



Contractor Accreditation Process-Germany

For questions- contact:

usarmy.wiesbaden.usareur.mbx.odcs-g1-docper@army.mil

Military mail:

Department of the Army
HQ USAREUR- AF G1
ATTN: G1-CPD ODCS DOCPER
(AEPE-CD)
Unit 29351, Box 99
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OFFICIAL BUSINESS

German mail:

Department of the Army
HQ USAREUR- AF G1
ATTN: G1-CPD ODCS DOCPER
Unit 29351, Box 99
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Agenda

- DOCPER Mission- Germany
- Bi-lateral Agreements
- SOFA Status Accreditation Overview
- Decision Timeframes
- Subcontractors
- COR Duties and Responsibilities
- Contract Accreditation Process - Phase 1
- Contractor Application Process - Phase 2
- Contact Information
- Questions



DOC PER Mission – Germany

- To implement bilateral agreements (Art. 72 and 73) for all US DoD agencies operating in Germany
- Germany: Supplementary Agreements to the NATO Status of Forces Agreement (NATO SOFA) - (between Germany and the “sending states”) - plus US-Germany bilateral agreements of 1998 and 2001
- AE Reg 715-9 contains most information needed regarding status accreditation under Articles 72 and 73 !!!
- BOTTOM LINE: DOC PER “accredits” DOD contractor employees (authorizing them to have NATO SOFA status) in Germany



Bi-lateral Agreements

Agreements on the DOCPER site

U.S. Army Europe and Africa - Department of Defense Contractor Personnel Office

The Department of Defense Contractor Personnel Office is responsible for assisting contractors to receive status under NATO Status of Forces Agreement once they have been offered a contract. We cannot assist you in finding employment with a company contracted to provide services to the U.S. forces in Germany. If you are looking for employment please see the [Jobs, Internships and ADO's webpage](#).

INFO & TRAINING

Quick Links:

- European Contractor Online Processing System (ECOPS) *not accessible on Internet Explorer
- Frequently Asked Questions -- and Answers
- BACO-90 Fillable Form -- formerly known as Fax-Back - [see new requirements and instructions regarding the European Data Protection Regulation \(EU-GDPR\)](#)

Mission Partner Identity Credential and Access Management (MP ICAM) (site ID: 477349):

- [MP ICAM User Guide V1](#)
- [MP ICAM FAQs v3](#)
- Steps to Become a Mission Partner Affiliation Sponsor (MPAS)
- Accessing MPAS Training on JKO
- Email ICAM/MPAS SM

(Click the above link to contact the ICAM/MPAS representative, to submit documents or ask questions)

Training Publications:

- DOCPER Overview
- Contractor Accreditation Process for Germany
- Contractor Accreditation Process for Italy
- ECOPS TC Contract Guide
- ECOPS TE Contract Guide
- ECOPS TR Contract Guide
- ECOPS AS Contract Guide
- Crafting Effective Job Descriptions
- Crafting a Well Written Contract Synopsis
- Germany Application Checklist for CORs
- Italy Application Checklist for CORs

CONTACT US

How to Submit a New Contract For NATO SOFA Status Accreditation of Contractor Employees (NSSACE)

- Submit an email to usarmy.wiesbaden.usaar.mbx.docper-g1-dcoper@army.mil including the following:
 - Attachments:
 - DOCPER Contracting Action Submission Form
 - COR Designation Memo signed by the Contracting Officer (must include contract number and DOITO number)
 - Signed copy of the contract
 - PWS/SOW/SOW
 - Subject line should include contract number, DOITO number, and vendor name
 - Include contact information for the COR
 - If applicable, identify the predecessor contract (contract number, DOITO, vendor name)
- After the new Contract for NSSACE is reviewed by DOCPER, the COR will be granted access to the contract record in the DOCPER online data processing system, ECOPS, and will be assigned a DOCPER POC
- For additional assistance please see [Phase 1 Contract Checklist for CORs](#)

Contact Information:

- DOCPER Group Box: usarmy.wiesbaden.usaar.mbx.docper-g1-dcoper@army.mil
- ECOPS IT and Technical Support: usarmy.wiesbaden.usaar.mbx.ecops-tech-issues@army.mil
- MP ICAM Group Box (Army Site 477439): usarmy.wiesbaden.usaar.af.mbx.docper-g1-mp-icam@army.mil
- BACO-90 support questions: usarmy.wiesbaden.usaar.mbx.docper-g1-dcoper@army.mil

U.S. Postal Service Mailing Address:
Unit 29015, Box 99
APO, AE 09014-9051

International Mailing Address:
Lutius D. Clay Kaserne
65205 Wiesbaden, Germany

AE Regs & Other Resources - General:

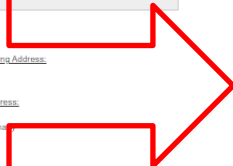
- AE Reg 600-700 ID Cards and Individual Logistic Support
- DOCPER Credentialing and IL & Authorization Memo
- Major Certification Information FY23

AE Regs & Other Resources - Italy Specific:

- AE Reg 550-32 Tri-Component Directive for Italy
- USSSO Instruction 2010.01- Civilian Personnel and Technical Representative Accreditation Procedures in Italy

AE Regs & Other Resources - Germany Specific:

- AE Reg 600-700 ID Cards and Individual Logistic Support
- AE Reg 715-9 Contractor Personnel in Germany—Technical Expert, Troop Care, and Analytical Support Personnel
- Troop Care Services (TC) - Bilateral Framework Arrangement IAW Art. 72 NATO SOFA SA
- Analytical Services (AS) - Amended AS-Appendix Listing Pre-Approved Job Titles
- Technical Expert Services (TE) - Bilateral Framework Arrangement IAW Art. 73 NATO SOFA SA
- Troop Care Services (TC) - TC/IT Job Descriptions and Minimum Qualification Requirements
- Analytical Services (AS) - Bilateral Framework Arrangements IAW Art. 72 NATO SOFA SA
- Spousal Employment Germany





SOFA Status Accreditation Overview

Articles 72 and 73 – Germany

- Technical Expert (TE): accomplishes complex tasks of a technical-military or technical-scientific nature
- Analytical Support (AS): military planning/advisory and intelligence analysis
- Troop Care (TC): provides care to members of the force (doctors, nurses, physical therapists, social workers, and military career counselors)
- Troop Care Information Technology (TC-IT): IT support to TC missions



SOFA Status Accreditation Overview

Article 72 (AS, TC, TC-IT)

- Phase 1 approval comes from the federal level, the Ministry of Foreign Affairs (MFA)
 - Phase 1 approval focuses on the company in regard to a specific contract and gets approval via a Note Verbale (NV)
 - NV process is very formal and structured
 - Jobs must be mapped to pre-approved position descriptions (AS or TC-IT) or job titles (TC)
 - The list of pre-approved positions for Art. 72 is found under the AE Regs & Other Resources - Germany Specific on the DOCPER website:
1. [Analytical Services \(AS\) - Amended AS-Appendix Listing Pre-Approved Job Titles](#)
 2. [Troop Care Services \(TC\) -Bilateral Framework Arrangement IAW Art. 72 NATO SOFA SA](#) (page 5/6 of 38)
 3. [Troop Care Services \(TC\) - TC/IT Job Descriptions and Minimum Qualification Requirements](#)



SOFA Status Accreditation Overview

Article 73 (TE)

- Phase 1 approval comes from State[s] authorities, the respective Laender, AKA host nation authorities (HNA)
- Phase 1 approval focuses on the contract and the job positions
 - Positions must be of a highly technical or scientific nature dealing with equipment and require a combination of higher education and/or specialized experience:
 - 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
 - For Aircraft Mechanics: An A&P (airframe and powerplant) license or FCC Radio operator license and five years of specialized experience.



Decision Timeframes

- Contract Notification (Article 73) ~ 6 weeks
 - Review by DOCPER - 5-day objective
 - HNA expected to concur/non-concur in writing within 5 weeks. If no response by then, concurrence is assumed
- Enterprise Approval (Article 72) ~ 3-5 months, but no set timelines for MFA
- Individual Applications ~ 7 weeks
 - Review by DOCPER - 5-day objective
 - German authorities are expected to concur/non-concur in writing within 6 weeks
 - Conditional Approval through Military Exigency(ME) – TE / AS with approval; ME not available for TC



Subcontractors

- Technical Expert positions:
 - Information regarding the sub-vendor must be included
 - Applicants apply and are treated as if employees of the prime-vendor
- Analytical Support positions:
 - Each sub-vendor requires individual enterprise approval (NV) as if they were a separate prime-vendor
 - Prime-vendor must provide a Prime-Sub Agreement
 - COR must submit a separate “Detainee Memo”
 - Applicants can only apply for AS positions specifically approved for their company
 - Sub-vendors can only provide a “small” number of total employees supporting the contract effort
- TC and TC-IT positions cannot have subcontractors



COR Duties and Responsibilities

- **AE Reg 715-9 - The COR will:**
 - Ensure that contract and individual application packages are completed and submitted (through ECOPS)
 - Ensure that applicants meet approved job requirements
 - Prevent fraud
 - Notify DOCPER of employee terminations (Template available on DOCPER webpage)
 - Collect and turn-in credentials after terminations:
 - Common Access Cards (CACs) and dependent identification (ID) cards are turned into local ID card facilities
 - NATO SOFA certificates are turned into local passport offices
 - Instruct approved contractors to accompany family members to ID card section. (Do not prepare DD Form 1172 authorizing ID cards for family members.)

