

**SPOT-ES**

**OMB Control Number  
0704-0460 Package**

**AGENCY DISCLOSURE**

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**SCREENSHOT with  
2022 EXPIRATION DATE**



# SPOT-ES

Synchronizing Predeployment and Operational Tracker — Enterprise Suite

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**OMB CONTROL NUMBER: 0704-0460**  
**OMB EXPIRATION DATE: 09/30/2022**

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**SPOT-ES**

**OMB Control Number  
0704-0460 Package**

**ADD PERSON**

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**SCREENS with DROPDOWNS**

## ADD PERSON SCREENS (1 of 2)

### Add Person

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

Step 1 Step 2 Step 3 Step 4

Is this person a:

U.S. Citizen

Foreign National

Cancel Save and Continue

### 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 Name:

\* Last Name:

Suffix:

\* SSN:  -  -

\* Re-enter SSN:  -  -

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

\* Gender:

\* Personnel Category:

Cancel Back Validate and Continue

## ADD PERSON SCREENS (2 of 2)

### 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:	Address 1:
Middle Name:	Address 2:
Last Name:	City:
Suffix:	State: <input type="text" value="Select a State"/>
SSN:	Zip:
Date of Birth:	Country: <input type="text" value="Select a Country"/>
Gender:	Home Phone:
Personnel Category: Company Contractor Personnel	Work Phone:
Place of Birth: <input type="text"/>	* Primary Email: <input type="text"/>
CAC Expiration:	

Cancel Save and Continue

### 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

Does the person work for your company or a subcontractor?   Subcontractor Company

Supervisor/Non-Supervisor:  Supervisor/Manager  Non-Supervisor/Non-Manager

Cancel Back Save and Add Person

## EXAMPLE RESPONSES TO "SUFFIX"

**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 Name:

\* Last Name:

Suffix:

\* SSN:  -  -

\* Re-enter SSN:  -  -

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

\* Gender:

\* Personnel Category:

Cancel Back Validate and Continue

## EXAMPLE RESPONSES TO "GENDER"

**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 Name:

\* Last Name:

Suffix:

\* SSN:  -  -

\* Re-enter SSN:  -  -

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

\* Gender:

\* Personnel Category:  category

Cancel Back Validate and Continue

## EXAMPLE RESPONSES TO "PERSONNEL CATEGORY"

**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 Name:

\* Last Name:

Suffix:

\* SSN:  -  -

\* Re-enter SSN:  -  -

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

\* Gender:

\* Personnel Category:

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

Cancel Back Validate and Continue

## EXAMPLE RESPONSES TO "STATE"

**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:** David

**Middle Name:**

**Last Name:** Smith

**Suffix:**

**SSN:** xxx-xx-0021

**Date of Birth:** 06/01/1977

**Gender:** Male

**Personnel Category:** Company Contractor Personnel

**Place of Birth:**

**CAC Expiration:**

**Address 1:**

Select a State

**Address 2:**

**City:**

**State:**

**Zip:**

**Country:**

**Home Phone:**

**Work Phone:**

**\* Primary Email:**

and Continue

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## EXAMPLE RESPONSES TO "COUNTRY"

**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:** David

**Middle Name:**

**Last Name:** Smith

**Suffix:**

**SSN:** xxx-xx-0021

**Date of Birth:** 06/01/1977

**Gender:** Male

**Personnel Category:** Company Contractor Personnel

**Place of Birth:**

**CAC Expiration:**

**Address 1:**

Select a Country

**Address 2:**

**City:**

**State:**

**Zip:**

**Country:**

**Home Phone:**

**Work Phone:**

**\* Primary Email:**

and Continue

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6.0.9

**SPOT-ES**

**OMB Control Number  
0704-0460 Package**

**EDIT PERSON**

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**SCREENS with DROPDOWNS**

## EDIT PERSON SCREENS (1 of 3)

### Edit - Personal Information

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

Please enter the person information.

* First Name:	<input type="text"/>	Address 1:	<input type="text"/>
Middle Name:	<input type="text"/>	Address 2:	<input type="text"/>
Last Name:	<input type="text"/>	Country:	<input type="text" value="United States"/>
Suffix:	<input type="text" value="Select a Suffix"/>	State:	<input type="text"/>
SSN:	<input type="text"/>	City:	<input type="text"/>
Date of Birth:	<input type="text"/>	Zip:	<input type="text"/>
Gender:	<input type="text"/>	Home Phone:	<input type="text"/>
Personnel Category:	Company Contractor Personnel	Work Phone:	<input type="text"/>
Place of Birth:	<input type="text"/>	* Primary Email:	<input type="text"/>
* Citizenship:	<input type="text" value="United States"/>		

Some fields on this page may be non-editable. If data in these fields is incorrect, please contact the [Defense Manpower Data Center](#) to update this data prior to calling the SPOT Help Desk.

