

Training and CSD Seminars





GSA TRAINING SEMINARS

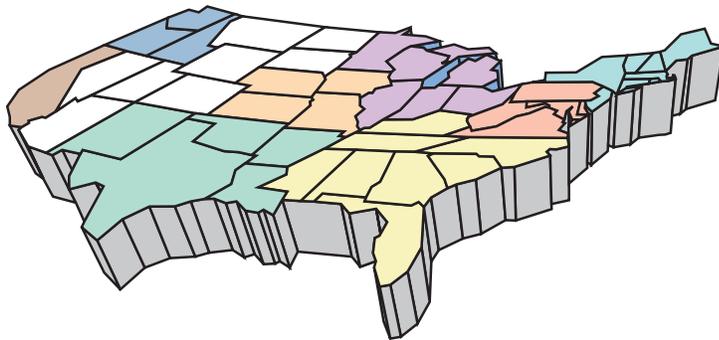
Customer Service Directors in the following regions will conduct FSS Information Seminars for local customers.

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.

WELCOME TO THE 'NEW LOOK' OF OUR FSS SEMINARS SECTION

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

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



Color Key

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

- Great Lakes:** Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin
- Heartland:** Iowa, Nebraska, Kansas and Missouri
- Greater Southwest:** Arkansas, Louisiana, New Mexico, Oklahoma and Texas
- Northwest Arctic:** Washington, Oregon, Idaho and Alaska
- Pacific Rim:** California,

<u>Location</u>	<u>Date</u>	<u>Contact</u>	<u>Phone</u>	<u>Email</u>
Mid-Atlantic				
Scranton, PA	May 10	Peter Carovillano	(215) 656-3868	peter.carovillano@gsa.gov
York, PA	June 9	Peter Carovillano	(215) 656-3868	peter.carovillano@gsa.gov
Philadelphia, PA	September 14	Peter Carovillano	(215) 656-3868	peter.carovillano@gsa.gov
Washington, DC	May	Johnetta Edwards Ford	(703) 305-6288	johnetta.edwards@gsa.gov
Washington, DC	July	Johnetta Edwards Ford	(703) 305-6288	johnetta.edwards@gsa.gov
Washington, DC	September	Johnetta Edwards Ford	(703) 305-6288	johnetta.edwards@gsa.gov
Fredericksburg, VA	May 24	John Engle	(757) 441-3115	john.engle@gsa.gov
Virginia Beach, VA	May	John Engle	(757) 441-3115	john.engle@gsa.gov
Roanoke, Va	June	John Engle	(757) 441-3115	john.engle@gsa.gov
Patuxent River, MD	July	Tonya Butler	(301) 713-9285	tonya.butler@gsa.gov

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.

GSA TRAINING SEMINARS

<u>Location</u>	<u>Date</u>	<u>Contact</u>	<u>Phone</u>	<u>Email</u>
Northeast & Caribbean				
Albany, NY	May	Christine Lincoln	(212) 264-3592	christine.lincoln@gsa.gov
Newark, NJ	June	Christine Lincoln	(212) 264-3592	christine.lincoln@gsa.gov
Buffalo, NY	September	Christine Lincoln	(212) 264-3592	christine.lincoln@gsa.gov
Syracuse, NY	September	Christine Lincoln	(212) 264-3592	christine.lincoln@gsa.gov
New York City, NY	November	Christine Lincoln	(212) 264-3592	christine.lincoln@gsa.gov
Rutland, VT	May 17	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
Bangor, ME	June 15	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
Portsmouth, NH	June	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
Togus, ME	July 18	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
Burlington, VT	August 2	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
Manchester, NH	September 14	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
Portsmouth, NH	September	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
Cape Cod, MA	May	Robert Cobbett	(617) 565-7303	robert.cobbett@gsa.gov
Springfield, MA	June	Robert Cobbett	(617) 565-7303	robert.cobbett@gsa.gov
New Haven, CT	July	Robert Cobbett	(617) 565-7303	robert.cobbett@gsa.gov
New London, CT	August	Robert Cobbett	(617) 565-7303	robert.cobbett@gsa.gov
Newport, RI	September	Robert Cobbett	(617) 565-7303	robert.cobbett@gsa.gov

***GSA Advantage! Training**

Would you like a special seminar for a group of 20 or more on a specific subject at your location?

