**GSA Real Property Utilization and Disposal Training Class**

**Class Description:**

This comprehensive 3-day class is an interactive resource for Federal real property professionals.  Course topics include:

         Effectively navigating real property laws, regulations, roles and responsibilities

         Asset management and repositioning strategies

         How to report real property excess

         The real property disposal process and other transactional options

         Environmental and historic laws and applications as they relate to the utilization and disposal of Federal real property.

The class room format encourages open discussions on real property utilization and disposal issues, as well as specific projects.  The class topics are routinely updated in response to new laws, regulations, and legislation, and illustrated using examples of real property transactions and transactional exercises.

**Types of classes offered:** There are two ways to obtain training in our 3-Day Real Property Utilization Disposal Training Class.

**Classes open to Multiple Agencies**

Typically, GSA will schedule at least two classes per year that are open to all agencies. One will be in **Washington**, DC and one will be offered in one of GSA’s Regional Offices on a rotating basis. The cost for the multi-agency training is $400 per attendee, payable only with a GSA SmartPay Purchase Card. **To register for a class** go to <http://propertydisposal.gsa.gov/Training> , complete the following two forms, and send them to [gary.jordon@gsa.gov](mailto:gary.jordon@gsa.gov) :

GSA Training MOA – Purchase Card

GSA Training Purchase Card Form (only complete the yellow highlighted sections)

**Classes tailored for an Individual Agency**

An agency can host the 3-Day class at a location of their choosing. The class can be tailored to meet the agency's needs and include information that pertains particularly to that agency. This includes the types of topics covered as well as the detail and amount of time spent on each topic. The course is based on a 3-day format, but can be shortened or lengthened to meet an agency’s needs, depending upon degree of topic detail and additional topics. The agency agrees to pay for the travel and per diem costs of the class presenters at the agency's location of choice. This can be more economical for an agency, dependent on the number of attendees. To schedule the class at a mutually convenient time, contact Gary Jordon on 202-841-6995 or at gary.jordon@gsa.gov.

**Class Materials:** The materials consist of PowerPoint slide presentations augmented with fact sheets.

**Presenters:** Presenters are comprised of experienced GSA managers, realty specialists, environmental and general counsel professionals, from both headquarters and regional offices.

**Contact:** Gary Jordon on 202-841-6995, or at [gary.jordon@gsa.gov](mailto:gary.jordon@gsa.gov)