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MSGID/ORDER/USEUCOM//

REF/A/DODI/DEPARTMENT OF DEFENSE INSTRUCTION 3020.41, CONTRACTOR PERSONNEL AUTHORIZED TO ACCOMPANY THE U.S. ARMED FORCES, 3 OCT 2005.//
REF/B/MEMO/OFFICE OF SECRETARY OF DEFENSE, DESIGNATION OF SYNCRHONIZED PREDEPLOYMENT AND OPERATIONAL TRACKER (SPOT) AS CENTRAL REPOSITORY FOR INFORMATION ON CONTRACTORS DEPLOYING WITH THE FORCE/25 JAN 2007.//
REF/C/MEMO/UNDERSECRETARY OF DEFENSE (ACQUISITION, TECHNOLOGY & LOGISTICS), IMPLEMENTATION GUIDANCE FOR SPOT TO ACCOUNT FOR CONTRACTOR PERSONNEL PERFORMING IN THE UNITED STATES CENTRAL COMMAND AREA OF RESPONSIBILITY (AOR)/20 JAN 2008.//
REF/D/ECN/EUCOM NOTICE 4301.01, SYNCHRONIZED PREDEPLOYMENT AND OPERATIONAL TRACKER (SPOT) IN EUCOM AOR/16 OCT 2008.//
REF/E/DFARS/DEFENSE FEDERAL ACQUISITION SUPPLEMENT 252.225-7040, CONTRACTOR PERSONNEL AUTHORIZED TO ACCOMPANY U.S. ARMED FORCES DEPLOYED OUTSIDE THE UNITED STATES/JUL 2009.//

NARR/REF A REQUIRES COMBATANT COMMANDERS TO ESTABLISH CONTRACTOR ACCOUNTABILITY AND TRACKING PROCEDURES IN THEIR AOR. REF B DESIGNATES SPOT AS THE CENTRAL REPOSITORY FOR ALL CONTRACTORS AUTHORIZED TO ACCOMPANY THE FORCE (CAAF) IN THE DOD. REF C DIRECTED ALL OVERSEAS CONTRACTORS EMPLOYED ON DOD-FUNDED CONTRACTS SUPPORTING DECLARED CONTINGENCY OPERATIONS TO BE ENTERED INTO SPOT NLT 30 SEP 08; ONLY APPLIED TO KOSOVO IN EUCOM AOR. REF D DETAILS EUCOM SPOT IMPLEMENTATION GUIDANCE AND EXPANSION BEYOND DECLARED CONTINGENCY OPERATIONS. REF E ALLOWS THE COMBATANT COMMANDER TO REQUIRE THE USE AND CONTRACTUAL ENFORCEMENT OF SPOT TO TRACK DOD CONTRACTORS FOR DESIGNATED MILITARY OPERATIONS OR EXERCISES (BEYOND DECLARED CONTINGENCY OPERATIONS).//

ORDTYP/TASKORD/CDRUSEUCOM//
TIMEZONE/Z//

NARR/ (U) THIS TASKORD DIRECTS COMMANDERS US ARMY EUROPE (CDRUSAREUR), US AIR FORCES EUROPE (CDRUSAFE), US NAVAL FORCES EUROPE (CDRNAVEUR), US MARINE FORCES (CDRMARFOREUR), AND US SPECIAL OPERATIONS COMMAND EUROPE (CDRSOCEUR) TO COMPLY WITH AND ENFORCE DOD CONTRACTOR THEATER ENTRANCE REQUIREMENTS RELATED TO THE SYNCHRONIZED PREDEPLOYMENT AND OPERATIONAL TRACKER (SPOT).//

GENTEXT/SITUATION/

1. (U) SITUATION. TO COMPLY WITH 30 SEP 08 SUSPENSE, OVER 1,000 DOD CONTRACTORS IN KOSOVO (DECLARED CONTINGENCY) HAVE BEEN ENTERED INTO SPOT. THIS REPRESENTS ONLY A PORTION OF DOD CONTRACTORS SUPPORTING JOINT OPERATIONS IN EUCOM AOR. TO IMPROVE CONTRACTOR ACCOUNTABILITY AND TRACKING, CDRUSEUCOM EXPANDS THE COVERAGE OF SPOT TO DOD CONTRACTOR PERSONNEL IN ISRAEL, GEORGIA, AZERBAIJAN AND ARMENIA.//