Call Judy Poskanzer at (212) 264-0305

Southeast Belt

Raleigh, NC	May 4	Ms. Adrian Finney	(404) 331-3026	AdrianR.Finney@gsa.gov
Columbia, SC	June 1	Ms. Adrian Finney	(404) 331-3026	AdrianR.Finney@gsa.gov
Birmingham, AL	June 8	Ms. Adrian Finney	(404) 331-3026	AdrianR.Finney@gsa.gov
Lexington, KY	June 15	Ms. Adrian Finney	(404) 331-3026	AdrianR.Finney@gsa.gov
Jackson, MS	July 6	Ms. Adrian Finney	(404) 331-3026	AdrianR.Finney@gsa.gov
Pensacola, FL	July 20	Ms. Adrian Finney	(404) 331-3026	AdrianR.Finney@gsa.gov
Louisville, KY	August 3	Ms. Adrian Finney	(404) 331-3026	AdrianR.Finney@gsa.gov
Gulfport, MS	August 17	Ms. Adrian Finney	(404) 331-3026	AdrianR.Finney@gsa.gov
Montgomery, AL	September 7	Ms. Adrian Finney	(404) 331-3026	AdrianR.Finney@gsa.gov
Memphis, TN	September 14	Ms. Adrian Finney	(404) 331-3026	AdrianR.Finney@gsa.gov

GSA TRAINING SEMINARS

<u>Location</u>	<u>Date</u>	<u>Contact</u>	<u>Phone</u>	<u>Email</u>
Great Lakes				
Ft. McCoy, WI	May	Elbert Bryant	(847) 360-1889	elbert.bryant@gsa.gov
Camp Douglas, WI	June	Elbert Bryant	(847) 360-1889	elbert.bryant@gsa.gov
Tomah VAMC, WI	July	Elbert Bryant	(847) 360-1889	elbert.bryant@gsa.gov
FAA, IL	August	Elbert Bryant	(847) 360-1889	elbert.bryant@gsa.gov
Great Lakes, IL	September	Elbert Bryant	(847) 360-1889	elbert.bryant@gsa.gov
Sault Ste, MI	May	Rick Burkart	(616) 969-3985	rick.burkart@gsa.gov
Ft. Snelling, MN	May	John Barnicle	(651) 681-1625	john.barnicle@gsa.gov
St. Paul, MN	May	John Barnicle	(651) 681-1625	john.barnicle@gsa.gov
St. Cloud, MN	June	John Barnicle	(651) 681-1625	john.barnicle@gsa.gov
Bermidji, MN	July	John Barnicle	(651) 681-1625	john.barnicle@gsa.gov
Ft. Snelling, MN	August	John Barnicle	(651) 681-1625	john.barnicle@gsa.gov
St. Paul, MN	September	John Barnicle	(651) 681-1625	john.barnicle@gsa.gov
Minneapolis, MN	September	John Barnicle	(651) 681-1625	john.barnicle@gsa.gov
Chicago, IL	May	Ed Stanek	(312) 886-8941	ed.stanek@gsa.gov
Chicago, IL	June	Ed Stanek	(312) 886-8941	ed.stanek@gsa.gov
Chicago, IL	July	Ed Stanek	(312) 886-8941	ed.stanek@gsa.gov
Chicago, IL	August	Ed Stanek	(312) 886-8941	ed.stanek@gsa.gov
Chicago, IL	September	Ed Stanek	(312) 886-8941	ed.stanek@gsa.gov
Dayton, OH	May	Kay Hurley	(330) 375-5548	kay.hurley@gsa.gov
Cleveland, OH	June	Kay Hurley	(330) 375-5548	kay.hurley@gsa.gov
Indianapolis, IN	May	Gary Dugan	(317) 377-7016	gary.dugan@gsa.gov
Grissom AFB, IN	May	Gary Dugan	(317) 377-7016	gary.dugan@gsa.gov
Ft. Wayne, IN	June	Gary Dugan	(317) 377-7016	gary.dugan@gsa.gov
Crane NWC, Crane, IN	June	Gary Dugan	(317) 377-7016	gary.dugan@gsa.gov
Indianapolis, IN	July	Gary Dugan	(317) 377-7016	gary.dugan@gsa.gov
Cincinnati, OH	July	Gary Dugan	(317) 377-7016	gary.dugan@gsa.gov
Indianapolis, IN	August	Gary Dugan	(317) 377-7016	gary.dugan@gsa.gov
Crane NWC, Crane, IN	August	Gary Dugan	(317) 377-7016	gary.dugan@gsa.gov
Indianapolis, IN	September	Gary Dugan	(317) 377-7016	gary.dugan@gsa.gov
Indianapolis, IN	September	Gary Dugan	(317) 377-7016	gary.dugan@gsa.gov
Champaign/Urbana, IL	May	George Deszcz	(630) 369-3368	george.deszcz@gsa.gov
Peoria, IL	June	George Deszcz	(630) 369-3368	george.deszcz@gsa.gov
Aurora, IL	July	George Deszcz	(630) 369-3368	george.deszcz@gsa.gov
DeKalb, IL	August	George Deszcz	(630) 369-3368	george.deszcz@gsa.gov
Decatur, IL	September	George Deszcz	(630) 369-3368	george.deszcz@gsa.gov

