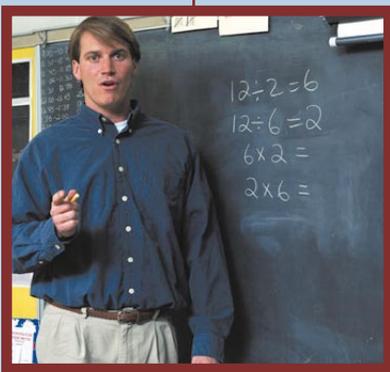


Training and CSD Seminars



FURNISHING A NEW CLASSROOM OR TRAINING ROOM?**I N T R O D U C T I O N**

Imagine the results if everyone in your office was appropriately trained in the powerful skill sets necessary to operate a computer, give a presentation, manage a project, write professionally...and more! You can maximize your organizations' training budget by utilizing the training companies and training resources available off GSA Schedule Contracts at deeply discounted rates! Whether you are a training professional or an employee wishing to sharpen your skills, you can join the thousands of exceptional managers across the country who owe their success to these phenomenal training resources offered under GSA Schedule contracts.


**TRAINING
RESOURCES FOR
THE FEDERAL
PROFESSIONAL
TRAINER:**

Tired of having to "do it all", presentation equipment failures, or rickety old classroom furniture? Let GSA help make your job as a professional trainer easier and more effective. We've lined up several resources for your immediate use, such as:

- The latest audio visual and computer equipment
- Classroom supplies
- Reference and text books
- Support from graphics firms & professional copywriters
- Classroom furniture and furnishings
- ...and more!

**TRAINING
RESOURCES FOR
ALL FEDERAL
EMPLOYEES**

If you're like most, you've been able to "get by" on your current skills. Do you really want to settle for just "getting by"? After all, right now you're probably tapping into only a mere fraction of your talent, which means you're missing out on some of the most useful, efficiency-boosting, time saving skills. Why waste your valuable time learning by trial and error when you can master the essentials. GSA has assembled a wide variety of one day "crash courses" to extensive week long seminars and workshops across a myriad of subjects such as:

- Information technology
- Personal improvement
- Resources on Parenting, Health, Substance Abuse, Domestic Violence, Social issues
- Career development
- Employment
- Foreign language training
- ...and more!

Training Resources for the Federal Professional Trainer:

FURNISHING A NEW CLASSROOM OR TRAINING ROOM?

G

SA has made it easy for you by providing a complete turnkey package that offers every product and service necessary to create the ideal training environment. The GSA National Furniture Center partners with the world's leading suppliers of furniture and furnishings to provide the highest quality products and services at competitive prices. Just look at what we have to offer:



C L A S S R O O M

P

reschool and Classroom Furniture *Schedule (71 III A)* – Ideal for Furnishing Child Development Centers, Day Care Centers and Department of Defense Dependent School Classrooms. This contract offers:

- Storage Units
- Student Desks & Chairs
- Lecterns
- High Chairs
- Cribs

Also available under this schedule is auditorium and theater seating – perfect if you are planning to remodel or upgrade your auditorium.



P A C K A G E D

P

ackaged Furniture *Schedule (71 II H)* – Offers you the ease of placing one order with one supplier for a fully coordinated room. Our packages include conference rooms, training rooms, classrooms and much more! Also available under our Packaged Furniture Schedule is the option to purchase a full range of services to enhance your package making your project truly turnkey. Services include:

- Installation
- Warehousing
- Staging
- Site Preparation
- Clean-up
- Inspection
- Ancillary Services



From student desks and chairs to complete turnkey training room and classroom packages, no project is too big or too small. The GSA National Furniture Center is the solution for your professional training needs! Please call (703) 308-1622 or visit us on the web at <http://www.nfc.fss.gsa.gov>, if you have questions.

*Training Resources for the Federal Professional Trainer:***IF IT'S EQUIPMENT YOU NEED... LOOK NO FURTHER...****C O M M U N I C A T I O N S****C**

GSA's Professional Communications Equipment *Schedule (58 I)* offers a broad selection of top quality products providing you with solutions to your multimedia needs.

Products include:

- Audio Duplicators
- Audio Microphones
- Digital Recorders and Reproducers
- Mini Studio Sound Systems
- Switchers & Generators, Special Effects
- Television Cameras
- Video Duplicators

**M E D I A S U P P L I E S****D**

Don't forget your Media Supplies. It's training time and you have to find and purchase the supplies. You can spend time and money looking for an approved source or you can choose a contractor from GSA's Federal Supply *Schedule (58 V A)*. This contract includes video and sound recording tape, ADP supplies, and installation, maintenance, repair and imprint services for these media. Examples of media covered include:

- Anti-glare/anti-radiation screens (VDT)
- Audio tapes
- Cleaning equipment and supplies (head, monitor cleaners, mini-vacuums, etc.)
- Computer tape, reel, cartridge, cassette
- Disk cartridges
- Disk packs
- Diskettes
- Ergonomic devices (wrist rests, foot rests, etc.)
- Optical disks (CD-ROMS)
- Physical storage, security, protective and related ADP supplies.
- Reel to Reel
- Remanufactured toner cartridges
- Tape cartridges
- Video tapes

Our newest awarded supplier ATHANA Inc., is a U.S.-based manufacturer of quality computer media designed specifically for the data market.

ATHANA produces one of the most extensive lines in the computer media industry and uses proven statistical process control methods to insure that quality levels remain consistent throughout the manufacturing process. Products under contract include: Diskettes (3.5", 5.25", and 8"), Data Cartridges (1/4 inch; Capacity 45MB to 2.5GB), Data Cassettes (4mm and 8mm), Magnetic Tape (50.00 to 200.00MB), Disk Packs, and Disk Cartridges Capacity (5.00 to 16.00). Orders may be placed directly with the contractor, where the GSA SmartPay Government Credit Card is welcome. Otherwise, be sure to identify yours as a Government order. Simply contact Lewis A. Whitaker at ATHANA, Inc (GS 14F-1229H) 24045 Frampton Avenue, Harbor City, CA 90710, Phone: (310) 539-7280, Fax: (310) 539-6596, Toll Free: 800 421-1591

Should you need GSA assistance, contact our expert Susan Chin at (212) 264-2666 or E-mail: susan.chin@gsa.gov

Also, available under our **Photographic Equipment, Supplies and Services Schedule (67 II)**, are both Front or Rear Projection Screens and Devices.

For a complete listing of companies offering products and services described above...and their phone numbers! - go to our Schedules Electronic Library at <http://www.fss.gsa.gov>. It's easy! - first click "Schedules" then "Schedules E-Library."

Training Resources for the Federal Professional Trainer:

THE LATEST TRAINING AIDS & DEVICES

Over 100 companies are at your disposal (*Schedule 69*) for training aids and devices. For example, you'll find:

TEACHING

Teaching machines, devices and accessories including multiple choice response systems, medical models and simulators, devices to demonstrate principles or perform experiments related to electricity, electronics, repair and maintenance and computer training.



PREPARED MEDIA

Prepared printed, visual and audio instructional material covering general education, computer, vocational/trade, health/safety and business. Media includes: slides, filmstrips, overhead projection transparencies, instructional films, videotapes and videocassettes, discs and floppy disks, audio tapes and audiocassettes, records and more.

MEDIA KITS

Multimedia Program Kits consisting of materials of more than one type of media, which may include programs and equipment, priced as a single unit. These kits are available in the areas of general education, computer, vocational/trade, health/safety and business.

RENTALS

Rental of training materials in printed, visual, audio and multimedia formats is also available under this awesome contract.

Contractors under this broad schedule are standing by today - to assist you in developing coursework and materials to help your organization meet new requirements. Let these top rated companies help your organization update your curriculum. They can help you define the education, training and experience necessary for career progression within the acquisition workforce, including mandatory coursework and on-the-job training. The following listing is a collection of information from a representative group of authorized contractors on Schedule 69. *The information below was prepared by GSA contractor partners and does not represent an endorsement by GSA for one company over another.* For a complete listing, which is <http://www.fss.gsa.gov> updated daily, visit our Schedules E-Library, or call our customer service experts in this contract on (212) 264-0479.

