



SPOT-ES Training Schedule

June – December 2016

Training Delivery

To meet different learner needs, the SPOT-ES training team offers a number of ways to receive SPOT-ES training. The SPOT-ES Training Organization offers Instructor-led training (ILT). The ILT offerings include traditional classroom sessions, virtual training sessions using a webcast forum, or a combination of both. The webcast sessions are delivered through Defense Collaboration Services (DCS), a Department of Defense (DoD) security-approved medium.

Training Support

On-site classroom training may be accommodated on a case-by-case basis to support national exercises, special pre-deployment requirements, or funding approvals by the SPOT-ES Program Management Office (PMO).

Webcast training for OCONUS audiences shall be coordinated to best accommodate learners participating in geographically-dispersed regions and time zones.

Training Session Commitments

To effectively manage training costs while meeting end-user training requirements:

- **Classroom** delivery will only be conducted when a minimum of five (5) learners have registered and committed to attending the classroom session. A maximum of twelve (12) learners per classroom-delivered training session will be accommodated to provide the most effective instructor-to-learner ratio.
- **Webcast** sessions will only be conducted when a minimum of three (3) learners have registered and committed to attending the webcast session. A maximum of fifteen (15) learners per Webcast-delivered training session will be accommodated to provide the most effective instructor-to-learner ratio.
- **Scheduling** - Class registrations will close at 4:00 pm EST/EDT the Friday before classes are held for the following week. *Rescheduling – registered students will be contacted by Email with an alternative date and time for next available class.*

Training Schedule

Training is scheduled for Tuesdays, Wednesdays, and Thursdays to best accommodate trainer and learner travel for classroom or on-site delivered courses.

Special training sessions for the SPOT-ES project, Customer Management Center, JAMMS, and TOPSS staff may be scheduled outside the normally scheduled (Tuesday, Wednesday, Thursday) sessions to align with system pre-releases, FRAGO releases, etc. These sessions will be coordinated directly with the SPOT-ES training team.

The [Webcast Training Schedule](#) is projected and updated on a “rolling” 6-month forecast with monthly updates or as special training requirements are identified. All training times are based on Eastern Standard Time (EST) or Daylight Savings Time (EDT).



SPOT-ES Training Schedule

Course Descriptions

Training courses are offered in the following categories as they relate to the SPOT-ES end-user functions (roles) performed. The following Training courses are offered:

- **Company Administrators Training (SPOT)** – This core training is for contractors with the Company Administrator role. It covers how to search/add/update a contract and task order, personnel and deployment information, and how to submit an individual Letter of Authorization (LOA) request. It also shows how to reassign personnel information to another company when changing employers.
User role in SPOT: *Company Administrator*
Class length: 2.5 hours
- **Government Authorities/Administrators Training (SPOT)** – This core training is for users with the Government Authority or Government Administrator role. It covers how to search/add/update a contract and task order, personnel and deployment information, and how to submit an individual Letter of Authorization (LOA) request. It also shows how the Government Authority role will authorize or deny a single (or bulk) LOA request(s).
 - Contractors, military, or Government persons with rights to administer and manage organization/employee profiles, initiate deployment/LOA requests, and authorize deployment/LOA requests.
User role in SPOT: *Government Authority or Government Administrator*
Class length: 2.5 hours
- **Contracting Officers/Administrators Training (SPOT)** - This core training is for users with the Contracting Officer or Contracting Administrator role. It covers how to search/add/update contract and task order information. It shows the Contracting Officer (KO) how to set the Authorized Government Services (AGS) options and how to change the Primary Contractor Company on the contract. It also shows how to enter contractor counts on a specific contract and/or task order, and how to approve, deny, or revoke a single (or bulk) LOA request(s).
 - Military or Government persons with rights to administer and manage contracts and/or to update Authorized Government Services (AGS) and approve LOAs.
User role in SPOT: *Contracting Officer (KO) and Contracting Administrator*
Class length: 1.5 hours
- **Modifying and Resubmitting of a Revoked/Denied LOA (SPOT)** – This session focuses on the process for updating/modifying the request of a revoked LOA and resubmitting it for review, authorization, and approval.
User role in SPOT: *Company Administrator, Government Authority, Government Administrator*
Class length: 30 Minutes
- **Total Operation Picture Support System (TOPSS)** – This session focuses on the reporting and analysis component of the SPOT-ES
User role in TOPSS: *Analyst-Limited, Analyst, and Super-User*
Class length: 2 hours



SPOT-ES Training Schedule

Course Registration

To register for a course, send an email to dodhra.beau-alex.dmdc.mbx.spot-es.training@mail.mil and provide the following information:

1. First and last name
2. Sponsoring organization and/or company name
3. Job Title/Role
4. The role you will play in SPOT or TOPSS (if known)
5. E-mail address
6. Phone number
7. Course name you are registering for
8. Requested training date and time

Once that information is received by the SPOT-ES Training Registrar, a confirmation e-mail with additional instructions will be sent to the e-mail address you provided to confirm your registration.

