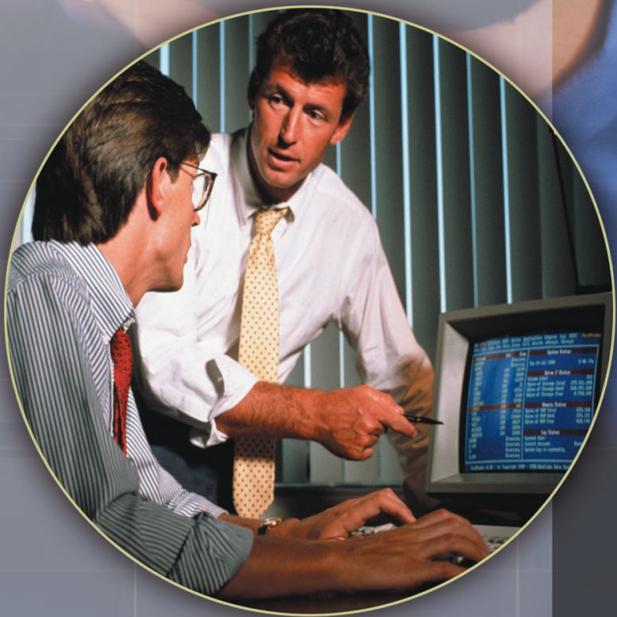


Training and GSD Seminars



INTRODUCTION

Challenging economic times demand that everyone in the organization get the know-how they need to succeed! GSA has the tools, connections, and ongoing learning opportunities you need. Check us out! We have an incredible selection of top quality seminars and training, a broad selection of technology and multimedia equipment and supplies, furniture and equipment to outfit classrooms, design and production services, and even training books and reference materials on-line! All designed to meet your professional training needs!


**TRAINING RESOURCES
FOR THE
FEDERAL PROFESSIONAL
INSTRUCTOR**

Training is a challenging and ever-changing field. Now you don't have to go it alone! Don't waste your precious time and energy sweating the 'small stuff'! Let GSA help provide you with the tools to make your job easier. Free up your energy to enhance your teaching strategies by using GSA's training resources on schedule. We have a broad selection of:

Technology and communications equipment

Classroom and media supplies

Classroom furniture and furnishings

Training and Teaching Aids and Devices

Reference materials and text books

Design and production services for your training material

and more!

**TRAINING RESOURCES FOR
FEDERAL EMPLOYEES**

Whether you know it or not, our jobs are changing around us! New technologies and information create different challenges for us every day. So much depends not only on what you know but on how much more you can learn! GSA has the tools and learning opportunities you need to stay competitive in tomorrow's work environment. We offer a wide variety of courses from one day, full week, or even E-learning. Course topics include:

Information Technology

Personal Development

Acquisition/Contracting

Career Development

Leadership and Management

Travel Training

and more!

TRAINING RESOURCES FOR THE FEDERAL PROFESSIONAL INSTRUCTOR

Federal Supply Schedule 69 — Training Aids and Devices, Instructor-led Training, Development for Course Materials

A KEY TO MORE EFFECTIVE GOVERNMENT

As government becomes smaller, it needs to become more efficient. Because of this, training becomes more important. Workers will not only need to know their own jobs better, but will need to increase their working knowledge of the tasks and skills of others. GSA can supply them with the training they need to gain this knowledge. Agencies can find programs with locations and schedules suitable for their staffs, either at centralized locations, on-site for groups, or even using tapes or

CD-ROM for self-directed instruction.

Federal Supply Schedule 69 includes a variety of training methods and course subjects that fall under three basic categories: learning devices and materials, instructor-led training, and course development.

Pages 12 through 16 of this publication offer a sampling of companies providing these services. To view a complete listing of companies providing these services, visit our Schedules E-Library at www.fss.gsa.gov.

TECHNOLOGY AND COMMUNICATIONS EQUIPMENT AND MEDIA SUPPLIES

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 (Group 70). The IT Schedule provides all the necessary products and services you will require as a Professional Instructor. Whether its information technology equipment, software or services you're looking for, this contract is for you!

In addition, GSA has a broad selection of top quality communications products for your multimedia presentation needs! These products are available through Federal Supply Schedule 58 I, and include:

Audio Duplicators
Audio Microphones
Digital Recorders and Reproducers

Mini Studio Sound Systems
Switchers and Generators, Special Effects
Television Cameras
Video Duplicators

Don't forget those media supplies! You've got to have those cassettes, cartridges, and diskettes for your multimedia equipment. Federal Supply Schedule 58 V A provides video and sound recording tape, ADP supplies, and more! A sampling of products include:

Audio Tapes
Computer Tape, Reel, Cartridge, or
Cassette
Disk Cartridges
Diskettes
Tape Cartridges
Video Tapes

For more information on our Technology and Communications Equipment and Media Supplies, please visit our schedules E-Library at www.fss.gsa.gov.

DESIGN AND PRODUCTION SERVICES FOR CLASSROOM MATERIALS

Let GSA simplify the art of communication for you! Our Marketing, Media and Public Information Services Schedule (738 I) provides you with professionals that can fully produce your training materials. Everything from concept to final delivery printed materials (books and handouts), videos, and website design.

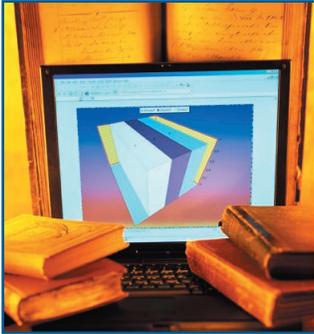
For more information on Schedule 738 I visit the Marketing, Media, and Public Information website at: www.fss.gsa.gov/services/market-svcs/.



TRAINING RESOURCES FOR THE FEDERAL PROFESSIONAL INSTRUCTOR

Federal Supply Schedule 76 — Publication Media

GSA ONLINE BOOKSELLERS OFFER AN AWESOME ARRAY OF ITEMS



It would be hard to imagine a training aid or text that would not be available from one of GSA Schedule 76's roster of online booksellers. They offer access to literally millions of texts from their shelves or files, and often at great

discounts. Of course, purchases are for government use only.

For more information, please contact:

GSA Contact: MaryAnn DeFeo
Phone: (212) 264-2306
E-mail: mary-ann.defeo@gsa.gov

BARNESANDNOBLE.COM

Over 17 million titles including PC software, manuals, books and even the New York Times best sellers. Paperbacks, music, and publications are only a few clicks away at bn.com. That's the E-commerce address of barnesandnoble.com, one of the country's largest booksellers and your best source for computer texts and many other business, learning and reference needs.

You can access bn.com through GSA's on-line shopping at www.gsaAdvantage.GOV. Just log in to either the Professional & Technical Store or the Software Store and their seemingly limitless inventory. Take advantage of huge savings on the entire 17 million item inventory when you use your SmartPay Government Purchase Card. In addition to heavily discounted prices that barnesandnoble.com offers, Government SmartPay customers are not charged for shipping and handling. (Others pay \$3.00 per order, plus \$.95

per item). This is a great resource for individual offices, training centers, research centers, schools, day rooms, and lending libraries, not only for purchasing but for book title researching as well.

Note: The contract does not apply to retail purchases at Barnes & Noble, Inc., and B. Dalton, Inc., retail stores.

For more information, please contact:

barnesandnoble.com
A division of
Barnes & Noble, Inc.
75 Ninth Avenue, 11th Floor
New York, NY 10011
Phone: (703) 729-9678
GSA Contract Number:
GS-02F 0025J

N E W S F L A S H

GSA Schedules E-Library

Your source for the latest GSA schedules contract award information!