GSA TRAINING SEMINARS

<u>Location</u>	<u>Date</u>	<u>Contact</u>	<u>Phone</u>	<u>Email</u>
Heartland				
Topeka, KS	May	Charlene Musick	(816) 823-1240	charlene.musick@gsa.gov
Ft. Leonard Wood, MO	June	Charlene Musick	(816) 823-1240	charlene.musick@gsa.gov
Wichita, KS	June	Charlene Musick	(816) 823-1240	charlene.musick@gsa.gov
St. Louis, MO	September	Charlene Musick	(816) 823-1240	charlene.musick@gsa.gov
Kansas City, MO	November	Charlene Musick	(816) 823-1240	charlene.musick@gsa.gov
Lincoln, NE	November	Charlene Musick	(816) 823-1240	charlene.musick@gsa.gov
Topeka, KS	November	Charlene Musick	(816) 823-1240	charlene.musick@gsa.gov
Wichita, KS	December	Charlene Musick	(816) 823-1240	charlene.musick@gsa.gov

Greater Southwest

Join us at GSA Expo 2000

in San Diego	May 10-11	Betty Russell	(817) 978-2892	betty.russell@gsa.gov
Dallas/Fort Worth, TX	June	Betty Russell	(817) 978-2892	betty.russell@gsa.gov
New Orleans, LA	July	Betty Russell	(817) 978-2892	betty.russell@gsa.gov
Oklahoma City, OK	August	Betty Russell	(817) 978-2892	betty.russell@gsa.gov
Little Rock, AR	October	Betty Russell	(817) 978-2892	betty.russell@gsa.gov
Albuquerque, NM	October	Betty Russell	(817) 978-2892	betty.russell@gsa.gov
El Paso, TX	November	Betty Russell	(817) 978-2892	betty.russell@gsa.gov
Houston, TX	January 2001	Betty Russell	(817) 978-2892	betty.russell@gsa.gov
San Antonio, TX	February 2001	Betty Russell	(817) 978-2892	betty.russell@gsa.gov
Corpus Christi, TX	March 2001	Betty Russell	(817) 978-2892	betty.russell@gsa.gov

Northwest Artic

Boise, ID	June	Patti Lanzetti	(253) 931-7516	patti.lanzetti@gsa.gov
Spokane, WA	July	Gerri Haworth		

Pacific Rim

Flagstaff, AZ	June 8	Kathy Pamiroyan	(602) 379-6619	kathryn.pamiroyan@gsa.gov
Northern California/Nevada		David Lampert	(415) 522-2784	david.lampert@gsa.gov
Sacramento		Liz Belenis	(916) 978-5529	elizabeth.belenis@gsa.gov
Southern California/Nevada		Dilys Sunabe	(323) 526-7500	dilys.sunabe@gsa.gov
Los Angeles		Mike Blumenfeld	(213) 894-5372	michael.blumenfeld@gsa.gov
San Diego		Mark Carico	(619) 235-4706	mark.carico@gsa.gov
Hawaii		Melinda Eyre	(808) 541-1776	melinda.eyre@gsa.gov
Japan		Ken Swensen	DSN 225-9252	kenneth.swensen@yokota.af.mil
Okinawa		Ralph Cervantes	DSN 634-3641	rafael.cervantes@kadena.af.mil
Korea		Ron Walker	DSN 768-8867	walkerre@usfk.korea.army.mil

Would you like a special seminar for a group of 20 or more on a specific subject or at your location?
Call or e-mail your local contact listed above.

We've Set The Date For Our 3rd Annual Acquisition Conference and Training Seminar

Dare to Explore the Window of Opportunity! The 3rd Annual Acquisition Conference and Training Seminar hosted by the Office and Scientific Equipment Center in partnership with The Office Supplies and Paper Products Center. Mark your calendars and plan to attend Wednesday and Thursday, June 21 and 22, 2000 at the Sheraton Crystal City Hotel, 1800 Jefferson Davis Highway, Arlington, Virginia 22202.

Workshop topics will include:

- FSS Contract Management (FQ) IOA/ACO Team Visits
- Schedule Sales Query System
- Corporate Contracting
- New Ordering Procedures for Services/BPAs
- Capital and Operating Leases Impact of (OMBs) Regulation
- **GSA Advantage!** Version 5.02
- Xerographic Paper
- Training Services and Products
- Human Resource/EEO Services

We want you to get the most out of this year's Seminar. The Office Supplies and Paper Products Center will share information on their Human Resources/EEO Services, Training/Course Development, Periodicals/Publications, Next Day Delivery of Office Supplies, On-line Book Service, ADP/Telecommunications Equipment, Shipping and Packaging Supplies, Customized Business Cards and a variety of other products that will assist you in your office environment.

