



Training and Seminars

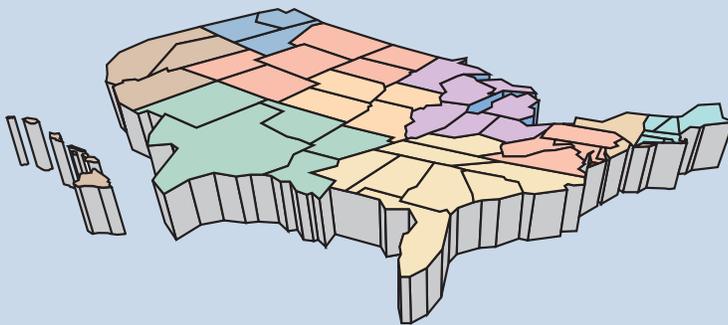
GSA TRAINING SEMINARS



Customer Service Directors in the following regions will conduct FSS Information Seminars for local customers. These seminars are offered to Federal Government employees and military personnel who are interested in learning about GSA's ordering mechanisms: *GSA Advantage!*[™], Federal Supply Schedules, and our Customer Supply Centers. Additional topics covered could include Personal Property, Fleet Management, Travel and Transportation, Environmental Solutions, NIB/NISH/JWOD, and more! The following are tentative dates and locations. Exact dates and locations will be announced in regional mailings. Seminars are free, however, lodging and transportation, if required, are the responsibility of the attending agency.

The following color-coded map and corresponding color key provides you with GSA's regional customer territories and their customer services directors.

It's easy to use! Just find your state on the map and use the color key to identify which region is responsible for that location. Then page through the following color coded listing to determine which customer service director can assist you with a FREE FSS Information Seminar in your area.



Color Key

- New England:** Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
- Northeast & Caribbean:** New Jersey, New York, Puerto Rico and Virgin Islands
- Mid-Atlantic:** Delaware, Maryland, Pennsylvania, Virginia, Washington, DC and West Virginia
- Southeast Sunbelt:** Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee

- Great Lakes:** Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin
- Heartland:** Iowa, Nebraska, Kansas and Missouri
- Greater Southwest:** Arkansas, Louisiana, New Mexico, Oklahoma and Texas
- Rocky Mountain:** Colorado, Montana, North Dakota, South Dakota, Utah and Wyoming
- Pacific Rim:** California, Arizona, Nevada, Hawaii, and the Far East
- Northwest Arctic:** Washington, Oregon, Idaho and Alaska

<u>Location</u>	<u>Date</u>	<u>Contact</u>	<u>Phone</u>	<u>Email</u>
New England				
Newport, RI	June 27, 2001	Robert Cobbett	(617) 565-7303	robert.cobbett@gsa.gov
Togus VA, ME	July 11, 2001	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
Hanscom AFB, MA	June 26, 2001	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
Brunswick, ME	July 12, 2001	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
New Haven, CT	July 25, 2001	Robert Cobbett	(617) 565-7303	robert.cobbett@gsa.gov
St. Albans, VT	August 21, 2001	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
Burlington, VT	August 22, 2001	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
Groton, CT	August 29, 2001	Robert Cobbett	(617) 565-7303	robert.cobbett@gsa.gov
Manchester, NH	September 11, 2001	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
Hanscom AFB, MA	October 18,2001	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov

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<u>Location</u>	<u>Date</u>	<u>Contact</u>	<u>Phone</u>	<u>Email</u>
Northeast & Caribbean				
Newark, NJ	June 27, 2001	Christine Keen	(212) 264-3592	christine.keen@gsa.gov
Albany, NY	July 12, 2001	Christine Keen	(212) 264-3592	christine.keen@gsa.gov
Buffalo, NY	October 2001	Debbie Paralemos	(212) 264-3592	debbie.paralemos@gsa.gov
Syracuse, NY	October 2001	Debbie Paralemos	(212) 264-3592	debbie.paralemos@gsa.gov

Would you like a special seminar for a group of 20 or more offering GSA *Advantage!* training or on another specific subject at your location? Call Judy Poskanzer at (212) 264-0305.

