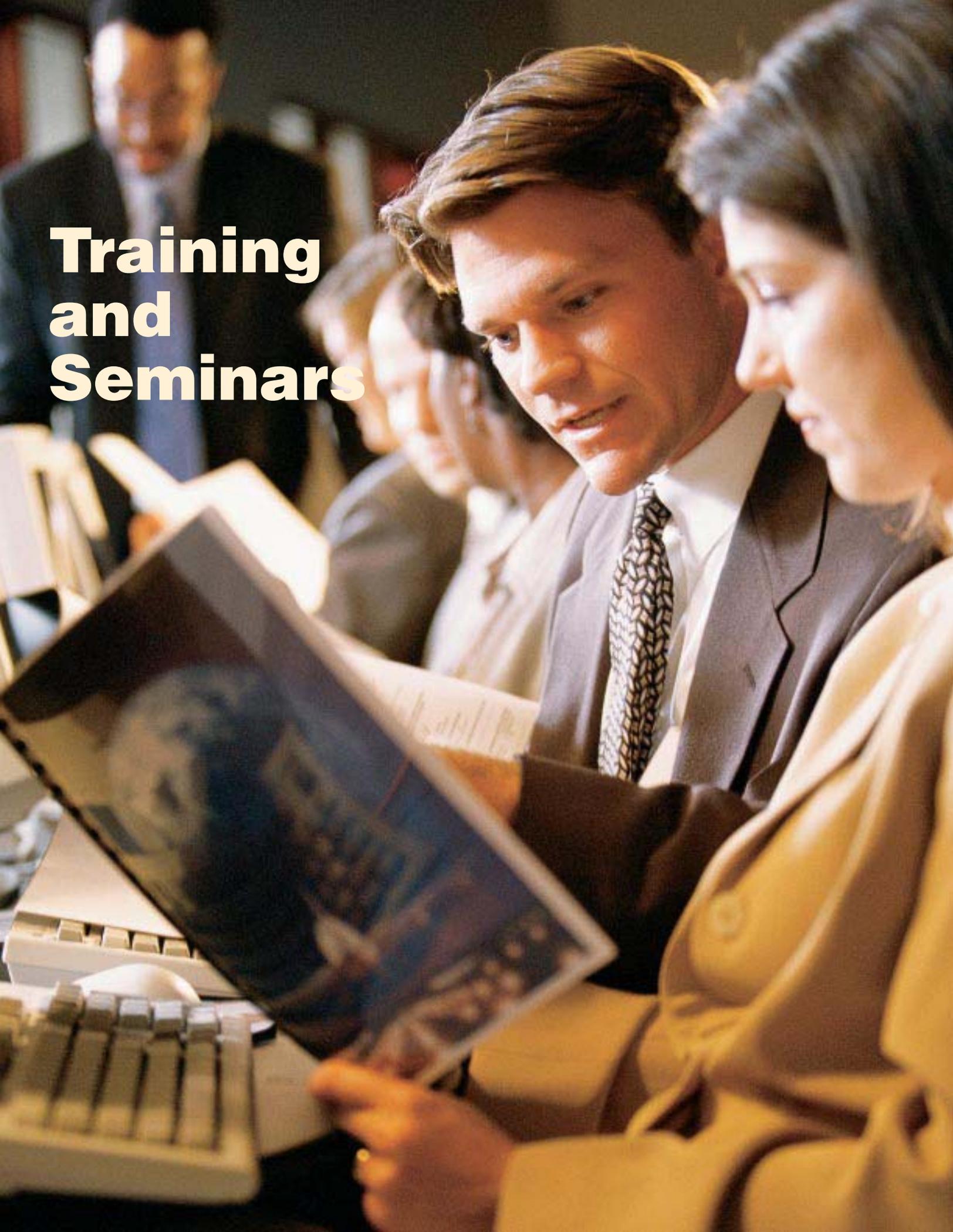


# Training and Seminars





# GSA Training Seminars

Customer Service Directors in the following regions will conduct FSS Information Seminars for local customers. These seminars are offered to Federal government employees and military personnel who are interested in learning about GSA's ordering mechanisms: *GSA Advantage!*<sup>®</sup>, Federal Supply Schedules, and our Customer Supply Centers. Additional topics covered could include Personal Property, Fleet Management, Travel and Transportation, Environmental Solutions, NIB/NISH/JWOD, and more! The following are tentative dates and locations. Exact dates and locations will be announced in regional mailings. Seminars are free, however, lodging and transportation, if required, are the responsibility of the attending agency.

