



# TRAINING AND SEMINARS



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*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?

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## *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](http://fss.gsa.gov/newsevents), or contact your local representative at the numbers listed on 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 on the right for more information.

## New England

Connecticut, Maine, Massachusetts,  
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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

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

### *Great Lakes Group Specials:*

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

## Heartland

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

### *Heartland Group Specials:*

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

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Charles Little  
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charles.little@gsa.gov

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charles.little@gsa.gov

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DSN 634-3641  
Korea  
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## 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





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## 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](mailto:travel.training@gsa.gov), or visit our website at [www.gsa.gov/travel/training](http://www.gsa.gov/travel/training).

**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).



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Schedule # 23V



## 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](mailto: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 Regulation 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) are 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 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](mailto: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 is described below.

**1760 — Federal Travel Regulation  
(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	1745-03	July 13-15
Cleveland, OH	1745-04	May 25-27
Columbus, OH	1745-05	July 20-22
Denver, CO	1745-07	June 15-17
Honolulu, HI	1745-09	May 25-27
	1745-10	June 8-10
Pensacola, FL	1745-15	June 1-3
Phoenix, AZ	1745-17	June 8-10
Washington, DC	1745-25	May 11-13
	1745-26	July 15-17
	1745-27	July 20-22
	1745-28	August 10-12

#### **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	1750-03	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, DC	1780-04	May 13
	1780-05	September 23

#### **1755 — Shipping Household Goods**

<u>Location</u>	<u>Session #</u>	<u>Date</u>
Washington, DC	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)

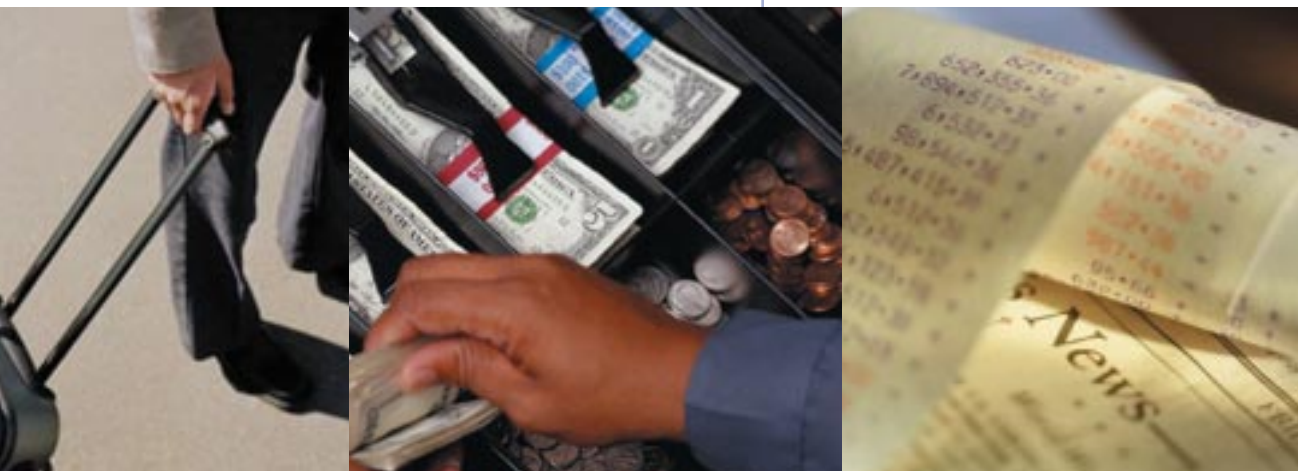
<u>Location</u>	<u>Session #</u>	<u>Date</u>
Atlanta, GA	1760-03	May 4-6
	1760-04	June 22-24
Cleveland, OH	1760-06	July 27-29
Denver, CO	1760-08	July 20-22
Las Vegas, NV	1760-11	July 6-8
Little Rock, AR	1760-12	July 27-29
Phoenix, AZ	1760-14	May 11-13
San Francisco, CA	1760-16	June 22-24
	1760-17	August 24-26
Seattle, WA	1760-19	August 3-5
Washington, DC	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
Pensacola, FL	1770-07	May 4-6
San Diego, CA	1770-08	June 22-24
Washington, DC	1770-13	June 1-3
	1770-14	August 17-19



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**Schedule**  
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