*** COR/VREP responsibilities are highlighted in more details and sent with initial DOCPER email when the record in ECOPS is opened.**



COR Duties and Responsibilities

- The COR is responsible for informing DOCPER when a contractor's status is terminated for any reason:
 - End of a contract or an extension
 - Early contract termination
 - Contractor is terminated
 - Job offer is declined
 - Notifications are provided via ECOPS MOD functions
- NATO SOFA status is always associated with an approved position in a specific Land/city* under an approved contract
- When the contractor leaves either the contract or the position under which they were approved, NATO SOFA status is no longer valid and must be terminated

*** IMPORTANT: The COR must inform DOCPER of a change of duty location for a contractor or the COR departure**



Contract Accreditation Process

New Contracts Requests

- ALL New Contract Actions and Follow On Contracts are:
 - Initiated by the COR via email to usarmy.wiesbaden.usareur.mbx.odcs-g1-docper@army.mil
 - Must include the Contracting Action Submission Form, PWS, Signed contract, and COR Designation Letter
- COR is granted access to ECOPS after DOCPER confirms eligibility for SOFA accreditation and the COR acknowledges their responsibilities
 - New CORs on existing contracts are granted access to ECOPS via the “Contract MOD” tab
- Access to an ECOPS record is granted only to the contract number/order listed on the COR appointment letter. No exceptions!



Contract Accreditation Process

Common contract submission issues:

- Incomplete Contracting Action Submission Form (missing PWS/contract/COR appointment/or the submission form)
- Unsigned Contract
- Scope of Work / JDs not compliant with Art.72/73
- Questions on the contracting submission form assist DOCPER in determining the appropriate accreditation category
 - This includes providing information on the previous contract (new task order, follow-on etc.)
- The more you provide the more efficient DOCPER becomes



Contract Accreditation Process

New contract record opened:

- Record opened in ECOPS; DOCPER Analysts are now assigned:
 - Analysts broken into Teams, consisting of a Contract and an Application Analyst. Initial email to the COR will list these DOCPER POCs
 - Initial email to the COR and Status/Actions section in ECOPS will list a link to the 'step-by-step slides' instructions
 - Contact your assigned DOCPER analyst for assistance
 - Correspondence between the COR/VREP should **now** be between assigned DOCPER personnel
 - The COR assigns the VREP in ECOPS and has the option to delegate certain functions



Contract Accreditation Process

- Record opened in ECOPS – what's next?
 - COR / VREP Guide
 - <https://ecops.ext.eur.army.mil/>
 - Set of instructions emailed and available on the DOCPER website
- Completing new records in ECOPS -
 - Follow instructions on the presentation link emailed to you or in the status actions section. Posted on the DOCPER website
 - Complete the contract profile, English Language Synopsis, upload job descriptions and other required documents and submit to your analyst, via the "Status/Actions" tab within ECOPS
 - For AS contract, also upload additional documents emailed to you by your contract analyst
 - Easiest method is to go through each section
 - Don't forget to click "Submit to DOCPER" in the Status/Actions tab



Contract Accreditation Process

- Common contract record issues:
 - Poorly Crafted English Language Synopsis (see guide on PPT slides)
 - Job Description does not include required paragraph: (see guide on PPT slides)
 - 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
 - Job title not matching Description
 - POP dates do not match contract and or delivery order
 - Sub-contractor documentation, and data fields not entered



Contract Accreditation Process

- Common contract record issues:
 - COR address field not completed
 - Not returning the record back to DOC PER
 - Failure to upload: PWS, COR Designation Memo, Job Descriptions, Signed Contract, Subcontract memo (if applicable), COR Detainee memo (AS), and AS Acknowledgement
 - Job Description does not match Job location/title, make sure:
 - It's a pdf file
 - The title in the job descriptions matches what is entered in the job/positions page. For example, a "scientist" should match in both pages



Contractor Application Process

- Creating Applications:
 - Contractor Applications can be inputted once the record is opened in ECOPS
 - Applications will be reviewed by DOCPER
 - TC / AS will not be processed before contract approval
 - TE can be processed “conditionally” under Military Exigency (ME)



Contractor Application Process

- Creating Applications:
 - Contractor Applications can be initiated after the contract record is either in “Pending Authorities” or “Approved Status” in ECOPS
 - For TE: applications can be uploaded in ECOPS once in “Pending Authorities” status
 - COR initiates application by clicking:

1.

