



DEPARTMENT OF THE NAVY  
OFFICE OF THE ASSISTANT SECRETARY  
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FEB 26 2008

MEMORANDUM FOR DISTRIBUTION

Subj: IMPLEMENTATION GUIDANCE FOR THE SYNCHRONIZED  
PREDEPLOYMENT AND OPERATIONAL TRACKER (SPOT) TO ACCOUNT  
FOR CONTRACTOR PERSONNEL PERFORMING IN THE UNITED STATES  
CENTRAL COMMAND AREA OF RESPONSIBILITY (AOR)

Encl: (1) DPAP memo dated January 28, 2008

By enclosure (1), the Director of Defense Procurement and Acquisition Policy reiterated that the Synchronized Predeployment and Operational Tracker (SPOT) had been designated as the system to be used for collecting required contractor personnel data. In addition, enclosure (1) provides the complete time phased implementation guidance for input of contractor data into SPOT.

It is requested that contractors be encouraged to accelerate the required inputs to the maximum extent possible.

  
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JAN 28 2008

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: Implementation Guidance for the Synchronized Predeployment and Operational Tracker (SPOT) to Account for Contractor Personnel Performing in the United States Central Command Area of Responsibility (AOR)

The Department of Defense (DoD) has designated the Synchronized Predeployment and Operational Tracker (SPOT) as the system to be used for collecting required contractor personnel data. Contractor personnel authorized to accompany the U.S. Armed Forces are covered by DFARS clause 252.225-7040. Class Deviation 2007-00010 provided a new clause for use in all contracts that require contractor performance in the USCENTCOM AOR by contractor personnel not already covered by DFARS 252.225-7040. The clause excludes: (1) Personnel hired under contracts that do not exceed \$25K and for which the period of performance is less than 30 days; and (2) Embarked contractor personnel, while afloat, that are tracked by the Diary Message Reporting System. Performance in the USCENTCOM AOR means performance of a service or construction. The production of the supplies or overhead functions associated with supplies contracts are not covered, but the services associated with the acquisition of the supplies are covered (e.g., installation or maintenance) (PGI 225.7402-4(a) (i)).

In accordance with the 17 October 2007 memorandum issuing Class Deviation 2007-00010, the following is the complete time phased implementation guidance for input of contractor data into SPOT:

**Phase I:** In accordance with the Interim Guidance for the Implementation of the SPOT Program, all contractor personnel employed on DoD security and translator/linguist service contracts being performed in Iraq and Afghanistan by 1 November 2007.

**ENCLOSURE(1)**

**Phase II:** All contractor personnel employed on DoD security and translator/linguist service contracts being performed in Kuwait by 31 January 2008.

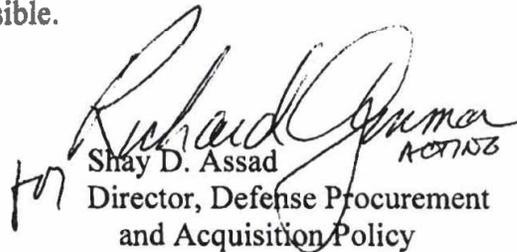
**Phase III:** All contractor personnel employed on DoD-funded construction, external and system support contracts being performed in Iraq, Afghanistan, and Kuwait by 15 March 2008.

**Phase IV:** All remaining contractor personnel employed on any DoD-funded contracts being performed in Iraq, Afghanistan and Kuwait by 1 May 2008.

**Phase V:** All contractors employed on DoD-funded contracts being performed in the CENTCOM AOR by 1 August 2008.

**Phase VI:** All contractors employed on DoD-funded contracts being performed in support of contingency operations anywhere in the world by 30 September 2008.

Contracting activities are encouraged to work with their contractors to accelerate this schedule to the maximum extent possible.

  
for Shay D. Assad  
Director, Defense Procurement  
and Acquisition Policy

cc:  
DSMC, Ft. Belvoir