



# FOREIGN AFFAIRS HANDBOOK

## 6 FAH-2 – Contracting Officer's Representative

Transmittal Letter: CORH-2

Date: November 19, 2003

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## 6 FAH-2 CONTRACTING OFFICER'S REPRESENTATIVE HANDBOOK REISSUANCE

### CHANGES

1. This handbook has been revised in its entirety since its issuance on August 21, 1997. It deals with uniform responsibilities, procedures, and other requirements for administering Department of State contracts. This handbook provides first-time and experienced program managers with guidance on managing Department of State contracts domestically and abroad.

2. Under the Foreign Affairs Reform and Restructuring Act of 1998, Public Law 105-277, the functions of the U.S. Information Agency related to International Broadcasting are transferred to the Broadcasting Board of Governors. Accordingly, all provisions of the FAM previously applicable to USIA continue in effect with respect to the BBG until further notice.

3. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

### FILING INSTRUCTIONS FOR PAPER COPIES

1. Remove and discard old 6 FAH-2, *Contracting Officer's Representative Handbook* (issued under TL:CORH-1, 08-21-1997) and replace it with the revised 6 FAH-2, *Contracting Officer's Representative Handbook*.

## DISTRIBUTION NOTICE

1. The *Foreign Affairs Manual* and *Handbooks* (unclassified) official version can be found on the State Department's Open Net site.

2. All posts and offices keeping paper versions of *Foreign Affairs Handbooks* are responsible for maintaining the FAHs on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/RPS/DIR if no longer needed. When returning excess or unused materials, include your office/post symbols and inform MMS/PB and your message center if you need to have your distribution reduced (this generally applies only to time-sensitive paper issuances). A/RPS/MMS/PRD, HST B-934, 202-736-7470, FAX 202-647-4535, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).

3. Use KFAM and AINF TAGS on all communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

**(A/OPE)**