

Mobile Workforce

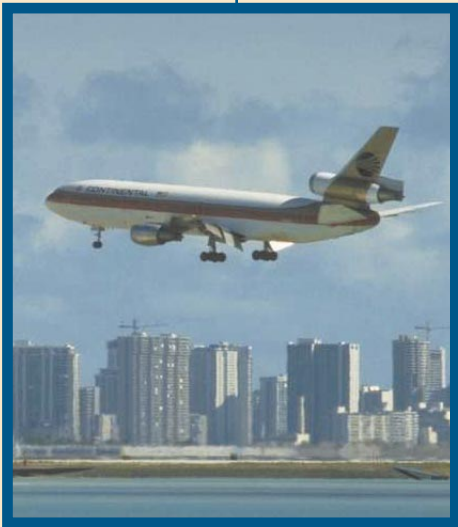


ON THE MOVE . . . THE MOBILE WORKFORCE

I N T R O D U C T I O N

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hether you are traveling, relocating out of state, working from a temporary work station, home, or telecommuting site, or just always on the go conducting presentations or briefings from remote locations...GSA has a multitude of resources to make these situations easier for you!



T R A V E L S E R V I C E S

Airline City Pair Program

GSA has developed an extremely successful Airline City Pair Program. This service originally covered only 11 markets, but over the last 20 years, it has expanded to almost 4,500 city pairs. The airfares offered under this program average a 70% discount off comparable commercial fares; saving the Federal Government approximately \$2.0 billion annually. In addition to the tremendous price savings, the Airline City Pair Program has many features which allow Government travelers all the flexibility possible in planning official travel. The benefits of this service include:

- No advance purchase required.
- No minimum or maximum length of stay required.
- Tickets are fully refundable.
- No charge for cancellations or changes.
- Last seat availability.
- No blackout periods .
- Fares are priced on one-way routes permitting agencies to plan multiple destinations.
- Non-stop service was awarded in 99% of the markets where non-stop service was offered.

2000 Maximum CONUS Per Diem Rates

Per Diem is an allowance (also referred to as subsistence allowance) for lodging (excluding taxes), meals, and related incidental expenses. The CONUS (defined as the 48 contiguous States and the District of Columbia) per diem rates are established annually by GSA for travelers on official Government business to use for their lodging, meals and incidental expenses.

For more information on the 2000 rates and a listing of lodging properties at per diem rates, visit the transportation and travel services page on our website at: <http://www.fss.gsa.gov>

GSA SMARTPAY

GSA SmartPay is a new way for government agencies to pay for commercial goods and services, as well as travel and fleet related expenses. GSA SmartPay cards work just like any other corporate credit card, and are accepted worldwide at the places you do business.

Agencies are given the power to streamline their purchasing processes with GSA SmartPay:

- Reduce administrative costs and improve cash management practices.
- Eliminate the need for imprest funds, third party drafts, "cash on hand" and purchase orders.
- Use electronic shopping catalogs, and order GSA Federal Supply Service goods online.

Some added benefits of the GSA SmartPay credit card are:

- Electronic Bill Payment and Purchasing
- Photo ID
- Debit Card Products and Services
- And many more!

For more information, visit us online! <http://pub.fss.gsa.gov/services/gsa-smartpay/> or you can call us on (703) 305-6658.

Transportation Services

Federal Supply Schedule 451 III

DOMESTIC EXPRESS SMALL PACKAGE DELIVERY SERVICES

"... when it, absolutely, positively has to be there overnight."

DEADLINES!

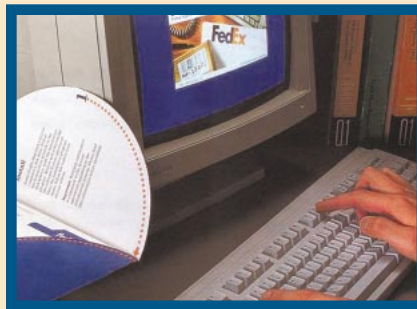
Do you need your package "there" yesterday? Let GSA help! We have a service program which provides Federal agencies with desktop pickup and delivery of urgent letters and small packages when next business day or second business day delivery is needed. Coverage includes the continental United States, Alaska, Hawaii and Puerto Rico. Federal Express is the current contractor for this program which offers low rates, guaranteed next day delivery, and more. If you take advantage of this exclusive offer and establish a Government account, your documents and packages will reach their destinations next day by 10:30 am. Federal Express also offers 2nd day delivery service by 4:30 p.m. the second business day. Packages can be tracked or traced on the FEDEX internet site, by the FEDEX Airbill Number or Transportation Control Number (TCN), Federal Express Tracking Software, or through Federal Express' 800 number, 1-800-GO-FEDEX, (800) 463-3339.



