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Synchronized Predeployment & Operational Tracker

Training Workbook for Government Organization Users

Software Release Version 6.1



Workbook Publication Date: April 2008

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Government Organization Users Training Workbook

SPOT Access	Training Site	Help Desk
https://spot.altess.army.mil	https://trainingweb.spot.boozallenet.com	spot@technisource.com

Developed by
Booz Allen Hamilton

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TABLE OF CONTENTS

1 INTRODUCTION.....	1
1.1 LEARNING OBJECTIVES	1
1.2 HELPFUL TIPS	2
1.3 HOW TO USE THIS WORKBOOK.....	2
1.4 SPOT USER ROLES	3
1.5 GETTING HELP WITH SPOT	3
2 GETTING STARTED	5
2.1 ACCESS SPOT WITH A DEPARTMENT OF DEFENSE PKI CERTIFICATE	5
2.2 ACCESS SPOT WITH AN ARMY KNOWLEDGE ONLINE ACCOUNT	6
2.3 SPOT REGISTRATION FOR DOD PKI CERTIFICATE OR AKO ACCOUNT HOLDERS	8
2.4 SPOT REGISTRATION FOR A PASSWORD ACCOUNT ON BEHALF OF ANOTHER.....	16
2.5 LOGIN USING A SPOT PASSWORD ACCOUNT	23
2.6 SPOT PASSWORD ACCOUNT MANAGEMENT	26
2.7 ABOUT THE GOVERNMENT ORGANIZATION USER HOME PAGE	29
3 MANAGE CONTRACTS.....	33
3.1 HOW TO SEARCH FOR A CONTRACT	33
3.2 HOW TO SEARCH FOR A TASK ORDER	37
3.3 HOW TO ADD A CONTRACT.....	41
3.4 HOW TO ADD A TASK ORDER	44
3.5 HOW TO MANAGE CONTRACT DETAILS AND PRIME CONTRACTORS.....	47
3.6 HOW TO MANAGE TASK ORDER DETAILS AND SUBCONTRACTORS	51
4 MANAGE PERSONS	57
4.1 HOW TO PERFORM A BASIC SEARCH FOR A PERSON	57
4.2 HOW TO PERFORM AN ADVANCED SEARCH FOR A PERSON.....	58
4.3 HOW TO ADD A PERSON	60
4.4 HOW TO EDIT A PERSON PROFILE	64
5 MANAGE PRE-DEPLOYMENT	69
5.1 HOW TO CREATE A DEPLOYMENT.....	69
5.2 SPOT SYSTEM-GENERATED LOA	76
5.4 HOW TO REQUEST A LOA	77
5.5 HOW TO SEARCH FOR LOAS BY STATUS OR SEARCH CRITERIA	82
5.6 HOW TO MANAGE LOA REQUESTS.....	87
5.7 REVOKED LOAS	94
5.8 DEPLOYMENT ELIGIBILITY REQUIREMENTS.....	95
5.9 HOW TO ADD DEPLOYMENT ITINERARY	103
6 MANAGE DEPLOYMENT	107
6.1 HOW TO UPDATE DEPLOYMENT INFORMATION	107
6.2 HOW TO UPDATE POINTS OF CONTACT	109
6.3 HOW TO UPDATE DUTY STATION.....	113
6.4 HOW TO CANCEL A DEPLOYMENT	114
6.5 HOW TO VIEW DEPLOYMENT HISTORY	116
7 MANAGE RE-DEPLOYMENT	119
7.1 HOW TO PLAN A RE-DEPLOYMENT.....	119
7.2 HOW TO CLOSEOUT DEPLOYMENT.....	121
8 REPORTS.....	125
8.1 ACCESSING SPOT REPORTS.....	125
APPENDIX A ACRONYMS AND ABBREVIATIONS.....	A-1

LIST OF FIGURES

Figure 1: FAQs in Quick Links Box.....4

Figure 2: Link to Online Help4

Figure 3: Role Affiliation for Company Users20

Figure 4: Role Affiliation for Government and Military Users.....20

Figure 5: Organization Affiliation for Government/Military Users22

Figure 6: Organization Affiliation for Company Users22

Figure 7: Government Administrator Home Page View.....30

Figure 8: Government Authority Home Page View31

Figure 9: Contract Search Results Page.....35

Figure 10: Manage Contracts Page - With and Without Task Order.....37

Figure 11: Person Tab of Navigation Bar and Add Person Link on SPOT Home Page60

Figure 12: Site Search Pop-Up Window98

Figure 13: Complete Training Record.....98

LIST OF TABLES

Table 1: SPOT User Roles and Descriptions.....3

Table 2: LOA Status Definitions82

Chapter**1**

1 INTRODUCTION

The Department of Defense (DoD) has implemented the Synchronized Predeployment & Operational Tracker (SPOT) as the single source to track deployed personnel supporting DoD military operations worldwide. SPOT is a scalable, net-centric, Web-based application that provides the capability to maintain accountability and report status for deployed personnel across the military, civilian, and contractor communities.

A key benefit of SPOT is its technology integration. SPOT integrates with existing system-of-record applications to provide up-to-date information related to contracts and contractors. For example, SPOT tracks contractor movement through its interface with the Joint Asset Movement Management System (JAMMS) and validates contractor identity by interfacing with the Defense Manpower Data Center (DMDC). SPOT also features a graphical user interface (GUI) with intuitive business flows based on user roles.

This chapter describes the learning objectives for Government Organization User Training and provides information on ways to maximize your learning and working experience with SPOT. You will also learn about the different SPOT user roles and their key distinctions.

1.1 LEARNING OBJECTIVES

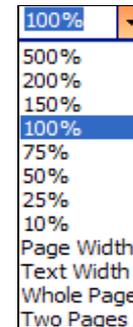
Upon completion of the SPOT Government Organization User Training you will be able to:

- Register and access SPOT
- Navigate SPOT GUI
- Manage persons, contracts and deployments
- Search, view, and authorize letters of authorization (LOA)
- Create and view reports

1.2 HELPFUL TIPS

Tip # 1: Use the Microsoft Word Zoom Tool to enlarge the workbook images.

The zoom tool allows you to change your view of pages in this training workbook. You can increase or decrease the size of the page display by either selecting a percentage of the original page viewing size or by entering a specific size preference. This may prove especially helpful for viewing images.



Tip # 2: Gather the information required to manage contracts and persons prior to launching SPOT.

As a security measure, SPOT will automatically time out whenever the application is left idle for more than 15-20 minutes. When this occurs, all work in progress (e.g., Add a Contract, Add a Task Order, Add a Person, Edit a Person Profile) is lost. To avoid having to re-enter information, make sure that you have all the information required to complete an action prior to initiating the action.

Tip # 3: A red asterisk [*] beside a data field signals that the information is required.

Tip # 4: SPOT is compatible with the following Web browsers:

- Internet Explorer (version 6.0 and higher)
- Mozilla Firefox

1.3 HOW TO USE THIS WORKBOOK

Icons are used throughout this workbook to highlight valuable information and identify areas designated for recording notes.



Highlights valuable information and tips.



Flags spaces throughout the workbook where you can record notes.

1.4 SPOT USER ROLES

SPOT grants access to deployment data, person data, user data, work flows, and reports on the basis of the permissions associated with each user's assigned role. Roles are assigned to a user based on the personnel category selected during the registration process and the access rights authorized by the person's sponsor.

The table below lists the names of the SPOT user roles and their descriptions.

Table 1: SPOT User Roles and Descriptions

Role Name	Role Description
Basic User	Person interested in registering for access to SPOT reports only.
Company Administrator	Manages the deployment information for persons employed by a contractor company.
Company Employee (Self Tracker)	Contractor company personnel who needs to enter personal information.
Contracting Administrator	Government or military employee who manages contract information in SPOT for the government organization he/she supports; a contractor company employee may be assigned to fulfill this role for the government organization.
Contracting Officer	Reviews and approves letters of authorization; manages contract privileges.
Contractor Accountability	A government or military administrator who monitors and provides oversight for deployed contractors.
Government Organization Administrator	Government or military employee who manages deployment information for a government organization; a contractor company employee may be assigned to fulfill this role for a government organization.
Government Organization Authority	Government or military employee who manages deployment information and reviews and authorizes letters of authorization submitted for the Contracting Officers' approval.
JAMMS Administrator	Person responsible for uploading JAMMS files into SPOT.
JAMMS User	Person interested in registering for access to SPOT JAMMS reports only.

1.5 GETTING HELP WITH SPOT

The following resources will provide the user additional assistance:

- SPOT's Frequently Asked Questions (FAQs) section, located in the Quick Links box on the Home page.

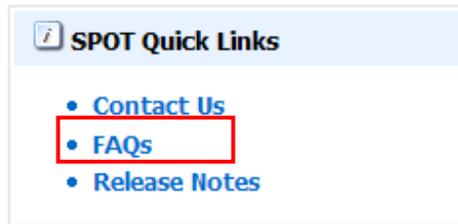


Figure 1: FAQs in Quick Links Box

- SPOT's online help link, located above the navigation bar on the Home page and on each subsequent page in SPOT.

Home | **Help** | Training | Logout

Figure 2: Link to Online Help

- SPOT Help Desk. The SPOT Help Desk is available 24x7.
 - E-mail: spot@technisource.com
 - Phone: 717-506-1368
 - Web chat: <http://chat.intellimark-it.com/spot/spot.htm>

Chapter**2****2 GETTING STARTED**

Access to SPOT is restricted to authorized, registered users. Users must have a SPOT-generated password account, common access card (CAC), Army Knowledge Online (AKO) account, DoD certification or other approved credential (software certification) to access the system. This chapter provides general information about how to obtain an authenticated credential or a SPOT-generated password account. It also identifies resources for additional guidance, presents step-by-step instructions for the SPOT online registration process, and provides an overview of the Government Organization user's SPOT Home page.

2.1 ACCESS SPOT WITH A DEPARTMENT OF DEFENSE PKI CERTIFICATE

The CAC card is the most widely used Public Key Infrastructure (PKI) certificate within DoD where there is a requirement to control and restrict access to buildings, computer networks, and other infrastructure. DoD policy dictates that an authorizing official sponsors contractor personnel and approves issuance of the CAC. Approval is verified through the Contractor Verification System (CVS).

A smart card reader and middleware are required accessories for any computer used to access restricted computer networks using a CAC PKI certificates. Eligible contractors must complete Section I and have their Government sponsor complete Section III of DD Form 1172-2 prior to visiting a DEERS/RAPIDS office.



Locked CAC? There may be a CAC PIN Reset (CPR) workstation in or near your facility. Contact your local Help Desk to find out. You may also visit a DEERS/RAPIDS workstation to unlock your CAC and reset your CAC PIN. To locate a CPR workstation near you, use the site locator found at <http://www.dmdc.osd.mil/rsll/>.

Other forms of software certificates are issued by a local registration authority (LRA). Below are the current links to several LRAs; note that this information may be subject to change.

Air Force Users

<https://afpki.lackland.af.mil/html/lracontacts.asp>

Army Users

Contact the US Army Registration Authority at 703-892-7414, or send an e-mail to army.ra@us.army.mil

Navy/Marine Corps Users

<https://infosec.navy.mil/PKI/lramain.html>



The Web site is restricted to .mil and .gov domains. You are able to search for both military authorized (NMCI LRA) and non-military (Non-NMCI LRA) locators.

External Certification Authority

<http://iase.disa.mil/pki/eca/>

DoD PKI Help Desk

DoD PKI Help Desk operates around-the-clock (24x7) and services any DoD user/RA/LRA experiencing problems with their PKI credential. For assistance, call 1-800-490-1643 or send an e-mail to disa-esmost@okc.disa.mil.

**2.2 ACCESS SPOT WITH AN ARMY KNOWLEDGE ONLINE ACCOUNT**

Army contractors who do not have an approved DoD PKI certificate can submit a request for an AKO account to access SPOT. The request must be submitted through a government sponsor, e.g., a contracting officer (KO).

To obtain an AKO account, perform the following steps:

Step	Action
1	<p>Launch a Web browser and enter the US Army Web site URL into the browser address window: http://www.us.army.mil</p> <p>Results: The US Army Knowledge Online login page will display.</p>



Step	Action
2	<p>Locate the “New User?” Section and click on the Register for AKO link.</p> <p>Results: The Account Registration portal will display.</p>



Step	Action
3	<p>Click on the Create Sponsored Account button.</p> <p>Results: The Account Registration page will display.</p>

U.S. ARMY **AKO ARMY KNOWLEDGE ONLINE** **DKO DEFENSE KNOWLEDGE ONLINE** [Help](#)

Account Registration

If you fit into any of the following categories, please click below to create an Army account:

- Active Army
- Army Individual Ready Reserve
- Army National Guard
- Army Reserve
- Army Retired
- Army ROTC Cadet (MS III and IV)
- Future Soldier
- DA Civilian
- DA Civilian, Retired
- NAF Civilian
- U.S. Military Academy Cadet

[Create Army Account](#)

Joint accounts are available for select active duty, civilian, reserve, retiree, and contractor members of the Air Force, Coast Guard, Marine Corps, and Navy. Joint accounts are also available for select DoD civilians and DoD contractors. To check eligibility, view the [Joint Account FAQ](#).

[Create Joint Account](#)

Sponsored accounts are available for:

- Army Contractor
- Army Medical Retiree
- Army ROTC Cadet (MS I and II)
- Army Volunteer
- Family Member of Un-sponsored AKO Member
- Federal Civilian Agency
- Foreign Officer (attached to U.S. Army)
- Homeland Security
- Incoming DA Civilian ([what's this?](#))
- Local National Employee
- Medically Discharged
- Military Transition ([what's this?](#))
- National Guard, Retired
- US Coast Guard

[Create Sponsored Account](#)



Some important data elements you will need for AKO registration include:

- Sponsor Information (including the person's AKO account name)
- Personal Information

2.3 SPOT REGISTRATION FOR DOD PKI CERTIFICATE OR AKO ACCOUNT HOLDERS

SPOT provides an easy to use online registration, available anytime from any Internet-connected computer that you access from the Web site's login screen. All registration requests are reviewed and validated by a SPOT system administrator. Notification of approved access is sent to the e-mail address supplied by the user during the registration process.



Users must register separately for access to the system and the training-version of the system. The URLs for these Web sites are:

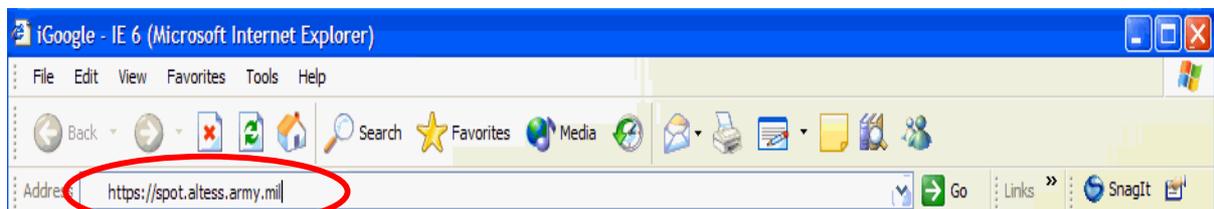
- SPOT System: <https://spot.altess.army.mil>
- SPOT Training: <https://trainingweb.spot.boozallen.com>

To register for SPOT access using a password account, you must submit a request through an authorized SPOT user (i.e., a user who has been assigned a government organization or contracting community user role). For step-by-step instructions on password account registration see section 2.4



To register for access to SPOT, perform the following steps:

Step	Action
1	<p>Launch a Web browser and enter the SPOT Web site URL into the browser address window: https://spot.altess.army.mil</p> <p>Results: The SPOT Privacy page will display.</p>



Step	Action
2	Review the Privacy Consent policy and click the I Consent button. <i>Results:</i> The SPOT system login page will display.

FOR OFFICIAL USE ONLY



SPOT
SYNCHRONIZED PREDEPLOYMENT
& OPERATIONAL TRACKER

You are accessing a U.S. Government (USG) information system (IS) that is provided for USG authorized use only.

By using this IS, you consent to the following conditions:

- The USG routinely monitors communications occurring on this IS, and any device attached to this IS, for purposes including, but not limited to, penetration testing, COMSEC monitoring, network defense, quality control, and employee misconduct, law enforcement, and counterintelligence investigations.
- At any time, the USG may inspect and/or seize data stored on this IS and any device attached to this IS.
- Communications occurring on or data stored on this IS, or any device attached to this IS, are not private. They are subject to routine monitoring and search.
- Any communications occurring on or data stored on this IS, or any device attached to this IS may be disclosed or used for any USG-authorized purpose.
- Security protections may be utilized on this IS to protect certain interests that are important to the USG. For example, passwords, access cards, encryption or biometric access controls provide security for the benefit of the USG. These protections are not provided for your benefit or privacy and maybe modified or eliminated at the USG's discretion.





You will be directed to the Non-Consent page if the **I Do Not Consent** button is chosen and your access to the SPOT system will be blocked. To release the block, you will need to close the entire browser associated with the Non-Consent page and open a new browser to re-launch the SPOT Privacy Consent page.

Step	Action
3	Click the Register link. <i>Results:</i> The online user registration process will begin.

FOR OFFICIAL USE ONLY


SYNCHRONIZED PREDEPLOYMENT
& OPERATIONAL TRACKER

 **Login to SPOT 6.1**

- ▶ **Login to SPOT using my AKO**
- ▶ **Login to SPOT using my CAC or DoD Approved Certificate**
- ▶ **Login to SPOT using my user name and password**

New User: **Register**

FAQs

- **[How do I register for an AKO Account?](#)**
- **[How do I register for a CAC or DoD Approved Certificate?](#)**

For more information, please contact the SPOT helpdesk at SPOT@technisource.com or (717) 506-1368

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The Frequently Asked Questions (FAQs) section on the login page provides links to additional information.

Step	Action
4	Select the affiliation option that best describes you, and click the Continue button. <i>Results:</i> The role description page will display.

Please select your affiliation.

I am:

- Company Contractor Personnel
- U.S. Government Personnel
- U.S. Military Personnel

[Continue](#) [Exit](#)

Step	Action
5	Select the role that best describes you and click the Continue button. <i>Results:</i> The registration method selection and privacy act statement will display.

Please select the option that best describes you.

I am:

- Government/Military employee who will act as a Government Authority to manage deployment information and authorize LOAs prior to the Contracting Officer's approval.
- Government/Military employee who will act as a Government Administrator to manage the deployment information for his/her organization (will not review LOAs).
- Contracting Officer who will review and approve Letters of Authorization.
- Government/Military employee that will act as a Contracts Administrator and will only manage the contract data in SPOT for the government organization he/she supports.
- A Government/Military administrator who monitors and provides oversight for deployed contractors.
- Only interested in viewing SPOT reports
- A person responsible for uploading JAMMS files into SPOT.
- Only interested in viewing JAMMS reports.

[Back](#) [Continue](#) [Exit](#)



If you are not sure which statement best describes your role, contact the SPOT Help Desk for guidance.

Step	Action
6	<p>Select the method you are using to register with SPOT. Check the box stating “I have read and understood the privacy policy.” Click the Continue button.</p> <p>Results: The profile information page will display.</p>



If you forget to check the box stating you have read and understand the privacy policy before clicking the **Continue** button, a message will display prompting you to do so.

Step	Action
7	<p>Enter your profile information, and click the Continue button. All fields marked with a red asterisk (*) need to be populated in order to continue to the next step.</p> <p>Results: The organization affiliation page will display.</p>

User Registration - Profile Information

Enter your profile information.

First Name: Thomas

Middle Initial:

Last Name: Jefferson

* **Office Phone:**

Office Ext:

DSN:

* **Primary Email:**

* **Alternate E-mail:**



The primary e-mail and alternate e-mail addresses can reference the same e-mail account; these addresses do not need to be unique.

In the next step of the online registration, you are asked to provide details about your organization affiliation, the organization itself, and the person authorizing your access to the SPOT system. Instructions on completing this phase of the online registration are presented below as a four (4)-step process.

Step	Action
8 A	<p>Find your government organization on the pre-populated list by clicking on the Pencil Icon to launch the Search Window.</p> <p>Results: The Select or Add Organization Search Box will appear.</p>

Step	Action
8B	<p>Enter the first three letters of the government organization’s name and click the Search button.</p> <p>Results: The Select or Add Organization results box will display.</p>

Step	Action
8C	<p>Click on the word Select in the row across from your organization’s name. (Contact the SPOT Help Desk at spot@technisource.com if your organization is not listed.)</p> <p>Results: The government organization name and any other available information will be populated into the fields on the User Registration – Organization Affiliation page of the online registration.</p>

Select or Add Organization

Search:

Organization	PM / Office	PdM / Branch	
ASC	LOGCAP		Select
ASC	LOGCAP	LOGCAP II	Select
ASC	LOGCAP	LOGCAP I	Select
ASC	LOGCAP	LOGCAP III	Select

Step	Action
8D	<p>Enter Sponsoring Point of Contact information, and click the Register button. The Sponsoring Point of Contact should be a supervisor within your organization who can validate your need to access SPOT.</p> <p>Results: An on-screen notification will display stating that your registration request has been successfully submitted.</p>

User Registration - Organization Affiliation

Enter your Organization and Sponsor Contact Information.

* Government Organization:

PM / Office:

PdM / Branch:

Please enter Sponsoring Point of Contact

* POC First Name:

* POC Last Name:

* POC Office Phone:

* POC Primary Email:

2.4 SPOT REGISTRATION FOR A PASSWORD ACCOUNT ON BEHALF OF ANOTHER

Government Authority and Government Administrator users who have registered in SPOT using a DoD PKI or AKO account may request password accounts for unregistered users (contractors

serving as Company/Government/Contract Administrators) requiring access to SPOT who are not able to obtain a government-sponsored PKI or other form of soft credential (e.g., AKO or CAC). This password-protected user account is used solely to authenticate a person's access rights to the system.

