

# PHASE I - CONTRACT CHECKLIST FOR CORs

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

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

ECOPS SECTION	INSTRUCTIONS	CHECK	
<b>CONTRACT</b>		<b>YES</b>	<b>NO</b>
Contract Number	DOCPER will input this data field, please verify	<input type="checkbox"/>	<input type="checkbox"/>
Contracting Officer	DOCPER will input this data field, if available, please verify	<input type="checkbox"/>	<input type="checkbox"/>
Contract Start Date	DOCPER will input this data field, please verify	<input type="checkbox"/>	<input type="checkbox"/>
Contract End Date	DOCPER will input this data field, please verify all OYs, and optional added months	<input type="checkbox"/>	<input type="checkbox"/>
Current PoP End Date	DOCPER will input this data field, please verify	<input type="checkbox"/>	<input type="checkbox"/>
Previous Contract	DOCPER will input this data field, please verify	<input type="checkbox"/>	<input type="checkbox"/>
English Language Synopsis	See 'Crafting a Well Written Contract Synopsis' or, if follow-on, verify DOCPER	<input type="checkbox"/>	<input type="checkbox"/>
Foreign Language Synopsis	DOCPER will input this data field	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Contract information may prepopulate if record is a follow-on, verify data fields; Verify all information if prepopulated</li> </ul>			
<b>DO/TO</b>		<b>YES</b>	<b>NO</b>
Delivery Order Number	DOCPER will input this data field, please verify	<input type="checkbox"/>	<input type="checkbox"/>
Contracting Officer	DOCPER will input this data field, if available, please verify	<input type="checkbox"/>	<input type="checkbox"/>
Delivery Order Start Date	DOCPER will input this data field, please verify	<input type="checkbox"/>	<input type="checkbox"/>
Delivery Order End Date	DOCPER will input this data field, please verify all OYs, and optional added months	<input type="checkbox"/>	<input type="checkbox"/>
Current PoP End Date	DOCPER will input this data field, please verify	<input type="checkbox"/>	<input type="checkbox"/>
Previous Delivery Order	DOCPER will input this data field, please verify	<input type="checkbox"/>	<input type="checkbox"/>
English Language Synopsis	See 'Crafting a Well Written Contract Synopsis', or, if follow-on, verify data input	<input type="checkbox"/>	<input type="checkbox"/>
Foreign Language Synopsis	DOCPER will input this data field	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Delivery Order information needed only if record is operating at the Delivery Order Level; Verify all information if pre-populated</li> <li>Crafting a Well Written Synopsis available at: <a href="https://www.europeafrica.army.mil/contractor/">https://www.europeafrica.army.mil/contractor/</a></li> </ul>			
<b>AGENCY/VENDOR</b>		<b>YES</b>	<b>NO</b>
Agency	List the specific government agency that contracted the vendor	<input type="checkbox"/>	<input type="checkbox"/>
Agency City, State, Country	List the physical address of the agency that contracted the vendor	<input type="checkbox"/>	<input type="checkbox"/>
Primary Vendor	Prime Contract Company name, using naming convention in contract	<input type="checkbox"/>	<input type="checkbox"/>
Vendor Cage Code	Vendor Cage Code is located on the Awarded Contract	<input type="checkbox"/>	<input type="checkbox"/>
Vendor Address	Add physical address of vendor company headquarters	<input type="checkbox"/>	<input type="checkbox"/>
Vendor City, State, Country, Postal Code	Address is company headquarters, not contractor duty location	<input type="checkbox"/>	<input type="checkbox"/>
Vendor Civilian Phone	Add phone number of company headquarters	<input type="checkbox"/>	<input type="checkbox"/>
Vendor Military Phone	Add phone number of corporate headquarters, DSN, if possible	<input type="checkbox"/>	<input type="checkbox"/>
<b>SUBCONTRACTORS</b>	* If applicable *	<b>YES</b>	<b>NO</b>
Subcontract Number	Add subcontractor number as shown in subcontractor agreement	<input type="checkbox"/>	<input type="checkbox"/>
Vendor	Add name of subcontractor, as shown in subcontractor agreement	<input type="checkbox"/>	<input type="checkbox"/>
Address 1	Physical address of Subcontractor company headquarters	<input type="checkbox"/>	<input type="checkbox"/>
City, State, Country, Postal	Address is company headquarters, not contractor duty location	<input type="checkbox"/>	<input type="checkbox"/>
Civilian Phone	Add phone number of subcontractor company headquarters	<input type="checkbox"/>	<input type="checkbox"/>
Military Phone	Add phone number of company headquarters, DSN, if possible	<input type="checkbox"/>	<input type="checkbox"/>