<u>Location</u>	<u>Date</u>	<u>Contact</u>	<u>Phone</u>	<u>E-mail</u>
<b>New England:</b> Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont				
VAMC&RO Togus, ME	July 15, 2003	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
New London, CT	July 23, 2003 (TBA)	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
New Haven, CT	July 30, 2003 (TBA)	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
Newport, RI	August 2003 (TBA)	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
Burlington, VT	August 20, 2003	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
VAMC Manchester, NH	September 24, 2003	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
Hartford, CT	September 2003 (TBA)	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
Boston, MA*	October 15, 2003	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
Hanscom AFB, MA*(IT)	November 13, 2003	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov

\*Vendor Exhibits

For seminar details and online registration, go to: [fss.gsa.gov/NewsEvents](http://fss.gsa.gov/NewsEvents). Would you like a special seminar for a group of 20 or more offering *GSA Advantage!*<sup>®</sup> training or on another specific subject at your location? Call Erica March at (617) 565-5360.

**Northeast & Caribbean:** New Jersey, New York, Puerto Rico and Virgin Islands

Buffalo, NY	July 9, 2003	Christine Keen	(212) 264-3595	christine.keen@gsa.gov
Albany, NY	July 16, 2003	Christine Keen	(212) 264-3595	christine.keen@gsa.gov

For seminar details and online registration, go to: [fss.gsa.gov/NewsEvents](http://fss.gsa.gov/NewsEvents). Would you like a special seminar for a group of 20 or more offering *GSA Advantage!*<sup>®</sup> training or on another specific subject at your location? Call Judy Poskanzer at (212) 264-3592.

### GSA Training Seminars

<u>Location</u>	<u>Date</u>	<u>Contact</u>	<u>Phone</u>	<u>E-mail</u>
<b>Mid-Atlantic:</b> Delaware, Maryland, Pennsylvania, Virginia, Washington, DC and West Virginia				
Patuxent River, MD	July	Tonya Butler	(301) 713-9285	tonya.butler@gsa.gov
Washington, DC	July	Johnetta Edwards-Ford	(301) 713-6000	johnetta.edwards@gsa.gov
Northern VA	July	Willie Mills	(703) 305-6379	willie.mills@gsa.gov
York, PA	August	Katie Meehan	(215) 446-5093	katie.meehan@gsa.gov
Baltimore, MD	August	Tonya Butler	(301) 713-9285	tonya.butler@gsa.gov
Washington, DC	August 21, 2003	Janeice McNeill	(703) 308-8311	janeice.mcneill@gsa.gov
Philadelphia, PA	September	Katie Meehan	(215) 446-5093	katie.meehan@gsa.gov
Chesapeake, VA	September	John Engle	(757) 441-3115	john.engle@gsa.gov
Roanoke, VA	September	John Engle	(757) 441-3115	john.engle@gsa.gov
Washington, DC	September	Johnetta Edwards-Ford	(301) 713-6000	johnetta.edwards@gsa.gov
For seminar details and online registration, go to: <a href="http://fss.gsa.gov/Events">fss.gsa.gov/Events</a> . If you would like to schedule a seminar for a group of 20 or more at your location, please call (215) 446-5055.				
<b>Southeast Sunbelt:</b> Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina and Tennessee				
Atlanta, GA	July 10, 2003	Adrian Wiley	(404) 331-3060	adrianr.wiley@gsa.gov
Miami, FL	July 24, 2003	Adrian Wiley	(404) 331-3060	adrianr.wiley@gsa.gov
Memphis, TN	August 7, 2003	Adrian Wiley	(404) 331-3060	adrianr.wiley@gsa.gov
Panama City, FL	August 14, 2003	Adrian Wiley	(404) 331-3060	adrianr.wiley@gsa.gov
Jacksonville, FL	August 21, 2003	Adrian Wiley	(404) 331-3060	adrianr.wiley@gsa.gov
<b>Great Lakes:</b> Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin				
See the next issue for upcoming seminars.				
<b>Heartland:</b> Iowa, Nebraska, Kansas and Missouri				
Wichita, KS	July 2003			
Des Moines, IA	Summer 2003			
Kansas City, MO	Summer 2003			

