

For: State Offices

Contracting Officer Training

Approved by: Deputy Administrator, Management



1 Overview

**A
Background**

All contracting officers are required to obtain 40 hours of procurement maintenance training between January 1, 2000, and December 30, 2002. To ensure that all contracting officers have an opportunity to obtain this required training, MSD has arranged for 3 training sessions this year.

**B
Purpose**

This notice informs State Offices that MSD has scheduled the first "Advanced Simplified Acquisition" training classes for the week of April 8 through 12, 2002.

Disposal Date	Distribution
May 1, 2002	State Offices

Notice AS-2037

2 Training Class Participants and Tentative Date

A

**Contracting
Officers Needing
Training**

Because of the number of contracting officers needing training this year and the feedback received from participants in previously held training classes, participants will be selected for each training session based on experience and training.

For this training session, only those who have not had any previous training, such as purchase cardholders, or those who have not attended a class in several years will be selected to attend.

See Exhibit 1 for a list of participants for this session.

B

**Confirm
Attendance**

There are approximately 30 spaces available for the training. Contracting officers listed in Exhibit 1 shall contact Diane M. Cudd, MSD, on 202-690-1061 no later than March 12, 2002, to reserve space for the training. Those who are not able to attend this session will be included on the list for the other classes in 2002.

C

**Training
Location**

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.

Training Class Participants

The following individuals have been selected to participate in the first training session. Contact Diane M. Cudd according to subparagraph 2 B, if unable to attend.

State Office	Participants
Arkansas	Charlotte Murphy
Arizona	Jeanie Schmitt
Delaware	Robin Talley
Florida	Gerald Johnson
Illinois	Claudia Meyer
Indiana	Michael Mattingly
Maine	Gregory Chappelle
Massachusetts	Lynn Dziok
Michigan	Maureen Meehan
Minnesota	Doug Grove
Mississippi	Roy Cotton
Montana	Linda Itoh
Nevada	Diane Prowker
New Hampshire	Linda Grames
New Mexico	Leo Luna
New York	Floyd Duger Linda Collins
North Dakota	Russell Bubach
Oklahoma	LaNelda McDaniel
Pennsylvania	John Cameron
Texas	James Douglass
Utah	Tom Miyagishima
Vermont	Lana Walden
Washington	Vicki McCalip
West Virginia	Theodore Wolfe
Wisconsin	Christine Smith
Wyoming	Donna Kramer