Unregistered users are required to submit a request in writing (via e-mail, letter, fax, etc.) to the supporting Government Administrator or Government Authority with the following information:

- First name
- Last name
- Office phone
- Primary e-mail
- Alternate e-mail
- Company
- Government Organization
- Sponsoring POC first name
- Sponsoring POC last name
- Sponsoring POC office phone
- Sponsoring POC primary e-mail



The Sponsoring POC for an unregistered user requesting access as a Company Administrator is the unregistered user's company supervisor or Human Resources (HR) representative who can validate the unregistered user's need to access SPOT.



The Sponsoring POC for an unregistered user requesting access as a Government Administrator is the unregistered user's Government supervisor who can validate the unregistered user's need to access SPOT.



The Sponsoring POC for an unregistered user requesting access as a Contract Administrator is the unregistered user's Government supervisor who can validate the unregistered user's need to access SPOT.



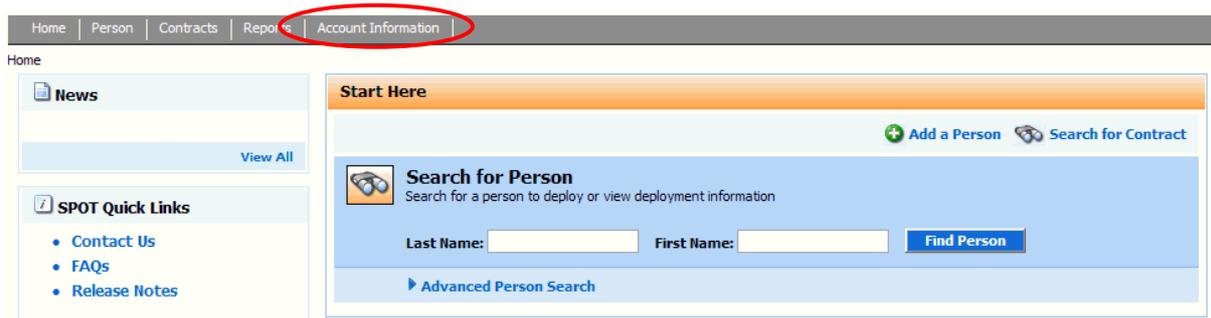
The Sponsoring POC for a Government/military unregistered user requesting access as a Contract/Government Administrator is the unregistered user's Government/military supervisor who can validate the unregistered user's need to access SPOT.

When the request is received from the unregistered user, the Government Authority/Administrator will need to enter the information outlined in Steps 1-6 below. Once the **Register** button is selected in Step 6, SPOT will automatically generate a user name and password that is sent to the unregistered user’s primary e-mail account and carbon copied to the Sponsoring POC’s e-mail account.

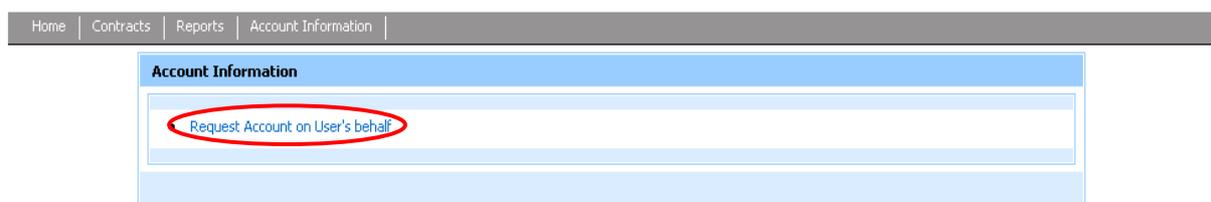
The system-generated user name can not be changed. The assigned password, however, is temporary and must be changed when the user first logs into the system. SPOT allows password account holders to change their passwords as needed and requires a password update every 120 days. The system will display a password expiration date reminder on the Home page view starting 30 days prior to the expiration date.

How to Request a Password Account on Behalf of Another:

Step	Action
1	Click on the Account Information tab. <i>Results:</i> The Account Information page will display.



Step	Action
2	Click on the Request Account on User’s Behalf link. <i>Results:</i> The SPOT Password Account Request Agreement will display.



Step	Action
3	<p>Review the terms of the agreement and click on the I Agree button.</p> <p>Results: The User Registration by Proxy page will display.</p>

Home | Contracts | Reports | Account Information

Proxy Account Request Agreement

Please click on the "I Agree" button below to affirm responsibility and agreement of your request to create an account on behalf of another user. Both you and the requested user will receive an e-mail notification from the SPOT Customer Support Team concerning the approval or denial of this request. To request a SPOT user name and password account on the behalf of another user I, SPAWAR SPAWAR, as an account requestor agree to the following;

- 1. I accept full responsibility for all actions and usage of the account, including any actions which may prove to be illegal or against DoD policy.
- 2. To notify the SPOT Help Desk immediately when the account is no longer needed or should be deactivated.
- 3. I understand that the person on whose behalf I am requesting an account for has a legitimate need to access the SPOT system.

I Agree.



If you do not agree with the terms and conditions as set forth, you will be returned to the Account Information page.

Step	Action
4	<p>Choose a user's affiliation for the user, then click the Continue button.</p> <p>Results: The User Registration by Proxy - Role Affiliation page will display.</p>

Home | Contracts | Reports | Account Information

User Registration by Proxy - User's Affiliation

User is a:

- Company Contractor Personnel
- U.S. Government Personnel
- U.S. Military Personnel

Step	Action
5	Choose a role affiliation for the user, then click the Continue button. <i>Results:</i> The User Registration – Profile Information page will display.

Home | Contracts | Reports | Account Information

User Registration by Proxy - Role Affiliation

User is:

- Company Administrator who will manage the deployment information for the personnel of my company.
- Contractor working as a Government Administrator who will manage personnel deployment information on behalf of his/her supporting government organization.
- Contractor who will only manage the contract data in SPOT on behalf of his/her supporting government organization.
- Only interested in viewing reports for my Company.

Exit Back **Continue**

Figure 3: Role Affiliation for Company Users

Home | Contracts | Reports | Account Information

User Registration by Proxy - Role Affiliation

User is:

- Government/Military employee who will act as a Government Administrator to manage the deployment information for his/her organization (will not review LOAs).
- Government/Military employee that will act as a Contracts Administrator and will only manage the contract data in SPOT for the government organization he/she supports.
- Only interested in viewing SPOT reports

Exit Back **Continue**

Figure 4: Role Affiliation for Government and Military Users

Step	Action
6	<p>Complete the user's profile on the User Registration – Profile Information page, then click the Continue button.</p> <p><i>Results:</i> The User Registration by Proxy - Organization Affiliation page will display.</p>

Home | Contracts | Reports | Account Information

User Registration by Proxy - Profile Information

* First Name:

Middle Initial:

* Last Name:

Suffix:

* Office Phone:

Office Ext:

DSN:

* Primary E-mail:

* Alternate E-mail:

Step	Action
7	Identify the user's Organization Affiliation (for Government or military affiliation) or company (for contractor affiliation) and click the Register button. <i>Results:</i> The User Registration Completion Confirmation Message will display.

Home | Contracts | Reports | Account Information

User Registration by Proxy - Organization Affiliation

Enter the User's organization affiliation and sponsoring contact information.

* Government Organization:

PM / Office:

PdM / Branch:

Please enter Sponsoring Point of Contact for User

* POC First Name:

* POC Last Name:

* POC Office Phone:

* POC Primary Email:

Exit Back **Register**

Figure 5: Organization Affiliation for Government/Military Users

Home | Contracts | Reports | Account Information

User Registration by Proxy - Organization Affiliation

Enter the User's organization affiliation and sponsoring contact information.

* Company:

Please enter Sponsoring Point of Contact for User

* POC First Name:

* POC Last Name:

* POC Office Phone:

* POC Primary Email:

Exit Back **Register**

Figure 6: Organization Affiliation for Company Users



The Register Another button on the User Registration Completed page gives you the ability to repeat the process on behalf of another user.

2.5 LOGIN USING A SPOT PASSWORD ACCOUNT

Login authentication with a SPOT password account requires users to enter the assigned user name and associated password. The SPOT system-generated e-mail, notifying the user of the newly assigned SPOT password account, will contain the assigned user name and a temporary password. The user will be asked to change the password upon initial login to the system. The user created password must adhere to the Individual Identification and Authentication Password Policy.

How to Login for the First Time Using A SPOT Password Account:

Step	Action
1	<p>Click on the URL included in the SPOT system-generated e-mail notification of the password account creation.</p> <p>Results: The SPOT Privacy page will display.</p>



Step	Action
2	Review the Privacy Consent policy and click the I Consent button. <i>Results:</i> The SPOT Login page will display.

FOR OFFICIAL USE ONLY



SPOT
SYNCHRONIZED PREDEPLOYMENT
& OPERATIONAL TRACKER

You are accessing a U.S. Government (USG) information system (IS) that is provided for USG authorized use only.

By using this IS, you consent to the following conditions:

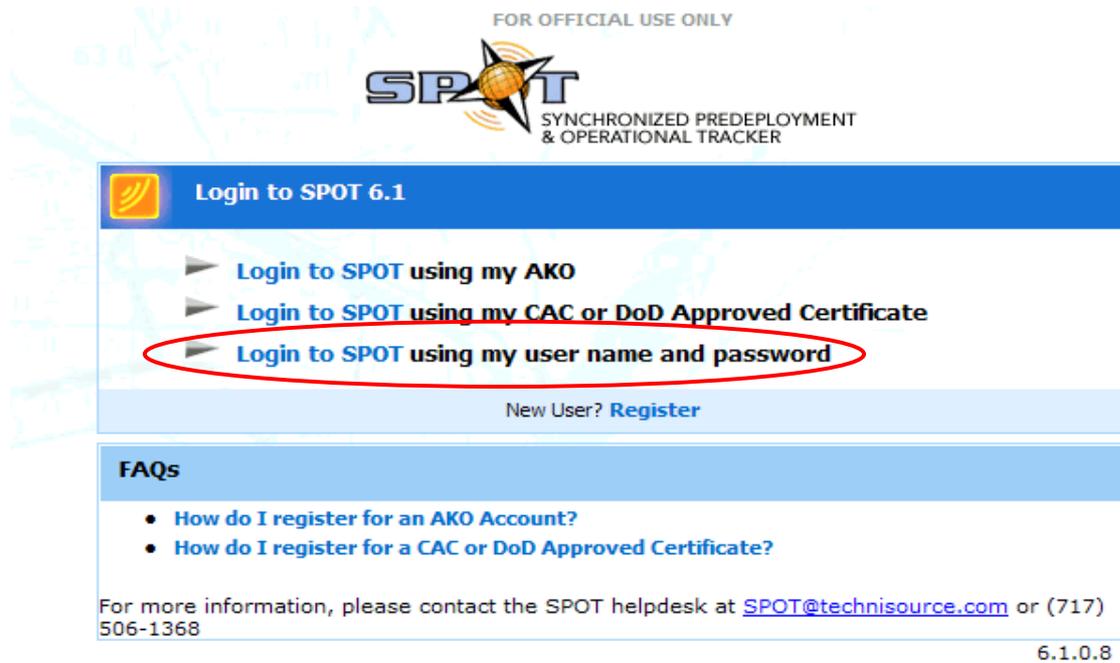
- The USG routinely monitors communications occurring on this IS, and any device attached to this IS, for purposes including, but not limited to, penetration testing, COMSEC monitoring, network defense, quality control, and employee misconduct, law enforcement, and counterintelligence investigations.
- At any time, the USG may inspect and/or seize data stored on this IS and any device attached to this IS.
- Communications occurring on or data stored on this IS, or any device attached to this IS, are not private. They are subject to routine monitoring and search.
- Any communications occurring on or data stored on this IS, or any device attached to this IS may be disclosed or used for any USG-authorized purpose.
- Security protections may be utilized on this IS to protect certain interests that are important to the USG. For example, passwords, access cards, encryption or biometric access controls provide security for the benefit of the USG. These protections are not provided for your benefit or privacy and maybe modified or eliminated at the USG's discretion.



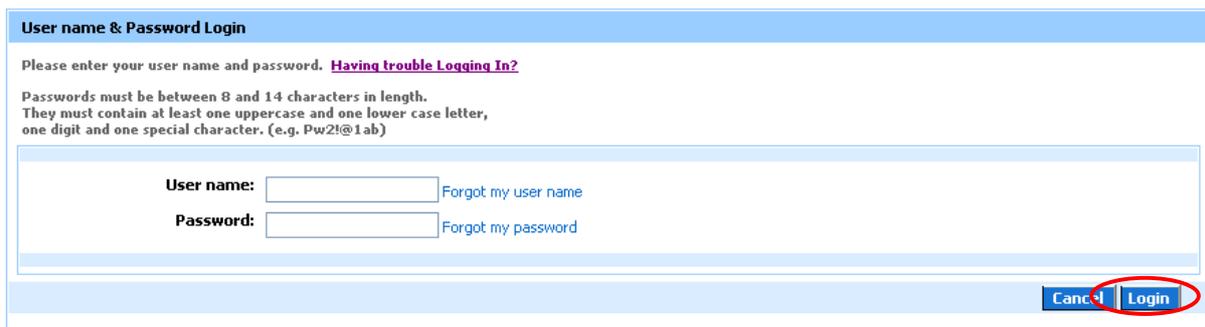


You will be directed to the Non-Consent page if the **I Do Not Consent** button is chosen and your access to the SPOT system will be blocked. To release the block, you will need to close the entire browser associated with the Non-Consent page and open a new browser to re-launch the SPOT Privacy Consent page.

Step	Action
3	<p>Click on the Login to SPOT using my user name and password link.</p> <p>Results: The SPOT User Name and Password Login page will display.</p>



Step	Action
4	<p>Enter your user name and “temporary” password, then click Login.</p> <p>Results: The Change Password page will display.</p>



Step	Action
5	<p>Enter your “temporary” password, then enter a new password, confirm the new password, select a secret question and answer, then click Continue.</p> <p>Results: The Password Change Confirmation page will display.</p>

Step	Action
6	<p>Click the OK button.</p> <p>Results: The Government Organization Home page will display.</p>

2.6 SPOT PASSWORD ACCOUNT MANAGEMENT

A user with a SPOT password account has the ability to change his/her password at regular intervals. Passwords must be changed every 120 days but no more frequently than every seven (7) days. Thirty days (30) prior to a user’s password expiration date, SPOT displays a password

expiration date reminder on the Home page. If the user attempts to log into SPOT and his/her password has expired, the system displays the Change Password page with an error message at the top, and displays fields for the user to create a new password. If the password account has been deactivated or locked, contact the SPOT Help Desk for assistance.



A temporary password is generated by SPOT upon registration or if the user requests a password reset. Temporary passwords expire after five (5) days.

The following is a list of the password creation guidelines:

- Passwords must be a minimum of eight (8) characters in length and no more than fourteen (14).
- Passwords must contain a case-sensitive mixture of letters -- (at least one (1) uppercase and one (1) lowercase), digits (at least one (1) number), and special characters (at least one (1) special character, e.g., punctuation marks).
- A new password cannot be the same as any of the user's last ten (10) passwords.

How to change the password on a SPOT Password Account:

Step	Action
1	<p>Click on the Account Information tab.</p> <p>Results: The Account Information page will display.</p>



Step	Action
2	<p>Click on the Change Password link.</p> <p>Results: The Change Password page will display.</p>



[Security Notice](#) | [Privacy Statement](#) | [Accessibility Statement](#)

Step	Action
3	<p>Enter your user name and current password, new password and confirm the password, then click the Continue button.</p> <p>Results: The Password Change Confirmation page will display.</p>

Home | Contracts | Reports | Account Information

Change Password

Please enter your password.
 Password must be between 8 and 14 characters in length.
 It must contain at least one uppercase and one lower case letter,
 one digit and one special character. (e.g. Pw2!@1ab)

User name: tracy.contractadmin.4252

***Password:**

Create new password.

***Enter new password:**

***Confirm New Password:**

Security Notice | Privacy Statement | Accessibility Statement

Step	Action
4	<p>Click the OK button.</p> <p>Results: The Government Organization Home page will display.</p>

Home | Person | Contracts | Reports | Account Information

Password Change Confirmation

Your password has been successfully changed.

2.7 ABOUT THE GOVERNMENT ORGANIZATION USER HOME PAGE

The Home page consists of the following five sections for a Government Administrator user or six sections for a Government Authority user: News, SPOT Quick Links, System Alerts, Start Here, LOA Inbox (for Government Authority users only), and Deployment Preparation.

Government Administrator Home Page View

Home Page Tabs

- Home
- Person
- Contracts
- Reports
- Account Information

System Alerts

News

- 12/27/2008 - System Alert 1
- 12/17/2007 - Foreign National Bulk Upload Process Available

Quick Links

- Contact Us
- FAQs
- Release Notes

Start Here

- Search for Contract

Deployment Preparation

Effective Date	Type	Name	Size (KB)	Description/Instructions
2/5/2008	pdf	Updated IRAQ Travel restrictions	109.68	CENTCOM Restricted Travel Guidance for Iraq from 1 February to 14 April 2008
10/15/2007	pdf	Updated guidance on travel to Iraq	623.22	Updated Guidance for Restricted Travel to USCENTCOM AOR 8 Oct 07- 31 Jan 08
1/18/2008	xls	Foreign National Bulk Upload 080118	107.01	Foreign National Bulk Upload
6/15/2007	pdf	Eagle Cash Procedures ASG-Kuwait Dining Facilities	142.86	Eagle Cash Procedures ASG-Kuwait Dining Facilities
9/10/2007	pdf	DA G4 MSG Rescinding CIVTRACKS 29Aug07	238.29	DA G4 Message Rescinding CIVTRACKS

Figure 7: Government Administrator Home Page View

Government Authority Home Page View

Home Page Tabs

- Home
- Person
- Contracts
- Reports
- Account Information

News

- 03/27/2008 - System Alert 1
This is where system alerts will be d...
[more]
- 12/17/2007 - Foreign National Bulk Upload Process Available
Foreign Nationals for Iraq & Afghanis...
[more]

SPOT Quick Links

- Contact Us
- FAQs
- Release Notes

Start Here

- Search for Contract

System Alerts

LOA Inbox

Search for LOAs

Deployment Preparation

Effective Date	Type	Name	Size (KB)	Description/Instructions
2/5/2008	pdf	Updated IRAQ Travel restrictions	109.68	CENTCOM Restricted Travel Guidance for Iraq from 1 February to 14 April 2008
10/15/2007	pdf	Updated guidance on travel to Iraq	623.22	Updated Guidance for Restricted Travel to USCENTCOM AOR 8 Oct 07- 31 Jan 08
1/18/2008	xls	Foreign National Bulk Upload 080118	107.01	Foreign National Bulk Upload
6/15/2007	pdf	Eagle Cash Procedures ASG-Kuwait Dining Facilities	142.86	Eagle Cash Procedures ASG-Kuwait Dining Facilities
9/10/2007	pdf	DA G4 HSG Rescinding CIVTRACKS 29Aug07	238.29	DA G4 Message Rescinding CIVTRACKS

Figure 8: Government Authority Home Page View

The SPOT system navigation bar is located in the upper left area of every Web page and features five tabs: Home, Person, Contracts, Reports, and Account Information (for SPOT password accounts only) By clicking on these tabs, you can link to different sections of the system.

- **Home:** The main page where you can view News, access SPOT Quick Links, and Deployment Preparation Documents. The Home page view is also where you find the Start Here section that features the Search for Contract function and the LOA Inbox.
- **Person:** The Person tab links to the Add a Person page where you can add, edit, and view personnel data. This is also the launch point for creating and managing deployment records for persons who are being deployed.
- **Contracts:** The Contracts tab links to the Main Contracts page where you can create and manage basic contract data.
- **Reports:** The Reports tab links to the Reports Main page where you can view and create reports.
- **Account Information:** The Account Information tab links to the page where the Government Authority/Administrator may request SPOT password accounts on behalf of others. If the Government Administrator was provided a password account, this link would be used to change the account password.

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Chapter

3

3 MANAGE CONTRACTS

The Manage Contracts feature is shared by the Contractor Company, Government Organization, and Contracting Community user groups. SPOT allows these users to enter basic contract data and information about related task orders. Users can also define the relationships between contractor companies serving as prime and subcontractors for the contract/task order.

In this chapter you will learn how to search for a contract and task order, add a contract and task order, and manage the details of a contract and task order.

3.1 HOW TO SEARCH FOR A CONTRACT

Before initiating the action to add a contract to SPOT, a search for the contract to determine whether it already exists in the system is strongly encouraged as an industry best practice.

To Search for a contract, perform the following steps:

Step	Action
1	From the Home page, click on the Contracts tab to launch the Manage Contracts page. Results: The Manage Contracts page will display.



Step	Action
2	<p>Input the desired search criteria, and click the Search for Contracts button.</p> <p>Results: The search results window will display a list of contracts.</p>

Home | Person | Contracts | Reports

Home : Search Contracts

[+ Add a Contract](#)

Search for Contract
 Search for a contract to view or edit. Use search filters below to refine your search.

Contract Number:

Contract Agency:

Period of Performance Date Range (mm/dd/yyyy):
 Start: to End:

Contracting Officer's First Name:

Contracting Officer's Last Name:

[Search for Contracts](#)



When you execute a contract search without entering any search criteria, all contracts you are able to access, as determined by your user role, are included in the search results.

Once the contract search results are generated, you have the ability to sort the search results by the information displayed in several of the columns. If a line appears under the column heading when the cursor is placed over it, then the column can be used to sort the records. By clicking on the same column heading twice you are able to reverse the sort order.

Home | Person | Contracts | Reports

Home : Search Contracts

Contracts

[+ Add a Contract](#)

Search for Contract

Search for a contract to view or edit. Use search filters below to refine your search.

