



TRAINING AND SEMINARS



unlock your potential

keep up with fast changing policies

learn new technologies

GSA sponsored seminars and training classes can help you order with ease, navigate changing regulations, and master the latest technology.





How Do I

arrange for Employee Relocation?
dispose of Excess Property?
navigate GSA Advantage!® ?
learn about GSA Global Supply?
take advantage of Total Solutions?

Let GSA Be Your Guide!

These are just some of the questions covered in GSA's local informational seminars for Federal employees and military personnel. Topics address the wide range of products and services offered by GSA including supply programs, GSA's Personal Property, Fleet Management, and Travel and Transportation programs, as well as Environmental solutions and NIB/NISH/JWOD.

Seminars are free, however, lodging and transportation, if required, are the attending agency's responsibility. For seminar details and online registration, go to our website at fss.gsa.gov/newsevents, or contact your local representative at the numbers listed at the right.

We'll Come To You!

GSA can customize training seminars to your needs at your location! Call your local group special point of contact listed below for more information.

New England

Connecticut, Maine, Massachusetts,
New Hampshire, Rhode Island,
Vermont

Bob Cobbett
(617) 565-7303
robert.cobbett@gsa.gov

New England Group Specials:

Pam LaPointe
(617) 565-7302
pam.lapointe@gsa.gov

Northeast & Caribbean

New Jersey, New York, Puerto Rico and
Virgin Islands

Christine Lincoln
(212) 264-3592
christine.lincoln@gsa.gov

Northeast & Caribbean Group Specials:

Judy Poskanzer
(212) 264-0305
judy.poskanzer@gsa.gov

Mid-Atlantic

Delaware, Maryland, Pennsylvania,
Virginia, Washington, DC and West
Virginia

Angela Griffin
(215) 446-5047
angela.griffin@gsa.gov

Mid-Atlantic Group Specials:

Angela Griffin
(215) 446-5047
angela.griffin@gsa.gov

Southeast Sunbelt

Alabama, Florida, Georgia, Kentucky,
Mississippi, North Carolina, South
Carolina and Tennessee

Adrian Wiley
(404) 331-3060
adrianr.wiley@gsa.gov

Greater Southeast Group Specials:

Adrian Wiley
(404) 331-3060
adrianr.wiley@gsa.gov

Great Lakes

Illinois, Indiana, Michigan, Minnesota,
Ohio and Wisconsin

Sara Johnson
(312) 886-8959
sara.johnson@gsa.gov

Great Lakes Group Specials:

Sara Johnson
(312) 886-8959
sara.johnson@gsa.gov

Heartland

Iowa, Nebraska, Kansas and Missouri

Timothy Benoit
(816) 926-5548
timothy.benoit@gsa.gov

Heartland Group Specials:

Timothy Benoit
(816) 926-5548
timothy.benoit@gsa.gov

Greater Southwest

Arkansas, Louisiana, New Mexico,
Oklahoma and Texas

Charles Little
(817) 978-2892
charles.little@gsa.gov

Greater Southeast Group Specials:

Charles Little
(817) 978-2892
charles.little@gsa.gov

Pacific Rim

California, Arizona, Nevada, Hawaii,
and the Far East

(877) 836-4859

Pacific Rim Group Specials:

Arizona, California and Nevada
(877) 836-4859
Hawaii
(808) 541-1776
Mainland Japan
DSN 225-9252
Okinawa
DSN 634-3641
Korea
DSN 784-6515

Rocky Mountain

Colorado, Montana, North Dakota,
South Dakota, Utah and Wyoming

Renata Drake
(303) 236-7547
renata.drake@gsa.gov

Rocky Mountain Group Specials:

Cheryl Wakeman
(303) 236-7575
cheryl.wakeman@gsa.gov

Northwest Arctic

Washington, Oregon, Idaho and Alaska

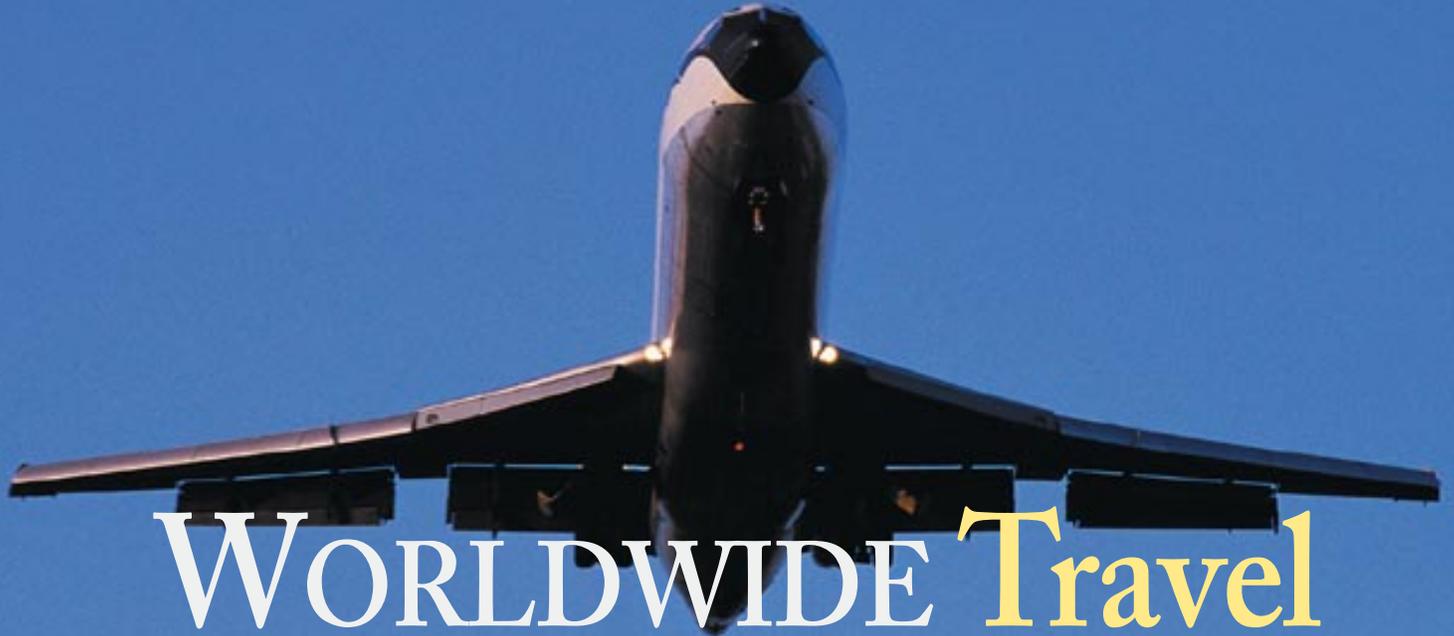
Lorraine Morrow
(253) 931-7101
lorraine.morrow@gsa.gov

Northwest Arctic Group Specials:

Tara Hosmun
(253) 931-7119
tara.hosmun@gsa.gov

Alaska:

Linda Melton
(907) 271-3970
linda.melton@gsa.gov



WORLDWIDE **Travel** TRAINING FY 2004

Our People Make the Difference! We've got the knowledge, the expertise, and the most up-dated information to put you in control of all your travel needs.

How to Register for Travel Training

You can easily register by fax or mail.

Fax: Fax a fully completed agency training form (DD-1556, SF-182 or equivalent agency training form, or our purchase credit card 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, or visit our website at 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 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.

TRAINING AND SEMINARS

TRAVEL TRAINING COURSE DESCRIPTIONS

1715 — Imprest Fund Cashiers 2-Day Course - \$690.00

Using dynamic lectures and an interactive discussion format, the responsibilities of imprest fund cashiers and the Department of Treasury regulations that govern them are taught. Covers how to use transmittals and prepare accountability reconciliation forms for finance offices (including standard forms 1128 and 1164), and how to process travel receipt documentation forms for collection. Calculator required for class.

1745 — Relocation Allowances- Federal Travel and Joint Travel Regulations Vol. 2

3-Day Course - \$900.00

Class explains in plain language the allowances provided to eligible civilian employees making a permanent change of duty station. Topics include shipment of household goods, property management, real estate expenses, travel authorizations, advances and vouchers, temporary quarters and more.

1761 — Approving Official Responsibilities

On-Site Arrangements Only.

This course covers all aspects of travel regulations related to approving travel vouchers. Equips voucher examiners with the tools to review and ensure submitted vouchers are prepared according to pertinent regulations and

agency procedures. A host of topics are discussed including travel authorizations, contract city-pairs, prompt payment of vouchers, agency responsibility, acceptable per-diem expenses, deviations for personal travel, requirements for voucher submission, use of personal vehicles and receipt requirements. For more information on scheduling a session, please contact GSA's Travel Training Branch at (703) 605-5113 or e-mail us at travel.training@gsa.gov.