Webcast Training Schedule

| June 2016 | | |
|------------------------------------|--------------|---|
| Tuesday – 7th | 9 – 11:30 AM | Company Administrators Training (SPOT) |
| | 12:30 – 1 PM | Modifying and Resubmitting LOA Training (SPOT) |
| Wednesday – 8th | 9 – 11:30 AM | Government Authority/Government Administrator Training (SPOT) |
| | 12:30 – 2 PM | Contracting Officer/Contracting Administrator Training (SPOT) |
| Thursday – 16th | 9 – 11 AM | TOPSS Training |
| Tuesday – 21st | 9 – 11:30 AM | Company Administrators Training (SPOT) |
| | 12:30 – 1 PM | Modifying and Resubmitting LOA Training (SPOT) |
| Wednesday – 22nd | 9 – 11:30 AM | Government Authority/Government Administrator Training (SPOT) |
| | 12:30 – 2 PM | Contracting Officer/Contracting Administrator Training (SPOT) |
| Thursday – 23rd | 9 – 11 AM | TOPSS Training |
| July 2016 | | |
| Tuesday – 12th | 9 – 11:30 AM | Company Administrators Training (SPOT) |
| | 12:30 – 1 PM | Modifying and Resubmitting LOA Training (SPOT) |
| Wednesday – 13th | 9 – 11:30 AM | Government Authority/Government Administrator Training (SPOT) |
| | 12:30 – 2 PM | Contracting Officer/Contracting Administrator Training (SPOT) |
| Thursday – 21st | 9 – 11 AM | TOPSS Training |
| Tuesday – 26th | 9 – 11:30 AM | Company Administrators Training (SPOT) |
| | 12:30 – 1 PM | Modifying and Resubmitting LOA Training (SPOT) |
| Wednesday – 27th | 9 – 11:30 AM | Government Authority/Government Administrator Training (SPOT) |
| | 12:30 – 2 PM | Contracting Officer/Contracting Administrator Training (SPOT) |
| Thursday – 28th | 9 – 11 AM | TOPSS Training |
| August 2016 | | |
| Tuesday – 9th | 9 – 11:30 AM | Company Administrators Training (SPOT) |
| | 12:30 – 1 PM | Modifying and Resubmitting LOA Training (SPOT) |
| Wednesday – 10th | 9 – 11:30 AM | Government Authority/Government Administrator Training (SPOT) |
| | 12:30 – 2 PM | Contracting Officer/Contracting Administrator Training (SPOT) |
| Thursday – 18th | 9 – 11 AM | TOPSS Training |
| Tuesday – 23rd | 9 – 11:30 AM | Company Administrators Training (SPOT) |



