



ECOPS

Germany- Analytic Support (AS) Contract Guide



Preconditions

- 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

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

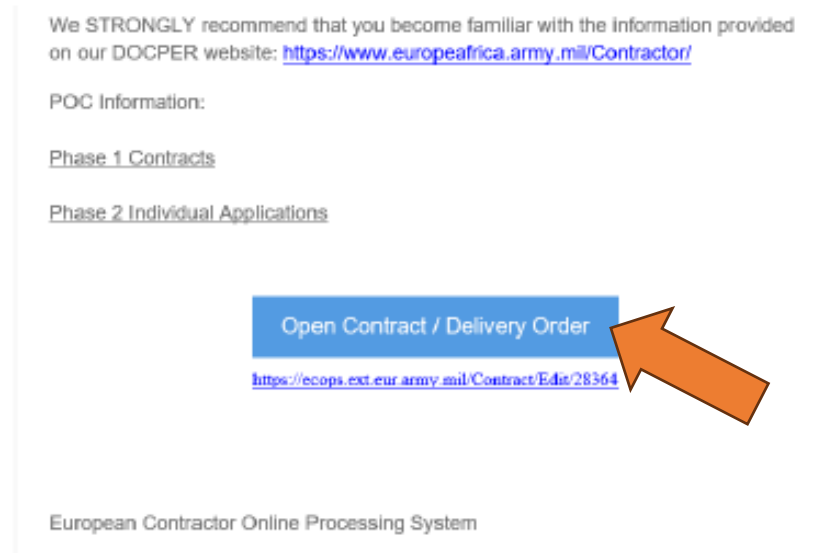
- 1) Signed Contract
- 2) PWS
- 3) Job Description(s)
- 4) Contact Information for the Vendor Representative (VREP)
- 5) COR contact information
- 6) German street address for all positions in Germany
- 7) Minimum salary information for each job type (base salary - not including benefits)
- 8) COR designation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









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
<input type="text"/>	AS 	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Closed  				<input type="text"/>	<input type="text"/>
28929	 AS	AS contract		N/A	19-Nov-2024	19-Nov-2028	Pending - COR	Pending - COR				T-7	Iam A-COR



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



Select the “Contract” tab

Step 6. Click on the contract tab.

AS contract

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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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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

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.

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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.

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Agency Vendor

Save

Agency	USAREUR	
Agency Name	EUCOM/AFRICOM/USAREUR-AF, SET-AF	Agency Category
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".

1. An arrow points to the "Agency Name" input field.

2. An arrow points to the "Agency Type" dropdown menu, which is open and shows the following options: "Pick one", "Department of Defense", "Federal Civilian", "U.S. Army", "U.S. Air Force", "U.S. Marine Corps", "U.S. Navy", and "Other".

3. An arrow points to the "Save Changes" button, which is blue, located at the bottom right of the form next to a "Close" button.



Enter “Agency” information

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

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Agency/Vendor

Agency Vendor

USAREUR - Department of Defense

Agency: USAREUR Hint: type at least three characters. For example "ajfc" Add

Agency City: Wiesbaden **1.**

Agency Country: Germany **2.** Hint: type at least three characters. For example "usa"

Agency State: Hessen **3.**

Save **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.

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Agency Vendor

Save

Primary Vendor

ABC

Vendor Name

ABC Technologies Inc.

1 found

Vendor Cage Code

Vendor Address 1

Vendor Address 2

Vendor Address 3

Vendor City

Vendor Postal Code

Add Missing Vendor

1.

2.

3.



Enter “Vendor” information

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

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Agency/Vendor

Agency Vendor

ABC Technologies Inc.

Save

Add Missing Vendor

Primary Vendor ABC Technologies Inc. Hint: type at least three characters. For example "gen"

Vendor Cage Code 1ABC2 1.

Vendor Address 1 123 Main Street 2.

Vendor Address 2

Vendor Address 3

Vendor City Small Town 3. Vendor Postal Code 123456 4.

Vendor Country USA 5. Vendor State Alabama 6.

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

Vendor Civilian Phone 1-234-5678 7. Vendor Military Phone 312-234-5678 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.

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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

Subcontract Number

Vendor

Vendor Name
ZZZ Incorporated
1 found

Address 1

Address 2

Save Reset

2.



Enter “Subcontractor” information

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

*** Add Subcontract Vendor ×

Vendor Name

ZZZ Incorporated

1.

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

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Add / Edit Subcontracts

New Subcontract

Subcontract Number 1.

Vendor 9.
Hint: type at least three characters. For example "gen"
[Add Missing Vendor](#)

Address 1 2.

Address 2

Address 3

City 3.
Postal Code 4.

Country 5.
Hint: type at least three characters. For example "usa"
State 6.