### Edit - Passport Information

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

Please enter the passport information.

* What is the passport number?	<input type="text"/>
* When does the passport expire?	<input type="text" value="(mm/dd/yyyy)"/>
* What country issued the passport?	<input type="text"/>

## EDIT PERSON SCREENS (2 of 3)

### 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 Name:

\* Last Name:

\* Phone Number:

Alternate Phone Number:

\* Relationship:

\* Language Spoken:

Nearest Duty Station:

Cancel Back Skip to Next Step Save Save and Continue

### Edit - Clearance Information

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

Please enter the security clearance information.

Security Clearance:

Clearance Expiration:  (mm/dd/yyyy)

Security Clearance Issuing Agency:

Cancel Back Skip to View Person Save Save and Exit

### Edit Eligibility Requirements

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

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

If No, enter the Company Training Center Information:

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

Cancel Save Save and Continue

### Edit Eligibility Requirements

1. Training 2. Health 3. Visa 4. Personal 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

Cancel Back Save Save and Continue

## EDIT PERSON SCREENS (3 of 3)

**Edit Eligibility Requirements**

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

Select edit to update a country's visa information:

CountryDesc	Visa Number	Expiration Date	Visa Remarks	Edit
	Not Entered	Not Entered	Not Entered	
			Not Entered	
	Not Entered	Not Entered	Not Entered	

Cancel Back Continue

**Edit Eligibility Requirements**

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

Enter Personal 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

This person has not been contractually authorized to carry a weapon:  
(Prior to weapon issuance, final authorization is required from the Combatant Commander (CCDR) IAW FAR Clause 52.225-26).

3. Has this person been issued a weapon?  Yes  No

Cancel Back Save Save and Continue

**Edit Eligibility Requirements**

1. Training 2. Health 3. Visa 4. Personal 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

Cancel Back Save Save and Continue

**Edit Eligibility Requirements**

1. Training 2. Health 3. Visa 4. Personal 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

## EXAMPLE RESPONSES TO "SUFFIX"

### Edit - Personal Information

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

Please enter the person information.

* First Name: David	Address 1: <input type="text"/>
Middle Name: <input type="text"/>	Address 2: <input type="text"/>
* Last Name: Smith	Country: <input type="text" value="Select a Country"/>
Suffix: <input type="text" value="Select a Suffix"/>	State: <input type="text" value="Select a State"/>
* SSN: <input type="text" value="xx-xx-0021"/>	City: <input type="text"/>
* Re-enter SSN: <input type="text" value="xx-xx-0021"/>	Zip: <input type="text"/>
* Date of Birth: 06/01/1977	Home Phone: <input type="text"/>
* Gender: Male	Work Phone: <input type="text"/>
Personnel Category: Company Contractor Personnel	* Primary Email: dsmith@email.com
Place of Birth: <input type="text"/>	
* Citizenship: United States	

Some fields on this page may be non-editable. If data in these fields is incorrect, please contact the [Defense Manpower Data Center](#) to update this data prior to calling the SPOT Help Desk.

Cancel Skip to Next Step Save Save and Continue

## EXAMPLE RESPONSES TO "GENDER"

### Edit - Personal Information

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

Please enter the person information.

* First Name: David	Address 1: <input type="text"/>
Middle Name: <input type="text"/>	Address 2: <input type="text"/>
* Last Name: Smith	Country: <input type="text" value="Select a Country"/>
Suffix: <input type="text" value="Select a Suffix"/>	State: <input type="text" value="Select a State"/>
* SSN: <input type="text" value="xxx-xx-0021"/>	City: <input type="text"/>
* Re-enter SSN: <input type="text" value="xxx-xx-0021"/>	Zip: <input type="text"/>
* Date of Birth: 06/01/1977	Home Phone: <input type="text"/>
* Gender: <input type="text" value="Select a Gender"/>	Work Phone: <input type="text"/>
Personnel Category: Female Personnel	* Primary Email: dsmith@email.com
Place of Birth: <input type="text"/>	
* Citizenship: United States	

Some fields on this page may be non-editable. If data in these fields is incorrect, please contact the [Defense Manpower Data Center](#) to update this data prior to calling the SPOT Help Desk.

Cancel Skip to Next Step Save Save and Continue

## EXAMPLE RESPONSES TO "CITIZENSHIP"

Edit - Personal Information

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

Please enter the person information.

