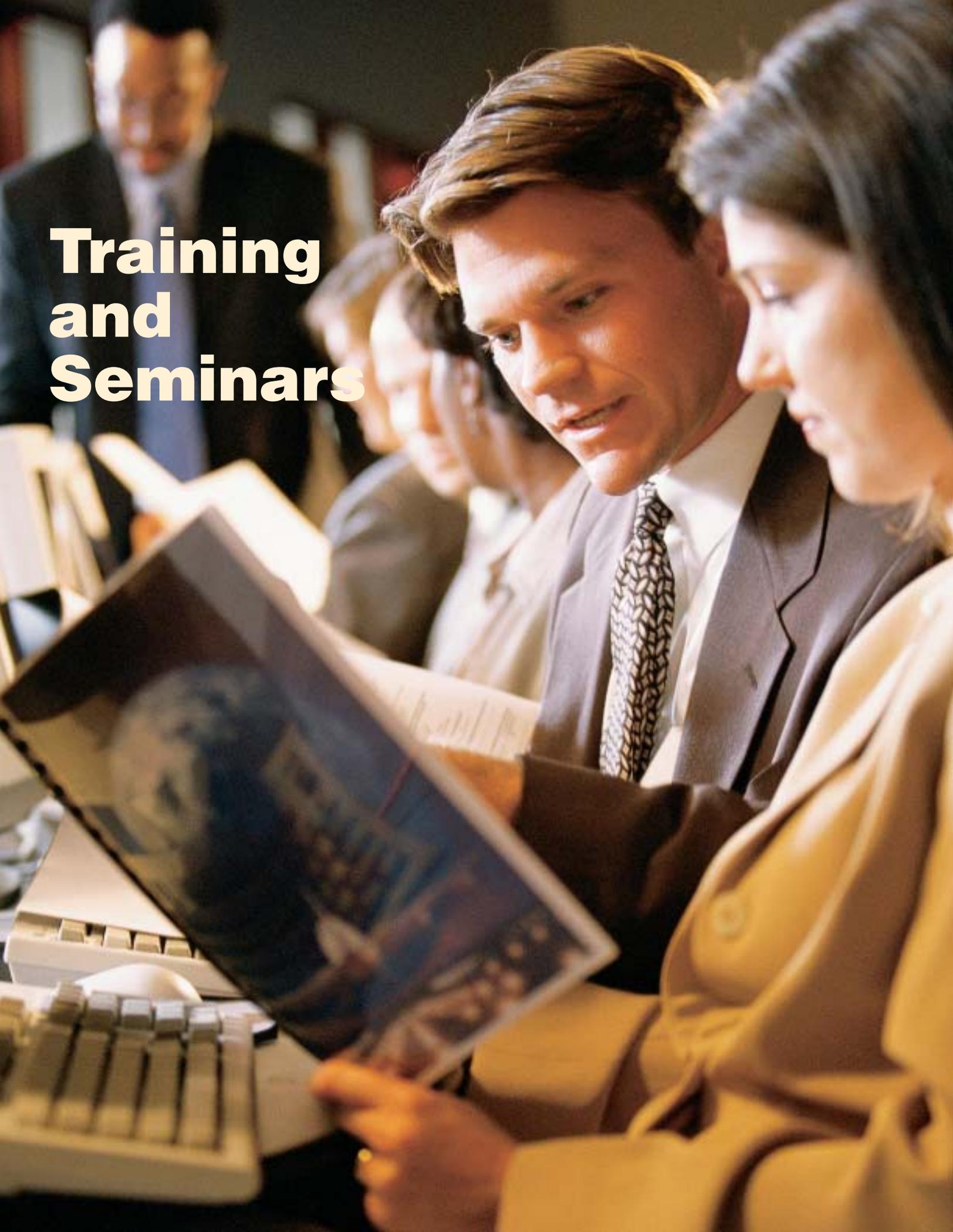


Training and Seminars



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.