1750 — Relocation Income Tax Allowances

2-Day Course - \$811.00

Using an interactive lecture and discussion format, this class examines Federal tax regulations related to reimbursed moving expenses. Attendees learn to distinguish between Federal Tax Regulations and the Federal Travel Regulations (FTR) in making decisions concerning Relocation Income Tax (RIT) allowances and their impact on personnel assigned to new duty stations. Frequent changes in tax law and regulations make annual training advisable for those who are required to identify and calculate allowable moving expenses and taxable income. Calculator required for class.

1780 — Conference Planning 3 Hour Session - \$420.00

Discussion covers travel regulations related to all aspects of conference planning including where and when to hold meetings and conferences nationwide, obtaining proposals, estimating budget costs, hotel accommodations, and agency requirements.



**1755 — Shipping Household Goods
2-1/2 Day Course - \$768.00**

This comprehensive hands-on course examines regulations on household goods and transportation. Attendees get practical experience in preparing and making shipments, and processing loss and damage claims. Carrier selection, booking shipments and issuing the Government Bill of Lading (GBL) is also covered. Attendees gain practical knowledge that enables them to counsel employees on their entitlements, moving industry practices, and shipment handling. Market and replacement value of household goods, assisting employees in filing damage/loss claims and analyzing a carrier claim settlements are also covered.



**1769 — Travel Manager for Windows
On-Site Arrangements Only.**

Attendees participate in exercises that teach how to automatically calculate travel costs and allowances and produce accurate agency travel forms through the use of computer software. Software package resources include worldwide contract airfares and per-diem rates, rental cars, fire safe hotels, maps of locations, tax exempt forms for specific locations, accounting classification, mileage rates and much more. Attendees learn how the system applies correct travel regulations and per-diem rates according to Federal Travel Regulations. A must for travel managers and personnel responsible for processing travel documents. For information on how to schedule a session at your location, please contact the Travel Training Branch at (703) 605-5113 or e-mail us at travel.training@gsa.gov.

**TEMPORARY DUTY
TRAVEL REGULATIONS
COURSES**

Each course detailed below covers temporary duty travel allowances and responsibilities relating to a specific area of the Federal Community. Travel authorizations, contract airfares, travel management system (TMS), rental cars, per-diem and prompt payment of travel vouchers are just some of the topics covered. Information specific to DoD activities are described below.

1760 — Federal Travel Regulations (FTR)

2-1/2 Day Course - \$775.00

Covers all of the topics described above. General course designed for non DoD employees.

**1765 — Joint Federal Travel Regulations (JFTR) – Vol. 1
Uniformed Services**

2-1/2 Day Course - \$775.00

Details temporary duty travel allowances and responsibilities for uniformed members of the Department of Defense. Covers all topics described above as well as contract travel office (CTO) and other topics of specific concern to the Department of Defense.

**1770 — Department of Defense Joint Travel Regulations (JTR) – Vol. 2
Civilian DoD Employees**

2-1/2 Day Course - \$775.00

Details temporary duty travel allowances and responsibilities for civilian employees of the Department of Defense. Covers all topics described above as well as contract travel office (CTO), and other topics of specific concern to the Department of Defense.

TRAINING AND SEMINARS SCHEDULE

TRAVEL TRAINING COURSE DESCRIPTIONS

1715 — Imprest Fund Cashiers

<u>Location</u>	<u>Session #</u>	<u>Date</u>
Washington, DC	1715-01	May 11-12
	1715-02	June 8-9

1745 — Relocation Allowances-Federal Travel and Joint Travel Regulations Vol. 2

<u>Location</u>	<u>Session #</u>	<u>Date</u>
Atlanta, GA	1745-01	January 27-29
	1745-02	April 13-15
	1745-03	July 13-15
Cleveland, OH	1745-04	May 25-27
	1745-05	July 20-22
Columbus, OH	1745-06	March 16-18
	1745-07	June 15-17
Honolulu, HI	1745-08	March 30-April 1
	1745-09	May 25-27
	1745-10	June 8-10
Little Rock, AR	1745-11	January 13-15
	1745-12	April 27-29
San Antonio, TX	1745-13	March 16-18
Seattle, WA	1745-14	February 10-12
		June 1-3
Pensacola, FL	1745-15	May 18-20
Phoenix, AZ	1745-16	April 6-8
	1745-17	June 8-10
	1745-18	Nov. 18-20, 2003
Washington, DC	1745-19	Dec. 9-11, 2003
	1745-20	January 6-8
	1745-21	February 10-12
	1745-22	March 16-18
	1745-23	April 13-15
	1745-24	May 11-13
	1745-25	June 15-17
	1745-26	July 20-22
	1745-27	August 17-19
	1745-28	September 14-16

1761 — Approving Officials Responsibilities

<u>Location</u>	<u>Session #</u>	<u>Date</u>
Offered on-site only.		

