

# MarkeTips

Volume 22, Number 1  
January/February 2009

## Transfer of Power

Managing the Transition

GSA Salutes America's Inaugural Tradition

## Beyond the Office

GSA and the Non-Traditional Workplace



inside this issue



## Beyond the Office: GSA Delivers.

Today's workplace is defined by a dynamic, flexible, and mobile workforce. Technology is developing rapidly to meet the demands of the mobile workforce, and we must quickly and efficiently adapt to these new environments and the challenges they bring.

There are many who work in traditional jobs, but whose work environments are not typical. For example, firefighters, men and women in combat situations, or medical facilities. Many jobs have specialized requirements, and GSA is here to ensure that whatever the requirement, no matter how unusual or complex, we can meet the needs of our customers wherever they work.

In this time of transition and positive change for the future, GSA is proud to support the President-elect transition team which demands a flexible and nimble response to evolving requirements.

No matter the specialized situation, GSA can tailor solutions to meet your agency need. Whether in the office, out in the elements, or on the battlefield, GSA delivers.

Sincerely,

A handwritten signature in black ink, appearing to read "Tyree Vardano". The signature is fluid and cursive, with the first name "Tyree" and last name "Vardano" clearly distinguishable.

Tyree Vardano  
Acting FAS Commissioner

# U.S. General Services Administration

Service

Innovation

Value

## One For All, and All From One

The call to duty across America unites us. From securing the homeland to safeguarding the environment, we team with military and civilian agencies to protect our nation's priorities. As the government's premier procurement provider GSA stands ready to support your mission-critical needs with a continuum of innovative product and service solutions—all from one source.

One Country. One Mission. One Source.

GSA is here to help: [gsa.gov/atyourservice](http://gsa.gov/atyourservice) or (800) 488-3111



U.S. General Services Administration

# MarkeTips

One Country. One Mission. One Source.

JAN/FEB 2009 – Vol. 22, No. 1

## EDITORIAL STAFF

Emily LeDuc, *Managing Editor*

Peter Daniel Davis, *Senior Editor*

Lynda Schrack, *Designer*

Liz Blake, *Contributing Editor*

Michele Broccolino, *Contributing Editor*

Blaine Jacobs, *Contributing Editor*

Stephanie Lesko, *Contributing Editor*

Michelle Lukowski, *Contributing Editor*

Kristina Nelson, *Contributing Editor*

## SPECIAL THANKS TO

Amy Elizabeth Burton,  
Office of Senate Curator

Heather Moore,  
Senate History Office

Margaretta Gray

Rebecca Hood

Chris Lundstrom

Caroline Wolf

*MarkeTips* is produced by the GSA Office of Customer Accounts and Research, Arlington, VA 20406-0001. Distributed in the months of January, March, May, July, September, and November.

Please direct all correspondence regarding *MarkeTips* to [npc@gsa.gov](mailto:npc@gsa.gov).

## SUBSCRIPTION

To subscribe or unsubscribe to *MarkeTips*, or to order additional copies of recent issues of *MarkeTips*, please order via the Centralized Mailing List Service (CMLS) at [www.gsa.gov/cmls](http://www.gsa.gov/cmls). You may also order current GSA publications and catalogs through [www.gsa.gov/cmls](http://www.gsa.gov/cmls). In addition, a complete online archive of past editions of *MarkeTips* can be accessed at [www.gsa.gov/marketips](http://www.gsa.gov/marketips).

The prices published herein reflect the most current prices at press time and are subject to change. GSA does not endorse any particular commercial product over another. The claims made about each product are those of the vendor and not GSA. The information provided herein is provided solely for the convenience of the user. Additional information is available from the vendors.





# Beyond the Office

GSA and the  
Non-Traditional Workplace

## C O N T E N T S

### ASK THE EXPERT COLUMNS

**32** Ask the GSA Acquisition Expert

**76** Ask the GSA Personal Property Management Expert

**91** Ask the GSA Supply Requisition Expert

## **6** BEYOND THE OFFICE

GSA AND THE NON-TRADITIONAL WORKPLACE

GSA supports customers in virtually every workplace application possible. From soldiers in the battlefield to park rangers in national forests, GSA provides solutions for more than just the office environment.

## **44** SIGNED, SEALED, DELIVERED.

THE 2008 PRESIDENTIAL TRANSITION

GSA plays a prominent role in the presidential transition process, providing the President-elect and the Vice-President-elect the services and facilities needed to assume their official duties, and supporting the outgoing team with transition support.

## **78** ABILITYONE: CREATING OPPORTUNITIES

The high level of unemployment for people with disabilities covers a wide range of individuals, each of whom face different challenges. The AbilityOne Program targets those facing the highest barriers to employment.

## **103** GSA GLOBAL SUPPLY™

THE RELIABLE GOVERNMENT SOURCE  
FOR REQUISITIONING PRODUCTS





Photo by Chuck Roberts  
June 27, 2008

# Beyond the Office

GSA and the  
Non-Traditional Workplace

Workplaces today are becoming so diversified that the traditional office could almost be considered an endangered species. Even from within the traditional office environment, non-traditional applications exist, such as the virtual office. The virtual office is ever present in today's workforce, whether as an employee's every day work environment or as an occasional necessary part of the job. The reality of today's employment requires 24-hour seven-day access to office resources, whether from home, in transit, or while on official travel.

On a more tangible level, there are many jobs, which, by definition, take place outside of an office setting and have specialized requirements unique to the task. These jobs can be categorized into a number of applications all of which GSA is ready, willing, and able to support.



The U.S. Military. The U.S. military has a nearly endless set of requirements for a broad range of functions which occur in non-traditional work sites. Whether it's maintaining war machines such as fighter jets or destroyers, constructing Naval vessels, feeding deployed soldiers, operating remote medical facilities, setting up satellite communications, or operating a nuclear submarine, the military, without question, provides and operates some of the most unusual and critical work spaces in support of its personnel to protect and defend our country.

### **U.S Army Center for Health Promotion and Preventative Medicine (USACHPPM)**

USACHPPM's mission is to provide worldwide technical support for implementing preventive medicine, public health, and health promotion/wellness services into all aspects of America's Army and the Army community. This organization must anticipate and rapidly respond to operational needs and adapt to a changing world environment.

The 1056 person USACHPPM team is a linchpin of medical support to combat forces and of the military managed-care system. It provides worldwide scientific expertise and services in clinical and field preventive medicine, environmental and occupational health, health promotion and wellness, epidemiology and disease surveillance, toxicology, and related laboratory sciences. It supports readiness by keeping soldiers

fit to fight, while also promoting wellness among their families and the federal civilian workforce. Professional disciplines represented include chemists, physicists, engineers, physicians, optometrists, epidemiologists, audiologists, nurses, industrial hygienists, toxicologists, entomologists, and many others as well as sub-specialties within these professions.

In support of their mission, GSA has provided USACHPPM with a Mobile Environmental Surveillance Monitoring Station (MESMS).

The vehicle is a truck mounted cut-away style van body equipped with instrumentation enabling it to be used as a mobile environmental monitoring station. It is intended for deployment in support of Operation Iraqi Freedom, with planned future re-deployment back into the United States at Aberdeen Proving Ground.

Three systems for environmental monitoring have been established for the vehicle to monitor ambient air gaseous constituents, ambient air particulates, and a system of meteorological instruments to take readings such as barometric pressure, temperature, and wind velocity.

The gaseous and particulate systems include removable extensions penetrating through and above the roof for gathering air samples. The meteorological equipment is mounted on the rear of the vehicle on a removable, extendable, and collapsible mast. All three systems are connected to rack mounted analyzers, computerized data acquisition equipment, and software to provide results output. A satellite communication system was installed to enable the

resulting data to be communicated from the deployed location back to Aberdeen Proving Ground.

Due to the need to successfully install, integrate, and test these three systems, the contract included a requirement that the vendor have the air monitoring and meteorological instrumentation and satellite communications systems installed, integrated, and tested by the suppliers. The requirements also include air and marine transportability certification.

For more information on how GSA can meet your agency's requirements, please contact us at [vehicle.buying@gsa.gov](mailto:vehicle.buying@gsa.gov).

*Spc. Kalina Welch, preventive medicine technician, uses a pipette to isolate DNA samples from ticks to determine if diseases are present.*



Photo by Jane Gavvasoni, CHPPM  
January 09, 2008

The Great  
Outdoors. Many  
occupations require



work that occurs predominantly outside. From stewardship of America's national forests, parks, and monuments, to environmental research, agriculture, and wildland fire management, the outdoors is the primary work environment for thousands of federal employees, and by nature, has specialized requirements.

**U.S. Forest Service**  
**White Mountain National Forest**  
**Laconia, NH**

The White Mountain National Forest comprises the largest publicly owned block of land in New England. With the ever-increasing population and urbanization of our country, the White Mountain National Forest is poised to play a leadership role in public policy, conservation and land management, and collaboration with people and groups in the area.

Employees are a loyal, hard-working group that must be adept at balancing the pressures of today's challenges, resilient

and responsive to change and committed to sound land stewardship.

This national forest is a refuge for huge numbers of urban visitors and locals alike. Its unique landscape and spectacular views compel excellence in its stewardship and in the respect and appreciation of its visitors.

The White Mountain National Forest has a two level organization consisting of three Ranger Districts and a Supervisor's Office. The Forest also shares a Fire Management Officer who has responsibilities within New England for state and private forestry as well as the White and Green Mountain National Forests.



GSA supplies ranger stations within the forest portable and direct electricity. Often, permanent sources of power are moved, but during a recent reorganization of site towers temporary power using gas generators was required.

Rangers and other personnel also require mobile radios for communication, as cell phones cannot hold a signal in the area. GSA provides communication devices such as these that are crucial for those in the field to keep in contact with co-workers and know their whereabouts.

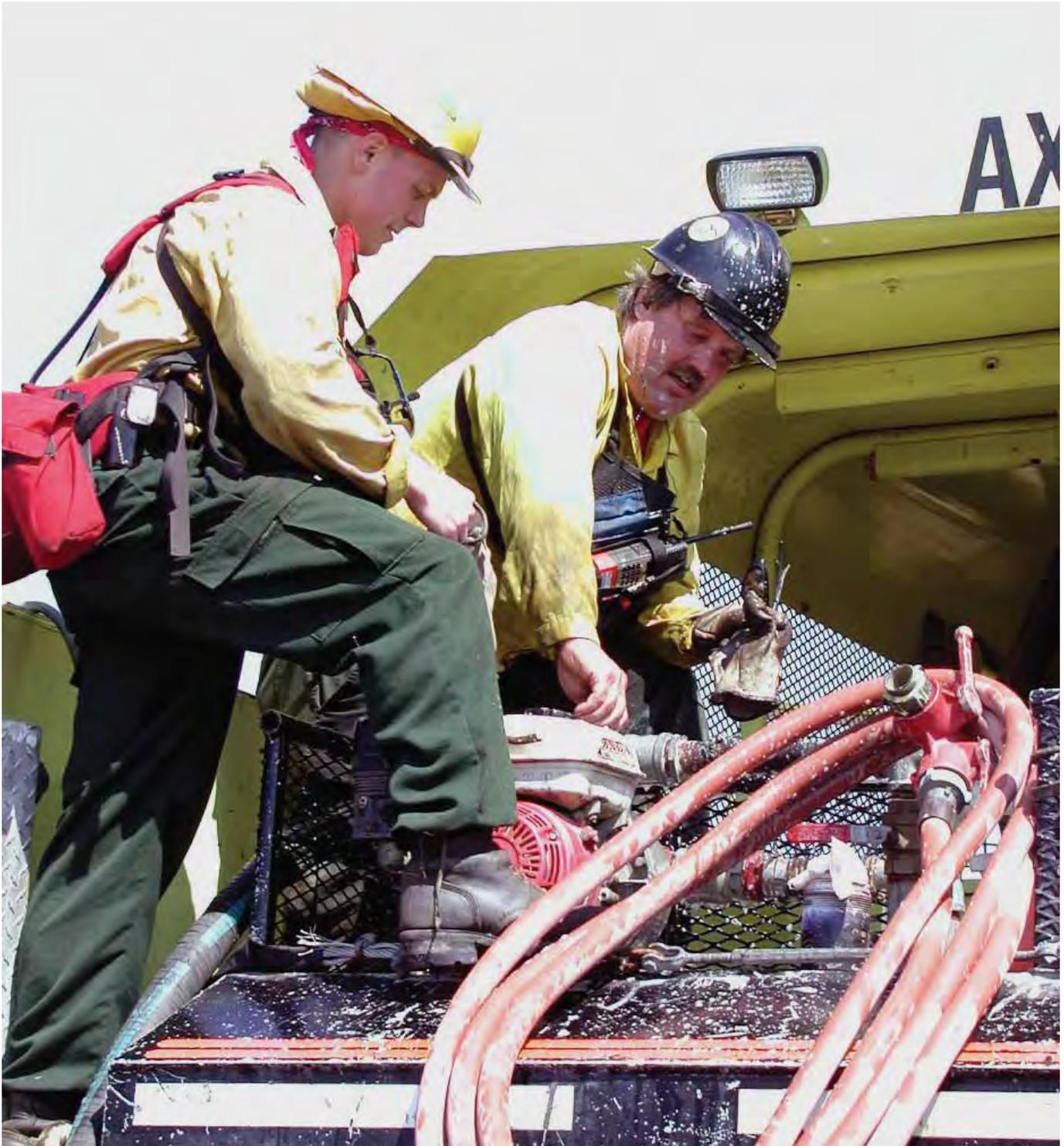
GSA also provides waterproof paper and accessories that will not degrade in the elements. These items are necessities for those who work out of doors in all sorts of weather.

## Wildland Firefighting

Wildland fire management is a highly specialized field in which organizations participate in a number of activities to not only fight fires but reduce the likelihood of potentially disastrous incidents. Each year, wildland fires destroy millions of dollars in personal property and natural resources and the efforts to minimize this damage are critical.

The National Interagency Fire Center (NIFC) is a full scale interagency cooperative which includes federal organizations such as the Weather Bureau, National Park Service, Bureau of Indian Affairs, and the U.S. Fish and Wildlife Service as well as state, local, and rural organizations involved in wildland fire management.

*GSA Global Supply™ supports wildland firefighting efforts with more than 250 items classified as fire items listed in the GSA Wildland Fire Equipment Catalog. Emergency orders are accepted on a 24/7 basis, 365 days a year and can be delivered within five to 26 hours to most destinations within the United States.*



The environment in which these individuals do their work is often makeshift, hostile, and dangerous. When natural fire disasters do occur, response time is critical. First responders are locally deployed, and if it is determined that more resources are needed, a request is made at a regional level. If regional resources are strained, national assistance is requested from NIFC. In critical situations, NIFC's multi agency coordination group is mobilized. This group includes representatives from GSA, the U.S. military, and State Forestry to help prioritize and distribute resources.

Virtually all of the firefighting equipment needed to manage wildland fires on a federal level comes from GSA, with the National Interagency Fire Center coordinating, managing, prioritizing, and distributing that equipment to agencies across the nation. From tools and hoses, to vehicles and aircraft, GSA equips NIFC with the resources to effectively manage and fight wildland fires nationwide.

GSA has actively participated and supported the national wildfire suppression effort since the 1950's. This support is mandated by Interagency Agreements between GSA and USDA Forest Service and USDI Bureau of Land Management. GSA manages and coordinates the various functions necessary for support of wildland firefighting operations and includes fire item specifications,

purchasing, order processing, stocking, inventory management, and transportation.

There are over 250 items classified as fire items listed in the GSA Wildland Fire Equipment Catalog. These items include water handling equipment and supplies, fire line tools, fire shelters, protective clothing, canteens, field packs, sleeping bags, batteries, chainsaw chaps, first aid kits, goggles and safety glasses, gloves, and tents.

Emergency orders are accepted on a 24/7 basis, 365 days a year and can be delivered within five to 26 hours to most destinations within the United States. To obtain a copy of the catalog, visit us at [www.gsa.gov/cmls](http://www.gsa.gov/cmls).

GSA is committed to supporting this critical and highly visible program. During an active fire season, orders in excess of 1600 tons are received, processed and shipped to support on-going fires and replenishment efforts. GSA supports federal and state wildland firefighting agencies throughout the lower 48 states and Alaska.

In addition to items available through GSA Global Supply, GSA supports wildland firefighting efforts through a number of other programs. Multiple Award Schedule contracts through our Vehicle Acquisition Program offer firefighting vehicles and other heavy equipment available for purchase. The GSA excess

property program regularly transfers excess property, such as vehicles and aircraft, to firefighting agencies for direct use or for subsequent modification for fire fighting. GSA Schedule 899 for Environmental Services, offers training programs such as fire preparedness and Public Fire Safety Education.

All of these efforts are part of GSA's commitment to NIFC and their mission to protect our land, our property, and our resources.

For more information, visit us at [www.gsa.gov/fireprogram](http://www.gsa.gov/fireprogram).



*U.S. Navy Chaplain, Lt. Cmdr. John Denton visits with U.S. Marine Corps. Cpl. Marco Chavez while in the casualty receiving area of Fleet Hospital Three (FH-3). Chavez suffered upper and lower back strains as a result of a motor vehicle accident in Southern Iraq.*



*R*esearch and Medicine. From the research lab to the operating table, federal agencies, both civilian and military, provide critical medical services in a vast range of non-traditional environments. One of the most critically important and logistically complex aspects of emergency medicine is how to deliver high quality, urgent, and continuing care in the field. Field medicine has a wide variety of applications in times of national emergency, for humanitarian missions abroad, or to support Joint Forces combat operations, and the Fleet Hospital is at the heart of its success.

U.S. Navy photo by Chief Journalist Al Bloom.

## Navy Expeditionary Medical Support Command

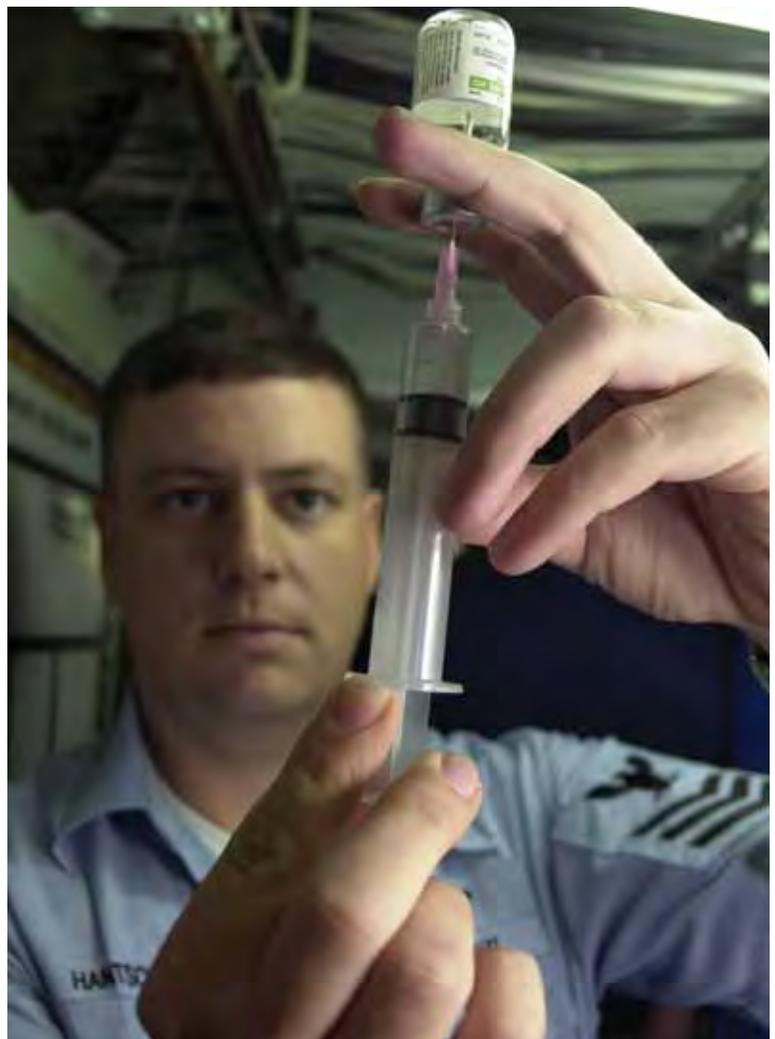
The Navy Expeditionary Medical Support Command (NEMSC) is responsible for the design, production, maintenance, deployment and operational readiness of Fleet Hospitals under the U.S. Navy Fleet Hospital program. Fleet Hospitals are self-sustaining, transportable, 10 to 500 bed combat zone medical facilities. They include a variety of medical supplies and equipment, engineering equipment, tentage, personnel berthing facilities, laundry, galley, and vehicles that must be readily available for deployment at any time. The hospitals are stored in 20-foot International Shipping Organization shipping containers and pre-positioned around the world, available on demand in support of soldiers in combat, people in need, or in times of disaster. Fleet Hospitals have been used for disaster response support after Hurricanes Gustav, Ike, and Katrina, the Pacific tsunami, and for CDC bug study explorations.

Fleet Hospitals are a vital component of the readiness of the US military forces to successfully perform operations in a combat situation. The lives of U.S. troops are dependent on the ability of the Fleet Hospitals to successfully perform their mission. A complete Fleet Hospital comprises about 3,900 different components within about 750 assemblies, creating about 15,500 line items (component/assembly combinations) packed in about 375 20-foot shipping containers.

Each of these facilities is on a five-year maintenance cycle known as the Integrated Logistics Overhaul, or ILO. During an ILO phase, the Fleet Hospital is returned to the NEMSC from its pre-positioned location for retrofitting, during which it is unladed, its material and equipment inspected, upgraded and/or replaced, the material and equipment reloaded, and the hospital prepared for shipment back to its pre-positioned location. Approximately two ILOs are completed each year. Two ILOs are generally being performed at any time, with one Fleet Hospital being downloaded and another being

built. Included in the medical supplies are pharmaceuticals, controlled medicines and medical surgical supplies. The fleet hospitals are containerized and also equipped with biomedical devices such as anesthesia apparatus, monitor-recorder electrocardiographs, and visual ultrasonic apparatus. The annual budget for maintaining 10 Navy fleet hospitals is about \$23 million. The 10 fleet hospitals contain a reported \$236 million of material.

Procuring these kinds of materials and logistical services with such complex requirements was a daunting task, so the Navy turned to GSA for help. GSA's Assisted Acquisition Services managed this procurement for the Navy. GSA personnel worked together with the Navy to fully understand and outline their requirements, and successfully awarded the task to a contractor using GSA's Multiple Award Schedule 874 V, Logistics Worldwide (LOGWORLD).



U.S. Navy photo by Photographer's Mate 2nd Class Johansen Laurel

For more information about schedule contractors and types of services, please visit GSA eLibrary at [www.gsa.gov/eLibrary](http://www.gsa.gov/eLibrary). For more information on LOGWORLD or GSA Assisted Acquisition Services, please visit [www.gsa.gov/logworld](http://www.gsa.gov/logworld) or contact us at (800) 241-7286 / [logworld@gsa.gov](mailto:logworld@gsa.gov).

*Left: Hospital Corpsman 1st Class Scott R. Hantsch, of Binghamton, NY, loads a syringe filled with flu vaccine for a Sailor aboard the Los Angeles-class attack submarine USS Topeka (SSN 754).*

*Right: Advanced laboratory technician Hospital Corpsman 2nd Class John Zettlemoyer views a blood sample through a forensics microscope in the medical laboratory aboard the conventionally powered aircraft carrier USS John F. Kennedy (CV 67).*

*Below: Lt. Andy Steczo, Hospital Corpsman 2nd Class Luis Reyes and Cmdr. Jeff Lukish perform laparoscopic surgery aboard USS Ronald Reagan (CVN 76).*



U.S. Navy photo by Photographer's Mate Airman Tommy Gilligan



U.S. Navy photo by Cmdr. Kevin Brooks



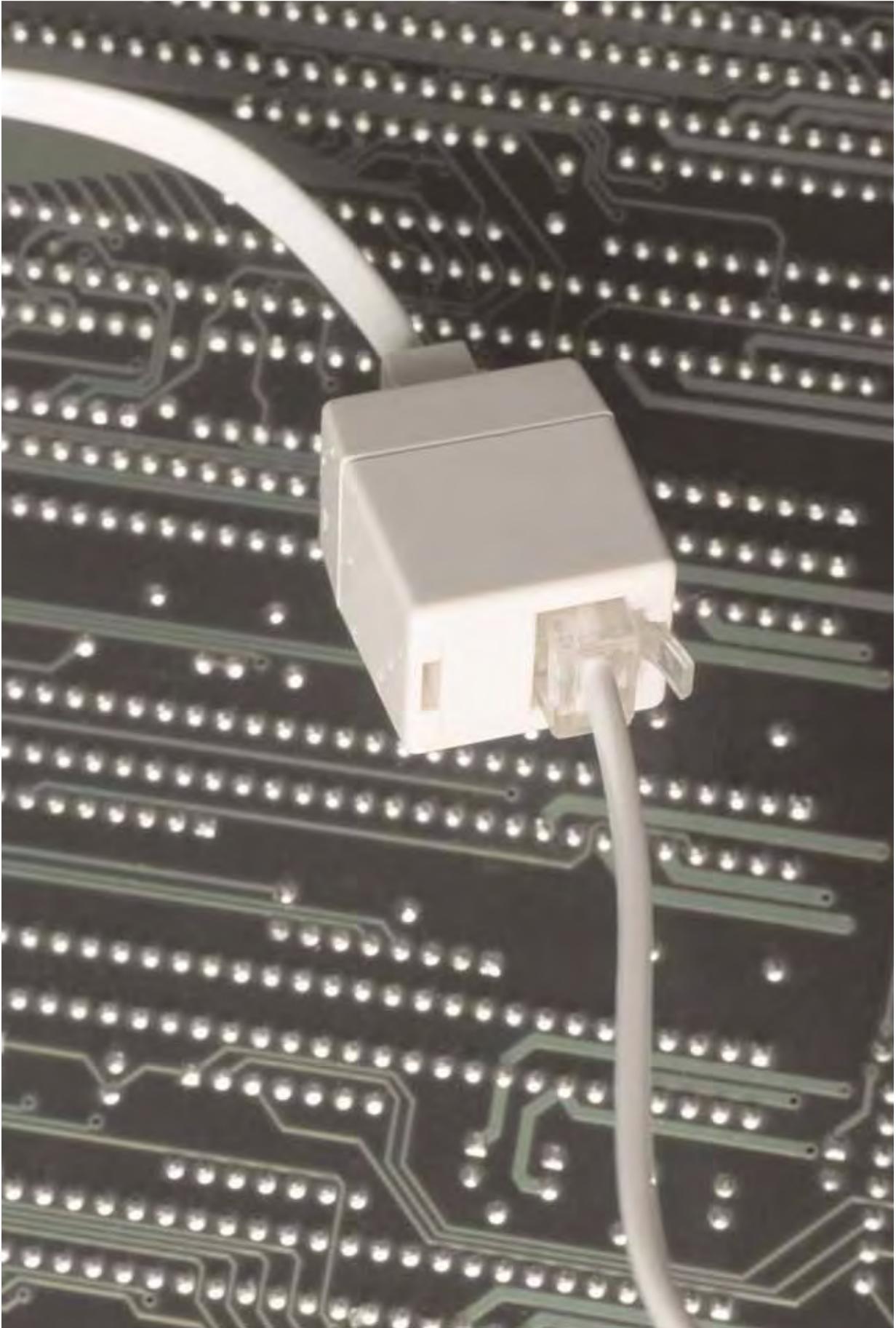
The Mobile Workplace. The popularity of telework programs, the need for connectivity during travel, and even the necessary evil of multi-tasking during meetings has demanded that workplaces become increasingly mobile. From working in the field to working while commuting home, today's proliferation of portable mobile devices is revolutionizing the workplace. Wireless technology is keeping us connected in ways we never imagined, and changing the definition of the workplace in the process.

