrator Training (SPOT)
Thursday – 11 th	9 – 11 AM	TOPSS Training
Tuesday – 23 rd	9 – 11:30 AM	Company Administrators Training (SPOT)
	12:30 – 1:30 PM	Modifying and Resubmitting LOA Training (SPOT)
Wednesday – 24 th	9 – 11:30 AM	Government Authority/Government Administrator Training (SPOT)



SPOT-ES Training Schedule

Day	Time (EST)	January 2024 Classes
	12:30 – 2:30 PM	Contracting Officer/Contracting Administrator Training (SPOT)

Day	Time (EST)	February 2024 Classes
Wednesday – 7th	9 – 11:30 AM	Company Administrators Training (SPOT)
	12:30 – 1:30 PM	Modifying and Resubmitting LOA Training (SPOT)
Thursday – 8th	9 – 11:30 AM	Government Authority/Government Administrator Training (SPOT)
	12:30 – 2:30 PM	Contracting Officer/Contracting Administrator Training (SPOT)
Thursday – 14th	9 – 11 AM	TOPSS Training
Tuesday – 20th	9 – 11:30 AM	Company Administrators Training (SPOT)
	12:30 – 1:30 PM	Modifying and Resubmitting LOA Training (SPOT)
Wednesday – 21st	9 – 11:30 AM	Government Authority/Government Administrator Training (SPOT)
	12:30 – 2:30 PM	Contracting Officer/Contracting Administrator Training (SPOT)

Day	Time (EST/EDT)	March 2024 Classes
Wednesday – 6th	9 – 11:30 AM	Company Administrators Training (SPOT)
	12:30 – 1:30 PM	Modifying and Resubmitting LOA Training (SPOT)
Thursday – 7th	9 – 11:30 AM	Government Authority/Government Administrator Training (SPOT)
	12:30 – 2:30 PM	Contracting Officer/Contracting Administrator Training (SPOT)
Thursday – 14th	9 – 11 AM	TOPSS Training
Tuesday – 19th	9 – 11:30 AM	Company Administrators Training (SPOT)
	12:30 – 1:30 PM	Modifying and Resubmitting LOA Training (SPOT)
Wednesday – 20th	9 – 11:30 AM	Government Authority/Government Administrator Training (SPOT)
	12:30 – 2:30 PM	Contracting Officer/Contracting Administrator Training (SPOT)

Day	Time (EDT)	April 2024 Classes
Wednesday – 3rd	9 – 11:30 AM	Company Administrators Training (SPOT)
	12:30 – 1:30 PM	Modifying and Resubmitting LOA Training (SPOT)
Thursday – 4th	9 – 11:30 AM	Government Authority/Government Administrator Training (SPOT)
	12:30 – 2:30 PM	Contracting Officer/Contracting Administrator Training (SPOT)
Thursday – 11th	9 – 11 AM	TOPSS Training
Tuesday – 23rd	9 – 11:30 AM	Company Administrators Training (SPOT)
	12:30 – 1:30 PM	Modifying and Resubmitting LOA Training (SPOT)
Wednesday – 24th	9 – 11:30 AM	Government Authority/Government Administrator Training (SPOT)
	12:30 – 2:30 PM	Contracting Officer/Contracting Administrator Training (SPOT)

Day	Time (EDT)	May 2024 Classes
Wednesday – 8th	9 – 11:30 AM	Company Administrators Training (SPOT)
	12:30 – 1:30 PM	Modifying and Resubmitting LOA Training (SPOT)
Thursday – 9th	9 – 11:30 AM	Government Authority/Government Administrator Training (SPOT)
	12:30 – 2:30 PM	Contracting Officer/Contracting Administrator Training (SPOT)
Thursday – 16th	9 – 11 AM	TOPSS Training
Tuesday – 21st	9 – 11:30 AM	Company Administrators Training (SPOT)
	12:30 – 1:30 PM	Modifying and Resubmitting LOA Training (SPOT)
Wednesday – 22nd	9 – 11:30 AM	Government Authority/Government Administrator Training (SPOT)
	12:30 – 2:30 PM	Contracting Officer/Contracting Administrator Training (SPOT)



SPOT-ES Training Schedule

Day	Time (EDT)	June 2024 Classes
Wednesday – 12th	9 – 11:30 AM	Company Administrators Training (SPOT)
	12:30 – 1:30 PM	Modifying and Resubmitting LOA Training (SPOT)
Thursday – 13th	9 – 11:30 AM	Government Authority/Government Administrator Training (SPOT)
	12:30 – 2:30 PM	Contracting Officer/Contracting Administrator Training (SPOT)
Tuesday – 25th	9 – 11:30 AM	Company Administrators Training (SPOT)
	12:30 – 1:30 PM	Modifying and Resubmitting LOA Training (SPOT)
Wednesday – 26th	9 – 11:30 AM	Government Authority/Government Administrator Training (SPOT)
	12:30 – 2:30 PM	Contracting Officer/Contracting Administrator Training (SPOT)
Thursday – 27th	9 – 11 AM	TOPSS Training

Tips for attending SPOT Training webcasts with Microsoft Teams

1. Log out of your corporate Teams account and come in with your CAC or as a guest to the SPOT-ES training session. Your corporate account could be interfering with trying to enter the SPOT-ES training session.
2. If using the Teams desktop client application, try using the Teams web browser version instead.
3. Shut down all open windows for the browser to clear your SSL state.
4. Clear your browser cache/history or try a different browser.
5. Verify if you are using a VPN vs. a direct connection. If using a VPN, disconnect from the VPN (if allowed by your org) before trying to connect to Teams.
6. If your company/organization firewall or antivirus software is preventing access, allow Teams through your firewall and antivirus software or try connecting from outside the office.
7. Please enter your first and last name when entering the session.
8. **Arrival time** (log in time) is at least **10 minutes** prior to the start time.

Tip Found Online: We find that the easiest and most reliable method of joining Teams video meetings is to NOT login with any account and only use the "Open in this browser" option - then you get an option to add your display name. There are many features (like backgrounds, etc.) that are not available in the web version, but it is better that it actually works - the downloaded app has many glitches and problems, including restricting all attendees to use all business MS accounts or all personal accounts instead of mixing.

Comments/Concerns

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

- SPOT-ES Training Registrar, dodhra.beau-alex.dmdc.mbx.spot-es.training@mail.mil

Additional Resource for Government & Military Users

Contractor Accountability Advanced Education Guide:

- The OCS Connect Contractor Accountability page provides information that is designed to provide a common understanding of how and why the U.S. Department of Defense accounts for its deployed contractor personnel (CTR) in contingency environments.
- Foundation Guide Available, Role Based Guides in Progress
- <https://intelshare.intelink.gov/sites/ocs/SitePages/CTR-Accountability.aspx>