Location	Date	Contact	Phone	E-mail
New England: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont				
New Haven, CT	July 2002	Bob Cobbett	(617) 565-7303	robert.cobbett@gsa.gov
VAMC&RO Togus, ME	July 2002	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
FAA, Cambridge, MA**	July 25, 2002	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
Newport, RI	August 2002	Bob Cobbett	(617) 565-7303	robert.cobbett@gsa.gov
USBC Rutland, VT	August 2002	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
Burlington ANG, VT**	August 2002	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
VAMC, Manchester, NH	September 2002	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
Hartford, CT	September 2002	Bob Cobbett	(617) 565-7303	robert.cobbett@gsa.gov
**Vendor Exhibits				
For seminar details and on-line registration, go to: fss.gsa.gov/Events . Would you like a special seminar for a group of 20 or more offering <i>GSA Advantage!</i> [™] Training or on another specific subject at your location? Call Anne Khun at (617) 565-7300.				
Northeast & Caribbean: New Jersey, New York, Puerto Rico and Virgin Islands				
Syracuse, NY	July 10, 2002	Christine Keen	(212) 264-3592	christine.keen@gsa.gov
Atlantic City, NJ	July 23, 2002	Christine Keen	(212) 264-3592	christine.keen@gsa.gov
Northport, NY	October 2002	Debbie Paralemos	(212) 264-3592	debbie.paralemos@gsa.gov
For seminar details and on-line registration, go to: fss.gsa.gov/Events . Would you like a special seminar for a group of 20 or more offering <i>GSA Advantage!</i> [™] training or on another specific subject at your location? Call Judy Poskanzer at (212) 264-0305.				
Mid-Atlantic: Delaware, Maryland, Pennsylvania, Virginia, Washington, DC and West Virginia				
Washington, DC	July 2, 2002	Johnetta Edwards	(703) 305-7339	johnetta.edwards@gsa.gov
Springfield, VA	July 16, 2002	Janeice McNeill	(703) 305-7339	janeice.mcneill@gsa.gov
Patuxent River, MD	July 26, 2002	Tonya Butler	(301) 713-9285	tonya.butler@gsa.gov
Baltimore, MD	August 2002	Tonya Butler	(301) 713-9285	tonya.butler@gsa.gov
York, PA	August 28, 2002	Sue Davaro	(215) 656-3912	sue.davaro@gsa.gov
Chesapeake, VA	September 2002	John Engle	(757) 441-3115	john.engle@gsa.gov
Washington, DC	September 2002	Johnetta Edwards	(703) 305-7339	johnetta.edwards@gsa.gov
Wilmington, DE	September 2002	Tonya Butler	(301) 713-9285	tonya.butler@gsa.gov
For seminar details and on-line registration, go to: fss.gsa.gov/Events . If you would like to schedule a seminar for a group of 20 or more at your location, please call (215) 656-3872.				

GSA Training Seminars (cont'd.)