Visit us at www.fss.gsa.gov

TRAINING RESOURCES FOR THE FEDERAL PROFESSIONAL INSTRUCTOR

Federal Supply Schedule 76 — Publication Media

FATBRAIN.COM

Fatbrain.com is a great new government source for texts on computing, business, science and engineering, medicine and biotech, and general interest. In addition, fatbrain.com is a leading web-based information management service provider. Fatbrain.com was the first E-commerce site to deliver secure digital publishing.

Government purchasers will receive: 40% off Selected Featured Titles, 30% off Selected Hardcover Titles, 20% off Selected Paperback Books, and 12% off all non-discounted titles. Standard delivery is free eliminating the normal shipping charges of \$3.00 per order plus \$.95 per book.

The SmartPay Government Credit Card will be recognized on their commercial website and they will accept orders electronically, via fax, E-mail or over the telephone. For purchases of 100 or more copies of a title, fatbrain.com will contact the publisher and attempt to negotiate greater discounts than those mentioned above.

For more information:

fatbrain.com
 2550 Walsh Avenue
 Santa Clara, CA 95051-1315
 Phone: Toll free (877) 328-2724
 (301) 593-8355
 Fax: (301) 593-8356
 GSA Contract Number:
 GS 02F 0037K

MACKIN LIBRARY MEDIA

Mackin Library Media is a complete acquisition service for libraries of all kinds providing virtually any book, video, audio, or CD-Rom in print. They individually catalog and process each item for each individual library according to their needs. They can also supply multiple copies of titles for meetings, classes, and other needs.

Government libraries can benefit directly from Mackin's customized, free cataloging and processing services. Mackin will catalog and process all their items to their exact specifications at no additional charge. This includes a full USMARC record on disk, an applied barcode label, an applied spine label, and catalog card sets and book pockets if necessary. All titles can arrive completely ready to put on the shelf, saving valuable time as well as money. Because Mackin provides virtually any title in print and has access to over 2 million in print titles, you are not limited to a specific inventory of titles. They will search out every title you request and acquire the titles needed. Basically, if it is in print and available to them from a publisher or distributor, they will provide it.

Under this contract shipping is free within the continental United States for

all orders over \$50.00. Purchasers will receive: 10-40% off Trade Hardcover Books, 15-40% off Trade and Mass Market Paperback Books, 5-40% off Library/Reinforced books, 0-40% off Nonprint items, 0-40% off Trade, Technical & Reference Publications. GSA SmartPay Government Credit Card will be recognized on their commercial website.

Additional Services offered are: Free USMARC cataloging and free shelf-ready processing to the exact specifications of each library, application of theft-detection strips (3M, Checkpoint, etc.) \$.39 per book, (Cost is \$.35 for Opening Day Collections in which newly created libraries are purchasing their full collection from Mackin), application of Kapco Easy Covers on paperbacks: \$1.79 per book (The cost is \$1.59 for Opening Day Collection in which newly created libraries are purchasing their full collection from Mackin), and conversion of paperback titles into hardcover MackinBounds: \$3.90 per book.

Mackin Library Media
 (A woman-owned small business)
 615 Travelers Trail West
 Burnsville, MN 55337-2553
 Phone: (800) 245-9540
 GSA Contract Number:
 GS-02F-0001L

TRAINING RESOURCES FOR THE FEDERAL PROFESSIONAL INSTRUCTOR

Federal Supply Schedule 69

Training Aids and Devices, Instructor-led Training, Development for Course Materials

TECHKNOWLEDGE
CORPORATION —
SUPPLYING
ENTERPRISE-WIDE
EDUCATION SERVICES

TechKnowledge Corporation has been in the business of supplying Enterprise-wide education services since 1979. The curriculum covers the areas of OS/390 Developer Skills, OS/390 MVS Systems Management, OS/390 Storage Management, DB2 UDB for OS/390, CICS/TS, IMS, Programming Languages, OS/390 Unix System Services, Unix, Internet Development, Networking, Application Systems Development, and MQ Series.

TechKnowledge provides instructor-led courses in both open enrollment and on-site class formats. Open enrollment is offered at 11 locations in the U.S. and Canada. They have a strong commitment to quality education and meeting the requirements of their students.

For more information, please contact:

TechKnowledge Corporation
10420 Little Patuxent Parkway,
Suite 500
Columbia, MD 21044
Contact: Ted Robey
Phone: (410) 992-0090 or
(800) 832-4186
Fax: (410) 992-7183
E-Mail:
trobey.techknowledge.com
Website:
www.techknowledge.com
GSA Contract Number:
GS-02F-0001J

A GLOBAL PROVIDER OF TRAINING
FOR THE WORKPLACE

Management Concepts, a global provider of training for the workplace, offers programs in the following areas: Federal Acquisition and Contracting, Federal Grants and Assistance, Financial Management, Leadership and Management, and Project Management.

Management Concepts' competency-based courses are recognized by many Federal civilian agencies as meeting the requirements of their warrant programs for contracting officers and certification programs for technical personnel. Private sector representatives find our programs invaluable for improving their contracting knowledge and skills and for helping them develop better relationships with their government counterparts. Offerings include the core curriculum for Federal civilian agency GS-1102 Contract Specialists and address the Units of Instruction in the Federal Acquisition Institute's Contract Specialist Workbook. Twenty-two of our courses have been reviewed by the American Council on Education (ACE) and have received college credit recommendations.

Government buyers may order group onsite training for courses described in any of Management Concepts commercial catalogs. Please call (703) 790-9595 and be sure to reference the contract number at the time you place an order.

To view course offerings or enroll individual students in courses, visit the GSA Catalog on the Management Concepts' web site at: www.managementconcepts.com, or call the Customer Service Department at (703) 790-9595.

To arrange for group onsite training, call (703) 790-9595 x137. Be sure to reference the contract number at the time you place an order.

For more information, please contact:

Management Concepts, Inc.
8230 Leesburg Pike, Suite 800
Vienna, VA 22182
Contact: Beth Blazek X107
Phone: (703) 790-9595
Fax: (703) 790-1371
Web:
www.managementconcepts.com
(click on "GSA Contracts")
GSA Contract Numbers:
GS-02F-0013J
GS-02F-0010J

For more information about GSA's Training Aids and Devices, Federal Supply Schedule 69, please contact:

Spring Wells
Phone: (212) 264-3553
E-mail: spring.wells@gsa.gov

Yvonne Scott-Shider
Phone: (212) 264-0527
E-mail: yvonne.scott-shider@gsa.gov

Mary Ann DeFeo
Phone: (212) 264-2306
E-mail: mary-ann.defeo@gsa.gov

TRAINING RESOURCES FOR THE FEDERAL PROFESSIONAL INSTRUCTOR

Federal Supply Schedule 69

Training Aids and Devices, Instructor-led Training, Development for Course Materials

TESCO, INC.

TESCO, Inc., is a technical services organization specializing in Technical Training, Instructor Services, Engineering Services, Information Technology Development and Management, Administrative Support, Mailroom/Postal Operations Support, Integrated Logistics Support, Facilities Management, and Systems Maintenance and Repair.

For more information, please contact:

TESCO, Inc.
3233 Executive Park Circle
Mobile, AL 36606-2844
Phone: (334) 471-1711
Website: www.tesco-inc.com
GSA Contract Number:
GS-02F-0008K
Special Item Numbers:
27-400, Instructor Led Training
27-500, Course Development;
Test Administration.



For more information about GSA's Training Aids and Devices, Federal Supply Schedule 69, please contact:

Spring Wells
Phone: (212) 264-3553
E-mail: spring.wells@gsa.gov

Human Technologies specializes in the call center industry, providing needs analyses, instructional design, and live, customized world class customer service skills training (soft/people skills). Rosanne D'Ausilio, Ph.D., President, is the author of the best selling book *WakeUp Your Call Center: Humanizing Your Interaction Hub*, 3rd edition.

