



# ECOPS

## Germany- Technical Expert (TE) 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 Technical Expert
- 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

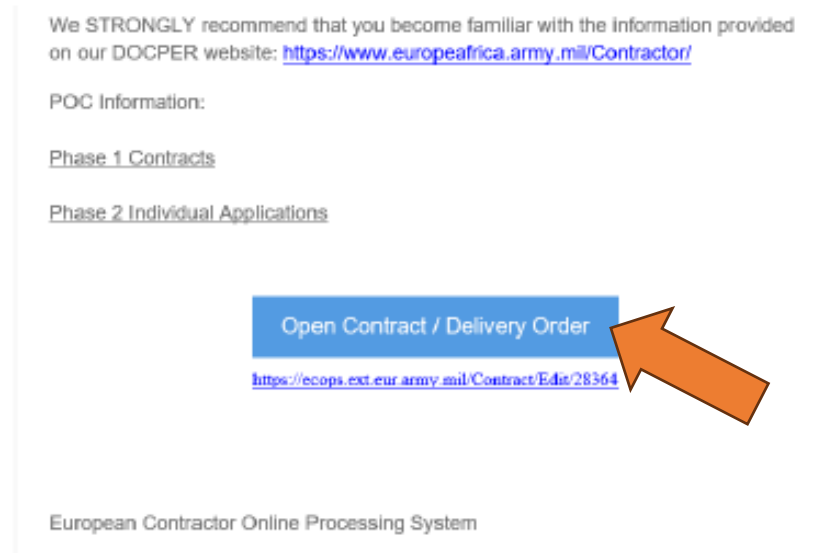


# Getting Started

---

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

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








# 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"/>	<input type="text"/>	<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"/>
28926	 TE	<a href="#">TE contract</a>		ABC Technologies Inc.	19-Nov-2024	19-Nov-2028	<a href="#">Pending - COR</a>	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.

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Contract / Delivery Order Summary

Contract Information

Article Number	TE	Contract Number	TE contract
Contract Start Date	20-Nov-2023	Delivery Order	
Current POP	19-Nov-2024		
Contract End Date	19-Nov-2028	Status	Pending - COR
Remarks	[17-Nov-2023] 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.

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Contract Edit

Save

Contract Number TE 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

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.

☆ **TE contract - ABC Technologies Inc.**

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**Agency/Vendor**

Agency Vendor

**U.S. Army Material 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.

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1.

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Agency/Vendor

Agency

Vendor

U.S. Army Material Command - U.S. Army

Save

Agency

2.

Add

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

Agency City

Agency Country

Agency State

3.

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" 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. The "Agency Name" section has a text input field with a blue arrow pointing to it from the number "1.".

2. The "Agency Type" section has a dropdown menu with a blue arrow pointing to it from the number "2.". The dropdown is open, showing 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. At the bottom of the form, there are two buttons: "Close" and "Save Changes". A blue arrow points to the "Save Changes" button from the number "3.".



# Enter “Agency” information

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



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## Agency/Vendor

Agency Vendor

U.S. Army Material Command - U.S. Army

Agency U.S. Army Material Command

Add

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

Agency City Huntsville

Agency Country USA

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

Agency State Alabama

Save



# 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.

Contract

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Agency **Vendor** 1.

ABC Technologies Inc. Save

Primary Vendor ABC Technologies Inc. 2. Add Missing Vendor 3.

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

Vendor Cage Code 1ABC2

Vendor Address 1 123 Main Street

Vendor Address 2

Vendor Address 3

Vendor City Small Town Vendor Postal Code 123456

Vendor Country USA Vendor State Alabama

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

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



# Enter “Vendor” information

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

Contract

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Agency **Vendor**

**ABC Technologies Inc.** **Save** 9.

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



# 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** 1.

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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

**New Subcontract** Save Reset

Subcontract Number

Vendor ZZZ Incorporated

Vendor Name

Address 1

Address 2

Address 3

NO DATA FOUND.

0 found

Add Missing Vendor 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

POCs

Accreditation Category

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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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[Subcontractors](#)

### 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		



# Select the “POCs” tab

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

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**POCs**  
Accreditation Cat

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

DOC PER 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 system when populating documents.*

	First	Last	Email	
	lam	A-COR	lamaCOR.civ@army.mil	2.



# 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

An orange arrow pointing from the bottom right towards the 'Save Changes' button.

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		
lam	A-COR	lamaCOR.civ@army.mil		

Assign Mission Partner Affiliation Sponsor (MPAS) to Contract O/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

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.

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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

Add New

Mission Partner Affiliation  
Sponsor (MPAS)

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

Assign

2.

1.