## Information Technology

GSA's ITS program offers total non-traditional workplace solutions—technology and telecommunications—for federal, state, and local municipal customers.

FAS is pioneering lines of business that meet the needs of the 21st century non-traditional workplace and changing workforce. This includes fully implementing an effective and efficient telework policy for the U.S. Government, as well as understanding that our biggest asset is our workforce.

Specifically, the Information Technology Services (ITS) offers an array of hardware, infrastructure, computer systems, and software applications to complex installations in the non-traditional workplace from the use of ID/IQ best-valued determination acquisition. ITS does this through the IT Schedule (70) for commercial IT products and services, through Governmentwide Acquisition Contracts (GWACs), which provide comprehensive IT solutions for complex, enterprise-wide requirements, and through robust Network Services contracts, which provide telecommunications network services solutions for the end user.





## Satellite Services

GSA's SATCOM Satellite service provides the only network available where no phone or cable lines exist, which is usual for federal workers fighting wilderness wildfires, patrolling remote borders and rescuing injured citizens from devastating hurricanes or tornadoes. With the rapid and reliable communications networks provided by this program, federal workers can use hand-held receivers similar to cell phones as well as access full broadband computer networks anywhere in the world. These networks begin with a compact satellite station that fits in a car trunk but provides all voice computer, e-mail, and broadband internet capability normally found only in the office. These stations can even operate from aircraft and ships. SATCOM-II's broadband access also makes possible broadcast services as well as distance learning for federal customers in areas throughout the world that don't have a normal communications network, because it enables audio and video transmission of educational material.

For more information on SATCOM II, please contact James Russo (703) 306-6631.

## Mobile Command Centers

Mobile command centers serve as communication hubs during emergency situations such as bomb threats, demonstrations, fires, or natural disasters. They can also be used to conduct strategy meetings and other tactical operations. This specialized category of customized vehicles includes:

- Tactical vans
- Sub-stations
- Surveillance vans
- Crime labs
- Medical labs
- Bomb/arson units

Vehicles can be fully equipped with kitchen, bathroom, and sleeping facilities offering full-on mobile support for all of the above applications.

GSA Multiple Award Schedule 23 V has command posts, tactical vans, bomb/arson, sub-stations, surveillance vans, crime labs, and more. Under SIN 618-01, customer agencies can purchase custom vehicles, specialty trucks, trailers, and vans built for them by manufacturers with a long range of expertise, offering value, reliability, and peace of mind.

For more information, visit us at [www.gsa.gov/eLibrary](http://www.gsa.gov/eLibrary).





**N**ational Disasters. National disaster relief operations represent some of the most challenging work environments. Initial setup after a major disaster must occur quickly, with appropriate attention to the safety of workers and aid recipients. Supplies and services must be made readily available to those who need them, but this is often more easily said than done. The task of delivering massive quantities of supplies to a disaster struck area is a huge challenge and requires major logistical support, well equipped sources, and a highly organized and efficient infrastructure. FEMA provides just this kind of support to every national disaster that occurs.

## FEMA

FEMA's 2,500 staff members and 5,000 standby reserve staff work in the most unlikely of places and in some of the worst conditions, in the aftermath of disasters. Whether the disaster in question is a fire, flood, or anything in between, GSA supports FEMA by quickly and professionally providing the necessary infrastructure to help their personnel hit the ground running.

From leasing space for disaster field offices to outfitting those offices with supplies and equipment and connecting those spaces with telephones and satellite TV, GSA delivers a broad range of services for disaster relief. With more than 20 years of experience and an established pattern of operations, FEMA can quickly reach and help victims of storms, fires, and other catastrophes. Services can be conveniently packaged and discounts can be negotiated from Schedule prices for

office equipment while also arranging for security services to protect FEMA staff and property.

GSA ships millions of dollars worth of supplies to FEMA sites around the country each year. GSA solutions allow agencies like FEMA to leverage the purchasing power of the government to expedite delivery or pursue discount pricing, all to the taxpayers benefit.

Do you have an urgent or complex requirement? Turn to GSA for all your agency's needs, big or small. We can help maintain day-to-day operations or, in times of crisis, help to restore your normal routine as quickly as possible. For more information on disaster relief, visit us at

[www.gsa.gov/disasterrecovery](http://www.gsa.gov/disasterrecovery).

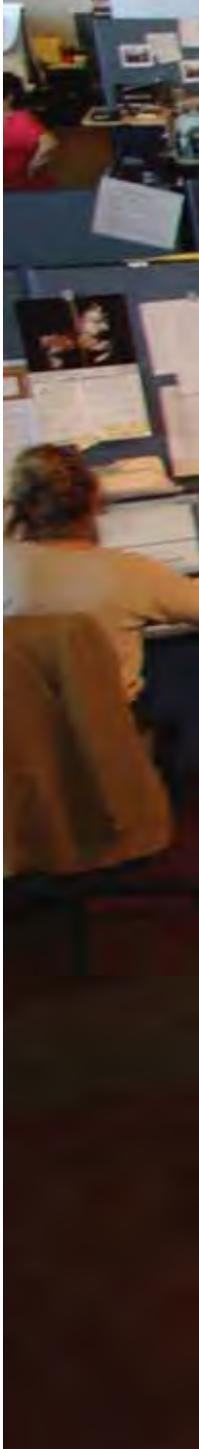




Photo by Andrea Booher/ FEMA News Photo

*New York, NY, October 20, 2001 — Disaster Field Office staff continue to work with other agencies operating near Ground Zero to provide information about disaster assistance programs.*

**C**emeteries Maintenance. Our Nation is committed to creating and maintaining national cemeteries as national shrines. These national treasures serve as an expression of the appreciation and respect of a grateful Nation for the service and sacrifice of her veterans. Each national cemetery exists as a national shrine and as such, provides an enduring memorial to their service, as well as a dignified and respectful setting for their final rest.

To administer, maintain, and organize activities at national cemeteries requires specialized knowledge and resources to accommodate this workplace that transcends the office.



## Department of Veteran Affairs – National Cemetery System (NCS)

NCS is an administration within the Department of Veterans Affairs (VA). NCS employs more than 1,400 people and operates and maintains 120 national cemeteries, as well as 34 soldier's lots and monument sites located in other cemeteries. NCS buries eligible veterans and their dependent family members in national cemeteries; maintains the graves and their environs as national shrines; and provides headstones and markers for graves of veterans in national, state veterans', and private cemeteries.

The appearance of national cemeteries is influenced by many different external factors. Over time, cemeteries experience a variety of environmental changes that may require extensive maintenance. Extremes in weather, such as excessive rain or drought, can result in or exacerbate sunken graves, sunken markers, soiled markers, inferior turf cover, and weathering of columbaria.

To ensure the appearance of national cemeteries meets the standards our Nation expects of its national shrines, the VA performs a wide variety of grounds management functions, which include raising, realigning, and cleaning headstones to ensure uniform height and spacing and to improve appearance. The appearance of headstones, markers, and niche covers is of paramount importance to the appearance of national cemeteries as national shrines. The rows of pristine, white headstones that are set at the proper height and correct alignment provide the vista that is the hallmark of many VA national cemeteries. These projects raise, realign, and clean headstones and markers and renovate gravesites in more than 176 acres. The VA also maintains roads, drives, parking lots, and walks; painted buildings, fences, and gates; and repaired roofs, walls, and irrigation and electrical systems.

The VA sponsors a formal training program for the development of employees who manage and operate VA national cemeteries. The training center offers classes necessary for employees to continue to provide high-quality service to veterans and their families and to maintain our national cemeteries as national shrines. Initially focused on training cemetery directors and assistant directors, the facility now trains foremen, equipment operators, grounds keepers, cemetery representatives, and other employees. As new national cemeteries become operational, the center will ensure consistency in operations throughout the national cemetery system as well as a high-performing workforce and well-trained staff for key positions.

The VA offers visitors a web-based Nationwide Gravesite Locator (NGL) system. This innovation makes it easier for anyone with internet access to search for the gravesite locations of deceased family members and friends, and to conduct genealogical research. The nationwide grave locator contains more than 3 million records of veterans and dependents buried in the VA's 120 cemeteries since the Civil War. It also has records of some burials in state veterans' cemeteries and burials in Arlington National Cemetery from 1999 to the present. Making burial locations more accessible may bring more visitors to the honored resting places that the VA considers national shrines and historical treasures.



## The National Park Service

The National Park Service (NPS) protects and manages 14 of our nation's national cemeteries. With the exception of Andrew Johnson National Cemetery and Custer National Cemetery at Little Bighorn Battlefield,

all of the cemeteries that the NPS manages date to the Civil War. Most of these cemeteries are located within park units that tell the story of the Civil War campaign or conflict in which the interred soldiers served.

Cemeteries that are more than a century old require constant attention. NPS devotes millions in project funds to repair stone walls, headstones, monuments, and walkways. In addition to

these projects, each unit of the National Park Service with a national cemetery also has maintenance staff who dedicate at least part of their time to maintaining headstones and grounds. The NPS's National Center for Preservation Technology and Training sponsors classes on cemetery preservation for employees of the NPS in an effort to increase the technical skills of maintenance employees and managers responsible for these sacred places.

## VA and NPS – Working Together

NPS works closely with the VA to help NPS cemeteries achieve VA standards and to coordinate the efforts of the two entities. The two agencies work in tandem to upgrade cemeteries to the conditions set forth in the "Cemetery Standards of Appearance" document. In addition, the two agencies partner to conduct research on the latest technology in the field to ensure the highest standards of maintenance and care for these precious shrines.





## GSA and Cemetery Maintenance

GSA understands the exacting specifications required to maintain these pristine properties. The care and maintenance of veterans' gravesites is symbolic of the respect, dignity, and compassion our country pays to the honor and memory of those interred or memorialized there. To assist agencies with maintaining these grounds, GSA has established contracts with many of the most capable companies in the cemetery maintenance market. The vendors available through GSA contracts are familiar with national cemeteries and maintain the highest quality standards and stand ready to provide the expertise needed to meet the exacting specifications national cemeteries demand.

GSA MAS 03FAC offers a complete solution. The new Cemetery Maintenance Special Item Number (SIN 371-004) offers services for grounds maintenance; raising, aligning and

cleaning of headstones; maintenance of roadways and drives, maintenance of irrigation systems; and maintenance of statues and monuments. These are just a few of the offerings GSA provides to maintain our National Cemeteries. Cemetery maintenance includes the complete maintenance of the cemetery and surrounding grounds:

- Traditional grounds maintenance services
- Tree trimming/planting/removal
- Landscaping
- Maintenance of irrigation systems
- Drainage
- Site specific services
- Raising, setting, and aligning headstones
- Cleaning of headstones
- Maintenance of pathways, drives, curbs, and parking areas
- Trash removal
- Maintenance of existing fencing and railing
- Special services for surrounding areas
- Benches
- Flag poles
- Monuments
- Statues
- Water features

Several agencies share the important responsibility to maintain the cemeteries, soldiers' lots, and monument sites. GSA's services are available to agencies such as the Veteran's Administration National Cemetery Administration, the American Battle Monuments Commission, the Department of the Army and the National Park Service and other agencies involved in this important work.

For more information, visit [www.gsa.gov/facilitieservice](http://www.gsa.gov/facilitieservice) or call (816) 926-6760 or e-mail [hssmarketing@gsa.gov](mailto:hssmarketing@gsa.gov).



**S**ecurity Applications. Security is a unilateral concern for all workplaces, traditional and non-traditional, especially for federal facilities. Additional security directives for federal agencies, increased risk of physical violence, persistent cyber attacks, and the evolution of information technology are radically reshaping today's security solutions.

The National Strategy for the Physical Protection of Critical Infrastructures and Key Assets identifies a clear set of national goals and objectives and outlines the guiding principles that will underpin our efforts to secure the infrastructures and assets vital to our national security, governance, public health and safety, economy, and public confidence. Infrastructure and key assets are comprised of resource cyber networks that are used to conduct day-to-day business and the physical infrastructure (facilities) that house the equipment and personnel. Loss or destruction of these infrastructure assets could adversely affect our economy or endanger our well-being.

One major effort to ensure physical security is identity management. Identity management involves verifying a person's identity through a credentialing process that includes background checks and recording physical (biometric) data. The process and storage of the data is highly specified and controlled. Part of the information is stored on a smart cards, a credit card-sized card with an embedded integrated circuit chip. Cards are issued after the identity is established and

used to authenticate a person's identity and access-level as they perform their job. Additional levels of security can be obtained as access is based on the possession of the card, information like a PIN, and/or biometric data like facial images, fingerprints, or iris scans. Authentication, the comparison of the identity of the card holder and the biometric data on the card is performed at both physical and electronic access points. In its simplest form, authentication is a human guard comparing a photo on the card to the person. It could also include physically verifying fingerprints and comparing to fingerprints stored on the card. The data on the card can also be used to determine access levels, the process of granting or denying specific requests for logical or physical entry. The chip on the card contains "certificates" that act as keys to allow appropriate and graduated access levels. Due to the common standards for the cards and associated hardware, middle and software; the identification, authentication, and access control becomes more full-proof; eliminating security gaps across multiple locations and agencies.

## Transportation Security Agency (TSA) Transportation Worker Identification Credential

The airport environment in a post 9/11 world is one with many unique requirements not common to the traditional work environment.

The safety and security of passengers and infrastructure is of the utmost importance, but equally important is allowing the airport to function properly and passengers and employees to travel through efficiently.

Under the recent HSPD-12 mandate, federal entities are required to move towards a standardized credentialing system. TSA and their commercial, logistic, and private counterparts in the transportation industry developed a standard credential as an immediate response to 9/11, known as TWIC, or Transportation Worker Identification Credential. This standardized credential for transportation workers is still in use today.

TWIC is a vital security measure developed to ensure individuals who pose a threat do not gain unescorted access to secure areas at seaports, airports, rail, pipeline, trucking, and mass transit. TWIC was established by Congress



through the Maritime Transportation Security Act (MTSA) and is administered by the Transportation Security Administration (TSA).

Like HSPD-12, to obtain a TWIC, an individual must provide biographic and biometric information such as fingerprints and sit for a digital photograph. TSA employees must also successfully pass a security threat assessment conducted by TSA.

“The TWIC card is a key piece in TSA’s efforts to secure all modes of the nation’s transportation network,” said Rear Adm. David M. Stone, TSA’s Acting Administrator.



“This technology will not only improve security by keeping known terrorists away from vulnerable areas, but it also enhances the flow of commerce and protects individual privacy.”

The TWIC card strengthened security at key transportation facilities in a number of ways:

- A threat assessment ensures known terrorists are not issued TWIC cards and are not able to gain access to secure areas
- Numerous advanced credentialing technologies safeguard against the use of fraudulent credentials
- Communications technologies tied to the program will allow TSA to interface with other federal, state and local agencies; these enhancements will allow TSA to send out targeted “threat alerts” to key facilities and shift resources based on intelligence data or changes in the threat level

One of the goals is to boost commerce by increasing the speed and efficiency of identity verification at transportation facilities. It also saves truck drivers, dockworkers, and others who require access to multiple facilities the time and expense of obtaining numerous redundant credentials.

An additional benefit of one common credential is the ability to better protect individual privacy. TSA safeguards workers’ personal data by collecting the minimum amount of required information and shielding those records in a secure system.

GSA fully and openly competed the contract to fulfill the TSA’s identity management requirement and under today’s HSPD-12 mandate, GSA can provide integrated security solutions for agencies looking for the same or similar suite of services. Just visit us at [www.gsa.gov/securitysolutions](http://www.gsa.gov/securitysolutions) for all your security needs, including HSPD-12.

# *Ask the* Acquisition Expert

Welcome to GSA's "Ask the Expert" column. Here, we answer commonly recurring questions received about GSA's Multiple Award Schedules Program.

This month, the "Ask the Expert" column answers questions about the non-traditional workplace.



## We Want to Hear from You!

We would like to gather your questions in advance and then respond to them. Please send any questions to [asktheexpert@gsa.gov](mailto:asktheexpert@gsa.gov). You may well see your question in our next edition!



**Question:** What is an example of a non-traditional workplace?

**Answer:** More and more individuals are working as temps or as independent contractors and they often work in spaces that bear no resemblance to the traditional office — or even the traditional cube.

**Question:** What types of services can GSA provide for temporary staffing?

**Answer:** GSA Multiple Award Schedule 736 provides federal and military customers temporary administrative and professional staffing (TAPS) services. In as little as 24 hours, private industry experts on TAPS can provide customers with proven, qualified, temporary associates who

can work a short time or from an initial 120 workdays up to a maximum 240 workdays. This Schedule offers the following five broad categories:

- Administrative support and clerical occupations
- Automatic data processing occupations
- General service and support
- Information and arts occupations (including miscellaneous occupations)
- Technical and professional occupations

**Question:** Are there small businesses awarded under the TAPS Schedule?

**Answer:** TAPS is 100% set aside for small businesses. TAPS includes contractors that are certified by SBA as 8(a), Hubzone, and SDB, as well as contractors who are WO, VO, and SDVO.



**Question:** What types of support can agencies get under administrative support and clerical occupations?

**Answer:** Accounting clerks, court reporters, motor vehicle dispatchers, housing referral assistants, test examiners and test proctors, and maintenance schedulers to name just a few.

**Question:** What type of support is available for automatic data processing occupations?

**Answer:** Computer data librarians, computer operators, computer programmers, peripheral equipment operators, and much more.

**Question:** How can agencies take advantage of the General Services and Support category?

**Answer:** This is broken into two subcategories: Material Handling and Packing Occupations and Mechanics and

Maintenance and Repair Occupations. So you can get forklift operators, order fillers, janitors, and warehouse specialists or electricians, pipefitters, and plumbers to name but a few.

**Question:** What can I get under information and arts occupations?

**Answer:** Audiovisual librarians, illustrators, photographers, child development workers, lifeguards, and much more.

**Question:** Where can I go for more information?

**Answer:** Please visit [www.gsa.gov/tempservices](http://www.gsa.gov/tempservices) for more information.

# Peterson Picture Co.

■ ■ ■  
Art ■ Mirrors ■ Framing

FINE ART ■ CUSTOM FRAME DESIGN ■ DECORATIVE MIRRORS

**Peterson Picture Co.** is a premier art-consulting and contract custom-framing firm, proudly offering value-driven fine art and framing solutions for any GSA application. Having been established for over 50 years, we have the experience and expertise to take your next art-specification project from concept to installation.

#### Our list of services for the GSA include:

- Art selections
- Framing solutions
- Project management
- Nationwide delivery
- Budget development
- Eco-friendly products
- Decorative mirror design
- Art handling and installation
- Site-specific artwork coordination



Contract # GS-03F-0020T  
GSA Schedule 72 II  
[www.art-impact.com](http://www.art-impact.com)  
[www.peterson-picture.com](http://www.peterson-picture.com)



*Eco-friendly options*

Learn more about our art-sourcing and custom-framing solutions by contacting our GSA specialists at [gsa@peterson-picture.com](mailto:gsa@peterson-picture.com), or by calling 800-392-1563.

# A Package Deal

Federal Agencies Achieve Savings and Value through Strategic Sourcing



*“Strategic sourcing is the collaborative and structured process of critically analyzing an organization’s spending and using this information to make business decisions about acquiring commodities and services more effectively and efficiently.”*

—Clay Johnson, Deputy Director for Management, OMB

**S**trategic sourcing offers agencies a way to save considerable funds by taking advantage of the collective purchasing power of the Federal Government. In the same way that GSA is able to do so by setting up contracts, individual agencies that require the same or similar products and services can use the Federal Strategic Sourcing Initiative to get goods and services at a much lower cost with value-added benefits.

GSA developed the Federal Strategic Sourcing Initiative (FSSI) Express and Ground Domestic Delivery Services (ExGDDS) BPA with Federal Express Corporation to help agencies realize the greatest value for their government dollar. Members from 12 agencies formed an interagency acquisition team to define requirements and award a BPA that meets the needs of many government agencies. Not only does the ExGDDS vehicle save significant taxpayer dollars, but it also sets a perfect example of how federal agencies can work strategically with top-notch suppliers to carry out their missions. The primary objectives of this initiative are to:

**Establish a common procurement vehicle** through which Government agencies may procure and utilize Express and Ground Domestic Delivery Services (ExGDDS).

**Lower total costs** associated with Express and Ground Delivery Services while achieving similar or improved service levels.

**Utilize business intelligence** to better support overall decision making and performance management.



GSA's ExGDDS BPA offers—

The ExGDDS initiative offers domestic delivery for both air and ground shipments between the continental U.S., Alaska, Hawaii, and Puerto Rico. ExGDDS meets OMB's goal for cross-government participation in FSSI and avoids duplication of effort in procuring for the same services.

The initiative includes express small package, express heavyweight, and ground small package delivery offering a money-back guarantee. ExGDDS offers cost savings above and beyond that achieved through GSA's Multiple Award Schedule contract vehicle. Fuel surcharges are waived as part of the agreement and annual reviews are conducted to adjust discounts which increase as collective volume increases.

In fiscal years 2007-2008, the use of this initiative realized savings of over 54 million dollars for the government with an overall on-time performance record of more than 97 percent. Nearly 60 large, medium, and small agencies participate in FSSI ExGDDS. The beauty of this procurement vehicle is that none of the participating

Tiered discounts – as the collective volume increases, so do the discounts

Business intelligence – enables informed business decisions

Best practice solutions – for better program management

agencies could have individually achieved the kind of discounts and efficiencies realized by several agencies collectively pulling together their spending and avoiding duplication of effort - even more so for the small to medium sized agencies.

Participating agencies can access quarterly reports that track their individual spending, surcharge, and accessorial usage, as well as savings and performance metrics.

Agencies drive this program and ensure its success across government through their direct involvement. Agency participants are encouraged to support the initiative by designing, developing, implementing, and monitoring agency's measurements of success. Agencies can also assign an ExGDDS team that includes members from various departments including finance, IT, mail management, procurement, communications, and training to meet quarterly with your FedEx Worldwide account manager.

Agency participation in the program can achieve a number of tangible, specific benefits:

- Meet OMB goal for cross-government participation
- Receive more data to help manage the program
- Re-engineer high-cost business processes
- Replicate cost-saving business processes
- Share lessons learned and best practices
- Enjoy quality service levels
- Drive additional discounts
- Identify adjustments for future FSSI acquisitions



Expectations for the rollout of the program:

- Meet with FedEx promptly
- Consult with FedEx and your ExGDDS team
- Ask FedEx to help identify business intelligence to make decisions and to provide best practice ideas
- Transportation consulting BPA is also available to help you transform processes and achieve savings

GSA also provides other value added services including annual benchmarking studies, annual high level spending analyses and dedicated customer support. To get your agency on the road to best value Ground and Domestic Delivery services, just follow these steps:

1. Agency submits participation letter to GSA listing participating locations, key points of contact, and estimated annual spending.
2. GSA issues task order to FedEx on agency's behalf.
3. Agency funds task order.
4. Agency obligates funding in Federal Procurement Data System by modifying BPA No. GS-33F-BQT03 and referencing Task Order No. QPN BQT06, as appropriate.

5. FedEx performs agency account setup with FSSI pricing (effective no later than 30 days after task order issuance).
6. Agency begins using FedEx BPA services and enjoys the benefits of strategic sourcing: agency completes air/ground bill of lading and makes arrangements with FedEx for pickup or drop off of packages.

The Federal Strategic Sourcing Initiative is demonstrating results by focusing on governmentwide solutions that improve commodity management. Additionally, detailed shipping information is being provided to each agency using the FSSI agreement to improve their domestic delivery processes.



