



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

March 11, 2003

MEMORANDUM FOR DEPARTMENT OF THE NAVY SMALL BUSINESS SPECIALISTS

Subj: OFFICE OF THE SECRETARY OF THE NAVY SPONSORED SMALL BUSINESS PROGRAM TRAINING

Encl: (1) "Acquisition Partners – Strategies for Success" Conference Brochure

You are invited to the Department of the Navy (DON) "Acquisition Partners – Strategies for Success" training conference May 6-8, 2003. The conference will focus on the Fiscal Year 2003 Small Business Improvement Plan (SBIP) and will include distinguished speakers from within the Department of Defense, DON and other government agencies. Invitations have been sent to DON key individuals within the acquisition community to include contracting, program management and small business specialist personnel. Various workshops will provide specific information to assist all those personnel in improving their command's performance under the SBIP.

The conference will be held at the Naval Support Activity Mid-South Conference Center located in Millington, Tennessee. Registration for the conference should be made at the DON's web site for Acquisition Training Applications and Continuous Learning www.register-now.cms.navy.mil. The deadline for on-line registration is April 11, 2003. Reservations for lodging should be made directly with the Navy Inn no later than April 7, 2003 at area code (901) 873-2901.

Enclosure (1) provides additional information on the conference and lodging as well as the details necessary for your travel plans. The enclosed brochure is also available on our home page at www.hq.navy.mil/sadbu/sbsinfo.htm along with additional conference information.

I look forward to seeing you in Millington.

A handwritten signature in black ink, appearing to read "Nancy Tarrant".

NANCY TARRANT
Director

Small and Disadvantaged Business Utilization