



Transportation and Property Mgmt.



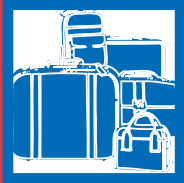
NATIONAL TRAVEL FORUM 2002

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Co-Sponsored by the U.S. General Services Administration,
Interagency Travel Management Committee, and
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NEW EXPRESS SHIPPING AVAILABLE FROM GSA

GSA has entered a new era in providing express transportation services for the Federal Government customer. Effective on August 16, 2001, GSA's new Multiple Award Schedule (MAS) for Domestic Express Delivery Services (Schedule 451 III) now offers an expanded range of services and contractors for agencies to choose from.

Since the program began in 1983, three contractors (DHL Worldwide Express, Airborne Express, and Federal Express) have provided the Government delivery service at various times through single award contracts. Government agencies had requested more service options, a diversity of carriers, and more choice in selecting services and carriers.

The new MAS offers expanded service levels for the Government customer – giving you Next Day and Two Day service, as before, but now including service for Same Day and Three Day Delivery. This service covers small package shipments (up to 150 pounds) and for the first time heavyweight shipments over 150 pounds. The Schedule also allows the contractor to offer additional new service enhancements as they become available.

The schedule contracts have a base period of 5 years with three additional 5 year renewal options. This schedule allows agencies to select the carrier or carriers that fit their needs. To see an up-to-date listing of awarded contractors, contractor pricing, points of contact, and more helpful contract informa-

tion, go to: fss.gsa.gov/express

Using the schedule agencies will have these new benefits:

- **Choice.** Agencies can select one, two, or more contractors depending upon their needs.
- **Long-term Relationships.** With longer term contracts, agencies can build long-term relationships with their carriers.
- **Competition.** Increases competition among contractors and encourages them to provide better prices and improved service.

Contact your agency's headquarters traffic management officials for information on who your agency has selected for the new and expanded services.

For more information contact:

Guy Galloway on (703) 305-6000; Edward Kelliher on (703) 305-7389; Lisa Romano on (703) 305-5313; or Blaine Jacobs on (703) 305-7317.



TRAVEL/TRANSPORTATION AND PROPERTY TRAINING

Regional Workshops

We offer workshops covering our travel, transportation and personal property management programs. We want you to understand our programs and the advantages they provide.

The next workshop is scheduled for Chicago in late July. We've already had sessions in Atlanta (December) and Philadelphia (April). For Fiscal Year 2003, we have seminars planned in Washington, DC (December), San Francisco (February) and Miami (April).

Please visit our Web site periodically for details on the location, dates and agenda for these sessions and to register online for fss.gsa.gov/events.

Annual Expo Training.....

Furthermore, we offer a full line of training sessions at GSA's premier event, the GSA International Products and Services Expo, which is free to all Federal employees.

The GSA Expo will be held at the San Diego Convention Center on May 21-23, 2002. In addition to the many sessions for our Federal customers, we also conduct workshops designed expressly to bring representatives of the carrier industry together with our Federal customers to share experiences and resolve problems.

Mark your calendars now. Expo 2002 is a great opportunity for you to network and learn. Visit expo.gsa.gov.

Tailored Site Visits.....

By special request, we have a small 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.

For more information, please contact

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IMPROVING SERVICE, STREAMLINING THE PROPERTY DISPOSAL PROCESS

GSA'S PROPERTY MANAGEMENT DIVISION ANSWERS THE CALL

In our continuing effort to improve customer service, Property Management has developed and implemented innovative programs that reduce the property disposal cycle, thereby shortening the time that agencies hold unneeded property. The length of the disposal cycle has been a long time, continuing concern of many federal agencies. We believe the new programs outlined below offer significant savings in cycle time, with a direct correlation to the costs incurred by agencies for holding excess and surplus property and associated inventory and accounting costs.

GSA XcessXpress cuts the screening process in half for excess and surplus property. GSA Auctions™ enables us to cut by half our cycle for sales preparation and actual conduct of the sale. GSA wants to be your source for sales of surplus and exchange/sale property. Please read below for more details on these innovative programs.

GSA XcessXpress!

In April 2002, GSA introduced GSA XcessXpress, an initiative to streamline the property disposal process. This initiative is an answer to many federal agencies' concerns that the existing property disposal screening process was longer than necessary, costing agencies additional resources by necessitating storage for this excess property.

GSA XcessXpress compresses the traditional forty-two day screening process to one twenty-one day screening period and offers the benefit of allowing agencies to move remaining assets to sale more quickly. This new process involves simultaneous screening, with both excess and surplus customers screening all available property while it is excess. Surplus customers (donees) can still only receive property once it has been declared surplus at the completion of this twenty-one day period. This single screening period will still follow any established internal agency screening period.

GSA XcessXpress represents no change in screening for federal customers. It will eliminate the option for federal customers to manually prepare a SF122, fax it to an Area Property Officer (APO) for approval, and remove property all on one visit to a Defense Reutilization and Marketing Office (DRMO) or other turn-in point for excess property. The requirement for federal customers to use the Federal Disposal System (FEDS) and go to electronic freeze/transfer is now the same as for other customers. The turnaround time for federal agencies to sign the transfer order and return to GSA for approval has also been reduced to assist in shortening the overall process.

GSA XcessXpress implements major changes for our donation customers, as it forces them to screen earlier in the process, which many of them have requested, and property allocations under GSA XcessXpress will now be made on the first workday following the Surplus Release Date (SRD) as opposed to the sixth day previously. The shortened turnaround time for processing transfer orders also applies to donation customers.

