

\*\*\*\*\* **Geneva Convention CAC** \*\*\*\*\*

A Geneva Convention CAC is a CAC that list benefits the holder is entitled to receive. In order for a contractor to be issued a Geneva Convention CAC they must (1) be accompanying U.S. armed forces overseas to the Southwest Asia AOR and (2) be entered into the Synchronized Predeployment and Operational Tracker (SPOT) database by their sponsoring command. The SPOT database will issue a Letter of Authorization (LOA) to the contractor listing the government furnished services they are authorized to receive while deployed (e.g. billeting, commissary and exchange privileges, meals, military clothing, excess baggage, weapon issuance, etc). The contractor will need to present the LOA to the DEERS/RAPIDS Verifying Official at the time of CAC issuance to validate they are authorized to be issued a Geneva Convention CAC.

1. It does not matter if a CVS application is created for an applicant before they are entered into the SPOT database, or after being put in the SPOT database. The two databases are separate and are not linked in any way.
2. A contractor must be processed in the Contractor Verification System (CVS) "before" a Geneva Convention (GC) CAC can be issued at the ID card office.
3. It is the responsibility of the command that is sponsoring the contractor to enter them into the SPOT database. The designated command representative for accessing SPOT will need to have a SPOT database account established before they can enter any contractors. To obtain information for setting up an account go to <https://spot.altess.army.mil> and click on the link "New User Register" located at the bottom of the top box and follow the screen prompts.
4. SPOT questions: Refer questions regarding SPOT registration, training and outreach to [spot.outreach@us.army.mil](mailto:spot.outreach@us.army.mil)
5. Registered SPOT users should refer questions on its use to the SPOT Help Desk, [SPOT@Technisource.com](mailto:SPOT@Technisource.com)
6. Phone: (717)506-1368
7. SPOT Web Chat  
<https://www.telax.net/Telax.Service.Web/openchatsession.asp?cid=NGrumman&qid=61020>

8. What is SPOT and an LOA: SPOT is an acronym for Synchronized Predeployment and Operational Tracker. SPOT is a U.S. Army managed system that is a central source of information on Contractors who are authorized to accompany the U.S. Armed Forces overseas. Certain categories of DoD Contractors deploying overseas to the Southwest Asia AOR are eligible for a CAC with Geneva Convention conditions. The SPOT system generates a Letter of Authorization (LOA) for Contractors who are entered into the system and are authorized to be issued a Geneva Convention CAC. The SPOT generated LOA, a completed DD Form 1172-2 and orders need to be taken to the ID card issuance facility (some offices will accept only the LOA. Suggest applicants call the ID card office to inquiry on what documents they require to issue a Geneva Convention CAC). Entry into the SPOT system is not a responsibility of CVS Trusted Agents. Their part in these procedures is only to enter authorized personnel into CVS, like they normally do, to get issued a "normal" Contractor (green striped) CAC. The specifics with the CAC getting issued "with" the approved benefits are done at the DEERS/RAPIDS workstation by the Verifying Official (VO) reviewing the benefits listed in the LOA.

SPOT is an Army system. Navy CAC PMO has no management connection or control over that system. If you have questions, please use the POC avenues listed above. Contacting an ID card issuance facility is also another source of information for identifying the procedures and required documents Contractors will need for Geneva Convention CAC issuance.

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