

A.1: Do's and Don'ts:
Contract Administration and Remedies

Contract Administration	
Do	Don't
Remember that the COR is an agent of the U.S. Government and only has the authority delegated by the contracting officer.	Accept less than what is required by the contract.
Get the names of contractor personnel authorized to represent the contractor.	Assume an interpretation of ambiguous contract language that would be favorable to the Government. Remember: if the contractor's interpretation is reasonable, it will prevail.
Find out the specific authority of contractor personnel. Confirm that you are dealing with a person who has the authority to obligate the contractor.	Hold up payment unless performance is deficient or defective.
Confirm that all Government approvals or consents are timely.	Accept supplies or services without a complete inspection.
	Make any changes, modifications, deletions, or additions to the contract requirements. Instead, work through the contracting officer.
	Automatically consider all contractor claims to be unreasonable. Do be fair and impartial.

Appendix A
COR Checklists

Remedies	
Do	Don't
Exercise Government rights (e.g., warranties). Make sure to deal with any problems before the warranty period runs out.	Act without consulting the contracting officer. Instead, work through the contract administration team.
Work with the contracting personnel to prevent problems before they arise.	Allow interim or final delivery dates to be waived.
Take actions to protect Government rights before delivery is due.	