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<b>POCS</b>			
DOC PER Team	Prepopulated - Contract and Application Analyst Team assigned to the record	<input type="checkbox"/>	<input type="checkbox"/>
DOC PER Representative	Prepopulated - Contact information for assigned DOC PER analysts	<input type="checkbox"/>	<input type="checkbox"/>
COR	Prepopulated from Contracting Action Submission Form	<input type="checkbox"/>	<input type="checkbox"/>
Trusted Agent	COR must assign a Trusted Agent (TA) or is the TA	<input type="checkbox"/>	<input type="checkbox"/>
Vendor Representative	COR must list a Vendor Rep (VRep), contract company representative	<input type="checkbox"/>	<input type="checkbox"/>
Delegate to Vendor	COR can move toggle to "yes" so the VRep can perform some actions	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Should questions arise during the accreditation process, contact your DOC PER representatives directly</li> </ul>			
<b>ACCREDITATION CATEGORY</b>	The Accreditation Category is assigned by DOC PER	<b>YES</b>	<b>NO</b>
73 - Technical Expert	No additional documents to upload (Germany)	<input type="checkbox"/>	<input type="checkbox"/>
72 – Troop Care	Upload Detainee memo, Mapping doc, AS COR Acknowledgement (GER)	<input type="checkbox"/>	<input type="checkbox"/>
72 – Analytical Support	Upload Detainee memo, Mapping doc, AS COR Acknowledgement (GER)	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>For AS/TC-DOC PER analyst will provide info regarding the AS COR Acknowledgement, Detainee Memo, Mapping</li> </ul>			
Non-Privileged	Number of non-privileged employees must be noted, inform DOC PER analyst	<input type="checkbox"/>	<input type="checkbox"/>
Technical Representative	No additional documents to upload (Italy)	<input type="checkbox"/>	<input type="checkbox"/>
Civilian Personnel	No additional documents to upload (Italy)	<input type="checkbox"/>	<input type="checkbox"/>
<b>JOB DESCRIPTION</b>		<b>YES</b>	<b>NO</b>
Job Description	Upload each job description independently and align with Job/Position	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>For AS – Match JD to approved positions @ <a href="https://media.defense.gov/2019/Feb/08/2002087691/-1/-1/1/AS_AMENDEDAPPENDIX.PDF">https://media.defense.gov/2019/Feb/08/2002087691/-1/-1/1/AS_AMENDEDAPPENDIX.PDF</a></li> <li>Specific verbiage is required on job descriptions, see 'Crafting Effective Job Descriptions' on the DOC PER website</li> </ul>			
<b>JOB/POSITIONS</b>		<b>YES</b>	<b>NO</b>
Vendor Job Title	Vendor Job Title & Job Title on Job Description document must match	<input type="checkbox"/>	<input type="checkbox"/>
Job Description Document	Link job description document with respective job/position	<input type="checkbox"/>	<input type="checkbox"/>
Number of Positions	Enter number of personnel for specific job/position	<input type="checkbox"/>	<input type="checkbox"/>
Annual Salary	Minimum salary contractor is provided, not the cost to the government	<input type="checkbox"/>	<input type="checkbox"/>
Job Phone Number	Enter phone number for contractor or program (OCONUS)	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Essential	Emergency Essential status requirements should show in PWS	<input type="checkbox"/>	<input type="checkbox"/>
Address	Exact address that the contractor will be physically based at	<input type="checkbox"/>	<input type="checkbox"/>
City, Postal Code, Country, State	Location information for where the contractor will be based at	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Salary should be lowest salary a contractor may receive</li> <li>Accreditation is granted to contractors on a specific contract, to a specific job, at a specific</li> </ul>			
<b>DOCUMENTS</b>	* ECOPS is an unclassified platform, please redact documents accordingly	<b>YES</b>	<b>NO</b>
COR Designation	Upload Designation Memo/Govt. Representative memo (signed by KO)	<input type="checkbox"/>	<input type="checkbox"/>
Contract	Upload awarded Contract, signed, if required	<input type="checkbox"/>	<input type="checkbox"/>
PWS/SOW/SOO	Upload entire Performance Work Statement	<input type="checkbox"/>	<input type="checkbox"/>
Subcontract	Upload sub contract agreement between prime and sub vendor	<input type="checkbox"/>	<input type="checkbox"/>
AS COR Ack	Upload AS COR Acknowledgment, instructions provided by DOC PER analyst	<input type="checkbox"/>	<input type="checkbox"/>
Detainee Memo	Upload Detainee Memo, sample template provided by DOC PER analyst	<input type="checkbox"/>	<input type="checkbox"/>
Other	Upload Mapping Document, instructions provided by DOC PER analyst	<input type="checkbox"/>	<input type="checkbox"/>
<b>STATUS / ACTIONS</b>	*** reminder, please don't forget to submit to DOC PER ***	<b>YES</b>	<b>NO</b>
Submit to DOC PER	Click the 'Status / Actions' tab, then 'Submit to DOC PER', this will queue the record to DOC PER for further review	<input type="checkbox"/>	<input type="checkbox"/>