HUMAN TECHNOLOGIES

For more information, please contact:

Human Technologies
3405 Morgan Drive
Carmel, NY 10512
Contact: Rosanne D'Ausilio, Ph.D.
Phone: (845) 228-6165
Fax (845) 228-6335
E-Mail:
rosanne@human-technologies.com
Website:
www.human-technologies.com
GSA Contract Number:
GS-02F-1436H

THE NEW HAMPSHIRE COLLEGE GRADUATE SCHOOL OF BUSINESS

The New Hampshire College Graduate School of Business offers Masters of Science and PhD programs in community economic development (CED). Community economic development is the practice of applying economic principles in a manner that is consistent with the social and cultural values of the community. Low-income communities around the globe are realizing their potential to build equitable opportunities for community-based access, ownership, and control of available economic, environmental, and social resources. These community-based initiatives are greatly impacting the economic and social health of the

community, and influencing local, regional, and national policies.

International CED Certificate Programs are geared primarily for people working overseas and offer intensive instruction in micro-enterprise development, training of trainers, project design management and applied strategies for health promotion in developing countries.

Programs are also offered in Accounting, Business Administration, Business Education, Computer Information Systems, Finance, and International Business.

For more information, please contact:

The New Hampshire College
Graduate School of Business
2500 North River Road
Hooksett, NH 03106-1067
Contact: Lee Williams
Phone: (603) 644-3135
E-Mail: www.merlin.nhc.edu/ced/webbook/pg2.htm
GSA Contract Number:
GS-02F-0039J

Yvonne Scott-Shider
Phone: (212) 264-0527
E-mail: yvonne.scott-shider@gsa.gov

Mary Ann DeFeo
Phone: (212) 264-2306
E-mail: mary-ann.defeo@gsa.gov

TRAINING RESOURCES FOR THE FEDERAL PROFESSIONAL INSTRUCTOR

Federal Supply Schedule 69

Training Aids and Devices, Instructor-led Training, Development for Course Materials

DIGITALTHINK

DigitalThink has been creating and delivering E-learning solutions since 1996. Their 100 percent Internet-based courses feature expert-written content, interactivity and simulations, and online interaction with expert tutors and fellow students. They offer a full catalog of courses on topics including information technology, the Internet, e-business, sales and soft skills, financial services, and much more. DigitalThink can also create customized courses to meet your specific learning needs.

It is the only learning company to receive Forbes.com's "Forbes Favorite" designation, PC Computing's five-star rating, and CIO's 50/50 award (1998, 1999, and 2000). DigitalThink was also recognized 2 years in a row by the Computerworld Smithsonian Program.

DigitalThink has contracts with organizations including the Library of Congress, the FDIC, Los Angeles County, NASA, and the Army National Guard. Companies like EDS, KPMG Consulting, GE Capital, and Cisco Systems also are successfully using DigitalThink. Through their contracts, volume discount agreements are available.

For more information, please contact:

DigitalThink
Contact: Stefanie Crisanto
Phone: (703) 749-7718 x 2042
Fax: (703) 883-9342
E-Mail: stephanie-crisanto@immixgroup.com
GSA Contract Number: GS-02F-0005K

PENN-NABRIT & ASSOCIATES

Penn-Nabrit & Associates (PN&A) is an Ohio-based business management consulting business grounded in applied demographic research. Specifically, PN&A scrutinizes demographic factors affecting its clients' internal and external environments. PN&A makes extensive use of surveys, questionnaires, focus groups and personal interviews to gather client data. After applying statistical tools to sort, order and measure these responses, they derive findings. Additionally, PN&A uses these same analytical methods to develop and deliver highly customized training programs. Areas of training concentration include business ethics, sexual harassment, customer service, leadership, and diversity issues.

Established in 1986, the firm has presented before numerous organizations throughout the United States, Canada and Europe. Clients include organizations engaged in public, private, government, non-profit, and education enterprises. PN&A bases its fees for training on the length of time required for each class session.

Courses include: Coaching and Communicating in a Diverse Environment, Effective Mentoring

For more information about GSA's Training Aids and Devices, Federal Supply Schedule 69, please contact:

Spring Wells
Phone: (212) 264-3553
E-mail: spring.wells@gsa.gov



Relationships, Interpersonal Skills, Time Management, Basic Negotiation Skills, Basic Facilitation, Effective Communications, Addressing Sexual Harassment and Misconduct, Ethical Decision Making, and Federal Government Sales

To view complete descriptions of all courses and consulting services, go to: www.nabrit.com/pna.

For more information, please contact:

Penn-Nabrit & Associates
P.O. Box 1174
Westerville, OH 43086-1174
Phone: (614) 899-2723
E-Mail: corpnabrit@msn.com
GSA Contract Number: GS-02F-0015K
Special Item Numbers: 27-400, Instructor Led Training, 27-500, Course Development, Test Administration

Yvonne Scott-Shider
Phone: (212) 264-0527
E-mail: yvonne.scott-shider@gsa.gov

Mary Ann DeFeo
Phone: (212) 264-2306
E-mail: mary-ann.defeo@gsa.gov

TRAINING RESOURCES FOR THE FEDERAL PROFESSIONAL INSTRUCTOR

Federal Supply Schedule 69

Training Aids and Devices, Instructor-led Training, Development for Course Materials

BIG APPLE
OCCUPATIONAL SAFETY
CORPORATION (BAOS)

Big Apple Occupational Safety Corporation (BAOS) is an environmental management company committed to the highest quality standards, excellent performance and outstanding customer satisfaction. BAOS provides training for GSA for handling asbestos and lead based paint and OSHA required courses. BAOS uses state-of-the-art technology and equipment in order to accomplish its commitment to safety.

BAOS is a certified participant in the U.S. Small Business Administration's (SBA) 8(a) BD Program. In addition to this 8(a) certification, BAOS has been certified as a Small Disadvantaged Business (SDB) in the Federal Government's SDB Program.

For more information, please contact:

Big Apple Occupational Safety Corporation
505 8th Avenue, Floor 23
New York, NY 10018-6505
Phone: (212) 564-7656
Fax: (212) 564-7661
E-Mail: rada@baos.com
Website: www.baos.com
GSA Contract Number:
GS-02F-00171.

LEADERSHIP EDGE INTERNATIONAL

Founded in 1972, Leadership Edge International serves a variety of clients in business, industry, government and education throughout the world. Leadership Edge is dedicated to providing clients with up-to-date, high quality training, information and services.

The company's training programs include Advanced Problem Solving for Groups, Group Dynamics & Teamwork, Leadership & Motivation, LEARN Seminar (Lead, Empower and Accept Responsibility Now), Management Skills & Advanced Management Skills, People Power Seminar featuring the DiSC Profile, Advanced People Power for Managers, People Reading, Performance Appraisal Strategies, Quality Customer Service, Self-Management System Seminar featuring the Self-Management System, Team Building, The Catalytic Trainer, and TQM Initiative. Most of

these programs are available in scripted format for in-house presentations.

Leadership Edge's training tools include a variety of instruments such as the Personal Profile System (DiSC), Innovate with CARE, Discovering Diversity, Personal Listening, Dimensions of Leadership, Time Mastery, Coping & Stress, Personal Learning, Values System, I-Sight, DiSC Sales Strategies, Focus Point and the brand new Transition - The Personal Path Through Change. They also offer facilitator's kits, videos, and other complementary training tools.

For more information, please contact:

Leadership Edge International
8150 East Raintree Drive
Scottsdale, AZ 85260
Phone: (480) 367-0101
Website:
Leadershipedge@email.msm.com
GSA Contract Number:
GS-02F-0041J

For more information about GSA's Training Aids and Devices, Federal Supply Schedule 69, please contact:

Spring Wells
Phone: (212) 264-3553
E-mail: spring.wells@gsa.gov

Yvonne Scott-Shider
Phone: (212) 264-0527
E-mail: yvonne.scott-shider@gsa.gov

Mary Ann DeFeo
Phone: (212) 264-2306
E-mail: mary-ann.defeo@gsa.gov

N E W S F L A S H

On-line purchasing just got easier!

