



SPOT-ES Training Schedule

December 2018 – June 2019

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 Defense Collaboration Services (DCS), a Department of Defense (DoD) security-approved medium.

Note: If you have not accessed DCS before, we recommend that after you register for SPOT training, you try to access DCS **several days** before your training is scheduled. Two DCS Connectivity Test Sessions are available each month, and you will be sent a meeting invite for one of them before your scheduled class or classes. If you have technical problems, that will give you time to contact the DCS Help Desk to resolve the problem.

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 the Friday before classes are held for the following week. 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, Thursday) sessions to align with system pre-releases, FRAGO releases, etc. These sessions will be coordinated directly with the SPOT-ES Training Team. The [Webcast Training Schedule](#) is projected and updated on a “rolling” 6-month forecast with monthly updates or as special training requirements are identified. All training times are based on [Eastern Standard Time \(EST\) or Daylight Savings Time \(EDT\)](#).



SPOT-ES Training Schedule

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: 1.5 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.
User role in SPOT: *Company Administrator, Government Authority, Government Administrator*
Class length: 30 Minutes



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

Course Registration

To register for a course, send an email 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

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

December 2018		
Friday – 11/30	10 – 11 AM	DCS Connectivity Test Session
Tuesday – 4th	9 – 11:30 AM	Company Administrators Training (SPOT)
	12:30 – 1 PM	Modifying and Resubmitting LOA Training (SPOT)
Wednesday – 5th	9 – 11:30 AM	Government Authority/Government Administrator Training (SPOT)
	12:30 – 2 PM	Contracting Officer/Contracting Administrator Training (SPOT)
Thursday – 13th	9 – 11 AM	TOPSS Training
Friday – 14th	10 – 11 AM	DCS Connectivity Test Session
Tuesday – 18th	9 – 11:30 AM	Company Administrators Training (SPOT)
	12:30 – 1 PM	Modifying and Resubmitting LOA Training (SPOT)
Wednesday – 19th	9 – 11:30 AM	Government Authority/Government Administrator Training (SPOT)
	12:30 – 2 PM	Contracting Officer/Contracting Administrator Training (SPOT)
Thursday – 20th	9 – 11 AM	TOPSS Training
January 2019		
Friday – 4th	10 – 11 AM	DCS Connectivity Test Session
Wednesday – 9th	9 – 11:30 AM	Company Administrators Training (SPOT)
	12:30 – 1 PM	Modifying and Resubmitting LOA Training (SPOT)
Thursday – 10th	9 – 11:30 AM	Government Authority/Government Administrator Training (SPOT)
	12:30 – 2 PM	Contracting Officer/Contracting Administrator Training (SPOT)
Thursday – 17th	9 – 11 AM	TOPSS Training
Friday – 18th	10 – 11 AM	DCS Connectivity Test Session
Tuesday – 22th	9 – 11:30 AM	Company Administrators Training (SPOT)
	12:30 – 1 PM	Modifying and Resubmitting LOA Training (SPOT)
Wednesday – 23th	9 – 11:30 AM	Government Authority/Government Administrator Training (SPOT)
	12:30 – 2 PM	Contracting Officer/Contracting Administrator Training (SPOT)
Thursday – 24th	9 – 11 AM	TOPSS Training



