



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

**9/25/2019**

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

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## 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 PMO	<ul style="list-style-type: none"> <li>• Compliance, 3/4; Updated publication dates and removed rescinded DFARS Clause 252.225.7039</li> <li>• Updated Government Furnished Services (GFS) to Authorized Government Services (AGS) throughout the document</li> <li>• KO Business Rules / Approve and Sign the LOA, 12; Added a requirement for a review and approve or denial of an LOA</li> <li>• CA Business Rules, 13; Modified the requirements for creating a Foreign Identification Number (FIN)</li> <li>• CA Business Rules / Deployment Dates, 13; Added a requirement to modify the estimated start date or cancel the deployment in certain circumstances</li> <li>• CA Business Rules / Countries to be Visited, 13; Changed the rule for Countries to be Visited</li> <li>• CA Business Rules / Complete Eligibility Requirements and Establish Deployment Itinerary, 15; Added a requirement to update weapon information</li> <li>• Appendix 1: Abbreviations, 19; Updated Abbreviations as necessary</li> <li>• Appendix 2: Definitions, 22; Removed Dependents Authorized and Fuel Authorized</li> <li>• Appendix 3: Sample LOA, 26; Replaced</li> </ul>
3.0	2/2/2015	SPOT PMO	CA Business Rules/ 12; Added new FIN rules procedure
4.0	2/20/2015	SPOT PMO	<ul style="list-style-type: none"> <li>• Compliance/ Updated with updated CENTCOM Class Deviation 2015-O0009 / pg. 4</li> <li>• CA Business Rules/ Inserted new mandatory guidance for the visa</li> </ul>
4.1	2/25/2016	SPOT PMO	NOTE on AFRICOM Class Deviation 2016-O0006 20160222 pg. 9

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Document Version	Approval Date	Modified By	Section, Pages(s); Text Revised
4.2	1/1/2017	SPOT PMO	Policy and Web link updates
4.3	9/27/17	SPOT PMO	Release of Deviation 2017-O004, supersedes Class Deviation 2015-O0009
4.4	2/5/18	SPOT PMO	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 PMO	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 days, pg. 17 & pg. 19.
4.6	9/25/19	SPOT PMO	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.

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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 and equipment during contingencies, by defining the SPOT procedures and policies (“who” does “what” and “why”) for all Department of Defense (DoD) SPOT users.<sup>1</sup> 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 contract equipment as defined by the Congressional Acts and DoD regulations listed in the Compliance section below. SPOT delivers a standard, collaborative method for the management, tracking and visibility of contractor personnel and contracts in support of 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 identify 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 data daily on DoD contractors deployed worldwide.
- Global Combat Support System – Joint (GCSS-J) receives SPOT data daily on DoD contractors deployed worldwide, to include Authorized Government Services (AGS) for each deployment.
- Deployed Theater Accountability System (DTAS) receives SPOT data five days a week on DoD contractors deployed to CENTCOM.

<sup>1</sup> DOS and USAID follow 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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- 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 CENTCOM AOR.
- 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 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.

Historic SPOT records also provide a wealth of useful information that can be used for resolving or clarifying issues, locating and correlating individuals to contract information, providing points of contact for routine actions and emergency situations, supporting audits and congressional inquiries, assessing past performance, and informing future requirements and sourcing decisions.

### **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 (COCOM) 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:

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 Feb 2010, in which they agreed to use

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SPOT as the repository for information on all contracts valued over \$100,000 and contractor personnel deployed for more than 30 days.

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.

Office of the Under Secretary of Defense Memorandum, dated 28 Jan 08: Requires that all contractors employed on DoD funded contracts being performed in support of contingency operations anywhere in the world be input to SPOT by 30 Sep 08.

DoD Instruction 3020.50, 22 Jul 09, *Private Security Contractors*: Requires that geographic Combatant Commanders publish guidance and procedures for the registration and identification of armored vehicles, helicopters, and other vehicles operated by private security personnel in SPOT.

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

CJCSM 3150.13C, 10 Mar 10, *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, dated 20 Dec 11, *Operational Contract Support (OCS)*: Requires that in applicable contingency operations, contractor visibility and accountability shall be maintained through a common joint database, i.e., the Synchronized Predeployment and Operational Tracker (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 to enter all applicable data on contracted personnel before deployment and maintain data for all contractor personnel that are authorized to accompany U.S. Armed Forces deployed outside the United States. 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,

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privileges, or Government support that Contractor personnel are entitled to under the specific contract for which they are deployed.