AMCEE, INC.

GSA Contract # GS-02F-0852G
Phone: (800) 338-9344 or
(770) 612-9060

The Association for Media-based Continuing Education for Engineers (AMCEE) is a non-profit consortium of 31 of America's leading engineering institutions. Since 1976, AMCEE has been providing university quality continuing education courses to technical professionals worldwide. AMCEE is the largest single resource of engineering information available in the world today. Our catalog contains over 1,000 graduate and undergraduate level video courses representing 15 engineering and scientific disciplines. The courses range in length from

*Training Resources for the Federal Professional Trainer:***THE LATEST TRAINING AIDS & DEVICES**

3 hours to over 40 hours of recorded material. All are available for rent or purchase. GSA has negotiated a 14% discount for all governmental agencies. Please visit our web site at www.amcee.org, or you may order a free catalog from AMCEE at: AMCEE, 1495 Powers Ferry Road, Suite 200-B, Marietta, GA 30067.

ARMSTRONG MEDICAL INDUSTRIES, INC.

GSA Contract # GS-02F-9300C
Phone: (800) 323-4220

CPR-DEFIBRILLATION = SURVIVAL Early CPR, prompt defibrillation, spell survival for heart attack victims. Access to defibrillators, hung on the wall like fire extinguishers, is becoming commonplace. The Actar CPR Manikin, inexpensive and extremely durable, allows each student in a class to have his/her own manikin. Packaged 5 or 10 to a soft case, weight 8 or 15 lbs., transport is no problem. For more information, please visit our web site at www.armstrongmedical.com

ATA DEFENSE INDUSTRIES, INC.

GSA Contract # GS-02F-1408H
Phone: (410) 684-6700

ATA Defense Industries, Inc., is a world leader in the infantry and armor range and target systems. We are also the sole U.S. provider of live fire electronic scoring systems, which provide real time feedback to the shooter on a video display of precisely where the bullet struck the target or missed. ATA offers a complete family of live fire training equipment including stationary and moving target systems,

retaliatory devices, and omputer and radio based range control computer systems. We provide a full range of services to meet customer requirements, from range design through engineering, manufacturing, installation, training, technical assistance and long-term operation and maintenance support. ATA is a Baltimore-based manufacturing small business which provides equipment for the U.S. Army, U.S. Marine Corp and Allied Armies worldwide. Our web site is www.ATADEFENSE.com

BUSINESS TELEVISION SERVICES, INC.

GSA Contract #GS-02F-0420D
Phone: (203) 662-8705

BTS produces and distributes EEO-related training and educational programs such as "Sexual Harassment Prevention," "EEO Discrimination," and "Behavioral/Dynamics - 2000" (Diversity). Further detailed information on content and prices is available on GSA Advantage! and at our web site www.bustv.com

DAYPRO ASSOCIATES

GSA Contract # GS-02F-1432H
Phone: (937) 426-1769

DAYPRO Associates specializes in consulting and training on subjects related to contracting and acquisition management. For example, we played a key role in preparing, editing, and updating the 5-volume Contract Pricing Guides (Price Analysis, Quantitative Analysis Techniques, Cost Analysis, Advanced Issues in Contract Pricing, and Federal Contract Negotiation Techniques) identified in the FAR as

sources of professional guidance for Government personnel. Our FSS contract under Schedule 69 "Training Aids and Devices," SIN 227-12, Development and Revision of Course Materials, provides for discounts up to 20 percent off our commercial rates for various course development and training labor categories.

HUMAN TECHNOLOGIES

GSA Contract #GS-02F-1436H
Phone: (914) 228-6165

Human Technologies is a woman owned small business specializing in profitable call center operations. It provides needs analysis, instructional design and customized world class customer service skills. Also available is university certification for agents and facilitators through Purdue University's Center for Customer Driven Quality. Its president, Rosanne D'Ausilio, Ph.D., an industrial psychologist with a specialty in conflict management, is author of the best seller "*Wake Up Your Call Center: How to Be A Better Call Center Agent*," 2nd edition, available at our web site <http://www.human-technologies.com>

INSTRUCTIONAL DESIGNERS, INC.

GSA Contract #GS-02F-1438H
Phone: (734) 692-9146

Instructional Designers, Inc., (IDI) is a comprehensive One-Stop Turnkey Outsource HR Organization that provides customized training program or course development, training delivery, and training/course evaluation services. IDI staffs seasoned consultants, who have at least 14 years of

*Training Resources for the Federal Professional Trainer:***THE LATEST TRAINING AIDS & DEVICES**

experience in instructional design training/course development, training delivery, and evaluation. IDI's Turnkey Services Includes: Performance, Needs, or Task Analysis; Training Project Management; Training Program/Course Design & Development; Training Program Pilot Testing; Training Implementation; Training Evaluation, and Training-The-Trainer Program Development. To inquire about IDI's services call: Sandra Abbott at (734) 692-9146, or E-mail: IDI@ili.net

MERIDIAN KNOWLEDGE SOLUTIONS, INC.

GSA Contract #GS-02F-0006J
Phone: (703) 322-9565
E-Mail: jbeers@meridiansolutions.com

Meridian Knowledge Solutions, Inc. (Meridian KSI) provides internet/intranet learning and knowledge management solutions for federal agencies. Our standards-based suite of products and technologies provides enterprise-wide learning environments and knowledge management applications. This suite, the Meridian KSI Knowledge Centre, includes an intuitive user interface and a robust infrastructure for synchronous and asynchronous education and training, evaluation of learning outcomes, documentation of accomplished training, training administration, and collaboration. Our growing list of satisfied clients and partners includes Bank One, the Federal Acquisition Institute, Department of Labor, Health Care Finance Administration, Department of the Navy, and the National Association of Purchasing Managers.

NCR

GSA Contract #GS-02F-0016J
Phone: (800) 845-2273
www.ncr.com/trainus

NCR's recognized IT market leadership position and expertise as a solutions provider are leveraged and integrated into our courses to offer Real-World Solutions. Our certified, globally recognized instruction features a low student-to-teacher ratio. Training solutions come in many formats, ranging from effective-self-instruction to customized courses with training facilities equipped with the latest technology, to the latest in intranet/Internet, Web-based training. NCR provides key product training up through certification for Project Management, MCSE, CISCO (CCNA/CCNP), JAVA, SOLARIS, and A+. Soft Skills training on CD available also.

USMMA GLOBAL MARITIME AND TRANSPORTATION SCHOOL

GSA Contract #GS-02F-1435H
Phone: (516) 773-5149

The primary mission of the USMMA Global Maritime and Transportation Schools is to offer leading-edge education and training programs that will benefit professionals from the maritime and transportation industry (private-sector, military, and government). Through its education and training initiatives, the USMMA GMATS is dedicated to optimizing America's economic and strategic intermodal transportation system and its global transportation interests. Our Vision: "To be a world leader in

providing professional education in maritime activities, intermodal transportation, and logistics."

VITAL LEARNING CORPORATION

GSA Contract #GS-02F-0408D
Phone: (800) 243-5858 x208

Discover Vital Learning's award-winning training programs. Vital Learning builds flexibility into all of our programs such as: Customer-Oriented Selling, Supervision Series, and WorkReady™. Our delivery options make training available wherever and whenever it's needed, such as on the Internet, on your company Intranet, CD-ROMs, or in your training classroom.