**www.gsaAdvantage.GOV meets Federal Acquisition Regulations
and is the preferred source for all products and services.**

TRAINING RESOURCES FOR THE FEDERAL PROFESSIONAL INSTRUCTOR

Federal Supply Schedule 69

Training Aids and Devices, Instructor-led Training, Development for Course Materials

BUSINESS TELEVISION SERVICES (BTS)

Business Television Services (BTS) is a producer and distributor of training/education programs in the various EEO-related areas. Courses include "Sexual Harassment Prevention," (Supervisor) "Sexual Harassment Prevention," (General Employees) "EEO Discrimination" and "Behavioral/ Dynamics - 2000" (Diversity).

Formats available include instructor-led, video-based classroom and various distance-learning applications (CD-ROM, Web-based Internet and Intranet) including streaming video.

For more information, please contact:

Business Television Services, Inc.
 60 Arch Street
 Greenwich, CT 06830
 Contact: Jim Larkin
 Phone (203) 622-8705
 Fax (203) 651-7261
 E-mail JLarkin@Bustv.com
 GSA Contract Number:
 GS-02F-04200

For more information about GSA's Training Aids and Devices, Federal Supply Schedule 69, please contact:

Spring Wells
 Phone: (212) 264-3553
 E-mail: spring.wells@gsa.gov

Yvonne Scott-Shider
 Phone: (212) 264-0527
 E-mail: yvonne.scott-shider@gsa.gov

Mary Ann DeFeo
 Phone: (212) 264-2306
 E-mail: mary-ann.defeo@gsa.gov

BUILDING OR REMODELING YOUR NEW CLASSROOM OR TRAINING ENVIRONMENT? GSA'S NATIONAL FURNITURE CENTER IS THE PLACE TO CALL

The National Furniture Center's (NFC) Packaged Office Program offers you every product and service necessary to create and deliver the ideal training environment. Place one order with one supplier for a fully coordinated room. From site planning, design and purchase to delivery and installation, every detail is handled for you with only one purchase order. Our packages include, but are not limited to, conference rooms, training rooms, and classrooms. The program also offers you the option of purchasing a full range of services to create a seamless turnkey project. Services include:

- Inspection
- Warehousing
- Staging
- Site Preparation
- Clean-Up
- Ancillary Services

Under the Packaged Office Program, you also have the opportunity to acquire more than just furniture. Supplier Teaming Arrangements allow you to purchase such non-furniture items as computers, audio-visual equipment, or any other products that would compliment your new training room or classroom environment.

GSA and the NFC have the solution for your professional training or classroom needs! For more information on the Packaged Office Program or other product offerings, please call (703) 308-1622 or visit us on the web at www.nfc.fss.gsa.gov.



TRAINING RESOURCES FOR FEDERAL EMPLOYEES

SCHEDULES OFFER VALUABLE TRAINING

Federal Supply Schedule 899 – Environmental Services

SIN 899-3 Environmental/Occupational Training Services, offers both conventional course development /presentation and customized courses to meet agency requirements, including software based interactive training. Meet the HAZMAT training requirements of 29 CFR 1910.120 as well as Section 126 of SARA and NFPA 472 for persons working with hazardous materials. Some specific types of training that can be obtained through this schedule are:

- Hazardous Waste Operations
- Industrial Safety Management
- OSHA Construction Safety
- Personal Protective Equipment
- Spill Response and Containment
- Confined Space Entry
- First Aid/CPR
- Decontamination Procedures
- Radiation Worker Protection
- Treatment Storage and Disposal Facility
- Environmental Health and Safety Audits
- Asbestos training
- Lead training
- Wetlands Permitting and Mitigation
- Underground and Above ground storage tanks
- DOT packaging and transport of hazardous materials

Federal Supply Schedule 738 II – Language Services

SIN 382-3 Training Services and Educational Material, offers for instructional training and/or educational materials to include, but not limited to, foreign language training, language immersion training, publications, software, audio and various other forums and products in support of Language Services.

**Federal Supply Schedule 874 V – Logistics Worldwide (LOGWORLD)**

SIN 874-505 Logistics Training Services, offers training in system operations and automated tools for supply and value chain management, property and inventory management, distribution and transportation management and maintenance of equipment and facilities supporting these activities.

- Managing Transportation in the 21st Century
- Building Transportation Relationships
- Managing Carrier Performance
- Transportation Management in the Continuous Improvement Framework
- Customer Value Analysis
- Activity Based Costing
- Future Drivers of Value Creation
- Defense Logistics Overview
- The DoD Logistics Process
- DoD Logistics Improvement
- DoD Logistics, Processes, Organizations & Systems
- Advanced Mishap Investigation
- Basic Mishap Investigation
- Environmental Safety
- Ergonomics
- Fundamentals of Army Accident Prevention
- Hazardous Materials
- Introduction to Industrial Hygiene
- OSH 2000
- Respiratory Protection
- Risk Management
- Safety Appraisal

Federal Supply Schedule 733 I – Mail Management Services

SIN 733-5 Mailroom Ergonomic Analysis Services, offers expertise on how your agency can increase mailroom efficiency, productivity and safety by analyzing mailroom processes and optimizing your mailroom layout.

Federal Supply Schedule 874 – Management, Organizational and Business Improvement Services (MOBIS)

SIN 874-4 Training, offers off-the-shelf or customized training packages to meet specific agency needs related to management, organizational and business improvement services covering a variety of requirements. The following are examples of the type of specialized training offered under MOBIS:

- METHOD/E
- Concept Mapping, Pattern Matching and Measurement
- Integrated Technologies
- Rapid Prototyping
- Interactive Multimedia
- Internet/Intranet
- ISO 9000
- ISO 14000
- Creative Strategic Sessions
- Customer Focus Group
- Information System Assessment
- Leadership Assessment
- Strategic Planning
- Survey Methods
- Activity-Based Costing

To learn more about these valuable training services, please research our web site at

<http://www.northwest.gsa.gov/fss/msc/>
or call 1-800-241-RAIN (7246)

TRAINING RESOURCES FOR FEDERAL EMPLOYEES

Federal Supply Schedule 738 X
Human Resources & EEO ServicesNEW SERVICES AND CONTRACTORS JOIN
HUMAN RESOURCES & EEO SCHEDULE

GSA has added service enhancements to Schedule 738 X. We now offer several nationally known, highly reputable contractors that bring added capacity for assisting with human resources management issues.

Schedule 738 X presents a convenient, cost effective source providing complete worldwide services for all aspects of HR and EEO management including, but not limited to, administration, management and consulting functions. This includes assisting management, executing programs, and conducting activities prescribed by law, executive order, OMB Circulars, OPM regulations, and department and agency policies and regulations.

HR managers will find complete answers for all important phases of their functions. It includes Human Resources General Support, Human Resources Review and Integration Services, Management of Workman's Compensation Claims, and a myriad of Enhanced EEO Services. During times when work overloads create delays that could be detrimental, it would be most

beneficial for your agency's HR and/or EEO departments, to receive a photocopy of this article.

To view a complete listing of contractors on Schedule 738 X, please visit our Schedules E-Library at: www.fss.gsa.gov.

For more information, please contact:

CONTACT

Robert Woodside

PHONE

(212) 264-2693

WEB-SITE

robert.woodside@gsa.gov

CONTACT

Albert Viscione

PHONE

(212) 264-4973

WEB-SITE

albert.viscione@gsa.gov

CONTACT

Valerie Thomas

PHONE

(212) 264-2496

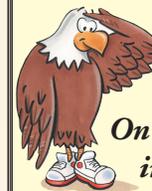
WEB-SITE

valerie.thomas@gsa.govFederal Supply Schedule 70
Information Technology
Products and ServicesTECHNOLOGY TRAINING
ON SCHEDULE

In addition to hardware and software, the IT Schedule (Group 70) offers training services available through hundreds of IT companies who have been approved to provide you with numerous types of technology training services, including: applications training, technology based training systems, simulation based systems training, and more!

