



ECOPS

Germany- Troop Care (TC) 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 Troop Care
- 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 and complete the entire contract profile.

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







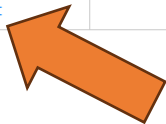
Selecting the contract record

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...	#JOB	#POS	#AVIL	Teams	COR
<input type="text"/>	TC 	<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"/>
28928	 TC	TC 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.

TC Contract

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Contract / Delivery Order Summary

Contract Information

Article Number	TC	Contract Number	TC 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, 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.

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Contract Edit Save

Contract Number

TC 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-2028

← DOCPER enters; please verify on contract

Current PoP End Date

19-Nov-2024

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 which DoD Agency is supported with the services provided in Germany.



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:

1. If you have a follow-on contract, the synopsis of the predecessor is preferred, **if still accurate**
2. 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>



Select the “Agency/Vendor” tab

Step 9. Click on the Agency/ Vendor tab.

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Agency/Vendor

Agency **Vendor**

U.S. Army Medical Command - U.S. Army **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.

☆ **TC Contract**

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Agency Vendor

U.S. Army Medical Command - U.S. Army Save

Agency 2. Add 3.

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

Agency City

Agency Country Agency State

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



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". It contains two main input fields: "Agency Name" and "Agency Type". The "Agency Name" field is a text input box with a blue arrow pointing to it labeled "1.". The "Agency Type" field is a dropdown menu with a blue arrow pointing to it labeled "2.". The dropdown menu is open, showing a list of options: "Pick one", "Department of Defense", "Federal Civilian", "U.S. Army", "U.S. Air Force", "U.S. Marine Corps", "U.S. Navy", and "Other". At the bottom of the form, there are two buttons: "Close" and "Save Changes". A blue arrow points to the "Save Changes" button, labeled "3.". The "Save Changes" button is highlighted in blue.



Enter “Agency” information

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

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Agency

Vendor

U.S. Army Medical Command - U.S. Army

Save

Agency

U.S. Army Medical Command

Add

Agency City

San Antonio

1.

Agency Country

USA

2.

Agency State

Texas

3.

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.

☆ **TC Contract**

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Agency/Vendor

Agency Vendor

1.

Primary Vendor

ABC T

2.

Vendor Name

ABC Technologies Inc.

1 found

3.

Add Missing Vendor

Save

Vendor Cage Code

Vendor Address 1

Vendor Address 2

Vendor Address 3

Vendor City

Vendor Postal Code

Vendor Country

Vendor State

Vendor Civilian Phone

Vendor Military Phone

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



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**

ABC Technologies Inc. Save

Primary Vendor ABC Technologies Inc. Add Missing Vendor
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.



Subcontractors

Note. Subcontractors are not eligible for Troop Care Status Accreditation (TCSA). Subcontracts are allowed to work on the contract, but they cannot get TCSA.



Select the “POCs” tab

Step 15. Click on the POCs tab. Select the COR tab.

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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	2.
	Iam	A-COR	IamaCOR.civ@army.mil	

1.



Enter “COR” information

Step 17. 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 18. 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 Contract DO/TO

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

Mission Partner Affiliation Sponsor (MPAS)

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

[Add New](#)

[Assign](#)

1.



Enter “MPAS” information

Step 19. Verify/ adjust MPAS information. Select “blue” save button.

Edit Mission Partner Affiliation ×

Sponsor (MPAS)

First Name

lam

Last Name

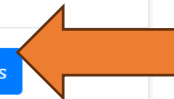
A-COR

Middle Name

Email Address

lamaCOR.civ@army.mil

Close Save Changes



1.



Enter “MPAS” information

Step 20. 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		
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

Mission Partner
Affiliation Sponsor
(MPAS)

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

Add New

Assign

2.

3.

1.



Enter “MPAS” information

Step 21. Add MPAS information. Select “blue” save button.

Add Mission Partner

Affiliation Sponsor (MPAS)

First Name

youare

Last Name

ACOR

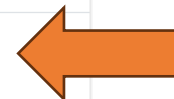
Middle Name

Email Address

youareaCOR@army.mil

Close

Save Changes



1.



Enter “MPAS” information

Step 22. 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 23. 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

Assign

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

1.



Enter “VREP” information

Step 24. 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 25. 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 26. 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

YES

Save

First

Last

Email

lam

VREP

lamaVREP@company.com



You are a

VREP

youareaVREP@company



Assign Vendor Representative to Contract / DO/TO

Step 27. The COR can delegate certain data entry functions to the VREP.
Select the “yes” on the toggle and select the blue “save” button when complete.



Skip “Accreditation Category ” tab

Step 28. Skip the Accreditation Category tab. Move to the Job description tab.

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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

Remarks

Statuses

Accreditation Category Documents

New Document

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



Select the “Job Description” tab

Step 29. Select the job description tab. Select the “upload” button.

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

Upload

1.

2.

Note: If your contract has Troop Care IT positions, please ensure your job descriptions meet the minimum requirements of the bilaterally approved TC/IT list. Please reference the DOCPER website:

<https://www.europeafrica.army.mil/Portals/19/Contractor/Troop%20Care-IT%20Job%20Descriptions%20List.pdf?ver=fllkdc34DlxhpQoCJnX60Q%3d%3d>



Upload the “Job Description” document

Step 30. Select the “select files” job button.

New Document

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

Name

Job Description.pdf

Select files...

Job Description.pdf
128.86 KB

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

Close Save Changes

2.