WORLDWIDE LANGUAGE RESOURCES

GSA Contract # GS-02F-0019J
Phone: (207) 392-1403

Foreign Language Learning Provided by WLR. Worldwide Language Resources offers various foreign language acquisition programs through GSA Schedule 69. As many Government agencies have significant needs for their personnel to become proficient in languages, WLR meets their language goals through a variety of programs. Currently, WLR offers the following programs under the Schedule: Arabic (Jordan/Yemen), Chinese (Beijing), Korean (Seoul), Russian (St. Petersburg), Spanish (Dominican Republic/Ecuador), Isomersion (*Any language a unique experience!*) and On-Site Instruction (*any language at your location*). For more information, please contact Larry Costa at (207) 392-1403 or e-mail: LarryCosta@worldnet.att.net

*Training Resources for the Federal Professional Trainer:***UGH... FORGOT TO DO THE HANDOUTS?****NEW RESOURCE**

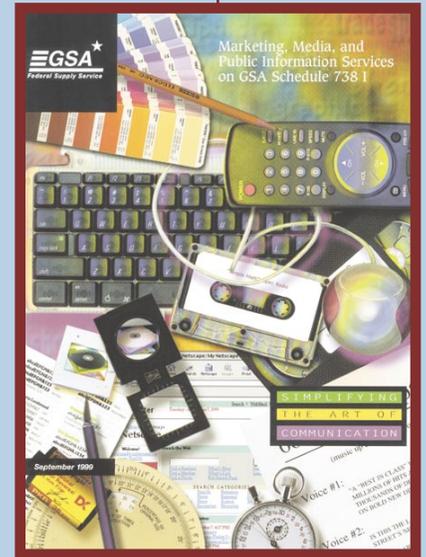
Need help creating new training materials?

GSA has an exciting new resource for you!

We know it can be a daunting task to produce training materials that effectively convey your message, so GSA has designed a new tool to help you. GSA's new **Marketing, Media and Public Information Services Schedule (738I)** provides you with direct and easy access to high caliber industry professionals who can help you develop

the training materials you need. These professionals can fully produce from concept to final delivery printed materials (books and handouts), videos including writing, directing, shooting, arranging for talent, narrating, and editing, and website design and maintenance for internet training.

Let GSA Simplify the Art of Communication for You! For more information on this exciting new schedule, visit The Marketing, Media, and Public Information website at: <http://pub.fss.gsa.gov/services/market-svcs/> or speak with one of our contract experts at (703) 305-6658.

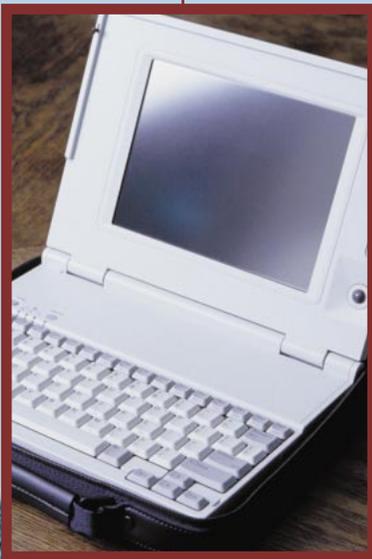
**WHAT?****INFORMATION**

You've got a 15 pound laptop, incompatible software for the projector, and have to be in three locations at once?

Then read on....!

To pull all your multimedia needs together, GSA has Laptop and Notebook Computers as well as Data/Multimedia Projectors available through our **Information Technology Schedule (70)**. The GSA Group 70 IT Schedule provides all the necessary products and services you will require as a Professional Trainer. Do you need

presentation software? What about that laptop? Let's not forget your LCD projector! Or do you need assistance in developing customized training courses, training plans, finding IT resources? Whether its information technology equipment, software or services you're looking for, this contract is for you! And it's all available at your fingertips now in our sophisticated IT searchable database at <http://pub.fss.gsa.gov/it> Or phone Darlena McKnew, one of our IT experts in GSA's IT Acquisition Center at (703) 305-5592.



Training Resources for All Federal Employees

IT TRAINING SERVICES ... AVAILABLE TODAY!

SHARPENING SKILLS

Tired of hunting and pecking your way through software help menus? In addition to hardware and software were you aware that the *Group 70* IT Schedule provides training services in addition to the many other products and services available? There are currently over **200 IT companies** who have been approved to provide you with numerous types of information technology training services such as:

- Applications Training
- Technology Based Training Systems
- Y2K Conversion Support Training
- Simulation Based Systems Training
- and too many more to list!



If you're interested in researching the various types of training services available, visit our exclusive "IT Contract Database Search." Training is just one of the 70 categories that you can choose to search by. Just select

"training" and any other features you might be interested in. For example, are you interested in knowing which firms are small or disadvantaged businesses? Do you have a need to know which companies are woman-owned? Simply select one or more of these options and the results shown will reflect your customized search criteria. Try it for yourself today... end the hunt and peck madness! Go to

<http://pub.fss.gsa.gov/it>

IS IT ALL GREEK TO YOU AND YOUR STAFF? ... IS IT SUPPOSED TO BE?

MULTILINGUAL

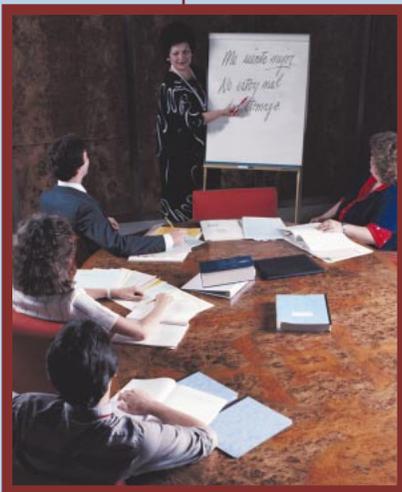
Turn to our NEW Translation and Interpretation Services!

Does your staff need to be multilingual, trained in their native language or signing? If your answer is yes, then GSA can help. GSA has developed this exciting new program to assist you in providing the instructional training and educational materials your staff needs to communicate effectively. Highly trained professionals can offer you under the

following services in multilingual, native language and sign:

- Foreign language training
- Language immersion training
- Developing educational publications
- Developing software
- Developing audio and video

For more information about Schedule 382, contact Jackie Crisp at 253-931-7886.



*Training Resources for All Federal Employees:***TRAINING TOOLS FOR THE STUDENT...****S U P P L I E S**

You can order thousands of basic office needs from six of the country's largest office supply distributors off GSA's Desktop Delivery of Office Supplies contract (*Schedule 75 III A*). These name brand companies offer uniform and discounted pricing on a national basis. Additionally, their products are available for immediate order via GSA's on-line shopping system: GSA Advantage!. Ordering through GSA Advantage! (www.fss.gsa.gov) gives you the ability for product research, price comparisons, and an immediate avenue to place the order on-line and receive guaranteed next day delivery.

NO ADDITIONAL SHIPPING FEES!

Unlike the vendor's shipments to their private sector customers, our negotiated discounted prices **INCLUDE** the cost of shipping for all Federal customers.

NO ORDER SIZE LIMITS!

There are no limits on the size of the order, or the distance from the shipping point to anywhere in the contiguous 48 states and the District of Columbia.

**CAN I GET NIB/NISH/UNICOR ITEMS THROUGH THIS CONTRACT?**

YES! The contractors follow the same rules and regulations for procurement of the FAR and other laws that all agencies follow. They are closely monitored for quality, price and performance. They stock items from NIB, NISH, UNICOR and from small and disadvantaged contractors, including those owned by minorities or women or are located in economically distressed areas. All products comply with the regulations of the Buy American Act and Executive Order 13101, which requires government agencies to use paper and plastic products with 30% postconsumer material content.

WHAT ABOUT RETURNS?

The return policies are fair. Discrepancies, however, can be brought to the attention of the contractors' points of contact listed below, or failing that, to the Contracting Officers.

So tool up for your training and place your orders today through **GSA Advantage!** at <http://www.fss.gsa.gov>. Or obtain the company's Special GSA catalog and price list and fax or phone your order using your GSA SmartPay Government Credit Card. Agencies may also discuss arrangements for customized billing, BPAs, or better prices, but only for items in the program. Currently, this schedule contract does not apply to walk-in orders at any of the contractors' retail outlets.