# FSSI Express and Ground Domestic Delivery Services

## Fact Sheet

|                                 |   |
|---------------------------------|---|
| <b>Value Proposition</b>        | “FSSI ExGDDS provides easy access to a common procurement vehicle that offers greater discounts as collective volume increases, business intelligence, and best practice solutions”   |
| <b>Features</b>                 | <ul style="list-style-type: none"> <li>• Interagency acquisition team participation with 12 agencies.</li> <li>• Domestic delivery for both air and ground shipments between continental U.S., Alaska, Hawaii, and Puerto Rico</li> <li>• Express small package, express heavyweight, and ground small package money-back guarantee</li> <li>• Best value Blanket Purchase Agreement awarded to FedEx in October 2006 for one base-year plus two 1-year options</li> <li>• Discounts increase as collective volume increases</li> </ul>   |
| <b>Savings/Discounts</b>        | <ul style="list-style-type: none"> <li>• Significant savings of taxpayers dollars – over \$54 million in FY 07-08</li> <li>• High-volume location discounts for ground deliveries</li> <li>• No fuel surcharges for ground or express deliveries</li> <li>• Additional savings opportunities by utilizing business intelligence to streamline processes manage change</li> </ul>  |
| <b>Ordering Procedures</b>      | <ul style="list-style-type: none"> <li>• FSSI BPA No. is GS-33F-BQT03</li> <li>• Agency participation letter to GSA</li> <li>• GSA issues task order for agencies</li> <li>• Agencies fund task order</li> <li>• Agencies “modify” FSSI BPA No. GS-33F-BQT03 in FPDS and reference FSSI Task Order No. QPN BQT 06, as appropriate</li> <li>• Account setup with FSSI pricing with FedEx (new tier rates effective no later than 30 days after task order issuance)</li> <li>• Complete air/ground bill of lading and make arrangements with FedEx for pickup or drop off package(s) at authorized location</li> </ul> |
| <b>FSSI Benefits</b>            | <ul style="list-style-type: none"> <li>• Meets OMB’s goal for cross-government participation</li> <li>• Collect and analyze data</li> <li>• Identify trends</li> <li>• Re-engineer high cost business processes</li> <li>• Replicate cost-saving business processes</li> <li>• Share lessons learned and best practices</li> <li>• Enjoy quality service levels</li> <li>• Drive additional discounts</li> <li>• Identify adjustments for future FSSI acquisition</li> </ul>  |
| <b>GSA Value-Added Services</b> | <ul style="list-style-type: none"> <li>• Annual benchmarking studies</li> <li>• Annual high-level spend analysis</li> <li>• Dedicated customer support</li> <li>• Acquisition management</li> <li>• Transportation Consulting BPA available for agencies to purchase business process re-engineering support to achieve cost efficiencies and meet OMB reporting mandates</li> </ul>  |
| <b>GSA Point of Contact</b>     | Blaine Jacobs, GSA Federal Acquisition Service, Office of Travel & Transportation Services, <a href="mailto:blaine.jacobs@gsa.gov">blaine.jacobs@gsa.gov</a> , (703) 605-2892, <a href="http://www.gsa.gov/exgdds">www.gsa.gov/exgdds</a>   |

## FSSI ExGDDS Top 10 Best Practices

1. Obtain executive sponsorship which is critical to drive business re-engineering processes resulting in win-win solutions and additional savings.
2. Collect detailed invoice data to identify trends and opportunities for business process improvements and improved follow-on acquisitions.
3. Plan/budget to gain further improvements/savings and better manage the program.
4. Ensure up front the use of data (e.g., ownership, security, etc.), validation methods to ensure completeness and accuracy of the data, and an easy method of distributing reports and data within agencies and governmentwide.
5. Define data management up-front, resulting in common expectations between the government and the vendor.
6. Establish a community of sharing to discuss common issues, lessons learned, and encourage implementation of best practices.
7. Partner with the contractor to help identify opportunities for adopting best practices (e.g., mode/service optimization, utilization of technology, analyzing shipping patterns, streamlining processes, agencywide training/communication assistance).
8. Identify all of the tools and skill sets needed at the outset and budget accordingly (e.g., fact-based decision-making tools like cost comparison benchmarking; document management tools; communication platform to house information at contract/program levels; data management experts; marketing; pricing; contractor support).
9. Use a disciplined, strategic sourcing, process approach in conducting an opportunity assessment, developing a commodity/services profile/spend analysis, conducting market analysis, defining scope and requirements, developing the acquisition strategy, implementing the strategy/conducting the acquisition, and managing and monitoring performance.
10. Provide training and ongoing education for account usage and management.



The FSSI Program Management Office within GSA is working in partnership with the Office of Federal Procurement Policy (OFPP) and the Strategic Sourcing Working Group through the Chief Acquisition Officer's Council to establish governmentwide vehicles to drive savings, improve total cost of operations, ensure policy compliance, and increase socioeconomic participation for commonly purchased goods and services.

The Federal Government spends over \$430B annually on the purchase of goods and services. While guidance from OFPP requires strategic sourcing of goods and services within all federal agencies, a more organized, systematic, and collaborative approach to strategic sourcing across the entire federal government is critical for capturing greater value from the enormous amount of dollars being spent and for maximizing the use of government resources. A collective sourcing program not only yields the benefits associated with a coordinated approach to the supply base for all agencies, large and small, but also reduces the amount of agency resources required to support strategic sourcing on a per commodity basis. This will allow internal agency strategic sourcing programs to focus on the sourcing of goods and services unique to the agency's mission.

Two additional FSSI efforts are also improving the way the federal government does business. The FSSI Wireless

Telecommunications Expense Management Services vehicle is expected to save agencies 25-40% off their wireless total cost of operations through rate plan optimization, inventory and billing error cost savings, process efficiencies, and improved management and security controls. This vehicle can also help agencies strategically address the complexities of their wireless tools through a central management portal and dashboard reporting. Additionally, the FSSI Office Supplies BPAs provide savings of 1-30% off vendor Schedule prices with 85% of awards going to small businesses. These BPAs for toner, paper, and general office supplies comply with the Trade Agreement Act, various environmental regulations, and are authorized AbilityOne distributors for general office products.

*FSSI is governed by the Office of Federal Procurement Policy and the Strategic Sourcing Working Group under the Chief Acquisition Officer Council, and is co-chaired by GSA and the Department of the Treasury.*

*For more information about other initiatives under FSSI, visit [www.gsa.gov/fssi](http://www.gsa.gov/fssi). For more information about ExGDDES, visit [www.gsa.gov/exgdde](http://www.gsa.gov/exgdde) or contact:*

Blaine Jacobs  
(703) 605-2892  
[blaine.jacobs@gsa.gov](mailto:blaine.jacobs@gsa.gov)

# Signed, Sealed, Delivered.

The 2008 Presidential Transition

Edited by Emily LeDuc

*“The Congress declares it to be the purpose of this Act to promote the orderly transfer of the executive power in connection with the expiration of the term of office of the President and the inauguration of a new President.”*

—Presidential Transition Act of 1963





One of the greatest testaments to the strength and success of the United States is the peaceful and smooth transition by which power is transferred from one administration to the next. Transcending political parties, this event is a shining example of the respect all Americans have for our political system and for our government.

The transfer of power marks a significant moment in U.S. history, and GSA plays a key role in its success by providing the President-elect and the Vice-President-elect the services and facilities needed to assume their official duties.

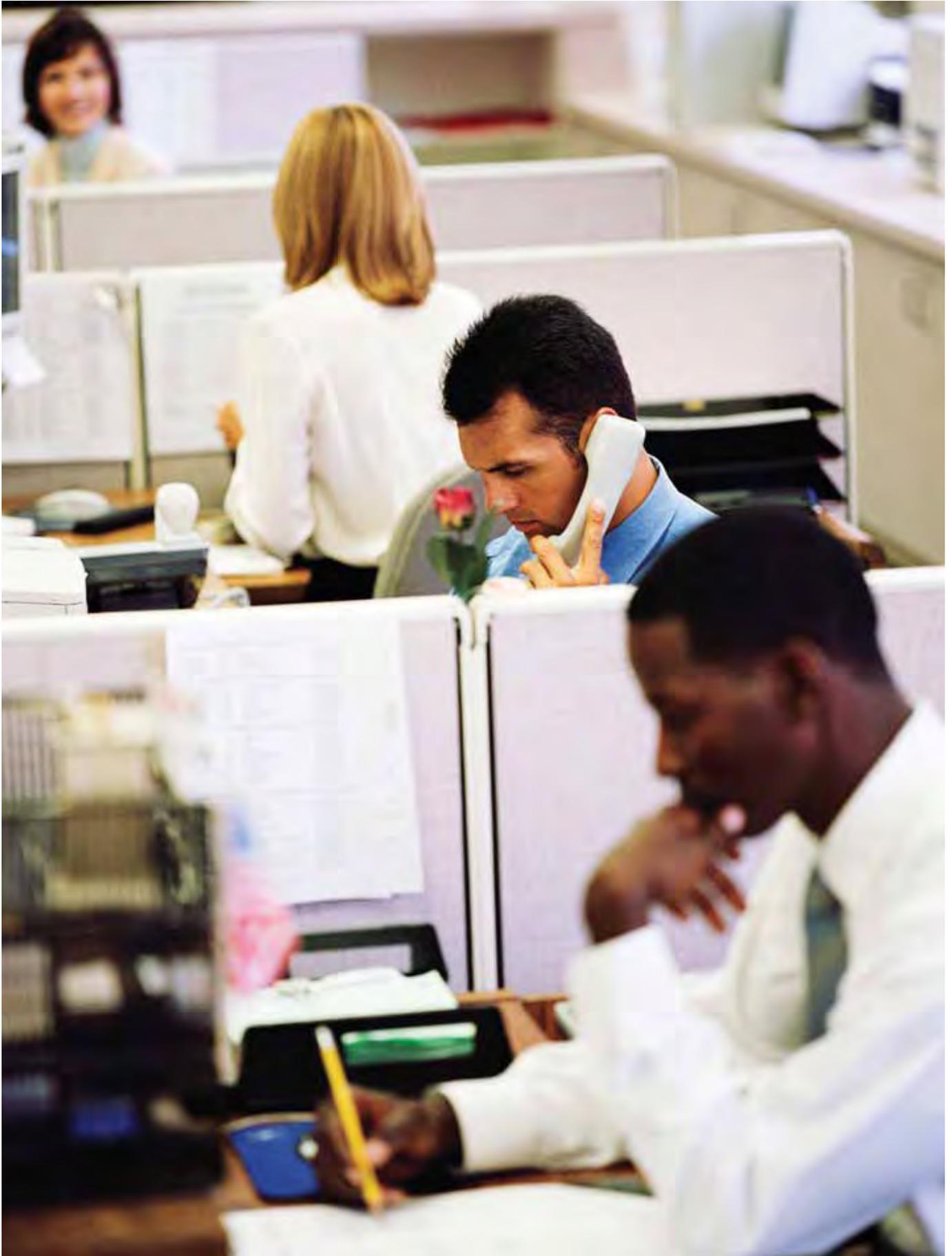
The Presidential Transition Act of 1963 delegates to GSA the responsibility to provide the Office of the President-elect with a fully functioning office during the transition. In practical terms, this means providing comprehensive support from the ground up, including office space, furniture, telephones, computers, and other logistics. The Act also authorizes the use of federal funds to provide day-to-day support of transition activities. In addition to the President-elect's Transition Team, GSA also supports the Presidential Inaugural Committee, the outgoing Administration, and other interagency activities to ensure the smooth transition of power.

## Incoming Presidential Support Team

On November 4, 2008, another election occurred. After eighteen months of one of the most riveting and awe inspiring presidential campaigns we have ever known, American voters exercised their right to be heard and history was made. Just past midnight, GSA's Acting Administrator, Jim Williams, officially turned over the Presidential Transition Headquarters to President-elect Barack Obama, marking the beginning of the 2008 Presidential Transition.

Less than fifteen hours later, members of the Office of President-elect, the Office of White House Personnel, the White House Chief of Staff, the Office of Personnel Management, and the Office of Government Ethics met to provide the Office of the President-elect with information, suggestions, and strategies on how to move effectively in the preparation of assuming the Presidency on January 20.

Even prior to the election, the candidates of the major parties are consulted to develop a plan for computer and communications systems to support the transition during the period between the election and the inauguration. To ensure an efficient and productive transition period, GSA is responsible for





providing physical facility support such as temporary office space, parking, furniture, telephones, furnishings, supplies, and IT equipment. Administrative services such as mail management, payroll, financial, and contracting are also provided. Payments are authorized for travel, printing, postal services, and other expenses incurred in the day-to-day activities of the team.

In collaboration with the National Archives and Records Administration (NARA), GSA participates in creating a transition directory to help familiarize key Administration officials with information about each department and agency. GSA consults and coordinates orientation activities with high level nominees and appointees and also supports the Presidential Inaugural Committee in the planning and execution of inaugural events.

### **Outgoing Administration**

GSA provides the same suite of services to the outgoing President and Vice President as they transition from office and collaborates with the NARA to provide support to former Presidents in the establishment and maintenance of their libraries.

### **Inaugural Support Team**

GSA acts as the logistical liaison not only between Administrations, but between the Presidential Inaugural Team and the Armed Forces Inaugural Team in their planning and execution of Inaugural festivities. GSA offers the full suite of services in support of both committees and other governmental entities.

### **Internal Transition Teams**

With any change in Administration, there are any number of outgoing political appointees that require support. Individual agency Internal Transition Teams are tasked to ensure outgoing political appointees have benefits and other information needed to make a smooth departure. The team verifies that each organization has a successor for leadership positions, supports new appointees with confirmation materials, employment packages, and briefings, and provides the President-elect transition teams with briefing materials about the particular agency.

Three other agencies are involved in the presidential transition process: The National Archive and Records Administration, The Office of Government Ethics, and the Government Accountability Office. Each provides unique support to the transition.



## National Archives and Records Administration

[www.archives.gov](http://www.archives.gov)

The National Archives and Records Administration is charged under recent changes to the Presidential Transition Act with training the incoming Administration in records management. The Act specifically provides that training of staff for the President-elect “in records ... including training on the separation of Presidential records and personal records.”

## Office of Government Ethics

[www.usoge.gov](http://www.usoge.gov)

The Office of Government Ethics works to prevent conflicts of interest on the part of government employees and to resolve those conflicts of interest that do occur. Under recent changes to the Presidential

Transition Act, the Office of Government Ethics is required to recommend to the Senate Homeland Affairs and Governmental Affairs Committee ways of “streamlining, standardizing, and coordinating the financial disclosure process” and “avoiding duplication of effort and reducing the burden of filing with respect to financial disclosure of information to the White House Office, the Office of Government Ethics, and the Senate.”

## Government Accountability Office

[www.gao.gov](http://www.gao.gov)

The General Accounting Office is the investigative arm of the Congress and is charged with improving the performance and accountability of the federal government. It prepares reports that will highlight the government’s major management challenges, both at individual agencies and governmentwide.



**One Country. One Mission.  
One Source.**

While support of a Presidential Transition Team may seem to be highly specialized and unique, the anatomy of most transitions is surprisingly similar. GSA can provide any agency with the tools to plan, strategize, support, implement, and achieve closure for virtually any kind of transition. Whether it is

initial setup of offices, re-organizations, closures, temporary office space, renovations, staffing issues, disaster relief, deployments or soldiers returning home, GSA offers turnkey solutions for every situation. For more information on how GSA can support your agency, visit our Web site at [www.gsa.gov](http://www.gsa.gov).

We are proud to partner with these other agencies in providing support to every administration, both incoming and outgoing. This task emulates the vision of our founding fathers as we provide for a smooth and peaceful transition every four years.

# The Inaugural Tradition

Celebrating America's Royalty

By Emily LeDuc and Peter Daniel Davis



*Before he enter on the Execution of his Office, he shall take the following Oath or Affirmation:—“I do solemnly swear (or affirm) that I will faithfully execute the Office of President of the United States, and will to the best of my ability, preserve, protect and defend the Constitution of the United States.”*

—Article II, Section 1, The United States Constitution

The peaceful transition of power, too often taken for granted by our own country yet envied by people of many other nations, was established early in our history.

George Washington, having turned down the title of monarch and having served as president for two terms, decided that this was a long enough time to stay in office, and after the 1796 election turned over the presidency to John Adams in 1797. Four years later, in 1801 after a bitter and contentious race, Adams left office without protest, retiring to his farm in Massachusetts.

In a statement of conciliation, the new president, Thomas Jefferson said in his first inaugural address, “We are all republicans—we are all federalists.” Like Washington, he turned away from the chance to serve a third term as president. The respect for the still new office coupled with a faith that its legacy would continue under the guidance of others held sway each time over the politics of the day. It still does.

For 220 years, this nation has celebrated the peaceful transition of power with an inaugural celebration. Initially conceived as a small private ceremony, the tradition evolved as the population grew, as weekly newspapers became more widely distributed, and as more Americans were able to travel longer distances. In 1801, Thomas Jefferson’s Inauguration ceremony was attended by less than 1,000 people, but by 1853, a crowd of nearly 20,000 transformed the tradition from a small indoor ceremony to an outdoor event worthy of a parade, multiple balls, and full media coverage.

Every four years since 1901, a newly appointed Inaugural committee has planned and conducted the Inaugural activities at the Capitol. The committee is comprised of the Senate Majority Leader, the chair and ranking member of the Senate Committee on Rules and Administration, the Speaker of the House of Representatives, and the Majority and Minority Leaders of the House of Representatives. The current committee is chaired by Senator Dianne Feinstein of California, who is Chairman of the Senate Committee on Rules and Administration. Other members include Senate Minority Leader Harry Reid of Nevada and Senator Bob Bennett of Utah, as well as Representatives Steny Hoyer of Maryland and John Boehner of Ohio.

Physical preparations for the 2009 festivities began in September 2008 with the building of the Inaugural platform. This seemingly lackluster event is treated with its own level of pomp and circumstance. Construction is officially kicked-off with a nail driving ceremony with the representatives from the Inaugural committee in attendance. The platform is constructed from the ground up each year to rigid specifications. These specifications include requirements such as the use of lumber to protect the existing architecture, and requiring the design to be fully ADA compliant.

Each individual Inaugural activity has established traditions started by different Presidents over the course of these 220 years.

# Inauguration Day Activities

**Morning Worship Service**

**Procession to the Capitol**

**Vice President's Swearing-In Ceremony**

**President's Swearing-In Ceremony**

**Inaugural Address**

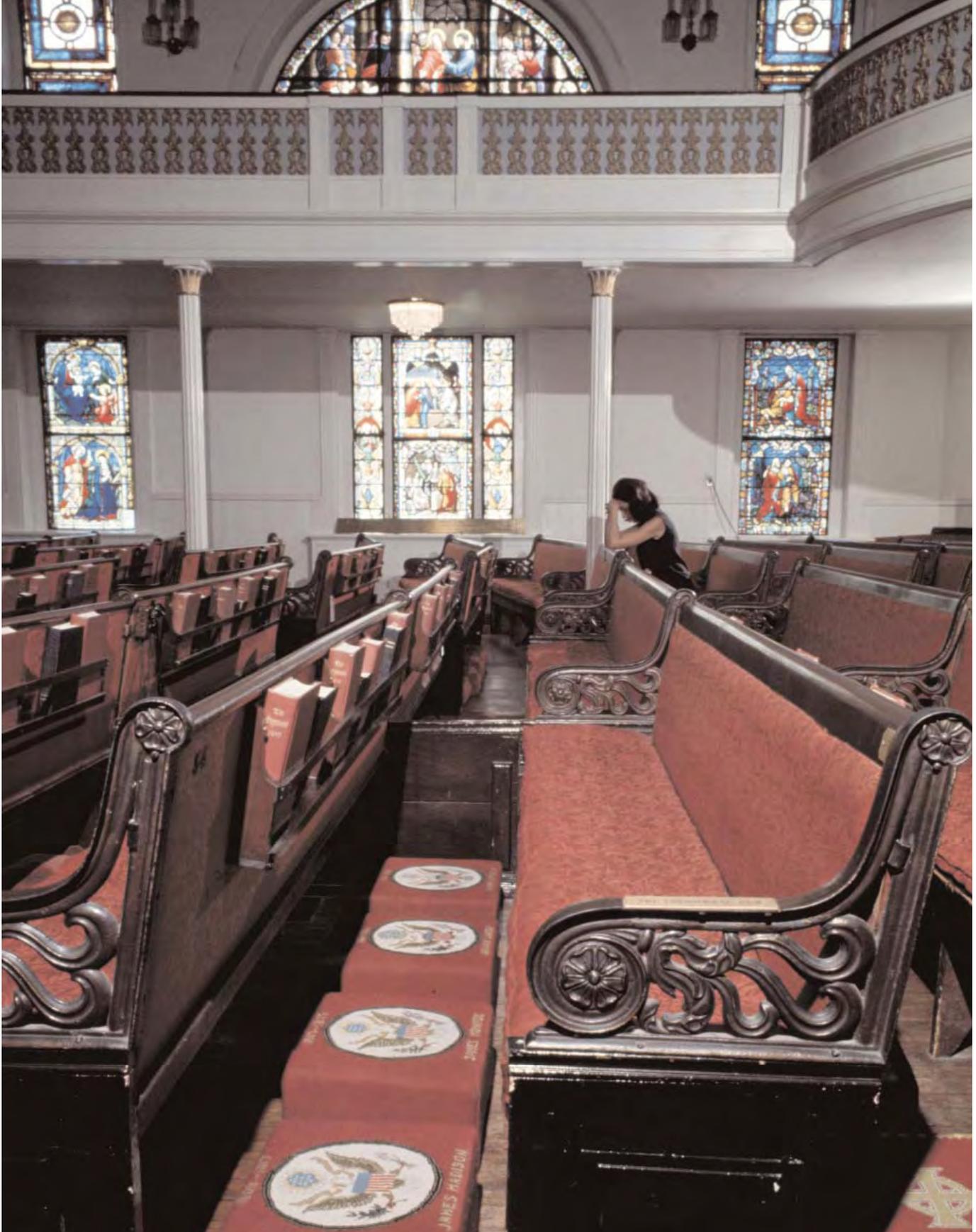
**Departure of Outgoing President**

**Inaugural Luncheon**

**Inaugural Parade**

**Inaugural Ball**





## The Morning Worship Service

While George Washington did attend a church service the morning of this nation's first inaugural ceremony, and religion has played a role in every inauguration since, the precedent was not set until Franklin D. Roosevelt became president in 1933, when the morning service became an official part of the Inaugural day activities. St. John's Episcopal Church (pictured above) is a popular choice for the service.

## Procession to the Capitol

Accompanied by a member of the Inaugural Committee, the President-elect, Vice-President-elect, and their spouses are escorted to the White House after the morning service. There, the President-elect and the outgoing President briefly meet before proceeding together to the Capitol for the swearing-in ceremonies. The Vice President and Vice-President-elect follow, with family members, cabinet members, and members of the committee at the last.



## Vice President's Swearing In Ceremony

The Chief Justice of the Supreme Court, by tradition, administers the oath of office to the President-elect. This is not necessarily the case for the Vice-President-elect. The oath of office has been administered by a variety of ranking officials including the Chief Justice, the President pro tem (the highest ranking official in the Senate), or the outgoing Vice President. More recently, Vice Presidents have chosen friends and associates to administer the oath of office. The ceremony was almost exclusively held in the Senate chamber prior to 1937, in an effort to make the Vice President's swearing-in ceremony distinct and separate from the President's. Today, the Vice President recites the oath on the west front terrace of the U.S. Capitol.



## President's Swearing-In Ceremony

The east front of the capitol was the traditional location for the Inauguration ceremony until the mid-twentieth century. Franklin D. Roosevelt's unprecedented fourth Inauguration on January 20, 1945 brought a change of venue. The nation weary after war, Roosevelt chose to have a simple, low-key ceremony on the south portico of the White House. Four years later, Harry Truman

returned the ceremonies to the Capitol's east front, where they remained through the Inauguration of Jimmy Carter in 1977.

The West front of the capitol was first utilized by Ronald Reagan 1981 in an effort to minimize construction costs and accommodate a larger number of spectators. Inaugurations since then have continued the West front tradition.

## Inaugural Address

The inaugural address is often used by presidents as a platform to express their vision of America and to set forth their goals for the nation. Our history is rife with moving quotes from these often eloquent speeches.

### 1865, Abraham Lincoln:

*“With malice toward none, with charity for all, with firmness in the right as God gives us to see the right, let us strive on to finish the work we are in, to bind up the nation’s wounds, to care for him who shall have borne the battle and for his widow and his orphan, to do all which may achieve and cherish a just and lasting peace among ourselves and with all nations.”*

### 1933, Franklin D. Roosevelt:

*“We have nothing to fear but fear itself.”*

### 1961, John F. Kennedy:

*“And so my fellow Americans: ask not what your country can do for you—ask what you can do for your country.”*

William Henry Harrison delivered the longest Inaugural address in 1841, more than eight thousand words. The lengthy speech was delivered on a bitterly cold, wet day, and just one month later, Harrison died tragically from pneumonia, believed to have been caused by his prolonged exposure to the elements on Inauguration Day. John Adams’ address contained the longest sentence, at 737 words, and George Washington’s second Inaugural address remains the shortest ever given.





U.S. Senate Collection

## Departure of the Outgoing President

The departure of the outgoing President and First Lady has traditionally been a quiet event calling for little ceremony. Today, a more formal approach is used as the President and Vice President escort their predecessors out of the Capitol through a military cordon after the swearing-in ceremony. Since 1977, the former President and First Lady have left the Capitol grounds by helicopter. The President and Vice President then return to the Capitol Building for the inaugural luncheon hosted by the Joint Congressional Committee on Inaugural Ceremonies.

## The Inaugural Luncheon

From its inception, the dynamic between the luncheon and the parade has resulted in a number of changes to this tradition. Originally taken at the White House, the luncheon was later moved to the Capitol to compress the schedule of events, but was again moved back to the White House. Today the luncheon consists of cuisine featuring food traditional of the home states of the President and Vice President and that also reflects the theme of the Inauguration. Speeches, gift presentations from the Inaugural committee, and toasts to the new administration are all part of the tradition.



## Inaugural Parade

Originally intended as a simple procession from the Capitol to the White House, the Inaugural Parade has evolved over the years into a major event with participants from all over the country. Women first participated in the Inaugural parade in 1917, at Wilson's second Inauguration. In 1921, President Warren G. Harding became the first President to ride in the procession in an automobile. The parade was first televised in 1949, at the Inauguration of Harry S. Truman. Jimmy Carter broke precedent in 1977 by walking in the parade, from the Capitol to the White House, with his wife Rosalynn and their daughter Amy.