SPOT-ES Training Schedule

February 2019		
Friday – 1 st	10 – 11 AM	DCS Connectivity Test Session
Wednesday – 6 th	9 – 11:30 AM	Company Administrators Training (SPOT)
	12:30 – 1 PM	Modifying and Resubmitting LOA Training (SPOT)
Thursday – 7 th	9 – 11:30 AM	Government Authority/Government Administrator Training (SPOT)
	12:30 – 2 PM	Contracting Officer/Contracting Administrator Training (SPOT)
Thursday – 14 th	9 – 11 AM	TOPSS Training
Friday – 15 th	10 – 11 AM	DCS Connectivity Test Session
Tuesday – 19 th	9 – 11:30 AM	Company Administrators Training (SPOT)
	12:30 – 1 PM	Modifying and Resubmitting LOA Training (SPOT)
Wednesday – 20 th	9 – 11:30 AM	Government Authority/Government Administrator Training (SPOT)
	12:30 – 2 PM	Contracting Officer/Contracting Administrator Training (SPOT)
Thursday – 21 st	9 – 11 AM	TOPSS Training
March 2019		
Friday – 1 st	10 – 11 AM	DCS Connectivity Test Session
Wednesday – 6 th	9 – 11:30 AM	Company Administrators Training (SPOT)
	12:30 – 1 PM	Modifying and Resubmitting LOA Training (SPOT)
Thursday – 7 th	9 – 11:30 AM	Government Authority/Government Administrator Training (SPOT)
	12:30 – 2 PM	Contracting Officer/Contracting Administrator Training (SPOT)
Thursday – 14 th	9 – 11 AM	TOPSS Training
Friday – 15 th	10 – 11 AM	DCS Connectivity Test Session
Tuesday – 19 th	9 – 11:30 AM	Company Administrators Training (SPOT)
	12:30 – 1 PM	Modifying and Resubmitting LOA Training (SPOT)
Wednesday – 20 th	9 – 11:30 AM	Government Authority/Government Administrator Training (SPOT)
	12:30 – 2 PM	Contracting Officer/Contracting Administrator Training (SPOT)
Thursday – 21 st	9 – 11 AM	TOPSS Training
April 2019		
Friday – 3/29	10 – 11 AM	DCS Connectivity Test Session
Tuesday – 2 nd	9 – 11:30 AM	Company Administrators Training (SPOT)
	12:30 – 1 PM	Modifying and Resubmitting LOA Training (SPOT)
Wednesday – 3 rd	9 – 11:30 AM	Government Authority/Government Administrator Training (SPOT)
	12:30 – 2 PM	Contracting Officer/Contracting Administrator Training (SPOT)
Thursday – 11 th	9 – 11 AM	TOPSS Training
Friday – 19 th	10 – 11 AM	DCS Connectivity Test Session
Tuesday – 23 rd	9 – 11:30 AM	Company Administrators Training (SPOT)
	12:30 – 1 PM	Modifying and Resubmitting LOA Training (SPOT)
Wednesday – 24 th	9 – 11:30 AM	Government Authority/Government Administrator Training (SPOT)
	12:30 – 2 PM	Contracting Officer/Contracting Administrator Training (SPOT)
Thursday – 25 th	9 – 11 AM	TOPSS Training
May 2019		
Friday – 3 rd	10 – 11 AM	DCS Connectivity Test Session
Wednesday – 8 th	9 – 11:30 AM	Company Administrators Training (SPOT)
	12:30 – 1 PM	Modifying and Resubmitting LOA Training (SPOT)
Thursday – 9 th	9 – 11:30 AM	Government Authority/Government Administrator Training (SPOT)
	12:30 – 2 PM	Contracting Officer/Contracting Administrator Training (SPOT)
Thursday – 16 th	9 – 11 AM	TOPSS Training
Friday – 24 th	10 – 11 AM	DCS Connectivity Test Session
Tuesday – 28 th	9 – 11:30 AM	Company Administrators Training (SPOT)



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	12:30 – 1 PM	Modifying and Resubmitting LOA Training (SPOT)
Wednesday – 29th	9 – 11:30 AM	Government Authority/Government Administrator Training (SPOT)
	12:30 – 2 PM	Contracting Officer/Contracting Administrator Training (SPOT)
Thursday – 30th	9 – 11 AM	TOPSS Training
June 2019		
Friday – 7th	10 – 11 AM	DCS Connectivity Test Session
Tuesday – 11th	9 – 11:30 AM	Company Administrators Training (SPOT)
	12:30 – 1 PM	Modifying and Resubmitting LOA Training (SPOT)
Wednesday – 12th	9 – 11:30 AM	Government Authority/Government Administrator Training (SPOT)
	12:30 – 2 PM	Contracting Officer/Contracting Administrator Training (SPOT)
Thursday – 20th	9 – 11 AM	TOPSS Training
Friday – 21st	10 – 11 AM	DCS Connectivity Test Session
Tuesday – 25th	9 – 11:30 AM	Company Administrators Training (SPOT)
	12:30 – 1 PM	Modifying and Resubmitting LOA Training (SPOT)
Wednesday – 26th	9 – 11:30 AM	Government Authority/Government Administrator Training (SPOT)
	12:30 – 2 PM	Contracting Officer/Contracting Administrator Training (SPOT)
Thursday – 27th	9 – 11 AM	TOPSS Training

Occasional Issues with Defense Collaboration Services (DCS)

Some users of DCS have experienced log-on issues when following the link provided by the SPOT-ES Training Registrar to join a confirmed Webcast (DCS) training session.

If you experience login issues, please contact the **DCS User Support**:

Email: disa.dsc.eis.mbx.dcs-support@mail.mil

Comm: 1-614-692-0032

DSN (CONUS): 850-0032

DSN (OCONUS): Country Code 312

(Select Options 1, 3, 2, 4 to reach DCS)

Comments/Concerns

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

- SPOT-ES Help Desk

Phone: (703) 578-5407

Email: dodhra.beau-alex.dmdc.mbx.spot-helpdesk@mail.mil

Web Chat: <https://conference.apps.mil/webconf/5285>

- 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>