1.A. (U) CONTRACT SUPPORT TO JOINT OPERATIONS WITHIN THE EUCOM AOR COMES FROM NUMEROUS CONTRACTING ACTIVITIES THAT OPERATE IN THE AOR OR PROVIDE SUPPORT FROM OUTSIDE THE AOR. AS A RESULT, PRIMARY ENFORCEMENT MECHANISMS WILL BE SPOT-GENERATED LETTERS OF AUTHORIZATION (LOA), IAW UPDATED FOREIGN CLEARANCE GUIDE, PRESENTED AT JOINT RECEPTION CENTER(S) AND/OR DESIGNATED REPRESENTATIVE (CONTRACTING OFFICER'S REP OR

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REQUIRING ACTIVITY). APPROPRIATE RECEPTION CENTER, THEATER CLEARANCE AND CONTRACTUAL ACTIONS WILL BE COMPLETED BY 01 APR 10.//

GENTEXT/MISSION/

2. (U) MISSION. USEUCOM EXPANDS SPOT IMPLEMENTATION TO COVER DOD CONTRACTORS AND CONTRACTS INCLUDING CONTINGENCY CLAUSE (REF E.) IN ISRAEL, GEORGIA, AZERBAIJAN AND ARMENIA BY 01 APR 10.//

GENTEXT/EXECUTION/

3. (U) EXECUTION.

3.A. (U) COMMANDERS INTENT.

3.A.1. (U) PURPOSE. PROVIDE VISIBILITY OF DOD CONTRACTOR SUPPORT WITHIN SELECTED COUNTRIES IN THE EUCOM AOR.

3.A.2. (U) DOD CONTRACTORS EMPLOYED ON DOD-FUNDED SERVICE AND CONSTRUCTION CONTRACTS IN KOSOVO, ISRAEL, GEORGIA, AZERBAIJAN AND ARMENIA, VALUED OVER \$25,000 AND WITH A PERIOD OF PERFORMANCE GREATER THAN 30 DAYS, PER REF D, WILL BE ENTERED INTO SPOT BY 01 APR 10.

3.A.3. (U) EFFECTIVE 01 APR 10, CONTRACTOR PERSONNEL WILL NOT BE GRANTED OR ALLOWED TO RENEW COMMON ACCESS CARD (CAC), ACQUIRE BIOMETRIC IDENTIFICATION CARDS OR OTHER CREDENTIALS, AS APPLICABLE, RECEIVE SERVICES OR PROCESS THROUGH JOINT RECEPTION CENTER UNTIL ENTRY OF INFORMATION INTO SPOT FOR THE SELECTED COUNTRIES IS COMPLETED.

3.B. (U) TASKINGS.

3.B.1. (U) USAREUR, USAFE, NAVFUR, MARFOREUR, AND SOCEUR.

3.B.1.A. (U) ESTABLISH PROCEDURES REQUIRING ALL AFFECTED DOD CONTRACTOR PERSONNEL DEPLOYING TO KOSOVO, ISRAEL, GEORGIA, AZERBAIJAN, AND ARMENIA TO PRESENT SPOT DIGITALLY SIGNED LETTER OF AUTHORIZATION, IAW UPDATED FOREIGN CLEARANCE GUIDE, TO RECEPTION CENTERS OR DESIGNATED REPRESENTATIVE (CONTRACTING OFFICER'S REP OR REQUIRING ACTIVITY) FOR ENTRY. SPOT DIGITALLY SIGNED LETTER OF AUTHORIZATION FUNCTIONS AS CONTRACTOR-EQUIVALENT DOCUMENT TO MILITARY ORDERS.

3.B.1.A.1. (U) EFFECTIVE 01 APR 10, THE SPOT DIGITALLY SIGNED LOA WITH BARCODE AND WATERMARK SHALL BE THE ONLY ACCEPTED FORM FOR CONTRACTORS AUTHORIZED TO ACCOMPANY THE FORCE (CAAF) FOR 30 DAYS OR MORE ON CONTRACTS VALUED OVER \$25,000 IN THE SELECTED COUNTRIES. CAAF DEPLOYING FOR LESS THAN 30 DAYS MAY USE MANUALLY FORMATTED LOA IAW SERVICE COMPONENT CONTRACTING GUIDANCE.//

