

Contractors On the Battlefield

“OSD Initiatives in Managing and Accounting for Contractors in Support of Operations”



Factors Driving Implementation

- ▶ Congressional and GAO Interest
- ▶ Loss of Fiscal Oversight in Controlling Costs
- ▶ Ability to Properly Manage and Account for Contractors Like Our Military
- ▶ Capturing Current Information to Better Plan for Future Contingencies
- ▶ Contractor Workforce Will Continue to Provide Key Capabilities in Future Operations



DOD Implementation Strategy

- ▶ Recent Publications
 - DODI 3020.41- under revision to reflect current and future operations
 - Published a DOD Designation Memorandum Naming SPOT as the System, 25 Jan 07
 - Class Deviation DFARS 252.225-7040, Contractor Personnel Authorized to Accompany U.S. Armed Forces Deployed Outside the United States
- ▶ Initially Focus on Key Categories of Contracted Capability
- ▶ Standardize Business Processes for Deploying Contractors
- ▶ Continue Spiral Development of Doctrine Supporting “Best Practices” Initiatives
- ▶ Continue to Refine the SPOT Database and Integrate with Authoritative Databases (BTA) -
Standardize the Letter of Authorization
 - Leverage Existing Information Contained Within Key Systems, Inclusive of Industry
- ▶ Industry Plays an Important Role in Bringing Clarity to this Contractor Accountability Issue
 - Win-Win for the Government and Industry
 - Companies Will Have Visibility to employee moves in theater for tracking purposes
 - Automates Manual Processes by Leveraging Programs in CENTCOM theater





SPOT 6.0

May 2007

This document is FOUO and is intended solely for the use and information of the intended audience within the Department of Defense.

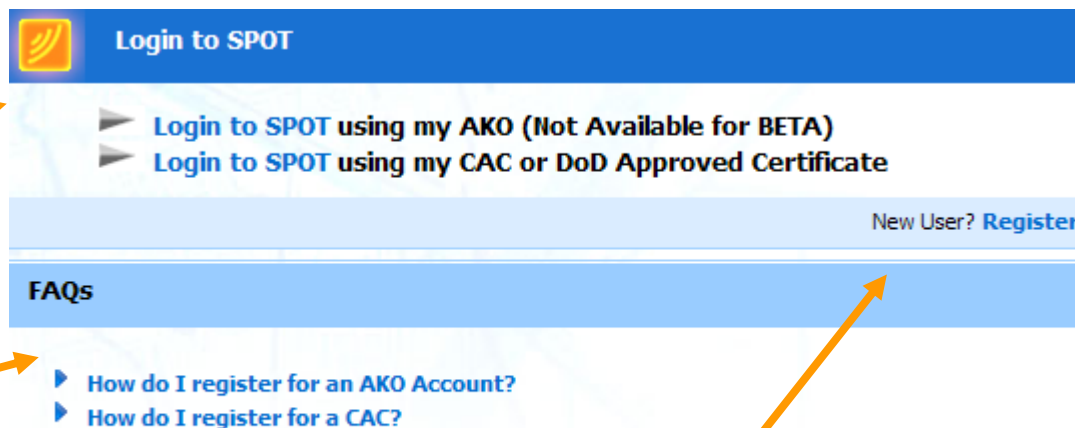


Splash Screen

▶ **SPOT Login 6.0** will support:

- AKO Accounts
- CAC
- DOD Approved Certificates

▶ **FAQ'S** are available to assist New Users



▶ **New Users** can request access to SPOT



Company View – Home

▶ Home Page Tabs

- Home
- Person
- Contracts
- Reports

▶ Start Here

- Add a Person
- Search for Contract
- Search for Person
- Advanced person Search

Home | Person | Contracts | Reports

Home

News

04/25/2007 - **Welcome Beta Testers**
We hope you enjoy your testing experi... [\[more\]](#)

[View All](#)

SPOT Quick Links

- ▶ [Contact Us](#)
- ▶ [Training Packet SPOT](#)
- ▶ [SPOT Policy & Guidance](#)
- ▶ [FAQs](#)

Start Here

[Add a Person](#) [Search for Contract](#)