Contract Number:

Contract Agency:

Period of Performance Date Range (mm/dd/yyyy):
Start: **to End:**

Contracting Officer's First Name:

Contracting Officer's Last Name:

[Search for Contracts](#)

Contract Number	Agency	Start Date	End Date	Contracting Officer
DAAE07-01-C-M011		01/01/1900	01/01/1900	
98989898	CIA	01/01/1990	01/01/2090	
W15P7T-06-D-T206	Dept. of the Army	01/17/2005	12/31/2010	
0980808	DARPA	01/01/2007	01/10/2009	
2228458	DCAA	01/01/2007	12/31/2008	KO, AMC
Test 996	Dept. of the Army	01/01/2007	01/01/2009	Rizzo, Rizzo
299	CIA	01/20/2007	12/20/2008	KO, AMC
brian	CIA	01/20/2007	12/20/2009	KO, AMC
Darryl	CIA	01/20/2007	12/20/2008	KO, AMC
tommy	CIA	01/20/2007	12/20/2008	KO, AMC

1 2 3 4 5 6 7 8 9

Figure 9: Contract Search Results Page

Step	Action
3	<p>Click on the desired contract number.</p> <p>Results: The Manage Contracts page will display.</p>

Contract Number	Agency	Start Date	End Date	Contracting Officer
DAAE07-01-C-M011		01/01/1900	01/01/1900	
98989898	CIA	01/01/1990	01/01/2090	
W15P7T-06-D-T206	Dept. of the Army	01/17/2005	12/31/2010	
0980808	DARPA	01/01/2007	01/10/2009	
2228458	DCAA	01/01/2007	12/31/2008	KO, AMC
Test 996	Dept. of the Army	01/01/2007	01/01/2009	Rizzo, Rizzo
299	CIA	01/20/2007	12/20/2008	KO, AMC
brian	CIA	01/20/2007	12/20/2009	KO, AMC
Darryl	CIA	01/20/2007	12/20/2008	KO, AMC
tommy	CIA	01/20/2007	12/20/2008	KO, AMC

1 2 3 4 5 6 7 8 9

Home | Person | Contracts | Reports

Home: Search Contracts: Manage Contracts

Manage Contracts
Select Task Order
Select Contract Action

Contract Information

<p>Contract Number: 2228458</p> <p>Period of Performance: 1/1/2007 to 12/31/2008</p> <p>Summary of Services:</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	<p>Contracting Officer: KO, AMC 149258 999BA23A-9E5B-4C3A-BEF4-72666AE70AF9@test.mil</p> <p>Contracting Officer's Representative (COR): No COR associated.</p> <p>Contracting Agency: DCAA</p> <p>Contracting Office: SPAWAR</p>
--	--

Contract Government Furnished Services

<input type="checkbox"/> APD/FPA	<input type="checkbox"/> Commissary	<input type="checkbox"/> Excess Baggage	<input type="checkbox"/> Mil Banking	<input type="checkbox"/> Mil Issued Equip	<input type="checkbox"/> Primary Care
<input type="checkbox"/> Authorized Weapon	<input type="checkbox"/> Dependents Authorized	<input type="checkbox"/> Fuel Authorized	<input type="checkbox"/> Mil Clothing	<input type="checkbox"/> Milair	<input type="checkbox"/> Resuscitative Care
<input type="checkbox"/> Billeting	<input type="checkbox"/> DFACS	<input type="checkbox"/> Govt Furnished Meals	<input type="checkbox"/> Mil Exchange	<input type="checkbox"/> MWR	<input type="checkbox"/> Transportation
<input type="checkbox"/> CAC/ID Card	<input type="checkbox"/> DoDI Essential				

Prime Contractor(s)

BAH

BAE

Return to Search



The **Return to Search** button allows users to navigate back to the Search Contracts page; however, the contract search will not display the previously entered search criteria or generated search results. To return to the previously generated search results, you will need to use the Web browser's back navigation button.



3.2 HOW TO SEARCH FOR A TASK ORDER

You can select and view the details of a task order associated with a contract from the Manage Contracts page. Not all contracts have task orders. The visual cue is the presence (or absence) of the Select Task Order drop-down list on the Manage Contracts page (see Figure 10).

The figure consists of two screenshots of the 'Manage Contracts' page. Both screenshots show a navigation bar at the top with 'Home', 'Person', 'Contracts', and 'Reports' links. Below the navigation bar is a breadcrumb trail: 'Home: Search Contracts: Manage Contracts'. The main content area is titled 'Manage Contracts' and contains a 'Select Contract Action' dropdown menu with a green arrow icon.

Top Screenshot (Contract with Task Order):
 The 'Select Task Order' dropdown menu is visible and circled in red. The contract information includes:
 - Contract Number: 2228458
 - Period of Performance: 1/1/2007 to 12/31/2008
 - Summary of Services: (empty text area)
 - Contracting Officer: KO, AMC 149258, 999BA23A-9E5B-4C3A-BEF4-72666AE70AF9@test.mil
 - Contracting Officer's Representative (COR): No COR associated.
 - Contracting Agency: DCAA
 - Contracting Office: SPAWAR

Bottom Screenshot (Contract without Task Order):
 The 'Select Task Order' dropdown menu is absent. Instead, the text 'No associated Task Order(s)' is displayed next to the 'Contract Number' field and is highlighted with a red box. The contract information includes:
 - Contract Number: DAA-01-D-001
 - Period of Performance: 1/1/2007 to 1/1/2015
 - Summary of Services: (empty text area)
 - Contracting Officer: KO, AMC 149258, 999BA23A-9E5B-4C3A-BEF4-72666AE70AF9@test.mil
 - Contracting Officer's Representative (COR): No COR associated.
 - Contracting Agency: Dept. of the Army
 - Contracting Office: AMC

Figure 10: Manage Contracts Page - With and Without Task Order

The drop-down list does not appear on the Manage Contracts page for contracts that do not have an associated task order. Instead, you will see a message indicating that no task orders exist for the contract. When the Select Task Order drop-down list is visible, you can search for and

display task orders associated with the contract.

To search for a task order, perform the following steps:

Step	Action
1	Conduct a search for the contract associated with the desired task order and click on its name in the search results. Results: The Manage Contracts page will display.

Contract Number	Agency	Start Date	End Date	Contracting Officer
new Javascript Namespace	Coalition Partners	01/01/1753	01/01/2009	
test duplicate personnel	CIA	01/01/1800	01/01/1900	Contractor, Company23
4040-017-334359		01/01/1900	01/01/1900	
BPA 4000		01/01/1900	01/01/1900	
CASU BPA-4000		01/01/1900	01/01/1900	
DAAA09-02-D-0007		01/01/1900	01/01/1900	
DAAAB07-03-A-D625		01/01/1900	01/01/1900	
DAAB07-02-A-G001		01/01/1900	01/01/1900	
DAAB01-01-D-G002		01/01/1900	01/01/1900	
DAAB07-00-A-A755		01/01/1900	01/01/1900	

1 2 3 4 5 6 7 8 9 10 ...

Step	Action
2	<p>Click on the drop-down arrow of the Select Task Order action box to display the task order list, select the desired task order, then click the green arrow button to the right of the selection box.</p> <p>Results: The Manage Task Order page will display.</p>

Home | Person | Contracts | Reports

ne: Search Contracts: Manage Contracts

Manage Contracts

Select Task Order

Select Contract Action

Contract Information

Contract Number: 2228458

Period of Performance: 1/1/2007 to 12/31/2008

Summary of Services:

Contracting Officer: KO, AMC
149258
999BA23A-9E5B-4C3A-BEF4-72666AE70AF9@test.mil

Contracting Officer's Representative (COR): No COR associated.

Contracting Agency: DCAA

Contracting Office: SPAWAR

Contract Government Furnished Services

<input type="checkbox"/> APO/FPA	<input type="checkbox"/> Commissary	<input type="checkbox"/> Excess Baggage	<input type="checkbox"/> Mil Banking	<input type="checkbox"/> Mil Issued Equip	<input type="checkbox"/> Primary Care
<input type="checkbox"/> Authorized Weapon	<input type="checkbox"/> Dependents Authorized	<input type="checkbox"/> Fuel Authorized	<input type="checkbox"/> Mil Clothing	<input type="checkbox"/> Milair	<input type="checkbox"/> Resuscitative Care
<input type="checkbox"/> Billeting	<input type="checkbox"/> DFACS	<input type="checkbox"/> Govt Furnished Meals	<input type="checkbox"/> Mil Exchange	<input type="checkbox"/> MWR	<input type="checkbox"/> Transportation
<input type="checkbox"/> CAC/ID Card	<input type="checkbox"/> DoDI Essential				



Reminder: If the selected contract does not have an associated task order, the Select Task Order drop-down box will not be visible.

Step	Action
3	<p>To return to the contract page, click on the Return to Manage Contracts button located in the lower right corner of the Task Order Details page.</p> <p>Results: The Manage Contracts page will display.</p>



To return to the previously generated search results, use the Web browser’s back navigation button.



Authorized users can update task order details and manage the subcontractors from the Manage Task Order page. Section 3.6 provides step-by-step instructions on performing these tasks.

3.3 HOW TO ADD A CONTRACT

You can enter basic information about a contract and any associated task orders in SPOT. When a contract is first added, you will be given the option to add a task order. You do not have to add a task order when a contract is first added to SPOT; you can add a task order at a later time.

To add a contract, perform the following steps:

Step	Action
1	From the Search Contracts page, click the Add a Contract link. Results: The Add/Update Contract Details page will display.



The Add/Update Contract Details template contains a number of data fields. Adding a contract is a five-step process.

Step	Action
2A	Enter basic contract information.

Add/Update Contract Details

Contract Information

* Contract Number: Contract 104

Period of Performance

* Start: 01/01/2008 (mm/dd/yyyy)

* End: 01/01/2010 (mm/dd/yyyy)

Summary of Services: (Char Count) Max=255

* Contracting Agency: Dept. of the Army

Since there is a relationship between the Contracting Office and Contracting Officer, you must first select the Contracting Office to determine which (if any) contracting officers are affiliated with that office. Only those contracting officers registered as SPOT users will appear in the list.

Step	Action
2B	Select the Contracting Office from the drop-down list, then choose the Contracting Officer from those listed (if there are any). Results: Contact information for the contracting officer will appear on the Add/Update Contract Details page.

Add/Update Contract Details

Contract Information

* Contract Number: Contract 104

Period of Performance

* Start: 01/01/2008 (mm/dd/yyyy)

* End: 01/01/2010 (mm/dd/yyyy)

Summary of Services: (Char Count) Max=255

* Contracting Agency: Dept. of the Army

* Contracting Office: AMC

Contracting Officer: KO, AMC
149258
999BA23A-9E5B-4C3A-BEF4-72666AE70AF9@test.mil

*Will you be adding a NEW Task Order? Yes No

Step	Action
2C	Select the Yes radio button if you want to add a task order at this time; select the No radio button if you do not want to add a task order.

Home | Person | Contracts | Reports

Home : Search Contracts : Manage Contracts : Add/Update Contract Details

Add/Update Contract Details

Contract Information

* Contract Number: Contract 104

Period of Performance

* Start: 01/01/2008 (mm/dd/yyyy)

* End: 01/01/2010 (mm/dd/yyyy)

Summary of Services:

(Char Count) Max=255

* Contracting Agency: Dept. of the Army

* Contracting Office: AMC

Contracting Officer: KO, AMC

149258
9990A23A-9E5D-4C5A-BE74-72006AE70AF9@test.mil

***Will you be adding a NEW Task Order?** Yes No

Step	Action
2D	Select the contractor company from the pre-populated drop-down list, then click the Add button. Results: Contractor company name will appear in the area below the selection box.

Prime Contractor(s)

* Prime Contractor: BAH **Add**

The following prime contractors will be added:

BAH

Cancel Save Contract Information

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SPOT allows additional prime contractors to be added to contract. Repeat the process by selecting the contractor company from the drop-down list and clicking the add button. If the contractor company does not appear on the pre-populated list, you will need to seek technical assistance through the SPOT Help Desk to have the company added to the list.

Step	Action
2E	<p>Click the Save Contract Information button to save the Contract.</p> <p>Results: The page displayed will be dependent on the answer provided in step 2C. If a task order will be added, the Add/Update Task Order Details page will be displayed. If the task order will not be added, the Manage Contracts page will be displayed.</p>



3.4 HOW TO ADD A TASK ORDER

There are two ways to add a task order to a contract: (1) during the add contract work flow process or (2) from the Manage Contracts page for an existing contract.

Step 2C of the add contract process flow provides the option to add a task order. If “Yes” is selected, SPOT will automatically display the Add Task Order Details page when the Save Contract Information button (Step 2D) is selected. To add a task order to an existing contract, select the Add Task Order option from the Manage Contracts page.

The step-by-step instructions below illustrate the add a task order work flow process when adding a task order to an existing contract. Adding a task order in conjunction with adding a contract begins with Step 2.

To add a task order, perform the following steps:

Step	Action
1	<p>From the Manage Contracts page, select the Add Task Order option from the Select Contract Action drop-down list and click the arrow.</p> <p>Results: The Add Task Order Details page will display.</p>

Home | Person | Contracts | Reports

ne: Search Contracts: Manage Contracts

Manage Contracts

 Select Task Order

Select Contract Action

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

Contract Information

<p>Contract Number: 2228458</p> <p>Period of Performance: 1/1/2007 to 12/31/2008</p> <p>Summary of Services:</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	<p>Contracting Officer: KO, AMC 149258 999BA23A-9E5B-4C3A-BEF4-72666AE70AF9@test.mil</p> <p>Contracting Officer's Representative (COR): No COR associated.</p> <p>Contracting Agency: DCAA</p> <p>Contracting Office: SPAWAR</p>
--	--

Contract Government Furnished Services

<input type="checkbox"/> APO/FPA	<input type="checkbox"/> Commissary	<input type="checkbox"/> Excess Baggage	<input type="checkbox"/> Mil Banking	<input type="checkbox"/> Mil Issued Equip	<input type="checkbox"/> Primary Care
<input type="checkbox"/> Authorized Weapon	<input type="checkbox"/> Dependents Authorized	<input type="checkbox"/> Fuel Authorized	<input type="checkbox"/> Mil Clothing	<input type="checkbox"/> Milair	<input type="checkbox"/> Resuscitative Care
<input type="checkbox"/> Billeting	<input type="checkbox"/> DFACS	<input type="checkbox"/> Govt Furnished Meals	<input type="checkbox"/> Mil Exchange	<input type="checkbox"/> MWR	<input type="checkbox"/> Transportation
<input type="checkbox"/> CAC/ID Card	<input type="checkbox"/> DoDI Essential				

Step	Action
2	Input the Task Order details. Reminder: When adding a task order, you will need to first select the Contracting Office, then the Contracting Officer. The names appearing in the Contracting Officer drop-down list will be restricted to those individuals who are registered SPOT users.



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Home | Help | Training | Logout

Welcome, Admin BAE

Home | Person | Contracts | Reports

Home : Search Contracts : Manage Contracts : Manage Task Order : Add Task Order Details

Add Task Order Details

Contract Information

Contract Number: 2228458
 Period of Performance: 1/1/2007 to 12/31/2008
 Summary of Services:

Add Task Order Details

* Task Order Number:

Period of Performance

* Start: (mm/dd/yyyy)
 * End: (mm/dd/yyyy)

Summary of Services: (Char Count) Max=255

* Contracting Office:
 Contracting Officer:

Contracting Officer's Representative (COR)

First Name:
 Last Name:
 Work Phone:
 Email:

Prime and Sub Contractor(s)

* Prime Contractor:
 Sub Contractor:

The following sub contractors will be added:

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SPOT requires that the Task Order start and end dates fall within the contract's period of performance.

Once you have identified the sole prime contractor for the task order (step 3 below), you have the option of identifying one or more subcontractors awarded the task order.

Step	Action
3	Select the prime contractor(s) from the drop-down list and the subcontractor(s), associated with the task order. Click the Add button. Results: Names of the subcontractors added to the task order will appear in the box below the selection drop-down field.



To add multiple subcontractors to the task order, repeat the two-step process (i.e., select the subcontractor from the drop-down list and click the **Add** button).

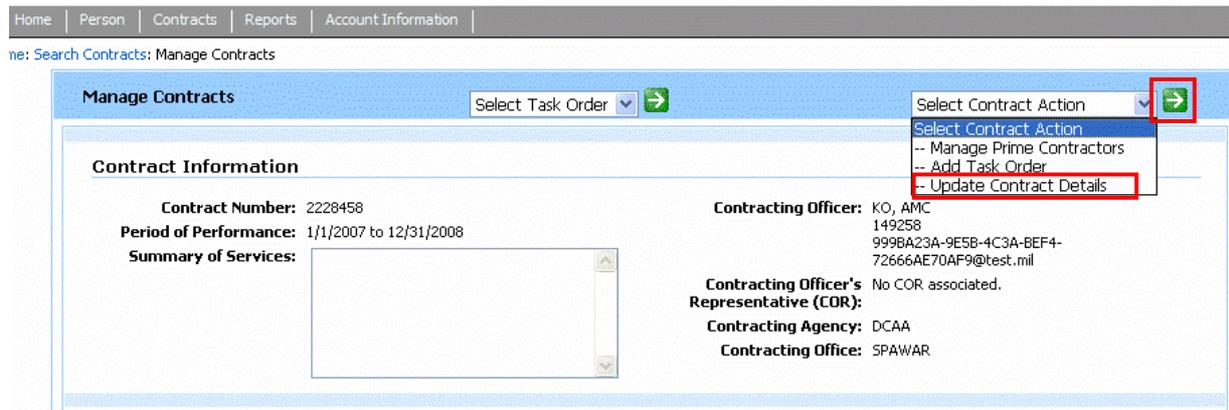
Step	Action
4	<p>Click Save Task Order Information button.</p> <p>Results: The Manage Task Order page will display featuring a confirmation message that states “The task order has been created successfully.”</p>

3.5 HOW TO MANAGE CONTRACT DETAILS AND PRIME CONTRACTORS

From the Contract Details page you are able to update the contract information, update the list of prime contractors awarded the contract, and manage the contract’s Government Furnished Services (GFS). GFS for persons deploying against a contract can only be specified by the contracting officer appointed to manage the contract. The contracting officer must be a registered, “active” SPOT user.

To update contract details, perform the following steps:

Step	Action
1	<p>Select Update Contract Details from the drop-down list of the Select Contract Action field, then click the green arrow.</p> <p>Results: The Add/Update Contract Details page will display.</p>



Step	Action
2	<p>Update the contract details as required, then click the Save Contract Information button.</p> <p>Results: The Manage Contracts page will display featuring the message “The Contract has been updated successfully.”</p>

Add/Update Contract Details

Contract Information

* Contract Number:

Period of Performance

* Start: (mm/dd/yyyy)

* End: (mm/dd/yyyy)

Summary of Services: 0 (Char Count) Max=255

* Contracting Agency:

* Contracting Office:

Contracting Officer:
 149258
 999BA23A-9E5B-4C3A-BEF4-72666AE70AF9@test.mil

Contracting Officer's Representative (COR)

First Name:

Last Name:

Work Phone:

Email:



To update the prime contractors associated with the contract, perform the following steps:

Step	Action
1	Select Manage Prime Contractors from the Select Contract Action drop-down list, then click the green arrow. <i>Results:</i> The Manage Prime Contractors page will display.

Home | Person | Contracts | Reports

ne : Search Contracts : Manage Contracts

Manage Contracts Select Task Order

Select Contract Action

Select Contract Action

-- Manage Prime Contractors

-- Add Task Order

-- Update Contract Details

Contract Information

Contract Number: 2228458

Period of Performance: 1/1/2007 to 12/31/2008

Summary of Services:

Contracting Officer: KO, AMC
149258
999BA23A-9E5B-4C3A-BEF4-72666AE70AF9@test.mil

Contracting Officer's Representative (COR): No COR associated.

Contracting Agency: DCAA

Contracting Office: SPAWAR

Step	Action
2	<p>Select the contractor company from the drop-down list, then click the Add button.</p> <p>Results: The contractor company will be added to the prime contractors list in the table displayed.</p>

Home | Person | Contracts | Reports

ne : Search Contracts : Manage Contracts : Manage Prime Contractors

Manage Prime Contractor(s)

Contract Number: 2228458

Prime: Select a Prime Contractor **Add**

BAH	3DI Technologies, LLC
BAE	3DI, Inc.
	3DI LLC
	77 Construction & Trading
	AAI Corp.
	AAI Services Corp.
	AAST Technology, Inc.

[Return to Manage Contracts](#)



If the contractor company does not appear on the pre-populated list, you will need to submit a request through the SPOT Help Desk to add the company to the list.

Repeat the above two-step selection process as needed to select contractor companies affiliated with the contract.

Step	Action
3	<p>Click the Return to Manage Contracts button once you have successfully added the desired subcontractors.</p> <p>Results: The Manage Contracts page will display.</p>

Home | Person | Contracts | Reports

Home : Search Contracts : Manage Contracts : Manage Prime Contractors

Manage Prime Contractor(s)

Contract Number: 2228458

Prime:

Prime Contractor
77 Construction & Trading
BAH
BAE



3.6 HOW TO MANAGE TASK ORDER DETAILS AND SUBCONTRACTORS

From the Task Order Details page you are able to update task order information and the associated subcontractors by selecting the appropriate task order action from the Select Task Order Action drop-down list.

To update a task order, perform the following steps:

Step	Action
1	Select the task order from the Manage Contracts page, then click the green arrow. Results: The Manage Task Order Details page will display.

Home | Person | Contracts | Reports

Home : Search Contracts : Manage Contracts

Manage Contracts

Select Contract Action

Contract Information

<p>Contract Number: 2228458</p> <p>Period of Performance: 1/1/2007 to 12/31/2008</p> <p>Summary of Services: <input style="width: 100%; height: 40px;" type="text"/></p>	<p>Contracting Officer: KO, AMC 149258 999BA23A-9E58-4C3A-BEF4-72666AE70AF9@test.mil</p> <p>Contracting Officer's Representative (COR): No COR associated.</p> <p>Contracting Agency: DCAA</p> <p>Contracting Office: SPAWAR</p>
---	--

Step	Action
2	Select Update Task Order from the drop-down list of the Selection Task Order Action field, then click the green arrow. Results: The Add Task Order page will display.

