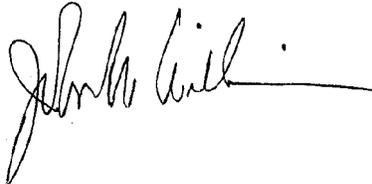


**For:** State Offices

**Contracting Officer Training**

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**Approved by:** Deputy Administrator, Management



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**1 Overview**

**A**

**Background**

Contracting Officers are required to obtain 40 hours of procurement maintenance training every 2 years to retain their contracting authority. MSD has arranged annual training to ensure those who need the training have an opportunity to attend. Because training is required every 2 years, there will be 4 training sessions; 2 this calendar year and 2 next year.

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**B**

**Purpose**

This notice notifies State Offices that MSD has scheduled 2 Advanced Simplified Acquisition training classes from September 10 through September 14, 2001, and October 29 through November 2, 2001.

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<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2001	State Offices

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## Notice AS-2029

### 2 Training Class Participants and Tentative Date

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#### A

#### **Contracting Officers Needing Training**

Because of the high numbers of Contracting Officers needing training over the next 2 years, a portion of the Contracting Officers in the East will be scheduled to attend the September class. Contracting Officers in the West will be notified at a later date about the October and November training class.

**Note:** See Exhibit 1 for a list of Contracting Officers needing maintenance training.

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#### B

#### **Confirm Attendance**

There are approximately 35 spaces available for the training. MSD needs to know which participants listed in Exhibit 1 will attend. Participants **not** able to attend will be included on the list for the 2002 training.

To reserve space, contact Diane M. Cudd, MSD, on 202-690-1061, by COB August 1, 2001.

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#### C

#### **Training Location**

A location has not yet been determined, but will be as soon as the list of participants is finalized so we can evaluate training locations based on the participant's originating point and choose the location that is the best value.

As soon as the training course arrangements are final, a notice will be sent to all participants with the information necessary to make travel arrangements.

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**Training Class Participants**


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<b>State Office</b>	<b>Participants</b>
Arkansas	Charlotte Murphy Karen Petrus
Connecticut	Theresa Currier
Florida	Gerald Johnson Emily McLeod
Georgia	Kathleen Green Kula Moore
Illinois	Rose Duke Lisa Rothschild
Iowa	Deb Trowbridge
Kansas	Sonja Berry
Kentucky	Michelle Witt
Louisiana	Stephanie Ellington
Massachusetts	Lynn Dziok Jane Rice Dick McIntire
Maryland	Carolyn Prince WandaJett-Dimler
Maine	Linda Testa Calvin Henderson Gregory Chappelle
Mississippi	Roy Cotton Charles Cole
North Carolina	Karen Davis
New York	Linda Whiteman Michael Slaunwhite
Ohio	Beth Mowrey
Pennsylvania	John Cameron Kathy McLean Deb Eckley
Rhode Island	Pat Seites-Andrews

Continued on the next page

**Training Class Participants (Continued)**

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<b>State Office</b>	<b>Participants</b>
South Carolina	Perry Thompson
Tennessee	Betty McClanahan and Rickey Dees
Virginia	Dana Byrd and William Drew Jr.
Wisconsin	Warren Hanson and Christine Smith
West Virginia	Kimble Hayes

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