Search for Person
Search for a person to deploy or view deployment information

Last Name: First Name: [Find Person](#)

▶ [Advanced Person Search](#)

Deployment Preparation

Name	Size (KB)	Date	Description/Instructions
SPOT BETA SYSTEM GUIDANCE.doc	720.90	4/25/2007	BETA Guidance

▶ News and Quick Links

▶ Deployment Preparation



Manage Contracts View – Selected Contract Data

Contract View

- Contract Information
- Contract Privileges
- Prime Contractor(s)

Contracts can have multiple task orders

Each contract must have at least one task order

A Contracting Officer can assign Contract Privileges to a contract

Contracts can have Prime Contractors assigned. Task Orders can have prime and subcontractors

Home | Person | Contracts | Reports | Administration

Home: Search Contracts: Manage Contracts

Select Task Order ▼ ➔
Select Contract Action ▼ ➔

Select Contract Action
 -- Add Task Order
 -- Manage Prime Contractors
 -- Update Contract Details

Contract Information

Contract Number: USA5ACONTRACT0123456 Period of Performance: 4/26/2007 to 4/26/2010 Summary of Services: Widget processing	Contract Officer: USA5ACLO, KO 703-555-1212 spotbetatest6@boozallenet.com Contract Office Representative (COR): No COR associated. Contracting Agency: Red Cross Contracting Office: USA5ACLO
---	--

Contract Privileges

<input type="checkbox"/> APO/FPA	<input type="checkbox"/> CAC/ID Card	<input type="checkbox"/> DFACS	<input type="checkbox"/> Fuel Authorized	<input type="checkbox"/> Mil Clothing	<input type="checkbox"/> Milair
<input type="checkbox"/> Authorized	<input type="checkbox"/> Commissary	<input type="checkbox"/> DoDI Essential	<input type="checkbox"/> Medical/Dental	<input type="checkbox"/> Mil Exchange	<input type="checkbox"/> MWR
<input type="checkbox"/> Billeting	<input type="checkbox"/> Dependents	<input type="checkbox"/> Excess Baggage	<input type="checkbox"/> Mil Banking	<input type="checkbox"/> Mil Issued Equip	<input type="checkbox"/> Transportation

Prime Contractor(s)

L3COMM

Return to Search

Security Notice | Privacy Statement | Accessibility Statement

In the future SPOT will receive contract data from FPDS-NG as an authoritative source, therefore contracts and task orders will no longer be editable through SPOT



LTC Richard Faulkner, 703-806-9596 / DSN 656-9596, richard.faulkner@us.army.mil

View Person Summary - Deployment Information

Deployment Actions

- Update POCs
- Update Deployment Information
- Cancel Deployment
- Change Duty Station
- Update Visa Information

Quick Access to Pre-Deployment, Deployment and Re-Deployment workflows and status

JAMMS Movements

- SPOT 6.0 will provide data repository for all transaction records from JAMMS
- For a person deployed in SPOT 6.0, users will be able to view the last 5 movements for the person's deployment as captured in JAMMS

Person Data

Full Name: Valdes, Lauren	Deployment Status: Deployed
Email: laurentst@tst.com	Gender: Female
Component: BAH	Citizenship: United States
SSN: xxx-xx-9732	DMDC Verified: No
Date of Birth: 08/24/1955	CAC Expiration Date: Unknown

[Edit Person](#)

