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**The Synchronized Predeployment and Operational Tracker (SPOT) Plus**

## **CENTCOM Quarterly Census User Guide**

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Prepared for:

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## CHANGE HISTORY

<b>Date</b>	<b>Version #</b>	<b>Description</b>
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2010 FEB 16	2	CENTCOM Quarterly Census Template
2010 JUN 28	3	Updated for 3Q2010
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## I. INTRODUCTION

### A. What is the CENTCOM Quarterly Census and SPOT Plus

The United States Central Command (CENTCOM) performs a quarterly Census of contracts and contractors within the CENTCOM Area of Responsibility (AOR). Previously, this Census was conducted only manually. In 2QFY10, CENTCOM began conducting the Census through utilization of the Synchronized Predeployment & Operational Tracker (SPOT) data. The SPOT program is providing support for this effort under the SPOT Plus project.

The Department of Defense (DoD) has implemented SPOT as the single source to track deployed contractor personnel supporting DoD military operations worldwide in accordance with DoDI 3020.41, Contractor Personnel Authorized to Accompany the US Armed Forces, dated 3 Oct 05. Company and Government Representatives are required to maintain by-name contractor accountability within SPOT.

SPOT is a suite of scalable, net-centric, Web-based and other applications that provides the capability to maintain accountability and report status for deployed personnel across the military, civilian, and contractor communities. SPOT tracks contractor movement through its interface with the Joint Asset Movement Management System (JAMMS) and validates contractor identity by interfacing with several designated identity owners, such as the Defense Manpower Data Center (DMDC).

SPOT Plus enables Contracting Agencies to validate current SPOT data and to provide contractor numbers by task order and duty location. The effort helps Contracting Agencies fulfill their obligations under the CENTCOM quarterly Census and maintain visibility of contract data stored in SPOT.

### B. About the SPOT Plus Quarterly Census Template

The SPOT Plus Template is an Excel spreadsheet populated with data available in SPOT. The template is distributed for action to the Contracting Agencies who manage contracts with performance in the CENTCOM AOR. The populated SPOT Plus Template has been separated by Contracting Agency, providing easy reference for each Agency.

CENTCOM CCJ4C leadership manages the distribution and collection of SPOT Plus Templates. Contracting Agencies will use their SPOT Plus Template to validate contract and task order information and to provide contractor totals by type (US, Local National, Third Country National).

While the SPOT Plus Template is a tool for completing the Census, each Contracting Agency is responsible for correcting (and working with their respective contractor companies to correct) their data directly in SPOT for any identified discrepancies. **The Contracting Officer (KO) is responsible for ensuring SPOT is updated with the most up-to-date information.**

## C. Frequently Asked Questions

### **QUESTION 1: *How do I obtain access to my Agency's template on AKO?***

**ANSWER:** Contact your Agency's SPOT Plus POC. If unsure who the POC is, contact the SPOT Help Desk at (717) 458-0747 or [SPOT.helpdesk@us.army.mil](mailto:SPOT.helpdesk@us.army.mil). In the Help Desk request, please specify that you need access to the SPOT Plus Census and provide your AKO user name and the Contracting Agency. Common Access Card (CAC) login is required to access the file.

### **QUESTION 2: *How do I send a link to the template file on AKO to someone?***

**ANSWER:** To send someone a link to the file, that person first needs to obtain access to the folder. To request access, contact the SPOT Help Desk at (717) 458-0747 or [SPOT.helpdesk@us.army.mil](mailto:SPOT.helpdesk@us.army.mil) and provide the individual's AKO user name and the Contracting Agency. Once access has been granted, select the desired file and click **Send Link** in the AKO toolbar. In the **Send Link** dialog box, select the folder user to receive the file, fill out any additional information, and click **Submit**.

### **QUESTION 3: *What drives the data shown in the template?***

**ANSWER:** The template is populated with contractor counts (LN/TCN/US) based on active deployments in SPOT, broken out by contract/task order/primary duty location. An active deployment is defined as having the in-theater arrival date populated in SPOT.

