

Synchronized Pre-Deployment and Operational Tracker (SPOT) Compliance Checklist



PRE-DEPLOYMENT:

- ✓ Have the Contractor Company (CC) SPOT Administrators received formal training on the SPOT Enterprise Suite (SPOT-ES)?
- ✓ Did the CC enter their deployment eligible personnel into SPOT NLT 15 days prior to the estimated deployment date?
- ✓ Did the CC update existing employee profile data (e.g. change in name, address, POC info, etc) in SPOT NLT 5 days after a change occurs?
- ✓ Did the CC enter and validate company owned equipment? (for CENTCOM reference Clause 952.225-0022)
- ✓ If applicable, did the CC register in SPOT all armored and military vehicles operated by deployed contractors and subcontractors and any other equipment/weapons being used by private security contractors per NDAA Sec 862 NLT 7 days after the contract was entered in SPOT?
- ✓ Did the CC set the deployment travel itinerary in SPOT and finalize deploying employees details NLT 10 days prior to the scheduled deployment date?
- ✓ Did the CC complete all deployment and LOA request information, if applicable, NLT 10 days prior to the estimated deployment start date?
- ✓ Did the CC populate the applicable pre-eligibility requirements in SPOT, such as visa, clearance and training requirements?
- ✓ Did the CC select the proper OPERATION name being supported within SPOT?
- ✓ Did the CC request an LOA, when required, and ensure their deploying employees had a contracting officer approved SPOT generated LOA NLT 10 days prior the estimated deployment date?

DEPLOYMENT:

- ✓ Did the CC enter in or update the In-theater Arrival Date in SPOT NLT 1 day after the employee entered the theatre or arrived at their primary duty station?
- ✓ Did the CC report the contractor employee, if applicable, as a “no show” to the contracting officer if the company employee did not arrive at their primary duty site within 3 days of their estimated arrival date?
- ✓ Did the company update their employee’s duty station when they moved from one permanent duty station to another NLT 3 days after the employee arrived at their new primary duty station?
- ✓ Did the CC update and maintain currency on all other pertinent deployment details in SPOT such as POC info, estimated departure date, etc, during the deployment?

RE-DEPLOYMENT:

- ✓ Did the CC set a re-deployment travel itinerary in SPOT NLT 10 days prior to the estimated deployment end date?
- ✓ Did the CC request up to a 30 day extension on selected LOAs beyond the contract completion date, if required to complete demobilization, NLT 30 days prior to the expiration of the current period of performance? (for CENTCOM, reference Clause 952.225-0016)
- ✓ Did the CC close out their employees deployments with the proper status (e.g. active, no-shows, killed, injured) NLT 3 days after their employee’s re-deployment and, if applicable, release their personnel in SPOT NLT 3 days after the employee’s employment was terminated?