Home | Person | Contracts | Reports

ne : Search Contracts : Manage Contracts : Manage Task Order

Manage Task Order

Select Task Order Action ➔

Select Task Order Action
 -- Manage Task Order Subcontractors
 -- Update Task Order

Contract Information

Contract Number: 2228458
Period of Performance: 1/1/2007 to 12/31/2008
Summary of Services:

Task Order Information

<p>Task Order Number: 22284581 Period of Performance: 4/11/2007 to 5/11/2007 Summary of Services:</p>	<p>Contracting Officer: KO, AMC 149258 999BA23A-9E5B-4C3A-BEF4- 72666AE70AF9@test.mil</p> <p>Contracting Officer's Representative (COR): Contracting Office: SPAWAR</p>
--	--



Step	Action
3	Update the task order details as required, then click the Save Task Order Information button. Results: The Manage Task Order page will display, featuring the message “The Task Order has been updated successfully.”

Add Task Order Details

Contract Information

Contract Number: Contract 500
Period of Performance: 01/01/2008 to 01/01/2009
Summary of Services:

Task Order Information

*** Task Order Number:**

Period of Performance

*** Start:** (mm/dd/yyyy)
*** End:** (mm/dd/yyyy)

Summary of Services: (Char Count) Max=255

*** Contracting Office:**
Contracting Officer:

Contracting Officer's Representative (COR)

First Name:
Last Name:
Work Phone:
Email:

Prime and Sub Contractor(s)

*** Prime Contractor:**
Sub Contractor:

The following sub contractors will be added:

SPOT allows authorized users the ability to associate multiple subcontractors to a task order. To remove a subcontractor, however, the authorized user will need to seek technical assistance through the SPOT Help Desk.

To add a subcontractor to a task order, perform the following steps:

Step	Action
1	<p>Select Manage Task Order Subcontractors from the drop-down list of the Select Task Order Action field, then click the green arrow.</p> <p>Results: The Manage Task Order Subcontractors page will display.</p>

Home | Person | Contracts | Reports

Home : Search Contracts : Manage Contracts : Manage Task Order

Manage Task Order Select Task Order Action

Select Task Order Action
-- Manage Task Order Subcontractors
-- Update Task Order

Contract Information

Contract Number: 2228458
Period of Performance: 1/1/2007 to 12/31/2008
Summary of Services:

Task Order Information

Task Order Number: 22284581
Period of Performance: 4/11/2007 to 5/11/2007
Summary of Services:

Contracting Officer: KO, AMC
 149258
 999BA23A-9E5B-4C3A-BEF4-
 72666AE70AF9@test.mil

Contracting Officer's Representative (COR):
Contracting Office: SPAWAR

Step	Action
2	Select the contractor company from the drop-down list, then click the Add button. <i>Results:</i> The contractor company will be added to the subcontractors list in the table displayed.

Home | Person | Contracts | Reports

Home : Search Contracts : Manage Contracts : Manage Task Order : Manage Task Order Sub Contractors

Manage Task Order Sub Contractors

Contract Number: 2228458
Task Order: 22284581
Subcontractor: ISDI, Inc. Add

Subcontractor(s)
BAH

[Return to Manage Task Orders](#)

Repeat steps 1 and 2 as needed to select and add companies affiliated with the task order.



If the contractor company does not appear on the pre-populated list, you may add the company through the Advanced Person Search on the Home page or you will need to submit a request through the SPOT Help Desk

Step	Action
3	Click the Return to Manage Task Orders button once you have successfully added the desired subcontractors.

Results: The contractor company will be added to the subcontractors list in the table display.

Home | Person | Contracts | Reports

Home : Search Contracts : Manage Contracts : Manage Task Order : Manage Task Order Sub Contractors

Manage Task Order Sub Contractors

Contract Number: 2228458
Task Order: 22284581
Subcontractor:

Subcontractor(s)
3DI, Inc.
BAH

[Return to Manage Task Orders](#)

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Chapter

4

4 MANAGE PERSONS

The Manage Persons functionality in SPOT is restricted to Contractor Company and Government Organization user roles. In this chapter you will learn how to search for a person, add a person, and edit a person's profile.

4.1 HOW TO PERFORM A BASIC SEARCH FOR A PERSON

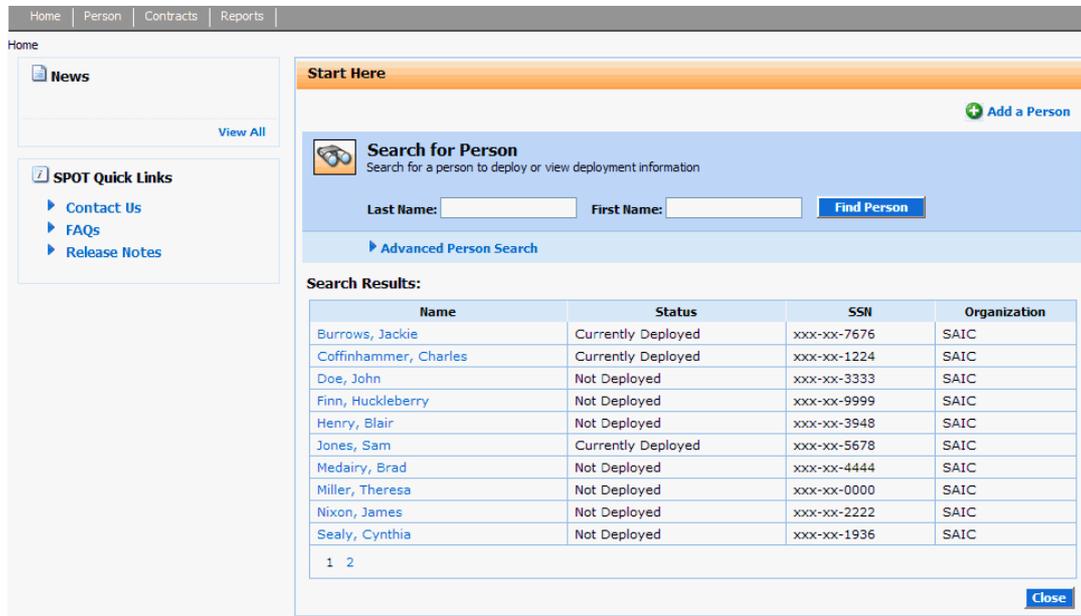
You have the ability to search for persons in SPOT. When you do not specify any filter criteria, the Person Search results will include all personnel associated with your company as either a prime or subcontractor employee.

To search for a person using the basic search, perform the following steps:

Step	Action
1	<p>From the Start Here section on the Home page, enter search criteria for the person you are searching.</p> <p>Click on the Find Person button.</p> <p><i>Results:</i> The Person Search results will display.</p>

The screenshot shows the 'Start Here' section of the SPOT interface. At the top, there are two buttons: 'Add a Person' (with a plus icon) and 'Search for Contract' (with a magnifying glass icon). Below these is the 'Search for Person' section, which includes a magnifying glass icon, the text 'Search for a person to deploy or view deployment information', and two input fields for 'Last Name:' and 'First Name:'. The 'Find Person' button is circled in red. At the bottom of this section is a link for 'Advanced Person Search'.

Step	Action
2	Click on the name of the person to access the individual's record in SPOT. Results: The person's View Person Summary page will display.

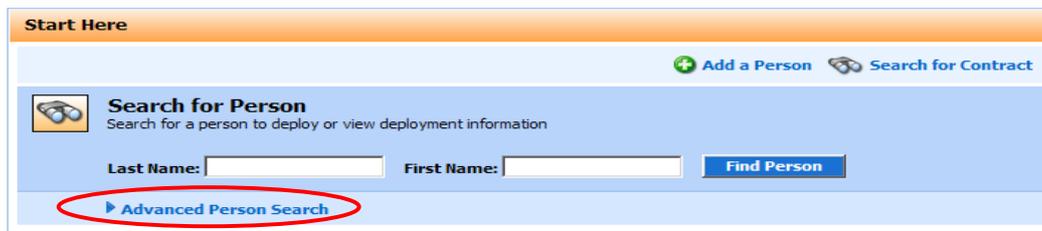


4.2 HOW TO PERFORM AN ADVANCED SEARCH FOR A PERSON

The Advanced Search function allows for more specific and definitive search criteria. You can enter search criteria in addition to the first and last name used in the basic person search such as the person's citizenship, SSN or FIN, deployment status, and employer.

To search for a person using the advanced search, perform the following steps:

Step	Action
1	From the Start Here section on the Home page, click on the Advanced Person Search link. Results: The Advanced Person Search view expands.



Step	Action
2	Input the Advanced Person Search data, click the Find Person button. Results: The Advanced Person Search results will display.

Home | Person | Contracts | Reports

Home

News [View All](#)

SPOT Quick Links

- Contact Us
- FAQs
- Release Notes

Start Here [Add a Person](#)

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

Last Name: First Name:

Advanced Person Search

Citizenship:

Deployment Status:

SSN FIN

SSN: - -

Company:

Find Person



4.3 HOW TO ADD A PERSON

There are two ways to access the Add Person function in SPOT. You can click the **Add Person** link found in the Start Here section on the Home page or the Person tab located in the upper left corner of the SPOT navigation bar.

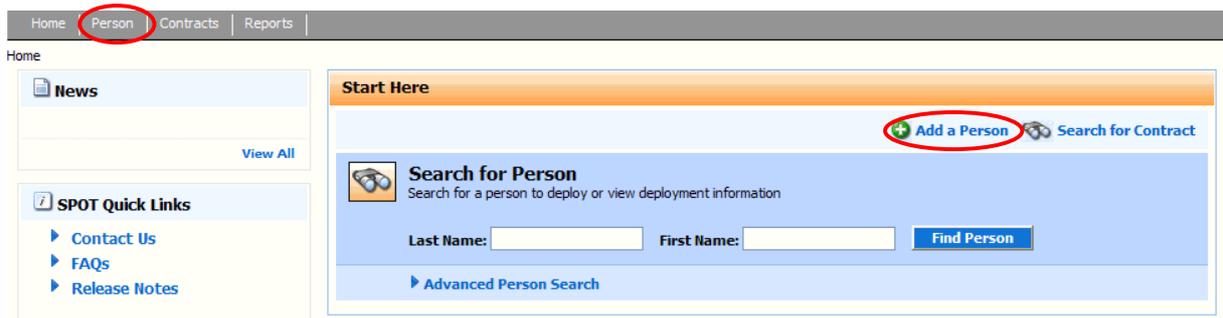
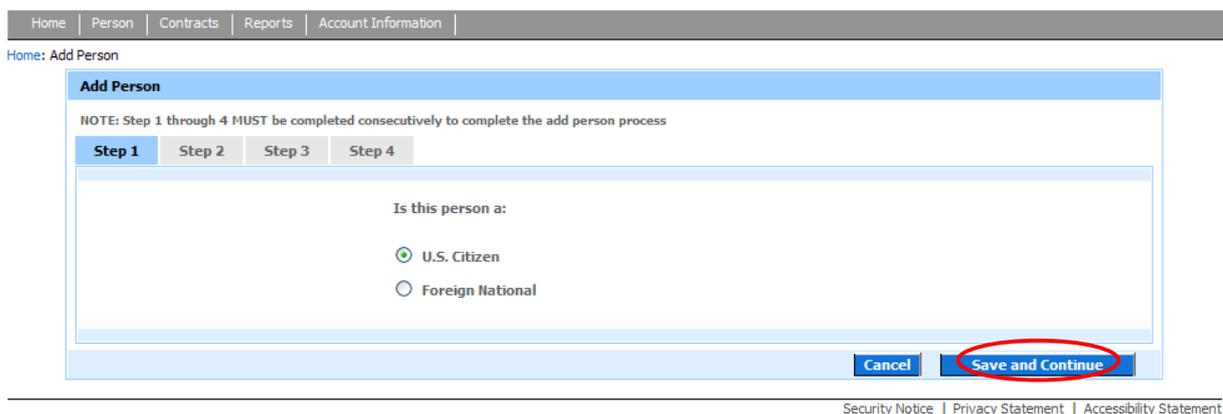


Figure 11: Person Tab of Navigation Bar and Add Person Link on SPOT Home Page

Once you have launched the Add Person page, follow the steps listed below.

To add a person, perform the following steps:

Step	Action
1	Specify the person’s citizenship and click the Save and Continue button. <i>Results:</i> Step 2 of the add person work flow will display.



When adding a person who is a Foreign National, you will need the person’s Foreign Identification Number (FIN) or passport to complete Step 2. If the person’s citizenship is unknown or should not be disclosed for security reasons, the value “Unknown” is available.

Step	Action
2	<p>Enter the requested personal information for the person, and click the Validate and Continue button.</p> <p><i>Results:</i> Step 3 of the add person work flow will display.</p>

Home | Person | Contracts | Reports | Account Information

Home: Add Person

Add Person - Search and Validate

NOTE: Step 1 through 4 MUST be completed consecutively to complete the add person process

Step 1 | **Step 2** | Step 3 | Step 4

* **First Name:**

Middle Initial:

* **Last Name:**

Suffix:

* **SSN:** - -

* **Date of Birth:** (mm/dd/yyyy)

* **Gender:**

* **Personnel Category:**

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Step	Action
3	<p>Input the additional personal information requested and click the Save and Continue button.</p> <p><i>Results:</i> Step 4 of the add person work flow will display.</p>

Home: Add Person

Add Person - Search and Validate

NOTE: Step 1 through 4 MUST be completed consecutively to complete the add person process

Step 1 | Step 2 | **Step 3** | Step 4

<p>First Name: Aston</p> <p>Middle Initial:</p> <p>Last Name: Martin</p> <p>Suffix:</p> <p>SSN: 666778888</p> <p>Date of Birth: 09/08/1980</p> <p>Gender: Male</p> <p>Personnel Category: Company Contractor Personnel</p> <p>Place of Birth: <input type="text"/></p> <p>CAC Expiration:</p>	<p>Address 1: <input type="text"/></p> <p>Address 2: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State: <input type="text" value="Select a State"/></p> <p>Zip: <input type="text"/></p> <p>Country: <input type="text" value="Select a Country"/></p> <p>Home Phone: <input type="text"/></p> <p>Work Phone: <input type="text"/></p> <p>* Primary Email: <input type="text"/></p>
---	---

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Step	Action
4	<p>Click the pencil icon to select the person’s company. Type in the first three letters of the company name, select Search. To select the company click Select next to the company’s name. Select Supervisor or Non-Supervisor status, then click the Save and Add Person button.</p> <p>Results: An on-screen notification will display, stating that the person has been added successfully. You will be asked to identify the next action you would like to perform.</p>

Home: Add Person

Add Person - Organization Affiliation

NOTE: Step 1 through 4 MUST be completed consecutively to complete the add person process

Step 1 | Step 2 | Step 3 | **Step 4**

Personnel Category: Company Contractor Personnel

* What company does the person work for?

Supervisor/Non-Supervisor:

Supervisor/Manager

Non-Supervisor/Non-Manager

Select or Add Company

Search:

Can't find your Company?

Organization
BAE <input type="button" value="Select"/>

Home: Add Person

Add Person - Organization Affiliation

NOTE: Step 1 through 4 MUST be completed consecutively to complete the add person process

Step 1 | Step 2 | Step 3 | **Step 4**

Personnel Category: Company Contractor Personnel

* What company does the person work for?

Supervisor/Non-Supervisor:

Supervisor/Manager

Non-Supervisor/Non-Manager

Add Person

Person was successfully added.

What would you like to do next?

Complete this person's profile?

Add another person?

Exit to profile summary?

4.4 HOW TO EDIT A PERSON PROFILE

In the edit person work flow you may add/edit personal information for a SPOT person. SPOT will present groupings of related personal information across four tabs. You can select one of the following actions on each tab:

- **Cancel:** Redirects you to the View Person Summary page.
- **Skip to Next Step:** Allows you to bypass entering information in fields that are marked with a red asterisk. You simply view the information and skip to the next tab.
- **Save:** Saves the data and refreshes the current page.
- **Save and Continue:** Saves the data and takes you to the next step in the edit person work flow.

To edit a person's profile, perform the following steps:

Step	Action
1	<p>Locate the record for the person and click the Edit Person button displayed on the person's View Person Summary page. (Hint: perform a search for the person from the Home page using the Find Person button.)</p> <p>Results: Tab 1 (Personal Info.) of the edit person work flow will display.</p>

Home : View Person - Jones, Sam (Company Contractor Personnel)

Person Data

Full Name: Jones, Sam	Deployment Status: Deployed
Email: jones@us.saic.com	Gender: Male
Company: SAIC	Citizenship: United States
SSN: xxx-xx-5678	DMDC Verified: No
Date of Birth: 04/01/1980	CAC Expiration Date: Unknown

Sub-Contractor Details

Primary Company: BAH	Task Order Number: 003
Contract Number: ABC-1234567	Task Order Dates: 08/23/2007 - 09/23/2008
Contract Dates: 08/23/2007 - 09/23/2008	

[Edit Person](#)

Deployment Information

No previous deployments exist for this person Deployment Actions

Current Deployment Person Status: Active Arrived: Has arrived Actual Arrival Date: 09/25/2007 Estimated Deployment: 08/23/2007 - 08/23/2008 Countries to be Visited: Afghanistan Government Organization: AMC PM/Branch: LOGSA PdM/Office: None selected Contract Number: ABC-1234567 Task Order: 003 Deployment Purpose: To support the systems.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="background-color: #e6f2ff;">Pre-Deployment</th> </tr> <tr> <td style="text-align: center;">✓</td> <td>Create Deployment Complete</td> </tr> <tr> <td style="text-align: center;">☐</td> <td>Request LOA LOA Not Requested</td> </tr> <tr> <td style="text-align: center;">✓</td> <td>Eligibility Requirements Complete</td> </tr> <tr> <td style="text-align: center;">✓</td> <td>Deployment Itinerary Complete</td> </tr> <tr> <th colspan="2" style="background-color: #e6f2ff;">Deployment</th> </tr> <tr> <td style="text-align: center;">✓</td> <td>In-Theater Arrival Complete</td> </tr> <tr> <td style="text-align: center;">✓</td> <td>Duty Station Check In Complete</td> </tr> <tr> <th colspan="2" style="background-color: #e6f2ff;">Re-Deployment</th> </tr> <tr> <td style="text-align: center;">✓</td> <td>Plan Re-Deployment Complete</td> </tr> <tr> <td style="text-align: center;">☐</td> <td>Closeout Deployment Incomplete</td> </tr> </table>	Pre-Deployment		✓	Create Deployment Complete	☐	Request LOA LOA Not Requested	✓	Eligibility Requirements Complete	✓	Deployment Itinerary Complete	Deployment		✓	In-Theater Arrival Complete	✓	Duty Station Check In Complete	Re-Deployment		✓	Plan Re-Deployment Complete	☐	Closeout Deployment Incomplete
Pre-Deployment																							
✓	Create Deployment Complete																						
☐	Request LOA LOA Not Requested																						
✓	Eligibility Requirements Complete																						
✓	Deployment Itinerary Complete																						
Deployment																							
✓	In-Theater Arrival Complete																						
✓	Duty Station Check In Complete																						
Re-Deployment																							
✓	Plan Re-Deployment Complete																						
☐	Closeout Deployment Incomplete																						

Current Duty Station [View Duty Station History](#)
Location: Al Iskandariyah, IZ
Arrival Date: 09/25/2007
Operation: Operation Iraqi Freedom
System Supported:

Deployment Movements
 No Movements are available for this person 14 days prior to 14 days after the deployment dates.

Step	Action
2	Update or change the personal information presented in Tab 1, if needed, then click the Save and Continue button. -OR- If no update or edit is performed, click the Skip to Next Step button. Results: Tab 2 (Passport) of the edit person work flow will display.

Home | Person | Contracts | Reports | Account Information

Home : View Person : Edit Personal

Edit - Personal Information

1. Personal Info | 2. Passport | 3. Next of Kin | 4. Clearance

Please enter the person information.

<p>First Name: Sam</p> <p>Middle Initial:</p> <p>Last Name: Jones</p> <p>Suffix:</p> <p>SSN: xxx-xx-5678</p> <p>Date of Birth: 04/01/1980</p> <p>Gender: Male</p> <p>Personnel Category: Company Contractor Personnel</p> <p>Place of Birth: <input type="text" value="texas"/></p> <p>* Citizenship: <input type="text" value="United States"/></p>	<p>Address 1: <input type="text" value="123 Apple st"/></p> <p>Address 2: <input type="text"/></p> <p>Country: <input type="text" value="United States"/></p> <p>State: <input type="text" value="Arizona"/></p> <p>City: <input type="text" value="mesa"/></p> <p>Zip: <input type="text"/></p> <p>Home Phone: <input type="text" value="480-234-4567"/></p> <p>Work Phone: <input type="text"/></p> <p>* Primary Email: <input type="text" value="jones@us.saic.com"/> (AKO preferred)</p>
--	---

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If the person’s citizenship is unknown or should not be disclosed for security reasons, the value “Unknown” is an option on the Citizenship drop-down list.

Step	Action
3	<p>Update the passport information presented in Tab 2, if needed, then click the Save and Continue button.</p> <p>Results: Tab 3 (Next of Kin) of the edit person work flow will display.</p>

Home | Person | Contracts | Reports | Account Information

Home : View Person : Edit Passport

Edit - Passport Information

1. Personal Info | **2. Passport** | 3. Next of Kin | 4. Clearance

Please enter the passport information.