Deployment Information

No previous deployments exist for this person Deployment Actions Go

<div style="background-color: #0070C0; color: white; padding: 2px;">Current Deployment</div> <p>Person Status: Active Arrived: Has arrived Actual Arrival Date: 04/26/2007 Estimated Deployment: 05/01/2007 - 10/29/2008 Countries to be Visited: Iraq Government Organization: USASOC PM/Branch: None selected PdM/Office: None selected Contract Number: TER0501-393903 Task Order: TER0501-1234 Deployment Purpose: fighting</p> <div style="background-color: #0070C0; color: white; padding: 2px;">Current Duty Station</div> <p>Location: Balad, IZ Arrival Date: 04/28/2007 Operation: Operation Iraqi Freedom System Supported: Army Battle Command System</p> <div style="background-color: #0070C0; color: white; padding: 2px;">Deployment Movements</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Location</th> <th>Movement Type</th> </tr> </thead> <tbody> <tr> <td>00/00/0000</td> <td>Location to be loaded</td> <td>Type to be loaded</td> </tr> </tbody> </table>	Date	Location	Movement Type	00/00/0000	Location to be loaded	Type to be loaded	<div style="background-color: #0070C0; color: white; padding: 2px;">Pre-Deployment</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">✓</td> <td>Create Deployment</td> <td style="text-align: center;">Complete</td> </tr> <tr> <td style="text-align: center;">✓</td> <td>Request LOA</td> <td style="text-align: center;">KO Approved</td> </tr> <tr> <td style="text-align: center;">✓</td> <td>Eligibility Requirements</td> <td style="text-align: center;">Complete</td> </tr> <tr> <td style="text-align: center;">✓</td> <td>Deployment Itinerary</td> <td style="text-align: center;">Complete</td> </tr> </table> <div style="background-color: #0070C0; color: white; padding: 2px;">Deployment</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">✓</td> <td>In-Theater Arrival</td> <td style="text-align: center;">Complete</td> </tr> <tr> <td style="text-align: center;">✓</td> <td>Duty Station Check In</td> <td style="text-align: center;">Complete</td> </tr> </table> <div style="background-color: #0070C0; color: white; padding: 2px;">Re-Deployment</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">✓</td> <td>Plan Re-Deployment</td> <td style="text-align: center;">Complete</td> </tr> <tr> <td style="text-align: center;">☐</td> <td>Closeout Deployment</td> <td style="text-align: center;">Incomplete</td> </tr> </table>	✓	Create Deployment	Complete	✓	Request LOA	KO Approved	✓	Eligibility Requirements	Complete	✓	Deployment Itinerary	Complete	✓	In-Theater Arrival	Complete	✓	Duty Station Check In	Complete	✓	Plan Re-Deployment	Complete	☐	Closeout Deployment	Incomplete
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✓	Plan Re-Deployment	Complete																													
☐	Closeout Deployment	Incomplete																													



Future releases will allow a user to view and filter all of the movements for a person's deployment.



Letter of Authorization – KO Digital Signature



FOR OFFICIAL USE ONLY

Home | Help | Logout

Welcome, Christopher Swallow-USASACLO

Home | Contracts | Reports

- ▶ SPOT 6.0 will provide a workflow for LOA approvals.
- ▶ Final step of the workflow allows KO's to digitally sign an approved LOA.
- ▶ Unique bar codes are generated for each LOA

Signing Certificate: **CN=Swallow.Christopher.M.5168360000, OU=Contractor, OU=PKI, OU=DoD, O=U.S. Government, C=US** Sign and Send

