



File Code: 6300
Route To: (5100)

Date: September 23, 2008

Subject: Call for Nominations - VIPR Training

To: Regional Foresters, Station Directors, Area Director, IITF Director and Deputy Chiefs

REPLY DUE OCTOBER 24, 2008

The deployment of the Virtual Incident Procurement System (VIPR) is proceeding as planned and as outlined in the July 15, 6300 letter entitled *VIPR Deployment - Data Migration, Training and Deployment*. This letter serves to provide additional information on VIPR training and includes a request for regions to identify VIPR training participants.

VIPR training has been scheduled as follows:

Training Date	Regions Participating	Location
December 9-10, 2008	3, 8, 9	Albuquerque, NM
January 7-8, 2009	1, 5, 6	Portland, OR
February 3-4, 2009	2, 4	Denver, CO

Regions will be granted access to VIPR 1.0 using a phased deployment process following the completion of VIPR training by regional personnel. The target audience for the training session is personnel who will be using VIPR in FY 2009 - generally, this audience is Contracting Officers and Procurement Technicians who will play an active role in the preseason incident agreement procurement process. VIPR 1.0 functionality includes solicitation, vendor response, evaluation and award of preseason I-BPAs, and generation of dispatch priority lists. Dispatch lists are available without accessing VIPR and activities such as equipment inspections are included in later releases of VIPR, so personnel performing these types of duties need not attend this training session.

The objective of the training is to provide attendees with a full understanding of the VIPR system from the government and vendor perspectives, using an end-to-end (agreement lifecycle), hands-on, computer-based learning environment. Training attendees will be expected to leave the training with the following:

- Readiness to begin using the full capabilities of VIPR.
- Sufficient knowledge of the VIPR system to assist others in the region with using VIPR.
- Ability to provide VIPR training and/or assistance to vendors, using training documentation developed by the VIPR Project Team. (The degree of additional training required depends on each region's unique procurement configurations and strategies.)



Each region has been allocated four slots in the applicable VIPR training session and is required to send a minimum of one representative per region. The training will begin at noon on the first day and will end by 4 pm on the second day, so travel the day before and/or the day after the training date may be required. Travel expenses will be paid by the VIPR Project.

Please submit the name and position title of personnel from your region who will be attending VIPR training to vipr@fs.fed.us no **later than Friday, October 24**. Nomination implies that the individual(s) identified meet these criteria: (1) available to attend training on the dates and at the location specified for your region, (2) will be an active user of VIPR in FY 2009, and (3) able to fulfill the responsibilities identified above for your region upon training completion.

Thank you for your continued support of the deployment of VIPR. If you have any questions about VIPR training, please contact Cheryl Emch/WO/USDAFS@FSNOTES.

/s/ Ronald E. Hooper
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