DFARS Class Deviation 2013-O0017, Contractor Demobilization: Allows contractors to request an extension of a SPOT deployment LOA for up to 30 calendar days past the contract end date for those contractor personnel in Afghanistan whose presence is required to execute an approved demobilization plan. This clause also requires contractors to close out their employee deployments with the proper status in SPOT within 72 hours of their employee's re-deployment and, if applicable, release their personnel in SPOT.

DFARS Class Deviation 2017-O0004, Contractor Personnel Performing in the United States Central Command Area of Responsibility: Requires all contractor personnel who travel to, from or within the CENTCOM AOR to have a SPOT-generated LOA. Provides guidance that all contractors use SPOT to account for all contractors authorized to accompany the force (CAAF) and Non-CAAF within the CENTCOM 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.

CENTCOM Clause 5152.247-5900, Inbound/Outbound Cargo and Contractor Equipment Census: Requires contractors to input inbound cargo and equipment valued greater than \$50,000 in SPOT.

VISA USA001528-15-DPAP: Requires company administrators to enter visa details in SPOT when a work visa is required for a contractor employee to perform in a particular country.

JOINT Publication 1-0, Joint Personnel Support, 31 May 2016: Section 3.b (7): For contractors authorized to accompany the force (CAAF), the link to the deployment is established by a government contracting officer (or designee) issued LOA generated through SPOT. The LOA is required for CAAF to process through; to travel to, from, and within the AOR/JOA; 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 reflect GCC requirements and that LOAs are required at all vetting points processing CAAF. Section 6.d.(4): Contractors are required to comply with HN or destination country laws and regulations regarding visa and passport requirements. U.S. citizens and third- country national contractors entering the AOR or JOA 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.

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 the Synchronized Predeployment and Operational Tracker (SPOT) to



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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.

Class Deviation 2014-O0016, "Contractor Personnel Performing in the United States Southern Command Area of Responsibility" 06 October 2014 U.S. citizen and third country national (TCN) contractor personnel must have a Synchronized Predeployment and Operational Tracker (SPOT) generated letter of authorization signed by the contracting officer in order to travel to, from or within the USSOUTHCOM AOR. The letter of authorization also will identify any additional authorizations, privileges, or Government support to which Contractor personnel are entitled under this contract.

EUCOM Task Order: "Contractor Personnel Performing in United States Europe Command Area of Responsibility" October 2009. Expanded requirement for SPOT data entry and SPOT LOA to Kosovo, Israel, Georgia, Azerbaijan and Armenia.

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 Synchronized Predeployment and Operational Tracker (SPOT), in order for the contractor personnel and dependents to be eligible for coverage under the SOFA.