Letter of Authorization
F93FPI

Person
eMASS SpotAdministrator-BAH

Request Date
5/24/2007 8:55:44 PM

LETTER OF AUTHORIZATION				DATE OF REQUEST
GOVT AGENCY SUPPORTING MISSION U.S. Army Security Assistance Command	GOVT AGENCY POC Goode, Johny B	GOVT AGENCY POC PHONE 655-515-5050	GOVT AGENCY POC EMAIL j.b.goode@us.army.mil	
NAME (Last, First, Middle Initial) Clayton, Mark M.	SSN ###-##-5556	DATE OF BIRTH 7/1/1960	PLACE OF BIRTH Birmingham, AL	
HOME ADDRESS 100 Dolphins Road Suite 82 Miami Florida 30101	AKO EMAIL mark.clayton@us.army.mil	CITIZENSHIP 7/1/1960	DEPLOYMENT PERIOD START Sunday, July 01, 2007	DEPLOYMENT PERIOD END Monday, June 30, 2008
CLEARANCE LEVEL W/ AGENCY	CLEARANCE DATE (MMDDYYYY) Monday, January 01, 0001	JOB TITLE Field Service Engineer	GRADE EQUIV (GS12 or GS 13) GS-8	
COMPANY (full name) Booz Allen Hamilton	COMPANY POC Smith, Robert R	COMPANY POC TELEPHONE 707-777-7777	COMPANY POC EMAIL robert.r.smith@bah.com	
CONTRACT NUMBER/TASK ORDER 06r05V6dwH0tSPo	CONTRACT PERIOD START 6/4/2007	CONTRACT PERIOD END 6/13/2007	CONTRACT ISSUING AGENCY	
NEXT OF KIN (NOK) NAME Kinley, Kevin J	NOK RELATIONSHIP Brother	NOK TELEPHONE 707-777-7777	NOK ALTERNATE TELEPHONE 606-666-6666	
IN-THEATER CONTACT Clayton, Mark	CONTACT'S PHONE 707-777-7777	CONTACT'S EMAIL mark.clayton@us.army.mil		
COUNTRIES TO BE VISITED Qatar, Iraq, Iran	PRIVILEGES			
PURPOSE Abrams support operations.	<input checked="" type="checkbox"/> Commissary <input checked="" type="checkbox"/> Excess Baggage <input checked="" type="checkbox"/> APO/EPA <input checked="" type="checkbox"/> Mil Banking <input checked="" type="checkbox"/> Mil Exchange <input checked="" type="checkbox"/> OFACS <input checked="" type="checkbox"/> CAS/ID Card <input checked="" type="checkbox"/> Mil Clothing <input checked="" type="checkbox"/> Dependents Authorized <input checked="" type="checkbox"/> Mil Issued Equip <input checked="" type="checkbox"/> Miltair <input checked="" type="checkbox"/> Authorized Weapon <input checked="" type="checkbox"/> Fuel Authorized <input checked="" type="checkbox"/> DoDI Essential <input checked="" type="checkbox"/> MWR <input checked="" type="checkbox"/> Transportation <input checked="" type="checkbox"/> Medical/Dental <input checked="" type="checkbox"/> Billing			
FUND CODE W/BILLING ADDRESS USAIDE 1200 Y Street Suite 82 Washington	<p>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. Non-supervisory positions shall be rated GS-12 or equivalent. Supervisory / Managerial positions shall be rated as GS-13 or equivalent. Upon completion of the mission, the employee will return to the point of origin. Travel being performed is necessary and in the public's service. Travel is in accordance with FAR 31.205-36 and the maximum per diem allowable under the appropriate travel regulations (Joint Travel Regulation (for AR, HI and outlying areas of the United States and US possessions), Federal Travel Regulation for CONUS and US Territories, and Dept of State's Standardized Regulations for OCONUS Foreign Areas designated by DOS).</p> <p>Emergency medical support will be determined by the appropriate supported commander. Contractor authorization aboard military aircraft will be determined by the supported commander. Necessary identification badges will be determined and provided by the supported command.</p> <p>This Contractor is considered as "Key Personnel, Government Civilian" in connection with "Non-Combatant Evacuation Orders" at the civil service grade indicated above.</p>			

