OFFICE OF THE UNDER SECRETARY OF DEFENSE
3000 DEFENSE PENTAGON
WASHINGTON DC 20301-3000

ACQUISITION
TECHNOLOGY
AND LOGISTICS

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-O0010 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-O0010, 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.

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.

Richard Ginman ACTING

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

cc:
DSMC, Ft. Belvoir