



The COR Guidebook

**Fulfilling The Responsibilities
and Overcoming The Challenges
In The Management and Oversight of Federal Contracts**

Includes the OMB Guidance of September 2011

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Symbols

Throughout this book you will see a number of icons displayed. The icons are there to help you as you work through the Six Step process. Each icon acts as an advisory – for instance alerting you to things that you must always do or should never do. The icons used are:



This is something that you must always do



This is something you should never do



Really useful tips



Points to bear in mind



Have you checked off or answered everything on this list?