Attachments



Sample LOA Form Generated by SPOT 6.0

LETTER OF AUTHORIZATION			DATE OF REQUEST
GOVT AGENCY SUPPORTING MISSION U.S. Army			GOVT AGENCY POC EMAIL james.andrews235@us.army.mil
GOVT AGENCY POC Mr. James Andrews	GOVT AGENCY POC PHONE 777-777-7777	NAME (Last, First, Middle Initial) Smith Jr., Johnathon J.	DATE OF BIRTH 7/13/1969
SSN 395-55-5555	DATE OF BIRTH 7/13/1969	PLACE OF BIRTH Duck, NC	PASSPORT # / EXPIRATION 78153298(1/1/2008)
HOME ADDRESS 1945 Victory Road Suite 17B McLean VA 22192		CITIZENSHIP 7/13/1969	DEPLOYMENT PERIOD END Thursday, November 15, 2007
AKO EMAIL smith.jonathon22@us.army.mil		DEPLOYMENT PERIOD START Sunday, July 01, 2007	THEATER EMAIL smith.jonathon@swa.us.army.mil
CLEARANCE LEVEL w/ AGENCY	CLEARANCE DATE (MM/DD/YYYY) Monday, January 01, 2007	JOB TITLE Sr. Electrical Engineer	GRADE EQUIV (GS12 or GS 13) GS12
COMPANY (full name) Booz Allen Hamilton	COMPANY POC Ronald Pendergrass	COMPANY POC TELEPHONE 703-902-2222	COMPANY POC EMAIL pendergrass_ronald@bah.com
CONTRACT NUMBER/ TASK ORDER AXBG-12AG5	CONTRACT PERIOD START 1/1/2006	CONTRACT PERIOD END 12/31/2008	CONTRACT ISSUING AGENCY Army Materiel Command
NEXT OF KIN (NOK) NAME Betty Smith	NOK RELATIONSHIP Wife	NOK TELEPHONE 808-888-0000	NOK ALTERNATE TELEPHONE 808-878-0707
IN-THEATER CONTACT James Hendrix	CONTACT'S PHONE 777-777-7777	CONTACT'S EMAIL james.hendrix1@us.army.mil	
COUNTRIES TO BE VISITED Saudia Arabia, Iraq		PRIVILEGES	
PURPOSE Engineering support for power plants.		<input checked="" type="checkbox"/> BILLETING <input checked="" type="checkbox"/> DFACS <input checked="" type="checkbox"/> MEDICAL/DENTAL <input checked="" type="checkbox"/> DEPENDANTS <input checked="" type="checkbox"/> MWR <input checked="" type="checkbox"/> MIL ISSUED EQUIP <input checked="" type="checkbox"/> APO/FPO <input checked="" type="checkbox"/> TRANSPORTATION <input checked="" type="checkbox"/> MILAIR <input checked="" type="checkbox"/> PX/BX <input checked="" type="checkbox"/> COMMISSARY <input checked="" type="checkbox"/> CAC/ID CARD <input checked="" type="checkbox"/> FUEL <input checked="" type="checkbox"/> MIL CLOTHING <input checked="" type="checkbox"/> MIL EXCHANGE <input checked="" type="checkbox"/> MIL BANKING <input checked="" type="checkbox"/> EXCESS BAGGAGE	
FUND CITE w/ BILLING ADDRESS This is where we put the fund cite.			

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. Non-supervisory positions shall be rated GS-12 or equivalent. Supervisory / Managerial positions shall be rated as GS-13 or equivalent. Upon completion of the mission, the employee will return to the point of origin. Travel being performed is necessary and in the public's service. Travel is in accordance with FAR 31.205-36 and the maximum per diem allowable under the appropriate travel regulations (Joint Travel Regulation (for AK, HI and outlying areas of the United States and US possessions), Federal Travel Regulation for CONUS and US Territories, and Dept of State's Standardized Regulations for OCONUS Foreign Areas designated by DOS).

Emergency medical support will be determined by the appropriate supported commander. Contractor authorization aboard military aircraft will be determined by the supported commander. Necessary identification badges will be determined and provided by the supported command.

This Contractor is considered as "Key Personnel, Government Civilian" in connection with "Non-Combatant Evacuation Orders" at the civil service grade indicated above.



REMARKS

Contracting Officer

Signature _____

Print Name _____

Email _____

Phone _____



SPOT will provide multiple ways to enter data....

- ▶ **Currently, SPOT provides a web-based interface in which a company admin can manage contractor deployment data for their company in the system. This approach solves an immediate need for visibility into company deployments.**
- ▶ **In the Next Release, SPOT will utilize a Service Oriented Architecture (SOA), providing well-defined interfaces and data schemas to support system-to-system integration. This approach will allow integrated management of contractor data without user interaction, allowing companies to import and export data to and from the SPOT system.**





Getting Started for Company Admin

Maintain data for all company personnel deploying/deployed

Data Elements



Contracts

To add a new contract to the SPOT system you will need to enter the following fields.

Contract Number
PoP Start/End Date
Summary of Services
Contracting Agency
Contracting Office
Contract Officer
COR First/Last Name
COR Work phone
COR Email
Prime Contractor(s)

Task Order:

Task Order Number
PoP Start/End Dates
Summary of Services
Contracting Office
Contract Officer
COR First/Last Name
COR Work Phone
COR Email
Prime Contractor
Sub Contractor(s)



Person

To add a new person to the SPOT system you will need to enter the following fields. The elements in red are validated by DMDC.