<p>* What is the passport number? <input type="text" value="4674378687643"/></p> <p>* When does the passport expire? <input type="text" value="01/01/2009"/> (mm/dd/yyyy)</p> <p>* What country issued the passport? <input type="text" value="United States"/></p>	
--	--

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Step	Action
4	<p>Update the next of kin information presented in Tab 3, if needed, then click the Save and Continue button.</p> <p>Results: Tab 4 (Clearance) of the edit person work flow will display.</p>

Home | Person | Contracts | Reports | Account Information

Home : View Person : Edit Next of Kin

Edit - Next of Kin Information

1. Personal Info | 2. Passport | **3. Next of Kin** | 4. Clearance

Please enter the next of kin information.

* First Name:

Middle Initial:

* Last Name:

* Phone Number:

Alternate Phone Number:

* Relationship:

* Language Spoken:

Nearest Duty Station:

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Step	Action
5	<p>Update the security clearance information presented in Tab 4, if needed, then click the Save and Exit button.</p> <p>Results: The person's View Person Summary page will display.</p>

Home | Person | Contracts | Reports | Account Information

Home : View Person : Edit Clearance

Edit - Clearance Information

1. Personal Info | 2. Passport | 3. Next of Kin | **4. Clearance**

Please enter the security clearance information.
 Note: If the person has a security clearance, then the Expiration and Issuing Agency are required.

* Security Clearance:

Clearance Expiration: (mm/dd/yyyy)

Security Clearance Issuing Agency:

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Chapter

5

5 MANAGE PRE-DEPLOYMENT

In this chapter you will learn how to create a deployment; request, review, and authorize a LOA, and document deployment eligibility requirements. Before a person deploys, information about the deployment and evidence of completion for all pre-deployment criteria must be entered into SPOT. The deployment creation work flow is a five-step process. In the first four tabs, you provide contract and logistical information. For the fifth and final step you confirm the accuracy of essential information. Other tasks included on the pre-deployment checklist are submit a LOA request, provide evidence of eligibility requirements, and enter the deployment itinerary.

5.1 HOW TO CREATE A DEPLOYMENT

To create a deployment for a person, perform the following steps:

Step	Action
1	From the View Person Summary page, click the Create New Deployment button. <i>Results:</i> The Create New Deployment – Request LOA page will display.

Home | Person | Contracts | Reports | Account Information

Home : View Person - Jones, Bridget (Company Contractor Personnel)

Person Data

Full Name: Jones, Bridget	Deployment Status: Not Deployed
Email: jones_bridget@saic.com	Gender: Female
Company: SAIC	Citizenship: United States
SSN: xxx-xx-1357	DMDC Verified: No
Date of Birth: 01/22/1973	CAC Expiration Date: Unknown

[Edit Person](#)

Deployment Information No previous deployments exist for this person

There is no current deployment for this person

[Create New Deployment](#)

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Step	Action
2	<p>Review the information checklist.</p> <p>Select Yes to generate a LOA through SPOT.</p> <p>- OR -</p> <p>No if the LOA will be prepared using an alternate method.</p> <p>Selecting No will allow you to bypass the request LOA work flow and enter directly into the pre-deployment work flow. (To view the procedures for requesting a LOA during the request LOA work flow, see section 5.2.)</p> <p>Click the Continue button.</p> <p>Results: Tab 1 (Deployment Details) of the create deployment work flow will display (this page will only display if you selected No during the previous step; if you selected Yes you will be redirected to the request LOA work flow prior to reaching Tab 1 of the create deployment work flow.)</p>

Home | Person | Contracts | Reports | Account Information

Home : View Person : Create New Deployment

Create New Deployment - Request LOA

Before you begin, you must have the following information ready:

1. Deployment start and end dates
2. Countries to be visited
3. Deployment duty station
4. Purpose of deployment
5. Company, authorizing government organization, and next of kin contact information
6. Home station
7. Job title during deployment
8. In-theater email

Would you like to request a Letter of Authorization (LOA) for this deployment?

Yes: No, LOA already exists:

Continue

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Choosing the **No** option when asked whether or not you would like to request a LOA is the appropriate choice when the LOA will be produced outside of the SPOT system.



Choosing the **Yes** option when asked whether or not you would like to request a LOA will send you to the request LOA work flow. Once the request LOA work flow is completed, you will automatically continue to the pre-deployment work flow. Some of the information requested throughout the pre-deployment work flow will be pre-populated based on the information that was entered and saved during the request LOA work flow.

Step	Action
3	Enter the deployment details, and click the Continue button. <i>Results:</i> Tab 2 (Contract) of the pre-deployment work flow will display.

Home | Person | Contracts | Reports | Account Information

Home : Person : Step 1 - Deployment Details

Create New Deployment

1. Deployment Details | 2. Contract | 3. Government Organization | 4. In Theater | 5. Confirm

What are the start and end dates for this deployment (mm/dd/yyyy)?

* Start Date

* End Date

Which countries are being visited?

* Selected Countries

Select Country from List to Add ...

What is the primary deployed duty station?

* Primary Deployed Duty Station

* Operation

System Supported

* What is the purpose of this deployment?

* What is the person's job title?

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To locate and add a country to the Selected Countries field you must first select the desired country from the country drop-down list and then click the **Add Country** link. The selected country name is added to the Selected Countries field.



Step	Action
4	Enter the contract information and click the Continue button. <i>Results:</i> Tab 3 (Government Organization) of the pre-deployment work flow will display.

[Home](#) | [Person](#) | [Contracts](#) | [Reports](#) | [Account Information](#)

Home : Person : Step 2 - Deployment Contract

Create New Deployment

1. Deployment Details | **2. Contract** | 3. Government Organization | 4. In Theater | 5. Confirm

Primary Company BAH

* **Contract Number**

* **Task Order**

Enter the person's GS Equivalency for this deployment:

GS Equivalency

What is the 24/7 company point of contact info?

First Name

Middle Initial

Last Name

Home Phone

Office Phone

Mobile Phone

Email

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Step	Action
5	Enter the Government organization information, and click the Continue button. <i>Results:</i> Tab 4 (In Theater) of the pre-deployment work flow will display.

Home | Person | Contracts | Reports | Account Information

Home : Person : Step 3 - Government Organization

Create New Deployment

1. Deployment Details | 2. Contract | **3. Government Organization** | 4. In Theater | 5. Confirm

What is the person's Supporting Government Organization?

* Primary Supporting Organization

PM/Office

PdM/Branch

What is the person's government point of contact (POC)?

First Name

Middle Initial

Last Name

Home Phone

Office Phone

Mobile Phone

Email

What is the person's home station?

Back **Continue**

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Step	Action
6	Enter the in-theater information and click the Continue button. <i>Results:</i> Tab 5 (Confirm) of the pre-deployment work flow will display.

Home | Person | Contracts | Reports | Account Information

Home : Person : Step 4 - In Theater

Create New Deployment

1. Deployment Details | 2. Contract | 3. Government Organization | **4. In Theater** | 5. Confirm

* What is the person's e-mail to be used in-theater?

What is this person's in-theater point of contact (POC) information?

First Name

Middle Initial

Last Name

Home Phone

Office Phone

Mobile Phone

Email

Back **Continue**

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Step	Action
7	<p>Review the details of Deployment Information for accuracy, and click the Submit Deployment button.</p> <p><i>Results:</i> The deployable person's View Person Summary page will display.</p>

Home | Person | Contracts | Reports | Account Information

Home : View Person : Step 5 - Confirm Deployment

Create New Deployment

1. Deployment Details | 2. Contract | 3. Government Organization | 4. In Theater | **5. Confirm**

Please confirm the summary information below as valid, then submit the deployment request.

Step 1 - Details

Estimated Dates 06/25/2007 - 06/25/2008

Countries to be Visited Afghanistan, Iraq

Duty Station Baghdad, IZ

Purpose Manage Equipment Fixes

Step 2 - Contract

Contract Number JENNZ22

Task Order Number 0022

Step 3 - Government Organization

Primary Organization TACOM

PM / Branch PM AMS

PdM / Office

Step 4 - In-Theater

In-Theater Email skip.tangerino@us.army.mil

[Back](#) | [Cancel Deployment Request](#) | [Submit Deployment](#)

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Home : View Person - Jones, Bridget (Company Contractor Personnel)

Person Data

Full Name: Jones, Bridget	Deployment Status: Not Deployed
Email: jones_bridget@saic.com	Gender: Female
Company: SAIC	Citizenship: United States
SSN: xxx-xx-1357	DMDC Verified: No
Date of Birth: 01/22/1973	CAC Expiration Date: Unknown

Sub-Contractor Details

Primary Company: BAH	Task Order Number: C0001-Task001
Contract Number: CONTRACT#0001	Task Order Dates: 08/01/2007 - 07/31/2009
Contract Dates: 08/01/2007 - 07/31/2012	

[Edit Person](#)

Deployment Information

No previous deployments exist for this person Deployment Actions

<p>Current Deployment</p> <p>Person Status: Active</p> <p>Arrived: Not yet arrived</p> <p>Actual Arrival Date: Not yet arrived</p> <p>Estimated Deployment: 10/16/2007 - 12/31/2007</p> <p>Countries to be Visited: Afghanistan</p> <p>Government Organization: AMC</p> <p>PM/Branch: SDDC</p> <p>PdM/Office: None selected</p> <p>Contract Number: CONTRACT#0001</p> <p>Task Order: C0001-Task001</p> <p>Deployment Purpose: fighting terrorists</p> <p>Current Duty Station View Duty Station History</p> <p>Location: Andkhvoy, AF</p> <p>Arrival Date: Not yet arrived</p> <p>Operation: Army Battle Command and Enablers System of Systems Test (IOTE)</p> <p>System Supported: Bradley</p> <p>Deployment Movements</p> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;">No Movements are available for this person 14 days prior to 14 days after the deployment dates.</div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e6f2ff;"> <th colspan="2">Pre-Deployment</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">✔</td> <td>Create Deployment Complete</td> </tr> <tr> <td style="text-align: center;">✔</td> <td>Request LOA LOA Not Requested</td> </tr> <tr> <td style="text-align: center;">✔</td> <td>Eligibility Requirements Incomplete</td> </tr> <tr> <td style="text-align: center;">✔</td> <td>Deployment Itinerary Incomplete</td> </tr> <tr style="background-color: #e6f2ff;"> <th colspan="2">Deployment</th> </tr> <tr> <td style="text-align: center;">✔</td> <td>In-Theater Arrival Incomplete</td> </tr> <tr> <td style="text-align: center;">✔</td> <td>Duty Station Check In Incomplete</td> </tr> <tr style="background-color: #e6f2ff;"> <th colspan="2">Re-Deployment</th> </tr> <tr> <td style="text-align: center;">✔</td> <td>Plan Re-Deployment Incomplete</td> </tr> <tr> <td style="text-align: center;">✔</td> <td>Closeout Deployment Incomplete</td> </tr> </tbody> </table>	Pre-Deployment		✔	Create Deployment Complete	✔	Request LOA LOA Not Requested	✔	Eligibility Requirements Incomplete	✔	Deployment Itinerary Incomplete	Deployment		✔	In-Theater Arrival Incomplete	✔	Duty Station Check In Incomplete	Re-Deployment		✔	Plan Re-Deployment Incomplete	✔	Closeout Deployment Incomplete
Pre-Deployment																							
✔	Create Deployment Complete																						
✔	Request LOA LOA Not Requested																						
✔	Eligibility Requirements Incomplete																						
✔	Deployment Itinerary Incomplete																						
Deployment																							
✔	In-Theater Arrival Incomplete																						
✔	Duty Station Check In Incomplete																						
Re-Deployment																							
✔	Plan Re-Deployment Incomplete																						
✔	Closeout Deployment Incomplete																						

5.2 SPOT SYSTEM-GENERATED LOA

A LOA serves as an official Government document authorizing a person to be deployed under a specified contract or Government mission. SPOT has a built-in business process (work flow) capable of generating LOAs. The process enables seamless communication and processing of LOA requests across approval channels, and automated production of the document. Each LOA generated by SPOT features a unique identifier (barcode) and an authorized signature. The barcode can be used to verify the LOA's authenticity upon the deployed person's arrival at the duty station or AOR and track the person's movement(s).

5.3 SPOT SYSTEM-GENERATED LOA

A SPOT system-generated LOA can be requested when a deployment is created as an integral step in the create deployment process. It is also an optional action that can be completed separately at any time during the pre-deployment phase of the deployment work flow.

Generation of a LOA through SPOT follows the process flow shown below:

- Submit a request by an authorized SPOT user (i.e., Contractor Company Administrator or Government Organization Administrator/Authority).
- Review and authorize the LOA request (LOA authorization can only be completed by a Government Authority user).
- Review and approve the LOA request (LOA approval can only be completed by a Contracting Officer user).
- Digitally sign the approved LOA; digital signatures are generated by SPOT on behalf of a Contracting Officer.
- Generate the read-only portable document file (PDF).

The two-page, read-only PDF version of the LOA is embedded into the Deployment record of the deployable person in SPOT. The LOA remains active and accessible (unless revoked) for the term of the deployment.

5.4 HOW TO REQUEST A LOA

A SPOT system-generated LOA can be requested when a deployment is created as a step in the create deployment process (see section 5.1). It is also an optional step that can be completed separately during the pre-deployment phase of the deployment work flow.

To request a LOA during the pre-deployment phase, perform the following steps:

Step	Action
1	<p>From the View Person page, click the Request LOA link found in the pre-deployment checklist.</p> <p>Results: Tab 1 (Government Authority) of the request LOA work flow will display.</p>

Home | Person | Contracts | Reports | Account Information

Home : View Person - Tangerino, Skip (Company Contractor Personnel)

Person Data

Full Name: Tangerino, Skip	Deployment Status: Not Deployed
Email: s.tangerino@us.army.mil	Gender: Male
Company: BAH	Citizenship: United States
SSN: xxx-xx-6666	DMDC Verified: No
Date of Birth: 09/08/1982	CAC Expiration Date: Unknown

[Edit Person](#)

Deployment Information No previous deployments exist for this person Deployment Actions

<p>Current Deployment</p> <p>Person Status: Active Arrived: Not yet arrived Actual Arrival Date: Not yet arrived Estimated Deployment: 06/25/2007 - 06/25/2008 Countries to be Visited: Afghanistan, Iraq Government Organization: TACOM PM/Branch: PM AMS PdM/Office: None selected Contract Number: JENNZ22 Task Order: 0022 Deployment Purpose: Manage Equipment Fixes</p> <p>Current Duty Station View Duty Station History</p> <p>Location: Baghdad, IZ Arrival Date: Not yet arrived Operation: Operation Iraqi Freedom System Supported: OPTRAKS</p> <p>Deployment Movements</p> <p>No Movements are available for this person 14 days prior to 14 days after the deployment dates.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #add8e6;"> <th colspan="2">Pre-Deployment</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">✓</td> <td>Create Deployment Complete</td> </tr> <tr> <td style="text-align: center;">✓</td> <td>Request LOA LOA Not Requested</td> </tr> <tr> <td style="text-align: center;">✓</td> <td>Eligibility Requirements Incomplete</td> </tr> <tr> <td style="text-align: center;">✓</td> <td>Deployment Itinerary Incomplete</td> </tr> <tr style="background-color: #add8e6;"> <th colspan="2">Deployment</th> </tr> <tr> <td style="text-align: center;">✓</td> <td>In-Theater Arrival Incomplete</td> </tr> <tr> <td style="text-align: center;">✓</td> <td>Duty Station Check In Incomplete</td> </tr> <tr style="background-color: #add8e6;"> <th colspan="2">Re-Deployment</th> </tr> <tr> <td style="text-align: center;">✓</td> <td>Plan Re-Deployment Incomplete</td> </tr> <tr> <td style="text-align: center;">✓</td> <td>Closeout Deployment Incomplete</td> </tr> </tbody> </table>	Pre-Deployment		✓	Create Deployment Complete	✓	Request LOA LOA Not Requested	✓	Eligibility Requirements Incomplete	✓	Deployment Itinerary Incomplete	Deployment		✓	In-Theater Arrival Incomplete	✓	Duty Station Check In Incomplete	Re-Deployment		✓	Plan Re-Deployment Incomplete	✓	Closeout Deployment Incomplete
Pre-Deployment																							
✓	Create Deployment Complete																						
✓	Request LOA LOA Not Requested																						
✓	Eligibility Requirements Incomplete																						
✓	Deployment Itinerary Incomplete																						
Deployment																							
✓	In-Theater Arrival Incomplete																						
✓	Duty Station Check In Incomplete																						
Re-Deployment																							
✓	Plan Re-Deployment Incomplete																						
✓	Closeout Deployment Incomplete																						

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Step	Action
2	Enter the Government Authority information and click the Continue button. Results: Tab 2 (Contract) of the request LOA work flow will display.

Home | Person | Contracts | Reports | Account Information

Home : Person : Request LOA

Request LOA - Government Authority

1. Government Authority | 2. Contract | 3. Personal Info | 4. Passport | 5. Next of Kin | 6. Clearance

Users were successfully populated from the selected government organization(s).

What is the person's Supporting Government Organization?

* Primary Supporting Organization

PM/Office

PdM/Branch

What is the government authorizing user for this deployment?

* Authorizing User

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Step	Action
3	Add or update the contract information (as needed) and click the Continue button. Results: Step 3 (Personal Info.) of the request LOA work flow will display.

Home | Person | Contracts | Reports | Account Information

Home : Person : Request LOA

Request LOA - Government Authority

1. Government Authority | 2. Contract | 3. Personal Info | 4. Passport | 5. Next of Kin | 6. Clearance

Primary Company BAH

* Contract Number

* Contract KO STONE, JENNIFER

* Task Order

* Task Order KO EUSAEUR, KO

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If there is an existing subcontractor relationship associated to the contract, you will be asked to select one of the two following methods for deploying the person:

- Deploy person for a specific contract and task order.
- Deploy person for his/her existing subcontractor relationship.

Step	Action
4	Add or update the personal information, as needed, then click the Save and Continue button. <i>Results:</i> Step 4 (Passport) of the request LOA work flow will display.

Home : Person : Request LOA

Request LOA - Verify Profile

1. Government Authority | 2. Contract | **3. Personal Info** | 4. Passport | 5. Next of Kin | 6. Clearance

First Name: Skip

Middle Initial:

Last Name: Tangerino

Suffix:

SSN: xxx-xx-6666

Date of Birth: 09/08/1982
(mm/dd/yyyy)

Gender: Male

Personnel Category: Company Contractor Personnel

*** Place of Birth:**

*** Citizenship:** United States

*** Address 1:**

Address 2:

*** Country:** Select a Country

State: Select a State

*** City:**

Zip:

*** Home Phone:**

Work Phone:

*** Primary Email:** s.tangerino@us.army.mil
(AKO preferred)



You must enter the “State” code when the United States is selected as the “Country.”

Step	Action
5	Add or update the passport information, as needed, then click the Save and Continue button. Results: Step 5 (Next of Kin) of the request LOA work flow will display.

Home | Person | Contracts | Reports | Account Information

Home : Person : Request LOA

Request LOA - Verify Passport

1. Government Authority | 2. Contract | 3. Personal Info | **4. Passport** | 5. Next of Kin | 6. Clearance

Passport

- * What is the **passport** number?
- * When does the **passport** expire?
 (mm/dd/yyyy)
- * What **country** issued the passport?
 ▼

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Step	Action
6	Add or update the next of kin information, as needed, then click the Save and Continue button. Results: Step 6 (Clearance) of the request LOA work flow will display.

Home | Person | Contracts | Reports | Account Information

Home : Person : Request LOA

Request LOA - Verify Next of Kin

1. Government Authority | 2. Personal Info | 4. Passport | **5. Next of Kin** | 6. Clearance

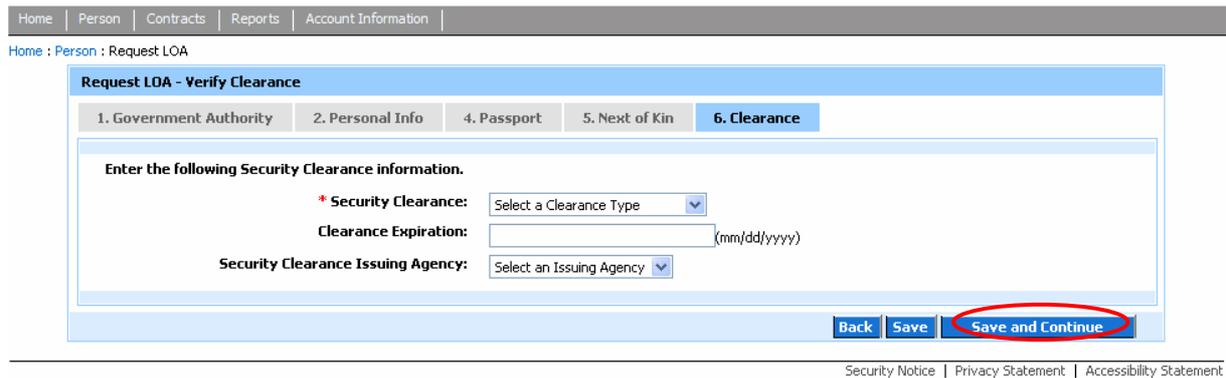
Next of Kin

- * **First Name:**
- Middle Initial:**
- * **Last Name:**
- * **Phone Number:**
- Alternate Phone Number:**
- * **Relationship:** ▼
- * **Language Spoken:** ▼
- Nearest Duty Station:**

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Step	Action
7	<p>Add or update the security clearance information, as needed, then click the Save and Continue button.</p> <p>Results: The system redirects you to the create new deployment work flow beginning with Tab 1 - Deployment Details.</p>



Once you've entered and saved the LOA request information, SPOT cycles through the create deployment work flow. Any data supplied in the LOA request is automatically pre-populated in the Create Deployment tabs. However, you may find that SPOT has flagged a few additional data fields that you will need to populate with information.

Look for the red asterisk as you pass through the four tabs in the create deployment work flow. This is the final opportunity you will have to update information previously entered. At Tab 5, confirm the basic details for the deployment and then select the **Continue with the LOA submission request** radio button. To complete the LOA request process, click on the **Submit Deployment Request** button.