Agencies can request daily pickup of packages or have pickups made on an as-needed basis. An important feature of this contract is that delivery of your shipment is backed by a money-back guarantee. If a shipment arrives even 60 seconds late, you will receive an automatic refund on your invoice of the transportation charges for your late shipment.

For customer convenience we have added an additional feature of payment by credit card. To set up your account, please call FedEx at (800) 645-9424.

For more information, contact Mr. Ed Kelliner (COTR), at (703) 305-7389 or Gunther Imer (CO), at (703) 305-6003, or visit our website at <http://www.fss.gsa.gov/services/fedex>



Federal Supply Schedule 653

GOVERNMENT SERVICES THAT RELIEVE STRESS?

If you think there's no such thing, then check us out!

As you may know, the process of marketing and selling a home while searching for a new residence can often lead to feelings of frustration and despair. Let GSA make your employees' moves less stressful. Our Government Employee Relocation Services Program can make it easy. Employee relocation services are available for employees and their families being transferred to new duty stations anywhere within the continental United States and Puerto Rico. Some services are also available overseas. This program offers a multitude of flexible services to customize a solution that best meets your needs. Our program saves time and money and reduces stress by offering these features:

- Home Marketing Assistance
- Home Sales Services
- Destination Area Services
- Management Reporting Services
- Mortgage Counseling
- Property Management Services, and
- Other Related Services

Program features mentioned above include counseling, scheduling of viewing appointments, as well as information on schools, taxes, and commuting. Use this GSA schedule and take the stress out of relocating. For more information on GSA's Employee Relocation Services, please call Guy Galloway on (703) 305-6000 or Alan Taylor on (703) 305-6133, or visit us online at <http://www.fss.gsa.gov/services/relo>

Transportation and Travel Training Workshop at the GSA EXPO 2000

FREE TRAINING FOR THE MOBILE WORKFORCE!

In conjunction with the GSA EXPO 2000 in San Diego (see ad in this issue), join GSA's Transportation and Travel organization for additional training with the Mobile Workforce in mind. The Transportation and Travel training sessions begin one day before (May 9) the GSA EXPO 2000 opens its doors on May 10-11, 2000. The General Services Administration's (GSA's) Office of Transportation and Property Management is sponsoring **FREE WORKSHOPS** for all Federal Government employees who arrange

travel, ship freight or household goods, issue Government Bills of Lading or Government Transportation Requests, and process or pay transportation bills. **Don't miss this unique learning opportunity!**

You will obtain the latest information on transportation audit policies and procedures and traffic and travel management programs including: Transportation and Travel Reform Act of 1998, Travel and Relocation Allowances, Transportation and Travel Policy Initiatives, Prepayment and Postpayment Audit of Transportation Bills, Submission of Paid Transportation Bills for Audit, Airline City-Pair

Contracts, Procedures for Handling Unused Airline Tickets, GSA's New Nationwide Travel Management Center Services, Government Car Rental Program, Express Small Package Contract Services, Shipping Household Goods, Freight Rates and Routing, GBL Preparation...and more!

The GSA Transportation & Travel Workshops and GSA's International Products and Services EXPO (GSA EXPO 2000) will take place at the San Diego Convention Center located at 111 West Harbor Drive, San Diego, CA 92101.

Registration Time:	Tuesday	May 9	8:00 a.m. - 8:45 a.m.
Travel and Transportation Classes:	Tuesday	May 9	9:00 a.m. - 4:30 p.m.
Regular EXPO Classes:	Wednesday	May 10	1:00 p.m. - 4:00 p.m.
	Thursday	May 11	1:00 p.m. - 3:00 p.m.

If you would like to attend the transportation and travel training sessions, please visit the EXPO website at expo.gsa.gov/training.html or contact Corinne Bachiller, Arlington, VA, on 703-305-7211, e-mail Corinne.Bachiller@gsa.gov; or Peggie Poss, Atlanta, GA, on 404-331-0559, e-mail Peggie.Poss@gsa.gov; or Ida Martinez, Denver, CO, on 303-236-7071, e-mail Ida.Martinez@gsa.gov.

Don't get left behind! Please register for both the Transportation and Travel Workshop and the GSA EXPO 2000!



Don't forget to mark your calendar!
May 9 - Travel and Transportation Training
EXPO Opens May 10, 2000
San Diego Convention Center

Transportation and Travel Training Classes Nationwide

**IMPREST FUND
CASHIERS
COURSE NUMBER: 1715**

**T
CASHIERS**

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 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: \$450

Length: 2 days.

