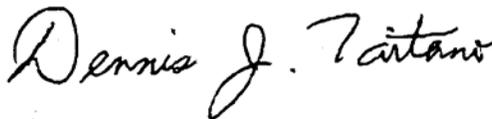


For: State Offices

Simplified Acquisition Procedures (SAP) Training

Approved by: Acting Deputy Administrator, Management



1 Overview

A Background

All warranted contracting officers are required to take 40 hours of acquisition training every 2 years to maintain their warrant.

B Purpose

This notice informs all State Office contracting officers of a SAP class.

2 Training Information

A Place and Time

The SAP course will be held from July 30 to August 3, 2007, at the Kansas City Beacon Road facility. Class will start at 8 a.m. on July 30. Reasonable accommodations for disabled and impaired participants will be made.

B Hotel Rooms and Transportation to SAP Course

Rooms have been reserved at the Kansas City Marriott in Country Club Plaza. Call the hotel at 816-531-3000 or toll-free at 800-810-3708 for reservations. State that you are with FSA.

Note: Transportation from the hotel to the training facility and back has been arranged.

Disposal Date	Distribution
September 1, 2007	State Offices

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2 Training Information (Continued)

C SAP Course Registration

Registration for the class is being handled through AgLearn. Class size is limited to 40 participants. If participants are interested in attending, obtain supervisory approval and then do the following.

Step	Action
1	Log in to AgLearn at www.aglearn.usda.gov .
2	Type users eAuthentication ID and password and PRESS "Enter".
3	CLICK "Catalog" on the left side of screen, CLICK "▶" next to AgLearn Original Courseware Structure, and CLICK "Farm Service Agency".
4	Navigate to "Simplified Acquisition" and CLICK "Register".
5	In the comments section, Enter users title, State, and CLICK "Submit".
6	An e-mail will be generated, notifying user the status of the class.

An SF-182 will be **not** needed to attend; training will be documented in AgLearn.

Each class will be filled on a 1st-come, 1st-served basis.

Participants with disabilities who require accommodations to attend or participate in this training should call or 202-205-9057 (TDD).

Note: Arrive promptly for class. If participants need to cancel, it is their responsibility to log back in to AgLearn and withdraw as soon as possible.

Participants **must** have their Government ID; security guards are posted at the Beacon Building and require ID to gain access.

D Contacts

The following table provides contacts if there are questions.

IF question is about...	THEN contact...
AgLearn	Bessy Plaza by either of the following: <ul style="list-style-type: none">• e-mail at bessy.plaza@wdc.usda.gov• telephone at 202-401-0365.
this notice	Scott Cook by either of the following: <ul style="list-style-type: none">• e-mail at scott.cook@wdc.usda.gov• telephone at 202-720-7349.