\* First Name:

Middle Name:

\* Last Name: 

Select a Citizenship

- Afghanistan
- Akrotiri
- Albania
- Algeria
- American Samoa
- Andorra
- Angola
- Anguilla
- Antarctica
- Antigua and Barbuda
- Argentina
- Armenia
- Aruba
- Ashmore and Cartier Islands
- Australia
- Austria
- Azerbaijan
- Bahamas
- Bahrain
- Baker Island
- Bangladesh
- Barbados
- Bassas Da India
- Belarus
- Belgium
- Belize
- Benin
- Bermuda
- Bhutan

Suffix:

\* SSN:

\* Re-enter SSN:

\* Date of Birth:

\* Gender:

Personnel Category:

Place of Birth:

\* Citizenship:

Address 1:

Address 2:

Country:

State:

City:

Zip:

Home Phone:

Work Phone:

\* Primary Email:

Some fields on this page may be non-editable. If data in these fields is incorrect, please contact the [Defense Manpower Data Center](#) to update this data prior to calling the SPOT Help Desk.

Cancel
Skip to Next Step
Save
Save and Continue

## EXAMPLE RESPONSES TO "COUNTRY"

Edit - Personal Information

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

Please enter the person information.

\* First Name:

Middle Name:

\* Last Name:

Suffix:

\* SSN:

\* Re-enter SSN:

\* Date of Birth:

\* Gender:

Personnel Category:

Place of Birth:

\* Citizenship:

Address 1:

Address 2:

Country: 

Select a Country

- Afghanistan
- Akrotiri
- Albania
- Algeria
- American Samoa
- Andorra
- Angola
- Anguilla
- Antarctica
- Antigua and Barbuda
- Argentina
- Armenia
- Aruba
- Ashmore and Cartier Islands
- Australia
- Austria
- Azerbaijan
- Bahamas
- Bahrain
- Baker Island
- Bangladesh
- Barbados
- Bassas Da India
- Belarus
- Belgium
- Belize
- Benin
- Bermuda
- Bhutan

State:

City:

Zip:

Home Phone:

Work Phone:

\* Primary Email:

Some fields on this page may be non-editable. If data in these fields is incorrect, please contact the [Defense Manpower Data Center](#) to update this data prior to calling the SPOT Help Desk.

Cancel



## EXAMPLE RESPONSES TO "RELATIONSHIP"

**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 Name:

\* Last Name:

\* Phone Number:

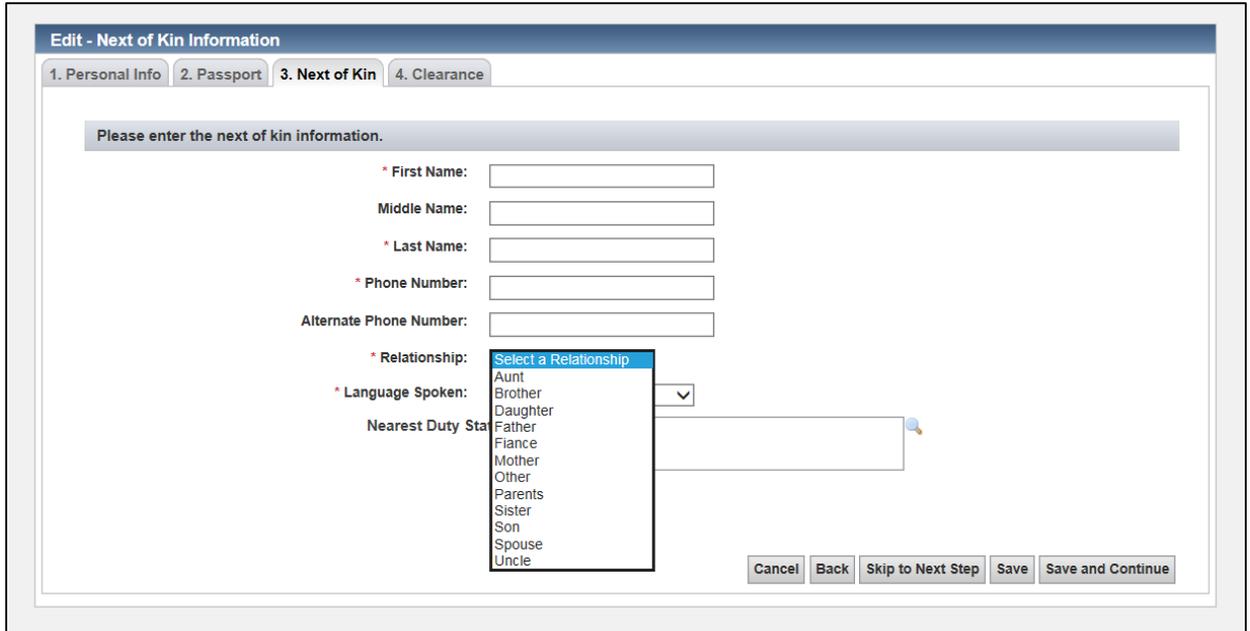
Alternate Phone Number:

