



# ECOPS

## Germany- Analytic Support (AS) Contract Guide



# Preconditions

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- Contract submitted to DOCPER group inbox
  - Contracting Action Submission Form
  - COR Designation Memo signed by the Contracting Officer (must include contract number and DO/TO number)
  - Signed copy of the contract (releasable to Host Nation)
  - PWS/SOW/SOO (releasable to Host Nation)
- Mission support is in Germany and qualifies as Analytic Support
- DOCPER enters initial contract data into ECOPS
- COR is granted access to ECOPS
- Reference: <https://www.europeafrica.army.mil/contractor/>



# Getting Started

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Please Note- the COR needs to have the following available to complete the ECOPS contract record:

- 1) Signed Contract
- 2) PWS
- 3) Job Description(s)
- 4) Contact Information for the Vendor Representative (VREP)
- 5) COR contact information
- 6) German street address for all positions in Germany
- 7) Minimum salary information for each job type (base salary - not including benefits)
- 8) COR designation letter



# Getting Started

---

Step 1. the COR will receive an automated email notification to proceed.

Step 2. Click on the Open Contract/Delivery Order button.

We STRONGLY recommend that you become familiar with the information provided on our DOCPER website: <https://www.europeafrica.army.mil/Contractor/>

POC Information:

[Phase 1 Contracts](#)

[Phase 2 Individual Applications](#)

[Open Contract / Delivery Order](#)

<https://ecops.ext.eur.army.mil/Contract/Edit/28364>

European Contractor Online Processing System





# Selecting the contract record

Step 3. Log into ECOPS.

Step 4. The Contract/ Delivery Order grid will display. The grid displays all the contracts associated with the COR.

## Contracts / Delivery Orders

ID	Category	Contract Number	DO/TO	Vendor	Current PoP End...	Final End Date	Accred. Status	Contract/DO/TO Sta...	#...	#...	#...	Teams	COR
	AS							Closed					
28929	AS	<a href="#">AS contract</a>		N/A	19-Nov-2024	19-Nov-2028	Pending - COR	Pending - COR				T-7	<a href="#">Iam A-COR</a>



Step 5. Click on the specific contract/ delivery order number.



# Select the “Contract” tab

Step 6. Click on the contract tab.

AS contract

72 - Analytical Support

Summary

Status / Actions

**Contract**

DO / TO

Agency / Vendor

Subcontractors

POCs

Accreditation Category

Job Descriptions

Job / Positions

Documents

Remarks

MODs

Contract / Delivery Order Summary 

Contract Information 

Article Number	AS	Contract Number	AS contract
Contract Start Date	20-Nov-2023	Delivery Order	
Current POP	19-Nov-2024		
Contract End Date	19-Nov-2028	Status	Pending - COR
Remarks	[08-Jan-2024] Your Germany contracting action has been opened in ECOPS. Please complete the entire Contract profile, upload job descriptions, subcontractor documentation/information, complete/verify the English Language Synopsis, as well as upload the PWS, and Contract, then submit to your analyst, via the "Status/Actions" tab within ECOPS.		

COR Details

Vendor Representative

Job Position | Location



# Enter “Contract” information

Step 7. DOCPER will enter the contract number, contracting officer, and POP dates. Please verify. This is pulled from the Contracting Action Submission Form and contract.

AS contract

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Summary

Status / Actions

Contract

DO / TO

Agency / Vendor

Subcontractors

POCs

Accreditation Category

Job Descriptions

Job / Positions

Documents

Remarks

MODs

## Contract Edit

Save

Contract Number AS contract ← DOCPER enters as reflected on contract

Contracting Officer

Contracting Officer ← DOCPER enters if on contract

Add

Hint: type at least three characters. For example "bob"

Contract Start Date

20-Nov-2023

Contract End Date

19-Nov-2024

Current PoP End Date

19-Nov-2024

← DOCPER enters; please verify on contract

Previous Contract

Hint: type at least three characters. For example "con"

English Language Synopsis

- A great synopsis always begins with "The contractor provides..."
- A great synopsis will not, shall not include the words "will" or "shall"
- A great synopsis is written entirely in the present tense
- A great synopsis will be free of jargon and undefined acronyms and is simple and easy to understand
- A great synopsis does not hide anything that might be found in the performance work statement

Foreign Language Synopsis

DOCPER will translate the provided contract synopsis



# Enter “Contract” information

---

Step 8. Enter the contract synopsis in the “English Language Synopsis” data field. The synopsis needs to be a clear and concise description of who is being supported, the type of support being provided, and where in Germany the work is being accomplished.