## GSA Training Seminars

<u>Location</u>	<u>Date</u>	<u>Contact</u>	<u>Phone</u>	<u>E-mail</u>
<b>Greater Southwest:</b> Arkansas, Louisiana, New Mexico, Oklahoma and Texas				
See the next issue for upcoming seminars.				
<b>Pacific Rim:</b> California, Arizona, Nevada, Hawaii, and the Far East				
Lompoc, CA	July 15, 2003	Dilys Sunabe	(323) 526-7500	dilys.sunabe@gsa.gov
Los Angeles, CA	July 22, 2003	Dilys Sunabe	(323) 526-7500	dilys.sunabe@gsa.gov
Irvine, CA	July 24, 2003	Dilys Sunabe	(323) 526-7500	dilys.sunabe@gsa.gov
For a free customized on-site seminar at your location, call (877) 836-4859 in Arizona, California and Nevada; (808) 541-1776 in Hawaii; DSN 225-9252 on Mainland Japan; DSN 634-3641 in Okinawa; DSN 784-6515 in Korea.				
<b>Rocky Mountain:</b> Colorado, Montana, North Dakota, South Dakota, Utah and Wyoming				
Denver, CO	July 14-15, 2003	Renata Drake	(303) 236-7547	renata.drake@gsa.gov
For seminar details and online registration, please check out our website at <a href="http://fss.gsa.gov/events">http://fss.gsa.gov/events</a> . If you would like a special seminar for a group of 20 or more offering <b>GSAAdvantage!</b> <sup>®</sup> training or another specific subject at your location, call Cheryl Wakeman at (303) 236-7575.				
<b>Northwest Arctic:</b> Washington, Oregon, Idaho and Alaska				
Roseburg, OR	July 23, 2003	Betty Mills	(253) 931-7917	betty.mills@gsa.gov
Salem, OR	July 30, 2003	Betty Mills	(253) 931-7917	betty.mills@gsa.gov
Spokane, WA	August 12, 2003	Daryl Jocoy	(253) 931-7601	daryl.jocoy@gsa.gov
Anchorage, AK	August 26-27, 2003	Lorraine Morrow	(253) 931-7101	lorraine.morrow@gsa.gov
Would you like a seminar for a group of 20 or more on a specific subject at your location? Call Tara Hosmun at (253) 931-7119.				

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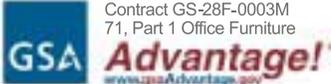


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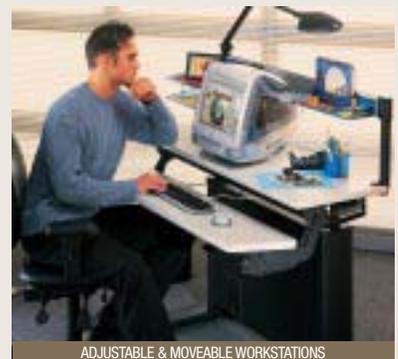
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Heather Irwin: [irwin@diebold.com](mailto:irwin@diebold.com)*

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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 be very confusing. Keeping up with all the changes is virtually impossible. That's where GSA's Travel Training Branch comes in.

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

## How to Register for Travel Training

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

### Fax

Fax a fully completed agency training form (DD-1556, SF-182 or equivalent agency training form) to (703) 605-4820.

### Mail

Mail the completed agency training form to:  
Registrar  
GSA Travel Training Branch  
1235 Jefferson Davis Hwy.  
Crystal Gateway One, Ste. 509  
Arlington, VA 22202

### 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 courses, please contact Travel Training Branch at (703) 605-5113, e-mail us at [travel.training@gsa.gov](mailto:travel.training@gsa.gov), or visit our website at [fss.gsa.gov/training/transtrav](http://fss.gsa.gov/training/transtrav).

### Special Needs

Employees with special needs who are nominated for training, please call Jeanette Phillips at (703) 605-5113, or email: [travel.training@gsa.gov](mailto:travel.training@gsa.gov) to discuss special arrangements.