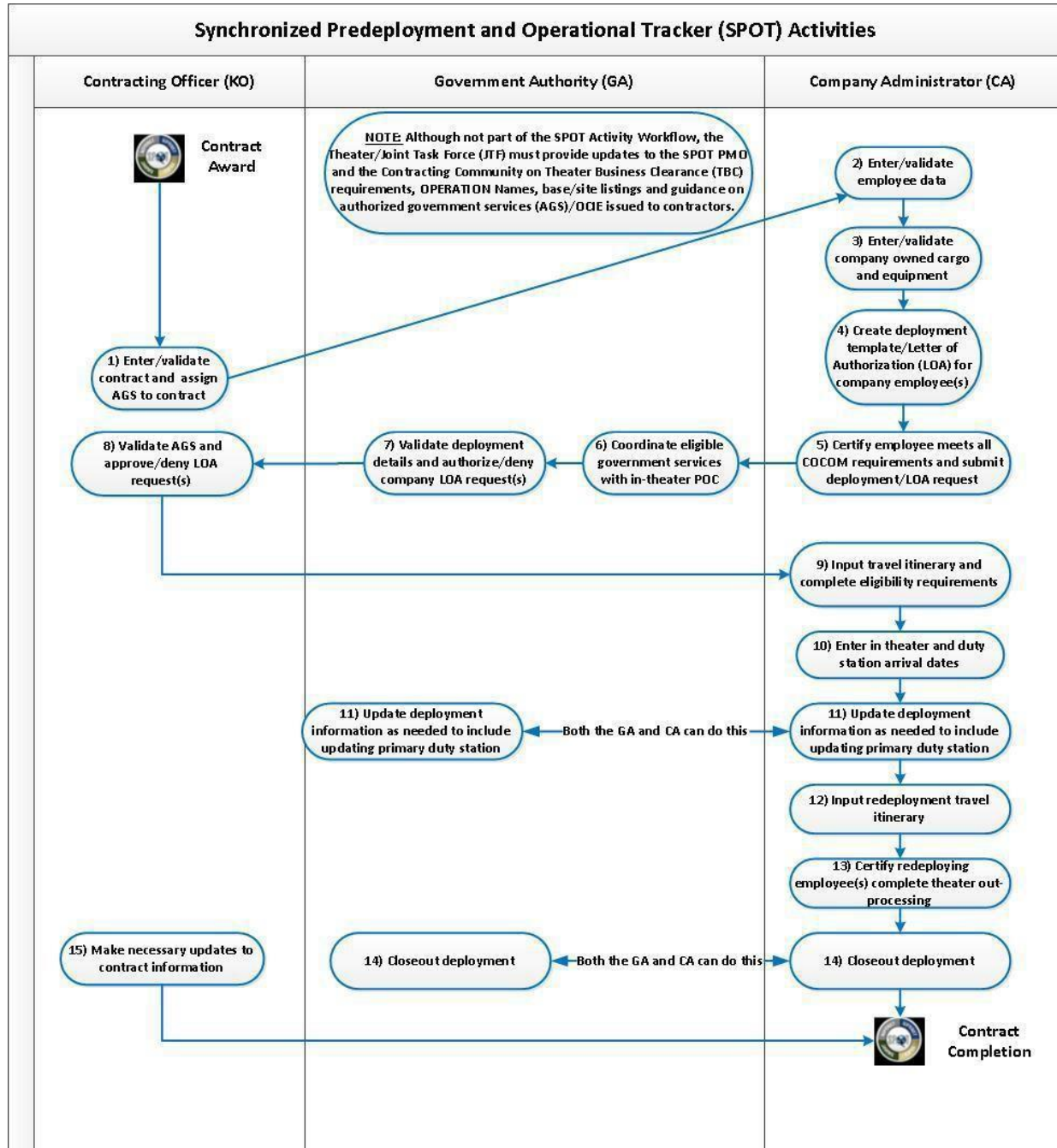
For further details on these policy references as well as COCOM specific policy requirements on the use of SPOT and Joint Asset Movement Management System (JAMMS) within their AOR, go to <http://www.acq.osd.mil/log/PS/policies.html>.



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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).



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## PREDEPLOYMENT

*The Theater/Joint Task Force (JTF) must identify any Theater Business Clearance requirements, OPERATION Names and authoritative base/site listings to the SPOT 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 contingency.*

*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 JAMMS terminals to appropriate choke points (such as DFACS, APODs, Billeting, MWR, etc.) for contractors to scan their Letters of Authorizations (LOAs).*

1. Contracting Officer (KO) enters newly awarded contracts and task order(s), and assigns the 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 USCENTCOM 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 COCOM eligibility requirements, will complete all COCOM 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 contacts.
7. GA validates deployment details in SPOT 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

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government services, 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 Eligibility Requirements tab in SPOT.

### **DEPLOYMENT**

10. CA ensures contractor personnel arrive, in-process through combatant command reception centers (including JAMMS scan, if available), and updates SPOT with In-theater Arrival Date and Duty Station Arrival 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., R&R, 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 JAMMS workstations. Common Access Cards (CAC) are not to be scanned by contractors when processing through JAMMS.

### **REDEPLOYMENT**

*(Redeployment is the transfer of forces and materiel to support another joint force 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 Joint Publication 1-02. 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. 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.

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## SPOT BUSINESS RULES

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.

### Contracting Officer (KO)

A KO is a military or government civilian with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings on behalf of the United States Government. The term includes certain authorized representatives of the KO acting within the limits of their authority as delegated by the KO. 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 contingency contracting officers (CCOs), senior contracting officials (SCOs), principle assistant responsible for contracting (PARC) and administrative contracting officers (ACOs). This 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.