English Language Synopsis

- A great synopsis always begins with “The contractor provides...”
- A great synopsis will not, shall not include the words “will” or “shall”
- A great synopsis is written entirely in the present tense
- A great synopsis will be free of jargon and undefined acronyms and is simple and easy to understand
- A great synopsis does not hide anything that might be found in the performance work statement

Foreign Language Synopsis

DOCPER will translate the provided contract synopsis

DOCPER will translate the COR’s synopsis

**Note:** A guide to craft a well written synopsis is provided on the DOCPER website.

<https://www.europeafrica.army.mil/Portals/19/Contractor/DOCPERSynopsisWriting.pdf?ver=2018-05-07-052233-800>



# Enter “DO/TO” information

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Note. If you have a delivery/ task order, repeat the same steps as outlined in the contract section, slides 6-7.



# Select the “Agency/Vendor” tab

Step 9. Click on the Agency/ Vendor tab.

AS contract

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Summary

Status / Actions

Contract

DO / TO

Agency / Vendor

Subcontractors

POCs

Accreditation Category

Job Descriptions

Job / Positions

Documents

Remarks

MODs

Agency/Vendor

Agency

Vendor

Save

Agency

Add

Hint: type at least three characters. For example "afc"

Agency City

Agency Country

Agency State

Hint: type at least three characters. For example "usa"



# Select the “Agency” tab

Step 10. Click on the Agency tab. Enter agency name. ECOPS will prepopulate prior entries. If the name doesn't exist in the ECOPS database, select the “add” button.

AS contract

72 - Analytical Support

Summary

Status / Actions

Contract

DO / TO

Agency / Vendor

Subcontractors

POCs

Accreditation Category

Job Descriptions

Job / Positions

Agency/Vendor

Agency Vendor

Save

Agency

Agency	USAREUR	Agency Category
Agency Name	EUCOM/AFRICOM/USAREUR-AF, SET-AF	Department of Defense
Agency City	HQ USAREUR	U.S. Army
Agency Country	HQ USAREUR ITSA	U.S. Army

Add

1.

2.

3.



# Enter “Agency” information

Step 11. Enter agency name and select the correct option in “agency type”.  
Select “blue” save button.

The screenshot shows a web form titled "Add Agency" with a close button (x) and a plus sign (+) in the top right corner. The form contains two main sections: "Agency Name" and "Agency Type".

- Agency Name:** A text input field with a blue arrow pointing to it from the number "1." on the right.
- Agency Type:** A dropdown menu currently showing "Pick one" with a downward arrow. The dropdown is open, displaying a list of options: "Pick one", "Department of Defense", "Federal Civillian", "U.S. Army", "U.S. Air Force", "U.S. Marine Corps", "U.S. Navy", and "Other". A blue arrow points to the "U.S. Army" option from the number "2." on the right.

At the bottom of the form, there are two buttons: a grey "Close" button and a blue "Save Changes" button. A blue arrow points to the "Save Changes" button from the number "3." on the right.



# Enter “Agency” information

Step 12. Enter the agency city, state, and country. Select “blue” save button.

**AS contract**

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Summary  
Status / Actions  
Contract  
DO / TO  
Agency / Vendor  
Subcontractors  
POCs  
Accreditation Category  
Job Descriptions  
Job / Positions  
Documents  
Remarks  
MODs

### Agency/Vendor

Agency Vendor

#### USAREUR - Department of Defense

Agency:

Hint: type at least three characters. For example "afc"

Agency City:  ← **1.**

Agency Country:  ← **2.** Agency State:  ← **3.**

Hint: type at least three characters. For example "usa"

← **4.**



# Select the “Vendor” tab

Step 13. Click on the Vendor tab. Enter the vendor's name as reflected on the first page of the signed contract. ECOPS will prepopulate prior entries. If the name doesn't exist in the ECOPS database, select the “add” button.

The screenshot displays the ECOPS system interface for managing a contract. On the left, a sidebar contains navigation options: Summary, Status / Actions, Contract, DO / TO, Agency / Vendor, Subcontractors, POCs, Accreditation Category, Job Descriptions, Job / Positions, Documents, Remarks, and MODs. The main content area is titled 'AS contract' and '72 - Analytical Support'. The 'Agency/Vendor' section is active, showing a search for 'ABC' in the 'Primary Vendor' field. The search results dropdown is open, displaying 'Vendor Name: ABC Technologies Inc.' and '1 found'. An orange arrow labeled '1.' points to the 'Vendor' tab in the search dropdown. Another orange arrow labeled '2.' points to the 'ABC Technologies Inc.' result. A third orange arrow labeled '3.' points to the 'Add Missing Vendor' button on the right. A 'Save' button is also visible in the top right corner of the form area.



# Enter “Vendor” information

Step 14. Enter the vendor information as reflected on the first page of the signed contract. Select “blue” save button.

Summary  
Status / Actions  
Contract  
DO / TO  
Agency / Vendor  
Subcontractors  
POCs  
Accreditation Category  
Job Descriptions  
Job / Positions  
Documents  
Remarks  
MODS

Agency/Vendor

Agency

ABC Technologies Inc.