\* Relationship:

\* Language Spoken:

Nearest Duty Station:

Cancel Back Skip to Next Step Save Save and Continue



## EXAMPLE RESPONSES TO "LANGUAGE SPOKEN"

**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 Name:

\* Last Name:

\* Phone Number:

Alternate Phone Number:

\* Relationship:

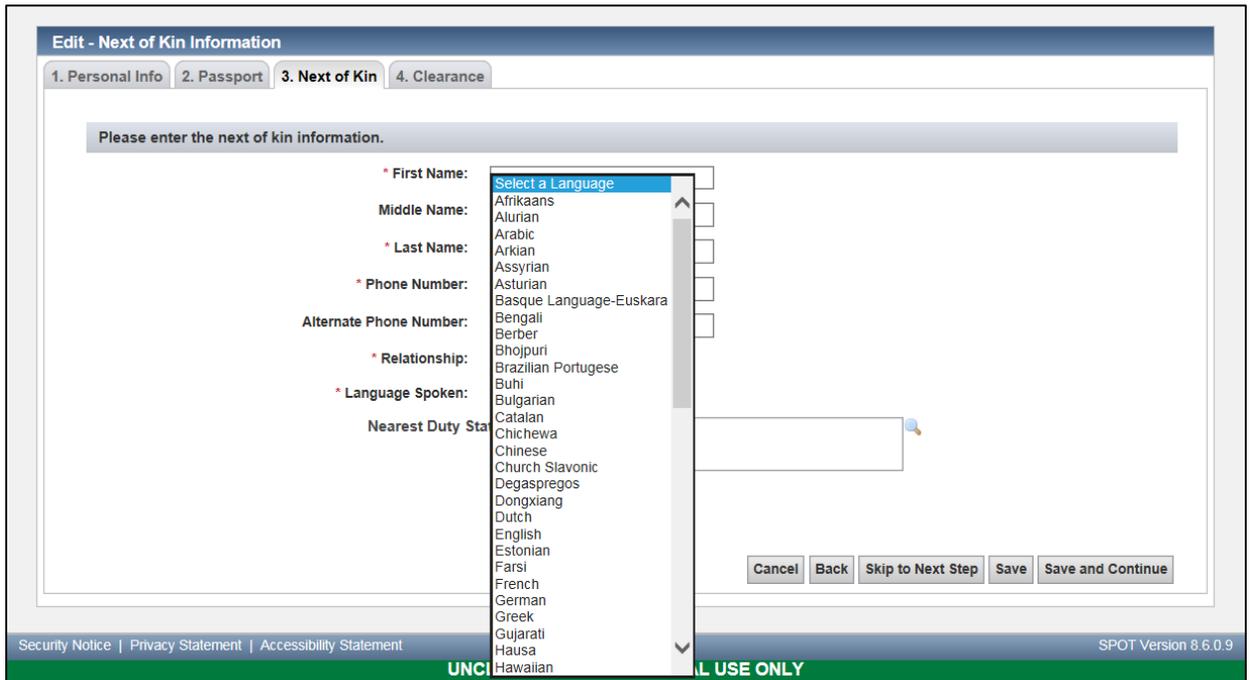
\* Language Spoken:

Nearest Duty Station:

Cancel Back Skip to Next Step Save Save and Continue

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## EXAMPLE RESPONSES TO "SECURITY CLEARANCE"

**Edit - Clearance Information**

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

Please enter the security clearance information.

Security Clearance: **Select a Clearance Type**

Clearance Expiration: (mm/dd/yyyy)

Security Clearance Issuing Agency:

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**Select a Clearance Type**

- Confidential
- Ineligible
- Interim Confidential
- Interim Secret
- Interim Top Secret
- Interim Top Secret/Interim SCI
- NACI
- NATO - Confidential
- NATO - Secret
- NATO - Top Secret
- None
- Secret
- Top Secret
- Top Secret/Interim SCI
- Top Secret/SCI

## EXAMPLE RESPONSES TO "SECURITY CLEARANCE ISSUING AGENCY"

**Edit - Clearance Information**

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

Please enter the security clearance information.

Security Clearance: **Select a Clearance Type**

Clearance Expiration: (mm/dd/yyyy)

Security Clearance Issuing Agency: **Select an Issuing Agency**

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**Select an Issuing Agency**

- AFCAF
- Canadian International Development Agency
- CCF
- CCS
- DIA
- DISCO
- DOD Central Adjudication Facility (DOD CAF)
- DoNCAF
- DSS
- NATO
- NSA
- OPM
- State Department
- US Agency for International Development (USAID)

## EXAMPLE RESPONSES TO "BLOOD TYPE"

**Edit Eligibility Requirements**

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

Enter Medical Information:

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

2. Is the person's DNA on file?

3. Is the person's Panograph on file?

**Select a Blood Type**

- A+
- A-
- AB+
- AB-
- B+
- B-
- Not Provided
- O+
- O-

# **SPOT-ES**

**OMB Control Number  
0704-0460 Package**

**CREATE DEPLOYMENTS /  
REQUEST LOAs**

~

**SCREENS with DROPDOWNS**

# CREATE DEPLOYMENTS / REQUEST LOAS SCREEN

Create Deployments/Req...