To track the progress of a LOA that has been requested for a deployable person, navigate to the person's View Person Summary page and view the status of the requested LOA displayed in the Deployment Information section.

Pre-Deployment		
✓	Create Deployment	Complete
✓	Request LOA	KO Approved
✓	Eligibility Requirements	Complete
✓	Deployment Itinerary	Complete
Deployment		
✓	In-Theater Arrival	Complete
✓	Duty Station Check In	Complete
Re-Deployment		
✗	Plan Re-Deployment	Incomplete
✗	Closeout Deployment	Incomplete

5.5 HOW TO SEARCH FOR LOAS BY STATUS OR SEARCH CRITERIA

LOAs may be searched for by entering specific criteria or by utilizing the LOA Inbox **Status** drop-down list. The status option provides the Government Authority/Administrator the opportunity to filter the list of LOAs either currently in the LOA process, denied, or after they have been approved or revoked. Only approved LOAs may be viewed in their final PDF form. Refer to Table 2 for status descriptions.

LOA Request Date	Name	Contract #	Status
03/25/2008	FortunoFour, Jose	JOSETEST-1234	Government Authorized
03/25/2008	FortunoThree, Jose	JOSETEST-1234	Government Authorized
03/25/2008	Fortuno, Jose	JOSETEST-1234	Government Authorized

Table 2: LOA Status Definitions

Status	Definition
Denied	LOAs that were denied by the Government Authority or the Contracting Officer. Denied requests will appear in the Inbox for 90 days, based on the date the request was set.
Government Authorized	LOAs that have been authorized by the Government Authority and are waiting for the Contracting Officer to review and submit action.
KO Approved	LOAs that have been approved by the Contracting Officer. Requests with a status of “KO Approved” appear in the inbox for 60 days, based on the date the status of the request was set to “KO Approved.” Additionally, requests with a status of “KO Approved” only remain in the inbox while they are considered active, that is, the In Theater Arrival Date has been entered, but the Actual Departure Date from AOR has not been entered.
Pending Signed Document	LOAs that have been signed by the Contracting Officer and are waiting for Adobe Acrobat to generate the final approved LOA.
Pending Request	LOA that is in the Government Authority Inbox, but has not been processed.

Revoked	LOAs that were approved and later revoked. Revoked requests will appear in the Inbox for 90 days, based on the date the request was submitted.
----------------	--

To Search for a LOA by status, perform the following steps:

Step	Action
1	<p>From the Government Organization Home page, click on the drop-down arrow to open the status window and choose the status of LOAs to be viewed.</p> <p><i>Results:</i> The LOA Search Results will display.</p>

LOA Inbox

Bulk LOA Processing

Search for an LOA

Last Name: Contract #: KO Assigned:

Requesting Authority: Status: **Find**

LOA Request Date	Name	Contract #	Status
03/25/2008	FortunoFour, Jose	JOSETEST-1234	Government Authorized
03/25/2008	FortunoThree, Jose	JOSETEST-1234	Government Authorized
03/25/2008	Fortuno, Jose	JOSETEST-1234	AMC SPAWAR, SPAWAR Government Authorized



You can restrict the search results set by entering specific search criteria for one or more of the data fields found in the LOA inbox.



Step	Action
2	<p>Click on the name of the person to access the individual's LOA.</p> <p><i>Results:</i> The person's LOA Details page will be displayed.</p>



For all statuses except LOA Approved, use the **Back** button on the bottom of the LOA details page to return to the Government Organization Home page.



If a LOA with a status of “KO approved” is selected, the PDF version of the LOA may be viewed by selecting the **View LOA** button.

Search for an LOA
 Last Name: Contract #: KO Assigned:
 Requesting Authority: Status: KO Approved

Search Results:

LOA Request Date	Name	Contract #	Requesting Authority	KO Assigned	Status
03/27/2008	FortunoSixty, Jose	JOSETEST-1234	AMC	SPAWAR, Contracting Officer	KO Approved
03/28/2008	FortunoTwo, Jose	JOSETEST-1234	AMC	SPAWAR, Contracting Officer	KO Approved
03/27/2008	FortunoTwenty, Jose	JOSETEST-1234	AMC	SPAWAR, Contracting Officer	KO Approved
03/27/2008	Fortuno, Jose	JOSETEST-1234	AMC	SPAWAR, Contracting Officer	KO Approved
03/28/2008	FortunoSeventy, Jose	JOSETEST-1234	AMC	SPAWAR, Contracting Officer	KO Approved

1 2 3 4 5

LOA Request Date	Name	Contract #	Requesting Authority	KO Assigned	Status
03/27/2008	Rowley, B	TER0326-NO-TO	U.S. Navy	SPAWAR, Contracting Officer	Government Authorized
03/29/2008	BIRD, GREGORY	USZA22-03-C-0056	U.S. Navy	SPAWAR, Contracting Officer	Government Authorized
03/31/2008	Archer, Alex	rogers1	U.S. Navy	SPAWAR, Contracting Officer	Government Authorized
03/31/2008	Archer, Alex	rogers1	U.S. Navy	SPAWAR, Contracting Officer	Government Authorized
03/31/2008	Washington, Greg	SP-TEST-123	U.S. Navy	SPAWAR, Contracting Officer	Government Authorized

Step	Action
3	Click the View LOA button to open the read-only version of the LOA. <i>Results:</i> The read-only PDF document will display.

Home | Person | Contracts | Reports | Account Information |

Home : LOA

LOA Details

Name: Hamilton, Doug	LOA Number: ANK0L1
Date Submitted: 4/3/2008	Status: KO Approved

Deployment Information

Deployment Dates: Start: 5/1/2008 End: 4/30/2009

Countries to be Visited:

Country Name
Iraq

Purpose: provide technical support

Supporting Organization: ASC

PM/Office: LOGCAP

PdM/Branch:

Contract Information: Start: 5/1/2008 End: 4/30/2013

Contract Number: MySampleContract-001-NoTaskOrder

Task Order:

Contract Issuing Agency: Dept. of the Army

Theater Duty Station: Abu Ghurayb

Job Title: Combat Developer

Supervisor/Non-Supervisor: Non-Supervisor

Profile Information

Primary Email: doug.hamilton@bah.com

SSN/FIN: XXX-XX-0001

Date of Birth: 1/1/1980

Place of Birth: California

Gender: Male

Name of Company: BAH

Home Address: 100 Main Street, , Anytown, NE,

Passport #/Expiration: 090909 - 12/31/2012

Clearance Level w/ Agency: None

Clearance Expiration Date (mm/dd/yyyy):

Deployment Contact Information

In Theater Email: hamilton.doug@anyemail.com

Next of Kin (NOK)

Name (last, first, MI): Hamilton, Guod

Relationship: Brother

Phone: 933-333-2232

Alternate Phone:

In-Theater Contact

Name (Last, First, MI): Meade, Byron

Phone: 718-222-1020

Email: meade.byron@us.army.mil

Company Contact Information

Company Name: BAH

POC: Soprano, Tony

Phone: 301-112-3343

Email: soprano.tony@bah.com

Government Contact Information

Government Agency Supporting Mission: ASC

POC First Name: Joseph

POC Last Name: Thomas

Phone: 202-123-4455

Email: thomas.joseph@office.gov

View LOA

Step	Action
4	<p>Close Adobe® Reader™ to return to the LOA Details page. Select the Home tab in the navigation bar.</p> <p>Results: The Government Organization Home Page will display.</p>

LETTER OF AUTHORIZATION			DATE OF REQUEST
REQUIRING ACTIVITY <i>Army Support Command</i>	GOVT AGENCY POC Thomas, Joseph	GOVT AGENCY POC PHONE 202-123-4455	GOVT AGENCY POC EMAIL thomas.joseph@office.gov
NAME (Last, First, Middle Initial) Hamilton, Doug	SSN/FN xxx-xx-0001	DATE OF BIRTH 1/1/1980	
HOME ADDRESS 100 Main Street Anytown Nebraska		CITIZENSHIP United States	PASSPORT # / EXPIRATION 090909 / 12/31/2012
EMAIL doug.hamilton@stah.com		DEPLOYMENT PERIOD START 5/1/2008	DEPLOYMENT PERIOD END 4/30/2009
CLEARANCE LEVEL w/ AGENCY None	CLEARANCE DATE (MM/DD/YYYY)	THEATER EMAIL hamilton.doug@armyemail.com	
COMPANY (full name) Booz Allen Hamilton	COMPANY POC Soprano, Tony	JOB TITLE Combat Developer	SUPERVISOR/NON-SUPERVISOR Non-Supervisor/Non-Manager
CONTRACT NUMBER/ TASK ORDER MySampleContract001-NotTaskOrderPhone	CONTRACT PERIOD START 5/1/2008	COMPANY POC TELEPHONE 301-112-3343	COMPANY POC EMAIL soprano.tony@stah.com
NEXT OF KIN (NOK) NAME Hamilton, Guod	NOK RELATIONSHIP Brother	CONTRACT PERIOD END 4/30/2013	CONTRACT ISSUING AGENCY Dept. of the Army
IN-THEATER CONTACT Meads, Byron		NOK TELEPHONE 933-333-2232	NOK ALTERNATE TELEPHONE
		CONTACT'S PHONE 715-222-1020	CONTACT'S EMAIL meads.byron@us.army.mil
COUNTRIES TO BE VISITED Iraq		GOVERNMENT FURNISHED SERVICES <input type="checkbox"/> ABC/FPA <input checked="" type="checkbox"/> Billing <input type="checkbox"/> Commissary <input type="checkbox"/> DFACS <input type="checkbox"/> Excess Baggage <input type="checkbox"/> Govt Furnished Meals <input type="checkbox"/> Mil Clothing <input type="checkbox"/> Mil Issued Equip <input checked="" type="checkbox"/> MWR <input checked="" type="checkbox"/> Resuscitative Care	<input type="checkbox"/> Authorized Weapon <input type="checkbox"/> CAC/ID Card <input type="checkbox"/> Dependents Authorized <input type="checkbox"/> DoDI Essential <input checked="" type="checkbox"/> Fuel Authorized <input type="checkbox"/> Mil Banking <input type="checkbox"/> Mil Exchange <input type="checkbox"/> Mltair <input checked="" type="checkbox"/> Primary Care <input type="checkbox"/> Transportation
PURPOSE provide technical support			
FUND CITE w/ BILLING ADDRESS Fund Cite Agency Name Address line 1, City/location, Alabama - 11111 United States			

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.



LOA REMARKS
KO comments listed here will appear on the final LOA document



Contracting Officer

Signature SPOTSigner SPOTSigner
certSPOTSigner
2008.04.04 14:15:52 -0400

Print Name Signed by the SPOT System on behalf of George A. Custer

Email george.custer@us.army.mil

Date 4/4/2008

Phone 202 556 5454



SPOT SIGNER is displayed in the signature block on page two along with the statement that the document was “signed by SPOT on behalf of” the named Contracting Officer. The date the LOA was approved and contact information for the Contracting Officer is also displayed.

The two-page, read-only PDF version of the LOA is also embedded in the deployment record of the deployable person in SPOT. It remains active and accessible (unless revoked) for the term of the deployment.

5.6 HOW TO MANAGE LOA REQUESTS

The built-in process flow featured in SPOT enables authorized users to select and process one or more LOA requests at a time. The actions that can be performed are dependent on the authorized user’s role and the current state of the LOAs. An authorized user affiliated with the Government Organization may change deployment information and authorize or deny LOAs for deployable persons.

The LOA inbox featured on the Government Organization Home Page contains all LOA requests awaiting action (if there are LOAs pending) from the Government Authority.



Only Government Authority users have the ability to authorize LOAs.

To authorize a single LOA, perform the following steps:

Step	Action
1	Select the LOA from the LOA Inbox by clicking on the person’s name. Results: The LOA Details for the deployable person will display.

LOA Inbox

Bulk LOA Processing

Search for an LOA

Last Name: Contract #: KO Assigned:

Requesting Authority: Status:

LOA Request Date	Name	Contract #	Requesting Authority	KO Assigned	Status
03/31/2008	Washington, Gerald	BRAD-TEST-123	AMC	Contractor, Company23	Pending

Authorization of the LOA involves a review of the document for completeness and accuracy.

Step	Action
2	<p data-bbox="304 306 1353 376">Make any necessary updates to the details of the deployment, then check the box to acknowledge that the information is accurate and click the Authorize button.</p> <p data-bbox="304 405 1302 439"><i>Results:</i> The SPOT Home Page featuring the updated LOA inbox will display.</p>

Home | Person | Contracts | Reports | Account Information

Home : LOA

LOA Details

Name: Washington, Gerald
Date Submitted: 3/31/2008

LOA Number: WMCQSV
Status: Pending

Deployment Information

* Deployment Dates: Start: 3/1/2008 End: 8/2/2008

Countries to be Visited:

Country Name
Afghanistan

Select Country from List to Add ...
Add Country

Purpose: Support

Supporting Organization: AMC
PM/Office:
PdM/Branch:

Contract Information: Start: 1/1/2008 End: 1/1/2009
Contract Number: BRAD-TEST-123
Task Order: TASK-ORDER-1
Contract Issuing Agency: Dept. of the Army
Theater Duty Station: Ali Al Saleem
Job Title: Chief
Supervisor/Non-Supervisor:
 Supervisor
 Non-Supervisor

Profile Information

Primary Email: gw@ge2232.com
SSN/FIN:
Date of Birth: 12/12/1946
Place of Birth: Iraq
Gender: Female
Name of Company: BAH
Home Address: 8251 Greensboro Dr., McLean, VA, 22102
Passport #/Expiration: 111111111 - 1/1/2011
Clearance Level w/Agency: None
Clearance Expiration Date (mm/dd/yyyy):

Company Contact Information

Company Name: BAH
POC: Washington, George
Phone: 703-555-1212
Email: gw@ge2232.com

Government Contact Information

Government Agency Supporting Mission: AMC
POC First Name: George
POC Last Name: Washington
Phone: 703-555-1212
Email: gw@ge2232.com

Deployment Contact Information

In Theater Email: gw@ge2232.com
Next of Kin (NOK)
Name (last, first, MI): Washington, George
Relationship: Fiance
Phone: 703-555-1212
Alternate Phone: 703-555-1212
In-Theater Contact
Name (Last, First, MI): Washington, George
Phone: 703-555-1212
Email: gw@ge2232.com

Government Furnished Services

No government furnished services have been assigned.

<input type="checkbox"/> APO/FPA	<input type="checkbox"/> DoDI Essential	<input type="checkbox"/> Mil Issued Equip
<input type="checkbox"/> Authorized Weapon	<input type="checkbox"/> Excess Baggage	<input type="checkbox"/> Milair
<input type="checkbox"/> Billeting	<input type="checkbox"/> Fuel Authorized	<input type="checkbox"/> MWR
<input type="checkbox"/> CAC/ID Card	<input type="checkbox"/> Govt Furnished Meals	<input type="checkbox"/> Primary Care
<input type="checkbox"/> Commissary	<input type="checkbox"/> Mil Banking	<input type="checkbox"/> Resuscitative Care
<input type="checkbox"/> Dependents Authorized	<input type="checkbox"/> Mil Clothing	<input type="checkbox"/> Transportation
<input type="checkbox"/> DFACS	<input type="checkbox"/> Mil Exchange	

LOA Remarks

Government Admin Comments

LOA History

Date	Status	Reason	User
3/31/2008	Pending	Support	Brad Cohen

Comments and Authorization

I have reviewed this LOA and acknowledge that the information is accurate

Government Admin Reason

The Bulk LOA Process gives the Government Authority the ability to take action on two or more LOA requests at the same time. The Bulk LOA Processing feature can be used by the Government Authority to approve or deny two or more LOAs, but it can not be used to change deployment information. The Bulk LOA Processing link is located in the upper right section of the LOA Inbox.

To authorize bulk LOAs, perform the following steps:

Step	Action
1	Click the Bulk LOA Processing link. <i>Results:</i> The Bulk LOA Processing Search page will display.

LOA Inbox

[Bulk LOA Processing](#)

Search for an LOA

Last Name: Contract #: KO Assigned:

Requesting Authority: Status:

LOA Request Date	Name	Contract #	Requesting Authority	KO Assigned	Status
04/01/2008	Training, Tracy	TEH_Contract1	ASC	Custer, George	Pending
04/03/2008	Hall, Walter	MySampleContract-002-HasTaskOrders	ASC	Custer, George	Pending
04/03/2008	Hamilton, Doug	MySampleContract-001-NoTaskOrder	ASC	Custer, George	Pending
04/04/2008	Archer, Alecia	TER-1109	ASC	USASOC, KO	Pending
04/04/2008	Anderson, Alex	TER-1109	ASC	USASOC, KO	Pending

1 2

Step	Action
2	Enter the search criteria by selecting the contract and task order (if applicable) from the drop-down or enter the LOA request date. Select the action to be taken and click the Find button. <i>Results:</i> The Bulk LOA Processing Search Results page will display with the LOAs that meet the specified criteria.

Home | Person | Contracts | Reports | Account Information

Home : LOA

Bulk LOA Processing



Search for LOA requests to process

*Contract Number: BRAD-TEST-123

Task Order Number:

LOA Request Date:

Date Range (mm/dd/yyyy):

Start: to End:

Show All Requests for My Organization(s)

Show My Requests

*Action

Authorize

Deny

Find



If persons eligible for deployment exceed the number you can view on a single page, you can toggle between pages by clicking on the hyperlinked page numbers (or the back and forward links) appearing at the bottom left corner of the name list. SPOT tracks the selections across the pages and reports the number of LOAs selected. On the last page of search results, the Continue button will change to the appropriate action button.

Step	Action
3	<p>Select the individuals to be included in the bulk LOA batch by clicking on the box next to their names. Selecting ALL will highlight all the names on the page. Review the names of persons for whom the LOA requests have been approved, then click the Authorize button.</p> <p>Results: The Bulk LOA Confirmation page will display.</p>

Contract #: TER-1109; KO Assigned: USASOC, KO

Show: 25

<input type="checkbox"/> All	Name	LOA Request Date	Task Order #	Country	Deployment Date	SSN/FIN
<input type="checkbox"/>	Anderson, Alex	04/04/2008	TER-1109-1234	Iraq	1/1/2008 - 1/1/2009	XXX-XX-8328
<input type="checkbox"/>	Archer, Alecia	04/04/2008	TER-1109-1234	Afghanistan,Iraq	1/1/2008 - 1/1/2009	XXX-XX-8504

Cancel

Step	Action
4	<p>Click OK.</p> <p>Results: The Bulk LOA Confirmation page will display.</p>

Home | Person | Contracts | Reports | Account Information

Home : Bulk LOA Processing

Bulk LOA Processing

Confirmation

You successfully authorized 2 LOA requests.

OK

To deny bulk LOAs, perform the following steps:

Step	Action
1	Click the Bulk LOA Processing link. <i>Results:</i> The Bulk LOA Processing Search page will display.

LOA Inbox

[Bulk LOA Processing](#)

Search for an LOA

Last Name: Contract #: KO Assigned:

Requesting Authority: Status:

LOA Request Date	Name	Contract #	Requesting Authority	KO Assigned	Status
04/01/2008	Training, Tracy	TEH_Contract1	ASC	Custer, George	Pending
04/03/2008	Hall, Walter	MySampleContract-002-HasTaskOrders	ASC	Custer, George	Pending
04/03/2008	Hamilton, Doug	MySampleContract-001-NoTaskOrder	ASC	Custer, George	Pending
04/04/2008	Ali, Alva	tommy	ASC	ContrAdmin-SPAWAR, ContrAdmin-SPAWAR	Pending
04/04/2008	Caine, Bill	Test 997	ASC	Osenenko, Osenenko	Pending

Step	Action
2	Enter the search criteria by selecting the contract and task order (if applicable) from the drop-down or enter the LOA request date. Select the action to be taken and click the Find button. <i>Results:</i> The Bulk LOA Processing – Search Results page will display with the LOAs that meet the specified criteria.

Home | Person | Contracts | Reports | Account Information

Home : LOA

Bulk LOA Processing

Search for LOA requests to process

*Contract Number:

Task Order Number:

LOA Request Date: Date Range (mm/dd/yyyy): Start: to End:

Show All Requests for My Organization(s)

Show My Requests

*Action

Authorize

Deny



If persons eligible for deployment exceed the number you can view on a single page, you can toggle between pages by clicking on the hyperlinked page numbers (or the back and forward links) appearing at the bottom left corner of the name list. SPOT tracks the selections across the pages and reports the number of LOAs selected. On the last page of search results, the Continue button will change to the appropriate action button.

Step	Action
3	<p>Select the individuals to be included in the bulk LOA batch by clicking on the box next to their names. Selecting ALL will highlight all the names on the page. Enter the reason for denial, then click the Deny button.</p> <p><i>Results:</i> A confirmation question is displayed.</p>

Bulk LOA Processing

Search Requests to Deny

Contract #: TER1105; KO Assigned: USASOC, KO Show: 25

<input type="checkbox"/> All	Name	LOA Request Date	Task Order #	Country	Deployment Date	SSN/FIN
<input type="checkbox"/>	Archer, Alex	04/04/2008	TER1105-1234	Iraq	1/1/2008 - 1/1/2009	XXX-XX-0583
<input type="checkbox"/>	Johnson, Johnny	04/04/2008	TER1105-1234	Iraq	1/1/2008 - 1/1/2009	XXX-XX-8504

[Cancel](#)

Comments:

* Reason:

[Deny](#)

Step	Action
4	<p>Click OK to confirm that records will be denied or Cancel to return to the Bulk LOA Processing page.</p> <p><i>Results:</i> The Bulk LOA Confirmation page will be displayed.</p>

Home | Person | Contracts | Reports | Account Information

Home : LOA

Bulk LOA Processing

Search Requests to Deny

Contract #: TER1105; KO Assigned: USASOC

<input checked="" type="checkbox"/> All	Name	SSN/FIN
<input checked="" type="checkbox"/>	Archer, Alex	XXX-XX-0583
<input checked="" type="checkbox"/>	Johnson, Johnny	XXX-XX-8504

[Cancel](#)

Microsoft Internet Explorer

You are about to deny the LOAs you have selected. Press OK to continue. Press Cancel to remain on page.