Today, the parade is organized by the Armed Forces Inaugural Committee, and participants are selected by the Presidential Inaugural Committee. Requests to participate in Inauguration Day events for marching bands, marching units, mounted units, and other performers are collected by the Armed Forces Inaugural Committee.



## Inaugural Ball

In 1789, a ball was held in honor of George Washington's inauguration, one week after the event. It was not until 1809, however, after the Inauguration of James Madison that the tradition of the Inaugural ball began. Subsequent Inaugurations featured multiple balls, as the Inaugural ball tradition quickly became a hallmark of Washington society. 1921 began a period of private parties in lieu of balls, and later charity balls became popular alternatives.

President Harry Truman revived the official ball in 1949 and as the years progressed, so did the demand for tickets and the number of individual balls, held all over Washington. The highest number at any point was 14, and most recently the number has settled to about ten. Today, the official Inaugural balls are planned by the Presidential Inaugural Committee.

*Although Inaugural traditions have changed through the years, their fundamental premise remains unchanged and unwavering. The American Presidential Inauguration Ceremony, with its speeches and attendant festivities, has represented both national renewal and continuity of leadership for the past two hundred years and will continue to do so into the future.*

*For more information on the inaugural tradition, visit <http://inaugural.senate.gov/history/>*

Sources for "The Inaugural Tradition"

[www.senate.gov](http://www.senate.gov)

The Joint Congressional Committee on Inaugural Ceremonies

<http://inaugural.senate.gov/history/>

United States Senate Rules Committee

United States Senate History Office

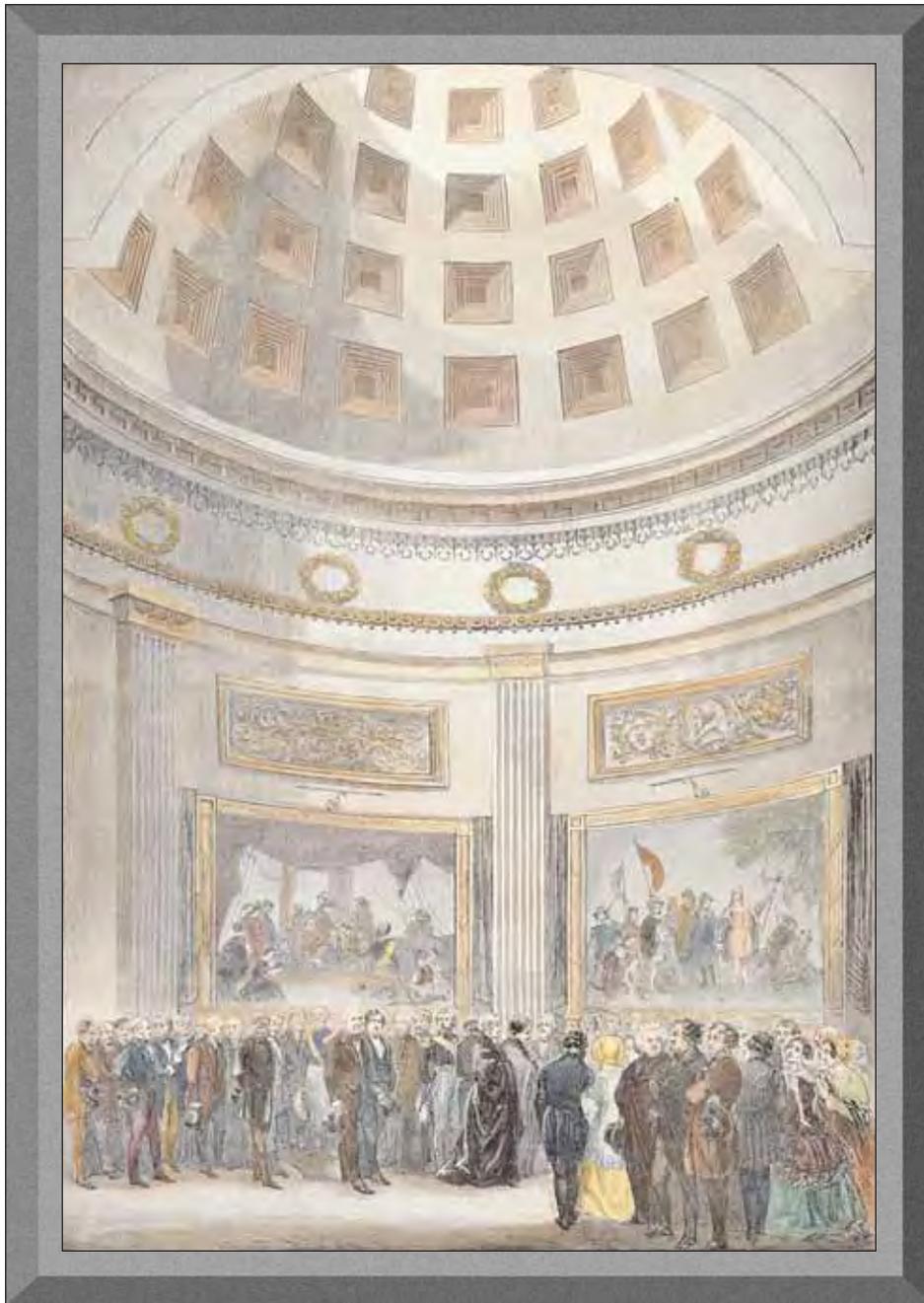
<http://inaugural.senate.gov/history/>



# Inaugural Engravings 1853 - 1905

By the mid 1800's, a number of factors influenced the popularity of Inaugural celebrations. Travel by railroad was becoming increasingly popular and greatly reduced travel time. Information was more widely available as illustrated weekly newspapers, like *Harper's Weekly* and *Frank Leslie's Illustrated Newspaper* gained popularity. Illustrations, using a new engraving process, allowed Americans to see actual images of Inaugural festivities peaking America's interest.

These 19th century engravings are featured in an online exhibit at the U.S. Senate Web site. *MarkeTips* is proud to offer a sampling of these historical engravings of Inaugurations throughout the 1800's. Please visit <http://inaugural.senate.gov/history/> to see the full collection of engravings.



Interior of the Rotunda—procession to the Portico

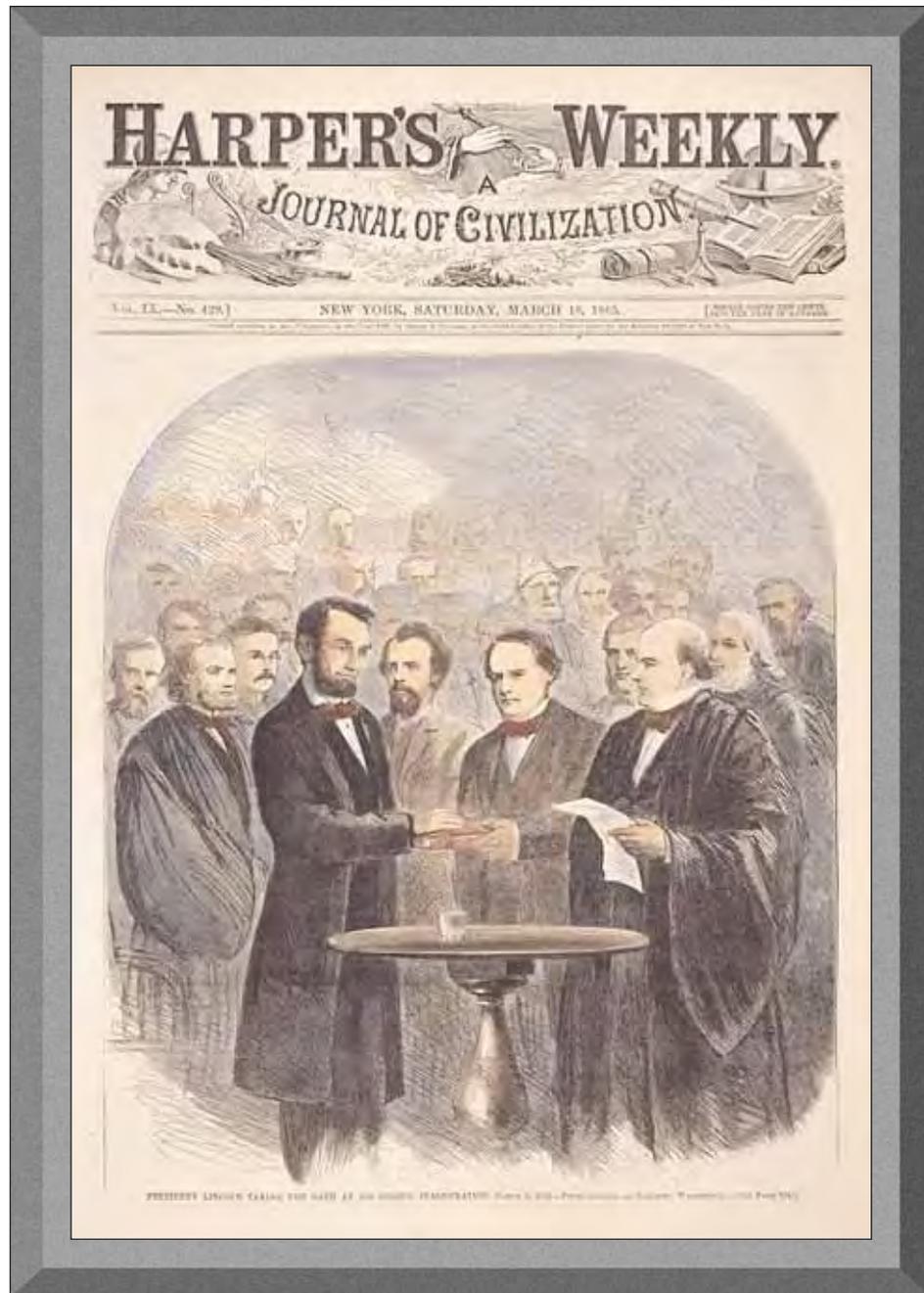
## 1853 Franklin Pierce

Although over 80,000 people flocked to Washington for Franklin Pierce's inauguration, a snowstorm during the ceremony drove off all but about 20,000 spectators. Pierce was the only president to “solemnly affirm” rather than “solemnly swear” his oath of office.

He delivered his inaugural address of over 3,000 words completely from memory.

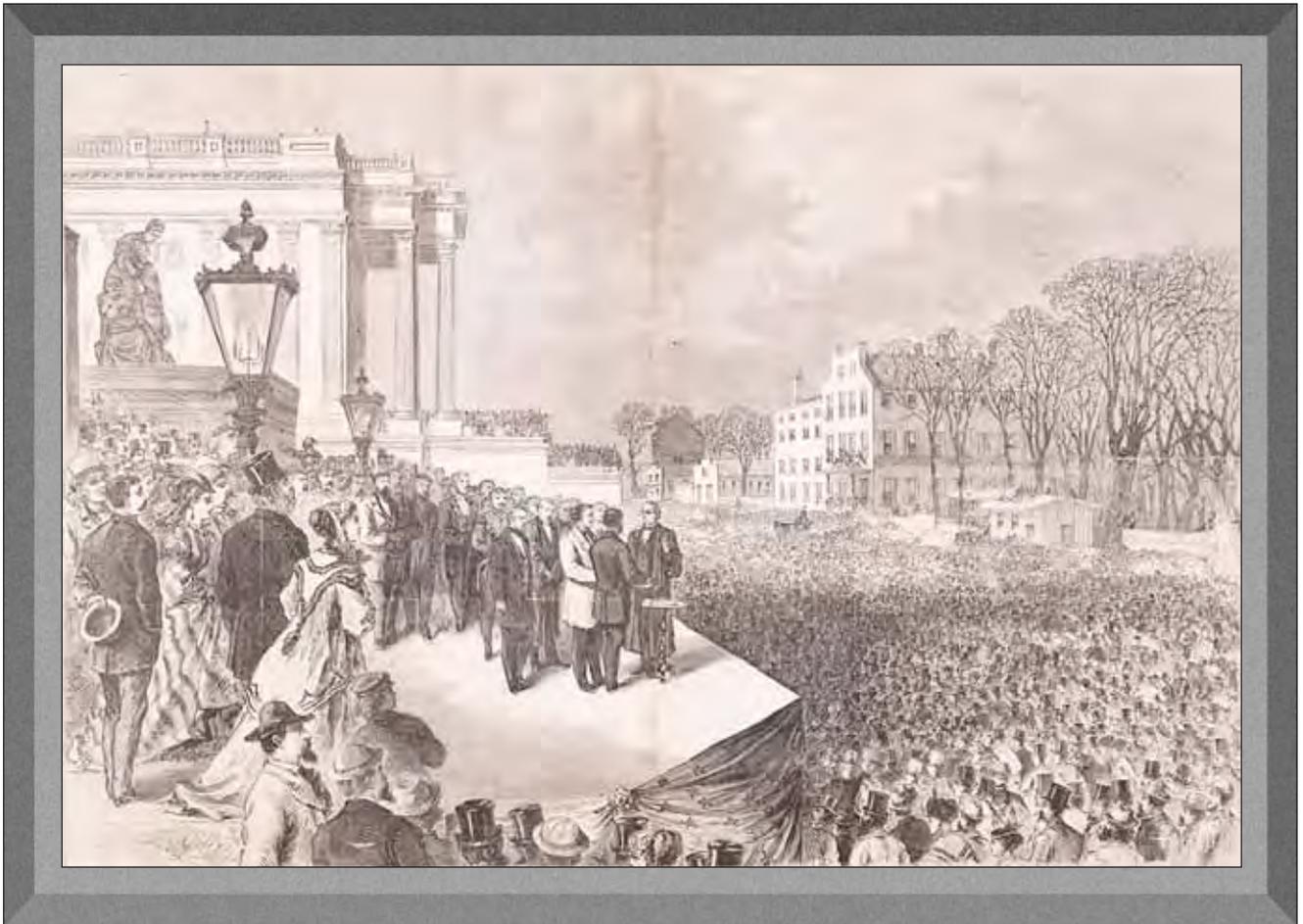
# Abraham Lincoln 1861, 1865

With the nation on the brink of civil war, Abraham Lincoln feared that “the bullets may be flying” on inauguration day. For the first time in an American presidential inauguration, the primary duty of the military units that escorted the president were to protect him rather than to serve a ceremonial role.



U.S. Senate Collection

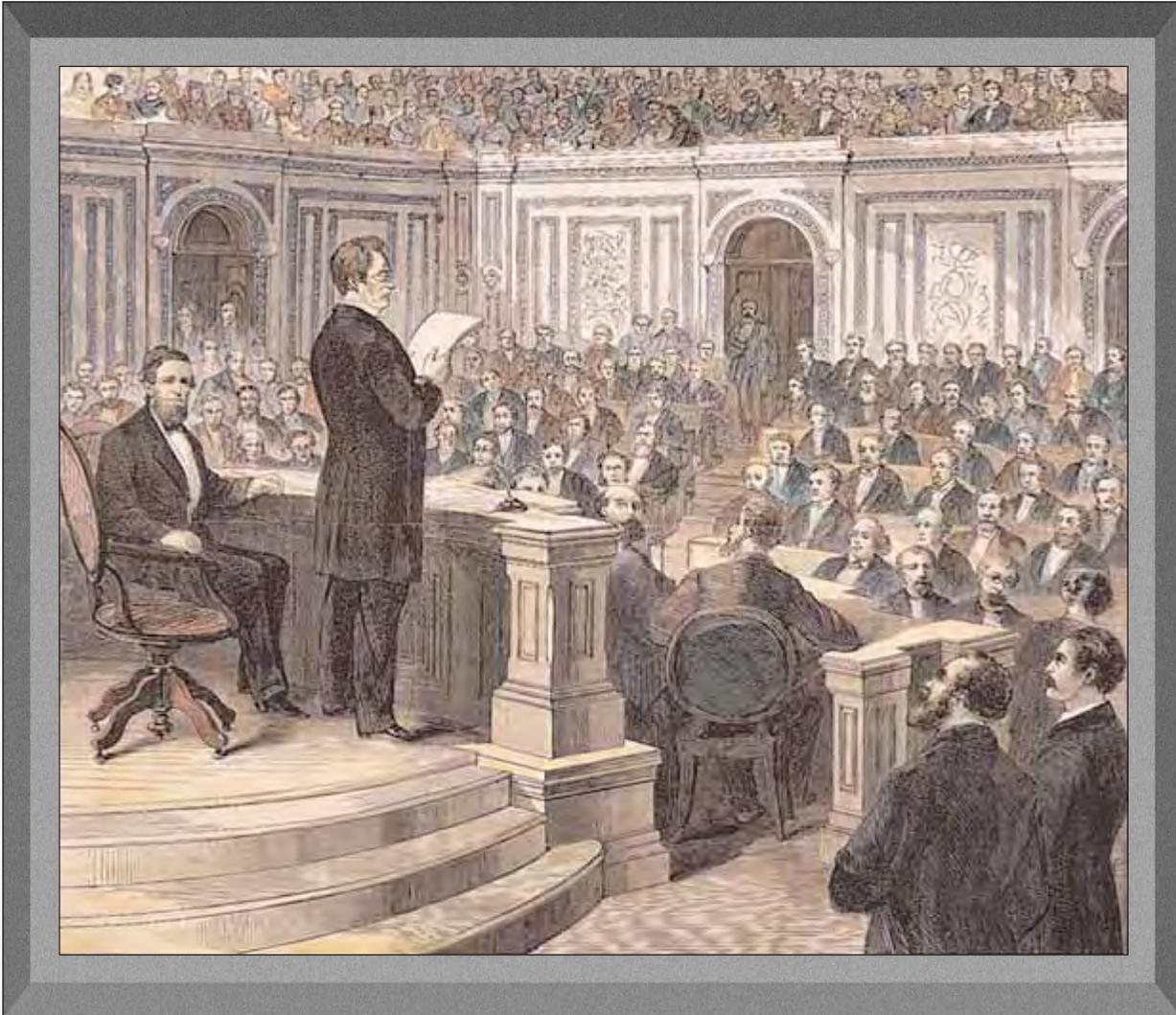
President Lincoln taking the oath at his second inauguration, March 4, 1865.



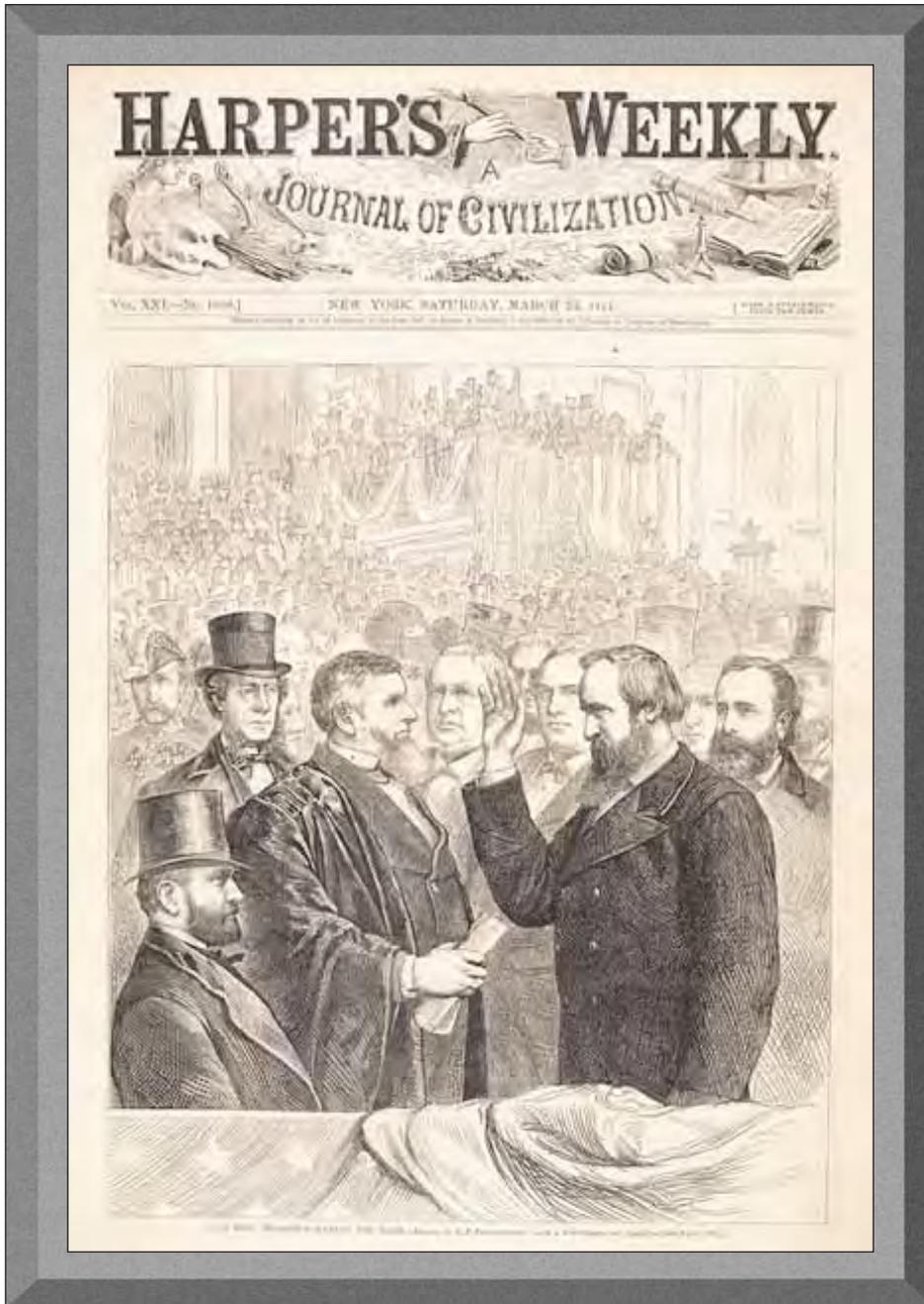
The Inauguration of Ulysses S. Grant as President of the United States, March 4th, 1869—Chief Justice Chase administering the oath of office—The scene on and near the East Portico of the Capitol, Washington, DC.

## 1869 Ulysses S. Grant

Ulysses S. Grant ushered in a golden era of presidential inaugurations. His 1869 inaugural parade was grander than any before, as eight full divisions of soldiers marched down Pennsylvania Avenue. Windows overlooking the parade route sold for extravagant prices, and for the first time ever special tickets were required for admission to the Capitol on inauguration day.



Hon. Ben. Wade, presiding officer of the joint convention of the U.S. Senate and House of Representatives, announcing the election of Ulysses S. Grant as president and Schuyler Colfax as vice president of the United States—House of Representatives, Washington, DC, February 10, 1869.



1877 Rutherford B. Hayes takes the oath of office.

## 1877 Rutherford B. Hayes

Because March 4th fell on a Sunday in 1877, Rutherford B. Hayes took the oath of office in a private ceremony at the White House on Saturday, March 3rd. His public ceremony on March 5th was followed by a dazzling parade and a torchlight procession.



Washington, D.C.—The inauguration of President Hayes—Mrs. Grant entertaining President and Mrs. Hayes and party at lunch, in the White House, after the Inauguration, on March 5th.

# 1881 James A. Garfield

Eliza Garfield was the first mother to witness her son's inauguration as president of the United States. Mrs. Garfield sat on the inaugural stand, and immediately after taking the oath of office, the new president leaned over and kissed his mother tenderly.

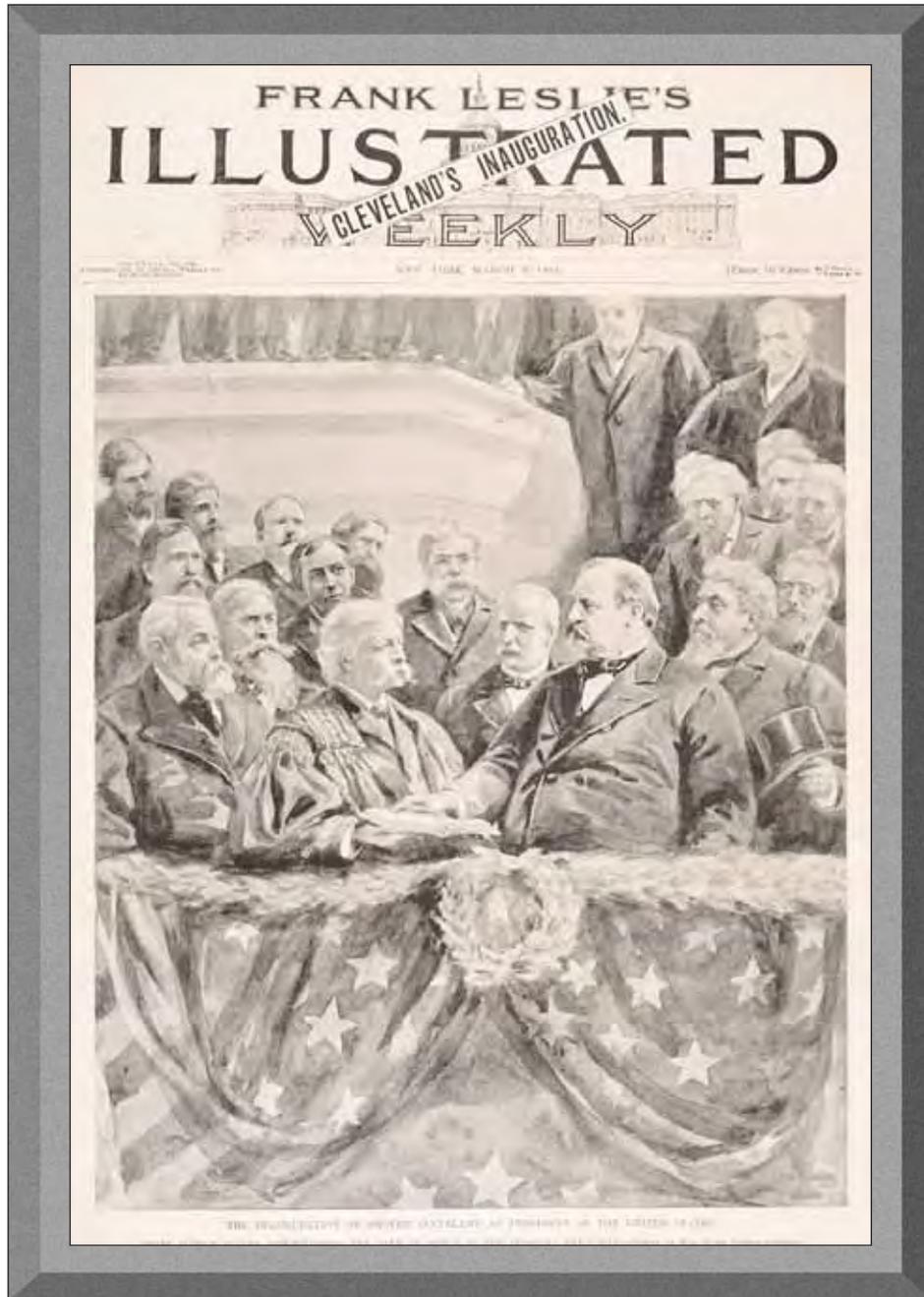


U.S. Senate Collection

The Inauguration of President Garfield.

