



Training and Seminars

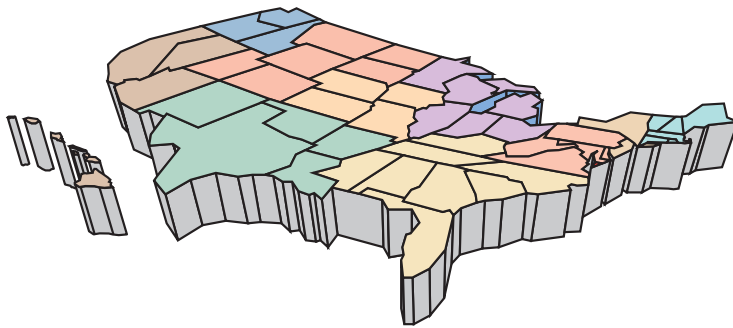
GSA TRAINING SEMINARS



Customer Service Directors in the following regions will conduct FSS Information Seminars for local customers. These seminars are offered to Federal Government employees and military personnel who are interested in learning about GSA's ordering mechanisms: *GSA Advantage!*™, Federal Supply Schedules, and our Customer Supply Centers. Additional topics covered could include Personal Property, Fleet Management, Travel and Transportation, Environmental Solutions, NIB/NISH/JWOD, and more! 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				
Hartford, CT	November 14, 2001	Robert Cobbett	(617) 565-7303	robert.cobbett@gsa.gov
Boston, MA	December 12, 2001	Robert Cobbett	(617) 565-7303	robert.cobbett@gsa.gov

Would you like a special seminar for a group of 20 or more offering *GSA Advantage!* 6.0 Training or on another specific subject at your location? Call Judy Poskanzer at (212) 264-0305.

GSA TRAINING SEMINARS

<u>Location</u>	<u>Date</u>	<u>Contact</u>	<u>Phone</u>	<u>Email</u>
Northeast & Caribbean				
San Juan, PR	January 2002	Christine Lincoln	(212) 264-3592	christine.lincoln@gsa.gov
St. Thomas, VI	January 2002	Christine Lincoln	(212) 264-3592	christine.lincoln@gsa.gov
Manhattan, NY	March 2002	Debbie Paralemos	(212) 264-3592	debbie.paralemos@gsa.gov
Newark, NJ	April 2002	Christine Keen	(212) 264-3592	christine.keen@gsa.gov
Atlantic City, NJ	April 2002	Christine Lincoln	(212) 264-3592	christine.lincoln@gsa.gov
Albany, NY	June 2002	Christine Keen	(212) 264-3592	christine.keen@gsa.gov
Buffalo, NY	July 2002	Christine Keen	(212) 264-3592	christine.keen@gsa.gov
Syracuse, NY	July 2002	Christine Keen	(212) 264-3592	christine.keen@gsa.gov
Northport, NY	October 2002	Debbie Paralemos	(212) 264-3592	debbie.paralemos@gsa.gov

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Mid-Atlantic				
Harrisburg, PA	November 7, 2001	Katie Meehan	(215) 656-5541	katie.meehan@gsa.gov
Washington, DC	November 14, 2001	Johnetta Edwards-Ford	(703) 305-6288	johnetta.edwards.ford@gsa.gov
Philadelphia, PA	February 2002	Michelle Koch	(215) 656-3843	michelle.koch@gsa.gov

For seminar details and on-line registration, please check out our website at fss.gsa.gov/NewsEvents/. If you would like a special seminar for a group of 20 or more at your location, call (215) 656-3872.

Southeast Sunbelt				
Savannah, GA	February 2, 2002	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
Pensacola, FL	February 21, 2002	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
Jackson, MS	March 7, 2002	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
Huntsville, AL	March 14, 2002	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
Nashville, TN	March 28, 2002	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov

Great Lakes
See next issue for upcoming seminars.

Heartland				
Wichita, KS	November 4, 2001	Jean Herrick	(816) 823-1240	jean.herrick@gsa.gov
Topeka, KS	November 7, 2001	Jean Herrick	(816) 823-1240	jean.herrick@gsa.gov
St. Louis, MO	November 15, 2001	Jean Herrick	(816) 823-1240	jean.herrick@gsa.gov

Greater Southwest				
Albuquerque, NM	November 2001	Betty Russell	(817) 978-2892	betty.russell@gsa.gov

GSA TRAINING SEMINARS

<u>Location</u>	<u>Date</u>	<u>Contact</u>	<u>Phone</u>	<u>Email</u>
Pacific Rim				
Phoenix, AZ	April 2, 2002	Dilys Sunabe	(323) 526-7500	dilys.sunabe@gsa.gov
Tucson, AZ	April 4, 2002	Dilys Sunabe	(323) 526-7500	dilys.sunabe@gsa.gov
Flagstaff, AZ	April 16, 2002	Dilys Sunabe	(323) 526-7500	dilys.sunabe@gsa.gov
Yuma, AZ	April 18, 2002	Dilys Sunabe	(323) 526-7500	dilys.sunabe@gsa.gov

For a free customized on-site seminar at your location, call 1-877-836-4859 in Arizona, California and Nevada; (808) 541-1776 in Hawaii; DSN 225-9252 on Mainland Japan; DSN 634-3641 in Okinawa; DSN 784-6515 in Korea.

Rocky Mountain

Rapid City, SD	November 6, 2002	Jack Lassiter	(303) 236-7427	jack.lassiter@gsa.gov
Helena, MO	November 14, 2002	Bill Platt	(801) 524-4259	william.platt@gsa.gov
Cheyenne, WY	November 14, 2002	Arleen Kinder	(719) 333-6390	arleen.kinder@gsa.gov
DFC, Lakewood, CO	November 15, 2002	Arleen Kinder	(719) 333-6390	arleen.kinder@gsa.gov
Billings, MO	November 15, 2002	Bill Platt	(801) 524-4259	william.platt@gsa.gov
Denver, CO	December 4, 2002	Renata Drake	(303) 236-7546	renata.drake@gsa.gov

Northwest Arctic

Fairbanks, AK	November 2001	Lorraine Morrow	(253) 931-7101	lorraine.morrow@gsa.gov
Eielson AFB, AK	November 2001	Lorraine Morrow	(253) 931-7101	lorraine.morrow@gsa.gov
Twin Falls, ID	November 2001	Daryl Jocoy	(253) 931-7601	daryl.jocoy@gsa.gov
Seattle, WA	November 2001	Betty Mills	(253) 931-7917	betty.mills@gsa.gov
Auburn, WA	December 2001	Betty Mills	(253) 931-7917	betty.mills@gsa.gov
Kodiak, AK	December 2001	Lorraine Morrow	(253) 931-7101	lorraine.morrow@gsa.gov
Coos Bay, OR	January 2002	Jan Hayden	(253) 931-7061	jan.hayden@gsa.gov
Astoria, OR	January 2002	Jan Hayden	(253) 931-7061	jan.hayden@gsa.gov
Olympia, WA	January 2002	Betty Mills	(253) 931-7917	betty.mills@gsa.gov
Boise, ID	February 2002	Daryl Jocoy	(253) 931-7601	daryl.jocoy@gsa.gov
Boise, ID	February 2002	Lorraine Morrow	(253) 931-7101	lorraine.morrow@gsa.gov
Orofino, ID	March 2002	Daryl Jocoy	(253) 931-7601	daryl.jocoy@gsa.gov
Salem, OR	March 2002	Jan Hayden	(253) 931-7061	jan.hayden@gsa.gov
Portland, OR	April 2002	Jan Hayden	(253) 931-7061	jan.hayden@gsa.gov
Anchorage, AK	April 2002	Lorraine Morrow	(253) 931-7101	lorraine.morrow@gsa.gov
Salmon, ID	April 2002	Daryl Jocoy	(253) 931-7601	daryl.jocoy@gsa.gov
Wenatchee, WA	April 2002	Betty Mills	(253) 931-7917	betty.mills@gsa.gov
Anchorage, AK	May 2002	Lorraine Morrow	(253) 931-7101	lorraine.morrow@gsa.gov
Medford, OR	May 2002	Jan Hayden	(253) 931-7061	jan.hayden@gsa.gov
Pendelton, OR	June 2002	Jan Hayden	(253) 931-7061	jan.hayden@gsa.gov
Okanogan, WA	June 2002	Betty Mills	(253) 931-7917	betty.mills@gsa.gov
Colville, WA	June 2002	Betty Mills	(253) 931-7917	betty.mills@gsa.gov
Yakima, WA	July 2002	Betty Mills	(253) 931-7917	betty.mills@gsa.gov
Spokane, WA	August 2002	Betty Mills	(253) 931-7917	betty.mills@gsa.gov
Walla Walla, WA	September 2002	Betty Mills	(253) 931-7917	betty.mills@gsa.gov
Bend, OR	September 2002	Jan Hayden	(253) 931-7061	jan.hayden@gsa.gov

Would you like a special seminar for a group of 20 or more on a specific subject at your location? Call Tara Hosmun at (253) 931-7119.



TRAVEL TRAINING BRANCH

Our People Make the Difference!

We've got the knowledge, the expertise, and the most up-to-date information to put you in control of all your travel needs.

You could say that we're the experts in the field of Government travel. We've been providing travel training to the Federal community for over 20 years. In partnership with GSA's Office of Government-wide Policy, we have instant access to rapidly changing regulations.

Some of the most recent changes include:

- The new electronic voucher,
- The automation of a paperless society for government travelers,
- Prompt payment of vouchers within 30 days,
- ... and much more.

GSA Travel Training Branch – The Easy Way to be Kept Up-to-Date

Constantly changing travel regulations and new technology can really be confusing. And keeping up with all the changes is virtually impossible. That's where GSA's Travel Training Branch comes in.

Our 2002 catalog offers a wide range of courses throughout the calendar year in locations around the country. We'll even conduct on-site training and customize courses. Our classes fill up rapidly, so enroll early to ensure your place.

HOW TO REGISTER FOR TRAVEL TRAINING

Once you've found the course, date, and location of your choice, registration is easy. Simply complete your agency training form and submit by one of the following methods:

Fax: Fax a fully completed agency training form (DD-1556, SF-182 or equivalent agency training form) to 202-619-8914.

Mail: Mail the completed agency training form to:

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

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 course please contact Nancy Murphy, Program Expert, Travel Training Branch at 202-619-8907. Or e-mail us at

travel.training@gsa.gov, or visit our website at fss.gsa.gov/training/transtrav.

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 own 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 Nancy Murphy at 202-619-8907, or e-mail: nancy.murphy@gsa.gov.

**IMPREST FUND CASHIERS
COURSE NUMBER: 1715**

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 how 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-held calculators to class.

Intended for: Imprest Fund cashiers, financial officers, administrative personnel, travel personnel, and agency policy-level personnel.

Prerequisites: None

Cost: \$575

Length: 2 Days

2002 Course Schedule:

<u>Location</u>	<u>Session#</u>	<u>Date</u>
Seattle, WA	1715-01	April 16-17
Washington, DC	1715-02	June 04-05
	1715-03	July 09-10

**RELOCATION ALLOWANCES:
FEDERAL TRAVEL REGULATIONS
(FTR) AND JOINT TRAVEL
REGULATIONS (JTR) VOL. 2
COURSE NUMBER: 1745**

This course explains in “plain language” allowances provided to eligible civilian employees making a permanent change of duty station. Some of the subjects covered include:

- Travel authorizations, advances and vouchers
- Service agreements
- House hunting and enroute travel
- Temporary quarters
- Shipment of household goods/automobiles
- Property Management
- Real Estate expenses
- Miscellaneous expenses
- Last move home

Fast changing updates and streamlining of Federal 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: \$750

Length: 3 Days

2001 Course Schedule:

<u>Location</u>	<u>Course/ Session#</u>	<u>Date</u>
Atlanta, GA	1745-01	Jan. 29-31
	1745-02	April 09-11
	1745-03	May 14-16
	1745-04	July 23-25
Denver, CO	1745-05	March 05-07
	1745-06	June 18-20
Forth Worth, TX	1745-07	April 16-18
	1745-08	July 30-Aug. 01
Kansas City, MO	1745-09	March 12-14
	1745-10	May 14-16
	1745-14	Sept. 17-19
	1745-12	May 21-23
Pensacola, FL	1745-13	July 30-Aug. 01
	1745-14	Sept. 17-19
	1745-15	Feb. 05-07
	1745-16	April 23-25
Phoenix, AZ	1745-17	July 16-18
	1745-18	Feb. 26-28
	1745-19	April 30-May 02
San Antonio, TX	1745-20	April 02-04
	1745-21	March 26-28
San Francisco, CA	1745-22	May 07-09
	1745-23	Aug. 06-08
	1745-24	April 23-25
	1745-25	May 21-23
Seattle, WA	1745-26	July 09-11
	1745-27	Jan. 08-10
	1745-28	Feb. 12-14
Washington, DC	1745-29	March 05-07
	1745-30	April 09-11
	1745-31	May 21-23
	1745-32	June 11-13
	1745-33	July 16-18
	1745-34	Aug. 13-15
	1745-35	Sept. 10-12

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

This course teaches students in “plain language” to understand temporary duty travel regulations and responsibilities concerning:

- Travel authorizations
- Contract City Pair Fares
- Travel Management System (TMS)
- Travel charge card
- Rental cars
- Per Diem allowances
- Supervisory oversight of travel authorizations/vouchers
- Fire safe accommodations
- Prompt payment of vouchers within 30 days

Fast changing updates and streamlining of Federal 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: \$594

Length: 3 days

2001 Course Schedule:

<u>Location</u>	<u>Course/ Session#</u>	<u>Date</u>
Albuquerque, NM	1760-01	March 19-21
	1760-02	May 21-23
Atlanta, GA	1760-03	March 12-14
	1760-04	May 07-09
	1760-05	June 25-26
Denver, Co	1760-06	July 09-11
	1760-07	Jan. 08-10
	1760-08	March 19-21
Kansas City, MO	1760-09	July 23-25
	1760-10	Feb. 26-28
	1760-11	July 09-10
Phoenix, AZ	1760-12	April 02-04
	1760-13	June 04-06
	1760-14	Sept. 10-12
Las Vegas, NV	1760-15	May 07-09
	1760-16	April 23-25
San Antonio, TX	1760-17	June 18-20
	1760-18	Aug. 27-29
San Francisco, CA	1760-19	Feb. 05-07
	1760-20	July 16-18
	1760-21	Aug. 20-22

Seattle, Wa	1760-22	March 26-28
	1760-23	June 04-06
	1760-24	July 30-Aug. 01
Washington, DC	1760-25	Jan. 15-17
	1760-26	Feb. 05-07
	1760-27	March 05-07
	1760-28	April 02-04
	1760-29	May 07-09
	1760-30	June 18-19
	1760-31	July 23-25
	1760-32	Aug. 20-22
	1760-33	Sept. 17-19

**APPROVING OFFICIAL
RESPONSIBILITIES COURSE
NUMBER: 1761**

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 be better able to determine if the claimed expenses are reasonable and necessary.

Course content:

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

This course is offered as an on-site special only. For more information, please call the Travel Training Branch at 202-619-8907 or e-mail: travel.training@gsa.gov.

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 its 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-held calculators to class.

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

Prerequisites: Relocation Allowances: 1745

Cost: \$676

Length: 2 Days

<u>Location</u>	<u>Course/ Session#</u>	<u>Date</u>
Pensacola, FL	1750-01	Feb. 12-13
Phoenix, AZ	1750-02	July 23-24
Washington, DC	1750-03	March 26-27
	1750-04	May 14-15
	1750-05	June 25-26
	1750-06	Aug. 20-21

CONFERENCE PLANNING COURSE NUMBER: 1780

This course teaches students the new travel regulations on conference planning, allowing agencies to increase per diem rate and pay for light refreshments. Discuss where to hold meetings and conferences nationwide, obtain proposals, estimating budget costs, what’s included in room rate, using approved hotel accommodations, agency requirements for conferences, the best time to hold conferences.

Intended for: Meeting planners and other personnel involved in meetings and conferences.

Prerequisites: None

Cost: \$350

Length: 3 Hours

<u>Course/ Location</u>	<u>Session#</u>	<u>Date</u>
Washington, DC	1780-01	Jan. 31
	1780-02	Feb. 28
	1780-03	March 28
	1780-04	April 25
	1780-05	May 23
	1780-06	June 27
	1780-07	July 25
	1780-08	Aug. 29
	1780-09	Sept. 19



Department of Defense Courses

**TEMPORARY DUTY TRAVEL:
JOINT FEDERAL TRAVEL
REGULATIONS (JFTR) — VOL. 1;
UNIFORMED SERVICES COURSE
NUMBER: 1765**

This course teaches students to understand temporary duty travel allowances and the responsibilities of uniformed members of Department of Defense. Topics covered are:

- Travel authorizations
- Contract travel office (CTO)
- Travel charge card program
- Rental cars
- Per Diem allowances
- Supervisory oversight of travel authorizations/vouchers
- Fire safe accommodations
- Prompt payment of vouchers within 30 days

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: \$594

Length: 2-1/2 Days

<u>Location</u>	<u>Course/ Session#</u>	<u>Date</u>
Pensacola, FL	1765-01	March 19-21
	1765-02	April 09-11
	1765-03	July 09-11
San Diego, CA	1765-04	Jan. 15-17
	1765-05	May 07-09
	1765-06	June 11-13
Washington, DC	1765-07	Feb. 05-07
	1765-08	April 23-25
	1765-09	June 25-27
	1765-10	Aug. 13-15

**TEMPORARY DUTY TRAVEL:
DEPARTMENT OF DEFENSE JOINT
TRAVEL REGULATIONS (JTR) —
VOL. 2, COURSE NUMBER: 1770**

This course teaches students how to understand temporary duty travel allowances and responsibilities in accordance with the Joint Travel Regulations - Vol. 2 for civilian employees with the Department of Defense. Topics covered are:

- Travel authorizations
- Contract airfares
- Contract travel office (CTO)
- Travel charge card program
- Rental cars
- Per Diem allowances
- Supervisory oversight of travel authorizations/vouchers
- Fire safe accommodations
- Prompt payment of vouchers within 30 days

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: \$594

Length: 2-1/2 Days

<u>Location</u>	<u>Course/ Session#</u>	<u>Date</u>
Columbus, OH	1770-01	April 09-11
	1770-02	June 11-13
	1770-03	Aug. 06-08
Pensacola, FL	1770-04	March 12-14
	1770-05	May 14-16
	1770-06	July 16-18
San Diego, CA	1770-07	Feb. 05-07
	1770-08	April 30-May 02
	1770-09	June 25-27
	1770-10	Aug. 13-15
Washington, DC	1770-11	Jan. 29-31
	1770-12	March 12-14
	1770-13	April 16-18
	1770-14	May 07-09
	1770-15	June 18-20
	1770-16	July 30-Aug. 01
	1770-17	Sept. 10-12

Transportation: Seamless Delivery Courses

**SHIPPING HOUSEHOLD GOODS
COURSE NUMBER: 1755**

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

Students also learn to select a carrier, book the shipment, and issue the Government Bill of Lading (GBL). Other areas of study include counseling employees on their entitlements, examining 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.

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

Prerequisites: None

Cost: \$640

Length: 3 Days

<u>Location</u>	<u>Course/ Session#</u>	<u>Date</u>
Atlanta, GA	1755-01	Feb. 05-07
	1755-02	June 04-06
San Francisco, CA	1755-03	Jan. 15-17
	1755-04	March 05-07
Seattle, WA	1755-05	Feb. 26-28
	1755-06	May 14-16
Washington, DC	1755-07	March 26-28
	1755-08	April 16-18
	1755-09	June 11-13
	1755-10	July 30-Aug. 01



Hands-On Computer Courses

**TRAVEL MANAGER
COURSE NUMBER: 1769**

This course teaches students to use travel manager 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
- Fire safe hotels
- Maps of locations
- Tax-exempt forms for certain cities
- Accounting classification
- Object class codes
- Mileage rates
- Federal Travel Regulation on line

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 the Travel Training Branch at 202-619-8907 or e-mail: travel.training@gsa.gov.



AUTOMATED EXTERNAL DEFIBRILLATOR TRAINING AND GUIDELINES FOR PUBLIC ACCESS DEFIBRILLATION PROGRAMS ARE NOW AVAILABLE

Sudden cardiac arrest can strike at anytime. That's why the newly enacted Cardiac Arrest Survival Act of 2000, HR2498, requires the placement of defibrillator equipment and trained personnel in all government buildings and all government-rented premises in private sector locations. CPR/Defibrillator training is now available on FSS Schedule 69. Upon successful completion, trainees will receive American Heart Association (AHA) certification. Contract number GS-02F-0005L has been awarded to Medical Training Consultants Institute (MTCI). They can be contacted at (253) 566-8282 or by e-mail at mtci@uswest.net. Their website is www.mtci-a.com. MTCI is a small business that is affiliated with and certified by the AHA. The defibrillators are also available from MTCI on Schedule 69 in conjunction with the training. MTCI's medical board physicians can write prescriptions for the units in accordance with the law.

Defibrillators are also available from MTCI in conjunction with the actual training. More AED training vendors will be added to the Schedule shortly.

Guidelines for Public Access Defibrillation Programs in Federal facilities have been agreed upon jointly by the Department of Health and Human Services and the General Services Administration. These guidelines were prepared, in part, in response to a May 19, 2000 Presidential Memorandum pertaining to the establishment of guidelines for the placement of automated external defibrillators (AEDs) in Federal buildings.

The guidelines are available from Stanley C. Langfeld, Director, Real Property Policy Division (MPR), Room 6210, General Services Administration, 1800 F Street, NW, Washington, DC 20405, telephone (202) 501-1737.

These guidelines provide a general framework for initiating a design process for public access defibrillation (PAD) programs in Federal facilities and provide basic information to familiarize building managers, regional administrators, and others concerned with implementing an AED or PAD program with its essential elements. The guidelines are not intended to exhaustively address all aspects of AED or PAD programs, but are aimed at outlining key elements so that facility-specific, detailed plans and programs can be developed in an informed manner.

For more information, please contact:

CONTACT

Spring Wells

PHONE

(212) 264-3553

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