### **QUESTION 4: *Several of my contracts exist in SPOT, but are not shown on the template. Why not?***

**ANSWER:** A contract/task order will appear on the template only if it has at least one active deployment against it in SPOT.

### **QUESTION 5: *Some contracts shown on the template do not apply to my organization/office. What should I do with them?***

**ANSWER:** Notify your Agency's POC of contracts that do not apply to your organization/office. Leave the validation flag (column B) set to "No" for these rows.

### **QUESTION 6: *The template contains contracts that should be split between different POCs/offices for validation. Can I cut and paste the rows into new workbooks to be distributed separately?***

**ANSWER:** No. Data from the template should not be moved into new workbooks/files. To split one template into three multiple files (for example), save the full template as three different file names (File for POC A, File for POC B, and File for POC C). Open each file separately and carefully delete rows that do not apply to that POC. Save again and distribute.

### **QUESTION 7: *Should I modify every field or are some fields optional?***

**ANSWER:** Fill in every field that you have information for and highlight all changed cells in yellow. Change the validation indicator (column B) to "Yes" for every reviewed row. NOTE: Do

not populate blank fields with N/A (empty fields can be left blank). Do not populate or change data in fields labeled \*Do not update\*.

**QUESTION 8:** *The instructions say there are four worksheets, but I only see one file. Where are the other worksheets?*

**ANSWER:** The spreadsheet file contains four worksheets – Read\_Me, Census\_Report, Organizations, and Locations. To switch between spreadsheets, click the tabs in the bottom left corner of the window.

**QUESTION 9:** *What if the information for a field is too long or does not fit?*

**ANSWER:** Contact the SPOT Help Desk at (717) 458-0747 or [SPOT.helpdesk@us.army.mil](mailto:SPOT.helpdesk@us.army.mil) to request assistance.

**QUESTION 10:** *How do I submit the completed file?*

**ANSWER:** Save the file with the correct file name (see Procedures, Section II.B, for instructions). Upload the file to the AKO folder designated for your Contracting Agency and notify your POC and CCJ4C of completion. Primary CCJ4C contact is Mr. Christopher Ostrander, Commercial Phone: (813) 529-4103, NIPR: [christopher.m.ostrander@centcom.mil](mailto:christopher.m.ostrander@centcom.mil).

**QUESTION 11:** *Can I submit multiple Census results?*

**ANSWER:** Please only submit the Census results once. Multiple submissions will result in duplication of processing and reconciliation efforts.

**QUESTION 12:** *What is the purpose of column B “REQUIRED: HAVE YOU VALIDATED THIS ROW?”*

**ANSWER:** This field is mandatory and must be populated for every row containing Census data. **The indicator must be changed to “Yes” for every row that has been validated/reviewed in the template.** Any row left with the default indicator “No” in the submitted SPOT Plus template will be considered not validated and will NOT be processed for the Census.

**QUESTION 13:** *What special characters cannot be used in the Contract Number?*

**ANSWER:** A special character is any character other than a letter or a digit. Some special characters include &, \*, -, or / and should not be used.

**QUESTION 14:** *Can I enter a contract number with more or less than 13 characters?*

**ANSWER:** All valid DoD contracts should be 13 alphanumeric characters in length. The template does not allow for more than 13 characters to be entered. Please make sure to enter only the contract number; do not enter the task order or modification number in this field.

**QUESTION 15:** *How do I add a contract that does not appear on the template?*

**ANSWER:** You may add a new contract in the first blank row (after pre-populated data), making sure to populate all fields. If adding a new contract to the template, set the validation

indicator in column B to “Yes” and enter the contract and relevant information directly into SPOT.

**QUESTION 16: *What is considered Private Security Contracting?***

**ANSWER:** Department of Defense (DoD) Private Security Contracting (PSC) contracts provide static security, convoy security, security escorts, or personal security details. The PSC contracts may include armed and unarmed contractors.

