



1. PURPOSE

The purpose of this document is to provide SPAWAR policy for the travel of contractor personnel. This document will cover both CONUS and OCONUS Contractor Personnel Travel.

Related guidance is available under CMPG Special Topic > Special Considerations > 2.0 Foreign Items > [2.3 Contractor Personnel Authorized to Accompany U.S. Forces Deployed Outside the U.S.](#)

2. POLICY

2.1 Domestic Travel: Contract actions requiring travel shall comply with the prescriptions set forth in [FAR 31.205-46\(a\)\(1\)](#), which defines the allocability of contractor incurred travel costs.

2.2 Foreign Travel: Contract actions which require performance of work in a foreign country by contractor personnel, other than host country personnel (i.e., host country nationals or personnel who ordinarily reside in the host country), or require delivery of items to a Unified Combatant Command designated operational area, that the contract shall include required DFARS clauses and any applicable host country and designated operational area performance considerations.

2.3 Contract Personnel: Contractor Personnel authorized to accompany the U. S. Armed Forces may include U.S. citizens, U.S. legal aliens, and third country nationals. They may be employees of external support, systems support or designated operational area support contractors.

3. RESPONSIBILITIES

3.1 CONUS (Continental United States) Travel

Contractor domestic travel is a common occurrence among task orders issued within the DoD. Domestic travel is primarily regulated by contractor rules; however proposed travel costs should be assessed and negotiated by the Contracting Officer. Contracting Officers should review task order requirements to ensure travel is a necessary component of successfully performing a task order, and that the proposed travel volume/trip locations are consistent with the task order requirements. Contracting Officers may also view [GSA Per Diem Rates](#) to establish a fair and reasonable price determination.

- A. In accordance with [FAR 31.205-46\(a\)\(1\)](#): Costs incurred by contractor personnel on official company business are allowable, subject to the limitations contained in this subsection. Costs for transportation may be based on mileage rates, actual costs incurred, or on a combination thereof, provided the method used results in a reasonable charge. Costs for lodging, meals, and incidental expenses may be based on per diem, actual expenses, or a combination thereof, provided the method used results in a reasonable charge.
- B. Per Diem rates are prescribed annually by the General Services Administration (GSA) and may be queried through the [DoD Defense Travel website](#).

3.2 OCONUS (Outside of the Continental United States) Travel

Contractor foreign travel is subject to numerous regulations depending on location of travel, and requires detailed preparations and administrative actions of the Contracting Officer assigned to the specific task order. The DPAP [Areas of Responsibility](#) Website defines the specific region where travel may occur. (NORTHCOM, SOUTHCOM, AFRICOM, CENTCOM, PACOM, and EUCOM respectively).



Contracting officers should refer to the areas of responsibility to establish the level of administrative support necessary to ensure compliance with OCONUS travel regulations. All Continental United States (CONUS) awarded contracts to be performed in theater will use the [DoD Contracting Officer Representative Tracking Tool \(CORT Tool\)](#). Prior to the contract award, compliance tracking shall also be incorporated into the TBC/CAD Checklist.

4. PROCEDURE

4.1 Pre-Award

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- A. Contracting Officers shall refer to the checklist outlined in [DFARS PGI 225.370](#) to verify that the requiring party has considered all aspects of Contractor OCONUS travel when building its requirements package.
1. Some preparations to consider (but are not limited to) are: [Theater Business Clearance \(TBC\)](#) documentation, Status of Forces Agreements (SOFA) and related clauses for travel to countries where bilateral agreements exist, [DD Form 93s](#) (as applicable), and a Letter of Authorization.
 - a. Special Note: [Federal Register Vol. 76, No. 121](#) made a final rule that updated the nomenclature associated with the letter of authorization required for the contractor to process through a deployment center or travel to, from, or within a designated operational area. (Ref: [DFARS 225.3](#)).
 - b. The letter must use the formal title “Synchronized Predeployment and Operational Tracker (SPOT)-generated letter of authorization” (Ref. DFARS [252.225-7040](#)).
 2. The complete checklist is defined within [DFARS PGI 225.370](#).