<u>Location</u>	<u>Date</u>	<u>Contact</u>	<u>Phone</u>	<u>E-mail</u>
Southeast Sunbelt: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee				
Raleigh, NC	July 11	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
Atlanta, GA	July 18	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
Macon/Warner Robins,GA	July 25	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
Panama City,FL	August 8	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
Miami, FL	August 22	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
Memphis,TN	August 29	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
Paducah, KY	September 12	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
Orlando,FL	September 19	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
Great Lakes: Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin				
Ft. McCoy, WI	July 9, 2002	FedFirst	(888) 333-3477	
Crane, IN	July 17, 2002	FedFirst	(888) 333-3477	
Battle Creek, MI	July 25, 2002	FedFirst	(888) 333-3477	
Heartland: Iowa, Nebraska, Kansas and Missouri				
See next issue for upcoming seminars.				
Greater Southwest: Arkansas, Louisiana, New Mexico, Oklahoma and Texas				
See next issue for upcoming seminars.				
Pacific Rim: California, Arizona, Nevada, Hawaii, and the Far East				
Misawa, Japan	July 23, 2002	Ken Swensen	DSN 225-9252	ken.swensen@gsa.gov
Atsugi, Japan	August 13, 2002	Ken Swensen	DSN 225-9252	ken.swensen@gsa.gov
Oakland, CA	August 21, 2002	Mark Reiss	(415) 522-2799	mark.reiss@gsa.gov
Guam/Saipan	August 2002	Tony Nonan	DSN 438-4960	tony.nonan@gsa.gov
Monterey, CA	September 4, 2002	Mark Reiss	(415) 522-2799	mark.reiss@gsa.gov
Misawa, Japan	September 5, 2002	Ken Swensen	DSN 225-9252	ken.swensen@gsa.gov
Iwakuni, Japan	September 10, 2002	Ken Swensen	DSN 225-9252	ken.swensen@gsa.gov
Sasebo, Japan	September 12, 2002	Ken Swensen	DSN 225-9252	ken.swensen@gsa.gov
Yokosuka, Japan	September 2002	Ken Swensen	DSN 225-9252	ken.swensen@gsa.gov
For a free customized on-site seminar at your location, call (877) 836-4859 in Arizona, California and Nevada; (808) 541-1776 in Hawaii; DSN 225-9252 on Mainland Japan; DSN 634-3641 in Okinawa; DSN 784-6515 in Korea.				

GSA Training Seminars (cont'd.)

<u>Location</u>	<u>Date</u>	<u>Contact</u>	<u>Phone</u>	<u>E-mail</u>
Rocky Mountain: Colorado, Montana, North Dakota, South Dakota, Utah and Wyoming See next issue for upcoming seminars.				
Northwest Arctic: Washington, Oregon, Idaho and Alaska				
Yakima, WA	July	Daryl Jocoy	(253) 931-7601	daryl.jocoy@gsa.gov
Spokane, WA	August	Daryl Jocoy	(253) 931-7601	daryl.jocoy@gsa.gov
Walla Walla, WA	September	Daryl Jocoy	(253) 931-7601	daryl.jocoy@gsa.gov
Vancouver, WA	September	Betty Mills	(253) 931-7917	betty.mills@gsa.gov
Would you like a seminar for a group of 20 or more on a specific subject at you location? Call Tara Hosmun at (253) 931-7119.				

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- GSA 101
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- Purchase Card
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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 partnership with GSA's Office of Governmentwide Policy, we have instant access to rapidly changing regulations.

Some of the most recent changes include:

- New electronic vouchers
- Total automation and paperless transactions 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 be really confusing. Keeping up with all the changes is virtually impossible. That's where GSA's Travel Training Branch comes in.

Our 2002 catalog offers a wide range of courses throughout the calendar year in locations around the country. We'll conduct on-site training and customize courses. Our classes fill up rapidly, so enroll early to ensure your place.



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 Travel Training Branch at (202) 619-8907, 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 (202) 619-8907, or e-mail us at: travel.training@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:** \$575 **Length:** 2 Days

2002 Course Schedule:

<u>Location</u>	<u>Session#</u>	<u>Date</u>
Washington, DC	1715-03	July 09-10

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. Some of the subjects covered include:

- 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, and policy officials.

Prerequisites: None **Cost:** \$750 **Length:** 3 Days

2002 Course Schedule:

<u>Location</u>	<u>Course/ Session#</u>	<u>Date</u>
Atlanta, GA	1745-04	July 23-25
Forth Worth, TX	1745-08	July 30-Aug. 01
Kansas City, MO	1745-14	Sept. 17-19
Pensacola, FL	1745-13	July 30-Aug. 01
	1745-14	Sept. 17-19
Phoenix, AZ	1745-17	July 16-18
San Francisco, CA	1745-23	Aug. 06-08
Seattle, WA	1745-26	July 09-11
Washington, DC	1745-33	July 16-18
	1745-34	Aug. 13-15
	1745-35	Sept. 10-12

Temporary Duty Travel Federal Regulation (RFTR)

Course Number 1760

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

- Travel authorizations
- Contract City Pair Fares
- Travel Management System (TMS)
- 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 Federal travel regulations make annual or even twice yearly training strongly advisable.

