



Transportation and Property Management

Expo Training. . .

Over the past several years, we have offered free training classes in transportation, travel, and property management at our premier event of the year, the GSA International Products and Services Expo. This year, the Expo will be held in San Antonio, Texas, May 6-8, and we welcome you to attend our next venue. We have many accredited classes approved by the International Association for Continuing Education and Training (IACET). IACET developed the Continuing Education Unit (CEU) as its standard unit of measure to quantify continuing adult education and training activities. CEU credit is being offered for selected courses during the GSA San Antonio Expo. IACET CEUs are internationally recognized as the standard to meet for continuing adult education and training. Over 750 organizations and individuals committed to continuous quality improvement in continuing education and training programs constitutes IACET. For more Expo travel, transportation, and personal property training information, please go to www.expo.gsa.gov. Hope to see you there!

Regional Workshops

We also offer workshops covering our travel, transportation and personal property management programs. We want you to understand our programs and the advantages they provide. For Fiscal Year 2003, we have a seminar planned in Arlington, Virginia, April 1-3, 2003.

Please visit our website periodically for details on the locations, dates and agenda for this session and to register online at fss.gsa.gov/events.

Tailored Site Visits

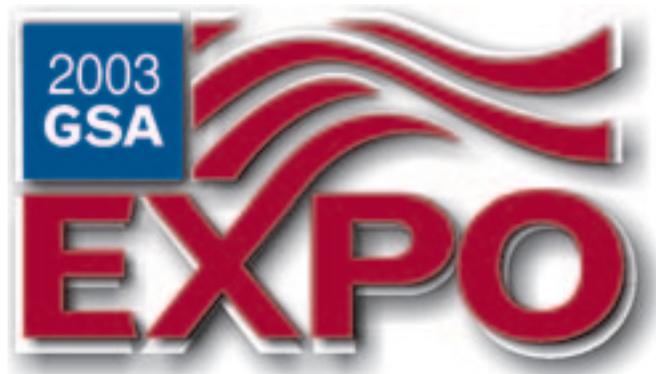
By special request, we have a staff available to visit you on-site for a couple of days to review your policies, programs, and procedures for preparing, processing, and paying your freight and passenger transportation bills. We can assess the accuracy, thoroughness and applicability of your agency's transportation procedures, and, if necessary, we can conduct customized workshops on a variety of topics.

For more information, please contact your GSA representative:

Corinne Bachiller
Arlington, VA
(703) 305-7211
(703) 305-5281 fax
corinne.bachiller@gsa.gov

Velvet Blue
Arlington, VA
(703) 305-3778
(703) 305-5281 fax
velvet.blue@gsa.gov

Peggie Poss
Atlanta, GA
(404) 331-0559
(404) 331-0019 fax
peggie.poss@gsa.gov



Freight and Household Goods Committees

GSA sponsors the Federal Civilian Agencies Freight Committee and the Federal Civilian Agencies Household Goods (HHG) Relocation Committee for customer agencies that participate in GSA's Freight Management Program (FMP) or Centralized Household Goods Traffic Management Program (CHAMP), respectively. These committees meet quarterly and provide a forum for FMP and CHAMP Program Managers to meet customers face-to-face and apprise them of recent program accomplishments as well as acquaint them with short-term and long-term program goals. The forums also afford FMP and CHAMP customers an opportunity to apprise GSA of their needs and expectations for determining the future direction of the programs. GSA solicits discussion topics from customers in advance of each meeting and conducts the meetings in an open dialogue format, giving customers the opportunity to express any concerns they may have and get questions answered by subject matter experts.

The next quarterly meeting will be a combined meeting of both committees in June 2003 at the General Services Administration (GSA), Federal Supply Service, 1941 Jefferson Davis Highway, Room C-43, Arlington, VA. This will be a general-purpose meeting and will begin at 9:00 a.m. and end by 12:00 noon. The meeting is being held jointly because both committees have common topics of interest to discuss. A meeting reminder notice is sent to committee representatives approximately 4 weeks prior to the meeting.

The following is a representative sampling of some important topics we have discussed at recent meetings.

