PHASE II – ITALY APPLICATION CHECKLIST FOR CORs

DOCPER Website: https://www.europeafrica.army.mil/contractor/
ECOPS: https://ecops.ext.eur.army.mil/

ECOPS SECTION	INSTRUCTIONS	CHECK	
PERSONAL DATA		**YES**	**NO**
Applicant's Name **Subcontract**	*The applicant's full name in ECOPS must match the full name on the passport (Middle Name and Suffix if applicable).* *If applicable, select the subcontractor's name from the drop-down menu.*	☐	☐
Passport information	*A passport number, issue date and expiration date must be entered. (Please note that Passports must be valid for at least 12 months).*	☐	☐
Address	*Enter physical addresses only, No APO/FPO.*	☐	☐
Spouse Details	*If married, the spouse details must be completed.*	☐	☐
Dependents	*If there are dependents, the dependents section must be completed.*	☐	☐
ORDINARILY RESIDENT		**YES**	**NO**
Examination of OR Status	*Answer all questions.*	☐	☐
ITALY VISITS / TIME SPENT IN ITALY	*The Country Visit details section must be completed if the applicant has spent any length of time (past or present) in the Republic of Italy.*	☐	☐
RESUME	*The ECOPS resume builder must be used.* *All previous NATO SOFA jobs must be listed.*	☐	☐
ECOPS DOCUMENTS		**YES**	**NO**
Current Active Duty Applicants	*A DD 214 must be uploaded.*	☐	☐
Current Government Employee Applicants	*A SF-52 (Request for Personnel Action Form) or a letter from CPAC confirming US Government employment termination date must be uploaded.*		
Passport	*A signed copy of the passport must be uploaded.*		
IT Applications	*IT certifications must be uploaded.*	☐	☐
Degrees	*Degrees and/or Transcripts must be uploaded.*		
Licenses	*Required licenses must be uploaded (A&P, FAA, FCC, Nurse).*	☐	☐

Job Offer letter	*The job offer letter must be on the company's letterhead. In case of a subcontract, it must be on the subcontractor's letterhead.* *A job offer letter must contain the name of the applicant, a current address, and must be dated within 90 days of the SOFA application.* *The job title, salary and location must match the information in ECOPS. A job letter must be signed by the company's representative (Wet or Electronic signature is acceptable)*	☐	☐
Application Renewal, Family Members Applications and Applications from current Government Employees in Italy	***A Visa Missione** must be uploaded to show that the applicant entered Italy legally.* ***A Soggiorno Missione** (Work Permit) must be uploaded.*	☐	☐

TYPE OF ACCREDITATION	**Normal**: Select Normal for new applicants coming from the US and other countries; current Active Duty in Italy, current GS employees in Italy, Family members of US military or Civilian. **Renewal**: Select Renewal for currently approved applications	☐	☐