



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH, DEVELOPMENT AND ACQUISITION
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

MEMORANDUM FOR DISTRIBUTION

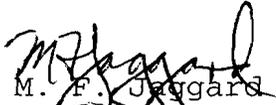
OCT 15 2007

Subj: INTERIM GUIDANCE FOR THE IMPLEMENTATION OF THE
SYNCHRONIZED PREDEPLOYMENT AND OPERATIONAL TRACKER (SPOT)
PROGRAM

Encl: (1) USD (AT&L) memo dated September 28, 2007

Enclosure (1) is provided for information and immediate implementation, as appropriate. The Under Secretary of Defense for Acquisition, Technology and Logistics (USD (AT&L)) has provided interim guidance on inputting contractor data into the Synchronized Predeployment and Operational Tracker (SPOT) program. The interim guidance applies to all Department of Defense contracts in Iraq and Afghanistan for the performance of security and translator/linguist services by U.S./U.S. Resident Alien, Third Country National and Local National contractor personnel. A deadline of November 1, 2007 has been established for inputting the required information into the SPOT program.

To the extent that your activities award contracts for security and translator/linguist services in Iraq and Afghanistan, it is requested that all necessary steps be taken to comply with the November 1, 2007 deadline.


M. F. Jaggard
COS/Policy
DASN (ALM)

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ACQUISITION,
TECHNOLOGY
AND LOGISTICS

THE UNDER SECRETARY OF DEFENSE

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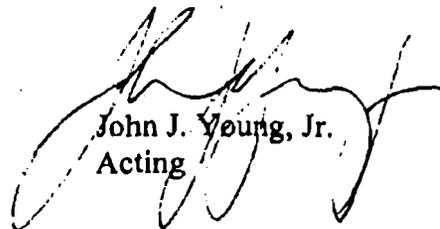
SEP 28 2007

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
COMMANDERS OF THE COMBATANT COMMANDS
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTOR, PROGRAM ANALYSIS AND EVALUATION
DIRECTOR, NET ASSESSMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD AGENCIES

SUBJECT: Interim Guidance for the Implementation of the Synchronized Predeployment and Operational Tracker (SPOT) Program

OSD announced in January the designation of the SPOT program as the database to serve as the central repository for Contractors Deploying with U.S. Forces (Attachment A). In March, the Director, Defense Procurement and Acquisition Policy, provided a new paragraph for use in DFARS clause 252.225-7040 that must be included in all contracts (Attachment B).

Effective immediately, this memorandum and the instructions (Attachment C) serve as the authority and initial guidance for input into the SPOT program of information on security and translator/linguist services contracts being performed in Iraq and Afghanistan on all U.S./U.S. Resident Alien, Third Country National, and Local National contractor personnel employed on such contracts. A completion date of November 1, 2007, is required. Complete implementation guidance for the SPOT program will be issued before the end of First Quarter of FY 2008.


John J. Young, Jr.
Acting

OFFICE OF THE
SECRETARY OF THE
DEFENSE
SEP 28 11:34

Attachments:
As stated



ENCLOSURE(1)



OFFICE OF THE SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301

January 25, 2007

MEMORANDUM FOR ASSISTANT SECRETARY OF THE ARMY (ACQUISITION,
LOGISTICS AND TECHNOLOGY)
ASSISTANT SECRETARY OF THE NAVY (RESEARCH,
DEVELOPMENT AND ACQUISITION)
ASSISTANT SECRETARY OF THE AIR FORCE (ACQUISITION)
DIRECTOR OF THE JOINT STAFF

SUBJECT: Designation of Synchronized Predeployment and Operational Tracker (SPOT) as
Central Repository for Information on Contractors Deploying with the Force (CDF)

DoD Instruction 3020.41 "Contractor Personnel Authorized to Accompany the U.S. Armed Forces," (DoDI 3020.41) requires the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), in coordination with the Under Secretary of Defense for Acquisition, Technology and Logistics (USD(AT&L)), to designate or develop a joint web-based database and procedures for its use, as the central repository for information on all CDF personnel.

On November 30, 2006, the Defense Business Systems Management Committee, chaired by the Deputy Secretary of Defense, approved SPOT as an enterprise program to enable broader visibility of contractors and contracts in theater. Accordingly, SPOT is hereby designated as the database to serve as the central repository for information on all CDF personnel and contract capability information as required by DoDI 3020.41. Data elements in this database will be in accordance with DoDI 3020.41 and be approved by the USD(P&R). The official archive of these data will be maintained at the Defense Manpower Data Center (DMDC). A data feed to this official archive must be established in accordance with the interfaces provided by DMDC. Procedures for using SPOT are at <http://www.dod.mil/bta/products/spot.html>.

