



Common SOFA Application Issues 15 MAY 2024

Common SOFA Application Issues to Avoid Brief

Task

To discuss common application issues with CORs and VREPs

Purpose

To inform CORs and VREPs of common application issues to avoid

End State

Shared understanding of application requirements to reduce application processing times



Common Application Issues

- Not submitting back to DOCPER for processing. DOCPER will not action “Pending-COR” or “Pending-Applicant” status
- Resume not detailed enough – not showing skills needed for the Job Description
 - Must upload a copy of degree or major certificate(s) if listed in the resume
- Must use ECOPS resume builder, no other resume is allowed. ECOPS will generate the pdf file once submitted to the COR
- Watch applications approaching 90 days!



Common Application Issues

- Job offer letter:
 - Must be on the company letterhead
 - Must be a recent date, less than 90 days when submitted through ECOPS
 - Must provide the applicant's name
 - Job title matches ECOPS
 - Lists their work location (City/ Country). No APO/FPO
 - Lists their annual salary only. Must match what is listed in the ECOPS application
 - Signed by a company representative (wet or CAC digital)
- Helpful reminder. Please reference the DOCPER website for application checklists and other guidelines



Common Application Issues- Germany



Signatures

- 715-9C not signed (wet/ CAC digital signature) with place (physical location) and date
- Passport – not signed
- Remuneration package- i.e. their benefits package must be filled out. N/A will not suffice
 - must be entered by the COR/ VREP before creating the application
- Any application changes require a new 715-9C form
- Social relations- must provide some information. None or N/A will not suffice
- SOFA accredited contractors applying for a new position must provide a **complete** and **updated** application!



Common Application Issues- Germany

[Review](#)[Status](#)[Remarks](#)[Personal Data](#)[Ordinarily Resident](#)[Time Spent In Germany](#)

Time Spent In Germany

Have you spent any length of time in the Federal Republic of Germany without status as a member of the US Forces, civilian component, or dependent?

☐ Yes ☐ No

[Save](#)

Time spent in Germany without status; must list:

- BACO-90 dates
- Tourist visits
- Any employment dates without job-related SOFA status



Common Application Issues- Germany

[Review](#)[Status](#)[Remarks](#)[Personal Data](#)[Ordinarily Resident](#)[Time Spent In Germany](#)[Employment w/o Status](#)

Employment without Status

Have you performed work in a Trade, or in a freelance capacity, or in an employment status in Federal Republic of Germany, which is/was not being done in the capacity as a member of the US Forces or civilian component?

☐ Yes ☐ No

[Save](#)

Employment without job-related SOFA status

- BACO-90 dates, company name
- Any employment **without** their **own** job-related SOFA, this includes dependent with SOFA status
- Helpful hint. Only US Service Members, US Federal Employees, and DOCPER approved SOFA accredited contractors have SOFA sponsored employment



UNCLASSIFIED

Common Application Issues- Italy

Review

Status

Remarks

Personal Data

Ordinarily Resident

Italy Visit

Time Spent In Italy

Time Spent In Italy

Have you ever spent any length of time in Republic of Italy? ☐ Yes ☐ No

Save



“Time spent in Italy” must provide time spent as:

- Dependents
- GS Civilians
- Military
- Upload current Visa and Soggiorno



Common Application Issues- Italy



“Soggiorno / Visa Update”- Application Mods

- Must complete the “details” tab
 - Must upload their current Visa, Soggiorno, or Soggiorno receipt
 - Must update their resume using the ECOPS resume builder function
 - Submit to DOCPER for processing
-
- Service Members must return to the US to obtain their Missione Visa
 - Use the “renewal” application option for SOFA accredited contractors applying for new positions; please don’t use “normal” application type
 - Helpful reminder. SOFA accredited contractors must apply for their Soggiorno within eight (8) days of arrival in Italy