Should you have any questions about this exciting contract, please contact our expert Iris Morales-Harrison on (212) 264-1179 or email: iris.moralesharrison@gsa.gov



The following companies are our current Next Day Delivery Office Supply Contractors:

BOISE CASCADE OFFICE PRODUCTS

Mark Heuer
5568 General Washington Drive, Suite A-120
Alexandria, VA22312
Contract No. GS-14F-0169D
Phone: (703) 333-5498
Fax: (703) 941-0034
To order: (888) 505-3337

BT OFFICE PRODUCTS INTERNATIONAL

Brian Caskie
9301 Largo Drive, West
Springdale, MD 20774
Contract No. GS-14F-0172D
Phone: (301) 808-7136
Fax: (301) 499-5849
To order: (800) 706-9254, X8507

*Training Resources for All Federal Employees:***TRAINING TOOLS FOR THE STUDENT ...****CORPORATE EXPRESS**

Suzie Higgason
10400 Eaton Place, Suite 305
Fairfax, VA 22030
Contract No. GS-14F-0170D
Phone: (800) 706-9254
Fax: (703) 293-6490
To order: (800) 270-9711

OFFICE DEPOT

Jeffrey Hawling
8870 Greenwood Place
Savage, MD 20763
Contract No. GS-14F-0171D
Phone: (301) 497-7175
Fax: (800) 780-9797
To order: (888) 263-9586

STAPLES NATIONAL ADVANTAGE

George Guider
45 East Wesley Street
So. Hackensack, NJ 07606
Contract No. GS-14F-0173D
Phone: (201) 488-2900
Fax: (201) 488-4342
To order: (800) 538-2728

INNOVATIVE SALES BROKERS, INC.

Gerald Legins
14261 East 4th Avenue
Aurora, CO 80011
Contract No. GS-14F-0196D
Phone: (303) 343-0500
Fax: (303) 367-4724
To order: (800) 283-1903

**ADDITIONAL HUMAN RESOURCE AND EEO SERVICES NEEDED?****HUMAN RESOURCES**

We are pleased to announce that recent awards have been made to firms offering a full range of human resource services including and expanded Alternative Dispute Resolution (ADR) Service (*Schedule 738 X*). This schedule's offerings have been enhanced to include much more than what you have seen in the past. The ADR services now cover all aspects of human resources such as: training and general support.

Recently awarded commercial partner, Gene Rouleau & Associates, will be able

to provide services for recruitment, internal placement, and position classification. Additionally, awards have been made in the fields of ADR and EEO to JDG Associates, Morales & Associates, All Star Personnel and Huerta & Associates. All firms have excellent credentials and offer heavy discounts. For a complete listing of all companies on contract, search for Schedule 738 X on our Schedules E-Library at <http://www.fss.gsa.gov>.

For additional information on this resource please contact our contract expert: Robert Woodside on (212) 264-4170.

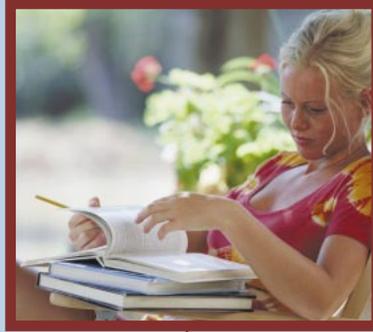
Training Resources for All Federal Employees:

THOUSANDS OF REFERENCE MATERIALS

RESEARCH

THOUSANDS of Reference Materials: such as Books, Periodicals, Software and Music...available today through barnesandnoble.com

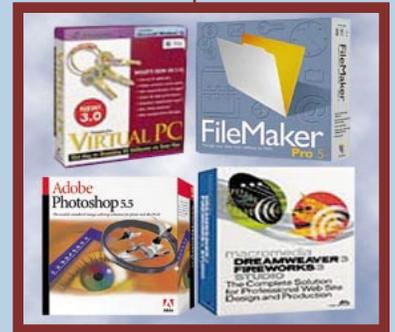
GSA has broadened the Barnes and Noble contract and that's good news for Federal buyers! In addition to computer instruction texts, business books and hundreds of thousands of other books, a wide variety of computer software, music disks and tapes, and periodicals' subscriptions are now available at discount from Barnes & Noble (*Schedule 76*). Whether your agency is installing software upgrades and needs instructional manuals, wants to make business practice texts available to employees, or is developing new planning procedures which requires more familiarization, this schedule is the answer.



Now there is a way to save budget dollars in this area, barnesandnoble.com, a division of Barnes & Noble, Inc., is now open to government buyers using the GSA SmartPay Government Purchase Card. In addition to the heavily discounted prices, *Government customers using their SmartPay card will not be charged shipping and handling costs.* Ordering is easy through GSA Advantage! at <http://www.fss.gsa.gov>.

For orders of 100 copies or more of some titles, Barnes & Noble will contact the publisher and attempt to obtain greater discounts than those offered on the website price list. Although all orders should be placed through the website, volume orders of 100 or more of the one title may be placed by purchase order.

The schedule contract does not cover walk-in store purchases at any Barnes & Noble, Inc., Barnes & Noble affiliate, or Dalton Books retail outlet. Purchases should be for official government work only. For more information go to the web site: barnesandnoble.com or write:



Contractor: Barnes & Noble, Inc.
(Contract No. GS-02F 0025J), 75 Ninth Avenue 11th Floor, New York, NY 10011

If you need additional assistance, please contact our GSA contract expert Mary Ann DeFeo, Phone: (212) 264-2306 or E-mail: mary-ann.defeo@gsa.gov

Training Resources for All Federal Employees:

QUALITY OF LIFE FOR FEDERAL EMPLOYEES

LIFE SKILLS

N

ew GSA

Resources to Help Improve the Quality of Life for Federal Employees

Whether you're purchasing publications for personnel in the armed forces, dislocated Federal employees, single mothers leaving welfare, or substance abuse prevention programs — this new Federal Supply Schedule vendor (*available under Schedule 69*) can help make the job a little easier.

Life Skills Education, Inc. (LFE), a publisher of pamphlets that communicate, now has its complete catalogue available through Federal Supply Schedule 69, Training Aids and Devices. As an established Government vendor whose pamphlets have been used in social services and employment programs in the public and private sector for over 20 years, many program directors are already familiar with its materials. With titles ranging from parenting, substance abuse and health to domestic violence, and career skills, there aren't many social issues they don't cover.

Easy-to-read, inexpensively priced, informative, and concisely-written, Life Skills Education booklets are suitable for use in human resource libraries, wellness centers, VA Centers, drug abuse prevention and treatment, dislocated worker counseling,

transition assistance, family advocacy, equal opportunity offices, youth outreach and welfare-to-work programs. In fact, there are 40 new titles to help welfare-to-work clients prepare for and land a job, as well as how to fit into the workplace, balance work and home duties, and improve job performance.

Their new catalog includes the following sections:

- Personal Improvement, including self-improvement, moving, healthy relationships and financial management;



- Parenting, includes: parents and caregivers, child development, values and guidance and drugs and your kids; Adolescence includes teen pregnancy, drugs and teens, sexuality, social pressure, divorce, safety, aging, and death and grieving;
- Health, includes: stress, mental health, nutrition, fitness, wellness, tobacco/smoking, sex education, and AIDS/HIV education;
- Employment includes: getting ready, job search, letters & resumes,

interviewing, the right attitude, networking and resources, adjusting to challenges, succeeding on the job, work and family, coping with unemployment, military life, and managing money;

- Substance Abuse includes: prevention, addictive behaviors, support and prevention, and special risks;
- Domestic Violence includes: support and treatment, families and caregivers, sexual abuse, and violence in society;
- Social Issues include: law and justice, equal opportunity, environment, and schooling.

Written in conversational style, LSE booklets are packed with helpful information and an upbeat attitude. They are perfect for handouts, workshops, and orientation packets. Value added features include free shipping, prompt turnaround, and free imprinting of covers on orders of 100 or more for individual titles.

Catalogues and free samples are available on request. Place all orders directly with the vendor and be sure to identify yours is a government order. Life Skills Education (*Contract No. GS-02F-0021J*) 314 Washington Street; Northfield, MN 55057-2025; Phone: (800) 783-6743; Fax: (507) 645-2995; E-mail: mall@lifeskillsed.com; Website: www.lifeskillsed.com

If you need additional assistance contact our GSA expert Mary Ann DeFeo on Phone: (212) 264-2306, E-mail: mary-ann.defeo@gsa.gov

Training Resources for All Federal Employees:

MEETING THE NEW REQUIREMENTS?