# 1893 Grover Cleveland

Cleveland was the only president to serve two non-consecutive terms. His second inauguration was followed by a parade that lasted six hours.



U.S. Senate Collection

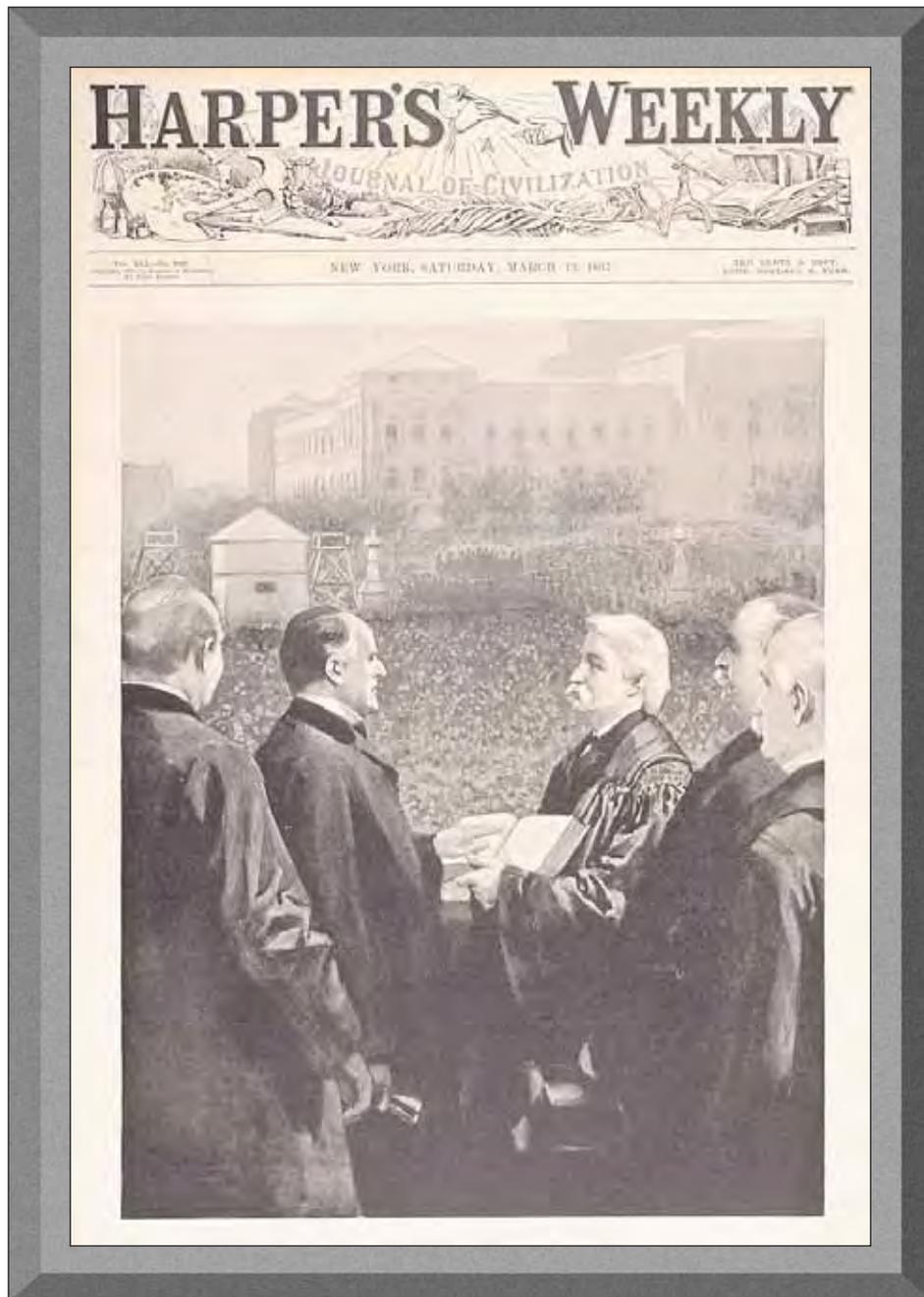
The inauguration of Grover Cleveland as President of the United States. Chief Justice Fuller administering the oath of office to the incoming executive.



The inauguration ceremonies—President Cleveland and former President Harrison returning from the Capitol.

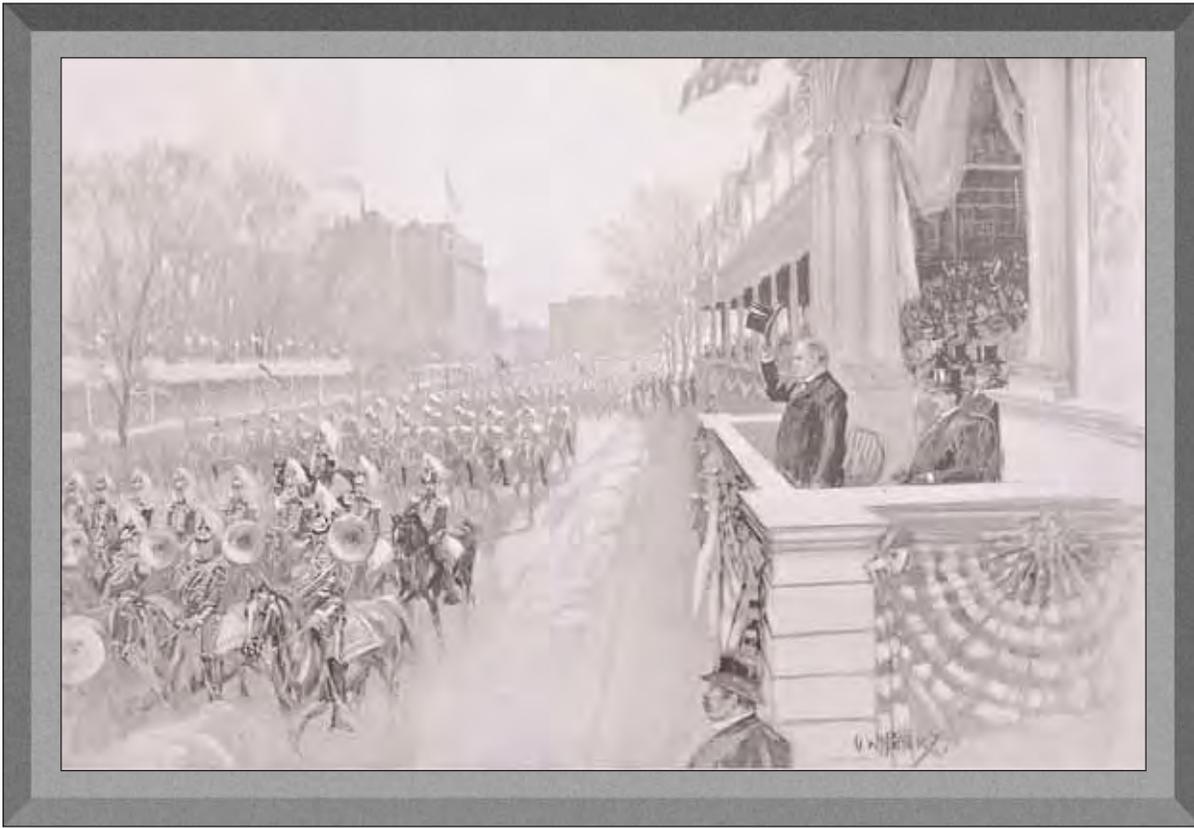
# 1897 William McKinley

William McKinley's 1897 inauguration was the first to be captured by motion pictures. The traditional location for inaugural ceremonies at that time was the Capitol's East Portico, but McKinley's took place on a low platform erected on the grounds just to the north.



U.S. Senate Collection

The inauguration of President McKinley. Chief-Justice Fuller administering the oath of office in front of the senate wing of the Capitol.



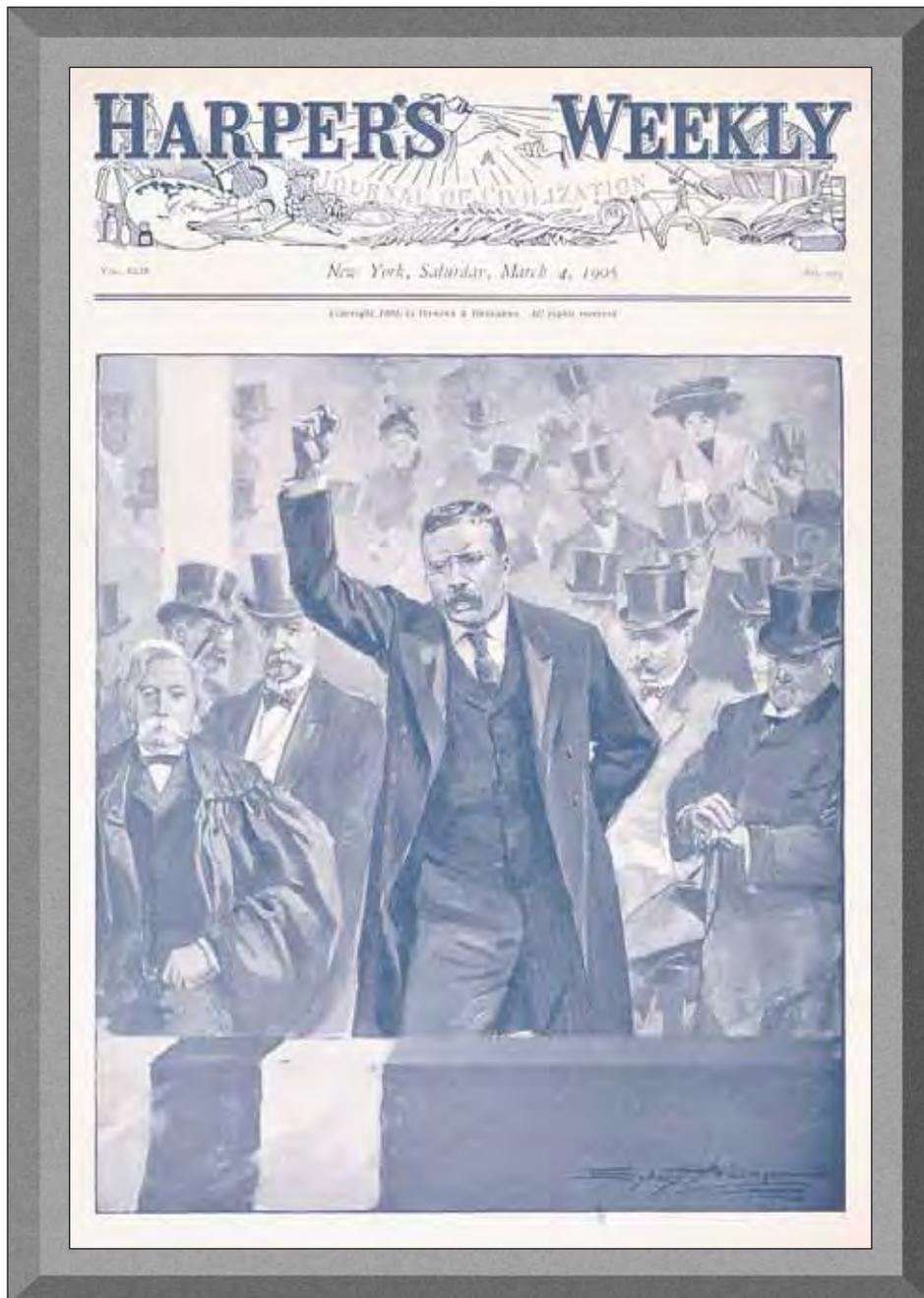
President McKinley reviewing the inaugural procession from the stand in front of the White House.



The closing feature of inauguration day—The ball in the Pension-Office Building, Washington.

# 1905 Theodore Roosevelt

For his 1905 inaugural ceremony, Theodore Roosevelt wore a ring containing a lock of Abraham Lincoln's hair. The ring was borrowed from Secretary of State John Hay who had served as Lincoln's personal secretary some 40 years earlier. More than 35,000 celebrants marched in the ensuing parade, from coal miners, cowboys, Native Americans, and African-American cavalry troops, to Roosevelt's old Spanish-American War regiment, the Rough Riders.



U.S. Senate Collection

Roosevelt's inaugural address



220  
220 years of Inaugural history has left us with a rich tapestry of tradition and pride. As each Administration brings its own challenges and victories to the Presidency, so too does each Inaugural celebration bring its own character and legacy to the Inaugural tradition.

# *Ask the* **Personal Property Expert**



Welcome to GSA's "Ask the Expert" column. Here, we answer commonly recurring questions received about Personal Property Management.

This month, the "Ask the Expert" column answers questions about how the Personal Property Management supports the non-traditional workplace.

## **We Want to Hear from You!**

We would like to gather your questions in advance and then respond to them. Please send any questions to [asktheexpert@gsa.gov](mailto:asktheexpert@gsa.gov). You may well see your question in our next edition!



**Question: How does Personal Property Management support the non-traditional workplace?**

**Answer:** Personal Property accommodates those agencies that have non-traditional or unique functions and equipment that they use to do their jobs. GSA can assist agencies with non-traditional needs or requirements to include the property management or disposal of their items.

**Question: What are some unique examples where GSA provided assistance to government agencies in disposing of personal property?**

**Answer:** Got a horse that's been ridden by the Bureau of Land Management or Department of Interior Park Police to patrol the federal landscape and now is ready to live out its days in greener pastures? Need to launch a boat or barge and sail it out of your fleet? Got a plane, high-end jewelry, exotic cars like Porsches and Lamborghinis? These are all examples of non-traditional workplaces with non-

traditional work tools. But, disposal of these things are all in a traditional day of work for GSA.

**Question: Who can help move this sort of inventory quickly and how can the proceeds be maximized so that the monies can be used to fund the next non-traditional day of work?**

**Answer:** GSA of course! The sale of all types of personal property is all in a day's work for the Four Centers of Expertise spread throughout the country. And...with the state of the Web sites like GSA Auctions, advertising and ensuring maximum visualization is no problem.

**Question: How does GSA Auctions help?**

**Answer:** In addition to offering sale dates and auction days tailored to an agency's needs, the successful bidders of your property can pay online, making the returns to agencies that much faster. And, if the internet hasn't quite sold you on the success and proceeds you can enjoy, GSA can tailor other methods of sale to meet your needs, such as negotiated sales, live auctions, and fixed-price sales.

**Question: What are some of the most unique items donated/sold by GSA?**

**Answer:** The Tamaroa (the Coast Guard vessel used in the rescue of boaters stranded during the real "Perfect Storm"), a bowling alley, Ferraris, Porsches, a grand piano, and portable toilets!

**Question: Tell us again how GSA provides support to customers working in non-traditional workplaces?**

**Answer:** While the demand for new products and services keeps rising, so does the need to dispose of excess government-owned personal property that is no longer required and is designated as surplus. GSA offers disposal, using all methods of sale, including the internet. GSA Auctions ([www.GSAAuctions.gov](http://www.GSAAuctions.gov)) is our own web-based auction service that sells government-owned personal property to the general public.

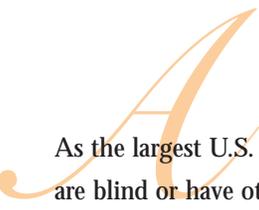
# AbilityOne: Creating Opportunities

In the United States, 60 percent of people with disabilities are not employed.

By Stephanie Lesko

This high level of unemployment for people with disabilities covers a wide range of individuals, each of whom face different barriers to employment. The AbilityOne Program targets those facing the highest barriers to employment.





As the largest U.S. source of employment for people who are blind or have other severe disabilities, promoting good stewardship of appropriated contracting dollars and fulfilling federal product and service requirements is essential. By focusing on price, quality, and delivery, the AbilityOne Program has grown throughout its 70-year history, and today is a national network of more than 600 nonprofit agencies.

As a public-private collaboration, the AbilityOne Program provides a wide array of high-quality goods and services while delivering customer satisfaction and best value solutions. This partnership is facilitated by the Committee for Purchase From People Who Are Blind or Severely Disabled, a group of 15 Presidentially-appointed federal executives and private citizens. The federal executives represent the Departments of Agriculture, Air Force, Army, Commerce, Defense, Education, Justice, Labor, Navy, Veterans Affairs, and the General Services Administration. The remaining four members are private citizens knowledgeable about the obstacles to employment faced by people who are blind or have other severe disabilities.

The Committee is an independent federal agency, but it provides strategic leadership much like a commercial board of directors would in the private sector. They oversee administration of the AbilityOne Program and employment of more than 40,000 people. National Industries for the Blind (NIB) and NISH (creating employment opportunities for people with disabilities) are two national nonprofit organizations that assist in implementing this mission.

In 1938, President Franklin D. Roosevelt initiated employment opportunities for the population AbilityOne

serves when signing the Wagner-O'Day Act (now the Javits-Wagner-O'Day Act, 41 U.S.C. 46-48c).

Presidential attention continues today. In his February 2008 memorandum, President George W. Bush said "Americans with disabilities make valuable contributions to our country's workforce....Expanding employment opportunities....will help ensure that our economy is drawing on the talents and creativity of all its citizens and that America remains a place of opportunity for all."

Federal customers provide these opportunities when they purchase goods and services that are on the AbilityOne Procurement List (PL). The Federal Acquisition Regulation establishes the PL as a priority source, and the AbilityOne Program collaborates with federal customers to meet their needs and provide high-quality service.

For ten years, the U.S. Army Soldier Systems Center at Natick has entrusted the energy dissipation pad, or "honeycomb," manufacturing exclusively to the AbilityOne Program. These pads are vital to the Army's delivery of humanitarian supplies, equipment, and tools to troops in-theater. Since supply planes must drop loads from high altitudes to minimize personnel risks, packing materials must withstand the impact, a feature the pads provide. AbilityOne employees proudly utilize many and varied technical skills in producing these pads at a rate of 150,000 per year, with 100 percent on-time delivery.

Another example is work for the Federal Bureau of Investigation (FBI) headquarters where AbilityOne employees route over 15,000 pieces of mail daily. Their exemplary performance earned accolades including the FBI-GSA Mailroom of the Year honor and approval ratings of 98 percent customer satisfaction – remarkable achievements for any service provider.

Another AbilityOne-participating nonprofit agency is one of the twenty largest battery distributors in North America. For 15 years, it has provided batteries to the Defense Logistics Agency (DLA), due to its outstanding performance and competitive pricing. As DLA's sole source for ten commercial battery types, AbilityOne shipped 34 million alkaline and lithium batteries last year. To provide DLA with a superior product and service, workers developed a strong inventory control system and moisture-resistant packaging that exceeds wrapping standards – all at a lower cost, with a vendor rating of 100% for quality and on-time delivery.

AbilityOne employees provide dependability, reliability, accountability, and capability to the federal government.

As we advance into the 21st century, we look to increasing AbilityOne employment, continuing President Roosevelt's initiative for generations to come.

*"Nothing is more rewarding than increasing employment opportunities and enabling greater independence for Americans who are blind or have other severe disabilities."*

- Tina Ballard, Executive Director, Committee for Purchase From People Who Are Blind or Severely Disabled, the independent federal agency that administers the AbilityOne Program.

For more information, go to [www.AbilityOne.gov](http://www.AbilityOne.gov) or contact Stephanie Lesko, Public Affairs Specialist at [slesko@abilityone.gov](mailto:slesko@abilityone.gov) or (703) 603.2146.



# Arlington National Cemetery

## Maintaining a National Shrine

By Emily LeDuc

Those placed in our National Cemeteries command the highest level of respect and honor. Arlington Cemetery is one of a number of national cemeteries managed by the VA and the National Park Service, where the experience of family, visitors, and funeral attendees is of paramount importance. 300,000 people memorialized by 200,000 headstones are buried at Arlington with some family members sharing individual sites.





MARY E  
DORRISON JR  
LIFE  
1898-1978  
WORLD WAR I  
WORLD WAR II  
KOREAN  
VIETNAM

WILLIE A  
TITTLE SR  
MSG



Maintaining such a facility to accommodate daily visitors and ceremonies while still respecting the privacy of families requires carefully orchestrated maneuvers and a highly organized, well run enterprise. Behind this serene and quiet sanctuary exists an incredibly nimble organization dedicated to delivering the highest level of care deserving of this national shrine. Requests for funeral services are received at Arlington's Interment Service Office, a very traditional office environment. But the activities that ensue occur in anything but a traditional office.

### Headstone Alignment

Each day, as the sun breaches the horizon, Arlington personnel monitor the grounds, carefully examining the headstones and identifying those that may have fallen out of line by even a fraction of an inch. To achieve this, a time-honored traditional method is used. A red string is extended between two fixed points to determine if a headstone has faltered out of line with the others. Headstones are meticulously adjusted to ensure this hallmark of Arlington is achieved.

## Grounds Maintenance

The horticulture department strives for similar perfection in their duties. The grounds are pristinely maintained. Shrubs are expertly manicured, flowers remain forever fresh, and the more than 9,000 trees are cared for as though they were children. The grounds are mowed, weeded, re-seeded and planted with the greatest of care and attention to detail. Each day, heavy equipment penetrates the Earth for 30 new burials and each day this disruption is managed with the greatest of care to ensure no visitor is aware of it.

## Eligibility

From the simplest of ceremonies to the highest honors, services at Arlington are provided free of charge to all eligible families. An honorable discharge is all that is

required for internment of ashes at the columbarium. Higher level honors such as ground burial, spousal burial, and honor guards are determined based on other established requirements. Once eligibility is established and level of ceremony determined, scheduling begins.

## Mapping

Four to six funerals per hour are scheduled very deliberately to occur completely independent of each other. Participants in one ceremony will never be aware that another ceremony is happening at the same time. Location is determined based on this criteria alone out of respect for the families. Each location is mapped the night before the ceremony and is determined based on the other scheduled ceremonies and what level of honors is required. Placements are made indifferent to rank, class, sex, or race.





## Ceremonies

Gravesite services are approximately twenty minutes and each requires up to the minute scheduling, pristine horticulture maintenance, heavy machine operations, and precise measurements and mapping. Arlington holds nearly thirty burials a day for veterans, their spouses, and an occasional child. Arrangements for a simple burial take just a few days. More complex ceremonies with military honors require more personnel and logistics and therefore take more time to schedule.

Each day a dossier is distributed to Arlington personnel including personal data for each planned service. This includes the deceased's name, rank, next-of-kin, choice of faith, and planned honors. Also detailed are the specifications for each individual site such as the grave location, its depth, whether another family member is already buried there or will be in the future.

Tasks such as digging graves using heavy machinery, lowering grave liners into the ground, and moving caskets are all part of the work to be done at Arlington. From Chaplains, to drivers, to the 1,300-member Old Guard

all employees prep for the day's ceremonies and preparatory work. These daily responsibilities are regarded by the Arlington staff as life-affirming rituals inspiring deep honor and respect for the deceased and their loved ones. The end result is Arlington's calling – a place focused on perfection so that no visitor will feel anything but the continued pride with which those tasks are completed, and the importance of their accomplishment.

GSA understands the exacting specifications required to maintain these pristine properties. The care and maintenance of veterans' gravesites is symbolic of the respect, dignity, and compassion our country pays to the honor and memory of those interred or memorialized there. To assist agencies with maintaining these grounds, GSA has established contracts with many of the most capable companies in the cemetery maintenance market. The contractors available from GSA are familiar with national cemeteries and maintain the highest quality standards and stand ready to provide the expertise needed to meet the exacting specifications national cemeteries demand.

For more information, visit [www.gsa.gov/facilitieservice](http://www.gsa.gov/facilitieservice) or call (816) 926-6760 or email [hssmarketing@gsa.gov](mailto:hssmarketing@gsa.gov).

**SYSTEMS ENGINEERING &**  
Integration



**THIN-CLIENT, MULTI-LEVEL**  
Security Solutions



**APPLICATIONS**  
Development



**INFORMATION**  
Assurance & Security



**NETWORK OPERATIONS &**  
Maintenance Support



**ORACLE 11g**  
Database Architecture



**ALL-SOURCE**  
Analysis



**INTELLIGENCE**  
Training



**SGIS provides innovative solutions** to support the Intelligence, Homeland Security, Defense and Space communities. Specializing within the areas of **Intelligence Analysis, Information Technology, Engineering, Global Telecommunications, Cyber Security Solutions and Logistics**, we work with a variety of United States federal agencies, as well as organizations at the state and local levels. Our mission is to provide agile solutions that make our nation safer and more secure, while keeping us on the cutting edge of technology and exploration.

For more information, please contact Susan Parr, GWAC Coordinator at [sparr@SGIS.com](mailto:sparr@SGIS.com) or 703-506-8621.