Schedule:

- Denver, CO
 - 1715-01 Mar 14-15, 2000
- Seattle, WA
 - 1715-02 Apr 18-19, 2000
- Washington, DC
 - 1715-05 May 16-17, 2000
 - 1715-06 Jun 27-28, 2000
 - 1715-07 Jul 05-06, 2000

**RELOCATION INCOME TAX ALLOWANCES
COURSE NUMBER: 1750**

**U
LANGUAGE**

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.

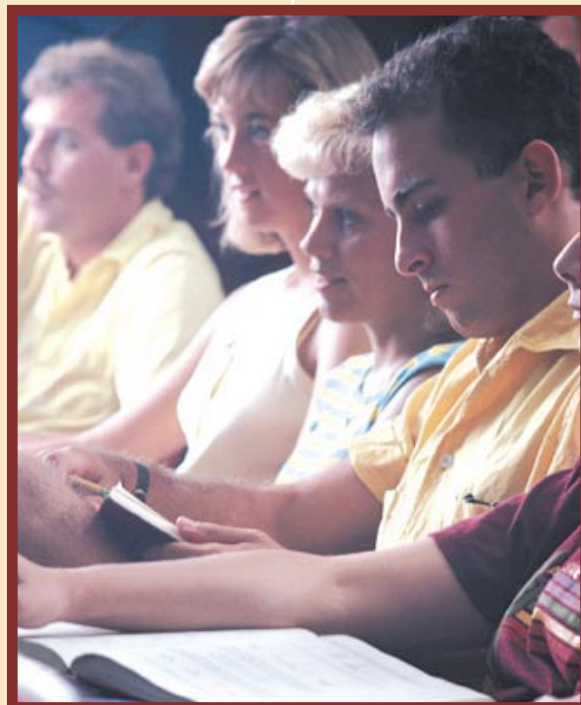
Prerequisite: Relocation Allowances: 1745.

Cost: \$480

Length: 2 days.

Schedule:

- Washington, DC
 - 1750-04 May 16-17, 2000
 - 1750-05 Jul 05-06, 2000
 - 1750-06 Aug 22-23, 2000



Transportation and Travel Training Classes Nationwide

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. Topics include:

- 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.

Cost: \$570

Length: 3 days.

Schedule:

Atlanta, GA	1745-02	Apr 11-13, 2000
	1745-03	Jul 11-13, 2000
Denver, CO	1745-05	May 02-04, 2000
	1745-06	Jun 20-22, 2000
Ft. Worth, TX	1745-07	Apr 18-20, 2000
Houston, TX	1745-08	Aug 01-03, 2000
Kansas City, MO	1745-09	Mar 14-16, 2000
	1745-10	May 16-18, 2000
	1745-11	Jul 25-27, 2000
Pensacola, FL	1745-13	May 23-25, 2000
	1745-14	Aug 22-24, 2000
San Antonio, TX	1745-16	Jun 06-08, 2000
San Francisco, CA	1745-17	Mar 28-30, 2000
	1745-18	May 30-Jun 01, 2000
	1745-19	Aug 01-03, 2000
Seattle, WA	1745-20	Apr 25-27, 2000
	1745-21	May 09-11, 2000
	1745-22	Jul 11-13, 2000
Washington, DC	1745-27	Mar 21-23, 2000
	1745-28	Apr 18-20, 2000
	1745-29	May 09-11, 2000
	1745-30	Jun 13-15, 2000
	1745-31	Jul 18-20, 2000
	1745-32	Aug 15-17, 2000
	1745-33	Sep 12-14, 2000

SHIPPING HOUSEHOLD GOODS COURSE NUMBER 1755

HOUSEHOLD

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.

Cost: \$450

Length: 3 days.

Schedule:

Atlanta, GA	1755-01	Jun 20-23, 2000
Ft. Worth, TX	1755-02	Aug 08-10, 2000
San Francisco, CA	1755-04	Apr 04-06, 2000
Seattle, WA	1755-06	May 16-18, 2000
Washington, DC	1755-08	Mar 18-30, 2000
	1755-09	Jul 11-13, 2000

Transportation and Travel Training Classes Nationwide

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

TEMPORARY

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.

Costs: \$495

Length: 3 days.