4.2 Administrative Actions

4.2.1 [Synchronized Pre-deployment and Operational Tracker \(SPOT\)](#):

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- A. The Contracting Officer is responsible for informing the contractor of the Government Official designated to receive the [DD Form 93](#).
 - B. Contracting Officers are responsible for approving LOA's in SPOT. This is considered contract maintenance. Contracting Officers may also delegate authority to approve LOA's to CORs. This must be delineated in the COR Nomination Letter for the contract. Periodically, Contracting Officers should review the work of the individual appointed to maintain SPOT.
 - C. [Federal Register Vol. 76, No. 12](#) issuance mentioned above in the Pre-Award Section also impacted post-award administration through [DFARS 242.302\(a\) \(S-72\)](#) that requires DoD contract administrators, when the contract incorporates the clause at [DFARS 252.225-7040](#), to ensure implementation of, and maintain surveillance over, contractor compliance with the SPOT business rules.
 - D. SPOT Training information is available by viewing the [OSD-LMR SPOT page](#) or by *emailing the SPOT-ES Training Registrar* dodhra.beau-alex.dmdc.mbx.spot-es.training@mail.mil.

4.2.2 CLASS DEVIATION:

- A. Effective January 26, 2012, contracts with an estimated value of more than \$100,000 that are being, or will be, performed in the U.S. Central



Command theater of operations are subject to [Class Deviation 2012-00005](#) which includes two new clauses.

5. APPROVALS

- A. The [CENTCOM Joint Theater Support Contracting Command \(C-JTSCC or C3\)](#) is the designated approval authority for exercising TBC for Iraq, Afghanistan, Kuwait and Pakistan.
- B. Contract Specialists should refer to the [CENTCOM](#) Website on a regular basis to ensure up-to-date requirements are followed when OCONUS contractor travel is anticipated on a task order. Because OCONUS efforts/requirements are constantly evolving, the CENTCOM website is periodically to adapt to the current situation.

6. TOOLBOX

6.1 Federal

- A. [FAR 31.205-46](#), "Travel Costs"
- B. [Federal Register Vol. 76, No. 121](#)

6.2 DoD

- A. [Areas of Responsibility](#)
- B. [CENTCOM Joint Theater Support Contracting Command \(C-JTSCC or C3\)](#)
- C. [CENTCOM](#)
- D. [Class Deviation 2012-00005](#), "Prohibition on Contracting with the Enemy and Access to Contractor and Subcontractor Records in the U.S. Central Command Theater of Operations"
- E. [DD Form 93](#), "Record of Emergency Data"
- F. [DFARS 225.3](#), "Contracts Performed Outside the United States"
- G. [DFARS 252.225-7040](#), "Contractor Personnel Supporting U.S. Armed Forces Deployed Outside the United States"
- H. [DFARS PGI 225.370](#), "Contracts requiring performance or delivery in a foreign country"
- I. [Defense Contingency COR Handbook, Version 2](#) (DRAFT of June 2012)
- J. [DoD Contracting Officer Representative Tracking Tool \(CORT Tool\)](#)
- K. [DoD Defense Travel website](#)
- L. [Life Support for Contractors in Afghanistan DPAP Memorandum of April 26, 2012](#)
- M. [OSD-LMR SPOT](#)
- N. [OSD Memo of Feb 17, 2012 on Contingency Competition Goals and Competition Reviews of Certain Omnibus Contracts](#) (On the establishment of contingency goals for Operation Enduring Freedom (OEF))
- O. [OSD Memo of Feb 17, 2012 on Procurement Support of Theater Security Cooperation Efforts](#) (links to a new Podcast, pamphlet, and brochure of key guidance)
- P. [OSD Memo of January 27, 2012 on Data Capture in Support Contingency Planning/Class Deviation 2012-00005](#)
- Q. [Notification of Retroactive Billing for Medical Services Provided by Non-Fixed Medical Facilities in the USCENTCOM AOR](#), December 20, 2011 DPAP Memo
- R. [Post 2011 Iraq – Contracting and Contractor Related Guidance/Information](#), Dec 2011 Memo
- S. [Synchronized Pre-deployment and Operational Tracker \(SPOT\)](#)
- T. [Theater Business Clearance \(TBC\)](#)





6.3 Navy

- A. [DoN Memo of Dec 16, 2011 – TBC/CAD Updates](#)

7. CHANGE HISTORY

Date	Description of Changes
June 2016	Updated to new format, updated links, removed references to removed DFARS 225.74 and DFARS PGI 225.74
June 2012	Last version created in previous format

Updated material is highlighted by *purple text* and an Alert/New  icon.