If you are interested in researching the various types of training services available, visit our exclusive IT Contract Database Search. Training is just one of the many categories that you can search. Just select "training" and any other features you might be interested in checking out. Try it today...go to: www.fss.gsa.gov/it

FUN CLIPS

*Did you know...*

*On the average, one
inch of rain is
equivalent to 10 inches
of snow.*

*The National Weather Service
Baltimore/Washington*

TRAINING RESOURCES FOR FEDERAL EMPLOYEES

Federal Supply Schedule 738 X — Human Resources & EEO Services

NEW AWARD TO BOOZ-ALLEN & HAMILTON

Booz-Allen & Hamilton is an international management and technology consulting firm committed to helping organizations solve complex problems. Founded in 1914, they are the oldest management consulting firm in the United States. Today, their 10,000 talented professionals provide management services in over 75 countries.

Their clients include most of the world's largest companies, most agencies of the U.S. Federal Government, and major institutions and government bodies across the globe. They are recognized for the quality of their services and have won numerous awards across government for business improvement initiatives. As further testament to their strong reputation and the value they provide to their clients, more than 80 percent of their clients engage them for additional work.

Training Services

Booz-Allen's training services provide the vital link between your organization's mission accomplishment and your employees. They offer both off-the-shelf and custom designed training products and services using instructor-led, multimedia, self-study, distance learning and other delivery methods. Their training programs are designed and developed by a team of highly experienced instructional technologists who, with their clients and subject matter experts, develop instructional products for a wide variety of technical disciplines, using a broad range of state-of-the-art technologies and incorporating adult learning practices. Booz-Allen has

successfully completed numerous projects that demonstrate expertise in providing training support to Federal Government clients. Recent clients include: National Reconnaissance Office, Federal Bureau of Investigation, Department of Health and Human Services, U.S. Agency for International Development, and Internal Revenue Service.

Workforce Planning

Booz-Allen's human resources professionals, combined with their proven methodologies, ensure that the work force and related human resource projects they perform produce real and significant benefits to clients. Their workforce planning approach, employing automated work force and workload planning systems, ensures managers have the right staff for the work at hand. Booz-Allen understands that for staffing requests to withstand stakeholder scrutiny, they must demonstrate how resources support the

organization's mission, and how organizational structures are designed to obtain maximum efficiency. Booz-Allen's significant experience in strategic work force analysis and planning includes the following recent clients: Department of Health and Human Services, U.S. Air Force Materiel Command, U.S. Army Materiel Command, GSA Federal Protective Service, U.S. Capital Police Department, and Defense Telecommunications Service.

For more information, please contact:

Booz-Allen & Hamilton
Contact: Leslie Raimondo
Phone: 703-917-2249
E-mail:
Raimondo_leslie@bah.com
GSA Contract Number:
GS-15F-0087K

NEWS FLASH

**Did you know you could browse and buy
 on-line with confidence that you are compliant with
 Federal purchase regulations?**

You can.

It's easy with www.gsaAdvantage.GOV.

TRAINING RESOURCES FOR FEDERAL EMPLOYEES

Federal Supply Schedule 738 X — Human Resources & EEO Services

NEW AWARD TO THE
JUSTICE CENTER OF
ATLANTA

The Justice Center of Atlanta provides conflict management and workplace dispute mediation training. These classes, offered more than 25 times per year throughout the United States, explore the origins and dynamics of conflict and teach the facilitative model of mediation as an effective means of addressing, managing and even resolving that conflict.

These training courses focus on disputes that arise in the workplace, including, among others, EEO complaints and grievances, civilians in the military workplace, and Federal sector employees with a special emphasis on 29CFR Part 1614.

For more information, please contact:

The Justice Center of Atlanta
976 Edgewood Avenue, NE
Atlanta, GA 30307-2580
Contact: Karen Dobkin
Phone: (404) 523-8236, Ext. 227
Website: karen@justicecenter.org
GSA Contract Number:
GS-15F-0076K

NEW AWARD TO FPMI COMMUNICATIONS, INC.

FPMI Communications is the “HR One-Stop-Shop” for Federal Government human resources programs. Whether an agency requires on-site training, labor, employee relations publications and research, or conferences on help in staffing HR offices, FPMI Communications uses its extensive resources, including a network of 500 consultants to provide human resources services.

Technical assistance provided to Federal agencies include: staffing duties, advisory or research services on labor and employee relations, facilitating interest-

based bargaining, EEO investigations, classification, new performance management systems, job analysis assistance, mediation, and reduction in force assistance.

For more information, please contact:

FPMI Communications, Inc.
707 Fiber Street
Huntsville, AL 35801
Contacts: Ray Ekstrom,
Jenni Jeffers
Phone: (256) 539-1850
Fax: (256) 539-0911
Website: www.fpmi.com
GSA Contract Number:
GS-15F-0070K

F U N C L I P S



Did you know...

High altitude and continuous darkness in winter combine to make interior Antarctica the coldest place on Earth. The lowest temperature ever recorded was -126.9 F or (-88.3 C) at 11,500 feet above sea level, at the Russian station of Vostok on August 24, 1960.

TRAINING RESOURCES FOR FEDERAL EMPLOYEES

Federal Supply Schedule 738 X
Human Resources & EEO Services

NEW AWARD TO QUICKHIRE

QuickHire Automates Federal Hiring! QuickHire brings the power of the Internet to the Federal recruitment community with the only commercial software that truly automates the Federal hiring process. Federal hiring managers have historically faced a long, painful and paper-intensive process to identify and hire staff. In today's tight labor market, that process has become an even larger hurdle to bringing in top talent.

The QuickHire solution reduces the time-to-hire dramatically while virtually eliminating the stack of paper forms, countless hours of processing and all the other time consuming tasks that have been the trademark of Federal recruitment for years. QuickHire allows hiring managers to move at Internet speed.

Rather than asking candidates to complete and submit a long list of paper forms, the entire application can be put online. QuickHire lets a non-technical person build a job specific online application with as many or as few questions as desired. KSA's, demographic questions, prior work experience or any other type of question can be included.

QuickHire also creates a dynamic job board on your web site without having to deal with your IT department. Open vacancies are automatically listed based on the open and close dates. Candidates select the vacancy they are interested in and apply online directly from your web site.

Our sophisticated applicant manager gives the user total control of the responses to the vacancy. Identifying the top candidates and communicating with the applicants can be accomplished in seconds. Since QuickHire is web-based, the data is accessible from anywhere there is an Internet connection.

Some of QuickHire's features include:

- Automatic posting of vacancies to the USAJobs web site.
- Rates, ranks and screens out candidates based on your criteria, eliminating the need for panels.
- Identifies merit promotions and Veteran's Readjustment Authority.
- Identifies both CTAP and ICTAP Career Transition Plans.
- Notifies eligible/ineligible candidates with a single click.
- Generates job certificates from your desktop.

QuickHire's long list of Federal clients are recognizing real savings in terms of time and money. The best news is that QuickHire is now on GSA Schedule!

For more information, please contact:

QuickHire
515 Wythe Street
Alexandria, VA 22314
Contact: Bryan Hochstein
Phone: 703-683-7170
Web Site: www.quickhire.com
GSA Contract # GS-15F-0075K

N E W S F L A S H

GSA has removed procurement hurdles by competitively awarding schedule contracts to meet Federal Acquisition Regulations and other purchasing regulations.
Learn more at www.fss.gsa.gov.