**QUESTION 17: *What is the difference between Armed and Unarmed PSC contractors?***

**ANSWER:** Armed Private Security Contractors (PSCs) are those personnel that are armed and are providing static security, convoy security, security escorts, or personal security details. Unarmed PSCs are those personnel that are employed on a contract providing static security, convoy security, security escorts, or personal security details who are unarmed. Unarmed PSCs include those providing operational coordination such as managing command, control, and communications operations centers or performing intelligence analysis.

**QUESTION 18: *What are the requirements for PSC contractors for SPOT Plus?***

**ANSWER:** If Private Security Contracting (PSC) services are provided under the contract and/or task order, you must select “Security” in column F and/or R, based on whether the contractors are deployed against the contract or the task order. Additionally, provide the breakdown of PSC contractors (LN/TCN/US), separating Armed contractors (columns X – Z) from Unarmed contractors (columns AB – AD). See Section C for detailed instructions.

**QUESTION 19: *How do I enter the contract NAICS Category if it is not shown in the dropdown in column N?***

**ANSWER:** Add a comment in the **Remarks** column, indicating which NAICS Category should be added to the list of dropdown values. Provide the number and description and this NAICS Category will be available for the next Census.

**QUESTION 20: *Where do I enter the Rough Order of Magnitude of Day Laborers?***

**ANSWER:** As of the 3Q2012 Census, the column for Rough Order of Magnitude (ROM) of Day Laborers has been removed from the template. Only actual numbers of Local Nationals (LNs) working on a contract should be accounted for in columns S, W and AA, as applicable.

**QUESTION 21: *What if the contractor or subcontractor does not appear on the list of Organizations?***

**ANSWER:** You may still use the company name to correctly identify the contractor or subcontractor performing the work. Please take the time to log into SPOT and enter the contracting company directly into the system.

**QUESTION 22:** *There appear to be duplicate company names on the Organizations worksheet. Which one should I select?*

**ANSWER:** Enter the official company name as shown on the contract, if possible. There may be multiple contractor company names on the Organizations worksheet. To narrow down the choices, check the company CAGE code that may be available in column C. Select the company name that best fits the contractor.

**QUESTION 23:** *What do I enter in columns O – R if there is no task order?*

**ANSWER:** If there is no task order, please leave these column fields blank.

**QUESTION 24:** *The template appears to show duplicate rows for the same contract number. Why are there duplicates? and how do I account for contractors?*

**ANSWER:** There are no duplicate rows in the template. Each row represents a contract number, task order and duty station. It is possible to have multiple rows with the same contract and task order, but varying duty stations. The contractors should be accounted for at primary duty station location level.

**QUESTION 25:** *Two rows show very similar duty stations, can I enter contractor counts only in one row?*

**ANSWER:** If the duty stations on the same contract and task order as very similar in nature (for example, Bagram Air Force Base and BAF Base), it is permissible to enter contractor counts on one row, ensuring that the following steps are taken: a) Mark all rows as validated in column B; b) Zero out the contractors in the unused row; c) Update the duty station on the applicable deployments in SPOT to reflect the preferred naming convention of the location.

**QUESTION 26:** *What if I still have questions after reading this User Guide?*

**ANSWER:** Contact the SPOT Help Desk at (717) 458-0747 or [SPOT.helpdesk@us.army.mil](mailto:SPOT.helpdesk@us.army.mil) and specify that your question pertains to SPOT Plus.

## II. PROCEDURES

### A. Dos and Don'ts for Completing the SPOT Plus Census Template

1. Do NOT copy data from the template into new Excel workbooks.
2. Do NOT delete any columns or modify the order of columns.
3. Do NOT hide/unhide any columns or rows.
4. Do NOT hide/unhide any worksheets in the file.
5. Do NOT remove any Excel validation controls.
6. Do NOT copy and paste entire rows between different Excel workbooks.
7. Do NOT populate empty fields with N/A.
8. DO follow the detailed instructions below to fill out the template correctly.
9. DO review the Read\_Me worksheet before starting to work on the template.
10. DO make corresponding corrections in SPOT.
11. DO enforce contractor companies to make corrections in SPOT.
12. DO provide all information in the format specified for each respective field.
13. DO use the Remarks field to make notes relevant to each row in the Template.
14. DO exercise caution when using Copy and Paste; avoid copying an entire row over another.
15. DO contact the SPOT Help Desk at (717) 458-0747 or [SPOT.helpdesk@us.army.mil](mailto:SPOT.helpdesk@us.army.mil) with questions.