- American Moving and Storage Association (AMSA) representative addressed the Household Goods Committee concerning the new simplified, electronic rate tariff the HHG carrier industry developed and implemented January 1, 2002 for the commercial sector. The implications and impacts for the government's adoption of the 400N tariff were covered.
- The Highway Cargo Security Division, Department of Transportation, Transportation Security Administration, Maritime and Land Security representatives addressed the combined committee meeting in November. They discussed highway cargo security and initiatives being activated and developed to secure the nation.
- Office of Government-wide Policy (OGP) representatives addressed both committees on numerous occasions about retirement of Government Bill of Lading (GBL) forms OF 1103 and 1203 for domestic shipments, and alternatives agencies have in place of the GBL.
- GSA Sunbelt Region discussed the benefits of agency participation in GSA's general freight program. This program usually reduces transportation costs for some 210 participating agencies by as much as 50 percent, when compared to commercial rates.

- Central and regional office representatives have given overviews and updates to programs such as CHAMP, FMP and Interagency Transportation Management System (ITMS). As a web-based tool, ITMS allows agency customers to electronically access GSA/FSS rates and routes to meet freight and household goods shipping needs. New program initiatives impacting agencies and the transportation industry are usually introduced at these meetings.

Both the Freight and HHG Committee meetings offer a wonderful opportunity for current and potential FMP or CHAMP users to hear about latest program updates, get questions answered, dialogue with subject matter experts, and network with peers. If anyone has an interest in representing his/her agency on either of these committees, contact: Lynnette Ju (for the Freight Committee) by e-mail at: lynnette.ju@gsa.gov or by telephone at 703-305-7060; or Mary Anne Sykes (for the HHG Committee) by e-mail at maryanne.sykes@gsa.gov or by telephone at 703-305-7061. If you are unable to attend the Freight or HHG Committee meetings and would like to keep yourself abreast of the information exchanged, we post meeting minutes to the GSA Website at www.kc.gsa.gov/fsstt/whatsnew.htm.

For more information, please contact your GSA representative:

Mary Anne Sykes
(703) 305-7061
(703) 305-7946 fax

Innovative Systems Support for the Department of Energy

Background

In the mid-1990's, the Department of Energy (DOE) had a system called the Reportable Excess Automated Property System (REAPS). It was a mainframe system that was used to internally screen DOE's excess personal property and then report that property to GSA. As REAPS was a mainframe system that batch-processed records, DOE wanted to replace it with a personal computer-based system that was more efficient and user friendly.

In 1996, DOE created a REAPS Process Improvement Team. GSA was invited to join and became a participant. The team identified requirements for the replacement system to include:

- Shorten the internal screening time frame.
- Eliminate duplicate data entry in the contractor inventory system and again into REAPS.
- Reduce paperwork by allowing search capability of an online data base in lieu of emails and hardcopy screening lists.
- Increase visibility by creating a search capability in a personal computer type environment.
- Provide for online freezes.
- Eliminate mainframe support.
- Eliminate the need for new system development by purchasing the use of an already developed system.

Competition

At the request of DOE, GSA and two private companies submitted their software proposals to meet the requirements put forth by the Process Improvement Team. GSA submitted a web-based proposal called the Agency Asset Management System (AAMS) that was patterned after its Federal Disposal System (FEDS) -- the electronic system that federal agencies use to report excess property and to screen, electronically, excess personal property reported by their own and other agencies.

GSA's proposal won over those submitted by the private companies. Even though all the proposals met the basic requirements of the process team, DOE chose the GSA proposal on the basis of the following factors:

- Compatibility with FEDS – i.e., the replacement system needed to pass property that had not been transferred during internal screening to GSA for screening by other agencies in FEDS.
- Stability of the company – GSA, in existence since 1949, was successfully operating FEDS.
- User friendliness – AAMS is patterned after FEDS – a system that had been in use by many DOE contractors and proven to be user friendly.

Award Winning Solution

In 1998, DOE and GSA were given the Hammer Award by the National Partnership for Reinventing Government for their development and successful implementation of AAMS.

