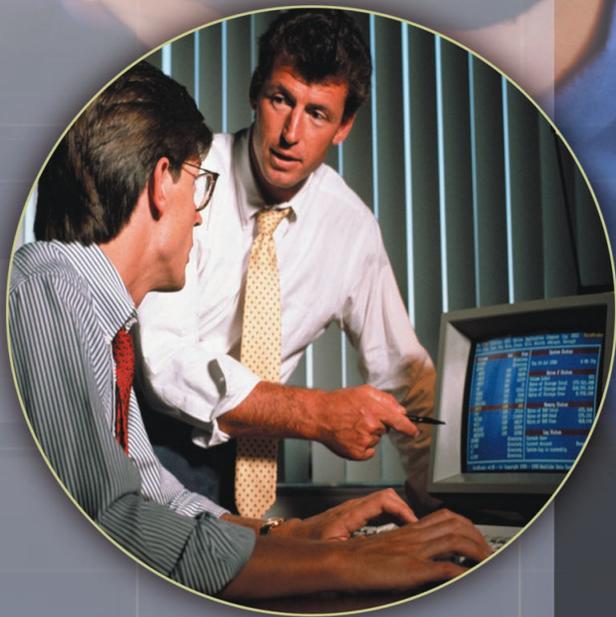


Training and GSD Seminars



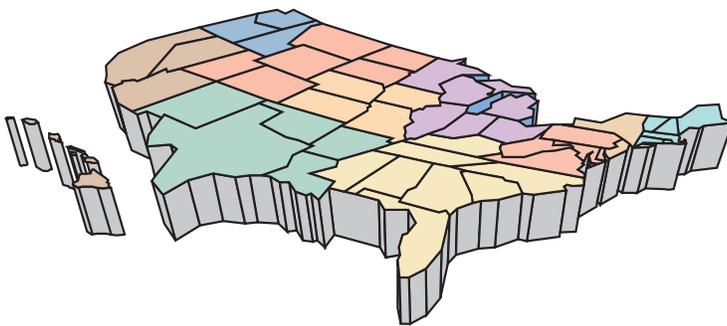


GSA TRAINING SEMINARS

Customer Service Directors in the following regions will conduct FSS Information Seminars for local customers. While our target audience is new employees in supply and procurement/contracting, updated material will be presented that may be of use to experienced personnel. The following are tentative dates and locations. Exact dates and locations will be announced in regional mailings. Seminars are free, however, lodging and transportation, if required, are the responsibility of the attending agency.

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 | | | | |
| Springfield, MA | November 1 | Bob Cobbett | (617) 565-7303 | robert.cobbett@gsa.gov |
| VT ANG, Burlington, VT | November 8 | Pam Lapointe | (617) 565-7302 | pam.lapointe@gsa.gov |
| St. Albans, VT | November 9 | Pam Lapointe | (617) 565-7302 | pam.lapointe@gsa.gov |

| | | | | |
|--|----------|-------------------|----------------|---------------------------|
| Northeast & Caribbean | | | | |
| New York, NY | November | Christine Lincoln | (212) 264-3592 | christine.lincoln@gsa.gov |
| *GSA Advantage! Training | | | | |
| Would you like a special seminar for a group of 20 or more on a specific subject at your location? Call Judy Poskanzer at (212) 264-0305 | | | | |

GSA TRAINING SEMINARS

Mid-Atlantic

| | | | | |
|--------------------|------------------|-------------------|----------------|---------------------------|
| Harrisburg, PA | November 2000 | Peter Carovillano | (215) 656-3868 | peter.carovillano@gsa.gov |
| Allentown, PA | February 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 |
| Hampton, VA | November 1, 2000 | John Engle | (757) 441-3115 | john.Engle@gsa.gov |
| Chincoteague, VA | February 2001 | John Engle | (757) 441-3115 | john.Engle@gsa.gov |
| Front Royal, VA | March 2001 | John Engle | (757) 441-3115 | john.Engle@gsa.gov |
| Fort Lee, VA | April 2001 | John Engle | (757) 441-3115 | john.Engle@gsa.gov |
| Virginia Beach, VA | May 2001 | John Engle | (757) 441-3115 | john.Engle@gsa.gov |
| Fredericksburg, VA | May 2001 | John Engle | (757) 441-3115 | john.Engle@gsa.gov |
| Baltimore, MD | November 2000 | Tonya Butler | (301) 713-9285 | tonya.butler@gsa.gov |
| Eastern Shore, MD | February 2001 | Tonya Butler | (301) 713-9285 | tonya.butler@gsa.gov |