### B. Completing the SPOT Plus CENTCOM Quarterly Census Template

1. Save the file and ensure the file name contains the Census quarter (2Q2012, 3Q2012, etc), the Contracting Agency and Contracting Office.
2. If you need to split your template up into multiple files, take the following steps:
  - a. With the original template file open, select **Save As** from the **File** menu and save the file with a unique name.
  - b. Open the newly created file, and click the Census\_Template tab in the lower left corner of the window.
  - c. Select all rows that do NOT pertain to the recipient, and select **Delete Rows** from the **Edit** menu to delete them. **Note:** If using Excel 2007, select **Delete Sheet Rows** on the **Cells** panel of the **Home** ribbon.
  - d. Repeat these steps for each recipient, using the original file as a starting point.
3. Open the Read\_Me worksheet and provide the required contact information for the person completing this Census.
4. Open the Census\_Report worksheet and follow the instructions in Section II.C (below) to populate the template.
5. Highlight modified cells in yellow for easy identification of changed values.
6. Set the validation indicator (in column B) to "Yes" for every reviewed row of data.
7. When complete, upload the validated file to the designated Contracting Agency AKO folder and notify your Agency's POC and CCJ4C.

### C. SPOT Plus Census Template Field Descriptions & Instructions

This section contains descriptions of the fields (columns) in the Census\_Report worksheet in the SPOT Plus Census Template and instructions on how to populate each field correctly.

Some fields in the worksheet are populated by making a selection from a dropdown list.

Follow these instructions in populating the Census\_Report worksheet in the SPOT Plus Census Template:

Col	Field Description	Instructions
A	Template_ID DO NOT MODIFY	This is a reference field for background system processing. Do not modify.
B	REQUIRED: HAVE YOU VALIDATED THIS ROW?	Set the indicator to "Yes" after validating each row in the template. <b>Note:</b> Rows marked as "No" will not be processed in the submitted Census results.
C	Contract Number	Contract number should be 13 alphanumeric characters with no punctuation and for DoD represent DODAAC, FY, Contract type Code, Number. <b>Note:</b> Do NOT enter any punctuation, spaces, special characters or task order/modification extensions.
D	Period of Performance Start Date	Enter the start date of contract period of performance (PoP) in mm/dd/yyyy format. <b>Note:</b> End date must be later than the start date.
E	Period of Performance End Date	Enter the end date of the current contract funded period of performance (PoP) in mm/dd/yyyy format. <b>Note:</b> End date must be later than the start date.
F	Contract Primary Mission Category	Select the appropriate category from the dropdown list. <b>Note:</b> Select "Security" if PSC services are provided at the contract level.
G	Contracting Agency	Select the appropriate contract-issuing Agency from the dropdown list.
H	Contracting Office (Reporting Unit)	Select the appropriate Contracting Office managing the contract from the dropdown list.
I	Contracting Officer Last Name	Enter the Last Name of the Contracting Officer on this contract.
J	Contracting Officer First Name	Enter the First Name of the Contracting Officer on this contract.
K	Contracting Officer Phone Number	Enter the Office Phone Number of the Contracting Officer on this contract. <b>Note:</b> Enter in format 123-456-7890.