SPOT-ES Training Schedule

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|------------------------------------|--------------|---|
| | 12:30 – 1 PM | Modifying and Resubmitting LOA Training (SPOT) |
| Wednesday – 24th | 9 – 11:30 AM | Government Authority/Government Administrator Training (SPOT) |
| | 12:30 – 2 PM | Contracting Officer/Contracting Administrator Training (SPOT) |
| Thursday – 25th | 9 – 11 AM | TOPSS Training |
| September 2016 | | |
| Tuesday – 6th | 9 – 11:30 AM | Company Administrators Training (SPOT) |
| | 12:30 – 1 PM | Modifying and Resubmitting LOA Training (SPOT) |
| Wednesday – 7th | 9 – 11:30 AM | Government Authority/Government Administrator Training (SPOT) |
| | 12:30 – 2 PM | Contracting Officer/Contracting Administrator Training (SPOT) |
| Thursday – 15th | 9 – 11 AM | TOPSS Training |
| Tuesday – 20th | 9 – 11:30 AM | Company Administrators Training (SPOT) |
| | 12:30 – 1 PM | Modifying and Resubmitting LOA Training (SPOT) |
| Wednesday – 21st | 9 – 11:30 AM | Government Authority/Government Administrator Training (SPOT) |
| | 12:30 – 2 PM | Contracting Officer/Contracting Administrator Training (SPOT) |
| Thursday – 22nd | 9 – 11 AM | TOPSS Training |
| October 2016 | | |
| Tuesday – 4th | 9 – 11:30 AM | Company Administrators Training (SPOT) |
| | 12:30 – 1 PM | Modifying and Resubmitting LOA Training (SPOT) |
| Wednesday – 5th | 9 – 11:30 AM | Government Authority/Government Administrator Training (SPOT) |
| | 12:30 – 2 PM | Contracting Officer/Contracting Administrator Training (SPOT) |
| Thursday – 13th | 9 – 11 AM | TOPSS Training |
| Tuesday – 18th | 9 – 11:30 AM | Company Administrators Training (SPOT) |
| | 12:30 – 1 PM | Modifying and Resubmitting LOA Training (SPOT) |
| Wednesday – 19th | 9 – 11:30 AM | Government Authority/Government Administrator Training (SPOT) |
| | 12:30 – 2 PM | Contracting Officer/Contracting Administrator Training (SPOT) |
| Thursday – 20st | 9 – 11 AM | TOPSS Training |
| November 2016 | | |
| Tuesday – 1st | 9 – 11:30 AM | Company Administrators Training (SPOT) |
| | 12:30 – 1 PM | Modifying and Resubmitting LOA Training (SPOT) |
| Wednesday – 2nd | 9 – 11:30 AM | Government Authority/Government Administrator Training (SPOT) |
| | 12:30 – 2 PM | Contracting Officer/Contracting Administrator Training (SPOT) |
| Thursday – 10th | 9 – 11 AM | TOPSS Training |
| Tuesday – 15th | 9 – 11:30 AM | Company Administrators Training (SPOT) |
| | 12:30 – 1 PM | Modifying and Resubmitting LOA Training (SPOT) |
| Wednesday – 16th | 9 – 11:30 AM | Government Authority/Government Administrator Training (SPOT) |
| | 12:30 – 2 PM | Contracting Officer/Contracting Administrator Training (SPOT) |
| Thursday – 17th | 9 – 11 AM | TOPSS Training |
| December 2016 | | |
| Tuesday – 6th | 9 – 11:30 AM | Company Administrators Training (SPOT) |
| | 12:30 – 1 PM | Modifying and Resubmitting LOA Training (SPOT) |
| Wednesday – 7th | 9 – 11:30 AM | Government Authority/Government Administrator Training (SPOT) |
| | 12:30 – 2 PM | Contracting Officer/Contracting Administrator Training (SPOT) |
| Thursday – 15th | 9 – 11 AM | TOPSS Training |
| Tuesday – 20th | 9 – 11:30 AM | Company Administrators Training (SPOT) |
| | 12:30 – 1 PM | Modifying and Resubmitting LOA Training (SPOT) |
| Wednesday – 21st | 9 – 11:30 AM | Government Authority/Government Administrator Training (SPOT) |



SPOT-ES Training Schedule

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|-----------------------------------|--------------|---|
| | 12:30 – 2 PM | Contracting Officer/Contracting Administrator Training (SPOT) |
| Thursday – 22nd | 9 – 11 AM | TOPSS Training |

Occasional Issues with Defense Collaboration Services (DCS)

Some users of DCS have experienced log-on issues when following the link provided by the SPOT-ES Training Registrar to join a confirmed Webcast (DCS) training session.

If you experience login issues, please contact the **DCS User Support**:

Email: disa.dsc.eis.mbx.dcs-support@mail.mil

Comm: 1-614-692-0032

DSN (CONUS): 850-0032

DSN (OCONUS): Country Code 312

(Select Options 1, 3, 2, 4 to reach DCS)

Comments/Concerns

If you have comments or concerns, please feel free to contact:

- SPOT-ES Customer Management Center (CMC) Help Desk
Phone: (703) 578-5407
E-mail: dodhra.beau-alex.dmdc.mbx.spot-helpdesk@mail.mil
Web Chat: <https://connect.dco.dod.mil/spothelpdesk>
- SPOT-ES Training Registrar, dodhra.beau-alex.dmdc.mbx.spot-es.training@mail.mil