

GSA SCHEDULES PROGRAM



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TRANSLATIONS

ON TIME- ON TARGET- ON BUDGET-



Your words*

Your words have the power to teach, to build bridges, to fight disease. Your words get important things done, and get them done the right way. No one appreciates this more than we do at Omni Resource Group.

For over a decade, we have translated millions of words into all of the world's major languages. More than that: We provide our customers with turn-key products. For you, this means faster turnaround times, dependable service, quality products and complete customer satisfaction. In other words: Best value! Project after project, year after year...



TRANSLATIONS · SOFTWARE LOCALIZATION
WEB LOCALIZATION
TYPESETTING & PREPRESS
REPURPOSING · AUDIO/MULTIMEDIA

Omni Resource Group

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translation gsa makes it easy

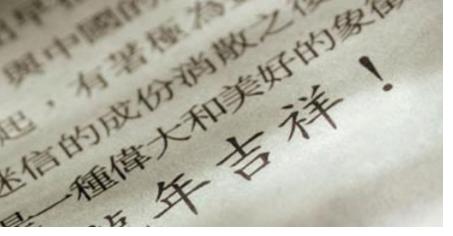
Ms. Ferrara, an elegantly dressed,
Wharton-educated 30-something,
confidently waltzes into her office
building. Brimming with enthusiasm and
poise, she greets her co-workers as she



saunters to her office at the end of the hall. She opens the door, hangs up her coat, and turns on her computer. She has just finished compiling a series of important technical documents for an online publication and is truly satisfied with the outcome. As she checks her e-mail, an urgent message from her boss appears: "THE BOARD OF DIRECTORS HAS APPROVED THE BUDGET TO TRANSLATE OUR DOCUMENTATION INTO SPANISH AND

CHINESE!!" Ms. Ferrara is well known around the office for her ability to complete projects in a timely and efficient manner, and she feels up to the task. But, having never dealt with the translation process before, she knows that this will be a challenge, to say the least.

Are her documents ready for translation?



How to prepare a project for translation

Congratulations! You have already completed the first step, and have successfully identified a qualified and experienced translation vendor. How can you help your language services vendor provide the best possible work product to meet your quality standards, delivered on time and within budget?

If you are responsible for the content of the documents that require translation, review them for words and expressions that won't translate well, such as slang or colloquial expressions. Business jargon, metaphors, proverbs, and certain idiomatic expressions are difficult to translate because they must be contextually shared by the target culture. Sport or religious metaphors, and quotes from the Bible are some examples.

If the source document is written with an international readership in mind, the translation process should be smooth. Take basic style issues into account. Since most countries use the day-month-year format, use letters for the month to write dates. For instance, 12/08/04 can be interpreted in two ways unless the month is spelled out (December 8, 2004). The same rule applies to time. Most of the world uses a 24-hour clock. If AM or PM are used, make sure they are used every time to avoid confusion.

Also, make sure the text is complete and clear. Revisions (also known as author's alterations or mid-term changes) after the

translation process has begun will require extra time to manage and implement, and result in delays. It can also lead to additional expenses, especially if the document is being translated into multiple languages.

If you are involved in a project over which you have no content control, keep in mind that the translation will be only as good as the source, particularly in technical documentation. For example, if the source text is convoluted and

poorly written, the translation will mirror the style of the original document.

So, how long does it take to complete a translation project?

If you are new to the translation process, ask as many questions as possible, provide as much information as you can, and allow ample time to complete the work. It won't take as long as it took the author to write the

original, but if you want a good translation, you must allocate a reasonable amount of time. Keep in mind that changes in the scope of the project, such as adding or replacing documents or languages, or moving up the due date, will incur rush charges and affect the costs.

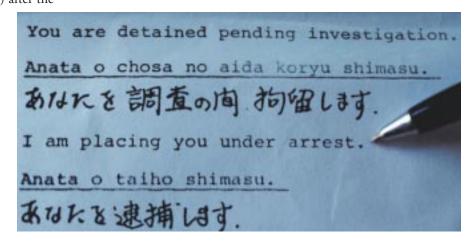
How can you evaluate the accuracy of a translation?

You have several options: have the translations evaluated by qualified native speaker reviewers. The native speaker of the target language will contribute with knowledge about the terminology, particular to an industry or subject matter.

Another option is a "back translation," where a translator who was not involved in the original project back translates the translation to the source language. This process is helpful in cases where you must show proof of compliance with government or other legal regulations. Sometimes, it can even help detect ambiguity, inconsistency, or poorly written areas in the source text.