**Create Deployments/Request LOAs**
?

Step 1. Deployment Information
Step 2. Personnel Information
Step 3. Confirm
Step 4. Results

\* required

Current Task Create Deployments and Request LOAs ▼

Search for Template

**Contract Details**
⌵

**Contract Information**

Primary Company \_\_\_\_\_

\*Contract Number Select A Value ... ▼

Contract KO No KO Available

Task Order Number No associated Task Order ▼

Task Order KO No KO Available

**Defense Base Act (DBA) Insurance**

Does Not Apply

\*DBA Insurance Company Name  

\*DBA Insurance Policy Number  

\*DBA Insurance POC Phone Number

**Additionally Supported Contracts**  
No Additional Supported Contracts have been selected  

**Deployment Details**
⌵

**Contract / Task Order**

Period of Performance \_\_\_\_\_

\*Deployment Start Date   [Calendar]

\*Deployment End Date   [Calendar]

\*Primary Deployed Duty Station Country  
City [Search]

\*Operation Select A Value ... ▼

System Supported Select A Value ... ▼

\*Purpose of Deployment  

Remaining Characters: 400

\*Supporting Government Organization   [Search]

\*Government Authority There is no organization yet se ▼

\*Countries to be Visited **Select Countries from List to Add**

Afghanistan  
Akrotiri  
Albania  
Algeria

**Selected Countries**

**Points of Contact**
⌵

24/7 Company Point of Contact	Government Point of Contact	In-Theater Point of Contact
*First Name <span style="border: 1px solid gray; padding: 2px;"> </span>	First Name <span style="border: 1px solid gray; padding: 2px;"> </span>	*First Name <span style="border: 1px solid gray; padding: 2px;"> </span>
Middle Name <span style="border: 1px solid gray; padding: 2px;"> </span>	Middle Name <span style="border: 1px solid gray; padding: 2px;"> </span>	Middle Name <span style="border: 1px solid gray; padding: 2px;"> </span>
*Last Name <span style="border: 1px solid gray; padding: 2px;"> </span>	Last Name <span style="border: 1px solid gray; padding: 2px;"> </span>	*Last Name <span style="border: 1px solid gray; padding: 2px;"> </span>
Home Phone <span style="border: 1px solid gray; padding: 2px;"> </span>	Home Phone <span style="border: 1px solid gray; padding: 2px;"> </span>	Home Phone <span style="border: 1px solid gray; padding: 2px;"> </span>
*Office Phone <span style="border: 1px solid gray; padding: 2px;"> </span>	Office Phone <span style="border: 1px solid gray; padding: 2px;"> </span>	*Office Phone <span style="border: 1px solid gray; padding: 2px;"> </span>
Mobile Phone <span style="border: 1px solid gray; padding: 2px;"> </span>	Mobile Phone <span style="border: 1px solid gray; padding: 2px;"> </span>	Mobile Phone <span style="border: 1px solid gray; padding: 2px;"> </span>
*Email <span style="border: 1px solid gray; padding: 2px;"> </span>	Email <span style="border: 1px solid gray; padding: 2px;"> </span>	*Email <span style="border: 1px solid gray; padding: 2px;"> </span>

Save as Template
Continue

## EXAMPLE RESPONSES TO “CURRENT TASK”

The screenshot shows the 'Create Deployments/Request LOAs' form with four steps: Step 1. Deployment Information, Step 2. Personnel Information, Step 3. Confirm, and Step 4. Results. A red asterisk indicates required fields. A 'Self-help video' link is present. The 'Current Task' dropdown menu is open, showing the following options:

- Create Deployments for Government and/or Military
- Create Deployments for Government and/or Military
- Create Deployments for Contractors
- Create Deployments and Request LOAs for Contractors
- Request LOAs for Contractors (with existing deployments)

## EXAMPLE RESPONSES TO “CONTRACT NUMBER”

Start typing required Contract Number, and available matches display.