Mid-Atlantic				
Philadelphia, PA	September 12, 2001	Katie Meehan	(215) 656-5541	katie.meehan@gsa.gov
Patuxent River, MD	July 26, 2001	Tonya Butler	(301) 713-9285	tonya.butler@gsa.gov
Baltimore, MD	August 8, 2001	Tonya Butler	(301) 713-9285	tonya.butler@gsa.gov
Washington, DC	July 24, 2001	Janeice McNeill	(703) 308-8311	janeice.mcneill@gsa.gov
Washington, DC	September 12, 2001	Janeice McNeill	(703) 308-8311	janeice.mcneill@gsa.gov

For seminar details and on-line registration go to fss.gsa.gov/events. If you would like a special seminar for a group of 20 or more at your location, call (215) 656-3872.

Southeast Sunbelt				
Birmingham, AL	July 12, 2001	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
Charleston, SC	July 26, 2001	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
Raleigh, NC	August 2, 2001	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
Memphis, TN	August 23, 2001	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
Atlanta, GA	September 6, 2001	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
Miami, FL	September 20, 2001	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov

Great Lakes				
Ft Wayne, IN	July 1, 2001	George Deszcz	(630) 369-3368	george.deszcz@gsa.gov
Chicago, IL	July 1, 2001	Elbert Bryant	(847) 360-1889	elbert.bryant@gsa.gov
Battle Creek, MI	July 19, 2001	Rick Burkart	(616) 969-3985	rick.burkart@gsa.gov
Crane, IN	July 25, 2001	Kate Kaiser	(618) 526-0074	katie.kaiser@gsa.gov
Detroit, MI	July 26, 2001	Rick Burkart	(616) 969-3985	rick.burkart@gsa.gov

Heartland				
Omaha, NE	October 2001	Jean Herrick	(816) 823-1240	jean.herrick@gsa.gov
Topeka, KS	November 2001	Jean Herrick	(816) 823-1240	jean.herrick@gsa.gov

Greater Southwest				
San Antonio, TX	July 2001	Betty Russell	(817) 978-2892	betty.russell@gsa.gov
Oklahoma City, OK	August 2001	Betty Russell	(817) 978-2892	betty.russell@gsa.gov

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<u>Location</u>	<u>Date</u>	<u>Contact</u>	<u>Phone</u>	<u>Email</u>
Pacific Rim				
Laughlin, NV	July 11, 2001	Dilys Sunabe	(323) 526-7500	dilys.sunabe@gsa.gov
Las Vegas, NV	August 14, 2001	Dilys Sunabe	(323) 526-7500	dilys.sunabe@gsa.gov

For information on seminars at other locations in the Pacific Rim, call us at 1-877-836-4859.

Northwest Arctic				
Wenatchee, WA	July 2001	Betty Mills	(253) 931-7917	betty.mills@gsa.gov
Tacoma, WA	August 2001	Tara Nordness	(253) 931-7119	tara.nordness@gsa.gov
Spokane, WA	August 2001	Betty Mills	(253) 931-7917	betty.mills@gsa.gov
Walla Walla, WA	September 2001	Betty Mills	(253) 931-7917	betty.mills@gsa.gov
Bend, OR	September 2001	Jan Hayden	(253) 931-7061	jan.hayden@gsa.gov

Would you like a special seminar for a group of 20 or more on a specific subject at your location? Call Geri Haworth at (253) 931-7064.

N E W S F L A S H

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meet Federal Acquisition Regulations.**

Visit today at www.gsaAdvantage.GOV



TRAVEL TRAINING BRANCH

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.

You could say that we're the experts in the field of Government travel. We've been providing travel training to the Federal community for over 20 years. In fact, we're a partner of GSA's Office of Government-wide Policy, which gives us instant access to rapidly changing regulations.

