

Personal Property Utilization and Disposal Course

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Who should attend?

Accountable Property Officials, sustainability officers, property custodians, users and screeners interested in acquiring excess personal property. This course is intended for both newcomers to Property Management Disposal as well as seasoned professionals needing updates on the property disposal process.

Course objectives:

Federal Utilization and Disposal of Personal Property; regulations and processes; Computers for Learning program; reporting and selecting property using GSAXCESS®; reporting special categories of property; transferring and donating property; sales; and abandonment and destruction. For more information, please contact Giselle Romero at 817-850-8152 or by email at giselle.romero@gsa.gov.

Date	Time
Monday June 20, 2011	1:00 p.m. - 4:00 p.m.
Tuesday June 21, 2011	8:30 a.m. - 4:00 p.m.
Wednesday June 22, 2011	8:30 a.m. - 4:00 p.m.
Thursday June 23, 2011	8:30 a.m. - 4:00 p.m.
Friday June 24, 2011	8:30 a.m. - 12:00 p.m.

Identification, Driving Directions, Parking, Hotels

Identification: Your government photo ID is not mandatory but it is beneficial to present it when entering the building.

Parking: Parking is available at several nearby lots for approximately \$8 per day. Metered parking is scarce.

Public Transportation: The airport is located 17.5 miles east of down town Fort Worth. If you are not renting a car there are several ways to get around the DFW area. I have included a link to the Fort Worth Transportation Guide for your convenience. <http://www.fortworth.com/visitors/transportation/> Check out the Molly Trolley to get you around town in the evenings.

Hotels in the area: There are several nice hotels in the downtown area for you to choose from. <https://www.fedrooms.com/>

EMBASSY SUITES HOTEL
600 Commerce Street
817-332-6900

HILTON HOTEL
815 Main Street
866-874-0462

OMNI HOTEL
1300 Houston Street
817-535-6664

SHERATON HOTEL AND SPA
1701 Commerce Street
817-335-7000

THE ASHTON HOTEL
610 Main Street
817-332-0100

THE WORTHINGTON HOTEL
601 Main Street
817-885-8700