ACQUISITIONS

Are your procurement troops meeting the new Federal Acquisition Reform Act requirements?....

We've got you covered..

Courses in government contracting are not easy, but arranging for them is a lot easier now that GSA has awarded Multiple Task Order Contracts for new core curriculum courses for acquisition training and contracting.

These courses allow agencies to qualify their personnel for contracting in a manner that can be customized to their particular needs with greater flexibility and less effort, time and money. The result: the individual courses may be attended separately, in shorter blocks of time, and over wider time periods, minimizing participants' absence from their normal tasks.

They answer the requirements for GS-1102 contracting employees in all Federal agencies. The course material was developed and is maintained by the Department of Defense (DOD), Defense Acquisition University. Four Contract Line Items (CLINs), running from March 31, 1999, to December 31, 2003, have been issued.

Additional courses may, from time to time, be added to this contract. In addition, the course material will be updated by the Government periodically.

The core courses include:

- Acquisition Planning I (2 weeks)
- Acquisition Planning II (1 week)
- Contract Administration I (1 week)
- Contract Administration II (1 week)
- Contract Formation I (1 week)
- Contract Formation II (1 week)
- Contract Law (2 weeks)
- Cost Analysis (1 week)
- Federal Negotiation Techniques (1 week)
- Intermediate Contract Pricing (2 weeks)
- Price Analysis (1 week)

In the near future, links to web sites and electronic catalogs of all firms will be posted on the Acquisition Reform Net at www.arnet.gov



ELECTIVE COURSES:

Architect-Engineer Services Contracting (1 week)
Construction Contracting (1 week)

On the next page, please see the handy chart illustrating services offered by each company currently on contract:

CLIN Number 1 includes 11 core curriculum courses covering 14 weeks of training, including such subjects as "Contract Formation," "Price Analysis," "Contract Law," etc., and elective courses such as "Construction Contracting" and "Architectural and Engineering Services." Classes are arranged by the vendors at pre-scheduled times and at conveniently located places.

CLIN Number 2 allows Government agencies to contract with the same vendors to schedule the core curriculum courses to be conducted for each agency individually at times and places to be arranged.

CLIN Number 3 – delivery of courses developed by individual Federal agencies.

CLIN Number 4 – commercial off-the-shelf acquisition-related courses

*Training Resources for All Federal Employees:***COMPANIES CURRENTLY ON CONTRACT**

VENDORS	CONTRACT LINE ITEMS			
	1	2	3	4
Advanced Systems Development, Inc. Contract # GS-02F-0031J 2800 Shirlington Road, St. 800 Arlington, VA 22206 POC: Donna S. Ireton (703) 998-3900				X
Business Management Research Associates, Inc. Contract # GS-02F-0011J Fair Oaks Plaza, St. 440 11350 Random Hills Rd. Fairfax, VA 22030 POC: James Harper (703) 691-0868	X	X		X
BRTC Contract # GS-02F-0030J 8260 Willow Oaks Corp. Drive, Suite 800 Fairfax, VA 22031 POC: Dawn Sheppard (800) 307-9277 x306				X
David L. Houseman & Associates Contract # GS-02F-0028J 4644 Timber Ridge Drive Dumfries, VA 22026 POC: David L. Houseman (703) 690-4105				X
Dun & Bradstreet Business Education Services Contract # GS-02F-0027J 711 Third Avenue, 12 th Floor New York, NY 10017 POC: Gregory W. Becker (212) 692-64602				X
ESI International Contract # GS-02F-0029J 4301 Fairfax Drive, St. 800 Arlington, VA 22203 POC: Charles W. Clark (703) 558-3000				X
Management Concepts, Inc. Contract # GS-02F-0013J 8230 Leesburg Pike, St. 800 Vienna, VA 22182 POC: Beth Blazek (703) 790-9595 x107	X	X		X
Northwest Procurement Institute, Inc. Contract # GS-02F-0012J P.O. Box 1328 Edmonds, WA 98020 POC: Pat Shields (425) 776-0414	X	X		X
Procurement Training Associates, Inc. Contract # GS-02F-0026J 8713 Irvington Avenue Bethesda, MD 20817 POC: Jeffrey S. Giancola (301) 530-8228			X	X



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Program Manager
GSA Online University
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Course Offerings

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Windows NT 4.0: System Architecture and Network Support	(MSEExam 70-067)
Windows NT 4.0: Advanced Server Series	(MSEExam 70-068)
Internet Information Server 4.0: Web Site Administration	(MSEExam 70-087)
TCP/IP on Windows NT 4.0	(MSEExam 70-059)
MS Exchange Server 5.5	(MSEExam 70-081)

George or Roger Geyer

WWW: www.hyper-learn.com

Email: hlinc@hyperlearn.com

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- Information Security
- Effective Web Site Management
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- Workflow Technology
- Electronic Data Interchange (EDI)
- Document Image Processing

- Intranets
- Communications Technologies

When you take one of our Mentored Self-Study courses, your personal mentor provides prompt feedback on your progress and coaches you until you have completed the course and mastered the topic.

For more information:

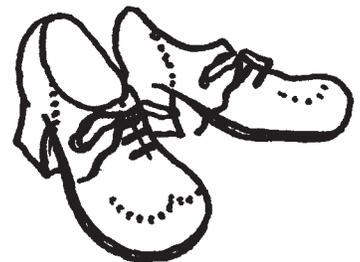
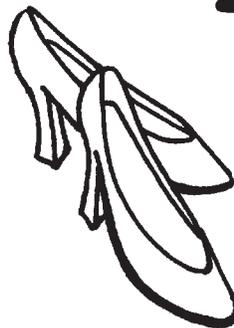
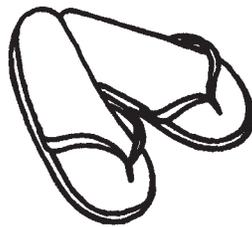
- Visit our web site at <http://www.kentis.com/gsa>
- Call us at 1-800-834-1996
- Email us at email@kentis.com
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On **GSA Advantage**, just key **Kent Information Services** into the search window to review our complete course list.



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Happy publishing!

Teresa Nasif

Teresa Nasif
Director
Consumer Information Center
U.S. General Services Administration
Washington, DC 20405





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GSA Schedule 70 Contract No. GS-35F-4676G

Alphatech Corporation is an Information Technology Services company certified under the Small Business Administration's 8(a) program through the year 2001. We were incorporated in 1989 and have grown to a projected FY 99 total revenue of over \$16 million; our staff has likewise increased to more than 150 employees. Reflecting our accomplishments, Alphatech Corporation was honored as the Department of Transportation **SDB Business of the Year** for 1999. Alphatech was also recognized by Inc. Magazine as an **Inc. 500** company, one of the 500 fastest growing private companies in America, in 1997 and 1998. Alphatech's primary clients are U. S. Government Agencies including the Department of Transportation Research and Special Projects Administration, the Department of State (several Offices, Bureaus and Divisions), the Defense Information Systems Agency, the Department of Commerce and the National Institutes of Health, among others. Alphatech's core competencies are focused on INFOSEC, network support and software development/web development applications.

Our specific services include:

- Business Process Analysis and Engineering
- Information Engineering
- Information System Security
- System Engineering/Integration
- Database Life-Cycle Support
- Software Life-Cycle Support
- LAN/WAN
- Internet/Intranet
- Training/EPSS
- User Support Services
- EDMS/Imaging
- Facilities Management

GSA FREE TRAINING SEMINARS

Customer Service Directors in the following regions will conduct FSS Information Seminars for local customers. While our target audience is new employees in supply and procurement/contracting, updated material will be presented that may be of use to experienced personnel. 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.

MID-ATLANTIC REGION

Delaware, Maryland, Pennsylvania, Virginia,
Washington, DC and West Virginia

Would you like a special seminar for a group of 20 or more on a specific subject at your location? Call Katie Meehan (215) 656-5541.