Some of the most recent changes include:

- The new electronic voucher,
- The automation of a paperless society for government travelers,
- Prompt payment of vouchers within 30 days,
- ... and much more.

GSA Travel Training Branch – The Easy Way to be Kept Up-to-Date

Constantly changing travel regulations and new technology can really be confusing. And keeping up with all the changes is virtually impossible. That's where GSA's Travel Training Branch comes in.

HOW TO REGISTER FOR TRAVEL TRAINING

Once you've found the course, date, and location of your choice, registration is easy. Simply complete your agency training form and submit by one of the following methods:

Fax: Fax a fully completed agency training form (DD-1556, SF-182 or equivalent agency training form) to 202-619-8914.

Mail: Mail the completed agency training form to:

Registrar
GSA Travel Training Branch
490 L'Enfant Plaza, SW, Suite 8214
Washington, DC 20407

Three Ways to Pay:

By Training Form or Purchase Order

By Government purchase card

By Check payable to: GSA/FSS – Travel Training Branch

To find out more about our on-site training course please contact Nancy Murphy, Program Expert, Travel Training Branch at 202-619-8907. Or e-mail us at travel.training@gsa.gov, or visit our website at fss.gsa.gov/training/transtrav.

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 own 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 Nancy Murphy at 202-619-8907, or e-mail: nancy.murphy@gsa.gov.

**IMPREST FUND CASHIERS
COURSE NUMBER: 1715**

This course teaches the responsibilities of Imprest Fund cashiers. Students learn how to use transmittals and prepare accountability reconciliation forms (including Standard Forms 1128 and 1164) for agency finance offices and how to process travel receipt documentation forms for collection. The course also explains the Department of Treasury regulations for Imprest Fund Cashiers. Instructional methods include lectures and discussions. Students should bring hand held calculators to class.

Intended for: Imprest Fund cashiers, financial officers, administrative personnel, travel personnel, and agency policy-level personnel.

Prerequisites: None

Cost: \$540

Length: 2 Days

2001 Course Schedule:

<u>Location</u>	<u>Course/ Session#</u>	<u>Date</u>
Washington, DC	1715-06	July 10-11



RELOCATION ALLOWANCES: FEDERAL TRAVEL REGULATIONS (FTR) AND JOINT TRAVEL REGULATIONS (JTR) VOL. 2 COURSE NUMBER: 1745

This course explains in “plain language” allowances provided to eligible civilian employees making a permanent change of duty station.

- Travel authorizations, advances and vouchers
- Service agreements
- House hunting and enroute travel
- Temporary quarters
- Shipment of household goods/automobiles
- Property Management
- Real Estate expenses
- Miscellaneous expenses
- Last move home

Fast changing updates and streamlining of Federal travel regulations make annual or even twice yearly training strongly advisable.

Intended for: Travel specialists, frequent travelers, and affected authorizing/supervising/policy officials.

Prerequisites: None

Cost: \$684

Length: 3 Days

2001 Course Schedule:

<u>Location</u>	<u>Course/ Session#</u>	<u>Date</u>
Atlanta, GA	1745-03	July 10-12
Boston, MA	1745-05	July 31-Aug. 02
	1745-06	Sept. 18-20
Houston, TX	1745-11	July 31-Aug. 2
Kansas City, MO	1745-14	July 24-26
Pensacola, FL	1745-17	Aug. 21-23
Phoenix, AZ	1745-20	July 17-19
San Francisco, CA	1745-24	Aug. 7-9
Seattle, WA	1745-27	July 10-12
Washington, DC	1745-36	July 17-19
	1745-37	Aug. 14-16
	1745-38	Sept. 11-13

TEMPORARY DUTY TRAVEL FEDERAL TRAVEL REGULATION (FTR) COURSE NUMBER: 1760

This course teaches students in “plain language” to understand temporary duty travel regulations and responsibilities concerning:

- Travel authorizations
- Contract air fares
- Travel Management System (TMS)
- Mandatory use of charge card
- Rental cars
- Per Diem allowances
- Supervisory oversight of travel authorizations/vouchers
- Fire safe accommodations
- Prompt payment of vouchers within 30 days

Fast changing updates and streamlining of Federal travel regulations make annual or even twice yearly training strongly advisable.

