



DEPARTMENT OF THE ARMY
ARMY CONTRACTING COMMAND-AFGHANISTAN
BAGRAM AIRFIELD, AFGHANISTAN
APO, AE 09354

CCEC-ACC-A

26 August 2020

MEMORANDUM FOR Contracting Activities Awarding or Administering Contracts In Support of United States Forces – Afghanistan

SUBJECT: SCO Note # 2020-03, Synchronized Pre-Deployment Operational Tracker (SPOT) – 100% contractor accountability

1. References:

- a. DoD Instruction 3020.41, *Operational Contract Support (OCS)*, 31 August 2018
- b. CJCSM 3150.13C, *Joint Reporting Structure – Personnel Manual*, 6 November 2012
- c. DFARS 252.225-7995 “Contractor Personnel Performing in the United States Central Command Area of Responsibility” (Deviation 2017-O0004)
- d. DFARS 252.225-7997, “Contractor Demobilization” (Deviation 2013-O0017)
- e. DoD Business Rules for the Synchronized Predeployment and Operational Tracker (SPOT), 25 Sep 2019

2. I request your assistance in enforcing Synchronized Pre-Deployment Operational Tracker (SPOT) compliance, for contracts awarded by your offices, with performance in Afghanistan.

3. As a result of the DoD retrograde mission and the recent COVID-19 pandemic, the importance of contractor accountability and the accuracy of SPOT data cannot be overstated. A recent audit of the SPOT database discovered numerous deficiencies to include contractor employees in an active status who have departed the CJOA-A, missing or incorrect deployment sites, incomplete or missing names. This hinders the DoD’s ability to properly account for contractor personnel.

4. As a reminder, non-compliance and deficiencies should be incorporated in past-performance evaluations for future contract opportunities in accordance with FAR subpart 42.15, Contractor Performance Information, and taken into consideration when approving requests for payment.

5. Depart of Defense (DoD) efforts are underway to validate tracking and accountability of contractor personnel and equipment by United States Forces – Afghanistan (USFOR-A) in the Combined Joint Operations Area – Afghanistan (CJOA-A).

6. The SPOT database is the system of record and central authoritative repository for applicable DoD contracts, contractor personnel, and contract equipment data, as defined by the 2008 National Defense Authorization Act (NDAA) and the references listed in paragraph 1.

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7. Contractors are required to update and maintain accurate, up-to-date information on all deployed personnel throughout their deployment. This includes, but is not limited to, the duty status, duty station site, redeployment date, and subsequent closeout of all deployments or TDYs.

8. In accordance with the terms of their respective contracts, each contractor shall ensure that information is updated in SPOT in accordance with prescribed timelines published in the SPOT Business Rules. (See Reference e)

a. **Deployment Dates:** Only the dates that the company employee will be in theater for that specific mission, shall be entered into SPOT. If the employee will travel in and out of country several times throughout the year, the company must input the dates for each deployment separately.

b. **Deployment Details:** The Company shall track its employees throughout the deployment process and update any changes to the Primary Duty Site in SPOT **NLT 1 day** after the company employee arrives at a new Primary Duty Site. Employee status in SPOT (e.g., R&R, missing, or injured, but intends to return to duty/work) must also be updated NLT than 1 day after the change in employee status.

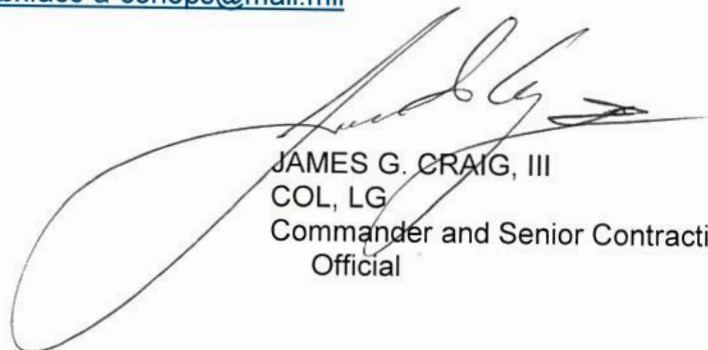
c. **Redeployment:** Redeployment travel itinerary shall be updated in SPOT **NLT 10 days prior** to the estimated deployment end date or return date if company employee is redeploying prior to the deployment end date in SPOT. This estimated date shall be used to coordinate departure and redeployment planning activities in theater and back at the home station.

d. **Closeout Deployment:** The Company must close out the deployment in SPOT **NLT 3 days** after the company employee redeploys out of the CJOA.

9. Additionally, for deployments to Afghanistan, the company is required to update and/or affirm **every 30 days** that the information in SPOT is correct. This includes the 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, **Redeployment Date**, and Person Status (see Ref. e). Many contractors have been certifying inaccurate data as “correct.” This is a clear violation of their contract requirements.

10. Your attention to this matter is appreciated. My POC is Ms. Liz Anton, Chief, CONOPS Division, Army Contracting Command-Afghanistan, and can be reached at:

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