For more information on translation and other services available on the GSA Language Services Schedule, please contact:

Tammy Lindsley (253) 931-7627 tam.lindsley@gsa.gov



no one wants your computer. where does it go?



by Maureen Duckworth

You have already tried to give your computer to your agency; to other Federal agencies; even the local school system doesn't want it.

The Comprehensive

Environmental Response, Compensation, and Liability Act (CERCLA), and the Resource Conservation and Recovery Act (RCRA) are Federal laws that require you to properly recycle your computer equipment. These laws have big financial teeth and stringent liability capabilities.

If your old computer is found at the bottom of a gully, you are liable. If you gave it to a guy that said he is a recycler, and it goes astray, the law will go after your agency. What can you do to protect your agency? How do you know you are dealing with an environmentally reputable recycler?

GSA is here to help!

GSA has an Environmental Schedule (899-5) that consists of recycling companies that have passed strict criteria that

identifies them with **Environmentally Sound** Management. GSA screened these companies for accurate documentation of the following:

- Ensure reuse, refurbishment, and recycling occurs (3 percent to 15 percent of the total equipment ends up in landfills, 9 percent or less is preferred)
- All electronic waste (eWaste) is tracked until all hazardous components are reclaimed into a production cycle
- Written evidence of all state and local licensing
- Written plan for an Environmental Management System
- Occupational and Safety plans
- Closure (including financial) plan
- Written plan for data security

Hot Buttons to Consider when **Choosing a Recycler:**

- Exporting of any waste item
- Use of prison labor
- Health/Safety violations
- Child labor

If you use GSA, you will get a contractor that has been cleared for the above items, and the physical plant was inspected prior to acceptance on the Environmental Schedule.

If you choose to independently hire a recycler, it is strongly recommended that you conduct the above reviews (including physical site inspection). The Federal Electronic Challenge (FEC) website (federalelectronicschallenge.net) is an excellent tool for your use. The Environmental

> Protection Agency has been working with GSA, other Federal agencies, and industry leaders to create these criteria and to provide multiple tools for your use. The following resources are recommended (on the FEC website) if you choose a recycler on your own:

- Questionnaire to send to potential recyclers
- Fact sheet on reuse
- How to audit your recycler

Recycling is vital. Due diligence is required by law. Keep your agency out of the negative news and the courtroom. Recycle with care.

For more information, please

visit: www.gsa.gov/environmentalservices or contact your GSA representative:

Dennis Seibert or Maureen Duckworth 800-241-RAIN (7246) environmental@gsa.gov



nib/nish products available on gsa schedule 00jwod

Office furniture, tables, chairs, artwork, clocks, mirrors, binders, business cards, varnishes, laundry detergent, closet organizers, glass cleaner, mops, squeegees, high visibility vests...and a lot of other things to help keep your agency running better, faster, and smarter. We can't even begin to list everything here...but you can find the entire JWOD offering under the Federal Supply Schedules listing on GSA Advantage!®

Adding Machine Paper

We carry adding machine paper ranging in width from 2-1/4" to 3" made using 30% post-consumer material. It can also be used in printing calculators. Tabulating machine paper for dot matrix printers with holes for sprocket feed is also on schedule. Both of these may be found under Special Item Number (SIN) J466 16 on Schedule 00JWOD.

Make It Easier On Yourself

Wrist rests, footrests, and other ergonomic devices make workstation tasks easier, more efficient, and more productive. They can also help reduce medical leave. These are simple, low-cost ways to make your workday a better workday. Found on SIN J167 14.

Paper Punches

Paper punches aren't something you think about much until you need one and can't find one. But when you do need one, it's when you're finishing a project on a deadline and then you need it a whole lot. Because you need to make a whole lot of holes. In a hurry. That's no time to order one. Now is the time to order one. We have both two-hole and three-hole ones on JWOD Schedule SIN J466 3, along with replacement punch heads, horizontal desk files, and desk blotter pads.

Brown Paper Packages Tied Up In Strings...

SIN J617 2 through 6 has wrapping and strapping materials, packaging and packing bulk materials, sacks, shipping paper, closed-cell plastic film, sacks, reinforced shipping paper, sacks, cushioned shipping paper, cartons, crates, cases and container systems, bottles, jars, boxes, cartons, crates, and cases. All the stuff you need to get your stuff from here to there.

Business Cards

They're an essential tool for everyone in your office. Official government business cards with your agency's logo are available on SIN J752 1. These are cards of distinction with your name and your agency. This is the card that someone will tape into his or her card file. So make sure you have a card that looks good.

Bulletin Boards

Ever wonder where your life would be without bulletin boards? Even in a world with computer messaging and note taking, it's still nice that you can just take a memo written on paper and stick it on something where it won't get lost. And then when you need it, you know where it is (because you put it there). Available on SIN J586 1.

Customized Business Products

Quality JWOD products with your agency's name or emblem. From binders, pens, pencils, notepads, and desk accessories to award plaques and clocks, we offer a range of items that make perfect gifts, handouts, and displays for your office that show the pride in your agency. Available on SIN J752 2.

nib/nish products available (cont'd.)

Binders

If you need to file stuff, we've got stuff you can file it in. And, let's face it, you do have stuff you need to file. On SIN J75 202, you can find round ring binders, slant ring binders, D-ring binders, display systems, storage racks, hanging binders, and binder lifts.

Jumbo Roll Toilet Tissue and Roll Paper Towels

Jumbo roll toilet tissue and roll paper towels are available on SIN J851 1 and J851 3, respectively. Stock up on these dependable items today.

Pens and Pencils

A variety of pens and mechanical pencils are available on SIN J75 209. They include free-ink pens and rollerball pens that write clearly and smoothly. You can also find executive pen sets and deluxe pen/pencil sets that lend authority to your desk and make an impression on visitors.

access-ability gsa and section 508

With the Workforce Investment Act of 1998, Section 508 of the Rehabilitation Act of 1973 was strengthened. The purpose of Section 508 is to make electronic and information technology (EIT) of Federal agencies as accessible to those with disabilities as it is to all others. The aim of Section 508 aim is to accomplish this task by eliminating technological barriers that separate the disabled from others and by encouraging new technologies. The requirements of Section 508 are separate from, but complement Section 504 of the Rehabilitation Act. Federal agencies must comply with Section 508 whenever they are developing, procuring, maintaining, or using EIT.

GSA has many items available to improve EIT accessibility for those with disabilities.

Braille Signs

Braille signs and voice prompting info centers are available in a variety of sizes and colors for restrooms, conference rooms, and exits. Many of these signs meet the requirements of the American with Disabilities Act (ADA) and may be found on Schedule 51 V, Special Item Numbers (SIN) 105 001 and 105 002, and Schedule 78, SIN 366 11.

Braille Keyboard

104-key Braille keyboards are available in an ergonomic layout on Schedule 36, SIN 51 001. Also under this schedule and SIN are a Caption Streamer Plug-In which allows captioning in several formats, Realtime Captioning for live broadcasts, and a Video Magnification System which allows those with low vision to work with images.

Desktop Braille printers, able to print 40 characters per line, and installation for the product are available on Schedule 70, SIN 132 8.

Digital Talking Books

A player is available on Schedule 738 II, SIN 382 99 that allows books to be read with ease by those with vision problems.

GSA plays an important role in helping protect the homeland. With nearly 11,000 contractors in place to support a wide range of security related products and services, GSA is the government's reliable procurement source.

protecting

gsa supports homeland security



The Department of Homeland Security relies on GSA for its and professional services. The Department of Defense uses GSA to help protect critical infrastructure, services covering chemical/biological threat reduction, and disaster preparedness modeling and analysis. Whatever the need, GSA stands ready to support to protect the homeland by providing quality products and services in the following areas:

preparedness and supporting first responders

- · Furniture and Furnishing Solutions
- Human Resource Solutions
- · Law Enforcement, Security, and Training Solutions
- · Financial and Business Solutions
- Logistics and Travel and Travel Transportation Solutions
- Management Consulting Solutions
- · Engineering Solutions
- Scientific, Environmental, and Medical Solutions
- Communication Solutions

defending against bio-terrorism

- · Scientific, Environmental, and Medical Solutions
- Communication Solutions
- Furniture and Furnishing Solutions

securing america's borders and buildings

- · Building Operations and Facility Management Solutions
- · Office Solutions
- Law Enforcement, Security, and Training Solutions
- · Furniture and Furnishing Solutions
- Communication Solutions



information technology to secure the homeland

- Information Technology Solutions
- Management Consulting Solutions
- Financial and Business Solutions
- HUBZone, 8(a) FAST, 8(a) STARS, ANSWER, Millennia, Millennia Lite, ACES, Smart Card, Disaster Recovery, and Virtual Data Center Governmentwide Acquisition Contract Solutions

When it comes to protecting the homeland, GSA is there every step of the way. Take time to learn how GSA can support you by visiting www.gsa.gov/homelandsecurity or by calling 1-866-GSA-1177. GSA has the people and contract in place to provide you with expert solutions. You can also order our free Protecting What Matters - Homeland Security Solutions catalog by requesting Publication Code 5-3-00175, by phone at the number above or by contacting:

U.S. General Services Administration Centralized Mailing List Services (817) 334-5215 (817) 334-5561 FAX e-mail: cmls@gsa.gov



energy services on demand



by Carolyn DiCugno



ederal agencies looking for a creative energy-efficient solution that helps them meet their goals and comply with E.O. 13123 are turning to GSA Energy Services Federal Supply Schedule as their personal trainer for saving energy. With energy experts in audits, building commissioning, risk management, and cost savings for gas and electric service, this schedule demonstrates real success in meeting Federal energy goals.

Energy Services is on demand for Resource Efficiency Management services and Renewable Energy Credits. It has established itself as the leader in REM services to the Navy, Marine Corps, Air Force, Army, and other government agencies. This schedule has been the vehicle of choice to obtain the services of experienced and qualified companies to successfully support the specialty nature of energy management services provided under the REM program. These services are specifically scoped under the Energy Audit Services (SIN 871-201) of the GSA Energy Services Federal Supply Schedule (871 II).

What is Resource Efficiency Management (REM)?

Under the Resource Efficiency Management Program, full-time, on-site Resource Efficiency Managers support facilities' efforts to reduce energy costs and consumption and meet managed energy conservation goals. The objectives of the REM program are to identify and implement readily attained costs saving initiatives in energy, water, and resource conservation. The Resource Efficiency Manager:

- Analyzes energy end-uses and distribution
- Identifies opportunities for energy and emission reductions
- Strengthens energy management programs
- · Conducts energy awareness training
- Identifies, develops, and helps execute energy projects
- Provides measurement and verification
- Prepares documentation to obtain energy efficiency rebates and incentives

The REM program augments existing facility resources and focuses on no-cost and low-cost opportunities to reduce energy consumption in real time, including behavioral aspects of energy end-uses and operation and maintenance measures. The REM program integrates the environmental and economical aspects of energy management to apply cost effective and environmentally sound, performance-based technology and management solutions to reduce energy, water, and other resource consumption.

For more information, please visit www.gsa.gov/energyservices or contact your GSA representative:

Carolyn DiCugno (253) 931-7068 carolyn.dicugno@gsa.gov

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how gsa energy services help federal agencies increase their use of renewable energy

by Carolyn DiCugno

Energy providers on GSA's Energy Services Schedule can deliver renewable power produced by solar, wind, geothermal, and/or biomass power plants in competitive markets under Managing the Procurement and Use of Energy from Electricity/Renewable Sources (SIN 871-204). Energy Services is on demand for an alternative to both competitive and regulated green power offerings with renewable energy certificates (RECs)—Also known as "green tags" or tradable renewable certificates (TRCs). Under this schedule, certified energy providers will be easily accessible for agencies to purchase renewable energy certificates. These providers will be listed under the Introduction of New Services (SIN 871-299) of the GSA Energy Services Federal Supply Schedule (871 II). Meeting Federal goals for renewable energy use will help to conserve our natural resources and increase the nation's energy security.

What are Renewable Energy Certificates (REC)?

RECs represent the environmental attributes of power generated from renewable electric plants. No energy is physically delivered to the Federal site with this renewable resource option—only the environmental attributes of renewable generation are purchased. This option does not require transmission or distribution. For sites where renewable power delivery is restricted because of either

physical or institutional barriers, this renewable resource product may be the best option.

Dozens of ways to save. Two ways to learn how.

Call 800-241-RAIN (7246) or visit us on the web at www.gsa.gov/energyservices

How can your agency meet their goals and regulations on energy efficiency? What should you know about purchasing power in a competitive state? We can help with the answers to these questions and more — in person, online and via telephone. Call or visit us online today. Your partners on the GSA Energy Services Federal Supply Schedule (871 II) have the energy to do great things to make your facility more energy efficient while saving you time and money.

For more information, please visit www.gsa.gov/energyservices or contact your GSA representative:

Carolyn DiCugno (253) 931-7068 carolyn.dicugno@gsa.gov

working for you gsa multiple award schedules and

gsa multiple award schedules and governmentwide acquisition contracts

by Todd Posey

The GSA Federal Supply Service manages over 50 Multiple Award Schedules (MAS) and a host of Governmentwide **Acquisition Contracts** (GWACs) covering a wide variety of products and services. GSA contracts feature over 11,000 leading suppliers and professional service providers offering nearly 6 million items covering everything from office supplies and furniture solutions to cutting-edge professional services.



hese contracts, along with a variety of online acquisition e:tools such as GSAAdvantage!®, e-Buy, e-Library, and the FSS Center for Acquisition Excellence (formerly U-MAS) virtual training campus provide you with the tools to get your job done efficiently and on your terms!

GSA Contracts...Always in Compliance

GSA Multiple Award Schedules offer worldwide contracts with commercial firms to provide millions of state-of-theart, high-quality products and services at volume discount pricing. GSA awards contracts with common terms and conditions, in accordance with FAR Part 9, ensure you receive fair and reasonable

pricing from quality service providers. With MAS, you control the acquisition by managing the procurement from start to finish. You can use MAS contracts to meet your needs by placing a task order customized for your specific requirements. The result will be reduced procurement lead-times, cost savings, qualified contractors, credit toward your agency's socio-economic goals, and easy ordering while ensuring your agency complies with the Competition in Contracting Act (CICA). The MAS Program offers these benefits, but leaves you in the driver's seat to satisfy your requirement.

GSA Governmentwide Acquisition Contracts offer total package solutions for all your IT needs. Customers benefit by having access to long-term, pre-competed multiple award contracts that can stand up to the most challenging requirements, yet remain easy to use. With GWACs, you can be assured that the contracts you use are awarded properly in accordance with FAR Part 15 procedures. This best-value approach creates a pre-qualified pool of innovative small, medium, and large business contract holders, ready to take on a variety of integrated IT services projects. GWACs operate under a letter of designation issued annually from the Office of Management and Budget. To preserve this designation, GSA is committed to upholding its responsibilities for contract and task order oversight through three GWAC centers made up of experts in awarding and administering GWACs. These experts help customer



agencies and their respective contract holders by providing a variety of program support including contractual and advisory support, ordering guide publication, and customized training on proper ordering procedures. With GSA GWACs, you can be confident that you are using a quality acquisition tool that is managed properly—which allows you to focus your time and energy on completing the projects key to accomplishing your mission.

Where to Learn More About GSA Contracts

Visit www.gsa.gov/schedules to learn more about GSA Multiple Award Schedules. Online training is available at www.gsa.gov/centerforacquisitionexcellence. GSA has several acquisition e-tools you can access to help place your order through MAS, just log on to www.gsaadvantage.gov. Don't forget to check www.gsa.gov/ebuy to power up your next RFQ or RFI. Additionally, GSA will come to you to provide free training on a variety of topics relative to GSA product and service offerings. Call (800) 488-3111 or e-mail MASHelpdesk@gsa.gov for training inquiries or for any other questions about GSA contracts.

You may also contact a solution expert at one of GSA's ten centers. Call today to speak to a MAS or GWAC representative or visit the Schedule or GWAC web page link.

Services Acquisition Center		www.gsa.gov/servicesacquisitioncente
Advertising and Integrated Marketing Solutions (AIMS)	Schedule 541	www.gsa.gov/marketingservices
Financial and Business Solutions (FABS)	Schedule 520	www.gsa.gov/fabs
Professional Engineering Services (PES)	Schedule 871	www.gsa.gov/engineeringservices
GSA SmartPay®* Charge Card Services		www.gsa.gov/gsasmartpay
*Multiple Award Contract		
Information Technology Center		www.gsa.gov/itcenter
Information Technology Solutions	Schedule 70	www.gsa.gov/itcenter
National Furniture Center		www.gsa.gov/furniture
For web sites, visit www.gsa.gov/furniture, click on Furniture Schedules.		
Comprehensive Furniture Management Services	Schedule 71 II K	
Office Furniture	Schedule 71 I	
Household and Quarters Furniture	Schedule 71 II	
Packaged Furniture	Schedule 71 II H	
Special Use Furniture	Schedule 71 III	
Miscellaneous Furniture – Security Filing Cabinets, Safes,		
Vault Doors, Map and Plan Files and Accessories, COMSEC		
Containers, and Special Access Control Containers	Schedule 71 III E	
Floor Coverings – Carpets, Rugs, Carpet Tiles and Carpet		
Cushions; Vinyl and Rubber Tiles and Rolls; Mats and Matting (with and without logos)	Schedule 72 I A	
Furnishings	Schedule 72 II	
The Office, Imaging, and Document Solution	Schedule 36	
Professional Audio/Visual, Telecommunications, and Security Solutions	Schedule 58 I	
Office Supplies and Administrative Services Acqui	isition Center	www.gsa.gov/osas
Office Products/Supplies and Services and New Products/Technology	Schedule 75	
Human Resources Management and Equal Opportunity Services	Schedule 738 X	www.gsa.gov/hreeo
Training Aids & Devices, Instructor Led Training, Course Development,		0 0
and Test Administration	Schedule 69	www.gsa.gov/schedule69
Shipping, Packaging, and Packing Supplies	Schedule 81 I B	
Cameras, Photographic Printers, and Related Supplies and		
Services (Digital and Fill-based)	Schedule 67	
Professional Film Development, Videotape Processing Services, and		
Web Photo Storage Services	Schedule 36	
Publications Media	Schedule 76	
JWOD Schedule	00JWOD	

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Center for Facilities Maintenance and Hardware

www.gsa.gov/superstore

Facilities Maintenance and Management

Please note that this Schedule includes:

- Independent Elevator Inspection Services
- Elevator and Escalator Preventative Maintenance
- Fire Alarm/Suppression Systems, Preventative Maintenance, and Repair Services •
- Complete Facilities Maintenance/Management
- Electrical and All Utility Services Limited to Facility Maintenance

Hardware SuperStore

Schedule 03FAC

- Refrigeration, Heating, Ventilation and Air Conditioning Maintenance
- Tree Planting/Trimming/Removal
- Pest Control
- Industrial, Aerospace, and Marine Painting

Schedule 51 V

Schedule 873

Schedule 874 V

Schedule 899

00CORP

General Products Center

Total Solutions for Law Enforcement, Security, Facilities Management,

Fire, Rescue, Clothing, Marine Craft, and Emergency/Disaster Response Schedule 84 Schedule 736

Temporary Administrative and Professional Staffing

Test and Measurement Equipment, Avionics Equipment, Unmanned

Aerial Vehicles, and Related Services Schedule 66 II J

Chemistry, Biochemistry, Clinical Instruments, General Purpose Laboratory

Instruments and Services Schedule 66 II N Geophysical, Environmental Analysis Equipment and Services Schedule 66 II O

Laboratory Testing and Analysis Services

www.gsa.gov/generalproducts

www.gsa.gov/firesecurity

www.gsa.gov/tempservices

www.gsa.gov/scientific

www.gsa.gov/scientific www.gsa.gov/scientific

www.gsa.gov/scientific

Management Services Center

Management, Organizational and Business Improvement Services (MOBIS) Schedule 874

Language Services Schedule 738 II **Energy Services** Schedule 871 II

Logistics Worldwide (LOGWORLD) **Environmental Services**

Consolidated Products and Services Schedule

www.gsa.gov/mgmtservices www.gsa.gov/mobis

www.gsa.gov/language

www.gsa.gov/energyservices www.gsa.gov/logworld

www.gsa.gov/environmentalservices

www.gsa.gov/corporate

Small Business GWAC Center

8(a) FAST Set-Aside Contracts for Technology

HUBZone Set-Aside Contracts for Technology

8(a) STARS Set-Aside Contracts for Technology

www.gsa.gov/gwacs www.gsa.gov/8afast www.gsa.gov/hubzone

www.gsa.gov/8astars

IT GWAC Center

Millennia Lite

Smart Card

www.gsa.gov/itgwaccenter www.gsa.gov/millennialite

Enterprise GWAC Center

Alliant

ANSWER (Applications 'n Support for Widely-diverse End-user Requirements)

Millennia

ITOP II

Virtual Data Center

ACES – Access Certificate for Electronic Services

Disaster Recovery

www.gsa.gov/smartcard

www.gsa.gov/egc www.gsa.gov/alliant

www.gsa.gov/answer

www.gsa.gov/millennia www.gsa.gov/itop2

www.gsa.gov/virtualdata www.gsa.gov/aces

www.gsa.gov/disasterrecovery