TRAINING RESOURCES FOR FEDERAL EMPLOYEES

CORE CURRICULUM COURSES IN CONTRACTING NOW AVAILABLE

GSA has awarded Multiple Task Order Contracts for core curriculum courses for acquisition training and contracting, as well as other acquisition-related courses.

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. Note: The ability to customize material to the requirements of a particular agency may be a factor in making the placement decision for a task order.

These courses answer the requirements for GS-1102 contracting employees in all Federal agencies. The course material was developed and 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.

The following chart illustrates services offered by each company currently on contract:

CLIN Number 1 — covers 11 core curriculum courses covering 14 weeks of training, and includes the following courses:

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

- Intermediate Contract Pricing (2 weeks)
- Acquisition Planning II (1 week)
- Contract Formation II (1 week)
- Contract Administration II (1 week)
- Contract Law (2 weeks)

Plus two elective courses:

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

CLIN Number 2 — allows government agencies to place orders with the self-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

For more information, please contact:

CONTACT

Robert Streeter

PHONE

(212) 264-1728

WEB - SITE

robert.streeter@gsa.gov

TRAINING RESOURCES FOR FEDERAL EMPLOYEES

CORE CURRICULUM COURSES IN CONTRACTING (CONT'D.)

VENDORS	CONTRACT LINE ITEMS			
	1	2	3	4
Advanced Systems Development, Inc. 2800 Shirlington Road, Suite 800 Arlington, VA 22206 Contact: Donna S. Ireton Phone: (703) 998-3900 Web Site: http://www.asd-inc.com GSA Contract Number: GS-02F-0031J				X
BRTRC 8260 Willow Oaks Corp. Drive, Suite 800 Fairfax, VA 22031 Contact: Dawn Sheppard Phone: (800) 307-9277 x306 Web Site: http://www.brtc.com GSA Contract Number: GS-02F-0030J				X
Business Management Research Associates, Inc. 11350 Random Hills Road Fair Oaks Plaza, Suite 440 Fairfax, VA 22030 Contact: James Harper Phone: (703) 691-0868. Web site: http://www.bmra.com GSA Contract Number: GS-02F-0011J	X	X	X	X
David L. Houseman & Associates 4644 Timber Ridge Drive Dumfries, VA 22026 Contact: David L. Houseman Phone: (703) 690-4105 Web Site: http://www.his.com/dhouseman GSA Contract Number: GS-02F-0028J				X
ESI International 4301 Fairfax Drive, Suite 800 Arlington, VA 22203 Contact: Charles W. Clark Phone: (703) 558-3000 Web Site: http://www.esi-intl.com GSA Contract Number: GS-02F-0029J				X
Management Concepts, Inc. 8230 Leesburg Pike, Suite 800 Vienna, VA 22182 Contact: Beth Blazek Phone: (703) 790-9595, Ext. 107. Web site: http://www.managementconcepts.com GSA Contract Number: GS-02F-0013J	X	X		X
Northwest Procurement Institute, Inc. P.O. Box 1328 Edmonds, WA 98020 Contact: Pat Shields Phone: (425) 776-0414. Web site: http://www.npi-training.com GSA Contract Number: GS-02F-0012J	X	X	X	X
Procurement Training Associates, Inc. 8713 Irvington Ave. Bethesda, MD 20817 Contact: Jeffrey S. Giancola Phone: (301) 530-8228 Web site: http://ptai.net		X	X	

TRAINING RESOURCES FOR FEDERAL EMPLOYEES

U-MAS VIRTUAL CAMPUS

University of Multiple Award Schedules



About U-MAS

Online Universities have made education limitations a thing of the past. General Services Administration realized the benefits of such accessible knowledge and went a step further to offer it at no cost to you.

U-MAS has been developed to answer all your Multiple Award Schedules questions. Through self-paced study, you can supplement your knowledge and receive a certificate of completion.

Registration, Classrooms and other Benefits

Visit the Web Site at www.fss.gsa.gov/schedules and get started!

The U-MAS hyperlink is on the upper right hand side of the web site. Please be sure to

register if you plan to take the quizzes and receive a certificate for completion.

- **Optional Registration:** When you take the time to register, you will receive the quarterly U-MAS newsletter with the latest information on the Multiple Award Schedules Program as well as information on MAS Conferences and training.

- **Current Classrooms:**

- ✍ FSS Series
- ✍ Ordering
- ✍ Services
- ✍ Blanket Purchase Agreement
- ✍ Contractor Team Arrangements

Other Campus Attractions

Visit web sites, read the news, play games, and more:

- **The Coffee House:** You will find a number of interesting areas of our Coffee House. Take a break from class and see what is available to “perk” you up.
- **Schedules E-Library:** Looking for a product or service, need to know if a contractor is on *GSA Advantage!*, or maybe you are a contractor looking to partner with someone in a Contractor Team Arrangement (CTA). You are just a click away from an exciting source of information on current GSA Schedule Contracts.

- **U-MAS Gazette:** A wealth of fun and information is available to you with our on-line newspaper. It includes games, puzzles, the Business Trade Center, Future Classes, and of course the News Letter.
- **Best Practices:** When you are looking for the information on job performance improvement, check out our success stories, buying tips and upcoming conferences.

Future Classes

Call or Email to suggest classes:

We look forward to meeting your MAS Educational Needs. Please call The Commercial Acquisition Policy Division on 703-305-6566 or email her at Schedules.fcoc@gsa.gov.

- Planned Classes for 2001:

- ✍ *GSA Advantage!*
- ✍ Price Reductions
- ✍ Buying Recycled
- ✍ Incidentals
- ✍ Purchase Card
- ✍ Best Value
- ✍ Subcontracting/Small Business Goals
- ✍ Performance Incentives

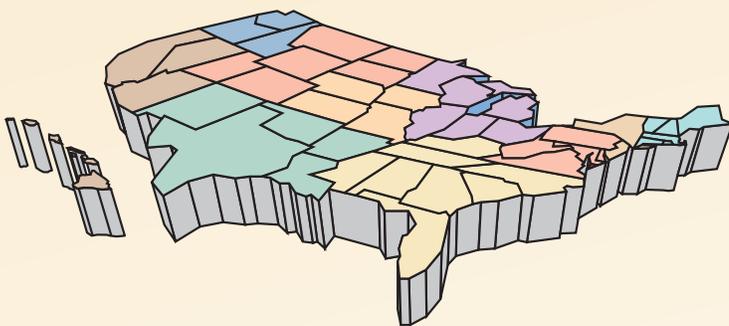


GSA TRAINING SEMINARS

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.

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

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



Color Key

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

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

<u>Location</u>	<u>Date</u>	<u>Contact</u>	<u>Phone</u>	<u>Email</u>
New England				
Burlington ANG, VT	December 2000	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
INS St. Albans, VT	December 2000	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
Boston, MA	January 2001	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
Boston, MA	February 2001	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
Brunswick NAS, ME	March 2001	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
Hanscom AFB, MA	April 12, 2001	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
Pease ANG, NH	April 2001	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
USBC Rutland, VT	May 2001	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
Bangor ANG, ME	June 2001	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
Hanscom AFB, MA	June 2001	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
Portsmouth NSY, NH	June 2001	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
VAMC&RO Togus, ME	July 2001	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
INS Burlington, VT	August 2001	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
VAMC, Manchester, NH	September 2001	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov

GSA TRAINING SEMINARS (CONT'D.)