Contract # GS-35F-0609S  
GSA Schedule 70 Information Technology

Contract # GS-10F-0035U  
GSA Schedule 871 Professional Engineering Services

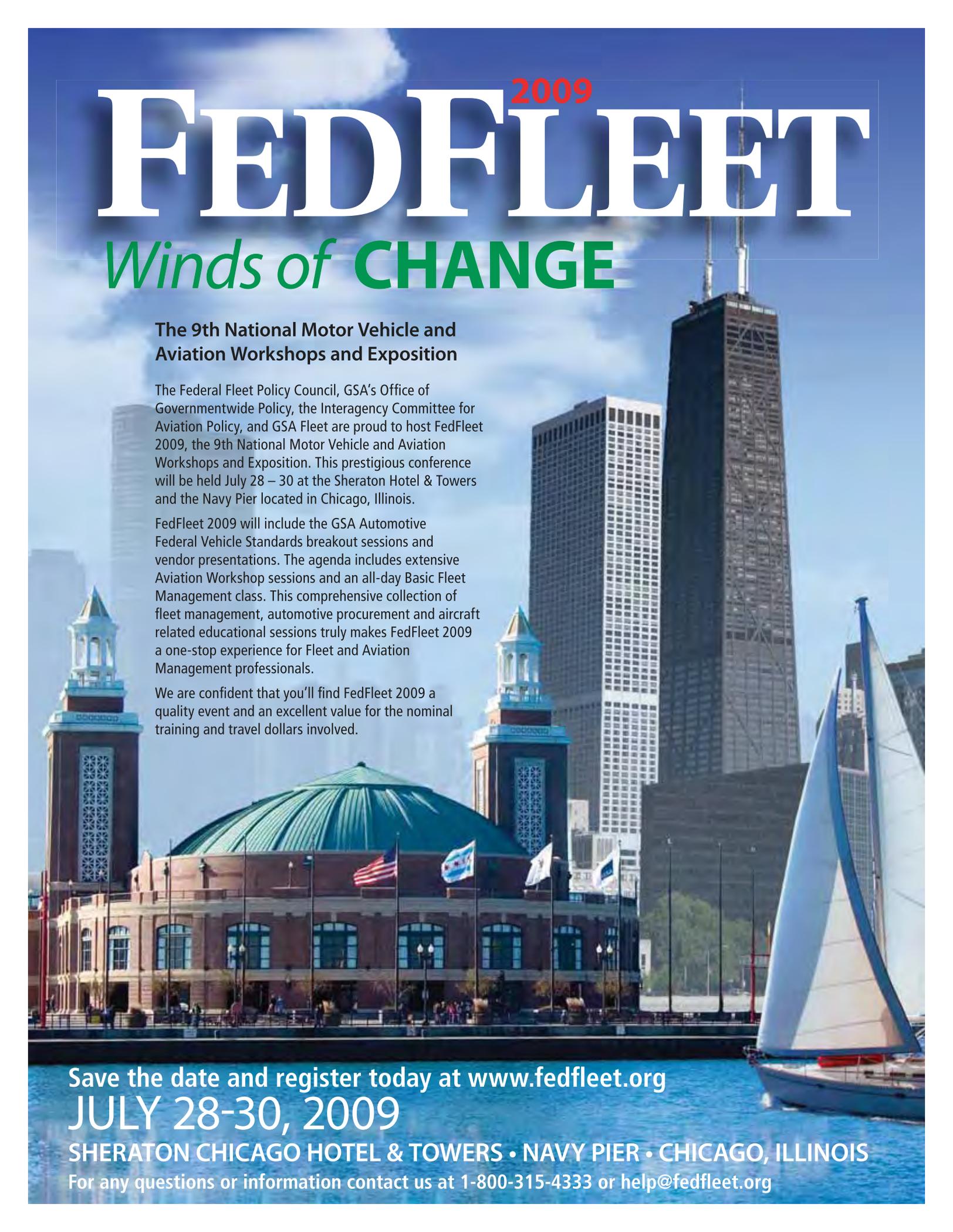
Contact Susan Parr, GWAC Coordinator at [sparr@SGIS.com](mailto:sparr@SGIS.com) or 703-506-8621



10105 Pacific Heights Blvd., Suite 130  
San Diego CA 92121

Tel. 858-551-9322  
Toll-free 800-919-3031

Visit us online at [www.SGIS.com](http://www.SGIS.com)

The background of the entire page is a photograph of the Chicago skyline. In the foreground, a large brick building with a prominent green dome and two towers with white cupolas is visible. To the right, a sailboat with white and blue sails is on the water. In the background, several skyscrapers, including the Willis Tower, rise against a blue sky with light clouds.

# FEDFLEET<sup>2009</sup>

## *Winds of CHANGE*

### **The 9th National Motor Vehicle and Aviation Workshops and Exposition**

The Federal Fleet Policy Council, GSA's Office of Governmentwide Policy, the Interagency Committee for Aviation Policy, and GSA Fleet are proud to host FedFleet 2009, the 9th National Motor Vehicle and Aviation Workshops and Exposition. This prestigious conference will be held July 28 – 30 at the Sheraton Hotel & Towers and the Navy Pier located in Chicago, Illinois.

FedFleet 2009 will include the GSA Automotive Federal Vehicle Standards breakout sessions and vendor presentations. The agenda includes extensive Aviation Workshop sessions and an all-day Basic Fleet Management class. This comprehensive collection of fleet management, automotive procurement and aircraft related educational sessions truly makes FedFleet 2009 a one-stop experience for Fleet and Aviation Management professionals.

We are confident that you'll find FedFleet 2009 a quality event and an excellent value for the nominal training and travel dollars involved.

Save the date and register today at [www.fedfleet.org](http://www.fedfleet.org)  
**JULY 28-30, 2009**

**SHERATON CHICAGO HOTEL & TOWERS • NAVY PIER • CHICAGO, ILLINOIS**

For any questions or information contact us at 1-800-315-4333 or [help@fedfleet.org](mailto:help@fedfleet.org)

# *Ask the* Requisition Expert



Welcome to GSA's "Ask the Expert" column. This column will answer questions about how GSA Global Supply supports the non-traditional workforce.

## We Want to Hear from You!

We would like to gather your questions in advance and then respond to them. Please send any questions to [asktheexpert@gsa.gov](mailto:asktheexpert@gsa.gov). You may well see your question in our next edition!



**Question: How can Global Supply help those working in non-traditional workplaces?**

**Answer:** Global Supply's largest customer is the military, many of whom are currently serving in Iraq, the epitome of a non-traditional workplace. GSA Global Supply provides easy and flexible requisition-based ordering for the office supplies, tools, computer products, safety gear, and cleaning products that our soldiers require.

**Question: What benefits does Global Supply offer those in non-traditional workplaces?**

**Answer:** Since many of our customers are in the military, they must get the supplies they need quickly and easily. Global Supply offers our customers:

- Global delivery
- Product breadth & depth
- AbilityOne guaranteed products
- Easy compliance with the FAR
- Payment using government purchase card or AAC/DoDAAC
- Government to government transactions
- Requisition-based ordering with no need for comparison shopping

**Question: How does a person in a non-traditional workplace go about ordering from Global Supply?**

**Answer:** GSA Global Supply offers a variety of choices - not only with product offerings, but also in ordering and billing methods.

GSA Global Supply provides access to approximately 300,000 tools, office supplies, computer products, and other items. Simply select the items from the online ordering site and place an order.

For friendly, knowledgeable assistance with placing an order, just contact the call center toll-free on (800) 525-8027. (Open from 7:30 a.m. to 8:00 p.m. ET, Monday through Friday.) The customer service representative can locate the items, confirm availability, place the order - all on the same phone call.

Fax an order anytime of the day or night to (800) 856-7057.

Submit FEDSTRIP/MILSTRIP orders via the Defense Automatic Addressing System (DAAS). The GSA Global Supply online ordering site ([www.GSAGlobalSupply.gsa.gov](http://www.GSAGlobalSupply.gsa.gov)) also features FEDSTRIP/MILSTRIP ordering.

Hardcopy Standard Form 344 or DD1348 are also accepted. Customers can mail these orders to:

GSA Global Supply (7FLIS)  
Room 6A06  
819 Taylor Street  
Fort Worth, TX 76102

No matter how customers order, they can pay using a GSA SmartPay®2 charge card or by direct billing to an AAC/DoDAAC.

**Question: What is a customer wants the walk-in store experience?**

**Answer:** GSA Global Supply has four walk-in stores located in Alaska, California, and Hawaii (2). GSA Global Supply Stores typically carry 200 to 5,000 items. If a needed item is not on the shelf, store personnel can place a special order for the product. The stores accept the Government Purchase Card or DoDAAC/AAC as valid forms of payment.

Please visit the GSA Global Supply Stores at the following locations:



**Alaska**

GSA Global Supply Store  
5250 Gibson Avenue, Bay 4  
Elmendorf AFB, AK 99506-4430  
Hours of operation:  
9:00 a.m. to 3:00 p.m. (PST)  
Monday through Friday



**California**

GSA Global Supply Store  
450 Golden Gate Avenue  
San Francisco, CA 94102  
Hours of operation:  
8:00 a.m. to 3:30 p.m. (PST)  
Monday through Friday



**Hawaii**

GSA Global Supply Store  
Building 1726  
530 Kuntz Avenue  
Honolulu, HI 96818  
Hours of operation:  
8:00 a.m. to 4:00 p.m. (PST)  
Monday through Friday

GSA Global Supply Store  
Building 2069 Humphreys Road  
Schofield Barracks, HI 96857  
Hours of operation:  
8:00 a.m. to 3:30 p.m. (PST)  
Monday through Friday

**Question: What about those who work on a base, another non-traditional workplace?**

**Answer:** GSA Global Supply supports base supply stores in Asia, Europe, the Middle East, and the United States. In these stores, GSA manages the inventory for the customer. Base personnel oversee daily store operations.

Authorized buyers can purchase supplies using their Government Purchase Card or direct billing through an Activity Address Code (AAC or DoDAAC) or equivalent.

To order a 2009 GSA Global Supply Catalog CD that shows the inventory at each location, call (817) 334-5215 or visit the Centralized Mailing List Service (CMLS).

**Question: For those working in places where there is no online access, what publications are available that provide more information about Global Supply?**

**Answer:** GSA Global Supply has many publications to assist customers with supplies. Order online with GSA's Centralized Mailing List Service at [www.gsa.gov/cmls](http://www.gsa.gov/cmls) or call (817) 334-5215.

2009 GSA Global Supply Catalog

2008 Hawaii/Pacific Rim Store Catalog

2008 Anchorage Alaska Store Catalog

2008 Wildland Fire Equipment Catalog

2006/2007 Tools & Hardware Catalog

2008 Environmental Products Brochure





# Light and Green

## SKILCRAFT-Spartan Lite'n Foamy™ Sunflower Fresh Hand, Hair & Body Wash



- ▶ Meets or exceeds federal standards for biobased products\*
- ▶ 85 percent biobased ingredients
- ▶ User-friendly with refreshing sunflower fragrance

\* Farm Security and Rural Investment Act of 2002, USDA's ruling on minimum biobased content and Executive Order 13423



|                       |  |    |
|-----------------------|--|----|
| 8520-01-555-3732..... | 1 Dispenser & 1 gal Container, Intro Pack..... | BX |
| 8520-01-555-2903..... | 4 - 1 gal Container, Refill.....               | BX |
| 4510-01-551-1194..... | Dispenser.....                                 | BX |

SKILCRAFT™ trademark is licensed by National Industries for the Blind

Available on [www.gsaAdvantage.gov](http://www.gsaAdvantage.gov)  
also available through FEDSTRIP/MILSTRIP



Use Your GSA  
SmartPay® Card



**Created with pride by Americans who are Blind or have other Severe Disabilities™**

# Be a hero behind the lines.

**\$15,000** and up  
GSA-approved Trade-in\*



## Don't let your front line face challenges with obsolete equipment.

A popular test instrument for A/D systems — Agilent's 8560 Series spectrum analyzer — will soon be discontinued. Engineers depend on these units to check military and satellite communications and radar systems.

### Make a cost-effective switch to superior technology.

Trade in any 8560 Series unit and receive a credit worth at least \$15K toward Agilent's high-performance PSA benchtop or mid-range MXA portable analyzers. Our latest models feature greater speed, accuracy and reliability.

### Save with our full range of GSA-approved trade-in deals.

Unleash the value in your older equipment to pay less for many new test solutions. Visit [www.agilent.com/find/trade](http://www.agilent.com/find/trade).



**Advantage!**<sup>®</sup>

[www.gsaadvantage.gov](http://www.gsaadvantage.gov)

Contract # GS-24F-0806A, GS-26F-5944A  
Schedule # 66  
Test and Measurement

Trade now and give your front line  
the best equipment available.  
[www.agilent.com/find/trade\\_MXA](http://www.agilent.com/find/trade_MXA)

© Agilent Technologies, Inc. 2008 \*Offer good through 30 September 2009

u.s. 1-800-829-4444



**Agilent Technologies**



# TRAINING AND SEMINARS

**Let GSA Be Your Guide!** GSA's local informational seminars for federal employees and military personnel can answer all of your questions about the wide range of products and services offered by GSA, including supply programs, GSA's Personal Property, Fleet Management, and Travel and Transportation programs, as well as environmental solutions and AbilityOne (JWOD).

Seminars are free; however, lodging and transportation, if required, are the attending agency's responsibility. For seminar details and online registration, go to our Web site at [www.gsa.gov/events](http://www.gsa.gov/events), or contact your local representative at one of the numbers listed below and on the following page.

**We'll Come To You!** GSA can customize training seminars to your needs at your location! Call your local group specials point of contact in the following list for more information.

**New England —** Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont

Annie Khun  
(617) 565-7300

[annie.khun@gsa.gov](mailto:annie.khun@gsa.gov)

*New England Group Specials:*

Bob Cobbett  
(617) 565-7303

[robert.cobbett@gsa.gov](mailto:robert.cobbett@gsa.gov)

**Northeast and Caribbean —** New Jersey, New York, Puerto Rico, and Virgin Islands

Christine Lincoln  
(212) 264-3592

[christine.lincoln@gsa.gov](mailto:christine.lincoln@gsa.gov)

*Northeast and Caribbean Group Specials:*

Judy Poskanzer  
(212) 264-0305

[judy.poskanzer@gsa.gov](mailto:judy.poskanzer@gsa.gov)

**Mid-Atlantic —** Delaware, Maryland, Pennsylvania, Virginia, Washington, DC, and West Virginia

Angela Griffin  
(215) 446-5047

[angela.griffin@gsa.gov](mailto:angela.griffin@gsa.gov)

*Europe, Africa, and the Middle East:*

Tom Meiron  
DSN (314) 320-3557/3558  
COM 49-69-692-208

[thomas.meiron@gsa.gov](mailto:thomas.meiron@gsa.gov)

*Ask about our group specials.*

**Southeast Sunbelt** — Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee

Adrian Wiley  
(404) 331-3060  
[adrianr.wiley@gsa.gov](mailto:adrianr.wiley@gsa.gov)

*Ask about our group specials.*

**Great Lakes** – Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin

Marilyn Giusto  
(866) 333-4472  
[marilyn.giusto@gsa.gov](mailto:marilyn.giusto@gsa.gov)

*Ask about our group specials.*

**Heartland** — Iowa, Nebraska, Kansas, and Missouri

Tom Brown  
(816) 823-2009  
[thomasf.brown@gsa.gov](mailto:thomasf.brown@gsa.gov)

*Ask about our group specials.*

**Greater Southwest/Rocky Mountain Region** –

Arkansas, Colorado, Louisiana, Montana, New Mexico, North Dakota, Oklahoma, South Dakota, Texas, Utah, and Wyoming

Cindy Yandell  
(817) 574-2479  
[cindy.yandell@gsa.gov](mailto:cindy.yandell@gsa.gov)

*Ask about our group specials.*

**Pacific Rim** — California, Arizona, Nevada, Hawaii, and the Far East

(877) 836-4859

*Pacific Rim Group Specials:*

Arizona, California, and Nevada  
(877) 836-4859

Hawaii  
(808) 541-1776

Mainland Japan  
DSN 225-9252

Okinawa  
DSN 634-3641

Korea  
DSN 784-6515

**Northwest Arctic** – Washington, Oregon, Idaho, and Alaska

Lorraine Morrow  
(253) 931-7101  
[lorraine.morrow@gsa.gov](mailto:lorraine.morrow@gsa.gov)



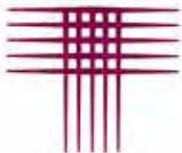
**GSA**

*Advantage!*<sup>®</sup>

*www.gsaadvantage.gov*



- 899 - 1** *Environmental Planning Services and Documentation*
- 899 - 2** *Environmental Compliance Services*
- 899 - 3** *Environmental Occupational Training Services*
- 899 - 5** *Reclamation, Recycling and Disposal Services*
- 899 - 8** *Remediation Services*



**CTL|THOMPSON**

**Contract #** GS-10F-0448R

**Schedule #** 899

**Environmental Services/Environmental Advisory Services**

**Email:** [info@ctlthompson.com](mailto:info@ctlthompson.com) for more information



# WORLDWIDE FY 2009 TRAVEL TRAINING

## How to Register for Travel Training

You can easily register by fax or mail.

**By Fax** — Fax a completed purchase credit card form to (703) 605-2188.

**By Mail** — Mail a completed purchase credit card form to:

Registrar  
GSA Professional Development and Training Section  
Crystal Park 4, Room 300  
2200 Crystal Drive  
Arlington, VA 22202

**By Email** — Send a fully completed registration form to us at [travel.training@gsa.gov](mailto:travel.training@gsa.gov).

For course scheduling information, please call (703) 605-0555, visit our Web site at [www.gsa.gov/traveltraining](http://www.gsa.gov/traveltraining), or email us at [travel.training@gsa.gov](mailto:travel.training@gsa.gov).

You can also order our FY 2009 Worldwide Travel Training Catalog of classes at [www.gsa.gov/clms](http://www.gsa.gov/clms).

## Special Needs

Employees with special needs who are nominated for training, please call the Travel Training Branch at (703) 605-0555 or email us at [travel.training@gsa.gov](mailto:travel.training@gsa.gov).

## Group Specials and Custom Courses

Let the GSA Mid-Atlantic Region come to you. We will hold any class listed in this catalog for a group formed by you at the site of your choice. Students may come from your organization, or you may join other federal, state or local government agencies to fill a class. We'll also customize any course for your organization or develop a new course to meet your special needs. To discuss group specials and customized courses, rates, and services, please call the Travel Training Branch at (703) 605-0555, or email us at [travel.training@gsa.gov](mailto:travel.training@gsa.gov).

**Our People Make the Difference!** We've got the knowledge, the expertise, and the most up-to-date information to put you in control of all your travel needs.

# LECTURE COURSES

## 1700 – Travel Basics One Day Course (\$329)

This is a “must take” course if you are new to travel or need a quick refresher on the basic application of travel regulations, programs and procedures. All travelers should take this course to “know before they go” in order to ease the stress of official travel and avoid costly mistakes. The course “Travel Guide” serves as the course text book as well as a handy travel reference guide! Students will learn how to plan a complete itinerary, select appropriate vendors, finalize arrangements, and complete travel documents. This course is ideal for newly hired government employees, interns, infrequent travelers, and authorizing/supervising/policy officials.

## 1745 – Relocation Allowances: Federal Travel Regulations (FTR) (\$950)

This class explains, in plain language, the allowances provided to eligible civilian employees making a permanent change of duty station. Course content: travel authorizations, advances and vouchers; service agreements; househunting and en route travel; temporary quarters; shipment of household goods/automobiles; property management; real estate expenses; miscellaneous expenses; and last move home. Fast-changing updates and streamlining of federal travel allowances make annual (or even twice yearly) training strongly advised.

## 1750 – Relocation Income Tax Allowances (RITA) (\$875)

This course looks at the treatment of reimbursed moving expenses by federal tax regulations. Students learn to distinguish between federal tax regulations and the FTR in reaching correct decisions concerning the Relocation Income Tax (RIT) allowances and its impact on personnel assigned to new duty stations.

Frequent changes in tax laws and regulations make annual training advisable for those who must know how to identify and calculate allowable moving expenses and taxable income. Instructional methods include lectures and discussions. Students should bring hand calculators to class.

## 1755 – Shipping Household Goods and Transportation Management Services Solution (TMSS) Two-Day Course (\$875)

This course examines regulations on household goods and transportation. Students review entitlement and transportation regulations, practice preparing and making shipment, and work with loss and damage claims.

Now included in Shipping Household Goods, information on Transportation Management Service Solution (TMSS) which is the first comprehensive online freight and household goods transportation management system designed exclusively for federal civilian agencies. Demonstration of this dynamic new system will enable GSA customers to effectively and efficiently manage the entire transportation process and execute the following task online: Rate and route shipments, book shipments, generate bills of lading, track and trace shipments, view proof of delivery, perform repayment audits, pay for transportation services, resolve service and billing disputes, file/settle loss and damage claims, generate transportation reports, perform data analysis and facilitate post payment audits.

## 1760 – Temporary Duty Travel Federal Travel Regulation (FTR) (\$824)

This lecture course teaches students how to compute temporary-duty travel allowances and responsibilities concerning: travel authorizations; allowable transportation; Fly America Act; contract city-pair fares; per diem allowances; actual expense; eTravel Service (eTS); government travel charge card; receipt requirements; emergency travel; conference per diem allowance; miscellaneous expenses; and submission of vouchers. Fast-changing updates and streamlining of federal travel allowances make annual (or even twice yearly) training strongly advised.

## 1761 – Approving Official Responsibilities: Federal Travel Regulation (On-Site Arrangements Only)

The travel authorizing/approving official or his/her designee (e.g., supervisor of the traveler) must review and sign travel claims to confirm the authorized travel. The reviewing official must have full knowledge of the employee’s activities. He/she must ensure that: the claim is properly prepared in accordance with the pertinent regulations and agency procedures; a copy of authorization for travel is provided; the types of expenses claimed are authorized and allowable expenses; the amounts claimed are accurate; and the

# LECTURE COURSES

required receipts, statements, and justifications are attached with the voucher. Course content: travel authorizations; allowable transportation; contract city-pair fares; per diem allowances; actual expense; eTravel Service (eTS); government travel charge card; receipt requirements; miscellaneous expenses; submission of vouchers; and approving official's responsibilities.

For more information, please call the Travel Training Branch at (703) 605-0555, or email us at [travel.training@gsa.gov](mailto:travel.training@gsa.gov).

## 1780 – Conference Planning Six-Hour Session (\$525)

This course teaches students the new travel regulations on conference planning, allowing agencies to increase per diem and pay for light refreshments. Discussion includes: where to hold meetings and conferences nationwide; obtaining proposals; estimating budget costs; what's included in room rate; using approved hotel accommodations; agency requirements for conferences; and the best times to hold conferences.

## 2060 – Advanced Temporary Duty Travel – Federal Travel Regulation One-Day Course (\$565)

This advanced course provides in-depth discussion of the statute pertaining to travel authorizations and per diem allowances for domestic and foreign travel.

Discussion includes long-term Temporary Duty (TDY) assignments, mandatory use of the contract city-pair fares, and arranging travel services in accordance with FTR amendment 2003-7, eTravel Services, effective January 21, 2004. Additional topics include the mandatory use of the charge card, when conference per diem is allowed, miscellaneous expenses, receipt requirements, and voucher submission. Fast-changing updates and streamlining of federal travel allowances make annual (or even twice yearly) training strongly advised.

# DEPARTMENT OF DEFENSE ON-SITE SPECIALS

## 1771 – Approving Official Responsibilities: Joint Federal Regulations, Vol. 2 (On-Site Arrangements Only)

The travel authorizing/approving official or his or her designee (e.g., supervisor of the traveler) must review and sign travel claims to confirm the authorized travel. The reviewing official must have full knowledge of the employee's activities. He or she must ensure that: the claim is properly prepared in accordance with the pertinent regulations and agency procedures; a copy of authorization for travel is provided; the types of expenses claimed are authorized and allowable expenses; the amounts claimed are accurate; and the required receipts, statements, and justifications are attached with the voucher. Course content: travel orders;

transportation allowances; contract city-pair fares; premium class travel; per diem allowances; contract travel office (CTO); actual expense; miscellaneous expenses; receipt requirements; submission of vouchers; and approving officials responsibilities.

For course schedules, please call (703) 605-0555, visit our Web site at [www.gsa.gov/traveltraining](http://www.gsa.gov/traveltraining), or email us at [travel.training@gsa.gov](mailto:travel.training@gsa.gov).

# DEPARTMENT OF DEFENSE OFFERINGS

## 1765 – Temporary Duty Travel: Joint Federal Travel Regulations, Volume 1; (Uniformed Services \$824)

This course teaches students to understand temporary-duty travel allowances and responsibilities for uniform members for the Department of Defense. Topics covered are: travel orders; contract travel office (CTO); allowable transportation; fly America act; contract city-pair fares; per diem allowances; meal allowances; actual expense; government travel charge card; receipt requirements; emergency travel; conference per diem allowance; miscellaneous expenses; and submission of vouchers. Fast-changing updates and streamlining of travel allowances make annual (or even twice yearly) training strongly advised.

## 1770 – Temporary Duty Travel: Joint Travel Regulations (JTR), Volume 2 (\$824)

This course teaches students how to understand temporary-duty travel allowances and responsibilities in accordance with the Joint Travel Regulations, Vol. 2 for civilian employees with the Department of Defense. Topics covered include: travel orders; contract travel office (CTO); allowable transportation; fly America act; contract city-pair fares; per diem allowances; meal allowances; actual expense; government travel charge card; receipt requirements; emergency travel; conference per diem allowance; miscellaneous expenses; and submission of vouchers. Fast-changing updates and streamlining of travel regulations make annual (or even twice yearly) training strongly advised.

## 1775 – Relocation Allowances: Joint Travel Regulations, Volume 2; Three - Day Course (\$950)

This course explains allowances provided to eligible Department of Defense civilian employees making a permanent change of duty station. Course content: travel orders, advances and vouchers, service agreements, house hunting and en route travel, temporary quarters, shipment of household goods/automobiles, property management, real estate expenses, miscellaneous expenses, and last move to home entitlement. Fast changing updates and streamlining of federal travel allowances make annual (or even twice yearly) training strongly advisable.

