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
	TC							Closed					
28928	🇩🇪 TC	TC Contract		N/A	19-Nov-2024	19-Nov-2028	Pending - COR	Pending - COR				T-7	Iam A-COR
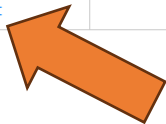
Step 5. Click on the specific contract/ delivery order number.

Select the "Contract" tab

Step 6. Click on the contract tab.

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.

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/DOCPERSynopisWriting.pdf?ver=2018-05-07-052233-800

Select the "Agency/Vendor" tab

Step 9. Click on the Agency/ Vendor tab.

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.

Enter "Agency" information

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

Enter "Agency" information

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

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.

Enter "Vendor" information

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

Agency | **Vendor**

ABC Technologies Inc. | Save

Contract
DO / TO
Agency / Vendor
POCs
Accreditation Category
Job Descriptions
Job / Positions
Documents
Remarks
MODs

Primary Vendor: ABC Technologies Inc. | Add Missing Vendor

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

9.

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

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.

TC Contract - ABC Technologies Inc.

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Summary	DOCPER Team / COR / Mission Partner Affiliation Sponsor (MPAS) / Vendor Representative
Status / Actions	
Contract	DOCPER Representative COR Mission Partner Affiliation Sponsor (MPAS) Vendor Representative
DO / TO	
Agency / Vendor	*If no Primary COR is selected, the system will choose the available COR in the list for populating documents.*
POCs	**First** **Last** **Email**
Accreditation	👤✓ Iam A-COR IamaCOR.civ@army.mil 👤
Job Descriptions	
Job / Positions	1.
Documents	

2.

Enter "COR" information

Step 16. DOCPER will enter COR information from the contracting action submission form. Click on edit button. Please confirm entries.

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| Summary |
| Status / Actions |
| Contract |
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| Accreditation Category |
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| Job / Positions |
| Documents |

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 17. Verify/ adjust COR information. Select "blue" save button.

Edit COR   ✕

First Name	Iam	Last Name	A-COR
Middle Name		Prefix	
Job Title			

Email   IamaCOR.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.

Enter "MPAS" information

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

Edit Mission Partner Affiliation ✕
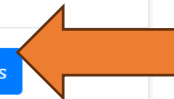Sponsor (MPAS)

First Name

Iam

Last Name

A-COR

Middle Name

Email Address

IamaCOR.civ@army.mil

Close   **Save Changes**   1.

Enter "MPAS" information

Step 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.

Enter "MPAS" information

Step 21. Add MPAS information. Select "blue" save button.
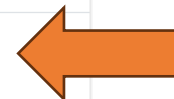
Enter "MPAS" information

Step 22. Verify new MPAS was added. Enter additional MPAS as required.

Select the "Vendor Representative" tab

<u>Step 23</u>. 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	👤✏	👤✕

1.

Assign Vendor Representative to Contract / DO/TO

If an exsting 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"

Enter "VREP" information

Add Vendor Representative   ×

First Name	Iam	Last Name	VREP
Middle Name		Prefix	Pick one ⌄

Job Title

Email   IamVREP@company.com

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

Address   432 Spring Street

Address 2

Address 3

City	Phoenix	Postal Code	654321
Country	USA ▾	State	Arizona ▾

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

Military Phone	321-654-9876	Military Fax	

Civilian Address

Civilian Address Same As Military   ◯ NO

Close   **Save Changes**

1.

Enter "VREP" information

<u>Step 25</u>. 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 exsting Vendor Representative can not be found, then proceed to create a new entry

Add New

Vendor Representative

you are a vrep   ✕   ▼

Assign

Hint: type at least three ch   For example "bob"

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   2.

Save   3.

First	Last	Email		
Iam	VREP	IamaVREP@company.com	👤	👤×
You are a	VREP	youareaVREP@company	👤	👤×

1.

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.

Select the "Job Description" tab

Step 29. Select the job description tab. Select the "upload" button.

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=flIkdc34DIxhpQoCJnX60Q%3d%3d

Stronger Together!

Upload the "Job Description" document

Step 30. Select the "select files" job button.

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.

☆ **TC Contract - ABC Technologies Inc.**

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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 |
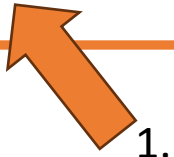
	Title	Status	# Positions	# Available	Salary	Location

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	
Address 2		No APO address or zip code
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 34. Verify information was entered correctly and saved. Use the same process to add additional positions.

Select the "Documents" tab

Step 35. Select the documents tab. Select the blue "new" button.

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Contract Documents   New

Type	Name	Submitted By	Date

2.

1.

Upload Documents

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

Verify Documents Uploaded

Step 37. Verify the files uploaded.

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MODs

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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MODs

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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MODs

Contract / DO/TO Modifications

Type	Accred. Cat.	Description	Status

Select the "Status/Actions" tab

<u>Step 40</u>. Select the status/actions tab. Enter any relevant remarks to your DOCPER Contract Analyst. Select the green "Submit to DOCPER" button.

Verify Status

Step 41. Select "contracts" to return to the contract grid. Verify the "Accred. Status" is Pending- DOCPER.

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=fIIkdc34DIxhpQoCJnX60Q%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