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

Prerequisites: None.

Cost: \$594

Length: 2-1/2 days

2002 Course Schedule:

<u>Location</u>	<u>Course/ Session#</u>	<u>Date</u>
Atlanta, GA	1760-06	July 09-11
Denver, Co	1760-09	July 23-25
Kansas City, MO	1760-11	July 09-10
Phoenix, AZ	1760-14	Sept. 10-12
San Antonio, TX	1760-18	Aug. 27-29
San Francisco, CA	1760-20	July 16-18
	1760-21	Aug. 20-22
Seattle, Wa	1760-24	July 30-Aug. 01
Washington, DC	1760-31	July 23-25
	1760-32	Aug. 20-22
	1760-33	Sept. 17-19

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 includes:

- Travel authorizations
- Prompt payment of vouchers
- Contract City Pair Fares
- Agency Responsibility
- Types of expenses covered by per diem
- Travel of 24 hours or less
- Cancelled TDY
- Requirements for voucher submission
- Actual expense
- Miscellaneous expenses
- Use of POVs
- Transportation allowable
- Receipt requirements

This course is offered as an on-site special only. For more information, please call the Travel Training Branch at (202) 619-8907 or e-mail: travel.training@gsa.gov.

Relocation Income Tax Allowances

Course Number 1750

Updated to the new “plain language” format, 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) Allowance 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-held calculators to class.

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

Prerequisites:

Relocation Allowances: 1745

Cost: \$676

Length: 2 Days

Location

Phoenix, AZ

Washington, DC

Course/

Session#

1750-02

1750-06

Date

July 23-24

Aug. 20-21



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 nationwide, obtain proposals, estimating budget costs, what’s included in room rate, using approved hotel accommodations, agency requirements for conferences, the best time to hold conferences.

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

Prerequisites: None

Cost: \$350

Length: 3 Hours

Location

Washington, DC

Course/

Session#

1780-07

1780-08

1780-09

Date

July 25

Aug. 29

Sept. 19

Temporary Duty Travel: Joint Federal Travel Regulations (JFTR) — Vol. 1: Uniformed Services

Course Number 1765

This course teaches students to understand temporary duty travel allowances and the responsibilities of uniformed members of Department of Defense. Topics covered are:

- Travel authorizations
- Contract travel office (CTO)
- Travel charge card program
- Rental cars
- Per Diem allowances
- Supervisory oversight of travel authorizations/vouchers
- Fire safe accommodations
- Prompt payment of vouchers within 30 days

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

Prerequisites: None

Cost: \$594

Length: 2-1/2 Days

<u>Location</u>	<u>Course/ Session#</u>	<u>Date</u>
Pensacola, FL	1765-03	July 09-11
Washington, DC	1765-10	Aug. 13-15

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

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
- Contract travel office (CTO)
- Travel charge card program
- Rental cars
- Per Diem allowances
- Supervisory oversight of travel authorizations/vouchers
- Fire safe accommodations
- Prompt payment of vouchers within 30 days

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

Prerequisites: None

Cost: \$594

Length: 2-1/2 Days

<u>Location</u>	<u>Course/ Session#</u>	<u>Date</u>
Columbus, OH	1770-03	Aug. 06-08
Pensacola, FL	1770-06	July 16-18
San Diego, CA	1770-10	Aug. 13-15
Washington, DC	1770-16	July 30-Aug. 01

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

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.

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

Prerequisites: None

Cost: \$640

Length: 3 Days

Location
Washington, DC

**Course/
Session#**
1755-10

Date
July 30-Aug. 01



Travel Manager for Windows

Course Number 1769

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

- 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

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. For more information, please call the Travel Training Branch at (202) 619-8907 or e-mail: travel.training@gsa.gov.





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