## 2070 – Advanced Temporary Duty Travel: Joint Travel Regulations (JTR), Volume 2; One-Day Course (\$565)

This course provides in-depth discussion of the statute pertaining to travel orders, per diem allowances for domestic and foreign travel, transportation allowances, mandatory use of the contract airline city-pair fares, Defense Travel Service (DTS, Fly America Act, and the Civilian Board of Contract Appeals Travel Cases). Additional topics include the mandatory use of the charge card, miscellaneous expenses, receipt requirements, and voucher submission. Fast changing updates and streamlining of federal travel allowances make annual or even twice yearly training strongly advisable.

For course schedules, please call (703) 605-0555, visit our Web site at [www.gsa.gov/traveltraining](http://www.gsa.gov/traveltraining), or email us at [travel.training@gsa.gov](mailto:travel.training@gsa.gov).



# GSA Global Supply™

your reliable government source

## C O N T E N T S

**104** NEWS AND UPDATES  
Shop any way you like ...

**105** FEATURED PRODUCTS  
Fill your supply needs with help from GSA  
Global Supply™.

**119** BUYING GUIDE  
Helping you make an informed buying decision.

## NEWS/UPDATES

GSA has implemented a policy that strengthens sales controls for customers using an Activity Address Code (AAC/DoDAAC or equivalents), instead of a purchase card, as their payment method on transactions with GSA Global Supply. Under Phase I of this policy, customers paying with new AACs/DoDAACs are prompted to demonstrate supervisory approval. In most cases, this approval is handled via email and is valid for 6 month (renewable) increments. The new policy applies to telephone and fax orders as well as online orders to [www.GSAglobalsupply.gsa.gov](http://www.GSAglobalsupply.gsa.gov) or [www.gsaAdvantage.gov](http://www.gsaAdvantage.gov).

Customers with questions can contact GSA at (800) 525-8027.



2009  
GSA  
**EXPO**  
San Antonio  
**TEXAS**  
June 9-11, 2009  
Henry B. Gonzalez Convention Center  
**Register Online Today!**  
[expo.gsa.gov](http://expo.gsa.gov)  
Check our Web site for updated information!

**Have you ordered your  
2009 calendar?**

Orders will only be accepted  
thru January 15, 2009.

Do you have a suggestion  
for a new product or  
a comment on  
GSA Global Supply™?

E-mail to [GSAglobalsupply@gsa.gov](mailto:GSAglobalsupply@gsa.gov)

### Shop Any Way You Like:

- Online:** (24 hours) [www.GSAglobalsupply.gsa.gov](http://www.GSAglobalsupply.gsa.gov)
- Telephone:** (7:30 a.m. to 8 p.m. Eastern Time, Monday – Friday)  
(800) 525-8027 DSN 465-1416
- Fax Orders:** (24 hours) (800) 856-7057  
FEDSTRIP/MILSTRIP Standard Form 344 or  
DD 1348
- By mail:** GSA Global Supply (QSDACDA)  
Room 6A06  
819 Taylor St.  
Fort Worth, TX 76102

# FEATURED PRODUCTS

Secure all your occupational needs from GSA Global Supply™. Please visit us at [www.GSAGlobalsupply.gsa.gov](http://www.GSAGlobalsupply.gsa.gov)



## Paper Towels ▲

Heavyweight paper towels are designed for use in bathroom dispensers. 

**Single-fold towels are 99 square inches overall. Fold depth: 5-1/2".**

For use with paper towel dispenser NSN 4510-00-224-8549

 40% postconsumer material.

**NSN** 8540-00-262-7178

**Color** Natural

**Size** 9-1/4" W

**Price** \$20.04 BX (contains 4000 EA)

 Contains 100% recovered material, which includes 90% postconsumer material.

**NSN** 8540-01-359-0798 

**Color** White

**Size** 9-1/4" W

**Price** \$40.78 BX (contains 4000 EA)

**C-fold towels are 130 square inches overall. Fold depth: 4".**

For use with Paper Towel Dispenser 4510-00-585-6305.

 Contains 40% recovered material, which includes 40% postconsumer material.

**NSN** 8540-00-291-0392 

**Color** Natural

**Size** 10-1/4" W

**Price** \$22.12 BX (contains 2400 EA)



Paper towels on a roll. A box includes 12 Rolls.  ▲

 Contains 40% recovered material, which includes 40% postconsumer material.

**NSN** 8540-01-462-5333

**Color** Natural

**Size** 7-7/8" W x 400'

**Price** \$23.68 BX (contains 12 EA)

Absorbent paper towels for kitchen use. Perforated sheets in roll form on a paperboard core. ▼

**(NFES #0240)**

 Contains 40% recovered material, which includes 40% postconsumer material.

**NSN** 8540-01-169-9010 

**Color** White

**Size** 11 x 9"

**Price** \$22.86 BX (contains 30 EA)

**NSN** 8540-01-378-1315

**Color** White

**Size** 8" W x 800'

**Price** \$60.00 BX (contains 12 EA)



## Aluminum Foil ▶

This non-toxic aluminum foil is suitable for cooking and food storage. Comes in a self-dispensing box with a convenient cutting edge.

**NSN** 8135-00-822-9433

**Size** 12" x 1,800'; Thickness: 0.0007"

**Price** \$80.64 RO (contains 1,800 FT)

**NSN** 8135-00-724-0551

**Size** 18" x 500'; Thickness: 0.0010"

**Price** \$33.84 RO (contains 500 FT)

**NSN** 8135-00-952-7188

**Size** 24" x 1,000'; Thickness: 0.0010"

**Price** \$92.14 RO (contains 1,000 FT)



## Plastic Wrap ▲

This clear plastic film is designed for household and related uses. It is soft and self-clinging, making it ideal for packaging food and other products.

**Non-perforated.**

**NSN** 8135-00-754-2692

**Size** 12" W x 1,000' L

**Price** \$6.53 RO (contains 1,000 FT)



## Sandwich Bag ▲

Flat-style plastic bag comes in a dispenser box. Meets FDA requirements.

**NSN** 8105-00-773-7581

**Color** Clear

**Size** 6-1/2 x 5-1/2"

**Price** \$.86 BX (contains 80 EA)

## Plastic Bag ▼

General-purpose, flat, polyethylene bag includes a reusable interlocking seal closure.



♻️ 25% postconsumer material.

**NSN** 8105-00-837-7753

**Size** 4 x 4", Thickness: 2mm

**Price** \$16.30 MX

**NSN** 8105-00-837-7755

**Size** 8 x 8", Thickness: 2mm

**Price** \$48.79 MX

**NSN** 8105-00-837-7757

**Size** 12 x 12", Thickness: 2mm

**Price** \$46.05 BX (contains 500 EA)



## Trash Bag

This heavy-duty, premium-quality plastic bag features strong puncture- and tear-resistance and includes closure ties. 

**The 20- to 30-gallon size has a 75-lb. load capacity. ▼**

 25% postconsumer material.

**NSN** 8105-01-183-9767

**Color** Clear

**Size** 30 x 36"

**Price** \$40.05 BX (contains 250 EA)



**The 33-gallon size has a 75-lb. load capacity. ▼**

 25% postconsumer material.

**NSN** 8105-01-183-9769 

**Color** Dark Brown or Green

**Size** 33 x 39"

**Price** \$49.99 BX (contains 125 EA)



**The 57-gallon size has a 75-lb. load capacity.**

 25% postconsumer material.

**NSN** 8105-01-183-9764

**Color** Dark Brown or Green

**Size** 36 x 58"

**Price** \$39.99 BX (contains 100 EA)

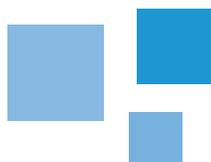
## Grocery Cart ▶

Chrome- or zinc-plated steel cart has a center tray that lifts to convert from a produce cart to a stock truck. Features a front bumper, two rubber semi-pneumatic tires, and two skids. Minimum dimensions are shown.

**Size:** 21-1/2" W, 28-1/2" D, 40" H.

**NSN** 7290-00-104-4725

**Price** \$314.45 EA



## ◀ Coffee Maker (Percolator)

This electric percolator is perfect for break rooms, cafeterias, large gatherings, or small offices. Makes 12 to 36 cups quickly and easily. Features highly polished aluminum, quick one cup per minute brewing, interior water level markings, auto temperature control, on/off switch, plastic basket, and cleaning tool included. Two-way (continuous flow or single cup serving) dripless faucet. Serving area under faucet accommodates cup with saucer.

**NSN** 7310-01-223-5093

**Price** \$75.40 EA



## Table Napkins ▲

Standard paper napkin is ideal for general table or hospital use.  

### Quarter-folded, single-ply napkin.

 30% postconsumer material contains 30% recovered material.

**NSN** 8540-00-276-7569

**Color** White

**Size** Unfolded: 149 sq. in.

**Price** \$56.92 BX (contains 6,000 EA)

### Dinner-size napkin is folded eight times and comes in three-ply, embossed paper.

 Contains 30% recovered material, which includes 30% postconsumer material.

**NSN** 8540-00-276-7570

**Color** White

**Size** Unfolded: 272 sq. in.

**Price** \$73.47 BX (contains 2,000 EA)

### Junior dispenser, single-ply napkin. For use with dispenser 7350-00-205-0928.

 Contains 30% recovered material, which includes 30% postconsumer material.

**NSN** 8540-00-965-4691

**Color** White

**Size** Unfolded: 94-1/2 sq. in.

**Price** \$46.42 BX (contains 10,000 EA)



## ◀ Water Jug

Unassembled reservoir consists of a five-gallon plastic liquid container with a 38-mm opening, a white 38-mm polyethylene cap, and a knock-down water container box. Box is made of plain brown cardboard (weather-resistant) with openings for a water spout and handles. (NFES #0048)

**NSN** 7310-00-128-6837

**Price** \$109.55 BX (contains 20 EA)

## Vacuum Jug

Intended for use during military operations, this jug can be used for hot or cold liquids (with the exception of milk and milk products). It is thermal-efficient and maintains contents' original temperature for approximately six hours. Made of stainless steel, with a captive metal cover with gasket, vent, chain, and cam-type locking device. This unit features a reinforced outer shell and is buoyant. May have bail handle or two rigid or drop handles and key-type spigot assembly with spigot guard. Conforms to NSF international standards.

**Satin or butler finish.**

**NSN** 7330-00-721-8499

**Size** Capacity: 3 gal.

**Price** \$540.59 EA

**NSN** 7330-00-781-3859

**Size** Capacity: 5 gal.

**Price** \$617.99 EA

(NFES #0827)

**NSN** 7330-00-819-7738

**Size** Capacity: 10 gal.

**Price** \$587.48 EA



◀ **NSN** 7330-00-272-2527

**Size** Capacity: 2 gal.

**Price** \$438.57 EA



## Thermal Jug Heating Unit ▲

Electrically heated container, designated CNU-2/C, for storing and serving beverages aboard long range aircraft. Two-gallon capacity; corrosion-resistant steel outer shell and inner vessel; cover provided with dry-ice well and snap-locking device closure.

Complete unit consists of heater tray rivet assembly, soft rubber gasket, adapter, Cannon insert, thermostat, rubber gasket, and wiring diagram.

**BE Aerospace insulated jug requires heater insert assembly replacement of BE Aerospace P/N 3020-0059-01 (7330-00-891-6077). Midwest Aircraft Products Company (MAPCO) insulated jug requires heater assembly MAPCO P/N 3460-10B.**

**NSN** 7330-00-532-5867

**Size** Capacity: 2 gal.

**Price** \$2,769.50 EA

## Heater Insert Assembly ▼

Heater insert assembly, thermostat controlled for use within the type CNU-2/C insulated jug NSN 7330-00-532-5867.

**This item is a replacement heater assembly for the BE Aerospace item 180-146G. It is not a replacement heater assembly for the Midwest Aircraft Products Company (MAPCO) item D10120-100. The replacement heater assembly for the MAPCO product is MAPCO item 3460-10B.**

**NSN** 7330-00-891-6077

**Price** \$503.50 EA



## Infectious Waste Collection Isolation Bag ▼

Bags are color coded and printed with "Infectious Waste" identifier in English and Spanish. Linear low-density bags have a multi-layered star seal.



### Medium-duty bag.

10-gallon capacity.

**NSN** 8105-01-517-3663

**Color** Red

**Size** 24 x 24"

**Price** \$23.30 BX (contains 250 EA)

### Heavy-duty bag.

Rack bag capacity.

**NSN** 8105-01-517-3661

**Color** Red

**Size** 30-1/2 x 43"

**Price** \$24.35 BX (contains 100 EA)

33-gallon capacity.

**NSN** 8105-01-517-3660

**Color** Red

**Size** 33 x 40"

**Price** \$24.62 BX (contains 100 EA)

40-45 gallon capacity.

**NSN** 8105-01-517-5540

**Color** Red

**Size** 40 x 47"

**Price** \$34.81 BX (contains 100 EA)

### Extra heavy duty bag.

Rack bag capacity.

**NSN** 8105-01-517-3662

**Color** Red

**Size** 30-1/2 x 43"

**Price** \$30.39 BX (contains 50 EA)

50-55 gallon capacity.

**NSN** 8105-01-517-3664

**Color** Red

**Size** 37 x 50"

**Price** \$21.60 BX (contains 25 EA)



## Infectious Linen Collection Isolation Bag

Color coded and printed with "Infectious Linen" identifier in English and Spanish. Linear low-density bags have a multi-layered star seal.



### Heavy-duty bag. ►

Rack bag capacity 70-lbs.

**NSN** 8105-01-517-3666

**Color** Yellow

**Size** 30-1/2 x 43"

**Price** \$24.35 BX (contains 100 EA)



  
**2009 GSA EXPO**  
**San Antonio TEXAS**  
**June 9-11, 2009**  
 Henry B. Gonzalez Convention Center

Register Online Today!  
[expo.gsa.gov](http://expo.gsa.gov)

Check our Web site for updated information!



## ◀ Rite in the Rain Field Binder

The Rite in the Rain all-weather writing products are created specifically for writing field notes in all weather conditions. For best results, the paper should be used with a pencil or an all-weather pen, such as NSNs 7520-01-498-1876 and 7520-01-498-2079.

**Tactical field binder measures 5-5/8 x 7-1/2". Made of PolyDura plastic with an inside clear pocket to hold military symbol stencils or index cards. Holds Rite in the Rain tactical loose-leaf paper NSN 7530-01-498-2081.**

**NSN** 7510-01-498-2077

**Brand** Rite in the Rain

**P/N** 9200

**Color** Green

**Price** \$8.83 EA

**NSN** 7510-01-505-3664

**Brand** Rite In the Rain

**P/N** 9200T

**Color** Tan

**Price** \$8.83 EA

## Rite in the Rain Notebook

The Rite in the Rain all-weather writing products are created specifically for writing field notes in all weather conditions. For best results, the paper should be used with a pencil or an all-weather pen, such as NSNs 7520-01-498-1876 and 7520-01-498-2079.

**Has a tough Field-Flex cover that will withstand the rigors of battle while fitting comfortably into your BDU pocket. Pages are printed on non-glare "Rite in the Rain" all-weather paper. Each sheet is perforated for easy removal. Universal Pattern for notes and scaled drawings. The Field Book also contains 16 pages of tactical reference material. 160 pages (80 sheets).** ▶

**NSN** 7530-01-498-1873

**Brand** Rite in the Rain

**P/N** 980

**Color** Green

**Size** 4-5/8 x 7-1/4"

**Price** \$12.13 EA

**NSN** 7530-01-505-3661

**Brand** Rite In The Rain

**P/N** 980T

**Color** Tan

**Size** 4-5/8 x 7-1/4"

**Price** \$12.13 EA



◀ **These spiral bound notebooks have 100 Universal pages (50 sheets). With the Universal Pattern you can use this text for notes and scaled drawings. Useful reference material is also printed on the back and inside covers. Binding is top spiral wire, cover is polydura.**

Fits easily in a hip pocket.

Fits easily in a shirt pocket.



**NSN** 7530-01-505-3660

**Brand** Rite In The Rain

**P/N** 935T

**Color** Tan

**Size** 3 x 5"

**Price** \$3.20 EA

**NSN** 7530-01-498-2078

**Brand** Rite in the Rain

**P/N** 946

**Color** Green

**Size** 4 x 6"

**Price** \$3.20 EA

**NSN** 7530-01-498-2080

**Brand** Rite in the Rain

**P/N** 935

**Color** Green

**Size** 3 x 5"

**Price** \$2.61 EA

## Rite in the Rain All-Weather Pen

Rite in the Rain all-weather products are created specifically for writing field notes in all weather conditions. For use with the Rite in the Rain paper products and accessories.

**Pen writes on wet paper, underwater, and/or upside down in temperatures from -50 to 400° F. ▼**

Bullet-style pen folds up to 3-3/4".

**NSN** 7520-01-498-2079

**Brand** Rite in the Rain

**P/N** 96

**Color** Black Ink

**Price** \$18.08 EA



## Rite in the Rain Pen Refill

Rite in the Rain all-weather products are created specifically for writing field notes in all weather conditions. For use with the Rite in the Rain paper products and accessories.

**Pen refill writes on wet paper, underwater, and/or upside down in temperatures from -50 to 400° F. Fits Rite in the Rain Pen NSN 7520-01-498-1876. ▼**

**NSN** 7510-01-498-1880

**Brand** Rite in the Rain

**P/N** 37R

**Color** Black ink

**Size** Point. 0.8mm

**Price** \$4.91 EA



## Personal Desk Kit ►

Ideal for telecommuters, temporary assignments, training classes, new hires, and people who work at home. This kit collects 21 essential office products in one convenient unit. Includes: 3 x 3" self-stick note pad; 100 paper clips; 4-oz. bag of rubber bands; stapler; 5,000 staples; staple remover; tape dispenser; 36-yard roll of invisible tape; wooden ruler; white correction tape; pair of scissors (8"); cushion-grip mechanical pencil; lead refill for mechanical pencil (7 mm); letter opener; three retractable ballpoint pens; three no. 2 pencils; fluorescent highlighters (set of four colors); one lined writing pad (8-1/2 x 11"); one medium-size clam clip; one box of clam clip refills; "while you were out" message pads.



**NSN** 7520-01-493-6006

**Price** \$52.74 KT

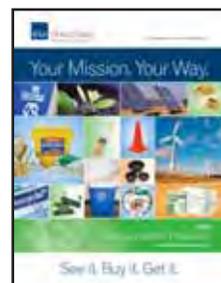
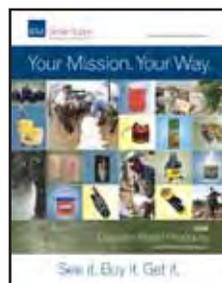
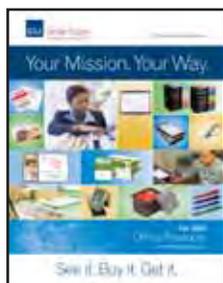
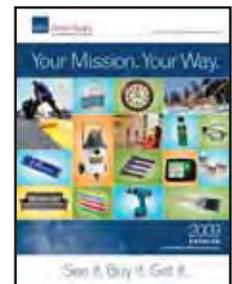


## 2009 GSA Global Supply™ Catalog Now Available GSA Global Supply™ Catalogs

Shown here are the most recent examples of publications designed to assist our customers with locating and ordering our most popular items. These publications and other specialty catalogs can be ordered online at [www.gsa.gov/cmls](http://www.gsa.gov/cmls).

Feel free to order copies of existing catalogs, or indicate your buying interests for future catalogs so that we can provide you with current editions as they are published.

Customers without internet access can call (817) 334-5215 and accomplish the same tasks.



## FRS/GMRS Walkie-Talkie Radio Set ▶

Features 22 channels with high, medium, and low settings and NOAA weather radio. Provides up to 12-mile range, with 836 privacy codes. Uses four watts of power. Water-resistant unit works with all FRS/GMRS and includes vox, scan feature, hands-free operation, backlit LCD and keylock. Other features include roger beep tone, auto squelch, power high/power low option, and call tones. Includes headset package, charger and durable belt clip.

**NSN** 5820-01-518-3622

**Price** \$95.28 SE



## GPS FRS/GMRS Radio NEW

Radio features an integrated FRS/GMRS, state-of-the-art navigation combined with a two-way communication unit and a WAAS-enabled, 12-parallel-channel GPS receiver. Channels: 7FRS, 15 GMRS and 8 GMRS repeater (using GMRS frequency in the U.S. requires a FSS license). Receives on seven NOAA weather channels and detects weather-alert tones. Electronic compass and barometric sensor with automatic pressure trend recording. Display size is 1.7" high and 1.3" wide with 256-color transreflective TFT (176 x 220 pixels), and text-message capability. Includes RINO 530; Americas Recreational Basemap; PC/USB interface cable; wrist strap; belt clip, lithium-ion battery pack and charger; A/C adapter cable; quick start guide; owner's manual. Weight 10.3 oz. DD

◀ **NSN** 5820-01-541-8042

**Brand** Garmin

**P/N** Rino 530

**Color** Gray/Black

**Size** 7.5H" x 2.3W" x 1.8"D

**Price** \$437.90 SE

This 12-channel, WAAS-enabled GPS radio transmits up to two miles FRS and five miles GMRS with 14 FRS channels and eight GMRS repeater channels. Ergonomic design makes this radio ideal for one-handed operation. Features 38 sub-audible squelch codes per transmission channel for semi-private radio communications. Detects up to seven NOAA weather channels. Features an electronic compass, barometric sensor, and external voice activation (VOX). Unit is waterproof to IPX-7 standards. Call and Press-To-Talk (PTT) and page-mode buttons are located on the side of the unit; power backlighting, volume, and zoom buttons located on front. Includes unique thumb stick for channel selection and volume adjustment. Built-in base map for North and South America. The 24-MB internal memory is great for loading Mapsource details. Battery life is 14 hours on three AA batteries. Weight 7.6 oz. DD



◀ **NSN** 5820-01-538-0944

**Brand** Garmin

**P/N** RINO 130

**Color** Gray

**Size** 4.5"H x 1.3"W x 1.6"D

**Price** \$307.40 SE

## GPS with Integrated FRS/GMRS **NEW**

Combines two-way radio and GPS features to help you communicate with your associates and locate them easily. Using the Rino's unique Position Reporting feature, you can send your exact location to other Rino users in your group, so they can see your precise location on the map page. Because Rino is a standard FRS/GMRS radio, you can use it to communicate with any other conventional FRS/GMRS radio around. The Rino can save up to 500 of your most important locations in memory as waypoints so you can come back to them at another time.

**Used with, but not included, boom microphone (NSN 5965-01-518-4488), speaker/earbud (NSN 5965-01-518-4490), charger (NSN 6130-01-518-4491), carrying case (NSN 5895-01-518-4495), windshield mounting bracket (NSN 5820-01-518-4494), power adapter (NSN 6130-01-518-4496).**

The Rino 120 has a built-in city point data base and 8 MB of internal memory to load other points of interest data from compatible MapSource products. **DD** ▶

**NSN** 5820-01-518-4487  
**Brand** Garmin  
**P/N** 010-00270-12  
**Color** Olive Green  
**Size** 4-1/2 x 2.3 x 1.6"  
**Price** \$216.39 EA



The Rino 110 has a built-in city point data base and 1MB of internal memory to load other points of interest data from compatible MapSource products. **DD** ▶

**NSN** 5820-01-518-5183  
**Brand** Garmin  
**P/N** 010-00270-00  
**Color** Yellow  
**Size** 4-1/2 x 2.3 x 1.6"  
**Price** \$158.62 EA



## GPS Radio

GPS Radio weighs 5.3 ounces. Display is 2.1" high and 1.1" wide and features high-contrast LCD with bright backlighting. Case is waterproof to IEC 529 IPX7 standards. Radio features a temperature range of 5° F with indefinite data storage; no memory battery is required. Total internal memory is 24 MB. **DD**



◀ **NSN** 5820-01-524-5067  
**Brand** Garmin eTrex Vista  
**P/N** 010-00243-00  
**Size** 4.4"H x 2"W x 1.2"D  
**Price** \$200.39 EA

Unique "Scout Mode" marks area perimeters and creates borders. Built-in electronic compass and barometric altimeter (with weather predictions) plays MP3 audio files from an MMC/SD card (MMC/SD card, headphones and HPA-1 headphones adapter are not included). Built-in microphone for recording voice notes to waypoints. Watertight with sure-grip rubber welt seal. Display features high-brightness 2.83" diagonal (7.19 cm) color TFT display, 320V x 240H pixel resolution, and white LED backlit screen. Excellent direct sunlight and low-light/night viewing. Precision, 16-channel PS+WAAS receiver. GPS/Mapping features antenna port for connecting optional external GPS+WAAS antenna (not included) and dual processors for high-speed screen updates. Dual easy/advanced operation modes. Built-in continental U.S. and Hawaii background map featuring interstate exit services. One MMC/SD digital media memory card slot for higher-detailed mapping, GPS trip details recording/playing and MP3 music playing capabilities. Optional mapping accessories pack includes MapCreate™ USA Topo mapping software, one digital MMC/SD memory card, and an MMC/SD card reader/writer with USB connector. Weight: 8.7 oz. Uses two AA batteries (not included). Waterproof to IPX7 standard, with sure-grip rubber welt seal. **DD**



◀ **NSN** 5820-01-537-1876  
**Color** Black/Silver  
**Size** 5.6"H x 2.5"W x 1.2"D  
**Price** \$385.12 SE

## Automobile GPS ▶

Premium satellite navigation system pronounces street names in English or Spanish with high quality natural sounding voices and text to speech for turn by turn route guidance. High-resolution touch screen with large buttons. Pre-installed, street-level maps for the entire USA, including Puerto Rico. Unlimited amount of Waypoints. Illustrates graphic landforms (rivers, lakes, shorelines and parks). Various settings that allow drivers to create the best possible routes. Built-in Li-Ion battery allows you to use the GPS outside of the vehicle. MP3 player, video player, and picture viewer that can be used with your own SD card. Can be mounted to the windshield and easily moved from car to car. Automatic reroute, 3D/2D view, pan and zoom, day/night mode functions. Extensive POI database 12+ million POIs preloaded. Find businesses by phone number or address. Points of interest including landmarks, gas stations, restaurants, etc. USB cable for connection to PC for data, music, video, and picture transfer. **DD**



**NEW**

**NSN** 5825-01-394-3003

**Color** Black

**Price** \$437.32 EA



## Generator ▲

This generator contains a Honda 5.5-horsepower engine with a super-quiet muffler that reduces engine noise. Maintenance-free, brushless alternator provides increased durability. The high-amp surge capacity is ideal for starting high-amp tools. Maximum AC output: 2,900 watts; Rated AC output: 2,400 watts. Includes spark plug wrench.