Primary Vendor

*Hint: type at least three characters. For example "gen"*

Vendor Cage Code  ← 1.

Vendor Address 1  ← 2.

Vendor Address 2

Vendor Address 3

Vendor City  ← 3. Vendor Postal Code  ← 4.

Vendor Country  ← 5. Vendor State  ← 6.

*Hint: type at least three characters. For example "usa"*

Vendor Civilian Phone  ← 7. Vendor Military Phone  ← 8. If available

9.



# Select the “Subcontractor” tab

Step 15. If applicable, click on the Subcontractor tab. Enter the subcontractor’s name as reflected on the signed subcontract document. ECOPS will prepopulate prior entries. If the name doesn’t exist in the ECOPS database, select the “add” button.

Summary  
Status / Actions  
Contract  
DO / TO  
Agency / Vendor  
**Subcontractors**  
POCs  
Accreditation Category  
Job Descriptions  
Job / Positions  
Documents  
Remarks  
MODs

**Subcontractors**  
Please note that there must be a 'Subcontract' document uploaded to the Documents section per subcontract added.

Vendor Name	Subcontract Number	Country	State	Civ Phone	Mil Phone
-------------	--------------------	---------	-------	-----------	-----------

Add / Edit Subcontracts

**1.**

**New Subcontract** Save Reset

Subcontract Number

Vendor  ← Add Missing Vendor

Vendor Name  
ZZZ Incorporated  
1 found

Address 1

Address 2

**2.**



# Enter “Subcontractor” information

Step 16. Enter the subcontractor’s name and select “blue” save button.

\*\*\* Add Subcontract Vendor x

Vendor Name

ZZZ Incorporated

1.

act

Ci

Close Save Changes

2.



# Enter “Subcontractor” information

Step 17. Enter the subcontractor’s information as reflected on the signed subcontract document. Select “blue” save button.

Subcontractors

POCs

Accreditation Category

Job Descriptions

Job / Positions

Documents

Remarks

MODs

Add / Edit Subcontracts

### New Subcontract

Subcontract Number: AA-1234-BB ← 1.

Vendor: ZZZ Incorporated ↓  
*Hint: type at least three characters. For example "gen"*

Address 1: 321 Main Street ← 2.

Address 2:

Address 3:

City: Large City ← 3.      Postal Code: 654321 ← 4.

Country: USA ← 5. ↓      State: Arizona ← 6. ↓  
*Hint: type at least three characters. For example "usa"*

Civilian Phone: 1-432-8765 ← 7.      Military Phone: 312-432-8765 ← 8. If available

Save (blue)    Reset (green)

9. (arrow pointing to Save button)

Add Missing Vendor



# Enter “Subcontractor” information

## Step 18. Confirm data entry.

AS contract - ABC Technologies Inc.

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Summary

Status / Actions

Contract

DO / TO

Agency / Vendor

Subcontractors

POCs

Accreditation Category

Job Descriptions

Job / Positions

Documents

### Subcontractors

Please note that there must be a 'Subcontract' document uploaded to the Documents section per subcontract added.

Vendor Name	Subcontract Number	Country	State	Civ Phone	Mil Phone		
 ZZZ Incorporated	AA-1234-BB	United States of America	AZ	1-432-8765	312-432-8765		

Add / Edit Subcontracts

### New Subcontract

Save

Reset

Subcontract Number

## Note.

- Sub-vendors must only provide a “small” number of total employees supporting the contract effort (up to 15-20%). If a lot of employees (in the hundreds), this percentage can decrease to (~10%).
- Each sub-vendor requires individual enterprise approval as if they were a separate prime-vendor.



# Select the “POCs” tab

Step 19. Click on the POCs tab. Select the COR tab.

AS contract - ABC Technologies Inc.

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72 - Analytical Support (S - ZZZ I...)

Summary

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Agency / Vendor

Subcontractors

POCs

Accreditation C

Job Descriptions

Job / Positions

DOCPER Team / COR / Mission Partner Affiliation Sponsor (MPAS) / Vendor Representative

DOCPER Representative **COR** Mission Partner Affiliation Sponsor (MPAS) Vendor Representative

*\*If no Primary COR is selected, the system will choose the available COR in the list for populating documents.*

First	Last	Email
lam	A-COR	lamaCOR.civ@army.mil



# Enter “COR” information

Step 20. DOCPER will enter COR information from the contracting action submission form. Click on edit button. Please confirm entries.

AS contract - ABC Technologies Inc.

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72 - Analytical Support (S - ZZZ I...)

Summary

Status / Actions

Contract

DO / TO

Agency / Vendor

Subcontractors

POCs

Accreditation Category

Job Descriptions

Job / Positions

DOCPER Team / COR / Mission Partner Affiliation Sponsor (MPAS) / Vendor Representative

DOCPER Representative

COR

Mission Partner Affiliation Sponsor (MPAS)

Vendor Representative

*\*If no Primary COR is selected, the system will choose the first available COR in the list for populating documents.*

	First	Last	Email	
	lam	A-COR	lamaCOR.civ@army.mil	



1.



