

Guide to Judiciary Policy

Vol. 14: Procurement

Ch. 1: Overview

Appx. 1K: Required Training by Certification Level (Contracting Officers Certification Program)

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 Procurement Training page. **See also:** fai.gov.

Required Training	Hrs	Certification Level						
		1	2	3	4	5	6	7
Procurement Liaison Officers								
Judiciary Executive Procurement Oversight Seminar (online)	*							
Contracting Officers								
Judiciary Purchase Card (online)	1	X						
Small Purchase Procedures (online)	6		X	X		X	X	X
Standard Competitive Contracting Procedures (online)	2		X	X		X	X	X
Special Categories of Procurements (online)	1		X					
Judiciary Procurement Workshop (classroom)	16			X		E		
Specialized Training Programs Offered by the Responsible Program Office and AO [hours vary by program]			X					
Appropriations Law for the U.S. Courts (online)	6		X	X		X	X	X
Shaping Smart Business Arrangements (CON 100) (online)	16					X	X	X
Contract Planning (CON 121) (online)	23					X	X	X
Contract Execution (CON 124) (online)	17					X	X	X
Contract Management (CON 127) (online)	20					X	X	X
Basic Contracting for GSA Schedules (FAC 023) (online)	4					X	X	X
Small Business Programs (FAC 031) (online)	2.5					X	X	X
Performance-Based Payment and Value of Cash Flow (CLC 057) (online)	4					X	X	X
Introduction to Contract Pricing (CLC 058) (online)	2					X	X	X
Fundamentals of Cost and Price Analysis (CON 170) (classroom)	80					X	X	X
FAR Fundamentals (FCN 190) (classroom)	80					X	X	X

Required Training	Hrs	Certification Level						
		1	2	3	4	5	6	7
Business Decisions for Contracting (CON 200) (online)	19						X	X
Legal Considerations in Contracting (CON 216) (online)	23						X	X
Analyzing Contract Costs (CLC 056) (online)	17						X	X
Intermediate Contracting for Mission Support (CON 270) (classroom)	64						X	X
Managing Government Property in the Possession of Contractors (CLC 051) (online)	2						X	X
Negotiating (HBS 428) (online)	2						X	X
Source Selection and Administration of Service Contracts (CON 280) (classroom)	80						X	X
Contract Administration and Negotiation Techniques in a Supply Environment (CON 290) (classroom)	40						X	X
Contracting for Decision Makers (CON 360) (classroom)	80							X
Writing Performance Work Statements (CON PWS) (classroom)	24							X
Customer Focus (HBS 408) or Ethics at Work (HBS 415) (both online)	*							X
Mission-Focused Services Acquisitions (ACQ 265) or Understanding Industry (ACQ 315) (both classroom)	Vary							X

X = Mandatory

E = Elective

Note: Mandatory and elective 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 Procurement Executive.

* The approximate time to complete each module will be displayed in the online course.