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

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

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

Close

Save Changes

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 ☒ YES

Save

First	Last	Email		
Iam	VREP	IamaVREP@company.com		

Assign Vendor Representative to Contract / DO/TO

1.

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"*

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.



# Skip “Accreditation Category” tab

Step 32. Skip the Accreditation Category tab. Move to the Job description tab.

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Accreditation Category

New

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Date to Host Nation Authorities (HNA)

Date Contract Approved

Remove

Save

Documents

Accreditation Category Documents

New Document

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





# Select the “Job Description” tab

Step 33. Select the job description tab. Select the “upload” button.

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Job Descriptions

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

Upload

Collate

1.

2.



# Upload the “Job Description” document

Step 34. Select the “select files” job button. Select the blue “save changes” button.

New Document

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

Name

Technical Expert.pdf

Select files...

Technical Expert.pdf  
128

You can on  
Maximum :

Overwrite  
☐

Close Save Changes



# Upload the “Job Description” document

---

Step 35. Job description documents must be pdf files and releasable to host nation authorities.

## Job Description

I'm a Technical Expert.

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:

"Minimum Qualifications: A bachelor's degree plus 3 years of recent specialized experience, OR; -- An associate's degree plus 7 years of recent specialized experience, OR; -- A major certification plus 7 years of recent specialized experience, OR; -- 11 years of recent specialized 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 as the file and the job position are linked in the system.



# Upload the “Job Description” document

Step 36. Verify the document uploaded and the PDF is titled same as job position. Add additional as required.


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**Job Descriptions**

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Type	Name
 Job Description	<a href="#">Technical Expert.pdf</a>



1.



# Select the “Job/Positions” tab

Step 37. 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 38. 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. Select the blue “save changes” button.

**Add Job** ×

Vendor Job Title	Technical Expert  <b>Must match</b>		
Job Description Document	Technical Expert.pdf 		
Number of Positions	1	Annual Salary	\$75,000
Job Phone	123-456-7890	Emergency Essential	<input type="radio"/> No
Address 1	123 Main Strasse 		
Address 2			
Address 3			
City	Wiesbaden	Postal Code	65187 
Country	 Germany	State	Hessen 

**No APO address or zip code**

 **1.**



# Verify the “Job/Positions” information

Step 39. Verify information was entered correctly and saved. Use the same process to add additional positions.

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## Job/Positions

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# of Jobs

1

# of Positions

1

# of Positions Approved



N/A

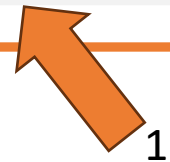
# of Positions Available

N/A

New

Create New Job

Title	Status	# Positions	# Available	Salary	Location		
<a href="#">Technical Expert</a>	Pending - DOCPER	1	1	\$75,000 / yr	Wiesbaden, HE, DE		



1.



# Select the “Documents” tab

Step 40. 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 41. Select the document file to upload. Match with the document type.

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Contract Documents

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

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

Name

TE PWS.pdf

Document Type

PWS/SOW/SOO\*

Select files...

PDF

TE PWS.pdf54.95 KB

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

Overwrite Document with Same Name☐

Close

Save Changes

1.

2.



# Verify Documents Uploaded

Step 42. Verify the files uploaded.

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Contract Documents

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

1.

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



# Skip “Remarks” tab

Step 43. Skip the Remarks tab. This is for DOCPER use.



**TE contract - ABC Technologies Inc.**

73 - Technical Expert

Summary

Status / Actions

Contract

DO / TO

Agency / Vendor

Subcontractors

POCs

Accreditation Category

Job Descriptions

Job / Positions

Documents

Remarks

## Remarks

### Remark

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



# Skip “MODs” tab

Step 44. Skip the MODs tab. The contract has not been approved yet. Modifications are not allowed yet.

TE contract - ABC Technologies Inc.

73 - Technical Expert

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
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# Select the “Status/Actions” tab

Step 45. Select the status/actions tab. Enter any relevant remarks to your DOCPER Contract Analyst. Select the green “Submit to DOCPER” button.

**TE contract - ABC Technologies Inc.**  
73 - Technical Expert

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

**Status/Actions**

Status

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 46. 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"/>	<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"/>
28926	TE	TE contract		ABC Technologies Inc.	19-Nov-2024	19-Nov-2028	Pending - DOCPER	Pending	1	1	1	T-7	Iam A-COR

2.



# 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)
  - ex: For TE - A bachelor's degree plus 3 years of recent specialized experience,
  - OR; An associate's degree plus 7 years of recent specialized experience,
  - OR; A major certification plus 7 years of recent specialized experience,
  - OR; 11 years of recent specialized 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

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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