# Enter “COR” information

Step 21. Verify/ adjust COR information. Select “blue” save button.

**Edit COR** ×

First Name	lam	Last Name	A-COR
Middle Name		Prefix	
Job Title			
Email	<input type="text" value="lamaCOR.civ@army.mil"/>		
<b>Military Address</b>			
Address	<input type="text" value="321 Main Street"/>		
Address 2	<input type="text"/>		
Address 3	<input type="text"/>		
City	<input type="text" value="Huntsville"/>	Postal Code	<input type="text" value="123456"/>
Country	<input type="text"/>	State	<input type="text" value="Alabama"/>
<small>Hint: type at least three characters. For example "usa"</small>			
Military Phone	<input type="text" value="312-123-4567"/>	Military Fax	<input type="text"/>
<b>Civilian Address</b>			
Civilian Address Same As Military	<input checked="" type="checkbox"/>		

 1.



# Select the “MPAS” tab

Step 22. DOCPER will enter MPAS information from the contracting action submission form. Click on edit button. Please confirm entries.

AS contract - ABC Technologies Inc.

72 - Analytical Support

72 - Analytical Support (S - ZZZ I...)

- Summary
- Status / Actions
- Contract
- DO / TO
- Agency / Vendor
- Subcontractors
- POCs
- Accreditation Category
- Job Descriptions
- Job / Positions
- Documents
- Remarks
- MODs

DOCPER Team / COR / Mission Partner Affiliation Sponsor (MPAS) / Vendor Representative

DOCPER Representative   COR   **Mission Partner Affiliation Sponsor (MPAS)**   Vendor Representative

First	Last	Email		
lam	A-COR	lamaCOR.civ@army.mil		

Assign Mission Partner Affiliation Sponsor (MPAS) to COR / DO/TO

If an existing Mission Partner Affiliation Sponsor (MPAS) can not be found, then proceed to create a new entry

Add New

Mission Partner Affiliation Sponsor (MPAS)

Assign

Hint: type at least three characters. For example "bob"



1.



# Enter “MPAS” information

---

Step 23. Verify/ adjust MPAS information. Select “blue” save button.

Edit Mission Partner Affiliation ×  
Sponsor (MPAS)

First Name

Last Name

Middle Name

Email Address



1.



# Enter "MPAS" information

Step 24. Enter additional MPAS. Enter the MPAS' name. ECOPS will prepopulate prior entries. If the name doesn't exist in the ECOPS database, select the "add new" button. Select the blue "assign" button when complete.

AS contract - ABC Technologies Inc.

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72 - Analytical Support (S - ZZZ I...)

Summary

Status / Actions

Contract

DO / TO

Agency / Vendor

Subcontractors

POCs

Accreditation Category

Job Descriptions

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Documents

Remarks

MODs

DOCPER Team / COR / Mission Partner Affiliation Sponsor (MPAS) / Vendor Representative

DOCPER Representative

COR

Mission Partner Affiliation Sponsor (MPAS)

Vendor Representative

First	Last	Email		
lam	A-COR	lamaCOR.civ@army.mil		

Assign Mission Partner Affiliation Sponsor (MPAS) to Contract / DO/TO

If an existing Mission Partner Affiliation Sponsor (MPAS) can not be found, then proceed to create a new entry

Add New

Mission Partner Affiliation Sponsor (MPAS)

Hint: type at least three characters. For example "bob"

Assign



1.



2.



3.



# Enter “MPAS” information

Step 25. Add MPAS information. Select “blue” save button.

Add Mission Partner ×

Affiliation Sponsor (MPAS)

---

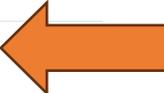
First Name

Last Name

Middle Name

Email Address

---

 1.



# Enter "MPAS" information

Step 26. Verify new MPAS was added. Enter additional MPAS as required.

AS contract - ABC Technologies Inc.

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72 - Analytical Support (S - ZZZ I...)

Summary

Status / Actions

Contract

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DOCPER Team / COR / Mission Partner Affiliation Sponsor (MPAS) / Vendor Representative

DOCPER Representative

COR

Mission Partner Affiliation Sponsor (MPAS)

Vendor Representative

First	Last	Email		
lam	A-COR	lamaCOR.civ@army.mil		
You are	ACOR	youareaCOR@army.mil		

Assign Mission Partner Affiliation Sponsor (MPAS) to Contract / DO/TO

1.

