



Transportation and Property Management

Expo Training. . .

Over the past several years, we have offered free training classes in transportation, travel, and property management at our premier event of the year, the GSA International Products and Services Expo. The next Expo will be in San Antonio, Texas, May 6-8, 2003, and we welcome you to attend. We will be offering many accredited classes approved by the International Association for Continuing Education and Training (IACET). IACET developed the Continuing Education Unit (CEU) as its standard unit of measure to quantify continuing adult education and training activities. CEU credit is being offered for selected courses during the GSA San Antonio Expo. IACET CEUs are internationally recognized as the standard to meet for continuing adult education and training. Over 750 organizations and individuals committed to continuous quality improvement in continuing education and training programs constitute IACET. For more Expo travel, transportation, and personal property training information, please go to www.expo.gsa.gov. Hope to see you there!

Regional Workshops

We also offer workshops covering our travel, transportation and personal property management programs. We want you to understand our programs and the advantages they provide. For Fiscal Year 2003, we have a seminar planned in Arlington, Virginia in February 2003.

Please visit our website periodically for more details on the location, dates and agenda for this session and to register online at fss.gsa.gov/events.

Tailored Site Visits.....

By special request, we have a staff available to visit you on-site for a couple of days to review your policies, programs, and procedures for preparing, processing, and paying your freight and passenger transportation bills. We can assess the accuracy, thoroughness and applicability of your agency's transportation procedures, and, if necessary, we can

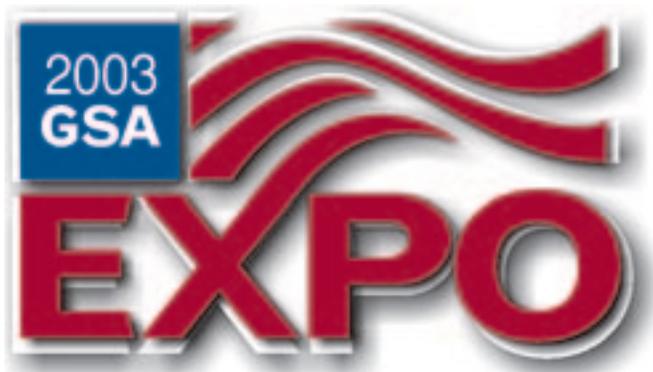
conduct customized workshops on a variety of topics.

For more information, please contact your GSA representative:

Corinne Bachiller
Arlington, VA
(703) 305-7211
(703) 305-5281 fax
corinne.bachiller@gsa.gov

Velvet Blue
Arlington, VA
(703) 305-3778
(703) 305-5281 fax
velvet.blue@gsa.gov

Peggie Poss
Atlanta, GA
(404) 331-0559
(404) 331-0019 fax
peggie.poss@gsa.gov



Freight and Household Goods Committees

GSA sponsors the Federal Civilian Agencies Freight Committee and the Federal Civilian Agencies Household Goods (HHG) Relocation Committee for customer agencies that participate in GSA's Freight Management Program (FMP) or Centralized Household Goods Traffic Management Program (CHAMP), respectively. These Committees meet quarterly and provide a forum for FMP and CHAMP Program Managers to meet customers face-to-face and apprise them of recent program accomplishments as well as acquaint them with short-term and long-term program goals. The forums also afford FMP and CHAMP customers an opportunity to apprise GSA of their needs and expectations for determining the future direction of the programs. GSA solicits discussion topics from customers in advance of each meeting and conducts the meetings in an open dialogue format, giving customers an opportunity to express any concerns they may have and get questions answered by subject matter experts.

We are pleased to announce that we will conduct a combined meeting of both the Freight and HHG Committees at GSA's International Products and Services Expo 2003 in San Antonio, Texas, being held May 6-8, 2003. We recommend that you periodically check the Expo website at www.expo.gsa.gov for information and registration. The following is a representative sampling of some important topics covered at the Committee meetings:

- The new simplified, electronic rate tariff the HHG carrier industry developed and implemented for the commercial sector. This tariff represents a big change in HHG transportation pricing. GSA must decide whether to adopt this new tariff as the basis for discounted rates the industry offers for Government HHG traffic.
- The retirement of Government Bill of Lading (GBL) forms OF 1103 and 1203 for domestic shipments, and alternatives agencies have in place of the GBL.
- The benefits of agency participation in GSA's general freight program. This program usually reduces transportation costs for some 210 participating agencies by as much as 50 percent when compared to commercial rates.
- Overviews and updates to programs such as CHAMP, FMP and Interagency Transportation Management System (ITMS). As a web-based tool, ITMS allows agency customers to electronically access GSA/FSS rates and routes to meet freight and household goods shipping needs. New program initiatives impacting agencies and the transportation industry are usually introduced at these meetings.