In 2000, GSA received the Miles Romney Achievement Award for Innovation in Personal Property Management from GSA's Office of Governmentwide Policy. Not only did this award recognize the achievement of the initial implementation of AAMS (named EADS in the Department of Energy), it recognized the applicability of this system's solution throughout the government. Since then, GSA has provided AAMS for the Department of Commerce (DOC) and the Department of Veterans Affairs (VA). Other agencies are also inquiring about the internal screening system that AAMS provides on a reimbursable basis.

Applicability

Section 524 (b) of Title 40 of the U.S. Code states, "Each executive agency shall, as far as practicable, (1) make reassignments of property among activities within the agency when such property is determined to be no longer required for the purposes of the appropriation from which it was purchased." The process of complying with this provision of the Act is called internal screening.

Innovative Systems Support

Most Federal agencies internally screen their property by circulating hardcopy or e-mail listings of excess property. However, the experience of DOE, DOC, and VA has shown this method of internally screening property to be inefficient and ineffective.

AAMS provides a cost effective alternative to the internal screening process. These are some of its features:

- Web based. This allows Federal agencies to access AAMS on the Internet and take advantage of the user-friendly features of the web. These features include mouse-click control, hypertext script, pop-up windows, and drop-down menus.
- A search engine. This allows acquiring activities to screen property being excessed by other activities within their agency and precludes computer visibility to outside departments or agencies.
- A “freeze module”. This allows activities to initiate transfer orders that are automatically faxed or emailed to an approving official for approval for items they select (freeze).
- A transfer module. This allows the reporting activity to see which items in the inventory have been frozen, and by whom, and when, then transfer the items electronically with a simple mouse click.
- A report module. This is a monthly report that provides transaction data by activity address code and summary data by status. Status includes internal screening, transferred, dropped, and sent to FEDS.
- Compatibility with FEDS. Because the functionality and many of the screens are similar to FEDS, Federal employees who are familiar with FEDS find it easy to use AAMS.

The Federal Supply Service provides AAMS at a reasonable cost to cover its programming and operational expenses. These costs vary from agency to agency, depending on the number of activity address code users, and the customization requested by each agency — e.g., commodity types and length of screening time — built into each AAMS module.

If you would like further testimonial regarding the value of AAMS to the Department of Energy, call or email Jerry Hanley at (202) 586-6681 or jerry.hanley@pr.doe.gov.

For more information, please contact your GSA representative:

Roman Marciniak
(703) 305-7257
(703) 305-7728 fax
roman.marciniak@gsa.gov

GSA'S GOT T 'N T

Got Travel?

Visit fss.gsa.gov/travel for all the latest travel information you need! Your virtual tour begins with various items of interest – Air Travel/City Pairs, Lodging, Per Diem Rates, Travel Agents, Travel Charge Card, Travel Management Centers, and Travel Related Services – and includes links to regulatory information, training opportunities, and points of contact. It is

your single website for virtually everything associated with travel in the Federal government. Bookmark it today!

Got Transportation?

Visit fss.gsa.gov/transportation as your one-stop entry point to all the latest transportation information! Whether you need information on Domestic Express Delivery Services, Freight Shipments,

Moving Household Goods, Relocating Employees, or Transportation Audit Services, you are sure to find it here!

For more information, please contact your GSA representative:

Rebecca Koses
(703) 605-5616
(703) 305-7946 fax
rebecca.koses@gsa.gov

What is XcessXpress? What is GSA Auctions™?



Not sure you're up-to-date on all the latest trends and processes in excess property management? At the GSA International Products and Services Expo being held in San Antonio, Texas, May 6-8, 2003, our professional property management staff will conduct several training opportunities to keep you informed. We'll offer training from the most basic principles of property management to specialized topics such

as the Federal Disposal System (FEDS) and GSAAuctions™. We will also invite the National Association of State Agencies for Surplus Property to provide insight on how each State Agency for Surplus Property can assist local Federal agencies in moving surplus property.

Our current plans are to conduct the following training sessions at the GSA Expo:

Property Disposal for "Beginners":

This session is for Personal Property Managers who are new to the program and covers the basics of property management. Beginning with internal agency screening for redistribution of property, and continuing with reporting excess property, the utilization and donation screening process, sale of surplus and exchange/sale property, and determining when to abandon and destroy property.