<u>Location</u>	<u>Date</u>	<u>Contact</u>	<u>Phone</u>	<u>Email</u>
Northeast & Caribbean				
New York, NY	January	Christine Lincoln	(212) 264-3592	christine.lincoln@gsa.gov
San Juan, PR	January	Christine Lincoln	(212) 264-3592	christine.lincoln@gsa.gov
Long Island, NY	April	Christine Lincoln	(212) 264-3592	christine.lincoln@gsa.gov
Atlantic City, NJ	May	Christine Lincoln	(212) 264-3592	christine.lincoln@gsa.gov
Newark, NJ	July	Christine Lincoln	(212) 264-3592	christine.lincoln@gsa.gov
Buffalo, NY	October	Christine Lincoln	(212) 264-3592	christine.lincoln@gsa.gov
Syracuse, NY	October	Christine Lincoln	(212) 264-3592	christine.lincoln@gsa.gov

Mid-Atlantic

Allentown, PA	February 8, 2001	Peter Carovillano	(215) 656-3868	peter.carovillano@gsa.gov
Philadelphia, PA	March 2001	Peter Carovillano	(215) 656-3868	peter.carovillano@gsa.gov
Scranton, PA	April 2001	Peter Carovillano	(215) 656-3868	peter.carovillano@gsa.gov
York, PA	May 2001	Peter Carovillano	(215) 656-3868	peter.carovillano@gsa.gov
Philadelphia, PA	September 2001	Peter Carovillano	(215) 656-3868	peter.carovillano@gsa.gov
Chincoteague, VA	February 7, 2001	John Engle	(757) 441-3115	john.engele@gsa.gov
Virginia Beach, VA	February 21, 2001	John Engle	(757) 441-3115	john.engele@gsa.gov
Front Royal, VA	March 2001	John Engle	(757) 441-3115	john.engele@gsa.gov
Fort Lee, VA	April 2001	John Engle	(757) 441-3115	john.engele@gsa.gov
Hampton, VA	May 2001	John Engle	(757) 441-3115	john.engele@gsa.gov
Fredericksburg, VA	May 2001	John Engle	(757) 441-3115	john.engele@gsa.gov
Baltimore, MD	January 30-31, 2001	Tonya Butler	(301) 713-9285	tonya.butler@gsa.gov
Eastern Shore, MD	February 7, 2001	Tonya Butler	(301) 713-9285	tonya.butler@gsa.gov
Frederick, MD	April 2001	Tonya Butler	(301) 713-9285	tonya.butler@gsa.gov
Wilmington, DE	May 2001	Tonya Butler	(301) 713-9285	tonya.butler@gsa.gov
Patuxent River, MD	July 2001	Tonya Butler	(301) 713-9285	tonya.butler@gsa.gov
Washington, DC	March 14, 2001	Janeice McNeill	(703) 308-8311	janeice.mcneill@gsa.gov
Washington, DC	May 9, 2001	Janeice McNeill	(703) 308-8311	janeice.mcneill@gsa.gov
Washington, DC	July 24, 2001	Janeice McNeill	(703) 308-8311	janeice.mcneill@gsa.gov
Washington, DC	September 12, 2001	Janeice McNeill	(703) 308-8311	janeice.mcneill@gsa.gov
Martinsburg, WV	March 2001	Judy McCoy	(412) 644-4854	judy.mccoy@gsa.gov
Charleston, WV	April 2001	Judy McCoy	(412) 644-4854	judy.mccoy@gsa.gov
Pittsburgh, PA	April 2001	Judy McCoy	(412) 644-4854	judy.mccoy@gsa.gov

Would you like a special seminar for a group of 20 or more on a specific subject at your location?
Call Sue Davaro (215) 656-3912.

Great Lakes

Detroit, MI	February 2001	Rick Burkart	(616) 969-3985	rick.burkart@gsa.gov
-------------	---------------	--------------	----------------	----------------------

Heartland

St. Louis, MO	March 2001	Jean Herrick	(816) 823-1240	jean.herrick@gsa.gov
Kansas City, MO	January 2001	Jean Herrick	(816) 823-1240	jean.herrick@gsa.gov
Kansas City, MO	January 8-10, 2001	Larry Schmoll	(816) 823-1287	larry.schmoll@gsa.gov

GSA TRAINING SEMINARS (CONT'D.)

<u>Location</u>	<u>Date</u>	<u>Contact</u>	<u>Phone</u>	<u>Email</u>
Greater Southwest				
Houston, TX	January 2001	Betty Russell	(817) 978-2892	betty.russell@gsa.gov
New Orleans, LA	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

<u>Location</u>	<u>Date</u>	<u>Contact</u>	<u>Phone</u>	<u>Email</u>
Pacific Rim				
Honolulu, HI	February	Cynthia McKeague	(808) 541-1776	cynthia.mckeague@gsa.gov
San Diego, CA	February	Dilys Sunabe	(323) 526-7500	dilys.sunabe@gsa.gov
Tucson, AZ	April	Dilys Sunabe	(323) 526-7500	dilys.sunabe@gsa.gov
Flagstaff, AZ	May	Dilys Sunabe	(323) 526-7500	dilys.sunabe@gsa.gov
Northern California/Nevada		David Lampert	(415) 522-2784	david.lampert@gsa.gov
Sacramento		Liz Belenis	(916) 978-5529	elizabeth.belenis@gsa.gov
San Diego		Mark Carico	(619) 235-4706	mark.carico@gsa.gov
Japan		Ken Swensen	DSN 225-9252	kenneth.swensen@yokota.af.mil
Okinawa		Ralph Cervantes	DSN 634-3641	ralph.cervantes@gsa.gov
Korea		Ron Walker	DSN 768-8867	walkerre@usfk.korea.army.mil

For information on seminars at other locations in the Pacific Rim, call us at (415) 522-2786 or visit us online at www.pacificrim.gsa.gov/fss under Events & Seminars.

<u>Location</u>	<u>Date</u>	<u>Contact</u>	<u>Phone</u>	<u>Email</u>
Northwest Arctic				
Seattle, WA	January	Betty Mills	(253) 931-7917	betty.mills@gsa.gov
Portland, OR	February	Tara Nordness	(253) 931-7119	tara.nordness@gsa.gov
Seattle, WA	February	Betty Mills	(253) 931-7917	betty.mills@gsa.gov
Olympia, WA	March	Betty Mills	(253) 931-7917	betty.mills@gsa.gov
Auburn, WA	March	Betty Mills	(253) 931-7917	betty.mills@gsa.gov
Okanogan, WA	April	Betty Mills	(253) 931-7917	betty.mills@gsa.gov
Anchorage, AK	April	Tara Nordness	(253) 931-7119	tara.nordness@gsa.gov
Yakima, WA	June	Betty Mills	(253) 931-7917	betty.mills@gsa.gov
Seattle, WA	June	Tara Nordness	(253) 931-7119	tara.nordness@gsa.gov
Wenatchee, WA	July	Betty Mills	(253) 931-7917	betty.mills@gsa.gov
Tacoma, WA	August	Tara Nordness	(253) 931-7119	tara.nordness@gsa.gov
Spokane, WA	August	Betty Mills	(253) 931-7917	betty.mills@gsa.gov
Walla Walla, WA	September	Betty Mills	(253) 931-7917	betty.mills@gsa.gov

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

WORLDWIDE TRAVEL TRAINING FY 2001

TRAVEL TRAINING
BRANCH

Our People Make the Difference!

We've got the knowledge, the expertise, and the most up-to-date information to put you in control of all your travel needs.

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

Some of the most recent changes include:

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

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

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

HOW TO REGISTER
FOR TRAVEL
TRAINING

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

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

Mail: Mail the completed agency training form to:

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

Three Ways to Pay:

By Training Form or Purchase Order
By Government purchase card
By Check payable to: GSA/FSS –
Travel Training Branch

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

www.midatlantic.gsa.gov/fss/travel/training.htm

GROUP SPECIALS
AND
CUSTOM COURSES

Let the GSA Mid-Atlantic Region come to you. We will hold any class listed in this catalog for a group formed by you at the site of your choice. Students may come from your own organization, or you may join other Federal, State, or local Government agencies to fill a class. We'll also customize any course for your organization or develop a new course to meet your special needs.