Jack Bell
Deputy Under Secretary of Defense
(Logistics and Materiel Readiness)

Jeanne B. Fitos
Deputy Under Secretary of Defense
(Program Integration)

cc:
Assistant Secretary of the Army (Manpower and Reserve Affairs)
Assistant Secretary of the Navy (Manpower and Reserve Affairs)
Assistant Secretary of the Air Force (Manpower and Reserve Affairs)
Commanding General, Army Materiel Command
Director, Defense Contract Audit Agency
Director, Defense Contract Management Agency
Director, Defense Logistics Agency



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

MAR 19 2007

In reply refer to
DAR Tracking Number: 2007-O0004

MEMORANDUM FOR DIRECTORS OF DEFENSE AGENCIES
DEPUTY ASSISTANT SECRETARY OF THE ARMY,
(POLICY AND PROCUREMENT), ASA(ALT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION MANAGEMENT), ASN(RDA)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING), SAF/AQC
EXECUTIVE DIRECTOR, ACQUISITION, TECHNOLOGY
AND SUPPLY DIRECTORATE (DLA)

SUBJECT: Class Deviation—Synchronized Predeployment and Operational Tracker

This class deviation provides a new paragraph (g) for use in DFARS clause 252.225-7040, Contractor Personnel Authorized to Accompany U.S. Armed Forces Deployed outside the United States (Atch 1). It implements the Office of the Secretary of Defense memo of January 25, 2007, Designation of Synchronized Predeployment and Operational Tracker (SPOT) as Central Repository for Information on Contractors Deploying with the Forces (CDF) (Atch 2).

Contracting officers shall use the clause with the attached paragraph (g) in new solicitations and contracts in accordance with the clause prescription at DFARS 225.7402-4(a).

In addition, for contracts already containing the clause DFARS 252.225-7040 (either the June 2005 or the June 2006 version), contracting officers shall inform the contractors that SPOT is the appropriate automated system to use for the required list of contractor personnel.

This class deviation is effective upon signature, and remains in effect until incorporated in DFARS, or until otherwise rescinded. My point of contact is Ms. Amy Williams, and she can be reached on (703) 602-0328, or amy.williams@osd.mil.


Shay D. Assad
Director, Defense Procurement
and Acquisition Policy

Attachments:
As stated

cc:
DSMC, Ft. Belvoir



2007-00004

Class Deviation—Synchronized Predeployment and Operational Tracker

252.225-7040 Contractor Personnel Authorized to Accompany U.S. Armed Forces Deployed Outside the United States.

CONTRACTOR PERSONNEL AUTHORIZED TO ACCOMPANY U.S. ARMED FORCES
DEPLOYED OUTSIDE THE UNITED STATES (JUN 2006) (DEVIATION)

* * * * *

(g) *Personnel data.*

(1) In accordance with DoD Instruction 3020.41, Contractor Personnel Authorized to Accompany the U.S. Armed Forces, the Contractor shall enter before deployment, or if already in the designated operational area, enter upon becoming an employee under the contract, and maintain current data, including departure data, for all Contractor personnel that are authorized to accompany U.S. Armed Forces deployed outside the United States as specified in paragraph (b) (1) of this clause. The automated web-based system to use for this effort is the Synchronized Predeployment and Operational Tracker (SPOT) (For information on how to register and enter data into this system, go to <http://www.dod.mil/bta/products/spot.html>).

(2) The Contractor shall ensure that all employees in the database have a current DD Form 93, Record of Emergency Data Card, on file with both the Contractor and the designated Government official. The Contracting Officer will inform the Contractor of the Government official designated to receive this data card.

* * * * *

**Interim Guidance for the Implementation of Synchronized Predeployment
and Operational Tracker (SPOT) Program**

These instructions apply to all Department of Defense contracts in Iraq and Afghanistan for the performance of Security and Translator/linguist services by U.S., Third Country National, and Local National contractor personnel.

The data elements to be entered into Version 6.0 SPOT database for each contractor category (U.S., Third Country National, and Local National contractor personnel) are listed below:

(1) U.S./U.S. Resident Aliens and Third Country National personnel (screen views):

Contract:

- Contract Number
- Period of Performance Start / End Date
- Summary of Services
- Contracting Agency
- Contracting Office
- Prime Company/Companies

Task Order Number:

- Task Order Number
- Period of Performance Start / End Date
- Summary of Services

Person:

- Full Name
- Company
- SSN / FIN
- Date of Birth
- Place of Birth
- Gender
- Citizenship
- Email Address

Create Deployment:

- Estimated Deployment Dates
- Countries to Be Visited
- Primary Deployed Duty Station
- Job Title
- Deployment Purpose
- Primary Supporting Organization

(2) Local National personnel (screen views):

All data elements listed above with the exception of Citizenship.