Implementation of GSA XcessXpress was simultaneous with the Department of Defense (DoD) re-implementation of a 14-day internal screening period. This internal screening period enables DoD activities to reutilize excess property without competing with all other federal agencies for DoD procured equipment. This makes the DoD process the same as all other federal agencies, with a formal internal screening period prior to reporting property to GSA as excess for screening and redistribution throughout the federal government. DoD activities interested in screening and acquiring excess property after the internal screening period will access FEDS to screen DoD generated excess as well as that available from other federal agencies. We anticipate these changes will stimulate growing interest from DoD activities in requesting access to and use of FEDS.

In an effort to meet the increased demand for FEDS access and simplify the process, we have established a new FEDS Access mailbox at fedsaccess@gsa.gov. Federal civilian agencies may request access via email from the ".gov" address after coordination with your National Utilization Officer (NUO) or designee. The access permission level for "Screen" or "Screen & Freeze" is determined by your NUO or designee at the time you request your access codes. State Agencies for Surplus Property (SASP) are issued "Screen & Freeze" access upon written request from the director. Donation customers "Screen Only" generic access codes are available through the SASP. DoD requests for "Freeze Access" must be from an Accountable Property Officer. The letter/email must state that the author is an Accountable Property Officer requesting access for other individuals and must be submitted on Activity letterhead or from a ".mil" email address. Requests for "Freeze Access" should also include address, phone number, email address and DODAAC. DoD customers "Screen Only" generic access codes have been established and are available for each Military Service.

For more information, visit our web site at fss.gsa.gov/property or call (703) 305-7240.

Put GSA to work for you!

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GSA AUCTIONS™ GREETS THE FUTURE IN STYLE!

Welcome to the 21st Century! Welcome to General Services Administration's (GSA) latest sales concept known as GSA Auctions™. Since its inception in January of 2001, GSA Auctions™ has been greeting more and more customers every day. In fact, it has welcomed about 100,000 interested participants so far, and still counting.

What's that? You haven't heard about GSA Auctions™? Well take off those 3-D glasses, turn off your lava lamp, and get ready for action. This is not your standard, stereotypical, government program. GSA Auctions™ is a state-of-the-art Internet Web site designed by the GSA Property Management Division devoted to the sale of surplus federal assets like office equipment, furniture, heavy machinery, airplanes, scientific equipment, vessels, and vehicles to the public—in a convenient and easy-to-use format. Not only does the auction program offer features such as competitive bidding and on-line photos, but also it provides user-friendly facets like "proxy" bidding, pricing guides, browsing, commodity listings, bid monitoring, and others. That's right! GSA Auctions™ is an on-line government sales site that is both innovative and comfortable to use.

In fact, this customer-driven program has become so popular with the general public that total government proceeds from the first year of operation of GSA Auctions™ have exceeded \$17 million from competitive sales of over 10,000 items. It is

not exactly the same "Auld Lang Syne" of some past government programs. This one has welcomed the future with the progressive idea of being both good for the government and good for the people! So, if you are interested in seeing the post-modern era of government sales of all kinds of property from saddles to snowplows, then simply enter your own time machine (i.e., your personal computer) and travel to gsaauctions.gov. Indeed, thanks to GSA Auctions™, the future is looking bright—even without those lava lamps.

For more information, please contact:

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TRANSPORTATION AUDITS REMINDER TO ALL FEDERAL CIVILIAN AND MILITARY AGENCIES

The mandatory provision under Public Law 105-264, Travel and Transportation Reform Act of 1998, states that you must have all your transportation billings audited prior to payment.

Auditing Services and Financial Management Services Schedule 872 was merged into the Financial and Business Solutions (FABS) Schedule 520 effective April 1, 2002. Special Item Number 520-10, Transportation Audits, performs administrative reviews and rate examinations on prepayment transportation bills to ensure accuracy, completeness, and compliance with established rates, tariffs, quotations, agreements, and tenders or other applicable rate authority.

The list of contractors that can perform a prepayment audit for your agency under this schedule is available by visiting fss.gsa.gov/transaudits. For more details on FABS, see page 34.

For more information, please contact:

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INTERNATIONAL WORLDWIDE EXPRESS (WWX) SMALL PACKAGE DELIVERY PROGRAM

Before award of the Worldwide Express (WWX) Small Package Delivery contract, military and Federal civilian agencies had separate procedures for international express small package shipments. GSA and DOD have agreed to partner in a Government-wide endeavor, leveraging the Federal Government's international small package shipping requirements to obtain better services and save taxpayer dollars. Given DOD's overwhelming volume of international shipments and contingency needs, headquarters' Air Mobility Command (AMC) assumed contracting and program management responsibilities. On July 30, 1998, the first WWX contract was awarded to multiple commercial carriers by the atres/regions (Southern, European, Central and Pacific).

The next-generation contract began October 1, 2001, with DHL Airways, FedEx, and UPS. WWX-2 offers pick-up, transportation, active tracking, customs clearance and delivery of general commodities and hazardous materials to and from CONUS and international locations and between international locations. Contractors also provide significant volume price reductions from commercial rates, and best value service commitments. DOD is a mandatory user of WWX-2. Civilian agencies may sign on as participants.

For more information visit DOD's website at <https://public.scott.af.mil/hqamc/www/www.htm> for valuable tools such as carrier contracts for download, a rate calculator, points of contact, an executive summary, links to carrier websites (government and commercial), contract service guides, and much more.

Contacts

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DOD Agencies:
 Points of contact listed at the WWX website



Need an Easy Way to Place a CSC Order?

Quick Order

Visit us on-line at <http://fss.gsa.gov/csc> and click on “Quick Order.”

You can use your GSA SmartPay® purchase card or AAC to complete a simple, electronic order form. Tell us the items you need and the quantity. We will process your order promptly and e-mail you an order confirmation message. Or, call the CSC to place your order on 1-800-525-8027 or FAX 1-800-856-7057.