If an existing Mission Partner Affiliation Sponsor (MPAS) can not be found, then proceed to create a new entry

Add New

Mission Partner Affiliation  
Sponsor (MPAS)

Hint: type at least three characters. For example "bob"

Assign



# Select the “Vendor Representative” tab

Step 27. DOCPER will enter VREP information from the contracting action submission form. Click on edit button. Please confirm entries.

AS contract - ABC Technologies Inc.

72 - Analytical Support

72 - Analytical Support (S - ZZZ I...)

- Summary
- Status / Actions
- Contract
- DO / TO
- Agency / Vendor
- Subcontractors
- POCs
- Accreditation Category
- Job Descriptions
- Job / Positions
- Documents
- Remarks
- MODs

DOCPER Team / COR / Mission Partner Affiliation Sponsor (MPAS) / Vendor Representative

DOCPER Representative

COR

Mission Partner Affiliation Sponsor (MPAS)

Vendor Representative

Delegate To Vendor Representative



Save

First	Last	Email		
lam	VREP	lamaVREP@company.com		

Assign Vendor Representative to Contract / DO/TO

If an existing Vendor Representative can not be found, then proceed to create a new entry

Add New

Vendor Representative

Assign

Hint: type at least three characters. For example "bob"

1.



# Enter "VREP" information

Step 28. Verify/ adjust VREP information. Select "blue" save button.

Add Vendor Representative ×

First Name  Last Name

Middle Name  Prefix

Job Title

Email

**Military Address (Not Required For Vendor Representative, Leave All Fields Blank)**

Address

Address 2

Address 3

City  Postal Code

Country  State

*Hint: type at least three characters. For example "usa"*

Military Phone  Military Fax

**Civilian Address**

Civilian Address Same As Military  NO



1.



# Enter “VREP” information

Step 29. Enter additional VREPs. Enter the VREP's name. ECOPS will prepopulate prior entries. If the name doesn't exist in the ECOPS database, select the “add new” button. Select the blue “assign” button when complete.

Assign Vendor Representative to Contract / DO/TO

If an existing Vendor Representative can not be found, then proceed to create a new entry

Vendor Representative

Hint: type at least three characters. For example "bob"

Add New

Assign



1.



2.



3.



# Enter “VREP” information

Step 30. Verify new VREP was added.

DOCPER Team / COR / Mission Partner Affiliation Sponsor (MPAS) / Vendor Representative

DOCPER Representative

COR

Mission Partner Affiliation Sponsor (MPAS)

Vendor Representative

Delegate To Vendor Representative



2.

Save



3.

First	Last	Email		
lam	VREP	lamaVREP@company.com		
You are a	VREP	youareaVREP@company.com		



1.

Step 31. The COR can delegate certain functions to the VREP. Select the “yes” on the toggle and select the blue “save” button when complete.



# Select the “Accreditation Category” tab

Step 32. Select the Accreditation Category tab. Select the blue “new document” button.

☆ AS contract - ABC Technologies Inc.

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Summary  
Status / Actions  
Contract  
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Agency / Vendor  
Subcontractors  
POCs  
**Accreditation Category**  
Job Descriptions  
Job / Positions  
Documents  
Remarks  
MODs

### Accreditation Category

**New**

72 - Analytical Support    72 - Analytical Support (S - ZZZ I...)

Date to Host Nation Authorities (HNA)

Date Contract Approved

**Remove** **Save**

Turn Off Contract Expiration Notifications (Yes/No)  YES

*\*When set to 'NO', the system will no longer send out notifications at 10, 8 and 4 weeks prior to contract expiration. The two possible use cases is when a contract will not be renewed or DOCPER has been notified that a follow on contract has been initiated already.*

#### Accreditation Category Documents

**New Document**

Type	Name	Submitted By	Date
Documents accessible only to DOCPER			
Type	Name	Submitted By	Date

1. **Accreditation Category**

2. **Documents**

3. **New Document**



# Select the “Accreditation Category” tab

Step 33. Upload the mapping document (job description to PWS), and the detainee memo. Select “blue” save button.

Warning: All documents entered into ECOPS must be releasable to foreign authorities

Name  
Detainee Memo.pdf

Document Type  
Detainee Memo\*

Select files...

Detainee Memo.pdf  
30.78 KB 1. x

You can only upload **PDF** files.  
Maximum allowed file size is **25MB**.

Overwrite Document with Same Name

Close Save Changes

Note: The AS COR Acknowledgement Training Cert will be uploaded after the NV is exchanged. Your DOCPER Analyst will provide additional details.



# Verify Documents Uploaded

Step 34. Verify the files uploaded.

**AS contract - ABC Technologies Inc.**

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Summary  
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Contract  
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Accreditation Category  
Job Descriptions  
Job / Positions  
Documents  
Remarks  
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### Accreditation Category

72 - Analytical Support    72 - Analytical Support (S - ZZZ I...)

