

ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS

WASHINGTON, D.C. 20544

Date: 5/17/2021

GUIDE TO JUDICIARY POLICY

TRANSMITTAL 14-017 VOLUME/PART 14 CHAPTER(S) 1

TO: Circuit Executives
Federal Public/Community Defenders
District Court Executives
Clerks, United States Courts
Chief Probation Officers
Chief Pretrial Services Officers
Circuit Librarians
Bankruptcy Administrators
Certified Contracting Officers

FROM: Judge Roslynn R. Mauskopf *Roslynn R. Mauskopf*

RE: **PROCUREMENT**

This transmittal provides notice of changes to *Guide to Judiciary Policy*, Volume 14 (Procurement):

[Chapter 1 – Overview](#)

This update clarifies where procurement delegation and redelegation records are maintained. The revision also reflects stylistic changes to improve readability. The significant changes are detailed in the Redline Comparison below.

Questions regarding this transmittal may be directed to the Procurement Management Division of the AO's Finance and Procurement Office, at 202-502-1330.

REDLINE COMPARISON REFLECTING CHANGES

§ 120 Delegation of Procurement Authority

[. . .]

§ 120.30 Types of Delegation

[. . .]

§ 120.30.40 Documentation of Authorized Delegations and Re Delegations

All delegations and re delegations of procurement authority must be documented in the procurement file/central administrative file that would contain copies of all procurement delegations for the PLO and COCP Level 1, Level 2, and Level 3 delegations, and must:

- (a) Be current ~~—(using~~ Form AO 374 (Delegation of Procurement Liaison Officer) or Form AO 375 (Procurement Liaison Officer's Appointment of Contracting Officer)~~);~~;

[. . .]

- (d) Be entered into the Procurement Delegation System established in InfoWeb; and

- (e) Be provided to the delegate.

§ 130 Procurement

[. . .]

§ 130.30 Procurement Oversight

[. . .]

§ 130.30.70 Documentation of Procurement Delegations

- ~~(a) — Policy~~

~~Delegations of procurement authority (i.e., designations of PLOs, COs, or conditionally appointed procurement officers) must be:~~

- ~~• provided to the delegate or appointee,~~
- ~~• retained in the administrative files of the judiciary unit of the PLO, CO or conditionally appointed procurement officer, and~~
- ~~• entered into the Procurement Delegation System established in InfoWeb.~~

- (a) Procurement delegations must be documented consistent with § 120.30.40 (Documentation of Authorized Delegations and Re Delegations). See also: § 140.15.30 (Appointment Process for PLOs and COs (Levels 1-3)).

[. . .]