**NSN** TL1-DWT-57584A

**Brand** DeWalt

**Price** \$1,054.29 EA

## Diver's Watch

Diver's wristwatch features a watertight stainless steel case (316L), screw down crown, easy-set date function and sapphire crystal. Watch is water resistant: 30 ATM (300m/1,000ft.) with tritium gas tube illumination and iaw ISO 6425. Product also features unidirectional bezel (120 click), and comes with a vulcanized rubber strap with stainless steel buckle. **DD**

**Automatic mechanical movement, 25 jewels. ▼**

**NSN** 6645-21-558-0133

**Brand** Marathon

**P/N** WW194006

**Price** \$367.49 EA

**Quartz movement, high torque.**

**NSN** 6645-20-001-9382

**Brand** Marathon

**P/N** WW194007

**Price** \$290.93 EA



## Compressor ▼

This 7.5-horsepower, two-stage compressor with starter features rugged cast iron workmanship and an oil-lubricated pump (with oil-level sight glass for ease of maintenance). Also includes: deep-finned inter-cooler for maximum cooling; heavy-duty ball bearings for long life; ASME-code air tanks; and a ductile iron crankshaft. CFM at 40/90 PSI: 22/23; Maximum PSI: 175; Tank capacity: 80 vert.; Voltage: 230; Weight: 540 lbs. Five-year warranty.

**NSN** TL1-CMB-60736H

**Brand** Campbell-Hausfeld

**Price** \$1,336.00 EA





## Vacuum

This two-stage vacuum features: a 12-gallon tank; a 1-1/2" x 12 foot crush-pipe; an 18-foot cord; and two metal extension wands; a 14" aluminum nozzle; a round brush and squeegee inserts. Peak horsepower: 2; Dry capacity: 11 gal.; Wet capacity: 10 gal.; Motor: 8.5 amps, 120 volts, 60 hertz; Shipping weight: 23 lbs. UL listed.

◀ **NSN** TL1-SVC-61012B  
**Brand** Shop-Vac  
**Price** \$171.19 EA



This two-stage vacuum includes: a stainless steel, 15-gallon tank; a 35-foot cord; a metal crevice tool; a round brush; a 1-1/2" x 10 foot hose (with positive swivel end); two interlocking metal extension wands; a 6" utility nozzle; a 14" deluxe master nozzle with rug, brush, and squeegee inserts; and tool storage. Horsepower: 4; Motor: 10 amps, 120 volts, 60 hertz; Dry capacity: 13-1/4 gal.; Wet capacity: 13-3/4 gal.; Shipping weight: 75 lbs. UL listed.

◀ **NSN** TL1-SVC-99115L  
**Brand** Shop-Vac  
**Price** \$856.12 EA

## Traffic Paint

Ready-mixed traffic paint for use on concrete, bituminous, brick, or stone surfaces of parking lots. Adheres well. Water and abrasion resistant. Add glass beads to reflectorize paint stripes. Dries to a flat finish. Applied by brush or use conventional traffic line striping equipment. Maximum VOC: 250 g/L. Master Painters Institute (MPI) #32. **MSDS**

**Fast drying. Dries to the touch in five minutes.** ▼

ⓘ 12-month maximum shelf life (extendable)

**NSN** 8010-00-900-3650

**Color** Yellow 33538

**Price** \$111.11 CN (contains 5 GL)

**NSN** 8010-00-900-2940

**Color** White 37925

**Price** \$109.93 CN (contains 5 GL)



## D-Handle Shovel

The ideal tool for handling loose and bulky materials, such as dirt, sand, gravel, grain, and snow. High-grade steel blade is heat-treated for long life and features sharpened cutting edges. Shoulder edge of blade is rolled to form a step for digging leverage. Handle is fashioned from hardwood and features a transparent lacquer or varnish coating.

**Has an open back and D-handle. Blade is made of 14-gauge steel, measures 12" long and 10" wide, and has a round point. Handle measures 26 to 28" long with a 17 to 21" handle lift.** ▼

**NSN** 5120-00-293-3336

**Price** \$14.26 EA



## Shovel

The ideal tool for handling loose and bulky materials, such as dirt, sand, gravel, grain, and snow. High-grade steel blade is heat-treated for long life and features sharpened cutting edges. Shoulder edge of blade is rolled to form a step for digging leverage. Handle is fashioned from hardwood and features a transparent lacquer or varnish coating.

**Shovel has an open back and a long handle. Blade is made of 14-gauge steel and measures 12" long and 10" wide and has a round point. Socket or strap measures 8-3/4" in length. Handle measures 46 to 52" long with a 29 to 33" handle lift.** ▼

**NSN** 5120-00-188-8450

**Price** \$10.85 EA





## Lawn Rake ▲

Lawn rake is suitable for raking grass clippings, leaves, twigs, and litter from lawns without injury to the grass or roots. This steel tine rake has a flexible head and a hardwood handle. CID A-A-2846.

**Class A: Radial head; Head width: 17" minimum; Tines: 18 minimum; Handle length: 42" minimum.**

**NSN** 3750-00-599-6101

**Price** \$9.23 EA

## Garden Rake ►

A must-have tool for effective gardening! This rake is designed for raking and smoothing soil. Rake head features a forged steel one-piece head and shank construction with a securely attached hardwood handle. CID A-A-2846.

**Class A: Bow. Head contains 14 to 16 teeth and is a minimum of 13-1/2" wide. Minimum head depth: 3"; Handle length: 59" minimum.**

**NSN** 3750-00-171-7182

**Price** \$14.65 EA



## ◀ Garden Hoe

Hoe has a forged steel blade and a beveled edge suitable for sharpening. The socket for the handle is welded onto a gooseneck shank. The hardwood handle is 51 to 60" long and securely fastened into a tapered socket.

**Blade is 4-1/2" deep by 6" wide.**

**NSN** 3750-00-223-8867

**Price** \$16.80 EA



## ▲ Pitchfork

The 12-1/4"-long fork has four sharply pointed, forged-steel tines and a handle made of bent hardwood. The spread measures 9-1/2". Handle length: 48".

**NSN** 3750-00-255-7733

**Price** \$22.43 EA



## Wheelbarrow ▲

Wheelbarrow has a steel tray and legs. Pneumatic tire can be either tubeless or tube type.

**Contractor 6 cu ft design has wooden handles.**

**NSN** 3920-00-329-4303

**Price** \$82.29 EA

## Dental Floor Mat ▼

Specially designed for use with a dental chair, this flexible mat is rectangular and has beveled edges. Smooth rubber tile surface with a sponge-rubber base. Cleans easily and is not affected by floor waxes or detergents. Treated to prevent creeping or sliding on smooth floors. Grey background, black-and-white mottled pattern. Weighs approximately 18-lbs. 

 10% postconsumer recycled plastic contains 100% recovered material.

**NSN** 7220-00-991-0081

**Color** Charcoal Gray

**Size** 72" W x 36" D x 1/2" T

**Price** \$65.73 EA



## Insulating Floor Matting (Dielectric)

This synthetic rubber or vinyl matting is excellent as a safety measure to protect against accidental exposure to electrical charges (up to 3000V). The fire-resistant mat covers floors around electrical equipment and circuits. Back side features a roughened or imprinted surface. MIL-DTL-15562.

**This solid-color, runner-type matting is designed for use in single strips in front of workbenches, switchboards, and electrical panels.**

Has a smooth surface. ▼

**NSN** 7220-00-255-0765

**Color** Black

**Size** 24" W x 1/8" T

**Price** \$202.71 RO (contains 25 YD)



**NSN** 7220-00-267-4630

**Color** Blue

**Size** 36" W x 1/8" T

**Price** \$291.80 RO (contains 25 YD)

Has a non-slip, raised diamond surface. ▼

**NSN** 7220-01-057-1897

**Color** Gray

**Size** 36" W x 3/16" T

**Price** \$260.11 RO (contains 25 YD)



**NSN** 7220-01-056-1944

**Color** Green

**Size** 36" W x 3/16" T

**Price** \$334.46 RO (contains 25 YD)

**Wall-to-wall matting (smooth surface) has a marbled or mottled pattern. Matting is intended for permanent installation by cementing over entire exposed floor surface.** ▼

**NSN** 7220-01-024-9039

**Color** Beige

**Size** 36" W x 1/8" T

**Price** \$375.68 RO (contains 25 YD)

**NSN** 7220-01-024-9040

**Color** Blue

**Size** 36" W x 1/8" T

**Price** \$375.68 RO (contains 25 YD)



**NSN** 7220-01-025-1695

**Color** Green

**Size** 36" W x 1/8" T

**Price** \$375.68 RO (contains 25 YD)



## Ribbed Floor Matting ▲

Slip-resistant runner or vinyl matting is intended for use on stairs or as a floor covering in hospitals, ships, laboratories, buildings, and for other general use.

**Has a pyramid pattern surface.**

**NSN** 7220-00-034-7225

**Color** Black

**Size** 48" W x 1/8" T

**Price** \$160.79 RO (contains 25 YD)

**Has a ribbed surface.**

♻️ 10% postconsumer recycled plastic contains 100% recovered material. **CPG**

**NSN** 7220-00-634-0216

**Color** Black

**Size** 18" W x 36" L x 1/4" T

**Price** \$9.10 EA

**NSN** 7220-00-753-2981

**Color** Black

**Size** 24" W x 1/8" T

**Price** \$49.42 RO (contains 10 YD)

**NSN** 7220-00-965-4769

**Color** Black

**Size** 24" W x 3/16" T

**Price** \$152.00 RO (contains 25 YD)

**NSN** 7220-00-753-2982

**Color** Black

**Size** 36" W x 1/8" T

**Price** \$45.81 RO (contains 10 YD)

**NSN** 7220-00-254-4240

**Color** Black

**Size** 36" W x 1/8" T

**Price** \$102.98 RO (contains 25 YD)

**NSN** 7220-00-965-4699

**Color** Black

**Size** 36" W x 3/16" T

**Price** \$192.01 RO (contains 25 YD)



## ◀ Folding Chair

Folding chair functions as temporary seating both indoors and outdoors. Tubular steel frame without arms is enamel-painted and has sturdy, durable construction. Form-fitting steel seat and back have four legs capped with nonslip rubber feet. Smoothly and quietly folds from front to back into compact unit and readily stacks in a freestanding pile. When folded, chair is 34" to 40" long. When open, seat is 16" to 19" from the floor. **DD** **AbilityOne**

**NSN** 7105-00-269-8463

**Color** Gray

**Size** Height: 29-1/2 to 34"; Width: 16"; Depth: 15"

**Price** \$31.15 EA

**The chair's seat and back are padded with artificial leather upholstery.**

**NSN** 7105-00-663-8475

**Color** Gray

**Size** Height: 29-1/2 to 34"; Width: 16"; Depth: 15"

**Price** \$40.44 EA

## Folding Table

This table has a heavy-duty, steel apron frame with steel-tube folding legs. The top features a heavy-duty laminate over a 5/8" industrial, solid, thick core with plastic T-molding edging. Designed for use as an industrial, general-purpose utility worktable, it can support more than 1,000 lbs. (evenly distributed). **DD**

**NSN** 7105-00-727-1091

**Brand** CUSTOM PRODUCTION MFG., INC.

**Color** Green

**Size** 30 x 72"

**Price** \$326.92 EA

**NSN** 7105-00-996-5978

**Brand** CUSTOM PRODUCTION MFG., INC.

**Color** Green with Olive Drab Legs

**Size** 30 x 72"

**Price** \$329.99 EA



## Field Desk ▲

Portable wooden desk with an enamel-painted finish is for field use by the Armed Forces for typing, writing, and storing records. Consists of seven drawers: one drawer with padlock and key; two file drawers measuring 22-5/8" wide, 25-7/8" high and 17-1/2" deep; one "in" drawer; one "out" drawer; and two drawers for service records. Legs are made of steel tubing. Includes a folding stool (which is held in place during shipping by a close-fitting cover that sets up as a side table). Comes in a fiberboard shipping container. MIL-D-10821. **DD**

**NSN** 7110-00-656-1110

**Color** Olive Drab

**Size** 29"H x 61-7/8"W x 29-1/8"D

**Price** \$436.57 EA

# BUYING GUIDE

Need help deciding on which product is right for your needs? The Buying Guide was developed to provide additional information that will help you make an informed buying decision.

## Dormitory and Quarters Furniture

The following represents a fraction of our Dormitory and Quarters Furniture offering. To view the entire collection, visit [www.GSAGlobalsupply.gsa.gov](http://www.GSAGlobalsupply.gsa.gov), select "Furniture and Furnishings" and then "Dormitory and Quarters Furniture."

### Dormitory Beds

Contemporary-Style, oak platform bed, also called a captains bed, includes a solid panel headboard and four drawers.



| NSN              | Color       | Width | Length  | Height | Drawer Configuration            | Price    |
|------------------|-------------|-------|---------|--------|---------------------------------|----------|
| 7105-01-462-1124 | Dark Oak    | 42"   | 84-3/4" | 37"    | Drawers open on the left side.  | \$675.63 |
| 7105-01-462-1119 | English Oak | 42"   | 84-3/4" | 37"    | Drawers open on the left side.  | \$675.63 |
| 7105-01-462-1123 | Light Oak   | 42"   | 84-3/4" | 37"    | Drawers open on the left side.  | \$675.63 |
| 7105-01-462-1122 | Natural Oak | 42"   | 84-3/4" | 37"    | Drawers open on the left side.  | \$675.63 |
| 7105-01-462-1117 | Dark Oak    | 42"   | 84-3/4" | 37"    | Drawers open on the right side. | \$675.63 |
| 7105-01-462-1114 | English Oak | 42"   | 84-3/4" | 37"    | Drawers open on the right side. | \$675.63 |
| 7105-01-462-1116 | Light Oak   | 42"   | 84-3/4" | 37"    | Drawers open on the right side. | \$675.63 |
| 7105-01-462-1115 | Natural Oak | 42"   | 84-3/4" | 37"    | Drawers open on the right side. | \$675.63 |



Contemporary-style, oak, heavy-duty, stackable bed has a brown finished steel frame with wood head and foot boards and decorative wood side rails. Two bed units can be made into a bunk bed. The bed will accommodate a 39 x 80" mattress.

| NSN              | Color       | Width | Length | Height | Drawer Configuration                       | Price    |
|------------------|-------------|-------|--------|--------|--|----------|
| 7105-01-346-9128 | Dark Oak    | 42"   | 85"    | 37"    | Drawers sold separately<br>(see next page) | \$251.44 |
| 7105-01-346-5996 | English Oak | 42"   | 85"    | 37"    |  | \$251.44 |
| 7105-01-346-5998 | Light Oak   | 42"   | 85"    | 37"    |  | \$251.44 |
| 7105-01-462-1062 | Natural Oak | 42"   | 85"    | 37"    |  | \$251.44 |

## Underbed Drawers Units

Two drawer units, placed side-by-side will fit under a bed with room for night stand. If beds are bunked, drawers are to be used under the bottom bunk only. One-drawer freestanding units will fit under the bed when bed is mounted in the lower position. Two-drawer freestanding units will fit under the bed when bed is mounted in the highest position.



| NSN              | Color       | Width | Depth | Height  | Style                          | Price    |
|------------------|-------------|-------|-------|---------|--------------------------------|----------|
| 7105-01-346-8948 | Dark Oak    | 33"   | 25"   | 10"     | One-drawer, under bed mounted. | \$137.43 |
| 7105-01-346-8945 | English Oak | 33"   | 25"   | 10"     | One-drawer, under bed mounted. | \$137.43 |
| 7105-01-346-8947 | Light Oak   | 33"   | 25"   | 10"     | One-drawer, under bed mounted. | \$137.43 |
| 7105-01-462-1063 | Natural Oak | 33"   | 25"   | 10"     | One-drawer, under bed mounted. | \$137.43 |
| 7105-01-456-3078 | Dark Oak    | 30"   | 26"   | 12-3/4" | One-drawer, freestanding.      | \$195.50 |
| 7105-01-456-3076 | English Oak | 30"   | 26"   | 12-3/4" | One-drawer, freestanding.      | \$195.50 |
| 7105-01-456-3074 | Light Oak   | 30"   | 26"   | 12-3/4" | One-drawer, freestanding.      | \$195.50 |
| 7105-01-462-1064 | Natural Oak | 30"   | 26"   | 12-3/4" | One-drawer, freestanding.      | \$195.50 |
| 7105-01-456-3088 | Dark Oak    | 30"   | 26"   | 17"     | Two-drawer, freestanding.      | \$241.50 |
| 7105-01-456-3077 | English Oak | 30"   | 26"   | 17"     | Two-drawer, freestanding.      | \$241.50 |
| 7105-01-456-3079 | Light Oak   | 30"   | 26"   | 17"     | Two-drawer, freestanding.      | \$241.50 |
| 7105-01-462-1065 | Natural Oak | 30"   | 26"   | 17"     | Two-drawer, freestanding.      | \$241.50 |

Do you have a suggestion for a new product or comments on GSA Global Supply's™ program? Email it to [GSAglobalsupply@gsa.gov](mailto:GSAglobalsupply@gsa.gov)

For Customer Service,  
call (800) 525-8027

## Bedding Items

To help complete the dorm room, GSA Global Supply™ offers a selection of bedding items. The entire offering can be found at [www.GSAGlobalsupply.gsa.gov](http://www.GSAGlobalsupply.gsa.gov), by selecting “Furniture and Furnishings” then “Bed and Bath.”



### Boxsprings and Innerspring Mattresses

The box spring features 9-1/2 gauge wire coils that are insulated with a fire-retardant 5/8" bonded synthetic pad and has grid top construction. Covered with commercial-grade, French blue, floral pattern with damask design ticking. The wood frame has seven support slates and wraparound corner guards.

The innerspring mattress has 13-gauge knotted coil, all-wire springs and 6-gauge border wires. Reversible mattress has no-sag edges, no side sway and rounded, padded corners. Includes handles and ventilators. Has non-removable felt padded, commercial-grade, French blue floral pattern with damask design ticking; felt padding is a 50/50 blend of cotton and cotton linters. Made from flame- and smolder- resistant materials.

Prices listed for box springs and mattresses are F.O.B. Origin and do not include transportation costs.  

| Commercial Equivalent | Boxspring NSN    | Width | Length | Height | Price    | Mattress NSN     | Width | Length | Height | Price    |
|-----------------------|------------------|-------|--------|--------|----------|------------------|-------|--------|--------|----------|
| Twin Size             | 7210-01-228-5735 | 38"   | 75"    | 7-3/4" | \$109.69 | 7210-01-228-5726 | 38"   | 75"    | 8-1/2" | \$131.45 |
| Twin Extra-Long Size  | 7210-01-291-9511 | 38"   | 80"    | 7-3/4" | \$117.33 | 7210-01-292-2551 | 38"   | 80"    | 8-1/2" | \$136.11 |
| Double Size           | 7210-01-228-5736 | 53"   | 75"    | 7-3/4" | \$132.95 | 7210-01-228-5727 | 53"   | 75"    | 8-1/2" | \$170.02 |
| Queen Size            | 7210-01-228-5737 | 60"   | 80"    | 7-3/4" | \$159.12 | 7210-01-228-5728 | 60"   | 80"    | 8-1/2" | \$199.81 |

Check out our expanded inventory at [www.GSAGlobalsupply.gsa.gov](http://www.GSAGlobalsupply.gsa.gov). We're growing to meet your needs.

## Bed Linens

Cotton/polyester (minimum 35% cotton) blend percale bed linens features a yarn count of 180. Flat sheet. Fed Std 595 No. 37925 (White) **PRIME UNICOR**



| Commercial Equivalent | NSN              | Width | Length | Price   |
|-----------------------|------------------|-------|--------|---------|
| Twin Size             | 7210-01-119-6415 | 66"   | 96"    | \$53.81 |
| Twin Extra-Long Size  | 7210-01-119-6416 | 66"   | 102"   | \$56.63 |
| Non-Standard          | 7210-01-168-4473 | 72"   | 106"   | \$60.40 |
| Double Size           | 7210-01-119-6417 | 81"   | 102"   | \$75.56 |



## Bedspreads

100% polyester, corded bedspread features ribs (in knit cloth) that run the length of the bedspread. Solid color bedspread is durable, attractive, washable, and colorfast. Stain and fire-resistant (meets NFPA 701). **PRIME AbilityOne**

| Color                            | NSN              | Width | Length | Price   |
|----------------------------------|------------------|-------|--------|---------|
| Fed Std 595 No. 30475 (Tan)      | 7210-01-488-9183 | 56"   | 88"    | \$33.67 |
| Fed Std 595 No. 35183 (Blue)     | 7210-01-488-9184 | 63"   | 103"   | \$37.87 |
| Fed Std 595 No. 25240 (Lt. Blue) | 7210-01-488-9186 | 63"   | 103"   | \$37.87 |
| Fed Std 595 No. 30475 (Tan)      | 7210-01-488-9185 | 63"   | 103"   | \$37.87 |
| Fed Std 595 No. 35183 (Blue)     | 7210-01-488-9181 | 76"   | 103"   | \$41.30 |
| Fed Std 595 No. 30475 (Tan)      | 7210-01-488-9180 | 76"   | 103"   | \$41.30 |

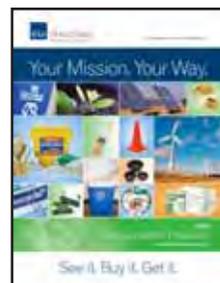
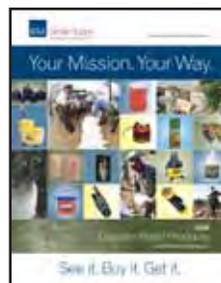
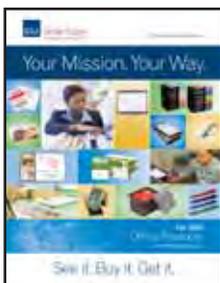
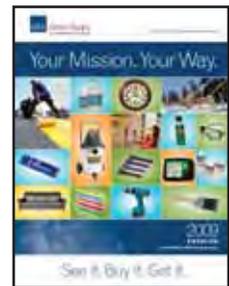
## 2009 GSA Global Supply™ Catalog Now Available

### GSA Global Supply™ Catalogs

Shown here are the most recent examples of publications designed to assist our customers with locating and ordering our most popular items. These publications and other specialty catalogs can be ordered online at [www.gsa.gov/cmls](http://www.gsa.gov/cmls).

Feel free to order copies of existing catalogs, or indicate your buying interests for future catalogs so that we can provide you with current editions as they are published.

Customers without internet access can call (817) 334-5215 and accomplish the same tasks.



# Discover what the Centralized Mailing List Service (CMLS) can do for you!

At GSA, meeting our customers' needs for product and acquisition information is important to us. That's why we created a new online library of GSA publications at the Centralized Mailing List Service (CMLS) Web site. By visiting [www.gsa.gov/cmls](http://www.gsa.gov/cmls), users can view and order publications free of charge. Along with the latest GSA Global Supply™ catalogs, CMLS offers publications containing useful information about GSA acquisition tools, contract vehicles, and products and services.

## The CMLS Web site Offers:

- A wide selection of publications ready for shipment, in any quantity, for free;
- Downloadable copies (PDFs) of many publications;
- Easy online ordering with email order confirmation;
- The ability to search and view publications without providing any contact information;
- Free subscriptions to GSA's *MarkeTips* magazine; and
- An invitation to register "buying interests" for future publications.

## User-friendly Features

At [www.gsa.gov/cmls](http://www.gsa.gov/cmls), we've included user-friendly features that enable users to quickly and easily find vital information:

- **Searching for publications:** Search by title, topic, or publication number.
- **Saving PDFs of publications:** Select "View PDF Prompt," right-click, and select "Save As."
- **Account Management:** Update your addresses and select desired "privacy" level.
- **Ordering publications:** Request existing publications or "subscribe" to future editions by registering.
- **Viewing information:** Topics include GSA Global Supply™, GSA Smartpay®, Fleet, Travel, Acquisition, and more!

## Contact us today!

Visit us on the Web at [www.gsa.gov/cmls](http://www.gsa.gov/cmls), or email [cmls@gsa.gov](mailto:cmls@gsa.gov). If online access is not feasible, you may call us at (817) 334-5215, Monday – Friday, 8:00 a.m. to 4:00 p.m.





Smarter Solutions

If you have questions or need assistance, or want to locate the Customer Service Director assigned to you, visit [www.gsa.gov/csd](http://www.gsa.gov/csd) or call: (800) 488-3111

For non-CONUS customers, our Customer Service Directors are located at the following numbers:

Anchorage, AK \_\_\_\_\_ (907) 271-3970

Honolulu, HI \_\_\_\_\_ (808) 541-1776  
DSN: 438-4960

Europe, Africa and the Middle East

Frankfurt, Germany DSN: 320-3557/3558

International Direct Dial for Germany 011-49-69-699-7985

Pacific Rim Customers

<http://www.gsa.gov/r9customerservice>



**GSA CMLS**

501 FELIX ST, STE 1101  
WHS 9 SEC F  
FORT WORTH, TX 76115-3411

Official Business  
Penalty for Private Use \$300

Return Service Requested

[www.gsa.gov](http://www.gsa.gov)  
January/February 2009

5-09-00087

PRESORT  
STANDARD  
POSTAGE AND FEES  
**PAID**  
GSA PERMIT NO. G-30

MarkeTips is Printed on Recycled Paper



Using Soy-Based Ink