1750 — Relocation Income Tax Allowances

<u>Location</u>	<u>Session #</u>	<u>Date</u>
Washington, DC	1750-01	February 24-25
	1750-02	March 23-24
	1750-03	May 11-12
	1750-04	June 22-23
	1750-05	July 20-21
	1750-06	Aug. 31-Sept. 1

1780 — Conference Planning

<u>Location</u>	<u>Session #</u>	<u>Date</u>
Washington	1780-01	January 29
	1780-02	February 26
	1780-03	April 22
	1780-04	May 13
	1780-05	September 23

1755 — Shipping Household Goods

<u>Location</u>	<u>Session #</u>	<u>Date</u>
Washington, DC	1755-01	March 23-25
	1755-02	April 6-8
	1755-03	July 13-15

1769 — Travel Manager - Web

<u>Location</u>	<u>Session #</u>	<u>Date</u>
Offered on-site only.		



TEMPORARY DUTY TRAVEL REGULATIONS COURSES

1760 — Temporary Duty Travel — Federal Travel Regulation (FTR)

<u>Location</u>	<u>Session #</u>	<u>Date</u>
Atlanta, GA	1760-01	January 2-4
	1760-02	March 9-11
	1760-03	May 4-6
	1760-04	June 22-24
Billings, MT	1760-05	April 6-8
Cleveland, OH	1760-06	July 27-29
Denver, CO	1760-07	April 20-22
	1760-08	July 20-22
Honolulu, HI	1760-09	March 16-18
Las Vegas, NV	1760-10	April 27-29
	1760-11	July 6-8
Little Rock, AR	1760-12	July 27-29
Phoenix, AZ	1760-13	February 3-5
	1760-14	May 11-13
San Antonio, TX	1760-15	April 13-15
San Francisco, CA	1760-16	June 22-24
	1760-17	August 24-26
Seattle, WA	1760-18	March 23-25
	1760-19	August 3-5
Washington, DC	1760-20	Nov. 4-6, 2003
	1760-21	Dec. 2-4, 2003
	1760-22	January 27-29
	1760-23	February 24-26
	1760-24	March 30-April 1
	1760-25	April 27-29
	1760-26	May 18-20
	1760-27	June 22-24
	1760-28	July 27-29
	1760-29	August 24-26
	1760-30	September 21-23

1765 — Temporary Duty Travel — JFTR-Volume I; Uniformed Services

<u>Location</u>	<u>Session #</u>	<u>Date</u>
To be determined		

1770 — Temporary Duty Travel — Department of Defense JTR, Vol. 2

<u>Location</u>	<u>Session #</u>	<u>Date</u>
Columbus, OH	1770-01	June 29-July 1
Honolulu, HI	1770-02	May 18-20
	1770-03	June 15-17
	1770-04	March 2-4
Kansas City, MO	1770-05	March 9-11
	1770-06	April 13-15
Pensacola, FL	1770-07	May 4-6
	1770-08	June 22-24
San Diego, CA	1770-09	Dec. 9-11, 2003
	1770-10	January 20-22
Washington, DC	1770-11	March 9-11
	1770-12	April 27-29
	1770-13	June 1-3
	1770-14	August 17-19

Strengthen your acquisition

workforce through the Federal Supply Service's
multiple award vehicle
free 2-day classroom training.
See our 2003 schedule on page 87.

Don't have time to attend class?
Log on to fss.gsa.gov/umas for online training.

Classroom training is taught by
certified instructors and students earn
continuous learning points (CLP).

For more information
contact Pat Miller, 703-305-7540.





“Help me to better communicate and translate our agency’s vision and direction, values and beliefs, goals and objectives -- so my people and the human capital of the organization can align with them. Performance will increase, and I know I’ll have a more effective organization.”

The step to higher people performance may be simpler than you might imagine!

O/MC works with you to develop customized, creative alternatives not “packaged” solutions or approaches. Our focus is to meet your agency’s needs and to bring a greater alignment with the President’s Management Agenda, and the development of human capital within your organization.