Step	Action
5	<p>Click OK.</p> <p>Results: The Bulk LOA processing page will be displayed.</p>



5.7 REVOKED LOAS

When a deployment is closed out by the contractor Company Administrator or Government Authority/Administrator, the SPOT system-generated LOA for the deployed person is automatically null and void. A LOA may also be revoked for one of the following reasons and may only be revoked by the Contracting Officer:

- The deployable person's employer changes.
- The deployable person's name changes.

SPOT system-generated LOAs may be revoked, declared null and void, after they have been approved by a Contracting Officer (KO). When a LOA is revoked, e-mail notifications are automatically sent to the following individuals:

- The user who initiated the LOA request
- The deployable person for whom the LOA was submitted
- The company to which the deployable person belongs
- The contracting issuing authority (the Government organization that issued the contract associated with the revoked LOA)

Once a LOA is flagged as "revoked" it is no longer valid and can no longer be viewed/retrieved from SPOT. The LOA will be stored in the system's archive records along with other historical documents for deployable persons.



A history of revoked LOAs is tracked for a period of 60 days prior to the LOAs being archived.

5.8 DEPLOYMENT ELIGIBILITY REQUIREMENTS

Deployment eligibility information must be documented as a prerequisite to the person's departure for the AOR. To enter eligibility information in SPOT, you must navigate to the eligibility requirements work flow. You can access this work flow by selecting the Eligibility Requirements link located in the pre-deployment section of the View Person Summary page.

The eligibility requirements work flow consists of the following six steps: training, health, Visa, equipment, clearance, and forms.

Once the eligibility information has been entered and submitted, the person's View Person Summary page will be updated and the pre-deployment section of the page will indicate that the Eligibility Requirements have a status of "Complete."

To update eligibility requirements, perform the following steps:

Step	Action
1	<p>From the View Person Summary page, click on the Eligibility Requirements link to enter eligibility information.</p> <p>Results: Tab 1 (Training) of the eligibility requirements work flow will display.</p>

Home | Person | Contracts | Reports | Account Information

Home : View Person - Jones, Bridget (Company Contractor Personnel)

Person Data

<p>Full Name: Jones, Bridget</p> <p>Email: jones_bridget@saic.com</p> <p>Company: SAIC</p> <p>SSN: xxx-xx-1357</p> <p>Date of Birth: 01/22/1973</p>	<p>Deployment Status: Not Deployed</p> <p>Gender: Female</p> <p>Citizenship: United States</p> <p>DMDC Verified: No</p> <p>CAC Expiration Date: Unknown</p>
--	--

Sub-Contractor Details

<p>Primary Company: BAH</p> <p>Contract Number: CONTRACT#0001</p> <p>Contract Dates: 08/01/2007 - 07/31/2012</p>	<p>Task Order Number: C0001-Task001</p> <p>Task Order Dates: 08/01/2007 - 07/31/2009</p>
---	--

[Edit Person](#)

Deployment Information

No previous deployments exist for this person Deployment Actions

<div style="background-color: #e6f2ff; padding: 5px; margin-bottom: 10px;">Current Deployment</div> <p>Person Status: Active</p> <p>Arrived: Not yet arrived</p> <p>Actual Arrival Date: Not yet arrived</p> <p>Estimated Deployment: 10/16/2007 - 12/31/2007</p> <p>Countries to be Visited: Afghanistan</p> <p>Government Organization: AMC</p> <p>PM/Branch: SDDC</p> <p>PdM/Office: None selected</p> <p>Contract Number: CONTRACT#0001</p> <p>Task Order: C0001-Task001</p> <p>Deployment Purpose: fighting terrorists</p> <p style="text-align: right;">View Duty Station History</p> <div style="background-color: #e6f2ff; padding: 5px; margin-top: 10px;">Current Duty Station</div> <p>Location: Andkhvoy, AF</p> <p>Arrival Date: Not yet arrived</p> <p>Operation: Army Battle Command and Enablers System of Systems Test (IOTE)</p> <p>System Supported: Bradley</p> <div style="background-color: #e6f2ff; padding: 5px; margin-top: 10px;">Deployment Movements</div> <p style="font-size: small;">No Movements are available for this person 14 days prior to 14 days after the deployment dates.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e6f2ff;"> <th colspan="2">Pre-Deployment</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">✓</td> <td>Create Deployment Complete</td> </tr> <tr> <td style="text-align: center;">✓</td> <td>Request LOA LOA Not Requested</td> </tr> <tr> <td style="text-align: center;">✓</td> <td>Eligibility Requirements Incomplete</td> </tr> <tr> <td style="text-align: center;">✓</td> <td>Deployment Itinerary Incomplete</td> </tr> <tr style="background-color: #e6f2ff;"> <th colspan="2">Deployment</th> </tr> <tr> <td style="text-align: center;">✓</td> <td>In-Theater Arrival Incomplete</td> </tr> <tr> <td style="text-align: center;">✓</td> <td>Duty Station Check In Incomplete</td> </tr> <tr style="background-color: #e6f2ff;"> <th colspan="2">Re-Deployment</th> </tr> <tr> <td style="text-align: center;">✓</td> <td>Plan Re-Deployment Incomplete</td> </tr> <tr> <td style="text-align: center;">✓</td> <td>Closeout Deployment Incomplete</td> </tr> </tbody> </table>	Pre-Deployment		✓	Create Deployment Complete	✓	Request LOA LOA Not Requested	✓	Eligibility Requirements Incomplete	✓	Deployment Itinerary Incomplete	Deployment		✓	In-Theater Arrival Incomplete	✓	Duty Station Check In Incomplete	Re-Deployment		✓	Plan Re-Deployment Incomplete	✓	Closeout Deployment Incomplete
Pre-Deployment																							
✓	Create Deployment Complete																						
✓	Request LOA LOA Not Requested																						
✓	Eligibility Requirements Incomplete																						
✓	Deployment Itinerary Incomplete																						
Deployment																							
✓	In-Theater Arrival Incomplete																						
✓	Duty Station Check In Incomplete																						
Re-Deployment																							
✓	Plan Re-Deployment Incomplete																						
✓	Closeout Deployment Incomplete																						

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Step	Action
2	Click the Add Training button to enter information about the training requirements. <i>Results:</i> The Training Details page will display.

Home | Person | Contracts | Reports | Account Information |

Home : View Person : Edit Eligibility Requirements

Edit Eligibility Requirements

1. Training | 2. Health | 3. Visa | 4. Equipment | 5. Clearance | 6. Forms

1. Is this person exempt from the training requirement? No Yes **Add Training**

If No, enter the Company Training Center Information:

No Company Training Center Information found.

2. Has this person received Personnel Recovery Training? No Yes

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Step	Action
3	Select the appropriate training type from the Training Type drop-down list, enter the training date, and click on the pencil icon to search for and select the training location. Click the Add button. <i>Results:</i> The training information is added.

Home | Person | Contracts | Reports | Account Information |

Home : View Person : Edit Eligibility Requirements

Edit Eligibility Requirements

1. Training | 2. Health | 3. Visa | 4. Equipment | 5. Clearance | 6. Forms

Enter the Company Training Center Information:

* Training Type: ▼

* Date: (mm/dd/yyyy)

* Location:

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When you click the pencil icon the site search popup window will display. To search for the training location, click on the **Select Country** button to display the list of countries; select the desired country and it will appear in the Country Code field.

Site Search

Enter or select the desired country code along with any additional search criteria, then click 'Search'. You should include US State if you are searching for the US. Please note: Guam, Puerto Rico, and American Samoa are considered states of the US.

*Country Code:

(US only) State Code:

City:

Figure 12: Site Search Pop-Up Window



If “United States” is the selected country, you will need to enter the two-letter **State Code** for the next and final step of the search.

To refine the city search, type the first letter of the city name in the city name field, then click on the **Search** button. A list of cities beginning with the letter entered will display. Select the desired city by clicking on the word “Select” in the right column across from its name.

After the appropriate country, state (if applicable), and city have been selected the system will populate the location information in the Location field on the Training Details page. To exit the Training Details page and return to the Training Tab you must click the **Close** button.

Home | Person | Contracts | Reports | Account Information

Home : View Person : Edit Eligibility Requirements

Edit Eligibility Requirements

1. Training | 2. Health | 3. Visa | 4. Equipment | 5. Clearance | 6. Forms

Enter the Company Training Center Information:

* Training Type:

* Date: (mm/dd/yyyy)

* Location:

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Figure 13: Complete Training Record

Step	Action
4	Repeat steps 1 – 3 (as needed) to document the person’s training, then answer the question about Personnel Recovery Training.

Home | Person | Contracts | Reports | Account Information

Home : View Person : Edit Eligibility Requirements

Edit Eligibility Requirements

1. Training | 2. Health | 3. Visa | 4. Equipment | 5. Clearance | 6. Forms

1. Is this person exempt from the training requirement? No Yes Add Training

If No, enter the Company Training Center Information:

Type	Date	Location	Edit	Delete
CRC	10/01/2007	Andkhvoy		

2. Has this person received Personnel Recovery Training? No Yes

Cancel
Save
Save and Continue

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When you select the **Yes** radio button in response to question two “Has this person received Personnel Recovery Training?” the system will display a date field. You must enter the date on which the training was completed.



Step	Action
5	Click the Save and Continue button once you have answered questions one and two. Results: Tab 2 (Health) of the eligibility requirements work flow will display.

Home | Person | Contracts | Reports | Account Information

Home : View Person : Edit Eligibility Requirements

Edit Eligibility Requirements

1. Training | 2. Health | 3. Visa | 4. Equipment | 5. Clearance | 6. Forms

1. Is this person exempt from the training requirement? No Yes Add Training

If No, enter the Company Training Center Information:

Type	Date	Location	Edit	Delete
CRC	10/01/2007	Andkhvoy		

2. Has this person received Personnel Recovery Training? No Yes

Cancel
Save
Save and Continue

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Step	Action
6	Enter the requested health information and click the Save and Continue button. Results: Tab 3 (Visa) of the eligibility requirements work flow will display.

Home | Person | Contracts | Reports | Account Information |

Home : View Person : Edit Eligibility Requirements

Edit Eligibility Requirements

1. Training | **2. Health** | 3. Visa | 4. Equipment | 5. Clearance | 6. Forms

Enter Medical Information:

* 1. What is the person's blood type?

2. Is the person's DNA on file? Yes No

3. Is the person's Panograph on file? Yes No

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Many contractor company personnel will not have DNA or panograph information on file. However, this information is most likely available for persons with a military background.

Step	Action
7A	Click on the pencil icon to access the Visa information data fields. Results: The data fields will open for editing.

Home | Person | Contracts | Reports | Account Information |

Home : View Person : Edit Eligibility Requirements

Edit Eligibility Requirements

1. Training | 2. Health | **3. Visa** | 4. Equipment | 5. Clearance | 6. Forms

Select edit to update a country's visa information:

CountryDesc	Visa Number	Expiration Date	Sponsor Name	Edit
Afghanistan	Not Entered	Not Entered	Not Entered	
Iraq	Not Entered	Not Entered	Not Entered	

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Step	Action
7B	<p>After entering the Visa information, click on the Update button. You will see a confirmation message confirming the successful update. Click on the Close button to return to the Tab 3 (Visa).</p> <p>Results: Tab 3 (Visa) will display.</p>

Edit Eligibility Requirements

1. Training | 2. Health | **3. Visa** | 4. Equipment | 5. Clearance | 6. Forms

Eligibility Visa has been saved successfully.

Enter the selected Country's Visa Information:

Country: Afghanistan

Visa Number:

Expiration Date: (mm/dd/yyyy)

Sponsor Name:



Step	Action
7C	<p>After entering the required Visa information, click the Continue button.</p> <p>Results: Tab 4 (Equipment) of the eligibility requirements work flow will display.</p>

Home | Person | Contracts | Reports | Account Information

Home : View Person : Edit Eligibility Requirements

Edit Eligibility Requirements

1. Training | 2. Health | **3. Visa** | 4. Equipment | 5. Clearance | 6. Forms

Select edit to update a country's visa information:

CountryDesc	Visa Number	Expiration Date	Sponsor Name	Edit
Afghanistan	Not Entered	Not Entered	Not Entered	
Iraq	Not Entered	Not Entered	Not Entered	

Step	Action
8	<p>Answer the questions appearing on the Equipment Tab.</p> <p>Click the Save and Continue button.</p> <p>Results: Tab 5 (Clearance) of the eligibility work flow will display.</p>

Home | Person | Contracts | Reports | Account Information

Home : View Person : Edit Eligibility Requirements

Edit Eligibility Requirements

1. Training 2. Health 3. Visa **4. Equipment** 5. Clearance 6. Forms

Enter Equipment Information:

1. Has the person received government issued OCIE? Yes No

2. Has the person been issued Two Sets of ID Tags? Yes No

3. Is the person authorized to carry a weapon? Yes No

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Step	Action
9	<p>Answer the two security questions on the Clearance Tab.</p> <p>When you select Yes as the answer, a Received Date field will appear. Enter the date that the person received the clearance.</p> <p>After you have answered both questions, click the Save and Continue button.</p> <p>Results: Tab 6 (Forms) of the eligibility requirements work flow will display.</p>

Home | Person | Contracts | Reports | Account Information

Home : View Person : Edit Eligibility Requirements

Edit Eligibility Requirements

1. Training 2. Health 3. Visa 4. Equipment **5. Clearance** 6. Forms

Enter Security Information:

1. Has the person received Country Clearance? Yes No

2. Has the person received a Theater Clearance? Yes No

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Step	Action
10	<p>Enter information about the person’s completed forms and click the Save and Exit button.</p> <p>Results: The person’s updated View Person Summary page will display and the Eligibility Requirements will have a status of “Complete.”</p>

Home | Person | Contracts | Reports | Account Information

Home : View Person : Edit Eligibility Requirements

Edit Eligibility Requirements

1. Training | 2. Health | 3. Visa | 4. Equipment | 5. Clearance | **6. Forms**

Which Forms has the person completed?

1. ISO Prep Form Yes No

2. DD Form 93 Yes No

3. TA-50 (if Supporting Unit) Yes No

4. Added to Unit TPFDD (if Supporting Unit) Yes No

5. DD Form 2764 (if Supporting Unit) Yes No

Cancel Back Save **Save and Exit**

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5.9 HOW TO ADD DEPLOYMENT ITINERARY

To add a deployment itinerary, perform the following steps:

Step	Action
1	<p>From the View Person Summary page, select the Deployment Itinerary link to create a Deployment Itinerary.</p> <p>Results: The Deployment Itinerary page will display.</p>

Home : View Person - Jones, Bridget (Company Contractor Personnel)

Person Data

Full Name: Jones, Bridget	Deployment Status: Not Deployed
Email: jones_bridget@saic.com	Gender: Female
Company: SAIC	Citizenship: United States
SSN: xxx-xx-1357	DMDC Verified: No
Date of Birth: 01/22/1973	CAC Expiration Date: Unknown

Sub-Contractor Details

Primary Company: BAH	Task Order Number: C0001-Task001
Contract Number: CONTRACT#0001	Task Order Dates: 08/01/2007 - 07/31/2009
Contract Dates: 08/01/2007 - 07/31/2012	

Deployment Information

No previous deployments exist for this person
Deployment Actions

<div style="background-color: #0070C0; color: white; padding: 2px;">Current Deployment</div> <p>Person Status: Active Arrived: Not yet arrived Actual Arrival Date: Not yet arrived Estimated Deployment: 10/16/2007 - 12/31/2007 Countries to be Visited: Afghanistan Government Organization: AMC PM/Branch: SDDC PdM/Office: None selected Contract Number: CONTRACT#0001 Task Order: C0001-Task001 Deployment Purpose: fighting terrorists</p> <p style="text-align: right;">View Duty Station History</p> <div style="background-color: #0070C0; color: white; padding: 2px;">Current Duty Station</div> <p>Location: Andkhvoy, AF Arrival Date: Not yet arrived Operation: Army Battle Command and Enablers System of Systems Test (IOTE) System Supported: Bradley</p> <div style="background-color: #0070C0; color: white; padding: 2px;">Deployment Movements</div> <p style="border: 1px solid #ccc; padding: 2px;">No Movements are available for this person 14 days prior to 14 days after the deployment dates.</p>	<div style="background-color: #0070C0; color: white; padding: 2px;">Pre-Deployment</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td><input checked="" type="checkbox"/></td><td>Create Deployment</td><td>Complete</td></tr> <tr><td><input type="checkbox"/></td><td>Request LOA</td><td>LOA Not Requested</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Eligibility Requirements</td><td>Complete</td></tr> <tr><td><input type="checkbox"/></td><td>Deployment Itinerary</td><td>Incomplete</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><input type="checkbox"/></td><td>In-Theater Arrival</td><td>Incomplete</td></tr> <tr><td><input type="checkbox"/></td><td>Duty Station Check In</td><td>Incomplete</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><input type="checkbox"/></td><td>Plan Re-Deployment</td><td>Incomplete</td></tr> <tr><td><input type="checkbox"/></td><td>Closeout Deployment</td><td>Incomplete</td></tr> </table>	<input checked="" type="checkbox"/>	Create Deployment	Complete	<input type="checkbox"/>	Request LOA	LOA Not Requested	<input checked="" type="checkbox"/>	Eligibility Requirements	Complete	<input type="checkbox"/>	Deployment Itinerary	Incomplete	<input type="checkbox"/>	In-Theater Arrival	Incomplete	<input type="checkbox"/>	Duty Station Check In	Incomplete	<input type="checkbox"/>	Plan Re-Deployment	Incomplete	<input type="checkbox"/>	Closeout Deployment	Incomplete
<input checked="" type="checkbox"/>	Create Deployment	Complete																							
<input type="checkbox"/>	Request LOA	LOA Not Requested																							
<input checked="" type="checkbox"/>	Eligibility Requirements	Complete																							
<input type="checkbox"/>	Deployment Itinerary	Incomplete																							
<input type="checkbox"/>	In-Theater Arrival	Incomplete																							
<input type="checkbox"/>	Duty Station Check In	Incomplete																							
<input type="checkbox"/>	Plan Re-Deployment	Incomplete																							
<input type="checkbox"/>	Closeout Deployment	Incomplete																							



Step	Action
2	Enter the requested data and click the Save and Continue button. Results: The updated View Person Summary page will display.

Deployment Itinerary

* Mode of Transportation: Commercial Air

Carrier: Please select a Carrier...

Flight Number:

* Arrival Date (mm/dd/yyyy):

Time of Arrival: 12:00 Midnight

* Port of Arrival

Back Save and Continue



The Arrival Date is an estimated or target date.

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Chapter**6****6 MANAGE DEPLOYMENT**

In this chapter you will learn how to update deployment information, points of contact, duty station, cancel a deployment, and view deployment history. After you have successfully created a person's deployment, you have the ability to update the person's deployment information. Deployment updates should be made any time the information relating to the deployment undergoes a change including estimated start date, estimated end date, countries being visited, purpose of the deployment, person's status, person's job title, and the person's in-theater e-mail during the deployment. If you request a SPOT system-generated LOA or once the person deploys (i.e., has arrived in-theater) you are no longer able to update deployment information (the update deployment information option is removed from the Deployment Action drop-down list.)

6.1 HOW TO UPDATE DEPLOYMENT INFORMATION

To update deployment information, perform the following steps:

Step	Action
1	From the View Person Summary page, select the Update Deployment Information option from the Select Deployment Action drop-down list, then click the green arrow. <i>Results:</i> The Update Deployment page will display.

Home | Person | Contracts | Reports | Account Information

View Person - Jones, Bridget (Company Contractor Personnel)

Person Data	
Full Name: Jones, Bridget	Deployment Status: Not Deployed
Email: jones_bridget@saic.com	Gender: Female
Company: SAIC	Citizenship: United States
SSN: xxx-xx-1357	DMDC Verified: No
Date of Birth: 01/22/1973	CAC Expiration Date: Unknown
Sub-Contractor Details	
Primary Company: BAH	Task Order Number: C0001-Task001
Contract Number: CONTRACT#0001	Task Order Dates: 08/01/2007 - 07/31/2009
Contract Dates: 08/01/2007 - 07/31/2012	
Edit Person	
Deployment Information	No previous deployments exist for this person <input type="button" value="Update Deployment Information"/>

Step	Action
2	<p>Edit the data on the Update Deployment page as needed, then click the Update Deployment button.</p> <p><i>Results:</i> The updated View Person Summary page will display.</p>

Home | Person | Contracts | Reports | Account Information

Home : View Person : Update Deployment

Update Deployment

What are the *estimated* start and end dates for this deployment (mm/dd/yyyy)?

* Estimated Start Date

* Estimated End Date

Which countries are being visited?

* Selected Countries

Country Name	Remove
Afghanistan	Remove

Select Country from List to Add ... [Add Country](#)

* What is the purpose of this deployment?

fighting terrorists

* What is the person's status?

Injured

* What is the person's job title?