### 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 [http://www.acq.osd.mil/log/PS/ctr\\_mgt\\_accountability.html](http://www.acq.osd.mil/log/PS/ctr_mgt_accountability.html)
- **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 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 Common Access Card (CAC) and must register with the contracting office as the KO's organization. If the contracting office is not in the SPOT database, contact the SPOT Helpdesk at: [DoDhra.beau-alex.dmdc.mbx.spot-helpdesk@mail.mil](mailto:DoDhra.beau-alex.dmdc.mbx.spot-helpdesk@mail.mil) or (703) 578-5407.
- **Add / Maintain Contract Information:** (Figure 1, Activity 1 and 15): The KO must enter the contract data in SPOT **NLT 7 days after contract award, or update the contract data NLT 7 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 contract,

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the KO must enter the TO data **in SPOT NLT 7 days** after award of the task order. SPOT does apply to Foreign Military Sales (FMS) contracts, grants and agreements.

**Note:** Only valid task orders can be entered in SPOT against Blanket Purchase Agreements (BPA) or Indefinite Delivery, Indefinite Quantity (IDIQ) or other requirement-type contracts. **Do not add contract modifications to SPOT as a task order.** If changes are made to the contract data in SPOT, the KO must update the contract details on the basic contract. 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-NG).

The KO must enter the following contract detail 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. Only if the KO works for a contracting office that reports directly under the DoD, should Dept. of Defense be selected as the contracting agency. 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 (NAIC) code(s) that is on the contract. If the contractor will be performing any **private security requirements**, the KO must also enter the NAIC code of either 561621, 561612, or 922120 regardless of whether it is the primary NAIC 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, **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 that extends beyond the funded period of performance for any contractor deployed.
- **Places of Performance:** These are the countries stipulated in the contract. If it is a worldwide contract, then the KO can select from the entire list, as applicable.
- **Awarded Competitively:** The KO must put yes or no based on what was input into FPDS-NG.
- **Contracting Office:** This is the office under which the KO is registered in SPOT.
- **Contracting Officer Representative:** The KO should add the 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.
- **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

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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 and USAID. 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 the aggregate count in SPOT. All other DoD COCOMs are not permitted to input 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 Garrison, and the KO is necessary to validate availability of AGS prior to contract award. Available AGS will be specific to the contingency, location, and requirement, and included in the contract. Selecting an AGS does not imply that it is provided as a non-reimbursable service to the contractor. The contractor may have to reimburse the government for the service based on DOD, COCOM 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 remarks column of the LOA. An example might be that Government Furnished Meals (GFM) and Dining Facility (DFAC) is 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, "Government Furnished Meals (GFM) and DFAC are not authorized in Qatar."
- If the contractor is contractually authorized to carry a weapon, the KO can 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 days after being notified of the change. This will require LOAs to be revoked and reissued. 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



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locations where performance is required per the contract and that the contractor's company has entered the Defense Base Act (DBA) information for contractors going overseas. **The KO must review this data and approve or deny the LOA NLT 3 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, 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 DoD contract to provide personnel and/or equipment. 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 deployments or TDYs.

**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 [http://www.acq.osd.mil/log/PS/ctr\\_mgt\\_accountability.html](http://www.acq.osd.mil/log/PS/ctr_mgt_accountability.html). 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 days** prior to the estimated deployment start date. **NOTE:** SPOT applies to Foreign Military Sales (FMS) contractors, if they also meet the DFARS requirements or COCOM guidance



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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 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 Defense Manpower Data Center (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: <http://www.dmdc.osd.mil/rsl/>. 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/mailling address, work address, email addresses, phone numbers, gender, 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 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

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first name. If the last name is less than 5 letters, enter the entire last name.

