

---

## Responsibilities

### Introduction

We will cover the responsibilities for the following individuals:

- CO
- COR

### Contracting Officer (FAR Part 2.101)

The Contracting Officer (CO) has the authority to enter into, administer, and/or terminate Federal Government contracts and make related determinations and findings. Contracting officers are responsible for ensuring performance of all necessary actions for effective contracting, ensuring compliance with the terms of the contract, and safeguarding the interests of the United States in its contractual relationships. A single or multiple contracting officer(s) may be responsible for duties on one contract, in any or all of the following areas:

- Procuring Contracting Officer (PCO) enters into the contract and retains the original signed contract for the official contract file.
- Administrative Contracting Officer (ACO) administers the contract.
- Contract administration office means an office that performs
  - assigned postaward functions related to the administration of contracts, and
  - assigned preaward functions.
- Termination Contracting Officer (TCO) settles the terminated contract.

### Contracting Officer's Representative (DFARS 201.602-2)

Contracting officers may designate qualified personnel as their authorized representatives to assist in the technical monitoring or administration of a contract. A contracting officer's representative (COR) means an individual designated and authorized, in writing, by the contracting officer to perform specific technical or administrative functions.

The COR must be designated in writing, and a copy furnished the contractor and the contract administration office:

- Specifying the extent of the CORs authority to act on behalf of the contracting officer.
- Identifying the limitations on the COR's authority.

**The COR is NOT delegated authority to make any commitments or changes that affect price, quality, quantity, delivery, or other terms and conditions of the contract.**