



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

March 11, 2003

MEMORANDUM FOR DEPUTY ASSISTANT SECRETARY OF THE NAVY FOR
ACQUISITION MANAGEMENT

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. Various workshops will provide specific information to assist our acquisition personnel in improving their command's performance under the SBIP.

Please provide information regarding this conference to personnel from your contracting and program offices that might benefit from the training. Invitations have been sent to DON key individuals within the acquisition community to include contracting, program management and small business specialist personnel.

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.

Please contact me if you have any questions concerning the conference. I look forward to seeing you in Millington.


NANCY TARRANT

Director
Small and Disadvantaged Business Utilization

This conference is designed to strengthen the Department of the Navy's Small Business Program by emphasizing the importance of acquisition team partnerships between the small business, contracting and program communities.

The "Acquisition Partners – Strategies for Success" conference is sponsored by the Office of the Secretary of the Navy, Small and Disadvantaged Business Utilization (OSN SADBU).

The conference objective is to build upon our Fiscal Year (FY) 2002 Small Business Program improvements and introduce additional tools to assist our acquisition community in striving for FY 2003 Program success. It is only through those successful partnerships between small business, contracting and program communities that the Navy's SADBU Program will achieve success.

Distinguished speakers from the Department of Defense, Department of the Navy and other government agencies are invited and various workshops are planned to assist participants in performing their respective roles as members of the acquisition team.



Office of the Secretary of the Navy

**Small and Disadvantaged
Business Utilization**

<http://www.hq.navy.mil/sadbu>

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720 Kennon Street SE Room 207
Washington DC 20374-5015
Phone (202) 685-6485
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ACQUISITION PARTNERS

"STRATEGIES FOR SUCCESS"

MAY 6-8, 2003



*Department of the Navy
Small Business Program
Training Conference*

CONFERENCE DETAILS

The conference begins on Tuesday, May 6, 2003 promptly at 0830 in the Crystal Room at the Naval Support Activity Mid-South Conference Center (Pat Thompson Building N-767) in Millington, Tennessee and concludes at approximately 1130 on May 8, 2003.

Small business specialists may be expected to stay for breakout sessions with their respective Associate Directors of Small Business on the afternoon of Thursday, May 8, 2003. Please check with your Associate Director for further details.

A continental breakfast will be served each day at 0730 and a catered luncheon will be served in the Crystal Room May 6, 2003.

Please email your menu selection for both days no later than April 11, 2003 to sadbu@hq.navy.mil:

Chicken Cordon Bleu or
Roast Beef

ACCOMMODATIONS

Rooms are reserved at the Navy Inn, 5720 Integrity Drive, Naval Support Activity Mid-South, Millington, TN.

Please make your reservations directly with the Navy Inn no later than April 7, 2003. Phone 877-Navy Inn (877-628-9466) and provide your name, rank/grade, social security number and credit card information to guarantee your room.

TELEPHONE INFORMATION

Messages may be left for conferees at the Naval Support Activity Mid-South Conference Center on (901) 874-5198.

Facsimiles may be sent or received via the Naval Support Activity Mid-South Conference Center on (901) 874-5644.

DIRECTIONS

- When leaving the airport, you will be on Winchester Road. Bear right to continue on Plough Boulevard for approximately 1.5 miles.
- Take I-240 east (towards Nashville) to exit 10, Covington Pike (sign to NSA Memphis).
- Stay on Covington Pike for approximately 11 miles. About halfway, Covington Pike changes to Singleton Parkway. The last few miles are through farmland.
- Proceed through the Back/South gate.
- Turn left on Wasp Avenue, proceeding to Navy Inn Check-in Building #448.

REGISTRATION

REGISTER ONLINE ONLY

<http://www.register-now.cms.navy.mil>

There is no conference registration fee.

There will be no on-site registration.

The deadline for registration is April 11, 2003.

ATTIRE

Civilian: Office Casual

Military: Summer Khaki