- Enter the 8 character date of birth (mmddyyyy). If the date of birth is unknown, use today's date.
- 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.
- **Updating FIN for TCN and LN contractors supporting DoD in Afghanistan:**
  - For TCN and LN contractors supporting the DoD in Afghanistan with no DMDC FIN, the FIN will be the same as the first eight characters of the Global Unique Identifier (GUID) from the Biometrics Automated Toolset (BAT). If the contractor has a previously entered FIN in SPOT, then update the FIN field with the first 8 characters of the GUID from BAT once the GUID is assigned to the person. If a person is newly entered into SPOT without a GUID from BAT and no DMDC FIN or National Issued IS Number, then initially enter a FIN per instructions under "Steps to Establish a FIN". Once a GUID is issued by BAT, then update the FIN field with the first 8 characters of the GUID. Note: SPOT-ES does not receive any data from BAT and use of the GUID does not imply the contractor has been vetted.
- Enter Company Equipment (Figure 1, Activity 3): IAW CENTCOM 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 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 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 period of performance of 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

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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 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. The LOA should 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. 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 should be added/updated as soon as the government person is identified. For deployments to Afghanistan, this is a mandatory field for all; the point of contact **must** be located in-country and must be updated if the POC changes during the contractor’s deployment.
  - Selecting a Job Title: The job titles in SPOT are consistent with the Department of Labor O\*NET Online authoritative source ([www.onetonline.org](http://www.onetonline.org)). **It is critical the job title best fits what the company employee will be doing on the contract.** If the company employee will be performing as a **private security contractor**, the

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CA must select either: 1) First-line Supervisors of Police and Detectives; 2) Police Patrol Officer, or 3) Security Guard for the job title.

- 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 COCOM 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 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 scans at any JAMMS workstation.
- If contractor 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 serial numbers under Tab 4, “Personal Equipment” for each weapon issued specifically to that individual **NLT 3 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 day after the company employee has entered the theater or arrived at the Primary Duty Station**. For Local Nationals (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 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 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 day after the change in employee status.**

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- For all Afghanistan Deployments, CA must update and/or affirm every 30 days that the Actual In Theater Arrival Date (ITAD), Duty Station Check-in Date, Duty Station Country, Duty Station City, Duty Station Site, In-theater POC information, 24/7 Company POC information, and Person Status are correct by entering a checkmark by the reaffirmation statement and selecting the submit button on the Person Deployment page.

**Note:** IAW DFARS Class Deviation 2013-00017 “Contractor Demobilization”, the CA may request an extension of the deployment/LOA for a period of up to 30 calendars days after the expiration of the current contract performance period for those contractor personnel whose presence is required in Afghanistan to execute an approved demobilization plan. **The CA shall submit that request to the KO NLT 30 days prior to the expiration of the current period of performance.** In this case, the KO will have to revoke the LOA and the CA will have to resubmit a new request to the Government with deployment end date in 30 days.

- 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 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 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 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 days** (See Appendix 2 for further explanations of these terms). The CA will 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**

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**their GA, or have been destroyed NLT 3 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 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 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 [http://www.acq.osd.mil/log/PS/ctr\\_mgt\\_accountability.html](http://www.acq.osd.mil/log/PS/ctr_mgt_accountability.html) . To register in SPOT, the Government Authority'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](mailto:dodhra.beau-alex.dmdc.mbx.spot-helpdesk@mail.mil) or 703-578-5407. A Government Authority may register with more than one organization, if necessary; however, in that case they must obtain approval from a military or Government civilian employee from each requested organization. Contractors who are 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. In addition, the contractor must have a government email address.



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**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 [http://www.acq.osd.mil/dpap/pacc/cc/areas\\_of\\_responsibility.html](http://www.acq.osd.mil/dpap/pacc/cc/areas_of_responsibility.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 JAMMS locations as opposed to using their CAC to ensure that the government service being accesses is authorized. **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 days after the LOA request is submitted to the GA for authorization.**
- Monitor and Update Deployment Details (Figure 1, Activity 11): The GA (in concert with the CA) must monitor contractor movement and status in theater from deployment to redeployment. If the contractor changes their Primary Duty Station, the GA must either update that information in SPOT or ensure that the CA makes the update in SPOT **NLT 1 day of the company employee arriving 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 just traveling to another duty station on a temporary basis and intends on returning to the currently listed 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 GA must notify the KO of any changes to AGS permissions **NLT 3 days after the change**, so that the KO can revoke the LOA and direct the CA to update and submit a new LOA request. Contractors who are terminated from their company, or have any other reason for leaving the country/theater prior to the estimated departure date in SPOT, must have their deployments closed out either by the GA or CA and their LOAs revoked by the KO **NLT 3 days after the redeployment.** If a company employee goes on R&R/leave or TDY, the deployment may remain open.

