

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

## **6 FAH-2 H-100 HANDBOOK SCOPE**

### **6 FAH-2 H-110 GENERAL**

*(TL:CORH-2; 11-19-2003)  
(Office of Origin: A/OPE)*

### **6 FAH-2 H-111 PURPOSE**

*(TL:CORH-2; 11-19-2003)*

This handbook provides guidance and information to Department of State personnel designated as contracting officer's representatives (CORs) for contracts and simplified acquisitions. The COR is the "eyes and ears" of the contracting officer (CO). As a practical matter, the contracting officer rarely has expertise in all the areas necessary to ensure successful contract completion. So the contracting officer must rely on CORs to assist in contract development and administration. It is the COR's responsibility to assure, through liaison with the contractor, that the contractor accomplishes the technical and financial aspects of the contract. This handbook focuses on the responsibilities and relationship between the COR and the contracting officer throughout the contracting process. It provides a perspective on the environment in which contracting takes place, and on the basic procedures that are used throughout the U.S. Government and within the Department of State. The intention is not to make CORs experts in contracting—that is the role of the Department's contracting officers. Rather, this handbook attempts to identify why certain actions are required of CORs, the separate but interconnecting responsibilities of the COR and the contracting officer, and the limits of a COR's authority.

## **6 FAH-2 H-112 SCOPE**

*(TL:CORH-2; 11-19-2003)*

The requirements and procedures contained in this handbook apply to all Department contracts (domestic and abroad) for the acquisition of personal property and nonpersonal services that are subject to the Federal Acquisition Regulation (FAR) and Department of State Acquisition Regulation (DOSAR). It does not apply to the acquisition of personal services, real property (or leasing thereof), or acquisition of construction for the Bureau of Overseas Buildings Operations (OBO), which use "Project Directors."

## **6 FAH-2 H-113 THROUGH H-119 UNASSIGNED**