



SPOT

Synchronized Pre-Deployment & Operational Tracking

Why It's Important

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What is SPOT?

- A joint enterprise system for all DoD Contractor Personnel authorized to Accompany U.S. Armed Forces Deployed Outside the United States
- Used for the management, tracking and visibility of contractors accompanying U.S. forces overseas
- Provides full accountability and audit type capability for contracted assets
- All Contractor Personnel must have a SPOT generated Letter of Authorization (LOA) signed by the KO in order to process through a deployment center or travel to, from, or within the designated operational area.



Who Uses SPOT?

- All Contractor Companies who have contracts with DoD, DOS and USAID with contracts valued at more than \$100,000 and personnel deployed for more than 30 days
- All Contractors employed on DoD Funded contracts being performed in support of DoD Funded contracts anywhere in the world
- If deployment is 30 days or less, but contractor is needed to process through a deployment center, requires any Authorized Government Support (AGS), required to deploy to or enter a military theatre of operations, contractor must be in SPOT



When is SPOT Used?

- The Contracting Officer (KO) (also called Government Administrator, GA) must enter the contract data into SPOT NLT 7 days after contract award, or update the contract data in SPOT NLT 7 days after a contract modification or closeout.
- For Blanket Purchase Agreements, Indefinite Delivery, Indefinite Quantity or other requirement type contracts, only valid task orders can be entered into SPOT against these requirements.
- KO should assign any AGS to each contract
- Company Administrator (CA) enters new employee data into SPOT once above contract is in the system. Employee Data must be entered into SPOT NLT 15 days prior to estimated deployment start date

Note: GA and CA capabilities are the same EXCEPT only GA can authorize the LOA



CA Requirements

- SPOT Web Based training is highly recommended for all new company administrators
- CA must be sponsored by someone in the company or the COR, once registration request is made SPOT will request approval from the sponsor
- CA must register with a PKI certificate, CAC or a User Name/Password. Government Sponsor must approve a User Name/Password
- All data for employee and AGS specifics should be in SPOT
- Templates for task orders can be set up to ease in administrative burden



Special Considerations

- Spelling of company name must be the same version as on the contract which the personnel will be supporting
- SPOT applies to Foreign Military Sale Contracts, Grants and Agreements
- Even if FMS contractors do NOT need an LOA and will NOT be receiving any AGS, they still have to be deployed in SPOT without an LOA
- Subcontractors can have access to enter their employees into the system, but the accuracy of the data is the **RESPONSIBILITY** of the Prime Contractor
- If a US person (Green Card Holder) is NOT a US Citizen, they must be entered into the system as a Foreign National
- If a contractor is issued a weapon after they deploy, the CA must enter the weapon information into SPOT, NLT 3 days after receipt of weapon information.



LOA Requirements

- For most contractor personnel an LOA will be required.
- CA must request LOA NLT 10 days prior to estimated deployment start date
- If the deployment start date changes after the estimated start date , CA either needs to modify the estimated start date or cancel the deployment NLT than 15 days after the change in deployment start date.
- CA must enter the in-theatre arrival date and the duty station arrival date in SPOT NLT 1 days after arrival.
- Local Nationals – individuals that are already in country, these may be residents of the local country and they rarely receive AGS or require an LOA, **HOWEVER**, they still **MUST** be deployed in SPOT within an LOA. Date of entry is the date LN started to work.



Re-Deployments

- CA must enter redeployment end date or return date if the date is before the deployment end date in SPOT
- CA must certify all out-processing requirements have been met
- CA must close out the deployment in SPOT NLT 3 days after employee redeploys and all LOAs have been returned or destroyed after the deployment has been closed out.
- If employment is terminated, CA must release the employee in SPOT NLT 3 days after the employees terminated date.



Cautions

- Reports are routinely run by the government through SPOT to identify in-country assets to those entered into the system
- Companies that invoice the government for assets outside of the U.S. should be aware that these invoices could be compared to the assets listed in SPOT, and could raise a red flag if not consistent
- Companies that are caught out of compliance with SPOT could face serious issues in response to violation of government authorization of SPOT system as the mandatory central repository for Information on the Contractors Deploying with the Force



Resources

- [DoD Business Rules for the SPOT](#)
- [SPOT Overview PPT](#)
- [OUS\(D\(AT&L\) SPOT Presentation](#)



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*Solving the Human Asset Puzzle
for Global HR and Finance™*

Questions

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