Intended for: Travel specialists, frequent travelers, and affected authorizing/supervising/policy officials.

Prerequisites: None.

Cost: \$594

Length: 3 days

2001 Course Schedule:

<u>Location</u>	<u>Course/ Session#</u>	<u>Date</u>
Boston, MA	1760-09	July 10–12
Denver, CO	1760-10	July 24–26
Phoenix, AZ	1760-15	Aug. 7–9
	1760-16	Sept. 11–13
San Antonio, TX	1760-19	Aug. 28–30
San Francisco, CA	1760-21	July 17–19
	1760-22	Aug. 21–23
Seattle, WA	1760-26	July 31–Aug. 2
Washington, DC	1760-35	July 24–26
	1760-36	Aug. 21–23
	1760-37	Sept. 18–20

APPROVING OFFICIAL RESPONSIBILITIES COURSE NUMBER: 1761

The Joint Financial Management Improvement Program (JFMIP) Travel Reinvention Task Force recommended that agencies shift responsibility for travel voucher review from the voucher examiner to the travel authorizing/approving official or his/her designee.

Voucher examiners historically have been responsible for ensuring that vouchers are properly prepared according to pertinent regulations and agency procedures before being certified for payment. Such individuals should be closer to the employee in both proximity and in knowledge of the employee's need to perform official travel, and therefore be better able to determine if the claimed expenses are reasonable and necessary.

Course content:

- Travel authorizations
- Prompt payment of vouchers within 30 days
- Contract City-Pairs
- Agency responsibility
- Types of expenses covered by per diem
- Travel of 24 hours or less
- Cancelled TDY
- Deviations for personal travel
- Actual expense
- Miscellaneous expenses
- Use of POV's
- Transportation allowable
- Receipt requirements

This course is offered as an on-site special only. To find out more about our on-site training course please contact Nancy Murphy, Program Expert, Travel Training Branch at 202-619-8907. Or e-mail us at travel.training@gsa.gov, or visit our website at fss.gsa.gov/training/transtrav..

RELOCATION INCOME TAX ALLOWANCES COURSE NUMBER: 1750

Updated to the new “plain language” format, this course looks at the impact of Federal tax regulations on reimbursed moving expenses. Students learn to distinguish between the Federal tax regulations and the Federal travel regulations in reaching correct decisions concerning the Relocation Income Tax (RIT) Allowances and the 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 held calculators to class.

Intended for: Travel specialists, certifying officers, personnel specialists, administrative officers, and others who prepare agency travel regulations.

Prerequisites: Relocation Allowances: FTR and JTR – Vol. 2 (Course #1745)

Cost: \$576

Length: 2 Days

2001 Course Schedule:

<u>Location</u>	<u>Course/Session#</u>	<u>Date</u>
Washington, DC	1750-06	Aug. 21-22



CONFERENCE PLANNING COURSE NUMBER: 1780

This course teaches students the new travel regulations on conference planning, allowing agencies to increase per diem rate and pay for light refreshments. Discuss where to hold meetings and conferences, how to obtain proposals, how to estimate budget costs, how to determine what’s included in room rate, how to identify approved hotel accommodations, how to specify agency requirements for conferences, and how to determine the best time to hold conferences.

Intended for: Meeting planners and other personnel involved in meetings and conferences.