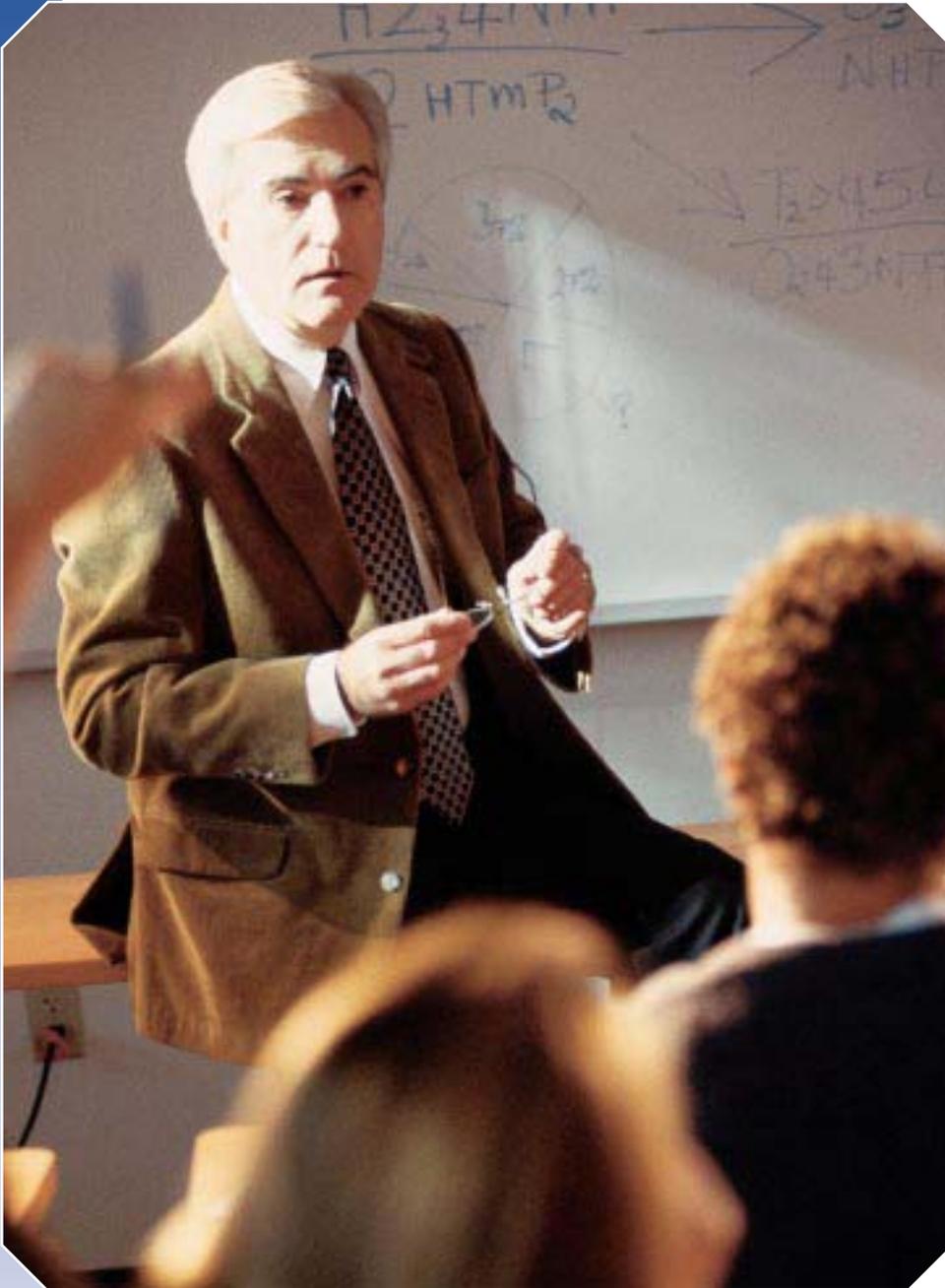


## Group Specials and Custom Courses

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 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 the Travel Training Branch at (703) 605-5113, or e-mail: [travel.training@gsa.gov](mailto:travel.training@gsa.gov).





## Imprest Fund Cashiers Course Number 1715

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

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

**Prerequisites:** None

**Cost:** \$690

**Length:** 2 Days

### 2003 Course Schedule:

<u>Location</u>	<u>Course/ Session #</u>	<u>Date</u>
Washington, DC	1715-04	August 12-13

## What are NIB/NISH and JWOD?



National Industries for the Blind (NIB) and (NISH) are not-for-profit organizations that provide products to the Federal government through a procurement program established by the Javits-Wagner O’Day Act (JWOD).