73 - Technical Expert

Summary

Status / Actions

Contract

DO / TO

Agency / Vendor

Subcontractors

POCs

Accreditation Category

Contract / Delivery Order Summary

Contract Information

Article Number

Contract Start Date

Current POP

Contract End Date

Remarks

2.

# Positions	# Available	Add
2		
2	2	
9	4	
2	1	

3.

Find and select Existing Applicant / User (Application generation is only possible after at least one attempt to find the applicant)

Use a combination of first AND last name OR Email OR SSN OR an existing Application ID

First Name Last Name

SSN Application ID

Email

Find



Contractor Application Process

- Creating Applications:
 - After the initial application is created, the COR sends it to the applicant to complete
 - The applicant must complete the resume experience, fill-out all personal information (family, address, etc.) and upload the required documents (job offer letter, copy of passport, degree/certificates, DD214, etc.) and submits the application back to the COR
 - COR reviews the application for completion and submits to DOCPER for final review
 - If the record is complete and approvable by ME standards, DOCPER will issue forms
 - DOCPER will process as fast as the COR and applicant complete their part
 - Important: Create an application in MP ICAM **after** DOCPER approves, using the dates in block #33 on the DD 1172-2



Contractor Application Process

- Creating Applications Art 72 AS/TC/TCIT
 - AS/TC Contractor Applications can be initiated after the contract record is in “Approved” status in ECOPS as per TE instructions
 - **For incumbents**: an application should only be initiated when the position/scope/location for a contract with a follow-on or an extension are the same as before, and **ONLY** when the NV submission is forwarded to the MFA with a **minimum of two weeks** before the original contract expires
- No exceptions!!!



Contractor Application Process

- Military Exigency (ME):
 - Art 72 (AS) and Art 73 (TE) bilateral agreements allow US Forces to grant immediate, temporary, and unilateral status under “military exigency”
 - ME requests must come from the COR
 - Only DOCPER has the authority to approve an ME request
 - DOCPER approves MEs for previously bilaterally-approved applicants and/or for those who are qualified and free of ordinarily resident factors
 - DOCPER may deny an ME request when deemed prudent
 - **Please note:** the use of ME is based on the information provided in the individual’s application
 - German authorities may still deny an application approved by DOCPER with ME based on the discovery of OR factors that were not disclosed with the application
 - Military Exigency is not available to Troop Care (TC) and TC Information Technology (TC IT)



Contractor Application Process

- Ordinarily Resident (OR):
 - General criteria for OR determinations under Art. 72 or Art. 73
 - Duration in Germany w/o status
 - Employment in Germany w/o status
 - Real property ownership
 - Receipt of German social benefits
 - Children in Germany/school
 - Other sources of income in Germany
 - Main focus of societal relations in Germany
 - Spouse employment in Germany
 - German spouse
- It considers the totality of the circumstances, determines the main focus of vital interests, whether in Federal Republic of Germany or elsewhere
- Applicants determined to be OR are ineligible for status
- 20 Year Rule: a contractor with 20 uninterrupted years in Germany will be considered OR by German Authorities
- 6 Year Re-Applications: a person whose application is more than 6 years old will be asked to submit an abbreviated application for review



Contractor Application Process

- Yellow Card Approval:
 - This generally applies to an individual who is essentially ordinarily resident now, but has been previously approved
 - A new application will be denied if the individual cannot prove their “main focus of vital interests” is no longer in Germany for at least 2-years
 - “Yellow-Card” approval is a decision made by German Authorities, not by DOCPER
 - “Yellow-Card” approval allows a person time to either make a graceful **exit** or **transition** to full German residency
 - A “Yellow-Card” approval does not change the status of the applicant
 - Not subject to challenge by DOCPER
 - Applicants re-applying after a “Yellow-Card” approval must prove their “main focus of vital interests” is no longer in Germany (2 years)
 - “Yellow-Card” = your local Finanzamt is vying to tax the contractor



Contact Information

- DOCPER website:

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

- DOCPER Group Box:

usarmy.wiesbaden.usareur.mbx.odcs-g1-docper@army.mil

- ECOPS IT and Technical Support:

usarmy.wiesbaden.usareur.mbx.ecops-tech-issues@army.mil

MP ICAM Group Box (Army Site 477439):

usarmy.wiesbaden.usareur-af.mbx.odcs-g1-MP ICAM@army.mil

- BACO-90 support questions:

usarmy.wiesbaden.usareur.mbx.odcs-g1-docper@army.mil

- Do not send PII/ sensitive information to these inboxes!



QUESTIONS?