Locations	Dates
Allentown, PA	February 2000
Philadelphia, PA	March 2000

Contact: Peter Carovillano
Phone: (215) 656-3868
E-mail: peter.carovillano@gsa.gov

Locations	Dates
Washington, DC	January 2000
	March 2000
	May 2000
	July 2000
	September 2000

Contact: Johnetta Edwards Ford
Phone: (202) 619-8992
E-mail: johnetta.edwards@gsa.gov

Locations	Dates
Chincoteague, VA	January 2000
Front Royal, VA	February 2000
Fort Lee, VA	March 2000
Charlottesville, VA	April 2000
Fredericksburg, VA	May 2000
Virginia Beach, VA	May 2000
Roanoke, Va	June 2000

Contact: John Engle
Phone: (757) 441-3115
E-mail: john.engle@gsa.gov

Locations	Dates
Eastern Shore, MD	January 2000
Cumberland, MD	April 2000
Patuxent River, MD	July 2000

Contact: Tonya Butler
Phone: (202) 619-8921
E-mail: tonya.butler@gsa.gov

HEARTLAND REGION

Iowa, Nebraska, Kansas and Missouri

Locations	Dates
Kansas City, MO	January 2000
Springfield, MO	February 2000
St. Louis, MO	March 2000
Whiteman AFB, MO	April 2000
Ft. Leonard Wood, MO	May 2000
Columbia, MO	June 2000

Contact: Charlene Musick
Phone: (816) 823-1240
Fax: (816) 926-1661
E-mail: charlene.musick@gsa.gov

GREATER SOUTHWEST REGION

Arkansas, Louisiana, New Mexico, Oklahoma and Texas

Location	Dates
Houston, TX	January 2000
San Antonio, TX	March 2000
Albuquerque, NM	May 2000
Dallas/Fort Worth, TX	June 2000
New Orleans, LA	July 2000
Oklahoma City, OK	August 2000
Little Rock, AR	October 2000
El Paso, TX	November 2000

Contact: Betty Russell
Phone: (817) 978-2892
Fax: (817) 978-2540
E-mail: betty.russell@gsa.gov

Or check out our website at
<http://www.gsa.gov/regions/7fss/7fm>

NORTHWEST ARCTIC REGION

Washington, Oregon, Idaho and Alaska

Location	Dates
<u>Made in GSA Day</u>	TBA
<u>Made in GSA Day</u>	TBA
Portland, OR	February 2000
Anchorage, AK	April 2000
Boise, ID	June 2000

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Contact: Patti Lanzetti
E-mail: patti.lanzetti@gsa.gov

Contact: Sharon Sciacqua
E-mail: sharon.sciacqua@gsa.gov

Contact: Bob Brown
E-mail: bobl.brown@gsa.gov

Contact: Donna Snyder
E-mail: donna.snyder@gsa.gov
Phone: (253) 931-7516
Fax: (253) 931-7201

For more information or to register online, go to ww.northwest.gsa.gov/marketing/marketng.htm or call 253-931-7516. *Specific dates will be made available on the web site, as they become known.

If you would like specific supply related training for your office or facility, please contact Bob Brown at 253-931-7516 or fax at 253-931-7203.

PACIFIC RIM REGION

Arizona, California, Hawaii, Nevada, Pacific and Far East

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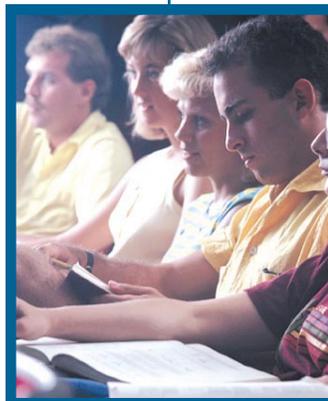
Locations	Dates
Kaneoche, HI	TBA
U.S. Coast Guard, HI	TBA

Contact: Melinda Eyre
E-Mail: melinda.eyre@gsa.gov

Contact: Cynthia McKeague
Phone: (808) 541-1776
Fax: (808) 541-3406
E-mail: cynthia.mckeague@gsa.gov

Locations	Dates
Lompoc, CA	February 8, 2000
San Bernardino, CA	March 9, 2000
Tucson, AZ	April 5, 2000
Phoenix, AZ	April 12, 2000
Flagstaff, AZ	April 12, 2000
El Centro, CA	June 8, 2000
San Diego, CA	TBA
Los Angeles, CA	TBA
Las Vegas, NV	TBA

Contact: Dilys Sunabe
Phone: (323) 526-7500
E-mail: dilys.sunabe@gsa.gov



GREAT LAKES REGION

Illinois, Indiana, Michigan, Minnesota, Ohio
and Wisconsin

Locations	Dates
Fort Sheridan, IL	January 2000
Arlington Heights, IL	February 2000
Chicago, IL	March 2000
Chicago, IL	April 2000
Ft. McCoy, WI	May 2000
Camp Douglas, IL	June 2000
Tomah VAMC, IL	July 2000
FAA, IL	August 2000
Great Lakes, IL	September 2000

Contact: Elbert Bryant
Phone: (847) 360-1889
E-mail: elbert.bryant@gsa.gov

Locations	Dates
Grand Rapids, MI	January 2000
Detroit, MI	February 2000
Lansing, MI	March 2000
Traverse City, MI	April 2000
Sault Ste, MI	May 2000
Iron Mountain, MI	September 2000

Contact: Rick Burkart
Phone: (616) 969-3985
E-mail: rick.burkart@gsa.gov

Locations	Dates
Ft. Snelling, MN	January 2000
Duluth, MN	February 2000
St. Paul, MN	March 2000
Minneapolis, MN	April 2000
Ft. Snelling, MN	May 2000
St. Paul, MN	May 2000
St. Cloud, MN	June 2000
Bermidji, MN	July 2000
Ft. Snelling, MN	August 2000
St. Paul, MN	September 2000
Minneapolis, MN	September 2000

Contact: John Barnicle
Phone: (651) 681-1625
E-mail: john.barnicle@gsa.gov

Locations	Dates
Chicago, IL	January 2000
Chicago, IL	February 2000
Chicago, IL	March 2000
Chicago, IL	April 2000
Chicago, IL	May 2000
Chicago, IL	June 2000
Chicago, IL	July 2000
Chicago, IL	August 2000
Chicago, IL	September 2000

Contact: Ed Stanek
Phone: (312) 886-8941
E-mail: ed.stanek@gsa.gov

Locations	Dates
Mansfield, OH	January 2000
Toledo, OH	February 2000
Columbus, OH	March 2000
Youngstown, OH	April 2000
Dayton, OH	May 2000
Cleveland, OH	June 2000

Contact: Kay Hurley
Phone: (330) 375-5548

Locations	Dates
Indianapolis, IN	January 2000
Cincinnati, OH	January 2000
Marion, IN	February 2000
Indianapolis, IN	February 2000
Indianapolis, IN	March 2000
Crane NWC, Crane, IN	March 2000
Indianapolis, IN	April 2000
Cincinnati, OH	April 2000
Indianapolis, IN	May 2000
Grissom AFB, IN	May 2000
Ft. Wayne, IN	June 2000
Crane NWC, Crane, IN	June 2000
Indianapolis, IN	July 2000
Cincinnati, OH	July 2000
Indianapolis, IN	August 2000
Crane NWC, Crane, IN	August 2000
Indianapolis, IN	September 2000
Indianapolis, IN	September 2000

Contact: Gary Dugan
Phone: (317) 377-7016
E-mail: gary.dugan@gsa.gov



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Fly into the Millennium with Travel training. The Travel and Transportation Reform Act of 1998 (Pub. L. 105-264, October 19, 1998) has brought a lot of changes to the Federal Travel Regulation. You'll want to enroll in our travel courses now and learn from the PROS.

You could say we've taken the hassle out of making travel plans with the "Plain Language" spoken here format; it eliminates the jargon, confusion and frustration. Our new question and answer format makes it easier than ever to get information you need quickly.

Other exciting changes include:

- Issuance of electronic voucher
- Mandatory use of travel credit card
- Employee reimbursement within 30 days, otherwise interest will be paid to employee

With all these new regulations, you'll want to enroll early to ensure your place in our class. You can easily register by sending your training form or other document to:

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

You may fax your form to (202) 619-8999.