To discuss "Group Specials" and customized courses, rates, and services, please call Nancy Murphy at 202-619-8907, or e-mail: nancy.murphy@gsa.gov.

GSA TRAVEL TRAINING — 2001 COURSE SERIES

**IMPREST FUND CASHIERS
COURSE NUMBER: 1715**

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

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

Prerequisites: None

Cost: \$540

Length: 2 Days

2001 Course Schedule

Denver, CO	1715-01	March 13–14
Seattle, WA	1715-02	April 17–18
Washington, DC	1715-03	Jan. 16–17
	1715-04	March 6–7
	1715-05	June 26–27
	1715-06	July 10–11

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

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

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

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

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

Prerequisites: None

Cost: \$684

Length: 3 Days

2001 Course Schedule:

Atlanta, GA	1745-01	Jan. 30– Feb. 1	
	1745-02	April 10–12	
	1745-03	July 10–12	
Boston, MA	1745-04	May 8–10	
	1745-05	July 31–Aug. 02	
	1745-06	Sept. 18–20	
Denver, CO	1745-07	March 6–8	
	1745-08	May 1–3	
	1745-09	June 19–21	
Fort Worth, TX	1745-10	April 17–19	
	1745-11	July 31–Aug. 2	
	Kansas City, MO	1745-12	March 13–15
1745-13		May 15–17	
1745-14		July 24–26	
Pensacola, FL	1745-15	Feb. 27–March 1	
	1745-16	May 22–24	
	1745-17	Aug. 21–23	
Phoenix, AZ	1745-18	Feb. 6–8	
	1745-19	April 24–26	
	1745-20	July 17–19	
San Antonio, TX	1745-21	June 5–7	
	San Francisco, CA	1745-22	March 27–29
		1745-23	May 29–31
1745-24		Aug. 7–9	
Seattle, WA	1745-25	April 24–26	
	1745-26	May 29–31	
	1745-27	July 10–12	
Washington, DC	1745-30	Jan. 23–25	
	1745-31	Feb. 20–22	
	1745-32	March 20–22	
	1745-33	April 17–19	
	1745-34	May 22–24	
	1745-35	June 19–21	
	1745-36	July 17–19	
	1745-37	Aug. 14–16	
	1745-38	Sept. 11–13	

GSA TRAVEL TRAINING — 2001 COURSE SERIES

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

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

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

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

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

Prerequisites: None.

Cost: \$594

Length: 3 days

Schedule

Albuquerque, NM	1760-01	March 20–22
Anchorage, AK	1760-02	May 8–10
Atlanta, GA	1760-04	March 20–22
	1760-05	May 8–10
	1760-06	June 26–28
Boston, MA	1760-07	March 13–15
	1760-08	May 29–June 1
	1760-09	July 10–12
Denver, CO	1760-10	Jan. 09–11
	1760-10	July 24–26
Kansas City, MO	1760-12	Feb. 27–March 1
Phoenix, AZ	1760-13	April 3–5
	1760-14	June 12–14
	1760-15	Aug. 7–9
	1760-16	Sept. 11–13
San Antonio, TX	1760-17	April 24–26
	1760-18	June 19–21
	1760-19	Aug. 28–30
San Francisco, CA	1760-20	Jan. 30–Feb. 1
	1760-21	July 17–19
	1760-22	Aug. 21–23
Seattle, WA	1760-24	March 27–29
	1760-25	June 5–7
	1760-26	July 31–Aug. 2

Washington, DC	1760-29	Jan. 9–11
	1760-30	Feb. 6–8
	1760-31	March 6–8
	1760-32	April 3–5
	1760-33	May 8–10
	1760-34	June 12–14
	1760-35	July 24–26
	1760-36	Aug. 21–23
	1760-37	Sept. 18–20

APPROVING OFFICIALS RESPONSIBILITIES COURSE NUMBER: 1761

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

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

Course content:

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

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

GSA TRAVEL TRAINING — 2001 COURSE SERIES

RELOCATION INCOME TAX ALLOWANCES COURSE NUMBER: 1750

Updated to the new “Plain Language” format, this course looks at the impact of Federal tax regulations on reimbursed moving expenses. Students learn to distinguish between the Federal tax regulations and the Federal travel regulations in reaching correct decisions concerning the Relocation Income Tax (RIT) Allowances and the impact on personnel assigned to new duty stations.

Frequent changes in tax laws and regulations make annual training advisable for those who must know how to identify and calculate allowable moving expenses and taxable income. Instructional methods include lectures and discussions. Students should bring hand held calculators to class.

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

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

Cost: \$576

Length: 2 Days

2001 Course Schedule

Pensacola, FL	1750-01	Feb. 20-21
Washington, DC	1750-02	Jan. 16-17
	1750-03	Feb. 27-28
	1750-04	May 15-16
	1750-05	June 26-27
	1750-06	Aug. 21-22



CONFERENCE PLANNING COURSE NUMBER: 1780

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

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

Cost: \$250

Length: 3 Hours

2001 Course Schedule

Washington, DC	1780-01	Jan. 31
	1780-02	Feb. 22
	1780-03	March 28
	1780-04	April 26
	1780-05	May 30
	1780-06	June 28
	1780-07	July 25
	1780-08	Aug. 30
	1780-09	Sept. 20

GSA TRAVEL TRAINING — 2001 COURSE SERIES

Department of Defense Courses

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

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

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

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

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

Prerequisites: None

Cost: \$594

Length: 3 Days

2001 Course Schedule

Pensacola, FL	1765-01	March 20–22
	1765-02	July 17–19
San Diego, CA	1765-03	Jan. 9–11
	1765-03	June 12–14
Washington, DC	1765-06	Feb. 6–8
	1765-07	April 24–26
	1765-08	Aug. 14–16

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

This course teaches students how to understand temporary duty travel allowances and responsibilities in accordance with the Joint Travel Regulations - Vol. 2 for civilian employees with the Department of Defense. Topics covered are:

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

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

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

Prerequisites: None

Cost: \$594

Length: 3 Days

2001 Course Schedule

Anchorage, AK	1770-01	May 15–17
Pensacola, FL	1770-02	April 17–19
	1770-03	June 12–14
San Diego, CA	1770-04	Feb. 6–8
	1770-05	June 26–28
	1770-06	Aug. 14–16
Washington, DC	1770-08	Jan. 23–25
	1770-09	March 13–15
	1770-10	May 1–3
	1770-11	June 5–7
	1770-12	July 24–26
	1770-13	Aug. 7–9

TRAINING

GSA TRAVEL TRAINING — 2001 COURSE SERIES

Transportation: Seamless Delivery Courses**SHIPPING HOUSEHOLD GOODS
COURSE NUMBER: 1755**

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

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

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

Prerequisites: None

Cost: \$540

Length: 3 Days

2001 Course Schedule

<u>Location</u>	<u>Course/ Session#</u>	<u>Date</u>
Atlanta, GA	1755-01	June 19–21
Fort Worth, TX	1755-02	Aug. 7–9
Kansas City, MO	1755-03	Jan. 9–11
San Francisco, CA	1755-04	March 6–8
	1755-05	April 3–5
Seattle, WA	1755-06	May 15–17
Washington, DC	1755-07	Feb. 13–15
	1755-08	March 27–29
	1755-09	July 17–19

Hands on Computer Courses**TRAVEL MANAGER FOR WINDOWS
COURSE NUMBER: 1769**

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

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

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

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

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



It's a piece of cake.

With GSA's Federal Supply Service, the choice is yours with over 2,500 companies supplying over 500,000 products and services on the IT Federal Supply Schedule. FSS provides the very latest and best hardware, software and professional services, including wireless technology, information assurance, desktop management and financial services software. You also have the added convenience of our streamlined acquisition procedures making it easier than ever before to procure the products and services you need right now. Everything you need to satisfy your high-tech appetite.



Visit our Web site today at www.fss.gsa.gov/it