Both the Freight and HHG Committee meetings offer a wonderful opportunity for current and potential FMP or CHAMP users to hear about latest program updates, get questions answered, share dialogue with subject matter experts, and network with peers. If anyone has an interest in representing his/her agency on either of these Committees, contact: Richard Hoffman (for the Freight Committee) by e-mail at: richard.hoffman@gsa.gov or by telephone at 703-305-7969; or Mary Anne Sykes (for the HHG Committee) by e-mail at maryanne.sykes@gsa.gov or by telephone at 703-305-7061. If you are unable to attend the Freight or HHG Committee meetings and would like to keep yourself abreast of the information exchanged, we post meeting minutes to the GSA website at www.kc.gsa.gov/fsstt/whatsnew.htm.

For more information, please contact your GSA representative:

Mary Anne Sykes
(703) 305-7061
(703) 305-7946 fax
maryanne.sykes@gsa.gov

GSA

GSA Federal Supply Service

going... going... **gone!**

GSA is pleased to present
GSA Auctions™

Bid "live" auctions, on-line, with lots of items within specified timeframes. We make it easy! At bid closing, GSA will honor the highest bid received.

This new state-of-the-art technology streamlines the business process and allows greater flexibility and speed for the introduction of enhancements. It reduces your administrative costs, increases market penetration, and maximizes the return on your investments. Getting rid of your excess property won't get any easier than this.

GSA Auctions™ represents a major shift in the strategy for selling property that the Government no longer needs. In the past, surplus sales have been conducted at regional locations utilizing traditional sales methods such as sealed bids and on-site auctions. This new on-line version will allow GSA to offer assets located across the country to any interested buyer, regardless of location. In addition, we will be able to access a larger segment of the general public, which should result in more competitive sales prices and a greater return for the Government.

We will provide guidance for property disposal, special handling requirements, time thresholds for moving property, and advise you about property available for reuse.



For more information or to register, call (703) 605-5610 or visit www.gsauctions.gov

Transportation Audits Reminder To All Federal Civilian And Military Agencies

The mandatory provision under Public Law 105-264, Travel and Transportation Reform Act of 1998, states that you must have all your transportation billings audited prior to payment.

Auditing Services and Financial Management Services Schedule 872 was merged into the Financial and Business Solutions (FABS) Schedule 520 effective April 1, 2002. Special Item Number 520 10, Transportation Audits, performs administrative reviews and rate examinations on prepayment

transportation bills to ensure accuracy, completeness, and compliance with established rates, tariffs, quotations, agreements, and tenders or other applicable rate authority.

The list of contractors that can perform a prepayment audit for your agency under this schedule is available by visiting fss.gsa.gov/transaudits.

Note: Agencies must continue to send their original paid transportation bills to GSA for postpayment audit.

For more information, please contact your GSA representative:

Deborah Crockett
(202) 501-3500
(202) 501-0622 fax
deborah.crockett@gsa.gov

GSA's Got T 'n T

Got Travel?

Visit fss.gsa.gov/travel for all the latest travel information you need! Your virtual tour begins with various items of interest - Air Travel/City Pairs, Lodging, Per Diem Rates, Travel Agents, Travel Charge Card, Travel Management Centers, and Travel Related Services – and includes links to regulatory information, training opportunities, and points of contact. It is your single website for virtually everything associated with travel in the Federal government. Bookmark it today!

Got Transportation?

Visit fss.gsa.gov/transportation as your one-stop entry point to all the latest transportation information! Whether you need information on Domestic Express Delivery Services, Freight Shipments, Moving Household Goods, Relocating Employees, or Transportation Audit Services, you are sure to find it here!

For more information, please contact your GSA representative:

Rebecca Koses
(703) 605-5616
(703) 305-7946 fax
rebecca.koses@gsa.gov

What is XcessXpress? What is GSA Auctions™?