3.B.1.A.2. (U) IF AN AFFECTED DOD CONTRACTOR ARRIVES AT A RECEPTION CENTER OR REPORTS TO DESIGNATED REPRESENTATIVE WITHOUT THE APPROPRIATE LOA, THE CONTRACTOR SHALL NOT MOVE FORWARD THROUGH THE THEATER UNTIL RECEIPT OF PROPER LOA. WAIVER OF THIS REQUIREMENT MUST BE APPROVED BY LOCAL COMMANDER, O-5 OR ABOVE. REPORT WAIVERS AND STATUS TO EUCOM CONTRACTING E-MAIL AT EJC4CONTRACTING@EUCOM.MIL//

3.B.1.A.3. (U) WAIVER OF THIS REQUIREMENT SHOULD BE BASED UPON MISSION NEEDS AND COST/BENEFIT ANALYSIS OF APPROVAL AUTHORITY. HOWEVER, WAIVER SHOULD NOT EXTEND BEYOND 30 DAYS; TO ALLOW FOR CONTRACTOR TO BE ENTERED INTO SPOT AND OBTAIN PROPER LOA.

3.B.1.A.4. (U) CONTRACTOR ACCOUNTABILITY AND VISIBILITY REQUIRES A COLLABORATIVE APPROACH BETWEEN LOGISTICS, CONTRACTING, PERSONNEL REQUIRING ACTIVITIES AND THE CONTRACTOR. COMPONENT PROCEDURES SHOULD ADDRESS THE ROLE OF THE QUALITY ASSURANCE EVALUATOR (QAE), CONTRACTING OFFICER'S REPRESENTATIVE (COR), CONTRACTING OFFICERS, RSOI PERSONNEL AND PERSCO IN MEETING THE COMMANDERS INTENT.//

3.C. (U) COORDINATING INSTRUCTIONS. DIRLAUTH ALCON. KEEP HEADQUARTERS, USEUCOM INFORMED.//

3.C.1. (U) TASKORD APPLIES TO ALL THEATER, EXTERNAL, AND SYSTEM SUPPORT CONTRACTORS, WORKING ON DOD-FUNDED CONTRACTS, IN THE SELECTED COUNTRIES IN THE AOR.//

3.C.1.A. (U) SEVERAL OF THESE CONTRACTS ARE AWARDED AND MANAGED BY ACTIVITIES OUTSIDE THE AOR (I.E. U.S. ARMY CORPS OF ENGINEERS, WEAPON SYSTEM PROGRAM OFFICES, ETC.). THIS DOD CONTRACTOR THEATER ENTRANCE POLICY APPLIES IN THE AOR TO CONTRACTS AWARDED AND MANAGED BY ACTIVITIES INSIDE AND OUTSIDE THE AOR.//

3.C.1.B. (U) FOR THOSE CONTRACTS AWARDED AND MANAGED OUTSIDE THE AOR, MAXIMUM COORDINATION WITH EUCOM SERVICE COMPONENTS IS REQUIRED TO DETERMINE THE LEVEL OF GOVERNMENT FURNISHED SERVICES AVAILABLE TO DOD CONTRACTORS.//

3.D.1. ECJ1. UPDATE FOREIGN CLEARANCE GUIDE WITH REQUIREMENT FOR CONTRACTOR EMPLOYEES TO OBTAIN SPOT GENERATED LOAS FOR ENTRY TO ISRAEL, GEORGIA, AZERBAIJAN AND ARMENIA ON APPLICABLE CONTRACTS.

3.D.2. ECJ4. MONITOR SPOT DATABASE IN THE AOR AND WAIVERS GRANTED BY LOCAL COMMANDERS.

GENTEXT/ADMIN AND LOG/

4. (U) ADMINISTRATION AND LOGISTICS. DOD CONTRACTORS ARE RESPONSIBLE FOR ENTERING AND MAINTAINING PERSONNEL DATA IN THE SPOT SYSTEM; REQUIRING ACTIVITY (COR, QAE, CUSTOMER) REVIEWS SPOT LOA AND ENSURES COORDINATION FOR GOVERNMENT FURNISHED SERVICES HAS OCCURRED; AND CONTRACTING OFFICERS ENTER CONTRACTS INTO SPOT, REVIEW AND DIGITALLY SIGN THE LOA IAW CONTRACTUAL TERMS AND CONDITIONS. SPOT REGISTRATION AND TECHNICAL ISSUES SHOULD BE ADDRESSED TO SPOT HELP DESK/PROGRAM OFFICE PER REF D.

4.A. (U) CONTRACTING

4.A.1. (U) CONTRACTING OFFICERS AWARDED AND ADMINISTERING THEATER, EXTERNAL AND SYSTEMS SUPPORT CONTRACTS IN THE SELECTED COUNTRIES SHALL INCORPORATE REF E INTO ALL CONTRACTS IAW THIS TASKORD NLT 01 APR 10.