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

Great Lakes

| | | | | |
|----------------------|-------------------|---------------|----------------|-----------------------|
| Springfield, IL | November 2000 | Katie Kaiser | (618) 526-0074 | kathy.kaiser@gsa.gov |
| Indianapolis, IN | November 15, 2000 | Gary Dugan | (317) 546-5072 | gary.dugan@gsa.gov |
| Indianapolis, IN | December 13, 2000 | Gary Dugan | (317) 546-5072 | gary.dugan@gsa.gov |
| Columbus, OH | November 8, 2000 | Kay Hurley | (330) 375-5548 | kay.hurley@gsa.gov |
| Grand Rapids, MI | November 15, 2000 | Rick burkart | (619) 969-3985 | rick.burkart@gsa.gov |
| Chicago, IL | November, 2000 | Ed Stanek | (312) 886-8941 | ed.stanek@gsa.gov |
| Chicago, IL | December, 2000 | Ed Stanek | (312) 886-8941 | ed.stanek@gsa.gov |
| VA Hines, IL | November, 2000 | George Deszcz | (630) 369-3368 | george.deszcz@gsa.gov |
| Fort Sheridan, IL | November 2, 2000 | Elbert Bryant | (847) 360-1889 | elbert.bryant@gsa.gov |
| VA North Chicago, IL | December 7, 2000 | Elbert Bryant | (847) 360-1889 | elbert.bryant@gsa.gov |
| St. Paul, MN | November 16, 2000 | John Barnicle | (651) 681-1625 | john.barnicle@gsa.gov |
| Minneapolis, MN | December 7, 2000 | John Barnicle | (651) 681-1625 | john.barnicle@gsa.gov |

Heartland

| | | | | |
|-----------------|----------|--------------|----------------|----------------------|
| Kansas City, MO | November | Jean Herrick | (816) 823-1240 | jean.herrick@gsa.gov |
| Lincoln, NE | November | Jean Herrick | (816) 823-1240 | jean.herrick@gsa.gov |
| Topeka, KS | November | Jean Herrick | (816) 823-1240 | jean.herrick@gsa.gov |
| Wichita, KS | December | Jean Herrick | (816) 823-1240 | jean.herrick@gsa.gov |

Greater Southwest

| | | | | |
|-----------------|---------------|---------------|----------------|-----------------------|
| El Paso, TX | November | Betty Russell | (817) 978-2892 | betty.russell@gsa.gov |
| Houston, TX | January 2001 | Betty Russell | (817) 978-2892 | betty.russell@gsa.gov |
| San Antonio, TX | February 2001 | Betty Russell | (817) 978-2892 | betty.russell@gsa.gov |

Rocky Mountain

| | | | | |
|----------------------|--------------|----------------|----------------|------------------------|
| Salt Lake City, UT | September 20 | Renata Drake | (303) 236-7546 | renata.drake@gsa.gov |
| Colorado Springs, CO | September 20 | Richard Powell | (303) 236-7427 | richard.powell@gsa.gov |
| Colorado Springs, CO | September 27 | Richard Powell | (303) 236-7427 | richard.powell@gsa.gov |

GSA TRAINING SEMINARS

| <u>Location</u> | <u>Date</u> | <u>Contact</u> | <u>Phone</u> | <u>Email</u> |
|----------------------------|-------------|------------------|----------------|-------------------------------|
| Pacific Rim | | | | |
| Northern California/Nevada | | David Lampert | (415) 522-2784 | david.lampert@gsa.gov |
| Sacramento | | Liz Belenis | (916) 978-5529 | elizabeth.belenis@gsa.gov |
| Las Vegas | November 7 | Dilys Sunabe | (323) 526-7500 | dilys.sunabe@gsa.gov |
| San Diego | | Mark Carico | (619) 235-4706 | mark.carico@gsa.gov |
| Tripler Army Med. Ctr., HI | November | Cynthia McKeague | (808) 541-1776 | cynthia.mckeague@gsa.gov |
| Veterans Admin., HI | November | Cynthia McKeague | (808) 541-1776 | cynthia.mckeague@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 | walker@usfk.korea.army.mil |

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

| | | | | |
|-------------------------|----------|---------------|----------------|-----------------------|
| Northwest Arctic | | | | |
| Spokane, WA | November | Tara Nordness | (253) 931-7119 | tara.nordness@gsa.gov |
| Portland, OR | February | Tara Nordness | (253) 931-7119 | tara.nordness@gsa.gov |
| Anchorage, AK | April | Tara Nordness | (253) 931-7119 | tara.nordness@gsa.gov |
| Seattle, WA | June | Tara Nordness | (253) 931-7119 | tara.nordness@gsa.gov |
| Tacoma, WA | August | Tara Nordness | (253) 931-7119 | tara.nordness@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.