Cost: \$250

Length: 3 Hours

2001 Course Schedule:

<u>Location</u>	<u>Course/Session#</u>	<u>Date</u>
Washington, DC	1780-07	July 25
	1780-08	Aug. 30
	1780-09	Sept. 20



Department of Defense Courses

**TEMPORARY DUTY TRAVEL:
JOINT FEDERAL TRAVEL
REGULATIONS (JFTR) — VOL. 1;
UNIFORMED SERVICES COURSE
NUMBER: 1765**

This course helps students understand the Temporary Duty Travel Regulations and the responsibilities of those who are uniformed members of the Department of Defense. Topics covered are:

- Travel authorizations
- Travel Management System (TMS)
- Mandatory use of travel charge card
- Rental cars
- Per Diem allowances
- Supervisory oversight of travel authorizations/vouchers
- Fire safe accommodations
- Prompt payment of vouchers within 30 days

Fast changing updates and streamlining of travel regulations make annual or even twice yearly training strongly advisable.

Intended for: Travel specialists, frequent travelers, and affected authorizing/supervising/policy officials.

Prerequisites: None

Cost: \$594

Length: 3 Days

2001 Course Schedule:

<u>Location</u>	<u>Course/ Session#</u>	<u>Date</u>
Pensacola, FL	1765-02	July 17–19
Washington, DC	1765-08	Aug. 14–16

**TEMPORARY DUTY TRAVEL:
DEPARTMENT OF DEFENSE JOINT
TRAVEL REGULATIONS (JTR) —
VOL. 2, COURSE NUMBER: 1770**

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 are:

- Travel authorizations
- Contract airfares
- Travel Management System (TMS)
- Mandatory use of travel charge card
- Rental cars
- Per Diem allowances
- Supervisory oversight of travel authorizations/vouchers
- Fire safe accommodations
- Prompt payment of vouchers within 30 days

Fast changing updates and streamlining of travel regulations make annual or even twice yearly training strongly advisable.

Intended for: Travel specialists, frequent travelers, and affected authorizing/supervising/policy officials.

Prerequisites: None

Cost: \$594

Length: 3 Days

2001 Course Schedule:

<u>Location</u>	<u>Course/ Session#</u>	<u>Date</u>
San Diego, CA	1770-06	Aug. 14–16
Washington, DC	1770-12	July 24–26
	1770-13	Aug. 7–9



Transportation: Seamless Delivery Courses

SHIPPING HOUSEHOLD GOODS COURSE NUMBER: 1755

This course examines the regulations on household goods and transportation. Students review entitlement and transportation regulations, practice preparing and making shipments, and discuss loss and damage claims.

Students also learn to select a carrier, book the shipment, and issue the Government Bill of Lading (GBL). Other areas of study include counseling employees on their entitlements, examining moving industry practices and shipment handling; determining the market or replacement value of household goods; assisting employees in preparing damage/loss claims; and analyzing a carrier claim settlement. Instructional methods include lectures and exercises.

Intended for: Administrative and supply officers, transportation officers, and GBL issuing officers.

Prerequisites: None

Cost: \$540

Length: 3 Days

2001 Course Schedule:

<u>Location</u>	<u>Course/ Session#</u>	<u>Date</u>
Fort Worth, TX	1755-02	Aug. 7-9
Washington, DC	1755-09	July 17-19



Hands-On Computer Courses

TRAVEL MANAGER FOR WINDOWS COURSE NUMBER: 1769

This course teaches students to use computer software to automatically calculate travel costs and allowances and produce a correct agency travel form. Software includes the following:

- Contract airfares worldwide
- Per Diem rates worldwide
- Rental cars
- Fire safe hotels
- Maps of locations
- Tax-exempt forms for certain cities
- Accounting classification
- Object class codes
- Mileage rates
- Federal Travel Regulation on line

Students learn how the system applies correct travel regulations and per diem rates according to Federal Travel Regulation.

Intended for travel managers and staff persons who process travel documents, budget officials, and travelers.

This course is offered as an on-site special only. To find out more about our on-site training course please contact Nancy Murphy, Program Expert, Travel Training Branch at 202-619-8907. Or e-mail us at travel.training@gsa.gov, or visit our website at fss.gsa.gov/training/transtrav.