Not sure you're up-to-date on all the latest trends and processes in excess property management? At the GSA International Products and Services Expo being held in San Antonio, Texas, May 6-8, 2003, our professional property management staff will conduct several training opportunities to keep you informed. We'll offer training from the most basic principles of property management to specialized topics such as the Federal Disposal System (FEDS) and GSA Auctions™. We will also again invite the National Association of State Agencies for Surplus Property to provide insight on how each State Agency for Surplus Property can assist local federal agencies in moving surplus property.

Our current plans are to conduct the following training sessions at the GSA Expo:

Property Disposal for "Beginners"

This session is for Personal Property Managers who are new to the program and covers the basics of property management. Beginning with internal agency screening for redistribution of property, and continuing with reporting excess property, the utilization and donation screening process, sale of surplus and exchange/sale property, and determining when to abandon and destroy property.

Personal Property E-Solutions

FSS has E-Solutions to handle your personal property management issues. During this session, we will provide a brief overview of the personal property disposal process. Our discussion will highlight the systems that support our E-Solutions: beginning with the Agency Asset Management System (AAMS) to enhance internal redistribution of

property, continuing on to the Federal Disposal System (FEDS) to redistribute excess and surplus Federal property to other Federal agencies and donees; and ending with GSA Auctions™, the Internet solution for property sales.

Electronic Disposal Solutions

The Federal Disposal System (FEDS) is a computer system for recording, tracking,



and controlling the nationwide inventory of federal excess and surplus personal property. FEDS eliminates the manual process of typing standard forms and minimizes the need for on-site screening of property. This workshop will teach you how to access the system, report property online for excess screening, determine what property is available, and how to acquire it. Come see how FEDS can save you time and money in meeting your personal property requirements. We will also highlight the internal screening/redistribution capabilities offered by the Agency Asset Management System (AAMS), a module of FEDS.

State Agencies for Surplus Property (SASP): What they can do for you!

This session will explore the benefits of working with the State Agencies for Surplus Property in your state. It covers State managed property disposal centers, the Federal Surplus Property Donation Program, as well as other services that State Agencies can provide to the Federal Property Manager of the 21st Century. This session is designed for any property manager with limited resources, limited storage space, and a limited budget. Attendees will come away with tips, tools and options to make managing and disposing of assets easier and more efficient.

GSA Auctions™: Your Internet Disposal Solution

Reduce your administrative burden, make better use of your staff resources, and, more importantly, stretch your scarce agency dollars f-a-r-t-h-e-r by offering your excess (exchange/sale) or surplus personal property for sale to the public on GSA Auctions™, GSA's newest award winning Internet service. Come learn about GSA Auctions™ and see why our home page (gsaauctions.gov) has been viewed over 3 million times! You have the questions; we've got the answers for all of your personal property sales needs.

Advanced Topics in Personal Property Disposal

This session is for experienced Personal Property Managers and goes beyond property disposal rules to discuss how to make cost-effective property disposal decisions. We will focus on how to get the greatest value when you dispose of excess, surplus, and exchange/sale property.

Ask the Experts; Q's & A's on Personal Property

What other questions do you have? This is an open forum for agencies to ask questions and discuss personal property related issues. Property Management experts from around the country will be available to discuss your issues and concerns.

It's likely we will have an additional training session entitled "Property Management in the 22nd Century," dealing with what changes will occur from enactment of the Property Act Reform legislation, E-Gov initiatives in property management, and more.

In the past few years, property management training at the GSA Expo has drawn standing room only crowds, so make your plans now to attend. We look forward to seeing you at our training in San Antonio. We want to answer all of your questions and assure you are advised of the most current guidance in your chosen property management profession.

For more information, please contact your GSA representative:

Dave Robbins
(703) 308-0374
(703) 305-7728 fax
david.robbins@gsa.gov





GREAT AMERICAN PICTURE COMPANY
Specialists in framed wall art
www.gapcoart.com



Advantage![™]
www.gsaAdvantage.gov

Contract No: GS-03F-5091C Schedule 72, Part II, Furnishings

Add the finishing touch with **Artwork** that *enhances* and *completes* your work environment.



Create the atmosphere you want with images that inspire, motivate, soothe or simply bring pleasure.

Great American Picture Company specializes in framed art solutions for any setting.



Our professional representatives can assist you in your selection of *images, matting and framing, placement and installation*. With our free design service and catalogs, we make selecting artwork easy, fast and fun.



Call **1.800.314.0434**
for a *free* catalog
or design consultation.