Civilian Phone 7.
Military Phone 8. If available

[Save](#) [Reset](#)



Enter “Subcontractor” information

Step 18. Confirm data entry.

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

Job Descriptions

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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

Subcontract Number

Save Reset

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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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 2.



Iam

A-COR

IamaCOR.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.

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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	
	Iam	A-COR	IamaCOR.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

lamaCOR.civ@army.mil

Military Address

Address

321 Main Street

Address 2

Address 3

City

Huntsville

Postal Code

123456

Country

State

Alabama

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

Military Phone

312-123-4567

Military Fax


Civilian Address

Civilian Address Same As Military

YES

Close

Save Changes



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.

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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
Iam	A-COR	IamaCOR.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)

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

Assign

1.



Enter “MPAS” information

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

Edit Mission Partner Affiliation ×

Sponsor (MPAS)

First Name

Iam

Last Name

A-COR

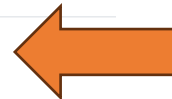
Middle Name

Email Address

IamaCOR.civ@army.mil

Close

Save Changes



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.

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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
Iam	A-COR	IamaCOR.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

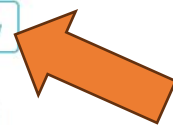
Mission Partner Affiliation
Sponsor (MPAS)

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

youare

Last Name

ACOR

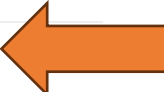
Middle Name

Email Address

youareaCOR@army.mil

Close

Save Changes



1.



Enter “MPAS” information

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

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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		
Iam	A-COR	IamaCOR.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.

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

DOCPER Representative

COR

Mission Partner Affiliation Sponsor (MPAS)

Vendor Representative

Delegate To Vendor Representative

YES

Save

First	Last	Email
Iam	VREP	IamaVREP@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

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

Assign

1.



Enter “VREP” information

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

Add Vendor Representative ×

First Name	<input type="text" value="Iam"/>	Last Name	<input type="text" value="VREP"/>
Middle Name	<input type="text"/>	Prefix	<input type="text" value="Pick one"/>
Job Title	<input type="text"/>		
Email	<input type="text" value="IamVREP@company.com"/>		
Military Address (Not Required For Vendor Representative, Leave All Fields Blank)			
Address	<input type="text" value="432 Spring Street"/>		
Address 2	<input type="text"/>		
Address 3	<input type="text"/>		
City	<input type="text" value="Phoenix"/>	Postal Code	<input type="text" value="654321"/>
Country	<input type="text" value="USA"/>	State	<input type="text" value="Arizona"/>
<small>Hint: type at least three characters. For example "usa"</small>			
Military Phone	<input type="text" value="321-654-9876"/>	Military Fax	<input type="text"/>
Civilian Address			
Civilian Address Same As Military	<input type="radio"/> 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

you are a vrep × ▼

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		
Iam	VREP	IamaVREP@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.

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Date to Host Nation Authorities (HNA) Date Contract Approved

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.

Accreditation Category Documents

New Document

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

1. 2. 3.



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...

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 34. Verify the files uploaded.

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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

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Accreditation Category Documents

Type	Name
Other	Mapping document.pdf
Detainee Memo	Detainee Memo.pdf

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.

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New

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Subcontract Number

AA-1234-BB

Vendor

ZZZ Incorporated

Remove

1.

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)

Remarks

Statuses

Name

Submitted By

Date

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...

1.

Detainee Memo.pdf
30.78 KB

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

Overwrite Document with Same Name

☐

Close Save Changes

2.

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.

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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

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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.

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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

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.

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Job Descriptions

72 - Analytical Support72 - 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.

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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
-------	--------	-------------	-------------	--------	----------


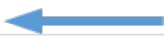



1.

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

[Close](#) [Save Changes](#)



Verify the “Job/Positions” information

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

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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

Functional Analyst (II.6.) [Functional Analyst]

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.

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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.

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Summary
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Contract Documents

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

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

Name
AS PWS.pdf

Document Type
PWS/SOW/SOO*

Select files...

AS PWS.pdf
32.57 KB

1.

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	Subcontract.pdf
 COR Designation	COR designation letter.pdf
 PWS/SOW/SOO	AS PWS.pdf
 Contract	Signed contract.pdf



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.

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[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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Contract / DO/TO Modifications

Type	Accred. Cat.	Description	Status
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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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Status/Actions

Pending - COR

1. Submit to DOCPER

Status Remark

3.

2. Submitting to DOCPER for initial review.

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:

- the subcontract will display as a separate record on the contract grid; category “SUB”.
- 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

- 1) Poorly Crafted English Language Synopsis (see DDCPER website)
- 2) Job Description does not utilize required verbiage: (see DDCPER 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
 - 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