### Theater/Joint Task Force (JTF) SPOT Responsibilities

Although the Theater/JTF Commander may not be SPOT registered users, they have a significant influence on the data that is input into SPOT, and consequently have responsibilities to ensure the following types of information are communicated to the SPOT PMO and to the Contracting Community by posting on the website at [http://www.acq.osd.mil/dpap/pacc/cc/areas\\_of\\_responsibility.html](http://www.acq.osd.mil/dpap/pacc/cc/areas_of_responsibility.html) :

- OPERATION NAME(S): Any official names, such as OPERATION ENDURING



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FREEDOM (OEF), that are given to contingencies, with the official start and end dates as applicable. This information is a mandatory input field when creating a deployment and requesting an LOA in SPOT.

- **THEATER BUSINESS CLEARANCE REQUIREMENTS (TBC):** If a TBC is required, a TBC policy and/or all unique clauses for the contingency must be established. For example, OEF CENTCOM established a TBC requirement for specific countries that all contracts receive CENTCOM TBC approval prior to award, and issued a specific number that is input into 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 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.
- **Joint Asset Movement Management System (JAMMS):** Identify appropriate contractor choke points (e.g., DFACs, APODs, billeting) and submit requests for fielding of JAMMS terminals and JAMMS operator training to the SPOT PMO, including identification of designated operators for JAMMS along with their contact information.

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## Appendix 1: Abbreviations

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

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

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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.

**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.
- (b) The individual requires both access to a DoD facility and access to DoD networks

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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 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

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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).

**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.

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**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.

**MilBanking:** 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 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.

**MilExchange:** 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).

**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 days.

**MWR:** 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 Person Status:** Is a deployment record that does not have an In-Theater Arrival Date (ITAD) populated.

**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 CDR or subordinate Joint Force Commander.



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

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

**Requiring Activity:** A military or other designated organization that identifies and receives contracted support during military operations.

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

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

## Appendix 3: Sample LOA

LETTER OF AUTHORIZATION NOT VALID WITHOUT PHOTO ID			DATE OF REQUEST
REQUIRING ACTIVITY DoD Special Unit #1	GOVT AUTHORITY POC Peter H Piper	GOVT AUTHORITY POC PHONE 609-123-5678	GOVT AUTHORITY POC EMAIL peter.h.piper@mail.mil
NAME (Last, First, Middle) Doe, John D	SSN/DODID xxx-xx-0053	FIN/UID	DATE OF BIRTH 11/11/1981
EMAIL john.d.doe@mail.mil		CITIZENSHIP United States	PASSPORT # / EXPIRATION 987654321 / 11/11/2025
THEATER EMAIL john.d.doe@mail.mil		DEPLOYMENT PERIOD START 2/15/2018	DEPLOYMENT PERIOD END 2/16/2018
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 PADN02-18-D-0001/None		CONTRACT START/END DATE 2/1/2018 - 1/31/2019	CONTRACT ISSUING AGENCY Dept. of Defense
ASSIGNED KO Kris H Kringle	ASSIGNED KO TELEPHONE 555-555-5555		ASSIGNED KO EMAIL kris.kringle@mail.mil
IN-THEATER CONTACT Public, John	CONTACT'S PHONE 202-555-3456		CONTACT'S EMAIL john.g.public@mail.mil
COUNTRIES TO BE VISITED Afghanistan	<b>CONTRACTOR STATUS</b> <input checked="" type="checkbox"/> CAAF <input type="checkbox"/> NON-CAAF <b>AUTHORIZED GOVERNMENT SERVICES*</b>		
PURPOSE Sample LOA for SPOT Business Rules	<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			

\*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 CCOM 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.

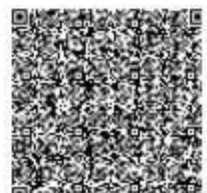
\*\*Combatant Commander (CCDR) authorization is required IAW FAR Clause 52.225-26 in order for a contractor to be authorized to carry a weapon.

\*\*\*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.

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.



\*OPXJUP\*



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

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, ou=spotbu-ns  
2018.02.15 07:24:56 -05:00

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

Email peter.h.piper@mail.mil

Date 2/15/2018

Phone 609-123-5678