What is XcessXpress? What is GSA Auctions™?

Personal Property E-Solutions: FSS has E-Solutions to handle your personal property management issues. During this session, we will provide a brief overview of the personal property disposal process. Our discussion will highlight the systems that support our E-Solutions: beginning with the Agency Asset Management System (AAMS) to enhance internal redistribution of property, continuing on to the Federal Disposal System (FEDS) to redistribute excess and surplus Federal property to other Federal agencies and donees; and ending with GSA Auctions™, the Internet solution for property sales.

Electronic Disposal Solutions: The Federal Disposal System (FEDS) is a computer system for recording, tracking, and controlling the nationwide inventory of Federal excess and surplus personal property. FEDS eliminates the manual process of typing standard forms and minimizes the need for on-site screening of property. This workshop will teach you how to access the system, report property online for excess screening, determine what property is available, and how to acquire it. Come see how FEDS can save you time and money in meeting your personal property requirements. We will also highlight the internal screening/redistribution capabilities offered by the Agency Asset Management System (AAMS), a module of FEDS.

State Agencies for Surplus Property (SASP): What they can do for you!: This session will explore the benefits of working with the State Agencies for

Surplus Property in your state. It covers state managed property disposal centers, the Federal Surplus Property Donation Program, as well as other services that state agencies can provide to the Federal Property Manager of the 21st Century. This session is designed for any property manager with limited resources, limited storage space, and a limited budget. Attendees will come away with tips, tools and options to make managing and disposing of assets easier and more efficient.

GSA Auctions™: Your Internet Disposal Solution: Reduce your administrative burden, make better use of your staff resources, and, more importantly, stretch your scarce agency dollars f-a-r-t-h-e-r by offering your excess (exchange/sale) or surplus personal property for sale to the public on GSAAuctions™, GSA's newest award winning Internet service. Come learn about GSAAuctions™ and see why our home page (gsaauctions.gov) has been viewed over 3 million times! You have the questions; we've got the answers for all of your personal property sales needs.

Advanced Topics in Personal Property Disposal: This session is for experienced Personal Property Managers and goes beyond property disposal rules to discuss how to make cost-effective property disposal decisions. We will focus on how to get the greatest value when you dispose of excess, surplus, and exchange/sale property.

Ask the Experts; Q's & A's on Personal Property: What other questions do you have? This is an open forum for agencies to ask questions and discuss personal property-related issues. Property Management experts from around the country will be available to discuss your issues and concerns.

And likely, we will have an additional training session entitled "Property Management in the 22nd Century,".....what changes will occur from enactment of the Property Act Reform legislation, E-Gov initiatives in property management, and more.

In the past few years, property management training at the GSA Expo has drawn standing room only crowds, so make your plans now to attend. We look forward to seeing you at our training in San Antonio. We want to answer all of your questions and assure you are advised of the most current guidance in your chosen property management profession.

For more information, please contact your GSA representative:

Dave Robbins
(703) 308-0374
(703) 305-7728 fax
david.robbins@gsa.gov

GSA

GSA Federal Supply Service

going... going... gone!

GSA is pleased to present **GSA Auctions.SM**

Bid "live" auctions, on-line, with lots of items within specified timeframes. We make it easy! At bid closing, GSA will honor the highest bid received.

This new state-of-the-art technology streamlines the business process and allows greater flexibility and speed for the introduction of enhancements. It reduces your administrative costs, increases market penetration, and maximizes the return on your investments. Getting rid of your excess property won't get any easier than this.

GSA AuctionsSM represents a major shift in the strategy for selling property that the Government no longer needs. In the past, surplus sales have been conducted at regional locations utilizing traditional sales methods such as sealed bids and on-site auctions. This new on-line version will allow GSA to offer assets located across the country to any interested buyer, regardless of location. In addition, we will be able to access a larger segment of the general public, which should result in more competitive sales prices and a greater return for the Government.

We will provide guidance for property disposal, special handling requirements, time thresholds for moving property, and advise you about property available for reuse.



For more information or to register, call (703) 605-5610 or visit www.gsauctions.gov