N E W S F L A S H

FSS Announces New Airline City Pairs for FY 2001

FSS has negotiated rates for over 5,000 routes with U.S. airlines that are projected to save the Federal Government an estimated \$2.8 billion next year. Through the contracts, 14 airlines will provide heavily discounted airfares to the government for official travelers on domestic and international routes. The contracts, referred to as "City Pairs," take effect October 1. City Pairs contracts will continue to make hassle-free tickets available to Federal travelers at about 70 percent less than unrestricted coach fares offered to the general public. To see the list of city pairs, go to www.fss.gsa.gov/citypairs.



TRAVEL TRAINING BRANCH

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

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

Other exciting changes include:

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

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

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

You may fax your form to (202) 619-8914.
For course scheduling questions, please call
(202) 619-8907. Visit our website at:
www.midatlantic.gsa.gov/fss/travel/training.htm

APPROVING OFFICIALS RESPONSIBILITIES

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

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

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

Course content:

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

For 2001 course schedules please contact:
GSA Travel Training Branch
Phone: (202) 619-8907
Website: www.midatlantic.gsa.gov/fss/travel/training.htm
E-Mail: travel.training@gsa.gov

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

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

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

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

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

Prerequisites: None.

Length: 3 days.

For 2001 course schedules please contact:

GSA Travel Training Branch

Phone: (202) 619-8907

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

E-Mail: travel.training@gsa.gov

F U N C L I P S



Titanium is the most corrosion resistant material suitable for boat building. It is stronger than steel and weighs only half as much.

RELOCATION INCOME TAX ALLOWANCES COURSE NUMBER: 1750

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

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

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

Prerequisite: Relocation Allowances: 1745.

For 2001 course schedules please contact:

GSA Travel Training Branch

Phone: (202) 619-8907

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

E-Mail: travel.training@gsa.gov



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

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

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

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

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

Prerequisites: None.

Length: 3 days.

For 2001 course schedules please contact:

GSA Travel Training Branch

Phone: (202) 619-8907

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

E-Mail: travel.training@gsa.gov

SHIPPING HOUSEHOLD GOODS COURSE NUMBER 1755

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

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

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

Prerequisites: None.

For 2001 course schedules please contact:

GSA Travel Training Branch

Phone: (202) 619-8907

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

E-Mail: travel.training@gsa.gov

2002 MODEL YEAR FEDERAL VEHICLE STANDARDS CONFERENCE

The Office of Vehicle Acquisition and Leasing Service's Automotive Division will host the annual Federal Vehicle Standards Conference at the Holiday Inn located in Rosslyn, VA, during May 15 – 17, 2001. Vehicle manufacturers, industry representatives and customers will be present to discuss issues relating to the 2002 model year vehicles.

Registration information for the upcoming conference will be available in January 2001. Visit us on-line at www.fss.gsa.gov/vehicles/buying or call our Customer CARE line on (703) 308-CARS for updated information as it becomes available.

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

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

Topics covered are:

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

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

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

Prerequisites: None.

For 2001 course schedules please contact:

GSA Travel Training Branch

Phone: (202) 619-8907

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

E-Mail: travel.training@gsa.gov



TRAVEL MANAGER WINDOWS: VERSION 5/VERSION 7 COURSE NUMBER 1769

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

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

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

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

**This course is offered as an on-site special only.

For more information, please call Ms. Nancy Murphy on (202) 619-8907 or E-mail travel.training@gsa.gov



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

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

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

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

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

Prerequisites: None.

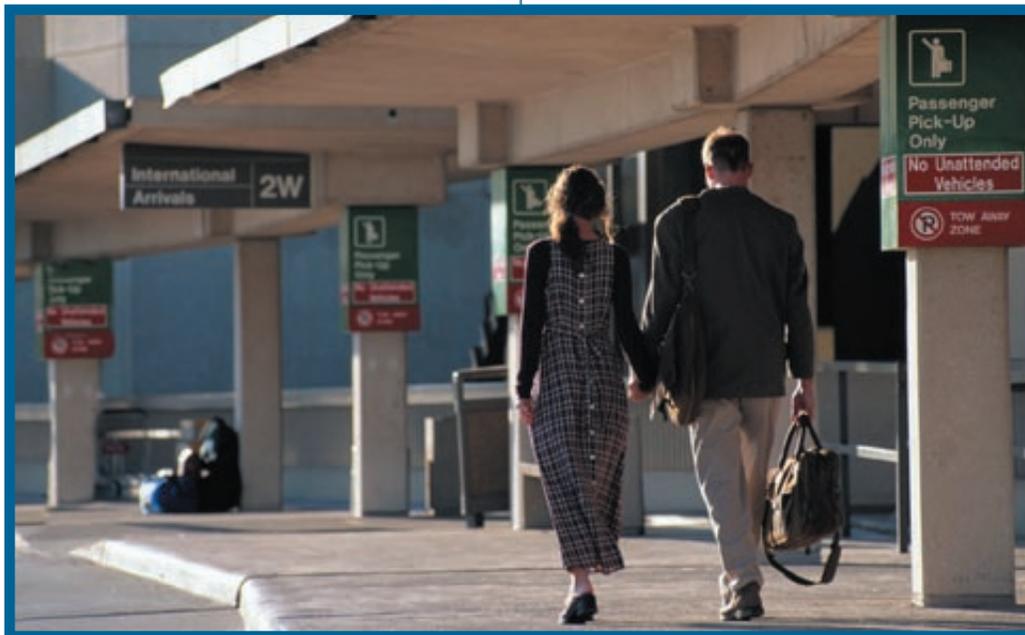
For 2001 course schedules please contact:

