

PHASE II – GERMANY APPLICATION CHECKLIST FOR CORs

DOCPER Website: <https://www.europeafrica.army.mil/contractor/>

ECOPS: <https://ecops.ext.eur.army.mil/>

ECOPS SECTION	INSTRUCTIONS	CHECK	
GENERAL DETAILS		YES	NO
Applicant's Name	<i>The applicant's full name in ECOPS must match the name on the passport. (Middle Name and Suffix if applicable)</i>		
Subcontract	<i>If there is a subcontractor, select the subcontractor's name from the drop-down menu.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Remuneration package	<i>Input the benefits the contractor will receive (Health, 401k, Relocation etc...)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Passport information	<i>Is the passport number, issue date and expiration date entered?</i>	<input type="checkbox"/>	<input type="checkbox"/>
Address	<i>Physical address only - Do not use APO or FPO addresses.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Spouse Details	<i>Will the spouse be in country with the contractor?</i>	<input type="checkbox"/>	<input type="checkbox"/>
Dependents	<i>Will dependents be in country with the contractor?</i>	<input type="checkbox"/>	<input type="checkbox"/>
Children's School Details	<i>Enter if children attended school in Germany in the past or present (including Home Schooling).</i>	<input type="checkbox"/>	<input type="checkbox"/>
ORDINARILY RESIDENT		YES	NO
Time spent in Germany	<i>Enter any time spent in Germany without NATO SOFA status. This includes BACO 90, unemployment time and vacation time.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Employment WITHOUT status	<i>Enter any employment in Germany not covered under NATO SOFA Status. This includes any employment time spent as a dependent under a sponsor's SOFA status not accredited through DOCPER. BACO 90 timeframe must also be listed. If YES, please use the additional information tab under Other Information to explain.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Social Benefits	<i>Enter any benefits received from the German Government (Kindergeld, Unemployment, disability etc...). All spouse and children benefits must be listed.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Social /Societal Relations	<i>Has this question been answered? (Mandatory)</i>	<input type="checkbox"/>	<input type="checkbox"/>

ECOPS DOCUMENTS		YES	NO
Passport	<i>Is the passport signed? (Need to upload the picture and signature pages).</i>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Is the passport valid for at least 6 months?</i>	<input type="checkbox"/>	<input type="checkbox"/>
Currently on Active Duty/Terminal leave	<i>Is a DD 214 uploaded?</i>	<input type="checkbox"/>	<input type="checkbox"/>
IT Applications	<i>Are IT certifications uploaded?</i>	<input type="checkbox"/>	<input type="checkbox"/>
Troop Care Applications:	<i>Are diplomas, transcripts and/or certifications uploaded?</i>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical Support Applications	<i>Is the AS training certificate uploaded? The certificate must be signed by all 3 parties.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Aircraft Applications	<i>Are aircraft licenses uploaded? (A&P, FAA, FCC)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Job Offer letter format	<i>Is the job offer letter on the company's letterhead? In case of a subcontractor, it must be on the subcontractor's letterhead.</i>	<input type="checkbox"/>	<input type="checkbox"/>

Job Offer letter <u>MUST</u> contain	<i>The Name of the applicant, a current address, and a current date (within 90 days)</i>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>The same job title as in ECOPS</i>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>The Job location (City and Country)</i>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>The salary on the job offer letter must match the salary listed in ECOPS under General Details.</i>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>The hiring official signature (Wet or Electronic)</i>	<input type="checkbox"/>	<input type="checkbox"/>
715.9 C Signature page <u>MUST</u> contain	<i>The location (City/State/Country), the date signed and a signature. (Wet or Electronic). In case of a wet signature, it must match the passport's signature.</i>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>After any updated information in ECOPS, a new 715-9 must be generated to reflect the changes.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Resume	<i>The resume builder in ECOPS must be used and all previous DOCPER approved positions must be listed.</i>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>The applicant must list at least his/her last 15 years of experience. The first listed job experience should not be in Germany. The resume must be up to date (to the present time).</i>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>The resume must be up to date (to the present time).</i>	<input type="checkbox"/>	<input type="checkbox"/>
STATUS / ACTIONS	***Reminder, please do not forget to submit to DOCPER***		
Submit to DOCPER	Click the 'Status / Actions' tab, then 'Submit to DOCPER', this will queue the record to DOCPER for further review.	<input type="checkbox"/>	<input type="checkbox"/>