To make this year's event extra special, we have enlisted the expertise of Gallagher & Gallagher, a full-service Conference and Events Planner. For up-to-date registration and attendance information, check out their web-site at www.gallagher-gallagher.com. We look forward to seeing you!

For more information, please contact Denese (Dee) Faulkner, GSA Contracting Officer
Phone (703) 305-6041
E-Mail: denese.faulkner@gsa.gov

MILLENNIUM MADNESS — JOIN US

GSA Fleet (formerly IFMS or the Interagency Fleet Management System), the IMEAC Council, and FedFleet will team up for the year 2000 in Orlando, Florida, July 30th through August 3rd. We'll bring together the nation's leading vehicle makers, service providers, and Federal and State fleet managers under one roof at the Omni Rosen Hotel. "Millennium Madness – A Clear Perspective," will feature three full days of workshops and events for fleet managers and customers. For a closer look at the agenda, go to www.fedfleet2000.com.





TRAVEL TRAINING BRANCH

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:

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 contact Nancy Murphy, Program Expert
 Transportation Management Branch
 Phone (202) 619-8907
 E-Mail: 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	1745-03	Jul 11-13, 2000
Denver, CO	1745-06	Jun 20-22, 2000
Houston, TX	1745-08	Aug 01-03, 2000
Kansas City, MO	1745-10	May 16-18, 2000
	1745-11	Jul 25-27, 2000
Pensacola, FL	1745-13	May 23-25, 2000
	1745-14	Aug 22-24, 2000
San Antonio, TX	1745-16	Jun 06-08, 2000
San Francisco, CA	1745-18	May 30-Jun 01, 2000
	1745-19	Aug 01-03, 2000

Seattle, WA	1745-21	May 09-11, 2000
	1745-22	Jul 11-13, 2000
Washington, DC	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:

Washington, DC	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	1760-03	May 09-11, 2000
	1760-04	Jun 27-29, 2000
Denver, CO	1760-06	Jul 25-27, 2000
Houston, TX	1760-07	May 30-Jun 01, 2000
San Francisco, CA	1760-14	Jul 18-20, 2000
	1760-15	Aug 15-17, 2000
Seattle, WA	1760-18	Jun 06-08, 2000
	1760-19	Jul 25-27, 2000
Washington, DC	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
Seattle, WA	1755-06	May 16-18, 2000
Washington, DC	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	1765-02	Jul 18-20, 2000
San Diego, CA	1765-04	Jun 13-15, 2000
Washington, DC	1765-08	Aug 15-17, 2000

N E W S F L A S H

GSA Schedules E-Library
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GSA schedules contract
award information!

Visit us at www.fss.gsa.gov

**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:

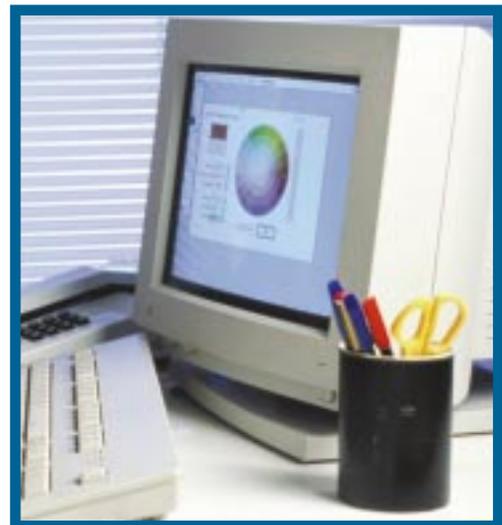
- Contract airfares worldwide
- Per Diem rates worldwide
- Rental cars
- Firesafe hotels
- Maps of locations
- Tax exempt forms for certain cities
- Accounting classification
- Object class codes
- Mileage rates
- Federal Travel Regulations on-line

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	1770-02	Jun 13-15, 2000
San Diego, CA	1770-04	Jun 20-22, 2000
	1770-05	Aug 08-10, 2000
Washington, DC	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 ...

Charleston, WV	July (TBA)
Denver, Co	TBA

For detailed information and to register online, go to:

www.fss.gsa.gov

then click on NEWS & EVENTS



The National Institute of Governmental Purchasing's

55th Annual Forum and Products Exposition

Network and Learn How Other Agencies Are Solving Problems

The NIGP Forum and Products Exposition is the premier place to immerse yourself in professional development and networking. Members tell us that the Forum alone is one of the best reasons to be part of NIGP. Networking sessions, workshops, assemblies, informal discussions, distinguished speakers, and the Products Exposition — the Forum is a once-a-year opportunity to learn the latest methods that agencies are using to keep pace with technology, and what they are doing to meet the demands placed on them by a variety of customers and constituencies.

August 18-23, 2000
Baltimore, Maryland

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