



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 4 - Instructional Services

AP 5152 MILITARY EDUCATION

This procedure outlines the tasks that ensure compliance with the District's standards of ethical conduct and transparency in business transactions within the Military Education Program.

FUNCTION

1. Definitions

- a. Federal Acquisition Regulation -- The Federal Acquisition Regulation (FAR) is the principal set of rules in the Federal Acquisition Regulation System. This system consists of regulations issued by agencies of the federal government of the United States to govern the acquisition process; a process through which the government purchases goods and services.
- b. Code of Business Ethics and Conduct – a written code provided to each employee engaged in the performance of a contract that promotes an organizational culture encouraging ethical conduct and commitment to compliance with the law.
- c. Business Ethics Awareness and Compliance Program – a program that includes steps to communicate periodically the District's standards and procedures for business ethics and conduct. The program includes periodic training provided to the District's employees performing on federal contracts.
- d. Internal Control System – a system to establish standards and procedures to facilitate timely discovery of improper conduct in connection with Government contracts and ensures corrective measures are promptly instituted and carried out.

IMPLEMENTATION

1. Responsibility

- a. The Director, Military Education Program is responsible for establishing and maintaining a Code of Business Ethics and Conduct and a system of internal controls in accordance with the FAR 52.203-13.
- b. The Director, Military Education Program will promote an organizational culture that encourages ethical conduct, a commitment to compliance with the law, and

provides for timely disclosure of and corrective action for any violations or non-compliance.

- c. The Chancellor will review all components of the Military Education Program's compliance with FAR 52.203-13 to include the Contractor Code of Business Ethics and Conduct and an internal control system, and to ensure compliance with all laws and regulations pertaining to contracting with the Federal Government.
2. Development and approval of contractor code of business ethics and conduct, business ethics awareness and compliance program, and system of internal controls.
 - a. The Director, Military Education Program, will develop, maintain, and update a contractor code of business ethics and conduct, business ethics awareness and compliance program, and system of internal controls in compliance with federal contracting requirements.
 - b. The Chancellor will review and evaluate the code of business ethics and conduct, business ethics awareness and compliance program, and system of internal controls for compliance with federal contracting requirements in light of District goals and objectives.
 - c. The Chancellor will submit the code of business ethics and conduct, business ethics awareness and compliance program, and system of internal controls to the Board of Trustees for approval.

FORMS AND REFERENCES

1. Federal Acquisition Regulation 52.203-13

Adopted: August 14, 2014

SUPERSEDES

New procedure.