For course scheduling questions, please call (202) 619-8907.

Visit our website at:

<http://www.midatlantic.gsa.gov/fss/travel/training.htm>

We look forward to seeing you in the Millennium!!!!

APPROVING OFFICIALS RESPONSIBILITIES

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 better able to determine if the claimed expenses are reasonable and were necessary.

GSA, FSS, Region 3 has developed a new 3.5 hour briefing on travel authorizing and vouchers.

Course content:

- Travel Authorizations
- Prompt payment of vouchers (effective Jan 1, 2000)
- Contract City-Pairs
- Agency Responsibility
 - Types of expenses covered by per diem
 - Travel of 24 hours or less
 - Cancelled TDY
 - Deviations for personal travel
- Requirements for voucher submission
 - Actual expense
 - Miscellaneous expenses
 - Use of POVs
 - Transportation allowable
 - Receipt requirements

For more information, please call Nancy Murphy, Program Expert, Transportation Management Branch, (202) 619-8907 or **Internet: nancy.murphy@gsa.gov**

**RELOCATION ALLOWANCES:
FTR AND JTR, VOL. II
COURSE NUMBER: 1745**

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

- Temporary quarters allowances
- Property management expense reimbursement
- Home marketing incentive payments
- Contracting for residence-related relocation services
- Guaranteed home sales programs
- House hunting trip reimbursement
- Shipment of privately-owned vehicles within CONUS or overseas
- Service agreements for relocations
- Shipment of household goods
- Tour-renewal travel agreements
- Miscellaneous expenses
- Mobile homes
- Relocation to isolated areas
- Last home move
- Plus, travel authorizations, advances, and vouchers, including supervisor/authorizing official responsibility

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

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

Prerequisites: None.

Cost: \$570

Length: 3 days.

Schedule:

Atlanta, GA	1745-01	Feb 01-03, 2000
	1745-02	Apr 11-13, 2000
	1745-03	Jul 11-13, 2000
Denver, CO	1745-04	Mar 07-09, 2000
	1745-05	May 02-04, 2000
	1745-06	Jun 20-22, 2000
Ft. Worth, TX	1745-07	Apr 18-20, 2000
Houston, TX	1745-08	Aug 01-03, 2000
Kansas City, MO	1745-09	Mar 14-16, 2000
	1745-10	May 16-18, 2000
	1745-11	Jul 25-27, 2000
Pensacola, FL	1745-12	Feb 29-Mar 02, 2000
	1745-13	May 23-25, 2000
	1745-14	Aug 22-24, 2000

Phoenix, AZ	1745-15	Feb 08-10, 2000
San Antonio, TX	1745-16	Jun 06-08, 2000
San Francisco, CA	1745-17	Mar 28-30, 2000
	1745-18	May 30-Jun 01, 2000
	1745-19	Aug 01-03, 2000
Seattle, WA	1745-20	Apr 25-27, 2000
	1745-21	May 09-11, 2000
	1745-22	Jul 11-13, 2000
Washington, DC	1745-25	Jan 25-27, 2000
	1745-26	Feb 22-24, 2000
	1745-27	Mar 21-23, 2000
	1745-28	Apr 18-20, 2000
	1745-29	May 09-11, 2000
	1745-30	Jun 13-15, 2000
	1745-31	Jul 18-20, 2000
	1745-32	Aug 15-17, 2000
	1745-33	Sep 12-14, 2000

**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) Allowances and their 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.

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

Prerequisite: Relocation Allowances: 1745.

Cost: \$480

Length: 2 days.

Schedule:

Pensacola, FL	1750-01	Feb 22-23, 2000
Washington, DC	1750-02	Jan 18-19, 2000
	1750-03	Feb 29-Mar 01, 2000
	1750-04	May 16-17, 2000
	1750-05	Jul 05-06, 2000
	1750-06	Aug 22-23, 2000

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

This course teaches students in "Plain Language" to understand temporary duty travel allowances and responsibilities concerning:

- Travel authorizations
- Contract air fares
- Travel management centers
- The government charge card program
- Rental cars
- Per Diem allowances
- Supervisory oversight of travel authorizations/vouchers
- * Fire safe accommodations
- * Voucher preparation upon completion of travel

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

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

Prerequisites: None.

Costs: \$495

Length: 3 days.

Schedule:

Atlanta, GA	1760-02	Mar 21-23, 2000
	1760-03	May 09-11, 2000
	1760-04	Jun 27-29, 2000
Denver, CO	1760-05	Jan 11-13, 2000
	1760-06	Jul 25-27, 2000
Houston, TX	1760-07	May 30-Jun 01, 2000
Kansas City, MO	1760-08	Feb 29-Mar 02, 2000
Miami, FL	1760-09	Mar 21-23, 2000
New Orleans, LA	1760-10	Jan 25-27, 2000
Phoenix, AZ	1760-11	Apr 04-06, 2000
San Antonio, TX	1760-12	Apr 25-27, 2000
San Francisco, CA	1760-13	Jan 25-27, 2000
	1760-14	Jul 18-20, 2000
	1760-15	Aug 15-17, 2000
Seattle, WA	1760-17	Mar 28-30, 2000
	1760-18	Jun 06-08, 2000
	1760-19	Jul 25-27, 2000

Washington, DC	1760-22	Jan 11-13, 2000
	1760-23	Feb 08-10, 2000
	1760-24	Mar 07-09, 2000
	1760-25	Apr 04-06, 2000
	1760-26	May 23-25, 2000
	1760-27	June 20-22, 2000
	1760-28	July 11-13, 2000
	1760-29	Aug 22-24, 2000
	1760-30	Sep 19-21, 2000

**SHIPPING HOUSEHOLD
GOODS
COURSE NUMBER 1755**

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

Students also learn to select a carrier, book a shipment, and issue a Government Bill of Lading (GBL). Other areas of study include counseling employees on their entitlements, 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: \$450

Length: 3 days.

Schedule:

Atlanta, GA	1755-01	Jun 20-23, 2000
Ft. Worth, TX	1755-02	Aug 08-10, 2000
Kansas City, MO	1755-03	Jan 04-06, 2000
San Francisco, CA	1755-04	Apr 04-06, 2000
	1755-05	Mar 07-09, 2000
	1755-06	May 16-18, 2000
Seattle, WA	1755-06	May 16-18, 2000
Washington, DC	1755-07	Feb 15-17, 2000
	1755-08	Mar 18-30, 2000
	1755-09	Jul 11-13, 2000

**TEMPORARY DUTY TRAVEL:
JFTR-VOL. I
UNIFORMED SERVICES
COURSE NUMBER 1765**

This course teaches students to understand temporary duty travel allowances and responsibilities for those who are uniform members of the Department of Defense.

Topics covered are:

- Travel authorizations
- Travel management centers
- The government charge card program
- Rental cars
- Per Diem allowances
- Supervisory oversight of travel authorizations/vouchers
- Fire safe accommodations
- Voucher preparation upon completion of travel

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

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

Prerequisites: None.

Cost: \$495

Length: 3 days.

Schedule:

Pensacola, FL	1765-01	Mar 21-23, 2000
	1765-02	Jul 18-20, 2000
San Diego, CA	1765-03	Jan 11-13, 2000
	1765-04	Jun 13-15, 2000
Washington, DC	1765-05	Dec 14-16, 1999
	1765-06	Feb 01-03, 2000
	1765-07	Apr 25-27, 2000
	1765-08	Aug 15-17, 2000

**TRAVEL MANAGER WINDOWS:
VERSION 5/VERSION 7
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:

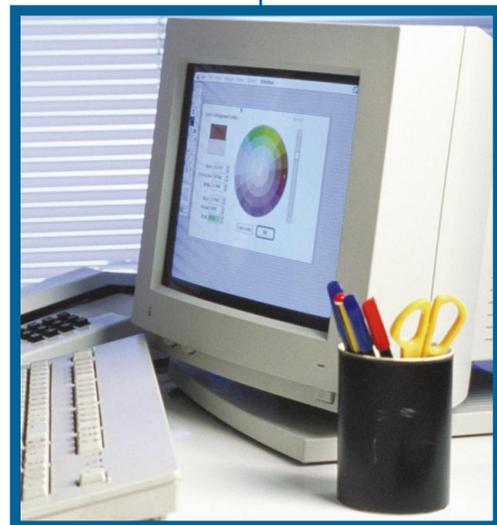
- Contract airfares worldwide
- Per Diem rates worldwide
- Rental cars
- Firesafe hotels
- Maps of locations
- Tax exempt forms for certain cities
- Accounting classification
- Object class codes
- Mileage rates
- Federal Travel Regulations on-line

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

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 Ms. Nancy Murphy on (202) 619-8907 or E-mail nancy.murphy@gsa.gov



**TEMPORARY DUTY TRAVEL:
DEPARTMENT OF DEFENSE
JTR, VOL. II
COURSE NUMBER 1770**

This course teaches students how to understand temporary duty travel allowances and responsibilities in accordance with the Joint Travel Regulations – Vol. II for civilian employees with the Department of Defense.