[Remove](#)

Turn Off Contract Expiration Notifications (Yes/No)  YES

*\*When set to 'NO', the system will no longer contract will not be renewed or DOCPER ha:*

Documents    **Accreditation Category Documents**

Remarks  
Statuses

Type	Name
Other	<a href="#">Mapping document.pdf</a>
Detainee Memo	<a href="#">Detainee Memo.pdf</a>

 1.

**\* Please make sure these documents are unclassified and releasable to the Host Nation \***



# Subcontractor “Accreditation Category” tab

Step 35. For subcontractors, select their tab. Select the blue “new document” button.

AS contract - ABC Technologies Inc.

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Summary  
Status / Actions  
Contract  
DO / TO  
Agency / Vendor  
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### Accreditation Category

**New**

72 - Analytical Support    72 - Analytical Support (S - ZZZ I...)

Subcontract Number: AA-1234-BB    Vendor: ZZZ Incorporated

[Remove](#)

Turn Off Contract Expiration Notifications (Yes/No)  YES

*\*When set to 'NO', the system will no longer send out notifications at 10, 8 and 4 weeks prior to contract expiration. The two possible use cases is when a contract will not be renewed or DOCPER has been notified that a follow on contract has been initiated already.*

Documents    Accreditation Category Documents

[New Document](#)    715-9A (Subcontract)

Name	Submitted By	Date
------	--------------	------

1.    2.    3.



# Subcontractor “Accreditation Category” tab

Step 36. Upload the subcontract, the mapping document, the detainee memo, the AS COR Acknowledgement Training Cert, the Tri-party agreement, and the KO Memo. Select “blue” save button.

Warning: All documents entered into ECOPS must be releasable to foreign authorities

Name  
Detainee Memo.pdf

Document Type  
Detainee Memo\*

Select files...

PDF Detainee Memo.pdf 30.78 KB 1. x

You can only upload **PDF** files.  
Maximum allowed file size is **25MB**.

Overwrite Document with Same Name

Close Save Changes

Note: The AS COR Acknowledgement Training Cert will be uploaded after the NV is exchanged. Your DOCPER Analyst will provide additional details.



# Verify Documents Uploaded

Step 37. Verify the files uploaded.

72 - Analytical Support | 72 - Analytical Support (S - ZZZ I...)

Summary  
Status / Actions  
Contract  
DO / TO  
Agency / Vendor  
Subcontractors  
POCs  
Accreditation Category  
Job Descriptions  
Job / Positions  
Documents  
Remarks  
MODs

Accreditation Category

72 - Analytical Support | 72 - Analytical Support (S - ZZZ I...)

Subcontract Number: AA-1234-BB | Subcontract Vendor: ZZZ Incorpora

Remove

Turn Off Contract Expiration Notifications (Yes/No)  YES

*\*When set to 'NO', the system will no longer contract expiration. The two possible use DOCPER has been notified that a follow*

Documents

Remarks  
Statuses

Accreditation Category Documents

715-9A (Subcontract)

Type	Name
Other	Mapping document.pdf
KO Memo	KO memo.pdf
Prime-Sub-DOCPER Agreement	Tri-party agreement.pdf
Detainee Memo	Detainee Memo.pdf
Subcontract	Subcontract.pdf

1.

**\* Please make sure these documents are unclassified and releasable to the Host Nation \***



# Select the “Job Description” tab

Step 38. Select the job description tab. Select the “upload” button.

AS contract - ABC Technologies Inc.

72 - Analytical Support 72 - Analytical Support (S - ZZZ I...)

Summary  
Status / Actions  
Contract  
DO / TO  
Agency / Vendor  
Subcontractors  
POCs  
Accreditation Category  
**Job Descriptions**  
Job / Positions  
Documents  
Remarks  
MODs

Job Descriptions

72 - Analytical Support 72 - Analytical Support (S - ZZZ I...)

Upload

Type	Name	Submitted By	Date
------	------	--------------	------

1.

2.



# Upload the “Job Description” document

Step 39. Select the “select files” job button.

New Document ×

Warning: All documents entered into ECOPS must be releasable to foreign authorities

Name

Functional Analyst (II.6).pdf

Select files...

PDF Functional Analyst (II.6).pdf 123.85 KB ×

You can only upload **PDF** files.  
Maximum allowed file size is **25MB**.

Overwrite Document with Same Name

Close Save Changes

1.

2.



# Upload the “Job Description” document

---

Step 40. Job description documents must be pdf files, titled same as job position, and releasable to host nation authorities.