Full Name
Last Name
Email
Company
SSN/FIN
Date of Birth
Deployment Status
Gender
Personnel Category
Place of Birth
Citizenship

CAC Expiration Date
Full Address
Home Phone
Work Phone
Primary Email
Passport Number
Passport Expiration
Country Issuing Passport
Security Clearance
Clearance Expiration
Clearance Issuing Agency

NOK Full Name
NOK Contact Information
NOK Relationship
NOK Language
NOK Nearest Duty Station



Getting Started for Company Admin

Maintain data for all company personnel deploying/deployed

Data Elements

Create Deployment

To create a deployment to the SPOT system you will need to enter the following fields.

Deployment Start/End Dates
 Countries Being Visited
 Primary Deployed Duty Station
 Operation
 System Supported
 Purpose of Deployment
 Job Title
 GS Equivalency
 24/7 Company POC Full Name
 24/7 Company POC Contact Information

Primary Supporting Organization
 PM/Office
 PdM/Branch
 Government POC Full Name
 Government POC Contact Information
 Home Station
 In-Theater Email
 In-Theater POC Full Name
 In-Theater POC Contact Information

Request LOA

To request an LOA using the SPOT system you will need to enter the following fields.

Primary Supporting Organization
 PM/Branch
 PdM/Office
 Authorizing User
 Contract Number
 Task Order
 Place of Birth
 Citizenship
 Full Address
 Home Phone
 Primary Email
 Passport Number

Passport Expiration
 Country Issuing Passport
 NOK Full Name
 NOK Phone Number
 NOK Alternate Phone Number
 NOK Relationship
 NOK Language Spoken
 NOK Nearest Duty Station
 Security Clearance
 Clearance Expiration
 Security Clearance Issuing Agency

Eligibility Requirements

To enter eligibility req's using the SPOT system you will need to enter the following fields.

Training Type
 Training Date
 Training Location
 Personnel Recovery Training
 Blood Type
 DNA On File
 Panagraph on File
 Visa Number
 Visa Expiration Date
 Visa Sponsor Name

DD Form 2764 (if Supporting Unit)
 Received Gov Issued OCIE
 Issued Two Set of ID Tags
 Authorized to carry weapon
 Received Country Clearance
 Received Theater Clearance
 ISO Prep Form
 DD Form 93
 TA-50 (if Supporting Unit)
 Added to Unit TPFDD (if Supporting Unit)

Deployment Itinerary

To enter deployment itinerary using the SPOT system you will need to enter the following fields.

Mode of Transportation
 Carrier
 Flight Number

Arrival Date
 Time of Arrival
 Port of Arrival



Getting Started for Company Admin

Maintain data for all company personnel deploying/deployed

Data Elements



In-Theater Arrival

To enter in-theater arrival data into the SPOT system you will need the following field.

Date Arrived In-Theater



Duty Station Check In

To enter duty station check in information you will need the following fields.

Duty Station Location
Date Arrived
Operation
System Supported



Plan Re-Deployment

To plan re-deployment using the SPOT system you will need to enter the following fields.

Method of Transportation
Anticipated Departure Date from AOR
Actual Departure Date from AOR
Government issued OCIE returned
Medical Screening administered



Closeout Deployment

To closeout a deployment using the SPOT system you will need to enter the following field.

Actual Departure Date from AOR

Company Training for SPOT 6.0

- ▶ Instructor Lead workshops (Hands-on) provided at Fort Belvoir, Va, Tysons Corner, VA, Fort Monmouth, NJ and Eatontown, NJ. Company-Site training is available upon request.
- ▶ Internet-based training is scheduled weekly for each Tuesday.
- ▶ Self-paced training, recorded training sessions, training workbooks and online help will be posted to the SPOT Website
- ▶ For more information, contact the SPOT training team
 - Judy Rokoszak
 - 732-578-0925
 - rokoszak_judy@bah.com