Topics covered are:

- Travel authorizations
- Contract air fares
- Travel management centers
- The government charge card program
- Rental cars
- Per Diem allowances
- Supervisory oversight of travel authorizations/vouchers
- Fire safe accommodations
- Voucher preparation upon completion of travel

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: \$495

Length: 3 days.

Schedule:

Pensacola, FL	1770-01	Apr 18-20, 2000
	1770-02	Jun 13-15, 2000
San Diego, CA	1770-03	Feb 08-10, 2000
	1770-04	Jun 20-22, 2000
	1770-05	Aug 08-10, 2000
Washington, DC	1770-07	Jan 25-27, 2000
	1770-08	Mar 14-16, 2000
	1770-09	May 02-04, 2000
	1770-10	Jun 06-08, 2000
	1770-11	Jul 25-27, 2000
	1770-12	Aug 08-10, 2000

ATTEND A FREE GSA WORKSHOP!

Attend a free GSA workshop for Federal Government employees who arrange travel, ship freight or household goods, issue Government Bills of Lading or Government Transportation Requests, and process or pay transportation bills.

The Federal Supply Service's Office of Transportation and Property Management offers you the latest information on transportation audit policies and procedures and traffic and travel management programs. Learn about the: **Transportation and Travel Reform Act of 1998, Federal Travel Regulation (Travel and Relocation), Transportation and Travel Policy Initiatives, Prepayment and Postpayment Audit of Transportation Bills, Submission of Paid Transportation Bills for Audit, Airline City-Pair Contracts, GSA SmartPay (Charge Card and ATM Services), Procedures for Handling Unused Airline Tickets, GSA Nationwide Travel Management Center Services, Government Car Rental Program, Express Small Package Contract Services, Shipping Household Goods, Freight Rates and Routing, GBL Preparation....and more!**

Workshops are provided at no cost to Federal agencies!!

Two-day regional mini-workshops are schedule for ...

Location	Date	Contact
Atlanta:	February (TBA)	Peggie Poss
Seattle:	March 7 & 8	Ida Martinexz
Charleston, WV:	July (TBA)	Corinne Bachiller
Denver:	TBA	

For detailed information and to register online, go to:

<http://pub.fss.gsa.gov>,

then click on NEWS & EVENTS

TO OUR VALUED CUSTOMERS ...

For a number of years, the Office of Transportation and Property Management has sponsored an annual Transportation and Travel Workshop and Carrier Conference. The most recent one was held in Arlington, Virginia, on July 21-23, 1999. There were over 400 people in attendance representing both Federal customers and commercial travel and transportation service providers. Numerous training sessions were presented covering every aspect of our travel and transportation business.

The General Services Administration's (GSA), Federal Supply Service, held its annual International Products and Services Expo in San Antonio, Texas, this past Spring. This event, which has grown steadily each year, is GSA's premier trade show and training conference. It offers Federal customers the opportunity to see our many products and services and is a great way for GSA and our industry partners to network with our customers. The San Antonio event brought together 5,000 customers with almost 400 vendors.

The next annual GSA International Products and Services Expo will be held at the San Diego Convention Center on May 10 - 11, 2000. It promises to be even bigger and better than San Antonio. In order to meet the broadest possible customer base, it is with great pleasure that we announce the decision to combine our annual Transportation and Travel Workshop and Carrier Conference with the larger and more comprehensive GSA EXPO 2000.

We invite you to attend this most ambitious event. In addition to the 800 vendor exhibit booths on the convention hall floor, we will offer a comprehensive schedule of training sessions that will focus on transportation, travel, and property management services. This training will start on May 9, one day before GSA EXPO 2000 begins, to give you plenty of time to view all the exhibits and still meet your needs. Please visit our Web site at <http://pub.fss.gsa.gov> and click on NEWS & EVENTS for on-line registration for training workshops.

We are excited about the merging of these two outstanding events and hope you will be able to participate in the largest GSA International Products and Services Expo ever. Updated information will be provided through our Web site at <http://expo.gsa.gov>. For questions, please contact Mr. Boyce Steiner on 703-305-6750; E-mail: boyce.steiner@gsa.gov [or] Linda Gosnell on 703-308-0350; E-mail: linda.gosnell@gsa.gov. See you in San Diego!

TRANSLATION AND INTERPRETATION LANGUAGE SERVICES FSS SCHEDULE 738 II



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<http://www.northwest.gsa.gov/fss/services/msc.htm> or, call (800) 241-7246 (RAIN)



NIGP PRESENTS ITS FIRST AGENCY ACCREDITATION AWARD

The winner is the Federal Supply Service. The brass ring is NIGP's Outstanding Agency Accreditation Achievement Award. The FSS, an arm of the U.S. General Services Administration, is the first public procurement body to receive NIGP accreditation, which formally recognizes that an agency or department has established a body of standards that are the hallmark of a solid, forward-looking procurement operation.



The FSS, with offices in Arlington, Virginia, was awarded its accreditation certificate in October. It is responsible for providing federal agencies with common-use goods and nonpersonal services and for procurement and supply, transportation and travel management, and disposal of surplus personal property.

The FSS decided to apply for accreditation after agency officials heard Rick Grimm, NIGP's executive vice president, lay down an accreditation challenge at the 1999 Annual Forum in Halifax. "We wanted to be the first public purchasing organization accredited," says the FSS's Nicholas Economou, CPPO.

Like certification for individuals, NIGP's agency accreditation has been established to recognize excellence in public purchasing. Gaining accreditation can have a significant impact on agency credibility, recognition and, in the case of state or local agencies, a positive effect on bond ratings.

In order to win accreditation, an agency must meet NIGP requirements in eight mandatory categories. Among the criteria are

whether an agency has both a well-defined mission statement and an organization plan insuring that the strategic plan is continually reviewed and the annual plans of the purchasing agency include measurable objectives. Other categories include planning and scheduling, methods of source selection, sole source and limited competition, standards and specifications, and personnel and professional development.

The FSS also met the requirements in four optional categories: property management, audit and evaluation, cooperative purchasing and automated purchasing systems and electronic commerce. The categories only apply if an agency has responsibilities in the particular areas.

"The numerous and stringent standards of accreditation," Economou says, "measure the big picture of any organization's professionalism and how well it is paying attention to the core areas that make an organization first-class. Are we the best? How do we know? The NIGP accreditation program helps answer those questions."

The accreditation program offers two levels: the Agency Accreditation Achievement Award and the Outstanding Agency Accreditation Achievement Award. The award level is based on the score achieved during a self-evaluation process, which measures the agency's organization against the standard practices in the eight mandatory categories and four optional categories. Then staff at NIGP reviews the agency's self-evaluation.

Accreditation is valid for three years. And that, Economou says, is part of the challenge. "Once you get accredited by NIGP and labeled a leader, you want to stay up there. If you don't keep changing and learning, you will be history. The best keep getting better. The NIGP is a commitment to excellence, a standard of a desired state of affairs, that will inspire action, determine behavior and fuel motivation."

Several agencies have applied for accreditation. And their applications are being reviewed. NIGP invites others to participate in this new program, which has been in the works since 1994 and was launched this summer.

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