The screenshot shows the 'Contract Details' form with two main sections: 'Contract Information' and 'Defense Base Act (DBA) Insurance'. The 'Contract Information' section includes:

- Primary Company
- \*Contract Number: KAM| (dropdown menu open)
- Contract KO: KAME01-15-D-0001
- Task Order Number: KAME01-15-D-0002
- Task Order KO: KAME01-15-D-0003
- Additionally Supported: KAME01-16-D-0001
- No Additional Supported C: KAME01-16-D-0002
- KAME01-16-D-0003

The 'Defense Base Act (DBA) Insurance' section includes:

- Does Not Apply
- \*DBA Insurance Company Name
- \*DBA Insurance Policy Number
- \*DBA Insurance POC Phone Number

## EXAMPLE RESPONSES TO “TASK ORDER NUMBER”

Once desired Contract Number is selected, the available Task Orders display.

The screenshot shows the 'Contract Details' form with the 'Contract Number' field selected as 'KAME01-16-D-0002'. The 'Task Order Number' dropdown menu is open, showing the following options:

- Select A Value ...
- Select A Value ...
- KAME02-16-D-T001

The 'Contract Information' section includes:

- Primary Company: Hewlett Packard
- \*Contract Number: KAME01-16-D-0002
- Contract KO: Padden, LuAnn
- Task Order KO: KAME02-16-D-T001
- Additionally Supported Contracts: No Additional Supported Contracts have been selected

The 'Defense Base Act (DBA) Insurance' section includes:

- Does Not Apply
- \*DBA Insurance Company Name
- \*DBA Insurance Policy Number
- \*DBA Insurance POC Phone Number

## EXAMPLE RESPONSES TO "OPERATION"

Deployment Details	
Contract / Task Order	*Countries to be Visited
Period of Performance	Select Countries from List to Add
*Deployment Start Date	Afghanistan Akrotiri Albania Algeria
*Deployment End Date	<input type="checkbox"/> <input type="checkbox"/>
*Primary Deployed Duty Station	Selected Countries
Country	
City	
*Operation	Select A Value ...
System Supported	Select A Value ...
*Purpose of Deployment	Select A Value ...
	113 Add on Armor
	Abrams
	ACE/L
	Advanced Field Artillery Tactics
	AEPDS
*Supporting Government Organization	AH-64 Apache
	Air and Missile Defense Works
	Air Defense Systems Integratio
Points of Contact	Airborne Reconnaissance Low

## EXAMPLE RESPONSES TO "SYSTEM SUPPORTED"

Deployment Details	
Contract / Task Order	*Countries to be Visited
Period of Performance	Select Countries from List to Add
*Deployment Start Date	Afghanistan Akrotiri Albania Algeria
*Deployment End Date	<input type="checkbox"/> <input type="checkbox"/>
*Primary Deployed Duty Station	Selected Countries
Country	
City	
*Operation	Select A Value ...
System Supported	Select A Value ...
*Purpose of Deployment	Select A Value ...
	AC09
	AC10
	Atlantic Sentry
	AUSTERE CHALLENGE 2008
	Aviation Logistics Support
	Border Service of the Kyrgyz R
*Supporting Government Organization	BUDD LIGHT (LIDAR exploitat
	Chief of Mission Support
	Combined Joint Task Force - I

## EXAMPLE RESPONSES TO “SUPPORTING GOVERNMENT ORGANIZATION”

Step 1 – Click the magnifying glass icon to bring up the *Supporting Government Organization* window.

The screenshot shows the 'Deployment Details' window with the following fields and controls:

- Contract / Task Order**
- Period of Performance**
- \*Deployment Start Date** (calendar icon)
- \*Deployment End Date** (calendar icon)
- \*Primary Deployed Duty Station** (Country, City) (magnifying glass icon)
- \*Countries to be Visited** (Select Countries from List to Add)
  - Affghanistan
  - Akrotiri
  - Albania
  - Algeria
- Selected Countries** (empty list)
- \*Supporting Government Organization** (magnifying glass icon)

The **Supporting Government Organization** dialog box is highlighted with a red border and contains:

- Search** (text input field)
- Search** (button)
- Cancel** (button)

A red arrow points to the magnifying glass icon next to the **\*Supporting Government Organization** field.

Step 2 – Enter desired information in *Search* field. Click the **Search** button.

The screenshot shows the 'Deployment Details' window with the following fields and controls:

- Contract / Task Order**
- Period of Performance**
- \*Deployment Start Date** (calendar icon)
- \*Deployment End Date** (calendar icon)
- \*Primary Deployed Duty Station** (Country, City) (magnifying glass icon)
- \*Countries to be Visited** (Select Countries from List to Add)
  - Affghanistan
  - Akrotiri
  - Albania
  - Algeria
- Selected Countries** (empty list)
- \*Supporting Government Organization** (magnifying glass icon)

The **Supporting Government Organization** dialog box is shown with:

- Search** (text input field containing "ACQ")
- Search** (button, highlighted with a red border)
- Cancel** (button)

A red arrow points to the **Search** button.

Step 3 – A table of results is displayed based on your query.

