**DEPARTMENT OF THE AIR FORCE**
**HEADQUARTERS ARNOLD ENGINEERING DEVELOPMENT CENTER (AFMC)**
**ARNOLD AIR FORCE BASE TENNESSEE**

24 September 2002

MEMORANDUM FOR ALL PROSPECTIVE OFFERORS

FROM: AEDC/PKM

SUBJECT: Information Technology (IT) Technical Information Exchanges & IT Day Agenda

1. Companies are beginning to schedule visits with our designated representatives following the directions in our 17 September 2002 letter. Just to ensure clarity, you may schedule visits regarding IT with Mr. Tom Brown and Mr. Greg Magavero from 23 September through 25 October 2003. They are our primary points of contact for IT. The IT representatives designated in our 23 September 2002 letter are knowledgeable regarding a particular system or systems. You may schedule a visit with these secondary points of contact from 9 – 11 October and 15 – 18 October 2002.

2. Although we are still working the agenda for our IT industry meeting, we've attached a draft to give you an idea of the topics we plan to cover. A boxed lunch will be available if ordered. Please call Ms. Karen Herget at 931-454-6886 when you send your registration forms for the details.

3. The information security requirements for our IT Industry Day will be enforced. **To attend this Industry Day, your company must have on file with us a DD Form 2345, Militarily Critical Technical Data Agreement.** If you do not have an agreement, you must contact the Defense Logistics Services Center (DLSC), Federal Center, Battle Creek MI 49017-3084 to begin the process. Their phone number is 1-800-352-3572. If you plan to send a representative that is not a U.S. citizen, you should contact us immediately to begin the sometimes lengthy clearance process. Without proper clearance the individual will not be allowed to participate.

4. We look forward to seeing you. Please call me if you have any questions.

JOHN L. SUTTON
Contracting Officer
Chief, Contract Management Branch

Atch
Draft Agenda

**Attachment 1**

# Draft IT Industry Day Agenda

(as of 24 Sep 02)

**Tuesday – October 8**

| | |
|---|---|
| 0830-0840 | Welcome/Procurement Integrity – Ron Polce |
| 0840-0845 | Plan of the Day – Greg Magavero |
| 0845-0900 | Opening Remarks – Tom Brown |
| 0900-0945 | AEDC Networks – Kemp Brooks |
| 0945-1000 | Break |
| 1000-1030 | Information Assurance and Office Information System – Tony Durante |
| 1030-1200* | MIS Intro – Greg Magavero |
| 1200-1245 | Lunch – Box lunch available if ordered |
| 1245-1345 | MIS Continued – Multiple Briefers |
| 1345-1400 | Break |
| 1400-1600 | MIS Continued – Multiple Briefers |

**Wednesday – October 9**

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|---|---|
| 0800-0830 | Communications – Gerry Anderson |
| 0830-0945 | Test Data Acquisition, Controls, Data Analysis – Jere Brinkley |
| 0945-1000 | Break |
| 1000-1030 | High Performance Computing – Capt Walt Berridge |
| 1030-1100 | Modeling & Simulation – Joe Babilon |
| 1100-1130 | Integrated Test & Evaluation – Dr. Ed Kraft |
| 1130 | Wrap up – Ron Polce |

***MIS Briefings include:**

| | |
|---|---|
| Tom Klingelhoets | Current processes, Synergen, Metaphase, GeoBase |
| Capt Peeler | Financial Systems |
| Jerry Tipps | Matrix One |
| Lt. Nick Holland | Primavera P3e |
| Greg Magavero | AEDC Intranet (Key Metrics, etc.), PeopleSoft EPM and HRMS Miscellaneous Legacy Systems |
| Rick Stewart | CMIS |
| Maj. Creasy | ASMS, WOMS |