## 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:

- Shipment of households goods/automobiles
- Property management
- Real estate expenses
- Miscellaneous expenses
- Last move home
- Travel authorizations, advances and vouchers
- Service agreements
- Househunting and enroute travel
- Temporary quarters

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, and policy officials.

**Prerequisites:** None

**Cost:** \$900

**Length:** 3 Days

### 2003 Course Schedule:

<u>Location</u>	<u>Session #</u>	<u>Date</u>
Atlanta, GA	1745-04	July 15-17
Kansas City, MO	1745-08	July 22-23
Phoenix, AZ	1745-10	August 12-14
San Francisco, CA	1745-13	July 15-17
Seattle, WA	1745-17	June 3-5
Washington, DC	1745-26	July 29-31
	1745-27	August 19-21
	1745-28	September 23-25



# Temporary Duty Travel Federal Regulation 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 System (TMS)
- Travel charge card
- Rental cars
- Per-diem allowances
- Supervisory oversight of travel authorizations/vouchers
- Fire-safe accommodations
- Prompt payment of vouchers within 30 days

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

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

**Prerequisites:** None.

**Cost:** \$713

**Length:** 2-1/2 days

### 2003 Course Schedule:

<u>Location</u>	<u>Course/ Session #</u>	<u>Date</u>
Las Vegas, NV	1760-07	July 8-10
Salt Lake City, UT	1760-08	July 29-31
San Antonio, TX	1760-10	July 29-31
Seattle, WA	1760-14	August 5-7
Washington, DC	1760-23	July 22-24
	1760-24	August 26-28
	1760-25	September 23-25



## **Approving Official Responsibilities Course Number 1761**

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

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

**Course content includes:**

- Travel authorizations
- Prompt payment of vouchers
- 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

This course is offered as an on-site special only. For more information, please call the Travel Training Branch at (703) 605-5113 or e-mail: [travel.training@gsa.gov](mailto:travel.training@gsa.gov).



## **Relocation Income Tax Allowances Course Number 1750**

Updated to the new "plain language" format, this course looks at the treatment of reimbursed moving expenses by Federal tax regulations. Students learn to distinguish between Federal tax regulations and the FTR in reaching correct decisions concerning the Relocation Income Tax (RIT)

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.

**Prerequisites:**

Relocation Allowances:  
1745

**Cost:** \$811

**Length:** 2 Days

**2003 Course Schedule:**

<u>Location</u>	<u>Course/ Session #</u>	<u>Date</u>
Washington, DC	1750-05	July 22-23
	1750-06	September 9-10



## Conference Planning Course Number 1780

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

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

**Prerequisites:** None

**Cost:** \$420

**Length:** 3 Hours

### 2003 Course Schedule:

<u>Location</u>	<u>Course/ Session #</u>	<u>Date</u>
Washington, DC	1780-04	July 31
	1780-05	September 18

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## Temporary Duty Travel: Joint Federal Travel Regulations (JFTR) — Vol. 1: Uniformed Services Course Number 1765

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

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

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 and policy officials.

**Prerequisites:** None

**Cost:** \$713

**Length:** 2-1/2 Days

### 2003 Course Schedule:

<u>Location</u>	<u>Course/ Session #</u>	<u>Date</u>
Richmond, VA	1765-03	July 15-17
Washington, DC	1765-09	September 16-18



## Temporary Duty Travel: Department of Defense Joint Travel Regulations (JTR) — Vol. 2 Course Number 1770

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

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

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:** \$713

**Length:** 2-1/2 Days

**2003 Course Schedule:**

<u>Location</u>	<u>Course/ Session #</u>	<u>Date</u>
San Diego, CA	1770-05	July 8-10
Washington, DC	1770-11	August 5-7



# 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 the shipment, and issue the 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.

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

**Prerequisites:** None

**Cost:** \$768

**Length:** 2-1/2 Days

### 2003 Course Schedule:

<u>Location</u>	<u>Course/ Session #</u>	<u>Date</u>
San Francisco, CA	1755-02	August 19-21
Washington, DC	1755-05	July 8-10
	1755-06	September 9-11



# 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 classifications
- Object class codes
- Mileage rates
- Federal Travel Regulations online

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 the Travel Training Branch at (703) 605-5113, or e-mail us at: [travel.training@gsa.gov](mailto:travel.training@gsa.gov).

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