“O/MC is one of a very short list of truly valued organization consulting/training companies whom I have come to rely on heavily. They place their emphasis on meeting the needs of their customers! They provide support which is timely, professional, cost effective and on-target! O/MC has become a trusted partner through their capabilities and customer orientation.”

Ed Hoffman, PhD., NASA, Director Program & Project Management Initiative / Academy Program and Project Leadership

We start with your organization’s goals and challenges:

- *What do my people need to make them more effective in their jobs?*
- *Is the climate in our organization conducive to innovation, creativity and risk-taking?*
- *Is a ‘culture shift’ necessary and if so, in what direction?*
- *Does this ‘group’ need to come together as a high performance team?*

O/MC designs an approach that works in sync with the rhythm and culture of your organization. And, we teach your personnel



to apply new knowledge and skills to their daily routines in a way that produces tangible results **quickly**.

AREAS OF EXPERTISE:

- **CONSULTING SERVICES:** Strategic, Business & Action Planning; Work Process Improvements; Systems Alignment; Leadership Systems; Organizational Assessments; Performance Productivity Measures; Program Audits & Evaluations
- **FACILITTAION SERVICES:** Assistance in: Problem Solving & Decision Making; Agendas; Overall Meeting Planning; Resolving Disputes/ Disagreements; Leading Group Briefings & Discussions
- **SURVEY SERVICES:** Survey Design, Administration, Validity & Reliability Check & Database Admin; Production Reports
- **TRAINING SERVICES:** Standard & Customized Training Programs: Management & Leadership Skills; Customer Service; Performance Management & Measurement; Problem Solving & Decision-making; Change Management; Strategic Planning
- **SUPPORT PRODUCTS:** With the services referenced above
- **PROGRAM & PROJECT MANAGEMENT AND PROGRAM INTEGRATION**

CLIENTS INCLUDE:

- | | |
|----------------------------|---------------------|
| NASA | Dep’t of Interior |
| EPA | McDonald’s Corp |
| GE | Warner-Lambert |
| Sony | Corning Glass |
| IBM | United Technologies |
| ADT | Head Start Programs |
| US Chambers of Commerce | |
| Vistakon/Johnson & Johnson | |

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Contract Holder

GS-10F-0212N



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Information
Solutions

RIS GSA Schedules

As America builds new models of government, Federal agencies depend increasingly on leading-edge IT solutions to fulfill evolving mission objectives. Raytheon Information Solutions (RIS) understands government's most difficult challenges. We deliver innovative IT solutions that empower agencies to exceed mission requirements. We embrace each agency's vision and provide the IT foundation that enables mission success. Raytheon Information Solutions — Customer Success is Our Mission.

LOGISTICS WORLDWIDE (LOGWORLD)

Contract No. GS-10F-0229L

SIN's include:

- 874-501 Supply and Value Chain Management Services
- 874-502 Acquisition Logistics
- 874-503 Distribution and Transportation Logistics Services
- 874-504 Deployment Logistics Services
- 874-505 Logistics Training Services

PROFESSIONAL ENGINEERING SERVICES (PES)

Contract No. GS-23F-0263K

pes@raytheon.com

SIN's include:

- 871-1: Strategic Planning
- 871-2: Concept Development
- 871-3: System Design, Engineering, and Integration
- 871-4: Test and Evaluation
- 871-5: Integrated Logistics and Support
- 871-6: Acquisition and Life Management

MANAGEMENT, ORGANIZATIONAL AND BUSINESS IMPROVEMENT SERVICES (GSA MOBIS)

Contract Number: GS-10F-0099N

mobis@raytheon.com

- SIN 874-1: Consulting Services
- SIN 874-3: Survey Services
- SIN 874-4: Training Services
- SIN 874-5: Support Products
- SIN 874-6: Privatization Support Services and Documentation (A-76)
- SIN 874-7: Program Integration and Project Management Services

For General Information:

Sandi LaCroix
703.849.1502 phone
Sandi_LaCroix@raytheon.com

www.raytheon.com/RIS

INFORMATION TECHNOLOGY (SCHEDULE 70)

Contract No. GS-35F-4097G

Sch70@raytheon.com

SIN's include:

- 132-8: Hardware
- 132-12: Maintenance and Repair
- 132-33: Perpetual Software License
- 132-34: Maintenance of General Purpose Commercial Information Technology SW
- 132-50: Training
- 132-51: Professional Information Technology Services, to include: Resources & Facilities Management, Database Planning & Design, Systems Analysis & Design, Programming, Conversion & Implementation Support, Network Services' Project Management, Data/Records Management



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Customer Success Is Our Mission