Schedule:

Atlanta, GA	1760-02	Mar 21-23, 2000
	1760-03	May 09-11, 2000
	1760-04	Jun 27-29, 2000
Denver, CO	1760-06	Jul 25-27, 2000
Houston, TX	1760-07	May 30-Jun 01, 2000
Miami, FL	1760-09	Mar 21-23, 2000
Phoenix, AZ	1760-11	Apr 04-06, 2000
San Antonio, TX	1760-12	Apr 25-27, 2000
San Francisco, CA	1760-14	Jul 18-20, 2000
	1760-15	Aug 15-17, 2000
Seattle, WA	1760-17	Mar 28-30, 2000
	1760-18	Jun 06-08, 2000
	1760-19	Jul 25-27, 2000
Washington, DC	1760-24	Mar 07-09, 2000
	1760-25	Apr 04-06, 2000
	1760-26	May 23-25, 2000
	1760-27	June 20-22, 2000
	1760-28	July 11-13, 2000
	1760-29	Aug 22-24, 2000
	1760-30	Sep 19-21, 2000

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.

Cost: \$495

Length: 3 days.

Schedule:

Pensacola, FL	1765-01	Mar 21-23, 2000
	1765-02	Jul 18-20, 2000
San Diego, CA	1765-04	Jun 13-15, 2000
Washington, DC	1765-07	Apr 25-27, 2000
	1765-08	Aug 15-17, 2000



Transportation and Travel Training Classes Nationwide

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.

Cost: \$495

Length: 3 days.

Schedule:

Pensacola, FL

1770-01 Apr 18-20, 2000

1770-02 Jun 13-15, 2000

San Diego, CA

1770-04 Jun 20-22, 2000

1770-05 Aug 08-10, 2000

Washington, DC

1770-08 Mar 14-16, 2000

1770-09 May 02-04, 2000

1770-10 Jun 06-08, 2000

1770-11 Jul 25-27, 2000

1770-12 Aug 08-10, 2000

APPROVING OFFICIALS RESPONSIBILITIES

VOUCHERS

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 were necessary and reasonable.

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 (effective Jan 1, 2000)**
- 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 more information, please call Nancy Murphy, Program Expert, Transportation Management Branch, phone (202) 619-8907 or E-mail: nancy.murphy@gsa.gov



Transportation and Travel Training Classes Nationwide

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

T R A N S F E R E E S

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 nancy.murphy@gsa.gov**

**TRANSPORTATION & TRAVEL TRAINING COURSE
REGISTRATION IS EASY!**

Once you've found the course, date and location of your choice, registration is easy. Simply complete your agency training form and then do the following.

Two Ways to Register

1. Fax: Fax a fully completed agency training form (DD-1556, SF-182 or equivalent agency training form) to (202) 619-8999
2. Mail: Mail the completed agency training form to:

Registrar
General Services Administration
Travel Training Branch
490 L'Enfant Plaza, SW
Suite 8214
Washington, DC 20407

Three Ways to Pay

1. Training Form or Purchase Order
2. Government purchase credit card: Provide the following information:
 - Course code, date and location
 - Student name
 - Agency
 - Office mailing address
 - Telephone and fax numbers
 - Credit card number and expiration date
 - Cardholder name as appears on the credit card plus telephone and fax number
3. Check: Make check payable to:

GSA/FSS - Travel Training Branch

Questions for scheduling, please call (202) 619-8907.



Transportation Services

PETS ARE PEOPLE TOO

Transferees face special problems when they move. But what about your pets? Don't ask your mover to move your pet. Pets cannot be shipped in a moving van. The following are some guidelines that you may want to consider.

TRANSPORTATION

1. If the transferee decides to ship the pet, discuss with the mover as they can provide some guidance on alternatives.
2. If the transferee decides to let the pet travel with them, it will probably feel protected and less frightened during the process. Consult with your veterinarian concerning a mild sedation of your pet during the trip.



3. Be sure your pet has an identification tag that identifies pet's name, owner's name, and destination address. The transferee may want to use a friend or relative as a point of contact in case they can't be reached.
4. Because the pet will be traveling and possibly frightened, keep the pet on a leash when outside the car or hotel and keep an ID on at all times.
5. If the transferee will be staying at a hotel, pets may not be allowed. Check with the hotel prior to making reservations. The exception to this rule will be a Seeing Eye Dog when accompanying a sight impaired person.
6. If your pet will be traveling by air, the transferee should make arrangements ahead of time. Check the airline's requirements, delivery to the airport, pickup at the airport, etc.

ENTRY

Almost every state or foreign country has laws on the entry of animals. If the move is across state lines, call or write the State Veterinarian, State Department of Animal Husbandry or other appropriate authority to find out what the requirements are for the particular pet. Health certificates can be a problem because requirements vary throughout the US and foreign

countries. Without the proper documents your pet could be stranded at a distant airport or in a foreign country. Some of the things to look for are:

1. Normally health certificates must accompany animals. In some instances this certificate must be in the hands of the foreign country/state regulatory agency in advance of the entry.
2. Do you have an up-to-date rabies inoculation? The rabies tag must be securely attached to the pet's collar.
3. Some pets require an entry permit. Receipt of the interstate health certificate may be required before the permit can be issued.
4. In some cases an inspection of all animals being transported is required, including pets transported by air.
5. And don't forget that local communities have pet control and licensing ordinances. Be sure to check with the city clerk or town hall for the requirements.

If the transferee carefully plans the move with the pet, the pet will make a smooth transition to the new home. But, be prepared for the unexpected because it can happen, and probably will.

POC: Carla Young 816-823-3646
E-mail: carla.young@gsa-gov
Fax: 816-823-3656

Transportation Services

U.S. FOREST SERVICE

TREES, TREES,

The U.S. Forest Service, Department of Agriculture (USFS), strives to maintain healthy forests and provide for new growth. To accomplish this, the USFS transports over 25 million tree-seedlings annually to replenish forests in California, Idaho, Oregon and Washington. The transportation carriers support this effort throughout the year, in good and bad conditions.

GSA, Pacific Rim Region, San Francisco, CA, negotiates rates with transportation carriers possessing the specialized equipment to assist in accomplishing this goal. This very specialized service demands equipment designed to transport the young trees. The specialized equipment consists of 20 to 24 foot, waterproof, refrigerated vans with 1,300 cubic feet capacity. The vans must maintain an inside temperature of 30 to 40 degrees Fahrenheit while in service. The vans must be contaminant-free and possess smooth interior surfaces to eliminate physical damage to shipping packages and the seedlings.

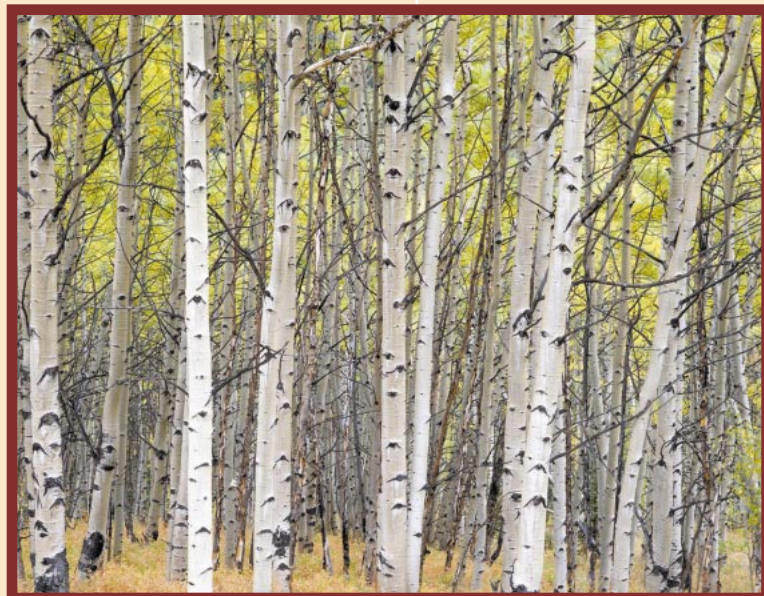
The number of seedlings per van will vary from 400 to 3,500. Seedlings are packed in paper bags or boxes weighing 40 - 50 lbs. The refrigerated van is

equipped with special shelving running horizontally down each side. The specially designed shelving separates the seedlings and allows for airflow.

GSA has monitored the transportation rates for these shipments and reduced the rates, per truckload, to destinations in Oregon by 20% and to points in Idaho, California and Washington, by 11%.

GSA, in partnership with the U.S. Forest Service, is assisting our forests to flourish, while saving money too!

The Pacific Rim Region can assist your agency with any specialized transportation need, large or small. We are never too busy to help. Call our office at (415) 522-2830 or 2848 if we can be of service to you.



CONTACT

Sharon Eckroth

PHONE

(415) 522-2845

FAX

(415) 522-2815

E - MAIL

sharon.eckroth@gsa.gov

Help Save the Trees

- **Use Less Paper**
- **Double-Side Copy**
- **Recycle and Buy Recycle Content Paper.**

Mobile Technology Products & Services

Federal Supply Schedule 70

MOBILE TECHNOLOGY

M

obile

Information Technology is available among the hundreds of thousands of products and services offered under GSA's Group 70 "Information Technology" Federal Supply Schedule. You may locate GSA vendors that provide Mobile Information Technology by searching the Information Technology Acquisition Center homepage at <http://pub.fss.gsa.gov/it>. In addition to providing mobile IT hardware, software, training and communications services, GSA's Group 70 schedule provides support in the form of integration so that we can offer our customers a "total solution" to their mobile computing requirements. An example of some of the types of

products and services covered under the category of Mobile Information Technology include, laptops, palmtops, multimedia, peripherals, operating systems software, messaging, wireless access including cellular phones and pagers, set-up, training, technical support and configuration management. Some of our vendors can build and integrate mobile data computer systems for a variety of applications including fleet management, emergency response, computer aided dispatch and job aiding. In-vehicle computer systems provide vehicle location, computing and mobile data access capabilities to Internet and central database information via private, secure, high-capacity wireless communication links or through commercial systems. For more information on Mobile Information Technology, you may view the IT website referenced above or call Darlena McKnew at (703) 305-5592.

Federal Supply Schedule 71

MOBILE FURNITURE PRODUCTS

G

WORK STATIONS

GSA's National Furniture Center offers mobile office furniture for today's changing workplace environments. These products are ideal for temporary work situations. They are portable and durable while still offering full-function workstation capability.

Companies currently offering portable workstations under our Office Furniture Schedule (71 I) are:

The Office Shipping Company
GSA Contract # GS-29F-0032J
Phone: (616) 954-0491

GF Office Furniture, Ltd.
GSA Contract # GS-28F-8050H
Phone: (202) 863-0668

For more information, please call (703) 308-1622 or visit the GSA National Furniture Center on the web at <http://www.nfc.fss.gsa.gov>.



The GO-DESK

GS-29F-0032J



The first full-function work station in its own shipping container, complete with retractable handle and built-in wheels. (Meets UPS requirements for shipping!)

For use in *Field Deployments...TDY, Project and Exercise Teams...Swing Space...ICS/Emergency Response...Disaster Recovery...Temps/New Hires...Home Officing...*The possibilities are endless!

No matter what your mission or application, GO-DESK is *the* instant answer to all of your portable workspace needs!



Check it out at www.go-desk.com, or call The Office Shipping Company toll-free at 888-4-GO-DESK.
Available on GSA Advantage!

Vehicle Products, Leasing Services and Fleets

VEHICLE PRODUCTS AND LEASING SERVICES

C A R S , T R U C K S ,

GSA's Office of Vehicle Acquisition and Leasing Services is responsible for the purchase of vehicle products and services for Federal agencies and various branches of the military (for non-tactical vehicle support) and other organizations (e.g., the U.S. Postal Service, American Red Cross and the District of Columbia).

The Office of Vehicle Acquisition and Leasing Services provides customer agencies with quality vehicles and management services while offering low prices and lease rates. Consolidating agencies' requirements enables us to offer customers substantial savings. All the same great products and services you have to come to rely on are still there for you. This office offers a wide variety of vehicles, and contracts with all major manufacturers. Whether you need to buy or lease, the Office of Vehicle Acquisition and Leasing Services has it all.

For more information about vehicle products and services, please visit us on the web at:

<http://www.pub.fss.gsa.gov/motor/>

THE U.S. AIR FORCE CONSOLIDATES WITH THE GSA FLEET

The U.S. Air Force Space Command and the Air Force Materiel Command have signed agreements to consolidate approximately 3,300 vehicles with the General Services Administration (GSA) Fleet Program. The two Air Force Commands will now rely on the GSA Fleet Program for the management and provision of non-tactical vehicles to meet their mission requirements. This GSA Fleet expansion will take place over FY 2000 and FY 2001 and will save the Government over \$1 million annually. Customers pay GSA a monthly rate plus a mileage fee that includes asset management, vehicle replacement, maintenance, fuel, accident management and vehicle disposal. Repair and service of GSA Fleet vehicles is provided through a nationwide Maintenance Control system. Customer service and day-to-day fleet management services are provided through a network of GSA Fleet Management Centers. Under GSA management, customer agencies benefit from the availability of modern, well maintained, and energy efficient vehicles. Provision of a modern, dependable vehicle fleet also enables agencies to focus on the performance of their core mission. The GSA Fleet welcomes the opportunity to support both the U.S. Air Force Space Command and the Air Force Materiel Command.

For more information on the GSA Fleet Consolidation Program contact:
Karen Hampel (703) 305-5278 or
e-mail: karen.hampel@gsa.gov

WHAT'S NEW ON GSA FLEET DRIVE-THRU?

We're giving you the information you've been asking for! Now, inventory reports generated by Reports Carryout will display our vehicles' monthly rate, mileage rate, and agency/bureau codes. This is in addition to the vehicle information you are already used to seeing (tag number, make, model, year, average mileage, equipment code, monthly mileage, fuel type, point of contact, location, telephone number). Order your report today at www.fss.gsa.gov/mileageexpress. For additional assistance/information, please contact your servicing Fleet Management Center or call the GSA Fleet Drive-thru Assistance line at 703-308-1435.

Executive Order 13031

FEDERAL ALTERNATIVE FUELED VEHICLE LEADERSHIP

Be sure to check out GSA's program on obtaining vehicles powered by Alternative fuels. For information concerning GSA's DAVE (Drive Alternative Fuel Vehicles Easily) program, visit our web site at www.fss.gsa.gov/motor/automotive/dave.cfm

MANAGEMENT SERVICES CENTER MOVES OUT ON LOGISTICS WORLDWIDE SCHEDULE (LOGWORLD)

W

e at the Management Services Center located in Auburn, Washington are pleased to announce our new Logistics Worldwide Schedule (LOGWORLD).

This schedule is designed to meet the needs of Federal customers in terms of supply and value chain management, distribution and transportation services, and deployment logistics services.

We anticipate our first award this spring. Services provided in the new Logistics Worldwide Schedule cover the following SINs:

- ❑ SIN 874-501 - Supply and Value Chain Management Services - Planning, development, management, operation, and maintenance of logistics systems.
- ❑ SIN 874-502 - Distribution and Transportation Logistics Services - Moving and storage, transportation system development and management, carrier management and routing, and freight forwarding.
- ❑ SIN 874-503 - Deployment Logistics Services - Contingency planning; inventory and property planning, movement, storage, and accountability; and communications and logistics systems to permit rapid deployment and management of supplies and equipment.

- ❑ SIN 874-504 - Logistics Training Services - Training in system operations and automated tools for supply and value chain management, property and inventory management, distribution and transportation management and maintenance of equipment and facilities supporting these activities.
- ❑ SIN 874-505 - Support Products - Products delivered in direct support of services provided under the other SINs. These products could include, training manuals, CD-ROMS, overhead slides, etc. utilized in performing a task.

For more information on this Schedule, please visit our web site:

www.northwest.gsa.gov/fss/services/msc.htm <logistics worldwide events>

GSA Contact: Lisa Norgren
Phone: (253) 931-7951
E-Mail: lisa.norgren@gsa.gov



Briefcases are now available under Federal Supply Schedule 99 VI A

TROPHIES, AWARDS, PROMOTIONAL MATERIALS, PRESENTATIONS, BRIEFCASES & CARRYING CASES

Briefcases are now available under schedule 99 VI A through Geiger Bros. Imprinting your agency's logo, office, or unit are just a few examples of ways to customize your case.

The **Deluxe Document Bags** look like leather with a full inside front panel organizer.

The **Monsoon Briefcase** features an outside flap with a zippered pocket, a handle wrap with a hook and loop closure, and an umbrella pocket on the bottom gusset.

The **Deluxe Briefcase** is made from black leather-like koskin material. This durable, lightweight briefcase features an outside zippered pocket, 7 inside compartments, padded nylon handles and a detachable shoulder strap.

The Government frequent flyer will welcome the 3-in-1-travel bag called the **Landing Gear Bag**. This bag is made from ramie with water-resistant exterior fabric, telescoping locking handles, heavy-duty wheels, and two zipper pockets. This bag also includes a detachable briefcase and a detachable hanging garment bag large enough for two suits.

Deluxe Document Bags
17" w x 13" h x 4-1/2" dia
Black

Monsoon Briefcases
16-3/4" w x 12-1/4" h x 4" dia
Black, Dark Green or Navy

Deluxe Briefcases
12" h x 16" w x 4"-6" dia.
Black

Landing Gear Bag
14" l x 22" h x 10" w
Black

For GSA pricing and to order, contact the contractor:

GEIGER BROS - MIDLANTIC
1432 County Line Road
Huntington Valley, PA 19006
Contact: John Haines/Fred Snyder
Phone: 215-364-5200
Fax: 215-364-1660
Web site: www.geiger.com
GSA Contract Number: GS-07F-0097J
Special Item Number (SIN): 402-15

C O N T A C T

Susie Fuller
Contracting Officer

P H O N E

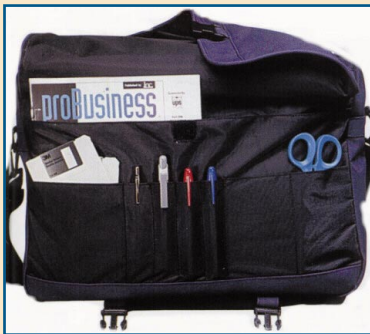
(817) 978-8669

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(817) 978-8661

E - M A I L

susie.fuller@gsa.gov



2001 FEDERAL VEHICLE STANDARDS CONFERENCE

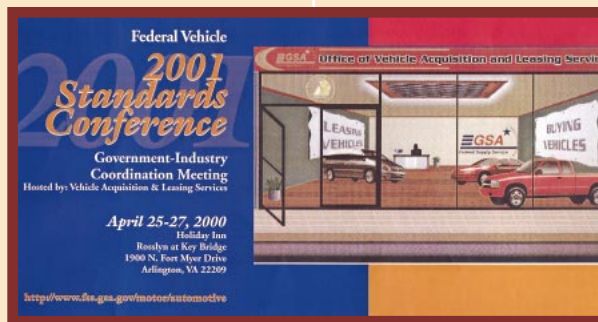
The Automotive Division, Office of Vehicle Acquisition and Leasing Services, will host the 2001 model year Federal Vehicle Standards Conference on April 25-27, 2000, at the Holiday Inn-Rosslyn Key Bridge, Rosslyn, VA. The agenda offers the opportunity for vendors, Federal agencies and GSA to conduct open discussions on technical issues and proposed changes to the Standards.

Don't hesitate. Register now! Please return the below registration form by mail, fax or register on-line:

U. S. General Services Administration
 Attention: Monica Bumbray
 Federal Supply Service Vehicle
 Acquisition and Leasing Services
 Automotive Division
 Washington, D.C. 20406
 Fax: 703-305-3034
 On-line:
<http://pub.fss.gsa.gov/motor/automotive>

Please register no later than April 11, 2000.

For hotel reservations, contact the Holiday Inn at 800-368-3408 or 703-807-2000. Request code: *GSA*. The government per-diem rate is available until March 25, 2000. For additional information, contact Monica Bumbray, at 703-305-3058, or by e-mail at monica.bumbray@gsa.gov.



Registration Form - Fax to: 703-305-3034

Yes! I want to pre-register for the 2001 Federal Vehicle Standards Conference.

Please TYPE or PRINT clearly and check all boxes that apply.

1. General Information

Name: _____

Title: _____

Organization/Agency: _____

Address (~ Business ~ Home): _____

City/State/Zip: _____

Phone: _____

E-Mail/Internet Address: _____

2. Please indicate your job function

- Fleet Manager
- Engineer
- Research & Development
- Procurement
- Vendor/Contractor
- Other/(Please indicate) _____

3. I attended the 2000 Federal Vehicle Standards Conference. Yes No

4. I will attend:

- Federal Standard 122 – Passenger Vehicles
- Federal Standard 307 – Light Trucks
- Federal Standard 794 & 807 – Medium & Heavy

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Please include my name for future GSA e-mail updates.

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Fax Form to 314.569.1204



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Turnkey Meeting Rooms

Time spent in meetings, training sessions and educational seminars is prime time. Critical time. It's about communication. Unintelligible sound and fuzzy video are simply not acceptable. Flexibility is key; reliability is absolute. With an eye on maximizing your multimedia capability, monitors and speakers are positioned and calibrated for a single purpose only—to communicate your messages. One minute a speaker's lectern and blackboard; the next a full-blown video conference with automatic drop-down screen, projector and day-to-night window shades. All of this on cue... and at the touch of a

Paging and Security

The design and installation of first-class paging and security systems is no less challenging than sophisticated audio-video systems for entertainment. Often more so. Pages may need to be simultaneously processed through quiet offices and loud warehouses or construction sites. Celebrity's in-depth knowledge of sound amplification and speakers, video mixing and intelligent zoning provides us with the credentials to handle advanced paging and security needs. We manufacture custom security consoles which are fully integrated with a variety of monitors, surveillance cameras and sensor devices for maximum

Deployment Packages

Can't take it with you? Bull. No one knows more than Celebrity about how to take a show on the road. We built our reputation on mobile entertainment systems. Sensitive electronics? No problem. Oversized video screens? Bigger the better. Portable conference rooms? Take a seat, please. And our turnkey road packages are not only technologically superior, they're all but bulletproof. Ship it, pop it open and get down to business. Whatever your sound, light and video deployment needs—MWR or strategic planning—Celebrity can build it. You just have to get it there.



See us at these up coming trade shows:
GSA Expo - San Diego, Calif., May 10 - 11, 2000
ALA/IMCEA - San Antonio, Texas, August 30 - 31, 2000

Celebrity Systems Corporation

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