4.A.2. (U) FOR NEW CONTRACT ACTIONS COVERED BY THIS TASKORD, CONTRACTING OFFICERS SHALL IMMEDIATELY INCORPORATE REF E INTO SOLICITATIONS AND CONTRACTS.

4.A.3. (U) FOR EXISTING CONTRACTS COVERED BY THIS TASKORD, CONTRACTING OFFICERS SHALL INCORPORATE REF E AT THE TIME OF OPTION RENEWAL OR VIA MODIFICATION NLT 01 APR 10.

4.A.4. (U) COGNIZANT CONTRACTING OFFICERS (WITHIN AND OUTSIDE OF EUCOM AOR) SHOULD REGISTER WITH SPOT TO ENABLE THEM TO DIGITALLY SIGN THE PROPER LOA.

4.B. (U) PERSONNEL

4.B.1. (U) IF JOINT RECEPTION CENTER (FOR CAAF) IS ESTABLISHED, ENSURE APPROPRIATE SPOT DIGITALLY SIGNED LOA IS PRESENTED FOR ENTRY.

4.B.2. (U) COMPONENTS MUST ENSURE THIS CONTRACTOR PERSONNEL DATA IS INCLUDED IN THEIR JOINT PERSONNEL STATUS AND CASUALTY REPORT (JPERSTAT), VIA DPRS).

4.B.3. (U) INCORPORATE REQUIREMENT FOR SPOT GENERATED LOA INTO FOREIGN CLEARANCE GUIDE FOR SELECTED COUNTRIES.//

GENTEXT/COMMAND AND SIGNAL/

5. (U) COMMAND AND SIGNAL.

5.B. (U) POINTS OF CONTACT.

5.B.1. (U) ECJ4-LS (PRIMARY): LT COL RAYMOND BARBEN, DSN 314-430-7202, COMM 011-49-711-680-7202, SIPR EMAIL: BARBENR@EUCOM.SMIL.MIL UNCLAS EMAIL: BARBENR@EUCOM.MIL.

5.B.2. (U) ECJ4-LS (ALTERNATE): LT COL TIMOTHY KLOPFER, DSN 314-430-7474, COMM 011-49-711-680-7474, SIPR EMAIL: KLOPFERT@EUCOM.SMIL.MIL UNCLAS EMAIL:KLOPFERT@EUCOM.MIL.

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5.B.3. (U) ECJ1-RP: LT COL CHRISTOPHER PARRISH, DSN 314-430-8239, COMM 011-49-711-680-8239,
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5.B.4. (U) SPOT PROGRAM MANAGER, OSD: LTC RICHARD FAULKNER, COM 703-614-0950, SIPR EMAIL:
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Subject: EUCOM TASKORD - EXPANSION OF CONTRACTOR TRACKING VIA SPOT

Originator: EUCOM J3 DIRECTORATE(MC)

DTG: 010828Z Oct 09 Precedence: ROUTINE

To: 3 AF A3(uc),
3 AF CC(uc),
EUCOM J4 DIRECTORATE(MC),
EUCOM J4-EDDOC EUCOM DEPLOYMENT-DISTRIBUTION OPS CTR(MC)
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3 AF CC(uc),
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EUCOM J4-LS LOGISTICS SUSTAINMENT DIV(MC),
EUCOM J4-LS Logistics Sustainment Div(mc),
EUCOM J4-MR MEDICAL READINESS DIV-CMD SURGEON(MC),
EUCOM J1 DIRECTORATE(MC),
EUCOM J37 JOINT READINESS TRAINING AND EXERCISE DIV(MC),
EUCOM J5-J8 DIRECTORATE(MC),
EUCOM EPOC OPERATIONS DIV(MC),
EUCOM J4-EN ENGINEER DIV(MC),
HQ USAFE A3(uc),
HQ USAFE A4(uc),
HQ USEUCOM LO WASHINGTON DC,
SOCEUR COD CURRENT OPERATIONS DIVISION(MC),
SOCEUR J4 LOGISTICS DIRECTORATE(MC),
SOCEUR J5 PLANS AND POLICY DIRECTORATE(MC),
USAFECOMMANDCENTER(uc),
USAREUR G1(mc),
USAREUR G3(mc),
USAREUR G4(mc),
JOINT STAFF J4(UC),
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