

ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS

WASHINGTON, D.C. 20544

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GUIDE TO JUDICIARY POLICY

TRANSMITTAL 14-026 VOLUME/PART 14 CHAPTER(S) 1, 3, 4

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 Robert J. Conrad, Jr.
Director



RE: PROCUREMENT

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

[Chapter 1 – Overview](#)

[Appendix 1D – COCP Level 1 – Purchase Card Program](#)

[Appendix 1K – Required COCP Training by Certification Level](#)

[Chapter 3 – Purchasing Methods](#)

[Chapter 4 – Types of Contracts and Analysis of Offers](#)

Chapter 1 and Appendices 1D and 1K were revised to clarify how purchase card training aligns with the judiciary's continuing education period. In Chapter 3, the eBay posting requirement threshold was changed to reflect the executive branch's current eBay threshold. In Chapter 4, the fair opportunity threshold when using Other Federal Agency Contracts (OFACs) was updated to match the executive branch's threshold. The significant changes are detailed in the Redline Comparison below.

Questions regarding this transmittal may be directed to the AO's Acquisition Management Office at [AO AMO Acquisition Policy and Systems@ao.uscourts.gov](mailto:AO_AMO_Acquisition_Policy_and_Systems@ao.uscourts.gov).

REDLINE COMPARISON REFLECTING CHANGES

[Significant changes in Chapter 1 (Overview) follow:]

§ 140 Contracting Officers Certification Program

[. . .]

§ 140.20 Level 1 Certification: Purchase Card Program

[. . .]

§ 140.20.40 Training Requirements

To be eligible for appointment as a Level 1 CO, individuals must complete the online [Judiciary Purchase Card Program Training](#), and repeat the online course every two years ~~consistent with the judiciary's common education period.~~ **See:** § 140.60 (Continuing Education).

[. . .]

§ 140.60 Continuing Education

§ 140.60.10 Required Continuing Education

~~As a condition of maintaining a COCP certification, COs appointed to Level 3 certification or higher must complete a specified amount of continuing education within a two-year common education (CE) period.~~ The judiciary's CE period is the same as FAI's common continuous learning period, which begins on May 1 and ends on April 30 every two years. As a condition of maintaining a COCP certification, COs appointed to certification Level 1, Level 3, or higher must complete a specified amount of continuing education within a two-year common education (CE) period.

§ 140.60.10 Continuing Education Requirements *[table]*

Certification Level	Required Hours Every CE Period
<u>1</u>	<u>2</u>
3	16
Professional	80

[Significant changes in Appendix 1D (COCP Level 1 – Purchase Card Program) follow:]

[Judiciary Purchase Card Program training](#) required for Level 1 certification must be completed every two years. **(Note:** Judiciary Purchase Card training is required for approving officials every two years ~~from date of completion~~ consistent with the judiciary's common education period. **See:** Guide, Vol. 14, § 140.60 (Continuing Education).)

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

[. . .]

- (c) Judiciary Purchase Card training is required for approving officials every two years ~~from date of completion~~ consistent with the judiciary's common education period. **See:** Guide, Vol. 14, § 140.60 (Continuing Education).

[. . .]

REDLINE COMPARISON REFLECTING CHANGES

[Significant changes in Chapter 3 (Purchasing Methods) follow:]

§ 310 Procurement Sources

[. . .]

§ 310.50 GSA Federal Supply Schedules

[. . .]

§ 310.50.66 Limiting Sources Based on Items Particular to One Manufacturer (Brand Name)

[. . .]

- (b) For proposed orders or BPAs with an estimated value between executive branch's micro-purchase threshold (previously GSA's competition threshold) and simplified acquisition threshold, \$15,000 and \$350,000, respectively, the judiciary CO must document the basis for restricting consideration to an item peculiar to one manufacturer. The judiciary CO must document the basis for limiting sources using [Form AO 370C \(Limited Sources Justification \(LSJ\)\)](#). If the estimated value is between \$~~1525~~,000 and \$350,000, the documentation and the RFQ must be posted to eBuy.

[. . .]

[Significant changes in Chapter 4 (Types of Contracts and Analysis of Offers) follow:]

§ 410 Contract Types

[. . .]

§ 410.30 Indefinite-Delivery Contracts

[. . .]

§ 410.30.65 Fair Opportunity Process for Delivery Orders or Task Orders – OFAC

[. . .]

- (b) Orders against a multiple award IDIQ contract (e.g., NASA SEWP), with an estimated price **not** exceeding the fair opportunity threshold of \$~~4015~~,000, need not provide fair opportunity or be advertised. However, COs are encouraged to rotate such orders among holders of multiple award IDIQ contracts.
- (c) Orders against multiple award IDIQ contracts, with an estimated price exceeding the fair opportunity threshold of \$~~4015~~,000 are subject to fair opportunity as identified in the base contract. The CO must provide each awardee a fair opportunity to be considered for each order that exceeds the threshold.

[. . .]