

ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS

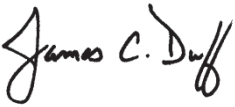
WASHINGTON, D.C. 20544

Date: 03/29/2016

GUIDE TO JUDICIARY POLICY

TRANSMITTAL 14-010 VOLUME/PART 14 CHAPTER(S) 1-2

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

FROM: James C. Duff 

RE: PROCUREMENT

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

[Appendix 1K – Required Training by Certification Level \(Contracting Officers Certification Program\)](#)
[Chapter 2 – Procurement Planning and Preparation](#)

Appendix 1K was updated to add required training for Contracting Officer Certification Program Levels 5, 6 and 7, to ensure that all contracting officers have appropriate training for their responsibilities.

Chapter 2 was updated to clarify that all purchases must be made by a certified contracting officer and that funds for those purchases must be obligated before contract performance.

The significant changes are detailed in the Redline Comparison below.

Questions regarding this transmittal may be directed to the AO Department of Administrative Services, Budget, Accounting, and Procurement Office, Procurement Management Division, at 202-502-1330.

REDLINE COMPARISON REFLECTING CHANGES

[Significant changes in Appendix 1K (Required Training by Certification Level (Contracting Officers Certification Program)) follow:]

(Note: Certification Level 4 is reserved. All “CON” and “FCN” required courses are Federal Acquisition Institute (FAI) training courses or equivalent. All judiciary-specific courses are available on JNet’s Procurement Training page. See also: www.fai.gov.

| Required Training | Hrs | Certification Level | | | | | | |
|--|----------------------------|---------------------|---|---|---|-------------------|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Procurement Liaison Officers | | | | | | | | |
| <u>Judiciary Executive Procurement Oversight Seminar (Course 1)</u> (online) | * | | | | | | | |
| Contracting Officers | | | | | | | | |
| <u>Judiciary Purchase Card</u> (online) | <u>1</u> | X | | | | | | |
| <u>Judiciary Purchase Card Program Training (Course 2)</u> (online) <u>Small Purchase Procedures</u> (online) | <u>46</u> | X | X | X | | X | X | X |
| <u>Judiciary Basic Procurement Seminar (Course 3)</u> (online) <u>Standard Competitive Contracting Procedures</u> (online) | <u>*2</u> | | X | X | | E X | X | X |
| <u>Special Categories of Procurements</u> (online) | <u>1</u> | | X | | | | | |
| Judiciary Procurement Workshop (classroom) | 16 | | | X | | E | | |
| Specialized Training Programs Offered by the Responsible Program Office and AO [hours vary by program] | | | X | | | | | |
| <u>Appropriations Law for the U.S. Courts (Course 4)</u> (online) | 6 | | X | X | | X | X | X |
| Shaping Smart Business Arrangements (CON 100) (online) | <u>16</u> | | | | | X | X | X |
| Mission Support <u>Contract</u> Planning (CON 1210) (online) | <u>23</u> | | | | | X | X | X |
| Mission Strategy <u>Contract</u> Execution (CON 444124) (online) | <u>17</u> | | | | | X | X | X |
| <u>Contract Management</u> (CON 127) (online) | <u>20</u> | | | | | X | X | X |
| <u>Basic Contracting for GSA Schedules</u> (FAC 023) (online) | <u>4</u> | | | | | X | X | X |
| <u>Small Business Programs</u> (FAC 031) (online) | <u>2.5</u> | | | | | X | X | X |
| Mission Performance Assessment (CON 112-Based Payment and Value of Cash Flow (CLC 057) (online) | <u>4</u> | | | | | X | X | X |
| <u>Introduction to Contract Pricing</u> (CLC 058) (online) | <u>2</u> | | | | | X | X | X |
| Mission Focused Contracting <u>Fundamentals of Cost and Price Analysis</u> (CON 1270) (classroom) | 80 | | | | | X | X | X |
| Simplified Acquisitions Procedures <u>FAR Fundamentals</u> (FCN 190) (classroom) | <u>80</u> | | | | | E X | X | X |
| Business Decisions for Contracting (CON 244200) (online) | <u>19</u> | | | | | | X | X |
| Intermediate Contracting for Mission Support (CON 215) | <u>64</u> | | | | | | X | X |
| Legal Considerations in Contracting (CON 216) (online) | <u>23</u> | | | | | | X | X |
| Cost Analysis and Negotiation Techniques (CON 217) <u>Analyzing Contract Costs</u> (CLC 056) (online) | 40 <u>17</u> | | | | | | X | X |
| Advanced <u>Intermediate</u> Contracting for Mission Support (CON 218270) (classroom) | 80 <u>64</u> | | | | | | X | X |

| REDLINE COMPARISON REFLECTING CHANGES | | | | | | | | |
|---|-----------------------------|--|--|--|--|--|--------------------------|----------|
| <u>Managing Government Property in the Possession of Contractors (CLC 051) (online)</u> | <u>2</u> | | | | | | <u>X</u> | <u>X</u> |
| <u>Negotiating (HBS 428) (online)</u> | <u>2</u> | | | | | | <u>X</u> | <u>X</u> |
| Best Value <u>Source Selection Using Tradeoffs and Administration of Service Contracts (CON 280) (classroom)</u> | <u>80</u> | | | | | | E <u>X</u> | <u>X</u> |
| Performance-Based Service Acquisitions (classroom) <u>Contract Administration and Negotiation Techniques in a Supply Environment (CON 290) (classroom)</u> | <u>40</u> | | | | | | E <u>X</u> | <u>X</u> |
| <u>Contracting for Decision Makers (CON 360) (classroom)</u> | <u>80</u> | | | | | | | <u>X</u> |
| Writing Performance Work Statements (<u>CON PWS</u>) (classroom) | <u>24</u> | | | | | | E | <u>X</u> |
| Strategic Sourcing (online) <u>Customer Focus (HBS 408) or Ethics at Work (HBS 415) (both online)</u> | <u>*</u> <u>-</u> | | | | | | E | <u>X</u> |
| Advanced Business Solutions for Mission Support (CON 353) <u>Mission-Focused Services Acquisitions (ACQ 265) or Understanding Industry (ACQ 315) (both classroom)</u> | 80 <u>ary</u> | | | | | | | X |
| <p>X = Mandatory E = Elective</p> <p><u>NOTE: Elective</u> <u>Note: Mandatory and elective</u> training required for COCP Level 5, 6 and 7 may be obtained from FAI or various commercial and educational organizations and is subject to the approval of the <u>PE</u> <u>Procurement Executive</u>.</p> <p>* The approximate time to complete each module will be displayed in the online course.</p> | | | | | | | | |
| <p><i>[Significant changes in Chapter 2 (Procurement Planning and Preparation) follow:]</i></p> <p>§ 220 Terms and Conditions</p> <p>§ 220.50 Funding Contract Awards</p> <p>§ 220.50.10 Policy</p> <p><u>All judiciary purchases must be supported by a written contract document that has been signed by a certified judiciary contracting officer, and funds sufficient to make required contractual payments must be obligated in the judiciary accounting system before the contractor begins contract performance.</u> No officer or employee of the judiciary may create or authorize an obligation in excess of the funds available, or in advance of appropriations (Anti-Deficiency Act, <u>31 U.S.C. § 1341</u>), unless otherwise authorized by law. Before executing any contract, the contracting officer will:</p> <p>[. . .]</p> <p><u>(c) See also: Guide, Vol. 13, § 250.50 (Recording and Monitoring Obligations).</u></p> <p>[. . .]</p> | | | | | | | | |