Job Position Title: Functional Analyst (Subject Matter Expert) (II.6)

## **Job Description:**

Edit the job description document that include the following:

1. A job title
2. A job description paragraph
3. Duties and responsibilities
4. “Minimum Qualifications” paragraph for Germany accreditation. Must use the bi-laterally approved Article 72 AS annex on DOCPER’s website:

[https://media.defense.gov/2019/Feb/08/2002087691/-1/-1/1/AS\\_AMENDEDAPPENDIX.PDF](https://media.defense.gov/2019/Feb/08/2002087691/-1/-1/1/AS_AMENDEDAPPENDIX.PDF)

## **Minimum Qualifications:**

Master’s degree in a related field and three (3) years of recent specialized experience;

OR; Bachelor’s degree in a related field and six (6) years of recent specialized experience;

OR; ten (10) years of recent specialized experience.

- Any other requirements can be listed under “desired skills”.
- Make sure the job description PDF file is titles the same as the job title file and the job position is linked in ECOPS.

**\* Use this link for the approved job descriptions and qualifications \***



# Select the “Job Description” tab

Step 41. Verify the document uploaded.

**AS contract - ABC Technologies Inc.**

72 - Analytical Support    72 - Analytical Support (S - ZZZ I...)

Summary

Status / Actions

Contract

DO / TO

Agency / Vendor

Subcontractors

POCs

Accreditation Category

**Job Descriptions**

Job / Positions

Documents

72 - Analytical Support    72 - Analytical Support (S - ZZZ I...)

Type	Name
Job Description	Functional Analyst (II.6).pdf

1.



# Select the “Job/Positions” tab

Step 42. Select the job/positions tab. Select the “new” button.

AS contract - ABC Technologies Inc.

72 - Analytical Support

72 - Analytical Support (S - ZZZ l...)

Summary

Status / Actions

Contract

DO / TO

Agency / Vendor

Subcontractors

POCs

Accreditation Category

Job Descriptions

Job / Positions

Documents

Remarks

MODs

1.

Job/Positions

72 - Analytical Support

72 - Analytical Support (S - ZZZ l...)

# of Jobs 0 # of Positions 0 # of Positions Approved N/A # of Positions Available

New

Create

Title	Status	# Positions	# Available	Salary	Location
-------	--------	-------------	-------------	--------	----------

2.



# Enter the “Job/Positions” information

**Step 43.** Enter title of position that matches the job description title. List the physical address location and phone number where the individual will work in Germany.

Approved Job Title	Functional Analyst (II.6.)	← Must match with Job Description Document	▼
Vendor Job Title	Functional Analyst	← Enter vendor job title	
Job Description Document	Functional Analyst (II.6).pdf	← Must match with approved Job Title	▼
Number of Positions	1	Annual Salary	\$75,000 ▲▼
Job Phone	123-456-7890	Emergency Essential	<input type="radio"/> No
Address 1	123 Main Strasse		← No APO address or zip code
Address 2			
Address 3			
City	Wiesbaden	Postal Code	65187
Country	Germany	State	Hessen ▼

**Note:** 1. Address must be the German street address, building number, etc.  
2. Annual salary is the minimum annual salary an employee would earn in the specific position



# Verify the “Job/Positions” information

Step 44. Verify information was entered correctly and saved. Use the same process to add additional positions.

AS contract - ABC Technologies Inc.

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72 - Analytical Support (S - ZZZ I...)

Summary

Status / Actions

Contract

DO / TO

Agency / Vendor

Subcontractors

POCs

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Job Descriptions

Job / Positions

Documents

Remarks

MODs

## Job/Positions

72 - Analytical Support

72 - Analytical Support (S - ZZZ I...)

# of Jobs 1 # of Positions 1 # of Positions Approved N/A # of Positions Available N/A

New

Create New Job

Title	Status	# Positions	# Available	Salary	Location		
<a href="#">Functional Analyst (II.6) [Functional Analyst]</a>	Pending - DOCPER	1	1	\$75,000 / yr	Wiesbaden, HE, DE		

1.



# Select the “Documents” tab

Step 45. Select the documents tab. Select the blue “new” button.

AS contract - ABC Technologies Inc.

72 - Analytical Support    72 - Analytical Support (S - ZZZ I...)

Summary  
Status / Actions  
Contract  
DO / TO  
Agency / Vendor  
Subcontractors  
POCs  
Accreditation Category  
Job Descriptions  
Job / Positions  
**Documents**  
Remarks  
MODs

Contract Documents New

Type	Name	Submitted By	Date
------	------	--------------	------

1.

2.



# Upload Documents

Step 46. Select the document file to upload. Match with the document type.

AS contract - ABC Technologies Inc.

72 - Analytical Support 72 - Analytical Support (S - ZZZ I...)

Summary  
Status / Actions  
Contract  
DO / TO  
Agency / Vendor  
Subcontractors  
POCs  
Accreditation Category  
Job Descriptions  
Job / Positions  
Documents  
Remarks  
MODs

Contract Documents

Type	Name	Submitted By
------	------	--------------

Name: AS PWS.pdf

Document Type: PWS/SOW/SOO\*

Select files... 1.

AS PWS.pdf 32.57 KB

You can only upload PDF files. Maximum allowed file size is 25MB.