GSA Travel Training Branch

Phone: (202) 619-8907

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

E-Mail: travel.training@gsa.gov





New Look for the Federal Acquisition Institute Home Page

The fundamental mission of the Federal Acquisition Institute (FAI) is to foster and promote the development of a professional acquisition workforce government-wide. In order to accomplish this mission, FAI has begun a series of initiatives, some of which you have been reading about in previous MarkeTips issues. Much of what FAI does, including the initiatives, can be categorized into FAI's four main focus areas. These four areas are Training, Education, Career Management, and Research. FAI's statutory responsibilities identified in the Clinger-Cohen Act fall under one or more of these four areas.

In order to support FAI's fundamental mission of fostering the development of the acquisition workforce as the Federal Government's business leaders, FAI wants to provide timely information to the Federal acquisition workforce about a variety of topics important to acquisition professional's training, education, career field, and career management. The FAI homepage should be a place where one can go to learn the latest regarding training and education opportunities, rotational assignments, or pertinent research on important procurement topics. The homepage should also be a conduit of relevant information about what other offices are doing, such as in the Office of Personnel Management, regarding workforce issues. It also should be a tool for agencies to use in recruiting candidates or attracting newcomers to the Federal Government. In order to do this, FAI is redesigning its web page to emphasize the four main focus areas and the activities occurring in each area.

In the area of training, the home page will continue to link to the FAI's on-line University, where government cyber-students will find a virtual campus. To date, over 18,000 acquisition-related personnel have enrolled in the FAI on-line University. FAI Online currently offers four acquisition courses: Contracting Orientation, Market Research, Acquisition Planning I for Contract Specialists, and the Contracting Officer Representative (COR) Mentor. There is also a seminar on the Javits-Wagner-O'Day Act program. All courses are internet-based and self-paced. Certificates are issued upon completion. The FAI Online is designed to be an electronic performance support system which will provide assistance related to regulation or practical changes whether that individual is currently enrolled in a course or not.

Also in the area of training, FAI in partnership with the Defense Acquisition University, will begin to hold Brown Bag Seminar Lunches once a month at various locations in the Washington Metropolitan area. The seminars will be held on current topics relating to trends and best practices in the acquisition field. Information regarding this and other events similar offerings will be posted on the web site.

In addition, the web site will provide the most current version of the Contract Specialist Workbook (CSW). The CSW identifies the technical competencies or skills an acquisition professional must possess to be proficient in the career field. It is also the standard or blueprint used to develop a curriculum and training materials for contract specialists and contracting officers government-wide.

In the area of education, the web page will provide current information about Colleges and Universities offering degrees in the field of acquisition and contracting through "The Guide to Procurement-Related Academic Programs and Courses". The guide includes over 93 colleges and universities throughout 32 states. In the future, the homepage will offer information about the career field to students interested in pursuing a Federal acquisition career.

Regarding the career development area, the FAI home page will provide information about Continuing Education Courses, internships, job rotational assignments, training opportunities, conferences, other pertinent current events, and best practices. This would also be the area in which information on the qualification standards currently in place for the acquisition workforce would fall.

Research information regarding changes in the acquisition field including the new competencies for the contracting professionals and other functional disciplines within the acquisition profession and other workforce initiatives will be addressed and made available. A link to OPM's job bank will be provided to assist anyone looking for acquisition-related positions in the Federal Government.

Much will be happening on the FAI home page. Please take a minute to see FAI's new look. Comments, questions or suggestions regarding the Federal Acquisition are encouraged and welcome. Contact the FAI at <http://www.gsa.gov/staff/v/training.htm>