Upload the “Job Description” document

Step 31. Job description documents must be pdf files and releasable to host nation authorities.

Job Description

Systems Specialist (List III.d.) -- Information Systems Security
Officer

Edit the job description document that include the following:

1. a job title
2. a job description paragraph
3. duties and responsibilities
4. a “minimum qualifications” paragraph for Germany accreditation:

Minimum Qualification requirements:

- Bachelor's degree computer science, engineering,
- OR; Information Management AND 4 years related experience,
- OR; Successful completion of a certified technical/vocational school AND 10 years related experience

Any other requirements can be listed under “desired skills”.

Make sure the job description PDF file is titled the same as the job title. Both are linked in ECOPS.



Upload the “Job Description” document

Please Note: A job description should clearly differentiate between:

- 1) required qualification requirements
 - 2) desired/preferred qualification requirements
- Make this clear by using AND or OR whether the requirements can be substituted or are cumulative requirements
 - For example, If an JD asks for:
 - 1) 5 years specialized experience in XY area
 - 2) 5 years specialized experience in AB area
 - It's not clear whether 10 years of experience is required (overall/cumulative requirement) or whether 5 years are required
 - The COR should use AND or OR between each listed qualification requirement



Select the “Job/Positions” tab

Step 32. Select the job/positions tab. Select the “new” button.

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Job/Positions

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

New Create New Job

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

1.

2.



Enter the “Job/Positions” information

Step 33. 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.

Add Job

Approved Job Title

Medical Services Coordinator

Must match with Job Description Document

Vendor Job Title

Enter vendor job title

Job Description Document

MedicalServicesCoordinator.pdf

Must match with approved Job Title

Number of Positions

1

Annual Salary

\$75,000

Job Phone

123-456-7890

Emergency Essential

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

Close

Save Changes

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

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of Jobs1# of Positions1# of Positions ApprovedN/A# of Positions AvailableN/A

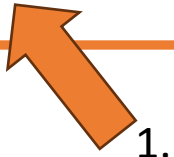
Update

Update Status for All Selected Jobs

New

Create New Job

<input type="checkbox"/>	Title	Status	# Positions	# Available	Salary	Location	
<input type="checkbox"/>	Medical Services Coordinator [Medical Service Coordinator]	Pending - DOCPER	1	1	\$75,000 / yr	Wiesbaden, HE, DE	<div></div>





Select the “Documents” tab

Step 35. Select the documents tab. Select the blue “new” button.

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1.

Contract Documents

New

2.

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



Upload Documents

Step 36. Select the document file to upload. Match with the document type.

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

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

Name

TC PWS.pdf

Document Type

PWS/SOW/SOO*

Select files...

PDF

TC PWS.pdf

32.57 KB

×

You can only upload **PDF** files.

Maximum allowed file size is **25MB**.

1.

Overwrite Document with Same Name

☐

2.

Close

Save Changes



Verify Documents Uploaded

Step 37. Verify the files uploaded.

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Contract Documents

Type	Name
Contract	Signed contract.pdf
COR Designation	COR designation letter.pdf
PWS/SOW/SOO	TC PWS.pdf

1.

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



Skip “Remarks” tab

Step 38. Skip the Remarks tab. This is for DOCPER use.

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Remarks

Remark
This is a new contract. No sub-contractors. COR is ...



Skip “MODs” tab

Step 39. Skip the MODs tab. The contract has not been approved yet. Modifications are not allowed yet.

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



Select the “Status/Actions” tab

Step 40. Select the status/actions tab. Enter any relevant remarks to your DOCPER Contract Analyst. Select the green “Submit to DOCPER” button.

TC Contract - ABC Technologies Inc.

72 - Troop Care

Summary

Status / Actions

Contract

DO / TO

Agency / Vendor

POCs

Accreditation Category

Job Descriptions

Job / Positions

Documents

Remarks

MODs

Status/Actions

1. **Submit to DOCPER** 3.

Status Remark

2. Submitting to DOCPER for initial review.

Status	Remark
Pending - COR	Your Germany contracting action has been opened in ...
Pending - New	



Verify Status

Step 41. 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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Closed <input type="button" value="▼"/> <input type="button" value="▲"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
28928	TC	TC Contract		ABC Technologies Inc.	19-Nov-2024	19-Nov-2028	Pending - DOCPER	Pending	1	1	1	T-7	Iam A-COR

2.

Please note: the bilateral approval process for a Troop Care contract takes up to 3 months. Once bilaterally approved, you will be notified via automated ECOPS email.



Common issues to avoid

- 1) Poorly Crafted English Language Synopsis (see DOCPER website)
- 2) Job Description does not utilize required verbiage:
 - ex: For TC/IT contracts the minimum educational/experience requirements stipulated in the TC/IT list of pre-approved job titles must be met
 - Please reference the “Troop Care-IT Job Descriptions” link on the DOCPER website:
<https://www.europeafrica.army.mil/Portals/19/Contractor/Troop%20Care-IT%20Job%20Descriptions%20List.pdf?ver=fllkdc34DlxhpQoCJnX60Q%3d%3d>
- 3) POP dates do not match what's in the contract and/ or the DO/TO
- 4) COR address field not completed



Common issues to avoid

5) 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

6) Job Description does not match Job title:

- Make sure this is a pdf file
- Make sure the title in the job descriptions matches what is entered in the job/position tab
- For example: a “scientist” should match in the job/positions tab and the job description tab

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