Overwrite Document with Same Name

Close Save Changes 2.



# Verify Documents Uploaded

Step 47. Verify the files uploaded.



**AS contract - ABC Technologies Inc.**

72 - Analytical Support

72 - Analytical Support (S - ZZZ I...)

Summary

Status / Actions

Contract

DO / TO

Agency / Vendor

Subcontractors

POCs

## Contract Documents

Type	Name
 Subcontract	<a href="#">Subcontract.pdf</a>
 COR Designation	<a href="#">COR designation letter.pdf</a>
 PWS/SOW/SOO	<a href="#">AS PWS.pdf</a>
 Contract	<a href="#">Signed contract.pdf</a>



1.

**\* Please make sure these documents are unclassified and releasable to the Host Nation \***



# Skip “Remarks” tab

Step 48. Skip the Remarks tab. This is for DOCPER use.

**AS contract - ABC Technologies Inc.**

72 - Analytical Support    72 - Analytical Support (S - ZZZ I...)

- Summary
- Status / Actions
- Contract
- DO / TO
- Agency / Vendor
- Subcontractors
- POCs
- Accreditation Category
- Job Descriptions
- Job / Positions
- Documents
- Remarks**
- MODs

### Remarks

**Remark**

This is a new contract. Has a sub-contractor. COR ...



# Skip “MODs” tab

Step 49. Skip the MODs tab. The contract has not been approved yet. Modifications are not allowed yet.

**AS contract - ABC Technologies Inc.**

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- Summary
- Status / Actions
- Contract
- DO / TO
- Agency / Vendor
- Subcontractors
- POCs
- Accreditation Category
- Job Descriptions
- Job / Positions
- Documents
- Remarks
- MODs**

### Contract / DO/TO Modifications

Type	Accred. Cat.	Description	Status
------	--------------	-------------	--------



# Select the “Status/Actions” tab

Step 50. Select the status/actions tab. Enter any relevant remarks to your DOCPER Contract Analyst. Select the green “Submit to DOCPER” button.

AS contract - ABC Technologies Inc.

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Summary

Status / Actions

Contract

DO / TO

Agency / Vendor

Subcontractors

POCs

Accreditation Category

Job Descriptions

Status/Actions

Pending - COR

1.

Submit to DOCPER

3.

Status Remark

Submitting to DOCPER for initial review.

2.

Status

Remark

Submitted By

Date



# Verify Status

Step 51. Select “contracts” to return to the contract grid. Verify the “Accred. Status” is Pending- DOCPER.

ECOPS Home **Contracts** Jobs Applications MOD Reports Admin

Contracts / Delivery Orders

1.

Contracts / Delivery Orders

ID	Category	Contract Number	DO/TO	Vendor	Current PoP End...	Final End Date	Accred. Status	Contract/DO/TO Sta...	#JOB	#POS	#AVIL	Teams	COR
								Closed					
28929	🇩🇪 SUB	AS contract		ABC Technologies Inc. [ZZZ Incorporated]	19-Nov-2024	19-Nov-2028	Pending - DOCPER	Pending	1	1	1	T-7	Iam A-COR
28929	🇩🇪 AS	AS contract		ABC Technologies Inc.	19-Nov-2024	19-Nov-2028	Pending - DOCPER	Pending	1	1	1	T-7	Iam A-COR

2.

## Note:

1. the subcontract will display as a separate record on the contract grid; category “SUB”.
2. the bilateral approval process for a Troop Care contract takes up to 5 months. Once bilaterally approved, you will be notified via automated ECOPS email.



# Common issues to avoid

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- 1) Poorly Crafted English Language Synopsis (see DOCPER website)
- 2) Job Description does not utilize required verbiage: (see DOCPER website)
  - For AS- check the Appendix to the Exchange of notes [https://media.defense.gov/2019/Feb/08/2002087691/-1/-1/1/AS\\_AMENDEDAPPENDIX.PDF](https://media.defense.gov/2019/Feb/08/2002087691/-1/-1/1/AS_AMENDEDAPPENDIX.PDF)
  - E.g. Military Planner: Bachelor's degree and 10 years of directly related military experience; OR 15 years of directly related military experience.
- 3) POP dates do not match what's in the contract and/ or the DO/TO
- 4) Sub-contractor documentation and data fields not entered



# Common issues to avoid

---

5) COR address field not completed

6) Failure to upload the:

- PWS
- COR Designation Memo
- Signed Contract
- Job Descriptions



**Please make sure these documents are unclassified and releasable to the Host Nation**

7) Job Description does not match Job location/title:

- Make sure this is a pdf file
- Make sure the title in the job descriptions matches what is entered in the job/positions page
- For example a “scientist” should match in both pages. Click on the “select file” button

8) Not returning the record back to DOCPER. Please remember to select the “green” submit to DOCPER button available in the Status tab