The screenshot shows the 'Deployment Details' application interface. On the right, there is a 'Countries to be Visited' section with a list of countries: Afghanistan, Akrotiri, Albania, and Algeria. Below this is a 'Selected Countries' section. In the center, a 'Supporting Government Organization' dialog box is open, containing a search field with 'ACQ' entered. Below the search field are 'Search' and 'Cancel' buttons. The search results are displayed in a table with 61 results for 'ACQ'. The table has two columns: 'Organization' and 'Path'. The first three rows are highlighted in yellow. The first row is 'ACQ' with the path 'US\_GOVT > EXEC\_BR > DOD > DA > Army\_Cmds > AMC > CECOM'. The second row is 'ACQ AGENCY' with the path 'US\_GOVT > EXEC\_BR > DOD > DA > HQDA > ARSTAFF > OTSG > MEDCOM > HHC'. The third row is 'Acq., Technical & Supply' with the path 'US\_GOVT > EXEC\_BR > DOD > OSD Staff > DLA'. The dialog also shows 'Page 2 of 3' at the bottom.

Organization	Path
A Buy	> Army_Cmds > ARCENT > 1 Cav > 41 FA Bde > HHB
ACQ	US_GOVT > EXEC_BR > DOD > DA > Army_Cmds > AMC > CECOM
ACQ AGENCY	US_GOVT > EXEC_BR > DOD > DA > HQDA > ARSTAFF > OTSG > MEDCOM > HHC
Acq., Technical & Supply	US_GOVT > EXEC_BR > DOD > OSD Staff > DLA

Step 4 - Make your selection from the options provided.

This screenshot is identical to the one in Step 3, showing the 'Supporting Government Organization' dialog with search results for 'ACQ'. A red arrow points to the 'ACQ' row in the table, indicating the selection step.

Organization	Path
A Buy	> Army_Cmds > ARCENT > 1 Cav > 41 FA Bde > HHB
ACQ	US_GOVT > EXEC_BR > DOD > DA > Army_Cmds > AMC > CECOM
ACQ AGENCY	US_GOVT > EXEC_BR > DOD > DA > HQDA > ARSTAFF > OTSG > MEDCOM > HHC
Acq., Technical & Supply	US_GOVT > EXEC_BR > DOD > OSD Staff > DLA

Step 5 – Once you make a selection, data populates in *Supporting Government Organization* section.

**Deployment Details**

Contract / Task Order

Period of Performance

\*Deployment Start Date

\*Deployment End Date

\*Primary Deployed Duty Station

\*Operation

System Supported

\*Purpose of Deployment

Remaining Characters: 400

\*Supporting Government Organization: Acquisition (ACQ)

\*Countries to be Visited

Select Countries from List to Add

- Afghanistan
- Akrotiri
- Albania
- Algeria

Selected Countries

**EXAMPLE RESPONSES TO “GOVERNMENT AUTHORITY”**

*Names of the Government Authorities for this organization are displayed. These names are from the Training Database.*

\*Purpose of Deployment

Remaining Characters: 400

\*Supporting Government Organization: Acquisition (ACQ)

\*Government Authority

Select a Value ...

- Select a Value ...
- 01, Student
- 02, Student
- 03, student
- 04, student
- 05, student
- CHONG, MIMI
- Kamenelis, John
- Laska, Gregg

**Points of Contact**

24/7 Company Point of Contact

\*First Name

Middle Name

\*Last Name

Home Phone

\*Office Phone

Mobile Phone

\*Email

In-Theater Point of Contact

\*First Name

Middle Name

\*Last Name

Home Phone

\*Office Phone

Mobile Phone

\*Email

Save as Template

Continue

# **SPOT-ES**

**OMB Control Number  
0704-0460 Package**

**HOME, SEARCH PERSON &  
LOA INBOX**

~

**SCREENS with DROPDOWNS**

# HOME, SEARCH PERSON, LOA INBOX SCREEN

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## SPOT-ES

Synchronized Predeployment and Operational Tracker — Enterprise Suite

Contact Us | Logout

Welcome, JOHN KAMENELIS (Host: ENV2)

[SPOT](#) | 
 [Reports](#) | 
 [Resource Center](#) | 
 [Setup](#)

Home

Change Role  
 Company Admin ▼

News View All

### Start Here

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

#### Search for Person

Search for a person to deploy or deployment information

Last Name:  First Name:   
 Citizenship Category:   
 Deployment Status:   
 SSN  FIN  DoD-ID SSN: --

### LOA Inbox

[Bulk LOA Recall](#)

#### LOA Search

Last Name:  First Name:   
 Contract#:   
 Task Order#:   
 Estimated Deployment Start Date (mm/dd/yyyy):  
 From:  To:   
 Status:   
 Government Authority Assigned:  LOA Number:   
 KO Assigned:

### Deployment Preparation

[View All](#)

Effective Date	Type	Name	Size (KB)	Description/Instructions
3/2/2016	pdf	2014-O00016 SOUTHCOM	1,643.70	SOUTHCOM Policy
2/24/2016	pdf	AFRICOM Theater Entry Summary from website 20160224	507.19	AFRICOM Theater Entry Summary
2/24/2016	pdf	2016-O0006 20160222 USAFRICOM USA006501-16-DPAP	2,244.16	AFRICOM DFARS SPOT Deviation
2/17/2016	pdf	DFARS 252_225_7040	97.97	DFARS 252.225-7040: Contractors Deployed OCONUS Oct 2015
2/4/2016	pdf	HQDA EXORD 171-14 CONUS Replacement Center (CRC) Consolidation at Ft Bliss	233.22	Conus Replacement Center Consolidation at Ft Bliss

1 2 3 4

## EXAMPLE RESPONSES TO "CHANGE ROLE"

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**SPOT-ES**  
Synchronized Predeployment and Operational Tracker — Enterprise Suite

Reports    Resource Center    Setup

- Company Admin
- Contracting Admin
- Contracting Officer
- Government Admin
- Government Authority
- SPOT Administrator**

News View All

**Start Here**

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

Filter by Person Details:

## EXAMPLE RESPONSES TO "CITIZENSHIP CATEGORY"

**Start Here** Add a Person    Search for Contract

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

Last Name:       First Name:

Citizenship Category: **All**  
 US Citizen  
 Foreign National

Deployment Status:  SSN     FIN     DoD-ID      SSN: --

Personnel Category:  
 Company Contractor Personnel  
 U.S. Government Personnel  
 U.S. Military Personnel

**Find Person**

## EXAMPLE RESPONSES TO "DEPLOYMENT STATUS"

**Start Here** Add a Person    Search for Contract

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

Last Name:       First Name:

Citizenship Category: All

Deployment Status: **All**  
 Currently Deployed  
 Not Deployed

SSN     FIN     DoD-ID      SSN: --

### EXAMPLE RESPONSES TO "CONTRACT NUMBER"

Start typing required Contract Number, and available matches display.

The screenshot shows a web form titled "Contract Details" with two main sections: "Contract Information" and "Defense Base Act (DBA) Insurance".

- Contract Information:**
  - Primary Company:** A text field containing "Hewlett Packard".
  - \*Contract Number:** A dropdown menu with "KAM|" entered. A list of suggestions is displayed: "KAME01-15-D-0001", "KAME01-15-D-0002", "KAME01-15-D-0003", "KAME01-15-D-0004", "KAME01-16-D-0001", "KAME01-16-D-0002", and "KAME01-16-D-0003".
  - Contract KO:** A text field containing "KAME01-15-D-0001".
  - Task Order Number:** A text field containing "KAME01-15-D-0002".
  - Task Order KO:** A text field containing "KAME01-15-D-0003".
  - Additionally Supported:** A text field containing "No Additional Supported C".
- Defense Base Act (DBA) Insurance:**
  - Does Not Apply
  - \*DBA Insurance Company Name:** An empty text field.
  - \*DBA Insurance Policy Number:** An empty text field.
  - \*DBA Insurance POC Phone Number:** An empty text field.

### EXAMPLE RESPONSES TO "TASK ORDER NUMBER"

Once desired Contract Number is selected, the available Task Order Numbers display.

The screenshot shows the same "Contract Details" form as above, but with the "Contract Number" dropdown selected as "KAME01-16-D-0002".

- Contract Information:**
  - Primary Company:** "Hewlett Packard".
  - \*Contract Number:** "KAME01-16-D-0002" (highlighted with a red box).
  - Contract KO:** "Padden, LuAnn".
  - Task Order Number:** A dropdown menu with "Select A Value ..." selected. A list of suggestions is displayed: "Select A Value ..." and "KAME02-16-D-T001".
  - Task Order KO:** A text field containing "KAME02-16-D-T001".
  - Additionally Supported Contracts:** A text field containing "No Additional Supported Contracts have been selected".
- Defense Base Act (DBA) Insurance:** Same as the previous screenshot.

EXAMPLE RESPONSES TO "STATUS (LOA INBOX)"

**LOA Inbox** [Bulk LOA Recall](#)

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 **LOA Search**

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Last Name:  First Name:   
Contract#:  Task Order#:

Estimated Deployment Start Date (mm/dd/yyyy):

From:  To:

Status: 

- Cancelled
- Denied
- Expired
- Government Authorized
- KO Approved
- Recalled
- Pending Signed Document
- Request Pending
- Revoked

Government Authority Assigned:

LOA Number:

KO Assigned: