



TRANSPORTATION & PROPERTY MANAGEMENT



find the *property* you need

EXCESS the property you don't

safely *MOVE* household goods



expanding horizons

travel, transportation, and personal property training

Expo Training

Over the past several years, we have offered free training classes in transportation, travel, and property management at our premier event of the year, the GSA International Products and Services Expo. This year, the Expo will be in Orlando, FL, May 11-13, 2004, and we welcome you to attend. We have many accredited classes approved by the International Association for Continuing Education and Training (IACET). IACET developed the Continuing Education Unit (CEU) as its standard unit of measure to quantify continuing adult education and training activities. CEU credit is being offered for selected courses during the GSA Orlando Expo. IACET CEUs are internationally recognized as the standard to meet for continuing adult education and training. Over 750 organizations and individuals committed to continuous quality improvement in continuing education and training programs constitutes IACET. For more Expo travel, transportation, transportation audits, and personal property training information, please go to www.expo.gsa.gov. Hope to see you there!

Regional Workshop

For Fiscal Year 2004, we will have a workshop covering our travel, transportation, and personal property management programs. We want you to understand our programs and the advantages they provide. This workshop is planned to be held in the Washington, DC metropolitan area in August 2004. Please visit our website periodically for details on the location, dates, and agenda for this session and to register online at

www.gsa.gov, click "About GSA", then click "Events".



Tailored Site Visits.....

By special request, we have a staff available to visit you on-site for a couple of days to review your policies, programs, and procedures for preparing, processing, and paying your freight and passenger transportation bills. We can assess the accuracy, thoroughness, and applicability of your agency's transportation procedures, and, if necessary, we can conduct customized workshops on a variety of topics. We are available to visit any agencies in the DC metropolitan area and Atlanta, GA,



throughout the year. We plan on being in the following areas: Denver, CO (March 04); New York, NY (April 04); and Philadelphia, PA, area (June 04).

If you would like us to visit your agency, please contact:

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TMSS...more features, more flexibility, less work, at no extra cost

gsa announces its *new* tmss electronic bill of lading!!!

“[The Office of Government Policy] applauds [GSA’s] efforts to totally automate and maintain a viable traffic management system for the Federal Government. Your system will stimulate more agency interest in using an end-to-end service, thereby increasing the demand on availability of e-transportation initiatives. The Transportation Management Services Solution (TMSS) system serves to facilitate faster and more efficient information exchanges between the agency and the transportation service providers (TSP), which is a benefit to agency associates. We look forward to working with you on future enhancements of the TMSS program.”

OGP granted FSS the authority to use an electronic representation of the U.S. Government Bill of Lading (OF 1103) and the Personal Property U.S. Government Bill of Lading (OF 1203) through its new system. Using an electronic bill of lading populated from the data collected in TMSS allows the printing of a single paper document for TSPs to have in their possession, as required by 49 U.S.C. §14706.

FSS was granted a deviation to 41 CFR §102-117 to use the electronic bill of lading only within the TMSS system. This **electronic BL authority is a “first” for civilian agencies** and serves as a platform to enhance data exchange via electronic commerce between GSA, customer, and TSP.

GSA is the only agency allowed to negotiate transportation rates on behalf of other civilian agencies, making the TMSS electronic BL a logical solution to meet agency electronic shipping requirements. The electronic BL will be offered in TMSS

starting January 2004, and is a critical key component needed to satisfy the true spirit of institutionalizing an automated end-to-end transportation shipment system.

FSS’ Transportation Business Line offers ongoing TMSS training for agencies and TSPs – at your site or ours. Contact Raymond Price for more information at 703-305-7536 or raymond.price@gsa.gov.

For more information about TMSS, visit our website at www.moveit.gsa.gov or call the toll free number at 866-MOVEGSA. You may also contact Blaine Jacobs at 703-305-7317, blaine.jacobs@gsa.gov; or Mary Anne Sykes at 703-305-7061, maryanne.sykes@gsa.gov; or your local GSA transportation service representative.

*For significant transportation and operational savings,
use TMSS to Move It!*

going... going... gone!

GSA is pleased to present **GSA Auctions™**.

Bid "live" auctions, on-line with lots of items within specified timeframes. We make it easy! At bid closing, GSA will honor the highest bid received.

This new state-of-the-art technology streamlines the business process and allows greater flexibility and speed for the introduction of enhancements. It reduces your administrative costs, increases market penetration, and maximizes the return on your investments. Getting rid of your excess property won't get any easier than this.

GSA Auctions™ presents a major shift in the strategy for selling property that the Government no longer needs. In the past, surplus sales have been conducted at regional locations utilizing traditional sales methods such as sealed bids and on-site auctions. This new on-line version will allow GSA to offer assets located across the country to any interested buyer, regardless of location. In addition, we will be able to access a larger segment of the general public, which should result in more competitive sales prices and a greater return for the Government.

We will provide guidance for property disposal, special handling requirements, time thresholds for moving property, and advise you about property available for reuse.



For more information or to register, call (703) 605-5610 or visit www.gsauctions.gov



what is.... **GSAXcess™?**

GSAAuctions®?

Not sure you're up-to-date on all the latest trends and processes in excess property management? At the GSA Expo, our professional property management staff will conduct several training opportunities to bring you up-to-date. We'll offer training from the most basic principles of property management, to specialized topics such as GSAXcess™, and GSAAuctions®. We will also again invite the National Association of

State Agencies for Surplus Property to provide insight on how each State Agency for Surplus Property can assist local Federal agencies in moving surplus property.



Our current plans are to conduct the following training sessions at the GSA Expo in Orlando:

Property Disposal for “Beginners”:

This session is for Personal Property Managers who are new to the program and covers the basics of property management. Beginning with internal agency screening for redistribution of property, to reporting excess property, the utilization and donation screening process, sale of surplus and exchange/sale property, and determining when to abandon and destroy property.

Personal Property

E –Solutions: FSS has E-Solutions to handle your personal property management issues. During this session, we will provide a brief overview of the personal property disposal process. Our discussion will highlight the systems that support our E-Solutions: Beginning with Agency Asset Management System (AAMS) to enhance internal redistribution of property; continuing on to GSAXcess™ to report and redistribute excess and surplus Federal property to other Federal agencies and donees; and ending with GSA Auctions®, the Internet solution for property sales.

GSAXcess™: Excess Property Online: GSAXcess™ is the brand new web application for recording, tracking, and controlling the nationwide inventory of Federal excess and surplus personal property. GSAXcess™ eliminates the manual process of typing standard forms and minimizes the need for on-site screening of property. This workshop will teach you how to access the system, report property on-line for excess

screening, determine what property is available, and acquire it. Come see how GSAXcess™ can save you time and money in meeting your personal property requirements.

State Agency for Surplus Property (SASP):

What they can do for you! This session will explore the benefits of working with the State Agency for Surplus Property in your state. It covers State managed property disposal centers, the Federal Surplus Property Donation Program, as well as other services that State Agencies can provide to the Federal Property Manager of the 21st Century. This session is designed for any property manager with limited resources, limited storage space, and a limited budget. Attendees will come away with tips, tools, and options to make managing and disposing of assets easier and more efficient.

GSA Auctions®: Your Internet Disposal Solution: Reduce your administrative burden, make better use of your staff resources, and most importantly stretch your scarce agency dollars f-a-r-t-h-e-r by offering your surplus and exchange/sale personal property for sale to the public on GSA Auctions®, GSA’s award winning Internet sales service. GSA Auctions® is a part of the Federal Asset Sales program, one of the 24 e-gov initiatives. Come learn about GSAAuctions® and see why our home page has been viewed over 3 million times! You have the questions; we’ve got the answers for all of your personal property sales needs.

Advanced Topics in Personal Property Disposal:

This session is for experienced Personal Property Managers and goes beyond property disposal rules to discuss how to make cost-effective property disposal decisions. We will focus on how to get the greatest value when you dispose of excess, surplus, and exchange/sale property.

Ask the Experts; Q’s & A’s on Personal Property:

What other questions do you have? An open forum for agencies to ask questions and discuss personal property related issues. Property Management experts from around the country will be available to discuss your issues and concerns. The panel will include a representative of the National Association of State Agencies for Surplus Property.

In the past few years, property management training at Expo has drawn standing room only crowds, in ever larger rooms. Make your plans now to attend. We look forward to seeing you at our training in Orlando. We want to answer all of your questions and assure you are up to date on the most current guidance in your chosen property management profession.

For more information, please contact:

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