Col	Field Description	Instructions
L	Contracting Officer Email Address	Enter the Email Address of the Contracting Officer on this contract.
M	Prime Contractor	Enter the primary contractor company name (enter the full company name from column A of the Organizations worksheet). Additionally, if the CAGE code is known, enter the code in column C on the Organizations worksheet.
N	Contract Category (NAICS) – Use Remarks cell if code is not in the dropdown	Select the contract NAICS code from the dropdown list. <b>Note:</b> If the correct NAICS code is not shown in the dropdown, add a comment to the Remarks column regarding what the right code should be and its description.
O	Task/ Delivery Order Number	Enter the task order or delivery order number associated to this contract.
P	Task Order Start Date	Enter the start date of the task order PoP in mm/dd/yyyy format. <b>Note:</b> End date must be later than the start date.
Q	Task Order End Date	Enter the end date of the current funded task order PoP in mm/dd/yyyy format. <b>Note:</b> End date must be later than the start date.
R	Task Order Primary Mission Category	Select the appropriate category from the dropdown list. <b>Note:</b> Select “Security” if PSC services are provided at the task order level.
S	Total Local National (LN)	Enter the total employed Local National (LN) contactors per the contract/task order/primary duty location. <b>Note:</b> LN is defined as a contractor who is not a US citizen and is the same citizenship as the country where he/she is performing (i.e., duty location).
T	Total Third Country National (TCN)	Enter the total employed Third Country National (TCN) contactors per the contract/task order/primary duty location. <b>Note:</b> TCN is defined as a contractor who is not a US citizen and not the same citizenship as the country where he/she is performing (i.e., duty location).
U	Total United States (US)	Enter the total employed United States (US) contactors per the contract/task order/primary duty location. <b>Note:</b> US is defined as a contractor who is a US citizen and not the same citizenship as the country where he/she is performing (i.e., duty location).
V	Total Employed – *Do not update*	Do NOT edit or update this field. This field is calculated automatically to sum up the total number of contractors.

Col	Field Description	Instructions
W	Armed PSC – Local National (LN)	Enter the number of Local National (LN) Private Security Contractors (PSC) ONLY who are armed per the contract/task order/primary duty location. <b>Note:</b> LN is defined as a contractor who is not a US citizen and is the same citizenship as the country where he/she is performing (i.e., duty location).
X	Armed PSC – Third Country National (TCN)	Enter the number of Third Country National (TCN) Private Security Contractors (PSC) ONLY who are armed per the contract/task order/primary duty location. <b>Note:</b> TCN is defined as a contractor who is not a US citizen and not the same citizenship as the country where he/she is performing (i.e., duty location).
Y	Armed PSC – United States (US)	Enter the number of United States (US) Private Security Contractors (PSC) ONLY who are armed per the contract/task order/primary duty location. <b>Note:</b> US is defined as a contractor who is a US citizen and not the same citizenship as the country where he/she is performing (i.e., duty location).
Z	Total Armed PSC – *Do not update*	Do NOT edit or update this field. This field is calculated automatically to sum up the total number of armed PSCs.
AA	Unarmed PSC – Local National (LN)	Enter the number of Local National (LN) Private Security Contractors (PSC) ONLY who are Unarmed for this contract/task order/primary duty location. <b>Note:</b> LN is defined as a contractor who is not a US citizen and is the same citizenship as the country where he/she is performing (i.e., duty location).
AB	Unarmed PSC – Third Country National (TCN)	Enter the number of Third Country National (TCN) Private Security Contractors (PSC) ONLY who are Unarmed for this contract/task order/primary duty location. <b>Note:</b> TCN is defined as a contractor who is not a US citizen and not the same citizenship as the country where he/she is performing (i.e., duty location).
AC	Unarmed PSC – United States (US)	Enter the number of United States (US) Private Security Contractors (PSC) ONLY who are Unarmed for this contract/task order/primary duty location. <b>Note:</b> US is defined as a contractor who is a US citizen and not the same citizenship as the country where he/she is performing (i.e., duty location).
AD	Total Unarmed PSC – *Do not update*	Do NOT edit or update this field. This field is calculated automatically to sum up the total number of Unarmed PSCs.

Col	Field Description	Instructions
AE	Location Employed Duty Station	Enter the duty station location (i.e., Camp Victory) from the Locations worksheet, column B. <b>Note:</b> Enter only one location.
AF	Location Employed Country	Select the duty station country for the contractor (i.e., Iraq) from the dropdown list. <b>Note:</b> Select only one location.
AG	Remarks	Enter additional comments relevant to this contract/task order/location.