Analyst

* What is the in-theater email for this deployment?

jones_bridget@saic.com

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6.2 HOW TO UPDATE POINTS OF CONTACT

To update Points of Contact (POCs), perform the following steps:

Step	Action
1	<p>From the View Person Summary page, select the Update POCs option from the Select Deployment Action drop-down list, then click the green arrow.</p> <p>Results: The Update Point of Contact page will display.</p>

Home | Person | Contracts | Reports | Account Information

Home : View Person - Jones, Bridget (Company Contractor Personnel)

Person Data

Full Name: Jones, Bridget Email: jones_bridget@saic.com Company: SAIC SSN: xxx-xx-1357 Date of Birth: 01/22/1973	Deployment Status: Not Deployed Gender: Female Citizenship: United States DMDC Verified: No CAC Expiration Date: Unknown
---	---

Sub-Contractor Details

Primary Company: BAH Contract Number: CONTRACT#0001 Contract Dates: 08/01/2007 - 07/31/2012	Task Order Number: C0001-Task001 Task Order Dates: 08/01/2007 - 07/31/2009
--	---

[Edit Person](#)

Deployment Information

No previous deployments exist for this person [Update POCs](#)

Current Deployment Person Status: MIA Arrived: Not yet arrived Actual Arrival Date: Not yet arrived Estimated Deployment: 10/16/2007 - 12/31/2007 Countries to be Visited: Afghanistan Government Organization: AMC PH/Branch: SDDC PdM/Office: None selected Contract Number: CONTRACT#0001 Task Order: C0001-Task001 Deployment Purpose: fighting terrorists View Duty Station History Current Duty Station Location: Andkhvoy, AF Arrival Date: Not yet arrived Operation: Army Battle Command and Enablers System of Systems Test (IOTE) System Supported: Bradley	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="2">Pre-Deployment</th></tr> <tr><td><input checked="" type="checkbox"/> Create Deployment</td><td>Complete</td></tr> <tr><td><input checked="" type="checkbox"/> Request LOA</td><td>LOA Not Requested</td></tr> <tr><td><input checked="" type="checkbox"/> Eligibility Requirements</td><td>Complete</td></tr> <tr><td><input checked="" type="checkbox"/> Deployment Itinerary</td><td>Incomplete</td></tr> <tr><th colspan="2">Deployment</th></tr> <tr><td><input checked="" type="checkbox"/> In-Theater Arrival</td><td>Incomplete</td></tr> <tr><td><input checked="" type="checkbox"/> Duty Station Check In</td><td>Incomplete</td></tr> <tr><th colspan="2">Re-Deployment</th></tr> <tr><td><input checked="" type="checkbox"/> Plan Re-Deployment</td><td>Incomplete</td></tr> <tr><td><input checked="" type="checkbox"/> Closeout Deployment</td><td>Incomplete</td></tr> </table>	Pre-Deployment		<input checked="" type="checkbox"/> Create Deployment	Complete	<input checked="" type="checkbox"/> Request LOA	LOA Not Requested	<input checked="" type="checkbox"/> Eligibility Requirements	Complete	<input checked="" type="checkbox"/> Deployment Itinerary	Incomplete	Deployment		<input checked="" type="checkbox"/> In-Theater Arrival	Incomplete	<input checked="" type="checkbox"/> Duty Station Check In	Incomplete	Re-Deployment		<input checked="" type="checkbox"/> Plan Re-Deployment	Incomplete	<input checked="" type="checkbox"/> Closeout Deployment	Incomplete
Pre-Deployment																							
<input checked="" type="checkbox"/> Create Deployment	Complete																						
<input checked="" type="checkbox"/> Request LOA	LOA Not Requested																						
<input checked="" type="checkbox"/> Eligibility Requirements	Complete																						
<input checked="" type="checkbox"/> Deployment Itinerary	Incomplete																						
Deployment																							
<input checked="" type="checkbox"/> In-Theater Arrival	Incomplete																						
<input checked="" type="checkbox"/> Duty Station Check In	Incomplete																						
Re-Deployment																							
<input checked="" type="checkbox"/> Plan Re-Deployment	Incomplete																						
<input checked="" type="checkbox"/> Closeout Deployment	Incomplete																						

Deployment Movements
 No Movements are available for this person 14 days prior to 14 days after the deployment dates.

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Step	Action
2	Add or update any of the POC information, as needed, then click the Save button for each respective POC that was added or updated. Results: A message confirming the successful update(s) will display.

Home | Person | Contracts | Reports | Account Information

Home : View Person : Update Point of Contact

What is the 24/7 company point of contact info?

*First Name

Middle Initial

*Last Name

Home Phone

*Office Phone

Mobile Phone

*Email

What is the in-theater point of contact info?

*First Name

Middle Initial

*Last Name

Home Phone

*Office Phone

Mobile Phone

*Email

What is the government point of contact info?

*First Name

Middle Initial

*Last Name

Home Phone

*Office Phone

Mobile Phone

*Email

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The **Save** button only saves additions/updates to the section that is associated with it, any one of the three **Close** buttons will close the entire Update Point of Contact page.

Step	Action
3	Click the Close button. Results: The View Person Summary page will display.

Company POC Successfully updated.

What is the 24/7 company point of contact info?

*First Name

Middle Initial

*Last Name

Home Phone

*Office Phone

Mobile Phone

*Email

What is the in-theater point of contact info?

*First Name

Middle Initial

*Last Name

Home Phone

*Office Phone

Mobile Phone

*Email

What is the government point of contact info?

*First Name

Middle Initial

*Last Name

Home Phone

*Office Phone

Mobile Phone

*Email



6.3 HOW TO UPDATE DUTY STATION

To update the duty station, perform the following steps:

Step	Action
1	<p>From the View Person Summary page, select the Change Deployment Duty Station option in the Select Deployment Action drop-down list, then click the green arrow.</p> <p>Results: The Update Deployment Duty Station page will display.</p>

Home | Person | Contracts | Reports | Account Information

Home : View Person - Jones, Bridget (Company Contractor Personnel)

Person Data

<p>Full Name: Jones, Bridget</p> <p>Email: jones_bridget@saic.com</p> <p>Company: SAIC</p> <p>SSN: xxx-xx-1357</p> <p>Date of Birth: 01/22/1973</p>	<p>Deployment Status: Not Deployed</p> <p>Gender: Female</p> <p>Citizenship: United States</p> <p>DMDC Verified: No</p> <p>CAC Expiration Date: Unknown</p>
--	--

Sub-Contractor Details

<p>Primary Company: BAH</p> <p>Contract Number: CONTRACT#0001</p> <p>Contract Dates: 08/01/2007 - 07/31/2012</p>	<p>Task Order Number: C0001-Task001</p> <p>Task Order Dates: 08/01/2007 - 07/31/2009</p>
---	--

[Edit Person](#)

Deployment Information

No previous deployments exist for this person
[Change Deployment Duty Station](#)

Step	Action
2	<p>Specify the arrival date and, as needed, update the duty station location and operations the person will be supporting.</p> <p>Click the Save and Exit button.</p> <p>Results: The updated View Person Summary page will display.</p>

Home | Person | Contracts | Reports | Account Information

Home : View Person : Update Deployment Duty Station

Deployment Duty Station

* Duty Station Location: 

* Date Arrived (mm/dd/yyyy):

* Operation:

System Supported:

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6.4 HOW TO CANCEL A DEPLOYMENT

To cancel a deployment, perform the following steps:

Step	Action
1	<p>From the View Person Summary page, select the Cancel Deployment option from the Select Deployment Action drop-down list, then click the green arrow.</p> <p>Results: The Cancel Deployment page will display.</p>

Home | Person | Contracts | Reports | Account Information

Home : View Person - Jones, Bridget (Company Contractor Personnel)

Person Data

Full Name: Jones, Bridget	Deployment Status: Not Deployed
Email: jones_bridget@saic.com	Gender: Female
Company: SAIC	Citizenship: United States
SSN: xxx-xx-1357	DMDC Verified: No
Date of Birth: 01/22/1973	CAC Expiration Date: Unknown

Sub-Contractor Details

Primary Company: BAH	Task Order Number: C0001-Task001
Contract Number: CONTRACT#0001	Task Order Dates: 08/01/2007 - 07/31/2009
Contract Dates: 08/01/2007 - 07/31/2012	

[Edit Person](#)

Deployment Information No previous deployments exist for this person [Cancel Deployment](#)

Step	Action
2	Enter the reason the deployment is being cancelled and click the Continue button. Results: The Cancel Deployment button will appear.

Home | Person | Contracts | Reports | Account Information

Home : View Person : Cancel Deployment

Cancel Deployment

Person Status: Incomplete	Supporting Government: AMC
Arrived: Not yet arrived	Organization:
Actual Arrival Date:	PM / Branch: SDDC
Estimated Deployment: 10/16/2007 - 12/31/2007	PdM / Office:
Countries to be Visited: Afghanistan	Contract Number: CONTRACT#0001
	Task Order: C0001-Task001
	Deployment Purpose: fighting terrorists

*** Please enter the reason to cancel the above deployment:**

cancelled due to weather

[Continue](#) [Return to View Person](#)

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Step	Action
3	Click the Cancel Deployment button. Results: The updated View Person Summary page will display.

Home | Person | Contracts | Reports | Account Information

Home : View Person : Cancel Deployment

Cancel Deployment

<p>Person Status: Incomplete Arrived: Not yet arrived Actual Arrival Date: Estimated Deployment: 10/16/2007 - 12/31/2007 Countries to be Visited: Afghanistan</p>	<p>Supporting Government Organization: AMC PM / Branch: SDDC PdM / Office: Contract Number: CONTRACT#0001 Task Order: C0001-Task001 Deployment Purpose: fighting terrorists</p>
--	--

* Please confirm the explanation below:

cancelled due to weather

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Records of cancelled deployments cannot be viewed. When a deployment is cancelled it is removed entirely from the system.



6.5 HOW TO VIEW DEPLOYMENT HISTORY

To view deployment history, perform the following steps:

Step	Action
1	<p>From the View Person Summary page, click on the Select A Previous Deployment drop-down list, then select the PoP for the desired deployment record. Click the green arrow.</p> <p>Results: The Deployment History page for the selected deployment will display.</p>

Home | Person | Contracts | Reports | Account Information

Home : View Person - Jones, Bridget (Company Contractor Personnel)

Person Data	
Full Name: Jones, Bridget	Deployment Status: Not Deployed
Email: jones_bridget@saic.com	Gender: Female
Company: SAIC	Citizenship: United States
SSN: xxx-xx-1357	DMDC Verified: No
Date of Birth: 01/22/1973	CAC Expiration Date: Unknown

Sub-Contractor Details	
Primary Company: BAH	Task Order Number: C0001-Task001
Contract Number: CONTRACT#0001	Task Order Dates: 08/01/2007 - 07/31/2009
Contract Dates: 08/01/2007 - 07/31/2012	

[Edit Person](#)

Deployment Information
10/23/2007 - 10/23/2007 

There is no current deployment for this person

[Create New Deployment](#)

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Chapter

7

7 MANAGE RE-DEPLOYMENT

In this chapter you will learn how to plan a re-deployment and closeout a deployment.

7.1 HOW TO PLAN A RE-DEPLOYMENT

Re-deployment occurs when a person's deployment ends, and the individual returns home and/or to the demobilization station. There are two work flows associated with managing a person's re-deployment: planning a re-deployment and closing-out the deployment. Completing both work flows helps contractor companies prepare and plan for the utilization of their personnel.

The re-deployment section of the View Person Summary page provides links to the plan re-deployment and close out deployment work flows. Planning a person's re-deployment involves completing the Re-deployment Itinerary. The Anticipated Departure Date from AOR is the target date for the person to depart the AOR. The Actual Departure Date is entered only after the person has departed.

To close out a person's deployment, enter the Actual Departure Date from AOR in the "Actual Departure Date" data field. Once the actual departure date is entered and saved, the deployment record becomes part of the permanent historical record set for the person. All of the data fields are locked; you can no longer add/update information. However, you are able to view the deployment details by selecting the period of performance from the previous deployments list.

To plan re-deployment, perform the following steps:

Step	Action
1	From the View Person Summary page, select the Plan Re-deployment link. <i>Results:</i> The Re-deployment Itinerary page will display.

Home | Person | Contracts | Reports | Account Information

Home : View Person - Jones, Bridget (Company Contractor Personnel)

Person Data

Full Name: Jones, Bridget	Deployment Status: Deployed
Email: jones_bridget@saic.com	Gender: Female
Company: SAIC	Citizenship: United States
SSN: xxx-xx-1357	DMDC Verified: No
Date of Birth: 01/22/1973	CAC Expiration Date: Unknown

Sub-Contractor Details

Primary Company: BAH	Task Order Number: C0001-Task001
Contract Number: CONTRACT#0001	Task Order Dates: 08/01/2007 - 07/31/2009
Contract Dates: 08/01/2007 - 07/31/2012	

[Edit Person](#)

Deployment Information

Select a Previous Deployment
Deployment Actions

<div style="background-color: #e6f2ff; padding: 5px; margin-bottom: 10px;">Current Deployment</div> <p>Person Status: MIA Arrived: Has arrived Actual Arrival Date: 10/23/2007 Estimated Deployment: 10/23/2007 - 10/23/2007 Countries to be Visited: United States Government Organization: AMC PM/Branch: SDDC PdM/Office: None selected Contract Number: CONTRACT#0001 Task Order: C0001-Task001 Deployment Purpose: tracking terrorist files</p> <div style="background-color: #e6f2ff; padding: 5px; margin-bottom: 10px;">Current Duty Station View Duty Station History</div> <p>Location: Washington, DC Arrival Date: 10/23/2007 Operation: Special Project Office Operation System Supported: Blue Force Tracker</p> <div style="background-color: #e6f2ff; padding: 5px; margin-bottom: 10px;">Deployment Movements</div> <p>No Movements are available for this person 14 days prior to 14 days after the deployment dates.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e6f2ff;"> <th colspan="3">Pre-Deployment</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">✓</td> <td>Create Deployment</td> <td>Complete</td> </tr> <tr> <td style="text-align: center;">✓</td> <td>Request LOA</td> <td>LOA Not Requested</td> </tr> <tr> <td style="text-align: center;">✓</td> <td>Eligibility Requirements</td> <td>Incomplete</td> </tr> <tr> <td style="text-align: center;">✓</td> <td>Deployment Itinerary</td> <td>Incomplete</td> </tr> <tr style="background-color: #e6f2ff;"> <th colspan="3">Deployment</th> </tr> <tr> <td style="text-align: center;">✓</td> <td>In-Theater Arrival</td> <td>Complete</td> </tr> <tr> <td style="text-align: center;">✓</td> <td>Duty Station Check In</td> <td>Complete</td> </tr> <tr style="background-color: #e6f2ff;"> <th colspan="3">Re-Deployment</th> </tr> <tr> <td style="text-align: center;">✓</td> <td>Plan Re-Deployment</td> <td>Incomplete</td> </tr> <tr> <td style="text-align: center;">✓</td> <td>Closeout Deployment</td> <td>Incomplete</td> </tr> </tbody> </table>	Pre-Deployment			✓	Create Deployment	Complete	✓	Request LOA	LOA Not Requested	✓	Eligibility Requirements	Incomplete	✓	Deployment Itinerary	Incomplete	Deployment			✓	In-Theater Arrival	Complete	✓	Duty Station Check In	Complete	Re-Deployment			✓	Plan Re-Deployment	Incomplete	✓	Closeout Deployment	Incomplete
Pre-Deployment																																		
✓	Create Deployment	Complete																																
✓	Request LOA	LOA Not Requested																																
✓	Eligibility Requirements	Incomplete																																
✓	Deployment Itinerary	Incomplete																																
Deployment																																		
✓	In-Theater Arrival	Complete																																
✓	Duty Station Check In	Complete																																
Re-Deployment																																		
✓	Plan Re-Deployment	Incomplete																																
✓	Closeout Deployment	Incomplete																																

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Step	Action
2	Enter information about the anticipated departure date and method of transportation, then click the Save & Continue button. Results: The updated View Person Summary page will display.

Home | Person | Contracts | Reports | Account Information

Home : View Person : Re-Deployment

Re-Deployment Itinerary

* Method of Transportation:

* Anticipated Departure Date from AOR:

Actual Departure Date from AOR:

Has the government issued OCIE been returned?

Has medical screened been administered?

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7.2 HOW TO CLOSEOUT DEPLOYMENT

A deployment is closed out after the person has left the AOR. Entering the actual departure date will lock the deployment record. No further edits can be made to a deployment once the actual departure date has been entered.

To closeout deployment, perform the following steps:

Step	Action
1	From the View Person Summary page, select the Closeout Deployment link. <i>Results:</i> The Re-deployment Itinerary page will display.

Countries to be Visited: United States

Government: AMC

Organization:

PM/Branch: SDDC

PdM/Office: None selected

Contract Number: CONTRACT#0001

Task Order: C0001-Task001

Deployment Purpose: fighting terrorists

Current Duty Station [View Duty Station History](#)

Location: Washington, DC

Arrival Date: 10/23/2007

Operation: General Officer Area of Interest

System Supported: Bomb Suit

Deployment Movements

No Movements are available for this person 14 days prior to 14 days after the deployment dates.

✓	-	-	-	-	-	
✓	Deployment Itinerary					Incomplete
Deployment						
✓	In-Theater Arrival					Complete
✓	Duty Station Check In					Complete
Re-Deployment						
✓	Plan Re-Deployment					Complete
✓	Closeout Deployment					Incomplete

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Step	Action
2	<p>Enter the Actual Departure Date from AOR and select the applicable checkbox(es) regarding Government-issued occupational clothing and individual equipment (OCIE) and administration of medical screening.</p> <p>Click the Save & Continue button.</p> <p>Results: A warning message will display on the Re-deployment Itinerary page.</p>

Home | Person | Contracts | Reports | Account Information

Home : View Person : Re-Deployment

Re-Deployment Itinerary

* Method of Transportation:

* Anticipated Departure Date from AOR:

Actual Departure Date from AOR:

Has the government issued OCIE been returned?

Has medical screened been administered?

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After a deployment is closed out, the associated SPOT system-generated LOA is no longer valid.

Step	Action
3	<p>Click the Closeout Deployment button.</p> <p>Results: The updated View Person Summary page will display.</p>

Home | Person | Contracts | Reports | Account Information

Home : View Person : Re-Deployment

Re-Deployment Itinerary

The Actual Departure Date has been entered. Continuing will close-out this deployment. To make changes, click Back. Otherwise, click Closeout to commit the below information and close the deployment.

* Method of Transportation: Commercial Air

* Anticipated Departure Date from AOR: 10/30/2007

Actual Departure Date from AOR: 10/23/2007

Has the government issued OCIE been returned?

Has medical screened been administered?

[Back](#) [Closeout Deployment](#)

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Chapter

8

8 REPORTS

SPOT reports provide insight and information intelligence about personnel deployment activity. Government Organization SPOT users can access five report categories from the Reports tab: Personnel, Pre-deployment Eligibility, Deployment, Contract, and JAMMS. SPOT provides standard (predefined) reports and allows users to customize (define) reports to meet specific reporting needs. Reports generated by SPOT are downloadable, formatted Microsoft Excel spreadsheets that can be downloaded.

8.1 ACCESSING SPOT REPORTS

To access SPOT Reports, perform the following steps:

Step	Action
1	From the Home page, click on the Reports tab located in the navigation bar. Results: The Reports Home page will display.



Step	Action
2	Click the Report Category name for the type of report you want to generate. Results: The menu options for the report category will display.

Home | Person | Contracts | Reports | Account Information

Home: Reports Main Page

Reports Main Page

- Personnel** A listing of personnel in the system along with their identification information and organization affiliation.
- Pre-Deployment Eligibility** A listing of personnel in the system along with their pre-deployment eligibility. These reports can include training, health information, equipment issuance, loa status and form completion for a given personnel's deployment.
- Deployment** A listing of personnel in the system along with their deployment information. These reports can include deployment information, pre-deployment itinerary, re-deployment itinerary, and JAMMS movements.
- Contract** A listing of personnel in the system along with their contract information for a deployment. These reports can include contract and task order information, as well as KO and COR information.
- JAMMS** A listing of scans and locations from the Joint Asset Management Movement System (JAMMS)

Note: Users now have the option of producing Contract, Predeployment and Deployment Ad Hoc Detail Reports in both Comma Separated Values (CSV) and Microsoft Excel formats. Reports generated in CSV format are rendered faster, but lack formatting. These are appropriate for importing into other software tools such as statistical packages or databases. Excel reports offer formatting, but will take longer to generate.

Step	Action
3	<p>Choose the additional data elements (if any) to be included in the report, then click the Continue button.</p> <p>Results: SPOT will generate and display the report.</p>



If the available report options in a report category do not allow you to generate the kind of report needed, you can request a customized report through the SPOT Help Desk.

APPENDIX A ACRONYMS AND ABBREVIATIONS

The following is a list of acronyms used within this document.

Acronym	Description
24x7	24 hours a day, seven days a week
AKO	Army Knowledge Online
AOR	Area of Responsibility
APO	Army Post Office
APOD	Aerial Port of Debarkation
CAC	Common Access Card
CENTCOM	United States Central Command
COMSEC	Communications Security
CONUS	Continental United States
COR	Contracting Office Representative
CPR	CAC Pin Reset
CVS	Contractor Verification System
DBIDS	Defense Biometric Identification System
DFAC	Dining Facilities Administration Center
DMDC	Defense Manpower Data Center
DOB	Date of Birth
DoD	Department of Defense
DSN	Defense Switched Network
ECA	External Certification Authority
IECA	Interim External Certification Authority
FAQ	Frequently Asked Questions
FAR	Federal Acquisition Regulation
FIN	Foreign Identification Number
FOUO	For Official Use Only
FPO	Fleet Post Office
GFS	Government Furnished Services
GUI	Graphical User Interface
GUID	Globally Unique Identifier
ID	Identification
IS	Information System
IT	In Theater
JAMMS	Joint Asset Movement Management System
KO	Contracting Officer
LOA	Letter of Authorization

Acronym	Description
LRA	Local Registration Authority
MACOM	Major Command
MIL	Military
MILAIR	Military Air
MWR	Morale Welfare Recreation
NOK	Next of Kin
OCIE	Occupational Clothing & Individual Equipment
OCUNUS	Outside the Continental United States
PDF	Portable Document Format
PKI	Public Key Infrastructure
POC	Point of Contact
PoP	Period of Performance
RA	Registration Authority
SA	System Administrator
SPOT	Synchronized Predeployment & Operational Tracker
SSN	Social Security Number
TCN	Third Country National
URL	Uniform Resource Locator
USG	United States Government