



DEPARTMENT OF THE ARMY
UNITED STATES ARMY EUROPE AND AFRICA
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GERMANY

**NATO SOFA Status Accreditation of Qualifying Contractor Employees (NSSAQCE)
NEW CONTRACTING ACTION**

Resources: <https://www.europeafrica.army.mil/contractor/>, AER 715-9 (Germany), AER 550-32 and Annex (Italy), and the country-specific briefings

A Contracting Action refers to a contract, or a contract in combination with an associated task/delivery order. A New Contracting Action is a newly awarded, or existing contracting action, that has not yet been used in Germany and/or Italy and therefore requires notification of, and coordination with, the responsible German and/or Italian authorities

CONTRACTING ACTION INFORMATION

Contract Number:

Task/Delivery Order Number:

Prime Vendor Company:

Will the contracting action have subcontractors?

Subcontractor(s) Name

Is subject contracting action funded by the US Government?

Has the subject contracting action been awarded?

Is the vendor a US-based company?

Will the contractor's employees be U.S. citizens?

Does subject contracting action deliver support to the US military?

- ☐ to the US Forces in Germany?
- ☐ to the US Forces in Italy?

Periods of Performance (POP):

- | | |
|--|---|
| ☐ Contract POP Start Date: | ☐ Order POP Start Date : |
| ☐ Contract Current POP End Date: | ☐ Order Current POP End Date: |
| ☐ Contract Final POP End Date: | ☐ Order Final POP End Date : |

LOGISTICAL INFORMATION

What date will the contractor's employees begin working in Germany/Italy under this record?

Will the contracting action base any employee positions in Germany?

What is the estimated number of job titles that will be based in Germany?
What is the estimated number of personnel that will be based in Germany?

Will the contracting action base any employee positions in Italy?

What is the estimated number of job titles that will be based in Italy?
What is the estimated number of personnel that will be based in Italy?

List all installations in Germany and Italy where contractor employees will be based:

List the specific organization(s) (led at an O-5/Lieutenant Colonel/GS-14 to an O-6/Colonel/GS-15 level) within Europe which will receive the contracted support/services:

- Does the contracting action PWS/SOW/SOO list specific delivery locations/organizations within Europe?
- If yes, which document and on what page(s)?
 - If no, highlight within the submission package documents the key references to justify the requirement for delivery of services here in Europe.

BACKGROUND INFORMATION

Is this contracting action a Bridge Contract?

Is this contracting action a Follow-On Contract/Follow-On Delivery Order/Task Order?

Was there a predecessor contracting action for the exact same services?

- If yes, list contract and order numbers:

If there was a predecessor contracting action for the same services, did DOCPER and the Host Nation Authorities approve it as supporting the NSSAQCE?

- If yes, indicate how the scope of services under the new contracting action differs from the predecessor:

What date does/did the predecessor contracting action end?

ACCREDITATION CATEGORY

The primary task for nearly all approvable NSSAQCE positions must be the accomplishment of complex tasks of a technical military nature, or of a technical scientific nature.

Will there be any contractor positions which may NOT meet the high skill requirements for NATO SOFA?

Does the subject contracting action provide medical, dental, social or career counseling services to US military members, US government civilians, and/or their dependents?

Does the subject contracting action deliver network or IT support to medical/health computer networks?

Will any of the contractor employees be working exclusively/almost exclusively at a computer?

Will various types of contractor employees **primarily** be:

- Working on fixed wing aircraft?
- Working on rotary wing aircraft?
- Working on physical weapon systems or other highly technical hardware?
- Training others?
- Working at a computer?
- Planning for combat, operational activities, or exercises?
- Analyzing plans, strategies, reports, images, data or information?
- Preparing, delivering and transmitting reports, briefings or other documents?

COR / RESPONSIBLE U.S. GOVERNMENT REPRESENTATIVE INFORMATION

Full Name (First Middle Last):

Email:

DSN:

Commercial:

Within the Mission Partner Identity Credential and Access Management (MP-ICAM), will the COR, listed above, also be the Mission Partner Affiliation Sponsor (MPAS) – for the subject contractor employees? If not, please provide name and email address of MPAS.

Will the COR, listed above, be the primary person to enter information in ECOPS, to keep ECOPS current, and to shoulder the responsibilities for satisfying the NSSAQCE requirements?

VENDOR REPRESENTATIVE (VRep) INFORMATION

Full Name (First Middle Last):

Email:

DSN:

Commercial:

Do you as the COR, delegate certain responsibilities, in ECOPS to the VRep?

ADDITIONAL INFORMATION

If necessary, provide any clarifying or additional remarks here:

RELEASABILITY TO HOST NATION AUTHORITIES

Are this form and all documents submitted with this package releasable to the Host Nation without further review/restriction?

CONTRACTING ACTION SUBMISSION REQUEST

- a) *To submit a contract for NSSAQCE, a government representative must email the 4 items listed below to usarmy.wiesbaden.usareur.mbx.odcs-g1-docper@army.mil*
- *Ensure the email subject line reads accordingly:
Request NSSAQCE for Contract Number - DO/TO Number - Vendor Name*
 - *Attach the following in PDF format:*
 - 1) COR Designation Memo signed by the Contracting Officer (must include contract number and DO/TO number)
 - 2) Contracting Officer-signed copy of contract and/or Delivery/Task Order original awards
 - 3) PWS/SOW/SOO (separated from the contract; highlight relevant data elements, e.g. key work tasks, POPs, work locations)
 - 4) This Contracting Action Submission Form, completed

Upon receipt of a complete contracting action request package the DOCPER will queue it for review, and will initiate subsequent COR communications. After the contracting action package is reviewed, if the job descriptions appear likely to support the NSSAQCE, and the COR responsibilities acknowledged (separate communications), DOCPER will open the NSSAQCE process for the contracting action.